



City of Battle Creek
Clerk's Office
(269) 966-3348

ELECTRONIC POLLBOOK TRAINING

August 4, 2020
State Primary

COMPUTERS
WILL BE
DELIVERED
ELECTION
MORNING

NOTICE TO ALL COMPUTER OPERATORS

- ★ This computer is to be used for Election purposes only
- ★ Internet usage is not allowed
- ★ Do not play games on the computer while working the Election
- ★ Do not manipulate any of the data in the Electronic Poll Book or on the Program Flash Drive

ELECTION MORNING: PREPARE THE EPB FOR OPENING THE POLLS

Setting Up Your Laptop:

BEFORE YOU TURN YOUR COMPUTER ON:

- ★ (Dual Pollbook locations only) Plug in the Ethernet cord to connect the main computer to the secondary computer
- ★ Plug in to Power Source
- ★ Plug in Mouse & Scanner (if needed, plug in USB extender HUB)
- ★ Turn power on
- ★ **Dual Pollbook Secondary computers skip to slide 10**
- ★ Wait for computer to load - **STOP AND WAIT**

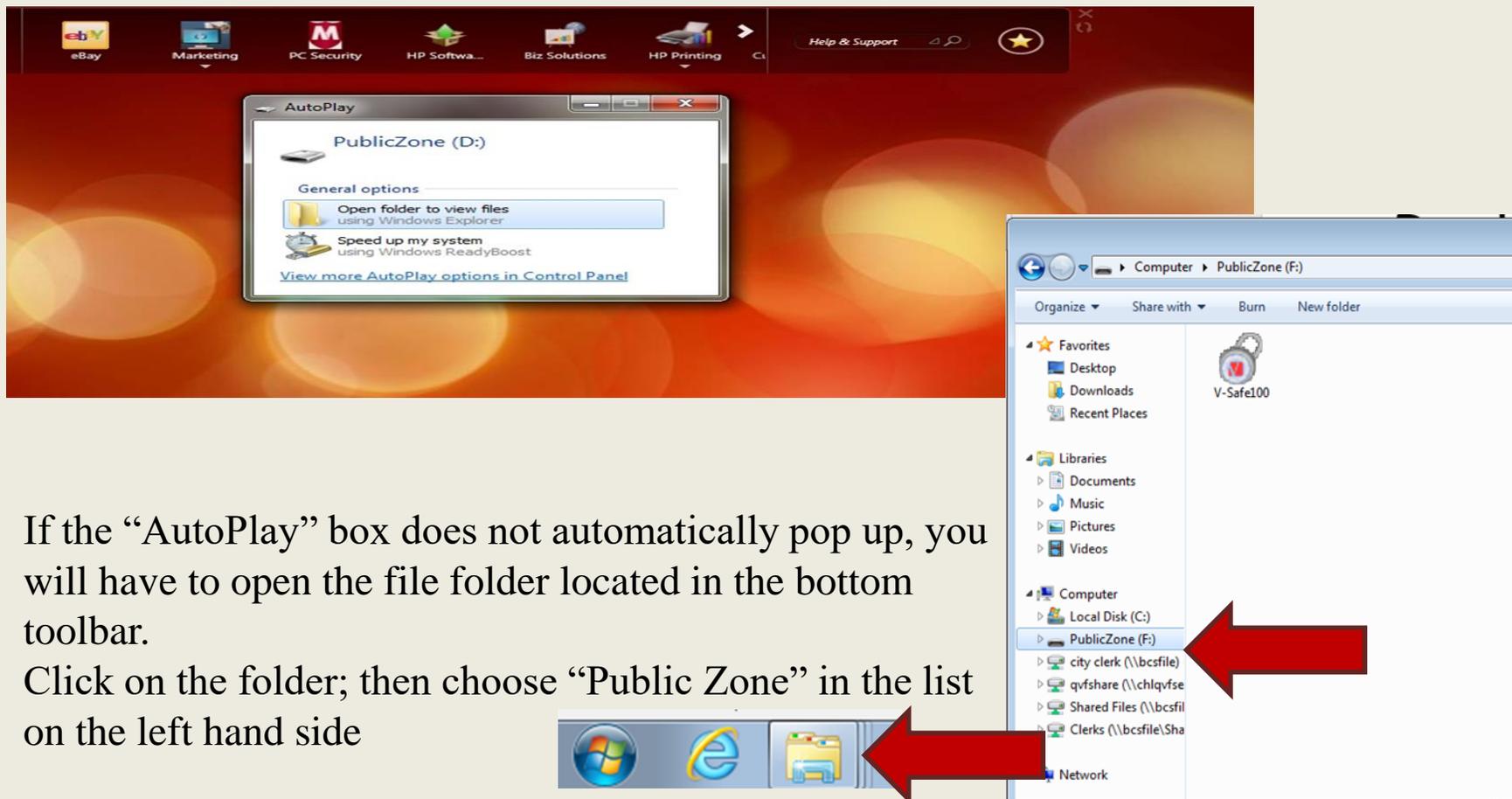


AFTER DESK TOP IS FULLY LOADED

- ★ Insert Flash Drive into USB port on laptop (blue light should flash at you)
***this step is for the main computer only for Dual Pollbook locations**
YOU MAY HAVE TO TRY THIS MORE THAN ONCE

LOG INTO ENCRYPTED FLASH DRIVE

Double click 'open folder' to enter Privacy Zone



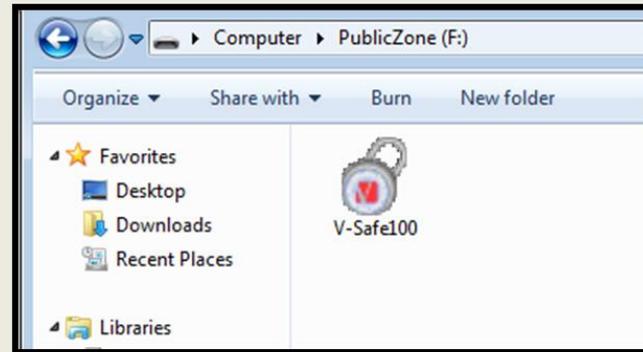
The screenshot shows a Windows XP desktop with a taskbar at the top containing icons for eBay, Marketing, PC Security, HP Software, Biz Solutions, HP Printing, and Help & Support. An AutoPlay dialog box is open for 'PublicZone (D:)', showing options to 'Open folder to view files using Windows Explorer' and 'Speed up my system using Windows ReadyBoost'. A Windows Explorer window is open to 'Computer > PublicZone (F:)', displaying a folder named 'V-Safe100'. A red arrow points from the 'PublicZone (F:)' folder in the Explorer window to the 'Open folder to view files' option in the AutoPlay dialog. Another red arrow points from the 'PublicZone (F:)' folder in the Explorer window to the folder icon in the taskbar.

If the “AutoPlay” box does not automatically pop up, you will have to open the file folder located in the bottom toolbar.

Click on the folder; then choose “Public Zone” in the list on the left hand side

LOG INTO ENCRYPTED FLASH DRIVE CONTINUED

★ Double-click on the
V-Safe 100 icon



★ Enter the Password (Case sensitive, no spaces)
Aug042020

★ Once you are logged
in, minimize window



LOG INTO THE EPB SOFTWARE

- ★ Double-click EPB icon on desktop



- ★ Enter the Encryption Password and hit Enter

- ★ Enter User Name and User Password and hit Enter

Login

1 Please enter the encryption password selected when this software was setup:
Encryption Password:

2 Please enter a username and password to login:
User Name:
User Password:

Note: This application shuts down automatically after four unsuccessful login attempts.

State of Michigan Logon Notice – PLEASE READ CAREFULLY

This information system is the property of the State of Michigan and is restricted to authorized users. By agreeing to this notification, you are consenting to monitoring and recording of all activities conducted within this information system. This information system may be monitored and information examined, recorded, copied and used for authorized purposes. Unauthorized use of the system is prohibited and violators may be subject to criminal and civil penalties. I certify that the information and statements made with this account are true, correct, and comply with the provisions of state. I certify that I am the

*Election day user name & passwords will be provided on election day but are typically :
First Initial Last Name & the password is the Election Date

SAVE EPB BACKUP TO FLASH DRIVE

1. Click File
2. Click Backup
3. Click ...box at the end of the path
4. Select This PC
5. Select Privacy Zone (Verify the top shows Privacy Zone)
6. Click Save
7. Click Backup
8. Backup successful screen; click ok

Do this often throughout the day!!

Stay
logged
into the
flash drive
all day

The image illustrates the process of saving an EPB backup to a flash drive through several steps:

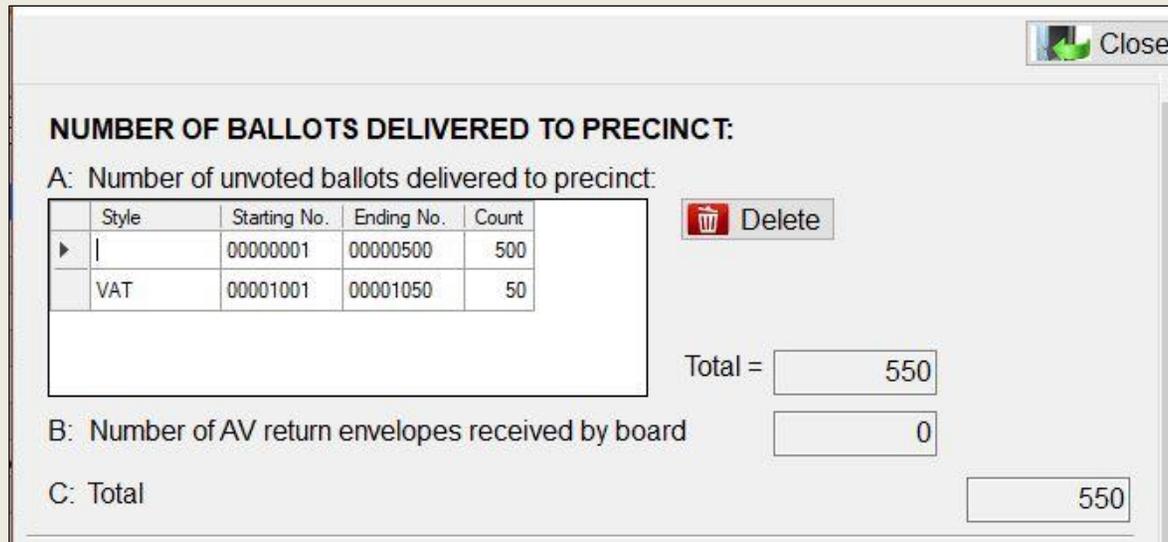
- Step 1:** The 'File' menu is open, and the 'Backup' option is selected.
- Step 2:** A 'Backup' dialog box is displayed, showing the 'Backup File' path as 'C:\EPB.accdb'. A red circle highlights the ellipsis button at the end of the path.
- Step 3:** A file explorer window is shown, navigating to 'This PC > PrivacyZone (F:)', which is circled in red.
- Step 4:** The file explorer shows the contents of the 'PrivacyZone (F:)' drive, with 'EPB' selected in the file name field.
- Step 5:** The 'Save as type' is set to 'Access 2016 (*.acbdb)'. A red circle highlights the 'Save' button.
- Step 6:** A 'Backup' dialog box is shown with the 'Backup File' path updated to 'E:\Electiondate\EPB.acbdb'. A red circle highlights the 'Backup' button.
- Step 7:** A 'QVF Electronic Poll Book' dialog box displays the message 'Backup finished successfully.' and the 'OK' button is highlighted.

OPENING POLLS

BALLOT SUMMARY REPORT (1 OF 3)

1 Ballot Type & VAT (Voter Assist Terminal)

Remember to remind voters that this is a primary and they must vote a straight ticket (ie: one party) and must “stay in their lane”



NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A: Number of unvoted ballots delivered to precinct:

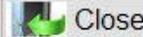
Style	Starting No.	Ending No.	Count
I	00000001	00000500	500
VAT	00001001	00001050	50

 Delete

Total =

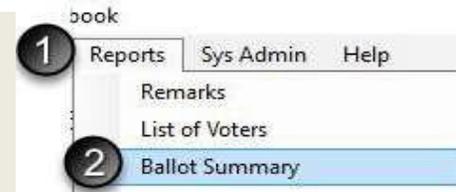
B: Number of AV return envelopes received by board

C: Total

 Close

OPENING THE POLLS: BALLOT SUMMARY REPORT (2 OF 3)

1. Click Reports
2. Click Ballot Summary
3. Enter Ballots (use the Tab button to move through field)
 - ★ Enter your starting number. Enter the ending ballot number in the “Ending No.” Column. TAB
 - ★ Enter “VAT” in the “Style” column for the VAT ballots. Enter your starting number. Enter the ending ballot number in the “Ending No.” column. TAB
 - ★ PLACE CURSOR IN FIELD D. AND HIT THE TAB BUTTON AFTER ENTERING BALLOT NUMBERS BEFORE YOU CLOSE OR THE INFORMATION WILL NOT HOLD. This screen will automatically count the number of ballots delivered to the precinct.
4. (B) Enter the Number of AV return envelopes received by board, if absentee ballots are being processed in the precinct.
If absentee ballots are not being processed in the precinct, this box already contains 0 .



A screenshot of the 'Ballot Summary Report' window. The window title is 'Ballot Summary Report' and it has a 'Close' button in the top right corner. The main content area is divided into two sections: 'NUMBER OF BALLOTS DELIVERED TO PRECINCT:' and 'NUMBER OF BALLOTS AT CLOSE OF POLLS:'.
 Under the first section, there is a table with columns 'Style', 'Starting No.', 'Ending No.', and 'Count'. The table contains two rows: one for 'VAT' with starting number 00001001 and ending number 00001050, and a count of 50. To the right of the table is a 'Delete' button. Below the table, there are input fields for 'Total = 550', 'B: Number of AV return envelopes received by board' (value 0), and 'C: Total' (value 550).
 Under the second section, there are several rows with labels (D through J) and input fields, all containing the value 0. At the bottom of the window is a 'Preview' button.

Style	Starting No.	Ending No.	Count
VAT	00001001	00001050	50

Total = 550

B: Number of AV return envelopes received by board 0

C: Total 550

D: Number of ballots tabulated (Enter Tabulator Public Counter reading) 0

E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason 0

F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots) 0

G: Number of ballots rejected 0

H: Number of ballots used by election inspectors for ballot duplication 0

I: Number of provisional envelope ballots issued 0

J: Number of UNUSED BALLOTS:

READ THE EPB MAIN SCREEN: THREE SECTIONS

The Left side of your screen is the “working side”

Middle section is selected voter’s record

Right side is List ONLY (you can not make changes from this side)

The screenshot shows the QVF Electronic Pollbook interface. At the top, it displays the election information: "Election: 03/10/2020 - PRESIDENTIAL PRIMARY - BATTLE CREEK CITY" and "Precinct: 04008".

Voter Search (Left Side): This section contains a search bar for "DLN / Name:" and a "Search" button. Below the search bar, there are tabs for "This Precinct", "Other", and "Unlisted". A list of voters is displayed, with "AHLBERG, JANETTE MARIE" highlighted in blue. The list includes columns for "Voter Name" and "DOB".

Voter Details (Middle Section): This section displays the details for the selected voter, "AHLBERG, JANETTE MARIE". It includes fields for "Name", "DOB", "Address", "Precinct", "Ballot Style", "Gender", "Reg.Date", "Polling Location", and "Eff. Rg.Date". There are buttons for "Temp" and "Perm" next to the gender field, and a "Geography" button. A prominent message states: "If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button:" followed by a large "Lock this voter record" button. Below this, it says: "If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter." There is also a "General Remarks" button.

List of Voters (Right Side): This section displays a table of voters assigned to the precinct. The table has columns for "#", "Assigned To", and "Ballot". The data shows three voters: "ABBOTT, RUSSELL RAY" (Ballot: 00000001), "ALLEN, CHRISTOPHER MI..." (Ballot: 00001001), and "AHLBERG, JANETTE MARIE" (Ballot: 00000401). The total number of voters is indicated as "Total = 3".

**MAKE SURE YOUR ELECTION DATE AND PRECINCT (last 2 digits) ARE CORRECT
CALL CITY HALL IMMEDIATELY IF THERE IS A PROBLEM!**

READ THE EPB MAIN SCREEN: VOTER SEARCH

Voter Search

Three tabs:

★ **This Precinct**

- ★ Precinct List of voters in your inner precinct

★ **Other**

- ★ Voters in other precincts in the jurisdiction

★ **Unlisted**

- ★ Add voters not found in other two lists - ONLY USED AT THE DIRECTION OF THE CLERK'S OFFICE

File Edit View Reports Sys Admin Help

Election: 11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP

Voter Search

DLN / Name: Search

This Precinct Other Unlisted

These voters are located within selected inner precinct(s):

	Voter Name	DOB
▶ ?	MCQVF, AGATHA CHRISTIE	08/17/1955
?	MCQVF, ANN MARIE	06/09/1964
	MCQVF, C CAMPBELL	06/03/1980
	MCQVF, CACHE CORINA	07/14/1980
	MCQVF, CADIE CONRAD	07/03/1980
	MCQVF, CAIRENA CALL	07/12/1980
	MCQVF, CAITLIN CHAD	06/18/1980
	MCQVF, CAITLYN CARLOS	06/22/1980
	MCQVF, CALEB CECIL	08/01/1980
	MCQVF, CALEY CHEHATA	08/18/1980
	MCQVF, CALVIN CLAUDE	04/23/1980
	MCQVF, CAMERON COVEN	04/27/1980
	MCQVF, CANDACE CLARENCE	04/29/1980
	MCQVF, CANDICE CLARA	06/06/1980
	MCQVF, CAPRI CASIMER	07/05/1980
	MCQVF, CAREAL CASCIANI	07/01/1980
	MCQVF, CAREN CLEOPHIS	07/17/1980
	MCQVF, CAREY CHERIAE	06/10/1980
	MCQVF, CARI CAITLIN	05/21/1980
	MCQVF, CARIN CORIANTON	06/23/1980

1632 matching voters

READ THE EPB MAIN SCREEN: VOTER DETAILS

★ Voter Registration Information

- ★ Voter name, DOB, Address, & Gender
- ★ Precinct & Ballot Style
- ★ Polling Location & Registration Date

★ Geography Button

- ★ Detailed district information

★ Action Box

- ★ Lock voter in to issue or spoil ballot

★ Voter Status Flags

- ★ Important status messages about voter

Name:	ACTON, CARL JEFFREY	DOB:	09/22/1944
Address:	55 JENNINGS RD BATTLE CREEK MI 49015	Precinct:	05003
Gender:	M	Ballot Style:	3208
Polling Location :	BATTLE CREEK FIRST ASSEMBLY OF GOV 800 S 24TH STREET BATTLE CREEK MI 49015	Reg.Date:	02/10/2016
		Eff. Rg.Date:	03/11/2016
		Temp	Perm
		Geography	

Issue a ballot	Other actions
Regular ballot	Record an absentee ballot
Affidavit ballot-provisional	Spoil a ballot
Envelope ballot-provisional	Reject a ballot
Challenged ballot	
Undo	Undo (Nothing to undo)
✘ Unlock this voter without performing any action	Voter Remarks
	Label

Absentee Ballot [00000544] sent by clerk--Voter must surrender ballot or submit affidavit.
VOTING STATUS: Did not vote in precinct.

PROCESS THE VOTER

Application to Vote/Ballot Selection Form

Picture ID must be shown unless it's not in the voter's possession. A voter without ID may instead complete the *Affidavit of Voter Not in Possession of Picture ID* below and vote a regular ballot.

March 10, 2020 Presidential Primary

Precinct _____

ELECTION INSPECTOR COMPLETES	PRINT NAME: _____
<input type="checkbox"/> ID AFFIDAVIT COMPLETED	DATE OF BIRTH: _____
ELEC INSP. INITIAL	RESIDENCE ADDRESS: _____
BALLOT STYLE	_____
BALLOT NO.	
VOTER NO.	
	<p>I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.</p> <p>SIGN HERE  <input checked="" type="checkbox"/> SIGNATURE OF VOTER _____</p>

SELECT BALLOT TYPE HERE

I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.)

SELECT ONLY ONE BALLOT TYPE:

Democratic Party Presidential Primary Ballot

Republican Party Presidential Primary Ballot

Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on other proposals or candidates (if on ballot.)



OR

AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, _____ hereby affirm that I am not in possession (Print Name)

of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear that the statements made above are true.

SIGNATURE OF VOTER: _____

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

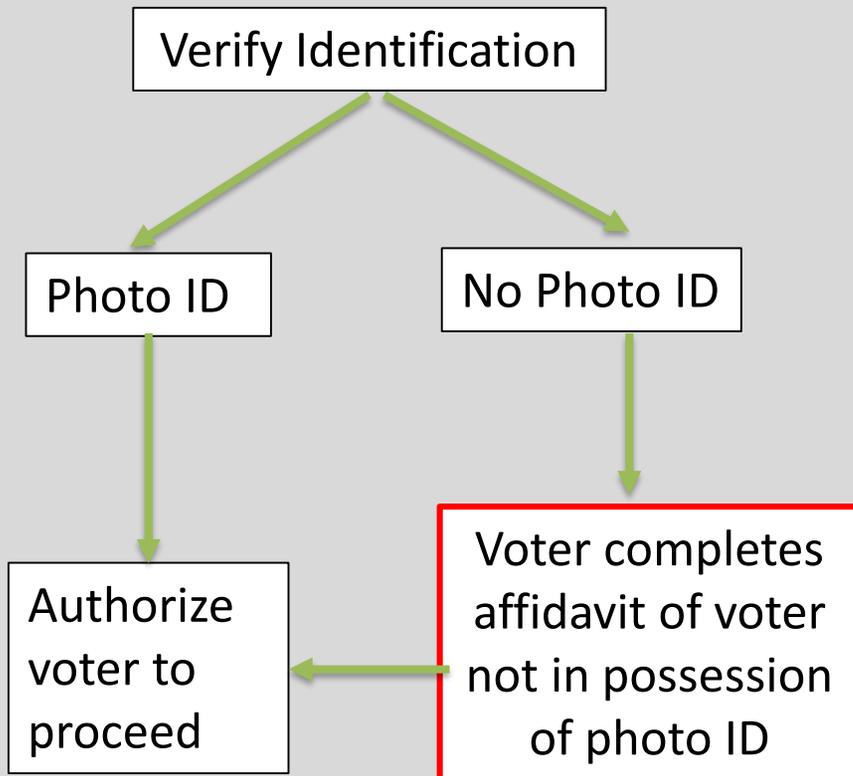
Sworn and subscribed to before me this _____ day of _____

I certify that the elector named above has completed the above affidavit in my presence.

Signature of Election Inspector

PHOTO ID REQUIREMENT

Driver's License * State Personal ID * Federal or State Issued ID * US Passport
* Military ID * Student ID * Tribal ID



AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, _____ hereby affirm that I am
(Print Name)

not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear/affirm that the statements made above are true.

SIGNATURE OF VOTER: **x** _____

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

Sworn and subscribed to before me this _____ day of _____

I certify that the elector named above has completed the above affidavit in my presence.

x _____
Signature of Election Inspector

If voter's identity is in question, process as "Envelope" ballot without Provisional Ballot form.

ASSIGN THE BALLOT: BASIC STEPS

1. Swipe the voter's DL or type in the voter's name and Lock this voter record
2. Verify the voter's info on the App to Vote matches EPB
3. Click Regular Ballot
4. Enter the ballot number
5. Click OK

The screenshot shows a voter record interface with the following elements:

- 1**: A button labeled "Lock this voter record" with a warning message above it: "If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button:". Below the button is another warning: "If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter."
- 2**: Voter information fields: Name: MCQVF, CALEB CECIL; DOB: 08/01/1980; Address: 25873 DISHNEAU RD, MASS CITY MI 49948; Precinct: 00001; Gender: F; Reg. Date: 03/24/2018; Polling Location: ROUSSEAU TOWN HALL, 572 ROUSSEAU RD, MASS CITY MI 49948. There are "Temp" and "Perm" buttons next to the gender field.
- 3**: A "Ballot Style" dropdown menu set to "1B". Below it is an "Issue a ballot" section with buttons for "Regular ballot", "Affidavit ballot-provisional", "Envelope ballot-provisional", and "Challenged ballot". To the right is an "Other actions" section with buttons for "Record an absentee ballot", "Spoil a ballot", and "Reject a ballot".
- 4**: A dialog box titled "Issue a ballot" with the text "You are about to issue a Regular Ballot to:" followed by a text field containing "AAMODT, ERIC DAVID" and a date field containing "06/01/1977". Below this is a checkbox for "VAT Ballot?". The text "This ballot number will be assigned:" is followed by a dropdown menu.
- 5**: "OK" and "Cancel" buttons at the bottom of the dialog box.

VERIFY THE BALLOT WAS ISSUED

Verify the ballot was issued in the confirmation window and in:

1. This Precinct
2. Information screen
3. List of Voters

The screenshot displays the 'QVF Electronic Pollbook' application window. The main window title is 'QVF Electronic Pollbook' and it includes a menu bar with 'File', 'Edit', 'View', 'Reports', 'Sys.Admin', and 'Help'. The current election is '08/04/2020 - STATE PRIMARY - BATTLE CREEK CITY' and the precinct is '05003'.

The interface is divided into three main sections:

- Voter Search:** Contains a search bar for 'DLN / Name' and a 'Search' button. Below it are tabs for 'This Precinct', 'Other', and 'Unlisted'. A list of voters is shown, with 'ACTON, CARL JEFFREY' selected. The list includes columns for 'Voter Name' and 'DOB'. A status of '1672 matching voters' is shown at the bottom.
- Voter Details:** Displays information for the selected voter: Name: ACTON, CARL JEFFREY; DOB: 09/22/1944; Address: 55 JENNINGS RD, BATTLE CREEK MI 49015; Precinct: 05003; Ballot Style: 3208; Gender: M; Reg.Date: 02/10/2016; Polling Location: BATTLE CREEK FIRST ASSEMBLY OF GOE, 800 S 24TH STREET, BATTLE CREEK MI 49015; Eff. Rg.Date: 03/11/2016. There are buttons for 'Temp' and 'Perm'. A 'Geography' button is also present.
- List of Voters:** A table with columns for '#', 'Assigned To', and 'Ballot'. It is currently empty.

A prominent message in the center of the 'Voter Details' section reads: 'If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button: Lock this voter record'. Below this, a smaller message states: 'If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter.' There is a 'General Remarks' button.

At the bottom of the 'Voter Details' section, there is a note: 'Absentee Ballot [00000544] sent by clerk--Voter must surrender ballot or submit affidavit. VOTING STATUS: Did not vote in precinct.'

The bottom of the window shows the user 'ADMIN' and a 'Total = 0' indicator.

Voter Assist Terminal (VAT)

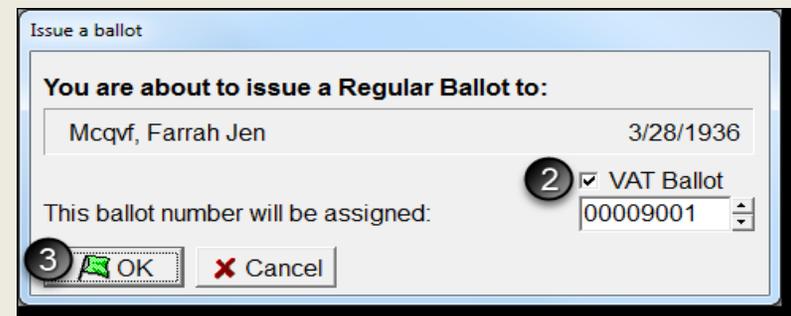
Ballots - ICX

When a voter requests to use the ICX or Voter Assist Terminal (VAT) to vote, issue a blank ballot (with a numbered stub). Since they will make their selections using the VAT which prints their votes on a blank ballot, they will not receive a regular ballot with a traditional number sequence.

To record such ballots in the Electronic Pollbook, search for the voter in the EPB as usual and select a ballot type to record. When assigning this voter's ballot number, you must indicate that it is a VAT Ballot by checking the VAT box. This action tells the system to use the blank ballot numbering sequence when auto advancing. If it is the first VAT ballot of the day, enter the first ballot number of the blank ballot stock. VAT ballot numbers will advance automatically like other ballots do when the Auto Advance option is enabled and after the first number is entered.

To record a VAT ballot:

1. Click the button for the kind of ballot being assigned (Regular, Provisional...
2. Add a checkmark to the VAT box
3. If this is the first VAT ballot of the day, enter the ballot number in, otherwise, confirm the VAT ballot number matches The sequence and click OK.
Voter will be given a Voter card and will proceed to the Voter Assist Terminal.



Issue a ballot

You are about to issue a Regular Ballot to:

Mcqvf, Farrah Jen 3/28/1936

2 VAT Ballot

This ballot number will be assigned: 00009001

3



ISSUE VATBALLOTS

Voter Assist Terminal (VAT) voters are issued a blank ballot with a numbered stub.

1. Click the button for the type of ballot being assigned (Regular, Provisional...)
2. Check the VAT Ballot box
3. Enter or confirm the VAT ballot number and click OK
4. Hand voter a ICX Voter Card and numbered VAT Ballot
5. Direct voter to the ICX station. Remind them to proceed to the tabulator with their printed ballot and ICX card after voting

Issue a ballot

You are about to issue a Regular Ballot to:

MCQVF, RANDALL RUDOLPH 05/08/1993

VAT Ballot?

This ballot number will be assigned: 90001

OK Cancel

READ VOTER STATUS FLAGS

Note the **?** next to voter names

- ★ Assist these voters with their registration or other status issues before issuing a ballot
- ★ Read more details on their situations in the voter status window at the bottom of screen

File Edit View Reports Sys Admin Help

Election: 11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP

Voter Search

DLN / Name: Search

This Precinct Other Unlisted

These voters are located within selected inner precinct(s):

	Voter Name	DOB
▶ ?	MCQVF, AGATHA CHRISTIE	08/17/1955
?	MCQVF, ANN MARIE	06/09/1964
	MCQVF, C CAMPBELL	06/03/1980
	MCQVF, CACHE CORINA	07/14/1980
	MCQVF, CADIE CONRAD	07/03/1980
	MCQVF, CAIRENA CALL	07/12/1980
	MCQVF, CAITLIN CHAD	06/18/1980
	MCQVF, CAITLYN CARLOS	06/22/1980
	MCQVF, CALEB CECIL	08/01/1980
	MCQVF, CALEY CHEHATA	08/18/1980
	MCQVF, CALVIN CLAUDE	04/23/1980
	MCQVF, CAMERON COVEN	04/27/1980
	MCQVF, CANDACE CLARENCE	04/29/1980
	MCQVF, CANDICE CLARA	06/06/1980
	MCQVF, CAPRI CASIMER	07/05/1980
	MCQVF, CAREAL CASCIANI	07/01/1980
	MCQVF, CAREN CLEOPHIS	07/17/1980
	MCQVF, CAREY CHERIAE	06/10/1980
	MCQVF, CARI CAITLIN	05/21/1980
	MCQVF, CARIN CORIANTON	06/23/1980

1632 matching voters

PROCESS VOTER WITH STATUS FLAGS: AV-S & AV-R

- ★ Absentee ballot sent by clerk
 - ★ Voter must surrender the absentee ballot or complete the Affidavit of Lost or Destroyed Absentee Ballot after approval from the Clerk
 - ★ Process as a Regular ballot
 - ★ Place the surrendered AV ballot in the Local Clerk envelope

Absentee Ballot [00000025] sent by clerk--Voter must surrender ballot or submit affidavit.
VOTING STATUS: Did not vote in precinct.

- ★ Absentee Ballot sent/received by clerk
 - ★ Voter was sent an absentee ballot and returned it to the Clerk
 - ★ DO NOT issue this voter a ballot; they have already voted

Absentee Ballot [00000028] sent/received by clerk--Do not issue ballot.
VOTING STATUS: Did not vote in precinct.

PROCESS VOTER WITH STATUS FLAGS: CHALLENGES; FEDERAL ID REQUIREMENT

- ★ Voter's status is CH – Age, Citizenship or Residency
 - ★ Formal Challenge: complete the challenge process before issuing a challenged ballot
 - ★ Seek assistance from the precinct chairperson to complete this process
 - ★ EPB processing is the same as a regular voter except Challenged ballot is selected
 - ★ CHAL will appear next to the voter's name after processed
- ★ Voter must show ID before voting
 - ★ (Federal requirement)
 - ★ Must show photo ID or a paycheck, government check, utility bill, bank statement, or a government document which lists his or her name and address

Voter's Status is CHALLENGED: AGE
VOTING STATUS: Did not vote in precinct.

Voter's Status is CHALLENGED: CITIZENSHIP
VOTING STATUS: Did not vote in precinct.

Voter's Status is CHALLENGED: RESIDENCY
VOTING STATUS: Did not vote in precinct.

Must show ID before voting (Federal Requirement).
VOTING STATUS: Did not vote in precinct.

PROCESS VOTER WITH STATUS FLAGS: VERIFY STATUSES

- ★ Voter's Status is To Be Verified: Address Unclear, Confirmation Notice, or Surrendered License

- ★ Voter must verbally confirm address listed in the EPB
- ★ If the voter does not confirm the address, follow the procedure for voters that have moved

- ★ Voter's status is V: Confirm Citizenship

- ★ Voter must complete a voter registration card and mark yes on the citizenship box
- ★ If the voter marks no, DO NOT issue a ballot

Voter's Status is TO BE VERIFIED: CONFIRMATION NOTICE
VOTING STATUS: Did not vote in precinct.

Voter's Status is TO BE VERIFIED: SURRENDERED LICENSE
VOTING STATUS: Did not vote in precinct.

Voter's Status is TO BE VERIFIED: CONFIRM CITIZENSHIP
VOTING STATUS: Did not vote in precinct.

PROCESS VOTER WITH STATUS FLAGS OR INSPECTOR ACTION MESSAGE

★ Voter's Status is V: Sign Reg Card

- ★ Voter must complete a voter registration application prior to being issued a ballot (make note on the application what the status flag is)

Voter's Status is TO BE VERIFIED: SIGN REGISTRATION CARD
VOTING STATUS: Did not vote in precinct.

★ Voter Message: Challenged Ballot

- ★ See next slide for instructions for processing challenged ballots
- ★ Voter registered within 14 days prior and on to Election Day with an alternate form of residency verification

Election Inspector Action Required - This voter's ballot must be recorded as Challenged.
VOTING STATUS: Did not vote in precinct.

CHALLENGERS

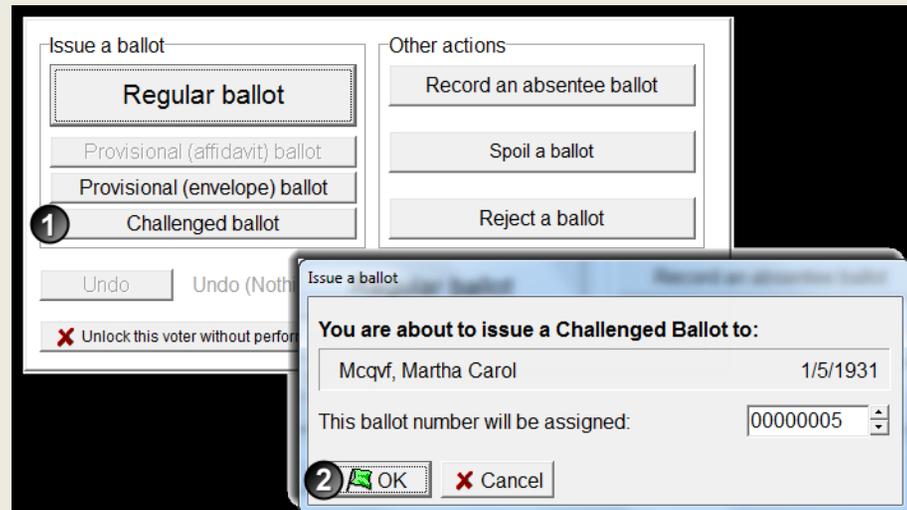
Challenged Voters

If a voter is challenged by a Challenger the voter must be issued a Challenged ballot and that Challenged ballot must be recorded in the EPB. Please note, the Challenge must be directed to the chairperson and all steps must be carried out prior to issuing the challenged ballot. Follow the instructions below to issue a challenged ballot in the EPB software.

To issue a Challenged ballot:

Pull the voter's record up in the EPB software, lock it in if necessary and:

1. Click Challenged ballot
2. Verify the ballot number being issued is correct or enter the ballot number and Click OK



Important note: The ballot number must be written on the physical ballot and covered with a piece of paper or post-it tape. In addition, full documentation of the challenge must be recorded in the paper binder pollbook.

ISSUE A CHALLENGED BALLOT

- ★ Search and lock voter record
- ★ Click Challenged ballot
- ★ Verify the ballot number being issued is correct or enter the ballot number and click OK.

The screenshot shows the 'Issue a ballot' interface. The 'Issue a ballot' section has buttons for 'Regular ballot', 'Affidavit ballot-provisional', 'Envelope ballot-provisional', and 'Challenged ballot' (marked with a circled '1'). Below these are 'Undo' and 'Undo (Nothing to undo)' buttons, and a red 'X' icon with the text 'Unlock this voter without performing any act'. The 'Other actions' section has buttons for 'Record an absentee ballot', 'Spoil a ballot', and 'Reject a ballot'. A modal dialog box is open in the foreground, titled 'Issue a ballot'. It contains the text 'You are about to issue a Regular Ballot to:' followed by 'AAMODT, ERIC DAVID' and '06/01/1977'. There is a checkbox for 'VAT Ballot?' and a text field for 'This ballot number will be assigned:'. At the bottom are 'OK' and 'Cancel' buttons. A circled '2' is next to the dialog box.

**Important note on processing a challenged ballot:

- Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (not on the ballot stub).
- Conceal this number with a small piece of white paper taped over the number.

PROCESS A SPOILED BALLOT

AFTER YOU PHYSICALLY HAVE THE BALLOT IN YOUR HAND

Search and lock the voter:

1. Click Spoil a ballot
2. Click OK – the software will automatically enter the ballot number you are spoiling
3. Click OK
4. Write “SPOILED” Across ballot and place in Envelope 4 – Spoiled Ballot

Note: Lock them in again to issue their next ballot

Make sure you update the voter's Application to Vote

The screenshot displays the software interface for processing a ballot. It is divided into several sections:

- Issue a ballot:** Contains buttons for "Regular ballot", "Affidavit ballot-provisional", "Envelope ballot-provisional", and "Challenged ballot".
- Other actions:** Contains buttons for "Record an absentee ballot", "Spoil a ballot" (highlighted with a circled '1'), and "Reject a ballot".
- Undo:** A button labeled "Undo" with the text "Undo (Issuance of regular ballot [00000001])".
- Actions:** Buttons for "Unlock this voter without performing any action" (with a red 'X' icon), "Voter Remarks", and "Label".
- Status:** A text box indicating "Regular ballot [00000001] issued at the precinct. VOTING STATUS: Voted in precinct using a Regular ballot."
- Spoil a ballot dialog:** A modal dialog box with the title "Spoil a ballot". It contains the text "You are about to spoil a ballot for:" followed by a text box containing "MCQVF, CALEB CECIL" and a date field "08/01/1980". Below this, it says "The number of the ballot to be spoiled is:" followed by a text box containing "00000001". At the bottom, there are "OK" (with a green checkmark icon and a circled '2') and "Cancel" (with a red 'X' icon) buttons.
- Confirmation dialog:** A smaller dialog box titled "QVF Electronic Poll Book" with a close button (X). It contains the message "Spoiling of ballot is complete. Please issue a new ballot." and an "OK" button (with a circled '3').

ABSENT VOTERS APPEARING AT THE POLLS

IF A VOTER HAS BEEN ISSUED AN AV BALLOT AND HAS NOT
RETURNED THE BALLOT TO THE CLERK

- ★ Call the Clerk's Office (we must spoil the ballot in our system before you can issue a new ballot) – you will be directed to have the voter complete the Affidavit of Lost Absentee Voter Ballot form
 - If surrendering the ballot you will need the voter to fill out the Affidavit of Lost Absentee Voter Ballot form indicating they would like to surrender their ballot and vote at the polls
 - Have the voter sign the envelope and write “Surrendered” across the front
 - Place the surrendered ballot and the affidavit in the #3 Clerk's Envelope
- ★ You may now issue a regular ballot

Prop 3 - Voter Registration Changes

A voter who wishes to register to vote and obtain a ballot may do so until 8:00 pm on Election Day

★ Send to Clerk's Office to register

- Must have proof of residency – State ID/DL, utility bill, pay stub, bank statement, government document.
- May vote absentee at Clerk's Office OR
- May return to the polls with a receipt and vote in precinct
 - Regular Ballot – State ID/DL to prove residency
 - Challenged Ballot – Secondary form of proof of residency

Prop 3 - Voter Registration Changes

Voter Registration Receipt

- ★ Only issued within 14 days of Election
- ★ July 21st and after for this Election
- ★ Voter is added to the Unlisted Tab
- ★ Receipt will indicate whether a ‘Regular’ or ‘Challenged’ Ballot should be issued – make this selection in the EPB

Clerk's Office Voter Registration Receipt

[clerk address] Registration approved by: _____

[election date] Election

The following voter was registered to vote on [reg date] and should be issued a [reg/ch] ballot:
[voter name and address]

Note to election inspector:

The voter listed on this receipt registered to vote with the local clerk today or within the last 14 days

- Have the voter sign and detach the Application to Vote below.
- If the voter is not found in the ePollbook, you must add them to the Unlisted Tab.
- Be sure to enter the voter's First and Last Name, and the Voter's ID number by scanning the bar code or typing in the number on the Application to Vote below.

[wording 1 for Challenged ballot]
CH Prepare the ballot as Challenged.

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter's ballot number into the ePollbook. If your precinct has more than one ballot style, issue the ballot style noted below.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

[wording 2 for Regular ballot]
Issue the voter a Regular ballot with the ballot style noted below.

Retain this receipt in the local clerk envelope.

Application to Vote

[ward/pct number] [election date mm/dd/yyyy]
[bar code]

I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election

Sign → _____

Ballot Style: [populate]
Ballot No: _____
Voter No: _____
Inspector Initials: _____

[voter name/address/DOB]

Election Inspector: Have voter sign and place with other Applications to Vote.

Voter Registration Receipt - REGULAR

Clerk's Office Voter Registration Receipt

VICTORIA HOUSER - CITY CLERK
BATTLE CREEK CITY
10 N. DIVISION STREET
ROOM 111
BATTLE CREEK MI 49014

Registration approved by: _____

ELECTION: 8/4/2020

The following voter was registered to vote on 7/23/2020 and should be issued a **REGULAR** ballot:

MARTY EARNEST DESKINS
10 CLAY ST APT 614
BATTLE CREEK MI 49017

PRECINCT
CHERRY HILL
10 CLAY ST
BATTLE CREEK MI 49017



Application to Vote

02018

8/4/2020

Ballot Style: 3198 _____

Ballot No: _____

Voter No: _____

Inspector Initials: _____

I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election

Sign

MARTY EARNEST DESKINS, 10 CLAY ST APT 614 BATTLE CREEK MI 49017, 11/12/1956

Election Inspector: Have voter sign and place with other Applications to Vote.

Voter Registration Receipt - CHALLENGED

Clerk's Office Voter Registration Receipt

VICTORIA HOUSER - CITY CLERK
BATTLE CREEK CITY
10 N. DIVISION STREET
ROOM 111
BATTLE CREEK MI 49014

Registration approved by: _____

ELECTION: 8/4/2020

The following voter was registered to vote on 7/22/2020 and should be issued a **CHALLENGED** ballot:

R LETAMMARR BRIGGS
59 MYRTLE AVE
BATTLE CREEK MI 49037

PRECINCT
CHRIST UN
65 BEDFOR
BATTLE CREEK

Application to Vote

01010

8/4/2020

Ballot Style : 3193

Ballot No : _____

Voter No : _____

Inspector Initials: _____

I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election

Sign

R LETAMMARR BRIGGS , 59 MYRTLE AVE BATTLE CREEK MI 49037, 10/20/1959

Election Inspector: Have voter sign and place with other Applications to Vote.

ADD UNLISTED VOTER

(USE ONLY AT THE DIRECTION OF THE CLERK)

- ★ If the citizen is a qualified voter in this precinct, add them to the Unlisted tab
- ★ To add voter to list:
 1. Select Unlisted tab
 2. Select New
 3. Enter voter information
 4. Select OK
- ★ Lock voter and record ballot type and ballot number

The screenshot displays the 'Voter Search' application. At the top, there is a search bar with 'DLN / Name: MCQVF' and a 'Search' button. Below this are three tabs: 'This Precinct', 'Other', and 'Unlisted', with the 'Unlisted' tab selected and marked with a circled '1'. Underneath the tabs, a message reads 'These voters are entered manually:' followed by a table with columns for 'Voter Name' and 'DOB'. At the bottom of the search area, there are 'New' and 'Edit' buttons, with the 'New' button marked with a circled '2'. Below the buttons, it says '0 matching voters'. Overlaid on the bottom right is a 'Unlisted Voter' form with fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'DOB', 'Address', 'Voter Receipt' (checkbox), and 'License'. The 'Last Name' field is marked with a circled '3'. At the bottom of the form are 'Ok' and 'Cancel' buttons, with the 'Ok' button marked with a circled '4'.

PROCESS UNLISTED VOTER WITH A RECEIPT AND DL/PID

Voters who registered at the clerk's office after the download of the EPB should present a receipt and be added:

1. Select the Unlisted tab
2. Select New
3. Enter the voter's info
4. Click Voter Receipt box
5. Swipe the driver's license or state ID or scan the barcode to add the ID number; the window will close automatically (or carefully hand-type the number and click OK).
6. **ALL VOTER INFORMATION MUST BE ENTERED!**

The screenshot displays the 'Voter Search' application. At the top, there is a search bar with 'DLN / Name: MCQVF' and a 'Search' button. Below this, there are three tabs: 'This Precinct', 'Other', and 'Unlisted'. The 'Unlisted' tab is selected and marked with a circled '1'. Underneath the tabs, a red header reads 'These voters are entered manually:'. Below this is a table with columns for 'Voter Name' and 'DOB'. A 'New' button with a green plus sign is located at the bottom left of the table area, marked with a circled '2'. Below the table, it says '0 matching voters'. An 'Unlisted Voter' dialog box is open in the foreground, containing the following fields: 'Last Name: MCQVF' (marked with a circled '3'), 'First Name: JOHN', 'Middle Name: DOE', 'Suffix: [empty]', 'DOB: 4/1/2000', 'Address: 123 MAIN ST' and 'MASS CITY, MI 49948'. There are checkboxes for 'Voter Receipt: [checked]' (marked with a circled '4') and 'License: M123456789999' (marked with a circled '5'). 'Ok' and 'Cancel' buttons are at the bottom of the dialog.

FIND VOTERS NOT APPEARING ON THIS PRECINCT LIST

★ Other Tab

- ★ If the voter is not in This Precinct, search in Other tab
- ★ Other tab lists of voters in other precinct(s)
- ★ Select voter name and direct them to their polling location

Voter Search

DLN / Name:

This Precinct **Other** Unlisted

These voters are located outside of the selected inner precincts:

	Voter Name	DOB
▶	MCQVF, A ANTONIO	01/26/1947
	MCQVF, AARON ARIELLE	01/12/1947
	MCQVF, ABAGAIL ALBERT	02/16/1947
	MCQVF, ABBY ARLINE	05/08/1947
	MCQVF, ABDULAZIZ ALFONZO	03/14/1947
	MCQVF, ABIGAIL ANNA	01/08/1947
	MCQVF, ADA ADINA	03/30/1947
	MCQVF, ADALISA ALLENE	05/09/1947
	MCQVF, ADAM ARTHUR	01/13/1947
	MCQVF, ADELA ABRAHAM	05/10/1947
	MCQVF, ADELIAH ARMEN	04/01/1947
	MCQVF, ADELITA ALLYN	02/07/1947
	MCQVF, ADOLFO ANGEL	03/03/1947
	MCQVF, ADOLPH ADAM-ROSS	02/06/1947
	MCQVF, ADOLPHUS ALVIN	03/24/1947
	MCQVF, ADRIENNE ABED	01/14/1947
	MCQVF, AHMED ANTIONETTE	05/11/1947
	MCQVF, AHMONE ALLISON	03/15/1947
	MCQVF, AHSLEY ANETA	03/25/1947

1080 matching voters

DETERMINE WHETHER UNLISTED VOTERS ARE ELIGIBLE TO VOTE IN THIS PRECINCT

- ★ If the voter is not found in the This Precinct or the Other tab, call the Clerk's Office to look up the voter in the State database
- ★ The Clerk's Office will determine if the citizen is a qualified voter and will direct you on how to proceed

This Precinct			Other	Unlisted
These voters are located within selected inner precinct(s):				
	Voter Name	DOB		
▶ ?	MCQVF, AGATHA CHRISTIE	08/17/1955		
?	MCQVF, ANN MARIE	06/09/1964		
	MCQVF, C CAMPBELL	06/03/1980		
	MCQVF, CACHE CORINA	07/14/1980		
	MCQVF, CADIE CONRAD	07/03/1980		
	MCQVF, CAIRENA CALL	07/12/1980		
	MCQVF, CAITLIN CHAD	06/18/1980		
	MCQVF, CAITLYN CARLOS	06/22/1980		
	MCQVF, CALEB CECIL	08/01/1980		
	MCQVF, CALEY CHEHATA	08/18/1980		
	MCQVF, CALVIN CLAUDE	04/23/1980		
	MCQVF, CAMERON COVEN	04/27/1980		
	MCQVF, CANDACE CLARENCE	04/29/1980		
	MCQVF, CANDICE CLARA	06/06/1980		
	MCQVF, CAPRI CASIMER	07/05/1980		
	MCQVF, CAREAL CASCIANI	07/01/1980		
	MCQVF, CAREN CLEOPHIS	07/17/1980		
	MCQVF, CAREY CHERIAE	06/10/1980		
	MCQVF, CARI CAITLIN	05/21/1980		
	MCQVF, CARIN CORIANTON	06/23/1980		

1632 matching voters



ISSUE A PROVISIONAL ENVELOPE BALLOT

If you have a voter that your **CHAIRPERSON** has determined will require a Provisional Ballot follow the below steps:

ENVELOPE Ballot (If answered “No” to any questions)

- ✓ If the voter is registered in another precinct and refuses to go there; Click the “Other” tab and find your voter
- ✓ If the voter is not found under the **This Precinct** or **Other** tabs ; Click the “Unlisted” tab to add the voter to the list
 - Click New
 - Enter Voter’s information
 - Click OK
- ✓ Lock this voter record
- ✓ Provisional (envelope) ballot
- ✓ Enter Ballot number
- ✓ **MAKE SURE YOU CHECK THE BALLOT NUMBER! THIS PORTION OF THE PROGRAM WILL NOT RECOGNIZE A DUPLICATE BALLOT NUMBER**
- ✓ ENTER REMARKS

THIS BALLOT DOES NOT GO INTO THE TABULATOR, PLACE THE SEALED ENVELOPE IN THE STORAGE ENVELOPE #11.

ISSUE A PROVISIONAL AFFIDAVIT BALLOT

If you have a voter that your **CHAIRPERSON** has determined will require a Provisional Ballot follow the below steps:

AFFIDAVIT Ballot (ONLY if answered “Yes” to all questions)

- ✓ Click the Unlisted tab
- ✓ Click New
- ✓ Enter Voter’s information
- ✓ Click OK
- ✓ Lock this voter record
- ✓ Provisional (affidavit) ballot
- ✓ Enter Ballot number
- ✓ **Make sure Ballot number is written on the BACK of the PAPER Ballot before it is given to the Voter (NOT THE STUB)**

**MAKE SURE YOU CHECK THE BALLOT NUMBER! THIS PORTION OF THE PROGRAM
WILL NOT RECOGNIZE A DUPLICATE BALLOT NUMBER**

Add Remarks

AVOID MISTAKES OR CORRECT MISTAKES

- ★ Did you lock the wrong voter?
 - ★ Click Unlock this voter without performing any action
- ★ Did you make a mistake?
 - ★ Use Undo for entry mistakes
 - ★ wrong ballot number
 - ★ wrong voter
- ★ Do not use Undo to Spoil a ballot
- ★ Do not Spoil a ballot to fix a numbering error

The screenshot displays a web application interface for voter management. At the top, a red 'X' icon and the text 'Unlock this voter without performing any action' are visible. Below this is a 'Voter Details' form for Randall Rudolph MCQVF. The form includes fields for Name, Address, DOB, Precinct, Gender, Polling Location, Reg. Date, and Eff. Rg. Date. A 'Ballot Style' field is highlighted with a red border and contains the value '1B'. A 'Confirm' dialog box is open in the center, with a yellow warning icon and the text: 'Undo the following action: (Issuance of regular ballot [00090001])'. The dialog has 'Yes' and 'No' buttons. Below the dialog, there are several buttons for ballot actions: 'Affidavit ballot-provisional', 'Envelope ballot-provisional', 'Challenged ballot', 'Spoil a ballot', and 'Reject a ballot'. An 'Undo' button is also present, with the text 'Undo (Issuance of regular ballot [00090001])'. At the bottom of the form, there is a red 'X' icon and the text 'Unlock this voter without performing any action', along with 'Voter Remarks' and 'Label' buttons. A status bar at the very bottom shows 'Regular ballot [00090001] issued at the precinct. VOTING STATUS: Voted in precinct using a Regular ballot.' and the name 'JOHNSMITH'.

CORRECT A SIMPLE MISTAKE

1. Search voter
2. Select voter
3. Click Lock this voter record
4. Click Undo
5. Click Yes

Note that this does make a blank row in your List of Voters. Immediately record the correction to fill that gap.

Voter Details

Name: MCQVF, RANDALL RUDOLPH **DOB:** 05/08/1993

Address: 2258 STATE HIGHWAY M38
MASS CITY MI 49948 **Precinct:** 00001

Ballot Style: 1B

Gender: M **Reg.Date:** 05/12/2016

Polling Location: ROUSSEAU TOWN HALL **Eff. Rg.Date:** 06/11/2016

Confirm

! Undo the following action:(Issuance of regular ballot [00090001])

5

4 Undo (Issuance of regular ballot [00090001])

Regular ballot [00090001] issued at the precinct.
VOTING STATUS: Voted in precinct using a Regular ballot.

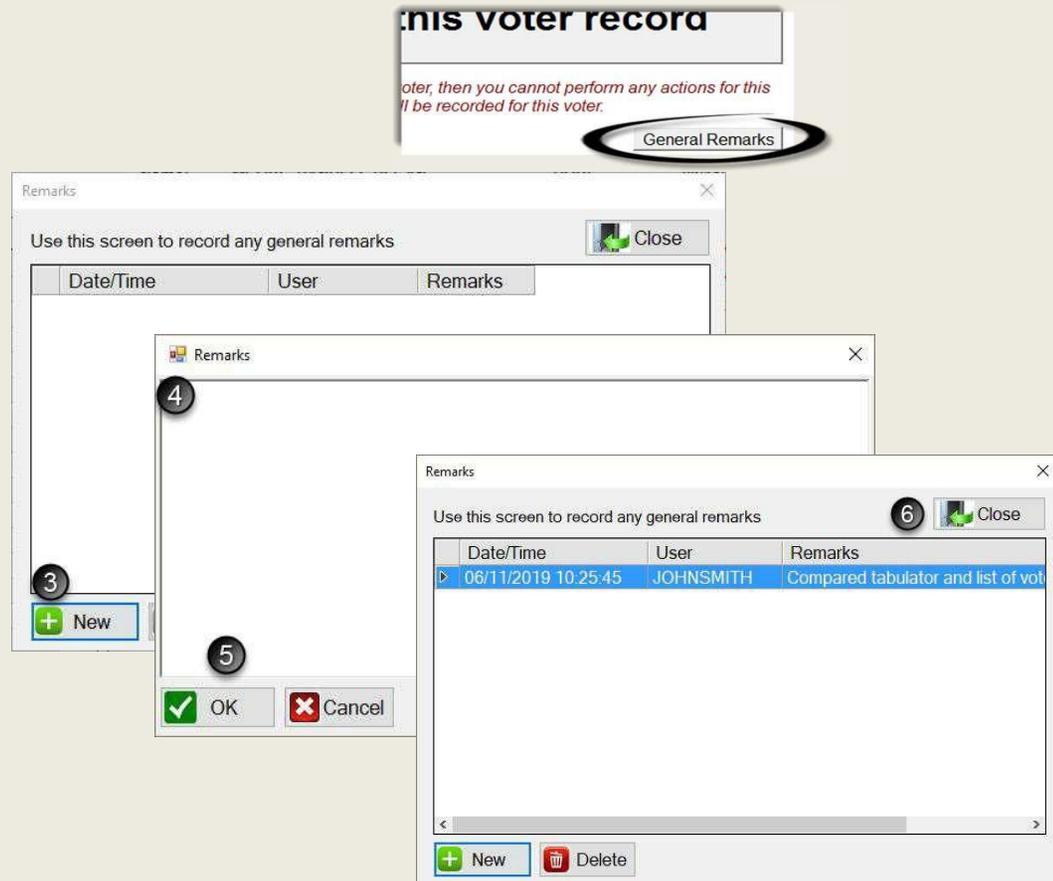
JOHNSMITH

List of Voters		
#	Assigned To	Ballot
1	MCQVF, LISA ANNE	00000001 00000003
2	MCQVF, LISA LEE	00000002
3	MCQVF, JOHN DOE	00000004
4	MCQVF, RALEIGH GRANT	00000106
5		
6	MCQVF, RANA RASHID	00000005
7	MCQVF, RAFAEL REYNALD	00000006
8		

MAKE A GENERAL REMARK

Any time a correction is made, record a remark.

1. Click File (or General Remarks button on main screen and skip to step 3)
2. Click Remarks
3. Click New
4. Enter Remark; the entry will be automatically time- and date-stamped
5. Click OK
6. Click Close



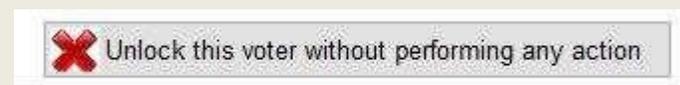
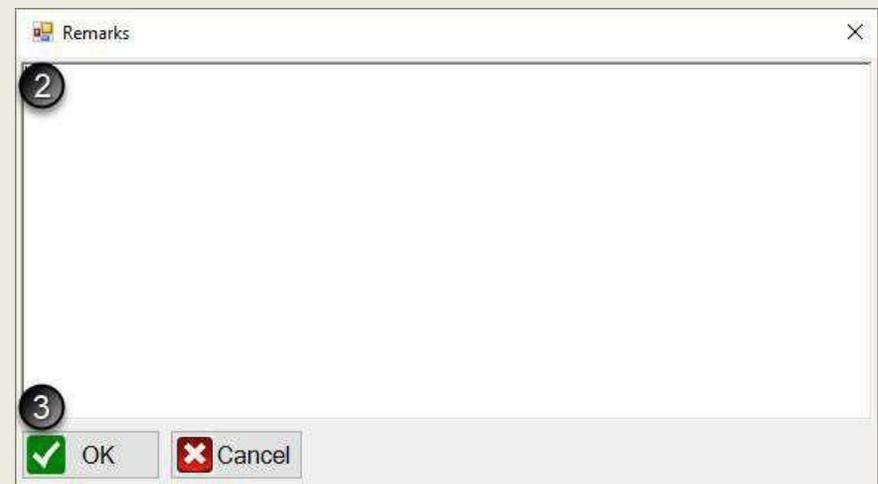
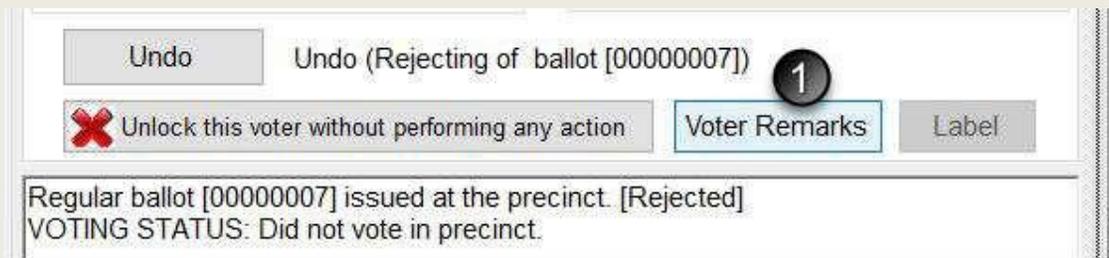
MAKE A VOTER REMARK

To tie a remark to a specific voter,
pull voter record up and:

1. Click Voter Remarks
2. Enter remark text in box
3. Click OK

Voter remarks are time- and date-
stamped and capture the voter
name and voter number.

If there are no other actions to
perform on that voter, Unlock the
voter and move to the next voter.



REJECT A BALLOT

- ★ Reject a ballot only in situations where a voter will not be issued a new ballot.
- ★ Valid reasons for rejection are:
 - ★ Exposure – A voter intentionally exposed his or her marked ballot to others at the polling place.
 - ★ Missing stub/ballot number does not agree – It is discovered during the ballot serial number verification process that the stub on the ballot that was issued to the voter at the polls is missing or bears a different number than the number recorded on the voter's Application to Vote.
 - ★ Ballot was left in booth/voter did not tabulate – A voter neglected or refused to tabulate his or her ballot.

REJECT A BALLOT

★ Pull the voter up in EPB to reject a ballot:

1. Click Reject a ballot
2. Verify ballot number is the same as assigned and click OK
3. Click OK

Lock the voter in again to record a Voter Remark including the reason for the rejection, and then use the red X to Unlock the voter

Voter Details

Name:	MCQVF, RAYMOND RAY	DOB:	04/05/1993
Address:	2225 STATE HIGHWAY M38 MASS CITY MI 49948	Precinct:	00001
Gender:	M	Temp	Perm
Polling Location:	ROUSSEAU TOWN HALL 572 ROUSSEAU RD MASS CITY MI 49948	Reg.Date:	04/09/2016
		Eff. Rg.Date:	05/09/2016

Ballot Style: 1B

Geography

Issue a ballot

- Regular ballot
- Affidavit ballot-provisional
- Envelope ballot-provisional
- Challenged ballot

Other actions

- Record an absentee ballot
- Spoil a ballot
- 1** Reject a ballot

Undo Undo (Issuance of regular ballot [00000007])

Unlock this voter without performing any action Voter Remarks Label

Regular ballot [00000007] issued at the precinct.
VOTING STATUS: Voted in precinct using a Regular ballot.

Reject a ballot

You are about to reject a ballot for:

MCQVF, RAYMOND RAY 04/05/1993

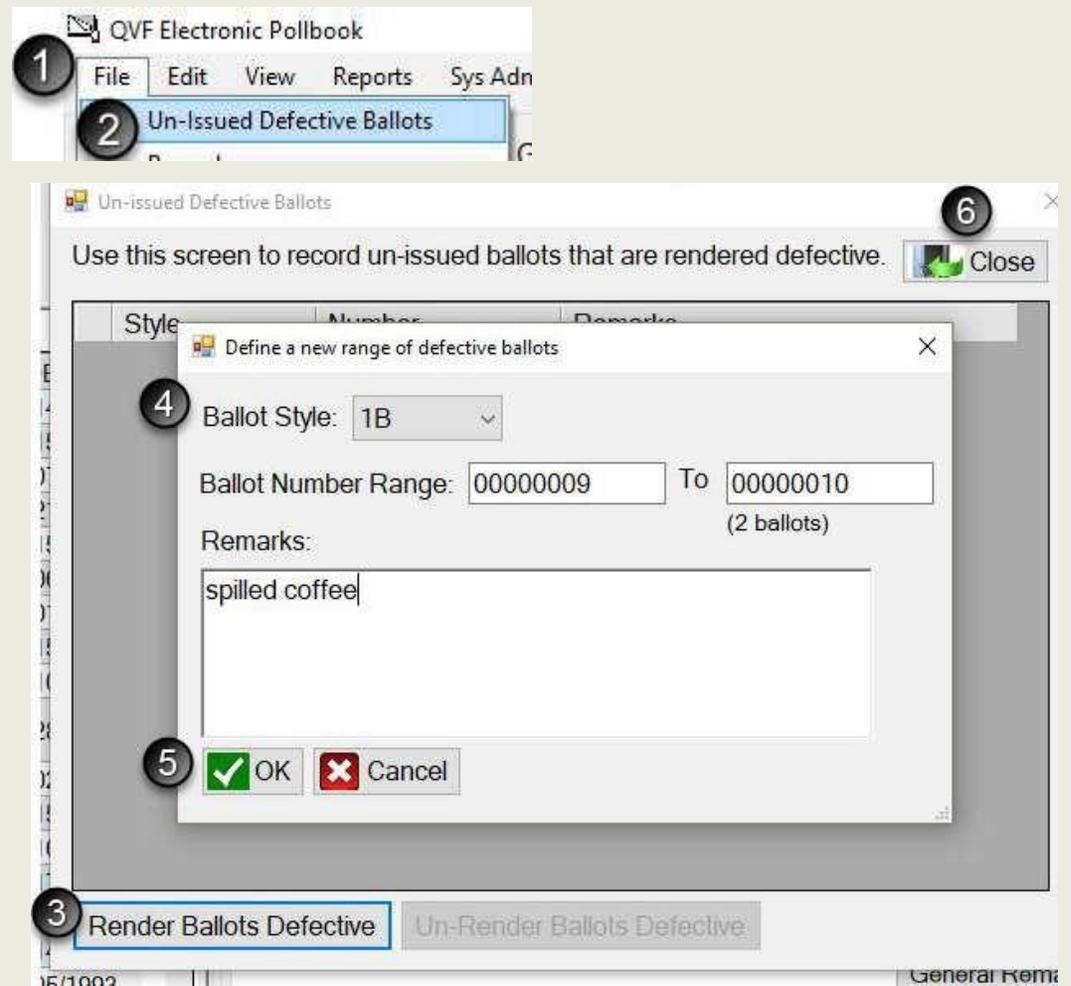
The number of the ballot to be rejected is: **2** 00000007

3 OK Cancel

MARK UNISSUED BALLOTS DEFECTIVE

If a ballot (within the number range being used) becomes unusable, record it as defective so the Ballot Summary will still balance at the end of the night.

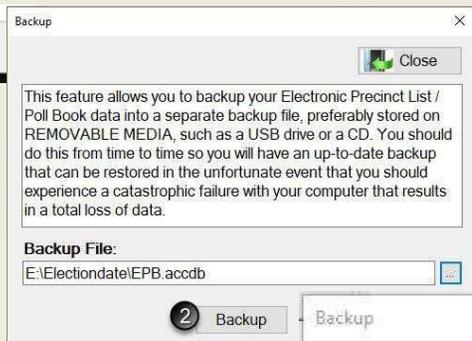
1. Click File
2. Click Un-issued Defective Ballots
3. Click Render Ballots Defective
4. Select the Ballot Style, enter the Ballot Number Range, and record Remarks why the ballot is defective.
5. Click OK
6. Click Close



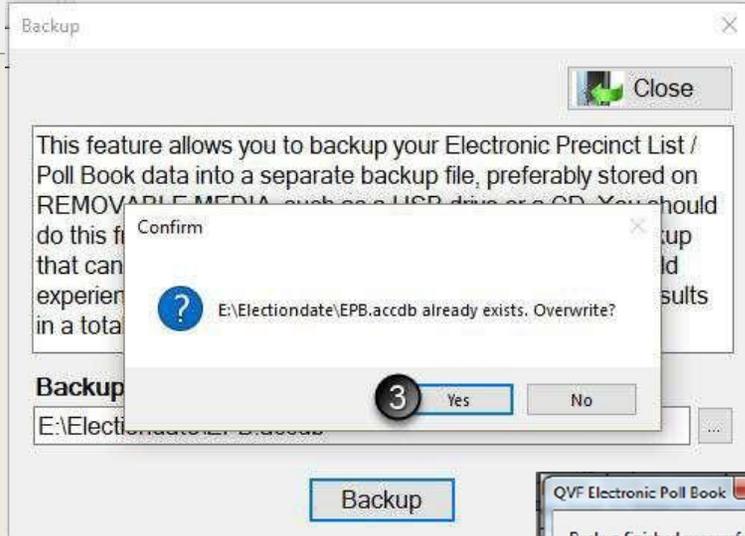
BACKUP REGULARLY

★ The Backup Overdue reminder flashes approximately every half hour

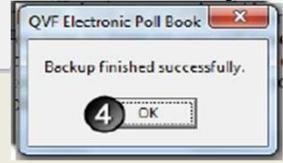
1 Backup Overdue!



2 Backup



3 Yes



4 OK

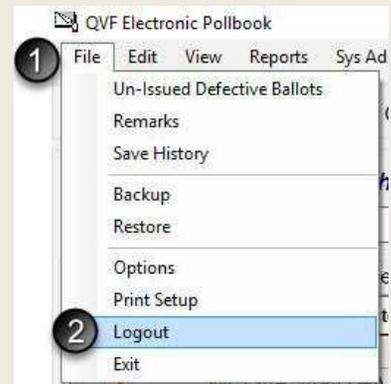
To Backup:

1. Click Backup Overdue
2. Click Backup; the file path should default to the encrypted flash drive and [ElectionDate] folder once the first backup has been completed
3. Click Yes to overwrite the existing backup file
4. Click OK

SWITCH USERS

1. Click File
2. Click Logout

The next user can login with their User Name and Password



Login

1 Please enter the encryption password selected when this software was setup:
Encryption Password: Enter

2 Please enter a username and password to login:
User Name:
User Password: Enter

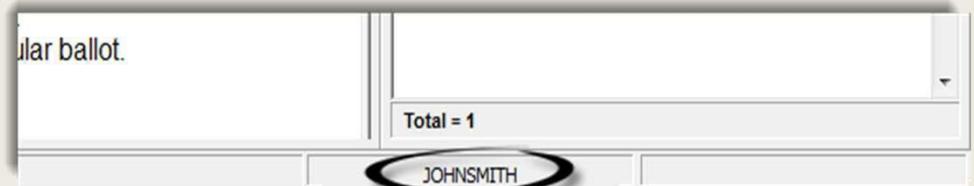
Note: This application shuts down automatically after four unsuccessful login attempts.

State of Michigan Logon Notice - PLEASE READ CAREFULLY

This information system is the property of the State of Michigan and is restricted to authorized users. By agreeing to this notification, you are consenting to monitoring and recording of all activities conducted within this information system. This information system may be monitored and information examined, recorded, copied and used for authorized purposes. Unauthorized use of the system is prohibited and violators may be subject to criminal and civil penalties. I certify that the information and statements made with this account are true, correct, and comply with the provisions of state. I certify that I am the

Shutdown

The current user is listed in the lower right corner of the screen



Power Interruption or Equipment Malfunction (1 of 3)

- ★ Contact the City Clerk's Office in the event that you experience any loss of power or equipment malfunction.
- ★ In case of power outage, the tabulators should run for a significant amount of time off the battery.
 - If the battery fails, voters should insert ballots into the auxiliary bin for later processing. NOTE: You should place ballots already counted by the tabulator into an empty ballot bag and keep locked in the tabulator bin. Already counted ballots and ballots placed into the auxiliary bin MUST be kept separate. Ballots placed in the auxiliary bin will be run through the tabulator once power is restored.
- ★ Your voter assist terminal (ICX) has an external printer, and the printer does not have a battery back up so the ICX cannot be used during an outage.

Power Interruption or Computer Malfunction (2 of 3)

★ Electronic Poll Books (EPB) should be fully charged prior to Election Day and will run for a significant amount of time before it becomes necessary to plug in – BE SURE to routinely back up data throughout the day.

★ If the EPB battery fails or your computer malfunctions you will have to work out of the printed Precinct Voter List binder to verify registrations and record issuance of ballots on the blank, lined List of Voters found in the front pocket of the Poll Book binder.

LIST OF VOTERS							
No. of Voter	NAME OF VOTER	Mark A.V. If Voted by Absent Voter	Number on Ballot	No. of Voter	NAME OF VOTER	Mark A.V. If Voted by Absent Voter	Number on Ballot
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			

Power Interruption or Computer Malfunction (3 of 3)

★ Processing Voters:

- Voters will fill out the application to vote just like normal.
- The Computer Operator will then locate the voter in the printed Precinct Voter List binder. Highlight the voter.
- Record the voters name and ballot # issued on the blank list of voters. Remember to refer back to the last application to vote before the power loss/equipment malfunction to get the last voter # used – you do not start voter numbers over, you must continue voter number sequence.
- Place ballot and application to vote in the secrecy sleeve.
- Direct voter to voting booth.

ELECTION DAY CLOSE OF POLLS

Election
Inspector
Tasks,
Continued

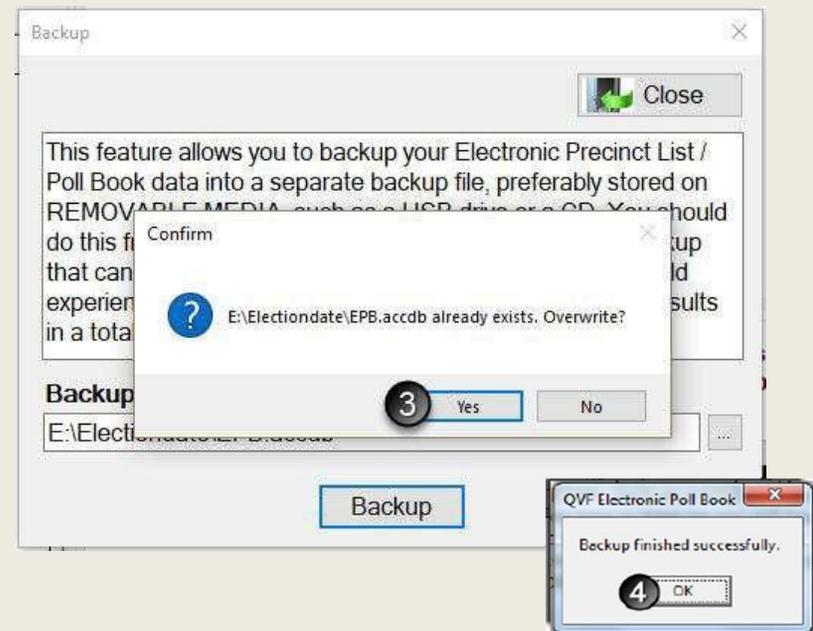
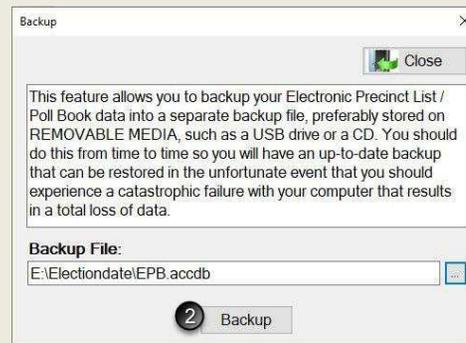
CLOSE THE POLLS: EPB TO-DO LIST

- Save one last Backup file
- Save Ballot Summary Report
- Save List of Voters Report
- Save Remarks Report
- Save Voting History!!!
- Look at the files saved on the flash drive and go back to save anything that got missed.

CLOSE THE POLLS: SAVE BACKUP

To perform one last Backup and ensure all data is saved to the encrypted flash drive:

1. Click File and Backup
2. Review file path and click Backup
3. Click Yes
4. Click OK



CLOSE THE POLLS: SAVE BALLOT SUMMARY REPORT (1 OF 2)

1. Click Reports
2. Click Ballot Summary
3. (D) Enter the Number of ballots tabulated as found on your tabulator.
4. (E) Enter the Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason if absentee ballots are processed in the precinct.
5. Lines F and G are already populated from spoiled or defective ballots and rejected ballots.
6. (H) Enter the Number of ballots used by election inspectors for ballot duplication. (should be 0)
7. (J) Enter the Number of Unused Ballots by entering the Starting Number (the next ballot that would be issued) and the Ending Number of the unused ballots. Tab to create a new line for each ballot style. Tab out to calculate.

**STOP – L must be 0. If L is not 0, double-check items 3-8 and ensure everything was entered correctly.

9. Scroll down, if necessary, and click Preview



Ballot Summary Report

Close

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A: Number of unvoted ballots delivered to precinct:

Style	Party	Starting No.	Ending No.	Count
1A	R	00002001	00002250	250
1A	D	00000001	00000250	250
1A	L	00004001	00004011	11

Total = 1035

B: Number of AV return envelopes received by board

C: Total

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D: Number of ballots tabulated (Enter Tabulator Public Counter reading)

E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason

F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots)

G: Number of ballots rejected

H: Number of ballots used by election inspectors for ballot duplication

I: Number of provisional envelope ballots issued

J: Number of UNUSED BALLOTS:

Style	Party	Starting No.	Ending No.	Count
1A	L	00004003	00004011	9
1A	R	00002003	00002250	248
1A	D	00000252	00000500	249
1A	R	00002252	00002500	249

Total = 1029

K: Total of Lines D, E, F, G, H, I and J

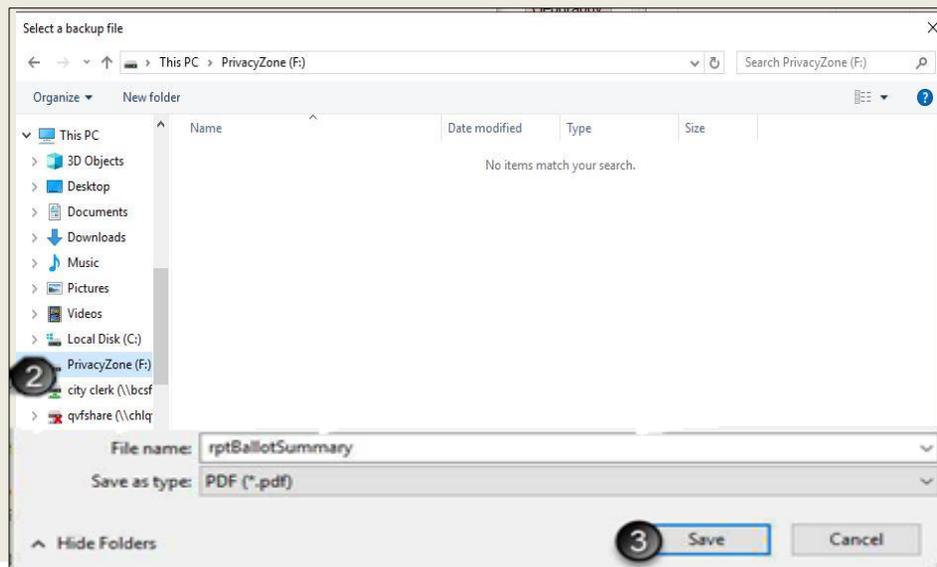
L: Difference

Preview

CLOSE THE POLLS: SAVE AND PRINT BALLOT SUMMARY REPORT (2 OF 2)

Perform these steps to save
The Ballot Summary:

1. Click the save/disk icon and PDF
2. Double-click the Privacy Zone folder
3. Click Save then close



A screenshot of a "Report Preview [Ballot Summary]" window. The window title bar shows "1 of 2" pages and a "PDF" button with a circled "1". The report content includes the following sections:

03/10/2020 - PRESIDENTIAL PRIMARY - BATTLE CREEK CITY
Precinct 04008

BALLOT SUMMARY

WE CERTIFY THE FOLLOWING:

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of unvoted official ballots delivered to precinct:

Ballot Style	Party	Starting No.	Ending No.	Count
1A	R	00002001	00002250	250
1A	D	00000001	00000250	250
1A	L	00004001	00004011	11
1A	L	00004012	00004025	14
1A	D	00000251	00000500	250
1A	R	00002251	00002500	250
VAT		00000001	00000010	10
				1035

B. Number of absentee voter return envelopes received by board: 0

C. Total of lines A and B (Must match Line K below): 1035

NUMBER OF BALLOTS AT CLOSE POLLS:

D. Number of ballots tabulated: 6

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason: 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 0

G. Number of ballots rejected: 0

H. Number of ballots:

I. Number of pr

J. Num

Ballot

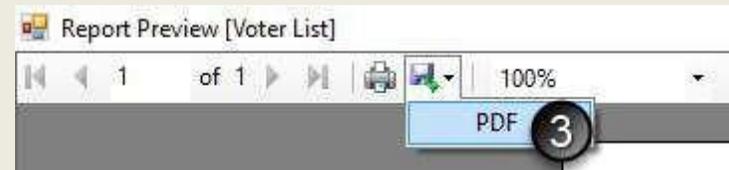
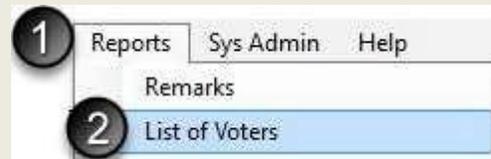
1A

2/24/2020 12:10:29 PM 1

A blue thought bubble with the text "May continue on a second page" is overlaid on the bottom right of the report preview.

CLOSE THE POLLS: SAVE LIST OF VOTERS

1. Click Reports
2. Click List of Voters
3. Click the disk icon and PDF
4. The flash drive's Privacy Zone folder selected for the Ballot Summary should automatically appear (if not, click that folder). Click Save.



11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP
PRE CINCT 00001

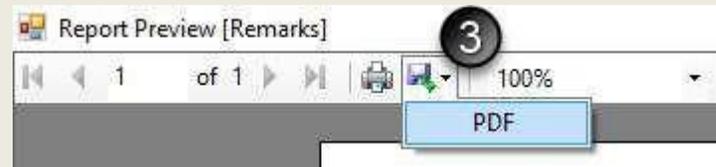
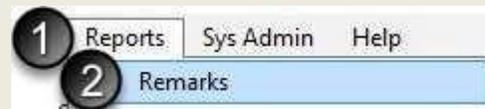
LIST OF VOTERS

#	Voter Name	Ballots	Remarks
1	MCQVF, LISA ANNE	00000004 00000003	Spoiled
2	MCQVF, LISA LEE	00000002	Challenged
3	MCQVF, JOHN DOE	00000004	
4	MCQVF, RALEIGH GRANT	00000106	Absentee Ballot
5	MCQVF, RANDELL REGAN	00090001	
6	MCQVF, RANA RASHID	00000005	
7	MCQVF, RAFAEL REYNALD	00000006	
8	MCQVF, RAYMOND RAY	00000007	Rejected
9	MCQVF, RASHEDA RAYE	00000008	
10	MCQVF, RANSOM RITTER	00000011	

Save on the encrypted flash drive.

CLOSE THE POLLS: SAVE REMARKS

1. Click Reports
2. Click Remarks
3. Select the disk icon and PDF
4. The Privacy Zone folder selected for the last two reports should pop up. Click Save.

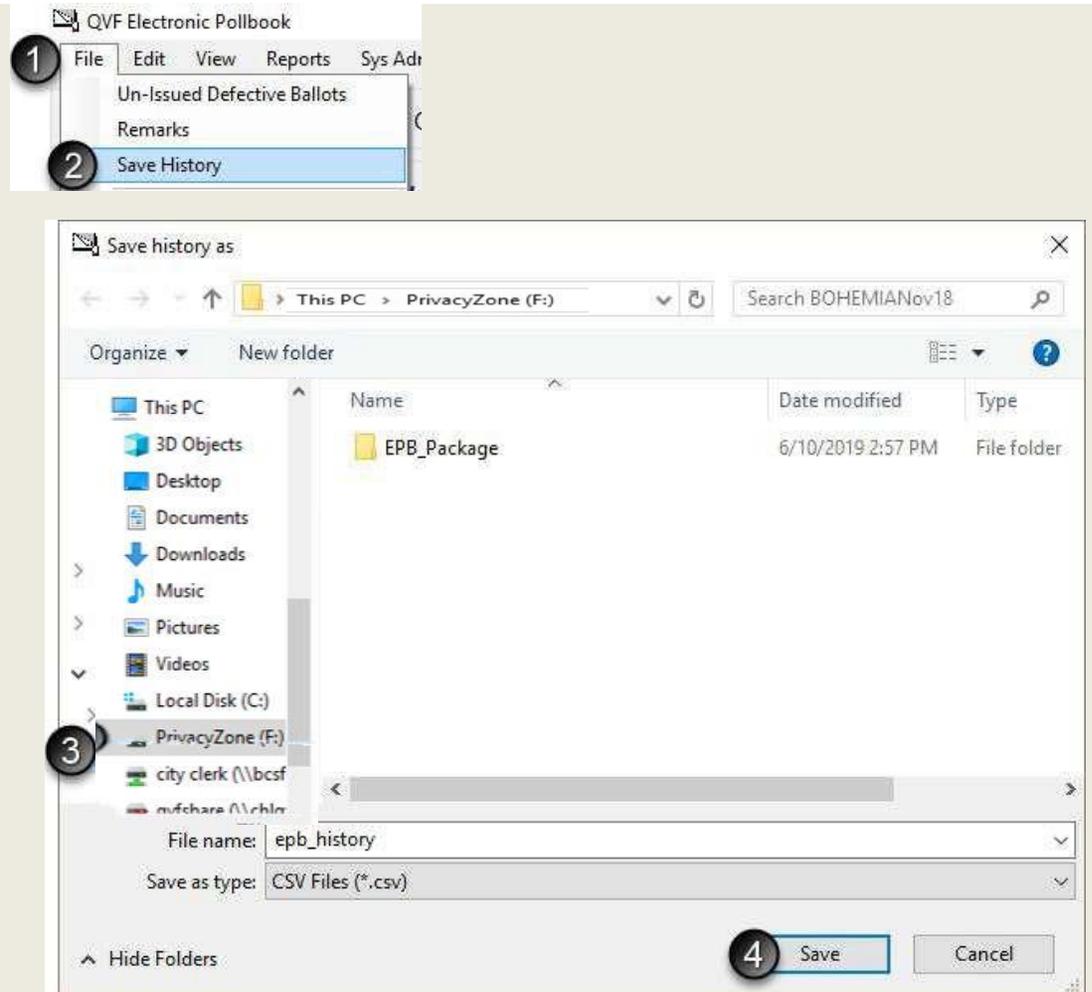


REMARKS

Date / Time	User	Voter #	Voter Name	Remarks
6/11/2019 10:30:12 PM	JOHNSMITH	8	MCQVF, RAYMOND RAY	ballot rejected because voter failed to tabulate ballot
6/11/2019 10:25:45 PM	JOHNSMITH			Compared tabulator and list of voters; we still balance!

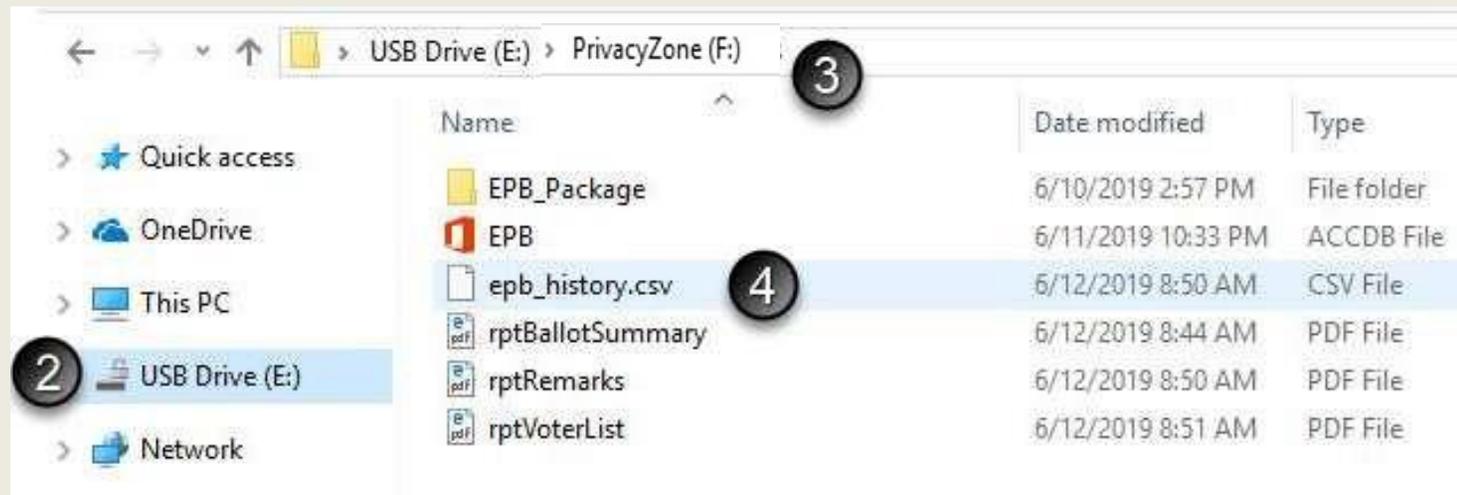
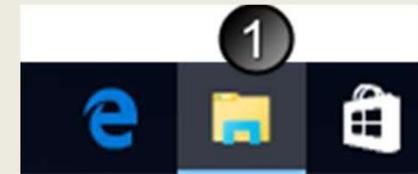
SAVE VOTING HISTORY

1. Click File
2. Click Save History
3. Redirect the file by clicking on the flash drive under This PC, then double-click on the Privacy Zone folder. The file name should say EPB_History with no preceding d:\ (If d:\ is still in the File name, click the cursor at the beginning of the File name field and use the Delete key to delete the d:\)
4. Click Save



CLOSE THE POLLS: ENSURE FILES ARE ON THE FLASH DRIVE

1. Click the file folder icon to open Windows File Explorer
2. Click on the encrypted flash drive (letters may vary)
3. Double-click on Privacy Zone
4. You must have:
 - the EPB ACCDB backup file
 - the three PDF reports, and
 - the epb_history csv file

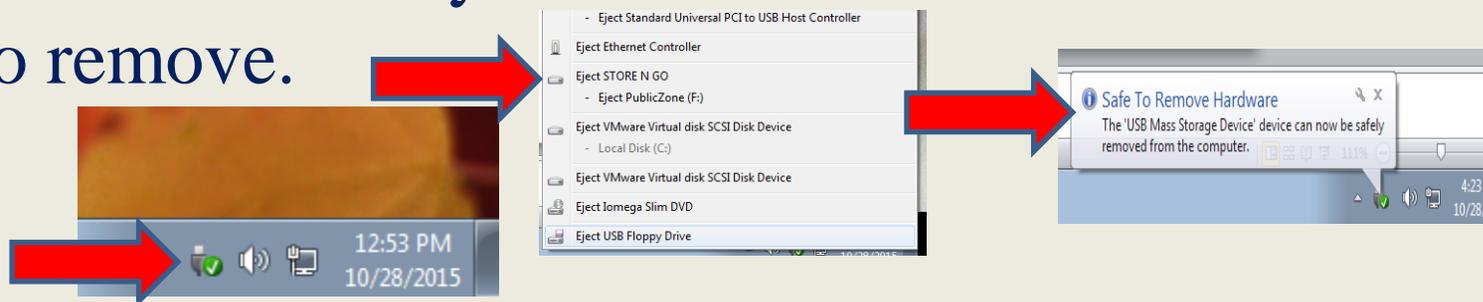


CLOSE THE POLLS: SHUTTING DOWN

- ★ Once you have saved: 1) Ballot Summary (balanced to 0) 2) Voter History Report, 3) List of Voters, 4) Remarks Report
- ★ Click on 'File' and 'Log Out' and then 'shutdown' Safely remove Flash Drive and give to Chairman to secure in black canvas bag with Prom Pack
- ★ Pack up all power cords, scanner, mouse, laptop in computer bag to return to City Hall
- ★ See your Chairperson to see what you can do to help finish closing your precinct

CLOSE THE POLLS: SAFELY REMOVE HARDWARE AND EJECT MEDIA

To safely remove the flash drive after you have logged out of the Privacy Zone, click on the USB icon in the bottom toolbar. Click “Eject STORE N GO”. Remove the flash drive once you receive confirmation that is safe to remove.



If the USB icon is not in the bottom toolbar, click on the arrow to “show hidden icons”.



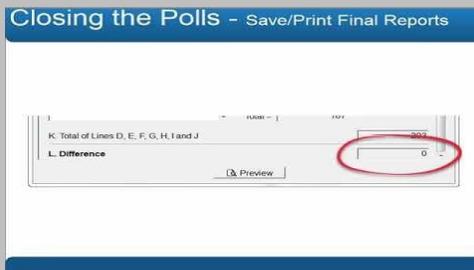
- [BOE – Opening the Polls](#)



- [BOE – Processing Voters](#)



- [BOE – Closing the Polls](#)



YouTube: MigovBOE

<https://www.youtube.com/channel/UCxJUZ1AFEHMCWzH51WSS2Pg>

Training
Videos: