

Poll Worker Manual

Election Day

Morris County

State of New Jersey



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ePollbook Manual

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Assembly

Follow the visual guide below to assemble your Touchpad station.

1. Cut the white seal on the black suitcase and place it in the green Spoiled Ballot/Used Seal Bag.



2. Remove all the materials from the case and place on your table. The extra paper rolls are the only items that should be left in the case.

The power strip and extension reel are located in the back of the voting machine

** Make sure the extension reel is plugged into a working outlet. Plug the power strip into the extension reel. You will know the power strip is turned on by the green indicator light. **



3. Make sure that your Touchpad number matches your printer numbers.



4. If your case is marked as containing the Nighthawk Router, remove it and plug it into a working power source. Then turn it on by pressing the power button for 5-6 seconds.

If your location was given a Cradlepoint router, follow the instructions provided with the device

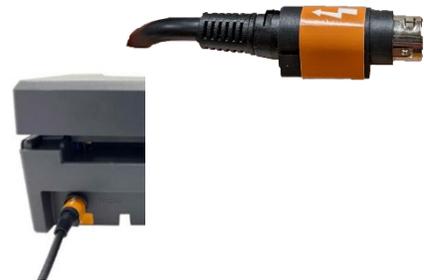


5. Check that the power cord is connected by the matching purple stickers and plug the power cord attached to the Epson Printer into the power strip. Then turn on the Epson Printer by pressing the power button.

The color of your Epson Printer may be different than what is pictured



6. Plug the cord with the orange sticker into the back of the ExpressVote Printer above the orange sticker. The flat side of the cord should be facing downwards while the lightning bolt should be facing upwards. Plug the other end of the cord into the power strip.



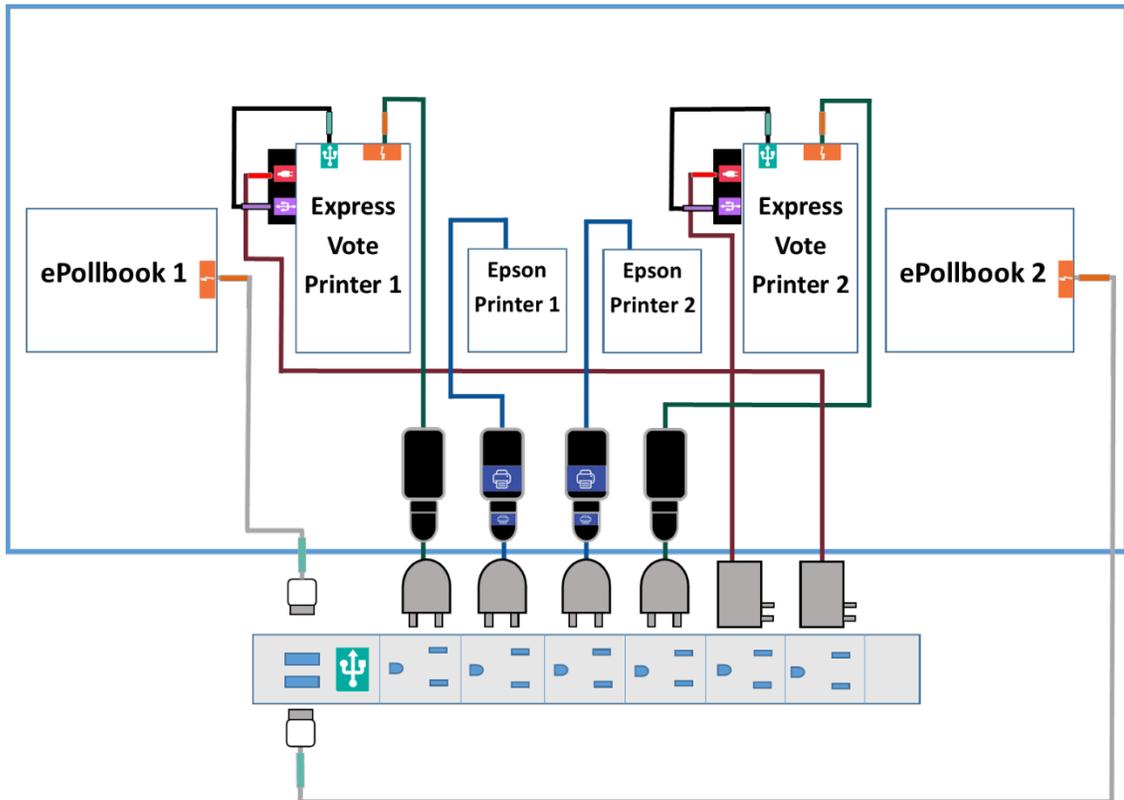
7. Plug the cord with the teal sticker into the back of the ExpressVote Printer above the teal sticker. Plug the other end with the purple sticker into the server connected to the side of the printer.



<p>8. Plug the red labeled cord into the server and the power strip.</p> <p>When everything has been plugged in, turn on the ExpressVote Printer by pressing the orange power button.</p>	 A black ExpressVote printer is shown from a top-down perspective. A red power button is highlighted with a green rectangular box. A purple USB cable is plugged into the front of the device. A label on the printer reads "TENEX Hudson County PS 001".
<p>9. Open your Touchpad by inserting your finger under the tab labeled "Lift Here". Open the case as if opening a book and set down the Touchpad with its rubber feet on the table.</p>	 The back of a black Touchpad case is shown. A small tab at the top center is circled in red and labeled "Lift Here". The case has two large rectangular cutouts in the center.
<p>10. Locate your Touchpad charging cords. Insert the compatible end of the cord with the orange sticker into the charging port of the Touchpad.</p>	 A black Touchpad is shown from a front-three-quarter view. An orange charging cord is plugged into a port on the right side of the device.
<p>11. Plug the other side of the cord into the USB port on the power strip. The Touchpad will now turn on automatically.</p>	 A power strip is shown with a green USB port. A white charging cord with a green USB-A connector is plugged into the port. The power strip is labeled "USB Charge" and "W750 (MAX)".
<p>12. All hardware is now set up and ready to start. Make sure the suitcase is closed and out of the way of poll workers and voters.</p>	

ePollbook Setup

※Your ePollbook station should look like this after it is setup.※



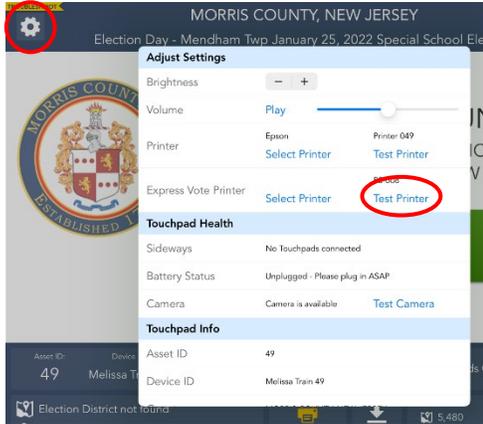
Put cords with a thicker plug at the end of the power strip to maximize space.

Wire Management

※Do your best to make sure that all wires are neatly bundled and as out of the way as they can be. Try to make sure that the voter will not have to move wires to check in, and you will not have to move wires to check them in.※

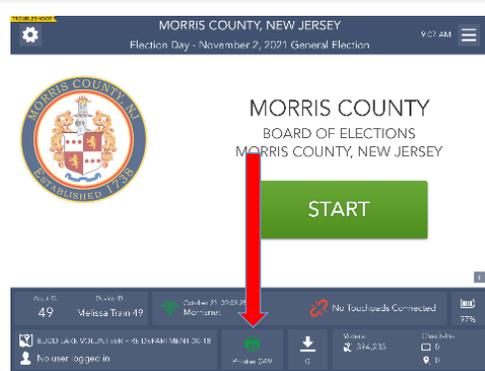


Logging into the ePollbook (EPB)

<p>1. Wake up the Touchpad by clicking the home button, then unlock the Touchpad by clicking the home button again.</p>	
<p>2. To open the EPB application, lightly tap the blue app with the white check mark at the bottom of the screen.</p>	
<p>3. Check the location in the bottom left-hand corner to be sure it matches the location and district you are currently at.</p> <p>*If it is not correct, call the Board of Elections immediately.*</p>	
<p>4. Check your ExpressVote Printer is working by first loading an Activation Card into the printer. Then touch the gear icon in the top left-hand corner of the screen. A settings menu will pop up in the center of the screen. On the bottom of the first group of settings you will see Express Vote Printer. On that line, touch Test Printer. When the test ballot is done printing, write "Test" on it and put it in the Spoiled Ballot/Used Seal bag.</p> <p>*If the test does not print, follow the instructions provided in the Troubleshoot Guide.*</p>	

5. Check your Epson Printer is connected by touching the printer icon on the bottom of your screen. If it is green, you can touch the Test button to confirm with a test print.

If your printer is yellow, follow the instructions provided in the "How to get a Green Printer Icon" instructions located under the Troubleshoot Guide.



6. At this point the broken heart symbol should have changed over to a green fan. If it has not, you may continue getting ready for voters, but please call the BOE to resolve the issue.

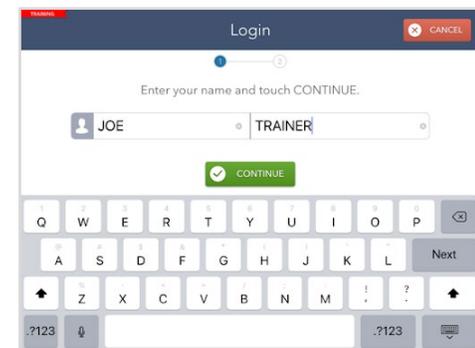


7. Touch the green START button to begin logging in.



8. Enter your full first and last name using the pop-up keyboard and touch Continue.

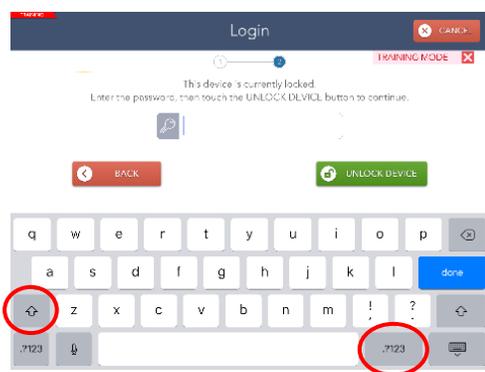
To get from the first name field to the last name field, tap the empty box.



9. Enter the password given on the index card in the Clear Envelope, then touch Unlock Device.

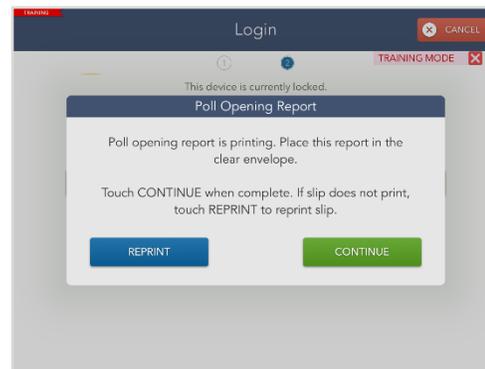
To get to the number keyboard, touch the “.?123” key.

To change to uppercase letters, touch the arrow pointed upwards.



10. A Poll Opening Report will print. Put the printed Poll Opening Report in the Clear Envelope. Touch Continue to complete the login process.

Both printers will give an option to test at this point. If either printer is not working, please refer to the Troubleshooting Guide in the back of the manual.

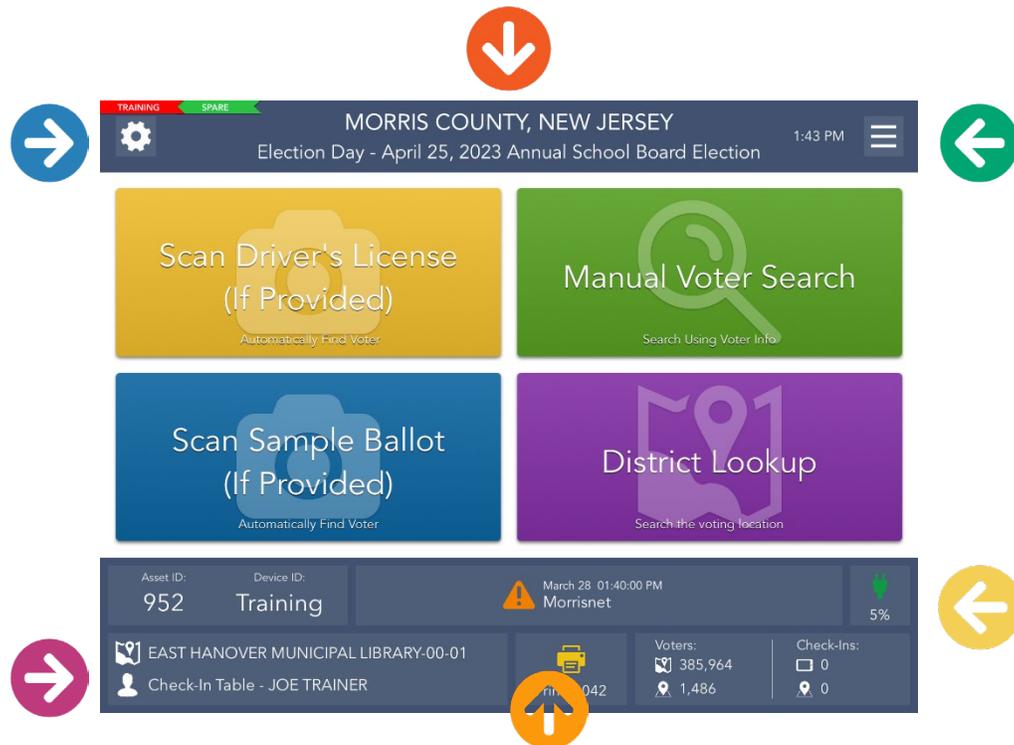


11. After the Touchpad has been unlocked, you will be redirected to the **Launchpad** screen, and you are ready to begin checking in voters.



The Launchpad

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



At the top of the screen, you will see:

-  Troubleshooting Menu
-  Jurisdiction Name
-  Launchpad Menu

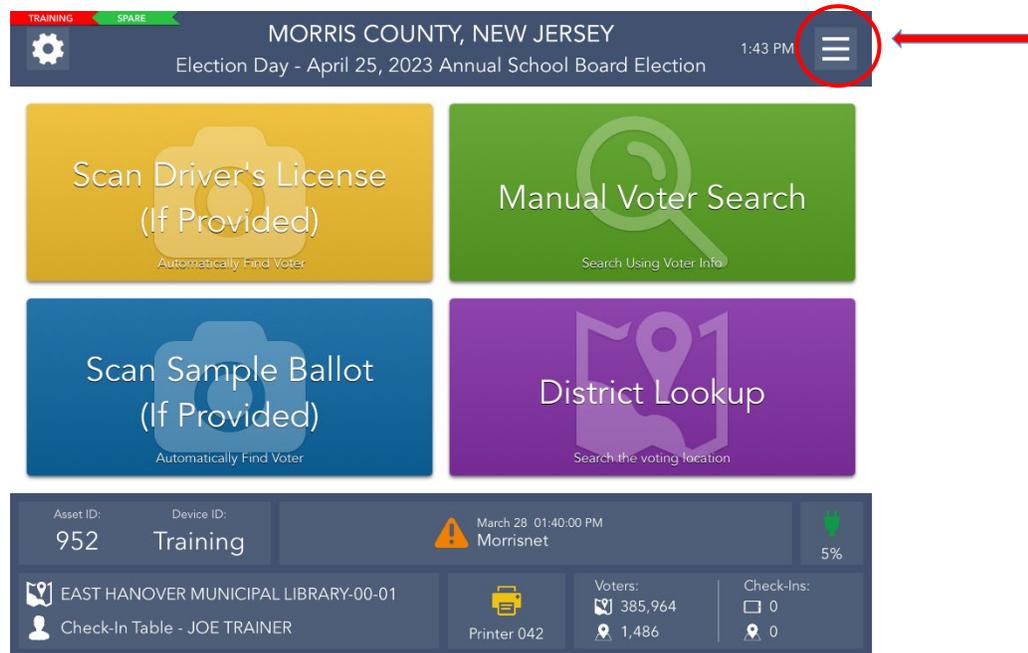
At the bottom of the screen, you will see:

-  Voting Location and User's Name
-  Connectivity and sideways status
-  Battery status (should always be a green plug)

-  To search for a voter manually, touch Manual Voter Search
-  To search for a voter using their Driver's License, touch Scan Driver's License
-  To search for a voter using their Sample Ballot, touch Scan Sample Ballot

The Launchpad Menu

The Launchpad Menu provides menu options to access additional system functions.



- Check-in Totals – View running totals of different ballot styles issued throughout the day.
- Check-in Logs – Use this feature to view a running log of all check-ins.
- District Lookup – Look up a Voters correct district and voting location.
- Spoil Ballot – Use this feature to spoil and/or reissue a ballot to a voter.
- Request Assistance – Allows poll workers to retroactively add an assistor to a voter's profile.
- Important Phone Numbers – Gives access to a directory of phone numbers for election officers and voting equipment assistance.
- Re-Print - This feature allows a ballot to be re-printed in the event it is necessary.
- Logout – Use this feature to temporarily logout for a break or to close the election at the end of the day.

Searching for a Voter

Manual Voter Search

1. To search for a voter, touch the green Manual Voter Search button on the Launchpad screen.



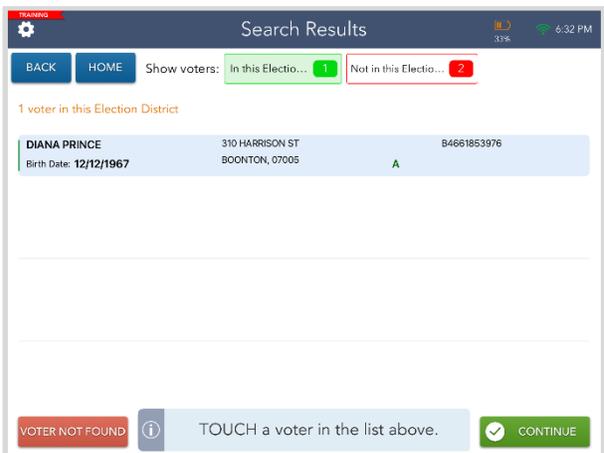
2. Follow the “3 & 3” rule by typing in the first three letters of the voters LAST name and the first three letters of the voters FIRST name and touch the green Search button to continue.

IF the voters record is NOT FOUND, use one of the other options to search for the voter’s record. Do not press Voter Not Found unless instructed to do so by the BOE



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

If more than one voter matches the search criteria, your screen will look like the one on the right with a list of all possible matches. Select the correct voter from the list so the record is Highlighted blue and then touch the green Continue button.



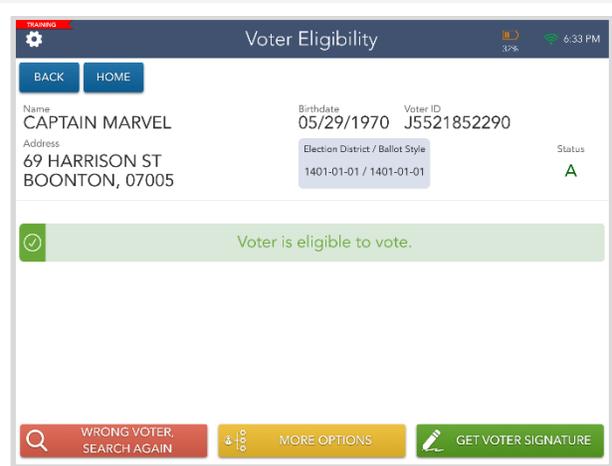
Checking-in a Voter

※ **Before checking in voters, make sure there is always one (1) Activation Card loaded in the ExpressVote Printer** ※

1. Once you have found the correct voter, their information will display on the Voter Eligibility screen.

If the voter is eligible to vote via a regular ballot, the screen will display a green “Voter is eligible to vote.” message. Select the green Get Voter Signature to continue processing them.

If there are tags (e.g., Mail-In Ballot, Affirm Address, etc..) associated with the voter, follow the instructions before processing



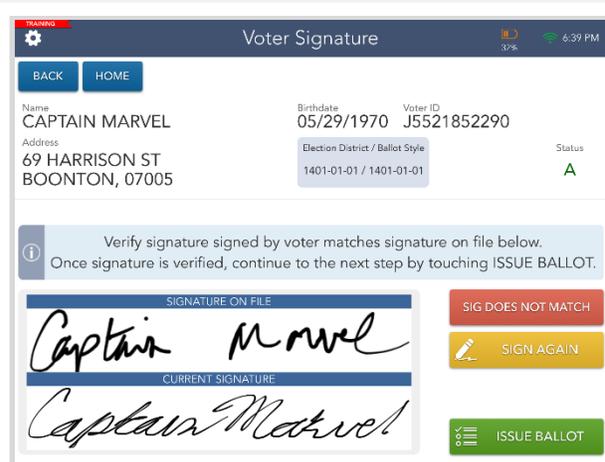
2. The Voter Signature screen will appear. Tilt the Touchpad screen toward the voter and have them sign with the provided stylus or their finger. Once they have signed, they will need to select the green Done button.

The voter should always be the one to select the Done button.



3. Flip the screen back toward you and verify that a complete and valid signature has been captured. Select the green Issue Ballot button to continue.

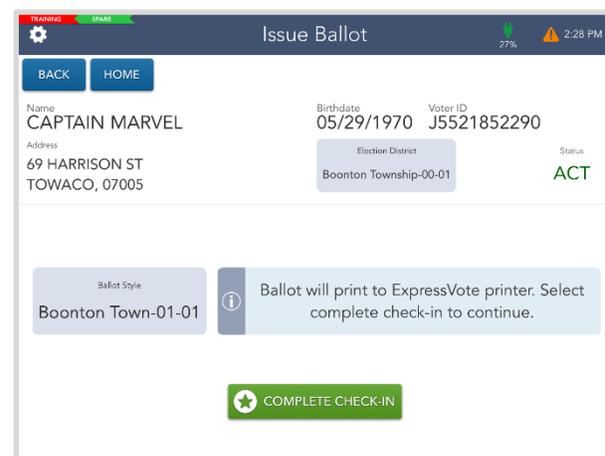
If the signature does not match, have the voter sign again using the yellow Sign Again button. If there is still a discrepancy, call the Board of Elections.



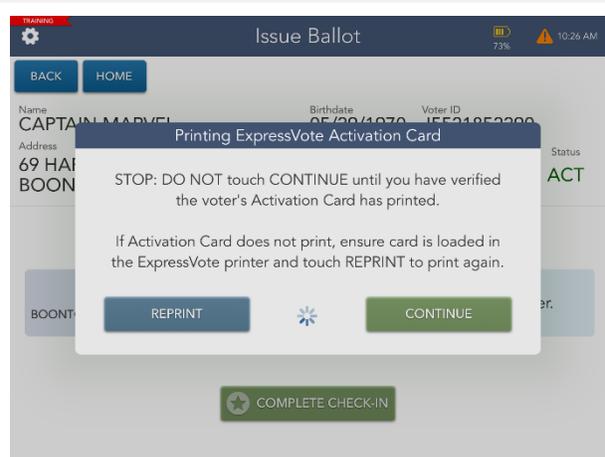
4. A popup will appear. The poll worker needs to Initial the box using a stylus or their finger, then select the green Done button.



5. The next screen that appears will tell you what ballot the voter will vote with. Once you have checked that the ExpressVote printer is pre-loaded with an Activation Card, tap the green Complete Check-In button to continue.

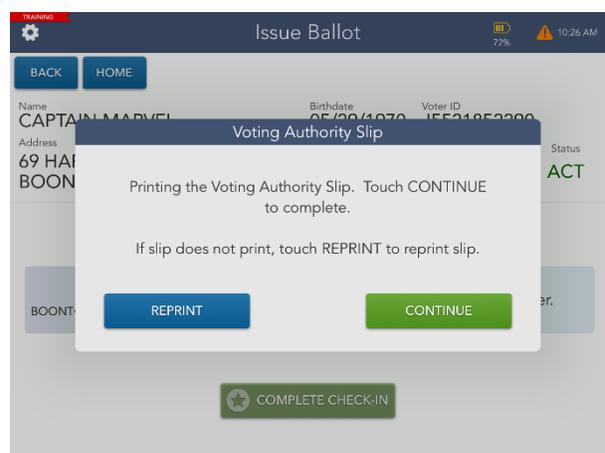


- After you select the Complete Check-In button, the Activation Card will print. When it is finished printing, tap the green Continue button.

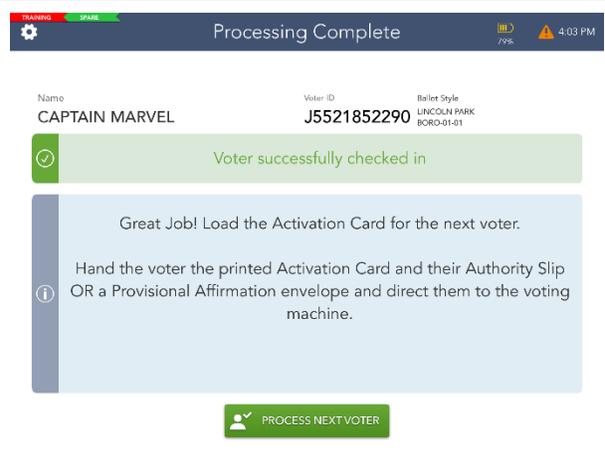


- The Voting Authority Slips will now print. Once they are done printing, tap the green Continue button.

After the voter has signed the larger portion of the Voting Authority Slip with the signature line, place it in your yellow bag labeled "Signed Voting Authority Slips." Hand the other portion of the print-out to the voter to bring to the voting machine.



- A screen will appear informing you that the voter was successfully checked in. Once you have followed the instructions provided, you can go to the home page by touching the green Process Next Voter button.

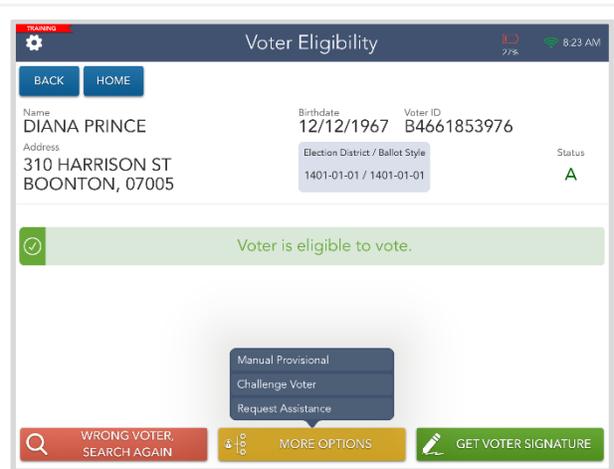




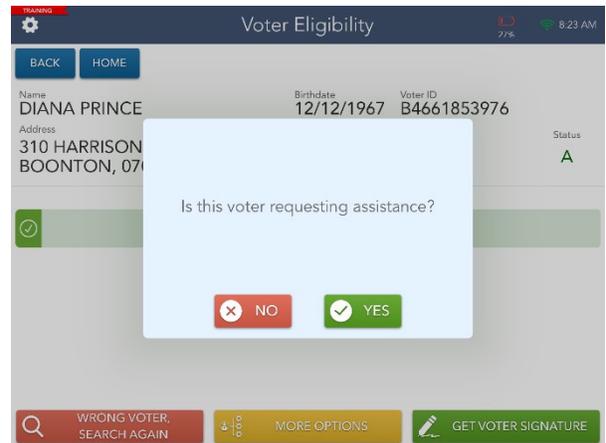
Processing Voter Assistance

Pre-Check-In

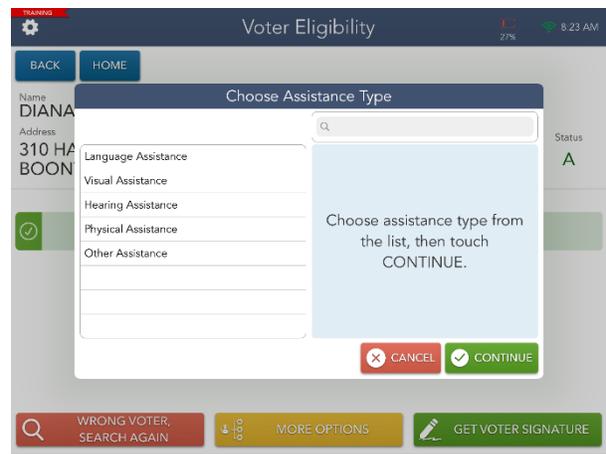
1. If a voter walks in and requests assistance, touch the yellow More Options button at the bottom of the Voter Eligibility screen.



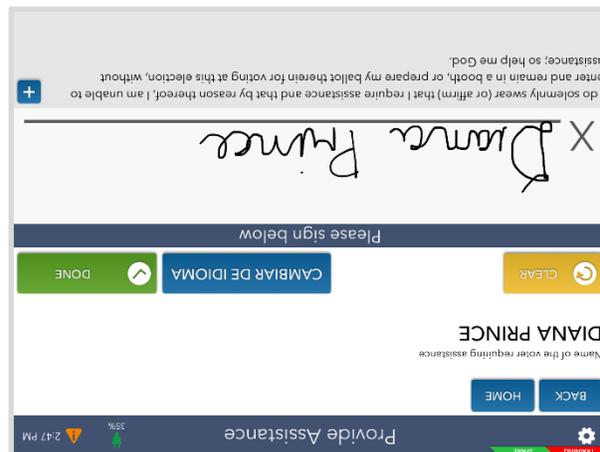
2. You will then need to confirm that this voter is requesting assistance.



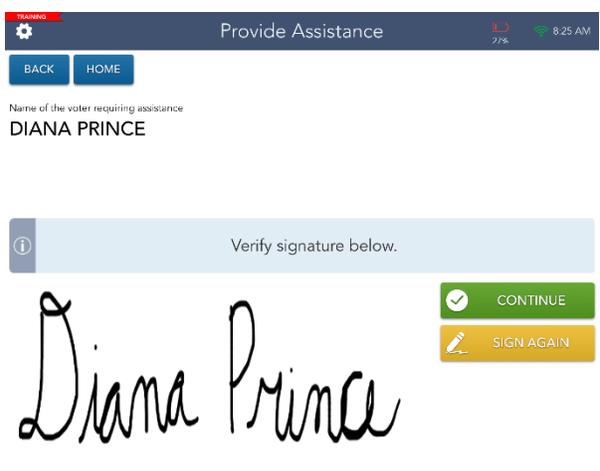
3. There will be a pop up asking you which type of assistance this voter is requesting. Make your selection and touch the green Continue button.



- The voter is now required to sign to verify that they are requesting assistance.

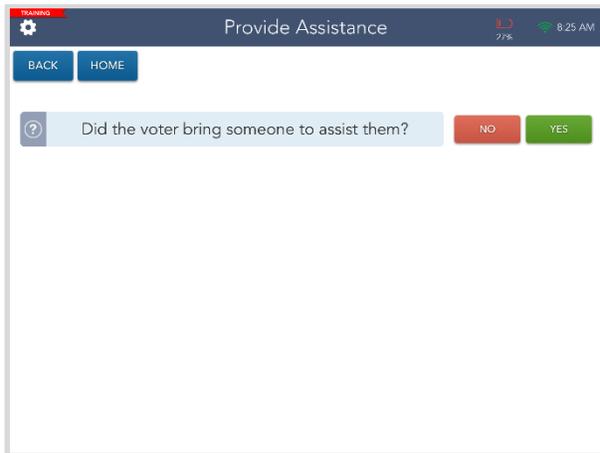


- You must verify that the voter signed and then you can touch the green Continue button.



- If the voter brought someone to assist them, touch the green Yes button to continue.

If the voter did not bring someone to assist them, two poll workers of opposite parties may act as the assistors. Touch the red No button to continue and have each poll worker sign the Certificate of Assistance slip that prints. Continue processing the voter like normal.



- If the voter brought someone to assist them, **you, the Poll Worker**, must fill out the assistors information and then touch the green Continue button. Every empty field **MUST** be filled out to continue.

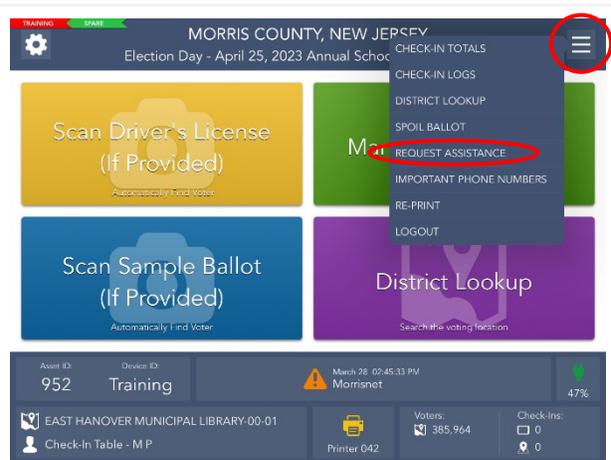
- The assistor is then required to sign their name. When they have signed and touched the green Done button, you must verify that the assistor has signed and touch the green Continue button.

- A Certificate of Assistance will print out of the Epson printer. Two poll workers must sign it and then put it in the Clear Envelope. The voter can continue their check in like normal.

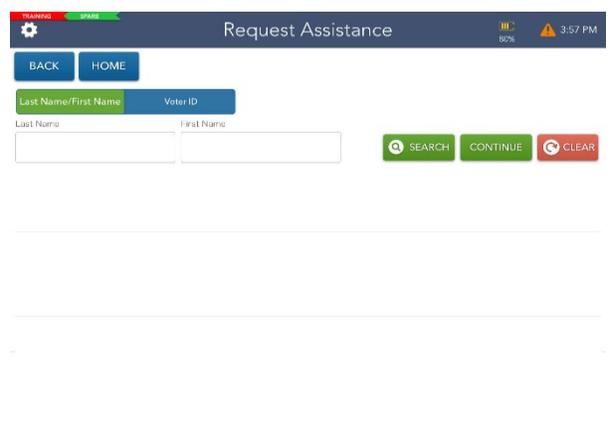
The Voter and the Assistor DO NOT need to sign the printout, only the Poll Workers

Post Check-In

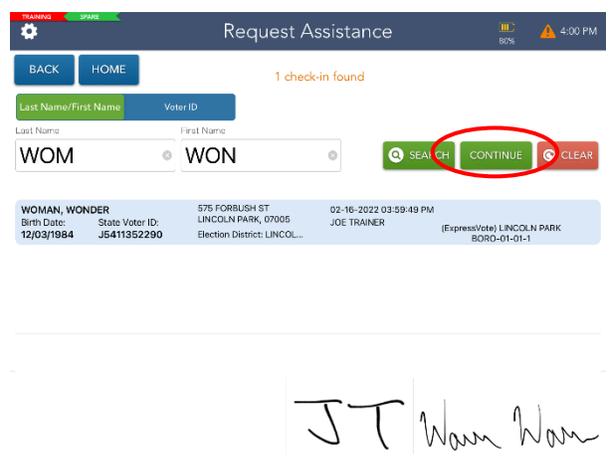
1. If a voter requests assistance after the check-in is complete you can retroactively add it to their record from the Launchpad menu by selecting Request Assistance.



2. Using the "3 & 3" rule, enter the first three letter of the voters last name and then the first three letters of the voters first name. Select the green Search button.



3. Select the voter you are looking to add assistance to, so it is highlighted blue. Once that is selected, touch the green Continue button.



4. Follow steps 3-9 from the Pre-Check-in portion of the Processing Voter Assistance section to finish processing the assistance for this voter.

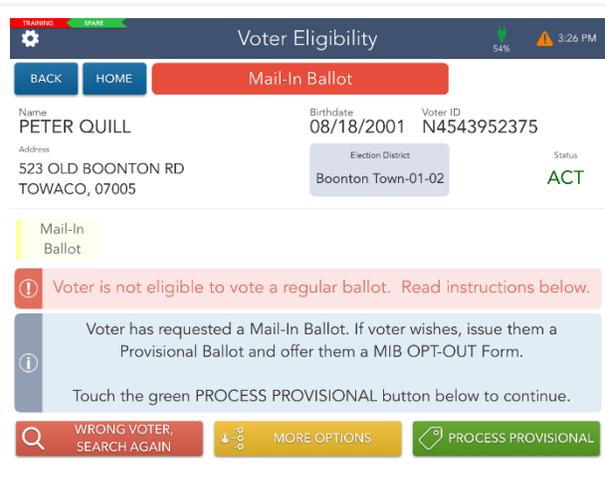


Mail-in Ballot

1. When a voter is marked as a Mail-In Ballot voter and tries to vote in-person, they will have to vote a provisional ballot.

Mail-In Ballot Opt-Out Forms can be found in the Provisional Ballot Bag.

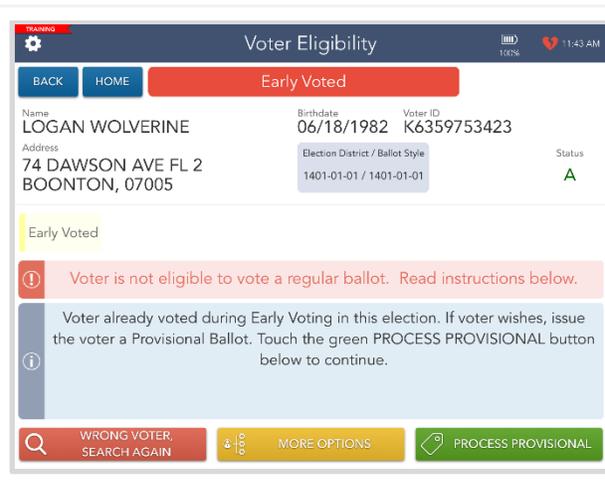
Select green Process Provisional to continue. Check-in as usual.



Early Voted

1. When a voter is marked Early Voted and tries to cast a ballot on Election Day, they will have to vote a provisional ballot.

Select Process Provisional to continue. Check-in as usual.

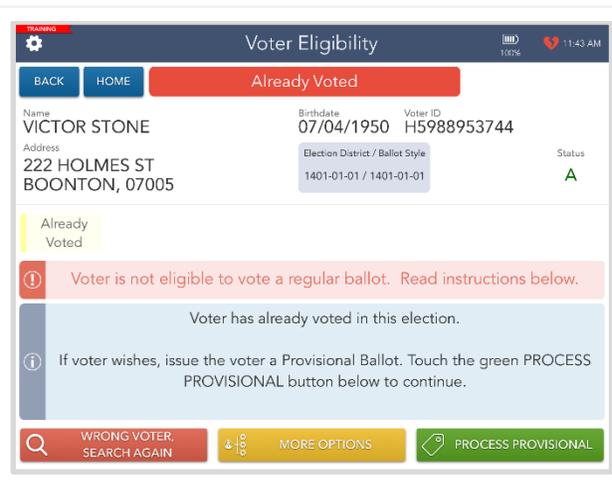




Already Voted

1. When a voter is marked Already Voted and tries to cast a ballot on Election Day, they will have to vote a provisional ballot.

Select Process Provisional to continue. Check-in as usual.

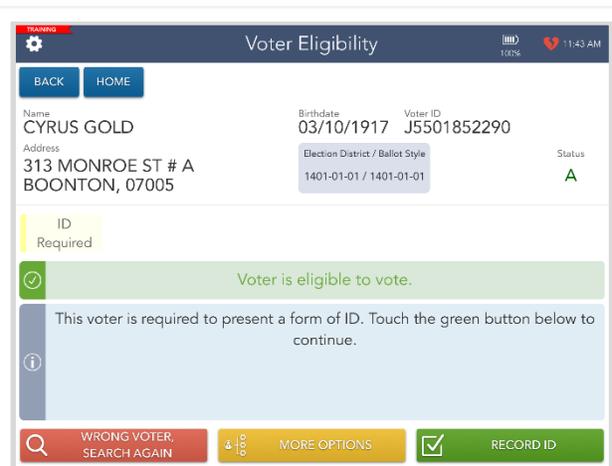


ID Required

1. Some voters are required to present a form of ID to cast a ballot.

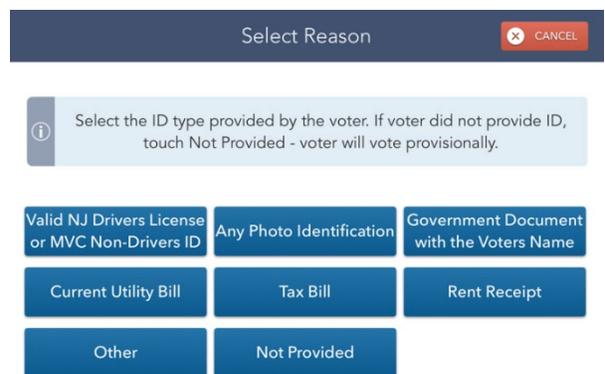
Ask the voter for a current and valid ID, and if provided, compare to the voter's information displayed.

Then touch the green Record ID button to proceed with the check-in even if the voter cannot provide an acceptable ID.



2. Select the ID type provided by the voter. Once the ID type is selected, check-in as usual.

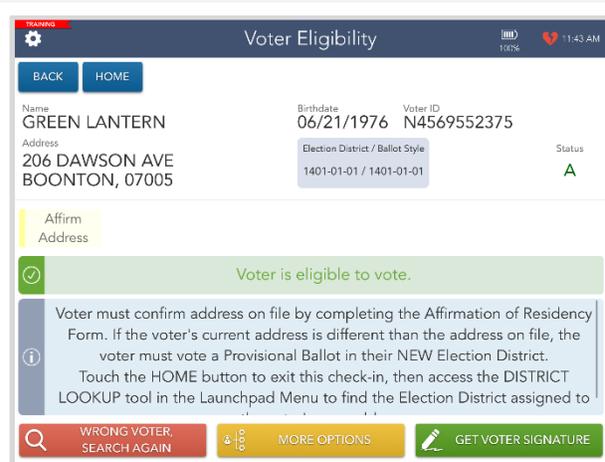
If voter did not provide ID, touch Not Provided - voter will vote provisionally.



Affirm Address

1. In some cases, the voter must confirm the address on file and complete the paper Affirmation of Residency Form. If the voter's current address is different than the address on file, the voter must vote a Provisional Ballot in their NEW Election District.

Once the steps above have been completed, touch Get Voter Signature and sign-in as usual.



District Lookup Tool

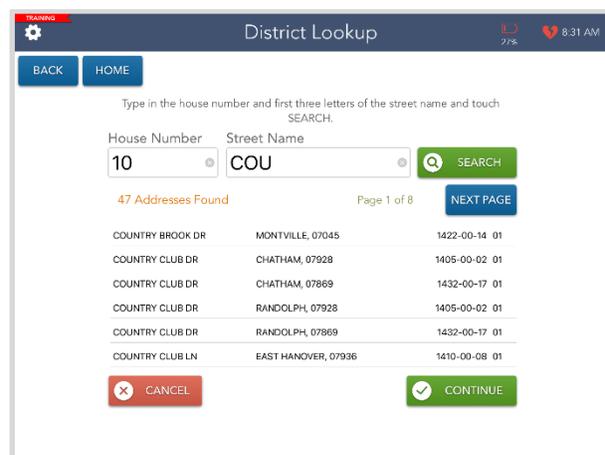
1. If a voter walks into your location and is unsure where they should be voting, you can look it up using the District Lookup tool found on the Launchpad.



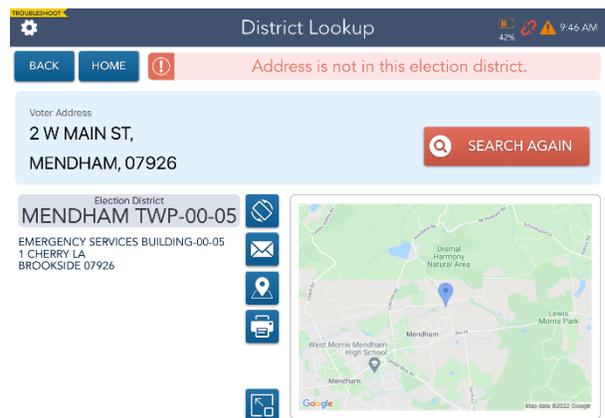
2. You can search for a voters address by typing in their FULL house number and the first three letters of their street name.



3. A list will appear with all the matches for those search parameters. If the street you need does not come up on the first page, you can use the next page button to look at other matches. Once you find the address you are looking for, select it so it is highlighted blue. Touch the green Continue button.

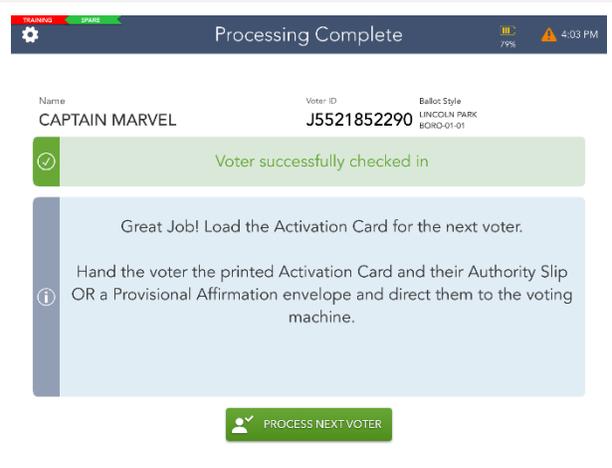


4. The voters' correct voting district will be displayed. Direct the voter to that location by printing them the instructions or sending it directly via email or text message.



Re-Printing a Ballot or Authority Slip

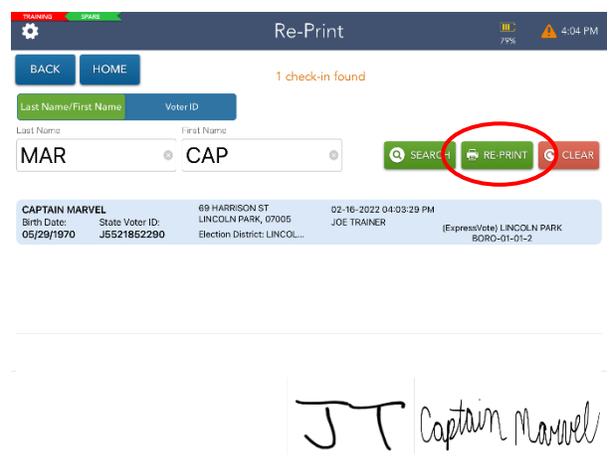
1. If you need to re-print a ballot or an Authority Slip after a check-in is complete, make sure you select Process Next Voter to return to the home page.



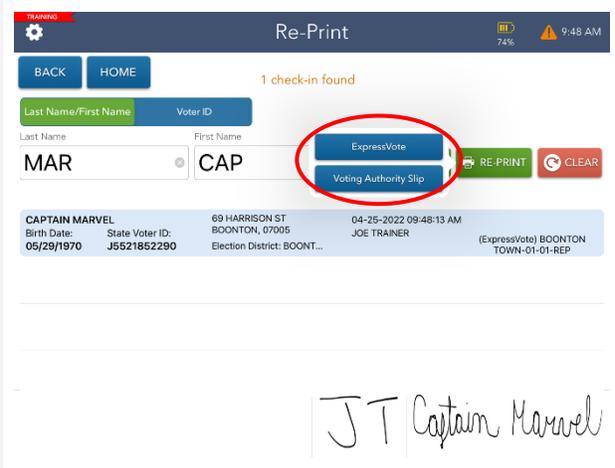
2. Tap the Launchpad Menu and then select Re-Print.



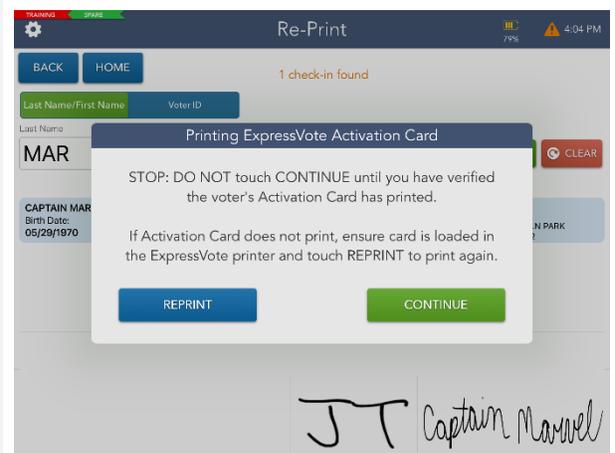
3. Enter the voters information following the "3 & 3" rule and touch the green search button. When the voters name has appeared, tap on it so it is highlighted. Once the voters name is selected and highlighted, touch the green Re-Print button.



- Two blue buttons will pop up. If you are re-printing an Activation Card, make sure your ExpressVote printer is loaded with a blank Activation Card, and tap the blue ExpressVote button. If you are re-printing an Authority Slip, tap the blue Voting Authority Slip button and a new one will print.



- When the Activation Card or Authority Slip is finished printing, tap the green Continue button.



- Tap the Home button on the top left of the screen to return to the Launchpad.



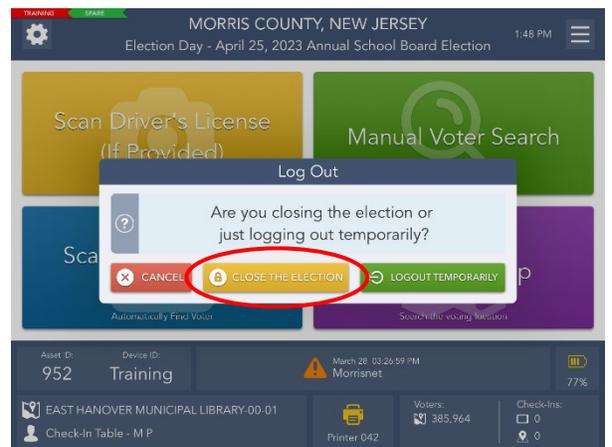
Closing the Election

※DO NOT turn off the Nighthawk Router until the ePollbook is done synchronizing.※

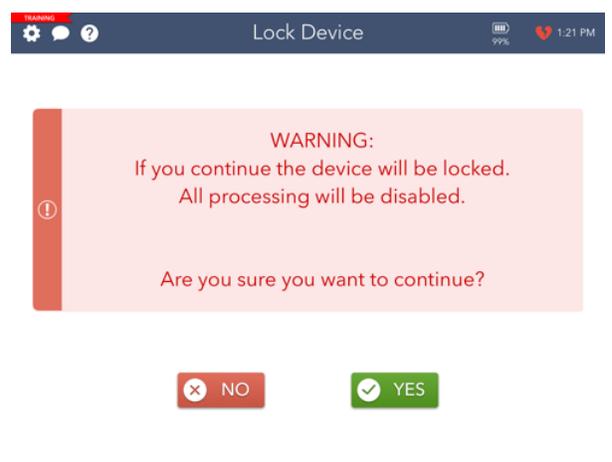
1. Once the election has ended, it is time to close the election on the Touchpads. From the Launchpad, open the Launchpad Menu and select Logout.



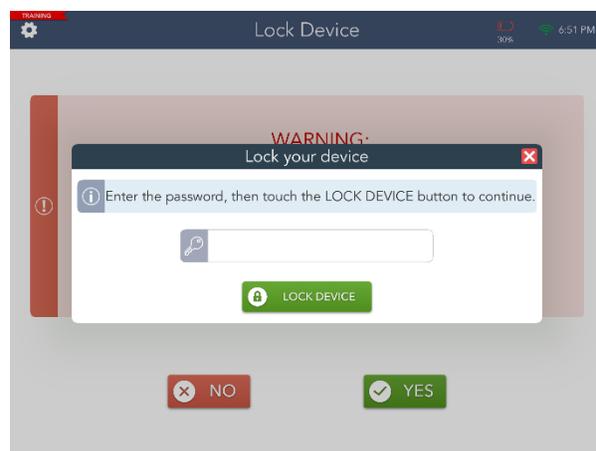
2. A pop-up will appear. Select the yellow Close Election button to begin the closing process.



3. A warning screen will appear. If you are ready to close the election, select Yes.



4. Enter the password you've been given to lock the device then select the Lock Device button.



5. An orange screen will appear with a "Synchronizing Device" message. Wait for the message to disappear.

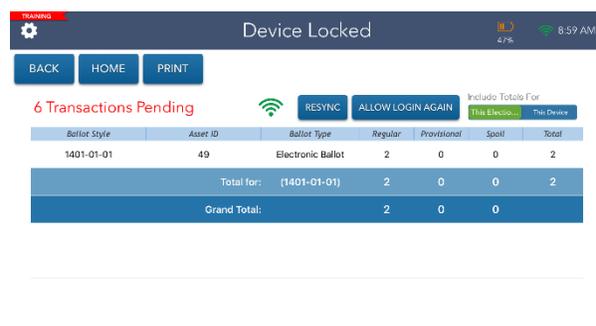
This step will take approximately 5-10 minutes



6. Congratulations, you have closed out your election!

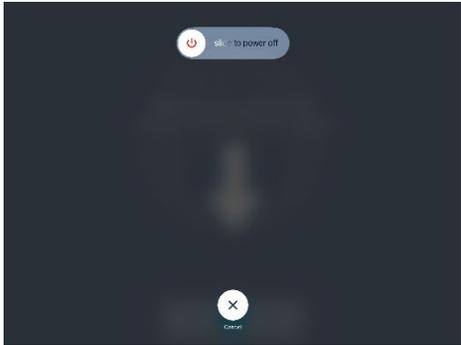
If your Touchpad has not sent all transactions, Pending will appear in the left-hand corner.

Don't panic! This is normal. Complete the rest of your end-of-election procedures.





Shut Down

<p>1. Once the election is closed, hold down the power button on the top left corner of the Touchpad.</p>	
<p>2. The screen will change to show a power button at the top and a bar that says "Slide to Power Off." Drag the power button from left to right to shut down the Touchpad.</p>	
<p>3. Turn off the Epson printer by pressing the power button on the top right of the device. The lights will turn off when the printer is off.</p> <p>4. Turn off the ExpressVote printer by holding the power button for 5 seconds and then releasing. The lights will turn off when the printer is off.</p>	
<p>5. Turn off the Nighthawk Router by pressing the power button for approximately 6 seconds.</p>	



Re-Pack the Suitcase



- Touchpads
- Touchpad Cords
- ExpressVote Printer & Cords
- Nighthawk Router (if applicable)
- Extra Paper Rolls
- Epson Printer

If using a Cradlepoint router, please return to the Municipal Clerk with the rest of the election materials.

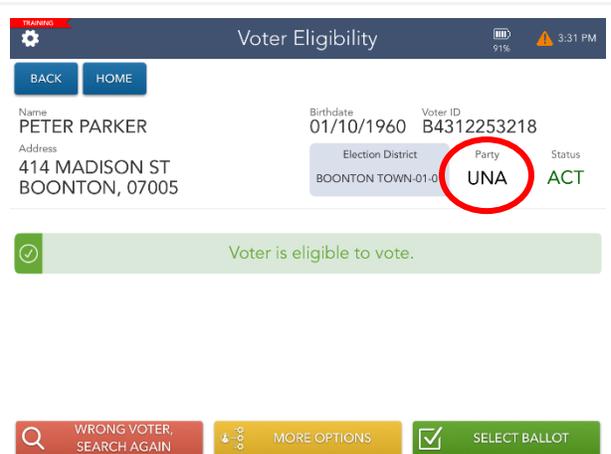


Primary Elections

※ Primary Elections are different from a General Election because you will see the voter's party affiliation on their voting record ※

Affiliating a Voter

1. If a voter is unaffiliated, they will be required to select a ballot BEFORE they are allowed to vote. To move forward and allow the voter to declare a party, tap the green Select Ballot button.



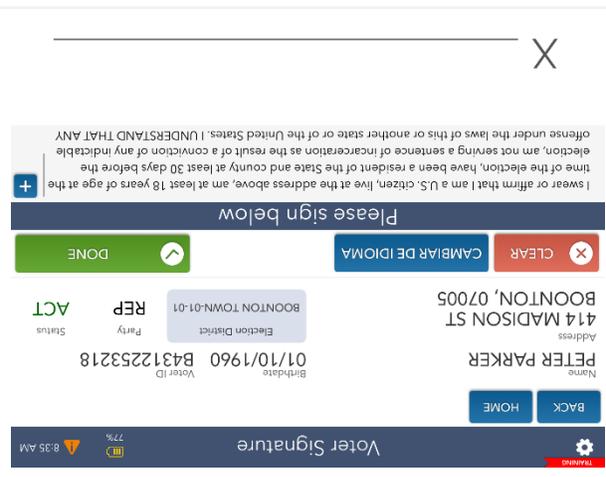
2. This will be a voter facing screen, flip the touchpad to the voter to allow them to choose their party.



3. Once they select their party, they will be asked to confirm their choice.



4. After their choice is confirmed, the voter will sign and complete the check-in like normal.



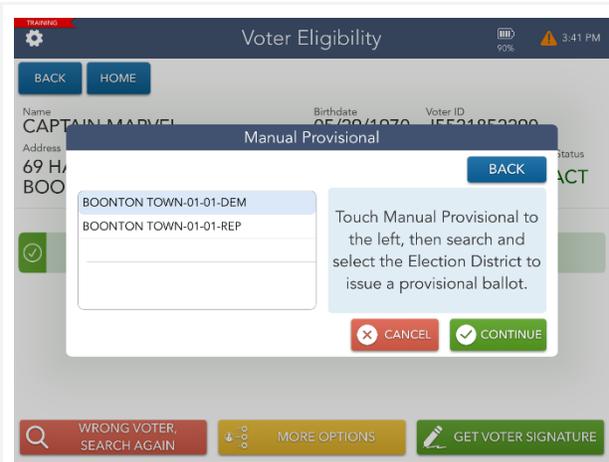


Manual Provisionals

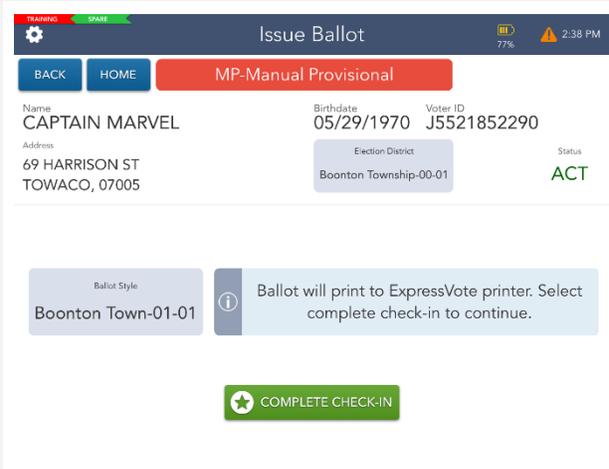
If a voter claims that they do not belong to the party listed on their record, they can vote by Provisional Ballot. To do so, you must issue them a Manual Provisional.

<p>1. To issue a Manual Provisional, tap the yellow More Options button at the bottom of the Voter Eligibility screen.</p>	<p>The screenshot shows the 'Voter Eligibility' screen for CAPTAIN MARVEL. At the bottom, the 'MORE OPTIONS' button is circled in red. Other buttons include 'WRONG VOTER, SEARCH AGAIN' and 'GET VOTER SIGNATURE'.</p>
<p>2. A grey box will pop-up, select Manual Provisional.</p>	<p>The screenshot shows the same screen as above, but a grey pop-up box labeled 'Manual Provisional' is visible over the 'MORE OPTIONS' button. The pop-up box is circled in red.</p>
<p>3. When the next box pops up, select Manual Provision so it is highlighted and tap the green Continue button.</p>	<p>The screenshot shows the 'Manual Provisional' dialog box open. The 'Manual Provisional' option is selected and highlighted in blue. The 'CONTINUE' button is highlighted in green. The dialog box also contains a text instruction: 'Touch Manual Provisional to the left, then search and select the Election District to issue a provisional ballot.'</p>

4. Select the ballot for the party the voter wishes to vote in and tap the green Continue button.



5. The voter will now be required to vote a Provisional Ballot. Continue the provisional check-in like normal.

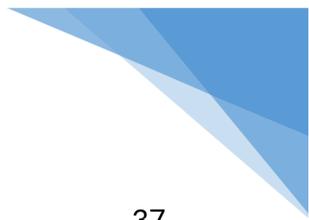


Provisional Ballot Procedures

Election Day

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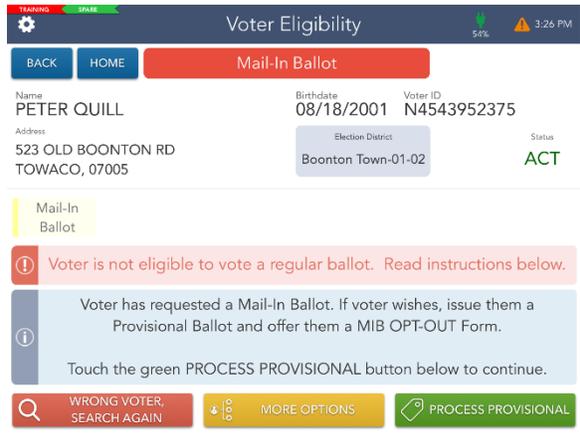
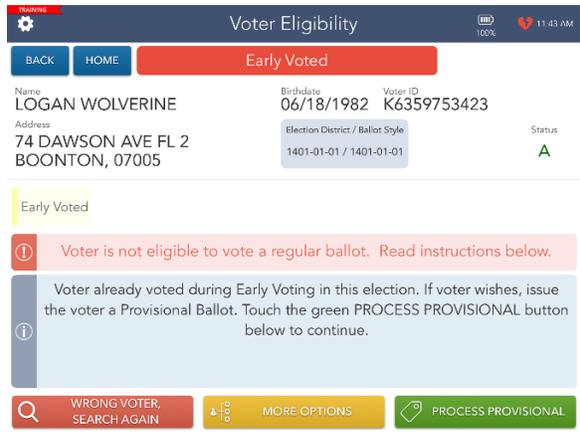
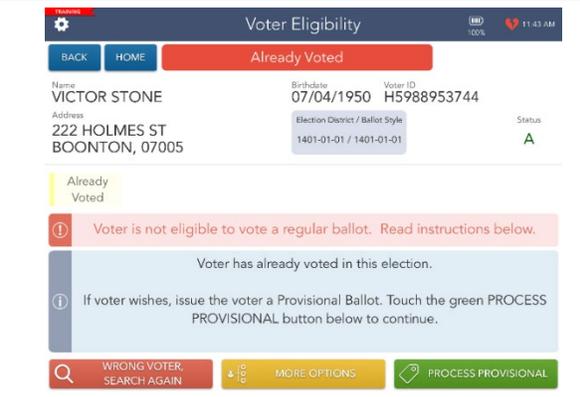
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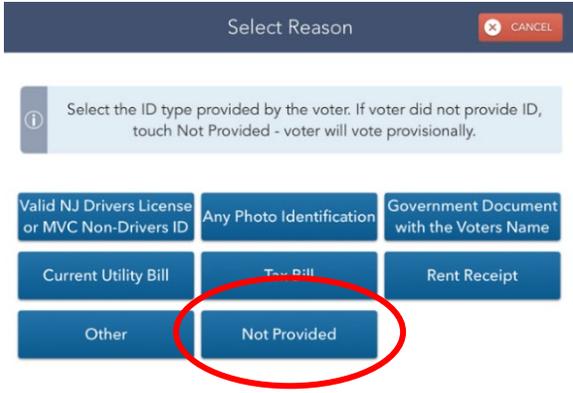
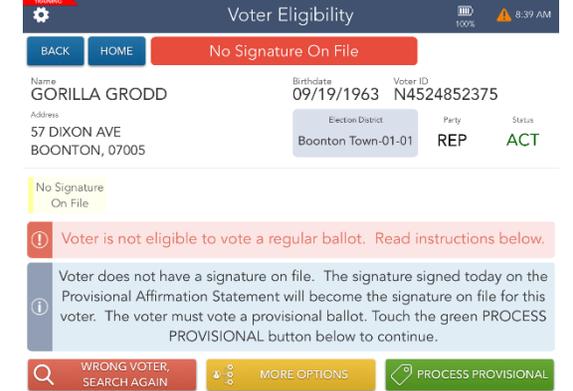
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Who Gets a Provisional Ballot?

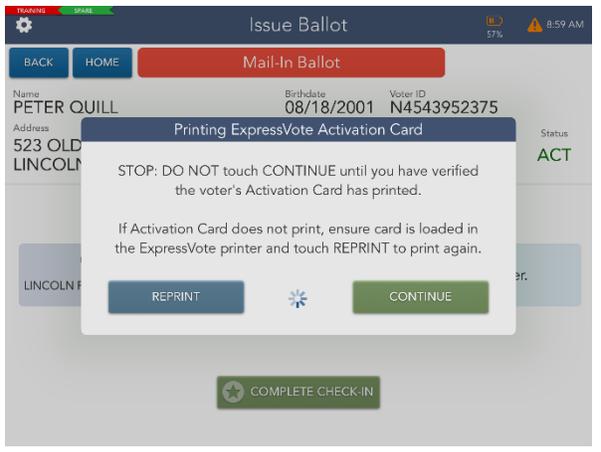
<p>1. A Voter may be required to vote a Provisional Ballot for a variety of reasons. A Voter required to vote by Provisional Ballot is not permitted to vote a regular ballot. Voters cannot simply request to vote by Provisional Ballot.</p>	
<p>2. Mail-In Ballot Voters</p>	
<p>3. Early Voted</p>	
<p>4. Already Voted</p>	

<p>5. No ID Provided</p>	 <p>Select Reason CANCEL</p> <p>Select the ID type provided by the voter. If voter did not provide ID, touch Not Provided - voter will vote provisionally.</p> <p>Valid NJ Drivers License or MVC Non-Drivers ID Any Photo Identification Government Document with the Voters Name</p> <p>Current Utility Bill Not Provided Rent Receipt</p> <p>Other</p>
<p>6. Moved within Morris County</p>	 <p>Wrong Location 100% 9:35 AM</p> <p>BACK HOME</p> <p>Name: CAPTAIN MARVEL Birthdate: 05/29/1970 Voter ID: J5521852290</p> <p>Address: 69 HARRISON ST LINCOLN PARK, 07005 Election District / Ballot Style: LINCOLN PARK BORO 01-01 / BOONTON TOWN-01-01 Status: ACT</p> <p>Wrong Election District</p> <p>Voter is at the wrong voting location. Confirm the address on file is correct, then touch REDIRECT to direct the voter to their correct voting location. If the voter's current address is different than the address on file, the voter must vote a Provisional Ballot. Confirm their new address is in this Election District, then touch the red PROCESS PROVISIONAL button to continue.</p> <p>PROCESS PROVISIONAL REDIRECT VOTER</p>
<p>7. No Signature on File</p>	 <p>Voter Eligibility 100% 8:39 AM</p> <p>BACK HOME No Signature On File</p> <p>Name: GORILLA GRODD Birthdate: 09/19/1963 Voter ID: N4524852375</p> <p>Address: 57 DIXON AVE BOONTON, 07005 Election District: Boonton Town-01-01 Party: REP Status: ACT</p> <p>No Signature On File</p> <p>Voter is not eligible to vote a regular ballot. Read instructions below.</p> <p>Voter does not have a signature on file. The signature signed today on the Provisional Affirmation Statement will become the signature on file for this voter. The voter must vote a provisional ballot. Touch the green PROCESS PROVISIONAL button below to continue.</p> <p>WRONG VOTER, SEARCH AGAIN MORE OPTIONS PROCESS PROVISIONAL</p>



How to Process a Provisional Ballot on the ePollbook

<p>1. There are different provisional situations depending on the tag. Follow the instructions in the grey box to proceed.</p>	
<p>2. Once the appropriate steps have been taken, tap Process Provisional.</p>	
<p>3. Read the message on the screen and tap Complete Check-In.</p>	

<p>4. The Activation Card will print on the ExpressVote Printer.</p>	
<p>5. The printed Activation Card will have the square above the P on the upper right-hand side filled in.</p>	



Provisional Ballot Bag

<p>1. The orange Provisional Bag should be opened ONLY when a Provisional Ballot is needed. IF a Provisional Ballot is needed, cut the white seal. A pair of scissors is provided in the Clear Envelope.</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>PROVISIONAL BALLOT INVENTORY</p> <p>GENERAL ELECTION - NOVEMBER 8, 2022</p> <p><u>DO NOT BREAK THE WHITE SEAL & OPEN BAG UNLESS REQUIRED</u> <u>PLEASE CALL THE BOARD OF ELECTIONS AT 973-285-6715</u></p> <p>1. A Poll Worker should inform other members of the Board whenever a provisional ballot is issued and note on this form if a voter fails to return the ballot.</p> <p>If you need assistance, please call the Board of Elections at 973-285-6715.</p> <p>ATTENTION: Contact the Morris County Clerk's Election Department if the Provisional Envelope Supply is low at 973-285-6066.</p> <p>Voted Provisional ballots must be kept in the security of a Poll Worker at all times.</p> <p>If you are required to open the orange bag, verify that provisional envelopes were enclosed in the orange bag. (2 packs of 50 enclosed)</p> <p>We the undersigned, Certify that: _____ Provisional ballots were voted during the day. _____ Provisional ballots were not returned by the voter. _____ Provisional ballots were spoiled/voided.</p> <p>IF NO PROVISIONAL BALLOTS ARE CAST, LEAVE THE WHITE SEAL INTACT.</p> <p><u>IF PROVISIONAL BALLOTS WERE CAST, USE THE RED SEAL TO SECURE BALLOTS IN THE BAG AT THE CLOSE OF THE POLLS.</u></p> <p>Signature of Poll Worker _____ Signature of Poll Worker _____ Signature of Poll Worker _____ Signature of Poll Worker _____ Municipality: _____ Ward/District: _____</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="font-size: small; text-align: center;">Cumulative/Total Vote for Election System Using Smart Envelopes & Ballots Voted 11/16</p> <p>Ballots Voted: _____</p> </div> </div>
<p>2. When the Provisional Bag is opened, follow the instructions found on the Provisional Inventory sheet located in the front pocket of the orange bag.</p>	
<p>3. Offer all voters that were required to vote a Provisional ballot due to receiving a Mail-In Ballot an Opt-Out form. They will be in a labeled envelope in the Provisional Bag. Place completed Opt-Out forms in the Clear Envelope.</p>	
<p>4. At the end of the day, the Poll Worker must count and record the number of used, not returned, and spoiled Provisional Ballots on the inventory sheet provided.</p>	



Filling out the Provisional Affirmation Statement

<p>1. After the Voter is handed their Activation Card, give them a Provisional Affirmation Statement envelope from the orange Provisional Bag.</p>	
<p>2. Direct the Voter to the designated area, instructing them to completely fill out their Provisional Affirmation Statement BEFORE they enter the voting booth</p>	
<p>3. Under no circumstances should the Voter bring a writing instrument into the Voting Booth.</p>	

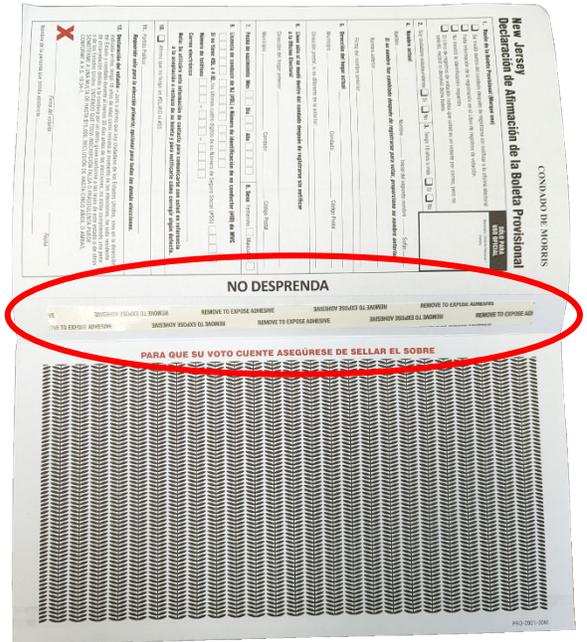
Voting Provisionally on the ExpressVote XL

<p>1. Direct the voter to the voting booth with their completed Provisional Affirmation Statement envelope and their printed Voter Activation Card.</p>	
<p>2. The voter should insert their Activation Card into the Voting Machine and follow the voting instructions on the inside of the machine cover.</p>	
<p>3. When the voter presses the Print button, rather than being deposited in the Ballot Canister, the Activation Card will be returned to the voter.</p>	

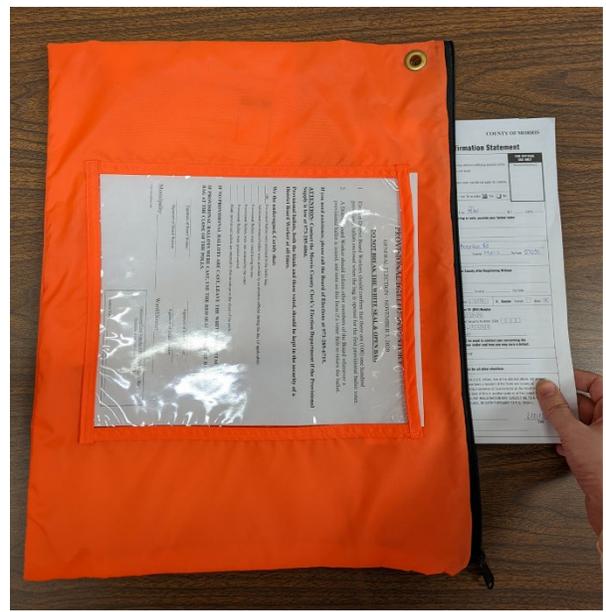
Completing the Provisional Vote

<p>1. When the voter has retrieved their voted Activation Card from the Paper Path Module, they should fold it in half and place it in their completed Provisional Affirmation Statement envelope.</p>	
--	--

2. The voter must seal their envelope by removing the self-seal strip and closing the envelope.



3. Once the ballot is secured inside of the Provisional Affirmation Statement envelope, they should return it to the poll workers at the table they checked in at. The Poll Worker should put it back into the orange Provisional Bag.

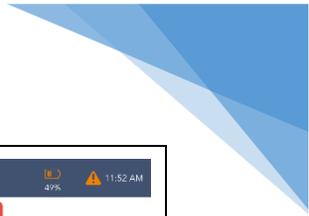


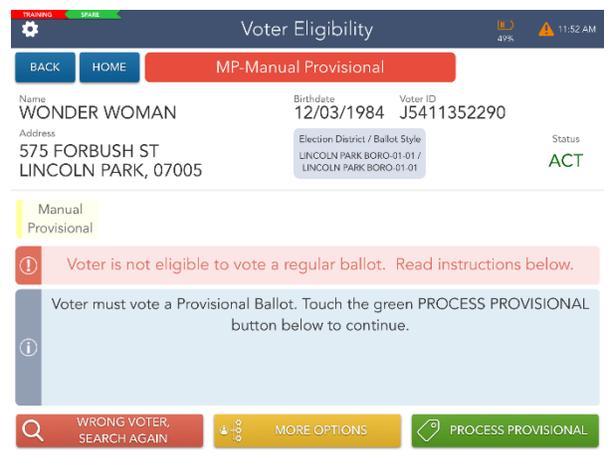


Manual Provisional Ballots

✂️ You will need to issue a Manual Provisional Ballot if a voter is challenged and required to vote via Provisional Ballot. ✂️

<p>1. When on the voter's eligibility page, tap the More Options button. Then tap the Manual Provisional option that is shown in the grey pop-up.</p>	<p>The screenshot shows the 'Voter Eligibility' screen for a voter named WONDER WOMAN. The status is 'ACT'. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow, circled in red), and 'GET VOTER SIGNATURE' (green).</p>
<p>2. Tap the Manual Provisional option that is shown in the pop-up, so it is highlighted blue. Then tap the green Continue button.</p>	<p>The screenshot shows a 'Manual Provisional' pop-up dialog. The 'Manual Provisional' option is highlighted in blue. Below it, there is a text box with instructions: 'Touch Manual Provisional to the left, then search and select the Election District to issue a provisional ballot.' At the bottom of the dialog are 'CANCEL' and 'CONTINUE' buttons.</p>
<p>3. Choose the provisional ballot that you are issuing. Once it is highlighted blue, touch the green Continue button.</p> <p>*During early voting you will have to scroll through every ballot style to find the correct one. This can be done by tapping the blue Next button.*</p>	<p>The screenshot shows the 'Manual Provisional' pop-up dialog. The 'LINCOLN PARK BORO-01-01' option is highlighted in blue. Below it, there is a text box with instructions: 'Touch Manual Provisional to the left, then search and select the Election District to issue a provisional ballot.' At the bottom of the dialog are 'CANCEL' and 'CONTINUE' buttons.</p>



<p>4. The voter will now be tagged as a Manual Provisional Voter. Tap the green Process Provisional button to continue.</p>	
<p>5. Refer to steps 3 & 4 of the “How to Process a Provisional Ballot on the ePollbook” for more information on completing the check-in.</p>	

Spoiling a Ballot Procedures

Election Day

Morris County





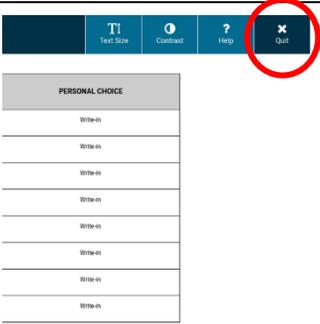
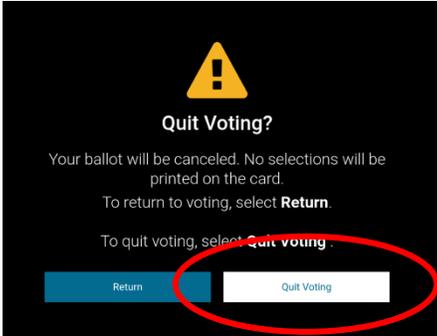
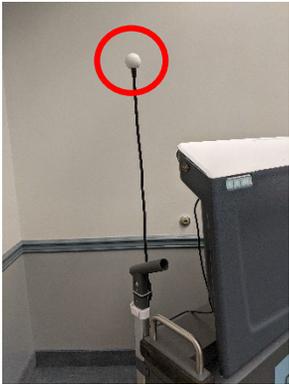
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How to Spoil and Reissue a Ballot on the ePollbook..... 51

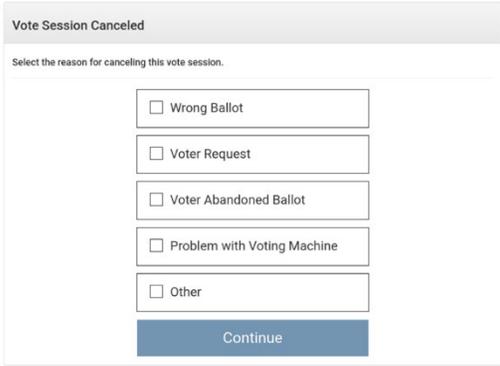
What to do with a Spoiled Ballot..... 53



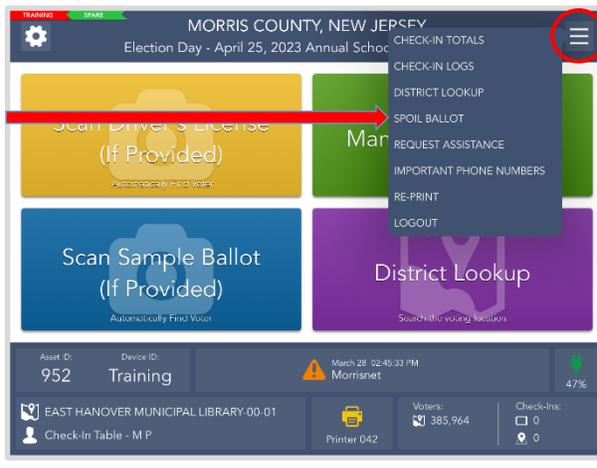
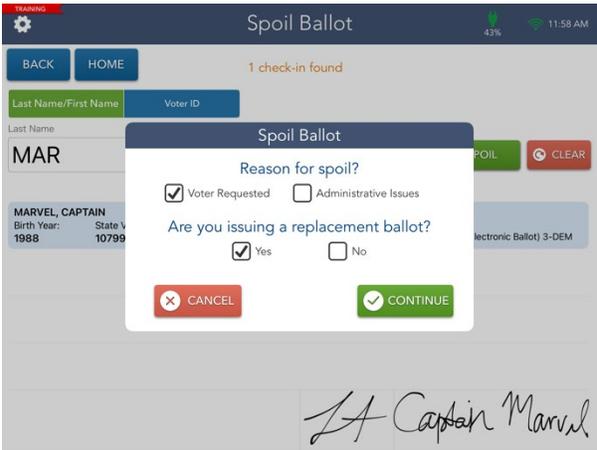
How to Spoil a Ballot on the Voting Machine

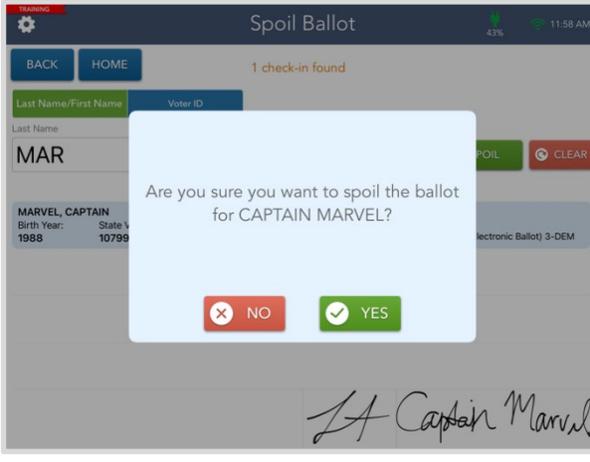
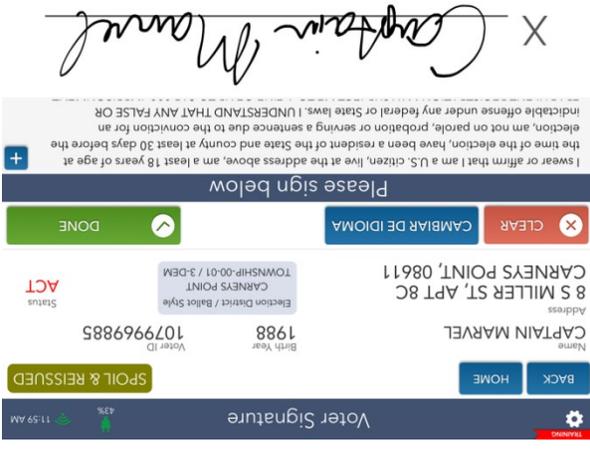
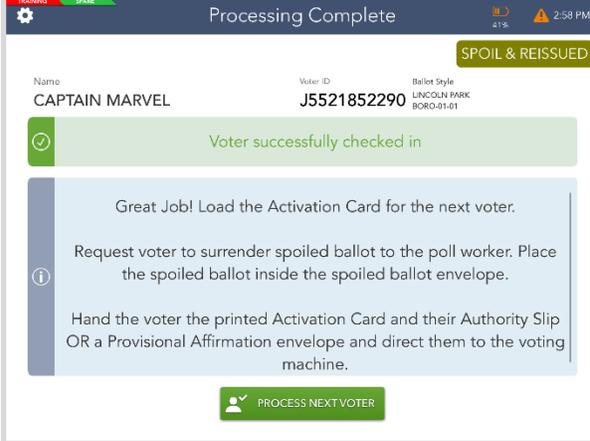
<p>1. If a voter INSIDE the voting booth reviews their ballot and does not wish to cast it, they should hit the Quit button on the upper right-hand corner of the screen.</p>	 <p>The screenshot shows the top navigation bar with buttons for 'Text Size', 'Cancel', 'Help', and 'Quit'. The 'Quit' button is circled in red. Below the navigation bar is a section titled 'PERSONAL CHOICE' with several 'Write in' lines.</p>
<p>2. The voter will then have to confirm that they do not wish to cast the ballot with their current selections by hitting the Quit Voting button.</p>	 <p>The screenshot shows a black confirmation screen with a yellow warning triangle icon. The text reads: 'Quit Voting? Your ballot will be canceled. No selections will be printed on the card. To return to voting, select Return. To quit voting, select Quit voting.' The 'Quit voting' button is circled in red.</p>
<p>3. When they hit the Quit Voting button, the machine will begin chirping and the light on the light stick will start flashing, indicating a Poll Workers assistance is needed.</p>	 <p>The photograph shows a voting machine in a booth. A light stick is attached to the machine, and the light at the top of the stick is circled in red.</p>
<p>4. The Poll Worker should then confirm with the voter that they wish to cancel their current ballot and enter the booth. The Poll Worker should then touch the red circle at the top of the pop-up to stop the chirping. Then they must touch the blue Continue button to move forward.</p>	



<p>5. The Poll Worker must then enter the Election Code (password) and hit Accept.</p>	
<p>6. Select the voter's reason for cancelling the ballot and touch Continue.</p>	
<p>7. The vote has now been canceled and the Activation Card will eject from the machine. The Poll Worker instructs the Voter to fold their ballot in half just under the barcode to hide their selections.</p>	
<p>8. Direct the Voter to return to their Check-In Station to receive a new Activation Card.</p> <p>DO NOT remove the old Authority Slip from the Needle and Thread.</p>	

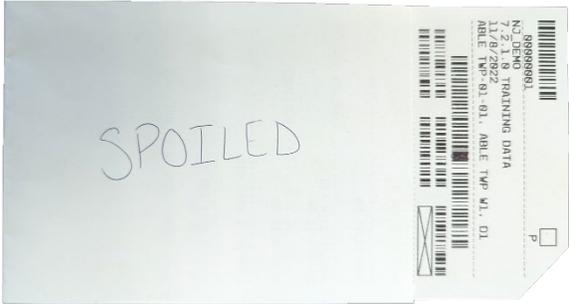
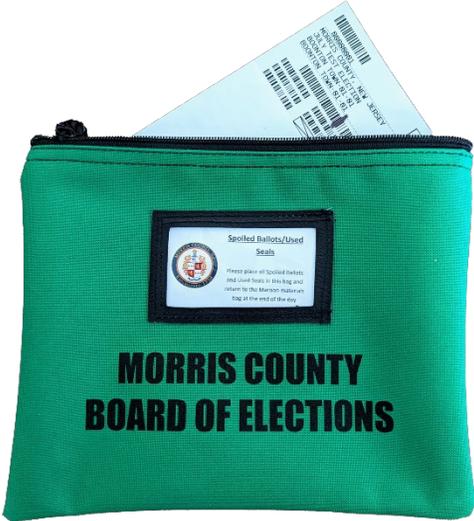
How to Spoil and Reissue a Ballot on the ePollbook

<p>1. To spoil a ballot, open the Launchpad Menu and select Spoil Ballot.</p>	
<p>2. Enter the voters information following the “3 & 3” rule and touch the green Search button. When the voters name has appeared, tap on it so it is highlighted. Once the voters name is selected and highlighted, touch the green Spoiled button.</p>	
<p>3. Select the reason the ballot is being spoiled and whether or not you will be issuing the voter a replacement ballot. After you’ve done so, select Continue.</p>	

<p>4. Select Yes to confirm that you would like to spoil the ballot.</p> <p>If you are not issuing a replacement ballot, steps 5-6 will not apply to you. Instead, you will be redirected to the Processing Complete screen where you can begin processing the next voter.</p>	
<p>5. The Voter Signature screen will appear. Ask the voter to review the oath displayed above the signature line, then have them sign with the provided stylus. Once they have signed, they will need to select the Done button.</p> <p>Once they have done so, tilt the screen back toward you and continue the voter check-in process as you normally would.</p>	
<p>6. Once you come to the Processing Complete screen, review any additional instructions for reissuing ballots in the blue info box.</p> <p>Select Process Next Voter once you have finished and move onto the next voter.</p>	



What to do with a Spoiled Ballot

<p>1. When the Poll Worker has spoiled a ballot, they must make a VERTICAL line through the largest barcode. This interrupts the barcode preventing it from being used in the machine.</p>	 <p>The image shows a ballot from Morris County, New Jersey, for a July Test Election in Boonton Town. A vertical line is drawn through the largest barcode, which is circled in red. The ballot includes a barcode at the top, a box labeled 'P', and several other barcodes at the bottom.</p>
<p>2. Write SPOILED on the ballot.</p>	 <p>The image shows the same ballot with the word "SPOILED" written in blue ink across the center. The barcode on the right side is visible, along with some printed text including "89898981", "7/21/19 TRAINING DATA", and "ABLE TWP 01-01, ABLE TWP W1, 01".</p>
<p>3. Place the spoiled ballot into the green Spoiled Ballot/Used Seal bag.</p>	 <p>The image shows a green zippered bag with a label that reads "Spoiled Ballots/Used Seals". Below the label, it says "MORRIS COUNTY BOARD OF ELECTIONS". A spoiled ballot is visible inside the bag.</p>



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Troubleshoot Guide

Election Day

Morris County



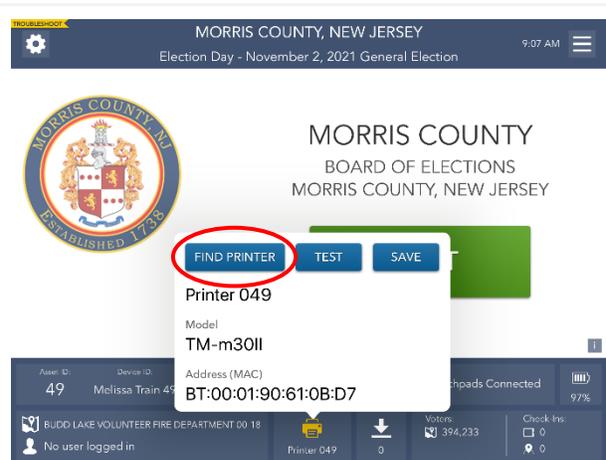


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Reorient the Screen	59
Replace the Epson Printer Paper Roll	60

How to get a Green Printer Icon for the Epson Printer

1. If you have finished setting up your materials for the day and your printer icon is still yellow, touch the icon.

A menu like the one to the right will pop-up. When it does, touch Find Printer.



2. Another pop-up will appear like the one to the right that asks you to select the accessory. Touch the choice that matches your device number.

If you do not see a printer that matches the number on your Touchpad, **DO NOT SELECT A DIFFERENT ONE, CALL THE BOE.**



3. Once you have made your selection, touch the save button on the right side of the pop-up.

If your printer is still yellow, call the BOE.



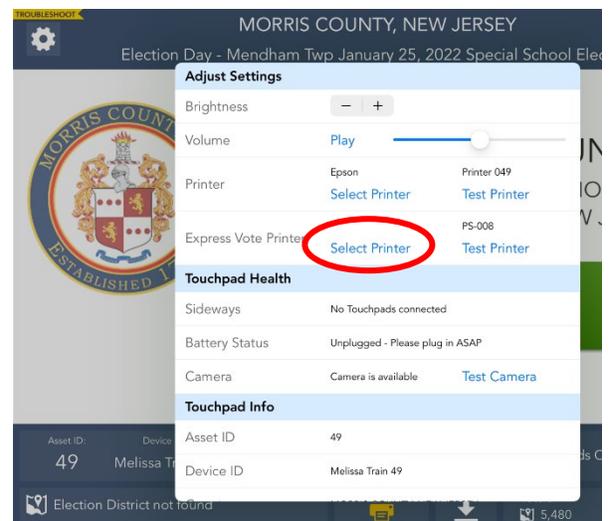
How to reconnect the ExpressVote Printer

※ If at any point during setup, or throughout the day, your ExpressVote printer disconnects, follow these steps to troubleshoot it.※

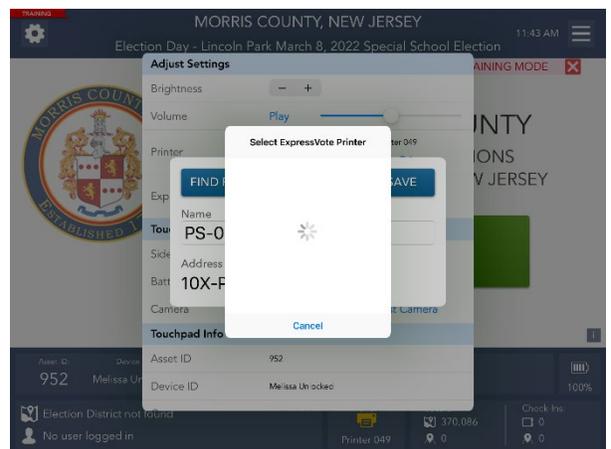
1. Tap the gear icon in the top left corner of the screen.



2. Next to the label "Express Vote Printer" tap **Select Printer**.



3. A window will pop up searching for your ExpressVote Printer.

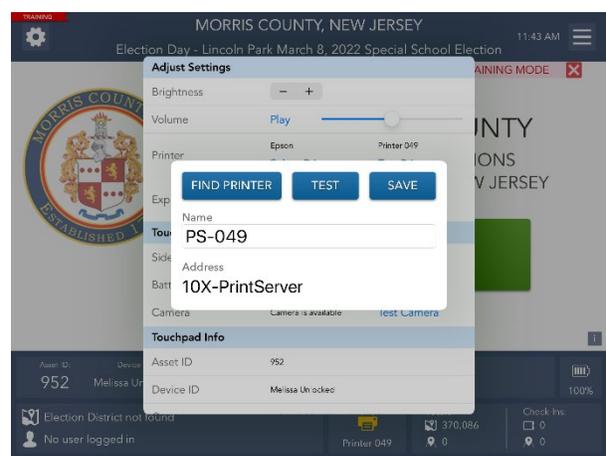
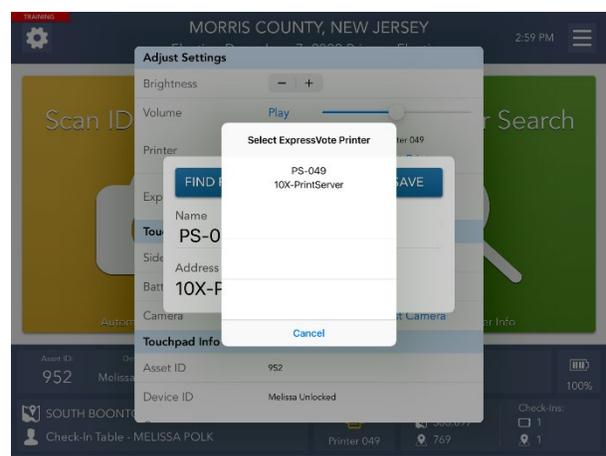


4. When you see the printer number that matches the number of your Touchpad, select it.

5. It may take a few minutes for your printer to show up. **(DO NOT select a printer that does not match your Touchpad.)**

6. If your printer does not show up, check that all cords are plugged in properly and everything is turned on. If there are still issues call the BOE.

7. After you have selected your printer, you must tap **Save** to maintain the printer's connection.



Reorient the Screen

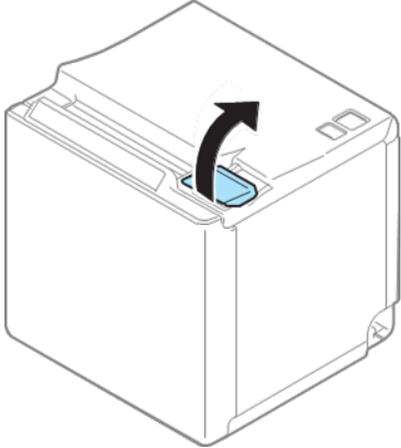
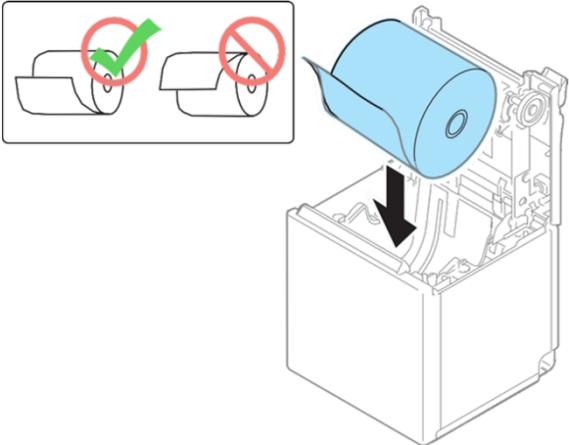
1. If the screen is oriented in the wrong direction, carefully lift the iPad, tilt it to the side, and then place it down again properly.

2. The orientation of the screen should now be correct with the arrow pointed downwards.





Replace the Epson Printer Paper Roll

<ol style="list-style-type: none">1. Lift the lever on the right-hand side of the printer up to open the top compartment.2. REMOVE THE EMPTY PAPER SPOOL BEFORE PUTTING THE NEW ONE IN.	
<ol style="list-style-type: none">3. The orientation of the screen should now be correct with the arrow pointed downwards.	
<ol style="list-style-type: none">4. Pull some of the paper out and then close the printer lid. The printer should automatically cut the paper.	