

Poll Worker Training Manual Supplemental



December 2025

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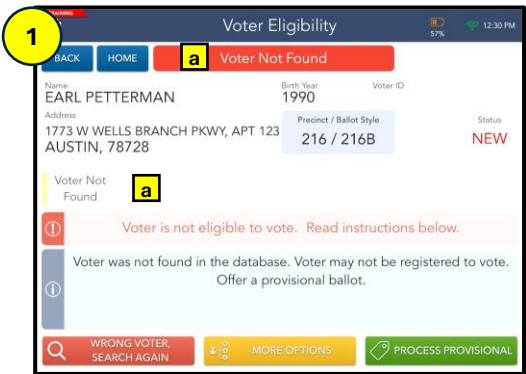
Key Dates

- Last day to register for the runoff – November 13th, 2025
- Last day to apply for Ballot by Mail – December 2nd, 2025
- Early Voting– December 1st to 9th, 2025
- Election Day – December 13th, 2025
- ID cure date – December 19th, 2025

Voter Not Found

If a voter does not have a ballot style for this election, the ePollbook will display a **VOTER NOT FOUND** flag [a] on the Voter Eligibility screen. (1)

If the voter insists that they should have a ballot for this election, call the Call Center for further assistance.



Election Day Supply Pickup

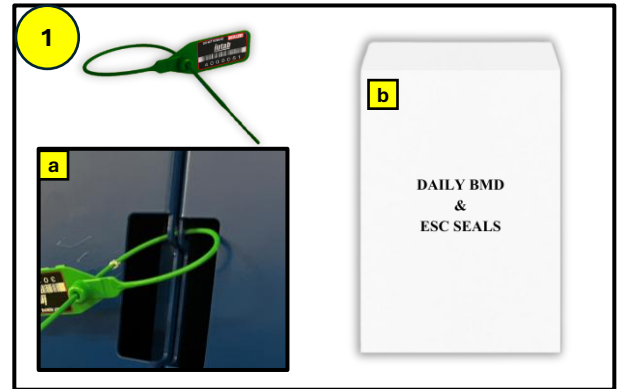
There will be no supply pick up for Election Day equipment. All materials that would be given to the Judge at Supply Pickup will be placed in the ESC at the polling location.

Equipment Seals

Specific seals need to be used on certain equipment during Early Voting and Election Day. The following is a list of seals, what equipment they should be used on, where they can be found and where they should be filed when removed:

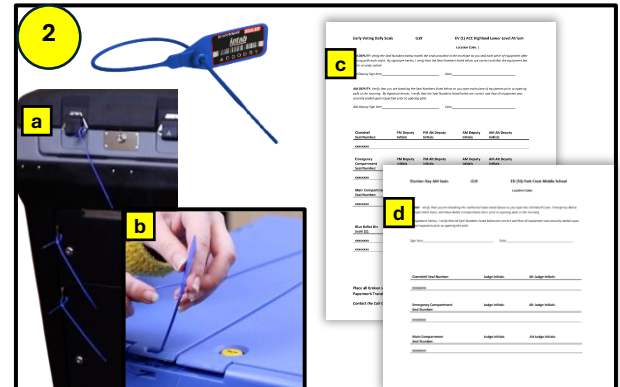
☐ (1) Green Seals

- ☐ Used to seal the ESC. [a]
- ☐ Found in the clear pouch on the door of the ESC.
- ☐ Broken seals are stored in the *Daily BMD & ESC Seals* envelope. [b] This envelope can be found in the clear pouch on the door of the ESC.



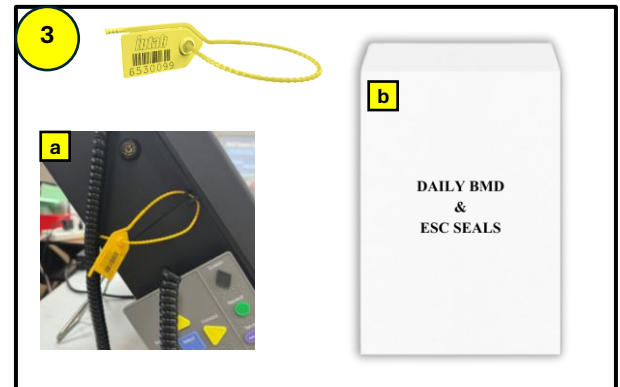
☐ (2) Blue Seals

- ☐ Used to seal the Ballot Scanner [a] and the Blue Ballot Bin [b]
- ☐ Found in the *Early Voting Daily Seals* [c] or *Election Day AM Seals* [d] envelope.
- ☐ Broken seals are placed back into the envelope they came from.



☐ (3) Yellow Seals

- ☐ Used to seal BMDs [a]
- ☐ Found in a clear bag in the ESC
- ☐ Broken seals are stored in the *Daily BMD & ESC Seals* envelope. [b] This envelope can be found in the clear pouch on the door of the ESC.




Ballot Marking Device (BMD) Seals

Sealing BMDs:

Each BMD must have a yellow seal in place when not in use. PM poll workers will place a yellow seal on each BMD at closing. Those seals will be removed by the AM poll workers the next morning.

Tracking BMD Seals (Equipment Security Seal Log):


1



G25 EQUIPMENT SECURITY SEAL LOG

Completed by PM Poll Worker Location: Completed by AM Poll Worker

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
6530099	12/02/25	400184	Worker's Name	12/03/25	Worker's Name	Opening Polls
6530100	12/02/25	400186	Worker's Name	12/03/25	Worker's Name	Opening Polls

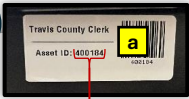


Record the "Asset ID" number found on the right upper side of the BMD.

Early Voting seals logs:

- ☐ (1) Use the yellow *Equipment Security Seal Log* provided in the ESC. Follow the example above.
- ☐ Record the information for all nine (or more) BMDs on one sheet. You can begin a new sheet for each day.
- ☐ (2) On the last day of Early Voting, you will record the seal information for each BMD on the white individual logs that can be found in the BMD cases. Each log is unique to the BMD. Match the "Equipment Serial Number" listed on the log to the "Asset ID" number [a] on the BMD.
- ☐ [b] Record the serial number for the seal placed on the BMD as well as date, Asset ID number, and name.
- ☐ Return the logs to the individual cases.

2

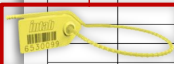


G25 EQUIPMENT SECURITY SEAL LOG


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
6530100	11/05/25	400184	John Doe	12/01/25	Poll Worker	Open Polls
6530099	12/09/25	400184	Poll Worker			

Completed by PM Poll Worker




3



G25 EQUIPMENT SECURITY SEAL LOG

Location:

Seal No.	Date Seal Applied	Equipment Serial Number a	Name/Signature of Person Applying Seal	Date Seal Broken	Signature of Person Breaking Seal	Reason for Seal Breaking
b → 6530099	12/09/25	400184	John Doe	12/13/25	Poll Worker	Open Polls
6530101	12/13/25	400184	John Doe	c Completed at opening of polls		
d Completed at closing of polls						

Travis County Clerk
a Asset ID: 400184

400184

Alternative Nightly Closing Procedures

For the current election, a Law Enforcement Officer will not be scheduled to visit your site at closing each night.

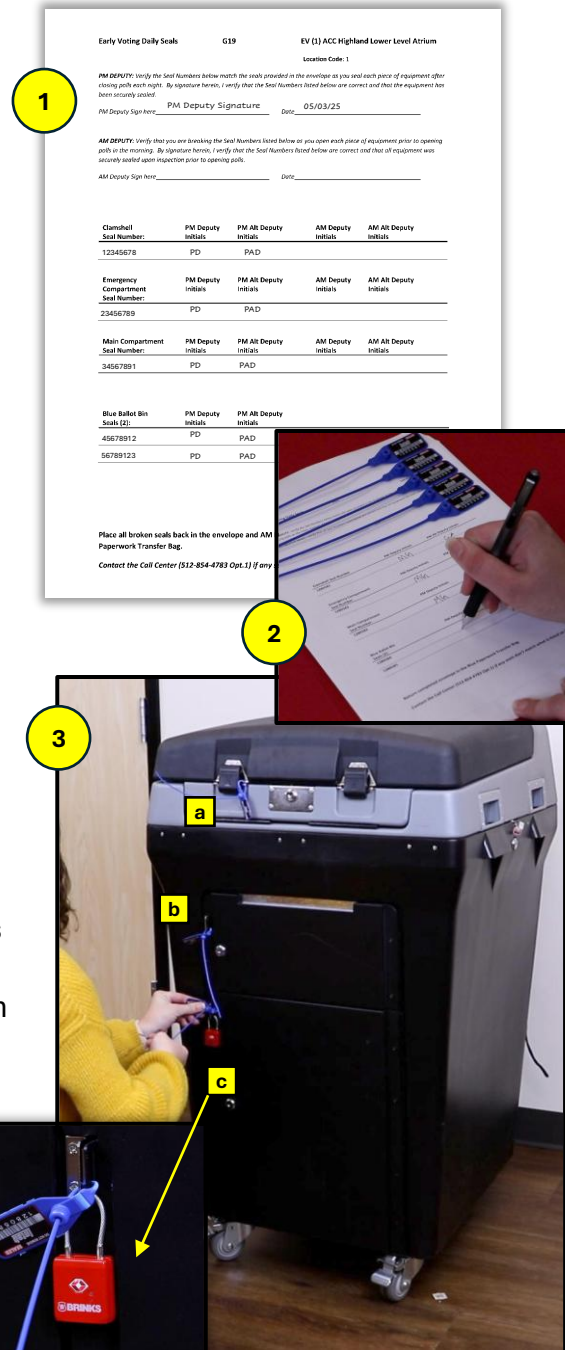
- ☐ When the last voter has voted and poles are closed Call the Call Center.
- ☐ Once you have completed all your closing procedures, call the Call Center to let them know you are leaving the site.

The following adjustments to nightly closing procedures should be used:

Ballot Scanner:

- ☐ Follow the procedures from page 25 to page 30 of the Poll Worker Training Manual.
- ☐ After step (16) on page 30, use the following steps to complete closing the scanner:
 - ☐ (1) Retrieve an unused **Early Voting Daily Seals** envelope from the ESC
 - ☐ (2) Verify the numbers on the seals match the numbers printed on the envelope
- ☐ (3) 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)
 - ☐ Since you WILL NOT be removing the Blue Ballot Bin, there may be two extra seals left over.
 - ☐ The **Record of Early Voting Ballot Box Seals** form (page 30 of the manual) will only be filled out on the last night of Early voting or if the bin becomes full and needs to be replaced.
- ☐ Continue with step (26) through (28) on page 32 in the manual.

For the last night of Early Voting, follow the instructions as written in the manual. (Pages 25 to 33)



Provisional Ballot Bag:

For the current election, you will use the same Provisional Ballot Bag and List(s) of Provisional Voters for the duration of EV. If the bag becomes full before Early Voting ends, contact the call center to provide a new bag.

- ☐ Use the procedures on page 96 when processing a provisional voter.
- ☐ (1) Use the same **List of Provisional Voters** each day until the list is full (18 spaces total). When the list is full begin a new one.
- ☐ (2) Keep the list(s) [a] in the clear window of the provisional bag.
- ☐ When closing, place the Provisional Ballot Bag in ESC. Lock and seal the ESC.
- ☐ If the bag becomes full before the end of Early Voting, call the Call Center for a new bag. A LEO will deliver a new bag and retrieve the full provisional bag.



Nightly Closing Paperwork:

At the end of each night, complete paperwork as usual. Once paperwork is complete, combine the following materials with a provided binder clip and place them in the **Blue Paperwork Transfer Bag**. (3) Be sure to keep paperwork for each day bound together. For each day, you should have the following clipped together:

- ☐ **Daily Balancing Envelope** (with Daily Check-in Totals, Configuration Reports, and completed forms/paperwork)
- ☐ Completed **Early Voting Daily Seals Envelope** (with scanner seals broken by AM Deputy)
- ☐ **Spoiled Ballot Envelope**
- ☐ **Register of Surrendered Ballots Envelope**

When closing the site, place the **Blue Bag** in the locked and sealed ESC.

Early Voting Closeout

On the last night of Early Voting, the Deputy WILL NOT bring back materials to the Election Offices. A LEO will come to remove the red padlock from the Ballot Scanner so that the Deputy can remove the Blue Ballot Bin. Follow the steps on page 120 to 123 of the manual to complete closeout.

In addition to the LEO, a coordinator from Travis County Elections will be present to assist in closing. The Election Coordinator will collect all materials that would be taken to closeout by the Deputy, provide a copy of the *Receipt of Voting Materials* form to the Deputy, and return the materials to Travis County Elections.