

ELECTRONIC POLL BOOK CHEAT SHEET - Primary

1. **Ask Voter for photo ID and then scan (or enter) voter information**
VOTER MUST STATE NAME AND ADDRESS
2. **Double Click on correct voter and verify address as stated by voter**
3. **Verify photo ID, click on “Check ID” box, mark type of ID, enter initials (the first time only), and click “OK”**
4. **Return ID to voter**
5. **Click on “Capture Signature” and have Voter sign signature pad (or paper)**
6. **Click on “Accept Signature”**
7. **Click on “Mark as voted”**
8. **If voter is unaffiliated, they must choose either a Democrat or Republican ballot, and **THEY MUST AFFILIATE WITH THE PARTY.** Click on the party of their choice**
9. **Click on “Print Label”**
10. **If already affiliated with a party and label printed correctly click “Yes” and proceed to step #11.**
If voter was unaffiliated, click “No” to print 2nd label. Affix label on peach card. Voter must sign card and mark affiliation
11. **Underline the Ballot Style on the label with highlighter. Write Rep or Dem on the label if voter is unaffiliated**
12. **If your poll site has a ballot table Give the voter the label and an “I Voted” sticker and they will proceed to either the ballot table or the electronic machine.**
If your poll site does not have a ballot table Ask the voter whether they want to vote paper or electronic.
If paper, Give the voter the correct ballot and an “I Voted” sticker
If electronic, Give the voter the label and a sticker and they will proceed to machines.