

Poll Worker Guide to Election Day



Voter Issues

973-579-0950

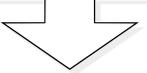
iVo Help

973-579-0953

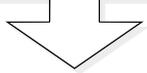
What to do when you arrive at the Polls

Check your equipment—make sure everything is labeled for your district.

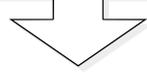
Call 973-579-0953 if not correct.



Set up the voting machines in their booths. Plug into electrical power source.

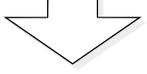


Open the voting machines—no later than 5:30 am. (Opening instructions on next page)



Update Roster Books with final Mail-in-Ballot list. (make sure the date is current)

Call 973-579-0950 if you do not have an updated list.



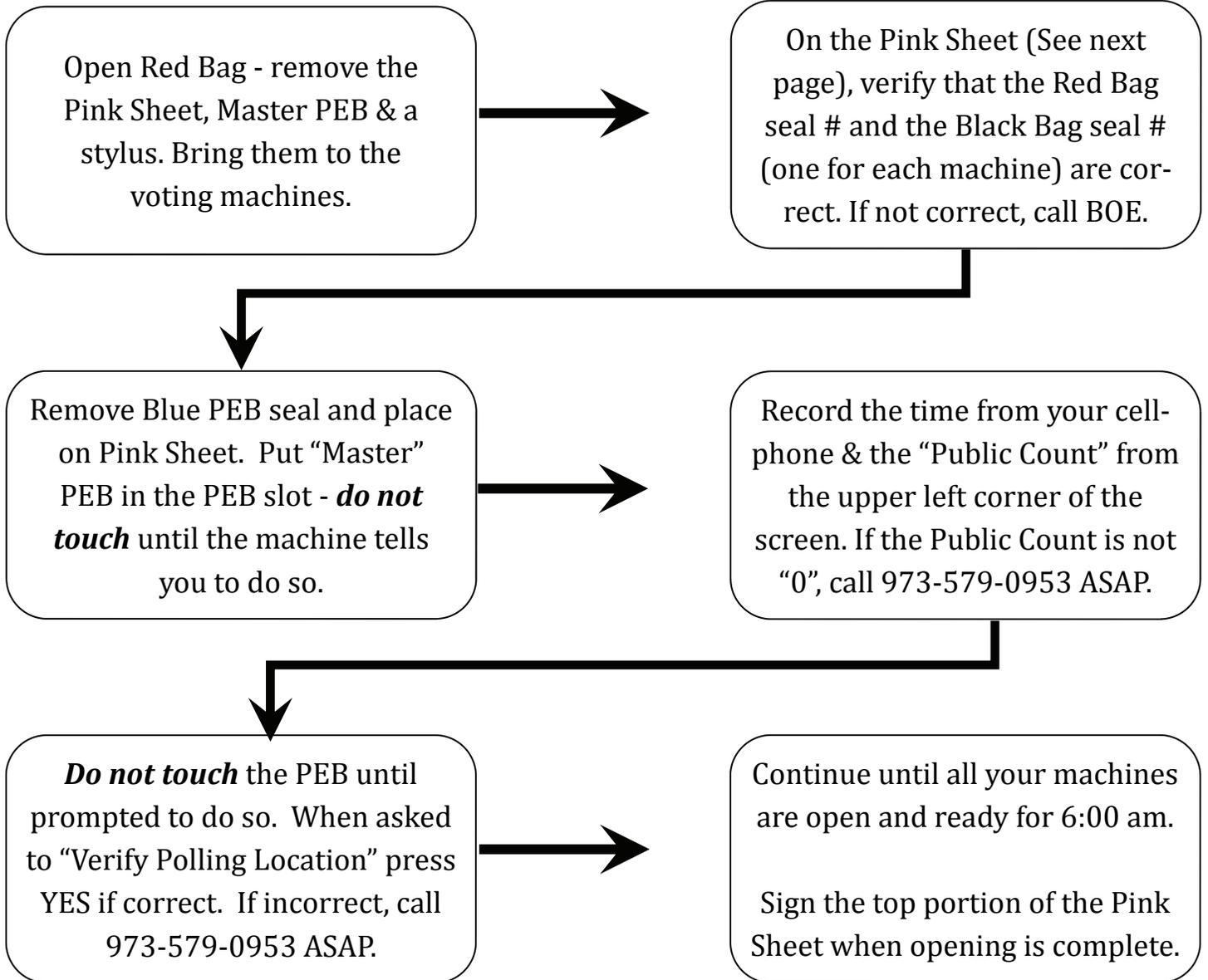
Hang up Certificates and other notices on the walls. Finish preparing the room for the day.

WHAT TO DO FIRST

1

Open the Voting Machines

(Any problems—call the Board of Elections 973-579-0953 immediately)



**June 2, 2015 Primary Election
Sandyston**

Pollworker Service Report

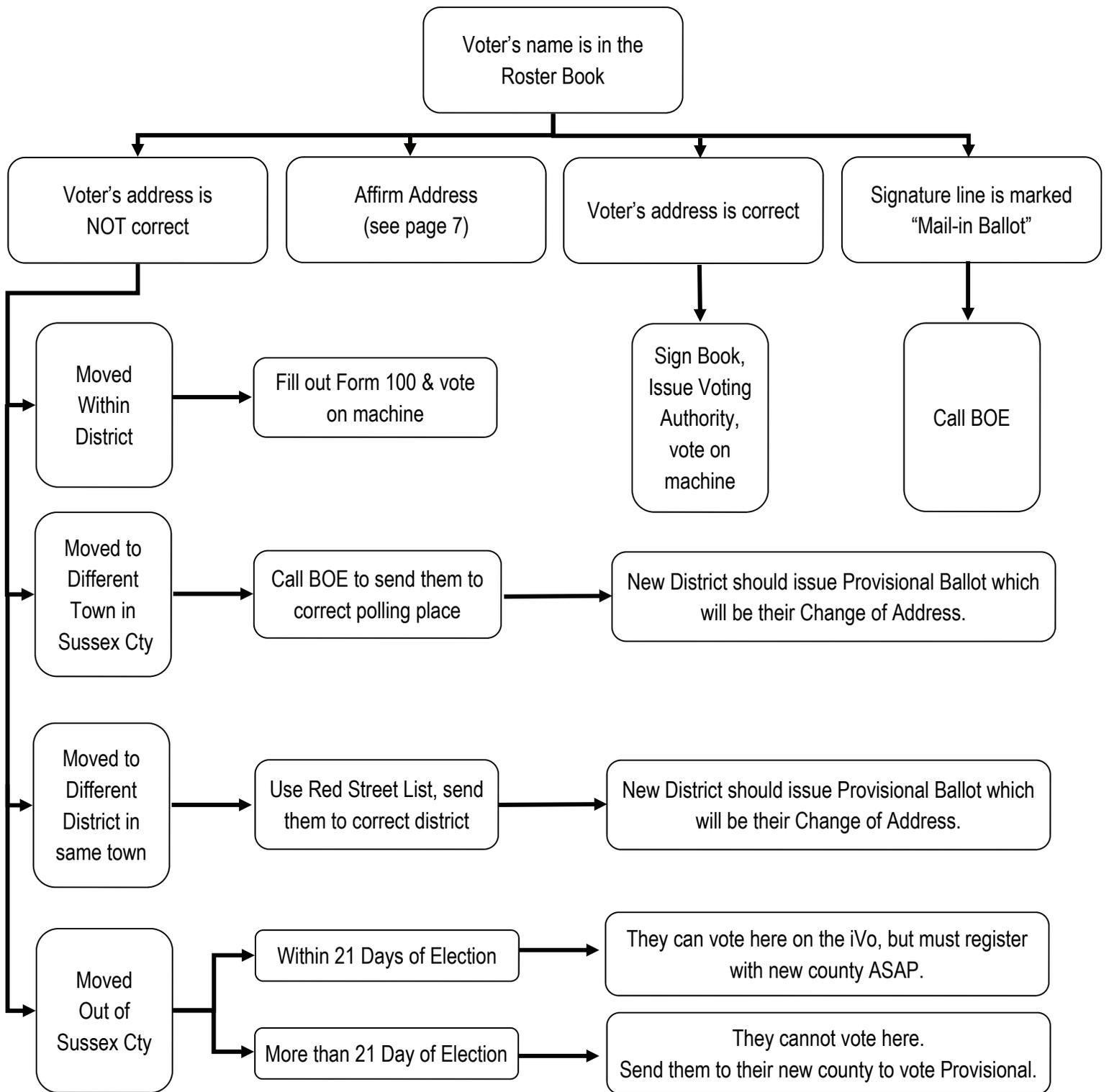
Signatures of 2 Pollworkers in charge of Pink Sheet Information

PW#1	PW#2
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OPENING iVos in the Morning				CLOSING iVos in the Evening			
Red Bag Security Seal #	Record Red Bag Security Seal # that you received	iVO Serial # if different-call BOE ASAP 973-579-0953	Black iVO Bag Security Seal #	Record Black iVO Bag Security Seal #	Record OPENING PUBLIC COUNT (Must be ZERO)	Record OPENING TIME from cell phone	Record CLOSING TIME from cell phone
0756827							
		V5100756-A		0428083			
		V5100871-A		0428085			
		V5100911-A		0428084			
		V5101026-A		0428086			
		V5101994-C		0428087			
VOTING AUTHORITY LOG (VAL)				White Slips	Blue Slips	Tape BLUE tamper evident seals from iVO's PEB slot b	
Record the last # used:							
Record # of VOIDED & SKIPPED slips:							
VAL Total:							
2 PWs who verified VAL				PW 1	PW 2		

OPENING WITH THE PINK SHEET

**Blue Seals
Go Here**



NAME IS IN THE ROSTER BOOK

Voter's name is NOT
in the Roster Book

Confirm spelling.
Check for hyphenation.
Check supplemental pages.

Voter's name has changed but old
name is still in the Roster Book.

Look up voter's
address in Red
Street Directory.

Print new name
Sign old name.
Sign new name.
Fill out Form 100.
Vote on the machine.

Voter
belongs in
your district

Call BOE &
issue Provisional Ballot.

Voter
belongs in a
different
district

Call the BOE and direct
them to the proper district.

Voting Machine Issues

**** (Record all these issues on the back of the Pink Sheet) ****

The voter walked away without voting

Two Pollworkers must insert the PEB and choose "Cast Ballot" when prompted. Record this on the Incident Report.

Screen has lines across it or is fuzzy

The machine is not getting electrical power. Connect to a power source ASAP.

Screen is not accepting choices correctly

A re-calibration is necessary. Cancel ballot, move voter to a different machine and call the BOE. Record this on the Incident Report. ***Pollworker should tell voter "This machine needs to be re-calibrated. I will cancel your ballot and move you to another machine. This machine will not be used again until the technician re-calibrates and tests it thoroughly."***

Chose wrong ballot / audio ballot

Two Pollworkers must insert the PEB and choose "Cancel Ballot" when prompted. Record this on the Incident Report.

Roster Book—Special Situations

**** (Make detailed notes in the Roster Margins) ****

Voter signs in the wrong space

If Voter A signs their name on Voter B's line, draw a single line through the signature. Do not obliterate or erase it. Ask Voter A to sign on the correct space next to their name. When Voter B comes to vote, have them sign above the crossed out signature.

Voter marked as already voted

If a voter's name is marked as having already voted, you CANNOT permit them to vote. Confirm that a different voter did not mistakenly sign in the wrong space. Call the BOE for further instructions.

Voter changed name but OLD name is in book

Voter should PRINT new name, sign both old name and new name. Vote on the machine and record the change on the Yellow Form 100.

“ID Required”

If they provide ID to you, they can sign the Roster Book and vote on the machine. If they don't have ID, call the BOE and issue a Provisional Ballot. Refer to Table 2.4 on Page 13 of the Pollworker Handbook.

Print signature is missing

Call the BOE and issue a Provisional Ballot. Record on Incident Report on back of Pink Sheet.

“Affirm Address”

If voter's current address matches the Roster Book, fill out Yellow Form 100, voter can sign the book and vote on the machine.

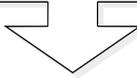
If voter's current address is outside your district but in the same town, use the Red Street List to direct them to the proper polling place. If their address is outside your town, call the BOE to determine their correct polling place.

Signature doesn't match

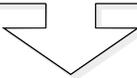
Confirm that voter signed in the correct space. Refer to Table 2.4 on Page 13 of the Pollworker Handbook for information on requesting ID. Call the BOE for further assistance.

Closing the Polls

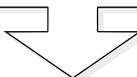
When you are ready to close the polls, gather the Pink Sheet, Master PEB and a stylus and bring them to the voting machines.



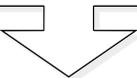
Put the Master PEB into the PEB slot. When the “Closing Menu” appears, the Public Count is displayed at the bottom of the screen. Record this number on the Pink Sheet. Also record the closing time from your cellphone.



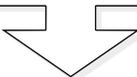
From the screen menu, select “Close the Polls”. DO NOT TOUCH the Master PEB until the machine tells you to do so.



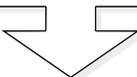
Complete the Voting Authority Log on the bottom of the Pink Sheet. The total number of slips should equal the total closing Public Count of all your machines.



Two Pollworkers must sign the Voting Authority Log on the Pink Sheet. Place all three PEBs and the Pink Sheet into the Red Bag.



Leave your polling place clean - Pack all election supplies into the Blue Bag. Pink Sheet and Master PEB gets packed into Red Bag for your Runner. Extension cords, power strips and signs stay at the polling place.



DO NOT LEAVE until your voting equipment has been picked up.
Any questions or problems, call BOE at 973-579-0953.

June 2, 2015 Primary Election

Sandyston

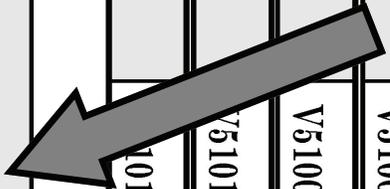
Pollworker Service Report

4E79

Signatures of 2 Pollworkers in charge of Pink Sheet Information

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0756827								
		V5100756-A	0428083					
		V5100871-A	0428085					
		V5100911-A	0428084					
		V5101026-A	0428086					
		V5101994-C	0428087					



VOTING AUTHORITY LOG (VAL)		White Slips	Blue Slips	Tape BLUE tamper evident seals from iVo's PEB slot below.	
Record the last # used:				<h1 style="text-align: center;">Blue Seals Go Here</h1>	
Record # of VOIDED & SKIPPED slips:					
VAL Total:					
2 PWs who verified VAL		PW 1	PW 2		