POLL WORKER TRAINING GUIDE

WILLIAMSON COUNTY ELECTIONS DEPARTMENT

Section 2: Opening the Polls – Election Day

Section 3: Voter Processing

Section 3: Voter Processing (Continued)

Section 4: VoteSafe

Section 5: Closing the Polls – Early Voting

Section 6: Closing the Polls – Election Day

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 Lookup Line	**512-943-3332**
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) 854-4996
5501 Airport Blvd
Austin, TX 78751
http://traviscountyclerk.org/eclerk/Content.do?code=Elections

Bell County Elections Department   (254) 933-5774
550 E 2nd Avenue
Belton, TX 76513
http://www.bellcountytx.com/departments/elections/index.php

Burnet County Elections Department   (512) 715-5288
220 South Pierce
Burnet, TX 78611
http://www.burnetcountytexas.org/page/elect.home

Milam County Elections Department   (254) 697-2664
107 West Main
Cameron, TX 76520
http://www.milamcounty.net/elections.html

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:

★ 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.

★ Voters must put cell phones in silent mode.

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

★ 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

POLL WATCHERS – CONTINUED

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.

POLL WATCHERS – CONTINUED

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.

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 by 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 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.

2. **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.

ELECTIONEERING – CONTINUED

3. **Not allowed within 100 feet:**

   ★ Electioneering is prohibited within 100 feet of the entrance to the building where either Early Voting or Election Day voting is being conducted.

   ★ 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.

   ★ 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.

   ★ A person commits an offense if the person violates this prohibition. An offense under this section is a Class C misdemeanor.

4. **Allowed within 100-feet (not considered electioneering):**

   ★ 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.

   ★ Exit Polling, if not disruptive.

5. **When someone is in violation of the electioneering law:**

   ★ 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.

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

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

   ★ Call the Judges' Hotline at 512-943-3555 immediately with any concerns.

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 lay-out 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

★ Orange Provisional Ballot Bag

★ Cell Phone

★ Early Voting – Red Emergency Ballot Bag

DO NOT RISK YOUR LIFE OR THE LIVES OF YOUR CREW FOR THE ITEMS ABOVE UNDER ANY CIRCUMSTANCE

<u>ELECTRONIC VOTING SECURITY CONCERNS</u>

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.

<u>SIMPLE SPANISH PHRASES</u>

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?"**

SPANISH TRANSLATION OF ELECTION TERMS

ACCESS	acceso
ACCESSIBLE	accesible
ADDRESS	dirección
ADMINISTER	administrar
AFFIDAVIT	acta notarial
AGAINST	en contra de
ALTERNATE	alterno, suplente
AMENDMENT	enmienda
APPLY	aplicar, solicitar
APPLICATION FOR AN ABSENTEE BALLOT	aplicación para boleta de ausencia
ASSIST	asistir, ayudar
ASSISTANCE	asistencia, ayuda
ATTEST	dar fe
BALLOT	boleta
BALLOT BOX	caja de boleta
BALLOT ENVELOPE	sobre de boleta
BALLOT, LIMITED	boleta limitada
BALLOT , MARKED	boleta marcada
BALLOT, OFFICIAL	boleta oficial
BALLOT, PAPER	boleta de papel
BILINGUAL	bilingüe
BOARD	junta
BOARD OF EDUCATION	junta de educación
BOARD OF TRUSTEES	junta de regentes
BOND	bono
BOND ISSUE	emisión de bonos
BOOTH, VOTING	cabina electoral, casilla de votación
CANCELLATION	cancelación
CANDIDACY	candidatura
CANDIDATE	candidato
CAST A BALLOT	depositar un voto/una boleta
CERTIFY	certificar
CHIEF ELECTIONS OFFFICER	jefe oficial de elecciones
CITY	ciudad
CITY ATTORNEY	procurador de la ciudad
CITY HALL	casa de ayuntamiento
CLERK	secretario(a)
CLERK, COUNTY	secretario(a) del condado CLERK OF
THE POLLING PLACE	secretario(a) del sitio de votación
COMMISSIONER	comisionado
COMPLETED	completo
CONGRESS	Congreso
CONGRESSMAN	representante del congreso

__SPANISH TRANSLATION OF ELECTION TERMS – CONTINUED__

CONTEST (v)	contender
CONVENTION	convención
COPY	copia
CORRECT	correcto
COUNCIL	consejo
COUNCILMAN	concejal
COUNTERSIGN	refrendar
COUNTY	condado
COUNTY ATTORNEY	procurador del condado
COURT	tribunal, corte
COURTHOUSE	juzgado
CRIME	crimen
DATE	fecha
DEMOCRAT	demócrata
DEMOCRATIC PARTY	partido democrático
DIRECTOR	director
DIRECT RECORDING ELECTRONIC (DRE)	grabación electrónica directa
DISABLED	físicamente incapacitado(a)
DISTRICT	distrito (vea también el tipo de distrito)
DISTRICT, SINGLE-MEMBER	distrito uni-miembro
DISTRICT, MULTI-MEMBER	distrito multi-miembro
DISTRICT ATTORNEY	procurador del distrito
DISTRICT CLERK	Secretario/a del distrito
DISTRICT JUDGE	juez del distrito
DISTANCE MARKER	marcador de distancia
EARLY VOTING	votación adelantada
EARLY VOTING BY PERSONAL APPEARANCE	votación adelantada mediante acto de resencia
EARLY VOTING CLERK	Secretario/a de votación adelantada
ELECTION	elección
ELECTIONEER	"politiquear"
ELECTION INSPECTOR	inspector de elecciones
ELECTION RECORDS	documentos de elecciones
ELECTRONIC VOTING SYSTEM	sistema electronico de votación
ELIGIBLE	(for public office) elegible, apto(for a benefit)abilitado/a
EMERGENCY SERVICES DISTRICT	distrito de servicios de emergencia
ENVELOPE	sobre
FEDERAL	federal
FEDERAL ELECTION INSPECTORS	inspectores federales de elecciones
FILE(v)	inscribirse
FILES(n)	archivos

SPANISH TRANSLATION OF ELECTION TERMS – CONTINUED

FIRST TIME VOTER	votante por primera vez
FOR (TO VOTE FOR)	(votar) a favor de
GENERAL ELECTION	elección general
GENERAL PRIMARY	elección general primaria
GOVERNOR	gobernador
GREETINGS	saludos
IDENTIFICATION	identificación
INELIGIBLE	ineligible
INSTRUCTION NOTE	nota de instrucción
INTERNET	Internet
ISSUE (n)	asunto, cuestión
JOINT	conjunto(a)
JUDGE	juez
LAW	ley
LEGAL	legal
LEGISLATION	legislación
LEGISLATURE	legislatura
LIEUTENANT GOVERNOR	gobernador teniente
LIST OF PROVISIONAL VOTERS	lista de votantes provisionales
LIST OF REGISTERED VOTERS	lista de votantes registrados
MAIL (v)	enviar por correo
MARKED BALLOT	boleta marcada
MAYOR	alcalde
NOTARY PUBLIC	oficial que autentifica firmas, notario lego
NOTICE	aviso
OATH	juramento
PAPER BALLOT	boleta de papel
PARTY (political)	partido
PARTY AFFILIATION	afiliación de partido
PHYSICAL DISABILITY	incapacidad física
POLITICAL SUBDIVISION	subdivision politica
POLL	sitio de votación
POLL LIST	lista de votantes
POLLING PLACE	sitio de votación
POLL WATCHER	observador(a) de votación
PRECINCT	precinto
PRESIDING JUDGE	juez presidente
PRIMARY	primaria
PROPOSITION	proposición
PROVIDE	proveer, disponer

SPANISH TRANSLATION OF ELECTION TERMS – CONTINUED

PROVISIONAL	provisional
PROVISIONAL BALLOT	boleta provisional
PROVISIONAL VOTER	votante provisional
PUBLIC	público
QUALIFIED	calificado, apto, capacitado(a)
QUESTION	cuestión
RACE	candidatura
RACE, UNCONTESTED	candidatura sin oposición
REGISTER	registrar
REGISTERED VOTERS	votantes registrados
REGISTRATION APPLICATION	aplicación para registro
REGISTRATION CERTIFICATE	certificado de registro
REPRESENTATIVE	representante
REPUBLICAN	Republicano
REPUBLICAN PARTY	Partido Republicano
RESIDENCE	residencia
RESIDENCE ADDRESS	dirección residencial
RESIDENT	residente
RUN-OFF ELECTION	segunda votación
SAMPLE BALLOT	boleta de muestra
SECRECY OF THE BALLOT	secreto de la boleta
SENATOR	senador
SIGNATURE	firma
SPECIAL ELECTION	elección especial
STATEWIDE OFFICES	cargos oficiales del estado
STRAIGHT TICKET	partido completo
SWORN STATEMENT	declaración jurada
TAX	impuesto
TEXAS ELECTION CODE	Codigo Electoral de Texas
TRUSTEE	fideicomisario, síndico
UNOPPOSED CANDIDATE	candidato sin oposición
UPDATE	actualizar, ponerse al día
VOTE	votar
VOTE ABSENTEE BY MAIL	votar en ausencia por correo
VOTER	votante
VOTING SYSTEM	sistema de votación
WEBSITE	sitio de Internet/Web
WRITE-IN VOTE	voto escrito

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:

   ★ Confirm that a representative of the polling location will open and close the facility each day, or arrange to be provided with a key.

   ★ Locate the room to be used for the election, restrooms, tables and chairs.

   ★ 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.

   ★ Confirm that the location is accessible to the elderly and to voters with disabilities.

   ★ 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:

   ★ The Supply Inventory is in the lid of the white supply kit.

   ★ Check ALL the items found in your assigned supply kit against the Supply Inventory to make sure all items are included.

   ★ 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.

THE DAY BEFORE – CONTINUED

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:

   ★ Blue PEB bag

   ★ Blue flashcard bag

   ★ iVotronic doors

   ★ Orange provisional ballot bag

   ★ Red emergency ballot bag

   ★ Workstation (if applicable)

   ★ VoteSafe computers

   The following equipment seals and serial numbers which must be verified/recorded the morning of voting because they require seals to be broken in order to access.

   ★ iVotronic screens

   ★ iVotronic flashcard doors

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.

6. iVotronics may be set up and put into place, but do not break any seals until the morning of the first day of voting.

ELECTION EQUIPMENT SEALS
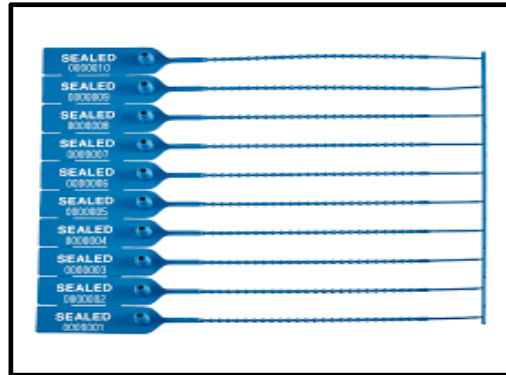
iVotronic Doors

Blue Pull-Tite Seal

iVotronic Flashcard Door

Blue Tamper-Evident Seal

Provisional and Emergency Bags

White Prong 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 as well as the Oath of Assistance and Interpreters to all poll workers, who will then each affirm and sign the oath. The oaths are in the forms folder in the supply kit.
4. Set up voter check-in table.

   ### Polling Places WITH Workstations:

   ★ Workstation
      - VoteSafe computer, label printer, and bar code scanner
      - Valid forms of ID list

   ★ Voter check-in table
      - Combination forms
      - Williamson County training guide
      - Secretary of State Handbook for Judges and Clerks
      - Statement of Residence Cards
      - Registration Omissions List
      - Sample ballots
      - Pens

   ### Polling Places WITHOUT Workstations:

   ★ Voter check-in table
      - VoteSafe computer, label printer, and bar code scanner
      - Combination forms

   ★ Auxiliary table
      - Valid forms of ID list
      - Williamson County training guide
      - Secretary of State Handbook for Judges and Clerks
      - Statement of Residence Cards
      - Registration Omissions List
      - Sample ballots
      - 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

OPENING THE POLLS: FIRST DAY – CONTINUED

6.   Set up the ballot table with:
   ★ Green Activator PEBs
   ★ Pens
   ★ 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:
   ★ Distance markers set 100 feet from each entrance to the polling place
   ★ Secretary of State's phone number on a wall near the check-in table
   ★ "1, 2, 3 VOTE" posters on a wall near the iVotronics and near the check-in table
   ★ "Early Voting Here" and/or "Vote Here" signs outside of the polling place
   ★ Sample ballots on the voter check-in table or the auxiliary table
   ★ List of Election Day Vote Centers on the voter check-in table or the auxiliary table
   ★ "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
   ★ Voter Information Poster, Voter Complaint Information Poster, the "Early Voting Polling Place" entrance sign, and the Vote direction sign
   ★ "Electioneering/Campaigning Prohibited" sign
   ★ "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!

POLLING LOCATIONS WITH A 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 in the workstation or in the white supply kit.

3. Lock the wheels of the workstation. Place check-in table next to the workstation. Please ensure the brake is unlocked before moving again to avoid damaging the tires.

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. Please do not remove the extension cords or power strip from the work stations. These should be left inside.

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

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

POLLING LOCATIONS WITHOUT A WORKSTATION

If the polling place does not have a workstation, store supplies in a pre-arranged locked storage area. Ensure you have a key to access the storage area.

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:
    ★ Retrieving an electronic ballot
    ★ Cancelling an electronic ballot
    ★ Unlocking the iVotronic at the beginning of each day of Early Voting
    ★ 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 also 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 BOOTH

**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.

SETTING UP THE STANDARD IVOTRONIC BOOTH – CONTINUED

1. Pull the legs open by pulling the top leg out first, away from the center. Do not force them open.

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

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

SETTING UP THE STANDARD IVOTRONIC BOOTH – CONTINUED

4. 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.

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

DISENGAGE LATCH BEFORE
FOLDING DOWN SCREEN ➡

RELEASE

6. 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.
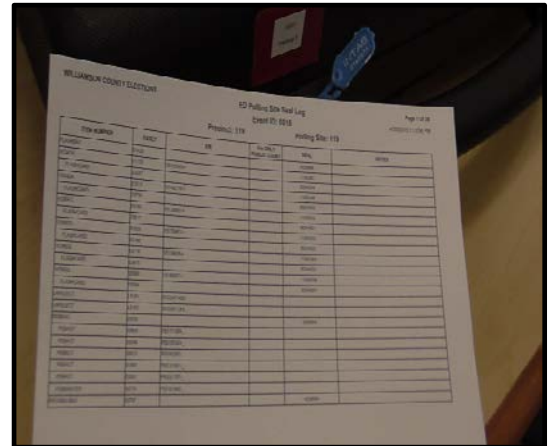
SETTING UP THE STANDARD IVOTRONIC BOOTH – CONTINUED

7. 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's operating on battery power only.

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

9. 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.

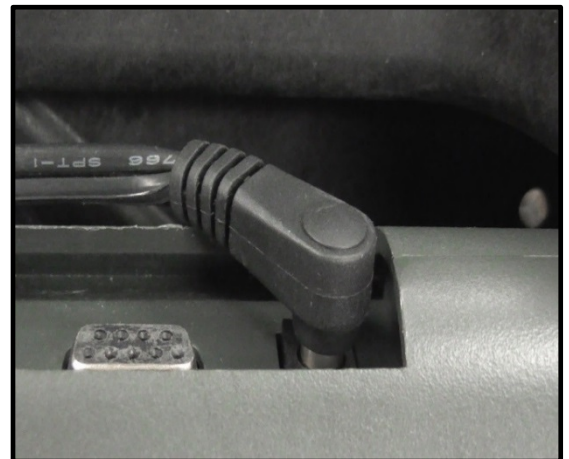# SETTING UP THE STANDARD IVOTRONIC BOOTH – CONTINUED

10. Check the serial number on the bottom right of the iVotronic screen against the seal log.

11. 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.

12. 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 BOOTH

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.
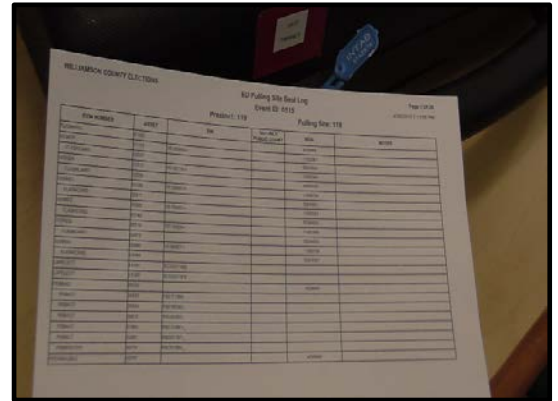

3. Each person should have one hand on the underside of the case and the other hand on the large plastic handle. Place the case on the table with the large blue sliding latch on top and the luggage handle on the bottom facing you.

SETTING UP THE TABLETOP IVOTRONIC BOOTH – CONTINUED

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.
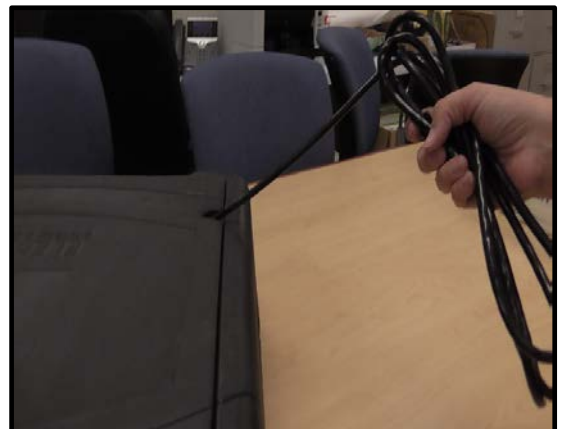
   ★ Door seal is on the large plastic handle.
   ★ Tag number is on the left side of the case next to the blue suitcase latch.

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.
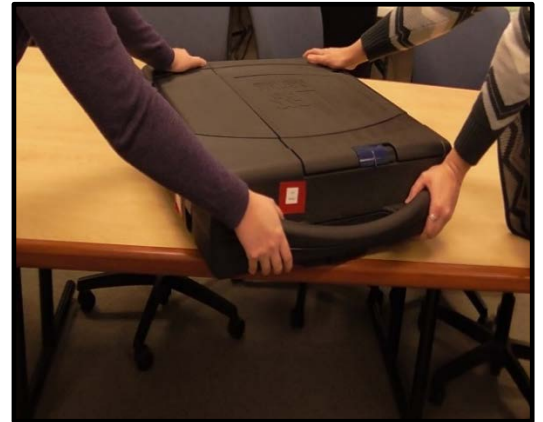
6. Unroll the electrical cord, place the cord through the indentation on the side of the compartment door, close it, and slide the large, blue sliding latch to lock the door.

SETTING UP THE TABLETOP IVOTRONIC BOOTH – CONTINUED

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.

SETTING UP THE TABLETOP IVOTRONIC BOOTH– CONTINUED

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 BOOTH– 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.
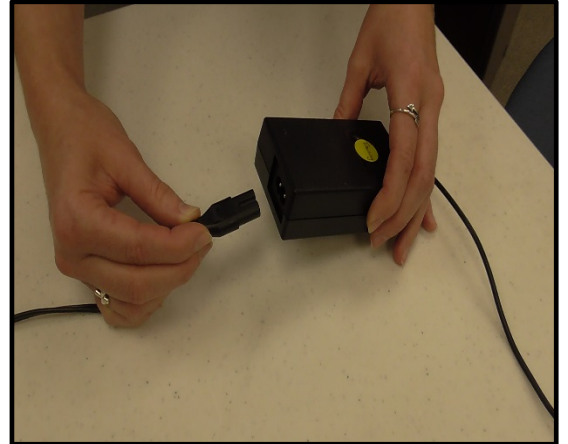
17. Verify that each iVotronic touchscreen is plugged into its booth. You are now ready to set up the iVotronic printer.

SETTING UP THE IVOTRONIC PRINTER

CONNECT THE PRINTER TO THE LAST IVOTRONIC THAT WILL BE UNLOCKED.
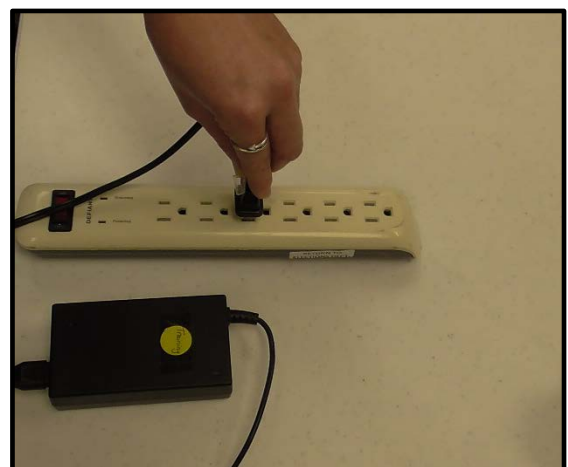
1. Plug the printer's power cord into the power brick.

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.

SETTING UP THE IVOTRONIC PRINTER – CONTINUED

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.
```
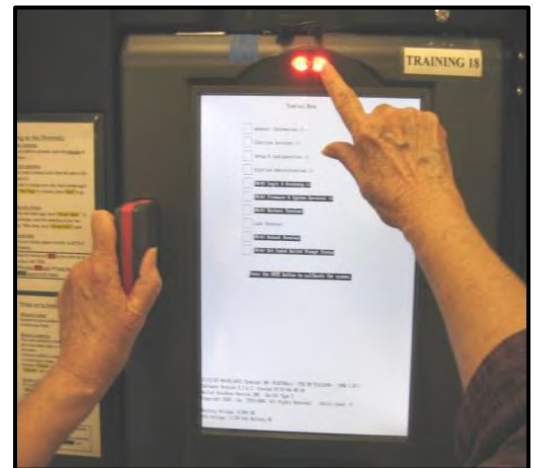
Remove the PEB

UNLOCKING THE IVOTRONICS – CONTINUED

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.

TERMINAL MENU

☐ General Information
☐ Election Services
☐ Set up & Configuration
☐ Election Administration
    N/A Logic & Accura
    N/A Firmware & System Serv
    N/A Restore Termi
☐ Lock Terminal
☐N/A Unlock Terminal

6:45:13 4/29/17 Terminal SN: V1234 – PEB SN123
Software Version xxx
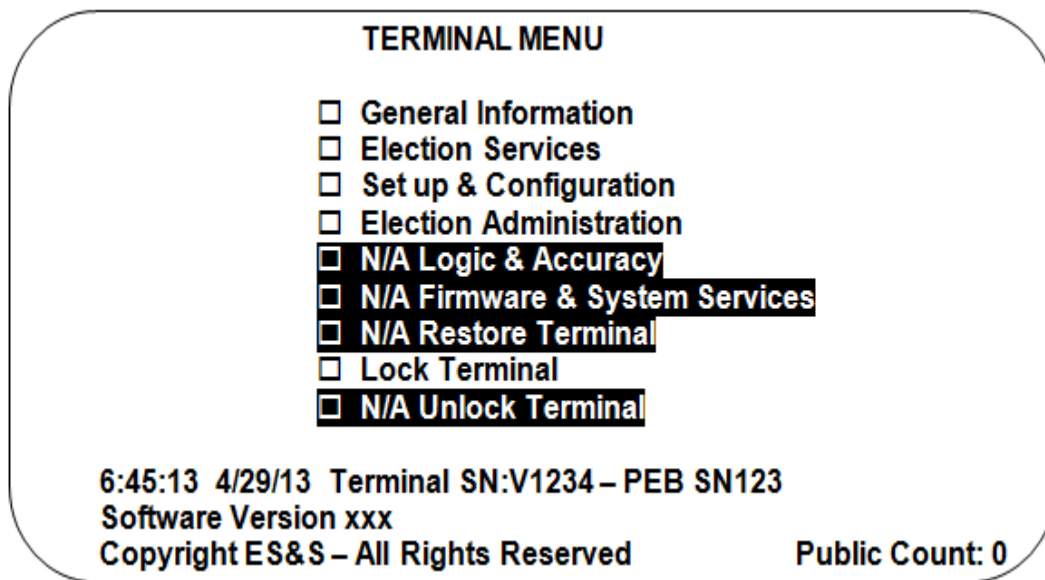Copyright ES&S – All Rights Reserved   Public Count:

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

       6:45:13  4/29/13  Terminal SN:V1234 – PEB SN123
       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: ▆▆□

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.**
>
> | PRINT | | CANCEL |

Select: PRINT

7. The polling location zero tape will begin to print.

8. Once the polling location zero 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 polling location zero tape.

15. The Supervisor and one other poll worker need to sign the polling location 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 polling location 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 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.

<u>SETTING UP IVOTRONIC SCREENS – THROUGHOUT EARLY VOTING</u>

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. Plug the black power connector into the top of the iVotronic screen.

3. If your location has iVotonics in a standard booth, 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.

POLL WORKER TRAINING GUIDE

OPENING THE POLLS ELECTION DAY

WILLIAMSON COUNTY ELECTIONS DEPARTMENT

BEFORE ELECTION DAY – PRESIDING JUDGE DUTIES

1. Visit the polling site in order to accomplish the following:

   ★ 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.

   ★ Locate the room to be used for the election, restrooms, tables and chairs.

   ★ 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.

   ★ Confirm that the location is accessible to the elderly and to voters with disabilities.

   ★ 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:

   ★ The Supply Inventory is in the lid of the white Supply Kit.

   ★ Check ALL the items found in your assigned supply kit against the Supply Inventory to make sure all items are included.

   ★ 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.

THE DAY BEFORE – CONTINUED

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:

★ Blue PEB bag

★ Blue flashcard bag

★ iVotronic doors

★ Orange provisional ballot bag

★ Red emergency ballot bag

★ Workstation (if applicable)

★ VoteSafe computers

The following equipment seals and serial numbers which must be verified/recorded the morning of voting because they require seals to be broken in order to access.

iVotronic screens

iVotronic flashcard doors

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.

6.   iVotronics may be set up and put into place, but do not break any seals until the morning of the first day of voting.

ELECTION EQUIPMENT SEALS
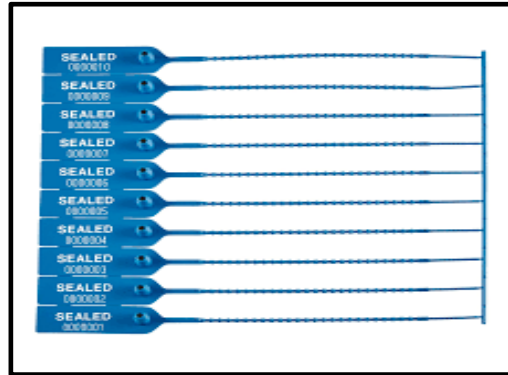
iVotronic Doors

Blue Pull-Tite Seal

iVotronic Flashcard Door

Blue Tamper-Evident Seal

Provisional Bag

White Prong 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 Presiding Judge will verbally administer the Oath of Election Judges and Clerks as well as the Oath of Assistance and Interpreters to all poll workers, who will then each affirm and sign the oath. The oaths are in the forms folder in the supply kit.

4. Set up the voter check-in table:

   ★ VoteSafe computer, label printer, and bar code scanner
   ★ Combination forms

5. Set up the auxiliary table:

   ★ Valid forms of ID list
   ★ Williamson County Poll Worker Training Guide
   ★ Secretary of State Handbook for Judges and Clerks
   ★ Statement of Residence Cards
   ★ Registration Omissions List
   ★ Sample ballots
   ★ Pens

6. Set up the iVotronic voting machines.

   ★ Cut the iVotronic door seals
   ★ Unlock all iVotronics even if you think you might not need to use them all

7. Set up the ballot table:

   ★ Green Activator PEBs
   ★ Pens
   ★ 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.

OPENING THE POLLS – CONTINUED

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 polling location zero tape and polling location 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 the connections are secure. Confirm that the outlet is working.

VERIFYING IVOTRONIC EQUIPMENT: BEFORE OPENING THE POLLS

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

2. Standard booth or tabletop case with iVotronic screen

3. Blue PEB bag with PEBs – red master & green activators

4. Blue flashcard bag

5. iVotronic printer accessory box with the following items:

   ★ Printer
   ★ Printer power supply (AC cable and adapter)
   ★ Interface cable (connects printer to the iVotronic)
   ★ Headphones (used by voters requesting an audio ballot)
   ★ iVotronic keys
   ★ Roll of printer paper

6. Extension cord and surge protector

SETTING UP THE STANDARD IVOTRONIC BOOTH

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.
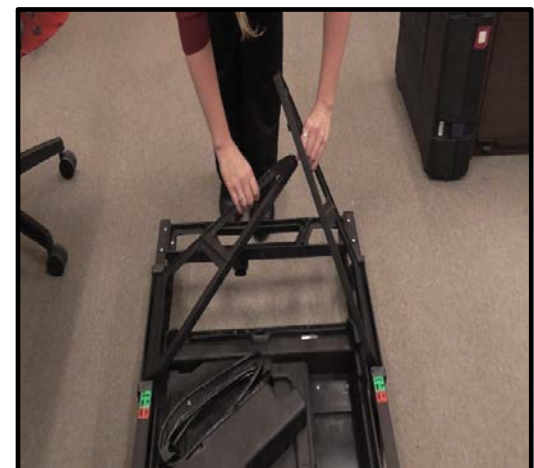
SETTING UP THE STANDARD IVOTRONIC BOOTH – CONTINUED

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.

SETTING UP THE STANDARD IVOTRONIC BOOTH – CONTINUED

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.
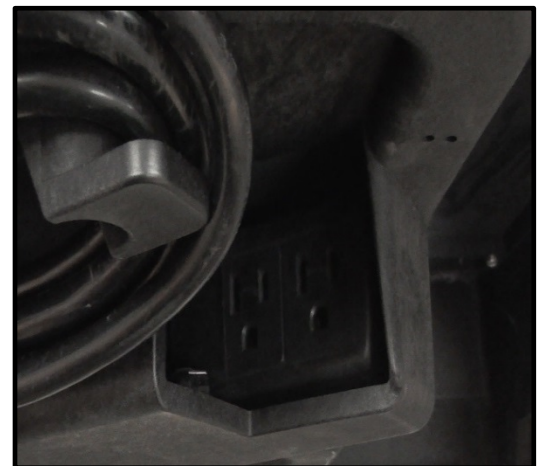
SETTING UP THE STANDARD IVOTRONIC BOOTH– CONTINUED

10. Verify the blue plastic seal on the doors of each iVotronic against the number on your seal log.
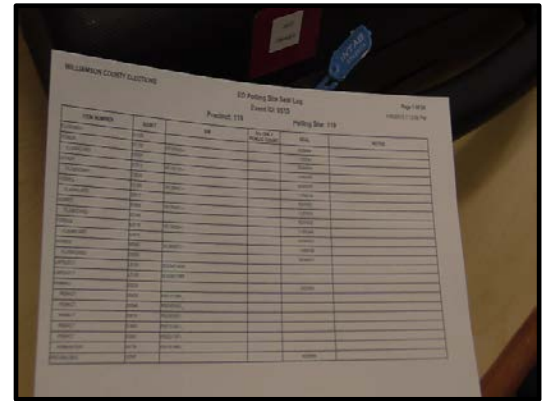
11. Cut the seal and pull open the privacy screen doors outward. Do not force the doors to open wide. Place broken seals in the bag labeled for used seals.

12. Check the serial number on the bottom right of the iVotronic screen against the seal log.

SETTING UP THE STANDARD IVOTRONIC BOOTH – CONTINUED

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 BOOTH

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.

SETTING UP THE TABLETOP IVOTRONIC BOOTH– CONTINUED

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.

SETTING UP THE TABLETOP IVOTRONIC BOOTH – CONTINUED

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.

SETTING UP THE TABLETOP IVOTRONIC BOOTH – CONTINUED

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.

SETTING UP THE TABLETOP IVOTRONIC BOOTH – CONTINUED

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 BOOTH – CONTINUED

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.
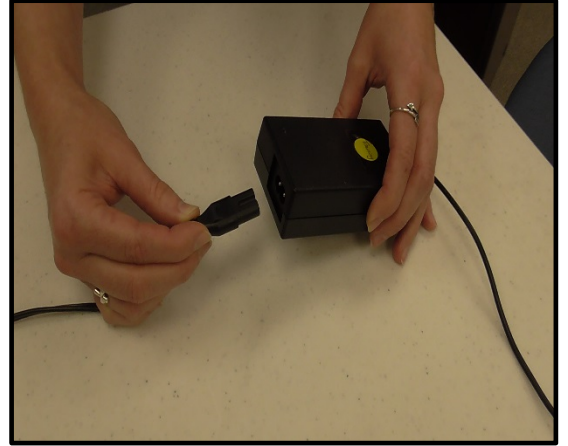

17. Verify that each iVotronic touchscreen is plugged into its booth. You are now ready to set up the iVotronic printer.

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.
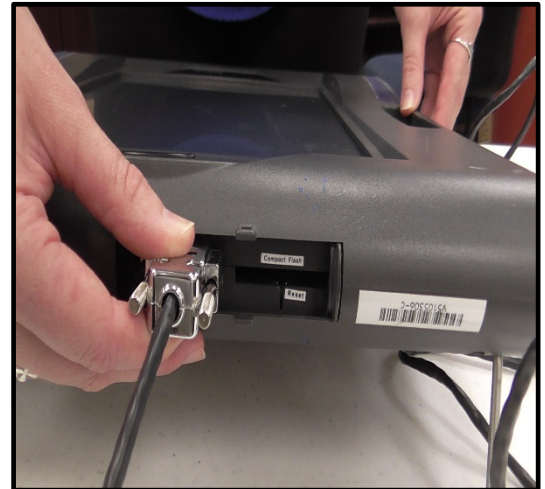

3. Plug the power cord into an outlet.

SETTING UP THE IVOTRONIC PRINTER – CONTINUED

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

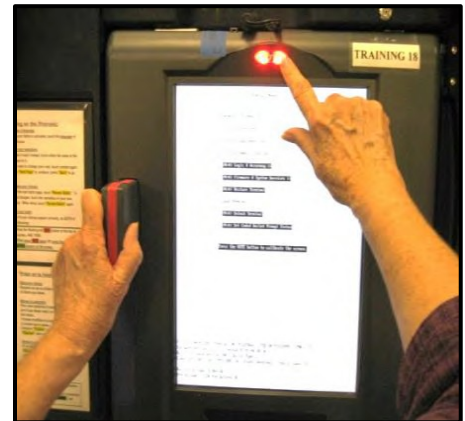5.   The following message will appear:

> 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.

```
            TERMINAL MENU

      ☐ General Information
      ☐ Election Services
      ☐ Set up & Configuration
      ☐ Election Administration
        N/A Logic & Accura
        N/A Firmware & System Serv
        N/A Restore Termi
      ☐ Lock Terminal
      ☐N/A Unlock Terminal

    6:45:13 4/29/17 Terminal SN: V1234 – PEB SN123
    Software Version xxx
    Copyright ES&S – All Rights Reserved    Public Count:
```
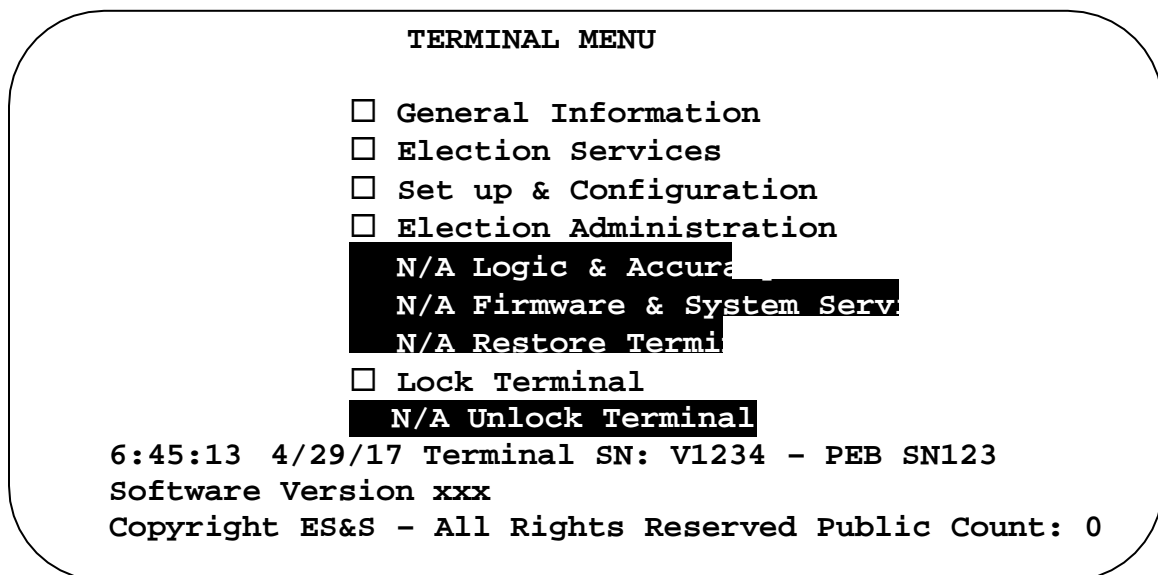
RECORDING THE PUBLIC COUNT

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 & Accura
              N/A Firmware & System Serv
              N/A Restore Termi
            ☐ Lock Terminal
              N/A Unlock Terminal
     6:45:13  4/29/17 Terminal SN: V1234 – PEB SN123
     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 menu 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:
```

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.
```

| PRINT | | CANCEL |

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

Texas Law (SB 5) requires voters to show approved photo identification when voting in person.

Texas Law allows voters with a reasonable impediment to obtaining photo ID to present an approved supporting identification. These voters must also complete a Reasonable Impediment Declaration.

The approved photo identification (List A) must be current or have expired no more than 4 years before being presented for voter qualification at the polling place (for voters aged 18-69 years). A voter aged 70 years or older may use approved List A photo identification, no matter how long it has been expired.

Early Voting – A list of ID expiration dates for each day of Early Voting is located 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.

ACCEPTABLE FORMS OF ID

SB5 PHOTO ID (LIST A)

State Issued:
- ★ Driver License
- ★ Identification Card
- ★ License to Carry a Handgun/Concealed Handgun Licenses
- ★ Election Identification Certificate (EIC)

Federally Issued:
- ★ US Passport or Passport Card
- ★ Veteran Affairs ID or Health ID Card
- ★ US Certificate of Citizenship or Naturalization (does not expire)
- ★ US Military ID

ACCEPTABLE SUPPORTING ID (LIST B)

Must complete Reasonable Impediment Declaration

- ★ Copy or original of a government document that shows the voter's name and an address, including the voter's voter registration certificate;
- ★ Copy of or original current utility bill
- ★ Copy of or original bank statement
- ★ Copy of or original government check
- ★ Copy of or original paycheck
- ★ Copy of or original of (a) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

Examples of other government documents showing voter's name and address that CAN be accepted *(Must be original if it contains a photo)***:**

- ★ Driver's licenses from other states
- ★ ID cards issued by federally recognized Native American tribes
- ★ DPS receipts not containing a photograph
- ★ Texas DPS-issued driver licenses or personal ID cards more than 4 years expired (remains a List A ID if the voter is 70 or above).

Examples of other government document that can NOT be accepted:

- ★ Social security cards
- ★ Public college or university IDs without an address
- ★ State/Federal employee IDs without an address
- ★ Library cards without an address

Address printed on ID does not have to match the address listed in Votesafe.

A voter without a valid ID should be offered a provisional ballot. No voter should be turned away from the polls for failing to provide valid ID.

ACCEPTABLE FORMS OF ID EXAMPLES

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 if it is within the period of acceptable expiration.

TX ELECTION IDENTIFICATION CERTIFICATE	TX HANDGUN LICENSE

U.S. PASSPORT	U.S. PASSPORT CARD

ACCEPTABLE FORMS OF ID EXAMPLES – 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)

EXPIRATION DATE
FEDERAL IDENTIFIER

AFFILIATION

SERVICE/AGENCY

COLOR INDICATIOR

PAY GRADE

RANK

INTEGRATED CIRCUIT CHIP (ICC)
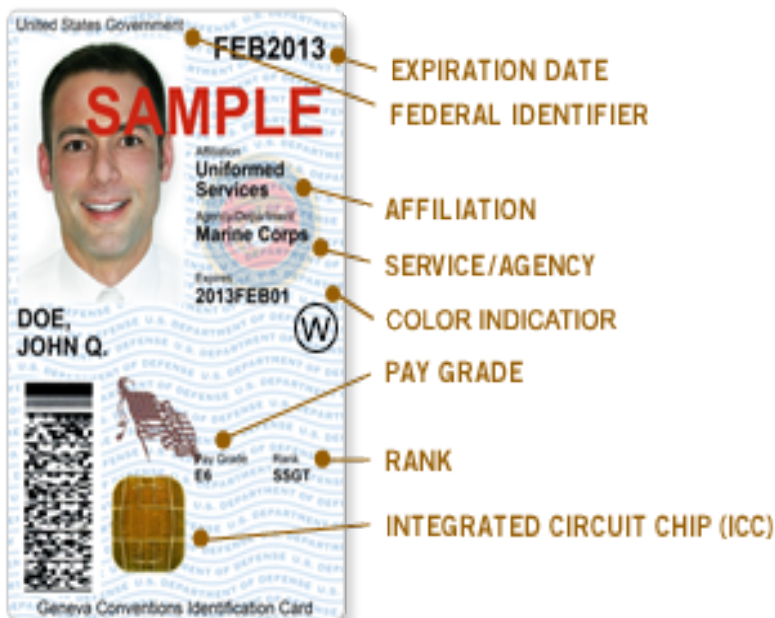
Most CACs are similar in appearance. The seals to the right of the picture will change according to branch of service. Contractors will have a green bar across the name, which will be sufficient for use if other qualifications are met.

ACCEPTABLE FORMS OF ID EXAMPLES – CONTINUED

DEPARTMENT OF DEFENSE CIVILIAN RETIREE ID CARDS

Cards Will Be Chipless, Plastic IDs

Service Seal · Security Image

Status · Optical Variable Device (OVD) · Name · Pay Grade (Optional)

DoD · Civilian Retiree · SAMPLE · DOE, JOHN G · Pay Grade GS12 · Issue Date 2008AUG05 · Expiration Date 2012JUL28 · Identification Card

Organ Donor (Optional) · Bar Code · Magnetic Stripe

ID Card Only · **ID Valid for 4 Years**

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 EXAMPLES – CONTINUED

VETERANS AFFAIRS OR VETERAN HEALTH IDENTIFICATION CARD – Do not expire

VOTER REGISTRATION CERTIFICATE

Although a Voter Registration Certificate alone is no longer a valid form of "List A" ID (unless it is marked with an "E" after the VUID), you may still use the certificate number to look up voters in VoteSafe.

Voter Unique Identification Number (VUID)

Voter Registration Certificate Number

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.

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, manually 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 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 label". Do not remove the backing from the second label. Tear it off the printer and pass it along to the poll worker that will activate the ballot on the iVo.

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:
   - Olivia Newton   vs.   Olivia Newton-John
   - Beyonce Knowles   vs.   Beyonce Carter

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 his or her photograph, address, and date of birth in determining whether to accept the voter.

Use all information to assist in determination:

★ Address
★ Date of Birth
★ Photograph

EXAMPLE: Janice Sample vs. Janis Sample Joplin

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. 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.

NOTE: 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. Only SB5 approved (List A) photo ID can be used to cure ballot. Supporting ID (List B) cannot be used to cure a 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 processing a Provisional Voter write the voter's information on the Combination Form. Indicate that he or she was a Provisional Voter by placing a check mark in the Provisional column on the Combination Form. You must also write in the voter's name on the List of Provisional Voters. Never check a provisional voter into Votesafe, even if the voter is registered to vote.

★ 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.

★ If the label printer is not working, a poll worker must hand write in the information on the combinations form for each voter checked-in.

NOTATIONS IN VOTESAFE – 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."

NOTATIONS IN VOTESAFE – ADDRESS NOT AVAILABLE

If "Not Available" is noted in place of the voter's address in VoteSafe, 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. Assure the voter that his or her information will remain suppressed when the address change is processed.

NOTATIONS IN VOTESAFE – 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. Have the voter sign his or her label on the Combination Form.

NOTATIONS IN VOTESAFE – VOTER HAS REQUESTED A MAIL BALLOT

This notation will appear if the voter has submitted either:

★ A regular Ballot by Mail Application

★ A Federal Postcard Application (FPCA) for military and overseas citizens

If the voter has requested a regular Ballot by Mail:

★ If available, the voter must surrender the mail ballot to the Election Supervisor/Judge. The Supervisor/Judge will write "Cancelled" on the returned ballot.

★ The voter must complete and sign Part A of the Request to Cancel Application for a Ballot by Mail form.

★ The Election Supervisor/Judge will sign the request and place the cancelled ballot (if any) and place the request in correct envelope. Please refer to the form instruction guide to determine the correct box/envelope to return it to.

★ The Election Supervisor/Judge must call the Judges' Hotline so the Elections Department can verify the voter has not returned a marked ballot and to remove the notation once the verified. After the notation is removed, continue checking in voter using standard procedures.

★ If the Elections Department cannot be reached, the voter must cast a provisional ballot.

★ Continue processing the voter.

If the voter has requested a FPCA Ballot:

★ The Elections Office will remove the restriction in the VR system <u>BUT</u> the notation "Voter Requested Mail Ballot" may still appear on the screen.

★ 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.

★ Write "FPCA" by the voter's name on the Combination Form

NOTATIONS IN VOTESAFE – VOTER MUST SHOW ID PRIOR TO VOTING

As SB5 now requires all voters appearing in person to show a valid ID, this notation should be disregarded for any voter appearing in person at the polls.

VOTER REGISTRATION CERTIFICATE W/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 required documentation specified in SB5 from either the U.S. Social Security Administration or the U.S. Department of Veterans Affairs.

Voters who obtain this exemption can 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 to claim this exemption.

CHRISTOPHER J. DAVIS
Elections Administrator
P.O. Box 209
Georgetown, TX 78627
(512) 943-1630
www.wilco.org/elections

Secretary of State's Office
Elections Division
1-800-252-VOTE (8683)
www.sos.state.tx.us

RETURN SERVICE REQUESTED

VOTER REGISTRATION CERTIFICATE
(Certificado de Registro Electoral)
WILLIAMSON COUNTY (Condado de Williamson)

VUID (VUID)	Gender (Sexo)	Valid from (Válido desde)
1136779549 (E)		01/01/2018
Year of Birth (Año de Nacimiento)	Prec. No. (Núm. Pcto.)	thru (hasta)
1965	481	12/31/2019

Name and Permanent Residence Address (Nombre y dirección residencial permanente)

DILLY GENT VOTER
4321 COUNTY RD
WILCO TX 78555

X *Dilly Gent Voter*

VOTER MUST PERSONALLY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT, IF ABLE
(El votante debe firmar esta tarjeta personalmente al recibirla, si puede.)

Party Affiliation (Afiliación del Partido)

U.S. REP. (Rep. Federal)	STATE SEN. (Sen. Estatal)	STATE REP. (Rep. Estatal)	COMM. PCT. (Com. Pcto.)	J.P. PCT. (J.P. Pcto.)
31	5	52	4	4
SCHOOL DIST. (Distrito Escolar)	CITY (Ciudad)	CONSTABLE (Alguacil)		
RS	RC	3		

Name and Mailing Address (Nombre y dirección de correo)

93210

DILLY GENT VOTER
4321 COUNTY RD
WILCO TX 78555

DISABILITY EXEMPTION NOTATION

PROCESSING VOTERS W/PERMANENT DISABILITY EXEMPTION

VR CERTIFICATE WITH THE (E) NOTATION

★ 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.

★ Voter will have an (E) flag in VoteSafe if he or she has requested a permanent disability exemption from the photo ID requirement.

★ Continue processing the voter using standard procedures.

★ 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. If the voter does not possess an ID from (List A), and the voter cannot obtain an ID from (List A) due to a reasonable impediment, their current valid voter certificate is a List B Supporting ID. The voter must also complete the "Reasonable Impediment Declaration".

TEMPORARY EXEMPTIONS

Voters who have a consistent religious objection to being photographed or voters who do not have a valid form of photo ID as a result of being a victim of a natural disaster as declared by the Governor of Texas or the President of the United States occurring not more than 45 days prior to appearing at polls, may vote a provisional ballot and the polling location. The voter must appear at the Elections Department office in Georgetown within six (6) calendar days after the election to sign an affidavit swearing to the religious objection or natural disaster, in order for the ballot to be counted.

NAME NOT ON LIST

★ 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.

★ If the Elections Department can identify the voter as registered in the county, then the Voter must be accepted for voting. Follow instructions provided by Elections Department.

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

DUPLICATE CERTIFICATES

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

★ 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 surrender the duplicate card, the Election Judge should suggest that the voter contact the Elections Department 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

★ Voter must fill out a Statement of Residence card.

★ Verify the new address is still in Williamson County using the street index pdf on desktop of the laptop or provisional finder web tool.

★ Voter is given a FAILSAFE BALLOT containing the items on the ballot that are common between the address where the voter is registered and the new address.

NOTE: Failsafe ballots are not used in Primary Elections. In a Primary Election, a voter that has moved within the county receives the ballot for the address where he or she is currently registered to vote.

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 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":

★ Have voter complete a Statement of Residence card.

★ Collect the completed Statement of Residence card from the voter. Verify the residence address the voter has indicated is located in Williamson County using the street guide index PDF or failsafe finder web tool.

★ If the address has not changed from what is listed in VoteSafe, process the voter using the standard procedures.

★ If the address has changed but is still within Williamson County, the voter is eligible for a Failsafe Ballot.
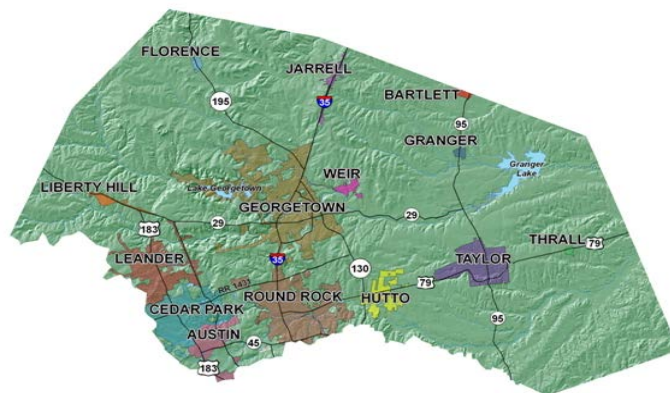
DETERMINING FAILSAFE BALLOT STYLES

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.

★ Look up the voter in VoteSafe and make note of the Ballot Style listed

★ Minimize VoteSafe and double-click on the "Failsafe Finder" icon on the desktop of the computer

DETERMINING FAILSAFE BALLOT STYLES – CONTINUED

★ The Failsafe Finder window will pop-up.

★ Enter in requested information and click "Find Failsafe Ballot Style"

★ Check-in the voter in VoteSafe and wait for the two labels to print. Cross off the ballot style printed on both labels and hand write new ballot style. Do NOT change the precinct.

★ Continue with standard voter processing procedures.

★ The failsafe process is now complete.

NOTE: A voter casting a failsafe ballot will still vote on the iVotronic.

Enter the ballot style for the voter as currently listed in VoteSafe

Enter the new address of the voter (From Statement of Residence)

City	Street Number	Street Name
AUSTIN		

Find Failsafe Ballot Style   RESET

If you need assistance, please call the Judges' Hotline @ 512-943-3555

Failsafe Finder

Find Failsafe Ballot Style   RESET

New Ballot Style Is 1

If you need assistance, please call the Judges' Hotline @ 512-943-3555

CERT: 654321   PCT: 368   BS: ~~11~~ **1**
AARON E SMITH
4321 HENRIETTA LN HUTTO 78634
9/23/1963
Signature _____

CERT: 654321   PCT: 368   BS: ~~11~~ **1**
AARON E SMITH

LIMITED BALLOT – EARLY VOTING ONLY

During Early Voting only, if a voter is a resident of Williamson County but currently registered in another Texas county, the voter may be eligible to vote a Limited Ballot.

A Limited Ballot is a ballot that limits the voter to only voting on the races that are common between the precinct in the county in which he or she is currently registered and the new precinct in Williamson County.

Limited Ballot voting is only conducted at the Elections Department, 301 S.E. Inner Loop, in Georgetown.

Before sending a voter to the Elections Department, use TEAM to verify voter's registration in another Texas county or 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.

PROVISIONAL VOTING

COMMON REASONS FOR VOTING A PROVISIONAL BALLOT

★ Voter failed to present acceptable form of identification.

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

★ Voter has a "Voter Checked In" notation and insists on voting.

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

★ Military personnel who have been recently discharged from the armed forces of the U.S. and have a TX driver's license that expired more than 4 years 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.

PROVISIONAL VOTING PROCEDURES – SUPERVISOR/JUDGE

★ NEVER CHECK A PROVISIONAL VOTER INTO VOTESAFE

★ Hand write voter's information on combo form and place check mark in provisional column (can use separate combo form only for provisional ballots)

★ Supervisor/ Judge fill out the header on the front of Affidavit to Provisional Voter envelope.

PROVISIONAL VOTING PROCEDURES – SUPERVISOR/JUDGE CONTINUED

★ Have voter fill out front of affidavit envelope. Check to be sure voter has legibly filled in all required fields.

★ Fill out AND sign back left-hand side of envelope

★ Use Provisional Lookup Icon or Street Index to determine which ballot style to give voter (VoteSafe can be used if voter is registered)

★ Stamp EA's initials (EV) or sign in red ink (ED) the back lower right-hand corner of the provisional ballot and give ballot, secrecy envelope and green envelope to voter.

★ Record voter on List of Provisional Voters

★ Give voter appropriate Notice to Provisional Voter

PROVISIONAL BALLOT STLYE LOOKUP

★ Minimize VoteSafe and double-click on the "Provisional Ballot Lookup" icon on the desktop of the computer

★ The Provisional Ballot Style Lookup window will pop-up

★ Enter in voter's address and click "Find Ballot Style"

Provisional Ballot Style Lookup

Enter Provisional Voter's address
City   Street Number   Street Name

GEORGETOWN ▾ [ ] [ ]

Find Ballot Style   RESET

If you need assistance, please call the Judges' Hotline @ 512-943-3555

When entering an address, be aware that the address must match our voter system in order to pull up the correct information. In our voter system, street directions are indicated at the end of the street. Some common examples of our abbreviations:

A W Grimes Blvd N (direction after street name)
CR 165 (County Road = CR)
St Andrews Dr (Saint = St)
FM 620 (Farm-to-Market Rd = FM)
RM 2243 (Ranch-to-Market Rd = RM)
PVR 942 (Private Rd = PVR)
Hwy 29 (State Highway = Hwy)
US Hwy 183 (US Highway = US Hwy)

Provisional Ballot Style Lookup

Enter Provisional Voter's address
City   Street Number   Street Name

ROUND ROCK ▾ 2704   PLANTATION DR

Find Ballot Style   RESET

Precinct: 182
BS: 2

If you need assistance, please call the Judges' Hotline @ 512-943-3555

When entering an address, be aware that the address must match our voter system in order to pull up the correct information. In our voter system, street directions are indicated at the end of the street. Some common examples of our abbreviations:

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St Andrews Dr (Saint = St)
FM 620 (Farm-to-Market Rd = FM)
RM 2243 (Ranch-to-Market Rd = RM)
PVR 942 (Private Rd = PVR)
Hwy 29 (State Highway = Hwy)
US Hwy 183 (US Highway = US Hwy)

PROVISIONAL VOTING PROCEDURES – VOTER

1. Signs combo form next to his/her information

2. Takes ballot, secrecy envelope, and green envelope to provisional voting booth and marks the ballot

3. Places marked ballot into secrecy envelope and seals it

4. Places sealed secrecy envelope into green Affidavit of Provisional Voter envelope and seals it

5. Places sealed Affidavit of Provisional Voter envelope containing the marked ballot into the top opening of the orange Provisional Ballot Bag

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 itself.

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

    NOTE: If a voter spoils two (2) ballots, he or she may only receive one more ballot.
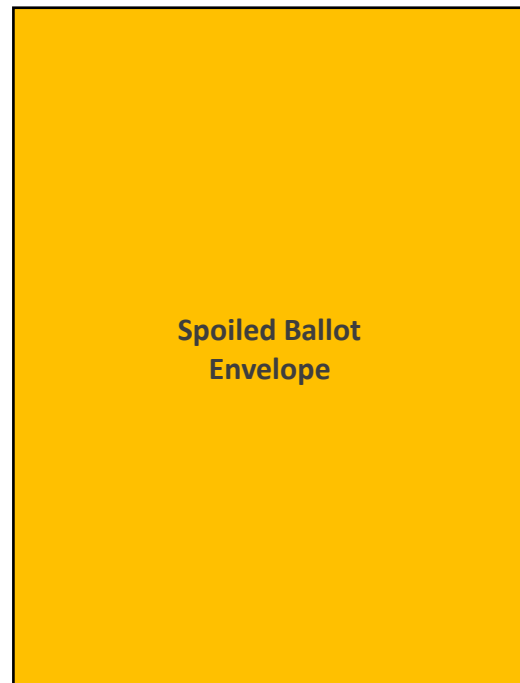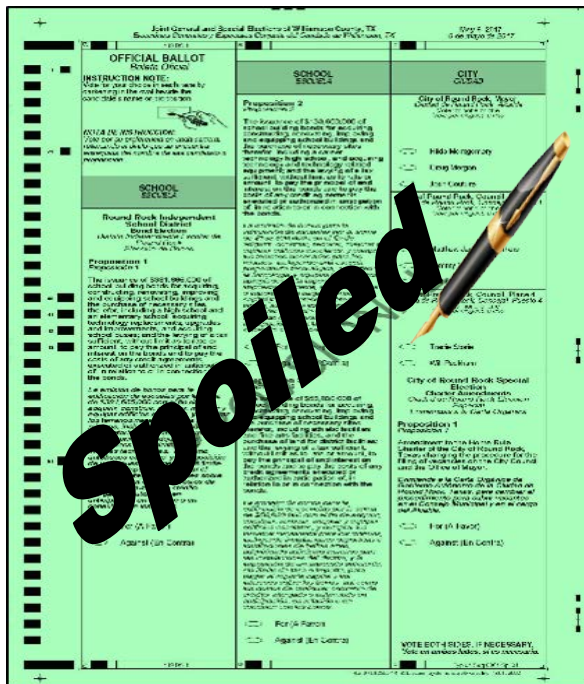
ASSISTANCE TO VOTERS

HB 658 allows mobility impaired voters to ask to skip to front of line. Polling locations will have a sign to post informing voters of this option. Voter must request to skip line. Supervisor/Judge has discretion to allow. If allowed, person assisting voter may also skip line.

ASSISTANTS AND INTERPRETERS

Any voter who is physically unable to mark his or her ballot or who cannot read the languages on the ballot is eligible to receive assistance.

The voter may choose: any ONE person or TWO Election Officials (May be one during Early Voting).

Supervisor/Judge must administer oath to all assistants and interpreters including election workers. The name of the individual must be written on the oath form under the appropriate section(s) indicating the oath has been administered. If the person is acting as both assistant and interpreter, both oaths must be administered, and the name of the person must be written under each section. For assistants/interpreters OTHER than election workers, write the name and address of assistant/interpreter on the combination form indicating which voter they assisted.

The Voting Rights Act allows the voter to choose the assistant or interpreter of his or her choice regardless of whether that person is a registered voter of the County.

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.

★ 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.

★ An elections worker should deliver an unused Combination Form with the voter's signature label, Oaths/Lists of Assistants and Interpreters form, a green activator PEB, and the ADA iVotronic screen to the curb.

★ Poll Watchers and Inspectors may accompany the elections worker to the voter.

★ Have voter sign the Signature Label.

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

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

> **NOTE**: Keys to unlock and remove iVotronic screen from standard iVotronic booth are located in the iVotronic printer box.

RETRIEVING AN ELECTRONIC BALLOT

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

2. Be sure to select the correct Precinct and Ballot Style as listed on the voter's Precinct Card Label.

3. Press Precinct # on Precinct Selection Screen
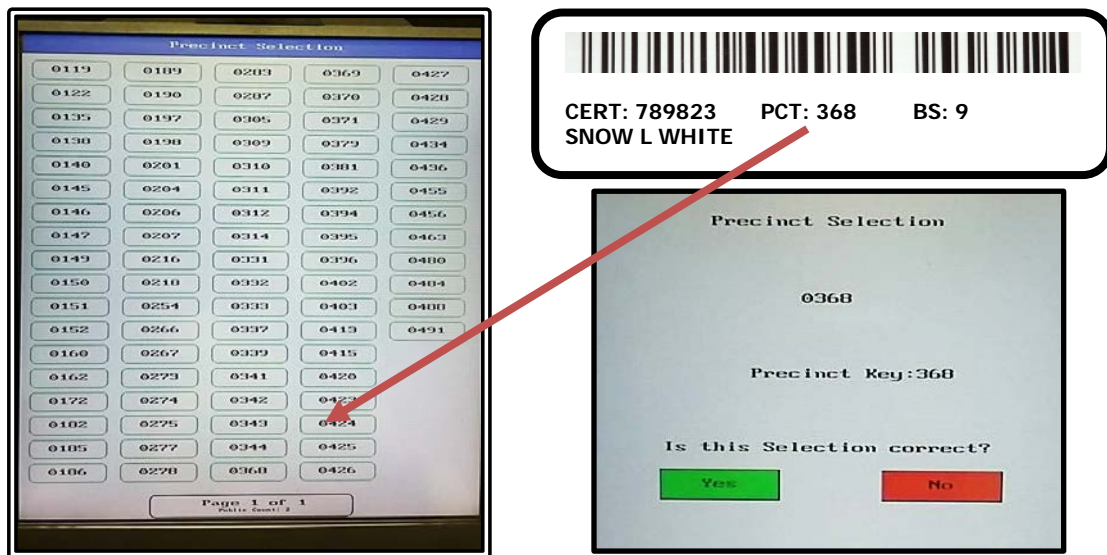
4. Confirm the Precinct choice: Select YES if the precinct is correct. If it is NOT the correct precinct, select NO and return to the previous screen to make the correct precinct selection.

5. Select Ballot Style on Ballot Selection Menu.
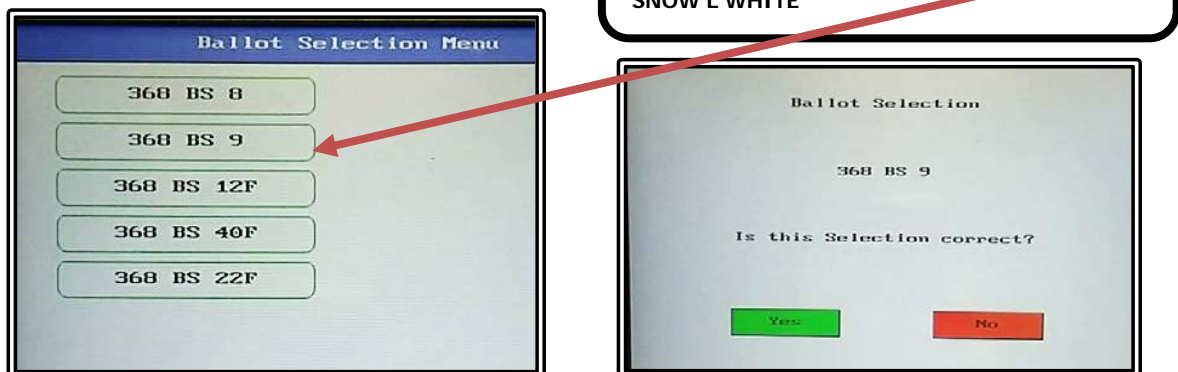
6. Have voter witness correct ballot style is being confirmed. This screen will NOT be displayed if selected precinct has only one associated ballot style.

7. Remove the Green activator PEB when prompted.

PRECINCT CARD LABEL

Once the ballot has been activated, you no longer need the precinct card label. Do one of the following:
- ★ Tear the label and throw it away. (Preferred Method)
- ★ Place it in the plastic bag provided in the supply kit and return to our office.
- ★ If voter has completed an SOR, you can affix the label to the top of that form
     NOTE: Do NOT allow the voter to keep the precinct card label.

INSTRUCTIONS FOR VOTER ON THE IVOTRONIC

Ask voter if he or she needs instructions on how to use iVotronic. If no, you may leave voter to cast ballot in private. If yes, go over 1-2-3 instructions with voter.

1 ACTIVATE BALLOT
You or a pollworker will activate your electronic ballot by inserting it into the appropriate slot.

2 SELECT CANDIDATE
To select your candidate, touch the box next to the name. To de-select, touch box again. The iVotronic will not allow you to vote for more people than may be elected to any one office.

Touch "Next" in lower right corner to navigate forward through the ballot.

Touch "Back" in lower left corner to navigate backward through the ballot.

3 REVIEW BALLOT
After completing last ballot page, touch "Review" and carefully review the selection review screen. To change or make a new choice, touch box next to candidate or office name, and then touch box next to new selection.

VOTE!
When finished, press the flashing red "Vote" button to cast your ballot.

"Thank You For Voting" screen means you have properly cast your ballot.

INSTRUCTIONS FOR VOTER ON THE IVOTRONIC – CONTINUED

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.

PRESS

OR

Press here to cast your ballot now.
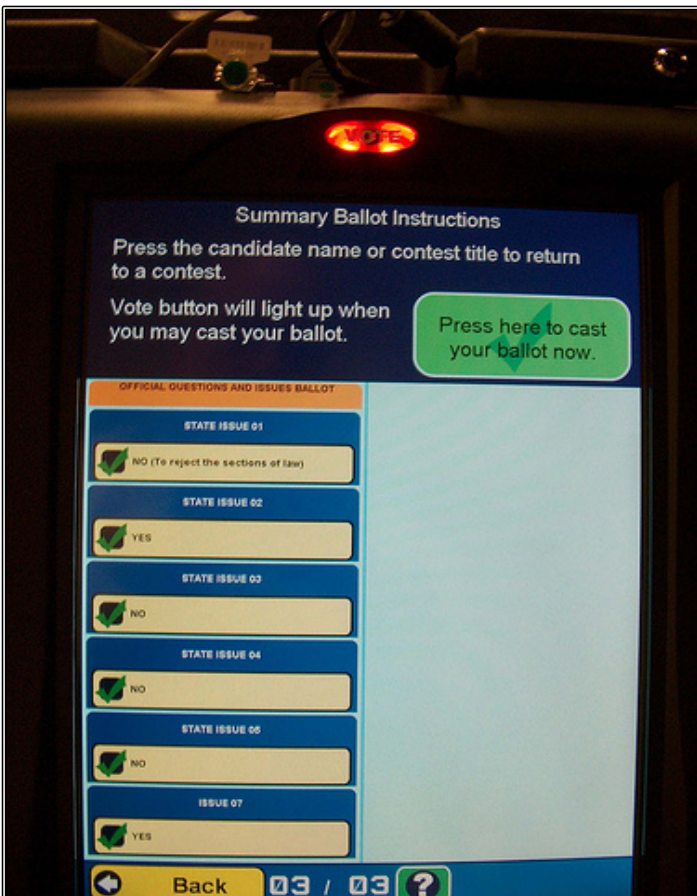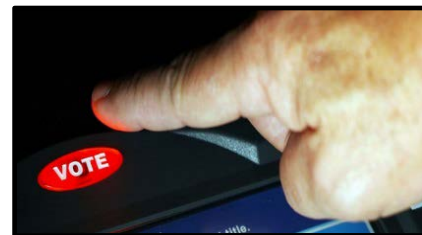
INSTRUCTIONS FOR VOTER ON THE IVOTRONIC – CONTINUED

B. REVIEWING AND CHANGING SELECTIONS:

1. After the last contest is voted, press the yellow "Review" box and the Summary Ballot Instruction 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 in a vote for one race, press the box beside the selection you wish to make. This will deselect the original choice. The green checkmark will move to the new choice. In a vote for multiple, if the voter has already made the maximum amount of selections, the voter must manually deselect one of the choices before a new selection can be made.

4. Press the "Review" box again to return to the Summary Ballot Instructions 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 or green cast ballot button is pressed before a selection has been made in all contests, the following message will appear on the iVotronic screen:
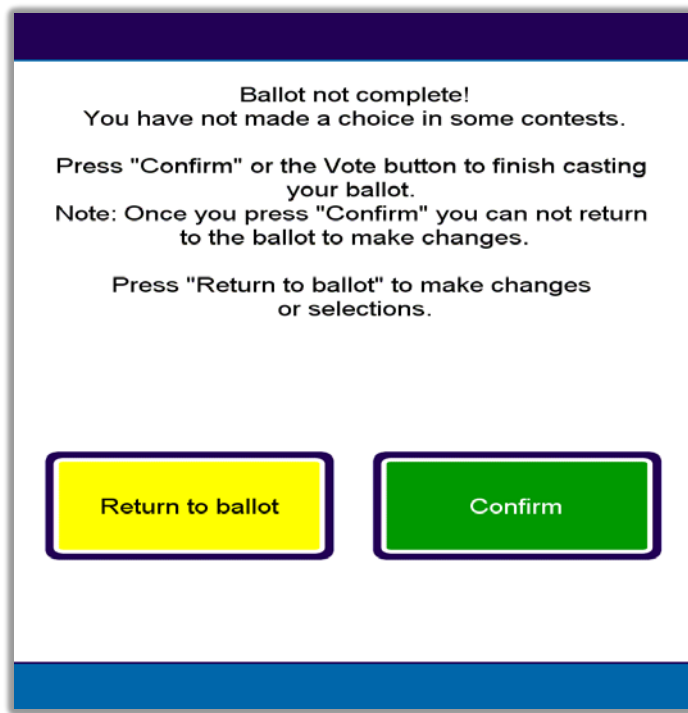
INSTRUCTIONS FOR VOTER ON THE IVOTRONIC – CONTINUED

C. CASTING A BALLOT:

1. After making final selections, press the blinking VOTE button at the top of the iVotronic or the green cast ballot button on the iVotronic screen.

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

3. Press the red VOTE button or the green Confirm box to finish casting the ballot.

   NOTE: After 22 seconds, the iVotronic will begin to beep if the voter did not confirm his or her ballot after pressing the red "VOTE" Button or the green "Confirm" box. Voter MUST press the red "VOTE" button or green "Confirm" box to complete casting the ballot.
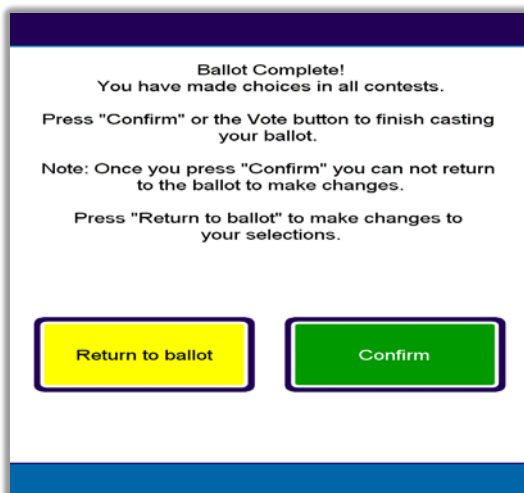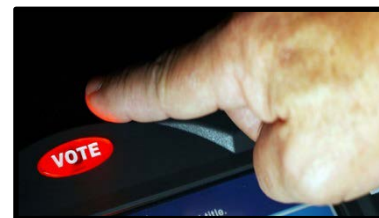
4. After confirming the ballot, the final message will appear:
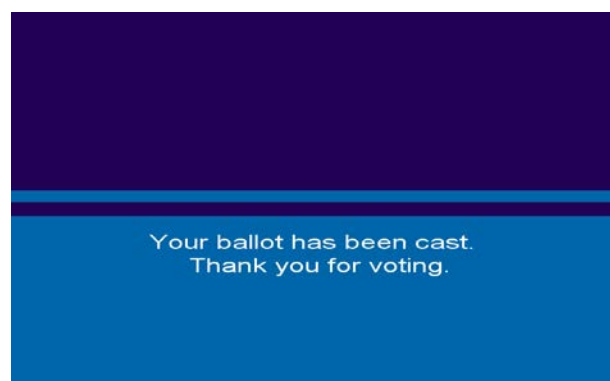
5. Instruct your voter to wait for this message. This assures the ballot has been cast. The voter may exit the booth.

INSTRUCTIONS FOR VOTER ON THE IVOTRONIC – CONTINUED

D.   CHOICES HAVE NOT BEEN MADE IN SOME CONTESTS:

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

2.   At the summary ballot instruction 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!"
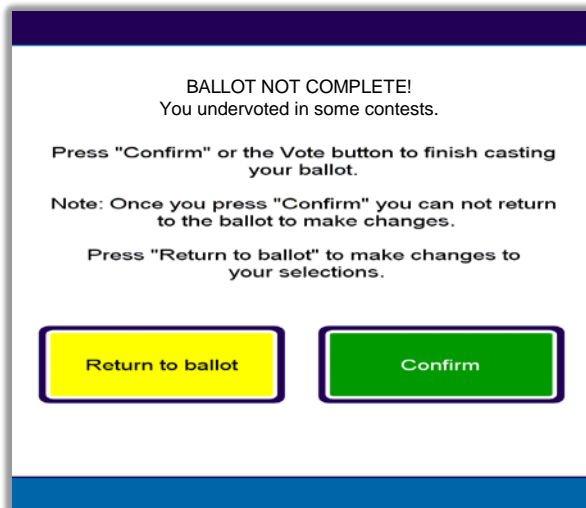
If the voter is satisfied with his or her selections, press the red VOTE button or green Confirm box to cast the ballot.

5.   The final message confirming that the ballot has been cast will appear.
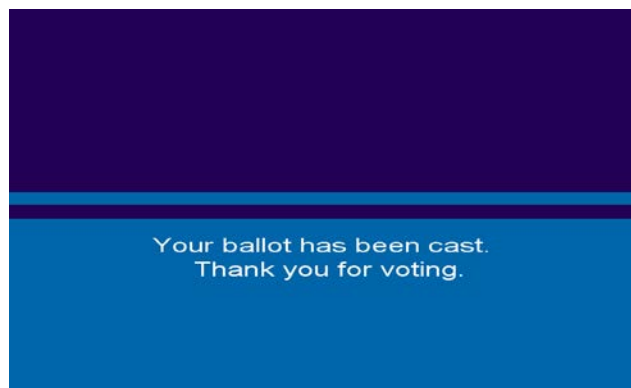
INSTRUCTIONS FOR VOTER ON THE IVOTRONIC – CONTINUED

E. 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":
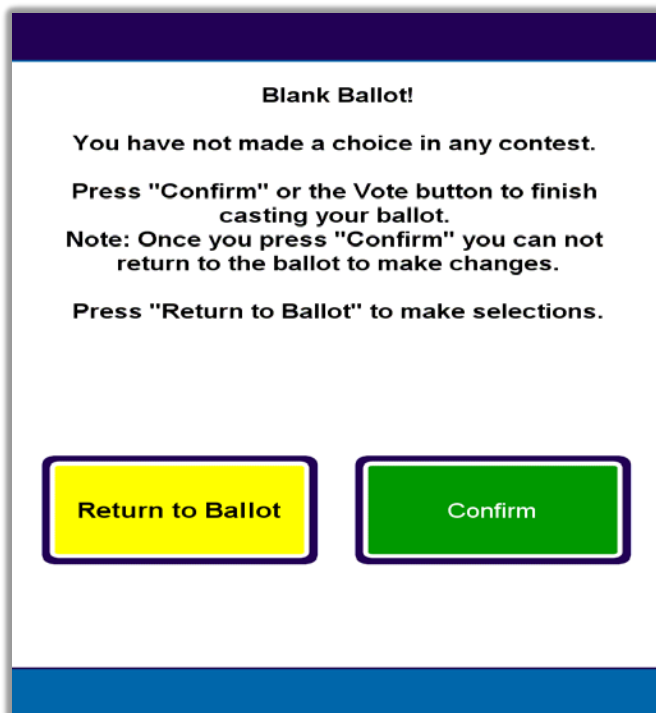
4. Press the red Vote button or green Confirm box to cast a blank ballot.

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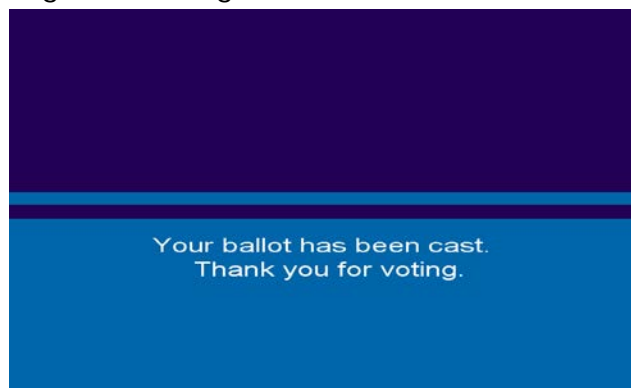
VOTING FOR A WRITE-IN CANDIDATE

If a voter wishes to vote for a write-in candidate, he or she must choose a candidate on the Certified List of Write-In Candidates. This list will be available at each iVotronic. While the iVotronic will allow the voter to type in anything, only those entries 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:
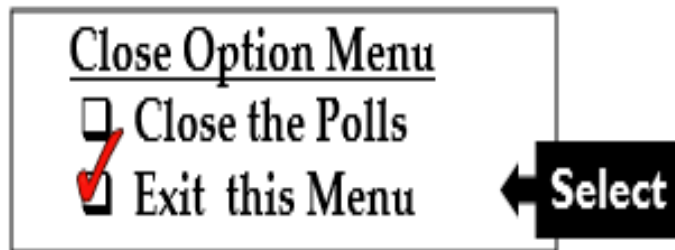
2. Select the "Exit This Menu" box.

3. This will take the poll worker to the normal options for all voters.

<u>WHEN TO CANCEL AN IVOTRONIC BALLOT</u>

Electronic ballots may be cancelled for two (2) types of voters:

UKNOWN Voter – Voter who does not ask for his or her ballot to be cancelled.
KNOWN Voter – Voter who asks the poll worker to cancel his or her ballot.

1. When an UNKNOWN voter walks away from an iVotronic without confirming his or her ballot press the red "VOTE" Button or the green "Confirm" box.

    ★ If the ballot was voted, but not confirmed, the unattended iVotronic will begin beeping after 22 seconds.
    ★ Two (2) poll workers are needed to cancel the ballot on the iVotronic.
    ★ Record the cancellation on the iVotronic Cancellation Log. In the notes section write "unknown".
    ★ If the voter did not press vote at all, the iVotronic will begin beeping after 10 minutes of sitting idle.

2. If a KNOWN voter decides not to vote during the voting process before casting the ballot:

    ★ Cancel the ballot on the iVotronic. Only one poll worker is needed.
    ★ Record the cancellation on the iVotronic Cancellation Log, in the notes section write the voter's name.
    ★ Cancel the voter on the Combination Form by marking a line through the voter's label and his or her signature.
    ★ Have voter initial next to his or her name.
    ★ Cancel the voter's VoteSafe check-in.

3. If a KNOWN Voter receives the wrong ballot style or language on the iVotronic:

    ★ Cancel the ballot on the iVotronic.
    ★ Do not record this type of cancellation on the iVotronic Cancellation Log.
    ★ Begin the process to retrieve the correct ballot. 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 a blank ballot
> ☒ Cancel ballot

Select: Cancel Ballot

3. Confirm the previous choice.

> Cancel Ballot?
> ☒ Yes No
> ☐

Select: Yes

4. The following screen will appear: (The reasons listed here are not exhaustive.)

> 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 when instructed at the bottom of the iVotronic screen.

DOCUMENTING A CANCELLED ELECTRONIC BALLOT

1. Record the cancellation on the iVotronic Cancellation Log when one of the following situations applies:

    ★ The voter has been checked in, signed the Combination Form and then decided not to cast an electronic ballot

    ★ 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 the Combination Form. It is not acceptable to consider a voter "known" if he or she has left the polling location but a poll worker believes he or she knows the name of the voter.

4. If the voter's name is not known, write "Unknown" in the notes section.

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

    NOTE: If a voter leaves the vicinity where the iVotronics are located and has left his or her iVotronic ballot open without confirming the ballot, you may NOT run after the voter or phone the voter to ask him or her to come back to finish voting the ballot.

ADA IVOTRONICS

Every iVotronic offers voters a visual ballot. Each location is also equipped with a least one ADA (Americans with Disabilities Act) compliant iVotronic. ADA iVotronics allow voters to select a visual ballot or an audio ballot. ADA iVotronics can be used by any voter.

VISUAL BALLOTS

To select a visual ballot, touch the iVotronic screen.

AUDIO BALLOTS – 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 green diamond-shaped button.
3. To hear the next language, press the yellow down-arrow button.
4. To hear the previous language again, press the yellow up-arrow button.

VOTING INSTRUCTIONS

1. To repeat instructions, press the yellow up-arrow button.
2. To skip the voting instructions and enter the ballot, press the green diamond-shaped button at any time during the voting instructions.

WRITE-IN INSTRUCTIONS

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

AUDIO BALLOTS – ADA IVOTRONICS ONLY CONTINUED

MAKING SELECTIONS

1. Press the green diamond-shaped button.
2. To move from contest to contest, use the yellow arrow-shaped buttons to move up and down the contest titles.
3. To select a contest, press the green diamond-shaped button to enter the contest.
4. The first candidate or selection will be read.
5. Use the yellow arrow-shaped buttons to move from one candidate or selection to another.
6. Press the green diamond-shaped button to vote for that candidate or selection.
7. To move to the next contest, use the yellow 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 yellow up-arrow until you pass the current contest title.
10. When you reach the previous contest, the title will automatically play.

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**

VOTESAFE ELECTRONIC POLL BOOK

YOUR SUITCASE WILL INCLUDE THE FOLLOWING:

- Laptop Computer
- Power Brick and power cord
- T-Mobile Hot Spot (one per location - in the lowest # suitcase)
- Mouse and Mouse Pad
- Extension Cord
- Barcode Scanner with Scanner Stand
- Brother Label Printer with Power Cord and USB Cord for Label Printer
- Extra Labels

Laptop with power brick and power cord

T-Mobile Hot Spot (one per location - in lowest # suitcase)

Extension cord

Barcode scanner with scanner stand

Brother label printer with power cord and USB cord

Mouse and mouse pad

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 COMPUTER

1. Open the laptop and plug the laptop's power brick into the USB port on the right side of the laptop and plug the other end of the cord into the wall.

2. Plug the Mouse into the laptop.

3. 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 to an outlet. Press the Power button on the printer. If the green light comes on, it has power.

4. Turn on your computer by pressing the small silver power button on the left side above the keyboard.

5. Connect the Barcode Scanner into the USB Port. When you're not using it, the Barcode Scanner can rest in the scanner stand.

SETTING UP HOT SPOT

1. The Hot Spot does NOT need to be connected to a laptop. Set-up is easy as 1-2-3.

2. Plug the micro USB (small) end of the cord into the top of the Hot Spot device.

3. Plug the pronged end into the power strip.

4. Slide the power switch located on top of the Hot Spot into the ON position.

5. Laptops will automatically connect to the Hot Spot.

6. Do NOT connect any personal devices to the Hot Spot!

OPENING THE POLLS

★ LOGIN

Log into Windows with: Username: Poll Worker (Field will be populated automatically)
Password: Provided during training

Remember – all Usernames and Passwords are case-sensitive.

Decline any messages asking if you would like to install updates

★ CONNECTING TO THE INTERNET

1. To be sure you are online:
2. Click on the Wireless icon on the bottom right hand of your laptop screen.
3. Look for the "WilcoElect#". This should say you are "Connected".
4. Check for the light to be lit on the F12 key of the laptop.
5. If you are not connected, check to be sure the Hot Spot device is on, click on the WilcoElect to be connected.
6. Call the Judges Hotline if problem persists.

★ 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 at training.
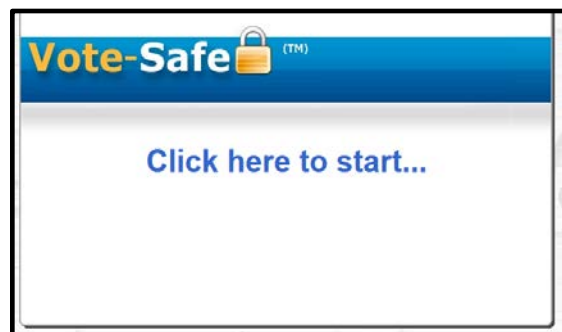
OPENING THE POLLS-CONTINUED

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. Carefully select Pollplace and Worker from pop-up lists. Confirm the information is correct Click "Continue to Voter Lookup".

To change your font size click on an "A" next to Text in the upper right side of the screen.

VOTER PROCESSING

MANUAL VOTER LOOKUP

CHOOSE ONE:
★ Type the voter's VUID# or Driver License #, click "Search".
★ Type the first 4 characters of the voter's last name. Cursor will automatically jump to first name field. Type the first 4 characters of the voter's first name. After 4th character is entered, VoteSafe will automatically begin to search.
★ Type in the voter's birthdate (slashes not needed), click "Search".

BARCODE SCANNING

★ Make sure the cursor is in the first box labeled "House # / Voter ID / DL".
★ 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.
★ Searching using the Driver License # may not find a voter if the voter did not include his or her DL # on the VR application. If you cannot find a voter by DL, try searching by name or birthdate.
★ Press "Enter" or click "Search" to go to the next screen.

VOTER PROCESSING – CONTINUED

MULTIPLE MATCHES

This screen shows a list of voters with the criteria you searched for. When you see more than one name, be sure to click the correct voter's name to continue to the Voter Check-in screen. LOOK FOR ANY LARGE RED NOTES such as suffixes like Jr., III, or other notations.

VOTER CHECK-IN

★ Verify the voter's address by asking: "What is your current address?"
  Remember: Address on ID does NOT have to match address in VoteSafe!

★ When the voter's personal information appears, you will see the address where they are currently registered. If the voter's information is correct click on "Check-in Voter" at the bottom of the screen. Click the green button to check-in the voter. Two labels will print out.

VOTER PROCESSING – CONTINUED

NOTATIONS/MESSAGES

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

Examples:

Counts/Logs	Contacts/Help

EDWARD LAMAR SMITH III Return to Search Results

Verify Voter Information

Address: **316 LONE STAR BLVD** HUTTO 78634

Birthdate: **9 / 23 / 1963**

County ID: **440038** Status: **A** Precinct: **402**

> 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.

Counts/Logs	Contacts/Help

AARON D SMITH Return to Search Results

Verify Voter Information

Address: **1003 OAKRIDGE CV** LEANDER 78641

Birthdate: **1 / 19 / 1975**

County ID: **351437** Status: **S** Precinct: **264**

*** Voter must complete a Statement of Residence prior to voting. ***

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

Counts/Logs	Contacts/Help

ANTHONY MICHAEL ABBATTISTA Return to Search Results

Verify Voter Information

Address: **3404 LUMINOSO LN** ROUND ROCK 78681

Birthdate: **11 / 30 / 1990**

County ID: **921459** Status: **A-I** Precinct: **382**

*** Voter must show ID prior to voting ***

> This voter did not provide acceptable identification information when registering to vote. Follow standard identification procedures.

VOTER PROCESSING – CONTINUED

This voter has requested a Ballot by Mail. Voter must complete Request to Cancel Ballot by Mail per instructions to vote in person. The Elections Department must be called to have this designation removed to allow in person voting.

This voter has already been checked-in at the location, date, and time listed.
If the voter insists that he or she did not already vote, offer a Provisional Ballot.

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. Ask these voters, "Have you moved?" If yes, voter must complete a Statement of Residence before casting a ballot. The voter's new address will remain suppressed.

VOTER PROCESSING – CONTINUED

REPRINTING LABELS OR CANCELLING CHECK-IN

To reprint a label of a voter that you just checked-in or to cancel the check-in:
Click the voter's name in the top left message box.
Otherwise, search for the voter again.

After clicking the voter's name, the voter information screen will appear.
Click on the correct option.
★ If you choose to re-print label, the label printer will re-print the two labels.
★ If you choose to cancel the check-in, a confirmation screen will appear.

VOTER PROCESSING – CONTINUED

Confirm cancellation of check-in.

Cancel check-in for JENIFER MARIE FAVREAU?

Yes   No
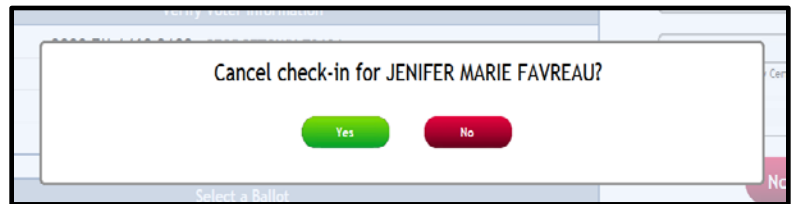
The "Voter Lookup" screen appears and confirms the cancellation.

Training Mode - Williamson Voter Check-in

Count/Logs   Contacts and Help

Check-in for JENIFER MARIE FAVREAU cancelled

Voter Lookup   Clear Fields
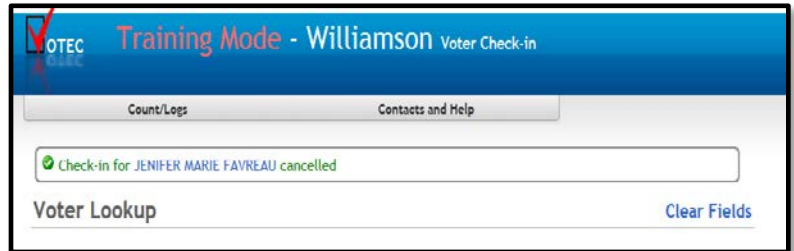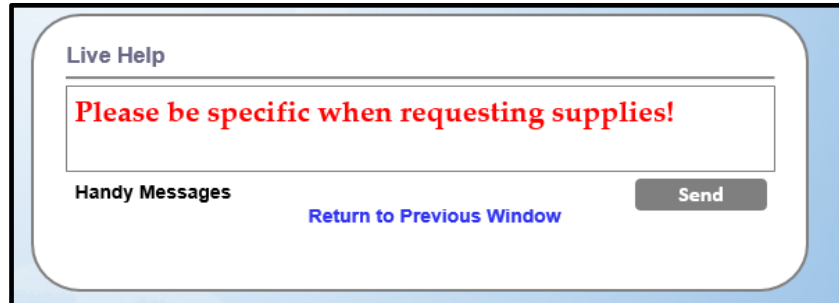
LIVE HELP

SENDING MESSAGES

★ Use live help to send and receive messages with the Elections Department. Click "New" to send a message. 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.)

Logout

Training Mode - Williamson Voter Check-in

Friday, Dec 11 2015

Count/Logs   Contacts and Help

Voter Lookup   Clear Fields   Text: A A A

House # / Voter ID / DL   Street

Last Name   First Name   Birthdate (MM/DD/19YY)

(Press Enter or Click Search)   Search

Live Help   New
No messages...

System Usage
Cowan Creek Amenity Center
General Pollworker 2
Online
Check-in Msgs Queued: 0

Lookup Guidelines
Find Voters Using...

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LIVE HELP - CONTINUED

★ Type in your question or select the "Handy Message" that applies and click "Send". 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 you think is important. Use this option if you have a question about a voter's eligibility.

RECEIVING MESSAGES

★ When sending a voter question to Elections Staff, you will receive a message back 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.

★ 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. Clerks should be instructed to inform Supervisor/Judge of these messages before closing.

Section 4 – VoteSafe 4-11

COUNTS

★ To verify how many voters have been checked-in through VoteSafe, click on "Counts/Logs" at the top of the screen.

★ The "Counts" screen will show the number of voters who have been checked-in for that day as well as the total for the election on that laptop.

★ Add counts from all laptops for polling location count

LOGS

★ 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 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 she is currently checked-in as having voted.

Counts / Logs Return to Previous Screen

| | Counts | Logs |

Select Day 09/22/2015

Time	Voter	Action	ID
09/22 12:34 PM	MISTY HORNE	Checked-in	1028619
09/22 12:28 PM	MISTY HORNE	Cancelled	1028619
09/22 12:27 PM	MISTY HORNE	Checked-in	1028619

Return to Previous Screen

★ 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 VOTESAFE COMPUTER

Make sure that VoteSafe is Online and queue is at 0 prior to shutting down the VoteSafe computer.

Votesafe

Logout

Training Mode - Williamson Voter Check-in

Tuesday, Feb 2 2010

- **Click the "X" in the upper right corner of the screen to close VoteSafe.**
- **Click the Windows icon in the lower left corner of the screen and select "Shut down."**

Carefully unplug the mouse, label printer and barcode scanner.

Return the VoteSafe computer and accessories to its numbered suitcase.

BROTHER LABEL PRINTERS TECHNICAL TROUBLESHOOTING

★ Check to be sure label printer is plugged directly into a USB port.
★ 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.
★ 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.
★ 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.
★ Pull out the power plug from the outlet.
★ Clean with a cloth dipped isopropyl alcohol.

PRINTER HAS STOPPED PRINTING LABELS

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

STATUS LIGHT (ON/OFF) NOT OPERATING

★ Check to make sure the power cord is plugged in correctly. 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

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

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

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

★ 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 five (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

       6:45:13  4/29/13  Terminal SN:V1234 – PEB SN123
       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

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

★ 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.

★ Combination forms: Write the total number of regular and provisional voters at the top of the first page of the combination forms at the end of each day of Early Voting.

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

FOR EXAMPLE: 98 Checked-In + 1 Provisional

100	100 voters were entered on combination forms
— 1	1 voter was cancelled on the combination forms as indicated by a line marked through the name (subtract from total)
— 1	1 provisional voter was written in on the combination forms (subtract from total)
= 98	98 regular voters have voted

<u>SECURITY PROCEDURES THROUGHOUT EV – WORKSTATION</u>

★ Remove each iVotronic screen from its booth and place inside the work station.

★ Place the PEBs in the blue PEB bag. Seal the bag with a red prong seal provided in the PEB bag and record the seal number on the seal log. Use the white seal in pocket on the last day.

★ Lock the following items in the auxiliary bin of the workstation:

- Blue PEB bag
- Orange provisional ballot bag
- Red emergency ballot bag
- Provisional ballot file

★ Lock the following items in the workstation:

- iVotronic screens
- VoteSafe computers, label printers, barcode scanners
- iVotronic printer accessory box
- Unused seals

★ Seal the workstation with a blue pull-tite seal by pulling it through the openings of the front doors. Record the seal number on the seal log.

★ Make sure the location of the workstation 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:

   ★ iVotronic booths with screens
   ★ Blue PEB bag with PEBs
   ★ Orange provisional ballots bag
   ★ Red emergency ballots bag
   ★ Provisional ballot file
   ★ VoteSafe computers, label printers, barcode scanners
   ★ iVotronic printer accessory box
   ★ Unused seals

2. Seal the following and record the seal numbers on the seal log:

   ★ Pre-arranged storage area, if applicable (blue tamper-evident seal)
   ★ Blue PEB bag (red prong seal)
   ★ iVotronic booths (blue pull-tite 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
```

NOTE: 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 tamper-evident seal covering the flashcard door at the top of each iVotronic. Stick the blue tamper-evident 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 asset 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 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 with the serial numbers visible through the plastic. 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.

PEB Bag	White Prong Seal	Flashcard Bag

PLEASE BE SURE YOU HAVE VERIFIED/RECORDED ALL SEAL NUMBERS AND TAG NUMBERS.

TAKING DOWN THE STANDARD IVOTRONIC BOOTH

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 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.

TAKING DOWN THE TABLETOP IVOTRONIC BOOTH

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. Lift up suitcase to move around.

RETURNING VOTESAFE SUITCASES – LAST DAY OF EARLY VOTING

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

2. Place the laptop 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 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

★ Leave "Early Voting Here" A-frame sign with the iVotronics.

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

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

★ 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.

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

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

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

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

★ 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).

★ 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

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

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

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

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

PREPARING ELECTION FORMS

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

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

FOR EXAMPLE: 164 Checked-In + 8 Provisionals

175 175 voters were entered on combination forms

-3
172 3 voters were cancelled on the combination forms as indicated by a line marked through the names
(subtract from total)

-8 8 provisional voters were written in on the combination forms
(subtract from total)

= 164 164 regular voters have voted

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

NOTE: 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 POLLING LOCATION 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. One result tape will print. You will be asked if you need an additional results tape.

> DO YOU NEED AN ADDITIONAL REPORT?
> ☐ Print Polling Location Results Tape Now?
> ☐ Done

Select: Yes

5. Once two (2) results tapes have printed the screen will ask.

> DO YOU NEED AN ADDITIONAL REPORT?
> ☐ Print Polling Location Results Tape Now?
> ☐ Done

Select: Done

6. 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

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

2. The following message will be displayed:

> Do you want to recollect the terminal?
> ☐ Yes
> ☐ No

Select: <u>No</u>

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

> Please remove PEB. Re-collection not chosen

<u>Remove PEB</u>

4. 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.

5. The Presiding Judge must write the total number of voters from the combination forms on the polling location results tapes.

6. The Presiding Judge and an election worker must sign the polling location results tapes. Please fold tapes accordion style. This allows for reading of the entire tape without unfolding.

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

REMOVING THE IVOTRONIC FLASHCARDS

1. Remove the blue tamper-evident seal covering the flashcard door at the top of each iVotronic. Stick the blue tamper-evident 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 asset number of the flashcard against the Election Day seal log.

5. Use the same process on each iVotronic.

FOLDING THE POLLING LOCATION RESULTS TAPE

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

1. Fold polling location zero tape and polling location 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 the polling location zero 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 with the serial numbers visible through the plastic. 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.

PEB Bag	White Prong Seal	Flashcard Bag

PLEASE BE SURE YOU HAVE VERIFIED/RECORDED ALL SEAL NUMBERS AND TAG NUMBERS.

TAKING DOWN THE STANDARD IVOTRONIC BOOTH

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 BOOTH

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 VOTESAFE SUITCASES

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

2. Place the laptop 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 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.

ORGANIZING YOUR PAPERWORK

Pay attention to the front of each envelope. Place the forms in the correct envelope (most forms are printed at the bottom with the instructions on where to place them).

★ **Combination Forms**
   - Combination forms are returned in Yellow Envelope #2
   - Please check each page for the Judge's or Clerk's signature

★ **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

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

★ **Spoiled Provisional Ballots**
   - If you have any spoiled provisional 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 all paperwork into the building. An Elections Department staff member will assist you.

11. When you have dropped off your supplies and all 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) before a receipt will be issued.