Poll Worker

Training Manual

October 2025

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 Elections, 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

Important Contact Information

Travis County Elections Division Office	Travis County Voter Registration Office
5501 Airport Blvd Austin, TX 78751	2433 Ridgepoint Drive Austin, TX 78754

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

Surrounding Counties Information:
Bastrop: 804 Pecan St. Bastrop, TX 78602 512-581-7160
Caldwell: 1403 Blackjack St. Ste A Lockhart, TX 78644 512-668-4347
Hays: 120 Stagecoach Trl. San Marcos, TX 78666......................... 512-393-7310
Williamson: 301 SE Inner Loop Suite 104, Georgetown, TX 78626 512-943-1630

Training Email: TCCTrainingAdmin@traviscountytx.gov
Elections Website: https://votetravis.gov
Voter Registration Website: https://tax-office.traviscountytx.gov/voters
Secretary of State Website: https://www.sos.state.tx.us/index.shtml

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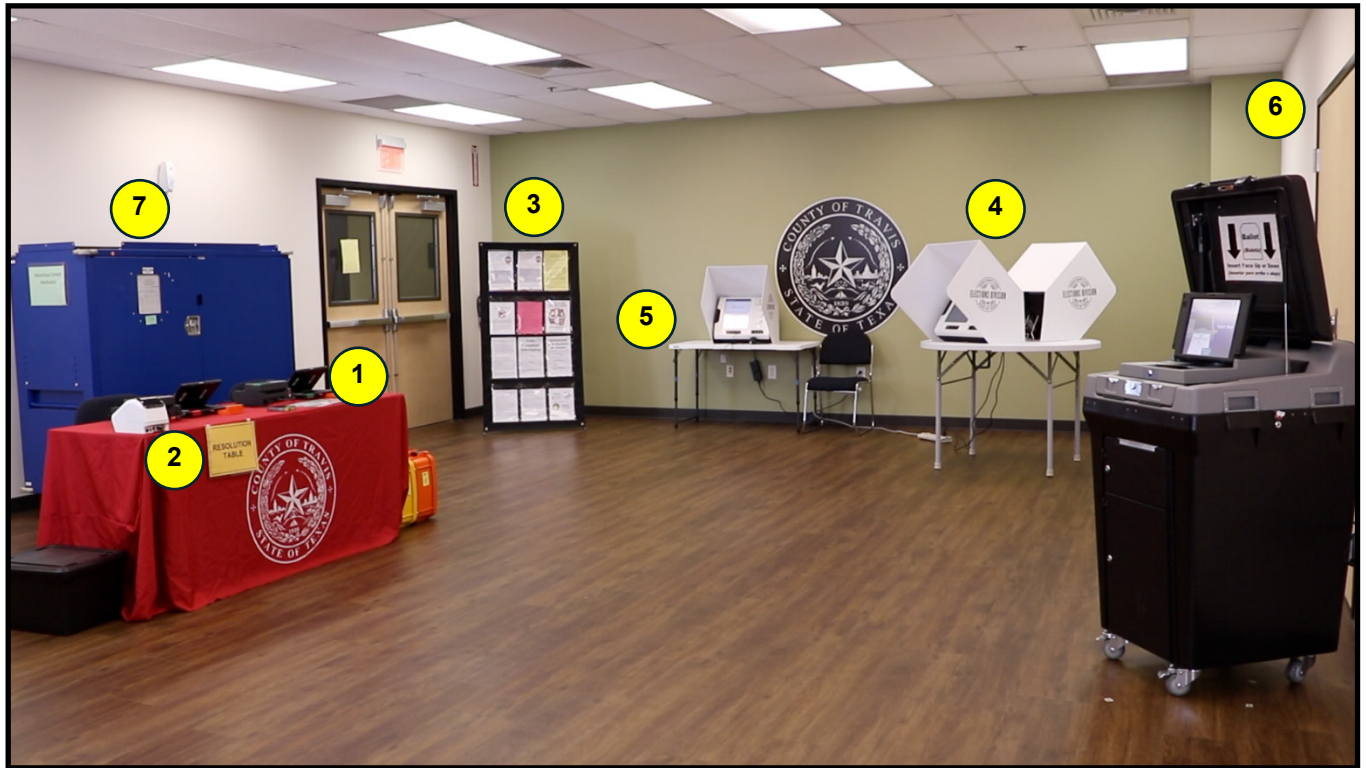
1. Check-in Table	5. ADA compliant BMD
2. Resolution Table	6. Ballot Scanner
3. Postings Kiosk	7. Election Supply Carriers (ESC)
4. Ballot Marking Devices (BMDs)	

Polling Place Keys

1. Security Keys (Provided in a black mesh bag)

   ☐ Gold Key – Unlocks the cable lock that secures the ballot scanner to the ESC.

   ☐ "E" Key – Unlocks ESC.

   ☐ "Small" Silver Key – Unlocks black padlock.

2. Equipment Keys (In the clear plastic pouch inside the door of the ESC, see page 2)

   ☐ Silver "J" Key – Unlocks compartments on scanner.

   ☐ Barrel Key – Unlocks BMD and Scanner.

Election Supply Carrier (ESC)

The following items should be in your ESC when first opening it at your site:

1. Large "Vote Aqui Here" signs
2. Small "Vote Aqui Here" signs*
3. Curbside A-frame sign*
4. BMD Privacy Shields (in blue carton)**
5. Electrical Supply Box
6. Curbside Cart
7. Postings Kiosk*
8. ADA Table
9. Umbrella*
10. Ballot Marking Devices (BMD)
11. Headphones (for use w/ BMD)*
12. Seals Assignment Envelope*
13. Forms Box
    a. Supply Bag
    b. Orange Provisional Bag
    c. Red Emergency Bag (EV only)
14. PPE Kit
15. Trash Can*
16. Round Tables & leg extenders**
17. Orange "Traffic" cones**
18. Content List
19. ESC Tracking Seals
20. Equipment Keys

* Behind items shown in photo.

**Items on top of ESC.

Call Center 512-854-4783

Site Compliance Packet

You will find exact instructions on how to set up your polling location in the Site Compliance Packet (1). When these instructions are not followed, you risk breaking election law.

- ☐ [a] For Early Voting, you will receive a green packet at Site Setup.
- ☐ [b] For Election Day, you will receive a yellow packet at Supply Pick Up.
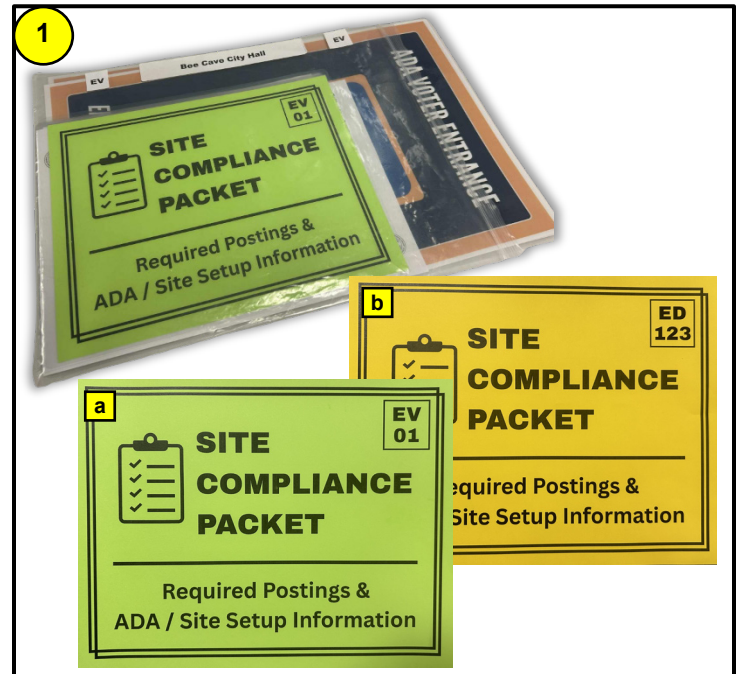
When you first open the **Site Compliance Packet** look for the following items:

- ☐ (2) **Compliance Packet Contents** list. This sheet will have a list of all the items that will be found in your site-specific package.
  - General Building Information
  - Compliance Packet Contents
  - Facility Rules (when required)
  - ADA Remediation Checklist
  - Set-up Guideline Diagram
  - Set-up Guideline Photos
  - Postings and Signs Checklist w/ instructions
  - Sign Placement Map
  - Line management map
  - Electioneering Boundary Map(s) with 100' electioneering boundary map & 1000' amplified electioneering boundry map
  - EV Permanent Posting
  - 4-Nearest Posting
  - Specialty Signs when needed
  - Universal Signs: Entrance/Exit

Austin Energy Headquarters

COMPLIANCE PACKET CONTENTS

General Building Information
Compliance Packet Contents
Facility Rules (when required by site)
ADA Remediation Checklist
Setup Guidelines – VISIO Diagram
Setup Guidelines – Interior and Exterior Photos
Postings and Signs Checklist with Instructions
Sign Placement Map
Line Management Map (when needed)
Electioneering Boundary Map(s) - 100' (electioneering) / 1000' (amplified)
Early Voting Permanent Posting (legal)
4-Nearest Posting (legal)
Universal Signs: Entrance/Exit
Specialty Signs
Write-In Candidates (when needed)
EDAY Facility Key (when needed)
Other

☐ **(3)** *General Building Information* sheet. Review the following information on this sheet:

- ▪ **[a]** Basic information including the building's address, the voting room, and who the site contact will be.
- ▪ **[b]** General guidelines about the building and use of the space during voting.
- ▪ **[c]** Information about where Poll Workers should park and well as what areas will be used for voter parking.
- ▪ **[d]** Information about accessing the facility before voting begins and locking up the facility after voting ends.

☐ **(4)** *Postings & Signs Checklist*. This checklist provides detailed information on where to place the legally required signs and postings provided in the site set-up packet.

☐ **(5)** *Sign Placement Map.* Provides an overview map of where exterior signage should be placed[1]

    ☐ **[a]** Voter Entrances: Marks which entrance(s) voters should use.

    ☐ **[b]** Distance Markers: Where to place electioneering distance marks from the entrance. (See page 14 for more information.)

    ☐ **[c]** Sandwich Board: Where to place large "sandwich board" vote here signs.

    ☐ **[d]** Wire signs: Where to place the wire "Vote Aqui Here" signs that help guide voters to the voting site. Arrows on the map indicate the direction to point the arrows printed on the signs.

    ☐ **[e]** "Vote" flag

    ☐ ADA/Alternate entrance: Marks any placement of ADA related signs and related alternate entrances

    ☐ **[f]** Custom Signs: Marks placement of site-specific signs.

ACC ELGIN SIGN MAP

ELECTIONS DIVISION

☆	Polling Place	
	Vote Sandwich Board	c
	Vote Flag	e
	Wire Signs (4)	d
	Voter Entrances	a
	'Travis County Voters Only'	f

If you have questions about your Site call Drew at 512-854-7924 or Cinnamon at 512-854-1728.
If you have questions about ADA setup call Jackson at 512-854-9193 or Destini at 512-854-4859.
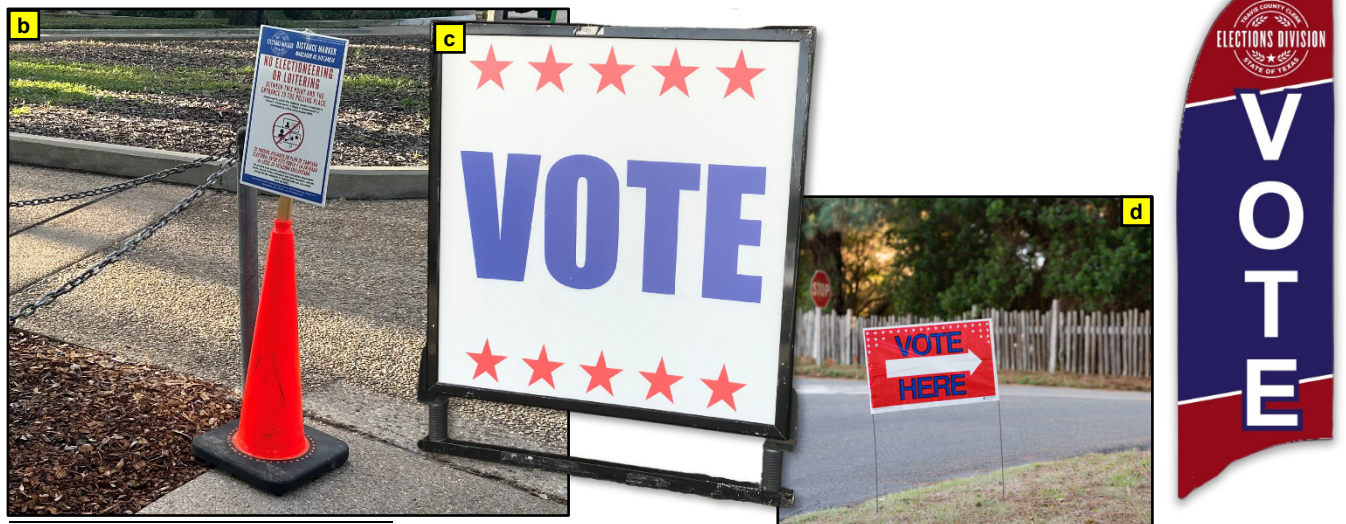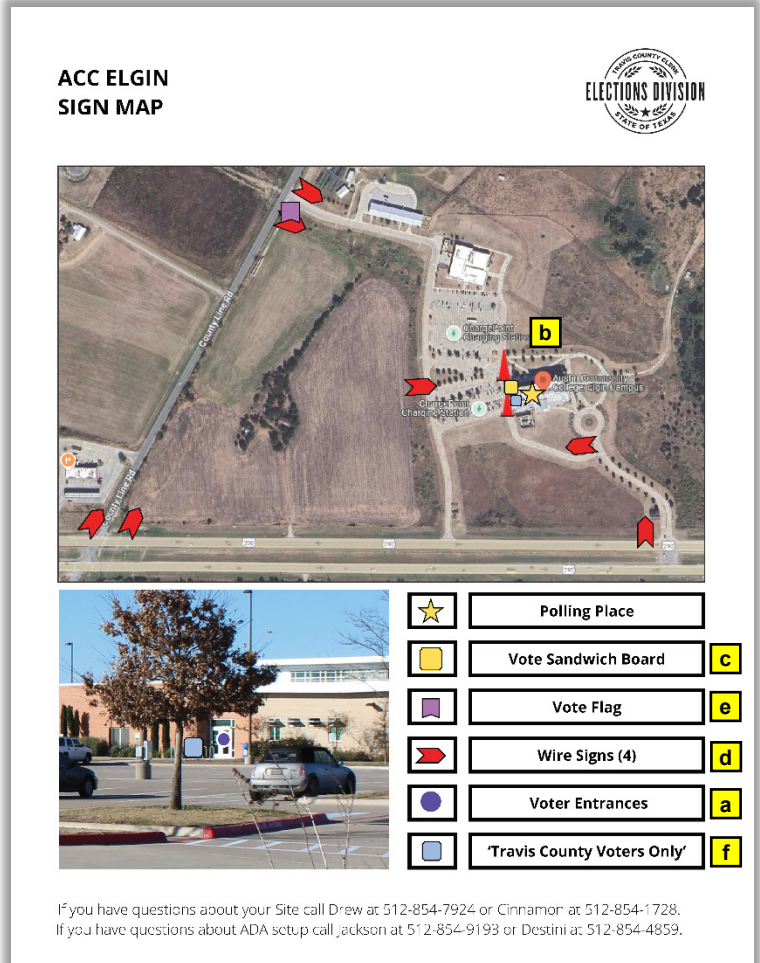
[1] Sign placement for Early Voting and Election Day may differ. Always refer to the site map for placement.

Legally Required Postings

These flyers must be posted in the designated areas of each polling location.

☐ **(6)** *EV Permanent Flyer*: This flyer designates the location as an Early Voting site and should be placed at an exterior entrance. The flyer should always be viewable by the public (including outside of voting hours).
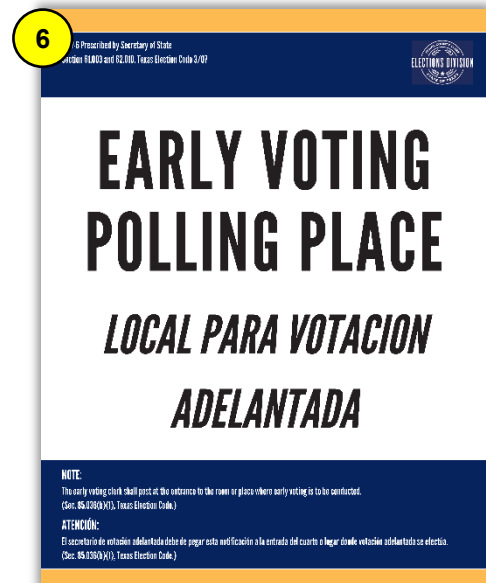
☐ **(7)** *4 Nearest Posting*: This flyer lists the four nearest polling locations, by driving distance, from the polling site. It should be posted at the entrance to the polling location and viewable by the public. Note: Polling sites change from Early Voting to Election Day. Be sure to use the Election Day postings for Election Day.
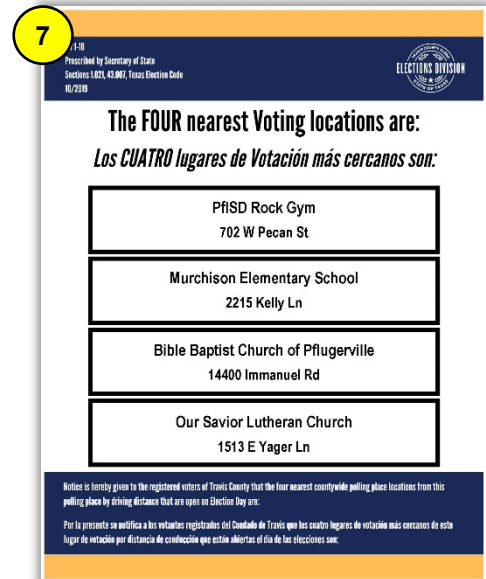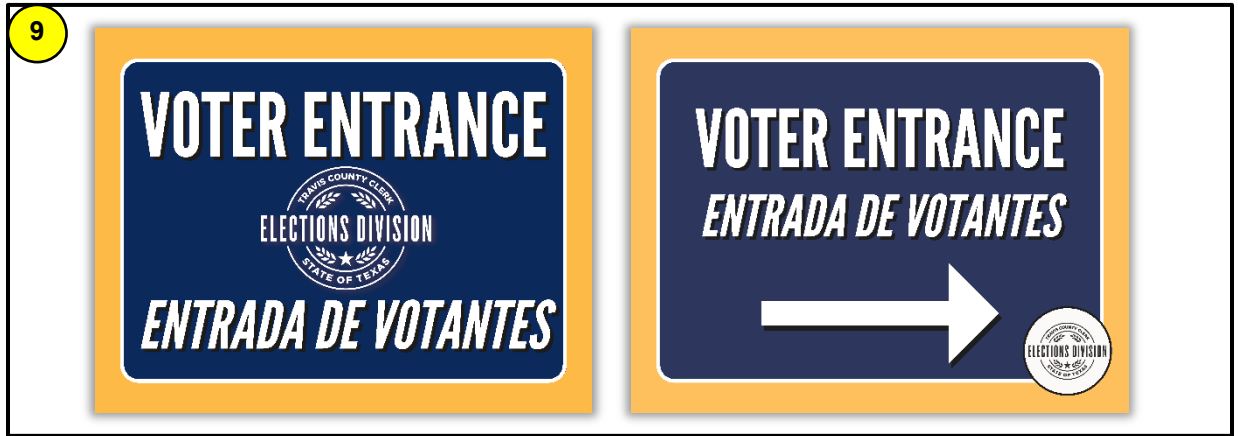

☐ **(8)** *Write-in Candidates*: If there are any declared write-in candidates, the list will be provided in your packet. These flyers should be taped on the inside of each BMD privacy shield.
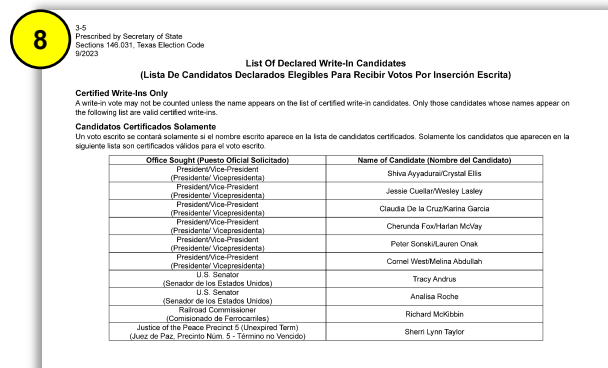
Additional Sign Assignments:

Voter Entrance & Exit:

☐ (9) Use these to mark the door voters should use to enter and exit the polling room.

9

VOTER ENTRANCE
TRAVIS COUNTY CLERK
ELECTIONS DIVISION
STATE OF TEXAS
ENTRADA DE VOTANTES

VOTER ENTRANCE
ENTRADA DE VOTANTES
→

☐ (10) Use these to mark where voters enter and exit the polling room/location.

10

VOTER EXIT
TRAVIS COUNTY CLERK
ELECTIONS DIVISION
STATE OF TEXAS
SALIDA DE VOTANTES

VOTER EXIT
SALIDA DE VOTANTES
←

Custom Interior Signs (Internal):

☐ (11) Some sites may receive specific signs to place inside the site.

11

VOTING IS IN THE LIBRARY
LA VOTACIÓN ES EN LA BIBLIOTECA
←

VOTING ON
2ND FLOOR
*VOTACIÓN EN
2DO PISO*

LINE HERE FOR
VOTING
←
*FILA AQUÍ PARA
VOTAR*

Forms Box

The Forms Box contains all necessary paperwork for the voting period. Each folder is labeled and color coded.

- ☐ **Postings**
- ☐ **Forms**
- ☐ **Provisional**
- ☐ **Envelopes**
- ☐ **Administration**
- ☐ **Poll Watcher**

A supply checklist of items in the forms box and ESC is provided on the underside of the lid of the forms box. If any contents are missing, notify the Call Center. The password for the equipment can be found at the bottom of the checklist.

Early Voting – Forms Box Content

Postings Folder	Forms Folder	Provisional Folder	Envelopes Folder	Admin Folder	Poll Watcher Folder
Postings Folder Checklist	Statement of Residence	Provisional Envelope	Daily Balancing Envelope	Generic Poll Worker Badges	Poll Watcher Badges
Notice of Voting Order Priority	Reasonable Impediment Declaration	List of Provisional Voters	Spoiled Ballot Envelope	Election Worker Assistance Sheet	Poll Watcher FAQ Sheet
Resolution Table Sign	Oath of Assistance and Interpreter	Notice to Provisional Voter	Register of Surrendered Ballots by Mail Envelope	Timesheets (blank)	SOS Poll Watcher Guide
Notice of Required Identification	Request to Cancel Application for Ballot by Mail	Notice to ID Deficient Provisional Voter	Curbside Secrecy Envelopes	Clear Timesheet Envelope (w/ coversheet)	Certificate of Appointment Guide
Acceptable ID Poster	Curbside Voter Statement			Constitutional Oath for Election Workers	Poll Watcher Envelope with Roster
Notice of Prohibition of Certain Devices	Standard Affidavits			Poll Worker Manual	
Notice of Debt Obligation	Curbside Transportation Roster				
Limited Ballot Cards	Registration Omission List				
	Combination Form				

Poll Worker Feedback Link

Scan this QR code to access the electronic version of our feedback form.

Password: Election Password

Call Center 512-854-4783

Early Voting Site Setup

Site setup is done prior to the first day of Early Voting at a prescheduled time. Use the following checklist when setting up your site:

☐ Meet with Voting Equipment Tech (VET) at scheduled day and time.

☐ Break the green seal and unlock and open the ESC.

☐ Compare the seal number to the number on the tracking sheet that is taped to the inside of the door of the ESC. (1)

☐ Initial the ESC Seal Tracking Form. (1)

☐ Remove the postings kiosk and set it up near the entrance to the voting room.

☐ If the site is lockable, set up the BMDs and ePollbooks but DO NOT POWER THEM ON.

    ☐ Remove ADA accessible table from ESC and set it up in a location where there is 5 feet of turning space in front.

    ☐ Set up a BMD on the ADA accessible table. This BMD and table must always be available.

☐ Check visible seals on the ballot scanner and make sure none are broken. (Document any broken seal numbers and contact the Call Center)

☐ Charge and turn on the provided cell phone.

☐ With the VET, remove the ballots and the *Register of Official Ballots for Early Voting at Branch Location* form (2) from the blue ballot bin in the bottom compartment of the ballot scanner. (The VET will unlock the red padlock)

☐ Verify the serial number range on the box of ballots (3) matches what is written on the *Register of Official Ballots for Early Voting at Branch Location* form.

☐ Store ballots and *Register of Official Ballots* in the ESC.

☐ With the VET, replace the blue ballot bin and make sure the flaps are open. (The VET will replace and lock the red padlock)

☐ Call and confirm the arrival time and meeting place with your poll workers.

☐ Report any concerns to the Call Center.

☐ Lock and Seal the ESC before leaving the site. Be sure to record the seal number on the *ESC Seal Tracking* (1) form inside the ESC.

Election Day Site Set-Up

The Judge will pick up supplies during Supply Pick-Up before Election Day. The Judge is responsible for contacting the site to arrange a time beforehand to set up the site. Details on supply pick-up and election site contacts are included in your Writ of Election.

☐ Charge and turn on the provided cell phone.

☐ With your provided security keys, unlock and open the ESC, breaking the green seal that is attached.

☐ Compare the seal number to the number on the *ESC Seal Tracking* sheet that is taped to the inside of the door of the ESC. (1)

☐ Remove the postings kiosk and set it up near the entrance to the voting room.

☐ If the site is lockable, set up the BMDs and ePollbooks but DO NOT POWER ON.

　　☐ Remove ADA accessible table from ESC and set up in a location where there is 5 feet of turning space in front of the table.

　　☐ Set up a BMD on ADA accessible table. This BMD and table must always be available.

☐ Remove the blue ballot bin from the scanner's main compartment. Inside should be:

　　☐ Box of ballots

　　☐ *Register of Official Ballots/Ballot and Seals Certificate* form (2)

　　☐ Purple Ballot Bag

☐ (3) Verify the serial number range printed on the box of ballots matches the numbers written on the *Register of Official Ballots/Ballot and Seals Certificate* form.

☐ Store ballots, *Register of Official Ballots,* and Purple Ballot Bag in ESC.

☐ Check the ADA checklist in your *Site Compliance Packet* and set up any indoor remediations.

☐ Call and confirm the arrival time and meeting place with your poll workers.

☐ Report any concerns to the Call Center.

☐ Lock and Seal the ESC before leaving the site. Be sure to record the seal number on the *ESC Seal Tracking* (1) form inside the ESC.

(1)

January 25,2022
City of Austin Special Election
ESC SEAL TRACKING

PCT. _____

SEAL NUMBER: _____ VERIFY: _____
SEAL NUMBER: _____ VERIFY: _____
(Extra Seal)
CLOSING SEAL: _____ VERIFY: _____

(2)

Prescribed by Secretary of State
Section 127.156, 65.013, Texas Election Code
9/2023

REGISTER OF OFFICIAL BALLOTS/
BALLOT AND SEAL CERTIFICATE

Election Title: _____ Location Name: _____
Date: _____ Ballot Scanner Identification Number(s): _____

INSTRUCTIONS: This is the most important form completed by the ELECTION JUDGE!
Please fill in each of the lines below and sign this 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 / Supplemental Ballots Received / A Total
B. Public Count of voted Ballots from Ballot Scanner Results Tape	Public Count from Ballot Scanner
C. Number of emergency Ballots secured in emergency ballot bag	Recorded on Ballot Transmittal Form
D. Number of voted Provisional Ballots	Number of Provisional Ballots
E. Number of Spoiled Ballots + Number of Abandoned Ballots + Unused Blank Ballots signed by the Election Judge	Number of Spoiled Ballots / Number of Abandoned Ballots / Number of Unused Ballots, Signed / E Total
F. Number of Unused Ballots	Number of Unused Ballots, Unsigned
G. Total number of Ballots counted for (Add Lines B + C + D + E + F)	Number from Box B / Box C / Box D / Number from Box F / G Total
H. Number of Ballots unaccounted for (Line A minus Line G) Include Supplemental Ballots issued, if applicable.)	Number from Box A / Number from Box G / H Total
I. Total number of names on the Poll List or Combination Forms or ePollbook.	Total Check-ins (Regular + Provisional Check-ins)
J. Number of Ballots in the transfer case (Line I minus Line H minus Line D)	Number from Box I / Number from Box H / Number from Box D / J Total

Record the serial number of the seal used on the transfer case : _____

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 of _____ 20_____

Presiding Judge: _____ Clerk: _____
Alternate Judge: _____ Clerk: _____
Poll Watcher (if present): _____ Clerk: _____
Poll Watcher (if present): _____ Clerk: _____

White copy (Envelope #1), Yellow copy (Unused Ballots), Pink copy (Election Judge)

(3)

Ballot Serial #: 108001 to 110000

ELECTIONS DIVISION

7-15
Approved by Secretary of State
Sections 65.013 and 81.002, Texas Election Code 9/2023

Register of Official Ballots for Early Voting at Branch Location

Election Title: _____ Location Name: _____

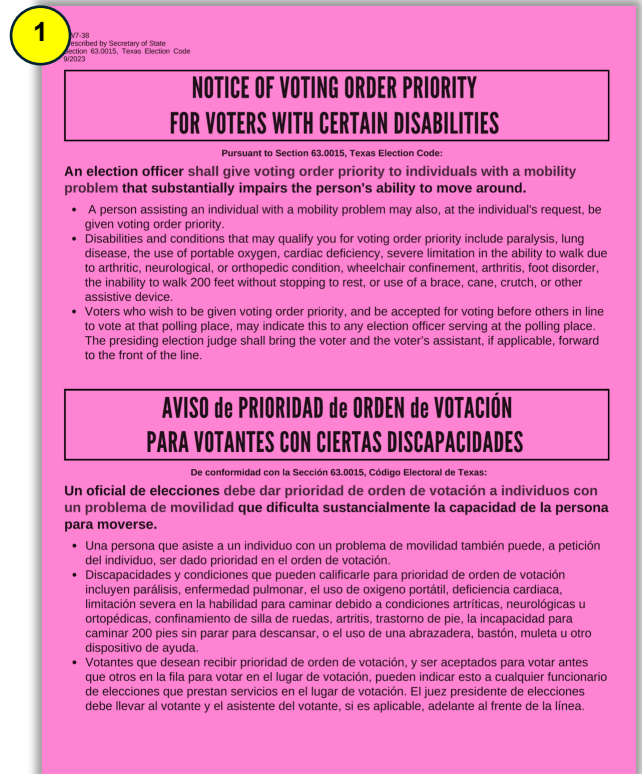| Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials

Signs and Postings

First Day of Early Voting/Election Day:

Signs and postings set up should be done simultaneously with ePollbooks, BMDs, and the Ballot Scanner. For a site to be operational, the Ballot Scanner, at least one ePollbook, and one BMD must be up and running at 7am.

☐ Break the seal on the ESC and use your security keys to unlock the ESC.
☐ Compare the seal number to the number on the *ESC Seal Tracking* sheet and initial.
☐ Place the broken seal in the clear pocket on the door.
☐ Any worker who has not completed the *Oath of Election* during training should do so at this time. Retrieve the *Oath of Election* forms from the Administration folder of your Forms Box and administer the oath.
  ☐ Early Voting: File the oath in the *Daily Balancing Envelope*
  ☐ Election Day: File the oath in the *Yellow Envelope 2*.

☐ Post required postings: Found in the Postings folder of the Forms Box and your *Site Compliance Packet* (see page 3).

☐ (1) *Notice of Voting Order Priority*: Placed at each exterior entrance to the voting site. This flyer can be given to a voter who is unable to stand in line and needs to be brought to the front of the voting line. Poll workers are required to offer voters who have ambulatory concerns the option to move to the front of the line, but a voter DOES NOT have to move to the front of the line if they prefer not to.

☐ (2) *Notice of Debt Obligation* (if applicable): This notice is in the Postings Kiosk.

☐ (3) *Notice of Prohibition of Certain Devices Within a Room in Which Voting is Taking Place:* Taped to the outside of each BMD Privacy Screen. This posting is found in the Postings folder of the Forms Box. This notice is also in the Postings Kiosk.

☐ (4) Place the **Notice of Prohibition of Wireless Communication Devices** sign 100 feet from the entrance into the voting room. This sign is attached to a stake and will be placed in an orange cone. Use the provided measuring wheel to determine the 100-foot distance. Voters within the area may not use wireless devices to record audio, video, or images.

☐ (5) **Notice of Total Number of Voters Who Have Voted**: (ELECTION DAY ONLY) Place this posting at the outside entrance of the polling place. The posting should be facing out so that it can be read without entering the building. Use the check-in totals from the ePollbook (both regular and provisional) to record the total number of voters. Totals should be recorded at the times listed on the sheet. At the end of Election Day, this should be filed in **Yellow Envelope 2**.[a]

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☐ **(6)** *Electioneering Distance Markers*: Using the measuring wheel **[a]**, place this sign in a radius of 100 feet **[b]** from the outside entrance of the voting location. You can also use the *Electioneering Boundaries* map in the *Site Compliance Packet* to determine where signs can be placed.
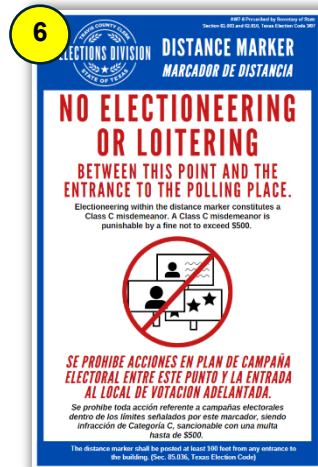
☐ **(7)** Postings Kiosk: Place at the entrance to the voting room. The kiosk is stored in the ESC.
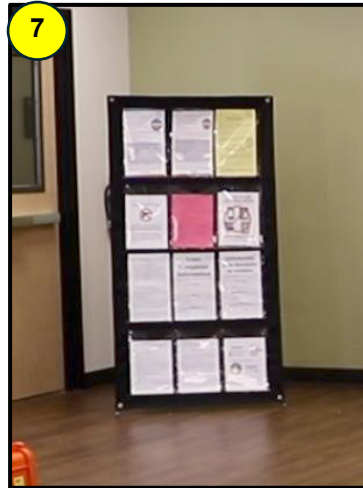
☐ **(8)** Sample Ballots: Place where voters have access prior to checking in. Laminated copies are in the Forms Box.

☐ **(9)** Large "Vote Aqui Here" signs: Place where they will be visible outside the polling location. Located in the ESC.
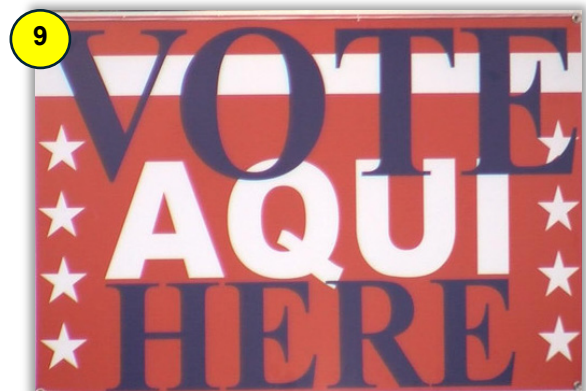
☐ Small "Vote Aqui Here" signs**:** Place outside the polling location to direct voters to the polling place entrance. See the map provided in the Site Compliance Packet[2] for the best placement of these signs.

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[2] See page 3 for information on the *Site Compliance Packet*.

☐ **(10)** ADA signage: If required, consult the ***ADA Remediation Checklist*** in the ***Site Compliance Packet*** for type of signage and placement.
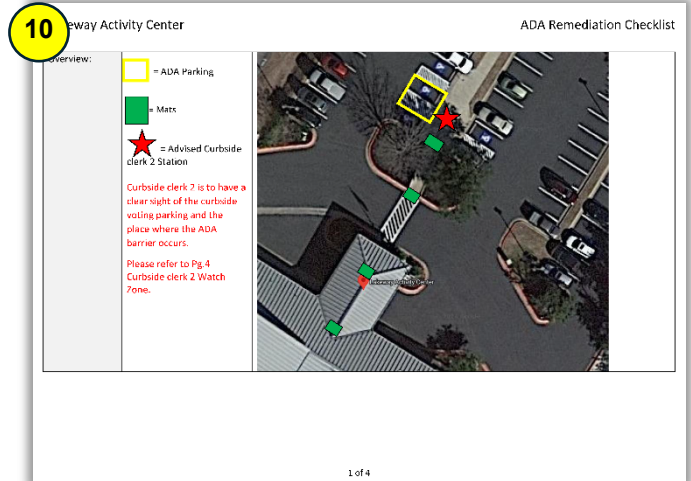
☐ **(11)** Curbside Setup: Refer to the ***ADA Remediation Checklist*** for site-specific instructions on where to setup curbside voting. (For more information on curbside voting, see page 109) Use the following provided materials:

    ☐ **[a]** Curbside Voting signs to designate curbside parking spaces.
    ☐ **[b]** Curbside Voting A-frame
    ☐ **[c]** Curbside Electioneering sign
    ☐ **[d]** Remove curbside cart from ESC and unfold to set up.

Ballot Scanner

Early Voting Opening

The Deputy should set up the Ballot Scanner while other poll workers set up the ePollbooks and BMDs. For a site to be operational, the Ballot Scanner, at least one ePollbook, and one BMD must be up and running at 7am.

Set Up Ballot Scanner:

☐ **(1)** Use the small Gold Key to unlock the padlock that secures the Ballot Scanner to the ESC.

☐ Position the Ballot Scanner in the designated place and make sure there is at least 5 feet of turning radius in front of the scanner.

☐ **(2) Verify Seals:**

    ☐ **[a]** Retrieve the ***Early Voting Daily*** envelope

    ☐ **[b]** Confirm the numbers on the seals on each compartment match the numbers on the envelope

    ☐ **[c]** The AM Deputy will sign and initial the envelope.

    ☐ **[d]** The AM Alternate Deputy will initial the envelope.

    ☐ **[e]** Cut and remove seals and place them in the envelope. Call the Call Center if any of the seals numbers are mismatched or seals are missing.

☐ **(3) Plug in the Ballot Scanner:**

    ☐ **[a]** Using the security keys from the ESC, open the rear compartment using the Silver "J" Key. Plug in the scanner.

    ☐ **[b]** Rotate the scanner to face the public and lock the wheels in place.

Turn On the Scanner:

☐ (4) Unlock the "clam shell" lid using the Silver "J" Key and pull down on the tabs [a] to unlatch the lid. Air pressure extenders will lift the lid

☐ (5) Unlock the Ballot Scanner lid using the Barrel Key. Lift the lid. If the scanner is plugged in, it will automatically start booting up.

☐ (6) When prompted, enter the Election Code and touch ACCEPT. [a] The Election Code is printed on the underside of the Forms Box lid.

☐ (7) **Print the *Configuration Report*:** Once the code is accepted, after a few minutes, the ***Configuration Report*** [a] will automatically print. Once the full report is printed, tear off the report and file it in the ***Daily Balancing Envelope***. [b]

After the first day of Early Voting, continue to page 19 step (9).

18 –

<div style="border: 2px solid red; padding: 10px;">

FIRST DAY OF EARLY VOTING ONLY:
The following procedures will only happen on the first day of Early Voting:

- ☐ **(8) Open Polls:** On the "Open Poll" screen verify the following:
    - ☐ **[a]** Verify the Public Count is zero. Record on the *Daily Balancing Envelope*.
    - ☐ **[b]** Verify that the "Election definition found:" has a green check mark and displays the current election.
    - ☐ **[c]** Verify green check mark confirms the scanner is plugged in.
    - ☐ **[d]** Touch the **OPEN POLL** button.
    - ☐ **[e]** The *Zero Totals Report* will automatically print after you touch the **OPEN POLL** button. Allow the full report to print. Once printed, tear off the report.
    - ☐ **[f]** Verify the Public Count on the report is zero
    - ☐ The Deputy and another worker should sign on the lines labeled "Presiding Judge/Early Voting Deputy" and "Election Clerk". (Up to two poll watches *may* sign if present)
    - ☐ File in the *Daily Balancing Envelope*

8

G21 Training Election
Travis County
11/01/2021

Admin   Help

POLL ONE   **a** Public Count: 0
Protected Count: 24   11:33 AM

✓ This voting device is ready for poll to be opened.

b ✓ Election definition found: G21 Training Election
0001 POLL ONE

c ✓ Plugged into electricity!

ⓘ Make sure the election definition is correct and that there is report paper in the voting machine before continuing with opening the poll.
Hint

Don't Open - Turn Off ✗   **d** Open Poll ➡

e
*** ZERO TOTALS REPORT ***

6:45 AM April 29, 2025

Unit Serial Number: 0319330491

Travis County

L25 Joint General and Special Elections
0001 POLL ONE
Election Date: May 03, 2025
Poll Opened Date: April 29, 2025
Poll Opened Time: 6:45 AM
Poll Closed Date: No
Poll Closed Time: No
Public Count: 0   **f**

Protected Count: 145
Poll Voting Report

Total Standard Ballot Sheets: 0
Total ExpressVote Cards: 0

</div>

☐ (8) After the first day of Early Voting, once the *Configuration Report* prints, the following screen will appear. Touch the DON'T CLOSE – KEEP VOTING [a] button.
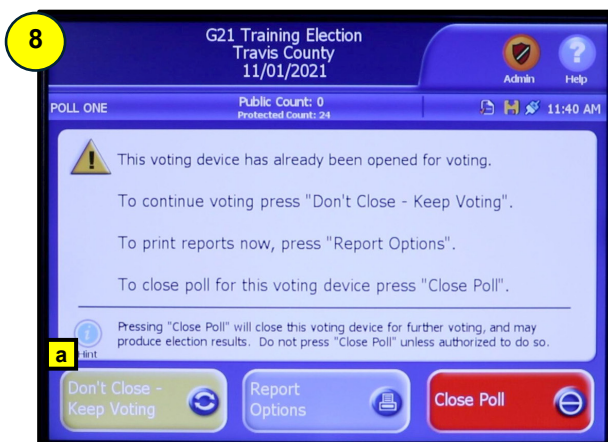
☐ (9) **Put the Ballot Scanner into voting mode:** Once reports have printed, touch GO TO VOTING MODE [a].
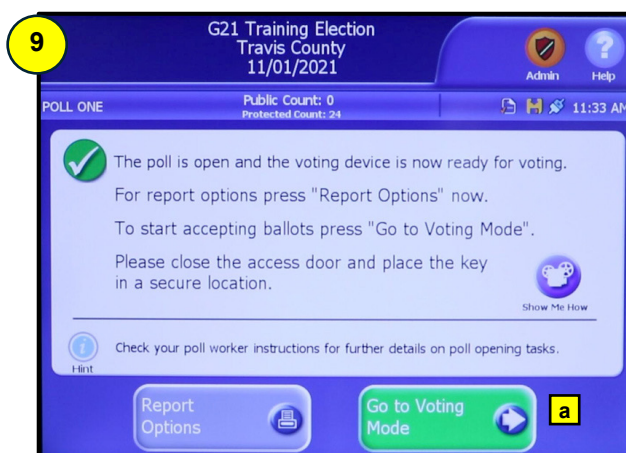
☐ **Check the lower compartments:**

    ☐ (11) Using the Silver "J" Key, open the Emergency Compartment and check there is nothing inside.

    ☐ While the compartment is open, look through the gap at the front of the compartment and check to see if the flaps on the Blue Ballot Bin are open.

    ☐ If there is anything in the main compartment or the flaps of the Blue Ballot Bin are closed, immediately call the Call Center.

    ☐ (12) Verify the main compartment is locked and the red padlock on the compartment is secure.
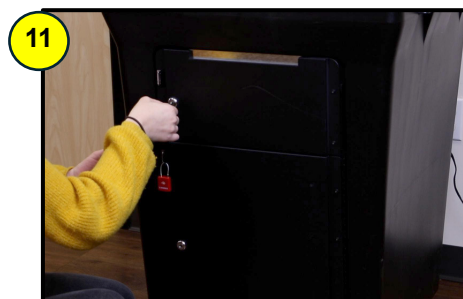
Election Day Opening

The Judge should set up the Ballot Scanner while other poll workers set up the ePollbooks and BMDs. For a site to be operational, the Ballot Scanner, at least one ePollbook, and one BMD must be up and running at 7am.

Set Up Ballot Scanner:

☐ **(1)** Use the small gold key to unlock the padlock that secures the Ballot Scanner to the ESC.

☐ Position the Ballot Scanner in the designated place and make sure there is at least 5 feet of turning space in front of the scanner.

☐ **(2) Verify Seals:**

☐ **[a]** Retrieve the ***Election Day AM Seals*** envelope.

☐ **[b]** Confirm the numbers on the seals on each compartment match the numbers on the envelope.

a Election Day AM Seals   G19   ED (53) Park Crest Middle School

Location Code:

JUDGE: Verify that you are breaking the numbered Seals listed below as you open the Clamshell Cover, Emergency Ballot Compartment Door, and Main Ballot Compartment Door prior to opening polls in the morning.

By signature herein, I verify that all Seal Numbers listed below are correct and that all equipment was securely sealed upon initial inspection prior to opening the polls.

Sign here ___Election Judge___   Date ___05/03/2025___

c

Clamshell Seal Number	Judge Initials	**d** Alt Judge Initials
12345678	EJ	AJ
Emergency Compartment Seal Number:	Judge Initials	Alt Judge Initials
23456789	EJ	AJ
Main Compartment Seal Number:	Judge Initials	Alt Judge Initials
34567891	EJ	AJ
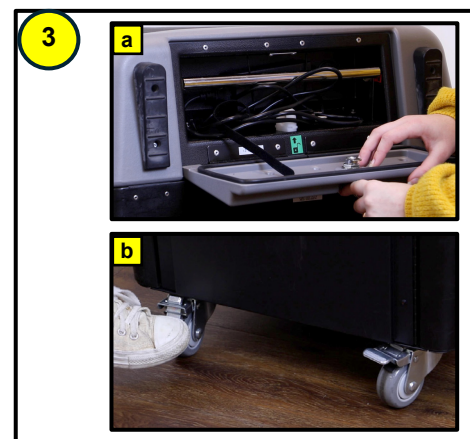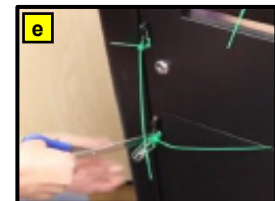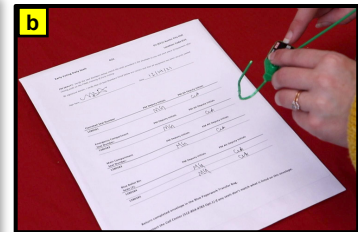
☐ **[c]** The Judge will sign and initial the envelope.

☐ **[d]** The Alternate Judge will initial the envelope.

☐ **[e]** Cut and remove seals and place them in the envelope. Call the Call Center if any of the seals numbers are mismatched or seals are missing.

☐ **(3) Plug in the Ballot Scanner:**

☐ **[a]** Using the security keys from the ESC, open the rear compartment using the Silver "J" Key. Plug in the scanner.

☐ **[b]** Rotate the scanner to face the public and lock the wheels in place.

Turn On the Scanner:

☐ (4) Unlock the "clam shell" lid using the Silver "J" Key and pull down on the tabs [a] to unlatch the lid. Air pressure extenders will lift the lid.

☐ (5) Unlock the Ballot Scanner lid using the Barrel Key. Lift the lid. If the scanner is plugged in, it will automatically start booting up.

☐ (6) When prompted, enter the Election Code and touch ACCEPT. [a] The election code is printed on the underside of the Forms Box lid. (See page 8)

☐ (7) **Print the *Configuration Report*:**
Once the code is accepted, after a few minutes, the ***Configuration Report*** [a] will automatically print. Once the full report is printed, tear off the report and file it in the Green Results Bag. [b]

*** CONFIGURATION REPORT ***
7:00 AM May 3, 2025
Unit Serial Number: 0319330491

VOTING DEVICE INFORMATION

HARDWARE CONFIGURATION
Current Time Date:
        7:00 AM May 3, 2025
Time Zone: America/Chicago
Touch Screen: OK
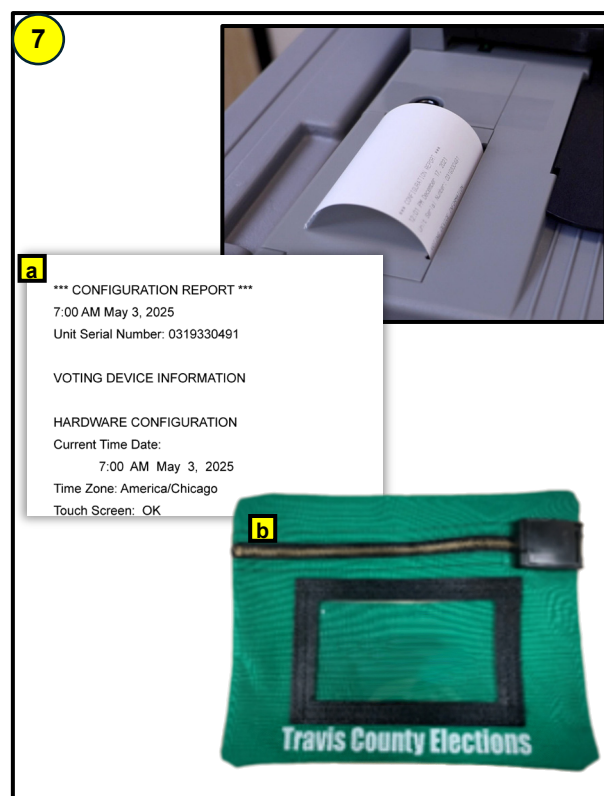
- ☐ (8) **Open Polls:** On the "Open Poll" screen verify the following:
  - ☐ [a] Verify the Public Count is zero.
  - ☐ [b] Verify that the "Election definition found:" has a green check mark and displays the current election.
  - ☐ [c] Verify green check mark confirms the scanner is plugged in.
  - ☐ [d] Touch the OPEN POLL button.
  - ☐ [e] The *Zero Totals Report* will automatically print after you touch OPEN POLL. Allow the full report to print. Once printed, tear off the report and file it in the Green Results Bag.
  - ☐ [f] Verify the Public Count on the report is zero.
  - ☐ The Judge and another worker should sign on the lines labeled "Presiding Judge/Early Voting Deputy" and "Election Clerk".
  - ☐ Up to two poll watchers may sign if they are present.
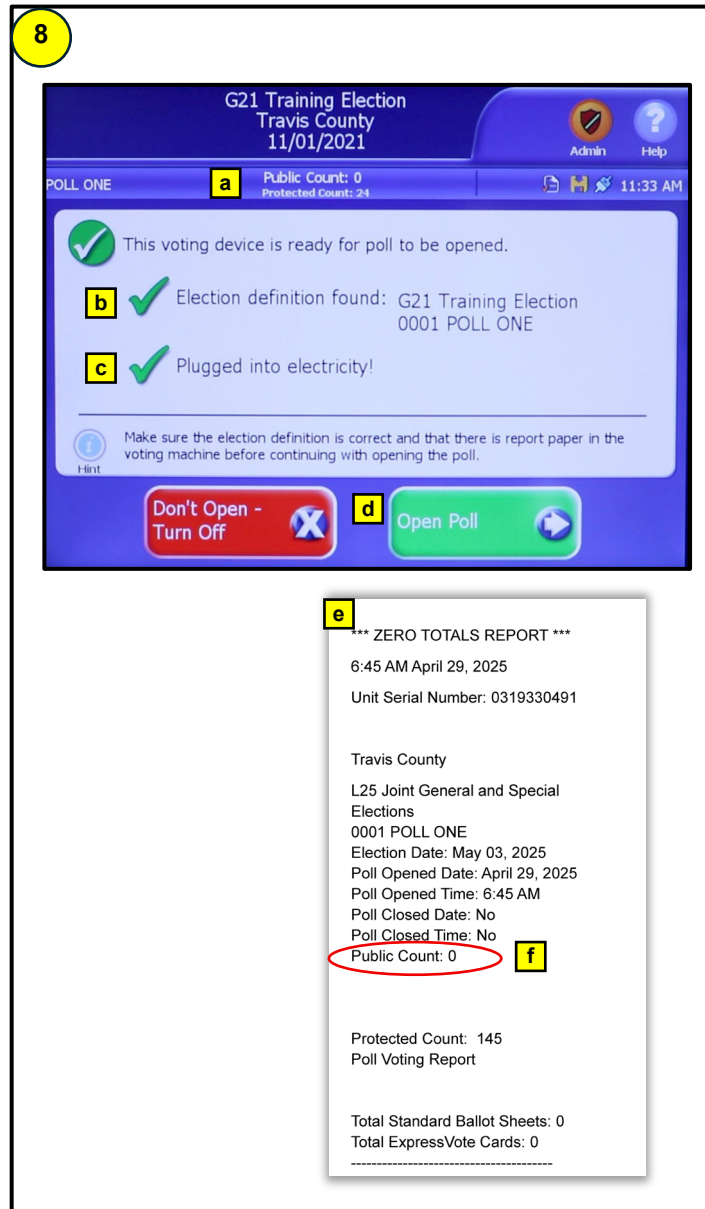
- ☐ (10) **Put the Ballot Scanner into voting mode:** Once reports have printed, touch GO TO VOTING MODE [a].
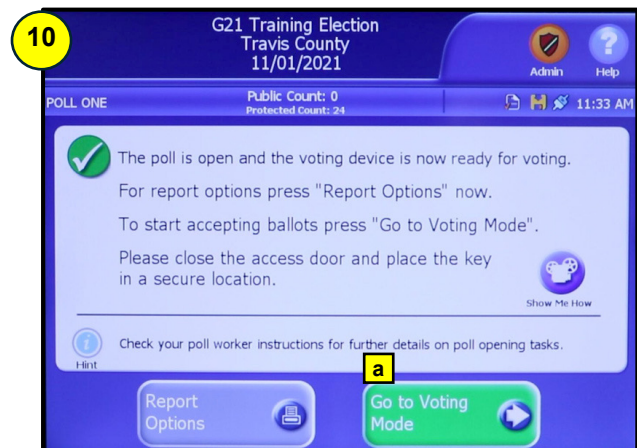
☐ **Check the lower compartments:**

    ☐ (11) Using the Silver "J" Key, open the middle compartment (Emergency Compartment) [a] and check that there is nothing inside.

    ☐ If there is anything in the compartment, immediately call the Call Center.

    ☐ (12) Using the Silver "J" Key, open the lower compartment and remove the Blue Ballot Bin.

    ☐ Unlock the Blue Ballot Bin with the Silver "J" Key.

☐ (13) Remove these items from the bin:

    ☐ [a] Purple Ballot Bag

    ☐ [b] Box(es) containing blank ballots.

    ☐ [c] *Register of Official Ballots/Ballot and Seal Certificate* form.
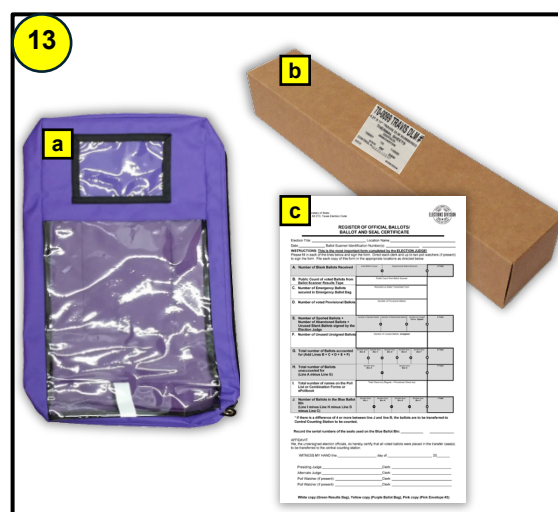
☐ (14) Check that the serial number range listed on the ballot package(s) [a] matches the range written on the *Register of Official Ballots/Ballot and Seals Certificate*. [b]

70-0099 TRAVIS DLM #
4.27 X 17" TRAVIS DLM NUMBERED
THERMAL SHEETS
250/PACK
2000/CARTON
108001 TO 110000
055 OF 350
CONTROL #43222135 05
86232   9/20/2024

[b] Ballot Serial Range: 108001 to 110000

7-26
Approved by Secretary of State
Section 127.156, 65.013, Texas Election Code
9/2023

ELECTIONS DIVISION

REGISTER OF OFFICIAL BALLOTS/
BALLOT AND SEAL CERTIFICATE

Election Title: _____ Location Name: _____
Date: _____ Ballot Scanner Identification Number(s): _____

24 –

☐ (15) Loosely close the flaps on the Blue Ballot Bin and place it back in the scanner.

☐ (16) Once inside, reopen the flaps of the bin.
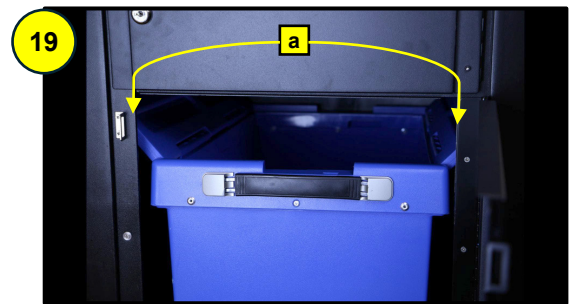
☐ Close the compartment and relock with the Silver "J" Key

Early Voting Closing

The Deputy should close the Ballot Scanner. Other poll workers should focus on closing the BMDs and retrieving/storing any signs, postings, or equipment.

Shutting Down the Scanner:

☐ **Before shutting down the Ballot Scanner:**
　　☐ Be sure all voters in the polling location have cast their ballots in the scanner.

　　☐ [a] Check the time on the ePollbook to make sure polls are officially closed. The time on the ePollbook is the official time that should be used to determine when polls open and close.
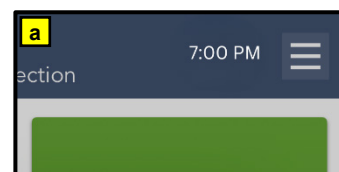
　　☐ [b] Using the Silver "J" Key, unlock and check the upper compartment (Emergency Compartment). If anything is in the compartment, call the Call Center and do not proceed until instructed.
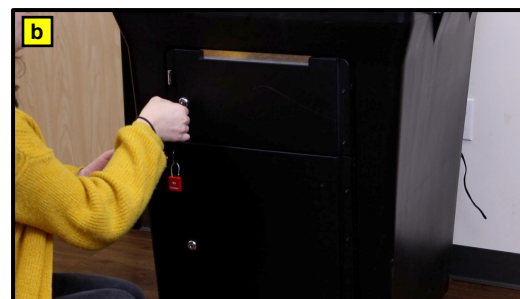
　　☐ [c] Retrieve the *Daily Balancing Envelope* that the AM Deputy has begun.

　　☐ [d] Retrieve a new *Early Voting Daily Seals* envelope.

Call Center 512-854-4783

☐ **(1)** Record the public count from the scanner screen on the ***Daily Balancing Envelope***. **[a]**

From the Ballot Scanner:

Beginning Public Count: _57_

Ending Public Count: **[a]** _100_

Emergency Compartment Ballots: _____
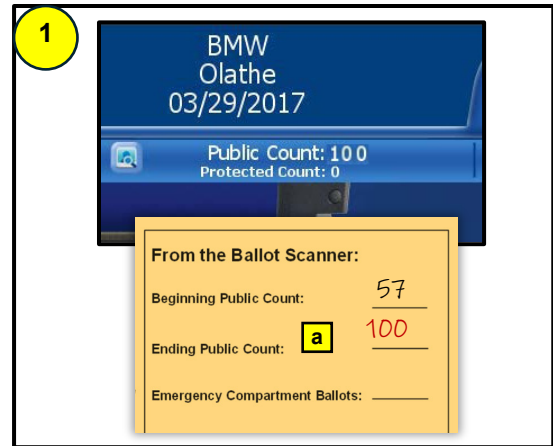
☐ **(2)** Touch the **TOOLS** button in the top right corner of the screen.
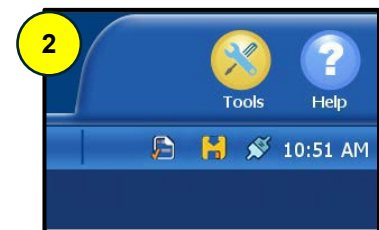
☐ **(3)** Enter the election code.
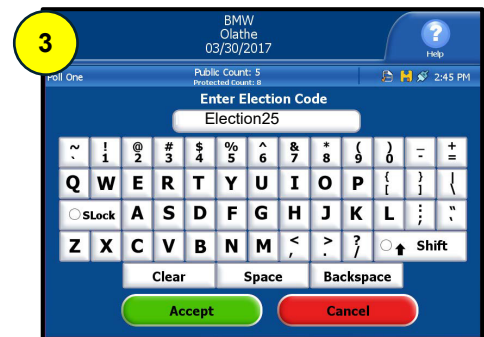
☐ **(4)** Touch REPORT OPTIONS. **[a]**
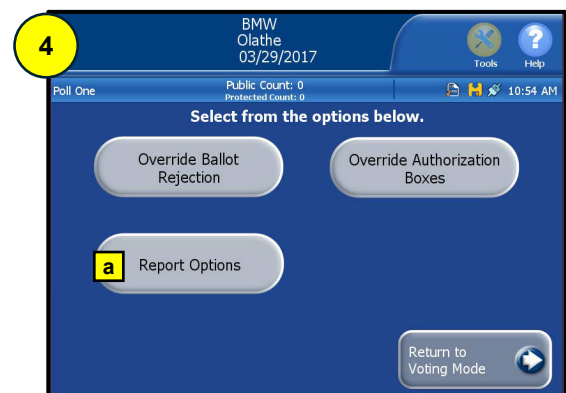
☐ (5) In the "Report Type" menu. [b]

    ☐ [c] Use the yellow arrow to scroll and select CONFIGURATION [d] from the menu.

☐ [e] Touch "Print Report".

    ☐ Once the **Configuration Report** [f] has printed, tear off the full report and file in the **Daily Balancing Envelope**.
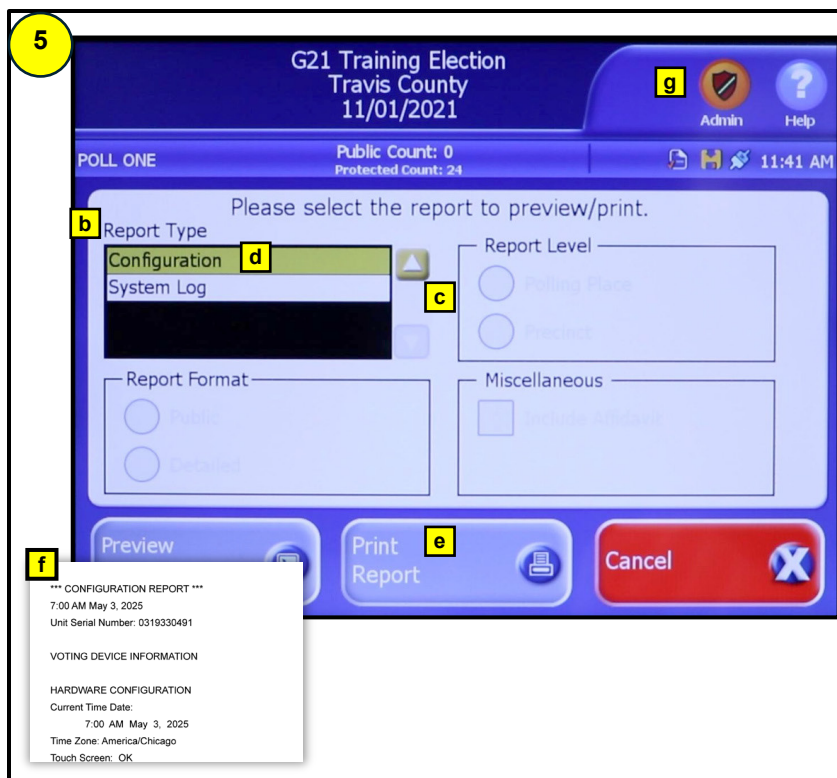
For the last night of Early Voting, skip step (7) on page 28

☐ [g] Touch the ADMIN button.

☐ (6) Touch the **SHUTDOWN** button. Wait for the device to completely power down before proceeding.

For nightly closing, skip step (15) on page 30

The following steps are only completed on the last night of Early Voting.

☐ (7) Touch the CANCEL [a] button and return to the previous screen.
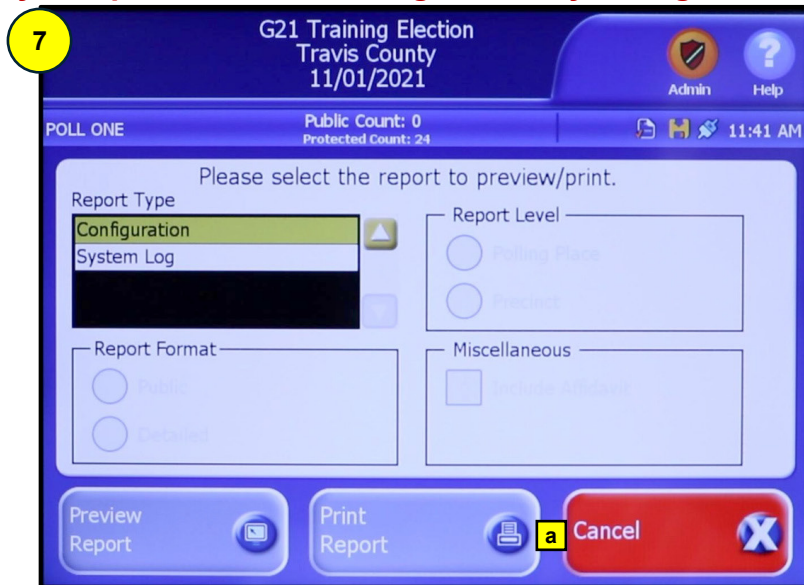
☐ (8) Touch the RETURN TO VOTING MODE [a] button.
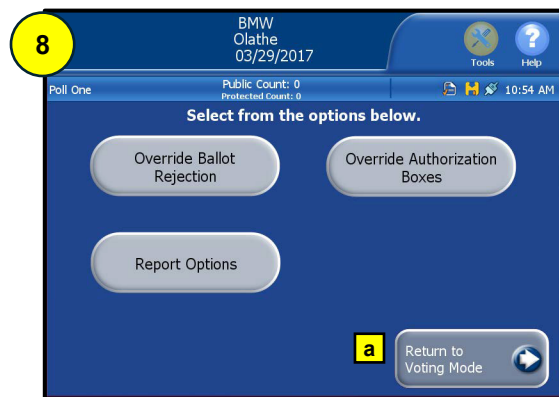
☐ (9) Using the Barrel Key, open the compartment on the top left side of the scanner.
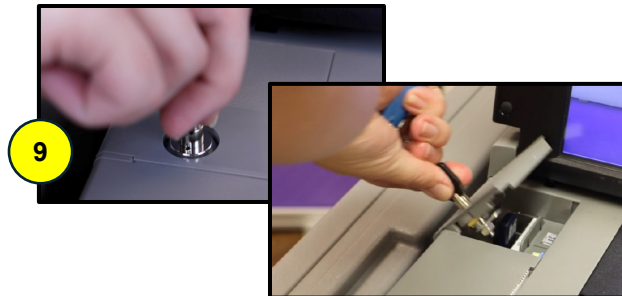
☐ (10) Press the CLOSE POLL button ONCE. The button will flash red when pressed.

Continue ↓

(LAST NIGHT OF EARLY VOTING CONT.)

☐ **(11)** Touch CLOSE POLL [a].
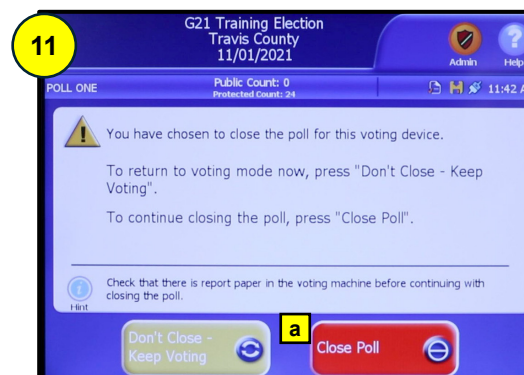
☐ **(12)** Touch FINISHED-TURN OFF [a].
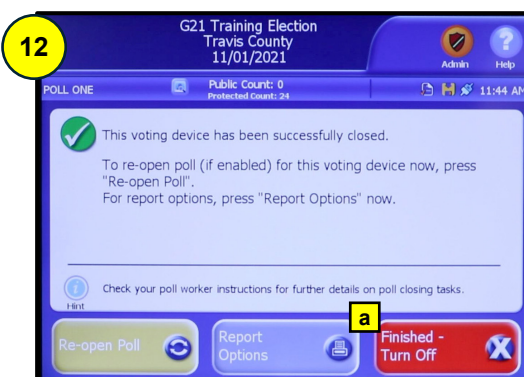
☐ **(13)** Once the screen has gone black and the POWER button is unlit:
  - ☐ [a] Cut the wire seal and place it in the *Seal Assignment Envelope*.
  - ☐ [b] Remove the USB stick and place it in the Green Results bag.
  - ☐ [c] Close the panel and lock using the Barrel Key.

☐ **(14)** Place the USB stick in the clear pocket at the front of the Green Results bag with the BAR CODE FACING OUT. [a]

Continue ↓

Closing the Scanner:

Once the scanner is shut down, continue closing each compartment:

☐ (15) Close the scanner screen and lock it using the Barrel Key.

☐ (16) Close and fasten the latches of the clamshell lid. [a]
    ☐ [b] Lock the lid with the Silver "J" Key.
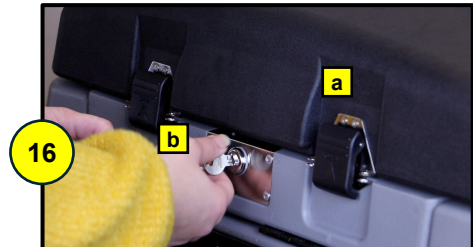
These steps will be completed after the Law Enforcement Officer (LEO) arrives

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☐ Once the LEO has removed the red padlock from the lower compartment, use the Silver "J" Key to unlock the compartment.

☐ (17) Close the lids on the Blue Ballot Bin and remove it from the compartment. Look for any loose ballots in the compartment. If there are any, place them in the Blue Ballot Bin. The Deputy and LEO will lock the flaps.

☐ (18) Using the Silver "J" Key, unlock the silver lock on the new Blue Ballot Bin provided by the LEO. The LEO will use their key to unlock the yellow lock. Make sure there are no items in the new Blue Ballot Bin.
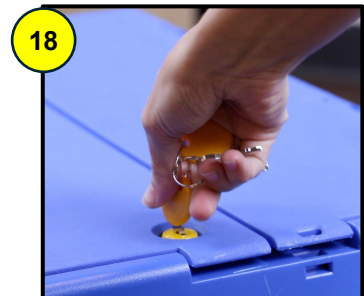
☐ (19) Loosely close the flaps on the new ballot bin and place it in the lower compartment. MAKE SURE TO OPEN THE FLAPS ON THE BIN. [a]
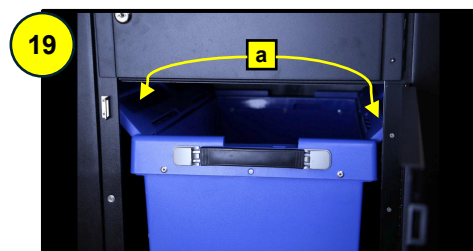
☐ **(20)** Close and lock the lower compartment using the Silver "J" Key. The LEO will replace the red padlock **[a]** on the compartment. Verify it is secure

☐ **(21)** Retrieve an unused ***Seal Assignment Envelope*** from the ESC.

☐ **(22)** Verify the numbers on the seals match the numbers printed on the envelope. If the numbers do not match, record the seal number(s) on the envelope, fill out a ***Standard Affidavit*** form and place the affidavit in the envelope.

Early Voting Daily Seals   G19   EV (1) ACC Highland Lower Level

Location Code: 1

PM DEPUTY: Verify the Seal Numbers below match the seals provided in the envelope as you seal each piece of equipment 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____PM Deputy Signature_____ Date____05/03/25____

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
12345678	PD	PAD		
Emergency Compartment Seal Number:	PM Deputy Initials	PM Alt Deputy Initials	AM Deputy Initials	AM Alt Deputy Initials
23456789	PD	PAD		
Main Compartment Seal Number:	PM Deputy Initials	PM Alt Deputy Initials	AM Deputy Initials	AM Alt Deputy Initials
34567891	PD	PAD		
Blue Ballot Bin Seals (2):	PM Deputy Initials	PM Alt Deputy Initials		
45678912	PD	PAD		
56789123	PD	PAD		

Place all broken seals back in the envelope and AM Deputy to return completed to the Blue Paperwork Transfer Bag.

Contact the Call Center (512-854-4783 Opt.1) if any seals don't match what's printed on the envelope.

☐ **(23)** Retrieve the ***Record of Early Voting Ballot Box Seals*** form from the front clear pocket of the Blue Ballot Bin.

    ☐ **[a]** Fill out the election title.

    ☐ **[b]** Record the seal numbers used to seal the bin and the date.

    ☐ **[c]** The Deputy will sign the form.

    ☐ **[d]** Another poll worker will sign the form.

    ☐ Place the form back in the clear pocket on the front of the Blue Ballot Bin.

7-18
Prescribed by Secretary of State
Sections 85.032(b), Texas Election Code
9/2023

RECORD OF EARLY VOTING BALLOT BOX SEALS

I, the Early Voting Clerk for the ____Election Title **[a]**____ Election, do hereby certify that the following is a true and correct list of the paper seals used to seal the slot of the early voting ballot box at the end of each day of early voting.

Date	Serial Number	Date	Serial Number
05/03/25	56789123	05/03/25	45678912

I further certify that the number of the seal used to detect unauthorized opening of the box was _____. This seal was place on the early voting ballot box prior to the beginning of early voting.

[d] ____EV Clerk Signature_____   ____PM Deputy Signature____ **[c]**
Signature of Early Voting Clerk   Signature of Deputy Early Voting Clerk

_____   _____
Signature of Poll Watcher (if present)   Signature of Poll Watcher (if present)

(seal)

☐ Close the interlacing flaps of the Blue Ballot Bin.

☐ Use the Silver "J" Key to lock the silver lock.

☐ The LEO will use their key to lock the yellow lock.

☐ **(24)** Seal both ends of the bin with the seals provided from the ***Seal Assignment Envelope***.

32 –

☐ (25) Use the seals in the envelope to seal each compartment of the Ballot Scanner:
    ☐ [a] Clamshell lid
    ☐ [b] Emergency compartment
    ☐ [c] Main compartment (make sure the red padlock is secure)
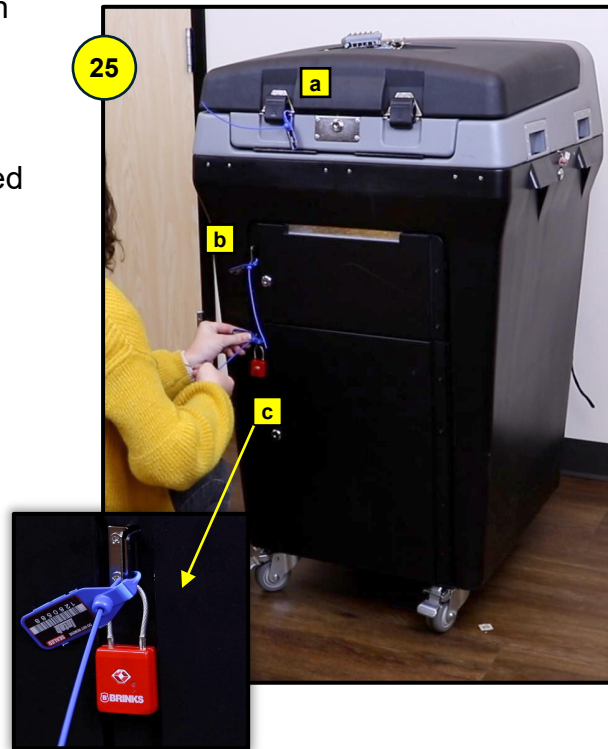
☐ (26) Unplug the scanner, wrap up the cord and place it back in the compartment. Use the Silver "J" Key to lock the compartment. The Ballot Scanner MUST BE UNPLUGGED each night.

☐ (27) On the last night of Early Voting and for sites that are not lockable, secure the Ballot Scanner to the side of the ESC using the provided cable and cable lock.
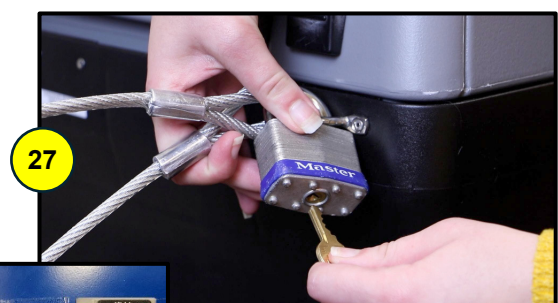
☐ (28) Return equipment keys to the ESC

☐ (29) Fill out the *Seals Assignment Envelope*:
    ☐ [a] Deputy signs and dates
    ☐ [b] Deputy initials
    ☐ [c] Alternate Deputy initials
☐ Leave the envelope in the front of the Forms Box for the AM Deputy to finish the following day.

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___ PM Deputy Signature ___Date___ 05/03/25 ___ [a]

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 [b]	PM Alt Deputy Initials [c]	AM Deputy Initials	AM Alt Deputy Initials
12345678	PD	PAD		

Emergency Compartment Seal Number:	PM Deputy Initials	PM Alt Deputy Initials	AM Deputy Initials	AM Alt Deputy Initials
23456789	PD	PAD		

Main Compartment Seal Number:	PM Deputy Initials	PM Alt Deputy Initials	AM Deputy Initials	AM Alt Deputy Initials
34567891	PD	PAD		

Blue Ballot Bin Seals (2):	PM Deputy Initials	PM Alt Deputy Initials
45678912	PD	PAD
56789123	PD	PAD

Place all broken seals back in the envelope and AM Deputy to return completed envelope in the Blue Paperwork Transfer Bag.

Contact the Call Center (512-854-4783 Opt.1) if any seals don't match what is listed on this envelope.

(29)

Election Day Closing

The Judge and/or Alternate Judge should close the Ballot Scanner. All other poll workers should focus on closing BMDs, retrieving signage and storing packed equipment.

Shutting Down the Scanner:

☐ **Before shutting down the Ballot Scanner:**
  ☐ Be sure all voters in the polling location have cast their ballots in the scanner.

  ☐ [a] Check the time on the ePollbook to make sure polls are officially closed. The time on the ePollbook is the official time that should be used to determine when polls open and close.
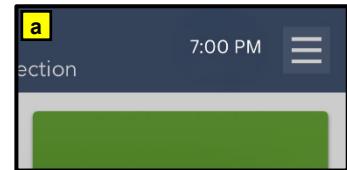
  ☐ [b] Using the Silver "J" Key, unlock and check the upper compartment (Emergency Compartment). If anything is in the compartment, call the Call Center and DO NOT PROCEED UNTIL INSTRUCTED.

  ☐ [c] Retrieve the **Election Day PM Seals** envelope from the ESC.

  ☐ [d] Retrieve the **Register of Official Ballots/Ballot and Seals Certificate** form.

  ☐ [e] Retrieve the Green Results Bag from the Forms Box.

☐ **(1)** From the Ballot Scanner screen, record the Public Count [a] on the *Register of Official Ballots of Official Ballots/Ballot and Seal Certificate.* **(2)** form in row B. [b][3]

☐ **(3)** Remove the blue seal covering the front access door compartment. Place the seal on the *Election Day PM Seals* envelope. If the seal will not stick, place it inside.

☐ **(4)** Open the compartment with the Barrel Key [a] then press and release the Close Poll button <u>ONCE</u> [b]. It should quickly flash red.
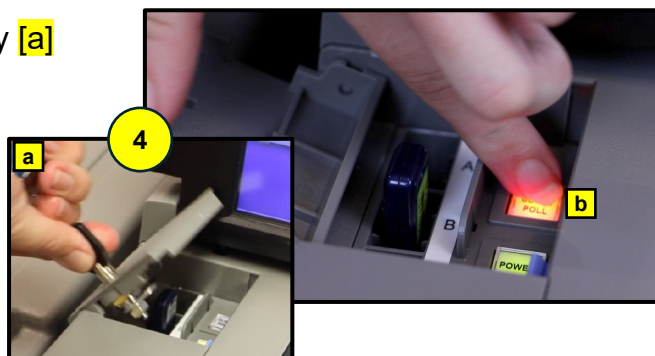
☐ **(5)** On the Ballot Scanner screen, select the CLOSE POLL button. [a]

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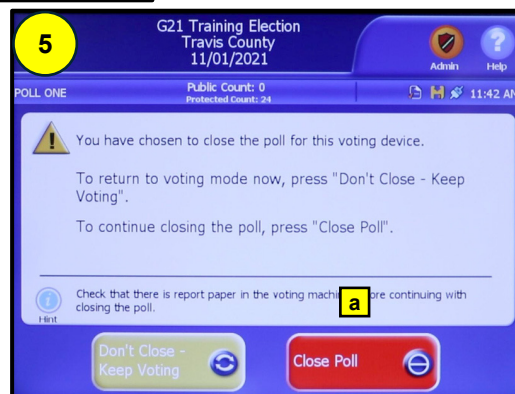
[3] Can also be found on the voting results report.

☐ (6) The Voting Results Report will automatically print. When it is finished, cut the report into two parts at the starred line. [a]

☐ The Judge and one other poll worker should sign each results report. Up to two poll watchers may sign the report.

☐ From the results report, record the Unit Serial Number [b] on the line Ballot Scanner Identification Number [c] on the *Register of Official Ballots/Ballot and Seal Certificate* (7) form.


```
*********************************
*** *****************************

*** VOTING RESULTS REPORT ***
02:36 PM July 14, 2021
Unit Serial Number: 0318410371

Travis County
FT English (EVS 6.1.0.0)
0001 POLL ONE
Election Date: May 01, 2021
Poll Opened Date: July 14, 2021
Poll Opened Time: 11:01 AM
Poll Closed Date: July 14, 2021
Poll Closed Time: 02:36 PM
Public Count: 1
```


7-26
Prescribed by Secretary of State
Section 127.156, 65.013, Texas Election Code
9/2023

**REGISTER OF OFFICIAL BALLOTS/
BALLOT AND SEAL CERTIFICATE**

Election Title: _____ Location Name: _____

Date: _____ Ballot Scanner Identification Number(s): 0316410371 _____

INSTRUCTIONS: **This is the most important form completed by the ELECTION JUDGE!**
Please fill in each of the lines below and sign the form. Direct each clerk and up to two poll watchers (if present)

☐ (8) File one copy of the report in the Green Results bag [a] and the other copy in the *Pink Envelope #3*. [b]

Records of _____ Election
held on the _____ day of _____,
20_____ in Election Precinct No. _____.
In _____ County, Texas.

AW 7-74
Prescribed by Secretary of State
Section 66.024, Texas Election Code
9/2023

ENVELOPE 3
PRESIDING JUDGE KEEPS THIS ENVELOPE
NOTE TO PRECINCT PRESIDING JUDGE
Enclose in this envelope for retention in your custody:

1. List of Provisional Voters (copy)
2. Ballot Register (copy)
3. Ballot & Seal Certificate (copy)
4. Statement of Compensation (Pink copy)

Travis County Elections

☐ (9) On the Ballot Scanner screen, touch the FINISHED – TURN OFF button [a]

G21 Training Election
Travis County
11/01/2021
Admin   Help

POLL ONE   Public Count: 0
            Protected Count: 24   11:44 AM

✓ This voting device has been successfully closed.

To re-open poll (if enabled) for this voting device now, press "Re-open Poll".
For report options, press "Report Options" now.

ℹ Check your poll worker instructions for further details on poll closing task
Hint

Re-open Poll   Report Options   Finished – Turn Off

☐ **(10)** Once the screen has gone black, and the power light [a] is no longer lit, remove the USB stick from the compartment.

       ☐ [b] Close the compartment and relock it with the Barrel Key.
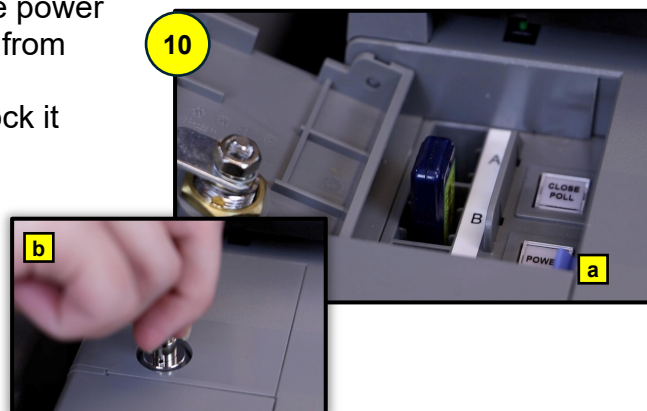
☐ **(11)** Place the USB stick in the clear pocket of the Green Results bag. Make sure the <u>BARCODE IS FACING OUT.</u> <u>DO NOT SEAL THE BAG.</u>

☐ **(12)** Close the lid of the scanner and lock it with the Barrel Key.

☐ **(13)** Close the clamshell and lock the lid with the Silver "J" Key.

38 –

☐ **(14)** Unlock the bottom compartment using the Silver "J" Key and remove the Blue Ballot Bin from the compartment.

- ☐ Check the compartment for any loose ballots. If there are any, place them in the Blue Ballot Bin.
- ☐ Close and lock the bottom compartment.
- ☐ Close the interlacing lids on the ballot bin and then lock the bin using the Silver "J" Key.

☐ **(15)** Remove the seals from the envelope.

- ☐ Verify the seal numbers match the **PM Seal Assignment** envelope. [a] If the numbers to not match, fill out a **Standard Affidavit** form. Cross through the number printed on the envelope and record the number from the seal in its place.
- ☐ The Judge and Alternate Judge will initial the envelope on the spaces provided. [b]
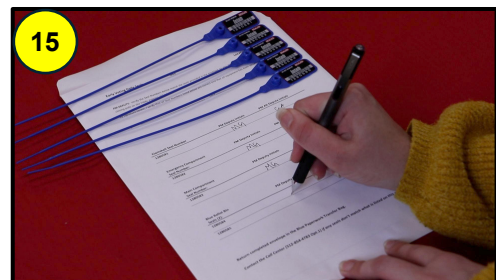
Blue Ballot Bin Seals (Seal both sides):	Judge Initials	Alt Judge Initials
[a] 4000051	JI	AJI
4000052	JI	AJI
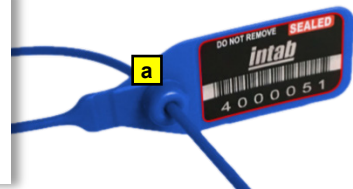
☐ **(16)** Using the two seals from the envelope that are assigned for use on the Blue Ballot Bin, seal the bin on both ends.

☐ **(17)** Record the serial number of the seals on the **Register of Official Ballots/Ballot and Seal Certificate** form [a]

17 Record the serial number of the seal used on the transfer case : _4000051 4000052_ [a]

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.

Call Center 512-854-4783

☐ **(18)** Seal the three compartments of the scanner with the remaining seals. Be sure to match the seal number on the envelope to the seal placed on each compartment. |

    ☐ **[a]** Clamshell
    ☐ **[b]** Emergency Compartment
    ☐ **[c]** Main Compartment

a Clamshell Seal Number

4000048

b Emergency Compartment Seal Number:

4000049

c Main Compartment Seal Number:

4000050
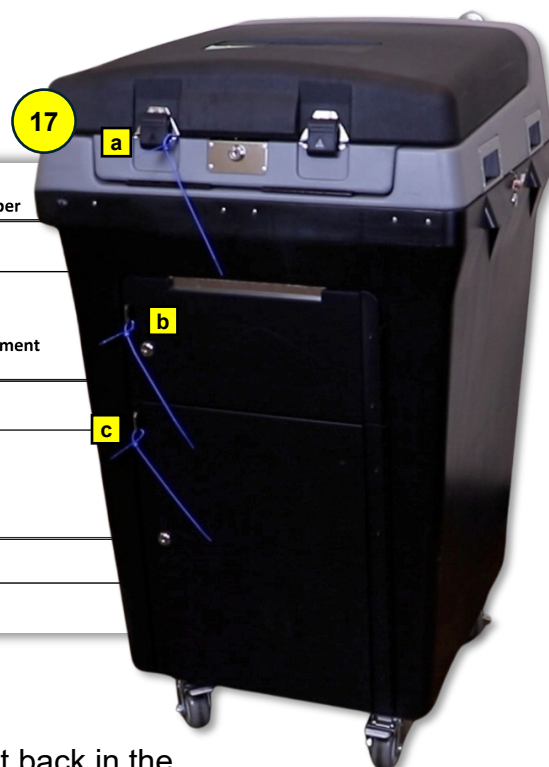
☐ **(19)** Unplug the scanner, wrap up the cord and place it back in the compartment. Use the Silver "J" Key to lock the compartment.

☐ **(20)** Secure the Ballot Scanner to the side of the ESC using the provided cable and cable lock.
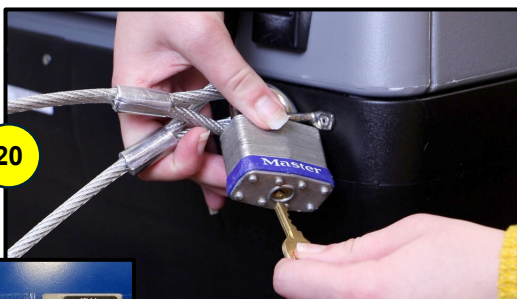
☐ **(21)** Return equipment keys to the ESC.

Equipment Keys

☐ (22) Complete the *Election Day PM Seals* envelope:
    ☐ [a] Judge signs and dates
    ☐ [b] Judge initials
    ☐ [c] Alternate Judge initials

---

(22)   **Election Day PM Seals**   **G19**   **ED (53) Park Crest Middle School**

                                                Location Code:

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.

[a]
*Sign here*___Judge's Signature_____   *Date*___Election Date_____

Clamshell Seal Number	[b] Judge Initials	[c] Alt Judge Initials
4000048	JI	AJI

Emergency Compartment Seal Number:	Judge Initials	Alt Judge Initials
4000049	JI	AJI

Main Compartment Seal Number:	Judge Initials	Alt Judge Initials
4000050	JI	AJI

Blue Ballot Bin Seals (Seal both sides):	Judge Initials	Alt Judge Initials
4000051	JI	AJI
4000052	JI	AJI

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.

☐ File this envelope and the *Election Day AM Seals* envelope in the Clear Envelope Return bag. See page 124 for more information.

ePollbooks

Setting Up First Day of Early Voting/Election Day:

You should plan to set up the ePollbooks simultaneously with the Ballot Scanner and BMDs. (page 16 & 61) After the first day of Early Voting, sites that are lockable may leave the equipment set up.
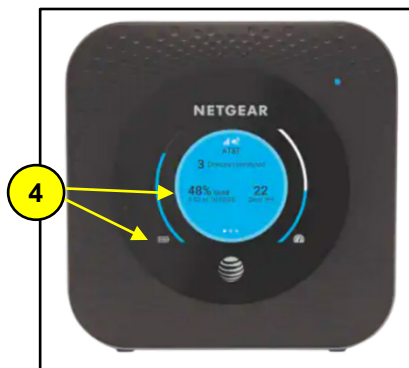
Setting up MiFi and Brother Printer:

☐ (1) From the yellow case, remove the Brother Printer [a], MiFi [b] and power cables. [c]

☐ **MiFi: (Power MiFi on before other equipment)**
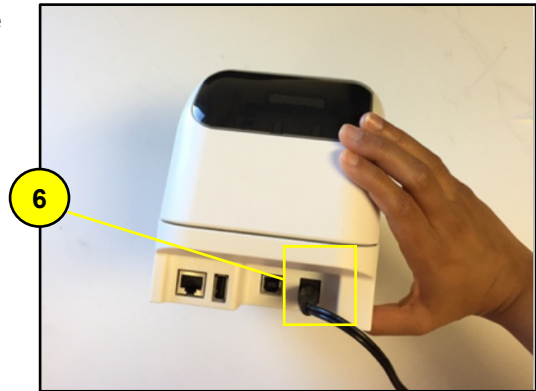   ☐ (2) Press and hold the power button on the top of the MiFi until the "NETGEAR" logo (3) appears.

   ☐ (4) Check the battery level and if it is below 30%, plug the MiFi into provided power supply. (5)

Call Center 512-854-4783

☐ **Brother Printer:**

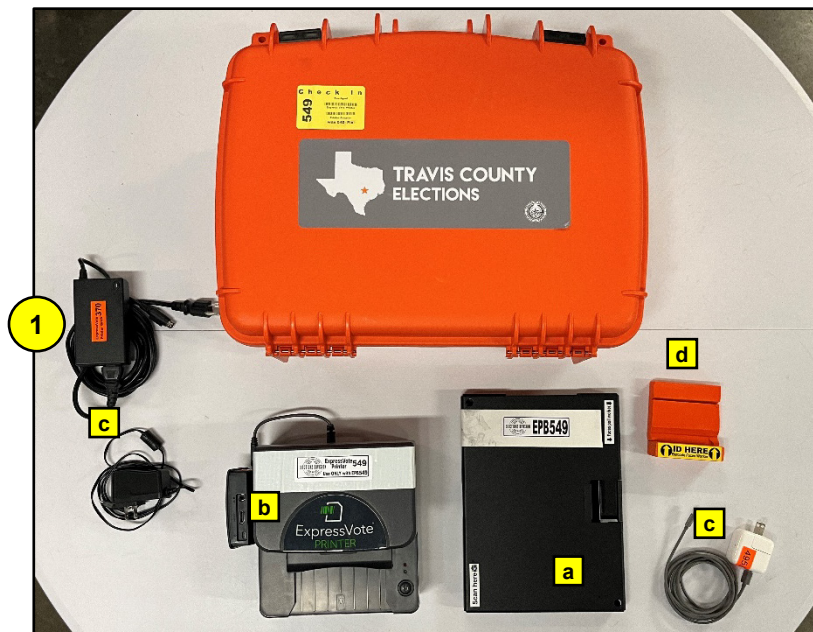☐ (6) Plug in the power adapter to the back of the printer.

☐ (7) Press and hold the power button until the green light comes on.

Setting up ePollbook check-in equipment:

☐ (1) From the orange cases, remove the ePollbook [a], Express Vote printer [b], power supply cables and adapters [c], and the orange voter ID holder. [d]

Call Center 512-854-4783

☐ **ePollbook:**

☐ (5) Open the ePollbook case by lifting at the orange "Open Here" sticker. The case is held shut with magnets and will require some force to open.
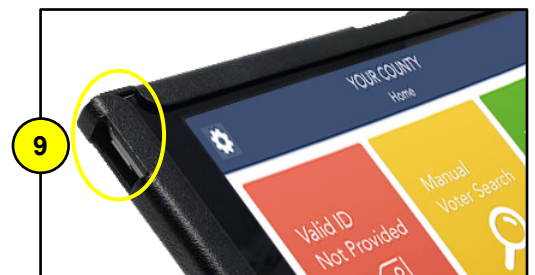

☐ (6) Fold case back to create a stand.

☐ (7) Place the orange ID holder block under the "Scan Here" label.

☐ Plug the gray power cord into the right side of the ePollbook. (8) The ePollbook should power on automatically.
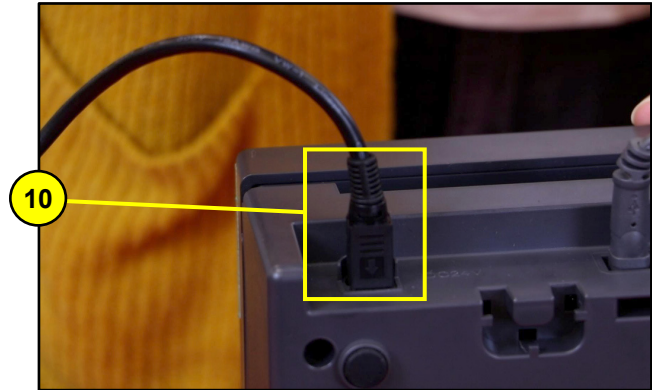

☐ (9) If the device does not power up automatically, press and hold the button on the top left corner until the device powers on.

☐ **Express Vote Printer:**

☐ (10) Plug the power adapter with the flat side facing down into the back of the Express Vote printer.

☐ (11) Press and hold the power button on the right side until the button lights up blue and you hear a beep.

☐ (12) Plug the power adapter to the print server on the left side of the printer. The server will power up automatically.

☐ (13) Once all devices are powered on, check the number of devices on the MiFi. The number should be equal to the number of ePollbooks plus one Brother printer. (Ex. 3 ePollbooks and 1 Brother print should show as 4 Devices Connected on the MiFi.)
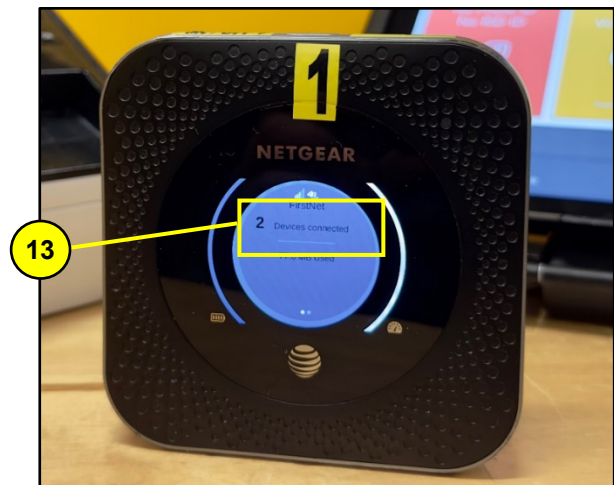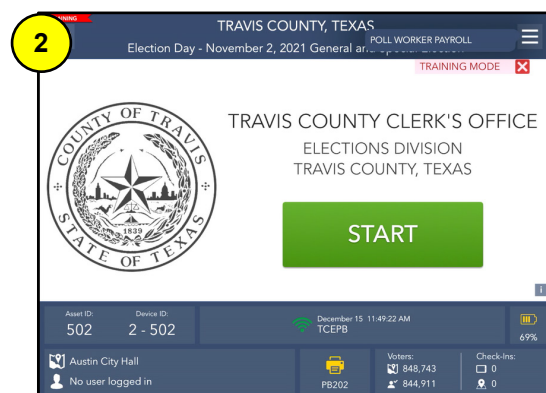
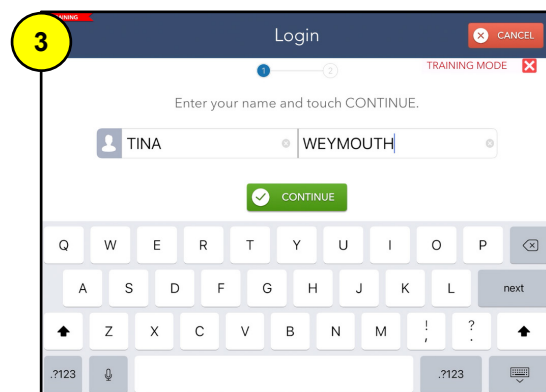# Logging In and Out of the ePollbook

Logging Into the ePollbook:

☐ (1) Once the ePollbook has powered on, touch the blue check-mark icon at the bottom of the screen.

☐ (2) Next, touch the green START button.

☐ (3) When the login screen appears, the worker operating the ePollbook will type their name and touch CONTINUE.

☐ (4) Enter the password and touch the UNLOCK DEVICE button. The password is on the *Forms Box Content* sheet on the underside of the forms box lid. (see page #)
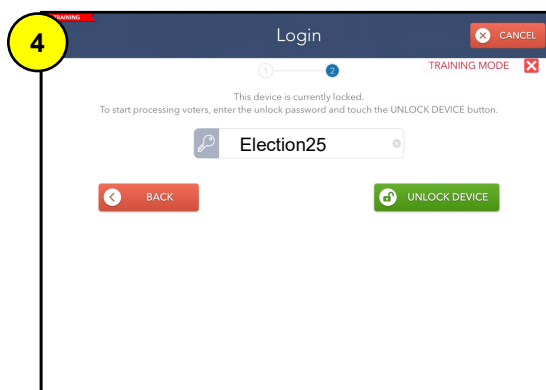
☐ (5) The message "EXPRESS LINK PRINTER FOUND" will appear. Touch CONTINUE.

☐ (6) A test label will print from the Brother printer.

☐ (7) The message "PRINTER 'Printer ####' FOUND" will appear. Touch CONTINUE.

☐ (8) A *Daily Report* will print from the Brother printer at the first log in.

☐ (9) A *Zero Totals Report* will print on the first day of Early Voting and on Election Day.

☐ (10) Once the report is printed, press CONTINUE.

☐ (11) The check-in screen will now appear and the ePollbook is ready to process voters.
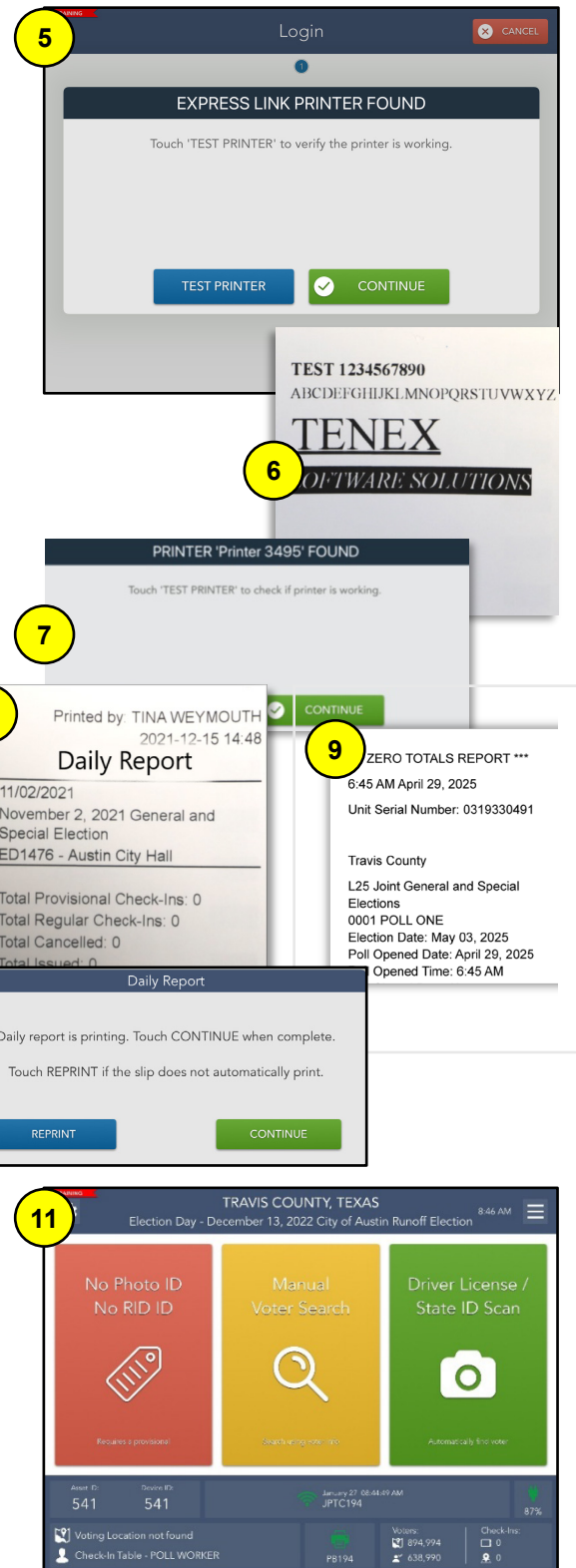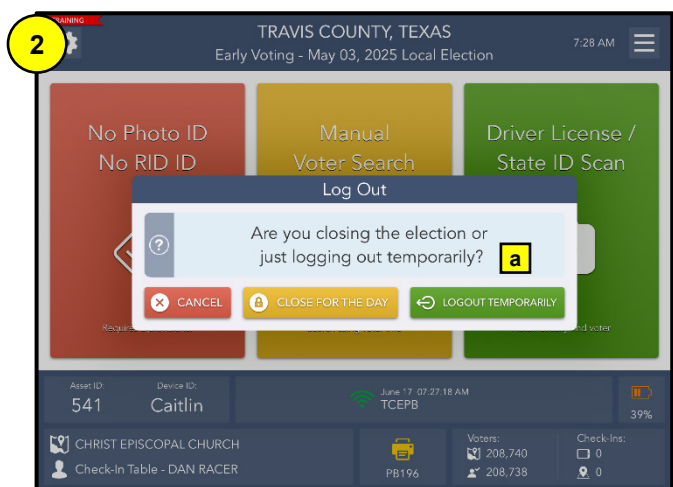
Logging Out of the ePollbook:

When a poll worker leaves the check-in station, they should log out so that another worker can log in to check in voters.

☐ (1) Touch the three-bar menu button [a] in the top right corner and touch LOGOUT [b] from the drop-down menu.

☐ (2) Touch LOGOUT TEMPORARILY. [a]

☐ (3) The START screen will appear.

When logging out at closing, see page 49 for procedures.

Call Center 512-854-4783

Closing the ePollbook

Once all voters have cast their ballots, follow the procedures below to close the ePollbooks. REMEMBER to clock out before closing down ePollbooks.
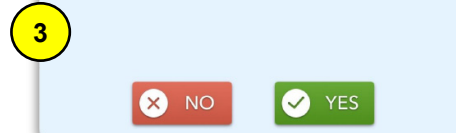
Print Check-In totals:

☐ **(1)** On the check-in screen:
- ☐ **[a]** Touch the three-bar menu button in the top right corner of the screen.
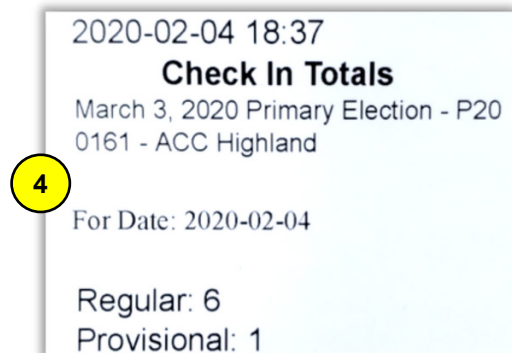- ☐ **[b]** Select CHECK-IN TOTALS from the list.
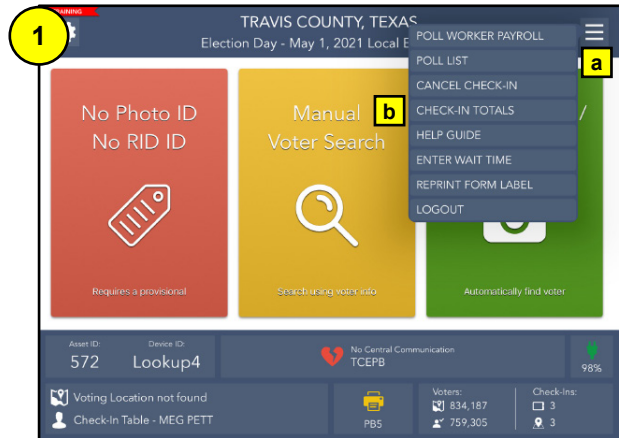
☐ **(2)** On the Check-In Totals screen:
- ☐ **[a]** Select the current date from the drop-down menu
- ☐ **[b]** Make sure This Location is selected
- ☐ **[c]** Touch PRINT
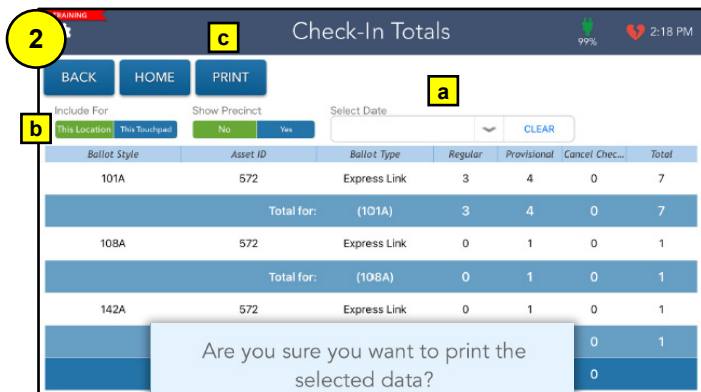
☐ **(3)** On the pop-up screen touch YES.

☐ **(4)** The **Check-In Totals** report will automatically print from the Brother printer.

Call Center 512-854-4783

☐ (5) Once the report has been printed, touch HOME. [a]

BEFORE CONTINUING TO THE NEXT STEPS

All poll workers will need to clock out. Follow the procedures on page 55 for clocking out.


Logging Out:

☐ (6) On the check-in screen:
  - ☐ [a] Touch the three-bar menu button
  - ☐ [b] Select LOGOUT from the drop-down menu.
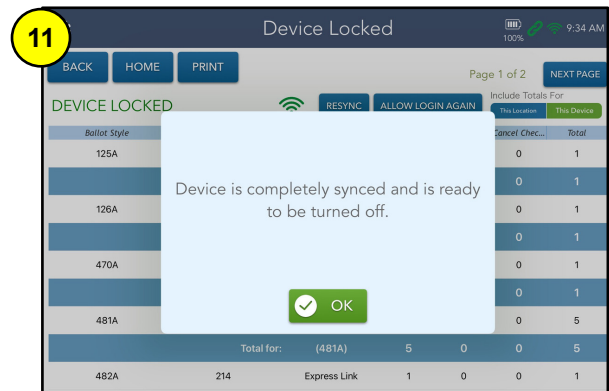

☐ (7) Touch CLOSE FOR THE DAY [a]

☐ (8) Touch YES

☐ (9) On the pop-up screen, enter the election password and touch LOCK DEVICE

☐ (10) The ePollbook will begin syncing and a message displaying the number of transactions pending will be displayed. [a] Once the number reaches 0, touch the ALLOW LOGIN AGAIN [b] button.
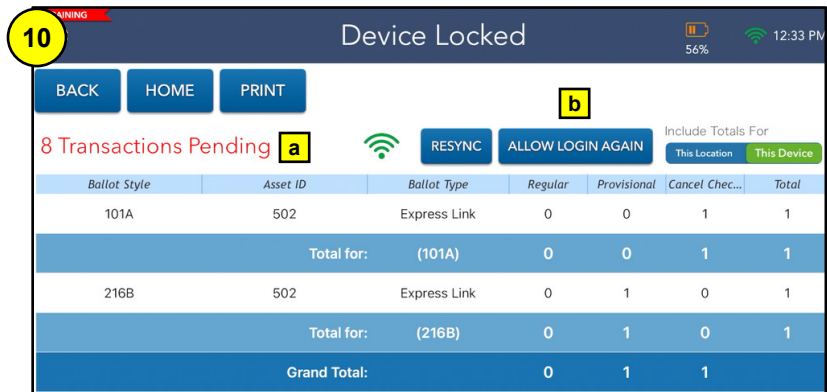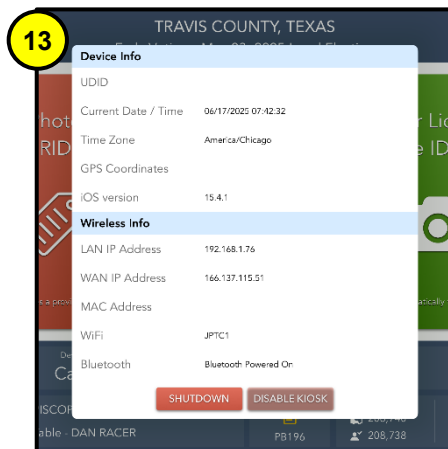
☐ (11) Once the device has synced, a pop-up window will appear. Touch OK.

☐ (12) Once at the start screen, touch the gear shaped icon [a] in the top left corner.
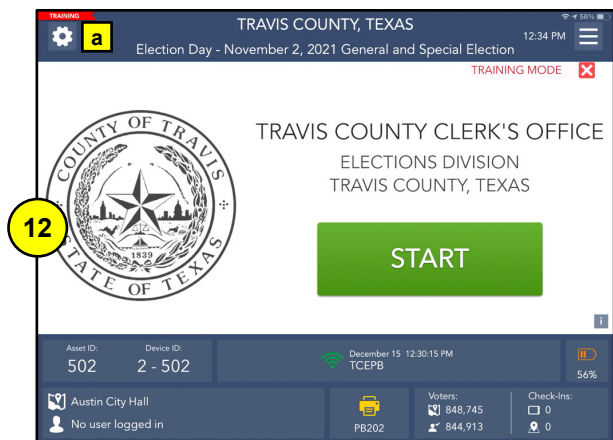
☐ (13) On the pop-up screen, scroll to the bottom and touch SHUTDOWN.

☐ (14) A pop-up window "Are you sure you want to shut down the EPB?" will appear. Touch YES.

☐ (15) Power off ePollbook:
Hold down the power button on the top left corner until the "slide to power off" (16) appears.

☐ (16) Touch the red power icon and slide to the right to power off the ePollbook.

☐ (17) Power off Express Vote Printer:
Hold the power button on the front right of the printer until the blue light turns off.

☐ (18) Power off Print Server:
To power off the print server, turn off power on the power strip where it is plugged in and unplug the device from the print server.

☐ (19) Power off Brother Printer:
To turn off the Brother printer, press and hold the power button [a] until the screen goes blank.

Call Center 512-854-4783

☐ **(20) Turn off the MiFI:**
Turn off the MiFi by pressing and holding the button on the top side of the unit until the screen goes dark.

Packing up ePollbook items:

All poll book items should be packed up at the end of the night on Election Day and at the end of the night during Early Voting if the location is not lockable.

☐ (1) Return the following items to the yellow case:
    ☐ [a] Brother printer
    ☐ [b] MiFi
    ☐ [c] Power cables for Mifi and Brother printer.

☐ (2) Return the following items to the orange cases:
    ☐ [a] Orange ID holder block
    ☐ [b] Power Cables
    ☐ [c] Express Vote Printer
    ☐ [d] ePollbook

Be sure that the number on the ePollbook and Express Vote printer matches the number on the outside of the case. [e]

# Clocking In/Out on the ePollbook

Clocking In:

Once equipment is up and running, poll workers should clock in for their shift. The poll worker <u>DOES NOT</u> have to be logged in to the ePollbook to clock in. Since the poll worker will select the time they clock in, it is not necessary for them to clock in immediately. Poll workers should not clock in for anyone else.
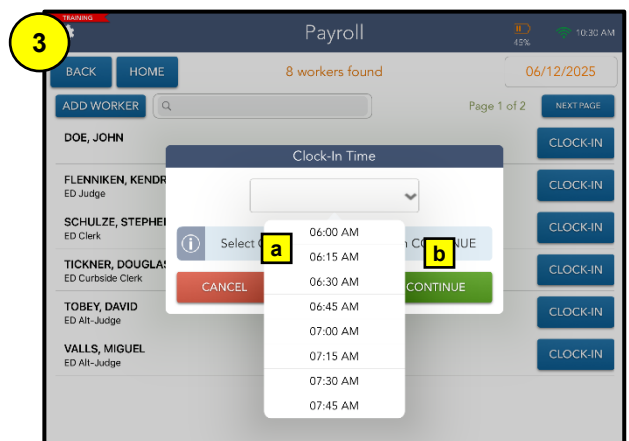
☐ (1) Touch the three-bar menu button [a] in the top right corner of the screen and select Poll Worker Payroll [b] from the list.
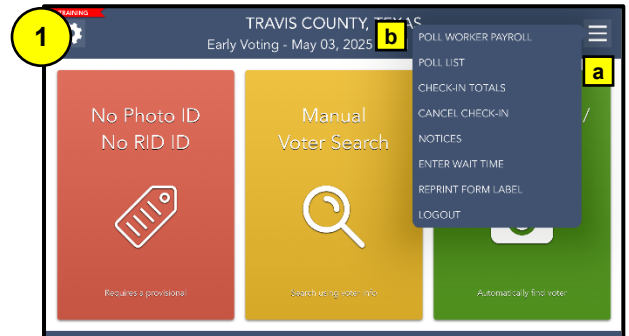
☐ (2) Using the "Next" and "Prev" buttons [a] to navigate the list of workers, find your name in the list and touch the CLOCK-IN [b] button to the right.
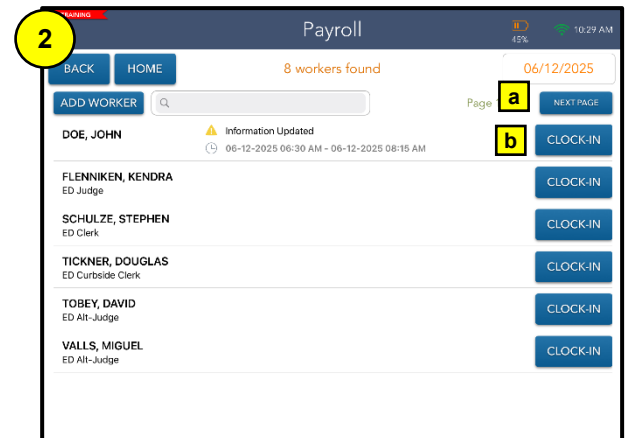
☐ (3) Select the time you arrived [a] from the drop-down list. Touch CONTINUE. [b]

☐ (4) Verify the information on the screen is correct [a] and touch CONTINUE.

☐ (5) Enter your birthday on the pop-up screen and touch CONTINUE.

☐ (6) Sign on the line next to the "X" and touch the I ACCEPT button.

Clocking Out:

Poll workers will need to clock out on the ePollbook at the end of their shift.

☐ (1) Touch the three-bar menu button [a] in the top right corner of the screen and select Poll Worker Payroll [b] from the list.
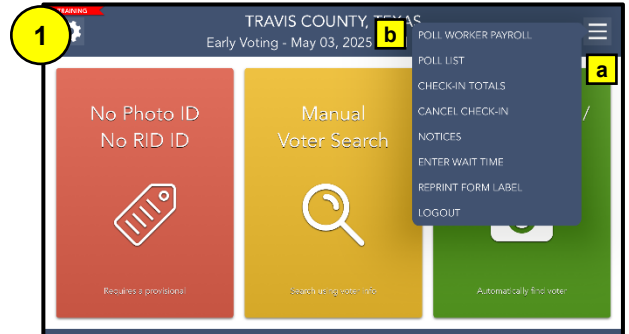
☐ (2) Using the "Next" and "Prev" buttons [a] to navigate the list of workers, find your name in the list and touch the CLOCK-OUT [b] button to the right.
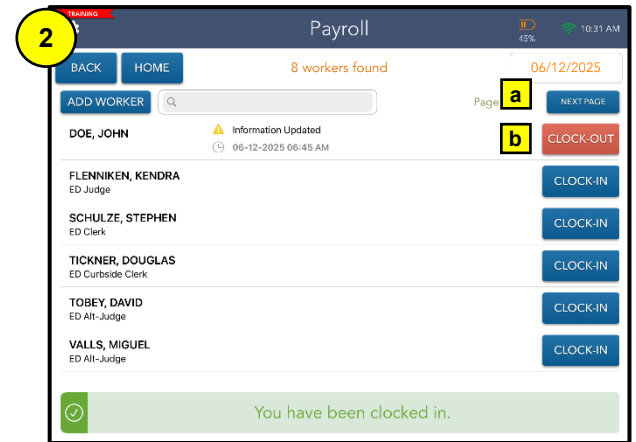
☐ (3) On the pop-up screen select YES.

☐ (4) Select the time you are clocking out [a] from the drop-down menu. Touch CONTINUE. [b]

☐ **(5)** A timesheet label will print from the Brother printer. Tear or cut the label at the dotted line **[a]**. The poll worker will retain one label for their records and will file the second label.
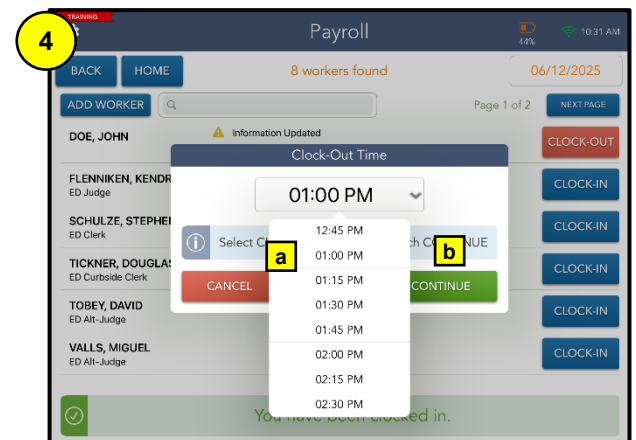
5

2025-06-17 10:44
Poll Worker Time Sheet
EV1501 - CHRIST EPISCOPAL CHURCH
Name: DOE, JOHN
Address: 5501 AIRPORT DR
AUSTIN, TX 78661
Job Title:
Election Name: May 03, 2025 Local Election
Time Worked: 06-17-2025 06:00 AM 06-17-2025 01:00 PM
Total Work Hours: 7

[a] -------------------------------------

2025-06-17 10:44
Poll Worker Time Sheet
EV1501 - CHRIST EPISCOPAL CHURCH
Name: DOE, JOHN
Address: 5501 AIRPORT DR
AUSTIN, TX 78661
Job Title:
Election Name: May 03, 2025 Local Election
Time Worked: 06-17-2025 06:00 AM 06-17-2025 01:00 PM
Total Work Hours: 7

☐ **(6)** Touch CONTINUE **[a]**, then HOME **[b]** to return to the check in screen.

6

Payroll

| BACK | HOME | 8 workers found | 06/12/2025 |

ADD WORKER | Page 1 of 2 | NEXT PAGE

Poll Worker Time Sheet

Printing the Poll Worker Time Sheet Slip. Touch CONTINUE to complete.

If slip does not print, touch REPRINT to reprint slip.

REPRINT   **[a]** CONTINUE

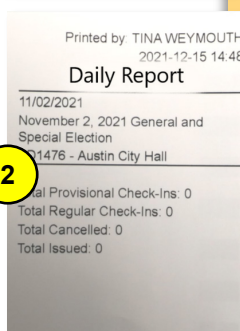You have been clocked out.

ePollbook Print Outs

Early Voting:

During Early Voting, file the following printed labels as follows:
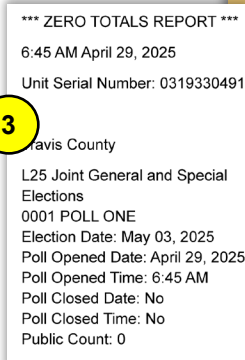
- ☐ **(1)** "Test Print" label: Prints each time a worker logs in to the ePollbook. File in the ***Daily Balancing Envelope.*** **(6)**
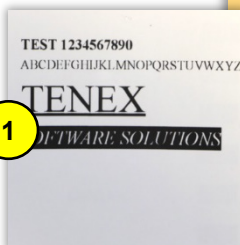
- ☐ **(2)** *Daily Report*: Prints when first logging in at the beginning of each day. File in the ***Daily Balancing Envelope***. **(6)**
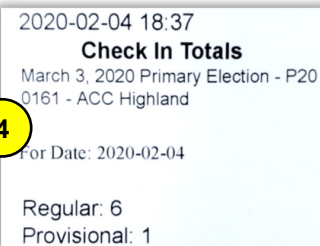
- ☐ **(3)** *Zero Report*: Prints only on the first day of Early Voting when logging in on the ePollbook. File in the ***Daily Balancing Envelope***. **(6)**

1

TEST 1234567890
ABCDEFGHIJKLMNOPQRSTUVWXYZ
TENEX
SOFTWARE SOLUTIONS

2

Printed by: TINA WEYMOUTH
2021-12-15 14:48
Daily Report
11/02/2021
November 2, 2021 General and Special Election
01476 - Austin City Hall
Total Provisional Check-Ins: 0
Total Regular Check-Ins: 0
Total Cancelled: 0
Total Issued: 0

3

*** ZERO TOTALS REPORT ***
6:45 AM April 29, 2025
Unit Serial Number: 0319330491

Travis County

L25 Joint General and Special Elections
0001 POLL ONE
Election Date: May 03, 2025
Poll Opened Date: April 29, 2025
Poll Opened Time: 6:45 AM
Poll Closed Date: No
Poll Closed Time: No
Public Count: 0

6

Daily Balancing Envelope

Location: _____
Date: _____

End of Day Instructions
After the last voter has cast their Ballot Card in the Ballot Scanner.

A. Record the Public Count and Emergency Compartment Ballots in the sections on the right.
1. The Public count is located on the upper middle portion of the Ballot Scanner screen.
2. The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report
1. Touch the TOOLS button in the top right-hand portion the Ballot Scanner screen.
2. Enter the Election Code and touch ACCEPT.
3. Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.
4. Touch CONFIGURATION REPORT and touch PRINT REPORT.
5. Tear off report and file in this envelope.
6. Touch the ADMIN button in the top right-hand portion of the screen.
7. Touch SHUTDOWN to power off the Ballot Scanner.

C. Print the Check-in Totals from the ePollbook:
1. Touch the three bar menu option in the upper right-hand corner of the screen.
2. Touch CHECK-IN TOTALS.
3. Choose today's date from the drop-down menu.
4. Touch the blue PRINT button on the upper left-hand portion of the screen.
5. Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.
6. File the Check-in Total Report in this envelope.

D. Count the number of remaining blank cards from your supplies and record the total in the section on the right. (Include unopened packages. You do not need to open the packages.)

From the Ballot Scanner:

Beginning Public Count: _____

Ending Public Count: _____

Emergency Compartment Ballots: _____

From the ePollbook Check-in Totals:

Number of Regular Ballots: _____ 6

Number of Provisional Ballots: _____ 1

Number of Spoiled Ballots: _____

Number of Leftover Ballot Cards: _____

a

AM Deputy Signature _____   PM Deputy Signature _____

- ☐ **(4)** *Check In Totals*: Printed from one ePollbook at the end of each day.
  - ☐ **[a]** Record the "Regular" and "Provisional" check ins on the ***Daily Balancing Envelope***. **(6)**

4

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

☐ (7) "Time sheet" label: After clocking out, a time sheet label will print from the Brother printer.

☐ [a] Tear or cut the label at the dotted line. The poll worker will keep one label for their records.

☐ [b] Peel the backing off the second label and adhere the label to the *Early Voting Worker Timesheet*. (8) Be sure to place the label on the correct day.

☐ (9) File the *Early Voting Worker Timesheet* in the clear *Early Voting Timesheet Envelope* with the other poll workers' time sheets. The envelope and time sheets are in the purple Admin folder in the Forms Box. Poll worker time sheets are returned at the end of each pay period[4]. If a pay period falls in the middle of Early Voting, time sheets will be returned with the LEO (Law Enforcement Officer) at the end of the voting day. See page 116.

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[4] Pay periods end on the 15th and last day of each month.

Election Day:

On Election Day, file the following printed labels as follows:

☐ (1) "Test Print" label: Prints each time a worker logs in to the ePollbook. File in the Green Results bag. (6)

☐ (2) *Daily Report*: Prints when first logging in at the beginning of the day. File in the Green Results bag. (6)

☐ (3) *Zero Report*: Prints when first logging in to the ePollbook. File in the Green Results Bag. (6)

☐ (4) *Check In Totals*: Printed from one ePollbook at the end of the day.
    ☐ [a] Record the "Regular" and "Provisional" check ins on the ***Register of Official Ballots/Ballot and Seals Certificate*** (5)
    ☐ File in the Green Results Bag.(6)

H. Total number of Ballots unaccounted for (Line A minus Line G) Include Supplemental Ballots issued, if applicable.)	Number from Box A	Number from Box G	
I. Total number of names on the Poll List or Combination Forms or ePollbook.	Total Check-ins (Regular + Provisional Check-ins) [a] 6 + 1 = 7		
J. Number of Ballots in the transfer case (Line I minus Line H minus	Number from Box I	Number from Box H	Number from Box D

- ☐ **(7)** After clocking out, a time sheet label will print from the Brother printer.
    - ☐ **[a]**Tear or cut the label at the dotted lines into 3 separate labels.
    - ☐ **[b]** Peel the backing off each label and adhere them to the white, yellow and pink copies to the *Election Day Statement of Compensation and Oaths*. **(8)**
- ☐ Fill out the form without writing in your social security number. **[c]**
- ☐ Separate the form into the white, yellow, and pink copies.
- ☐ Fill in the social security number on the <u>WHITE COPY ONLY</u>. **[c]**
- ☐ File the parts of the form as follows:
    - ☐ White Copy: File in the *Election Day Timesheet Envelope*.
    - ☐ Yellow Copy: Retained by the poll worker.
    - ☐ Pink Copy: File in the *Pink Envelope 3*

- ☐ **(9)** The *Election Day Statement of Compensation and Oaths* is in the purple Administration folder of the forms box. File the forms in the clear *Election Day Timesheet Envelope*.

Ballot Marking Device (BMD)

BMDs should be set up simultaneously with signs and posting, ePollbooks, and the Ballot Scanner. For a site to be operational, the Ballot Scanner, at least one ePollbook, and one BMD must be up and running at 7am.

Opening BMDs

We will provide a set of Ballot Marking Devices for each polling site. For Early Voting, BMDs can be set up during site set-up with help from the Voting Equipment Technician (VET) only if the site is lockable. For Election Day or nonlockable Early Voting sites, BMDs will be set up before polls open on the first day of voting.


Setting Up BMDs:

☐ (1) Remove the BMD and power supply from the case and place the BMD screen down on the table.

☐ (2) Pull the silver stand loose and plug the power cord into the back of the BMD. [a] The flat side of the plug should face up. (See the diagram on the back of the BMD) [b]

Plug-in Flat Side UP

Unplug by sliding
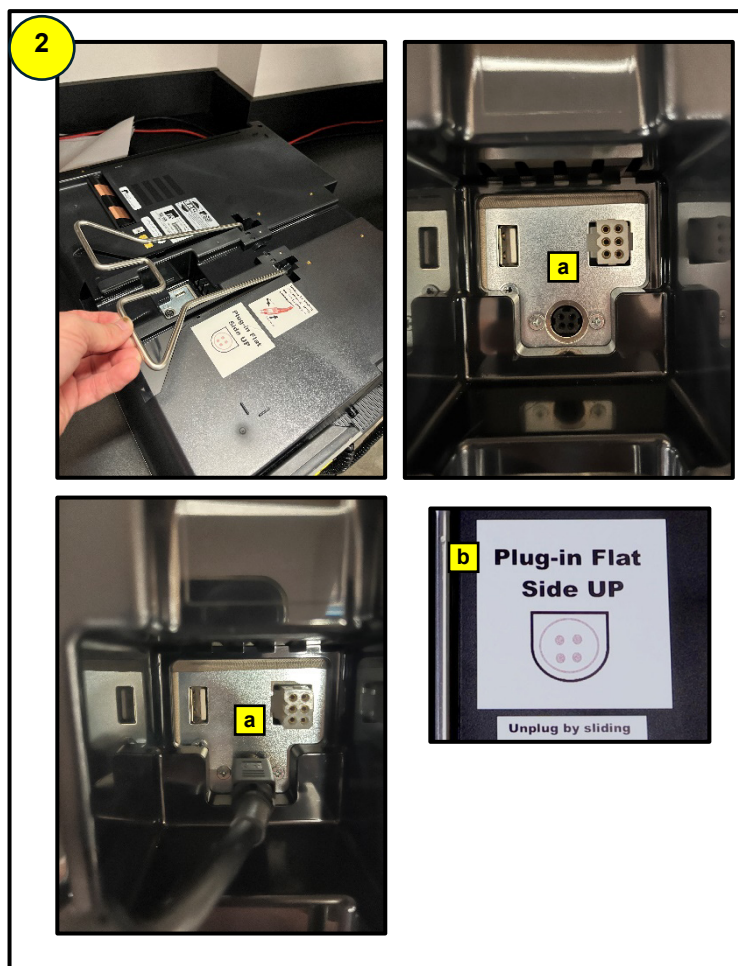
☐ (3) Lift the BMD upright, extend the silver kickstand, and tilt the BMD back to rest on the kickstand. [a]
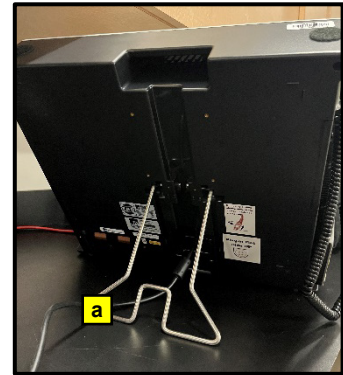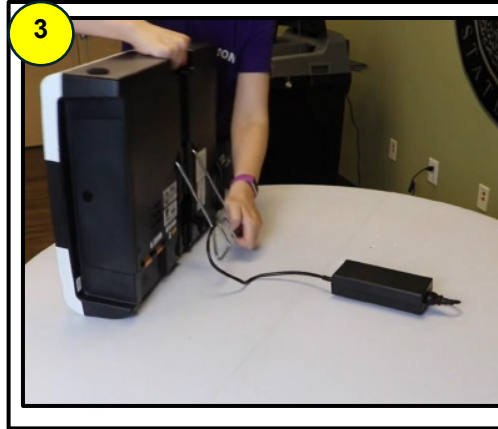
☐ (4) On the left side of the BMD, look for the yellow seal [a] placed through two loops.

☐ (5) Retrieve the *Equipment Security Seal Log* from the ESC and confirm the following:

    ☐ [a] The number on the seal matches the Asset ID number written on the form for that BMD. (found at top right side of the BMD).
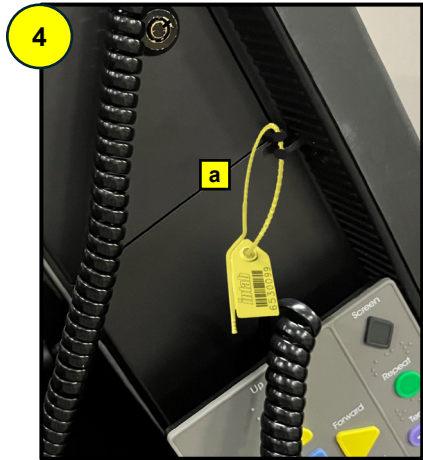
  Record the following:

    ☐ [b] Date the seal was broken
    ☐ [c] Signature of the poll worker who broke the seal.
    ☐ [d] Reason for breaking the seal. (Ex. Opening polls)


G25 EQUIPMENT SECURITY SEAL LOG
Location:

| Seal No. [a]	Date Seal Applied	Equipment Serial Number	Name/Signature of Person Applying Seal	Date Seal Broken [b]	Signature of Person Breaking Seal [c]	Reason for Seal Breaking [d]
6530099	10/29/25	400184	John Hancock	10/30/25	John Doe	Opening Polling Location.

Travis County Clerk
Asset ID: 400184
400184

☐ Remove the seal (4)[a] by tearing it off and place it in the *BMD Seals Envelope*.

Power On BMDs:

☐ (1) Using the Barrel Key [a], open the compartment panel on the left side of the BMD. [b]
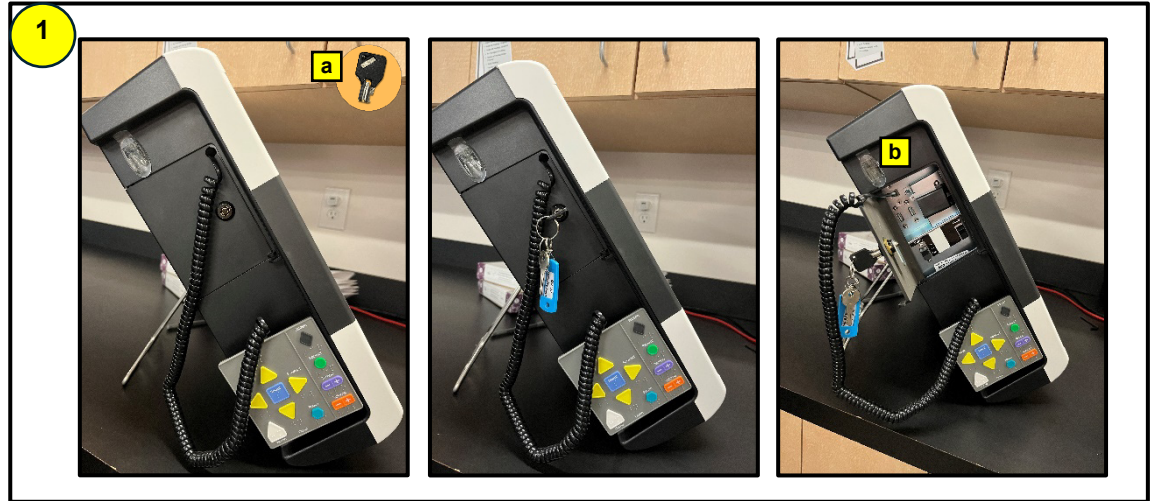
☐ (2) Press the rocker power switch up and release. [a] You should hear an audible beep. Close the panel and lock it with the Barrel Key. Be sure that the cable for the audio/tactile keypad is in the notch in the upper right corner. [b] The BMD will take several minutes to boot up. Continue to power on the other BMDs before the next step.
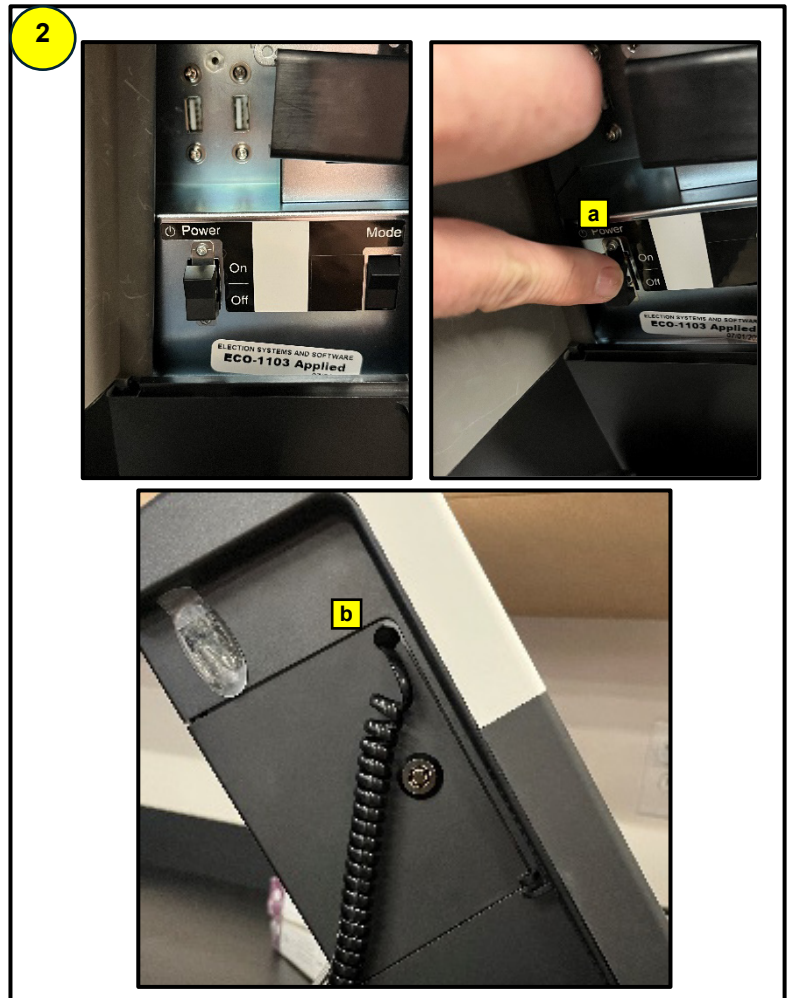
☐ (3) When the Load Election screen appears, type in the election code. The password can be found on the underside of the Forms Box lid.
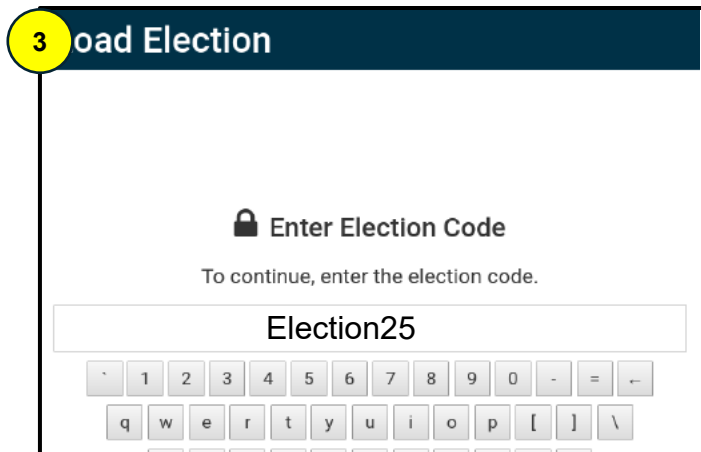
☐ (4) Confirm that the BMD is connected to power. The light underneath the plug icon will light up green. [a]

☐ (5) Remove the privacy shields from the blue carton and attach to the BMD using the Velcro tabs attached to the shield and BMD.

Closing BMDs

Power Off BMDs:

All BMDs that are powered on during voting hours <u>MUST BE LEFT ON</u> until the polling location is closed. To power off the BMDs, proceed through the following steps:

☐ (1) Use the Barrel Key [a] to open the compartment on the left side of the BMD.

☐ (2) Press down and release the power button.
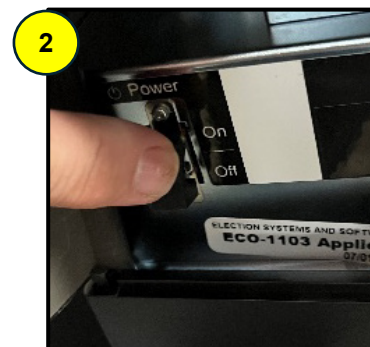
☐ (3) Touch the **SHUT DOWN** button on the screen.
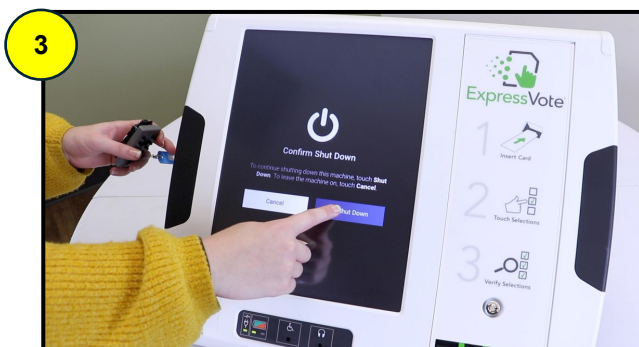
☐ (4) Close and lock the side compartment with the Barrel Key.

Call Center 512-854-4783

☐ **(5)** Retrieve a seal **[a]** from the Clear Bag in the ESC, place it through the loops **[b]** on the door of the BMD and seal the door.
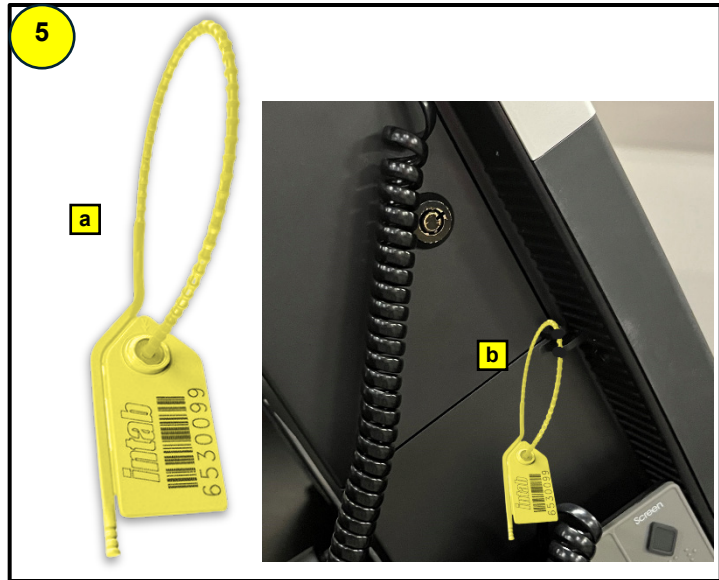
☐ **(6)** Record the following on the *Equipment Security Seal Log*:
- ☐ **[a]** The seal number
- ☐ **[b]** Date the seal was placed on the BMD
- ☐ **[c]** BMD Asset ID number (found on top right side of the BMD)
- ☐ **[d]** Signature of person(s) placing the seal on the BMD.

G25 EQUIPMENT SECURITY SEAL LOG

Location:

Seal No.	Date Seal Applied	Equipment Serial Number	Name/Signature of Person Applying Seal	Date Seal Broken	Signature of Person Breaking Seal	Reason for Seal Breaking
a	b	c	d			
6530099	11/5/25	400184	Signature			

For Early Voting sites that are not lockable, and Election Night, continue to the next steps.

☐ (6) Unplug the power cable from the back of the BMD by sliding the plastic sheath back while unplugging the connector.

☐ (7) Place each BMD and its power supply in the black canvas bags.


☐ (8) Return BMDs to the left compartments of the ESC.

BMD Accessibility

Each BMD has accessibility features. All polling locations must have at least one BMD station set up for voters with accessibility needs. (1) Use the folding table provided in the ESC to set up this voting station. The legs of the table are marked with blue tape [a] to show how far to extend the legs. Be sure that there is at least 5 feet of turning radius in front of the BMD.
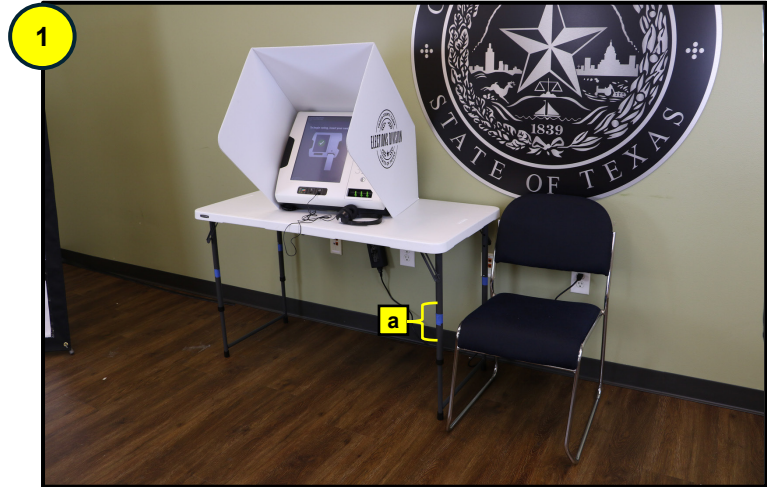
Plug-in Devices:

☐ (2) Plug in assistive device ports:

☐ [a] **Headphones:** Voters who need audio assistance can plug in headphones to the BMD. Look for the port directly below the

headphone icon. Once headphones are plugged in, the BMD will repeat instructions letting the voter know how to proceed. Four sets of headphones are provided in the ESC.

☐ [b] **Assistive devices:** Voters can plug in their own assistive devices in the port to the left of the headphone port.
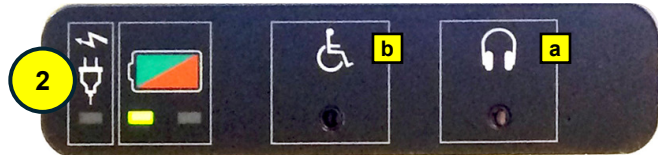
Audio Tactile Keypad:

☐ (3) **Audio Tactile Keypad:** Velcroed to the left side of the BMD, this keypad allows voters to navigate through the ballot without having to use the touch screen. Pressing any button on the keypad will bring up the assisted voting screen. [a] Pressing the forward arrow will advance to a screen showing the function of each button. [b] To continue to the ballot, press the forward arrow.
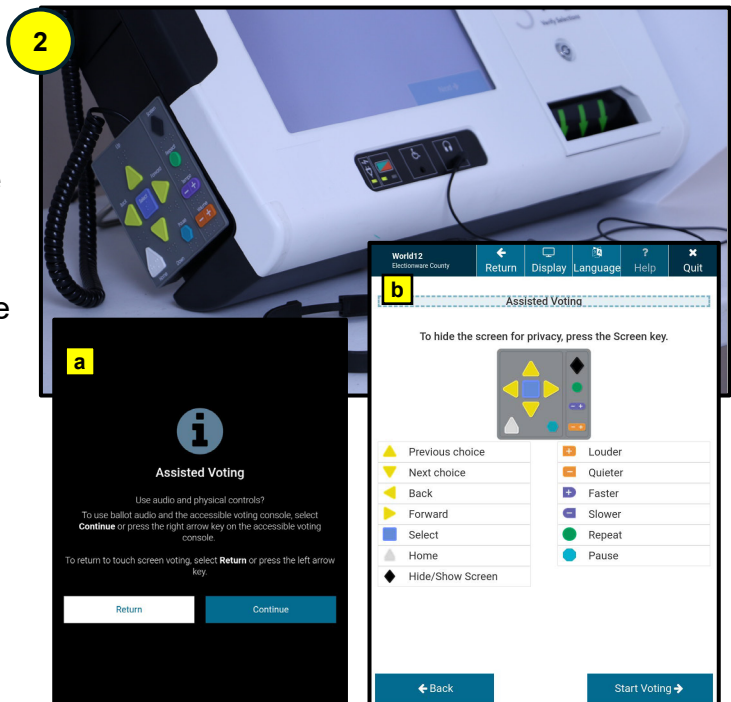
Distributing Ballots for Voting

Ballot Cards (1) 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.

Each polling location will receive a pre-numbered set of ballots to be used during voting. These ballots will have a serialized number printed on the back at the bottom of each ballot. Ballot packages will have a sticker with the number range printed on them. When using these serialized ballots, follow the procedures described below.

Opening Ballot Packages:

☐ Open ballot packages in numerical order. Packages are numbered in order from lowest serial number to highest.

☐ (2) Record the following information on the ***Ballot Pack Tracking Sheet***.
- ☐ [a] Distribution Set/Ballot Drop off #
- ☐ [b] Pack number (on wrapping of package)
- ☐ [c] Serial Range (on wrapping of package
- ☐ [d] Initial (poll worker who opens package)
- ☐ [e] Date package was opened
- ☐ [f] The Deputies/Judge will sign and date the form at the end of Early Voting/Election Day or when the form is full.
- ☐ Place the form(s) in the Purple Ballot Bag at the end of Early Voting/Election Day.

Count the ballots in the opened package and examine them to determine that they are properly numbered and printed.

☐ Any unnumbered or defective ballots (misprint, damaged, etc.) should be spoiled, recorded on the **Register of Spoiled Ballots Envelope** as "other" administrative error, and placed in the envelope.

Signing Ballots:

(3) During Early Voting, ballots will have the County Clerk's initials pre-printed on the back at the bottom of the ballot.

(4) On Election Day, Judges must sign the bottom of the back of the ballot above the serial number.

③ _DдМ_

123456

④ Judge's Signature or Stamp

234567
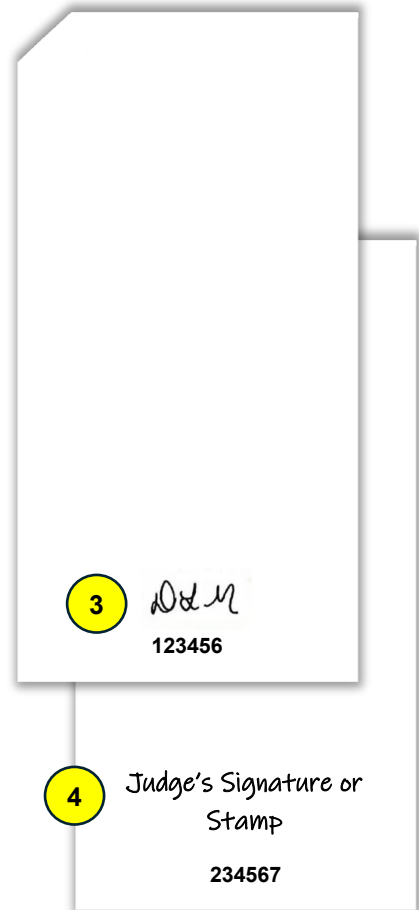
Distributing Ballots:

Ballots must be distributed in a random numerical order. Once the opened ballots have been inspected, shuffle them to randomize the serial numbers. After ballots are signed, keep ballots face up so that the serial numbers are not visible.

Voter ID Requirements

Texas Election Code (§63.0101) requires voters to show an approved photo identification when voting in person. A voter <u>MUST</u> present one of the following Standard/List A ID's when voting.

Texas Driver License	Texas Personal Identification Card	Texas Election Identification Certificate (EIC)	Texas License to Carry Handgun/ Concealed Handgun License

United States Military ID Card	United States Citizenship Certificate	United States Passport Book or Passport Card

A voter's identification must be:

1. Current or…
2. Expired less than four years from the current date or…
3. The voter is aged 70 or over and can use one of the above ID's no matter what the expiration date.

In instances when a voter does not possess or does not have continuous access to one of the seven ID types listed on the previous page, they may use a nonstandard form of identification known as a "List B". Some of the Nonstandard/List B identification that can be used are:

- ☐ Valid or expired Voter Registration Certificate
- ☐ Certified domestic birth certificate or court admissible birth document (must be original)
- ☐ Current utility bill (original or copy)
- ☐ Bank statement (original or copy)
- ☐ Government check (original or copy)
- ☐ Paycheck (original or copy)
- ☐ Government document with voter's name and address (original or copy)
  - o Driver's license from other states
  - o Voter Registration card
  - o TX Driver's License or TX Personal ID (expired for over 4 years)
  - o ID cards issued by a federally recognize Native American tribe
  - o DPS receipt (with photo)

Voters using Nonstandard/List B identification must follow certain procedures when they check-in to vote.


Your polling location is provided with an **_Approved ID_** posting (1) that can be placed at each check-in station. This posting shows an example of the seven Standard/List A ID [a] types as well as a list of possible Nonstandard/List B ID [a] types.

Checking In Voters

Standard/List A Check-in

When a voter approaches the check-in table:

- ☐ **(1)** Ask the voter for their identification.
    - ☐ **[a]** Ask the voter to show the front of the ID and confirm that it is one of the seven acceptable IDs.
    - ☐ **[b]** If the voter asks what identification can be used, refer the voter to the Approved ID posting that should be on the check-in table.
    - ☐ If the ID is not one of the seven Standard/List A IDs, skip to Nonstandard/List B Check-In on page 77.
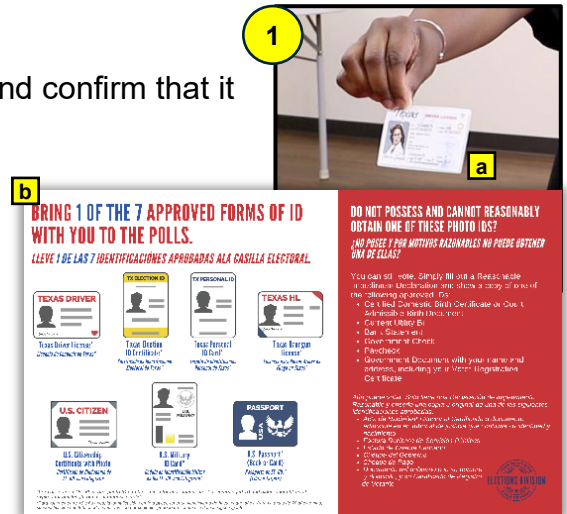
Voter with Scannable ID:
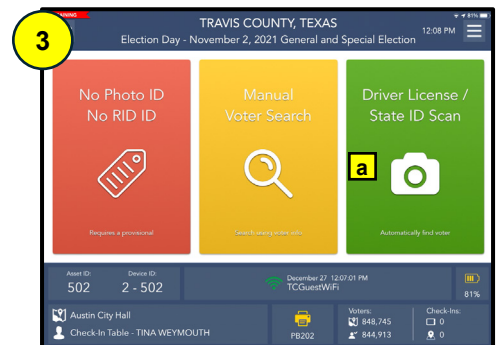
If the voter presents one of the following IDs:

> Texas Driver License, Texas Personal Identification Card, Texas License to Carry Handgun (with barcode)

(for non-scannable IDs see page 74)

- ☐ **(2)** Have the voter place the ID in the orange holder with the back of the ID facing you.

(3) On the ePollbook, touch the green DRIVER LICENSE/STATE ID SCAN **[a]** button.


Continue to "Completing Check In" on page 75 step **(4)**.

Call 512-854-4783

Voter with <u>Non-Scannable</u> ID:

If the voter presents one of the following IDs:

Texas Election Identification Certificate, United States Military ID, United States Citizenship Certificate, United States Passport book or Passport Card, Texas License to Carry Handgun (without bar code)

☐ (2) Touch the **MANUAL VOTER SEARCH** button.

☐ (3a) From the 15 IDENTIFICATION TYPES pop up screen, select the type of ID being used:
   ☐ Texas Election Identification Certificate
   ☐ Texas License to Carry Handgun
   ☐ United States Military ID w/ Photo
   ☐ United States Citizenship Certificate w/ Photo
   ☐ United States Passport book or Passport Card w/ Photo

☐ (3b) On the next screen, use one of the five methods to search for the voter:
   ☐ [a] LAST NAME AND FIRST NAME: Use the first three letters of the voter's last and first name.
   ☐ [b] LAST NAME AND HOUSE NUMBER: Use three or more letters of the voter's last name and the house number of the their address.
   ☐ [c] LAST NAME AND BIRTH YEAR: Use three or more letters of the voter's last name and their birth year.
   ☐ [d] ADDRESS SEARCH: Use the voter's <u>FULL</u> address.
   ☐ [e] VUID: Use the voter's Voter Unique Identification number.
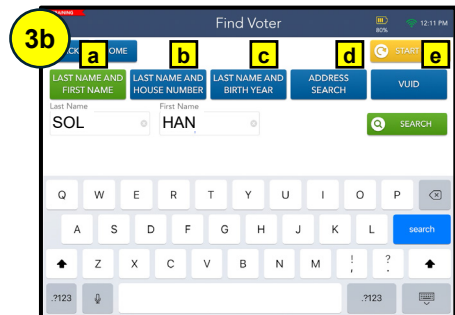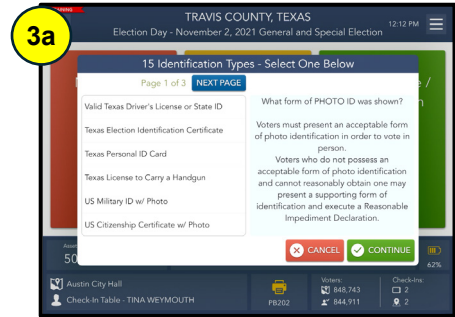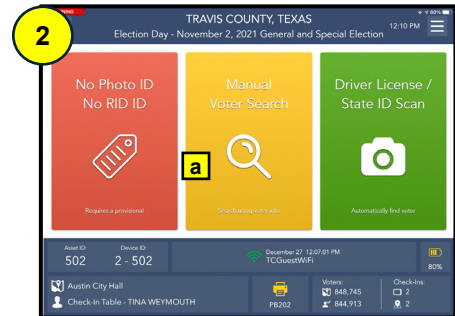
If more than one voter record is returned, you can confirm which record is correct by asking the voter for their birth year or street name and select the correct record.

If too many records are returned, use one of the other search methods to narrow results.

If a voter's record cannot be found, contact the Call Center.

☐ (3c) Select the voter's record and touch the CONTINUE [a] button.
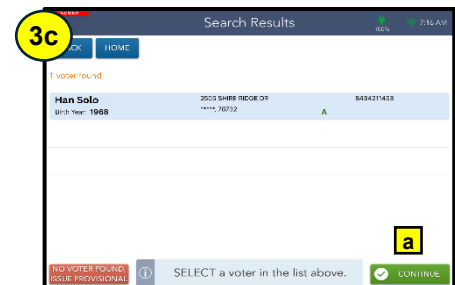
Completing the Check-In Process:

☐ (4) Once the voter's record has been pulled up on the Voter Identification screen, confirm the following three pieces of information:

  ☐ [a] Ask the voter if they still live at the name of the street shown in their record. (Only ask for the street name not the full address. If a unit number is part of the address, ask the voter to confirm that as well. A voter's address on their ID DOES NOT have to match what is listed in the ePollbook.)

  ☐ [b] Check that the name on the voter's ID matches what is in their record. This includes differences in spelling.

  ☐ [c] Look to see if the expiration date on the ID falls in the guidelines for acceptable IDs.

☐ (5) Once the three pieces of information are confirmed, touch YES, CONTINUE.

☐ (6) The next screen will confirm the voter's eligibility to vote. Any flags for the votes record will be on this page. Touch GET VOTER SIGNATURE [a].

☐ (7) The screen will turn upside down. Flip the poll book so the voter can:

  ☐ [a] Read the affidavit: The voter can touch and scroll the text. To enlarge the text, press the **+** [b] button.

  ☐ [c] Provide their signature

  ☐ [d] For voters that are unable to physically sign, press the UNABLE TO SIGN button.

  ☐ [e] Once the voter has signed, they will touch the I ACCEPT button.
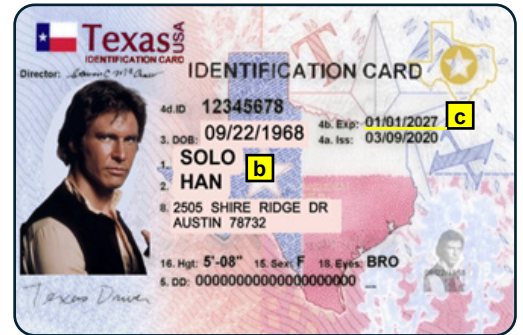
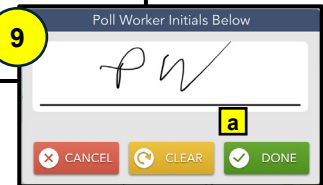☐ **(8)** The screen will turn right side up. Flip the screen back towards you and confirm the voter has signed. Once confirmed touch ISSUE BALLOT [a].
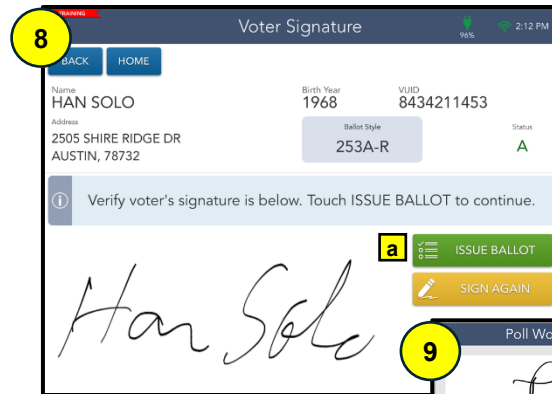
☐ **(9)** On the pop-up screen, provide your initials and press DONE [a].

☐ **(10)** Retrieve a ballot card (keep serial numbers facing down) and place the ballot in the Express Vote printer with the notch on the card [a] facing right. The printer will pull the ballot in fully.[b]
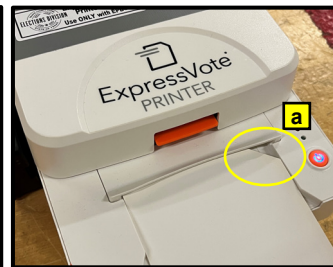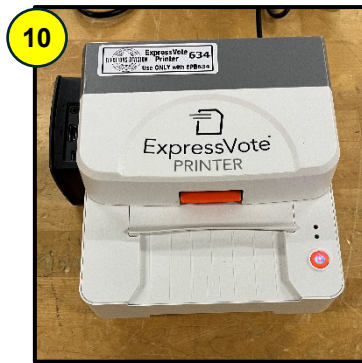
☐ **(11)** Touch COMPLETE CHECK IN [a].
☐ **(12)** The ballot header will print.
☐ **(13)** Once you have confirmed the ballot header has printed, touch CONTINUE [a].
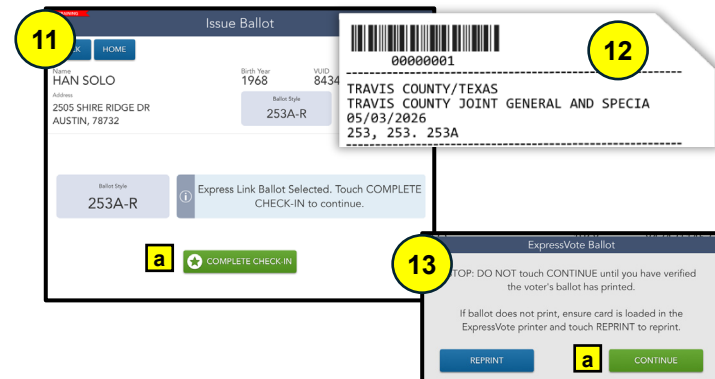
☐ **(14)** Before handing the ballot to the voter, check to make sure that the ballot style [a] printed on the header matches what is on the screen.
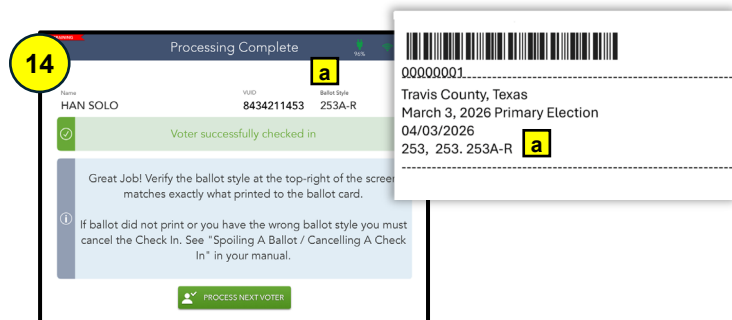
Nonstandard/List B Check-in

When a voter approaches the check-in station:

☐ Ask them for their Standard/List A ID. Voters can use any of the seven acceptable IDs listed on page 71.

☐ If a voter indicates that they do not have one of the Standard/List A IDs, ask them if they have access to one. If they indicate they do not have or cannot reasonably obtain the ID, then they can use a Nonstandard/List B ID to vote. Voters who have continuous access to a Standard/List A ID must use that ID to vote. If a voter states they have a Standard/List A ID but refuses to present that ID to vote, they must vote provisionally. See page 80 for checking in voters without an ID.

☐ Voters who use a Nonstandard/List B ID to vote must fill out a *Reasonable Impediment Declaration*.

Checking in a Voter With Nonstandard/List B for of ID:

☐ To check in a voter using a Nonstandard/List B ID, you <u>MUST</u> use a manual search to find the voter.

☐ **(1)** From the 15 IDENTIFICATION TYPES pop up screen, select the type of ID being used: (You must choose a Nonstandard/List B ID from the list to initiate a *Reasonable Impediment Declaration* (RID) process in the poll book.)

    ☐ **[a]** Valid or expired Voter Registration Certificate

    ☐ **[b]** Certified birth certificate (must be original)

    ☐ **[c]** Current utility bill (copy or original)

    ☐ **[d]** Bank statement (copy or original)

    ☐ **[e]** Government check (copy or original)

    ☐ **[f]** Paycheck (copy or original)

    o **[g]** Government document with voter's name and address (original or copy)

        ▪ Driver's license from other states

        ▪ Voter Registration card

        ▪ TX Driver's License or TX Personal ID (expired for over 4 years)

        ▪ ID cards issued by a federally recognize Native American tribe

        ▪ DPS receipt (with photo)

☐ (2) Once the ID type has been selected, the Voter Eligibility screen will appear. Touch the SELECT RID REASON [a] button.

☐ (3) Flip the screen towards the voter. On this screen, the voter will choose one of the seven reasons for not being able to present a Standard/List A ID. Voters must choose one of the seven reasons. <u>DO NOT</u> choose for the voter or tell the voter which option to choose. If a voter is unsure which option to choose, tell them to choose which ever is closest to their reason:

    ☐ Lack of transportation
    ☐ Photo ID applied for, but not received
    ☐ Lack of birth certificate or other documents
    ☐ Work schedule
    ☐ Family responsibilities
    ☐ Lost or stolen photo ID

☐ (4) A pop-up screen will confirm the voter's choice. The voter will touch YES [a] to confirm the selection is correct.

☐ Complete the check-in process. (Page 76, step 8)
☐ Continue to the next page to complete the RID form.

Completing the *Reasonable Impediment Declaration* Form:

☐ (1) Once the voter's ballot header is printed, the Brother printer will print a ***Reasonable Impediment Declaration*** label.

☐ (2) Retrieve a ***Reasonable Impediment Declaration*** form from the Forms folder in the Forms Box.

    ☐ [a] Place the label on the right side of the form.

    ☐ [b] Have the voter sign and date the form.

    ☐ [c] The poll worker who checks in the voter should sign and date the form.

☐ Once completed, this form is filed:

    ☐ (3) Election Day: File in ***Yellow Envelope 2***.

    ☐ (4) Early Voting: File in the ***Daily Balancing Envelope***.

Call 512-854-4783

Checking in a Voter Without ID

If a voter does not bring an ID when voting, proceed through the following steps:

☐ Ask the voter if they have access to one of the approved IDs listed on page 71.
　☐ If they say NO, confirm that the voter does not have an approved Standard/List A ID, and check in the voter using the RID process. (See page 77)
　☐ If they say YES, ask the voter if they can retrieve the ID and return to vote. If the voter refuses to retrieve the ID, then let the voter know that THEY WILL HAVE TO VOTE PROVISIONALLY and they will be required to provide proof of their ID at the Voter Registration office (2433 Ridgepoint Drive, Austin, TX 78754.) within six days after Election Day.
　☐ Proceed through the following steps:
　☐ (1) Touch the NO PHOTO ID/NO RID ID [a] button.
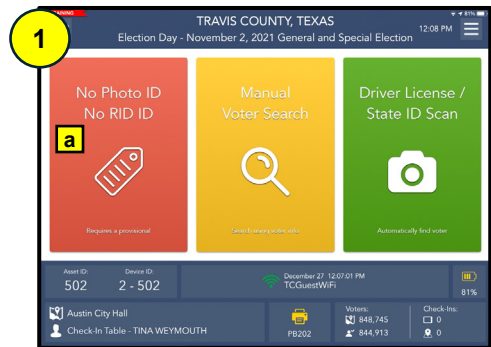
☐ (2) Use one of the search methods to find the voter's record and select the voter's record from the search list. [a]
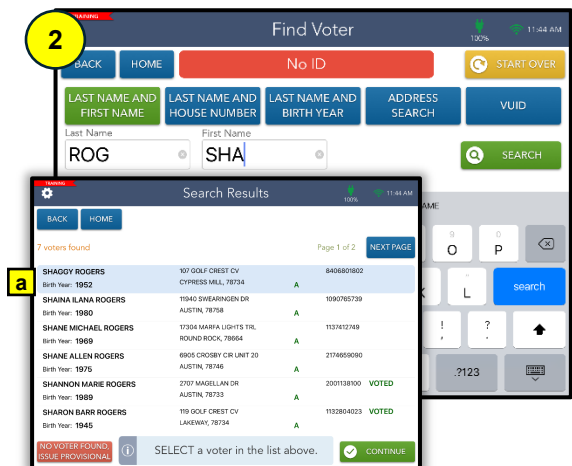
☐ (3) On the Voter Identification screen, confirm the voter's address. [a]
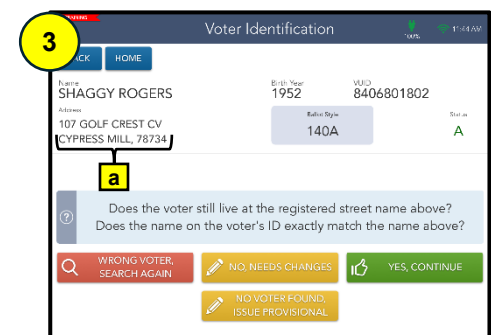
☐ (4) The Voter Eligibility screen will show a NO ID flag [a] and state the voter is not eligible to vote. [b] Touch the PROCESS PROVISIONAL [c] button and follow the instructions on page 96 to finish the provisional voting process.

☐ After the voter's ballot header has printed as well as provisional labels from the Brother printer, a **NO ID Cure Date Slip** label (5) will print from the Brother printer.

☐ (6) Retrieve a white **Notice to Provisional Voter** sheet from the Provisional folder in the Forms Box. Place the **No ID Cure Date Slip** label [a] on the top right space on the form.

☐ Give the notice to the voter and point out the date by which they will have to take a Standard/List A or Nonstandard/List B ID to the address provided on the notice to "cure" their provisional ballot.

Updating Voter Information

If necessary, a voter's information may be edited in the ePollbook during the check-in process. The poll worker can change or correct the voter's address or their name. Editing either piece of information will require the voter to sign a *Statement of Residence* form. See page 88 for information on the *Statement of Residence* form.

Correcting a Voter's Name:

If a voter indicates that their name is different than what is in the pollbook or their name on their ID does not match what is in the pollbook, the poll worker <u>MUST</u> initiate a Similar Name procedure on the pollbook. Proceed through the following steps:

☐ (1) From the Voter Identification page select the NO, NEEDS CHANGES [a] button.

☐ (2) On the pop-up window, select the NO, SIMILAR NAME [a] button.

☐ (3) Ask the voter if they wish to update their name:
    ☐ [a] If they say YES, touch the YES, UPDATE button.
    ☐ [b] If they say NO, touch the NO, DO NOT UPDATE button. Continue to step (5) on page 83.

☐ (4) On the pop-up window manually enter the corrected name of the voter and touch the CONTINUE [a] button.

☐ (5) Touch the GET VOTER INITIALS [a] button.

☐ (6) Flip the screen for the voter to provide their initials. [a]
    ☐ [b] Have the voter read the similar name affidavit.
    ☐ The voter can touch and scroll the text. To enlarge the text, press the **+** [c] button.

☐ (7) Once the voter has provided their initials, touch the GET SIGNATURE [a] button and continue completing the check in process (see page 75).

At the end of the check-in process, the voter will sign the ***Statement of Residence*** form. See page 88 for completing the form.

Editing a Voter's Address:

If a voter verbally indicates that they have moved within Travis County, their address can be edited during the check-in procedure. Voters who have a change of address will also be required to sign a *Statement of Residence* form. Some voters will have a Suspense Voter flag on their record. Voters who have this flag must complete a *Statement of Residence* even if the information on record is correct. When a voter indicates they have move, follow the process below:

☐ (1) On the Voter Identification screen, touch the NO, NEEDS CHANGES [a] button.

☐ (2) On the pop-up screen, touch the YES, ADDRESS CHANGES [a] button.

☐ (3) On the Statement of Residence screen, touch the EDIT [a] button to the right of the listed address.

☐ (4) Search for the voter's address the following way:
   - ☐ [a] Type in the full number of the address.
   - ☐ [b] Type in the first three to four letters of the street name.
   - ☐ [c] Touch the SEARCH button.

Call 512-854-4783

☐ **(5)** From the list of addresses, touch to highlight the correct address and touch the CONTINUE [a] button. If no address is found after multiple attempts, contact the Call Center for further support.

☐ **(6)** Ask the voter if there is a unit number for their address. Touch YES [a] or NO [b] depending on the information provided.

☐ **(7)** If the voter indicates there is a unit number, fill in that information on the pop-up screen then touch CONTINUE. [a]

☐ **(8)** Ask the voter if they have a separate mailing address. If so, fill out the information on this screen. If the information for this screen is prefilled, confirm that the voter still receives mail at the prefilled address. If not, touch the CLEAR [a] button. Touch the CONTINUE [b] button.

☐ **(9)** The next screen will show the updated address [a] as well as the old address. [b] Verify the information matches what you entered. Touch CONTINUE. [c]

☐ (10) Flip the screen so the voter can verify the new information. If the information is correct, the voter should touch the CORRECT [a] button.

☐ (11) The poll book will return to the Voter Information screen and the information panel will display a message [a] that the voter has completed their Statement of Residence along with a yellow flag. [b] Be aware that the old address [c] will still show on this screen. (Changes to a voter's address or name can take up to 30 days.)

☐ Finish checking in the voter using the procedures on page 75.

At the end of the check-in process, the voter will sign the **Statement of Residence** form. See page 88 for completing the form.

Voters With a "Suspense Voter" Flag:

Voters who have a "Suspense Voter" flag on their record will be required to fill out a **Statement of Residence** form. <u>DO NOT</u> tell the voter they are in suspense. Instead, let the voter know that we need to verify the information we have for their record.

For a voter with a Suspense Voter flag, do the following:

☐ (1) On the Voter Identification screen, there will be a yellow Suspense Voter flag [a] above the green "Voter is eligible to vote" message. Touch the COMPLETE SOR [b] button.

☐ (2) The Statement of Residence screen will appear where you can edit the voters record. Verify that the information is correct and continue through the steps on page 76, step (10).
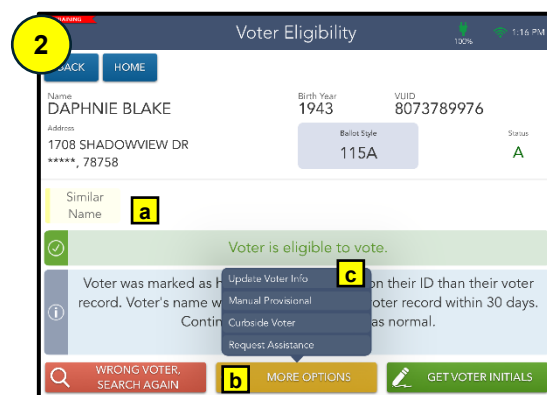
Editing the Voter's Name and Address:

If a voter needs to edit both their name and their address, you <u>MUST START THE PROCESS BY EDITING THE VOTER'S NAME</u>.

☐ (1) On the Voter Identification screen, touch NO, NEEDS CHANGES [a] and continue through the steps to edit the voter's name. (Page 82, step 2-4)
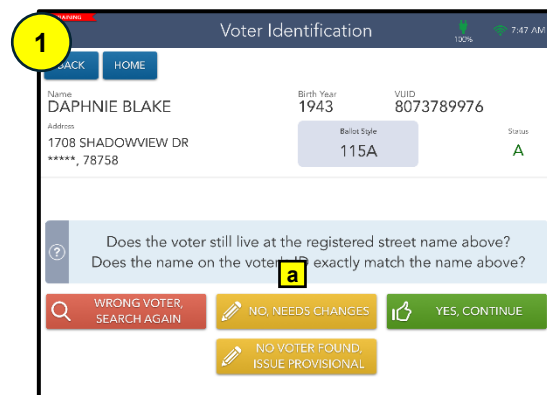
☐ (2) Once you have edited their name and reach the Voter Eligibility screen, you will see a yellow flag for Similar Name. [a] Touch the MORE OPTIONS [b] button and from the pop-up menu select UPDATE VOTER INFO [c].

    ☐ Continue through the steps to edit a voter's address. (Page 84, step 3-10)

☐ (3) After editing the voter's address, the poll book will return to the Voter Eligibility screen. There should now be a yellow flag for Statement of Residence as well as Similar Name. [a] Touch the GET VOTER INITIALS [b] button and continue checking in the voter.
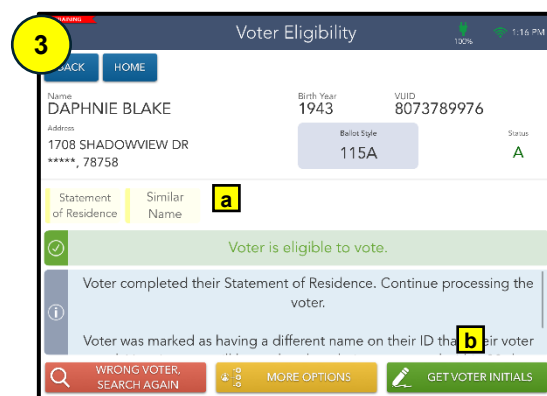
Completing the Statement of Residence Form

☐ (1) Once the ballot header has printed, if the voter has updated their record, the Brother printer will print a *Statement of Residence label*. Be sure to check that:
    ☐ [a] the voter's corrected name appears and/or
    ☐ [b] the new address is printed on the label.
    ☐ If the voter has edited both their address and name, two labels will print. Place both labels on the form one over the other.

☐ (2) Retrieve a *Statement of Residence* form from the Forms folder of the Forms Box.
    ☐ [a] Place the label on the right side of the form.
    ☐ [b] Have the voter sign and date the form.

☐ Once completed, this form is filed:
    ☐ (3) Election Day: File in *Grey Envelope 4*.
    ☐ (4) Early Voting: File in the *Daily Balancing Envelope*

1

VUID 8073789976
Statement of Residence
[a] New Name: DAPHNE BLAKE
New Address:
[b] 5501 AIRPORT BLVD, APT 22
AUSTIN, 78751
ID Type: Valid Texas Driver's License or State ID
DOB: 04/26/1943
DL or Last 4 SSN:
Election: May 03, 2025 Local Election
Location: CHRIST EPISCOPAL CHURCH
Date/Time: 2025-07-24 10:48
Mailing Address: ,,,

2 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.

[a] X *Voter's Signature*   Date 05 / 08 / 26
Signature of Applicant or Agent and Relationship to Applicant and Date or Printed Name of Applicant if Signed by Witness and Date.

[b] **Place Label Here**

VUID 8073789976
Statement of Residence
New Name: DAPHNE BLAKE
New Address:
5501 AIRPORT BLVD, APT 22
AUSTIN, 78751
ID Type: Valid Texas Driver's License or State ID
DOB: 04/26/1943
DL or Last 4 SSN:
Election: May 03, 2025 Local Election
Location: CHRIST EPISCOPAL CHURCH
Date/Time: 2025-07-24 10:48
Mailing Address: ,,,

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.

3

VOTER REGISTRATION MATERIAL OF
_____ Election held on the _____
day of _____, 20____
in Election Precinct No. _____
in _____ County, Texas.

AW 7-75
Prescribed by Secretary of State
Section 66.027, Texas Election Code

ENVELOPE 4
TO VOTER REGISTRAR
NOTE TO PRECINCT PRESIDING JUDGE
Enclose in this envelope:

1. Statements of Residence (completed)
2. Registration Omissions List (completed)

4 **Daily Balancing Envelope**

Location: _____
Date: _____

End of Day Instructions
After the last voter has cast their Ballot Card in the Ballot Scanner.

A. Record the Public Count and Emergency Compartment Ballots in the sections on the right.
  1. The Public count is located on the upper middle portion of the Ballot Scanner screen.
  2. The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report
  1. Touch the TOOLS button in the top right-hand portion the Ballot Scanner screen.
  2. Enter the Election Code and touch ACCEPT.
  3. Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.
  4. Touch CONFIGURATION REPORT and touch PRINT REPORT.
  5. Tear off report and file in this envelope.
  6. Touch the ADMIN button in the top right-hand portion of the screen.
  7. Touch SHUTDOWN to power off the Ballot Scanner.

C. Print the Check-in Totals from the ePollbook.
  1. Touch the three bar menu option in the upper right-hand corner of the screen.
  2. Touch CHECK-IN TOTALS.
  3. Choose today's date from the drop-down menu.
  4. Touch the blue PRINT button on the upper left-hand portion of the screen.
  5. Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.
  6. File the Check-in Total Report in this envelope.

D. Count the number of remaining blank cards from your supplies and record the total in the section on the right. (Include unopened packages. You do not need to open the packages.)

From the Ballot Scanner:

Beginning Public Count: _____

Ending Public Count: _____

Emergency Compartment Ballots: _____

From the ePollbook
Check-in Totals:

Number of Regular Ballots: _____

Number of Provisional Ballots: _____

Number of Spoiled Ballots: _____

Number of Leftover Ballot Cards: _____

AM Deputy Signature _____   PM Deputy Signature _____

Voter Flags

When processing a voter, you may receive a notification or a "voter flag" that may require some extra steps. Voters with these flags should be moved to the Resolution Table as they will often take more time to check in or require some research on the part of the Call Center to determine the voter's eligibility to vote in the current election. Although some flags can be resolved by the Deputy/Judge in the polling location, others will require a call to the Call Center to confirm information.

The following sections cover different poll book flags and what steps to take when they occur.

Mail Ballot Surrender

Voter HAS Mail Ballot:

If a voter has requested a Ballot by Mail and then decides to vote in a polling location instead, the voter must surrender the mail ballot to the Deputy/Judge at the polling location. This process will effectively cancel their mail ballot and allow them to vote in person.

At the Resolution Table, the Deputy/Judge should proceed through the following steps:

☐ (1) Begin the check-in process as outlined on page 73 After the Voter Identification screen, you will see a Mail Ballot Surrender screen with a red flag message that the voter has requested a mail ballot. [a]

BEFORE PROCEEDING ON THE POLL BOOK, DO THE FOLLOWING:

☐ Ask the voter if they have their mail ballot with them.
☐ If they say YES: (If NO, see page 91)
☐ (2) Ask them to hand you their mail ballot materials and look for the following items:
    ☐ [a] Ballot envelope
    ☐ [b] Ballot (make sure the ballot is for the current election [c])
    ☐ All other materials can stay with the envelope.[5]

---

[5] The voter MUST HAVE THE BALLOT for the current election. For voters without an envelope, fill out a standard affidavit and attach it with the ballot. Any other materials in the envelope can be given back to the voter or attached with the ballot and returned.

Call 512-854-4783

☐ (3) Write CANCELED across all pages of the ballot.

☐ (4) Retrieve the *Register of Surrendered Ballots by Mail Envelope* and record the following information:

    ☐ [a] Date the ballot is being surrendered

    ☐ [b] The voter's first and last name

    ☐ [c] The ballot serial number (Six-digit number in the left upper side of the ballot next to the date)

7-64
Prescribed by Secretary of State
Sections 66.026, 66.051(b), 84.032(d-1), 85.071
Texas Election Code
9/2023

	Type of Election	Polling Location
	Date of Election	Authority Conducting the Election Travis County Clerk Elections Division

[a] **REGISTER OF SURRENDERED BALLOTS BY MAIL**

	Date Ballot by Mail was Surrendered	[b] Name of Voter	[c] Ballot Serial Number
1	11/04/25	Voter's Name	867530
2			
3			

☐ (5) On the Voter Identification screen touch YES [a]

☐ (6) The Voter Eligibility screen will now show a yellow flag [a] that the voter has surrendered their ballot. Touch the **GET VOTER SIGNATURE** [b] button.

☐ (7) Flip the poll book screen to the voter and have them read the affidavit [a] stating they are surrendering their ballot before signing. [b]

☐ Continue with the check-in process. (Page 76, step 8)

☐ **(8)** Once the voter's ballot header is printed, the Brother printer will print a ***Request to Cancel Application for Ballot by Mail*** label.

☐ **(9)** Retrieve a ***Request to Cancel Ballot by Mail*** form from the Forms envelope of the Forms Box.

    ☐ **[a]** Place the label on the form

    ☐ **[b]** Have the voter sign in the top box.

    ☐ **[c]** The Deputy/Judge must sign and date the bottom box.

8 — VUID 8495545224
Request to Cancel Application for Ballot by Mail
I, VELMA DINKLEY, a qualified voter for the May 03, 2025 Local Election Election to be held on 05/03/2025, request that my application for Ballot by Mail or Federal Post Card Application be cancelled.
Date/Time: 2025-07-29 07:42
Location: ED1501 - CHRIST EPISCOPAL CHURCH
Registered Precinct Number:

9 — 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

[b] 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 _*Voter's Signature*_ 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.
X _____ Signature of Voter

[c] Early Voting Deputy or Election Day Judge — This section to be completed by Election Official. Sworn and subscribed before me, this _05_ day of _Nov._, 20 _25_
X _Deputy/Judge Signature_
Printed Name & Signature of Election Official Witnessing Affidavit

[a] Place Label Here
VUID 8495545224
Request to Cancel Application for Ballot by Mail
I, VELMA DINKLEY, a qualified voter for the May 03, 2025 Local Election Election to be held on 05/03/2025, request that my application for Ballot by Mail or Federal Post Card Application be cancelled.
Date/Time: 2025-07-29 07:42
Location: ED1501 - CHRIST EPISCOPAL CHURCH
Registered Precinct Number:
_____ Signature of Voter
VUID (required)

☐ **(10)** Paper clip the form to the voter's mail ballot and other materials and file in the ***Register of Surrendered Ballots by Mail Envelope***. **[a]**

[a] 7/AL Approved by Secretary of State Sections 66.026, 66.0561 (c), 31.292(d-f), 85.071 Texas Election Code 9/2023

| Type of Election | Polling Location |
| Date of Election | Authority Conducting the Election — Travis County Clerk Elections Division |

REGISTER OF SURRENDERED BALLOTS BY MAIL

	Date Ballot by Mail was Surrendered	Name of Voter	Ballot Serial Number
1	11/04/25	Voter's Name	867530
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

I, the undersigned Deputy Early Voting Clerk (Early Voting) or Presiding Judge (Election Day) of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Surrendered Ballots by Mail for the above-mentioned election.
Given under my hand, this _____ day of _____, 20 ___.

_____ Signature of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting or Presiding Judge on Election Day

_____ Printed Name of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting or Presiding Judge on Election Day

Voter <u>DOES NOT</u> Have Mail Ballot:

If a voter has the **MAIL BALLOT REQUESTED** flag on their record but does not have their mail ballot with them, proceed through the following steps:

☐ Ask the voter if they have their mail ballot with them.

☐ If they say NO:

    ☐ Ask the voter if they can retrieve the ballot. (If so, they can return with the ballot and can be processed following the procedures on page 89)

    ☐ If they cannot, continue with the next steps.

☐ (1) On the MAIL BALLOT SURRENDER screen, touch the NO [a] button.

☐ (2) The Voter Eligibility screen will now display a flag stating the voter is not eligible to vote. [a]

　　☐ Touch the PROCESS PROVISIONAL [b] button.

☐ Finish checking in the voter using the Provisional procedures on page 96.

☐ (3) Once the voter's ballot header is printed, the Brother printer will print a ***Request to Cancel Application for Ballot by Mail*** label.
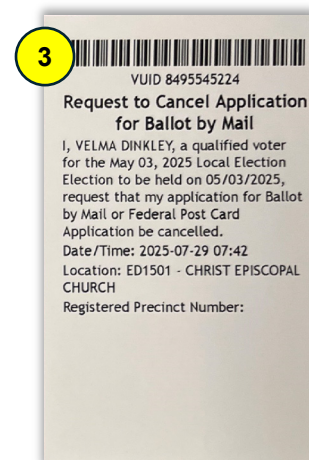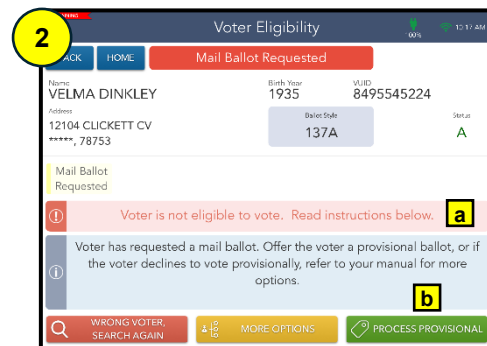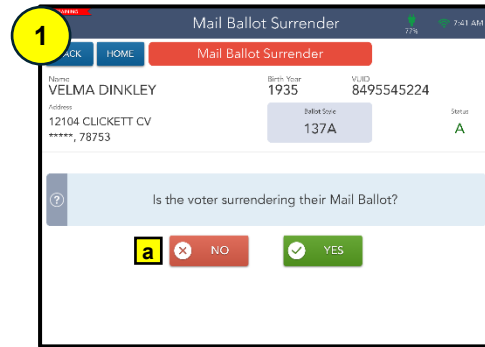
☐ (4) Retrieve a *Request to Cancel Ballot by Mail* form from the Forms envelope of the Forms Box.

    ☐ [a] Place the label on the form

    ☐ [b] Have the voter sign in the middle box.

    ☐ [c] The Deputy/Judge must sign and date the bottom box.

    ☐ This form will be attached to the voter's *Provisional Ballot Envelope* and place in the Orange Provisional Voting bag with the ballot. See page 96 for full details on Provisional voting.

Other Flags

Voters who have the following flags should be moved to the Resolution Table before continuing. Most of these flags will require contacting the Call Center to get further guidance on how to process the voter.

Late Effective Date of Registration

☐ (1) A voter who has registered after the registration deadline for the current election will have a LATE EDR VOTER flag [a] on the Voter Eligibility screen and will not be able to vote. If the voter contests that they have registered in time, call the Call Center and they will research the voter's registration to determine if they are eligible to vote.

94 –

ID Exempt:

☐ A voter who is exempt from showing identification will have an ID EXEMPT flag on the Voter Eligibility screen.

Voter Not Found

☐ (3) If a voter's record can not be found, a VOTER NOT FOUND flag [a] will appear on the Voter Eligibility screen. If this flag appears do the following:

   ☐ If they use a scannable ID, try searching for the voter's record using the Manual Voter search.
   ☐ If you have manually searched for the record, try one of the four other search methods to find their record. Best practice is to try at least three search methods.
   ☐ If you are still unable to find the voter, have the voter move to the Resolution Table and contact the Call Center for further assistance.

Already Voted:

☐ (4) A voter who has already voted in the current election will have an ALREADY VOTED flag [a] on the Voter Eligibility screen. If the voter contests that they have not voted, call the Call Center for specific instructions on how to process the voter.

Address Not in Election:

☐ (5) A voter who does not reside in a jurisdiction holding an election will have an ADDRESS NOT IN ELECTION flag [a] on the Voter Eligibility screen. If the voter contests that they should have something to vote on in the current election, contact the Call Center for further assistance.

Address Withheld:

☐ (6) Some voter records may display ***ADDRESS WITHHELD*** in the address field. If this occurs when checking in the voter, ask them if they still live at the same address. If they say:
  - ☐ YES: Continue with the check-in process. Page 75.
  - ☐ NO: Contact the Call Center for further assistance.

Provisional Voting

In some situations, a voter will need to cast a provisional ballot so that a bipartisan ballot board can review their vote and determine if it will be accepted or rejected. Provisional ballots are kept in a separate ballot container and require additional paperwork that must be signed by the Deputy/Judge.

Some examples of situations that might warrant a provisional ballot include voters who have already requested a mail in ballot but are not surrendering it, voters with a late effective date of registration, and voters who do not live inside a jurisdiction holding an election.

Call the Call Center to confirm eligibility and then follow the steps below.

Checking In the Voter:

When processing a provisional voter at the Resolution Table, proceed through the following steps on the ePollbook:

☐ **(1)** On the Voter Eligibility screen, touch the **PROCESS PROVISONAL** [a] button.

☐ **(2)** Flip the poll book screen to face the voter. The Citizenship Question[6] pop-up screen will appear. The voter will select the appropriate answer.

☐ **(3)** Have the voter read the "Voter Affidavit" and then sign. [a]

---

[6] Provisional voting will register a voter in Travis County. Because the voter is registering to vote, they are asked if they are a U.S. citizen.

☐ **(4)** Finish the voter check in and print the voter's ballot header. In the top right corner of the ballot will be a black box **[a]** with an "R" underneath it.[7] This filled in box will ensure the ballot cannot be scanned by the ballot scanner.

☐ (5) The Brother printer will print a long label which will contain the following:
  ☐ [a] Affidavit of Provisional
  ☐ [b] Provisional List (for Election Day, two copies will print)

Once the ballot header has printed, instruct the voter to make their selections on a BMD and then come back to finish paperwork. Make sure the voter returns to the resolution table to finish the voting process.

While the voter is voting, retrieve the following items from the Provisional folder of the Forms Box:

☐ **(6)** *Provisional Voter Envelope* (with secrecy envelope inside)
☐ **(7)** *List of Provisional Voters*
☐ **(8)** *Notice to Provisional Voter*
☐ **(9) Orange Provisional Ballot Bag** (make sure that the bag is sealed with a white seal on the zipper lock) **[a]**

---
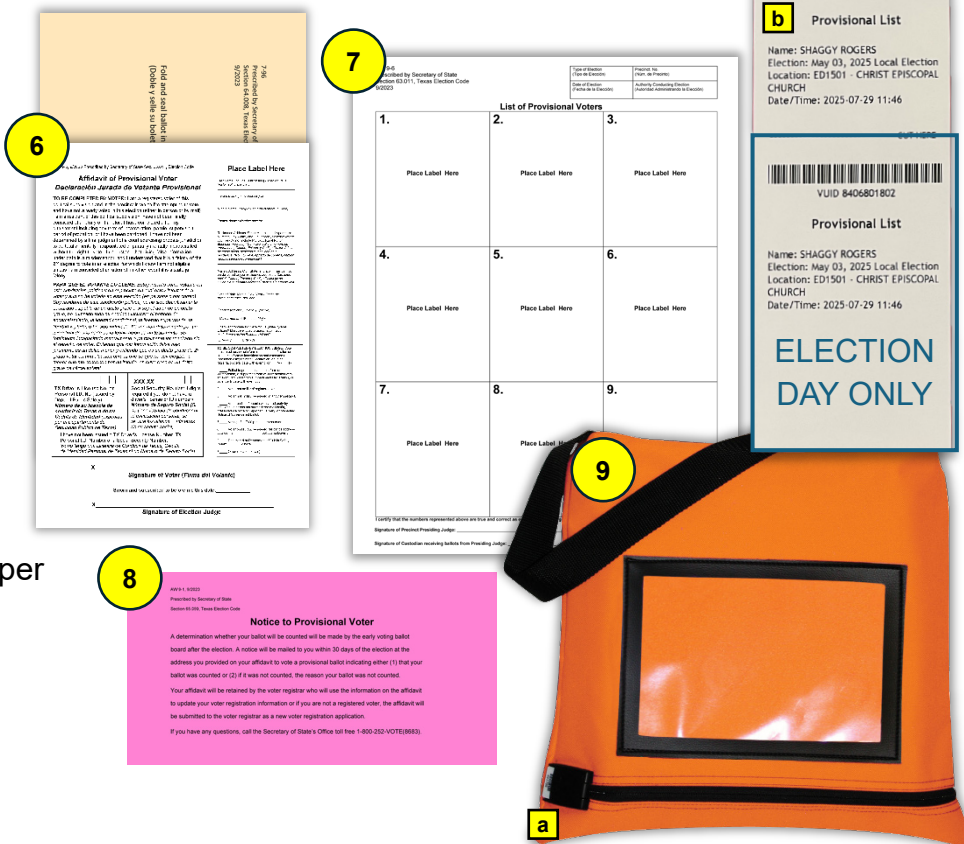
[7] The "R" underneath the black box stands for review and indicates that the ballot will be reviewed by the bi-partisan ballot board. The board will either accept or reject the ballot based off their research.

Call 512-854-4783

Casting a Provisional Ballot:

Voters who cast a provisional ballot will not place it in the Ballot Scanner. Proceed through the following steps to finalize voting:

☐ (11) Have the voter fold and place their ballot in the secrecy envelope and seal the envelope. Place the secrecy envelope in the **Provisional Envelope**.

☐ (12) Cut or tear the long provisional label at the dotted line.

☐ (13) Affix the Affidavit of Provisional [a] label to the **Provisional Voter Envelope**.

    ☐ [b] Have the voter read the affidavit.
    ☐ The voter should provide either:
        ☐ [c] TX Driver License or Personal ID number
        ☐ [d] Last 4 of the Social Security number
        ☐ [e] If they have neither, they will check the box stating as such
    ☐ [f] The voter will then sign and date the envelope.
    ☐ [g] The Deputy/Judge will sign the envelope.

☐ **(14)** Place the Provisional List [a] label on the *List of Provisional Voters* sheet.

ELECTION DAY ONLY:

Place the second Provisional List [a] label in the pink *Envelope 3*.[8] [b]

☐ Have the voter seal the *Provisional Voter Envelope*.
☐ **(15)** Bundle the envelope [a] with the forms using paperclips or rubber bands and have the voter place the materials in the Orange Provisional Ballot bag. [b]

    ☐ Fold and place the *List of Provisional Voters* in the front clear pocket of the bag. [c]

☐ **(16)** Hand the voter the pink *Notice of Provisional Voter*

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[8] The *Pink Envelope 3* is for copies of items kept by the Judge. Documents in this envelope are kept for 22 months.

Spoiling a Ballot

Ballots that become unusable must be marked as "spoiled" and recorded on the ***Register of Spoiled Ballots*** (1) ***Envelope*** for ballot reconciliation purposes.

There are three categories of spoiled ballot:

- ☐ [a] Spoiled by Voter:
    - The voter decides to quit voting while making selections on the BMD; or,
    - The voter prints their ballot, but decides they do not want to vote or want to make changes to their selection.
- ☐ [b] Spoiled by Election Worker:
    - The worker makes a mistake in printing the ballot header; or,
    - The worker damages the ballot.
- ☐ [c] Other:
    - The ballot is damaged and cannot be used; or,
    - The ballot has incorrect serial numbers; or,
    - A ballot was abandoned by a voter and left in the polling place.

Proceed through the following steps when spoiling a ballot:

- ☐ (2) On the ballot, write SPOILED [d] across the front of the ballot and draw a zig-zag line [e] through the barcode at the top of the ballot.
- ☐ Record the following information on the ***Register of Spoiled Ballots*** (1) ***Envelope***:
    - ☐ [f] The serial number from the back of the ballot
    - ☐ [g] The name of the voter (For abandoned ballots write "abandoned")
    - ☐ [h] Mark an "X" in the column for who is spoiling the ballot.
- ☐ Fold the ballot and place it in the envelope.

If the voter's check-in needs to be cancelled continue to the next page.

Cancelling a Check-In

If a voter has spoiled a ballot, their check-in will need to be canceled so that a new ballot may be reissued, or they can vote later at a different location. To cancel a voter's check-in, follow these steps:

☐ (1) Touch the three-bar menu button [a] in the top right corner and select CANCEL CHECK-IN [b] from the pop out menu.

☐ (2) In the search screen, use either the first three letters of the voter's first and last name or the VUID to find the voter's check-in. Touch the SEARCH button. [a]
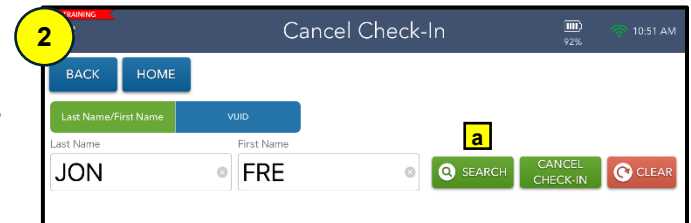
☐ (3) Touch the voter's record to select it. [a]
- ☐ The poll workers initials [b] and voter's signature [c] will appear in the bottom right corner.
- ☐ Touch the CANCEL CHECK-IN button. [d]
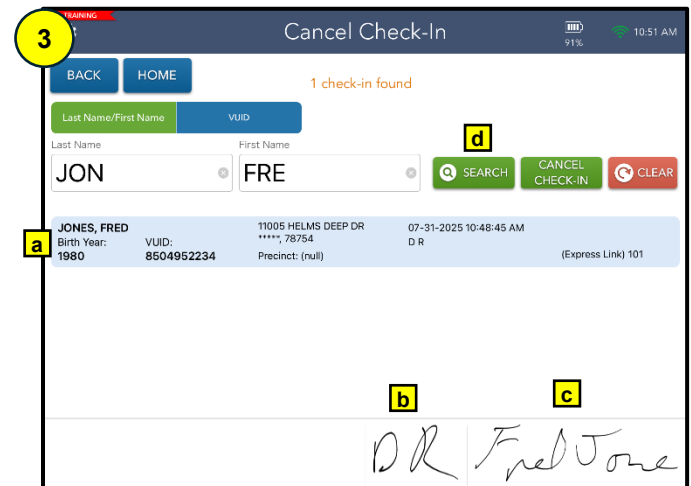
☐ (4) On the pop-up screen select:
- ☐ [a] Reason for cancel check-in?:
  - Voter Requested.[9]
  - Administrative Issues: For all reasons that are not related to a voter-requested cancel.
- ☐ [b] Are you issuing a replacement ballot?:
  - Yes: The poll book will go to the Voter Signature screen. (6)
  - No: The poll book will go to Process Complete screen. (7)
- ☐ [c] Touch the CONTINUE button.

☐ (5) The pop-up screen will confirm that you are cancelling the voter's check-in.
- ☐ [a] Press the YES button.

☐ (6) When issuing a replacement ballot, the poll book will go to the Voter Signature screen. The voter will then sign and accept. A new ballot will be printed. If the check-in included any additional lables (SOR, RID, Provisional etc.) then those labels will also print.[10] Continue with the check-in process from page 76, step (8).

☐ (7) If a replacement ballot is NOT issued, the pollbook will move to the Processing Complete screen. Touch the PROCESS NEXT VOTER button [a] to return to the check-in screen. The voter will now be able to vote at later date in the election or at another location.

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[9] A voter can only request to cancel their check-in three times. After three times, the voter will then have to vote provisionally.

[10] When a new label for a form has printed, the voter DOES NOT need to refill out the paperwork. Simply place the new label over the label of the original form.

Reprinting Labels

In some instances, you may need to reprint a label that was created during the voter's check-in. To reprint a label, use the following steps:

☐ (1) On the check-in screen, touch the three-bar menu [a] in the top right corner.
    ☐ [b] From the pop-up menu, touch REPRINT FROM LABEL.

☐ (2) On the Reprint Form Label screen, use the first three letters of the voter's last and first name to find the their check-in record. Touch the SEARCH [a] button.

☐ (3) The voter's check-in record should appear.
    ☐ [a] Touch the record to highlight it.
    ☐ [b] The initials of the poll worker who checked in the voter and the voter's signature will appear in the bottom right corner.
    ☐ [c] Touch the RE-PRINT button.

☐ (4) Each label associated with the voter's check-in record will display in a pop-up menu [a] left of the RE-PRINT button. Touch the button for the label you want to reprint.

☐ (5) A pop-up window will appear and the selected label will print from the Brother printer. Once the label has printed, touch the CONTINUE [a] button. Labels can be placed over the original label on the form.
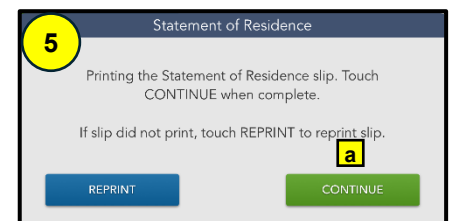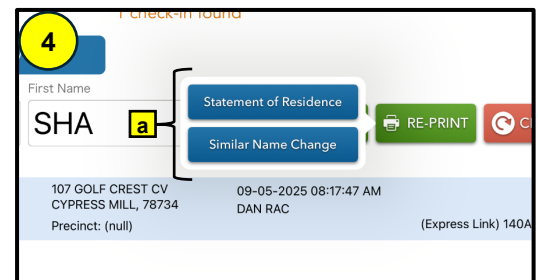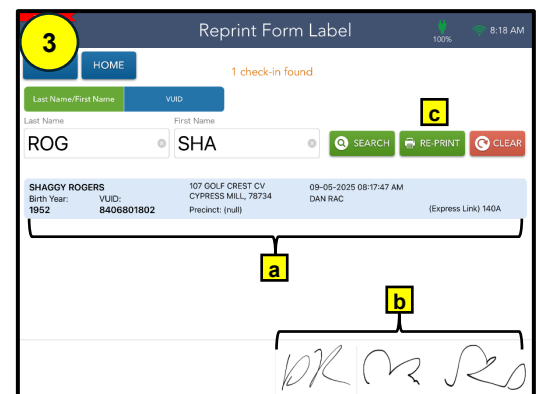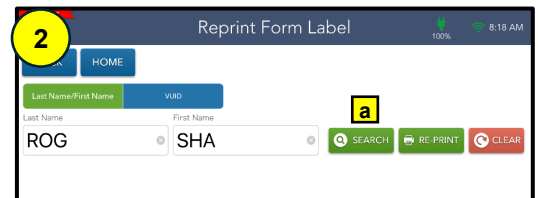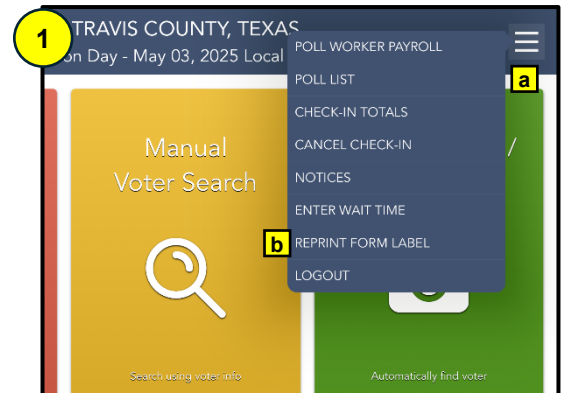
Voter Assistance

When a voter chooses to have another person assist them in reading or marking their ballot, the person assisting the voter must recite and sign the ***Oath of Assistance/Oath of Interpreter***. ***Oath of Interpreter*** is used if the person assisting is translating the language of the ballot. This process can be done through the ePollbook during the voter check-in process. Paper versions of this oath can also be used if the voter has already completed check-in. If the assistant is interpreting (translating) as well as helping the voter read or mark the ballot, they will need to take both "Oath of Assistance" and "Oath of Interpreter". Only one oath can be done on the poll book. The other oath will need to be filled out on the paper version of the form. A poll worker may also act as an assistant to a voter when asked. Poll workers ability to assist voters is covered by the ***Constitutional Oath for Presiding Judge, Alternate Judge, and Early Voting Clerk*** taken prior to beginning work. Poll workers who assist voters will need to sign the ***Election Worker Assistance Sheet*** form which is found in the Forms folder of the Forms Box. See page 108 for instructions.

Voter Assistance on ePollbook:

When checking in a voter who is using private assistance, use the following procedures on the ePollbook (If a person is assisting multiple voters, the person assisting must read aloud and sign an oath for each voter they assist.):

☐ (1) On the Voter Eligibility screen, touch the MORE OPTIONS [a] button.
  ☐ On the pop-up menu, touch **REQUEST ASSISTANCE** [b]

☐ (2) On the pop-up window "Is the voter requesting assistance?" touch the **YES** [a] button.

☐ (3) On the next pop-up window, touch either "Assistance" [a] or "Interpreter". [b]

☐ (4) On the Voter Eligibility page, a yellow **Requires Assistance** [a] flag will appear. Touch the **PROCESS ASSISTANCE** [b] button

☐ (5) On the Provide Assistance screen, touch the **YES** [a] button

☐ (6) Type in the following information for the person providing assistance:
- ☐ [a] First and last name
- ☐ [b] Relationship to voter
- ☐ [c] Address of the person assisting
- ☐ [d] Ask if the assistant has received or accepted any form of compensation or other benefits from a candidate, campaign, or political committee. Check the box for Yes or No

☐ **(7)** Flip the screen so the assistant and have them read the oath out loud **[a]**. To read the full text they can scroll through the text or touch the plus **+** button **[b]** to expand the text. Once they have read the oath, have them touch the **CLOSE** **[c]** button to return to the signature screen.
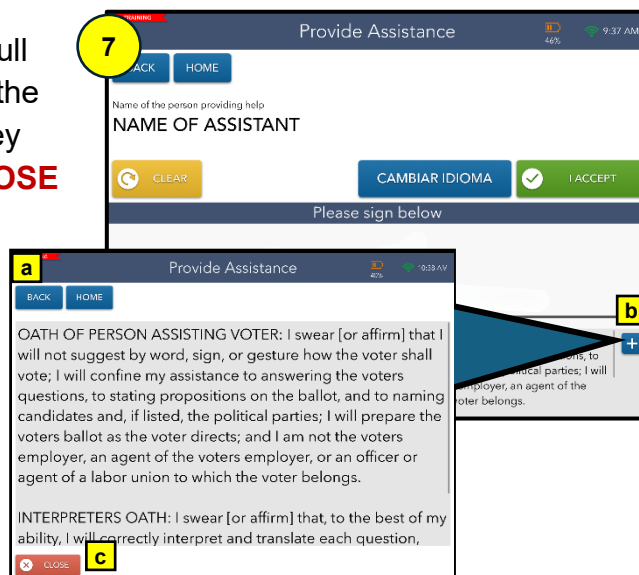
☐ **(8)** Once the assistant has read the oath out loud, have them sign **[a]** on the ePollbook and touch the **I ACCEPT [b]** button.
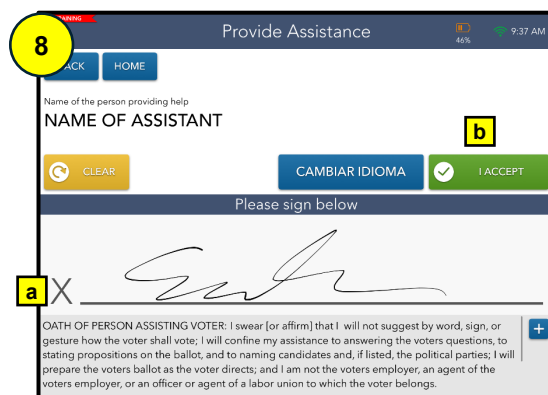
☐ **(9)** Once the assistant has signed, flip the screen back to the poll worker and touch the **CONTINUE [a]** button.
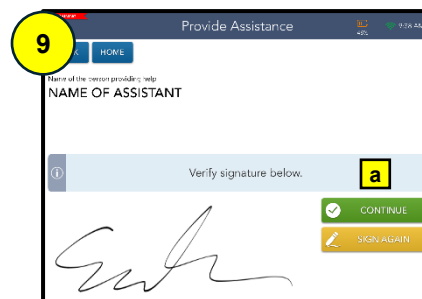
☐ **(10)** Continue checking in the voter

Voter Assistance using the paper form:

If a voter is using an assistant but has already had their ballot printed, you can fill out the paper version of the **Oath of Assistance/Oath of Interpreter** form. To fill out the paper version of the form, use the following steps:

☐ (1) Retrieve the paper copy of the **Oath of Assistance/Oath of Interpreter** form from the Forms folder of the forms box. Record the following information on the form:
    ☐ [a] Fill in the assistant's first and last name (*Middle name if given*)
    ☐ [b] The address of the assistant
    ☐ [c] The relationship of the assistant to the voter
    ☐ [d] Ask them, "Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee?
☐ [e] Have the assistant read the Oath of Assistance or Oath of Interpreter out loud
☐ [f] The assistant will sign and date
☐ [g] The election official who administered the oath will sign and date the form

☐ (2) Once the form is completed file as follows:
    ☐ [a] Election Day: Place in the yellow *Envelope #2*
    ☐ [b] Early Voting: Place in the *Daily Balancing Envelope*

Call Center 512-854-4783

Assistance from a Poll Worker:

A poll worker may assist a voter with marking or reading the ballot. Poll workers <u>CAN NOT</u> interpret the meaning of ballot language or tell the voter who or what to vote for. When you have assisted a voter, record the information listed below on the ***Election Worker Assistance Sheet***:

☐ (1) ***Election Worker Assistance Sheet:*** When a poll worker assists a voter by marking a ballot, reading the ballot, or helping the voter physically mark their selections on the ballot marking device, the following information should be recorded on this sheet:
  - ☐ [a] Name of voter
  - ☐ [b] Printed name of assistant (poll worker)
  - ☐ [c] Address of assistant
  - ☐ [d] Relationship of assistant to voter, if any
  - ☐ [e] Circle Yes or No to the statement of compensation or benefit.

☐ (2) This form should be retained for the duration of Early Voting. On the last day of Early Voting and Election Day file the form as follows:
  - ☐ [a] Election Day: File in the yellow *Envelope 2*.
  - ☐ [b] Early Voting File in the *Daily Balancing Envelope.*

Call Center 512-854-4783

Curbside Voting

If a voter is physically unable to enter the polling place without personal assistance or likelihood of injuring the voter's health, they may request to vote curbside. Curbside voting should be set up before the polling location opens each day of Early Voting and Election Day. During Early Voting, at least one clerk should conduct curbside voting. During Election Day, two clerks must conduct curbside voting.

To set up curbside voting, do the following:

Setting up Curbside

☐ (1) Retrieve the following items:
  - ☐ [a] Curbside A-frame sign
  - ☐ [b] Two Curbside Parking signs
  - ☐ [c] Two Curbside Electioneering signs
  - ☐ [d] Orange cones for holding signage

☐ (2) Reference the *ADA Remediation Checklist* for the location of curbside voting and where to place signage. Following the checklist, set up your curbside parking places:
  - ☐ [a] The curbside A-frame sign
  - ☐ [b] The signs designating parking spots
  - ☐ [c] Cones to block parking (if necessary)
  - ☐ [d] *Curbside Electioneering* signs – These should be placed 20 feet from the outside edge of the curbside parking spaces. Use the measuring wheel [e] to determine the distance.

Curbside Voting:

When the voter arrives at the polling site, they will contact the Call Center through one of the numbers on the curbside A-frame sign. The Call Center will contact your location to let you know that you have a curbside voter. Two poll workers will conduct the curbside voting.

☐ (1) Retrieve a *Curbside Voter Statement* form from the Forms folder of the Forms Box.

☐ Retrieve an available ePollbook and take it to the voter's vehicle.

☐ Before checking in the voter:

  ☐ [a] Have the voter(s) read the oath on the *Curbside Voter Statement* form out loud. Each voter in the vehicle that is voting curbside must read the oath out loud and print and sign their first and last name on the form. Up to four people can sign one form.

  ☐ [b] The voter will print and sign their name on the form. A voter who is unable to sign is required to have a witness. The witness will provide their:
    ▪ Printed name
    ▪ Signature
    ▪ Residential address
    ▪ Or, if an Election Officer, their official title.

  ☐ [c] The poll worker conducting curbside voting will sign and print their name on the form.

☐ Check in the voter using the process found on page 73.

☐ (2) When you reach the Issue Ballot screen, <u>PAUSE & RETURN INSIDE</u> to complete the check-in process.
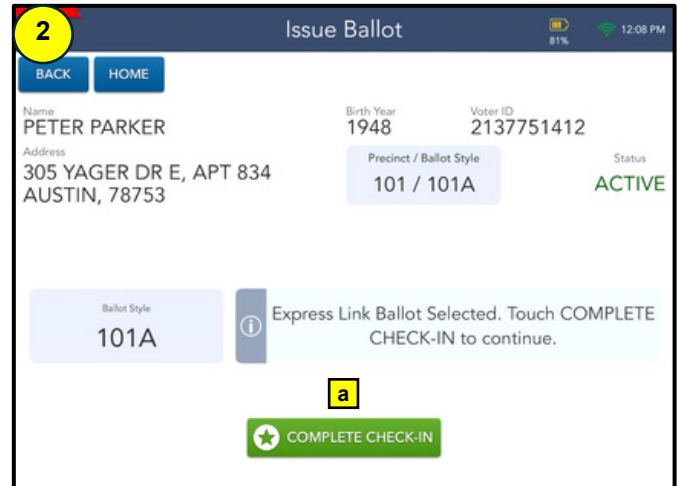
☐ (3) Once inside, plug the ePollbook back into its power supply and wait for it to connect back to the MiFi. Check that the number of devices increases by 1 *before* printing.

☐ Touch the COMPLETE CHECK-IN (2)[a] button on the Issue Ballot screen

☐ Print the voter's ballot header and any necessary labels

☐ (4) Gently fold (without creasing) the ballot and place it in a secrecy envelope
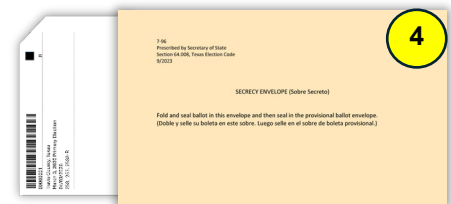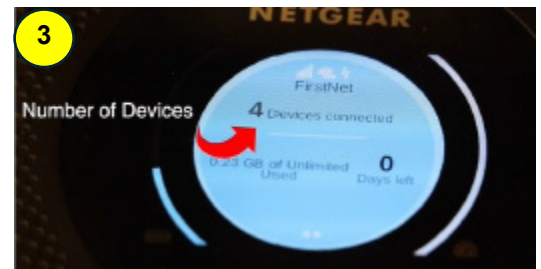
☐ (5) Unfold the curbside cart. Disconnect and place an available BMD face down on top of the cart. <u>DO NOT</u> use the BMD that is placed on the ADA accessible table. Secure the BMD to the cart with the provided bungee cord.

☐ Carefully transport the BMD, the voter's ballot in the secrecy envelope, and any other necessary forms to the voter's car.

☐ Once at the voter's vehicle:
  ☐ Have the voter complete any necessary forms
  ☐ (6) Hand the voter their ballot and set up the BMD so the voter can make their selections.
  ☐ Once the voter has made their selections and printed their ballot, place the ballot in the secrecy envelope (fold but do not crease).
  ☐ <u>TELL THE VOTER TO REMAIN AT THE CURBSIDE PARKING SPACE UNTIL THEIR BALLOT HAS BEEN ENTERED INTO THE SCANNER.</u>[11]

☐ Return the curbside cart with the BMD, secrecy envelope with printed ballot, and any completed forms to the voting location.
☐ <u>SCAN THE PRINTED BALLOT IN THE BALLOT SCANNER.</u>
☐ Return to the voter's vehicle with an "I Voted" sticker and let them know their ballot has been cast.
☐ (7) File the *Curbside Voter Statement*:
  ☐ [a] *Daily Balancing* envelope for Early Voting.
  ☐ [b] Yellow *Envelope #2* for Election Day.
☐ File any other paperwork associated with the voter.

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[11]Issues with their ballot cannot be resolved after the voter leaves and could result in the voter's ballot not being cast.

Curbside Transportation Roster:

If a person has transported a total of seven or more voters during **the early voting period and on election day**, the person transporting the voters will record the following information on the *Information of Person Who Provided Transportation to a Total of Seven or more Curbside Voters During Early Voting and Election Day* form (1):

- ☐ **[a]** Signature
- ☐ **[b]** Printed name
- ☐ **[c]** Address
- ☐ **[d]** Did they provide assistance in marking or reading the ballot for any of the voters? Transporters who provide private assistance must complete the *Oath of Assistance* for each voter they assist. See page 104 for Voting Assistance

7-65
Prescribed by Secretary of State
Sections 64.009, 64.034, Texas Election Code
9/2023

Type of Election	Polling Location
Date of Election	Authority Conducting Election

INFORMATION OF PERSON THAT PROVIDED TRANSPORTATION TO SEVEN OR MORE VOTERS FOR CURBSIDE VOTING
INFORMACIÓN DE PERSONA QUE PROVEYÓ TRANSPORTACIÓN A SIETE O MAS VOTANTES

[a] Signature of Person that Provided Transportation *Firma de persona que proveyó transportación*	[b] Printed Name of Person that Provided Transportation *Nombre de persona que proveyó transportación en letra de molde*	[c] Address of Person that Provided Transportation *Dirección de persona que proveyó transportación*	Did the person who provided transportation function as an assistant to the voter under Chapter 64, Subchapter B in addition to providing transportation to the polling place? *¿La persona que proveyó transportación sirvió como asistente del votante bajo 64.034 además de proveer transportación al lugar de votación?*	
Signature	Printed Name	Driver's Address	Yes/*Sí*	No/*No*
			Yes/*Sí* [d]	No/*No*
			Yes/*Sí*	No/*No*

- ☐ **(2)** This form remains at the polling location during Early Voting. At the end of Early Voting and Election Day, file the form as follows:
  - ☐ **[a]** Election Day: File in the **Yellow** *Envelope 2*
  - ☐ **[b]** Early Voting: File in the *Daily Balancing Envelope*

Call Center 512-854-4783

Poll Watchers

Poll watchers are assigned by one of four possible appointing authorities to observe the elections process at a polling location. A few points about poll watchers are:

- All poll watchers must be appointed by one of four authorities:
  - A candidate on the ballot
  - A political party
  - A proposition or measure
  - Registered Voter on Behalf of a Write-in Candidate
- No more than seven poll watchers can be assigned to one polling location by the same authority for Early Voting and no more than two poll watchers may be assigned to one location by the same authority for Election Day.
- No more than two poll watchers assigned by the same authority can be in the polling place at the same time.
- Once a poll watcher is accepted during Early Voting, they may leave and return any time during the Early Voting period.

Accepting a Poll Watcher:

When a poll watcher arrives at your location, they should identify themselves as such. Use the steps below for accepting a poll watcher at your polling location:

☐ (1) Ask the poll watcher for their **Certificate of Appointment** [a] and their **Certificate of Completion** [b].

☐ [c] The top part of the form should be filled out prior to the poll watcher's arrival. The lower portion below the oath is filled out on site.

☐ [d] The Deputy/Judge will have the poll watcher read the oath on the certificate out loud.

☐ [e] The poll watcher will countersign the certificate.

☐ [f] The Deputy/Judge will print their name, sign, and date the form.

☐ (2) File the **Certificate of Appointment** and **Certificate of Completion** in the **Poll Watcher** envelope and then record the following information:

    ☐ [a] Appointing authority
    ☐ [b] Poll watcher's name
    ☐ [c] Poll watcher's signature
    ☐ [d] Date and time the poll watcher arrived
    ☐ [e] Did the poll watcher bring the completed **Certificate of Appointment** and **Certificate of Completion**? Answer Yes or No
    ☐ [f] Any notes about the poll watcher

Type of Election	Polling Location
Date of Election	Authority Conducting Election

POLL WATCHER ROSTER

Appointing Authority [a]	Poll Watcher Name [b]	Poll Watcher Signature [c]	Date	Time	Certificates Appointment	Completion	Notes: [f]
Authority Appointing	Printed Name	Signature	11/5/25	9AM	Yes	Yes	

[d] (Date/Time)   [e] (Appointment/Completion)

☐ Retain all poll watcher material for the duration of Early Voting
☐ On the last night of Early Voting and Election Day, return this envelope in the Clear Transfer Bag. See page 120 for Early Voting details and page 124 for Election Day details.

For more detailed information on **Certificate of Appointment** and **Certificate of Completion**, see the **Certificate of Appointment Guide** in the Poll Watcher folder of the Forms Box.

Poll watchers are restricted from certain activities while in a polling location. Below is a short list of some things poll watchers may/may not do:

Poll watchers may:	Poll watchers may not:
✓ Observe general activity ✓ Observe inspection of records ✓ Make written notes ✓ Observe poll worker's interactions with voters	✗ Speak with poll workers (except the Deputy/Judge) ✗ Speak with voters ✗ Observe a voter's private assistance ✗ Use any type of audio or video recording device while in the polling location (cell phones)

For more information on what activities poll watchers can and cannot do in a polling location, see page 10 of the **Poll Watcher's Guide** that is distributed by the Secretary of State's office. This guide can be found in the Poll Watcher folder of the Forms Box.

Closing the Polls

Early Voting Nightly

At the end of each night of Early Voting, when all voters have cast their ballots and polls are closed, call the Call Center to confirm that your site is closed.

Shutting Down Voting Equipment:

☐ **BMDs**: Clerks can shut down all BMDs as soon as polls have closed and all voters have voted. For sites that are not lockable, the BMDs should be put back in cases and stored in the ESC. See page 65 for closing BMDs.

☐ **ePollbooks**: Before closing ePollbooks, be sure the following is done (see page 48 for additional information):
  - ☐ Print daily check-in totals from one ePollbook.
  - ☐ All poll workers must clock out. Print time sheet labels and file.

☐ **Ballot Scanner**: In addition to below, follow procedures on page 25:
  - ☐ Print configuration report.

Materials for the Law Enforcement Officer

A Law Enforcement Officer (LEO) will arrive at the closing to pick up the following items:

☐ **Blue Paperwork Transfer Bag** (1) containing the following:
  - ☐ *Daily Balancing Envelope* with:
    - ☐ Daily check-in totals
    - ☐ Configuration reports (from opening and closing)
    - ☐ Completed *Statement of Residence, Reasonable Impediment Declaration*, and *Standard Affidavit* forms.
  - ☐ *Early Voting Daily Seals Envelope*: This envelope contains the seals cut off the ballot scanner in the AM
  - ☐ *Envelope for Requests and Cancelled Ballots*: Return this envelope daily even if there are no surrendered ballots.
  - ☐ *Register of Spoiled Ballots Envelope*: Return daily even if there are no spoiled ballots.
  - ☐ *Timesheet Envelope*: Return the envelope with completed poll worker time sheets. <u>ONLY RETURN AT THE END OF A PAY PERIOD</u>[12]
  - ☐ (2) **Orange Provisional Bag**: Return daily even when no provisional ballots have been cast with *List of Provisional Voters* [a] placed in the front clear cover of bag

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[12] Pay periods end on the 15th and last day of each month.

☐ **(3) Red Emergency Ballot Bag**: Return daily, even when not used.

☐ **Blue Ballot Bin**: Sealed and locked. See page 30 for additional instructions:

☐ **(4)** The ***Record of Early Voting Ballot Box Seals*** located in the clear pocket on the front of the Blue Ballot Bin. Follow the instructions below:

  ☐ **[a]** Fill in the election title.
  ☐ **[b]** Record the date and numbers for the seals used to seal the Blue Ballot Bin.
  ☐ **[c]** LEAVE BLANK
  ☐ **[d]** The Deputy and one clerk will sign the form.
  ☐ **[e]** Up to two poll watchers may sign the form.
  ☐ **[f]** The bottom section is completed by the Law Enforcement Officer.

4

3
bed by Secretary of State
ions 85.032(b), Texas Election Code
3/07

RECORD OF EARLY VOTING BALLOT BOX SEALS

a Election Title

I, the Early Voting Clerk for the _____
Election, do hereby certify that the following is a true and correct list of the seals used to seal the early voting blue ballot bin at the end of each day of early voting.

Date	Seal Number	Date	Seal Number
b 11/04/25	4000051	11/04/25	4000052

I further certify that the number of the seal used to detect unauthorized opening of the box was
c ____[LEAVE BLANK]____ . This seal was placed on the early voting blue ballot
bin prior to the beginning of early voting.

d Clerk's Signature   Deputy's Signature
Signature of Early Voting Clerk   Signature of Deputy Early Voting Clerk

e Poll Watcher Signature 1   Poll Watcher Signature 2
Signature of Poll Watcher (if present)   Signature of Poll Watcher (if present)

f This section to be completed by the law enforcement officer transporting the Blue Ballot Bin.

Date	Law Enforcement Initials	Date	Law Enforcement Initials

What to Secure on Site:

☐ Voting equipment:
- ☐ **Ballot Scanner**: Follow procedures on page 25 for closing the scanner.
  - ☐ All compartments locked and sealed.
  - ☐ Red padlock on main compartment is secure.
  - ☐ <u>MUST BE UNPLUGGED</u>.
  - ☐ For nonlockable sites, the scanner should be secured to the ESC.
- ☐ **ePollbooks**: Follow procedures on page 48 for closing ePollbooks.
  - ☐ All pollbooks, printers, and MiFi are powered off.
  - ☐ Turn off any power strips.
  - ☐ For nonlockable sites, poll books must be put back in the orange/yellow cases and stored in ESC.
- ☐ **BMDs**: Follow procedures on page 65 for closing BMDs.
  - ☐ Be sure all BMDs are powered off.
  - ☐ For nonlockable sites, return all BMDs to cases and store them in the ESC. Privacy shields should be stored in the blue carton.

☐ **Ballots**: Secure any unused ballots and unopened ballot packages in the ESC.

☐ **Exterior items**: Bring in the following items used outside of the building. Everything else can remain outside:
- ☐ Orange cones
- ☐ Curbside and ADA signage
- ☐ A-frame signage
- ☐ Black mats

☐ **For nonlockable sites, secure the following items in the ESC**:
- ☐ Postings Kiosk
- ☐ Forms Box
- ☐ Trash cans (small)
- ☐ Headphones
- ☐ Power strips and extension cords
- ☐ Privacy shields
- ☐ PPE kit/clear supplies bag
- ☐ Any forms or paperwork that are not in the Forms Box

Securing the ESC

Once all items are placed in the ESC, use the following steps to secure the ESC:

☐ (1) Retrieve an unused green seal from the clear pocket on the door of the ESC.
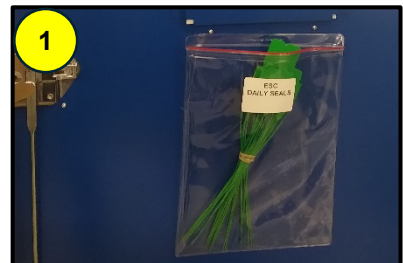
☐ **(2)** Retrieve the *EV ESC Seal Assignment* sheet from the clear window. [a]

    ☐ [b] Record the serial number of the seal being used in the PM SEAL column of the tracking sheet next to the date.

    ☐ [c] The PM Deputy will initial the sheet.
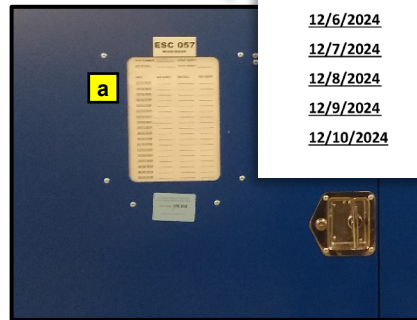
December 14th, 2024

General Election

EV ESC SEAL TRACKING

Location : _Location Name_

SEAL NUMBER: _4000048_   SETUP VERIFY: _SCI_

SETUP SEAL: _4000049_   SETUP VERIFY: _AMD_

DATE	PM SEAL	AM VERIFY	PM VERIFY
12/2/2024	4000051	_____	PMDI
12/3/2024	_____	_____	_____
12/4/2024	_____	_____	_____
12/5/2024	_____	_____	_____
12/6/2024	_____	_____	_____
12/7/2024	_____	_____	_____
12/8/2024	_____	_____	_____
12/9/2024	_____	_____	_____
12/10/2024	_____	_____	_____

☐ **(3)** Close and latch the ESC doors.

    ☐ Use the Silver "E" Key to lock the ESC

    ☐ [a] Thread the seal through the provided holes in each door and secure the seal.
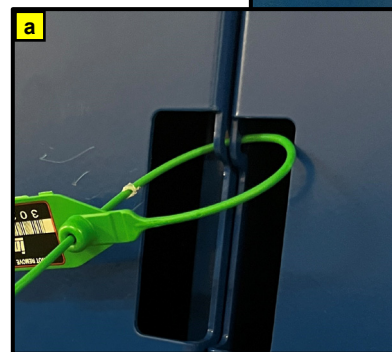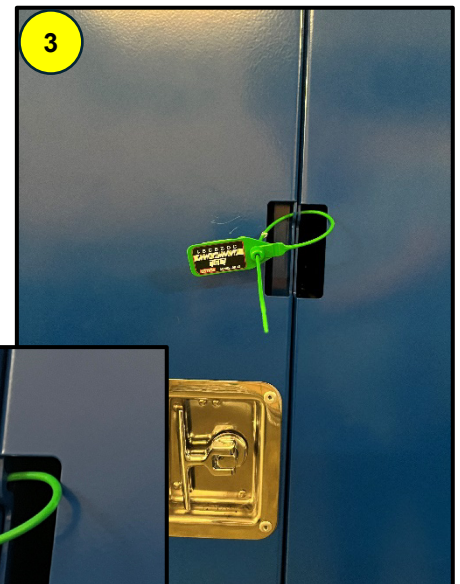
☐ Call the Call Center to let us know that your site is locked at all pole workers have gone home.

Last Night of Early Voting

At the end of the last night of Early Voting, when all voters have cast their ballots and polls are closed, call the Call Center to confirm that your site is closed.

The Deputy and one other poll worker will return materials to the Elections Offices at 5501 Airport Blvd. The Law Enforcement Officer will arrive to remove the red padlock from the bottom compartment of the scanner and will lock the yellow lock on the Blue Ballot Bin.

When close is confirmed, complete the following steps:

Shutting Down Voting Equipment:

☐ **BMDs**: Clerks can shut down all BMDs as soon as polls have closed and all voters have voted. For sites that are not lockable, the BMDs should be put back in cases and stored in the ESC. See page 65 for closing BMDs.

☐ **ePollbooks**: Before closing ePollbooks, be sure the following is done (see page 48 for additional information):
    ☐ Print Daily check-in totals from one poll book.
    ☐ All poll workers must clock out. Print time sheet labels and file.

☐ **Ballot Scanner**: In addition to below, follow procedures on page 25:
    ☐ Print configuration report.

Materials to Bring to the Elections Offices

The following material needs to sit in the front seat of your vehicle and be always within sight:

☐ (1) **Green Results Bag**: HAVE THIS BAG READY TO HAND OVER ON ARRIVAL. Be sure that the bag has been sealed [a] with one of the seals provided on the orange card in the results bag. The following items should be inside. DO NOT put these items in the Clear Return Bag:
    ☐ [b] USB Results Stick placed in the clear front pocket with the BAR CODE FACING OUT.
    ☐ Configuration reports from the Ballot Scanner.
    ☐ Daily reports from the ePollbook.
    ☐ *Check-in Totals* from the ePollbook. (See page 48)

☐ **Cell Phone**: Keep this on you while driving to the Election Offices.

The following material can be placed in the back seat or trunk of your vehicle and will be returned to the back of the building once you have turned over the Green Results Bag at the front of the building.

☐ **Blue Ballot Bin**: Sealed and locked. See page 30 for instructions.

Call Center 512-854-4783

☐ (2) **Clear Return Bag**: This bag will be delivered to the PM Deputy by the Voting Equipment Tech on the last day of Early Voting. Make sure the following items are inside:

- ☐ **Daily Balancing Envelope** containing:
  - ☐ *Register of Official Ballots for Branch Early Voting* (white copy of the form)
  - ☐ Daily check-in totals. (See page 48)
  - ☐ Configuration reports (from opening and closing)
  - ☐ Completed *Statement of Residence, Reasonable Impediment Declaration*, and *Standard Affidavit* forms.

- ☐ *Early Voting Daily Seals Envelope*: This is the envelope that contains the seals cut off the ballot scanner by the AM Deputy.
- ☐ *Envelope for Requests and Cancelled Ballots*
- ☐ *Register of Spoiled Ballots Envelope*
- ☐ *Timesheet Envelope*: With the cover sheet and completed timesheets for each pollworker.
- ☐ *Poll Watcher Envelope*
- ☐ *Equipment Security Seal Log(s)*
- ☐ *BMD Seals Envelope(s)*
- ☐ Name badges w/ lanyards

- ☐ Security keys and/or location keys (Leave equipment keys in the ESC)
- ☐ (3) **Orange Provisional Bag** containing:
  - ☐ *List of Provisional Voters* [a]: Placed in the front clear cover of bag.
- ☐ (4) **Red Emergency Ballot Bag**

☐ **Forms Box**

☐ (5) **Purple Ballot Bag**: Place the following items inside:

- ☐ All unused ballots (open and unopened)
- ☐ [a] *Register of Official Ballots for Branch Early Voting* (yellow copy)
- ☐ [b] Completed *Ballot Pack Tracking Sheet(s)*
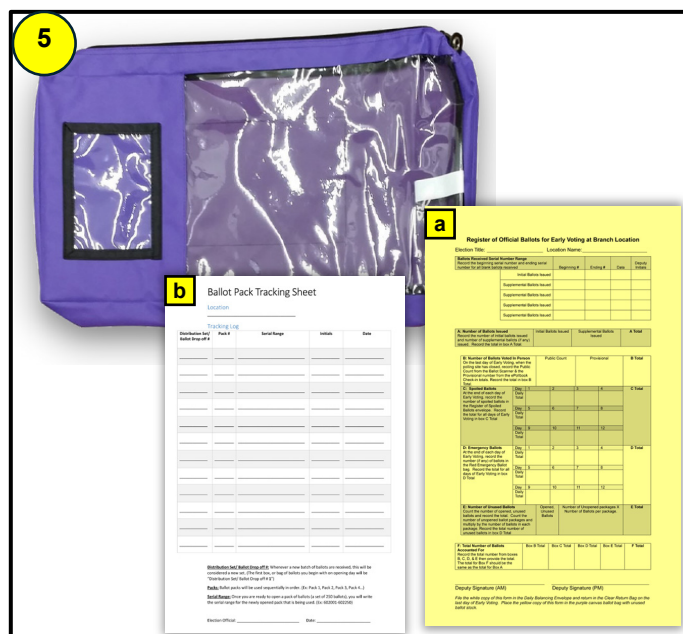
What to Secure on Site:

- ☐ Voting equipment:
    - ☐ **Ballot Scanner**: Follow procedures on page 25 for closing the scanner.
        - ☐ All compartments locked and sealed.
        - ☐ Red padlock on lower compartment is secure.
        - ☐ <u>MUST BE UNPLUGGED</u>.
        - ☐ For nonlockable sites, the scanner should be secured to the ESC.
    - ☐ **ePollbooks**: Follow procedures on page 48 for closing ePollbooks.
        - ☐ All pollbooks, printers, and MiFi are powered off.
        - ☐ Turn off any power strips.
        - ☐ For nonlockable sites, poll books must be put back in the orange/yellow cases and stored in ESC.
    - ☐ **BMDs**: Follow procedures on page 65 for closing BMDs.
        - ☐ Be sure all BMDs are powered off.
        - ☐ For nonlockable sites, return all BMDs to cases and store them in the ESC. Privacy shields should be stored in the blue carton.
- ☐ **Exterior items**: Bring in the following items used outside of the building. Everything else can remain outside:
    - ☐ Orange cones
    - ☐ Curbside and ADA signage
    - ☐ A-frame signage
    - ☐ Black mats
- ☐ **For nonlockable sites, secure the following items in the ESC**:
    - ☐ Postings Kiosk
    - ☐ Forms Box
    - ☐ Trash cans (small)
    - ☐ Headphones
    - ☐ Power strips and extension cords
    - ☐ Privacy shields
    - ☐ PPE kit/clear supplies bag
    - ☐ Any forms or paperwork that are not in the Forms Box

Securing the ESC:

Once all items are placed in the ESC, use the following steps to secure the ESC.

☐ Retrieve an unused green seal from the clear pocket on the door of the ESC.

☐ (1) Retrieve the *EV ESC Seal Assignment* sheet from the clear window. [a]

    ☐ [b] Record the serial number of the seal being used on the PM SEAL column of the tracking sheet next to the date.

    ☐ [c] The PM Deputy will initial the sheet.

December 14ᵗʰ, 2024

General Election

EV ESC SEAL TRACKING

Location : ___Location Name___

SEAL NUMBER: _4000048_   SETUP VERIFY: _SCI_

SETUP SEAL: _4000049_   SETUP VERIFY: _AMD_

DATE	PM SEAL	AM VERIFY	PM VERIFY
12/2/2024	4000051	AMDI	PMDI
12/3/2024	4000057	AMDI	PMDI
12/4/2024	4000063	AMDI	PMDI
12/5/2024	4000070	AMDI	PMDI
12/6/2024	4000120	AMDI	PMDI
12/7/2024	4000137	AMDI	PMDI
12/8/2024	4000150	AMDI	PMDI
12/9/2024	4000207	AMDI	PMDI
12/10/2024	4001234		PMDI

☐ (2) Close and latch the ESC doors.

    ☐ Use the Silver "E" Key to lock the ESC

    ☐ [a] Thread the seal through the provided holes in each door and secure the seal.
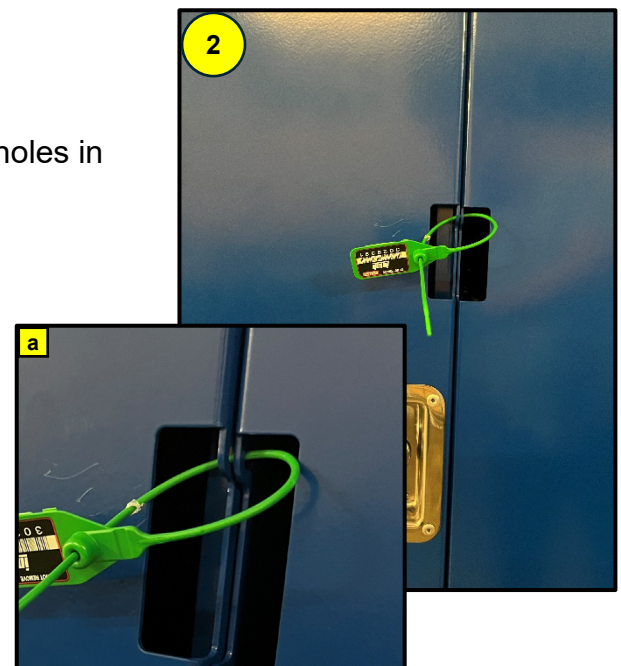
End of Election Day

After polls close on Election Day, when all voters have cast their ballots and polls are closed, call the Call Center to confirm that your site is closed.

The Presiding Judge and one other poll worker will return materials to the Elections Offices at 5501 Airport Blvd for Central Receiving Station. Central Receiving Station (CRS) is the official title for the return of elections material after polling locations have closed on Election Day.

When close is confirmed, complete the following steps:

Shutting Down Voting Equipment

☐ **BMDs**: Clerks can shut down all BMDs as soon as polls have closed and all voters have voted. The BMDs should be put back in cases and stored in the ESC. See page 65 for closing BMDs.

☐ **ePollbooks**: Before closing ePollbooks, be sure the following is done (see page # for additional information):
    ☐ Print check-in totals from one poll book.
    ☐ All poll workers must clock out. Print time sheet labels and file.

☐ **Ballot Scanner**: In addition to below, follow procedures on page #:
    ☐ Print configuration report.

☐ **Cell Phone**: Keep this on you while driving to the Election Offices.

Materials to Bring for CRS:

The following material needs to sit in the front seat of your vehicle and be always within sight:

☐ **(1) Green Results Bag**: HAVE THIS BAG READY TO HAND OVER ON ARRIVAL. Be sure that the bag has been sealed [a] with one of the seals provided on the orange card in the results bag. The following items should be inside. DO NOT put these items in the Clear Return Bag:
    ☐ [b] USB Results Stick placed in the clear front pocket with the BAR CODE FACING OUT.
    ☐ *Voting Results* report with signatures.
    ☐ *Check-in Totals* from the ePollbook. (See page 48)
    ☐ The white copy of the *Register of Official Ballots/Ballot & Seal Certificate*.

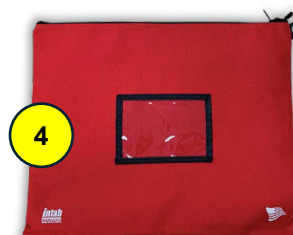☐ **Cell Phone**: Keep this on you while driving to the Election Offices.

The following material can be placed in the back seat or trunk of your vehicle and will be returned to the back of the building once you have turned over the Green Results Bag at the front of the building:

☐ **Blue Ballot Bin**: Sealed and locked. See page 34 for instructions.

☐ (2) **Clear Return Bag**: This bag will be picked up by the Judge at supply pick up. Make sure the following items are inside:

　　☐ (3) **Orange Provisional Bag** containing:
　　　　☐ *List of Provisional Voters* [a] in the front clear pocket.

　　☐ (4) **Red Emergency Ballot Bag**

　　☐ (5) Yellow *Envelope #2*. The following inside:
　　　　☐ *Notice of Total Number* of voters (see page 11 for info)
　　　　☐ *Standard Affidavits*
　　　　☐ Completed *Oath of Assistants* and *Oath of Interpreter* forms.

　　☐ (6) Gray *Envelope #4* containing:
　　　　☐ Completed *Statement of Residence* forms

☐ *Timesheet Envelope*: With completed white copies of poll worker timesheets.

☐ (7) *Poll Watcher Envelope* (see page 114 for more info.)

☐ *Election Day Seals Assignment Envelopes*

☐ *Equipment Security Seal Log(s)*

☐ *BMD Seals Envelope(s)*

☐ Security keys and/or location keys. (Leave equipment keys in the ESC)
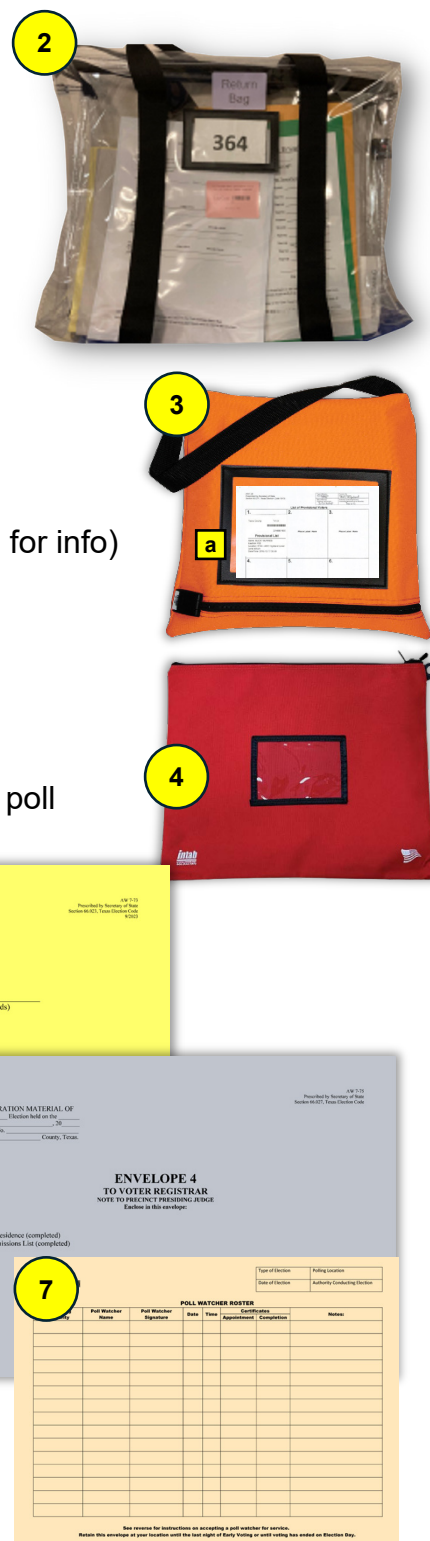
☐ **Forms Box**
☐ (8) **Purple Ballot Bag** (secured with black padlock) with the following items inside:
  ☐ [a] *Envelope for Requests and Cancelled Ballots*
  ☐ [b] *Register of Spoiled Ballots Envelope*
  ☐ [c] Yellow copy of *Register of Official Ballots/Ballot and Seal Certificate*
  ☐ [d] *Ballot Pack Tracking Sheet*
  ☐ Unused ballot cards (both open and unopened)

What to Secure on Site:

☐ Voting equipment:
  ☐ **Ballot Scanner**: Follow procedures on page 34 for closing the scanner.
    ☐ All compartments locked and sealed.
    ☐ <u>MUST BE UNPLUGGED</u>.
    ☐ Use the provided cable and pad lock to secure the scanner to the ESC.
  ☐ **ePollbooks**: Follow procedures on page 48 for closing ePollbooks.
    ☐ Break down all ePollbook equipment and return to the orange and yellow cases.
    ☐ Place cases in ESC.
  ☐ **BMDs**: Follow procedures on page 65 for closing BMDs.
    ☐ Return all BMDs in cases and place them in the ESC.

Securing the ESC:

For reference, use the **ESC Contents** list taped to the inside door of the ESC to see *some, but not all* the items that should be returned to the ESC (8). Otherwise, follow the list below:

- ☐ Postings Kiosk: Break down kiosk and return to case before placing in ESC.
- ☐ Trash Can(s)
- ☐ Headphones
- ☐ Power strips & extension cords (return to electrical supply box)
- ☐ Curbside Parking signs
- ☐ Curbside cart
- ☐ Umbrella
- ☐ ADA Table
- ☐ Large "Vote Here" signs
- ☐ Wire "Voter Here" signs
- ☐ Electioneering distance markers
- ☐ PPE kit with clear Supply Bag inside
☐ The following items should be placed on top of the ESC:
  - ☐ Round tables (if used)
  - ☐ Curbside A-frame sign
☐ Bring in the following items used outside of the building and stack next to the ESC. Everything else can remain outside:
  - ☐ Orange cones
  - ☐ ADA signage
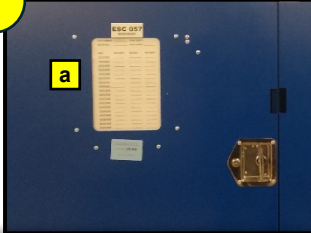
Securing the ESC:

Once all items are placed in the ESC, use the following steps to secure the ESC.

- ☐ Retrieve an unused green seal from the clear pocket on the door of the ESC.
- ☐ (1) Retrieve the *ESC Seal Tracking* sheet from the clear window. [a]
  - ☐ [b] Record the serial number of the seal being used on the CLOSING SEAL line of the tracking sheet next.
  - ☐ [c] Initial the sheet where it says "verify"

May 3, 2025

Joint General Special Election

ESC SEAL TRACKING

Location Code __ED 01____

SEAL NUMBER: ___4000050___ VERIFY: __Initialed__

SEAL NUMBER: _____ VERIFY: _____
(Extra Seal)

CLOSING SEAL: [b] ___4000051___ VERIFY: __Initial__ [c]

- ☐ (2) Close and latch the ESC doors.
  - ☐ Use the Silver "E" Key to lock the ESC
  - ☐ [a] Thread the seal through the provided holes in each door and secure the seal.
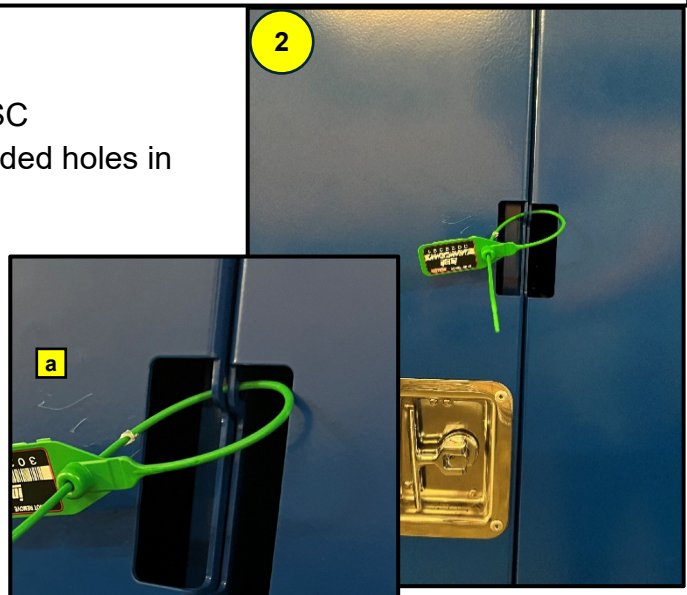
BEFORE LEAVING THE SITE FOR CRS, CALL THE CALL CENTER TO LET THEM KNOW YOU ARE ON YOUR WAY.

Call Center 512-854-4783

Register of Official Ballots for Early Voting at Branch Location

The *Register of Official Ballots for Early Voting at Branch Location* form is completed on the last night of Early Voting. Portions of the form must be filled out daily and/or at different times during Early Voting.

☐ **At Site Set-Up:** The Deputy conducting site set-up should retrieve the form from the Blue Ballot Bin. Confirm the following information is written on the form:
- ☐ Election title
- ☐ Location name
- ☐ Serial range of initial ballot stock – Be sure the serial numbers written on the form match the numbers printed on the label of the box of ballots.
- ☐ Date and initials – Once the above information has been confirmed, the Deputy should date and initial the form in the designated spaces

☐ **During Early Voting:** Both the AM and PM Deputy will fill out portions of the form.
- ☐ Supplemental ballots – When additional ballots are delivered during Early Voting, the Deputy who receives the ballots should record the following on the form:
  - ☐ Serial number range of the ballots (printed on the label(s) of the ballot stock)
  - ☐ Date of delivery
  - ☐ Their initials
- ☐ Daily information (PM DEPUTY ONLY) – The following information must be recorded at the end of each day of Early Voting:
  - ☐ Spoiled Ballots: Record the number of spoiled ballots for the day on the designated portion of the form
  - ☐ Emergency Ballots: Record the number of spoiled ballots for the day on the designated portion of the form

☐ **Last Day of Early Voting:**
- ☐ AM Deputy will sign the form before leaving the polling location
- ☐ After polls have closed, the PM Deputy will finish the form. You will need to gather information from the following:
  - ☐ Total number of supplemental ballots delivered (if any). Refer to the *Ballot Delivery Manifest* in the ESC
  - ☐ Public count from the scanner
  - ☐ Total number of the following for the entirety of Early Voting:
    - ▪ Provisional votes (see page # for how to get this information from the ePollbook)
    - ▪ Spoiled ballots
    - ▪ Emergency ballots
  - ☐ All unused ballot stock (both open and unopened)
- ☐ PM Deputy will sign the form once completed
- ☐ Separate the form into two parts:
  - ☐ Place the white copy in the *Daily Balancing* envelope
  - ☐ Place the yellow copy in the Purple Ballot Bag

The illustration on the following page shows what information should be recorded in each section of the form.

Call Center 512-854-4783

Register of Official Ballots for Early Voting at Branch Location

Election Title: <mark>Election Title pre-filled</mark>   Location Name: <mark>Location pre-filled</mark>

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued	serial numbers	pre-filled	10/25/25	S.S.D
Supplemental Ballots Issued	Record the beginning and ending serial numbers of any supplemental ballots delivered during early voting.		10/30/25	P.D.S
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				

The Deputy who sets up the site will record the date and initial the form.

The Deputy that receives the supplemental ballots should date and initial the form.

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued pre-filled	Supplemental Ballots Issued total supplemental	A Total Total Line A

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ePollbook Check-in totals. Record the total in box B Total.	Public Count From Ballot Scanner	Provisional From ePollbook check-ins	B Total Total Line B

From the ePollbook, select Check-In Totals and clear the date field to see the total number of check-ins for the entirety of Early Voting. See page 48 for instructions on how to get check-in totals.

C: Spoiled Ballots
At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total

Day	1	2	3	4	C Total
Daily Total	Record the number of spoiled ballots each day of Early Voting.				Total for all days of Early Voting.
Day	5	6	7	8	
Daily Total					
Day	9	10	11	12	
Daily Total					

D: Emergency Ballots
At the end of each day of Early Voting, record the number (if any) of ballots in the Red Emergency Ballot bag. Record the total for all days of Early Voting in box D Total

Day	1	2	3	4	D Total
Daily Total	Record the number of emergency ballots each day of Early Voting.				Total for all days of Early Voting.
Day	5	6	7	8	
Daily Total					
Day	9	10	11	12	
Daily Total					

Sections C and D require the PM Deputy to record these numbers at the end of each day.

E: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total	Opened, Unused Ballots Total unopened ballots	Number of Unopened packages X Number of Ballots per package. # of unopened packages X # of packages	E Total Total Line E

F: Total Number of Ballots Accounted For Record the total number from boxes B, C, D, & E then provide the total. The total for Box F should be the same as the total for Box A	Box B Total B	Box C Total C	Box D Total D	Box E Total E	F Total Total Line F

Signature Required
_____
Deputy Signature (AM)

Signature Required
_____
Deputy Signature (PM)

File the white copy of this form in the Daily Balancing Envelope and return in the Clear Return Bag on the last day of Early Voting. Place the yellow copy of this form in the purple canvas ballot bag with unused ballot stock.

Legend:
- Pre-filled
- AM Deputy
- PM Deputy
- Either Deputy

Register of Official Ballots/Ballot and Seal Certificate

The **Register of Official Ballots/Ballot and Seal Certificate** is filled out after polls have closed on Election Day. To fill out the form, you will need to gather information from the following:

☐ Ballot Scanner (prior to shutting down)
☐ **Configuration Report** (from scanner opening)
☐ **Voting Results Report** (after scanner is closed)
☐ **Emergency Ballot Transmittal** form (if used)
☐ **List of Provisional Voters**
☐ **Register of Spoiled Ballots** envelope
☐ **Check-in Totals Report** from the ePollbook
☐ All unused ballot stock

The illustration on the following page shows what information should be recorded in each section of the form.

REGISTER OF OFFICIAL BALLOTS/
BALLOT AND SEAL CERTIFICATE

serial numbers pre-filled
Supplemental Serial Numbers

When supplemental ballots are delivered, record the serial number range here on the form.

Election Title: Election Title pre-filled   Location Name: Location pre-filled
Date: Fill in date   Ballot Scanner Identification Number(s): Unit Serial Number

INSTRUCTIONS: This is the most important form completed by the ELECTION JUDGE!
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.

From the *Configuration Report* and *Voting Results Report*. Record the number to the right of the line that says Unit Serial

			A Total
A. Number of Blank Ballots Received	*Initial Ballots Issued* pre-filled	+ *Supplemental Ballots Received* # of supplemental ballots	= Total Line A
B. Public Count of voted Ballots from Ballot Scanner Results Tape	*Public Count from Ballot Scanner* From Ballot Scanner		
C. Number of Emergency Ballots secured in Emergency Ballot Bag	*Recorded on Ballot Transmittal Form* From *Ballot Transmittal Form*, if the Emergency Compartment was used.		
D. Number of voted Provisional Ballots	*Number of Provisional Ballots* From the *List of Provisional Voters* sheet.		

Can also be found on the *Voting Results Report*.

Record the number of any additional ballots that are delivered.

				E Total
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* LEAVE BLANK	+ *Number of Unused Ballots, Signed* Unused signed	= Total Line E
F. Number of Unused Unsigned Ballots	*Number of Unused Ballots, Unsigned* Unsigned ballots from open packages + (# of unopened packages x # of ballots per package)			Total Line F

Record the number of spoiled ballots from the *Register of Spoiled Ballots* envelope. Abandoned ballots are included in the # of spoiled ballots.

							G Total
G. Total number of Ballots accounted for (Add Lines B + C + D + E + F) Sum the totals from lines B through F	*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	= Total Line G

			H Total
H. Total number of Ballots unaccounted for (Line A minus Line G)	*Number from Box A* Total line A	- *Number from Box G* Total line G	= Total Line H

Count and record the number of unused ballots the judge has signed.

		H Total / Total Line I
I. Total number of names on the Poll List or Combination Forms or ePollbook	*Total Check-ins (Regular + Provisional Check-ins)* From the ePollbook **Check-in Report**: Regular + provisional check-ins	Total Line I

					J Total
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	= Total Line J

Subtract the totals from box I, H, D & C

* 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.

Seals are from the *PM Seals Assignment* envelope.

Record the serial numbers of the seals used on the Blue Ballot Bin: _____   _____

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 __ Year

Presiding Judge:	Signature Required	Clerk:	Optional
Alternate Judge:	Signature Required	Clerk:	Optional
Poll Watcher (if present):	Optional	Clerk:	Optional
Poll Watcher (if present):	Optional	Clerk:	Optional

Clerks who are present at closing may sign the form.

Up to two poll watchers may sign

White copy (Green Results Bag), Yellow copy (Purple Ballot Bag), Pink copy (Pink Envelope #3)