Poll Worker
Training Manual

TRAVIS COUNTY CLERK

ELECTIONS DIVISION

STATE OF TEXAS

2026

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
Voter Registration Lookup: https://votetravis.gov/voter-lookup
Secretary of State Website: https://www.sos.state.tx.us/index.shtml

Table of Contents

Table of Contents i

Setting Up the Polling Location 1

Polling Location Keys 1

Election Supply Carrier (ESC) 2

Equipment Seals..... 3

Site Compliance Packet..... 5

Forms Box 10

Early Voting Site Set Up 11

Election Day Site Set Up 13

Signs and Postings 14

Ballot Scanner 20

Early Voting Opening 20

Early Voting Closing..... 25

Election Day Opening 34

Election Day Closing..... 39

ePollbooks 46

Setting Up First Day of Early Voting/Election Day:..... 46

Logging In and Out of the ePollbook.... 50

Closing the ePollbook 53

Clocking In/Out on the ePollbook..... 58

ePollbook Printouts..... 62

Ballot Marking Device (BMD) 66

Opening BMDs 66

Closing BMDs 70

BMD Seals..... 73

BMD Accessibility 79

Distributing Ballots for Voting..... 80

Voter ID Requirements..... 82

Checking In Voters.....84

Standard/List A Check-in 84

Nonstandard/List B Check-in.....88

Checking in a Voter Without ID.....91

Updating Voter Information.....93

Voter Flags.....100

Mail Ballot Surrender.....100

Other Flags.....104

Provisional Voting.....107

Spoiling a Ballot..... 111

Cancelling a Check-In..... 112

Reprinting Labels 114

Voter Assistance 115

Curbside Voting 120

Limited Ballot 125

Poll Watchers 126

Closing the Polls.....128

Early Voting Nightly 128

Last Night of Early Voting 132

End of Election Day.....136

Standard Affidavits 141

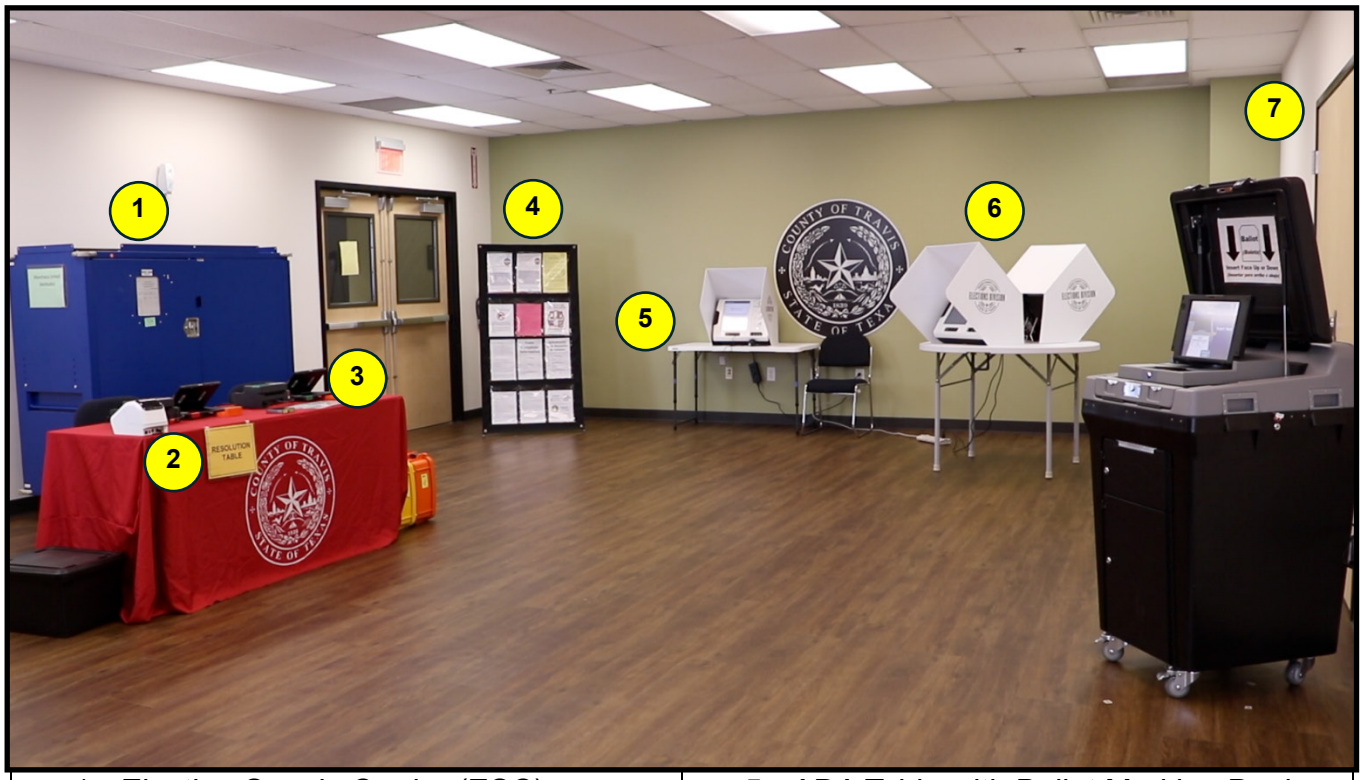
Daily Balancing Envelope 142

Election Day Envelopes 144

Register of Official Ballots for Early Voting at Branch Location.....146

Register of Official Ballots/Ballot and Seal Certificate 148

Setting Up the Polling Location



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

Polling Location 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 Ballot Scanner

☐ Barrel Key – unlocks BMD and Ballot Scanner

2 - Setting Up the Polling Location

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 with BMD)*
12. BMD Seals Bag*
13. Seals Assignment Envelopes*
14. Forms Box
    a. Supply Bag
    b. Orange Provisional Bag
    c. Red Emergency Bag (EV only)
15. PPE Kit
16. Trash can*
17. Round tables & leg extenders**
18. Orange Traffic cones**
19. Content list
20. ESC Tracking Seals
21. Equipment Keys

* Behind items shown in photo.
**Items on top of ESC.

Equipment Seals

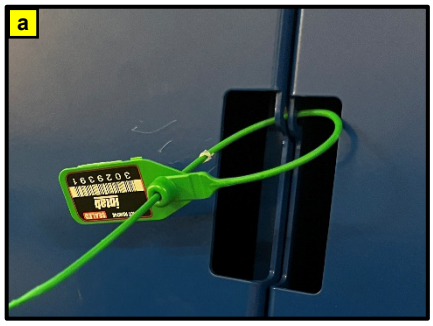
Seals are used to secure voting equipment and confirm chain of custody. Specific seals are used for different voting equipment. Below is a list of seals used in the polling location.

- ☐ (1) Green Seals – used to seal the Election Supply Carriers (ESC) [a]
  - ☐ [b] New seals can be found in the clear pouch on the inside of the ESC door.
  - ☐ Used seals are placed back in the clear pouch.
  - ☐ [c] Seal use is tracked on the ***ESC Seal Tracking*** taped to the inside of the ESC door.

For more information on seals used with the ESC see pages 11, 13, 130, 135, and 139.

1

a



b

c

January 25, 2022

City of Austin Special Election

ESC SEAL TRACKING

_____ (EARLY VOTING)

SEAL NUMBER: _____ SETUP VERIFY: _____

SETUP SEAL: _____ SETUP VERIFY: _____

DATE		PM SEAL	PM VERIFY
01/10/2022	_____	_____	_____
01/11/2022	_____	_____	_____
01/12/2022	_____	_____	_____
01/13/2022	_____	_____	_____
01/14/2022	_____	_____	_____
01/15/2022	_____	_____	_____
01/16/2022	_____	_____	_____
01/17/2022	_____	_____	_____
01/18/2022	_____	_____	_____
01/19/2022	_____	_____	_____
01/20/2022	_____	_____	_____
01/21/2022	_____	_____	_____

January 25,2022

City of Austin Special Election

ESC SEAL TRACKING

PCT. _____

SEAL NUMBER: _____ VERIFY: _____

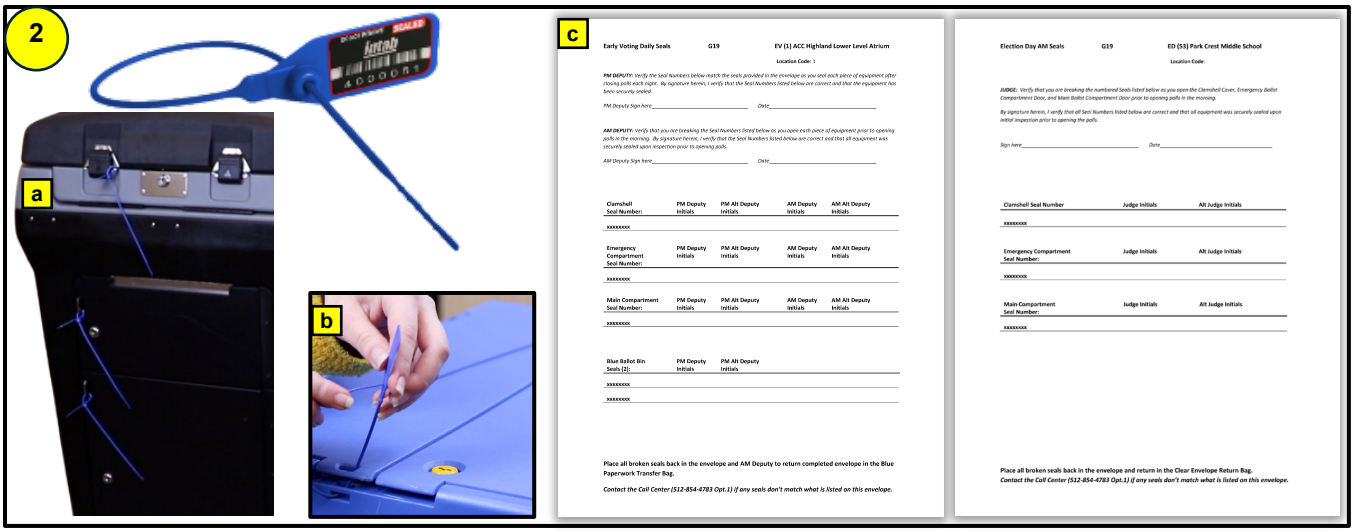
SEAL NUMBER: _____ VERIFY: _____
(Extra Seal)

CLOSING SEAL: _____ VERIFY: _____

4 - Setting Up the Polling Location

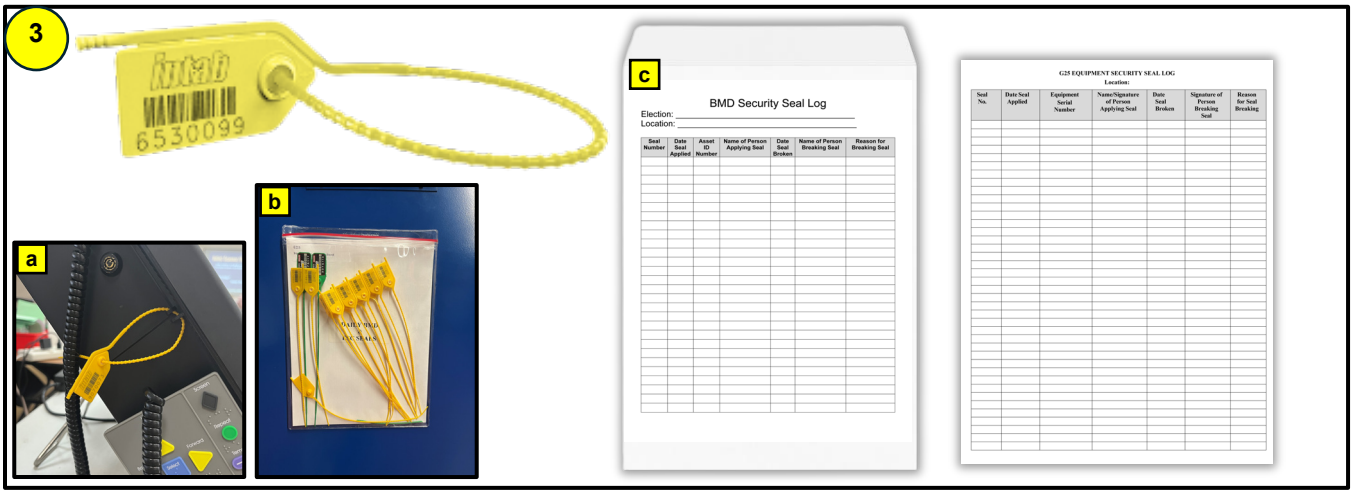
☐ (2) Blue Seals – Used to seal the Ballot Scanner [a] and the Blue Ballot Bin [b].
- ☐ [c] New seals are provided in the ***Early Voting Daily Seals Envelope*** or ***Election Day AM/PM Seals Envelope***. These envelopes are placed on top of the BMD cases in the ESC.
- ☐ Used seals are placed back in the envelope they came from.
- ☐ Seal use is tracked on the ***Early Voting Daily Seals Envelope*** or ***Election Day AM/PM Seals Envelope*** that the seals come from.

For more information on seals used with the Ballot Scanner and Ballot Bin see pages 20, 31, 34 and 43.



☐ (3) Yellow Seals – Used to seal the Ballot Marking Devices (BMDS). [a]
- ☐ New seals are found in a large bag inside the ESC for Early Voting and in the clear pouch on the door of the ESC for Election Day. [b]
- ☐ Used seals are placed in the ***BMD Security Seal Log Envelope*** [c] during Early Voting and the clear pouch on the inside door of the ESC for Election day. [b]
- ☐ Seal use is tracked on the ***BMD Security Seal Log Envelope*** [c] during Early Voting. These envelopes are found in the Envelopes folder of the Forms Box. On Election Day, seal use is tracked on individual ***BMD Security Seal Logs*** found inside the BMD cases.

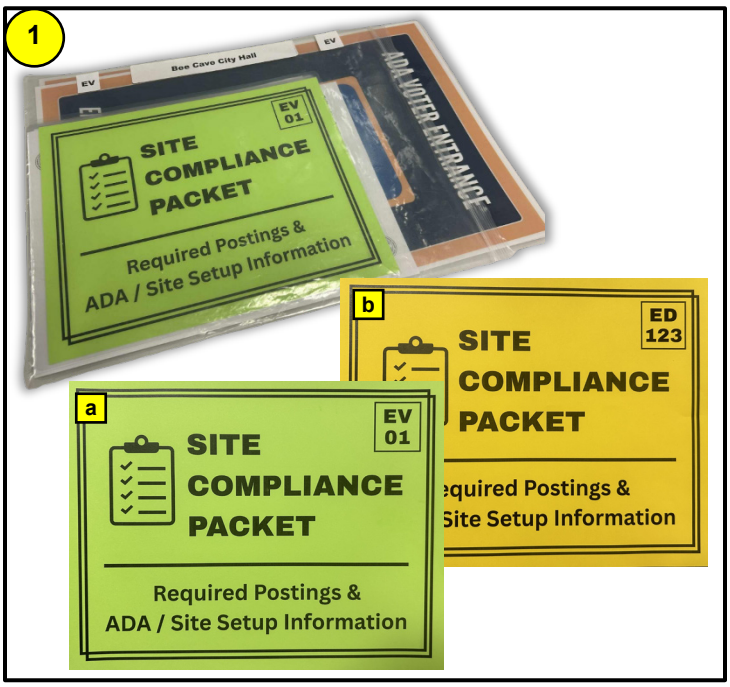
For more information on seals used with BMDs see page BMD Seals 73.



Site Compliance Packet

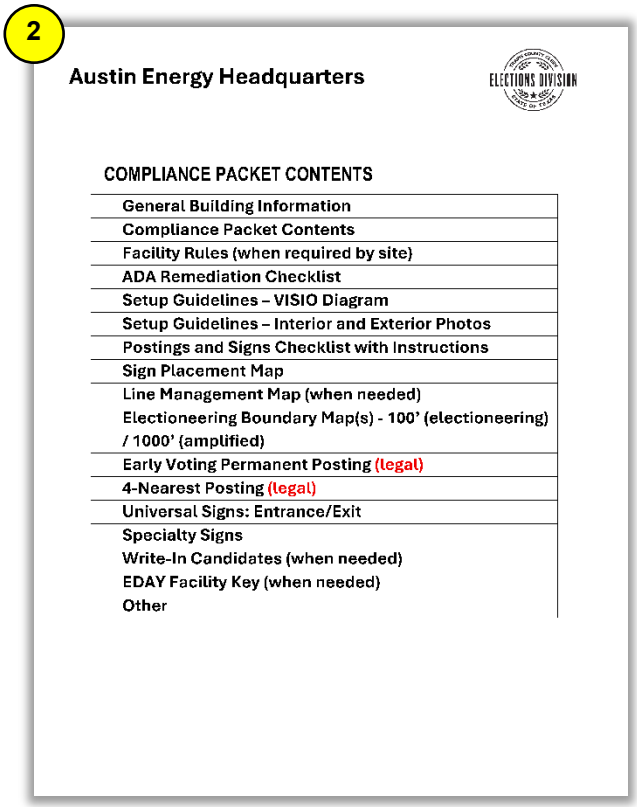
You will find exact instructions on how to set up your polling location in the Site Compliance Packet (1). When these instructions are not followed, you risk breaking election code.

- ☐ [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 sheet
  - Compliance Packet contents sheet
  - Facility rules (when required)
  - ADA Remediation Checklist
  - Set-up guideline diagram
  - Set-up guideline photos
  - Posting and Sign Checklist w/ instructions
  - Sign placement map
  - Line management map
  - Electioneering boundary map(s) with 100' electioneering boundary map & 1000' amplified electioneering boundary map
  - EV permanent posting
  - Nearest polls posting
  - Specialty signs when needed
  - Universal signs: Entrance/Exit


2

Austin Energy Headquarters

ELECTIONS DIVISION

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

6 - Setting Up the Polling Location

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

- [a] Basic information including the building's address, voting room, and who the site contact is.
- [b] General guidelines about the building and use of the space during voting.
- [c] Information about where Poll Workers should park as 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.

3

Austin Energy Headquarters

ELECTIONS DIVISION

GENERAL BUILDING INFORMATION

The instructions included in this packet represent our office's best guidelines regarding each site. However, we value your feedback and if you have any suggested alterations from what is provided in this packet, please reach out to us in email at pollingplaces@traviscountytx.gov.

a

BASIC INFORMATION

ADDRESS:	VOTING ROOM:	SITE CONTACT:
4815 Mueller Blvd	Capital Training Room	Carl Martin (512) 555-5555

b

GENERAL GUIDELINES

Regular business and activities will be taking place on the property during voting hours. Be mindful that there are two entrances to the building - Mueller Blvd and the parking garage. When posting signs, it is important not to tape anything to windows or walls. We will provide adhesive pocket sheets (enclosed) for the two entrances. Austin Energy will provide stanchions to help with line management. Make sure the room is kept tidy, put back as you found it, and equipment is packed up completely at the end of Election Day.

c

POLL WORKER AND VOTER PARKING

Poll workers, curbside voting, and ADA parking is in the parking garage. Street-side parking is available for voters traveling by car. This is not a matter to be policed by election staff. Please reach out to the Sites Department with any concerns about the parking garage.

***REMEMBER:** It is important to leave at least (1) ADA parking spot near the entrance to the polling location for voters.*

d

FACILITY ACCESS AND LOCKUP

Building security will be responsible for opening and closing the building.
If you are having difficulty accessing the polling location, call our office as soon as possible at 512-854-4783.

☐ (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.

4

Polling Site: Bible Baptist Church of Pflugerville

ELECTIONS DIVISION

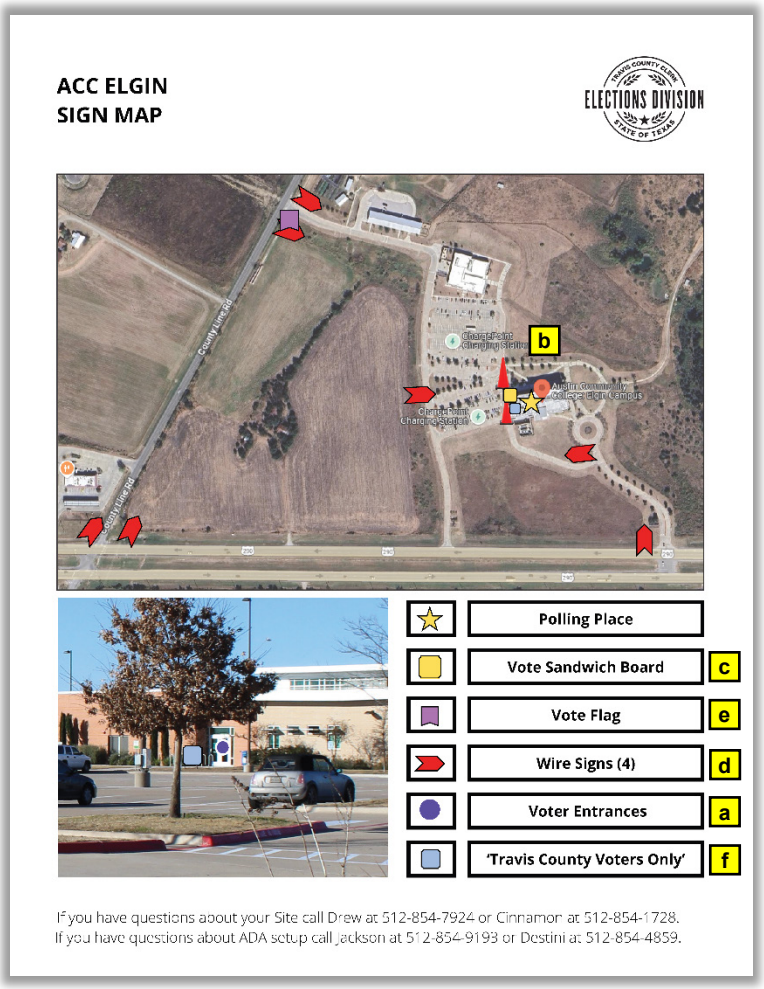
POSTINGS & SIGNS CHECKLIST

If you have any questions or concerns, please contact our office.

4 NEAREST POSTING	**Instructions:** *LEGALLY REQUIRED This must be posted at the entrance to the building where it can be read by the public at all hours.*
VOTER ENTRANCE	**Instructions:** *Place on/near the entrance to the voting room so that approaching voters can see it clearly.*
VOTER EXIT	**Instructions:** *Place on/near the exit of the voting room so that once voters have cast their ballots, they can clearly make out the exit.*
DISTANCE MARKERS	**Instructions:** *Place distance markers at both entrances to the building.*
WIRE SIGNS	**Instructions:** *See enclosed sign map for wire sign placement - 4 total wire signs.*
ADDITIONAL LEGAL POSTINGS	**Instructions:** *(x2 sets) Post your legally required postings on both entrances.*

☐ (5) ***Sign Placement Map***. This 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: Marks where to place electioneering distance markers. (See page 17 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.



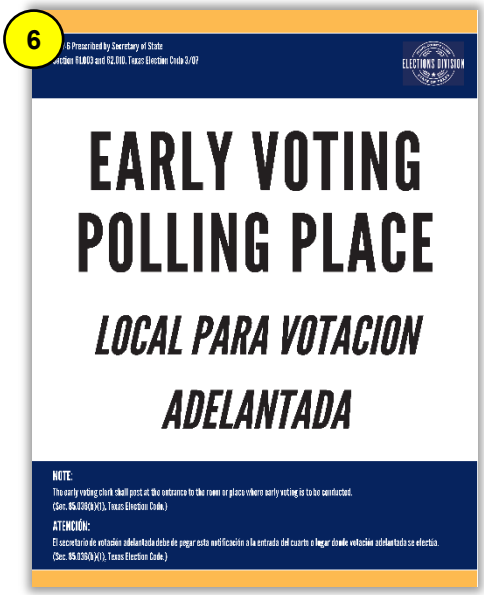
[1] Sign placement for Early Voting and Election Day may differ. Always refer to the site map for placement.

8 - Setting Up the Polling Location

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).


6

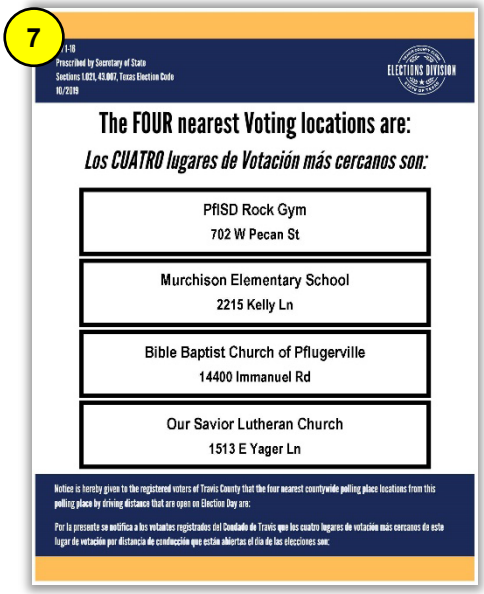
EARLY VOTING POLLING PLACE

LOCAL PARA VOTACION ADELANTADA

NOTE:
This early voting clerk shall post at the entrance to the room or place where early voting is to be conducted.
(Sec. 85.0380(b)(1), Texas Election Code.)

ATENCIÓN:
El secretario de votación adelantada debe de pegar esta notificación a la entrada del cuarto o lugar donde votación adelantada se efectúa.
(Sec. 85.0380(b)(1), Texas Election Code.)

☐ (7) ***Nearest Polls 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 be 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.


7

Prescribed by Secretary of State
Sections 1.023, 43.007, Texas Election Code
10/2019

The FOUR nearest Voting locations are:

Los CUATRO lugares de Votación más cercanos son:

PfISD Rock Gym
702 W Pecan St

Murchison Elementary School
2215 Kelly Ln

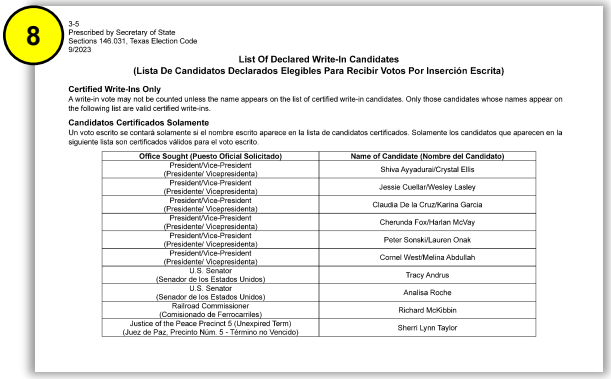
Bible Baptist Church of Pflugerville
14400 Immanuel Rd

Our Savior Lutheran Church
1513 E Yager Ln

Notice is hereby given to the registered voters of Travis County that the four nearest countywide polling place locations from this polling place by driving distance that are open on Election Day are:

Por la presente se notifica a los votantes registrados del Condado de Travis que los cuatro lugares de votación más cercanos de este lugar de votación por distancia de conducción que están abiertas el día de las elecciones son:

☐ (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.


8

3-5
Prescribed by Secretary of State
Sections 146.031, Texas Election Code
9/2023

List Of Declared Write-In Candidates
(Lista De Candidatos Declarados Elegibles Para Recibir Votos Por Inserción Escrita)

Certified Write-Ins Only
A write-in vote may not be counted unless the name appears on the list of certified write-in candidates. Only those candidates whose names appear on the following list are valid certified write-ins.

Candidatos Certificados Solamente
Un voto escrito se contará solamente si el nombre escrito aparece en la lista de candidatos certificados. Solamente los candidatos que aparecen en la siguiente lista son certificados válidos para el voto escrito.

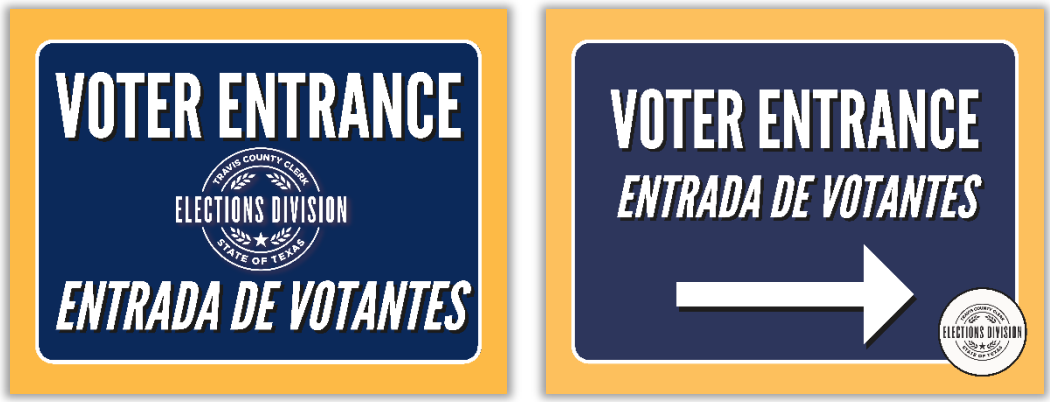
Office Sought (Puesto Oficial Solicitado)	Name of Candidate (Nombre del Candidato)
President/Vice-President (Presidente/ Vicepresidenta)	Shiva Ayyadurai/Crystal Ellis
President/Vice-President (Presidente/ Vicepresidenta)	Jessie Cuellar/Wesley Lasley
President/Vice-President (Presidente/ Vicepresidenta)	Claudia De la Cruz/Karina Garcia
President/Vice-President (Presidente/ Vicepresidenta)	Cherunda Fox/Harlan McVay
President/Vice-President (Presidente/ Vicepresidenta)	Peter Sonski/Lauren Onak
President/Vice-President (Presidente/ Vicepresidenta)	Cornel West/Melina Abdullah
U.S. Senator (Senador de los Estados Unidos)	Tracy Andrus
U.S. Senator (Senador de los Estados Unidos)	Analisa Roche
Railroad Commissioner (Comisionado de Ferrocarriles)	Richard McKibbin
Justice of the Peace Precinct 5 (Unexpired Term) (Juez de Paz, Precinto Núm. 5 - Término no Vencido)	Sherri Lynn Taylor

Additional Sign Assignments

***Voter Entrance & Exit*:**

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

9



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

10

***Custom Interior Signs*:**

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

11

10 - Setting Up the Polling Location

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

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				

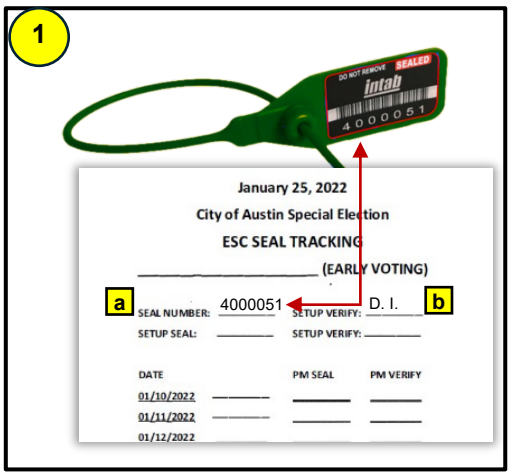
Poll Worker Feedback Link

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

Password: Election Password

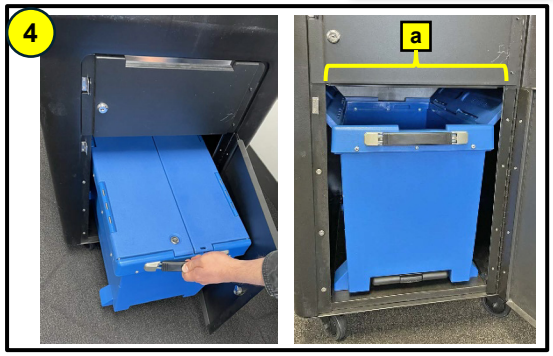
Early Voting Site Set Up

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.
- ☐ With your provided security keys, unlock and open the ESC, breaking the green seal that is attached.
- ☐ (1) Compare the seal number to the number on the tracking sheet [a] that is taped to the inside of the door of the ESC.
- ☐ Initial the ***ESC Seal Tracking Form***. [b]
- ☐ Place the broken seal in the clear pouch on the door of the ESC.
- ☐ Remove the postings kiosk and set it up near the entrance to the voting room.
- ☐ If the site is lockable, set up the BMDs but do not power them on.
  - ☐ Remove the ADA accessible table from ESC and set it up in a location where there is at least five feet of turning space in front.
  - ☐ Set up a BMD on the ADA accessible table. This BMD and table must always be available.
- ☐ With the VET, remove the orange and yellow ePollbook cases.
  - ☐ Set up all pollbooks and printers.
  - ☐ With the VET test the equipment.
  - ☐ Once it is confirmed all equipment is operational, close down the ePollbooks and turn off power to all equipment.
  - ☐ If the site is not lockable, return all equipment to their cases and store them in the ESC.

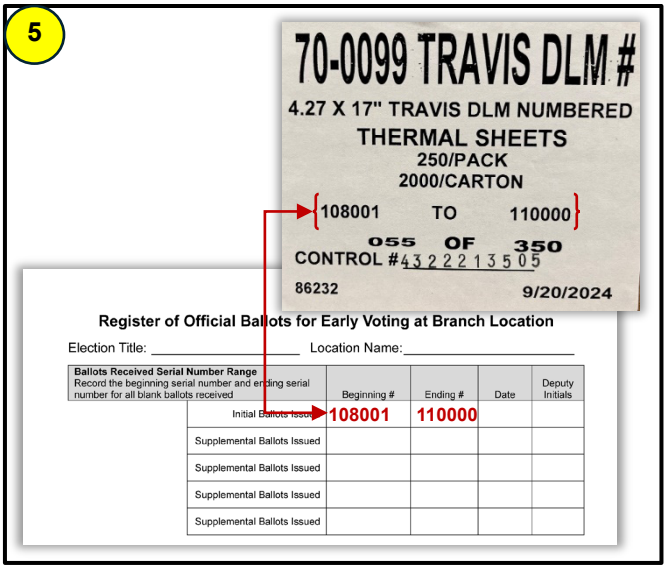
- ☐ Check visible seals on the ballot scanner and make sure none are broken. The seal on the main compartment will not be sealed but taped on. Document any broken seal numbers and contact the Call Center.
- ☐ (3) The VET will remove the red padlock from the main compartment of the Ballot Scanner.

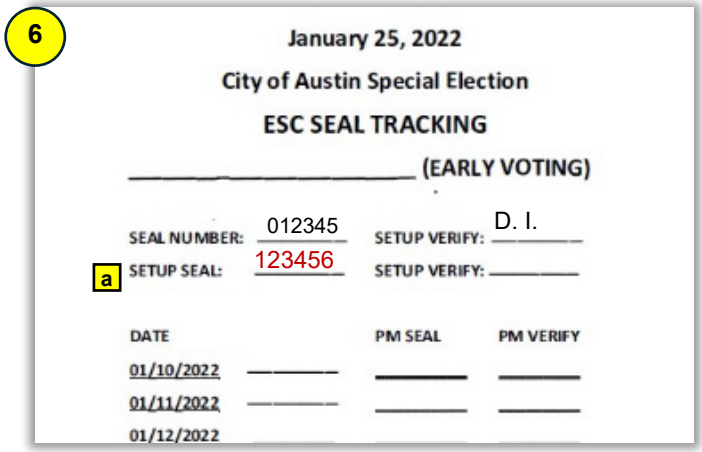


- ☐ (4) With the silver “J” key, unlock the main compartment and remove the Blue Ballot Bin.
- ☐ Remove ballots and the ***Register of Official Ballots for Early Voting at Branch Location*** form from the Blue Ballot Bin.
- ☐ Place the Blue Ballot Bin back in the main compartment of the scanner and be sure to open the flaps on the top of the bin. [a]
- ☐ The VET will place the red padlock back on the lower compartment and seal the compartment with the blue seal that was taped to the outside of the compartment.

12 - Setting Up the Polling Location

- ☐ (5) Verify the serial number range on the box of ballots matches what is written on the ***Register of Official Ballots for Early Voting at Branch Location*** form.
- ☐ Store ballots and ***Register of Official Ballots for Early Voting at Branch Location*** form in the ESC.
- ☐ Charge and turn on the provided cell phone.
- ☐ Contact your poll workers to confirm arrival time and meeting place.
- ☐ Report any concerns to the Call Center.
- ☐ Retrieve a new green seal from the clear pouch on the door of the ESC.
- ☐ (6) Record the serial number on the ***ESC Seal Tracking Form*** where it says, "Setup Seal". [a]
- ☐ Lock and seal the ESC before leaving the site.



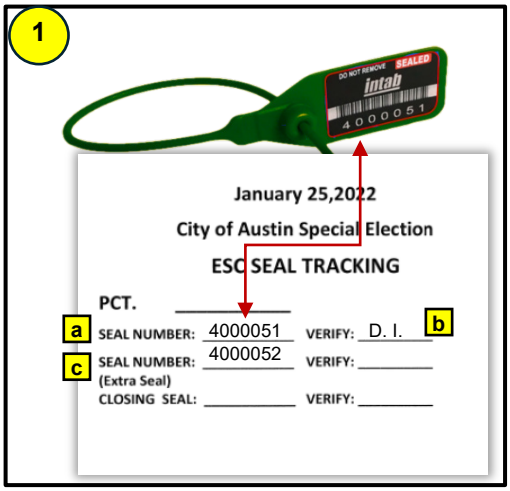


Election Day Site Set Up

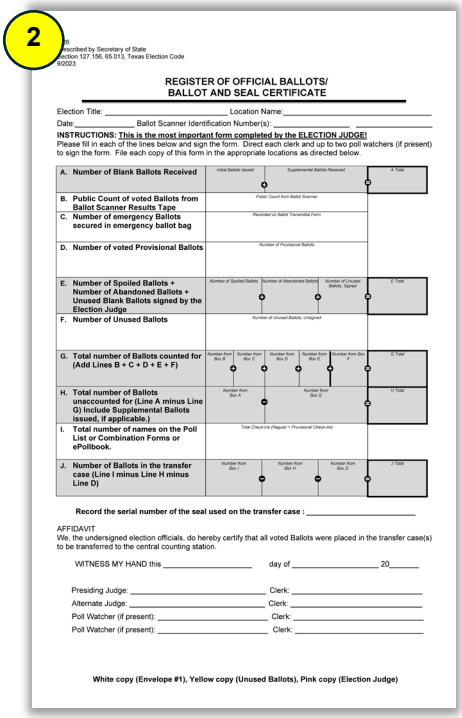
The Judge will pick up supplies during supply pickup before Election Day. The Judge is responsible for contacting the site to arrange a time beforehand to set up the site. Details on supply pick-up and election site contacts are included in your *Writ of Election*.

- ☐ 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.
- ☐ (1) Compare the seal number to the number on the ***ESC Seal Tracking*** sheet [a] that is taped on the door of the ESC.
- ☐ Initial the tracking sheet. [b]
- ☐ Place the broken seal in the clear pouch on the door of the ESC.
- ☐ Remove the postings kiosk and set it up near the entrance to the voting room.
- ☐ If the site is lockable, set up the BMDs.
  - ☐ 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 the 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.
- ☐ Contact your poll workers to confirm arrival time and meeting place.
- ☐ Report any concerns to the Call Center.
- ☐ Lock and seal the ESC before leaving the site. Be sure to record the seal number [c] on the ***ESC Seal Tracking*** form (1) inside the ESC.

1



2



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 the form. Direct each clerk and up to two poll watchers (if present) to sign the form. File each copy of this form in the appropriate locations as directed below.

A. Number of Blank Ballots Received	*Initial Ballots Issued*	*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*	*Number from Box C*	*Number from Box D*	*Number from Box E*	*Number from Box F*	*G Total*
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*	*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 : _____

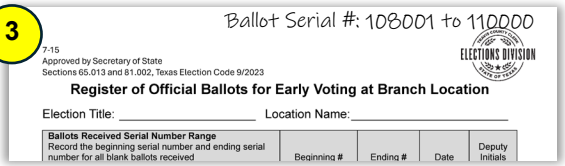
AFFIDAVIT
We, the undersigned election officials, do hereby certify that all voted Ballots were placed in the transfer case(s) to be transferred to the central counting station.

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

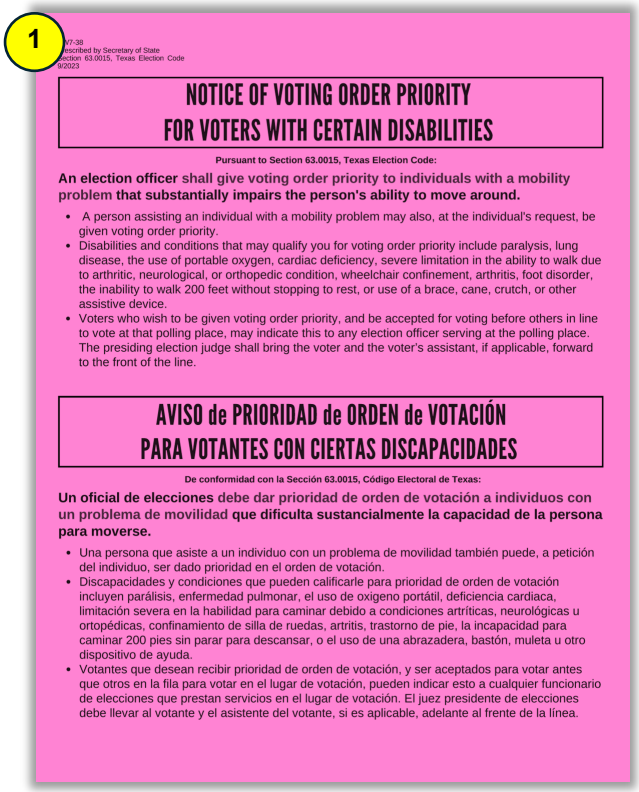
First Day of Early Voting/Election Day

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.

- ☐ 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 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 5).

  - ☐ (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.



1

V7-38
Prescribed by Secretary of State
Section 63.0015, Texas Election Code
9/2023

NOTICE OF VOTING ORDER PRIORITY
FOR VOTERS WITH CERTAIN DISABILITIES

Pursuant to Section 63.0015, Texas Election Code:

An election officer shall give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around.

- A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority.
- Disabilities and conditions that may qualify you for voting order priority include paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.
- Voters who wish to be given voting order priority, and be accepted for voting before others in line to vote at that polling place, may indicate this to any election officer serving at the polling place. The presiding election judge shall bring the voter and the voter's assistant, if applicable, forward to the front of the line.

AVISO de PRIORIDAD de ORDEN de VOTACIÓN
PARA VOTANTES CON CIERTAS DISCAPACIDADES

De conformidad con la Sección 63.0015, Código Electoral de Texas:

Un oficial de elecciones debe dar prioridad de orden de votación a individuos con un problema de movilidad que dificulta sustancialmente la capacidad de la persona para moverse.

- Una persona que asiste a un individuo con un problema de movilidad también puede, a petición del individuo, ser dado prioridad en el orden de votación.
- Discapacidades y condiciones que pueden calificarle para prioridad de orden de votación incluyen parálisis, enfermedad pulmonar, el uso de oxigeno portátil, deficiencia cardiaca, limitación severa en la habilidad para caminar debido a condiciones artríticas, neurológicas u ortopédicas, confinamiento de silla de ruedas, artritis, trastorno de pie, la incapacidad para caminar 200 pies sin parar para descansar, o el uso de una abrazadera, bastón, muleta u otro dispositivo de ayuda.
- Votantes que desean recibir prioridad de orden de votación, y ser aceptados para votar antes que otros en la fila para votar en el lugar de votación, pueden indicar esto a cualquier funcionario de elecciones que prestan servicios en el lugar de votación. El juez presidente de elecciones debe llevar al votante y el asistente del votante, si es aplicable, adelante al frente de la línea.

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

2

ELECTIONS DIVISION

Notices of Debt Obligation & Orders Declaring Unopposed Candidates Elected to Office Available for Inspection

Located at the Check-In Table

A debt obligation election order required under section 3.009 shall be posted: (1) On election day and during early voting by personal appearance, in a prominent location at each polling place. Additionally, under Section 2.053 a copy of the order or ordinance declaring each unopposed candidate elected to the office shall be posted on election day at each polling place used or that would have been used in the election.

As prescribed by the Texas Election Code 4.003(f), the complete debt obligation election order is hereby posted with required details of the bond election included in a file at the voter check-in (qualifying) table at this polling location.

Avisos de Obligación de Deuda & Órdenes por las que se Declara Elegidos a Candidatos Sin Oposición Disponibles Para Inspección

Disponibles en la Mesa de Recepción

Se requiere que la orden de la elección de obligación de deuda bajo la sección 3.009 sea exhibida: (1) El día de la elección y durante el periodo de la votación adelantada en persona, en un lugar visiblemente prominente en cada sitio de votación. Adicionalmente, bajo la Sección 2.053 una copia de la orden u ordenanza declarando a cada candidato sin oposición elegido al cargo será publicada el día de la elección en cada lugar de votación usado o que hubiera sido usado en la elección.

De acuerdo con requisitos del Código Electoral de Texas 4.003(f), la orden completa de la elección de obligación de deuda por lo presente se ha exhibido con los detalles requeridos de la elección de bonos incluidos en un cuaderno en la mesa de recepción (y determinación de elegibilidad) de votantes en este sitio de votación.

☐ (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.

3

7-39
Prescribed by Secretary of State
Secs. 33.051, 61.014, and 62.0111, Texas Election Code
9/2025

NOTICE

Prohibition of Certain Devices Within a Room In Which Voting Is Taking Place

A person is not allowed to use a wireless communications device within a room in which voting is taking place. Additionally, a person is not allowed to use a mechanical or electronic device to record sound or images within 100-feet of the voting stations. **These devices include but are not limited to cell phones, digital phones, cameras, phone cameras and sound recorders**. A voting station is the area where the voter marks the ballot.

The election judge has the authority to require persons to deactivate any such device and the authority to require persons who do not comply to leave the polling place.

Poll watchers are subject to additional rules and must sign an oath stating they do not have in their possession devices capable of recording images or sound or that they will disable or deactivate the devices while serving as a watcher.

Questions or clarification should be directed to the election judge in your polling place.

Note: This does not apply to election officers conducting official duties or the use of election equipment necessary for the conduct of the election. Furthermore, this does not apply to persons employed at the location in which a polling place is located while the person is acting in the course of their employment.

NOTIFICACIÓN

PROHIBICIÓN DE CIERTOS DISPOSITIVOS DENTRO DE UNA SALA EN LA QUE SE LLEVA A CABO LA VOTACIÓN

No se permite usar dispositivos de comunicación inalámbrica dentro de una sala en la que se lleva a cabo la votación. Adicionalmente, no se permite usar dispositivos mecánicos o electrónicos para grabar sonido o imágenes dentro de cien (100) pies de la estación de votación. **Estos dispositivos incluyen, pero no se limitan a: teléfonos celulares, teléfonos digitales, cámaras, cámaras de teléfono, y grabadoras de sonido**. La estación de votación es el área donde el votante marca su boleta.

El juez electoral tiene la autoridad de requerir que personas desactiven el dispositivo y la autoridad de requerir que personas que no cumplan con esto, abandonen el área.

Los observadores electorales están sujetos a reglas adicionales y deberán firmar un juramento declarando que no tienen en su persona dispositivos con capacidad de grabar imágenes o sonido, o que los inhabilitarán o desactivarán al servir como Observador.

Si tiene alguna pregunta adicional o necesita clarificación, por favor diríjase al juez electoral de su lugar de votación.

Atención: Esta notificación no se aplica a oficiales de la elección efectuando servicios oficiales o al uso de equipo de elección necesario para efectuar la elección. Además, tampoco se aplica a aquellos empleados en la localidad donde se ubica un lugar de votación mientras actúan debido a su empleo.

16 - Setting Up the Polling Location

☐ (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.

4

7-93
Prescribed by Secretary of State
Secs. 33.951, 61.014, and 62.0111, Texas Election Code
WORD

TRAVIS COUNTY CLERK
ELECTIONS DIVISION
STATE OF TEXAS

NOTICE PROHIBITION OF WIRELESS COMMUNICATION DEVICES

NOTIFICACIÓN PROHIBICIÓN DE CIERTOS DISPOSITIVOS DE COMUNICACIÓN INALÁMBRICA

A person is not allowed to use a mechanical or electronic device to record sound or images within 100-feet of the voting stations. **These devices include but are not limited to cell phones, digital phones, cameras, phone cameras and sound recorders.** A voting station is the area where the voter marks the ballot.

The election judge has the authority to require persons to deactivate any such device and the authority to require persons who do not comply to leave the polling place.

Poll watchers are subject to additional rules and must sign an oath stating they do not have in their possession devices capable of recording images or sound or that they will disable or deactivate the devices while serving as a watcher.

Questions or clarification should be directed to the election judge in your polling place.

Note: This does not apply to election officers conducting official duties or the use of election equipment necessary for the conduct of the election. Furthermore, this does not apply to persons employed at the location in which a polling place is located while the person is acting in the course of their employment.

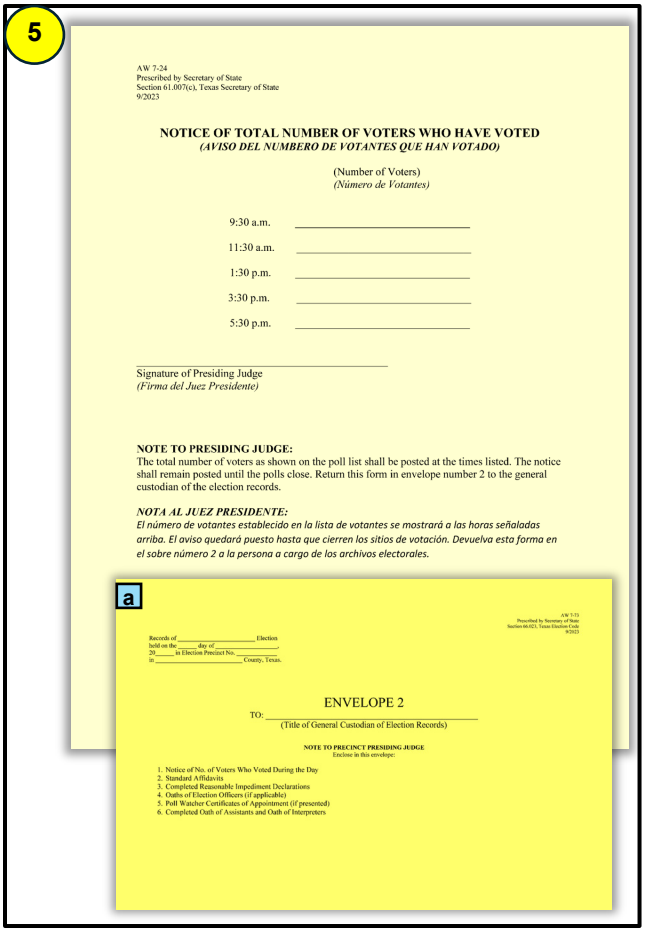
No se permite usar dispositivos mecánicos o electrónicos para grabar sonido o imágenes dentro de cien (100) pies de la estación de votación. **Estos dispositivos incluyen, pero no se limitan a: teléfonos celulares, teléfonos digitales, cámaras, cámaras de teléfono, y grabadoras de sonido.** La estación de votación es el área donde el votante marca su boleta.

El juez electoral tiene la autoridad de requerir que personas desactiven el dispositivo y la autoridad de requerir que personas que no cumplan con esto, abandonen el área.

Los observadores electorales están sujetos a reglas adicionales y deberán firmar un juramento declarando que no tienen en su persona dispositivos con capacidad de grabar imágenes o sonido, o que los inhabilitarán o desactivarán al servir como Observador. Si tiene alguna pregunta adicional o necesita clarificación, por favor diríjase al juez electoral de su lugar de votación.

Atención: Esta notificación no se aplica a oficiales de la elección efectuando servicios oficiales o al uso de equipo de elección necesario para efectuar la elección. Además, tampoco se aplica a aquellos empleados en la localidad donde se ubica un lugar de votación mientras actúan debido a su empleo.

☐ (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]



5

AW 7-24
Prescribed by Secretary of State
Section 61.007(c), Texas Secretary of State
9/2023

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

(Number of Voters)
(Número de Votantes)

9:30 a.m. _____

11:30 a.m. _____

1:30 p.m. _____

3:30 p.m. _____

5:30 p.m. _____

_____
Signature of Presiding Judge
(Firma del Juez Presidente)

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

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

a

AW 7-73
Prescribed by Secretary of State
Section 66.023, Texas Election Code
9/2023

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

ENVELOPE 2

TO: _____
(Title of General Custodian of Election Records)

NOTE TO PRECINCT PRESIDING JUDGE
Enclose in this envelope:

1. Notice of No. of Voters Who Voted During the Day
2. Standard Affidavits
3. Completed Reasonable Impediment Declarations
4. Oaths of Election Officers (if applicable)
5. Poll Watcher Certificates of Appointment (if presented)
6. Completed Oath of Assistants and Oath of Interpreters

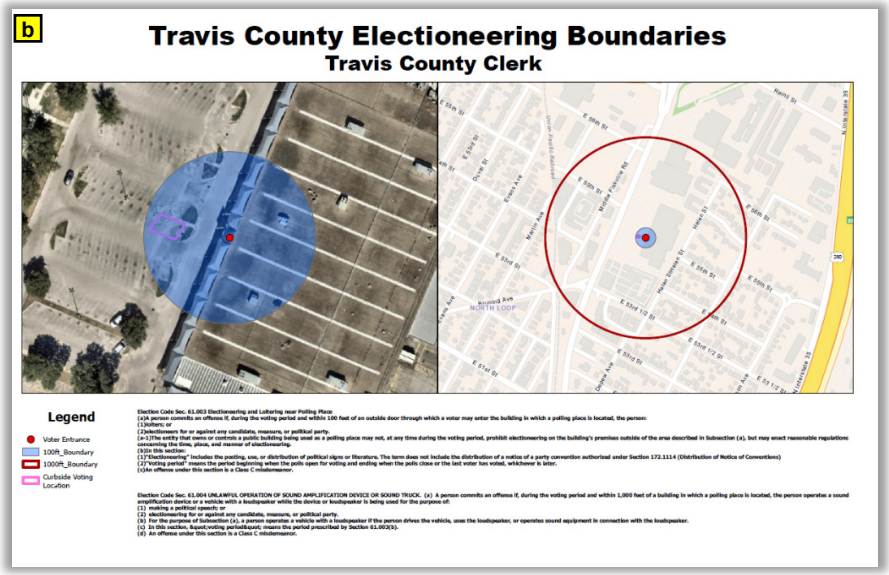
☐ (6) ***Electioneering Distance Markers***: Using the measuring wheel [a], place the markers 100 feet from the outside entrance of the voting location. You can also use the ***Electioneering Boundaries*** map [b] in the ***Site Compliance Packet*** to determine where signs can be placed.

- ☐ Electioneering is defined as "expressing preference for or against any candidate, measure, or political party, regardless of whether they are or are not on the ballot".[2]
- ☐ Electioneering incidents should be documented on a ***Standard Affidavit*** which can be found in the Forms folder of the Forms Box. (For information on ***Standard Affidavits*** see page 141.)

6

a

b



☐ (7) Postings Kiosk: Place at the entrance to the voting room. The kiosk is stored in the ESC.

7

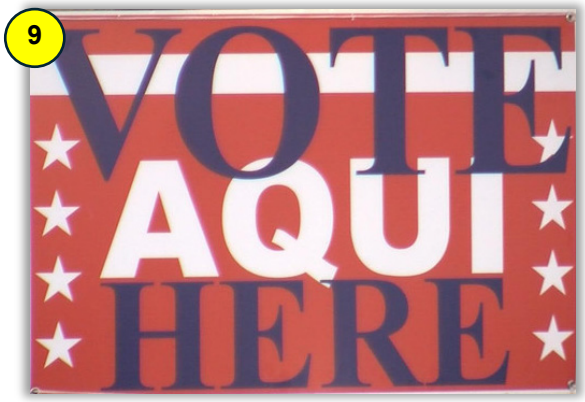
☐ (8) Sample Ballots: Place where voters have access prior to checking in. These can be found in the Forms Box.

8

[2] From Secretary of State Election Advisory No. 2025-15.

18 - Setting Up the Polling Location

☐ (9) Large “Vote Aqui Here” signs: Place where they will be visible outside the polling location. Located in the ESC.



☐ (10) 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***[3] for the best placement of these signs.

☐ (11) ADA signage: If required, consult the ***ADA Remediation Checklist*** in the ***Site Compliance Packet*** for type of signage and placement.

10

eway Activity Center

ADA Remediation Checklist

verview:

= ADA Parking

= Mats

= Advised Curbside clerk 2 Station

Curbside clerk 2 is to have a clear sight of the curbside voting parking and the place where the ADA barrier occurs.

Please refer to Pg 4 Curbside clerk 2 Watch Zone.

1 of 4

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

- ☐ (11) Curbside setup: Refer to the ***ADA Remediation Checklist*** for site-specific instructions on where to set up curbside voting. For more information on curbside voting, see page 120. Use the following materials provided:
  - ☐ [a] Curbside Voting signs to designate curbside parking spaces
  - ☐ [b] Curbside Voting A-frame
  - ☐ [c] Curbside Electioneering sign
  - ☐ [d] Curbside cart from ESC

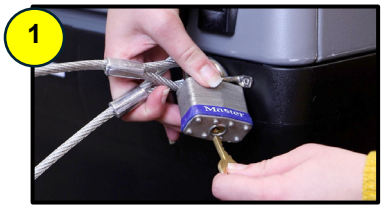
Ballot Scanner

Early Voting Opening

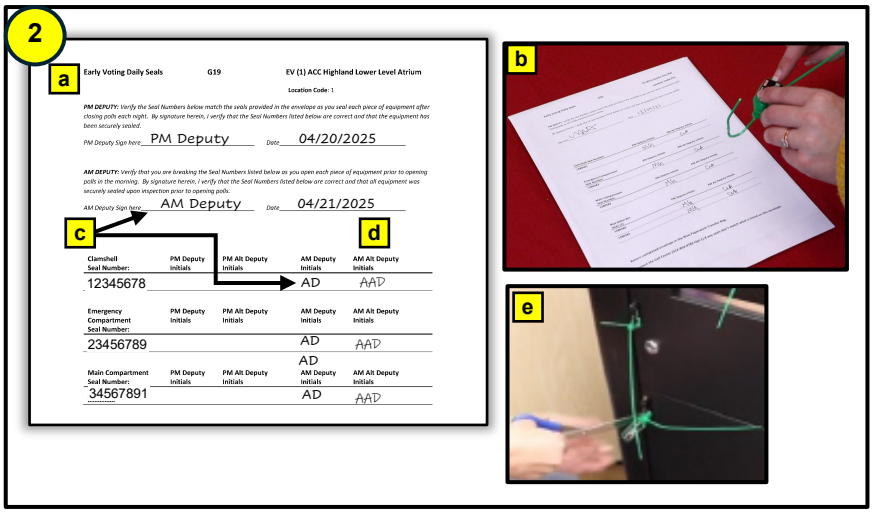
The Deputy should set up the Ballot Scanner while other poll workers set up the ePollbooks and BMDs. For a site to be operational, the Ballot Scanner, at least one ePollbook, and one BMD must be up and running at 7a.m.

Setting Up Ballot Scanner

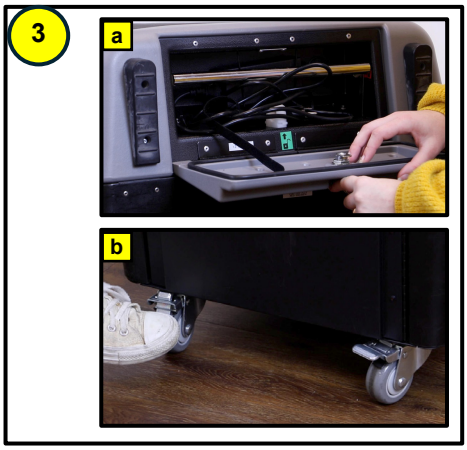
- ☐ (1) Use the small Gold Key to unlock the padlock that secures the Ballot Scanner to the ESC.
- ☐ Position the Ballot Scanner in the designated place and make sure there is at least 5 feet of turning radius in front of the scanner.



- ☐ (2) Verify Seals:
  - ☐ [a] Retrieve the ***Early Voting Daily Seals Envelope***
  - ☐ [b] Confirm the numbers for each compartment seal 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 equipment 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.

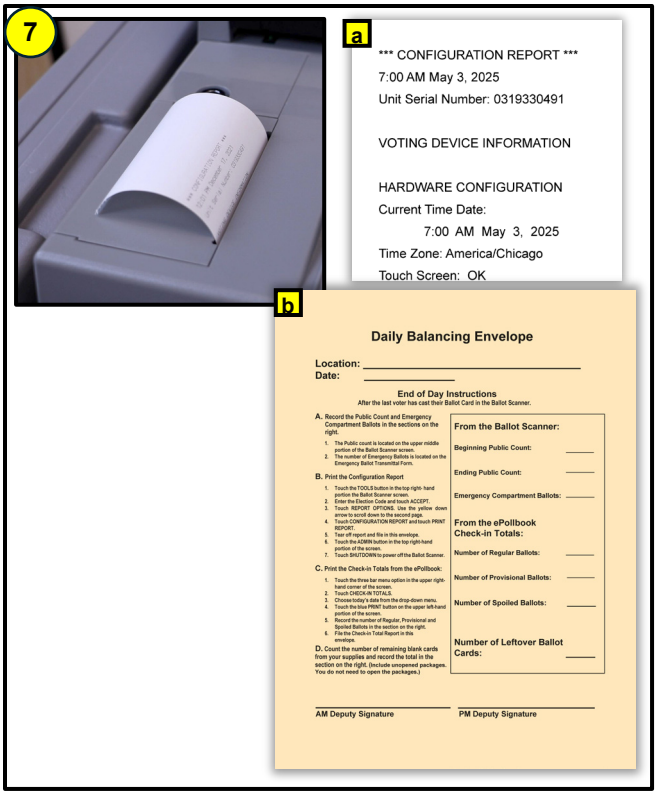


Turning On the Scanner

☐ (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) 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]

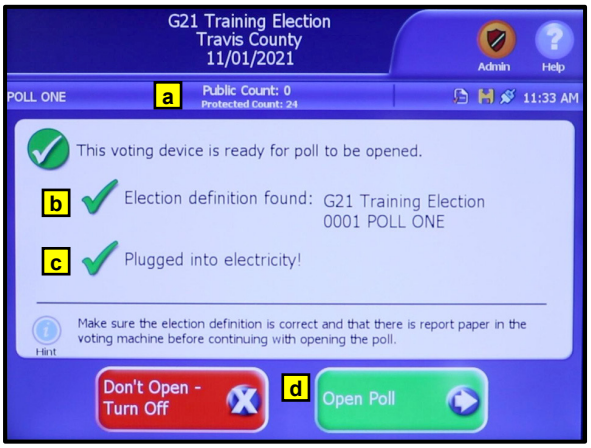
On the first day of Early Voting, continue to step 8a on page 22. After the first day, continue to step 8b on page 23.

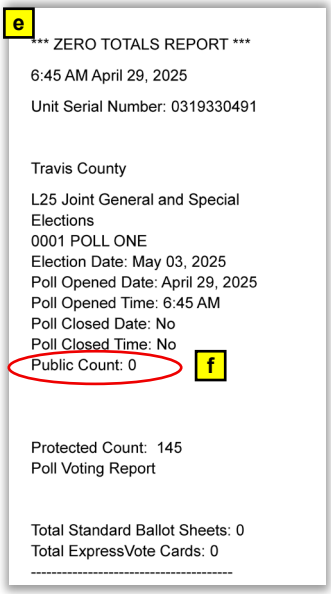
FIRST DAY OF EARLY VOTING ONLY

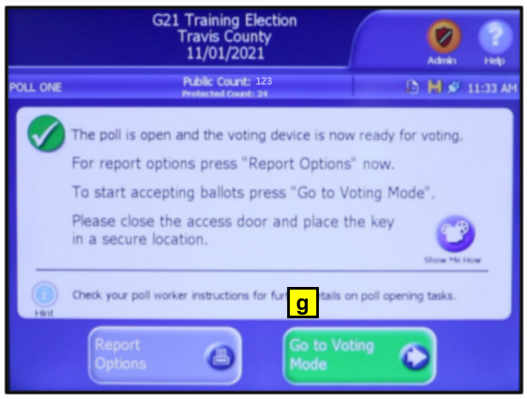
The following procedures will only happen on the first day of Early Voting:

- ☐ (8a) 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 into electricity.
  - ☐ [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 be printed. 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" and "Election Clerk". Up to two poll watchers may sign if present.
  - ☐ File in the ***Daily Balancing Envelope***.
  - ☐ [g] Touch the **Go to Voting Mode** button.

8a

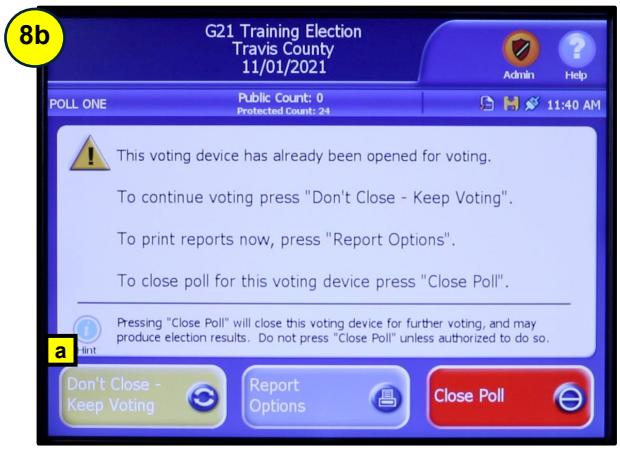




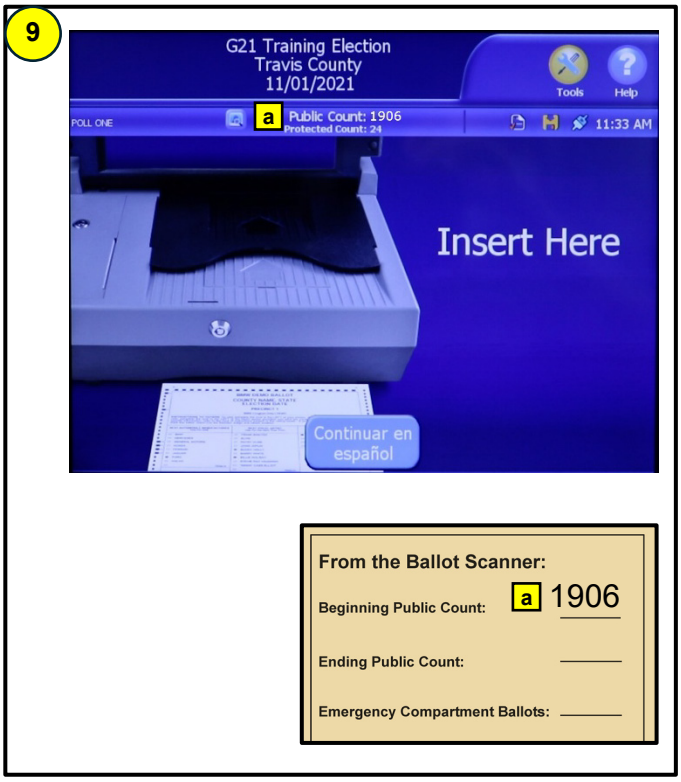


Continue to page 23 step 9.

☐ (8b) After the first day of Early Voting, once the ***Configuration Report*** is printed, the following screen will appear. Touch the **DON'T CLOSE – KEEP VOTING** [a] button.



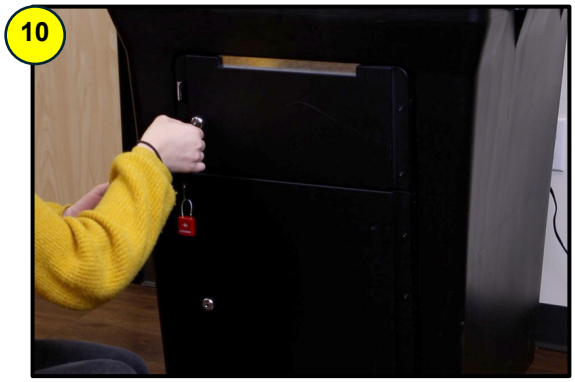
☐ (9) From the scanner screen, record the Public Count [a] on the ***Daily Balancing Envelope*** where it says "Beginning Public Count"



☐ The scanner is now ready to accept ballots.

24 - Ballot Scanner

- ☐ **Check the lower compartments:**
  - ☐ (10) Using the Silver “J” Key, open the Emergency Compartment and check there is nothing inside. If there is anything in the compartment, call the Call Center.
  - ☐ Be sure the silver flap on the door of the compartment is in the upright, locked position.
  - ☐ 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.



  - ☐ (11) Verify the main compartment is locked and the red padlock on the compartment is secure.

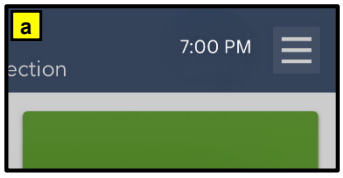
Early Voting Closing

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

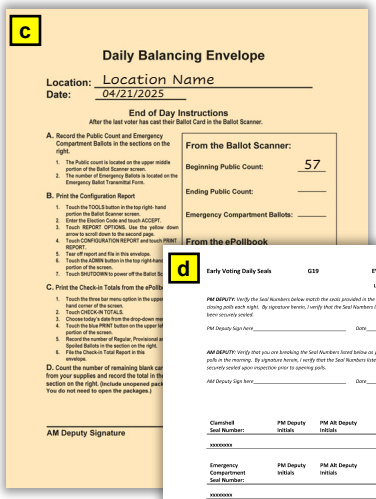
☐ **Before shutting down the Ballot Scanner:**

- ☐ 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.

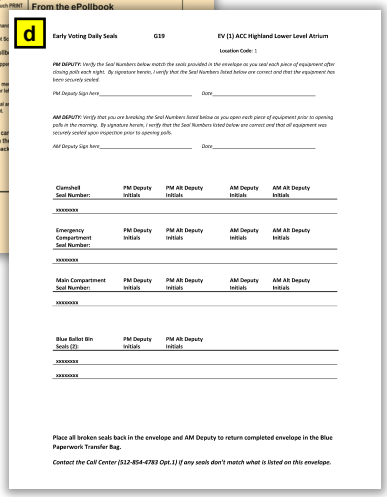


- ☐ [b] Using the Silver "J" Key, unlock and check the upper compartment (Emergency Compartment). If anything is in the compartment, call the Call Center. Do not proceed until instructed.

- ☐ [c] Retrieve the ***Daily Balancing Envelope*** that the AM Deputy has begun.

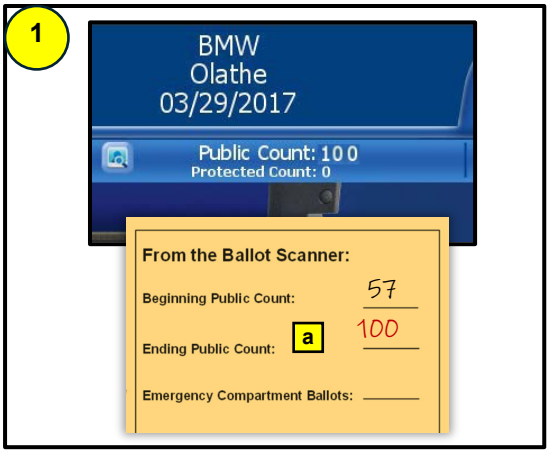


- ☐ [d] Retrieve a new ***Early Voting Daily Seals Envelope***.

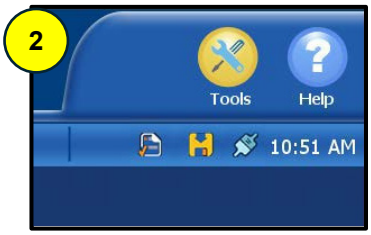


26 - Ballot Scanner

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

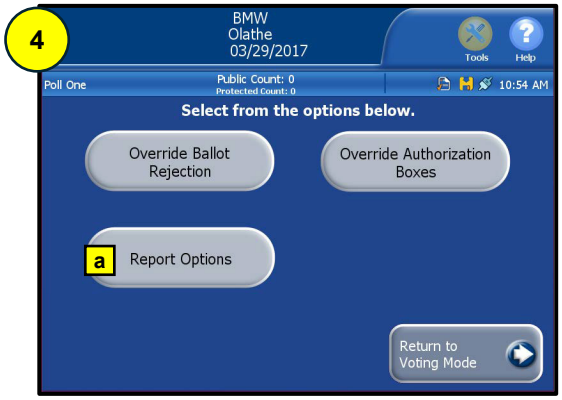


☐ (2) Touch the **TOOLS** button in the top right corner of the screen.

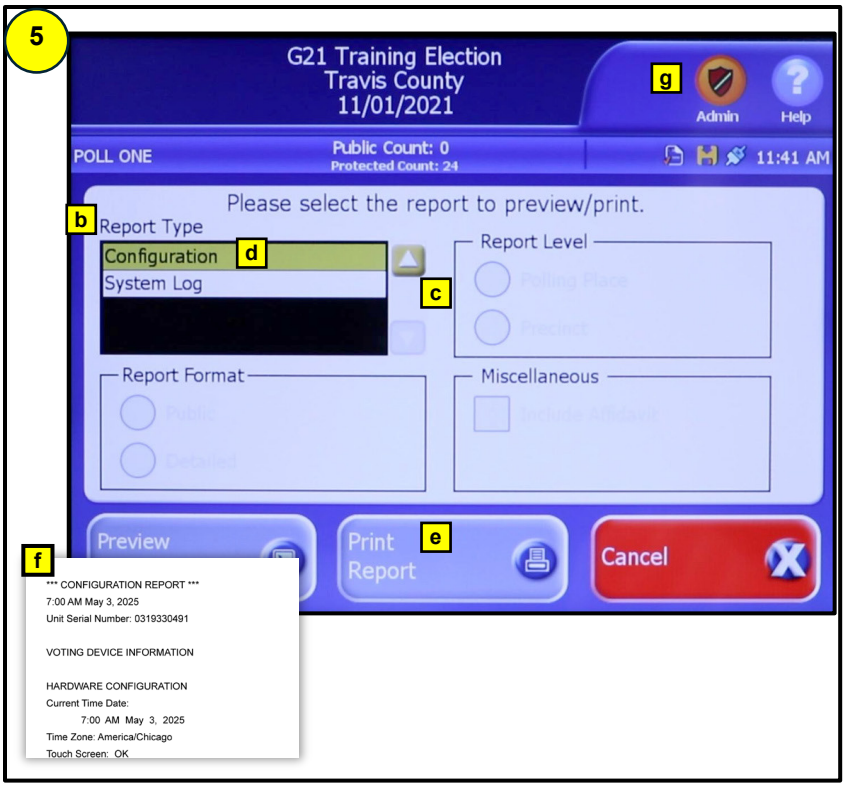


☐ (3) Enter the Election Code and touch the **ACCEPT** button [a].

☐ (4) Touch **REPORT OPTIONS**. [a]

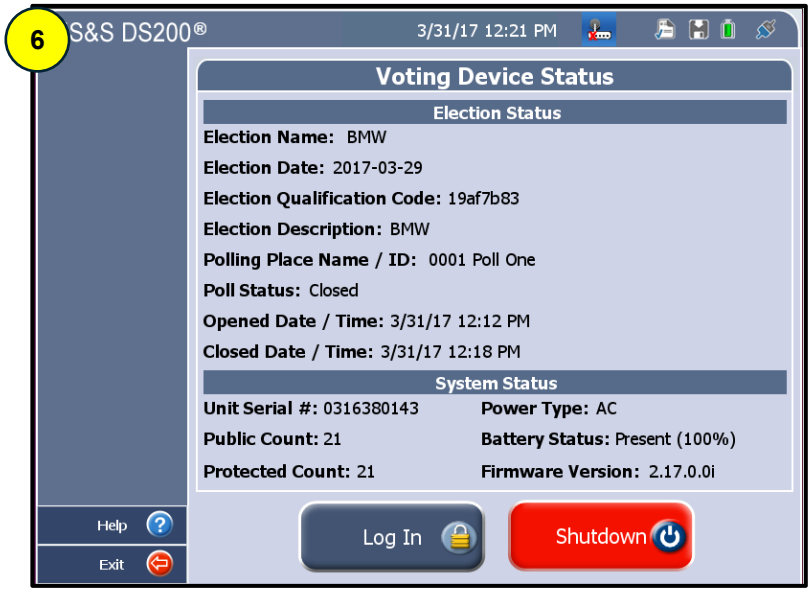


- ☐ (5) In the “Report Type” menu. [b] Use the yellow arrow [c] to scroll and select CONFIGURATION [d] from the menu.
- ☐ [e] Touch “Print Report”.
  - ☐ Once the ***Configuration Report*** [f] has printed, tear off the full report and file in the ***Daily Balancing Envelope***.



For the last night of Early Voting, proceed to 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.

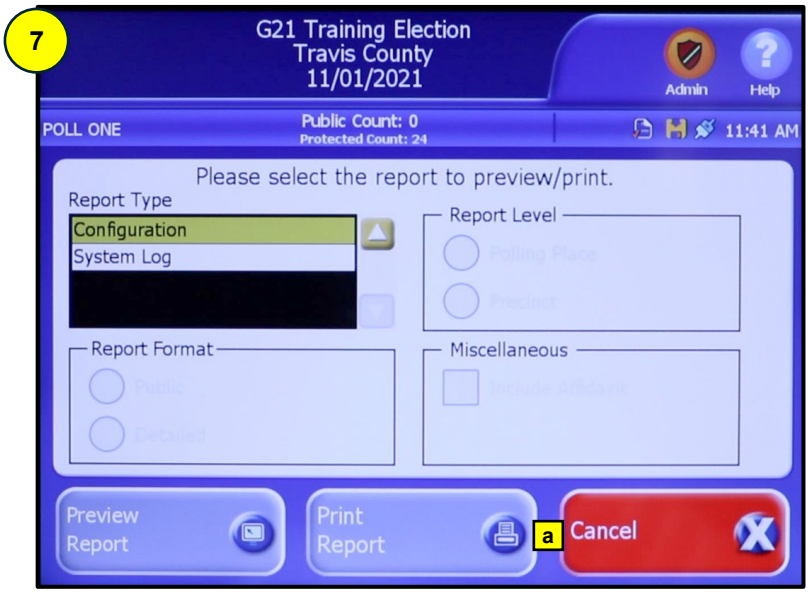


For nightly closing, proceed to step 15 on page 30

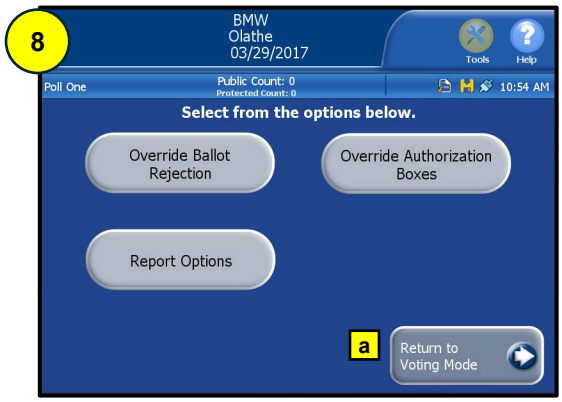
28 - Ballot Scanner

COMPLETE THE FOLLOWING STEPS ON THE LAST NIGHT OF EARLY VOTING.

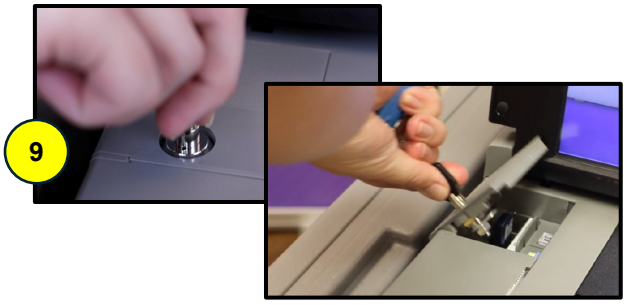
☐ (7) Touch the CANCEL [a] button and return to the previous screen.



☐ (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.

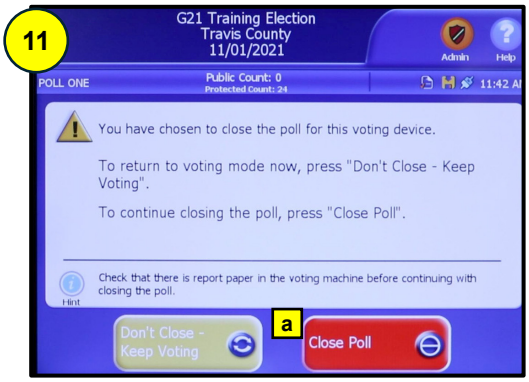


☐ (10) Press the CLOSE POLL button once. The button will flash red when pressed.

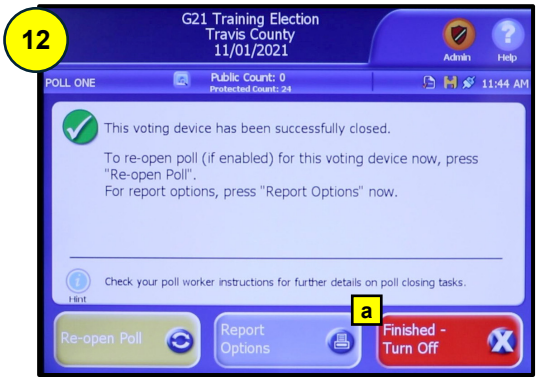
Continue ↓

(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]

Finish with the steps on page 30.

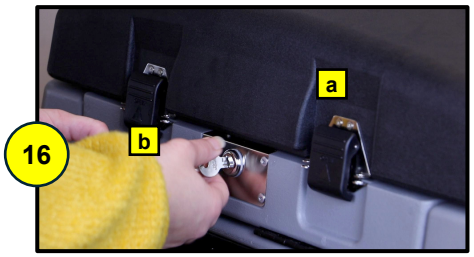
30 - Ballot Scanner

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.

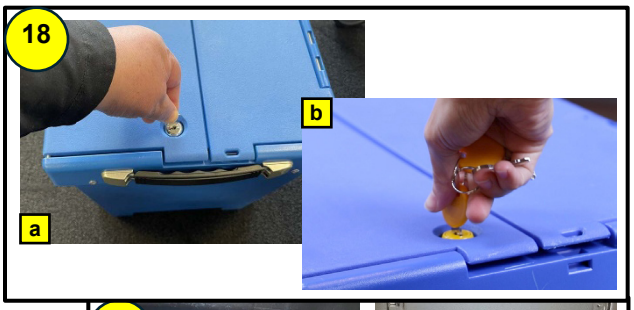


COMPLETE THE FOLLOWING STEPS WHEN THE LAW ENFORCEMENT OFFICER (LEO) ARRIVES.

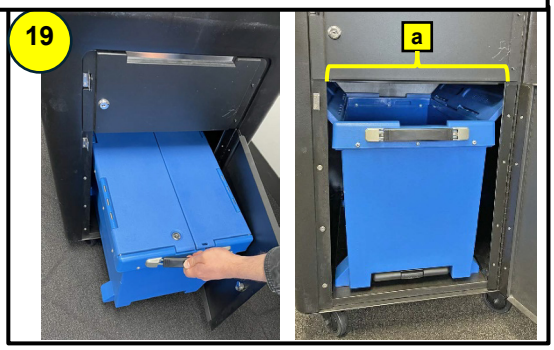
☐ Once the LEO (Law Enforcement Officer) has removed the red padlock from the lower compartment, use the Silver "J" Key to unlock the compartment.

☐ (17) Close the flaps 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.

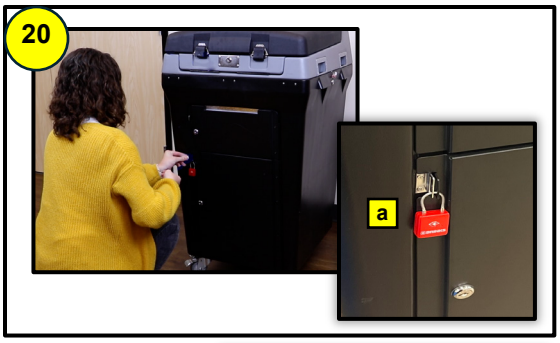
☐ (18) Using the Silver "J" Key [a], unlock the silver lock on the new Blue Ballot Bin provided by the LEO. The LEO will use their key to unlock the yellow lock. [b] Make sure there are no items in the new Blue Ballot Bin.



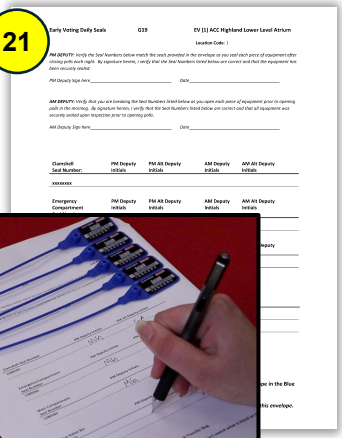
☐ (19) Loosely close the flaps on the new ballot bin and place the bin in the lower compartment.
- ☐ [a] Reopen the flaps on the bin once it is inside the compartment.



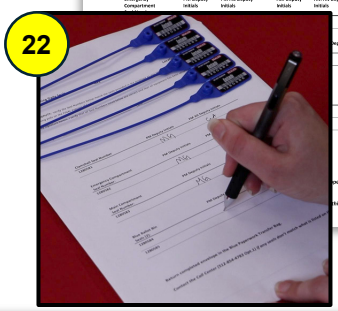
☐ (20) Close and lock the lower compartment using the Silver “J” Key. The LEO will replace the red padlock [a] on the compartment. Verify it is secure.



☐ (21) Retrieve an unused ***Early Voting Daily Seals Envelope*** from the ESC.

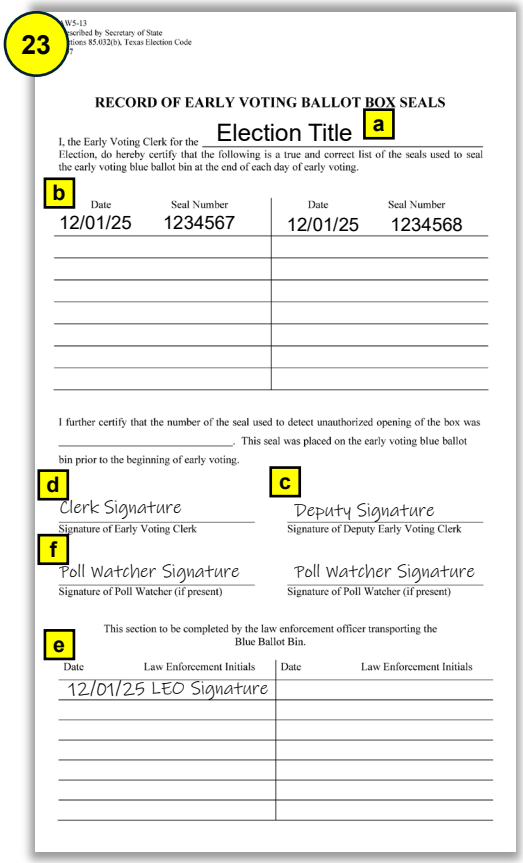


☐ (22) Verify the numbers on the seals match the numbers printed on the envelope. If the numbers do not match, call the Call Center to inform them of the mismatch. Cross through the number printed on the envelope and record the number from the seal in its place. Fill out a ***Standard Affidavit*** and place it in the seals envelope.



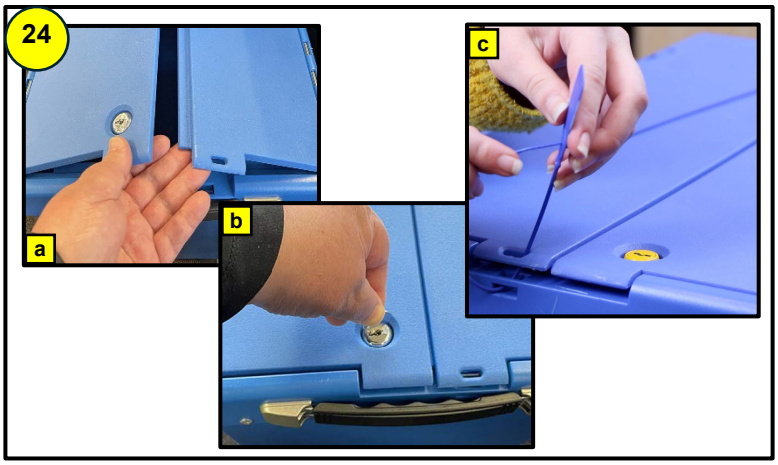
☐ (23) Retrieve the ***Record of Early Voting Ballot Box Seals*** from the front clear pocket of the Blue Ballot Bin.

- ☐ [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.
- ☐ [e] The LEO will sign and date the form.
- ☐ [f] Up to two poll watchers may sign the form.
- ☐ Place the form back in the clear pocket on the front of the Blue Ballot Bin.

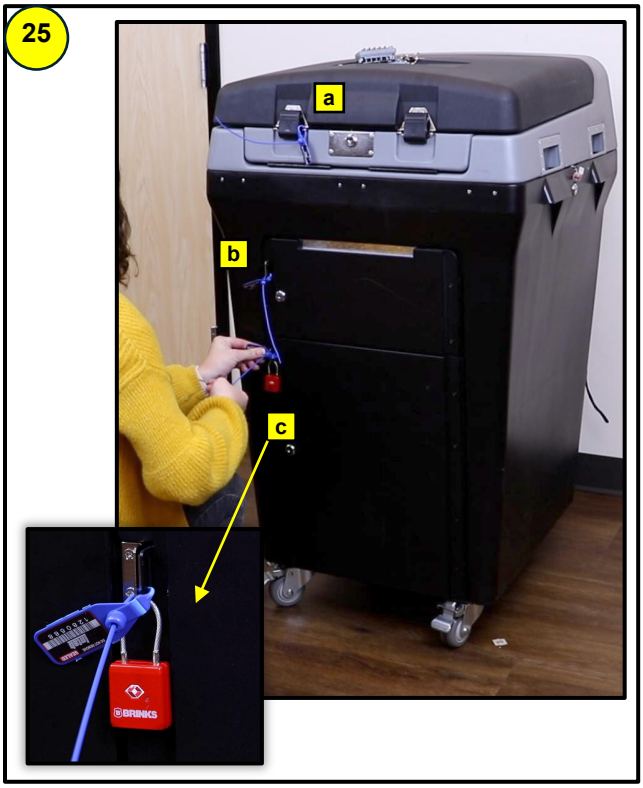


32 - Ballot Scanner

- ☐ 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 ***Early Voting Daily Seals Envelope***.

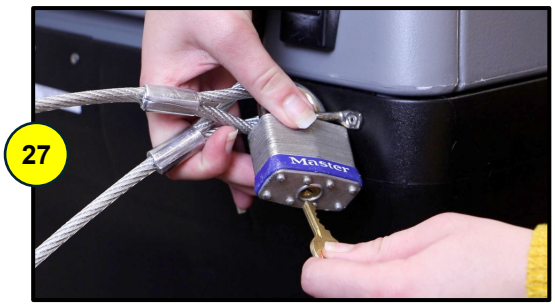


- ☐ (25) Use the seals in the envelope to seal each compartment of the Ballot Scanner:
  - ☐ [a] Clamshell lid
  - ☐ [b] Emergency compartment
  - ☐ [c] Main compartment (make sure the red padlock is secure)



- ☐ (26) Unplug the scanner, wrap up the cord and place it back in the compartment. Use the Silver “J” Key to lock the compartment. Election code requires the power cord on the Ballot Scanner to be unplugged and stored away every 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.

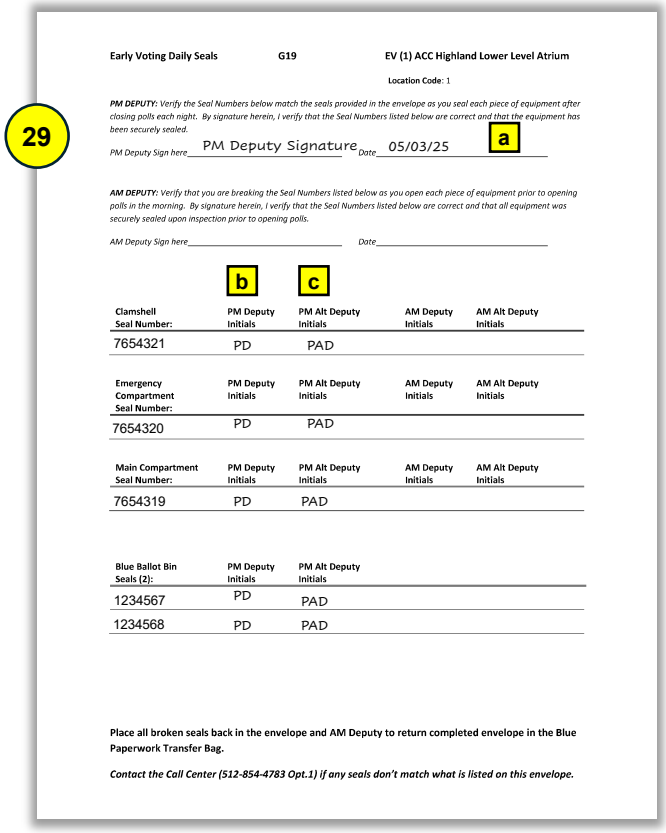


☐ (28) Return equipment keys to the ESC

☐ (29) Fill out the ***Early Voting Daily Seals 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.



29

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
7654321	PD	PAD		

Emergency Compartment Seal Number:	PM Deputy Initials	PM Alt Deputy Initials	AM Deputy Initials	AM Alt Deputy Initials
7654320	PD	PAD		

Main Compartment Seal Number:	PM Deputy Initials	PM Alt Deputy Initials	AM Deputy Initials	AM Alt Deputy Initials
7654319	PD	PAD		

Blue Ballot Bin Seals (2):	PM Deputy Initials	PM Alt Deputy Initials
1234567	PD	PAD
1234568	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.

For a list of closing procedures during Early Voting, see page 128.

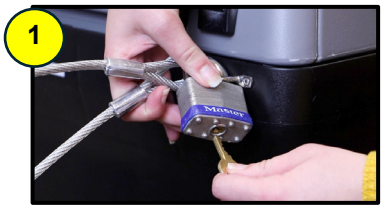
For a list of closing procedures on the last night of Early Voting, see page 132.

Election Day Opening

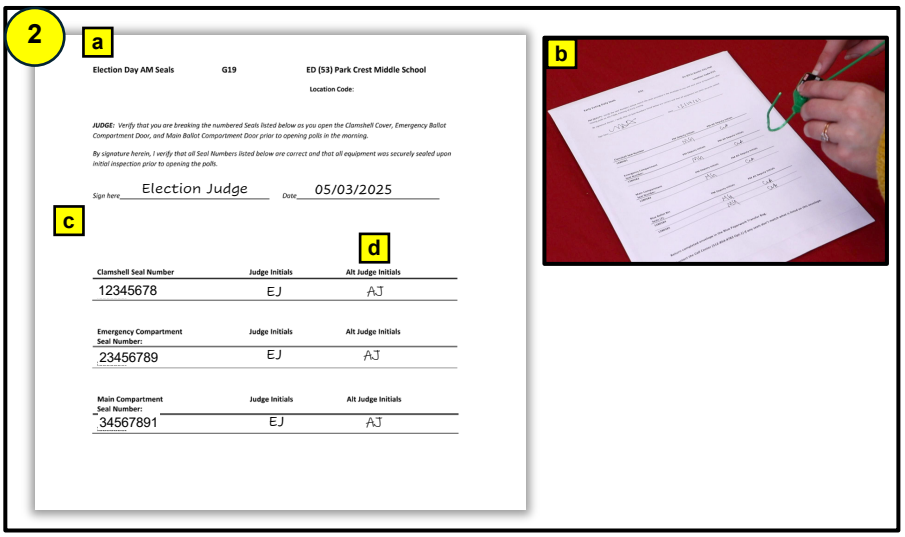
The Judge should set up the Ballot Scanner while other poll workers set up the ePollbooks and BMDs. For a site to be operational, the Ballot Scanner, at least one ePollbook, and one BMD must be up and running at 7a.m.

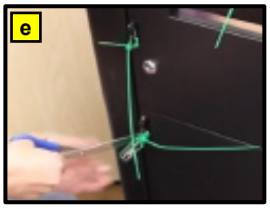
Setting Up Ballot Scanner

- ☐ (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.

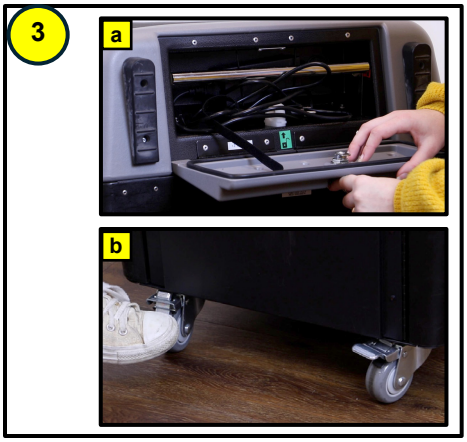


- ☐ (2) Verify seals:
  - ☐ [a] Retrieve the ***Election Day AM Seals*** envelope.
  - ☐ [b] Confirm the numbers on the seals on each compartment match the numbers on the envelope.
  - ☐ [c] The Judge will sign and initial the envelope.
  - ☐ [d] The Alternate Judge will initial the envelope.
  - ☐ [e] 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 equipment 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.



Turning On the Scanner

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

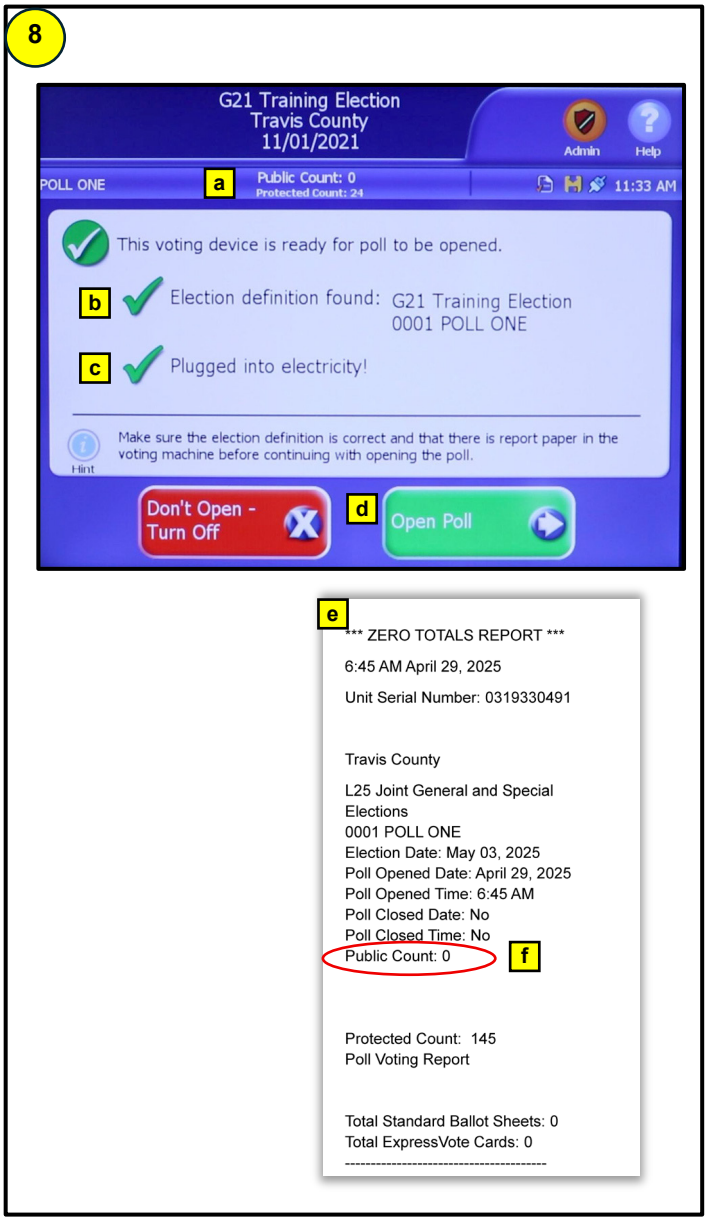
☐ (5) Unlock the Ballot Scanner lid using the Barrel Key. Lift the lid. If the scanner is plugged in, it will automatically start booting up.

☐ (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 10.)

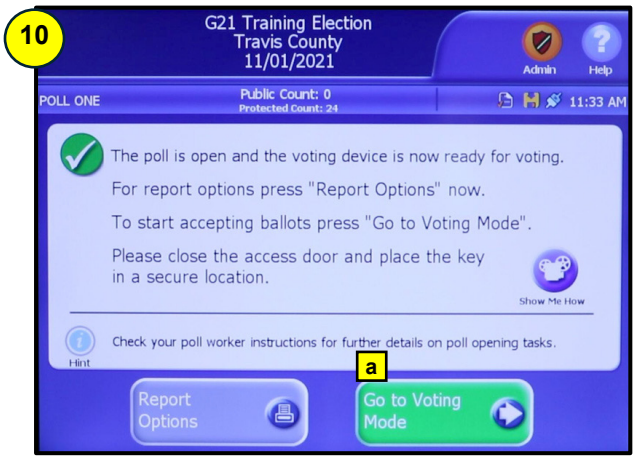
☐ (7) Once the code is accepted, after a few minutes, the ***Configuration Report*** [a] will automatically print. Once the full report is printed, tear off the report and file it in the Green Results Bag. [b]

36 - Ballot Scanner

- ☐ (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 to electricity.
  - ☐ [d] Touch the **OPEN POLL** button.
  - ☐ [e] The ***Zero Totals Report*** will automatically print after you touch **OPEN POLL**. Allow the full report to be printed. 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].

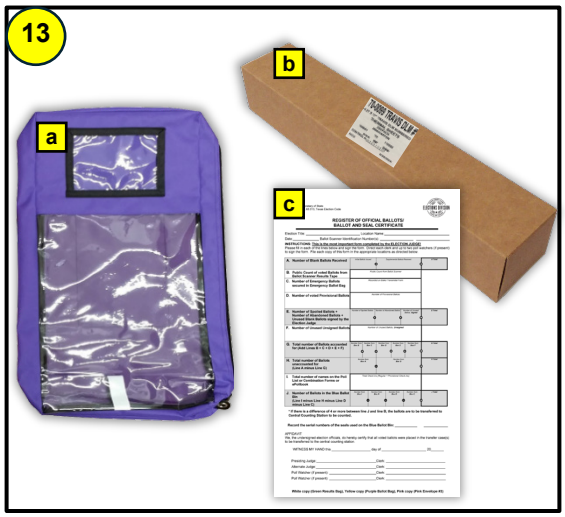


☐ **Check the lower compartments:**

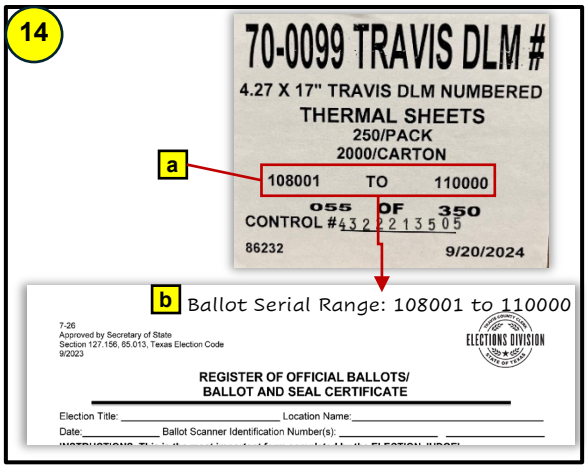
- ☐ (11) Using the Silver “J” Key, open the middle compartment (Emergency Compartment) [a] and check that there is nothing inside.
- ☐ If there is anything in the compartment, immediately call the Call Center.
- ☐ Be sure the silver flap on the door of the compartment is in the upright, locked position.
- ☐ (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.



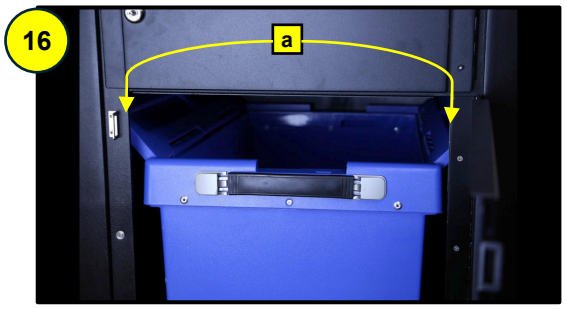
☐ (14) Check that the serial number range listed on the ballot package(s) [a] matches the range written on the ***Register of Official Ballots/Ballot and Seals Certificate***. [b]



38 - Ballot Scanner

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

☐ (16) Once inside, reopen the flaps of the ballot bin.



☐ (17) Close the compartment and relock with the Silver “J” Key.

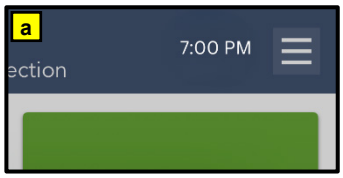
Election Day Closing

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

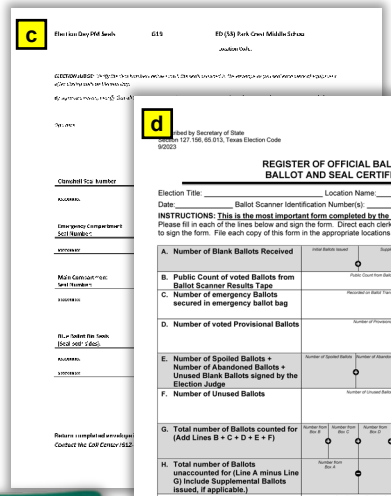
☐ **Before shutting down the Ballot Scanner:**

- ☐ 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.

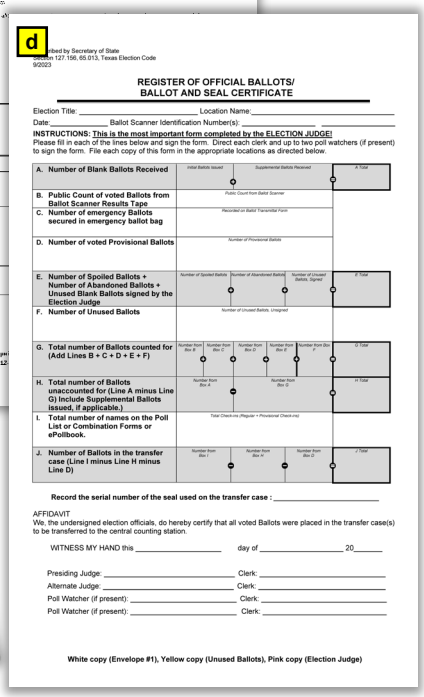


- ☐ [b] Using the Silver "J" Key, unlock and check the upper compartment (Emergency Compartment). If anything is in the compartment, call the Call Center and do not proceed until instructed.

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



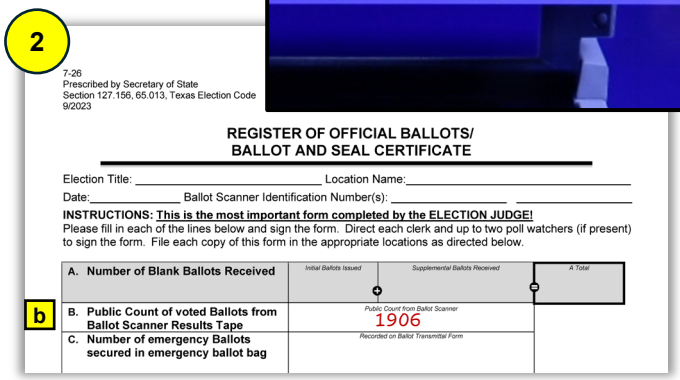
- ☐ [d] Retrieve the ***Register of Official Ballots/Ballot and Seals Certificate*** form.



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

40 - Ballot Scanner

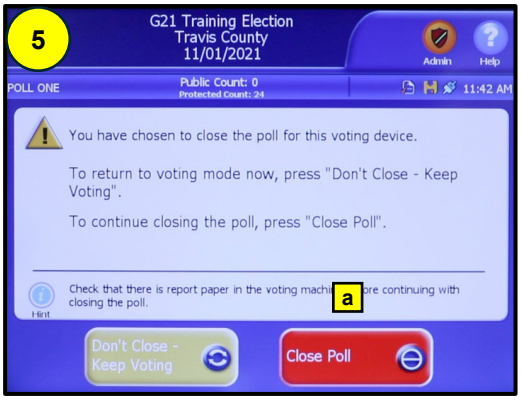
☐ (1) From the Ballot Scanner screen, record the Public Count [a] on the ***Register of Official Ballots of Official Ballots/Ballot and Seal Certificate.*** (2) form in row B. [b][4]



☐ (3) Remove the blue seal covering the front access door compartment. Place the seal inside the ***Election Day PM Seals*** envelope.

☐ (4) Open the compartment with the Barrel Key [a] then press and release the Close Poll button once [b]. It should quickly flash red.

☐ (5) On the Ballot Scanner screen, select the **CLOSE POLL** button. [a]

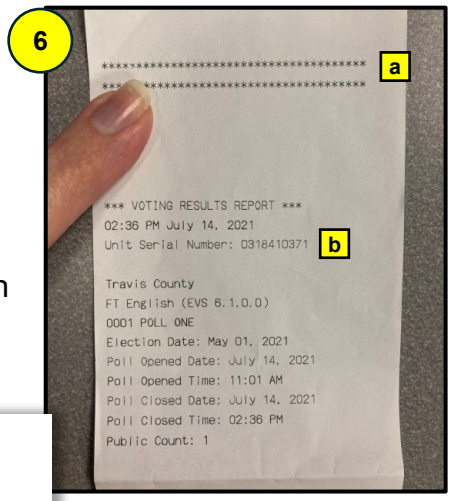


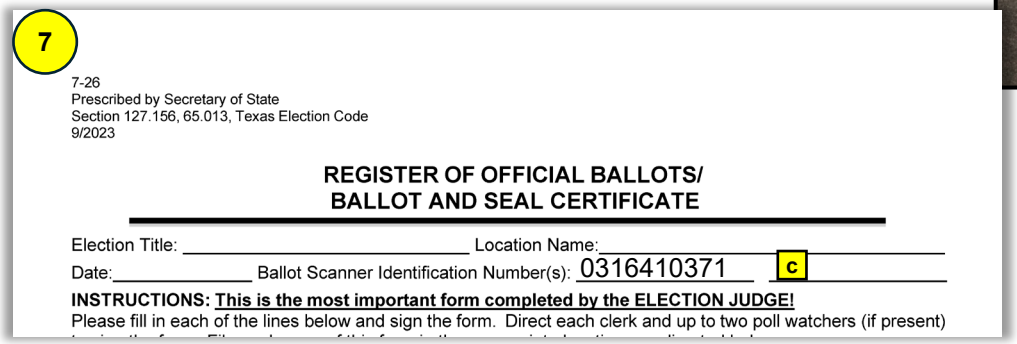
[4] The public count can also be found on the voting results report that prints when polls are closed.

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

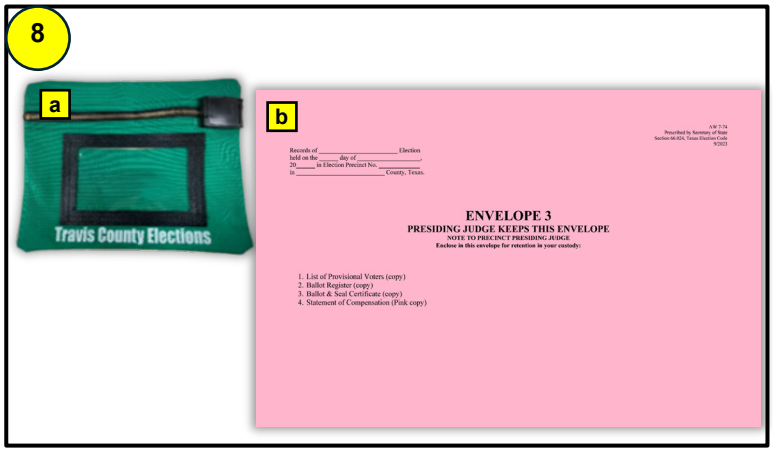
☐ The Judge and one other poll worker should sign each results report. Up to two poll watchers may sign the report.

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

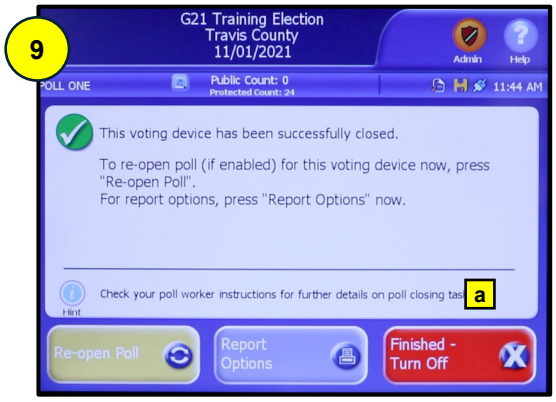




☐ (8) File one copy of the report in the Green Results bag [a] and the other copy in the ***Pink Envelope 3***. [b]



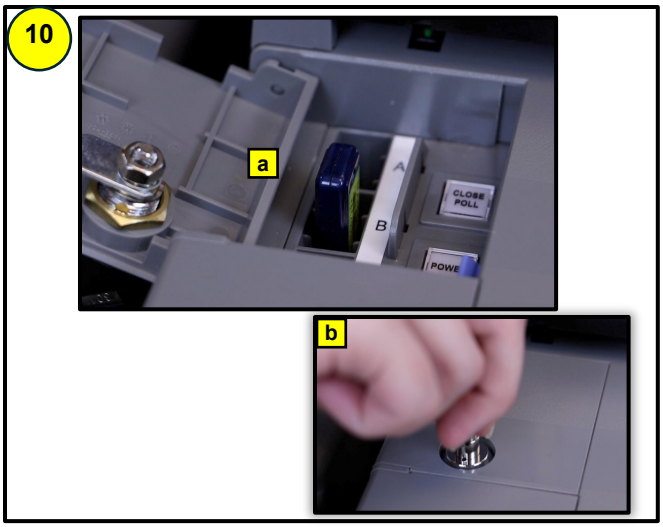
☐ (9) On the Ballot Scanner screen, touch the **FINISHED – TURN OFF** button [a].



42 - Ballot Scanner

☐ (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 barcode is facing out. Do not seal the bag.

Closing the Scanner

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

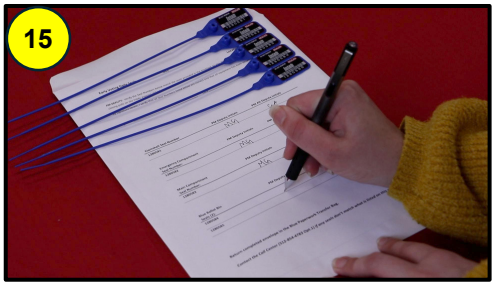
☐ (13) Close the clamshell and lock the lid with the Silver “J” Key.

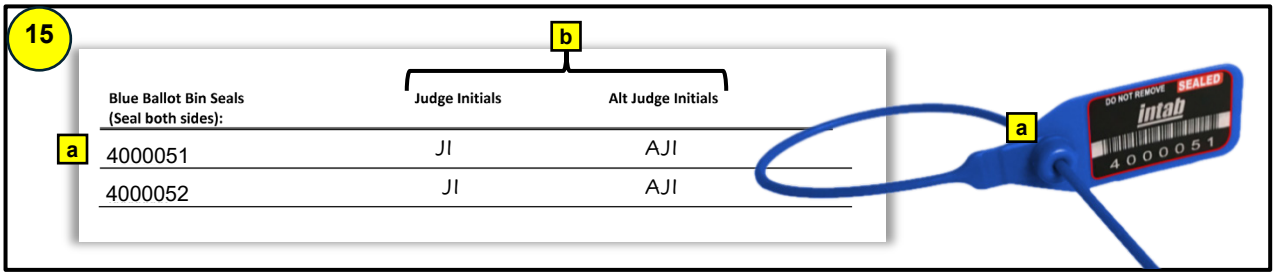
☐ (14) Unlock the bottom compartment using the Silver “J” Key and remove the Blue Ballot Bin from the compartment.

- ☐ 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.

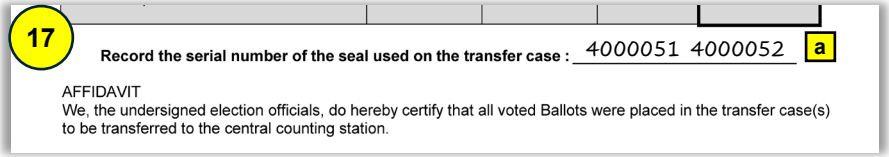
- ☐ Verify the seal numbers match the ***PM Seal Assignment*** envelope. [a] If the numbers do not match, call the Call Center to inform them of the mismatch. Cross through the number printed on the envelope and record the number from the seal in its place. Fill out a ***Standard Affidavit*** and place it in the seals envelope.
- ☐ The Judge and Alternate Judge will initial the envelope on the spaces provided. [b]





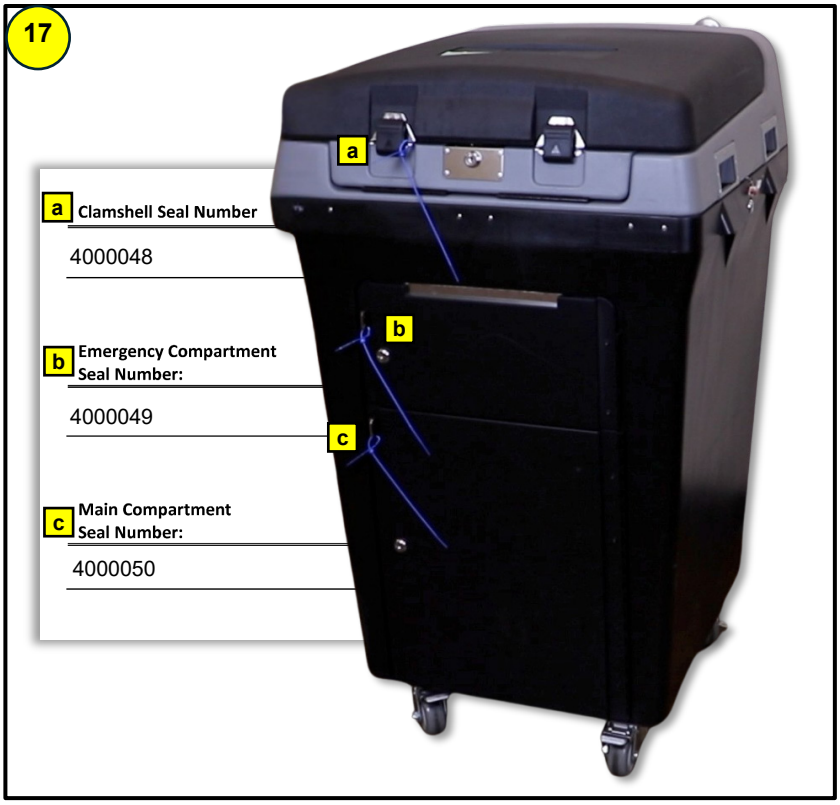
☐ (16) Using the two seals from the envelope that are assigned for use on the Blue Ballot Bin, seal the bin on both ends.

☐ (17) Record the serial numbers of each seal on the ***Register of Official Ballots/Ballot and Seal Certificate*** form. [a]



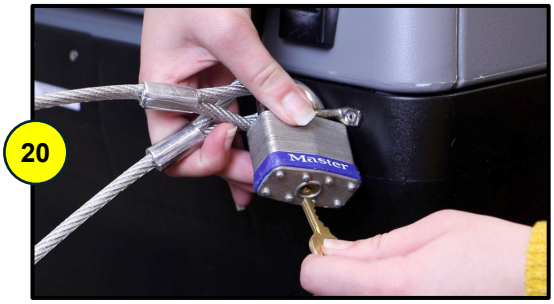
44 - Ballot Scanner

☐ (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

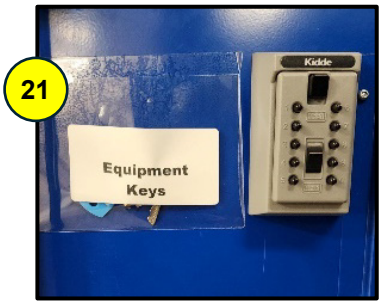


☐ (19) Unplug the scanner, wrap up the cord and place it back in the compartment. Use the Silver “J” Key to lock the compartment.

☐ (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.



☐ (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.

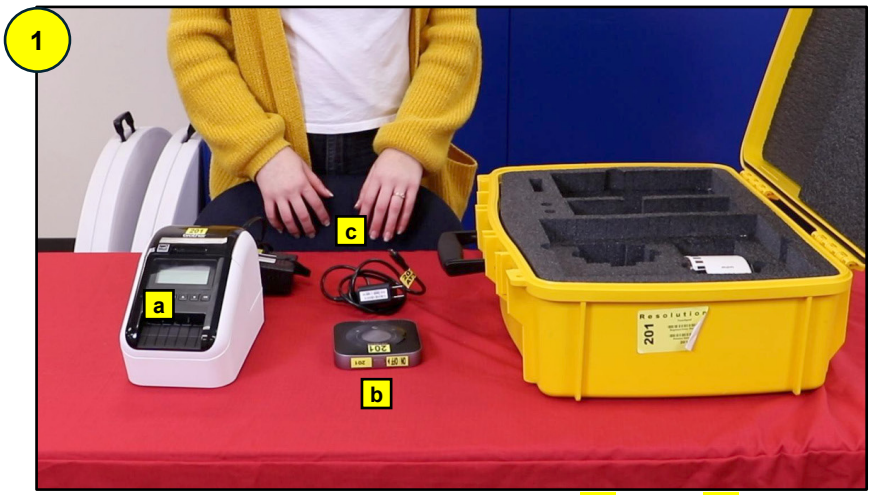
For a list of closing procedures, see page 136.

ePollbooks

Setting Up First Day of Early Voting/Election Day:

You should plan to set up the ePollbooks simultaneously with the Ballot Scanner (page 20) and BMDs. (page 66) After the first day of Early Voting, sites that are lockable may leave the equipment set up.

Setting up MiFi and Brother Printer

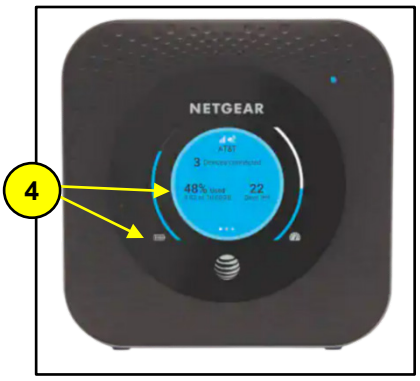


☐ (1) From the yellow case, remove the Brother Printer [a], MiFi [b] and power cables. [c]

☐ MiFi: (Power MiFi on before other equipment.)

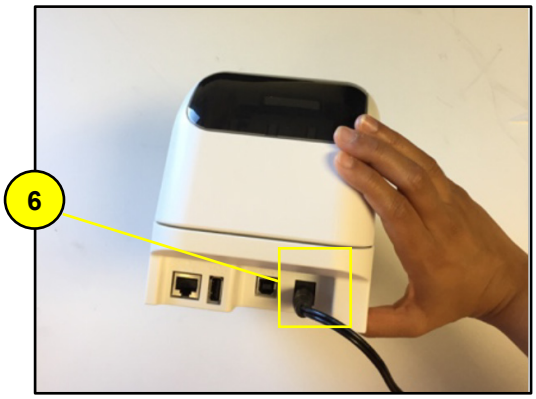
- ☐ (2) Press and hold the power button on the top of the MiFi until the "NETGEAR" logo (3) appears.

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



☐ **Brother Printer:**

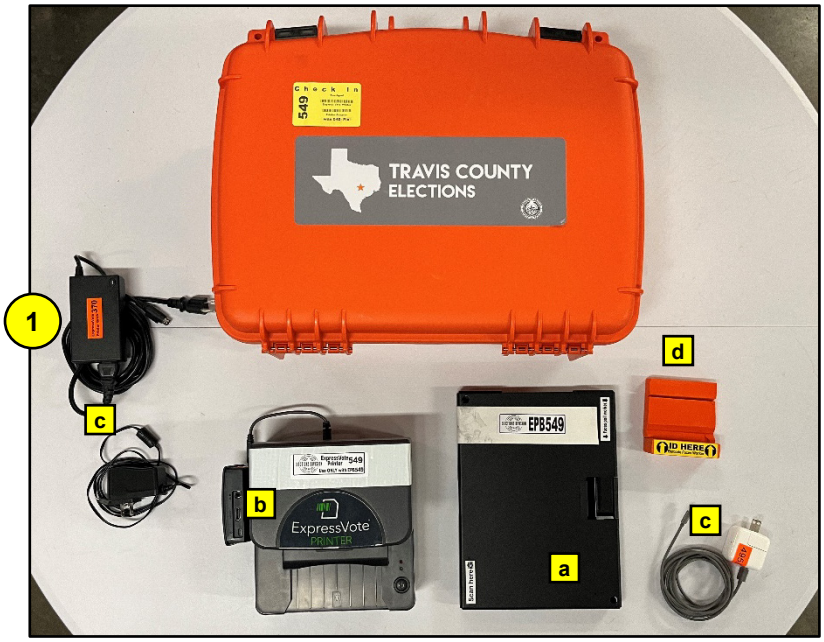
☐ (6) Plug in the power adapter to the back of the printer.



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

Setting up ePollbook check-in equipment

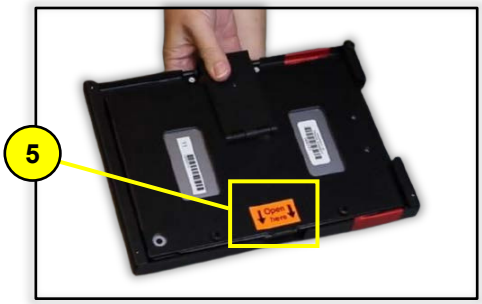
☐ (1) From the orange cases, remove the ePollbook [a], Express Vote printer [b], power supply cables and adapters [c], and the orange voter ID holder. [d]



48 - ePollbooks

☐ **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.

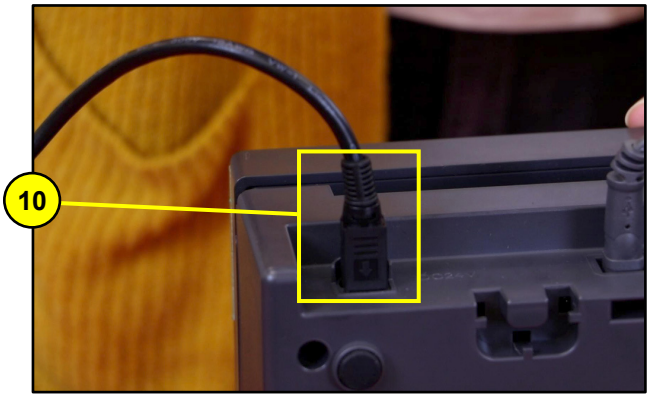
- ☐ (7) Place the orange ID holder block under the “Scan Here” label.

- ☐ Plug the grey 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:**

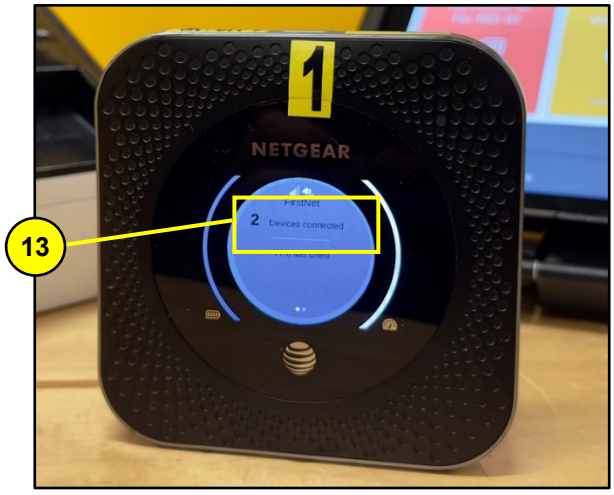
☐ (10) Plug the power adapter with the flat side facing down into the back of the Express Vote printer.



☐ (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 into the print server on the left side of the printer. The server will power up automatically.

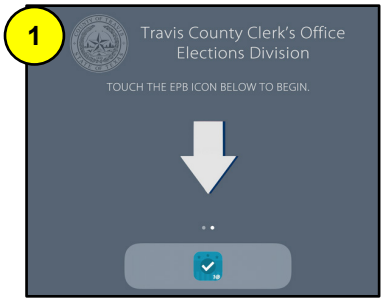
☐ (13) Once all devices are powered on, check the number of devices on the MiFi. The number should be equal to the number of ePollbooks plus one Brother printer. (Ex. 3 ePollbooks and 1 Brother print should show as 4 devices connected on the MiFi.)



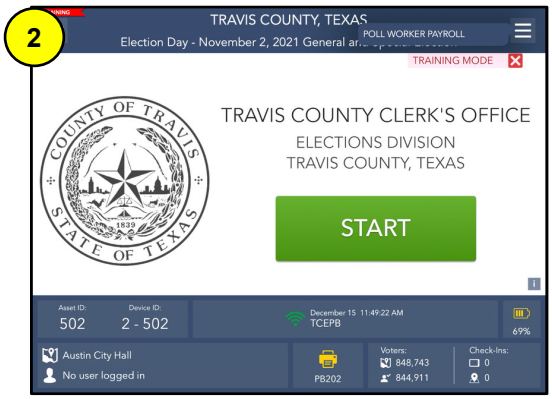
Logging In and Out of the ePollbook

Logging Into the ePollbook

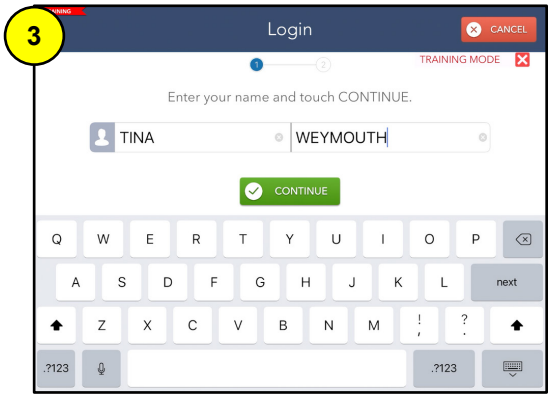
☐ (1) Once the ePollbook has powered on, touch the blue check-mark icon at the bottom of the screen.



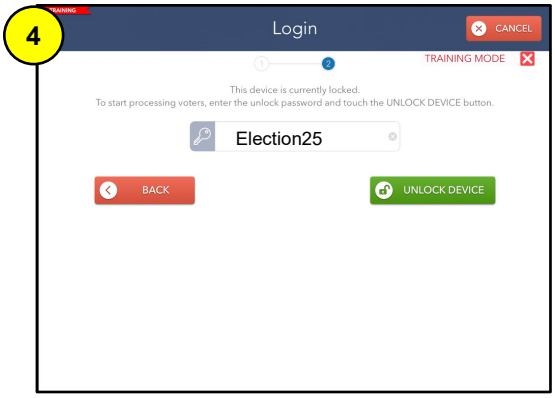
☐ (2) Next, touch the green **START** button.



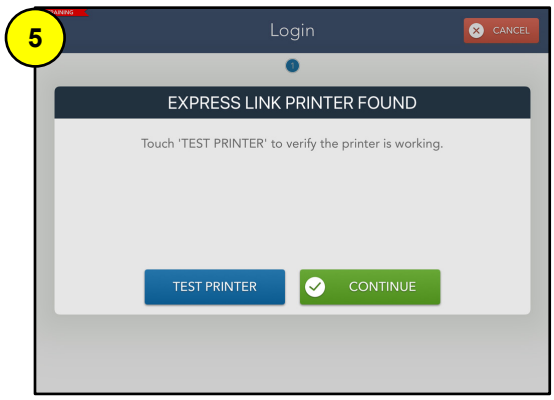
☐ (3) When the login screen appears, the worker operating the ePollbook will type their name and touch **CONTINUE**.



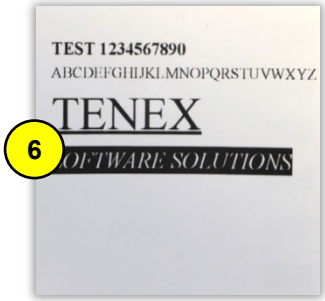
☐ (4) Enter the password and touch the **UNLOCK DEVICE** button. The password is on the *Forms Box Content* sheet on the underside of the forms box lid. See page 10.



☐ (5) The message “EXPRESS LINK PRINTER FOUND” will appear. Touch **CONTINUE**.

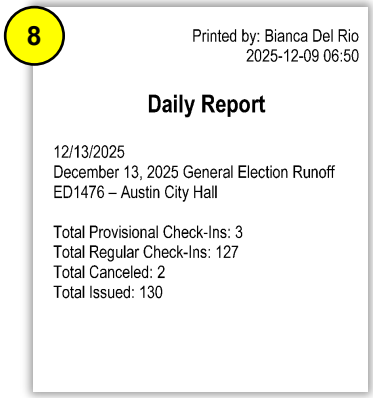


☐ (6) A test label will print from the Brother printer.

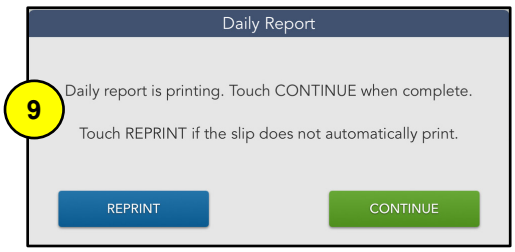


☐ (7) The message “PRINTER ‘Printer ####’ FOUND” will appear. Touch **CONTINUE**.

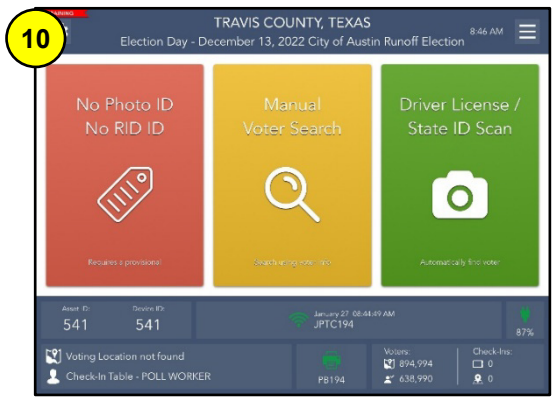
☐ (8) A *Daily Report* will print from the Brother printer at the first log in.



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



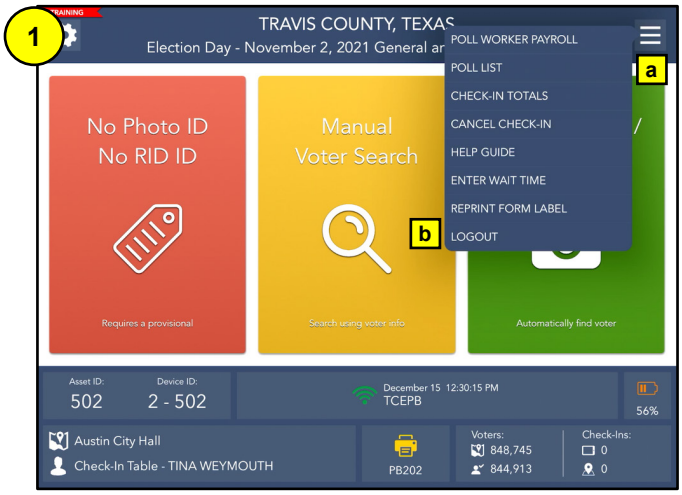
☐ (10) The check-in screen will now appear and the ePollbook is ready to process voters.



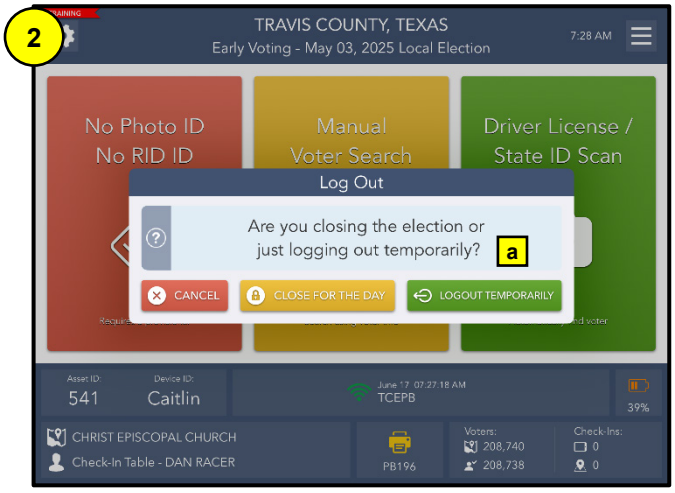
Logging Out of the ePollbook

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

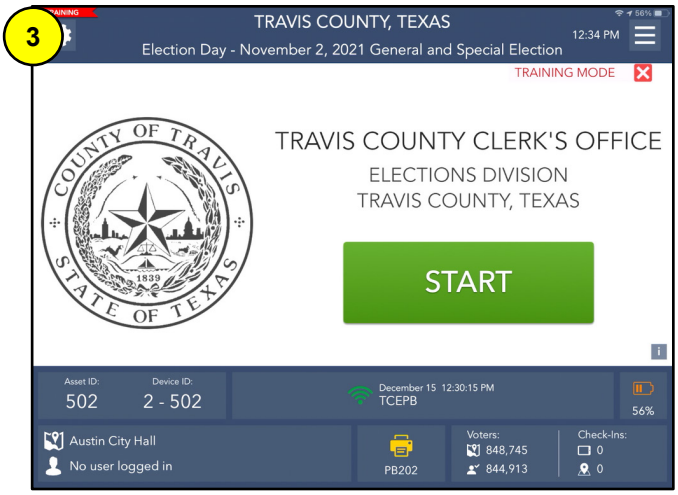
☐ (1) Touch the three-bar menu button [a] in the top right corner and touch **LOGOUT** [b] from the drop-down menu.



☐ (2) Touch **LOGOUT TEMPORARILY**. [a]



☐ (3) The **START** screen will appear.

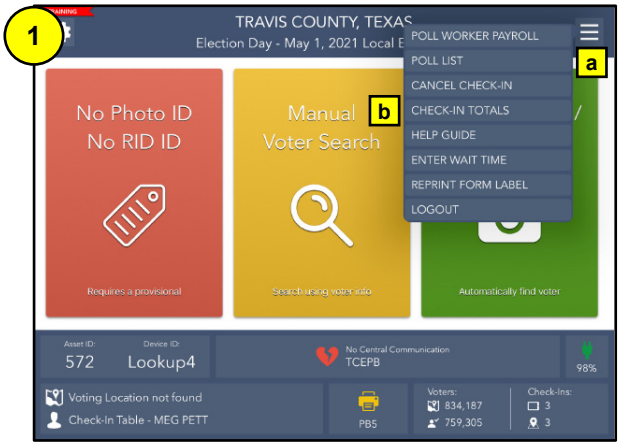


When logging out at closing, see page 54 for procedures.

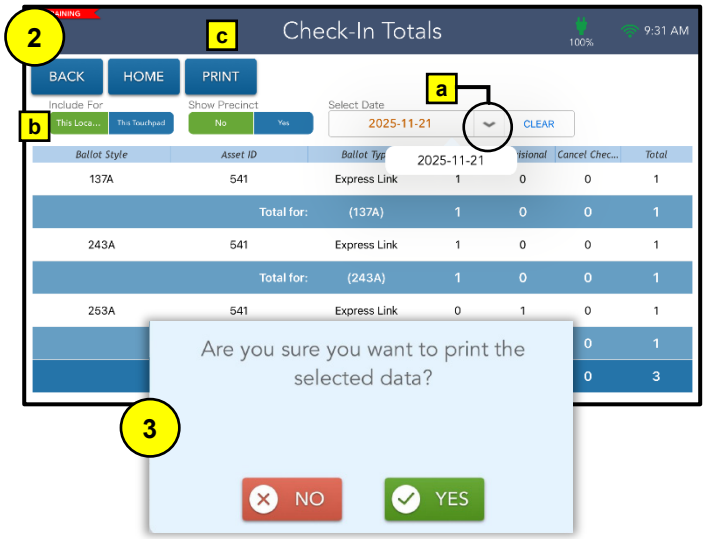
Closing the ePollbook

Once all voters have cast their ballots, follow the procedures below to close the ePollbooks. Remember to clock out before closing down ePollbooks. See page 60 for details on clocking out.

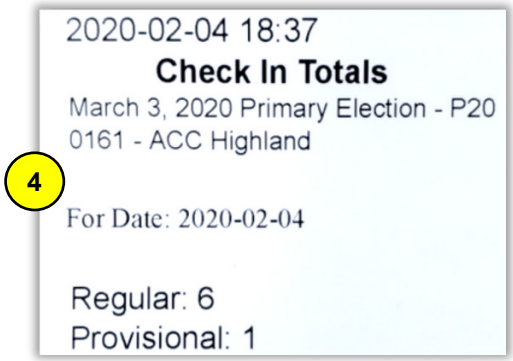
Print Check-In totals



- ☐ (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.

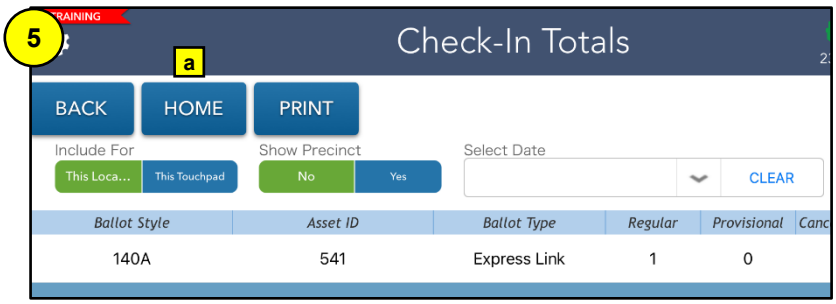


- ☐ (2) On the Check-In Totals screen:
  - ☐ [a] Touch the down arrow next to the "Select Date" field and highlight the current date from the drop-down menu.[5]
  - ☐ [b] Make sure This Location is selected.
  - ☐ [c] Touch PRINT
- ☐ (3) On the pop-up screen touch **YES**.
- ☐ (4) The ***Check-In Totals*** report will automatically print from the Brother printer. Only one report needs to be printed. This process can be done from any of the pollbooks.



[5] On Election Day, no date needs to be selected.

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



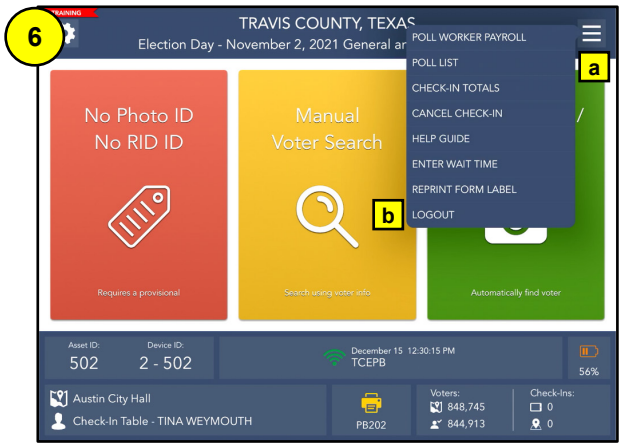
Before continuing to the next steps

All poll workers will need to clock out. Follow the procedures on page 60 for clocking out.

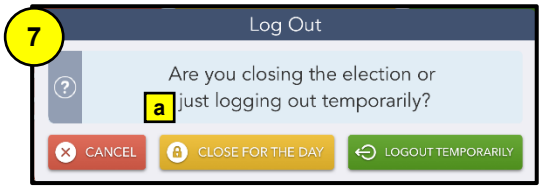
Logging Out

☐ (6) On the check-in screen:

- ☐ [a] Touch the three-bar menu button
- ☐ [b] Select **LOGOUT** from the drop-down menu.

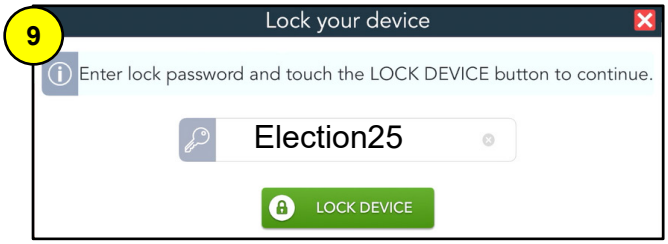


☐ (7) Touch **CLOSE FOR THE DAY** [a]

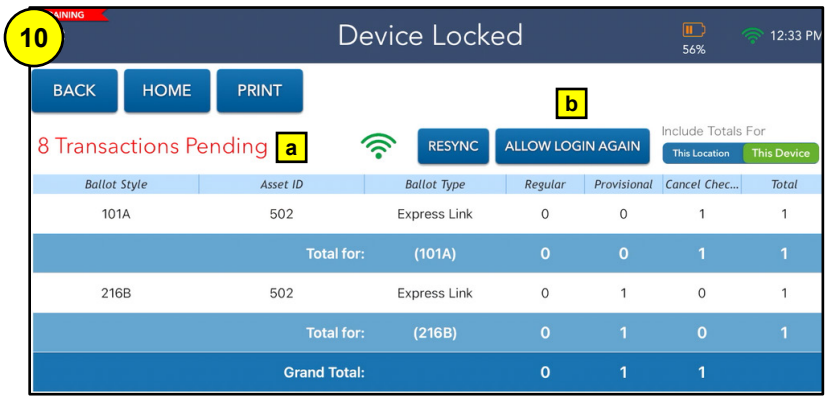


☐ (8) Touch **YES**

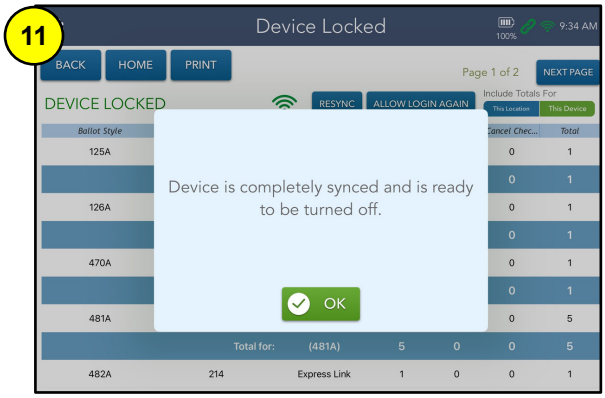
☐ (9) On the pop-up screen, enter the election password and touch **LOCK DEVICE**



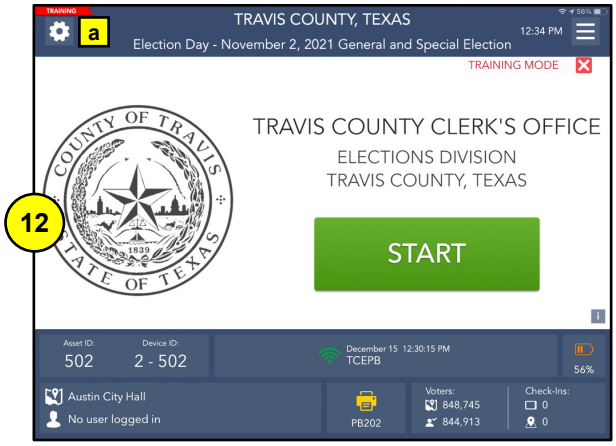
☐ (10) The ePollbook will begin syncing and a message displaying the number of transactions pending will be displayed. [a] Once the number reaches 0, touch the **ALLOW LOGIN AGAIN** button. [b]



☐ (11) Once the device has synced, a pop-up window will appear. Touch **OK**.

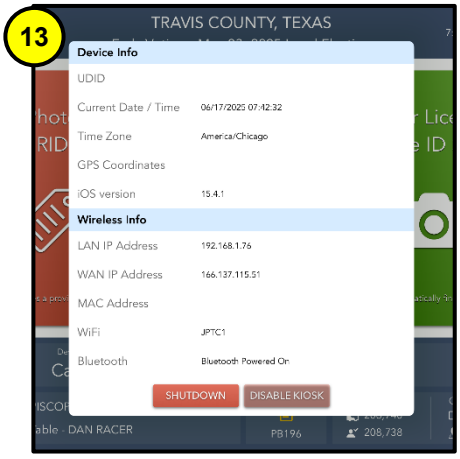


☐ (12) Once at the start screen, touch the gear shaped icon [a] in the top left corner.



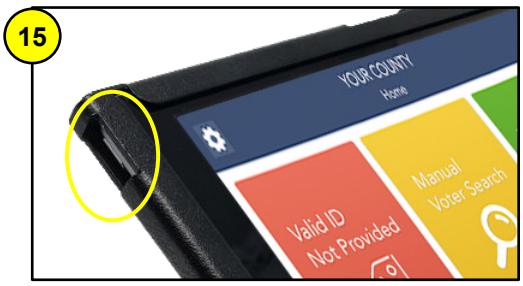
☐ (13) On the pop-up screen, scroll to the bottom and touch **SHUTDOWN**.

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

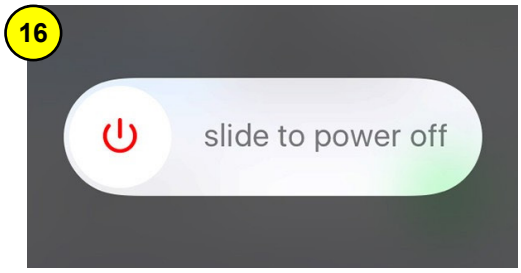


56 - ePollbooks

☐ (15) Power off ePollbook
Press and hold the power button on the top left corner until the “slide to power off” (16) message appears.



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



☐ (17) Power off Express Vote Printer:
Press and 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 that the adapter is plugged into or unplug the adapter from the power strip.

☐ (19) Power off Brother Printer:
Press and hold the power button [a] until the screen goes blank.

☐ (20) Turn off the MiFi:
Press and hold the button on the top side of the unit until the screen goes dark.

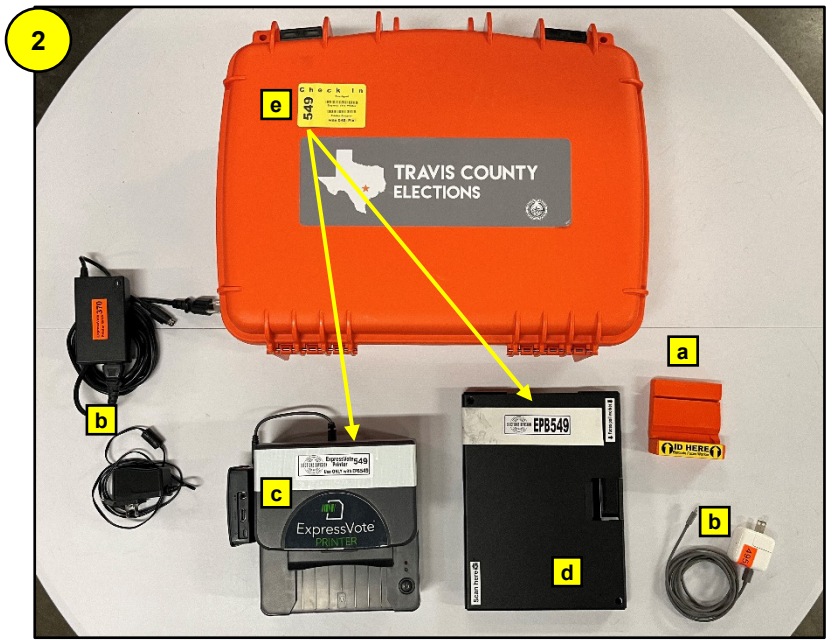
Packing up ePollbook items

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 numbers on the ePollbook and Express Vote printer match the number on the outside of the case. [e]

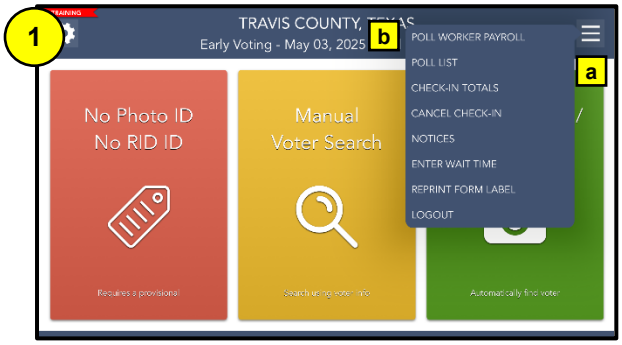


Clocking In/Out on the ePollbook

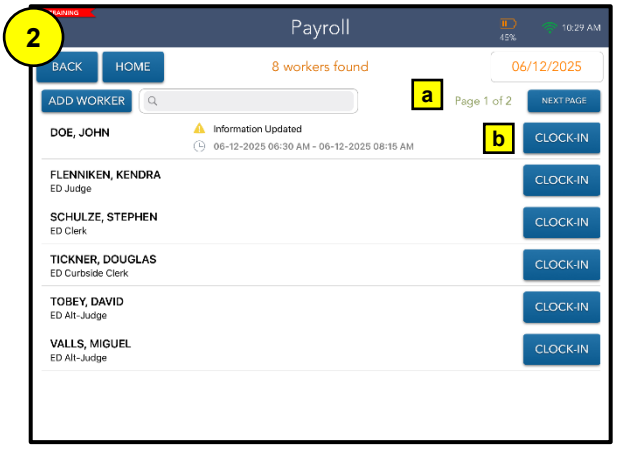
Clocking In

Once equipment is up and running, poll workers should clock in for their shift. The poll worker does not have to be logged in to the ePollbook to clock in. Since the poll worker selects the time they clock in, it is not necessary for them to clock in immediately. Poll workers should not clock other poll workers in or out.

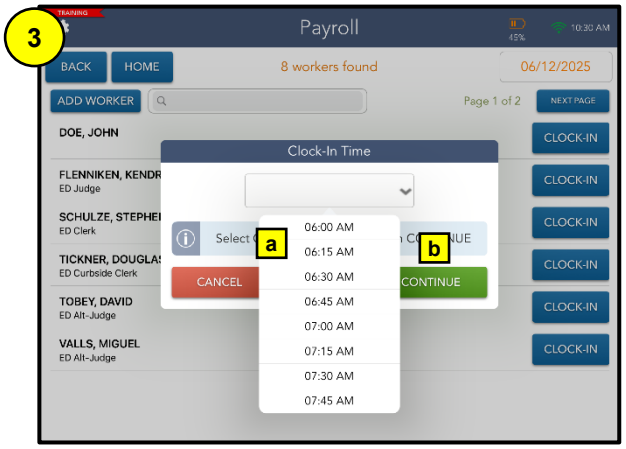
- ☐ (1) Touch the three-bar menu button [a] in the top right corner of the screen and select Poll Worker Payroll [b] from the list.



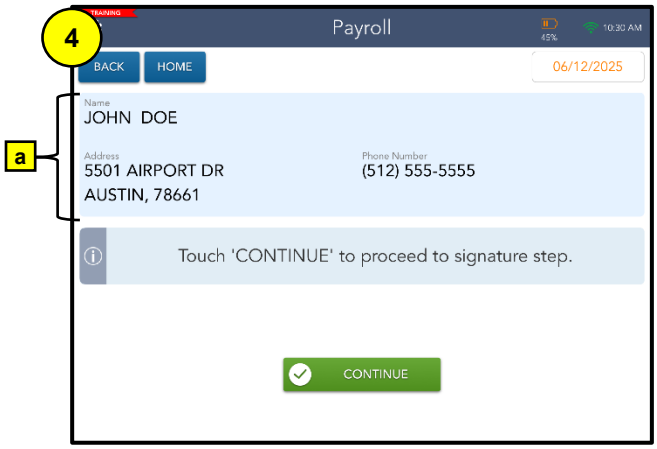
- ☐ (2) Using the "Next" and "Prev" buttons [a] to navigate the list of workers, find your name in the list and touch the **CLOCK-IN** [b] button to the right.



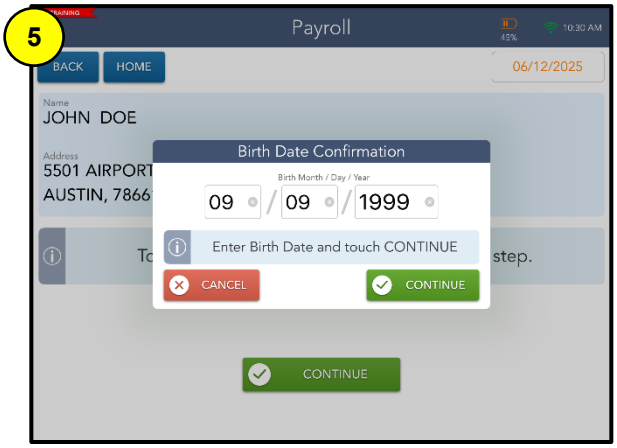
- ☐ (3) Select the time you arrived [a] from the drop-down list. Touch **CONTINUE**. [b]



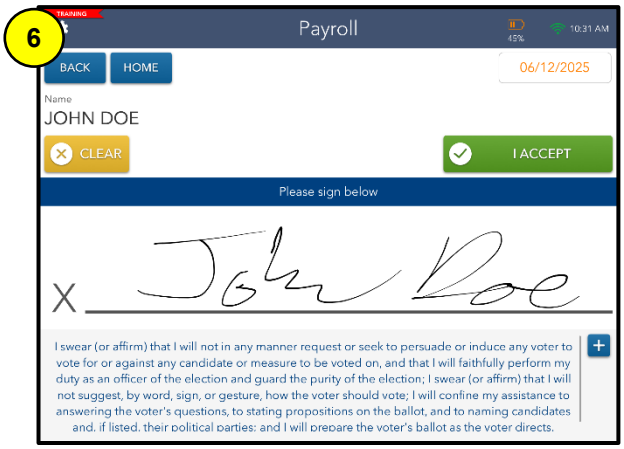
☐ (4) Verify the information on the screen is correct [a] and touch **CONTINUE**.



☐ (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.

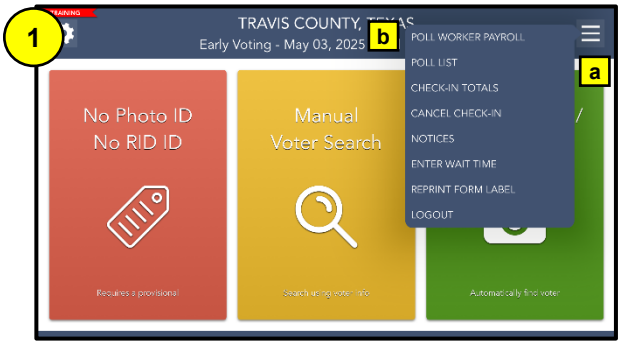


60 - ePollbooks

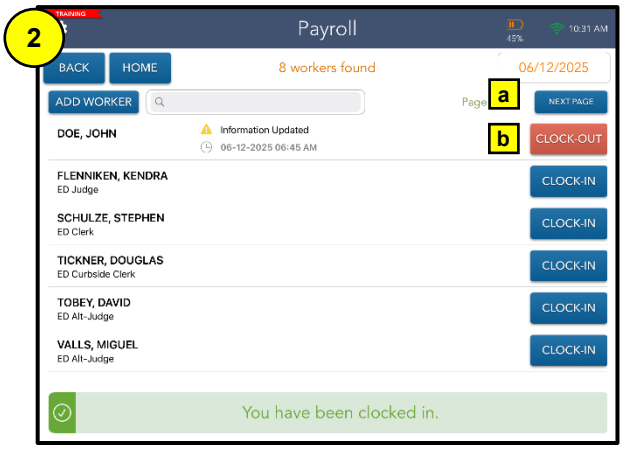
Clocking Out

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.

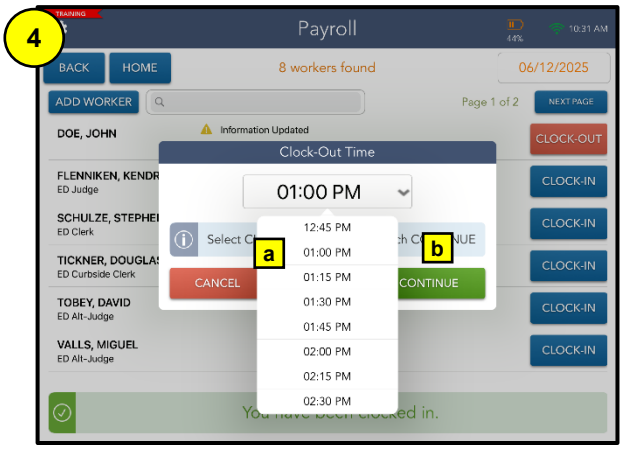


- ☐ (2) Using the “Next” and “Prev” buttons [a] to navigate the list of workers, find your name in the list and touch the **CLOCK-OUT** [b] button to the right.

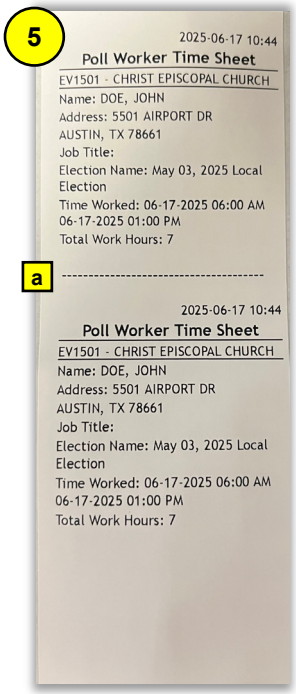


- ☐ (3) On the pop-up screen select **YES**.

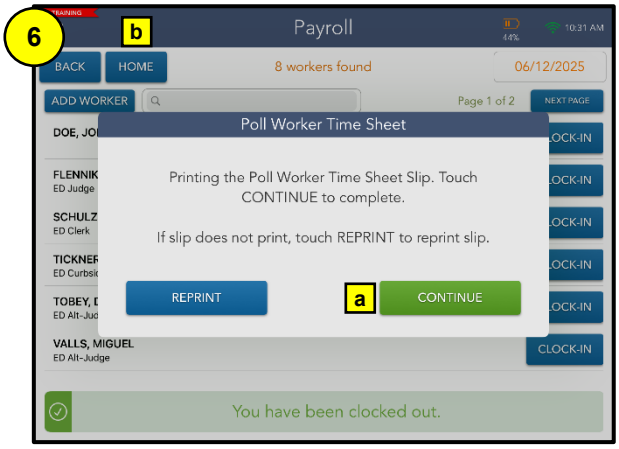
- ☐ (4) Select the time you are clocking out [a] from the drop-down menu. Touch **CONTINUE**. [b]



☐ (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 attach the second label to the ***Early Voting Worker Timesheet***. (see page 63)



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



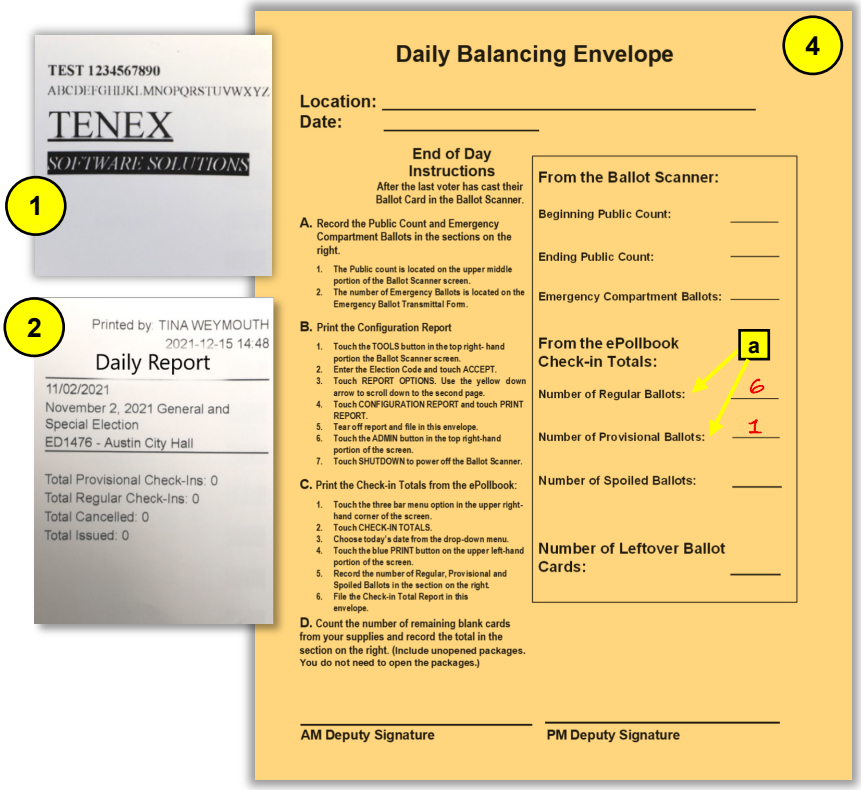
ePollbook Printouts

Early Voting

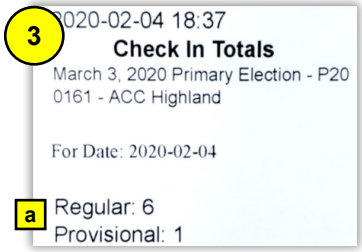
During Early Voting, file these printed labels as follows:

- ☐ (1) "Test Print" label: Prints each time a worker logs in to the ePollbook. File in the ***Daily Balancing Envelope.*** (4)

- ☐ (2) *Daily Report*: Prints when first operator logs in at the beginning of each day. File in the ***Daily Balancing Envelope***. (4)

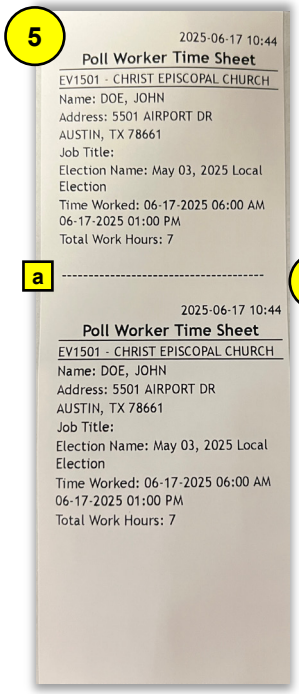


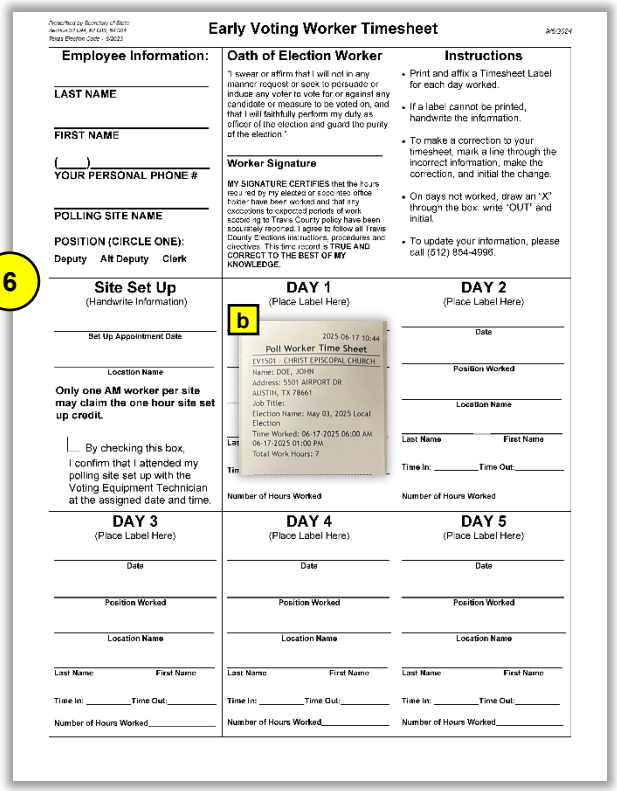
- ☐ (3) *Check In Totals*: Printed from one ePollbook at the end of each day.
  - ☐ [a] Record the "Regular" and "Provisional" check-ins on the ***Daily Balancing Envelope***. (4)



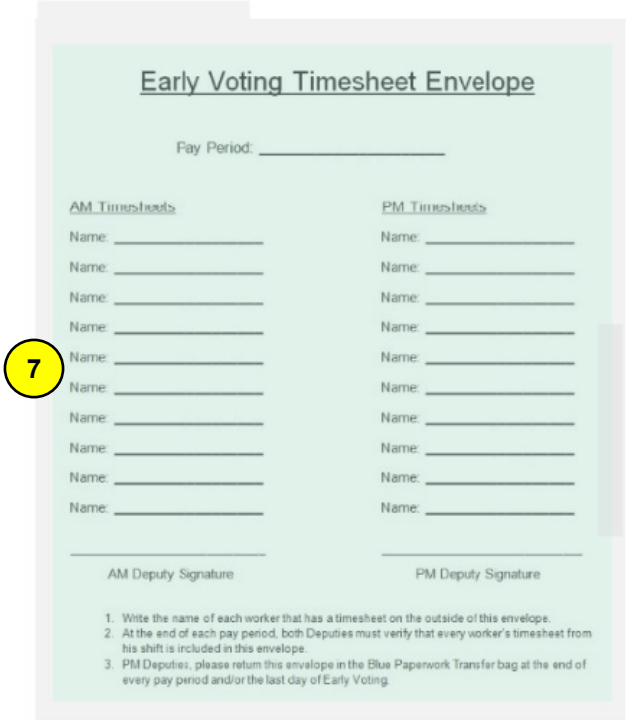
- ☐ (5) Timesheet label: After clocking out, a timesheet label will print from the Brother printer.
  - ☐ [a] Tear or cut the label at the dotted line. The poll worker will keep one label for their records.
  - ☐ [b] Peel the backing off the second label and adhere the label to the ***Early Voting Worker Timesheet.***

(6) Be sure to place the label on the correct day.





- ☐ (7) File the ***Early Voting Worker Timesheet*** in the clear ***Early Voting Timesheet Envelope*** with the other poll workers' timesheets. The envelope and time sheets are in the purple Admin folder in the Forms Box. Poll worker timesheets are returned at the end of each pay period[6]. If a pay period ends in the middle of Early Voting, timesheets will be returned with the LEO (Law Enforcement Officer) at the end of that day. See page 128.



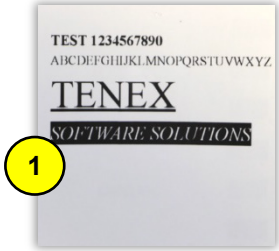
[6] Pay periods end on the 15th and last day of each month.

64 - ePollbooks

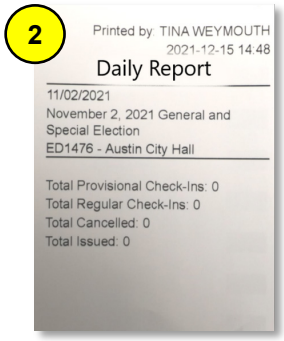
Election Day

On Election Day, file these printed labels as follows:

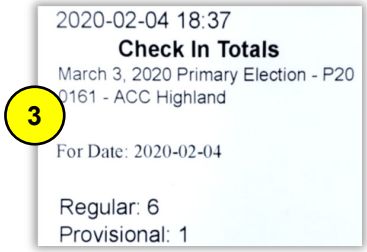
- ☐ (1) “Test Print” label: Prints each time a worker logs in to the ePollbook. File in the Green Results bag. (6)

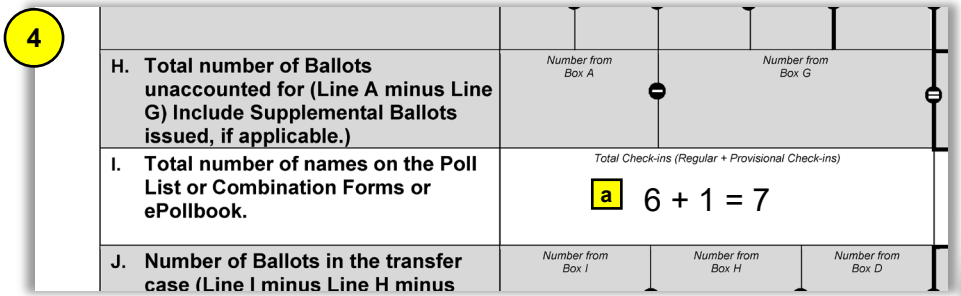


- ☐ (2) *Daily Report*: Prints when the first operator logs in at the beginning of the day. Totals File in the Green Results bag. (5)

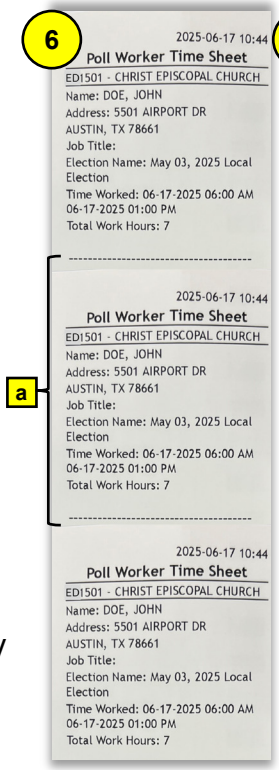


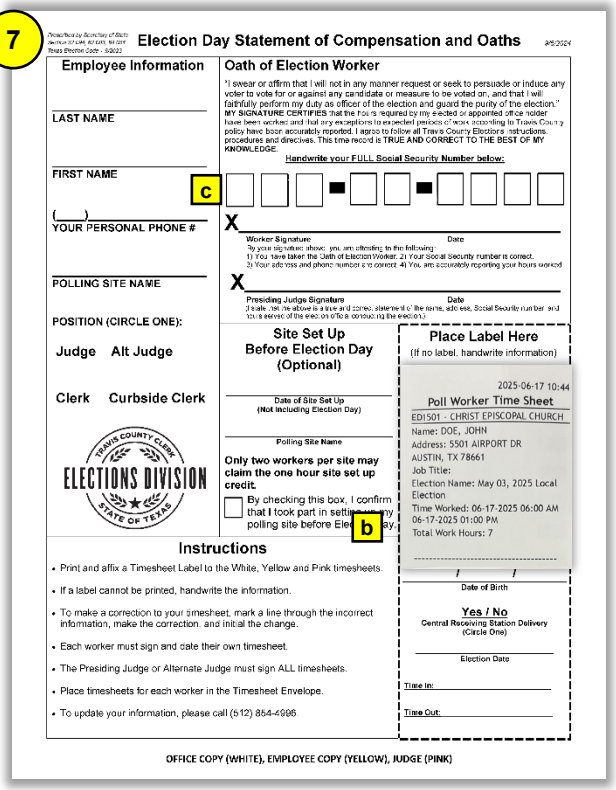
- ☐ (3) *Check In Totals*: Printed from one ePollbook at the end of the day.
  - ☐ [a] Record the regular and provisional check-ins on the ***Register of Official Ballots/Ballot and Seals Certificate*** (4).
  - ☐ File in the Green Results Bag (5).

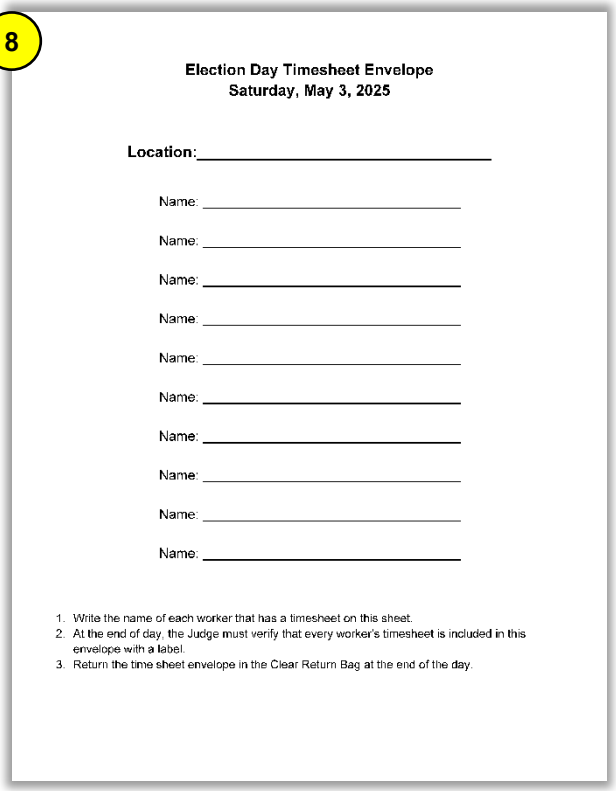




- ☐ (6) After clocking out, a timesheet label will print from the Brother printer.
  - ☐ [a]Tear or cut the label at the dotted lines into 3 separate labels.
  - ☐ [b] Peel the backing off each label and adhere them to the white, yellow and pink copies to the ***Election Day Statement of Compensation and Oaths***. (7)
- ☐ 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 white copy only. [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***







- ☐ 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***. (8)

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 7a.m.

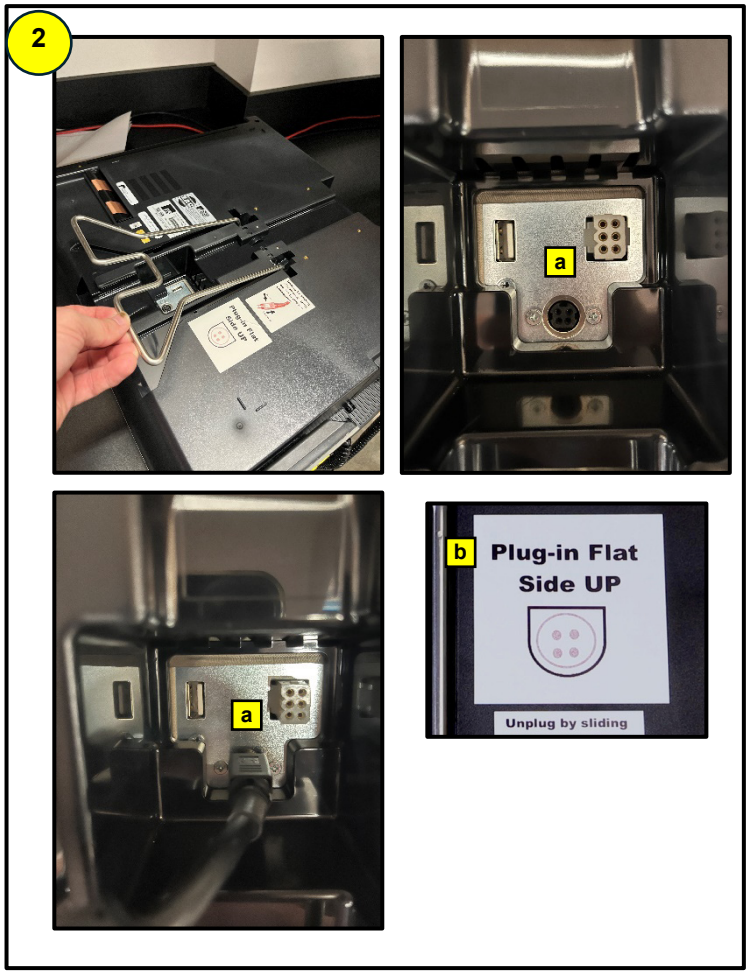
Opening BMDs

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 each day of voting.

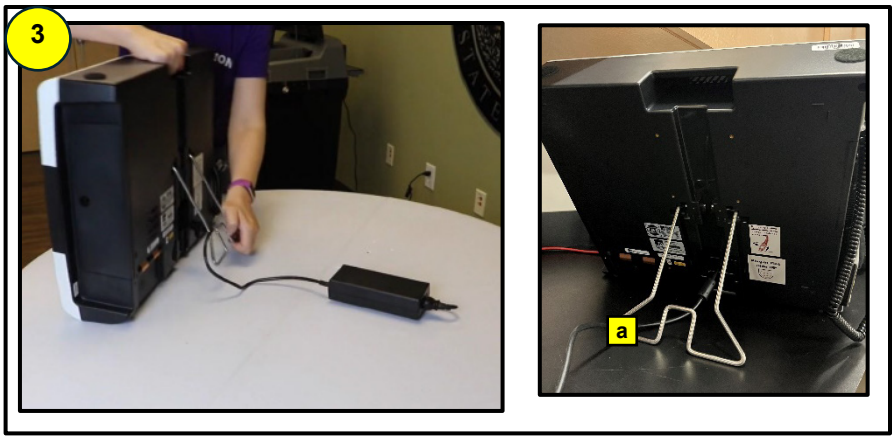
Setting Up BMDs

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

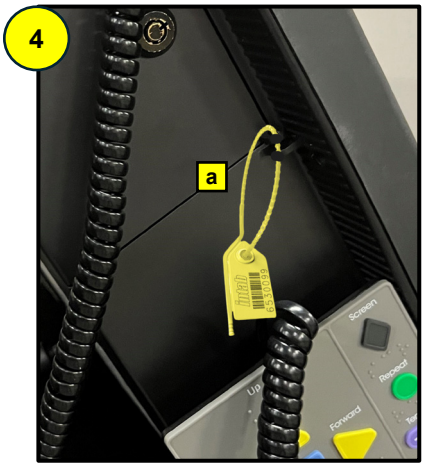
☐ (2) Pull the silver kickstand up slightly and plug the power cord into the back of the BMD. [a] The flat side of the plug should face up. (See the diagram on the back of the BMD) [b]



☐ (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.
☐ Retrieve the ***BMD Security Seal Log Envelope*** completed by PM poll workers and confirm the information on the envelope. See page 73 for details.
☐ Remove the seal (4)[a] by tearing it off and place it in the ***BMD Security Seal Log Envelope***.

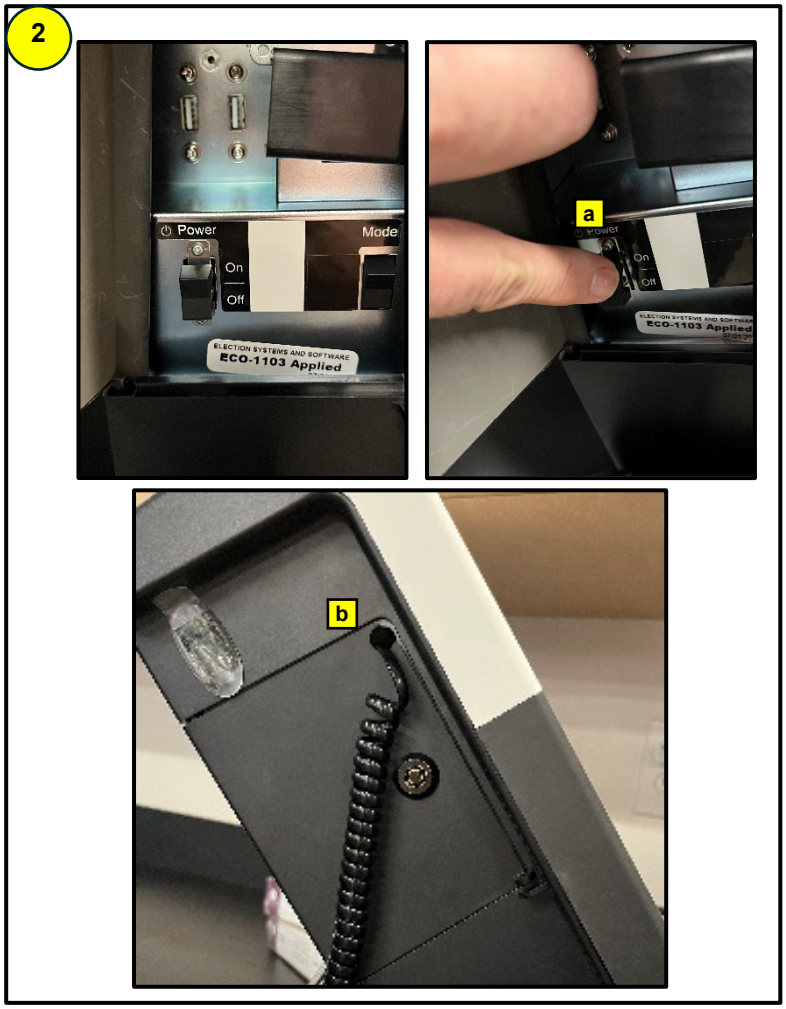


Power On BMDs

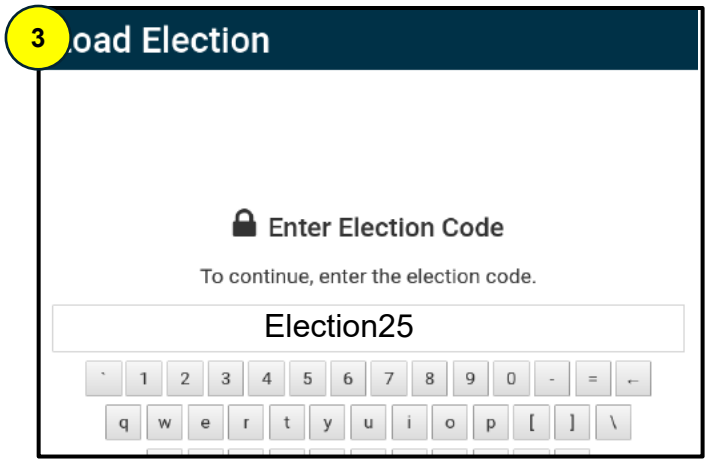
☐ (1) Using the Barrel Key [a], open the panel on the left side of the BMD. [b]

68 - Ballot Marking Device (BMD)

☐ (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 of the door. [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]

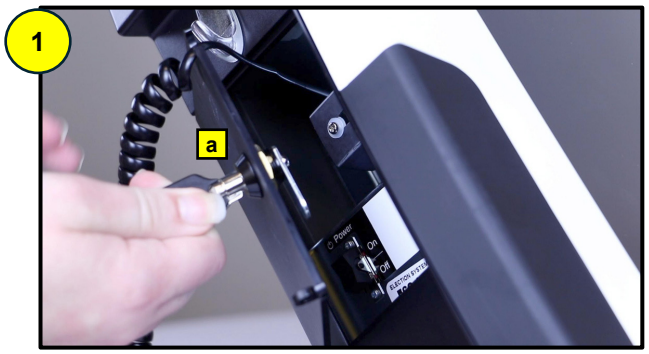
☐ (5) Remove the privacy shields from the blue carton and attach to the BMDs using the Velcro tabs attached to the shield and BMD.

Closing BMDs

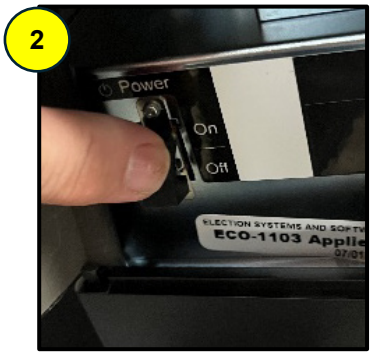
Power Off BMDs

All BMDs that are powered on during voting hours must be left on until the polling location is closed. To power off the BMDs, proceed through the following steps:

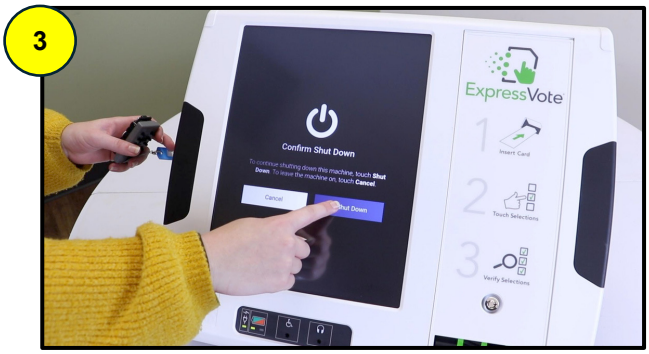
☐ (1) Use the Barrel Key [a] to open the compartment on the left side of the BMD.



☐ (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.

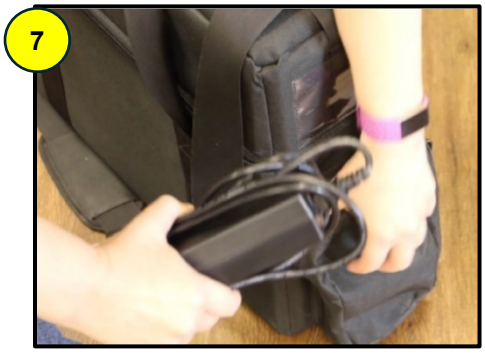
☐ (5) Retrieve a yellow seal [a] from the Clear Bag in the ESC, place it through the loops [b] on the door of the BMD and seal the door.

☐ Record the information on the ***BMD Security Seal Log Envelope***. See page 73 for details.

The following steps are for Early Voting sites that are not lockable, and Election Night only.

☐ (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.



72 - Ballot Marking Device (BMD)

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

Lock and seal the ESC once all items are returned. For details on sealing the ESC, see page 135 for Early Voting and page 139 for Election Day.

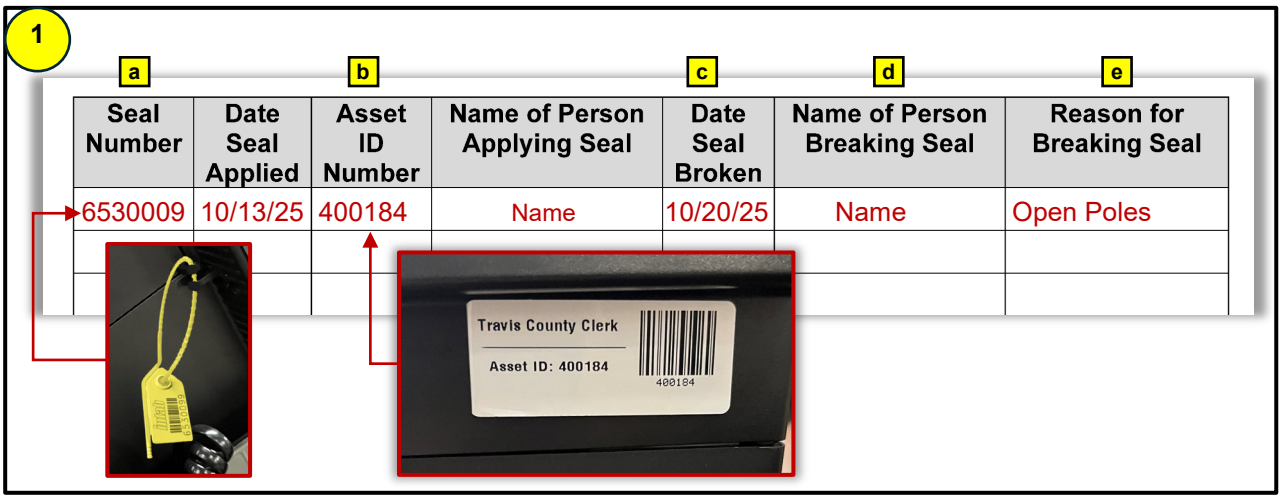
BMD Seals

Election code requires that each BMD must be sealed when not in use. A log must be kept for each time the BMD has a seal placed on it and when a seal is broken and removed. The following procedures should be followed when sealing and breaking seals on BMDs.

Early Voting

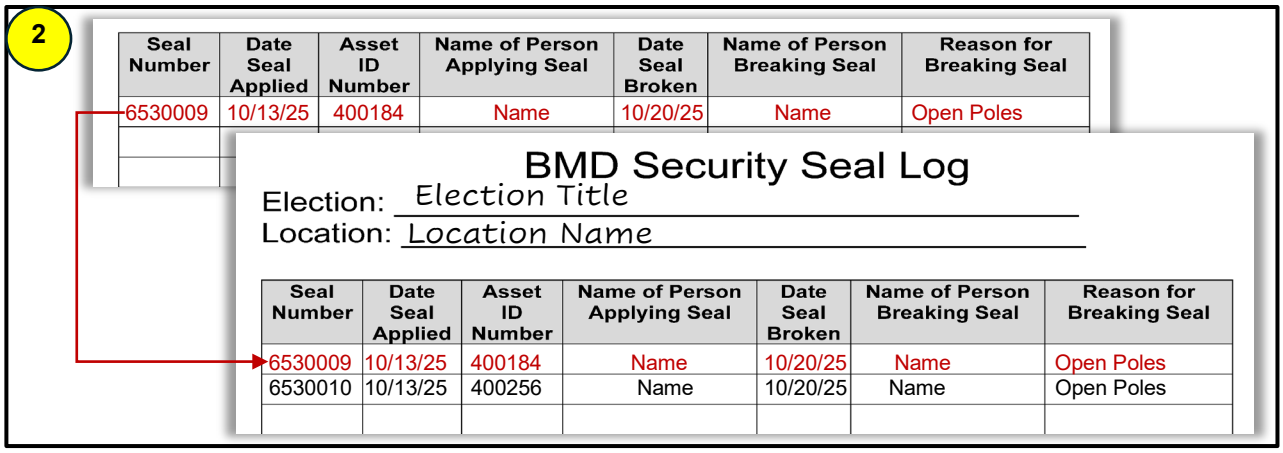
First Day of Early Voting:

- ☐ Retrieve the white individual ***BMD Security Seal Log*** provided in each BMD case.
- ☐ (1) Confirm the following information recorded on the form matches for each BMD:
  - ☐ [a] Seal Number
  - ☐ [b] Asset ID Number
- ☐ Break the seal and record the following information for each individual log:
  - ☐ [c] Date
  - ☐ [d] Name of person breaking the seal
  - ☐ [e] Reason for breaking the seal



Seal Number	Date Seal Applied	Asset ID Number	Name of Person Applying Seal	Date Seal Broken	Name of Person Breaking Seal	Reason for Breaking Seal
6530009	10/13/25	400184	Name	10/20/25	Name	Open Poles

- ☐ (2) Retrieve a new ***BMD Security Seal Log Envelope*** from the Envelopes folder of the Forms Box.
- ☐ Copy the information from each white individual log onto one ***BMD Security Seal Log Envelope***.



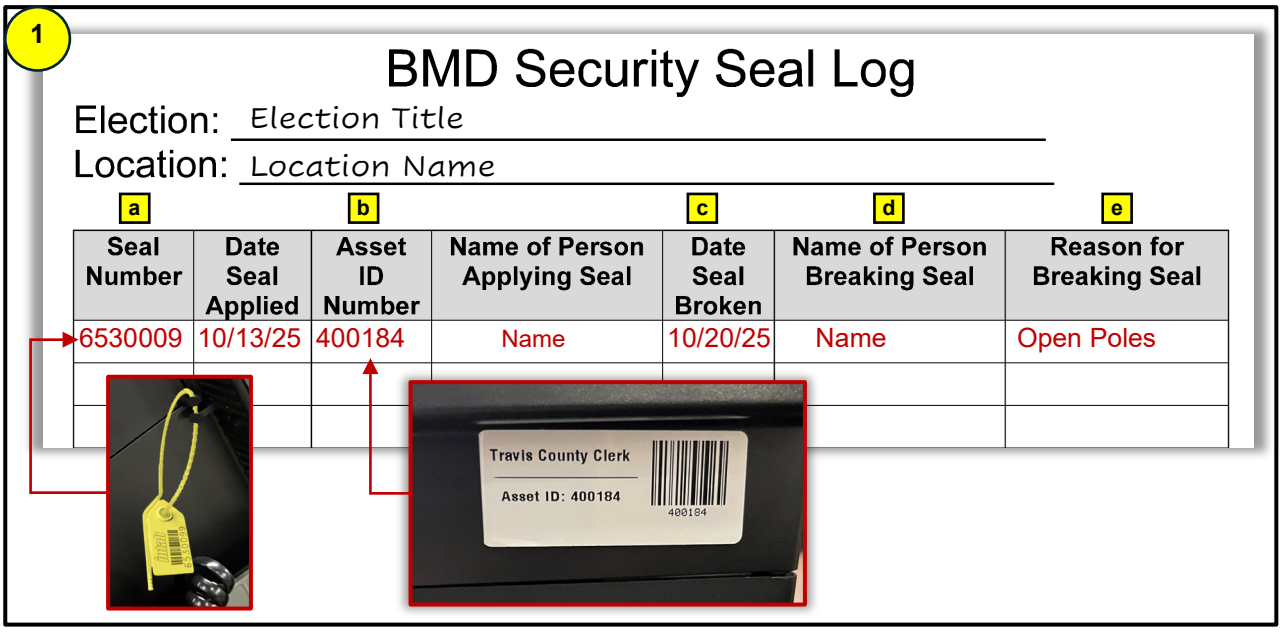
Seal Number	Date Seal Applied	Asset ID Number	Name of Person Applying Seal	Date Seal Broken	Name of Person Breaking Seal	Reason for Breaking Seal
6530009	10/13/25	400184	Name	10/20/25	Name	Open Poles
6530010	10/13/25	400256	Name	10/20/25	Name	Open Poles

74 - Ballot Marking Device (BMD)

- ☐ Place the broken seals in the envelope.
- ☐ The completed ***BMD Security Seal Log Envelope*** with broken seals will be returned at the end of the day. (See page 128)

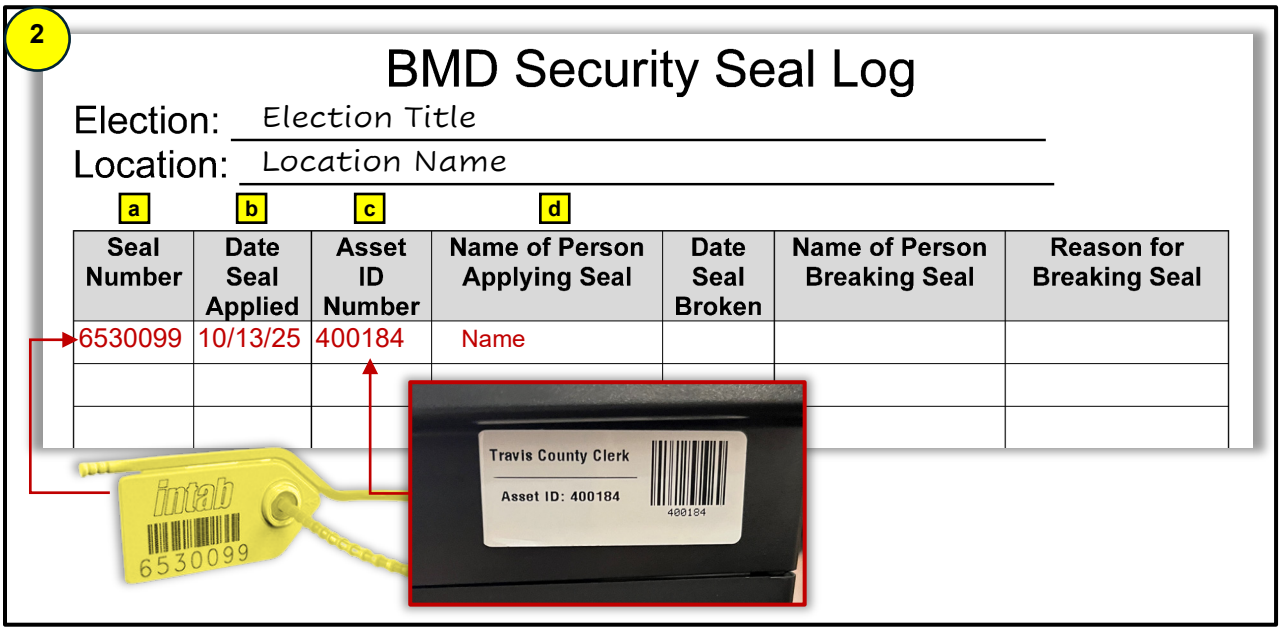
Consecutive days of Early Voting:

- ☐ Opening:
  - ☐ (1) An AM poll worker will retrieve the seal log envelope begun by PM poll worker.
  - ☐ Confirm the following information recorded on the form matches for each BMD:
    - ☐ [a] Seal Number
    - ☐ [b] Asset ID Number
  - ☐ Break the seal and record the following information for each individual log:
    - ☐ [c] Date
    - ☐ [d] Name of person breaking the seal
    - ☐ [e] Reason for breaking the seal



- ☐ Place the broken seal in the envelope.
- ☐ Repeat the procedure on each line of the envelope for each BMD.
- ☐ The completed ***BMD Security Seal Log Envelope*** with broken seals will be returned at the end of the day. (See page 128)

- ☐ Closing: The following should be done after polls have closed and the BMD has been powered off.
  - ☐ (2) A poll worker will retrieve a new ***BMD Security Seal Log Envelope*** from the Envelopes folder of the Forms Box and the bag of yellow security seals from the ESC.
  - ☐ (3) Place a yellow seal on the left side door of the BMD.
  - ☐ (2) Record the following information on the log:
    - ☐ [a] Seal Number
    - ☐ [b] Date
    - ☐ [c] Asset ID Number (on the right side of the BMD)
    - ☐ [d] Name of person applying the seal

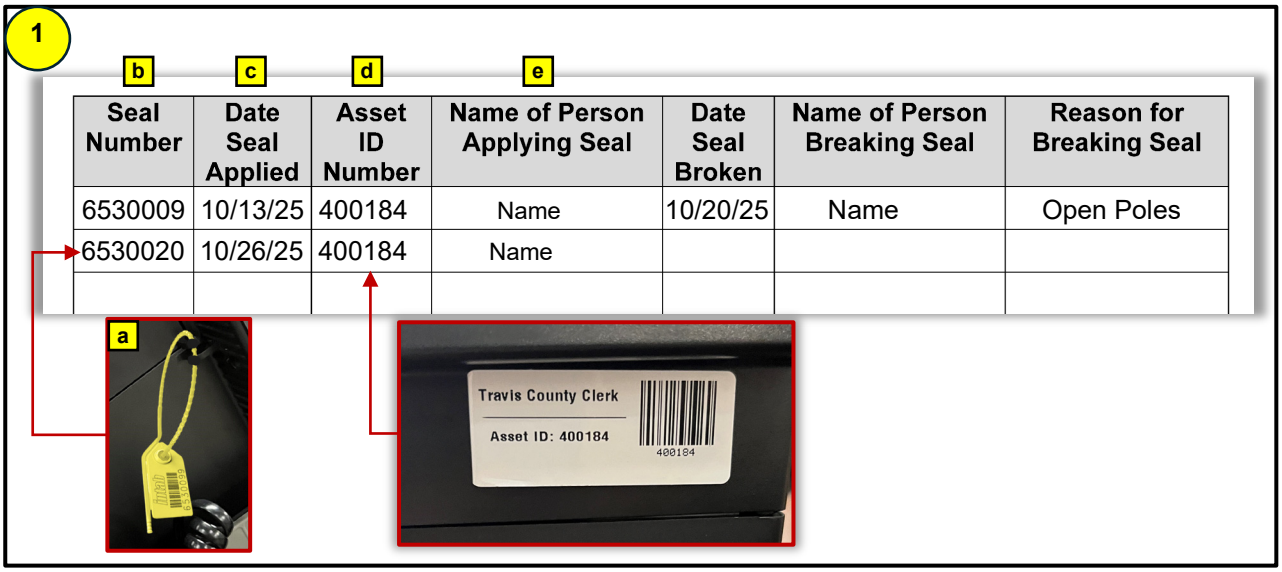


  - ☐ Repeat this process on each line of the envelope for each BMD.
  - ☐ Place the ***BMD Security Seal Log Envelope*** with the recorded information in the Forms Box for the AM poll workers to complete the next day.
  - ☐ The completed ***BMD Security Seal Log Envelope*** is returned daily. (See page 128)

76 - Ballot Marking Device (BMD)

Last Day of Early Voting:

- ☐ Opening: Follow the procedures for each day as listed on page 74.
- ☐ Closing: The following should be done after polls have closed and the BMD has been powered off.
  - ☐ (1) Retrieve the white individual ***BMD Security Seal Log*** used on the first day of Early Voting from the BMD cases.
  - ☐ [a] Place a yellow seal on the left side door of the BMD.
  - ☐ Record the following information on the individual white log for each BMD:
    - ☐ [b] Seal Number
    - ☐ [c] Date
    - ☐ [d] Asset ID Number (on the right side of the BMD)
    - ☐ [e] Name of person applying the seal



Seal Number	Date Seal Applied	Asset ID Number	Name of Person Applying Seal	Date Seal Broken	Name of Person Breaking Seal	Reason for Breaking Seal
6530009	10/13/25	400184	Name	10/20/25	Name	Open Poles
6530020	10/26/25	400184	Name			

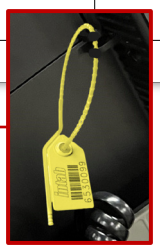
  - ☐ Place the individual logs back in each BMD case. These logs stay on site and are used by Election Day workers to verify the seals placed on each BMD.

Election Day

- ☐ Opening:
  - ☐ (1) Retrieve the individual white ***BMD Security Seal Log*** from each BMD case.
  - ☐ Confirm the following information recorded on each individual log matches for each BMD:
    - ☐ [a] Seal Number
    - ☐ [b] Asset ID Number
  - ☐ Break the seal and record the following information for each individual log:
    - ☐ [c] Date
    - ☐ [d] Name of person breaking the seal
    - ☐ [e] Reason for breaking the seal

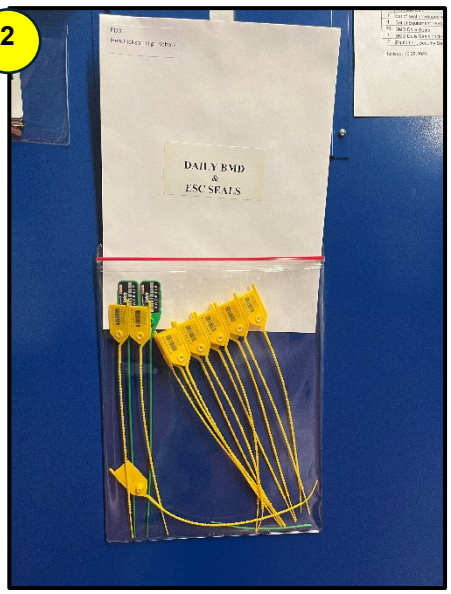
1

a		b		c	d	e
Seal Number	Date Seal Applied	Asset ID Number	Name of Person Applying Seal	Date Seal Broken	Name of Person Breaking Seal	Reason for Breaking Seal
6530009	10/13/25	400184	Name	10/20/25	Name	Open Poles



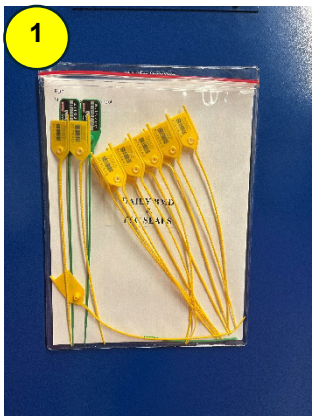
- ☐ (2) Place the broken seals in the ***BMD & ESC Seals*** envelope found in the clear pouch on the door of the ESC. Place the envelope back in the clear pouch.
- ☐ Place the individual logs back in the BMD cases or in the Forms Box. You will need these logs at the end of the day when sealing the BMDs.

2



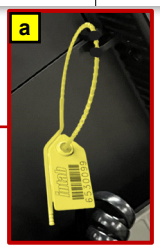
78 - Ballot Marking Device (BMD)

- ☐ Closing: The following should be done after polls have closed and the BMD has been powered off.
  - ☐ (1) Retrieve a set of yellow seals from clear pouch on the door of the ESC.
  - ☐ (2) Retrieve the white individual ***BMD Security Seal Logs*** that were filled out in the morning.
  - ☐ [a] Place a yellow seal on the left side door of the BMD.
  - ☐ Record the following information on the white individual log:
    - ☐ [b] Seal Number
    - ☐ [c] Date
    - ☐ [d] Asset ID Number
    - ☐ [e] Name of person applying seal



2

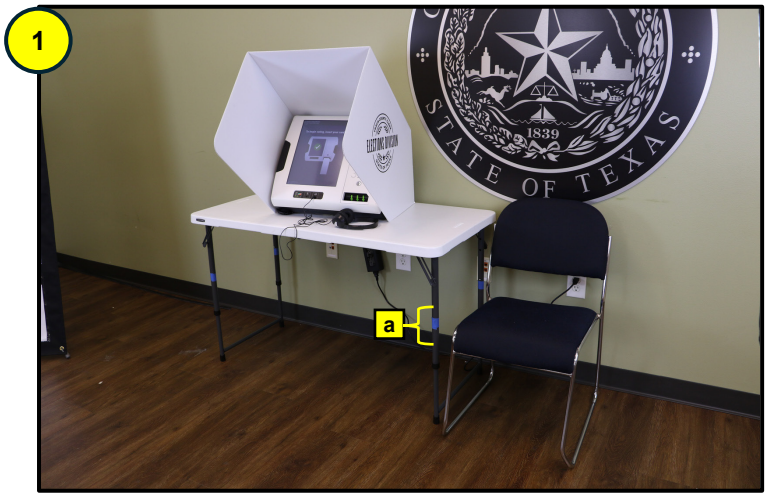
b Seal Number	c Date Seal Applied	d Asset ID Number	e Name of Person Applying Seal	Date Seal Broken	Name of Person Breaking Seal	Reason for Breaking Seal
6530009	10/13/25	400184	Name	10/20/25	Name	Open Poles
6530020	10/26/25	400184	Name			



- ☐ Return the white individual ***BMD Security Seal Log*** with the corresponding BMD to each case. These logs stay with the individual BMDs and are not returned at the end of Election Day.

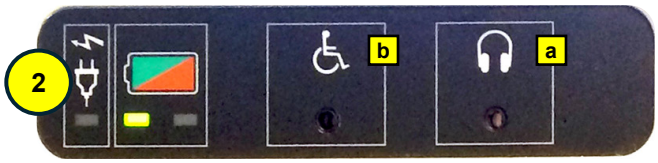
BMD Accessibility

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.



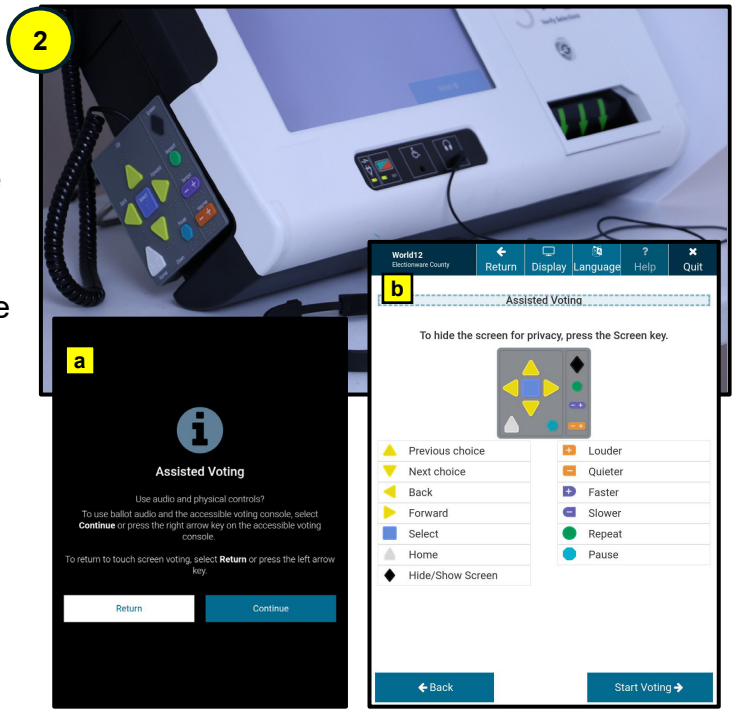
Plug-in Devices

- ☐ (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.



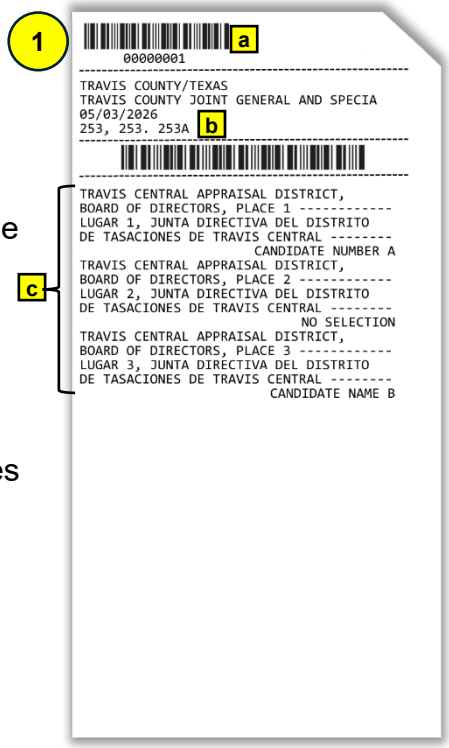
Audio Tactile Keypad

- ☐ (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 that indicates the current election [a] and voter's precinct and ballot style [b].

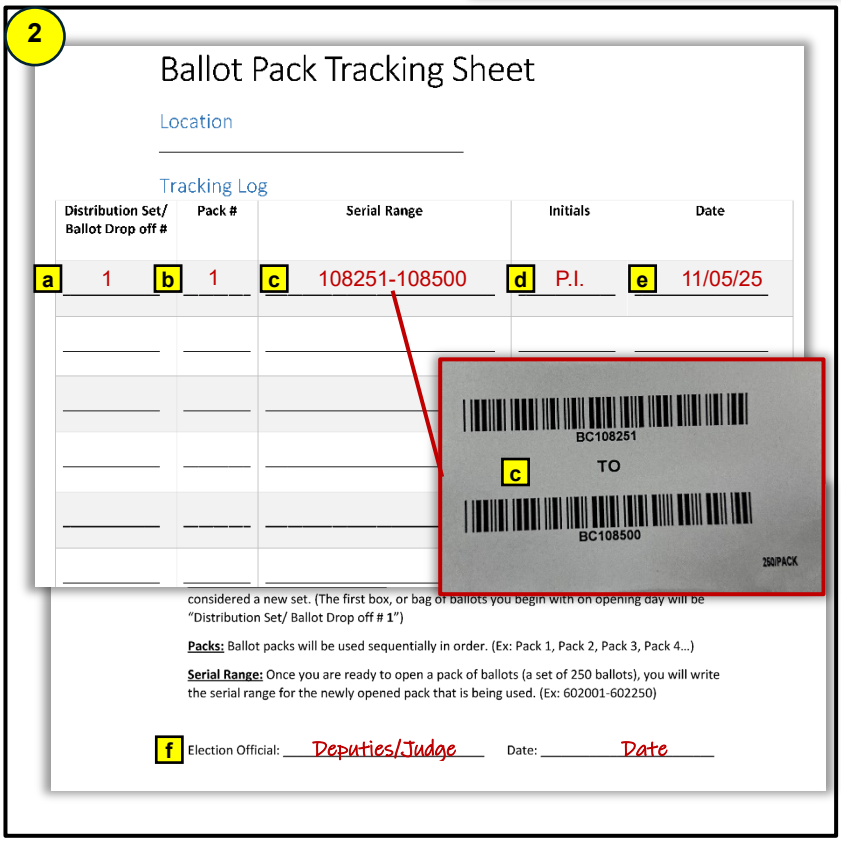


The BMD prints the voter's contest selections onto the Ballot Card [c]. The voter reviews the printed selections and inserts the Ballot Card into the Ballot Scanner to cast the vote.

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. See page 111 for more information on spoiling ballots.

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. The Deputy should not sign the ballot.

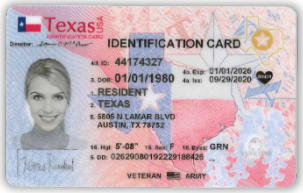
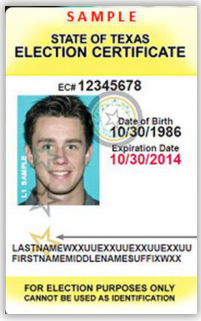
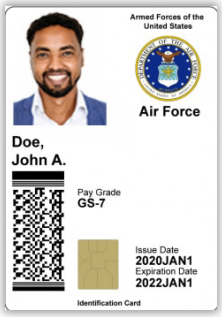
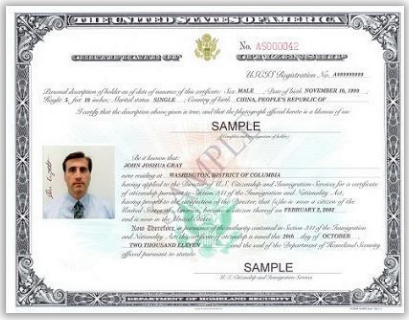
(4) On Election Day, Judges must sign the bottom of the back of the ballot above the serial number.

Distributing Ballots:

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

Voter ID Requirements

Texas Election Code (§63.0101) requires voters to show an approved photo identification when voting in person. A voter must present one of the following Standard/List A IDs when voting.

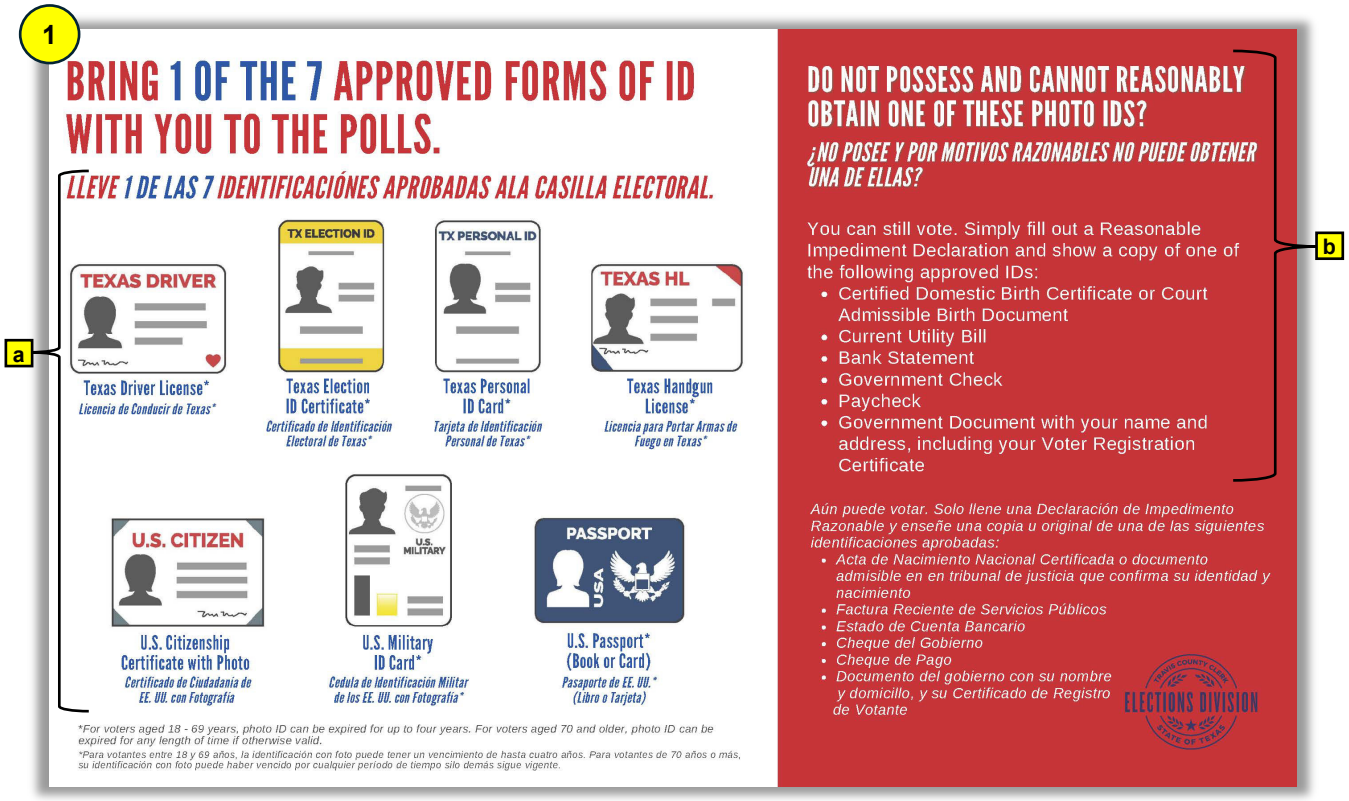
Texas Driver License	Texas Personal Identification Card	Texas Election Identification Certificate (EIC)	Texas License to Carry Handgun/ Concealed Handgun License
			
United States Military ID Card	**United States Citizenship Certificate**	**United States Passport Book or Passport Card**	
			

A voter's identification must be current or expired no more than four years from the current date. If the voter is age 70 or older, they can use one of the above ID's regardless of 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 copy of a 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)
    - ☐ 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)/temporary Driver’s License (current)

Voters using Nonstandard/List B identification must follow certain procedures when they check-in to vote. See page 88 for checking in a voter using Nonstandard/List B identification.



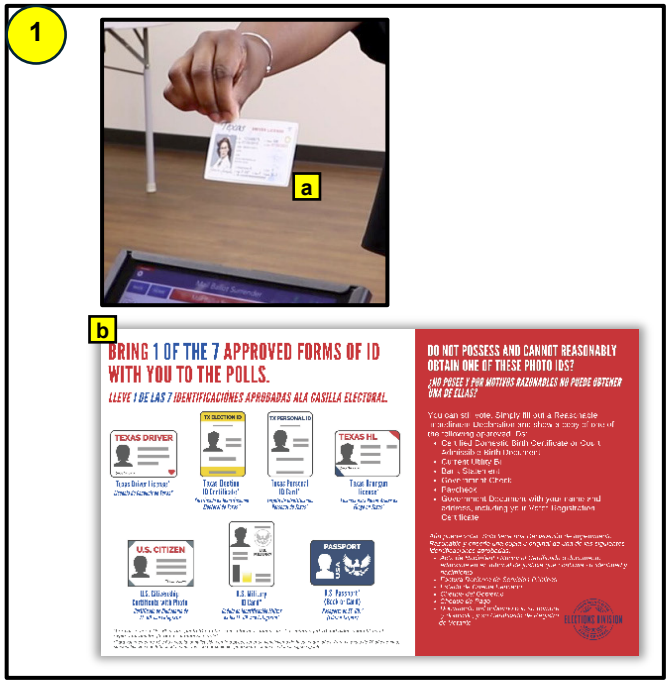
Your polling location is provided with an ***Approved ID*** posting (1) that can be placed at each check-in station. This posting shows an example of the seven Standard/List A ID [a] types as well as a list of possible Nonstandard/List B ID [b] types.

Proof of identification is presented only for the purpose of identifying a voter and not for verification of residence. (Texas Election Code §63.0001)

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, proceed to Nonstandard/List B Check-In on page 88.

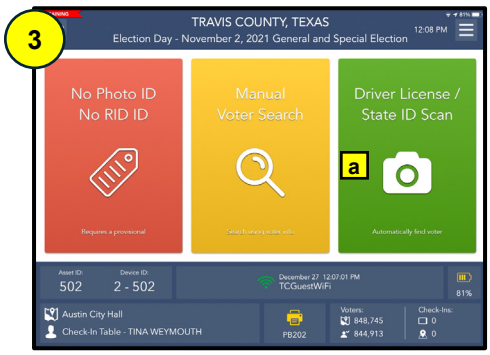
Voter with Scannable ID

(for non-scannable IDs see page 85)
If the voter presents one of the following IDs:

- ☐ Texas Driver License
- ☐ Texas Personal Identification Card
- ☐ Texas License to Carry Handgun (with barcode)

- ☐ (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.



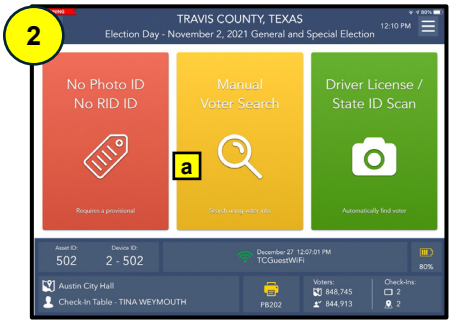
Continue to “Completing Check In” on page 86 step (4).

Voter with Non-Scannable ID

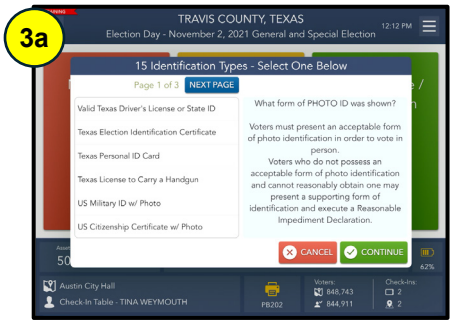
If the voter presents one of the following IDs:

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)

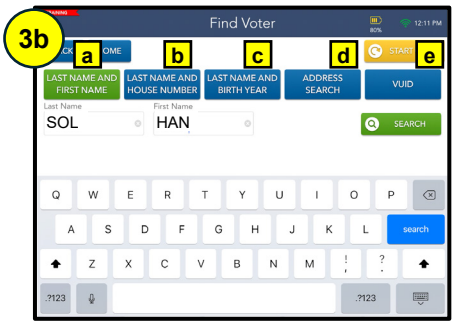
☐ (2) Touch the **MANUAL VOTER SEARCH** button.



☐ (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 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 full address.
- ☐ [e] **VUID**: Use the voter's Voter Unique Identification number.

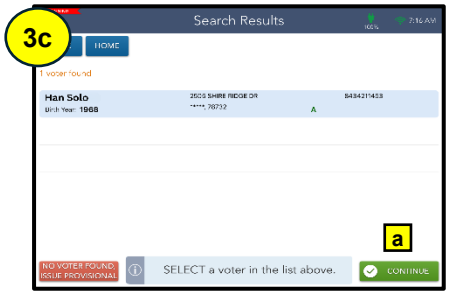


If too many records are returned, use one of the other search methods to narrow results.

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.

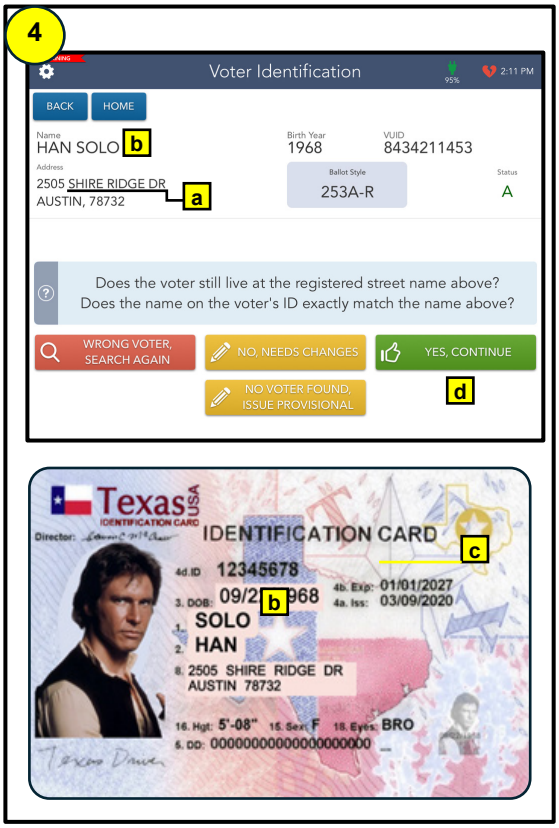
If a voter's record cannot be found, contact the Call Center.

☐ (3c) Select the voter's record and touch the **CONTINUE** [a] button.

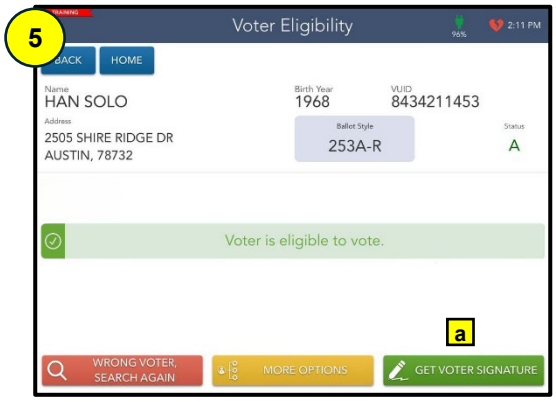


86 - Checking In Voters

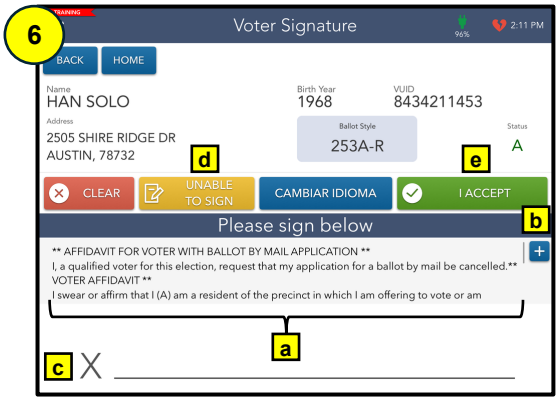
Completing the Check-In Process



- ☐ (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.
  - ☐ [d] Once the three pieces of information are confirmed, touch **YES, CONTINUE**.



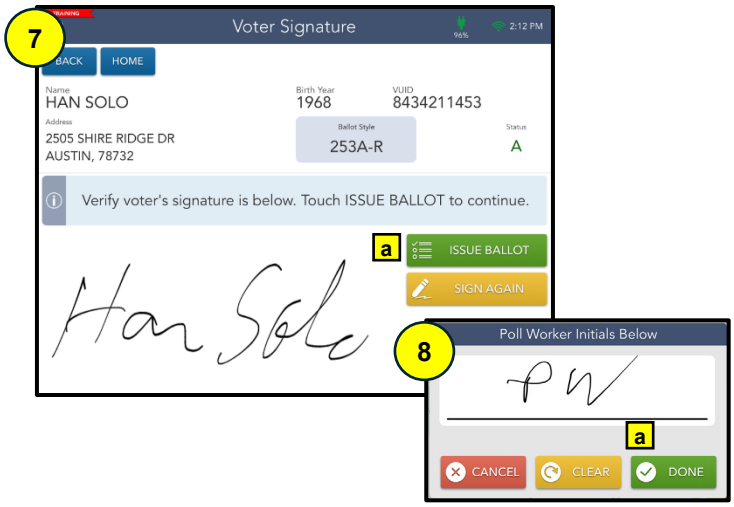
- ☐ (5) The next screen will confirm the voter's eligibility to vote. Any flags for the voter's record will be on this page. Touch **GET VOTER SIGNATURE** [a].



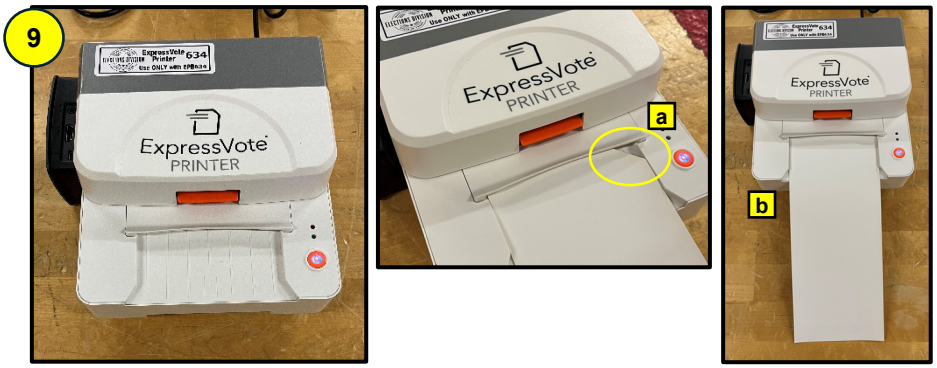
- ☐ (6) The screen will turn upside down. Flip the poll book so the voter can:
  - ☐ [a] read the affidavit: The voter can touch and scroll the text. To enlarge the text, press the **+** [b] button.
  - ☐ [c] provide their signature
- ☐ [d] For voters that are unable to physically sign, press the **UNABLE TO SIGN** button.
- ☐ [e] Once the voter has signed, they will touch the **I ACCEPT** button.

☐ (7) 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].

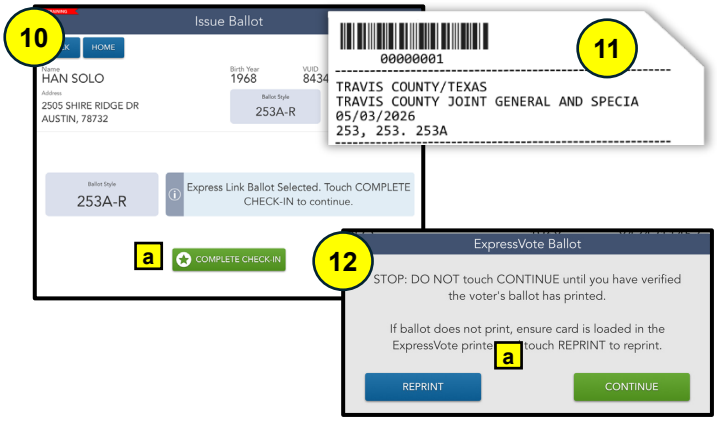
☐ (8) On the pop-up screen, provide your initials and press **DONE** [a].



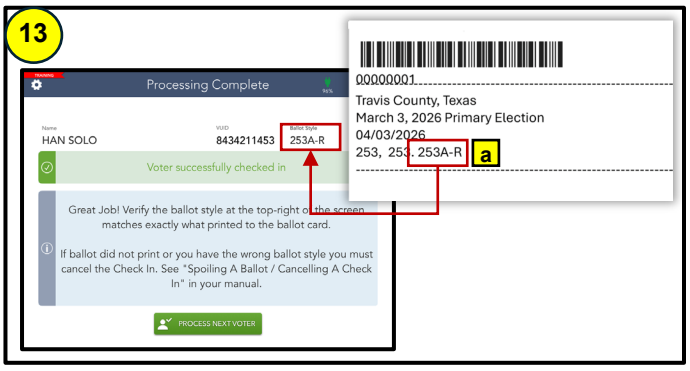
☐ (9) Retrieve a Ballot Card (keep serial numbers facing down) and place the ballot in the Express Vote printer with the notch on the card [a] facing right. The printer will pull the ballot in fully.[b]



☐ (10) Touch **COMPLETE CHECK IN** [a].
☐ (11) The ballot header will print.
☐ (12) Once you have confirmed the ballot header has printed, touch **CONTINUE** [a].



☐ (13) 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.



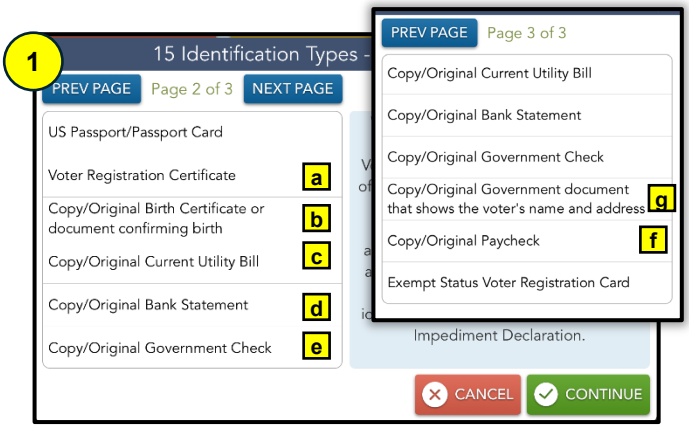
Nonstandard/List B Check-in

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 82.
- ☐ 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 91 for checking in voters without an ID.
- ☐ Voters who use a Nonstandard/List B ID to vote must fill out a ***Reasonable Impediment Declaration***.

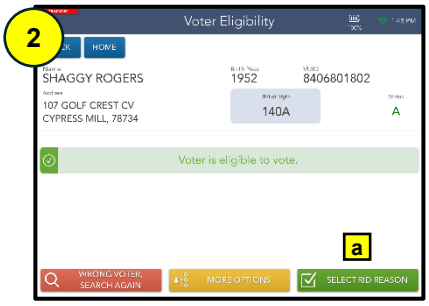
Checking in a Voter with Nonstandard/List B form of ID

- ☐ To check in a voter using a Nonstandard/List B ID, you MUST 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.



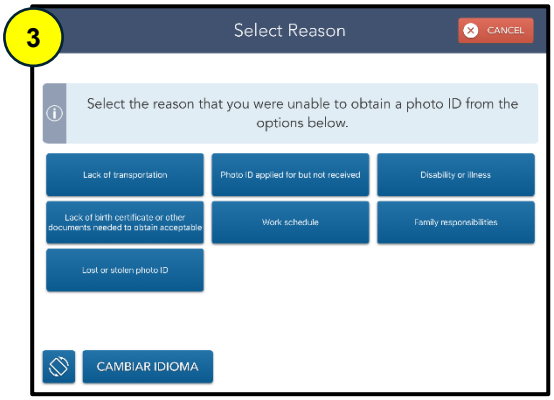
  - ☐ [a] Valid or expired Voter Registration Certificate
  - ☐ [b] Certified birth certificate (must be original or certified copy)
  - ☐ [c] Current utility bill (copy or original)
  - ☐ [d] Bank statement (copy or original)
  - ☐ [e] Government check (copy or original)
  - ☐ [f] Paycheck (copy or original)
  - ☐ [g] Government documents with voter's name and address (original or copy), such as:
    - 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)/temporary Driver's License (current)

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

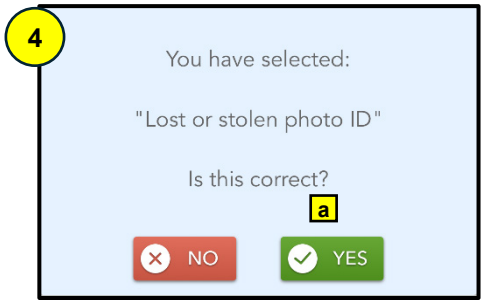


☐ (3) Flip the screen towards the voter. On this screen, the voter will choose one of the seven reasons for not being able to present a Standard/List A ID. Voters must choose one of the seven reasons. Do not choose for the voter or tell the voter which option to choose. If a voter is unsure which option to choose, tell them to choose whichever 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.



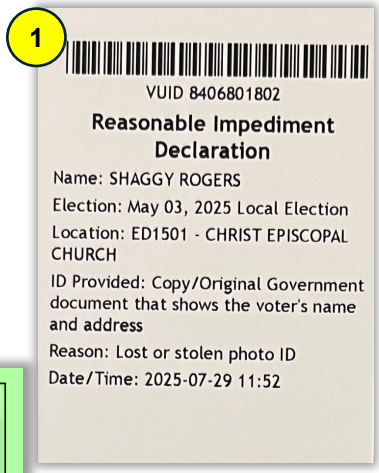
☐ Complete the check-in process. (Page 87, step 8)

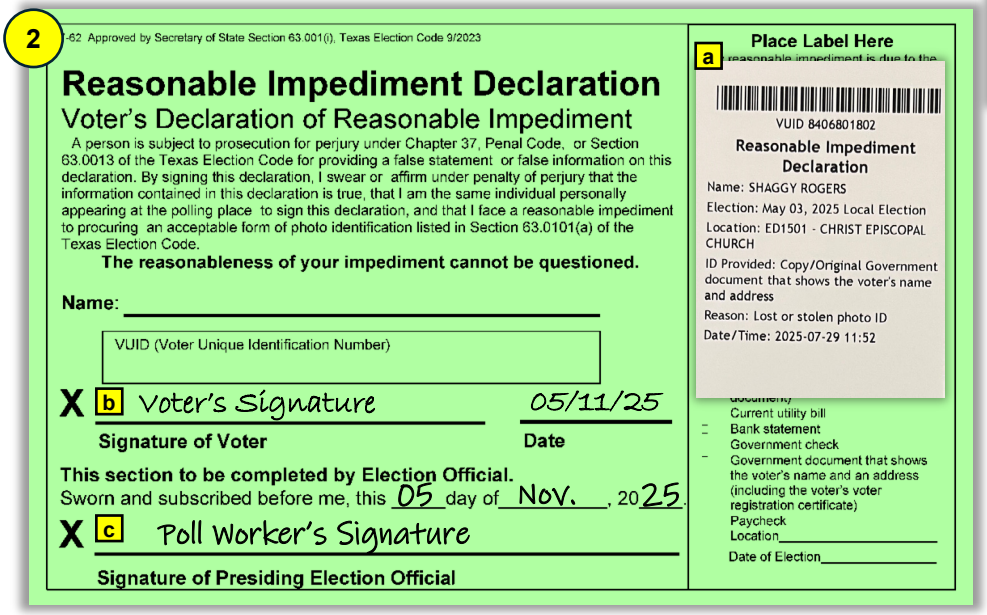
☐ Continue to the next page to complete the RID form.

90 - Checking In Voters

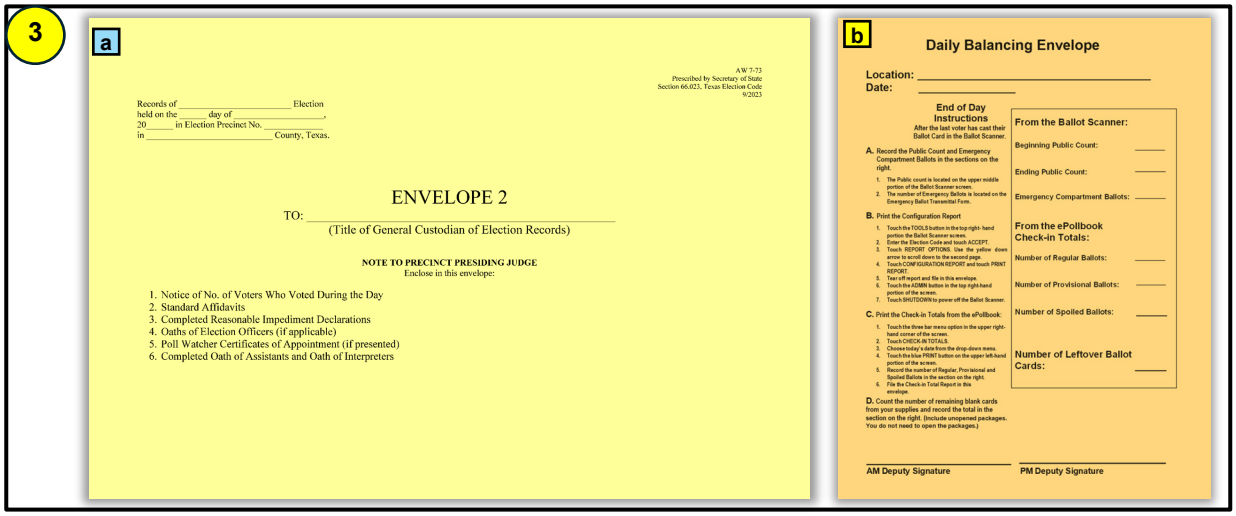
Completing the *Reasonable Impediment Declaration* Form

- ☐ (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.





- ☐ (3) Once completed, this form is filed:
  - ☐ [a] Election Day: File in ***Yellow Envelope 2***.
  - ☐ [b] Early Voting: File in the ***Daily Balancing Envelope***.



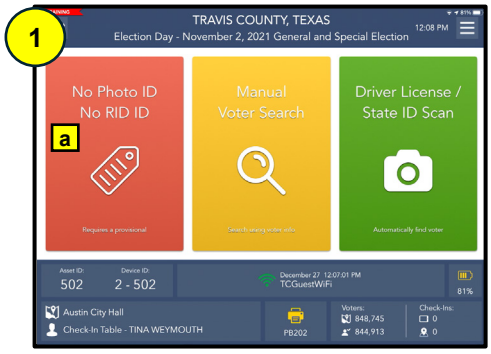
Checking in a Voter Without ID

If a voter does not bring an ID when voting, ask the voter if they have access to one of the approved IDs listed on page 82.

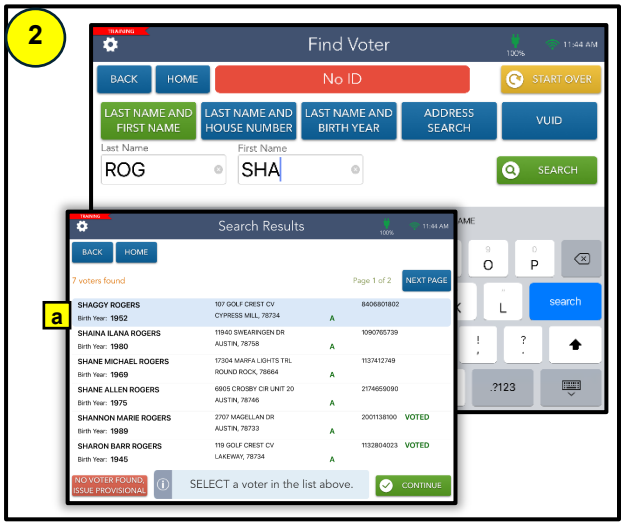
- ☐ If they say NO, confirm that the voter does not have an approved Standard/List A ID, and check in the voter using the RID process if they have a Nonstandard/List B ID. (See page 88)
- ☐ If they say YES, ask the voter if they can retrieve the ID and return to vote. If the voter refuses to retrieve 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.

To process the voter provisionally:

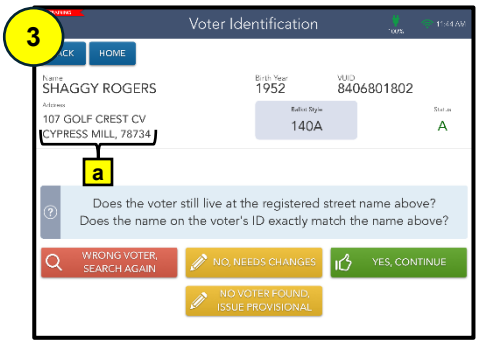
☐ (1) Touch the **NO PHOTO ID/NO RID ID** [a] button.



☐ (2) Use one of the search methods to find the voter's record and select the voter's record from the search list. [a]

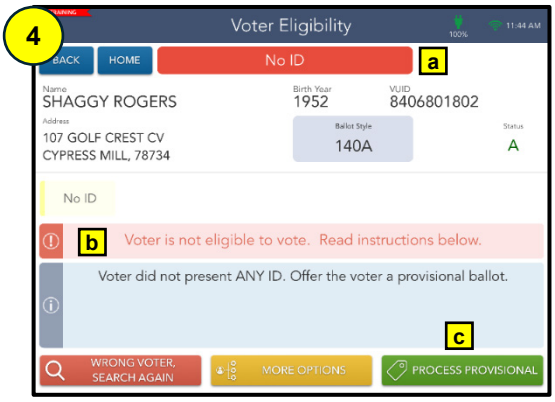


☐ (3) On the Voter Identification screen, confirm the voter's address. [a]

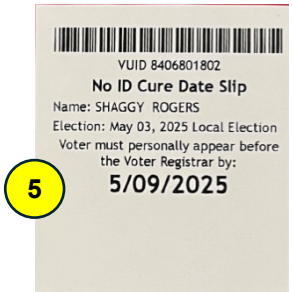


92 - Checking In Voters

☐ (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 107 to finish the provisional voting process.

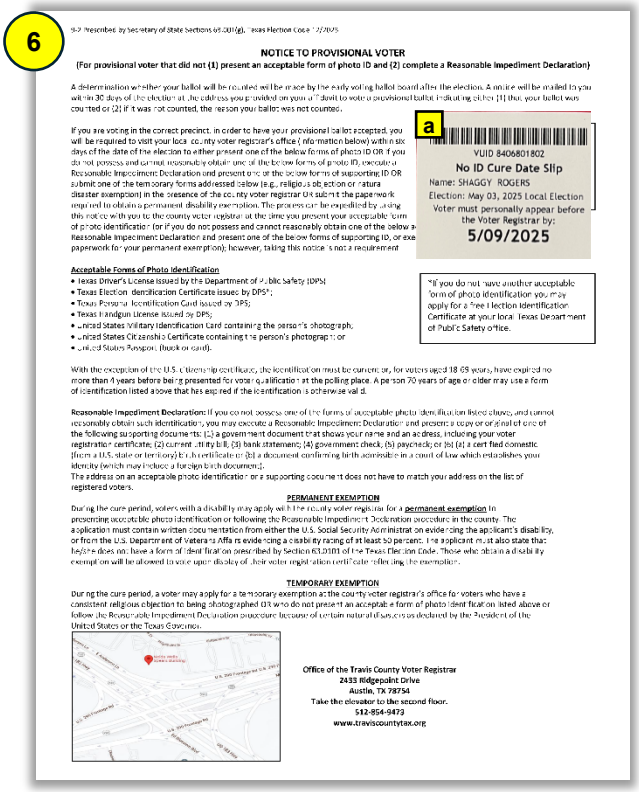


☐ After the voter's ballot header has printed, as well as provisional labels from the Brother printer, a ***NO ID Cure Date Slip*** label (5) will print from the Brother printer.



☐ (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.


6

NOTICE TO PROVISIONAL VOTER

(For provisional voter that did not (1) present an acceptable form of photo ID and (2) complete a Reasonable Impediment Declaration)

a

VUID 8406801802
No ID Cure Date Slip
Name: SHAGGY ROGERS
Election: May 03, 2025 Local Election
Voter must personally appear before the Voter Registrar by:
5/09/2025

Acceptable Forms of Photo Identification

- Texas Driver's License issued by the Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS*;
- Texas Personal Identification Card issued by DPS;
- Texas Handgun License issued by DPS;
- United States Military Identification Card containing the person's photograph;
- United States Citizenship Certificate containing the person's photograph; or
- United States Passport (book or card).

*If you do not have another acceptable form of photo identification you may apply for a free Election Identification Certificate at your local Texas Department of Public Safety office.

Office of the Travis County Voter Registrar
2433 Ridgepoint Drive
Austin, TX 78754
Take the elevator to the second floor.
512-854-9473
www.traviscountytax.org

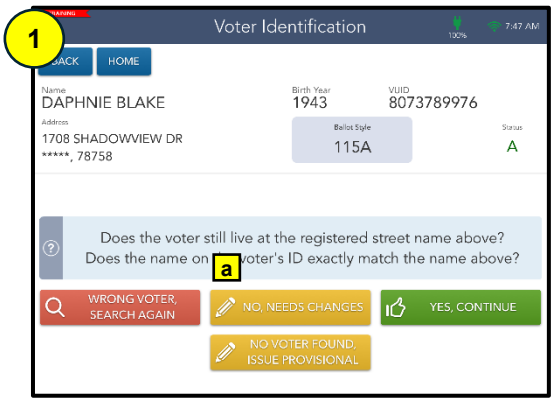
Updating Voter Information

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 99 for information on the ***Statement of Residence*** form.

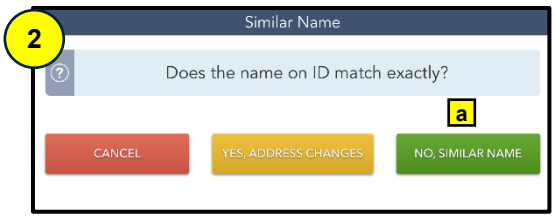
Correcting a Voter's Name

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 must 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.

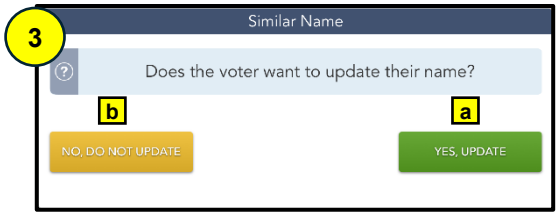


☐ (2) On the pop-up window, select the **NO, SIMILAR NAME** [a] button.

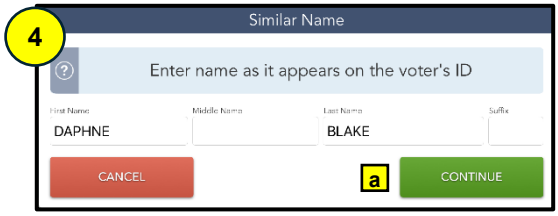


☐ (3) Ask the voter if they wish to update their name:

- ☐ [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 94.

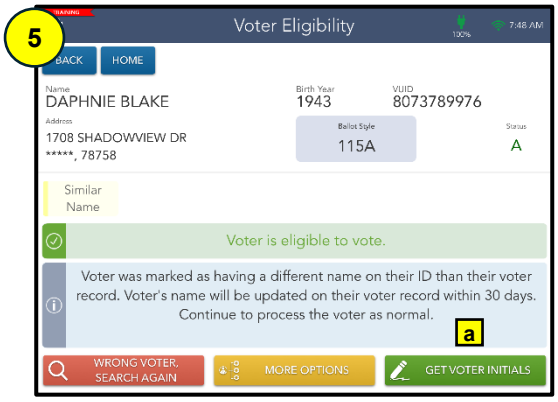


☐ (4) On the pop-up window, manually enter the corrected name of the voter and touch the **CONTINUE** [a] button.



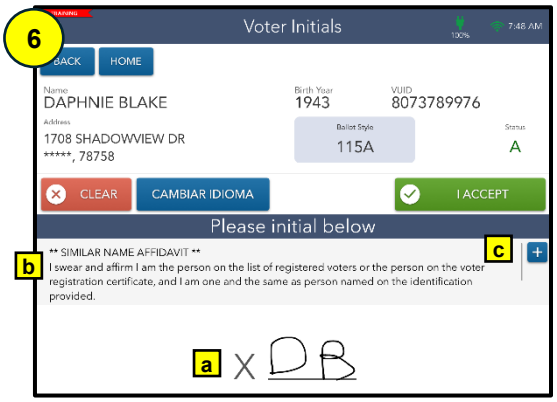
94 - Checking In Voters

☐ (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.



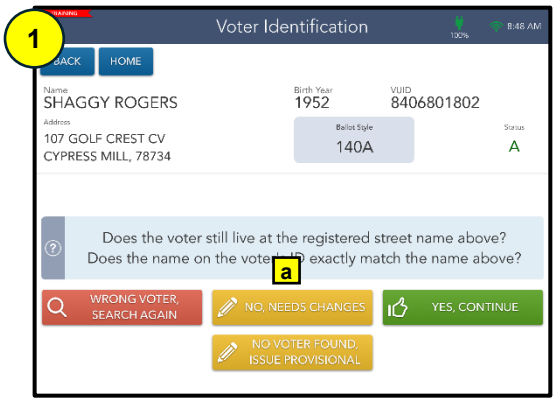
☐ (7) Once the voter has provided their initials, touch the **GET SIGNATURE** [a] button and continue completing the check-in process (see page 86).

At the end of the check-in process, the voter will sign the ***Statement of Residence*** form. See page 99 for completing the form.

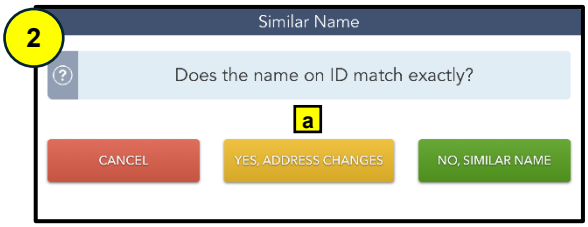
Editing a Voter's Address

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 moved, follow the process below:

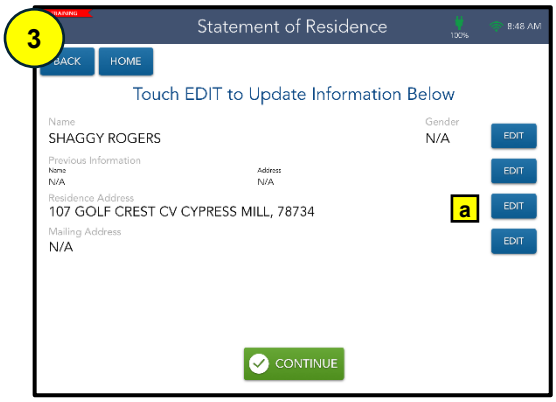
☐ (1) On the Voter Identification screen, touch the **NO, NEEDS CHANGES** [a] button.



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

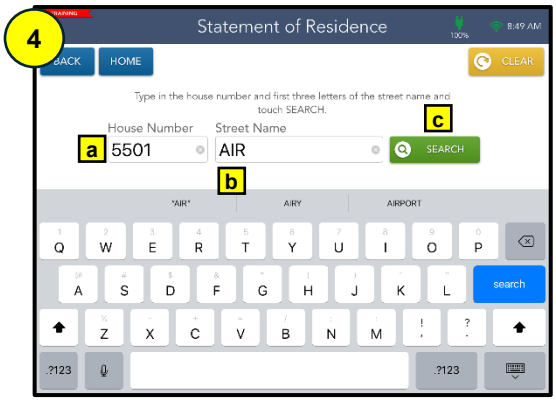


☐ (3) On the Statement of Residence screen, touch the **EDIT** button [a] to the right of the listed address.



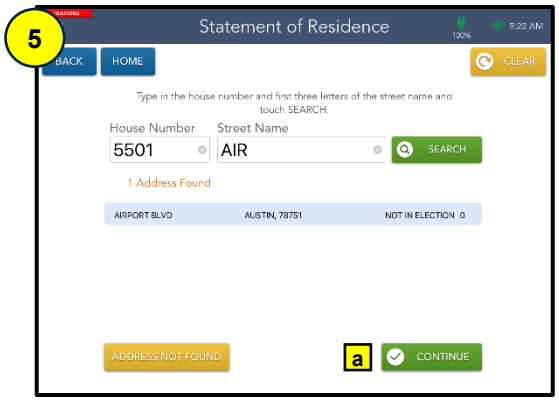
☐ (4) Search for the voter's address the following way:

- ☐ [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.

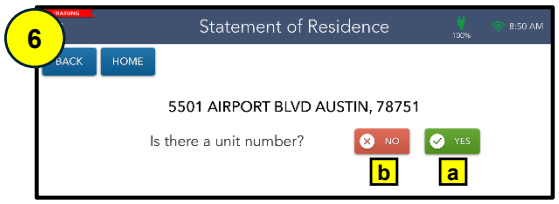


96 - Checking In Voters

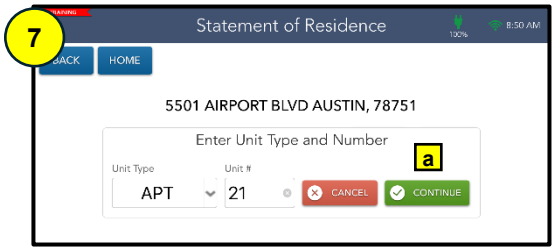
☐ (5) From the list of addresses, touch to highlight the correct address and touch the **CONTINUE** button [a]. If no address is found after multiple attempts, contact the Call Center for further support.



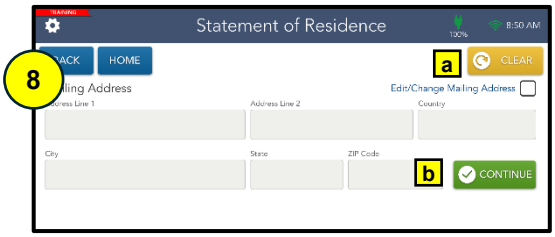
☐ (6) Ask the voter if there is a unit number for their address. Touch **YES** [a] or **NO** [b] depending on the information provided.



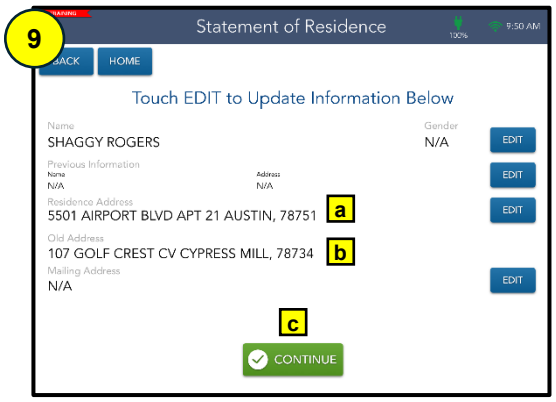
☐ (7) If the voter indicates there is a unit number, fill in that information on the pop-up screen, then touch **CONTINUE**. [a]



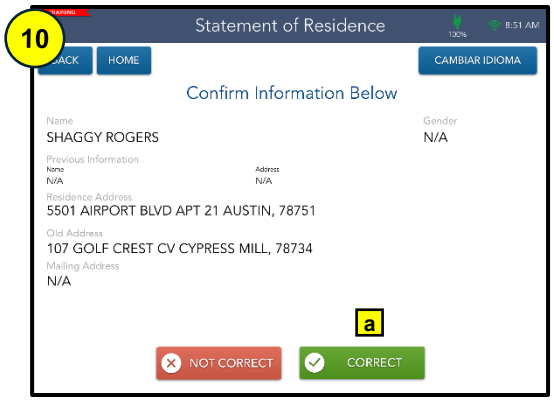
☐ (8) Ask the voter if they have a separate mailing address. If so, fill out the information on this screen. If the information for this screen is prefilled, confirm that the voter still receives mail at the prefilled address. If not, touch the **CLEAR** button [a]. Touch the **CONTINUE** button. [b]



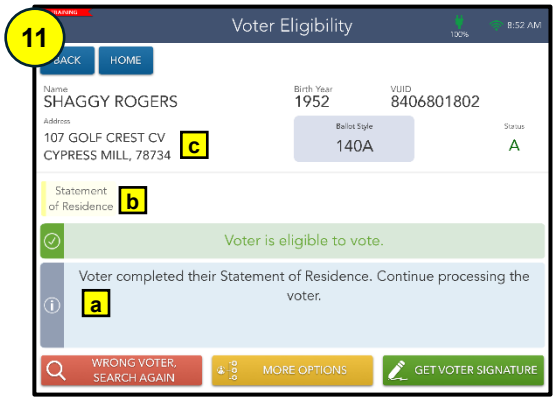
☐ (9) The next screen will show the updated address [a] as well as the old address. [b] Verify the information matches what you entered. Touch **CONTINUE**. [c]



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



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

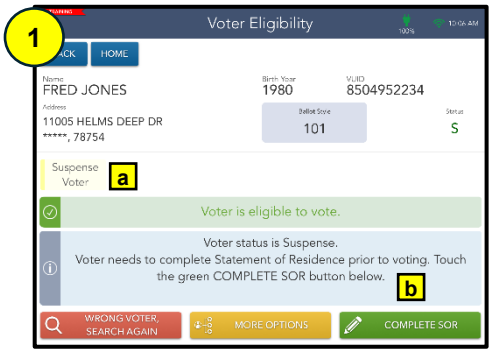


☐ Finish checking in the voter using the procedures on page 86.

At the end of the check-in process, the voter will sign the ***Statement of Residence*** form. See page 99 for completing the form.

Voters With a "Suspense Voter" Flag

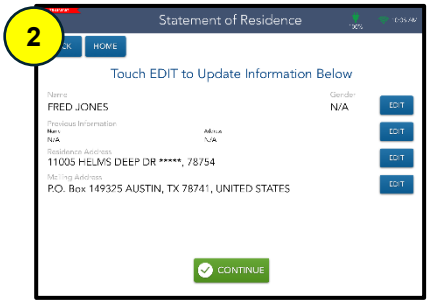
Voters who have a Suspense Voter flag [a] on their record will be required to fill out a ***Statement of Residence*** form. Do not tell the voter they are in suspense. Instead, let the voter know that we need to verify the information we have for their record.



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** button. [b]

☐ (2) The Statement of Residence screen will appear where you can edit the voter's record. Verify that the information is correct and continue through the steps on page 87, step 10.

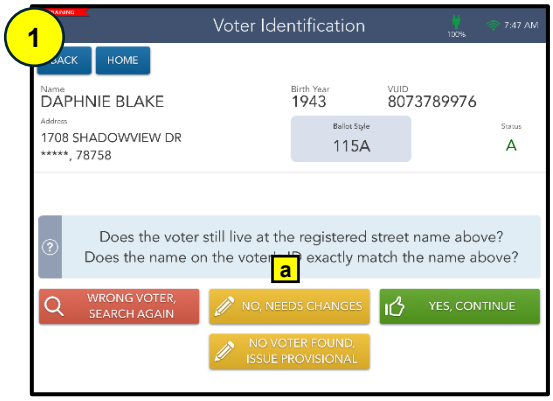


98 - Checking In Voters

Editing the Voter's Name and Address

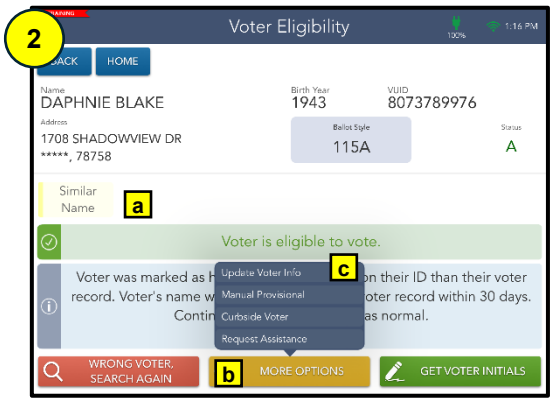
If a voter needs to edit both their name and their address, you must start the process by editing the voter's name.

☐ (1) On the Voter Identification screen, touch **NO, NEEDS CHANGES** [a] and continue through the steps to edit the voter's name. (Page 93, steps 2-4)

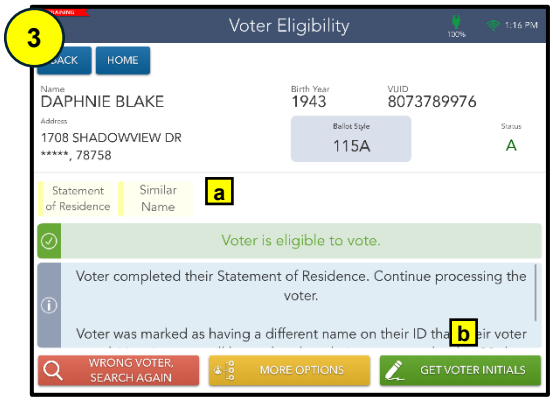


☐ (2) Once you have edited their name and reach the Voter Eligibility screen, you will see a yellow flag for Similar Name. [a] Touch the **MORE OPTIONS** button [b] and from the pop-up menu select **UPDATE VOTER INFO** [c].

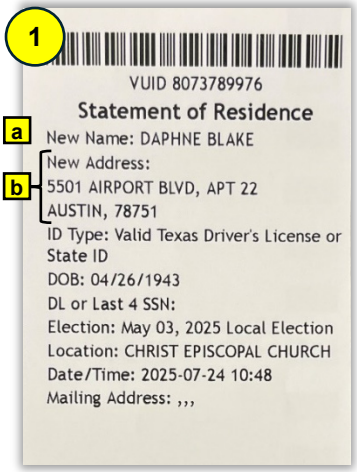
- ☐ Continue through the steps to edit a voter's address. (Page 95, step 3-10)



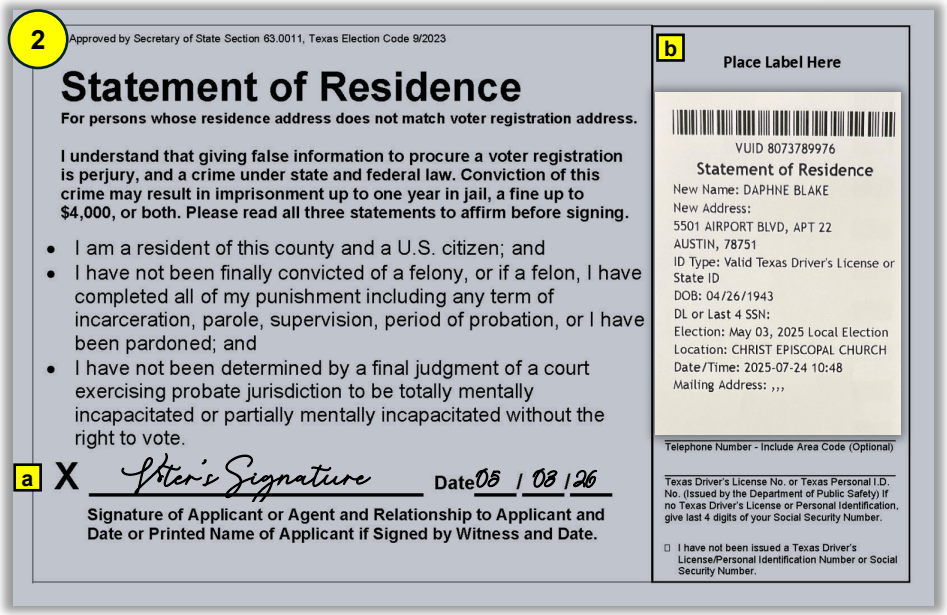
☐ (3) After editing the voter's address, the poll book will return to the Voter Eligibility screen. There should now be a yellow flag for Statement of Residence as well as one for Similar Name. [a] Touch the **GET VOTER INITIALS** button [b] and continue checking in the voter.



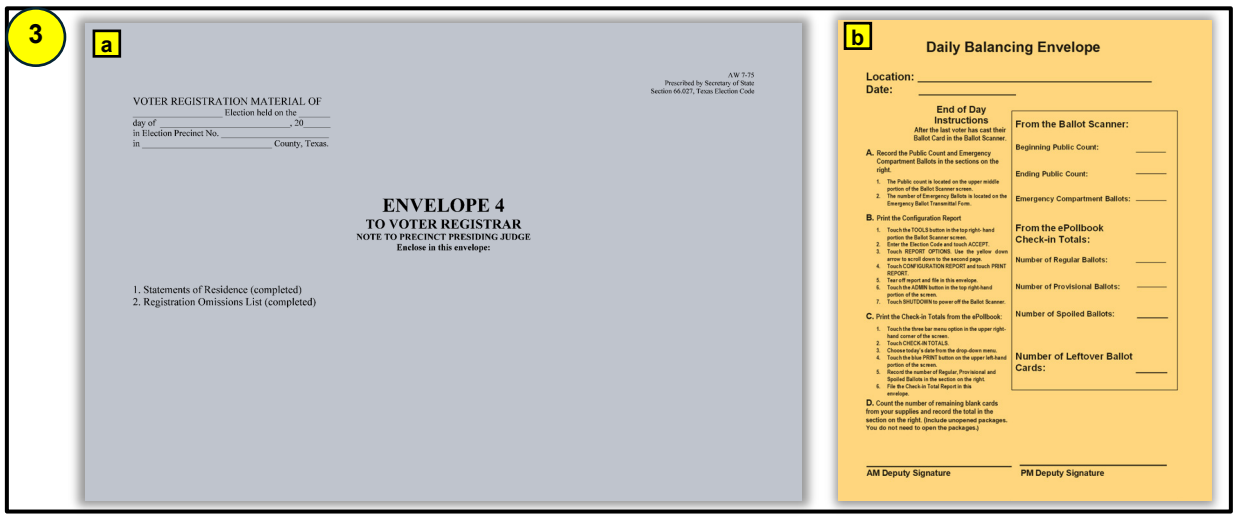
Completing the Statement of Residence Form



- ☐ (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.



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



Voter Flags

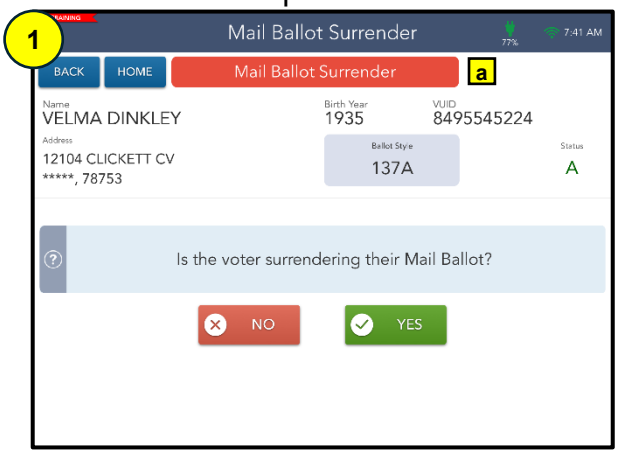
When processing a voter, you may receive a notification or a voter flag that may require some extra steps. Voters with these flags should be moved to the Resolution Table as they will often take more time to check in or require some research on the part of the Call Center to determine the voter's eligibility 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

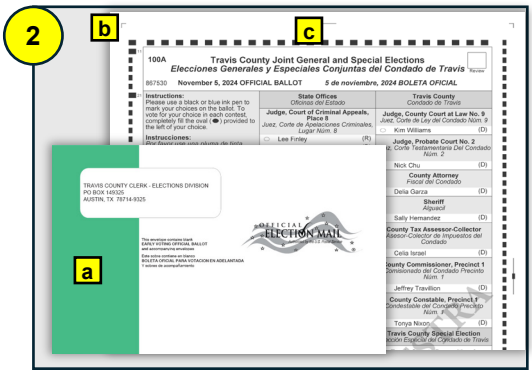
If a voter has requested a Ballot by Mail but they decide to vote in person at a polling location, the voter must surrender the mail ballot to the Deputy/Judge at the polling location. This process will effectively cancel their mail ballot and allow them to vote in person.



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

- ☐ (1) Begin the check-in process as outlined on page 84. 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]

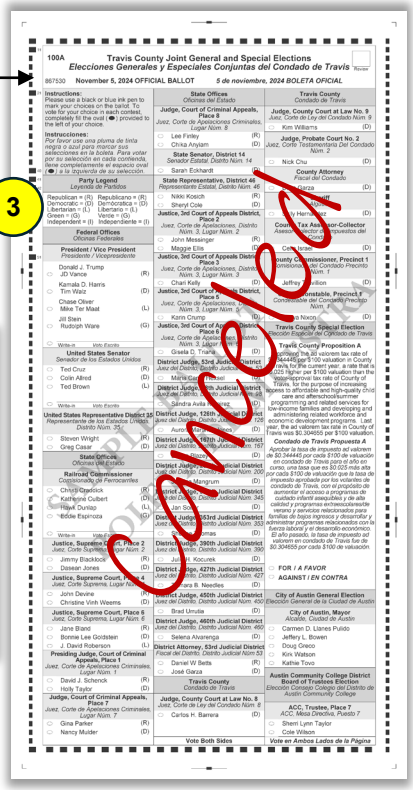
BEFORE PROCEEDING ON THE POLL BOOK, DO THE FOLLOWING:

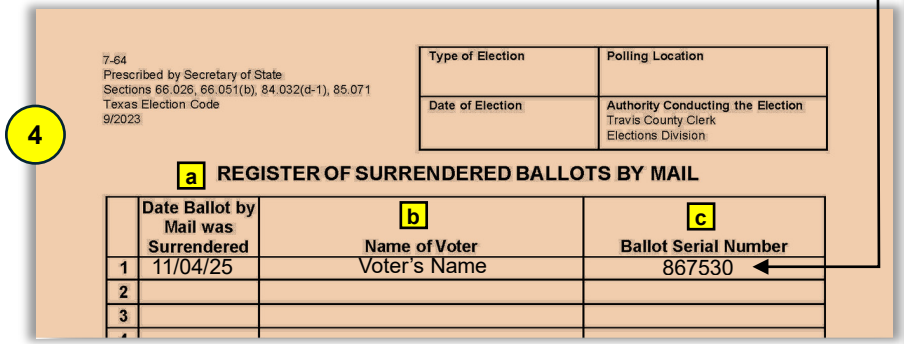


- ☐ Ask the voter if they have their mail ballot with them.
- ☐ If **NO**, see page 103
- ☐ If they say **YES**:
- ☐ (2) Ask them to hand you their mail ballot materials and look for the following items:
  - ☐ [a] Ballot envelope
  - ☐ [b] Ballot (make sure the ballot is for the current election [c])
  - ☐ All other materials can stay with the envelope.[7]

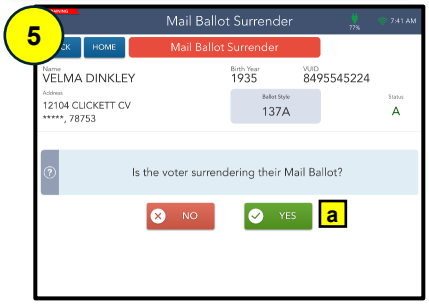
[7] The voter must have the ballot for the current election. For voters without an envelope, fill out a standard affidavit and attach it with the ballot. Any other materials in the envelope can be given back to the voter or attached with the ballot and returned.

- ☐ (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)

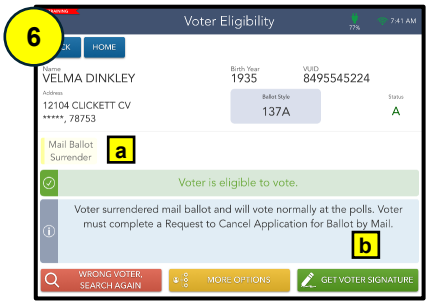




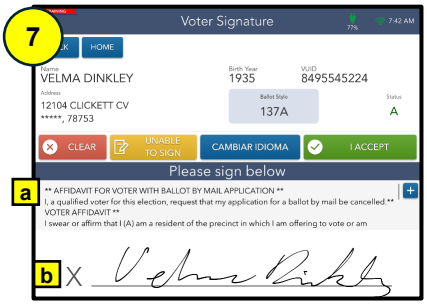
- ☐ (5) On the Voter Identification screen, touch **YES** [a]



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



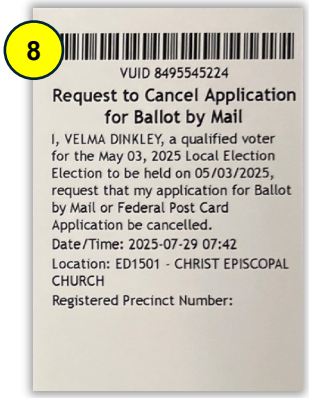
- ☐ (7) Flip the poll book screen to the voter and have them read the affidavit [a] stating they are surrendering their ballot before signing. [b]



- ☐ Continue with the check-in process on page 87, step 7.

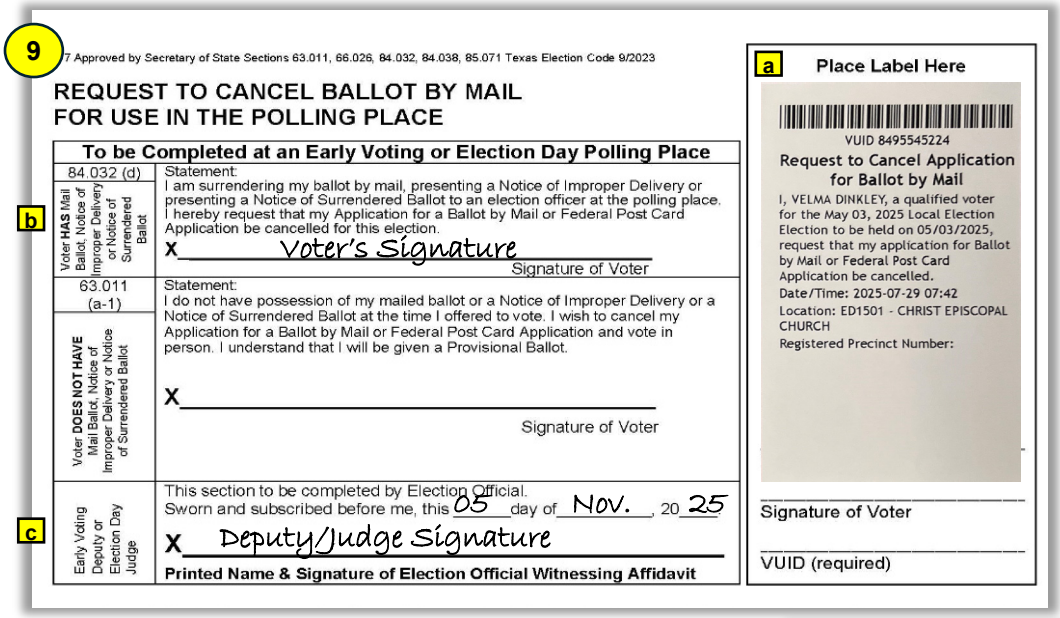
102 - Voter Flags

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

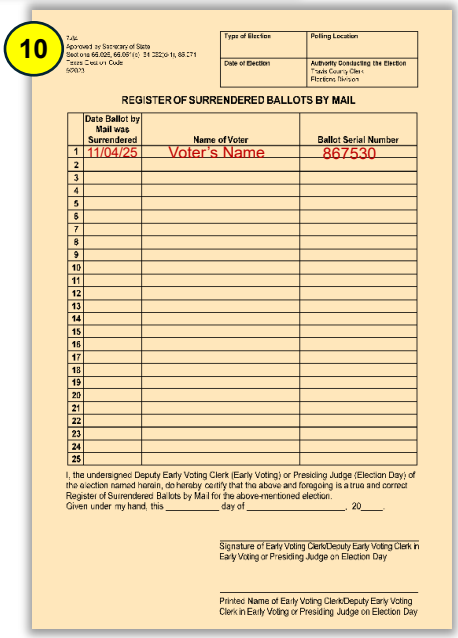


☐ (9) Retrieve a ***Request to Cancel Ballot by Mail*** form from the Forms envelope of the Forms Box.

- ☐ [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.



☐ (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]

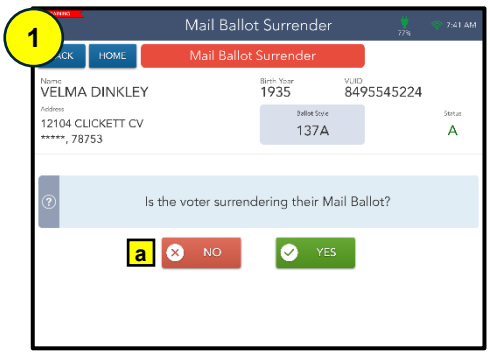


Voter Does Not Have Mail Ballot

If a voter has the Mail Ballot Surrender flag on their record but does not have their mail ballot with them, proceed through the following steps:

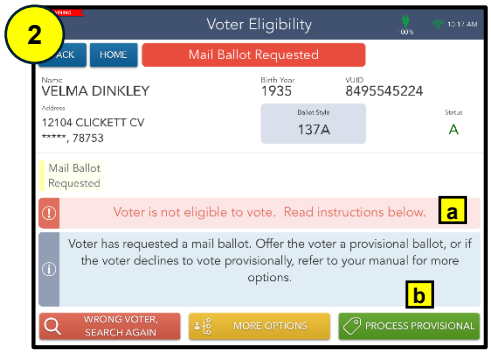
- ☐ Ask the voter if they have their mail ballot with them.
- ☐ If they say no:
  - ☐ Ask the voter if they can retrieve the ballot. (If so, they can return with the ballot and can be processed following the procedures on page 100.)
  - ☐ If they cannot, continue with the next steps.

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

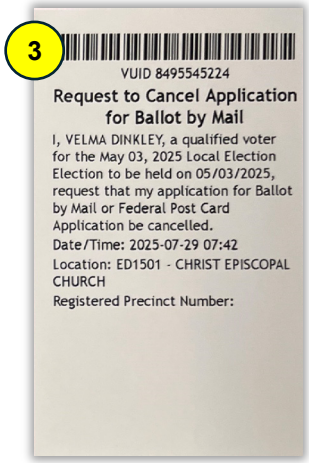


- ☐ (2) The Voter Eligibility screen will now display a flag stating the voter is not eligible to vote. [a]
  - ☐ Touch the **PROCESS PROVISIONAL** button. [b]

- ☐ Finish checking in the voter using the Provisional procedures on page 107.



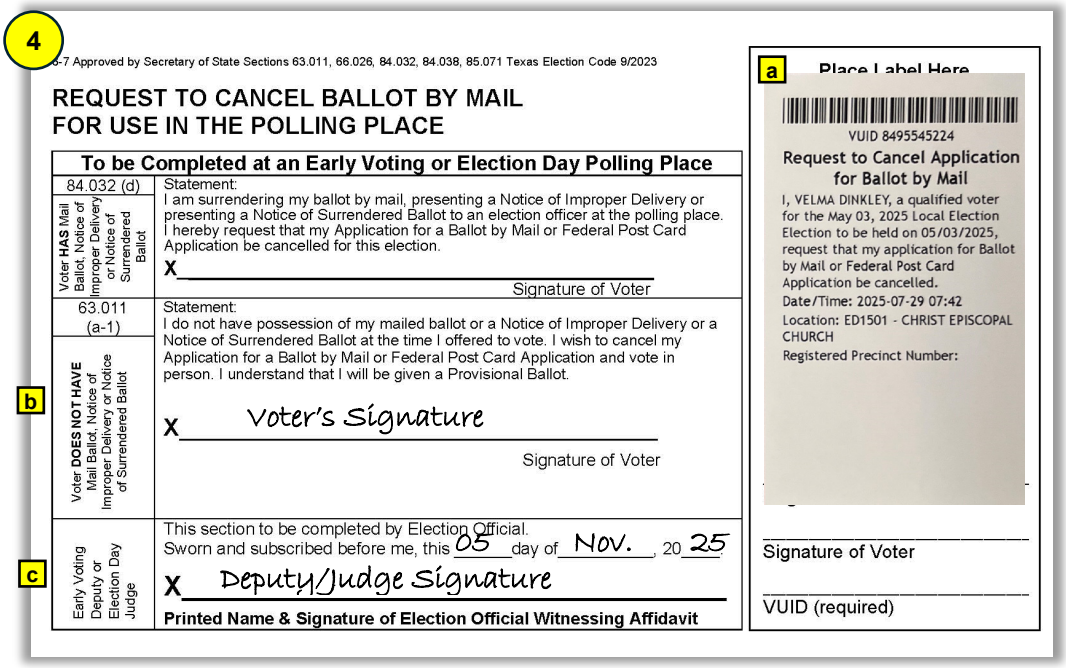
- ☐ (3) Once the voter's ballot header is printed, the Brother printer will print a ***Request to Cancel Application for Ballot by Mail*** label.



104 - Voter Flags

☐ (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 placed in the Orange Provisional Voting Bag with the ballot. See page 107 for full details on Provisional voting.


4

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

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

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

84.032 (d) — Voter HAS Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot

Statement:
I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.

X_____
Signature of Voter

63.011 (a-1) — Voter DOES NOT HAVE Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot

Statement:
I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot.

X Voter's Signature
Signature of Voter

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)

b

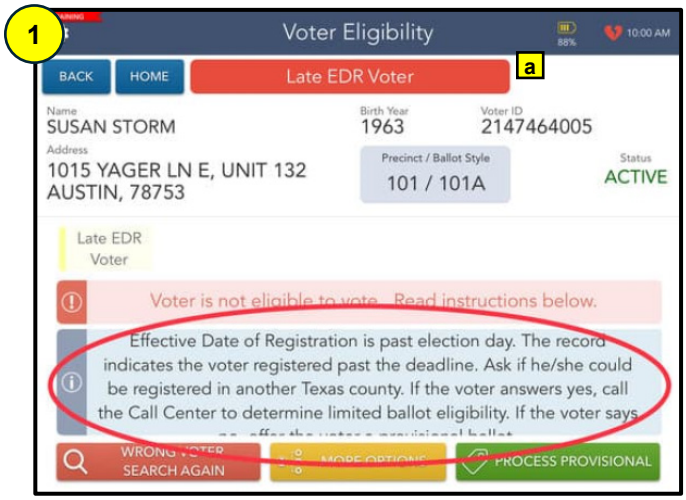
c

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 insists 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.

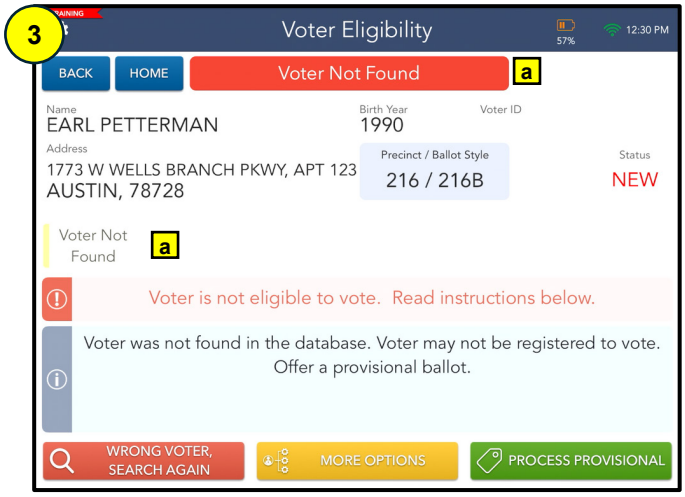


ID Exempt

☐ A voter who is exempt from showing identification will have an ID EXEMPT flag on the Voter Eligibility screen as well as an "E" immediately following the VUID number on their VR Certificate[8]. This voter does not need to go to the Resolution Table. Process normally.

Voter Not Found

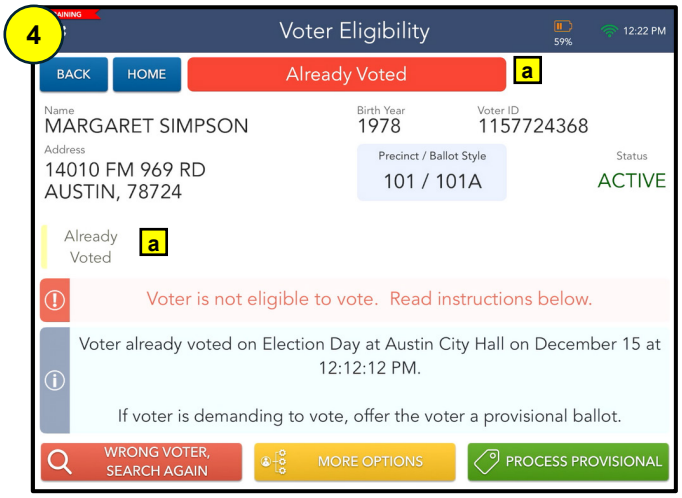
☐ (3) If a voter's record cannot be found, a VOTER NOT FOUND flag [a] will appear on the Voter Eligibility screen. If this flag appears, do the following:



- ☐ 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 insists that they have not voted, call the Call Center for specific instructions on how to process the voter.

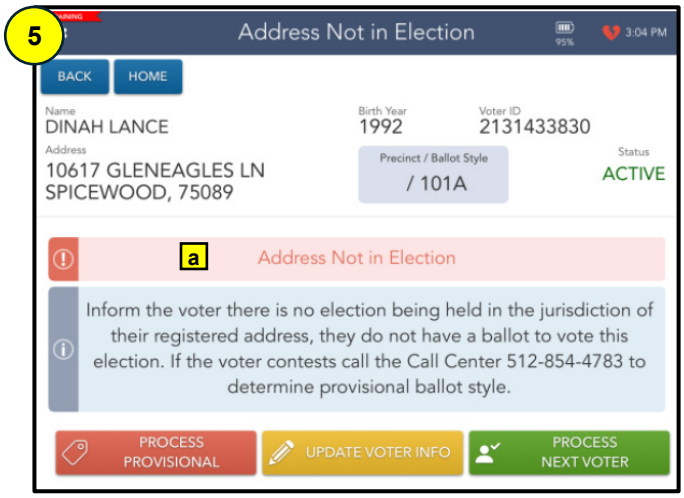


[8] If the voter presents an approved form of ID, process as a regular voter. The VR Certificate with an "E" is a valid form of ID to cure a Provisional Ballot at the Voter Registrar's Office.

106 - Voter Flags

Address Not in Election

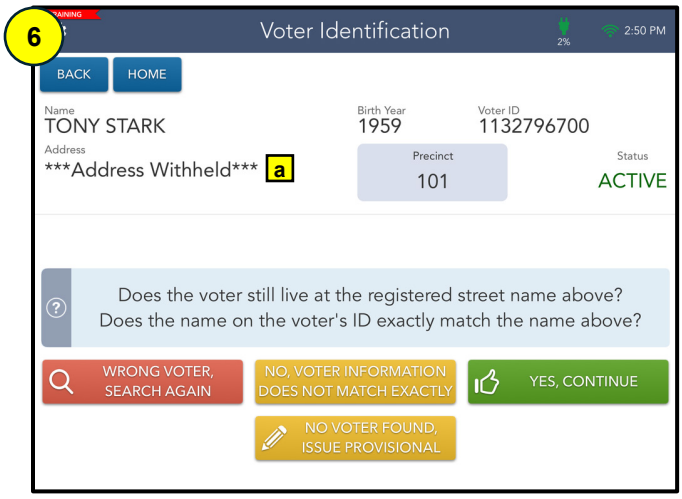
☐ (5) A voter who does not reside in a jurisdiction holding an election will have an **ADDRESS NOT IN ELECTION** flag [a] on the Voter Eligibility screen. If the voter insists that they should have something to vote on in the current election, contact the Call Center for further assistance.



Address Withheld

☐ (6) Some voter records may display ***ADDRESS WITHHELD*** [a] 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. See page 86.
- ☐ If they say no, contact the Call Center for further assistance.



Provisional Voting

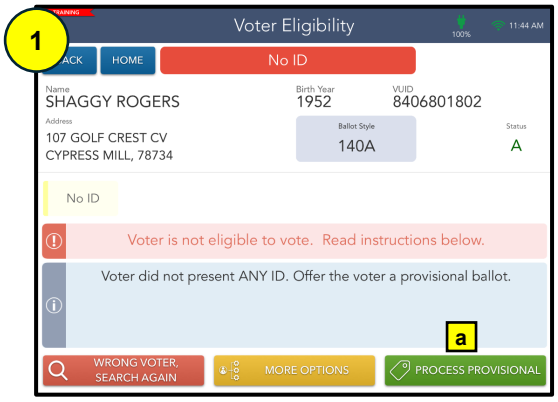
In some situations, a voter will need to cast a provisional ballot so that a bipartisan ballot board can review their vote and determine if it will be accepted or rejected. Provisional ballots are kept in a separate ballot container and require additional paperwork that must be signed by the Deputy/Judge.

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.

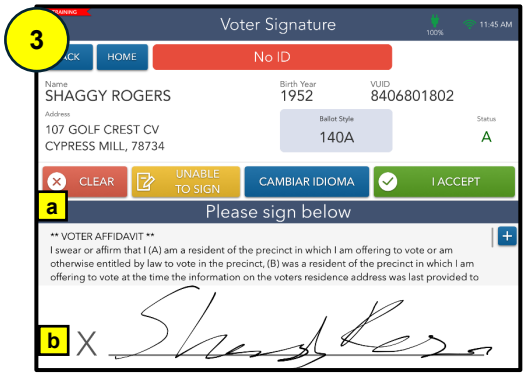
Checking In the Voter

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



☐ (2) Flip the poll book screen to face the voter. The Citizenship Question[9] pop-up screen will appear. The voter will select the appropriate answer.

☐ (3) Have the voter read the "Voter Affidavit". [a] They can scroll through the affidavit by swiping up with their finger or can press the blue **+** button to read the full affidavit. The voter should then sign. [b]



[9] 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.

108 - Provisional Voting

☐ (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.[10] 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.

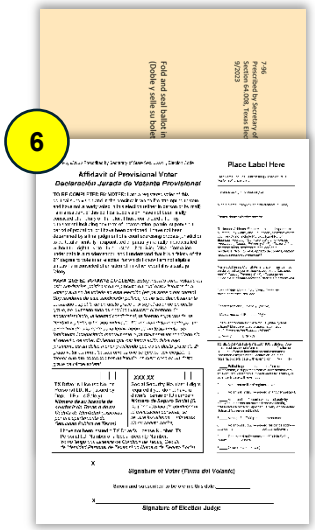
While the voter is voting, retrieve the following items from the Provisional folder of the Forms Box:

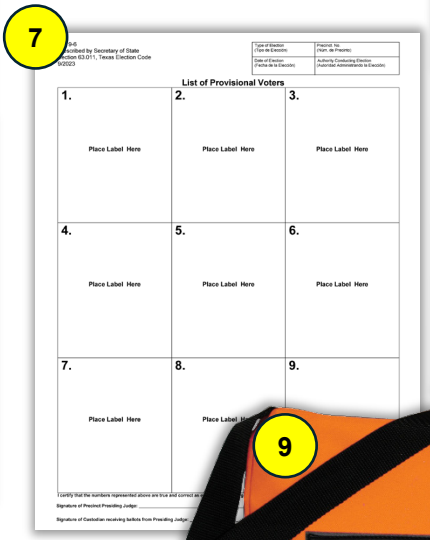
☐ (6) ***Provisional Voter Envelope*** (with secrecy envelope inside)

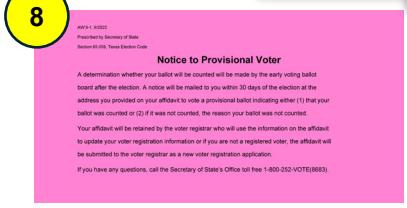
☐ (7) ***List of Provisional Voters***

☐ (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]







[10] 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 on their research.

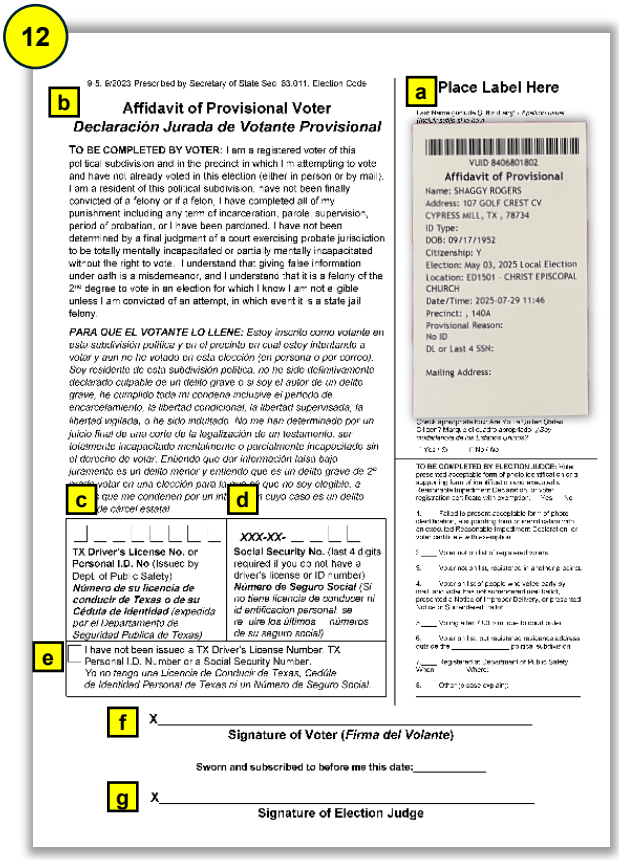
Casting a Provisional Ballot

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

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

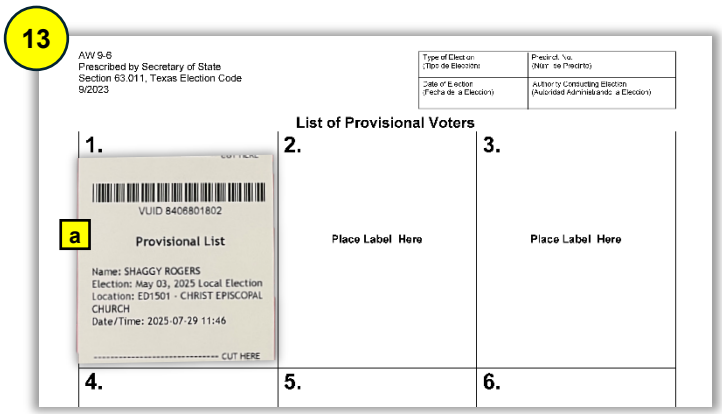
☐ (11) Cut or tear the long provisional label at the dotted line.

☐ (12) Affix the Affidavit of Provisional label [a] 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 this.
- ☐ [f] The voter will then sign and date the envelope.
- ☐ [g] The Deputy/Judge will sign the envelope.



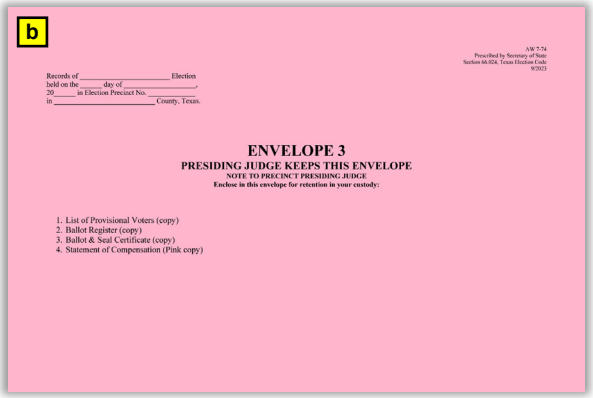
110 - Provisional Voting

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



ELECTION DAY ONLY

Place the second Provisional label [a] in the ***Pink Envelope 3.*** [b]

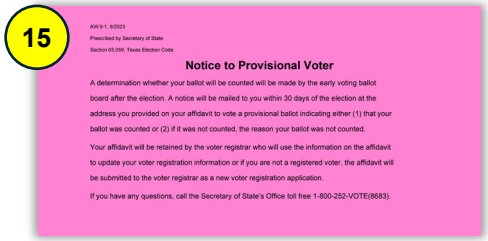


☐ Have the voter seal the ***Provisional Voter Envelope***.

☐ (14) 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]

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



Spoiling a Ballot

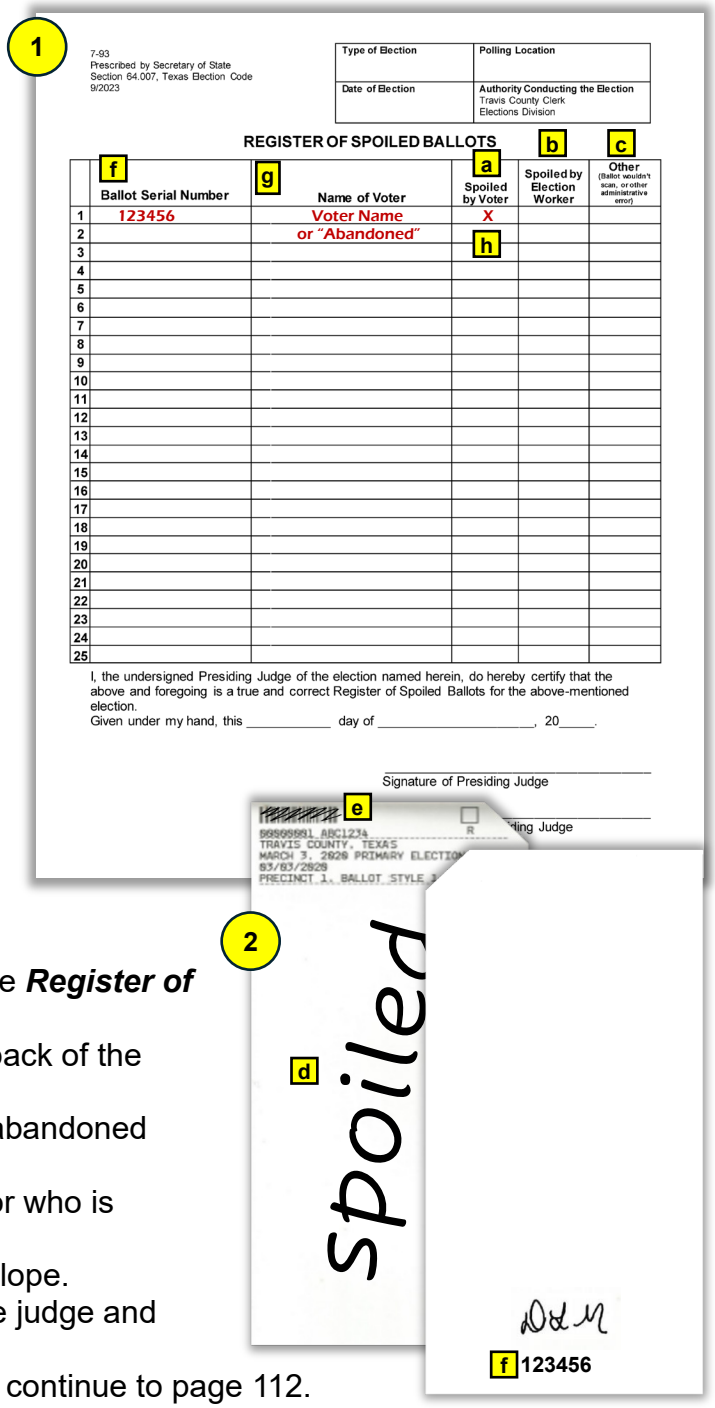
Ballots that become unusable must be marked as “spoiled” and recorded on the ***Register of Spoiled Ballots Envelope*** (1) for ballot reconciliation purposes.

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 they want to make changes to their selections.
- ☐ [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[11] 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 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.
- ☐ This envelope should be signed by the judge and returned daily.



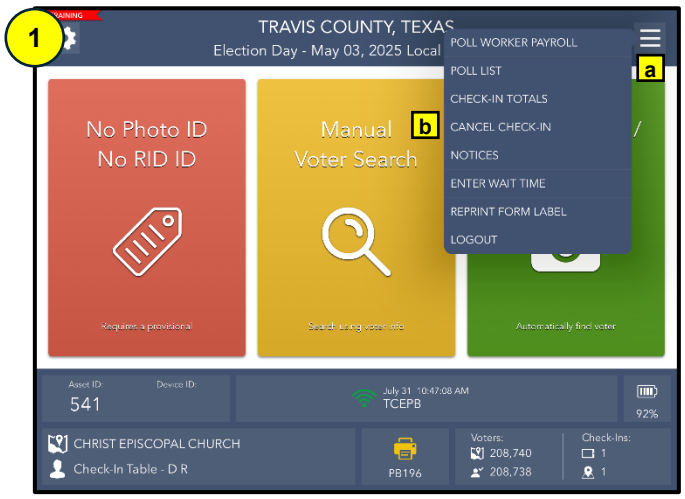
If the voter’s check-in needs to be cancelled, continue to page 112.

[11] An abandoned ballot is when a voter leaves the polling location without placing their ballot in the Ballot Scanner. Abandoned ballots must be spoiled. Poll workers cannot cast abandoned ballots.

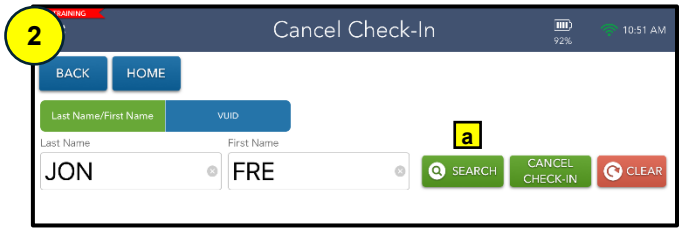
Cancelling a Check-In

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:

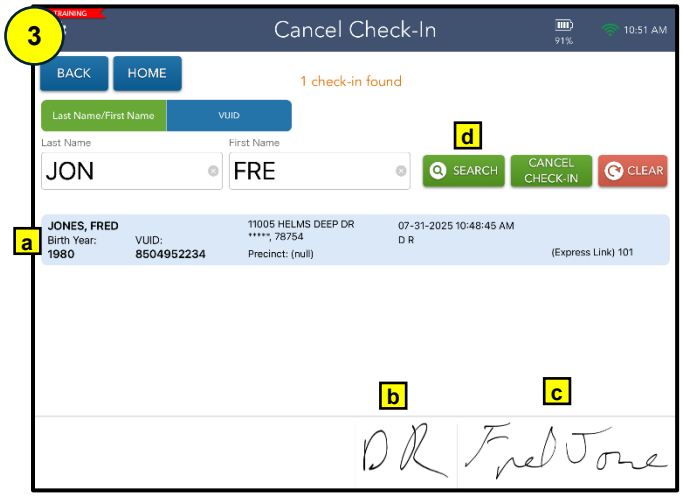
☐ (1) Touch the three-bar menu button [a] in the top right corner and select **CANCEL CHECK-IN** [b] from the pop-up menu.



☐ (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]

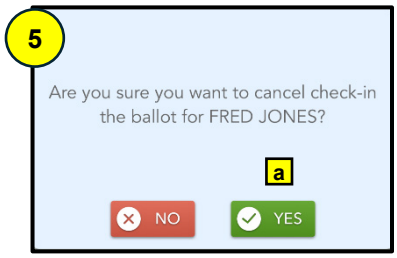


☐ (3) Touch the voter's record to select it. [a]
- ☐ The poll workers initials [b] and voter's signature [c] will appear in the bottom right corner.
- ☐ Touch the **CANCEL CHECK-IN** button. [d]

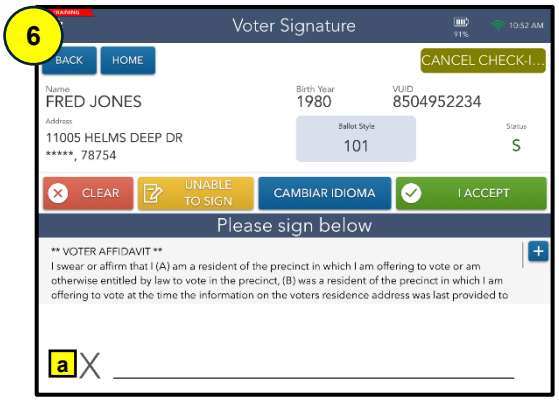


☐ (4) On the pop-up screen select:
- ☐ [a] Reason for cancel check-in?:
  - ☐ Voter Requested.[12]
  - ☐ Administrative Issues: For all reasons that are not related to a voter-requested cancel.
- ☐ [b] Are you issuing a replacement ballot?:
  - ☐ Yes: The poll book will go to the Voter Signature screen. (6)
  - ☐ No: The poll book will go to Process Complete screen. (7)
- ☐ [c] Touch the **CONTINUE** button.

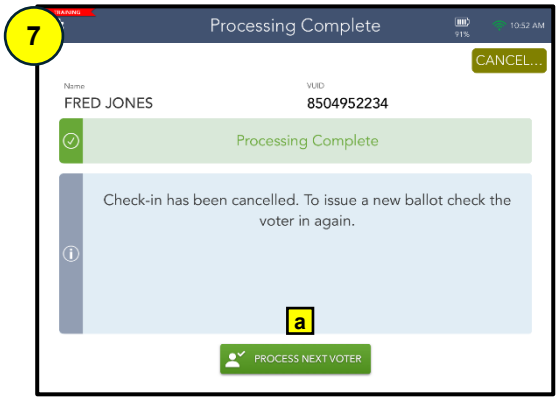
☐ (5) The pop-up screen will confirm that you are cancelling the voter's check-in.
- ☐ [a] Press the **YES** button.



☐ (6) When issuing a replacement ballot, the ePollbook will go to the Voter Signature screen. The voter will then sign and accept. [a] A new ballot will be printed. If the check-in included any additional labels (SOR, RID, Provisional etc.), then those labels will be printed as well.[13] Continue with the check-in process from page, 87 step 7.



☐ (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.



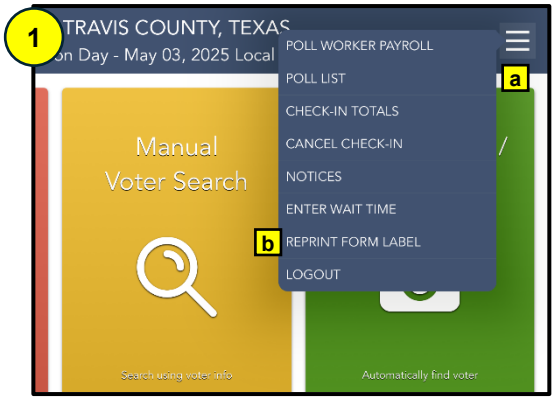
[12] A voter can only request to cancel their check-in three times. After three times, the voter will then have to vote provisionally.

[13] 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 on the original form.

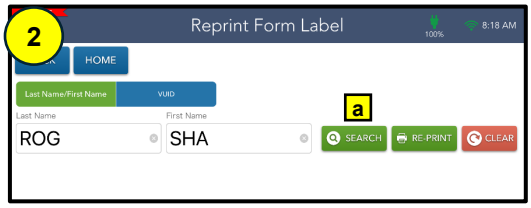
114 - Cancelling a Check-In

Reprinting Labels

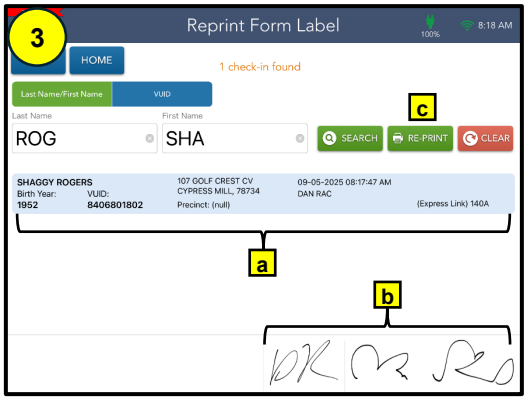
In some instances, you may need to reprint a label that was created during the voter's check-in. To reprint a label, use the following steps:



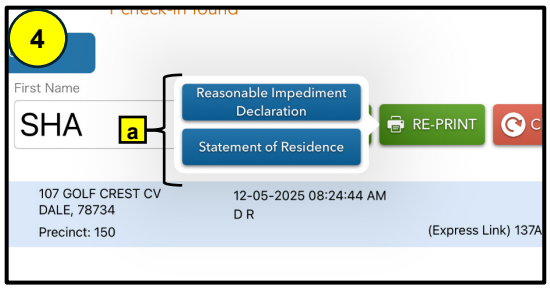
- ☐ (1) On the check-in screen, touch the three-bar menu [a] in the top right corner.
  - ☐ [b] From the pop-up menu, touch **REPRINT FORM LABEL**.



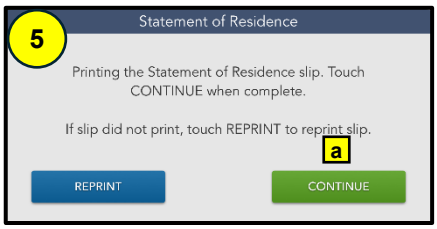
- ☐ (2) On the Reprint Form Label screen, use the first three letters of the voter's last and first name to find their check-in record. Touch the **SEARCH** button. [a]



- ☐ (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** button [a]. Labels can be placed over the original label on the form.

Voter Assistance

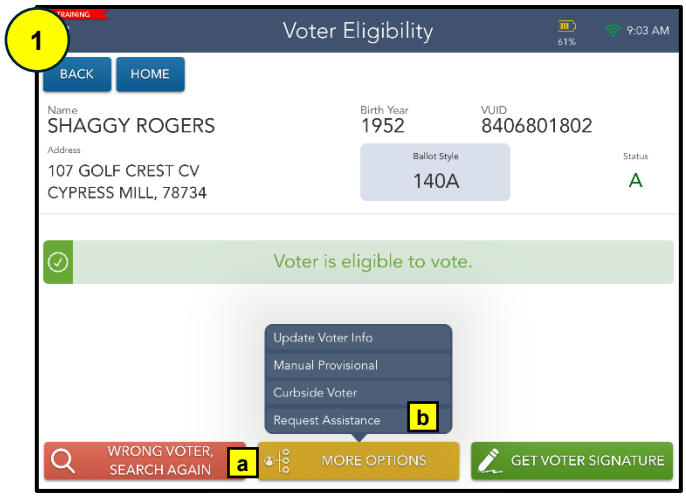
When a voter chooses to have another person assist them in reading or marking their ballot, the person assisting the voter must recite and sign the ***Oath of Assistance/Oath of Interpreter***. ***Oath of Interpreter*** is used if the person assisting is translating the language of the ballot. This process 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 in the ePollbook. 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 (see page 119 for instructions).

Voter Assistance on ePollbook

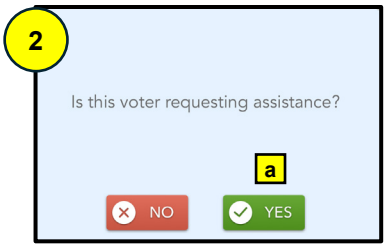
When checking in a voter who is using private assistance, use the following procedures on the ePollbook. If a person is assisting multiple voters, the person assisting must read aloud and sign an oath for each voter they assist.):

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

- ☐ On the pop-up menu, touch **REQUEST ASSISTANCE** [b]

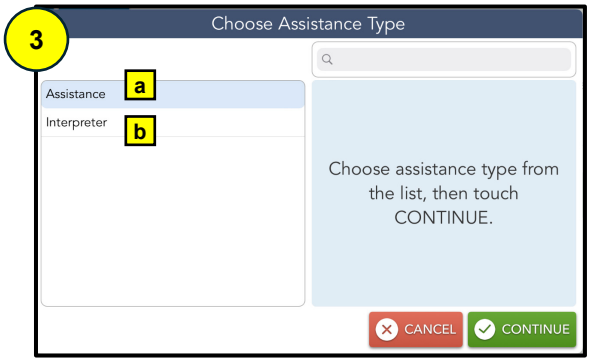


☐ (2) On the pop-up window "Is the voter requesting assistance?" touch the **YES** button. [a]

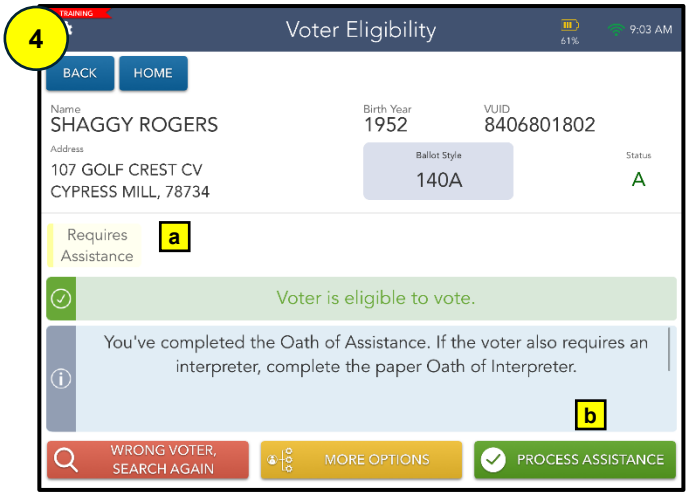


116 - Voter Assistance

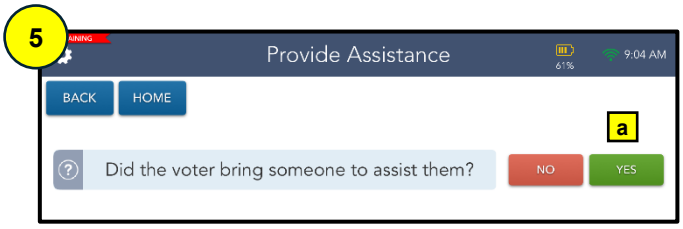
☐ (3) On the next pop-up window, touch either "Assistance" [a] or "Interpreter". [b]



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

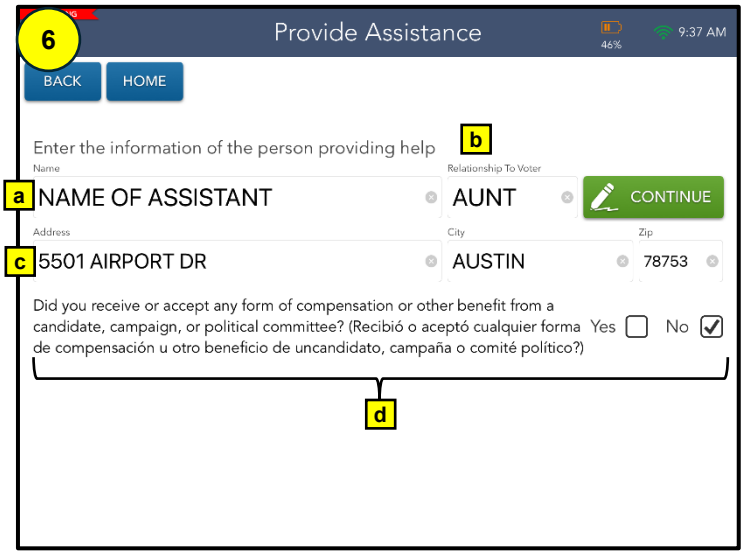


☐ (5) On the Provide Assistance screen, touch the **YES** button. [a]

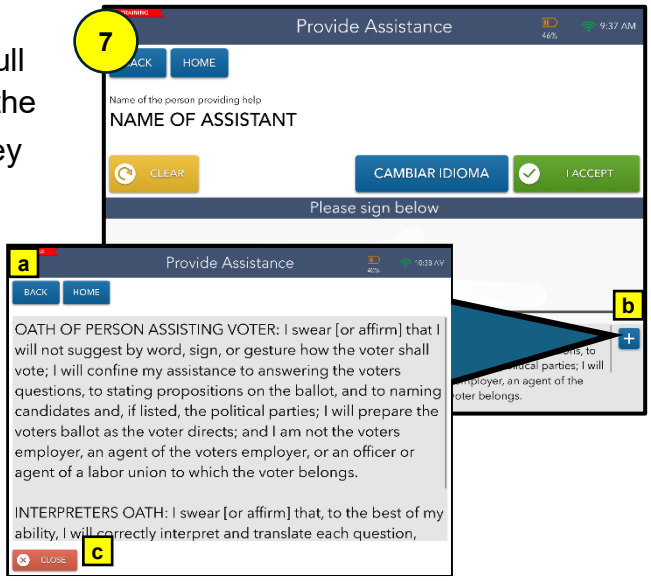


☐ (6) Type in the following information for the person providing assistance:

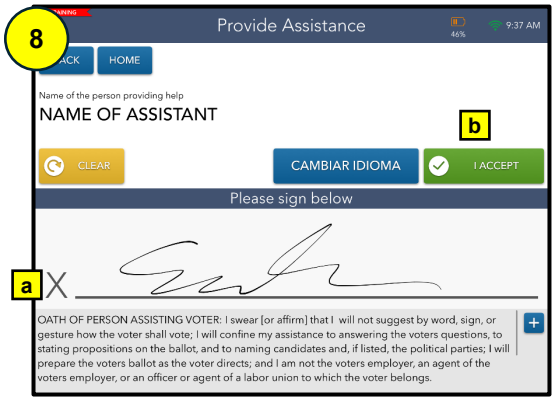
- ☐ [a] First and last name
- ☐ [b] Relationship to voter
- ☐ [c] Address of the person assisting
- ☐ [d] Ask if the assistant has received or accepted any form of compensation or other benefits from a candidate, campaign, or political committee. Check the box for Yes or No.



☐ (7) Flip the screen to 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.

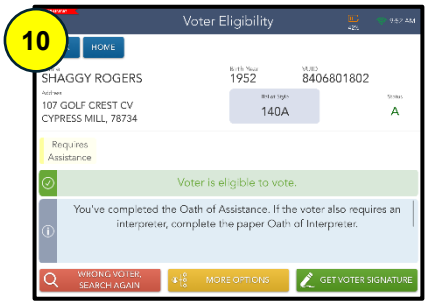


☐ (8) Once the assistant has read the oath out loud, have them sign [a] on the ePollbook and touch the **I ACCEPT** button. [b]



☐ (9) Once the assistant has signed, flip the screen back to the poll worker and touch the **CONTINUE** button. [a]

☐ (10) Continue checking in the voter following the procedures on page 86.

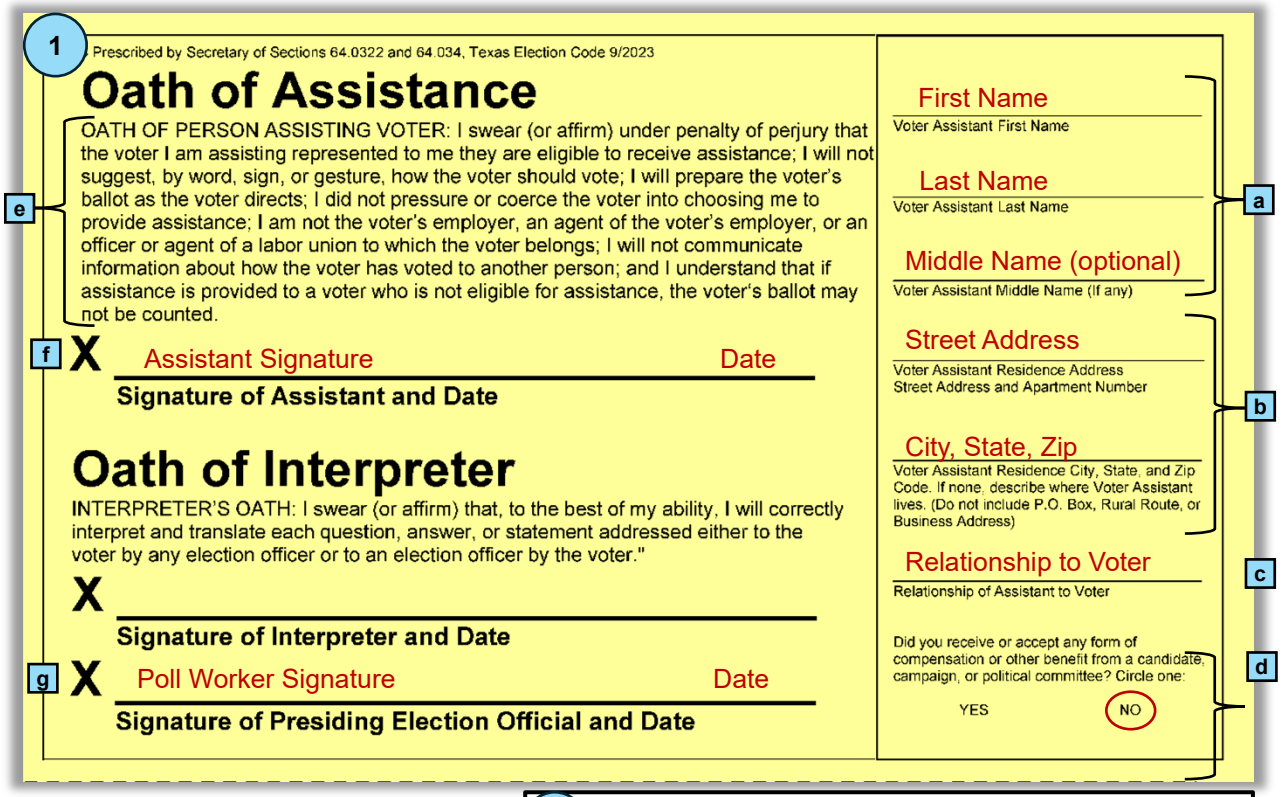


118 - Voter Assistance

Voter Assistance Using 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] 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.


1

Prescribed by Secretary of Sections 64.0322 and 64.034, Texas Election Code 9/2023

Oath of Assistance

e OATH OF PERSON ASSISTING VOTER: I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted.

f X Assistant Signature Date

Signature of Assistant and Date

Oath of Interpreter

INTERPRETER'S OATH: I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by any election officer or to an election officer by the voter."

X

Signature of Interpreter and Date

g X Poll Worker Signature Date

Signature of Presiding Election Official and Date

First Name
Voter Assistant First Name

Last Name
Voter Assistant Last Name

Middle Name (optional)
Voter Assistant Middle Name (If any)

a

Street Address
Voter Assistant Residence Address
Street Address and Apartment Number

City, State, Zip
Voter Assistant Residence City, State, and Zip Code. If none, describe where Voter Assistant lives. (Do not include P.O. Box, Rural Route, or Business Address)

b

Relationship to Voter
Relationship of Assistant to Voter

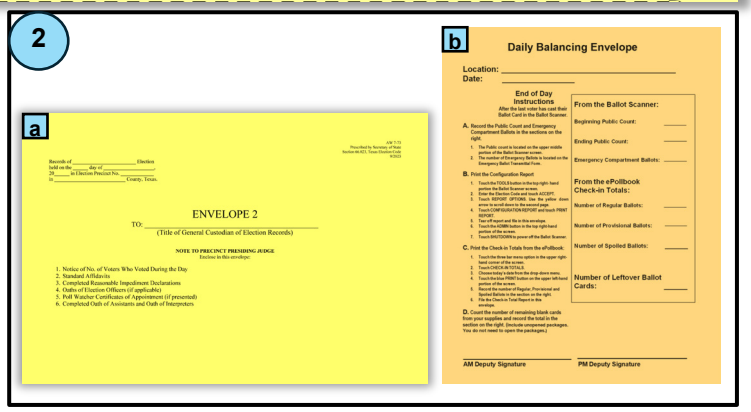
c

Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? Circle one:

YES NO

d

- ☐ (2) File the form:
  - ☐ [a] Election Day: Place in the ***Yellow Envelope 2***.
  - ☐ [b] Early Voting: Place in the ***Daily Balancing Envelope***.


2

a

ENVELOPE 2

TO: _____
(Title of General Custodian of Election Records)

NOTE TO PRECINCT PRESIDING JUDGE
Enclose in this envelope:

1. Notice of No. of Voters Who Voted During the Day
2. Standard Affidavits
3. Completed Reasonable Impediment Declarations
4. Oaths of Election Officers (if applicable)
5. Poll Watcher Certificates of Appointment (if presented)
6. Completed Oath of Assistants and Oath of Interpreters

b

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 the down arrow. If the first page down arrow is not lit down to the second page.
4. Touch CONFIGURATION REPORT and touch PRINT REPORT.
5. Two reports will be in this envelope.
6. Touch the Home 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 portion 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

Assistance from a Poll Worker

A poll worker may assist a voter with marking or reading the ballot. Poll workers must not 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*** which is found in the Forms folder of the Forms Box.

- ☐ (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.

1

7-67
Prescribed by Secretary of State
Sections 64.0322, 84.034, Texas Election Code
9/2025

Type of Election	Polling Location
Date of Election	Authority Conducting Election

Election Worker Assistance Sheet
Hoja de Asistencia para Trabajadores Electorales

a b c d e

	Name of Voter *(Nombre del Votante)*	Printed Name of Assistant *(Nombre del Asistente en Letra de Molde)*	Address of Assistant *(Dirección del Asistente)*	Relationship of Assistant to Voter *(Relación del Asistente al Votante)*	Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? *(Recibió o aceptó cualquier forma de compensación u otro beneficio de un candidato, campaña o comité político?)*	
1	Printed Voter's Name	Printed Assistant Name	Assistant's Address	Relationship to Voter	Yes	No
2					Yes	No
3					Yes	No
4					Yes	No
5					Yes	No
6					Yes	No
7					Yes	No
8					Yes	No
9					Yes	No
10					Yes	No

- ☐ (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: Place in the ***Yellow Envelope 2***.
  - ☐ [b] Early Voting: Place in the ***Daily Balancing Envelope***.

2

a

ENVELOPE 2

TO: _____
(Title of General Custodian of Election Records)

NOTE TO PRECINCT PRESIDING JUDGE
Enclose in this envelope:

1. Notice of No. of Voters Who Voted During the Day
2. Standard Affidavits
3. Completed Reasonable Impediment Declarations
4. Oaths of Election Officers (if applicable)
5. Poll Watcher Certificates of Appointment (if presented)
6. Completed Oath of Assistants and Oath of Interpreters

b

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. Touch CONFIGURATION REPORT 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 HOME button in the top right-hand portion of the screen.
7. Touch MACHINE 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 PRINT button on the upper left-hand corner 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: ____

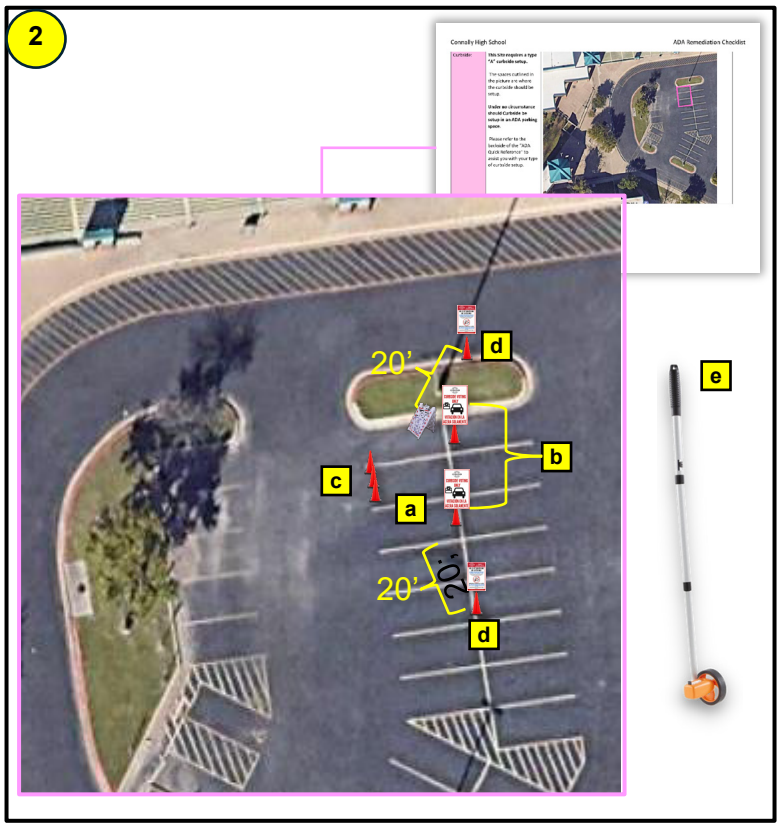
AM Deputy Signature _____ PM Deputy Signature _____

Curbside Voting

If a voter is physically unable to enter the polling place without personal assistance or the 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 on Election Day. One poll work can check-in the curbside voter(s) however, two poll workers must transport the ballot to and from the voter's car.

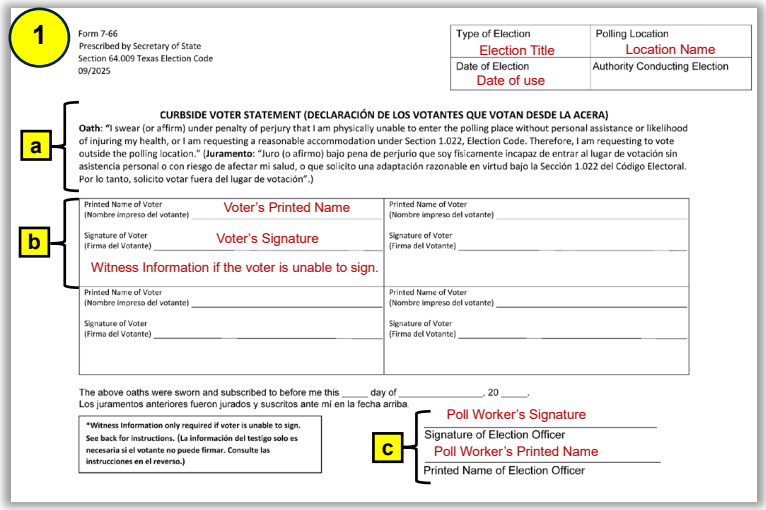
Setting up Curbside

- ☐ (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.


1

Form 7-66
Prescribed by Secretary of State
Section 64.009 Texas Election Code
09/2025

Type of Election	Polling Location
Election Title	Location Name
Date of Election	Authority Conducting Election
Date of use	

a

CURBSIDE VOTER STATEMENT (DECLARACIÓN DE LOS VOTANTES QUE VOTAN DESDE LA ACERA)

Oath: "I swear (or affirm) under penalty of perjury that I am physically unable to enter the polling place without personal assistance or likelihood of injuring my health, or I am requesting a reasonable accommodation under Section 1.022, Election Code. Therefore, I am requesting to vote outside the polling location." (**Juramento:** "Juro (o afirmo) bajo pena de perjurio que soy físicamente incapaz de entrar al lugar de votación sin asistencia personal o con riesgo de afectar mi salud, o que solicito una adaptación razonable en virtud bajo la Sección 1.022 del Código Electoral. Por lo tanto, solicito votar fuera del lugar de votación".)

b

Printed Name of Voter (Nombre impreso del votante) Voter's Printed Name	Printed Name of Voter (Nombre impreso del votante)
Signature of Voter (Firma del Votante) Voter's Signature	Signature of Voter (Firma del Votante)
Witness Information if the voter is unable to sign.	
Printed Name of Voter (Nombre impreso del votante)	Printed Name of Voter (Nombre impreso del votante)
Signature of Voter (Firma del Votante)	Signature of Voter (Firma del Votante)

The above oaths were sworn and subscribed to before me this _____ day of _____, 20 _____.
Los juramentos anteriores fueron jurados y suscritos ante mí en la fecha arriba.

*Witness information only required if voter is unable to sign. See back for instructions. (La información del testigo solo es necesaria si el votante no puede firmar. Consulte las instrucciones en el reverso.)

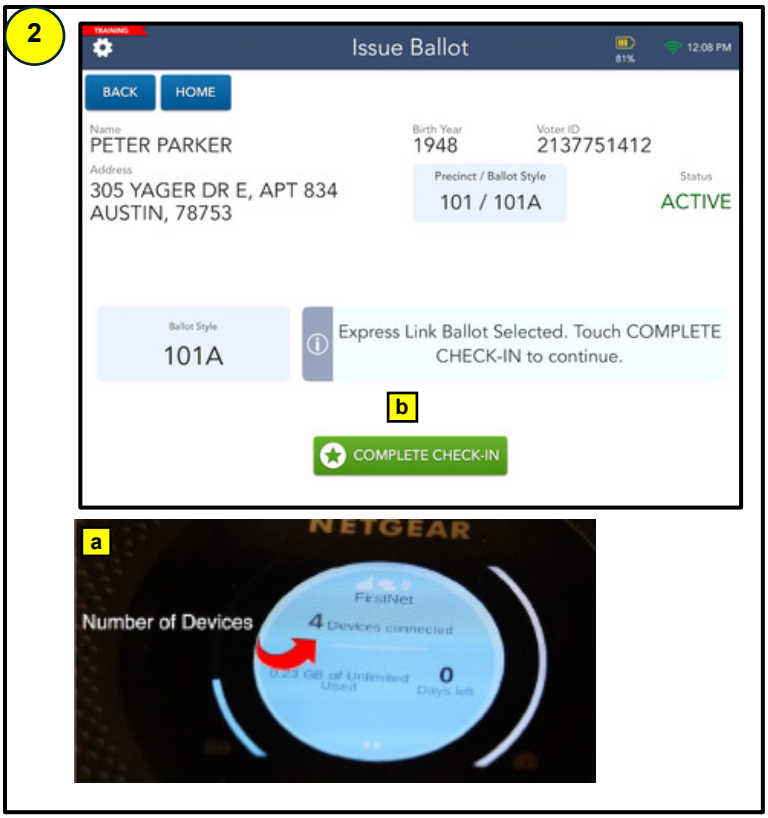
c

Poll Worker's Signature
Signature of Election Officer
Poll Worker's Printed Name
Printed Name of Election Officer

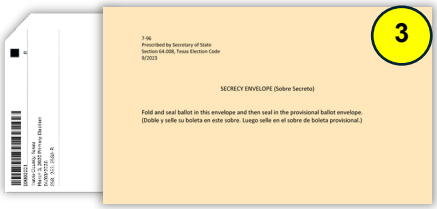
- ☐ (1) Retrieve a ***Curbside Voter Statement*** form from the Forms folder of the Forms Box.
- ☐ Retrieve an available ePollbook and take it to the voter's vehicle.
- ☐ Before checking in the voter:
  - ☐ [a] Have the voter(s) read the oath on the ***Curbside Voter Statement*** form. Each curbside voter in the vehicle must read the oath, print and sign their full name on the form. Up to four people in one vehicle 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
    - ☐ if the witness is an election official, they will provide their official title instead of their residence address
  - ☐ [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 84.

122 - Curbside Voting

- ☐ (2) When you reach the Issue Ballot screen, pause & return inside to complete the check-in process.
- ☐ [a] 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** button [b] on the Issue Ballot screen.
- ☐ Print the voter's ballot header and any necessary labels.



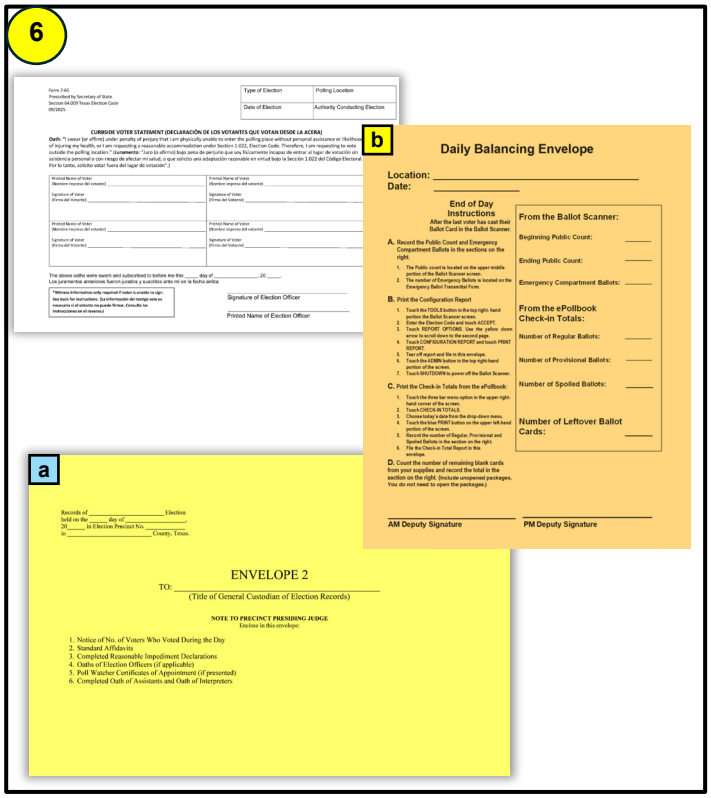
- ☐ (3) Gently fold (without creasing) the ballot and place it in a secrecy envelope.



- ☐ (4) Unfold the curbside cart. Disconnect and place an available BMD face down on top of the cart. Do not use the BMD that is placed on the ADA accessible table. Secure the BMD to the cart with the provided bungee cord.
- ☐ Two poll workers will carefully transport the BMD, the voter's ballot in the secrecy envelope, and any other necessary forms to the voter's car.

- ☐ At the voter's vehicle:
  - ☐ Have the voter complete any necessary forms.
  - ☐ (5) 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).
  - ☐ Tell the voter to remain at the curbside parking space until their ballot has been entered into the scanner.[14]

- ☐ Return the curbside cart with the BMD, secrecy envelope with printed ballot, and any completed forms to the voting location.
- ☐ Scan the printed ballot in the ballot scanner.
- ☐ Return to the voter's vehicle with an "I Voted" sticker and let them know their ballot has been cast.
- ☐ (6) File the ***Curbside Voter Statement***:
  - ☐ [a] Election Day: Place in the ***Yellow Envelope 2***.
  - ☐ [b] Early Voting: Place in the ***Daily Balancing Envelope***.
- ☐ File any other paperwork associated with the voter.



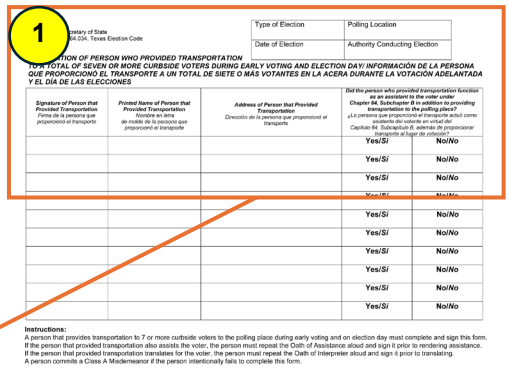
[14]Issues with their ballot cannot be resolved after the voter leaves and could result in the voter's ballot not being cast.

124 - Curbside Voting

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 115 for Voting Assistance.



7-65
Prescribed by Secretary of State
Sections 64.009, 64.034, Texas Election Code
9/2025

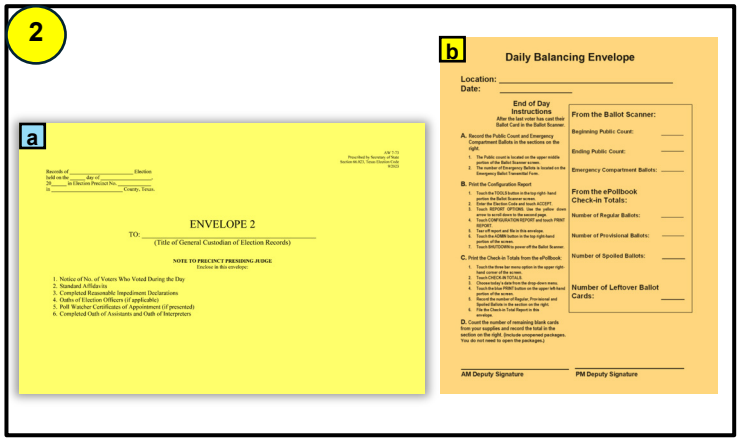
Type of Election	Polling Location
Date of Election	Authority Conducting Election

INFORMATION OF PERSON WHO PROVIDED TRANSPORTATION TO A TOTAL OF SEVEN OR MORE CURBSIDE VOTERS DURING EARLY VOTING AND ELECTION DAY/ INFORMACIÓN DE LA PERSONA QUE PROPORCIONÓ EL TRANSPORTE A UN TOTAL DE SIETE O MÁS VOTANTES EN LA ACERA DURANTE LA VOTACIÓN ADELANTADA Y EL DÍA DE LAS ELECCIONES

a	b	c	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 proporcionó el transporte actuó como asistente del votante en virtud del Capítulo 64, Subcapítulo B, además de proporcionar transporte al lugar de votación?	
Signature of Person that Provided Transportation *Firma de la persona que proporcionó el transporte*	***Printed Name of Person that Provided Transportation*** *Nombre en letra de molde de la persona que proporcionó el transporte*	***Address of Person that Provided Transportation*** *Dirección de la persona que proporcionó el transporte*		
Signature	Printed Name	Driver's Address	Yes/*Sí*	No/*No*
			Yes/*Sí*	No/*No*
			Yes/*Sí*	No/*No*

d

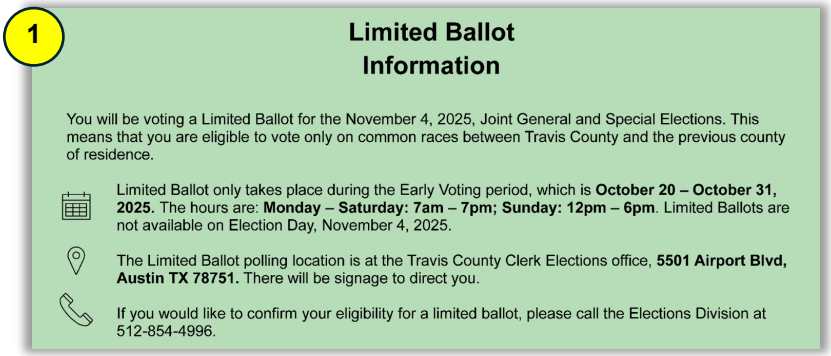
- ☐ (2) This form remains at the polling location during Early Voting. At the end of Early Voting and Election Day, file the form as follows:
  - ☐ [a] Election Day: Place in the ***Yellow Envelope 2***.
  - ☐ [b] Early Voting: Place in the ***Daily Balancing Envelope***.



Limited Ballot

If a voter has moved to Travis County from another county in Texas in which they are registered, they may be eligible for a Limited Ballot when there are contests or propositions on the ballot in common with other Texas counties. Use the following procedures when assisting a possible Limited Ballot voter:

- ☐ Call the Call Center (512-854-4783) to determine eligibility. Never send a voter to vote a Limited Ballot without first speaking with the Call Center.
- ☐ The Call Center representative will ask for the necessary voter information and research whether the voter is/was registered in another county in Texas.
- ☐ If the Call Center representative determines the voter is eligible for a Limited Ballot:
  - ☐ (1) Retrieve a ***Limited Ballot*** flyer from the postings folder of the Forms Box and give it to the voter.
  - ☐ Tell the voter that they will need to go to the Election Offices at 5501 Airport during Early Voting to vote a limited ballot.
  - ☐ Let the voter know that they can only vote Limited Ballot during Early Voting and that it is not available on Election Day.


1

Limited Ballot Information

You will be voting a Limited Ballot for the November 4, 2025, Joint General and Special Elections. This means that you are eligible to vote only on common races between Travis County and the previous county of residence.

Limited Ballot only takes place during the Early Voting period, which is **October 20 – October 31, 2025.** The hours are: **Monday – Saturday: 7am – 7pm; Sunday: 12pm – 6pm**. Limited Ballots are not available on Election Day, November 4, 2025.

The Limited Ballot polling location is at the Travis County Clerk Elections office, **5501 Airport Blvd, Austin TX 78751.** There will be signage to direct you.

If you would like to confirm your eligibility for a limited ballot, please call the Elections Division at 512-854-4996.

If a voter has moved to another county in Texas from Travis County, they may be able to vote a Limited Ballot in the county they have moved to. Do not send the voter to the other county. Call the Call Center and have a representative confirm the voter's eligibility in the other county. The representative will be able to give you information on where to send the voter if they are eligible for Limited Ballot in another Texas county.

Poll Watchers

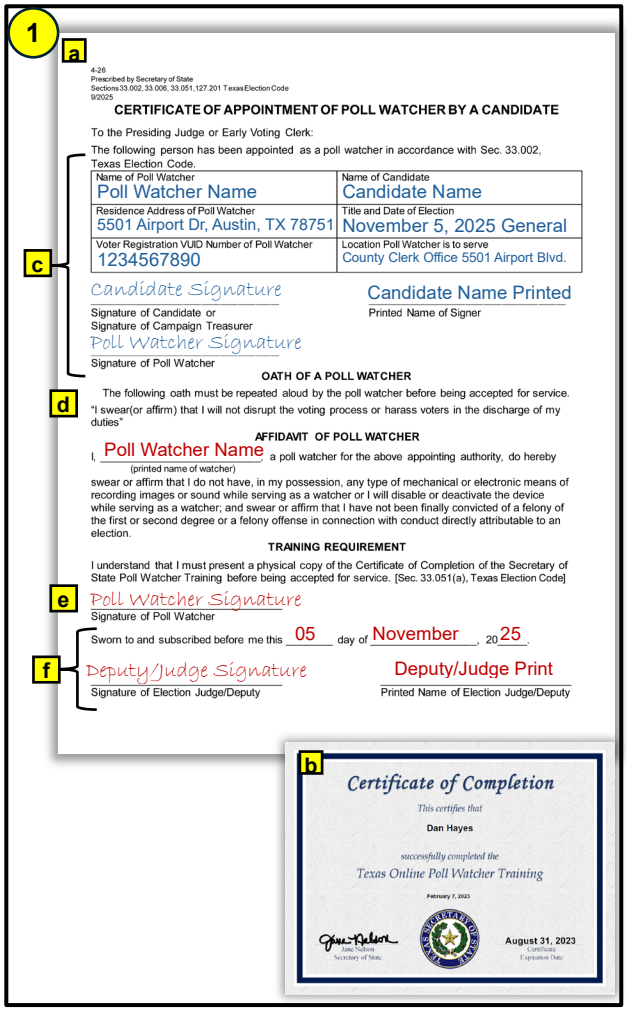
Poll watchers observe the elections process at a polling location.

- ☐ 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 may 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 may 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 say 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.
- ☐ Retrieve a Poll Watcher badge from the Poll Watcher folder in the Forms Box and have them print their name on the badge.
- ☐ Contact the Call Center to let them know that you have a Poll Watcher present at your site.



1

a

4-26
Prescribed by Secretary of State
Sections 33.002, 33.006, 33.051, 127.201 Texas Election Code
9/2025

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A CANDIDATE

To the Presiding Judge or Early Voting Clerk:

The following person has been appointed as a poll watcher in accordance with Sec. 33.002, Texas Election Code.

c

Name of Poll Watcher	Name of Candidate
Poll Watcher Name	Candidate Name
Residence Address of Poll Watcher: 5501 Airport Dr, Austin, TX 78751	Title and Date of Election: November 5, 2025 General
Voter Registration VUID Number of Poll Watcher: 1234567890	Location Poll Watcher is to serve: County Clerk Office 5501 Airport Blvd.

Candidate Signature
Signature of Candidate or Signature of Campaign Treasurer

Candidate Name Printed
Printed Name of Signer

Poll Watcher Signature
Signature of Poll Watcher

OATH OF A POLL WATCHER

d

The following oath must be repeated aloud by the poll watcher before being accepted for service.

"I swear(or affirm) that I will not disrupt the voting process or harass voters in the discharge of my duties"

AFFIDAVIT OF POLL WATCHER

I, Poll Watcher Name (printed name of watcher) a poll watcher for the above appointing authority, do hereby swear or affirm that I do not have, in my possession, any type of mechanical or electronic means of recording images or sound while serving as a watcher or I will disable or deactivate the device while serving as a watcher; and swear or affirm that I have not been finally convicted of a felony of the first or second degree or a felony offense in connection with conduct directly attributable to an election.

TRAINING REQUIREMENT

I understand that I must present a physical copy of the Certificate of Completion of the Secretary of State Poll Watcher Training before being accepted for service. [Sec. 33.051(a), Texas Election Code]

e

Poll Watcher Signature
Signature of Poll Watcher

Sworn to and subscribed before me this 05 day of November, 20 25.

f

Deputy/Judge Signature
Signature of Election Judge/Deputy

Deputy/Judge Print
Printed Name of Election Judge/Deputy

b

Certificate of Completion

This certifies that

Dan Hayes

successfully completed the

Texas Online Poll Watcher Training

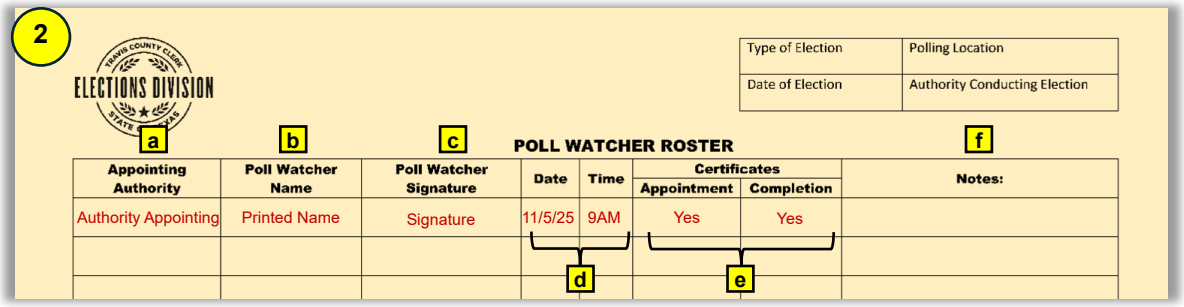
February 7, 2023

Jane Nelson
Secretary of State

August 31, 2023
Certificate Expiration Date

☐ (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



☐ 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 132 for Early Voting details and page 136 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, such as 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 and seal 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 70 for closing BMDs and page 74 for sealing BMDs.
- ☐ **ePollbooks**: Before closing ePollbooks, be sure to:
  - ☐ Print daily check-in totals from one ePollbook.
  - ☐ All poll workers must clock out. Print time sheet labels and file.
  - ☐ See page 53 for additional information.
- ☐ **Ballot Scanner**:
  - ☐ Print configuration report.
  - ☐ See page 25 for additional information.

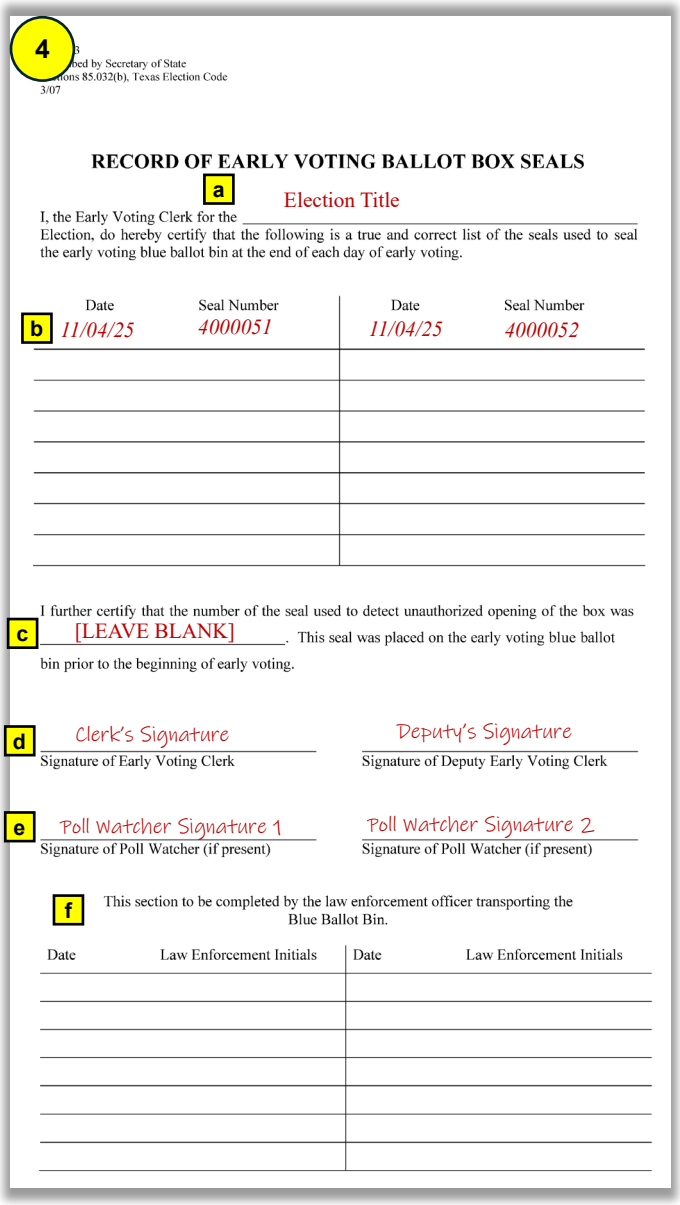
Materials for the Law Enforcement Officer

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

- ☐ (1) **Blue Paperwork Transfer Bag** containing the following:
  - ☐ ***Daily Balancing Envelope*** with:
    - ☐ Daily check-in totals
    - ☐ Configuration reports (from opening and closing)
    - ☐ Completed ***Statement of Residence***, ***Reasonable Impediment Declaration***, ***Curbside Voter Statement,*** and ***Standard Affidavit*** forms
  - ☐ ***Early Voting Daily Seals Envelope***: This envelope contains the seals cut off the ballot scanner at the beginning of the day.
  - ☐ ***BMD Security Seals Log Envelope***: This envelope contains the seals cut off each BMD at the beginning of the day. (See page 74.)
  - ☐ ***Register of Surrendered Ballots by Mail Envelope***: 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. Only return at the end of a pay period[15]
  - ☐ (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.

[15] 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**: Must be 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.
  - ☐ [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
tions 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
Signature of Early Voting Clerk

Deputy's Signature
Signature of Deputy Early Voting Clerk

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

Poll Watcher Signature 2
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

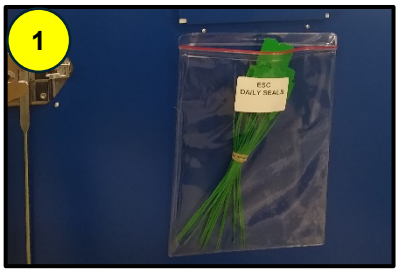
130 - Closing the Polls

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.
    - ☐ Must be unplugged.
    - ☐ For nonlockable sites, the scanner should be secured to the ESC.
  - ☐ **ePollbooks**: Follow procedures on page 53 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 70 for closing BMDs.
    - ☐ Be sure all BMDs are powered off and sealed.
    - ☐ 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.

2

December 14th, 2024

General Election

EV ESC SEAL TRACKING

Location : Location Name

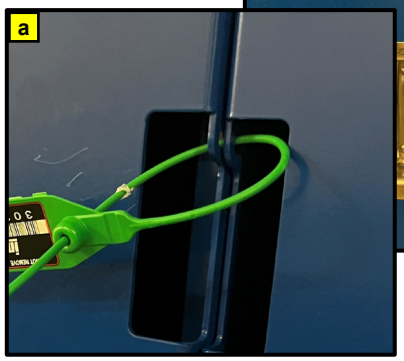
SEAL NUMBER: 4000048 SETUP VERIFY: SCI

SETUP SEAL: 4000049 SETUP VERIFY: AMD

DATE	b PM SEAL	AM VERIFY	c 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.



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 and seal 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 70 for closing BMDs page 76 for sealing BMDs.
- ☐ **ePollbooks**: Before closing ePollbooks, be sure to:
  - ☐ Print daily check-in totals from one ePollbook.
  - ☐ All poll workers must clock out. Print time sheet labels and file.
  - ☐ See page 53 for additional information.
- ☐ **Ballot Scanner**:
  - ☐ Print configuration report.
  - ☐ See page 25 for additional information.

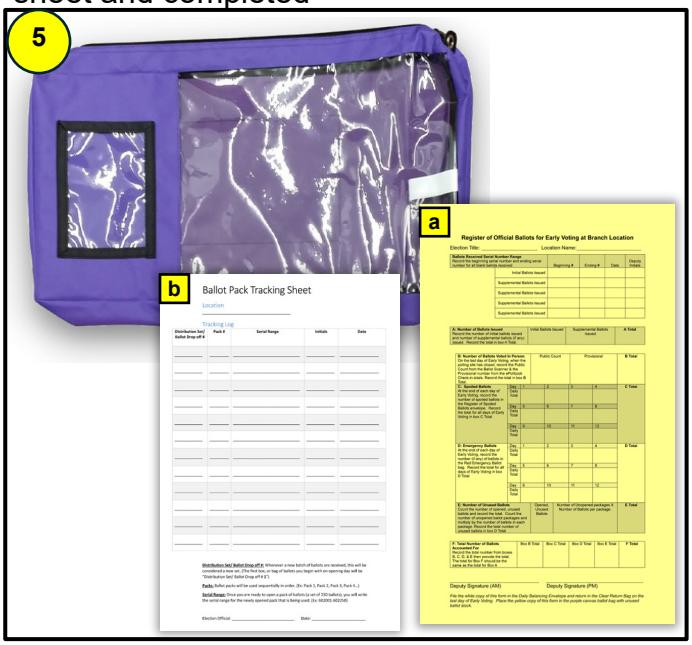
Materials to Bring to the Elections Offices

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 Green Results Bag. The following items should be inside:
  - ☐ [b] USB Results Stick placed in the clear front pocket with the bar code facing out.
- ☐ **Cell Phone**: Keep this on you while driving to the Election Offices for CRS. Do not put the phone or **Green Results Bag** in the Clear Return Bag.

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.
- ☐ (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 53)
    - ☐ Configuration reports (from opening and closing)
    - ☐ Completed ***Statement of Residence***, ***Reasonable Impediment Declaration***, ***Curbside Voter Statement,*** and ***Standard Affidavit*** forms
  - ☐ ***Early Voting Daily Seals Envelope***: Return both the AM envelope with the seals that were cut off in the morning and the PM envelope for the seals that were placed on the Ballot Scanner.
  - ☐ ***BMD Security Seals Log Envelope***: This envelope contains the seals cut off each BMD at the beginning of the day. (See page 75.)
  - ☐ ***Register of Surrendered Ballots by Mail Envelope***
  - ☐ ***Register of Spoiled Ballots Envelope***
  - ☐ ***Timesheet Envelope***: With the cover sheet and completed timesheets for each poll worker.
  - ☐ ***Poll Watcher Envelope***
  - ☐ 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)**



134 - Closing the Polls

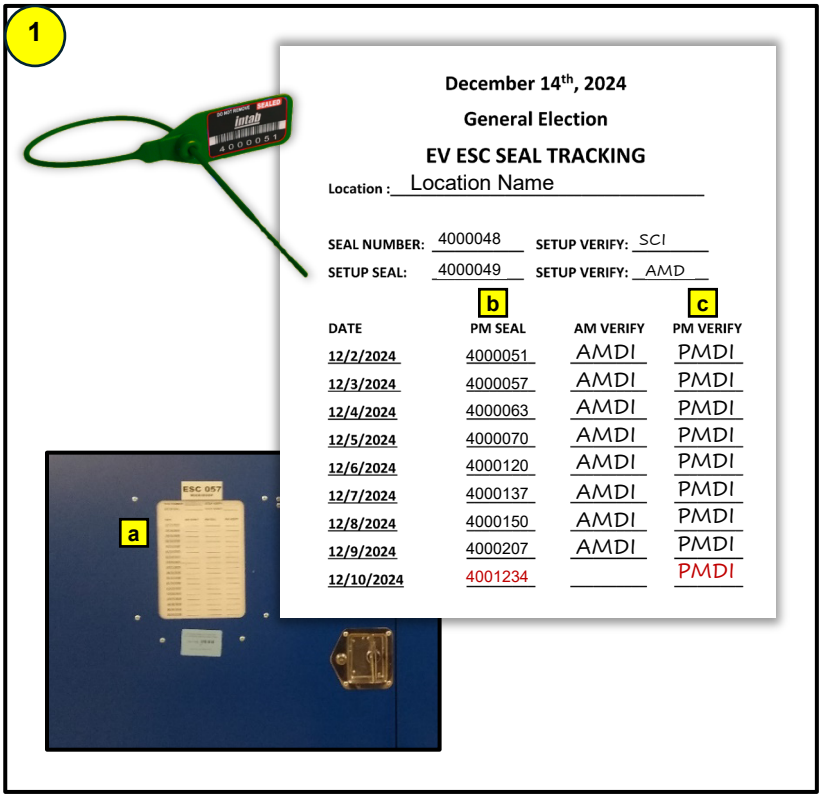
What to Secure on Site

- ☐ ***Equipment Security Seals Log(s) & BMD Seals Envelope(s)***
- ☐ 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.
    - ☐ Must be unplugged.
    - ☐ For nonlockable sites, the scanner should be secured to the ESC using the provided cable and lock.
  - ☐ **ePollbooks**: Follow procedures on page 53 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 70 for closing BMDs and page 76 for sealing 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

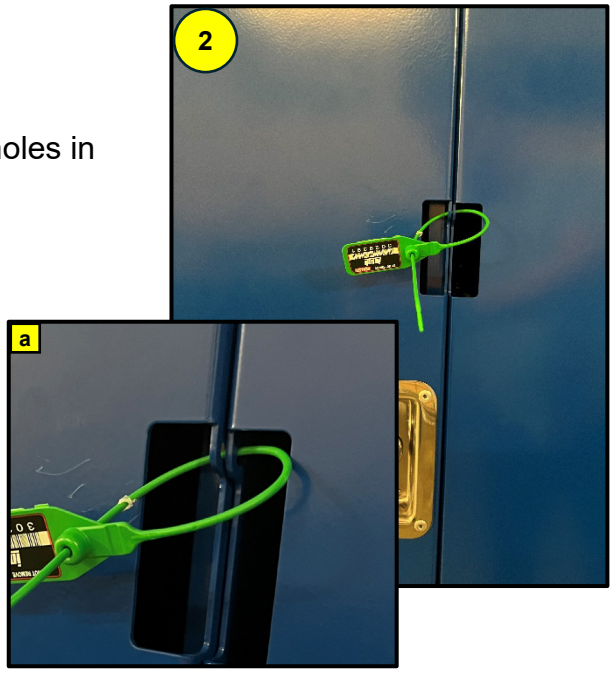
Securing the ESC

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.



- ☐ (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, 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 the site is closed and all voters have placed their ballots in the Ballot Scanner, complete the following steps:

Shutting Down Voting Equipment

- ☐ **BMDs**: Clerks can shut down and seal 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 70 for closing BMDs and page 77 for sealing the BMDs.
- ☐ **ePollbooks**: Before closing ePollbooks, be sure the following is done (see page 53 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**: Follow procedures on page 39.
- ☐ **Cell Phone**: Keep this on you while driving to the Election Offices.

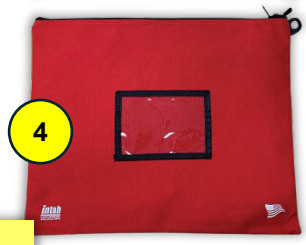
Materials to Bring to the Elections Office – Central Receiving Station (CRS)

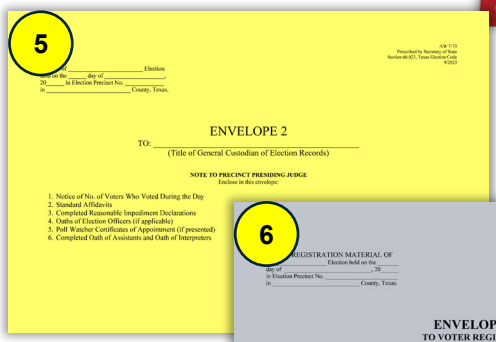
The following material needs to sit in the front seat of your vehicle and be always within sight:

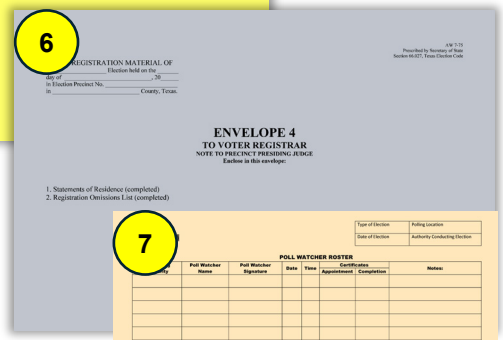
- ☐ (1) **Green Results Bag**: have this bag ready to hand over on arrival. Be sure that the bag has been sealed [a] with one of the seals provided on the orange card in the results bag. The following items should be inside. Do not put these items in the Clear Return Bag:
  - ☐ [b] USB Results Stick 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 53)
  - ☐ Log in/Out printouts from the ePollbook.
  - ☐ The white copy of the ***Register of Official Ballots/Ballot & Seal Certificate***.
- ☐ **Cell Phone**: Keep this on you while driving to the Election Offices.

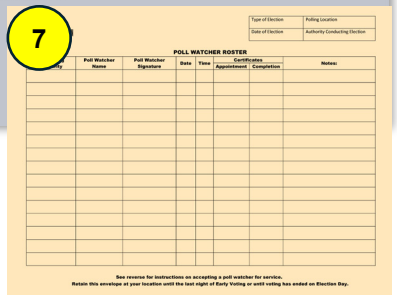
The following material can be placed in the back seat or trunk of your vehicle and will be returned to the back of the building once you have turned over the Green Results Bag at the front of the building:

- ☐ **Blue Ballot Bin**: Sealed and locked. See page 39 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 14 for info)
    - ☐ ***Standard Affidavits***
    - ☐ Completed ***Oath of Assistants*** and ***Oath of Interpreter*** forms.
  - ☐ (6) ***Grey Envelope 4*** containing:
    - ☐ Completed ***Statement of Residence*** forms
  - ☐ ***Timesheet Envelope***: With completed white copies of poll worker timesheets.
  - ☐ (7) ***Poll Watcher Envelope*** (see page 125 for more info.)
  - ☐ ***Election Day Seal Assignment Envelopes***
  - ☐ Security keys and/or location keys. (Leave equipment keys in the ESC)



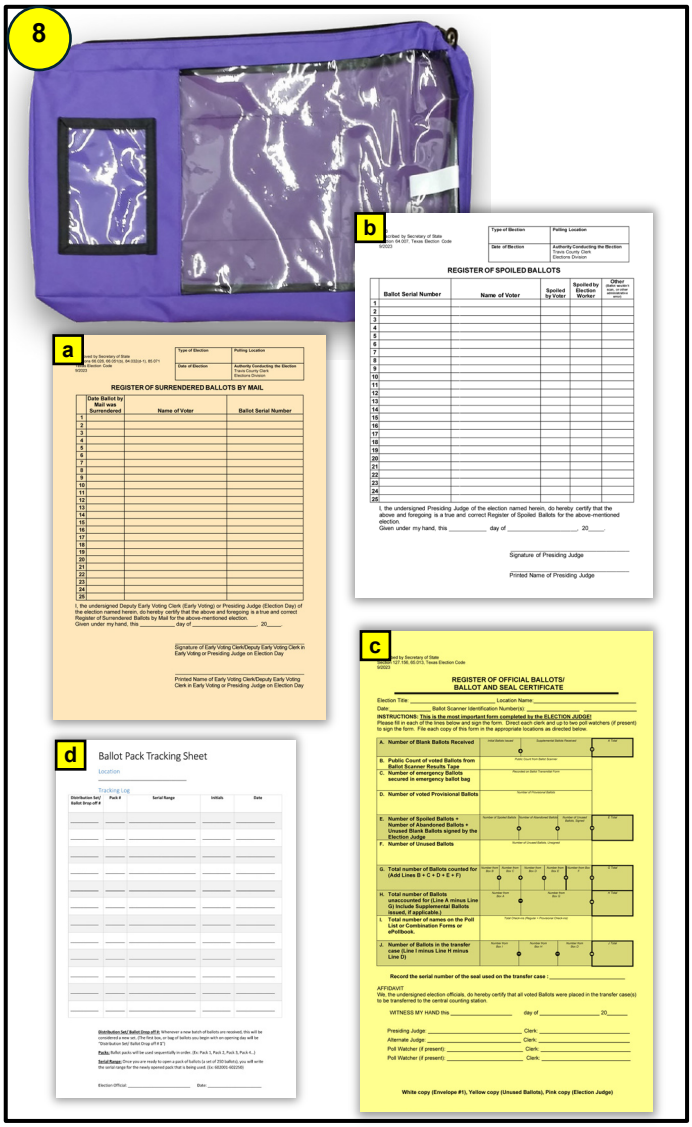






138 - Closing the Polls

- ☐ **Forms Box**
- ☐ (8) **Purple Ballot Bag** (secured with black padlock) with the following items inside:
  - ☐ [a] ***Register of Surrendered Ballots by Mail Envelope***
  - ☐ [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 39 for closing the scanner.
    - ☐ All compartments locked and sealed.
    - ☐ Must be unplugged.
    - ☐ Use the provided cable and pad lock to secure the scanner to the ESC.
  - ☐ **ePollbooks**: Follow procedures on page 53 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 70 for closing BMDs and page 77 for sealing BMDS.
    - ☐ Return all BMDs and ***BMD Security Seals Logs*** to 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 (9). 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:

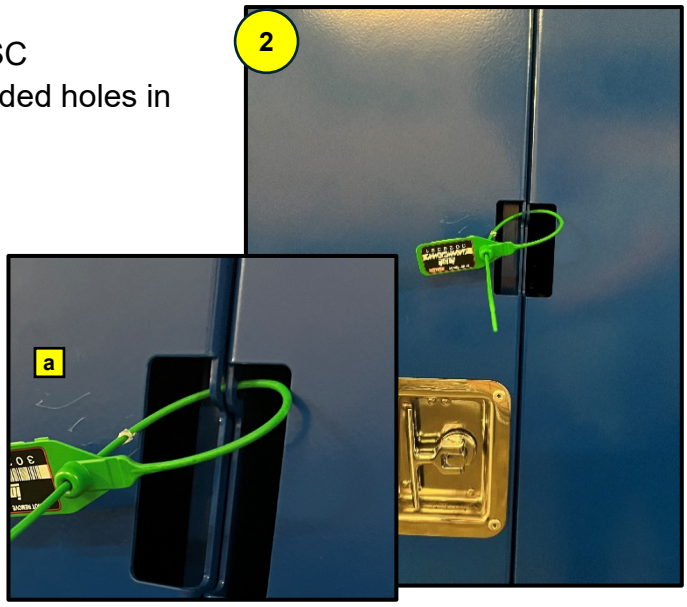
- ☐ Orange cones
- ☐ ADA signage

140 - Closing the Polls

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”

- ☐ (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.

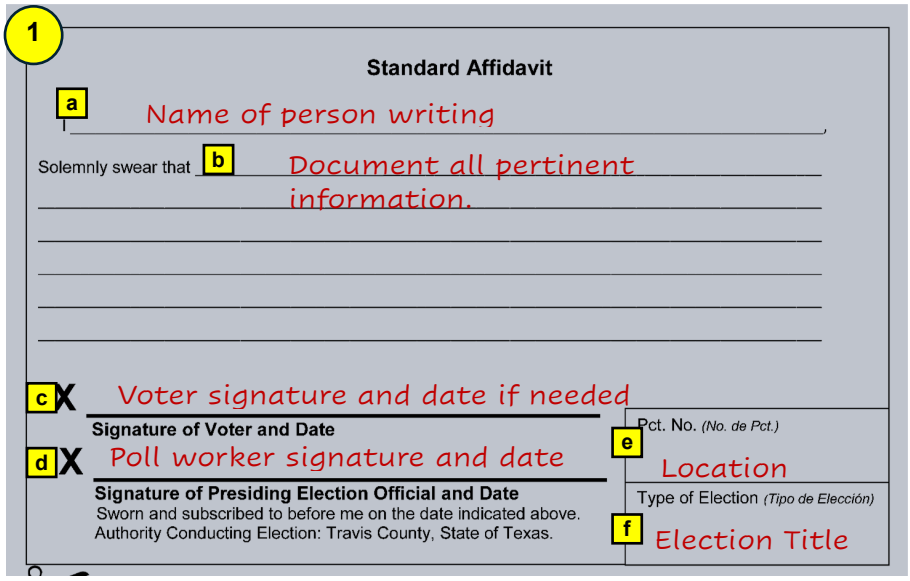


BEFORE LEAVING THE SITE FOR CRS, CALL THE CALL CENTER TO LET THEM KNOW YOU ARE ON YOUR WAY.

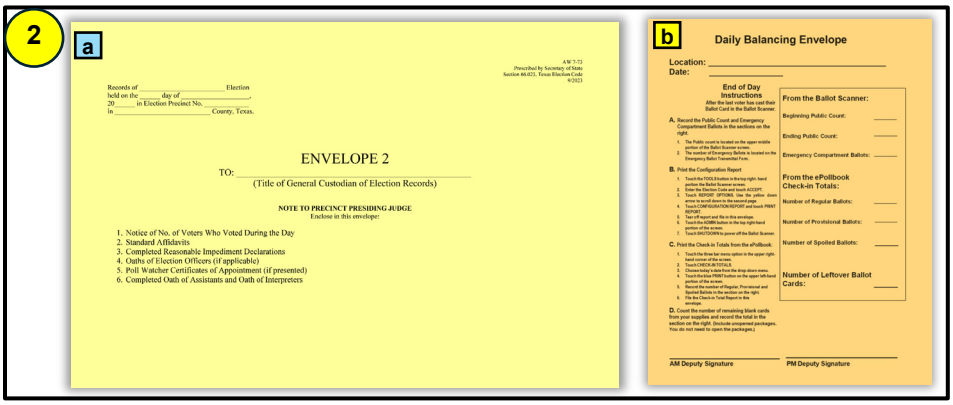
Standard Affidavits

Standard Affidavits (1) can be found in the Forms folder of the Forms Box. They are used to document information about an event or procedure in the polling location. Any time further documentation is needed, fill out a ***Standard Affidavit*** form and attach it with any other materials associated. When filling out the form be sure to capture the following information:

- ☐ [a] Name of person writing the affidavit.
- ☐ [b] Information that is being documented.
- ☐ [c] Signature of Voter and Date. When documenting information involving a voter, be sure to have them read and confirm the information you have written before providing their signature.
- ☐ [d] Signature and date of the poll worker writing the affidavit.
- ☐ [e] Record the name of the location.
- ☐ [f] Record the title of the election.



- ☐ (2) Once completed, this form should be attached to any pertinent materials, (ex. Attach to the ***Provisional Envelope*** to document more information for a Provisional Ballot) otherwise file the form as follows:
  - ☐ [a] Election Day: File in ***Yellow Envelope 2***.
  - ☐ [b] Early Voting: File in the ***Daily Balancing Envelope***.



Daily Balancing Envelope

The **Daily Balancing Envelope**, found in the Envelope folder of the Forms Box, is used to collect and file most paperwork and printouts during Early Voting. This form is filled out and returned daily.

The AM Deputy should begin the envelope each day by filling out the following sections:

- ☐ Location name and Date (top of form)
- ☐ The Beginning Public Count from the Ballot Scanner before polls open.
- ☐ Sign the bottom of the envelope.

The PM Deputy should finish the envelope each day by filling out the following sections:

- ☐ Ending Public Count from the Ballot Scanner after polls close and all ballots have been cast.
- ☐ Emergency Compartment Ballots. Only use this compartment with guidance from the Call Center. If used, record the number of ballots from this compartment on this line.
- ☐ Check-in Totals from the ePollbook
  - ☐ Number of Regular Ballots
  - ☐ Number of Provisional Ballots
- ☐ Number of Spoiled Ballots.
- ☐ Number of Leftover Ballot Cards. Count the number of opened, unused ballots and add that number to the number of unopened, unused ballots (# of packages x # of ballots per packet)
- ☐ Sign the bottom of the envelope.

Instructions for filling out the ***Daily Balancing Envelope*** at the end of the day are on the left side of envelope.

The following is a list of materials that are placed in the **Daily Balancing Envelope**:

- ☐ Printouts from the Brother printer including: (page 62)
  - ☐ “Tenex” test label prints
  - ☐ Daily Check-in Totals
  - ☐ Zero Totals Report
- ☐ Completed Forms:
  - ☐ ***Statement of Residence*** (page 99)
  - ☐ ***Reasonable Impediment Declaration*** (page 90)
  - ☐ ***Oath of Assistance*** (page 118)
  - ☐ ***Standard Affidavits*** (page 141)
  - ☐ ***Curbside Voter Statement*** (page 121)
  - ☐ ***Curbside Transportation Roster*** (end of Early Voting) (page 124)
  - ☐ ***Election Worker Assistance Sheet*** (end of Early Voting) (page 119)

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

Daily Balancing Envelope

Location: Location Name filled out by AM Deputy

Date: Date filled out by AM Deputy

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: From Ballot Scanner

Ending Public Count: From Ballot Scanner

Emergency Compartment Ballots: If Emergency Compartment is used

From the ePollbook Check-in Totals:

Number of Regular Ballots: From ePollbook

Number of Provisional Ballots: From ePollbook

Number of Spoiled Ballots: From Spoiled Ballot Envelope

Number of Leftover Ballot Cards: 1500

AM Deputy Signature

AM Deputy Signature

PM Deputy Signature

PM Deputy Signature

AM Deputy

PM Deputy

The AM Deputy should fill in the header of the envelope at the beginning of the day.

The AM Deputy should fill the Public Count from the Ballot Scanner before polls open.

The PM Deputy should fill the Public Count from the Ballot Scanner after all ballots have been cast and polls are closed.

The PM Deputy should record the number of ballots in the Emergency Compartment if used. DO NOT use the Emergency Compartment without guidance from the Call Center.

The PM Deputy should record the number of Regular Ballots and Provisional Ballots from the Daily Check-in Totals after polls close. See page 53 for instructions.

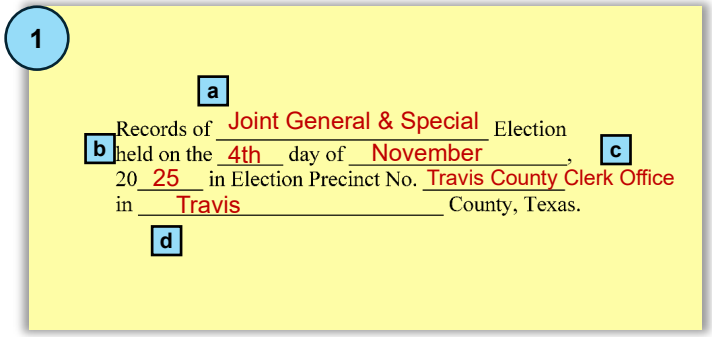
The PM Deputy should record the number of ballots in the ***Spoiled Ballot Envelope*** after polls close.

The PM Deputy should count the number of opened unused ballots and unopened unused ballots (# of packages x # in packages)

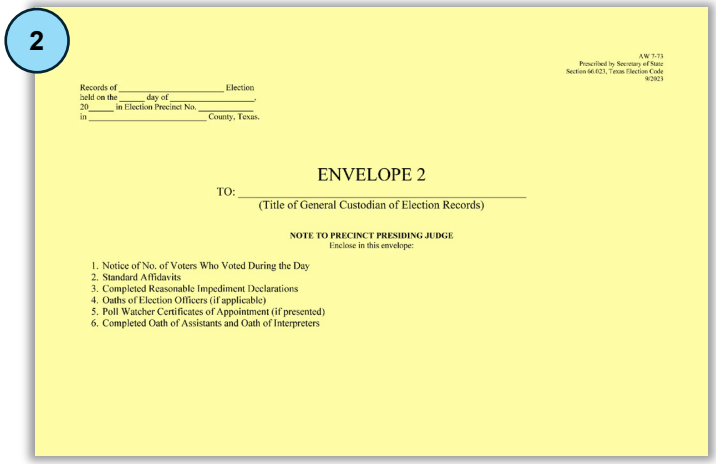
Election Day Envelopes

The Election Day envelopes, found in the Envelopes folder of the Forms Box, are used to collect and file most paperwork and printouts. See page 136 for information on returning envelopes.

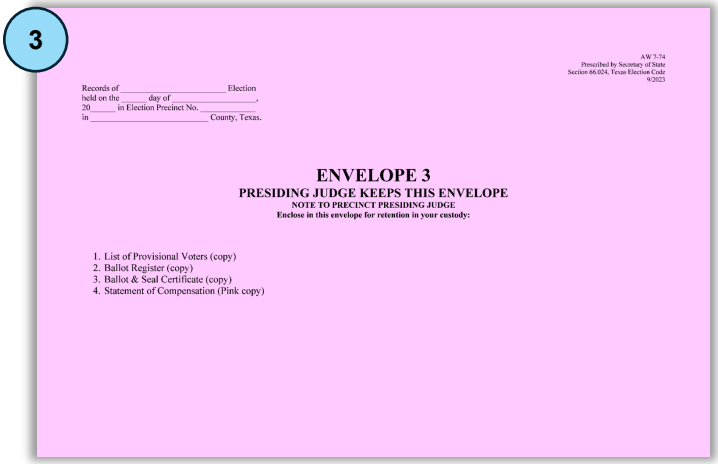
☐ (1) The Judge should fill out the following on each envelope:
- ☐ [a] Title of the election
- ☐ [b] Date
- ☐ [c] Location name (in place of precinct number)
- ☐ [d] County name



☐ (2) ***Yellow Envelope 2***
- ☐ ***Notice of Number of Voters Who Voted*** (page 16)
- ☐ ***Standard Affidavits***[16] (page 141)
- ☐ ***Reasonable Impediment Declarations*** (page 90)
- ☐ ***Oath of Election Officers*** (page 14)
- ☐ ***Oath of Assistance*** **and** ***Oath of Interpreters*** (page 118)

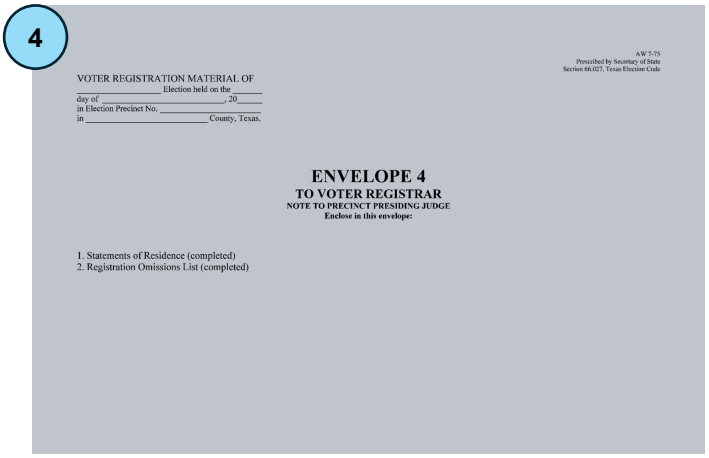


☐ (3) ***Pink Envelope 3*** (Kept by the presiding Judge for 22 months post-election)
- ☐ Second *Provisional List* labels (page 107)
- ☐ Pink copy of ***Register of Official Ballots/Ballot and Seals Certificate*** (page 148)
- ☐ Pink copy of ***Election Day Statement of Compensation and Oaths*** (page 65)



[16] ***Standard Affidavits*** associated with Provisional Ballots or surrendered mail-in ballots should be attached with those materials and not placed in the ***Yellow Envelope 2.***

☐ (4) ***Grey Envelope 4***
  ☐ ***Statement of Residence*** (page 99)



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 53 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.

Register of Official Ballots for Early Voting at Branch Location - 147

Pre-filled
AM Deputy
PM Deputy
Either Deputy

Register of Official Ballots for Early Voting at Branch Location

Election Title: Election Title pre-filled Location Name: Location pre-filled

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	Supplemental Ballots Issued	**A Total**
	pre-filled	total supplemental	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	Provisional	**B Total**
	From Ballot Scanner	From ePollbook check-ins	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 53 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						**C Total**
	Day	1	2	3	4	Total for all days of Early Voting.
	Daily Total	Record the number of spoiled ballots each day 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						**D Total**
	Day	1	2	3	4	Total for all days of Early Voting.
	Daily Total	Record the number of emergency ballots each day 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	Number of Unopened packages X Number of Ballots per package.	**E Total**
	Total unopened ballots	# of unopened packages X # of packages	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	Box C Total	Box D Total	Box E Total	**F Total**
	B	C	D	E	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.

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:

- ☐ Public count from the Ballot Scanner (prior to shutting down)
- ☐ ***Configuration Report*** (from scanner opening)
- ☐ ***Voting Results Report*** (after voting is finished)
- ☐ ***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

Record the number of any additional ballots that are delivered.

A. Number of Blank Ballots Received	*Initial Ballots Issued* pre-filled	+	*Supplemental Ballots Received* # of supplemental ballots	−	*A Total* 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.					
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	− *E Total* 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
G. Total number of Ballots accounted for (Add Lines B + C + D + E + 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 − *G Total* Total Line G
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	−	*H Total* Total Line H	
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. Number of Ballots in the Blue Ballot Bin (Line I minus Line H minus Line D minus Line C)	*Number from **Box I*** I	−	*Number from **Box H*** H	−	*Number from **Box D*** D	− *Number from **Box C*** C − *J Total* Total Line J

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

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

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

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

*** 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.**

Record the serial numbers of the seals used on the Blue Ballot Bin: Seals are from the ***PM Seals Assignment*** envelope.

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

WITNESS MY HAND this Day day of Month 20 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)