

Precinct Election Official

Manual

For May 5, 2026

Lorain County Board of Elections

1985 North Ridge Road, East

Lorain Ohio 44055

440-326-5901

Important Dates to Remember

PEO Training- April, 2026

Voter Registration Deadline- Mon. April 6, 2026

BOE Open extended hours 8:30 a.m. to 9:00 p.m.

Absentee Voting by Mail- begins April 7, 2026

- Absentee ballot applications are due by 8:30pm Tue, April 28, 2026
- Mailed absentee ballots (non UOCAVA) must be received by the BOE by close of polls election day (per Senate Bill 293/ RC3503.201 (B))

Hours for In-Person Absentee Voting (Per SOS Directive 2025-09)

8:00 a.m. to 5:00 p.m. – Tue, April 7- Fri, April 10, 2026

8:00 a.m. to 5:00 p.m. – Mon, April 13-Fri. April 17, 2026

8:00 a.m. to 5:00 p.m - Mon, April 20 - Fri, April 24, 2026

7:30 a.m. to 7:30 p.m. – Mon, April 27, 2026

7:30 a.m. to 8:30 p.m. -- Tue, April 28, 2026

7:30 a.m. to 7:30 p.m. – Wed, April 29 - Fri, May 1, 2026

8:00 a.m. to 4:00 p.m. – Sat, May 2, 2026

1:00 p.m. to 5:00 p.m. -- Sun, May 3, 2026 - Early Voting Ends

No In-Person Absentee Voting on Monday, May 4, 2026

Supply Bag Pick-Up -Gargus Hall

Assistant Voting Location Managers

Sat, May 2, 2026* (Subject to Change)

(Last Names Beginning with)

A-G 1-2 pm

H-O 2 -3 pm

P-Z 3-4 pm

Voting Location Managers

Mon, May 4, 2026

(Pick up time for VLM is open)

A-Z 7:30am -5:30pm

Supply Pick-up will be at Gargus Hall for all VLMs & AVLMS (subject to change).

Calls will be made at 5pm to VLMs as a reminder if supplies have not been picked up. AVLMS must call the BOE to change pick up time or day.

*AVLM Pick up day is subject to change. Please confirm in class.

Polling Location Set-up- Monday, May 4, 2026

Set up teams will meet at Gargus Hall 15min prior to their designated start time.

Election Day- Tuesday, May 5, 2026

All PEO's must arrive at their designated Polling Location no later than 5:30am, and remain there until dismissed by the Voting Location Manager following the conclusion of voting and the processing of all voting regulation duties.

Provisional Ballot Curing Period-

Wed, May 6 -Sat, May 9, 2026- Voters without a valid form of ID must come to the BOE with proof of ID for Provisional Ballots.

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Important



Official Form



NOTE



Call the Board

Initialisms:

PEOs- Precinct Election Officials

BOE- Board of Elections

VLM- Voting Location Manager

AVLM- Assistant Voting Location Mngr

VIBS- Visually Impaired Ballot Station

ADA- Americans with Disabilities Act



NOTES

A white rectangular box with rounded corners is centered within the large star graphic. It contains ten horizontal lines for writing notes.

Primary/Special Election May 5, 2026



Overview

The Ohio 2026 Primary/Special Election will take place on Tuesday, May 5, 2026. Primary Elections are held on the first Tuesday after the first Monday in May. The Ohio Primary/Special Election is a semi-open primary which means that the voter will need to select or request a party's specific ballot or a non-partisan issues only ballot as applicable. The election allows voters to determine their party's candidates for the General Election. (R.C. 3501.01 A-C)
Voters must select the political party ballot or non-partisan ballot that they would like to vote as applicable, along with the usual request of stating their name, current address, and providing a valid photo identification. (R.C. 3501.01 A-C)

Precinct Election Officials (PEOs) represent both political parties and the Lorain County Board of Elections on Election Day. PEOs should treat those they interact with in a professional manner, work efficiently and resolve problems so that voters can vote with ease. PEOs activity should not distract voters from their business at the polls and remain respectful of the voter's ballot choice. It is never permissible to select a ballot for the voter or comment on the voter's selection. It is acceptable to explain the options available for selection and the purpose of the Primary/ Special Election. (R.C. 3501.33, 3501.35)

Recent Changes / New for this Election

- Updates in some forms and logs -Provisional & 10-U Challenge Form
- New laws for Absentee Ballot return
- New Provisional Envelope Affirmation Form and Notice
- New notice "Mismatch" message replaces "Vote Provisional" on Poll Pad
- Changes to staffing levels at some Polling Locations
- Changes to some Precincts and Polling Locations
- New Provisional Privacy Screens
- Eliminated Vote-A-Matic stands & Back up Batteries
- Cradlepoint Router will be returned by AVL M at drop-off with other supplies

Initial-isms used throughout this manual:

PEO- Precinct Election Official
BOE- Board of Elections
VLM- Voting Location Manager
AVLM- Assistant Voting Location Manager
VIBS- Visually Impaired Ballot Station
ADA- Americans with Disabilities Act

Precinct Election Officials Responsibilities and Conduct



Overview

Precinct Election Officials (PEOs) ensure the election is conducted lawfully and are available to assist voters in a courteous and respectful manner.

Each Polling Location will have a Voting Location Manager (VLM) and Assistant Manager (AVLM), who will be of the opposite political party, responsible for overseeing the election process, including overseeing opening and closing of the polling place, and returning specific voting materials to the Board of Elections or drop off location after the polls close. The VLM or AVLM will be present in the Polling Location at all times.

PEOs work as a team to conduct an election at their assigned Polling Location. PEOs take an oath to uphold election laws and perform the duties to the best of their ability. They also must prevent and stop any actions or attempts to obstruct, intimidate or interfere with any elector (registered voter) when checking-in or voting. They must protect official observers against being bothered or harmed in the performance of their duties. Ohio law requires that PEOs must act in such a way as to prevent riots, violence, tumult or disorder. They are not permitted to discuss their political views or opinions with other PEOs or voters while in the Polling Location throughout the Election Day. (R.C.3501.33; 3501.22; 3501.07)

Precinct Election Official (PEO) General Responsibilities

- On Election Day, arrive at the Polling Location no later than 5:30 a.m.;
- Take and sign the Precinct Election Officials' Oath of Office, administered by the Voting Location Manager before opening at 6:30am (R.C. 3501.31);
- Sign the Oath/Payroll sheet;
- Open/ Set up all equipment as assigned;
- Conduct the election properly and lawfully;
- Check voter ID and check in voters;
- Make sure voters are correctly issued regular or provisional ballots for the correct precinct;
- Direct voters to the correct Polling Location (R.C. 3505.181(C) (1));
- Close all equipment and leave the Polling Location when dismissed by the Voting Location Manager and all closing duties have been completed;
- Sanitize equipment as directed using alcohol products;
- Perform any other duties as assigned by the Board of Elections.

Challenging Voters

IMPORTANT-The Voting Location Manager or Assistant Voting Location Manager must notify the Board of Elections before completing any challenge paperwork (form 10-U or 10-W).

On Election Day, voters may be challenged at the check-in table ONLY by a Precinct Election Official for the following reasons:

- The voter is not a resident of the precinct;
- The voter is not a resident of Ohio;
- The voter is not a U.S. citizen; or
- The voter is not of legal voting age.

If challenged for one of the reasons listed, the prospective voter should complete the Affidavit-Oath-Examination of Person Challenged (Form 10-U) located in Manager's Binder.) The Board of Elections must be notified. The completed form 10-U will be placed in the Completed Forms envelope and documented in Incident Log.

If the voter completes the Form 10-U and a majority of the PEOs are able to determine that the voter is eligible to cast a ballot, the voter must be given a regular ballot. If the voter refuses to complete the Form 10-U, the voter must vote a provisional ballot; note this in the Provisional Log.

If a majority of the PEOs are unable to determine the person's eligibility to cast a ballot, then provide a provisional ballot to the voter. (see Provisional Ballot section)

Challenging Voter's Party or Ballot Type

If a PEO has personal knowledge that a voter is not affiliated with or a member of the party whose ballot they have requested, the PEO may challenge the voter's party affiliation and ask the voter to complete a Statement of Person Challenged as to Party Affiliation form (10-W) located in the Manager's binders.

Personal knowledge requires more than the notion or idea of party affiliation. If the challenged voter completes the 10-W form, then the voter should be given the political party ballot that they have requested.

If the challenged voter refuses to complete the 10-W form, the voter MUST be given a provisional ballot according to the voter's precinct and the party ballot requested.

17 year old Voters

A 17-year-old elector who will be 18yrs old on or before the next General Election, may vote on the nomination of candidates in the Primary Election. They must be registered to vote. They may NOT vote on any questions or issues on the primary ballot, such as a tax levy or charter amendment.

They will be identified in the Poll Pad with a message stating "17 yr Old". They will receive a ballot card that will only allow them to vote on the candidates according to the party affiliation that they have requested. **They may not select a Non-Partisan ballot.**

The 17-year-old voter will receive a provisional ballot if they are not able to be issued a regular ballot according to the standard regulations. Typically the Polling Location will not have provisional ballots specifically for a 17-year-old voter so they should be issued a ballot according to their precinct and the party that they have requested and instructed not to vote on any issues or questions that may be on the ballot, only to vote on the candidates. They should NEVER be issued a Non-Partisan (Issues only) ballot.

Precinct Election Official Conduct

The actions and overall attitude of a PEO sets the tone for the Polling Location and serves as an example for voters. You represent the voting process to the voters. Treat everyone professionally with courtesy and respect. All PEOs will sign the Ethics Policy in compliance with the Ohio SOS Ethics. (Directive 2026-08)

Note: You should dress professionally; fresh, and neat attire is expected.

Do not wear: shorts, sweats, yoga pants, casual t-shirts, revealing/ low cut tops or short skirts and No torn, stained, or soiled garments. Appropriate attire: slacks, dress shirt, blouse, knit top, sweater, skirt, jeans (not ripped).

DO NOT:

- Have political discussions while working.
- Wear or disseminate any campaign literature or paraphernalia, including, but not limited to literature, sample ballots, slate cards, campaign badges, campaign clothing, or campaign buttons;
- Use while working, items that might distract from managing the polls (i.e., televisions, newspapers, laptops, **cell phones for personal use**, radios, etc.);
- Solicit contributions for raffle tickets or sell anything at the polling location, such as baked goods, candy, crafts, etc.; (R.C. 3599.01)
- Place any food or drink on voting tables, or near voting equipment or supplies;
- **Smoke or use vape devices in the location;**
- Engage in any other activities identified as illegal or unacceptable according to the Board of Elections, the Secretary of State, or state or federal law; and
- Refuse to enforce election laws, especially the laws that apply to Polling locations. (R.C. 3501.33; 3501.35;3503.07;3501.22)

Precinct Election Official Roles Overview

The Voting Location manager's (VLM) (AVLM) Responsibilities

The VLM oversees the entire operation of the Polling Location and is responsible for the overall conduct of the election at the location. They work with the AVLM, a member of the opposite political party, to ensure a smooth voting day experience for voters and all the PEOs. The VLM or AVLM must be present in the Polling Location at all times.

VLM and AVL M prior to Election Day will:

- Pick up election supplies, as instructed by the Board of Elections;
- Check any supply container labels to make sure they are for your precinct;
- **Do not break any seals on bags;** Keep all supplies in a secure location;
- Check supply lists to ensure all supplies are in the bags (Supply lists are located in the Manager binders.)

Voting Location Manager (VLM) Election Day duties:

- Using the Polling Location Diagram found in the front of the Manager Binder, confirm the proper arrangement of the Polling Location, notify the BOE if there are any issues;
- Administer the oath to the PEOs. All PEOs will sign the oath statement before the Polling Location is open for voting at 6:30am; (R.C. 3501.31);
- Unpack the supplies that are needed from the Red Tote including ballot cards, green bins, and the headset for the VIBs unit. Fill out morning section of Ballot Card Inventory sheet; Distribute the sanitation supplies in the burgundy bag;
- Ensure the Check In Tables are set up correctly;
- Officially open the polls by making a public announcement, in the Polling Location at 6:30am; Ensure that all campaigners and campaign materials are situated 100' beyond the entrance to the Polling Location, as marked by the U.S. flags posted outside the entrance to the polling location (if you cannot place the flags at 100 feet, post as near to 100' as possible); (R.C. 3501.30)
- Review proper ID requirements with Check In officials;
- Before the polls open, post the "Register of Voters" list and other items found in the "Items to be Posted" envelope, in the location;
- Post the 11am & 4pm Voter Lists inside the Polling Location;
- Formulate work assignments, rotation of duties, and breaks (a schedule is in the Manager's binder);
- Review with PEOs any special instructions or recent changes to instructions given by the BOE and basic emergency procedures;
- Close the Polling Location, document number of electors who voted as shown on the poll books, number of cast ballots on the DS200, soiled and defaced ballots, the provisional ballots (unused); fill out the reports; (per R.C. 3501.26)
- Dismiss all PEOs from the Polling Location when all tasks have been completed (**No one can leave until all tasks are done other than the AVL M with a member of the opposite party who leaves first**);
- Perform joint duties as indicated with the AVL M and any other duties outlined in the Manager binder;
- **Return supplies** to the designated location with a member of the opposite political party (all Poll Pads, pouches, bags cradle point and any additional boxes containing paper ballots are returned). AVL M will return Memory Stick(s), yellow provisional ballot box(es) and bag(s), burgundy bag(s) with cast/ voted ballot cards, and AVL M green supply bag.



Assistant Voting Location Manager (AVLM) duties:

- Assign a team to check serial numbers on Election Equipment Custody form, sign form when completed, place in AVLM green bag;
- Coordinate the PEOs and distribute the ExpressVote Opening Procedures to Voter Assistants and Help Desk Officials as staffed;
- Get all DS200 Scanners powered on and opened. Run Zero Totals report and sign. Place in Orange pouch;
- Ensure Help Desk is set up. The Cradle point is plugged in and on;
- Coordinate the PEOs and distribute the ExpressVote Closing Procedures to Voter Assistants and Help Desk Officials as staffed;
- Coordinate the opening and closing of the Help Desk as staffed or perform Help Desk closing duties and complete the Ballot Accounting Chart(s);
- Close the DS200 Scanner, run reports- place in orange pouch; remove the Memory Stick, complete the AVLM Closing Sheet (the last page in the AVLM binder) and place the Memory Stick(s) in the Clear Pouch;
- Perform joint duties as indicated with the VLM and any other duties outlined in the Assistant Manager binder.
- **Transport the Memory Stick(s) in the Clear Memory Stick pouch, the yellow Provisional Ballot bag(s) with all unused provisional and paper ballots, the voted Provisional Ballot box and burgundy bag with the cast ballots to the drop off location.**

Note: Transportation of election supplies following the election must be done with a member of both political parties. No sealed election supplies are opened until Election Day in the presence of a member of the opposite political party.

Both VLM and AVLM will work together on the following duties:

- **Sign front & back of the Equipment Custody paper located in the folder at the Help Desk, after equipment seals have been verified. Place in the AVLM green bag to return to BOE;**
- Perform Help Desk duties as needed, complete the Provisional Log Book.
- Process Vote Center Transfer Slips for voters in the incorrect location;
- Record incidents in Incident Log;
- Print and post a copy of the Summary Report Check-Ins inside the location, using Help Desk Poll Pad at 11am and 4pm. Return copies in orange report pouch;
- Fill out the Ballot Card Inventory Report at opening and closing;
- Coordinate closing with PEOs prior to 7:30pm to assign tasks, prepare reports and have supplies ready for closing.

Check In Official Responsibilities (see section pg 31)

Officials qualify each voter and issue ballot cards for a regular voter or direct them to a manager when they cannot be processed at the Check In Table.

Check In Table Officials will:

- set up the Check In Tables with the electronic poll book and printer;
- open Poll Pads per procedures;
- place flags and posted items in Polling Location;
- process Regular Voters/ Issue Ballot Cards;
- sanitize Poll Pads using alcohol and wipes as indicated;
- process closing the Poll Pads;
- assist with other duties.

Voter Assistant Responsibilities (see section pg 57)

Provide a wide range of assistance to the voter, and the Managers.

Voter Assistants will:

- perform ExpressVote Opening and Closing procedures;
- assist with DS200 Opening and Closing procedures;
- greet voters as they arrive and direct them to the Check In Table(s)
- remind voters to have their form of ID ready for the check-in process;
- make themselves available to the voter if they require assistance;
- **ensure voters scan their Ballot Cards into the DS200 Scanner before leaving the Polling Location;**
- assist the Check In officials as necessary;
- distribute the “I ‘Ohio’ Voting” stickers and manage the flow of voters;
- assist with stylus sanitation, distribution and collection as applicable;
- assist with other duties.

Help Desk Official Responsibilities (see section pg 71)

Voters that do not qualify as “regular voters” are taken to the Help Desk.

Help Desk Officials will:

- set up the Help Desk Table with the tablet and printer;
- review/ count the Provisional Ballots with Ballot Accounting Chart;
- look up the voter in Poll Pad Precinct Finder or use the paper Precinct finder;
- process all Provisional Ballots; assist the managers in filling out the Provisional Log for every Provisional Ballot cast;
- assist in the completion of Vote Center Transfer Slips as needed;
- assist with sanitizing ExpressVote units using alcohol and wipes;
- process closing the Help Desk, ensure all unused provisional and paper ballots are accounted for and in the proper precinct bags.
- assist with completing the Ballot Accounting Chart(s);
- close the Poll Pad after final reports are complete;
- assist with other duties.



Interpreter Responsibilities

Spanish/English interpreting services are available to all voters in Lorain County. In some Polling Locations there are Interpreters available to assist Spanish speaking voters. Interpreters may work as a PEO in another capacity beyond that of an Interpreter. Interpreters will assist any voter needing Spanish language translation and other PEOs needing interpretation to assist a Spanish speaking voter.

The Spanish Language Hotline is posted in all Polling Locations. It can also be used by anyone to assist a Spanish speaking voter: 440-326-5924.

Security at the Polling Location

Security procedures include:

- Inspect voting equipment for damage, tampering, seals, and confirm chain of custody as instructed;
- Maintain control over all voting equipment and supplies throughout the day;
- Ensure that the memory stick in the DS200 is protected and secured from tampering throughout the day;
- Keep records of all voters who enter location, all ballots issued and voided;
- Document any incident that may affect election results, such as equipment problems, voters who left without voting, delays in opening, and especially any incidents involving the tallying of votes;
- Report any suspicious activity in or around the voting equipment to the BOE;
- Complete every form legibly and completely;
- Follow chain of custody procedures for voting materials; and
- Return the materials and all ballots to the BOE or other assigned location

Official authorities are prepared to respond to emergency situations on Election Day- 911 should be called as needed.

The VLM and AVL, will be primarily responsible for ensuring security at the Polling Location. All other PEOs must also be vigilant to help in assuring that the Polling Location remains safe, undisturbed, and free from tampering.

If at any time there is a threatening or potentially dangerous situation that arises the BOE and the authorities should be contacted immediately.

Emergency Evacuation at the Polling Location (see pg 108)

If in an emergency you need to leave your Polling Location suddenly, please be sure to have a designated meeting area planned and assign poll workers with the **Emergency Action Cards**:

- Yellow: Provisional Bags and Boxes
- Red: Red Emergency Bag
- Purple: Stay at Polling Location
- Green: Poll Pads and Case

Managers and Assistant Managers will take their Manager Binders and Keys.

Do not attempt to move any ExpressVote units, DS200 Scanner(s) and/or remove any memory sticks from your vote center.

The Polling Location

Overview

The Check In and Help Desk tables, Poll Pad printers, ExpressVote Units and DS200 Scanners, will already be set up when you arrive at the Polling Location. The managers will be provided with a detailed diagram and picture of the Polling Location and confirm that it is properly arranged and ADA compliant.

IMPORTANT- Do not change the set up of your Polling Location unless advised to do so by the Board of Elections.



Prior to Opening the Polling Location for Voters

Before the polls open at 6:30am, Precinct Election Official (PEO) teams will work to complete all tasks. All PEOs will be sworn in by the VLM prior to opening. Polls officially open at 6:30am, no one is permitted to vote before polls open.

If for any reason you need to speak with the Board of Elections (BOE), contact the managers. The VLM or AVLMM should call the BOE if there is any occurrence or issue that could affect the operation of the Polling Location or outcome of the Election and with any other questions. All incidents and issues should be documented in the Incident Log. The BOE will call the managers directly if there are any issues.

Preparing for Special Situations

Make sure all necessary forms and materials are available, including:

- Voter Registration Application Form (Found in the Provisional Supply Env);
- Name Change Forms (10-L) (Found in the manager's binders)
- Challenge Forms (10-U & 10-W Primary Election only), used only by Precinct Election Officials, not by observers (Found in the Manager's Binder)



Polling Location Hours Of Operation

- Polling Locations officially open at 6:30am. The VLM will make the official announcement;
- Polling Locations will close at 7:30pm; the VLM will give anyone who is in line by 7:30pm a green "Authority to Vote" slip, found in the manager's supplies. The VLM will announce "The polls are closed. All those in line will be permitted to vote." Once all voters have finished voting and exited, the VLM will make the official announcement that the Polling Location is closed;
- Under some extreme conditions, the courts may make a determination to keep the polls open beyond 7:30pm. The VLM will be made aware of this by the BOE. and will instruct all PEOs the next steps to be taken (see Court Orders in the Closing the Polls section).

Access to Polling Locations

Access to Polling Locations is limited to individuals that are voting, assisting voters, checking the posted voter lists, or those that are properly credentialed.

The following people are allowed in the Polling Location

- An elections official;
- A Law Enforcement Officer;
- A person reviewing the 6:30am blue Register of Voters, listing all Registered Voters in the Precincts voting within the Polling Location;
- A person may also view the Voted List/Checkins List) that are posted at 11am or 4pm inside the location, documenting the voters that have voted up to that point in the day;
- A voter (including the voter's children who are of non-voting age when accompanied by the voter);
- A person assisting another person to vote. This assistance may be for individuals needing assistance translating the ballot or other language needs (The Precinct Election Official must be notified by the voter as to who they would like to have assist them);
- An Observer bearing a Certificate of Appointment from the BOE; or
- Members of the media (Notify the BOE)



Note: Observers and Members of the Media should speak with the Voting Location Manager or Assistant Manager.

Persons Checking the Register of Voters & Check-In List

- Any person may enter the Polling Location during voting hours, for the sole purpose of checking and taking notes from the Register of Voters that is posted at 6:30am and the Voted Lists/ Checkins posted at 11am & 4pm. Such persons may not wear any electioneering clothes (anything that may be construed as campaigning for or against any candidate or issue on the ballot) or accessories, and may not interfere with or disrupt the election;
- Such persons may not take the posted Register of Voters and/or Check-In Lists, and election officials should be careful to place the list in a manner that it cannot be removed unnoticed by an elections official.

Persons Assisting Voters

- A voter may ask for assistance in marking the ballot because of blindness, disability or illiteracy. Voters may have a person of their choice or two PEOs – each from a different political party – assist them. **The elector may choose anyone he or she wants to provide the assistance, other than the elector's employer, an agent of the elector's employer, or an officer or agent of the elector's union, if any, or any candidate whose name appears on the ballot (R.C. 3505.24).**
- Prior to Election Day a voter may designate an attorney-in-fact, who is a person eligible to sign all election-related documents on behalf of the voter. Such signing must be done in the voter's presence. The attorney-

in-fact designation is specific to Ohio election law and not a general power of attorney. If such an attorney-in-fact is on file with the BOE, it is required to be noted in the Signature Poll Book or on the Poll List. There are currently no voters that have elected to file a designate as an attorney-in- fact in Lorain County. (R.C.3501.382)



Poll Observers

- Must be appointed by political parties or groups of candidates at least eleven days prior to Election Day to observe the conduct of the election in the Polling Location;
- Will wear identification provided by the BOE. See an ex: ID pg 113.
- Must have a Certificate of Appointment of Observer (Form 215, Form 217, or Form 220) verified by the VLM and must take the observer's oath, administered by the VLM or the AVLMM;
- May be in the Polling Location before, during, and after hours of voting;
- Are permitted to move freely about the Polling Location while maintaining social distancing, to the extent that they do not engage in prohibited activity;
- May not use any electronic or communication device or any audio or visual recording device in any manner that impedes, interferes with, or disrupts an election, or in any way intimidates a voter, risks violating the secrecy of the ballot or voter privacy. Observers using a cellular or digital telephone, walkie-talkie, or any other wired, wireless, or satellite audio communication device to discuss the election or a perceived problem with the administration of the election may not do so within the Polling Location;
- Are not permitted to interfere with PEOs doing their jobs or otherwise slow down the operation of the Polling Location, or to interact with voters in a manner that interferes with or disrupts an election. Please contact the BOE for further instructions if this situation arises;
- Are to direct all questions and/or comments to the VLM or the AVLMM.



Members of the Media

- The VLM should notify the BOE immediately when a member of the media arrives at their Polling Location. Direct them to the BOE if they request an interview from you or have election questions;
- The First Amendment has been interpreted as allowing access to media. The presence or activities of the media may not interfere with PEOs' activities, with the election or voters as they exercise their right to vote, may not intimidate voters or jeopardize the secrecy of a voter's ballot;
- Members of the media will have a BOE issued Identification Badge (see Appendix). If a member of the media arrives without this identification allow them access to the Polling Location;
- The media must respect a voter's right to privacy by requesting permission prior to recording the voter or the voter's actions while in or about the Polling Location.

Individuals NOT allowed in the Polling Location

- Candidates or campaign workers who are campaigning or electioneering;
- A person(s) collecting signatures for a petition; or
- Those individuals not voting, and loitering in the Polling Location (R.C. 3501.35).

Pollsters

- Pollsters conducting exit polling are not allowed inside the Polling Location. They are permitted to be outside the Polling Location – even within 100 feet of the entrance – but they should not interfere with or disrupt the election, or otherwise violate the law. Further, persons conducting exit polls at a Polling Location may not wear anything that may be construed as campaigning for or against any candidate or issue on the ballot. (R.C. 3501.30)

Electioneering, Campaigning and Distributing Food

Campaigning, electioneering, displaying campaign material, or distributing food inside of the neutral zone of a polling location is prohibited. Each location and the surrounding is a neutral zone. Campaigning is prohibited within 100' of the entrance to a Polling Location or within 10' of voters waiting in line, if the line extends past the 100'. Voters must be free to vote without pressure from candidates, campaigns, precinct election officials, or fellow voters- even if those fellow voters are friends or family.

No one, including precinct election officials, should attempt to promote or oppose a candidate or ballot issue while in the polling location.


The following types of attire and paraphernalia are prohibited in a polling location and its surrounding neutral zone:

- 1. Attire and paraphernalia displaying the name of a political party;**
- 2. Attire and paraphernalia displaying the name of a candidate; and**
- 3. Attire or paraphernalia demonstrating support of or opposition to a ballot question or issue.**

Any person who is permitted in a polling location and its surrounding neutral zone must remove or cover the campaign attire and paraphernalia prohibited in 1-3 above. A voter who refuses to remove or cover up campaign attire or paraphernalia **must be allowed to vote**, if the voter is entitled to do so (RC 3501.33) However, any such incident should be reported to the BOE (and documented in Incident Log).

Attire and paraphernalia at polling places must follow electioneering laws(R.C. 3501.35) Items or clothing showing the political party names, candidates, or support or opposition to ballot issues are prohibited. PEOs can ask people to remove or cover offending items.

If a voter refuses, they must be allowed to vote if eligible (R.C. 3501.33). The official should refer the voter's name and address to the board in case it wants to consult the county prosecutor.



Acceptable attire includes school spirit wear like jackets, jerseys, or hats with the school's name or mascot, even if the school levy is on the ballot. Prohibited items explicitly advocate for or against a ballot measure, candidate, or party, like "Vote for Bob" or "Defeat the Levy".

Slogans indirectly related to political issues without specific advocacy are allowed. Election officials should prioritize maintaining peace and being sure voters can cast their ballots with feeling intimidated.¹

Ohio law prohibits anyone from procuring or offering "money or other valuable thing to or for the use of another, with the intent that it or part thereof shall be used to induce such person to vote or to refrain from voting. Food, discounts, and other such inducements are things of value for purposes of the election law statutes on bribery;. (R.C.3599.01)

Loitering

Once an individual has completed the voting process they must leave the Vote Center. Loitering is prohibited in every voting location. If the individual refuses to leave, have the VLM contact the Board of Elections.

Ohio Revised Code, 3501.35, says in part: Individuals may not...

(1) Loiter, congregate, or engage in any kind of election campaigning within the area between the polling place and the small flags of the United States placed on the thoroughfares and walkways leading to the polling place, and if the line of electors waiting to vote extends beyond those small flags, within ten feet of any elector in that line; (2) In any manner hinder or delay an elector in reaching or leaving the place fixed for casting the elector's ballot.

Collecting Signatures Inside a Polling Location

Groups may gather signatures on a petition outside the 100' neutral zone. Such persons are not permitted to collect signatures inside of a polling location or within the 100' "neutral zone" of the Polling Location.

Wait Time Policy

There is a standard of a 30-minute wait time for voters. Managers will monitor individual lines for Check In tables to keep lines to less than 30 voters. If any line is longer, voters will be processed at the Help Desk Poll Pad to ensure the standard is met. If the standard cannot be met, the managers will contact the BOE to determine if more equipment is needed. The BOE will also decide on the use of optional paper ballots to meet the standard.

Write-In Candidates List

The BOE will provide a list of names of candidates and offices that are officially eligible as write-in candidates. These candidates' names do not appear on the ballot, whether printed or electronic, voters may write in names from this list if they

choose. On the ExpressVote unit the voter will select the WRITE IN option; the screen will display a key pad.

The write in list is **not posted** but must be shown to voters if they request to see it. The list is in the AVL M's supplies and kept at the Help Desk.

Record Keeping While the Polls Are Open

Managers will document incidents in the red Incident Log, especially events that may affect the election results. Documentation should include the full details of what happened.

All Provisional Voters will be documented in the Provisional Log that will indicate the reason they were not processed as a regular voter.

Posting of Official Voter Registration Lists

The "Register of Voters" in the "Items to be Posted" envelope will be posted by 6:30am, (put the lists on a shelf or table near the entrance inside the location or tape them to the Polling Location wall);

- The Summary Report -Check-Ins list- will be printed at 11am & 4pm. Post it next to the Registry of Voters. This list will remain posted throughout the day inside the room.
- Instructions for printing the lists in the manager's binders (Election Day Procedures). The lists may be viewed by anyone in the Polling Location.

The lists may not be removed from the location. Place lists in the orange report pouch at closing. The Registry of Voters, return in Items to be Posted envelope.

Officially Closing the Polls

At 7:30 pm, the official closing time, the VLM should loudly declare, "The polls are closed! All those in line will be permitted to vote."

- Move voters in line inside the location if possible, close secured door and;
- Distribute to every voter in line by 7:30pm a green "Authority to Vote" slip. The slips are passed out starting at the end of the line at 7:30pm.
- **In case of a court order (see pg 23-24);**
- When all voter's have left, PEOs will perform the closing tasks per as directed by the VLM and AVL M. Close and pack up the Poll Pads, Express Vote Units, DS200 Scanner(s) and run reports. Remove Memory Stick(s) (All PEOs);
- Put supplies, as indicated on the closing documents, in the red tote or blue tote and the blue manager's bag; (All PEOs)
- Bring in the flags, A-Frame sign and take down signs inside and outside the polling location. (Check In Table Officials);
- Fold up and place the orange extension cords and power strips in the blue plastic tote; place yellow cord guard in the red tote. (All PEOs)
- Put all equipment together (see Managers Polling Location Set Up sheet), if no location is designated, place together near the wall; and
- Securely pack ballots and supplies for immediate return to the BOE (or your designated drop off location) by the VLM and AVL M with a PEO who is a member of the opposite political party (All).

Transportation of Ballots & Supplies

The ballots and required voting supplies are to be transported to the BOE or designated location by the VLM and AVLM with a PEO, employee, or appointee of the board to whom an oath was given and who is a member of a different political party than the VLM or AVLM.;

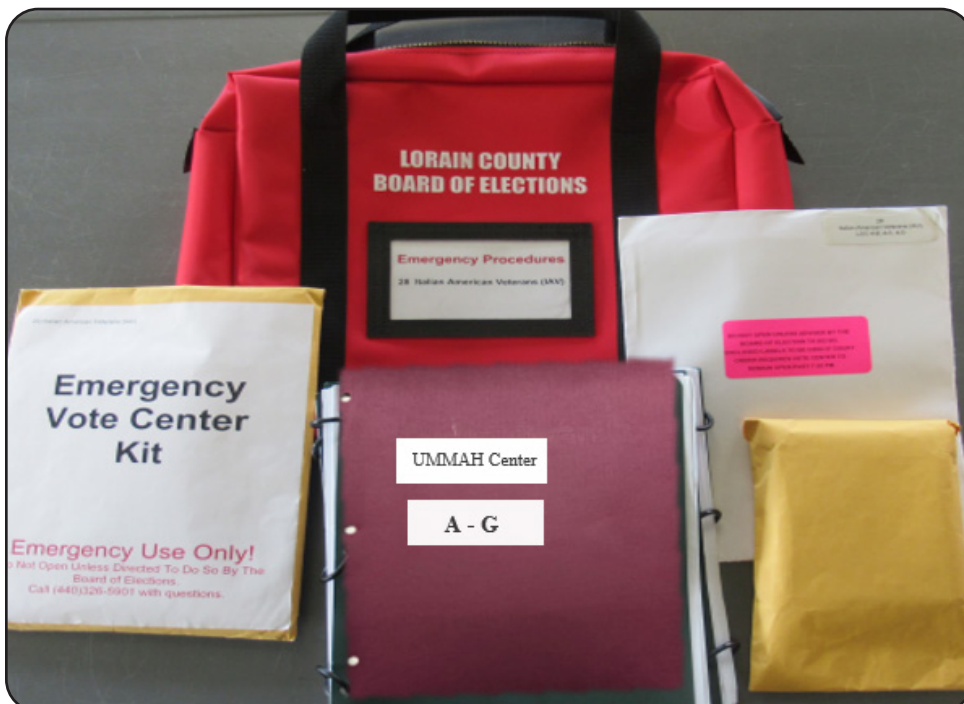
The AVLM with designated PEO, will be the first to leave the Polling Location to items. Ensure all bags are properly sealed and the AVLM Closing Sheet in the AVLM binder is completed. They will transport:

- all of the Memory Sticks,
- the yellow bags with the unused provisional and regular paper ballots,
- the yellow provisional Voted Ballot box with all voted ballots,
- the burgundy bag containing the voted/cast ballots and
- the green supply bag with the AVLM binder

IMPORTANT- No PEOs are permitted to leave a Polling Location until Memory Sticks have been sealed in clear Memory Stick bag.

All other PEOs stay with the VLM to complete closing until dismissed. The VLM will leave with designated election supplies to return with a member of the opposite political party. All supplies brought to Polling Location by the VLM and AVLM must be returned. **NOTE: PEOs that are transporting materials with the managers must be noted on the payroll sheet found in the Manager's binder.**

Emergency Procedures Bag



Emergency Procedures Bag

The red Emergency Procedures bag will be in the Polling Location upon arrival.

DO NOT OPEN this bag unless instructed by the BOE. The bag contains:

- 1 Court Order Envelope
- 1 Emergency Kit
- Signature Rosters
- Check-in Table signs
- Emergency Location Addresses, Door Signs & Transfer Slips
- Note Pads (to use with Signature Rosters)



Procedure instructions are included.

Emergency Vote Center Kit

Contains instructions for how to use the Signature Roster and how to process a voter with a blank ballot card that does not have a barcode. Detailed instructions are also located in the VLM & AVLM Binders.

In the event that the Poll Pads cannot be used to process a voter the BOE must be notified. If the BOE implements emergency procedures the managers will be instructed to to open the red Emergency Procedures bag.

The Poll Pad tables will be used to check in voters with the Signature Rosters.

Distribute the Instructions Sheets "How to use the Signature Roster" and "How to issue a Ballot Card from the ExpressVote Machine" to the PEOs.

There will be one Signature Roster for single precinct locations and multiple rosters alphabetically designated for all other locations. Tape corresponding alphabet signs to the front of the tables to direct voters to the correct Signature Roster.

The managers will use the Absentee list to write in "Absentee" in the signature box in the roster. PEOs will use the signature roster to check in the voter and using the note pad supplied to write the House District, School District, and Ballot Style when necessary. This will be used to access the correct ballot on the ExpressVote unit for the voter using a blank ballot card.

All of the supplies used will be put back into the red Emergency Procedure bag once the issue is resolved and the BOE has directed to end the emergency process. The BOE will provide additional instructions for how to proceed with returning to the Poll Pad voter processing. The BOE may send additional staff to assist with this process.

Court Orders

If there is a court order to keep your Polling Location open past 7:30pm, use the green Authority to Vote slips located in the VLM blue supply bag, starting with the last person in line, distribute the slips to the voters in line before 7:30pm. All voters arriving after 7:30pm do not receive a green slip. All court ordered supplies are in the "Court Ordered Envelope" located in the red Emergency Procedures Bag.



Court Orders (cont)

Technicians have additional provisional envelopes that will be used with an optional paper ballot as needed if the location does not have enough provisional ballots in the provisional ballot bags for any precinct.

- Voters who were already in line at 7:30pm get to vote a regular ballot;
- All voters who arrive to vote between 7:30pm and the designated court ordered closing time, must vote a Provisional Ballot, they may vote on the voting units unless otherwise instructed, but **may not cast any ballot in the DS200 scanner;**
- Keep these ballots separate from other paper ballots voted during regular voting hours, in case the court decision is later overturned. **Do not place these ballots in the DS200.** Ensure all are labeled with the pink court order label. Ballots will be placed in the yellow Provisional Voted Ballot Box. The BOE may change instructions on where to place the ballots cast after 7:30pm for transport to the drop off location;
- Note on the Provisional Ballot Affirmation Envelope (Form 12-B) or Optional Paper Ballot, or Ballot Card that it was cast after 7:30pm per court order. **Affix the pink label printed “This ballot was cast after 7:30pm pursuant to a court order to remain open” on the Provisional Envelope.**
- Do not fill out Provisional Log unless a voter is designated as an actual Provisional Voter. Consult the BOE for clarification.



Special Processing of Voters



Voting Process Summary

The Check In Table officials will process each voter using the steps outlined in the Check In section of the manual. It is important to note that each voter should be treated uniformly, fairly, and professionally. Some voters may require special assistance or accommodation in processing and PEOs should follow these guidelines to assist the voter.

Voters Requiring Special Assistance

When identified, the voter requiring assistance will typically be helped by Voter Assistants or members of the management team representing each political party in a courteous and respectful manner. It is our job to help every voter to the best of our ability. Voters may elect to bring in assistance of their own. Ask the voter what kind of assistance they would like and proceed as requested.

Spanish-English Interpretation

Every voter in Lorain county will have full access to Spanish/Election translation assistance. Spanish/English Interpreters are on site in some Polling Locations in the county. Interpreters are also available to voters at the BOE where they will assist voters at the Polling Location either over the phone or come in to the Polling Location directly. The Spanish Language Hotline is 440-326-5924.

There are two types of Interpreters, those that serve solely as Interpreters throughout the day and those that work in a variety of other roles in addition to their interpreting duties. Stand-alone Interpreters, have as their primary duty, helping individuals through the voting process by translating. The other Interpreters can serve in any other role. These Interpreters are able to serve in their regular capacity throughout the day and yet remain available should their interpreting skills be needed.

Voters with Disabilities

Under both state and federal law, Ohio Polling Locations are required to be accessible to people with disabilities. The Help America Vote Act requires that all voters must have the ability to independently cast a private ballot. The Americans with Disabilities Act sets standards for ensuring that people with disabilities have equal access to public services and facilities, including Polling Locations.



NOTE: The best advice for assisting voters with special needs is to treat that person as you would want to be treated and ask the voter what kind of assistance they would like.

As a PEO, it is your duty to work with and accommodate voters who have disabilities to find the most suitable method for them to cast a ballot. No person should be denied the right to vote because of mobility, vision, speech, cognitive, intellectual, or hearing impairments. Accommodating people with disabilities is mostly a matter of clear communication and common sense.

Any voter may receive assistance from a person of their choice or two Precinct Election Officials – each from a different political party. The elector may choose anyone he or she wants to provide them assistance, other than the elector’s employer, an agent of the elector’s employer, or an officer or agent of the elector’s union, if any, or any candidate whose name appears on the ballot.

Communicating with Voters with Disabilities Guidelines:

- Always speak directly to the voter with a disability, not to a companion or an interpreter;
- Offering to shake hands when introduced to people with limited hand use or an artificial limb is acceptable;
- Always identify yourself and other Precinct Election Officials when assisting a person who is visually impaired;
- If you offer assistance, wait until the offer is accepted, then listen and wait for instructions;
- Treat adults as adults; never patronize people in wheelchairs by patting them on the shoulder or head, (unless it is necessary to get the attention of a hearing impaired individual referenced later);
- Do not lean or hang on a person’s wheelchair; this device is an extension of their body;
- Never distract a service animal as they are working;
- Listen carefully when speaking with people who have difficulty speaking. Never pretend to understand; instead, repeat what you understood and allow the person to respond;
- Place yourself at eye level to speak with someone in a wheelchair;
- It is permissible to tap a person who has a hearing disability on the shoulder or wave your hand to get their attention. Always speak directly to the person, clearly, slowly and expressively, as they may be able to read lips. Speak in a normal tone;
- Relax. Don’t be embarrassed if you use common expressions such as “See you later” or “Walk over here” when speaking.

Voters Who Have Speech Impairments:

- A voter who cannot speak may give a name and address simply by providing identification to the assisting PEO, who then reads the name and address out loud;
- If you do not understand something do not pretend that you do; ask the voter to repeat what he or she said and then repeat it back;
- Follow the voter's cues to determine whether speaking, gestures, or writing is the most effective method of communication;
- When speaking, do so calmly, slowly, and directly to the voter. Do not shout. Face the voter at all times as many speech-impaired voters will be able to understand by reading the movement of your lips;
- Ask questions that require only short answers, or a nod of the head;
- Be patient.

Voters Who Are Deaf or Hearing Impaired:

- To get the attention of a voter who is deaf, tap them on the shoulder or wave your hand;
- Identify who you are (i.e., show your name badge);
- Look directly at the voter when communicating;
- When speaking, do so calmly, slowly and directly to the voter. Do not shout or exaggerate. Face the voter at all times;
- Communicate in writing, if necessary;
- If not understood at first, repeat or rephrase your thought.

Voters Who Are Blind or Visually Impaired:

- As soon as you come into contact with the voter, identify yourself and state that you are a Precinct Election Official;
- When giving directions to navigate the voting location, be as specific as possible and indicate obstacles in the path of travel;
- All polling locations have one VIBS unit (visually impaired ballot station) This voting unit is equipped with a head set and tactile keypad.
- Visual impairment or blindness does not equal a hearing impairment. It is not necessary, or courteous, to raise the volume of your voice;
- If you are asked to guide a person with a visual impairment, offer your arm instead of grabbing theirs.

Interacting with Voters with Mobility Impairments:

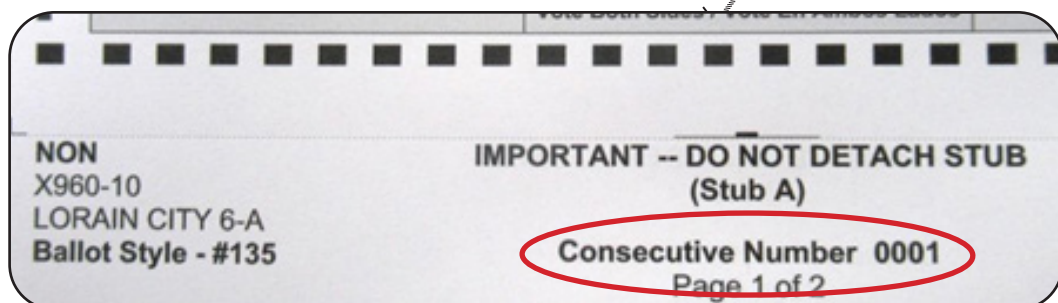
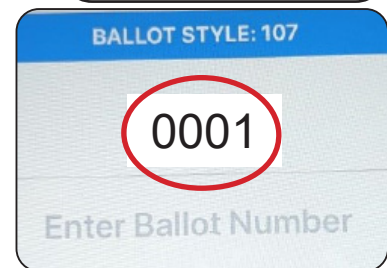
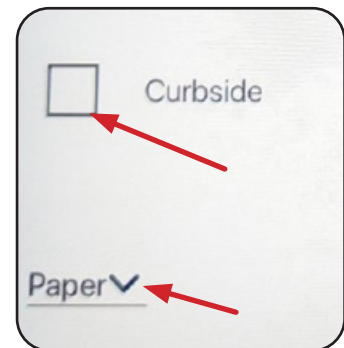
- Note if wheelchairs are available at the Polling Location for voters with mobility disabilities and/or who are elderly, have a serious illness, or pregnant and cannot stand for a long period of time;
- Try to sit or kneel at the same level as the person in a wheelchair;
- Ask the voter if he or she wants assistance before trying to help.
- The VIBS unit is set up on a table to allow a voter in a wheelchair or who needs to be seated to have easier access to the unit.

Curbside Voting

Curbside voting is the process followed when a person who is physically unable to enter a polling location due to disability sends another person into the polling location to inform PEOs of their desire to vote. (Note: if there is a line the person sent in will have to wait in the line before being assisted.)

When you are made aware of a curbside voter, follow this procedure with the VLM or AVL M and a PEO of a different political party:

- Look up the voter by name on the Poll Pad / Signature Roster to confirm that the voter is an eligible voter; write down the full name and address.
- Take the paper with the voter's name and address outside to the voter.
 - The voter states their name and current address.
 - The voter provides a valid identification and it is examined.
 - The voter signs the paper containing their name and address.
 - In a Primary Election ask the voter what type of Ballot they would like to vote (the specific party or non-partisan if available)
- Return inside the Polling Location. Use the Poll Pad / Signature Roster for normal check-in procedures confirming the name and address.
- Record the precinct of the voter as indicated on the Voter Confirmation screen.
- Verify that the voter's signature substantially conforms to the voter's signature in the Poll Pad.
- With another PEO of the opposite party, write "**Curbside Voter**" in the signature line.
- Use the regular processing procedures for a regular Optional Paper ballot for the voter on the Poll Pad. See the Poll Pad instructions for details.
- Tap on the "Curbside" box on the Pollworker Confirmation Screen. (See pg 44)
- Tap the down arrow by Express Vote in left corner, select Paper.
- Enter the **consecutive number** (located on the ballot stub) on the Ballot Entry screen when prompted. (see sample on Pg 44)
- Place the paper with the voter's signature in the "Completed Forms" envelope.



- If determined that the voter is a Provisional voter and not a regular voter then a provisional ballot would be issued according to the voter's address in the Precinct Finder, to determine the correct precinct ballot.
- Obtain the regular paper or provisional ballot by precinct, check the stub or label to ensure it is the correct precinct and ballot style (Primary Election).
- Take a Curbside Voting Ballot Secrecy Envelope with the regular ballot.
- Both PEOs take the appropriate ballot (regular or provisional) and corresponding envelope to the voter located outside the Polling Location.
- Provide instructions to the voter on how to mark the ballot.
- The voter marks the ballot and places it in the appropriate envelope (if a provisional ballot, the voter must complete the Identification Envelope Provisional Ballot Affirmation (*Form 12-B*) and be given a copy of the Provisional Ballot Notice (*Form 12-H*)).
- Place the optional paper ballot in the Curbside Voting Ballot Secrecy Envelope and take it back into the Polling Location.
- For regular Optional Paper Ballot, remove the ballot stub and place it in the Completed Forms Envelope, remove ballot from secrecy envelope and cast the ballot in the DS200 scanner.
- For a Provisional Ballot, place it to the yellow Provisional Voted Ballot Box.

If a voter who wishes to utilize the curbside voting process is unable to sign his or her name:

The two election officials:

- witness the voter's mark on the sheet containing the voter's name and address that was taken outside the polling place.
- return the sheet containing the voter's mark to the Polling Location. Indicate on the sheet who the mark belongs to by printing the voter's name.
- record next to the voter's name in Poll Pad / Signature Roster "Curbside Voter – Unable to Sign."

If a voter who wishes to utilize the curbside voting process is unable to mark or sign his or her ballot (regular or provisional):

- follow the procedures for Processing Voters in the Check In section of the manual pg 47 under – "Unable to Mark Ballot".
- follow the procedures for Processing Voters in the Check In for "Voter Unable to Sign" pg 45.





NOTES

A large, dark gray five-pointed star is centered on the page. Inside the upper right portion of this star is a white rectangular box with rounded corners. This box contains ten horizontal lines, providing a space for handwritten notes.

Check In Officials



Overview

In addition to all of the general duties, they must know which forms of photo identification are acceptable and work to make sure each voter is assisted through the qualifying process. In locations without Voter Assistants they will work with the managers to open all equipment as well.

Before the Polling Location Opens

Set Up your Check In Table and get ready for voters

Secure the tablet to the stand and follow the steps to get started. Place the items from the Check In Table Kit on the table using the picture on the envelope. **The Check In instruction booklet will be in the kit envelope.**

Flag set up

Take the yellow string and two cloth flags outside of the Polling Location. Unroll the string to its full 100' length from the entrance door, place the flags into the ground at that point. Place the flag in the ground as close to 100' as possible. Tape the paper American flag on the main entrance door facing out.

Place A-Frame "Vote Here" Sign outside entrance door.

Post materials on the Polling Location Walls

The white "Important Voter Information" sign will be set up. The VLM will give the Check In officials an **"Items to be Posted"** envelope. Put the items on a table near the sign or on the wall at or near the entrance. Post directional signs as needed to guide voters to the voting room.

Check In Table Kit- (place contents on the table)

The following items must be visible on the table at all times:

- Language Assistance Sign (Spanish/English)(Orange)
- "Be a Poll worker" sheet
- Vote 123
- Voter Identification Requirements

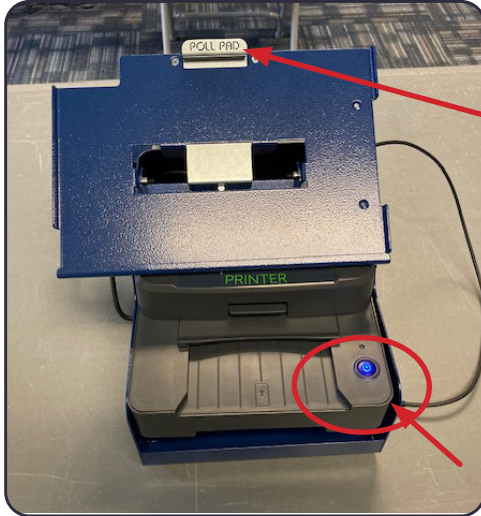
Before setting up the Check In table ensure the power cords are run on the side of the table opposite of the voter to prevent a trip hazard.

IMPORTANT- Throughout the day you will use the alcohol wipes or bottled alcohol and cloths provided by the BOE to clean the Poll Pad and stylus. Do not use other cleaning products that may damage the equipment. Do not oversaturate the cloth or screen, this can damage Poll Pad.

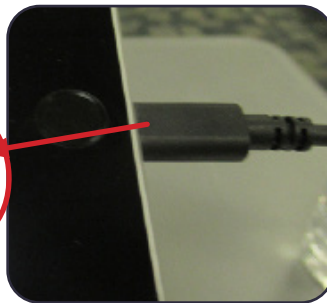


Set Up Poll Pad & Log in to Poll Pad

The stand with the Express Vote printer will be set up when you arrive. Unpack the poll pads from the case that the VLM will bring in. Ensure the Help Desk poll pad with **the green label on the back** is set up at Help Desk.



1. Set the poll pad into the base of the blue stand and pull up the silver lever labeled "POLL PAD" to secure the pad in place. The printer should be powered on, indicated by the blue light. The back of the stand will have the ID holder. This is where the License or state ID is placed face down to scan the bar code.

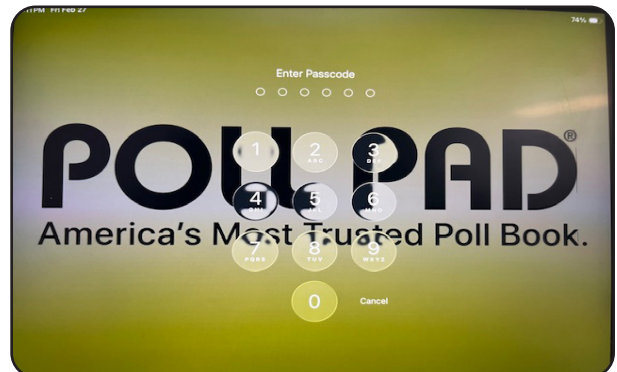


NOTE: FIRST -Plug in the Help Desk Poll Pad, indicated by the green label, before plugging in any other Poll Pads.

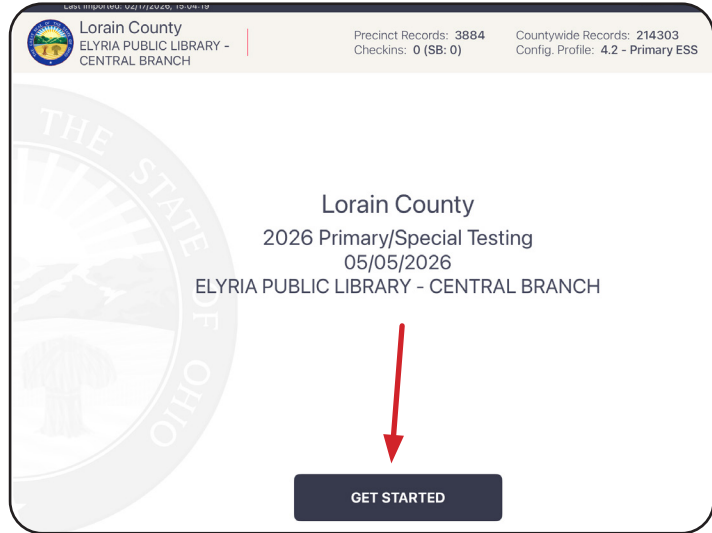
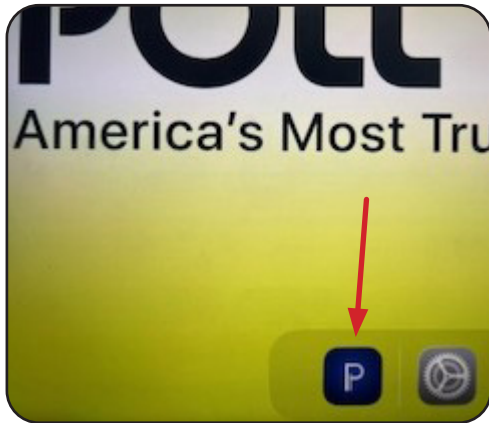


2. Plug cord into USB on the right side of the Poll Pad.

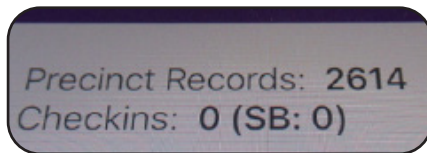
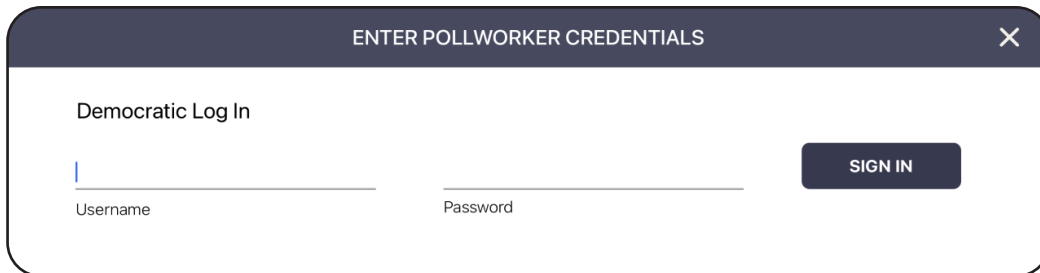
3. Once plugged in the pad will automatically power on. Log in on the Poll Pad -Enter the log in provided by the managers.



4. Tap "P" then tap "Get Started"



5. Enter the Poll Worker Credentials for the Democrat & Republican PEO. Managers will have the user name and password for both.



6. Confirm the Checkins at the top of the screen is 0. Notify the manager if not 0. Note: each poll pad will only display the checkins processed on that poll pad.



7. Confirm the printer symbol in the upper right corner is yellow. Printer symbol will display as green when ballot card is inserted. (Pro Tip: red printer symbol means the printer is not connected- unplug the tablet and plug it back in at the Home button.)



8. Screen will now display the option to "Scan Barcode" or "Manual Entry".

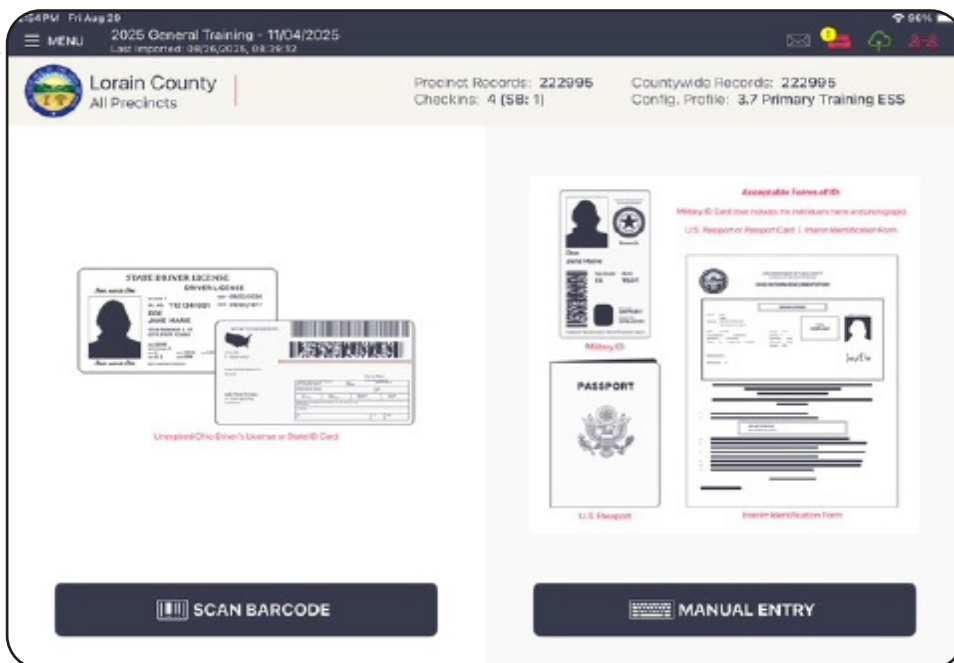
Processing Voters & Election Day Voter ID Requirements

R.C. Code 3505.18 requires every voter, to announce his or her full name and current address and provide proof of the voter's identity. The ID cannot be expired. The forms of identification that may be used include: Ohio driver's license, State of Ohio ID card, Interim ID form issued by the Ohio BMV, A US passport, A US passport card, US military ID card, Ohio National Guard ID card, or US Department of Veterans Affairs ID card (collectively ref Dir 2023-3 as Military ID).

See the Voter Identification Requirements and Voter ID Examples section of the manual to review before processing voters. Page 54-59. If a voter does not have a valid form of ID inform them a manager will assist them in voting Provisionally.

Processing a Voter

At the Check In tables the voter will be processed by either **Scan Bar Code** or **Manual Entry**.

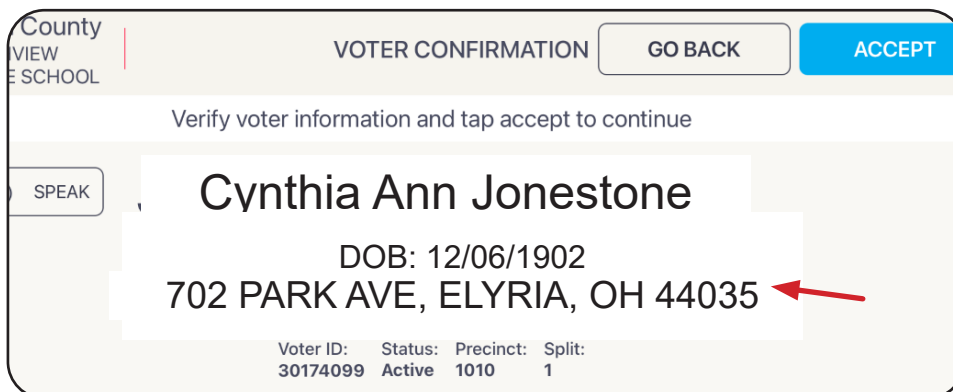


Scan Barcode

1. Ask the voter for their form of ID. Check that it is not expired. License check back for "non-citizen".

2. If voter is using an Ohio driver's license or state ID place it on the blue ID tray face down and select **"Scan Barcode"**. (voter using a military ID, passport/card select **"Manual Entry"**)

3. The voter's name and address will display on the **Voter Confirmation** screen. Ask the voter to state their name and current address. Confirm it matches. **If a license is out of state or expired the Poll Pad will alert you- see pg 38.**



Manual Entry

When a voter is using an Interim ID, military ID, passport or passport card **Manual Entry** must be selected.

1. Tap **"Manual Entry"**. Ask the voter to state their name.
2. Enter the **Last Name & First Name**. Use the first 3 letters of the name in both fields and tap **"Search"**. Typically using the first 3 letters will find the voter.

Lorain County All Precincts | Precinct Records: 222995 | Checkins: 5 (SB: 1) | START OVER

JON | CY | Search | ADVANCED OPTIONS

SEARCH RESULTS: 2

JONESTONE, CYNTHIA ANN
12/06/1902
43101 ST RT 18, WELLINGTON, OH 44090
VOTER ID: 20169267
PINFIELD FELLOWSHIP HALL
Precinct: 1900
Split 1

JONNES, CYNDI LEE
11/06/1982
215 SHEILA DR, WELLINGTON, OH 44090
VOTER ID: 20579609
WELLINGTON EAGLES #2061
Precinct: 2060
Split 1

3. The screen may display more than one voter with the same 3 letters of the name. Any voter not in the correct location will be displayed in gray and "Wrong Location" will display in red.
4. Ask the voter to state their **current** address. Tap on the field with the correct voter's name and current address is displayed. If it does not match get a manager to assist.

Lorain County ELYRIA PUBLIC LIBRARY - CENTRAL BRANCH | Precinct Records: 3884 | Checkins: 0 (SB: 0) | START OVER

Identification Types

SELECT ID TYPE

Photo ID / State ID / BMV Interim Form

Passport or Passport Card

US Military / US Dept Veteran Affairs / Ohio National Guard

No ID

Photo ID / State ID / BMV Interim Form

Cynthia Ann Jonestone 12/06/1902

702 PARK AVE, ELYRIA, OH 44035

Has the ID expired?

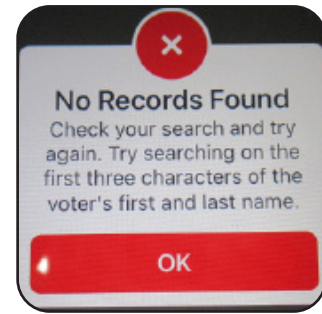
YES NO

CONTINUE

5. The screen will ask for you to choose the ID used from the options available. It will ask you to confirm the voter's ID is not expired. Tap **Correct and OK**.
6. The **Voter Confirmation** screen will appear with the voter's name and address. Voter Confirmation pg 40.

Voter Confirmation

1. The Voter name will appear on the **Voter Confirmation** screen unless **"No Records Found"** message appears. See Advanced Options for "No Record".
2. If you have not already done so, ask the voter to state their name and current address. Tap **"Accept"** if voter name and address are correct.



3. Party Selection

In a Primary Election ONLY the **Party Selection** screen will ask to choose your party.


Flip the screen over to allow the voter to make

a selection. (In a General Election this screen will not appear.)

The party (or non-partisan) option selected will display in black. Re-tap or tap another party to change. Instruct the voter to make their ballot selection and tap **"Accept"**,

4. **Signature** -Ask the voter to sign on the signature line at the bottom of the screen. The voter may select **"Done Signing"** when finished. Flip the screen back down towards you and select "Done Signing" in the upper right corner if the voter did not.

5. **Pollworker Confirmation** - the screen will display the voter's information and both the Signature on File and the signature on Election Day. It will also display the precinct and the ballot style. Confirm with the voter the style that they have selected. If the voter wants to change the ballot style you can select "Start Over" to re process the voter.


Lorain County
 ELYRIA PUBLIC LIBRARY -
 CENTRAL BRANCH


POLL WORKER CONFIRMATION **START OVER** **SUBMIT**


CONFIRM THE VOTER'S INFORMATION

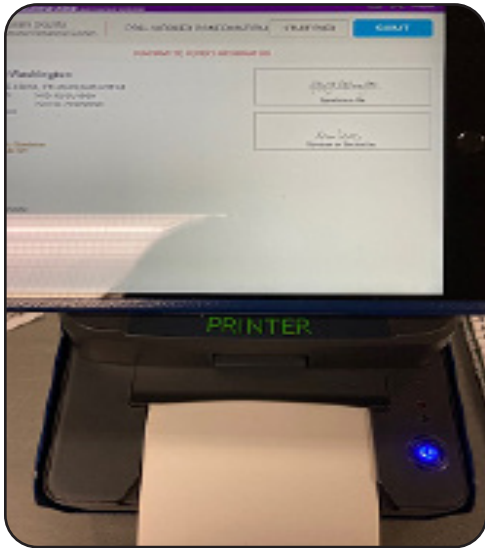
Cynthia Ann Jonestone
 702 PARK AVE, ELYRIA, OH 44035
 Precinct: 0450 DOB: 07/06/1971
 Split: 1 Voter ID: 20631725
 Status: Active

Ballot Style: R0450-1

Curbside

 **REFRESH**
 Signature on File


 Signature on Election Day



6. **Ballot Card**- Insert the ballot card into the ExpressVote printer, notched corner on the right.

7. Tap **"Submit"** in the upper right corner.

8. **Printer Error** -If the ballot card is not in the printer an error message will display.

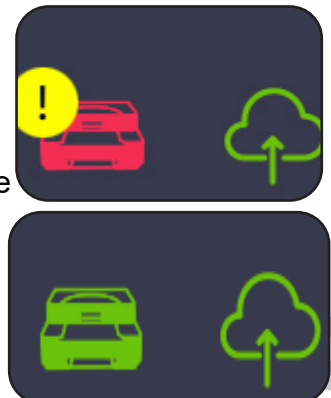
Ensure the ballot card is fully inserted into the printer and Select **"Retry"**.

Do NOT select Proceed Anyway.



If the message appears after inserting the ballot card, check that the printer symbol in the upper right corner is green. A red printer symbol indicates that the printer is not connected. Yellow means connected but no ballot card is present. Green indicates ready to print ballot card. Call the BOE.

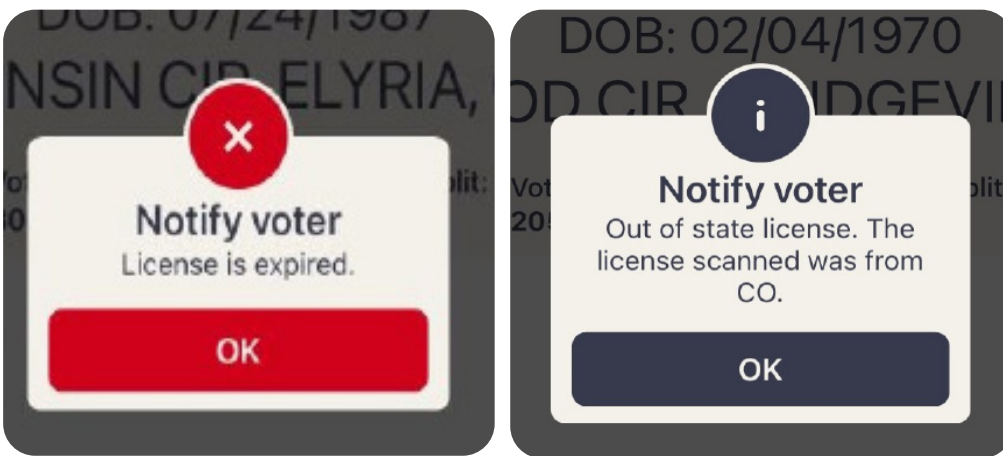
9. **Processed** - The screen will display the voter name, ballot style and precinct, "Processed Successfully"



NOTE: Once the Ballot Card has been written it cannot be changed, but a manager can void (spoil) and issue a new card. See pg 44-46 for Spoiling/ Reissuing a Ballot.

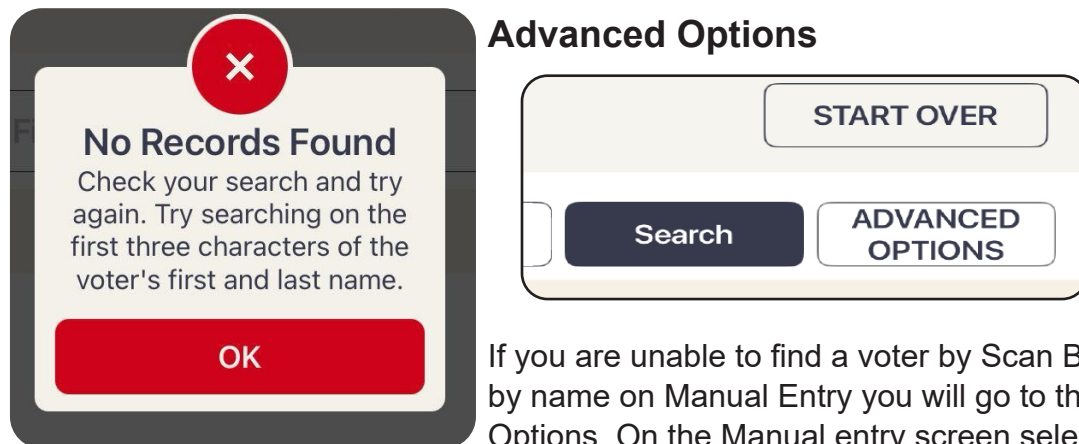
The Ballot Card will now have a bar code printed at the top specific to the precinct of the voter and the type of ballot, if applicable. Hand the voter the Ballot Card, a disposable secrecy envelope is available for the voter to use to cover their Ballot Card if desired. Direct them to the ExpressVote Units. Remind the voter that they must take the finished printed Ballot Card to the DS200 Scanner to cast their ballot.

Scan Barcode Alerts



If a voter attempts to use a Driver's License from out of state or an expired license the Poll Pad will alert you. Ask the voter if they have another form of photo ID, as neither of these are valid.

If a voter is not found the Poll Pad will alert "No Records Found". Search by Manual Entry and if no records are found search by Advanced Options.

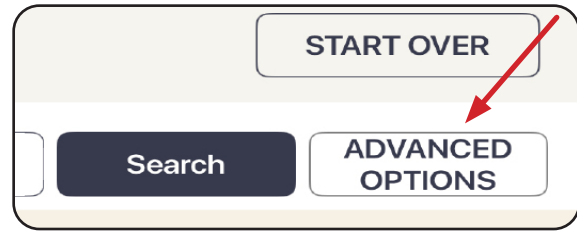


Advanced Options

If you are unable to find a voter by Scan Barcode or by name on Manual Entry you will go to the Advanced Options. On the Manual entry screen select the "Advanced Options". Search by DOB (date of birth) or Address.

Advanced Options - Search by Date of Birth (DOB)

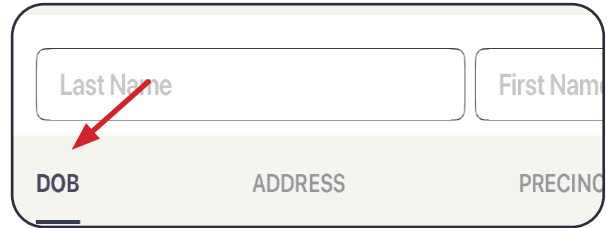
1. On the **Manual Entry** screen, select **ADVANCED OPTIONS**, located in the upper right corner of the screen. Leave the name fields empty. Clear the name if entered.



2. Tap DOB

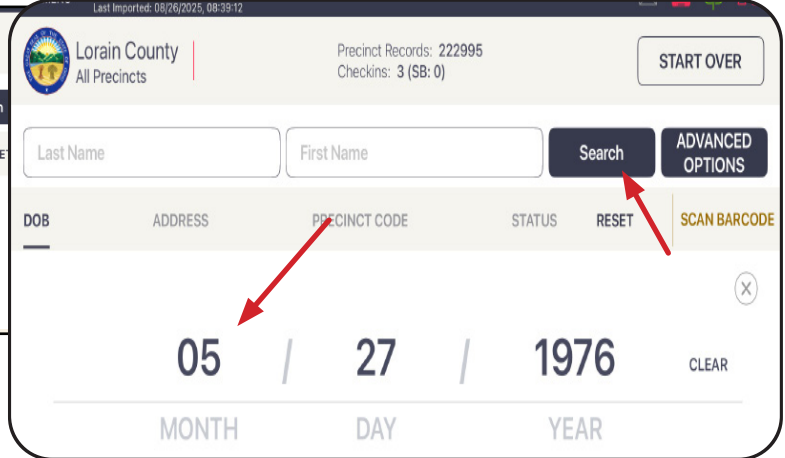
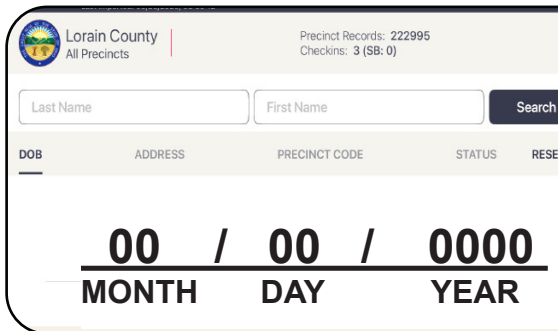
Tap **DOB**, located on the left.

The screen will change displaying the month, day, year fields.



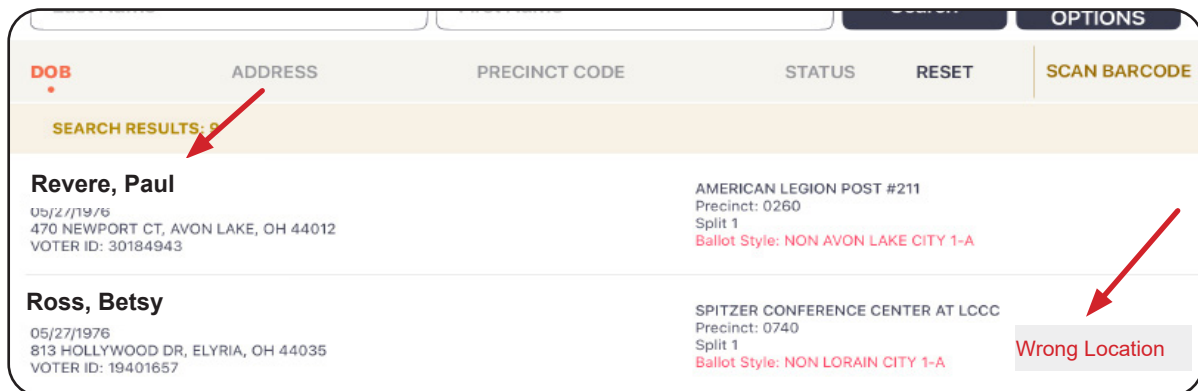
3. Enter the Date of Birth

Enter the DOB using 2 characters for month & day and 4 characters for the year. EX: 05/27/1976. Tap the **Search** button.



4. Select Voter's Record

Locate the voter's name and verify that it does not contain any exceptions. Select the voter by tapping the record.



NOTE: Poll Pad will display all registered voters with the same DOB. Out of location voter's will display in gray with "Wrong Location".

If the voter is not found, reconfirm DOB, if correct, switch to ADDRESS and search. If still not found, get a manager to assist voter at the Help Desk.

Optional Paper Ballot

If a voter requests an optional paper ballot rather than using the ballot card on the ExpressVote Unit you will need to get a manager for assistance.

1. Process the voter as usual using the Scan Barcode or Manual Entry.
2. On the Voter Confirmation screen note the voter Precinct and Split. In a Primary Election note the party ballot type selected by the voter. Write this down for the manager

3. Reconfirm that the paper ballot the manager has gotten for the voter matches their precinct and ballot type on the screen.

4. At the bottom left tap the "ExpressVote" for a drop down, select "Paper".
5. Tap "Accept".
6. On the **Ballot Entry** screen enter the the consecutive number as displayed on the ballot stub.
7. Remove the Ballot Stub. The manager will place it in the Completed Forms envelope.

8. Instruct the voter on filling in the paper ballot and casting it into the DS200 Scanner when completed. The voter can take the

ballot to the privacy stand to fill it out.

Voter Unable to Sign

- If the voter can, they should make their legal mark, such as an “X,” in the Poll Pad or Signature Roster. The precinct election official who watched the voter make their legal mark, writes the voter’s name on the signature line in the Poll Pad or Roster following the voter’s mark (R.C.3505.18(B)); <or>
- The voter can have their attorney-in-fact sign the voter’s name for them. In order to have an attorney-in-fact, the voter must have completed and filed the correct forms with the Board of Elections before Election Day (Form 10-F or Form 10-G) so the attorney-in-fact’s signature will be on file, and it will be noted in the Poll Pad or Roster. The voter must have their attorney-in-fact accompany them to the polling place. Allow the attorney-in-fact to sign the Poll Pad or Signature Roster, in the presence and at the direction of the voter. The signature of the attorney-in-fact should be examined, and if it appears on its face to conform to the attorney-in-fact’s signature pre-printed in the Poll Pad, the voter should be given a regular ballot (R.C.3505.18(B)).

NOTE: An attorney-in-fact is different from a power of attorney. In order for a person with power of attorney to sign election forms for another person, a valid appointment as an attorney-in-fact must be on file with the county BOE.



When to Notify the Manager- Special Situations

Name Change

If a voter has legally changed their name, but not updated the voter registration ask the voter to provide proof of the legal name change (e.g., a marriage license or a court order that includes the voter’s current and prior names) Fill out Form 10-L, have voter sign form. The voter may **cast a regular ballot**, as long as the voter is registered to vote in that precinct and provides proper ID with current name. If the voter does not have proof of the legal name change, the voter must cast a provisional ballot.



IMPORTANT: A Driver’s License is not proof of Name Change



Voter’s Name Not in Poll Pad / Signature Roster

If the voter’s name is not found in the Poll Pad, use **Advanced Options** to input the voter’s DOB. The voter’s name may be misspelled or have unique spacing. If the voter’s name is found, proceed as usual.

If the voter’s name is still NOT in the Poll Pad after looking by DOB or address, notify a manager. The Help Desk Precinct Finder will determine if the voter is to be directed to a different Polling Location or vote a provisional ballot. If the voter’s name IS NOT in the Poll Pad, but the voter is in a precinct at your location, the voter must cast a Provisional Ballot and fill out the Provisional Ballot Affirmation (Form 12-B) on the envelope.

Voter's Name is not an Exact Match

The Voter may state a name that is listed slightly different than in the Poll Pad / Signature Roster. The voter's stated name must substantially conform to the name as it appears in the Poll Pad / Signature Roster. A variation of the name is allowed. Examples:

Name on ID	Name in Poll Pad/Roster	Regular Voter-Issue Ballot Card	Contact Manager
Kaye Ann Smith	K. Ann Smith	X	
Mary Evans	Mary Young		X
Robert Jones	Rob Jones	X	
Tom Sullivan	Tim Sullivan		X
Jane Rich-Thomas	Jane Thomas		X

Note: when Hispanics/Latinos apply for a the new driver's license, their last name is changed to what is on their birth certificate which in many cases includes their mother's maiden name. Hence their new license has a hyphenated last name.



Voter is at Wrong Polling Location

If the voter's address is outside of the precincts of the Polling Location, the Help Desk or manager will use the Precinct Finder in the Poll Pad or paper Precinct Finder to search voter by address.

Issue the voter a **Vote Center Transfer Slip**, and explain to the voter that a provisional ballot cast in the wrong precinct may NOT be counted. The Manager can provide the voter with the telephone number of the Board of Elections to answer additional questions. If the voter insists on voting in the wrong precinct after being directed to the correct precinct or polling location, the voter must cast a provisional ballot and the manager will fill out the Provisional Voter Precinct Verification form 12-D. (R.C.3505.181(C)(1)).

Voter Changed Address - Same Polling Location

If the voter's new address is the same Polling Location, look up the old and new address.

- **Right Polling Location – Same Precinct**

If the voter is in the same precinct they will fill out a **Voter Registration** form to update their address and will be issued a regular ballot using their name under their former address on the Poll Pad or Signature Roster.

- **Right Polling Location – Wrong Precinct**

If the voter is in the right Polling Location and insists on voting in the wrong precinct, the PEO must complete the Provisional Voter Precinct Verification (Form 12-D) and attach it to the voter's completed provisional ballot envelope. This form demonstrates that the PEO directed the voter to the correct precinct and that the voter refused.

Voter Forgot ID/ Invalid ID

If the voter forgot their ID or it is not a valid ID, first ask the voter if they have any other form of ID and give them examples from the ID requirements section of the manual or the white "Important Voter Information" sign. Without a valid form of ID, the voter MUST

cast a provisional ballot. The voter must complete the Provisional Ballot Affirmation (Form 12-B) and be given a Provisional Ballot Notice (Form 12-H). Tell the voter that they must go to the BOE with a valid ID within 4 days of the election or the ballot will not be counted.



Voter Does not have a Photo ID - Religious Exemption

If the voter does not have a photo identification due to religious objections they may fill out a Provisional Ballot and be given the Affidavit of Religious Objection form (Form 12-O) located in the manager's binders. Place form in the Completed Forms Envelope.



Voter Unable to Mark Ballot (R.C. 3505.24)

If a voter is unable to MARK his or her ballot, the voter has the following options:

- Any elector who declares to the manager that they are unable to mark their ballot by reason of blindness, disability or illiteracy may be accompanied at the voting booth and aided by any person of the elector's choice, other than the elector's employer, an agent of the elector's employer, or an officer or agent of the elector's union, if any. Assistance shall not be rendered for causes other than blindness, disability or illiteracy, and no candidate whose name appears on the ballot shall assist any person in marking that person's ballot;
- The elector may request and receive assistance from two election officials of different political parties to mark the ballot.

Any person who provides assistance to a voter in marking the ballot is forbidden by law from providing any information in regard to marking of the ballot. (R.C.3505.24)

Vote Provisional - Mismatch Display

If a voter is indicated as "Name DOB SSN Mismatch or DLN or DOB Mismatch" when looking up their name tap on their displayed information, highlighted in purple; it will indicate the reason. Inform the voter or get a manager as the voter is required to vote provisionally. The suggested explanation: "Your registration record has an issue that hasn't been corrected and a new state law requires us to get that corrected so your ballot can be counted. This is an effort to ensure Ohio has accurate voter rolls, and by fixing it now we make sure you won't have problems in the future. In order to do that, you are required to vote a provisional ballot and as long as your information is verified your vote can still count." Get a manager to take the voter to the Help Desk.(RC 3503.201(D) (1))

SEARCH RESULTS: 2

Thomas A. Jefferson 02/01/1992 6170 DOROW DR, N RIDGEVILLE, OH 44039 VOTER ID: 30211715	CORNERSTONE BIBLE FELLOWSHIP Precinct: 1280 Split 1
Thompson Jefferies 08/06/1991 1654 E 30TH ST, LORAIN, OH 44055 VOTER ID: 30203922	STEVAN DOHANOS ELEMENTARY SCHOOL Precinct: 0990 Split 1

Note: In the original image, the text "Name DOB SSN4 Mismatch" is highlighted in purple and has a red arrow pointing to it.

Check In
Officials

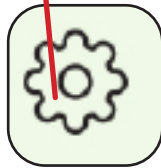
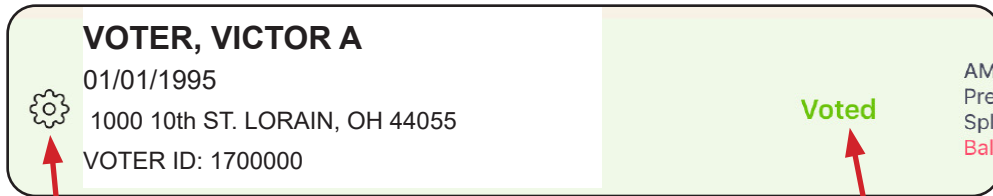




Spoil Ballot / Re-issue Ballot – (Manager Function) (Call BOE)

If a voter has not cast a ballot the ballot may be voided and a new ballot issued. This may be due to an ExpressVote malfunction that has caused the ballot to be damaged, in a Primary Election- the wrong party style of ballot was issued or the voter has stated that they need to change their selections after printing the ballot, but before casting it.

1. Look up the voter on the Poll Pad. **"Voted"** will be displayed on the screen.



2. Tap on the gear symbol beside the voter's name.
3. Enter the "gear" password found in the manager's binders. Select "Done".

4. The screen will display the option to "CANCEL VOTER CHECKIN" "SPOIL BALLOT". **Select SPOIL BALLOT.**

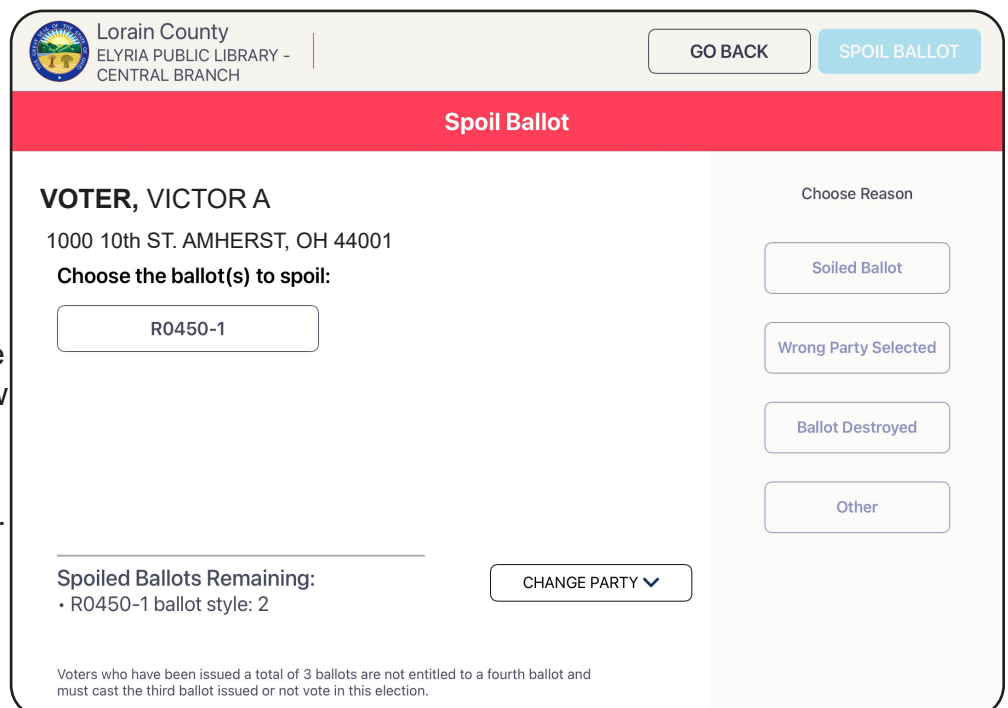
You are NOT Authorized to Cancel Check-In - You **MUST Call BOE for BOE staff to CANCEL VOTER CHECKIN.**



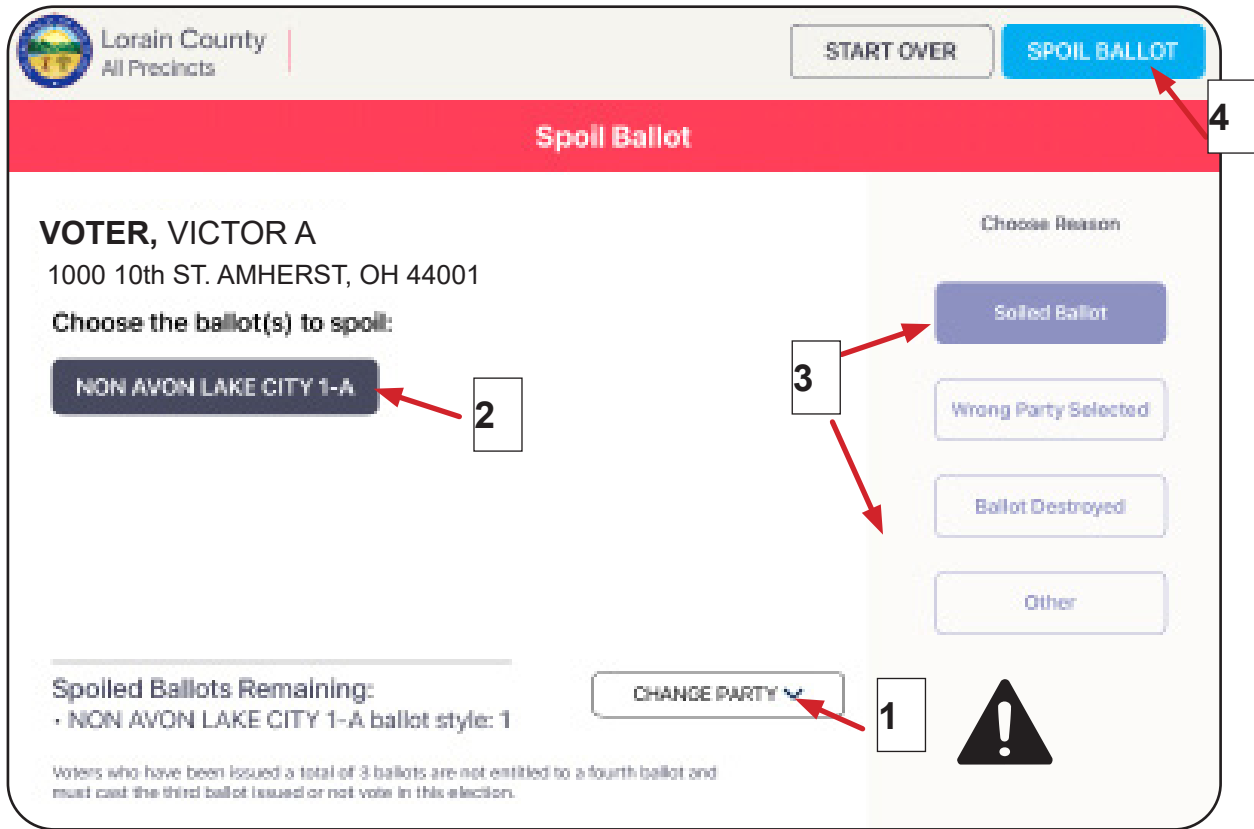
5. The screen will display "Spoil Ballot".

NOTE: To change ballots in a Primary Election you **MUST** select the **"Change Party"** option at the bottom of the screen to re-issue the new ballot.

This feature is not used for Optional Paper Ballots. Call the BOE.



Voters who have been issued a total of 3 ballots are not entitled to a fourth ballot and must cast the third ballot issued or not vote in this election.



Spoil Ballot Screen

1. **Primary Election-** Select the Change Party option to select the party or non-partisan ballot the voter wants. The down arrow will display what is available to that voter.

NOTE: skip "Change Party" in a General Election.

2. Select the ballot displayed under the voter's name "Choose the ballot(s) to spoil"; the displayed ballot will then be black. General Election- the ballot will always be "NON".

3. Select the reason under "**Choose Reason**" on the right side of the screen.

4. Tap on the blue "**Spoil Ballot**" in the upper right corner. If it is pale blue and will not proceed, then you have not selected the ballot to spoil and/or the reason.

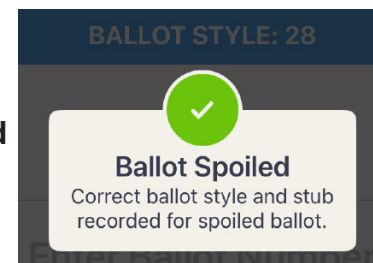
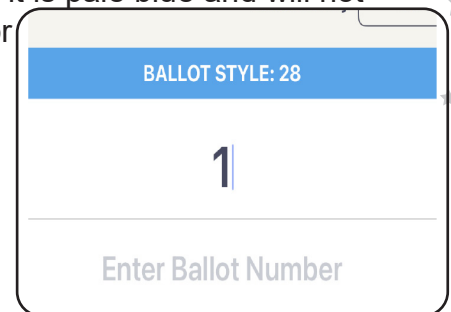
The screen will then prompt to enter the ballot style. Type in the number based on how many ballots that have been spoiled thus far. (Ex: 1st ballot being spoiled -enter 1, 2nd ballot- enter 2, etc.).

5. Insert a new ballot card into ExpressVote printer. This re-prints the new ballot for the voter.

6. Select Submit. Give the voter the new ballot card.

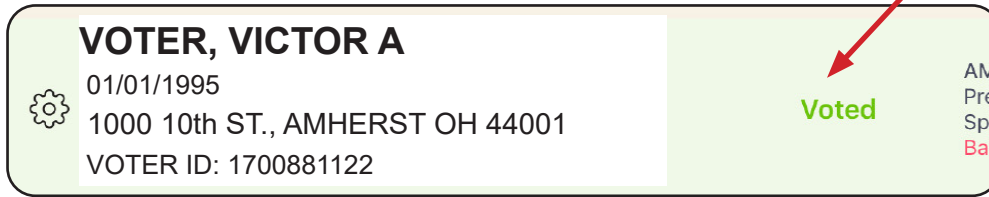
Place the original spoiled/voided ballot in the **Soiled and Defaced** envelope and enter the details into the red **Incident Log**. Indicate why the Ballot was VOIDED. **Write the time and voter's name on the Voided ballot card, if possible.**

If there is not a ballot card to void due to using "PROCEED ANYWAY" mistakenly, indicate this in the Incident Log.



Alternate Option to access Spoil/ Re-Issue Ballot

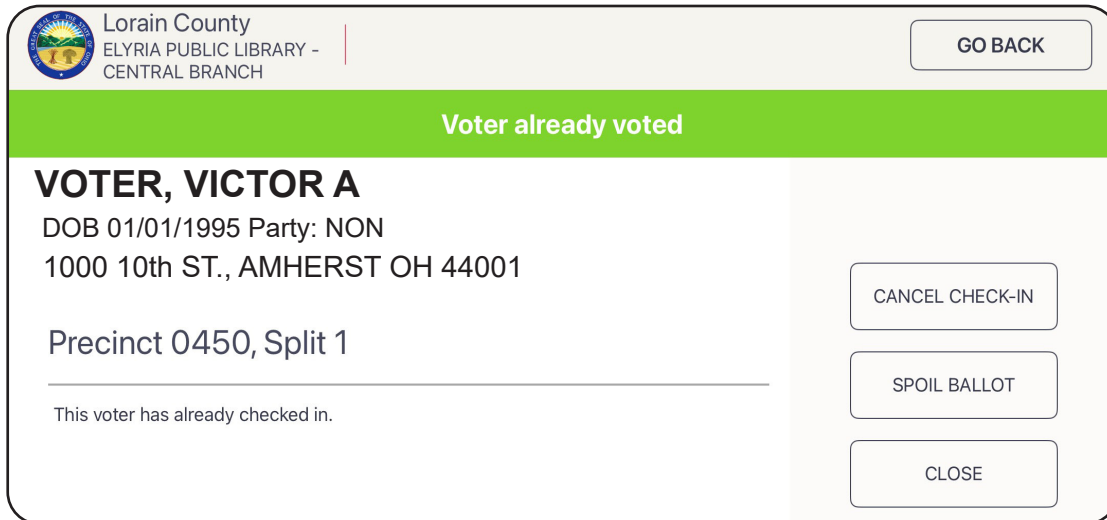
1. Look up the voter on the Poll Pad. "Voted" will be displayed on the screen.
2. Tap on the section for that voter instead of tapping the "gear".



VOTER, VICTOR A
01/01/1995
1000 10th ST., AMHERST OH 44001
VOTER ID: 1700881122

Voted

AM
Pre
Split
Ball



Lorain County
ELYRIA PUBLIC LIBRARY -
CENTRAL BRANCH

GO BACK

Voter already voted

VOTER, VICTOR A
DOB 01/01/1995 Party: NON
1000 10th ST., AMHERST OH 44001

Precinct 0450, Split 1

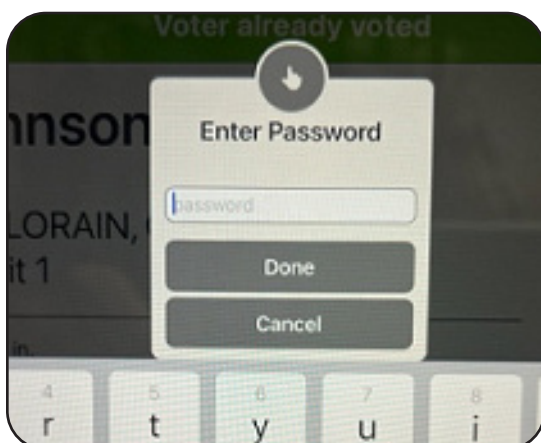
This voter has already checked in.

CANCEL CHECK-IN

SPOIL BALLOT

CLOSE

3. The screen will display "**Voter already voted**"
4. Select "Spoil Ballot" (**Do not use Cancel Check-In** -only the BOE will process or approve a cancel check-in).
5. The screen will prompt to enter the "gear" password. Password is in the manager's binders. Enter password and select "**Done**".



Voter already voted

Enter Password

password

Done

Cancel

"Spoil Ballot Screen" on pg 44-45.

Follow the steps 1-4 to spoil and re-issue the ballot.



NOTE: If the ballot was abandoned (See Fleeing Voter) the ballot is Voided by writing "Void" on the ballot and the manager will place it in the Soiled and Defaced envelope and document it in the red Incident Log. You will not SPOIL Ballot on the Poll Pad for this situation.

Closing the Polling Location

After all of the voters who have arrived at the location by 7:30pm have finished the voting process, the VLM will officially announce that the polls are closed. Once all voters have left you can begin to close down the location. No equipment may be closed down, unless authorized by the BOE prior to this time.

The VLM will designate a Check In Official to remove the posted materials from the wall, remove the flags from the doors and parking lot and bring in the A frame sign.

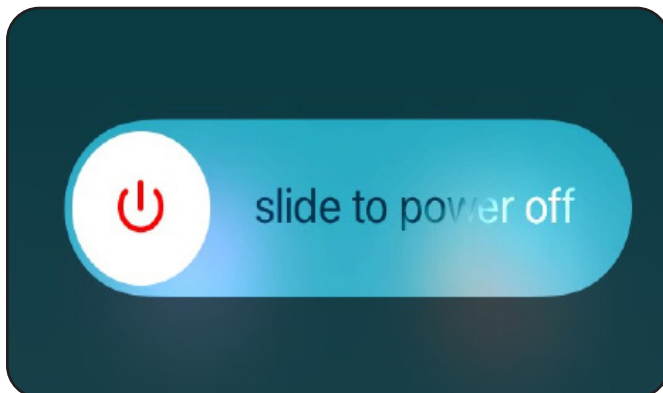
The Certification Poll Pad Closing Reports, Inventory Ballot Card, and Ballot Accounting Charts must be filled out prior to closing of all equipment. The managers will need to use the Poll Pad Help Desk Summary Report information before it is closed.

Logging Out of the Poll Pad

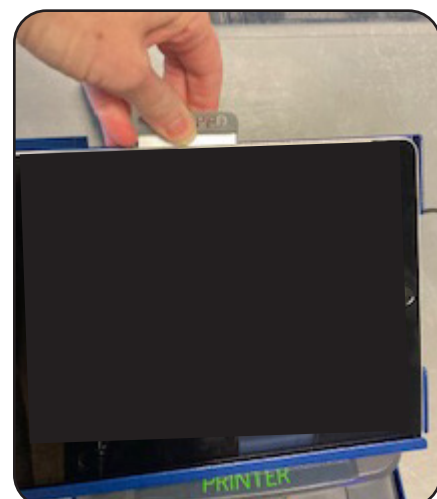
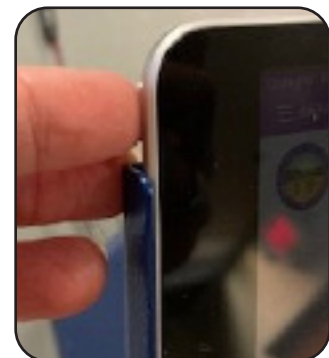
NOTE: The Certification Poll Pad Closing Reports (see page 53) must be filled out before shutting down the Poll Pads. If not the Poll Pad must be restarted.

To shut down, briefly hold the power button on the upper left side of the pad.

The screen will display "slide to power off". Slide the icon to the right.



Unplug the tablet. Pull up on the silver POLL PAD lever at the top to release the pad from the stand. With the Certification Poll Pad Closing Report place in the black case.



Re-Packing the Poll Pad

Open the black case. Lay each Poll Pad with the Poll Pad Closing Report between the sleeves inside the case. Up to 8 will fit in the case. The case will be sealed by the manager.

Re-Packing the Printer

Open the gray case by squeezing the lever on each side of the handle on the front of the case. The ExpressVote printer will remain in the stand placed inside the case. Unplug the cords from the printer to place in the case.

The printer will shut off when unplugged.

The case does not have to be sealed.

See the Check In instruction booklet for more details on packing.



Certification Poll Pad Closing Report

BEFORE you power down the Poll Pad record the following numbers.
These numbers are found on the top center of the screen.

Polling Location	<input type="text"/>
Checkins	<input type="text"/>
SB: (Soiled Ballot)	<input type="text"/>
Time	<input type="text"/>

Election workers completing this report sign below, then place this form along with the Poll Pad in the black case for return.

Democrat Check In PEO: _____

Republican Check In PEO: _____

Voting Location Manager: _____

Return in Poll Pad Case

Voter Identification Requirements/ Types of Valid ID

There Are Several Types of Valid Photo ID That Permit a Person to Vote a Regular Ballot if they are in the Correct Precinct.

- **Ohio driver's license; State of Ohio ID card; Interim ID form issued by the Ohio BMV;**
- **A US passport; A US passport card;**
- **US military ID card; Ohio National Guard ID card; or US Department of Veterans Affairs ID card**

NOTE: The U.S. Department of Veterans Affairs issues Veteran ID Cards (VIC) and Veteran Health ID Cards (VHIC) both of which include a name and photo. As a general rule, an in-person voter must present photo ID in physical form. However, as of Sept 2022, the U.S. Dept of VA discontinued issuing physical VIC and now issues only digital VIC. A digital VIC is acceptable.

All photo IDs must have the following:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Poll Book

Definitions relating to Voter ID. Dir 2023-03. To ensure uniform application of those requirements throughout Ohio the terms are defined as:

Current- the document has an expiration date which has not passed as of the date of the election.

Conform- For the purposes of verifying the identity of the voter by **name** means that the document shall contain the same last name and the same first name or derivative of the first name as the first and last name appearing in the poll list or poll book. When a middle name or initial can be matched, the poll worker should also verify the middle name or initial. Minor misspellings shall not preclude the use of a proffered ID for the purposes of voting. For the purposes of verifying the identity of the voter by **address**, "conform" does not mean an exact match. The form and content of the address can reasonably be determined to match the form and content of the address in the poll list or poll book.

Unacceptable forms of ID include:

Notices from the Board of Elections, Expired ID or License, license or ID from another state, Social Security Card, expired US Passport, Birth Certificate, bank statement, utility bill, paycheck, insurance card, paycheck. (Electronic documents on a phone, computer, tablet, etc. are not acceptable forms of identification unless is it an electronically issued Military VIC, an Ohio Mobile ID is not valid)

IMPORTANT: An unexpired Ohio state driver's license or State ID with an old address IS ACCEPTABLE, as a valid form of identification necessary to cast a regular ballot when the voter's current address is in the Poll Pad.



1. Ohio Driver's License

An Ohio Driver's License or Ohio Interim Documentation may be used to prove a voter's identity for the purpose of voting in Ohio as long as it has the following:



- An expiration date that has not passed; (expired license or ID is not valid)
- A photograph of the voter;
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or the Electronic Poll Book (Poll Pad book)

The voter's must state their current address which must substantially conform to the voter's address as it appears in the Poll Pad / Signature Roster. The address on the license does not have to be current for the license to be valid.

Note: An Ohio Interim ID or Interim Driver's License is a valid form of ID.
An Ohio Mobile Id is **NOT** valid for voting.

Ohio Interim Documentation

An interim documentation is issued for updates, or renews of an Ohio driver's license or state identification card. An Ohio Interim Documentation that displays an expiration date that has not passed is a valid form of identification for voting purposes.

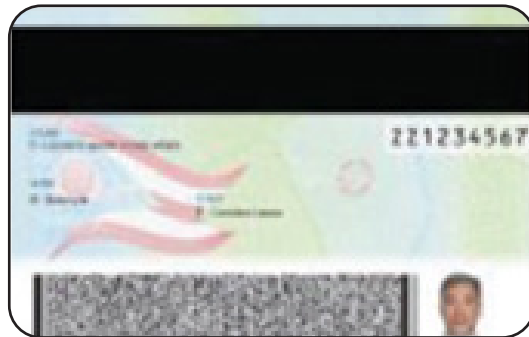
	OHIO DEPARTMENT OF PUBLIC SAFETY BUREAU OF MOTOR VEHICLES	
OHIO INTERIM DOCUMENTATION		
TEMP INSTRUCTION PERMIT		
Name: SAMPLEFAMILY45678901234567890123_36 ANNA MARIA, JR	9911 / ZA123456	
Address: 1970 W BROAD STREETAAAAAAAAA32 COLUMBUS, OH 43218 AAAAAAAAAAAAAAAAAAAAAA40	TYPE: STANDARD	
DOB: 4/22/1969 License/ID No.: AB123456 Issued On: 12/13/2017 Class: TMP Expires On: 4/22/2020 Class: M1 Expires On: 4/22/2021 Class: M2 Expires On: 4/22/2022	Height: 5'6" Gender: F Eye Color: BRO Hair Color: BLK Weight: 135	<i>Betty Buckeye</i>
Endorsements: MXPST Restrictions: BG14F3C7C4 Nonrenewable/Nontransferable	UNDER 21 UNTIL: 11/22/1993 UNDER 16 UNTIL: 11/22/1987 MOTORCYCLE NOVICE UNTIL: 12/13/2018	
INTERIM DOCUMENT EXPIRES 01/26/18		
This document is issued to the person identified and pictured as a temporary credential for use while a new permanent driver license or identification card is being manufactured and mailed. Law enforcement may verify through LEADS.		
WARNING: THE PRODUCTION, DISTRIBUTION, OR POSSESSION OF A FORGED IDENTIFICATION CARD IS PROHIBITED PURSUANT TO OHIO REVISED CODE 2913.31.		

Images of a compliant and standard Ohio Driver's License

Front of Compliant Driver's License



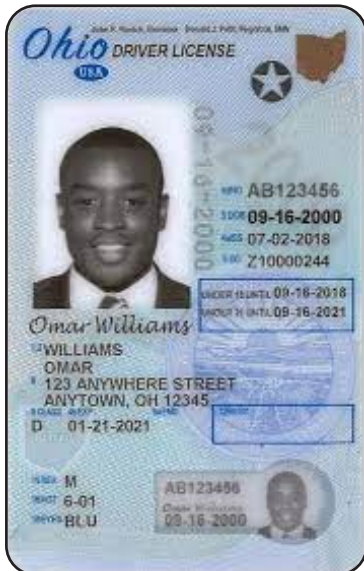
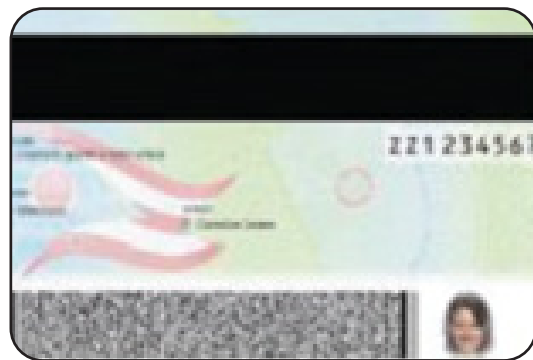
Back of Compliant Driver's License



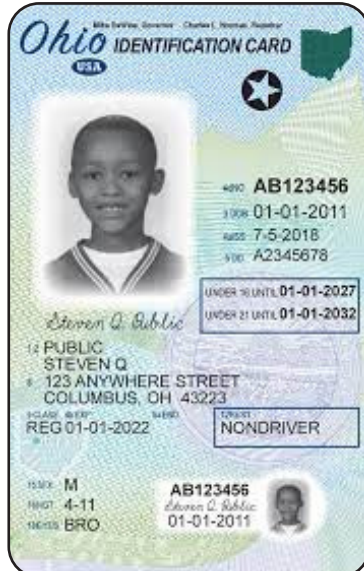
Front of Standard Driver's License



Back of Standard Driver's License



Ohio Compliant License for driver under age 21



Ohio Compliant Identification for driver under age 21

Non-Citizen- Not Valid for voting



Non-Citizen Ohio ID - Not Valid for voting

Note: License or ID will have a vertical format for driver under age 21

Voter Identification Requirements

2. State of Ohio Identification Cards

An Ohio state identification card may be used to prove a voter's identity for the purpose of voting in Ohio as long as it has the following:

- An expiration date that has not passed;
- A photograph of the voter;
- The voter's name, which must substantially conform to the voter's name as it appears in the Poll List or in the Electronic Poll Book (Poll Pad)

The voter must state their current address which must substantially conform to the voter's address as it appears in the Poll Pad/Signature Roster. The address on the State ID does not have to be current for the ID to be valid.

Other “**header bars**” may be displayed depending on the driver license type.

3. US Passport or US Passport Card

- Must contain the correct name of the voter, the voter's name must substantially conform to the name as it appears in the Poll Pad / Signature Roster;
- A photograph of the voter; and
- An **expiration date that has not passed;** (expired passport is not valid)

An address is not on a US Passport or Passport card. The voter is asked to state their current address and it must reasonably conform to the address as is listed in the Poll Pad /Signature Roster.





4. Military ID

Valid US military identification cards or copies of such cards must be accepted whether or not they contain a name or address. This form of ID must still allow a Precinct Election Official to determine that it is the military ID card of the person who is presenting it for the purpose of voting. Valid Military ID for voter identification:

- A US military ID card (military dependent ID);
- Ohio National Guard ID card; or
- US Department of Veterans Affairs ID card

If the ID presented does have an expiration date, it must be confirmed that the date has not passed. An expired ID is not valid.

(Examples of the various forms CAC's (Common Access Card), DD Form 2 and DD Form 1173; 1173-1, 2765 and Military IDs for retired military and reserve members do not have an expiration date on the, They may have "INDEF" where the expiration date would appear. They are valid without an expiration date.

Military Identification Cards Examples:

There are three types of military ID issued by the U.S. Department of Defense that are acceptable for voting in Ohio: Common Access Card ("CAC"); DD Form 2; DD Form 1173

Please Note: Valid military identification cards or copies of such cards must be accepted whether or not they contain a name or address (R.C.3505.18).

However, this form of ID must still allow a precinct election official to determine that it is the military ID card of the person who is presenting it for the purpose of voting.

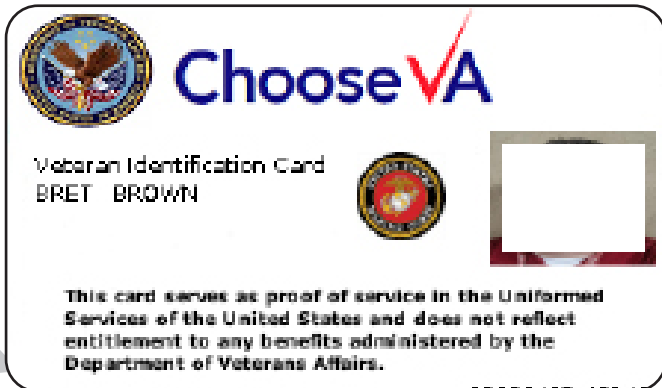
Military IDs may be in electronic form on the voter's device.

Examples of the CACs are available for viewing at the following Web addresses:

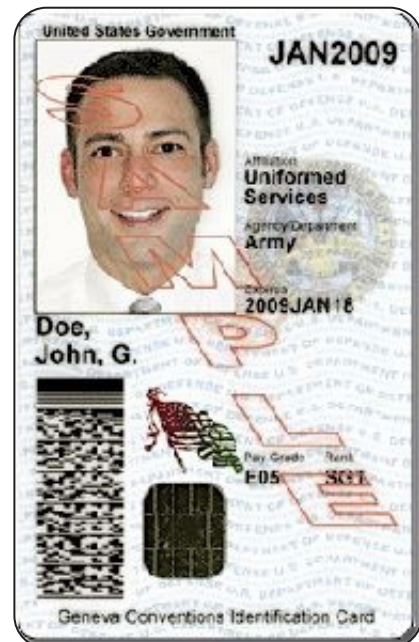
cac.mil/CardInfoGeneva1.html; cac.mil/CardInfoGeneva2.html;

cac.mil/CardInfoPrivelege.html; cac.mil/Cardinfoidentification.html

Ex: US Dept Veterans Affairs ID digital version. The veteran's name and photo will be displayed.



Ex: CAC Ohio National Guard



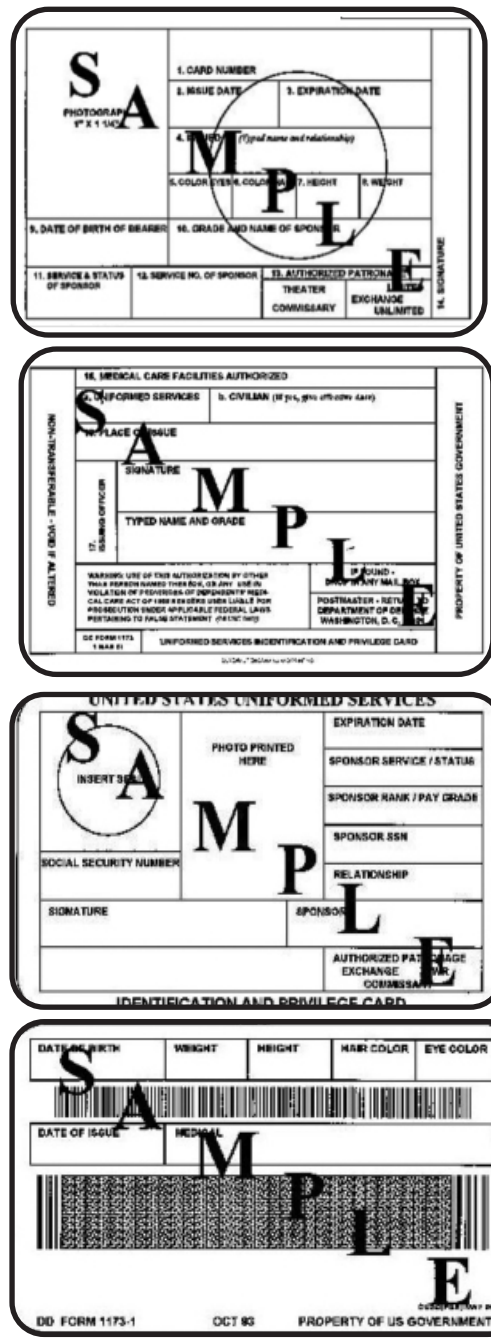
Ex: Common Access Card (CAC) ID



Ex: US Dept Veterans Affairs ID



Ex: DD Form 1173



Ex: Military Dependent ID



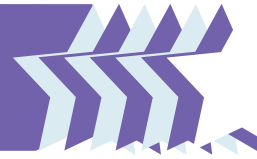
Voter Identification Requirements



NOTES

A large, dark gray five-pointed star is centered on the page. Inside the top point of the star is a white rectangular box with rounded corners. This box contains ten horizontal lines, providing a space for handwritten notes.

Voter Assistants



Voter Assistant Overview

A range of very specific duties are performed by the Voter Assistants prior to the Polling Location being opened, during the voting process, and while closing down the Polling Location. They make sure every voter receives assistance as needed, and equipment is cleaned and working through out the day.

Before the Polling Location Opens- Equipment Custody

The AVL M oversees each team of Voter Assistants in opening the ExpressVote Units and DS200 Scanners within the Polling Location. When there are Help Desk Officials in your Polling Location they may assist.

Locate the Equipment Custody form in the folder at the Help Desk. Two PEOs will check the seal numbers on all ExpressVote units and DS200 Scanners using the form. DO NOT remove seals from the DS200.

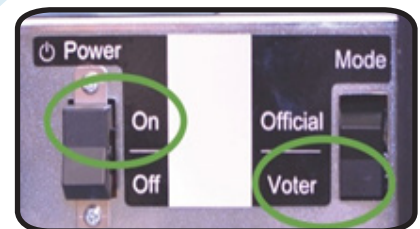


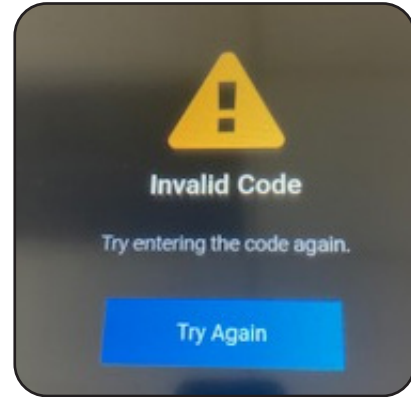
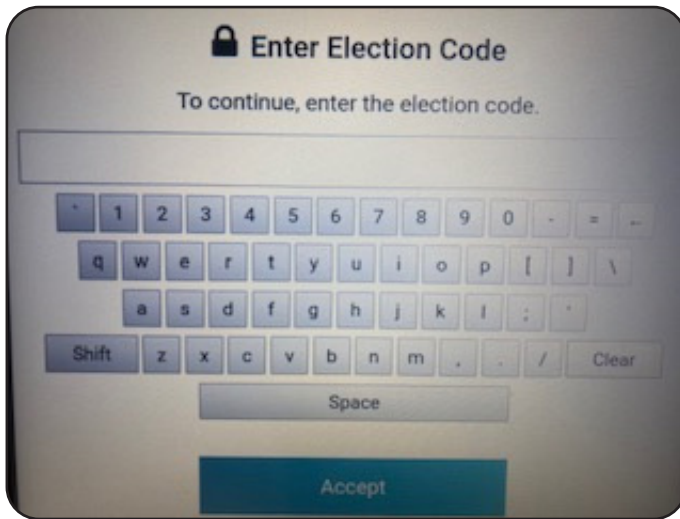
Notify the AVL M if there are any discrepancies or seals are voided. The 2 PEOs, AVL M and VLM must sign the form. The form is returned by the AVL M in the green bag.

If you cannot find the form, collect the yellow seals from the ExpressVote units and set them aside until the form is located; call the BOE. Do not remove the DS200 seals.

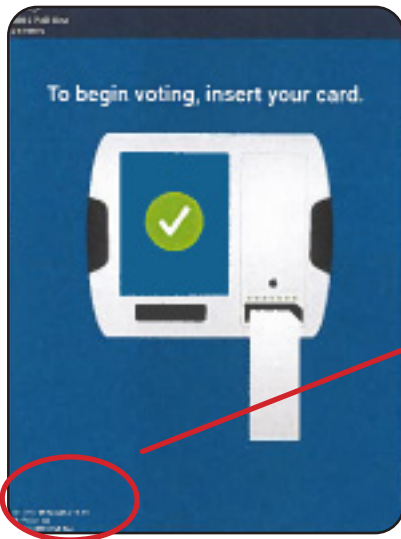
Opening the ExpressVote Units

1. Get the barrel key, Opening Procedures Form, and the Election Code from the AVL M.
2. Inspect the yellow seal to confirm the chain of custody and that the seal is not "VOID". Using the barrel key open the left side access compartment. Discard the seal.
3. Push on the rocker Power switch to the "ON" position. Check that the Mode switch is in the "Voter" position. Do not touch the screen until Election Code screen appears.
4. The unit with the Audio Tactile Keypad will be on a table, the key pad is plugged in and the cord feeds through the channel in the side door. The head phones located in the red tote, will be placed on that unit and plugged into the auxillary panel on the front. They should be accessible to any voter who wishes to use them.

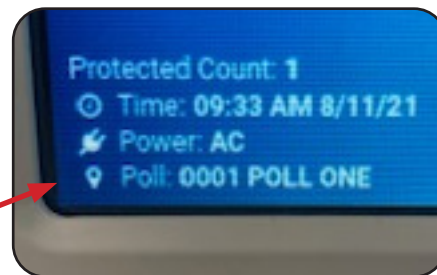




5. When indicated enter the Election Code. Tap Accept. If you enter the code incorrectly use "clear" or the back arrow to correct the code. Invalid Code will appear if the wrong code is entered. Tap "Try Again" to re-enter the code. If you enter the code incorrectly 3x the unit will time out for 30 sec then allow you to continue.



6. "To begin voting, insert your card" will display. Confirm date, time, election and Polling Location in the lower left corner of the screen are accurate.



7. Close and lock the access compartment. Place a red security seal on the compartment door. Return key to a manager.
8. Check the Auxiliary Panel for power. See below.

Auxiliary Panel

The Auxiliary Panel indicates power and outlets for accessible voting using an adaptive device and headphones. Battery Status Indicator: Green-battery is fully charged, Yellow- charging, Red-unit must be connected to a power source to fully charge. If there is no light the unit is not plugged in to any power source.

Plugged in to outlet

Head Set Plug in location



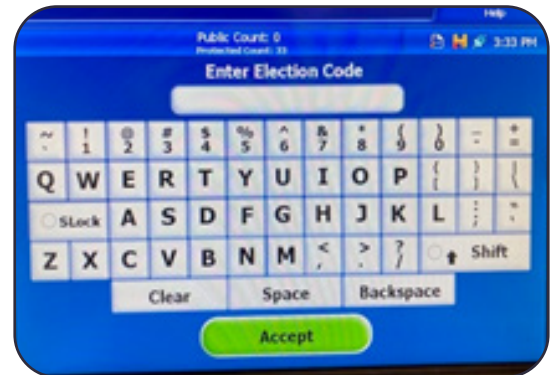
DS200 Scanner Opening

The AVL M will oversee the opening of the DS200 Scanner.

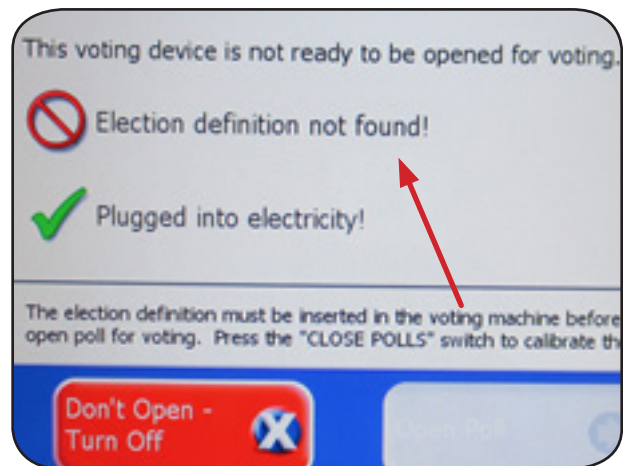
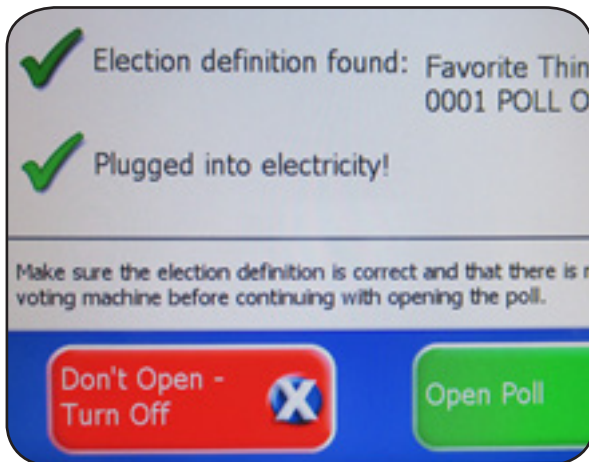
1. Unlock and lift the black lid top. DS200 will automatically power on. **If it does not power on, call the BOE.** Check that all seals are in place. Check the yellow and blue seal numbers on the Equipment Custody form. Ensure the auxiliary ballot card slot in the front is sealed with a lock seal. (If slot is in the back CALL BOE immediately.)



2. Enter the Election Code. Tap Accept. The Configuration Report will print automatically. Do not tear off yet.

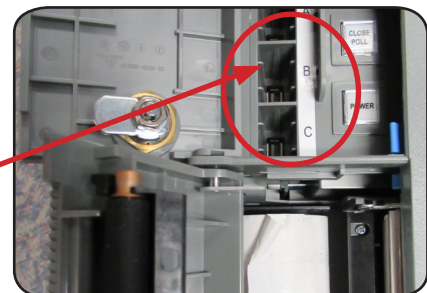


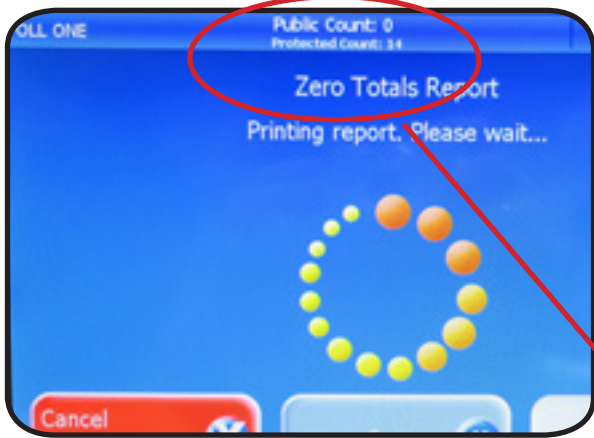
3. Screen should have a green check mark by "Election Definition Found!" and "Plugged into electricity!". (if not see Trouble Shooting) Press "Open Poll".



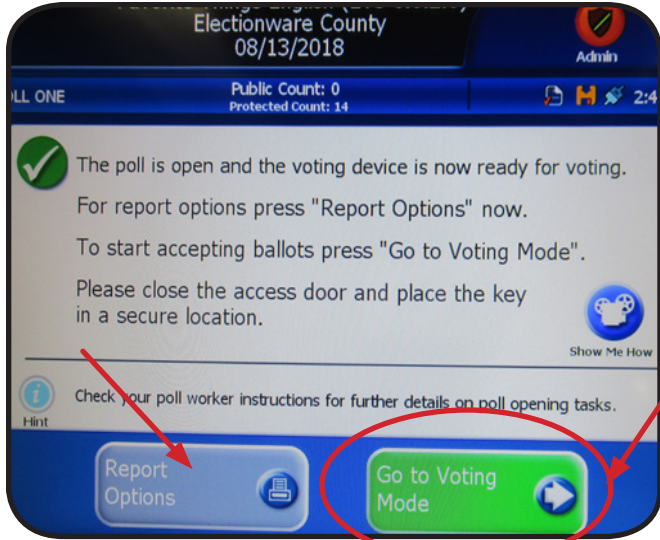
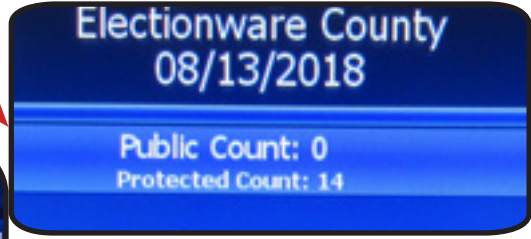
Voter Assistants

IMPORTANT: If the Election definition is not found, the screen will display "This voting device is not ready to be opened...", call the BOE. As directed by BOE, remove the yellow seal and unlock the left side access door to confirm that the Memory stick is pushed in all the way in port A or B.





4. Zero Totals report will automatically print. If there are any issues with the report printing, including printing a blank report, see "Trouble Shooting". Press "Report Options" to reprint. Both the AVLM and other PEO check and sign the report. Tear off the reports and place in the Orange Report pouch.



5. Ensure that the Public Count is zero. If it is not, STOP- call the BOE for assistance. Make sure the date, time, Election, and poll names are accurate.

6. Press "Go to Voting Mode".

7. The screen will display the "Insert Here" message.



8. Direct Voters to feed the ballot card into the scanner as indicated by the arrow. The card can be placed on the tray face up or down for privacy.

For issues see "Trouble Shooting" in the manual and call the BOE for additional instruction.

IMPORTANT: If any seals are removed on the unit during opening, call the BOE to report and reseal.



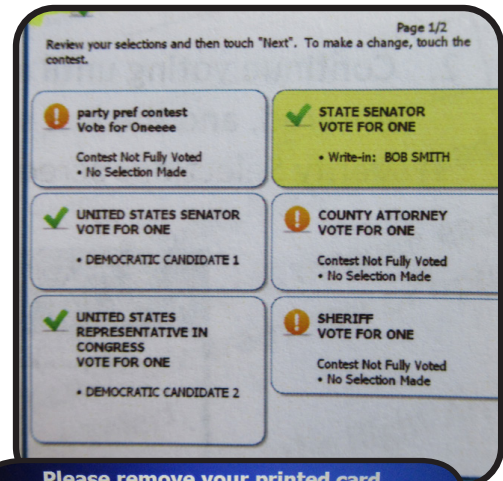
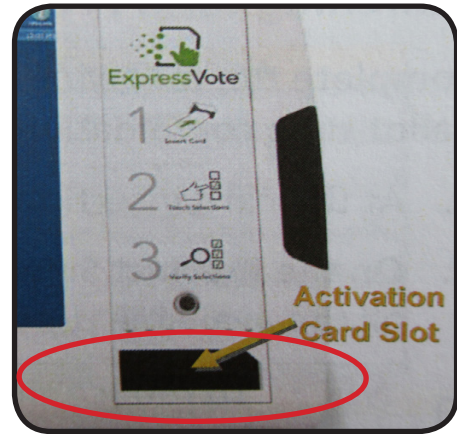
Note: the blue seal on the back of the scanner is never removed.



Voter Assistants

Using the ExpressVote

1. "To begin voting, insert your card" is displayed on all units.
2. Voter will insert the ballot card into the Activation Card Slot- cut corner to the upper right of slot.
3. Use the buttons on the top of the screen to change the features- text size, language, etc. (see pg 66)
4. To select a candidate or issue choice the voter will use the touch screen using a stylus or finger. A check mark will appear next to the selection.
5. If there is more information than what fit on the screen press the yellow "More" bar at the bottom of the screen.
6. To change the selection, make a new selection or retap the selection. It will automatically de-select the previous selection. For multiple vote contests a message will be displayed if too many choices have been selected. De-select a previous choice before selecting a new one.
7. Use the "Next" or "Previous" buttons to navigate.
8. After selections are made the "Verify Selections" screen will display.
9. Selections may be changed by selecting the specific contest to go back.
10. Select "Next" to return to "Verify Selections" after any changes have been made.
11. To finish the ExpressVote displays the "Print your Ballot screen."
12. Sanitize the screen after use with the alcohol and cloth provided by the BOE.

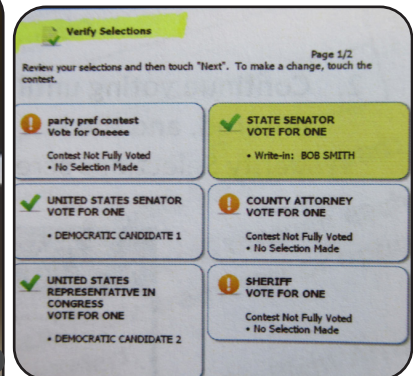
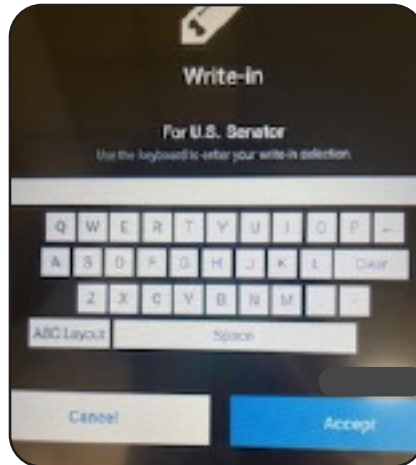


Casting Write-In Votes Using Touch Screen

1. Touch the write in selection on the screen.

2. Use the on-screen keyboard to enter the name, and select **"Accept"**.

3. The name will display on the "Verify Selections" screen. The managers will keep the official Write-In candidate list to give a voter upon request.



Voting Unit Features

ExpressVote Units have special features to assist voters. The voter can use the buttons on the top of the screen to select a language (English and Spanish) and to adjust the screen appearance.

- Text Size- changes the size of the display from normal to large font. If the information displayed extends off the screen a "More" navigation bar will display allowing the voter to scroll up and down to see the entire content.
- Quit- returns the voter's unmarked card.
- Contrast- changes the display to a high contrast black and white view.
- Language- allows the voter to chose Spanish
- Help- provides detailed instructions on how to use the ExpressVote for voting.



ADA ExpressVote Unit/ Audio-Tactile Keypad

One ExpressVote Unit is equipped with a keypad and headphones for visually impaired voters. Although anyone can use it, it will be set up on a table for voters who need to be seated as well as for the visually impaired voter.

You may need to escort the visually impaired voter to the unit, assist with removing the keypad from the left side of the unit and with getting started. Refer to the "Processing Voters" section for more information on assisting voters with a disability. Look in the Red Tote for the Headset.

Technicians have additional keypads if needed.



Headset plug

Touch any key on the keypad to begin using.

1. Up Arrow- Moves cursor up the screen
2. Back Arrow- Moves to previous screen
3. Select Square- Selects the voter's choices
4. Forward Arrow- Advances to next screen
5. Down Arrow- Moves cursor down to next selection
6. Home- Opens screen with voting instructions
7. Pause- Stops the audio; press again to continue
8. Screen Diamond- Press once to darken for privacy; press again to return to normal display
9. Repeat- Repeats last spoken phrase
10. Tempo- Adjust audio speed
11. Volume- Adjust audio level



To cast a write-in vote on the Audio Keypad use the Up and Down Arrows to scroll through each letter or option as it is read then press Select. Press the Right Arrow to accept the selection and to return to the previous screen. Press the Left Arrow to close the write-in screen without entering a write-in candidate.

Cancel a Ballot / Spoling (Voiding) a Ballot/ Fleeing Voters

Canceling, spoiling (voiding) a ballot must be done by a manager with a member of the opposite political party.

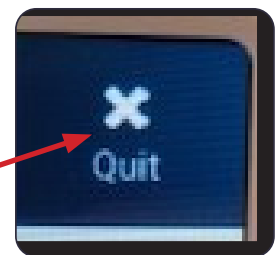
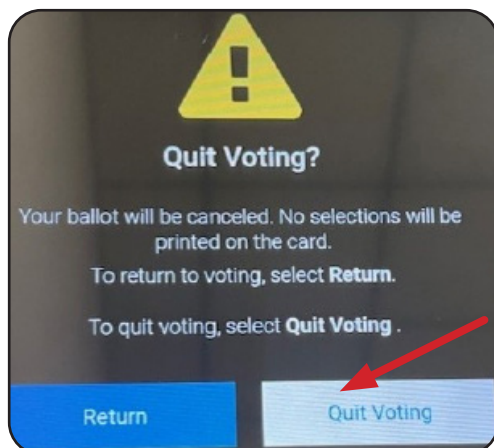
If the ballot card is damaged or cannot be used in the ExpressVote or DS200 Scanner, the card will be spoiled (voided) and a new card re-issued. The voter must return the original ballot to be voided first.

If a voter requests a new ballot card due to wanting a change in the card style (ex: party selection) or a change in vote selection after the card is printed, the voter may have the card voided and re-issued. A voter can be given up to 3 ballots when re-issuing, but the previous ballot must be voided each time.

If a voter wants to cancel the voting session they can select the

"Quit" button on the screen in the top right corner.

It will prompt "Quit Voting" select "Return" to continue or "Quit Voting" to quit. Tap "Quit Voting". The screen will indicate "Vote Session Canceled".

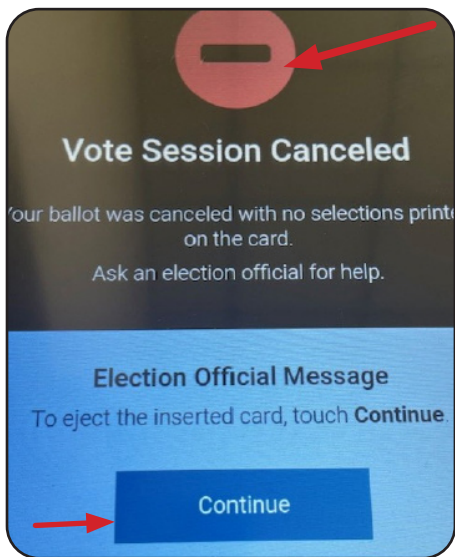
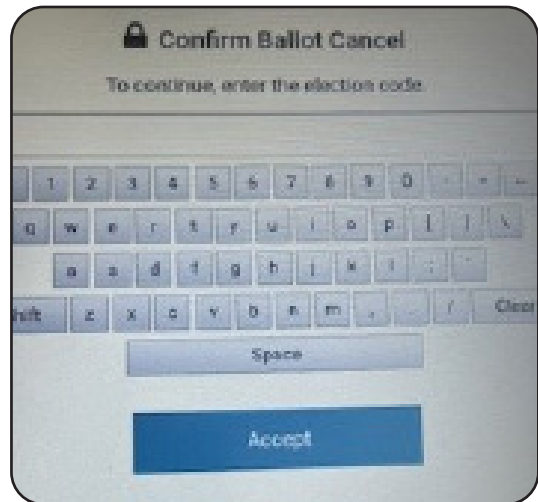


Select "CONTINUE". Follow the prompts to Enter the Election Code and the reason for canceling. The ballot card will not contain any vote selections. Void the ballot, unless the voter selected this by

mistake, then they may reuse the ballot to start the voting process again.

If a voter leaves a ballot without printing or casting, referred to as a "Fleeing Voter", the ballot may not be counted. Unit will timeout if left idle for 5min. An alert appears, and will alarm (beep). Tap red circle icon to end the alarm.

Tap "End Voting", enter the Election Code then tap "Accept". On the "Vote Session Canceled" screen; tap "CONTINUE".

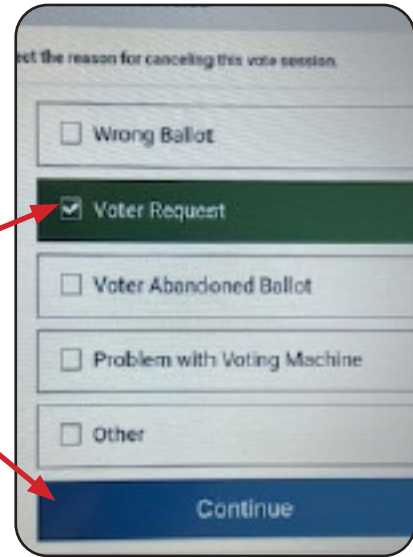


Tap the screen indicating the reason and item will display as a green box with a checkmark. Tap Continue.

"Void" the ballot card

To Void the ballot, write "Void", the date and if possible the name of the voter on it. Place it in the green "Soiled and Defaced" envelope.

Do Not tear ballots. Any



canceled, voided or re-issued ballots must be documented in the **Incident Log** by the managers.

Voter Unable to Mark Ballot (see pg 43)

Any person who provides assistance to a voter in marking the ballot is forbidden by law from providing any information in regard to marking of the ballot. (R.C.3505.24)

Jammed Ballot Card Removal

If a ballot card will not eject from an ExpressVote Unit when the voter has finished their selections and attempted to print the ballot it may be jammed. Refer to pg 103 for details on how to manually eject the ballot card. With a manager or technician a barrel key will be needed to open the voting unit.

Closing the Polling Location

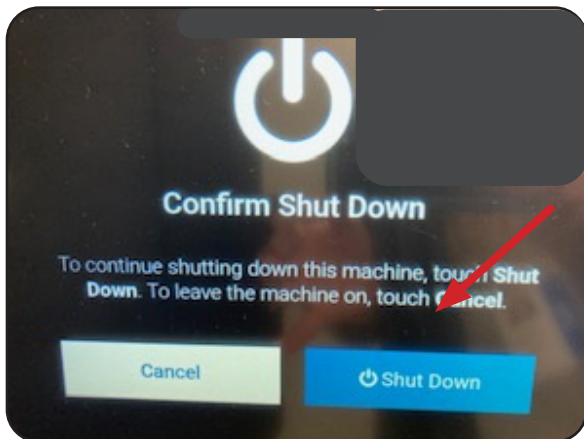
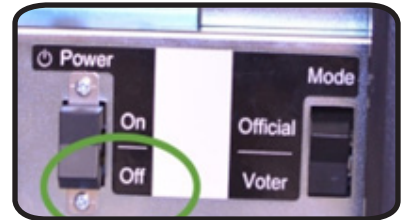
At 7:30pm the VLM will announce that the polls are closed. Process all voters that are in line at that time. Once all of the voters have finished voting and left the Polling Location you may begin the closing process. Assist with the DS200 Scanner closing. Close the ExpressVote Units. Remove the headset on the VIBs unit and place in the Red tote. Take down the units and stack as directed. See pg 66 & 67 for further instructions.

Closing the ExpressVote Units

ExpressVote Units must be powered off and folded down before leaving the location. Follow the Closing Procedures.

1. Inspect the red security seal, remove and dispose of it.
(If "void" notify a manager- do not remove)

2. Open the left side access compartment using the barrel key. Push the power switch to Off.



3. Confirm Shut down will appear. Tap "Shut Down" to finish. The screen will go black.

4. Close and lock the access compartment.

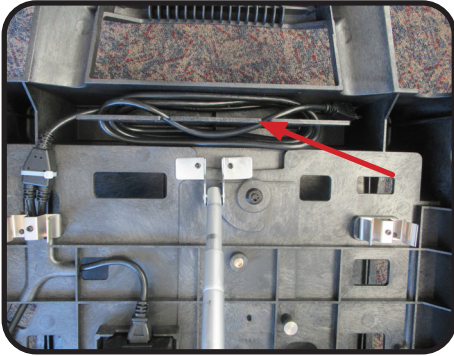
5. Return the keys to the managers when finished.

6. Close and seal the interlocking doors using the zip ties provided. Remove the Head set.



7. Use the push pin on the middle support bar and lower the base to almost parallel.

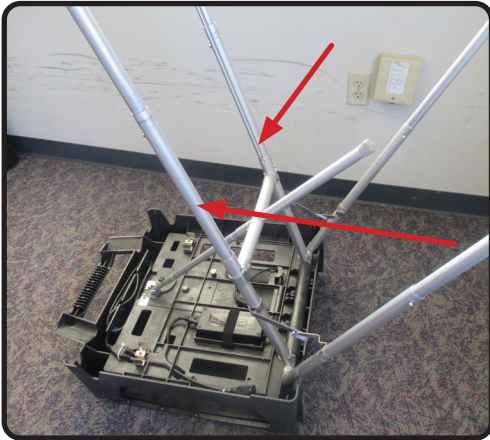
Folding Down the ExpressVote Units



8. Gently turn the unit over and lay it face down on the floor with another person assisting. Lift using the handle and under the base of the unit.

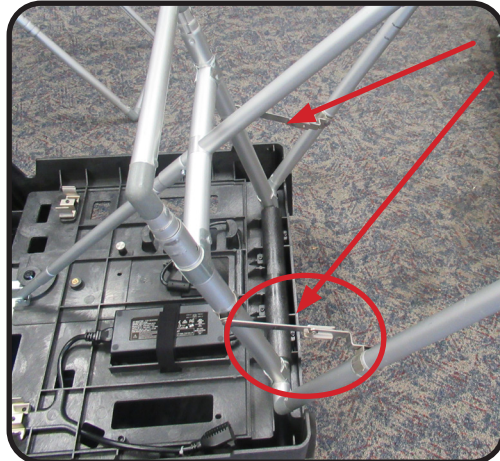
9. Wrap cord around the upper bracket at the top of the unit base.

10. Use push pin buttons on the legs, retract the outside legs first. DO NOT push legs forward.



11. Use push pin buttons retract the inner "U" legs. Release the hinges.

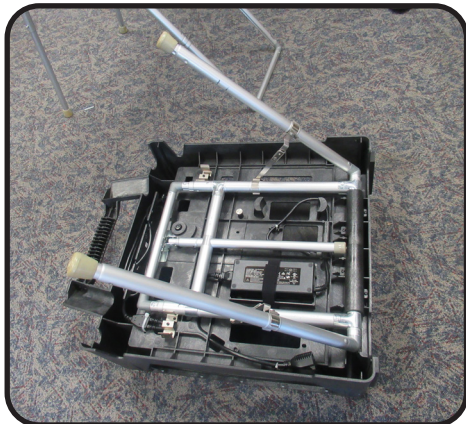
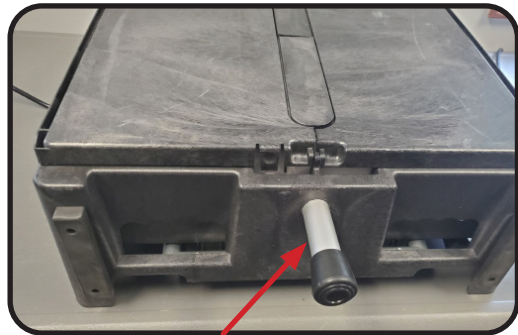
12. Use push pin buttons retract the middle bar. Lower the bar the inner "U" legs and outer legs will lower down. Ensure hinges are released before fully pushing the outer legs into the clips. Check to make sure the power cord plug is not under the metal leg on the left side.



13. Turn the unit over, face up, and move to the designated area. DO NOT lift the unit on the sides, only lift using the handle on the top of the unit and the bottom base. Units can be stacked up to 5 high.

Unplug all extension cords from wall outlets. All extension cord and power strips should be put in the Blue Tote.

Important: Do not force the legs down. Do not lift the unit on the sides, use handle at the top of the unit.

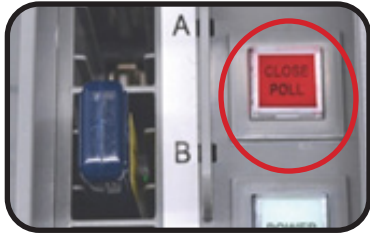


14. Remove the foot from the base of the ADA (VIBS) unit and put in blue tote. Secure folded legs with velcro and place tactile keypad in the red tote.

Closing DS200 Scanners

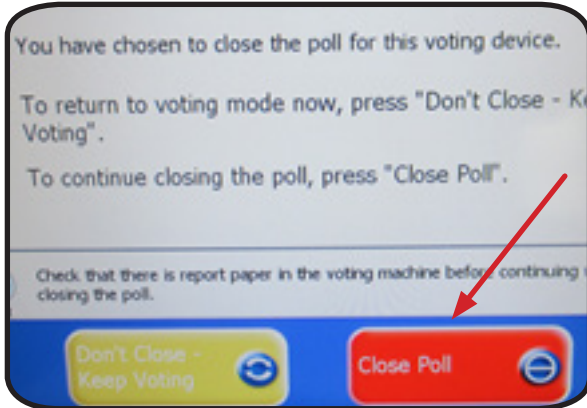
1. Check the security seals on the box and on the access panel on the DS200. If the seal has been tampered with notify the BOE immediately.

2. The AVLM will fill out the **Ballot Card Inventory** form (located in the Red Tote).



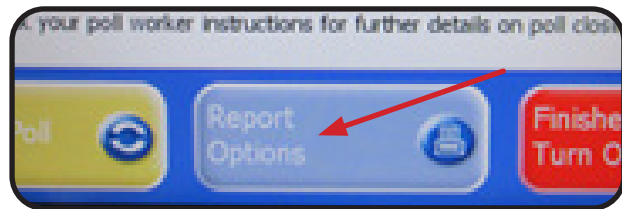
3. Use barrel key, unlock the access door, press and release the square "Close Poll" button.

4. An Alert screen will appear to confirm that you want to close the Poll- tap the "Close the Poll" button on the screen.

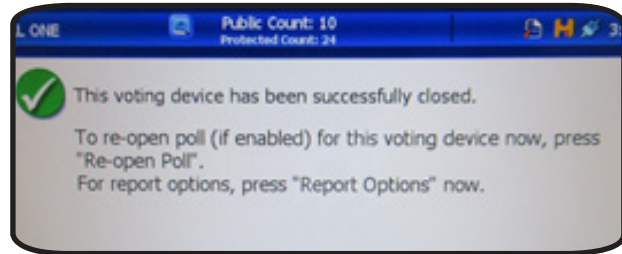


5. DS200 will automatically print 2 closing reports. Place one copy in the Orange Report pouch and post the other copy outside of the Polling Location. **AVLM and other PEO sign reports.**

6. If there is an error in printing, the report is blank or does not print, tap the "Report Options" button- on Report screen print voting results. Call the BOE before printing any reports from the Report screen if they do not automatically print.

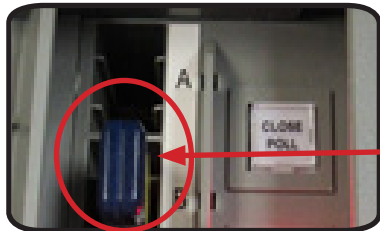


7. Press "Finished-Turned Off" to shut down.



8. A message will indicate that the device closed with a green check-mark.

9. **DO NOT** remove the Memory Stick until the "Power" button is no longer lit up red and the screen is black.



Place the Memory Stick in the Clear Memory pouch.

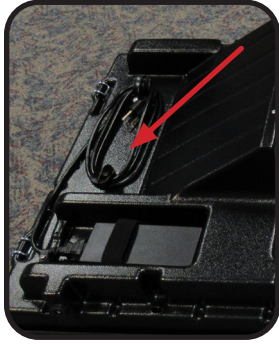
Repeat for each DS200.



10. Complete the Closing Sheet located in the AVLM binder with the memory stick count.



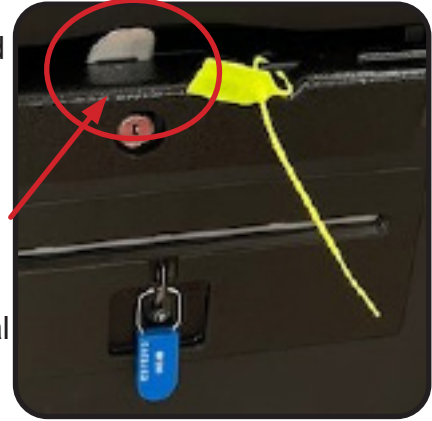
DS200 Scanners- Take Down



1. Unplug DS200 Scanner power cord
Wind up cord on back of unit top.

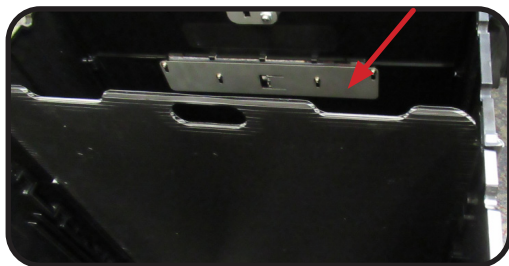
2. Using flat key to unlock metal hinges at front and back of unit to release the top from box base.

3. Twist to remove yellow security seal on front and back of box top. Do not remove blue lock seal on front.



4. Slide scanner forward.
Gently pull back on the plug at the arrow to disconnect the locking hinge and unplug. Set scanner aside.

5. Lift top off box, hold at sides and lift straight up.



Important: Do Not remove any ballots in the Auxiliary Bin. Call the BOE immediately.

6. Remove the scanned ballot cards from the back of the box and place them neatly into the burgundy bag to seal.

7. Remove the partition. Unhinge the box from the base. Follow the arrows to collapse the box.

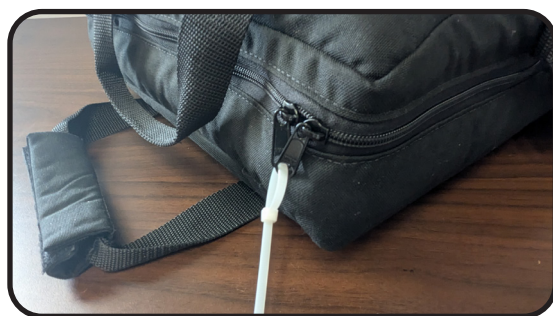


8. Place the collapsed box and partition into the base.



9. Place the top into the base and lock in place using the hinges. Put all items in the designated area.

11. Place scanner in soft sided padded bag and seal zipper toggles with zip tie seal. The scanner will stay at the location with the other supplies.



Cradle point Router

At closing unplug and place the cradle point in the box labeled for it. The VLM will return it in the blue supply bag.

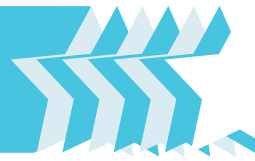




NOTES

A large, dark gray five-pointed star is centered on the page. Inside the top-right point of this star is a white rectangular box with rounded corners. This box contains ten horizontal lines, providing a space for handwritten notes.

Help Desk Officials



Overview

When a voter is not able to vote a regular ballot, they will be taken to the Help Desk by the VLM or AVL. The Help Desk Official will provide individualized attention to the specific circumstances of each voter, determining the best course of action. The Help Desk Officials will work at the table processing voters.

The Help Desk will need to be extremely diligent in keeping each of the precinct supply bags separate. Each of the bags will contain ballots that are unique to the specific precinct and therefore cannot be mixed in with other ballots.

NOTE: Not all Polling Locations will have dedicated Help Desk PEOs. The VLM and AVL will fill this role in addition to their other duties.

Ensure that the Poll Pad with the green label on the back is at the Help Desk.



Before the Polling Location Opens

At opening the Help Desk Officials will assist the Voter Assistants in opening the Voting Units if necessary. When all of the ExpressVote Units are operational and ready for voters, the AVL will give the Help Desk(s) officials one yellow bag for each precinct in the Polling Location. The bags will contain all Provisional ballots and paper ballots for the precincts and the supplies necessary for all voters.

A Poll Pad will be at the Help Desk and must be set up. Refer to the Check In section of the manual or the Help Desk booklet for instructions. **Confirm that the Poll Pad with the green label is at the Help Desk.**

IMPORTANT: The report printer will be at the Help Desk. Test the printer by taping the printer symbol, select Print Test Receipt.

Additional rolls of paper are in the green Help Desk case.



Provisional Ballots

There are 7 basic reasons why a voter needs a provisional ballot.

Use The Provisional Quick Reference Guide located in the back of the Manual (last page).

- Voter's name does not appear on the official poll list for that precinct;
- Voter is unable to provide photo identification;
- Voter has moved to a different precinct;
- Voter has changed their name but not updated their voter registration and they do not have proof of the legal name change;
- Voter's name appears on the official poll list for that precinct as having already requested an Absentee ballot;
- Voter's name is marked on the poll list or signature book with a notation that the voter must Vote Provisional;
- Voter's precinct is not at the polling location, but voter refuses to go to the correct polling location and demands a ballot.

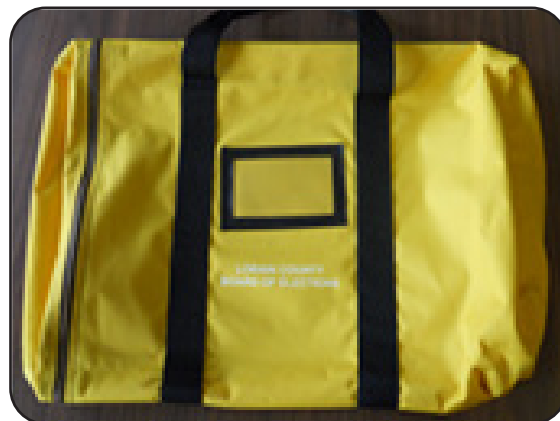
A provisional voter is someone that is not able to vote a regular ballot. Sometimes voters move, change their name (and are not able to provide proper documentation) or do not have proper identification and are therefore not able to vote on the Voting Units.

The Help Desk Official works with the managers to assist the voters. Use the **Provisional Quick Reference Guide** located in the back of the manual to determine how to process this voter or if the voter should be sent to a different Polling Location, and to determine if there are any additional forms required for that particular voter.

For every Provisional Voter you will need to complete the Provisional Log. The log should be completed while the voter is still present to ensure accuracy.

Provisional ballots must be kept in the yellow bags at the Help Desk by precinct. Each yellow bag contains a separate precinct's ballots.

Voted provisional ballots will be placed in the Provisional Ballot Box via the slot at the top of the box after the ballot envelope (Affirmation Statement) has been reviewed for errors. Do not break the blue seal on the zipper. The box slot will be sealed with a red pull tite at closing.



Change of Address (Voters that have moved Within the Same Precinct)

When a voter has moved we need to determine the following:

- if they have moved within the same precinct; or
- if they have moved into a different precinct at the same Polling Location; or
- If they have moved to a different Polling Location.

If a voter has moved **within the same precinct**, and the Poll Pad shows their former (old) address, **the Voter will vote a Regular Ballot not a Provisional Ballot.** The voter must fill out the Voter Registration Card; place card in Completed Forms Envelope. Process the voter using their name in the Poll Pad under their former address. Call the BOE for assistance if you are unsure of if the voter is provisional or regular. Be prepared to give both the voter's former address and current address.

Voters who have moved into a **different precinct** than the precinct of their former address or into a new Polling Location **must vote a Provisional Ballot.** Remember a Polling Location can have multiple precincts so a voter can be at the same Polling Location and have a different precinct ballot. All ballots are determined by precinct not Polling Location.

Name Change

When a voter legally changes their name but has not updated their voter registration ask the voter to provide proof of the legal name change (e.g., a marriage license or a court order that includes the voter's current and prior names) as indicated on Form 10-L (located in the Manager's binder). Complete and sign 10-L, then the voter may **cast a regular ballot**, as long as the voter is registered to vote in that precinct and provides proper ID. If the voter does not have proof of the legal name change, the voter must cast a provisional ballot. (see pg 116 Form 10-L)

NOTE: A Driver's License is not proof of Name Change.



Voter Does not have a valid Photo ID

If the voter does not have a photo identification they must vote a Provisional ballot. Instruct the voter that they must come to the BOE within the time frame as indicated on the Provisional Ballot Notice, typically 4 days from the election, with a valid photo ID for the ballot to be counted.

Religious Exemption

If the voter does not have a photo identification due to religious objections they may fill out a Provisional Ballot and should be given the Affidavit of Religious Objection form (Form 12-O) located in the VLM binder.

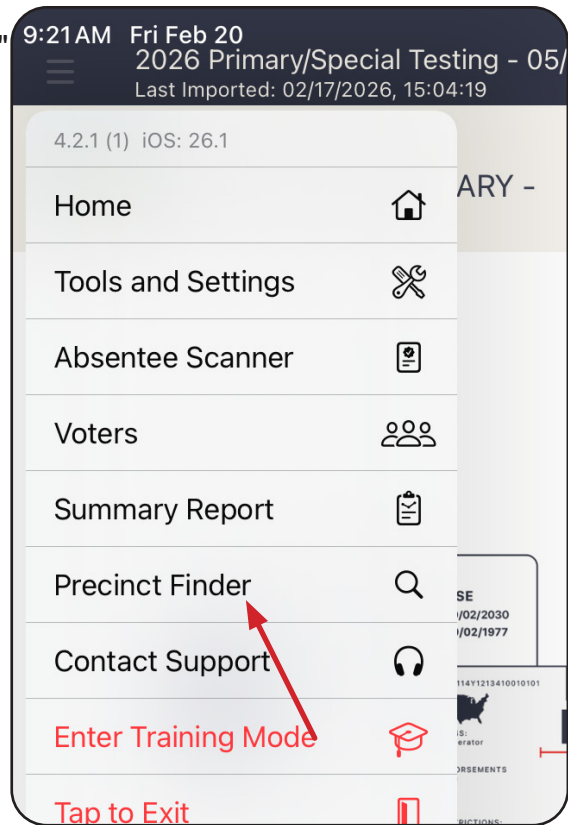
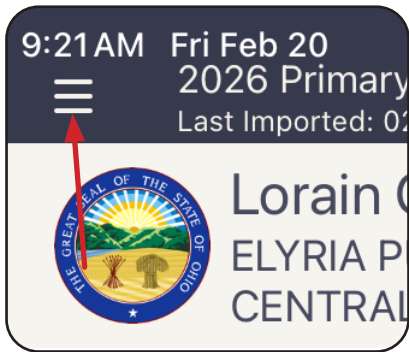
Vote Provisional "Mismatch" Data Display RC 3503.201(D) (1))

If a voter is indicated as "Name DOB SSN Mismatch or DLN or DOB Mismatch" when looking up their name you may tap on their displayed information and it will indicate the reason. The voter's information will be highlighted in purple. The Check In official should have done this or had the manager explain the reason to the voter. The Poll Pad will indicate the reason the voter must vote provisional. Look up the voter's information to obtain the correct precinct ballot. Get a manager to assist if needed. See pg 43 details.

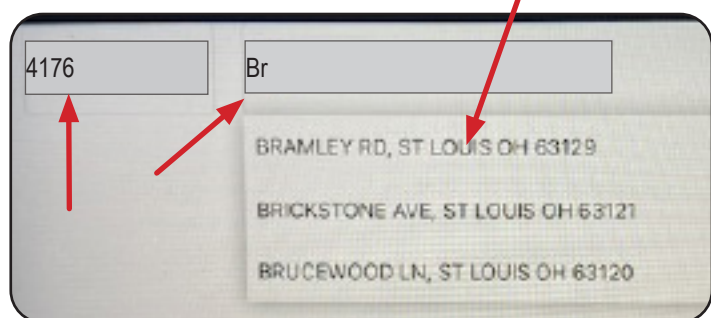
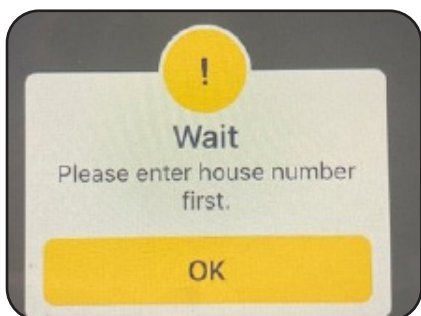
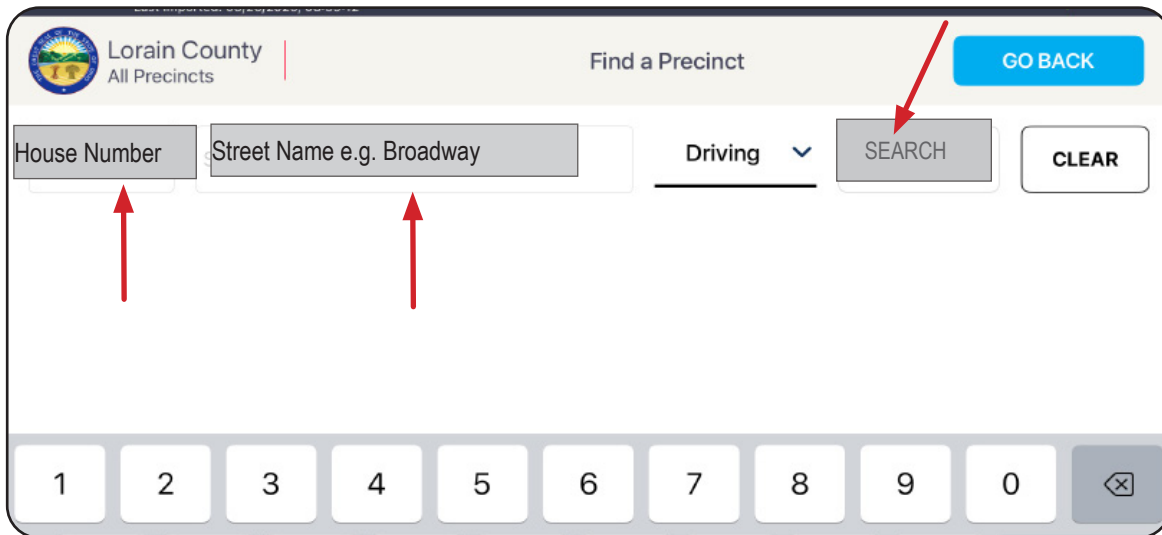


Precinct Finder/ Help Desk Voter Processing

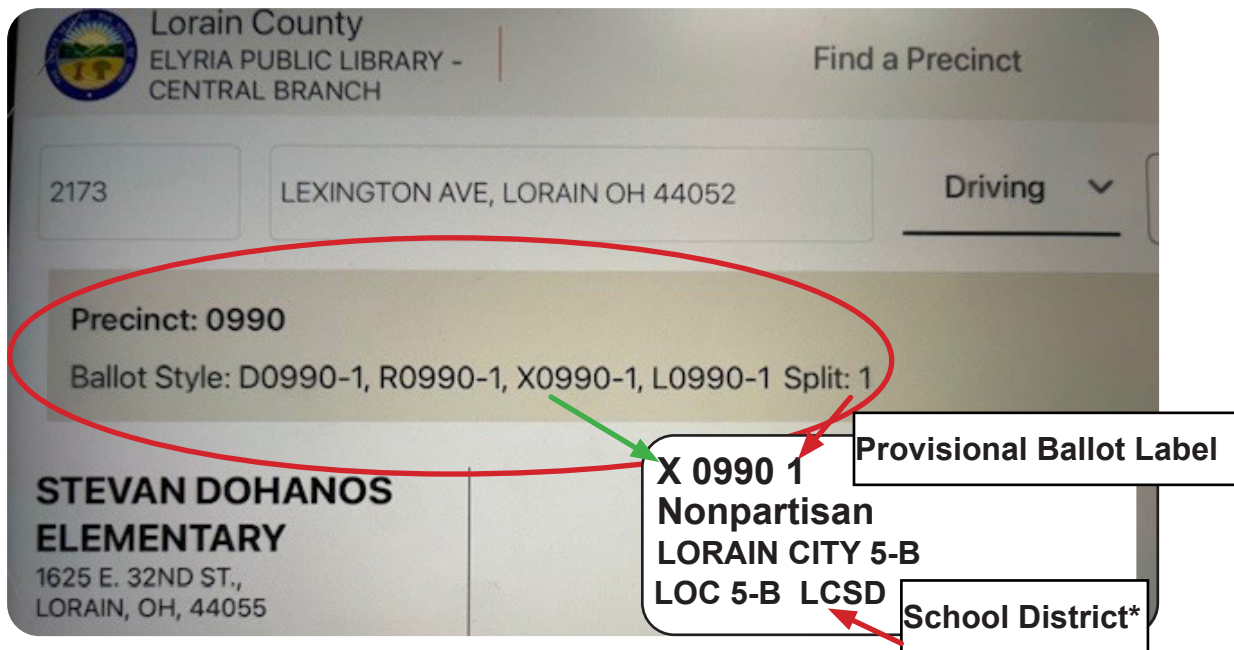
To navigate the Precinct Finder, tap 3 line "menu" in the upper left corner of the screen. The drop list will include "Precinct Finder".



1. Ask voter for current address.
2. Enter House Number first. A "WAIT" message will alert you if you do not.
3. Enter street name. A drop down list will appear with street names. Tap on the correct street.
4. Tap on "Search".



5. It will display the voter's Polling Location and Precinct based on the voter's address entered.
6. If it is determined that the voter is in the correct location. In a Primary Election, ask the voter what Ballot style they would like based on the party or issues only ballots that are available.
7. Using the precinct information including the Split as indicated, to get the Provisional Ballot envelope with the ballot inside, from the yellow bag labeled by precinct. Take the ballot in numerical order and ensure that the label on the envelope matches the precinct based on the voter's address.



(The ballot label will have the ballot style (Party) in a Primary Election.) Match the label to the Precinct by the name, number, letter (if applicable) and split number, if there is a split in the precinct, (Ex: LORAIN CITY 5-C Split 1; OBERLIN CITY 6 Split 2). *When there is a split in a precinct due to a school district, the district name will be included in the label.

NOTE: When a voter has moved within the same Polling Location look up the voter's former address to determine if the voter has moved within the same precinct. A voter may vote a regular ballot if they are in the same precinct. Have the voter fill out a Voter Registration Card and process them as a regular voter. Select Menu and Home to return to the voter processing screen.

(The ballot label will have the Party in the Primary Election.) (In a General Election ballots are all non-partisan)

Match the label to the information on the screen. Labels may differ slightly in each election.

8. If the voter's precinct is not at the Polling Location the voter should be informed and given a Vote Center Transfer Slip.



Voters in the Wrong Polling Location

If a voter's name cannot be found in the Poll Pad it might be that they are not in the correct Polling Location. The voter's current address will be checked to determine if they are in the correct Polling Location or if they need to be issued a Vote Center Transfer Slip and directed to a different Polling Location.

Use the Poll Pad or the paper Precinct Finder to determine the voter's correct Polling Location or the Manager will contact the **Board of Elections at 440-326-5919 or 440-326-5953** to review a voter's information and determine how to proceed.

Vote Center Transfer Slip (located in Provisional Supplies Envelope)



"Vote Center Transfer Slips" are only issued by the VLM or the AVL M.

If you see the voter is in the incorrect Polling Location after checking Poll Pad, notify a Manager before sending to a different voting location. Review with the voter the exact location information.

IMPORTANT: Ensure you are using the voter's current address not former address.



Vote Center Transfer Slip /Resguardo de la transferencia Centro de Votacion	
Use Precinct Finder before Issuing/Buscando de Recinto de uso antes de utilizar	
Voters Name/Nombre del Votante:	
Address/ Dirección:	
New Precinct/ Resguardo Nuevo:	
New Vote Center Location/Nueva localización del Centro de Votacion:	
VLM / AVL M Signature _____	
Issuing Vote Center:	

Issuing a Provisional Ballot

1. Find the appropriate ballot for the voter by looking up their current address in the Poll Pad using the Precinct Finder. Use the Provisional Quick Reference Guide for instructions pg 89 or 134.

2. Get the **correct precinct ballot** from the appropriate precinct yellow bag. Look at the label on the Provisional Envelope that contains the ballot, confirm the voter's correct precinct (with split if applicable indicated by a 1, 2, 3, 4, 5 or 1-2, etc).

The split is the last number. Each envelope will be labeled by precinct.

(label may differ slightly with each election and may not contain a ballot style).

***If there is a split precinct due to a school district, the district will be listed.**

X040 1 ← Nonpartisan ELYRIA CITY 1-A ELC 1-A	X 1.2 ← Nonpartisan Columbia Twp #2 COT #2	X1130 1 ← Nonpartisan LORAIN CITY 8-A LOC 8-A *AEVS ←	X 1130 2 ← Nonpartisan LORAIN CITY 8-A LOC 8-A *VLSD ←
---	---	--	---

NO SPLIT

COMBINED SPLIT

ACTUAL SPLIT

Issuing a Provisional Ballot (cont.)

3. Give the voter a pen to use. Instruct the voter to complete the Provisional ballot. The Provisional Ballot Notice is included in the envelope for the voter to take home with them. See page 86-87 for copy of the Affirmation envelope.

4. Go over the Affirmation Statement with the voter. Instruct the voter to:

-**PRINT** first and last name. If a voter writes in cursive, then draw a line through it, have the voter initial the error and PRINT their name.

-**Record date of birth**- in section 2.

-**Print current full address. Street address is needed**, but a voter who has a PO Box mailing address can list both addresses.

-If they have moved without updating their voter registration they should record their former address to have the most up to date information possible and fill in Section 6.

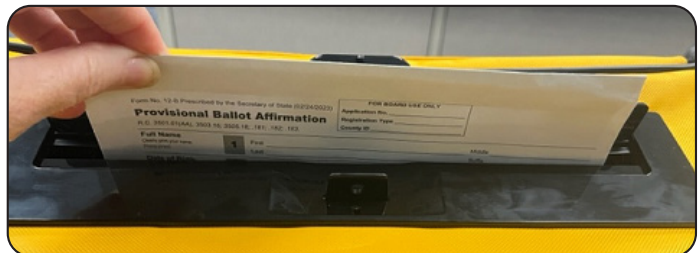
-**Sign their Name** in Section 8 and fill in the date for it to be valid.

Voters should indicate their votes by filling in the ovals on the ballots. X's or check marks will not count.

5. The ballot should be sealed in the envelope. Once you have reviewed the envelope, have the voter correct any mistakes, then thank the voter and give them a vote sticker.

Remind the voter that they have 4 days to go to the BOE to show a valid photo ID if they did not provide one and have them take the Provisional Ballot Notice.

6. Fill out the Provisional Log. Place envelope in the sealed Provisional Ballot box. All voted provisional ballots will go in the sealed ballot box.



Provisional Log

Record the information regarding the Provisional voter in the Provisional Log book. This needs to be done when the voter is being processed.

1. Record the voter's information.

2. Record the ballot issued. In a Primary Election document the style of ballot using the letter designation (ex: D=Democrat, R=Republican, L=Libertarian, X=Issues Only non-partisan). Record the 4 digit precinct number and the split number. This should match the ballot label and the precinct/split information in the Poll Pad Precinct Finder application.

3. Document the reason that the voter was determined as a Provisional voter. If the "Other" box is checked the BOE should have been called to confirm that the voter should be given a Provisional ballot.

4. After the voter completes the ballot and returns it in the envelope, review the Affirmation Statement on the envelope is completed properly, if not instruct the voter to correct it. Complete the remaining information on the log page.

5. Use the Comments section if you need to communicate additional information.

6. Sign the log. The VLM or AVL M will also sign the log as soon as available.

Provisional Log Page example:

Inspector's Initials:

Primary Election

PROVISIONAL LOG

Name of Voter

Time

Address

Ballot Issued (example: **X, D, R 1240 1**)

THIS FORM MUST BE COMPLETED FOR EVERY PROVISIONAL VOTER

1) Reason for issuing provisional ballot? (MARK ALL THAT APPLY)

- | | |
|--|---|
| <input type="checkbox"/> Voter's Name not in Pollbook | <input type="checkbox"/> Requested Absentee Ballot |
| <input type="checkbox"/> Change of Address <input type="text"/>
(outside of the precinct) <small>New Precinct #</small> | <input type="checkbox"/> Pollbook indicates Vote Provisional |
| <input type="checkbox"/> Change of Name
(without proper documentation) | <input type="checkbox"/> Refused to go to correct polling place |
| <input type="checkbox"/> Unable to provide Identification | <input type="checkbox"/> Pollbook indicates already Voted |
| <input type="checkbox"/> Expired License _____
(Date) | <input type="checkbox"/> Other _____
<i>(MUST call BOE)</i> |

2) The Voter was confirmed to be in the correct polling place by a Democrat AND a Republican using one of the following methods:

- ePollbook Precinct Finder Ohio Voter App

Democrat

Republican

OR

BOE was contacted

Name of BOE Staff

3) Were ALL required fields completed on the envelope?

- Yes No – WHY? _____

You MUST remind a voter to complete ALL required sections

4) Comments

VLM or AVL M Signature

Time

Issue Optional Paper Ballot (see detailed instructions in Poll Pad section)

1. Process the voter as usual. On the Poll Worker Confirmation screen change the "ExpressVote" located in the bottom left corner to "Paper".
2. Remove the ballot from the yellow bag according to the voter's precinct and in a Primary Election, the ballot style the voter selected. Confirm the information on the ballot stub. Ensure all pages of the ballot are given to the voter as applicable.

Ann Smith
702 PARK AVE, ELYRIA, OH 44035
Precinct: 0450 DOB: 07/06/1971
Split: 1 Voter ID: 20631725
Status: Active

Ballot Style: R0450-1

Curbside

Voting Method
ExpressVote ▾ ExpressVote
Paper

NOTE: The ballot stub may differ from one election to another, but will contain the information regarding the precinct, style and the ballot number/ consecutive number.

3. Enter the ballot Consecutive number on the Ballot Entry screen when prompted. Select Submit.
4. **Instruct the voter to complete the ballot by filling in the ovals on the ballot, X's or check marks will not count.**

Paper ballots must be cast by the voter in the DS200 Scanner. The Ballot Stub will be removed by the VLM or AVL M and placed in the clear Completed Forms

Remove from envelope before the voter casts the ballot in the DS200 Scanner.

REP
R0450-1
ELYRIA CITY 1-B
Ballot Style - #135

IMPORTANT -- DO NOT DETACH STUB
(Stub A)

Consecutive Number 0001
Page 1 of 2

BALLOT STYLE: 107
0001
Enter Ballot Number

Curbside- See Curbside instructions PG 28



Curbside- This same procedure is used in Curbside voting except select the curbside box on the confirmation screen. The voter outside of the Polling Location is given the Curbside Ballot Secrecy Envelope to place the completed ballot in. The ballot is cast in the DS200 Scanner by the VLM or AVL M and a PEO of the opposite political party.

Ballot Style: R0450

Curbside



The Voter Registration Card (Located in Provisional Supplies Envelope)

Use this card to register a voter so that they will be able to vote in future elections or to update a voter's name and/or address as indicated. Voters DO NOT fill out a Voter Registration Card to update their information if they are filling out a Provisional Ballot. Follow the regulations regarding address and name change. Voters will be given a pen to use to fill out the form.

Remember: If the voter has moved within the precinct, and their listing in the Poll Pad shows their OLD address, you will need to note that old address on line 12 of the Voter Registration Card. Also note that on line 14 the form must be signed by the voter, not the Precinct Election Official.

Place the completed Registration Card in the clear Completed Forms Envelope.

Please see information on back of this form to learn how to obtain an absentee ballot.				WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.	
I am: <input type="checkbox"/> Registering as an Ohio voter <input type="checkbox"/> Updating my address <input type="checkbox"/> Updating my name					FOR BOARD USE ONLY SEC4010 Revised 03/2025
1. Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Will you be at least 18 years of age on or before the next general election? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YOU ANSWERED NO TO EITHER OF THE QUESTIONS, DO NOT COMPLETE THIS FORM.					
3. Last Name	First Name	Middle Name or Initial	Jr., II, etc.	City, Village, Township	
4. House Number and Street (Enter new address if changed)		Apt. or Lot #	5. City or Post Office	6. ZIP Code	Ward
7. Additional Mailing Address (if necessary)			8. County (where you live)	Precinct	
9. Birthdate (MM/DD/YYYY) (required)	10. Ohio driver license number, state ID card number, OR last four digits of Social Security number (one form of ID required to be listed or provided)		11. Phone Number (voluntary)	School District	
12. PREVIOUS ADDRESS IF UPDATING CURRENT REGISTRATION - Previous House Number and Street					Congressional District
Previous City or Post Office		County	State	Senate District	
13. CHANGE OF NAME ONLY Former Legal Name		Former Signature		House District	
14. I declare under penalty of election falsification I am a citizen of the United States, will have lived in this state for 30 days immediately preceding the next election, and will be at least 18 years of age at the time of the general election.					
Your Signature ↓ Date (MMDD/YYYY) _____			<input type="checkbox"/> I completed this form on behalf of the applicant due to disability, blindness, or illiteracy. I attest that the applicant indicated that he/she desired to register to vote or update the applicant's name or residence.		
Signature of assister for applicant in accordance with R.C. 3503.14(C).					

Form 12-D (Located in Provisional Supplies Envelope)



If the Provisional voter is in the correct Polling Location, but insists on casting a provisional ballot in the wrong precinct within the Polling Location or this form can also be used for a voter who is in the wrong location entirely. Complete the **Provisional Voter Precinct Verification Form (Form 12-D)** including all of the steps listed below to show that you directed the voter to the correct precinct and the voter refused:

1. Find the voter's address using the Precinct Finder in the Poll Pad found under the Menu option.
2. Write the name or number of the voter's correct precinct in the space provided.
3. Write the name and address of the voter's correct Polling Location if different from the Polling Location where you are located.
4. Instruct the voter to go to their correct precinct.
5. Instruct the voter that casting the wrong precinct provisional ballot would result in all votes on the ballot being rejected.
6. Sign Form 12-D.
7. Write the precinct name/number.
8. Write the Polling Location name.
9. Attach the completed Form 12-D to the voter's provisional ballot envelope using one piece of tape from the election bag supplies.

Form No. 12-D Prescribed by the Secretary of State (08-17)

Provisional Voter Precinct Verification Form

Complete this form whenever a voter's name does not appear in the signature poll book or poll list, the voter is in the wrong precinct of the correct multiple-precinct polling place and the voter insists on casting a provisional ballot in the wrong precinct.

STEP 1 Find the voter's address in the Voting Location Guide.

STEP 2 Write the name or number of the voter's correct precinct below:

STEP 3 Write the name and address of the voter's correct polling place below, if different from where you are now:

STEP 4 Instruct the voter to go to his or her correct precinct to cast a provisional ballot.

STEP 5 Instruct the voter that casting the wrong-precinct provisional ballot in this precinct would result in all or a portion of the votes on the ballot being rejected.

I affirm under penalty of election falsification that I followed Steps 1 through 5 above but the voter refused to travel to the correct precinct and insists on voting a wrong-precinct provisional ballot in this precinct. I issued the provisional ballot contained in the envelope to which this verification is attached.

Signature of Precinct Election Official

Precinct Name/Number

Polling Place Name

Attach this form to the voter's provisional ballot envelope.

Failure by the Precinct Election Official to properly complete or attach this form will not result in the rejection of the voter's entire provisional ballot.

Voiding a Provisional Ballot/ Re-issuing a Provisional Ballot

If the voter requests a new ballot the ballot may be re-issued up to 3 times. A ballot may not be re-issued to a voter without the voter returning the ballot that needs to be voided. Place the voided ballot in the green "Soiled and Defaced" envelope after writing "Void" on the provisional ballot envelope. Give the voter a new provisional ballot. A voter may not be issued more than 3 ballots. Contact the Board of Elections for assistance or any questions.

Canceling or voiding a ballot must be done by a manager. Any voided and any re-issued ballots must be documented in the Incident Log by the manager. Place the Voided Ballot & Envelope in the Green Soiled and Defaced Envelope.

Ballot Accounting Chart (see example pg 124)

The Ballot Accounting Chart should be filled out with the unused Provisional and Optional Paper ballot totals for each precinct yellow bag. At closing the chart is completed and returned to the yellow provisional ballot bag according to precinct. To complete the log:

1. Count all Soiled / Voided Provisional Ballots (located in the green Soiled and Defaced envelope- fill out block.
2. Count all unused Provisional Ballots - fill out block.
3. Count all unused Optional Paper Ballots. -fill out block.

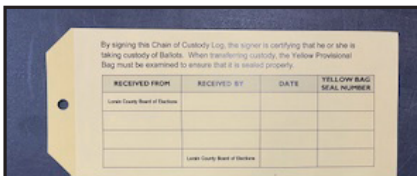
NOTE: Do not open a sealed package if no ballots were issued.

4. The AVL M will sign the bottom of the chart when completed.

Chain of Custody Tags - Seals

Put the completed Ballot Accounting chart in the proper yellow bag. Put the green Soiled and Defaced envelope and Provisional Log in any of the yellow provisional ballot bags. Fill out the Chain of Custody tags on each yellow provisional bag. Red "zipper" seals are used to seal the bag(s). Seal the slot in the Provisional Ballot Box with a red clip seal. The AVL M will complete the tag with the seal number and the AVL M Closing report in the back of their binder.

- Unvoted Provisional Ballots
- Unvoted Optional Paper Ballots
- Ballot Accounting Chart
- Provisional Log book
- Soiled & Defaced Envelope



By signing the Chain of Custody Log, the signer is certifying that he or she is taking custody of Ballots. When transferring custody, the Yellow Provisional Bag must be examined to ensure that it is sealed properly.

RECEIVED FROM	RECEIVED BY	DATE	YELLOW BAG SEAL NUMBER
Local County Board of Elections			
Local County Board of Elections			



Closing the Polls - Help Desk

The VLM will make an announcement at 7:30pm that the polls are closed and will issue a green "Authority to Vote" slip to all voters that are in line at that time. Once all of the voters have finished voting and left the Polling Location, the Manager will announce that all voters have left. You may begin the closing process.

When closing up your Help Desk be sure that all voted ballots have been placed in the sealed voted Provisional Ballot box.

Fill out the closing Ballot Accounting Chart with the unused ballot totals. Place in the provisional bag by precinct

Take the Yellow Precinct bags to the AVLM to be sealed for return to the BOE. The seal numbers will be recorded on the Chain of Custody tag attached to each bag. The seals will be located in the AVLM blue pouch.

IMPORTANT: Provisional Bags- ALL UN-VOTED Provisional & Optional Paper Ballots, Ballot Accounting Chart, & in one bag place green Soiled and Defaced Envelope & Provisional Log book.
Provisional Ballot Box- ALL VOTED Provisional Ballots
Seal the bags with the red seals and fill out Chain of Custody tags



Before shutting down the Poll Pad the manager will need to access the Summary Report to fill out Ballot Card Inventory form. (see example pg 129)

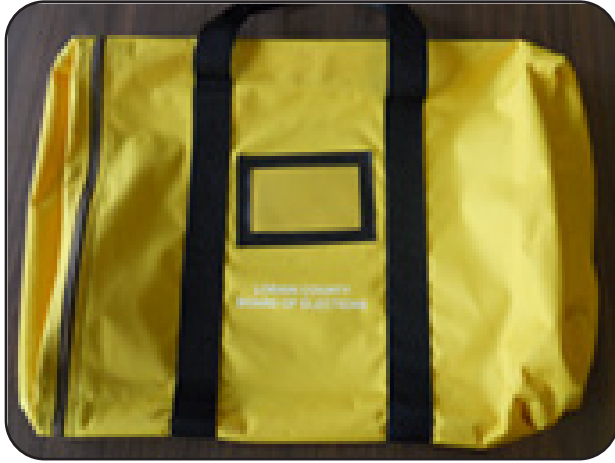
Complete the Poll Pad Closing Report (see example pg 53), shut down the Poll Pad and pack it in the black case. The report printer and stand will be packed in the green case. Pack the ExpressVote printer in the printer bag. See the Help Desk booklet for more detailed instructions.

Assist the Voter Assistants with closing the ExpressVote Units as directed by the AVLM. Use the "Closing Procedures" to shut down equipment as directed. The DS200 Scanners are shut down and the reports run. The Memory stick is removed from the DS200 Scanner sealed in the clear pouch. The AVLM is the first to leave with the Memory sticks in the Memory Stick pouch, the green supply bag, the burgundy bag(s) containing all cast ballots, and Yellow Provisional bags, and the Provisional Ballot Box, accompanied by a member of the opposite political party.

The VLM will dismiss all other PEOs when the Polling Location is fully closed and all tasks are completed. See Closing details in back of manual.

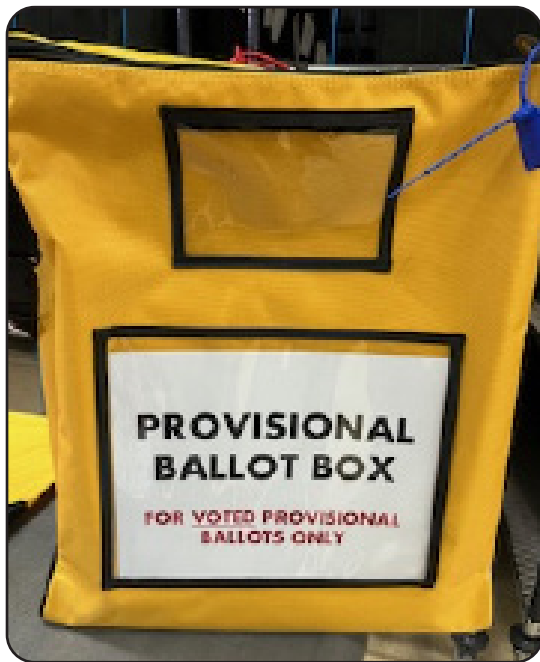


Help Desk Ballot Storage



The AVLM will bring in the Provisional Ballot bag(s), containing the unvoted ballots and the Provisional Ballot Box used for the voted provisional ballots.

The bags will be marked by precinct and contain the provisional and optional paper ballots for that precinct. The ballots should remain in the bag until one is needed for a voter. Remove the ballots in consecutive order by referring to the ballot stub.



The Provisional Ballot bag(s) with the unvoted ballots will also be used to return the green Soiled and Defaced Envelope with all voided regular and provisional ballots and the Ballot Accounting Chart(s).

All the voted (completed) Provisional ballots will be dropped in the sealed Provisional Ballot Box. Large multi-precinct locations may have 2 boxes or a larger ballot box.

DO NOT break the blue seal on the zipper of the box. If broken for any reason notify the BOE and note in Incident Log. The bag will be re sealed with a red zip tite seal.

Break the white seal on the flap at the top of the box to allow the insertion of the voted provisional ballots.



The AVLM will return all yellow Provisional Ballot bags and Ballot Box to the drop off location as assigned.

Seal the voted Provisional Ballot box flap with the red pull tite seal at closing.

Seal the other Provisional Ballot bag(s) with the red zipper seals. Seals are recorded on the Chain of Custody tags and the AVLM Closing Report in the AVLM binder (green paper).

The Provisional Quick Reference Guide

This page lists the six reasons a voter could need to vote a Provisional Ballot. Go to one of the six categories on the far left column for each voter, look at the specific circumstances of that voter in the next column then follow the guidelines moving left to right outlined in the document.

SITUATION	DETAILS	COURSE OF ACTION	BALLOT TYPE	FORMS	NOTES
No Valid Identification		Look up Precinct by voter's address in Precinct Finder	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	This voter must provide proper ID to the BOE within 4 days after the election
Voter has Moved	Within the Same Precinct (Both new & old addresses are in the same Precinct at the same Polling Location)	Look up both addresses in Prec Finder	Regular Ballot	Voter Registration Form	Look Up both New & Old Addresses
	Into a NEW Precinct (This includes a NEW Precinct at the same location)	Look up address in Precinct Finder	Provisional Prov Ballot Notice	Provisional Env (enclosed in env)	Look Up New & Old Address -if same polling location
	Out of the Polling Location	Look up the new address in Prec Finder	Provisional in another Polling Location	Vote Center Transfer Slip	Unless voter refuses to go (see below)
Name Change	Voter CAN provide proof of name change	Assist voter in filling out Form 10-L	Regular Ballot	Form 10-L Notice of Name Change	Must be a . Legal document. Driver's License is NOT proof.
	Voter cannot provide proof of name change	Look up voter by former name to determine precinct	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Note Voter's Former name in "Comments" in Prov Log
Voter's name not in Poll Pad	Correct Location	Look up address	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Confirm that address IS at Polling Location
	Wrong Location	Look up address	Provisional	Transfer Slip	Confirm that the address NOT at that location
<i>Demands Ballot but listed as Absetee</i>	Message on Voter info screen	Assist voter with Provisional Ballot paperwork	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Cannot turn in Absentee Ballot at Polling Loc
<i>Listed as Vote Provisional in Poll Pad</i>	Message on Voter info screen	Assist voter with Provisional Ballot paperwork	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Explain reason as noted on screen
Refuses to go to the Correct Polling Location		Look up address Attempt to transfer to correct Polling Location	Provisional	Provisional Env Prov Ballot Notice (enclosed in env) Form 12-D	Explain to Voter reason they should go to correct Locat



PROVISIONAL BALLOT NOTICE

R.C. 3505.181(B)(5), R.C. 3505.183(B)(4)(a)(v), (vi), R.C. 3503.201(D)(2) and (D)(4).

Why are you receiving this notice?

You are receiving this notice because you were required to cast a provisional ballot. A provisional ballot is used to record a vote if a voter's eligibility is in question and the voter would otherwise not be permitted to vote at their polling place. The content of a provisional ballot is no different from a regular ballot, but it is cast "provisionally" until election officials can verify the voter's eligibility to vote in that election.

Provisional Voter Hotline

To find out if you need to provide a valid form of photo identification, proof of U.S. citizenship, or other necessary information for your vote to count, call the PROVISIONAL VOTER HOTLINE to confirm with your county board of elections. You can also call after the official certification to learn whether your ballot was counted. This hotline is available beginning the day after the election until the end of the month following the election:

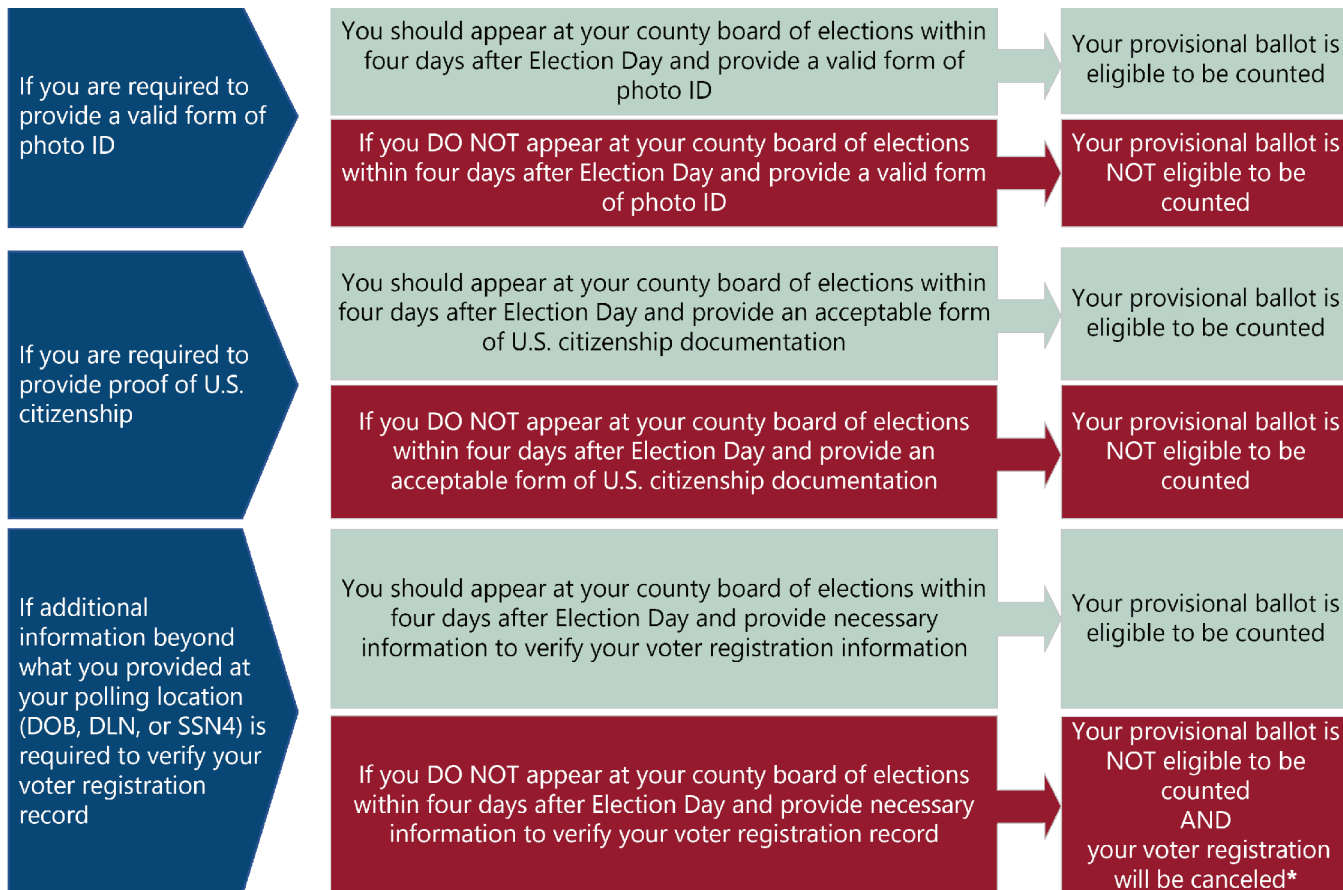
866-OHIO-VOTE (866-644-6868)

OhioSoS.gov/Boards

Your Board of Elections is: Lorain County Board of Elections 1985 North Ridge Rd. East, Lorain, Ohio 44055

Office hours are: Wednesday, May 6th - Saturday, May 9th: 8am - 5pm

Provisional Ballot Eligibility Flowchart¹



*Cancellation for this reason does not prohibit you from registering to vote at any time in the future.

¹See the back side of this notice for lists of acceptable IDs and documents for your vote to count.

Acceptable Forms of ID or Documentation

Acceptable Forms of Photo Identification

- A current driver license, state ID card, or interim ID form issued by the Ohio BMV;
- A current U.S. passport or passport card; or
- A current U.S. military ID card, Ohio National Guard ID card, U.S. military dependent ID card, or U.S. Department of Veterans Affairs ID card.

Acceptable Forms of Photo Identification or Documentation for Verification

- A valid, unexpired Ohio driver license or state identification card;
- A valid, unexpired passport;
- Social Security card; or
- Birth certificate.

Acceptable Documents to Prove U.S. Citizenship

- Your current Ohio driver license, state identification card, or interim identification form, issued on or after April 7, 2023, if the item does not include a notation designating that the individual is a noncitizen of the United States.
- Your birth certificate, certification of report of birth, or consular report of birth abroad.
- Your current United States passport or passport card, a copy of the identification page of the passport, or a copy of the front and back of the passport card.
- Your certification of naturalization or certificate of citizenship.
- Your I-797 notice of action for form N-565, application for replacement naturalization/citizenship document issued by the United States Citizenship and Immigration Services, if the notice indicates that the application has been approved.
- If your current legal name is different from the name on your proof of citizenship, please provide proof of the change of name, such as a copy of a marriage license or court order.

Afirmación de la papeleta provisional*Escriba con claridad*

R.C. 3501.01(AA), 3503.16; 3505.18; .181; .182; .183.

Nombre completo

Escriba su nombre con claridad.

Requerido

1Nombre _____ Segundo nombre _____
Apellido _____ Sobrenombre _____**Fecha de Nacimiento**

Requerido

2

Fecha de Nacimiento (MM/DD/AAAA) (No escriba la fecha de hoy aquí)

				/				/				
--	--	--	--	---	--	--	--	---	--	--	--	--

Dirección Actual en Ohio

Requerido

3Dirección (No se permiten Apartados Postales) _____ Condado _____
Ciudad/Municipio _____ Código Postal _____**Dirección Anterior**

No Requerido

Si no proporciona su dirección anterior, esto no hará que se rechace su papeleta.

4¿Se ha mudado sin actualizar su inscripción electoral? SI No

Dirección (No se permiten Apartados Postales) _____

Ciudad/Municipio _____ Estado _____ Código Postal _____

Identificación

Requerido

Nota

Si no mostró una identificación con fotografía al funcionario electoral o no completó una declaración jurada de objeción religiosa, debe presentarse en la oficina de la junta electoral en un plazo de cuatro días después de la elección y proporcionar una identificación con fotografía o completar una declaración jurada de objeción religiosa para que su voto sea elegible para ser contado.**5**

Debe mostrarle al funcionario electoral una identificación con fotografía que incluya su nombre y fotografía, y que no esté caducada. Marque el tipo de identificación con fotografía que proporcionó:

 Una licencia de conducir de Ohio, una tarjeta de identificación estatal o una forma de identificación provisional emitida por el BMV de Ohio. Si marcó la casilla anterior, debe escribir su número completo de licencia de conducir o tarjeta de identificación estatal (2 letras seguidas de 6 números):

--	--	--	--	--	--	--	--

FECHA DE VENCIMIENTO

				/				/				
--	--	--	--	---	--	--	--	---	--	--	--	--

 Pasaporte o Tarjeta de Pasaporte de EE. UU. Tarjeta de Identificación Militar de EE. UU., tarjeta de identificación de la Guardia Nacional de Ohio, Tarjeta de Identificación del Departamento de Asuntos de Veteranos de EE. UU., o Tarjeta de Dependiente de Militar Si no tiene una identificación con fotografía porque tiene una objeción religiosa a ser fotografiado, complete una declaración jurada de objeción religiosa, la cual puede obtener del funcionario electoral de su distrito electoral. El funcionario electoral del distrito electoral la adjuntará al sobre de la papeleta provisional.**Actualización de Inscripción**

Recomendado

6

Complete esta sección si necesita actualizar su inscripción de elector o si necesita verificar la identificación que utilizó para inscribirse para votar. Si necesita verificar su identificación y no proporciona la información necesaria en este formulario, debe proporcionar la información a la junta electoral el cuarto día siguiente a esta elección o antes para que su papeleta sea elegible para ser contada.

Escriba el número completo de su licencia de conducir o tarjeta de identificación estatal de Ohio:

--	--	--	--	--	--	--	--

Escriba los últimos cuatro dígitos de su número de Seguro Social:

--	--	--	--

(2 letras seguidas de 6 números)

Dirección Postal (si es diferente a la anterior)

Dirección (O Apartado Postal) _____ Condado _____

Ciudad/Municipio _____ Estado _____ Código Postal _____

Prueba de Ciudadanía

Requerido

7

Si emite una papeleta provisional porque necesita proporcionar prueba de ciudadanía, debe realizar una de las siguientes acciones para que su voto sea elegible para ser contado:

1. Si ya ha proporcionado prueba de ciudadanía a la Oficina de Vehículos Motorizados, escriba su número completo de licencia de conducir o tarjeta de identificación estatal de Ohio arriba.
2. Proporcione la prueba de ciudadanía a la junta electoral el cuarto día después de esta elección o antes.

Si su derecho a votar ha sido cuestionado, debe proporcionar cualquier información adicional requerida a la junta electoral el cuarto día siguiente a esta elección o antes.

Afirmación

Requerido

8

Juro o prometo solemnemente, bajo pena de falsificación electoral, que:

- Soy ciudadano de los Estados Unidos y que tendré al menos 18 años de edad en el momento de la elección general.
- Reúno los requisitos para votar en esta elección, para la cual voy a depositar esta papeleta provisional.
- He vivido en este estado durante 30 días inmediatamente antes de esta elección en la que voy a depositar esta papeleta.
- Soy un elector inscrito en el distrito electoral en el que voy a depositar esta papeleta provisional.
- Entiendo que no se contará mi papeleta provisional si la información que facilito en este juramento de papeleta provisional no es totalmente correcta y no está totalmente completa, si la junta electoral determina que no estoy inscrito para votar, no soy residente de este distrito electoral o no reúno los requisitos para votar en esta elección, o si la junta electoral determina que ya he votado en esta elección.
- Entiendo que, si no estoy inscrito actualmente para votar o si no estoy inscrito en mi dirección actual o con mi nombre actual, este formulario servirá como solicitud de inscripción electoral o de actualización de mi inscripción para elecciones futuras, siempre que facilite la información requerida para inscribirme para votar o actualizar mi inscripción.
- Entiendo que proporcionar información falsa a sabiendas constituye una infracción de la ley y me expone a posibles acciones penales.
- Declaro por la presente, bajo pena de falsificación electoral, que las declaraciones anteriores son verdaderas y correctas a mi mejor saber y entender.

Firma X _____

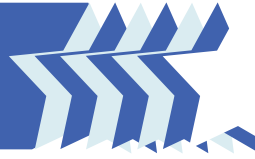
Fecha de Hoy (MM/DD/AAAA) _____

TODO AQUEL QUE COMETA FALSIFICACIÓN ELECTORAL ES CULPABLE DE DELITO MAYOR EN QUINTO GRADO.



NOTES

A large, white, rounded rectangular box is centered within a large, dark gray, five-pointed star shape. This box contains ten horizontal lines, providing a space for handwritten notes.



Overview

The role of the technicians is to maintain the proper operation of the Express Vote Units and DS200 Scanners set up for the election as well as, to assist the Polling Location in maintaining supplies and other duties as directed by the Board of Elections.

Technicians know about the operation of voting equipment, but are not trained in voting procedures. They are there to reboot computers, clear jammed printers or other technology based issues not to perform other election related duties. Voters, Observers, and members of the Media should all address their issues or questions to a member of the Polling Location Management Team.

Technicians must maintain communication with the Board of Elections' central operations. Ensure Polling Location is checked for ADA (American with Disabilities Act) compliance. Contact the BOE if there are ADA issues, and when there is a need for additional supplies. Continue to call throughout the day to update the BOE as to your location and as issues are addressed and resolved.

Contacting the Board of Elections

Calls can be made to the Board of Elections alerting that a particular Polling Location has an issue and that an issue has been resolved. The Board will issue cell phones to Technicians to use. **KEEP the Phone ON at ALL TIMES.**

Call with any issues or questions. Report anything that may impact the Election by calling the Command Center: 440-326-5953



Technicians need to contact the Board of Elections for each assigned Polling Location throughout the day and for ADA compliance and ballot stock:

- At 8 am on Election Day to confirm each site is ADA compliant: check handicap parking, trip hazards/ accessibility, VIBS unit has headset and keypad.
- At 3 pm on Election Day to confirm that the Polling Location has at least 50% of their assigned Ballot Cards, Provisional and Optional Paper ballots still available for voters. Call if the Polling Location has used more than 50% of any of the ballots.

Prior to the Election - Technicians

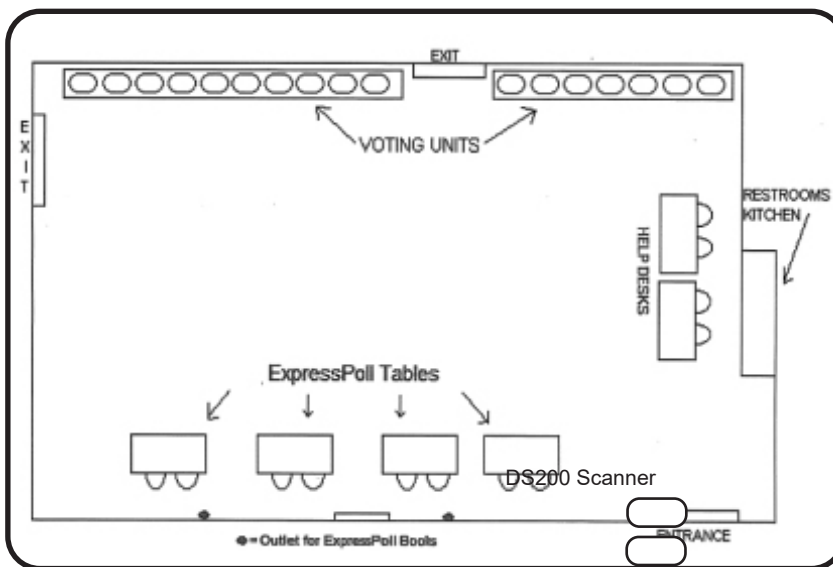
- Technicians will receive their assigned Polling Locations
- Technician review the "Trouble Shooting" pages 99-108.
- Technicians will be issued a mileage sheet to record travel on Election Day.
- Technicians should familiarize themselves with the supplies in their kits to ensure they have everything that may be needed and will be able to identify what is readily available for different Polling Location situations.

Compliance with the American with Disabilities Act (ADA)

Every Polling Location must be in compliance with the ADA. This includes providing adequate parking, accessibility throughout the Polling Location, removal/identification of potential barriers, and Voting Units to be used for the visually impaired (VIBS). Ensure VIBS unit has headset and keypad attached. Use the Accessible Parking Guide to identify the proper way to designate Accessible Parking Spaces at each Polling Location.

The Polling Location Set-up Sheet

The Polling Location Set-up sheet will detail how many tables each site should have, how tables should be set up and of how the Voting Units should be arranged. **The diagram is not to scale. Please note the photos for correct set up as well as the diagram.** Set-up Sheet Example:



Note: The diagram may not identify the exact number of units for the Polling Location. Set up and plug in all units delivered to the Polling Location.

Ensure all tables have the correct power cords and one chair each.

The ExpressVote Units, DS200 Scanner, ExpressVote Printers, the white "Important Voter Information" sign, the "Stop- Scan Ballot" sign & pole, the red Emergency Supply bag, and the blue & red totes will all be delivered for set up.

The blue tote contains supplies, including the extension cords, and power strips. Cords should be attached to the underside or the leg of the tables with the attached Velcro. Extension cords may be needed for the ExpressVote Units also.

IMPORTANT: The Technicians should review that the Polling Location has been set up correctly. Notify the Board if the Polling Location is not properly set up before making any changes. Ensure DS200 is set up correctly with arrows on the back lined up and the auxiliary slot in the front of the unit.

The Elections Equipment Custody Form

The Elections Equipment Custody Form will be at each Polling Location with the supplies that have been delivered.

Set up leads leave the form in the folder on the Help Desk table. The managers will complete the form on Election Day and place it in the AVLM green bag to return to the BOE. Technicians should remind the managers to sign the form upon arrival at the Polling Location in the morning.

Technicians-On Election Day

Arrive at the Polling Location as assigned if you have been given the keys to unlock the door at 5:30am. If you are not unlocking a Polling Locations arrive at the location with the greatest number of ExpressVote units by 5:30am. Introduce yourself to the managers. Assist with opening if needed. Move on to the next Polling Location. If a location needs urgent help in getting opened, contact the BOE immediately.

Check for compliance with ADA guidelines and smooth voter flow. Look for cord placement: power cords should not be in the path of the voter, outside there should be designated handicap parking, inside an orange cone should mark any areas that create a hazard like an open shelf or coat rack, and the location should have a handicap accessible entrance.

Throughout the day check in with your locations to assist as needed with any technical issues. Check to ensure your locations have adequate ballot quantities throughout the day. Remain within 15 min of the locations, as applicable, to ensure quick access in the event of an immediate need.

At 8am confirm that your locations are **ADA compliant**. **At 3pm, confirm that Polling Locations are adequately supplied with ballots. If 50% or more ballot cards, provisional or optional paper ballots are used call the BOE.** Supply the location with additional ballots and report the quantity to the BOE.

Technicians have Provisional Envelopes to give to locations as needed if they are low or out of any provisional ballots. **- Call: 440-326-5953 to speak with the BOE Command Center to report ADA and Ballot issues.**



Ensure that the Polling Location has the supplies needed and that the equipment is working properly throughout the day. If there are any issues the Technician must report to the BOE and may be asked to come to the Board to pick up and deliver supplies or equipment to the Polling Location. Notify the Command Center if you have to give a location any of your supplies.

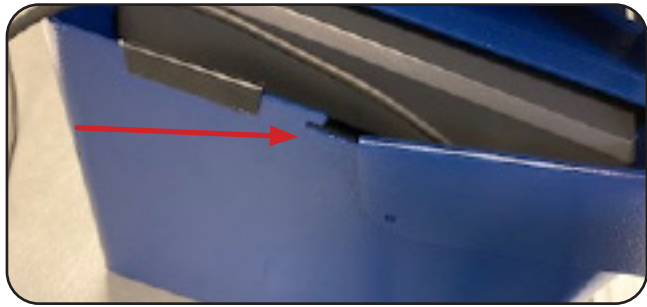
NOTE: There may be supplies in some of the rural locations for emergency use, check with the BOE to determine if supplies are available and before using any of the supplies. **See the Trouble Shooting information on pages 99-106.**

The Check In Tables and Help Desk

The Poll Pad stand is set up with the printer. The card tray is attached to the back by sliding it into the groove.



Turn on the printer by holding the power button until the blue light is on. The Poll Pad is set on the stand and held in place by the lever at the top.



Help Desk Set Up

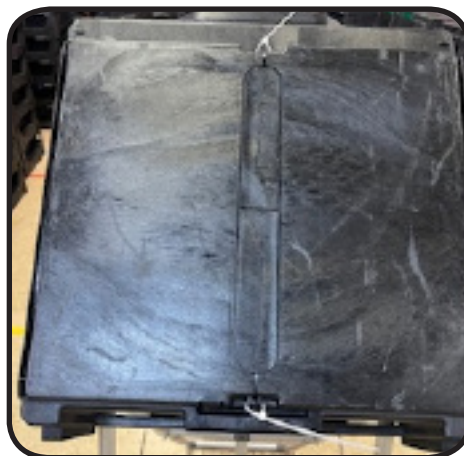
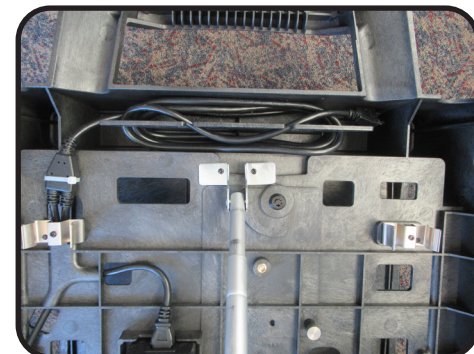
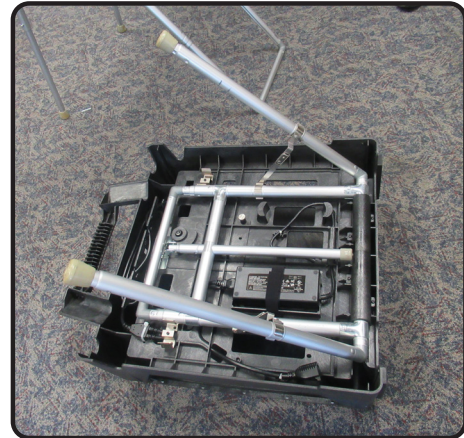
The Help Desk has both the ExpressVote ballot printer and the Report printer with in the stand. Extra paper for the printer is located in the green Help Desk case. The most common reason the printer will not print a report is that the connected Poll Pad is not the correct; Help Desk Poll Pad is labeled with a green sticker on the back.



Setting Up ExpressVote Units

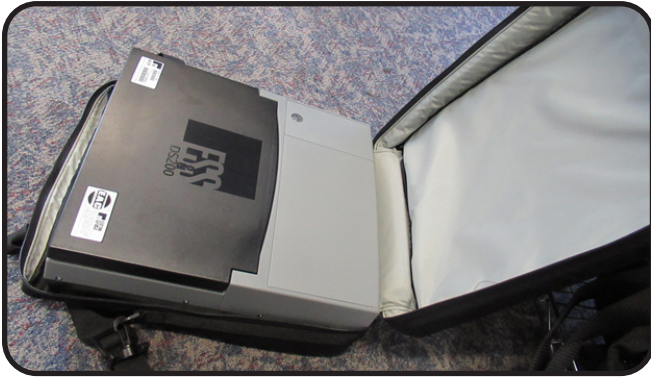
All Polling Locations will have multiple ExpressVote Units. Follow the Polling Location Set Up Diagram to position the units as indicated.

1. With the Voting Unit face down, pull out the two outer legs first.
2. Pull out the inner "U" legs. Ensure the hinges are locked in place to prevent collapsing.
3. Extend the legs fully and ensure the push pins are out. Flip the machines over using the handle at the top of the machine and the cross bar on the U.
4. Place the units at angles for privacy. Leave at least 36" between units to allow for room to maneuver. PEOs must be able to monitor activity around the units and to see if voters need any assistance.
5. Unwrap the electrical cord from the back and plug in the units. Up to 7 units can be daisy chained together. Use extension cords as needed. Make sure that electrical cords do not present a hazard. Cords should be taped to the floor, or as provided, use a rubber cord pad, to prevent tripping.
6. Cut off the zip ties and remove from the doors. Dispose of properly. Do not remove security seals.
7. Check the Auxillary Panel on the front of the unit to ensure the light indicating power is on. (see pg 62 for details)

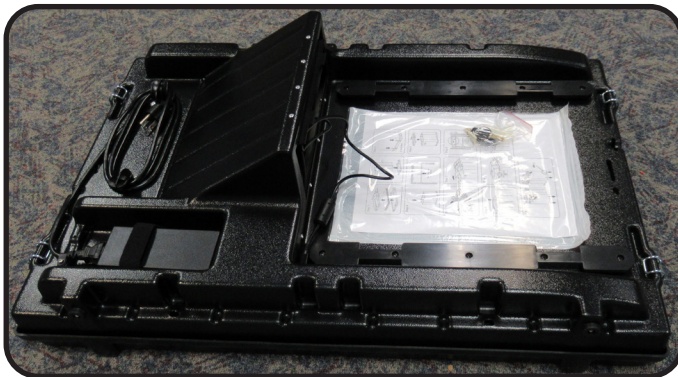


Setting Up DS200 Scanners

All Polling Locations will have one or two DS200 Scanners depending on the number of precincts at that location. The DS200 Scanner will be positioned near the exit door according to the set up diagram.



1. Unpack the DS200 Scanner from the bag. Ensure that the seal on the bag has not been broken.



2. Unhinge the ballot box. Lift the top and remove the contents. Use the illustrated instructions on the top.

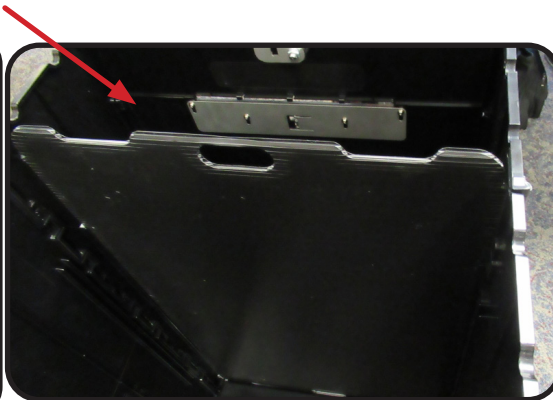
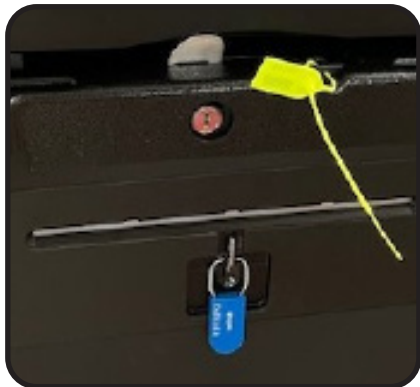
3. The ballot box consists of 4 parts: the top that connects to the scanner, the collapsible box, the partition, and the base.



4. Expand the box by following the arrows that indicate how the accordion walls expand. Place it into the base.



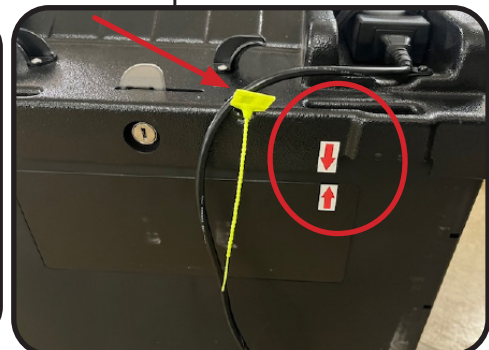
5. Lower the partition wall into the box by following the track that is labeled “Partition Insert Here”. The wall will divide the auxiliary bin from the regular ballot box section. **The auxiliary bin is the smaller front section of the box with the metal plate and seal.**



6. Lower the top of the box straight down matching the arrows on the top and the back of the box and the pins located on the upper edges of the box. If the top does not fit flat, remove and check to ensure the partition is in the correct track and slot in the base of the box. Secure the base using the hinges.

7. Place a yellow zip tie into the opening on the front and back of the top of the ballot box.

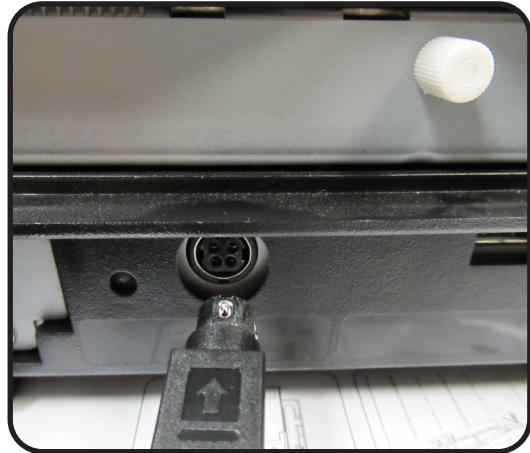
Note: It is very important the ballot box is assembled correctly with the partition in the front and the lid placed in the proper direction.



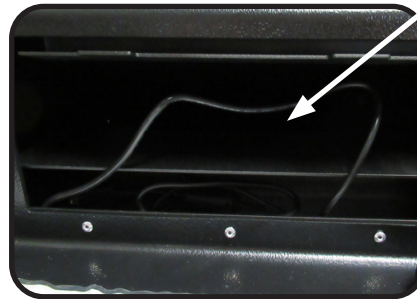


8. Slide the DS200 Scanner on to the top of the box using the tracks located on opposite sides of the illustrated instruction page. Before sliding fully back you will need to plug in the barrel power cord.

Ensure the power cord is tucked into the lower portion of the ballot slot well. If the cord extends over the upper portion of the well it will cause ballot jams.



Correct- the cord is tucked into the bottom well



Incorrect- cord is blocking upper well



9. Use the flat key to lock the top to the box by turning the metal locking bracket into place in the front and back of the box.

Note: You may need to push back on the DS200 Scanner to secure it firmly into place to lock the front bracket.



10. Plug in the power cord located on the back by the red arrows.

11. Seal with yellow seals in front and back.

Note: If you need to unplug the DS200 Scanner from the box base unit you must pull back on the rectangular base of the cord at the arrow where it plugs into the unit to unlock it before pulling the cord fully from the unit.



Technicians Role in Closing the Polls

Go to your location with the greatest number of Voting Units or to the location that may need the most assistance with taking down the ExpressVote units. The first priority is to have all memory sticks, returned to the BOE or the designated drop off location as quickly as possible. Demonstrate the way to fold up the ExpressVote Units for PEOs and instruct as needed. Your job is to support them through the process. Make sure they have the bag for the DS200 Scanner and enough seals for the equipment. Do not go to the designated drop off locations unless advised to do so by the BOE.. **Return all supplies to the BOE on the Wednesday after the election between 8am-4:30pm or as instructed, along with the completed mileage sheet.**

Poll Pad Tables and Help Desk - Trouble Shooting

Poll Pad Battery Warning

The Poll Pads are connected to the stand by a USB port on the right side. If not connected the screen will display a Warning message when the battery reaches 50% and again at 25%. Check the power cords and all connections.

Cradle point not Connecting

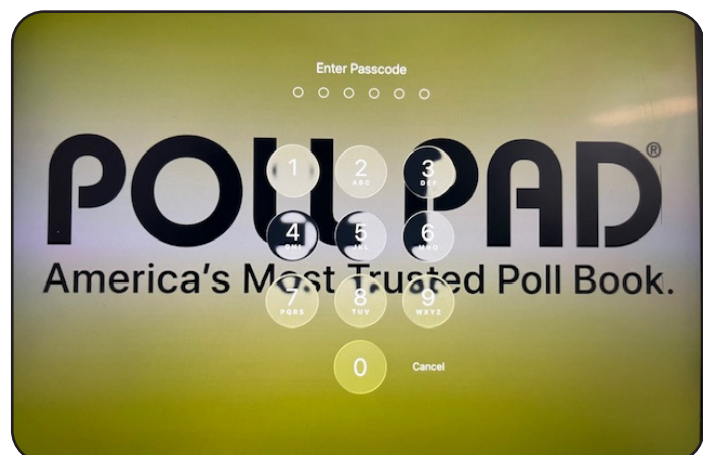
If the cradle point is not connecting the BOE will contact the Polling Location to ensure that all Poll Pads are operational and powered on.

The cradle point may have to be moved to a different spot in the Polling Location. Do not move without contacting the BOE. Ensure that it is plugged in and lights are illuminated on the device to indicate that it is on. It will be unplugged at closing and packed in it's box.



Launching the Poll Pad

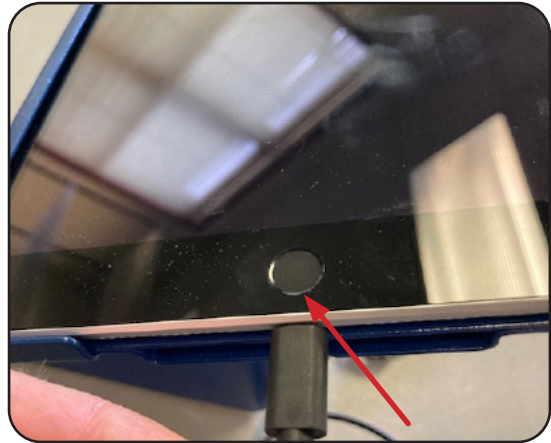
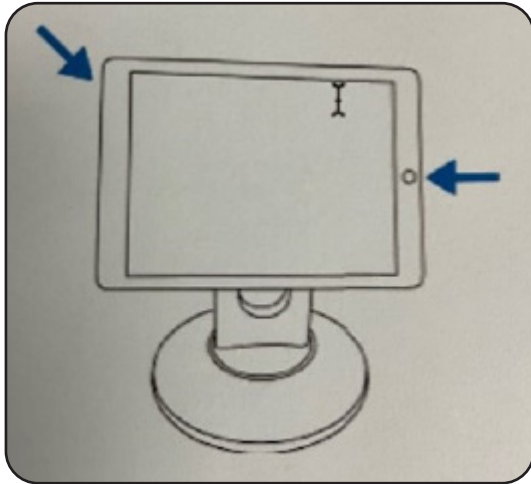
1. Enter the passcode. Tap the "P" icon and the pollpad will launch.
2. Verify the correct home page displays on-screen.



Poll Pad and Printer- Trouble Shooting

Poll Pad is Unresponsive

1. Unplug the device from outlet. Wait 10 seconds and plug back in. If not responsive go to step 2.
2. Hold down the Power and Home buttons simultaneously. Release both buttons once the Apple log displays on the screen. Once the pad relaunches you can return to normal operations.



The pad may also freeze if too many apps are open.

1. Double tap the home button on the screen.
2. Call the BOE if multiple apps are open to confirm what apps need to be closed.



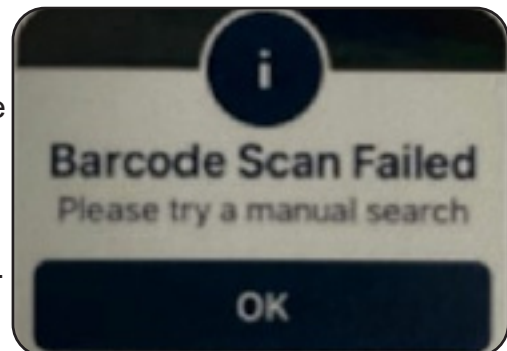
iOS Software Updates

DO NOT perform a software update on the Poll Pad. If an iOS update prompt displays on the device, follow these steps: Call the BOE to report.

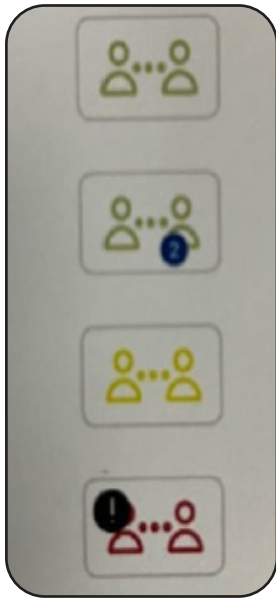
1. Select **Install Later** from the on-screen options.
2. Press the Home button and verify the Poll Pad app remains open.

Barcode Scan Failed

If the camera is unable to scan the voter's ID or if the ID is not placed on the tray within five seconds, the Poll Pad will display the Barcode Not Found error. You may retry to scan the ID, but if it fails again you will need to use Manual Search to check in the voter.



Peer to Peer Connectivity



Verify the P2P icon is green and shows the number of Poll Pads connected to it. For example, if there are 3 pads, each should show a 2, meaning there are 2 other Poll Pads it is talking to. Check to confirm the Cradle Point is on. See pg 99.

1. If the icon is not showing the proper number, tap the P2P icon on each Poll Pad one at a time and tap Stop Syncing.
2. Once all pads have stopped syncing, tap the P2P icon on each pad and tap Start Syncing.
3. If the P2P is still not working, hard reset each Poll Pad.

If the Poll Pads are still not syncing, call the BOE.

ExpressVote Printer not Releasing or not Feeding in Ballot Card

The ballot card is not automatically ejecting from the ExpressVote printer. **NOTE:** if you have to remove the printer from the stand to fully open wait for a Technician to assist. Do not remove the printer from the stand without a Technician.

1. Open the lid to the printer using the lever in the front. Slightly wet a cleaning cloth with alcohol and rub it over the rollers inside the printer.
2. Snap the lid back in place.



Report Printer- Help Desk

To refill the paper in the report printer: remove it from the stand, press the lever on the left side. There is a picture diagram on the inside cover. Feed the paper up and over the roll and out of the opening in the front. Additional paper is in the Red Tote.

NOTE: When printing reports at the Help Desk the tablet is unplugged so that connects via Bluetooth. Ensure it is plugged back in for printing ballot cards.



IMPORTANT: If the printer is not responding, check the back of the Poll Pad for the **green sticker label**, which indicates it is the pad for the Help Desk. If not labeled, switch it with the with the green label Poll Pad for the Help Desk. It may be necessary to shut down and restart the Poll Pad.

ExpressVote Printer Not Printing Ballot Card

1. Check the printer icon in the upper right corner of the screen. Red printer display indicates the printer is not connected.

Yellow indicates the printer is connected but "Out of Paper" meaning the ballot card is not inserted.

Green printer display means printer connected and ballot card inserted.

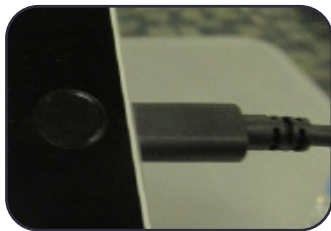
2. If Red, check that the blue light is illuminated on the printer power button. If not press and hold the button until it turns on. Check the power cords are fully plugged in. Check that the Poll Pad is plugged in on the side by the "home" button.

3. Tapping on the printer icon will indicate the Printer Status.

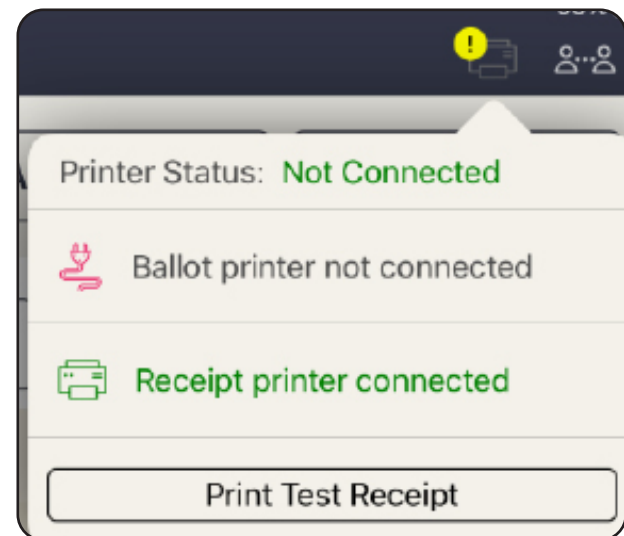
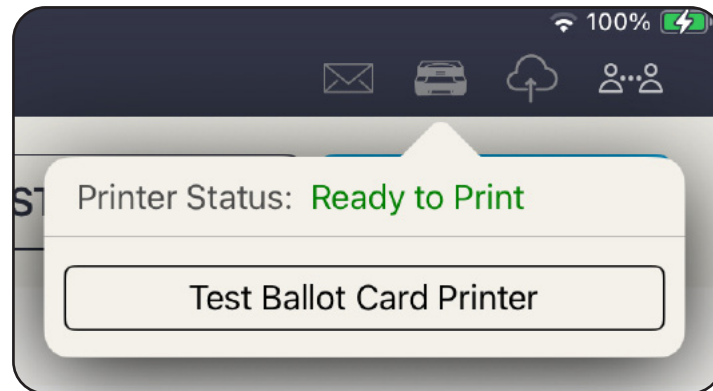
The Ballot Printer/ ExpressVote Printer will be connected to all Poll Pads. The Receipt/ Report Printer will only be indicated and connected at the Help Desk.

4. Check the back of the Poll Pad for a green label, which is on the Help Desk only. If the green labeled pad is not at the Help Desk is must be switched. The Poll Pad may need to be turned off and restarted.

5. If still not resolved, unplug the Poll Pad at the home button and flip the cord over. Plug it back in after 10sec and recheck the printer icon in the upper corner of the screen.



6. If the Poll Pad is still not connected to the printer call the BOE for further instructions.



Ejecting a Ballot Card/ Jammed Ballot Card Removal

There are multiple ways to remove a ballot card jam- the front panel or side door can be opened using the barrel key to manually remove the card or power down and restart the ExpressVote. The manager should "void" the ballot and re-issue a new one for the voter. The manager will record this in the Incident Log. The voided ballot should be placed in the green "Soiled and Defaced" envelope.



1. Using the barrel key open the front panel.



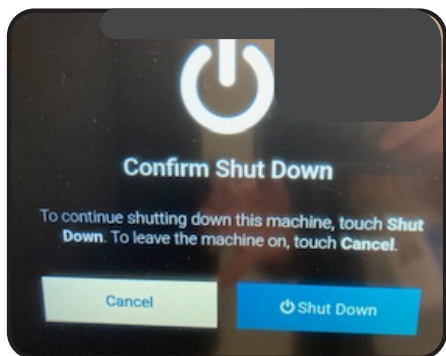
If the ballot is easily accessible, gently pull it out. Be careful not to rip the card and leave any pieces in the unit. Release the hinge on the right side by gently pulling it forward before lowering the door. Close and lock the door. If not, proceed to step 2.



2. Open the right side panel door. If the ballot can be removed through the side, gently pull it out. Close and lock the door. If not, proceed to step 3.



3. If it still cannot be removed turn the unit off.



4. The unit will prompt "Confirm Shut Down", select Shut Down. After fully shut down push the rocker switch to "on" to restart. The card should eject. Enter the Election Code to complete reopening. Place a new red security seal the access door and record the issue in the Incident Log.

Trouble Shooting- ExpressVote



Screen Calibration Issues

Call BOE

Problem: The voter pushes the oval for their selection on the screen and another oval is selected instead.

Solution: Clean the screen using ONLY isopropyl alcohol on a soft cloth and wipe clean. If this does not solve the problem contact the BOE.

Problem: An error message stating the barcode is unreadable appears when inserting the Ballot Card into the ExpressVote.

Solution: Technician or BOE Official Only- Press in the lower left corner of the screen where the date and time are displayed to enter the System Supervisor mode. Enter codes. Press and hold the black diamond-shaped "Screen" button on the tactile keypad until unit beeps and launches Scanner Calibration. Touch the green cross-hair target in each displayed location until procedure is complete.



Idle Error Message

Problem: If a vote session is inactive for 5 minutes the timeout alert appears and the session needs to be canceled.

Solution: Touch "End Voting". Enter the Election Code then touch "Accept". The unit will display the Vote Session Cancelled screen; touch "Continue". Select the reason for cancellation, then touch "Continue". The ballot card should automatically eject and the welcome screen will appear. Give the ballot card to a manager to be voided. See the Voter Assistant section of the manual.

ExpressVote Not Accepting the Ballot Card or Platen is Open

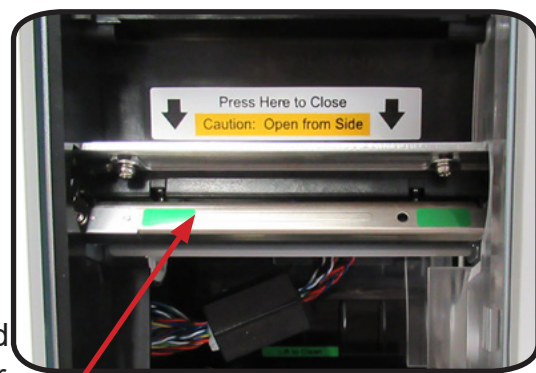
Problem: The ExpressVote is will not accept the Ballot Card Or the alert message information states "Platen is open/ disengaged".

Solution: Check that voter is inserting it with the notched corner on the right side. Re-feed the card into the slot as straight as possible.

Open the front panel. Check if the card feeder (platen) has been dislodged. Push down using 2 fingers on the green stickers on the silver plate. Do not touch wires in lower section.

Solution: Next check the Ballot Card for damage. If it is, notify a manager to have a new Ballot Card issued and "Void" the damaged card. Place it in the green "Soiled and Defaced" Ballot Envelope.

Solution: Look at the ballot card number under the bar code if it is all zeros or all nines. This indicates that the card is not valid. The card should be voided and the manager can re-issue a valid ballot card for the voter. Call the BOE for more information.



Changing Date & Time

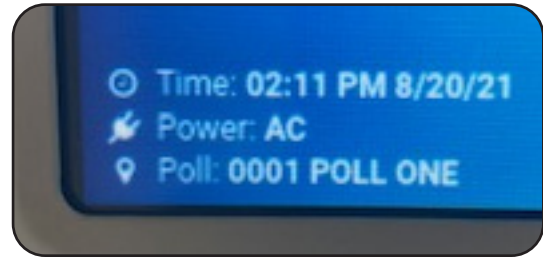
Call BOE



Problem: The date and/or time is not accurate.

Solution: Press the lower left corner of the "Welcome" screen to access the Supervisor Menu.

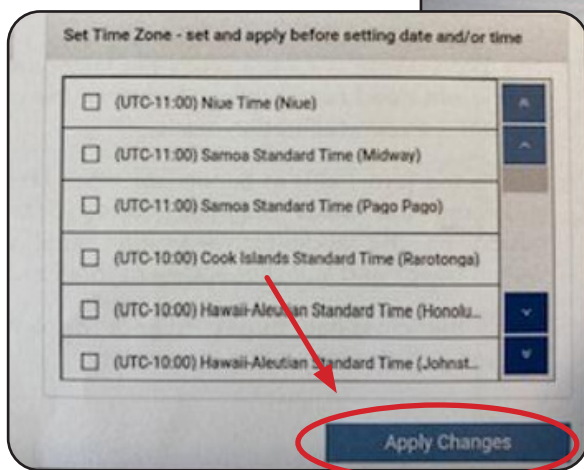
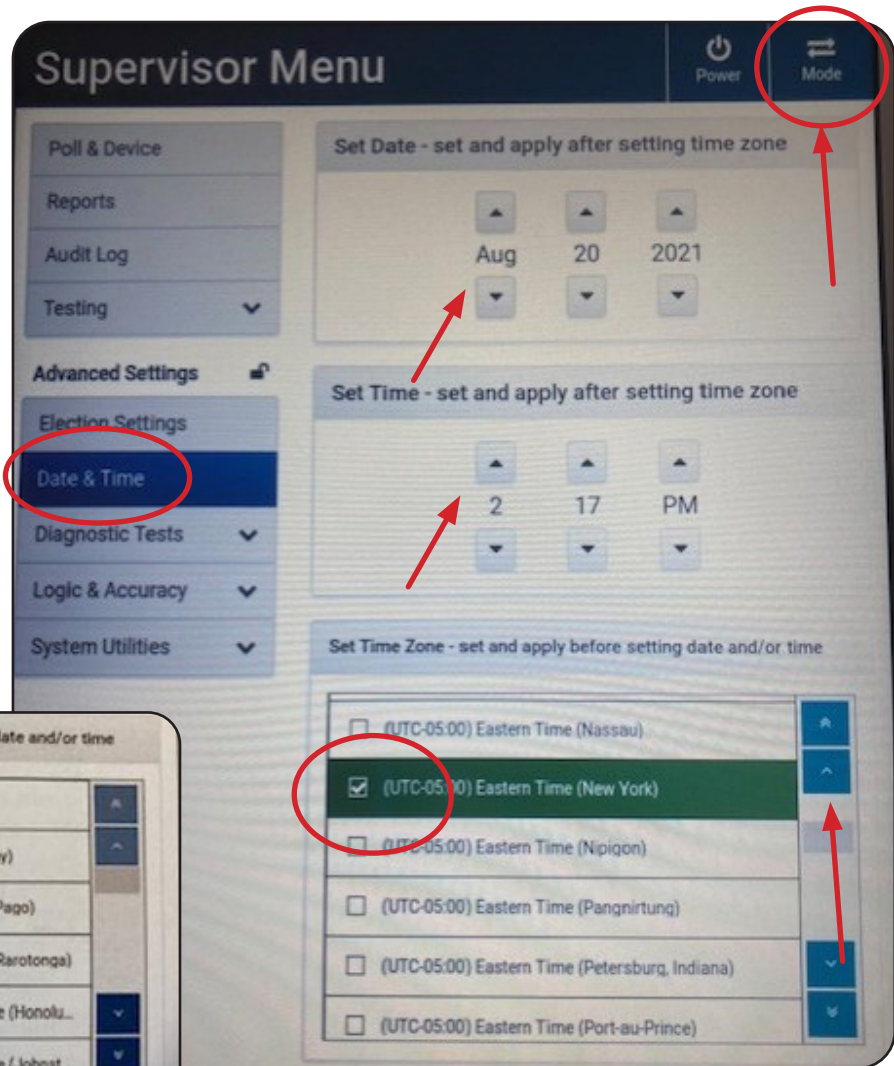
Select the Advanced Settings, enter the Administration code when prompted.
Select Date & Time from the drop down list.



You must enter the Time Zone before changing the Date or Time. Use the side arrow to scroll down to "UTC 5:00 Eastern Time (New York)" tap on the box and the display will change to green. Use the arrow keys to change the date and time as needed.

Tap on "Apply Changes" at the bottom of the Time Zone box.

Tap "Mode" in the upper corner to go back to the Welcome Screen.



Trouble Shooting- DS200 Scanner

Reports Not Visible on the Printer Paper

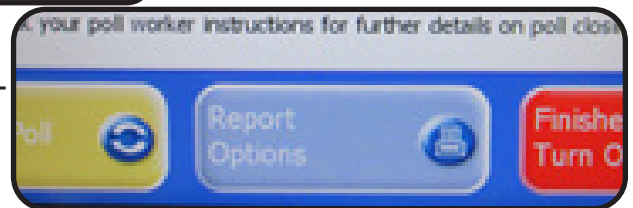
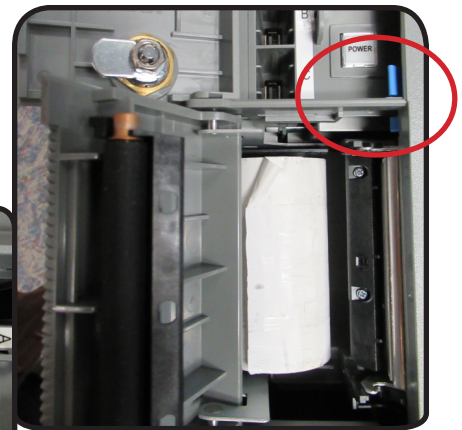
Problem: The reports are printing, but paper is blank.

Solution: Remove the yellow seal on the the Access Compartment and unlock the door. Push the small blue lever by Power button to release the printer door. If paper is incorrectly loaded it will be feeding over the roll. The paper should be feeding under the roll and coming out on the right side of the compartment. Remove paper roll to turn it around to feed under the roll. Lock and reseal the compartment with a red seal.

Reprint the report by selecting "Report Options".

Reprinting the Reports

From the Open the Polls screen select "Report Options", select "Zero Totals", ensure the report format is set on "Public", tap "Print Report". At closing "Report Options" can be selected to reprint the "Closing Report" as needed.

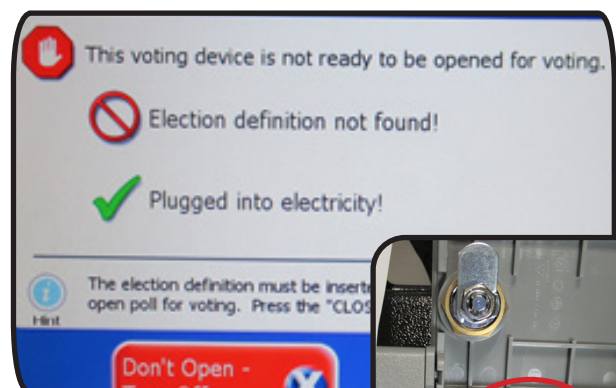


Election Definition Not Found



Problem: If the Election Definition media is not found when opening, the DS200 Scanner will display "Election definition not found!" on the screen and not allow you to open.

Solution: Contact the BOE. The Election Definition media stick is located in the front Access Compartment. It may have become loose and will need to be re-inserted. Do not remove it at any time unless instructed by the BOE and at closing.



Ballot Not Feeding/ Ballot Card Jam DS200

Problem: The Ballot Card will not feed into the DS200 Scanner or goes in part way and is returned with a message "Missed Timing Mark Error". Or scanner alarms due to a ballot jam.

Solution: Using the falt key, unlock the silver bar in the front of the DS200 box. Slide the scanner forward to access the ballot well and power cord. Check to see if the power cord is tucked into the lower part of the well and not blocking the upper portion of the well. If it is blocking, tuck it down into the bottom without unplugging the unit and move the scanner back in place.



Lock the silver bar using the flat key.

If any ballot cards were lodged in the well they should be deposited into the ballot box, unless the DS200 screen has indicated that the card did not scan, then with a member of the opposite party, feed the ballot back through the scanner and confirm on the screen that it was accepted and cast.



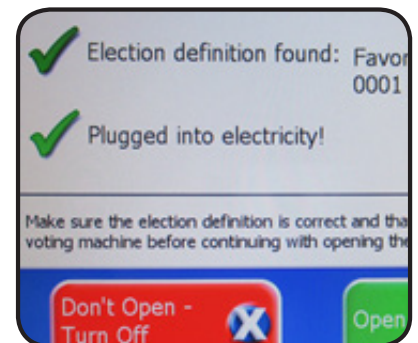
DS200 Not Plugged into Electricity

Problem: Icon in top right corner of screen shows the plug is not connected or the opening message does not indicate it is "Plugged into electricity!"

Solution: Check plug on the back of the box at red arrows.

Ensure it is plugged into a live power source. Check the plug located at the back of the DS200 Scanner. Use flat key, unlock silver bar in the front of the box. Go to the back of unit confirm that it is plugged in. If not, look in the lower

portion of the Ballot box well to find the power cord to plug in. If plugged in, first unplug the power cord (to avoid an electric arc), unplug power cord from outlet, unplug the cord in the back of the scanner and plug it back in. Plug the power cord back in and see if it resolved the issue. Slide the scanner back, tuck the cord into the lower well on the box and re-lock the silver bar.



DS200 Auxiliary Compartment

The DS200 auxiliary ballot card slot is located on the front of the DS200 and sealed. If the polling location does not have a functioning DS200 that allows voters to cast their ballot using the ballot scanner, the BOE must be notified. The seal will be removed from the auxiliary ballot slot and the ballots will be dropped into the box through the slot. The BOE will send bi-partisan staff to scan in the ballots once the DS200 is operational or replaced. Technicians will have a new seal to reseal the auxiliary slot as directed.

Cleaning the Screen and Scanner

The screen and scanner inside the back of the unit can be cleaned with isopropyl alcohol. DO NOT use Windex or other ammonia based products.

The back of DS200 behind the screen, holds the scanner screen. DO NOT open compartment without directions from the BOE. Never touch the white circular pads on the top and bottom of the compartment.



Emergency Preparedness and Response Procedures

Severe weather, fire, and loss of electricity are unlikely but possible on Election Day. Precinct Election Officials need to be prepared for such events.

If in an emergency you need to leave your Polling Location suddenly, please be sure to have a designated meeting area planned and assign poll workers with the **Emergency Action Cards**:

- Yellow: Provisional Bags and Boxes
- Red: Red Emergency Bag
- Purple: Stay at Polling Location
- Green: Poll Pads and Case

Managers and Assistant Managers will take their Manager Binders and Keys.

Do not attempt to move any ExpressVote units, DS200 Scanner(s) and/or remove any memory sticks from your vote center.

Above all, remain calm and get to a safe place. Your safety is paramount.

Medical Emergency:

- Call 911
- Call the Board of Elections to report the incident
- Care for the injured individual as best you are able
- Do not speak to the media about the incident

Fire:

- Call 911
- If a small fire is detected, use a fire extinguisher if possible. If you are in immediate danger evacuate the premises
- Evacuate all voters
- PEOs should leave with the critical supplies listed above
- Notify the Board of Elections and await further instructions

Power Outage:

- Notify the Board of Elections (440) 326-5953
- The BOE may instruct you to close and power down part of your equipment. They will provide you instructions if this is necessary.
- When power is restored you will be directed by the Board on how to re-power the disabled units

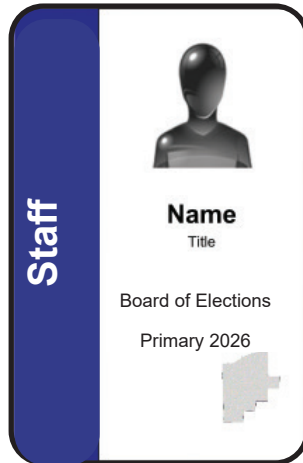
If you experience any of the above situations please call the Board of Elections at 440-326-5953 after you have taken the appropriate steps to remedy the situation.

Election Official IDs

Primary 2026

Board Member and Board of Election Staff Identification

Board Members or Board of Election Staff will have the following authority at your Polling Location:

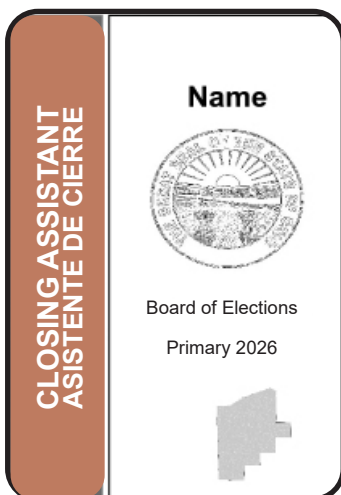
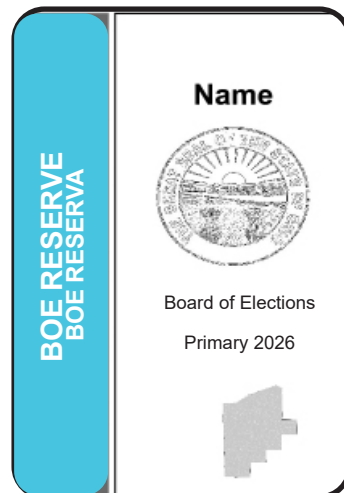


- Full access to your Polling Location
- Observe the processing of voters
- Review and inspect all documents
- Reassign, remove or replace any member
- Change the layout of your Polling Location
- Replace or relocate voting equipment

To properly address emergency issues, follow any directions provided by a Board Member or Board of Election Staff member.

Board Reserve

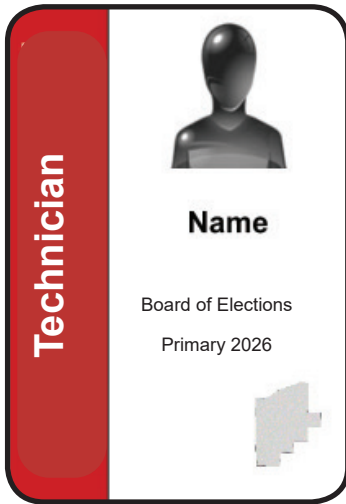
The BOE assigns PEOs as a Board standby to use in Polling Locations when there is an unexpected absence of an assigned poll worker. The individual will have a teal blue stripe on their badge. They may be assigned in any position as needed.



Closing Assistant

Assigned to Polling Locations that have a need for additional assistance with closing. Their duties are only to assist with the physical take down of equipment, tables/ chairs as needed. They are not trained in any technical duties. They may be 17yr old students.

Technicians Identification



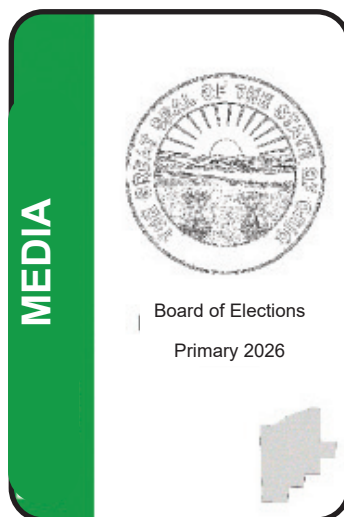
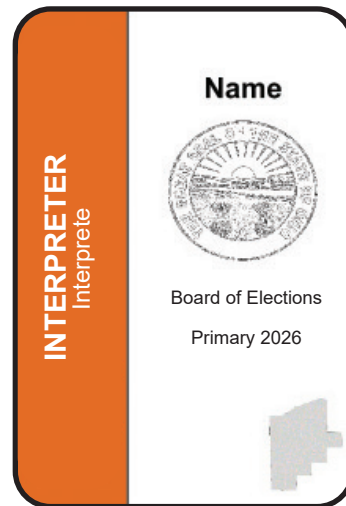
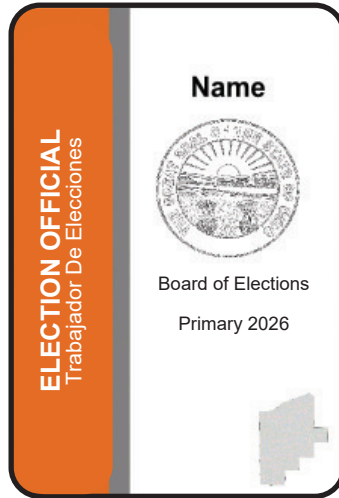
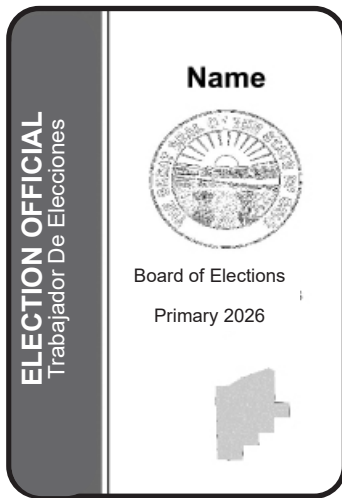
Technicians have the following access to the Polling Location:

- Address technical issues with voting equipment (accompanied by a member of the opposite party when working on a voting unit)
- Assist with the opening and closing as needed
- Replace or relocate voting equipment
- Report ADA compliance
- Report ballot quantity needs

Technicians may also be given special assignments by the BOE depending on various situations that arise on Election Day. Assist them in whatever way necessary as indicated by the BOE.

Check In Officials, Voter Assistants & Help Desk

(Bilingual Election Workers will all be identified with an ORANGE badge with a gray stripe and Interpreters will have a solid orange badge)

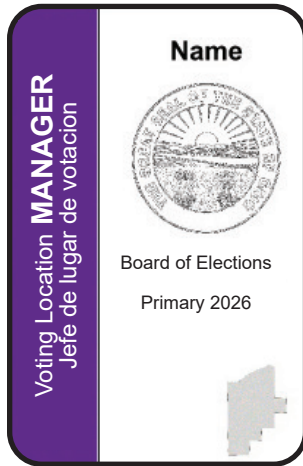


Members of the Media

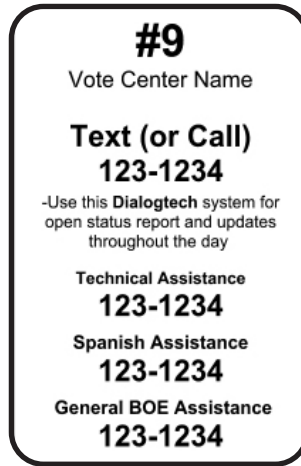
For a full explanation of permissible and restricted activities of Members of the Media see Pg 18.

Polling Location Management Identification

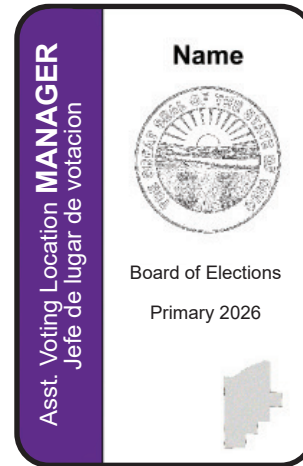
Manager



Back of Badge

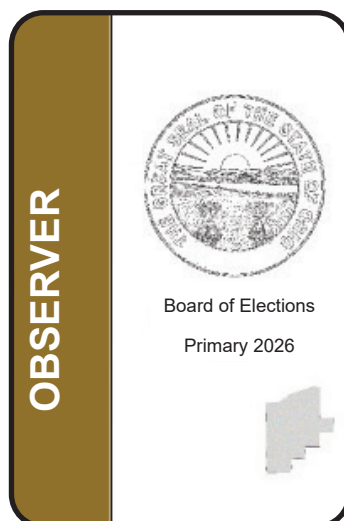
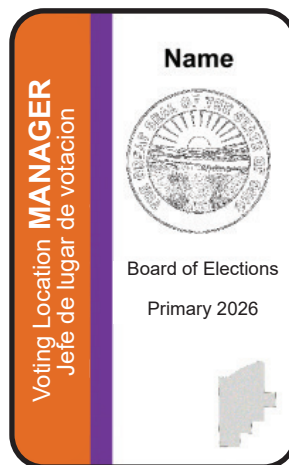


Assistant Manager



BILINGUAL Manager Identification

(Bilingual Managers- ORANGE badge with a purple stripe)



Observer

For a full explanation of permissible and restricted activities of Observers, see Pg 18.

Standard for Accessible Parking Spaces

1. Accessible Route⁶

Accessible parking spaces shall be located on the shortest accessible route of travel from parking to an accessible entrance.

2. Number of Accessible Parking Spaces⁷

The required number of accessible parking spaces shall be calculated separately for each parking facility (parking lot or parking structure), not calculated based on the total number of parking spaces provided for the site. The minimum number of accessible spaces required for a parking facility is illustrated in the table.

Van Parking Spaces: For every six (or fraction of six) parking spaces required by the table shown here, at least one shall be an accessible van parking space as described on the following page. Where parking spaces are marked with lines, width measurements of parking spaces and access aisles shall be made from the centerline of the markings. Where parking spaces or access aisles are not adjacent to another parking space or access aisle, measurements are permitted to include the full width of the line defining the parking space or access aisle.⁸

6 2010 ADA Standards- 208.3 Location

7 2010 ADA Standards- 208.32 Minimum Number

8 2010 ADA Standards- 502.1 General

3. Accessible Parking Spaces for Cars⁹

Vehicle Spaces: Accessible parking for cars shall be at least 96 inches wide, with an access aisle of at least 60 inches.

4. Accessible Parking Spaces for Vans¹⁰

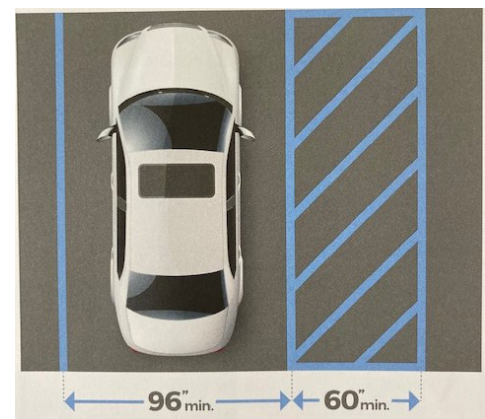
Vehicle Spaces: Accessible parking for vans shall be at least 132 inches wide, with an access aisle that is at least 60 inches wide. An accessible parking space for a van is also permitted to be a minimum of 96 inches wide where the accompanying access aisle is at least 90 inches wide.

9 2010 ADA Standards- 502.2 Vehicle Spaces and 502.31 Width

10 2010 ADA Standards- 502.2 Vehicle Spaces and 502.31 Width

Minimum Number of Accessible Parking Spaces 2010 Standards (208.2)		
Total Number of Parking Spaces Provided in Parking Facility (per facility)	(Column A) Minimum Number of Accessible Parking Spaces (car and van)	Minimum Number of Van-Accessible Parking Spaces (1 of 6 accessible spaces)
1 to 25	1	1
26 to 50	2	1
51 to 75	3	1
76 to 100	4	1
101 to 150	5	1
151 to 200	6	1
201 to 300	7	2
301 to 400	8	2
401 to 500	9	2
500 to 1,000	2% of total parking provided in each lot or structure	1/6 of Column A*
1,001 and over	20 plus 1 for each 100 over 1,000	1/6 of Column A*

*One out of every 6 accessible spaces



Tip #2- The color and manner that parking spaces and access aisles are marked is not specified by the ADA requirements, but may be addressed by local Jurisdictions.

5. Access Aisles¹¹

Access aisles shall adjoin an accessible route. Two parking spaces are permitted to share a common access aisle.

6. Access Aisle Location¹²

Access aisles cannot overlap the vehicular way. Access aisles are permitted to be placed on either side of the parking space, unless the space is an angled van parking space. If the space is an angled van parking space, the access aisle shall be located on the passenger side of the parking space.

¹¹2010 ADA Standards- 502.3 Access Aisle ¹²2010 ADA Standards- 502.3.4 Location

¹³2010 ADA Standards- 502.4 Floor or Ground Surfaces, 302 Floor or Ground Surfaces

7. Floor and Ground Surfaces¹³

Accessible parking spaces and access aisles shall have a slope not steeper than 1:48 in all directions, access aisles shall be at the same level as the parking spaces they serve. Changes in level are not permitted. Ground surfaces shall be stable, firm, and slip resistant.

¹⁴2010 ADA Standards- 502.5 Vertical Clearance ¹⁵2010 ADA Standards- 502.6 Identification, ORC 4511.69 Parking Requirements ¹⁶ORC 4511.69(E) Parking Requirements ¹⁷2010 ADA Standards-502.7 Relationship

to Accessible Routes

8. Vertical Clearance¹⁴

Parking spaces for vans and access aisles and vehicular routes serving them shall provide a vertical clearance of at least 98 inches.

9. Identification of Accessible Parking Spaces¹⁵

Accessible parking spaces shall be identified by vertical signs.

Exception: Where a total of four or fewer parking spaces, including accessible parking spaces, are provided on a site, vertical signs identifying accessible parking spaces are not required.

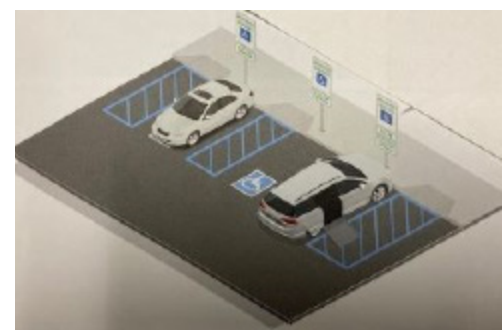
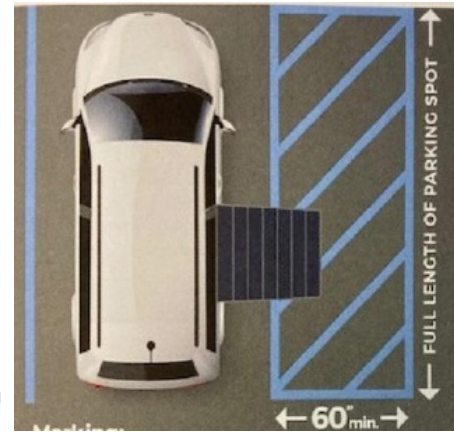
10. Relationship of Parking Spaces and Access Aisle to Accessible Route¹⁷

Parking spaces and access aisles shall be designed so that parked cars and vans do not obstruct the required clear width of adjacent accessible routes.

Vertical Signage: Vertical signs identifying accessible parking spaces shall include the international symbol of accessibility. Though helpful, symbols are not required to be marked on the pavement.

Van Accessibility: Signs identifying van accessible parking spaces shall contain the designation "van accessible."

Mounting Signs: Signs are required to be on a fixed or movable post mounted 60 inches minimum above the ground surface measured to the bottom edge of the sign.



CONTACT INFORMATION

Ohio Secretary of State's Office

(614) 466-2585 877-SOS-OHIO (877-767-6446)

TTY Local: (614) 728-3295 Toll Free TTY: 877-TTY-OHIO (877-889-6446)

VoteOhio.gov elections@OhioSoS.gov OhioSos.gov

Affidavit-Oath-Examination of Person Challenged

R.C. 3502.20

The State of Ohio, _____ County.

I, _____ the undersigned, swear or affirm under penalty of election falsification that I will fully and truly answer all of the following questions put to me, concerning my qualifications as an election at this election.

Being challenged as unqualified on the grounds that:

(A) The person is not a citizen, the following question shall be asked:

(1) Are you a citizen of United States? Ans. _____

(2) Do you posses proof of you United States citizenship? Ans. _____

Please provide that identification.

(The precinct election official must inspect documentation, including any certificate of naturalization and photo identification the voter provides.)

If the person declares under oath and provides the required documentation and photo identification proving their citizenship, they may vote a regular ballot. OR

If they do not provide the required documentation and photo identification proving their citizenship, they must be provided a provisional ballot.

(B) The person is not a resident of the state for 30 days immediately preceding election, the following questions shall be asked:

(1) Have you a resided in this state for 30 days immediately proceding this election? Ans. _____

If yes:

(a) Where have you resided? Ans. _____

(2) Did you properly register to vote? Ans. _____

(3) Can you provide some form of identification containing your current mailing address in this precinct? Ans. _____ Please provide that identification.

(4) Have you voted or attempted to vote at any other location in this or in any other state in this election? Ans. _____

(5) Have you applied for an absent voter's ballot in any state for this election? Ans. _____

(C) The person is not a resident of the precinct where the person offers to vote, the following questions shall be asked:

(1) Do you reside in this precinct? Ans. _____

(2) When did you move into this precinct? Ans. _____

(3) When you came into this precinct. did you come for a temporary purpose merely, or for the purpose of making it your home? Ans. _____

(4) What is your current mailing address? Ans. _____

(5) Do you have any official identification containing your current address in this precinct? Ans. _____

(6) Have you voted or attempted to vote at any other location in this or in any other state in this election? Ans. _____

(7) Have you applied for any absent voter's ballot in any state for this election? Ans. _____
(If the person is not at the appropriate polling place, the precinct election officials shall direct the person to the correct polling place. If the person refuses to go to the appropriate polling place or the precinct election officials are unable to determine the person's eligibility to cast a ballot, the precinct election officials shall provide, and the person may vote, a provisional ballot.)

(D) The person is not of legal voting age, the following question shall be asked:

(1)* Are you 18 years of age or more? Ans. _____

(2) What is your date of birth? Ans. _____

(3) Do you have any official identification verifying you age? Ans. _____

Please provide that identification.

(If the precinct election officials are unable to determine the person's age and eligibility to cast a ballot, the precinct election official shall provide and the person may vote a provisional ballot.)

Other questions and answers necessary to determine person's qualifications to vote in this election (if necessary)

Signature _____
signature of person challenged

Sworn to before me and signed in my presence, this _____ day of _____, _____ .
(Day) (Month) (Year)

Signature of Voting Location Manager

Name of Precinct or Voting Location

Township or Ward and City or Village

Notice of Change of Name

R.C. 3503.16(B)(1)(b)

Voter's new legal name: _____

Voter's former name: _____

Voting residence address:

Street Address _____

City, Village or Post Office _____

County _____ ZIP Code _____

Date of Birth _____ MM/DD/YYYY

- Your Ohio driver's license number (two letters followed by six numbers) _____, **or**, if you do not have a driver's license,
- The last four digits of your Social Security number _____, **or**, if you have neither,
- Please check this box indicating that you have none of the above.

I hereby declare, under penalty of election falsification, I am a citizen of the United States, have lived in this state for 30 days immediately preceding this election, and am at least 18 years of age.

X _____ MM/DD/YYYY
(Signature of Voter) (Date Signed)

Your former signature: _____

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

INSTRUCTIONS TO PRECINCT ELECTION OFFICIAL:

1. Verify the address provided by the voter above matches the address printed in the pollbook. If the addresses are different, but the address above is in your precinct (based on the precinct street listing), then the voter may cast a *regular* ballot. If the addresses are different and the address above is not in your precinct, direct the voter to the correct precinct where he or she may cast a *provisional* ballot.
2. Check the appropriate box indicating type of legal proof of name change provided:
 - Marriage License
 - Court Order
 - Other: _____
3. Precinct Election Official Signature: _____

INCIDENT LOG

Time Incident First Reported

*Check Box & Enter Serial #

Serial/ID# involved: Express Vote:

DS200

Scanner:

Poll Pad:

NAME OF VOTER(S) involved:

WAS A BALLOT CARD VOIDED?

YES

NO

Unreadable Bar Code

Wrong Party Issued (Primary Election only)

Ballot Card Torn or Damaged

Voter Abandoned Ballot

Voter Choice

Other (Explain Below)

PROVISIONAL VOTING INCIDENTS MUST BE NOTED IN THE PROVISIONAL LOG

Explanation of Incident:

Please explain thoroughly so that we can make corrections for future elections.

How it was Resolved:

Time Incident was Resolved:

Report taken by:

Position:

(Manager, Asst. Manager, Election Worker, Technician, etc.)

Was the Board of Elections Contacted? Yes

No

If Yes, name of BOE Staff?

T&R 5018

Rev. Date 12/2/24

Rev. Level 8

(Example of Form Only)

Swear in all Precinct Election Officials with the following Oath:

(Per State of Ohio, County of Lorain)

“I do solemnly swear under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony, or any violation of the election laws; that I will discharge to the best of my ability the duties of a PRECINCT ELECTION OFFICIAL in and for (Polling Location name): _____ in the (Township) or (Ward and City or Village) _____ in the County of Lorain, in the Election to be held on the _____ day of _____, _____, as required by law and the rules and instructions of the Board of Elections of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said Board any violation of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties.”

(To be used to swear in PEOs before opening, **AFTER** the Polling Location is operational PEOs will sign the combined Oath and Payroll sheet in the Managers binder. Do not remove the Oath and Payroll sheet from the binder.)

Observer Oath (ORC 3501:21):

“Do you solemnly swear that you will faithfully and impartially discharge the duties as an official observer, assigned by law; that you will not cause any delay to persons offering to vote; and/ or that you will not disclose or communicate to any person how any elector has voted in such election.”

(To be used to swear in an official Observer at your Polling Location Location. Observer should have official document of appointment as an observer with them. The Observer will sign the oath statement in the Managers binder.)

Precinct Election Officials Ethics Statement

Introduction: Precinct Election Officials hold positions of trust. The citizens of the State of Ohio expect a government that is open, fair, responsive, professional, and free of conflicts of interest. In order to promote public confidence in Ohio government and elections, all employees of the Secretary of State and members and employees of the boards of elections shall comply with Ohio ethics laws and the ethics policy of the Ohio Secretary of State.

R.C. 3501.15 prohibits Precinct Election Officials from serving in any precinct where the PEO is a candidate on the ballot, except for unopposed candidates for a political party county central committee.

Precinct Election Officials including Managers, Assistant Managers, Polling Location Table Workers, Technicians, Interpreters, or similar temporary election officials may not serve in any precinct in which a family member or business associate is a candidate for elected office, unless the candidate is unopposed, including no declared write-in candidates for the office.

Precinct Election Officials including Managers, Assistant Managers, Polling Location Table Workers, Technicians, Interpreters, or similar temporary election officials shall not wear or distribute shirts, buttons, stickers, or other campaign paraphernalia for or against any candidate or issue at the office of the Secretary of State, at the office of the board of elections, or at any polling place.

Precinct Election Officials including Managers, Assistant Managers, Polling Location Table Workers, Technicians, Interpreters, or similar temporary election officials shall not engage in any political activity while on Board of Elections time.

Precinct Election Officials including Managers, Assistant Managers, Polling Location Table Workers, Technicians, Interpreters, or similar temporary election officials should avoid actions and associations that create an appearance of impropriety, that undermine public confidence in Ohio elections officials, or that interfere with the performance of duties by Ohio elections officials.

Violations of this ethics policy by a Precinct Election Official may result in dismissal from service and no opportunities for further service as a Precinct Election Official.

For Precinct Election Officials, violations of this policy may be reported to the Director or Deputy Director of the Board of Elections. Reports also may be made anonymously by mailing a written statement in a sealed envelope to the board of elections to the attention of the Director or Deputy Director

Conclusion: All current and future employees of the boards of elections (including Precinct Election Officials including Managers, Assistant Managers, Polling Location Table Workers, Technicians, Interpreters, or similar temporary election workers appointed by the Board of Elections) shall sign a statement indicating their knowledge of and familiarity with Ohio ethics laws and the Secretary of State's ethics policy. The completed form shall be kept at the board of elections.

ATTENDANCE

Tardiness is defined as arriving late to the polling place or early departure.

Opening: All Precinct Election Officials (PEO) are required to be at his or her polling location no later than 5:30 am. PEOs arriving later than 5:30 am are late and this may result in a reduction in pay.

Closing: All PEOs must remain at the polling location until the Voting Location Manager allows him or her to leave. PEOs leaving before the appropriate time may receive a reduction in pay.

NO CALL/NO SHOW

If you are unable to fulfill your duties on Election Day, you must contact the BOE before 5:30am on Election Day. Leave a message if no one is available to answer your call.

- Your name
- Polling Location
- Job Assignment

Democrats: **440-326-5906** Republicans: **440-326-5927**

Not reporting to work on Election Day and not calling to report your absence is considered a “no call/no show” and is a very serious matter. An occurrence of “no call/no show” may result in removal from the Precinct Election Official list and/or no payment for training activities.

It is imperative that every Precinct Election Official be present when scheduled to fulfill his/her duties.

Form No. 351. Prescribed by the Secretary of State (12-07)

ETHICS POLICY ACKNOWLEDGMENT FORM

To be completed by poll workers/elections judges/rovers/scouts/temporary election workers at the beginning of their appointment. The completed form is to be kept by the board of elections.

Directive 2007-35

I _____ hereby acknowledge that I have received training (Printed name of poll worker/elections judge/rover/scout) from the board of elections regarding the secretary of state’s ethics policy and Ohio ethics laws, that I will comply with the same, and that failure to comply with the ethics policy or Ohio ethics laws may serve as good and sufficient reason for my removal from my appointed position.

(Signature of poll worker/elections judge/rover/scout
or temporary election worker)

(Date signed)

LCBOE-TR-5001

Rev Date: 12/30/13

Rev: A

Assistant Manager's Supply List (For Reference Only)

Yellow Provisional Bag: (one for each precinct at Vote Center)

All provisional paper ballots for that precinct

All optional paper ballots & envelopes for that precinct

Ballot Accounting Chart (to be completed at supply pick-up & Election Night)

Glue Stick (for sealing Provisional Ballot Envelopes)

Provisional Ballot Box (sealed)

The Yellow Provisional Box is to remain sealed until you arrive at the Polls.

***reseal the provisional Ballot Box once the polls close, for transportation**

Green AVL M Bag

AVLM Blue Pouch:(sealed)

Red Sticker Seals

One for each ExpressVote unit power compartment door

One for each DS200 scanner

One extra for each piece of equipment

Red Pull Tite Seal(s)

One for each Yellow Provisional Voted Ballot Box (1 extra for each)

Barrel keys (Black/ Blue Wrist Band)

For ExpressVote machines and DS200 scanner (2 or more)

Flat key (Red Wrist Band)

For DS200 Ballot Box (1-2)

Provisional Table Privacy Screens (2)

****The Blue Pouch is to remain sealed until you arrive at the Polls.**

****The Blue Pouch is returned by the VLM at closing.**

Assistant Manager's Kit:

Green Soiled and Defaced Ballot envelope (return in Provisional Voted Ballot Bag)

Curbside Voting Ballot Secrecy Envelope

Election Code sheet on tan paper (5)

Write-in Candidate List (when applicable)

DS200 Scanner Opening and Closing Procedures (2)

ExpressVote Opening/Closing Procedures sheets (5)

Help Desk Table Kit:

Picture Layout of Station (on outside of envelope)

Poll Pad- Help Desk Instruction Booklet

Precinct Finder

Provisional Log (return in Yellow Provisional Bag)

Map (one for each Help Desk table)

Language Assistance Signs (post in the front of each Help Desk table)

Voter ID Poster

Glossary of Key Elections Terms (English/Spanish)

Provisional Supplies envelope (in Help Desk Kit):

Voter Registration forms (25)

Note Pad

Vote Center Transfer slips (2 pads of 25)

SOS Form 12-D (7)

Manager's Supply List (For Reference Only)

Sealed- Poll Pad Case

All Poll Pad Tablets for Polling Location

Manager's Blue Bag

Cloth Flags (1 set-post outside)

String (to measure 100')

"I Voted Today" stickers

Clipboard

Burgundy Voted Ballot Bag (empty)

Completed Forms Envelope

Clear Memory Stick and Orange Report pouches (Empty)

Laminated American Flag (post on entrance door)

Polling location Staffing Sheet

Authority to Vote slips (green slips wrapped in white paper)

Observer Badges

ADA Accessible Sign (when applicable)

Campaign Marker Sign (when applicable)

Absentee Voter List

Manager's Kit:

Spare "Election Official" ID stickers (6)

Incident Log (red booklet)

Interior Directional Signs (15) (use at your discretion)

Write-in Candidate List (when applicable)

"Items To Be Posted" Envelope:

Sample Ballots

Voter ID Poster

Blue Register of Voters list

Election Security Poster

Must Scan Ballot Poster

(Other election/location specific documents may also be included for posting.)

Check-In Table Kit: (One for each team)

Picture Layout of Station (on outside of envelope)

Be a Poll Worker sheet

Poll Pad Instruction Booklet

Language Assistance sign (for the front of the table)

Vote 123 sheet

Voter Identification Requirements Sheet

Miscellaneous Supply Envelope:

Pens (12) Tape (1 roll)

VLM Blue Pouch:

Red Seals (to seal the following items at the end of the night)

- 1 for each Clear Pouch
- 1 for the Blue Pouch
- 1 for each Yellow Bag
- 1 for each Orange Pouch
- 1 for each Burgundy Bag (Scanned Ballots)

*Extra seals may be provided

*Blue Pouch is to remain sealed until you arrive at polls.

** Return AVLM and VLM blue pouch along with the VLM supplies.

One Barrel key (Black/ Blue Wrist Band)

For ExpressVote machines and DS200 scanner

One Flat key (Red Wrist Band)

For DS200 Scanner Ballot Box

Zip Ties

To secure ExpressVote Unit Doors

DS200 scanner Black Zipper Bag

4 Red Pull Tites

2 for Red Tote (2 extra)

Items found at Polling Location on Election Day

Red Tote:

Blank ballot cards

Ballot Card Inventory sheet

Ballot card trays (1 for each Poll Pad including Help Desk)

Emergency lights (1 for each Poll Pad)

DS200 Scanner Printer Paper Rolls (three per Scanner)

(Report Printer Paper Rolls are located in the Help Desk Poll Pad Case)

Head set for ADA Accessible Voting Unit

Disposable Ballot Secrecy Envelopes

Zip Ties

PPE Burgundy Bag:

70% Isopropyl Alcohol

Green ExpressVote Cleaning Cloths

Hand Sanitizer (for each Check In and Help Desk table)

Gloves

Stylus Kit

Emergency Procedures Bag:

* **Do Not Open** unless instructed to do so by the BOE.

1 Court Order Envelope:

1 Emergency Kit

Signature Rosters

Note Pads (for use with Signature Roster)

Ballot Accounting Chart

(Name of Precinct)

Supply Pick-up

Total Provisional Ballots Received

Optional Paper Ballots Received

Assistant Manager: _____

Supply Drop Off

Unused Provisional Ballots

Provisoinal Ballots Soiled / Voided

+

Total Remaining Provisional Ballots

Add the above boxes together

Unused Optional Paper Ballots

Optional Paper Ballots Soiled / Voided

Total Remaining Optional Paper Ballots

Add the above boxes together

Assistant Manager: _____

Return in Yellow Provisional Bag

(Example of Form Only)

Inventory Ballot Card

(Name of Polling Location)

Supply of Ballot Cards Packed in Red Tote

Total Number of Ballot Card Packs (Packed by BOE Staff)

LCBOE Staff Dem: _____ Rep: _____

Before the Opening of Polls

Total Number of Ballot Card Packs (Found at Polling Place)

VLM/AVLM Signature: _____

If number of packs differ call Board of Elections Immediately! 440-326-5936

After the Close of Polls

1. Poll Pads Checkins Number of Voters
(per Help Desk Summary)

2. Total Number of Votes Cast on the DS200 Scanner(s)

=

If Applicable

Total for Numbers 1 and 2 should match

Totals for numbers 1 & 2 did not match because...

Voter(s) did not sign in correct record. Voter(s) walked out with Ballot Card.

Voter(s) did not complete voting process.

Other: _____

Number of Ballot Cards Soiled / Defaced

VLM Signature: _____

Return in Completed Forms Envelope

(Example of Form Only)

Return of Election Supplies

VOTING LOCATION MANAGER

The VLM will report to the designated Drop-Off Location with the VLM Binder and these items:

Black Poll Pad Tablet Case

All Poll Pads;

COMPLETED Poll Pad Closing Reports (1 per poll pad)

Seal black case with the **Red Pull Tite Seal**

Record: seal numer & Polling Location number on attached **blue Chain of Custody tag**



Orange Report Pouch

Zero Totals Report, 11am & 4pm Voter Lists;

Full Totals report from each DS200 Scanner

Seal with the **Red Zipper Seal**

Record Seal number on the blue VLM Closing Report

*Return in Manager's Blue Bag



2 Blue Supervisor Pouches (VLM and AVLM)-

Keys and Unused Seals

Seal with the **Red Zipper Seal**

Record both Seal numbers on the blue VLM Closing Report

*Return in Manager's Blue Bag



Completed Forms Envelope

Contents should include the following:

Ballot Card Report

Optional Paper Ballot Stubs

Voter Challenge (10-U and *10-W)

Affidavit of Religious Objection (12-O)

*10-W (Primary Only)

"Be a PEO" sheet

Voter Registration

Change of Name (10-L)

*Return in Manager's Blue Bag



Manager's Blue Bag

Orange Report Pouch; Blue Supervisor Pouches (2); Cradle point in box; Completed Forms Envelope (see above list);

& Everything Else!



Remember: complete VLM Returns Tag and a member of the opposite party must accompany the VLM to Collection Center.

*Print rider's name on the payroll sheet.

Return of Election Supplies

ASSISTANT VOTING LOCATION MANAGER

Assistant Voting Location Manager will report to the designated Drop-Off Location with the AVLM Binder and the following items:

Clear Memory Stick Pouch

All DS200 Scanner Memory Stick(s)

*Total number of Memory Stick(s) assigned is printed in **RED** on Clear Memory Stick Pouch.

Record **seal** number on the **Green** AVLM Closing Report

Seal with the **Red Zipper Seal**

DO NOT REMOVE AVLM Closing SHEET FROM BINDER



Yellow Bag (one for each precinct)

All Unused Ballots for that precinct

- Optional Paper and Provisional Ballots

Place in any one of the Yellow Bags:

- The Provisional Log
- Green Soiled and Defaced envelope

Seal with the **Red Zipper Seal**

Record **Seal Number** on the **Custody tag** attached to bag



Burgundy Bag(s)

With all Scanned Ballot Cards

Scanned Optional Paper Ballots

Record **seal** number on the **Green** AVLM Closing Report

Seal with the **Red Zipper Seal**



Provisional Ballot Box (one per Polling Place)

Provisional Ballots (completed)

Seal top flap with the **Red Zip Tite Seal**

(Do NOT remove Blue Seal on Zipper)

Record **Red Seal Number** on the white

Custody tag attached to bag



Green AVLM Bag- Assistant Manager Kit, Help Desk Kit & folded partitions
AVLM Binder

Remember, a member of the opposite party must accompany the AVLM to Drop-Off Location. *Print rider's name on payroll sheet in VLM binder.

Supplies Left at Polling Location

All signage and information posted by PEOs for the election must be taken down. All supplies and equipment must be packed and placed together in a designated location ready for pick-up. The location should be left clean.

Blue Tote:

- Extension Cords
- Surge Protectors
- Stop-Scan Ballot Sign Wooden Block
- Stop-Scan Ballot Sign
- ADA ExpressVote Foot
- "Important Voter Info" sign Metal Base



Red Tote:

- Unused Ballot Cards
- Emergency Lights
- Empty Green Ballot card Trays
- 1 Pair of Headphones
- Unused DS200 Scanner Printer Paper
- Unused Help Desk Printer Paper Rolls
- Disposable Ballot Secrecy Envelopes
- Yellow Power Cord Guards

Seal with the **Red Zip Tite Seals**



- ExpressVote units
- DS200 Scanner(s) & Base(s)
- Poll Pad Stand Case(s)
- Help Desk green Poll Pad Case
- Burgundy PPE bag
- Red Tote
- Blue Tote
- ExpressVote Printer
- Red Emergency Bag
- A-Frame Sign
- White Important Info Sign & base
- Stop Scan Ballot sign, pole, & base
- Orange cones from parking lot (not pictured)

Seals

White- Affixed by the BOE. Supplies picked up by VLM/AVLM; seals removed at Polling Location with member of opposite party.

Red- Affixed by PEOs Election Day. Items returning to BOE will have red seals.

Blue- Seals should NOT be removed unless directed by BOE on Election Day.

Yellow- Seals will be on equipment with instructions for when to remove.

White Zipper Seals: (at opening)

- VLM & AVLM blue pouches, Provisional Ballot Bag(s)

White Pull Tite Seals: (at opening)

- Poll Pad black case, Provisional Box, Red Tote

Yellow Sticker Seals: (at opening)

- Express Vote Units, DS200 Scanner Access Compartment

Yellow Pull Tite Seals:

- DS200 ballot box

Blue Pull Tite Seals:

- Provisional Box (zipper)

Blue Sticker Seals:

- DS200 Scanner back compartment

Blue Zipper Seals:

- Red Emergency Bag

Red Sticker Seals:

- Express Vote units (after opening)

Red Pull Tite Seals: (at closing)

- Poll Pad black case, Provisional Ballot Box

Red Zipper Seals: (at closing)

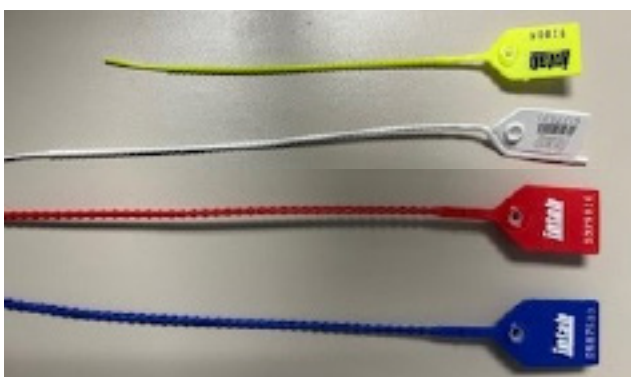
- VLM & AVLM blue pouches, Orange Report Pouch, Clear Memory Stick Pouch, Yellow Provisional Bag(s), Burgundy ballot bag



Zipper seals



Sticker Seals



Pull Tite Seals



Chain of Custody Tags

The Provisional Quick Reference Guide

This page lists the six reasons a voter could need to vote a Provisional Ballot. Go to one of the six categories on the far left column for each voter, look at the specific circumstances of that voter in the next column then follow the guidelines moving left to right outlined in the document.

SITUATION	DETAILS	COURSE OF ACTION	BALLOT TYPE	FORMS	NOTES
No Valid Identification		Look up Precinct by voter's address in Precinct Finder	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	This voter must provide proper ID to the BOE within 4 days after the election
Voter has Moved	Within the Same Precinct (Both new & old addresses are in the same Precinct at the same Polling Location)	Look up both addresses in Prec Finder	Regular Ballot	Voter Registration Form	Look Up both New & Old Addresses
	Into a NEW Precinct (This includes a NEW Precinct at the same location)	Look up address in Precinct Finder	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Look Up New & Old Address -if same polling location
	Out of the Polling Location	Look up the new address in Prec Finder	Provisional in another Polling Location	Vote Center Transfer Slip	Unless voter refuses to go (see below)
Name Change	Voter CAN provide proof of name change	Assist voter in filling out Form 10-L	Regular Ballot	Form 10-L Notice of Name Change	Must be a . Legal document. Driver's License is NOT proof.
	Voter cannot provide proof of name change	Look up voter by former name to determine precinct	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Note Voter's Former name in "Comments" in Prov Log
Voter's name not in Poll Pad	Correct Location	Look up address	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Confirm that address IS at Polling Location
	Wrong Location	Look up address	Provisional	Transfer Slip	Confirm that the address NOT at that location
Demands Ballot but listed as Absetee	Message on Voter info screen	Assist voter with Provisional Ballot paperwork	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Cannot turn in Absentee Ballot at Polling Loc
Listed as Vote Provisional in Poll Pad	Message on Voter info screen	Assist voter with Provisional Ballot paperwork	Provisional	Provisional Env Prov Ballot Notice (enclosed in env)	Explain reason as noted on screen
Refuses to go to the Correct Polling Location		Look up address Attempt to transfer to correct Polling Location	Provisional	Provisional Env Prov Ballot Notice (enclosed in env) Form 12-D	Explain to Voter reason they should go to correct Location



Lorain County Board of Elections

1985 North Ridge Road, East
Lorain Ohio 44055

Poll Worker Information Line 440-326-5919
**(Precinct Election Official Staffing & Provisional
Voter Questions)**

BOE -Command Center
for PEO & Technical Assistance
440-326-5953

Training & Recruitment
440-326-5955

Interpreter Assistance 440-326-5924

General Questions 440-326-5901

Additional Training Resources available at
www.voteloraincountyohio.gov