Poll Worker
Training Manual

Important Information

Hwy 290
Airport Blvd
I-35
★ *on map*
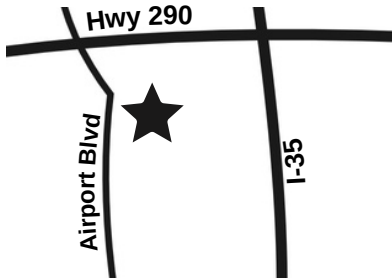
Travis County Elections Division Office

Address:
5501 Airport Blvd
Austin, TX 78751
★ *on map*

Travis County Voter Registration Office

Address:
2433 Ridgepoint Drive
Austin, TX 78754

A Message from Dyana Limon-Mercado, Travis County Clerk:

Hi, I'm your Travis County Clerk, Dyana Limon-Mercado, and I would like to welcome you to the Travis County Elections Division. I am excited for you to join the Elections Division, where you will be an integral part of conducting elections in Travis County.

As an election worker, you will take on the responsibility of ensuring voters have everything they need to vote, from the minute they walk through the door, up until they leave with their "I Voted" sticker. I want to take a moment to thank you for your extraordinary work. It is a pleasure to serve with you in protecting our democracy in Travis County. We couldn't do it without you.

Thank you!

Dyana Limon-Mercado

Travis County Elections Call Center	512-854-4783
Voter Registration	512-854-9473
Travis County Sheriff	512-974-0845
Texas Secretary of State	800-252-8683

Last Day to Register to Vote: _____

Early Voting Period: _____

Election Day: _____

ID Cure Date: _____

Surrounding Counties Information:
- **Bastrop:** 804 Pecan St. Bastrop, TX 78602, (512) 581-7160
- **Caldwell:** 1403 Blackjack St. Lockhart, TX 78644, (512) 668-4347
- **Hays:** 712 S. Stagecoach Trl. Suite 1012, San Marcos, TX 78666, (512) 393-7310
- **Williamson:** 301 SE Inner Loop Suite 104, Georgetown, TX 78626, (512) 943-1630

Dyana Limon-Mercado
Travis County Clerk

Vacant
Division Director

MiShon Davis
Assistant Director

Sarah Wood
Assistant Director

Sites & ADA

Tim Moore
Manager

Cinnamon Babbitt
Sites Coordinator

Drew Dillard
Sites Coordinator

Destini Williams
Sites Coordinator

Jackson Gay
Sites Coordinator

Voting Equipment & Operations

Katonya Williams
Manager

David Manor
VEO Coordinator

Jamal Mays
VEO Coordinator

Jonathan Williams
VEO Coordinator

Jorge Escoto
VEO Coordinator

Personnel

Adam Alvarez
Manager

Chelsea Townsend
Personnel Coordinator

Juan Gregg
Personnel Coordinator

Natalia Nassour
Personnel Coordinator

Indigo Raetz
Front Desk Coordinator

Ballot by Mail & Call Center

Paul DeLaRosa
Manager

Cindy Ramirez
Ballot by Mail Coordinator

Jacqueline Augenbraun
Ballot by Mail Coordinator

Vacant
Ballot by Mail Coordinator

Serena Horn
Call Center Coordinator

Training

Caitlin Arzate
Manager

Andrés Sánchez
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Daniel Racer
Training Coordinator

Vacant
Training Coordinator

Ballot Technologies

Emma Lever
Manager

VACANT
Ballot Programmer

Neil Plumbley
Verification Coordinator

Shelton Charles
ePollbook Coordinator

TRAVIS COUNTY CLERK
ELECTIONS DIVISION
STATE OF TEXAS

Using This Manual

Navigate Between Sections

Use the colored bars on the sides of the pages to quickly find the section you're looking for. The colored bars coordinate with the color of each section listed in the Table of Contents.

Find Key Information

You'll notice different icons throughout the manual that make certain information stand out at a glance. Here's what each icon indicates:

Refer to material on another page of the manual.

An item requires the Deputy or Judge's signature.

Call the Call Center.

Say something to a voter.

This is a quote from the Texas Election Code.

This is a very important note.

Know What Supplies You Need & Where to File Everything

At the beginning of each procedure, you'll see this yellow box that will tell you what supplies you need:

Supplies Needed:
□ Item 1
□ Item 2

When you need to file something at the end of a procedure, this yellow box will tell you where to file it:

When Done:
File in the Daily Balancing Envelope.

Find the Answers to Common Questions

Common questions (and the answers!) are highlighted in a purple box, as shown below:

WHAT IF I HAVE A QUESTION?
Here will be the answer!

TIP: Recommendations from our internal staff and suggestions for best practices will appear in a yellow box.

Call the Call Center!

The phone number for our Elections Call Center is at the bottom of every page of the manual, so you can easily reach them anytime you have a question.

Call Center (512) 854-4783

Table of Contents

Important Information

Polling Location Maintenance

Polling Site Setup

Opening the Polls

Processing Voters: Check-In Table

Duties & Expectations

Duties of Poll Workers

Your job will include managing the logistics of your polling location, qualifying and assisting voters, and processing legally required forms. Amid long hours and strict deadlines, you must continue to provide good customer service. You must be thorough, accurate, and pay careful attention to detail to avoid depriving anyone of their voting rights. We are guests in each of our polling locations and must be respectful of our hosts and neighbors.

All Poll Workers must:
- ✅ Attend training and any other required meetings.
- ✅ Read the training manual thoroughly.
- ✅ Assist in the setting up/breaking down of equipment and organizing paperwork.
- ✅ Make sure polling location is ADA accessible by following ADA guidelines and setting up any required ADA remediation materials.
- ✅ Follow all laws, procedures, and policies through the voting period.
- ✅ Keep conversations neutral and non-partisan.
- ✅ Always ask questions if you are unsure of laws, procedures, or policies.
- ✅ Leave restrooms and other areas used by Poll Workers in their original condition.
- ✅ Return all furniture to its original location when voting has finished.
- ✅ Remove all trash from the polling place at the end of the night.

Expectations for Poll Workers

You are an Election Hero, which means we expect that you are:

H - Here to respectfully serve every voter.
E - Entering this position with a positive attitude and willingness to work with a team.
R - Responsible for learning polling place procedures and using the resources available.
O - Officially representing Travis County while working in your polling place.

NOTES:

_____

_____

_____

_____

_____

_____

Polling Place Flow
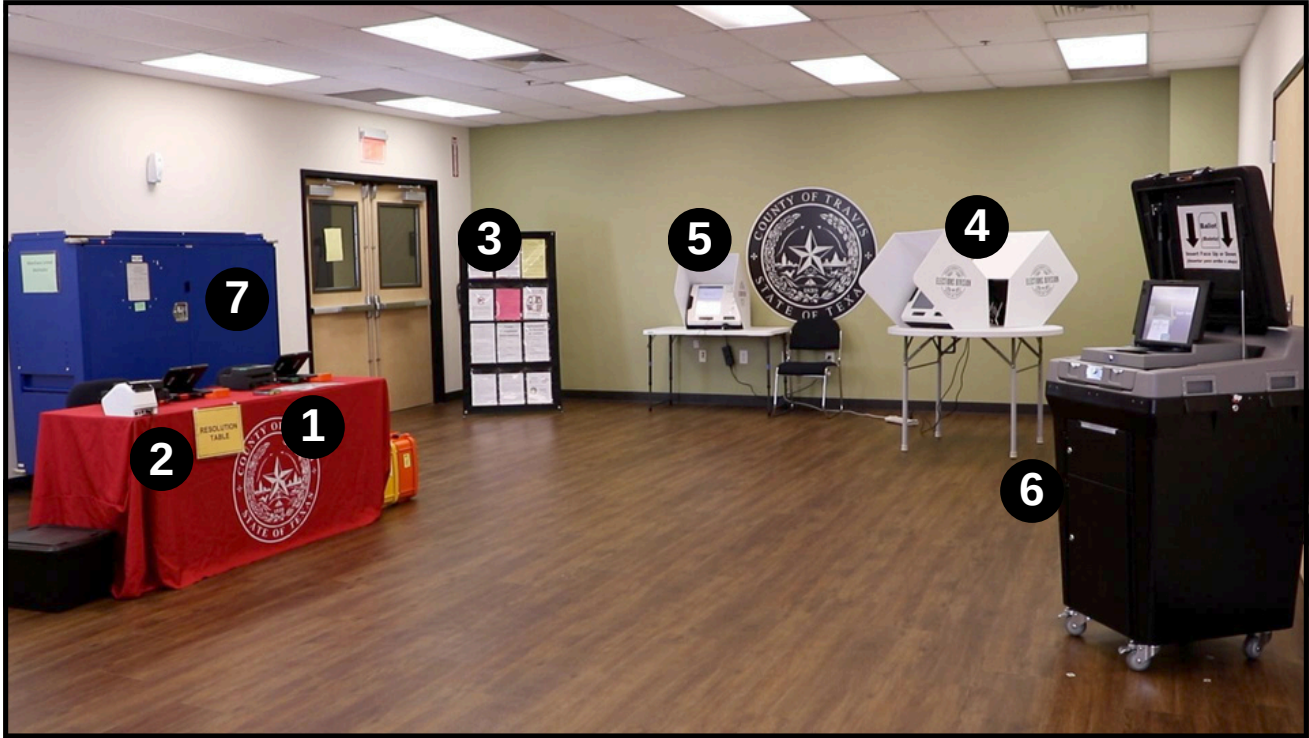
1 **Check-In Table -** Voters are checked in on ePollbooks at the Check-In Table and receive their Ballot Cards to mark.

2 **Resolution Table -** Voters with more complex situations are served at the Resolution Table. If there are no voters needing these types of assistance, this ePollbook should be used to check-in regular voters.

📄 *For more information on Serving Voters with Disabilities, see page 44.*

3 **Postings Kiosk -** Holds all legally required postings for the site. Should be posted close to the entrance of the room where voting takes place.

4 **Ballot Marking Devices (BMD) -** Electronic marking devices for voters to mark their selections and print their Ballot Cards to review before casting.

5 **ADA Table -** Table supplied to create an accessible voting station. All sites are required to set up a BMD on the supplied table.

6 **Ballot Scanner -** Black box positioned near the exit of the polling location where voters scan their Ballot Cards to cast their vote.

7 **Election Supply Carrier (ESC) -** Blue storage box containing election supplies.

Vote Signage Outside the Polling Place - Clearly mark your polling place with the provided signage. "Vote Here/Aquí" wire signs should start at the nearest busy intersection and clearly mark the path from the parking area to the voting area. Only Secretary of State approved signage may be posted.

Emergencies & Concerns

Emergencies in the Polling Place

- If an emergency requires that we vacate the building, offer voters directions to the four nearest polling locations. **Do not risk your life or the lives of your crew under any circumstances.**
- **The Ballot Scanner is NEVER to be left unattended unless there is a life-threatening emergency.** It only takes a few seconds to disconnect the Ballot Box from the power outlet. Please remember that protecting the Ballot Scanner ensures the integrity of the election.

Medical Emergencies

- Call 911 if an election worker or voter needs immediate medical attention.
- Listen and follow instructions given by the 911 operator and first responders.

📞 Notify the Call Center that an emergency has occurred once it is safe to do so.

Accidents in the Polling Place

- Notify the Call Center immediately of an accident involving people or property.
- Involved workers must report incidents with a Standard Affidavit.
- If an injury to an election worker has occurred, Personnel will reach out the same day to complete an Incident Report.

Voting Security Concerns

If a voter asks pointed questions or expresses distrust about the system, remember:

- Stay professional.
- Listen to voter concerns but do not delay others from voting. Step aside with the voter, if necessary.
- The Ballot Marking Devices (BMD) and Ballot Scanners are never connected to the internet.
- Always use neutral language when referring to voters.
- The Call Center is always available to workers and voters if you need further clarification on any questions.

📞 If the voter is dissatisfied, refer them to the Travis County Elections Call Center 512-854-4996 or the office of the Texas Secretary of State 800-252-8683 for resolution.

Distance Restricted Activities

Electioneering

When a polling location is open for voting, a person may not electioneer for or against any candidate, measure, or political party within 100 feet of an outside door through which a voter may enter the polling place building or structure. Use the measuring wheels provided in your supplies to determine 100-foot distance.

Examples of electioneering include candidate card and pamphlet handouts, campaign-related items, parked vehicles and campaign signs, and talking to voters in line about ballot issues.

Electioneering Notes:
- Voters may bring written materials to BMDs for reference but must take the materials with them when finished voting. Workers should periodically check around BMDs for campaign materials and dispose of them.
- Exit surveyors may be within the 100 foot boundary as long as they aren't being disruptive.
- Amplified electioneering is prohibited within 1000 feet of the polling place entrance.
- The Deputy/Judge may ask a disruptive person to leave.
- If a voter is electioneering, he/she must be allowed to vote before removal.
- Electioneering is considered a Class C misdemeanor.

Media and Protesters in the Polling Location

Media and protesters must stay beyond the 100-foot distance marker and abide by the electioneering laws of the Texas Election Code.

📞 If there is media or a protester presence at the polling location, notify the Call Center immediately. Poll workers should not speak to the media.

Electronic Devices in the Polling Location

Any voter's use of personal wireless communication or recording devices is prohibited within 100 feet of a voting station, including but not limited to cell phones, digital phones, cameras, phone cameras, and sound recorders, as prescribed by the Texas Election Code. § 61.014(a), 81.002

- Cell phones are only allowed by election officials to conduct official elections business or by persons employed in the building of the polling location.
- Taking pictures inside a polling location is prohibited. If a voter has a concern about these rules, they may call the Call Center. Refer the voter to the "Contact Information" posting in the Postings Kiosk.
- The wireless device boundary is different from the Electioneering boundary. The wireless device boundary is 100 feet from the voting station.
- **Assistance to Voters with Disabilities:** Cell phones, tablets, and other wireless communications devices are allowed in the assistance of voters with disabilities. While not expressly addressed in the Election Code, an Election Judge or Early Voting Deputy may use their authority to allow a voter to utilize these programs/applications at their discretion.

Polling Place Keys

Security Keys

Deputies and Judges receive a set of Security Keys in a black mesh bag at EV Setup or ED Supply Pick Up.

A **Gold Key -** unlocks the cable lock securing the Ballot Scanner to the ESC

B **"E" Key -** unlocks the ESC

C **Small Silver Key -** unlocks the black padlock of the Purple Bag and the Clear Envelope Return Bag used on the last day of Early Voting and Election Day

Equipment Keys

A lockbox containing the Equipment Keys is mounted on the left door panel on the inside of the ESC. The lockbox passcode is in the black mesh bag with the Security Keys. The Equipment Keys are inside the lockbox keypad and should remain inside when not in use.

To open the lockbox:
1. Press "clear".
2. Punch in the code.
3. Pull down on the black button at the top to open the lockbox.

To return the keys to the mounted lockbox:
1. Punch in the code and pull down on the black button at the top.
2. Place the keys in the box.
3. Close the box and release the button. If the wrong code is entered, push the lower clear/reset button and retry.
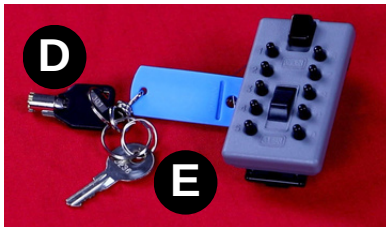
D **Barrel Key -** unlocks voting equipment

E **Silver Flat "J" Key -** unlocks the Ballot Box Compartments

Law Enforcement Keys

During early voting, law enforcement is provided two unique keys.

F **Small Silver Key -** unlocks red padlock on ballot scanner compartment(s)

G **Yellow Key -** unlocks the yellow lock on the blue Ballot Bin

Location Keys

When necessary, some Deputies and Judges receive an additional set of Location Keys. These keys are used to open their specific polling location.

> **!** **Equipment Keys stay in the ESC at the polling site. Location Keys and Security Keys must be returned at Early Voting Closeout or at CRS on Election Night.**

TIP: Look for these key icons throughout the Manual to help you identify which key is used during certain procedures.

Important Items

Travis County Cell Phone

The cell phone must be charged and powered on when you begin working at the polling site each day of voting. Each morning, confirm the ringer volume is at its maximum.

Instructions on how to use the phone are supplied with the bag it is distributed in.

During Early Voting ONLY: Check in with the Call Center at (512) 854-4783 when your site is set up each day.

*iPhone for EV only

! If there is an issue with the phone, notify the Call Center with a personal device or any available means of communication. Detailed instructions for the cell phone are located inside the phone bag.

Forms Box

The Forms Box contains all paperwork necessary for the voting period. Each folder is labeled and ordered based on the frequency of use. If a form is missing or supplies are low, notify the Call Center. There is a Supply Checklist inside to help you navigate the contents.

The passcode for the equipment can be found on the underside of the Forms Box lid.

Site Set-Up and Maintenance Packet

For Early Voting, you will receive a bright orange packet at Site Set-Up. For Election Day, you will receive a bright pink packet at Supply Pick Up.

Each packet contains some or all of the following important documents and information:
- Contact information and facts about your polling site
- Four Nearest Polling Sites Legal Posting
- Notice of Voting Order Priority
- Early Voting Permanent Flyers in English and Spanish
- List of Declared Write-In Candidates *(if applicable)*
- Site-specific signage
- Map for exterior signage (EV and some ED sites)

BEN HUR SHRINE CENTER

EV 03

ELECTIONS DIVISION

⚠ IMPORTANT! ⚠

LEGALLY REQUIRED SIGNS AND POSTINGS

YOU MUST READ ENCLOSED INSTRUCTIONS.
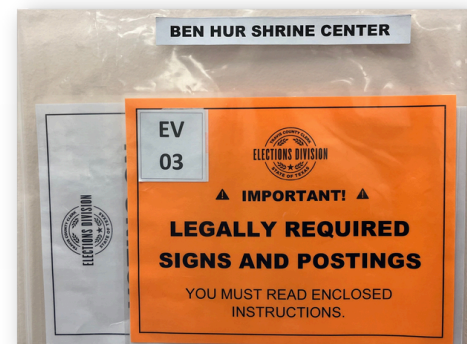
Ballot Cards

- Ballot Cards are an official record of the election and must be issued to every voter.
- The ExpressVote Printer prints a header on the voter's Ballot Card. The header indicates the current election **(A)** and voter's precinct and ballot style **(B)**.
- The BMD prints the voter's contest selections onto the Ballot Card **(C)**.The voter reviews the printed selections and inserts the Ballot Card into the Ballot Scanner to cast the vote.
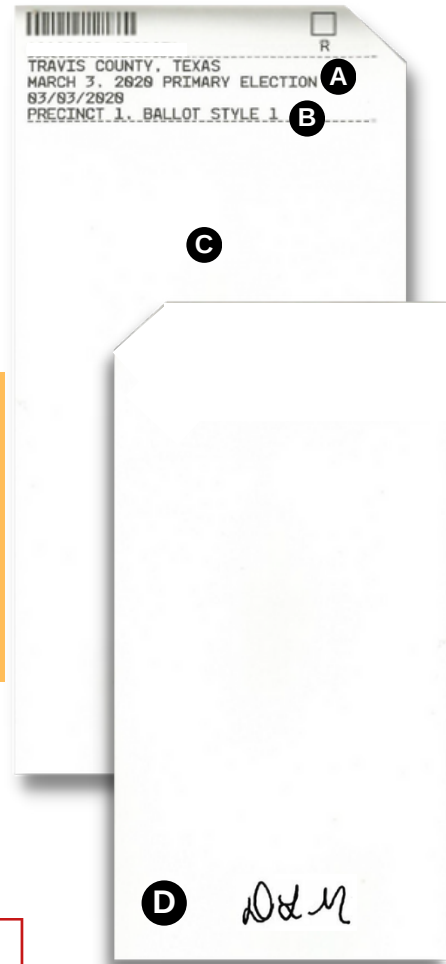
> **TIP:** To account for every single Ballot Card:
>
> ✅ **DO** open only one package at a time.
> ✅ **DO** keep food and drink away from Ballot Cards.
> ❌ **DO NOT** write notes on the Ballot Cards.
> ❌ **DO NOT** let voters leave the polling location with their Ballot Cards.

Early Voting:
All Ballot Cards used during Early Voting should have the County Clerk's initials pre-printed on the bottom of the back of every Card (**D**), per Texas Election Code Section 85.0311.

> **Election Day:**
> Judges sign the **bottom of the back** of every voter's Ballot Card **(D)**. Only the Judge's signature is valid.

Judges may purchase a stamp of their signature. There is no reimbursement for signature stamps. Stamps may only be used on the back of Ballot Cards. They may not be used on any other forms in the polling location.

> **ON ELECTION DAY, IS THE JUDGE THE ONLY PERSON WHO CAN SIGN THE BACK OF THE BALLOT CARDS?**
> Yes, only the Judge's signature is valid on the back of the Ballot Cards. It **MAY NOT** be the Alternate Judge or Clerk. A Judge may provide a signature stamp that another poll worker can use.

Where to find Ballot Cards:
- **During Early Voting**, Ballot Cards can be found in the ESC. To request additional Ballot Cards, please call the Call Center.
- **On Election Day**, Ballot Cards will be inside the Blue Ballot Bin in a purple canvas bag, which is inside of the main compartment of the Ballot Box.

People Allowed in the Polling Location

Election Officials

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

Voting Equipment Technicians (VETs)

Voting Equipment Technicians assist election workers with equipment, check polling locations, and help workers bring sites into compliance with the law. VETs are an extension of the Elections Division and Poll Workers should comply with their directives and treat them as any other Election Official visiting the polling location. VETs are required to wear identification badges.

Travis County Elections Sites Coordinators

Travis County Elections has a Sites Team that works to ensure that each polling location is compliant with ADA (Americans with Disabilities Act) standards and accessible for all voters. The Sites Coordinators provide an ADA Checklist to all polling locations. The ADA Checklist explains which materials need to be set up at that specific polling location to make it compliant, including cones, signs, mats, ramps, and other materials. Sites Coordinators visit polling locations during Early Voting and Election Day to make sure that the ADA materials are set up correctly and answer any questions that the Deputy or Judge may have about setting up the ADA materials.

Election Inspectors

Election Inspectors may be appointed by the Secretary of State (SOS) to observe the conduct of an election. Inspectors must be permitted to observe all Poll Worker activities. They are not required to take the Oath of Election, but will have identification cards issued by the SOS that must be presented to the Deputy/Judge. The SOS inspector will be wearing a name tag that will also serve as their identification card.

Children

Children under 18 may, by Texas Election Law, accompany their parents into a polling location. Children are able to act as assistants or interpreters to parents who are voting. For more information on private assistance, see page 43.

Call Center (512) 854-4783

Poll Watchers

📞 Call the Call Center if you have a Poll Watcher and refer to the Poll Watcher Folder in the black Forms Box for name badges, guide, FAQ, and Poll Watcher Envelope.

Checklist for Accepting a Poll Watcher:

☐ The Poll Watcher presents the Certificate of Appointment and countersigns the certificate. The Deputy/Judge must administer the Oath of Poll Watcher, with the Poll Watcher repeating the oath **aloud** before the Poll Watcher begins service.

☐ The Poll Watcher must also present a physical copy of a Certificate of Completion of the Secretary of State's Poll Watcher Training before being accepted for service. Both certificates are retained in the polling location until voting is concluded for the full Early Voting period or Election Day.

☐ Issue the Poll Watcher a name badge from the Poll Watcher folder in the black Forms Box.

☐ If the Poll Watcher would like more information on their service guidelines, the Poll Watcher may refer to the Poll Watcher information sheet from the Poll Watcher folder of the Forms Box.

Certificate of Appointment – Issued by Appointing Authority and Must:

- State the name, residence address, and voter registration certificate number of the watcher.
- Identify the election and the location the Poll Watcher is 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, for example: candidate, political party, etc.
- 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.

Note: See the Certificate of Appointment Guide in the Poll Watcher Folder of the Forms Box to help you when accepting a Poll Watcher.

Hours of Service:

- **Early Voting watchers** may observe from opening to end of night securing of equipment.
  - Watcher may serve when the watcher chooses.
- **Election Day watchers** may observe any time after the Judge arrives and may remain at the polling location until the Judge and Clerks complete their duties.

📁 File Poll Watcher paperwork in the Poll Watcher Envelope, which is in the Poll Watcher Folder in the Forms Box. On the last night of EV and Election Night, return in the Clear Envelope Return Bag.

A Poll Watcher may:	A Poll Watcher may not:
✅ Observe general activity.	❌ Converse with Poll Workers (except Deputy/Judge). *TEC Sec. 33.058(b)*
✅ Observe inspection of records.	❌ Converse with voters.
✅ Make written notes.	❌ Observe assistance by a voter's private assistant. *TEC Sec. 33.058(a)(1)*
✅ Observe a Poll Worker's interactions with voters.	

Election Supply Carrier (ESC)

Note that when you first open your ESC, it may be packed differently. These images reflect how we would like the ESC to be **packed at the end of Early Voting or Election night**.

Look for a content list and ballot tracking sheet in the clear window inside your ESC.

1. Large "Vote Here" signs*****
2. "Vote Aqui" signs*****
3. Curbside "A" Frame*****
4. Privacy shields (in blue carton)*****
5. Electrical supply box
6. PPE kit
7. Curbside Cart with bungee cord
8. Postings Kiosk*****
9. ADA Table
10. Umbrella*****
11. Ballot Marking Devices (BMDs)
12. Bag of 4 pair headphones*
13. Blank Ballot Cards (Early Voting only)
14. Seal Assignment Envelopes (on top of BMDs)
15. Black Forms Box with supply bag/orange Provisional Ballot Bag/red Emergency Bag (Early Voting only)
16. Brother printer rolls (Forms Box)
17. Orange ePollbook kits
18. Yellow kit w/ Mifi and Brother printer
19. Trash cans*
20. Tables (on top of ESC)
21. Table Leg Extenders
22. Orange cones (on top of ESC)
23. Folding cart*

Items marked with * are located behind the ePollbooks.

📄 *For more information about the ESC Seal Tracking, see page 100.*

WHERE CAN I USE THE TAPE PROVIDED?

1. White residue-free tape: Use to tape cardboard signs like the large "Vote Here" sign.
2. Blue painter's tape: Use for smaller paper signs like the "Prohibition of Certain Electronic Devices" or "Total Number of Voters".
3. Yellow and black hazard tape: Use to tape down power cords or cables that may create a tripping hazard.

TIP: Look for these tape icons to help you identify which one to use for what items.

Checklist for Early Voting Site Set-Up with the VET

□ **Meet the Voting Equipment Technician on the scheduled set-up day**.

□ **Unlock the ESC**.
1. Rotate the door handle and open the door, breaking the green ESC seal.
2. Compare the ESC seal number to the ESC tracking sheet located on the inside door of the ESC. Initial the tracking sheet.
3. Place the broken ESC seal inside of the clear pocket with the tracking sheet.

□ **Remove the electrical supply box**.
- Plug in and tape down extension cords and power strips using yellow and black striped tape.

□ **Remove the Postings Kiosk** and place it near the entrance.

□ **Remove black Forms Box** and post the postings from the Postings folder.

□ **If the site is lockable, set up voting equipment, but do not power on**.
- If the site is not lockable, keep the equipment secured in the ESC before leaving set-up.

□ If your site has an **ADA checklist**, set up the required indoor ADA remediation materials.

□ **Check visible seals** and make sure none are broken. (If the seal is broken, document the seal number on a Standard Affidavit and call the Call Center.)

□ **Charge and turn on the county cell phone**. Detailed instructions are found within the cell phone bag.

□ **Read through important memos**.

□ **Call and confirm** the arrival time and meeting place with your workers.

□ **Review your training manual**.
- Call the Call Center if you need clarification on any topic.

□ **Report any concerns** to the Elections Division as soon as possible.

□ **Secure ESC** before leaving your site.

Checklist for Election Day Site Set-Up (Day Before Election Day)

The Judge will pick up supplies during Supply Pick Up. An Election Judge or clerk may not be paid for more than two hours before election day polls open, including up to one hour site set-up before Election Day. Contact your site before the election to arrange a time to set up the layout. Supply Pick Up details and site contact information are included in your Writ of Election.

□ **Charge and turn on the county cell phone**. Detailed instructions are found within the cell phone bag.

□ **Unlock the ESC**.
1. Rotate the door handle and open the door, breaking the green ESC seal.
2. Compare the ESC seal number to the ESC tracking sheet located on the inside door of the ESC. Initial the tracking sheet.
3. Place the broken ESC seal inside of the clear pocket with the tracking sheet.

□ **Arrange the tables and voter flow**.

□ **Remove the electrical supply box**.
- Plug in and tape down extension cords and power strips.

□ **Be sure you can access the equipment keys** in the lock box using the 5 digit code in the mesh key bag. Call the Call Center if you have misplaced the code.

□ **Review your training manual**.
- Call the Call Center if you need clarification on any topic.

□ **Report any concerns** to the Elections Division as soon as possible.

□ **Call and confirm** the arrival time and meeting place with your workers.

□ If your site has an **ADA checklist**, set up the required indoor ADA remediation materials.

□ **Secure ESC** before leaving your site.

Site Set-Up Checklist

The First Day of Early Voting and Election Day

> **!** Remember, many of the following tasks should be completed simultaneously. Assess and assign tasks accordingly. The polling location should be set up by 6:45am. This includes having all devices powered on and ready for use.

☐ **Unlock the ESC**. 🔑
1. Rotate the door handle and open the door, breaking the green ESC seal.
2. Compare the ESC seal number to the ESC tracking sheet located on the inside door of the ESC. Initial the tracking sheet.
3. Place the broken ESC seal inside of the clear pocket with the tracking sheet.

☐ **Oaths:** All workers who did not complete the Oath of Election Worker during in-person training should be sworn in as election workers. The oath is in the Admin folder of the black Forms Box. During Early Voting, file the completed oaths in the Daily Balancing Envelope. On Election Day, file the completed oaths in Yellow Envelope #2.

☐ **Post all required postings** (found in the Postings folder in the black Forms Box.)
1. Distance Markers (100 feet from each entrance of the building of the polling place)
2. Notice of Total Number of Voters Who Have Voted (on the entrance of the polling place - Election Day only)
3. Notice of Prohibition of Certain Devices Within 100 Feet of Voting Stations
4. ADA/Site specific postings *(located in your site setup and maintenance packet if applicable)*

☐ **The Postings Kiosk** contains the following postings and should be displayed near the entrance to check-in:
1. ID Required (English and Spanish)
2. Notice of Voting Order Priority
3. Wireless Devices Prohibited
4. Notice of Prohibition of Handguns in the Polling Place
5. Contact Information
6. Voter Complaint Information (English and Spanish)
7. Notice of Debt Obligation (*if applicable)*
8. ADA Complaint Posting

☐ **Sample Ballots** (on the table near check-in)

☐ **Place large "Vote Here/Vote Aquí" signs** (outside the polling location)

☐ **Place wire "Vote Here/Vote Aquí" signs in the ground**.

☐ *If applicable at your site:* Use provided **ADA Checklist** to set up ADA Remediation materials required for your polling location.

☐ **Curbside Setup:** Refer to your ADA Remediation Checklist for site-specific instructions. Remove the Curbside Cart. Open and lock the hinge in place.
- Place curbside signage where visible from the curb.

> ### WHAT IF I HAVE QUESTIONS ABOUT MY ADA OR CURBSIDE SET-UP?
> Your site setup and maintenance packet and Forms Box ADA Folder should contain ADA and site-specific resources to help you when setting up. General information for setting up curbside can be found on the Curbside Quick Guide. If you have any questions, please call the Call Center and they can connect you with someone from our Sites Team. To learn more about Curbside Voting, see page 59.

Call Center (512) 854-4783

ePollbook Stations

ePollbook setup should be conducted simultaneously with Ballot Box and Ballot Scanner setup on page 17 and Ballot Marking Device setup on page 21.

> ❗ **The MiFi must be powered on first.**

❗ **Supplies Needed:** □ Yellow ePollbook case   □ Orange ePollbook cases

Yellow Case

1 Remove the yellow Resolution ePollbook case from the ESC.

2 Open and remove the MiFi, Brother printer, and all cords.

3 Press and hold the power button at the top of the device until "Netgear" appears on the screen.

4 The MiFi should not need to be charged. If the battery drops below 30%, connect the ATT power cord.


5 Place the Brother printer on the Check-In table. Plug the power adapter into the back of the printer and into the power strip.

6 Press the power button on the left side of the Brother printer. A green light beside the power button indicates the Brother printer is on.

Orange Case

1 Remove the orange cases from the ESC. Remove the ExpressVote printer, ePollbook, printer adapter, all power cords, and the orange ID holder from the orange case.

2 Pick up the ePollbook and flip it so you can see the orange sticker on the bottom. To open, lift at the orange sticker. Strong magnets are holding the case together. Pull and fold the metal case back until it creates a stand for the ePollbook.
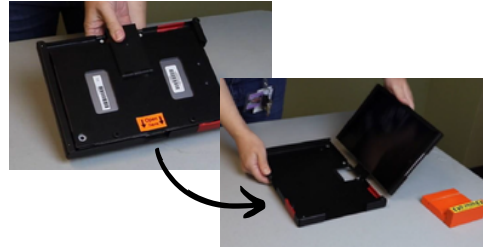
3 Plug the gray power cord into the right side of the ePollbook and the other end into the power strip. The ePollbook will power on automatically.

4 Attach the orange ID holder that was in the case to the back of the ePollbook base under the label "Scan Here."


5 Remove the ExpressVote printer and adapter. While pulling the sheath back with the flat side facing down, plug the adapter into the back of the printer. Plug the other end into the power strip.

6 Press and hold the power button on the right side until the button lights up blue and you hear an audible beep.

7 Plug the black printer adapter power cord into the top of the printer adapter and the other end into the power strip. The adapter will power on automatically. The red light on the side indicates the device has power.
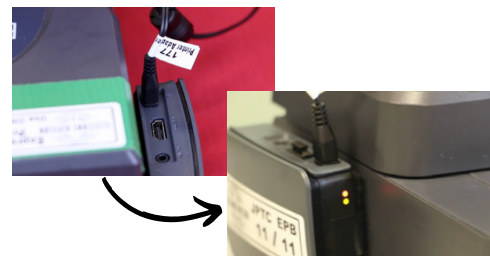
8 When finished, check the MiFi and make sure the number of devices connected is equal to the number of ePollbooks, plus 1 Brother printer.

Call Center (512) 854-4783

Ballot Box & Ballot Scanner

Ballot Box and Ballot Scanner setup should be conducted simultaneously with ePollbook setup on page 15 and Ballot Marking Device setup on page 21.

!	**Supplies Needed:**	□ Black Mesh Bag □ Security Keys □ Equipment Keys	□ Seals Envelope □ Blue Paperwork Transfer Bag (EV) □ Daily Balancing Envelope (EV)	□ Clear Envelope Return Bag (ED) □ Green Results Bag (ED)

1 Gather the keys and position the Ballot Box. 🔑

□ Using the Security Keys in the mesh bag, unlock the cable securing the Ballot Box to the side of the ESC.

□ Get the Equipment Keys from the lockbox inside the ESC on the left side. (The code to the lockbox is printed on the password card in the mesh key bag.)

□ Move the Ballot Box to the designated position in the polling location.

□ Make sure that there is at least 60 inches of turning space in front of the Ballot Box.

2 Verify the seals and complete the Seal Assignment Envelope.

□ Break and remove the three seals on the front of the Ballot Box.

□ Verify the seals of the Ballot Box match the numbers on the Seal Assignment Envelope. If they don't match, fill out a Standard Affidavit.

□ Both the Deputy/Judge and one other worker must initial the Seal Assignment Envelope after verifying the seals.

□ Place broken seals and any affidavit inside the white Seal Assignment Envelope.
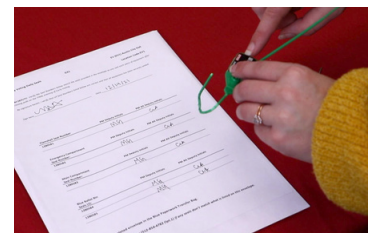
> ✏️ The Deputy/Judge signs and dates the envelope verifying the equipment was securely sealed prior to opening.

> 📁 File the Seal Assignment Envelope in:
> - Blue Paperwork Transfer Bag during EV
> - Clear Envelope Return Bag on ED

3 Open and check the compartments. 🔑

□ **Emergency Compartment** (the upper compartment)

- Unlock and open the compartment door, using the silver "J" Equipment Key.
- Look for any items in the compartment. If there is anything in the Emergency Compartment, call the Call Center.
- Close and lock the compartment door with silver flap up and in the closed position.

□ **Main Compartment** (the lower compartment)
  - **For Early Voting:** Verify the compartment door and red padlock are locked. **Go to step 6.**
  - **For Election Day:**
    ◦ Unlock and open the compartment door with the silver "J" Equipment Key.
    ◦ Verify there are no loose Ballot Cards.
    ◦ **Go to step 4.**

4 **ELECTION DAY ONLY: Remove the Blue Ballot Bin and Ballot Cards.** 🔑

□ Remove the blue Ballot Bin from the Main Compartment.
□ Unlock and open the blue Ballot Bin.
□ Remove the purple bag with Ballot Cards to be used for voting. The **Register of Official Ballots/Ballot and Seal Certificate** will be inside also.

5 **ELECTION DAY ONLY: Reinsert the blue Ballot Bin.** 🔑

□ Loosely close the flaps of the bin and reinsert the blue Ballot Bin into the Main Compartment.
□ **Once back inside, reopen the flaps of the blue Ballot Bin.**
□ Close and lock the Main Compartment door.

6 **Plug in and position the Ballot Scanner.** 🔑

□ Unlock the rear compartment door with the flat key. Remove the power cord and plug into the power strip or wall and leave the rear compartment door open.
□ Rotate the Ballot Box so it is facing the public. Lock the front two wheels to keep the machine in place.

7 **Open the clamshell lid and Scanner screen.** 🔑 🔑

□ Unlock the clamshell lid using the flat silver "J" equipment key. Pull both latches out and up. The air pressure extenders will lift the lid.
□ Using the barrel key, unlock the display screen. Raise the display screen. The Ballot Scanner will power up automatically.

8 **Enter the Election Code.**

☐ When prompted, enter the Election Code and touch **ACCEPT**. (If you do not remember the code, it is printed on a card on the underside of the black Forms Box lid.)

☐ After the code is accepted, the election will begin to load. This will take a few minutes.

☐ The Configuration Report automatically prints. Allow the report to print completely.
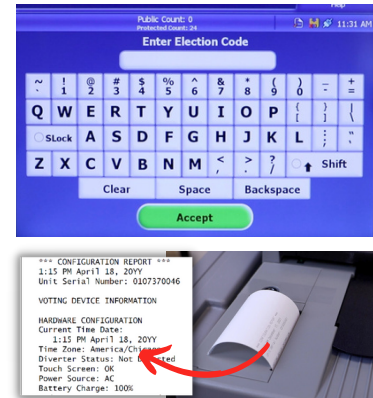
**9** **Verify the Public Count, the power connection, election definition, and then open the polls.**

☐ Verify Public Count.

- **On the first day of Early Voting and on Election Day this should always be zero.**
- Each day of Early Voting, record the beginning Public Count on the Daily Balancing Envelope.

☐ Verify that the "Election definition found" displays the current election.

☐ Verify that the green check mark confirms the scanner is "Plugged into electricity."

☐ Touch the green **OPEN POLL** button in the lower right corner.
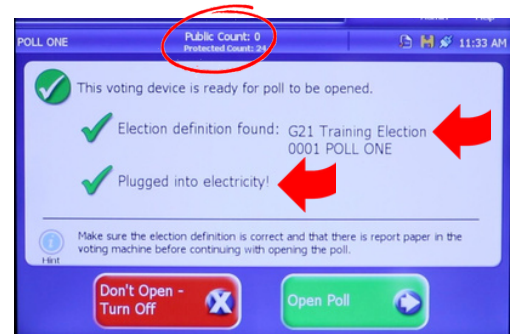
10 **File the Configuration Report and Zero Totals Report.**

☐ The printed Configuration Report is filed daily.

☐ The Zero Totals Report prints when polls are opened on the first day of Early Voting and Election Day only.

- Allow the report to print completely.
- Verify the Public Count is zero. (If it is not, call the Call Center.)
- Tear off the tape.
- If Poll Watchers are present, up to two of them may sign the Zero Report.
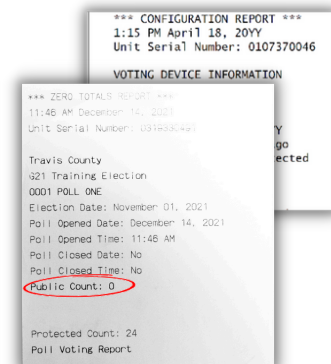
> Both the EV Deputy or ED Judge and another worker will sign in the spaces labeled "Presiding Judge/Early Voting Deputy" and "Election Clerk" on the Zero Totals Report.

> File the Configuration Report and Zero Totals Report in the:
> - Daily Balancing Envelope during Early Voting.
> - Green Results Bag on Election Day.

11 **Put the Ballot Scanner into Voting Mode.**

☐ Touch **GO TO VOTING MODE**.

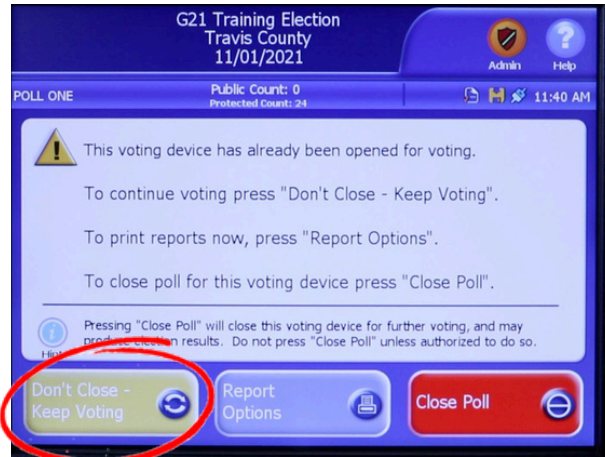- The screen will now state, "Insert Here." This means it is ready to accept voter ballots.
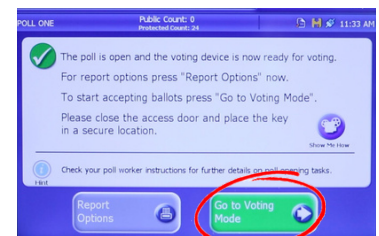
Opening Polls During Early Voting

Complete steps 1 – 3 and 6 – 8 of the Open Polls Checklist – Ballot Scanner.

9 Touch **DON'T CLOSE - KEEP VOTING.**
The screen will now state "**Insert Here**."

10 **Fill out the Daily Balancing Envelope.**

☐ Record the Public Count from the top middle of the Ballot Scanner screen on the Daily Balancing Envelope Beginning Public Count section.

☐ Complete the date and location fields on the Daily Balancing Envelope and sign the AM Deputy line.

☐ File the Configuration Report in the Daily Balancing Envelope.

☐ Store the Daily Balancing Envelope in the front of the black Forms Box where you can easily file paperwork throughout your shift and the PM Deputy can easily find it.

Ballot Marking Devices (BMD)

> ❗ **Supplies Needed:**
> ☐ Barrel Key ☐ Blue Privacy Shield carton ☐ Black Mesh Bag
> ☐ Black BMD cases ☐ Security Keys

1 **Remove the Ballot Marking Devices from the ESC and set up on the tables.**

☐ Remove the black cases containing the BMDs from the ESC.

☐ Remove each BMD from its black case and place it face down on the table. Remove the power brick from the side compartment.

☐ Pull the silver stand up and plug the power cord into the back of the BMD with the flat side of the adapter facing up toward the top of the device. Plug the power strip into the wall and make sure the power strip is turned ON.

☐ Leaving the power brick on the table, drop the plug through the hole in the center of the BMD table and plug into the power strip. Extend the kickstand and stand the Ballot Marking Device on the table.

Plug-in Flat Side UP

Unplug by sliding sleeve away from device to release connection
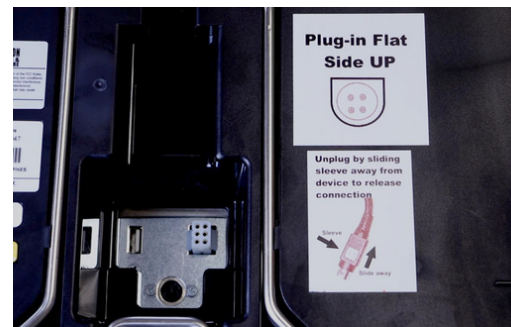
> ❗ The device will take several minutes to power on and it is important to move to the next device to power it on right away. Once all BMDs have been powered on, return to the first device.

2 **Power on the BMDs using the Barrel Key.** 🔑

☐ Use the Barrel Key to open the compartment on the left side of the BMD.

☐ Press and hold the power switch to the **ON** position. You will hear an audible beep letting you know the device has powered on.

☐ Use the Barrel Key to close and lock the side door of the BMD being careful to secure the Audio/Tactile Keypad cord in the notch of the side door.

3 **Enter the Election Code and allow the Election to load.**

□ Enter the Election Code and touch **ACCEPT**. (The Election Code is printed on a card on the underside of the black Forms Box lid.)

Load Election

🔒 Enter Election Code

To continue, enter the election code.

4 **Verify the BMD has power.**

□ On the bottom left, under the screen, confirm the Ballot Marking Device is connected to AC power. The green indicator light under the plug icon on the bottom left of the unit will be lit when the unit is plugged into AC power.

5 **Attach the privacy shields and store the BMD cases in the ESC.**

□ Remove blue Privacy Carton from ESC.
□ Guide a privacy shield into place and secure the velcro tabs at the top of each device.
□ Store the empty cases back in the ESC.

♿ Accessible BMD

Make sure one BMD is positioned for seated voting in the polling location and that there is 60 inches of turning space in front of the table. Do not use that BMD for curbside voting. Use the ADA compliant height-adjustable table to achieve ADA compliance in your location.
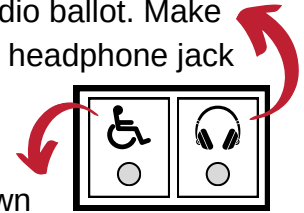
BMD Accessibility Features

Headphones

Headphones are located in the ESC for voters who request an audio ballot. Make sure to plug them into the headphone jack on the front of the BMD.

Assistive Devices

If a voter brings in their own assistive device, their device will need to be plugged in to the assistive device port.

Audio-Tactile Keypad

If using the headphones, detach the Audio-Tactile Keypad from the left side of the BMD for the voter. The Audio-Tactile Keypad is used anytime the headphones are used.

Poll Workers may be asked to show a voter how the Audio-Tactile Keypad works. Below is an overview of the keypad features:

1. **Up Arrow -** Moves the cursor up the screen menu

2. **Back Arrow -** Moves to the previous screen

3. **Select Square -** Selects the voter's contest choices

4. **Forward Arrow -** Advances to the next screen

5. **Down Arrow -** Moves the cursor down the screen menu

6. **Home -** Opens screen with voting instructions

7. **Pause -** Stops the audio message momentarily; press to pause and press again to resume the audio

8. **Screen Diamond -** Press once to darken the monitor for privacy viewing; press again to return to normal display

9. **Repeat Round -** Repeats the last spoken phrase of the audio

10. **Tempo Control -** Adjusts the audio speed
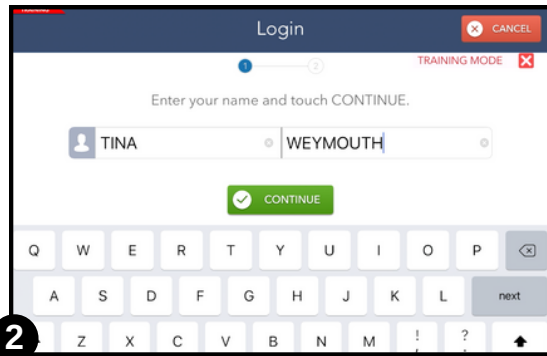
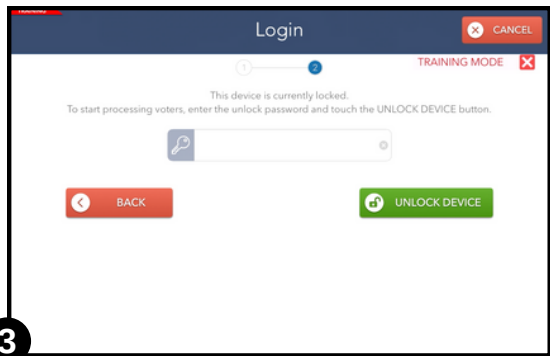11. **Volume Control -** Adjusts the audio level

Signing Into ePollbook
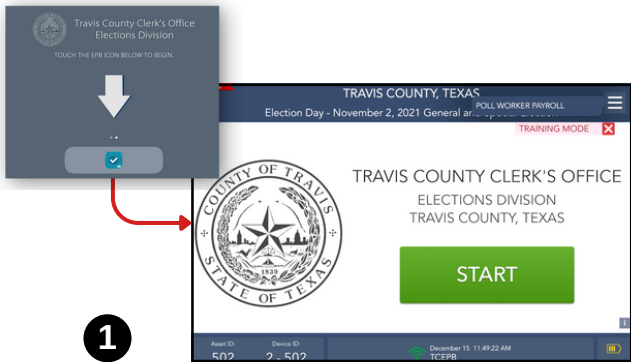
1 Touch the blue icon at the bottom of the screen to open the ePollbook application. Then touch the green **START** button.

2 The worker who will be operating the ePollbook will type their name in the fields provided and touch **CONTINUE**.

3 Enter the password and touch the green **UNLOCK DEVICE** button. (The password is printed on a card on the underside of the black Forms Box lid.)

4 A message stating "Express Link Printer Found" should appear. Touch **CONTINUE.** A second message stating Printer Found should appear. A test label should print from the Brother printer. Touch **CONTINUE**.
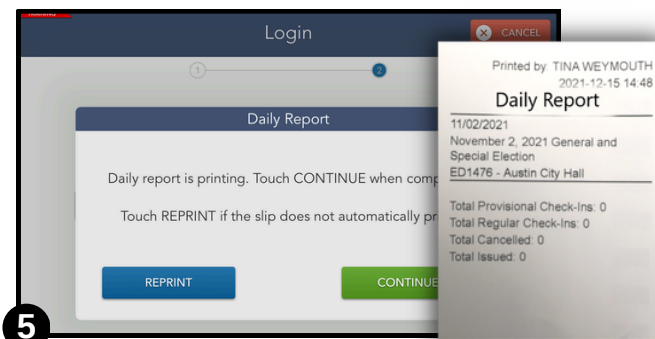
5 A Daily Report should automatically print from the Brother printer. Then touch **CONTINUE**.
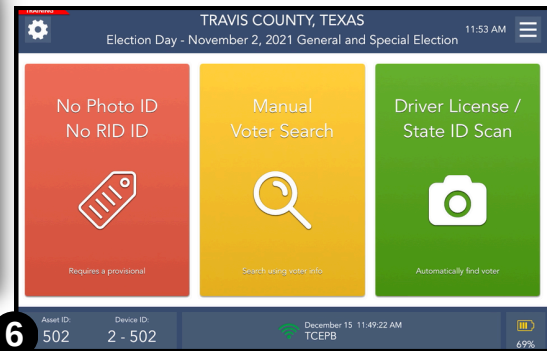
6 You should now see the Home screen.

📞 **During Early Voting Only**: Call the Call Center as soon as you are ready to process voters.

📁 Place the test labels and the Daily Report labels from each ePollbook in:
- Daily Balancing Envelope during Early Voting
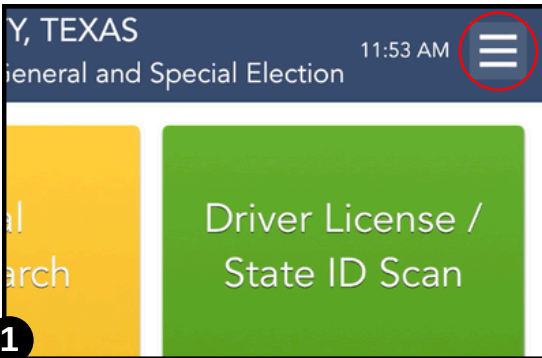- Green Results Bag on Election Day
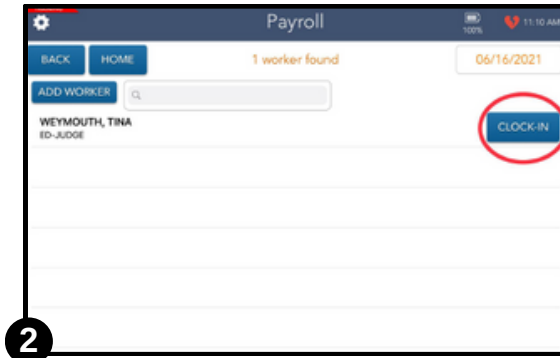
Poll Worker Payroll

> **⚠ Supplies Needed:**
> ☐ ePollbook
> ☐ Clear Timesheet Envelope
> ☐ Clear Envelope Return Bag (Last day of EV and ED)
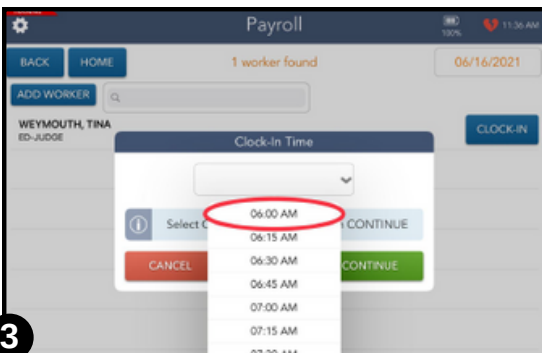> ☐ Poll Worker Timesheet

Clocking In

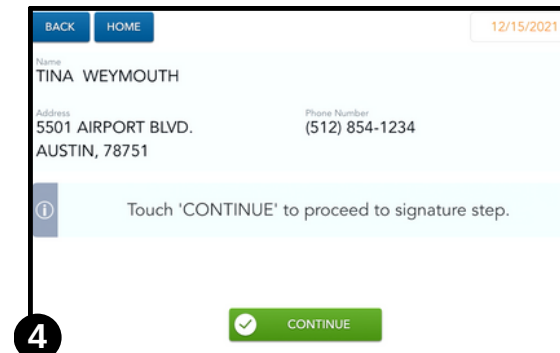Once all of the equipment is set up, each worker will need to use an ePollbook to record their start time.

1
Touch the menu button at the top-right and select **Poll Worker Payroll** to access the Clock In/Out page.

2
Find your name on the list and touch **Clock-In**. Use the "Next" and "Prev Page" buttons to navigate the list of workers.
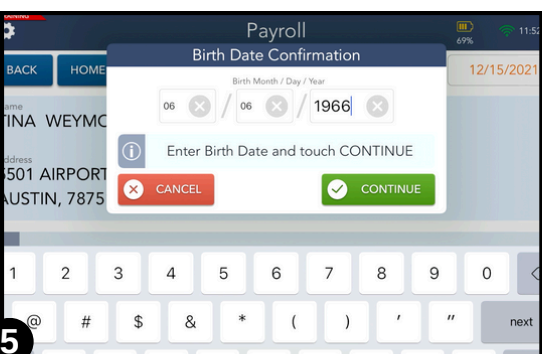
3
Select the time you arrived at your location for work in the drop-down list. Touch **CONTINUE.**

4
Verify your information and touch **CONTINUE.**

> ☎ If your name does not appear in the ePollbook or if your information is incorrect, notify the Call Center immediately.

5
Enter your birth date in the pop-up provided to confirm you are clocking in for the correct worker. Touch **CONTINUE.**
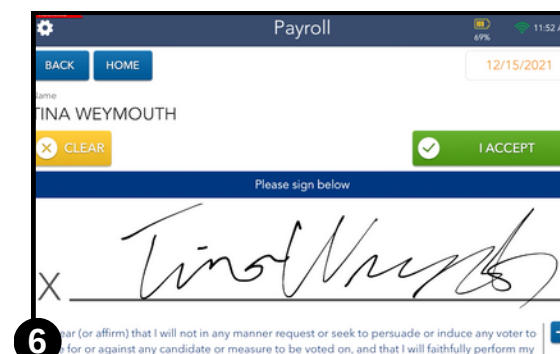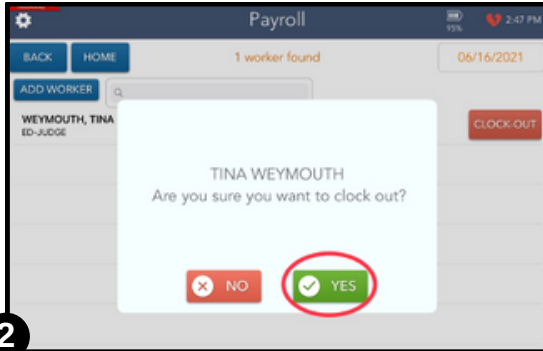
6
Read the oath and sign on the line. Touch **I ACCEPT**. You are now clocked in.
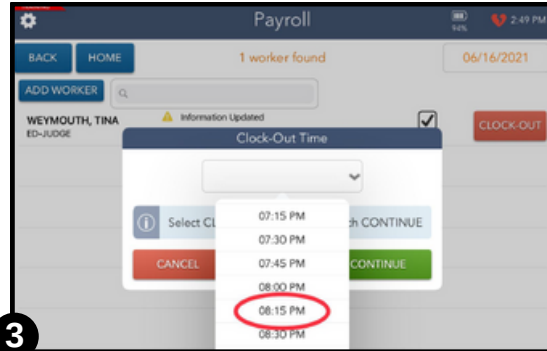
Clocking Out

At the end of their shift, each worker will need to use an ePollbook to record their end time and update their timesheet.

1 Touch the menu button at the top-right of the ePollbook home screen and select **Poll Worker Payroll** to access the Clock In/Out page.

2 Find your name on the list and touch **CLOCK OUT**. Verify your name and touch **YES** to confirm that you want to clock out.

3 Choose the time you are clocking out from the drop-down menu.

A timesheet label should print from the Brother printer. Tear along the dotted lines into separate labels. Follow the instructions on the Poll Worker Timesheets for how to file these. For detailed information on completing timesheets, refer to the Forms Appendix on page 98.

> Your completed timesheet should be filed in the Clear Timesheet Folder.
> **Note**: During Early Voting, the Clear Timesheet Folder stays at your polling location until the last day of the current pay period and/or the last day of EV.

Clear Timesheet Folder

- **Where to find it:** Admin folder in the Forms Box
- **Form instructions:**
  - □ Fill in your location name at the top.
  - □ Write the names of Poll Workers whose timesheets are enclosed in the folder.
  - □ For Early Voting, store Poll Worker timesheets in this folder in the Forms Box until the conclusion of the pay period or the end of Early Voting.
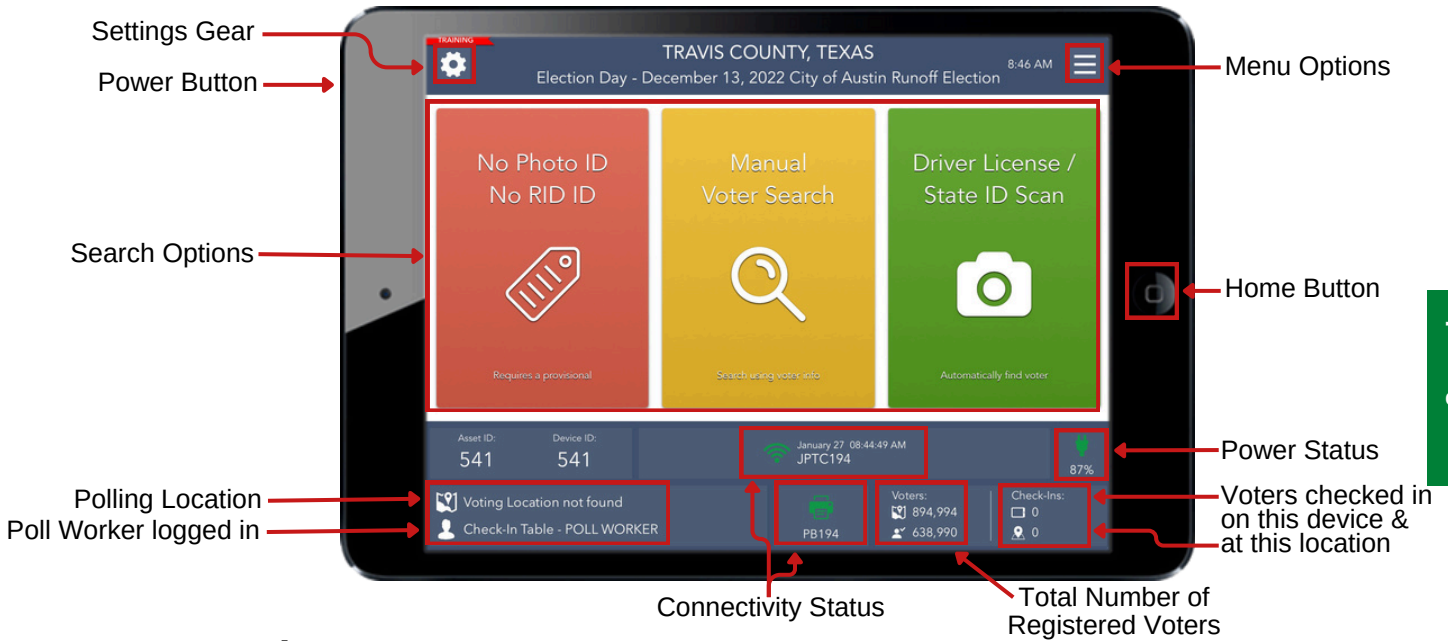

> At the conclusion of a pay period, return the Timesheet Folder in the blue Paperwork Transfer Bag.
>
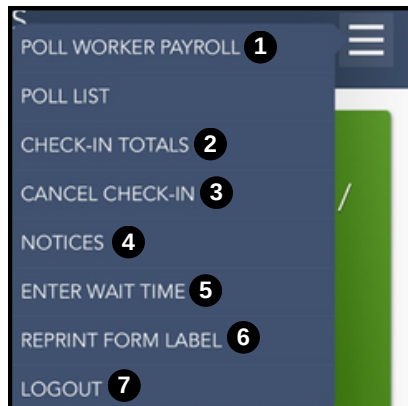> On the last night of Early Voting and Election Night, return the Timesheet Folder in the clear Envelope Return Bag.

Additional ePollbook Features

External Components & Home Screen

Settings Gear

Power Button

Search Options

Polling Location

Poll Worker logged in

TRAVIS COUNTY, TEXAS
Election Day - December 13, 2022 City of Austin Runoff Election
8:46 AM

TRAINING

No Photo ID
No RID ID
Requires a provisional

Manual
Voter Search
Search using voter info

Driver License /
State ID Scan
Automatically find voter

Asset ID: 541   Device ID: 541

January 27 08:44:49 AM
JPTC194

87%

Voting Location not found
Check-In Table - POLL WORKER

PB194

Voters:
894,994
638,990

Check-Ins:
0
0

Menu Options

Home Button

Power Status

Voters checked in on this device & at this location

Connectivity Status

Total Number of Registered Voters

Menu Options

POLL WORKER PAYROLL **1**
POLL LIST
CHECK-IN TOTALS **2**
CANCEL CHECK-IN **3**
NOTICES **4**
ENTER WAIT TIME **5**
REPRINT FORM LABEL **6**
LOGOUT **7**

1 Refer to pages 25-26 for clocking in/clocking out procedures.

2 Use "Check-In Totals" to complete the Daily Balancing Envelope during Early Voting, to fill out the Notice of Total Number of Voters, and Register of Official Ballots/Ballot & Seal Certificate on Election Day.

3 Refer to pages 56-57 for spoiling a ballot & cancelling a check-in.

4 Use "Notices" to view Notices of Debt Obligation, sections of the training manual, and other helpful information.
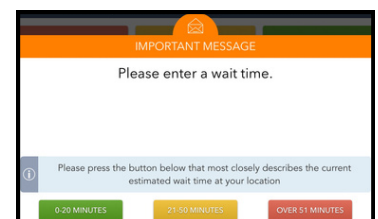
5 See below for the "Enter Wait Time" pop up window. Use this option to manually report wait times at your location.

6 Use this option to reprint any Brother printer labels associated with a voter's check-in as needed. Note: This option cannot reprint a ballot card header or check in a voter.

7 Use this option to "Logout Temporarily" when changing ePollbook operators or to "Close for the Day" during Early Voting (refer to pages 65-67) or "Close the Election" on Election Night (refer to pages 78-80).

Entering Wait Times

Periodically, you will receive a pop up message asking you to record the wait time at your location. Select the option that best fits the average wait time for a voter in line at your location. The average time to process a voter in the ePollbook is 1-2 minutes. You may count the number of voters in line and multiply by 2, or simply ask the voter you are working with for an estimate of how long they waited in line.

IMPORTANT MESSAGE
Please enter a wait time.

Please press the button below that most closely describes the current estimated wait time at your location

0-20 MINUTES   21-50 MINUTES   OVER 51 MINUTES

Required ID

Texas Election Code (§63.0101) requires voters to show approved photo identification when voting in person. The approved photo identification (List A) must be current or have expired no more than four years before being presented for voter qualification at the polling location (for voters aged 18-69 years). Voters aged 70 years or older may use List A photo identification, no matter how long expired.

> **TIP:** To determine if the ID expiration date is within the four year window, take the current date and simply subtract 4 from the year!

An Election Official **MAY NOT** swear to the personal knowledge of a voter's identity. Always call the Call Center if there are questions concerning the type of ID presented at the polling location.

Approved Forms of Voter Identification:

List A forms of Photo ID (Texas Election Code §63.0101):

- Texas Driver License issued by DPS
- Texas Election Identification Certificate (EIC) issued by DPS
- Texas Personal Identification Card issued by DPS
- Texas License to Carry Handgun/Texas Concealed Handgun License issued by DPS
- United States Military ID Card containing the person's photograph
- United States Citizenship Certificate containing the person's photograph
- United States Passport Book or Passport Card

> ## WHICH ID TYPES CAN BE SCANNED ON THE EPOLLBOOK?
>
> On the ePollbook, using the green **DRIVER LICENSE/STATE ID SCAN** button on the Home screen, <u>only 3 types of IDs may be scanned</u>:
> 1. Texas Driver Licenses
> 2. Texas Personal Identification Cards
> 3. Texas License to Carry Handgun (not all ID's will have a bar code that can scan)

Qualifying Voters

Ask for the voter's approved form of Texas photo ID on List A. This ID must be current or not expired for more than four years. If the voter is 70 years or older, their ID can be expired any amount of years.
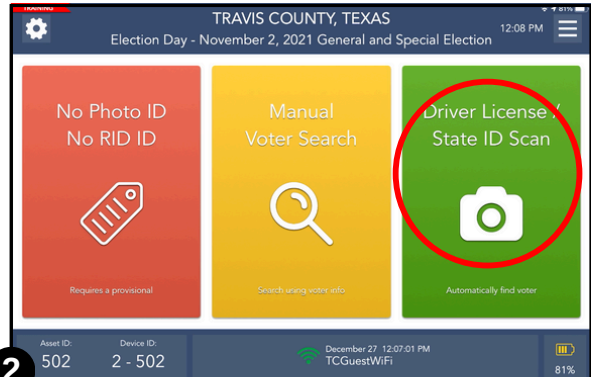
If the voter says they do not have a List A ID, see page 41 for the Reasonable Impediment Declaration procedure.
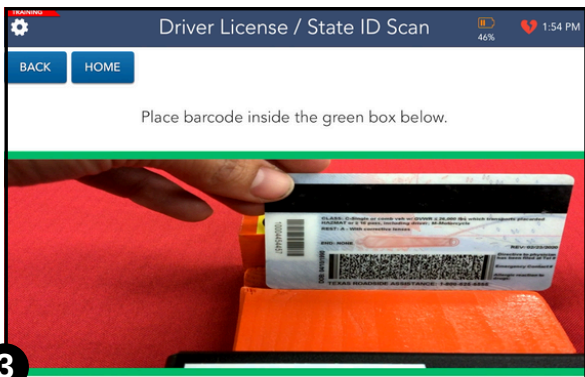
Voter with a List A ID that CAN be Scanned

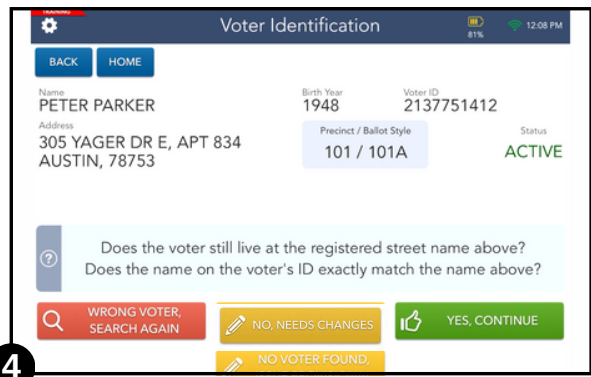**1** Have the voter place the ID in the orange ID Holder with the front facing the voter.

2 Touch the green **DRIVER LICENSE / STATE ID SCAN** button on the Home screen.

3 The camera will open and the barcode will automatically scan once in view.

4 Once the barcode has been scanned, the voter's record will appear on the Voter Identification screen.

Continue to Completing the Check-In Process on page 31.

WHAT IF THE SCAN DID NOT PULL UP THE CORRECT VOTER RECORD?

When scanning an ID's barcode, the ePollbook goes through the same search methods that a Poll Worker would go through until it locates a potential match. This is why it is important for the Poll Worker to ask the voter to verify their record. If it is not the correct voter record, use a manual search method (see the following page). If still unable to locate the record, call the Call Center.
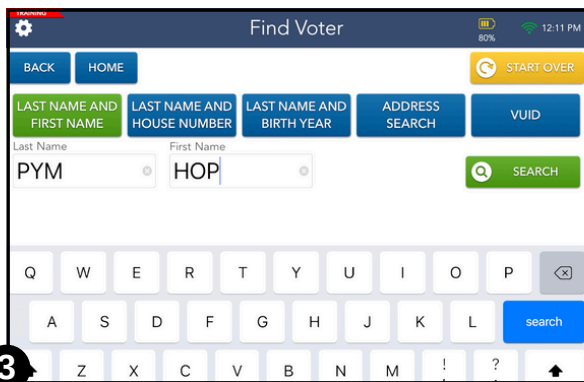
Voter with a List A ID that CANNOT be Scanned
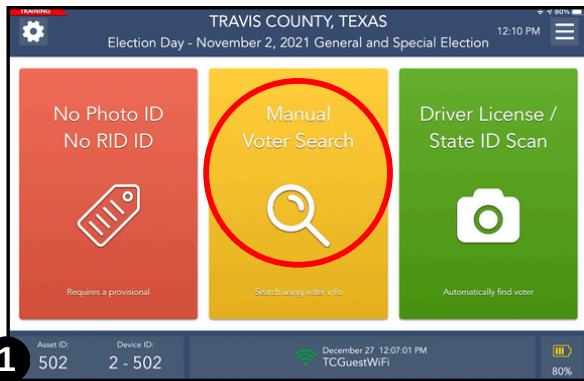
1 On the Home screen, touch the yellow **MANUAL VOTER SEARCH** button.
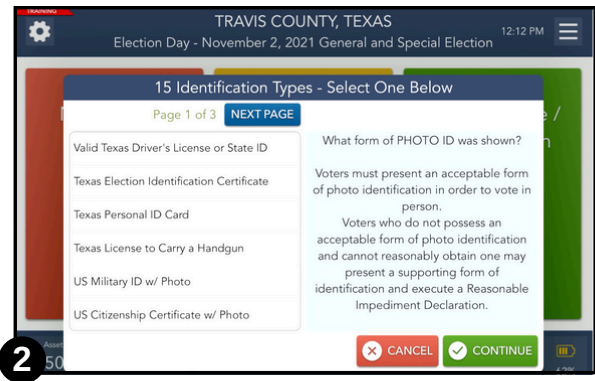
2 Select the type of ID the voter is presenting from the list. Use the **NEXT** and **PREV PAGE** buttons to navigate until you locate the type of ID. Touch **CONTINUE**.

3 Type in the first 3 letters of the voter's last and first names. Touch the **SEARCH** button. A list of voters may appear. Touch the correct voter's record to select it. The record should highlight in blue. Touch **CONTINUE**.
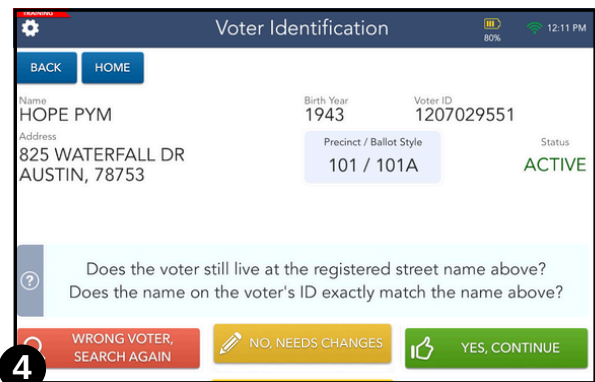
4 The voter's record should appear on the screen.

Continue to Completing the Check-In Process on page 31.

ARE THERE MULTIPLE WAYS TO SEARCH FOR A VOTER?

Yes! Aside from searching by name (shown above in step 3), you can also manually search for voters by:
- last name and house number
- last name and birth year
- address search
- Voter Unique Identification number (VUID)

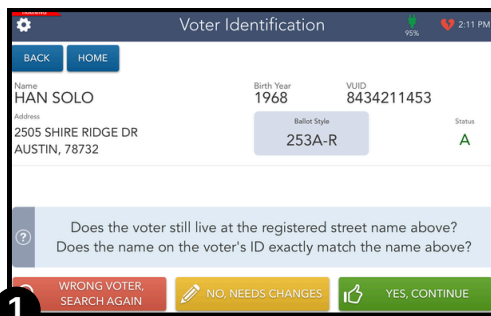If you have difficulty finding a voter using one search method, it is a good idea to try another method.

If a record cannot be found, call the Call Center and an agent will help locate the voter's record and/or provide you with additional information.

Completing the Check-In Process

These steps will apply to most voters being processed during the election.

1

Let the voter know you have located their record. On the Voter Identification screen, ask the voter, *"Do you still live on [street name]?"*

📄 *If the voter no longer lives at the registered address, see Statement of Residence on page 34.*

⚠️ Note that the address on the ID presented **does not** have to match the address on the screen.

2

Ask the voter to pick up their ID and turn it so that you can see the front. Verify that the name on the screen and on the ID match letter for letter.

📄 *If the name does not match exactly, see Similar Name on page 38.*

Verify that the ID is a List A ID and is current or no more than 4 years expired if the voter is under 70 years old.

3
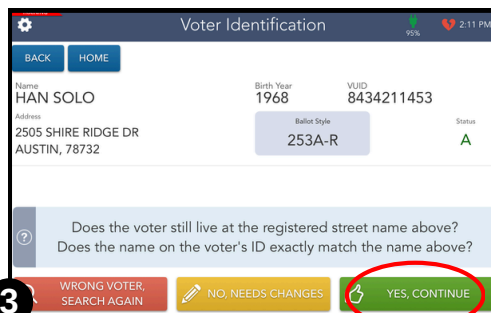
If everything matches, touch the **YES, CONTINUE** button.

WHAT MUST BE VERIFIED ON EACH VOTER RECORD?

1. The ID presented is an approved List A ID.
2. The residence address in the record is current.
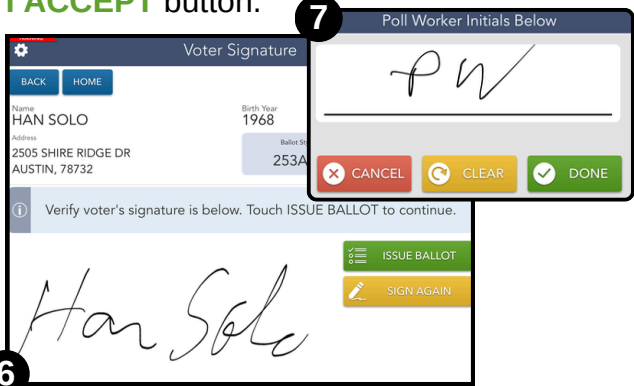3. The name on the ID matches the record exactly.

4
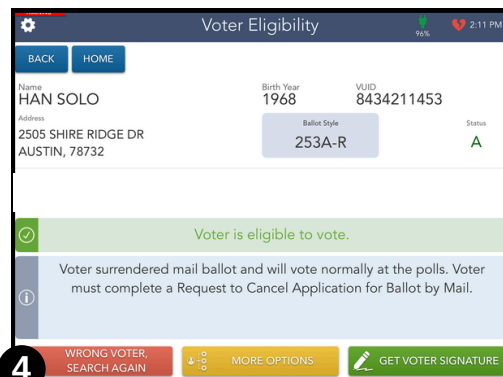
This screen will display a green eligibility flag in the middle that verifies whether a voter is eligible to vote in this election or not. If the voter is eligible, touch **GET VOTER SIGNATURE**.
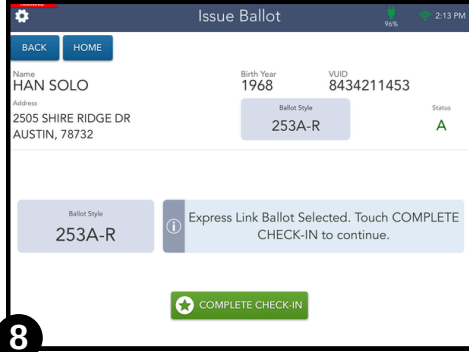
5

The orientation of the screen will change so the voter can read and sign the affidavit. Once the voter signs, the voter will touch the green **I ACCEPT** button.

6

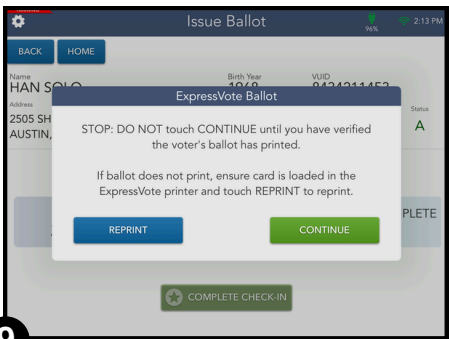The screen orientation changes back. Verify that the voter has signed in the signature box. Touch **ISSUE BALLOT**. Enter your initials in the pop-up box and touch DONE.

7

Poll Worker Initials Below

9

Verify the Ballot Card header has printed. Touch **CONTINUE**.

If the Ballot Card has not printed, see ExpressVote Printer on page 83.

WHAT IF THE VOTER IS UNABLE TO SIGN?

If the voter indicates that they cannot sign, touch the yellow **UNABLE TO SIGN** button. Enter a reason why the voter is unable to sign. Then touch **CONTINUE**.
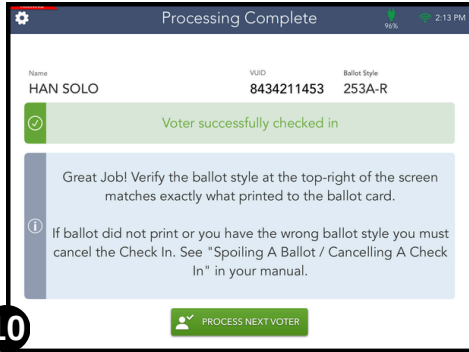
8

Confirm a Ballot Card is in your ExpressVote printer. Touch **COMPLETE CHECK-IN**. The ExpressVote printer will print a header on the inserted Ballot Card.

10

Verify that the precinct and ballot style printed on the Ballot Card matches the precinct and ballot style on the Processing Complete screen. Touch **PROCESS NEXT VOTER**.

If it does not match, see ExpressVote Printer on page 83.

Educate Every Voter

Ballot Marking Device Instructions

- Explain how to use the **PREV, NEXT** buttons.
- Show the voter how to return to a contest from the **VERIFY SELECTIONS PAGE**.
- Emphasize they should review their choices on the **VERIFY SELECTIONS PAGE**. If they wish to make a change after a Ballot Card is printed, they will need to spoil their Ballot Card and have a new Ballot Card issued.
- Voters are not required to vote in all contests.
- Cancel a choice by touching the choice again to deselect it.
- Change a choice by touching the new choice on the screen.
- Change a choice from the **VERIFY SELECTIONS PAGE** by touching that contest to return to it. This action will send you back to the selection you made in that race.

Ballot Scanner Instructions

- Voters should scan their Ballot Card into the Ballot Scanner only after they make and review all desired choices.
- Once a ballot has been scanned, it is cast.
- Ballot Cards can be inserted in any orientation in the top feed tray on the Ballot Scanner.
- Remind the voter that until they scan the Ballot Card into the Ballot Scanner, their vote has not been counted. The vote isn't cast until it has been deposited.

NOTES:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Statement of Residence (SOR)

If a voter verbally indicates they have moved within Travis County OR if the voter has a yellow "Suspense" eligibility flag on the ePollbook (even if the voter's record reflects the current information), they **must** complete a Statement of Residence.
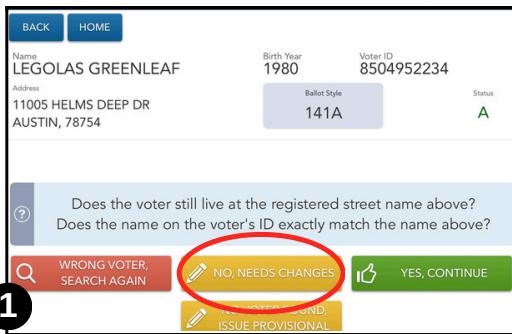
> *A voter who has moved out of Travis County may not vote in Travis County. A voter who has moved between Texas counties may be eligible for a Limited Ballot in the new Texas county. See Limited Ballot on page 37.*

⚠ Supplies Needed:
- ☐ ePollbook
- ☐ Statement of Residence Form
- ☐ Daily Balancing Envelope (EV)
- ☐ Gray Envelope #4 (ED)

After verifying the voter's identity in the ePollbook:

1 For voters who verbally state they no longer reside at their registered address, touch the yellow **NO, NEEDS CHANGES** button at the bottom of the screen.
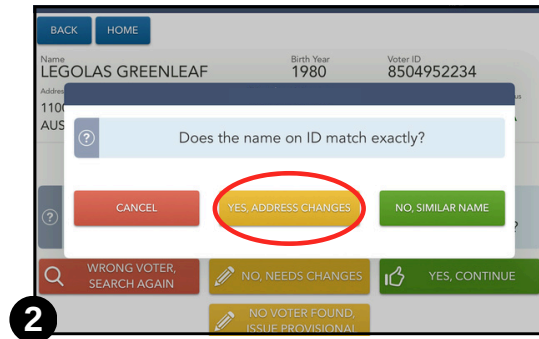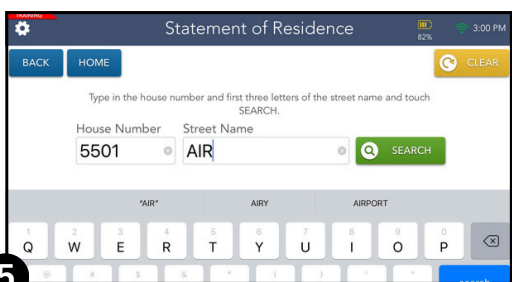

2 Verify the name matches their presented ID, then touch **YES, ADDRESS CHANGES** in the pop-up window.
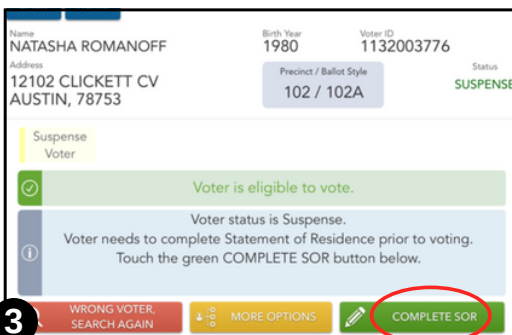
3 For voters who have a Suspense flag, touch **COMPLETE SOR** on the Voter Eligibility screen to complete the Statement of Residence.
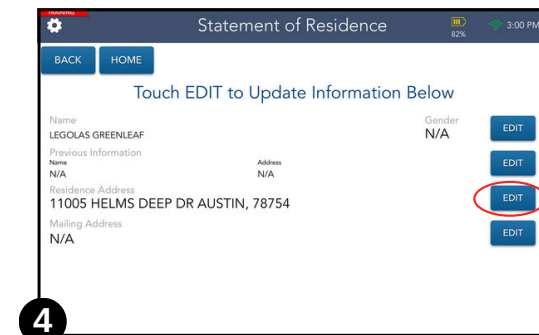

4 Touch the **EDIT** button to the right of the Residence Address.

5 Edit the voter's address by typing the house number and typing the first three letters of the street name. Touch **SEARCH**. Select the correct street name from the list provided and touch **CONTINUE**.

> 📞 If the address cannot be located or the ePollbook says the address is not in Travis County, call the Call Center for further assistance.
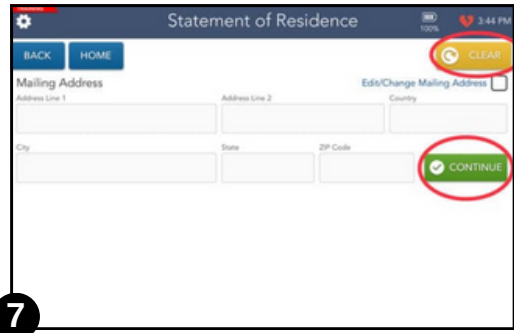
Check-In Table
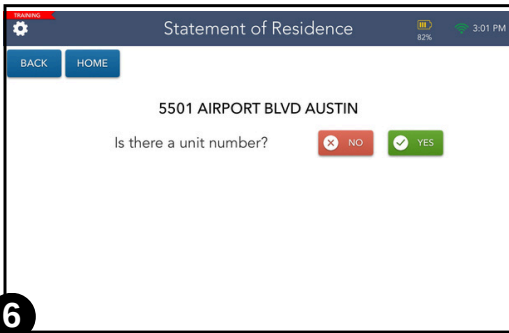
6

Ask the voter if there is a unit number associated with their address.

If yes, you will be prompted to type in the unit number.

7

If the voter would like to provide a separate Mailing Address, check Edit/Change Mailing Address and touch **CONTINUE**. Complete the section.
If the voter does not provide a separate mailing address, touch **CONTINUE**.
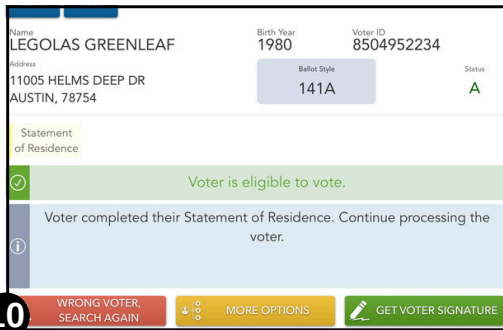If the old address is prefilled in these fields, touch **CLEAR** and then touch **CONTINUE**.
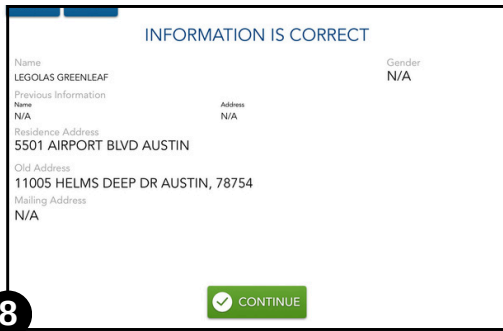
8

You will now see the new address and the old address. Verify the info matches what you entered. Touch **CONTINUE**.

9

The orientation of the screen changes for the voter. After the voter verifies their information, touch **CONTINUE**.

10

Continue to Completing the Check-In Process on page 31.

After the Ballot Card header prints, follow these steps to complete the paperwork:

☐ Once you touch **CONTINUE** on the ePollbook**,** a Statement of Residence (SOR) label will print from the Brother printer.

☐ Place the label on the gray Statement of Residence form **(A)**.

☐ Have the voter sign and date **(B)**.

21-6 Approved by Secretary of State Section 63.0011, Texas Election Code 9/2023

Statement of Residence

For persons whose residence address does not match voter registration address.

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to one year in jail, a fine up to $4,000, or both. Please read all three statements to affirm before signing.

- I am a resident of this county and a U.S. citizen; and
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

X **B** _____ Date ___/___/___

Signature of Applicant or Agent and Relationship to Applicant and Date or Printed Name of Applicant if Signed by Witness and Date.

A **Place Label Here**

Last Name (Include suffix if any (Jr., Sr., III))

First Name

Middle Name (If any)

Former Name

Residence Address: Street Address and Apartment Number, City, State, and Zip. If none, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address)

Gender (optional): ☐ Male ☐ Female

Mailing Address: Address, City, State, and Zip: If mail cannot be delivered to your residence address.

City and County of Current Residence in Texas

City and County of Former Residence in Texas

Date of Birth: month, day, year

Telephone Number - Include Area Code (Optional)

Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number.

☐ I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.

File the completed form in the:
- Daily Balancing Envelope (during Early Voting)
- Gray Envelope #4 (on Election Day).

Limited Ballot

For Voters Who Moved Within Texas

A voter may be eligible for a Limited Ballot when there are contests or propositions on the ballot in common with other Texas counties.

> **!** Limited Ballots are **ONLY** available during the Early Voting period.
> Limited Ballot voting takes place **ONLY** at 5501 Airport Blvd., the Elections Office.

Voter Moved into Travis County

If a voter has moved into Travis County from another Texas county, the voter may be eligible for a Limited Ballot in Travis County.

- **DO NOT** send a voter to the Elections Division office without calling first.

> 📞 Call the Call Center (512) 854-4783 to determine eligibility.
> The Call Center representative will ask you to provide necessary voter information over the phone so that they can research eligibility.

- There is a Limited Ballot Information Card in the Postings folder of the black Forms Box. Every voter who is eligible for a Limited Ballot should be given a card.

Voter Moved out of Travis County

If a voter has moved out of Travis County into another Texas county, the voter **MAY NOT VOTE** in Travis County, but may be eligible for a Limited Ballot in the new county of residence.

> 📞 Call the Call Center (512) 854-4783 to determine eligibility.
> **DO NOT** send a voter to the new county of residence without calling the Call Center first.

Limited Ballot in Travis County

Previous Residence → New Residence

Previous Residence → New Residence

Limited Ballot in New County

Travis County
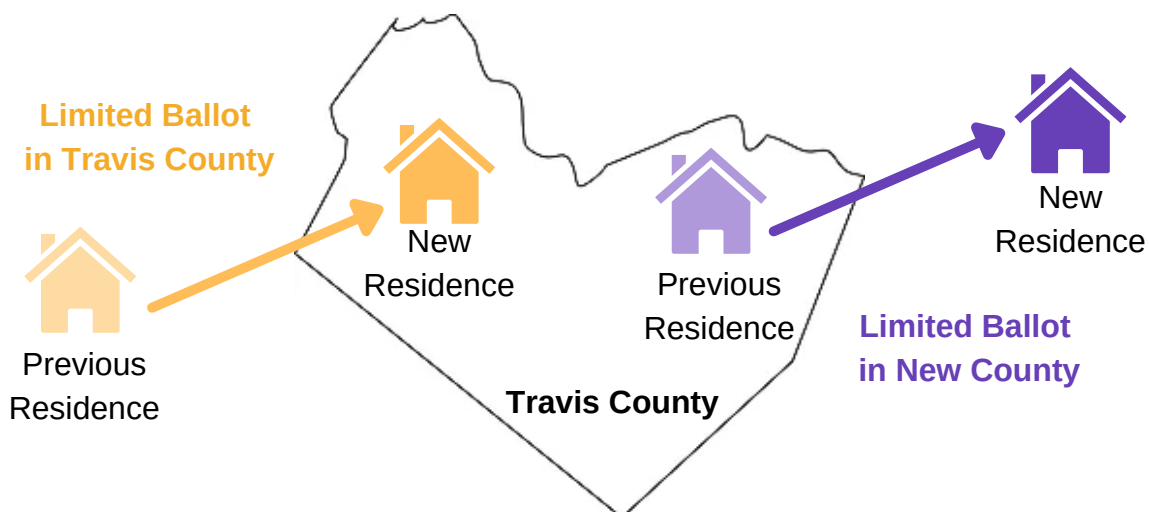
Similar Name & Name Correction

If the voter's name on the form of ID presented does not exactly match the name as it appears in the ePollbook record, but is substantially similar, the voter must initial a Similar Name Affidavit on the ePollbook. It is optional for the voter to update their record.

WHAT ARE SOME EXAMPLES OF THIS SCENARIO?

- ePollbook says "Sandra Robles" but ID says "Sandra Robles-Avila" (hyphenated name)
- ePollbook says "Vanessa Miller" but ID says "Vanesa Miller" (slightly different spelling)
- ePollbook says "Kim Rogers" but ID says "Kimberley Rogers" (customary variation)

! Supplies Needed:

☐ ePollbook
☐ Statement of Residence *if needed*

☐ Daily Balancing Envelope (EV) *if needed*
☐ Gray Envelope #4 (ED) *if needed*
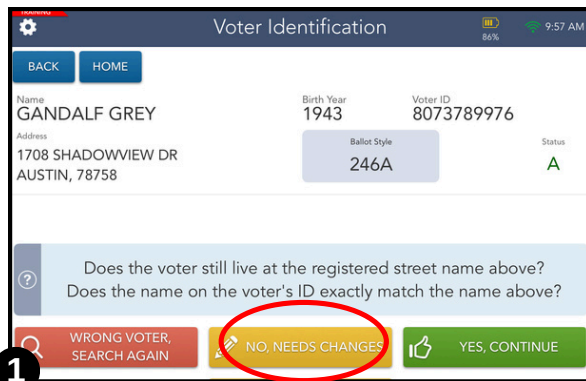
1

If the name on the voter registration record does not exactly match the name on the ID presented, touch the yellow **NO, NEEDS CHANGES** button at the bottom of the screen.
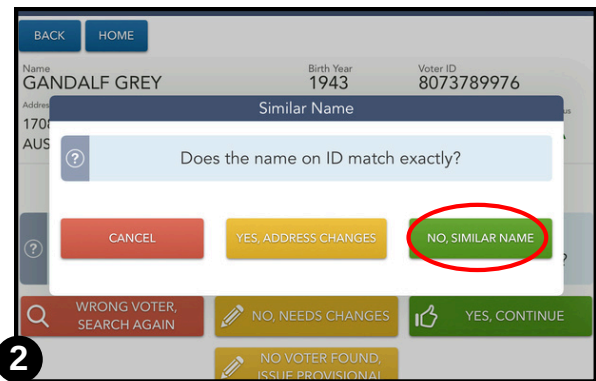
2

Touch **NO, SIMILAR NAME**.
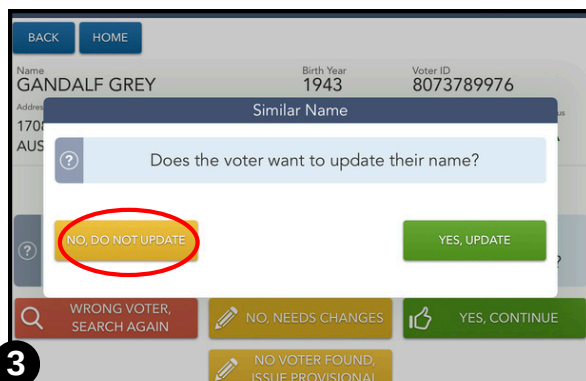
3

Touch **NO, DO NOT UPDATE** and continue with step 5 on the next page. If the voter requests to update their name, touch **YES, UPDATE** and continue with step 4.
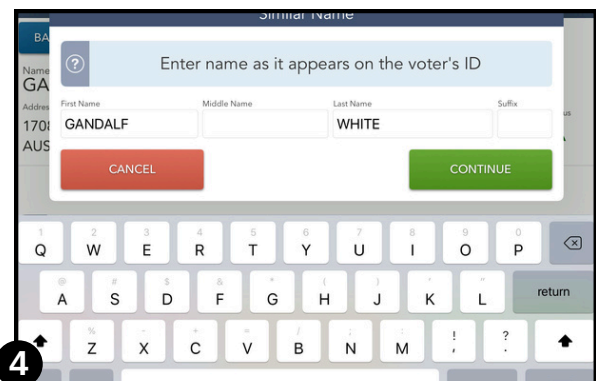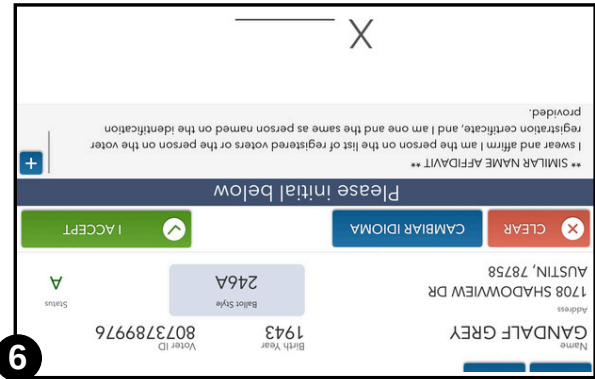
4

Manually enter the name exactly as it appears on the ID and press the **CONTINUE** button.
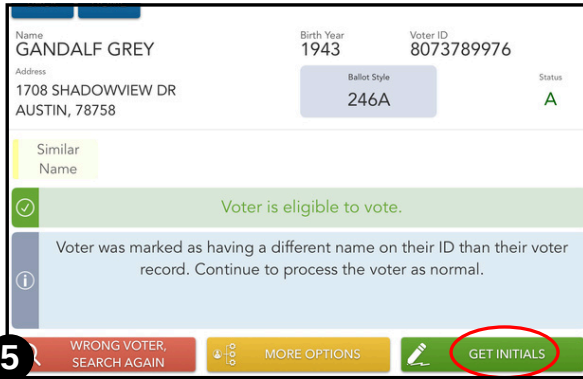
5 Touch **GET INITIALS**. Note that the voter will need to do this whether or not they chose to complete the name correction.

6 The orientation of the screen will flip to face the voter so that they can initial for the Similar Name Affidavit. The voter touches **I ACCEPT** when they are done.

> 📄 *Continue to Completing the Check-In Process on page 31.*

After the Ballot Card header prints, if the voter requested to update their name in our records, follow these steps to complete the paperwork:

☐ Once you touch **CONTINUE** on the ePollbook, a Statment of Residence (SOR) label will print.
☐ Place the label on the gray Statement of Residence form **(A)**.
☐ Have the voter sign and date the form **(B)**.

🗂 File the completed form in the:
- Daily Balancing Envelope (during Early Voting)
- Gray Envelope #4 (on Election Day).

List B Supporting Documents

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, they may present one of the following forms of ID and complete the Reasonable Impediment Declaration to vote a regular ballot.
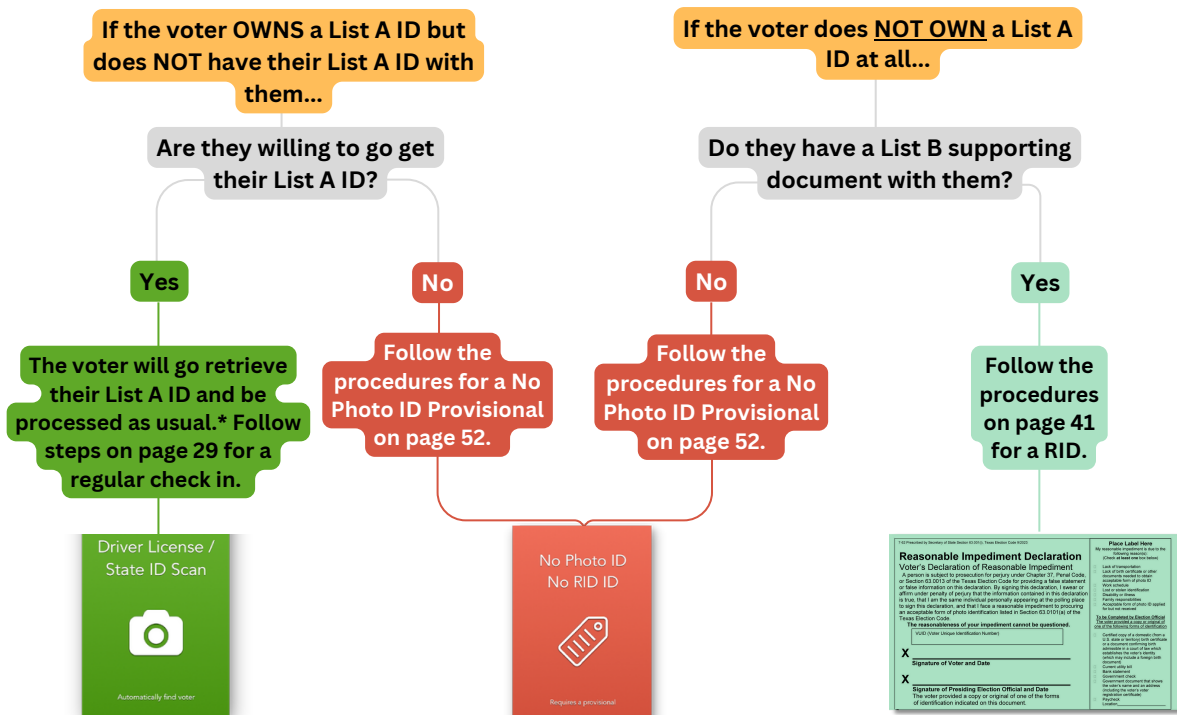
List B Supporting Documents used with Reasonable Impediment Declaration:
- Valid or Expired Voter Registration Certificate
- Certified birth certificate (must be an original)
- Copy/original current utility bill
- Copy/original bank statement
- Copy/original government check
- Copy/original paycheck
- Copy/original government document with voter's name and an address
  - Driver licenses from other states
  - Expired Texas DPS-issued driver licenses or personal ID cards (over four years)
  - ID cards issued by federally recognized Native American tribes (must contain address)
  - DPS Receipts (without a photo)

> *Note: The affidavit warns that false statements and false information on a Reasonable Impediment Declaration subject a person to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code.*

WHAT IF THE VOTER PRESENTS AN OUT-OF-STATE DRIVER LICENSE?

If a voter presents a Driver License from a state *other* than Texas, and states that they do not possess a List A ID, follow the Reasonable Impediment (RID) procedures. Even if there is a barcode on their out-of-state license, you MUST do a manual search on the ePollbook.

If the voter OWNS a List A ID but does NOT have their List A ID with them...	If the voter does NOT OWN a List A ID at all...
Are they willing to go get their List A ID?	Do they have a List B supporting document with them?

Yes — The voter will go retrieve their List A ID and be processed as usual.* Follow steps on page 29 for a regular check in.

No — Follow the procedures for a No Photo ID Provisional on page 52.

No — Follow the procedures for a No Photo ID Provisional on page 52.

Yes — Follow the procedures on page 41 for a RID.

Driver License / State ID Scan — Automatically find voter

No Photo ID No RID ID — Requires a provisional

Reasonable Impediment Declaration

*If a voter is leaving the polling site to get their List A or List B ID from home, give them the "Notice of Required ID" and let them know that they can come to the front of the line when they return to the polling site.
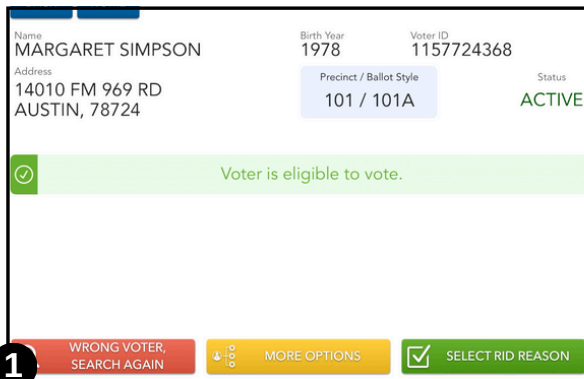
Reasonable Impediment Declaration

If a voter presents a List B document, politely ask, *"Do you have a List A ID and did not bring it with you today?"*

If the voter says they **do not possess** or **cannot reasonably obtain** a List A ID, perform a **MANUAL SEARCH** from the Home Screen. **You must choose a List B ID from the ID Types list to initiate a RID in the ePollbook.**
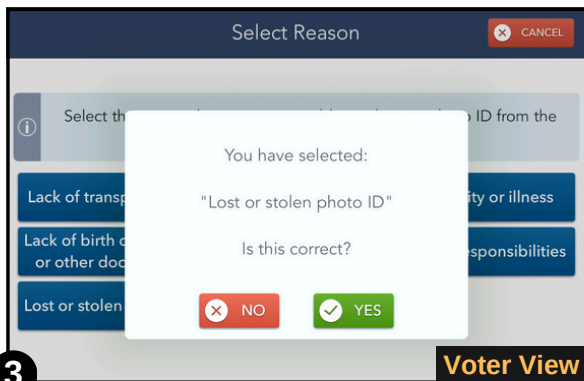

1 Once voter eligibility has been determined, touch **SELECT RID REASON**.

2 The orientation of the screen will change for the voter to select a reason for not being able to present a List A Texas Photo ID.

3 The voter will touch **YES** to confirm that the reason selected is correct.

4 Once the voter signs, complete the check-in process.

CAN I CHOOSE THE RID REASON FOR THE VOTER OR GIVE THEM ADVICE ON WHAT TO CHOOSE?

No, poll workers may not advise the voter on which RID reason to choose or choose the reason for the voter. Allow the voter to select the reason that most closely aligns with their circumstances.

WHAT IF THE VOTER SAYS THEY CANNOT GO GET THEIR LIST A ID?

If a voter has continued access to their List A photo ID, but forgets to bring it or left it at home, the voter still possesses the acceptable photo ID and must use it to vote. See page 52. However, if a voter does not have access to their List A ID and it would not be reasonable to expect the voter to get it, then the voter may vote regularly using a List B document and RID procedures. For example, if the ID is in another state.

Check-In Table

After the Ballot Card header prints, follow these steps to complete the paperwork:

□ Once you touch **CONTINUE** on the ePollbook**,** a Reasonable Impediment Declaration label will print from the Brother printer.

□ Place the label on the green Reasonable Impediment Declaration form **(A)**.

□ Have the voter sign and date **(B)**.

□ The Poll Worker who saw the supporting document will also sign **(C)**.

A

7-62 Approved by Secretary of State Section 63.001(i), Texas Election Code 9/2023

Reasonable Impediment Declaration
Voter's Declaration of Reasonable Impediment

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

The reasonableness of your impediment cannot be questioned.

Name: _____

VUID (Voter Unique Identification Number)

B

X _____ _____
Signature of Voter   **Date**

This section to be completed by Election Official.
Sworn and subscribed before me, this _____day of_____, 20____.

C

X _____
Signature of Presiding Election Official

Place Label Here
My reasonable impediment is due to the following reason(s):
(Check **at least one** box below)
□   Lack of transportation
□   Lack of birth certificate or other documents needed to obtain acceptable form of photo ID
□   Work schedule
□   Lost or stolen identification
□   Disability or illness
□   Family responsibilities
□   Acceptable form of photo ID applied for but not received

To be Completed by Election Official
The voter provided a copy or original of one of the following forms of identification
□   Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)
□   Current utility bill
□   Bank statement
□   Government check
□   Government document that shows the voter's name and an address (including the voter's voter registration certificate)
□   Paycheck
Location_____
Date of Election_____

File the completed form in the:
- Daily Balancing Envelope (during Early Voting)
- Yellow Envelope #2 (on Election Day).

Voter Assistance

There are times when voters will have questions at the booth. Answering questions regarding the use/function of the voting equipment does **NOT** fall under the legal definition of assistance, as long as you follow these guidelines:

- When approaching the booth, ask the voter to press the black diamond on the Audio/Tactile Keypad to darken the screen for privacy.
- Assist the voter with questions about the ballot or the Ballot Marking Device. Always be impartial when answering questions.
- When the voter is ready to continue voting, have them press the black diamond button again to continue voting.

Private Assistance:

A voter may choose to bring an assistant to the polling place. On the Voter Eligibility screen, touch the yellow MORE OPTIONS button in the bottom middle of the screen and then touch REQUEST ASSISTANCE. Follow the prompts on the ePollbook to process the assistance. The assistant must read the Oath of Assistance **out loud** and sign the Oath of Assistance and Interpreter form on the ePollbook.
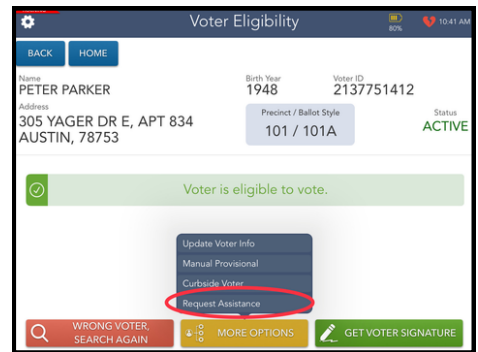
Note: For Oaths of Assistance and Interpreter completed in the ePollbook, no label will print out at the end of check-in.

Form Instructions: If you see that a voter is being assisted after you have already checked the voter in, you will need to have the assistant fill out a paper form.

☐ The Poll Worker along with the Private Assistant should complete the right side of the form.

☐ The Assistant/Interpreter must read the oath **out loud** then sign and date the paper Oath of Assistance or Interpreter (whichever oath applies).

☐ The Poll Worker who administered the oath must sign and date the bottom of the form.

📁 File this form in the:
- Daily Balancing Envelope (during Early Voting)
- Yellow Envelope #2 (during Election Day)

If a voter uses an assistant, poll workers must either fill out the oath in the ePollbook or fill out the paper version and file accordingly. If an assistant helps more than one voter, complete the Oath of Assistance for each voter's record the assistant is assisting.

CAN A VOTER'S CHILD OR SPOUSE ACT AS THEIR ASSISTANT OR INTERPRETER?

Yes, a voter's child or spouse may act as an assistant or interpreter. They are still required to fill out the Oath of Assistance/Interpreter and say the oath out loud.

Assistance from Poll Worker

If a voter insists that you help in the voting process, remember that you have taken an oath before the opening of polls. Two poll workers should provide assistance if staffing numbers allow. Always remain impartial and never suggest by word, sign, or gesture how a voter should vote. A Poll Watcher or Elections Inspector may observe any election worker assistance. Bilingual Poll Workers providing translations, should take the Oath of Interpreter prior to the start of their first shift; one Oath is valid for their full appointment.

Serving Voters with Disabilities

Please refer to the ADA guide in the ADA folder of your black Forms Box for complete information on serving voters with disabilities.

General Tips

- Assume competence and treat every voter with respect.
- Be patient with those who need extra time to communicate or cast their ballot.
- Do not begin to assist someone before asking if the person wants help.
- Never question a person about their disability.
- Offer curbside voting to someone having trouble accessing the polling location.

Voters with Wheelchairs and Mobility Concerns

- Always ask if assistance is needed before pushing a wheelchair.
- Take a physical position so that the voter does not have to look up.
- Do not lean or hang on a voter's wheelchair.
- Provide accommodations for individuals who cannot stand for long periods of time.
- The Notice of Voting Order Priority Posting requires poll workers to allow an individual with a mobility problem to go to the front of the line.

Blind and Visually Impaired Voters

- Assistive animals are working and should not be touched, petted or distracted.
- Greet the voter with your name and physical proximity.
- Offer to explain how accessible machines work.
- Guide a voter by voice or offering an arm. Never touch the individual without asking.

Deaf and Hearing Impaired Voters

- Do not shout at a person who is deaf or hearing impaired.
- Some voters read lips. Maintain eye contact and do not chew gum.
- Keep pen and paper for voters who may need to communicate by passing notes.
- If a voter uses a sign language interpreter, keep eye contact with the voter, not the interpreter.

Voters with Speech Impairments

- Ask someone you do not understand to repeat what was said.
- Repeat back or paraphrase to the voter what you understood them to say.
- Ask short yes or no questions.
- Do not pretend to understand what someone says.
- Be patient and do not complete someone's sentences.

> **!** **Wireless device use for disabled voters:** Cell phones, tablets, and other wireless communications devices are allowed in the assistance of voters with disabilities. While not expressly addressed in the Election Code, an Election Judge or Early Voting Deputy may use their authority to allow a voter to utilize these programs/applications at their discretion.

> *To support individuals with visual, hearing, or physical impairments, the BMDs are equipped with special features. See BMD Accessibility Features on page 23 for more information.*

Ballot by Mail Surrender

If a voter has requested a Ballot by Mail and then decides to vote at a polling location instead, the voter must surrender the Ballot by Mail to the Deputy/Judge, thus cancelling the Ballot by Mail. **This is a required form.**

!	**Supplies Needed:**	□ ePollbook □ Request to Cancel Ballot by Mail form	□ Envelope for Requests and Cancelled Ballots (EV & ED) □ Register of Surrendered Ballots by Mail form

After verifying the voter's identity in the ePollbook:

1

A red flag that says **MAIL BALLOT REQUESTED** will appear at the top of the Voter Eligibility screen.

> Ask the voter if they have the mailed ballot with them.

2

The voter is surrendering their ballot. Take the ballot package and verify the voter is the intended recipient. Open the envelope and verify the ballot is for the current election.

> *If the voter brought the ballot without the envelope, fill out a Standard Affidavit stating this.*

4

The screen asks "Is the voter surrendering their Mail Ballot?" Touch **YES**.

3

On the Register of Surrendered Ballots by Mail, record today's date **(A)**, name of voter **(B)**, and ballot serial number **(C)** on the Register of Surrendered Ballots by Mail. Write "Cancelled" on both sides of each ballot page(s).

5
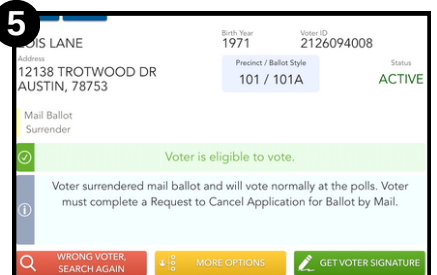
Once eligibility is determined, touch **GET VOTER SIGNATURE** and complete the check-in process.

After the Ballot Card header prints, follow these steps to complete the paperwork:

□ Once you touch **CONTINUE** on the ePollbook, a Ballot by Mail cancellation label will print from the Brother printer.

□ Place the label on the white Request to Cancel Ballot by Mail form **(A)**.

□ Have the voter sign the first voter signature line of the form **(B)**.

□ The Deputy/Judge will print their name and sign the bottom signature line of the form **(C)**.

□ Attach the cancelled ballot package or ballot with Standard Affidavit to the Request to Cancel Ballot by Mail form.

6-7 Approved by Secretary of State Sections 63.011, 66.026, 84.032, 84.038, 85.071 Texas Election Code 9/2023

REQUEST TO CANCEL BALLOT BY MAIL
FOR USE IN THE POLLING PLACE

To be Completed at an Early Voting or Election Day Polling Place

84.032 (d)	**Statement:** I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election. X_____ Signature of Voter	*(Voter HAS Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot)*
63.011 (a-1)	**Statement:** I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot. X_____ Signature of Voter	*(Voter DOES NOT HAVE Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot)*
Early Voting Deputy or Election Day Judge	This section to be completed by Election Official. Sworn and subscribed before me, this _____ day of _____, 20____. X_____ **Printed Name & Signature of Election Official Witnessing Affidavit**	

Place Label Here

This Section Must Be Completed By Every Voter (Sec. 84.032 (b))

I, _____, a qualified voter for the _____ Election to be held on __/__/____ request that my Application for Ballot by Mail or Federal Post Card Application be cancelled.

_____
Registered Precinct Number

_____
Signature of Voter

_____
VUID (required)

📎 File the completed set in the Envelope for Requests and Cancelled Ballots during Early Voting and Election Day.

HOW SHOULD I ATTACH THE FORM TO THE BALLOT BY MAIL?

We recommend using a paperclip or rubber band to attach the two items together. The most important thing is to make sure that the items are not damaged while you are attaching them together because we will need to process the forms once they return to the Elections Office.
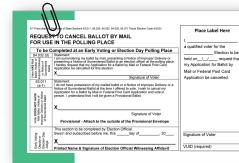
CAN A VOTER SUBMIT THEIR BALLOT BY MAIL IN PERSON?

If a voter wishes to hand-deliver their Ballot by Mail in person, that option is only available at the Elections Office at 5501 Airport Blvd on Election Day during the hours of voting. Do not accept a Ballot by Mail as a person's ballot in your polling place.

Ballot by Mail Not Surrendering

If the voter does not have the mailed ballot with them, they may either:
1. Leave to retrieve the mailed ballot to surrender.
2. Vote provisionally.
3. Go to the Elections Office at 5501 Airport Blvd to cancel their ballot by mail in person and receive a form, then vote regularly at any polling location.
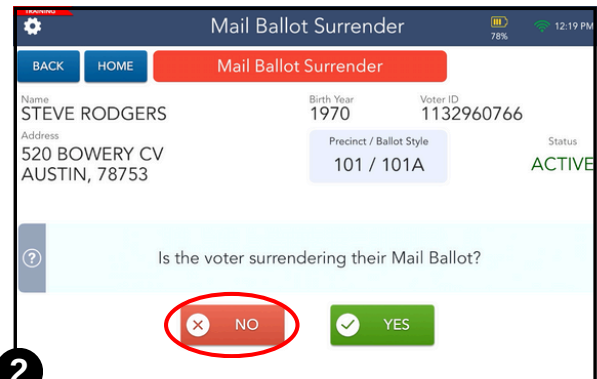
!	**Supplies Needed:**	□ ePollbook □ Request to Cancel Ballot by Mail Form	□ Provisional Envelope □ List of Provisional Voters □ Notice to Provisional Voter	□ Orange Ballot Bag □ Pink Judge's Envelope #3 (ED)

After verifying the voter's identity in the ePollbook:

1

A red flag that says **MAIL BALLOT REQUESTED** will appear at the top of the Voter Eligibility screen. Ask the voter if they have the mailed ballot with them.

2

The screen asks "Is the voter surrendering their Mail Ballot?" The voter is NOT surrendering their ballot. Touch **NO**.
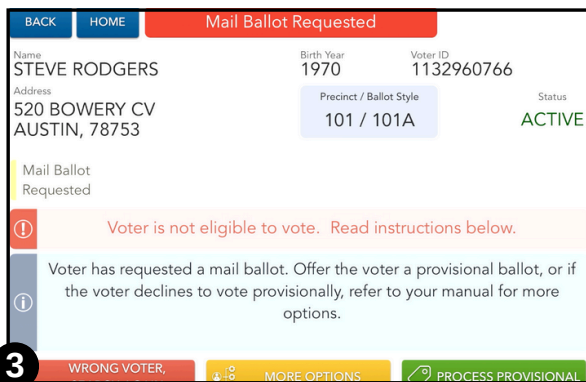
3

The Voter Eligibility screen indicates the voter is ineligible to vote. Touch the green **PROCESS PROVISIONAL** button on the bottom right of the screen.
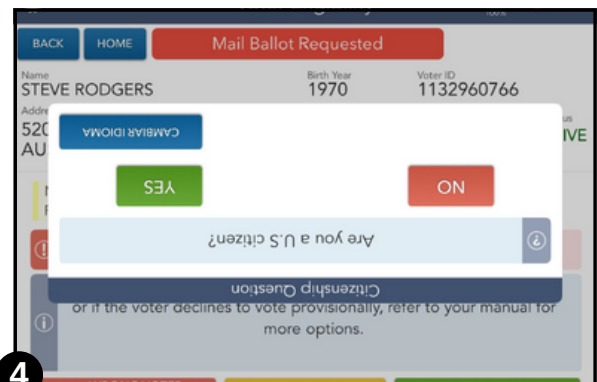
4

Follow the prompts on the ePollbook to process the Provisional Voter.
Once the voter signs, complete the check-in process.

After the Ballot Card header prints, follow these steps to complete the paperwork:

□ Once you touch **CONTINUE** on the ePollbook, a Request to Cancel BBM label will print.

□ Place the label on the white Request to Cancel Ballot by Mail form **(A)**.

□ Have the voter sign the second voter signature line of the form **(B)**.

□ The Deputy/Judge will print their name and sign the bottom signature line of the form **(C)**.

□ Touch **CONTINUE** on the ePollbook again. A Provisional label will print.

> *You must see the Provisional Voting section on page 49 to complete the Provisional Voter steps before returning to this section.*

6-7 Approved by Secretary of State Sections 63.011, 66.026, 84.032, 84.038, 85.071 Texas Election Code 9/2023

REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

A — Place Label Here

This Section Must Be Completed By Every Voter (Sec. 84.032 (b))

I, _____, a qualified voter for the _____ Election to be held on __/__/____ request that my Application for Ballot by Mail or Federal Post Card Application be cancelled.

_____
Registered Precinct Number

_____
Signature of Voter

_____
VUID (required)

To be Completed at an Early Voting or Election Day Polling Place

84.032 (d) — Voter HAS Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	Statement: I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election. X_____ Signature of Voter	
63.011 (a-1) — Voter DOES NOT HAVE Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	Statement: I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot. **B** X_____ Signature of Voter	
Early Voting Deputy or Election Day Judge	This section to be completed by Election Official. Sworn and subscribed before me, this _____ day of_____, 20____. **C** X_____ Printed Name & Signature of Election Official Witnessing Affidavit	

□ Attach the Request to Cancel Ballot by Mail form to the **OUTSIDE** of the Provisional Envelope.

□ Direct the voter to insert their Provisional Envelope with attached Request to Cancel Ballot by Mail form into the orange Provisional Ballot Bag.

□ Make sure the voter has been given the pink Notice to Provisional Voter.

HOW SHOULD I ATTACH THE PROVISIONAL ENVELOPE TO THE CANCEL BALLOT BY MAIL FORM?

We recommend using a paperclip or rubber band to attach the items together. The most important thing is to make sure that the items are not damaged while you are attaching them together because we will need to process the forms once they return to the Elections Office. Please attach the Request to Cancel Ballot by Mail form to the outside back of the Provisional Envelope.
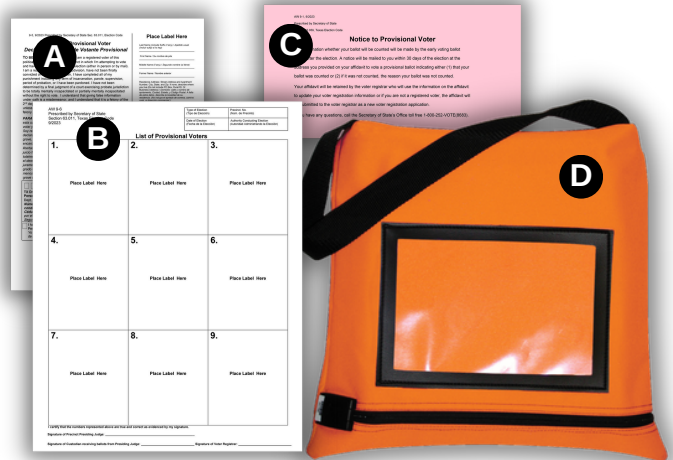
Provisional Voting

A voter might cast a Provisional Ballot for several reasons. Provisional voting means the voter's Ballot Card will be kept in a separate ballot container until the details surrounding their situation are reviewed by a Ballot Board. The ePollbook will help direct you through this process.

> **!** **Supplies Needed:**
> □ Provisional Envelope
> □ List of Provisional Voters
> □ Notice to Provisional Voter
> □ Orange Provisional Ballot Bag

Gather your supplies.

A Provisional Envelope

B List of Provisional Voters

C Notice to Provisional Voter

D Orange Provisional Ballot Bag

Provisional Checklist:

□ Follow the prompts on the ePollbook to check-in the Provisional Voter.

□ Complete the check-in process.

□ Any applicable forms labels will print from the Brother printer.

ble to vote. Read instructions below.

ail ballot. Offer the voter a provisional ballot, o vote provisionally, refer to your manual for more options.

MORE OPTIONS   PROCESS PROVISIONAL
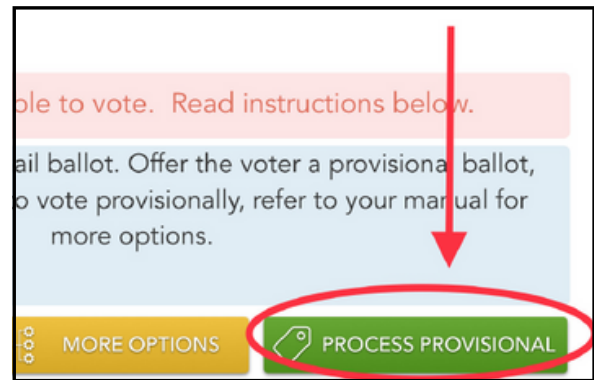
> 🗣 Hand the voter their Ballot Card and direct them to any available BMD to make their selections. Remind them to come back to the Resolution Table to complete the provisional process after marking their Ballot Card.

WHAT DOES THE "R" STAND FOR ON THE BALLOT CARD?

The "R" stands for "Review." The review box in the top right of the Ballot Card header should be filled in solid black. This filled in review box prevents the Ballot Scanner from accepting a Provisional Ballot Card.

00000001 ABC1234
TRAVIS COUNTY, TEXAS
MARCH 3, 2020 PRIMARY ELECTION
03/03/2020
PRECINCT 1, BALLOT STYLE 1

R
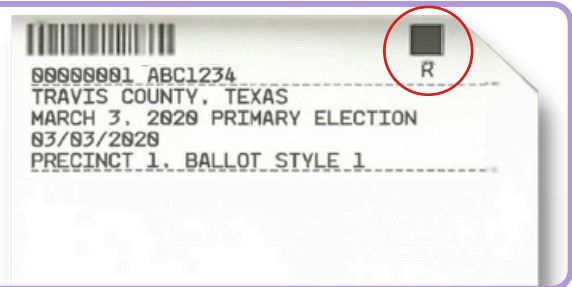
□ A Provisional Voter label should have automatically printed from the Brother printer. Tear or cut at the dotted line(s), creating separate labels. Touch CONTINUE.
  - During EV there will be 2 labels.
  - For ED there will be 3 labels.

□ Affix the long Affidavit of Provisional label to the right side of the front of the white Provisional Envelope **(A)**.

> 📁 For ED only, there will be an additional Provisional List label. File this Provisional List copy in the Pink Envelope #3.

□ Affix the Provisional List label to the List of Provisional Voters **(B)** in the next available spot.

□ When the voter returns with their printed Ballot Card, direct them to insert it into the brown secrecy envelope, inside the white Provisional Envelope **(A)**. Direct them to seal the secrecy envelope, then seal the white Provisional Envelope.

□ Direct the voter to read the Affidavit of Provisional Voter on the left side of the front of the white Provisional Envelope.

□ **All** Provisional Voters are given a pink Notice to Provisional Voter.
  - **Voters who possess but fail to present a List A ID receive the white notice** with affixed Cure Date label and map to Voter Registration at the Tax Office.

> 📄 *See page 52 for more information on the white Cure Date notice.*

☐ Be sure the voter reads both the separate Notice and the Affidavit on the envelope before completing the Provisional Envelope.

☐ The voter MUST write their TX Driver's License or TX Personal ID Number OR the last four digits of their Social Security Number OR check the box to indicate that they do not have either of those, and then the voter and Judge must sign.

✐ The Deputy/Judge will sign on the bottom where it says "Signature of Election Judge."

☐ Refer back to any specific section instructions prior to completing the final provisional steps.

☐ Instruct the voter to insert their Provisional Envelope in the top slot of the orange Provisional Ballot Bag **(D)**. Do not remove the seal on the zipper at the bottom of the bag.

📞 If the seal is erroneously broken, call the Call Center immediately - even if there are no live ballots - and fill out a Standard Affidavit.

📁 Fold the List of Provisional Voters and file in the clear pocket on the front of the orange Provisional Ballot Bag.

- During EV, the orange Provisional Ballot Bag is returned each night with the Sheriff's Deputy.
- It is returned by the Deputy to Early Voting Closeout on the last day of EV.
- It is returned by the Judge to CRS on Election Night.

SHOULD I RETURN THE ORANGE PROVISIONAL BAG EVEN IF MY SITE HAD NO PROVISIONALS?

Yes, even if a polling location had no provisional ballots cast during that day, the orange Provisional Ballot Bag must be returned according to the procedures above.

Voter Did Not Bring List A ID (Owns a List A)

If the voter owns a List A ID but did not bring it with them, **they may leave to retrieve their List A ID OR vote provisionally**. If voting provisionally, the voter will have until the 6th day after Election Day to bring the List A ID to the Tax Office located at 2433 Ridgepoint Drive Austin, TX 78754 to cure the ID deficiency.
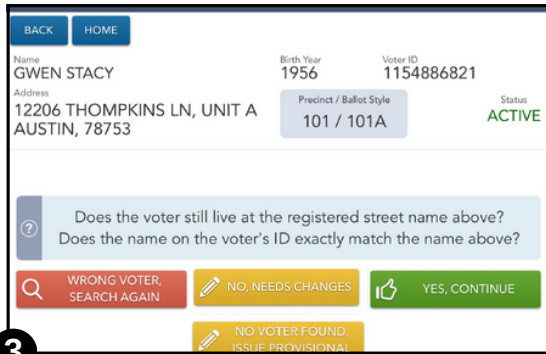
!	**Supplies Needed:**	□ ePollbook	□ White Notice to Provisional Voter	□ Orange Ballot Bag
		□ Provisional Envelope	□ List of Provisional Voters	□ Pink Envelope #3 (ED)
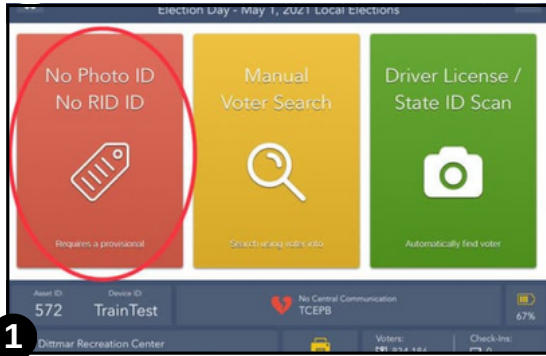
1 Touch the red **NO PHOTO ID/NO RID ID** button on the home screen.

2 Search for the voter using the 3 and 3 rule.

3 Once the record has been located, ask the voter *"Do you still live on [street name]?"*

If yes, touch **YES, CONTINUE**.

*If no, see the Statement of Residence section on page 34, then return to this section.*
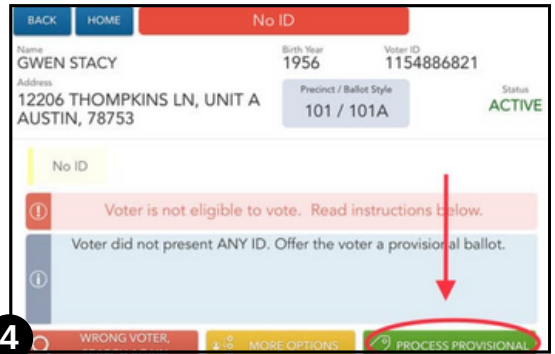
4 A red flag that says NO ID will appear. Touch **PROCESS PROVISIONAL.**
Follow the prompts on the ePollbook to process the Provisional Voter.
Once the voter signs, complete the check-in process.

After the Ballot Card header prints:

□ Once you touch **CONTINUE**, a Cure Date label will print.
□ Affix the Cure Date label to the white Notice to Provisional Voter.
□ Touch **CONTINUE** again. A Provisional Voter label will print.

You must see the Provisional Voting section on page 49 to complete the Provisional Voter steps before returning to this section.
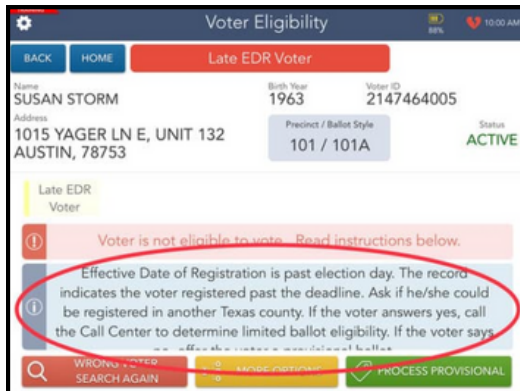
□ Make sure the voter has been given the white Notice to Provisional Voter and is aware of the Cure Date. Show them that the white Notice to Provisional Voter has a map to the Voter Registration Office.
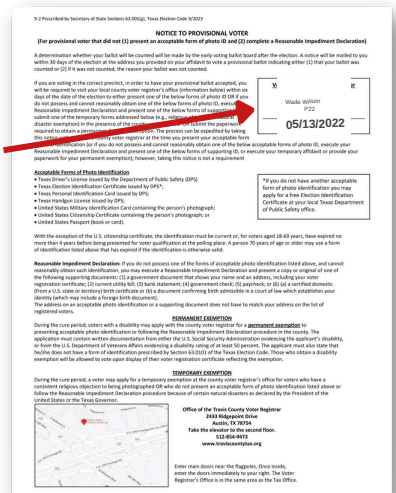
Voter Flags

Late EDR

A voter who registered after the Registration Deadline will have a red **LATE EDR VOTER** flag on the Voter Eligibility screen. Direct the voter to the Resolution Table.

The voter is not eligible to vote in this election if they registered to vote after the Registration Deadline.

> 📄 *Refer to the inside cover of your manual for this election's Last Day to Register to Vote.*

- If the voter insists that their registration is timely, ask them if they moved here from another Texas county. A voter that moved to Travis County from another Texas county and changed their record after the Registration Deadline may be eligible for a Limited Ballot. See the Limited Ballot section on page 37 for more information.

> 📞 If the voter contests our records, call the Call Center to initiate further research. Let the voter know this may take several minutes.

- Depending on the outcome of their research, the Call Center may give specific instructions or direct you to process the voter provisionally.
  - If the voter presents proof of timely registration (such as a Deputy Voter Registrar receipt), attach the original or a copy of the receipt to the outside of the white Provisional Envelope.

> 📄 *See the Provisional Voting section on page 49 for steps to process a Provisional Voter.*

ID Exempt

A voter who is exempt from showing a photo ID will have a red flag that says **ID EXEMPT** on the Voter Eligibility screen and an "(E)" immediately following the VUID number on their Voter Registration Certificate.

- When this flag appears on a voter's record:
  - If the voter presents their Voter's Registration Certificate, make sure that you check to see if the "(E)" appears after their VUID on the VR Certificate. Process as a regular voter.
  - If the voter presents a different form of approved photo identification, process as a regular voter.

> ❗ A VR Certificate with an "(E)" is a valid form of ID to cure a Provisional Ballot at the Voter Registrar's office.

Voter Not Found
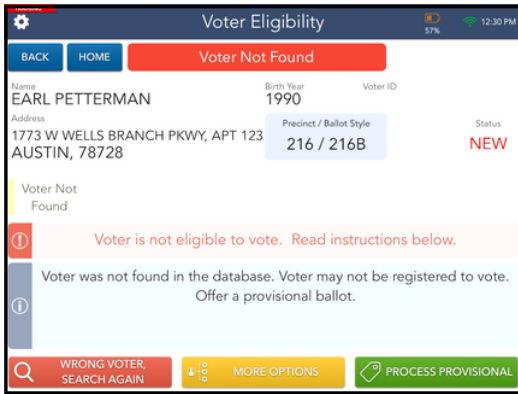
If the voter's record cannot be found, a red **VOTER NOT FOUND** flag will appear in the ePollbook. Direct them to the Resolution Table:

- Manually search for the voter's record. (Use different search methods if there are no results. Remember "3 and 3", or "2 and 2", type in the VUID, etc. Try at least three different methods.)
- If you are still unable to locate the voter's record, ask them if they moved here from another Texas county.

 A voter that moved to Travis County from another Texas county and changed their record after the registration deadline may be eligible for a Limited Ballot. See the Limited Ballot section on page 37 for more information.
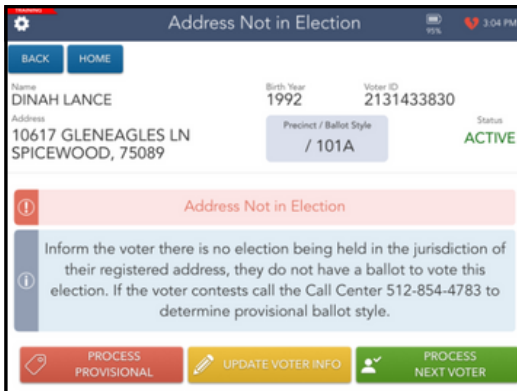
 If the voter contests our records, call the Call Center to initiate further research. Let the voter know this may take several minutes.

- Depending on the outcome of their research, the Call Center may give specific instructions, direct Resolution Table staff to offer the voter a Provisional Ballot, or provide direction on using the Registration Omissions List.

 See the Provisional Voting section on page 49 for steps to process a Provisional Voter.

Already Voted

If the voter already participated in the current election, a red **ALREADY VOTED** flag will appear on the Voter Eligibility screen. Direct them to the Resolution Table.
A voter who already voted in this election is not allowed to vote again.
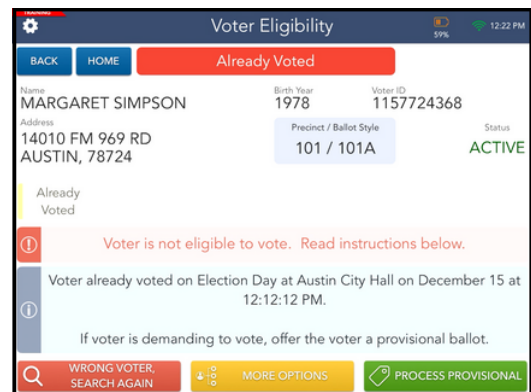
 If the voter contests our records, call the Call Center to initiate further research. Let the voter know this may take several minutes.

- Depending on the outcome of their research, the Call Center may give specific instructions or direct Resolution Table staff to offer the voter a Provisional Ballot.

 *See the Provisional Voting section on page 49 for steps to process a Provisional Voter.*

Address Not in Election

If the voter does not reside in a jurisdiction holding an election, a red **ADDRESS NOT IN ELECTION** flag will appear on the Voter Eligibility screen.

- If the voter contests our records, direct the voter to the Resolution Table.

> 📞 Call the Call Center to initiate further research. Let the voter know this may take several minutes.

- Depending on the outcome of their research, the Call Center may give specific instructions or direct Resolution Table staff to offer the voter a Provisional Ballot.

> 📄 *See the Provisional Voting section on page 49 for steps to process a Provisional Voter.*

> ❗ **This will not be a scenario during a countywide election.**

Address Withheld

Some voter records in the ePollbook may display "Address Withheld" in the address field. There are several different types of confidentiality programs available that suppress a voter's address.

If the voter's record displays "Address Withheld" on the voter eligibility screen, the ePollbook operator must ask the voter "Do you still live at your registered address?"
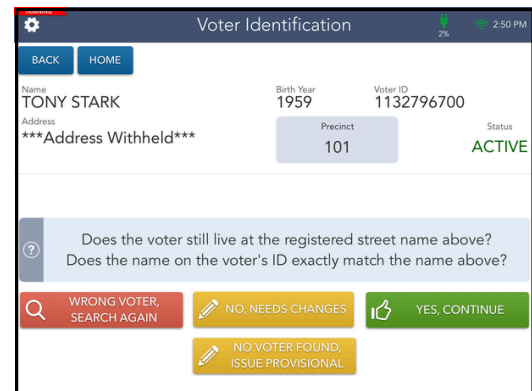
> 📄 *If the voter says "Yes," continue with the steps for Completing the Check-In Process on page 31.*

> 📞 If the voter no longer lives at their registered address or questions the registration record, call the Call Center to initiate further research. Let the voter know this may take several minutes.

If an "address withheld" voter updates their registration address at the polling location, let the voter know they may need to contact the original agency to reinstate their record suppression.
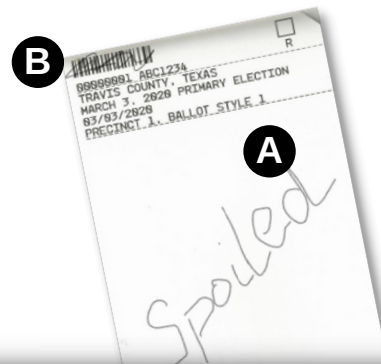
Spoiling a Ballot

A voter can back out of the voting process any time before casting their Ballot Card, in either the Ballot Scanner or the orange Provisional Ballot Bag. In these instances, the voter's issued Ballot Card must be spoiled and their check-in cancelled. Additionally, there are administrative reasons for spoiling a Ballot Card or cancelling a check-in.

> **!** **Supplies Needed:**
> □ Voter's spoiled ballot
> □ Register of Spoiled Ballots

> 💬 **For voter requested,** ask the voter for the original Ballot Card back.

□ **For administrative errors where a Ballot Card did not print**, retrieve a blank Ballot Card from your Ballot Card stock.

□ Write "Spoiled" across the front of the Ballot Card **(A)** and draw a zig-zag line through the barcode **(B)**.

□ Remove the Register of Spoiled Ballots Envelope **(C)** from the Envelopes folder in the black Forms Box.

□ On the Register of Spoiled Ballots Envelope, record:

• **Spoiled Ballot Card's Serial Number:** the alpha-numeric combination below the barcode at the top left corner.
  ○ For admin errors where a Ballot Card did not print, write "Cancelled."

• **Name of Voter**
  ○ For Abandoned Ballots, write "Unknown."

• **Indicate the reason for the spoil in the appropriate column:**
  ○ **Spoiled by Voter:** instances where the card is being spoiled due to voter request.
  ○ **Spoiled by Election Worker:** instances where the Poll Worker needs to spoil the ballot. For example: the Ballot Card header did not print, the wrong ballot style printed, etc.
  ○ **Other:** For this column, specify the reason for the spoil by writing the reason in the column. For example, "Torn" or "Abandoned."

> 📁 □ File the spoiled Ballot Card in the Register of Spoiled Ballots Envelope.
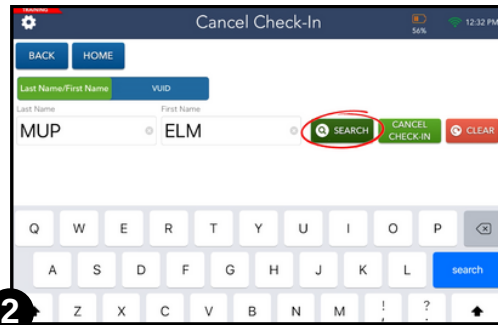> □ If applicable, see page 57 for Cancelling a Check-In in the ePollbook.
> □ The Deputy or Judge must sign the bottom of the Register of Spoiled Ballots Envelope.

Cancelling a Check-In

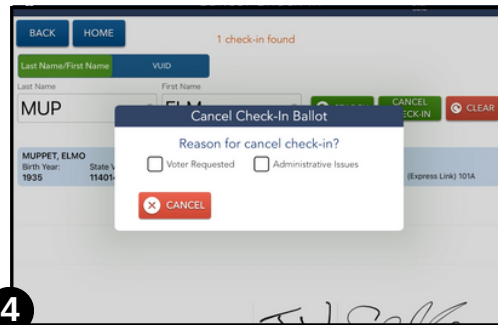After completing the steps for spoiling a Ballot Card:
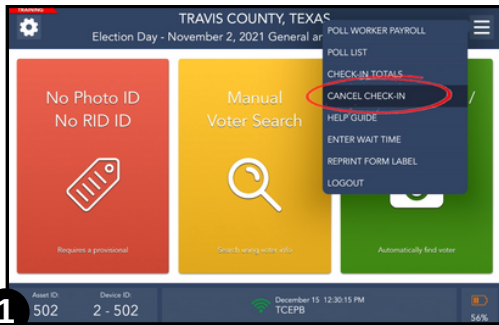
1 Select **CANCEL CHECK-IN** from the menu button on the Home screen.
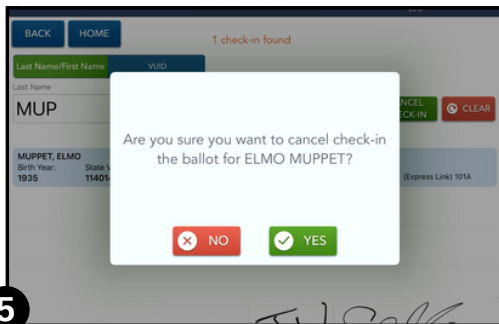

2 Enter the first three letters of the last and first names of the voter and touch **SEARCH**.
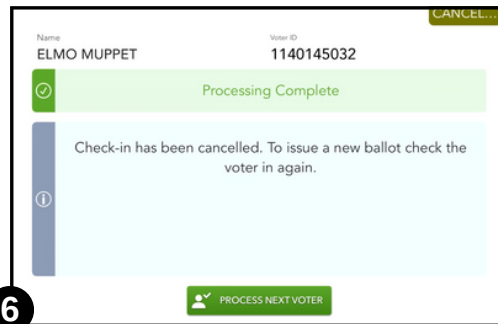

3 Touch the voter's name once in the list that populates. It should highlight the voter's check-in in blue. Touch **CANCEL CHECK-IN**.

4 Select the correct reason for cancelling the check-in.

5 Verify that you want to cancel the check-in. Touch **YES**.

6 If the voter needs a new Ballot Card issued, you can now return to the Home screen and check the voter in again.

Resolution Table

Abandoned Ballots

Voters might leave with their Ballot Cards still inside the Ballot Marking Device or otherwise unattended in the Polling Place. These are Abandoned Ballot Cards and must be accounted for.

> 📄 *Treat Abandoned Ballots as spoiled Ballot Cards. See the Spoiling a Ballot Card section on page 56.*

In the name field on the Register of Spoiled Ballots Envelope, write "Unknown."

> ⚠️ **NEVER cast the ballot for the voter.** The Ballot Card must be spoiled. If the voter left the Ballot Card uncast, the assumption is they intended to do so. Even if you know who the voter was, do not "back them out" of the process by cancelling their check-in in the ePollbook.

Fleeing Voter

A Fleeing Voter is someone who leaves the polling location without casting their ballot.

You may not be aware of a fleeing voter until completing the Daily Balancing Envelope at the end of each day of Early Voting or completing the Ballot and Seal Certificate on Election night. To determine the number of fleeing voters, subtract the Ballot Scanner's Public Count from the number of voters checked in on the ePollbook.

For example,

Check-Ins on the ePollbook		Public Count on the Ballot Scanner		Total Fleeing Voters
1,236	**-**	1,234	**=**	2

> ⚠️ The line accounting for total number of ballots unaccounted for on the Register of Official Ballots/Ballot and Seal Certificate on Election Day should equal the number of Fleeing Voters for your location.

ARE THERE TIPS FOR MANAGING THE LINE AND MINIMIZING THE NUMBER OF FLEEING VOTERS?

Yes! Here are some best practices to follow when managing a line of voters:
1. Moderate the number of voters with ballots who are waiting for Ballot Marking Devices (BMDs) to become available. Sometimes, the check-in process will go faster than the selection making process on the BMDs. That can cause voters who are checked in and have a ballot in hand to be waiting for the next available BMD.
2. Never allow voters who have been checked in and have a ballot to be out of the Deputy/Judge's sight. Voters who have been checked in and are waiting for a BMD to become available should remain in the polling place and within sight of the Deputy/Judge.

Curbside Voting

<table>
<tr><td>⚠️</td><td>Supplies Needed:</td><td>□ Resolution ePollbook
□ High-visibility safety vest
□ "I Voted" sticker</td><td>□ Curbside cart with bungee cord
□ BMD</td><td>□ Voter's Ballot Card
□ Secrecy Envelope</td></tr>
</table>

> *If a voter is physically unable to enter the polling place without personal assistance or likelihood of injuring the voter's health, on the voter's request, an election officer shall deliver a ballot to the voter at the polling place entrance or curb. (Sec. 64.009(a)).*

1 **Use the Resolution ePollbook to check-in the voter.**

□ Unplug the Resolution ePollbook and take it outside to check the voter in. Look up the voter's record and process the voter as you would any voter in the polling location.

! □ Once the voter has signed for the Ballot Card, **stop at the Complete Check-In screen** and return inside.
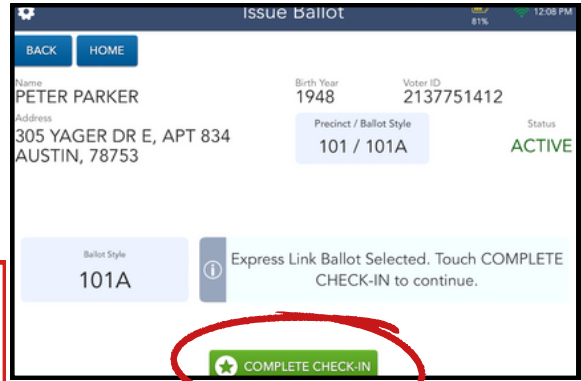
2 **Print the voter's Ballot Card.**

□ Plug the ePollbook back in to power and wait for it to connect back to the MiFi.

□ Complete the check-in process to print the Ballot Card and any additional forms labels.
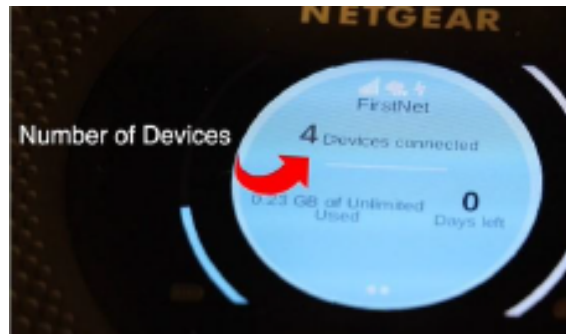
3 **Collect curbside equipment.**

□ Remove the black curbside cart from the ESC and lock it into place.

□ Gather a Secrecy Envelope and any additional forms from the black Forms Box and the voter's Ballot Card with printed header.

4 **Disconnect the BMD and take it out to the car.**

☐ Unplug the next available BMD (except your ADA accessible BMD) and place it flat on the top shelf of the cart with the touch screen facing down. Place a hand on top of the BMD when transporting to the car for stability.

> **!** Failure to place the BMD flat on the top of the cart risks the BMD falling off the cart.

☐ Transport all voting materials to the voter's vehicle.

5 **The voter makes their selections.**

☐ Have the voter complete any necessary forms.

☐ Hand the voter their Ballot Card. Allow the voter to vote in privacy.

☐ Once the voter has printed their marked Ballot Card, the voter will insert the Ballot Card into the Secrecy Envelope **(A)** and return it to the Poll Worker. **DO NOT seal the envelope.**
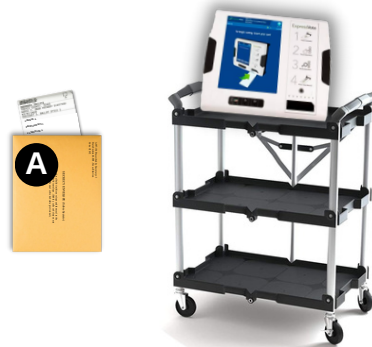
6 **Return to the polling location and scan the Ballot Card.**

☐ Return the black curbside cart to the polling location with the BMD, Secrecy Envelope containing the voter's marked Ballot Card, and any completed forms.

☐ Remove the marked Ballot Card from the Secrecy Envelope and scan the voter's Ballot Card into the scanner. If desired, the curbside voter's designated companion may scan the voter's Ballot Card.

☐ Take the "I Voted" sticker out to the voter or give it to the voter's designated companion.

☐ File any completed forms and return the black curbside cart to the ESC.

☐ Reconnect the BMD to power.

Resolution Table

Curbside Transportation Roster

Use this form when a person provides transportation to the polling place for seven or more curbside voters simultaneously.

> **Note:**
> ! This procedure does not apply if the person is related to each voter within the second degree by affinity or the third degree by consanguinity.

Form Instructions:

The person providing transportation must:

☐ Provide their signature **(A)**

☐ Print their full name **(B)**

☐ Print their residence address **(C)**

☐ Indicate if they are also assisting the voter **(D)**

    ☐ If the transporter is also assisting the voter, they must complete the Oath of Assistance on page 43.

During Early Voting, retain this form at the polling location until the last day of Early Voting. On the last day of Early Voting, file this form in the Daily Balancing Envelope and return in the Clear Envelope Return bag. On Election Day, file this form in Yellow Envelope #2.

DOES THE CURBSIDE TRANSPORTATION ROSTER ONLY APPLY TO CURBSIDE VOTERS?

Yes, the Curbside Transportation Roster is only to be used in a scenario where someone transports 7 or more voters to the polling place <u>and</u> 7 or more of those voters are voting by curbside. If someone drove 7 voters to the polling place but even one got out and went into the polling location to vote, this form would not apply.

CLOSING THE POLLS DURING EARLY VOTING:
Ballot Box and Ballot Scanner

While the Deputy focuses on shutting down the Ballot Scanner, other Poll Workers should simultaneously follow the procedures for shutting down/storing the BMDs and retrieving/storing any signs, postings, or equipment at the polling location.

! For accurate time, **always use the time on the ePollbook**. Do not use the time on the Ballot Scanner or any other device.

!	**Supplies Needed:**	□ Flat equipment key	□ Barrel key	□ Cable lock key
		□ Seal Assignment Envelope	□ Daily Balancing Envelope	

This is done after the **last voter** has cast their Ballot Card in the Ballot Scanner.

1 **Open and check the compartments. (Use the flat silver "J" equipment key.)** 🔑

! **Only complete this step in the presence of a law enforcement officer.**

Emergency Compartment (upper compartment)

□ Open the Emergency Ballot Compartment and look inside for Ballot Cards.

📞 If there are any unexpected Ballot Cards in the Emergency Ballot Compartment, do not remove them. Call the Call Center for instructions.

□ Close and lock the Emergency Ballot Compartment door with the silver flap up.

! **Do not proceed until Emergency Ballot Compartment steps have been completed.**

Main Compartment (lower compartment)

□ After the officer unlocks the red padlock, use the flat 🔑 equipment key to unlock and open the Main Ballot Compartment.

□ Close the blue Ballot Bin flaps and remove the blue Ballot Bin. If there are any loose Ballot Cards in the compartment, put them in the blue Ballot Bin.

□ Use the flat equipment key to unlock and open the silver lock on the new, empty blue Ballot Bin. The law enforcement officer will unlock the yellow lock. Verify the bin is empty. 🔑

□ Loosely close the flaps of the new, empty blue Ballot Bin and insert it into the Main Ballot Compartment. (You will not have a new empty blue Ballot Bin on the last day of EV.)

! Once back inside, **reopen the flaps** of the blue Ballot Bin.

□ Use the flat equipment key to close and lock the Main Ballot Compartment door. Have the officer reinstall and lock the red padlock to the compartment door, even on the last night of Early Voting. 🔑
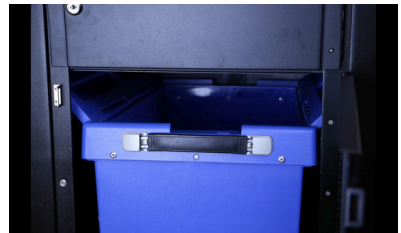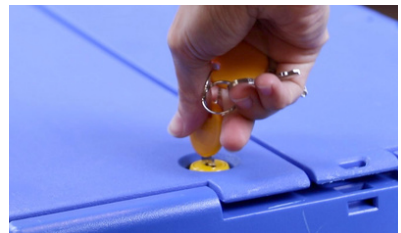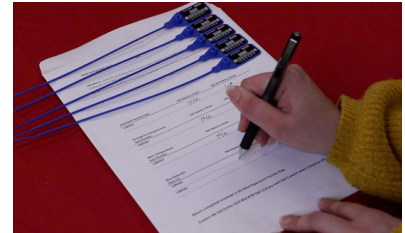
2 **Seal the blue Ballot Bin and compartments. (Use the flat silver "J" equipment key.)**

☐ Retrieve an unused Seal Assignment Envelope from the ESC.

☐ Remove the seals from the envelope.

☐ Verify the numbers of the seals against the numbers printed on the Seal Assignment Envelope. If the numbers do not match, fill out a Standard Affidavit.

☐ The Deputy and the Alternate Deputy or a Clerk should initial appropriate spaces on the Seal Assignment Envelope verifying the seal numbers match.

Blue Ballot Bin

☐ Record the numbers of the two seals used to seal the blue Ballot Bin on the Record of Early Voting Ballot Box Seals located in the clear sleeve of the blue Ballot Bin.

☐ Close the interlacing door flaps of the blue Ballot Bin.

☐ Use the flat equipment key to lock the silver lock while the law enforcement officer locks the yellow lock. Seal each side of the blue Ballot Bin with the designated seals.

Emergency Compartment

☐ Seal the Emergency Compartment door with the designated seal.

Main Compartment

☐ Seal the Main Compartment door with the designated seal.

3 **Fill out the Daily Balancing Envelope.**

Use the instructions on the Daily Balancing Envelope to fill out all information. For more information on the Daily Balancing Envelope, see page 88.

TIP: When finished completing the Daily Balancing Envelope, return to this list to complete the remaining Close Polls procedures.

4 **Lock and seal the Ballot Scanner compartment.** 🔑 🔑

☐ Lower the display screen of the Ballot Scanner and lock it using the barrel equipment key.
☐ Close and fasten the latches of the clamshell lid.
☐ Lock the clamshell lid using the flat silver "J" equipment key.

☐ Seal the clamshell lid with the designated seal.

5 **Complete and file Seal Assignment Envelope.**

✒️ The Deputy signs and dates the affidavit verifying the secure sealing of all equipment and that all seal numbers match the envelope.

📁 Put the Seal Assignment Envelope in the front of the black Forms Box where the AM Deputy can easily find it.

Early Voting Daily Seals   G19   EV (1) ACC Highl

Location Code: 1

PM DEPUTY: *Verify the Seal Numbers below match the seals provided in the envelope as you s closing polls each night. By signature herein, I verify that the Seal Numbers listed below are co been securely sealed.*

PM Deputy Sign here_____   Date _____

6 **Unplug and secure the Ballot Scanner. (Use the flat silver "J" equipment key and cable lock security key.)** 🔑 🔑

☐ Unplug the power cord from the power strip or wall and return the power cord to the rear compartment.
☐ Close the rear compartment and use the flat silver "J" equipment key to lock.

☐ Unlock the wheels and roll the Ballot Box next to the side of the ESC.
☐ Use the cable, lock, and cable lock security key to secure the Ballot Box to the ESC.

☐ Make sure the equipment keys are stored in the lockbox in the ESC on the left side. (The code to the lockbox is printed on the password card in the black mesh bag.)

DOES THE BALLOT SCANNER NEED TO BE UNPLUGGED <u>EVERY</u> NIGHT?
Yes, it is required by law that the Ballot Scanner is unplugged every night. *TEC Sec. 125.063*

CLOSING THE POLLS DURING EARLY VOTING:
ePollbook

Keep your MiFi and Brother printer on until the end of this procedure. Make sure to complete the Poll Worker Payroll on page 26 before shutting down ePollbooks.
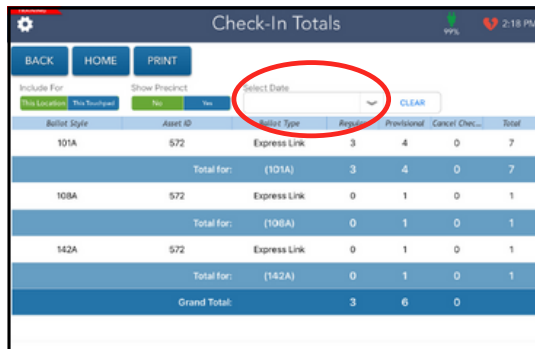
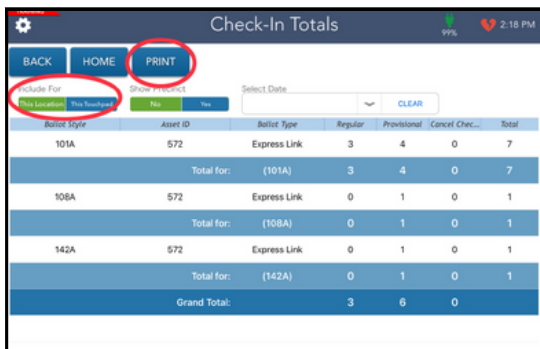| !	**Supplies Needed:**	□ ePollbooks	□ Spoiled Ballot Log	□ Poll Worker Timesheet
		□ Daily Balancing Envelope	□ Poll Worker Timesheets	Folder

1 **Print the Check-In Totals Report at the Resolution Table.**
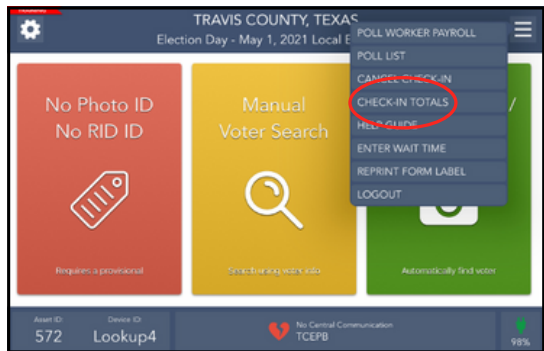
Touch the menu button at the top right of the Home screen and touch **CHECK-IN TOTALS**.

Select the current date from the drop-down menu.

Touch the blue **PRINT** button at the top of the screen.
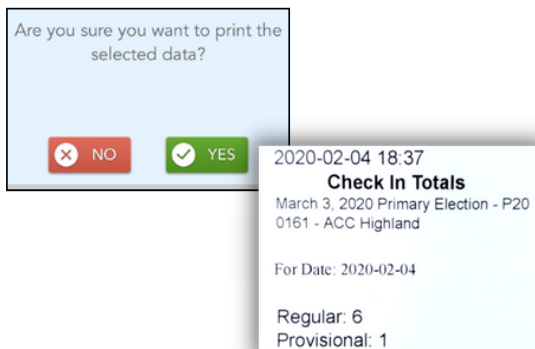
When asked, "Are you sure you want to print the selected data?" touch **YES**. A Check-In Totals Report automatically prints from the Brother printer.
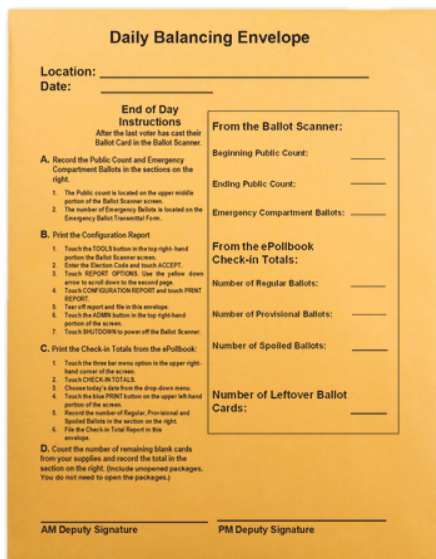
Use this to complete the section on the right of the Daily Balancing Envelope. See page 88 on how to fill out the Daily Balancing Envelope. **Note:** Use the Register of Spoiled Ballots Envelope to complete the Spoiled Ballot line.

During Early Voting, file the Check-In Totals Report in the Daily Balancing Envelope. On the last night of EV, file the Check-In Totals in the green Results Bag.

2

Touch the **HOME** button at the top left of the screen. **Follow the steps on page 26 for clocking all Poll Workers out.**

Touch **LOGOUT**.

When asked, "Are you sure you want to continue?" touch **YES**.

A message will appear when the device is ready to be locked. Touch **OK**. Touch **ALLOW LOGIN AGAIN**.
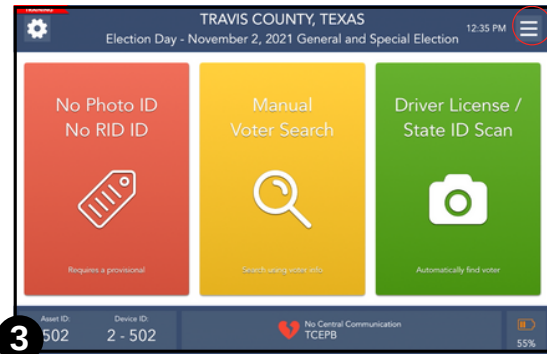

3

Log out of each ePollbook. Touch the menu button at the top right of the Home screen.

Touch **CLOSE FOR THE DAY**.

Enter the password. (The password is printed on a card on the underside of the black Forms Box lid.) Touch **LOCK DEVICE**.

Touch the settings gear in the top left of the screen.

Call Center (512) 854-4783

Closing Polls During EV
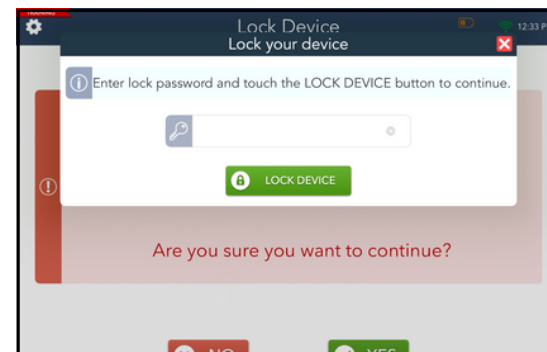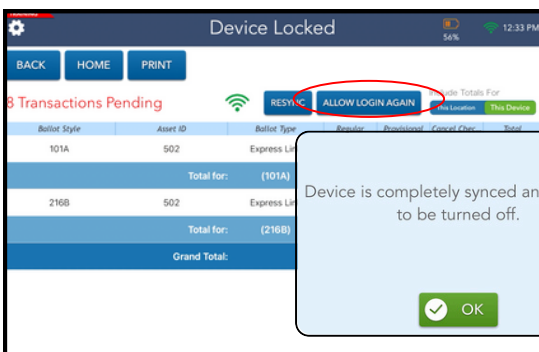
Scroll down to the bottom. Touch the red **SHUTDOWN** button.
When asked, "Are you sure you want to shut down the EPB?" touch **YES**.

Hold down the physical power button on the upper left edge of the ePollbook for several seconds until the words **SLIDE TO POWER OFF** appear at the top.
Touch the red power icon and slide your finger to the right until the screen turns black.

4 **Power down the printers and MiFi.**

☐ Unplug the power cable from each printer adapter.
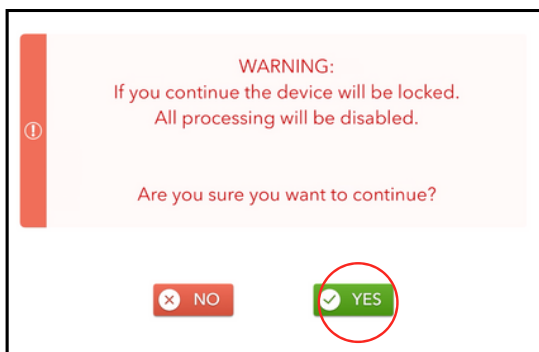☐ Power down each ExpressVote printer and unplug the power cables.
☐ Power down the Brother printer and unplug the power cable.
☐ Power down the MiFi and unplug the power cable if necessary.

5 **Pack up ePollbook Equipment.**

☐ Return all ePollbook equipment to the corresponding cases. See the "ePollbook Tips" sheet that is included in the yellow case.
  • All equipment number labels should match the number on the orange or yellow ePollbook case.
  • The equipment is also color-coded to help identify what should be returned in which case.

☐ Store the orange and yellow ePollbook cases inside the ESC.

Ballot Marking Device (BMD)

> **!** **Supplies Needed:**
> □ Barrel key
> □ Black BMD case

1 Use the barrel key to open the left side compartment on each BMD. Press the power switch to the **OFF** position.

2 Touch the blue **SHUT DOWN** button on the BMD screen.

3 Use the barrel key to close and lock the side door to the BMD, being careful to secure the Audio/Tactile Keypad cord in the notch of the side door.

4 Unplug the power cord by sliding the sheath back from the connector while unplugging.

5 Put each BMD back in its black canvas case. Return its corresponding power cord to the side compartment. Put all headphones in the brown supply box. Store the BMD cases and supply box inside the ESC.

Early Voting Nightly Closing

Each night of Early Voting, except the last, certain items must be surrendered to a law enforcement officer for return to the Travis County Office at 5501 Airport Blvd.

What to Send with the Sheriff's Deputy

1. Blue Paperwork Transfer Bag:
   - □ Daily Balancing Envelope (with Daily Check-in Totals, Configuration Reports, and completed paperwork/forms)
   - □ Completed Seal Assignment Envelope
   - □ Register of Spoiled Ballots Envelope (Even if there are no spoiled ballots, you must return one Spoiled Ballot Envelope each night of Early Voting)
   - □ Envelope for Requests and Cancelled Ballots with the Register of Surrendered Ballots by Mail log placed in the envelope. (Even if there are no surrendered ballots, you must return one Envelope for Requests and Cancelled Ballots for each night of early voting.)

2. Blue Ballot Bin (double-locked and sealed)

3. Orange Provisional Ballot Bag (with List of Provisional Voters)
   - □ Even if there are no provisional ballots, this must be returned every night with a blank List of Provisional Voters. (Can be placed in Blue Paperwork Transfer Bag)

4. Red Emergency Ballot Bag (Can be placed in Blue Paperwork Transfer Bag)

What to Secure at the Polling Site

Load all supplies and equipment into the ESC:
- □ BMDs
- □ Signs (including Curbside "A" Frame)
- □ Privacy shields (stored in blue carton)
- □ Large brown electrical supply box (including extension cords and surge protectors)
- □ Postings Kiosk (pop-up postings stand)
- □ ePollbooks cases
- □ Boxes of unopened Ballots Cards
- □ Trash cans
- □ Bag of headphones
- □ Empty Ballot Card boxes
- □ Store the cones to the side or on top of the ESC
- □ All other items that are not to be returned

> **!** **Note:** If a site has been designated as a lockable site, you do not have to break down the voting and ePollbook equipment. However, you are still required by law to **unplug the ballot scanner overnight.**

Seal the ESC
- □ Remove an unused green seal from inside the ESC. Record the seal number on the ESC Seal Tracking sheet and initial the PM Verify space.
- □ Close, lock, and seal the ESC. 🔑

> 📞 Remember to call the Call Center after the last voter in line at your location has voted.

Ballot Box and Ballot Scanner

❗ For accurate time, **always use the time on the ePollbook**. Do not use the time on the Ballot Scanner or any other device.

❗ **Supplies Needed:**	□ Equipment keys	□ Green Results Bag
	□ Daily Balancing Envelope	□ Seal Assignment Envelope

Closing the polls on the last day of Early Voting is different from the other days for steps 3-5 of shutting down the Ballot Scanner and completing the Daily Balancing Envelope. The following instructions show how to close polls on the last day of Early Voting and prepare for Closeout. The steps for closing the ePollbooks and BMDs remain the same.

Once the **last voter** has cast their Ballot Card in the Ballot Scanner:

1 **Open and check the compartments.**
For detailed steps, refer to the nightly closing procedures for every night of Early Voting.

2 **Seal the blue Ballot Bin and compartments.**
For detailed steps, refer to the nightly closing procedures for every night of Early Voting.

3 **Fill out the Daily Balancing Envelope.**
□ Retrieve the Daily Balancing Envelope from the black Forms Box.
□ Record the Public Count.
□ **DO NOT** complete Section B on the Daily Balancing Envelope.

TIP: When finished recording the Public Count on the Daily Balancing Envelope, return to this list to complete the remaining Close Polls procedures.
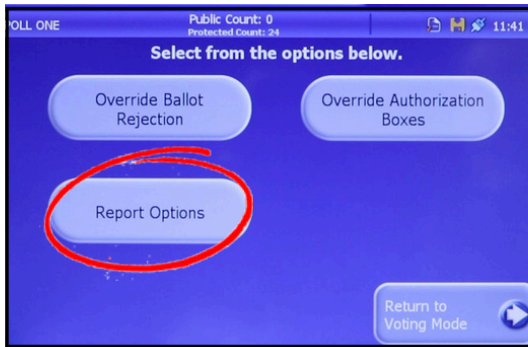
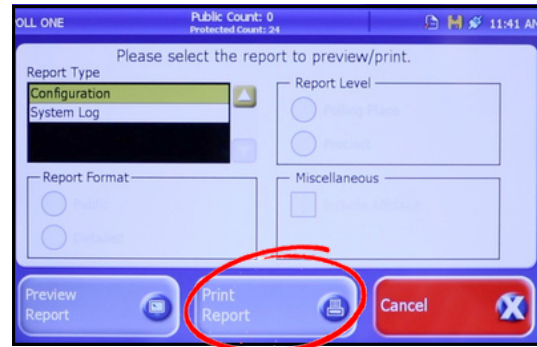**4** **Print the Configuration Report.**

Touch the **TOOLS** button in the top right corner of the Ballot Scanner screen.

Enter the Election Code and touch **ACCEPT**.

Touch **REPORT OPTIONS**.

Under Report Type, use the yellow down arrow to scroll down to the second page. Touch **CONFIGURATION**. Touch **PRINT REPORT**.

Tear off the report and file it in the Green Results Bag.

Touch **CANCEL**.
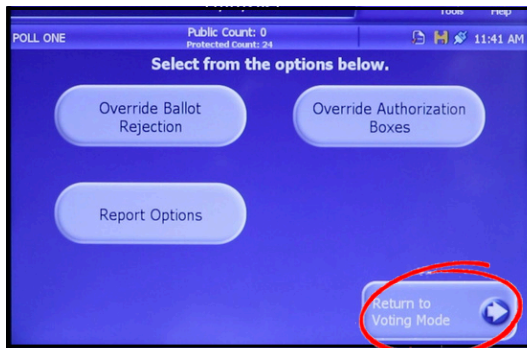
Touch **RETURN TO VOTING MODE**.

5 **Officially close the polls on the Ballot Scanner.** Unlock the front access compartment with the barrel key.

Press the **CLOSE POLL** button. The **CLOSE POLL** button will quickly flash red once.

The display screen on the Ballot Scanner will ask you to confirm you are ready to close the polls. Touch **CLOSE POLL**.

Press **FINISHED – TURN OFF** to shut down the Ballot Scanner.

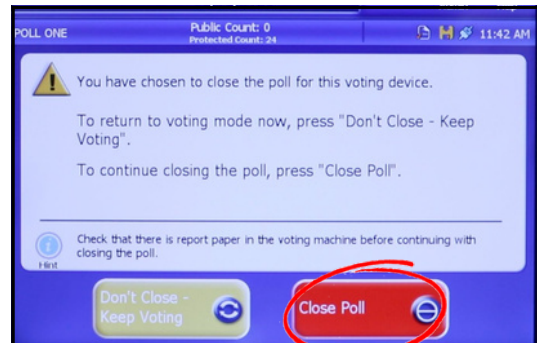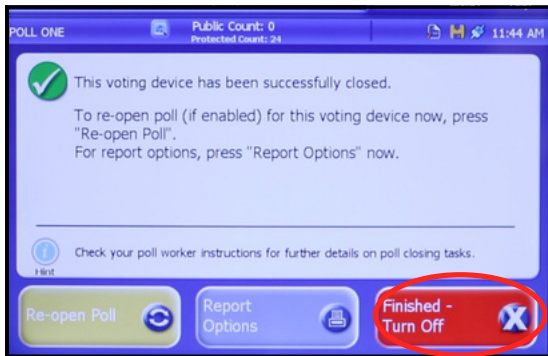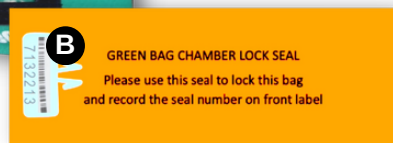**WAIT** until the screen is black. This may take a while. **AFTER** the power button is no longer lit, remove the Results Stick. **Removing the Results Stick before shutdown is completed could damage the stick.**

📁 File the red wire seal in the Seal Assignment Envelope.

Place the Results Stick in the green Results Bag in the front clear pocket where it is easily seen **(A)**.

☐ Retrieve the white seal located in the green Results Bag **(B)**. Record the seal number on the white Location Label located in the clear pocket of the green Results Bag.

☐ Seal the green Results Bag with the white seal.

GREEN BAG CHAMBER LOCK SEAL
Please use this seal to lock this bag and record the seal number on front label
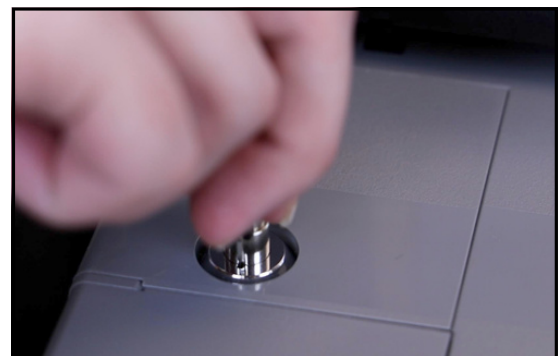
Use the barrel key to close and lock the front access compartment door. 🔑

WHAT IF THE SEAL BREAKS?
There is an extra seal attached to the back of the orange paper that you can use.

6 **Lock and seal the Ballot Scanner compartment.** 🔑 🔧

7 **Complete and file the Seal Assignment Envelope in the clear Envelope Return Bag.**

8 **Unplug and secure the Ballot Scanner.** 🔑

9 **Remember to:**
☐ Retrieve any postings or equipment at the polling location.
☐ Complete Poll Worker Timesheets.

Preparing for Early Voting Closeout and Drop-Off

On the last night of Early Voting, the Deputy***** and one other poll worker must return the following items to 5501 Airport Blvd. Please make sure the following items are in your trunk or backseat of your vehicle.

*Remember that for Primary Elections, there are two Deputies and both must return materials to EV Closeout.

What to Bring to Early Voting Closeout

1. Green Results Bag sealed with Results Stick, Configuration Report, and ePollbook Daily Reports and Check-In Totals. Have this readily available when you arrive at EV Closeout. **Do NOT put it in the clear Envelope Return Bag.**
2. Blue Ballot Bin (locked and sealed)
3. Clear Envelope Return Bag (with black padlock locked) 🔑
   - □ Orange Provisional Ballot Bag (with the List of Provisional Voters)
   - □ Red Emergency Ballot Bag
   - □ Daily Balancing Envelope
   - □ Spoiled Ballot Envelope
   - □ Envelope for Requests and Cancelled Ballots (with Register of Surrendered Ballots by Mail log inside)
   - □ Clear Timesheet Envelope
   - □ Seal Assignment Envelope
   - □ Poll Watcher Envelope
   - □ Open packages of unused Ballot Cards
   - □ Name badges and lanyards
   - □ Security keys and Location keys, if applicable (Leave equipment keys stored in the lockbox of the ESC.)
4. Black Forms Box
5. Cell Phone

What to Leave at the Polling Site

Load all supplies and equipment not being delivered into the ESC:

- □ BMDs
- □ Signs (including Curbside "A" Frame)
- □ Privacy shields (stored in blue carton)
- □ Large brown electrical supply box (including extension cords and surge protectors)
- □ PPE kit
- □ Curbside cart
- □ Postings Kiosk (pop-up postings stand)
- □ ADA table
- □ ePollbooks cases
- □ Boxes of unopened Ballots Cards
- □ Trash cans
- □ Bag of headphones
- □ Empty Ballot Card boxes
- □ Store the cones to the side or on top of the ESC
- □ All other items that are not to be returned

Seal the ESC

- □ Remove an unused green seal from inside the ESC. Record the seal number on the ESC Seal Tracking sheet and initial the PM Verify space.
- □ Close, lock, and seal the ESC. 🔑

📞 Remember to call the Call Center after the last voter in line at your location has voted and again to notify the Call Center that you are en route to Early Voting Closeout.

Call Center (512) 854-4783

Ballot Box and Ballot Scanner

While the Judge focuses on shutting down the Ballot Scanner, other poll workers should simultaneously follow the procedures for shutting down/storing the BMDs and retrieving/storing any signs, postings, or equipment at the polling location.

> **!** For accurate time, **always use the time on the ePollbook**. Do **not** use the time on the Ballot Scanner or any other device.

> **!** **Supplies Needed:**
> □ Equipment keys
> □ AM & PM Seal Assignment Envelopes
> □ Clear Envelope Return Bag
> □ Ballot and Seal Certificate
> □ Green Results Bag

This is done after the **last voter** has cast their Ballot Card in the Ballot Scanner.

1 **Open and check the compartments. (Use the silver "J" equipment key.)** 🔧

Emergency Compartment (upper compartment)

□ Open the Emergency Ballot Compartment and look inside for Ballot Cards.

> **WHAT IF THERE ARE BALLOTS IN THE EMERGENCY COMPARTMENT?**
> If there are any unexpected Ballot Cards in the Emergency Ballot Compartment, do not remove them. Call the Call Center for instructions.

□ Close and lock the Emergency Ballot Compartment door with the silver flap up.

> **!** **Do not proceed until Emergency Ballot Compartment steps have been completed.**

Main Compartment (lower compartment)

□ Open the Main Ballot Compartment.
□ Close the blue Ballot Bin flaps and remove the blue Ballot Bin. If there are any loose Ballot Cards in the Main Compartment, put them in the blue Ballot Bin.
□ Close and lock the Main Ballot Compartment door.

2 **Seal the blue Ballot Bin and compartments. (Use the silver "J" equipment key.)** 🔧

□ Retrieve the PM Seal Assignment Envelope from the ESC.
□ Remove the seals from the envelope.
□ Verify the numbers of the seals against the numbers printed on the PM Seal Assignment Envelope. If the numbers don't match, fill out a Standard Affidavit.
□ The Judge and Alternate-Judge should initial appropriate spaces on the PM Seal Assignment Envelope verifying the seal numbers match.
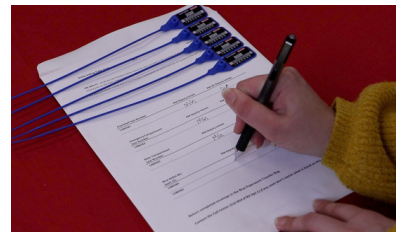
Blue Ballot Bin
□ Retrieve the Register of Official Ballots/Ballot and Seal Certificate from your blank Ballot Card stock.
□ Record the numbers of the two seals used to seal the blue Ballot Bin on Register of Official Ballots/Ballot and Seal Certificate.
□ Close the interlacing door flaps of the blue Ballot Bin.
□ Use the flat equipment key to lock the silver locks on the blue Ballot Bin. Seal each side of the blue Ballot Bin with the designated seals.

Emergency Compartment
□ Seal the Emergency Compartment door with the designated seal.

Main Compartment
□ Seal the Main Compartment door with the designated seal.

❸ Fill out your Ballot and Seal Certificate.

> 📄 *Use the instructions on pages 94-95 to fill out the Ballot Scanner sections on the Ballot and Seal Certificate.*

Use your Voting Totals Report to complete the Ballot and Seal Certificate. The Ballot Identification Number is also called the Unit Serial Number.
When finished filling out the Ballot Scanner sections on the Ballot and Seal Certificate, return to this list to complete the remaining Close Polls procedures.

❹ Officially Close the Polls on the Ballot Scanner. (Use the barrel equipment key.) 🔑

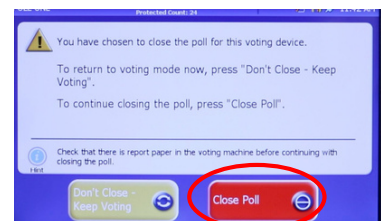□ Remove the blue sticker seal covering the front access door compartment.

📁 Affix the seal to the PM Seal Assignment Envelope.

□ Unlock the front access compartment door, then press the **CLOSE POLL** button. The **CLOSE POLL** button will quickly flash red once.

□ The display screen on the Ballot Scanner will ask you to confirm you are ready to close the polls. Touch **CLOSE POLL**.

☐ One Results Report will print automatically. Tear at the starred line of the printout to separate the two reports.
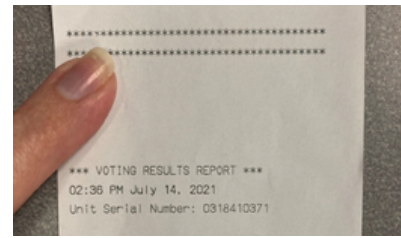
> ✍ The Judge and another worker will sign the bottom of one of the Results Reports. If any poll watchers are present, up to 2 may also sign the report.

📁 File the signed report in the green Results Bag. File the other report in Pink Envelope #3.

☐ Press **FINISHED – TURN OFF** to shut down the Ballot Scanner.
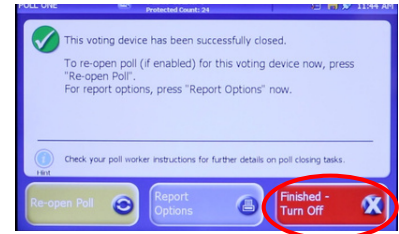
☐ **WAIT** until the screen is black. This may take a while. **AFTER** the power button is no longer lit, remove the Results Stick.

> ⚠ **Note: Removing the Results Stick before shutdown is completed could damage the stick.**

☐ Place the Results Stick in the green Results Bag in the front clear pocket where it is easily identified. DO NOT SEAL the bag at this point. (Further instructions are on page 79.)

☐ Using the barrel key, close and lock the front access compartment door.

5 **Lock and seal the Ballot Scanner compartment.** 🔑 🔑

☐ Lower the display screen of the Ballot Scanner and lock it using the barrel equipment key.
☐ Close and fasten the latches of the clamshell lid.
☐ Lock the clamshell lid using the silver "J" equipment key.

☐ Seal the clamshell lid with the designated seal.

6 **Complete and file Seal Assignment Envelope.**

The Judge signs and dates the affidavit verifying the secure sealing of all equipment and that all seal numbers match the envelope.

File the AM and PM Seal Assignment Envelopes in the clear Envelope Return Bag.

7 **Unplug and secure the Ballot Scanner. (Use the flat silver "J" equipment key and cable lock security key.)**

☐ Unplug the power cord from the power strip or wall and return the power cord to the rear compartment.

☐ Close the rear compartment and use the flat silver "J" equipment key to lock.

☐ Unlock the wheels and roll the Ballot Box next to the side of the ESC.

☐ Use the cable, lock, and cable lock security key to secure the Ballot Box to the ESC.

☐ Make sure the equipment keys are stored in the lockbox in the ESC on the left side. (The code to the lockbox is printed on the password card in the black mesh bag.)

AW7-8
Prescribed by Secretary of State
Section 61.007(c), Texas Secretary of State
3/07

NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED
(AVISO DEL NUMERO DE VOTANTES QUE HAN VOTADO)

(Number of Voters)
(Número de Votantes)

9:30 a.m. _____

11:30 a.m. _____

1:30 p.m. _____

3:30 p.m. _____

5:30 p.m. _____

_____
Signature of Presiding Judge
(Firma del Juez Presidente)

NOTE TO PRESIDING JUDGE:
The total number of voters as shown on the poll list shall be posted at the times listed. The notice shall remain posted until the polls close. Return this form in envelope number 2 to the general custodian of the election records.

NOTA AL JUEZ PRESIDENTE:
El número de votantes establecido en la lista de votantes se mostrará a las horas señaladas arriba. El aviso quedará puesto hasta que cierren los sitios de votación. Devuelva esta forma en el sobre número 2 a la persona a cargo de los archivos electorales.

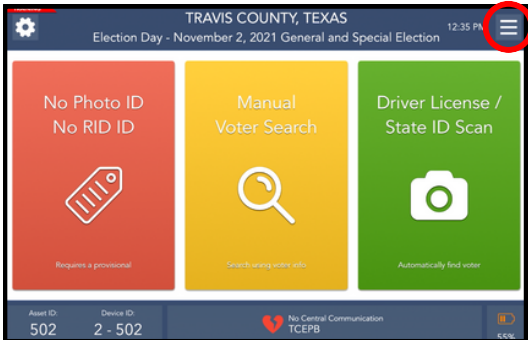File the Notice of Total Number of Voters Who Have Voted in Yellow Envelope #2.

ePollbook

Keep MiFi and Brother printer on until the end of this procedure. Make sure to complete the Poll Worker Payroll on page 26 before shutting down ePollbooks.
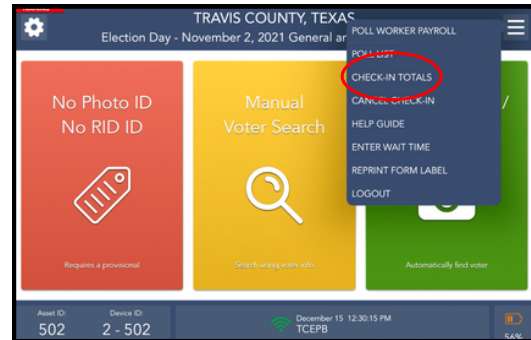
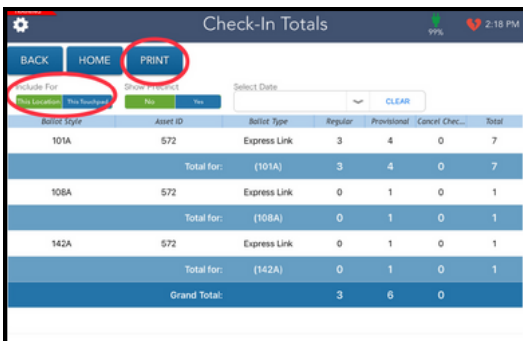| !	**Supplies Needed:**	□ ePollbooks □ Green Results Bag	□ Ballot and Seal Certificate □ Spoiled Ballot Log □ Judge's Pink Envelope #3	□ Poll Worker Timesheets □ Poll Worker Timesheets Folder

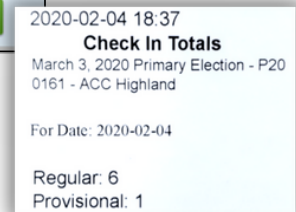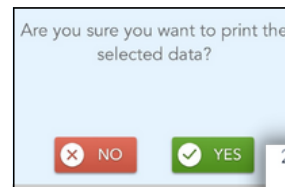**1** **Print the Check-In Totals Report at the Resolution Table.**

Touch the menu button at the top right of the Home screen.

Touch **CHECK-IN TOTALS**.

Touch the blue **PRINT** button at the top of the screen.

When asked, "Are you sure you want to print the selected data?" touch **YES**. A Check-In Totals Report automatically prints from the Brother printer.

2 **Fill out your Ballot and Seal Certificate.**

📄 *Use the instructions on pages 94-95 to fill out the remaining sections on the Ballot and Seal Certificate.*

Note: Use the Spoiled Ballot Log to complete the Spoiled Ballot line.

TIP: When finished filling out the Ballot Scanner sections on the Ballot and Seal Certificate, return to this list to complete the remaining Close Polls procedures.

📁 File the Check-In Totals Report in the green Results Bag.

2020-02-04 18:37
Check In Totals
March 3, 2020 Primary Election - P20
0161 - ACC Highland

For Date: 2020-02-04

Regular: 6
Provisional: 1

③ Seal the green Results Bag.

☐ Check to make sure all Ballot Scanner reports and printouts from the ePollbook are filed in the green Results Bag and the Results Stick is clearly visible in the front clear pocket **(A)**.

☐ Retrieve the white seal located in the green Results Bag **(B)**. Record the seal number used on the white Location Label located in the clear pocket of the green Results Bag.

☐ Seal the green Results Bag with the white seal. Note that if the seal breaks, there is an extra seal attached to the back of the orange paper.
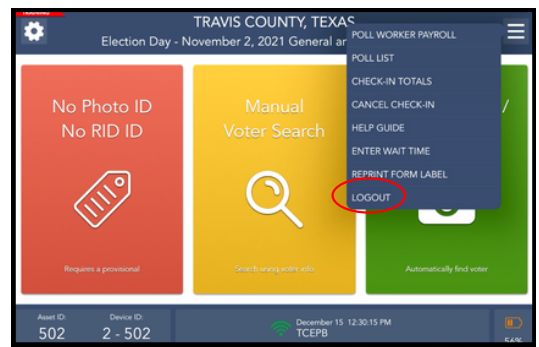
A

B GREEN BAG CHAMBER LOCK SEAL
7132213 Please use this seal to lock this bag and record the seal number on front label

④ If you are still on the Check-In Totals screen, touch the **HOME** button at the top left of the screen. Then, **follow the steps on page 26 for clocking all Poll Workers out.**
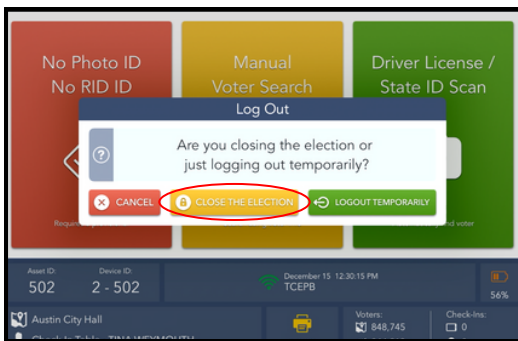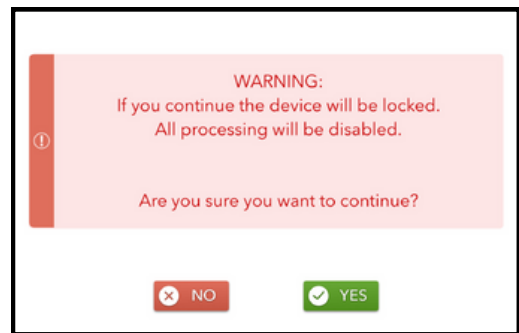
⑤ Log out of each ePollbook.
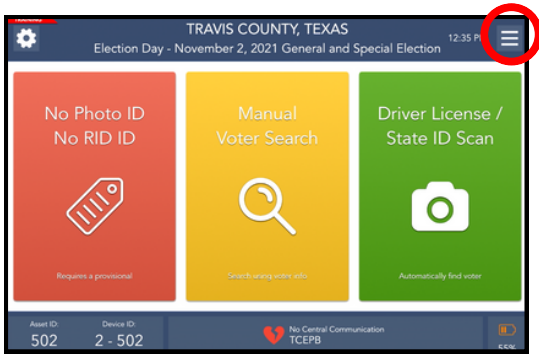
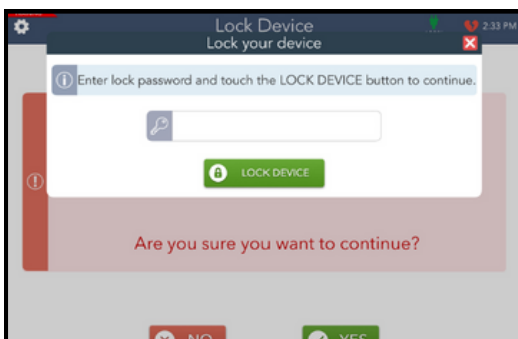Touch the menu button at the top right of the Home screen.
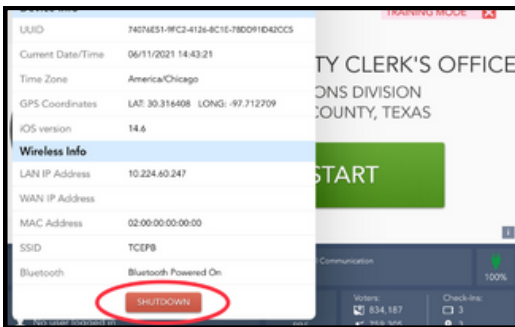
Touch **LOGOUT.**

Touch **CLOSE THE ELECTION.**

When asked, "Are you sure you want to continue?" touch **YES.**

Enter the password. (The password is printed on a card on the underside of the black Forms Box lid.) Touch **LOCK DEVICE.**
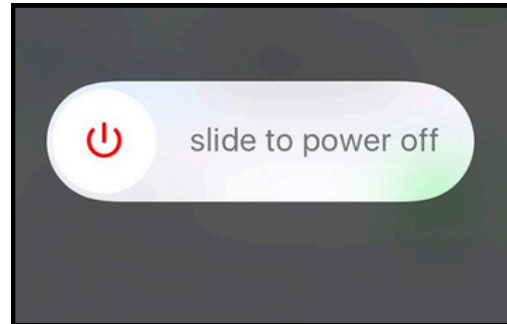
A message will appear when the device is ready to be locked. Touch **OK**. Touch **ALLOW LOGIN AGAIN**.

Scroll down to the bottom.Touch the red **SHUTDOWN** button. When asked, "Are you sure you want to shut down the EPB?" touch **YES**.

Touch the settings gear in the top left of the screen.

Hold down the physical power button on the upper left edge of the ePollbook for several seconds until the words **SLIDE TO POWER OFF** appear. Touch the red power icon and slide your finger to the right until the screen turns black.

6 **Power down the printers and MiFi.**

□ Unplug the power cable from each printer adapter.
□ Power down each ExpressVote printer and unplug the power cables.
□ Power down the Brother printer and unplug the power cable.
□ Power down the MiFi and unplug the power cable if necessary.

7 **Pack up ePollbook Equipment.**
□ Return all ePollbook equipment to the corresponding cases. See the "ePollbook Tips" sheet that is included in the yellow case.
  • All equipment number labels should match the number on the orange or yellow ePollbook case.
  • The equipment is also color-coded to help identify what should be returned in which case.
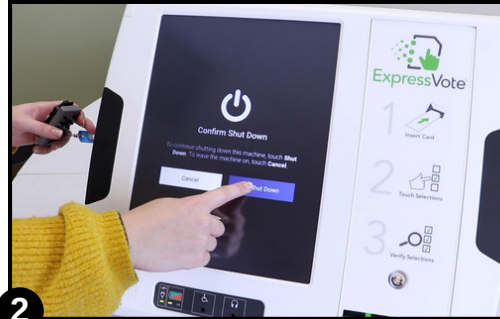□ Store the orange and yellow ePollbook cases inside the ESC (see photo on page 12).

Ballot Marking Device (BMD)

Supplies Needed:
☐ Barrel key
☐ Black BMD case

1 Use the barrel key to open the left side compartment on each BMD. Press the power switch to the **OFF** position.

2 Touch the blue **SHUT DOWN** button on the BMD screen.

3 Use the barrel key to close and lock the side door to the BMD, being careful to secure the Audio/Tactile Keypad cord in the notch of the side door.

4 Unplug the power cord by sliding the sheath back from the connector while unplugging.

5 Put each BMD back in its black canvas case. Return its corresponding power cord to the side compartment. Put all headphones in the brown supply box. Store the BMD cases and supply box inside the ESC.

Closing Polls:
Election Night

Preparing for Central Receiving Station (CRS)

On Election Night, the Presiding Judge* and one other poll worker must return the following items to 5501 Airport Blvd. Make sure the following items are in the trunk or backseat of your vehicle.

Remember that for Primary Elections, there are two Presiding Judges and both must return materials to CRS.

What to Bring to CRS

1. **!**Green Results Bag (sealed w/ Results Stick, Results Tape, EPB reports, and white copy of Register of Official Ballots/Ballot & Seal Certificate).
2. **!**Cell Phone
3. Blue Ballot Bin (locked and sealed)
4. Clear Envelope Return Bag
   - □ Orange Provisional Bag (w/ the List of Provisional Voters)
   - □ Red Emergency Ballot Bag (sealed) *if not used
   - □ Yellow #2, Grey #4 Envelopes
   - □ Clear Timesheet Envelope
   - □ Seal Assignment Envelopes
   - □ Poll Watcher Envelope
   - □ Security keys and location keys, if applicable (Leave equipment keys stored in the lockbox of the ESC.)
5. Black Forms Box
6. Purple Ballot Bag (with black padlock locked) 🔑
   - □ Envelope for Requests and Cancelled Ballots (with Surrendered Ballots Log inside)
   - □ Register of Spoiled Ballots Envelope
   - □ Unused Ballot Cards (both open and unopened, yellow copy of Register of Official Ballots/Ballot and Seal Certificate)

! Have these items readily available when you arrive at CRS. **Do NOT put them in the Clear Envelope Return Bag.**

What to Leave at the Polling Site

Load all supplies and equipment not being delivered into the ESC; use the guide on pg 12:
- □ BMDs
- □ Signs (including Curbside "A" Frame)
- □ Privacy shields (stored in blue carton)
- □ Large brown electrical supply box (including extension cords and surge protectors)
- □ PPE kit
- □ Curbside cart
- □ Postings Kiosk (pop-up postings stand)
- □ ADA table
- □ ePollbooks cases
- □ Trash cans
- □ Bag of headphones
- □ Store the cones to the side or on top of the ESC.
- □ All other items that are not to be returned

Seal the ESC

- □ Remove an unused green seal from inside the ESC. Record the seal number on the ESC Seal Tracking sheet and initial the PM Verify space.
- □ Close, lock, and seal the ESC. 🔑

📞 Remember to call the Call Center after the last voter in line at your location has voted and again to notify the Call Center that you are en route to the Central Receiving Station.

Call Center (512) 854-4783

Troubleshooting

ExpressVote Printer

Q: Why do I see flashing lights on the printer adapter?

A: A flashing green light indicates the printer adapter is searching for a wireless network. The light is not a real-time indicator of whether the printer adapter is connected or not.

Q: Why is the wrong precinct and ballot style being printed on the Ballot Card?

A: First, verify that the number and color coding on the ExpressVote printer match the ePollbook you are operating. If they match and a Ballot Card prints with the wrong precinct and/or ballot style, there is likely a print queue in the ExpressVote printer. A solid green light on the ExpressVote printer indicates there is something waiting to be printed as soon as a Ballot Card is inserted, which can happen as a result of hitting the Reprint (or test print) button. To clear this light:
- Lift the lid of the ExpressVote printer, remove the Ballot Card if there is one, and firmly press the lid down to close.
- If a voter receives an incorrect Ballot Card, their check-in must be cancelled and they must be issued a new Ballot Card. See page 56 for Spoiling a Ballot Card and page 57 for Cancelling a Check-In.

Q: Why is the ExpressVote printer beeping?

A: The ExpressVote printer will beep if:
- It is powered on while a Ballot Card is already inserted.
- The lid is not properly closed.
- You are trying to print a Ballot Card header but have not yet inserted a blank Ballot Card.

Q: Why is the ExpressVote printer not printing at all?

A: Check that all components are powered on: MiFi, ExpressVote printers, printer adapters.
- Verify that the USB cable is connected at the back of the printer and the lower-right USB port of the printer adapter.
- Verify that the printer is set up in front of the correct ePollbook. If you print from EPB 1, it will only print to ExpressVote printer 1. There are stickers and tape on each piece of equipment that show how they need to be paired.
- If the printer still does not print, contact the EPB team.

Q: There is a ballot stuck in the ExpressVote printer. How do I get it out?

A: Just above where the ballot is inserted, lift the tab to open the lid. Remove the Ballot Card and firmly press the lid down until there is a click. If the lid is not properly closed the printer will continue to beep.

Brother Printer

Q: Why will the Brother printer not print?

A: Check that all components are powered on: Mifi, Brother printer and all ePollbooks.

- Verify the correct number of devices are connected to the Mifi.
- Cycle power on the Brother printer. If the printer still does not print, contact the EPB team.

Q: How do I change the paper in my Brother printer?

A: Follow these steps:

1. Get your new roll from your Forms Box. It is in a blue box.
2. Open the lid of your Brother printer.
3. Pull out the empty roll dispenser.
4. Open new roll and remove plastic wrapping. Peel off the white sticker to unroll the new roll.
5. Insert the new roll into the Brother printer with the label side facing down. Use the arrows on the back of the label as a guide to feed the new roll.
6. Feed the new roll until you can see the end of the new roll at the front of the printer.
7. Close the lid.
8. Push the button with the scissor icon.

Ballot Marking Device

Q: How do I stop the BMD from beeping?

A: If a timeout alert appears:

1. Touch END VOTING.
2. Enter the Election Code then touch ACCEPT.
3. Touch CONTINUE.
4. Select a reason for cancellation.
5. Touch CONTINUE.The card should automatically eject and the welcome screen will indicate the terminal is ready for the next voter.

Q: How do I cancel an active vote session or eject a Ballot Card from the BMD?

A: To eject a Ballot Card from the BMD:

1. Touch **QUIT** in the title bar.
2. On the confirmation screen, touch **QUIT VOTING**. (The voter may have already done this. The machine will beep until you touch the red circle on the BMD screen.)
3. Touch the blue **CONTINUE** button.
4. Enter the Election Code and touch **ACCEPT**.
5. Select a reason for cancellation, then touch **CONTINUE**. The card should automatically eject and the welcome screen will indicate the terminal is ready for the next voter. If the Ballot Card does not belong to a voter still in the polling location, see the Abandoned Ballots section on page 58.

Ballot Scanner

Q: What do I do if a ballot gets jammed in the Ballot Scanner?

A: Follow the steps in the flow chart below to resolve this issue.

If the ballot is in the feeder tray and can be seen...

If the ballot is in the scanner and cannot be seen...

Option 1

Remove the black tray with the green arrow. Remove the ballot and try to scan with the ballot facing a different direction. If it scans, replace the black tray and continue voting.

Option 1

If the ballot was **not counted**, use the flat silver "J" equipment key to open the lock on the right-hand side of the ballot scanner. Once unlocked, the flap should come down. Carefully pull the Ballot Scanner display screen unit forward. Retrieve the jammed ballot and push the scanner back into place. Lift the front flap to its original position and lock with the flat silver "J" key.
Allow the voter to rescan their ballot. If the ballot scans, continue voting as normal.

Option 2

If the ballot is damaged in any way with stains, misprints, tears, or rips, spoil the ballot and issue the voter a new ballot. See page 56-57 for instructions on Spoiling a Ballot and Cancelling a Check-In.

Option 2

If the ballot **was counted**, carefully shake the ballot scanner forward and backward. This should allow the ballots to fall into place. Call the Call Center to alert them of the issue. If the "Poll Worker Assistance" button has persisted on screen, press it and it should go away.

Option 3

If the review box in the upper left-hand corner of the ballot is filled in, see page 49 for Provisional Voting.

! **Call the Call Center if the problem continues or the scanner remains jammed after following these steps.**

Troubleshooting

Glossary

- **ADA:** The Americans with Disabilities Act; mandates that all facilities must be equally accessible to persons with disabilities.
- **Ballot Box:** Large rolling black box that contains the Ballot Scanner, blue Ballot Bin, and Emergency Ballot Compartment.
- **Ballot Card:** Paper sheet issued to every voter to mark their selections at a BMD, then cast in the Ballot Scanner.
- **Ballot Scanner:** Device in the Ballot Box used to scan the voter's paper Ballot Card. It is not connected to the Internet.
- **Ballot Style:** The designation attached to a voter's registration record that associates them with all the governing jurisdictions in that precinct.
- **BBM:** Ballot by Mail; the program that allows voters who are eligible to cast a ballot through the mail.
- **Blue Ballot Bin:** Collection bin for paper Ballot Cards scanned into the Ballot Scanner.
- **BMD:** Ballot Marking Device; voting machine that marks a voter's selections. It is not connected to the internet and does not cast the voter's Ballot Card.
- **Brother Printer:** A single printer located at the Resolution Table; prints open polls labels, check-in forms, and close polls labels from the ePollbooks.
- **Check-In Table:** Station where Poll Workers locate voter registration records, check voters in, process paperwork, and issue voters their specific Ballot Cards.
- **CRS:** Central Receiving Station; where election materials are returned by the Election Judge on Election Night.
- **Deputy:** Manages the set-up (AM), operation, and closing (PM) of the polling site throughout the Early Voting period with the assistance of the Alternate Deputy. PM Deputy returns election materials to EV Closeout on the last day of EV.
- **ED:** Election Day
- **EDR:** Effective Date of Registration; deadline by which a voter must register to participate in an election.
- **Electioneering:** The act of promoting a particular candidate or issue to influence voters.
- **EPB:** ePollbook; electronic voter registration database used to look up voters' records at a polling location and check them in.
- **ESC:** Election Supply Carrier; large blue storage box containing election supplies.
- **EV:** Early Voting
- **EV Closeout:** Where election materials are returned by the PM Deputy at the end of the night on the last day of Early Voting.
- **ExpressVote Printer:** One for each ePollbook; prints Ballot Cards for voters during check-in.
- **Forms Box:** Black box that contains all forms that will be used in the polling location.

- **Judge:** Manages the polling site set-up, operation, and close down on Election Day with the assistance of the Alternate Judge. Returns election materials to Central Receiving Station at the end of the day.
- **MiFi:** Wireless device that allows communication between check-in equipment.
- **Political Subdivision:** A governing district, such as City of Austin, Travis County, Lakeside MUD, Manor ISD, etc.
- **Poll Watcher:** A person appointed by an eligible entity that may be present in the polling place to observe all conduct of election officials.
- **Precinct:** A geographical division of the county that determines what jurisdictions and political subdivisions a voter lives in.
- **Provisional Vote:** A circumstance where the voter's Ballot Card will be kept in a separate, secure ballot container until the details surrounding their situation are reviewed by a Ballot Board to be accepted or rejected.
- **Resolution Table:** Station where Early Voting Deputies or Election Day Judges oversee the check-in of voters that require specific paperwork or in-depth research to process.
- **RID:** Reasonable Impediment Declaration; form used when checking in a voter that does not possess a List A ID and presents a List B document.
- **Sample Ballot:** A ballot that shows ALL the races that are taking place in an election.
- **SOR:** Statement of Residence; form used when checking in a voter whose registration residence address does not match their current residence address or who has a Suspense flag on their record.
- **SOS:** Secretary of State; the department of the State of Texas that oversees all election activities.
- **Split Precinct:** A precinct that is only partially included in a political subdivision; for example: part of the precinct is in the City of Austin, and part of the precinct is in the City of Sunset Valley.
- **Suspense Voter:** Voter who must verify their residence address by completing a Statement of Residence prior to voting.
- **Vote Centers:** Vote Centers are polling locations that can process any voter regardless of their registered precinct. All Travis County polling locations are Vote Centers. Registered Travis County voters can vote at any Travis County polling location during Early Voting and on Election Day.
- **VRC #:** Voter Registration Certificate Number; the number assigned to each voter registered in Travis County.
- **VUID #:** Voter Unique Identification Number; 10-digit number assigned to each voter in the statewide voter registration database.
- **Writ of Election:** Document sent by mail and/or email to Election Day Judges with important information such as polling location, site contact, and supply pickup time.

Daily Balancing Envelope

Where to Find It:
Envelopes folder in the black Forms Box

When to Use It:
During Early Voting, when you open and close the polls, throughout the day to file paperwork, and at the end of the day to record your daily totals.

Form Instructions:
In the morning:
1. Write your location name in the "Location" blank.
2. Write today's date in the "Date" blank.
3. Before processing any voters, write down the Public Count (from the Ballot Scanner screen) in the "Beginning Public Count" blank.
4. AM Deputy signs signature line at bottom left.

At the end of the day:
1. Record the ending Public Count from the Ballot Scanner screen.

From the ePollbook Check-in Totals:
1. Record the number of Regular Ballots.
2. Record the number of Provisional Ballots.
3. Record the number of Spoiled Ballots.
4. Record the number of leftover Ballot Cards. (Leftover Ballot Cards are all the unused Ballot Cards in your Polling Place, including unopened packs.)
5. Sign on the "PM Deputy Signature" line.
6. Place all Ballot Scanner and ePollbook reports, Statements of Residence, RIDs, and Standard Affidavits in the Daily Balancing Envelope.

📁 Place it in the blue Paperwork Transfer Bag and turn it in to the Law Enforcement Officer who picks up the blue Ballot Bin.

Notes:
This form is only used during Early Voting (both AM & PM shifts). It must be completed daily.

✏️ **This form requires the Deputies' signatures.**

Election Day Envelopes

Envelope:	Yellow Envelope #2	Pink Envelope #3	Grey Envelope #4
Description:	Yellow 9"x15" Envelope	Pink 9"x15" Envelope	Grey 9"x15" Envelope
Where to Find It:	Envelopes folder of the black Forms Box		
When to Use It:	To store: • RIDs • Standard Affidavits • Worker Oaths • Oath of Assistance • Notice of Total # of Voters Who Have Voted	To store: • Judge's copy of Worker timesheets • Results Report • Pink copy of Ballot and Seal Certificate • Extra Provisional List labels	To store: • SORs
Envelope Instructions:	Complete the location and date information at the top left of the envelope. Sign if required.		
Where to File:	Return to CRS in the clear Envelope Return Bag on Election Night.	Judge retains this envelope for their records for 22 months.	Return to CRS in the clear Envelope Return Bag on Election night.

Return Bags

Return Bag:	Blue Paperwork Transfer Bag (EV Only)	Clear Envelope Return Bag	Green Results Bag	Purple Ballot Bag (ED Only)
Description:	Large blue canvas zippered bag.	Large clear plastic zippered bag. Locked for Early Voting.	Small green canvas zippered bag.	Large purple canvas zippered bag with lock.
Where to Find It:	Delivered to the PM crew prior to close polls.	On the last night of Early Voting, this is delivered to the PM Deputy. For Election Day, Judges receive this at Supply Pickup.	On the last night of Early Voting, this is delivered to the PM Deputy. For Election Day, Judges receive this at Supply Pick Up.	Delivered on Election Day ONLY in the Blue Ballot Bin.
When to Use It:	To transfer custody of all live materials on each night of Early Voting except the last.	To securely transport live materials to EV Closeout on the last night of Early Voting and to CRS on Election Night.	To securely transport results media and reports to EV Closeout on the last night of Early Voting and to CRS on Election Night.	To securely transport unused, spoiled and surrendered ballots to CRS on Election Night.
Instructions:	See page 69 for what to include in the blue Paperwork Transfer Bag each night.	See page 73 for what to include in the clear Return Bag on the last night of Early Voting. See page 82 for what to include in the clear Return Bag on Election Night.	For Early Voting, refer to Closing Polls on page 72 for what to include in the green Results Bag on the last night of Early Voting. For Election Day, refer to Open Polls on page 24 and Closing Polls on page 79 for what to include in the green Results Bag on Election Night.	For Election Day, refer to page 82 for what to include in the purple Ballot Bag on Election Night.
Where to File:	Transfer custody to the Law Enforcement Officer.	Deputies return this bag to EV Closeout on the last night of Early Voting. Judges return this bag to CRS on Election Night.	Deputies return this bag to EV Closeout on the last night of Early Voting. Judges return this bag to CRS on Election Night.	Judges return this bag to CRS on Election Night.

Call Center (512) 854-4783

Notice of Total Number of Voters Who Have Voted

Where to Find It: Postings folder in the black Forms Box
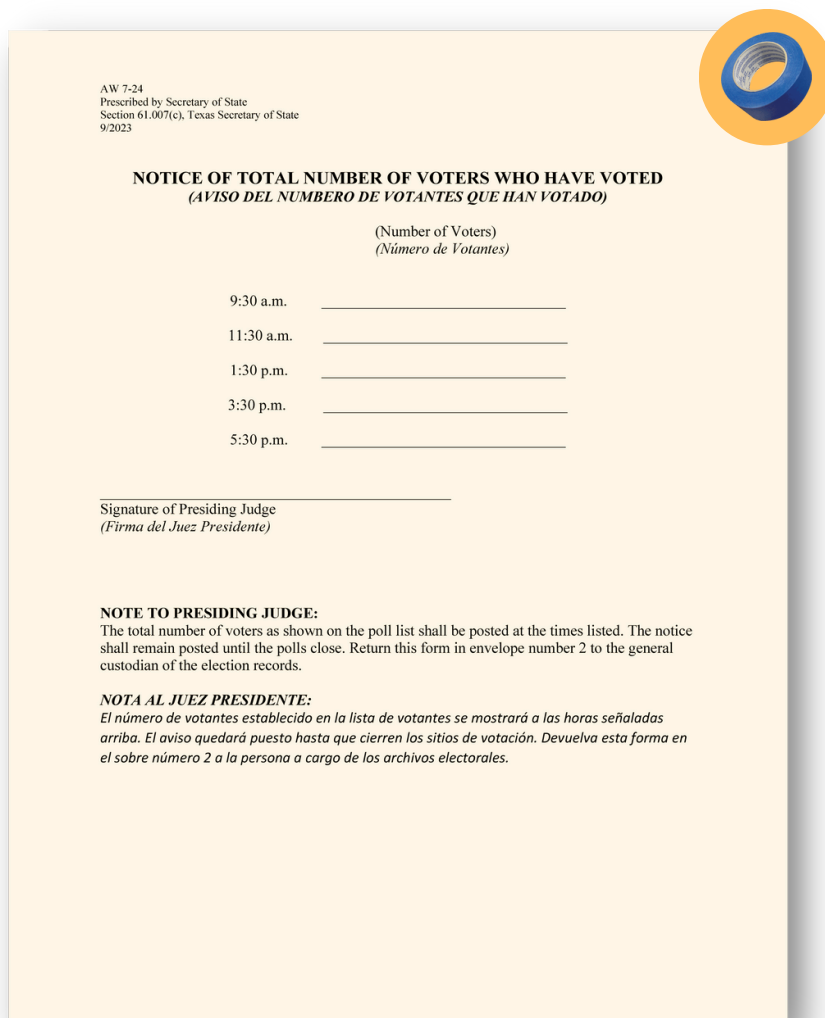
When to Use It:
This form should be posted on the outside door that voters use to enter the polling place.

Election Day Only:
At the designated times (9:30 a.m., 11:30 a.m., 1:30 p.m., 3:30 p.m., and 5:30 p.m.), touch the menu button in the upper right corner of the ePollbook. Touch **CHECK-IN TOTALS**. Record the TOTAL number on the corresponding line under Number of Voters.

At the end of Election Day:
Retrieve the form from its posted location. On Election Day, the Judge must sign the form.

On Election Night, file this form in Yellow Envelope #2.

This form requires the Judge's signature.

Poll Watcher Envelope & Roster

Where to Find It:
Poll Watcher folder in the black Forms Box.

When to Use It:
Use this envelope when a Poll Watcher arrives for service. Add the Poll Watcher to the roster the first time they arrive for service, and file/retain all Poll Watcher paperwork in this envelope.

Instructions are located on the back of the Poll Watcher Envelope.

File Poll Watcher paperwork in this envelope; retain in the Poll Watcher folder of the Forms Box. On the last night of Early Voting and Election Night, return in the Clear Envelope Return Bag.

Front of envelope

Back of envelope

Standard Affidavit

Where to Find It:
Forms folder in black Forms Box

When to Use It:
To document anything irregular in the polling location. This form can also be used as a stand-in for any other form in the polling location.

Form Instructions:
Write your name on the line after "I." Describe the situation that you are documenting. Sign and write the date on the line that says "Signature of Presiding Election Official and Date." If the situation is in regard to a voter, or the voter is writing the Standard Affidavit, they will sign and write the date on the line that says "Signature of Voter and Date."

Where it says "Pct. No," write the name of the polling location. Write the type of election in the designated space.

- If the Standard Affidavit is being used as documentation regarding a Provisional Ballot, attach it to the outside of the Provisional Envelope.
- During Early Voting, file the Standard Affidavit in the Daily Balancing Envelope.
- On Election Day, file the Standard Affidavit in Yellow Envelope #2.
  - If the Standard Affidavit is being used as documentation regarding your Register of Official Ballots/Ballot and Seal Certificate, file it in the Green Results Bag.

Standard Affidavit

I _____ *Name of person filling out form* _____ ,

Solemnly swear that _____
_____
_____
_____
_____
_____

X *Name*   *01/01/2024*
Signature of Voter and Date

X _____
Signature of Presiding Election Official and Date
Sworn and subscribed to before me on the date indicated above.
Authority Conducting Election: Travis County, State of Texas.

Pct. No. *(No. de Pct.)*
Polling location

Type of Election *(Tipo de Elección)*
Election type

Register of Official Ballots/Ballot and Seal Certificate

Use the Register of Official Ballots/Ballot and Seal Certificate when closing polls on Election Night. You will need this form to record numbers from the Ballot Scanner, ePollbook, Spoiled Ballot Envelope, Emergency Ballot Transmittal Form, and when you count the unused, blank Ballot Cards. You may use a smartphone or the Travis County cell phone for a calculator.

> ❗ **This is the MOST IMPORTANT form used on Election Night.**

Header	Election Title and Location Name are prefilled. Record the date and Ballot Scanner Serial Number from the Configuration Report.
Line A	Initial Ballots Issued (prefilled) + Supplemental Ballots Received (if any) = Total (A)
Line B	Record the public count from the Ballot Scanner screen or the Voting Results Report.
Line C	Record the number of Emergency Ballots secured in the Emergency Ballot Bag.
Line D	Record the number of Provisional Ballots from List of Provisional Voters.
Line E	Record the following: Spoiled Ballots **+** Abandoned Ballots **+** Unused, <u>Signed</u> Ballots **=** Total (E)
Line F	Record unused, <u>unsigned</u> ballots: Unsigned, open ballots **+** (# of unopened packages **x** # ballots per package) **=** Total *EXAMPLE:* *12* *+ (* *6* *x* *100* *) =* *612*
Line G	Number of Ballots **accounted** for: Box: B **+** C **+** D **+** E **+** F **=** Total (G)
Line H	Number of Ballots **unaccounted** for: Box: A **-** G **=** Total (H)
Line I	Total number of check-ins from the Check-In Totals Report including provisionals.
Line J	Number of Ballots in the blue Ballot Bin: (Should be within ±4 of line B) Box: I **-** H **-** D **-** C **=** Total (J)

> 📁 1. File the white copy in the green Results Bag.
> 2. File the yellow copy in the purple Ballot Bag.
> 3. File the pink copy in the Judge's pink Envelope #3.

REGISTER OF OFFICIAL BALLOTS/
BALLOT AND SEAL CERTIFICATE

Election Title: _____*Pre-filled in*_____ Location Name:_____*Pre-filled in*_____

Date:_*Nov. 8, 2050*_ Ballot Scanner Identification Number(s): _____*From voting results report*_____

INSTRUCTIONS: This is the most important form completed by the ELECTION JUDGE! *(Should be the same)*
Please fill in each of the lines below and sign the form. Direct each clerk and up to two poll watchers (if present) to sign the form. File each copy of this form in the appropriate locations as directed below.

A. Number of Blank Ballots Received	*Initial Ballots Issued* *Pre-filled in* ⊕	*Supplemental Ballots Received* *Extra Ballots, if brought to you* ⊖	**A Total** *Record total here*

When finished with Ballot Scanner sections, return to page 75.

B. Public Count of voted Ballots from Ballot Scanner Results Tape	*Public Count from Ballot Scanner* *From Scanner*
C. Number of Emergency Ballots secured in Emergency Ballot Bag	*Recorded on Ballot Transmittal Form* *From Ballot Transmittal Form, if Emergency Compartment was used.*
D. Number of voted Provisional Ballots	*Number of Provisional Ballots* *From List of Provisional Voters*

E. Number of Spoiled Ballots + Number of Abandoned Ballots + Unused Blank Ballots signed by the Election Judge	*Number of Spoiled Ballots* *Spoiled Ballots* ⊕	*Number of Abandoned Ballots* *Abandoned Ballots* ⊕	*Number of Unused Ballots, **Signed*** *Signed Ballots* ⊖	**E Total** *Record total here*
F. Number of Unused Unsigned Ballots	*Number of Unused Ballots, **Unsigned*** *Unsigned ballots from open package* + *(#of unopened packages x #of ballots per package)*			

G. Total number of Ballots accounted for (Add Lines B + C + D + E + F) *Record numbers from each box*	*Number from Box B* *B* ⊕	*Number from Box C* *C* ⊕	*Number from Box D* *D* ⊕	*Number from Box E* *E* ⊕	*Number from Box F* *F* ⊖	**G Total** *Record total here*

H. Total number of Ballots unaccounted for (Line A minus Line G)	*Number from Box A* *A* ⊖	*Number from Box G* *G* ⊖	**H Total** *Record total here*
Record numbers from each box			

I. Total number of names on the Poll List or Combination Forms or ePollbook	*Total Check-ins (Regular + Provisional Check-ins)* *Total Check-Ins from EPB (Regular + Provisional)*

J. Number of Ballots in the Blue Ballot Bin (Line I minus Line H minus Line D minus Line C)	*Number from Box I* *I* ⊖	*Number from Box H* *H* ⊖	*Number from Box D* *D* ⊖	*Number from Box C* *C* ⊖	**J Total** *Record total here*
Record numbers from each box					

* If there is a difference of 4 or more between line J and line B, the ballots are to be transferred to Central Counting Station to be counted.

2 seals on Blue Ballot Bin -
Record the serial numbers of the seals used on the Blue Ballot Bin: _*from PM Seal Assignment Envelope*_ _____

AFFIDAVIT
We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case(s) to be transferred to the central counting station.

WITNESS MY HAND this _____*DAY*_____ day of _____*MONTH*_____ 20_*##*_

Presiding Judge:_____*MUST SIGN*_____ Clerk: _____*Sign if present*_____

Alternate Judge:_____*MUST SIGN*_____ Clerk: _____

Poll Watcher (if present): _____*Sign if present*_____ Clerk: _____

Poll Watcher (if present): _____ Clerk: _____

Green Results Bag   *Purple Ballot Bag*   *Envelope #3*

White copy (Green Results Bag), Yellow copy (Purple Ballot Bag), Pink copy (Pink Envelope #3)

When finished, return to page 78 for the rest of the Closing Polls on Election Day procedures.

Seal Assignment Envelope

Where to Find It:
Stored in the ESC with the BMD cases on the top shelf. If you cannot locate it, remove the BMD cases and check to see if it fell to the lower shelf.

When to Use It:
During Early Voting, when you open and close the polls to verify the seals used to secure the election equipment.

Form Instructions:
Early Voting AM Shift/Election Day Morning Only:
1. During open polls, retrieve the current Seal Assignment Envelope/AM Seal Assignment Envelope from the ESC.
2. Both the Deputy/Judge and the Alternate Deputy/Judge must verify that the numbers on the seals securing the equipment match the numbers on the first Seal Assignment Envelope.
3. Both the Deputy/Judge and Alternate Deputy/Judge must initial, verifying that the numbers match.
4. Place the broken seals inside the Seals Assignment Envelope.
5. The AM Deputy/Judge must sign the form.

Early Voting PM Shift/Election Day Evening Only:
1. After the last voter in line at 7pm has voted, retrieve an unused Seal Assignment Envelope/PM Seal Assignment Envelope from the ESC.
2. Both the Deputy/Judge and Alternate Deputy/Judge must verify that the numbers on the unused seals inside the envelope match the numbers printed on the Seal Assignment Envelope.
3. Both the Deputy/Judge and Alternate Deputy/Judge must initial, verifying that the numbers match.
4. Use the corresponding seals to seal the election equipment.
5. The PM Deputy/Judge must sign the form.

During Early Voting, file this completed form in the blue Paperwork Transfer bag each night of Early Voting and in the clear Envelope Return bag on the last night of Early Voting and on Election Night.

Early Voting PM Deputies: File the new, incomplete seal assignment envelope in the front of the black Forms Box where the AM Deputy can easily locate it.

This form requires the Judge/Deputy's signature.

Call Center (512) 854-4783

This form is different for Early Voting and Election Day. During Early Voting (both AM and PM shifts) this form must be completed daily.

Early Voting

Early Voting Daily Seals G19 **EV (1) ACC Highland Lower Level Atrium**

Location Code: 1

PM DEPUTY: *Verify the Seal Numbers below match the seals provided in the envelope as you seal each piece of equipment after closing polls each night. By signature herein, I verify that the Seal Numbers listed below are correct and that the equipment has been securely sealed.*

PM Deputy Sign here_____ Date_____

AM DEPUTY: *Verify that you are breaking the Seal Numbers listed below as you open each piece of equipment prior to opening polls in the morning. By signature herein, I verify that the Seal Numbers listed below are correct and that all equipment was securely sealed upon inspection prior to opening polls.*

AM Deputy Sign here_____ Date_____

Clamshell Seal Number:	PM Deputy Initials	PM Alt Deputy Initials	AM Deputy Initials	AM Alt Deputy Initials
xxxxxxxx				

Emergency Compartment Seal Number:	PM Deputy Initials	PM Alt Deputy Initials	AM Deputy Initials	AM Alt Deputy Initials
xxxxxxxx				

Main Compartment Seal Number:	PM Deputy Initials	PM Alt Deputy Initials	AM Deputy Initials	AM Alt Deputy Initials
xxxxxxxx				

Blue Ballot Bin Seals (2):	PM Deputy Initials	PM Alt Deputy Initials		
xxxxxxxx				
xxxxxxxx				

Place all broken seals back in the envelope and AM Deputy to return completed envel[...] Paperwork Transfer Bag.

Contact the Call Center (512-854-4783 Opt.1) if any seals don't match what is listed on[...]

Election Day

Election Day PM Seals L23 **ED (ED1) ACC Elgin**

Location Code:ED1

ELECTION JUDGE: *Verify the Seal Numbers below match the seals provided in the envelope as you seal each piece of equipment after closing polls on Election Day.*

By signature herein, I verify that all Seal Numbers listed below are correct and that all equipment has been securely sealed.

Sign here_____ Date_____

Clamshell Seal Number	Judge Initials	Alt Judge Initials
xxxxxxxxx		

Emergency Compartment Seal Number:	Judge Initials	Alt Judge Initials
xxxxxxxxx		

Main Compartment Seal Number:	Judge Initials	Alt Judge Initials
xxxxxxxxx		

Blue Ballot Bin Seals (Seal both sides):	Judge Initials	Alt Judge Initials
xxxxxxxxx		
xxxxxxxxx		

Return completed envelope in the Clear Envelope Return Bag.
Contact the Call Center (512-854-4783 Opt.1) if any seals don't match what is listed on this envelope.

Timesheet

Where to Find It:
Admin folder in black Forms Box

When to Use It:
To record time worked each day at the end of your shift.

Form Instructions:
Early Voting:
1. At the end of your first shift, fill out the personal information on a blank timesheet from the Forms Box.
   a. All other days of Early Voting, continue to use your specific timesheet stored in the clear Timesheet Envelope in the Forms Box.
2. At the end of each shift, when a Poll Worker clocks out on the ePollbook, two timesheet labels print from the Brother printer.
   a. Place one of these labels on the worker's timesheet.
   b. The second label is a copy for the worker's records.
3. Retain the completed timesheet in the clear Timesheet Envelope in the Forms Box until the last day of the pay period or the last day of Early Voting.

Election Day:
1. During closing polls, before shutting down the ePollbooks, fill out the personal information on a blank triplicate timesheet from the Forms Box. Leave the social security number section blank for now.
2. When a Poll Worker clocks out on the ePollbook, three labels print from the Brother printer.
3. Place one of these labels on each of the triplicate copies of the timesheet:
   a. one on the white copy,
   b. one on the yellow copy, and
   c. one on the pink copy.
4. Separate the three copies of the timesheet.
5. Record your social security number on **the white copy only**.

File the white copy in the clear Timesheet Envelope. On Election Day, the Poll Worker retains the yellow copy for their records. File the pink copy in the Pink Judge's Envelope #3 for the Judge's records.

This form requires the Judge/Deputy's signature.

This form is different for Early Voting and Election Day. During Early Voting (both AM and PM shifts) this form must be completed daily.

Early Voting

Election Day

ESC Seal Tracking

Where to Find It:
Inside ESC door window

When to Use It:
When breaking the ESC door seal during site setup, open polls, and close polls each day of Early Voting and on Election Day.

Form Instructions:
In the morning:
The Poll Worker initials, verifying that the number on the seal broken to open the ESC matches the number recorded on the Seal Tracking sheet. Place the broken seal in the Seal Assignment Envelope.

At the end of the day:
The Poll Worker records the number of the seal used to seal the ESC during close polls.

This form should remain in the ESC door window.

Notes:
This form is used during Early Voting (both AM & PM shifts) and on Election Day. It must be completed daily.

This form requires initials.

January 25, 2022
City of Austin Special Election
ESC SEAL TRACKING
_____ (EARLY VOTING)

SEAL NUMBER: _____   SETUP VERIFY: _____
SETUP SEAL: _____   SETUP VERIFY: _____

DATE	PM SEAL	PM VERIFY
01/10/2022		
01/11/2022		
01/12/2022		
01/13/2022		
01/14/2022		
01/15/2022		
01/16/2022		
01/17/2022		
01/18/2022		
01/19/2022		
01/20/2022		
01/21/2022		

January 25, 2022
City of Austin Special Election
ESC SEAL TRACKING

PCT. _____
SEAL NUMBER: _____   VERIFY: _____
SEAL NUMBER: _____   VERIFY: _____
(Extra Seal)
CLOSING SEAL: _____   VERIFY: _____

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