This book is the property of the Williamson County Elections Department. You must return this book with your supplies. Please do not write in this book.
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WELCOME

You are part of a select group of people who are gracious enough to service the elections process in Williamson County. Without you our election process would grind to a halt. We thank you for your help during Early Voting and/or on Election Day.

Working toward a successful election can be an exhilarating and exhausting experience with long hours and strict deadlines; it takes a serious commitment on your part. To ensure the integrity of each election, all election workers must be thorough, accurate, and attentive to the details involved in processing voters. Everyone makes mistakes, but please keep in mind that simple errors can undermine the election process. We are depending on you to be responsible and reliable.

The integrity of the election is a joint endeavor between you as an elections official, and our office. We are here to train you to the best of our ability and to serve as a resource during Early Voting and on Election Day. Your goal is to apply the knowledge that you learn from us and to protect the integrity of the election process. The integrity of the process relies on your ability to qualify voters, provide the correct ballot to each voter, assist voters as needed, maintain accurate records throughout the day, and complete all forms at the end of the day. Voting should be a pleasant experience, free from distractions and intimidation; it is a community act, a privilege that we share. Voters are welcome in the polling place and should be made to feel welcome by you.

This information that some may consider small or insignificant steps in our processing is paramount to making sure that all elections are accurate and complete for all voters. In complying with the instructions, you will also be helping Elections Department personnel to rapidly and efficiently complete vote tabulations.

PLEASE READ THE TRAINING GUIDE CAREFULLY PRIOR TO THE ELECTION

Always call the Judges’ Hotline at 512-943-3555 if you are unsure of a procedure or if you have any questions.
ELECTION DAY VOTE CENTERS

- All Williamson County voters may vote at any Williamson County Vote Center.
- The program eliminates county precinct polling places and establishes countywide polling places (vote centers) so that voters can go to any voting location on Election Day.
- Election Day Vote Centers will be open from 7:00 a.m. – 7:00 p.m.
- Each Vote Center is easily identifiable with its logo.
- Election Day Vote Centers are listed on the Williamson County website.
- The Early Voting supply kit has the list of Election Day Vote Centers.

IN OUR POLLING PLACES

We are guests in our polling locations. Please treat your polling place contact person with respect and kindness. Leave the polling area as clean as you found it.

Strive to work as a team. The voters are your customers and they should feel as if they have walked into a room of objective, non-partisan people dedicated to serving their needs.

Treat them as you would if you were running a small business. Foster an atmosphere that reflects well upon you and the Elections Department.

Remember to be professional. Resolve any differences that may arise in a fair manner.

Maintain a neutral environment. Avoid political topics. Do not attempt to influence a voter in any way. Do not discuss issues or candidates at the polling place. Do not speculate on the outcome of the election.
IMPORTANT PHONE NUMBERS – WILLIAMSON COUNTY

Judges’ Hotline 512-943-3555
Voter Registration 512-943-1630
Field Techs 512-943-3555
Emergencies 911
Police Departments 311
Williamson County Sheriff 512-943-1300

IMPORTANT ADDRESSES – WILLIAMSON COUNTY ELECTIONS

Physical Address  Mailing Address
301 SE Inner Loop, Suite 104    P.O. Box 209
Georgetown, TX 78626    Georgetown, TX 78627

IMPORTANT INFORMATION – SURROUNDING COUNTIES

Travis County Elections Department (512) 238-8683 / (512) 854-9473
5501 Airport Blvd
Austin, TX 78751

Bell County Elections Department (254) 933-5774
411 E. Central Avenue
Belton, TX 76513

Burnet County Elections Department (512) 715-5288
550 E 2nd Avenue
Burnet, TX 78611

Milam County Elections Department (254) 697-2664
107 West Main
Cameron, TX 76520
DRESS CODE FOR WILLIAMSON COUNTY ELECTION WORKERS

As a Poll Worker, you are a representative of the Williamson County Elections Department. Please keep in mind you will be working long hours. We trust your judgment to know what is appropriate, but offer the following suggestions:

- You will want to dress comfortably, but be mindful of your position. As an elections official, please put yourself in the place of a voter and ask whether your clothing represents a responsible elections official.
- Business-casual attire, such as khaki pants and a polo shirt or a blouse and skirt/slacks.

ELECTRONIC DEVICES IN THE POLLING PLACE

Williamson County has provided postings for the polling place that state:

- “Please Turn Off Cell Phones”
- “Notice – Prohibition of Certain Devices Within 100 Feet of Voting Stations”

The postings were created for the following reasons:

1. Any voter’s use of a personal wireless communication and recording devices is prohibited within 100 feet of voting stations including but not limited to cell phones, digital phones, cameras, phone cameras, and sound recorders, as prescribed by the Texas Election Code.

2. Voters must put cell phones in silent mode.

3. Cell phones are only allowed if used by election officials and/or by persons employed in the building where the poll site is located.

4. Taking pictures inside a polling place is prohibited.

Please help us enforce this rule. If a voter has a concern about these rules, please call the Judges’ Hotline so that he or she may talk with an Elections Department Official.
PEOPLE ALLOWED IN THE POLLING PLACE

**Election Inspectors** – The Secretary of State (SOS) may appoint Election Inspectors to observe the conduct of an election. Inspectors must be permitted to observe all election poll workers’ activities. Inspectors are not required to take the Oath of Election Judges and Clerks. Inspectors will have identification cards issued by the SOS. Supervisors must require inspectors to show their badges. The SOS inspector will be wearing a name tag that will also serve as their identification card. Anyone purporting to be an inspector who cannot produce identification as an inspector should not be permitted in the polling place.

**Children** – Texas election law allows children under 18 to accompany their parents into a polling location.

**Field Techs** – Field Techs are deputies of the Elections Administrator who are allowed in the polling place to assist election workers with equipment, to check polling locations, and to help workers bring the location into full compliance with the law. Field Techs are an extension of the Elections Department. Poll workers should comply with their requests/directives, respect their time, and treat them as you would any other Elections Department official in your polling location. Field Techs are required to wear an identification badge.

**Election Officials** – Election Officials are allowed in the polling place to assist election workers with equipment, to check polling locations, and to help workers bring the location into full compliance with the law. Election Officials are required to wear an identification badge.

MEDIA IN THE POLLING PLACE

Media coverage is not allowed in the polling place. They must stay outside the 100 foot distance marker.

PROTESTERS

Protesters may appear at your polling place. Protesters must stay outside the 100 foot distance marker.

If they refuse to abide by the electioneering laws of the Secretary of State, you may call the local police department if you are in the city limits or the Williamson County Sheriff’s Department if you are outside city limits.
POLL WATCHERS

Appointment of Watcher – Only an appointing authority may appoint a Poll Watcher. The appointing authority can be:

- A candidate on the ballot
- A campaign treasurer of a specific-purpose political action committee in an election on a measure
- A political party
- A declared write-in candidate
- Registered voters on behalf of an undeclared write-in candidate for elections where declaration is not required

Eligibility – The following are the eligibility requirements:

- Watcher must be a registered voter of the territory covered by the election
- Candidates are ineligible to serve as watchers
- Watcher must not hold an elective public office
- Watcher must not be an employee of an election judge or clerk serving at the same polling place
- Watcher must not be related within the second degree of blood or by marriage to an election judge or clerk serving at the polling place

Certificate of Appointment – The appointing authority must issue a Certificate of Appointment to the watcher. The certificate must:

- State the name, residence address, and voter registration certificate number of the watcher
- Identify the election for and the location at which the Watcher has been appointed to serve
- Be in writing and signed by the appointing authority and by the watcher
- Indicate the capacity in which the appointing authority is acting (i.e., candidate, political party, etc.)
- Include in an election on a measure, an identification of the measure (if more than one is to be voted on) and a statement of which side the appointee represents
- Include an affidavit executed by the poll watcher that the poll watcher will not have possession of any mechanical or electronic means of recording images or sound while serving as a watcher unless the poll watcher disables or deactivates the device
Presenting Certificate of Appointment – The Poll Watcher must present the Certificate of Appointment to the presiding judge the first time the watcher reports for service. The watcher must then countersign the certificate. The certificate is retained at the polling place until voting at the polling place is concluded. [Sec.33.051(d)].

Signature comparison – Supervisor/Judge must require the watcher to sign his or her name in their presence for signature comparison.

Statement of rejection – If the watcher is not accepted by the Supervisor/Judge, the Certificate shall be returned to the watcher with a signed statement of the reason for rejection.

Number of Watchers – During Early Voting, each appointing authority may appoint up to 7 watchers for each main or branch polling place. Up to 2 watchers appointed by the same authority may be on duty at the same polling place at the same time. On Election Day, each appointing authority may appoint up to 2 watchers for each vote center.

Hours of Service – During Early Voting, a watcher serving may be present at the polling place at any time it is open and until completion of the securing of any voting equipment used at the polling place that is required to be secured on the close of voting each day. The watcher may serve when the watcher chooses. On Election Day, a watcher at a vote center may begin service at any time after the judge arrives at the polling place and may remain at the polling place until the judge and the clerks complete their duties there. A watcher that serves for more than 5 continuous hours may serve at the polling place when the watcher chooses. A watcher is considered to have served continuously if the watcher leaves the polling place to use a wireless communication device prohibited from use in the polling place and the watcher promptly returns.

Observing general activity – A watcher is entitled to sit or stand conveniently near the election officials conducting the observed activity.

Inspection of records – A watcher must be permitted to observe all election activities performed by the poll workers and to inspect records prepared by election officials.

Written notes – A watcher is entitled to make written notes while on duty. If the watcher leaves the polling place, the Deputy or Judge may require the watcher to leave these notes at the polling place with another person on duty, selected by the watcher, until the watcher returns to duty.

Watcher may observe assistance of a voter by a poll worker – A watcher is entitled to be present at the voting station when a poll worker is assisting a voter. The watcher is entitled to examine the ballot before the VOTE button is pressed to determine whether it is prepared in accordance with the voter’s wishes.

Watcher may not observe independent assistance of a voter – A watcher may not be present at the voting station when the voter is marking the ballot or being assisted by a person other than a poll worker.
POLL WATCHERS – Continued

Watcher may not converse with poll workers with exception – A watcher may not converse with the poll workers regarding the election, except to call attention to an election judge and/or clerk to an irregularity or violation of law. If a watcher points out to a clerk an irregularity and the clerk refers the watcher to the judge, the watcher may not discuss the matter further with the clerk unless the judge invites the discussion.

Watcher may not converse with voter – A watcher may not converse or communicate in any manner with the voter regarding the election.

Watcher must wear a form of ID prescribed the SOS – A watcher is required to wear an identification badge provided by the election officer upon being accepted for service.

ELECTIONEERING

Electioneering Prohibited – During the time a polling place is open for the conduct of voting, a person may not electioneer for or against any candidate, measure, or political party in or within 100 feet of an outside door through which a voter may enter the building or structure in which the early voting polling place is located.

Examples of Electioneering – Candidates and proponents of various viewpoints use campaigns to spread their messages to voters and urge people to vote for them or their issues. Some candidates hand out cards or pamphlets. Others park vehicles in parking lots with signs posted on them. Some people lobby for or against an issue.

Carrying signs and/or wearing political logo T-shirts, buttons or other campaign-related items within the 100 foot legal boundary is considered electioneering.

1. Not allowed within 100 feet:
   a. Electioneering is prohibited within 100 feet of the entrance to the building where either Early Voting or Election Day voting is being conducted.
   b. Election Judges, Election Clerks, State or Federal Inspectors, Peace Officers and Poll Watchers must wear name tags or official badges while on duty in the polling place to indicate the person’s name and title.
   c. Except for the individuals listed above, a person may not wear a badge, insignia, emblem, or other similar communicative device relating to a candidate, measure, or political party appearing on the ballot, or to the conduct of the election.
   d. A person commits an offense if the person violates this prohibition. An offense under this section is a Class C misdemeanor.
ELECTIONEERING – Continued

2. **Not allowed within 1,000 feet of the building in which a polling place is located.**
   
   Any person using a prohibited sound amplification device, such as a megaphone or speaker system, for the purpose of making a political speech, electioneering for or against any candidate, measure or political party must be more than 1,000 feet from the polling place.

3. **Allowed within 100 feet (not considered electioneering):**
   
   a. Voters are permitted to bring written materials into the voting place to reference, but the voter must remove them from the voting booth. Election workers should periodically check each booth and the voting location for any campaign materials left behind and dispose of them immediately.
   
   b. Exit Polling, if not disruptive.

4. **Allowed outside the 100 foot boundary:**
   
   Electioneering is allowed outside the 100 feet as long as the people who are electioneering act in accordance with the Texas Election Code and the policies of the property where the voting is being conducted.

5. **When someone is in violation of the electioneering law:**
   
   a. The presiding Election Supervisor or Judge has the responsibility to ensure safe, confidential voting in the polling place and may ask a disruptive person to leave. [TEC Sec.32.075].

   Politely remind them of the Electioneering Law and ask them to conduct their electioneering beyond the 100-foot marker.

   b. If the person is a voter, he or she must be given the opportunity to vote before removal from the polling place.

   c. If the person will not stop, the Supervisor or Judge may summon a Peace Officer.

   d. Call the Judges’ Hotline at 512-943-3555 immediately with any concerns.

6. **Electioneering is an offense if conducted within 100 feet of an outside door. A person commits a Class C misdemeanor if this prohibition against electioneering is violated.**
POLLING PLACE ACCESSIBILITY REQUIREMENTS

- If parking is available, one parking space must be van accessible and marked as disabled parking.

- The accessible parking spaces are closest to the polling area.

- All inaccessible doorways must have signs indicating the location of the nearest accessible entrance.

- Signs must be posted designating the path of travel (for disabled voters) to the voting area.

- Extra seating for disabled voters must be provided.

- Check to see that the accessible path of travel from the parking space to the polling machines is unobstructed by locked doors, furniture, etc.

- Move obstructions that block the path of travel – re-evaluate as the polling place becomes more crowded.

- Allow persons with visual impairments to take your arm when assisting them to a new location.

- Allow the voter with a disability to choose the accommodations he or she requires to vote (headphones, assistance from an election worker).

- When giving voter instructions, offer all voters the choice of an audio ballot on the ADA iVotronic.

- Orient individuals to voting devices or the iVotronics by giving detailed verbal instructions. Be patient. If voters continue to have difficulty, ask if they would like for you to “show” them using their hands. Be sure to release their hands periodically so they can “explore” the layout of the device.

- Assist persons with visual impairments in signing the Combination Form by placing a card or signature guide along the line.
CONVERSATION ETIQUETTE

- When speaking to a person with a disability look at and speak directly to that person rather than through a companion or sign language interpreter.

- Relax. Feel free to use accepted, common expressions such as “See you later,” or “Did you hear about that?”

- To get the attention of a person with a hearing impairment tap the person on the shoulder or wave your hand to get his or her attention; speak directly to the person without raising your voice; keep hands away from your mouth.

- Offer to shake hands. People with limited hand use or who wear an artificial limb can usually shake hands. (Shaking hands with the left hand is an acceptable greeting.)

- Identify yourself and others who may be with you when interacting with a person who is blind or visually impaired.

- Identify the person to whom you are speaking, especially when conversing in a group.

- Do not shout at a person with a hearing impairment. Shouting distorts sounds accepted through hearing aids and it inhibits lip reading.

- Wait until an offer of assistance is accepted, then listen to or ask for instructions on how to help. Ask questions of the individual you are assisting when you are unsure of what to do.

- Remember that service animals are working, and you should not interact with them as you would with a pet.

- Listen attentively when you’re talking with a person who has difficulty speaking. Be patient and wait for the person to finish; ask questions that require short answers; repeat what you have understood and allow the person to respond.

- To facilitate communication place yourself at eye level with a person who uses a wheelchair or crutches.

*Provided by the Texas Governor’s Committee of People with Disabilities
www.governor.state.tx.us
ASSISTING A VOTER WHO IS DEAF OR HEARING IMPAIRED

DO:
- Stand still while you speak
- Face the person whenever you speak
- Speak slowly and clearly
- Use short sentences
- Speak normally
- Have good light on your face
- Take your time
- Ensure a quiet background
- Make sure your point is clear
- Place yourself at an easy distance
- Persevere!

DO NOT:
- Shout
- Mumble
- Talk too quickly
- Look the other way while speaking
- Move around while speaking
- Exaggerate your words
- Cover your mouth with your hands, papers, food, etc.
- Speak with your mouth full
- Place yourself too far or too close to the person
- Change the subject without warning
- Give Up!
EMERGENCIES IN THE POLLING PLACE

The Williamson County Elections Department has established plans for potential disasters that could take place during the election.

If your polling place is inaccessible or has lost power, you must establish a polling place outside but on the establishment’s property.

The minimal requirements for outside voting are:

- Forms Box (complete set of ALL forms, including Provisional Ballots)
- VoteSafe Computers
- Combination Forms
- Early Voting – Emergency Red Ballot Bag, Orange Provisional Bag, iVotronic Screen and PEBs
- Cell Phone

The iVotronic and the VoteSafe Computer have battery resources in case of an emergency. If you have the time and resources, please use this equipment outside. An Elections Department representative will arrive as soon as possible to assist you and provide you with any additional support and supplies you need.

If you have a physical emergency (such as a fire alarm) in your polling place, your first priority is to ensure the safety of the elections staff and voters present in the building.

If you have time to secure election-related materials, please take:

- PEBs and Flashcards from the iVotronics and/or the iVotronics touchscreen if possible
- VoteSafe Computers
- Combination Forms
- Forms Box and Provisional Ballots
- Early Voting – Red Emergency Ballot Bag, Orange Provisional Ballot Bag
- Cell Phone

DO NOT RISK YOUR LIFE OR THE LIVES OF YOUR CREW FOR THE ITEMS ABOVE UNDER ANY CIRCUMSTANCES!
ELECTRONIC VOTING SECURITY CONCERNS

You may encounter voters who ask questions or express distrust about electronic voting. Please remember the following things when addressing a voter with security concerns:

1. **Stay positive and professional.** Behaving defensively or in a confrontational manner will only focus more negative attention on the equipment. A voter with concerns is not criticizing you but rather the equipment that Williamson County is utilizing for voting.

2. **Listen to the voter’s concerns**, but do not let the voter delay others from voting. A concerned voter just wants to express an opinion, and you are the most logical outlet. If you have voters waiting to vote, ask the voter to step aside for your conversation so that others may continue.

3. **Explain to the voter that:**
   - The iVotronics are not networked and do not have an operating system inside.
   - They have only an AC power cord that connects them.
   - In addition, our election programming and tabulation computer system at the County is not networked. We have two stand-alone computers that are in a locked room. No one can hack into the system from the outside because the system is not on a network.
   - The iVotronics have redundant memory systems store data in several places.
   - We run internal as well as public logic and accuracy tests before we send the equipment into the field. In addition, we run another logic and accuracy test on Election Day and again after the results are complete. This ensures that the DREs are recording votes accurately and that the election night software is operating properly.
   - The equipment is certified by the federal government, as well as the State of Texas. It is also run through a battery of tests at independent labs that are certified by the government.

4. If nothing satisfies the voter, you can offer the voter a chance to talk with the Elections Administrator by calling the Elections Department (512-943-1630).

5. If the voter becomes disruptive, the Supervisor/Judge has the authority to have a peace officer remove the voter from the premises for causing disruption in the polling area.

6. Voters refusing to cast an electronic ballot may be offered a provisional ballot.
SIMPLE SPANISH PHRASES

Welcome.  
Bienvenido.

Do you speak English?  
¿Habla usted Inglés?

Do you need an interpreter?  
¿Necesita intérprete?

Please wait just a moment while I call the Call Center for help.  
Por favor espere un momento mientras pido ayuda al Centro de Comunicaciones.

What is your current address?  
¿Cuál es su dirección actual?

Please fill out this form.  
Por favor llene este formulario.

Please sign here.  
Por favor firme aquí.

This is your precinct and ballot style.  
Este es su precinto y la boleta que debe usar.

Please let me know if you have any questions.  
Por favor dígame si tiene alguna pregunta.

Please ask any questions before hitting the red VOTE button.  
Por favor haga sus preguntas antes de presionar el botón rojo que dice “VOTE”

Do you need assistance?  
¿Necesita ayuda?

Would you like an “I VOTED” sticker?  
¿Quiere su etiqueta que dice “YO VOTÉ?”
<table>
<thead>
<tr>
<th>English Term</th>
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**SPANISH TRANSLATION OF COMMON ELECTION TERMS – Continued**

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POLL WORKER
TRAINING GUIDE

OPENING THE POLLS
EARLY VOTING

WILLIAMSON COUNTY
ELECTIONS DEPARTMENT
BEFORE EARLY VOTING BEGINS – SUPERVISOR DUTIES

1. Visit the polling site in order to accomplish the following:
   a. Confirm that a representative of the polling location will open and close the facility each day, or arrange to be provided with a key.
   b. Locate the room to be used for the election, restrooms, tables and chairs.
   c. Locate the electrical outlets to be used for the voting equipment. You will need outlets for the iVotronics, the blue workstation, and your cell phone charger. Check to be sure electrical outlets are functional.
   d. Confirm that the location is accessible to the elderly and to voters with disabilities.
   e. Confirm that your cell phone is receiving a signal inside the building.

2. Call and confirm with all your poll workers where you will be meeting.

3. Provide poll workers with the address of the polling site and the location of the room where the election will be held.

4. Report any concerns to the Elections Department as soon as possible.

THE DAY BEFORE

1. Inventory all supplies:
   a. The Supply Inventory is located in the lid of the white supply kit.
   b. Check ALL of the items found in your assigned supply kit against the Supply Inventory to make sure all items are included.
   c. If any items are missing, contact the Warehouse Supervisor or the Elections Department immediately so arrangements can be made to have the Field Tech get them to you as soon as possible.
2. Verify/record seal and serial numbers:

   The list of seal/serial numbers is the Early Voting seal log. It is a white, legal-sized sheet located in the forms folder.

   The following equipment seals and serial numbers which must be verified/recorded:

   a. Blue PEB bag
   b. Blue flashcard bag
   c. iVotronic screens
   d. iVotronic doors
   e. iVotronic flashcard doors
   f. Orange provisional ballot bag
   g. Red emergency ballot bag
   h. Workstation (if applicable)
   i. VoteSafe computers

3. Prepare your paperwork and name badges. Name badges should state the poll worker’s name and position, (i.e. Election Supervisor or Election Clerk).

4. If possible, set up tables and chairs. Arrange tables to facilitate an orderly and easy traffic flow for processing voters from check-in to the iVotronics. Also, set up the cardboard voting booth(s) for provisional voters.

5. If possible, set up the distance markers and post the required signs and materials located in the signs folder.
ELECTION EQUIPMENT SEALS

iVotronic Doors

Blue Plastic Seal

iVotronic Flashcard Door

Blue Sticky Seal

Security Bags

White Seal
OPENING THE POLLS: FIRST DAY

1. Arrive at the polling site no later than one hour before the polls open.
2. Refer to the Open Polls Checklist, found in the lid of your white supply kit. Designate someone to begin the checklist process.
3. The Election Supervisor will verbally administer the Oath of Election Judges and Clerks to all poll workers, who will then each sign the oath. The oath is in the forms folder in the supply kit.
4. Set up voter check-in.

Polling Places WITH Workstations:

1. Workstation
   a. VoteSafe computer, label printer, and bar code scanner
   b. Valid forms of ID list

2. Voter check-in table
   a. Combination forms
   b. Williamson County training guide
   c. Secretary of State Handbook for Judges and Clerks
   d. Statement of Residence Cards
   e. Registration Omissions List
   f. Sample ballots
   g. Pens

Polling Places WITHOUT Workstations:

1. Voter check-in table
   a. VoteSafe computer, label printer, and bar code scanner
   b. Combination forms

2. Auxiliary table
   a. Valid forms of ID list
   b. Williamson County training guide
   c. Secretary of State Handbook for Judges and Clerks
   d. Statement of Residence Cards
   e. Registration Omissions List
   f. Sample ballots
   g. Pens

5. Set up the iVotronic voting machines:
   a. Cut the iVotronic door seals
   b. Unlock all iVotronics following operation instructions even if you think you might not need to use them all
6. Set up the ballot table with:
   a. Green Activator PEBs
   b. Pens
   c. iVotronic Cancellation Log

7. Set up the cardboard voting booths for provisional voters.

8. If there is a Certified List of Write-ins, post this list in each provisional voting booth, inside the door of each iVotronic, and on a wall visible to voters.

9. Post all required signs that have not already been posted. All signs must be posted in both English and Spanish. These include:
   a. Distance markers set 100 feet from each entrance to the polling place
   b. Secretary of State’s phone number on a wall near the check-in table
   c. “1, 2, 3 VOTE” posters on a wall near the iVotronics and near the check-in table
   d. “Early Voting Here” and/or “Vote Here” signs outside of the polling place
   e. Sample ballots on the voter check-in table or the auxiliary table
   f. List of Election Day Vote Centers on the voter check-in table or the auxiliary table
   g. “NOTICE: Prohibition of Certain Devices within 100 Feet of Voting Stations” sign near the entrance to the poll site. Post other signs regarding cell phone use near the entrance and near the check-in table
   h. Voter Information Poster, Voter Complaint Information Poster, the “Early Voting Polling Place” entrance sign, and the Vote direction sign
   i. “Electioneering/Campaigning Prohibited” sign
   j. “Photo ID Required for Texas Voters” poster near the entrance

10. Organize all paperwork and complete all headers.

11. Designate a clock as the official time. A clock on the wall (if available) is ideal.

12. Poll workers are required to wear their official badges when the polls are open.

13. Open the polls at the designated times. No exceptions!
WORKSTATION

1. The keys to the workstation are on a key ring, which is latched to the sliding laptop shelf inside the large-door side of the workstation. The locks on the workstation are color-coded to the keys.

2. The provisional ballots file, sample ballot file, and combination forms will either be located in the workstation or in the white supply kit.

3. Lock the wheels of the workstation. Place check-in table next to the workstation.

4. Take the electrical cord at the back of the workstation and plug it into the extension cord located in the brown supply box. Plug the extension cord into an outlet.

5. Set up the VoteSafe computer and label printer in the workstation.

   *Note:* Do not put food or drinks in the workstation.

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STORAGE CABINET

1. If the polling place does not have a workstation, store supplies in a storage cabinet.

2. The keys to the storage cabinet are inside the cabinet.

   *Note:* Do not put food or drinks in the storage cabinet.
MOBILE UNIT

1. Store election equipment and supplies in a pre-arranged storage area if the location will be used for more than one day.
2. Confirm that you have a key to the storage area.

GENERAL IVOTRONICS INFORMATION

1. The iVotronics are loaded with ballots for all precincts and ballot styles in the County for the election.
2. PEB is the acronym for Personal Electronic Ballot. PEBs are used like keys to electronically unlock/lock and close iVotronic voting machines and to pull up ballots for voters.
3. The PEBs are found in a sealed blue PEB bag. It looks like a lunch box.
4. The iVotronics use two kinds of PEBs: The red master and the green activator.
5. The red master PEB is used for printing the zero tape and closing the polls on the iVotronic on the last day of Early Voting.
6. The green activator PEB is used for:
   a. Retrieving an electronic ballot
   b. Cancelling an electronic ballot
   c. Unlocking the iVotronic at the beginning of each day of Early Voting
   d. Locking the iVotronic at the end of each day of Early Voting*  
      *Except the last day of Early Voting when the iVotronics will be closed using the red master PEB
7. The iVotronic screen may say “Supervisor PEB” but this can refer to the green activator PEB. Please refer to the Training Guide if you have a question which PEB to use to perform any particular function.
8. Do not place the PEBs back to back. Be sure to keep them separate from each other so they are not touching.
9. Be patient with the iVotronic. Haste in removing the PEB may cause it to become deactivated.
10. If you have a concern or problem with the iVotronic touchscreen, be sure it is plugged in properly and that all of the connections are secure. Confirm that the outlet is working.
VERIFYING IVOTRONIC EQUIPMENT: BEFORE OPENING THE POLLS

Verify you have all the following parts and that they are labeled for your polling site:

1. Standard booth or tabletop case with iVotronic screen
2. Blue PEB bag with PEBs – red master & green activators
3. Blue flashcard bag
4. iVotronic printer accessory box with the following items:
   a. Printer
   b. Printer power supply (AC cable and adapter)
   c. Interface cable (connects printer to the iVotronic)
   d. Headphones (used by voters requesting an audio ballot)
   e. iVotronic keys
   f. Roll of printer paper
5. Extension cord and surge protector

SETTING UP THE STANDARD IVOTRONIC

CAUTION: WHEN SETTING UP THE BOOTH TAKE CARE OF YOUR FINGERS AND HANDS. THE BOOTH HAS JOINTS THAT CAN PINCH!

1. With the wheels on the floor, roll the booth into its proper position within the polling place. Be sure the iVotronics are placed so that voters will be provided maximum voting privacy. Be sure ADA iVotronics are accessible to voters in wheelchairs.

2. Lay the booth flat on the floor so that the wheels are at the top and the legs are at the bottom.
3. Pull the legs open by pulling the top leg out first, away from the center. Do not force them open.

4. Stand next to the top of the iVotronic and set the booth upright by gripping the handles next to the wheels.

5. Lean the booth forward so that the booth rests on the legs.
6. Face the open legs and lift the box portion of the booth up into place. When the box is in its correct position, it snaps into place and sits at a 45 degree angle.

7. Check the latch on the right side of the unit to make sure that the booth is properly secured.

8. Plug the iVotronic booth into an outlet. If there are not enough outlets, the booths may be “daisy-chained” together in groups of no more than 10 by plugging one booth into another booth with the last iVotronic being plugged into an outlet.
9. Check the power strip on the back of the iVotronic and verify that the red light is on.

   Note: If a unit is not plugged in, it is operating on battery power only.

10. Verify the blue plastic seal on the doors of each iVotronic against the number on your seal log.

11. Cut the seal and pull the privacy screen doors outward. Do not force the doors to open wide. Place broken seals in the bag labeled for used seals.
12. Check the serial number on the bottom right of the iVotronic screen against the seal log.

13. Verify the number of the blue sticky seal covering the flashcard door at the top of the iVotronic screen against your seal log. The flashcard door MUST be sealed.

14. Verify that each iVotronic touchscreen is plugged into its booth. You are now ready to set up the iVotronic printer.
SETTING UP THE TABLETOP IVOTRONIC

CAUTION: WHEN SETTING UP THE CASE TAKE CARE OF YOUR BACK, FINGERS, AND HANDS. THE CASE IS HEAVY AND IT HAS JOINTS THAT CAN PINCH!

1. With the case on the floor, pull up the luggage-type handle and roll the case like a rolling suitcase. Roll it to the table on which you will set it up.

2. Have two people lift the heavy case onto the table. DO NOT LIFT OR REPOSITION THE CASE AT ANY TIME BY THE LUGGAGE HANDLE. The case is heavy and the luggage handle will break.

3. Each person should have one hand on the underside of the case and the other hand on the large plastic handle. Place the case on the table with the large blue sliding latch on top and the luggage handle on the bottom facing you.
4. Verify the seal on the outside of the case against the number on your seal log. Place broken seals in the bag labeled for used seals in the supply kit.
   - Door seal is on the large plastic handle.
   - Tag number is on the left side of the case next to the blue suitcase latch.

5. Slide the large, blue sliding latch to unlock the flap compartment door. Lift the flap door to open the compartment holding the electrical cord.

6. Unroll the electrical cord, place the cord through the indentation on the side of the compartment door, close it, and slide the large, blue sliding latch to lock the door.
7. With one person in the back and the other person in the front, move the iVotronic to the right one turn.

8. Plug the case into an outlet. If you have more than one unit, you may daisy-chain up to 10 of them together. There is an outlet on the left side of the lid of the iVotronic case. Connect each unit to its neighbor, and then plug the last unit into an outlet.

Unlike the standard iVotronic, the tabletop iVotronic does not have a visible power strip. Therefore, you cannot visually verify that each unit is receiving power. If you suspect that an iVotronic has a power issue, please call the Elections Department right away.

9. Open the two blue suitcase latches on the side of the case by pulling down the top and lifting up the bottom. Raise the lid of the case.
10. Lift the first blue, hinged center panel and swing it gently to the left. Then lift the second hinged panel and swing it gently to the right. Keep them perpendicular to the table. They each form one side of the privacy booth.

11. Holding the left panel with your left hand, pull the lid forward with your right hand.

12. The notch on the top back corner of each panel will pop into place inside the top left corner of the lid.
13. Holding the right panel with your left hand, pull the lid forward with your right hand.

14. Raise the blue panel in the lid of the case until it stops to form the top of the privacy booth. This panel can be adjusted to accommodate the voter’s height.

15. Gently raise the top of the iVotronic screen out of the booth and lower the metal “kickstand” on the back so that the screen rests at an angle. Verify that the small, round, black plug is plugged into the top of the screen.
SETTING UP THE TABLETOP IVOTRONIC – Continued

16. Verify the number of the blue sticky seal covering the flashcard door at the top of the iVotronic screen against the seal log. If you are unable to read the flashcard door seal number, unplug the screen and lift it up to read the number. Be sure to reinsert the plug. The flashcard door MUST be sealed.

17. Verify that each iVotronic touchscreen is plugged into its booth. You are now ready to set up the iVotronic printer.
SETTING UP THE IVOTRONIC PRINTER

CONNECT THE PRINTER TO THE LAST IVOTRONIC THAT WILL BE UNLOCKED.

1. Plug the printer’s power cord into the power brick.

2. Plug the other end of the power brick into the round hole on the left side of the printer.

3. Plug the power cord into an outlet.
4. Plug the end of the cable that looks like a telephone jack into the right side of the printer. Use caution to not crack the plastic when handling the telephone jack end of the cable.

5. Connect the other end to the large silver connector on the top of the iVotronic. It is not necessary to use the screws to tighten the connection. Just be sure that the connectors are properly matched to make full contact. If you are unable to connect the printer, unplug the screen and lift it up to connect it. Be sure to reinsert the plug.

6. Press and hold the small black button on the printer until the green power light turns on. You are now ready to unlock the iVotronics.
UNLOCKING THE IVOTRONICS

The iVotronics are electronically locked for voting and must be unlocked after they are set up. Please follow these steps to unlock each iVotronics:

THE INSTRUCTIONS ON THE SCREEN WILL ALWAYS TELL YOU WHAT YOU NEED TO DO. READ ALL SCREENS CAREFULLY!

1. Insert the activator PEB. Be sure the PEB is fully inserted.
2. The following messages will appear and then the screen will go blank:

   **Verifying Firmware CRC**
   
   **Firmware CRC OK**

3. Then this message will appear:

   **This terminal is locked for voting. Touch screen to unlock.**

   **Touch the screen**

4. The password screen will appear: (Note: The keyboard is in alphabetical order.)

   **Please enter the unlock password**

   __________________________

   [OK]    [CANCEL]

   Enter: **LCKLCK**    and    Touch: **OK**

5. The following message will appear:

   **Remove the PEB. The terminal is now open for voting.**

   **Remove the PEB**
6. The screen will then go black.

7. Use the same procedure to unlock each iVotronic. You are now ready to check the date and time on each terminal.

CHECKING THE DATE AND TIME ON EACH IVOTRONIC

1. Press and hold in the VOTE button. While continuing to hold the VOTE button, insert the master PEB. Count to 5 while the iVotronic begins to beep rapidly. Release the VOTE button, but DO NOT REMOVE THE PEB.

2. The Terminal Menu will appear:

Check the date and time on the screen’s bottom left corner. If the time is not within 5 minutes, please write down the terminal serial number and call the Elections Department.
RECORDING THE PUBLIC COUNT

1. After checking the date and time, check the public count on the screen’s bottom right corner. The public count, which tallies the number of votes registered on the iVotronic for the current election, must be 0. The protective count will not be 0. The protective count is the same as the odometer on a car, tracking the total number of votes ever registered on the iVotronic.

2. Record the public count on the Early Voting Public Count Log.

3. Remove the master PEB.

4. Follow the same procedure to check the date and time and record the public count for each iVotronic. Remember to do this each day of Early Voting.

**DO NOT REMOVE THE MASTER PEB AFTER YOU RECORD THE PUBLIC COUNT ON THE LAST IVOTRONIC. YOU ARE NOW READY TO PRINT THE POLLING LOCATION ZERO TAPE.**

PRINTING A POLLING LOCATION ZERO TAPE

1. The Terminal Menu is on the screen:

   ```
   TERMINAL MENU
   □ General Information
   □ Election Services
   □ Set up & Configuration
   □ Election Administration
   □ N/A Logic & Accuracy
   □ N/A Firmware & System Services
   □ N/A Restore Terminal
   □ Lock Terminal
   □ N/A Unlock Terminal
   ```

   Software Version xxx
   Copyright ES&S – All Rights Reserved
   Public Count: 0

   Select: Election Services

2. The password screen will appear:

   Enter: **SVCSVC**   and   Touch: **OK**
PRINTING A POLLING LOCATION ZERO TAPE – Continued

3. The Election Services screen will appear:

```
ELECTION SERVICES
☐ Print Terminal Zero Tape
☐ Print Polling Location Zero Tape
☐ Close Terminal Early
☑ N/A Print Terminal Results Tape
☐ Print Polling Location Results Tape
☐ Exit Menu
```

Select: Print Polling Location Zero Tape

4. The following screen will appear:

```
PRINT POLLING LOCATION ZERO TAPE?
☐ Yes ☐ No
```

Select: Yes

5. The following screen will appear:

```
WARNING: DO NOT REMOVE PEB

Retrieving ballot from PEB
You will be notified when it is safe to remove PEB.

PLEASE WAIT...
CAUTION: If the PEB is removed during this operation, the process will need to be restarted.

THIS PROCESS MAY TAKE A FEW MINUTES

STATUS LINE: ACCESSING PEB S/N_____
READING PEB: [progress bar]
```

You will see the progress bar in the lower right hand corner of the screen.
PRINTING A POLLING LOCATION ZERO TAPE – Continued

6. The printer screen will appear. Please note the Elections Department does not use a communication pack with the iVotronics. Disregard instructions for the communication pack:

   1. Make sure the communication pack is connected to the back of the voting terminal.
   2. Turn the selector switch to printer.

      Touch: PRINT

7. The zero tape will begin to print.

8. Once the tape has been printed, the following screen will appear:

   DO YOU WANT ANOTHER REPORT?
   [ ] Yes
   [ ] No

   Select: No

9. The following screen will appear:

   REMEMBER:
   Turn the selector switch to the off position on the communication pack.

   PRESS SCREEN TO CONTINUE

   Touch the screen

10. Press and hold the small, black button on the printer until the green light turns off.
PRINTING A POLLING LOCATION ZERO TAPE – Continued

11. Select “Exit Menu.”

12. IGNORE the next menu that appears on the screen and remove the master PEB.

13. Press the VOTE button to power down the terminal.

14. Carefully tear off the zero tape.

15. The Supervisor and one other poll worker need to sign the zero tape after confirming that the PEB serial numbers, the iVotronic serial numbers, the date, and the time are correct and all vote totals are 0.

16. Place the zero tape in the blue PEB bag. Please note that if a poll watcher asks to see the tape, you are permitted to show it to him or her.

17. Disconnect the printer and place it back in the iVotronic printer accessory box. Remove the power brick connection and the telephone jack connection from the printer. The terminals are now ready for use by voters.

18. Store the red master PEB in the blue PEB bag. The red PEB will not be used again until the end of Early Voting.

19. Place the blue PEB bag and the iVotronic printer accessory box in a safe place. You may need to use the headphones, iVotronic keys, etc. contained in the box.

Note: Field techs will pick up the printer on the first day of Early Voting.

VERIFYING THE HOME ZERO TAPE

Before delivering the iVotronics to the polling site, the Elections Department printed a home zero tape for each iVotronic in the polling location. This home zero tape is located in the blue PEB bag and has been signed by an Elections Department official. This home zero tape must be verified at the polling site.

To verify the home zero tape:

1. The Supervisor and one other poll worker must sign the home zero tape after verifying that all precinct totals are 0 and that the name and the date of the election are correct.

2. Place the home zero tape back in the blue PEB bag.
SETTING UP IVOTRONIC SCREENS – THROUGHOUT EARLY VOTING

At the close of each day of Early Voting you will need to lock each iVotronic screen and place the screens in a secure location. These instructions can be found in the Closing the Polls (Early Voting) section of this Training Guide.

The following are the procedures for setting up the iVotronics at the beginning of each day of Early Voting.

1. Place each iVotronic screen back into the same booth from which it was removed. Verify the screen and the booth number match on each iVotronic.

2. Insert the iVotronic key in the lock on the top right of the screen and turn the key until the latch engages to secure each screen in its booth. Place the iVotronic key back in the iVotronic printer accessory box.

3. Plug the black power connector into the top of the iVotronic screen.
BEFORE ELECTION DAY – PRESIDING JUDGE DUTIES

1. Visit the polling site in order to accomplish the following:
   a. Confirm that a representative of the polling location will open the facility by 6:00 a.m. and close the facility or arrange to be provided with a key.
   b. Locate the room to be used for the election, restrooms, tables and chairs.
   c. Locate the electrical outlets to be used for the voting equipment. You will need outlets for the iVotronics, the VoteSafe computer, and the label printer. Check to be sure electrical outlets are functional.
   d. Confirm that the location is accessible to the elderly and to voters with disabilities.
   e. Confirm that your cell phone is receiving a signal inside the building.

2. Call and confirm with all poll workers where you will be meeting. Provide poll workers with the address of the polling site and the location of the room where the election will be held.

3. Report any concerns to the Elections Department as soon as possible.

THE DAY BEFORE

1. Inventory all supplies:
   a. The Supply Inventory is located in the lid of the white Supply Kit.
   b. Check ALL of the items found in your assigned supply kit against the Supply Inventory to make sure all items are included.
   c. If any items are missing, contact the Warehouse Supervisor or the Elections Department immediately so arrangements can be made to have the Field Tech get them to you as soon as possible.
2. Verify/record seals and serial numbers:

The list of seals/serial numbers is the Election Day seal log. It is a white, legal-sized sheet located in the forms folder.

The following equipment seals and serial numbers must be verified:

a. Blue PEB bag
b. Blue flashcard bag
c. iVotronic screens
d. iVotronic doors
e. iVotronic flashcard doors
f. Orange provisional ballot bag
g. VoteSafe computers

3. Prepare your paperwork and name badges. Name badges should state the poll worker’s name and position, (i.e. Election Judge or Election Clerk).

4. If possible, set up tables and chairs. Arrange tables to facilitate an orderly and easy traffic flow for processing voters from the check-in table to the iVotronics. Also, set up the cardboard voting booth(s) for provisional voters.

5. If possible, set up the distance markers and post the required signs and materials located in the signs folder.
ELECTION EQUIPMENT SEALS

iVotronic Doors

Blue Plastic Seal

iVotronic Flashcard Door

Blue Sticky Seal

Security Bags

White Seal
OPENING THE POLLS

1. Arrive at the polling site no later than 6:00 a.m.

2. Refer to the Open Polls Checklist, located in the lid of your white supply kit. Designate a poll worker to begin opening the polls following the steps listed in the checklist.

3. The Election Judge will verbally administer the Oath of Election Judges and Clerks to all poll workers, who will then each sign the oath. The oath is located in the forms folder in the supply kit.

4. Set up the voter check-in table:
   a. VoteSafe computer, label printer, and bar code scanner
   b. Combination forms

5. Set up the auxiliary table:
   a. Valid forms of ID list
   b. Williamson County Poll Worker Training Guide
   c. Secretary of State Handbook for Judges and Clerks
   d. Statement of Residence Cards
   e. Registration Omissions List
   f. Sample ballots
   g. Pens

6. Set up the iVotronic voting machines.
   a. Cut the iVotronic door seals
   b. Unlock all iVotronics even if you think you might not need to use them all

7. Set up the ballot table:
   a. Green Activator PEBs
   b. Pens
   c. iVotronic Cancellation Log

8. Set up the cardboard voting booths for provisional voters.

9. If there is a Certified List of Write-ins, post this list in each provisional voting booth, inside the door of each iVotronic, and on a wall visible to voters.
10. Post all required signs that have not already been posted. All signs must be posted in both English and Spanish. These include:
   a. Distance markers set 100 feet from each entrance to the polling place
   b. Secretary of State’s phone number on a wall near the check-in table
   c. "1, 2, 3 VOTE" posters on a wall near the iVotronics and near the check-in table
   d. "Vote Here" signs outside of the polling place
   e. Sample ballots on the auxiliary table
   f. List of Election Day Vote Centers on the auxiliary table
   g. "NOTICE: Prohibition of Certain Devices within 100 Feet of Voting Stations" sign near the entrance to the poll site. Post other signs regarding cell phone use near the entrance and near the check-in table
   h. Voter Information Poster, Voter Complaint Information Poster, and the Vote direction sign
   i. "Electioneering/Campaigning Prohibited" sign
   j. "Photo ID Required for Texas Voters" poster near the entrance

11. Organize all paperwork and complete all headers.

12. Designate a clock as the official time. A clock on the wall (if available) is ideal.

13. Poll workers are required to wear their official badges when the polls are open.

14. Open the polls at 7:00 a.m. No exceptions!
GENERAL IVOTRONICS INFORMATION

1. Election Day Vote Center iVotronics are loaded with ballots for all precincts and ballot styles in the County.
2. PEB is the acronym for Personal Electronic Ballot. PEBs are used like keys to electronically unlock and close iVotronic voting machines and to pull up ballots for voters.
3. The PEBs are found in a sealed blue PEB bag. It looks like a lunch box.
4. The iVotronics use two kinds of PEBs: The red master and the green activator.
5. The red master PEB is used for unlocking and closing the polls on the iVotronic. It is also used for printing the zero tape and results tapes.
6. The green activator PEB is used for retrieving and cancelling electronic ballots.
7. The iVotronic screen may say “Supervisor PEB” but this refers to either the master or the activator depending on the operation being performed at that time.
8. Do not place the PEBs back to back. Be sure to keep them separate from each other so they are not touching.
9. Be patient with the iVotronic. Haste in removing the PEB may cause that PEB to become deactivated.
10. If you have a concern or problem with the iVotronic touchscreen, be sure it is plugged in properly and that all of the connections are secure. Confirm that the outlet is working.

VERIFYING IVOTRONIC EQUIPMENT: BEFORE OPENING THE POLLS

Verify you have the following parts and that they are labeled for your polling site:

1. Standard booth or tabletop case with iVotronic screen
2. Blue PEB bag with PEBs – red master & green activators
3. Blue flashcard bag
4. iVotronic printer accessory box with the following items:
   a. Printer
   b. Printer power supply (AC cable and adapter)
   c. Interface cable (connects printer to the iVotronic)
   d. Headphones (used by voters requesting an audio ballot)
   e. iVotronic keys
   f. Roll of printer paper
5. Extension cord and surge protector
SETTING UP THE STANDARD IVOTRONIC

CAUTION: WHEN SETTING UP THE BOOTH TAKE CARE OF YOUR FINGERS AND HANDS. THE BOOTH HAS JOINTS THAT CAN PINCH!

1. With the wheels on the floor, roll the booth into its proper position within the polling place. Be sure the iVotronics are placed so that voters will be provided maximum voting privacy. Be sure ADA iVotronics are accessible to voters in wheelchairs.

2. Lay the booth flat on the floor so that the wheels are at the top and the legs are at the bottom.

3. Pull the legs open by pulling the top leg out first, away from the center. Do not force them open.
4. Stand next to the top of the iVotronic and set the booth upright by gripping the handles next to the wheels.

5. Lean the booth forward so that the booth rests on the legs.

6. Face the open legs and lift the box portion of the booth up into place. When the box is in its correct position, it snaps into place and sits at a 45 degree angle.
7. Check the latch on the right side of the unit to make sure that the booth is properly secured.

8. Plug the iVotronic booth into an outlet. If there are not enough outlets, the booths may be “daisy-chained” together in groups of no more than 10 by plugging one booth into another booth with the last iVotronic being plugged into an outlet.

9. Check the power strip on the back of the iVotronic and verify that the red light is on.
   
   *Note:* If a unit is not plugged in, it is operating on battery power only.
10. Verify the blue plastic seal on the doors of each iVotronic against the number on your seal log.

11. Cut the seal and pull open the privacy screen doors outward. Do not force the doors to open wide. Place broken seals in the bag labeled for used seals.

12. Check the serial number on the bottom right of the iVotronic screen against the seal log.
13. Verify the number of the blue sticky seal covering the flashcard door at the top of the iVotronic screen against your seal log. The flashcard door MUST be sealed.

14. Verify that each iVotronic touchscreen is plugged into its booth. You are now ready to set up the iVotronic printer.
SETTING UP THE TABLETOP IVOTRONIC

CAUTION: WHEN SETTING UP THE CASE TAKE CARE OF YOUR BACK, FINGERS, AND HANDS. THE CASE IS HEAVY AND IT HAS JOINTS THAT CAN PINCH!

1. With the case on the floor, pull up the luggage-type handle and roll the case like a rolling suitcase. Roll it to the table on which you will set it up.

2. Have two people lift the heavy case onto the table. DO NOT LIFT OR REPOSITION THE CASE AT ANY TIME BY THE LUGGAGE HANDLE. The case is heavy and the luggage handle will break.

3. Each person should have one hand on the underside of the case and the other hand on the large plastic handle. Place the case on the table with the large blue sliding latch on top and the luggage handle on the bottom facing you.
4. Verify the seal on the outside of the case against the number on your seal log. Place broken seals in the bag for used seals in the supply kit.
   - Door seal is on the large plastic handle.
   - Tag number is on the left side of the case next to the blue suitcase latch.

5. Slide the large, blue sliding latch to unlock the flap compartment door. Lift the flap door to open the compartment holding the electrical cord.

6. Unroll the electrical cord, place the cord through the indentation on the side of the compartment door, close it, and slide the large, blue sliding latch to lock the door.
7. With one person in the back and the other person in the front, move the iVotronic to the right one turn.

8. Plug the case into an outlet. If you have more than one unit, you may daisy chain up to 10 of them together. There is an outlet on the left side of the lid of the iVotronic case. Connect each unit to its neighbor, and then plug the last unit into an outlet.

Unlike the standard iVotronic, the tabletop iVotronic does not have a visible power strip. Therefore, you cannot visually verify that each unit is receiving power. If you suspect that an iVotronic has a power issue, please call the Elections Department right away.

9. Open the two blue suitcase latches on the side of the case by pulling down the top and lifting up the bottom. Raise the lid of the case.
10. Lift the first blue, hinged center panel and swing it gently to the left. Then lift the second hinged panel and swing it gently to the right. Keep them perpendicular to the table. They each form one side of the privacy booth.

11. Holding the left panel with your left hand, pull the lid forward with your right hand.

12. The notch on the top back corner of each panel will pop into place inside the top left corner of the lid.
13. Holding the right panel with your left hand, pull the lid forward with your right hand.

14. Raise the blue panel in the lid of the case until it stops to form the top of the privacy booth. This panel can be adjusted to accommodate the voter’s height.

15. Gently raise the top of the iVotronic screen out of the booth and lower the metal “kickstand” on the back so that the screen rests at an angle. Verify that the small, round, black plug is plugged into the top of the screen.
16. Verify the number of the blue sticky seal covering the flashcard door at the top of the iVotronic screen against your seal log. If you are unable to read the flashcard door seal number, unplug the screen and lift it up to read the number. Be sure to reinsert the plug. The flashcard door MUST be sealed.

17. Verify that each iVotronic touchscreen is plugged into its booth. You are now ready to set up the iVotronic printer.
SETTING UP THE IVOTRONIC PRINTER

CONNECT THE PRINTER TO THE LAST IVOTRONIC THAT WILL BE UNLOCKED.

1. Plug the printer’s power cord into the power brick.

2. Plug the other end of the power brick into the round hole on the left side of the printer.

3. Plug the power cord into an outlet.
4. Plug the end of the cable that looks like a telephone jack into the right side of the printer. Use caution to not crack the plastic when handling the telephone jack end of the cable.

5. Connect the other end to the large silver connector on the top of the iVotronic. It is not necessary to use the screws to tighten the connection. Just be sure that the connectors are properly matched to make full contact. If you are unable to connect the printer, unplug the screen and lift it up to connect it. Be sure to reinsert the plug.

6. Press and hold the small, black button on the printer until the green power light turns on. You are now ready to unlock the iVotronics.
UNLOCKING THE IVOTRONICS

The iVotronics are electronically locked for voting and must be unlocked after they are set up. Follow these steps to unlock each iVotronic.

THE INSTRUCTIONS ON THE SCREEN WILL ALWAYS TELL YOU WHAT YOU NEED TO DO. READ ALL SCREENS CAREFULLY!

1. Insert the master PEB. Be sure the PEB is fully inserted.
2. The following messages will appear:

   Verifying Firmware CRC

   Firmware CRC OK

3. Then this message will appear:

   This terminal is locked for voting. Touch screen to unlock.

   Touch the screen

4. The password screen will appear: (Note: The keyboard is in alphabetical order.)

   Please enter the unlock password

   [OK]    [CANCEL]

   Enter: LCKLCK    and    Touch: OK
UNLOCKING THE IVOTRONICS – Continued

5. The following message will appear:

Remove the PEB. The terminal is now open for voting.

Remove the PEB

6. The screen will then go black.

7. Use the same procedure to unlock each iVotronic. You are now ready to check the date and time on each terminal.

CHECKING THE DATE AND TIME ON EACH IVOTRONIC

1. Press and hold in the VOTE button. While continuing to hold the VOTE button, insert the master PEB. Count to 5 while the iVotronic begins to beep rapidly. Release the VOTE button, but DO NOT REMOVE THE PEB.

2. The terminal menu will appear:

Check the date and time on the screen’s bottom left corner. If the time is not within 5 minutes, please write down the terminal serial number and call the Elections Department.
RECORDING THE PUBLIC COUNT

1. After checking the date and time, check the public count on the screen’s bottom right corner. The public count must be 0. The protective count will not be 0. The protective count is the same as the odometer on a car, tracking the total number of votes ever registered on the iVotronic.

2. Record the public count on the Election Day Seal Log.

3. Remove the master PEB.

4. Follow the same procedure to check the date and time and record the public count for each iVotronic.

DO NOT REMOVE THE MASTER PEB AFTER YOU RECORD THE PUBLIC COUNT ON THE LAST IVOTRONIC. YOU ARE NOW READY TO PRINT THE POLLING LOCATION ZERO TAPE.

PRINTING A POLLING LOCATION ZERO TAPE

1. The Terminal Menu is on the screen:

   TERMINAL MENU

   □ General Information
   □ Election Services
   □ Set up & Configuration
   □ Election Administration
   □ N/A Logic & Accuracy
   □ N/A Firmware & System Services
   □ N/A Restore Terminal
   □ Lock Terminal

   Select: Election Services

2. The password screen will appear:

   Enter: SVCSVC    and    Touch: OK
PRINTING A POLLING LOCATION ZERO TAPE – Continued

3. The Election Services menu will appear:

<table>
<thead>
<tr>
<th>ELECTION SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Terminal Zero Tape</td>
</tr>
<tr>
<td>Print Polling Location Zero Tape</td>
</tr>
<tr>
<td>Close Terminal Early</td>
</tr>
<tr>
<td>N/A Print Terminal Results Tape</td>
</tr>
<tr>
<td>Print Polling Location Results Tape</td>
</tr>
<tr>
<td>Exit Menu</td>
</tr>
</tbody>
</table>

Select: Print Polling Location Zero Tape

4. The following screen will appear:

<table>
<thead>
<tr>
<th>PRINT POLLING LOCATION ZERO TAPE?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

Select: Yes

5. The following screen will appear:

**WARNING: DO NOT REMOVE PEB**

Retrieving ballot from PEB
You will be notified when it is safe to remove PEB.

**PLEASE WAIT...**
CAUTION: If the PEB is removed during this operation, the process will need to be restarted.

**THIS PROCESS MAY TAKE A FEW MINUTES**

STATUS LINE:
ACCESSING PEB S/N_______
READING PEB:

You will see the progress bar in the lower right hand corner of the screen.
PRINTER A POLLING LOCATION ZERO TAPE – Continued

6. The printer screen will appear. Please note the Elections Department does not use a communication pack with the iVotronics. Disregard instructions for the communication pack:

   1. Make sure the communication pack is connected to the back of the voting terminal.

   2. Turn the selector switch to printer.

   Touch: PRINT

7. The zero tape will begin to print.

8. Once the tape has been printed, the following screen will appear:

   **DO YOU WANT ANOTHER REPORT?**

   Yes
   No

   Select: No

9. The following screen will appear:

   **REMEMBER:**

   Turn the selector switch to the off position on the communication pack.

   PRESS SCREEN TO CONTINUE

   Touch the screen

10. Press and hold the small, black button on the printer until the green light turns off.
PRINTING A POLLING LOCATION ZERO TAPE – Continued

11. Select “Exit Menu.”

12. IGNORE the next menu that appears on the screen and remove the master PEB.

13. Press the VOTE button to power down the terminal.

14. Carefully tear off the zero tape.

15. The Election Day Judge and one other poll worker need to sign the zero tape after confirming that the PEB serial numbers, the iVotronic serial numbers, the date, and the time are correct and all vote totals are 0.

16. Place the zero tape in Pink Envelope #3. Please note that if a poll watcher asks to see the tape, you are permitted to show it to him or her.

17. Disconnect the printer and place it back in the iVotronic printer accessory box. Remove the power brick connection and the telephone jack connection from the printer. The terminals are now ready for use by voters.

18. Store the red master PEB in the blue PEB bag. The red PEB will not be used again until the end of the day.

19. Place the blue PEB bag and the iVotronic printer accessory box in a safe place. You may need to use the headphones, iVotronic keys, etc. contained in the box.

VERIFYING THE HOME ZERO TAPE

Before delivering the iVotronics to the polling site, the Elections Department printed a home zero tape for each iVotronic in the polling location. This home zero tape is located in the blue PEB bag and has been signed by an Elections Department official. This home zero tape must be verified at the polling site.

To verify the home zero tape:

1. The Supervisor and one other poll worker must sign the home zero tape after verifying that all precinct totals are 0 and that the name and the date of the election are correct.

2. Place the home zero tape back in the blue PEB bag.
POLL WORKER TRAINING GUIDE

VOTER PROCESSING

WILLIAMSON COUNTY ELECTIONS DEPARTMENT
REQUIRED IDENTIFICATION FOR VOTING IN PERSON

The Texas Legislature passed Senate Bill 14 (SB 14) creating a new requirement for voters to show photo identification when voting in person.

As a result, voters are now required to present an approved form of photo identification in order to vote in all Texas Elections.

A Voter Registration Certificate alone is no longer a valid form of identification.

ACCEPTABLE FORMS OF ID

- Texas Driver License issued by the Texas Department of Public Safety (DPS)
- Texas Election Identification Certificate (EIC) issued by Texas DPS
- Texas Personal Identification Card issued by Texas DPS
- Texas Concealed Handgun License issued by Texas DPS
- A United States Passport or United States Passport Card
- United States Citizenship or Naturalization Certificate containing photograph
- United States Military Identification Card containing photograph
- Veterans Affairs or Veteran Health Identification Card

The photo identification must be current or have expired no more than 60 days before being presented for voter qualification at the polling place.

Early Voting – There is a list of ID expiration dates for each day of Early Voting in the miscellaneous folder. Please refer to this list if you are unsure about the acceptability of a voter’s expired ID.

Remember: An Election Official MAY NOT swear to the personal knowledge of the voter’s identity. Always call the Judges’ Hotline if there are questions concerning the type of ID a voter is presenting at your poll site.

When an ID is presented, it must be determined by the poll worker if the names are identical, similar or different. Once this has been determined, follow procedures outlined in this Training Guide.

A voter without a valid photo ID should be offered a provisional ballot. No voter should be turned away from the polls for failing to provide valid photo ID.
ACCEPTABLE FORMS OF ID – Continued

TX DRIVER LICENSE – TX PERSONAL IDENTIFICATION CARD

Note: A temporary paper license or identification issued by DPS that contains a photograph can be used at the polls as long as it is within the period of acceptable expiration. A temporary license with no photograph must be accompanied by the expired ID containing a photograph in order to be accepted.

TX ELECTION IDENTIFICATION CERTIFICATE (EIC) – TX CONCEALED HANDGUN LICENSE

U.S. PASSPORT – U.S. PASSPORT CARD
ACCEPTABLE FORMS OF ID – Continued

U.S. CITIZENSHIP OR NATURALIZATION CERTIFICATE — Do not expire

A standardized size of 8 ½ by 11 inches
Digitized approval signature
Watermark within paper
Background featuring multi-color ink

DEPARTMENT OF DEFENSE (DOD) COMMON ACCESS CARD (CAC)

Most CACs are similar in appearance. The seals to the right of the picture will change according to branch of service. Contractors will have a green bar across the name, which will be sufficient for use if other qualifications are met.
ACCEPTABLE FORMS OF ID – Continued

DEPARTMENT OF DEFENSE CIVILIAN RETIREE ID CARDS

UNIFORMED SERVICES ID CARDS

**Green** – Generally for members of the Individual Ready Reserves and Inactive National Guard.

**Blue** – Generally for retirees, and members on Disability Retired Lists.

**Pink** – Generally for retired members of the Reserves and National Guard under the age of 60, and certain dependents.

**Orange** – Generally for certain dependents (active duty), Medal of Honor recipients, disabled veterans and others.
ACCEPTABLE FORMS OF ID – Continued

VETERANS AFFAIRS OR VETERAN HEALTH IDENTIFICATION CARD – Do not expire

UNACCEPTABLE FORMS OF ID

- School IDs
- University IDs
- Employment IDs
- Driver License issued by a state other than Texas
- Department of Defense (DOD) Common Access Card (CAC) with a blue bar across the name. This card signifies the cardholder is a non-U.S. citizen and may not be a qualified voter.
- Any ID previously accepted prior to passage of SB14 such as a utility bill or bank statement.
- Any ID that is on list of acceptable IDs but it more than 60 days expired.*

*In certain circumstances, a military ID can be accepted if it is more than 60 days expired. Please call the Judges’ Hotline for further instruction if this situation arises.
Although a Voter Registration Certificate alone is no longer a valid form of ID, you may still use the certificate number to look up voters in VoteSafe.

Use voter certificate numbers whenever possible. The voter certificate number is the 3-7 digit number shown below the government codes.

The voter’s VUID number or Driver’s License number may also be used to look up a voter in VoteSafe.

VUID number is an acronym for Voter Unique Identification number. This number is assigned by the State of Texas through the Secretary of State’s office for each registered voter in the State of Texas.
PROCESSING VOTERS WITH IDENTICAL NAMES

1. Ask for a valid ID.
2. Verify that the voter's ID is on the list of acceptable IDs.
3. Check the expiration date on the ID.
4. Scan the bar code on the VR Certificate or Texas Driver License using the bar code scanner, which may pull up the voter's registration information, including certificate number.

If a scanner is not used or the Texas Driver's License does not pull up the voter's registration information, enter the Certificate Number, name, etc. into the applicable fields on the VoteSafe screen. The screen will then display the voter's information. Be sure to try at least three different ways to look up a voter.
5. Ask the voter, “What is your current address?”
   - If the voter has moved from the address in VoteSafe to another address in Williamson County, follow failsafe voting procedures.
   - If the voter has moved to an address outside of Williamson County, follow provisional voting procedures.
   - Note that the address on the ID presented does not have to match the address listed in VoteSafe.
6. If the voter's still resides at the same address listed in VoteSafe, click on the Voter's name in VoteSafe.
7. Check for notations below the voter’s information.
   - If there is a notation, see “Messages/Notations” in VoteSafe instructions.
   - If there is no notation, click on “Check-in Voter” at the bottom of screen.

Note: Make sure you do not check-in a male voter under his father's/son's identical name.
8. Wait for the label printer to print out two labels that show the voter's information including name, certificate number, precinct number, and ballot style.
9. Affix the signature label to the Combination Form. Have the voter sign this label on the signature line.
10. The second label will be used as the “precinct card”. Do not remove the backing from the second label. Tear it off the printer and pass it along to the ballot puller.
11. The ballot puller will carefully select the correct precinct and ballot style from the list on the iVotronic screen.
12. Allow the voter enough time to carefully read the precinct card and iVotronic screen to verify he or she is receiving the correct ballot style before confirming the ballot style on the iVotronic.
PROCESSING VOTERS WITH IDENTICAL NAMES – Continued

13. Tear the precinct card label and throw it in the trash.
14. Remind each voter to either press the VOTE button two (2) times or to press the VOTE button and then the CONFIRM box to cast their ballot. If a voter does only one of the actions for either procedure, his or her vote will not be recorded.

   It is recommended that for consistency all voters are told to press VOTE and then confirm.
15. Ask the voter if they have any further questions about how to vote on the iVotronic.
   - If the voter says YES, briefly go over the “1-2-3 VOTE” poster or the instructions taped to the side of the iVotronic screen.
   - If the voter says NO, return to the table or go to the next available iVotronic and activate a ballot for the next voter.

   DO NOT HOVER NEAR THE IVOTRONICS. Voters become uncomfortable if they feel that their vote cannot be cast in private.

PROCESSING VOTERS WITH SIMILAR NAMES

Follow the instructions for processing a voter with identical names and add the following two steps:

1. Place a checkmark in the “Similar Name 63.001(c)” column of the Combination Form.
2. Have the voter initial the “Similar Name Affidavit” column of the Combination Form.

PROCESSING VOTERS WITH DIFFERENT NAMES

If the names are neither identical nor similar, ask the voter for another form of acceptable ID. If the voter does not offer another form of ID, the voter may either leave the polling place and return later with an acceptable form of ID or cast a provisional ballot.
DETERMINING SIMILAR NAMES – SLIGHTLY DIFFERENT

- Minor misspellings of names
- Extra letters, minor typos.
- Common different spellings

**EXAMPLES:**
- Dorris Miller vs. Doris Miller
- Nanci Griffith vs. Nancy Griffith
- Harlen Block vs. Harlon Block

DETERMINING SIMILAR NAMES – CUSTOMARY VARIATION

- English vs. Spanish vs. French spellings
- Common abbreviations

**EXAMPLES:**
- Jack Miller vs. Jacque Miller
- Henry Martin vs. Enrique Martin
- Sam Houston vs. Samuel Houston

DETERMINING SIMILAR NAMES – INITIAL, MIDDLE OR FORMER

- Initial
- Middle
- Former name

**EXAMPLES:**
- Bill Clements vs. William P. Clements, Jr.
- Willie Nelson vs. Willie Hugh Nelson
- Carole Keeton vs. Carole Keeton Rylander

DETERMINING SIMILAR NAMES – DIFFERENT FIELD

- Maiden names
- Hyphenated names

**EXAMPLES:**
- Beyonce Knowles vs. Beyonce Carter
- Olivia Newton vs. Olivia Newton-John
VALID ID WITH SIMILAR NAMES – TOTALITY OF CIRCUMSTANCES

The Secretary of State recommends that a poll worker use the “Totality of Circumstances” when qualifying the voter by not just comparing a voter’s name, but also their photograph, address, and date of birth in determining whether or not to accept the voter.

Use all information to assist in determination:

- Address
- Date of Birth
- Photograph

**EXAMPLE:** Janice Sample vs. Janis Sample Joplin

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**Note:** When considering the totality of circumstances, information can only be used to confirm a voter’s identity and may not be used against the voter.
SIX DAY CURE PERIOD

If a voter does not present a valid photo ID, he or she must be offered a provisional ballot. In order for the ballot to be counted, the voter must then appear at the Voter Registrar’s office within six days following Election Day to show an acceptable ID or apply for an exemption.

All voters who cast a provisional ballot because they did not present a valid ID must be informed of the cure period and given the proper notices as described under provisional voting procedures.

Reminder: A voter that does not present a valid ID may also choose to leave the polling place to obtain a valid ID and return with the acceptable ID to cast his or her ballot.

ADDITIONAL PROCEDURES – COMBINATION FORM

Make every effort to accurately complete all paperwork used to process a voter.

- Voters should sign the Combination Forms in blue ink. Must be an original signature. Signature stamps are not acceptable.
- If you need to write in a voter’s name on the Combination Form for any reason, you must include: Name, Address, Pct. #, Cert #, and Ballot Style.
- When you process a Provisional Voter and write them in on the Combination Forms, you must indicate that they were a Provisional Voter by placing a check mark in the correct column on the Combination Form. You must also write in the voter’s information on the List of Provisional Voters.
- If the network for the VoteSafe computers goes down, continue processing voters on the laptop(s). Voter registration information is self-contained in each computer. Any voters checked in while the network is down will synch with the network when the network is functional again.
VOTESAFE NOTATIONS – VOTER CHECKED IN

1. A voter will have a “Voter Checked In” notation in VoteSafe if they have already been checked in.
2. The notation will also include the date, location, and the time the voter was checked in.
3. Make sure you did not check-in a voter under his father’s / son’s identical name.
4. The voter is not allowed to vote a regular ballot.
5. If the voter is insistent, he or she may vote provisionally. See “Processing the Provisional Voter.”

VOTESAFE NOTATIONS – ADDRESS NOT AVAILABLE

If “Not Available” is noted in place of the voter’s address in VoteSafe, the voter has requested that access to his or her address be concealed.

The voter has filed a Request for Confidentiality for security purposes. The voter is usually a peace officer, county jailer, current or former employee of the Texas Department of Criminal Justice or a commissioned security guard. Judges and others involved in judicial proceedings may also have this information suppressed.

Ask the voter if he or she has moved. If he or she has moved, have the voter complete a Statement of Residence Card and continue processing the voter regular procedures.

VOTESAFE NOTATIONS – STATEMENT OF RESIDENCE

A voter with a status of “S” and “Voter Must Complete a Statement of Residence Prior to Voting” must complete a Statement of Residence before being allowed to cast a ballot.

If the voter has not moved, but there is a “Voter must complete a Statement of Residence” notation, the voter MUST still complete the Statement of Residence card.

If the voter has moved from the address listed in VoteSafe, refer to the “WHEN A VOTER HAS MOVED” sections of this Training Guide.

Continue processing the voter.
VOTESAFE NOTATIONS – VOTER HAS REQUESTED A MAIL BALLOT

This notation will appear if the voter has submitted either:

1. A regular Ballot by Mail Application
2. A Federal Postcard Application (FPCA)
   (FPCAs are submitted by voters and/or their family members who are in the military or voters that are temporarily outside the United States.)

1. **If the voter has requested a regular Ballot by Mail:**
   a. If available, the voter must surrender the mail ballot to the Election Supervisor/Judge. The Supervisor/Judge will write “Cancelled” on the returned ballot.
   b. The voter must complete and sign Part A of the Request to Cancel Application for a Ballot by Mail form.
   c. The Election Supervisor/Judge will sign the request and place the cancelled ballot (if any) and the request in Envelope #5/Brown Box #4.
   d. The Election Supervisor/Judge must call the Judges’ Hotline to have the notation removed in VoteSafe so the voter may continue to be processed using standard procedures.
   e. If the Elections Department cannot be reached, the voter must cast a provisional ballot.
   f. Continue processing the voter.

2. **If the voter has requested a FPCA Ballot:**
   a. The Elections Office will remove the restriction in the VR system BUT the notation “Voter Requested Ballot” may still appear on the screen.
   b. If this happens, write in the voter’s name, certificate number, precinct number, and ballot style in the next available space on the Combination Form and continue with processing the voter.
   c. Write “FPCA” by the voter’s name on the Combination Form

VOTESAFE NOTATIONS – VOTER MUST SHOW ID PRIOR TO VOTING

As SB14 now requires all voters appearing in person to show a valid photo ID, this notation should be disregarded for any voter appearing in person at the polls.
VOTER REGISTRATION CERTIFICATE WITH DISABILITY EXEMPTION

Some voter registration certificates may indicate a Disability Exemption Notation. These voters are exempt from the requirement to present a valid form of photo identification.

Voters with this notation have applied for this permanent exemption at the Elections Department offices in Georgetown and have provided the written documentation specified in SB14 from either the U.S. Social Security Administration or the U.S. Department of Veterans Affairs.

Voters who obtain this exemption are allowed to vote by presenting a voter registration certificate reflecting this exemption. The voter must present their Voter Registration Certificate with the (E) notation at the polls in order to claim this exemption.
PROCESSING VOTERS W/PERMANENT DISABILITY EXEMPTION

VR CERTIFICATE WITH THE (E) NOTATION

1. Scan the VR Certificate containing the (E) notation. If the scanner is not used, enter the VR Certificate # or voter’s name in the applicable VoteSafe field.
2. Voter will have an (E) flag in VoteSafe if he or she has requested a permanent disability exemption from the photo ID requirement.
3. Continue processing the voter using standard procedures.

VR CERTIFICATE WITHOUT THE “E” NOTATION

1. If the voter has applied for an exemption, but has not yet received his or her updated certificate, the voter may show his or her current certificate. However without another valid form of photo ID, the voter must vote provisionally.
2. Scan the VR Certificate. If the scanner is not used, enter the VR Certificate # or voter's name in the applicable VoteSafe field.
3. Because the “E” Notation next to the voter's name in VoteSafe is not enough to permit that person to vote a regular ballot, ask the voter for another form of acceptable ID.
4. If the voter does not offer another form of acceptable ID, the voter will be offered a provisional ballot.

TEMPORARY EXEMPTIONS

Voters who have a consistent religious objection to being photographed and voters who do not have a valid form of photo ID as a result of certain natural disasters as declared by the President of the United States or the Texas Governor may vote a provisional ballot, appear at the Elections Department office in Georgetown within six (6) calendar days after the election and sign an affidavit swearing to the religious objection or natural disaster, in order for the ballot to be counted.
NAME NOT ON LIST

1. If the voter shows a valid form of ID but his or her name is not in VoteSafe, the Election Official must call the Judges’ Hotline.

2. If the Elections Department can identify the voter as registered in the county, then the Voter must be accepted for voting.
   
a. The Elections Department will verify the voter’s address and determine which ballot the voter should receive.
   
b. Enter the voter’s name, certificate number, precinct number, ballot style, address, and date of birth on the next available space on the Combination Form.
   
c. Have the voter sign next to his or her information and initial in the “Voter Not on the List” column on the Combination form.
   
d. The clerk should place a check mark in the “Not on List” column on the Combination Form.
   
e. Enter the voter’s name, address, date of birth, certificate number, and precinct number on the Registration Omissions List.
   
f. Write a precinct card for the voter with his or her name, precinct number, ballot style, and certificate number - then pass it to the poll worker.

3. If the Elections Department cannot identify the voter as being registered in the county, offer the voter that Provisional Ballot.

DUPLICATE CERTIFICATES

1. If a voter presents two voter registration certificates with all of the same information but different certificate numbers, use the certificate with the lower registration number.

2. If possible, the Election Supervisor/Judge must write “Duplicate” on the certificate with the higher registration number, ask the voter to sign the back of the certificate, take the certificate from the voter, and return it to the Elections Office in the colored File Pocket.
   
   If the voter refuses to hand over the duplicate card, the Election Judge should suggest that the voter contact Voter Registration to cancel the duplicate certificate.
WHEN A VOTER HAS MOVED OUT OF THE COUNTY

A voter who has moved from Williamson County to another county must contact their new county about options for voting. The voter is not eligible to vote in Williamson County.

If the voter insists on voting, a provisional ballot must be offered.

WHEN A VOTER HAS MOVED WITHIN THE COUNTY

Verify that the new address is still in Williamson County either by using the Street Guide provided on the VoteSafe computer or by calling the Elections Department.

If the voter’s address cannot be verified in the Street Guide, call the Elections Department for further instruction.

Reminder: Have the voter complete a Statement of Residence card.

LIMITED BALLOT – EARLY VOTING ONLY

During Early Voting only, if a voter is a resident of Williamson County but is not registered in Williamson County and the Elections Department can determine that the voter is currently registered in another Texas county, the voter may be eligible to vote a Limited Ballot.

A Limited Ballot is a ballot where the voter is limited to only voting on the races and measures that are common between their precinct in the county in which they are currently registered and their new precinct in Williamson County.

Limited Ballot voting can only be done at the Elections Department, 301 S.E. Inner Loop, in Georgetown.

Before sending a voter to the Elections Department, call the Judges’ Hotline so the voter’s eligibility for a Limited Ballot can be determined before he or she makes the trip to Georgetown.
FAILSAFE VOTING

If a voter has moved within Williamson County and did not notify the Elections Department prior to the voter registration deadline for the election, he or she must receive a ballot generally containing only the races and issues in common between the voter’s old precinct and new precinct. This is called Failsafe Voting.

Follow these steps if a voter verbally indicates that he or she has moved or if VoteSafe shows the voter’s status as “S”:

1. The voter must complete a Statement of Residence card.
2. Collect the completed Statement of Residence card from the voter. Review the residence address the voter has indicated as his or her residence.
   - If the address has not changed from what is listed in VoteSafe, process the person as a regular voter.
   - If the address has changed but is still within Williamson County, the voter is eligible for a Failsafe Ballot.

DETERMINING FAILSAFE BALLOT STYLES

A voter’s Failsafe Ballot is a combination of Precinct and Ballot Style. Use the precinct from the address where the voter is currently registered. This is the precinct that is listed in VoteSafe.

The ballot style will be determined by comparing the ballot styles of the voter’s former and new addresses. The ballot style for the voter’s old address is listed in VoteSafe, as this is the address where the voter is currently registered.

Use the Street Guide to find the ballot style for the voter’s new address. The Street Guide is provided as a PDF file on the laptop computer. This PDF is a separate file from VoteSafe. The VoteSafe program must be minimized on the laptop in order to access the Street Guide.

Use the Failsafe Ballot Matrix to determine the correct ballot style to issue to the voter.

Note: In elections conducted for a city, school district, or other political subdivision, the voter’s residence address must be in the same city, school district or other political subdivision as their registered address in order to be eligible to vote on these races.

Since the Voter has moved, a Failsafe Ballot with only the common races between the old and new addresses will need to be determined. If there are no common races, the voter will not have a ballot for that election.
THE FAILSAFE MATRIX

Voter’s Former Registered Address.... Pct. 480 BS 7

Voter’s New Current Address…. Pct. 119 BS 2

FailSafe Ballot Style With Common Political Races and Issues.... Pct. 480 BS 34

1. Look up the voter in VoteSafe and locate the Ballot Style where the voter is currently registered.
2. Use the Street Guide to find the Ballot Style for the new address where the voter currently resides.
3. Find the corresponding ballot style for the voter’s new address on the left side column of the matrix.
4. Find the corresponding ballot style for the voter’s former address on the top row of the matrix.
5. Once you have both ballot styles move across and down the matrix until you find the box where both styles intersect. This is the number of the Failsafe ballot style.

Example:

The Voter’s ballot style for the former registered address is 7 and was found on the top edge of the Matrix.

The Voter’s ballot style for their new current address is 2 and was found on the left side of the Matrix.

When the column and the row are followed down and across and intersect, the Failsafe ballot style is found….BS 34. The voter in this example will get a ballot for Precinct 480, BS 34.
6. Check-in the voter in VoteSafe and wait for the two labels to print. Cross out the ballot style (listed as BS on the label) on both labels and write the voter’s Failsafe ballot style number on both labels.

7. Continue with normal voter processing procedures.

8. The failsafe process is now complete.

   NOTE: A voter casting a failsafe ballot will still vote on the iVotronic. Failsafe ballots may have an “F” after the ballot style number. (Such as BS 34F).

IF YOU HAVE ANY QUESTIONS OR ARE UNSURE WHAT BALLOT STYLE TO GIVE A VOTER, PLEASE CALL THE JUDGES’ HOTLINE AND BE AWARE OF THE FOLLOWING:

1. The Elections Department Official will ask for the voter’s certificate number and new address. Please have these 2 pieces of information readily available.

2. The Elections Department operator may put you on hold.

3. The Elections Department operator will then direct you to issue the correct ballot style for the voter.
COMMON REASONS FOR VOTING A PROVISIONAL BALLOT

1. Voter failed to present acceptable form of identification.

2. Voter cannot be found in VoteSafe and the Elections Department determines that the voter is not registered in Williamson County.

3. Voter has a “Voter Checked In” notation and insists on voting.

4. Voter insists that he or she did not apply for, receive, or vote a ballot by mail and insists on voting.

5. Voter claims the temporary exemption due to religious objection or natural disaster.

6. Military personnel who has been recently discharged from the armed forces of the U.S. and has a TX drivers license that expired more than 60 days ago.

NOTE: This list is not all inclusive. There may be any number of other reasons a voter may be required to cast a provisional ballot.

SPOILED PROVISIONAL BALLOTS

1. If a voter mismarks, damages, or otherwise spoils a provisional ballot in the process of voting, the voter is entitled to receive a new ballot by returning the spoiled ballot to the Supervisor/Judge.

2. Write “Spoiled” across the front of the spoiled ballot.

3. Place the spoiled ballot in the Spoiled Ballot Envelope, which is found inside the Provisional Envelope.

NOTE: If a voter spoils 2 (two) ballots, they may only receive one more ballot.
PROCESSING THE PROVISIONAL VOTER

1. Once it has been determined the voter must cast a provisional ballot, ask for a valid photo ID. If the voter does not have a valid photo ID, you may proceed, but you MUST inform the voter about the cure period.

2. Write in the voter’s information in the next available space on the Combination Form. Please write all provisional voters clearly on the Combination Form.
   - Name, address, date of birth, certificate number (if any), and precinct number (as determined by the Street Guide or VoteSafe)
   - Ballot Style (as determined by the Street Guide or VoteSafe)
   - Check the box titled “Provisional” on the Combination Form.
   - Have the voter sign below or next to his or her information.

3. Prepare the green Affidavit of Provisional Voter Envelope.

4. The Vote Center or Early Voting location where the voter is casting the ballot must be written in the “Precinct No. Where Voted” box. The precinct where the voter should be registered (if not registered) must be written in the “Precinct No. Where Registered” box along with the ballot style.

5. Complete the Judge’s section of the Affidavit. If the Supervisor/Judge does not sign the Affidavit, the voter could be disenfranchised. Supervisors/Judges that do not sign the back of the envelopes will be called to the Elections Department to sign the envelope prior to the convening of the Provisional Ballot Board.

6. Enter the voter’s name on the List of Provisional Voters form.

7. Give the green Affidavit of Provisional Ballot Envelope to the voter. The provisional voter will complete the required information on the Affidavit and MUST sign the Affidavit.

8. Visually confirm the voter has completed the Affidavit to Provisional Voter.

9. Supervisor/Judge signs or stamps the back of the provisional ballot.
   - Early Voting: Ballot stamped with Election Administrator’s initials
   - Election Day: Presiding Judge signs back of provisional ballot in red ink

10. Provide the voter with the provisional ballot, the white Secrecy Envelope, and the green provisional affidavit envelope, and direct the voter to the provisional ballot voting booth.

11. After the voter has voted the ballot, the voter must seal the ballot inside the small white Secrecy Envelope and then seal it inside the green Provisional Affidavit Envelope.

12. The voter must then place the Provisional Affidavit Envelope into the orange bag for voted provisional ballots.

13. Give the voter the correct “Notice to Provisional Voter” and, if applicable, map to Elections Department with cure period information. There are two different notices. Be sure the voter receives the correct notice based on his or her situation.

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Section 3 – Voter Processing
ASSISTANCE TO VOTERS

There are times when voters will have a question at the booth. Answering questions regarding the functions of the iVotronic equipment does NOT fall under the legal definition of assistance, as long as the election worker follows these guidelines:

1. Follow the Voter Instruction Script posted in the iVotronic booth or on the wall. (See “iVotronic Instructions for the Voter.”)

2. Always be impartial when answering questions.

ASSISTANTS AND INTERPRETERS

Assisting a voter includes the following conduct by a person other than the voter that occurs while the person is in the presence of the voter’s ballot or carrier envelope: (Texas Election Code Sec. 64.0321):

- Reading the ballot to the voter
- Directing the voter to read the ballot
- Marking the voter’s ballot
- Directing the voter to mark the ballot

1. Any voter is eligible for assistance if he or she is physically challenged in marking the ballot or cannot read the ballot.

2. The elections official must ask the voter if they need assistance and who they would like to use as the assistant.

3. The voter may choose any one person or two elections officials to render assistance.

4. If the assistant is an interpreter, the interpreter must be a registered voter of the voter’s county. (Texas Election Code Sec. 61.033)

5. If the voter assistant is NOT an Election Official, then the Election Official must use the Oaths/Lists of Assistants and Interpreters form.

6. The assistant must repeat the oath and sign the Oaths/Lists of Assistants and Interpreters Form.

7. If the voter chooses any one person to assist him or her, no other person is allowed to be present while the voter is voting.

8. If the voter chooses an Elections Official to assist, then Poll Watchers and Inspectors may observe.
CURBSIDE VOTING

If the voter is physically unable to enter the polling place without assistance or possibility of injury to the voter’s health, then the voter may request to be assisted at the curbside. Any voter that requests curbside voting should be accommodated.

1. The voter must be qualified for voting. It is permissible for an individual other than the voter to bring in the information to the qualifying table.

2. An Elections Official should deliver an unused Combination Form with the voter’s signature label, Oaths/Lists of Assistants and Interpreters, a green activator PEB, and the ADA iVotronic screen to the curb.

3. Poll Watchers and Inspectors may accompany the Elections Official to the voter.

4. Have voter sign the Signature Label.

5. The voter may vote the ballot in the privacy of their vehicle, OR either the person accompanying the voter or the Elections Official may assist the voter. (See Assistants and Interpreters).

6. Once the voter has finished voting, return the iVotronic screen to its booth.

USING THE IVOTRONIC CURBSIDE

1. Use the iVotronic key, located in the iVotronic Accessory Box, to unlock the iVotronic screen and remove it from the voting booth.

2. Instruct the voter on how to use the iVotronic.

3. Activate the ballot normally, and then allow the voter to vote.

4. Be sure the curbside voter has confirmed his or her ballot before returning the iVotronic to you.

5. Return the iVotronic screen to its booth and lock it back into place. The booth is now available for the next voter.
RETRIEVING AN ELECTRONIC BALLOT

1. Insert the green activator PEB into the voter’s iVotronic.

2. Select the correct Precinct and the correct Ballot Style as listed on the voter’s precinct card label.

3. Make a selection as follows in the example:

   Precinct Selection Menu
   ☑ Precinct 888
   ☐ Precinct 999

4. Verify the Precinct choice:

   Precinct Selection
   Precinct 888
   Is this selection correct?
   ☑ Yes ☐ No

Select YES if the precinct is correct. If it is NOT the correct precinct, select NO and return to the previous screen to make the correct precinct selection.

5. Select a Ballot Style: (This screen will be skipped if there is only one ballot style for that precinct.

   Ballot Selection Menu
   ☑ 888 BS 1
   ☐ 888 BS 2

6. Verify the ballot selection:

   Ballot Selection
   888 BS 1
   Is this selection correct?
   ☑ Yes ☐ No
RETREIVING AN ELECTRONIC BALLOT – Continued

7. Remove the green activator PEB when prompted.

8. The language screen will appear. The poll worker or the voter will select the language chosen by the voter for the ballot.

9. The Voter’s instruction screen will appear. REMIND THE VOTER TO READ THE INSTRUCTIONS. Ask the voter if he or she has any questions about using the iVotronic.

10. Remind the voter to press the red VOTE button AND the green confirm box to cast his or her ballot.

11. The voter will select “View The Ballot” at the bottom of the screen. The voter is ready to begin voting with the iVotronic.

12. Do not hover over the voter and the iVotronics but be ready to help if needed.
IVOTRONIC INSTRUCTIONS FOR THE VOTER

A. MARKING SELECTIONS ON THE SCREEN:

1. Gently place a finger or eraser end of a pencil anywhere within the name of the candidate of choice or within the “Yes” or “No” of the proposition of choice.

2. The selection will be highlighted with a green checkmark beside each selection.

3. Press the yellow “Next” box at the bottom of each page of the ballot to move forward in the series of screens. Press the yellow “Back” box at the bottom of each page of the ballot to move backward in the series of screens.

4. Press the yellow “View” box to go back to the last screen viewed.

B. STRAIGHT PARTY OPTION (PARTISAN ELECTIONS ONLY):

1. When a straight party option is selected, the iVotronic automatically highlights all candidates representing the chosen party in partisan contests. When the voter cancels a straight party option, all candidates that were automatically selected are automatically unselected.

2. If the straight party option is selected, the voter should review their ballot for nonpartisan contests or races that do not have a candidate of the selected party, as no vote will be cast for these contests under the straight party option. The voter will need to make their selections in these races in addition to selecting the straight party option.

3. If a voter selects a straight party option and manually selects a candidate of a different party, the vote for the individually selected candidate will be recorded and the straight party vote will be unselected for that particular race only. Other votes selected by the straight party option will not be affected.
C. REVIEWING AND CHANGING SELECTIONS:

1. After the last contest is voted, press the yellow “Review” box and the Summary Ballot Instructions screen will show selections.

2. Press the yellow “Next” or “Back” buttons at the bottom of the screen to move forward and backward through the ballot and review screens.

3. To change a selection, press the box containing the race you wish to change. This will unselect the original choice. Make the new selection for that particular race. The green checkmark will move to the new choice.

4. Press the “Review” box again to return to the Summary Ballot Instruction screen.

5. The red VOTE button at the top of the iVotronic will begin blinking after the last summary page is reviewed.

6. If the red VOTE button is pressed before all review screens have been viewed, the following message will appear on the iVotronic screen:

   You must view all ballot pages before you may cast your ballot

   RETURN TO BALLOT
D. CASTING A BALLOT:

1. After making final selections, press the blinking VOTE button at the top of the iVotronic.

2. If the voter has made selections for all contests, the Ballot Complete screen will appear:

   BALLOT COMPLETE!

   You have made choices in all contests.

   Press Confirm or the Vote Button to finish casting your ballot.

   **Note:** Once you press Confirm you CANNOT return to the ballot

   Press Return to Ballot to make changes to your selections.

   [RETURN TO BALLOT] [CONFIRM]

3. Press the green Confirm box to finish voting the ballot.

   **NOTE:** After 22 seconds, the iVotronic will begin beeping if the green “Confirm” box is not pressed to cast a ballot. Voter MUST press “Confirm” box.

4. After pressing the Confirm box, the final message will appear:

   YOUR BALLOT HAS BEEN CAST.
   THANK YOU FOR VOTING.

5. Please wait for this message. This assures the ballot has been cast. The voter may exit the booth.
E. CHOICES HAVE NOT BEEN MADE IN SOME CONTESTS:

1. A voter undervotes when they choose not to make a selection in all eligible races.

2. At the summary ballot instructions screen, the iVotronic will display the message “No Selection Made” under all contests in which selections were not made.

3. Press the yellow “Next” box to continue reviewing the ballot until the red VOTE button begins blinking. Press VOTE.

4. The confirmation screen noting that some contests were undervoted will appear. It will state “Ballot Not Complete!”

   BALLOT NOT COMPLETE!

   You undervoted in some contests.
   Press Confirm or the Vote button to finish casting your ballot.

   Note: Once you press Confirm you CANNOT
   return to the ballot
   Press Return to Ballot to make changes to
   your selections.

   RETURN TO BALLOT         CONFIRM

   If the voter is satisfied with his or her selections, press the green Confirm box to cast the ballot.

5. The final message confirming that the ballot has been cast will appear.
F. CHOICES HAVE NOT BEEN MADE IN ANY CONTEST

1. If no selection is made for any contest, the iVotronic will display the red message “No Selection Made” under each contest not selected.

2. If this is correct, press the blinking red VOTE button.

3. The confirmation screen noting that “You have failed to vote in any contest” will appear. It will state “Blank Ballot”:

   ![BLANK BALLOT!](image)

   **BLANK BALLOT!**
   
   You have failed to vote in any contest.
   
   Press Confirm or the Vote button to finish casting your ballot.

   **Note:** Once you press Confirm you CANNOT return to the ballot

   Press Return to Ballot to make selections.

4. Press the green Confirm box to cast a blank ballot.

5. The final message confirming that the ballot has been cast will appear.
VOTING FOR A WRITE-IN CANDIDATE

If a voter wishes to vote for a write-in candidate, they must choose a candidate on the Certified List of Write-In Candidates. This list will be available at each iVotronic. Only those votes for write-in candidates on the Certified List of Write-Ins will be counted.

1. When the voter reaches the contest that has the write-in candidate option, he or she will select “Write In”.
2. A keyboard screen will appear.
3. The voter will type in the name of the desired candidate and press “Accept”.

VOTERS WHO ARE STILL IN LINE AFTER CLOSING TIME

1. If there are voters still in line after the designated closing time, a message will be displayed on the iVotronic screen each time you insert the activator PEB:

   Close Option Menu
   □ Close the Polls
   ☑ Exit This Menu

2. Select the box “Exit This Menu” box.
3. This will take the poll worker to the normal options for all voters.
CANCELLING AN IVOTRONIC BALLOT

1. If a voter walks away from an iVotronic having pressed only the red VOTE button once and not the green CONFIRM box:
   a. The unattended open ballot will begin beeping after approximately 22 seconds.
   b. Cancel the ballot on the iVotronic.
   c. Record the cancellation on the iVotronic Cancellation Log.

2. If a voter walks away from an iVotronic without pressing either the red VOTE button or the green CONFIRM box:
   a. The unattended ballot will begin beeping after approximately 10 minutes.
   b. Cancel the ballot on the iVotronic.
   c. Record the cancellation on the iVotronic Cancellation Log.

3. If a voter decides not to vote during the voting process but before casting the ballot:
   a. Cancel the ballot on the iVotronic.
   b. Record the cancellation on the iVotronic Cancellation Log.
   c. Cancel the voter on the Combination Form by marking a line through the voter’s label and his or her signature.
   d. Have voter initial next to his or her name.
   e. Cancel the voter’s VoteSafe check-in.

4. If a Voter receives the wrong ballot style or language on the iVotronic:
   a. Cancel the ballot on the iVotronic.
   b. Do not record this type of cancellations on the iVotronic Cancellation Log.
   c. Begin the process to retrieve a ballot again. If an iVotronic with ADA features is needed, move to an equipped iVotronic.
CANCELLING AN IVOTRONIC BALLOT – INSTRUCTIONS

1. Insert the green activator PEB. (The iVotronic must be beyond the language selection screen.)

2. The screen displays the following:

   Last ballot was not cast.
   □ Cast ballot
   ☒ Cancel ballot

   **Select: Cancel Ballot**

3. Confirm the previous choice.

   Cancel Ballot?
   ☒ Yes
   □ No

   **Select: Yes**

4. The following screen will appear (more reasons will be listed on actual screen):
   Please note that the voter’s actual vote is not being cancelled. No vote is cast until a voter presses the VOTE button and confirms the ballot. Only the ballot process is being cancelled.

   This vote is going to be cancelled.
   A ballot was selected.
   Please select the reason why the vote will be cancelled.
   □ Voter request
   ☒ Wrong ballot

   **Select a reason**

5. Confirm the cancellation:

   This vote is going to be cancelled due to
   Wrong ballot.
   Please Confirm
   ☒ Proceed with cancellation
   □ Exit

6. Remove the activator PEB. The ballot was not cast.
DOCUMENTING A CANCELLED ELECTRONIC BALLOT

1. Record the cancellation on the iVotronic Cancellation Log when one of the following situations applies:
   a. The voter has been checked in, signed the Combination Form and then decided not to cast an electronic ballot
   b. The voter has left without pressing VOTE and “CONFIRM” on the iVotronic.

2. Record the date and time on the form.

3. If the voter’s name is known, include it in the notes section. The voter can only be considered “known” if he or she personally requests his or her ballot be cancelled and is available to initial the combination form once the poll worker has crossed the voter’s name off of the Combination Form. It is not acceptable to consider a voter “known” if they have left the polling facility but a poll worker believes they know the name of the voter.

4. If the voter’s name is not known, write “Unknown Voter” in the notes section.

   Note: During Early Voting, use a new iVotronic Cancellation Log each day to record cancellations. A Field Tech will pick up the iVotronic Cancellation Logs each day along with the Combination Forms.

   ALERT:

   If a voter leaves the room where the iVotronics are located and has left their iVotronic ballot open without pressing confirming the ballot, you may NOT run after the voter or phone the voter to ask them to come back to finish voting the ballot.
VISUAL BALLOT: ADA IVOTRONICS
To select a visual ballot, simply touch the iVotronic screen and follow standard procedure for retrieving a ballot.

AUDIO BALLOT: ADA IVOTRONICS ONLY

GENERAL AUDIO BALLOT INFORMATION
1. If a voter initializes the audio ballot but does not want the audio ballot, you must cancel the ballot. (See “Cancelling an iVotronic Ballot”.)
2. If you have selected the green button for an audio ballot, a visual ballot will not appear on the screen.
3. To listen to an audio ballot, the voter must wear an audio headset. Connect it on the bottom right-hand side of the ADA iVotronic.
4. When scrolling through contests, candidates, or the alphabet for write-ins, you do not need to wait for the entire voice file to play before proceeding. You may press the up or down arrow buttons several times to skip ahead to get to a desired contest, candidate, or alphabet character.

ACTIVATING AN AUDIO BALLOT
1. Activate the ballot using the same method as with the non-ADA terminals.
2. Select an audio ballot for the voter by pressing the diamond-shaped button on the voting instructions screen.
3. The iVotronic will prompt the poll worker to remove the activator PEB.
4. Only the “Audio Assisted Ballot is Selected” message will appear on the screen.

LANGUAGE INSTRUCTIONS
1. If more than one language is available, the voter can begin listening to the available languages by pressing the diamond-shaped button.
2. To select a language, press the diamond-shaped button.
3. To hear the next language, press the down-arrow button.
4. To hear the previous language again, press the up-arrow button.

VOTING INSTRUCTIONS
1. To repeat instructions, press the up-arrow button.
2. To skip the voting instructions and enter the ballot, press the diamond-shaped button at any time during the voting instructions.
MAKING SELECTIONS
1. Press the diamond-shaped button.
2. To move from contest to contest, use the arrow-shaped buttons to move up and down the contest titles.
3. To select a contest, press the diamond-shaped button to enter the contest.
4. The first candidate or selection will be read.
5. Use the arrow-shaped buttons to move from one candidate or selection to another.
6. Press the diamond-shaped button to vote for that candidate or selection.
7. To move to the next contest, use the down-arrow button until you reach the end of the candidate or selection list.
8. When you reach the next contest, the title will automatically play.
9. To move to the previous contest, use the up-arrow until you pass the current contest title.
10. When you reach the previous contest, the title will automatically play.

WRITE-IN INSTRUCTIONS
1. To begin the write-in process, press the diamond-shaped button.
2. Use the arrow-shaped to move through the alphabet characters.
3. To select a character, listen to it play and then press the diamond-shaped button.
4. When you are finished entering the write-in name, use the down-arrow to go beyond the end of the alphabet and listen the word “Accept” play.
5. To accept the write-in, press the diamond-shaped button. Your complete write-in entry will be played and then you will be returned to the ballot.

CASTING A BALLOT
1. To reach the end of the ballot, use the down-arrow button to move through the ballot.
2. When you reach the end of the ballot, you will be prompted to either review your ballot or press the VOTE button at the top-center of the terminal to cast your ballot. The voter only needs to press the VOTE button once.
3. When reviewing your ballot, you can make any changes before casting the ballot.
4. When the VOTE button is pressed, you will be notified if any contests were under-voted or if the ballot has been left blank. If the ballot is complete, your ballot will be cast.
POLL WORKER TRAINING GUIDE

VoteSafe

WILLIAMSON COUNTY ELECTIONS DEPARTMENT
YOUR SUITCASE WILL INCLUDE THE FOLLOWING:

- HP Laptop
- Power Brick
- USB Hub (rainbow)
- Mouse
- Mouse Pad
- Barcode Scanner with Scanner Stand
- Brother Label Printer with Power Cord and USB Cord for Label Printer
- Extra Labels

While working in VoteSafe, you will not need to double-click. Also, typing may be slow to appear on the screen. Please be patient.

SETTING UP LAPTOP

1. Open the laptop and plug the laptop’s power brick into the hole on the right side of the laptop and into the wall.
2. The following setup is a suggested best practice. If your polling location requires a different setup, keep in mind that any USB item can be plugged into any USB port.
3. Insert the USB Hub into a USB port on the right side of the laptop.
4. Plug the Mouse into the USB hub.
5. Plug the Brother Label Printer into the other USB port on the right side of the laptop. The gray USB cord connects to the printer at the back of the printer. Connect the black power cord to the back of the printer and also to an outlet. Press the Power button on the printer. If the green light comes on, it has power.
6. Turn on your computer by pressing the small silver power button on the left side above the keyboard.
7. Connect the Barcode Scanner into the USB hub. When you’re not using it, the Barcode Scanner can rest in the scanner stand.
OPENING THE POLLS

A. Log In
   1. Log into Windows with:
      Username: **Poll Worker**  (Field will be populated automatically)
      Password: Provided during training

      *Remember – all Usernames and Passwords are case-sensitive.*

   2. When signing on to the Computer, you may be asked if you want “Updates”.
      Decline the updates. This message may also appear at times during the day.
      Decline the updates.

B. Connecting To The Internet
   Information will be presented in training classes regarding the most current equipment
   being used to access the internet. Please refer to the training materials presented in class
   for current procedures.

C. Opening VoteSafe
   1. Double-click the padlock-shaped **VoteSafe icon**.
   2. Click the blue text that says “Click here to start…”
   3. In the “Enter your password” field, type the password provided in your kit.
4. The next screen will give the name of the election. Click on the blue “Click Here to Begin Pollplace and Worker Selection”. This link will take you to the Pollplace and Worker screen.

5. You are now at the “Pollplace and Worker Selection” Screen.
6. You will see that Polling Place and Worker are already selected. Confirm the information is correct and click Continue.

7. To change your font size click on an “A” next to Text in the upper right side of the screen.
VOTER PROCESSING

A. Voter Lookup

1. You are now at the Voter Lookup Screen. Here you have the ability to search for voters by Driver’s License (DL), Voter Registration number, Name, or Date of Birth.

2. Make sure the cursor is in the first box labeled “House # / Voter ID / DL”.

3. Here you can scan the barcode on the back of the voter’s TDL or the barcode underneath the district boxes on the right side of the voter’s certificate.

**DO NOT SCAN THE BARCODE AT THE TOP OF THE VOTER’S CERTIFICATE.**

   This is an internal “notice” identifier barcode and will not pull up a voter.

4. When looking up a voter by name, be sure to use two (2) items for lookup, i.e., Last name, First name, or house #.

5. **Searching using the Driver License # may not find a voter if the voter did not include their DL # on their VR application.** If you cannot find a voter by DL, try searching by name or birthdate.

6. Press “Enter” or click “Search” to go to the next screen.
7. This screen shows a list of voters with the criteria you searched for. Most of the time you will see only one name. If you see more than one, be sure to check the information and choose the correct voter.

B. Voter Check-In

1. Click the voter’s name to continue to the “Check-In” screen.
2. When the voter’s personal information appears, you will see the address where they are currently registered. LOOK FOR ANY LARGE RED NOTES such as suffixes like Jr., III, or other notations.
3. If the voter’s information is correct click on “Check-in Voter” at the bottom of the screen.
C. Messages / Notations

1. Look for any additional messages or notations concerning a voter’s registration. The information will be in LARGE RED LETTERS.

2. Examples:

Note the suffix III in red next to the voter’s name. Make sure you do not check in a voter under their father’s/son’s identical name.

If you see this message, make sure the voter completely fills out and signs a Statement of Residence.

This voter must show a form of ID other than their voter certificate to check in and vote.
This voter has filed a Request for Confidentiality. The voter may be a Peace Officer, County Jailer, Current or Former employee of the Texas Department of Criminal Justice or a Commissioned Security Guard. Judges and others involved in judicial proceedings may also have this information suppressed.

Use standard procedures to process this voter. It is not necessary to call the Elections Department unless some other unusual situation occurs.
D. Printing Labels
1. After you click Check-in Voter, two labels with the voter’s information will begin to print automatically. One label is affixed to the Combination Form. The other label is the “Precinct Card” to be used by the Ballot Puller to pull up the correct ballot.
2. You are now back to the Voter Lookup screen.
3. At the top of the screen you will see verification that the voter was checked in.

E. Reprinting Labels
1. If you need to reprint a label for a voter that you just checked in, click the voter’s name in the top left message box. Otherwise, search for the voter again.
2. Click Re-Print Label.

F. Canceling Voter Check-In
1. This is also the screen where you cancel a voter’s check-in.
VOTER PROCESSING – Continued

2. If you are certain a voter is leaving the polling place without casting a vote, click Cancel Check-In. The next screen confirms cancel and returns to the Voter Lookup screen.

3. This can only be done the same day the voter was checked-in.

LIVE HELP

Sending messages:

A. Throughout the day, you may need to contact the Elections Department. You can call the Judges’ Hotline or send the staff a Live Help message. Click the blue NEW on the right-hand side of the screen (circled below.)

B. Type in your question or select the “Handy Message” that applies and Send it. NOTE: If you do this from a voter check-in screen, the voter information is AUTOMATICALLY sent with it. Do not forget to add any other information that you think is important.

C. If you have a question about a voter’s eligibility, you can send the Elections Staff a message from the voter check-in screen. The voter information is AUTOMATICALLY sent with it. Do not forget to add any other information that you think is important.
**LIVE HELP – Continued**

**D.** When sending a voter question to Elections Staff, you should receive a message back indicating that we are researching the problem. Under Live Help on the right-hand side of the screen you will see a notification that you have a “General Message”. Click on this notification to view the message.

![Image of VoteSafe interface with Live Help notification highlighted](image)

**E.** Occasionally Elections Staff will send messages to your computer that are of high importance. Instead of a notification on the right-hand side, the message will pop up in front of the screen you are working on. This message should be read before continuing to check in voters. You will be able to close the message to continue.

**SYSTEM USAGE**

Check the System Usage throughout the day to make sure you are still connected so voter information will stay current during the day. If this says OFFLINE or CONNECTING, you need to go to the VZ Access Manager to connect again. Once you have connected again, it can take up to a minute for VoteSafe to show that you are ONLINE.
COUNTS

1. You can verify how many voters have been checked-in through VoteSafe and which voters have been cancelled in the system by clicking on Counts/Logs at the top of the screen.

2. The Counts screen will show the number of voters who have been checked-in for the day as well as the total for the election. Today’s number should match the number of voters on the Combination Form.
LOGS

1. To see a list of the voters who have been checked-in, click on Logs. The Logs screen will show each voter check-in and cancellation you have done through VoteSafe for each day. In the example shown, the voter was checked-in to vote, then cancelled, and then checked-in again. The most recent log indicates that she is currently checked-in as having voted.

<table>
<thead>
<tr>
<th>Time</th>
<th>Voter</th>
<th>Action</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/10 05:51 PM</td>
<td>JULIE ELIZABETH SEIPPPEL</td>
<td>Checked-in</td>
<td>340284</td>
</tr>
<tr>
<td>10/10 05:51 PM</td>
<td>JULIE ELIZABETH SEIPPPEL</td>
<td>Cancelled</td>
<td>340284</td>
</tr>
<tr>
<td>10/10 02:59 PM</td>
<td>JULIE ELIZABETH SEIPPPEL</td>
<td>Checked-in</td>
<td>340284</td>
</tr>
</tbody>
</table>

2. If the information is not correct, you can click on the voter’s name to jump straight to the Voter Check-In screen to correct the situation. In the example, if she DID NOT vote, you could click on her name to go to the voter check-in screen and “Cancel Check-In”.

CLOSING THE POLLS ON VOTESAFE COMPUTER

1. Check to make sure that VoteSafe is “Online” prior to shutting down the computer for the day.
2. Click on the red X at the top right corner of the screen to close the VoteSafe program.
3. Click on the Start button in the bottom left of the screen and select “Shut Down”.
4. Return the VoteSafe computer and accessories to the assigned suitcase.
1. Check to be sure label printer is plugged into the correct port.
2. Check to see that the green power button is on. If it's not, check to make sure it's getting power and check the electrical outlet.
3. If there is a printer problem, an informative pop-up will appear in the bottom right corner of the screen. Once the problem is corrected click the green triangle (play) to print any labels that may be in the print queue.
4. When you are required to work on the label printer, please take care to not get cut with the sharp blade in the printer base.

**Changing the Labels**

When changing the label cartridge, simply lift the old cartridge straight up. Then place the new cartridge straight down. Feed the new labels through.

- You will need to close the lid on the printer before printing again.

**Labels Are Jamming**

The printer is most likely jamming because sticky residue and glue is accumulating on the label outlet where the labels emerge from the printer.

1. Pull out the power plug from the outlet.
2. Clean with a cloth dipped in ethanol or isopropyl alcohol.

**Printer Has Stopped Printing Labels**

1. The printer may have been switched from one laptop to another. This creates a second Brother Printer in "Devices and Printers".
2. Double-click the "Printers" icon on the laptop.
3. Select the Brother printer that is listed as “Ready” as the default printer.
4. Cancel print jobs sent to the unused printer by right-clicking on the “Offline” printer.
   Select “Cancel all documents.”
5. Delete the Offline printer. Right-click and select “Delete”.
6. Return to VoteSafe.

**Status Light (ON/OFF) Not Operating**

1. Check to make sure the power cord is plugged in correctly.
2. If the power cord is correct, try plugging the printer into another electrical outlet.
POLL WORKER TRAINING GUIDE

CLOSING THE POLLS EARLY VOTING

WILLIAMSON COUNTY ELECTIONS DEPARTMENT
CLOSING THE POLLS

1. If there is a line of voters at closing time, send a clerk to the back of the line. This will mark the end of the official line of voters remaining to vote.

2. After the last voter in line has been processed, officially close the polls.

3. If you expect to be delayed because of a long line, please call the Judges’ Hotline.

LOCKING THE IVOTRONICS – END OF EACH DAY OF EARLY VOTING

1. Hold in the “VOTE” button. Insert the activator PEB. Count to 5 while the iVotronic begins to beep rapidly. Release the “VOTE” button, but DO NOT REMOVE THE PEB.

2. The terminal menu will appear. Before locking the iVotronics, record the public count for each iVotronic on the early voting public count log. The closing public count should match the public count recorded the next morning. IF THE PUBLIC COUNTS DO NOT MATCH, CONTACT THE ELECTIONS DEPARTMENT.

   TERMINAL MENU

   - General Information
   - Election Services
   - Set up & Configuration
   - Election Administration
   - N/A Logic & Accuracy
   - N/A Firmware & System Services
   - N/A Restore Terminal
   - Lock Terminal
   - N/A Unlock Terminal

   Software Version xxx
   Copyright ES&S – All Rights Reserved
   Public Count: 9

   Select: Lock Terminal

3. The password screen will appear:

   Enter: LCKLCK    and    Touch: OK
LOCKING THE IVOS – END OF EACH DAY OF EARLY VOTING (Cont)

4. The following message will appear on the screen’s bottom left corner:

**Remove the PEB. The terminal is locked for voting.**

**Remove the PEB**

5. The screen will then go black. Use the same procedure to lock all terminals.

PREPARING ELECTION FORMS

1. Prepare the day’s combination forms and iVotronic Cancellation Log for pick up the next morning by Elections Department officials or by a Field Tech. Be sure all combination forms are signed by the Early Voting Supervisor or Clerk.

2. Combination forms:

   a. The total is the number of checked in voters minus any cancelled voters and/or any provisional voters.

   **FOR EXAMPLE:** 98 + 1 Provisional.

   
   \[
   \begin{align*}
   100 & \quad \text{100 voters were entered on combination forms} \\
   -1 & \quad \text{1 voter was cancelled on the combination forms as indicated by a line marked through the name} \\
   & \quad \text{(subtract from total)} \\
   -1 & \quad \text{1 provisional voter was written in on the combination forms} \\
   & \quad \text{(subtract from total)} \\
   \hline
   = 98 & \quad \text{98 regular voters have voted}
   \end{align*}
   \]

Write the total number of regular and provisional voters at the top of the first page of the combination forms each day of Early Voting.
SECURITY PROCEDURES THROUGHOUT EV – WORKSTATION

1. iVotronic Screens
   a. Locate the iVotronic key in the iVotronic printer accessory box.
   b. Insert the iVotronic key and turn it until the latch disengages.
   c. Unplug the black power connector from the top of the iVotronic screen.
   d. Remove each iVotronic screen from its booth.

2. Blue PEB Bag
   Place the PEBs in the blue PEB bag. Seal the bag with a red seal provided in the PEB bag and record the seal number on the seal log.

3. Lock the following items in the auxiliary bin of the workstation:
   a. Blue PEB bag
   b. Orange provisional ballot bag
   c. Red emergency ballot bag
   d. Provisional ballot file

4. Lock the following items in the workstation:
   a. iVotronic screens
   b. VoteSafe computers, label printers, barcode scanners
   c. iVotronic printer accessory box
   d. Unused seals

5. Seal the workstation with a blue plastic seal by pulling it through the openings of the front doors. Record the seal number on the seal log.

6. Make sure the location of the workstation is locked.
SECURITY PROCEDURES THROUGHOUT EV – STORAGE CABINET

1. iVotronic Screens
   a. Locate the iVotronic key in the iVotronic printer accessory box.
   b. Insert the iVotronic key and turn it until the latch disengages.
   c. Unplug the black electrical connector from the connector on the top of the
      iVotronic screen.
   d. Remove each iVotronic screen from its booth.

2. Blue PEB Bag
   Place the PEBs in the blue PEB bag. Seal the bag with a red seal provided in the
   PEB bag and record the seal number on the seal log.

3. Lock the following items in the storage cabinet:
   a. iVotronic screens
   b. Blue PEB bag
   c. Orange provisional ballot bag
   d. Red emergency ballot bag
   e. Provisional ballot file
   f. VoteSafe computers, label printers, barcode scanners
   g. iVotronic printer accessory box
   h. Unused seals

4. Seal the storage cabinet with a blue sticky seal. Record the seal number on the seal
   log.

5. Make sure the location of the storage cabinet is locked.
SECURITY PROCEDURES THROUGHOUT EV – MOBILE UNIT

1. Lock the following items in a pre-arranged storage area if the location is used for more than a day:
   a. iVotronic booths with screens
   b. Blue PEB bag with PEBs
   c. Orange provisional ballots bag
   d. Red emergency ballots bag
   e. Provisional ballot file
   f. VoteSafe computers, label printers, barcode scanners
   g. iVotronic printer accessory box
   h. Unused seals

2. Seal the following and record the seal numbers on the seal log:
   a. Pre-arranged storage area, if applicable (blue sticky seal)
   b. Blue PEB bag (red seal)
   c. iVotronic booths (blue plastic seal)

3. If the location is used for only one day, take the election equipment and supplies for set up at the next mobile location.

CLOSING THE POLLS – LAST DAY OF EARLY VOTING

Locate the Close the Polls Checklist in the lid of the supply kit and complete procedures in order.
CLOSING THE IVOTRONICS – LAST DAY OF EARLY VOTING

1. Remove the red master PEB from the PEB bag and insert it into the iVotronic.

2. The Close Option Menu will appear:

   Close Option Menu
   □ Close the Polls
   □ Exit Menu

   Select: Close the Polls

3. The following is displayed:

   WARNING: DO NOT REMOVE PEB
   Preparing to collect votes to PEB
   You will be notified when it is safe to remove PEB
   PLEASE WAIT...
   Caution: If the PEB is removed during this operation, the process will need to be restarted
   THIS PROCESS MAY TAKE A FEW MINUTES

4. After this process finishes, the following messages are displayed sequentially:

   You must remove the PEB now to continue closing the terminal
   Completing terminal closing process
   Please wait. This process may take a few minutes

   Remove the PEB

5. When the terminal closes, the following message is displayed:

   Terminal Closing is Complete
   Vote Data Collection Successful
   Audit Data Collection Successful
   Touch Screen to Exit

   Touch the screen

   ALERT: If you do not see the message “Terminal Closing is Complete,” the iVotronic is not closed and the data has not been collected on the flashcard. Please do not remove the flashcard until you are sure the terminal has been closed.

6. Use the same process on each iVotronic. DO NOT print a results tape.
REMOVING THE IVOTRONIC FLASHCARDS – LAST DAY OF EV

1. Remove the blue sticky seal covering the flashcard door at the top of each iVotronic. Stick the blue seal on the back of the seal log.

2. You will see the flashcard door. Slide this door away from the printer connector.

3. You will then see a small piece of red tape sticking up out of the opening. This tape is attached to the flashcard to make it easier to grasp. Pull the tape straight up and the flashcard will come out. If you cannot remove the flashcard, call the Judges’ Hotline.

4. Verify the tag number of the flashcard against the Early Voting seal log.

5. Use the same process on each iVotronic.

RETURNING PEBS AND FLASHCARDS – LAST DAY OF EV

1. Place the PEBs in the blue PEB bag. Make sure the home zero tape and the polling location zero tape are in the bag. Seal the bag with the red prong seal supplied in the front pocket of the bag.

2. Place the iVotronic flashcards in the plastic pockets in the blue flashcard bag. Seal the bag with the white prong seal supplied in the front pocket of the bag.

3. Verify/record the seal numbers on the seal log for the blue PEB bag and the blue flashcard bag.

PLEASE BE SURE YOU HAVE VERIFIED/RECORDED ALL SEAL NUMBERS AND TAG NUMBERS.
TAKEING DOWN THE STANDARD IVOTRONIC

1. Standing behind the iVotronic, unplug the cord, wrap it up, and secure it with the Velcro strap.

2. Standing in front of the iVotronic, close the left door and then the right door.

3. Disengage the green latch on the right side of the iVotronic booth with your right hand and gently fold the iVotronic screen down with your left hand.

4. Standing behind the iVotronic, gently lean it back, placing it on the ground.

5. Return to the end with the legs; fold in and latch the right leg, then the left leg.

6. Grip the iVotronic on either side, and lift it up so that it is on its wheels.

7. Please leave all of the iVotronics in the same location if they are being picked up at a later time by movers.

TAKEING DOWN THE TABLETOP IVOTRONIC

1. Lower the “kickstand” so that the screen is lying flat in the booth.

2. Unlatch both panels. Fold down the right side panel first, the left side panel second, and then the center panel.

3. Close the lid and secure the two blue latches. Be sure that these blue latches on the front of the case are outside the case when the lid is being closed. They will break off if caught in the lid.

4. Slide the big blue latch and open the top compartment.

5. Return the electrical cord to the top compartment. Wind the cord up, close the compartment door, and secure the big blue latch.

6. Two people need to lift the iVotronic down from the table.
RETURNING LAPTOPS – LAST DAY OF EARLY VOTING

1. Place each laptop and power brick in a bubble bag. Then match and return each laptop to its suitcase. Place the mouse pad on top of the laptop.

2. Place the wireless USB card, USB hub, and mouse into the accessories bag in the suitcase.

3. Place the barcode scanner and scanner stand in its assigned suitcase by matching the numbers from the labels on each item.

4. Place each label printer with its power cord and USB cord in a bubble bag. Then match and return each label printer to its suitcase using the labels on each item.

RETURNING PAPERWORK AND SUPPLIES – LAST DAY OF EV

1. Leave “Early Voting Here” A-frame sign with the iVotronics.

2. Remove all paperwork and supply items from the workstation/storage cabinet. Do not leave any paperwork or supplies in the workstation/storage cabinet.

3. Leave the electrical cord attached to the back of the workstation as-is.

4. Latch the keys of the workstation to the sliding laptop shelf inside the large-door side of the workstation. If your polling place has a storage cabinet, return the keys to the plastic bag inside the storage cabinet.

5. **DO NOT** lock the workstation/storage cabinet.

6. **DO NOT** re-label any of the supply boxes you received during supply pick up, and do not convert them to any other use.

7. Read the labels on the iVotronic printer accessory box and on any other containers with labels. Please return all items in the appropriate boxes.

8. Remove all personal items and trash from the workstation/storage cabinet.

9. Use the Checklist for Final Day of Early Voting. Have all items ready to hand in to election workers when you arrive at the Elections Department. If you do not have in-hand the materials listed on the checklist when dropping off your supplies, you will be asked to park your vehicle and search for the item(s).

10. Deliver all supplies directly to the Elections Department at the Inner Loop Annex. Do not delay your return.
POLL WORKER TRAINING GUIDE

CLOSING THE POLLS ELECTION DAY

WILLIAMSON COUNTY ELECTIONS DEPARTMENT
CLOSING THE POLLS

1. If there is a line of voters at 7 PM, send a clerk to the back of the line. The clerk will mark the end of the line of voters remaining.

2. After the last voter in line has been processed, officially close the polls.

3. Locate the Close the Polls Checklist in the lid of the supply kit and complete it in order.

4. If you expect to be delayed because of a long line, please call the Judges’ Hotline.

CALCULATING THE TOTAL NUMBER OF VOTERS

The total is the number of checked in voters minus any cancelled voters and/or any provisional voters.

FOR EXAMPLE: 164 + 8 Provisionals

175 voters were entered on combination forms

-3 3 voters were cancelled on the combination forms as indicated by a line marked through their name

172 (subtract from total)

-8 8 provisional voters were written in on the combination forms

164 regular voters have voted

Write the total number of regular and provisional voters at the top of the first page of the combination forms.
CLOSING THE IVOTRONICS

1. Remove the red PEB from the PEB bag and insert it into the iVotronic.

2. The Close Option Menu will appear:

   Close Option Menu
   □ Close the Polls
   □ Exit Menu

Select: Close the Polls

3. The following is displayed:

   **WARNING: DO NOT REMOVE PEB**
   Preparing to collect votes to PEB
   You will be notified when it is safe to remove PEB
   PLEASE WAIT...
   Caution: If the PEB is removed during this operation, the process will need to be restarted
   **THIS PROCESS MAY TAKE A FEW MINUTES**

4. After this process finishes, the following messages are displayed sequentially:

   You must remove the PEB now to continue closing the terminal
   Completing terminal closing process
   Please wait. This process may take a few minutes

Remove the PEB

5. When the terminal closes, the following message is displayed:

   **Terminal Closing is Complete**
   Vote Data Collection Successful
   Audit Data Collection Successful
   Touch Screen to Exit

   **Touch the screen**

   ALERT: If you do not see the message “Terminal Closing is Complete,” the iVotronic is not closed and the data has not been collected on the flashcard. Please do not remove the flashcard until you are sure the terminal has been closed.

6. Use the same process on each iVotronic. You are ready to print the results tape.
PRINTING THE RESULTS TAPE

1. Connect the printer to the last iVotronic closed.

2. Press and hold the small, black button on the printer until the green light comes on.

3. Insert the red PEB into the terminal. The terminal will display:

   □ Print Polling Location Results Tape Now?
   □ Done

   **Select: Print Polling Location Results Tape Now?**

4. When the print option appears, press PRINT. Print two results tapes.

5. Once two results tapes have printed, the screen will ask:

   **DO YOU WANT ANOTHER REPORT?**
   □ Yes
   □ No

   **Select: No**

6. The next message will appear:

   **The following report choices are available:**
   □ Print Polling Location Results Tape Now?
   □ Done

   **Select: Done**

7. The following screen will appear:

   **REMEMBER:**
   Turn the selector switch to the off position on the communication pack.
   PRESS SCREEN TO CONTINUE

   **Touch the screen**
PRINTING THE RESULTS TAPE – Continued

8. Press and hold the small, black button on the printer until the green light turns off.

9. The following message will be displayed:

   Do you want to recollect the terminal?
   □ Yes
   □ No

   Select: No

10. You will see a message in the lower left corner:

       Please remove PEB. Re-collection not chosen

Remove PEB

11. Disconnect the printer and place it back in the iVotronic printer accessory box. Please remove the power brick connection and the telephone jack connection from the printer.

12. The Election Judge must write the total number of voters from the combination forms on the results tapes.

13. The Election Judge and an election worker must sign the results tapes.

14. Place one results tape in the blue PEB bag and the second results tape in pink envelope #3.

REMOVING THE IVOTRONIC FLASHCARDS

1. Remove the blue sticky seal covering the flashcard door at the top of each iVotronic. Stick the blue seal on the back of the seal log.

2. You will see the flashcard door. Slide this door away from the printer connector.

3. You will then see a small piece of red tape sticking up out of the opening. This tape is attached to the flashcard to make it easier to grasp. Pull the tape straight up and the flashcard will come out. If you cannot remove the flashcard, call the Judges’ Hotline.

4. Verify the tag number of the flashcard against the Election Day seal log.

5. Use the same process on each iVotronic.
FOLDING THE RESULTS TAPE

Please be sure to carefully follow the directions below. This is very important in helping expedite election night tabulation.

1. Fold the zero tape and results tape separately. Fold each tape accordion style.

2. Secure each tape with a paper clip so that the words “Polling Location Zero Tape” and “Polling Location Results Tape” are immediately visible when the tapes are removed from the PEB bag at Central Count.

RETURNING PEBS AND FLASHCARDS

1. Place the PEBs in the blue PEB bag. Make sure the home zero tape and one results tape are in the bag. Seal the bag with the white prong seal supplied in the front pocket of the bag.

2. Place the iVotronic flashcards in the plastic pockets in the blue flashcard bag. Seal the bag with the white prong seal supplied in the front pocket of the bag.

3. Verify the seal numbers on the seal log for the blue PEB bag and the blue flashcard bag.

PLEASE BE SURE YOU HAVE VERIFIED ALL SEAL NUMBERS AND TAG NUMBERS.
TAKING DOWN THE STANDARD IVOTRONIC

1. Standing behind the iVotronic, unplug the cord, wrap it up, and secure it with the Velcro strap.

2. Standing in front of the iVotronic, close the left door and then the right door.

3. Disengage the green latch on the right side of the iVotronic booth with your right hand and gently fold the iVotronic screen down with your left hand.

4. Standing behind the iVotronic, gently lean it back, placing it on the ground.

5. Return to the end with the legs; fold in and latch the right leg, then the left leg.

6. Grip the iVotronic on either side, and lift it up so that it is on its wheels.

7. Please leave all of the iVotronics together if they are being picked up at a later time by movers.

TAKING DOWN THE TABLETOP IVOTRONIC

1. Lower the “kickstand” so that the screen is lying flat in the booth.

2. Unlatch both panels. Fold down the right side panel first, the left side panel second, and then the center panel.

3. Close the lid and secure the two blue latches. Be sure that these blue latches on the front of the case are outside the case when the lid is being closed. They will break off if caught in the lid.

4. Slide the big blue latch and open the top compartment.

5. Return the electrical cord to the top compartment. Wind the cord up, close the compartment door, and secure the big blue latch.

6. Two people need to lift the iVotronic down from the table.
RETURNING LAPTOPS

1. Place each laptop in a bubble bag. Then match and return each laptop to its suitcase. Place the mouse pad on top of the laptop.

2. Place the wireless USB card, USB hub, power brick and mouse into the accessories bag in the suitcase.

3. Place the barcode scanner and scanner stand in its assigned suitcase by matching the numbers.

4. Place each label printer with its power cord and USB cord in a bubble bag. Then match and return each label printer to its matching suitcase.

ORGANIZING YOUR PAPERWORK

Pay attention to the front of each envelope. Place the forms in the correct envelope (most forms are color coded).

1. **Combination Forms**
   - Combination forms are returned in Yellow Envelope #2
   - Please check each page for the Judge’s or clerk’s signature

2. **List of Provisional Voters**
   - Complete and sign the list of provisional voters
   - The white copy goes in the clear pocket of the orange provisional bag
   - The yellow copy goes in Yellow Envelope #2
   - The pink copy goes in Pink Envelope #3

3. **iVotronic Cancellation Log**
   - Complete and sign the iVotronic cancellation log
   - Place the log in the green file pocket

4. **Spoiled Provisional Ballots**
   - If you have any spoiled paper ballots, place them in the Spoiled Ballot Envelope

BROWN CARDBOARD BOX # 4

In the brown cardboard box marked “Box #4,” include these items:

1. The gold copy of the iVotronic Reconciliation Form
2. The Spoiled Ballot Envelope containing any spoiled provisional ballots
3. The Cancelled Ballots by Mail Envelope containing any cancelled ballots by mail and Requests to Cancel Ballots by Mail
RETURNING PAPERWORK AND SUPPLIES

1. Use the Master List of Items to Be Returned on Election Night. For any items not specifically listed, please return them in your supply kit.

2. **DO NOT** re-label any of the supply boxes you received during supply pick up, and **DO NOT** convert them to any other use.

3. Read the labels on box #4, on the iVotronic printer accessory box, and on any other containers with labels. Please return all items in the appropriate boxes.

4. Follow the instructions on Yellow Envelope #2, Pink Envelope #3, and Gray Envelope #4. Be diligent about placing every form and every item on the checklist in the correct envelope and/or container.

5. The Election Judge must keep all pink copies of Election Day forms and paperwork in Pink Envelope #3. For elections with federal races on the ballot, the retention period is 22 months. For all other elections, the retention period is 6 months.

6. Place the used seals bag in the white supply kit

7. Remove all personal items and trash before returning kits, VoteSafe computers, and other boxes and supplies.

8. Use the Returning Supplies Checklist. Have all items ready to hand in to election workers when you arrive at Central Count.

9. Deliver all supplies directly to Central Count at the Inner Loop Annex. Do not delay your return.

10. Make every effort to complete all forms at the poll site. If there is a problem with your paperwork, please drop off all supplies at Central Count, park, and bring the paperwork you are having trouble with into the building. Someone will assist you.

11. When you have dropped off your supplies and all the supplies have been accounted for, you will receive a signed receipt for your records. If you do not have the materials listed on the Returning Supplies Checklist in-hand when dropping off your supplies, you will be asked to park your vehicle and search for the item(s).