

Poll Worker Training Manual

Supplemental



May 2, 2026

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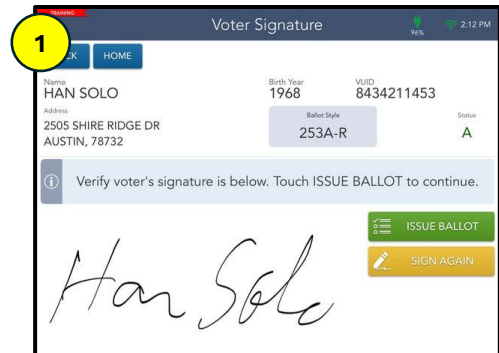
Key Dates

- Last day to register for the local election – April 2nd, 2026
- Last day to apply for Ballot by Mail – April 20th, 2026
- Early Voting– April 20, 22-28th, 2026¹
- Election Day – May 2nd, 2026
- ID cure date – May 8th, 2026

Checking in the Voter

When checking in a voter, the voter will select a ballot from the disarranged ballot supply. At the check in table, have three ballots arranged for the voter to choose from. Ask the voter to select their ballot card from the ballots on the table. Be sure the serial numbers printed on the back of the ballot are face down and cannot be seen.

- When you arrive at the “ISSUE BALLOT” screen (1) during the check in process, have the voter select a ballot from the three ballots arranged in front of them. (2)
- For curbside voters:
 - Let the voter know that “all voters select their ballot card.” Ask them to choose a number from 1 to 3 so that you can select their ballot card when you go inside or, they can also request that a person accompanying them go into the voting room and select their ballot card for them.

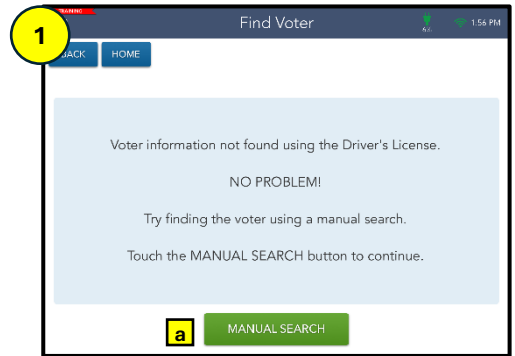


¹ Polling locations will be closed on Tuesday (April 21st) due to a state holiday.

Voter Not Found

If a voter does not have a ballot style for this election, when the voter's ID is scanned, the ePollbook will display a **FIND VOTER** screen. (1) If this occurs, try finding the voter's record using a manual search. [a]

If no record is returned and the voter insists that they should have a ballot for this election, call the Call Center for further assistance.



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 polls 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:
 - (4) Retrieve an unused **Early Voting Daily Seals** envelope from the ESC
 - (5) Verify the numbers on the seals match the numbers printed on the envelope

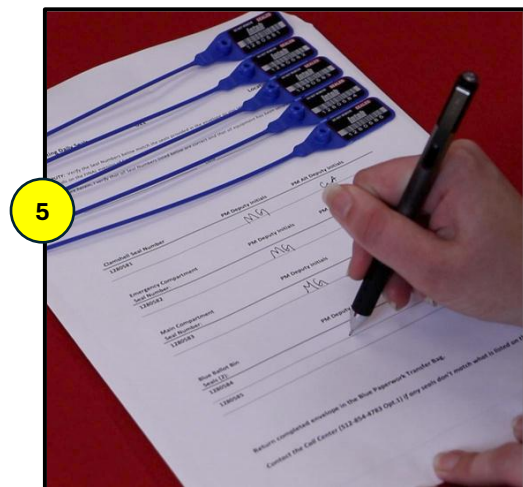
Early Voting Daily Seals G19 EV (1) ACC Highland Lower Level Atrium
Location Code: 1

PM DEPUTY: Verify the Seal Numbers below match the seals provided in the envelope as you seal each piece of equipment after closing poll each night. By Signature Herein, I verify that the Seal Numbers listed below are correct and that all equipment has been securely sealed.
PM Deputy Sign Here: _____ 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: _____

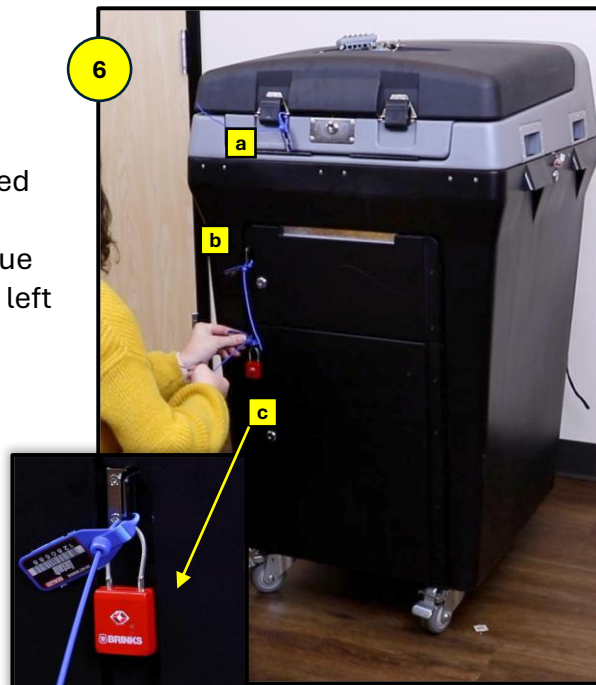
Clamshell Seal Number:	PM Deputy Initials	PM Alt Deputy Initials	AM Deputy Initials	AM Alt Deputy Initials
12345678	PD	PAD		
Emergency Compartment Seal Number:	PM Deputy Initials	PM Alt Deputy Initials	AM Deputy Initials	AM Alt Deputy Initials
23456789	PD	PAD		
Main Compartment Seal Number:	PM Deputy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



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- (6) 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 31 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 to 33 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 107 when processing a provisional voter.
- If a **Standard Affidavit** needs to be filled out for the Provisional Ballot, it should be placed in the **Daily Balancing Envelope** and not with the ballot in the Provisional Ballot Bag.
- (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.



Nightly Closing Paperwork

At the end of each night, complete paperwork as usual. Once paperwork is complete, place the following materials in the **Blue Paperwork Transfer Bag**. (3) A new bag will be provided each day by the PM Equipment Tech.

- Daily Balancing Envelope** with:
 - Daily Check-in Totals
 - Configuration Reports (both opening and closing)
 - Completed **Statement of Residence, RID, Curbside Voter Statement**, and **Standard Affidavit** forms.
- Completed **Early Voting Daily Seals Envelope** (with scanner seals broken by AM Deputy)
- Completed **BMD Security Seals Log Envelope** (with seals broken off BMDs by AM Clerks)
- Register of Surrendered Ballots by Mail Envelope**
- Spoiled Ballot Envelope**
- Place the **Blue Bag** in the locked and sealed ESC.
- The AM Deputy will give the **Blue Paperwork Transfer Bag** to the AM Equipment Tech the next day.

