Presidential General Election

ELECTION JUDGE MANUAL

David Orr
Cook County Clerk

November
2016

Important Phone Numbers & Email Addresses

Ballot Entitlement

(312) 603-0920

- Provisional voting
- Split precincts (precincts with multiple ballot styles)
- Signature Book
- Address for Election Day Registration voter:
  - Not found
  - Invalid

Call Center *(Election Day Only)*

(773) 801-2050

- Equipment problems
- Missing/incorrect supplies
- Wrong ballot styles
- A.M. zero tape
- Statement of Ballots
- Closing

Communications Department

(312) 603-0931

(312) 603-0993

- Media questions

Disability Coordinator

(312) 603-0944

- Disabled voters
- Voter assistance
- Curbside voting

Election Judge Department

(312) 603-0965

- Absent Judges
- Back-up pool
- Teen Judges
- Walk-in Judges

Language Assistance Hotlines

- **Chinese-Speaking Hotline**
  (312) 603-6769
- **Hindi-Speaking Hotline**
  (312) 603-6743
- **Spanish-Speaking Hotline**
  (312) 603-6767

Legal Help Line

(312) 603-0236

- Electioneering
- Pollwatchers/observers
- Challenges
- Complaints
- Election Judge disputes

Supply Hotline *(Before Election Day Only)*

Friday - Sunday 9:00am - 5:00pm
Monday 9:00am - 8:00pm

(773) 801-2050

- Broken equipment
- Missing/incorrect supplies
- Wrong ballot styles *(Paper Ballots)*
- e-pollbook issues

Polling Place Department

(312) 603-0973

- Polling place not open
- Loss of electricity/power failure

Voter Verification Hotline

(312) 603-0239

- Registration records
- Motor voter registration

TDD Information Line

(312) 603-0902

Suburban Cook County Election Website

www.cookcountyclerk.com/elections

Dear Election Judge:

The 2016 elections, featuring Presidential, U.S. Senate, state legislature and countywide contests, are highly anticipated and will be closely followed. As always, Election Judges are that critical element for a successful Election Day. You are the frontline workers who ensure precincts are open and ready for voters. You are the friendly faces who welcome your neighbors into the polling place. You serve your community by helping democracy work.

Election Judges are charged with learning many election procedures, such as checking in voters, setting up Touch Screen voting machines and consolidating election results at the end of the night. Everything you need to know can be found in this Election Judge manual.

The last several years have brought many changes to elections. Throughout these changes, we've been able to rely on you, our Judges. Not only have you helped voters master modern equipment, you have learned new procedures and complied with new laws.

Based upon your feedback, we have re-designed this manual to make it more concise and easier to use. Use the checklists in setting up your equipment and closing your polling place.

We value your input and will continue to implement changes in a way that best serves the voters of Cook County. Thank you for being part of our election team. Have a terrific Election Day.

Sincerely,

David Orr

David Orr
Cook County Clerk

DAVID ORR
COOK COUNTY
CLERK
ELECTIONS

The information contained in this manual is current as of August, 2016. If any information changes, you will be provided with an update containing the revisions.

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General Information

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1 Election Judges
3 Election Judge duties
4 People allowed in the polling place
6 Dealing with voter challenges
7 Special assistance

Election Judges

Five Election Judges are generally assigned to a precinct; three Democrats and two Republicans, or vice versa. Results of previous elections determine which party has more.

All Judges are encouraged to vote by mail or during Early Voting prior to Election Day.

Administrative Judge

Each precinct is assigned one administrative Judge. They ensure the team is prepared and perform the following duties:

- Remind the team about training
- Serve as point of contact for the Election Judge team
- Notify the Election Judge Unit of cancellations, shortages or other problems
- Read all email correspondence from the Cook County Clerk's office and follow instructions
- Check Judge Connect frequently to make sure the team of Judges has not changed
- Contact the polling place and set up a time and a date for supply and equipment check
- Contact the Election Judge team, including the Equipment Manager, to check supplies and equipment and set up voting equipment where possible before Election Day
- Contact the proper authorities to insure the polling place will be open by 5 a.m. on election morning
- Serve as an Election Judge on Election Day

Equipment Manager

Each polling place is assigned at least one Equipment Manager. Equipment Manager duties include:

- Working with the Election Judge team to check supplies and equipment and assist with the setup of equipment where possible before Election Day
- Run A.M. reports on Election Day
- Troubleshoot election equipment
- Coordinate the consolidating, transmitting and printing of results after the polls have closed on Election Day
- Have a working cell phone to be used for polling place problems on Election Day
- While at Station 3, monitor the voters using the Touch Screens.
  - Assist them if they need help
  - Make sure they successfully cast their ballot before leaving the polling place
- Return supplies to the receiving station with another Election Judge of the opposite party on Election Night

Neither administrative Judges nor Equipment Managers are lead Judges.

All Judges have equal authority. However, administrative Judges and Equipment Managers have additional responsibilities that are key to a successful election.

☎ *If you cannot work on Election Day, call the Election Judge Unit immediately: (312) 603-0965.*

☎ *If your precinct has fewer than three Judges or one of the Judges has not shown up, call the Election Judge Unit at (312) 603-0965.*

Election Judges (continued)

Student Judge

Illinois law allows certain high school juniors and seniors, who are not necessarily of voting age, to serve as Election Judges. Student Judges must:

- Maintain a minimum 3.0 grade point average
- Obtain permission from their parent or guardian and school principal
- Attend a training class and pass the test

Student Judges receive the same training and pay as the other Election Judges. They also hold the same authority.

Back-up pool Judge

If all Judges are not present before the polls open, call the Election Judge Unit at (312) 603-0965 to request a Judge. Back-up pool Judges have been trained and are on stand-by at local repair stations. If a back-up pool Judge is available, one will be sent out immediately. When the back-up pool Judge arrives, an Election Judge must administer the oath of election to them. If the appointed Judge arrives late, call the Election Judge Unit before dismissing the back-up pool Judge.

Walk-in Judge

If a back-up pool Judge is not available, a registered voter in Cook County may serve as a walk-in Judge. A walk-in Judge must represent the same party as the absent Judge.

To appoint a walk-in Judge, an Election Judge must call the Election Judge Unit at (312) 603-0965 for approval. Once the walk-in Judge is approved, an Election Judge must administer the oath of election to them. If you cannot get through immediately, the walk-in Judge can serve until you reach someone in the Election Judge Unit for approval.

If the appointed Judge arrives later, the walk-in Judge must stop working. Both the walk-in Judge and the appointed Judge must write the beginning and ending time they worked on the Election Judge Payroll screen in the e-pollbook, print the label and place it on the last page *(the gold page)* of the Label Book.

Election Judge Duties

All decisions made by Election Judges are done on a majority basis.

Election Judge duties include:

- Following the procedures set forth in this manual
- Reporting any non-working or missing equipment immediately by contacting the Call Center at (773) 801-2050
- Running a fair and impartial election
- Keeping order in the polling place
- Maintaining a campaign-free zone
- Removing any campaign literature left by voters
- Leaving the polling place room in the same condition as when you arrived
- Keeping the polling place open from 6 a.m. to 7 p.m.

Election Judges must:

- Take an Election Judge training class and pass a test
- Assist with checking supplies and equipment and setting up voting equipment, where possible, before Election Day
- Arrive no later than 5 a.m. on Election Day
- Have polls open at 6 a.m. sharp
- Keep all unauthorized persons away from voting equipment
- Try to ensure that both political parties are always represented in the precinct

Election Judges must not:

- Participate in any form of electioneering on Election Day
- Go outside the polling place door to distribute literature
- Maintain voter records for any party, candidate, civic organizations or opinion that is on the ballot
- Wear campaign buttons, ribbons or distinctive colors identifying with a specific party, candidate, civic organization or opinion that is on the ballot

⇒ Election Judges are responsible for their own food and drink on Election Day

⇒ One Election Judge may leave the polling place at a time

People Allowed in the Polling Place

Aside from Election Judges and voters, specific individuals are allowed to observe and monitor operations inside the polling place before the polls open, during the day and after the polls close. Each observer must present proper credentials or identification and must never interfere with the election process or disturb voters.

Cook County Clerk's office staff, rovers and attorneys

Rovers, attorneys and clerk's office staff are representatives from the Cook County Clerk's office who check on the equipment, operations and conduct within each polling place. They may have surveys or questionnaires to complete. All rovers, staff and attorneys must show identification or badges upon entering the polling place. They do not have to surrender it to the Election Judges.

Repair staff

Repair staff representatives will visit polling places as a courtesy or to investigate problems with equipment. They can also provide additional election materials, when requested. Repair staff will show their county identification card from the Cook County Clerk's office. They do not have to surrender it to Election Judges.

Approved law enforcement officials

Law enforcement representatives must display proper identification or a badge from their respective office. They do not have to surrender it to Election Judges. They may handle election materials only if they do not interfere with polling place operations.

Approved law enforcement agencies include:

- United States Attorney's office
- Illinois Attorney General's office
- Cook County State's Attorney's office
- Cook County Sheriff's Department
- State Board of Election officials

! The Cook County Clerk's office does not assign police officers to polling places. Uniformed suburban police officers from local villages can enter a polling place only if their presence is specifically requested by the Cook County Clerk's office, in case of an emergency, or if they come to vote.

Media and exit pollsters

Members of the media and exit pollsters are allowed to enter and observe polling places. Judges should ask to see identification from members of the media, such as an ID badge or a business card, but they do not need to surrender a credential.

Media and exit pollsters may not:

- Conduct interviews inside the polling place or within 100 feet of the entrance to the room where voting is taking place
- Take photographs or video without permission of Judges and voters
- Handle voting equipment or materials

Pollwatchers

A pollwatcher is a person who represents a candidate, political party, citizen's organization, or a proponent or opponent of a question of public policy (referendum). The following are examples of who a pollwatcher may be:

- A Candidate
- Precinct Captain
- Elected Official
- Checker/Watcher/Passer

Although these individuals may use these terms to describe themselves, they are all pollwatchers. All pollwatchers must be registered voters in Illinois. A pollwatcher must have a credential in order to observe the election.

People Allowed in the Polling Place (continued)

A credential is issued by the State Board of Elections or the Clerk's office and must include a signature or stamp by an official of the State Board of Elections or the Cook County Clerk. They must also include a signature or stamp of the state or local party chairman, a candidate whose name appears on the ballot, the presiding officer or chairman of an organization, or the proponent or opponent of a referendum on the ballot.

Upon entering the polling place, a pollwatcher must present and sign his or her credential and surrender it to an Election Judge. Any pollwatcher who refuses to surrender a credential must leave the polling place. Place signed credential in ENVELOPE 604.

Credentials must include the township and precinct as well as the name and address of the pollwatchers.

The number of pollwatchers allowed in a precinct:

Appointing Authority	Number of Pollwatchers
Candidate	2
Political Party	1
Qualified Civic Organization	1
Proponents or Opponent of a Referendum	1
Opponents of a Ballot Referendum or Proposition	1

Pollwatchers may:

- Observe the polling place before the polls officially open, during the day, and after the polls close
- Verify that the ballot box is empty, if they are in the polling place before polls open at 6 A.M.
- Inspect the voting equipment
- Stand or sit near or behind the Election Judge station to observe the issuing of ballots or activation cards
- Hear the names and addresses of voters as they announce themselves to the Election Judges
- Compare a voter's signature in the Label Book with the signature on the screen
- Enter and leave the polling place throughout the day without presenting another set of credentials
- Collect a precinct results tape at the end of Election Day

A pollwatcher who observes something improper must notify the Election Judges and not confront the voter directly. Judges must shut down any voting area with defective or non-working equipment.

Pollwatchers may not:

- Attempt any supervisory role in the polling place and must not touch official election materials
- Block voter access to the Judges' table
- Escort voters to the voting booths or voting equipment
- Discuss politics or candidates with voters or Judges, or interfere with the work of the Judges in any way
- Challenge a voter without cause

Dealing with Voter Challenges

Someone challenges a voter. What do you do?

Challenges usually come from a pollwatcher, but can also come from an Election Judge or voter. Challenges must be directed to the Judges and not to the voter.

- Judges must hear all proper challenges and issue rulings. However, voters may not be harassed or challenged without adequate cause.
- Repeated challenges by pollwatchers or Judges can lead to expulsion from the polling place. If you believe harassing behavior is occurring, call the Legal Helpline immediately at (312) 603-0236. The Clerk's office has the right to dismiss anonymous complaints.

Challenges Based On Identity or Residence

Identity (that's not really the voter); or Residence (the voter does not actually live at the address in the precinct):

A challenger must provide Election Judges with a reasonable fact to support the challenge, example:

- **Unacceptable Challenges:** *"I don't think he is John Smith" or "I don't think she really lives at 123 Main Street"*

These types of challenges should be rejected because they are not specific. Voters must be allowed to vote a regular ballot.

- **Acceptable Challenges:**
  - *"John Smith is my neighbor and that is not John Smith."*
  - *"She can't possibly live at 123 Main Street because I live there."*
  - *"That is not the signature on file."*

Acceptable challenges must be voted on

- If the majority of Election Judges believe that the challenger has a reasonable challenge, then ask the voter to show some proof of identity or residence, as the case may be. A Driver's License or State ID is always good proof, but so are many other forms of ID and/or documentation.
- If you decide that the challenge has no merit, allow the voter to vote as usual.
- If you uphold the challenge *(agree with the challenger)*, issue the voter a Provisional ballot. See page 121 for instructions on how to properly issue a Provisional ballot for a voter who was challenged.

Challenges Based On Previous Vote

Already voted *(either by mail, early or grace period)*:

If the e-pollbook says the voter already voted, and the voter says that they:

- Did not vote,
  - Issue a Provisional ballot.
- Voted by mail,
  - And **IS** returning the mail ballot today, turn to page 89.
  - And **IS NOT** returning the mail ballot today, turn to page 93.
- Voted early,
  - Turn to page 117.

Challenges Based On Registration

Every voter who is listed in the e-pollbook is properly registered and challenges to the voter's registration must be rejected.

Special Assistance

The Clerk's office provides assistance for Spanish-, Hindi- and Chinese-speaking voters, as well as voters with disabilities and elderly voters.

Voters requiring language assistance

The Clerk's office is required to provide language assistance in certain precincts under the amendments to the Federal Voting Rights Act of 1992.

All posters, ballots and voting instructions are multilingual (usually bilingual, and in some cases, quadrilingual). However, more assistance is sometimes needed. In precincts where no bilingual Election Judges are working and a voter is confused or needs language assistance, Judges should call one of the language-assistance hotlines. A bilingual staff member at the Clerk's office will provide assistance over the phone. The Clerk's office is required to provide language assistance in Spanish, Hindi and Chinese in certain precincts.

Judges assigned as the Bilingual Judge must wear the oversized Election Judge badge, identifying what language they speak.

Be sensitive. If a voter seems confused or does not seem to understand your instructions, ask the bilingual Election Judge to inquire whether the voter would like assistance.

Touch Screens

Each Touch Screen is also equipped with ballots in Spanish and, in certain precincts, Hindi and Chinese.

Audio Ballots

Any voter may request an audio ballot, which allows the voter to listen to the ballot on a headset connected to the Touch Screen. Audio ballots are available in English, Spanish, Hindi and Chinese, and may be particularly helpful to voters with limited reading skills.

Voters with disabilities and elderly voters

All but a few polling places in suburban Cook County are wheelchair accessible. However, voters with disabilities or elderly voters who are unable to gain entry to a polling place can request that Election Judges provide curb side voting.

Assisting voters with disabilities

Voters in need of assistance may request it from a family member, friend, or two Election Judges *(one from each party)*.

Assisted voters and those assisting them must sign an affidavit on a blue Non-Provisional page prior to voting.

Each polling place has at least two Touch Screens. These machines enable many voters with disabilities to vote privately and independently, without any assistance. They are equipped with a headset and keypad to allow voters who are blind or visually impaired to hear the ballot and make their selections by pressing the buttons on the keypad.

Each Touch Screen also has a sip and puff interface located underneath the audio keypad.

Voting aids *(such as the seated voting booth and magnifier)* are also available.

☎ *If a voter needs language assistance, call:*
Spanish-Speaking Hotline: (312) 603-6767
Chinese-Speaking Hotline: (312) 603-6769
Hindi-Speaking Hotline: (312) 603-6743

☎ *If Judges or voters have any questions, call a disability coordinator from the Clerk's office at (312) 603-0944.*

Before Election Day

11 Review the Open First Envelope

- » VSC Content List

13 Election Day Materials

15 Getting in and Preparing Equipment

- » Checklist 1: Checking Supplies

16 e-pollbook Materials Diagram

17 Set up the e-pollbook and Update the Voter List

- » Checklist 2: e-pollbook Setup

23 Recognizing Ballot Styles

- » Precinct Ballot Style Numbers

25 Set Up Your Equipment

- » Checklist 3: VSC & Scanner Setup
  - › Record of Seals Form *(Image)*
- » Checklist 4: Touch Screen Setup
- » Checklist 5: Card Activator Setup
  - › Backside of the Card Activator and Configuration Transmission Tape *(Image)*

35 Voting Booth Assembly and Polling Place Arrangement

- » Checklist 6: Voting Booth Assembly

1) Review the Open First Envelope

Open First Envelope Contents

Before Election Day, if possible, you must go to the polling place, check your supplies and set up equipment. First, review the Open First Envelope.

The Open First Envelope contains the tools needed to get started on pre-Election Day setup.

The Open First Envelope will contain:

- » An Election Day instruction letter
- » Form100: Voting Supply Carrier content list
- » Record of Seals
- » Receiving station address (not shown)
- » Equipment Keys (not shown)
- » Form 106: Write-in Candidate List
- » Concealed Weapon Sign

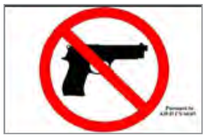
Contents of the Open First Envelope

Special Instructions
Important Changes in Procedure

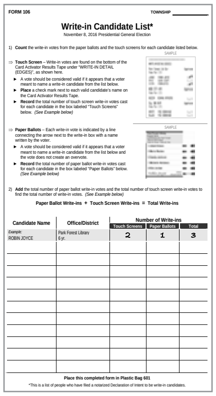
Office of the County Clerk
David Orr, Cook County Clerk

Supply Judge Key Envelope Information

Election Day Instruction Letter



Concealed Weapon Sign



FORM 106 TOWNSHIP ____________

Write-in Candidate List*
November 8, 2016 Presidential General Election

1) **Count** the write-in votes from the paper ballots and the touch screens for each candidate listed below.

⇒ **Touch Screen** – Write-in votes are found on the bottom of the Card Activator Results Tape under "WRITE-IN DETAIL (EDGES)", as shown here.
- ▶ A vote should be considered valid if it appears that a voter meant to name a write-in candidate from the list below.
- ▶ **Place** a check mark next to each valid candidate's name on the Card Activator Results Tape.
- ▶ **Record** the total number of touch screen write-in votes cast for each candidate in the box labeled "Touch Screens" below. *(See Example below)*

SAMPLE

⇒ **Paper Ballots** – Each write-in vote is indicated by a line connecting the arrow next to the write-in box with a name written by the voter.
- ▶ A vote should be considered valid if it appears that a voter meant to name a write-in candidate from the list below and the vote does not create an overvote.
- ▶ **Record** the total number of paper ballot write-in votes cast for each candidate in the box labeled "Paper Ballots" below. *(See Example below)*

SAMPLE

2) **Add** the total number of paper ballot write-in votes and the total number of touch screen write-in votes to find the total number of write-in votes. *(See Example below)*

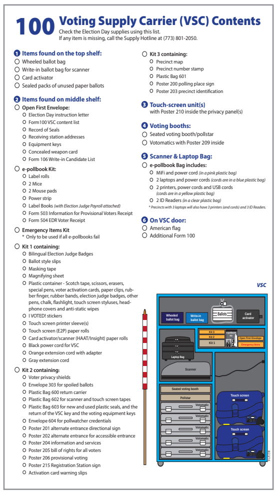
Paper Ballot Write-ins + Touch Screen Write-ins = Total Write-ins

Candidate Name	Office/District	Number of Write-ins		
		Touch Screens	Paper Ballots	Total
Example: ROBIN JOYCE	Park Forest Library 6 yr.	2	1	3

Place this completed form in Plastic Bag 601

*This is a list of people who have filed a notarized Declaration of Intent to be write-in candidates.

FORM 106



100 Voting Supply Carrier (VSC) Contents
Check the Election Day supplies using this list.
If any item is missing, call the Supply Hotline at (773) 801-2050.

❶ Items found on the top shelf:
- ○ Wheeled ballot bag
- ○ Write-in ballot bag for scanner
- ○ Card activator
- ○ Sealed packs of unused paper ballots

❷ Items found on middle shelf:
- ○ **Open First Envelope:**
  - ○ Election Day instruction letter
  - ○ Form100 VSC content list
  - ○ Record of Seals
  - ○ Receiving station addresses
  - ○ Equipment keys
  - ○ Concealed weapon card
  - ○ Form 106 Write-in Candidate List
- ○ **e-pollbook Kit:**
  - ○ Label rolls
  - ○ 2 Mice
  - ○ 2 Mouse pads
  - ○ Power strip
  - ○ Label Books *(with Election Judge Payroll attached)*
  - ○ Form 503 Information for Provisional Voters Receipt
  - ○ Form 504 EDR Voter Receipt
- ○ **Emergency Items Kit**
  - * Only to be used if all e-pollbooks fail
- ○ **Kit 1 containing:**
  - ○ Bilingual Election Judge Badges
  - ○ Ballot style slips
  - ○ Masking tape
  - ○ Magnifying sheet
  - ○ Plastic container - Scotch tape, scissors, erasers, special pens, voter activation cards, paper clips, rubber finger, rubber bands, election judge badges, other pens, chalk, flashlight, touch screen styluses, headphone covers and anti-static wipes
  - ○ I VOTED! stickers
  - ○ Touch screen printer sleeve(s)
  - ○ Touch screen (E2P) paper rolls
  - ○ Card activator/scanner (HAAT/Insight) paper rolls
  - ○ Black power cord for VSC
  - ○ Orange extension cord with adapter
  - ○ Gray extension cord
- ○ **Kit 2 containing:**
  - ○ Voter privacy shields
  - ○ Envelope 303 for spoiled ballots
  - ○ Plastic Bag 600 return carrier
  - ○ Plastic Bag 602 for scanner and touch screen tapes
  - ○ Plastic Bag 603 for new and used plastic seals, and the return of the VSC key and the voting equipment keys
  - ○ Envelope 604 for pollwatcher credentials
  - ○ Poster 201 alternate entrance directional sign
  - ○ Poster 202 alternate entrance for accessible entrance
  - ○ Poster 204 information and services
  - ○ Poster 205 bill of rights for all voters
  - ○ Poster 206 provisional voting
  - ○ Poster 215 Registration Station sign
  - ○ Activation card warning slips
- ○ **Kit 3 containing:**
  - ○ Precinct map
  - ○ Precinct number stamp
  - ○ Plastic Bag 601
  - ○ Poster 200 polling place sign
  - ○ Poster 203 precinct identification

❸ Touch-screen unit(s)
with Poster 210 inside the privacy panel(s)

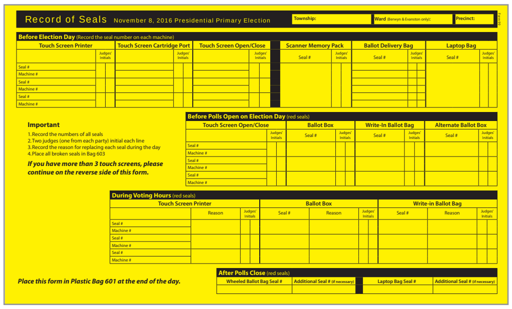
❹ Voting booths:
- ○ Seated voting booth/pollstar
- ○ Votomatics with Poster 209 inside

❺ Scanner & Laptop Bag:
- ○ **e-pollbook Bag includes:**
  - ○ MiFi and power cord *(in a pink plastic bag)*
  - ○ 2 laptops and power cords *(cords are in a blue plastic bag)*
  - ○ 2 printers, power cords and USB cords *(cords are in a yellow plastic bag)*
  - ○ 2 ID Readers *(in a clear plastic bag)*

** Precincts with 3 laptops will also have 3 printers (and cords) and 3 ID Readers.*

❻ On VSC door:
- ○ American flag
- ○ Additional Form 100

FORM 100



Record of Seals November 8, 2016 Presidential Primary Election

Township: ____ Ward (Berwyn & Evanston only): ____ Precinct: ____

Form 99

Before Election Day (Record the seal number on each machine)

Touch Screen Printer	Judges' Initials	Touch Screen Cartridge Port	Judges' Initials	Touch Screen Open/Close	Judges' Initials	Scanner Memory Pack Seal #	Judges' Initials	Ballot Delivery Bag Seal #	Judges' Initials	Laptop Bag Seal #	Judges' Initials
Seal #											
Machine #											
Seal #											
Machine #											
Seal #											
Machine #											

Important
1. Record the numbers of all seals
2. Two judges (one from each party) initial each line
3. Record the reason for replacing each seal during the day
4. Place all broken seals in Bag 603

If you have more than 3 touch screens, please continue on the reverse side of this form.

Before Polls Open on Election Day (red seals)

Touch Screen Open/Close	Judges' Initials	Ballot Box Seal #	Judges' Initials	Write-In Ballot Bag Seal #	Judges' Initials	Alternate Ballot Box Seal #	Judges' Initials
Seal #							
Machine #							
Seal #							
Machine #							
Seal #							
Machine #							

During Voting Hours (red seals)

Touch Screen Printer	Reason	Judges' Initials	Ballot Box Seal #	Reason	Judges' Initials	Write-in Ballot Bag Seal #	Reason	Judges' Initials
Seal #								
Machine #								
Seal #								
Machine #								
Seal #								
Machine #								

Place this form in Plastic Bag 601 at the end of the day.

After Polls Close (red seals)

Wheeled Ballot Bag Seal #	Additional Seal # (if necessary)	Laptop Bag Seal #	Additional Seal # (if necessary)

Record of Seals

VSC Content List (Form 100)

100 Voting Supply Carrier (VSC) Contents

Check the Election Day supplies using this list.
If any item is missing, call the Supply Hotline at (773) 801-2050.

❶ Items found on the top shelf:

- ○ Wheeled ballot bag
- ○ Write-in ballot bag for scanner
- ○ Card activator
- ○ Sealed packs of unused paper ballots

❷ Items found on middle shelf:

- ○ **Open First Envelope:**
  - ○ Election Day instruction letter
  - ○ Form100 VSC content list
  - ○ Record of Seals
  - ○ Receiving station addresses
  - ○ Equipment keys
  - ○ Concealed weapon card
  - ○ Form 106 Write-in Candidate List
- ○ **e-pollbook Kit:**
  - ○ Label rolls
  - ○ 2 Mice
  - ○ 2 Mouse pads
  - ○ Power strip
  - ○ Label Books *(with Election Judge Payroll attached)*
  - ○ Form 503 Information for Provisional Voters Receipt
  - ○ Form 504 EDR Voter Receipt
- ○ **Emergency Items Kit**
  - * Only to be used if all e-pollbooks fail
- ○ **Kit 1 containing:**
  - ○ Bilingual Election Judge Badges
  - ○ Ballot style slips
  - ○ Masking tape
  - ○ Magnifying sheet
  - ○ Plastic container - Scotch tape, scissors, erasers, special pens, voter activation cards, paper clips, rubber finger, rubber bands, election judge badges, other pens, chalk, flashlight, touch screen styluses, headphone covers and anti-static wipes
  - ○ I VOTED! stickers
  - ○ Touch screen printer sleeve(s)
  - ○ Touch screen (E2P) paper rolls
  - ○ Card activator/scanner (HAAT/Insight) paper rolls
  - ○ Black power cord for VSC
  - ○ Orange extension cord with adapter
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  - ○ Poster 201 alternate entrance directional sign
  - ○ Poster 202 alternate entrance for accessible entrance
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  - ○ Poster 206 provisional voting
  - ○ Poster 215 Registration Station sign
  - ○ Activation card warning slips
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  - ○ Plastic Bag 601
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  - ○ Poster 203 precinct identification

❸ Touch-screen unit(s)

with Poster 210 inside the privacy panel(s)

❹ Voting booths:

- ○ Seated voting booth/pollstar
- ○ Votomatics with Poster 209 inside

❺ Scanner & Laptop Bag:

- ○ **e-pollbook Bag includes:**
  - ○ MiFi and power cord *(in a pink plastic bag)*
  - ○ 2 laptops and power cords *(cords are in a blue plastic bag)*
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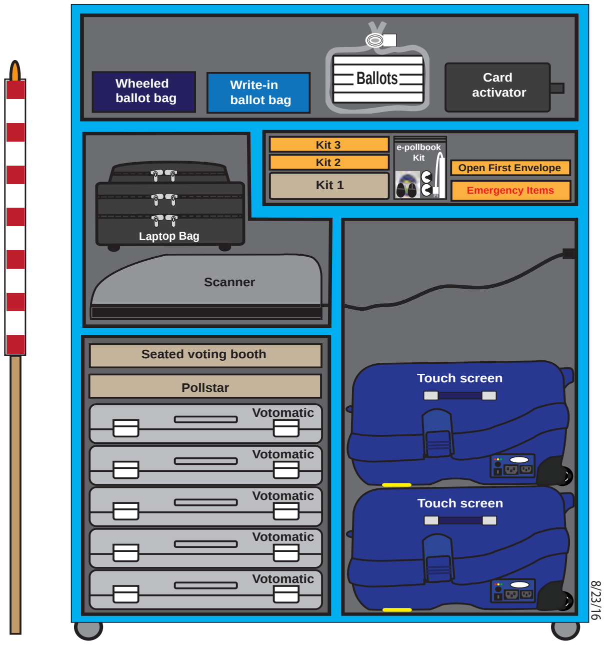
** Precincts with 3 laptops will also have 3 printers (and cords) and 3 ID Readers.*

❻ On VSC door:

- ○ American flag
- ○ Additional Form 100

VSC



8/23/16

Election Day Materials

Check that you have all supplies. The chart below lists the location of several of the forms and envelopes in the VSC. If you are missing any supplies, call the Supply Hotline immediately at (773) 801-2050.

ENVELOPE & FORM NUMBERS	ITEMS & USE	LOCATION IN VSC
Envelope **303**	Spoiled ballots	**Kit 2**
Plastic Bag **600**	Return carrier envelope	**Kit 2**
Plastic Bag **601**	Plastic Bag for return of all results cartridges, memory pack, results tapes etc.	**Kit 3**
Plastic Bag **602**	Scanner and Touch Screen tapes	**Kit 2**
Plastic Bag **603**	New and used seals **and** return of VSC key, Scanner key, and Touch Screen/Card Activator printer case key *(1001)*.	**Kit 2**
Envelope **604**	Pollwatcher Credentials Return Envelope	**Kit 2**
Form **99**	Record of Seals	**Open First Envelope**
Form **100**	VSC content list	**VSC Inner Door/ Open First Envelope**
Form **106**	Write-in Candidate List	**Open First Envelope**
Form **503**	Information for Provisional Voters *(Provisional voting receipt)*	**e-pollbook Kit**
Form **504**	Voter Registration Receipt	
	Activation cards	**Kit 1 (plastic container)**
	Paper ballots	**Top shelf**
	Precinct number stamp	**Kit 3**
	Key ring *(with keys to the Scanner and Touch Screen/ Card Activator printer)*	**Open First Envelope**
	Label rolls	**e-pollbook Kit**
	Mice and mouse pads	**e-pollbook Kit**
	Label Books	**e-pollbook Kit**

2) Getting In and Preparing Equipment

Checklist 1: Checking Supplies

Follow the steps on this checklist to check supplies before Election Day.

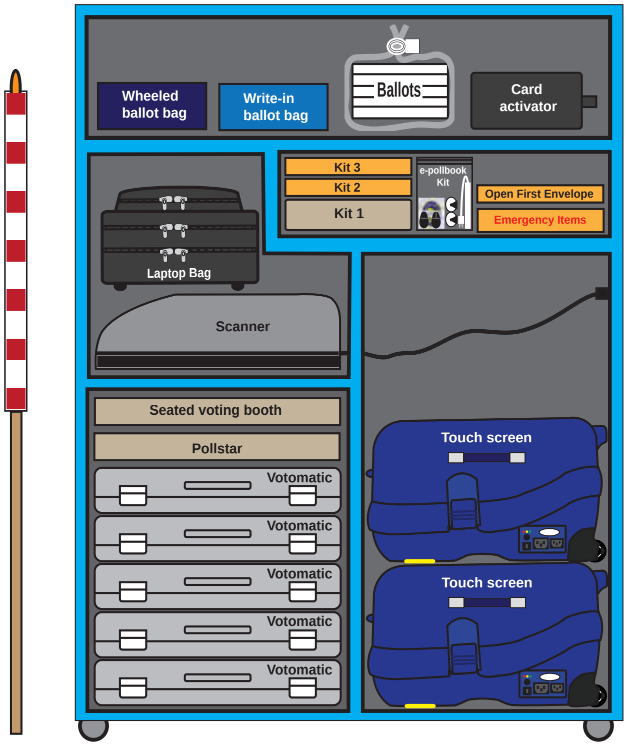
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
AJ	1	**Call** the polling place and arrange a time for your team to check supplies and equipment and to set up if possible.
	2	At the polling place, using the 7-digit precinct code located on your assignment letter, **locate** your VSC.
	3	A. **Open** the VSC. B. **Locate** the Open First Envelope. C. **Read** the instructions for any last minute changes.
	4	**Use** FORM 100, located in the Open First Envelope and on the inside of the VSC door as a checklist of supplies and equipment.
	5	**Verify** that all supplies are present. ***Note:*** *Call the Supply Hotline, at (773) 801-2050, about all supply and equipment issues during pre-Election Day setup.* ***Waiting until Election Day may result in significant delivery delays.***
	6	**Remove** the Record of Seals *(Form 99)* from the Open First Envelope.

VSC

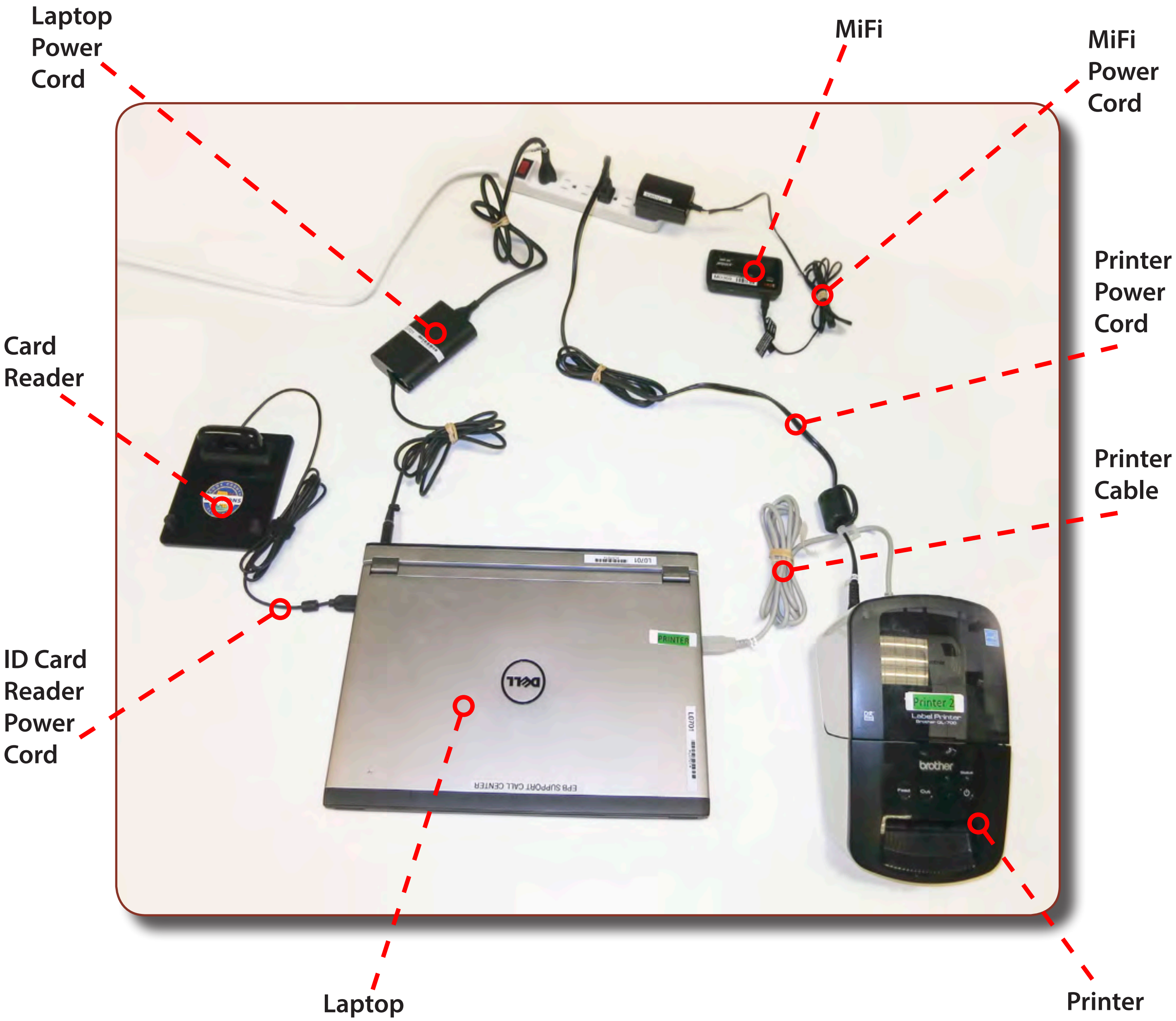
Voting equipment and supplies are delivered to each polling place during the week before the election in a blue metal cabinet called a **Voting Supply Carrier (VSC)**. Equipment Managers receive a VSC key upon successfully completing their training and must be present for setup.

✓ *Supply calls on Election Day are avoidable. Check supplies before Election Day.*


Wheeled ballot bag
Write-in ballot bag
Ballots
Card activator
Kit 3
Kit 2
Kit 1
e-pollbook Kit
Open First Envelope
Emergency Items
Laptop Bag
Scanner
Seated voting booth
Pollstar
Votomatic
Votomatic
Votomatic
Votomatic
Votomatic
Touch screen
Touch screen

e-pollbook Materials

ℹ ***It is important to set up the e-pollbooks before Election Day to get the voter list updated.***


Laptop Power Cord
MiFi
MiFi Power Cord
Printer Power Cord
Card Reader
Printer Cable
ID Card Reader Power Cord
Laptop
Printer
PRINTER
Printer 2
Label Printer
brother
EPB SUPPORT CALL CENTER

3) Set Up the e-pollbook and Update the Voter List

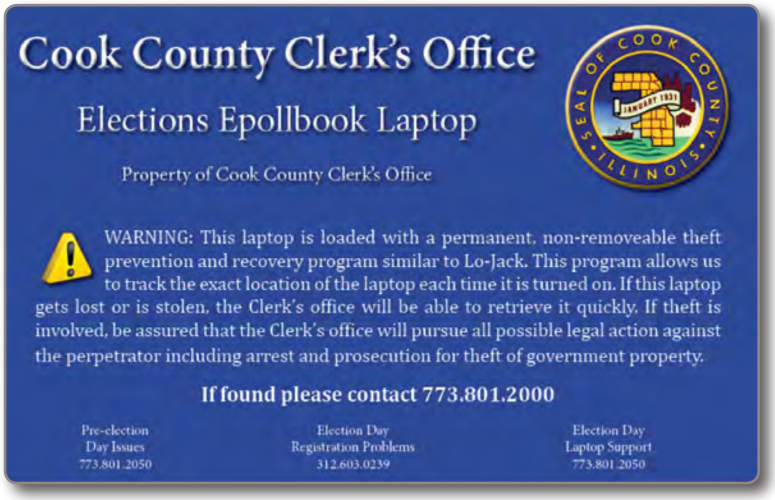
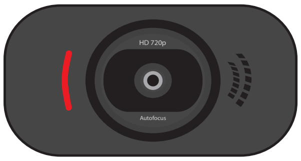
Checklist 2: e-pollbook Setup

Follow the steps on this checklist to check and set up e-pollbook laptops before Election Day.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Remove** the e-pollbook Bag *(located on top of the Scanner)* and the e-pollbook kit *(located on the top shelf)* from the VSC.
	2	A. **Record** the seal number from the e-pollbook Bag on the Record of Seals Form. → Two Judges, one from each party, must initial where indicated. B. **Break** the seal. C. **Place** the broken seal inside of Plastic Bag 603.
	3	A. **Remove** the following items from the e-pollbook Bag: → **(2)** Laptops with power cords *(in a blue plastic bag)* → **(2)** Printers with grey USB cables and power cords *(in a yellow plastic bag)* → **(1)** MiFi » MiFi and cord will come *(in a small pink plastic bag)* → **(2)** ID Readers *(in a clear plastic bag)* ***Hint:*** *Save all of the plastic bags for repacking on Election Day.* B. **Remove** the following items from the e-pollbook kit: → **(2)** Label Books → **(2)** Mice → **(2)** Mouse pads → **(1)** Power strip (surge protector)
	4	Before plugging the MiFi power cord into an outlet, → **Turn** the MiFi on. The On/Off button is located on the top of the MiFi on the right hand side. » When it is fully initialized, the display will read "Ready."
	5	**Check** for signal strength. → **Leave** the MiFi where you have the strongest signal. ***Note:*** *If the signal strength is low, move it around the polling place until you have at least 2 bars of strength.*
	6	**Attach** the power cord to the MiFi and the other end into the closest outlet or use the power strip provided.
	7	**Pair** laptop/printer sets according to the color-coded labels. → Match green with green and yellow with yellow.

Checklist 2: e-pollbook Setup (continued)

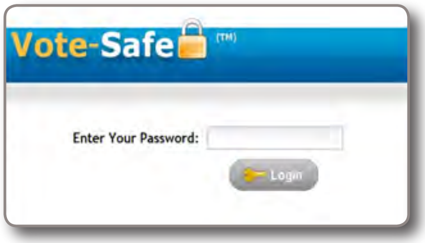
	8	**Attach** the power cord to the laptop and the other end to an outlet or into the power strip.
	9	**Connect** the grey USB cable (square end) into the printer and the other end into the laptop port labeled "printer."
	10	**Plug** the remaining black power cable (figure 8 end) into the printer and the other end into an outlet or the power strip.
	11	**Attach** the mouse and ID Reader cable to any available USB port.
	12	**Turn on** the printers. → **Press and hold** the ON/OFF button located on the lower right side of the face of the printer below the word "Status."
	13	→ **Turn** on the laptop. → **Press** and hold down the ON/OFF button. » It will take a few seconds for the laptop to boot up.
	14	**Read** the Cook County Disclaimer.  Cook County Clerk's Office Elections Epollbook Laptop Property of Cook County Clerk's Office WARNING: This laptop is loaded with a permanent, non-removeable theft prevention and recovery program similar to Lo-Jack. This program allows us to track the exact location of the laptop each time it is turned on. If this laptop gets lost or is stolen, the Clerk's office will be able to retrieve it quickly. If theft is involved, be assured that the Clerk's office will pursue all possible legal action against the perpetrator including arrest and prosecution for theft of government property. **If found please contact 773.801.2000** Pre-election Day Issues 773.801.2050 Election Day Registration Problems 312.603.0239 Election Day Laptop Support 773.801.2050
	15	**Double click** on the VoteSafe icon.
	16	A. **Check** the ID Reader and make sure that the red light is on. B. **Wait** for VoteSafe to load. 
	17	**Click** on the blue link that says "Click here to start."

Checklist 2: e-pollbook Setup (continued)

18

Enter your password and click "Login."

→ Your password is the 7-digit code located on the outside of your VSC, your assignment letter, and on the label of the Open First Envelope.

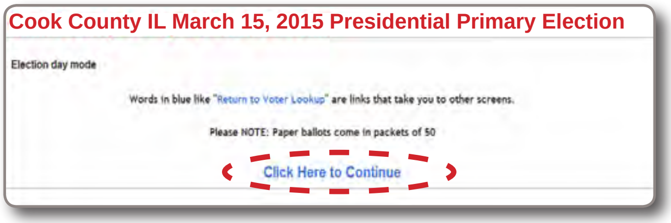

Vote-Safe (TM)
Enter Your Password:
Login

19

→ **Confirm** that you are running in Election Day mode.

» If not, call the Call Center.

→ **Click** the "Click here to continue" link.


Cook County IL March 15, 2015 Presidential Primary Election

Election day mode

Words in blue like "Return to Voter Lookup" are links that take you to other screens.

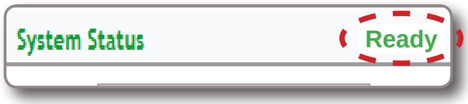
Please NOTE: Paper ballots come in packets of 50

Click Here to Continue

20

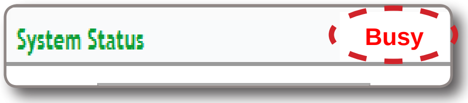
Check the System Status box on the right side of the screen.

→ It should read "Ready" *(connected to the internet)* and should be green.


System Status
Ready

21

→ If the laptop is "Busy," the word will be in red.


System Status
Busy

» Check the MiFi power and signal.

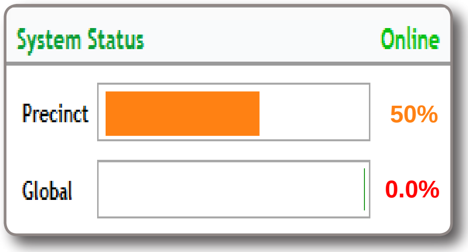
» Look at page 297 and follow the troubleshooting instructions.

→ If the laptop is still not connected to the internet, call the Supply Helpline at (773) 801-2050.

Note: *If one laptop is connected to the internet and the other is not connected to the internet, attempt to get both connected.*

22

Verify your update status.

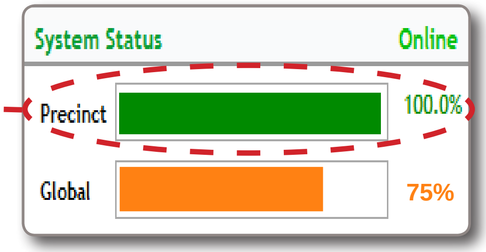

System Status
Online
Precinct
50%
Global
0.0%

→ The Precinct bar and Global bar will start as orange.

» The Precinct bar will update first, then the Global bar.

→ When the bars are completely updated, they will both turn green and read 100%.

Note: *The global bar* ***DOES NOT*** *need to be green. The precinct updating process must be completed during setup or checking of supplies. Leave the laptop on until you are ready to leave. You may leave before the Global bar is green.*


System Status
Online
Precinct
100.0%
Global
75%

Checklist 2: e-pollbook Setup (continued)

23

A. **Remove** the paper ballots from the VSC.

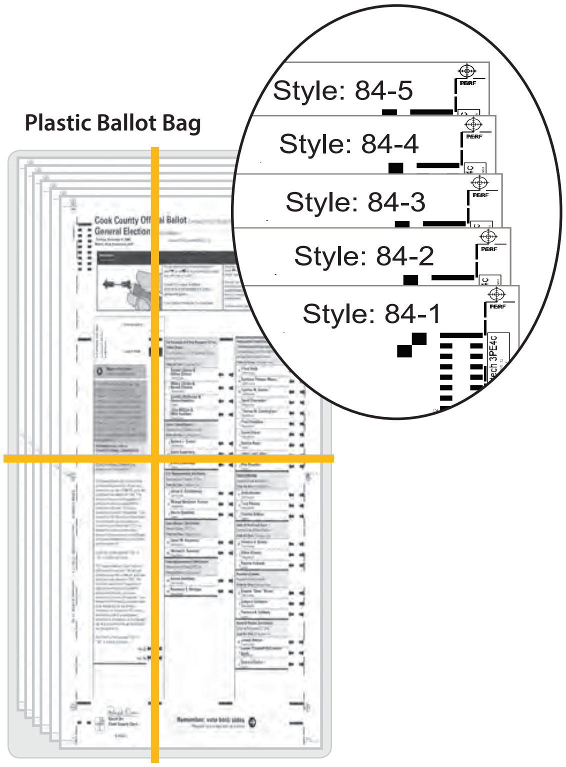
B. **Record** the seal number on the Record of Seals.

C. **Break** the seal on the Plastic Ballot Bag (contains smaller packs of paper ballot packs).

→ They are located on the left side of the top shelf, in a large plastic bag.

  » If you are working in a split precinct, you will receive separate ballots for each ballot style assigned to your precinct.

  » The Plastic Ballot Bags often contain separate packs of ballots with different ballot styles. Open the bag and look for the ballot style number on the top right of the first ballot in each pack.


Plastic Ballot Bag
Style: 84-5
Style: 84-4
Style: 84-3
Style: 84-2
Style: 84-1

***IMPORTANT:** Open the Plastic Ballot Bag and check the ballot styles of each individual pack, as explained above, even though there will be a label on the outside of the Plastic Ballot Bag.*

24

Place the broken seal into Plastic Bag 603.

25

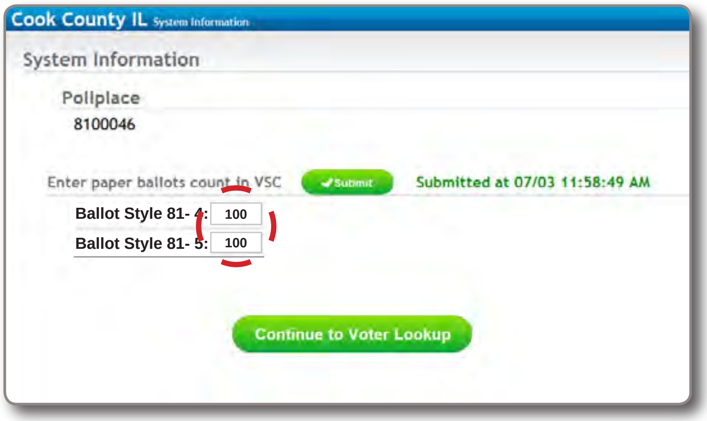
A. **Count** the ballot packs.

  → Ballots in English and Spanish arrive in packs of 50.

  → Ballots in Chinese and Hindi are in packs of 25.

B. On all laptops, **enter** the number of ballots for each ballot style.

  → The "Submit" button will turn green.


Cook County IL System Information
System Information
✓Submit
Continue to Voter Lookup

Pollplace
8100046

Enter paper ballots count in VSC

Submitted at 07/03 11:58:49 AM

Ballot Style 81- 4: 100
Ballot Style 81- 5: 100

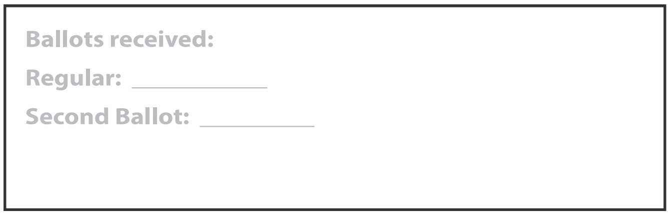
Checklist 2: e-pollbook Setup (continued)

26

A. **Click** "Submit."

→ A label will automatically print your ballot count.

B. **Place** the ballot count label in the box that reads "Ballots received," on the first page of each Label Book.



Ballots received:

Regular: ___________

Second Ballot: ___________

27

Place the counted ballots back inside the VSC.

28

Laptop logout and shut down:

A. **Make sure** the precinct bar is green before logging out.

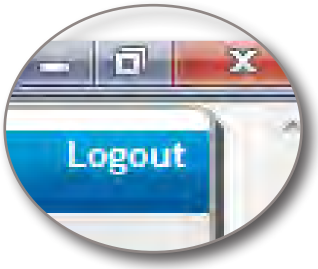
B. **Click** "Logout" on the upper right corner of the screen.

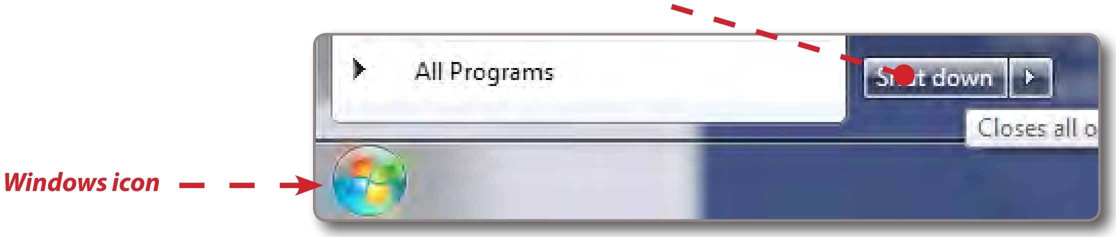
C. **Click** "No" to the question "Are the polls closed?"

D. **Click** the "X" in the upper right corner of the screen.

E. **Click** the Windows icon.

F. **Click** "Shut down" at the bottom left of the screen.





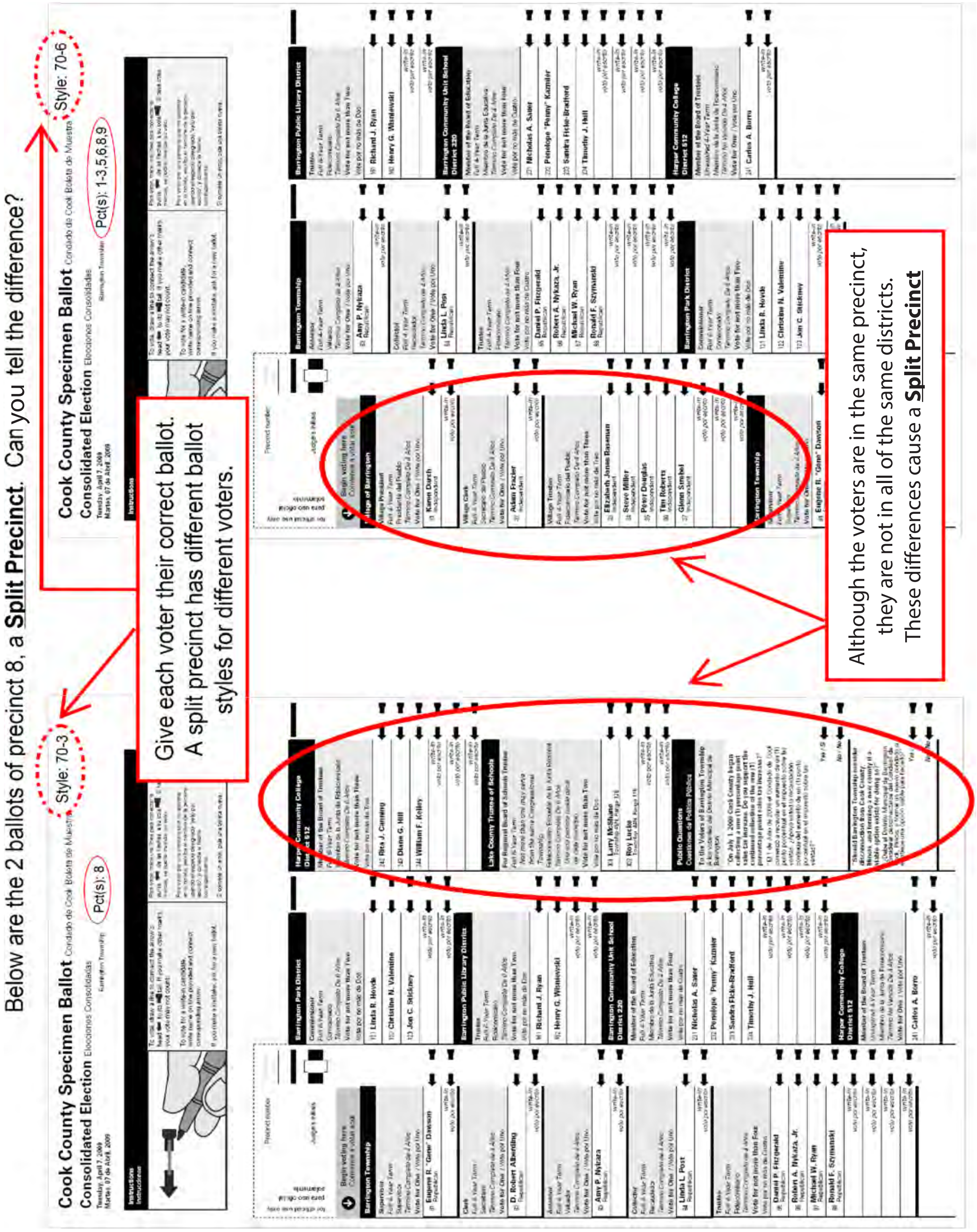
29

A. **Turn off** your printers, MiFi and laptops.

B. **Remove** all power cords and store them in the Laptop Bag or the e-pollbook Kit.

C. **Place** everything back inside the VSC.

Recognizing ballot styles in a split precinct



Below are the 2 ballots of precinct 8, a **Split Precinct**. Can you tell the difference?

Give each voter their correct ballot. A split precinct has different ballot styles for different voters.

Although the voters are in the same precinct, they are not in all of the same districts. These differences cause a **Split Precinct**

Cook County Specimen Ballot
Consolidated Election
Style: 70-6
Pct(s): 1-3,5,6,8,9
Cook County Specimen Ballot
Consolidated Election
Style: 70-3
Pct(s): 8

4) Recognizing Ballot Styles

Precinct ballot style numbers

A split precinct is a precinct that has two or more active election districts of the same type within its boundaries. For example; the boundary between two state representative districts is a street that runs through the middle of the precinct. On one side, voters choose from one set of candidates and voters choose from a different set on the other side.

As a result, a split precinct will have at least two different ballot styles and activation codes. Every voter in a split precinct is assigned a ballot style number that corresponds to a specific optical scan ballot, and a specific Touch Screen activation code.

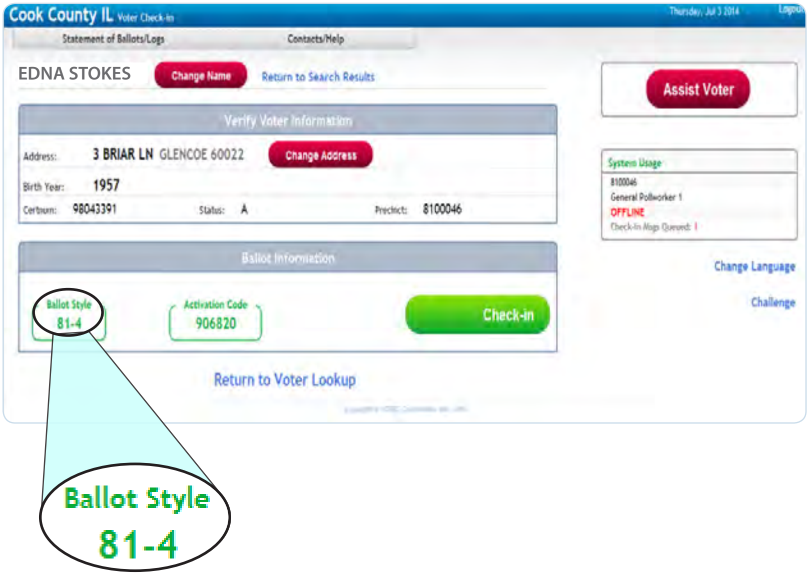
To ensure that each voter chooses from the correct set of candidates, it is important to identify and distinguish the number of ballot styles in the precinct before the polls open. Judges working in split precincts must make sure that each voter receives the correct paper ballot or that the activation card for the Touch Screen is programmed with the correct activation code.

The ballot style and activation code is found on the:

- Voter Information Screen in the e-pollbook
- Ballot style notices are sent through email and/or in the Open First Envelope.

The ballot style number listed on the Voter Information Screen must correspond with the ballot style number listed at the top right of the paper ballot issued to the voter, as illustrated here.

Voter Information Screen


Cook County IL Voter Check-in
Thursday, Jul 3 2014
Logout
Statement of Ballots/Logs
Contacts/Help
Change Name
Return to Search Results
Assist Voter
Verify Voter Information
Change Address
System Usage
Change Language
Challenge
Ballot Information
Check-in
Return to Voter Lookup
Ballot Style
81-4

EDNA STOKES

Address: 3 BRIAR LN GLENCOE 60022

Birth Year: 1957

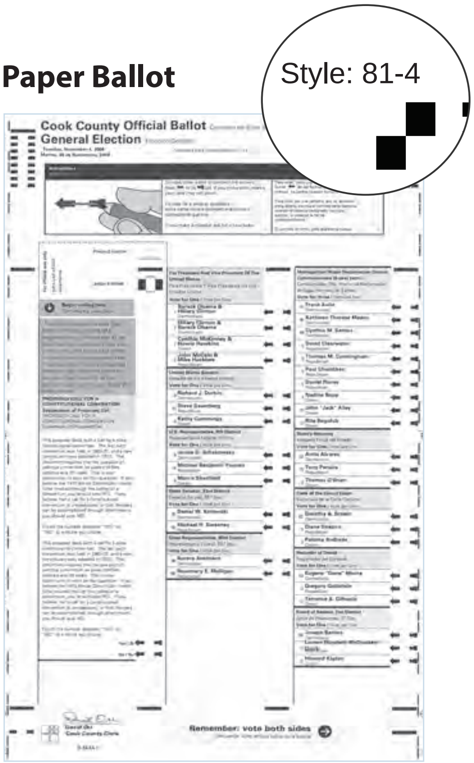
Certnum: 98043391 Status: A Precinct: 8100046

8100046
General Pollworker 1
OFFLINE
Check-In Msgs Queued: 1

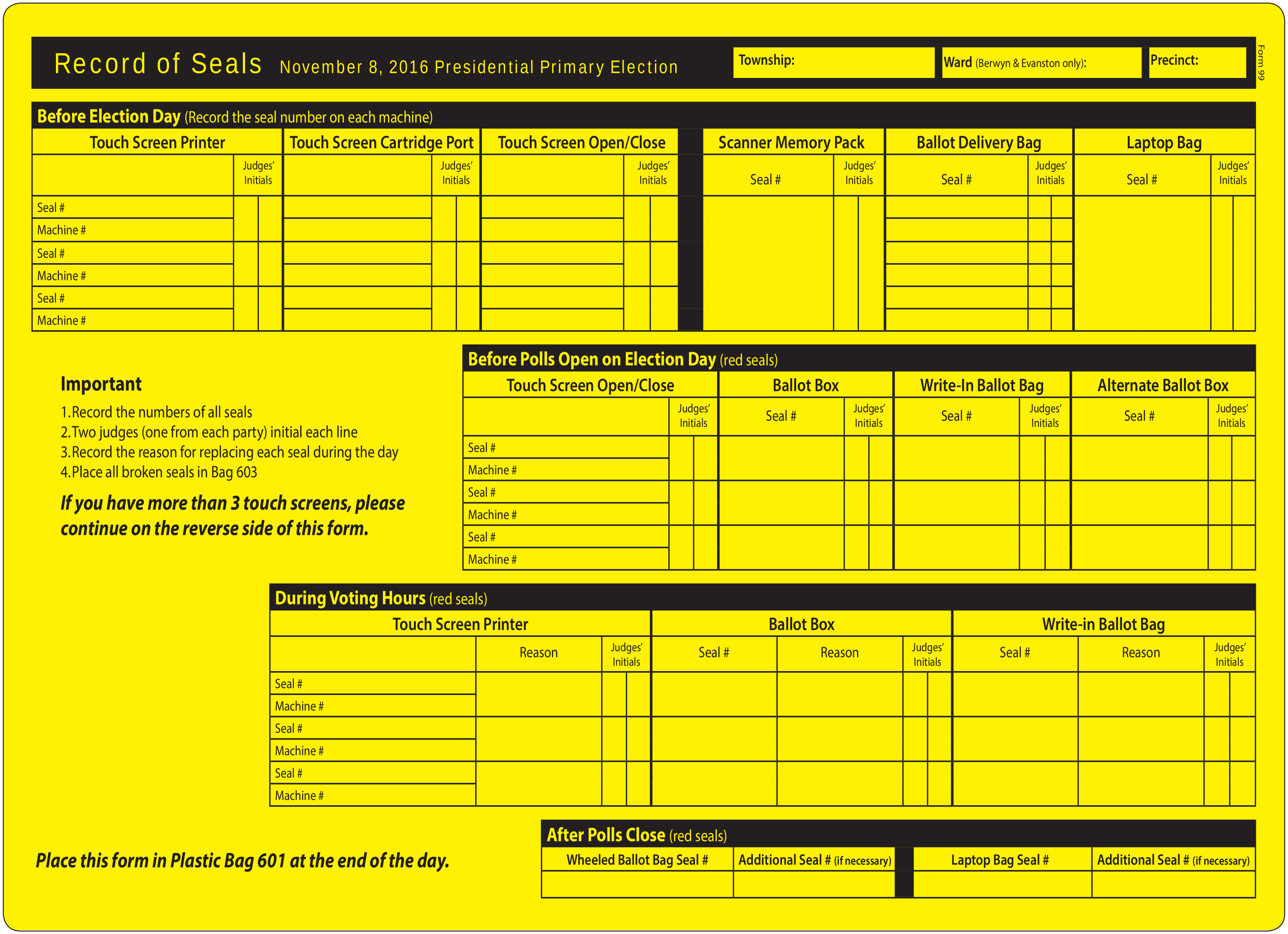
Ballot Style 81-4

Activation Code 906820

Paper Ballot


Style: 81-4
Cook County Official Ballot
General Election
Remember: vote both sides

Record of Seals (Form 99)



Form 99

Record of Seals November 8, 2016 Presidential Primary Election

Township:

Ward (Berwyn & Evanston only):

Precinct:

Before Election Day (Record the seal number on each machine)

Touch Screen Printer		Touch Screen Cartridge Port		Touch Screen Open/Close		Scanner Memory Pack		Ballot Delivery Bag		Laptop Bag	
	Judges' Initials		Judges' Initials		Judges' Initials	Seal #	Judges' Initials	Seal #	Judges' Initials	Seal #	Judges' Initials
Seal #											
Machine #											
Seal #											
Machine #											
Seal #											
Machine #											

Important

1. Record the numbers of all seals
2. Two judges (one from each party) initial each line
3. Record the reason for replacing each seal during the day
4. Place all broken seals in Bag 603

If you have more than 3 touch screens, please continue on the reverse side of this form.

Before Polls Open on Election Day (red seals)

Touch Screen Open/Close		Ballot Box		Write-In Ballot Bag		Alternate Ballot Box	
	Judges' Initials	Seal #	Judges' Initials	Seal #	Judges' Initials	Seal #	Judges' Initials
Seal #							
Machine #							
Seal #							
Machine #							
Seal #							
Machine #							

During Voting Hours (red seals)

Touch Screen Printer			Ballot Box			Write-in Ballot Bag		
	Reason	Judges' Initials	Seal #	Reason	Judges' Initials	Seal #	Reason	Judges' Initials
Seal #								
Machine #								
Seal #								
Machine #								
Seal #								
Machine #								

After Polls Close (red seals)

Wheeled Ballot Bag Seal #	Additional Seal # (if necessary)	Laptop Bag Seal #	Additional Seal # (if necessary)

Place this form in Plastic Bag 601 at the end of the day.

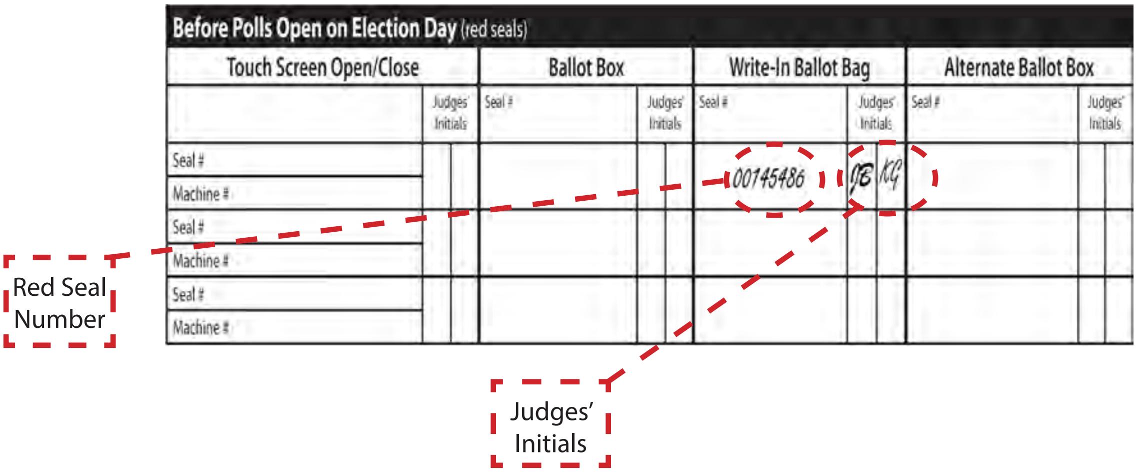
5) Set Up Your Equipment

Checklist 3: VSC & Scanner Setup

ℹ ***It is important to set up equipment before Election Day to ensure a smooth start on on Election Day.***

Follow the steps on this checklist to set up the VSC and Scanner before Election Day.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Open** the side door and front panel of the VSC.
	2	**Pull** out the Scanner. ***Note:*** *The silver release latch must click into place.*
	3	A. **Slide** the blue Write-in Ballot Bag underneath the Scanner. Make sure the bag is not bunched up. B. **Seal** the Write-in Ballot Bag with a red seal. *(Plastic Bag 603 in Kit 2)* C. **Record** the seal number on the Record of Seals form. Two Judges, one from each party, must initial the box next to the seal number.  Red Seal Number Judges' Initials
	4	**Open** the ballot box (*the blue bin, labeled "Ballot Box", underneath the Scanner*). A. **Remove** everything from the Ballot Box. B. **Verify** that the Ballot Box is empty. C. **Remove** all the Touch Screens from the VSC before closing the Ballot Box door.
	5	A. **Unlock** the back door of the Scanner using the Scanner Key *(large barrel key)*. B. **Check** the connection inside the Scanner and on the inside of the VSC. C. **Close** and lock the back door of the Scanner.

Before Polls Open on Election Day (red seals)

Touch Screen Open/Close	Judges' Initials		Ballot Box Seal #	Judges' Initials		Write-In Ballot Bag Seal #	Judges' Initials		Alternate Ballot Box Seal #	Judges' Initials	
Seal #						00145486	JB	KG			
Machine #											
Seal #											
Machine #											
Seal #											
Machine #											

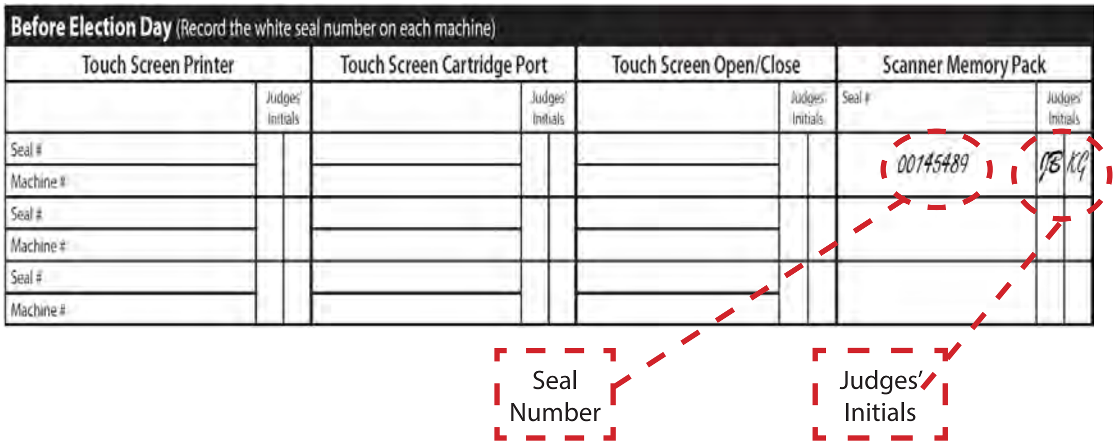
Checklist 3: VSC & Scanner Setup (continued)

6

A. **Record** the seal number from the Memory Pack door in the Scanner.

→ Two Judges, one from each party, must initial the box next to the seal number.

B. **Relock** the Scanner door.



Before Election Day (Record the white seal number on each machine)

Touch Screen Printer	Judges' Initials	Touch Screen Cartridge Port	Judges' Initials	Touch Screen Open/Close	Judges' Initials	Scanner Memory Pack Seal #	Judges' Initials
Seal #						00145489	JB KG
Machine #							
Seal #							
Machine #							
Seal #							
Machine #							

Seal Number
Judges' Initials

STOP at this point,

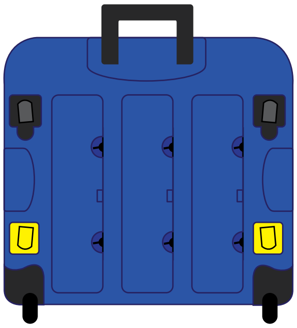
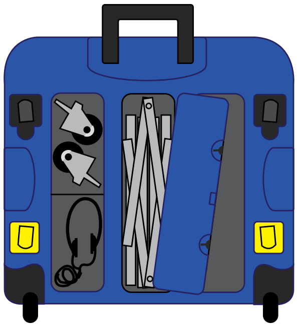
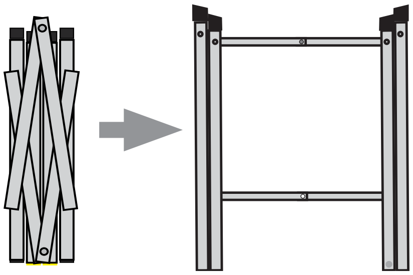
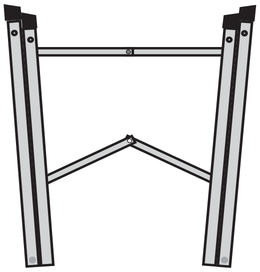
if you are setting up before Election Day.

On Election Day, continue on to page 53 to complete VSC & Scanner setup.

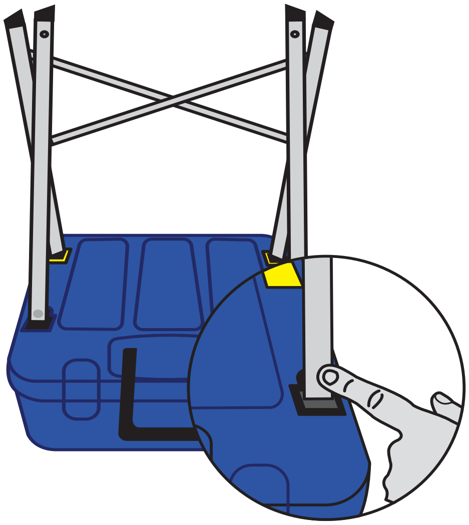
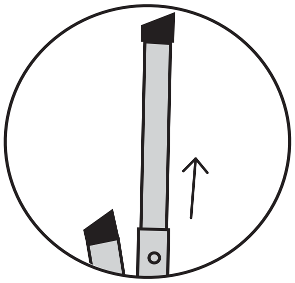
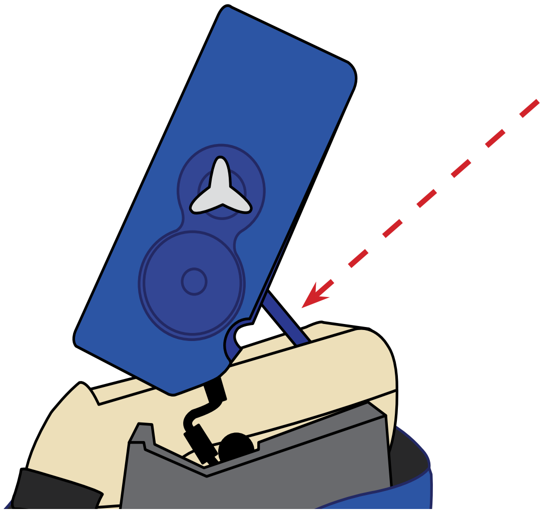
Checklist 4: Touch Screen Setup

Follow the steps on this checklist to set up the Touch Screens before Election Day.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	A. **Remove** the Touch Screen from the VSC. B. **Place** it on a table with the wheels facing the edge or on the floor with the yellow rectangular areas facing upward. 
	2	A. **Open** the compartments on the side of the Touch Screen that are facing upward. B. **Remove** the items from all three compartments. C. **Replace and lock** the covers. 
	3	**Separate** the metal legs by pulling on both sides, like an accordion. → **DO NOT** place the pin in the hole on the crossbars between the legs yet. 
	4	**Straighten** the top crossbar between the legs. → The top bar (*with the pin*) should be horizontal and the bottom bar (*with the hole*) should be pointing upward in an upside down “V” shape. → When the crossbars are correctly positioned, the legs will point slightly outward. 

Checklist 4: Touch Screen Setup (continued)

	5	**Insert** the legs: A. **Be sure** that the legs are positioned as in step 4 before trying to push them fully into place. B. **Align** the legs with the color coded yellow and black holes on the Touch Screen. C. **Push** the legs into the holes until you hear a "click." ***Hint:*** *Pushing all the legs in at the same time makes the connection a bit easier.* D. **Connect** the crossbars by inserting the pin into the hole **after** the legs are in place. 
	6	A. **Fully extend** the legs by pulling them upward and allowing the pins to click into place. → There will be 2 clicks. B. **Stand** the unit up onto its legs. **Remember:** *Turn the Touch Screen over in pairs!* → ***Do not*** *attempt to turn the Touch Screens over by yourself.* 
	7	**Remove** the cover of the Touch Screen and place it inside the VSC.
	8	 **Raise** the screen of the Touch Screen and place the brace in the middle groove. ***Note:*** *Lift the screen gently from behind so you can see where the groove is located. Be careful to only raise the screen and not to raise the screen too far; this can damage the unit.*

Checklist 4: Touch Screen Setup (continued)

9

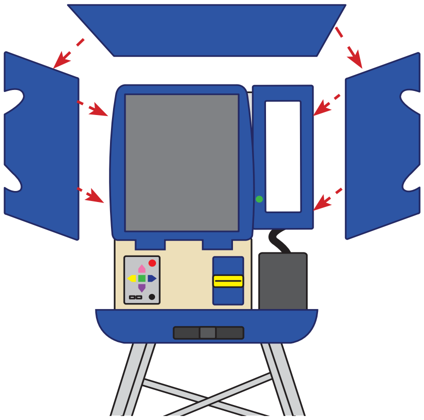
Attach the privacy panels.

A. **Insert** both metal prongs in the holes on either side of the Touch Screen *(left and right are labeled on the panels)*.

→ When properly inserted, the panels will click into place.

B. **Connect** the canopy to both sides using the Velcro.

→ The flap should hang off the rear of the machine and be flush with the privacy panels in front.



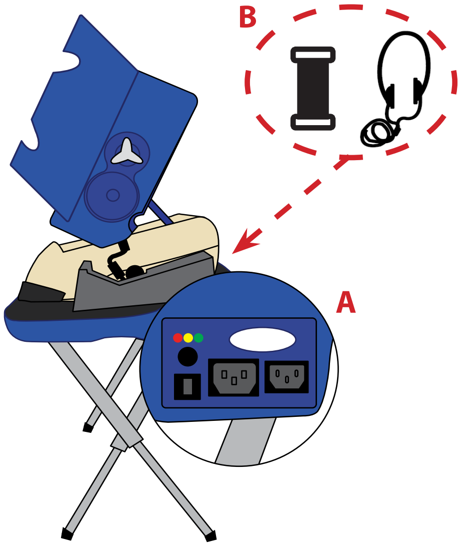
10

A. **Plug** the unit in by connecting the cord from the outlet on the blue lower right side of the machine to a power source.

***Remember** there are outlets on your VSC.*

→ If necessary, tape the cord to the floor to prevent voters from tripping.

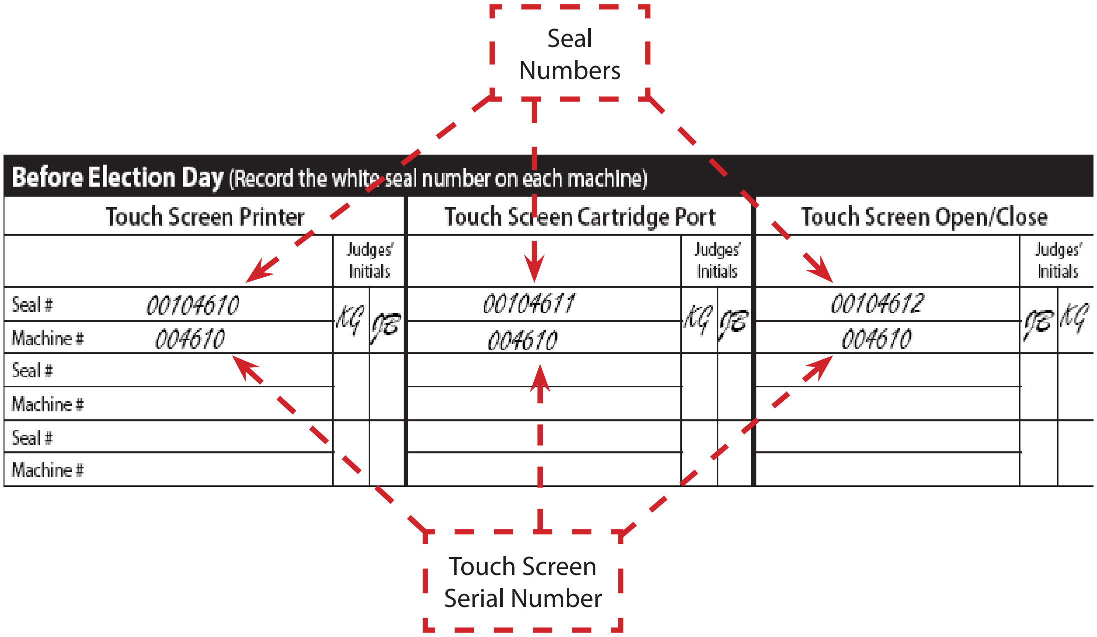
B. **Place** the headphones and Velcro strap in the back of the Touch Screen.



Checklist 4: Touch Screen Setup (continued)

11

Record the seal numbers and corresponding Touch Screen serial numbers from the Printer, the Cartridge Ports cover, and the Polls Open/Close cover on the Record of Seals form. Two Judges, one from each party, must initial the box next to the seal number.


Seal Numbers
Touch Screen Serial Number

Before Election Day (Record the white seal number on each machine)

	Touch Screen Printer	Judges' Initials		Touch Screen Cartridge Port	Judges' Initials		Touch Screen Open/Close	Judges' Initials	
Seal #	00104610	KG	JB	00104611	KG	JB	00104612	JB	KG
Machine #	004610			004610			004610		
Seal #									
Machine #									
Seal #									
Machine #									

12

Repeat steps 1-11 for each Touch Screen machine in your precinct.

STOP at this point,

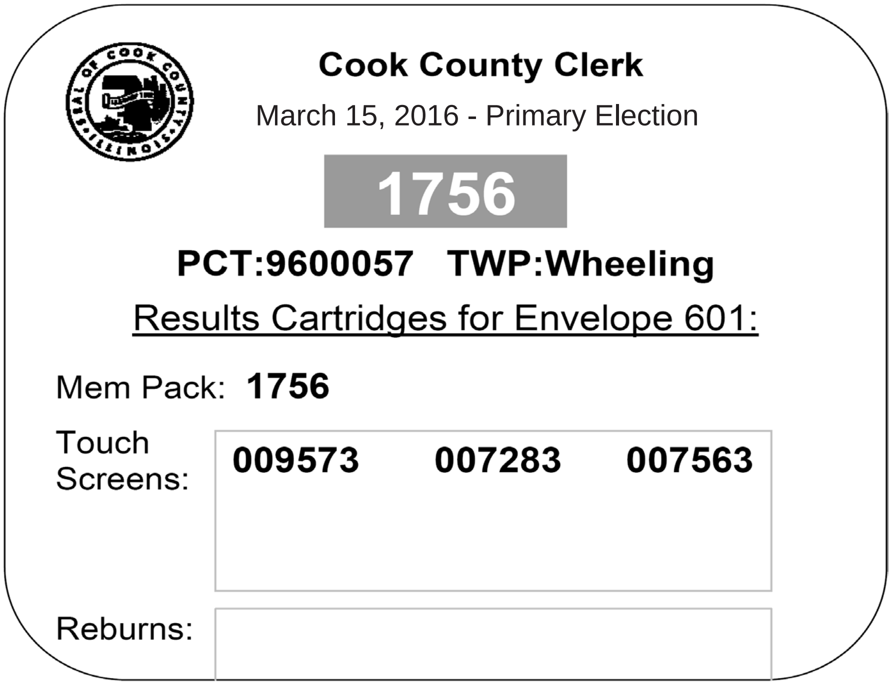
if you are setting up before Election Day.

On Election Day, continue on to page 55 to complete Touch Screen setup.

Checklist 4: Touch Screen Setup (continued)

Check the Touch Screen Serial Numbers

	1	**Look** at the orange sticker on Plastic Bag 601 from Kit 3 *(see the example below)*.
	2	**Compare** the serial numbers on the sticker to the serial numbers on the Touch Screens you have set up.
	3	**Are all Touch Screens set up?** If there are serial numbers on the orange sticker for Touch Screens you have not set up, make sure you have set up **ALL** of your Touch Screens.



Cook County Clerk

March 15, 2016 - Primary Election

1756

PCT:9600057 TWP:Wheeling

Results Cartridges for Envelope 601:

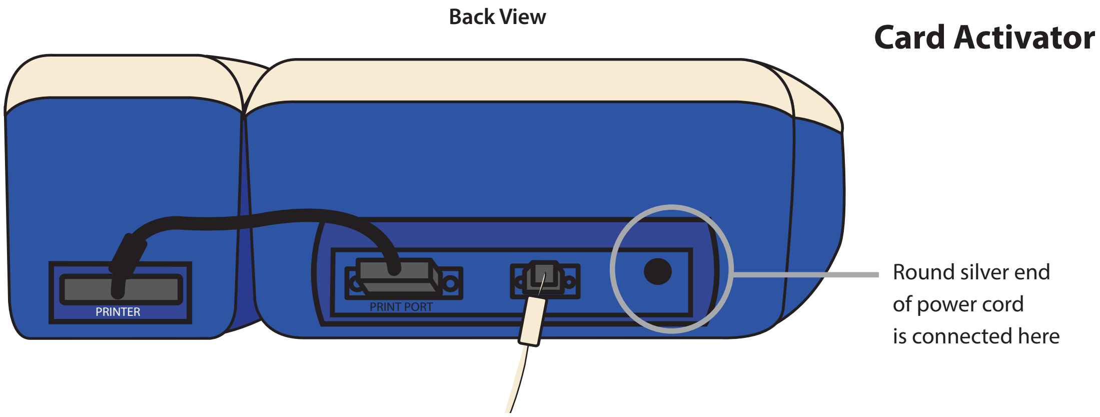
Mem Pack: **1756**

Touch Screens: **009573 007283 007563**

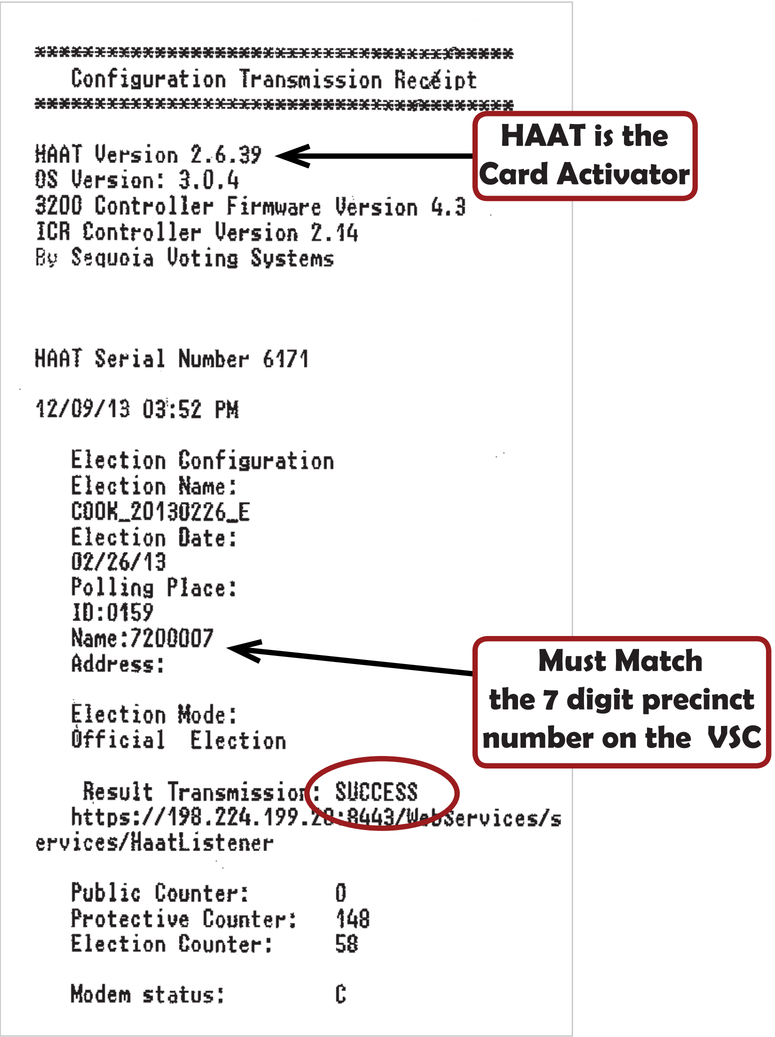
Reburns:

YOU MUST SET UP ALL TOUCH SCREENS!

Back Side of the Card Activator & Configuration Transmission Tapes



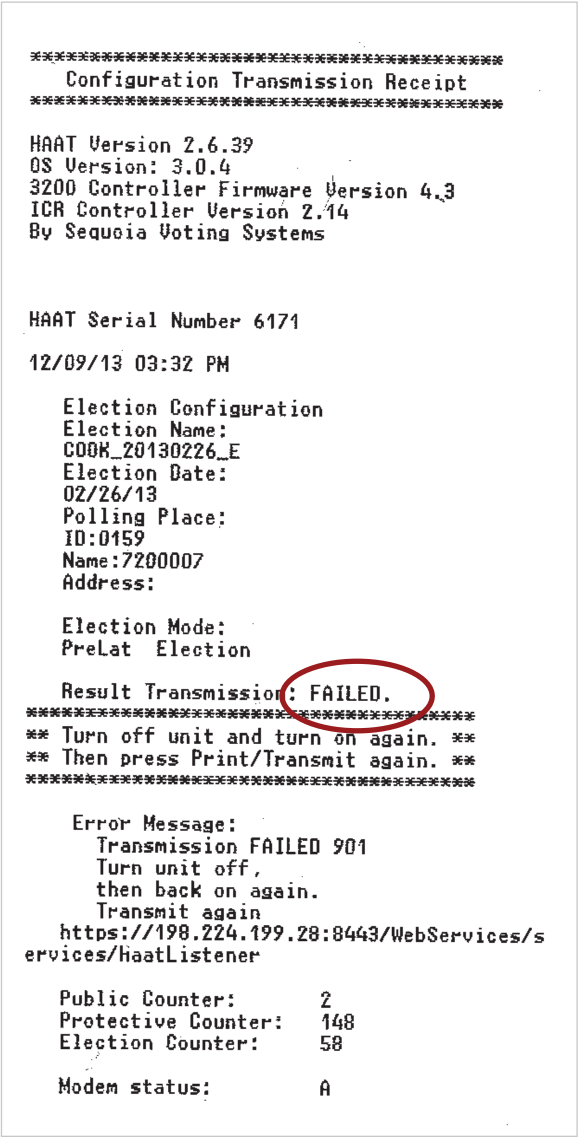
Round silver end of power cord is connected here



```
****************************************
   Configuration Transmission Receipt
****************************************

HAAT Version 2.6.39
OS Version: 3.0.4
3200 Controller Firmware Version 4.3
ICR Controller Version 2.14
By Sequoia Voting Systems


HAAT Serial Number 6171

12/09/13 03:52 PM

   Election Configuration
   Election Name:
   COOK_20130226_E
   Election Date:
   02/26/13
   Polling Place:
   ID:0159
   Name:7200007
   Address:

   Election Mode:
   Official  Election

    Result Transmission: SUCCESS
   https://198.224.199.28:8443/WebServices/s
ervices/HaatListener

   Public Counter:        0
   Protective Counter:    148
   Election Counter:      58

   Modem status:          C
```

HAAT is the Card Activator

Must Match the 7 digit precinct number on the VSC



```
****************************************
   Configuration Transmission Receipt
****************************************

HAAT Version 2.6.39
OS Version: 3.0.4
3200 Controller Firmware Version 4.3
ICR Controller Version 2.14
By Sequoia Voting Systems


HAAT Serial Number 6171

12/09/13 03:32 PM

   Election Configuration
   Election Name:
   COOK_20130226_E
   Election Date:
   02/26/13
   Polling Place:
   ID:0159
   Name:7200007
   Address:

   Election Mode:
   PreLat  Election

   Result Transmission: FAILED.
****************************************
** Turn off unit and turn on again. **
** Then press Print/Transmit again. **
****************************************

    Error Message:
      Transmission FAILED 901
      Turn unit off,
      then back on again.
      Transmit again
   https://198.224.199.28:8443/WebServices/s
ervices/HaatListener

   Public Counter:        2
   Protective Counter:    148
   Election Counter:      58

   Modem status:          A
```

Checklist 5: Card Activator Setup

Follow the steps on this checklist to set up the Card Activator before Election Day.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	A. **Remove** the Card Activator from the VSC. B. **Take** the unit and power cords out of the case. C. **Connect** the two sections of the power cord.
	2	A. **Plug** the round end of the power cord into the back of the Card Activator. → The flat end of the black plastic connector should be facing up. B. **Connect** the cord to a power source.
	3	**Flip** the switch on the underside of the left side of the unit, to turn it on.
	4	**Wait** for the unit to boot up. It may take several minutes to boot up.
	5	**Observe** the signal reading on the bottom line of the screen. It will read: **Signal S:** (1-5) **/** 5 **Q:** (1-5) **/** 5 → **S** = Signal Strength → **Q** = Signal Quality
Do not cut tape in this step.	6	**Print** the configuration tape: A. **Raise** the antenna. B. **Press** "**Menu**"; then "**6**"; then "**1**" for "Transmit Configuration"; then press "**YES**." → The display will read "Transmit OK" and the Card Activator will beep twice. C. **Press** the "**No/Cancel**" button to clear the screen and continue. → The printout will read "Result Transmission: SUCCESS." D. **Lower** the antenna back to its original position. ***Note:*** *The bottom line on the screen will read "Modem Connected." This line will then display the signal and quality strength as noted in step 5.* **If the configuration fails to transmit**, the display will read "Transmission Failed" and the Card Activator will beep once. The printout will read "Result Transmission: FAILED." → **Turn off** the Card Activator and move it to a window and try again. If you have a second failure, call the Call Center.

Checklist 5: Card Activator Setup (continued)

	7	**Check** the following items on the configuration tape: → Public counter should be “0” → The 7 digit precinct number (listed as “Polling Place: Name” on the tape) must match the 7 digit precinct number on the VSC.

If you are setting up **BEFORE** Election Day:

A. **Turn off** the Card Activator.

B. **DO NOT** remove the configuration tape.

If you are setting up **ON** Election Day:

A. **DO NOT** turn off the Card Activator.

B. **Continue** on to page 57.

Voting Booth Assembly and Polling Place Arrangement

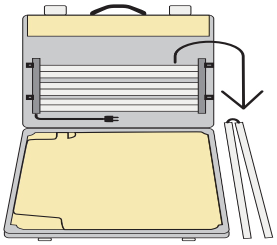
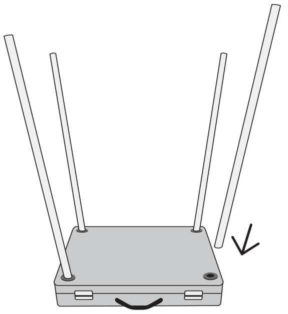
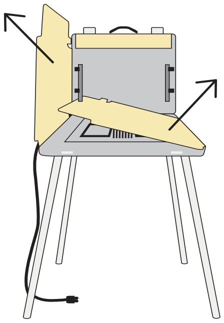
Checklist 6: Voting booth assembly

There are three types of voting booths for optical scan ballots: Votomatics, Pollstars and the Seated Voting Booth. These are located in the VSC.

All booths must be assembled and be available to the voters.

Follow the steps on this checklist to set up the voting booths before Election Day.

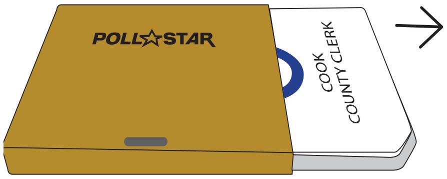
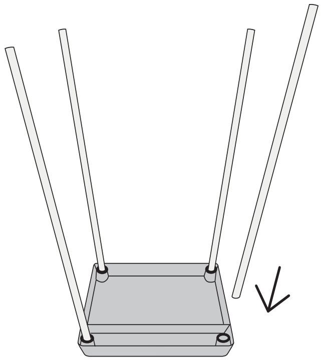
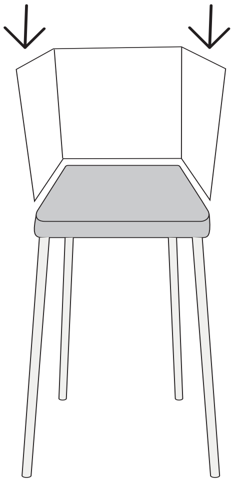
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
Assemble the Votomatics		
	1	A. **Open** the Votomatic case by pulling the latches out and down. B. **Remove** the leg assemblies stored in the lid. C. **Close** the lid and re-latch the case. 
	2	A. **Place** the case upside down on a flat surface with the leg holes facing upward. B. **Connect** leg assemblies to create four legs. C. **Push** the four legs into the holes in the case, using a twisting motion for a snug fit. 
	3	A. **Stand** the Votomatic upright onto its legs. → If it appears unstable, pull the front legs slightly forward. B. **Open** the case and lift the side panels. C. **Attach** the side panels to the back lid using the clips on the panel. 
	4	A. **Place** the Votomatics close to an electrical outlet. B. **Plug** only one booth into an electrical outlet. C. **Set up ALL** Votomatics. D. **Plug** the cords from one Votomatic into the plug unit of the one next to it.
	5	**Use** the tape included in Kit 1 to tape any electrical cords touching the ground to the floor, so voters will not trip over them.

A built-in outlet is located under the right side of the light deflector in each Votomatic or on the outside of the Votomatic lid.

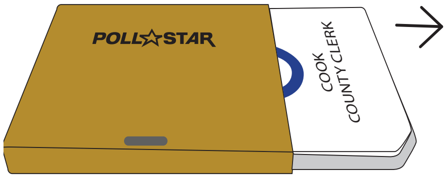
Checklist 6: Voting booth assembly (continued)

Assemble the Pollstars

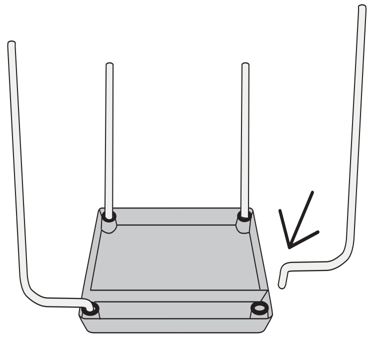
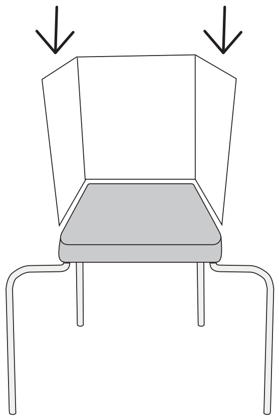
☐	1	**Remove** the Pollstar from its cardboard box.	
☐	2	A. **Place** the tabletop upside down on a flat surface with the leg holes facing upward. B. **Connect** leg assemblies to create four legs. C. **Push** the four legs into the holes in the case, using a twisting motion for a snug fit.	
☐	3	A. **Stand** the Pollstar upright. → If it appears unstable, pull the front legs slightly forward. B. **Insert** the plastic security screen into the openings on the top side of the base. C. **Place** the Pollstars in an area with good lighting. D. **Store** the Pollstar boxes in the VSC.	

Assemble the Seated Voting Booth

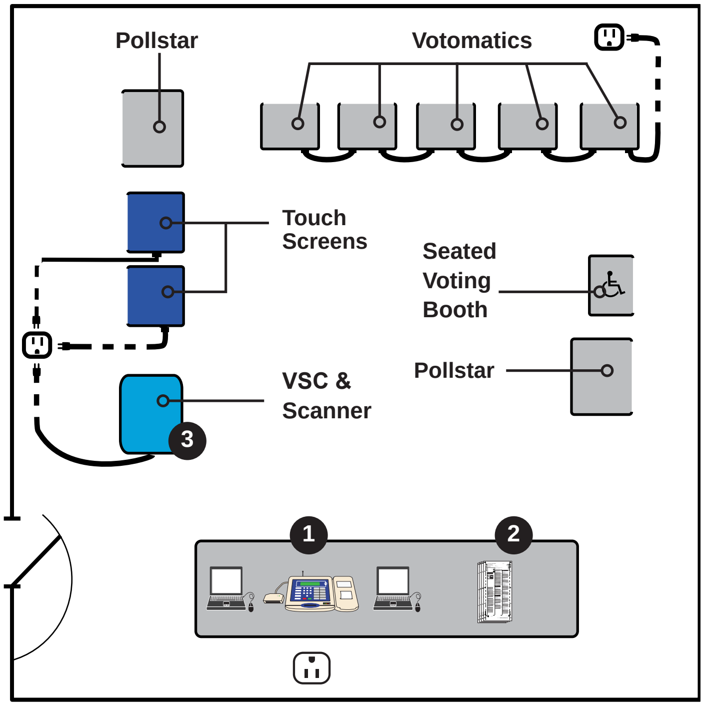
The Seated Voting Booth has a low tabletop and legs that extend outward to accommodate voters who use wheelchairs or need to be seated while voting. Voters who want to vote an optical scan ballot and prefer to sit down while voting should be encouraged to use the Seated Voting Booth.

☐	1	**Remove** the booth contents from the box.	

Checklist 6: Voting booth assembly (continued)
Polling place arrangement diagram

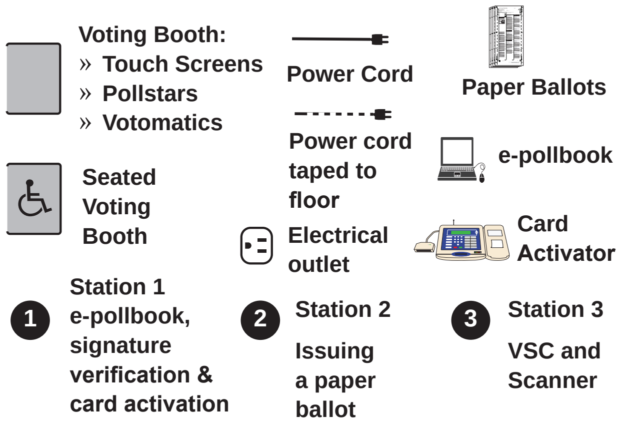
	2	A. **Place** the tabletop upside down on a flat surface with the leg holes facing upward. B. **Connect** leg assemblies to create four legs. C. **Push** the four legs into the holes in the case, using twisting motion for a snug fit. → The curved legs fit into the holes at the front of the tabletop, with the curved end closest to the tabletop and turned outward.	
	3	A. **Stand** the booth upright and steady its legs. B. **Insert** the plastic security screen into openings on top of the table. C. **Place** the Seated Booth in an area with good lighting. D. **Store** the Seated Voting Booth box in the VSC.	

Polling Place Arrangement and Traffic Flow Diagram



Pollstar
Votomatics
Touch Screens
Seated Voting Booth
Pollstar
VSC & Scanner
3
1
2

Key



Voting Booth:
» Touch Screens
» Pollstars
» Votomatics
Power Cord
Paper Ballots
Seated Voting Booth
Power cord taped to floor
e-pollbook
Electrical outlet
Card Activator
1 Station 1 e-pollbook, signature verification & card activation
2 Station 2 Issuing a paper ballot
3 Station 3 VSC and Scanner

! *If possible, set up the Touch Screens so that the voter's back is to the wall when voting to insure privacy.*

! *Make sure a chair is available to allow voters to sit while voting.*

→ *Place the Seated Booth and Pollstar in good lighting.*

Election Day: 5 a.m. to 6 a.m.

41 **Election Day Setup**
- Checklist 7: e-pollbook Setup
- Checklist 8: Label Books
- Checklist 9: VSC & Scanner Setup
  - Scanner & Scanner AM Zero Tape
- Checklist 10: Touch Screen Setup
- Checklist 11: Card Activator Setup

59 **Post Signs and Notices**
- Polling Place Entrance Signs
- Signs Inside the Polling Place

62 **Campaign-free Zone**

63 **Election Morning Paperwork**

64 **Election Judge Station Supplies**
- Station 1
- Station 2
- Station 3

67 **Final Check**

Election Day Setup

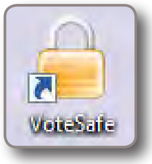
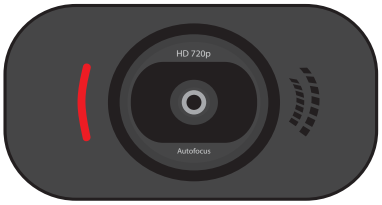
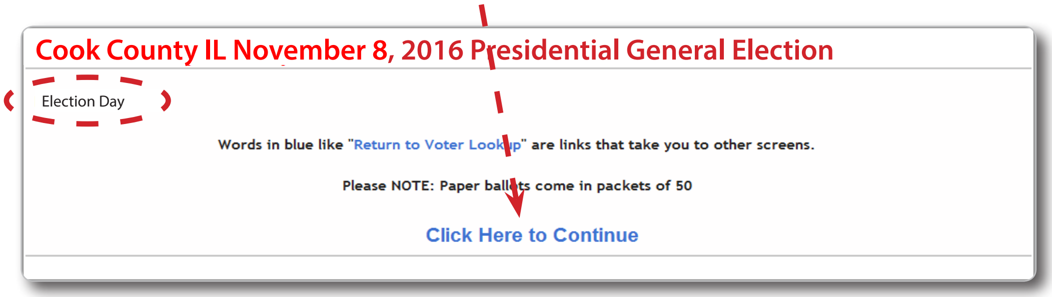
Checklist 7: Election Day e-pollbook Setup

Follow the steps on this checklist to set up the laptop and printer on Election Day, before the polls open.

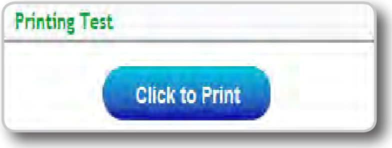
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Remove** the e-pollbook bag and the e-pollbook Kit from the VSC.
	2	A. **Remove** everything from the e-pollbook bag. → **(2)** Laptops with power cords. → **(1)** MiFi with power cord. → **(2)** Printers with grey USB cables and power cords. → **(2)** ID Readers B. **Remove** the following from the e-pollbook Kit: → **(2)** - Mice → **(2)** - Mouse pads → **(2)** - Label Books → **(1)** - Power strip
	3	**Turn** the MiFi on before plugging it in. The On/Off button is located on the top of the MiFi on the right hand side.
	4	**Check** for signal strength. → **Leave** the MiFi where you have the strongest signal. ***Note:*** *If the signal strength is low move it around the polling place until you have at least 2 bars of strength.*
	5	**Attach** the power cord to the MiFi and the other end into the closest outlet or use the power strip provided.
	6	**Pair** each laptop to its printer according to the color coded labels. (Match green with green and yellow with yellow).
	7	**Attach** the power cord to the laptop and the other end to an outlet or into the power strip.
	8	**Connect** the grey USB cable (square end) into the printer and the other end into the laptop port labeled "printer."
	9	**Plug** the remaining black power cable into the printer and the other end into an outlet or the power strip.
	10	**Turn** on your printer by pressing the On/Off button on the printer. ⏻

Checklist 7: Election Day e-pollbook Setup (continued)

	11	A. **Attach** the mouse and ID Reader to any available USB port. B. **Face** the ID Reader in the direction of the voter.
	12	**Turn** on the laptop. → It will take a few seconds for the laptop to boot up.
	13	**Double click** the VoteSafe icon. 
	14	**Check** the ID Reader and make sure that the light is red. 
	15	**Click** the blue link "Click here to start."
	16	**Enter** your password and click "Login." → Your password is the 7-digit code located on the outside of your VSC, your assignment letter, and on the label of the Open First Envelope.
	17	A. **Confirm** that you are running in Election Day mode. → If not, call the Call Center at (773) 801-2050. B. **Click** the blue link "Click here to continue."  Cook County IL November 8, 2016 Presidential General Election Election Day Words in blue like "Return to Voter Lookup" are links that take you to other screens. Please NOTE: Paper ballots come in packets of 50 Click Here to Continue
	18	**Check** the System Status box on the right side of the screen. → It should read "Ready" and should be green.

Checklist 7: Election Day e-pollbook Setup (continued)

	19	→ If the laptop is not connected to the internet, the word "Busy" will be in red. » Check the MiFi power and signal. » Check the bottom of the screen to see if you have an internet connection, a sunburst, or red "X" telling you that you do not have a connection. See Troubleshooting, pages 297-299. → If the computer is still not connected to the internet, call the Call Center at (773) 801-2050. ***Note:*** *If one computer is connected to the internet and the other is not connected to the internet, attempt to get both laptops connected to the internet.*
	20	**A. Click** "Equipment" in the System Status box. **B. Click** the "Click to Print" button to print your printer test label. **C. Place** the label on the first page of the Label Book. See step 2 on page 46. 
	21	**Click** on the "Continue to Voter Lookup" button.
	22	**Complete** the cover on all Label Books. See Checklist 8 on page 45.
	23	**Place** one Label Book next to each laptop. **DO NOT** alternate numbering in the Label Books. Begin with the number "1" in each book.

The e-pollbooks are now ready to use!

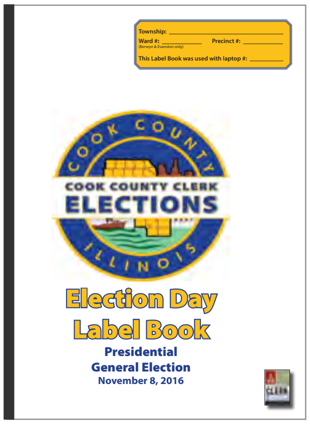
Label Book Pages

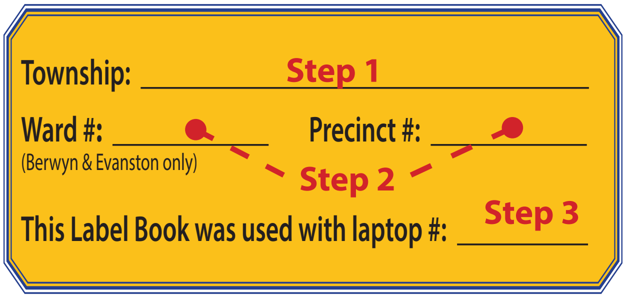
Checklist 8: Label Book Pages - The Front Cover

Each precinct will receive at least 2 Label Books. **USE ONE LABEL BOOK WITH EACH LAPTOP.** Each page of the Label Book is described here:

Follow the steps on this checklist to complete the cover and first 2 pages of the Label Book.

Check the box next to the item as it is completed.

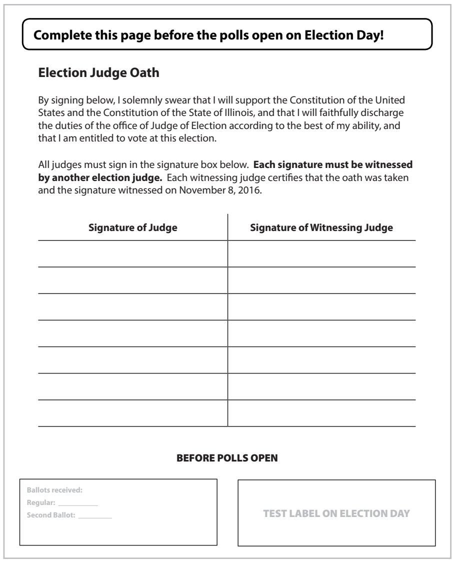
Check	Step #	Task to complete:
		The Front Cover MUST be completed first.  Township: Ward #: Precinct #: (Berwyn & Evanston only) This Label Book was used with laptop #: COOK COUNTY CLERK ELECTIONS Election Day Label Book Presidential General Election November 8, 2016
	1	**Print** your township name. → Your township name can be found on your Assignment Letter.
	2	**Print** your ward number and precinct number. → Ward numbers are **ONLY** assigned to Berwyn and Evanston townships. → Your ward and township numbers can also be found on your Assignment Letter.
	3	**Write** the laptop number in the information box, at the top right corner of the Label Book. → The laptop number is located on the cover of the laptop and begins with the letter "L."



Checklist 8: Label Book Pages - Page 1

Page 1

Must be completed
BEFORE the polls open on Election Day.



Complete this page before the polls open on Election Day!

Election Judge Oath

By signing below, I solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Judge of Election according to the best of my ability, and that I am entitled to vote at this election.

All judges must sign in the signature box below. **Each signature must be witnessed by another election judge.** Each witnessing judge certifies that the oath was taken and the signature witnessed on November 8, 2016.

Signature of Judge	Signature of Witnessing Judge

BEFORE POLLS OPEN

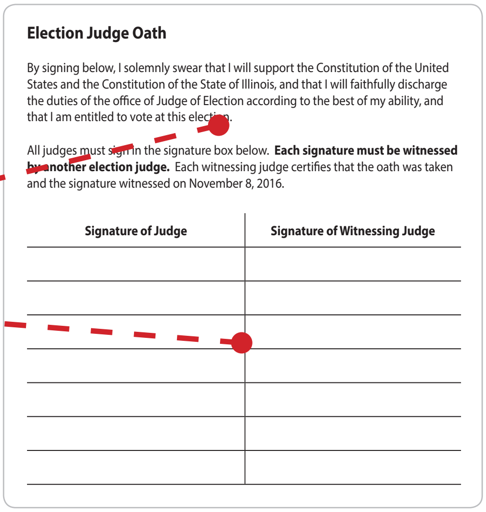
Ballots received:
Regular: ________
Second Ballot: ________

TEST LABEL ON ELECTION DAY

1

Administer the Election Judge oath to each other.

→ Judges must sign that the oath was taken and witnessed.



Election Judge Oath

By signing below, I solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Judge of Election according to the best of my ability, and that I am entitled to vote at this election.

All judges must sign in the signature box below. **Each signature must be witnessed by another election judge.** Each witnessing judge certifies that the oath was taken and the signature witnessed on November 8, 2016.

Signature of Judge | Signature of Witnessing Judge

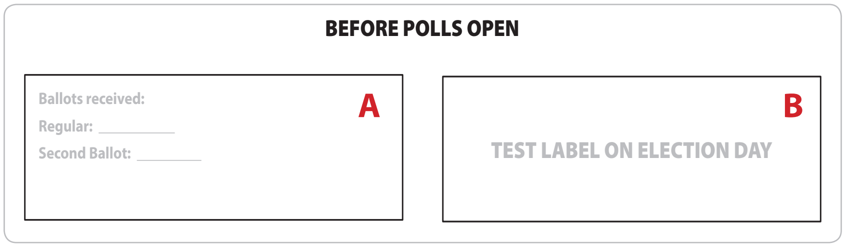
2

A. **Count and enter** the number of paper ballots received on ALL laptops, as listed in step 25 of the e-pollbook Setup Checklist, page 20.

→ A label will generate after the totals are entered and the Statement of Ballots is submitted.

» **Place** that label from the label printer in the "Ballots received" impression in each Label Book.

B. **Place** the printer test label in the box indicated in each Label Book.



BEFORE POLLS OPEN

Ballots received:
Regular: ________
Second Ballot: ________

A

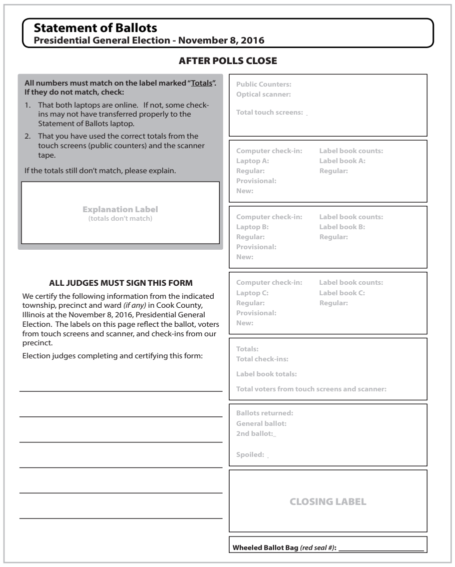
TEST LABEL ON ELECTION DAY

B

Checklist 8: Label Book Pages - Page 2

Page 2

The Statement of Ballots page is used **after the polls close** Election Day.



Statement of Ballots
Presidential General Election - November 8, 2016

AFTER POLLS CLOSE

All numbers must match on the label marked "Totals". If they do not match, check:

1. That both laptops are online. If not, some check-ins may not have transferred properly to the Statement of Ballots laptop.
2. That you have used the correct totals from the touch screens (public counters) and the scanner tape.

If the totals still don't match, please explain.

Explanation Label
(totals don't match)

ALL JUDGES MUST SIGN THIS FORM

We certify the following information from the indicated township, precinct and ward *(if any)* in Cook County, Illinois at the November 8, 2016, Presidential General Election. The labels on this page reflect the ballot, voters from touch screens and scanner, and check-ins from our precinct.

Election judges completing and certifying this form:

Public Counters:
Optical scanner:
Total touch screens: _

Computer check-in: Label book counts:
Laptop A: Label book A:
Regular: Regular:
Provisional:
New:

Computer check-in: Label book counts:
Laptop B: Label book B:
Regular: Regular:
Provisional:
New:

Computer check-in: Label book counts:
Laptop C: Label book C:
Regular: Regular:
Provisional:
New:

Totals:
Total check-ins:
Label book totals:
Total voters from touch screens and scanner:

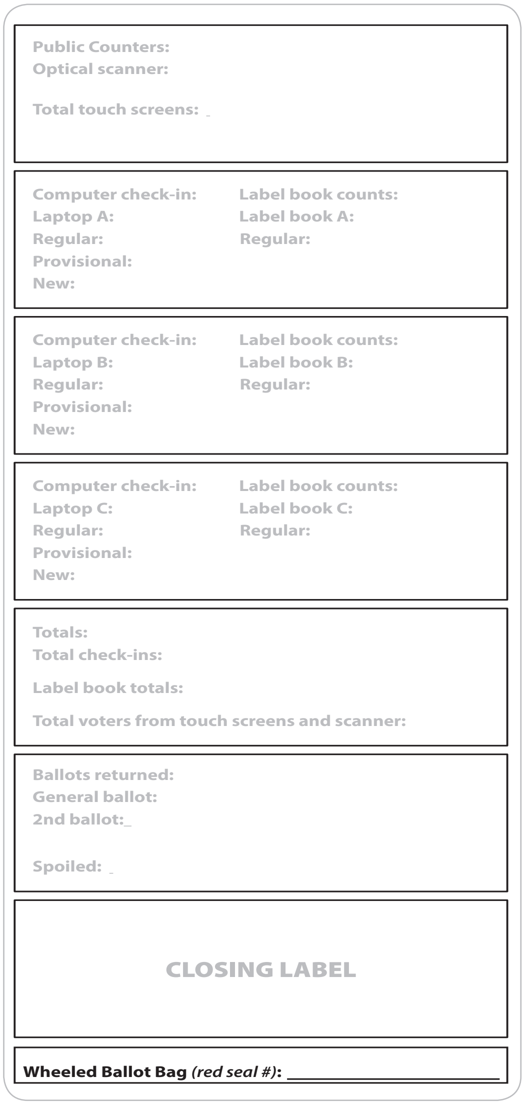
Ballots returned:
General ballot:
2nd ballot:_
Spoiled: _

CLOSING LABEL

Wheeled Ballot Bag *(red seal #)*: ____________________

After the polls close, labels will be generated for:

- → Public counter numbers
  - » From the Touch Screens and Scanner
- → Laptop check-in and Label Book totals
  - » From each laptop
- → The totals from public counters, laptop check-ins and the Label Books
  - » The totals should **ALL** match
- → The number of unused and spoiled ballots
- → Closing label



Public Counters:
Optical scanner:

Total touch screens: _

Computer check-in:	Label book counts:
Laptop A:	Label book A:
Regular:	Regular:
Provisional:	
New:	

Computer check-in:	Label book counts:
Laptop B:	Label book B:
Regular:	Regular:
Provisional:	
New:	

Computer check-in:	Label book counts:
Laptop C:	Label book C:
Regular:	Regular:
Provisional:	
New:	

Totals:
Total check-ins:

Label book totals:

Total voters from touch screens and scanner:

Ballots returned:
General ballot:
2nd ballot:_

Spoiled: _

CLOSING LABEL

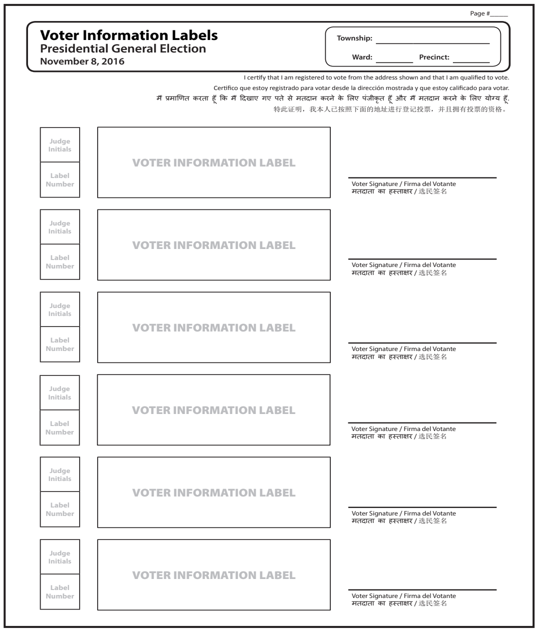
Wheeled Ballot Bag *(red seal #)*: ____________________

Voter Information Labels Pages

Voter Information Labels Pages are in 4 colors and are used for voter signatures and labels that apply to 4 different types of voters. Steps to complete the pages and more information on the differences in the pages are listed in the “Processing Voters” checklists, starting on page 75.

White pages

→ Voter Information Labels for every voter.



Page #_____

Voter Information Labels
Presidential General Election
November 8, 2016

Township: ________________
Ward: ______ **Precinct:** ______

I certify that I am registered to vote from the address shown and that I am qualified to vote.
Certifico que estoy registrado para votar desde la dirección mostrada y que estoy calificado para votar.
मैं प्रमाणित करता हूँ कि मैं दिखाए गए पते से मतदान करने के लिए पंजीकृत हूँ और मैं मतदान करने के लिए योग्य हूँ.
特此证明，我本人已按照下面的地址进行登记投票，并且拥有投票的资格。

Judge Initials
Label Number
VOTER INFORMATION LABEL
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

Judge Initials
Label Number
VOTER INFORMATION LABEL
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

Judge Initials
Label Number
VOTER INFORMATION LABEL
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

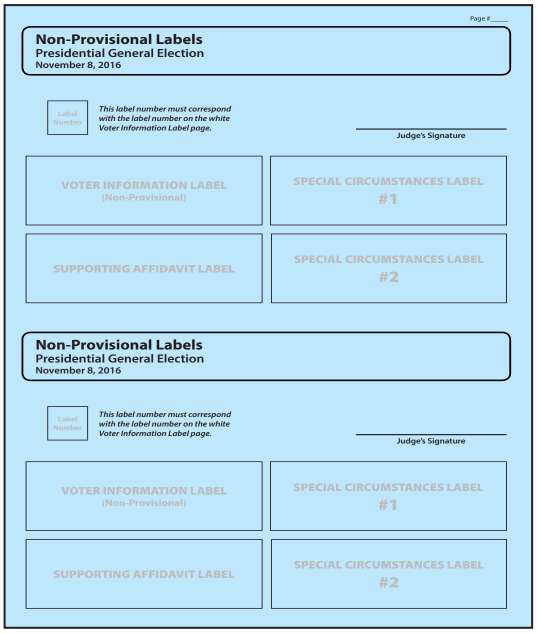
Judge Initials
Label Number
VOTER INFORMATION LABEL
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

Judge Initials
Label Number
VOTER INFORMATION LABEL
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

Judge Initials
Label Number
VOTER INFORMATION LABEL
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

Blue pages

→ Voter Information Label and extra labels for **Non-Provisional** Special Circumstance Voters.



Page #_____

Non-Provisional Labels
Presidential General Election
November 8, 2016

Label Number
This label number must correspond with the label number on the white Voter Information Label page.
Judge’s Signature

VOTER INFORMATION LABEL (Non-Provisional)
SPECIAL CIRCUMSTANCES LABEL #1
SUPPORTING AFFIDAVIT LABEL
SPECIAL CIRCUMSTANCES LABEL #2

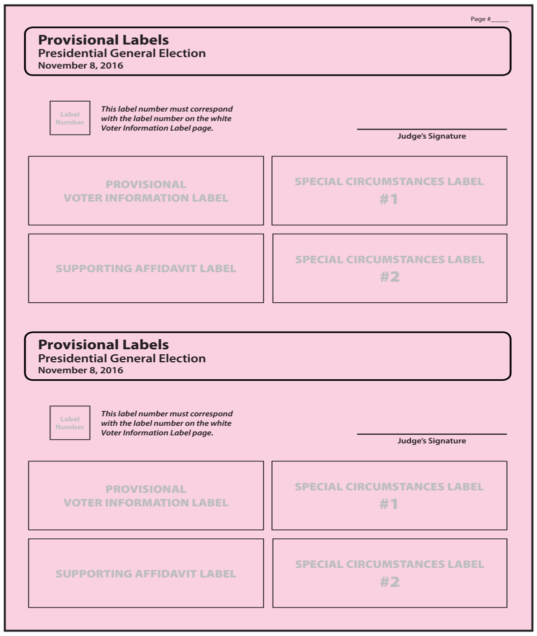
Non-Provisional Labels
Presidential General Election
November 8, 2016

Label Number
This label number must correspond with the label number on the white Voter Information Label page.
Judge’s Signature

VOTER INFORMATION LABEL (Non-Provisional)
SPECIAL CIRCUMSTANCES LABEL #1
SUPPORTING AFFIDAVIT LABEL
SPECIAL CIRCUMSTANCES LABEL #2

Pink pages

→ Voter Information Label and extra labels for **Provisional** Special Circumstance Voters.



Page #_____

Provisional Labels
Presidential General Election
November 8, 2016

Label Number
This label number must correspond with the label number on the white Voter Information Label page.
Judge’s Signature

PROVISIONAL VOTER INFORMATION LABEL
SPECIAL CIRCUMSTANCES LABEL #1
SUPPORTING AFFIDAVIT LABEL
SPECIAL CIRCUMSTANCES LABEL #2

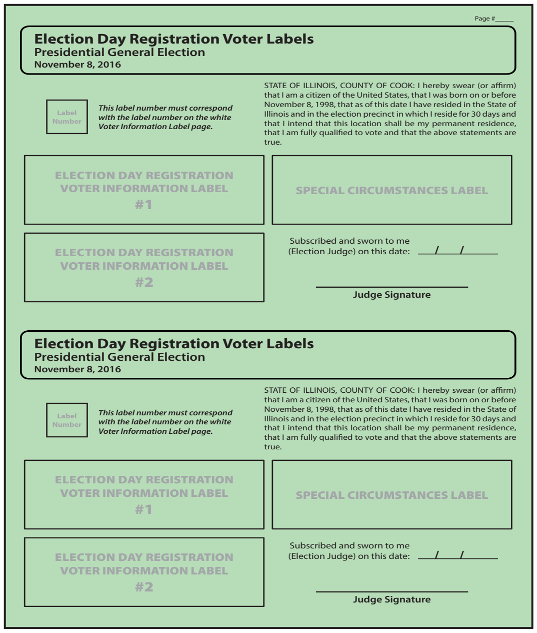
Provisional Labels
Presidential General Election
November 8, 2016

Label Number
This label number must correspond with the label number on the white Voter Information Label page.
Judge’s Signature

PROVISIONAL VOTER INFORMATION LABEL
SPECIAL CIRCUMSTANCES LABEL #1
SUPPORTING AFFIDAVIT LABEL
SPECIAL CIRCUMSTANCES LABEL #2

Green pages

→ A set of a Voter Information Labels and extra labels for **Election Day Registration** (EDR) voters.



Page #_____

Election Day Registration Voter Labels
Presidential General Election
November 8, 2016

Label Number
This label number must correspond with the label number on the white Voter Information Label page.

STATE OF ILLINOIS, COUNTY OF COOK: I hereby swear (or affirm) that I am a citizen of the United States, that I was born on or before November 8, 1998, that as of this date I have resided in the State of Illinois and in the election precinct in which I reside for 30 days and that I intend that this location shall be my permanent residence, that I am fully qualified to vote and that the above statements are true.

ELECTION DAY REGISTRATION VOTER INFORMATION LABEL #1
SPECIAL CIRCUMSTANCES LABEL
ELECTION DAY REGISTRATION VOTER INFORMATION LABEL #2

Subscribed and sworn to me (Election Judge) on this date: ___/___/____
Judge Signature

Election Day Registration Voter Labels
Presidential General Election
November 8, 2016

Label Number
This label number must correspond with the label number on the white Voter Information Label page.

STATE OF ILLINOIS, COUNTY OF COOK: I hereby swear (or affirm) that I am a citizen of the United States, that I was born on or before November 8, 1998, that as of this date I have resided in the State of Illinois and in the election precinct in which I reside for 30 days and that I intend that this location shall be my permanent residence, that I am fully qualified to vote and that the above statements are true.

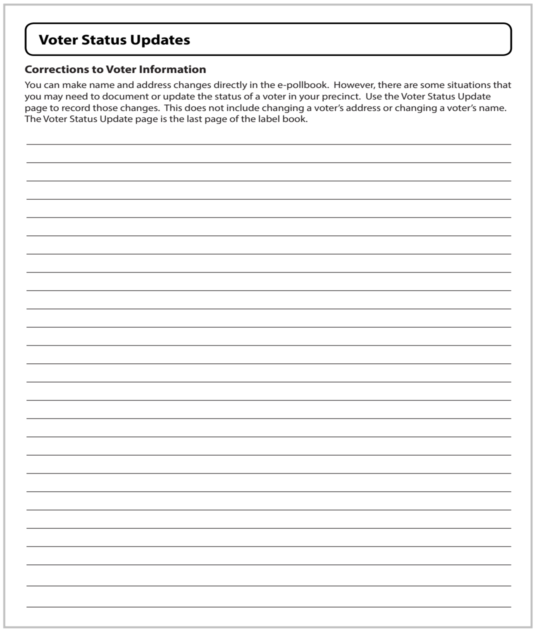
ELECTION DAY REGISTRATION VOTER INFORMATION LABEL #1
SPECIAL CIRCUMSTANCES LABEL
ELECTION DAY REGISTRATION VOTER INFORMATION LABEL #2

Subscribed and sworn to me (Election Judge) on this date: ___/___/____
Judge Signature

Information Correction and Proof of Registration Pages

Corrections to Voter Information

You can make name and some address changes directly in the e-pollbook. However, there are some situations that you may need to document or update the status of a voter in your precinct. Use the Voter Status Update page to record those changes. This does not include changing a voter's address or changing a voter's name. The Voter Status Update page is the last page of the Label Book.



Voter Status Updates

Corrections to Voter Information

You can make name and address changes directly in the e-pollbook. However, there are some situations that you may need to document or update the status of a voter in your precinct. Use the Voter Status Update page to record those changes. This does not include changing a voter's address or changing a voter's name. The Voter Status Update page is the last page of the label book.

Proof of Registration and Receipts

The Proof of Registration and Receipts is a pouch located on the back inside cover of the Label Book. Use it to place any documentation given to prove registration and receipts from the Card Activator with Provisional ID numbers.

Proof of Registration and Receipts

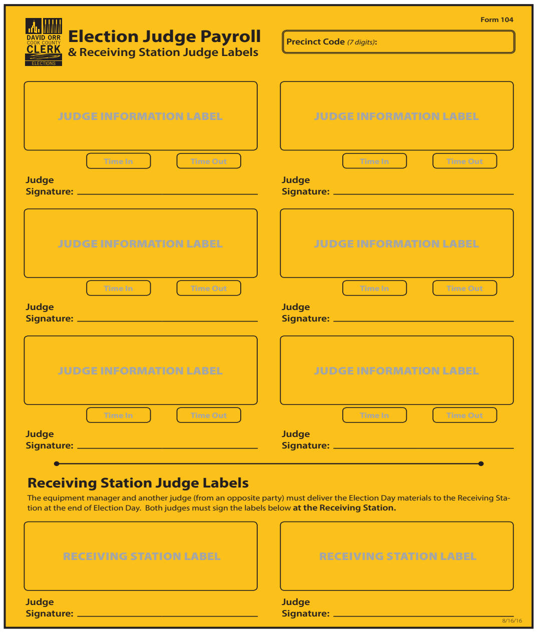
Place any documentation given to prove registration
and receipts from the card activator with Provisional ID numbers
in the plastic pouch below.

Election Judge Payroll

All assigned Judges will be listed in the e-pollbook. After completing the Statement of Ballots, complete the Election Judge Payroll *(See page 218)*.

When Closing Labels print, the Payroll Labels will print.

1. **Place** the labels on Election Judge Payroll *(Form 104)*.
   → The gold page in the back of the Label Book.
2. **Complete** the form and sign under the label.
3. **Remove** the Election Judge Payroll and place it in Plastic Bag 600.



Form 104

DAVID ORR
COOK COUNTY
CLERK
ELECTIONS

Election Judge Payroll
& Receiving Station Judge Labels

Precinct Code *(7 digits)*:

JUDGE INFORMATION LABEL | JUDGE INFORMATION LABEL

Time In | Time Out | Time In | Time Out

Judge Signature: ______ | **Judge Signature:** ______

JUDGE INFORMATION LABEL | JUDGE INFORMATION LABEL

Time In | Time Out | Time In | Time Out

Judge Signature: ______ | **Judge Signature:** ______

JUDGE INFORMATION LABEL | JUDGE INFORMATION LABEL

Time In | Time Out | Time In | Time Out

Judge Signature: ______ | **Judge Signature:** ______

Receiving Station Judge Labels

The equipment manager and another judge (from an opposite party) must deliver the Election Day materials to the Receiving Station at the end of Election Day. Both judges must sign the labels below **at the Receiving Station.**

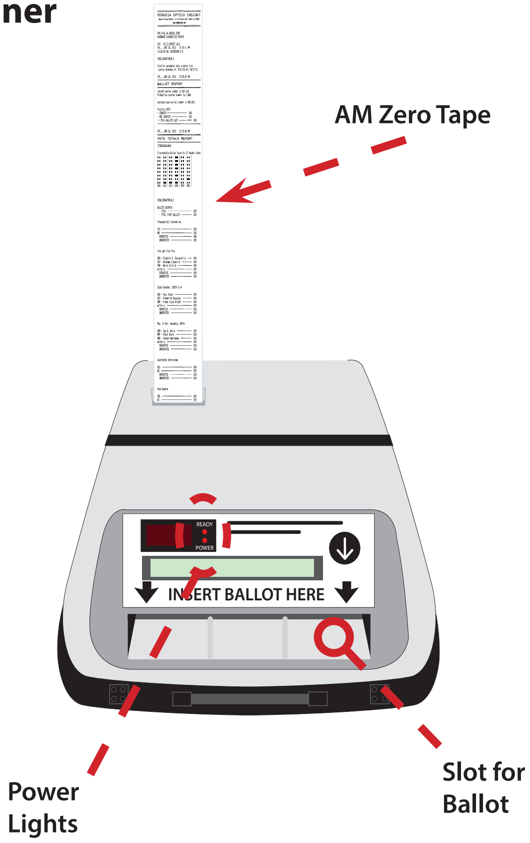
RECEIVING STATION LABEL | RECEIVING STATION LABEL

Judge Signature: ______ | **Judge Signature:** ______

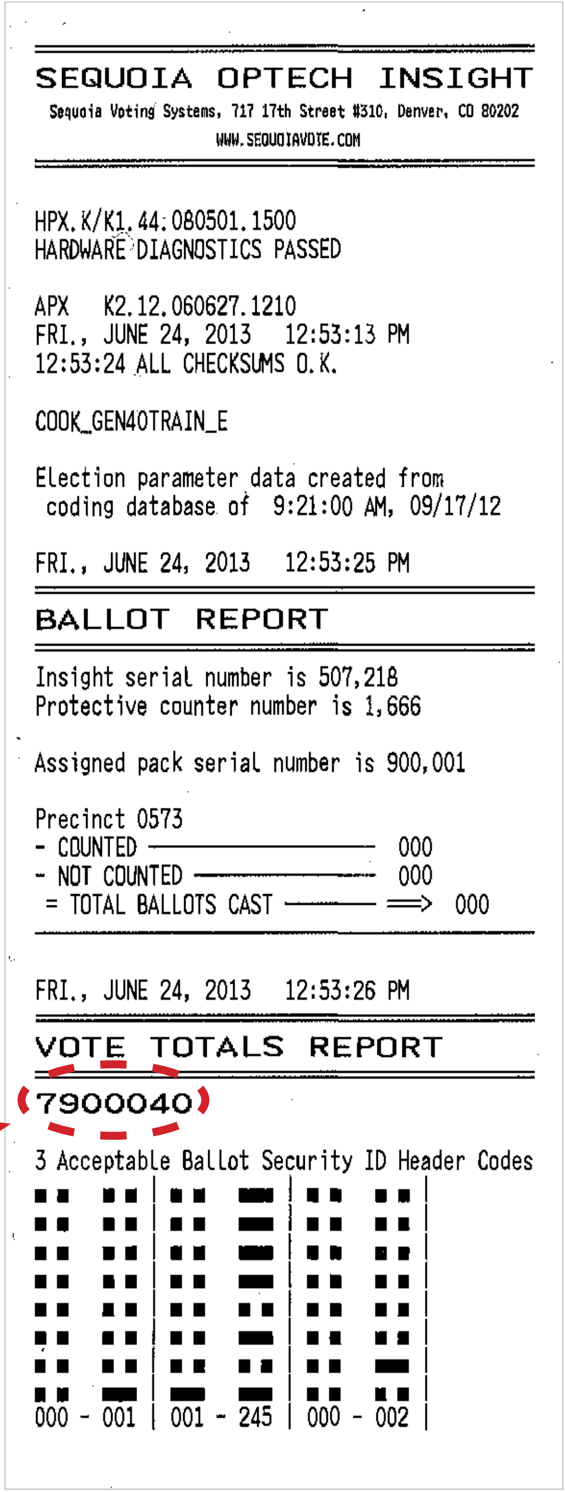
8/16/16

Scanner and the Scanner AM Zero Tape

Scanner



Scanner AM Zero Tape



```
SEQUOIA OPTECH INSIGHT
Sequoia Voting Systems, 717 17th Street #310, Denver, CO 80202
WWW.SEQUOIAVOTE.COM

HPX.K/K1.44.080501.1500
HARDWARE DIAGNOSTICS PASSED

APX   K2.12.060627.1210
FRI., JUNE 24, 2013   12:53:13 PM
12:53:24 ALL CHECKSUMS O.K.

COOK_GEN40TRAIN_E

Election parameter data created from
 coding database of  9:21:00 AM, 09/17/12

FRI., JUNE 24, 2013   12:53:25 PM

BALLOT REPORT

Insight serial number is 507,218
Protective counter number is 1,666

Assigned pack serial number is 900,001

Precinct 0573
- COUNTED ---------------------  000
- NOT COUNTED -----------------  000
 = TOTAL BALLOTS CAST -------- ==>  000

FRI., JUNE 24, 2013   12:53:26 PM

VOTE TOTALS REPORT

7900040

3 Acceptable Ballot Security ID Header Codes

000 - 001 | 001 - 245 | 000 - 002 |
```

Township and Precinct code

Referred to as "Polling Place: Name" on the Card Activator configuration tape.

Checklist 9: Election Day VSC & Scanner Setup

Follow the steps on this checklist to set up the VSC and Scanner on Election Day.

Check the box next to the item as it is completed.

Check | **Step #** | **Task to complete:**

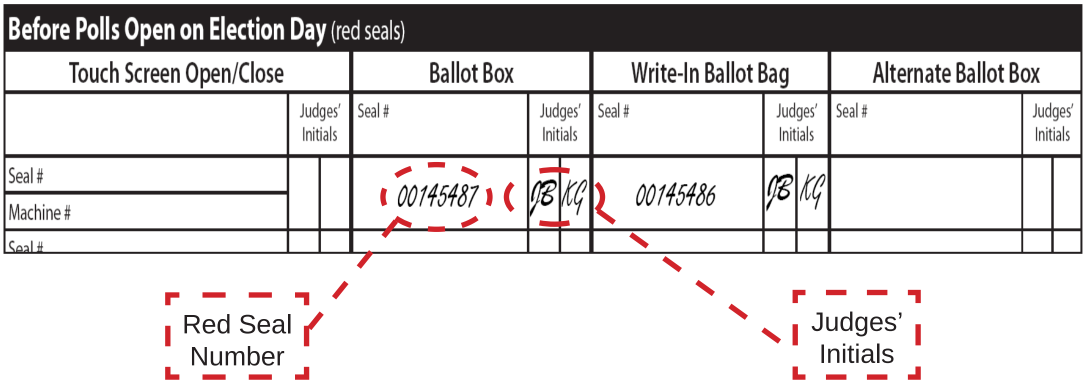
1

A. **Verify** that the Ballot Box is still empty.

B. **Lock** the Ballot Box door and seal it with a red seal.

C. **Record** the seal number on the Record of Seals form.

→ Two Judges, one from each party, must initial the box next to the seal number.



Before Polls Open on Election Day (red seals)

Touch Screen Open/Close		Ballot Box		Write-In Ballot Bag		Alternate Ballot Box	
	Judges' Initials	Seal #	Judges' Initials	Seal #	Judges' Initials	Seal #	Judges' Initials
Seal #		00145487	JB KG	00145486	JB KG		
Machine #							
Seal #							

Red Seal Number
Judges' Initials

2

A. **Prepare** the Alternate Ballot Box:

→ **Break** the seal and place the broken seal in Plastic Bag 603 *(if not already broken)*.

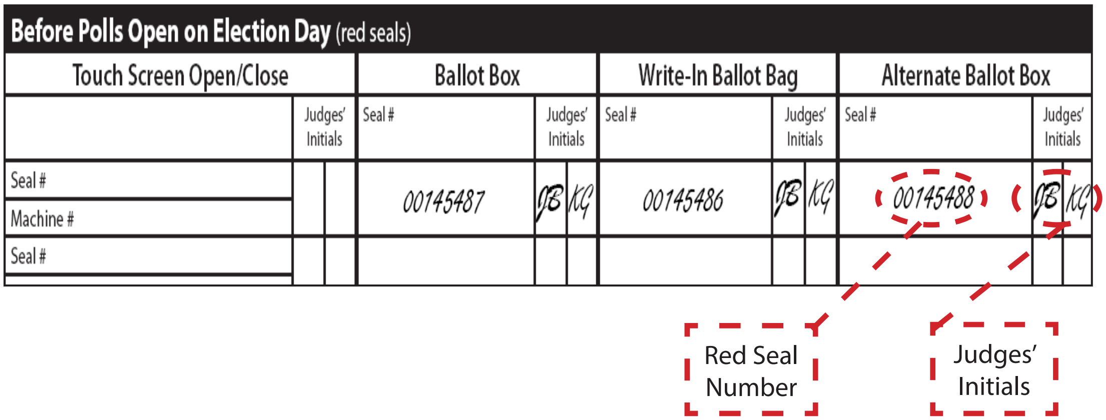
→ **Slide** the side door to the Alternate Ballot Box up to open it.

→ **Remove** everything from the top shelf of the VSC.

→ **Slide** the side door down and close it.

→ **Seal** it with a red seal.

B. **Record** the seal number on the Record of Seals form. Two Judges, one from each party, must initial the box next to the seal number.



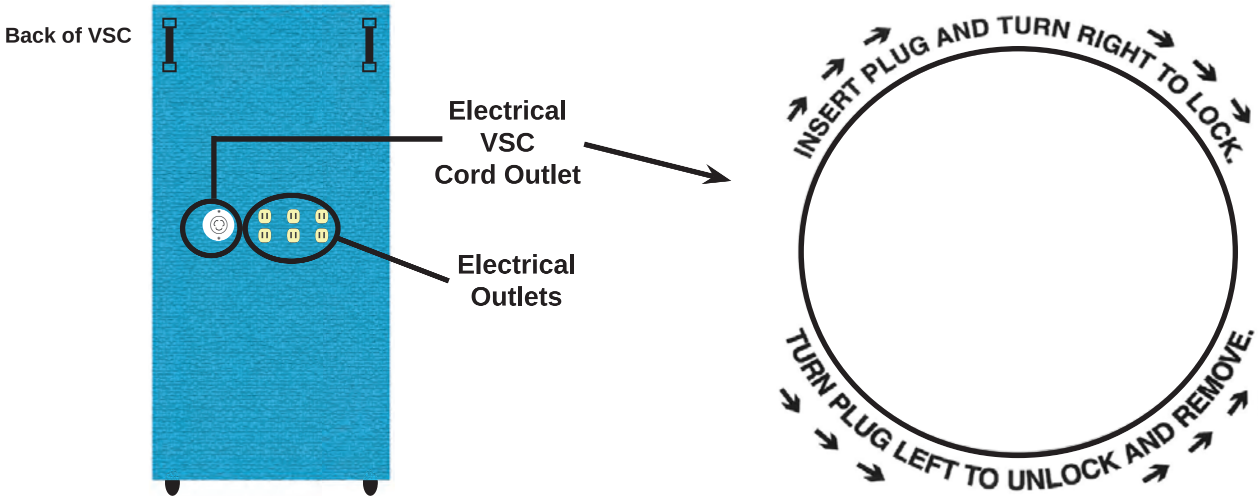
Before Polls Open on Election Day (red seals)

Touch Screen Open/Close		Ballot Box		Write-In Ballot Bag		Alternate Ballot Box	
	Judges' Initials	Seal #	Judges' Initials	Seal #	Judges' Initials	Seal #	Judges' Initials
Seal #		00145487	JB KG	00145486	JB KG	00145488	JB KG
Machine #							
Seal #							

Red Seal Number
Judges' Initials

Checklist 9: Election Day VSC & Scanner Setup (continued)

	3	A. **Push** the round end of the black power cord into the VSC and twist it to the right, so that it locks into place *(connection instructions are printed around the outlet)*. B. **Connect** the large black cord from the outside of the VSC to a wall outlet.


Back of VSC
Electrical VSC Cord Outlet
Electrical Outlets
INSERT PLUG AND TURN RIGHT TO LOCK.
TURN PLUG LEFT TO UNLOCK AND REMOVE.

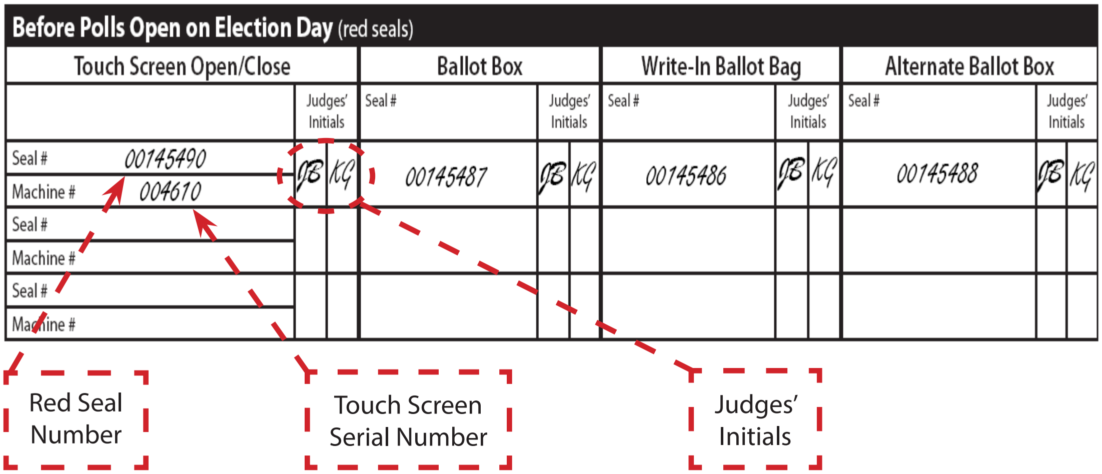
	4	**Verify** that the lights on the Scanner are on and the unit says "HELO."
	5	**Verify** that the AM zero tape begins printing when the Scanner is powered up.
✂	6	**Cut** the tape above the "Polls open. OK to read ballots" line using the scissors provided.
	7	**Confirm** that all totals read "**0**" and that township and precinct are correct. ! **Important:** Township and precinct are written as a seven digit code *(example: 8300008)* and should match the code on the VSC. If the codes from the VSC and Scanner tape do not match, call the Call Center.
	8	**All Judges must sign** the tape on the back and place it in Plastic Bag 602 *(bag for Scanner and Touch Screen tapes)*.
	9	**Verify** that the green "Ready" light on the front of the Scanner is illuminated and the public counter displays "0000." You will also see a red "Power" light below the green "Ready" light.

The Scanner and VSC are now ready to use!

Checklist 10: Election Day Touch Screen Setup

Follow the steps on this checklist to set up the Touch Screens on Election Day.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Turn on** the power to the Touch Screen by pressing the right side of the red rocker switch *(on/off button)* in the rear of the machine.
	2	**Wait** for the Touch Screen to boot up. It will take several minutes.
	3	A. **Break** the seal on the Polls Open/Close cover. B. **Unlock** the Polls Open/Close cover using the 1001 key on the key ring. C. **Place** the broken seal in Plastic Bag 603. ***Note**: **DO NOT** remove the seals on the Printer and the Cartridge Port cover at this time.*
	4	**Open** the polls on the Touch Screen. A. **Pull** down the cover labeled "Polls Open/Close" in the back of the Touch Screen. B. **Turn** the knob to "Open." C. **Close** and lock the cover. D. **Wait…**The unit will boot for several seconds. ***Remember: NEVER** close the polls once they are opened.* ***Note**: If the Touch Screen has the message "Results Cartridge Removed", see Touch Screen Troubleshooting, "Results Cartridge Removed," page 265.*
	5	A. **Seal** the Polls Open/Close cover with a red seal. B. **Record** the red seal number and corresponding Touch Screen serial number on the Record of Seals form. → Two Judges, one from each party, must initial the box next to the seal number. 

Before Polls Open on Election Day (red seals)

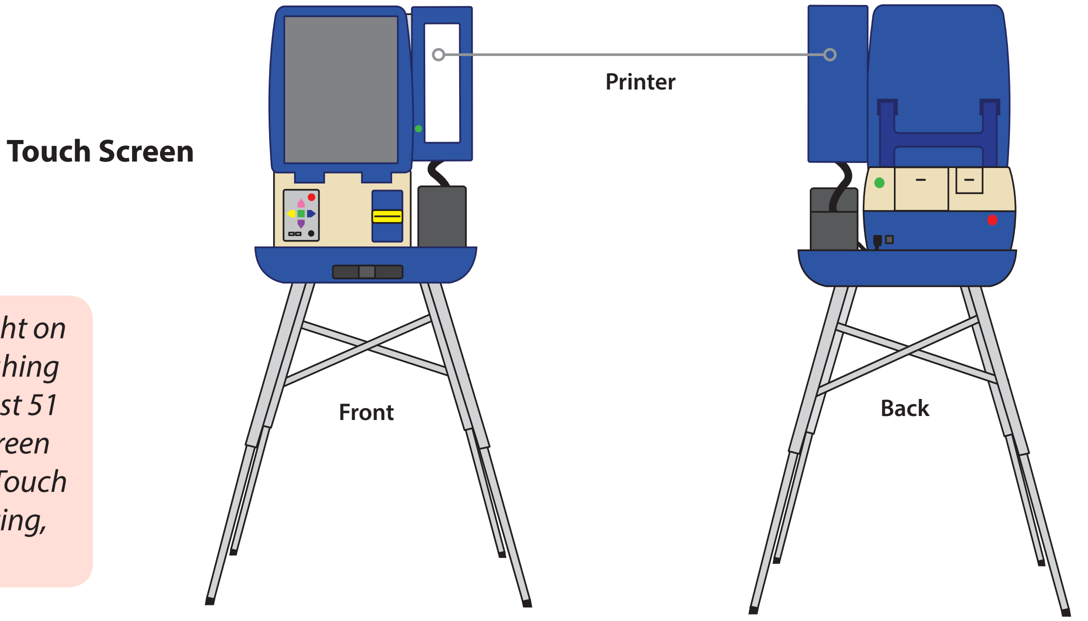
Touch Screen Open/Close				Ballot Box			Write-In Ballot Bag			Alternate Ballot Box		
		Judges' Initials		Seal #	Judges' Initials		Seal #	Judges' Initials		Seal #	Judges' Initials	
Seal #	00145490	JB	KG	00145487	JB	KG	00145486	JB	KG	00145488	JB	KG
Machine #	004610											
Seal #												
Machine #												
Seal #												
Machine #												

Red Seal Number
Touch Screen Serial Number
Judges' Initials

Checklist 10: Election Day Touch Screen Setup (continued)

	6	**Print** an AM zero tape on the Touch Screen: A. **Press** "Print" at the bottom of the screen as soon as the unit stops booting. → The screen will ask if you want to review each page. B. **Select** "Yes." ***Note**: If the* Touch Screen *goes straight to the "To Begin Voting" screen after booting up, see Touch Screen Troubleshooting, "*Touch Screen *fails to print an AM zero tape," page 273.*
	7	**Verify** that all of the totals on the printout are zeros. A. **Press** "Next Page" on the screen, after each page has been verified. B. **Repeat** this step as many times as necessary.
	8	**Press** the "DONE" button in the middle of the screen after the last page has been reviewed. → The paper will advance so that there is no printing visible. → The ballot will appear on the screen
	9	**Press** the "DONE" button on the bottom right of the screen, after the printer tape has advanced to no printing visible.
	10	**Press** "Start Voting" on the Touch Screen when the option appears.
	11	**Repeat** steps 1 - 10 for each Touch Screen in your precinct.

The Touch Screens are now ready to use!



***Note**: If the green light on the front cover is flashing or not lit, see Checklist 51 (Changing Touch Screen Paper Tape) and/or Touch Screen Troubleshooting, page 253.*

Checklist 11: Election Day Card Activator Setup

Follow the steps on this checklist to set up the Card Activator on Election Day.

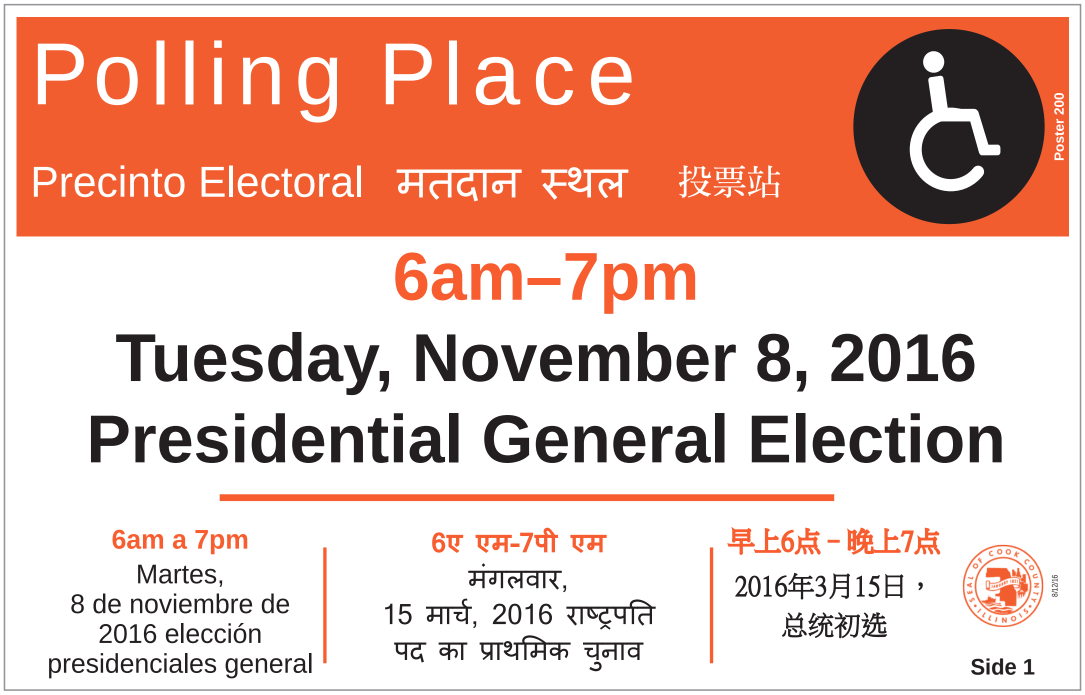
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**A. Turn** on the Card Activator by flipping the power switch on. **B. Wait**...The Card Activator will take several minutes to boot up.
	2	**Print** an AM zero tape on the Card Activator. **A. Press** "MENU"; then "5"; then "4"; then "1"; then press "Yes." → The tape will begin printing. → When finished, the display will read "Print OK." **B. Verify** that all races read "0." **C. Press** the "No/Cancel" button in order to continue.
✂	3	**A. Cut** the AM zero tape, with configuration tape still attached (*about 1" above tear line*), from the Card Activator using scissors. **B. Have** each Judge sign the tape and put it in Plastic Bag 601.
	4	**Place** the Card Activator at Station 1, between the two laptops.

The Card Activator is now ready to use!

Polling Place Entrance Signs

POSTER 200



Polling Place

Precinto Electoral मतदान स्थल 投票站

Poster 200

6am–7pm

Tuesday, November 8, 2016
Presidential General Election

6am a 7pm
Martes,
8 de noviembre de
2016 elección
presidenciales general

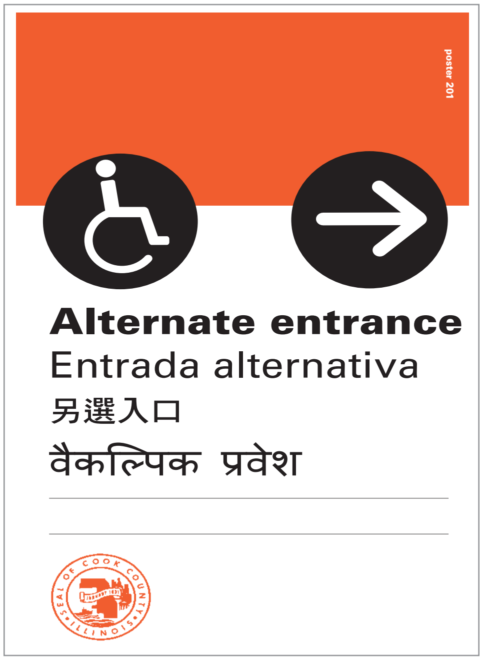
6ए एम-7पी एम
मंगलवार,
15 मार्च, 2016 राष्ट्रपति
पद का प्राथमिक चुनाव

早上6点 – 晚上7点
2016年3月15日，
总统初选

8/12/16

Side 1

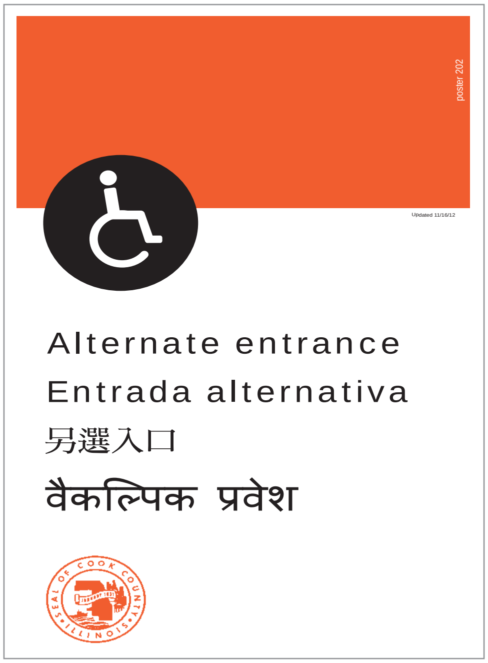
POSTER 201



poster 201

Alternate entrance
Entrada alternativa
另選入口
वैकल्पिक प्रवेश

POSTER 202



poster 202

Updated 11/16/12

Alternate entrance
Entrada alternativa
另選入口
वैकल्पिक प्रवेश

Post Signs and Notices

Follow the steps on this checklist to post signs and notices on Election Day.

Check the box next to the item as it is completed.

Check **Task to complete:**

Outside the polling place

Place signs outside the doors leading into the building where the polling place is located. Three possible scenarios exist:

- → The main outdoor entrance is wheelchair accessible.
- → The main outdoor entrance is not wheelchair accessible, but another entrance is accessible.
- → No outdoor entrance to the building is wheelchair accessible.

Entrance to accessible polling place

- → If the main outdoor entrance to the polling place is wheelchair accessible, **post** the following items outside the outdoor entrance:
    - » The American flag
    - » POSTER 200 side 1 polling place sign with an accessible symbol
- → If the main outdoor entrance to the polling place is not accessible to the disabled but an alternative entrance is, **post** the following:
    - » The American flag
    - » POSTER 200 side 1 polling place sign with a wheelchair accessible symbol
    - » POSTER 201 alternate entrance sign with an arrow directed to the alternate entrance
    - » POSTER 202 alternate entrance locator. Post it on alternate wheelchair accessible entrance

Entrance to non-accessible polling places

If no entrance to the polling place is disabled *(wheelchair)* accessible, post the following:

- → The American flag
- → POSTER 200 side 2 polling place sign displaying the wheelchair symbol with a slash mark, indicating that the building is not accessible to disabled voters

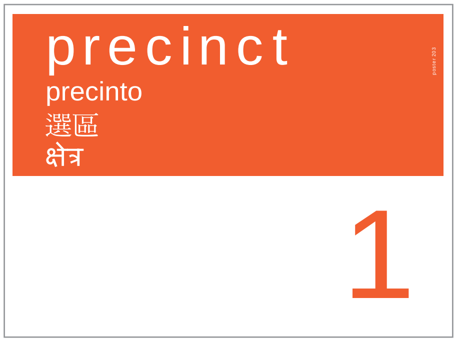
Post Signs and Notices (continued)

Inside the polling place

Post each of the following signs inside your precinct, placing them where voters can read them prior to voting:

- → POSTER 203 precinct identification
- → POSTER 204 information and services
- → POSTER 205 a bill of rights for all voters
- → POSTER 206 for Provisional voters
- → POSTER 209 acceptable ballot markings *(inside voting booths)*
- → POSTER 210 voting instructions for Touch Screen *(inside Touch Screen privacy panel)*
- → POSTER 215 advises voters how to check in or register more quickly.

POSTER 203

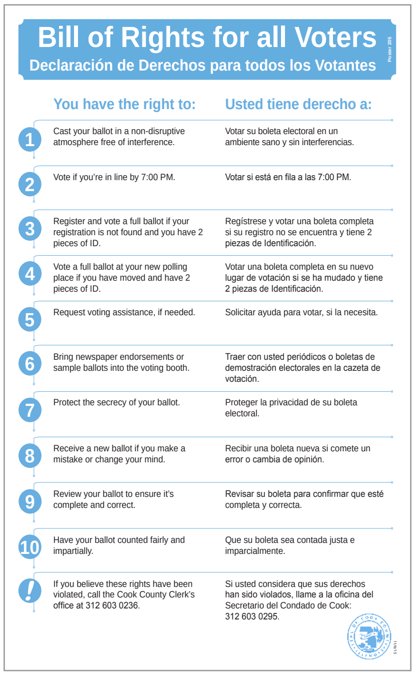


precinct
precinto
選區
क्षेत्र

1

poster 203

POSTER 205



Bill of Rights for all Voters

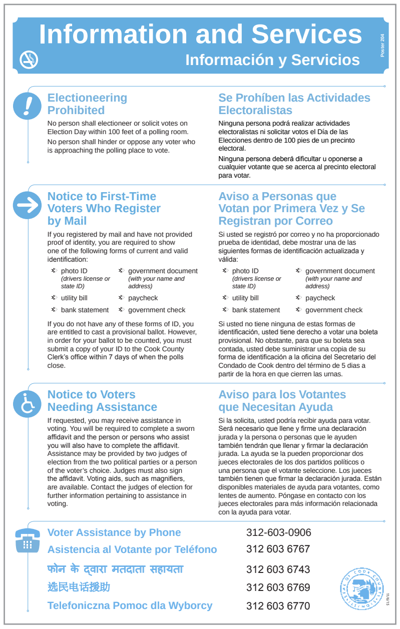
Declaración de Derechos para todos los Votantes

Poster 205

	You have the right to:	Usted tiene derecho a:
1	Cast your ballot in a non-disruptive atmosphere free of interference.	Votar su boleta electoral en un ambiente sano y sin interferencias.
2	Vote if you're in line by 7:00 PM.	Votar si está en fila a las 7:00 PM.
3	Register and vote a full ballot if your registration is not found and you have 2 pieces of ID.	Regístrese y votar una boleta completa si su registro no se encuentra y tiene 2 piezas de Identificación.
4	Vote a full ballot at your new polling place if you have moved and have 2 pieces of ID.	Votar una boleta completa en su nuevo lugar de votación si se ha mudado y tiene 2 piezas de Identificación.
5	Request voting assistance, if needed.	Solicitar ayuda para votar, si la necesita.
6	Bring newspaper endorsements or sample ballots into the voting booth.	Traer con usted periódicos o boletas de demostración electorales en la cazeta de votación.
7	Protect the secrecy of your ballot.	Proteger la privacidad de su boleta electoral.
8	Receive a new ballot if you make a mistake or change your mind.	Recibir una boleta nueva si comete un error o cambia de opinión.
9	Review your ballot to ensure it's complete and correct.	Revisar su boleta para confirmar que esté completa y correcta.
10	Have your ballot counted fairly and impartially.	Que su boleta sea contada justa e imparcialmente.
!	If you believe these rights have been violated, call the Cook County Clerk's office at 312 603 0236.	Si usted considera que sus derechos han sido violados, llame a la oficina del Secretario del Condado de Cook: 312 603 0295.

11/6/15

POSTER 204



Information and Services

Información y Servicios

Poster 204

Electioneering Prohibited

No person shall electioneer or solicit votes on Election Day within 100 feet of a polling room.

No person shall hinder or oppose any voter who is approaching the polling place to vote.

Se Prohíben las Actividades Electoralistas

Ninguna persona podrá realizar actividades electoralistas ni solicitar votos el Día de las Elecciones dentro de 100 pies de un precinto electoral.

Ninguna persona deberá dificultar u oponerse a cualquier votante que se acerca al precinto electoral para votar.

Notice to First-Time Voters Who Register by Mail

If you registered by mail and have not provided proof of identity, you are required to show one of the following forms of current and valid identification:

- photo ID *(drivers license or state ID)*
- utility bill
- bank statement
- government document *(with your name and address)*
- paycheck
- government check

If you do not have any of these forms of ID, you are entitled to cast a provisional ballot. However, in order for your ballot to be counted, you must submit a copy of your ID to the Cook County Clerk's office within 7 days of when the polls close.

Aviso a Personas que Votan por Primera Vez y Se Registran por Correo

Si usted se registró por correo y no ha proporcionado prueba de identidad, debe mostrar una de las siguientes formas de identificación actualizada y válida:

- photo ID *(drivers license or state ID)*
- utility bill
- bank statement
- government document *(with your name and address)*
- paycheck
- government check

Si usted no tiene ninguna de estas formas de identificación, usted tiene derecho a votar una boleta provisional. No obstante, para que su boleta sea contada, usted debe suministrar una copia de su forma de identificación a la oficina del Secretario del Condado de Cook dentro del término de 5 dias a partir de la hora en que cierren las urnas.

Notice to Voters Needing Assistance

If requested, you may receive assistance in voting. You will be required to complete a sworn affidavit and the person or persons who assist you will also have to complete the affidavit. Assistance may be provided by two judges of election from the two political parties or a person of the voter's choice. Judges must also sign the affidavit. Voting aids, such as magnifiers, are available. Contact the judges of election for further information pertaining to assistance in voting.

Aviso para los Votantes que Necesitan Ayuda

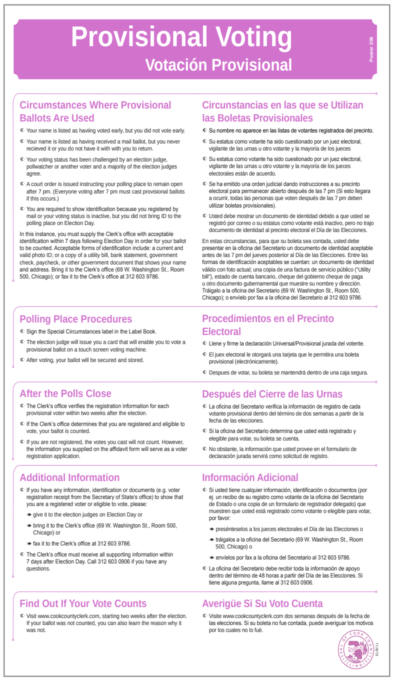
Si la solicita, usted podría recibir ayuda para votar. Será necesario que llene y firme una declaración jurada y la persona o personas que le ayuden también tendrán que llenar y firmar la declaración jurada. La ayuda se la pueden proporcionar dos jueces electorales de los dos partidos políticos o una persona que el votante seleccione. Los jueces también tienen que firmar la declaración jurada. Están disponibles materiales de ayuda para votantes, como lentes de aumento. Póngase en contacto con los jueces electorales para más información relacionada con la ayuda para votar.

Voter Assistance by Phone	312-603-0906
Asistencia al Votante por Teléfono	312 603 6767
फोन के द्वारा मतदाता सहायता	312 603 6743
选民电话援助	312 603 6769
Telefoniczna Pomoc dla Wyborcy	312 603 6770

11/6/15

Signs Inside the Polling Place

POSTER 206



Provisional Voting

Votación Provisional

Poster 206

Circumstances Where Provisional Ballots Are Used

- Your name is listed as haviing voted early, but you did not vote early.
- Your name is listed as having received a mail ballot, but you never recieved it or you do not have it with with you to return.
- Your voting status has been challenged by an election judge, pollwatcher or another voter and a majority of the election judges agree.
- A court order is issued instructing your polling place to remain open after 7 pm. (Everyone voting after 7 pm must cast provisional ballots if this occurs.)
- You are required to show identification because you registered by mail or your voting status is inactive, but you did not bring ID to the polling place on Election Day.

In this instance, you must supply the Clerk's office with acceptable identification within 7 days following Election Day in order for your ballot to be counted. Acceptable forms of identification include: a current and valid photo ID; or a copy of a utility bill, bank statement, government check, paycheck, or other government document that shows your name and address. Bring it to the Clerk's office (69 W. Washington St., Room 500, Chicago); or fax it to the Clerk's office at 312 603 9786.

Circunstancias en las que se Utilizan las Boletas Provisionales

- Su nombre no aparece en las listas de votantes registrados del precinto.
- Su estatus como votante ha sido cuestionado por un juez electoral, vigilante de las urnas u otro votante y la mayoría de los jueces
- Su estatus como votante ha sido cuestionado por un juez electoral, vigilante de las urnas u otro votante y la mayoría de los jueces electorales están de acuerdo.
- Se ha emitido una orden judicial dando instrucciones a su precinto electoral para permanecer abierto después de las 7 pm (Si esto llegara a ocurrir, todas las personas que voten después de las 7 pm deben utilizar boletas provisionales).
- Usted debe mostrar un documento de identidad debido a que usted se registró por correo o su estatus como votante está inactivo, pero no trajo documento de identidad al precinto electoral el Día de las Elecciones.

En estas circunstancias, para que su boleta sea contada, usted debe presentar en la oficina del Secretario un documento de identidad aceptable antes de las 7 pm del jueves posterior al Día de las Elecciones. Entre las formas de identificación aceptables se cuentan: un documento de identidad válido con foto actual; una copia de una factura de servicio público ("Utility bill"), estado de cuenta bancario, cheque del gobierno cheque de paga u otro documento gubernamental que muestre su nombre y dirección. Tráigalo a la oficina del Secretario (69 W. Washington St., Room 500, Chicago); o envíelo por fax a la oficina del Secretario al 312 603 9786.

Polling Place Procedures

- Sign the Special Circumstances label in the Label Book.
- The election judge will issue you a card that will enable you to vote a provisional ballot on a touch screen voting machine.
- After voting, your ballot will be secured and stored.

Procedimientos en el Precinto Electoral

- Llene y firme la declaración Universal/Provisional jurada del votente.
- El juex electoral le otorgará una tarjeta que le permitira una boleta provisional (electrónicamente).
- Despues de votar, su boleta se mantendrá dentro de una caja segura.

After the Polls Close

- The Clerk's office verifies the registration information for each provisional voter within two weeks after the election.
- If the Clerk's office determines that you are registered and eligible to vote, your ballot is counted.
- If you are not registered, the votes you cast will not count. However, the information you supplied on the affidavit form will serve as a voter registration application.

Después del Cierre de las Urnas

- La oficina del Secretario verifica la información de registro de cada votante provisional dentro del término de dos semanas a partir de la fecha de las elecciones.
- Si la oficina del Secretario determina que usted está registrado y elegible para votar, su boleta se cuenta.
- No obstante, la información que usted provee en el formulario de declaración jurada servirá como solicitud de registro.

Additional Information

- If you have any information, identification or documents (e.g. voter registration receipt from the Secretary of State's office) to show that you are a registered voter or eligible to vote, please:
  - give it to the election judges on Election Day or
  - bring it to the Clerk's office (69 W. Washington St., Room 500, Chicago) or
  - fax it to the Clerk's office at 312 603 9786.
- The Clerk's office must receive all supporting information within 7 days after Election Day. Call 312 603 0906 if you have any questions.

Información Adicional

- Si usted tiene cualquier información, identificación o documentos (por ej. un recibo de su registro como votante de la oficina del Secretario de Estado o una copia de un formulario de registrador delegado) que muestren que usted está registrado como votante o elegible para votar, por favor:
  - presénteselos a los jueces electorales el Día de las Elecciones o
  - tráigalos a la oficina del Secretario (69 W. Washington St., Room 500, Chicago) o
  - envíelos por fax a la oficina del Secretario al 312 603 9786.
- La oficina del Secretario debe recibir toda la información de apoyo dentro del término de 48 horas a partir del Día de las Elecciones. Si tiene alguna pregunta, llame al 312 603 0906.

Find Out If Your Vote Counts

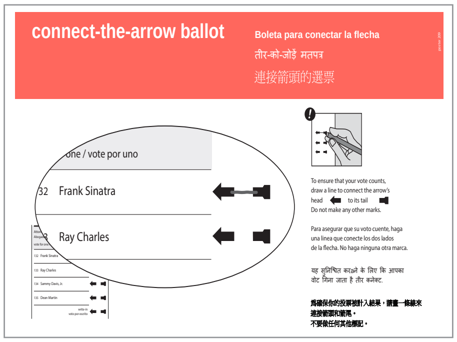
- Visit www.cookcountyclerk.com, starting two weeks after the election. If your ballot was not counted, you can also learn the reason why it was not.

Averigüe Si Su Voto Cuenta

- Visite www.cookcountyclerk.com dos semanas después de la fecha de las elecciones. Si su boleta no fue contada, puede averiguar los motivos por los cuales no lo fué.

11/6/15

POSTER 209



connect-the-arrow ballot

Boleta para conectar la flecha

तीर-को-जोड़ें मतपत्र

連接箭頭的選票

poster 209

one / vote por uno
32 Frank Sinatra
3 Ray Charles
132 Frank Sinatra
133 Ray Charles
134 Sammy Davis, Jr.
135 Dean Martin
write-in
voto por escrito

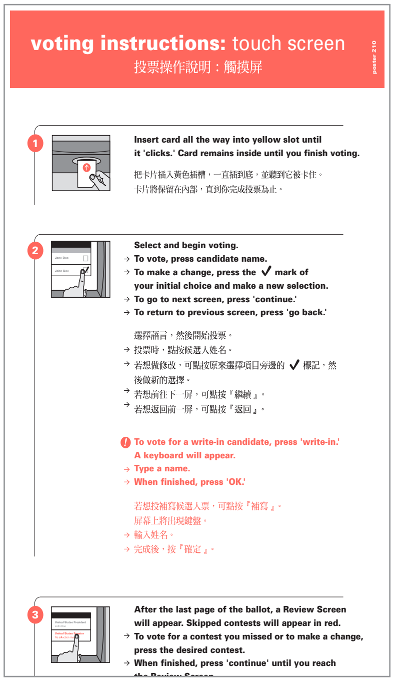
To ensure that your vote counts, draw a line to connect the arrow's head ⬅ to its tail ▮ Do not make any other marks.

Para asegurar que su voto cuente, haga una linea que conecte los dos lados de la flecha. No haga ninguna otra marca.

यह सुनिश्चित करaने के लिए कि आपका वोट गिना जाता है तीर कनेक्ट.

爲確保你的投票被計入結果，請畫一條線來連接箭頭和箭尾。
不要做任何其他標記。

POSTER 210



voting instructions: touch screen

投票操作說明：觸摸屏

poster 210

1 **Insert card all the way into yellow slot until it 'clicks.' Card remains inside until you finish voting.**

把卡片插入黄色插槽，一直插到底，並聽到它被卡住。
卡片將保留在內部，直到你完成投票為止。

2 **Select and begin voting.**
- → **To vote, press candidate name.**
- → **To make a change, press the ✓ mark of your initial choice and make a new selection.**
- → **To go to next screen, press 'continue.'**
- → **To return to previous screen, press 'go back.'**

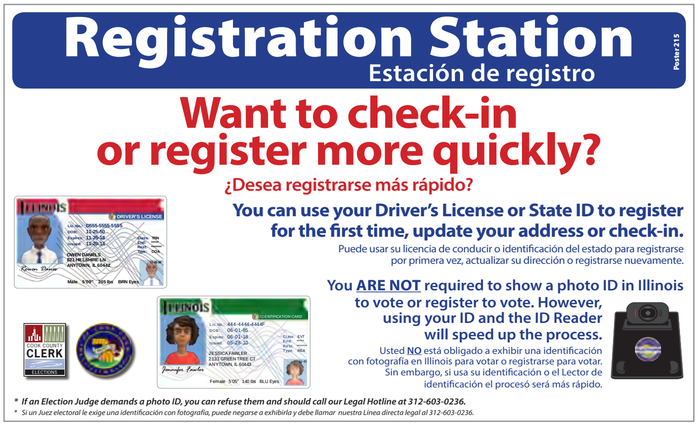
選擇語言，然後開始投票。
- → 投票時，點按候選人姓名。
- → 若想做修改，可點按原來選擇項目旁邊的 ✓ 標記，然後做新的選擇。
- → 若想前往下一屏，可點按『繼續』。
- → 若想返回前一屏，可點按『返回』。

❗ **To vote for a write-in candidate, press 'write-in.' A keyboard will appear.**
- → **Type a name.**
- → **When finished, press 'OK.'**

若想投補寫候選人票，可點按『補寫』。
屏幕上將出現鍵盤。
- → 輸入姓名。
- → 完成後，按『確定』。

3 **After the last page of the ballot, a Review Screen will appear. Skipped contests will appear in red.**
- → **To vote for a contest you missed or to make a change, press the desired contest.**
- → **When finished, press 'continue' until you reach**

POSTER 215



Registration Station

Estación de registro

Poster 215

Want to check-in or register more quickly?

¿Desea registrarse más rápido?

You can use your Driver's License or State ID to register for the first time, update your address or check-in.

Puede usar su licencia de conducir o identificación del estado para registrarse por primera vez, actualizar su dirección o registrarse nuevamente.

You **ARE NOT** required to show a photo ID in Illinois to vote or register to vote. However, using your ID and the ID Reader will speed up the process.

Usted **NO** está obligado a exhibir una identificación con fotografía en Illinois para votar o registrarse para votar. Sin embargo, si usa su identificación o el Lector de identificación el procesó será más rápido.

* *If an Election Judge demands a photo ID, you can refuse them and should call our Legal Hotline at 312-603-0236.*

* *Si un Juez electoral le exige una identificación con fotografía, puede negarse a exhibirla y debe llamar nuestra Línea directa legal al 312-603-0236.*

Campaign-Free Zone

Measure 100 feet for the campaign-free zone

Election Judges must mark off 100 feet from the entrance to the room where voting occurs *(the polling place room)* with the blue piece of chalk found in Kit 1.

Determine which of the following scenarios best describes your polling place. This will help determine where to place the chalk mark.

→ **In a one-story building or ground floor of multi-story building.**

If the polling place room is in a one-story building or on the ground floor of a public or private building with two or more floors, measure 100 feet from the entrance to the polling room. Place the chalk mark on the ground, even if it is still inside the building. Be sure to mark all entrances that voters can use to get to the polling room.

→ **On a floor other than ground floor of multi-story building.**

If the polling place room is on a floor above or below the ground floor in a public or private building with two or more floors, measure 100 feet from the nearest elevator and/or staircase used by voters on the ground floor and place the chalk mark on the ground.

→ **In a public or private school or church, or other religious building.**

If the polling place room is located in a school or in a church or other religious building and the distance of 100 feet ends within the building, place the chalk mark outside of the building at each entrance used by the voters. This special rule only applies to public or private schools, churches or other religious buildings.

! *A church or private school may choose to apply the campaign-free zone to its entire property. If so, the proprietor must notify the Clerk's office in advance of the election. If this applies to your polling place, the Clerk's office will notify you. In this case, the chalk mark should be placed at the property's boundaries outside.*

☎ *If you have questions about the campaign-free zone, call the Legal Help Line: (312) 603-0236.*

Election Morning Paperwork

Fill out and wear the Judge Identification Badges

The identification badges are located in the plastic supply box in Kit 1.

Each Judge is assigned to serve as either a Democratic or Republican Election Judge. Print each Judge's name, township and precinct information on the badge of the party they represent. Wear the badge the entire day.

Judges assigned as the bilingual Judge must fill out the special oversized identification badge and wear it all day.

Election Judge Station Supplies

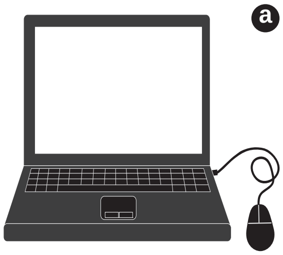
Place the following supplies located in the kits and equipment found in the VSC at each station.

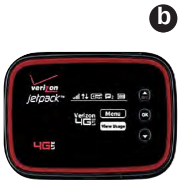
Station 1:

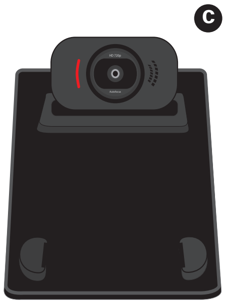
Checking in voters & Provisional Voting

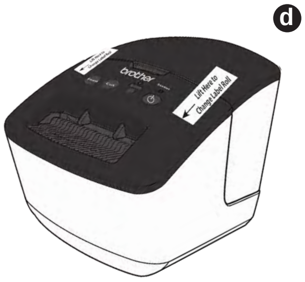
a. 2 Laptops
b. MiFi
c. 2 ID Readers
d. 2 Printers
e. Card Activator
f. Activation Cards
g. Activation Card Warning slips
h. 2 Label Books
i. Envelope 604: Credentials
j. Form 503: Provisional Voting Receipt
k. Form 504: Voter Registration Receipt

Station 1 Equipment & Supplies

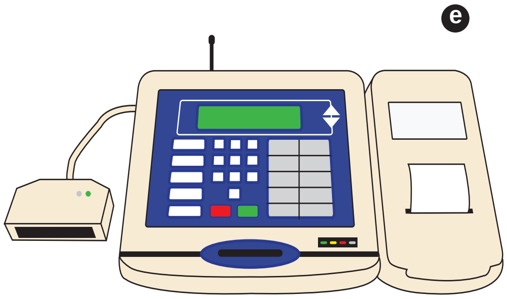


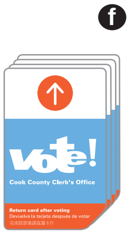

b
verizon
jetpack
Verizon 4G LTE
Menu
OK
4G LTE

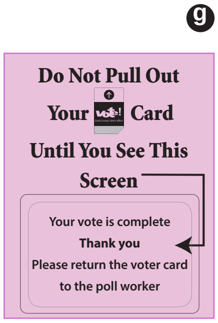



d
brother
Lift Here to Change Label Roll

Station 1 Equipment & Supplies *(continued)*

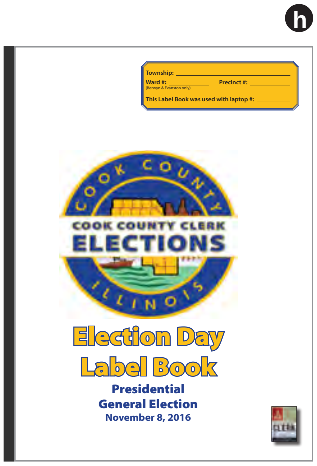



f
vote!
Cook County Clerk's Office
Return card after voting
Devuelva la tarjeta después de votar



Do Not Pull Out Your vote! Card Until You See This Screen

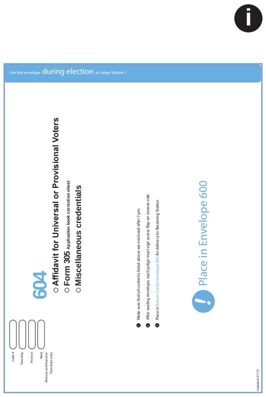
Your vote is complete
Thank you
Please return the voter card to the poll worker



Township: ____________
Ward #: ________ Precinct #: ________
(Berwyn & Evanston only)
This Label Book was used with laptop #: ________

COOK COUNTY CLERK ELECTIONS
COOK COUNTY ILLINOIS

Election Day Label Book
Presidential General Election
November 8, 2016



Use this envelope during election at Judge Station 1

604
○ Affidavit for Universal or Provisional Voters
○ Form 305 Application book correction sheet
○ Miscellaneous credentials

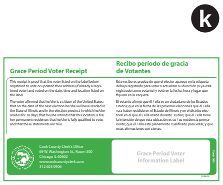
Code #
Township
Precinct
Ward (Berwyn and Evanston Townships only)

1. Make sure that all contents listed above are enclosed after 7 pm
2. After sealing envelope, each judge must sign across flap on reverse side
3. Place in Return Carrier Envelope 600 for delivery to Receiving Station

! Place in Envelope 600

Updated 3/7/13

j
Information for Provisional Voters
Información para votantes provisionales
Provisional Voter Information Label


k
Grace Period Voter Receipt
Recibo período de gracia de Votantes
Grace Period Voter Information Label

Election Judge Station Supplies (continued)

Station 2:

Issuing Paper Ballots

a. Paper ballots

b. Privacy shields

c. Precinct number stamp (not shown)

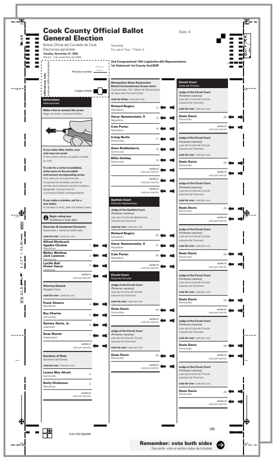
d. Envelope 303: Spoiled Ballots

e. Special pens

f. Magnifier

Station 2 Equipment & Supplies

a



Cook County Official Ballot
General Election
Boleta Oficial del Condado de Cook
Elecciones generales
Tuesday, November 07, 2006
Martes, 7 de noviembre del 2006

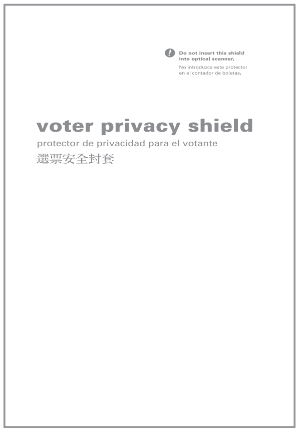
Style: A

Township
For use in Twp: 1 Pct(s): 0

2nd Congressional-15th Legislative-8th Representative-1st Subcircuit-1st County-2nd BOR

Remember: vote both sides

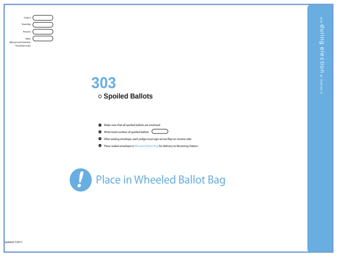
b



Do not insert this shield into optical scanner.
No introduzca este protector en el contador de boletas.

voter privacy shield
protector de privacidad para el votante
選票安全封套

d



Code #
Township
Precinct
Ward
(Berwyn and Evanston Townships only)

303
○ **Spoiled Ballots**

1. Make sure that all spoiled ballots are enclosed
2. Write total number of spoiled ballots
3. After sealing envelope, each judge must sign across flap on reverse side
4. Place sealed envelope in Wheeled Ballot Bag for delivery to Receiving Station

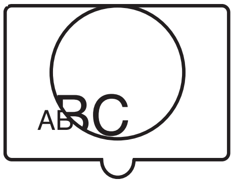
! Place in Wheeled Ballot Bag

Use during election at Station 2

Updated 7/2011

e

f



Election Judge Station Supplies (continued)

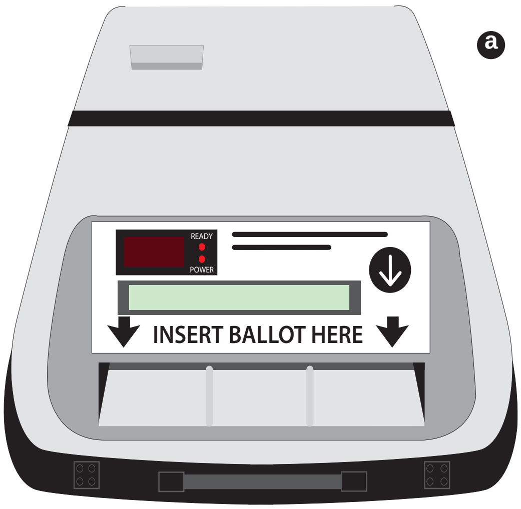
Station 3:

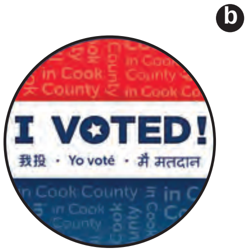
Scanner

a. Scanner in VSC

b. "I Voted" stickers

Station 3 Equipment


a
READY
POWER
INSERT BALLOT HERE


b
in Cook County
I VOTED!
我投 · Yo voté · मैं मतदान

Final Check

→ Store unused supplies in the VSC until after the polls close.

→ Make sure all voting equipment is ready to use.

→ In split precincts, make sure one pack of each ballot style is opened and easily accessible.

  » All Judges should review the split precinct and ballot style information as a team.

  » Station 1 and 2 Judges should talk through exactly what they think they're looking for to make sure everyone knows their role.

→ If asked, allow pollwatchers an opportunity to check equipment and verify that the Ballot Box is empty.

Election Day: 6 a.m. to 7 p.m.

73 Station 1:

- » Processing Voters
  - › Checklist 12 - page 75: Processing Regular Voters
  - › Advanced Search
  - › Full County Search
- » Special Circumstances
  - › Non-Provisional Voters
  - › Provisional Voters
  - › Election Day Registration Voters
  - › Special Circumstance Chart
  - › Checklist 13 - *page 85*: Voter Requesting Assistance (Disability/Language)
  - › Checklist 14 - *page 89*: Voter Is Listed as Mail Ballot Sent to Voter, and IS Returning the Ballot to the Polling Place On Election Day
  - › Checklist 15 - *page 93*: Voter is Listed as Mail Ballot Sent to Voter, but IS NOT Returning the Ballot to the Polling Place on Election Day
  - › Checklist 16 - *page 97*: Inactive Voter with ID
  - › Checklist 17 - *page 101*: Inactive Voter with NO ID
  - › Checklist 18 - *page 105*: ID Required, But the Voter Doesn't Have It
  - › Checklist 19 - *page 109*: Voter Is Not Found, but Verified Downtown
  - › Checklist 20 - *page 113*: Name Change
  - › Checklist 21 - *page 117*: Voter Is Listed as Voted Early, but Says they DID NOT Vote Early
  - › Checklist 22 - *page 121*: Voter's Status or signature Challenged
  - › Checklist 23 - *page 129*: Missing or Incorrect Signature
- » Voting During Court-Ordered Extended Hours
- » Checklist 24 - *page 133*: Cancelling a Voter Check-in
- » Checklist 25 - *page 135*: Editing/ Changing a Provisional ID Number
- » Election Day Registration
  - › Acceptable Forms of ID page 138
  - › Who May Register to Vote page 139
  - › Checklist 26 - page 141: Change of Address
    - • Voter HAS a Driver's License or State ID
    - • Voter DOES NOT HAVE a Driver's License or State ID
    - • Wrapping Up the Change of Address Voter Check-in
  - › Checklist 27 - page 151: New Voter - Born In the U.S.
    - • New Voter HAS a Driver's License or State ID
    - • New Voter DOES NOT HAVE a Driver's License or State ID
    - • Wrapping Up the New Voter Born In the U.S. Voter Check-in
  - › Checklist 28 - page 161: New Voter - Born Outside the U.S.
    - • New Voter HAS a Driver's License or State ID
    - • New Voter DOES NOT HAVE a Driver's License or State ID
    - • Wrapping Up the New Voter Born Outside the U.S. Voter Check-in
  - › Checklist 29 - page 173: EDR Voter with No ID
  - › Checklist 30 - page 176: Editing/ Cancelling an EDR Voter

Election Day: 6 a.m. to 7 p.m. (continued)

- » Issuing Voter Activation Cards
    - › Checklist 31 - page 181: Issuing an Activation Card for a Regular Ballot
    - › Checklist 32 - page 183: Issuing an activation card for a Provisional ballot
    - › Checklist 33 - page 185 Issuing an Activation Card for an Audio Ballot

187 **Station 2:**

- » Checklist 34 - page 189: Issuing a Paper Ballot
    - › Paper Ballot

190 **Station 3:**

- » Collecting Activation Cards
- » Inserting a Paper Ballot
- » Scanner Messages

191 **Voter Assistance:**

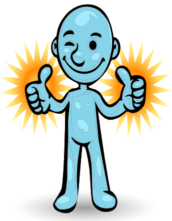
- » Voting Aids
- » Voter Assistance
- » Curbside Voting
- » Audio Navigation Pad
- » Checklist 35 - page 193: Audio Ballot Instructions
- » Checklist 36 - page 195: Audio Visual and SIP & PUFF Instruction
- » Checklist 37 - page 201: Returning to Auto Mode after an Audio Visual and SIP & PUFF Vote

Station 1

Polls must be open at 6 a.m. and ready for the first voter.

At 6 a.m. an Election Judge will stand at the entrance to the polling place and declare:

The polls are open!



The majority of voters arrive to vote in the early morning or late afternoon. Follow these steps to keep lines to a minimum:

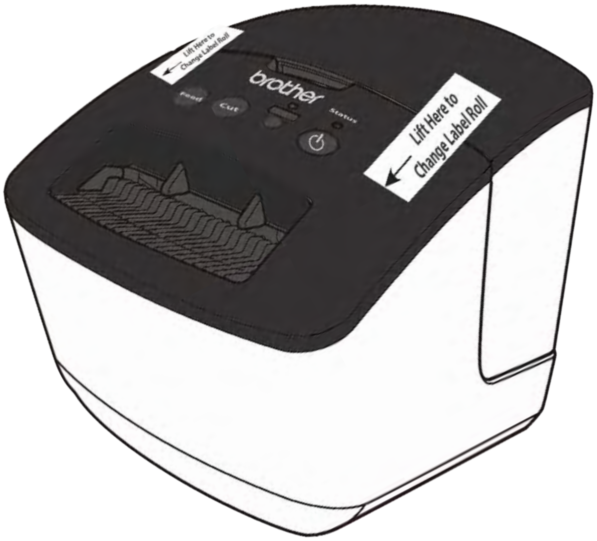
Two Judges, one from each party, must always be present at Station 1.

→ The bilingual Judge, if possible, should be one of the two Judges.

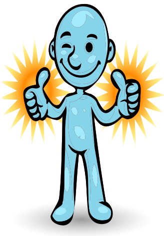
Printer Power Check

Important Step
Before Processing A Voter!

Always check the green light, above the power button on the printer, to make sure the printer is on or has not timed-out.


Lift Here to Change Label Roll
Feed
Cut
brother
Status
Lift Here to Change Label Roll

If the printer is off before beginning to check-in a voter,
TURN IT ON

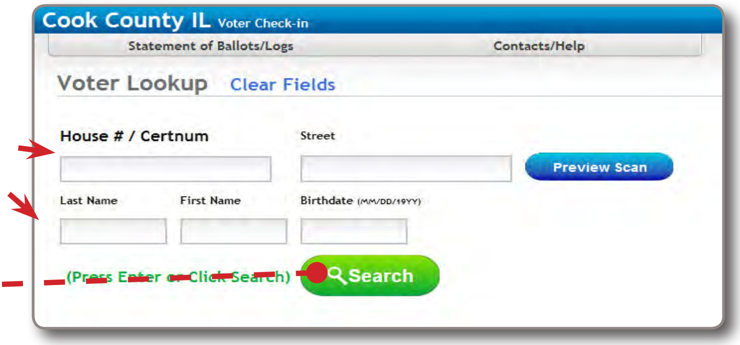


Processing Voters

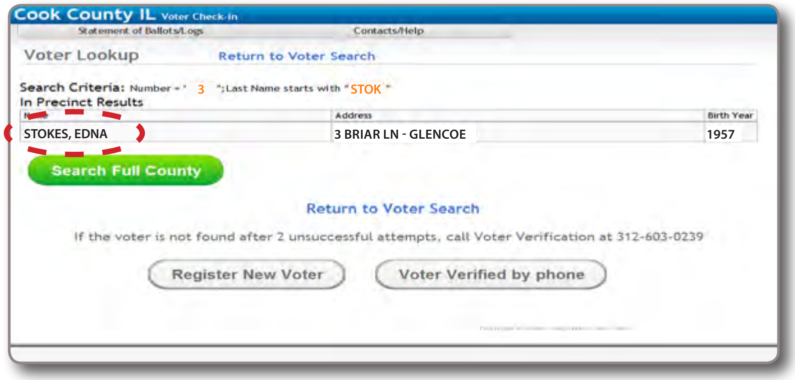
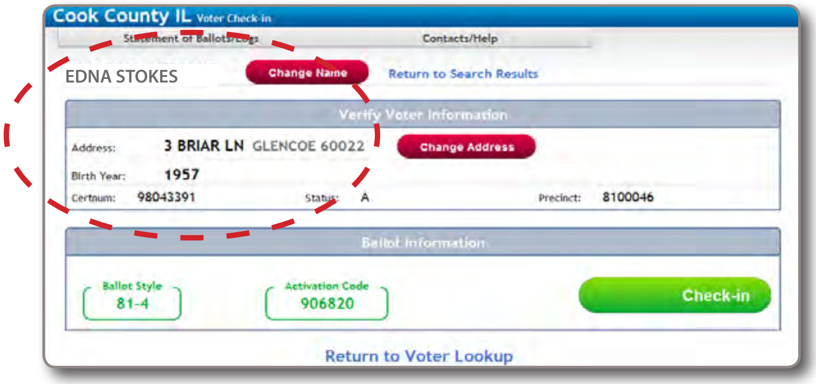
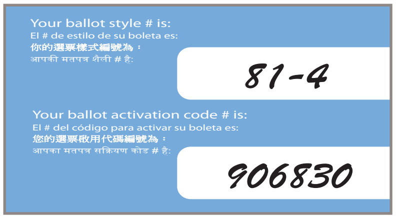
Checklist 12: Processing Regular Voters

Follow the steps on this checklist to process Regular Voters on Election Day.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	A. **Type** in the house number and at least 2 letters of the last name. → Typing in 4 letters produces an automatic search. B. **Click** the "Search" button.  Cook County IL Voter Check-in Statement of Ballots/Logs Contacts/Help Voter Lookup Clear Fields House # / Certnum Street Preview Scan Last Name First Name Birthdate (MM/DD/19YY) (Press Enter or Click Search) Search

Voter Found

Check	Step #	Task to complete:
	2	**Double click** on the correct voter name.  Cook County IL Voter Check-in Statement of Ballots/Logs Contacts/Help Voter Lookup Return to Voter Search Search Full County Return to Voter Search Register New Voter Voter Verified by phone Search Criteria: Number = " 3 ";Last Name starts with " STOK " In Precinct Results Name / Address / Birth Year STOKES, EDNA / 3 BRIAR LN - GLENCOE / 1957 If the voter is not found after 2 unsuccessful attempts, call Voter Verification at 312-603-0239
	3	A. **Confirm** the voter's name and address.  Cook County IL Voter Check-in Statement of Ballots/Logs Contacts/Help Change Name Return to Search Results Verify Voter Information Change Address Ballot Information Check-in Return to Voter Lookup EDNA STOKES Address: 3 BRIAR LN GLENCOE 60022 Birth Year: 1957 Certnum: 98043391 Status: A Precinct: 8100046 Ballot Style 81-4 Activation Code 906820
	4	**Write** the ballot style number and activation code on the Ballot Style Slip.  Your ballot style # is: El # de estilo de su boleta es: 你的選票樣式編號為： आपकी मतपत्र शैली # है: 81-4 Your ballot activation code # is: El # del código para activar su boleta es: 您的選票啟用代碼編號為： आपका मतपत्र सक्रियण कोड # है: 906830

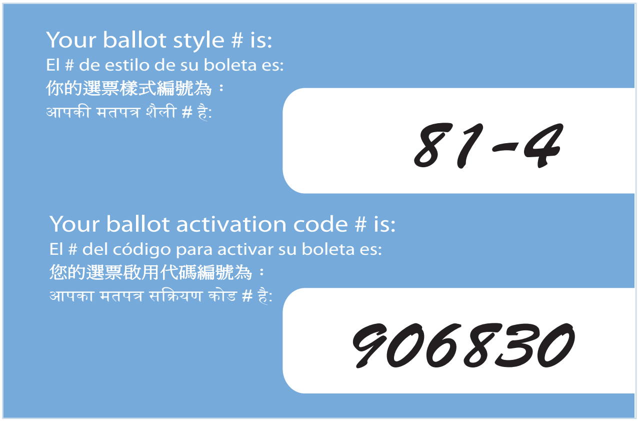
Checklist 12: Processing Regular Voters (continued)

The activation code is located on the Voter Information screen.

→ The 6 digit activation code and the ballot style number are located on the Voter Information screen on the laptop.

→ The final *(7th)* digit for all voters is "1."

Sample Ballot Style Slip



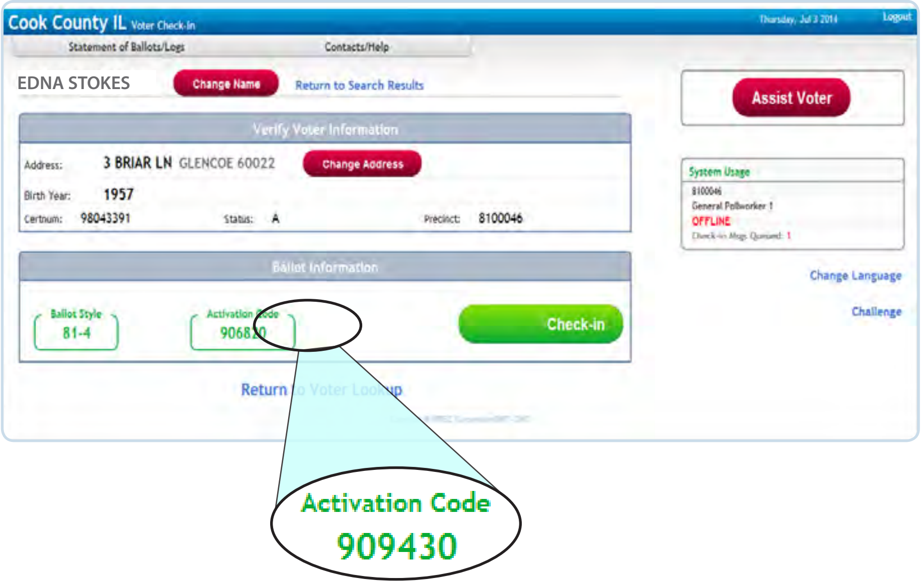
Your ballot style # is:
El # de estilo de su boleta es:
你的選票樣式編號為：
आपकी मतपत्र शैली # है:

81-4

Your ballot activation code # is:
El # del código para activar su boleta es:
您的選票啟用代碼編號為：
आपका मतपत्र सक्रियण कोड # है:

906830

Voter Information Screen



Cook County IL Voter Check-In
Thursday, Jul 3 2014
Logout
Statement of Ballots/Logs
Contacts/Help
Change Name
Return to Search Results
Assist Voter
Verify Voter Information
Change Address
System Usage
Ballot Information
Check-in
Change Language
Challenge
Return to Voter Lookup

EDNA STOKES

Address: 3 BRIAR LN GLENCOE 60022

Birth Year: 1957

Certnum: 98043391 Status: A Precinct: 8100046

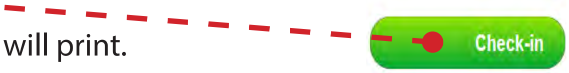
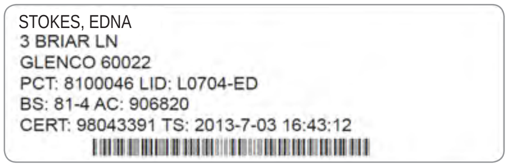
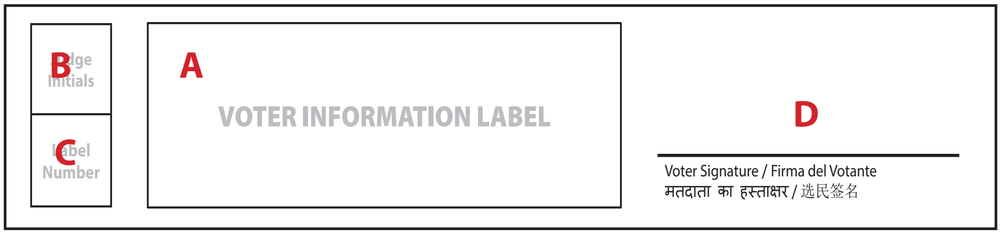
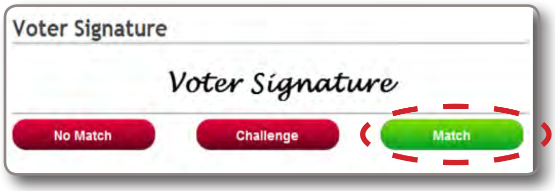
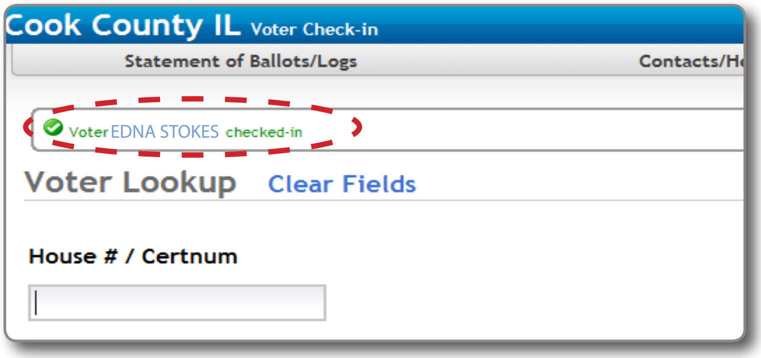
8100046
General Pollworker 1
OFFLINE
Check-in Msgs Queued: 1

Ballot Style 81-4

Activation Code 906830

Activation Code
909430

Checklist 12: Processing Regular Voters (continued)

	5	**Click** the green "Check-in" button. → A standard Voter Information Label will print.   STOKES, EDNA 3 BRIAR LN GLENCO 60022 PCT: 8100046 LID: L0704-ED BS: 81-4 AC: 906820 CERT: 98043391 TS: 2013-7-03 16:43:12
	6	A. **Place** the label on the next available line of the white Voter Information Labels Pages in the Label Book. B. **Write** the Judge intials in the "Judge Initials" box. C. **Write** the label number in the "Label Number" box. D. **Turn** the Label Book around, have the voter verify the Voter Information Label, then sign the Voter Signature line.  B Judge Initials C Label Number A VOTER INFORMATION LABEL D Voter Signature / Firma del Votante मतदाता का हस्ताक्षर / 选民签名
	7	The voter's signature will appear for voter verification when the Voter Information Label prints out in step 5. → If the signature is a match, **click** the green "Match" button. → If the signature is not a match, **click** the red "No Match" button. *See page 130.*  Voter Signature Voter Signature No Match Challenge Match
	8	**The voter is checked in.** → The screen will return to the Voter Lookup screen with a verification that the voter has been checked in.  Cook County IL Voter Check-in Statement of Ballots/Logs Contacts/H ✓ Voter EDNA STOKES checked-in Voter Lookup Clear Fields House # / Certnum

Continue to page 181-185 to activate a card or to page 189 to issue a paper ballot.

The voter has been checked in!

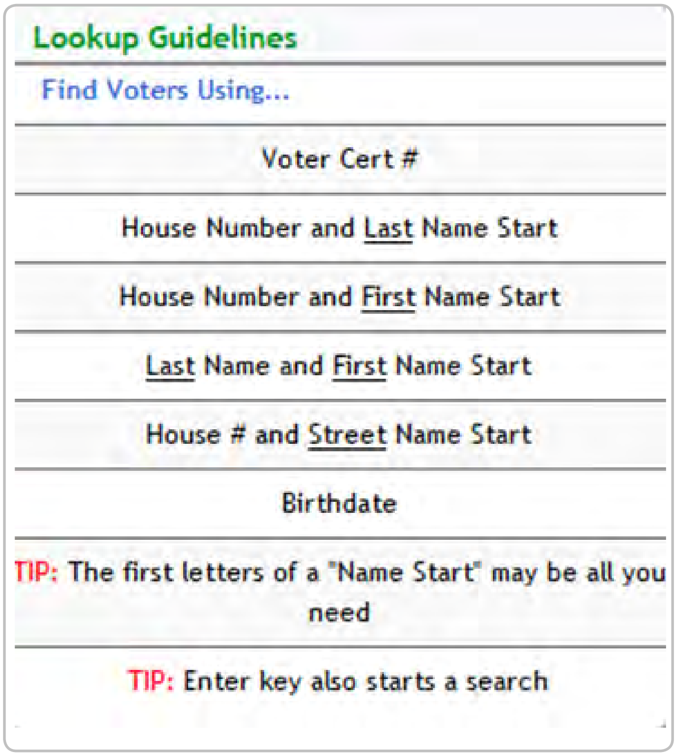
Checklist 12: Processing Regular Voters (continued)

Voter Not Found

Hint: If you don't find the voter using house number and last name, don't give up! Try another search option. Verify that you've spelled the name correctly. Take special care with names like Mc Donald, De la cruz, and Van de Kamp and O Connor, which should be tried with and without the space. Then, try other searches: For Advanced Search options, see below.

Advanced Search Options

If you cannot find the voter by entering the house number and last name, there are other search options.



Lookup Guidelines

Find Voters Using...

Voter Cert #

House Number and Last Name Start

House Number and First Name Start

Last Name and First Name Start

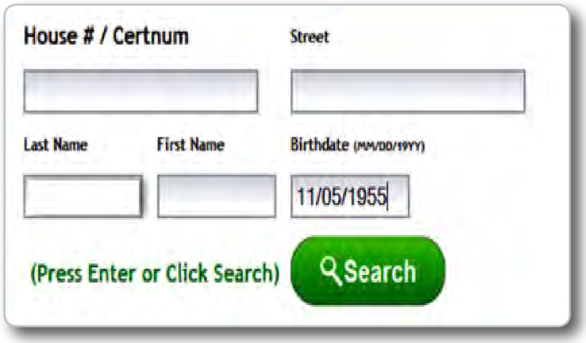
House # and Street Name Start

Birthdate

TIP: The first letters of a "Name Start" may be all you need

TIP: Enter key also starts a search

Example:



House # / Certnum
Street
Last Name
First Name
Birthdate (MM/DD/19YY)
(Press Enter or Click Search)
Search

Birthdate (MM/DD/19YY): 11/05/1955

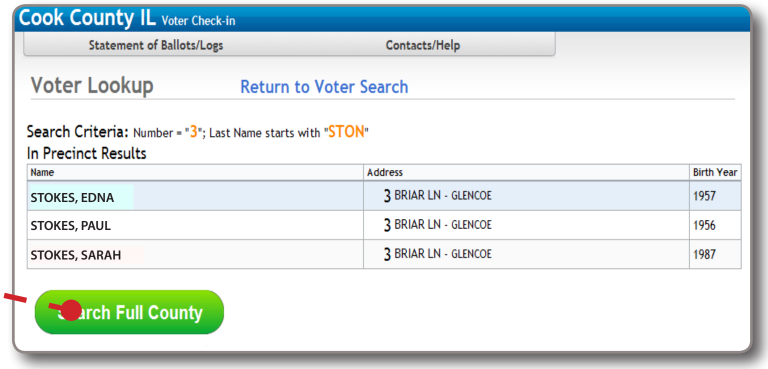
Checklist 12: Processing Regular Voters (continued)

Full County Search

1

If you still can't find the voter, check the entire county.

→ **Click** the green "Search Full County" button.



Voter Lookup Return to Voter Search

Search Criteria: Number = "3"; Last Name starts with "STON"

In Precinct Results

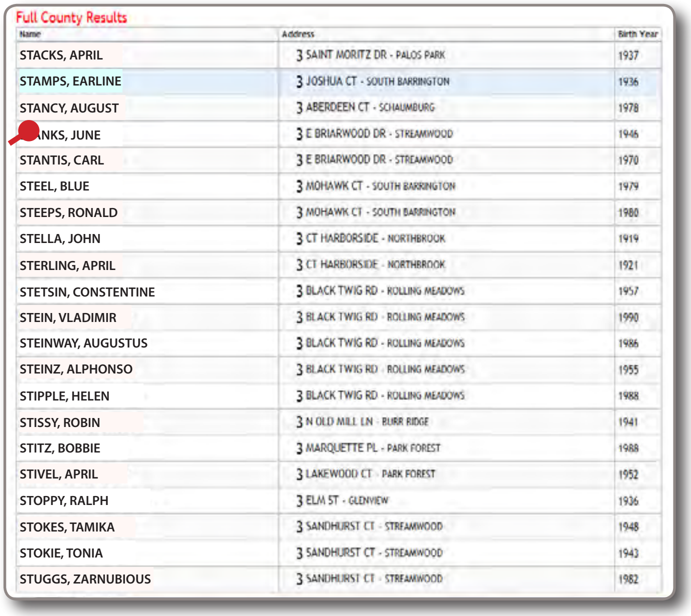
Name	Address	Birth Year
STOKES, EDNA	3 BRIAR LN - GLENCOE	1957
STOKES, PAUL	3 BRIAR LN - GLENCOE	1956
STOKES, SARAH	3 BRIAR LN - GLENCOE	1987

2

Full County Results will now be displayed.

→ If the voter **is** listed, **click** on the voter's name.

→ If the voter **is not** listed, **call** Voter Verification at (312) 603-0239.



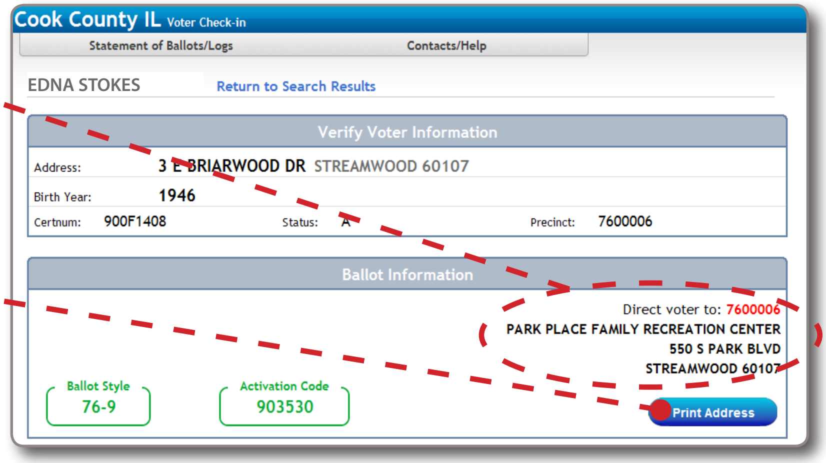
Full County Results

Name	Address	Birth Year
STACKS, APRIL	3 SAINT MORITZ DR - PALOS PARK	1937
STAMPS, EARLINE	3 JOSHUA CT - SOUTH BARRINGTON	1936
STANCY, AUGUST	3 ABERDEEN CT - SCHAUMBURG	1978
ANKS, JUNE	3 E BRIARWOOD DR - STREAMWOOD	1946
STANTIS, CARL	3 E BRIARWOOD DR - STREAMWOOD	1970
STEEL, BLUE	3 MOHAWK CT - SOUTH BARRINGTON	1979
STEEPS, RONALD	3 MOHAWK CT - SOUTH BARRINGTON	1980
STELLA, JOHN	3 CT HARBORSIDE - NORTHBROOK	1919
STERLING, APRIL	3 CT HARBORSIDE - NORTHBROOK	1921
STETSIN, CONSTENTINE	3 BLACK TWIG RD - ROLLING MEADOWS	1957
STEIN, VLADIMIR	3 BLACK TWIG RD - ROLLING MEADOWS	1990
STEINWAY, AUGUSTUS	3 BLACK TWIG RD - ROLLING MEADOWS	1986
STEINZ, ALPHONSO	3 BLACK TWIG RD - ROLLING MEADOWS	1955
STIPPLE, HELEN	3 BLACK TWIG RD - ROLLING MEADOWS	1988
STISSY, ROBIN	3 N OLD MILL LN - BURR RIDGE	1941
STITZ, BOBBIE	3 MARQUETTE PL - PARK FOREST	1988
STIVEL, APRIL	3 LAKEWOOD CT - PARK FOREST	1952
STOPPY, RALPH	3 ELM ST - GLENVIEW	1936
STOKES, TAMIKA	3 SANDHURST CT - STREAMWOOD	1948
STOKIE, TONIA	3 SANDHURST CT - STREAMWOOD	1943
STUGGS, ZARNUBIOUS	3 SANDHURST CT - STREAMWOOD	1982

3

If the voter does not live in the precinct, the "Direct voter to" message will appear on the lower right corner of the Voter Detail screen.

→ **Click** the "Print Address" button to produce a label with the precinct and polling place address of the voter and hand the label to the voter.



EDNA STOKES Return to Search Results

Verify Voter Information

Address: 3 E BRIARWOOD DR STREAMWOOD 60107

Birth Year: 1946

Certnum: 900F1408 Status: A Precinct: 7600006

Ballot Information

Direct voter to: 7600006
PARK PLACE FAMILY RECREATION CENTER
550 S PARK BLVD
STREAMWOOD 60107

Ballot Style 76-9

Activation Code 903530

Checklist 12: Processing Regular Voters (continued)

ID Required

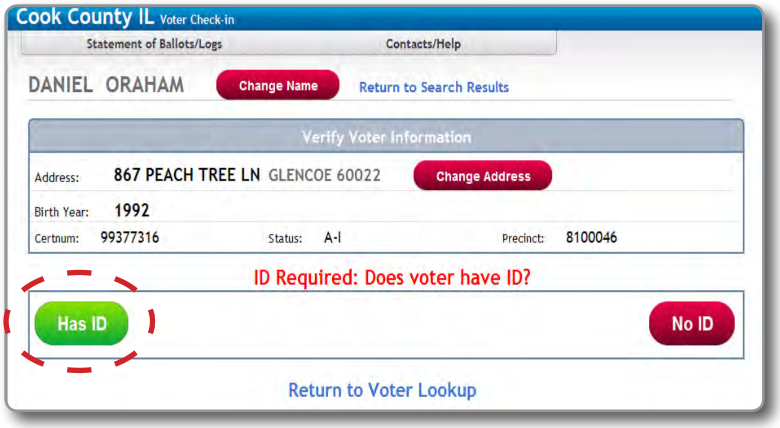
1 **Verify** the voter's name and address.

2 If there is an "ID Required" message in red on the screen, **ask** the voter for ID.

→ **Click** "Has ID" after the voter hands you the ID.

→ Acceptable forms of ID include:

- Photo ID
- Utility Bill
- Bank Statement
- Government Check
- Paycheck
- Other Government Document


Cook County IL Voter Check-in
Statement of Ballots/Logs
Contacts/Help
Change Name
Return to Search Results
Verify Voter Information
Change Address
Has ID
No ID
Return to Voter Lookup

DANIEL ORAHAM

Address: 867 PEACH TREE LN GLENCOE 60022

Birth Year: 1992

Certnum: 99377316 Status: A-I Precinct: 8100046

ID Required: Does voter have ID?

3 A. **Write** the activation code on the ballot style slip or activate a card. *See page 143*.

B. **Click** the "Check-in" button.

4 One standard Voter Information Label will print.

A. **Place** the label in the Label Book on the white Voter Information Labels page.

B. **Have** the voter sign next to the label on the Voter signature line.

5 The voter's signature will appear for verification purposes.

→ **Compare** the signatures.

- If it is a match, click the "Match" button.

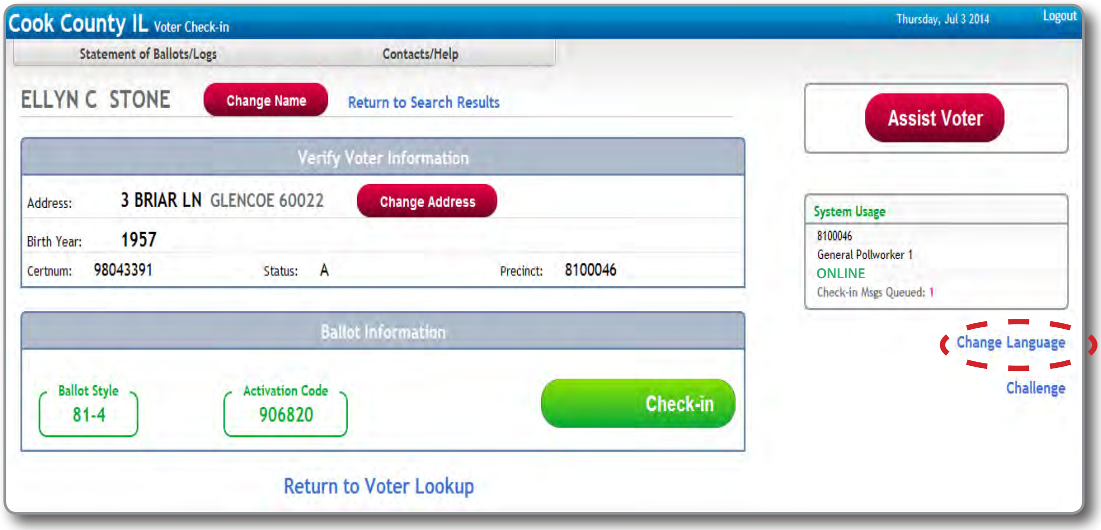
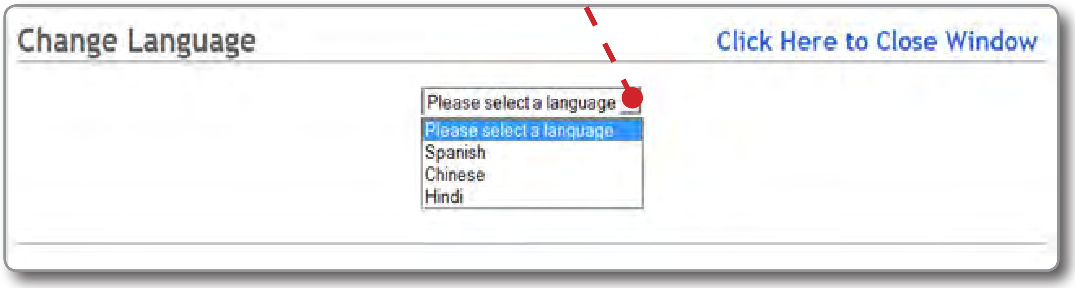
Note: *For issues with the voter's signature, see pages 124 - 131.*

6 **Initial** the top box and number the label in the bottom box next to the voter label.

If the voter does not have ID, follow the steps on page 105.

Checklist 12: Processing Regular Voters (continued)

Voter Requests a Ballot in a Different Language

	1	**Verify** the voter's name and address.
	2	If the voter requests their ballot in Chinese, Hindi or Spanish: → **Click** the "Change Language" link on the right side of the screen.  Cook County IL Voter Check-in Thursday, Jul 3 2014 Logout Statement of Ballots/Logs Contacts/Help Change Name Return to Search Results Assist Voter Verify Voter Information Change Address Ballot Information Check-in System Usage Change Language Challenge Return to Voter Lookup ELLYN C STONE Address: 3 BRIAR LN GLENCOE 60022 Birth Year: 1957 Certnum: 98043391 Status: A Precinct: 8100046 Ballot Style 81-4 Activation Code 906820 8100046 General Pollworker 1 ONLINE Check-in Msgs Queued: 1
	3	The "Change Language" window will open. **A. Select** the language from the dropdown list. **B. Click** the "Submit" button.  Change Language Click Here to Close Window Please select a language Please select a language Spanish Chinese Hindi
	4	**Process** the voter as a Regular Voter. *See page 75.*

Special Circumstance Voters

Three Types of Special Circumstance Voters

There are three types of Special Circumstance Voters: Non-Provisional, Provisional and Election Day Registration voters. The type of Special Circumstance determines how to check a voter in.

Non-Provisional Voters

Non-Provisional voters have issues that Election Judges can resolve on Election Day. The voters are allowed to vote a regular ballot, using either type of election equipment. Non-Provisional voters must however, sign a Special Circumstance Affidavit Label. Two Voter Information Labels and at least one Special Circumstance Label will print when a Non-Provisional voter is checked in.

1. **Place** the first Voter Information Label on the next available line on a white Voter Information Labels page in the Label Book.
   - → **Number** it, using the next consecutive number and initial it.
2. **Place** the second Voter Information Label on the next available line on a blue Non-Provisional Labels page in the Label Book.
   - → **Number** it, using the same number used on the white Voter Information Labels page.
3. **Place** the Special Circumstance Label(s) in the Special Circumstance Label box.
4. **The voter MUST sign** the white Voter Information Labels page and the Special Circumstances Label on the blue Non-Provisional Labels page.
5. **The Election Judge MUST sign** on the blue Non-Provisional Labels page.

Provisional Voters

Provisional voters have registration issues that can't be resolved by Election Judges on Election Day. Provisional votes may or may not be counted and **MUST** be voted on the Touch Screen. Therefore, Judges **MUST** activate a Provisional voter card on the Card Activator and enter the Provisional ID number (obtained from the Card Activator) in the voter's check-in screen on the e-pollbook. The count on the Touch Screen advances but a Provisional ballot is not counted on Election Day.

After Election Day, Provisional votes are examined to determine if they should be counted or not. The Clerk's Office will identify the ballots using the Provisional ID number. This is the only way that the Clerk's Office can accept or reject Provisional ballots.

1. **Begin** the check-in process.
2. **Activate** the Provisional voter card for the voter.

   Note: *Provisional voters only get an activation code. There is no Ballot Style Number on the screen.*
3. **Cut** the Provisional ID receipt from the Card Activator.
4. **Enter** the Provisional ID# on the Provisional Voter Screen of the e-pollbook and click Submit.
   - → **Place** the receipt in the pouch on the Proof of Registration and Receipts page in the back of the Label Book.
   - → Three Voter Information Labels will print and at least one Special Circumstance Label.
5. **Place** the first Voter Information Label on the next available line on the white Voter Information Labels page.
   - → Number it using the next consecutive number and initial it.

Special Circumstance Voters (continued)

6. **Place** the second Voter Information Label on a **pink** Provisional Labels page.
7. **Place** the Special Circumstance Label(s) in the Special Circumstance Label box on the **pink** Provisional Labels page.
   - → **Number** it, using the same number used on the **white** Voter Information Labels page.
8. **The voter must sign** the **white** Voter Information Labels page and the Special Circumstances Label on the **pink** Provisional Labels page.
9. **The Election Judge will sign** on the **pink** Provisional Label page.
10. **Place** the third Voter Information Label on the Provisional Voter Receipt and hand it to the voter.
11. **Remind** the voter that they must vote on a Touch Screen and send the voter to the next available Touch Screen.

Election Day Registration Voters (EDR)

Voters who are registering to vote for the first time and voters who moved but did not re-register with their new address. EDR voters must show two pieces of ID to fully register and vote. If they don't have ID, they will vote a Provisional ballot. After completing the registration process and checking in, 5 labels will print *(4 Voter Information Labels and one Special Circumstance label)*.

1. **Place** the first Voter Information Label on the next available line on the **white** Voter Information Labels page in the Label Book.
   - → Number it using the next consecutive number and initial it.
2. **Place** the second Voter Information Label in the EDR Voter Information Label #1 box on the **green** EDR Voter Labels page.
   - → Number it using the same number used on the **white** Voter Information Labels page.
3. **Place** the third Voter Information Label *(the label without the voter's name)* in the EDR Voter Information Label #2 box on the **green** EDR Voter Labels page.
4. **Place** the Special Circumstance Label *(the EDR Label)* in the EDR Special Circumstances Label box on the **green** EDR Voter Labels page.
5. **The voter must sign** the **white** Voter Information Labels page and the EDR Voter Label on the **green** EDR Voter Labels page.
6. **The Election Judge will sign** on the **green** EDR Voter Labels page.
7. **Place** the fourth Voter Information Label on the Voter Registration Receipt and hand it to the voter.

Special Circumstance Voters (continued)

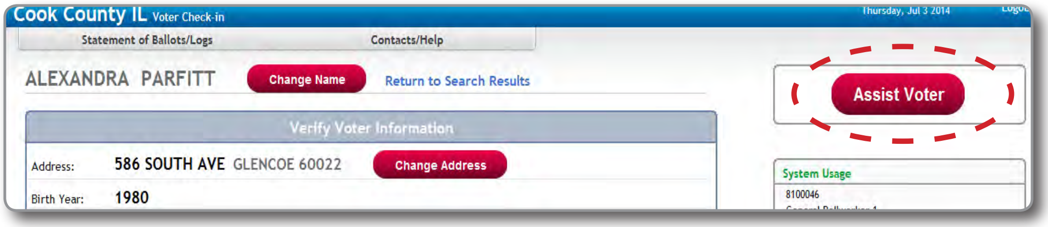
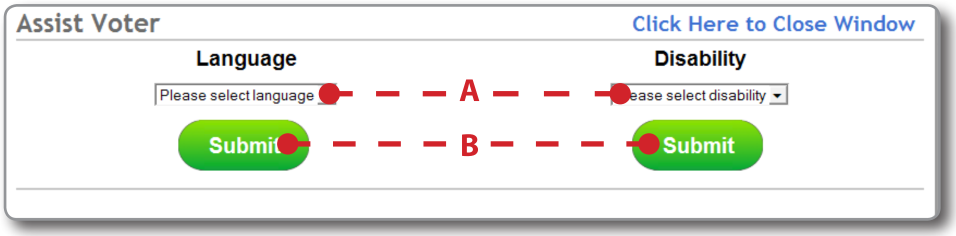
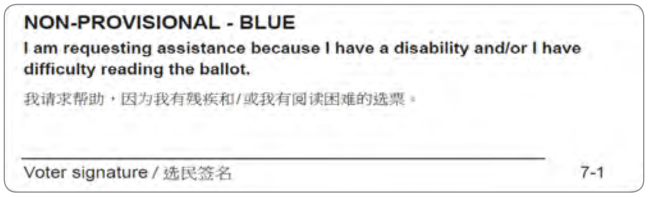
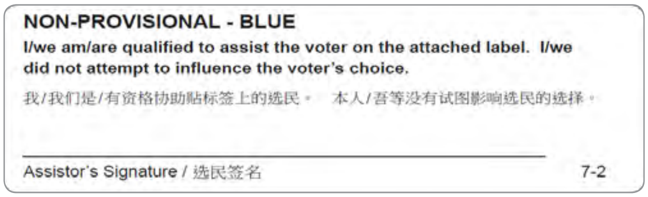
There are three types of Special Circumstance Voters: Non-Provisional, Provisional and Election Day Registration. The type of Special Circumstance determines which page to place the labels in the Label Book.

Circumstance	Issue	Page	Label Book
Voter needs Assistance	Voter has difficulty speaking, reading or writing the English language and requests help	*85*	Non-Provisional *(Blue page)*
	Voter with a disability requests assistance		
Mail Ballot	Received a mail ballot, and is returning it or a part of it today	*89*	
	Did not receive a ballot	*93*	Provisional *(Pink page)*
	Received a ballot, but is not returning the ballot		
Inactive Voter	Inactive and has ID	*97*	Non-Provisional *(Blue page)*
	Inactive and has insufficient or no ID	*101*	Provisional *(Pink page)*
ID Required	Voter does not have ID	*105*	
Voter not found	Voter is not in the e-pollbook, but verified by Voter Verification	*109*	Non-Provisional *(Blue page)*
	Voter is not in the e-pollbook and is not verified by Voter Verification *(New Voters)*	*151 or 161*	EDR *(Green page)*
Name Change	Voter's name has changed	*113*	Non-Provisional *(Blue page)*
Voter Moved	Voter moved and did not re-register	*141*	EDR *(Green page)*
Early Voter	Listed as voted early, but says he/she did not vote	*117*	Provisional *(Pink page)*
Voter Status Challenged	A challenge to a voter's status is upheld	*121*	
	A challenge to a voter's signature is upheld	*124*	
Signature	Voter's signature is missing from the e-pollbook	*129*	Non-Provisional *(Blue page)*
	Voter's signature does not match the signature in the e-pollbook	*130*	
	NEW Voter's signature has changed and needs to be updated *(No Match)*		
Court-ordered extended hours	A court order was issued to extend the voting hours on Election Day	*132*	Provisional *(Pink page)*

Checklist 13: Voter Requesting Assistance (Disability/Language)

Follow the steps on these checklists to process each Special Circumstance voter on the laptop.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
		Voter Requests Assistance (Language or Disability): Non-Provisional
	1	**Verify** the voter's name and address.
	2	If the voter requests assistance: → **Click** the "Assist Voter" button.  Cook County IL Voter Check-in Thursday, Jul 3 2014 Statement of Ballots/Logs Contacts/Help Change Name Return to Search Results Assist Voter Verify Voter Information Change Address System Usage ALEXANDRA PARFITT Address: 586 SOUTH AVE GLENCOE 60022 Birth Year: 1980 8100046 ! *The voter must have a language issue or specific disability that hinders them in casting a ballot.*
	3	The "Assist Voter" screen will open with dropdown menus for Language and Disability. **A.** **Select** the reason the voter is requesting assistance. **B.** **Click** the "Submit" button.  Assist Voter Click Here to Close Window Language Disability Please select language ease select disability A Submi B Submit
	4	Two labels will print:  NON-PROVISIONAL - BLUE I am requesting assistance because I have a disability and/or I have difficulty reading the ballot. 我请求帮助，因为我有残疾和/或我有阅读困难的选票。 Voter signature / 选民签名 7-1 *I am requesting assistance (7-1)*  NON-PROVISIONAL - BLUE I/we am/are qualified to assist the voter on the attached label. I/we did not attempt to influence the voter's choice. 我/我们是/有资格协助贴标签上的选民。 本人/吾等没有试图影响选民的选择。 Assistor's Signature / 选民签名 7-2 *I/we am/are qualified to assist (7-2)*

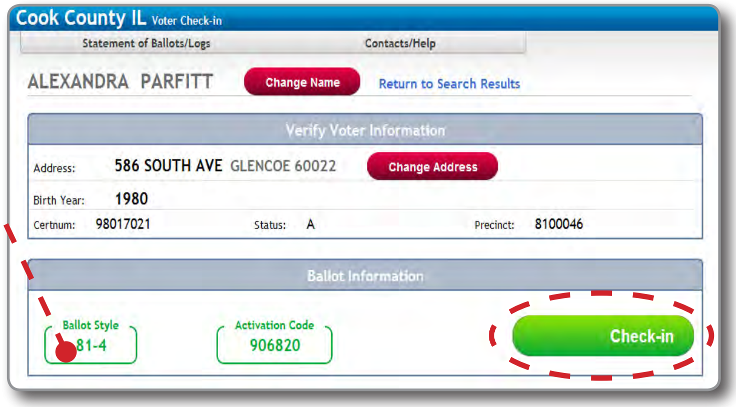
Checklist 13: Voter Requesting Assistance (Disability/Language) (continued)

5

The Voter Information Screen will open again.

A. **Write** the activation code and ballot style number on a ballot style slip.

B. **Click** the green "Check-in" button.


Cook County IL Voter Check-in
Statement of Ballots/Logs
Contacts/Help
Change Name
Return to Search Results
Verify Voter Information
Change Address
Ballot Information
Check-in

ALEXANDRA PARFITT

Address: 586 SOUTH AVE GLENCOE 60022

Birth Year: 1980

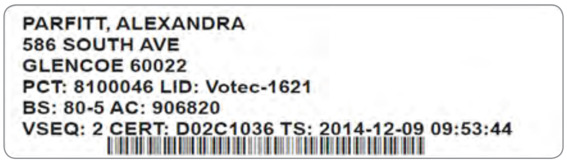
Certnum: 98017021 Status: A Precinct: 8100046

Ballot Style 81-4

Activation Code 906820

6

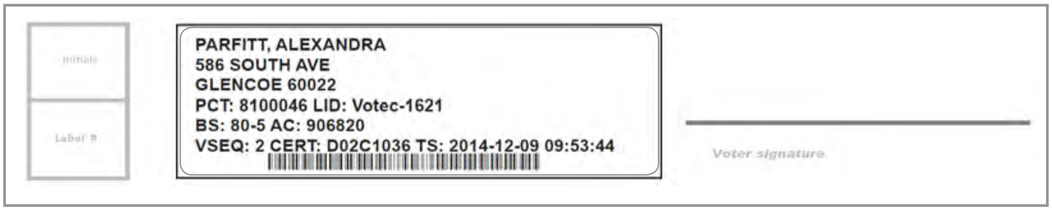
Two Voter Information Labels will print and the voter's signature will appear.



PARFITT, ALEXANDRA
586 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

7

Place one Voter Information Label in the Label Book on the white Voter Information Labels page.


Initials
Label #
Voter signature

PARFITT, ALEXANDRA
586 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

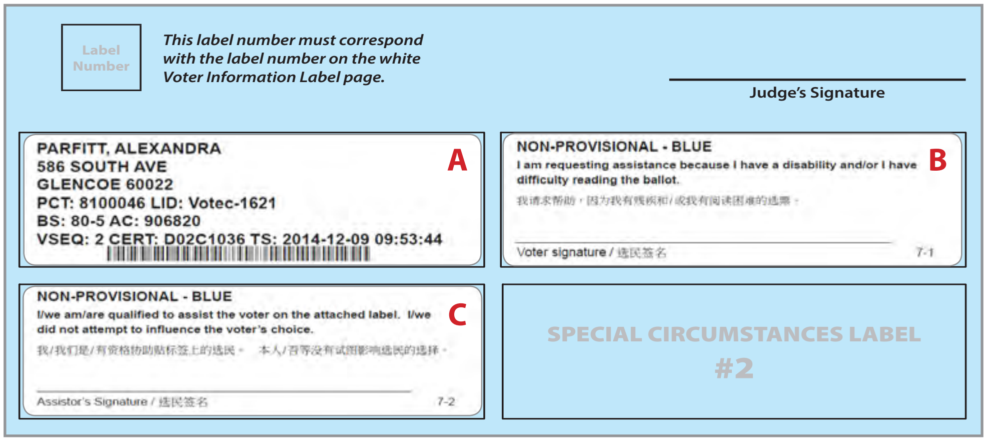
8

On the blue Non-Provisional Labels page:

A. **Place** the second Voter Information Label in the VOTER INFORMATION LABEL box.

B. **Place** the "Requesting Assistance" label in the SPECIAL CIRCUMSTANCES LABEL #1 box.

C. **Place** the "Qualified to Assist" label in the SUPPORTING AFFIDAVIT LABEL box.


Label Number
Judge's Signature
A
B
C
SPECIAL CIRCUMSTANCES LABEL #2

This label number must correspond with the label number on the white Voter Information Label page.

PARFITT, ALEXANDRA
586 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

NON-PROVISIONAL - BLUE
I am requesting assistance because I have a disability and/or I have difficulty reading the ballot.
我请求帮助，因为我有残疾和/或我有阅读困难的选票。
Voter signature / 选民签名 7-1

NON-PROVISIONAL - BLUE
I/we am/are qualified to assist the voter on the attached label. I/we did not attempt to influence the voter's choice.
我/我们是/有资格协助贴标签上的选民。 本人/吾等没有试图影响选民的选择。
Assistor's Signature / 选民签名 7-2

Checklist 13: Voter Requesting Assistance (Disability/Language) (continued)

9

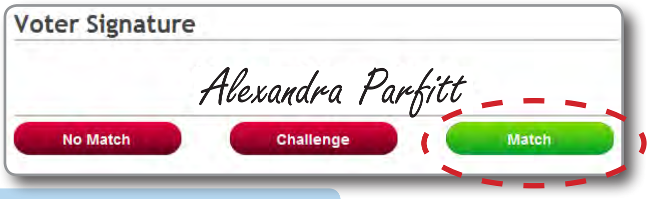
A. **Have** the voter sign next to the label on the white Voter Information Labels page and the "Requesting Assistance" label on the blue Non-Provisional Labels page.

B. **Have** the person assisting the voter sign the "qualified to assist" label.

→ If Judges are providing assistance, both Judges must sign the "qualified to assist" label.

C. **Compare** the voter's signatures.

→ If it is a match, **click** the "Match" button.



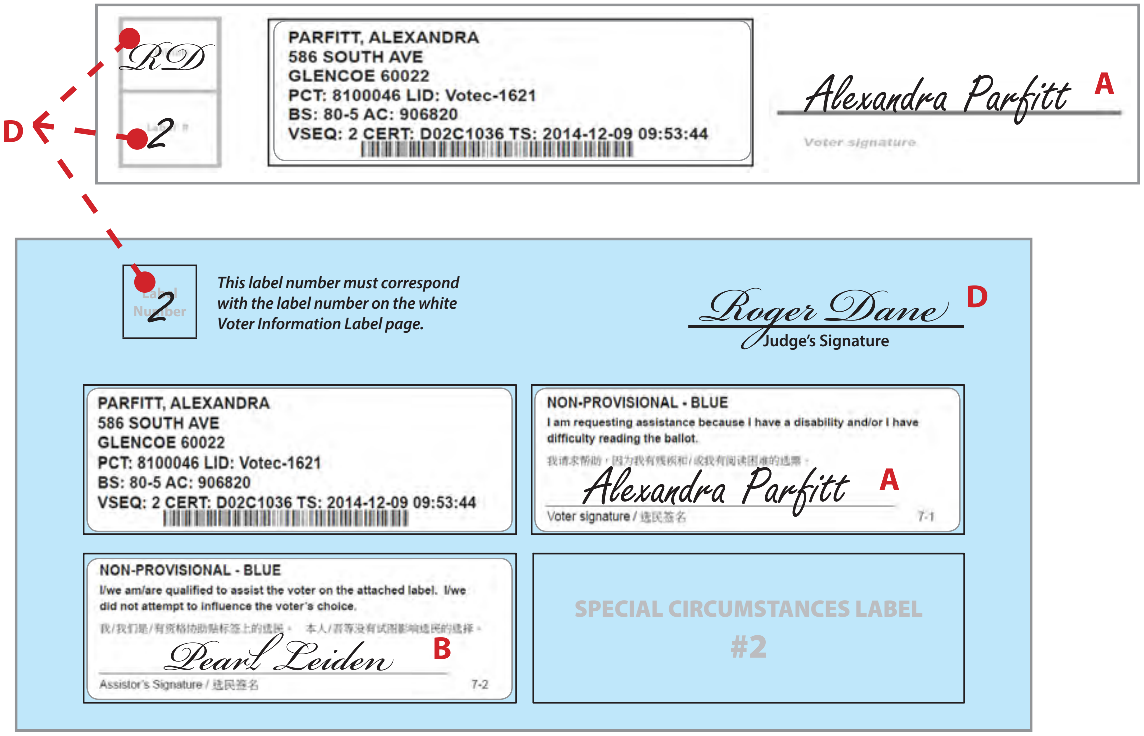
Note: *For issues with the voter's signature, see pages 124-131.*

D. A Station 1 Judge must:

→ **Initial and number** the boxes next to the Voter Information Label on the white Voter Information Labels page.

→ **Sign** on the "Judge's Signature" line on the blue Non-Provisional Labels page.

→ **Number** the "Label #" box on the blue Non-Provisional Labels page with the same number used on the white Voter Information Labels page.


RD
2
D
A
Voter signature
D
Label Number
2
D
A
B

PARFITT, ALEXANDRA
586 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

Alexandra Parfitt
Voter signature

This label number must correspond with the label number on the white Voter Information Label page.

Roger Dane
Judge's Signature

PARFITT, ALEXANDRA
586 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

NON-PROVISIONAL - BLUE
I am requesting assistance because I have a disability and/or I have difficulty reading the ballot.
Alexandra Parfitt
Voter signature / 选民签名 7-1

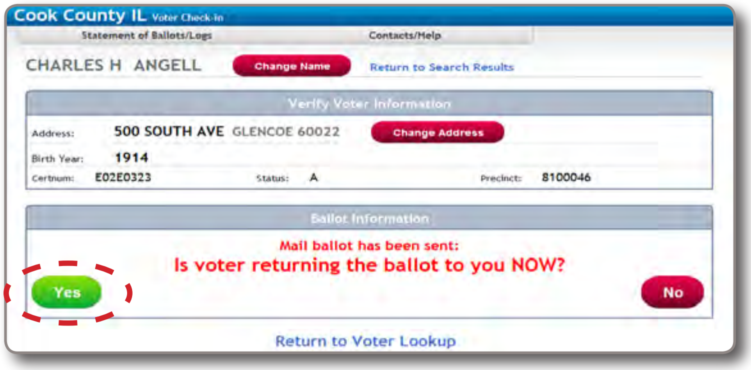
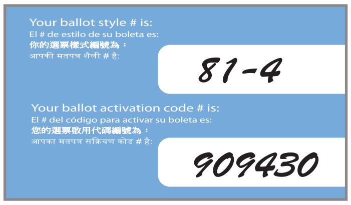
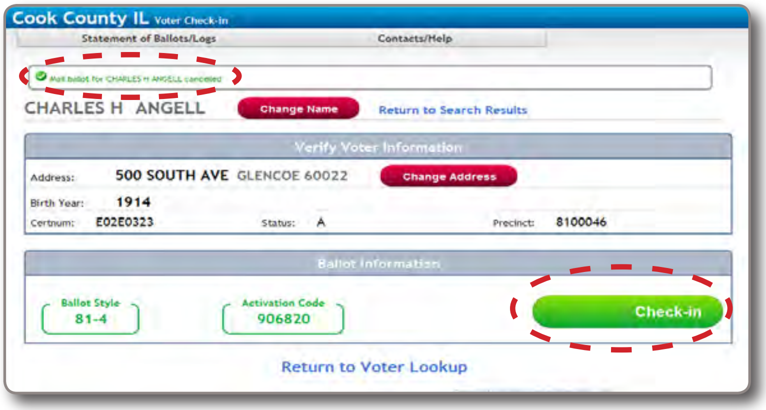
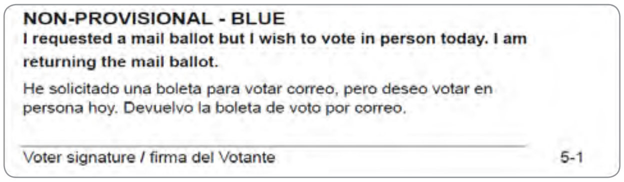
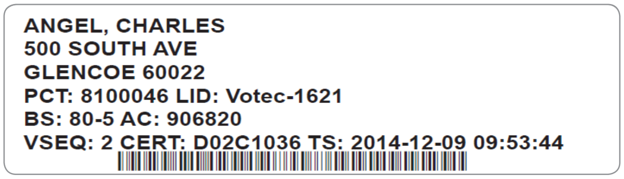
NON-PROVISIONAL - BLUE
I/we am/are qualified to assist the voter on the attached label. I/we did not attempt to influence the voter's choice.
Pearl Leiden
Assistor's Signature / 选民签名 7-2

SPECIAL CIRCUMSTANCES LABEL
#2

Note: *If assistance is requested after check-in:*

1. ***Bring up*** *the voter by searching for the voter.*
2. ***Click*** *"Re-print Label."*
3. ***Click*** *"Assist Voter."*
4. ***Place*** *all three labels on a blue page.*
   → ***Number*** *the "Label #" box with the same number used on the white Voter Information Label page.*

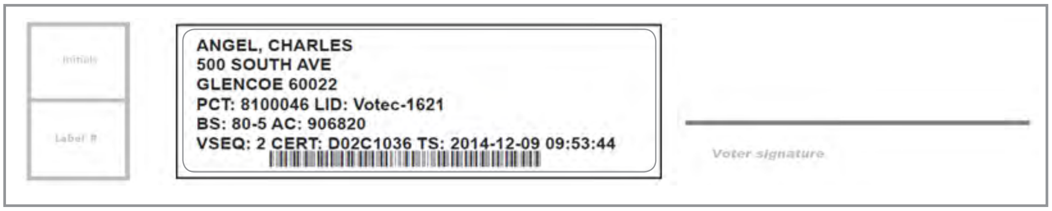
Checklist 14: Voter Is Listed as Mail Ballot Sent to Voter, and IS Returning the Ballot to the Polling Place On Election Day

Check	Step #	Task to complete:
	1	The Voter Information Screen will ask, "Is the voter returning the mail ballot to you now?" → If the voter has their Mail Ballot or part of the ballot, and wants to vote in person: **A. Collect** the ballot. ! *You cannot accept a voted Mail Ballot unless the voter is surrendering it to vote in person.* **B. Place** the ballot in Envelope 604. **C. Click** the green "Yes" button.  Cook County IL Voter Check-in Statement of Ballots/Logs Contacts/Help Change Name Return to Search Results Verify Voter Information Change Address Ballot Information Yes No Return to Voter Lookup CHARLES H ANGELL Address: 500 SOUTH AVE GLENCOE 60022 Birth Year: 1914 Certnum: E02E0323 Status: A Precinct: 8100046 Mail ballot has been sent: Is voter returning the ballot to you NOW? → If no, see page 93 and process the voter as a Provisional Voter.
	2	**A. Write** the ballot style and activation code on a ballot style slip.  Your ballot style # is: El # de estilo de su boleta es: 你的選票樣式編號為： आपकी मतपत्र शैली # है: 81-4 Your ballot activation code # is: El # del código para activar su boleta es: 您的選票啟用代碼編號為： आपका मतपत्र सक्रियण कोड # है: 909430  Cook County IL Voter Check-in Statement of Ballots/Logs Contacts/Help Change Name Return to Search Results Verify Voter Information Change Address Ballot Information Check-in Return to Voter Lookup Mail ballot for CHARLES H ANGELL canceled CHARLES H ANGELL Address: 500 SOUTH AVE GLENCOE 60022 Birth Year: 1914 Certnum: E02E0323 Status: A Precinct: 8100046 Ballot Style 81-4 Activation Code 906820 **B. Click** the green "Check-in" button. → The voter's signature will appear.
	3	Two Voter Information Labels and one Special Circumstance Label will print:  NON-PROVISIONAL - BLUE I requested a mail ballot but I wish to vote in person today. I am returning the mail ballot. He solicitado una boleta para votar correo, pero deseo votar en persona hoy. Devuelvo la boleta de voto por correo. Voter signature / firma del Votante 5-1 *Return Mail Ballot (5-1)* *Voter Information Label*  ANGEL, CHARLES 500 SOUTH AVE GLENCOE 60022 PCT: 8100046 LID: Votec-1621 BS: 80-5 AC: 906820 VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

Checklist 14: Voter Is Listed as Mail Ballot Sent to Voter, and IS Returning the Ballot to the Polling Place On Election Day (continued)

4

Place one Voter Information Label in the Label Book on the White Voter Information Labels page.



Initials

Label #

ANGEL, CHARLES
500 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

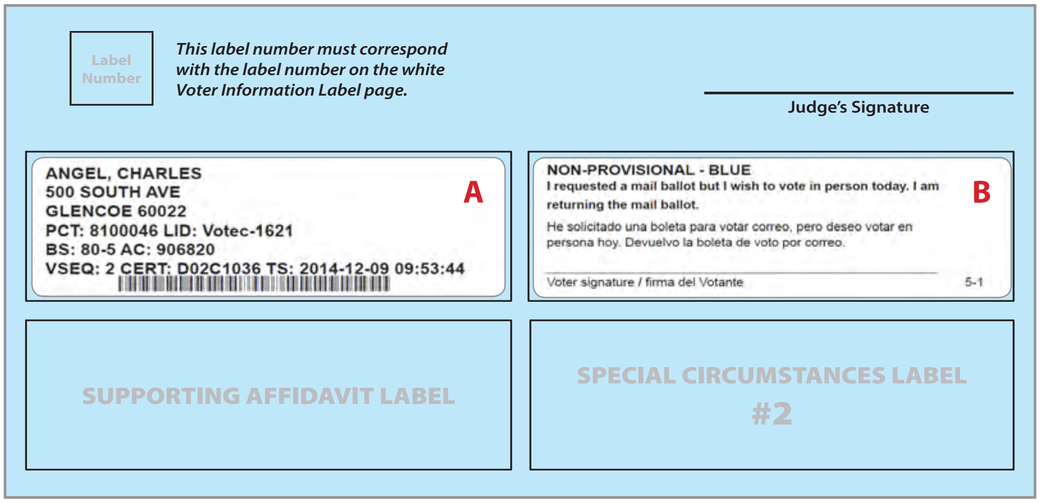
Voter signature

5

On the blue Non-Provisional Labels page:

A. **Place** the second Voter Information Label in the VOTER INFORMATION LABEL box.

B. **Place** the "Returning Mail Ballot" label in the SPECIAL CIRCUMSTANCE LABEL #1 box.



Label Number

This label number must correspond with the label number on the white Voter Information Label page.

Judge's Signature

ANGEL, CHARLES
500 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

A

NON-PROVISIONAL - BLUE
I requested a mail ballot but I wish to vote in person today. I am returning the mail ballot.
He solicitado una boleta para votar correo, pero deseo votar en persona hoy. Devuelvo la boleta de voto por correo.
Voter signature / firma del Votante
5-1

B

SUPPORTING AFFIDAVIT LABEL

SPECIAL CIRCUMSTANCES LABEL #2

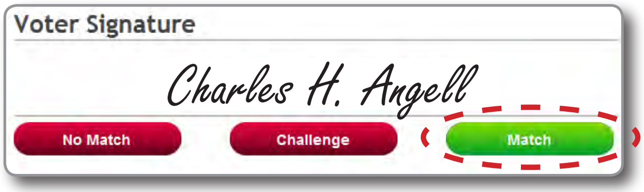
Checklist 14: Voter Is Listed as Mail Ballot Sent to Voter, and IS Returning the Ballot to the Polling Place On Election Day (continued)

6

A. **Have** the voter sign next to the label on the white Voter Information Labels page and the "Returning Mail Ballot" label on the blue Non-Provisional Labels page.

B. **Compare** the voter's signatures.

→ If it is a match, **click** the "Match" button.

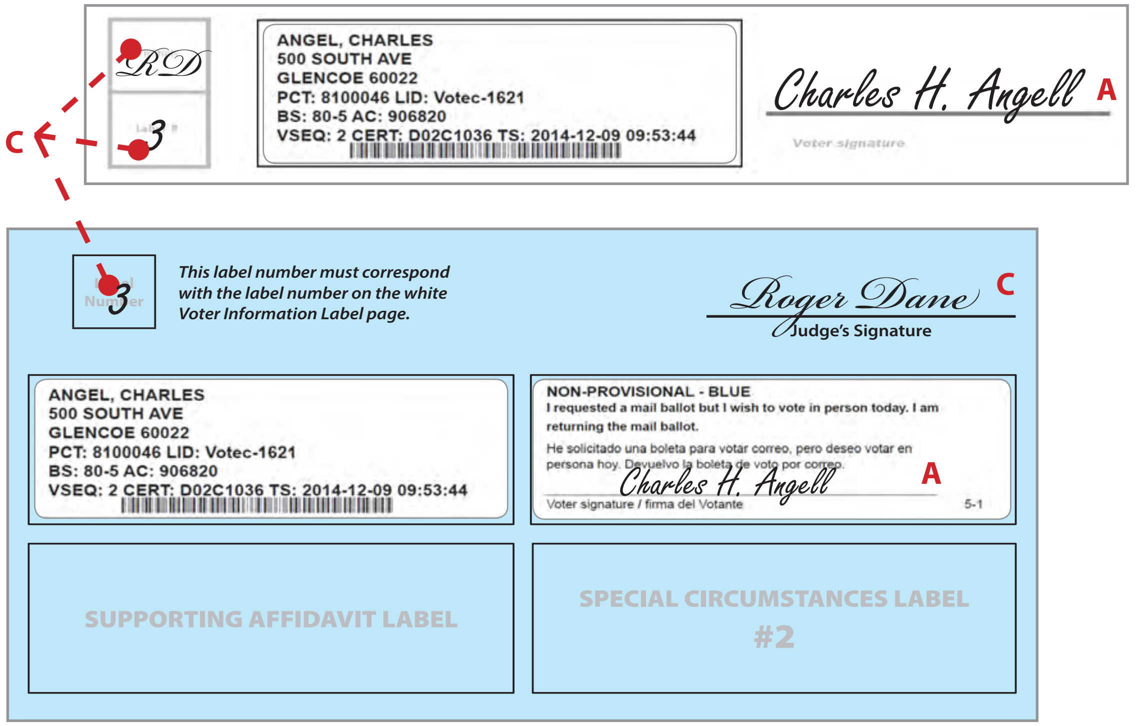

Voter Signature
Charles H. Angell

C. A Station 1 Judge must:

→ **Initial and number** the boxes next to the Voter Information Label on the white Voter Information Labels page.

→ **Sign** on the "Judge's Signature" line on the blue Non-Provisional Labels page.

→ **Number** the "Label #" box on the blue Non-Provisional Labels page with the same number used on the white Voter Information Labels page.



ANGEL, CHARLES
500 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

Charles H. Angell

This label number must correspond with the label number on the white Voter Information Label page.

Roger Dane
Judge's Signature

ANGEL, CHARLES
500 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

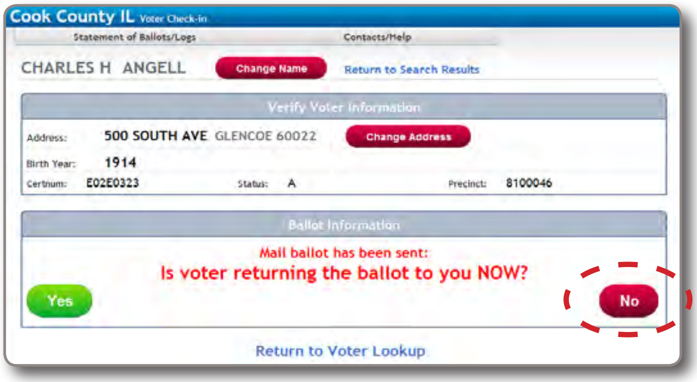
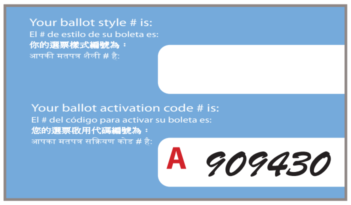
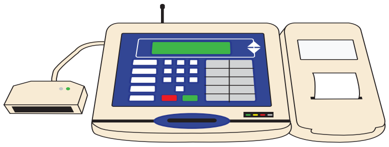
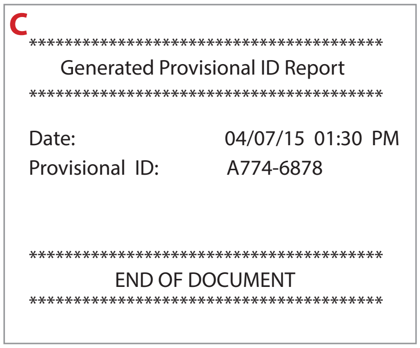
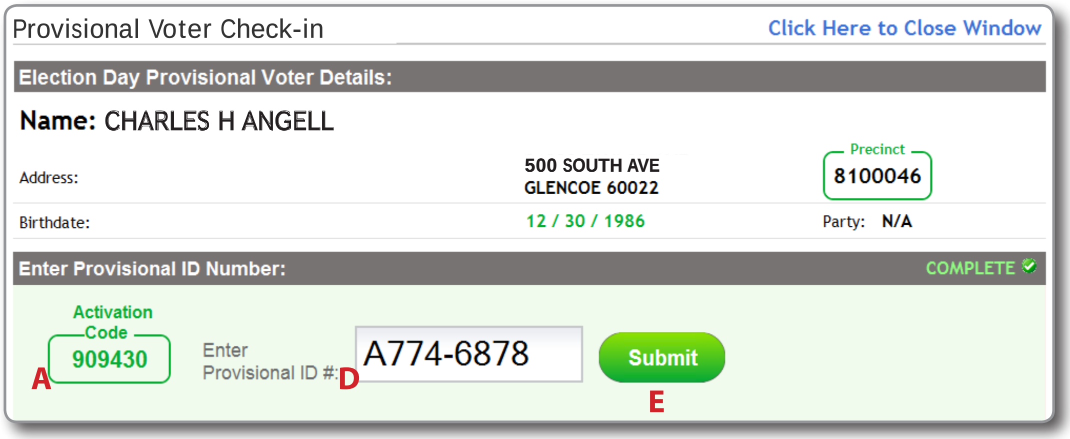
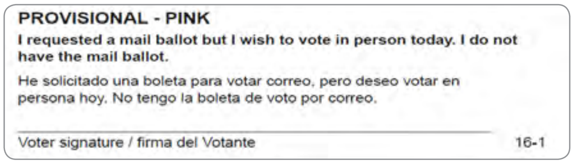
NON-PROVISIONAL - BLUE
I requested a mail ballot but I wish to vote in person today. I am returning the mail ballot.
He solicitado una boleta para votar correo, pero deseo votar en persona hoy. Devuelvo la boleta de voto por correo.
Charles H. Angell
Voter signature / firma del Votante 5-1

SUPPORTING AFFIDAVIT LABEL

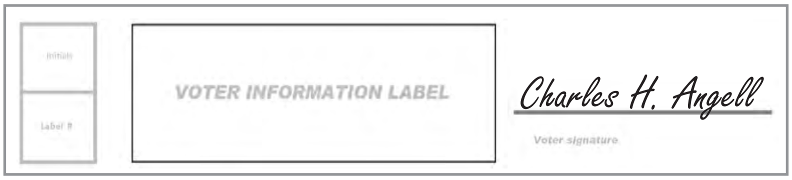
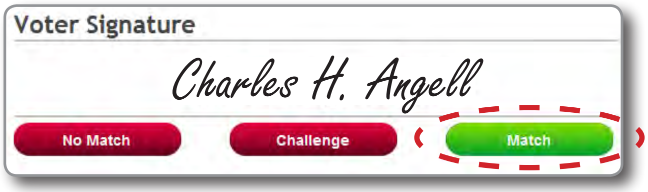
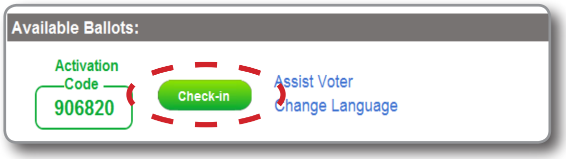
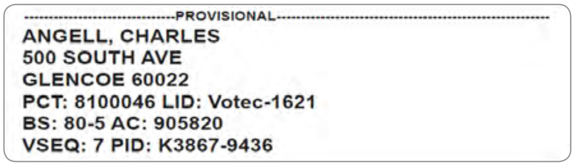
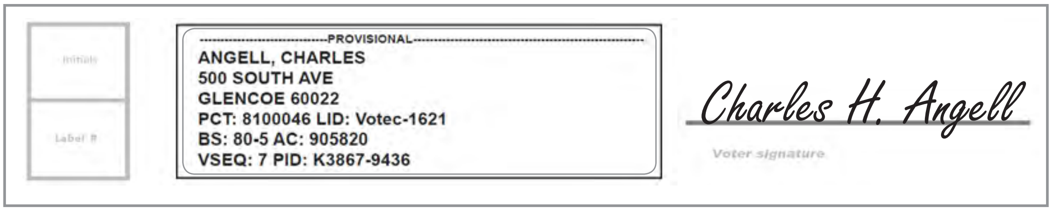
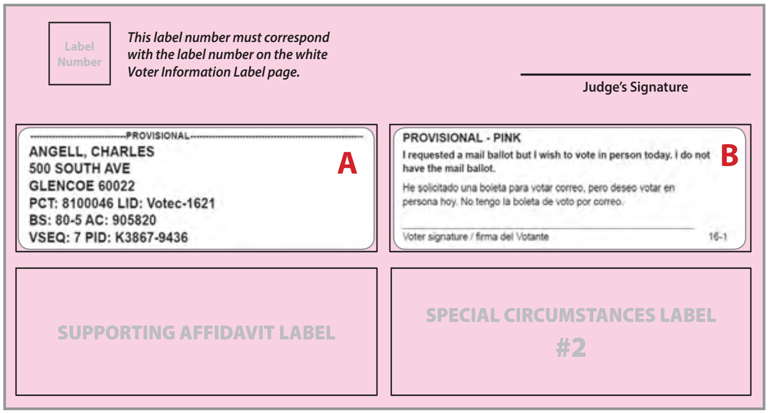
SPECIAL CIRCUMSTANCES LABEL #2

For issues with the voter's signature, see pages 124-131.

Checklist 15: Voter is Listed as Mail Ballot Sent to Voter, but IS NOT Returning the Ballot to the Polling Place on Election Day

Check	Step #	Task to complete:
	1	The Voter Information Screen will ask, "Is the voter returning the mail ballot to you now?" → If the voter does not have their Mail Ballot or says that they did not receive one, **click** the red "NO" button.  Cook County IL Voter Check-in Statement of Ballots/Logs Contacts/Help CHARLES H ANGELL Change Name Return to Search Results Verify Voter Information Address: 500 SOUTH AVE GLENCOE 60022 Change Address Birth Year: 1914 Certnum: E02E0323 Status: A Precinct: 8100046 Ballot Information Mail ballot has been sent: Is voter returning the ballot to you NOW? Yes No Return to Voter Lookup
	2	The Provisional Voter Check in screen will open. **A. Write** the activation code on a ballot style slip.  Your ballot style # is: El # de estilo de su boleta es: 你的選票樣式編號為： आपकी मतपत्र शैली # है: Your ballot activation code # is: El # del código para activar su boleta es: 您的選票啟用代碼編號為： आपका मतपत्र सक्रियण कोड # है: 909430 **B. Activate** a card for a Provisional ballot on the Card Activator using the activation code on the screen and adding the final digit. *See page 183, steps 1-5.*   ** Generated Provisional ID Report ** Date: 04/07/15 01:30 PM Provisional ID: A774-6878 ** END OF DOCUMENT ** **C. Cut** the tape with the Provisional ID number. **D. Carefully type** in the Provisional ID number. → Make sure to type the dash (-) before the last 4 digits or the number will be invalid. **E. Click** the "Submit" button.  Provisional Voter Check-in Click Here to Close Window Election Day Provisional Voter Details: Name: CHARLES H ANGELL Address: 500 SOUTH AVE GLENCOE 60022 Precinct 8100046 Birthdate: 12 / 30 / 1986 Party: N/A Enter Provisional ID Number: COMPLETE ✓ Activation Code 909430 Enter Provisional ID #: A774-6878 Submit
	3	One Special Circumstance label will print.  PROVISIONAL - PINK I requested a mail ballot but I wish to vote in person today. I do not have the mail ballot. He solicitado una boleta para votar correo, pero deseo votar en persona hoy. No tengo la boleta de voto por correo. Voter signature / firma del Votante 16-1

Checklist 15: Voter is Listed as Mail Ballot Sent to Voter, but IS NOT Returning the Ballot to the Polling Place on Election Day (continued)

	4	**Have** the voter sign next to the empty label box on the white Voter Information Labels page  Initials Label # VOTER INFORMATION LABEL Charles H. Angell Voter signature
	5	**Compare** the voter's signatures. → If it is a match, **click** the "Match" button.  Voter Signature Charles H. Angell No Match Challenge Match
	6	 Available Ballots: Activation Code 906820 Check-in Assist Voter Change Language **Click** the "Check-in" button.
	7	Three Provisional Voter Information Labels will print:  PROVISIONAL ANGELL, CHARLES 500 SOUTH AVE GLENCOE 60022 PCT: 8100046 LID: Votec-1621 BS: 80-5 AC: 905820 VSEQ: 7 PID: K3867-9436
	8	**Place** one Provisional Voter Information Label in the Label Book on the white Voter Information Labels page next to the voter's signature.  PROVISIONAL ANGELL, CHARLES 500 SOUTH AVE GLENCOE 60022 PCT: 8100046 LID: Votec-1621 BS: 80-5 AC: 905820 VSEQ: 7 PID: K3867-9436 Initials Label # Charles H. Angell Voter signature
	9	On the pink Provisional Labels page: A. **Place** the second Provisional Voter Information Label in the PROVISIONAL VOTER INFORMATION LABEL box. B. **Place** the "Not Returning Mail Ballot" label in the SPECIAL CIRCUMSTANCES LABEL #1 box.  *This label number must correspond with the label number on the white Voter Information Label page.* PROVISIONAL ANGELL, CHARLES 500 SOUTH AVE GLENCOE 60022 PCT: 8100046 LID: Votec-1621 BS: 80-5 AC: 905820 VSEQ: 7 PID: K3867-9436 PROVISIONAL - PINK I requested a mail ballot but I wish to vote in person today. I do not have the mail ballot. He solicitado una boleta para votar correo, pero deseo votar en persona hoy. No tengo la boleta de voto por correo. Voter signature / firma del Votante 16-1 Label Number Judge's Signature A B SUPPORTING AFFIDAVIT LABEL SPECIAL CIRCUMSTANCES LABEL #2

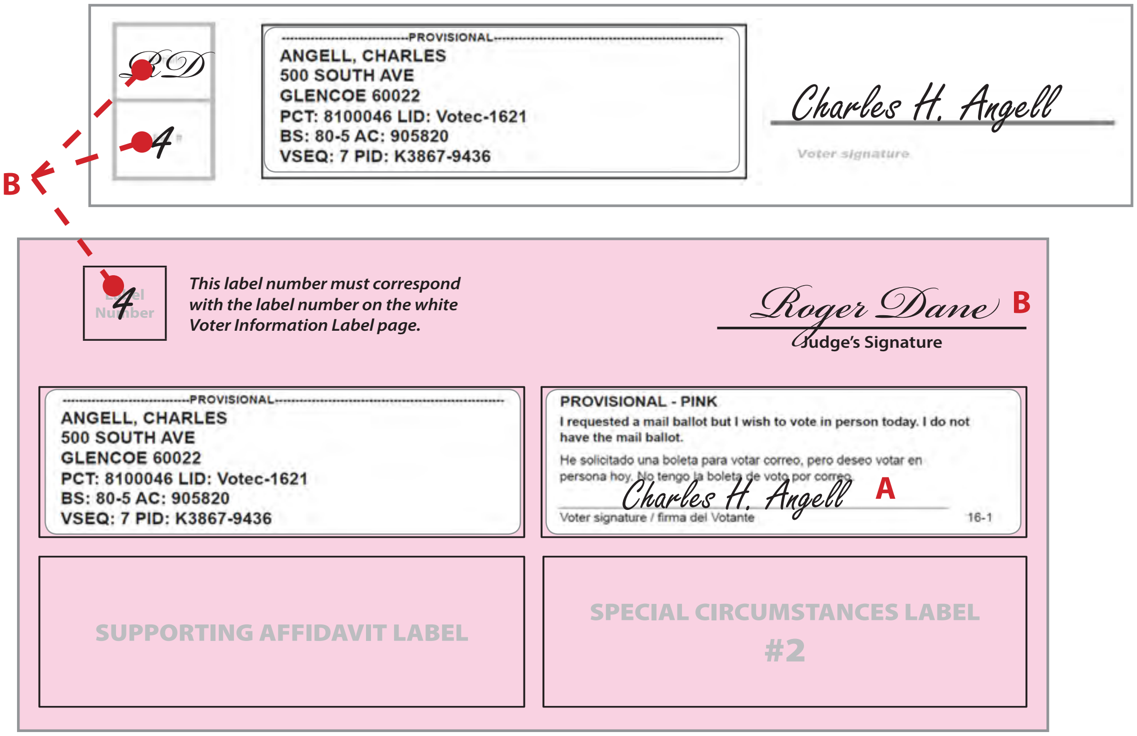
Checklist 15: Voter is Listed as Mail Ballot Sent to Voter, but IS NOT Returning the Ballot to the Polling Place on Election Day (continued)

10

A. **Have** the voter sign the "Not Returning Mail Ballot" label on the pink Provisional Labels page.

B. A Station 1 Judge must:

- → **Initial and number** the boxes next to the Voter Information Label on the white Voter Information Labels page.
- → **Sign** on the "Judge's Signature" line on the pink Provisional Labels page.
- → **Number** the "Label #" box on the pink Provisional Labels page with the same number used on the white Voter Information Labels page.



RD

4

PROVISIONAL

ANGELL, CHARLES
500 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

Charles H. Angell

Voter signature

B

Label Number 4

This label number must correspond with the label number on the white Voter Information Label page.

Roger Dane B

Judge's Signature

PROVISIONAL

ANGELL, CHARLES
500 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

PROVISIONAL - PINK

I requested a mail ballot but I wish to vote in person today. I do not have the mail ballot.

He solicitado una boleta para votar correo, pero deseo votar en persona hoy. No tengo la boleta de voto por correo.

Charles H. Angell A

Voter signature / firma del Votante 16-1

SUPPORTING AFFIDAVIT LABEL

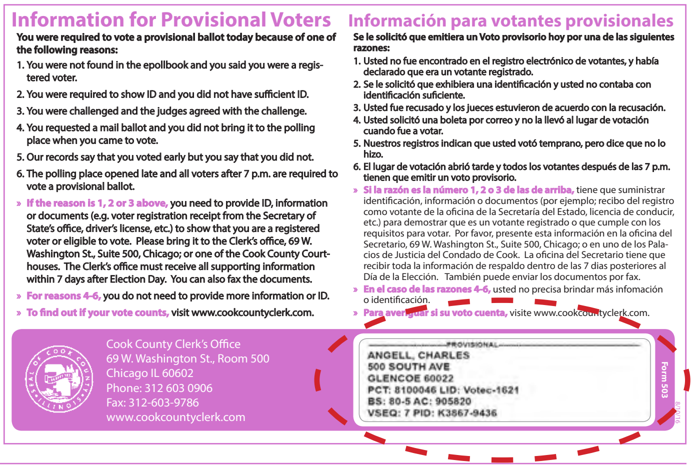
SPECIAL CIRCUMSTANCES LABEL #2

11

Place the Provisional ID number tape in the plastic pouch on the inside back cover of the Label Book.

12

Place the third Provisional Voter Information Label on the Information for Provisional Voters Receipt and hand it to the voter.



Information for Provisional Voters

You were required to vote a provisional ballot today because of one of the following reasons:

1. You were not found in the epollbook and you said you were a registered voter.
2. You were required to show ID and you did not have sufficient ID.
3. You were challenged and the judges agreed with the challenge.
4. You requested a mail ballot and you did not bring it to the polling place when you came to vote.
5. Our records say that you voted early but you say that you did not.
6. The polling place opened late and all voters after 7 p.m. are required to vote a provisional ballot.

» **If the reason is 1, 2 or 3 above,** you need to provide ID, information or documents (e.g. voter registration receipt from the Secretary of State's office, driver's license, etc.) to show that you are a registered voter or eligible to vote. Please bring it to the Clerk's office, 69 W. Washington St., Suite 500, Chicago; or one of the Cook County Courthouses. The Clerk's office must receive all supporting information within 7 days after Election Day. You can also fax the documents.

» **For reasons 4-6,** you do not need to provide more information or ID.

» **To find out if your vote counts,** visit www.cookcountyclerk.com.

Información para votantes provisionales

Se le solicitó que emitiera un Voto provisorio hoy por una de las siguientes razones:

1. Usted no fue encontrado en el registro electrónico de votantes, y había declarado que era un votante registrado.
2. Se le solicitó que exhibiera una identificación y usted no contaba con identificación suficiente.
3. Usted fue recusado y los jueces estuvieron de acuerdo con la recusación.
4. Usted solicitó una boleta por correo y no la llevó al lugar de votación cuando fue a votar.
5. Nuestros registros indican que usted votó temprano, pero dice que no lo hizo.
6. El lugar de votación abrió tarde y todos los votantes después de las 7 p.m. tienen que emitir un voto provisorio.

» **Si la razón es la número 1, 2 o 3 de las de arriba,** tiene que suministrar identificación, información o documentos (por ejemplo; recibo del registro como votante de la oficina de la Secretaría del Estado, licencia de conducir, etc.) para demostrar que es un votante registrado o que cumple con los requisitos para votar. Por favor, presente esta información en la oficina del Secretario, 69 W. Washington St., Suite 500, Chicago; o en uno de los Palacios de Justicia del Condado de Cook. La oficina del Secretario tiene que recibir toda la información de respaldo dentro de las 7 dias posteriores al Día de la Elección. También puede enviar los documentos por fax.

» **En el caso de las razones 4-6,** usted no precisa brindar más infomación o identificación.

» **Para averiguar si su voto cuenta,** visite www.cookcountyclerk.com.

Cook County Clerk's Office
69 W. Washington St., Room 500
Chicago IL 60602
Phone: 312 603 0906
Fax: 312-603-9786
www.cookcountyclerk.com

PROVISIONAL

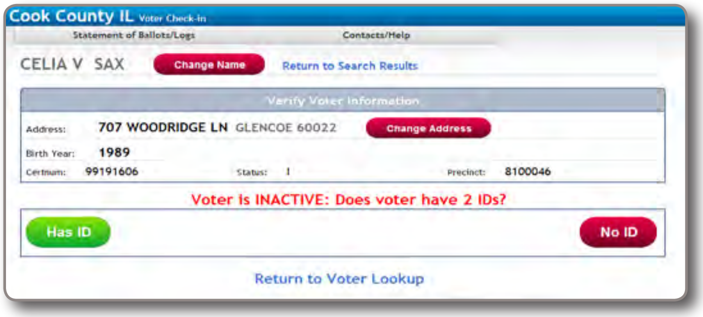
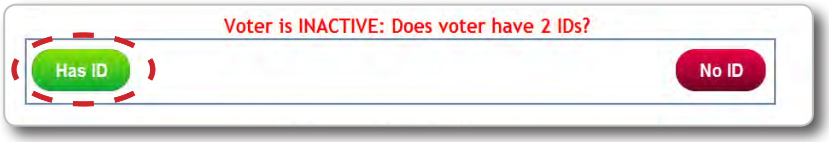
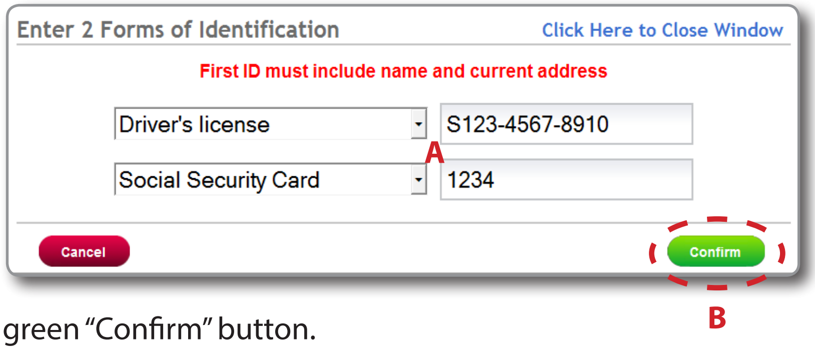
ANGELL, CHARLES
500 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

Form 503

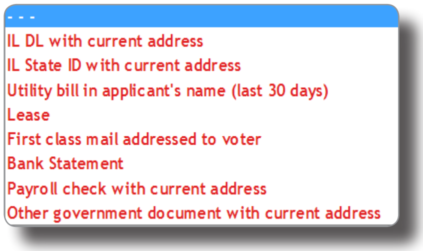
8/10/16

Checklist 16: Inactive Voter with ID

Check the box next to the item as it is completed.

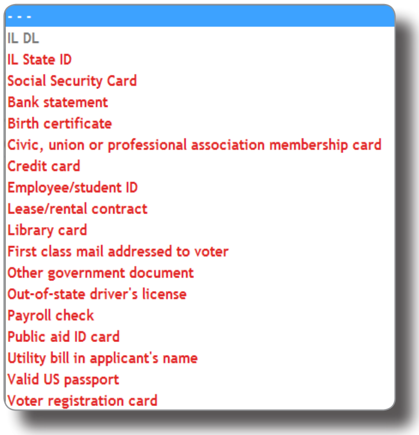
Check	Step #	Task to complete:
	1	Voter information screen will show "Voter is INACTIVE. Does voter have 2 IDs?" → **Verify** the voter's name and address.  Cook County IL Voter Check-In Statement of Ballots/Logs Contacts/Help CELIA V SAX Verify Voter Information Address: 707 WOODRIDGE LN GLENCOE 60022 Birth Year: 1989 Certnum: 99191606 Status: I Precinct: 8100046 Voter is INACTIVE: Does voter have 2 IDs? Change Name Return to Search Results Change Address Has ID No ID Return to Voter Lookup
	2	**A. Ask** the voter for 2 forms of ID. → One must have their name and current address. **B. Click** the green "Has ID" button, If the voter has 2 forms of ID.  Voter is INACTIVE: Does voter have 2 IDs?
	3	An ID selection screen will appear. **A. Select** the type of ID from the dropdown list for both IDs and enter the numbers in the boxes to the right.  Enter 2 Forms of Identification First ID must include name and current address Driver's license S123-4567-8910 Social Security Card 1234 **B. Click** the green "Confirm" button.

1st ID



- - -
IL DL with current address
IL State ID with current address
Utility bill in applicant's name (last 30 days)
Lease
First class mail addressed to voter
Bank Statement
Payroll check with current address
Other government document with current address

2nd ID



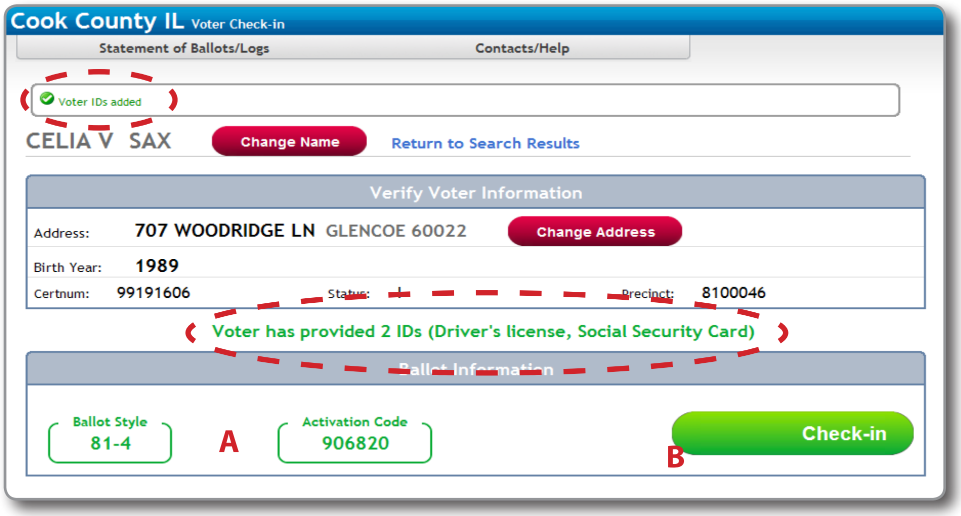
- - -
IL DL
IL State ID
Social Security Card
Bank statement
Birth certificate
Civic, union or professional association membership card
Credit card
Employee/student ID
Lease/rental contract
Library card
First class mail addressed to voter
Other government document
Out-of-state driver's license
Payroll check
Public aid ID card
Utility bill in applicant's name
Valid US passport
Voter registration card

Checklist 16: Inactive Voter with ID (continued)

4

→ A message at the top of the screen indicates that the ID information was added.

→ In the center of the screen, you will see the types of ID in green.


Cook County IL Voter Check-in

Voter IDs added

CELIA V SAX

Verify Voter Information

Address: 707 WOODRIDGE LN GLENCOE 60022

Birth Year: 1989

Certnum: 99191606 Status: Precinct: 8100046

Voter has provided 2 IDs (Driver's license, Social Security Card)

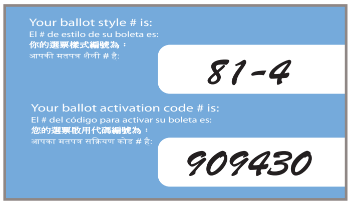
Ballot Information

Ballot Style: 81-4

Activation Code: 906820

A. **Write** the ballot style and activation code on a ballot style slip.

B. **Click** the green "Check-in" button.


Your ballot style # is:
El # de estilo de su boleta es:
你的選票樣式編號為：
आपकी मतपत्र शैली # है:

81-4

Your ballot activation code # is:
El # del código para activar su boleta es:
您的選票啟用代碼編號為：
आपका मतपत्र सक्रियण कोड # है:

909430

5

Two Voter Information Labels and one Special Circumstance Label will print:

NON-PROVISIONAL - BLUE
I am mistakenly listed as inactive but still live at the address of record.
Aparenzo enlistado como inactivo por un error, pero aun vivo en la direccion regitrada.

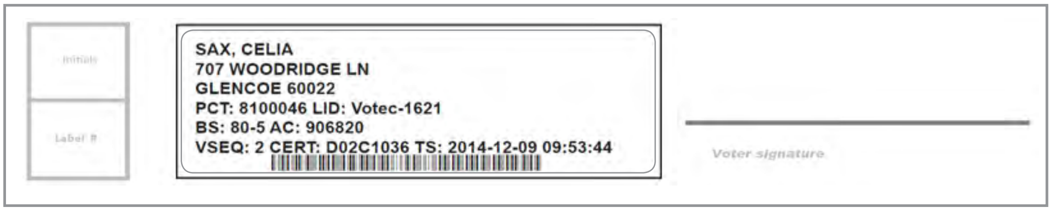
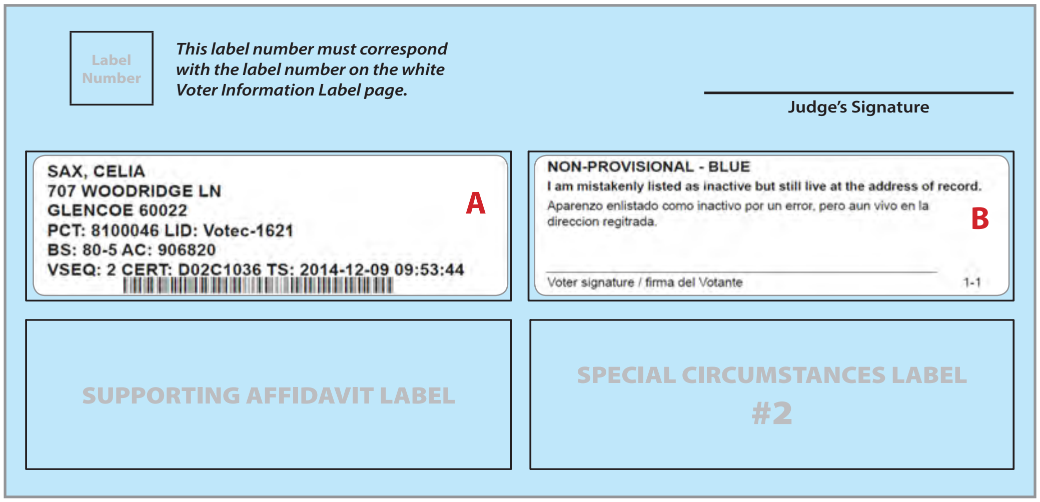
Voter signature / firma del Votante 1-1

Inactive (1-1)

Standard Voter Information Label

SAX, CELIA
707 WOODRIDGE LN
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

Checklist 16: Inactive Voter with ID (continued)

	6	**Place** one Voter Information Label in the Label Book on the white Voter Information Labels page.  Initials Label # SAX, CELIA 707 WOODRIDGE LN GLENCOE 60022 PCT: 8100046 LID: Votec-1621 BS: 80-5 AC: 906820 VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44 Voter signature
	7	**Turn** the Label Book around and have the voter verify the information on the standard Voter Information Label.
	8	On the blue Non-Provisional Labels page: **A. Place** the second Voter Information Label in the VOTER INFORMATION LABEL box. **B. Place** the “Inactive Voter” label in the SPECIAL CIRCUMSTANCES LABEL #1 box.  Label Number *This label number must correspond with the label number on the white Voter Information Label page.* Judge’s Signature SAX, CELIA 707 WOODRIDGE LN GLENCOE 60022 PCT: 8100046 LID: Votec-1621 BS: 80-5 AC: 906820 VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44 A NON-PROVISIONAL - BLUE I am mistakenly listed as inactive but still live at the address of record. Aparenzo enlistado como inactivo por un error, pero aun vivo en la direccion regitrada. Voter signature / firma del Votante 1-1 B SUPPORTING AFFIDAVIT LABEL SPECIAL CIRCUMSTANCES LABEL #2

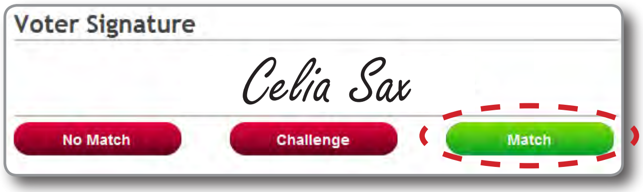
Checklist 16: Inactive Voter with ID (continued)

9

A. **Have** the voter sign next to the label on the white Voter Information Labels page and the "Inactive Voter" label on the blue Non-Provisional Labels page.

B. **Compare** the voter's signatures.

→ If it is a match, **click** the "Match" button.

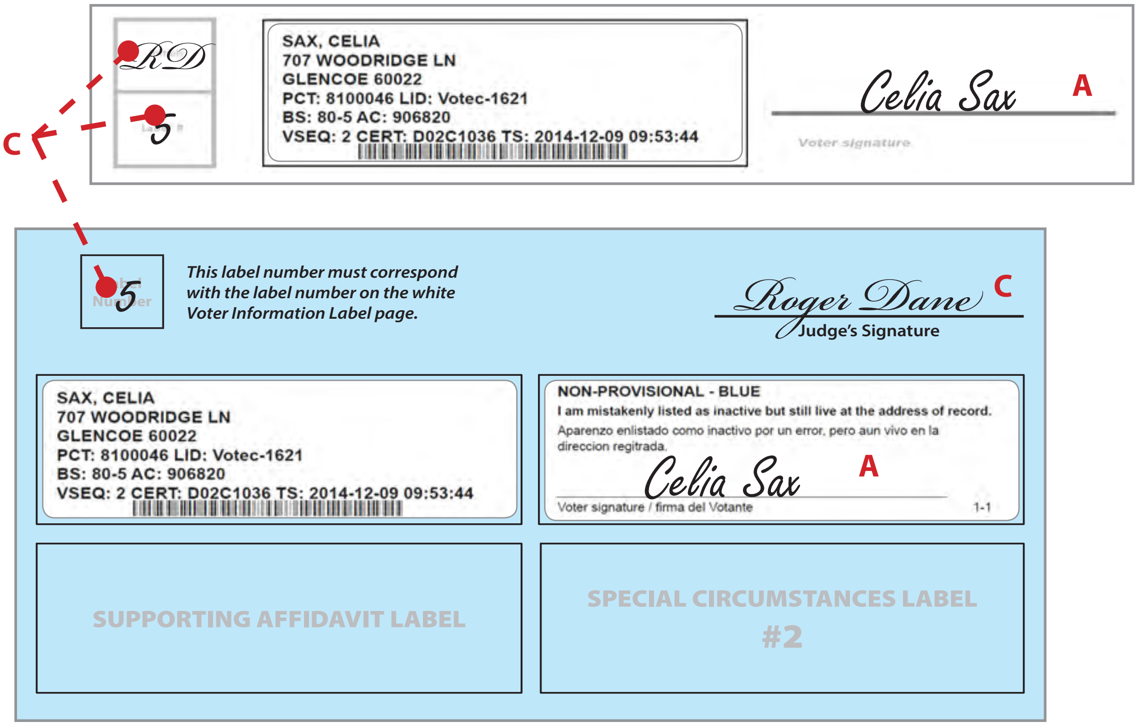


C. Station 1 Judge must:

→ **Initial and number** the boxes next to the Voter Information Label on the white Voter Information Labels page.

→ **Sign** on the "Judge's Signature" line on the blue Non-Provisional Labels page.

→ **Number** the "Label #" box on the blue Non-Provisional Labels page with the same number used on the white Voter Information Labels page.



SAX, CELIA
707 WOODRIDGE LN
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

Celia Sax
Voter signature

This label number must correspond with the label number on the white Voter Information Label page.

Roger Dane
Judge's Signature

SAX, CELIA
707 WOODRIDGE LN
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

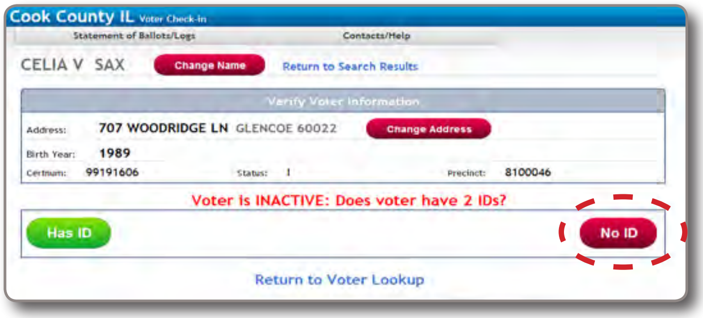
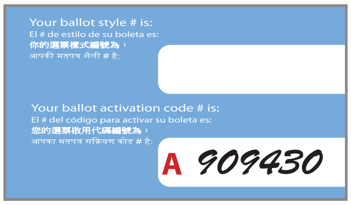
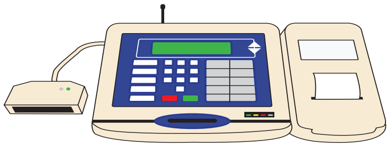
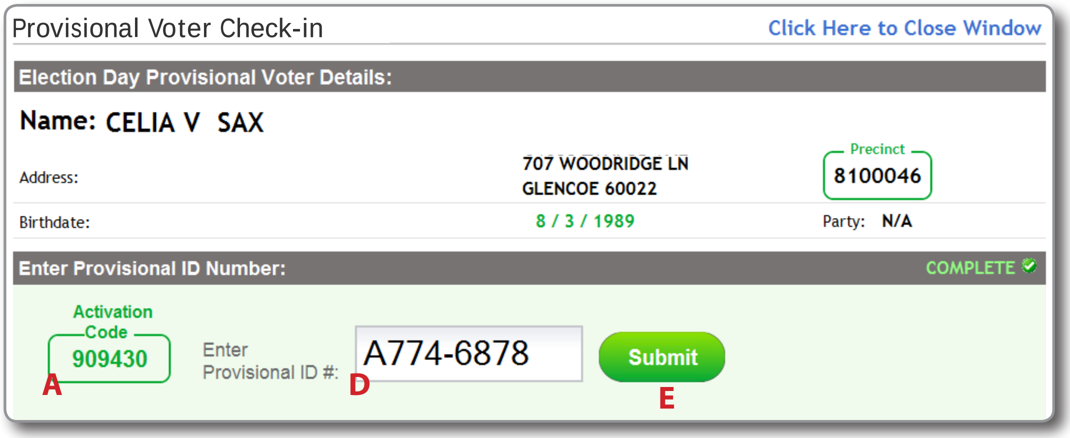
NON-PROVISIONAL - BLUE
I am mistakenly listed as inactive but still live at the address of record.
Aparenzo enlistado como inactivo por un error, pero aun vivo en la direccion regitrada.
Celia Sax
Voter signature / firma del Votante 1-1

SUPPORTING AFFIDAVIT LABEL

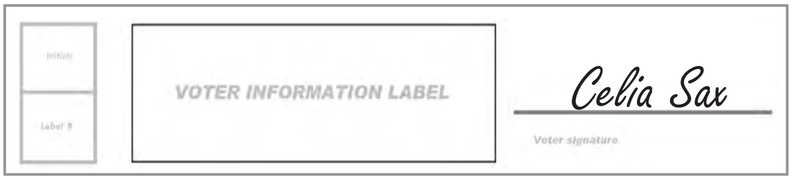
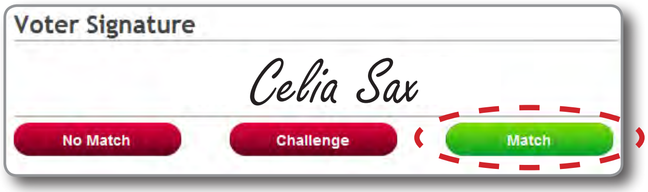
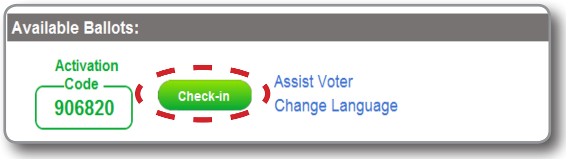
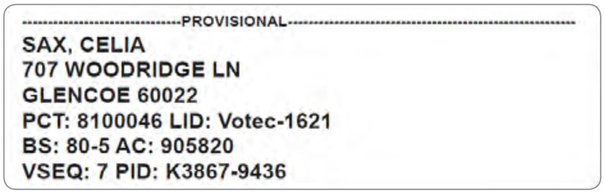
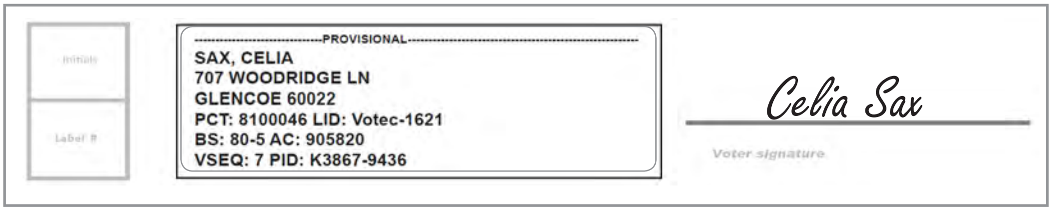
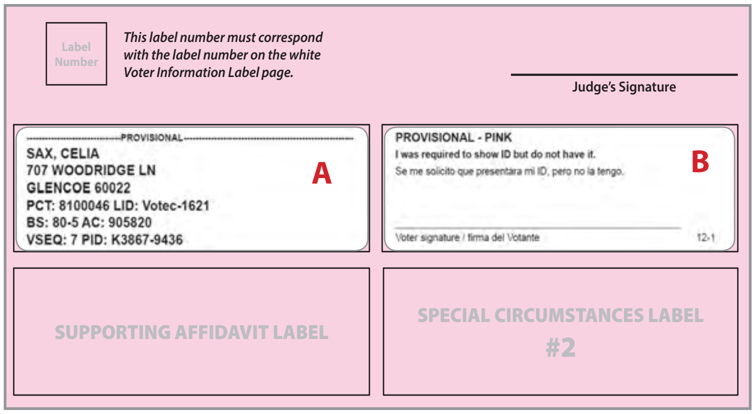
SPECIAL CIRCUMSTANCES LABEL #2

For issues with the voter's signature, see pages 124-131.

Checklist 17: Inactive Voter with ONLY 1 or NO ID

Check	Step #	Task to complete:
	1	Voter information screen will show "Voter is INACTIVE. Does voter have 2 IDs?" → If the voter has only 1 form of ID or does not have ID, **click** the "No ID" button.  Cook County IL Voter Check-in CELIA V SAX Address: 707 WOODRIDGE LN GLENCOE 60022 Birth Year: 1989 Certnum: 99191606 Status: I Precinct: 8100046 Voter is INACTIVE: Does voter have 2 IDs? Statement of Ballots/Logs Contacts/Help Change Name Return to Search Results Verify Voter Information Change Address Has ID No ID Return to Voter Lookup
	2	The Provisional Voter Check in screen will open. **A. Write** the activation code on a ballot style slip. **B. Activate** a card for a Provisional ballot on the card activator using the activation code on the screen and adding the final digit. *See page 183, steps 1-5.*  Your ballot style # is: El # de estilo de su boleta es: 你的選票樣式編號為： आपकी मतपत्र शैली # है: Your ballot activation code # is: El # del código para activar su boleta es: 您的選票啟用代碼編號為： आपका मतपत्र सक्रियण कोड # है: A 909430  **C. Cut** the tape with the Provisional ID number. **D. Carefully type** in the Provisional ID number. → Make sure to type the dash (-) before the last 4 digits or the number will be invalid. **E. Click** the "Submit" button. C ** Generated Provisional ID Report ** Date: 04/07/15 01:30 PM Provisional ID: A774-6878 ** END OF DOCUMENT **  Provisional Voter Check-in Election Day Provisional Voter Details: Name: CELIA V SAX Address: 707 WOODRIDGE LN GLENCOE 60022 Precinct 8100046 Birthdate: 8 / 3 / 1989 Party: N/A Enter Provisional ID Number: COMPLETE Activation Code 909430 Enter Provisional ID #: A774-6878 Click Here to Close Window Submit A D E
	3	One Special Circumstance label will print. **PROVISIONAL - PINK** **I was required to show ID but do not have it.** Se me solicito que presentara mi ID, pero no la tengo. Voter signature / firma del Votante 12-1

Checklist 17: Inactive Voter with __ONLY 1 or NO ID__ (continued)

	4	**Have** the voter sign next to the empty label box on the white Voter Information Labels page  Initials Label # VOTER INFORMATION LABEL Voter signature Celia Sax
	5	**Compare** the voter's signatures. → If it is a match, **click** the "Match" button.  Voter Signature No Match Challenge Match Celia Sax
	6	 Available Ballots: Check-in Assist Voter Change Language Activation Code 906820 **Click** the "Check-in" button.
	7	Three Provisional Voter Information Labels will print:  PROVISIONAL SAX, CELIA 707 WOODRIDGE LN GLENCOE 60022 PCT: 8100046 LID: Votec-1621 BS: 80-5 AC: 905820 VSEQ: 7 PID: K3867-9436
	8	**Place** one Provisional Voter Information Label in the Label Book on the white Voter Information Labels page next to the voter's signature.  Initials Label # Voter signature PROVISIONAL SAX, CELIA 707 WOODRIDGE LN GLENCOE 60022 PCT: 8100046 LID: Votec-1621 BS: 80-5 AC: 905820 VSEQ: 7 PID: K3867-9436 Celia Sax
	9	On the pink Provisional Labels page: A. **Place** the second Provisional Voter Information Label in the PROVISIONAL VOTER INFORMATION LABEL box. B. **Place** the "No ID" label in the SPECIAL CIRCUMSTANCES LABEL #1 box.  Label Number Judge's Signature A B SUPPORTING AFFIDAVIT LABEL SPECIAL CIRCUMSTANCES LABEL #2 *This label number must correspond with the label number on the white Voter Information Label page.* PROVISIONAL SAX, CELIA 707 WOODRIDGE LN GLENCOE 60022 PCT: 8100046 LID: Votec-1621 BS: 80-5 AC: 905820 VSEQ: 7 PID: K3867-9436 PROVISIONAL - PINK I was required to show ID but do not have it. Se me solicito que presentara mi ID, pero no la tengo. Voter signature / firma del Votante 12-1

Checklist 17: Inactive Voter with ONLY 1 or NO ID (continued)

10

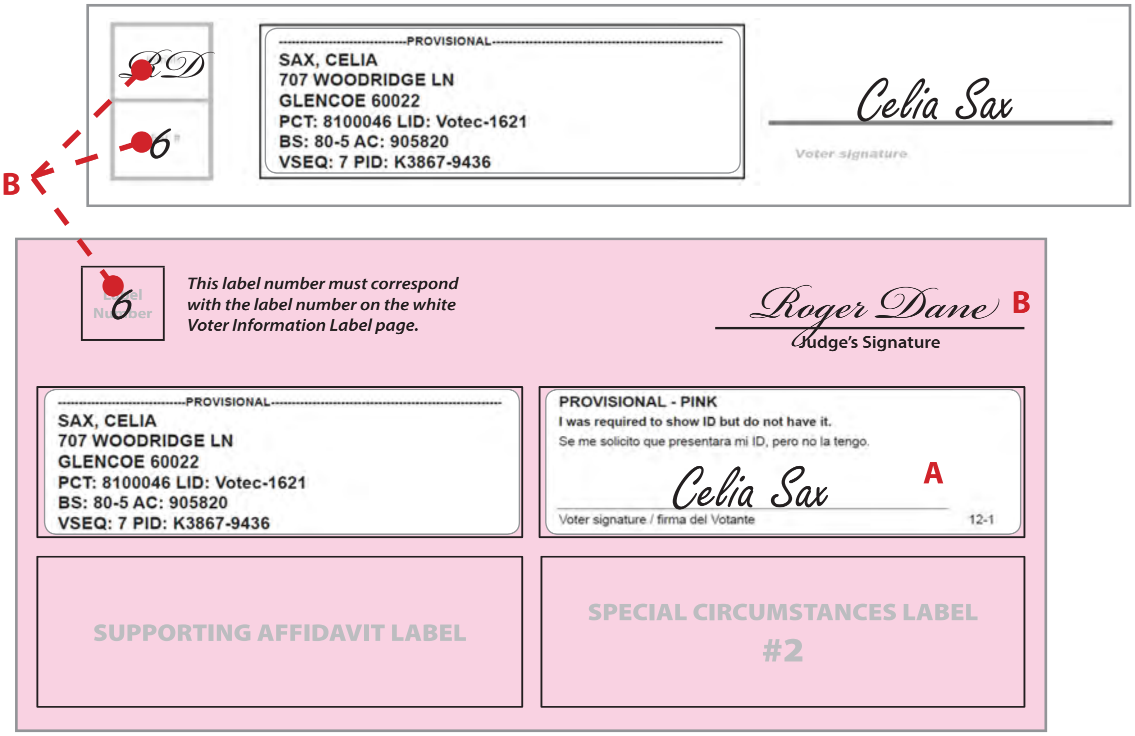
A. **Have** the voter sign the "No ID" label on the pink Provisional Labels page.

B. A Station 1 Judge must:

→ **Initial and number** the boxes next to the Voter Information Label on the white Voter Information Labels page.

→ **Sign** on the "Judge's Signature" line on the pink Provisional Labels page.

→ **Number** the "Label #" box on the pink Provisional Labels page with the same number used on the white Voter Information Labels page.



RD
6

-----PROVISIONAL-----
SAX, CELIA
707 WOODRIDGE LN
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

Celia Sax
Voter signature

Label Number
6

This label number must correspond with the label number on the white Voter Information Label page.

Roger Dane
Judge's Signature

-----PROVISIONAL-----
SAX, CELIA
707 WOODRIDGE LN
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

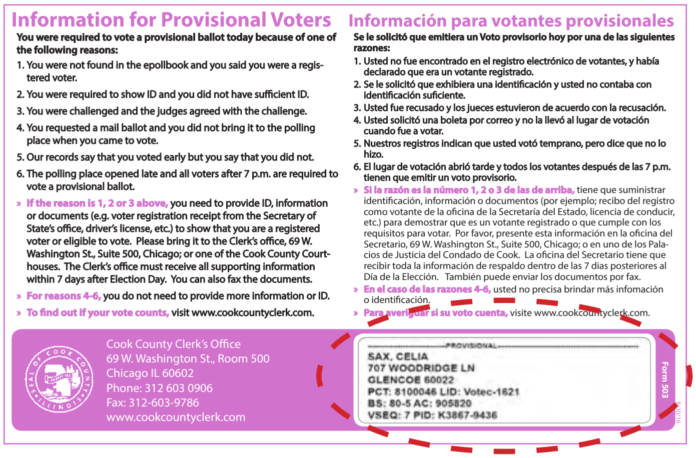
PROVISIONAL - PINK
I was required to show ID but do not have it.
Se me solicito que presentara mi ID, pero no la tengo.
Celia Sax
Voter signature / firma del Votante
12-1

SUPPORTING AFFIDAVIT LABEL

SPECIAL CIRCUMSTANCES LABEL #2

11 **Place** the Provisional ID number tape in the plastic pouch on the inside back cover of the Label Book.

12 **Place** the third Provisional Voter Information Label on the Information for Provisional Voters Receipt and hand it to the voter.



Information for Provisional Voters

You were required to vote a provisional ballot today because of one of the following reasons:

1. You were not found in the epollbook and you said you were a registered voter.
2. You were required to show ID and you did not have sufficient ID.
3. You were challenged and the judges agreed with the challenge.
4. You requested a mail ballot and you did not bring it to the polling place when you came to vote.
5. Our records say that you voted early but you say that you did not.
6. The polling place opened late and all voters after 7 p.m. are required to vote a provisional ballot.

» **If the reason is 1, 2 or 3 above,** you need to provide ID, information or documents (e.g. voter registration receipt from the Secretary of State's office, driver's license, etc.) to show that you are a registered voter or eligible to vote. Please bring it to the Clerk's office, 69 W. Washington St., Suite 500, Chicago; or one of the Cook County Courthouses. The Clerk's office must receive all supporting information within 7 days after Election Day. You can also fax the documents.

» **For reasons 4-6,** you do not need to provide more information or ID.

» **To find out if your vote counts,** visit www.cookcountyclerk.com.

Información para votantes provisionales

Se le solicitó que emitiera un Voto provisorio hoy por una de las siguientes razones:

1. Usted no fue encontrado en el registro electrónico de votantes, y había declarado que era un votante registrado.
2. Se le solicitó que exhibiera una identificación y usted no contaba con identificación suficiente.
3. Usted fue recusado y los jueces estuvieron de acuerdo con la recusación.
4. Usted solicitó una boleta por correo y no la llevó al lugar de votación cuando fue a votar.
5. Nuestros registros indican que usted votó temprano, pero dice que no lo hizo.
6. El lugar de votación abrió tarde y todos los votantes después de las 7 p.m. tienen que emitir un voto provisorio.

» **Si la razón es la número 1, 2 o 3 de las de arriba,** tiene que suministrar identificación, información o documentos (por ejemplo; recibo del registro como votante de la oficina de la Secretaría del Estado, licencia de conducir, etc.) para demostrar que es un votante registrado o que cumple con los requisitos para votar. Por favor, presente esta información en la oficina del Secretario, 69 W. Washington St., Suite 500, Chicago; o en uno de los Palacios de Justicia del Condado de Cook. La oficina del Secretario tiene que recibir toda la información de respaldo dentro de las 7 dias posteriores al Día de la Elección. También puede enviar los documentos por fax.

» **En el caso de las razones 4-6,** usted no precisa brindar más infomación o identificación.

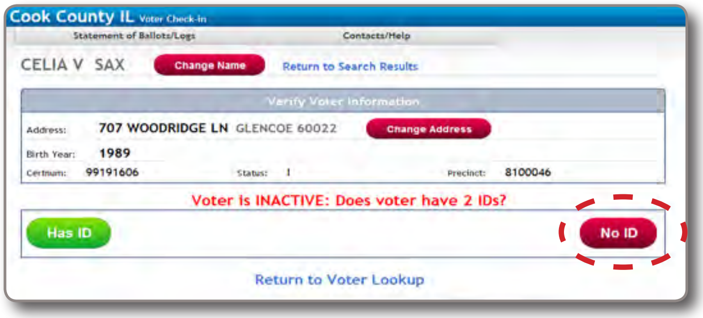
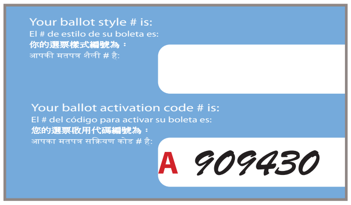
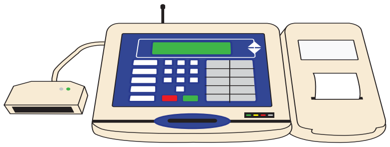
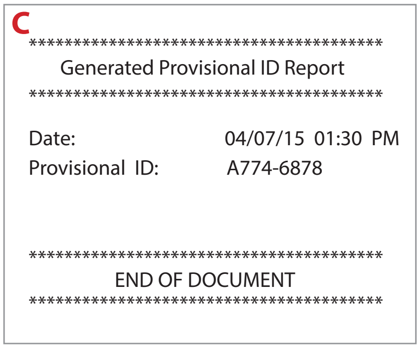
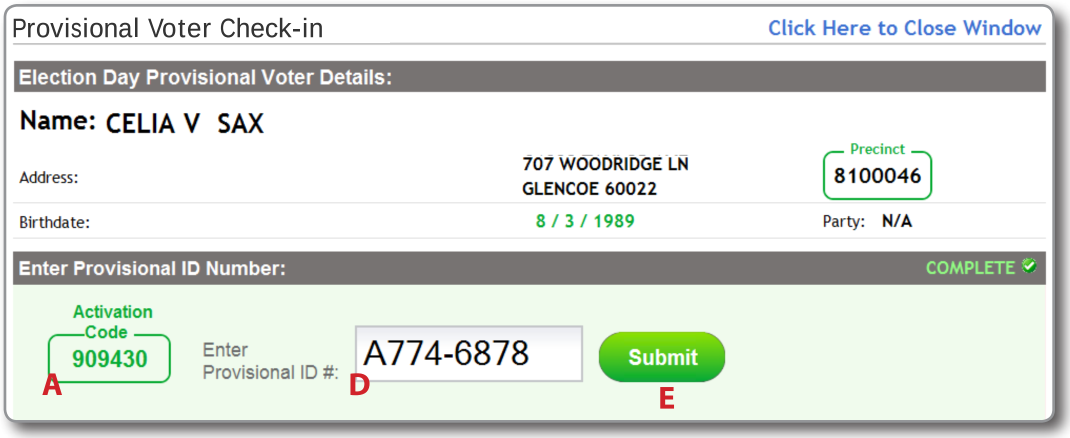
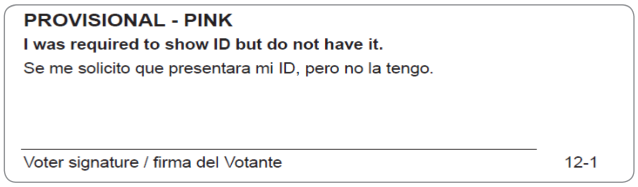
» **Para averiguar si su voto cuenta,** visite www.cookcountyclerk.com.

Cook County Clerk's Office
69 W. Washington St., Room 500
Chicago IL 60602
Phone: 312 603 0906
Fax: 312-603-9786
www.cookcountyclerk.com

-----PROVISIONAL-----
SAX, CELIA
707 WOODRIDGE LN
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

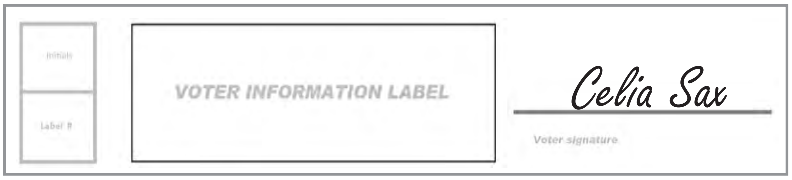
Form 503
8/10/16

Checklist 18: ID Required, But the Voter Doesn't Have It

Check	Step #	Task to complete:
	1	Voter information screen will show "ID Required: Does the voter have ID?" → If the voter does not have ID, **click** the "No ID" button.  Cook County IL Voter Check-in Statement of Ballots/Logs · Contacts/Help CELIA V SAX · Change Name · Return to Search Results Verify Voter Information Address: 707 WOODRIDGE LN GLENCOE 60022 · Change Address Birth Year: 1989 Certnum: 99191606 · Status: I · Precinct: 8100046 Voter is INACTIVE: Does voter have 2 IDs? Has ID · No ID Return to Voter Lookup
	2	The Provisional Voter Check in screen will open. A. **Write** the activation code on a ballot style slip. B. **Activate** a card for a Provisional ballot on the card activator using the activation code on the screen and adding the final digit. *See page 183, steps 1-5.*  Your ballot style # is: El # de estilo de su boleta es: 你的選票樣式編號為： आपकी मतपत्र शैली # है: Your ballot activation code # is: El # del código para activar su boleta es: 您的選票啟用代碼編號為： आपका मतपत्र सक्रियण कोड # है: A 909430   C ** Generated Provisional ID Report ** Date: 04/07/15 01:30 PM Provisional ID: A774-6878 ** END OF DOCUMENT ** C. **Cut** the tape with the Provisional ID number. D. **Carefully type** in the Provisional ID number. → Make sure to type the dash (-) before the last 4 digits or the number will be invalid. E. **Click** the "Submit" button.  Provisional Voter Check-in · Click Here to Close Window Election Day Provisional Voter Details: Name: CELIA V SAX Address: 707 WOODRIDGE LN GLENCOE 60022 · Precinct 8100046 Birthdate: 8 / 3 / 1989 · Party: N/A Enter Provisional ID Number: COMPLETE ✓ Activation Code 909430 (A) Enter Provisional ID #: A774-6878 (D) Submit (E)
	3	One Special Circumstance label will print.  **PROVISIONAL - PINK** **I was required to show ID but do not have it.** Se me solicito que presentara mi ID, pero no la tengo. Voter signature / firma del Votante · 12-1

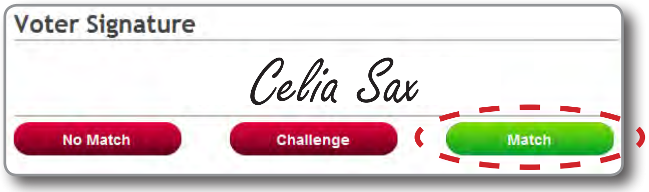
Checklist 18: ID Required, But the Voter Doesn't Have It (continued)

4 **Have** the voter sign next to the empty label box on the white Voter Information Label page.

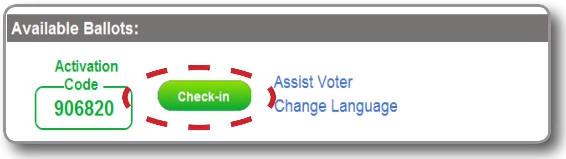

Initials
Label #
VOTER INFORMATION LABEL
Celia Sax
Voter signature

5 **Compare** the voter's signatures.

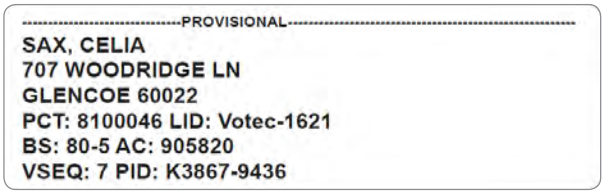
→ If it is a match, **click** the "Match" button.


Voter Signature
Celia Sax
No Match
Challenge
Match

6 **Click** the "Check-in" button.

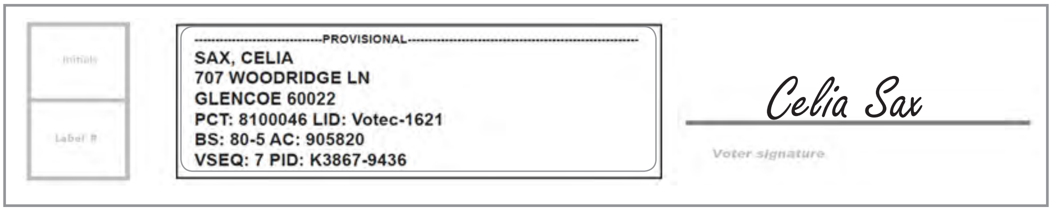

Available Ballots:
Activation Code
906820
Check-in
Assist Voter
Change Language

7 Three Provisional Voter Information Labels will print:



----------PROVISIONAL----------
SAX, CELIA
707 WOODRIDGE LN
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

8 **Place** one Provisional Voter Information Label in the Label Book on the white Voter Information Labels page next to the voter's signature.



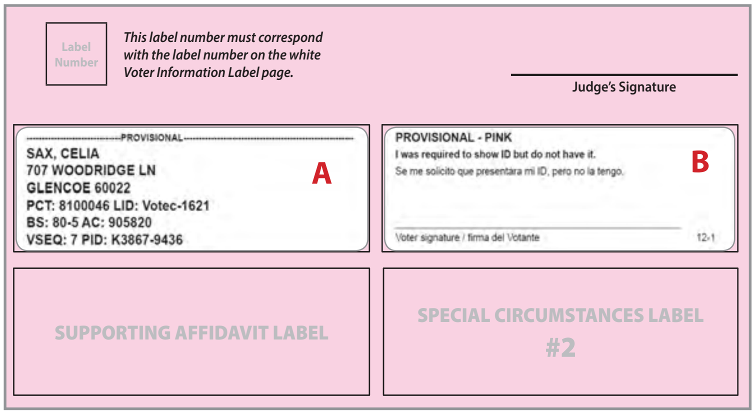
----------PROVISIONAL----------
SAX, CELIA
707 WOODRIDGE LN
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

Initials
Label #
Celia Sax
Voter signature

9 On the pink Provisional Labels page:

A. **Place** the second Provisional Voter Information Label in the PROVISIONAL VOTER INFORMATION LABEL box.

B. **Place** the "No ID" label in the SPECIAL CIRCUMSTANCES LABEL #1 box.



This label number must correspond with the label number on the white Voter Information Label page.

----------PROVISIONAL----------
SAX, CELIA
707 WOODRIDGE LN
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

PROVISIONAL - PINK
I was required to show ID but do not have it.
Se me solicito que presentara mi ID, pero no la tengo.

Label Number
Judge's Signature
A
B
Voter signature / firma del Votante
12-1
SUPPORTING AFFIDAVIT LABEL
SPECIAL CIRCUMSTANCES LABEL #2

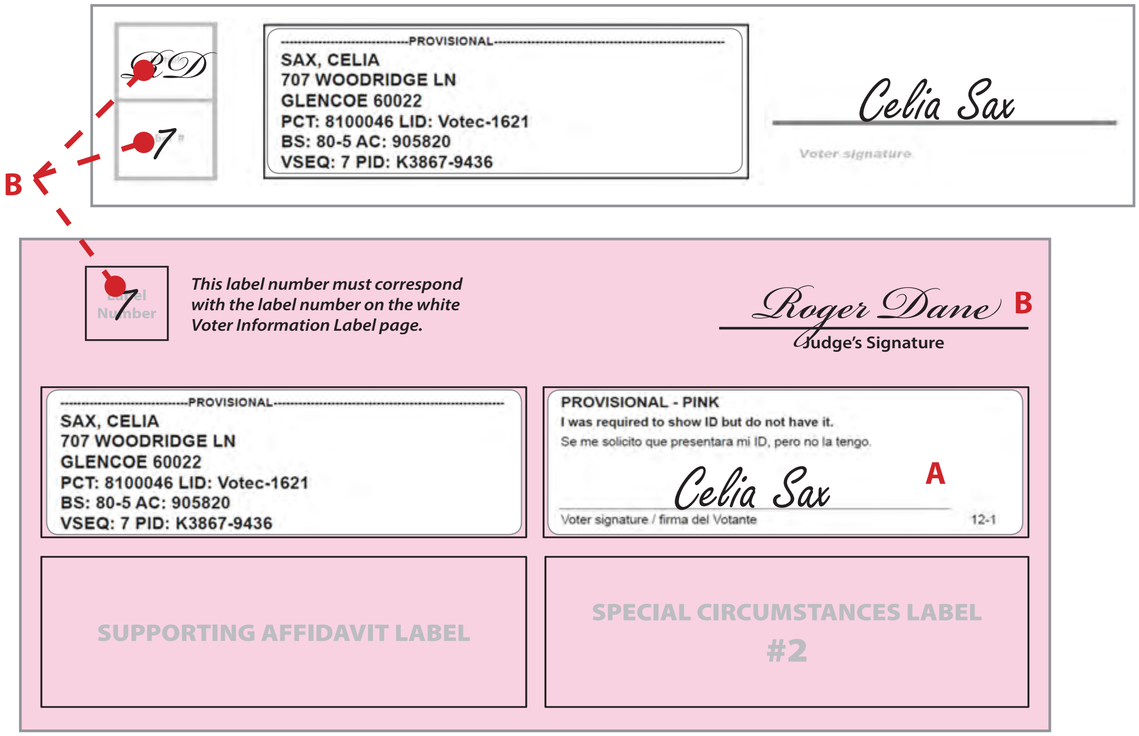
Checklist 18: ID Required, But the Voter Doesn't Have It (continued)

10

A. **Have** the voter sign the "No ID" label on the pink Provisional Labels page.

B. A Station 1 Judge must:

- → **Initial and number** the boxes next to the Voter Information Label on the white Voter Information Labels page.
- → **Sign** on the "Judge's Signature" line on the pink Provisional Labels page.
- → **Number** the "Label #" box on the pink Provisional Labels page with the same number used on the white Voter Information Labels page.



RD

7

-----PROVISIONAL-----
SAX, CELIA
707 WOODRIDGE LN
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

Celia Sax
Voter signature

Label Number
7

This label number must correspond with the label number on the white Voter Information Label page.

Roger Dane
Judge's Signature

-----PROVISIONAL-----
SAX, CELIA
707 WOODRIDGE LN
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

PROVISIONAL - PINK
I was required to show ID but do not have it.
Se me solicito que presentara mi ID, pero no la tengo.
Celia Sax
Voter signature / firma del Votante 12-1

SUPPORTING AFFIDAVIT LABEL

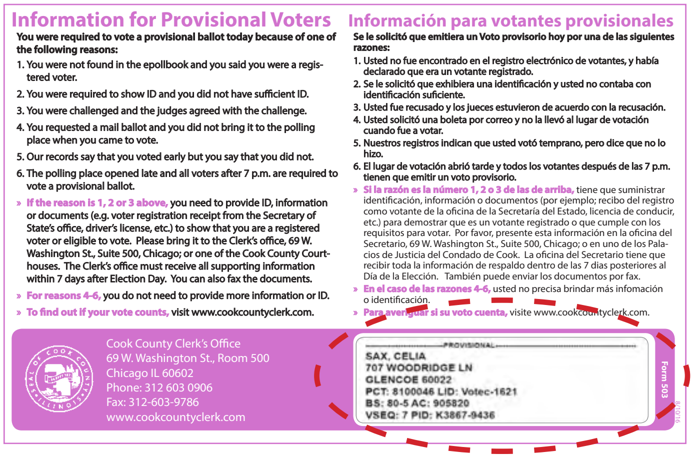
SPECIAL CIRCUMSTANCES LABEL #2

11

Place the Provisional ID number tape in the plastic pouch on the inside back cover of the Label Book.

12

Place the third Provisional Voter Information Label on the Information for Provisional Voters Receipt and hand it to the voter.



Information for Provisional Voters

You were required to vote a provisional ballot today because of one of the following reasons:

1. You were not found in the epollbook and you said you were a registered voter.
2. You were required to show ID and you did not have sufficient ID.
3. You were challenged and the judges agreed with the challenge.
4. You requested a mail ballot and you did not bring it to the polling place when you came to vote.
5. Our records say that you voted early but you say that you did not.
6. The polling place opened late and all voters after 7 p.m. are required to vote a provisional ballot.

» **If the reason is 1, 2 or 3 above,** you need to provide ID, information or documents (e.g. voter registration receipt from the Secretary of State's office, driver's license, etc.) to show that you are a registered voter or eligible to vote. Please bring it to the Clerk's office, 69 W. Washington St., Suite 500, Chicago; or one of the Cook County Courthouses. The Clerk's office must receive all supporting information within 7 days after Election Day. You can also fax the documents.

» **For reasons 4-6,** you do not need to provide more information or ID.

» **To find out if your vote counts,** visit www.cookcountyclerk.com.

Información para votantes provisionales

Se le solicitó que emitiera un Voto provisorio hoy por una de las siguientes razones:

1. Usted no fue encontrado en el registro electrónico de votantes, y había declarado que era un votante registrado.
2. Se le solicitó que exhibiera una identificación y usted no contaba con identificación suficiente.
3. Usted fue recusado y los jueces estuvieron de acuerdo con la recusación.
4. Usted solicitó una boleta por correo y no la llevó al lugar de votación cuando fue a votar.
5. Nuestros registros indican que usted votó temprano, pero dice que no lo hizo.
6. El lugar de votación abrió tarde y todos los votantes después de las 7 p.m. tienen que emitir un voto provisorio.

» **Si la razón es la número 1, 2 o 3 de las de arriba,** tiene que suministrar identificación, información o documentos (por ejemplo; recibo del registro como votante de la oficina de la Secretaría del Estado, licencia de conducir, etc.) para demostrar que es un votante registrado o que cumple con los requisitos para votar. Por favor, presente esta información en la oficina del Secretario, 69 W. Washington St., Suite 500, Chicago; o en uno de los Palacios de Justicia del Condado de Cook. La oficina del Secretario tiene que recibir toda la información de respaldo dentro de las 7 dias posteriores al Día de la Elección. También puede enviar los documentos por fax.

» **En el caso de las razones 4-6,** usted no precisa brindar más infomación o identificación.

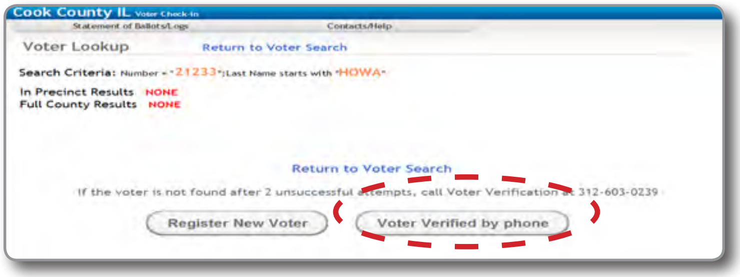
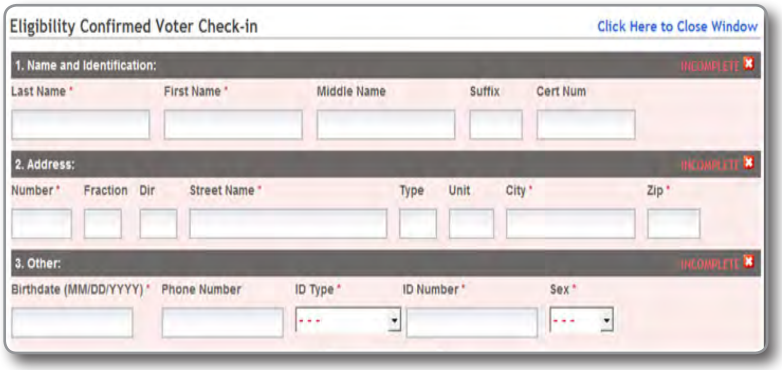
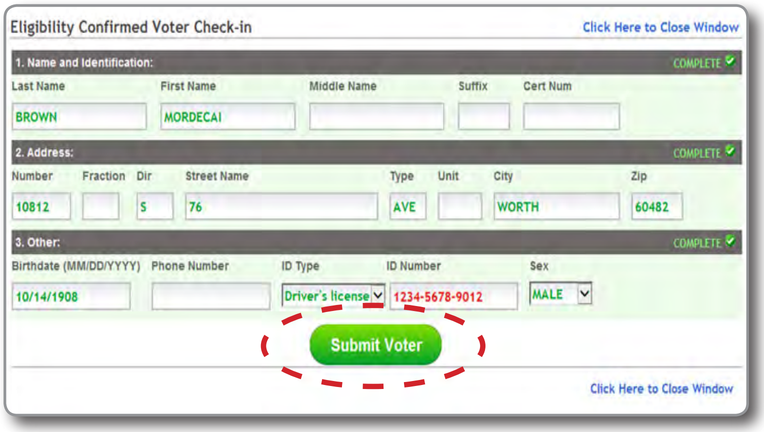
» **Para averiguar si su voto cuenta,** visite www.cookcountyclerk.com.

Cook County Clerk's Office
69 W. Washington St., Room 500
Chicago IL 60602
Phone: 312 603 0906
Fax: 312-603-9786
www.cookcountyclerk.com

-----PROVISIONAL-----
SAX, CELIA
707 WOODRIDGE LN
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

Form 503
8/10/16

Checklist 19: Voter IS NOT Found, but IS Verified Downtown

Check	Step #	Task to complete:
	1	If the voter is not found in the system, after a thorough search, → **Call** Voter Verification at (312) 603-0239.
	2	If verified by the Cook County Clerk's Office, downtown, → **Click** the button that says "Voter Verified by phone," located at the bottom of the screen.  Cook County IL Voter Check-in Statement of Ballots/Logs Contacts/Help Voter Lookup Return to Voter Search Search Criteria: Number = "21233";Last Name starts with "HOWA" In Precinct Results NONE Full County Results NONE Return to Voter Search If the voter is not found after 2 unsuccessful attempts, call Voter Verification at 312-603-0239 Register New Voter Voter Verified by phone » **DO NOT Click** this button if you have not called Voter Verification. » **DO NOT Click** this button for a new voter.
	3	The "Eligibility Confirmed Voter Check-in" screen will open. → **Fill** in the information in each section. » **Ask** the Voter Verification for the voter's "Cert Num." › **Enter** the number in the "Cert Num" box. » **Complete** all fields with an "*" *(required fields)*.  Eligibility Confirmed Voter Check-in Click Here to Close Window 1. Name and Identification: INCOMPLETE ☒ Last Name * First Name * Middle Name Suffix Cert Num 2. Address: INCOMPLETE ☒ Number * Fraction Dir Street Name * Type Unit City * Zip * 3. Other: INCOMPLETE ☒ Birthdate (MM/DD/YYYY) * Phone Number ID Type * ID Number * Sex * ID Type: - - - Sex: - - -
	4	**A. Ask** the voter for one ID to complete the form (IL Driver's License, IL State ID or Social Security Number, last 4 digits). → When all required information is entered in a section, the section will turn green. **B. Click** the green "Submit Voter" button.  Eligibility Confirmed Voter Check-in Click Here to Close Window 1. Name and Identification: COMPLETE ✓ Last Name: BROWN First Name: MORDECAI Middle Name: Suffix: Cert Num: 2. Address: COMPLETE ✓ Number: 10812 Fraction: Dir: S Street Name: 76 Type: AVE Unit: City: WORTH Zip: 60482 3. Other: COMPLETE ✓ Birthdate (MM/DD/YYYY): 10/14/1908 Phone Number: ID Type: Driver's license ID Number: 1234-5678-9012 Sex: MALE Submit Voter Click Here to Close Window

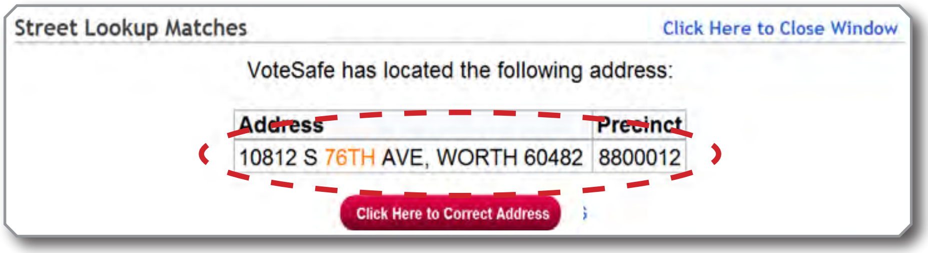
Checklist 19: Voter IS NOT Found, but IS Verified Downtown (continued)

5

The Street Lookup Matches screen will open.

→ **Click** the correct address.

- If you need to edit the address, **click** the red "Click Here to Correct Address" button to return to the previous screen.



Street Lookup Matches

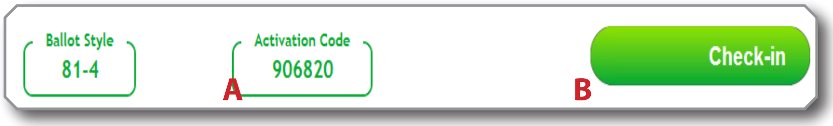
VoteSafe has located the following address:

Address	Precinct
10812 S 76TH AVE, WORTH 60482	8800012

6

A. Write the activation code on a ballot style slip.

B. Click the green "Check-in" button.

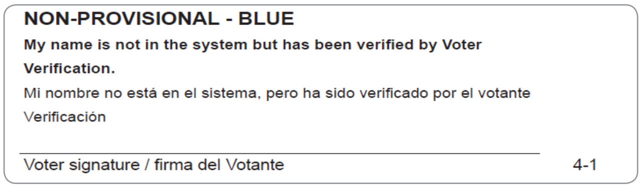


Ballot Style: 81-4

Activation Code: 906820

7

Two Voter Information Labels and one Special Circumstance Label will print:



NON-PROVISIONAL - BLUE

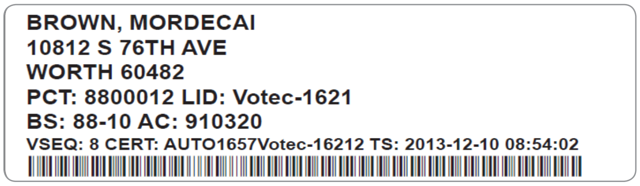
My name is not in the system but has been verified by Voter Verification.

Mi nombre no está en el sistema, pero ha sido verificado por el votante Verificación

Voter signature / firma del Votante 4-1

Name Not in System, verified (2-1)

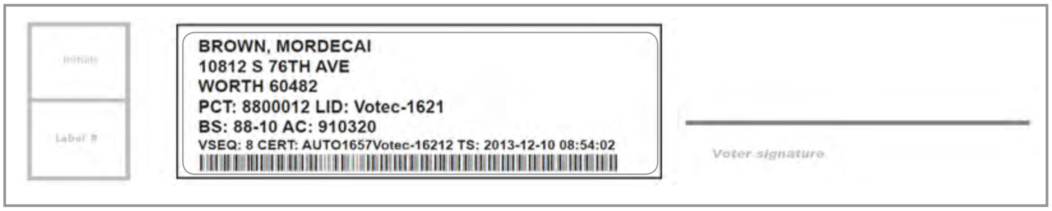
Standard Voter Information Label



BROWN, MORDECAI
10812 S 76TH AVE
WORTH 60482
PCT: 8800012 LID: Votec-1621
BS: 88-10 AC: 910320
VSEQ: 8 CERT: AUTO1657Votec-16212 TS: 2013-12-10 08:54:02

8

Place one Voter Information Label in the Label Book on the white Voter Information Labels page.



BROWN, MORDECAI
10812 S 76TH AVE
WORTH 60482
PCT: 8800012 LID: Votec-1621
BS: 88-10 AC: 910320
VSEQ: 8 CERT: AUTO1657Votec-16212 TS: 2013-12-10 08:54:02

Initials
Label #
Voter signature

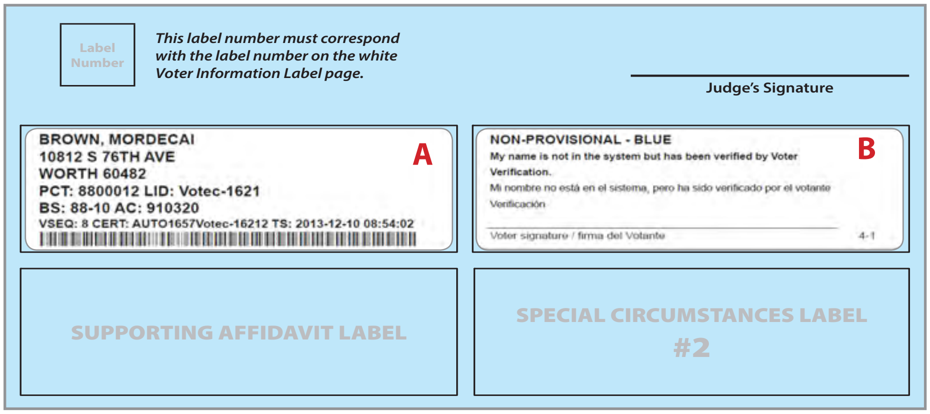
Checklist 19: Voter IS NOT Found, but IS Verified Downtown (continued)

9

On the blue Non-Provisional Labels page:

A. **Place** the second Voter Information Label in the VOTER INFORMATION LABEL box.

B. **Place** the "Verified Voter" label in the SPECIAL CIRCUMSTANCES LABEL #1 box.



Label Number

This label number must correspond with the label number on the white Voter Information Label page.

Judge's Signature

BROWN, MORDECAI
10812 S 76TH AVE
WORTH 60482
PCT: 8800012 LID: Votec-1621
BS: 88-10 AC: 910320
VSEQ: 8 CERT: AUTO1657Votec-16212 TS: 2013-12-10 08:54:02

NON-PROVISIONAL - BLUE
My name is not in the system but has been verified by Voter Verification.
Mi nombre no está en el sistema, pero ha sido verificado por el votante Verificación
Voter signature / firma del Votante 4-1

SUPPORTING AFFIDAVIT LABEL

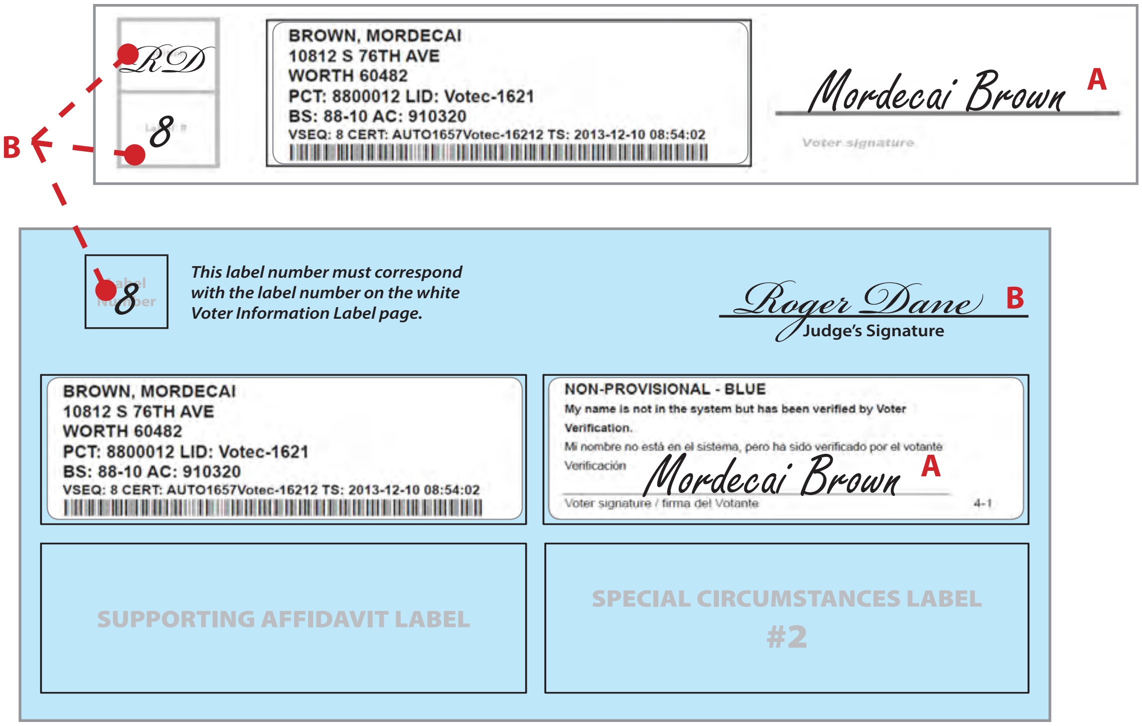
SPECIAL CIRCUMSTANCES LABEL #2

10

A. **Have** the voter sign next to the label on the white Voter Information Labels page and the "Verified Voter" label on the blue Non-Provisional Labels page.

B. A Station 1 Judge must:

- → **Initial and number** the boxes next to the Voter Information Label on the white Voter Information Labels page.
- → **Sign** on the "Judge's Signature" line on the blue Non-Provisional Labels page.
- → **Number** the "Label #" box on the blue Non-Provisional Labels page with the same number used on the white Voter Information Labels page.



RD
8

BROWN, MORDECAI
10812 S 76TH AVE
WORTH 60482
PCT: 8800012 LID: Votec-1621
BS: 88-10 AC: 910320
VSEQ: 8 CERT: AUTO1657Votec-16212 TS: 2013-12-10 08:54:02

Mordecai Brown
Voter signature

8

This label number must correspond with the label number on the white Voter Information Label page.

Roger Dane
Judge's Signature

BROWN, MORDECAI
10812 S 76TH AVE
WORTH 60482
PCT: 8800012 LID: Votec-1621
BS: 88-10 AC: 910320
VSEQ: 8 CERT: AUTO1657Votec-16212 TS: 2013-12-10 08:54:02

NON-PROVISIONAL - BLUE
My name is not in the system but has been verified by Voter Verification.
Mi nombre no está en el sistema, pero ha sido verificado por el votante Verificación
Mordecai Brown
Voter signature / firma del Votante 4-1

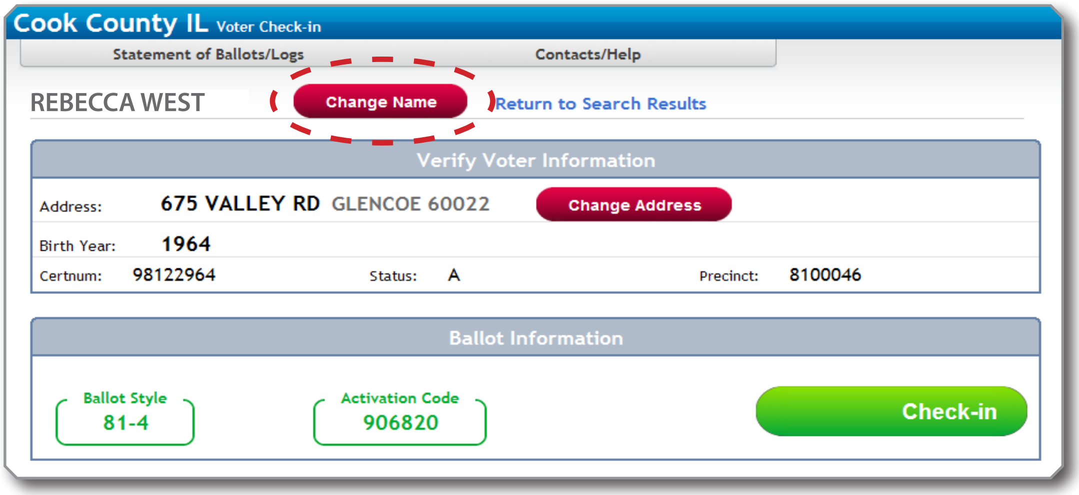
SUPPORTING AFFIDAVIT LABEL

SPECIAL CIRCUMSTANCES LABEL #2

Checklist 20: Name Change

<table>
<tr><th>Check</th><th>Step #</th><th>Task to complete:</th></tr>
<tr><td></td><td>1</td><td>

A. **Verify** the voter's name and address.


Cook County IL Voter Check-in
Statement of Ballots/Logs
Contacts/Help
Change Name
Return to Search Results
Verify Voter Information
Change Address
Ballot Information
Check-in

REBECCA WEST

Address: 675 VALLEY RD GLENCOE 60022
Birth Year: 1964
Certnum: 98122964 Status: A Precinct: 8100046
Ballot Style 81-4
Activation Code 906820

B. **Click** the "Change Name" button if the voter tells you they have changed their name.

→ The "Change Name" screen will appear.

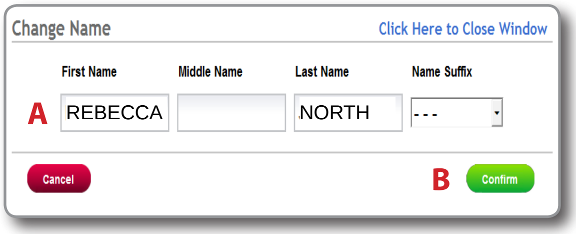
***Note:** If the voter has changed his/her name **AND** moved:*

*A. **Change** the voter's name.*
*B. **Follow** the EDR voting procedure for "Voter Has Moved", page 141*
*C. **Place** all labels on the green EDR Voter Labels page.*

</td></tr>
<tr><td></td><td>2</td><td>

A. **Type** in the voter's new name.

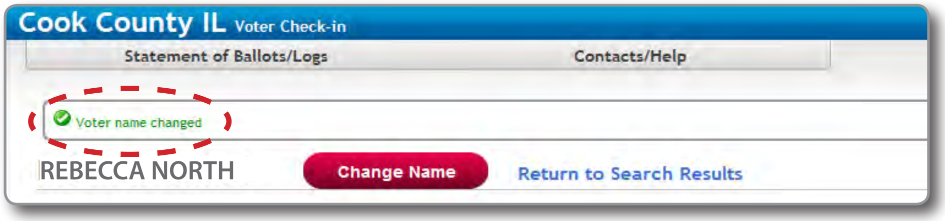
B. **Click** the "Confirm" button.


Change Name
Click Here to Close Window
A
B
Cancel
Confirm

First Name: REBECCA
Middle Name:
Last Name: NORTH
Name Suffix: - - -

</td></tr>
<tr><td></td><td>3</td><td>

The Voter Information screen shows "Voter name changed" message at the top and shows the new name on the screen.


Cook County IL Voter Check-in
Statement of Ballots/Logs
Contacts/Help
Change Name
Return to Search Results

Voter name changed

REBECCA NORTH

</td></tr>
</table>

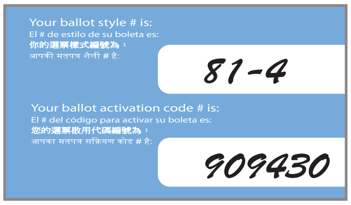
Checklist 20: Name Change (continued)

4

A. **Write** the ballot style and activation code on a ballot style slip.

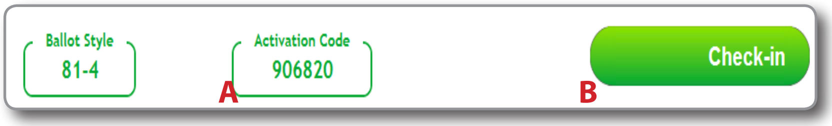
B. **Click** the green "Check-in" button.

→ The voter's signature screen will appear.



Your ballot style # is:
El # de estilo de su boleta es:
你的選票樣式編號為：
आपकी मतपत्र शैली # है:
81-4

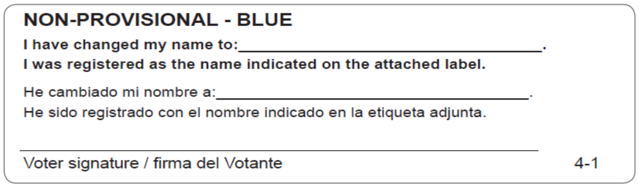
Your ballot activation code # is:
El # del código para activar su boleta es:
您的選票啟用代碼編號為：
आपका मतपत्र सक्रियण कोड # है:
909430



Ballot Style: 81-4
Activation Code: 906820

5

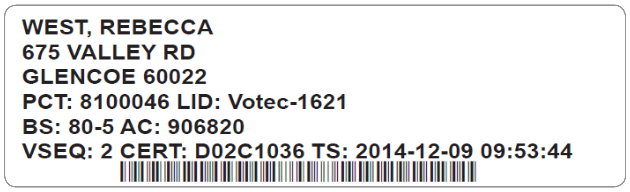
Two Voter Information Labels and one Special Circumstance Label will print:



NON-PROVISIONAL - BLUE
I have changed my name to:________________________.
I was registered as the name indicated on the attached label.
He cambiado mi nombre a:________________________.
He sido registrado con el nombre indicado en la etiqueta adjunta.
Voter signature / firma del Votante 4-1

Name Change (4-1)

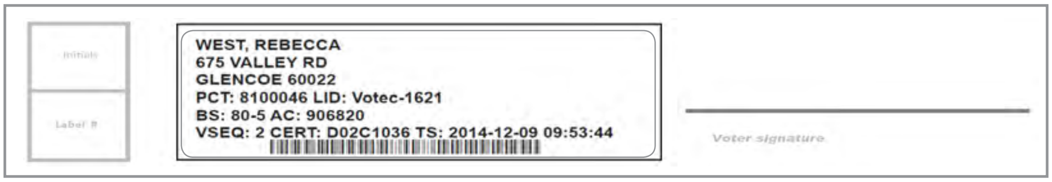
Standard Voter Information Label (voter's former name)



WEST, REBECCA
675 VALLEY RD
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

6

Place one Voter Information Label in the Label Book on the white Voter Information Labels page.


Initials
Label #
Voter signature

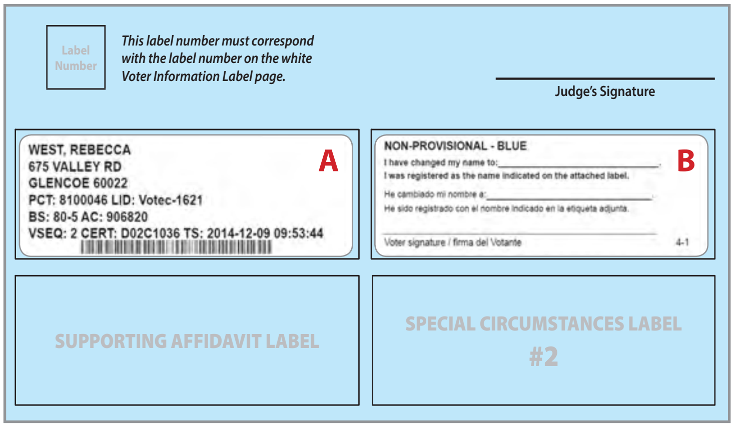
WEST, REBECCA
675 VALLEY RD
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

7

On the blue Non-Provisional Labels page:

A. **Place** the second Voter Information Label in the VOTER INFORMATION LABEL box.

B. **Place** the "Changed Name" label in the SPECIAL CIRCUMSTANCES LABEL #1 box.



This label number must correspond with the label number on the white Voter Information Label page.

WEST, REBECCA
675 VALLEY RD
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

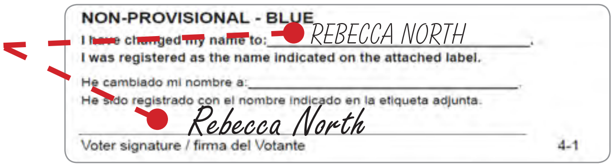
NON-PROVISIONAL - BLUE
I have changed my name to:________________________.
I was registered as the name indicated on the attached label.
He cambiado mi nombre a:________________________.
He sido registrado con el nombre indicado en la etiqueta adjunta.
Voter signature / firma del Votante 4-1

Checklist 20: Name Change (continued)

8

A. Have the voter:

1. **Sign** next to the label on the white Voter Information Labels page with their former name.
2. **Print and sign** their new name on the "Name Change" label on the blue Non-Provisional Labels page.



NON-PROVISIONAL - BLUE

I have changed my name to: REBECCA NORTH.

I was registered as the name indicated on the attached label.

He cambiado mi nombre a:

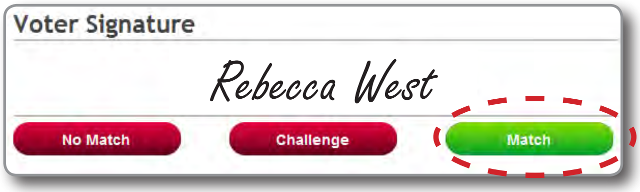
He sido registrado con el nombre indicado en la etiqueta adjunta.

Rebecca North

Voter signature / firma del Votante 4-1

B. Compare the voter's signatures.

→ If the signature on the white page matches the signature in the e-pollbook, **click** the "Match" button.



Voter Signature

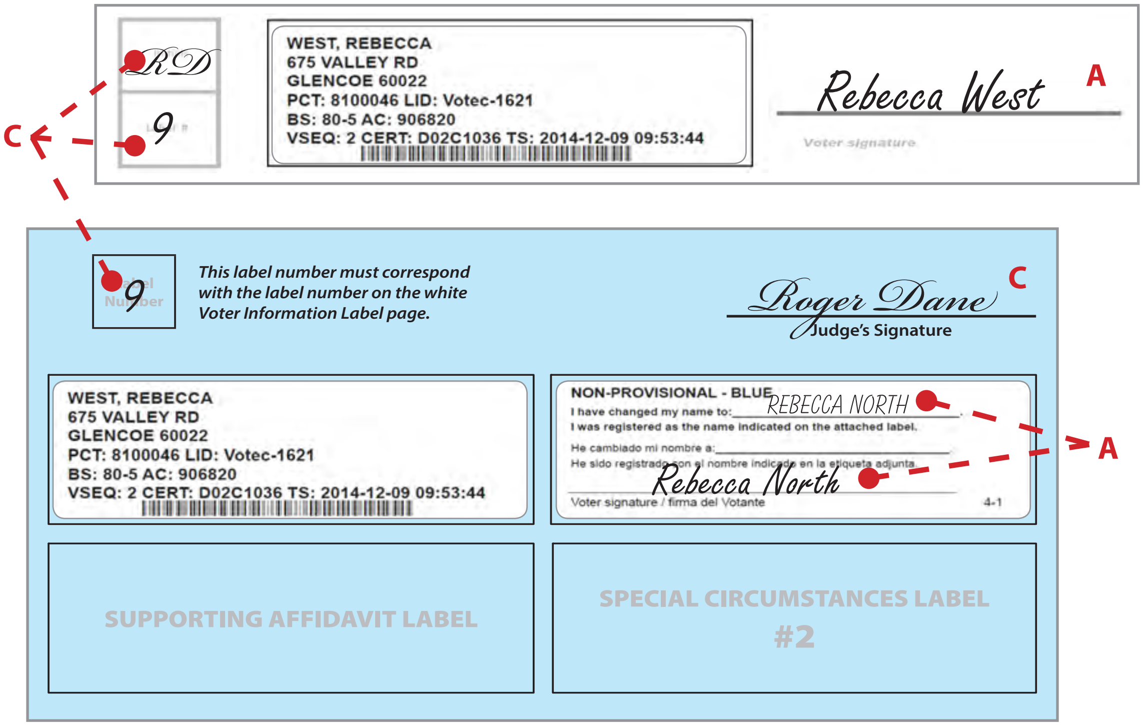
Rebecca West

C. A Station 1 Judge must:

→ **Initial and number** the boxes next to the Voter Information Labels on the white Voter Information Labels page.

→ **Sign** on the "Judge's Signature" line on the blue Non-Provisional Labels page.

→ **Number** the "Label #" box on the blue Non-Provisional Labels page with the same number used on the white Voter Information Labels page.



WEST, REBECCA
675 VALLEY RD
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

Rebecca West

Voter signature

Label Number 9

This label number must correspond with the label number on the white Voter Information Label page.

Roger Dane

Judge's Signature

WEST, REBECCA
675 VALLEY RD
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

NON-PROVISIONAL - BLUE

I have changed my name to: REBECCA NORTH.

I was registered as the name indicated on the attached label.

He cambiado mi nombre a:

He sido registrado con el nombre indicado en la etiqueta adjunta.

Rebecca North

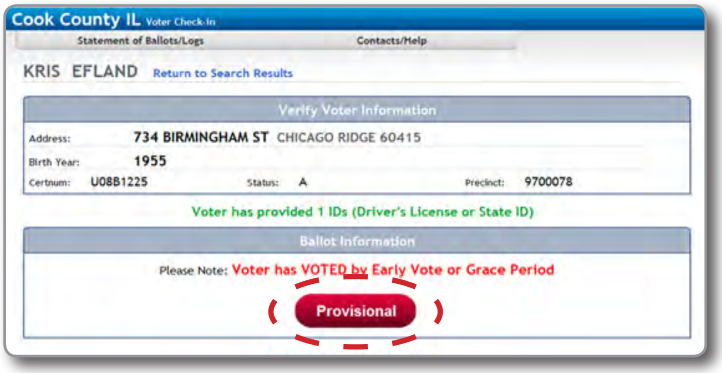
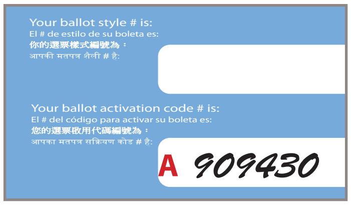
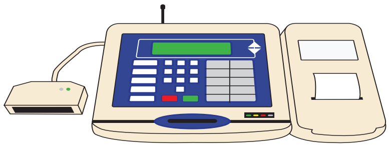
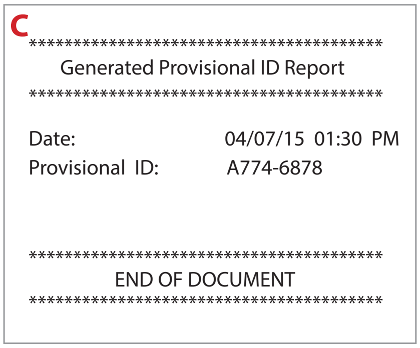
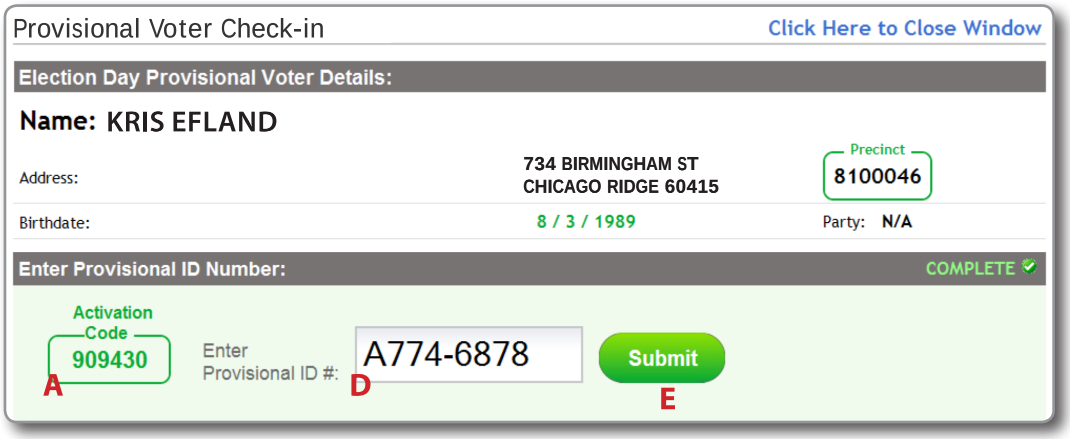
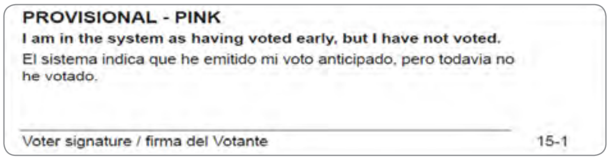
Voter signature / firma del Votante 4-1

SUPPORTING AFFIDAVIT LABEL

SPECIAL CIRCUMSTANCES LABEL #2

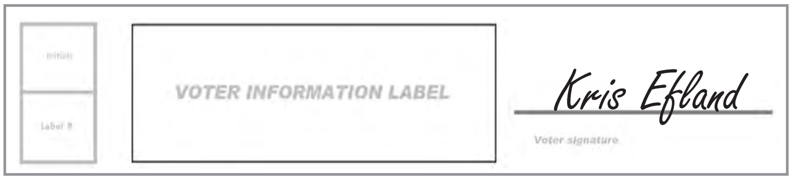
For issues with the voter's signature, see pages 124-131.

Checklist 21: Voter Is Listed as Voted Early, but Says He/She DID NOT Vote Early

Check	Step #	Task to complete:
	1	A. **Verify** the voter's name and address. B. **Click** the "Provisional" button if the voter's record shows that they have already voted.  Cook County IL Voter Check-in Statement of Ballots/Logs Contacts/Help KRIS EFLAND Return to Search Results Verify Voter Information Address: 734 BIRMINGHAM ST CHICAGO RIDGE 60415 Birth Year: 1955 Certnum: U08B1225 Status: A Precinct: 9700078 Voter has provided 1 IDs (Driver's License or State ID) Ballot Information Please Note: Voter has VOTED by Early Vote or Grace Period
	2	The Provisional Voter Check in screen will open. A. **Write** the activation code on a ballot style slip. B. **Activate** a card for a Provisional ballot on the card activator using the activation code on the screen and adding the final digit. *See page 183, steps 1-5.*  Your ballot style # is: El # de estilo de su boleta es: 你的選票樣式編號為： आपकी मतपत्र शैली # है: Your ballot activation code # is: El # del código para activar su boleta es: 您的選票啟用代碼編號為： आपका मतपत्र सक्रियण कोड # है: A 909430  C. **Cut** the tape with the Provisional ID number. D. **Carefully type** in the Provisional ID number. → Make sure to type the dash (-) before the last 4 digits or the number will be invalid. E. **Click** the "Submit" button.  C ** Generated Provisional ID Report ** Date: 04/07/15 01:30 PM Provisional ID: A774-6878 ** END OF DOCUMENT **  Provisional Voter Check-in Click Here to Close Window Election Day Provisional Voter Details: Name: KRIS EFLAND Address: 734 BIRMINGHAM ST CHICAGO RIDGE 60415 Precinct 8100046 Birthdate: 8 / 3 / 1989 Party: N/A Enter Provisional ID Number: COMPLETE ✓ Activation Code 909430 Enter Provisional ID #: A774-6878
	3	One Special Circumstance label will print.  PROVISIONAL - PINK I am in the system as having voted early, but I have not voted. El sistema indica que he emitido mi voto anticipado, pero todavia no he votado. Voter signature / firma del Votante 15-1

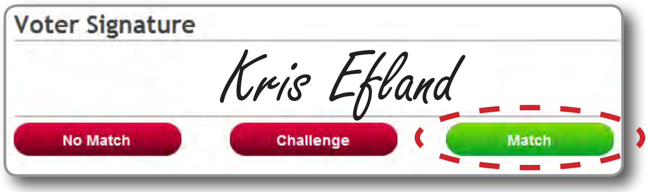
Checklist 21: Voter Is Listed as Voted Early, but Says He/She **DID NOT** Vote Early (continued)

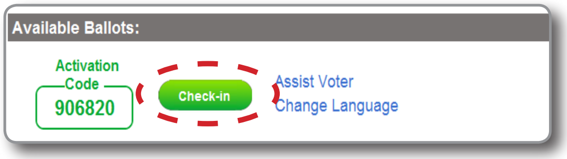
4 **Have** the voter sign next to the empty label box on the white Voter Information Labels page


Initials
Label #
VOTER INFORMATION LABEL
Kris Efland
Voter signature

5 **Compare** the voter's signatures.

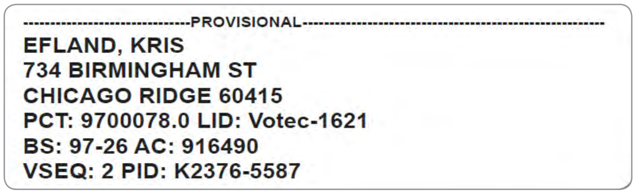
→ If it is a match, **click** the "Match" button.


Voter Signature
Kris Efland
No Match
Challenge
Match

6 
Available Ballots:
Activation Code
906820
Check-in
Assist Voter
Change Language

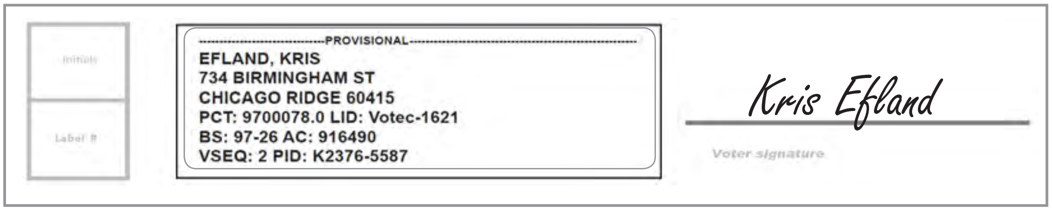
Click the "Check-in" button.

7 Three Provisional Voter Information Labels will print:



---PROVISIONAL---
EFLAND, KRIS
734 BIRMINGHAM ST
CHICAGO RIDGE 60415
PCT: 9700078.0 LID: Votec-1621
BS: 97-26 AC: 916490
VSEQ: 2 PID: K2376-5587

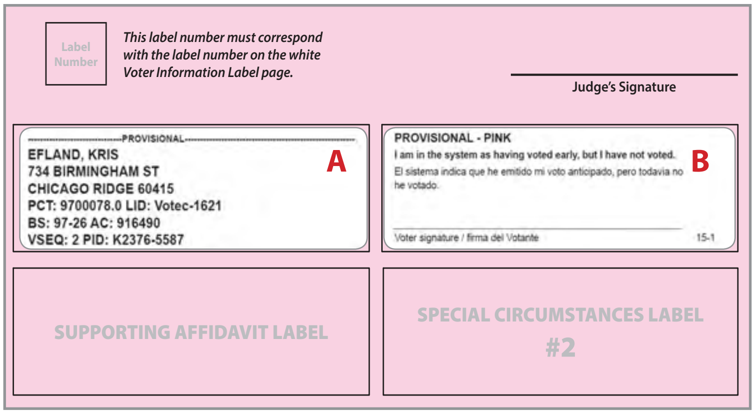
8 **Place** one Provisional Voter Information Label in the Label Book on the white Voter Information Labels page next to the voter's signature.


Initials
Label #
---PROVISIONAL---
EFLAND, KRIS
734 BIRMINGHAM ST
CHICAGO RIDGE 60415
PCT: 9700078.0 LID: Votec-1621
BS: 97-26 AC: 916490
VSEQ: 2 PID: K2376-5587
Kris Efland
Voter signature

9 On the pink Provisional Labels page:

A. **Place** the second Provisional Voter Information Label in the PROVISIONAL VOTER INFORMATION LABEL box.

B. **Place** the "No ID" label in the SPECIAL CIRCUMSTANCES LABEL #1 box.


Label Number
This label number must correspond with the label number on the white Voter Information Label page.
Judge's Signature
---PROVISIONAL---
EFLAND, KRIS
734 BIRMINGHAM ST
CHICAGO RIDGE 60415
PCT: 9700078.0 LID: Votec-1621
BS: 97-26 AC: 916490
VSEQ: 2 PID: K2376-5587
A
PROVISIONAL - PINK
I am in the system as having voted early, but I have not voted.
El sistema indica que he emitido mi voto anticipado, pero todavía no he votado.
Voter signature / firma del Votante
15-1
B
SUPPORTING AFFIDAVIT LABEL
SPECIAL CIRCUMSTANCES LABEL #2

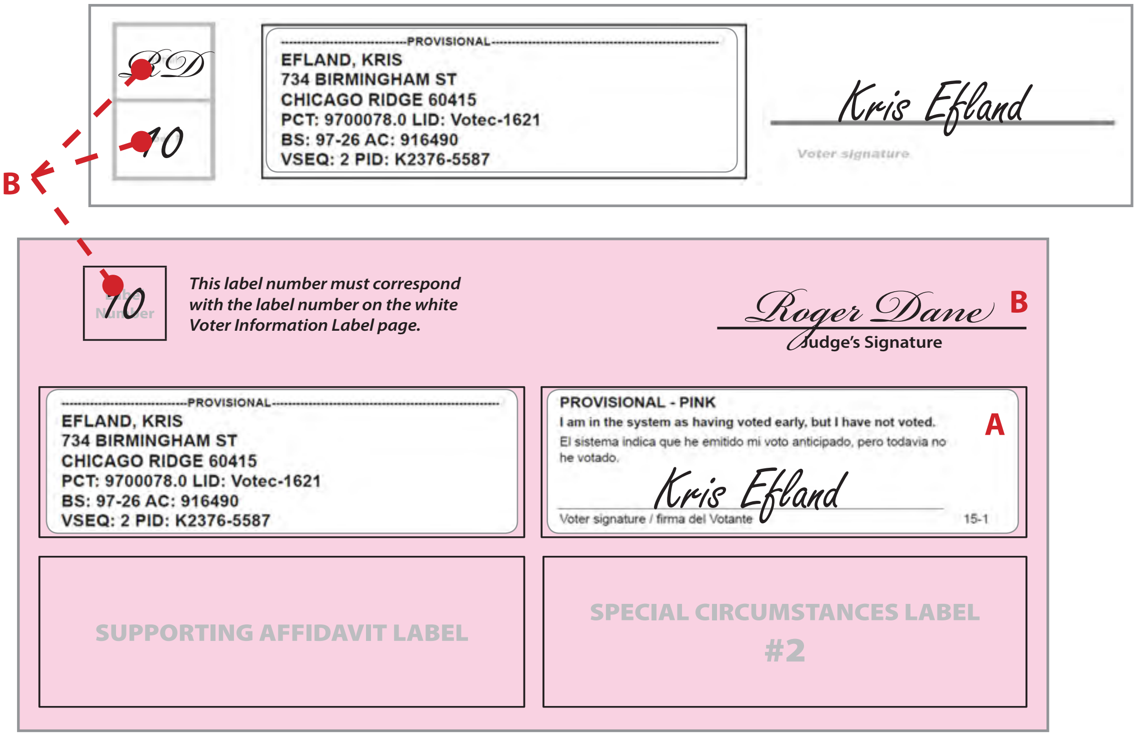
Checklist 21: Voter Is Listed as Voted Early, but Says He/She DID NOT Vote Early (continued)

10

A. **Have** the voter sign the "Voted Early" label on the pink Provisional Labels page.

B. A Station 1 Judge must:

- → **Initial and number** the boxes next to the Voter Information Label on the white Voter Information Labels page.
- → **Sign** on the "Judge's Signature" line on the pink Provisional Labels page.
- → **Number** the "Label #" box on the pink Provisional Labels page with the same number used on the white Voter Information Labels page.



RD
10

-PROVISIONAL-
EFLAND, KRIS
734 BIRMINGHAM ST
CHICAGO RIDGE 60415
PCT: 9700078.0 LID: Votec-1621
BS: 97-26 AC: 916490
VSEQ: 2 PID: K2376-5587

Kris Efland
Voter signature

10
Label Number

This label number must correspond with the label number on the white Voter Information Label page.

Roger Dane
Judge's Signature

-PROVISIONAL-
EFLAND, KRIS
734 BIRMINGHAM ST
CHICAGO RIDGE 60415
PCT: 9700078.0 LID: Votec-1621
BS: 97-26 AC: 916490
VSEQ: 2 PID: K2376-5587

PROVISIONAL - PINK
I am in the system as having voted early, but I have not voted.
El sistema indica que he emitido mi voto anticipado, pero todavia no he votado.
Kris Efland
Voter signature / firma del Votante 15-1

SUPPORTING AFFIDAVIT LABEL

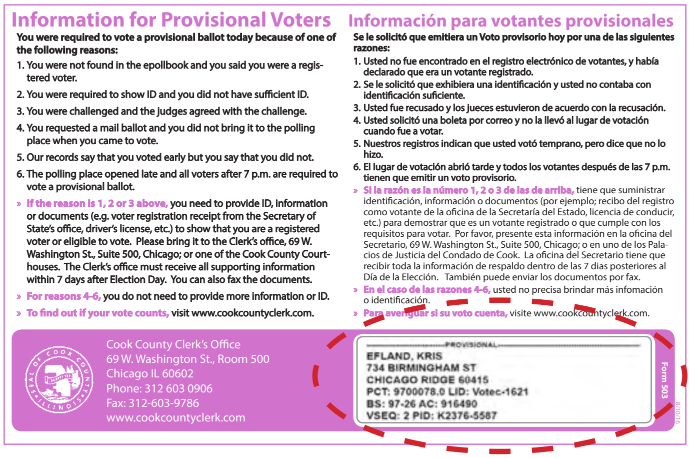
SPECIAL CIRCUMSTANCES LABEL #2

11

Place the Provisional ID number tape in the plastic pouch on the inside back cover of the Label Book.

12

Place the third Provisional Voter Information Label on the Information for Provisional Voters receipt and hand it to the voter.



Information for Provisional Voters

You were required to vote a provisional ballot today because of one of the following reasons:

1. You were not found in the epollbook and you said you were a registered voter.
2. You were required to show ID and you did not have sufficient ID.
3. You were challenged and the judges agreed with the challenge.
4. You requested a mail ballot and you did not bring it to the polling place when you came to vote.
5. Our records say that you voted early but you say that you did not.
6. The polling place opened late and all voters after 7 p.m. are required to vote a provisional ballot.

» **If the reason is 1, 2 or 3 above,** you need to provide ID, information or documents (e.g. voter registration receipt from the Secretary of State's office, driver's license, etc.) to show that you are a registered voter or eligible to vote. Please bring it to the Clerk's office, 69 W. Washington St., Suite 500, Chicago; or one of the Cook County Courthouses. The Clerk's office must receive all supporting information within 7 days after Election Day. You can also fax the documents.

» **For reasons 4-6,** you do not need to provide more information or ID.

» **To find out if your vote counts,** visit www.cookcountyclerk.com.

Información para votantes provisionales

Se le solicitó que emitiera un Voto provisorio hoy por una de las siguientes razones:

1. Usted no fue encontrado en el registro electrónico de votantes, y había declarado que era un votante registrado.
2. Se le solicitó que exhibiera una identificación y usted no contaba con identificación suficiente.
3. Usted fue recusado y los jueces estuvieron de acuerdo con la recusación.
4. Usted solicitó una boleta por correo y no la llevó al lugar de votación cuando fue a votar.
5. Nuestros registros indican que usted votó temprano, pero dice que no lo hizo.
6. El lugar de votación abrió tarde y todos los votantes después de las 7 p.m. tienen que emitir un voto provisorio.

» **Si la razón es la número 1, 2 o 3 de las de arriba,** tiene que suministrar identificación, información o documentos (por ejemplo; recibo del registro como votante de la oficina de la Secretaría del Estado, licencia de conducir, etc.) para demostrar que es un votante registrado o que cumple con los requisitos para votar. Por favor, presente esta información en la oficina del Secretario, 69 W. Washington St., Suite 500, Chicago; o en uno de los Palacios de Justicia del Condado de Cook. La oficina del Secretario tiene que recibir toda la información de respaldo dentro de las 7 dias posteriores al Día de la Elección. También puede enviar los documentos por fax.

» **En el caso de las razones 4-6,** usted no precisa brindar más infomación o identificación.

» **Para averiguar si su voto cuenta,** visite www.cookcountyclerk.com.

Cook County Clerk's Office
69 W. Washington St., Room 500
Chicago IL 60602
Phone: 312 603 0906
Fax: 312-603-9786
www.cookcountyclerk.com

-PROVISIONAL-
EFLAND, KRIS
734 BIRMINGHAM ST
CHICAGO RIDGE 60415
PCT: 9700078.0 LID: Votec-1621
BS: 97-26 AC: 916490
VSEQ: 2 PID: K2376-5587

Form 503
8/10/16

Checklist 22: Voting Status or Signature Challenged and Judges uphold the challenge

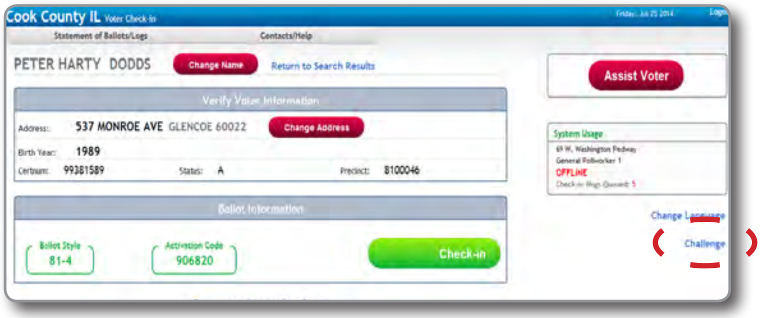
Check	Step #	Task to complete:

Voter's Status Challenged

1

If you *(with the agreement of a majority of the Judges)* are challenging the voter:

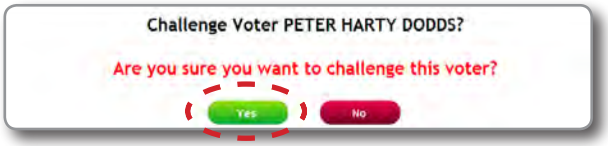
→ **Click** the blue "Challenge" link located at the lower right side of the screen.


Cook County IL Voter Check-in
PETER HARTY DODDS
Address: 537 MONROE AVE GLENCOE 60022
Birth Year: 1989
Certnum: 99381589 Status: A Precinct: 8100046
Ballot Style: 81-4
Activation Code: 906820
System Usage
69 W. Washington Pedway
General Pollworker 1
OFFLINE
Statement of Ballots/Logs
Contacts/Help
Change Name
Return to Search Results
Assist Voter
Verify Voter Information
Change Address
Ballot Information
Check-in
Change Language
Challenge

2

Confirm that you are challenging the voter.

→ **Click** the "Yes" button.

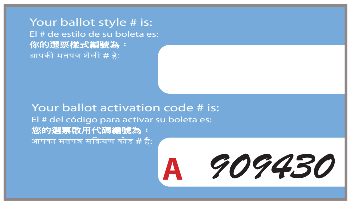

Challenge Voter PETER HARTY DODDS?
Are you sure you want to challenge this voter?

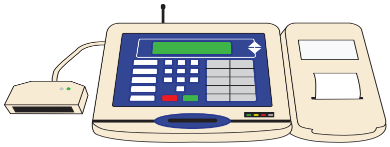
3

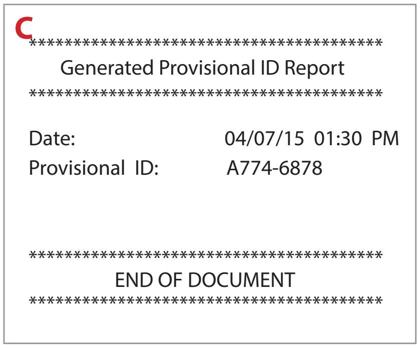
The Provisional Voter Check in screen will open.

A. Write the activation code on a ballot style slip.

B. Activate a card for a Provisional ballot on the card activator using the activation code on the screen and adding the final digit. *See page 183, steps 1-5.*


Your ballot style # is:
El # de estilo de su boleta es:
你的選票樣式編號為：
आपकी मतपत्र शैली # है:
Your ballot activation code # is:
El # del código para activar su boleta es:
您的選票啟用代碼編號為：
आपका मतपत्र सक्रियण कोड # है:
909430





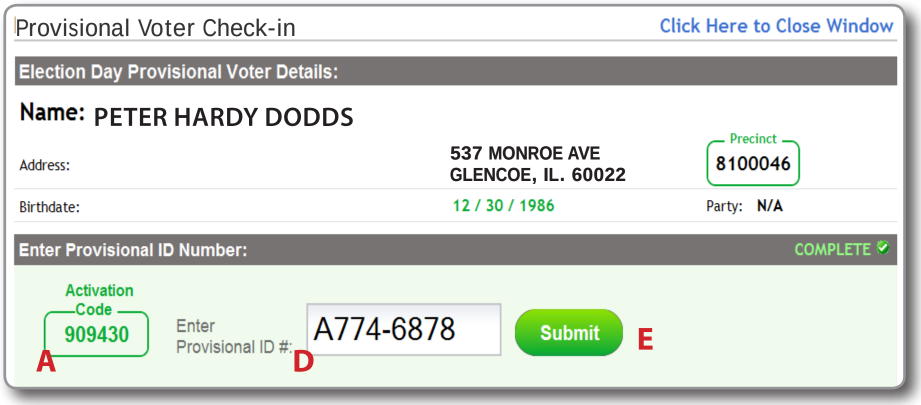
****
Generated Provisional ID Report
****
Date: 04/07/15 01:30 PM
Provisional ID: A774-6878
****
END OF DOCUMENT
****

C. Cut the tape with the Provisional ID number.

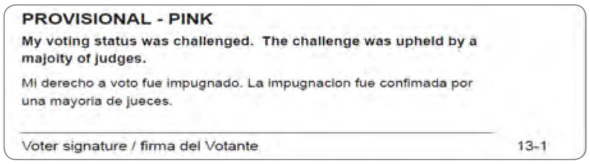
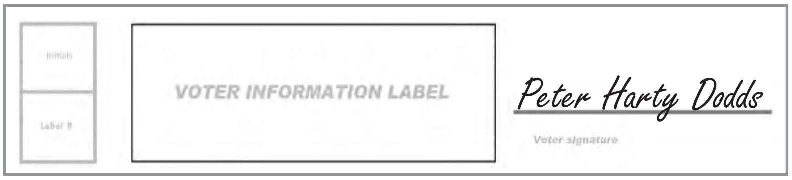
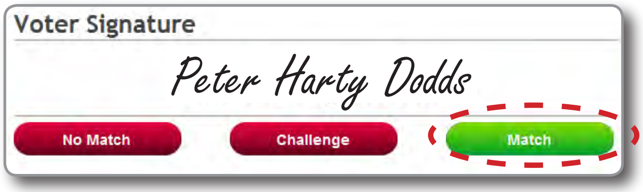
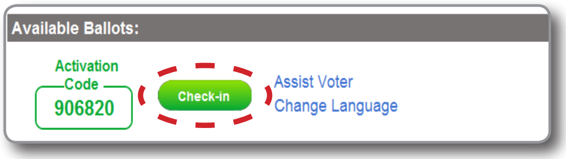
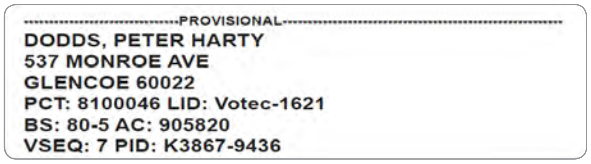
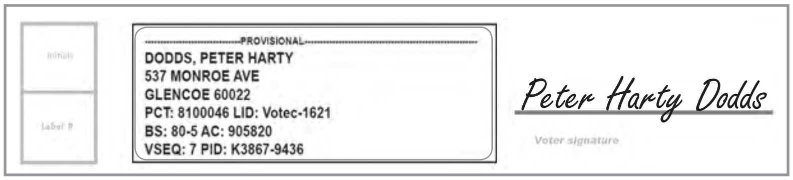
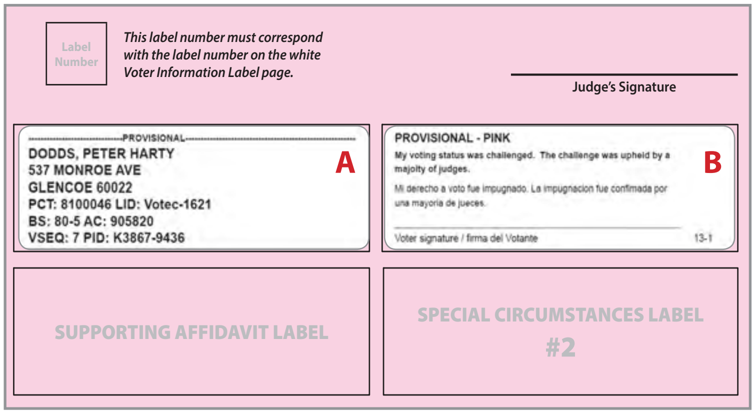
D. Carefully type in the Provisional ID number.

→ Make sure to type the dash (-) before the last 4 digits or the number will be invalid.

E. Click the "Submit" button.


Provisional Voter Check-in
Election Day Provisional Voter Details:
Name: PETER HARDY DODDS
Address: 537 MONROE AVE GLENCOE, IL. 60022
Precinct: 8100046
Birthdate: 12 / 30 / 1986
Party: N/A
Enter Provisional ID Number: COMPLETE ✓
Activation Code: 909430
Enter Provisional ID #: A774-6878
Click Here to Close Window
Submit
A
D
E

Checklist 22: Voting Status Challenged (continued)

	4	 **PROVISIONAL - PINK** **My voting status was challenged. The challenge was upheld by a majoity of judges.** Mi derecho a voto fue impugnado. La impugnacion fue confimada por una mayoria de jueces. Voter signature / firma del Votante 13-1	One Special Circumstance label will print.
	5	**Have** the voter sign next to the empty label box on the white Voter Information Labels page	 Initials Label # VOTER INFORMATION LABEL Peter Harty Dodds Voter signature
	6	**Compare** the voter's signatures. → If it is a match, **click** the "Match" button.	 Voter Signature Peter Harty Dodds No Match Challenge Match
	7	 Available Ballots: Activation Code 906820 Check-in Assist Voter Change Language	**Click** the "Check-in" button.
	8	 --------------------------------PROVISIONAL-------------------------------- **DODDS, PETER HARTY** **537 MONROE AVE** **GLENCOE 60022** **PCT: 8100046 LID: Votec-1621** **BS: 80-5 AC: 905820** **VSEQ: 7 PID: K3867-9436**	Three Provisional Voter Information Labels will print.
	9	**Place** one Provisional Voter Information Label in the Label Book on the white Voter Information Labels page, next to the voter's signature.	 ----------------PROVISIONAL---------------- DODDS, PETER HARTY 537 MONROE AVE GLENCOE 60022 PCT: 8100046 LID: Votec-1621 BS: 80-5 AC: 905820 VSEQ: 7 PID: K3867-9436 Initials Label # Peter Harty Dodds Voter signature
	10	On the pink Provisional Labels page: A. **Place** the second Provisional Voter Information Label in the PROVISIONAL VOTER INFORMATION LABEL box. B. **Place** the "Challenged" label in the SPECIAL CIRCUMSTANCES LABEL #1 box.	 *This label number must correspond with the label number on the white Voter Information Label page.* Judge's Signature ----------------PROVISIONAL---------------- DODDS, PETER HARTY 537 MONROE AVE GLENCOE 60022 PCT: 8100046 LID: Votec-1621 BS: 80-5 AC: 905820 VSEQ: 7 PID: K3867-9436 PROVISIONAL - PINK My voting status was challenged. The challenge was upheld by a majoity of judges. Mi derecho a voto fue impugnado. La impugnacion fue confimada por una mayoria de jueces. Voter signature / firma del Votante 13-1 Label Number A B SUPPORTING AFFIDAVIT LABEL SPECIAL CIRCUMSTANCES LABEL #2

Checklist 22: Voting Status Challenged (continued)

11

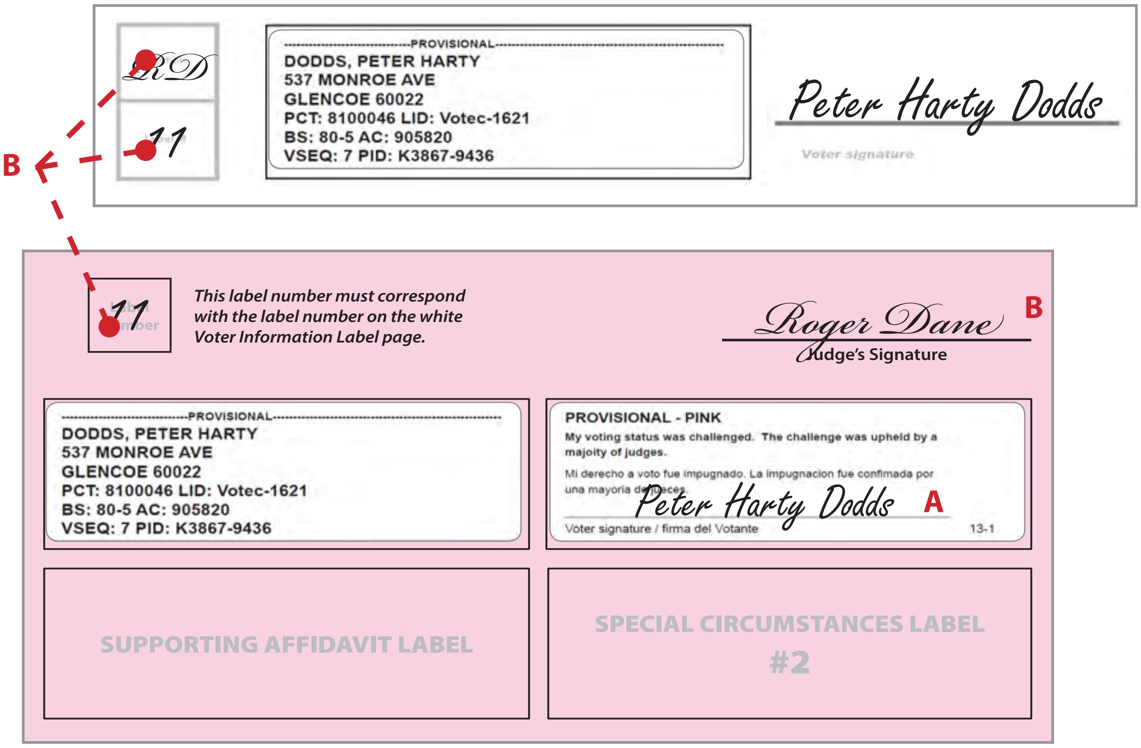
A. **Have** the voter sign the "Challenged" label on the pink Provisional Labels page.

B. A Station 1 Judge must:

→ **Initial and number** the boxes next to the Voter Information Label on the white Voter Information Labels page.

→ **Sign** on the "Judge's Signature" line on the pink Provisional Labels page.

→ **Number** the "Label #" box on the pink Provisional Labels page with the same number used on the white Voter Information Labels page.



RD
11

----PROVISIONAL----
DODDS, PETER HARTY
537 MONROE AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

Peter Harty Dodds
Voter signature

11

This label number must correspond with the label number on the white Voter Information Label page.

Roger Dane
Judge's Signature

----PROVISIONAL----
DODDS, PETER HARTY
537 MONROE AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

PROVISIONAL - PINK
My voting status was challenged. The challenge was upheld by a majority of judges.
Mi derecho a voto fue impugnado. La impugnacion fue confimada por una mayoria de jueces.
Peter Harty Dodds
Voter signature / firma del Votante 13-1

SUPPORTING AFFIDAVIT LABEL

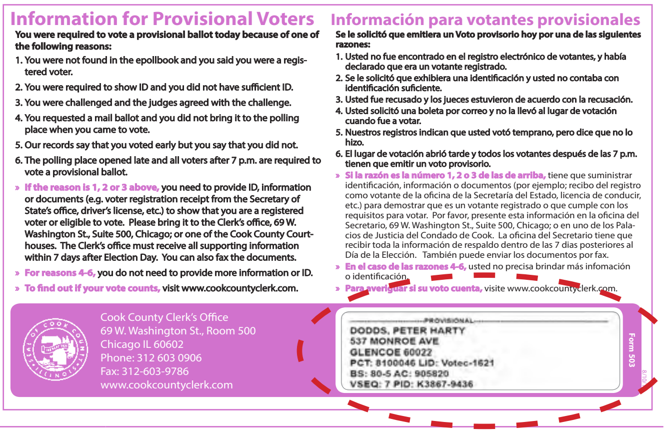
SPECIAL CIRCUMSTANCES LABEL
#2

12

Place the Provisional ID number tape in the plastic pouch on the inside back cover of the Label Book.

13

Place the third Provisional Voter Information Label on the Information for Provisional Voters Receipt and hand it to the voter.



Information for Provisional Voters

You were required to vote a provisional ballot today because of one of the following reasons:

1. You were not found in the epollbook and you said you were a registered voter.
2. You were required to show ID and you did not have sufficient ID.
3. You were challenged and the judges agreed with the challenge.
4. You requested a mail ballot and you did not bring it to the polling place when you came to vote.
5. Our records say that you voted early but you say that you did not.
6. The polling place opened late and all voters after 7 p.m. are required to vote a provisional ballot.

» **If the reason is 1, 2 or 3 above,** you need to provide ID, information or documents (e.g. voter registration receipt from the Secretary of State's office, driver's license, etc.) to show that you are a registered voter or eligible to vote. Please bring it to the Clerk's office, 69 W. Washington St., Suite 500, Chicago; or one of the Cook County Courthouses. The Clerk's office must receive all supporting information within 7 days after Election Day. You can also fax the documents.

» **For reasons 4-6,** you do not need to provide more information or ID.

» **To find out if your vote counts,** visit www.cookcountyclerk.com.

Información para votantes provisionales

Se le solicitó que emitiera un Voto provisorio hoy por una de las siguientes razones:

1. Usted no fue encontrado en el registro electrónico de votantes, y había declarado que era un votante registrado.
2. Se le solicitó que exhibiera una identificación y usted no contaba con identificación suficiente.
3. Usted fue recusado y los jueces estuvieron de acuerdo con la recusación.
4. Usted solicitó una boleta por correo y no la llevó al lugar de votación cuando fue a votar.
5. Nuestros registros indican que usted votó temprano, pero dice que no lo hizo.
6. El lugar de votación abrió tarde y todos los votantes después de las 7 p.m. tienen que emitir un voto provisorio.

» **Si la razón es la número 1, 2 o 3 de las de arriba,** tiene que suministrar identificación, información o documentos (por ejemplo; recibo del registro como votante de la oficina de la Secretaría del Estado, licencia de conducir, etc.) para demostrar que es un votante registrado o que cumple con los requisitos para votar. Por favor, presente esta información en la oficina del Secretario, 69 W. Washington St., Suite 500, Chicago; o en uno de los Palacios de Justicia del Condado de Cook. La oficina del Secretario tiene que recibir toda la información de respaldo dentro de las 7 dias posteriores al Día de la Elección. También puede enviar los documentos por fax.

» **En el caso de las razones 4-6,** usted no precisa brindar más infomación o identificación.

» **Para averiguar si su voto cuenta,** visite www.cookcountyclerk.com.

Cook County Clerk's Office
69 W. Washington St., Room 500
Chicago IL 60602
Phone: 312 603 0906
Fax: 312-603-9786
www.cookcountyclerk.com

----PROVISIONAL----
DODDS, PETER HARTY
537 MONROE AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

Form 503

Voter's Signature Challenged

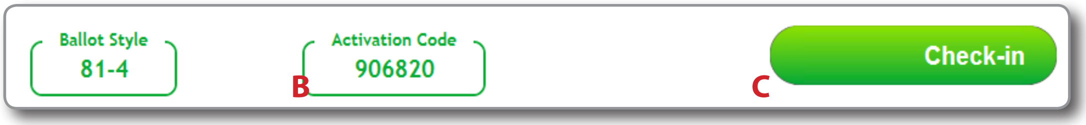
1

A. **Verify** the voter's name and address.

B. **Write** the activation code on a ballot style slip or activate a card. *See page 143*.

C. **Click** the green "Check-in" button.

→ The voter's signature will appear.


Ballot Style: 81-4

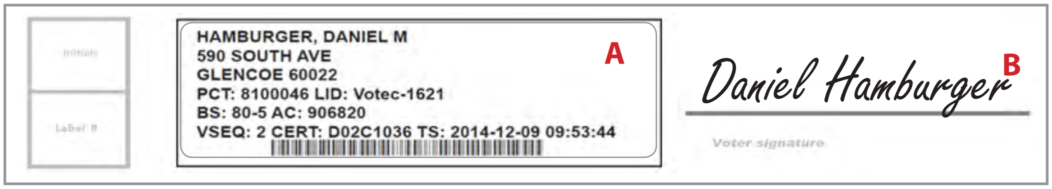
Activation Code: 906820

2

One standard Voter Information Label will print.

A. **Place** the label in the Label Book on the white Voter Information Labels page.

B. **Have** the voter sign next to the label on the "Voter Signature" line.


HAMBURGER, DANIEL M
590 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 906820
VSEQ: 2 CERT: D02C1036 TS: 2014-12-09 09:53:44

Daniel Hamburger

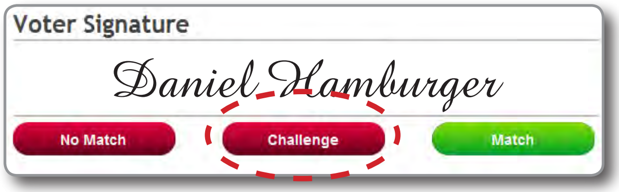
Initials
Label #
A
B
Voter signature

3

Compare the voter's signatures.

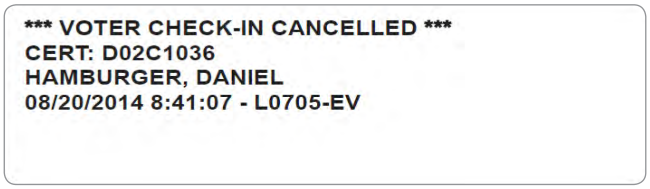
→ If you and a majority of the Judges think the signature is drastically different, you can challenge the voter.

» **Click** the "Challenge" button.



4

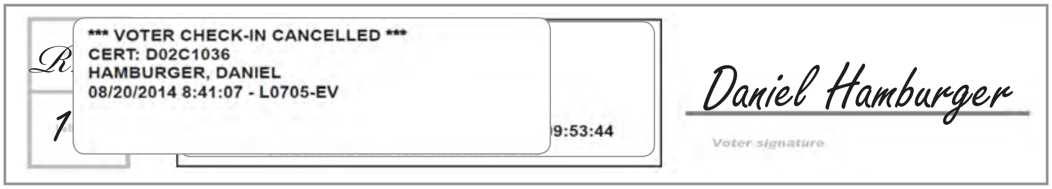
A "Voter Check-In Cancelled" label will print.


*** VOTER CHECK-IN CANCELLED ***
CERT: D02C1036
HAMBURGER, DANIEL
08/20/2014 8:41:07 - L0705-EV

5

Place this label over the Voter Information label and over the label number if you have numbered it.

→ **DO NOT** number this label.


*** VOTER CHECK-IN CANCELLED ***
CERT: D02C1036
HAMBURGER, DANIEL
08/20/2014 8:41:07 - L0705-EV

Daniel Hamburger

Voter signature

Checklist 22: Voter's Signature Challenged (continued)

6 The Provisional Voter Check in screen will open.

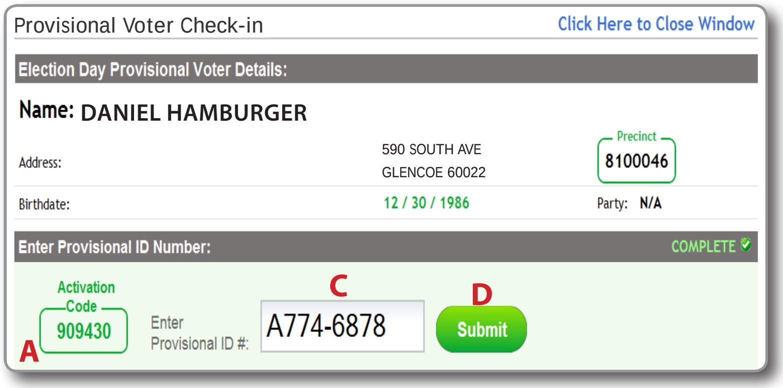
A. **Reactivate** the card *(if you have already activated one)* or activate it for a Provisional ballot on the card activator using the activation code on the screen and adding the final digit. *See page 183, steps 1-5.*

B. **Cut** the tape with the Provisional ID number.

C. **Type** in the Provisional ID number.

→ Make sure to type the dash (-) before the last 4 digits or the number will be invalid.

D. **Click** the "Submit" button.


Click Here to Close Window
COMPLETE
A
C
D
Submit

Provisional Voter Check-in

Election Day Provisional Voter Details:

Name: DANIEL HAMBURGER

Address: 590 SOUTH AVE GLENCOE 60022

Precinct: 8100046

Birthdate: 12 / 30 / 1986

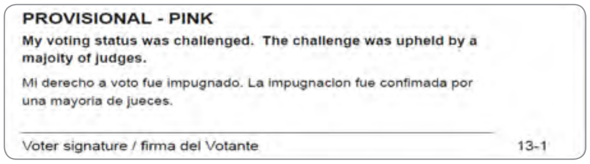
Party: N/A

Enter Provisional ID Number:

Activation Code: 909430

Enter Provisional ID #: A774-6878

7



PROVISIONAL - PINK

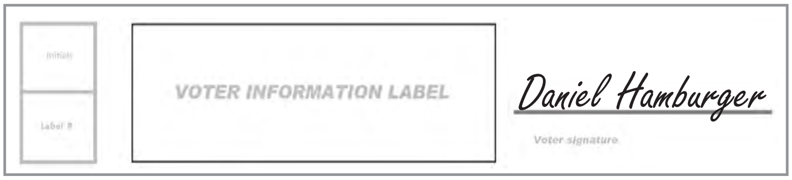
My voting status was challenged. The challenge was upheld by a majority of judges.

Mi derecho a voto fue impugnado. La impugnacion fue confimada por una mayoria de jueces.

Voter signature / firma del Votante 13-1

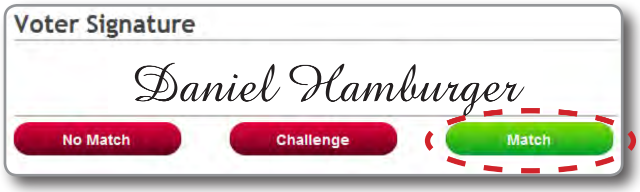
One Special Circumstance label will print.

8 **Have** the voter sign next to the empty label box on the white Voter Information Labels page.

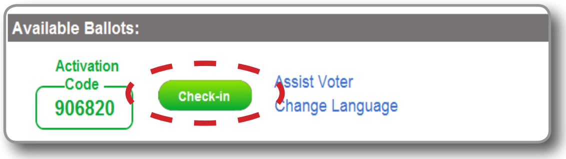

Initials
Label #
VOTER INFORMATION LABEL
Daniel Hamburger
Voter signature

9 **Compare** the voter's signatures.

→ Since you have already challenged it, **click** the "Challenge" button.

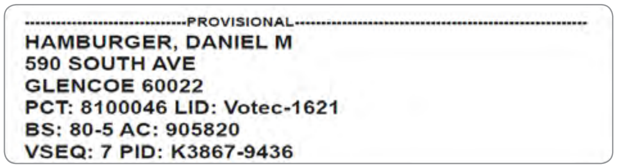

Voter Signature
Daniel Hamburger
No Match
Challenge
Match

10


Available Ballots:
Activation Code
906820
Check-in
Assist Voter
Change Language

Click the "Check-in" button.

11



-------------------------------PROVISIONAL--

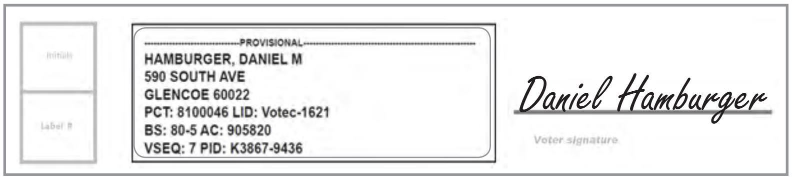
HAMBURGER, DANIEL M
590 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

Three Provisional Voter Information Labels will print.

Checklist 22: Voter's Signature Challenged (continued)

12

Place one Provisional Voter Information Label in the Label Book on the white Voter Information Labels page next to the voter's signature.



Initials

Label #

PROVISIONAL

HAMBURGER, DANIEL M
590 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

Daniel Hamburger

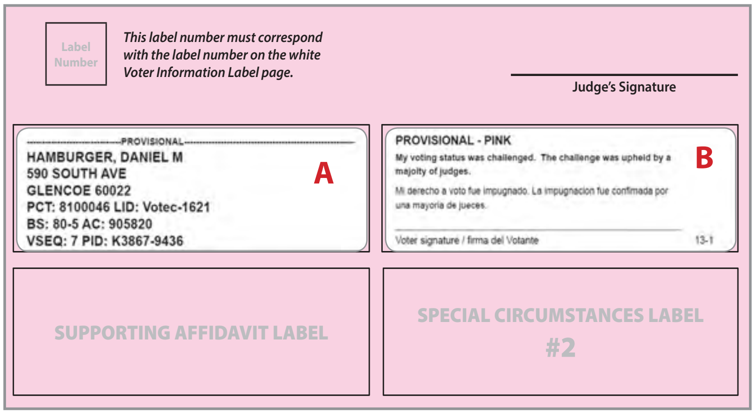
Voter signature

13

On the pink Provisional Labels page:

A. **Place** the second Provisional Voter Information Label in the PROVISIONAL VOTER INFORMATION LABEL box.

B. **Place** the "Challenged" label in the SPECIAL CIRCUMSTANCES LABEL #1 box.



Label Number

This label number must correspond with the label number on the white Voter Information Label page.

Judge's Signature

PROVISIONAL

HAMBURGER, DANIEL M
590 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

PROVISIONAL - PINK

My voting status was challenged. The challenge was upheld by a majolty of judges.

Mi derecho a voto fue impugnado. La impugnacion fue confimada por una mayoria de jueces.

Voter signature / firma del Votante 13-1

SUPPORTING AFFIDAVIT LABEL

SPECIAL CIRCUMSTANCES LABEL #2

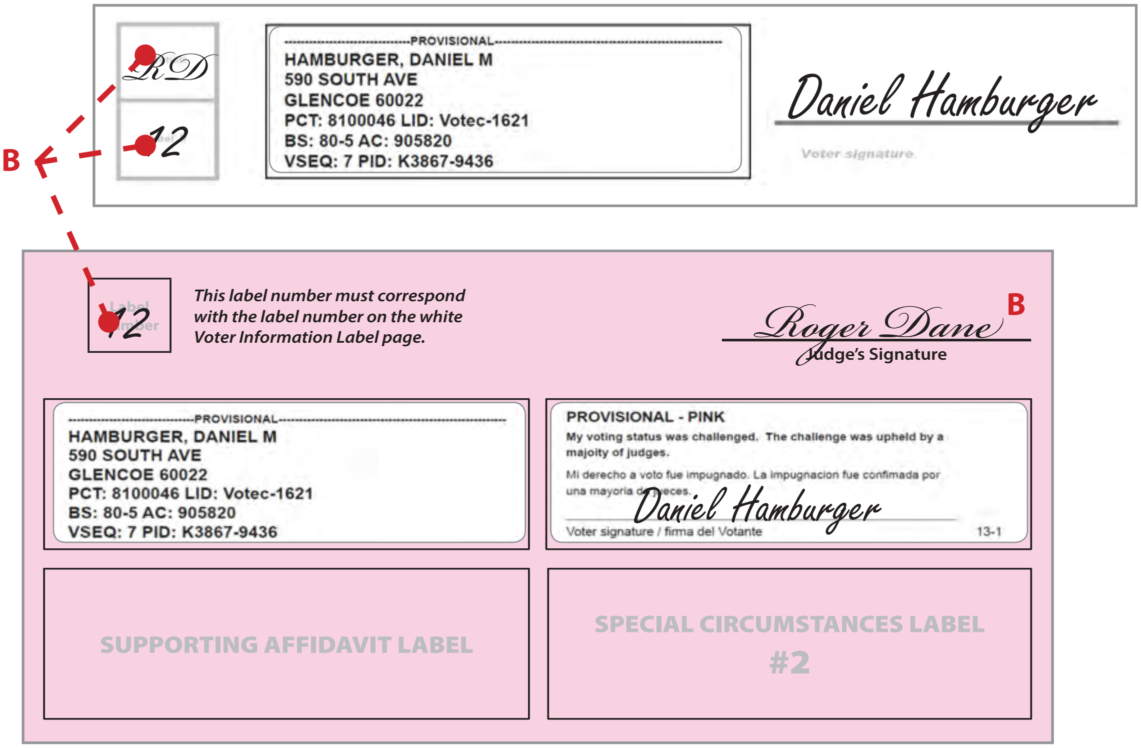
Checklist 22: Voter's Signature Challenged (continued)

14

A. Have the voter sign the "Challenged" label on the pink Provisional Labels page.

B. A Judge must:

- → **Initial and number** the boxes next to the Voter Information Label on the white Voter Information Labels page.
- → **Sign** on the "Judge's Signature" line on the pink Provisional Labels page.
- → **Number** the "Label #" box on the pink Provisional Labels page with the same number used on the white Voter Information Labels page.



RD
12

-----PROVISIONAL-----
HAMBURGER, DANIEL M
590 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

Daniel Hamburger
Voter signature

Label Number
12

This label number must correspond with the label number on the white Voter Information Label page.

Roger Dane
Judge's Signature

-----PROVISIONAL-----
HAMBURGER, DANIEL M
590 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

PROVISIONAL - PINK
My voting status was challenged. The challenge was upheld by a majority of judges.
Mi derecho a voto fue impugnado. La impugnacion fue confimada por una mayoria de jueces.
Daniel Hamburger
Voter signature / firma del Votante 13-1

SUPPORTING AFFIDAVIT LABEL

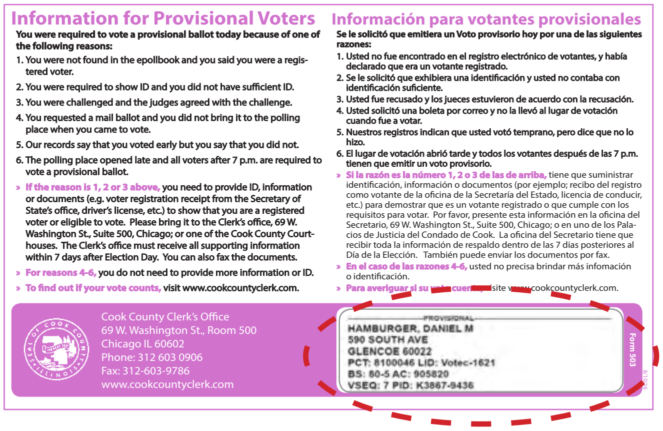
SPECIAL CIRCUMSTANCES LABEL
#2

15

Place the Provisional ID number tape in the plastic pouch on the inside back cover of the label book.

16

Place the third Provisional Voter Information Label on the Information for Provisional Voters Receipt and hand it to the voter.



Information for Provisional Voters

You were required to vote a provisional ballot today because of one of the following reasons:

1. **You were not found in the epollbook and you said you were a registered voter.**
2. **You were required to show ID and you did not have sufficient ID.**
3. **You were challenged and the judges agreed with the challenge.**
4. **You requested a mail ballot and you did not bring it to the polling place when you came to vote.**
5. **Our records say that you voted early but you say that you did not.**
6. **The polling place opened late and all voters after 7 p.m. are required to vote a provisional ballot.**

» **If the reason is 1, 2 or 3 above, you need to provide ID, information or documents (e.g. voter registration receipt from the Secretary of State's office, driver's license, etc.) to show that you are a registered voter or eligible to vote. Please bring it to the Clerk's office, 69 W. Washington St., Suite 500, Chicago; or one of the Cook County Courthouses. The Clerk's office must receive all supporting information within 7 days after Election Day. You can also fax the documents.**

» **For reasons 4-6, you do not need to provide more information or ID.**

» **To find out if your vote counts,** visit www.cookcountyclerk.com.

Información para votantes provisionales

Se le solicitó que emitiera un Voto provisorio hoy por una de las siguientes razones:

1. **Usted no fue encontrado en el registro electrónico de votantes, y había declarado que era un votante registrado.**
2. **Se le solicitó que exhibiera una identificación y usted no contaba con identificación suficiente.**
3. **Usted fue recusado y los jueces estuvieron de acuerdo con la recusación.**
4. **Usted solicitó una boleta por correo y no la llevó al lugar de votación cuando fue a votar.**
5. **Nuestros registros indican que usted votó temprano, pero dice que no lo hizo.**
6. **El lugar de votación abrió tarde y todos los votantes después de las 7 p.m. tienen que emitir un voto provisorio.**

» **Si la razón es la número 1, 2 o 3 de las de arriba,** tiene que suministrar identificación, información o documentos (por ejemplo; recibo del registro como votante de la oficina de la Secretaría del Estado, licencia de conducir, etc.) para demostrar que es un votante registrado o que cumple con los requisitos para votar. Por favor, presente esta información en la oficina del Secretario, 69 W. Washington St., Suite 500, Chicago; o en uno de los Palacios de Justicia del Condado de Cook. La oficina del Secretario tiene que recibir toda la información de respaldo dentro de las 7 dias posteriores al Día de la Elección. También puede enviar los documentos por fax.

» **En el caso de las razones 4-6,** usted no precisa brindar más infomación o identificación.

» **Para averiguar si su voto cuenta,** visite www.cookcountyclerk.com.

Cook County Clerk's Office
69 W. Washington St., Room 500
Chicago IL 60602
Phone: 312 603 0906
Fax: 312-603-9786
www.cookcountyclerk.com

-----PROVISIONAL-----
HAMBURGER, DANIEL M
590 SOUTH AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

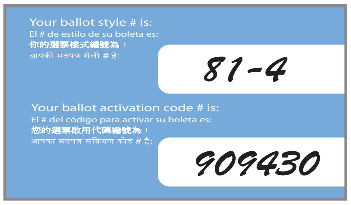
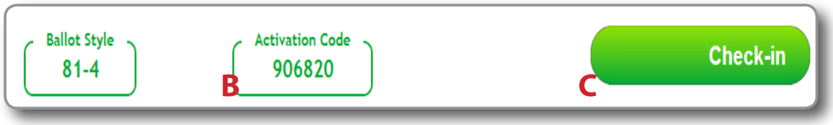
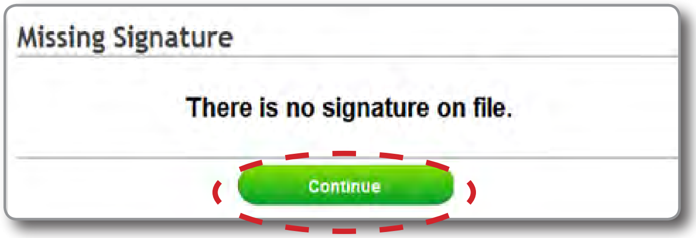
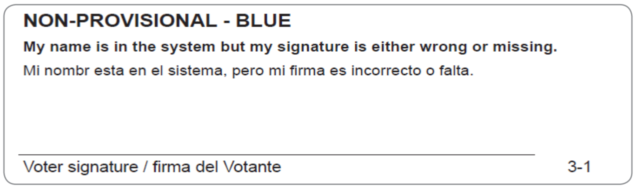
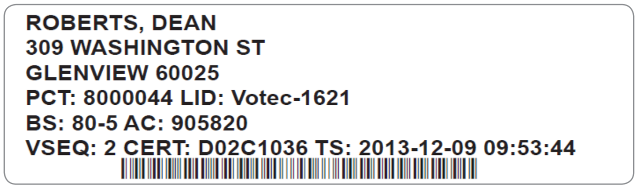
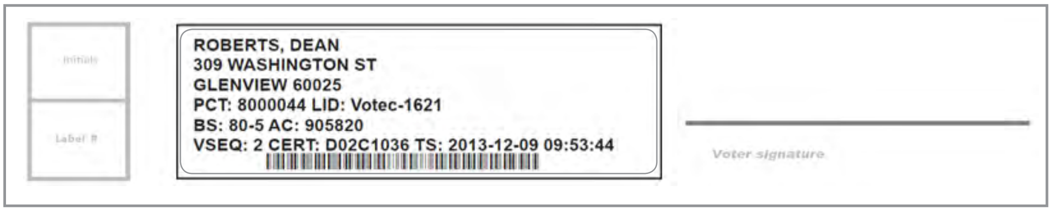
Form 503
8/10/16

B.

Checklist 23: Missing or Incorrect Signature

Check	Step #	Task to complete:

Missing Signature

Check	Step #	Task to complete:
	1	A. **Verify** the voter's name and address. B. **Write** the ballot style and activation code on a ballot style slip. C. **Click** the green "Check-in" button. → The voter's signature screen will appear. C  Your ballot style # is: El # de estilo de su boleta es: 你的選票樣式編號為： आपकी मतपत्र शैली # है: 81-4 Your ballot activation code # is: El # del código para activar su boleta es: 您的選票啟用代碼編號為： आपका मतपत्र सक्रियण कोड # है: 909430  Ballot Style 81-4 Activation Code 906820
	2	If there is no signature on file, the Missing Signature box will appear. → **Click** the "Continue" button.  Missing Signature There is no signature on file.
	3	Two Voter Information Labels and one Special Circumstance Label will print:  NON-PROVISIONAL - BLUE My name is in the system but my signature is either wrong or missing. Mi nombr esta en el sistema, pero mi firma es incorrecto o falta. Voter signature / firma del Votante 3-1 *Wrong or Missing Signature (3-1)* *Standard Voter Information Label*  ROBERTS, DEAN 309 WASHINGTON ST GLENVIEW 60025 PCT: 8000044 LID: Votec-1621 BS: 80-5 AC: 905820 VSEQ: 2 CERT: D02C1036 TS: 2013-12-09 09:53:44
	4	**Place** one Voter Information Label in the Label Book on the White Voter Information Labels page.  Initials Label # ROBERTS, DEAN 309 WASHINGTON ST GLENVIEW 60025 PCT: 8000044 LID: Votec-1621 BS: 80-5 AC: 905820 VSEQ: 2 CERT: D02C1036 TS: 2013-12-09 09:53:44 Voter signature

Continue on to step 5 on page 131.

Checklist 23: Missing or Incorrect Signature (continued)

Incorrect Signature - No Match Signature

→ *A "No Match" signature is one where the signature on the laptop is from a different person than the individual before you, i.e. the signature is a different name than the voter.*

→ *"No Match" is also used if the voter's signature has changed and needs to be updated.*

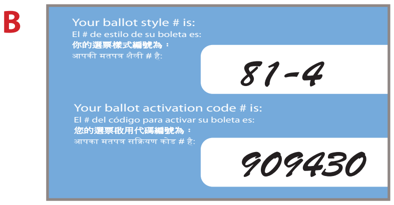
1

A. **Verify** the voter's name and address.

B. **Write** the ballot style and activation code on a ballot style slip.

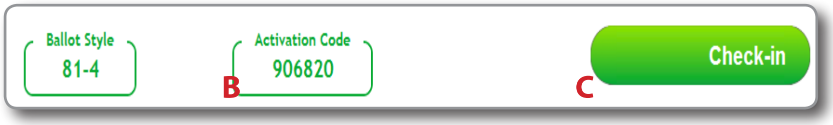
C. **Click** the green "Check-in" button.

→ The voter's signature screen will appear.



Your ballot style # is:
El # de estilo de su boleta es:
你的選票樣式編號為：
आपकी मतपत्र शैली # है:
81-4

Your ballot activation code # is:
El # del código para activar su boleta es:
您的選票啟用代碼編號為：
आपका मतपत्र सक्रियण कोड # है:
909430

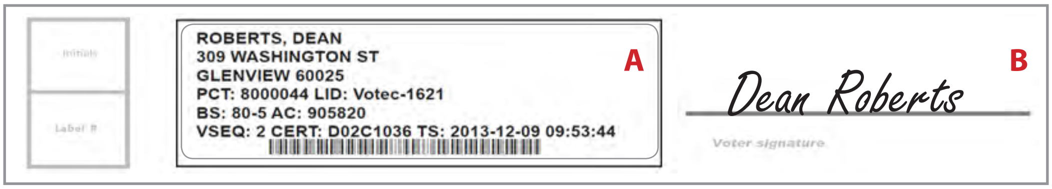


2

One standard Voter Information Label will print.

A. **Place** the label in the Label Book on the white Voter Information Labels page.

B. **Have** the voter sign next to the label on the "Voter Signature" line.


Initials
Label #
A
B
Voter signature

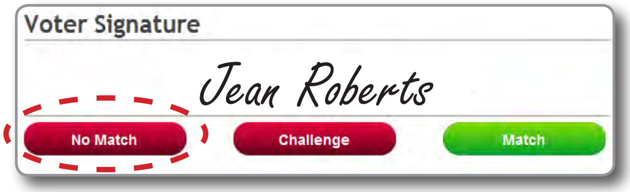
ROBERTS, DEAN
309 WASHINGTON ST
GLENVIEW 60025
PCT: 8000044 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 2 CERT: D02C1036 TS: 2013-12-09 09:53:44

Dean Roberts

3

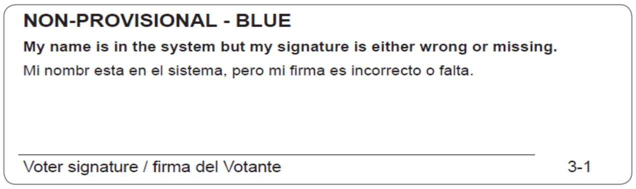
Compare the voter's signatures.

→ If an incorrect signature appears, **click** the "No Match" button.



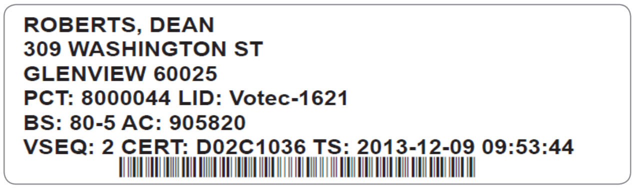
4

Another Voter Information Label and the Special Circumstances Label will print:



NON-PROVISIONAL - BLUE
My name is in the system but my signature is either wrong or missing.
Mi nombr esta en el sistema, pero mi firma es incorrecto o falta.
Voter signature / firma del Votante 3-1

Wrong or Missing Signature (3-1)



ROBERTS, DEAN
309 WASHINGTON ST
GLENVIEW 60025
PCT: 8000044 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 2 CERT: D02C1036 TS: 2013-12-09 09:53:44

Standard Voter Information Label

Checklist 23: Missing or Incorrect Signature (continued)

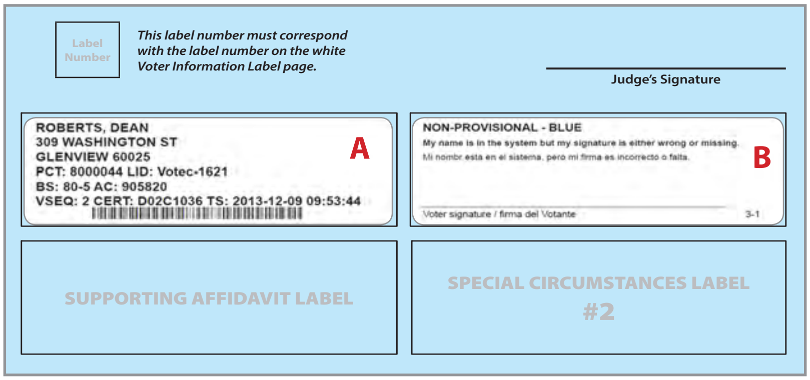
Wrapping Up a Missing or Incorrect Signature Voter Check-in

5

On the blue Non-Provisional Labels page:

A. **Place** the second Voter Information Label in the VOTER INFORMATION LABEL box.

B. **Place** the "Wrong/ Missing Signature" label in the SPECIAL CIRCUMSTANCES LABEL #1 box.



Label Number

This label number must correspond with the label number on the white Voter Information Label page.

Judge's Signature

ROBERTS, DEAN
309 WASHINGTON ST
GLENVIEW 60025
PCT: 8000044 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 2 CERT: D02C1036 TS: 2013-12-09 09:53:44

NON-PROVISIONAL - BLUE
My name is in the system but my signature is either wrong or missing.
Mi nombr esta en el sistema, pero mi firma es incorrecto o falta.
Voter signature / firma del Votante 3-1

SUPPORTING AFFIDAVIT LABEL

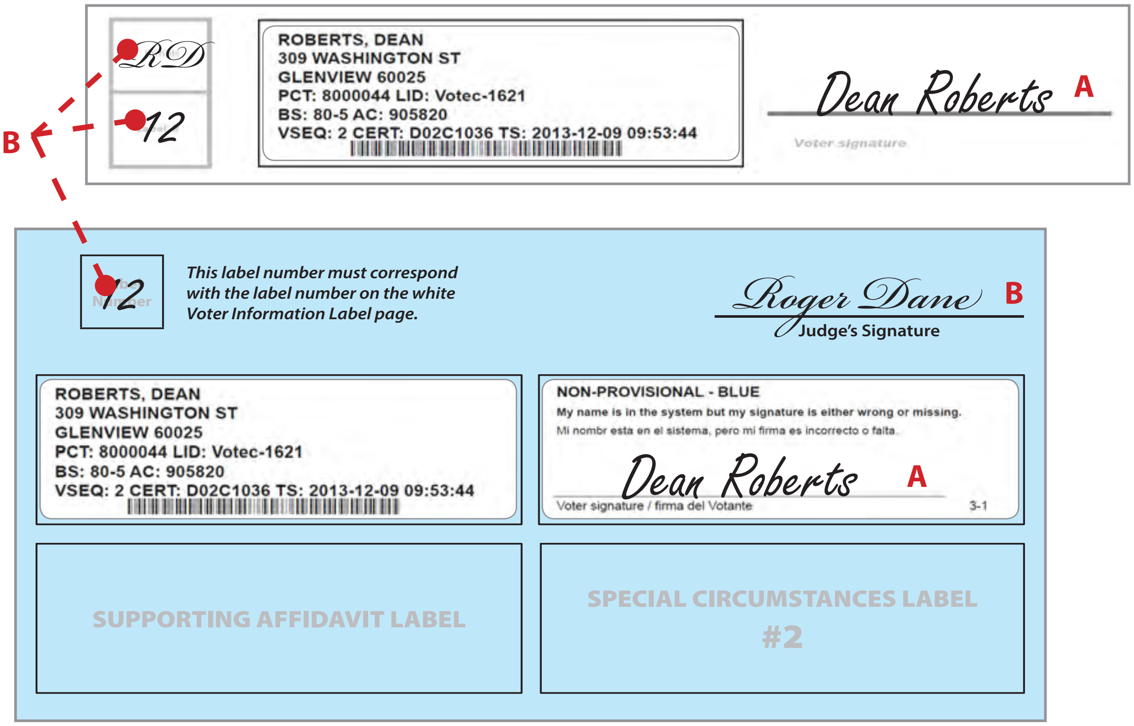
SPECIAL CIRCUMSTANCES LABEL #2

6

A. **Have** the voter sign next to the label on the white Voter Information Labels page and the "Wrong/Missing Signature" label on the blue Non-Provisional Labels page.

B. A Station 1 Judge must:

- → **Initial and number** the boxes next to the Voter Information Label on the white Voter Information Labels page.
- → **Sign** on the "Judge's Signature" line on the blue Non-Provisional Labels page.
- → **Number** the "Label #" box on the blue Non-Provisional Labels page with the same number used on the white Voter Information Labels page.



RD
12

ROBERTS, DEAN
309 WASHINGTON ST
GLENVIEW 60025
PCT: 8000044 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 2 CERT: D02C1036 TS: 2013-12-09 09:53:44

Dean Roberts
Voter signature

12
Number

This label number must correspond with the label number on the white Voter Information Label page.

Roger Dane
Judge's Signature

ROBERTS, DEAN
309 WASHINGTON ST
GLENVIEW 60025
PCT: 8000044 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 2 CERT: D02C1036 TS: 2013-12-09 09:53:44

NON-PROVISIONAL - BLUE
My name is in the system but my signature is either wrong or missing.
Mi nombr esta en el sistema, pero mi firma es incorrecto o falta.
Dean Roberts
Voter signature / firma del Votante 3-1

SUPPORTING AFFIDAVIT LABEL

SPECIAL CIRCUMSTANCES LABEL #2

Voting During Court-Ordered Extended Hours

- → If the precinct has been ordered to remain open for extended voting hours, you will receive a call from the Call Center with instructions.
- → Remember, any voter who arrived at the polling place but was in line by 7:00 p.m. (whether inside or out) will be allowed to vote a regular ballot.
- → Once you have processed all the voters that arrived before 7:00 p.m., all check-ins will automatically be processed using the Provisional voter check-in screen.

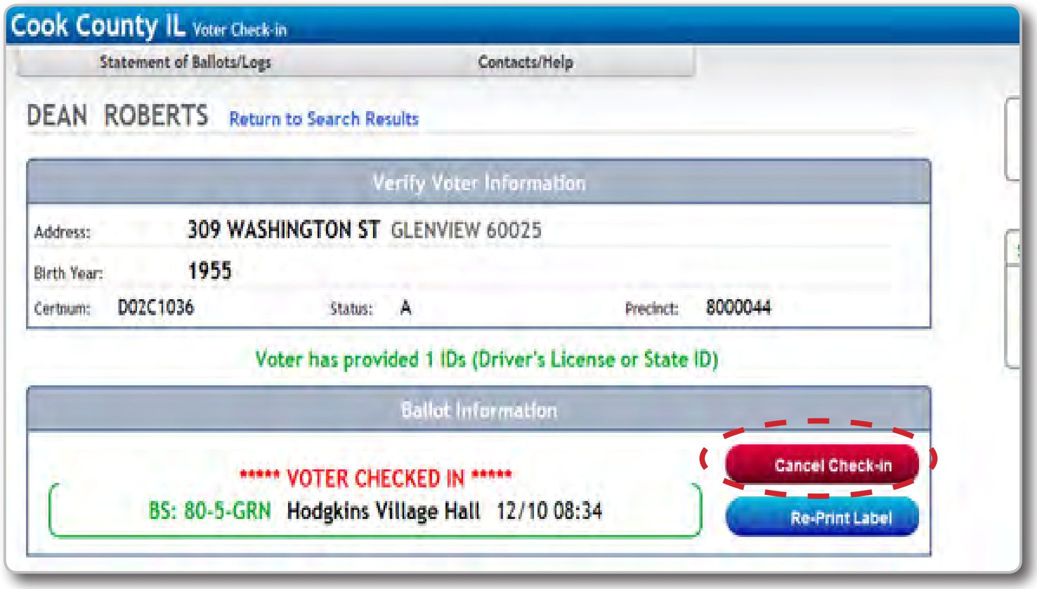
Checklist 24: Cancelling a Voter Check-in

<table>
<tr><th>Check</th><th>Step #</th><th>Task to complete:</th></tr>
<tr><td></td><td>1</td><td>

If the voter decides not to vote after you've checked them in or if you checked in the wrong voter,

A. **Pull** up the voter's record.

B. **Click** the red "Cancel Check-in" button.



Cook County IL Voter Check-in
Statement of Ballots/Logs
Contacts/Help
Return to Search Results
Verify Voter Information
Ballot Information
Cancel Check-in
Re-Print Label

DEAN ROBERTS

Address: 309 WASHINGTON ST GLENVIEW 60025

Birth Year: 1955

Certnum: D02C1036 Status: A Precinct: 8000044

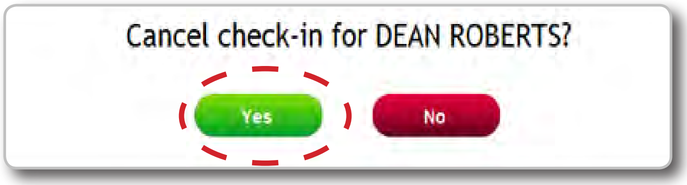
Voter has provided 1 IDs (Driver's License or State ID)

***** VOTER CHECKED IN *****

BS: 80-5-GRN Hodgkins Village Hall 12/10 08:34

</td></tr>
<tr><td></td><td>2</td><td>

Verify that you wish to cancel the check-in by clicking the "Yes" button.

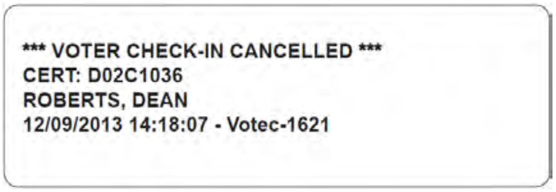


Cancel check-in for DEAN ROBERTS?

</td></tr>
<tr><td></td><td>3</td><td>

One "Voter Check-in Cancelled" label will print.

→ You will see a "Cancelled Check-in" message at the top of the screen.



*** VOTER CHECK-IN CANCELLED ***
CERT: D02C1036
ROBERTS, DEAN
12/09/2013 14:18:07 - Votec-1621

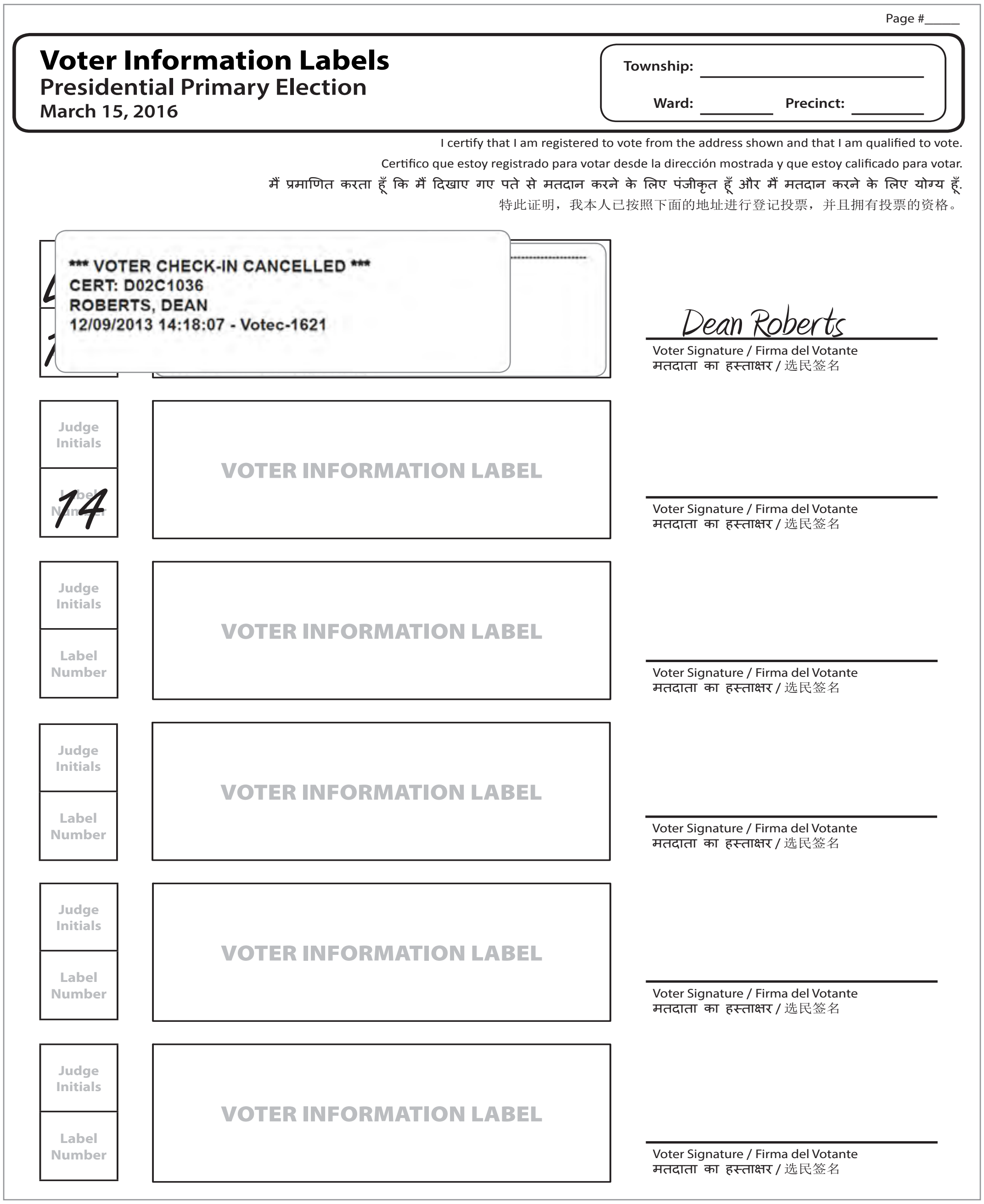
</td></tr>
</table>

Checklist 24: Cancelling a Voter Check-in (continued)

4

Place the label over the Voter Information Label, and over the “Label #” and “Judge Initials” box in the Label Book on the white Voter Information Labels page.

→ Re-number any voters after the cancelled voter on the white pages and, if necessary, on the blue, pink and/or green pages.



Page #_____

Voter Information Labels
Presidential Primary Election
March 15, 2016

Township: ______________
Ward: ________ Precinct: ________

I certify that I am registered to vote from the address shown and that I am qualified to vote.
Certifico que estoy registrado para votar desde la dirección mostrada y que estoy calificado para votar.
मैं प्रमाणित करता हूँ कि मैं दिखाए गए पते से मतदान करने के लिए पंजीकृत हूँ और मैं मतदान करने के लिए योग्य हूँ.
特此证明，我本人已按照下面的地址进行登记投票，并且拥有投票的资格。

*** VOTER CHECK-IN CANCELLED ***
CERT: D02C1036
ROBERTS, DEAN
12/09/2013 14:18:07 - Votec-1621

Dean Roberts
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

Judge Initials
Label Number 14
VOTER INFORMATION LABEL
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

Judge Initials
Label Number
VOTER INFORMATION LABEL
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

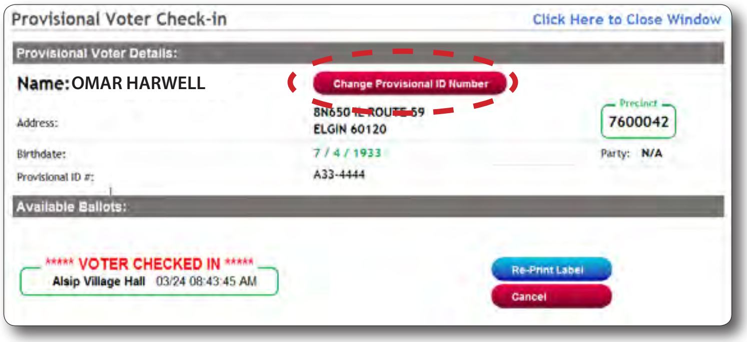
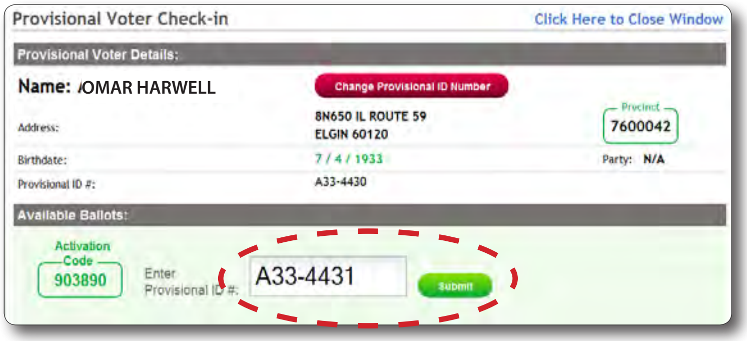
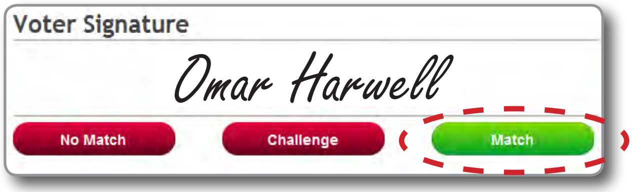
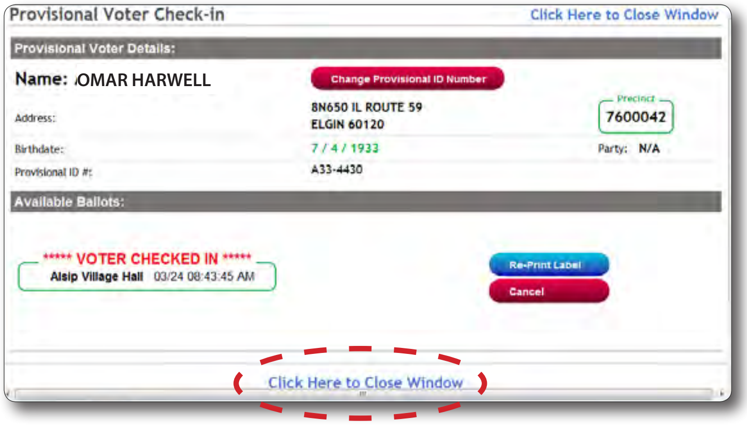
Judge Initials
Label Number
VOTER INFORMATION LABEL
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

Judge Initials
Label Number
VOTER INFORMATION LABEL
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

Judge Initials
Label Number
VOTER INFORMATION LABEL
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

Checklist 25: Editing/Changing a Provisional ID Number

To Change the Provisional ID Number:

Check	Step #	Task to complete:
	1	A. **Pull up** the voter's record. B. **Click** the red "Change Provisional ID Number" button.  Provisional Voter Check-in Provisional Voter Details: Name: OMAR HARWELL Address: 8N650 IL ROUTE 59 ELGIN 60120 Precinct 7600042 Birthdate: 7 / 4 / 1933 Party: N/A Provisional ID #: A33-4444 Available Ballots: ***** VOTER CHECKED IN ***** Alsip Village Hall 03/24 08:43:45 AM Click Here to Close Window Change Provisional ID Number Re-Print Label Cancel
	2	A. **Make** the appropriate changes to the Provisional ID number. B. **Click** the green "Submit" button.  Provisional Voter Check-in Provisional Voter Details: Name: OMAR HARWELL Address: 8N650 IL ROUTE 59 ELGIN 60120 Precinct 7600042 Birthdate: 7 / 4 / 1933 Party: N/A Provisional ID #: A33-4430 Available Ballots: Activation Code 903890 Enter Provisional ID #: A33-4431 Click Here to Close Window Change Provisional ID Number Submit
	3	 Voter Signature Omar Harwell No Match Challenge Match If you have already verified the voter's signature, **click** the "Match" button.
	4	**Click** the blue link "Click Here to Close Window" to return to the Voter Lookup screen.  Provisional Voter Check-in Provisional Voter Details: Name: OMAR HARWELL Address: 8N650 IL ROUTE 59 ELGIN 60120 Precinct 7600042 Birthdate: 7 / 4 / 1933 Party: N/A Provisional ID #: A33-4430 Available Ballots: ***** VOTER CHECKED IN ***** Alsip Village Hall 03/24 08:43:45 AM Click Here to Close Window Change Provisional ID Number Re-Print Label Cancel Click Here to Close Window

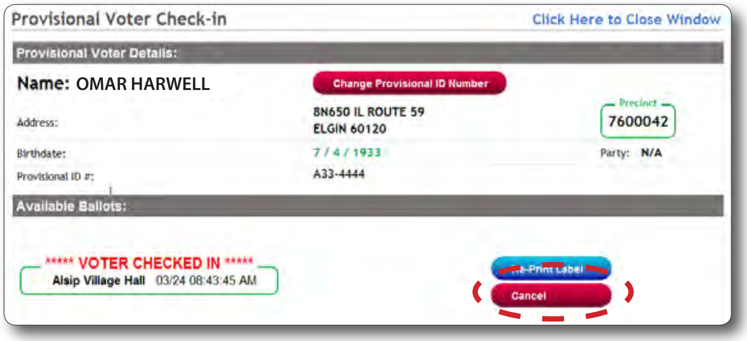
Checklist 25: Editing/Changing a Provisional ID Number (continued)

To Cancel a Provisional Voter:

1

A. **Pull** up the voter's record.

B. **Click** the red "Cancel" button.


Provisional Voter Check-in
Click Here to Close Window
Provisional Voter Details:
Change Provisional ID Number
Available Ballots:
e-Print Label
Cancel

Name: OMAR HARWELL

Address: 8N650 IL ROUTE 59
ELGIN 60120

Precinct: 7600042

Birthdate: 7 / 4 / 1933

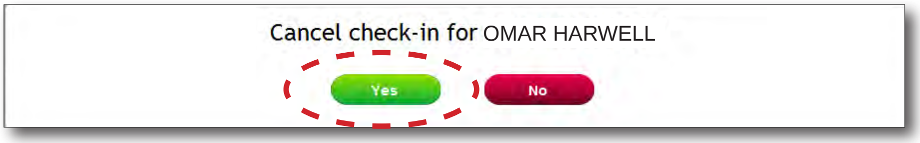
Party: N/A

Provisional ID #: A33-4444

***** VOTER CHECKED IN *****
Alsip Village Hall 03/24 08:43:45 AM

2

When you see the screen "Cancel check-in for XXX," verify that you wish to cancel the check-in by clicking the "Yes" button.



Cancel check-in for OMAR HARWELL

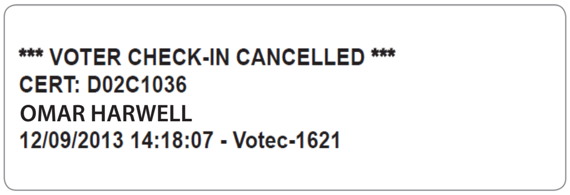
3

The screen will automatically go back to the Voter Lookup screen.

4

One "Voter Check-in Cancelled" label will print.

→ You will see a "Cancelled Check-in" message at the top of the screen.

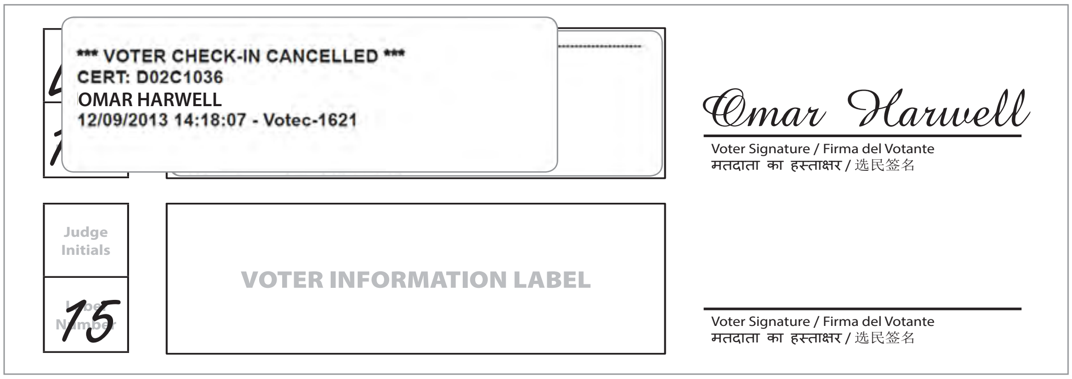


*** VOTER CHECK-IN CANCELLED ***
CERT: D02C1036
OMAR HARWELL
12/09/2013 14:18:07 - Votec-1621

5

Place the label over the Voter Information Label, and over the "Label #" and "Judge Initials" box in the Label Book on the white Voter Information Labels page.

→ Re-number any voters after the cancelled voter on the white pages and, if necessary, on the blue, pink and/or green pages.


Omar Harwell
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名
Judge Initials
15
VOTER INFORMATION LABEL
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

*** VOTER CHECK-IN CANCELLED ***
CERT: D02C1036
OMAR HARWELL
12/09/2013 14:18:07 - Votec-1621

Election Day Registration

Acceptable Forms of ID

Acceptable Forms of ID

Type of ID		**ID Number Box**
Items with Name and Address		
Illinois Driver's License with current address	→	Driver's License number
Illinois State ID with current address	→	State ID number
Bank statement	→	Bank name
Lease/rental contract	→	Landlord, rental company or leasing agent
First Class Mail addressed to the voter	→	Sender
Other government document	→	Agency or type of document
Payroll check with current address	→	Employer and date of check
Utility bill in applicant's name *(last 30 days)*	→	Company and date
Items with Name *(with or without address)*		
Illinois Driver's License	→	Driver's License number
Illinois State ID	→	State ID number
Social security card	→	Last 4 digits
Bank statement	→	Bank name
Birth certificate	→	State
Civic, union or professional membership card	→	Organization name
Credit card	→	Type
Employment/student ID	→	Company/school name
Lease/rental contract	→	Landlord, rental company or leasing agent
Library card	→	Municipality/library district
First Class Mail addressed to the voter	→	Sender
Other government document	→	Agency or type of document
Out of state Driver's License	→	State and number
Payroll check	→	Employer and date of check
Utility bill in the applicant's name *(last 30 days)*	→	Company and date
Public aid card *(LINK card)*	→	Number
Valid U.S. passport	→	Number
Voter registration card	→	Number

Who May Register to Vote

To register to vote, a person must:

- **Be** a U.S. citizen.
- **Be** at least 18 years old by the next election.
  - → 17 year olds who turn 18 on or before the next General Election may be registered and vote.
- **Reside** in Suburban Cook County.
- **Display** two pieces of identification.
  - → Neither needs to be a photo ID but one must include their current address.

> *Persons convicted of crimes and currently serving their sentences in a penal institution cannot vote. People awaiting trial in a penal institution or persons on parole or probation are eligible to vote.*

> *People who do not provide their Driver's License or State ID or Social Security Card must give the last four digits of their Social Security Number.*

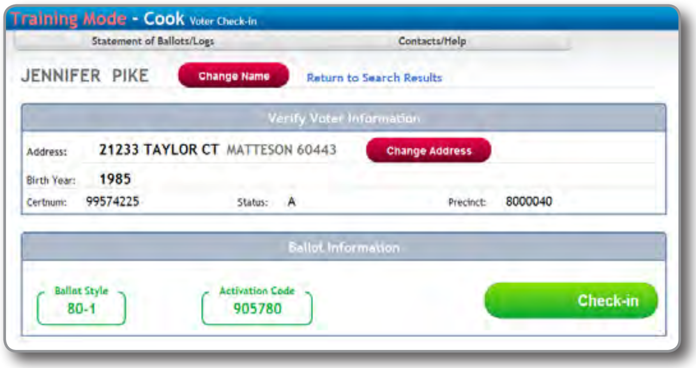
> *Electronic retrieval of bills or other documents are acceptable as long as they contain the information needed to complete the ID box.*

> *If the voter has insufficient ID, he/she can re-register and vote provisionally on Election Day.*

> *When all the required information is entered for a section, the section will turn green.*

> *You may not choose the same item from both lists.*
> - *For example you may not accept 2 pieces of mail.*

Checklist 26: Change of Address

Check	Step #	Task to complete:
		Voter HAS a Driver's License or State ID
	1	**A. Scan** the voter's Driver's License or State ID. **B. Click** on the voter. → If no voter is found, ask the voter if they are registered in Suburban Cook County. » If yes, ask if they have changed their name and/or address. › If the name **OR** address was changed, **type** in their previous street number and the first 4 digits of their last name or search Full County. - **Select** the correct voter. › If the name **AND** address were both changed, **type** in their street number and the first 4 digits of their former last name. - **Select** the correct voter. → If the voter changed their name, **click** the "Change Name" button (*see page 113*) and change the voter's name **BEFORE** you click the "Change Address" button. Change Name Change Address
	2	If the voter tells you they moved, **A. Click** the "Change Address" button. **B. Ask** for 2 pieces of ID.  Training Mode - Cook Voter Check-in Statement of Ballots/Logs Contacts/Help Change Name Return to Search Results Verify Voter Information Change Address Ballot Information Check-in JENNIFER PIKE Address: 21233 TAYLOR CT MATTESON 60443 Birth Year: 1985 Certnum: 99574225 Status: A Precinct: 8000040 Ballot Style 80-1 Activation Code 905780 ***Note:*** *If the voter has insufficient ID, they can re-register and vote provisionally. See page 101.*

If the voter has no Driver's License or State ID, follow steps on page 145

Checklist 26: Change of Address - Voter Has a Driver's License or State ID (continued)

3

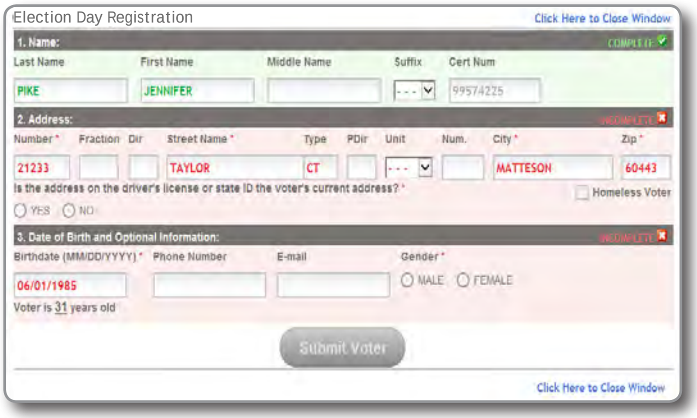
If the Driver's License or State ID was scanned:

A. The information from the barcode will populate the name, address, birthdate and gender on the Election Day Registration on screen.

→ Older licenses may not have all the information on the barcode.

B. The Cert Num *(voter ID number)* will also pre-populate.

C. As you proceed, **enter** the information that was not pre-populated.


Election Day Registration

1. Name: COMPLETE ✓

Last Name: PIKE
First Name: JENNIFER
Middle Name:
Suffix: - - -
Cert Num: 99574225

2. Address: INCOMPLETE ☒

Number *: 21233
Fraction:
Dir:
Street Name *: TAYLOR
Type: CT
PDir:
Unit: - - -
Num.:
City *: MATTESON
Zip *: 60443

Is the address on the driver's license or state ID the voter's current address? *
○ YES ○ NO
☐ Homeless Voter

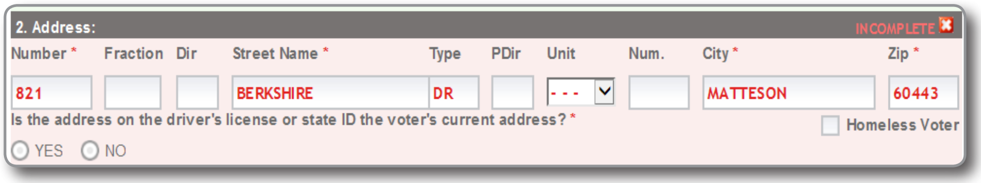
3. Date of Birth and Optional Information: INCOMPLETE ☒

Birthdate (MM/DD/YYYY) *: 06/01/1985
Phone Number:
E-mail:
Gender *: ○ MALE ○ FEMALE

Voter is 31 years old

4

A. **Ask** if the address on their Driver's License or State ID is their current address.


2. Address: INCOMPLETE ☒

Number *: 821
Fraction:
Dir:
Street Name *: BERKSHIRE
Type: DR
PDir:
Unit: - - -
Num.:
City *: MATTESON
Zip *: 60443

Is the address on the driver's license or state ID the voter's current address? *
○ YES ○ NO
☐ Homeless Voter

B. **Click** Yes or No.

→ If yes, **click** the "Yes" button and **move** on to the next line on the screen.

→ If no, **correct** it and **click** the "No" button.

Checklist 26: Change of Address - Voter Has a Driver's License or State ID (continued)

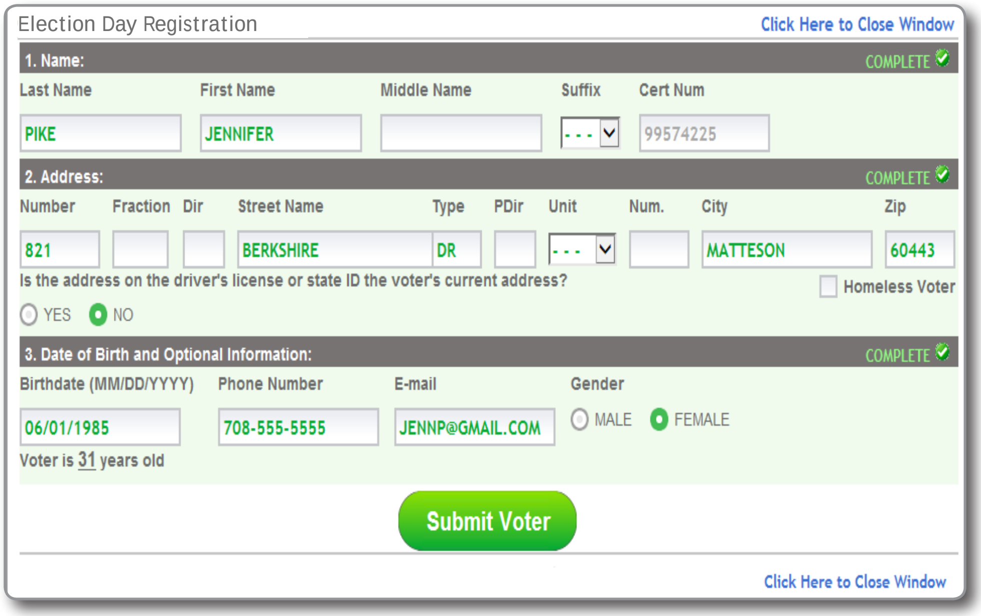
5

A. **Ask** for their phone number and email.

- → **Enter** them both.
  - » This is optional but highly desirable.

B. **Make sure** the gender is selected.

> ***Note:*** *When all the required information is entered for a section, the section will turn green.*



Election Day Registration

Click Here to Close Window

1. Name: COMPLETE ✓

Last Name	First Name	Middle Name	Suffix	Cert Num
PIKE	JENNIFER		- - -	99574225

2. Address: COMPLETE ✓

Number	Fraction	Dir	Street Name	Type	PDir	Unit	Num.	City	Zip
821			BERKSHIRE	DR		- - -		MATTESON	60443

Is the address on the driver's license or state ID the voter's current address?

○ YES ● NO

☐ Homeless Voter

3. Date of Birth and Optional Information: COMPLETE ✓

Birthdate (MM/DD/YYYY)	Phone Number	E-mail	Gender
06/01/1985	708-555-5555	JENNP@GMAIL.COM	○ MALE ● FEMALE

Voter is 31 years old

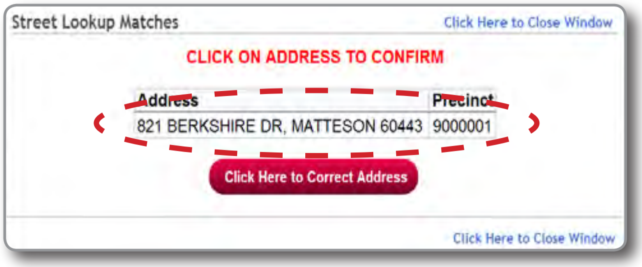
Submit Voter
Click Here to Close Window

C. **Click** the green "Submit Voter" button.

6

The Street Lookup Matches screen will open.

- → If the correct address is listed, **click** on it.
- → If you need to correct the address, **click** on the "Click Here to Correct Address" button to return to the previous screen.



Street Lookup Matches

Click Here to Close Window

CLICK ON ADDRESS TO CONFIRM

Address	Precinct
821 BERKSHIRE DR, MATTESON 60443	9000001

Click Here to Correct Address
Click Here to Close Window

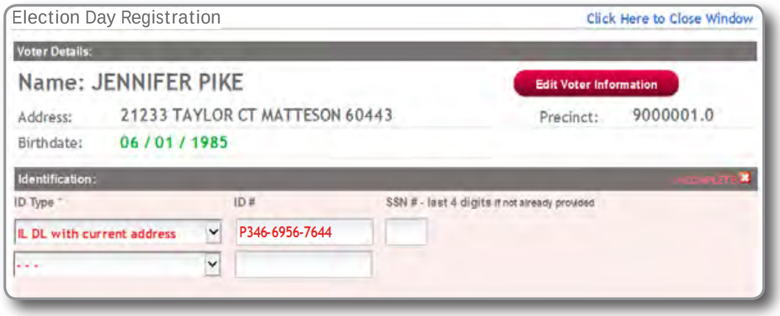
- → If the address is not found or invalid, call Ballot Entitlement.

Checklist 26: Change of Address - Voter Has a Driver's License or State ID (continued)

7a

The ID screen will open. You **MUST SEE** 2 pieces of ID.

→ If the address on the Driver's License or State ID is the current address, the Driver's License or State ID and number will be populated as shown here.



Election Day Registration

Voter Details:

Name: JENNIFER PIKE

Address: 21233 TAYLOR CT MATTESON 60443

Precinct: 9000001.0

Birthdate: 06 / 01 / 1985

Identification:

ID Type *: IL DL with current address

ID #: P346-6956-7644

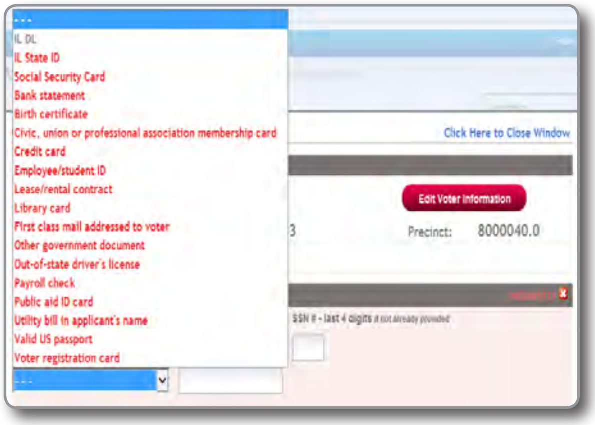
SSN # - last 4 digits if not already provided

Click Here to Close Window
Edit Voter Information
- - -

A. **Click** the dropdown list for the 2nd ID.

B. **Select** the 2nd ID that the voter has given you.

C. **Carefully enter** the appropriate number or other information, as noted on the chart on *page 138*.



Precinct: 8000040.0

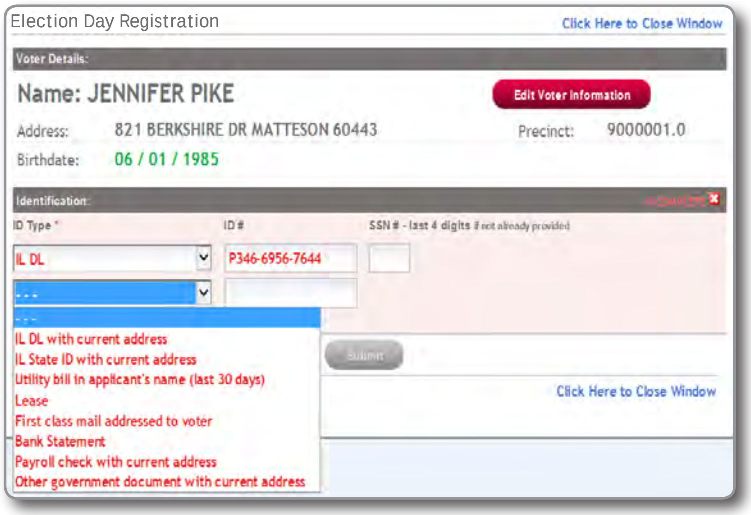
- - -
IL DL
IL State ID
Social Security Card
Bank statement
Birth certificate
Civic, union or professional association membership card
Credit card
Employee/student ID
Lease/rental contract
Library card
First class mail addressed to voter
Other government document
Out-of-state driver's license
Payroll check
Public aid ID card
Utility bill in applicant's name
Valid US passport
Voter registration card
Click Here to Close Window
Edit Voter Information
SSN # - last 4 digits if not already provided

7b

→ If the address on the Driver's License or State ID is not the current address, the Driver's License or State ID and number will be populated, as shown here.

A. **Click** the dropdown list for the 2nd ID.

» This list only has items that include name **AND** current address.



Election Day Registration

Voter Details:

Name: JENNIFER PIKE

Address: 821 BERKSHIRE DR MATTESON 60443

Precinct: 9000001.0

Birthdate: 06 / 01 / 1985

Identification:

ID Type *: IL DL

ID #: P346-6956-7644

SSN # - last 4 digits if not already provided

Click Here to Close Window
Edit Voter Information
- - -
IL DL with current address
IL State ID with current address
Utility bill in applicant's name (last 30 days)
Lease
First class mail addressed to voter
Bank Statement
Payroll check with current address
Other government document with current address
Submit
Click Here to Close Window

B. **Select** the 2nd ID that the voter has given you.

C. **Carefully enter** the appropriate number or information as noted on the chart on *page 138*.

Continue on to step 8 on page148.

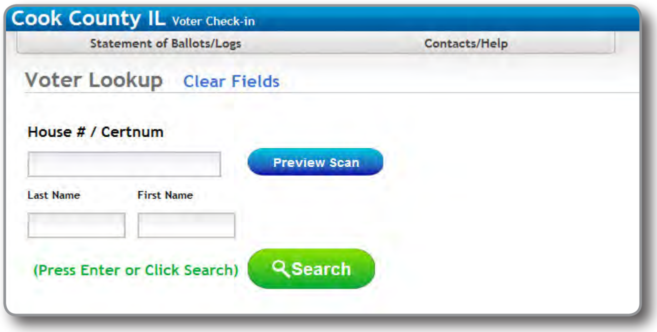
Checklist 26: Change of Address - Voter Does Not Have a Driver's License or State ID

Voter DOES NOT HAVE a Driver's License or State ID

1

A. **Enter** the voter's house number and the first 4 letters of their last name.

B. **Click** the correct voter.

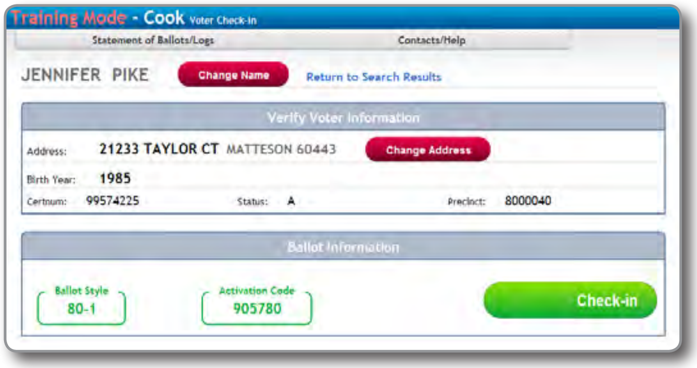

Cook County IL Voter Check-in
Statement of Ballots/Logs
Contacts/Help
Voter Lookup
Clear Fields
House # / Certnum
Preview Scan
Last Name
First Name
(Press Enter or Click Search)
Search

2

If the voter tells you they moved,

A. **Click** the "Change Address" button.

B. **Ask** for 2 pieces of ID.


Training Mode - Cook Voter Check-in
Statement of Ballots/Logs
Contacts/Help
Change Name
Return to Search Results
Verify Voter Information
Change Address
Ballot Information
Check-in

JENNIFER PIKE

Address: 21233 TAYLOR CT MATTESON 60443

Birth Year: 1985

Certnum: 99574225 Status: A Precinct: 8000040

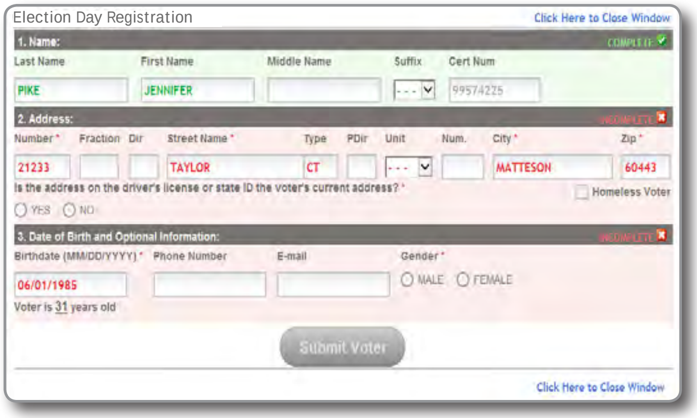
Ballot Style: 80-1

Activation Code: 905780

Note: *If the voter has insufficient ID, they can re-register and vote provisionally. See page 101.*

3

Name, Cert Num, Address and Birthdate will be pre-populated.


Election Day Registration
Click Here to Close Window
COMPLETE
INCOMPLETE
INCOMPLETE
Submit Voter
Click Here to Close Window

1. Name:

Last Name: PIKE
First Name: JENNIFER
Middle Name:
Suffix: - - -
Cert Num: 99574225

2. Address:

Number *: 21233
Fraction:
Dir:
Street Name *: TAYLOR
Type: CT
PDir:
Unit: - - -
Num.:
City *: MATTESON
Zip *: 60443

Is the address on the driver's license or state ID the voter's current address? *
○ YES ○ NO

☐ Homeless Voter

3. Date of Birth and Optional Information:

Birthdate (MM/DD/YYYY) *: 06/01/1985
Phone Number:
E-mail:
Gender *: ○ MALE ○ FEMALE

Voter is 31 years old

Checklist 26: Change of Address - Voter Does Not Have a Driver's License or State ID (continued)

4

A. **Type in** the voter's current address.
   - → **Make sure** you typed it correctly.

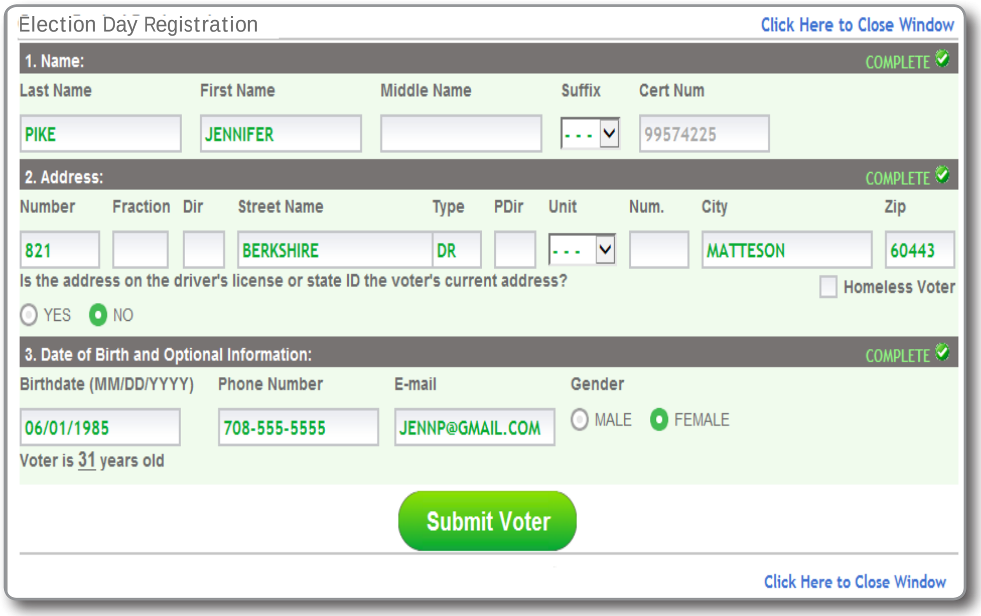
B. **Click** "No" to the question "Is the address on your Driver's License or State ID your current address?
   - → Since they do not have a Driver's License or State ID.

C. **Type** in the voter's birthdate if it wasn't pre-populated.

D. **Ask** for their phone number and email.
   - → **Enter** them both.
     - » This is optional but highly desirable.

E. **Select** the gender.

> ***Note:*** *When all the required information is entered for a section, the section will turn green.*



Election Day Registration

Click Here to Close Window

1. Name: COMPLETE ✓

Last Name: PIKE
First Name: JENNIFER
Middle Name:
Suffix: - - -
Cert Num: 99574225

2. Address: COMPLETE ✓

Number: 821
Fraction:
Dir:
Street Name: BERKSHIRE
Type: DR
PDir:
Unit: - - -
Num.:
City: MATTESON
Zip: 60443

Is the address on the driver's license or state ID the voter's current address?
○ YES ● NO

☐ Homeless Voter

3. Date of Birth and Optional Information: COMPLETE ✓

Birthdate (MM/DD/YYYY): 06/01/1985
Phone Number: 708-555-5555
E-mail: JENNP@GMAIL.COM
Gender: ○ MALE ● FEMALE

Voter is 31 years old

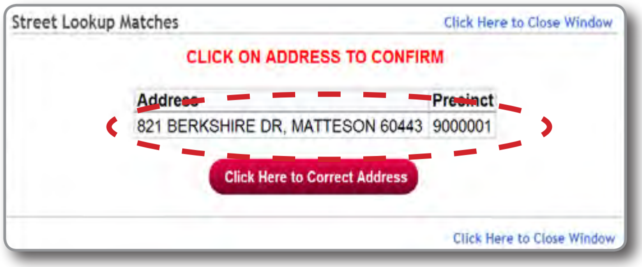
Click Here to Close Window

F. **Click** the green "Submit Voter" button.

5

The Street Lookup Matches screen will open.

- → If the correct address is listed, **click** on it.
- → If you need to correct the address, **click** on the "Click Here to Correct Address" button to return to the previous screen.



Street Lookup Matches

Click Here to Close Window

CLICK ON ADDRESS TO CONFIRM

Address	Precinct
821 BERKSHIRE DR, MATTESON 60443	9000001

Click Here to Close Window

- → If the address is not found or invalid, call Ballot Entitlement.

Checklist 26: Change of Address - Voter Does Not Have a Driver's License or State ID (continued)

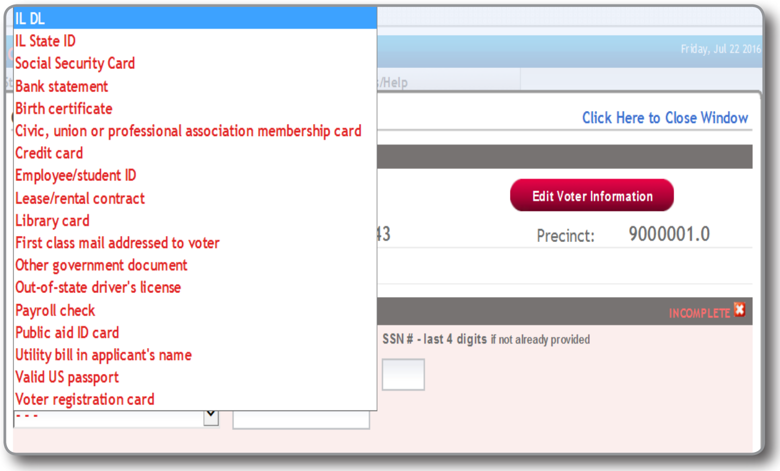
6

The ID screen will open. You **MUST SEE** 2 pieces of ID.

A. **Click** the 1st dropdown list.

B. **Select** the type of ID the voter is showing you.

C. **Enter** the number or other information as noted on the chart on *page 138*.


IL DL
IL State ID
Social Security Card
Bank statement
Birth certificate
Civic, union or professional association membership card
Credit card
Employee/student ID
Lease/rental contract
Library card
First class mail addressed to voter
Other government document
Out-of-state driver's license
Payroll check
Public aid ID card
Utility bill in applicant's name
Valid US passport
Voter registration card
- - -
Friday, Jul 22 2016
/Help
Click Here to Close Window
Edit Voter Information
INCOMPLETE
SSN # - last 4 digits if not already provided

43

Precinct: 9000001.0

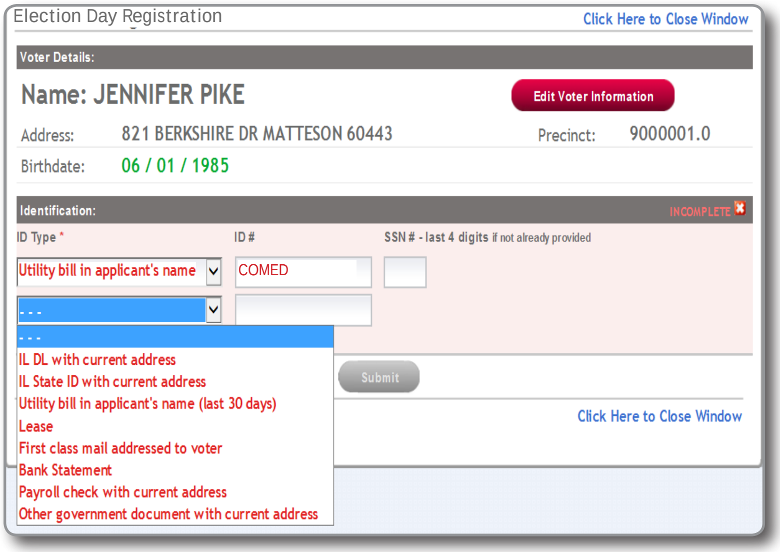
7

A. **Click** the dropdown list for the 2nd ID.

B. **Select** the 2nd ID that the voter has given you.

→ This list only has items that show name **AND** address.

C. **Enter** the appropriate number or other information as noted on the chart on *page 138*.


Election Day Registration
Click Here to Close Window
Voter Details:
Edit Voter Information
Identification:
INCOMPLETE
ID Type *
ID #
SSN # - last 4 digits if not already provided
- - -
IL DL with current address
IL State ID with current address
Utility bill in applicant's name (last 30 days)
Lease
First class mail addressed to voter
Bank Statement
Payroll check with current address
Other government document with current address
Submit
Click Here to Close Window

Name: JENNIFER PIKE

Address: 821 BERKSHIRE DR MATTESON 60443

Precinct: 9000001.0

Birthdate: 06 / 01 / 1985

Utility bill in applicant's name

COMED

Note: *You may not choose the same item from both lists, i.e. 2 pieces of mail.*

Checklist 26: Change of Address - Wrap Up

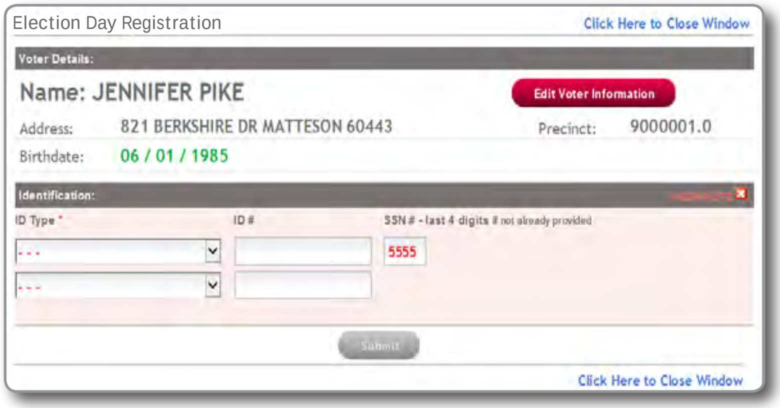
Wrapping Up the Change of Address Voter Check-in

8

Ask for the last 4 digits of the voter's social security number and **enter** that in the box.

→ If the voter does not want to give you that information but has given you an Illinois Driver's License or State ID, you do not need the Social Security Number *(but always ask for it)*.

  » However, if the voter has not shown you a Driver's License or State ID, you must record the last 4 digits of their Social Security Number in the SSN# box.


Election Day Registration
Click Here to Close Window
Voter Details:
Name: JENNIFER PIKE
Address: 821 BERKSHIRE DR MATTESON 60443
Precinct: 9000001.0
Birthdate: 06 / 01 / 1985
Identification:
ID Type *
ID #
SSN # - last 4 digits if not already provided: 5555

→ If you need to correct the name or address:

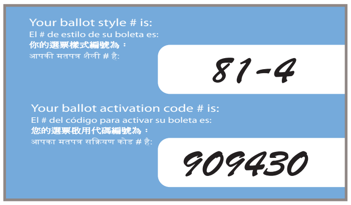
A. **Click** the "Edit Voter Information" button to return to the previous screen.

B. **Click** the "Submit" button when it turns green.

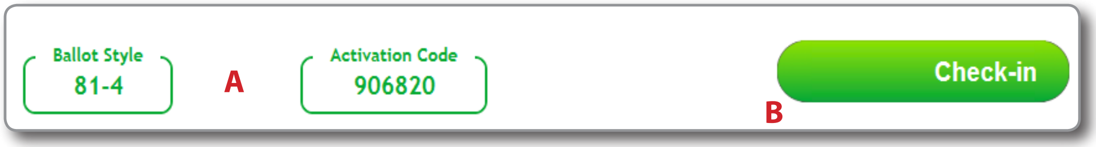
9

A. **Write** the ballot style and activation code on a ballot style slip.

B. **Click** the Check-in button.


Your ballot style # is:
El # de estilo de su boleta es:
你的選票樣式編號為：
आपकी मतपत्र शैली # है:
81-4
Your ballot activation code # is:
El # del código para activar su boleta es:
您的選票啟用代碼編號為：
आपका मतपत्र सक्रियण कोड # है:
909430

A


Ballot Style: 81-4
Activation Code: 906820

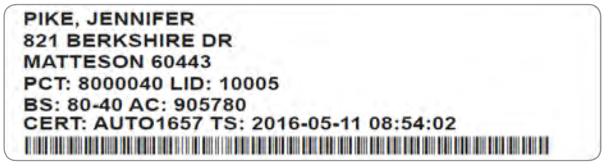
Checklist 26: Change of Address - Wrap Up (continued)

10

5 labels will print:

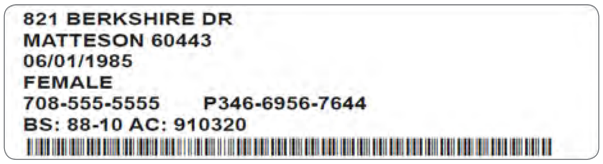
→ **(4)** EDR Voter Information labels.

- » **(3)** EDR Voter Information labels with the voter's name.



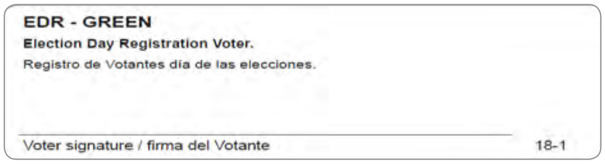
PIKE, JENNIFER
821 BERKSHIRE DR
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

- » **(1)** EDR Voter Information label without the voter's name.



821 BERKSHIRE DR
MATTESON 60443
06/01/1985
FEMALE
708-555-5555 P346-6956-7644
BS: 88-10 AC: 910320

→ **(1)** EDR Special Circumstance Label.

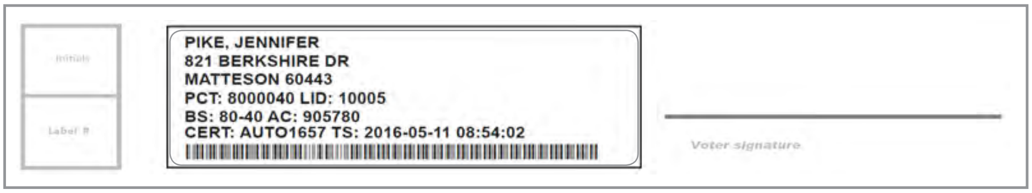


EDR - GREEN
Election Day Registration Voter.
Registro de Votantes día de las elecciones.

Voter signature / firma del Votante 18-1

11

Place one Voter Information Label in the Label Book on the white Voter Information Labels page.



Initials
Label #

PIKE, JENNIFER
821 BERKSHIRE DR
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

Voter signature

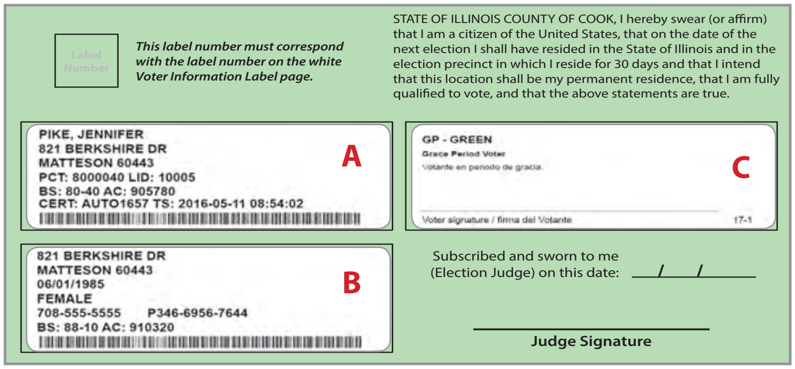
12

On the green Election Day Registration Voter Labels page:

A. **Place** the second EDR Voter Information Label in the ELECTION DAY REGISTRATION VOTER INFORMATION LABEL #1 box.

B. **Place** the additional EDR Voter Information Label *(label without the voter's name)* of the set in the ELECTION DAY REGISTRATION INFORMATION LABEL #2 box.

C. **Place** the " EDR Voter" label in the SPECIAL CIRCUMSTANCES LABEL box.



Label Number

This label number must correspond with the label number on the white Voter Information Label page.

STATE OF ILLINOIS COUNTY OF COOK, I hereby swear (or affirm) that I am a citizen of the United States, that on the date of the next election I shall have resided in the State of Illinois and in the election precinct in which I reside for 30 days and that I intend that this location shall be my permanent residence, that I am fully qualified to vote, and that the above statements are true.

PIKE, JENNIFER
821 BERKSHIRE DR
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

GP - GREEN
Grace Period Voter
Votante en periodo de gracia.

Voter signature / firma del Votante 17-1

821 BERKSHIRE DR
MATTESON 60443
06/01/1985
FEMALE
708-555-5555 P346-6956-7644
BS: 88-10 AC: 910320

Subscribed and sworn to me
(Election Judge) on this date: ___/___/______

Judge Signature

Checklist 26: Change of Address - Wrap Up (continued)

13

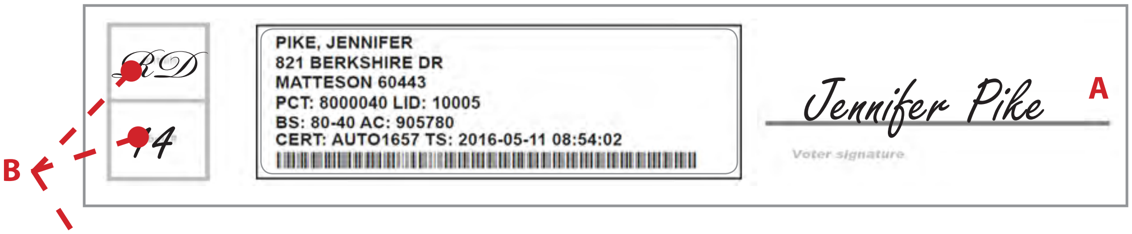
A. **Have** the voter sign next to the label on the white Voter Information Labels page and the "EDR Voter" label on the green Election Day Registration Voter Labels page.

B. A Judge must:

→ **Initial and number** the boxes next to the EDR Voter Information Label on the white Voter Information Labels page.

→ **Sign** on the "Judge Signature" line on the green EDR Voter Labels page and write the date on the line above.

→ **Number** the "Label #" box on the green EDR Voter Labels page with the same number used on the white Voter Information Labels page.



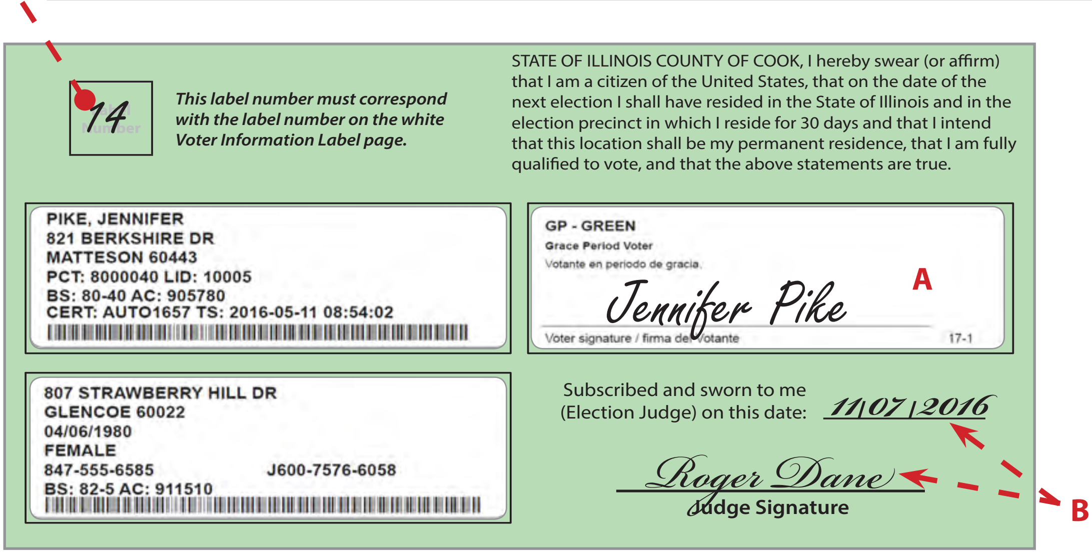
RD

14

PIKE, JENNIFER
821 BERKSHIRE DR
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

Jennifer Pike

Voter signature



14

Number

This label number must correspond with the label number on the white Voter Information Label page.

STATE OF ILLINOIS COUNTY OF COOK, I hereby swear (or affirm) that I am a citizen of the United States, that on the date of the next election I shall have resided in the State of Illinois and in the election precinct in which I reside for 30 days and that I intend that this location shall be my permanent residence, that I am fully qualified to vote, and that the above statements are true.

PIKE, JENNIFER
821 BERKSHIRE DR
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

GP - GREEN
Grace Period Voter
Votante en periodo de gracia

Jennifer Pike

Voter signature / firma del votante 17-1

807 STRAWBERRY HILL DR
GLENCOE 60022
04/06/1980
FEMALE
847-555-6585 J600-7576-6058
BS: 82-5 AC: 911510

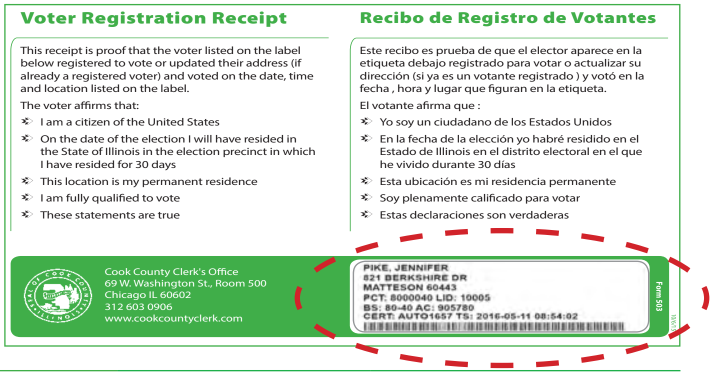
Subscribed and sworn to me (Election Judge) on this date: 11/07/2016

Roger Dane

Judge Signature

14

Place the 3rd Grace Period Voter Information label *(with the voter's name)* on the Voter Registration Receipt and hand it to the voter.



Voter Registration Receipt

This receipt is proof that the voter listed on the label below registered to vote or updated their address (if already a registered voter) and voted on the date, time and location listed on the label.

The voter affirms that:

- I am a citizen of the United States
- On the date of the election I will have resided in the State of Illinois in the election precinct in which I have resided for 30 days
- This location is my permanent residence
- I am fully qualified to vote
- These statements are true

Recibo de Registro de Votantes

Este recibo es prueba de que el elector aparece en la etiqueta debajo registrado para votar o actualizar su dirección (si ya es un votante registrado) y votó en la fecha , hora y lugar que figuran en la etiqueta.

El votante afirma que :

- Yo soy un ciudadano de los Estados Unidos
- En la fecha de la elección yo habré residido en el Estado de Illinois en el distrito electoral en el que he vivido durante 30 días
- Esta ubicación es mi residencia permanente
- Soy plenamente calificado para votar
- Estas declaraciones son verdaderas

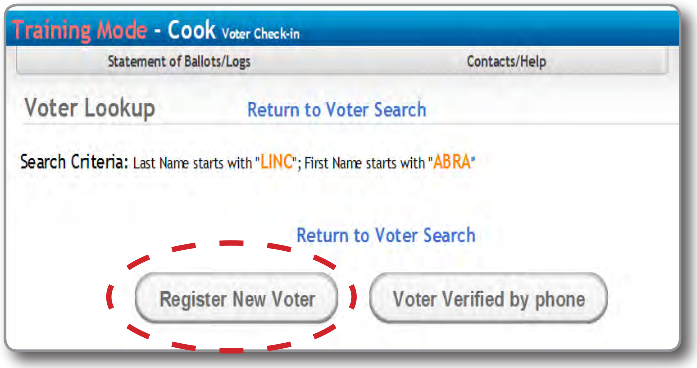
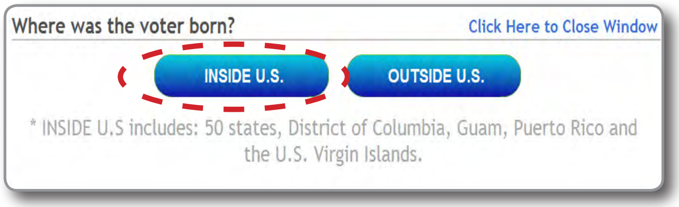
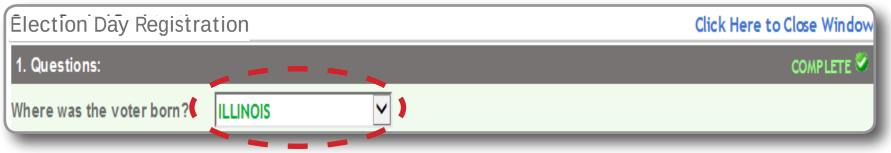
Cook County Clerk's Office
69 W. Washington St., Room 500
Chicago IL 60602
312 603 0906
www.cookcountyclerk.com

PIKE, JENNIFER
821 BERKSHIRE DR
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

Form 503

10/6/15

Checklist 27: New Voter - Born In the U.S.

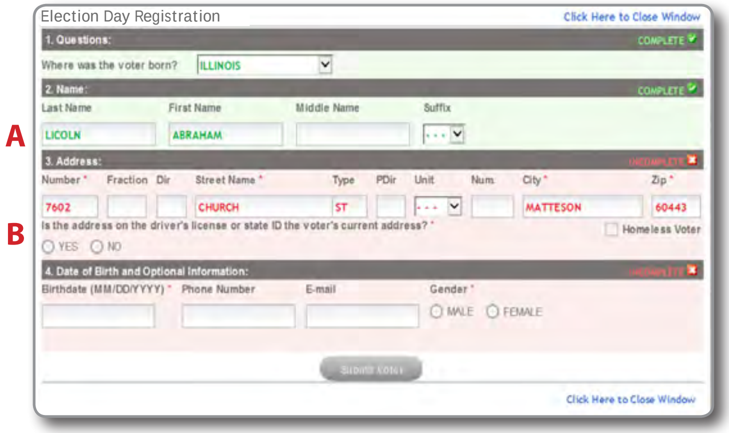
Check	Step #	Task to complete:
		New Voter HAS a Driver's License or State ID
	1	A. **Scan** the person's Driver's License or State ID. → For a new voter, there will be no record on file. → If the voter is found, follow steps on *page 75 (Regular Voter) or page 141 (Change of Address)*. B. **Call** Voter Verification to confirm that the voter is not registered if the voter is not found in the e-pollbook.
	2	A. **Click** the "Register New Voter" button. → Do not click "Voter Verified by phone" for a new voter. B. **Ask** for 2 pieces of ID.  Training Mode - Cook Voter Check-in Statement of Ballots/Logs Contacts/Help Voter Lookup Return to Voter Search Return to Voter Search Register New Voter Voter Verified by phone Search Criteria: Last Name starts with "LINC"; First Name starts with "ABRA" ***Note:*** *If the voter has insufficient ID, they can register and vote provisionally. See page 101.*
	3	A. **Ask** the person if they were born inside or outside the U.S. B. **Click** the "Inside U.S." button. → The registration screen will open.  Where was the voter born? Click Here to Close Window INSIDE U.S. OUTSIDE U.S. * INSIDE U.S includes: 50 states, District of Columbia, Guam, Puerto Rico and the U.S. Virgin Islands.
	4	**Ask** if they were born in Illinois *(the dropdown list defaults to Illinois)*. → If yes, move on to their name. → If they were born in another state or territory: A. **Click** the dropdown list. B. **Click** the state or territory where they were born.  Election Day Registration Click Here to Close Window 1. Questions: COMPLETE Where was the voter born? ILLINOIS

If the voter has no Driver's License or State ID, follow steps on page 155

Checklist 27: Born In the U.S. - New Voter Has a Driver's License or State ID (continued)

The information from the barcode will populate the name, address, birthdate and gender on the EDR screen.

→ Older licenses may not have all the information on the barcode.



Election Day Registration

Click Here to Close Window

1. Questions: COMPLETE

Where was the voter born? ILLINOIS

2. Name: COMPLETE

Last Name	First Name	Middle Name	Suffix
LICOLN	ABRAHAM		- - -

3. Address: INCOMPLETE

Number *	Fraction	Dir	Street Name *	Type	PDir	Unit	Num.	City *	Zip *
7602			CHURCH	ST		- - -		MATTESON	60443

Is the address on the driver's license or state ID the voter's current address? *

○ YES ○ NO

☐ Homeless Voter

4. Date of Birth and Optional Information: INCOMPLETE

Birthdate (MM/DD/YYYY) *	Phone Number	E-mail	Gender *
			○ MALE ○ FEMALE

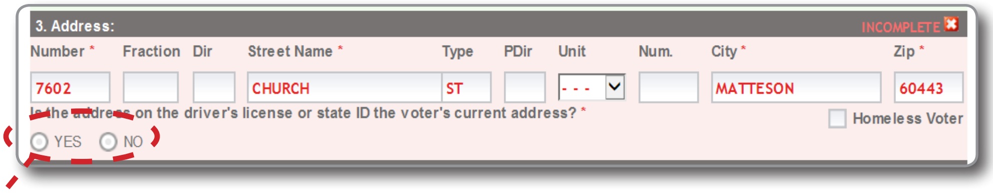
Click Here to Close Window

5

A. Ask if this is their correct name.

→ If no, change it.

B. Ask if the address on their Driver's License or State ID is their current address.



3. Address: INCOMPLETE

Number *	Fraction	Dir	Street Name *	Type	PDir	Unit	Num.	City *	Zip *
7602			CHURCH	ST		- - -		MATTESON	60443

Is the address on the driver's license or state ID the voter's current address? *

○ YES ○ NO

☐ Homeless Voter

C. Click Yes or No.

→ If yes, **click** the "Yes" button and **move** on to the next line on the screen.

→ If no, **correct** it and **click** the "No" button.

Checklist 27: Born In the U.S. - New Voter Has a Driver's License or State ID (continued)

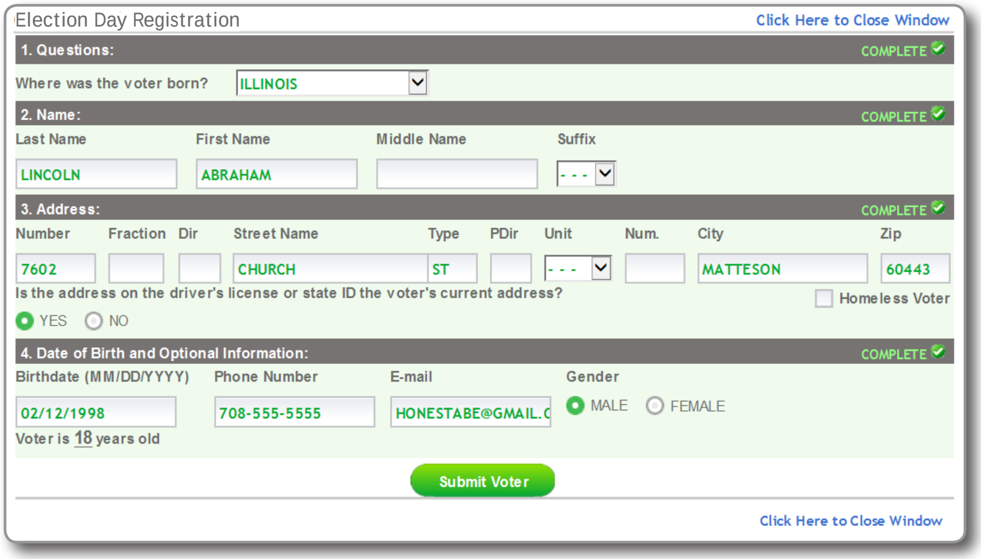
6

A. **Ask** for their phone number and email.

- → **Enter** them both.
  - » This is optional but highly desirable.

B. **Make sure** the gender is selected.

> ***Note:*** *When all the required information is entered for a section, the section will turn green.*



Election Day Registration — Click Here to Close Window

1. Questions: COMPLETE ✓

Where was the voter born? ILLINOIS

2. Name: COMPLETE ✓

Last Name	First Name	Middle Name	Suffix
LINCOLN	ABRAHAM		- - -

3. Address: COMPLETE ✓

Number	Fraction	Dir	Street Name	Type	PDir	Unit	Num.	City	Zip
7602			CHURCH	ST		- - -		MATTESON	60443

Is the address on the driver's license or state ID the voter's current address? ● YES ○ NO

☐ Homeless Voter

4. Date of Birth and Optional Information: COMPLETE ✓

Birthdate (MM/DD/YYYY)	Phone Number	E-mail	Gender
02/12/1998	708-555-5555	HONESTABE@GMAIL.C	● MALE ○ FEMALE

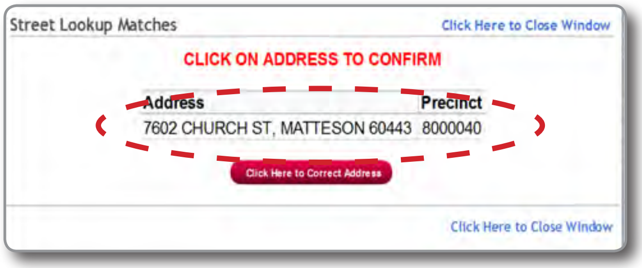
Voter is 18 years old

C. **Click** the green "Submit Voter" button.

7

The Street Lookup Matches screen will open.

- → If the correct address is listed, **click** on it.
- → If you need to correct the address, **click** the "Click Here to Correct Address" button to return to the previous screen.



Street Lookup Matches — Click Here to Close Window

CLICK ON ADDRESS TO CONFIRM

Address	Precinct
7602 CHURCH ST, MATTESON 60443	8000040

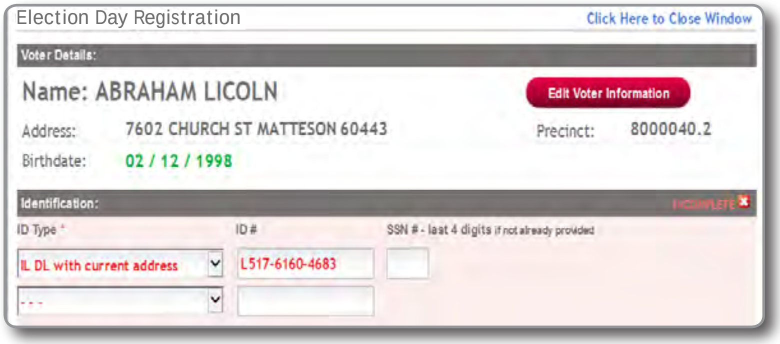
- → If the address is not found or invalid, call Ballot Entitlement.

Checklist 27: Born In the U.S. - New Voter Has a Driver's License or State ID (continued)

8a

The ID screen will open. You **MUST SEE** 2 pieces of ID.

→ If the address on the Driver's License or State ID is the current address, the Driver's License and number will be populated, as shown here.

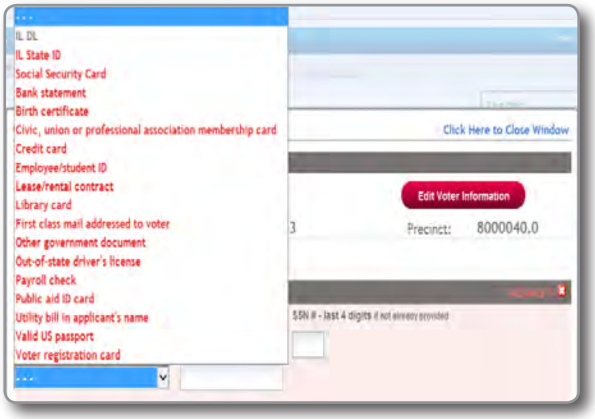

Election Day Registration
Click Here to Close Window
Voter Details:
Edit Voter Information
Identification:
INCOMPLETE
ID Type *
ID #
SSN # - last 4 digits if not already provided
- - -

Name: ABRAHAM LICOLN
Address: 7602 CHURCH ST MATTESON 60443
Precinct: 8000040.2
Birthdate: 02 / 12 / 1998
ID Type: IL DL with current address
ID #: L517-6160-4683

A. **Click** the dropdown list for the 2nd ID.

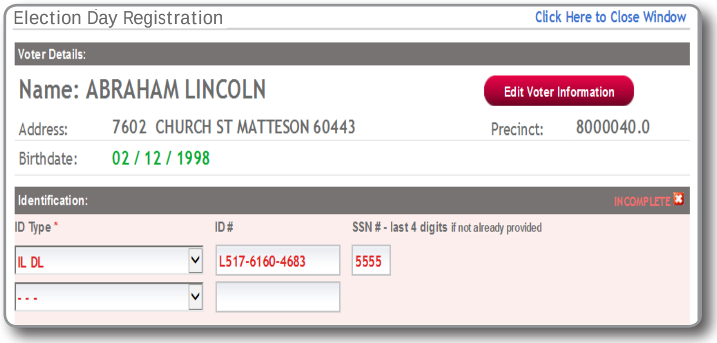
B. **Select** the 2nd ID that the voter has given you.

C. **Carefully enter** the appropriate number or other information as noted on the chart on *page 138*.


- - -
IL DL
IL State ID
Social Security Card
Bank statement
Birth certificate
Civic, union or professional association membership card
Credit card
Employee/student ID
Lease/rental contract
Library card
First class mail addressed to voter
Other government document
Out-of-state driver's license
Payroll check
Public aid ID card
Utility bill in applicant's name
Valid US passport
Voter registration card
- - -
Click Here to Close Window
Edit Voter Information
Precinct: 8000040.0
SSN # - last 4 digits if not already provided

8b

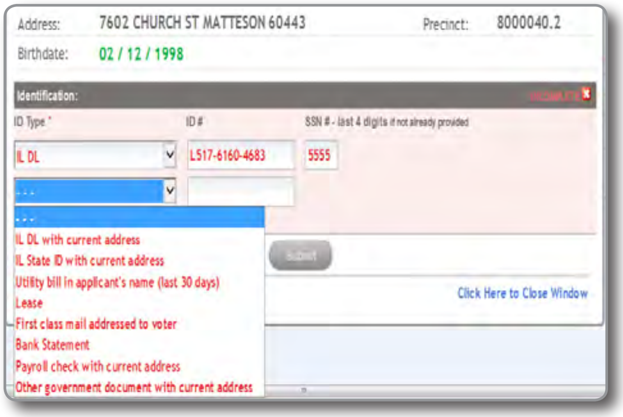
→ If the address on the Driver's License or State ID is not the current address, the Driver's License and number will be populated, as shown here.


Election Day Registration
Click Here to Close Window
Voter Details:
Edit Voter Information
Identification:
INCOMPLETE
ID Type *
ID #
SSN # - last 4 digits if not already provided
- - -

Name: ABRAHAM LINCOLN
Address: 7602 CHURCH ST MATTESON 60443
Precinct: 8000040.0
Birthdate: 02 / 12 / 1998
ID Type: IL DL
ID #: L517-6160-4683
SSN #: 5555

A. **Click** the dropdown list for the 2nd ID.
   - » This list only has items that include name **AND** current address.

B. **Select** the 2nd ID that the voter has given you.


Identification:
INCOMPLETE
ID Type *
ID #
SSN # - last 4 digits if not already provided
- - -
IL DL with current address
IL State ID with current address
Utility bill in applicant's name (last 30 days)
Lease
First class mail addressed to voter
Bank Statement
Payroll check with current address
Other government document with current address
Submit
Click Here to Close Window

Address: 7602 CHURCH ST MATTESON 60443
Precinct: 8000040.2
Birthdate: 02 / 12 / 1998
ID Type: IL DL
ID #: L517-6160-4683
SSN #: 5555

C. **Carefully enter** the appropriate number or information as noted on the chart on *page 138*.

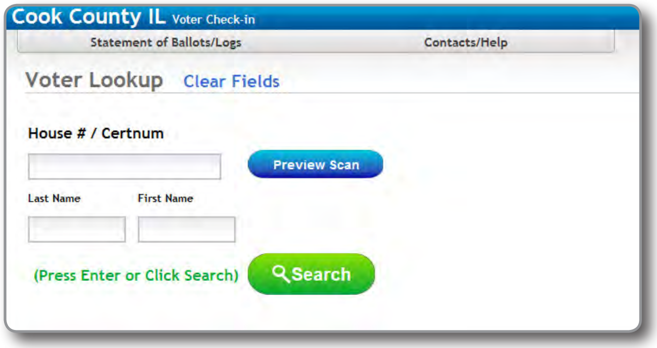
Continue on to step 9 on page 158.

Checklist 27: Born In the U.S. - New Voter Does Not Have a Driver's License or State ID

New Voter DOES NOT HAVE a Driver's License or State ID

1

A. **Enter** the person's house number and the first 4 letters of their last name.
   - → If they are a new voter, there will be no record on file.
   - → If the voter is found, follow steps on *page 75 (Regular Voter)* or *page 141 (Change of Address)*.

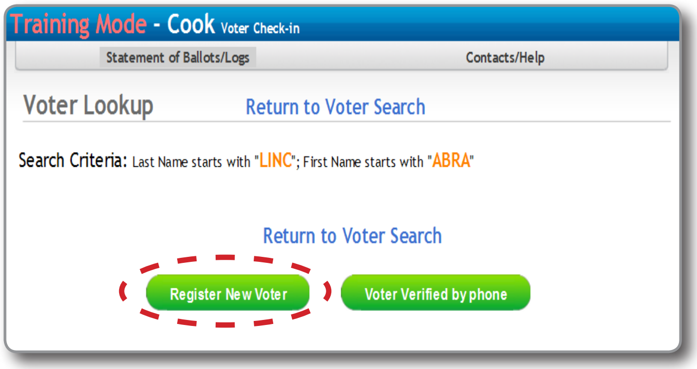

Cook County IL Voter Check-in
Statement of Ballots/Logs
Contacts/Help
Voter Lookup
Clear Fields
House # / Certnum
Preview Scan
Last Name
First Name
(Press Enter or Click Search)
Search

B. **Call** Voter Verification to confirm that the voter is not registered if the voter is not found in the e-pollbook.

2

A. **Click** the "Register New Voter" button.
   - → Do not click "Voter Verified by phone" for a new voter.

B. **Ask** for 2 pieces of ID.


Training Mode - Cook Voter Check-in
Statement of Ballots/Logs
Contacts/Help
Voter Lookup
Return to Voter Search
Return to Voter Search
Register New Voter
Voter Verified by phone

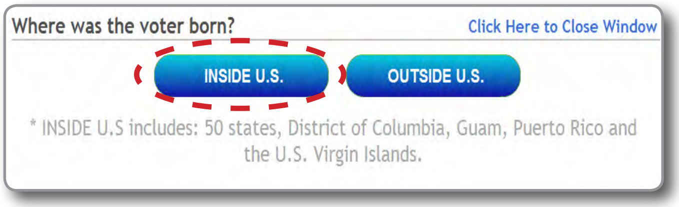
Search Criteria: Last Name starts with "LINC"; First Name starts with "ABRA"

Note: *If the voter has insufficient ID, they can register and vote provisionally. See See page 101.*

3

A. **Ask** the person if they were born inside or outside the U.S.

B. **Click** the "Inside U.S." button.
   - → The registration screen will open.


Where was the voter born?
Click Here to Close Window
INSIDE U.S.
OUTSIDE U.S.

* INSIDE U.S includes: 50 states, District of Columbia, Guam, Puerto Rico and the U.S. Virgin Islands.

Checklist 27: Born In the U.S. - New Voter Does Not Have a Driver's License or State ID (continued)

4

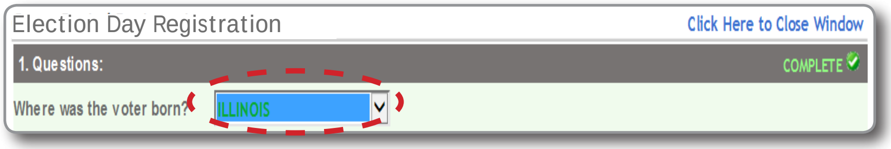
Ask if they were born in Illinois *(the dropdown list defaults to Illinois).*

→ If yes, move on to their name.

→ If born in another state or territory:

A. **Click** the dropdown list.

B. **Click** the state or territory where they were born.



Election Day Registration

1. Questions: COMPLETE
Where was the voter born? ILLINOIS

5

A. **Type in** the person's name.

→ **Make sure** you typed it correctly.

B. **Type in** the voter's address.

→ **Make sure** you typed it correctly.

C. **Click** "No" to the "Is the address on the Driver's License or State ID the voter's current address" question because they didn't have a Driver's License or State ID.

D. **Type in** their birthdate.

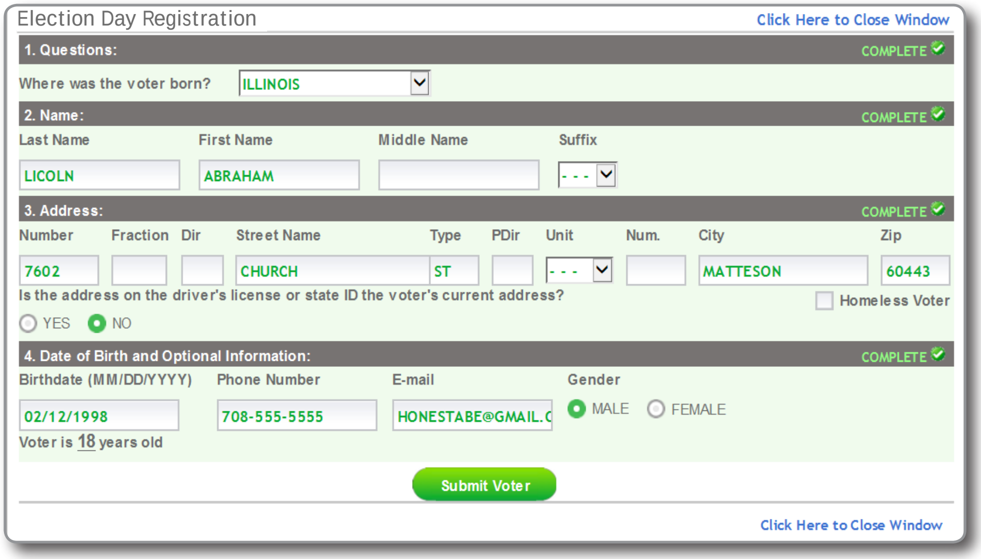
E. **Ask** for their phone number and email address.

→ **Enter** them both.

» This is optional but highly desirable.

F. **Select** the gender.

Note: *When all the required information is entered for a section, the section will turn green.*



Election Day Registration

1. Questions: COMPLETE
Where was the voter born? ILLINOIS

2. Name: COMPLETE
Last Name: LICOLN
First Name: ABRAHAM
Middle Name:
Suffix: - - -

3. Address: COMPLETE
Number: 7602
Fraction:
Dir:
Street Name: CHURCH
Type: ST
PDir:
Unit: - - -
Num.:
City: MATTESON
Zip: 60443
Is the address on the driver's license or state ID the voter's current address?
○ YES ● NO
☐ Homeless Voter

4. Date of Birth and Optional Information: COMPLETE
Birthdate (MM/DD/YYYY): 02/12/1998
Phone Number: 708-555-5555
E-mail: HONESTABE@GMAIL.C
Gender: ● MALE ○ FEMALE
Voter is 18 years old

G. **Click** the green "Submit Voter" button.

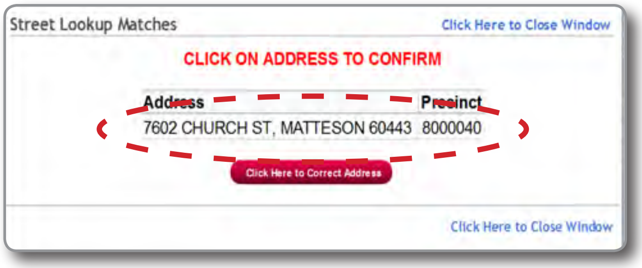
Checklist 27: Born In the U.S. - New Voter Does Not Have a Driver's License or State ID (continued)

6

The Street Lookup Matches screen will open.

→ If the correct address is listed, **click** on it.

→ If you need to correct the address, **click** on the "Click Here to Correct Address" button to return to the previous screen.



Street Lookup Matches
Click Here to Close Window
CLICK ON ADDRESS TO CONFIRM
Click Here to Correct Address
Click Here to Close Window

Address	Precinct
7602 CHURCH ST, MATTESON 60443	8000040

→ If the address is not found or invalid, call Ballot Entitlement.

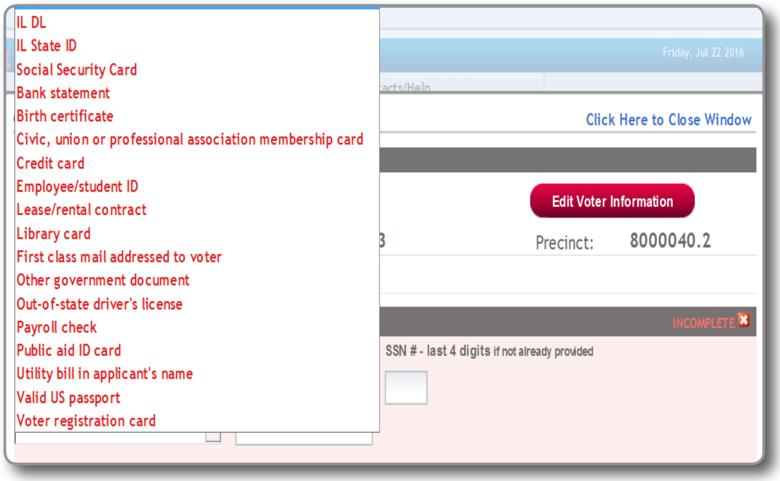
7

The ID screen will open. You **MUST SEE** 2 pieces of ID.

A. **Click** the 1st dropdown list.

B. **Select** the type of ID the voter is showing you.

C. **Enter** the number or other information as noted on the chart on *page 138*.



IL DL
IL State ID
Social Security Card
Bank statement
Birth certificate
Civic, union or professional association membership card
Credit card
Employee/student ID
Lease/rental contract
Library card
First class mail addressed to voter
Other government document
Out-of-state driver's license
Payroll check
Public aid ID card
Utility bill in applicant's name
Valid US passport
Voter registration card
Friday, Jul 22 2016
Click Here to Close Window
Edit Voter Information
INCOMPLETE
SSN # - last 4 digits if not already provided

Precinct: 8000040.2

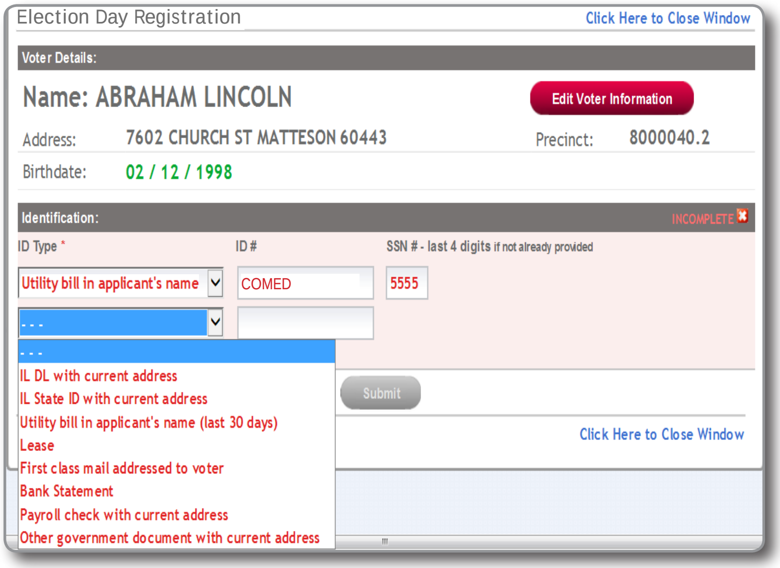
8

A. **Click** the dropdown list for the 2nd ID.

B. **Select** the 2nd ID that the voter has given you.

→ This list only has items that show name **AND** address.

C. **Enter** the appropriate number or other information as noted on the chart on *page 138*.



Election Day Registration
Click Here to Close Window
Voter Details:
Edit Voter Information
Identification:
INCOMPLETE
- - -
IL DL with current address
IL State ID with current address
Utility bill in applicant's name (last 30 days)
Lease
First class mail addressed to voter
Bank Statement
Payroll check with current address
Other government document with current address
Submit
Click Here to Close Window

Name: ABRAHAM LINCOLN

Address: 7602 CHURCH ST MATTESON 60443

Precinct: 8000040.2

Birthdate: 02 / 12 / 1998

ID Type *	ID #	SSN # - last 4 digits if not already provided
Utility bill in applicant's name	COMED	5555
- - -		

Note: *You may not choose the same item from both lists, accept 2 pieces of mail.*

Checklist 27: Born In the U.S. - Wrap Up

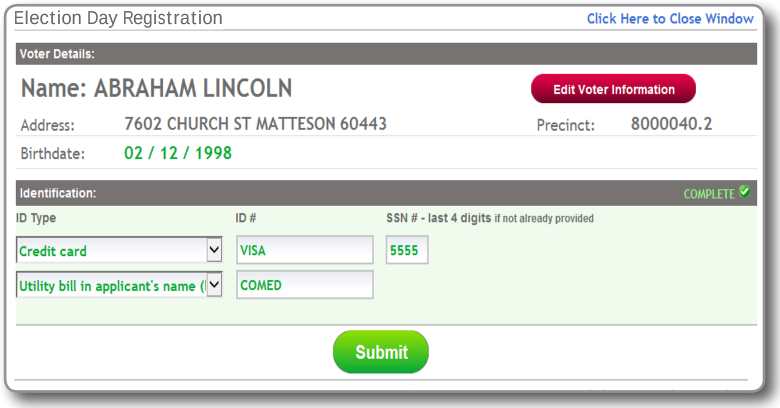
Wrapping Up the Change of Address Voter Check-in

9

Ask for the last 4 digits of the voter's social security number and **enter** that in the box.

→ If the voter does not want to give you that information but has given you an Illinois Driver's License or State ID, you do not need the Social Security Number *(but always ask for it)*.

- » However, if the voter has not shown you a Driver's License or State ID, you must record the last 4 digits of their Social Security Number in the SSN# box.



Election Day Registration

Click Here to Close Window

Voter Details:

Name: ABRAHAM LINCOLN

Edit Voter Information

Address: 7602 CHURCH ST MATTESON 60443

Precinct: 8000040.2

Birthdate: 02 / 12 / 1998

Identification: COMPLETE ✓

ID Type	ID #	SSN # - last 4 digits if not already provided
Credit card	VISA	5555
Utility bill in applicant's name (	COMED	

Submit

→ If you need to correct the name or address:

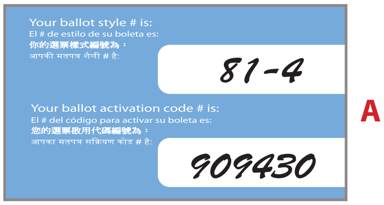
A. **Click** the "Edit Voter Information" button to return to the previous screen.

B. **Click** the "Submit" button when it turns green.

10

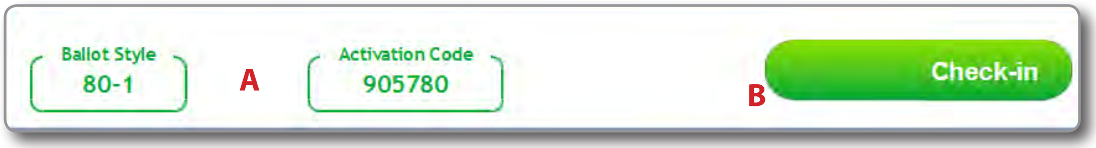
A. **Write** the ballot style and activation code on a ballot style slip.

B. **Click** the Check-in button.



Your ballot style # is:
El # de estilo de su boleta es:
你的選票樣式編號為：
आपकी मतपत्र शैली # है:
81-4

Your ballot activation code # is:
El # del código para activar su boleta es:
您的選票啟用代碼編號為：
आपका मतपत्र सक्रियण कोड # है:
909430



Ballot Style: 80-1

Activation Code: 905780

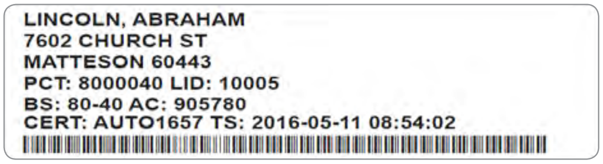
Checklist 27: Born In the U.S. - Wrap Up (continued)

11

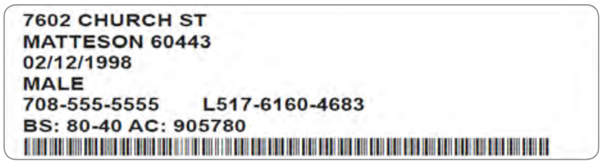
5 labels will print:

→ **(4)** EDR Voter Information labels.

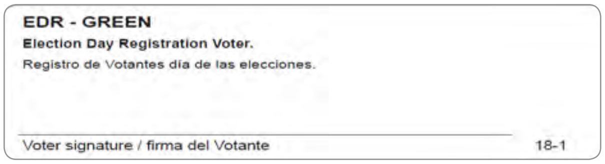
- » **(3)** EDR Voter Information labels with the voter's name.


LINCOLN, ABRAHAM
7602 CHURCH ST
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

- » **(1)** EDR Voter Information label without the voter's name.

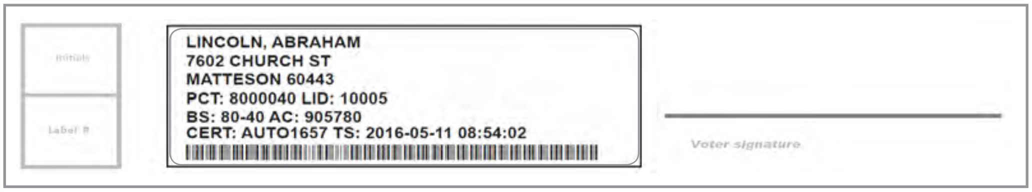

7602 CHURCH ST
MATTESON 60443
02/12/1998
MALE
708-555-5555 L517-6160-4683
BS: 80-40 AC: 905780

→ **(1)** EDR Special Circumstance Label.


EDR - GREEN
Election Day Registration Voter.
Registro de Votantes día de las elecciones.
Voter signature / firma del Votante 18-1

12

Place one Voter Information Label in the Label Book on the white Voter Information Labels page.


Initials
Label #
LINCOLN, ABRAHAM
7602 CHURCH ST
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02
Voter signature

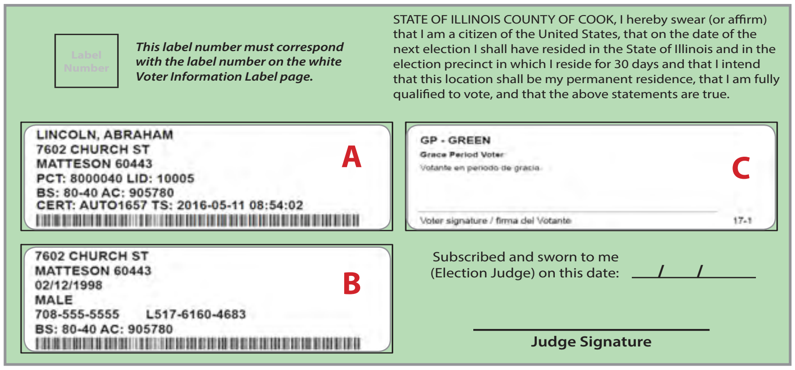
13

On the green Election Day Registration Voter Labels page:

A. **Place** the second EDR Voter Information Label in the ELECTION DAY REGISTRATION VOTER INFORMATION LABEL #1 box.

B. **Place** the additional EDR Voter Information Label *(label without the voter's name)* of the set in the ELECTION DAY REGISTRATION VOTER INFORMATION LABEL #2 box.

C. **Place** the "EDR Voter" label in the SPECIAL CIRCUMSTANCES LABEL box.


Label Number

This label number must correspond with the label number on the white Voter Information Label page.

STATE OF ILLINOIS COUNTY OF COOK, I hereby swear (or affirm) that I am a citizen of the United States, that on the date of the next election I shall have resided in the State of Illinois and in the election precinct in which I reside for 30 days and that I intend that this location shall be my permanent residence, that I am fully qualified to vote, and that the above statements are true.

A
LINCOLN, ABRAHAM
7602 CHURCH ST
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

C
GP - GREEN
Grace Period Voter
Votante en periodo de gracia
Voter signature / firma del Votante 17-1

B
7602 CHURCH ST
MATTESON 60443
02/12/1998
MALE
708-555-5555 L517-6160-4683
BS: 80-40 AC: 905780

Subscribed and sworn to me (Election Judge) on this date: ___/___/______

Judge Signature

Checklist 27: Born In the U.S. - Wrap Up (continued)

14

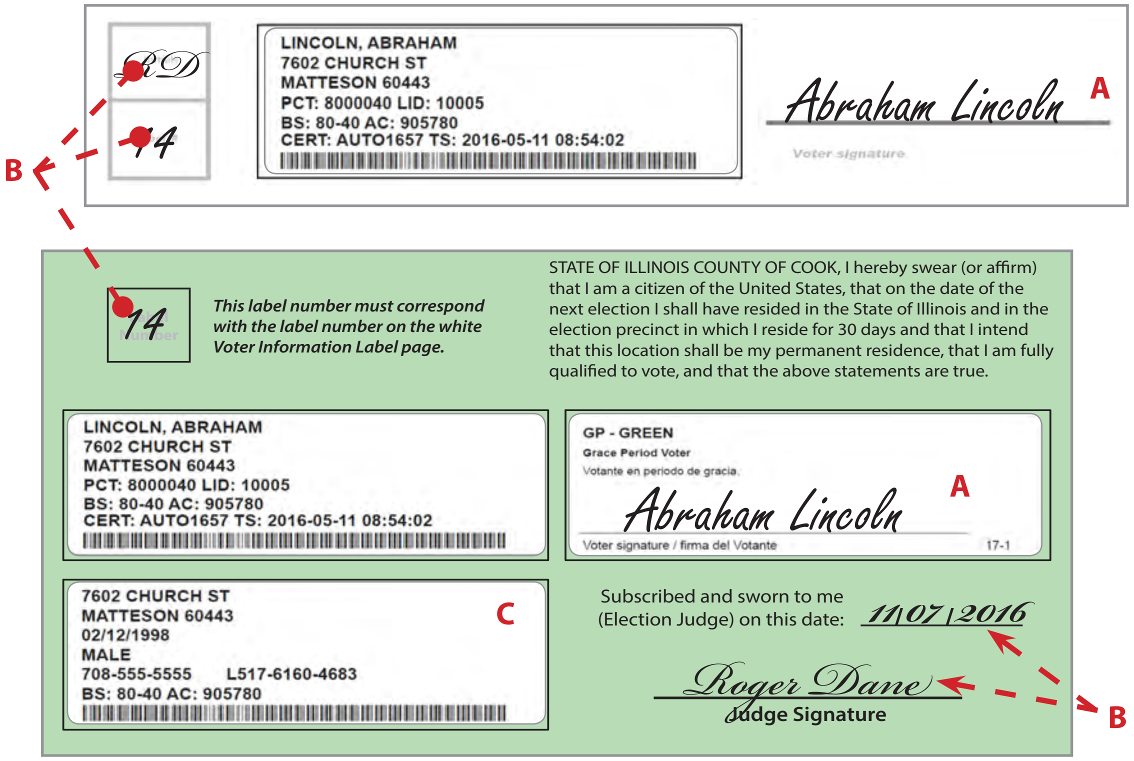
A. **Have** the voter sign next to the label on the white Voter Information Labels page and the "EDR Voter" label on the green Election Day Registration Voter Labels page.

B. A Judge must:

→ **Initial and number** the boxes next to the EDR Voter Information Label on the white Voter Information Labels page.

→ **Sign** on the "Judge Signature" line on the green Election Day Registration Voter Labels page and write the date on the line above.

→ **Number** the "Label #" box on the green EDR Voter Labels page with the same number used on the white Voter Information Labels page.



RD

14

LINCOLN, ABRAHAM
7602 CHURCH ST
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

Abraham Lincoln

Voter signature

14

This label number must correspond with the label number on the white Voter Information Label page.

STATE OF ILLINOIS COUNTY OF COOK, I hereby swear (or affirm) that I am a citizen of the United States, that on the date of the next election I shall have resided in the State of Illinois and in the election precinct in which I reside for 30 days and that I intend that this location shall be my permanent residence, that I am fully qualified to vote, and that the above statements are true.

LINCOLN, ABRAHAM
7602 CHURCH ST
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

GP - GREEN
Grace Period Voter
Votante en periodo de gracia
Abraham Lincoln
Voter signature / firma del Votante
17-1

7602 CHURCH ST
MATTESON 60443
02/12/1998
MALE
708-555-5555 L517-6160-4683
BS: 80-40 AC: 905780

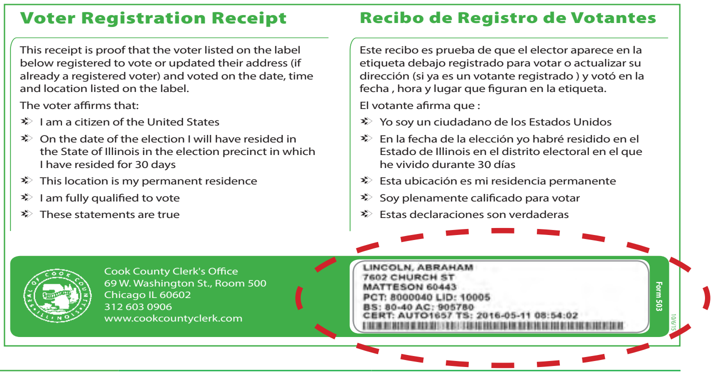
Subscribed and sworn to me (Election Judge) on this date: 11/07/2016

Roger Dane

Judge Signature

15

Place the 3rd Grace Period Voter Information label *(with the voter's name)* on the Voter Registration Receipt and hand it to the voter.



Voter Registration Receipt

This receipt is proof that the voter listed on the label below registered to vote or updated their address (if already a registered voter) and voted on the date, time and location listed on the label.

The voter affirms that:

- I am a citizen of the United States
- On the date of the election I will have resided in the State of Illinois in the election precinct in which I have resided for 30 days
- This location is my permanent residence
- I am fully qualified to vote
- These statements are true

Recibo de Registro de Votantes

Este recibo es prueba de que el elector aparece en la etiqueta debajo registrado para votar o actualizar su dirección (si ya es un votante registrado) y votó en la fecha , hora y lugar que figuran en la etiqueta.

El votante afirma que :

- Yo soy un ciudadano de los Estados Unidos
- En la fecha de la elección yo habré residido en el Estado de Illinois en el distrito electoral en el que he vivido durante 30 días
- Esta ubicación es mi residencia permanente
- Soy plenamente calificado para votar
- Estas declaraciones son verdaderas

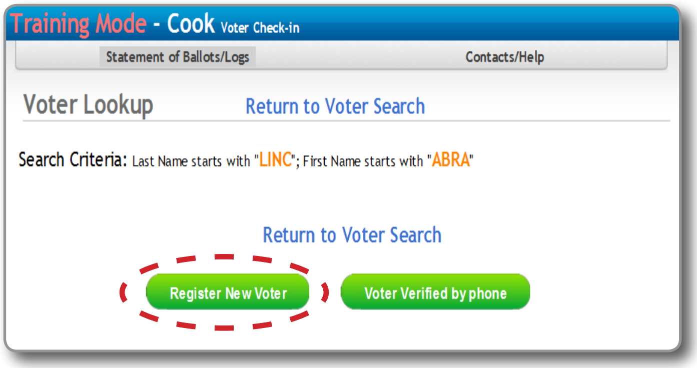
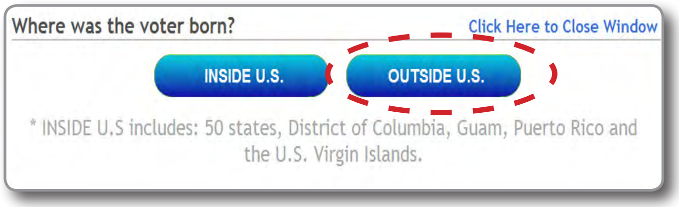
Cook County Clerk's Office
69 W. Washington St., Room 500
Chicago IL 60602
312 603 0906
www.cookcountyclerk.com

LINCOLN, ABRAHAM
7602 CHURCH ST
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

Form 503

10/6/15

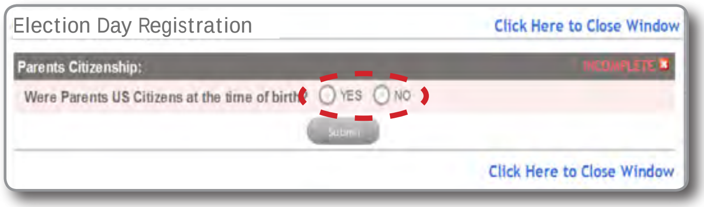
Checklist 28: New Voter - Born Outside the U.S.

Check	Step #	Task to complete:
		New Voter HAS a Driver's License or State ID
	1	A. **Scan** the person's Driver's License. → If they are a new voter, there will be no record on file. → If the voter is found, follow steps on *page 75 (Regular Voter) or page 141 (Change of Address)*. B. **Call** Voter Verification to confirm that the voter is not registered if the voter is not found in the e-pollbook.
	2	A. **Click** the "Register New Voter" button. → Do not click "Voter Verified by phone" for a new voter. B. **Ask** for 2 pieces of ID.  Training Mode - Cook Voter Check-in Statement of Ballots/Logs Contacts/Help Register New Voter Voter Verified by phone Voter Lookup Return to Voter Search Search Criteria: Last Name starts with "LINC"; First Name starts with "ABRA" Return to Voter Search ***Note:*** *If the voter has insufficient ID, they can register and vote provisionally. See page 101.*
	3	A. **Ask** the person if they were born inside or outside the U.S. B. **Click** the "Outside U.S." button. → The citizenship screen will open.  Click Here to Close Window INSIDE U.S. OUTSIDE U.S. Where was the voter born? * INSIDE U.S includes: 50 states, District of Columbia, Guam, Puerto Rico and the U.S. Virgin Islands.

Checklist 28: Born Outside the U.S. - New Voter Has a Driver's License or State ID (continued)

4

A. **Ask** if their parents or one of their parents was a U.S. citizen at the time of their birth.

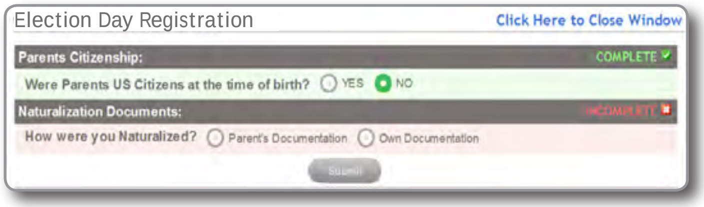

Election Day Registration
Click Here to Close Window
Parents Citizenship:
INCOMPLETE
Submit
Click Here to Close Window

Were Parents US Citizens at the time of birth? ○ YES ○ NO

B. **Click** Yes or No.

→ **If Yes**, the EDR screen will open. Continue with #5.

→ **If No**, ask if they were naturalized as a child *(Parent's Documentation)* or as an adult *(Own Documentation)*.


Election Day Registration
Click Here to Close Window
Parents Citizenship:
COMPLETE
Naturalization Documents:
INCOMPLETE
Submit

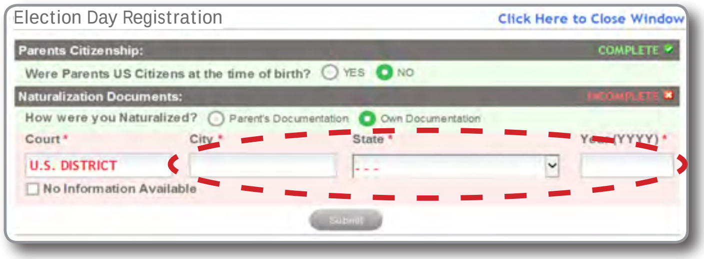
Were Parents US Citizens at the time of birth? ○ YES ● NO

How were you Naturalized? ○ Parent's Documentation ○ Own Documentation

» **Click** the appropriate button.

› If they were naturalized as a child, the EDR screen will open now. Continue with #5.

› If they were naturalized and have their own papers, enter the city, state and date *(year alone is fine)*.


Election Day Registration
Click Here to Close Window
Parents Citizenship:
COMPLETE
Naturalization Documents:
INCOMPLETE
Submit

Were Parents US Citizens at the time of birth? ○ YES ● NO

How were you Naturalized? ○ Parent's Documentation ● Own Documentation

Court * U.S. DISTRICT

City *

State * ---

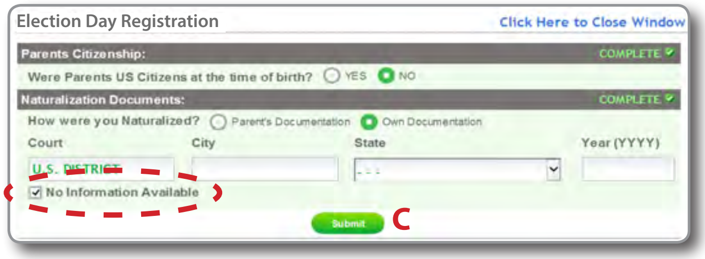
Year (YYYY) *

☐ No Information Available

- The court defaults to U.S. District. No change is necessary.

› If they do not have the information, check the box that says "No information available." Make sure to get a phone number for this voter.

C. **Click** the green "Submit" button.


Election Day Registration
Click Here to Close Window
Parents Citizenship:
COMPLETE
Naturalization Documents:
COMPLETE
Submit
C

Were Parents US Citizens at the time of birth? ○ YES ● NO

How were you Naturalized? ○ Parent's Documentation ● Own Documentation

Court U.S. DISTRICT

City

State ---

Year (YYYY)

☑ No Information Available

Checklist 28: Born Outside the U.S. - New Voter Has a Driver's License or State ID (continued)

5

The information from the barcode will populate the name, address, birthdate and gender on the EDR screen.

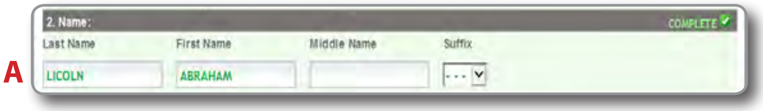
→ Older licenses may not have all the information on the barcode.

A. **Ask** if this is their correct name.

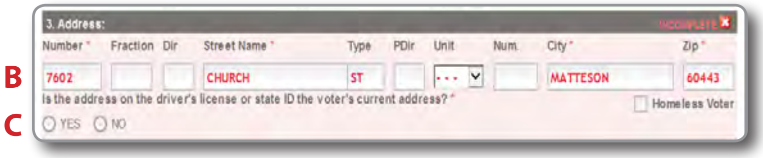
→ If no, change it.

B. **Ask** if the address on their Driver's License or State ID is their current address.

C. **Click** Yes or No.



2. Name:
Last Name: LICOLN
First Name: ABRAHAM
Middle Name:
Suffix: - - -



3. Address:
Number *: 7602
Fraction:
Dir:
Street Name *: CHURCH
Type: ST
PDir:
Unit: - - -
Num.:
City *: MATTESON
Zip *: 60443
Is the address on the driver's license or state ID the voter's current address? *
○ YES ○ NO
☐ Homeless Voter

→ If yes, **click** the "Yes" button and **move** on to the next line on the screen.

→ If no, **correct** it and **click** the "No" button.

6

A. **Ask** for their phone number and email.

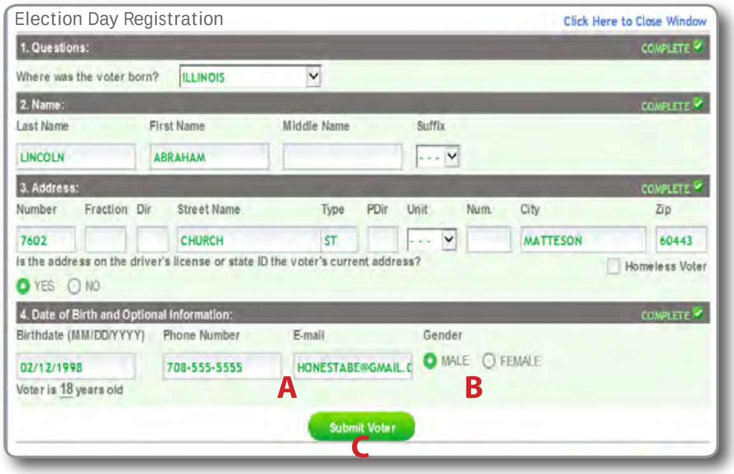
→ **Enter** them both.

» This is optional but highly desirable.

B. **Make sure** the gender is selected.

Note: *When all the required information is entered for a section, the section will turn green.*

C. **Click** the green "Submit Voter" button.



Election Day Registration

1. Questions:
Where was the voter born? ILLINOIS

2. Name:
Last Name: LINCOLN
First Name: ABRAHAM
Middle Name:
Suffix: - - -

3. Address:
Number: 7602
Fraction:
Dir:
Street Name: CHURCH
Type: ST
PDir:
Unit: - - -
Num.:
City: MATTESON
Zip: 60443
Is the address on the driver's license or state ID the voter's current address?
● YES ○ NO
☐ Homeless Voter

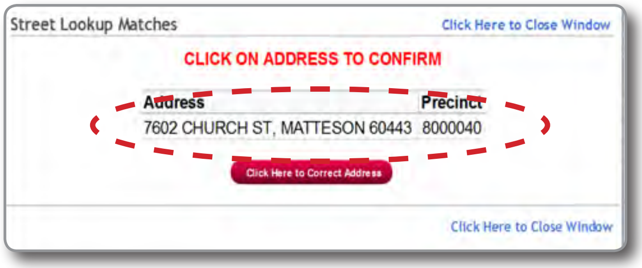
4. Date of Birth and Optional Information:
Birthdate (MM/DD/YYYY): 02/12/1998
Phone Number: 708-555-5555
E-mail: HONESTABE@GMAIL.C
Gender: ● MALE ○ FEMALE
Voter is 18 years old

7

The Street Lookup Matches screen will open.

→ If the correct address is listed, **click** on it.

→ If you need to correct the address, **click** the "Click Here to Correct Address" button to return to the previous screen.


Click Here to Close Window
Click Here to Correct Address
Click Here to Close Window

Street Lookup Matches

CLICK ON ADDRESS TO CONFIRM

Address	Precinct
7602 CHURCH ST, MATTESON 60443	8000040

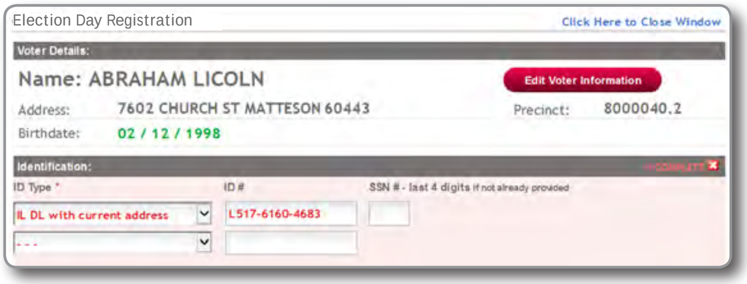
→ If the address is not found or invalid, call Ballot Entitlement.

Checklist 28: Born Outside the U.S. - New Voter Has a Driver's License or State ID (continued)

8a

The ID screen will open. You **MUST SEE** 2 pieces of ID.

→ If the address on the Driver's License or State ID is the current address, the Driver's License or State ID and number will be populated, as shown here.


Election Day Registration

Voter Details:

Name: ABRAHAM LICOLN

Address: 7602 CHURCH ST MATTESON 60443

Precinct: 8000040.2

Birthdate: 02 / 12 / 1998

Identification:

ID Type *: IL DL with current address

ID #: L517-6160-4683

SSN # - last 4 digits if not already provided:

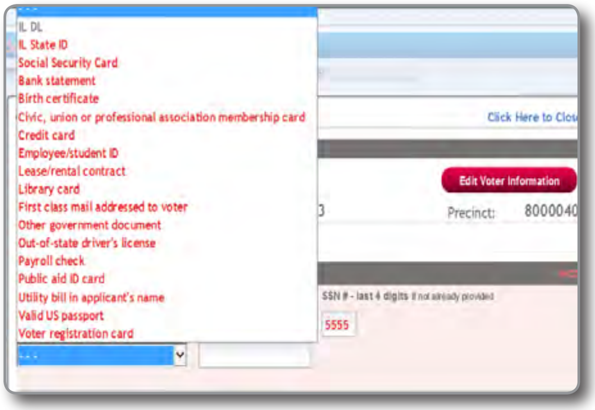
ID Type *: - - -

Click Here to Close Window
Edit Voter Information
INCOMPLETE

A. **Click** the dropdown list for the 2nd ID.

B. **Select** the 2nd ID that the voter has given you.

C. **Carefully enter** the appropriate number or other information as noted on the chart on *page 138*.

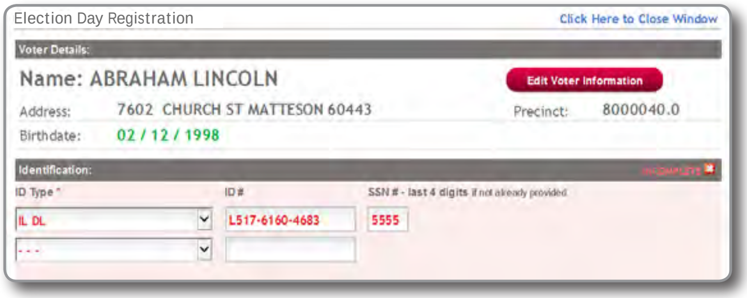

SSN # - last 4 digits if not already provided: 5555

Precinct: 8000040

- - -
IL DL
IL State ID
Social Security Card
Bank statement
Birth certificate
Civic, union or professional association membership card
Credit card
Employee/student ID
Lease/rental contract
Library card
First class mail addressed to voter
Other government document
Out-of-state driver's license
Payroll check
Public aid ID card
Utility bill in applicant's name
Valid US passport
Voter registration card
Click Here to Clos
Edit Voter Information

8b

→ If the address on the Driver's License or State ID is not the current address, the Driver's License or State ID and number will be populated, as shown here.


Election Day Registration

Voter Details:

Name: ABRAHAM LINCOLN

Address: 7602 CHURCH ST MATTESON 60443

Precinct: 8000040.0

Birthdate: 02 / 12 / 1998

Identification:

ID Type *: IL DL

ID #: L517-6160-4683

SSN # - last 4 digits if not already provided: 5555

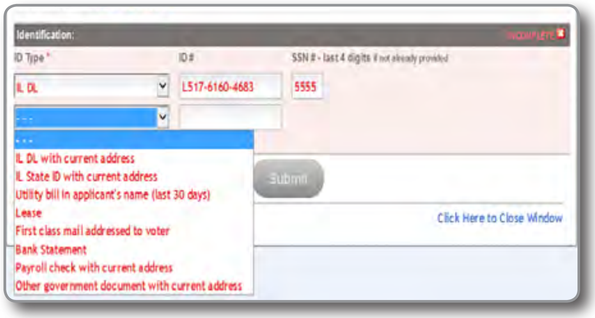
ID Type *: - - -

Click Here to Close Window
Edit Voter Information
INCOMPLETE

A. **Click** the dropdown list for the 2nd ID.

  » This list only has items that include name **AND** current address.

B. **Select** the 2nd ID that the voter has given you.


Identification:

ID Type *: IL DL

ID #: L517-6160-4683

SSN # - last 4 digits if not already provided: 5555

ID Type *: - - -

INCOMPLETE
- - -
IL DL with current address
IL State ID with current address
Utility bill in applicant's name (last 30 days)
Lease
First class mail addressed to voter
Bank Statement
Payroll check with current address
Other government document with current address
Submit
Click Here to Close Window

C. **Carefully enter** the appropriate number or information as noted on the chart on *page 138*.

Continue on to step 9 on page 169.

Checklist 28: Born Outside the U.S. - New Voter Does Not Have a Driver's License or State ID

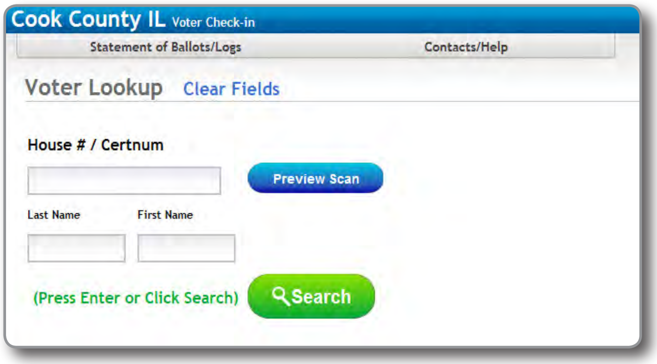
New Voter DOES NOT HAVE a Driver's License or State ID

1

A. **Enter** the person's house number and the first 4 letters of their last name.

→ If they are a new voter, there will be no record on file.

→ If the voter is found, follow steps on *page 75 (Regular Voter) or page 141 (Change of Address).*


Cook County IL Voter Check-in
Statement of Ballots/Logs
Contacts/Help
Voter Lookup
Clear Fields
House # / Certnum
Preview Scan
Last Name
First Name
(Press Enter or Click Search)
Search

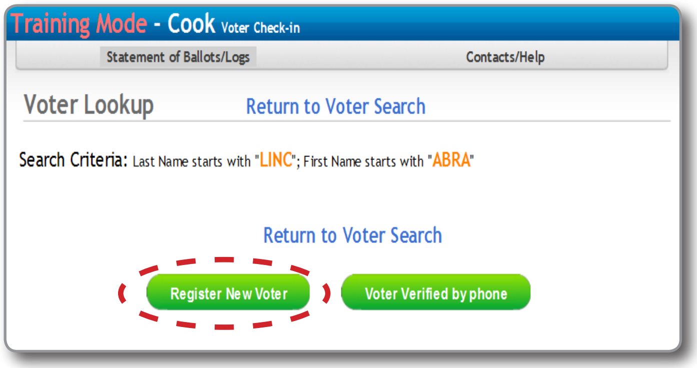
B. **Call** Voter Verification to confirm that the voter is not registered if the voter is not found in the e-pollbook.

2

A. **Click** the "Register New Voter" button.

→ **DO NOT click** "Voter Verification by phone" for a new voter.

B. **Ask** for 2 pieces of ID.


Training Mode - Cook Voter Check-in
Statement of Ballots/Logs
Contacts/Help
Voter Lookup
Return to Voter Search
Return to Voter Search
Register New Voter
Voter Verified by phone

Search Criteria: Last Name starts with "LINC"; First Name starts with "ABRA"

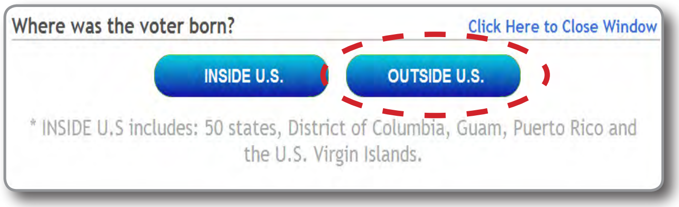
***Note:** If the voter has insufficient ID, they can register and vote provisionally. See page 101.*

3

A. **Ask** the voter if they were born inside or outside the U.S.

B. **Click** the "Outside U.S." button.

→ The citizenship screen will open.

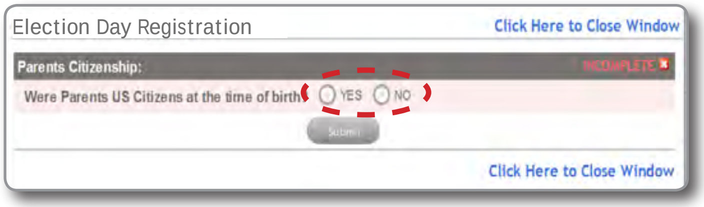

Where was the voter born?
Click Here to Close Window
INSIDE U.S.
OUTSIDE U.S.

* INSIDE U.S includes: 50 states, District of Columbia, Guam, Puerto Rico and the U.S. Virgin Islands.

Checklist 28: Born Outside the U.S. - New Voter Does Not Have a Driver's License or State ID (continued)

4

A. Ask if their parents or one of their parents was a U.S. citizen at the time of their birth.

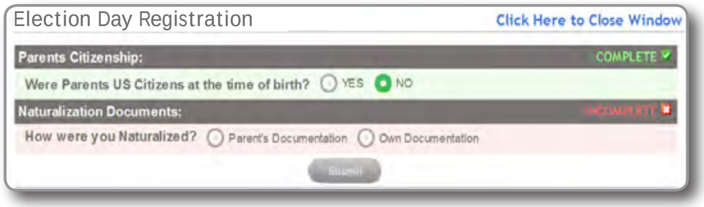

Election Day Registration
Click Here to Close Window
Parents Citizenship:
INCOMPLETE
Submit
Click Here to Close Window

Were Parents US Citizens at the time of birth? ○ YES ○ NO

B. Click Yes or No.

→ **If Yes**, the EDR screen will open. Continue with #5.

→ **If No**, ask if they were naturalized as a child *(Parent's Documentation)* or as an adult *(Own Documentation)*.


Election Day Registration
Click Here to Close Window
Parents Citizenship:
COMPLETE
Naturalization Documents:
INCOMPLETE
Submit

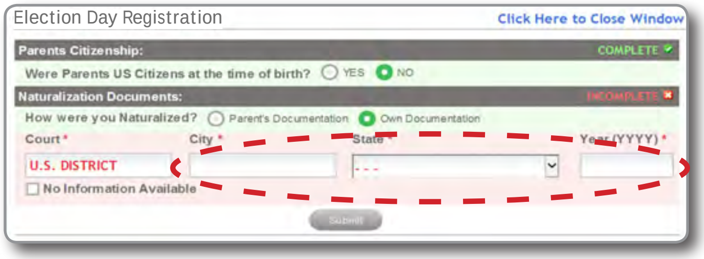
Were Parents US Citizens at the time of birth? ○ YES ● NO

How were you Naturalized? ○ Parent's Documentation ○ Own Documentation

» **Click** the appropriate button.

› If they were naturalized as a child, the EDR screen will open now. Continue with #5.

› If they were naturalized and have their own papers, enter the city, state and date *(year alone is fine)*.


Election Day Registration
Click Here to Close Window
Parents Citizenship:
COMPLETE
Naturalization Documents:
INCOMPLETE
Submit

Were Parents US Citizens at the time of birth? ○ YES ● NO

How were you Naturalized? ○ Parent's Documentation ● Own Documentation

Court *: U.S. DISTRICT

City *:

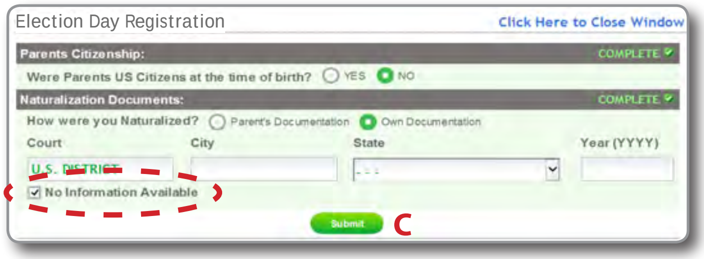
State *: - - -

Year (YYYY) *:

☐ No Information Available

- The court will defaults to U.S. District. No change is necessary.

› If they do not have the information, check the box that says "No information available". Make sure we have a phone number for this voter.


Election Day Registration
Click Here to Close Window
Parents Citizenship:
COMPLETE
Naturalization Documents:
COMPLETE
Submit
C

Were Parents US Citizens at the time of birth? ○ YES ● NO

How were you Naturalized? ○ Parent's Documentation ● Own Documentation

Court: U.S. DISTRICT

City:

State: - - -

Year (YYYY):

☑ No Information Available

C. Click the green "Submit" button.

Checklist 28: Born Outside the U.S. - New Voter Does Not Have a Driver's License or State ID (continued)

5

A. **Type in** the person's name.
   → **Make sure** you typed it correctly.

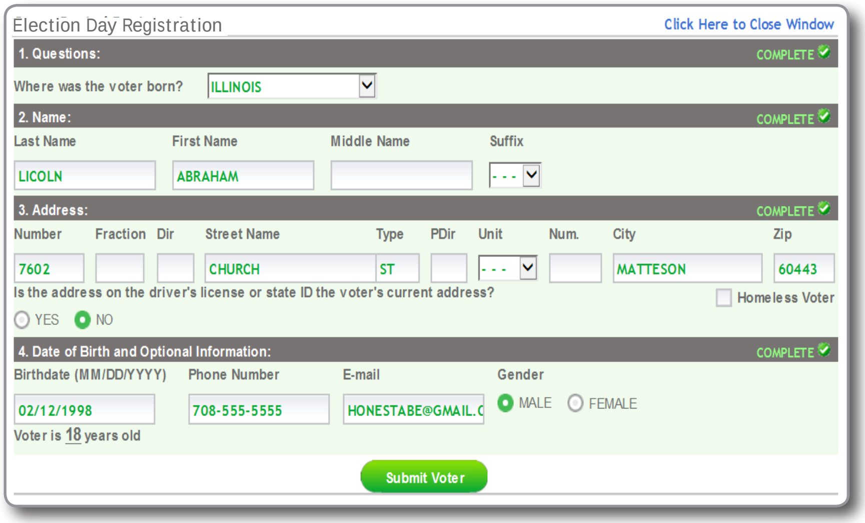
B. **Type in** the voter's address.
   → **Make sure** you typed it correctly.

C. **Click** "No" to the "Is the address on the Driver's License or State ID the voter's current address" question because they didn't have a Driver's License or State ID.

D. **Type in** their birthdate.

E. **Ask** for their phone number and email address.
   → **Enter** them both.
      » This is optional but highly desirable.

F. **Select** the gender.


Election Day Registration
Click Here to Close Window
COMPLETE ✓
COMPLETE ✓
COMPLETE ✓
COMPLETE ✓
Submit Voter

1. Questions:
Where was the voter born? ILLINOIS

2. Name:
Last Name: LICOLN
First Name: ABRAHAM
Middle Name:
Suffix: - - -

3. Address:
Number: 7602
Fraction:
Dir:
Street Name: CHURCH
Type: ST
PDir:
Unit: - - -
Num.:
City: MATTESON
Zip: 60443
Is the address on the driver's license or state ID the voter's current address? ○ YES ● NO
☐ Homeless Voter

4. Date of Birth and Optional Information:
Birthdate (MM/DD/YYYY): 02/12/1998
Phone Number: 708-555-5555
E-mail: HONESTABE@GMAIL.C
Gender: ● MALE ○ FEMALE
Voter is 18 years old

***Note:** When all the required information is entered for a section, the section will turn green.*

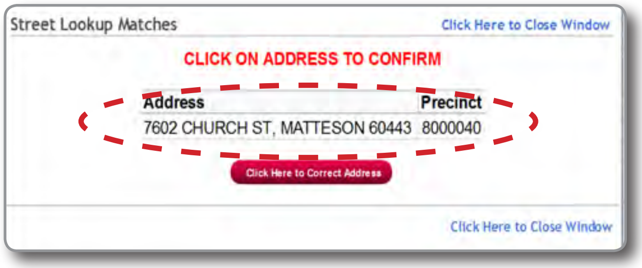
G. **Click** the green "Submit Voter" button.

6

The Street Lookup Matches screen will open.

→ If the correct address is listed, **click** on it.

→ If you need to correct the address, **click** the "Click Here to Correct Address" button to return to the previous screen.


Street Lookup Matches
Click Here to Close Window
CLICK ON ADDRESS TO CONFIRM
Click Here to Correct Address
Click Here to Close Window

Address	Precinct
7602 CHURCH ST, MATTESON 60443	8000040

→ If the address is not found or is invalid, call Ballot Entitlement.

Checklist 28: Born Outside the U.S. - New Voter Does Not Have a Driver's License or State ID (continued)

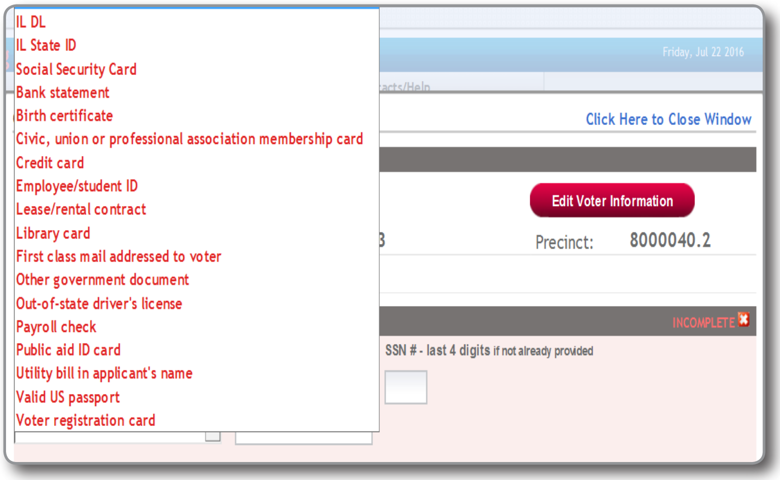
7

The ID screen will open. You **MUST SEE** 2 pieces of ID.

A. **Click** the 1st dropdown list.

B. **Select** the type of ID the voter is showing you.

C. **Enter** the number or other information as noted on the chart on *page 138*.


IL DL
IL State ID
Social Security Card
Bank statement
Birth certificate
Civic, union or professional association membership card
Credit card
Employee/student ID
Lease/rental contract
Library card
First class mail addressed to voter
Other government document
Out-of-state driver's license
Payroll check
Public aid ID card
Utility bill in applicant's name
Valid US passport
Voter registration card
Friday, Jul 22 2016
Click Here to Close Window
Edit Voter Information
INCOMPLETE
SSN # - last 4 digits if not already provided

Precinct: 8000040.2

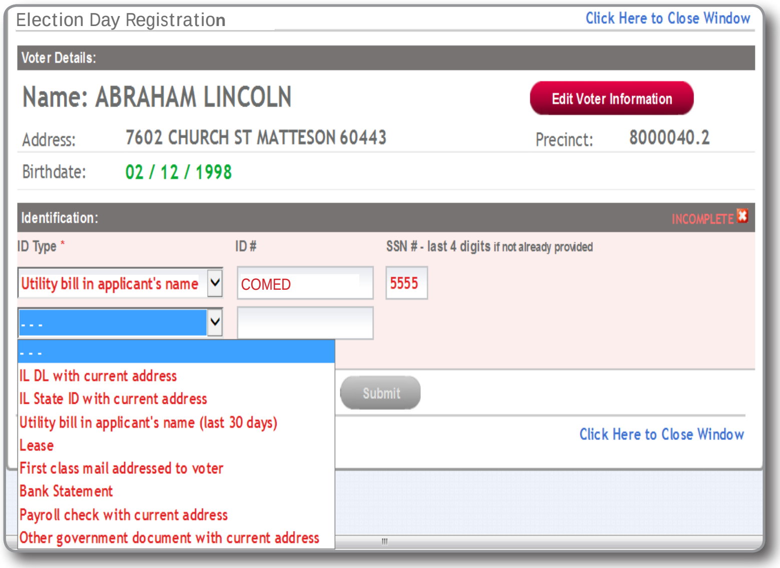
8

A. **Click** the dropdown list for the 2nd ID.

B. **Select** the 2nd ID that the voter has given you.

→ This list only has items that show name **AND** address.

C. **Enter** the appropriate number or other information as noted on the chart on *page 138.*


Election Day Registration
Click Here to Close Window
Voter Details:
Edit Voter Information
Identification:
INCOMPLETE
- - -
IL DL with current address
IL State ID with current address
Utility bill in applicant's name (last 30 days)
Lease
First class mail addressed to voter
Bank Statement
Payroll check with current address
Other government document with current address
Submit
Click Here to Close Window

Name: ABRAHAM LINCOLN

Address: 7602 CHURCH ST MATTESON 60443

Precinct: 8000040.2

Birthdate: 02 / 12 / 1998

ID Type *	ID #	SSN # - last 4 digits if not already provided
Utility bill in applicant's name	COMED	5555
- - -		

***Note:** You may not choose the same item from both lists, i.e. 2 pieces of mail.*

Checklist 28: Born Outside the U.S. - Wrap Up

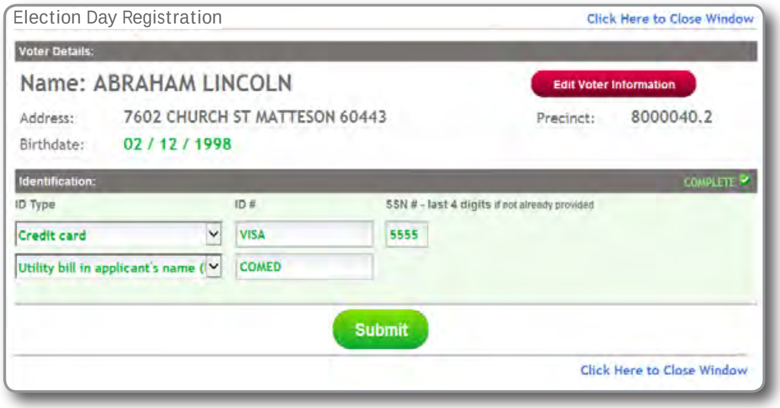
Wrapping Up the Change of Address Voter Check-in

9

Ask for the last 4 digits of the voter's social security number and **enter** that in the box.

→ If the voter does not want to give you that information but has given you an Illinois Driver's License or State ID, you do not need the Social Security Number *(but always ask for it)*.

- » However, if the voter has not shown you a Driver's License or State ID, you must record the last 4 digits of their Social Security Number in the SSN# box.


Election Day Registration
Click Here to Close Window
Edit Voter Information
Submit
Click Here to Close Window

Voter Details:

Name: ABRAHAM LINCOLN

Address: 7602 CHURCH ST MATTESON 60443

Precinct: 8000040.2

Birthdate: 02 / 12 / 1998

Identification: COMPLETE ✓

ID Type	ID #	SSN # - last 4 digits if not already provided
Credit card	VISA	5555
Utility bill in applicant's name (	COMED	

→ If you need to correct the name or address:

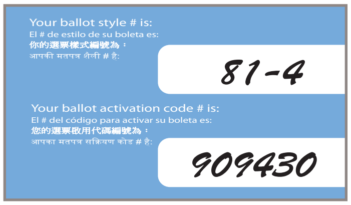
A. **Click** the "Edit Voter Information" button to return to the previous screen.

B. **Click** the "Submit" button when it turns green.

10

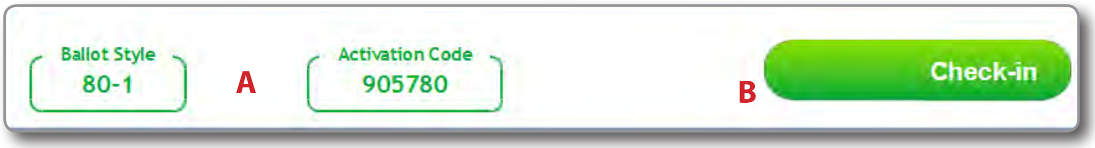
A. **Write** the ballot style and activation code on a ballot style slip.

B. **Click** the Check-in button.



Your ballot style # is:
El # de estilo de su boleta es:
你的選票樣式編號為：
आपकी मतपत्र शैली # है:
81-4

Your ballot activation code # is:
El # del código para activar su boleta es:
您的選票啟用代碼編號為：
आपका मतपत्र सक्रियण कोड # है:
909430



Ballot Style 80-1

Activation Code 905780

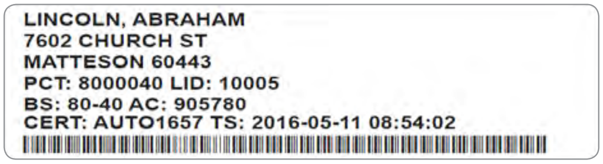
Checklist 28: Born Outside the U.S. - Wrap Up (continued)

11

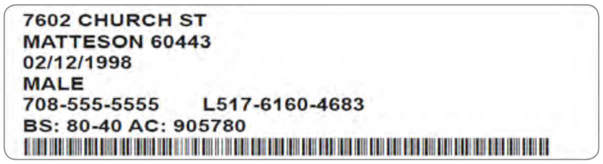
5 labels will print:

→ **(4)** EDR Voter Information labels.

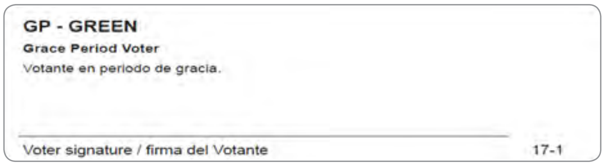
- » **(3)** EDR Voter Information labels with the voter's name.


LINCOLN, ABRAHAM
7602 CHURCH ST
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

- » **(1)** EDR Voter Information label without the voter's name.

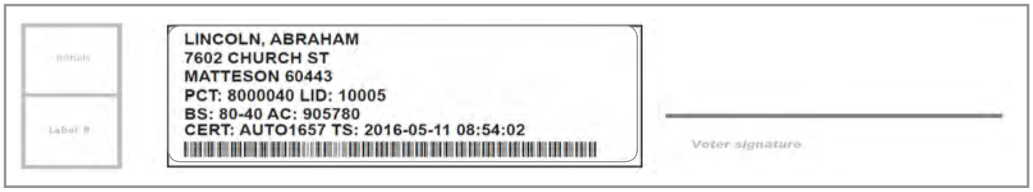

7602 CHURCH ST
MATTESON 60443
02/12/1998
MALE
708-555-5555 L517-6160-4683
BS: 80-40 AC: 905780

→ **(1)** EDR Special Circumstance Label.


GP - GREEN
Grace Period Voter
Votante en periodo de gracia.
Voter signature / firma del Votante 17-1

12

Place one Voter Information Label in the Label Book on the white Voter Information Labels page.


Initials
Label #
LINCOLN, ABRAHAM
7602 CHURCH ST
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02
Voter signature

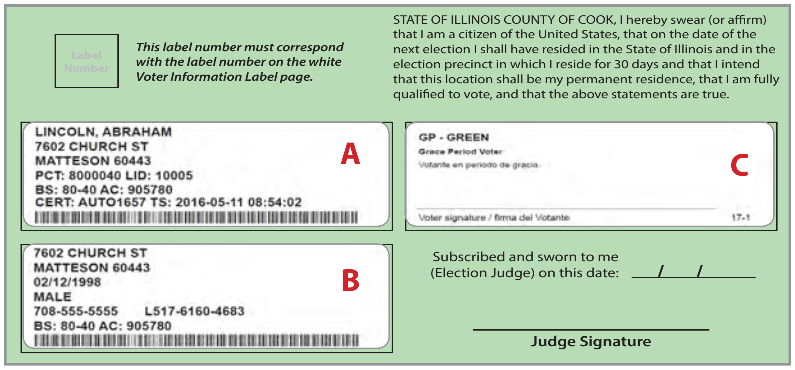
13

On the green Election Day Registration Voter Labels page:

A. **Place** the second EDR Voter Information Label in the ELECTION DAY REGISTRATION VOTER INFORMATION LABEL #1 box.

B. **Place** the additional EDR Voter Information Label *(label without the voter's name)* of the set in the ELECTION DAY REGISTRATION VOTER INFORMATION LABEL #2 box.

C. **Place** the "EDR Voter" label in the SPECIAL CIRCUMSTANCES LABEL box.


Label Number

This label number must correspond with the label number on the white Voter Information Label page.

STATE OF ILLINOIS COUNTY OF COOK, I hereby swear (or affirm) that I am a citizen of the United States, that on the date of the next election I shall have resided in the State of Illinois and in the election precinct in which I reside for 30 days and that I intend that this location shall be my permanent residence, that I am fully qualified to vote, and that the above statements are true.

LINCOLN, ABRAHAM
7602 CHURCH ST
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

GP - GREEN
Grace Period Voter
Votante en periodo de gracia.
Voter signature / firma del Votante 17-1

7602 CHURCH ST
MATTESON 60443
02/12/1998
MALE
708-555-5555 L517-6160-4683
BS: 80-40 AC: 905780

Subscribed and sworn to me (Election Judge) on this date: ____/____/________

Judge Signature

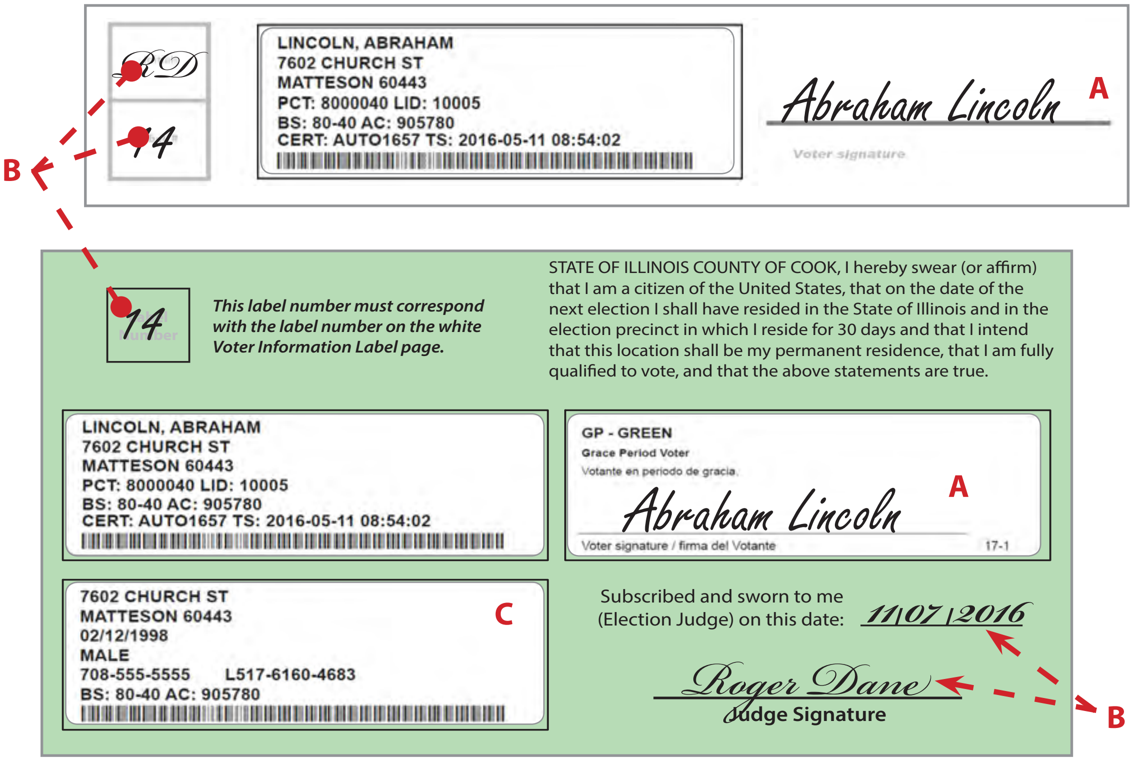
Checklist 28: Born Outside the U.S. - Wrap Up (continued)

14

A. **Have** the voter sign next to the label on the white Voter Information Labels page and the "EDR Voter" label on the green Election Day Registration Labels page.

B. A Judge must:

- → **Initial and number** the boxes next to the EDR Voter Information Label on the white Voter Information Labels page.
- → **Sign** on the "Judge's Signature" line on the green Election Day Registration Voter Labels page and write the date on the line above.
- → **Number** the "Label #" box on the green Election Day Registration Voter Labels page with the same number used on the white Voter Information Labels page.



RD
14

LINCOLN, ABRAHAM
7602 CHURCH ST
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

Abraham Lincoln
Voter signature

14
Number

This label number must correspond with the label number on the white Voter Information Label page.

STATE OF ILLINOIS COUNTY OF COOK, I hereby swear (or affirm) that I am a citizen of the United States, that on the date of the next election I shall have resided in the State of Illinois and in the election precinct in which I reside for 30 days and that I intend that this location shall be my permanent residence, that I am fully qualified to vote, and that the above statements are true.

LINCOLN, ABRAHAM
7602 CHURCH ST
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

GP - GREEN
Grace Period Voter
Votante en periodo de gracia
Abraham Lincoln
Voter signature / firma del Votante
17-1

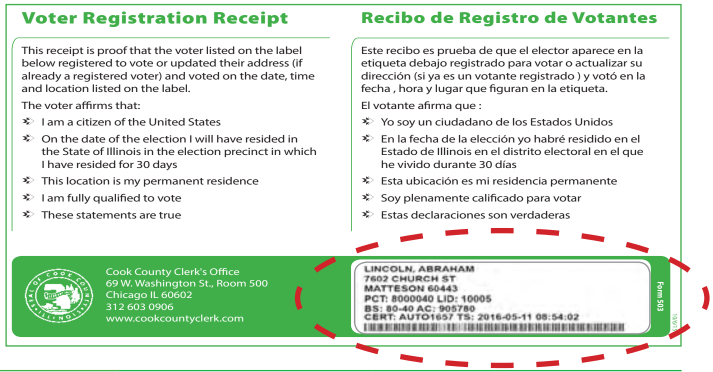
7602 CHURCH ST
MATTESON 60443
02/12/1998
MALE
708-555-5555 L517-6160-4683
BS: 80-40 AC: 905780

Subscribed and sworn to me (Election Judge) on this date: 11/07/2016

Roger Dane
Judge Signature

15

Place the 3rd Grace Period Voter Information label *(with the voter's name)* on the Voter Registration Receipt and hand it to the voter.



Voter Registration Receipt

This receipt is proof that the voter listed on the label below registered to vote or updated their address (if already a registered voter) and voted on the date, time and location listed on the label.

The voter affirms that:

- I am a citizen of the United States
- On the date of the election I will have resided in the State of Illinois in the election precinct in which I have resided for 30 days
- This location is my permanent residence
- I am fully qualified to vote
- These statements are true

Recibo de Registro de Votantes

Este recibo es prueba de que el elector aparece en la etiqueta debajo registrado para votar o actualizar su dirección (si ya es un votante registrado) y votó en la fecha , hora y lugar que figuran en la etiqueta.

El votante afirma que :

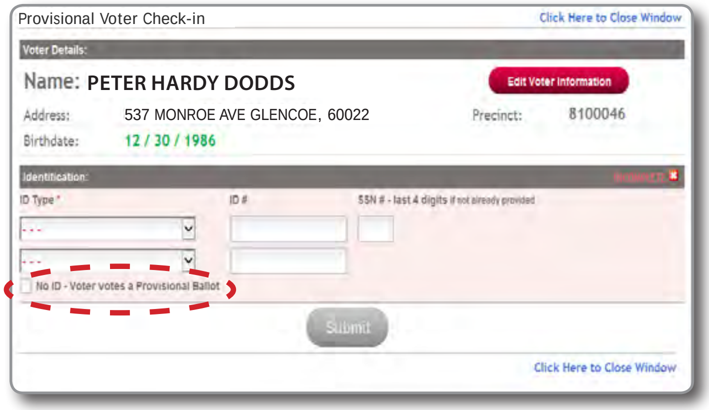
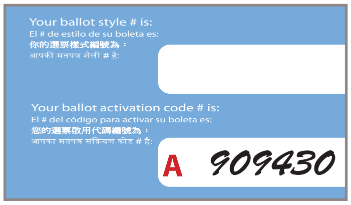
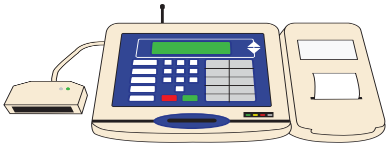
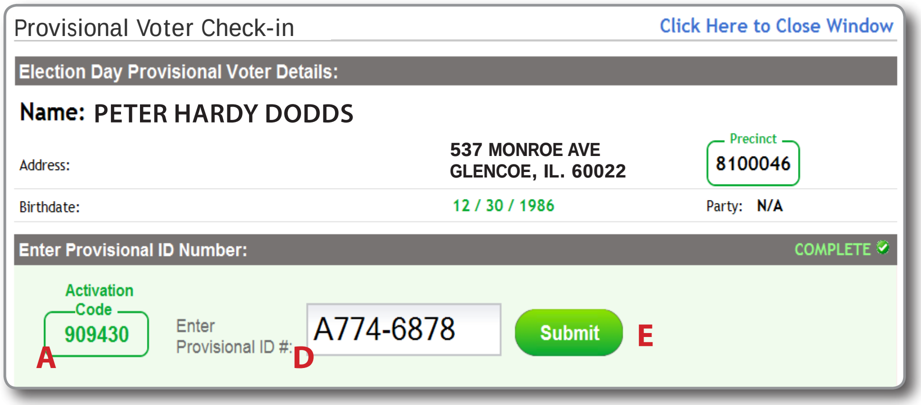
- Yo soy un ciudadano de los Estados Unidos
- En la fecha de la elección yo habré residido en el Estado de Illinois en el distrito electoral en el que he vivido durante 30 días
- Esta ubicación es mi residencia permanente
- Soy plenamente calificado para votar
- Estas declaraciones son verdaderas

Cook County Clerk's Office
69 W. Washington St., Room 500
Chicago IL 60602
312 603 0906
www.cookcountyclerk.com

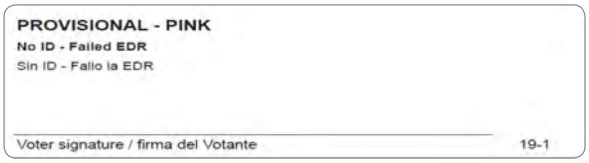
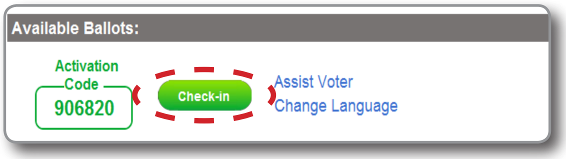
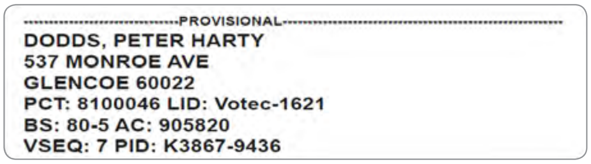
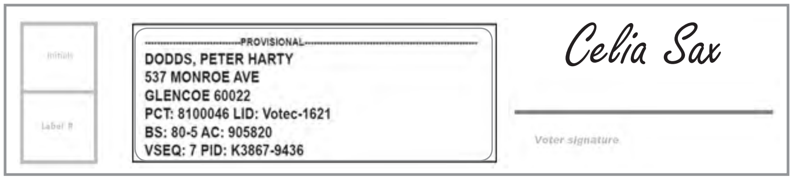
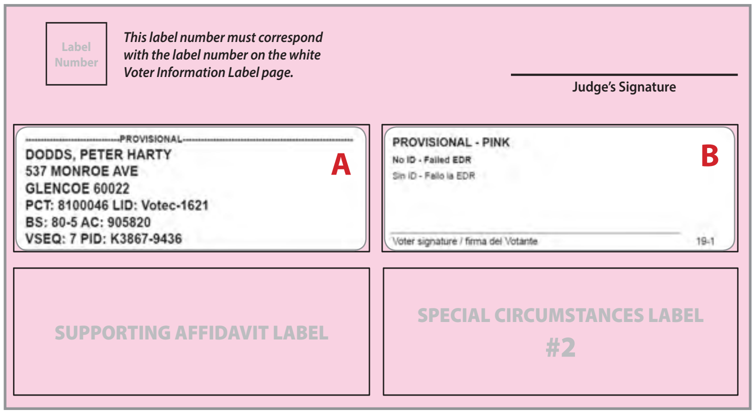
LINCOLN, ABRAHAM
7602 CHURCH ST
MATTESON 60443
PCT: 8000040 LID: 10005
BS: 80-40 AC: 905780
CERT: AUTO1657 TS: 2016-05-11 08:54:02

Form 503

Checklist 29: EDR Voter Has No ID

Check	Step #	Task to complete:
	1	**Follow** steps: → 1-5, Checklist 26, pages 141 *(Change of Address)*. → 1-6, Checklist 27, pages 151 *(New Voter) or* Checklist 28, pages 161.
	2	The ID screen will open. → **Check** the box "No ID - Voter votes a Provisional Ballot."  Provisional Voter Check-in Click Here to Close Window Voter Details: Name: PETER HARDY DODDS Edit Voter Information Address: 537 MONROE AVE GLENCOE, 60022 Precinct: 8100046 Birthdate: 12 / 30 / 1986 Identification: ID Type * - - - ID # SSN # - last 4 digits if not already provided ☐ No ID - Voter votes a Provisional Ballot Submit Click Here to Close Window
	3	The Provisional Voter Check in screen will open. **A.** **Write** the activation code on a ballot style slip. **B.** **Activate** a card for a Provisional ballot on the card activator using the activation code on the screen and adding the final digit. *See page 183, steps 1-5.*  Your ballot style # is: El # de estilo de su boleta es: 你的選票樣式編號為： आपकी मतपत्र शैली # है: Your ballot activation code # is: El # del código para activar su boleta es: 您的選票啟用代碼編號為： आपका मतपत्र सक्रियण कोड # है: A 909430  C ** Generated Provisional ID Report ** Date: 04/07/15 01:30 PM Provisional ID: A774-6878 ** END OF DOCUMENT ** **C.** **Cut** the tape with the Provisional ID number. **D.** **Carefully type** in the Provisional ID number. → Make sure to type the dash (-) before the last 4 digits or the number will be invalid. **E.** **Click** the "Submit" button.  Provisional Voter Check-in Click Here to Close Window Election Day Provisional Voter Details: Name: PETER HARDY DODDS Address: 537 MONROE AVE GLENCOE, IL. 60022 Precinct 8100046 Birthdate: 12 / 30 / 1986 Party: N/A Enter Provisional ID Number: COMPLETE ✓ Activation Code 909430 A Enter Provisional ID #: A774-6878 D Submit E

Checklist 29: EDR Voter Has No ID (continued)

	4	 PROVISIONAL - PINK No ID - Failed EDR Sin ID - Fallo la EDR Voter signature / firma del Votante 19-1	One Special Circumstance label will print.
	5	 Available Ballots: Activation Code 906820 	**Click** the "Check-in" button.
	6	 PROVISIONAL DODDS, PETER HARTY 537 MONROE AVE GLENCOE 60022 PCT: 8100046 LID: Votec-1621 BS: 80-5 AC: 905820 VSEQ: 7 PID: K3867-9436	Three Provisional Voter Information Labels will print.
	7	A. **Place** one Provisional Voter Information Label in the Label Book on the white Voter Information Labels page. B. **Have** the voter sign the Voter Signature line.	 Initials Label # PROVISIONAL DODDS, PETER HARTY 537 MONROE AVE GLENCOE 60022 PCT: 8100046 LID: Votec-1621 BS: 80-5 AC: 905820 VSEQ: 7 PID: K3867-9436 Celia Sax Voter signature
	8	On the pink Provisional Labels page: A. **Place** the second Provisional Voter Information Label in the PROVISIONAL VOTER INFORMATION LABEL box. B. **Place** the "No ID - Failed EDR" label in the SPECIAL CIRCUMSTANCES LABEL #1 box.	 Label Number *This label number must correspond with the label number on the white Voter Information Label page.* Judge's Signature PROVISIONAL DODDS, PETER HARTY 537 MONROE AVE GLENCOE 60022 PCT: 8100046 LID: Votec-1621 BS: 80-5 AC: 905820 VSEQ: 7 PID: K3867-9436 PROVISIONAL - PINK No ID - Failed EDR Sin ID - Fallo la EDR Voter signature / firma del Votante 19-1 SUPPORTING AFFIDAVIT LABEL SPECIAL CIRCUMSTANCES LABEL #2

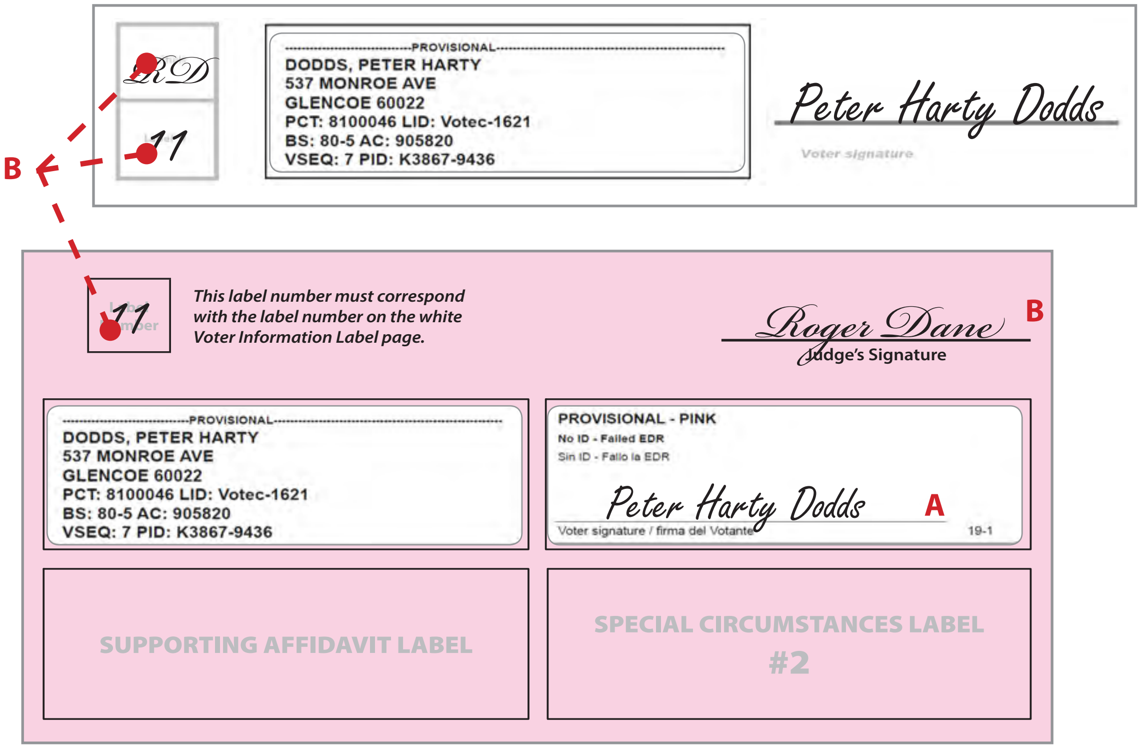
Checklist 29: EDR Voter Has No ID (continued)

9

A. **Have** the voter sign the "No ID - Failed EDR" label on the pink Provisional Labels page.

B. A Station 1 Judge must:

- → **Initial and number** the boxes next to the Voter Information Label on the white Voter Information Labels page.
- → **Sign** on the "Judge's Signature" line on the pink Provisional Labels page.
- → **Number** the "Label #" box on the pink Provisional Labels page with the same number used on the white Voter Information Labels page.



RD
11

------PROVISIONAL------
DODDS, PETER HARTY
537 MONROE AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

Peter Harty Dodds
Voter signature

B

11

This label number must correspond with the label number on the white Voter Information Label page.

Roger Dane
Judge's Signature

B

------PROVISIONAL------
DODDS, PETER HARTY
537 MONROE AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

PROVISIONAL - PINK
No ID - Failed EDR
Sin ID - Fallo la EDR
Peter Harty Dodds
Voter signature / firma del Votante
A
19-1

SUPPORTING AFFIDAVIT LABEL

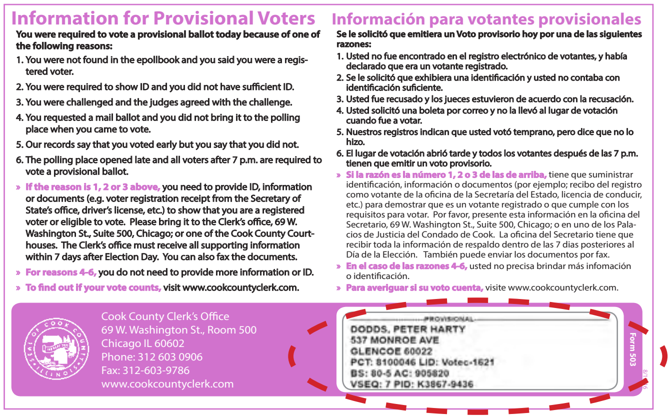
SPECIAL CIRCUMSTANCES LABEL
#2

10

Place the Provisional ID number tape in the plastic pouch on the inside back cover of the Label Book.

11

Place the third Provisional Voter Information Label on the Information for Provisional Voters receipt and hand it to the voter.



Information for Provisional Voters

You were required to vote a provisional ballot today because of one of the following reasons:

1. You were not found in the epollbook and you said you were a registered voter.
2. You were required to show ID and you did not have sufficient ID.
3. You were challenged and the judges agreed with the challenge.
4. You requested a mail ballot and you did not bring it to the polling place when you came to vote.
5. Our records say that you voted early but you say that you did not.
6. The polling place opened late and all voters after 7 p.m. are required to vote a provisional ballot.

- » **If the reason is 1, 2 or 3 above,** you need to provide ID, information or documents (e.g. voter registration receipt from the Secretary of State's office, driver's license, etc.) to show that you are a registered voter or eligible to vote. Please bring it to the Clerk's office, 69 W. Washington St., Suite 500, Chicago; or one of the Cook County Courthouses. The Clerk's office must receive all supporting information within 7 days after Election Day. You can also fax the documents.
- » **For reasons 4-6,** you do not need to provide more information or ID.
- » **To find out if your vote counts,** visit www.cookcountyclerk.com.

Información para votantes provisionales

Se le solicitó que emitiera un Voto provisorio hoy por una de las siguientes razones:

1. Usted no fue encontrado en el registro electrónico de votantes, y había declarado que era un votante registrado.
2. Se le solicitó que exhibiera una identificación y usted no contaba con identificación suficiente.
3. Usted fue recusado y los jueces estuvieron de acuerdo con la recusación.
4. Usted solicitó una boleta por correo y no la llevó al lugar de votación cuando fue a votar.
5. Nuestros registros indican que usted votó temprano, pero dice que no lo hizo.
6. El lugar de votación abrió tarde y todos los votantes después de las 7 p.m. tienen que emitir un voto provisorio.

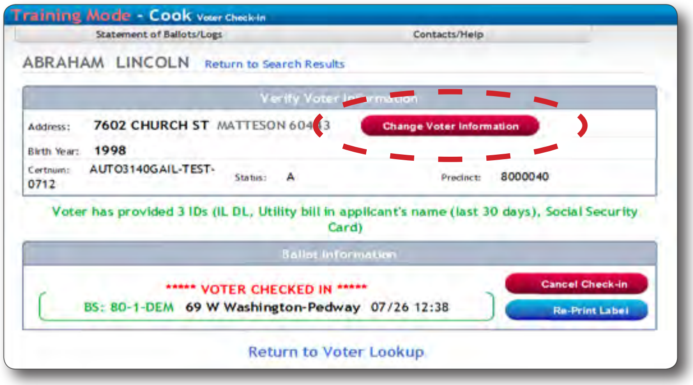
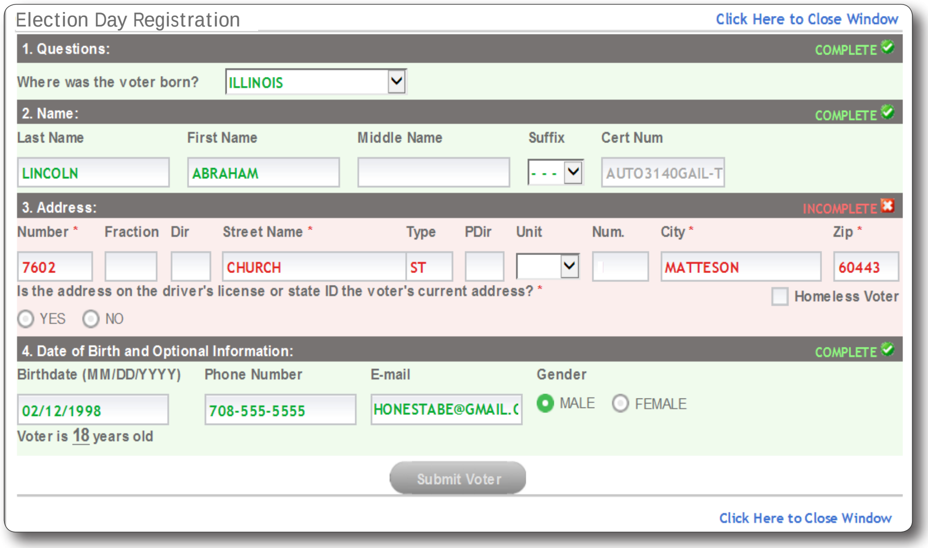
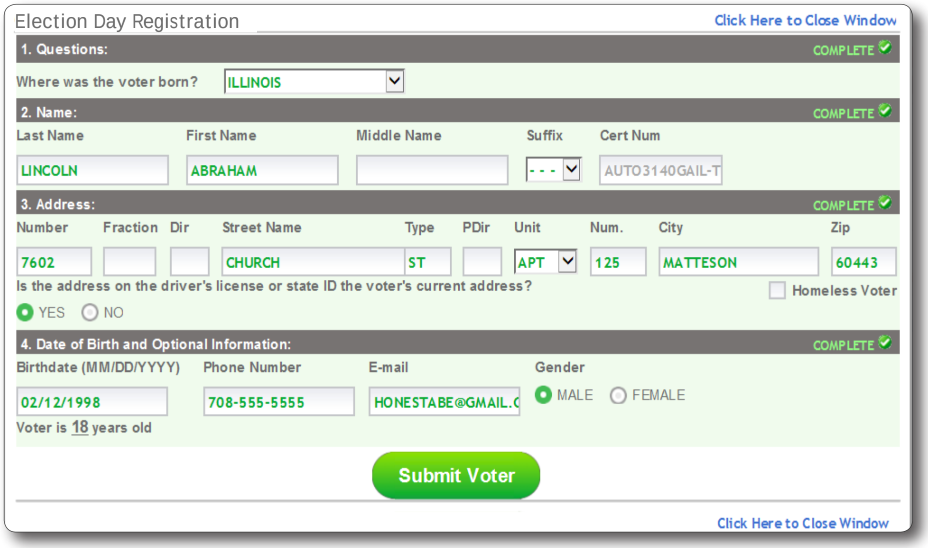
- » **Si la razón es la número 1, 2 o 3 de las de arriba,** tiene que suministrar identificación, información o documentos (por ejemplo; recibo del registro como votante de la oficina de la Secretaría del Estado, licencia de conducir, etc.) para demostrar que es un votante registrado o que cumple con los requisitos para votar. Por favor, presente esta información en la oficina del Secretario, 69 W. Washington St., Suite 500, Chicago; o en uno de los Palacios de Justicia del Condado de Cook. La oficina del Secretario tiene que recibir toda la información de respaldo dentro de las 7 dias posteriores al Día de la Elección. También puede enviar los documentos por fax.
- » **En el caso de las razones 4-6,** usted no precisa brindar más infomación o identificación.
- » **Para averiguar si su voto cuenta,** visite www.cookcountyclerk.com.

Cook County Clerk's Office
69 W. Washington St., Room 500
Chicago IL 60602
Phone: 312 603 0906
Fax: 312-603-9786
www.cookcountyclerk.com

------PROVISIONAL------
DODDS, PETER HARTY
537 MONROE AVE
GLENCOE 60022
PCT: 8100046 LID: Votec-1621
BS: 80-5 AC: 905820
VSEQ: 7 PID: K3867-9436

Form 503

Checklist 30: Editing/Cancelling an EDR Voter Check-in

Check	Step #	Task to complete:	
		To Edit an EDR Voter Check-in	
	1	A. **Pull up** the voter's record. B. **Click** the red "Change Voter Information" button.	 Training Mode - Cook Voter Check-in Statement of Ballots/Logs Contacts/Help ABRAHAM LINCOLN Return to Search Results Verify Voter Information Address: 7602 CHURCH ST MATTESON 60443 Change Voter Information Birth Year: 1998 Certnum: AUTO3140GAIL-TEST-0712 Status: A Precinct: 8000040 Voter has provided 3 IDs (IL DL, Utility bill in applicant's name (last 30 days), Social Security Card) Ballot Information ***** VOTER CHECKED IN ***** BS: 80-1-DEM 69 W Washington-Pedway 07/26 12:38 Cancel Check-in Re-Print Label Return to Voter Lookup
	2	**Make** the appropriate changes.	 Election Day Registration Click Here to Close Window 1. Questions: COMPLETE ✓ Where was the voter born? ILLINOIS 2. Name: COMPLETE ✓ Last Name: LINCOLN First Name: ABRAHAM Middle Name: Suffix: - - - Cert Num: AUTO3140GAIL-T 3. Address: INCOMPLETE ✗ Number *: 7602 Fraction: Dir: Street Name *: CHURCH Type: ST PDir: Unit: Num.: City *: MATTESON Zip *: 60443 Is the address on the driver's license or state ID the voter's current address? * ○ YES ○ NO ☐ Homeless Voter 4. Date of Birth and Optional Information: COMPLETE ✓ Birthdate (MM/DD/YYYY): 02/12/1998 Phone Number: 708-555-5555 E-mail: HONESTABE@GMAIL.(Gender: ● MALE ○ FEMALE Voter is 18 years old Submit Voter Click Here to Close Window
	3	**Click** the green "Submit Voter" button.	 Election Day Registration Click Here to Close Window 1. Questions: COMPLETE ✓ Where was the voter born? ILLINOIS 2. Name: COMPLETE ✓ Last Name: LINCOLN First Name: ABRAHAM Middle Name: Suffix: - - - Cert Num: AUTO3140GAIL-T 3. Address: COMPLETE ✓ Number: 7602 Fraction: Dir: Street Name: CHURCH Type: ST PDir: Unit: APT Num.: 125 City: MATTESON Zip: 60443 Is the address on the driver's license or state ID the voter's current address? ● YES ○ NO ☐ Homeless Voter 4. Date of Birth and Optional Information: COMPLETE ✓ Birthdate (MM/DD/YYYY): 02/12/1998 Phone Number: 708-555-5555 E-mail: HONESTABE@GMAIL.(Gender: ● MALE ○ FEMALE Voter is 18 years old Submit Voter Click Here to Close Window

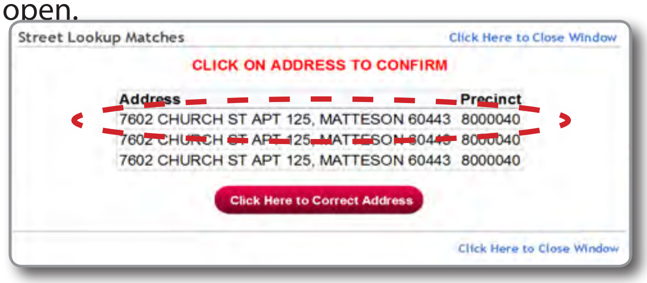
Checklist 30: Editing an EDR Voter Check-in (continued)

4

The Street Lookup Matches screen will open.

→ If the correct address is listed, **click** on it.

→ If you need to edit the address, **click** the "Click Here to Correct Address" button to return to the previous screen.


Street Lookup Matches
Click Here to Close Window
CLICK ON ADDRESS TO CONFIRM
Click Here to Correct Address
Click Here to Close Window

Address	Precinct
7602 CHURCH ST APT 125, MATTESON 60443	8000040
~~7602 CHURCH ST APT 125, MATTESON 60443~~	8000040
7602 CHURCH ST APT 125, MATTESON 60443	8000040

→ If the address is not found or is invalid, call Ballot Entitlement.

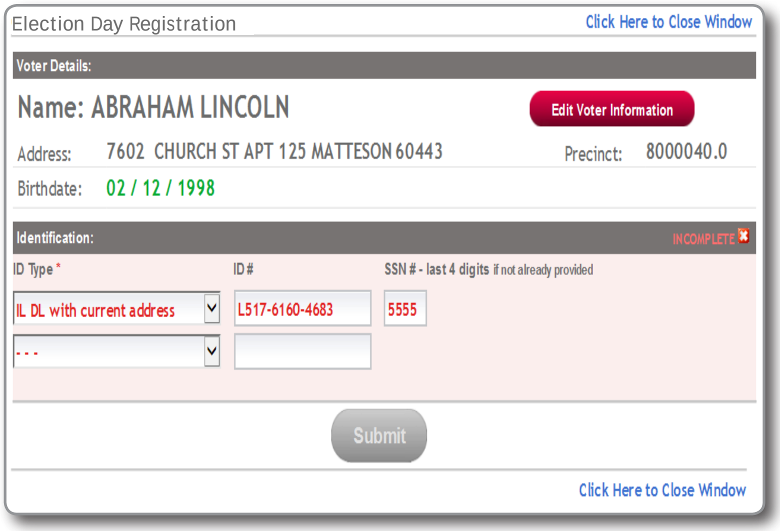
5

The ID screen will open. You **MUST SEE** 2 pieces of ID.

A. **Click** the 1st dropdown list.

B. **Select** the type of ID the voter is showing you.

C. **Enter** the number or other information as noted on the chart on *page 138*.


Election Day Registration
Click Here to Close Window
Voter Details:
Edit Voter Information
Identification:
INCOMPLETE
Submit
Click Here to Close Window

Name: ABRAHAM LINCOLN

Address: 7602 CHURCH ST APT 125 MATTESON 60443 Precinct: 8000040.0

Birthdate: 02 / 12 / 1998

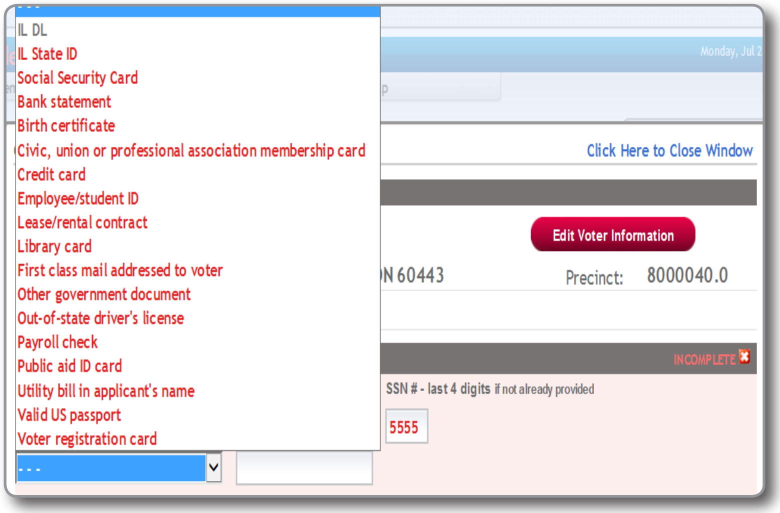
ID Type *	ID #	SSN # - last 4 digits if not already provided
IL DL with current address	L517-6160-4683	5555
- - -		

6

A. **Click** the dropdown list for the 2nd ID.

B. **Select** the 2nd ID that the voter has given you.

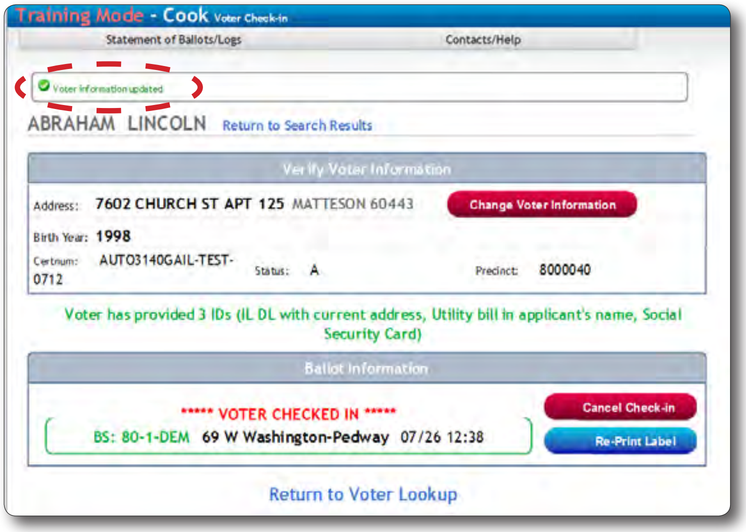
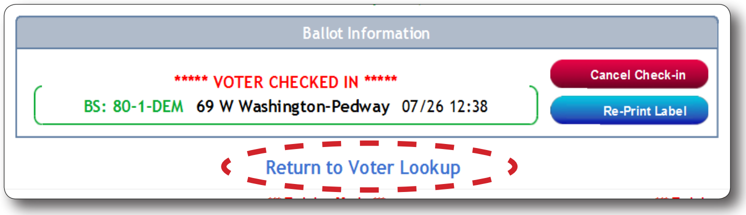
C. **Enter** the appropriate number or other information as noted on the chart on *page 138*.


- - -
IL DL
IL State ID
Social Security Card
Bank statement
Birth certificate
Civic, union or professional association membership card
Credit card
Employee/student ID
Lease/rental contract
Library card
First class mail addressed to voter
Other government document
Out-of-state driver's license
Payroll check
Public aid ID card
Utility bill in applicant's name
Valid US passport
Voter registration card
- - -
Monday, Jul 2
Click Here to Close Window
Edit Voter Information
INCOMPLETE

N 60443 Precinct: 8000040.0

SSN # - last 4 digits if not already provided: 5555

Checklist 30: Editing an EDR Voter Check-in (continued)

	7	The voter information screen will appear. → You will see the notice at the top "Voter Information updated."  Training Mode - Cook Voter Check-in Statement of Ballots/Logs Contacts/Help Return to Search Results Verify Voter Information Change Voter Information Ballot Information Cancel Check-in Re-Print Label Return to Voter Lookup Voter information updated ABRAHAM LINCOLN Address: 7602 CHURCH ST APT 125 MATTESON 60443 Birth Year: 1998 Certnum: AUTO3140GAIL-TEST-0712 Status: A Precinct: 8000040 Voter has provided 3 IDs (IL DL with current address, Utility bill in applicant's name, Social Security Card) ***** VOTER CHECKED IN ***** BS: 80-1-DEM 69 W Washington-Pedway 07/26 12:38
	8	5 labels will print again. → **Place** these labels on top of the voter's labels that are already placed in the Label Book.
	9	A. **Ask** the voter for their "Voter Registration Receipt *(if you have given them one)*. B. **Put** a new label on a new receipt and hand it to the voter. C. **Discard** the old receipt.
	10	**Click** the blue link "Return to Voter Lookup" to return to the Voter Lookup screen.  Ballot Information Cancel Check-in Re-Print Label Return to Voter Lookup ***** VOTER CHECKED IN ***** BS: 80-1-DEM 69 W Washington-Pedway 07/26 12:38

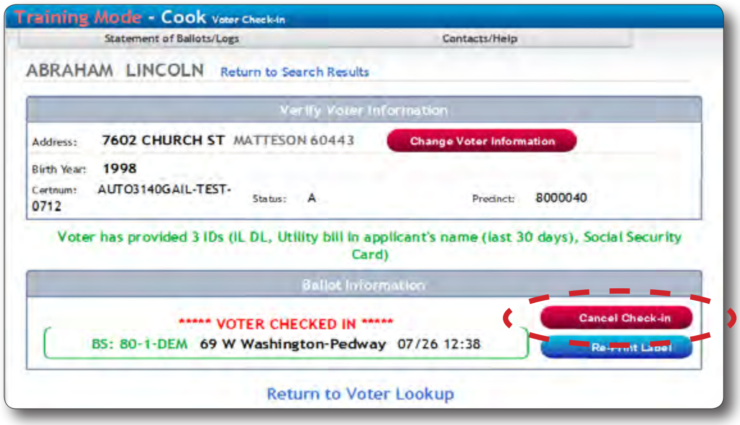
Checklist 30: Cancelling an EDR Voter Check-in

To Cancel an EDR Voter Check-in

1

A. **Pull** up the voter's record.

B. **Click** the red "Cancel Check-in" button.


Training Mode - Cook Voter Check-in
Statement of Ballots/Logs
Contacts/Help
Return to Search Results
Verify Voter Information
Change Voter Information
Ballot Information
Cancel Check-in
Re-Print Label
Return to Voter Lookup

ABRAHAM LINCOLN

Address: 7602 CHURCH ST MATTESON 60443

Birth Year: 1998

Certnum: AUTO3140GAIL-TEST-0712 Status: A Precinct: 8000040

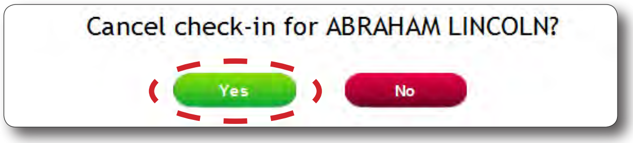
Voter has provided 3 IDs (IL DL, Utility bill in applicant's name (last 30 days), Social Security Card)

***** VOTER CHECKED IN *****

BS: 80-1-DEM 69 W Washington-Pedway 07/26 12:38

2

Click the "Yes" button when you see the screen "Cancel check-in for XXX?".



Cancel check-in for ABRAHAM LINCOLN?

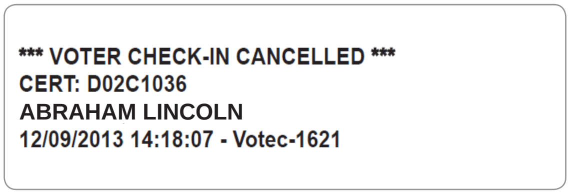
3

The screen will automatically go back to the Voter Lookup screen and a message will appear, indicating that the Check-in was cancelled.

4

One "Voter Check-in Cancelled" label will print.

→ You will see a "Cancelled Check-in" message at the top of the screen.

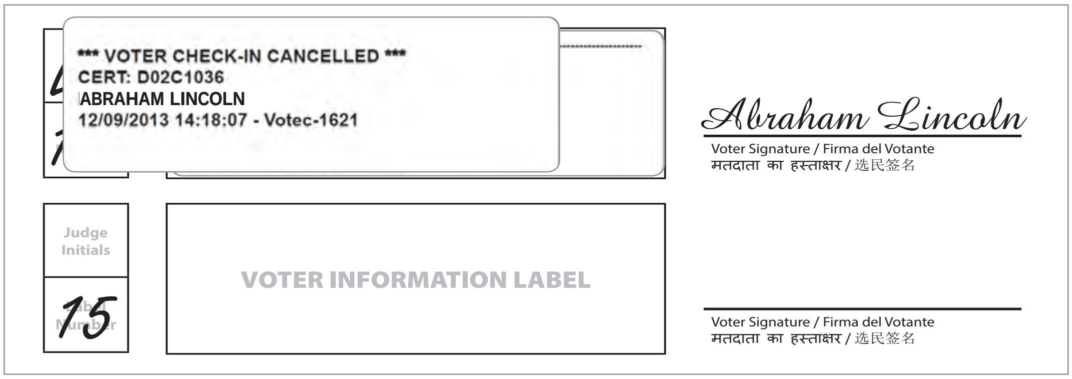


*** VOTER CHECK-IN CANCELLED ***
CERT: D02C1036
ABRAHAM LINCOLN
12/09/2013 14:18:07 - Votec-1621

5

Place the label over the Voter Information Label, and over the "Label #" and "Judge Initials" box in the label book on the white Voter Information Labels page.

→ Re-number any voters after the cancelled voter on the white pages and on the green pages.


Abraham Lincoln
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名
Judge Initials
15
VOTER INFORMATION LABEL
Voter Signature / Firma del Votante
मतदाता का हस्ताक्षर / 选民签名

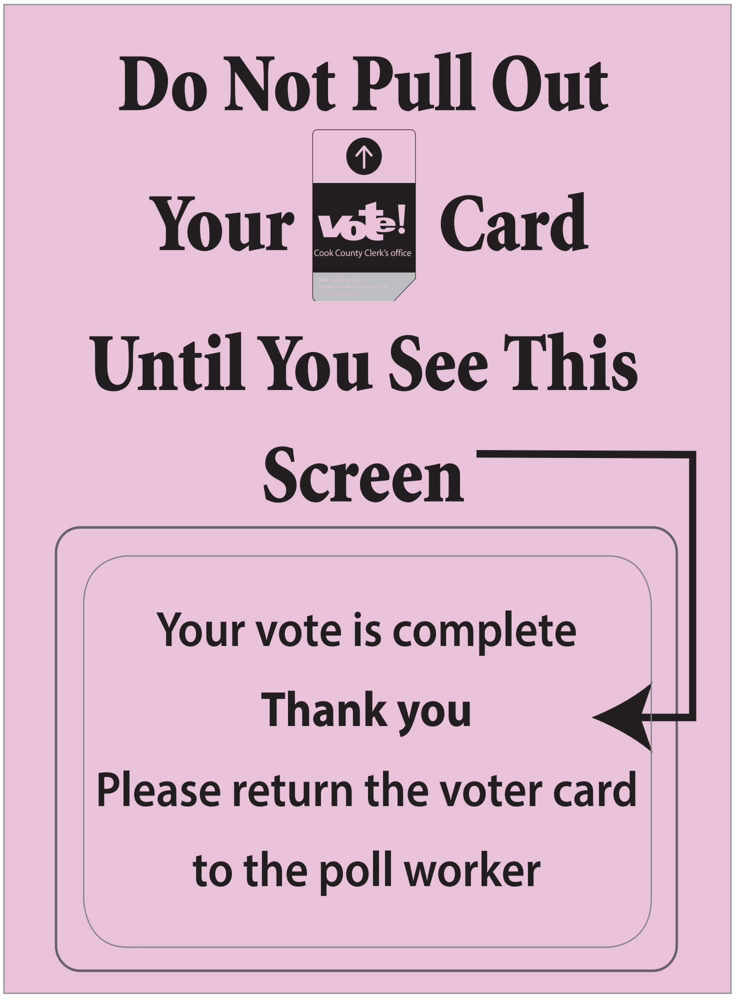
*** VOTER CHECK-IN CANCELLED ***
CERT: D02C1036
ABRAHAM LINCOLN
12/09/2013 14:18:07 - Votec-1621

Activation Card Warning Slip

Give this slip to each voter who chooses to vote on a Touch Screen, along with the activation card, to instruct them

NOT TO REMOVE THE ACTIVATION CARD

before the Touch Screen has accepted their ballot and their vote is complete



Do Not Pull Out

Your Card

Until You See This

Screen

Your vote is complete

Thank you

Please return the voter card

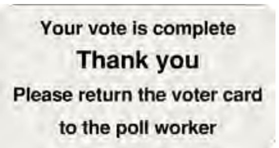
to the poll worker

vote!
Cook County Clerk's office

Checklist 31: Issuing an Activation Card for a Regular Ballot

Follow the steps on this checklist to issue an activation card for a voter on Election Day.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Check** the ballot style slip for the voter's activation code. → Each voter has an activation code listed on their voter information screen on the e-pollbook.
	2	**Insert** the activation card into the slot with the arrow facing toward you and down. → **Push** the card down until it clicks into place.
	3	**Press** the "Activate Card" button on the Card Activator.
	4	**When the Card Activator asks for a ballot code:** A. **Slowly** enter the correct activation code, written on the ballot style slip. → You must add a final (7th) digit to activate the card. → In a General Election, the 7th digit is "1" for ALL voters. B. **Press** the "Yes" button.
	5	The unit will activate the card and prompt the Judge to remove it from the slot.
	6	**Remove** the card and hand it to the voter along with an Activation Card Warning Slip *(previous page)*. *(Taping the slip to the Touch Screen is not enough. This step is not optional.)*
	7	A. **Tell** the voter to leave the card in the Touch Screen until they have pressed the "Cast Ballot" button and the Touch Screen directs them to remove it. B. **Tell** them they must follow the prompts to review their ballot. Before removing their card, the tape must be blank and the screen should read:  Your vote is complete Thank you Please return the voter card to the poll worker before they remove the card. ❗ *Failure to follow these instructions will void the voter's vote. They will have to vote again or their vote will be lost.*
	8	**Direct** the voter to the Touch Screen machine to vote. If you share a room with another precinct, be sure your voters do not use the Touch Screen in the other precinct.

If the Card Activator is not working, see page 283 to activate ballots in Manual Mode.

Checklist 32: Issuing an Activation Card for a Provisional Ballot

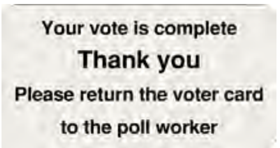
Provisional voters are Special Circumstance Voters with issues that cannot be resolved by Election Judges on Election Day. Judges at Station 1 must activate a Provisional voter card on the Card Activator and enter the Provisional ID number (obtained from the Card Activator) in the voter's check-in screen on the e-pollbook.

Follow the steps on this checklist to activate a Provisional ballot on Election Day.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Insert** the activation card into the slot with the arrow facing toward you and down. → **Push** the card down until it clicks into place.
	2	**Press** the "Menu" button on the Card Activator.
	3	**Press** the number "1" on the keypad (*the display will show that the number "1" corresponds to a Provisional ballot*).
	4	**When the Card Activator asks for a ballot code:** A. **Slowly** enter the correct activation code, written on the ballot style slip. → You must add a final (7th) digit to activate the card. → In a General Election, the 7th digit is "1" for ALL voters. B. **Press** the "Yes" button.
	5	**Once the card is activated:** → The unit will display the "Card Activated" message, followed by "PROV" and a Provisional ID number. → The Card Activator will also print the number.
	6	**Remove** the card and hand it to the voter along with an Activation Card Warning Slip *(page 180)*. **Taping the slip to the Touch Screen is not enough!** **This step is not optional!**
✂	7	**Cut** the tape above the tear line.
	8	A. **Enter** the Provisional ID number on the Provisional screen and finish checking the voter in. → You must type a dash "-" before the final 4 digits or the number will show as invalid. B. **Place** the tape in the plastic pouch on the inside back cover of the Label Book.

Checklist 32: Issuing an activation card for a Provisional ballot (continued)

	9	**A.** **Tell** the voter to leave the card in the slot until they have pressed the "Cast Ballot" button and the Touch Screen directs them to remove it. **B.** **Tell** them they must follow the prompts to review their ballot. Before removing their card, the tape must be blank and the screen should read:  Your vote is complete Thank you Please return the voter card to the poll worker before they remove the card. ! *Failure to follow these instructions will void the voter's vote. They will have to vote again or their vote will be lost.*
	10	**Direct** the voter to the Touch Screen to vote. If you share a room with another precinct, be sure your voters do not use the Touch Screens in the other precinct.

If the Card Activator is not working, see page 287 to activate Provisional ballots in Manual Mode.

Checklist 33: Issuing an Activation Card for an Audio Ballot

Follow the steps on this checklist to activate an audio ballot on Election Day.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Insert** the activation card into the slot with the arrow facing toward you and down. Push the card down until it clicks into place.
	2	**Press** the "Menu" button on the Card Activator.
	3	**Press** the number "2" on the keypad (*the display will show that the number "2" corresponds to an audio ballot*).
	4	**When the Card Activator asks for a ballot code:** A. **Slowly** enter the correct activation code, written on the ballot style slip. → You must add a final (7th) digit to activate the card. → In a General Election, the 7th digit is "1" for ALL voters. B. **Press** the "Yes" button.
	5	A. **Remove** the card. B. **Accompany** the voter to any available Touch Screen unit in your precinct with an accessibility handset.
	6	A. **Remove** the accessibility handset and plug the headphones into the headphone port on the side of the handset. B. **Attach** the Velcro strap to the back of the handset. C. **Hand** the voter the headphones to put on. Then slide the handset onto the voter's hand in the correct position. D. **Tighten** the strap if necessary and be sure that the voter understands where buttons are located. E. **Explain** to the voter that there are 6 raised buttons, plus volume and speed control buttons. Tell them to press the **HELP** button *(round button at the upper right of the handset)* at the beginning of the Audio Ballot to hear an explanation of the buttons. F. **Insert** the card into the Touch Screen for the voter. G. **Tell** the voter to leave the card in the slot until they have cast their ballot and the **Touch Screen directs them to remove it.** H. **Return** to your Station as soon as the voter begins voting.

See page 192 for a more detailed explanation on how to operate the accessibility handset

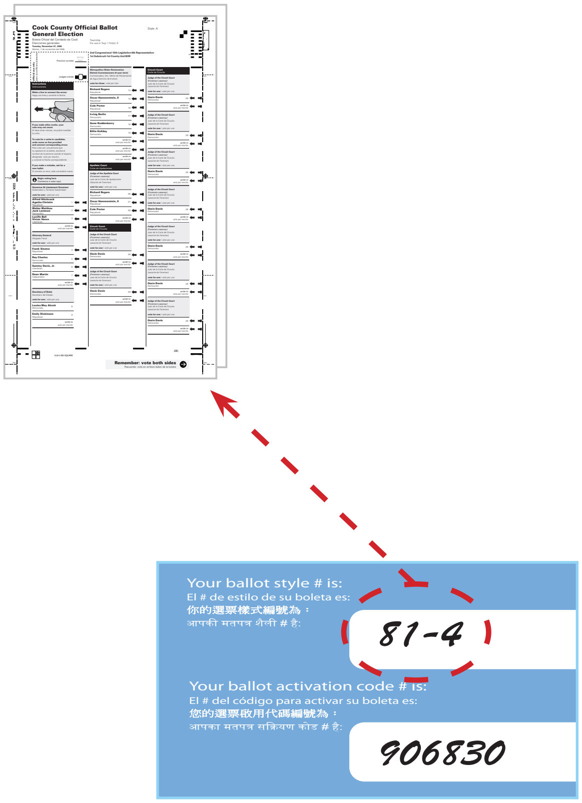
Station 2

Issuing a paper ballot

Two Judges, one from each party, serve at Station 2. They are responsible for issuing each voter a paper ballot.

- → Each voter will get two paper ballot cards for the November 8, 2016 Presidential General Election. The public counter will go up by two for each voter in this election.
    - » **Look** at the slip and issue the voter the correct ballot.
        - › If you are in a split precinct, make sure it is the correct ballot style.
- → Most ballots will be in shrink-wrapped packages of 50. **Open only one package of each ballot style at a time.**
- → The second ballot card is the same for all voters.

paper ballot(s)

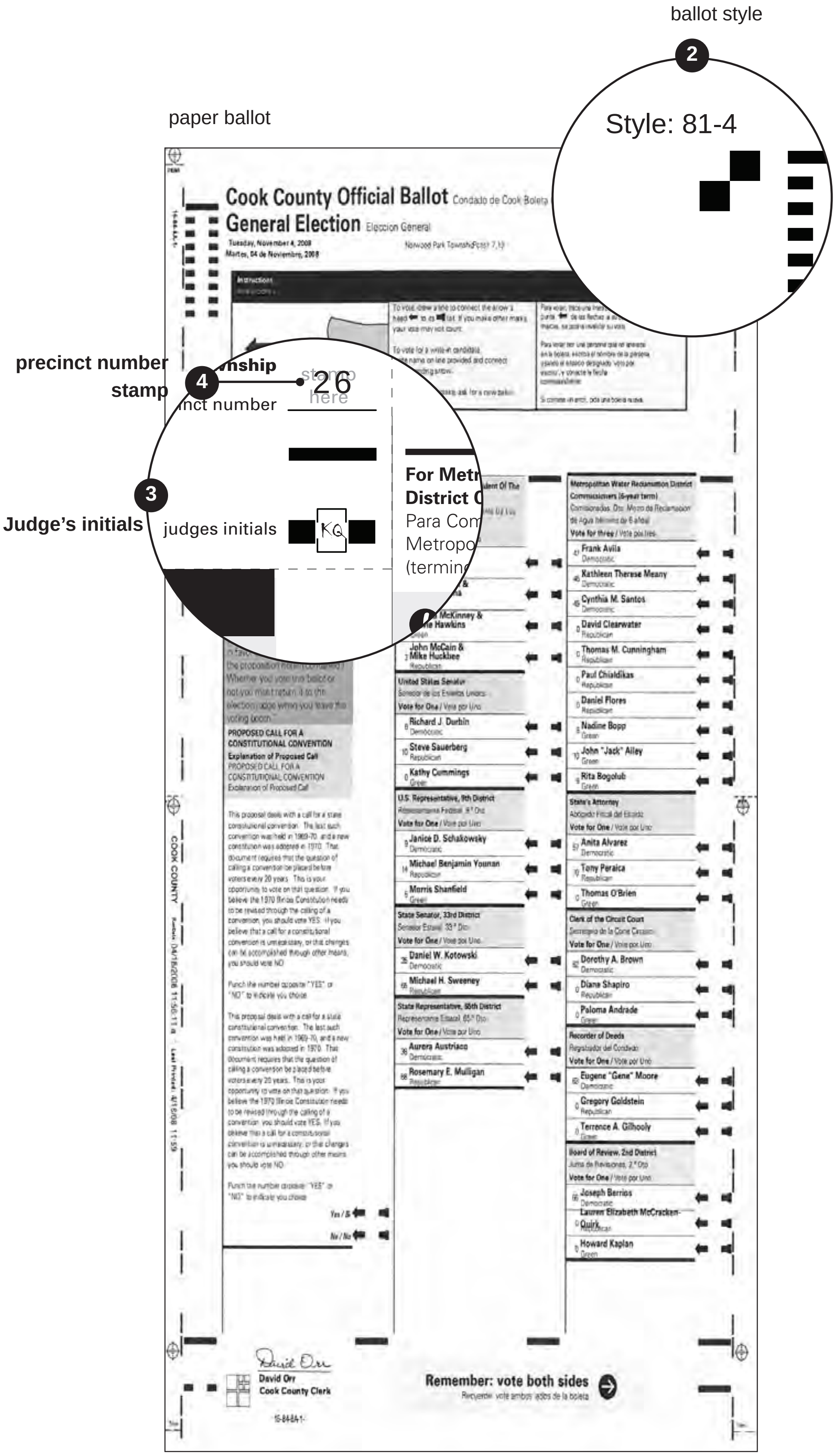


Your ballot style # is:
El # de estilo de su boleta es:
你的選票樣式編號為：
आपकी मतपत्र शैली # है:
81-4

Your ballot activation code # is:
El # del código para activar su boleta es:
您的選票啟用代碼編號為：
आपका मतपत्र सक्रियण कोड # है:
906830

ballot style slip

Paper Ballot


ballot style
2
Style: 81-4
paper ballot
precinct number stamp
4
Township
Precinct number
stamp here
26
3
Judge's initials
judges initials
KQ

Cook County Official Ballot Condado de Cook Boleta

General Election Eleccion General

Tuesday, November 4, 2008
Martes, 04 de Noviembre, 2008

Norwood Park Township

Instructions

To vote, draw a line to connect the arrow's head to its tail. If you make other marks, your vote may not count.

To vote for a write-in candidate, write name on line provided and connect corresponding arrow.

If you make a mistake, ask for a new ballot.

For Metropolitan Water Reclamation District Commissioners
Para Comisionados del Distrito Metropolitano de Reclamacion de Agua (termino

McKinney & Hawkins
Green

John McCain & Mike Huckbee
Republican

United States Senator
Senador de los Estados Unidos
Vote for One / Vote por Uno

Richard J. Durbin, Democratic
Steve Sauerberg, Republican
Kathy Cummings, Green

U.S. Representative, 9th District
Representante Federal, 9.º Dto.
Vote for One / Vote por Uno

Janice D. Schakowsky, Democratic
Michael Benjamin Younan, Republican
Morris Shanfield, Green

State Senator, 33rd District
Senador Estatal, 33.º Dto.
Vote for One / Vote por Uno

Daniel W. Kotowski, Democratic
Michael H. Sweeney, Republican

State Representative, 65th District
Representante Estatal, 65.º Dto.
Vote for One / Vote por Uno

Aurora Austriaco, Democratic
Rosemary E. Mulligan, Republican

Metropolitan Water Reclamation District Commissioners (6-year term)
Comisionados, Dto. Metro de Reclamacion de Agua (término de 6 años)
Vote for three / Vote por tres

Frank Avila, Democratic
Kathleen Therese Meany, Democratic
Cynthia M. Santos, Democratic
David Clearwater, Republican
Thomas M. Cunningham, Republican
Paul Chialdikas, Republican
Daniel Flores, Republican
Nadine Bopp, Green
John "Jack" Ailey, Green
Rita Bogolub, Green

State's Attorney
Abogado Fiscal del Estado
Vote for One / Vote por Uno

Anita Alvarez, Democratic
Tony Peraica, Republican
Thomas O'Brien, Green

Clerk of the Circuit Court
Secretario de la Corte Circuito
Vote for One / Vote por Uno

Dorothy A. Brown, Democratic
Diane Shapiro, Republican
Paloma Andrade, Green

Recorder of Deeds
Registrador del Condado
Vote for One / Vote por Uno

Eugene "Gene" Moore, Democratic
Gregory Goldstein, Republican
Terrence A. Gilhooly, Green

Board of Review, 2nd District
Junta de Revisiones, 2.º Dto.
Vote for One / Vote por Uno

Joseph Berrios, Democratic
Lauren Elizabeth McCracken-Quirk, Republican
Howard Kaplan, Green

... in favor of the proposition herein contained? Whether you vote this ballot or not you must return it to the election judge when you leave the voting booth.

PROPOSED CALL FOR A CONSTITUTIONAL CONVENTION
Explanation of Proposed Call
PROPOSED CALL FOR A CONSTITUTIONAL CONVENTION
Explanation of Proposed Call

This proposal deals with a call for a state constitutional convention. The last such convention was held in 1969-70, and a new constitution was adopted in 1970. That document requires that the question of calling a convention be placed before voters every 20 years. This is your opportunity to vote on that question. If you believe the 1970 Illinois Constitution needs to be revised through the calling of a convention, you should vote YES. If you believe that a call for a constitutional convention is unnecessary, or that changes can be accomplished through other means, you should vote NO.

Punch the number opposite "YES" or "NO" to indicate you choice.

This proposal deals with a call for a state constitutional convention. The last such convention was held in 1969-70, and a new constitution was adopted in 1970. That document requires that the question of calling a convention be placed before voters every 20 years. This is your opportunity to vote on that question. If you believe the 1970 Illinois Constitution needs to be revised through the calling of a convention, you should vote YES. If you believe that a call for a constitutional convention is unnecessary, or that changes can be accomplished through other means, you should vote NO.

Punch the number opposite "YES" or "NO" to indicate you choice.

Yes / Sí
No / No

COOK COUNTY

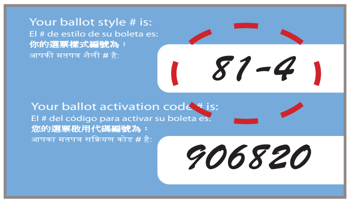
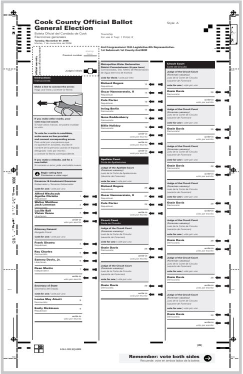
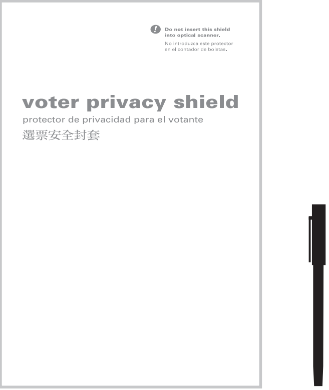
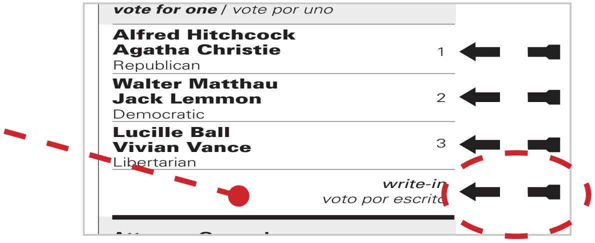
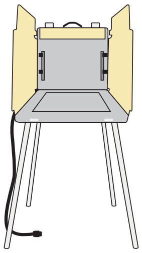
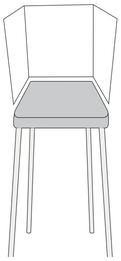
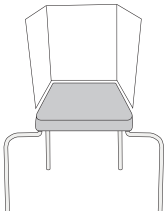
David Orr
Cook County Clerk

Remember: vote both sides
Recuerde: vote ambos lados de la boleta

Checklist 34: Issuing a Paper Ballot

Follow the steps on this checklist to issue a paper ballot.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Check** the Ballot Style Slip to learn the voter's ballot style number.  Your ballot style # is: El # de estilo de su boleta es: 你的選票樣式編號為： आपकी मतपत्र शैली # है: 81-4 Your ballot activation code # is: El # del código para activar su boleta es: 您的選票啟用代碼編號為： आपका मतपत्र सक्रियण कोड # है: 906820
	2	**Select** the correct paper ballot for the voter using the ballot style number. → Be sure to give each voter both ballot cards when applicable.
	3	**Using** a pen, one Judge must initial each ballot card in the box designated for Judge's initials. → Be sure that the initials remain inside the box.
	4	**Stamp** the precinct number on each ballot card on the precinct number line. → The stamp can be found in Kit 3.
	5	A. **Give** the voter the paper ballot card, a special pen, and a privacy shield. B. **Instruct** the voter to cover the completed ballot with the privacy shield when inserting them into the Scanner. C. **Instruct** the voter not to insert the privacy shield into the Scanner.  Cook County Official Ballot General Election Remember: vote both sides  Do not insert this shield into optical scanner. No introduzca este protector en el contador de boletas. voter privacy shield protector de privacidad para el votante 選票安全封套
	6	**Explain** how to cast a write-in vote: A. **Write** the candidate's name on the line provided, under the appropriate office. B. **Connect** the arrow next to the write-in candidate's name.  ***vote for one*** / *vote por uno* **Alfred Hitchcock** 1 **Agatha Christie** Republican **Walter Matthau** 2 **Jack Lemmon** Democratic **Lucille Ball** 3 **Vivian Vance** Libertarian *write-in* *voto por escrito*
	7	**Direct** the voter to any available voting booth. 

Station 3

Touch Screens

Monitoring the Touch Screens

The Equipment Manager at Station 3 must monitor the voters using the Touch Screens. They must:

→ Assist voters, if they need help.

→ Make sure voters successfully cast their ballot before leaving the polling place.

→ Collect the activation card from every Touch Screen voter.

The Scanner

Inserting paper ballots

The Equipment Manager is assigned to Station 3 and should stand near the Scanner to assist any voter who requests help. The Equipment Manager should give the voter enough space to allow the individual to insert the ballot privately.

> ! *Remind the voter to place the privacy shield on top of his or her ballot card to keep selections private. At no point should any Judge look at a voter's ballot.*

1. **Ask** the voter to insert their ballot, into the Scanner slot. The privacy shield does not get inserted.
   » The Scanner will accept the ballot much like a vending machine accepts a dollar bill.
   » If the ballots have been marked and initialed properly, the Scanner will accept, read and store them.
2. **Retrieve** the privacy shield and pen from the voter.

A ballot card will be rejected if the Scanner detects:

→ An overvote

→ A blank ballot

→ An undervote *(in certain elections and races)*

→ No Judge's initials

→ A defective ballot:
   » Judge's initials exceed the allotted space
   » The ballot is wrinkled or ripped

See Scanner Troubleshooting, page 267 for instructions on handling rejected ballots.

Scanner Messages

During Scanner operation, there are several messages that appear on the LCD screen and on the paper tape. It is important for EMs and Election Judges to pay attention to these messages. The chart below contains messages that you may see on the Scanner and the action to take when each appears.

LCD Message	Tape Message	Action
Ready to Read Ballots	Polls open OK to read ballots for Precinct __	Scanner is ready for use.
Processing Ballot	No Message	Ballot is being read.
Thank you for voting	No Message	Vote has been properly processed.
Ready to close polls and print tape?	Request to close polls. If Yes, press 0. If No, press 9	Press 0 if you are ready to close polls.
Polls are closed	Polls are closed, no more ballot reading	No action necessary. If polls should not be closed, call the Call Center.
Report printing Please wait	No Message	No action necessary, wait for report to finish printing.

The "I Voted" stickers

Finally, Station 3 Judges must make sure that all voters receive the "I Voted" sticker after they cast their ballot and before they leave the polling place.

! *In elections with more than one ballot card, it is not necessary to spoil both ballot cards if the voter wants to make changes on only one of the cards.*

Voter Assistance

Voting aids

Hand-held magnifiers for voters who are visually impaired are available at each precinct.

Voter assistance

The Clerk's office provides several programs and materials aimed at making it easier and more convenient for disabled and non-English speaking voters to cast ballots independently.

Voters may bring a friend or relative to the polling place to assist with voting or request assistance from the Election Judges. If Election Judges are requested it must be 2 of them, 1 from each party. Anyone assisting a voter, including Election Judges, must sign a special circumstance label. The completed label for assisting voters is placed on a blue Label Book page. See instructions for "Voter needs Assistance," pages 85.

Assistance may be provided to:

→ Voters unable to physically mark a ballot

→ Voters unable to read, speak or write English

→ Voters with limited reading and writing skills

Voter assistance is given in private. Information regarding a voter's selections must not be shared with anyone.

☎ ***If you have any questions regarding assisting disabled voters, call a disability coordinator at the Clerk's office: (312) 603-0944.***

☎ ***Hearing impaired voters can call the Clerk's TDD Information Line: (312) 603-0902.***

☎ ***If Judges need to verify the request for curbside voting, call the Legal Help Line: (312) 603-0236.***

Curbside voting

A voter who is disabled and has difficulty or is unable to enter the polling place may request to vote outside of the polling place.

The Clerk's office will attempt to provide Election Judges at the precinct with a list of curbside voters and their expected arrival time to the polling place. This list will be inside the 6 AM Envelope.

Because of the 5 p.m. deadline the day before Election Day, a complete list may not be available the morning of Election Day. anyone.

Administering curbside voting

The voter should come as close to the building's entrance as possible. The voting procedures and conduct for curbside voting are the same as for voting within the polling place. Pollwatchers may be present. Maintain voter privacy:

1. **Type** in the house number and at least 2 letters of the last name. Typing 4 letters produces an automatic search. Click on the green "Search" button.
2. **Double** click on the correct voter name.
3. **Write** the voter's ballot style number on a Ballot Style Slip (make sure to give the voter the correct paper ballot).
4. **Click** the green "Check-in" button.
   → One standard voter information label will print.
5. **Attach** the label to the white pages of the Label Book, number and initial it.
6. **Take** a paper ballot, privacy shield, marking pen, and Label Book out to the location specified in the request.
   → Must be **2 Judges** - one from each party
7. **Bring** the ballot in and run it through the Scanner after the voter has completed voting.

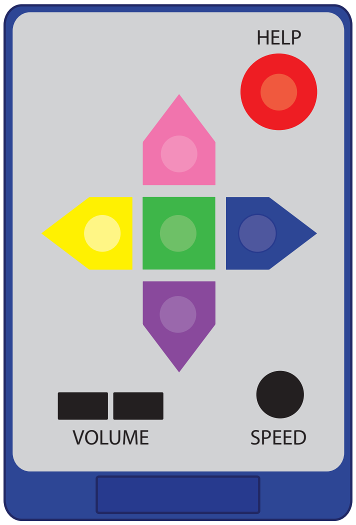
Audio Handset

Audio voting

The Touch Screen is equipped with an audio ballot, headset and keypad to allow voters who are blind or visually impaired, have limited manual dexterity, or have limited reading skills to hear the ballot and make their selections.

See page 193 for instructions on how to activate a voter card for an audio ballot.

Audio Handset



Audio unit control buttons

SELECT Button	The green square Select button allows the voter to make selections and cast the ballot after voting is complete.
RIGHT Arrow Button	The blue Right Arrow button enables the voter to navigate forward through the contests on the ballot.
LEFT Arrow Button	The yellow Left Arrow button allows the voter to navigate backwards through contests on the ballot.
UP Arrow Button	The pink Up Arrow button enables the voter to navigate through the candidate's names in a particular contest.
DOWN Arrow Button	The purple Down Arrow button enables the voter to navigate through candidate names in a particular contest.
VOICE SPEED Button	The black round button controls the speed of the narrator's voice. To change the speed, press the button.
HELP Button	The red round button provides guidance and assistance to the voter. The voter can press the Help Button at any time during voting.
VOLUME CONTROL Buttons	The two black rectangular buttons on the bottom left side of the keypad control the volume. The right button increases volume. The left button decreases volume.

Checklist 35: Audio Ballot Instructions

Using the audio ballot, the voter will put on the provided headphones and press buttons on a handset to navigate through the ballot and make selections.

The audio ballot comes equipped with instructions that are spoken to the voter. The voter is guided in making selections by a series of prompts. Voters will have the option to leave the screen on (audio visual) or have it turned off during voting (audio).

Step #	Task to complete:
The Judge Must:	
1	A. **Remove** the handset from the lower left portion of the Touch Screen. B. **Attach** it to the Velcro strap. C. **Hand** it to the voter with the **HELP** button at the top.
2	**Plug** the headphones into the far left jack labeled with a headphone symbol. → There are also jacks for voters who use "sip" or "puff" devices to vote. » Those jacks are labeled "S" for sip and "P" for puff.
3	**Insert** the activation card into the card slot in the Touch Screen. → The voter can now vote independently.
Instructions for the Voter	
1	The audio ballot will first ask the voter to choose a language. → This is done by using the **pink UP arrow** button or the **purple DOWN arrow** button. → When the voter hears a desired language, he/she will press the **green square SELECT** button**.**
2	The voter will press the **green square SELECT button** a second time to enter the audio ballot instructions.
3	After listening to the instructions, the voter will press the **green square SELECT** button. This will take him/her to the first contest.

If the voter waits more than 30 seconds to press a key,
a Help Message will activate to assist the voter.

4	After hearing the names of the candidates, the voter will press the **pink UP arrow** button to move through the list of names one at a time. The voter can go back through the list by pressing the **purple DOWN arrow** button.
5	The voter will press the **green square SELECT** button to choose a candidate immediately after hearing the name.

Checklist 35: Audio ballot instructions (continued)

6	The audio ballot will then confirm the selection by saying it back to the voter.

Write-In Candidates

The voter can also select the write-in candidate option in races where a write-in candidate has filed to run.

1. Prompts allow the voter to press the **UP and DOWN arrow** buttons to navigate through the alphabet to spell the candidate's name.
2. The voter will press the **green square SELECT** button to choose each letter.
3. After completing the candidate's name, the voter will press the **green square SELECT** button to move to the next race.

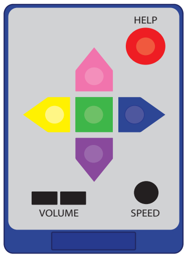
7	The voter will use the **yellow LEFT** and **blue RIGHT arrow** buttons on the keypad to move backward and forward through the contests. → The voter can use the **blue RIGHT arrow** button to skip contests after the name of the contest is read.
8	After the voter reaches the end of the ballot, the voter can review the selections by pressing the **green square SELECT** button. A. The narrator will say each contest name. B. After each contest, the audio ballot will inform the voter: » "This contest is fully voted" and will say the name of the candidate selected. » Or "No selections have been made in this contest."
9	After the review is complete, the voter is asked to press the **blue RIGHT arrow** button to advance to the cast ballot stage of voting. The voter casts his/her ballot by pressing the **green square SELECT** button.
10	Upon casting the ballot, a paper record will print inside the Touch Screen printer.
11	A. The narrator will inform the voter that his/her vote is being electronically recorded and that a paper record is being created. B. After the ballot is cast, the narrator will tell the voter that voting is complete. C. The voter is then asked to return the voter card to an Election Judge. D. The Touch Screen automatically returns to normal voting.
12	When the voter is finished voting, disconnect the headphones and Velcro strap, and replace the accessibility handset.

Checklist 36: Audio Visual and SIP & PUFF Instructions

Audio Visual and SIP & PUFF ballots can only be accessed on the Touch Screen, in Manual Mode.

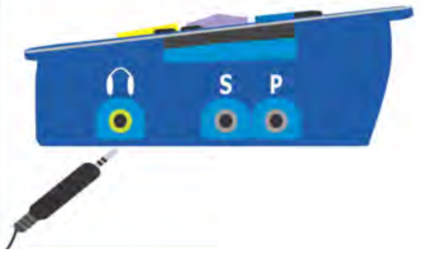
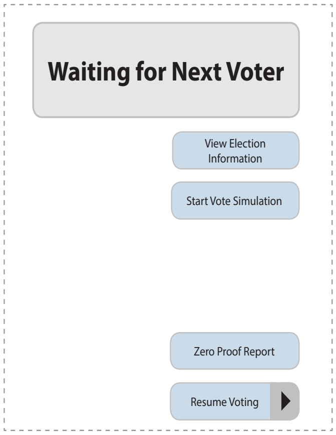
Follow the steps on this checklist to activate an Audio Visual or a SIP & PUFF ballot.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Remove** the accessibility handset.  HELP VOLUME SPEED

Audio Visual Voting

If the voter wishes to vote by hearing the ballot while voting on screen, **DO NOT activate a card.**

Check	Step #	Task to complete:
	2	**Plug** the headphones into the headphone port on the handset. 
	3	**Lay** the handset back in place so that the plug from the headphones is secure *(the voter does not need the handset).*
	4	**Press** and **hold** the green "activate" button in the back of the Touch Screen until it beeps.
	5	**Release** the green button after the beep. → The screen will change to the menu screen shown here.  Waiting for Next Voter View Election Information Start Vote Simulation Zero Proof Report Resume Voting

Checklist 36: Audio Visual and SIP & PUFF instructions (continued)

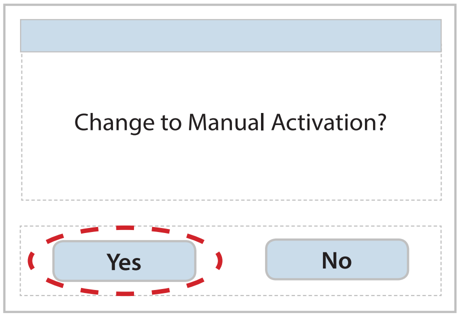
6

A. **Press** and **hold** the green "activate" button a **second time** until it beeps.

B. **Release** the green button after the beep.

→ The screen will ask if you wish to change to Manual Activation.

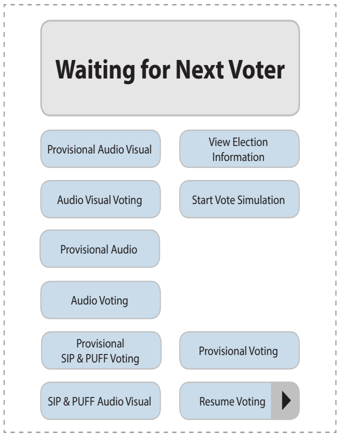
C. **Press** "Yes."



Change to Manual Activation?

7

The screen will change to the Manual Mode menu screen, illustrated here.

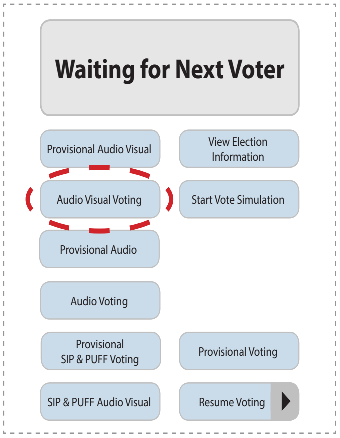


Waiting for Next Voter
Provisional Audio Visual
View Election Information
Audio Visual Voting
Start Vote Simulation
Provisional Audio
Audio Voting
Provisional SIP & PUFF Voting
Provisional Voting
SIP & PUFF Audio Visual
Resume Voting

The Manual Mode menu screen lists all of the voting options while in Manual Mode.

8

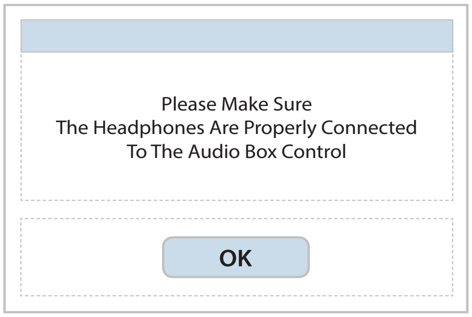
Press "Audio Visual Voting" on the Manual Mode menu screen.



Waiting for Next Voter
Provisional Audio Visual
View Election Information
Audio Visual Voting
Start Vote Simulation
Provisional Audio
Audio Voting
Provisional SIP & PUFF Voting
Provisional Voting
SIP & PUFF Audio Visual
Resume Voting

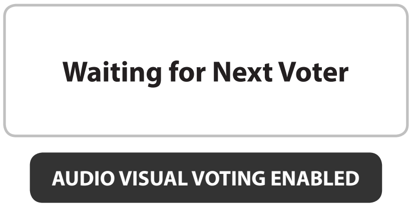
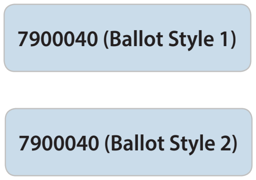
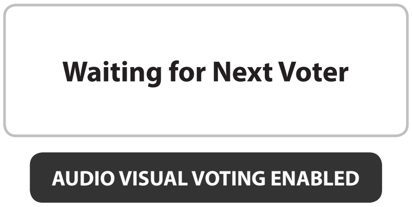
9

Press "OK" when the screen tells you to "Make Sure The Headphones Are Properly Connected To The Audio Box Control."



Please Make Sure
The Headphones Are Properly Connected
To The Audio Box Control

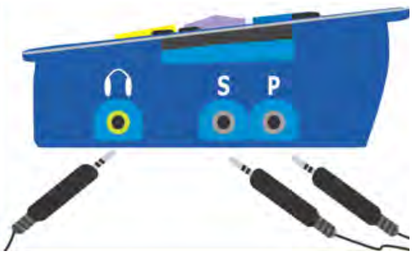
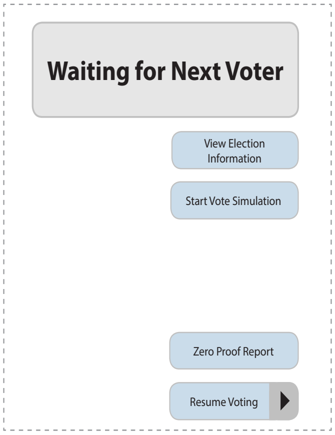
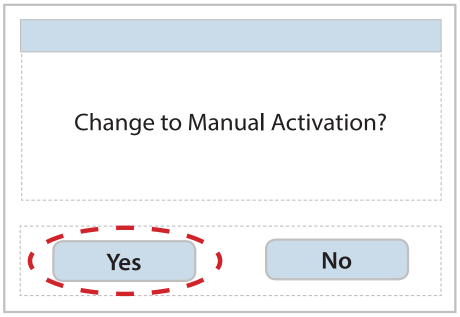
Checklist 36: Audio Visual and SIP & PUFF instructions (continued)

	10	→ You are now in Audio Visual Voting Manual Mode. → The "Waiting For Next Voter" screen will appear with the words "AUDIO VISUAL VOTING ENABLED."  **Waiting for Next Voter** **AUDIO VISUAL VOTING ENABLED**
	11	**Activate** the ballot by simply **tapping** the green "activate" button. ***Note:*** *Do not press and hold the "activate" button.*  7900040 (Ballot Style 1) 7900040 (Ballot Style 2) → The screen will then show the activation code(s) available in your precinct. » Look at the ballot style slip, issued to the voter at station 1, for the voter's activation code.
	12	**Press** the correct activation code. → The language screen will be displayed. → The voter can select their language and start voting.
	13	**Step** away from the Touch Screen when the language selection screen appears.
	14	After the voter has cast their ballot, the screen will return to the "Waiting for Next Voter, Audio Visual Voting Enabled" screen.  **Waiting for Next Voter** **AUDIO VISUAL VOTING ENABLED**
	15	**Change** the Touch Screen back to Auto Mode. → See page 201 for instructions on how to change the Touch Screen back to Auto Mode. ***Note:*** *The Touch Screen will not automatically change back to Auto Mode after the voter has cast their ballot.* **If the Touch Screen is already in Manual Mode because of a non-working Card Activator:** **Press** and **hold** the green "activate" button in the back of the Touch Screen until it beeps and the screen will return to the Manual Mode menu screen.

Checklist 36: Audio Visual and SIP & PUFF instructions (continued)

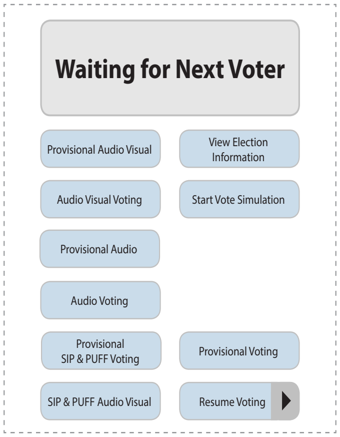
SIP & Puff Voting

If the voter wishes to vote by using his/her SIP & PUFF instrument, **DO NOT activate a card.**

	2	**Plug** the headphones into the headphone port and the Sip & Puff instrument into the **S** and **P** ports on the handset *(S = Sip and P = Puff)*. 
	3	**Lay** the handset back in place so that the plug from the headphones is secure *(voter does not need the handset).*
	4	**Press** and **hold** the green "activate" button in the back of the Touch Screen until it beeps.
	5	**Release** the green button after the beep. → The screen will change to the menu screen shown here.  Waiting for Next Voter View Election Information Start Vote Simulation Zero Proof Report Resume Voting
	6	A. **Press** and **hold** the green "activate" button a **second time** until it beeps. B. **Release** the green button after the beep. → The screen will ask if you wish to change to Manual Activation. C. **Press** "Yes."  Change to Manual Activation?

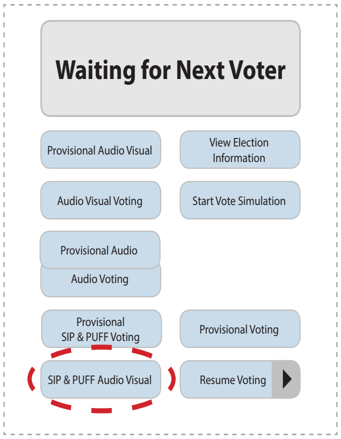
Checklist 36: Audio Visual and SIP & PUFF instructions (continued)

7 The screen will change to the Manual Mode menu screen, illustrated here.

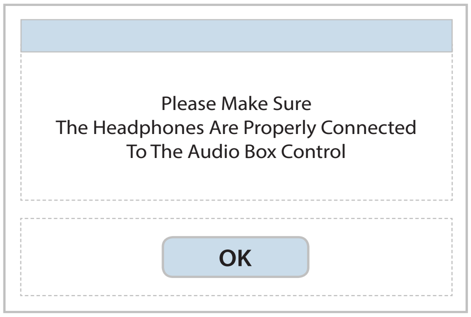

Waiting for Next Voter
Provisional Audio Visual
View Election Information
Audio Visual Voting
Start Vote Simulation
Provisional Audio
Audio Voting
Provisional SIP & PUFF Voting
Provisional Voting
SIP & PUFF Audio Visual
Resume Voting

The Manual Mode menu screen lists all of the voting options while in Manual Mode.

8 **Press** "SIP & PUFF Audio Visual" on the Manual Mode menu screen.


Waiting for Next Voter
Provisional Audio Visual
View Election Information
Audio Visual Voting
Start Vote Simulation
Provisional Audio
Audio Voting
Provisional SIP & PUFF Voting
Provisional Voting
SIP & PUFF Audio Visual
Resume Voting

9 **Press** "OK" when the screen tells you to "Make Sure The Headphones Are Properly Connected To The Audio Box Control."

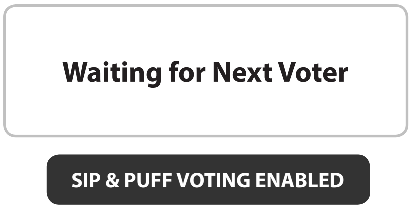


Please Make Sure
The Headphones Are Properly Connected
To The Audio Box Control

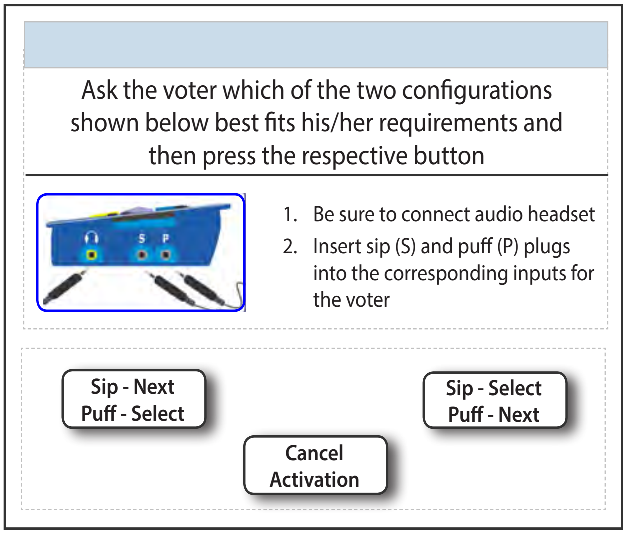
10

→ You are now in Sip & Puff Voting Manual Mode.

→ The "Waiting For Next Voter" screen will appear with the words "SIP & PUFF VOTING ENABLED."


Waiting for Next Voter
SIP & PUFF VOTING ENABLED

Checklist 36: Audio Visual and SIP & PUFF instructions (continued)

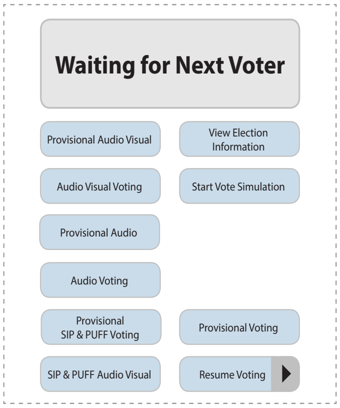
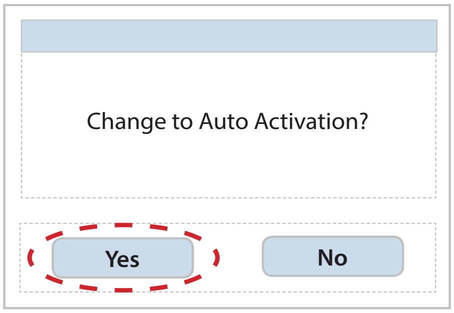
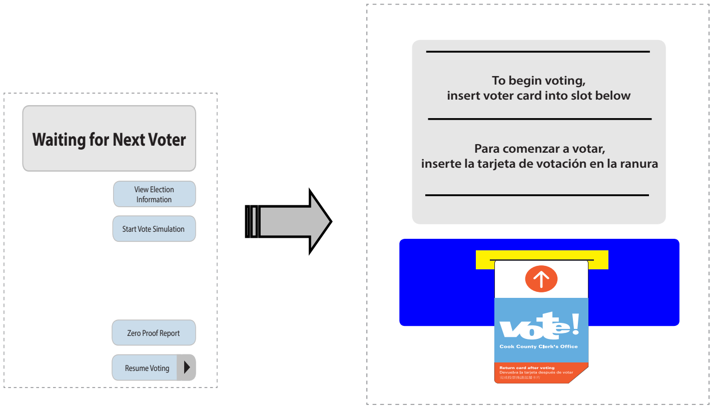
	11	**A. Activate** the ballot by simply **tapping** the green “activate” button. 7900040 (Ballot Style 1) 7900040 (Ballot Style 2) ***Note:*** *Do not press and hold the “activate” button.* → The screen will then show the activation code(s) available in your precinct. » Look at the ballot style slip, issued to the voter at station 1, for the voter’s activation code. **B. Press** the correct activation code.
	12	A screen will appear to give the voter a chance to choose the Sip & Puff configuration that best fits their requirements. **A. Ask** the voter which configuration fits his/her requirements. Sip - Next / Puff - Select **- or -** Sip - Select / Puff - Next **B. Press** the respective button.  Ask the voter which of the two configurations shown below best fits his/her requirements and then press the respective button 1. Be sure to connect audio headset 2. Insert sip (S) and puff (P) plugs into the corresponding inputs for the voter S P Sip - Next Puff - Select Sip - Select Puff - Next Cancel Activation
	13	**A. Hand** the voter the headphones or ask if assistance is needed to put them on. Tell the voter that there are help instructions throughout the Sip and Puff ballot. **B. Step** back and let the voter vote. → The Touch Screen will ask the voter through the headphones to choose the language.
	14	**Change** the Touch Screen back to Auto Mode. → See page 201 for instructions on how to change the Touch Screen back to Auto Mode. ***Note:*** *The Touch Screen will not automatically change back to Auto Mode after the voter has cast their ballot.* **If the Touch Screen is already in Manual Mode because of a non-working Card Activator:** **Press** and **hold** the green “activate” button in the back of the Touch Screen until it beeps and the screen will return to the Manual Mode menu screen.

Checklist 37: Returning to Auto Mode after an Audio Visual and SIP & PUFF Vote

Returning to Auto Mode after an Audio Visual or a SIP & PUFF vote has been cast

Follow the steps on this checklist to return to Auto Mode after an Audio Visual or a SIP & PUFF ballot.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	From the "Waiting for Next Voter" screen, **press** and **hold** the green "activate" button in the back of the unit until it beeps.
	2	**Release** the green button after the beep. → The screen will change to the menu screen shown here.  Waiting for Next Voter Provisional Audio Visual View Election Information Audio Visual Voting Start Vote Simulation Provisional Audio Audio Voting Provisional SIP & PUFF Voting Provisional Voting SIP & PUFF Audio Visual Resume Voting
	3	A. **Press** and **hold** the green "activate" button a **second time** until it beeps. B. **Release** the green button after the beep. → The screen will ask if you wish to change to Auto Activation. C. **Press** "Yes." Change to Auto Activation?
	4	The screen will change to the Auto Mode menu screen, shown below. **Press** the "Resume Voting" button. → The "To begin voting..." screen with the activation card image will appear and the next voter can vote, with an activation card.  Waiting for Next Voter View Election Information Start Vote Simulation Zero Proof Report Resume Voting vote! Cook County Clerk's OfficeTo begin voting, insert voter card into slot below Para comenzar a votar, inserte la tarjeta de votación en la ranura

Closing the Polls

205 Closing the Polling Place

207 Closing the Scanner & Touch Screens

- » Checklist 38: Closing the Scanner
- » Checklist 39: Closing the Touch Screens

211 Closing the e-pollbooks

- » Checklist 40: Statement of Ballots Laptop
  - › Checklist 41: Election Judge Payroll Instructions
  - › Checklist 42: Closing the Polls and Shutting Down
- » Checklist 43: Closing the Polls on the Second Laptop

225 Consolidating and Transmitting Results

- » Checklist 44: Consolidating and Transmitting
  - › **IMPORTANT FOR CLOSING**
  - › Consolidation Receipt *(Image)*
  - › Transmission Receipt *(Image)*
  - › Official Results Report *(Image)*

235 Processing Write-in Votes

- » Checklist 45: Processing Write-in Votes
  - › Write-in Candidates List *(Image)*

239 Packing Up the Scanner & Touch Screens

- » Checklist 46: Packing up the Touch Screens

241 Packing Bags

- » Checklist 47: Packing the Return Carrier Plastic Bag 600
- » Checklist 48: Packing the Wheeled Ballot Bag
- » Checklist 49: Packing the e-pollbook Bag and Kit

245 Items for the Receiving Station

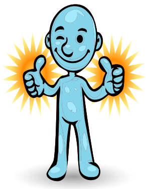
Closing the Polling Place

At **6:30 p.m.** (30 minutes before the polling place closes) an Election Judge will stand at the entrance to the polling place and declare:

The polls will close in 30 minutes!

At **7 p.m.** an Election Judge will stand at the entrance to the polling place and declare:

The polls are closed!



The polling place entrance must be secured at this time:

» Secure the door to prevent anyone from entering the polling place.

» Keep the polling place sign and flag posted until Judges are ready to leave.

In addition to the Election Judges, individuals with the proper credentials may remain inside the polling place to observe the tabulation and transmission of results. They may include officials from the Cook County Clerk's office, pollwatchers, and certain law enforcement officials. For more information about people allowed in the polling place, see pages 4-5.

After the doors are closed, no other voters or pollwatchers can enter the polling place, even if they have credentials.

> ! *Any voter who is in line to vote at 7 p.m. may remain inside (or in line outside) the polling place and has the right to vote. These voters must leave the polling place after they have completed voting.*

> ! *Election Judges should complete assigned tasks working as a team to successfully close the polls.*

1) Closing the Scanner & Touch Screens

Checklist 38: Closing the Scanner

Follow the steps on this checklist to close the Scanner at the end of Election Day.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**A. Break** the seal on the alternate ballot box. **B. Place** the broken seal in Plastic Bag 603.
	2	**Check** the alternate ballot box for any ballots placed there during the day. → If any, run them through the Scanner. → If any ballots are defective, two Judges must mark a new ballot, stamp it, initial it inside the Judge's initials box and run the new one through the Scanner.
	3	**Open** the door in the back of the Scanner using the Scanner key.
	4	**Press** "Print Totals" button. The Scanner will ask, "Ready to Close Polls And Print Totals Tape?" → If not, press **"9"** and feed the unread ballots into the Scanner. → Press **"0"** if all ballots have been read - including any that may have been placed in the alternate ballot box. The results tape will begin printing automatically.
✂	5	Once the results tape is done printing: **A. Cut** the tape from the Scanner. **B. Sign** the tape. → All Judges must sign.
	6	A Station 1 Judge will record the total ballots listed from the Scanner Results Tape on the Statement of Ballots on one laptop only. *See step 3 on page 211 for more detail.*
	7	**Place** the signed tape in Plastic Bag 602 Scanner & Touch Screen Tapes.

Note: *If the Scanner is not working at the end of the day, leaving no way to run the results tape*:

1. ***Unplug** the Scanner, break the seal on the memory pack door and remove the memory pack.*
2. ***Take** the memory pack to the Card Activator for consolidation.*
3. ***Continue** with closing the Touch Screen.*

Checklist 38: Closing the Scanner (continued)

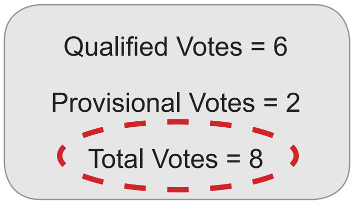
	8	A. **Unplug** the VSC from the wall outlet. B. **Turn** the plug left and gently unplug it from the back of the VSC. (***Hint***: *a wiggling motion makes it easier)* ! *If there are other items plugged into the VSC, you must unplug the Scanner from the inside back wall of the VSC. Failure to follow this will result in all of the attached equipment being turned off.*
	9	**Verify** that the Scanner is unplugged before removing the memory pack.
	10	**Remove** the memory pack from the back of the Scanner. A. **Break** the seal and place it in Plastic Bag 603. B. **Pull** down the plastic cover. C. **Lift** the lever and move it to the right. D. **Pull** out the memory pack. E. **Take** the memory pack to the Card Activator at Station 1 for consolidation.
	11	A. **Lift** the lever and move it to the left. B. **Close** the plastic cover. C. **Re-lock** the Scanner using the barrel key.
	12	A. **Break** the seal on the Write-in Ballot Bag. B. **Place** the broken seal in Plastic Bag 603. C. **Remove** the Write-in Ballot Bag. D. **Remove** the Write-in Ballots. E. **Place** them aside until it is time to process them. F. **Place** the Write-in Ballot Bag back inside the VSC.
	13	A. **Pull** the silver release knob. B. **Slide** the Scanner back into the VSC. C. **Close** the front panel.
	14	A. **Break** the seal on the Ballot Box. B. **Place** the broken seal in Plastic Bag 603. C. **Remove** all ballots and **place** them in the Wheeled Ballot Bag. D. **Close** the door.

Closing the Scanner is now complete!

Checklist 39: Closing the Touch Screens

Follow the steps on this checklist to close the Touch Screens at the end of Election Day.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	The Station 1 Judges will need the total votes from each Touch Screen to record on the Statement of Ballots on one of the laptops. → The "Total Votes" can be found in the center of the screen.  Qualified Votes = 6 Provisional Votes = 2 Total Votes = 8
	2	A. **Unlock** the "Polls Open/Close" cover with the 1001 key on the key ring. B. **Break** the seal on the cover. C. **Place** the broken seal in Plastic Bag 603.
	3	A. **Open** the "Polls Open/Close" cover. B. **Turn** the knob to the "Close" position.
	4	**Wait** until the "Print" button appears on the screen.
	5	A. **Press** the "Print" button. → The Touch Screen will ask if you want to review every page. B. **Select** "NO." C. **Press** "Done"
	6	**Turn off** the power to the Touch Screen machine by pressing the right side of the red rocker switch in the rear of the machine. → The power is completely off when the screen is dark.
	7	A. **Unlock** the "Cartridge Ports" cover with the 1001 key on the key ring. B. **Break** the seal on the cover and open it. C. **Place** the broken seal Plastic Bag 603.
	8	A. **Verify** that the screen is dark. B. **Remove** the results cartridge from the unit by pulling it out. C. **Take** the results cartridge to the Card Activator for consolidation. **If a Touch Screen is not working,** close the polls, turn the machine off, and remove the cartridge for consolidation.

Repeat steps 1-8 for each Touch Screen unit in your precinct.

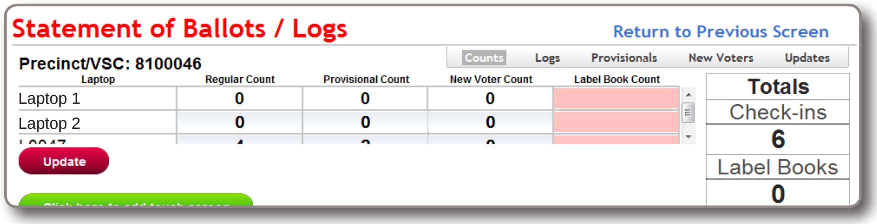
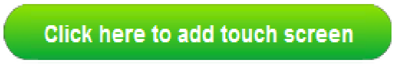
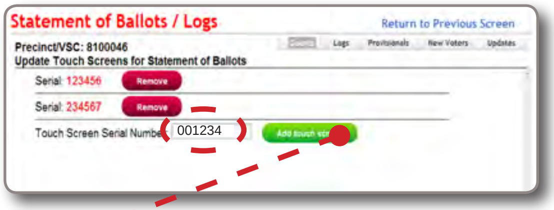
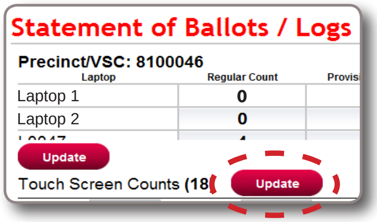
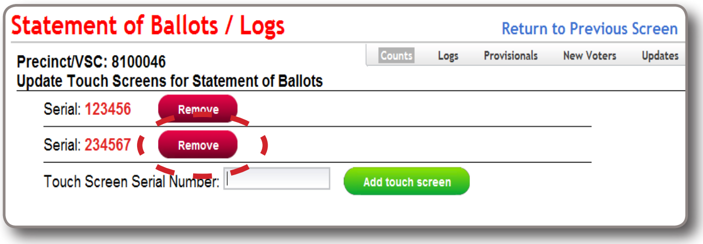
! ***Don't forget*** *to remove the final tape from all Touch Screens. Cut the tape under the signature lines and remove the portion of the tape with voted material. Each Judge must sign the tape. Place it in the Touch Screen printer tapes Plastic Bag 602.*

2) Closing the e-pollbooks

Checklist 40: Statement of Ballots Laptop

Follow the steps on this checklist to complete the Statement of Ballots and close the Statement of Ballots laptop at the end of Election Day.

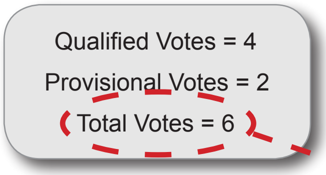
Check the box next to the item as it is completed.

<table>
<tr><th>Check</th><th>Step #</th><th>Task to complete:</th></tr>
<tr><td></td><td>1</td><td>Click the Statement of Ballots/Logs tab located in the upper left hand corner of the screen on one laptop only.</td></tr>
<tr><td></td><td>2</td><td>
<p>Enter the total number of voter information labels from each book (the last numbered label in the white pages from each book). The system will automatically add the label totals from the two books.</p>

<p>Statement of Ballots / Logs
Return to Previous Screen
Counts Logs Provisionals New Voters Updates
Precinct/VSC: 8100046</p>
<table>
<tr><th>Laptop</th><th>Regular Count</th><th>Provisional Count</th><th>New Voter Count</th><th>Label Book Count</th></tr>
<tr><td>Laptop 1</td><td>0</td><td>0</td><td>0</td><td></td></tr>
<tr><td>Laptop 2</td><td>0</td><td>0</td><td>0</td><td></td></tr>
</table>
<p>Update</p>
<table>
<tr><th>Totals</th></tr>
<tr><td>Check-ins</td></tr>
<tr><td>6</td></tr>
<tr><td>Label Books</td></tr>
<tr><td>0</td></tr>
</table>
<p><i>Note:</i> <i>Only enter the label counts from the white pages, which should include every voter.</i></p>
</td></tr>
<tr><td></td><td>3</td><td>
<p>Enter all Touch Screen serial numbers.</p>
<p>A. Click the green “Click here to add Touch Screen” button.</p>

<p>Click here to add touch screen</p>
<p>B. Enter the Touch Screen serial number (6 digits) in the box.</p>
<p>→ If the Touch Screen only has a 4 digit number, enter 2 zeros (00) to the beginning of the number.</p>

<p>Statement of Ballots / Logs
Return to Previous Screen
Counts Logs Provisionals New Voters Updates
Precinct/VSC: 8100046
Update Touch Screens for Statement of Ballots
Serial: 123456 Remove
Serial: 234567 Remove
Touch Screen Serial Numbe 001234 Add touch scr</p>
<p><i>Example: 1234 would be 001234</i></p>
<p>C. Click the green “Add Touch Screen” button.</p>
<p>D. Click the red “Update” button next to “Touch Screen Counts” to add more Touch Screens.</p>

<p>Statement of Ballots / Logs
Precinct/VSC: 8100046</p>
<table>
<tr><th>Laptop</th><th>Regular Count</th><th>Provisi</th></tr>
<tr><td>Laptop 1</td><td>0</td><td></td></tr>
<tr><td>Laptop 2</td><td>0</td><td></td></tr>
</table>
<p>Update
Touch Screen Counts (18 Update</p>
<p>E. Repeat these steps to enter all Touch Screens.</p>
<p>→ If you make a mistake, click the “Remove” button next to the Touch Screen.</p>

<p>Statement of Ballots / Logs
Return to Previous Screen
Counts Logs Provisionals New Voters Updates
Precinct/VSC: 8100046
Update Touch Screens for Statement of Ballots
Serial: 123456 Remove
Serial: 234567 Remove
Touch Screen Serial Number: Add touch screen</p>
</td></tr>
</table>

Checklist 40: Statement of Ballots Laptop (continued)

4

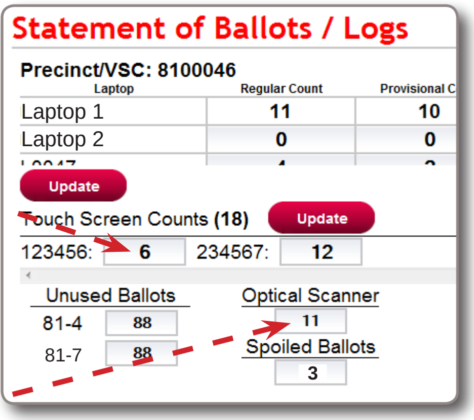
A. Enter the "Total Votes" from each of the Touch Screens.



Qualified Votes = 4

Provisional Votes = 2

Total Votes = 6



Statement of Ballots / Logs

Precinct/VSC: 8100046

Laptop	Regular Count	Provisional C
Laptop 1	11	10
Laptop 2	0	0

Touch Screen Counts (18)

123456: 6

234567: 12

Unused Ballots

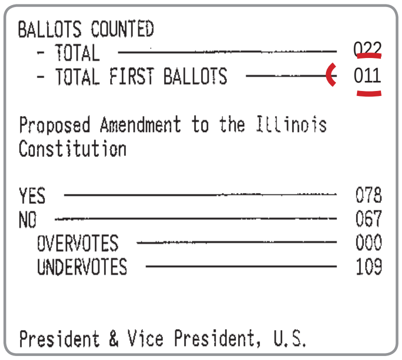
81-4: 88

81-7: 88

Optical Scanner: 11

Spoiled Ballots: 3

B. Enter the total ballots counted from the "TOTAL FIRST BALLOTS" line in the "BALLOTS COUNTED" section on the Scanner Results Tape.



```
BALLOTS COUNTED
  - TOTAL ------------------------- 022
  - TOTAL FIRST BALLOTS ----------- 011

Proposed Amendment to the Illinois
Constitution

YES ------------------------------- 078
NO -------------------------------- 067
  OVERVOTES ----------------------- 000
  UNDERVOTES ---------------------- 109

President & Vice President, U.S.
```

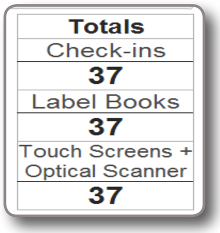
***Note:** Do not use the Scanner's public counter total, because this is a 2 paper ballot card election. Each voter gets 2 paper ballots*

→ The total on the Scanner's public counter only gives the total of how many paper ballot cards were entered, not how many votes were cast. The Scanner Results Tape gives an actual vote count.

5

Verify that the number of check-ins matches the number of Voter Information Labels and that these numbers match the Touch Screen + Scanner totals.

→ In other words, verify that you have the same number of voters and votes.



Totals
Check-ins
37
Label Books
37
Touch Screens + Optical Scanner
37

Checklist 40: Statement of Ballots Laptop (continued)

If the Label Book totals DO NOT match the Check-in totals:

Here are three questions that can help match the Label Book, Check-in and equipment totals.

1 ***How many voters were really checked in?***

Think about any unusual situations you may have experienced during the day with check-ins or labels. Below is a list of common issues and resolutions.

Common issues that Cause Label Book and Check-in totals to not match

Issue	Cause	Resolution
Mis-numbered labels	A number was skipped or repeated when the labels were numbered.	**Review** the label numbers in the Label Book, looking for skipped or repeated numbers.
Mis-numbered Special Circumstance Voters	A Special Circumstance Label was given a different number than the Voter Information Label that goes with it.	Each Special Circumstance voter should have a matching Voter Information Label on 2 pages. 1. One on a white page. 2. The other on a blue, pink or green page. → Both labels get the same number so that the voter is counted only once.
Cancelled Voters	A voter was checked in as another voter, then checked in correctly. → However, the incorrect check-in was never cancelled.	→ **Find** the incorrect check-in in the other voter's name on the laptop and cancel it. → **Make sure** the label, in the Label Book, is canceled and not being included in the label totals.
	A cancelled Voter Information Label was counted.	**Find** the cancelled label in the Label Book and **restart** numbering after the cancelled label. → **Restart** with the cancelled label's number.
The Statement of Ballots laptop is not getting laptop totals from the other laptop(s)	One laptop is not connected to the internet, but it was used to check voters in.	→ If the laptop can be connected to the internet, **connect** it. » Once it's connected, the check-in totals will flow to the Statement of Ballots laptop. → If the laptop cannot be connected to the internet, **manually change** the number of check-ins for the laptop. » Use the Label Book totals to try to match your Touch Screen and Scanner vote totals. → For more tips on laptops to laptop connection, see page 301 *(Statement of Ballots Issues)*.

Checklist 40: Statement of Ballots Laptop (continued)

2 ***Were any voters checked in, but left before voting?***

If any voter left before voting:

→ You can correct the label number in the Label Book, if the voter's check-in was cancelled.

→ You must also cancel their check-in on the laptop.

3 ***What if you still can't get the Label Book totals to match the Check-in totals?***

If you still can't get totals to match, use the explanation box.

→ Tell us which number you feel truly reflects the number of people you checked in.

  » Check-ins or labels.

  » Use that number to compare to the number of votes cast *(Touch Screen + Scanner totals)*.

→ Explain what you think the mistake was.

→ If you're clicking one of the listed reasons, handwrite the answer in the Label Book.

Note: The explanation box only appears if you click "Other" as your reason.

Checklist 40: Statement of Ballots Laptop (continued)

If the Label Book totals don't match Touch Screen + Scanner totals

Now that you've figured out how many voters were checked in, make sure you have the correct number of votes cast *(Touch Screen and Scanner totals)*. If not, you need to give a very good explanation of why.

You will get a different drop-down list, depending on whether your first effort shows more voters or more votes. Both drop-down lists are explained below, by selection:

More voters than votes

→ A Touch Screen **voter fled** without pressing Cast Ballot, and you had to cancel out that vote.

- » If you know which voter fled, cancel the voter's check-in.
- » If not, click this as your explanation.

→ A **voter fled** with their paper ballot, or spoiled their ballot and left without voting.

- » If you know which voter, cancel the voter check-in.
- » If not, click this as your explanation.

→ A paper **ballot was cast in the wrong precinct**.

- » Handwrite which precinct has the extra ballot in the Label Book.
- » The precinct should verify that they found a ballot with your precinct stamp among their counted ballots.
  - › Their count will be one over their Label Book and Check-in totals.
- » Leave the ballot in the incorrect precinct, since it's included in their results tape.

→ A Touch Screen **ballot was cast in the wrong precinct.**

- » This is nearly impossible.
  - Card Activators will not activate cards for Touch Screens in other precincts.

→ The **Scanner is not working at the end of the night.**

- » If there are uncounted paper ballots, click "Other" and type "Uncounted Paper Ballots" in the text box that opens up.
- » If all ballots were counted, but you couldn't retrieve the total because the Scanner was off, click Scanner not working.

→ A **Touch Screen is not working at the end of the night.**

- » If no one voted on the Touch Screen, this is not the reason for your mismatch.

→ **Other**

- » If you choose "Other," enter your explanation in the explanation box.

It is very important that the number of voters matches the number of votes, so don't just use "Other" as a catch-all. If your totals don't match, you need to find out why and tell us why.

Checklist 40: Statement of Ballots Laptop (continued)

More votes than voters

→ **One laptop is offline** *(not connected to the internet)*.

- » If there’s a way to get the laptop connected to the internet, do so.
  - › Once connected to the internet, the check-in totals will flow to the Statement of Ballots laptop *(the laptop you are using to complete the Statement of Ballots)*, helping you balance your totals.
- » Even if you can’t get the laptop online, your Label Book totals should be accurate.
  - › Use the Label Book count as your voter count to match the number of votes cast.

→ **Ballot(s) cast in the wrong precinct.**

- » If you have more votes than voters and this is your explanation, you should be able to find a ballot(s) in your ballot bag that has/have the wrong precinct stamp and Judge initials.
  - › Put the ballot(s) on the top of the stack, with a note.

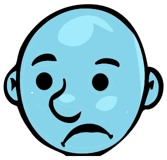
→ **Other**

- » If you choose “Other,” enter your explanation in the explanation box.

! It is extremely important that the number of voters matches the number of votes, so don’t just use Other as a catch-all.

If you have more votes than voters and you don’t know why, there is a serious problem.

- ▸ **You may lose pay or not be asked back as a Judge.**
- ▸ **You must attempt to give a solid explanation of why.**

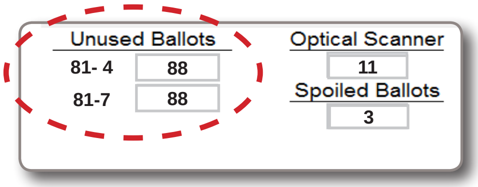


Checklist 40: Statement of Ballots Laptop (continued)

6

Count the number of unused ballots.

→ **Record** them in the appropriate box.



Unused Ballots	
81- 4	88
81-7	88

Optical Scanner: 11

Spoiled Ballots: 3

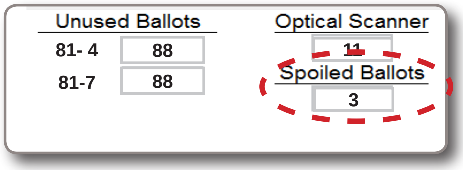
7

Count the number of spoiled ballots.

A. **Record** them in the appropriate box.

B. **Place** the spoiled ballots back inside the envelope, seal it, and have all Judges sign across the sealed flap.

→ **Place** the Spoiled Ballot Envelope inside the Wheeled Ballot Bag.



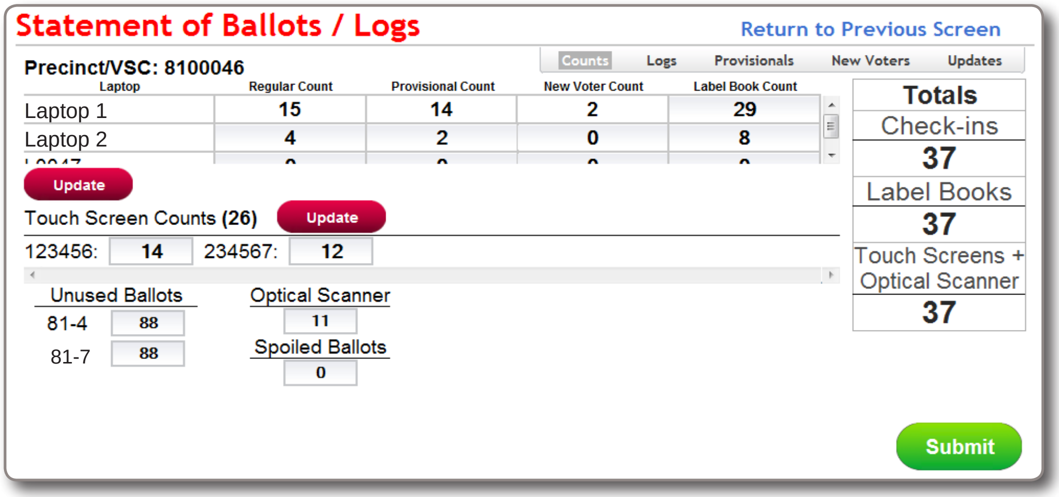
Unused Ballots	
81- 4	88
81-7	88

Optical Scanner: 11

Spoiled Ballots: 3

8

Click the green "Submit" button at the bottom left of the screen.


Statement of Ballots / Logs
Return to Previous Screen
Counts
Logs
Provisionals
New Voters
Updates
Update
Update
Submit

Precinct/VSC: 8100046

Laptop	Regular Count	Provisional Count	New Voter Count	Label Book Count
Laptop 1	15	14	2	29
Laptop 2	4	2	0	8

Touch Screen Counts (26)

123456: 14 234567: 12

Unused Ballots	
81-4	88
81-7	88

Optical Scanner: 11

Spoiled Ballots: 0

Totals
Check-ins
37
Label Books
37
Touch Screens + Optical Scanner
37

You are not finished yet!

To complete your payroll and print the closing labels, continue with Checklists 41 and 42 on the next page.

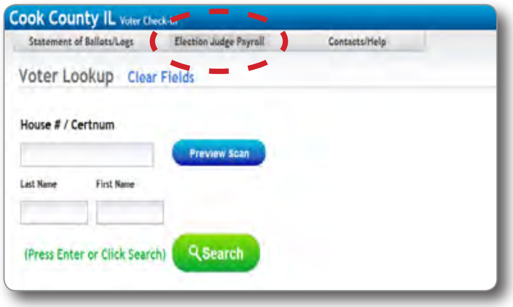
Checklist 41: Election Judge Payroll Instructions

Election Judge Payroll Instructions

1

On the Statement of Ballots laptop only:

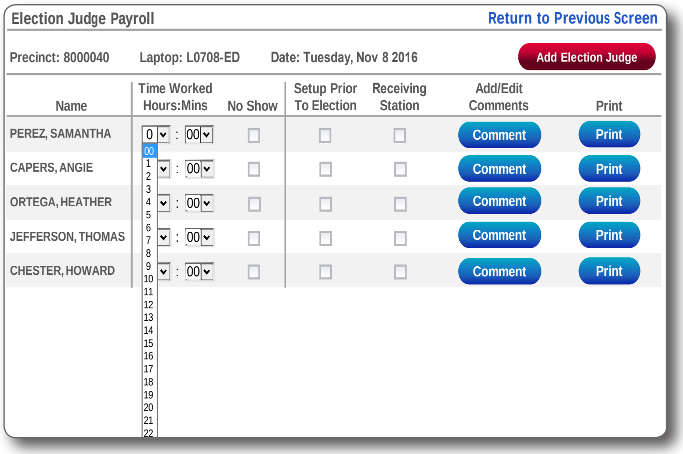
→ **Click** on the "Election Judge Payroll" tab at the top of the "Voter Lookup" screen.


Cook County IL Voter Check-in
Statement of Ballots/Logs
Election Judge Payroll
Contacts/Help
Voter Lookup
Clear Fields
House # / Certnum
Preview Scan
Last Name
First Name
(Press Enter or Click Search)
Search

2

A. **Find** your name.

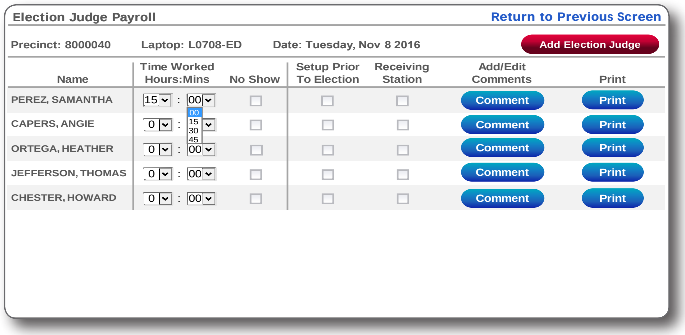
B. **Select** the number of hours you worked on Election Day from the hours dropdown box.


Election Judge Payroll
Return to Previous Screen
Add Election Judge
00
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22

Precinct: 8000040 Laptop: L0708-ED Date: Tuesday, Nov 8 2016

Name	Time Worked Hours:Mins	No Show	Setup Prior To Election	Receiving Station	Add/Edit Comments	Print
PEREZ, SAMANTHA	0 : 00	☐	☐	☐	Comment	Print
CAPERS, ANGIE	: 00	☐	☐	☐	Comment	Print
ORTEGA, HEATHER	: 00	☐	☐	☐	Comment	Print
JEFFERSON, THOMAS	: 00	☐	☐	☐	Comment	Print
CHESTER, HOWARD	: 00	☐	☐	☐	Comment	Print

3


Election Judge Payroll
Return to Previous Screen
Add Election Judge
00
15
30
45

Precinct: 8000040 Laptop: L0708-ED Date: Tuesday, Nov 8 2016

Name	Time Worked Hours:Mins	No Show	Setup Prior To Election	Receiving Station	Add/Edit Comments	Print
PEREZ, SAMANTHA	15 : 00	☐	☐	☐	Comment	Print
CAPERS, ANGIE	0 :	☐	☐	☐	Comment	Print
ORTEGA, HEATHER	0 : 00	☐	☐	☐	Comment	Print
JEFFERSON, THOMAS	0 : 00	☐	☐	☐	Comment	Print
CHESTER, HOWARD	0 : 00	☐	☐	☐	Comment	Print

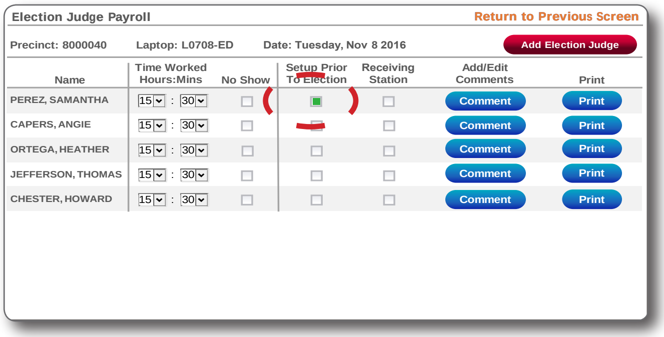
A. **Select** the number of minutes you worked on Election Day from the minutes dropdown box.

B. **Repeat** this steps 2 and 3 for all present judges.

4

Click the "Setup Prior to Election" box if the judge setup prior to Election Day.

» **Repeat** this step for all judges that setup before Election Day.


Election Judge Payroll
Return to Previous Screen
Add Election Judge

Precinct: 8000040 Laptop: L0708-ED Date: Tuesday, Nov 8 2016

Name	Time Worked Hours:Mins	No Show	Setup Prior To Election	Receiving Station	Add/Edit Comments	Print
PEREZ, SAMANTHA	15 : 30	☐	☑	☐	Comment	Print
CAPERS, ANGIE	15 : 30	☐	☐	☐	Comment	Print
ORTEGA, HEATHER	15 : 30	☐	☐	☐	Comment	Print
JEFFERSON, THOMAS	15 : 30	☐	☐	☐	Comment	Print
CHESTER, HOWARD	15 : 30	☐	☐	☐	Comment	Print

Checklist 41: Election Judge Payroll Instructions (continued)

5

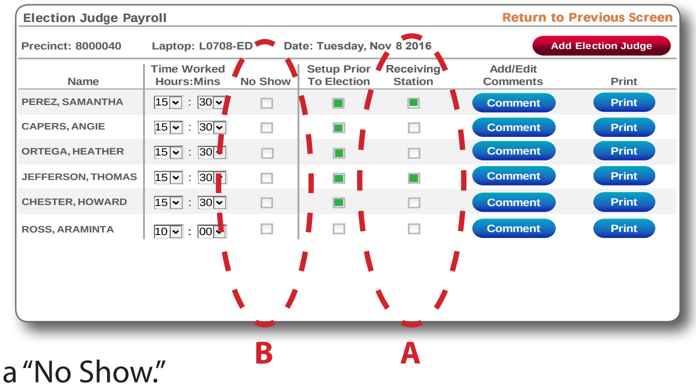
A. **Click** the “Receiving Station” box, if you are going to the Receiving Station.

→ There will only be 2 judges going.

1. An Equipment Manager
2. An Election Judge

B. **Click** the “No Show” box for any judge that did not show up.

→ A label will print, designating that judge as a “No Show.”



Election Judge Payroll

Precinct: 8000040 Laptop: L0708-ED Date: Tuesday, Nov 8 2016

Name	Time Worked Hours:Mins	No Show	Setup Prior To Election	Receiving Station	Add/Edit Comments	Print
PEREZ, SAMANTHA	15 : 30	☐	☑	☑	Comment	Print
CAPERS, ANGIE	15 : 30	☐	☑	☐	Comment	Print
ORTEGA, HEATHER	15 : 30	☐	☑	☐	Comment	Print
JEFFERSON, THOMAS	15 : 30	☐	☑	☑	Comment	Print
CHESTER, HOWARD	15 : 30	☐	☑	☐	Comment	Print
ROSS, ARAMINTA	10 : 00	☐	☐	☐	Comment	Print

6

Labels will print when you print all closing labels after you close the polls at the end of the night.

7

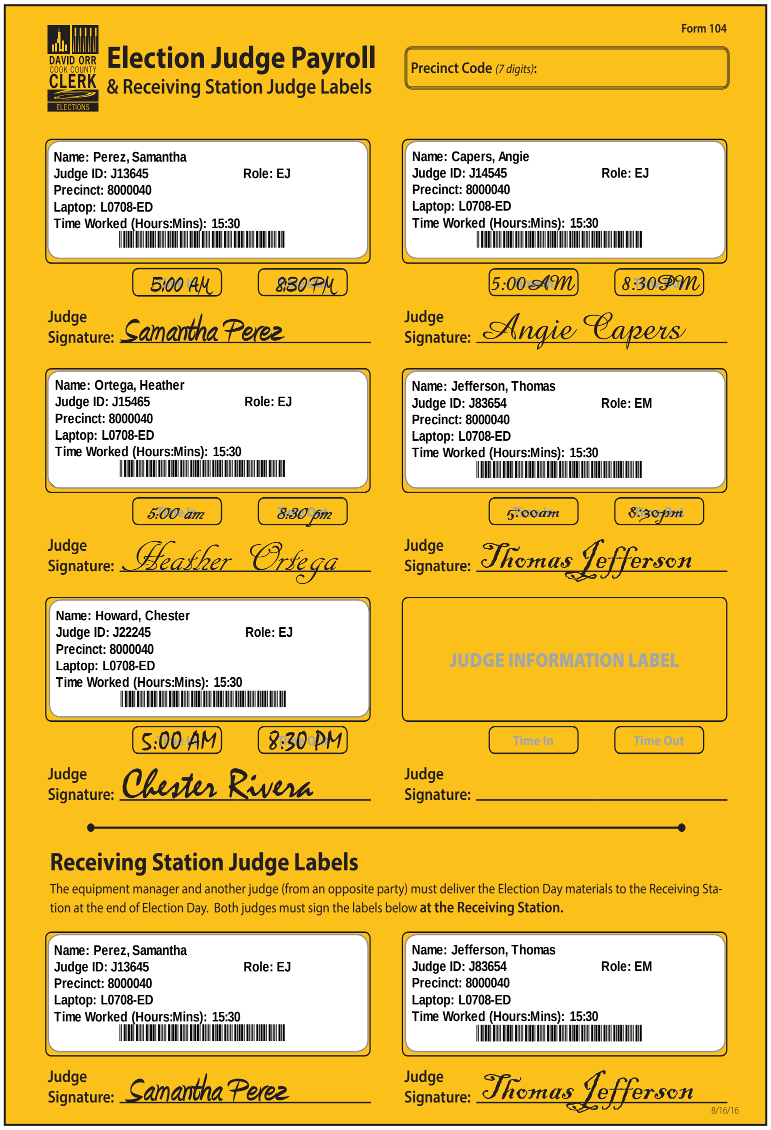
A. **Place** each label in the appropriate box.

B. **Write** in the “Time In,” “Time Out.”

C. **Sign** on the “Judge Signature” line.

Note: *The “Receiving Station Judge Labels” must be signed at the Receiving Station.*

D. Remove the Election Judge Payroll Form from the Label Book and place it in Plastic Bag 600.


DAVID ORR
COOK COUNTY
CLERK
ELECTIONS
JUDGE INFORMATION LABEL

Form 104

Election Judge Payroll
& Receiving Station Judge Labels

Precinct Code *(7 digits)*:

Name: Perez, Samantha
Judge ID: J13645 Role: EJ
Precinct: 8000040
Laptop: L0708-ED
Time Worked (Hours:Mins): 15:30

5:00 AM 8:30PM

Judge Signature: Samantha Perez

Name: Capers, Angie
Judge ID: J14545 Role: EJ
Precinct: 8000040
Laptop: L0708-ED
Time Worked (Hours:Mins): 15:30

5:00 AM 8:30PM

Judge Signature: Angie Capers

Name: Ortega, Heather
Judge ID: J15465 Role: EJ
Precinct: 8000040
Laptop: L0708-ED
Time Worked (Hours:Mins): 15:30

5:00 am 8:30 pm

Judge Signature: Heather Ortega

Name: Jefferson, Thomas
Judge ID: J83654 Role: EM
Precinct: 8000040
Laptop: L0708-ED
Time Worked (Hours:Mins): 15:30

5:00am 8:30pm

Judge Signature: Thomas Jefferson

Name: Howard, Chester
Judge ID: J22245 Role: EJ
Precinct: 8000040
Laptop: L0708-ED
Time Worked (Hours:Mins): 15:30

5:00 AM 8:30 PM

Judge Signature: Chester Rivera

Time In Time Out

Judge Signature:

Receiving Station Judge Labels

The equipment manager and another judge (from an opposite party) must deliver the Election Day materials to the Receiving Station at the end of Election Day. Both judges must sign the labels below **at the Receiving Station.**

Name: Perez, Samantha
Judge ID: J13645 Role: EJ
Precinct: 8000040
Laptop: L0708-ED
Time Worked (Hours:Mins): 15:30

Judge Signature: Samantha Perez

Name: Jefferson, Thomas
Judge ID: J83654 Role: EM
Precinct: 8000040
Laptop: L0708-ED
Time Worked (Hours:Mins): 15:30

Judge Signature: Thomas Jefferson

8/16/16

Checklist 41: Election Judge Payroll Instructions (continued)

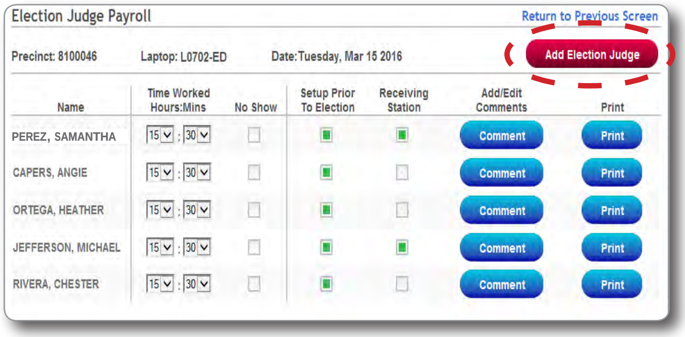
Adding Judges to the Payroll

1

If you need to add a judge to your precinct's payroll:

A. **Make sure** the judge is approved by the Judges Unit.

B. **Click** the "Add Election Judge" button.



Election Judge Payroll — Return to Previous Screen

Precinct: 8100046 Laptop: L0702-ED Date: Tuesday, Mar 15 2016

Name	Time Worked Hours:Mins	No Show	Setup Prior To Election	Receiving Station	Add/Edit Comments	Print
PEREZ, SAMANTHA	15 : 30	☐	☑	☑	Comment	Print
CAPERS, ANGIE	15 : 30	☐	☑	☐	Comment	Print
ORTEGA, HEATHER	15 : 30	☐	☑	☐	Comment	Print
JEFFERSON, MICHAEL	15 : 30	☐	☑	☑	Comment	Print
RIVERA, CHESTER	15 : 30	☐	☑	☐	Comment	Print

2

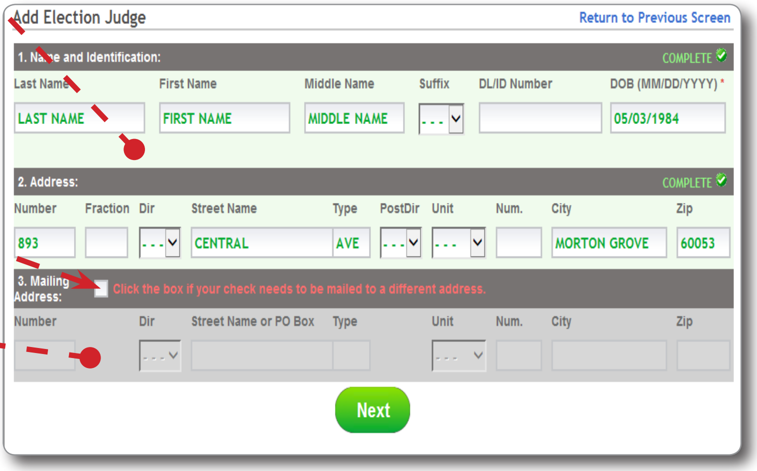
A. **Enter** the required information.

  → If a check needs to be mailed to a different address,

    a. **Click** the box that indicates that.

    b. **Enter** all the required mailing information.

B. **Click** the "Next" button.



Add Election Judge — Return to Previous Screen

1. Name and Identification: COMPLETE ✓

Last Name	First Name	Middle Name	Suffix	DL/ID Number	DOB (MM/DD/YYYY) *
LAST NAME	FIRST NAME	MIDDLE NAME	- - -		05/03/1984

2. Address: COMPLETE ✓

Number	Fraction	Dir	Street Name	Type	PostDir	Unit	Num.	City	Zip
893		- - -	CENTRAL	AVE	- - -	- - -		MORTON GROVE	60053

3. Mailing Address: ☐ Click the box if your check needs to be mailed to a different address.

Number	Dir	Street Name or PO Box	Type	Unit	Num.	City	Zip
	- - -			- - -			

3

A. **Select** the appropriate "Party" and "Judge Role" from the dropdown boxes.

B. **Enter** an email address in the "E-mail" box.

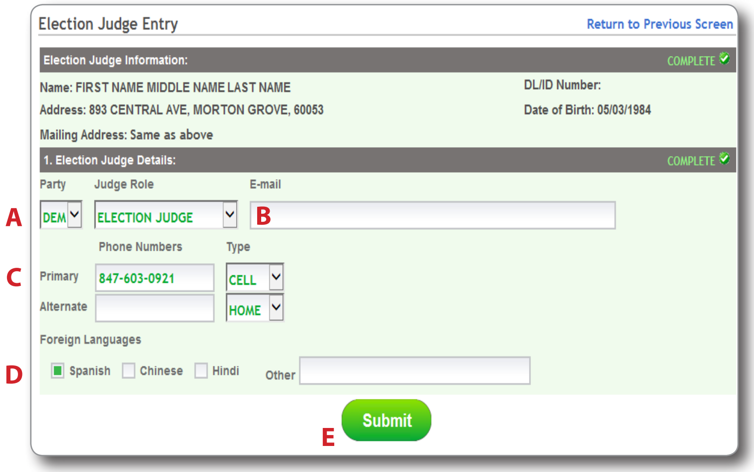
C. **Enter** a "Primary" phone number.

  → You can enter an alternate number if you want.

  → Change the "Type" if necessary

D. **Select** the appropriate "Foreign Language" if the judge is bilingual.

E. **Click** "Submit."



Election Judge Entry — Return to Previous Screen

Election Judge Information: COMPLETE ✓

Name: FIRST NAME MIDDLE NAME LAST NAME
DL/ID Number:
Address: 893 CENTRAL AVE, MORTON GROVE, 60053
Date of Birth: 05/03/1984
Mailing Address: Same as above

1. Election Judge Details: COMPLETE ✓

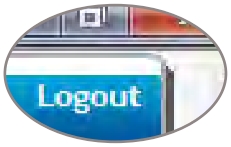
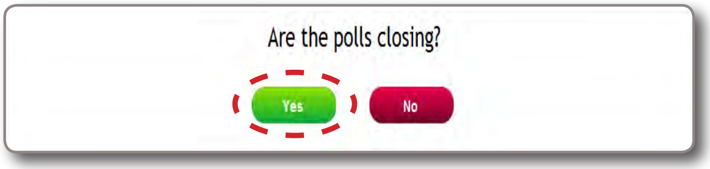
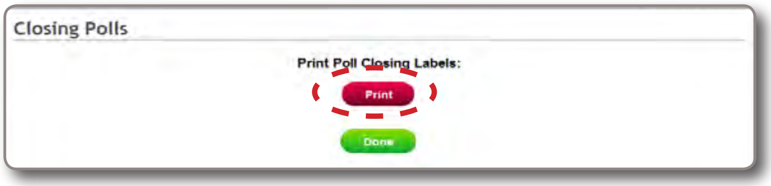
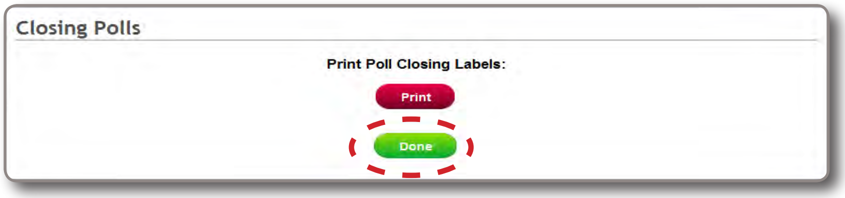
Party: DEM
Judge Role: ELECTION JUDGE
E-mail:

Phone Numbers / Type
Primary: 847-603-0921 — CELL
Alternate: — HOME

Foreign Languages
☑ Spanish ☐ Chinese ☐ Hindi Other

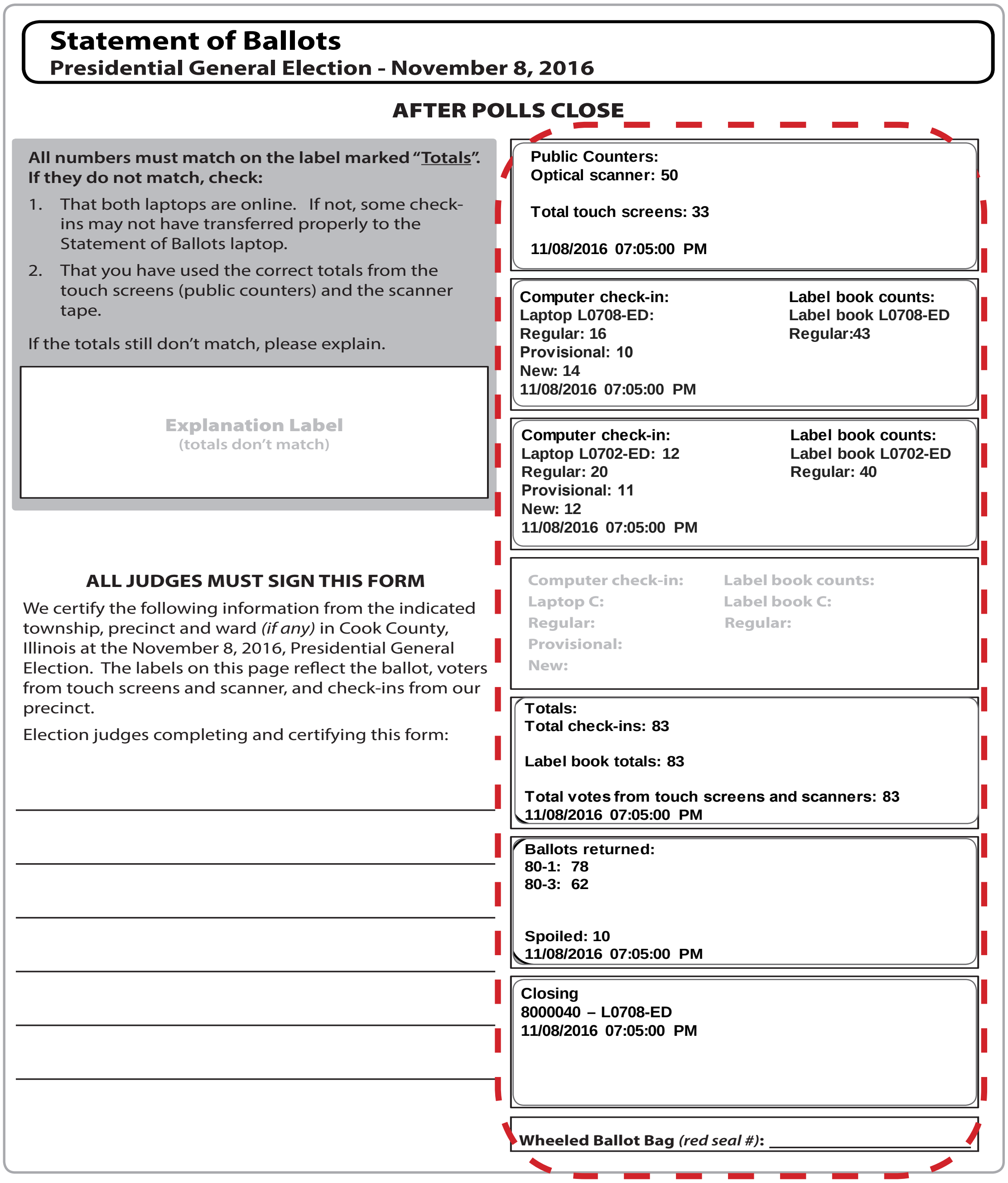
Checklist 42: Statement of Ballots Laptop - Closing the Polls

Closing the Polls and Shutting Down

	1	To close the polls on the **Statement of Ballots laptop:** **A. Click** "Logout" at the top right of the screen.  **B. Click** "Yes" to close the polls. Are the polls closing? **C. Click** "Print" to print the closing labels. Closing Polls Print Poll Closing Labels: **D. Click** "Done." Closing Polls Print Poll Closing Labels:

Checklist 42: Statement of Ballots Laptop - Closing the Polls *(continued)*

2 **Place** the Closing Labels and write the Wheeled Ballot Bag seal number in the appropriate boxes on the Statement of Ballots page of the Label Book that is submitting the Statement of Ballots.



Statement of Ballots
Presidential General Election - November 8, 2016

AFTER POLLS CLOSE

All numbers must match on the label marked "Totals". If they do not match, check:

1. That both laptops are online. If not, some check-ins may not have transferred properly to the Statement of Ballots laptop.
2. That you have used the correct totals from the touch screens (public counters) and the scanner tape.

If the totals still don't match, please explain.

Explanation Label
(totals don't match)

ALL JUDGES MUST SIGN THIS FORM

We certify the following information from the indicated township, precinct and ward *(if any)* in Cook County, Illinois at the November 8, 2016, Presidential General Election. The labels on this page reflect the ballot, voters from touch screens and scanner, and check-ins from our precinct.

Election judges completing and certifying this form:

Public Counters:
Optical scanner: 50

Total touch screens: 33

11/08/2016 07:05:00 PM

Computer check-in:
Laptop L0708-ED:
Regular: 16
Provisional: 10
New: 14
11/08/2016 07:05:00 PM

Label book counts:
Label book L0708-ED
Regular:43

Computer check-in:
Laptop L0702-ED: 12
Regular: 20
Provisional: 11
New: 12
11/08/2016 07:05:00 PM

Label book counts:
Label book L0702-ED
Regular: 40

Computer check-in:
Laptop C:
Regular:
Provisional:
New:

Label book counts:
Label book C:
Regular:

Totals:
Total check-ins: 83

Label book totals: 83

Total votes from touch screens and scanners: 83
11/08/2016 07:05:00 PM

Ballots returned:
80-1: 78
80-3: 62

Spoiled: 10
11/08/2016 07:05:00 PM

Closing
8000040 – L0708-ED
11/08/2016 07:05:00 PM

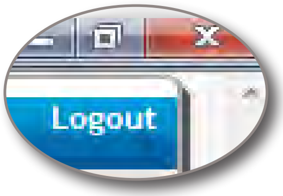
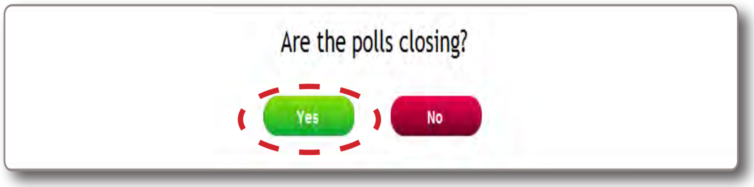
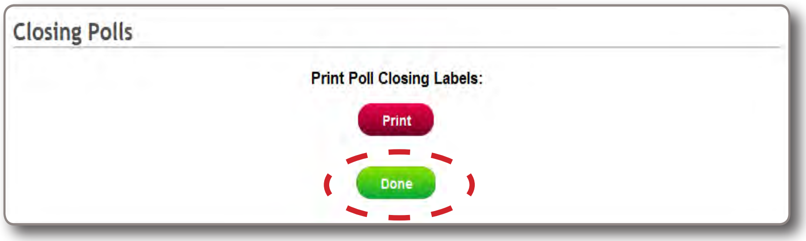
Wheeled Ballot Bag *(red seal #)*: ____________________

3 **Turn off** the laptop, the printer and the MiFi.

Checklist 43: Closing the Polls on the Second Laptop

Follow the steps on this checklist to close the polls on the second laptop at the end of Election Day.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
		The second laptop is the laptop that **WILL NOT** be used to process the Statement of Ballots. → If you have a small laptop, use the larger laptop to complete the Statement of Ballots.
	1	A. **Click** “Logout” at the top right of the screen.  B. **Click** “Yes” to close the polls. Are the polls closing? C. **Click** “Done.” Closing Polls Print Poll Closing Labels:
	2	**Turn off** the laptop and the printer.

Packing ALL Laptops

A. **Pack** ALL laptops and printers away by carefully removing all cables and cords.
   → **Coil** them carefully.
B. **Place** the cords, cables, ID Reader and the MiFi back in their plastic bags.
C. **Place** the laptops, the printers, the ID Reader, the MiFi cords and cables inside the Laptop Bag(s).

IMPORTANT FOR CLOSING

When consolidating results, Judges MUST consolidate **ALL** cartridges and memory packs!

This includes cartridges and memory packs for machines that were not used!

3) Consolidating and Transmitting Results

Checklist 44: Consolidating and Transmitting

Follow the steps on this checklist to consolidate and transmit results after the polls have closed.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Raise** the antenna on the back of the Card Activator.
	2	A. **Open** the door on the left side of the Card Activator. B. **Insert** the results cartridges from the Touch Screen. → Consolidate two cartridges at the same time using both ports. → A green light will appear on each cartridge. ! **Consolidate cartridges from all Touch Screens, even if a Touch Screen was not used during the day.**
	3	**Insert** the memory pack from the Scanner into the memory pack reader. → The line on the memory pack should be even with the edge of the memory pack reader. → The blue light on the reader will light up when pack is properly inserted. ! **Consolidate the memory pack from the Scanner, even if the Scanner was not used during the day.** MEMORY PACK INSIGHT SEQUOIA voting systems PN: 460-31816-00
	4	A. **Press** the "Consolidate" button on the Card Activator. → The machine will ask you to "Insert Cartridge." B. **Verify** that the cartridges and memory pack are inserted correctly (*green and blue lights are on*). C. **Press** "YES."

Checklist 43: Consolidating and Transmitting (continued)

Do not cut the tape in this step	5	**Wait** until the Card Activator is finished reading the results cartridges and memory pack. When the consolidation is finished, the display will read "OK" for each item consolidated and the printer tape will read "SUCCESS." After the consolidation tape is done printing, "Print OK" will appear on the display: **A.** **Look** at the tape for the Touch Screens, which will be listed on the printer tape as "Edge2Plus" *(illustrated on page 230-231)*. Make sure each cartridge reads "SUCCESS." **B.** **Look** at the tape for the Scanner, which will be listed as "Insight" *(illustrated on page 230-231).* Make sure the memory pack reads "SUCCESS." **C.** **Make sure** the printer tape lists all the items you need consolidated. → Two Touch Screens and a Scanner will require three line items on the printer tape. ❗ **If an item is not listed on the printer tape, it is missing and has not been consolidated. It must be consolidated again.**
	6	**Remove** ALL cartridges and the memory pack from the Card Activator, even the items that failed or that were not read.
Do not cut the tape in this step	7	**Successful Items** ▸ **Place** all successfully consolidated items into Plastic Bag 601.
	7a	**Unsuccessful Items** ▸ If an item failed or did not appear on the tape, set it aside. **Wait** for step 7c. » You can determine which Touch Screen cartridge failed by checking the serial number of the cartridge and the serial number shown below the "Machine Type" line on the printer tape.

Checklist 44: Consolidating and Transmitting (continued)

Do not cut the tape in this step

7b

If you have more than two Touch Screens:

You will now consolidate the rest of the Touch Screen cartridges by repeating steps 2, 4, 5 and 6.

- ▸ **Step 2**
  Insert the results cartridges on the left side of the Card Activator.
  → A green light will appear on each cartridge.
- ▸ **Step 4**
  Press the "Consolidate" button. Make sure the cartridges are inserted correctly. Press "Yes."
- ▸ **Step 5**
  Wait…When consolidation is finished, the display will read "OK" for each item consolidated. "Print OK" will appear after the report is done printing.
  → **Make sure** the tape lists all items you consolidated.
  → **Make sure** it reads "SUCCESS" for each one.
- ▸ **Step 6**
  Remove ALL items from the Card Activator.
  → **Place** all successfully consolidated items into Plastic Bag 601.
- ▸ **Make sure** you have consolidated all of the Touch Screen cartridges, including those that were not used or only partially used during the day.

7c

If there are items that failed to consolidate or that were not read:

A. **Press** the "NO/Cancel" button to remove the "Print OK" message from the screen.

B. **Turn** the unit off, and then back on.

C. **Re-insert** ONLY the failed items or items that were not read and follow steps 4 and 5.

→ If the memory pack was not read, give it an extra push into the reader.

- ▸ **Step 4**
  Press the "Consolidate" button. Make sure the cartridges are inserted correctly. Press "Yes".
- ▸ **Step 5**
  Wait…When consolidation is finished, the display will read "OK" for each item consolidated. "Print OK" will appear after the report is done printing.
  » **Make sure** the tape lists all items you consolidated.
  » **Make sure** it reads "SUCCESS" for each one.

D. **Remove** all items from the Card Activator.

E. **Place** all items in Plastic Bag 601.

F. **Press** the "No/Cancel" button to clear the screen.

Call the Call Center about any items that failed to consolidate or were not read.

Checklist 44: Consolidating and Transmitting (continued)

***Note: All** results cartridges and the memory pack should now be in Plastic Bag 601.*

	8	**Check** the signal strength as in Checklist 5 *(step 5, page 33).* → If the signal is weak, move to a window, upstairs, etc. for a stronger signal.
	9	**A. Press** the "Print/Transmit" button. → The unit will ask "Have you consolidated all cartridges?" **B. Press** "YES" if ready. → The unit will attempt to transmit results. → When finished transmitting, a screen will read "Results Transmitted. Transmit OK." **C. Wait**… *(at least 20-25 seconds)*. **D. DO NOT** answer the Yes/No question. → The Transmission tape will automatically print and the screen will read "Printing…"
	10	**A. Verify** that the Transmission tape reads "SUCCESS." → The screen will read "Print OK." **B. Wait**… (15-20 seconds). → The results tape will automatically print. → The screen will again read "Print OK." **If the transmission attempt fails:** ▶ The screen will read "Connection to Network Failed" and the tape will read "Transmission: FAILED." → **Turn** the unit off and back on and repeat steps 8 and 9. **If unsuccessful again:** **A. Press** the "NO/CANCEL**"** button so that the Transmission Receipt (tape) and the 5 results tapes will print. **B. Bring** the proper materials, including all results cartridges and the memory pack, to the Receiving Station. **C. Tell the Receiving Station that the transmission failed.** *See Checklists 46- 48 for all proper materials returned to the Receiving Station.* *Call the Call Center about the transmission failure.*

Checklist 44: Consolidating and Transmitting (continued)

✂	11	**A.** **Cut** the tape from the Card Activator into 5 separate un-official results tapes. → The 1st tape must have 3 sections *(CTR tape)*: **1. C**onsolidation receipt **2. T**ransmission receipt **3. R**esults Report → The other 4 tapes will have the results only. » **Cut** them at the signature lines. **B.** **All** Judges must sign all 5 copies.
	12	**Process** the write-in votes and record them on each results tape and on the Write-in Candidate List *(Form 106)*. *See Checklist 45, page 235.* → If there are no write-in votes, proceed to step 13
	13	**A.** **Place the first copy,** with the Consolidation and Transmission Reports attached *(CTR tape)*, in Plastic Bag 601. **B.** **Place two of the copies** of the results tape, without the Consolidation and Transmission Reports attached, in Plastic Bag 601. **C.** **The remaining copies** may be given to pollwatchers or other interested parties.

► Printing additional tapes for pollwatchers who request them.

To print individual results tapes:

1. **Press** "No/Cancel" to clear the screen.
2. **Press** "MENU", then "5" to print, then "4" for "Results Tape", then "1" for "All Precincts."
3. **Press** "YES". One results tape will print per attempt.

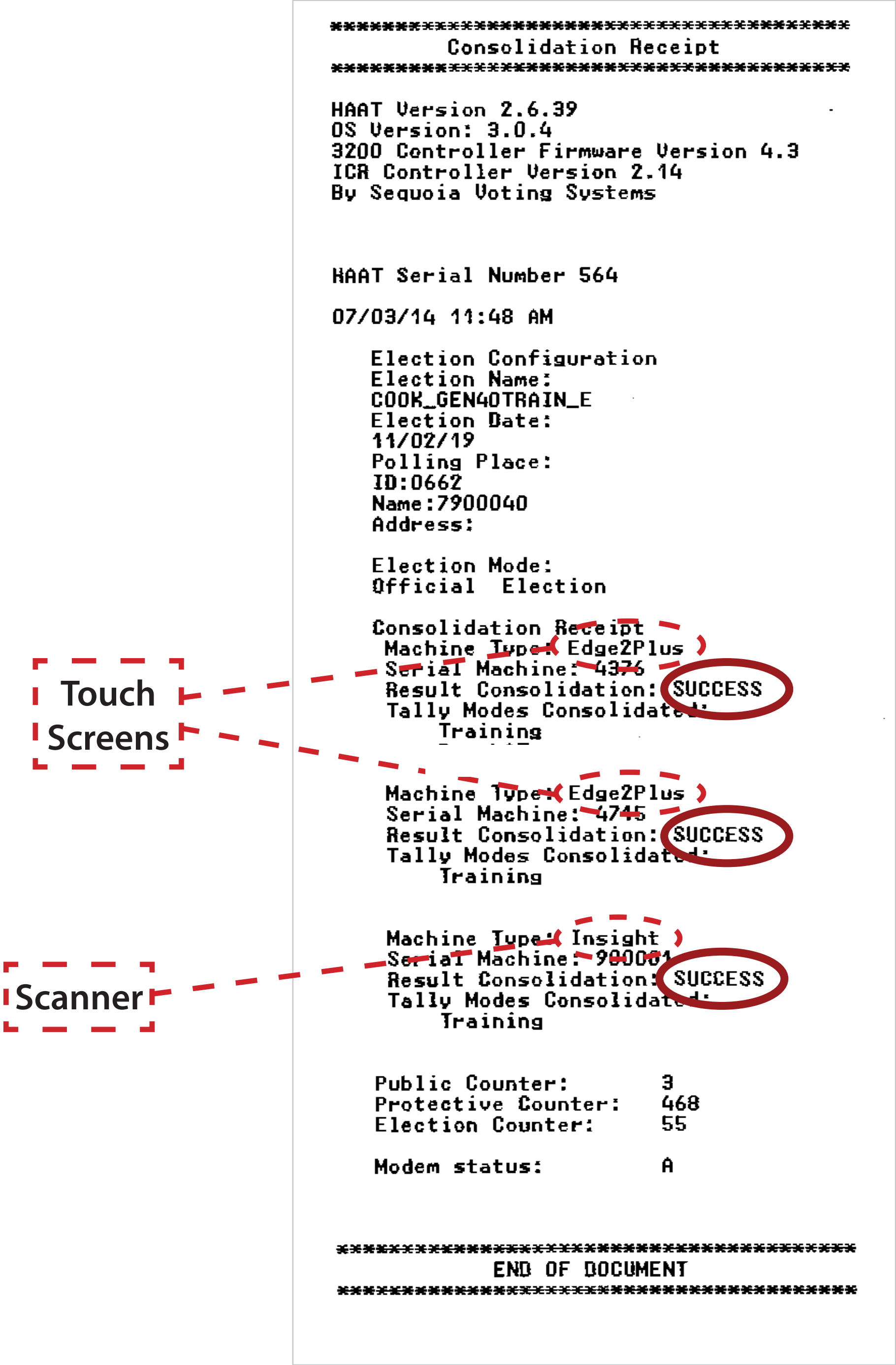
Follow these steps for each additional tape you need.

	14	**Turn** off the Card Activator and pack it into its carrying case. Return the case to the VSC. ***Note:*** *Always leave the Card Activator in its case in the VSC.*

Consolidation Receipt

Successful Consolidation

The Touch Screens and the Scanner all successfully consolidated

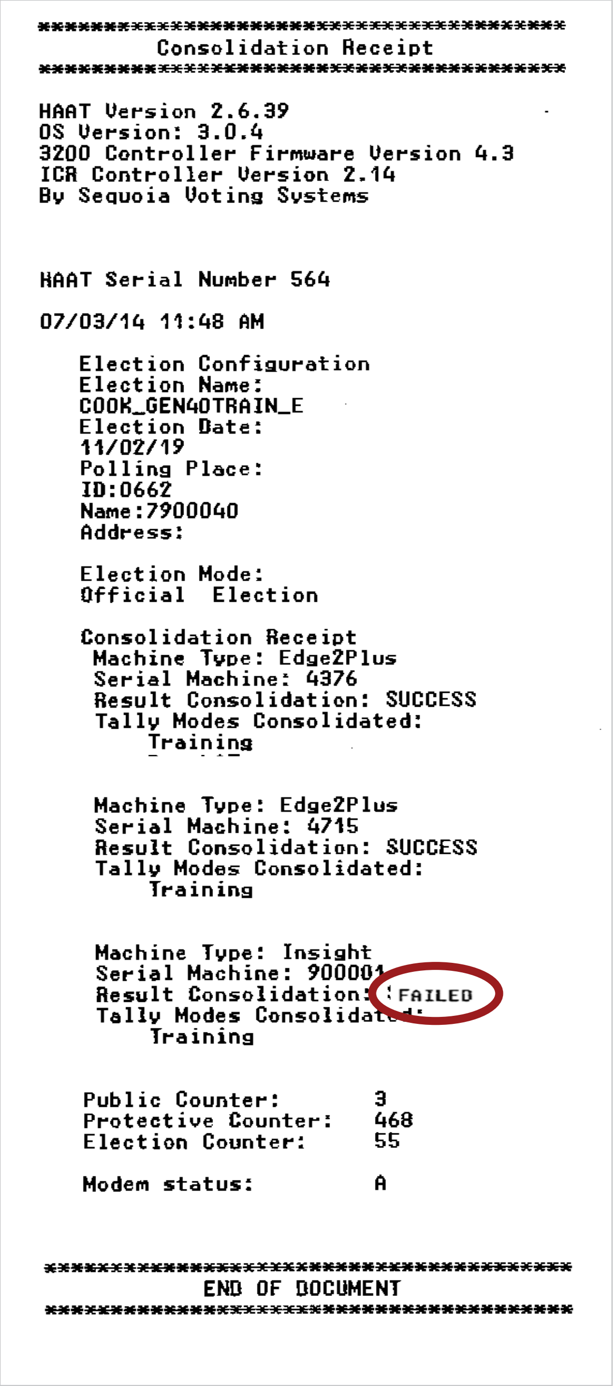

Touch Screens
Scanner

```
****************************************
        Consolidation Receipt
****************************************

HAAT Version 2.6.39
OS Version: 3.0.4
3200 Controller Firmware Version 4.3
ICR Controller Version 2.14
By Sequoia Voting Systems


HAAT Serial Number 564

07/03/14 11:48 AM

   Election Configuration
   Election Name:
   COOK_GEN40TRAIN_E
   Election Date:
   11/02/19
   Polling Place:
   ID:0662
   Name:7900040
   Address:

   Election Mode:
   Official  Election

   Consolidation Receipt
    Machine Type: Edge2Plus
    Serial Machine: 4376
    Result Consolidation: SUCCESS
    Tally Modes Consolidated:
        Training

    Machine Type: Edge2Plus
    Serial Machine: 4745
    Result Consolidation: SUCCESS
    Tally Modes Consolidated:
        Training


    Machine Type: Insight
    Serial Machine: 900001
    Result Consolidation: SUCCESS
    Tally Modes Consolidated:
        Training


   Public Counter:       3
   Protective Counter:   468
   Election Counter:     55

   Modem status:         A


****************************************
            END OF DOCUMENT
****************************************
```

Consolidation Receipt (Continued)

Failed Consolidation 1

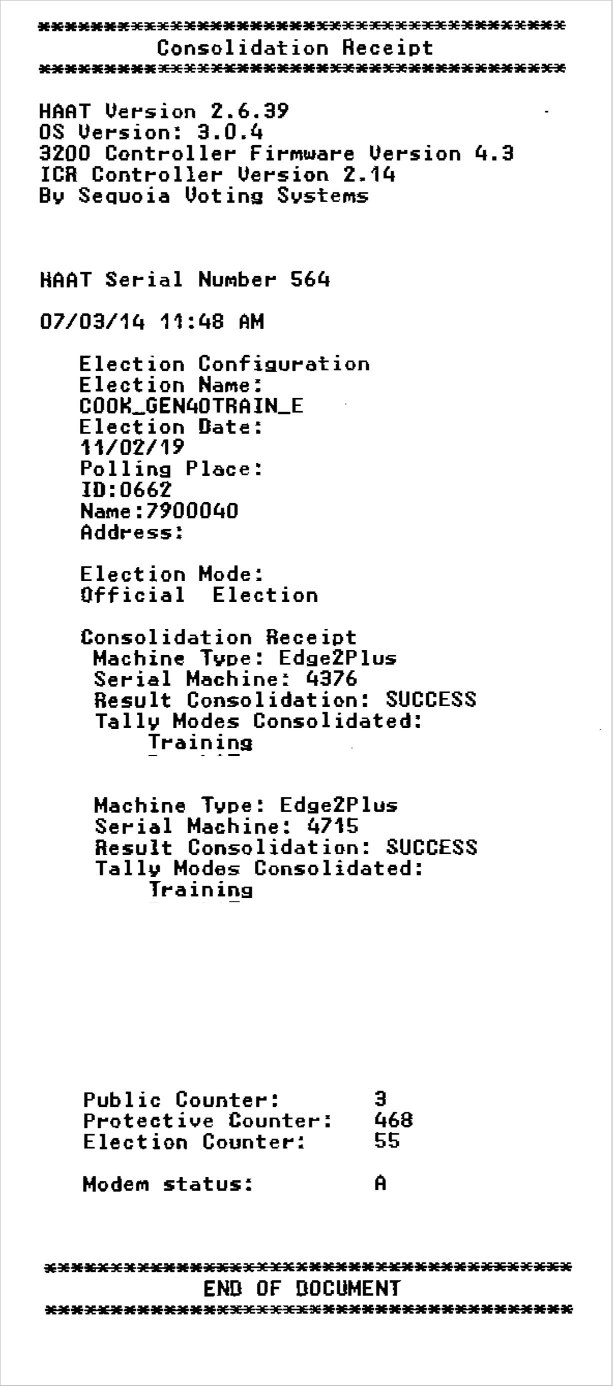
The Scanner
failed to consolidate



```
****************************************
         Consolidation Receipt
****************************************

HAAT Version 2.6.39
OS Version: 3.0.4
3200 Controller Firmware Version 4.3
ICR Controller Version 2.14
By Sequoia Voting Systems


HAAT Serial Number 564

07/03/14 11:48 AM

   Election Configuration
   Election Name:
   COOK_GEN40TRAIN_E
   Election Date:
   11/02/19
   Polling Place:
   ID:0662
   Name:7900040
   Address:

   Election Mode:
   Official  Election

   Consolidation Receipt
    Machine Type: Edge2Plus
    Serial Machine: 4376
    Result Consolidation: SUCCESS
    Tally Modes Consolidated:
        Training

    Machine Type: Edge2Plus
    Serial Machine: 4715
    Result Consolidation: SUCCESS
    Tally Modes Consolidated:
        Training

    Machine Type: Insight
    Serial Machine: 900001
    Result Consolidation: FAILED
    Tally Modes Consolidated:
        Training

   Public Counter:       3
   Protective Counter:   468
   Election Counter:     55

   Modem status:         A


****************************************
            END OF DOCUMENT
****************************************
```

Failed Consolidation 2

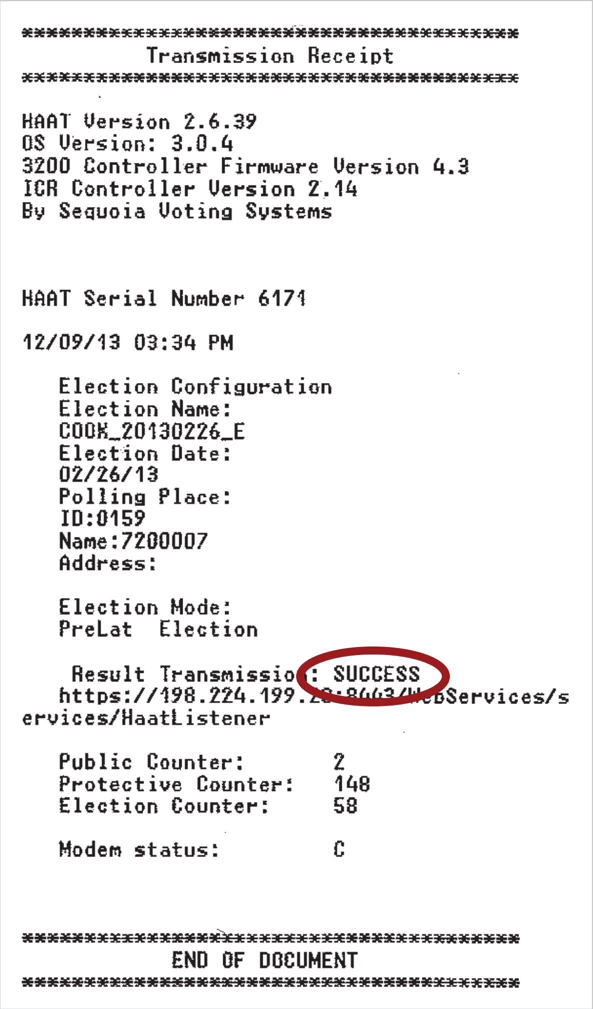
The Scanner
was not read at all



```
****************************************
         Consolidation Receipt
****************************************

HAAT Version 2.6.39
OS Version: 3.0.4
3200 Controller Firmware Version 4.3
ICR Controller Version 2.14
By Sequoia Voting Systems


HAAT Serial Number 564

07/03/14 11:48 AM

   Election Configuration
   Election Name:
   COOK_GEN40TRAIN_E
   Election Date:
   11/02/19
   Polling Place:
   ID:0662
   Name:7900040
   Address:

   Election Mode:
   Official  Election

   Consolidation Receipt
    Machine Type: Edge2Plus
    Serial Machine: 4376
    Result Consolidation: SUCCESS
    Tally Modes Consolidated:
        Training

    Machine Type: Edge2Plus
    Serial Machine: 4715
    Result Consolidation: SUCCESS
    Tally Modes Consolidated:
        Training




   Public Counter:       3
   Protective Counter:   468
   Election Counter:     55

   Modem status:         A


****************************************
            END OF DOCUMENT
****************************************
```

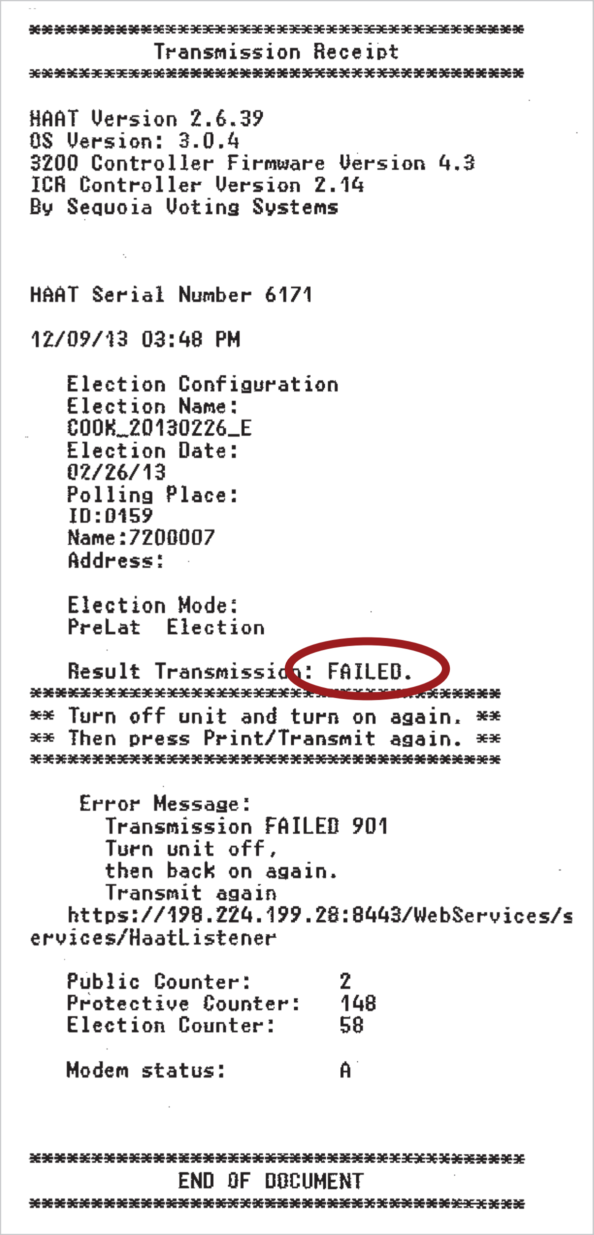
Transmission Receipt (Tape)

Transmission Success



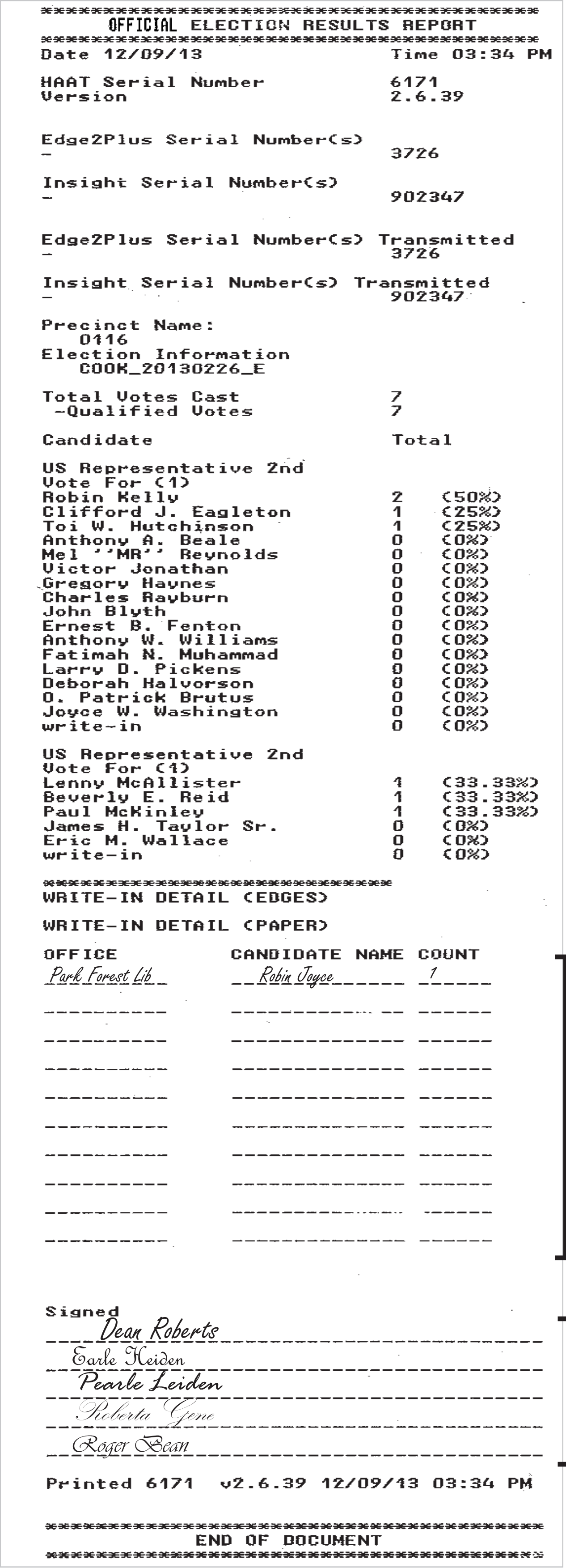
```
******************************************
          Transmission Receipt
******************************************

HAAT Version 2.6.39
OS Version: 3.0.4
3200 Controller Firmware Version 4.3
ICR Controller Version 2.14
By Sequoia Voting Systems



HAAT Serial Number 6171

12/09/13 03:34 PM

   Election Configuration
   Election Name:
   COOK_20130226_E
   Election Date:
   02/26/13
   Polling Place:
   ID:0159
   Name:7200007
   Address:

   Election Mode:
   PreLat  Election

    Result Transmission: SUCCESS
   https://198.224.199.28:8443/WebServices/s
ervices/HaatListener

   Public Counter:        2
   Protective Counter:    148
   Election Counter:      58

   Modem status:          C



******************************************
            END OF DOCUMENT
******************************************
```

Transmission Failed



```
******************************************
          Transmission Receipt
******************************************

HAAT Version 2.6.39
OS Version: 3.0.4
3200 Controller Firmware Version 4.3
ICR Controller Version 2.14
By Sequoia Voting Systems



HAAT Serial Number 6171

12/09/13 03:48 PM

   Election Configuration
   Election Name:
   COOK_20130226_E
   Election Date:
   02/26/13
   Polling Place:
   ID:0159
   Name:7200007
   Address:

   Election Mode:
   PreLat  Election

   Result Transmission: FAILED.
****************************************
** Turn off unit and turn on again. **
** Then press Print/Transmit again. **
****************************************

    Error Message:
      Transmission FAILED 901
      Turn unit off,
      then back on again.
      Transmit again
   https://198.224.199.28:8443/WebServices/s
ervices/HaatListener

   Public Counter:        2
   Protective Counter:    148
   Election Counter:      58

   Modem status:          A



******************************************
            END OF DOCUMENT
******************************************
```

Official Results Report (Results Tape)



```
****************************************
      OFFICIAL ELECTION RESULTS REPORT
****************************************
Date 12/09/13                Time 03:34 PM

HAAT Serial Number           6171
Version                      2.6.39

Edge2Plus Serial Number(s)
-                            3726

Insight Serial Number(s)
-                            902347

Edge2Plus Serial Number(s) Transmitted
-                            3726

Insight Serial Number(s) Transmitted
-                            902347

Precinct Name:
   0116
Election Information
   COOK_20130226_E

Total Votes Cast             7
 -Qualified Votes            7

Candidate                    Total

US Representative 2nd
Vote For (1)
Robin Kelly                  2    (50%)
Clifford J. Eagleton         1    (25%)
Toi W. Hutchinson            1    (25%)
Anthony A. Beale             0    (0%)
Mel ''MR'' Reynolds          0    (0%)
Victor Jonathan              0    (0%)
Gregory Haynes               0    (0%)
Charles Rayburn              0    (0%)
John Blyth                   0    (0%)
Ernest B. Fenton             0    (0%)
Anthony W. Williams          0    (0%)
Fatimah N. Muhammad          0    (0%)
Larry D. Pickens             0    (0%)
Deborah Halvorson            0    (0%)
O. Patrick Brutus            0    (0%)
Joyce W. Washington          0    (0%)
write-in                     0    (0%)

US Representative 2nd
Vote For (1)
Lenny McAllister             1    (33.33%)
Beverly E. Reid              1    (33.33%)
Paul McKinley                1    (33.33%)
James H. Taylor Sr.          0    (0%)
Eric M. Wallace              0    (0%)
write-in                     0    (0%)
****************************
WRITE-IN DETAIL (EDGES)

WRITE-IN DETAIL (PAPER)

OFFICE          CANDIDATE NAME  COUNT
Park Forest Lib   Robin Joyce     1
__________      ______________  ______
__________      ______________  ______
__________      ______________  ______
__________      ______________  ______
__________      ______________  ______
__________      ______________  ______
__________      ______________  ______
__________      ______________  ______
__________      ______________  ______


Signed
____Dean Roberts________________________
___Earle Heiden_________________________
___Pearle Leiden________________________
___Roberta Gene_________________________
___Roger Bean___________________________

Printed 6171  v2.6.39 12/09/13 03:34 PM

****************************************
            END OF DOCUMENT
****************************************
```

Official Results Report

Write-in Details

Record Write-in votes here.

See Checklist 44, Processing Write-in Votes.

Signed

All Judges must sign each results tape here.

4) Processing Write-In Votes

Checklist 45: Processing Write-in Votes

Follow the steps on this checklist to process write-in results after the polls have closed.

Check the box next to the item as it is completed.

Check | **Step #** | **Task to complete:**

1

Review the Write-In Candidate List *(Form 106)*, delivered in the Open First Envelope, to determine if any write-in candidates are running in your precinct.

→ The list includes both paper *(Scanner)* and Touch Screen write-in votes.

Note: *All precincts receive this form. If it is blank, there are no write-in candidates running in the precinct.*

2

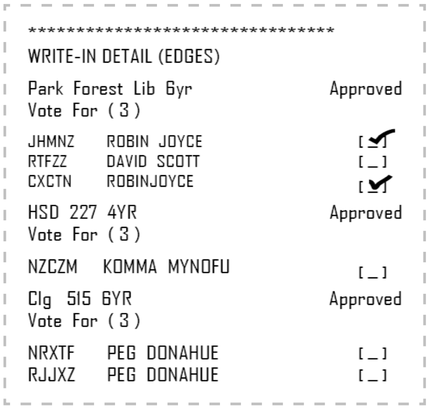
Processing write-in votes from the Touch Screen

Using the Write-in Candidate List *(page 237)*:

Find the valid write-in candidates on the Card Activator results tape.

→ At the bottom of the Card Activator results tape, under "Write-in Detail *(Edges)*," **check** the box next to each valid write-in candidate

Note: *The candidate's name may appear multiple times. Check the box each time you see a name that matches.*

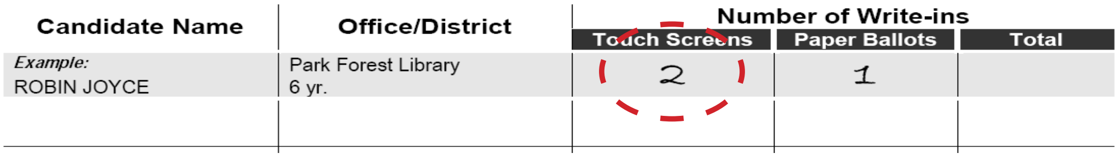


```
************************************
WRITE-IN DETAIL (EDGES)
Park Forest Lib 6yr                 Approved
Vote For ( 3 )
JHMNZ    ROBIN JOYCE                    [✓]
RTFZZ    DAVID SCOTT                    [_]
CXCTN    ROBINJOYCE                     [✓]
HSD 227 4YR                         Approved
Vote For ( 3 )
NZCZM    KOMMA MYNOFU                   [_]
Clg 515 6YR                         Approved
Vote For ( 3 )
NRXTF    PEG DONAHUE                    [_]
RJJXZ    PEG DONAHUE                    [_]
```

A. **Complete** this step for *all* results tapes you printed.

B. **Count** the number of votes for each valid write-in candidate.

C. **Record** that total on the Write-in Candidate List (Form 106) in the "Touch Screens" box next to each candidate's name.



Candidate Name	Office/District	Number of Write-ins Touch Screens	 Paper Ballots	 Total
Example: ROBIN JOYCE	Park Forest Library 6 yr.	2	1	

Checklist 45: Processing Write-in Votes (continued)

3

Processing write-in votes from the Scanner

Examine each paper ballot taken out of the write-in ballot bag to determine:

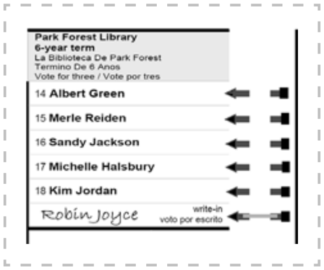
→ If the write-in votes include the name(s) of valid write-in candidate(s) (Form 106).

→ If there is a line connecting the arrow next to the candidate's name.

→ If the voter has drawn a line connecting the arrow for his/her write-in candidate as well as for another candidate in the same race, **DO NOT** count either vote.

Exception: *races where voters are instructed to vote for more than one candidate per race.*

4

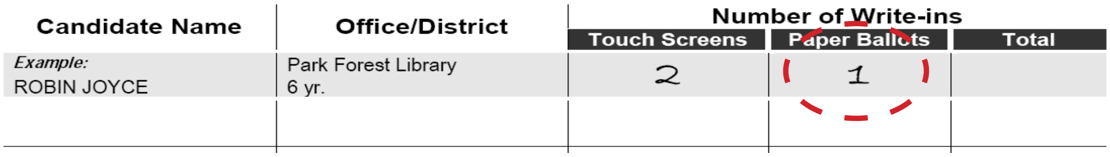


Park Forest Library
6-year term
La Biblioteca De Park Forest
Termino De 6 Anos
Vote for three / Vote por tres
14 **Albert Green**
15 **Merle Reiden**
16 **Sandy Jackson**
17 **Michelle Halsbury**
18 **Kim Jordan**
Robin Joyce write-in voto por escrito

A. **Count** the valid write-in votes on the paper ballots.

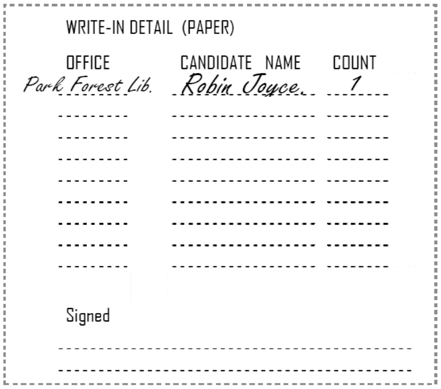
B. **Total** the votes for each candidate.

C. **Record** that total on the Write-in Candidate List, Form 106, in the "Paper Ballots" box next to each candidate's name.



Candidate Name	Office/District	Number of Write-ins		
		Touch Screens	Paper Ballots	Total
Example: ROBIN JOYCE	Park Forest Library 6 yr.	2	1	

D. **Record** the office, candidate's name, and total number of write-in votes each valid write-in candidate received on the lines for "Write-in Detail (Paper)" on all the Card Activator results tapes you printed.



WRITE-IN DETAIL (PAPER)

OFFICE	CANDIDATE NAME	COUNT
Park Forest Lib.	Robin Joyce.	1

Signed

Checklist 45: Processing Write-in Votes (continued)

5

A. Add the "Touch Screens" and "Paper Ballots" votes for each candidate.

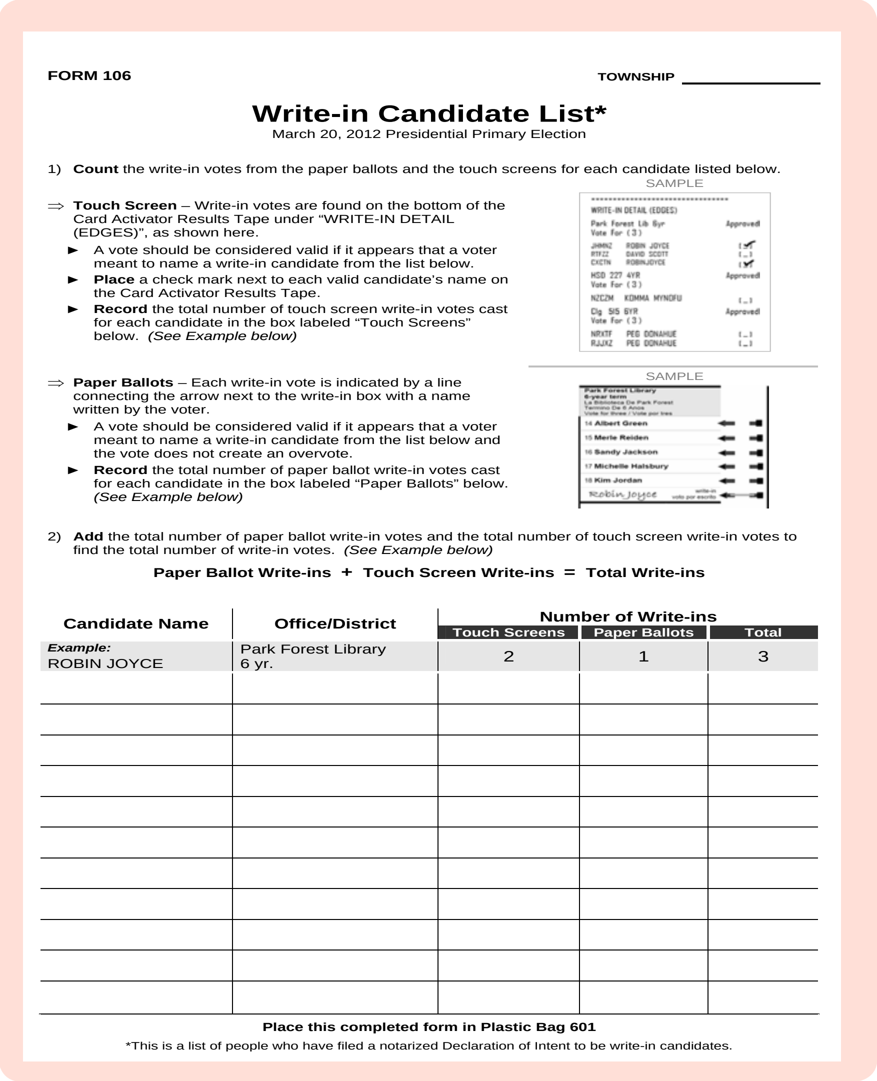
B. Record that total on the Write-in Candidate List, Form 106, in the "TOTAL" box next to each candidate's name.

Candidate Name	Office/District	Number of Write-ins		
		Touch Screens	Paper Ballots	Total
Example: ROBIN JOYCE	Park Forest Library 6 yr.	2	1	3

6 **Place** Form 106 in Plastic Bag 601.

7 **Place** the paper ballots with write-in votes in the Wheeled Ballot Bag.

8 **Place** the CTR tape *(the first tape)* and two additional results tape in Plastic Bag 601.



FORM 106

TOWNSHIP ____________

Write-in Candidate List*

March 20, 2012 Presidential Primary Election

1) **Count** the write-in votes from the paper ballots and the touch screens for each candidate listed below.

⇒ **Touch Screen** – Write-in votes are found on the bottom of the Card Activator Results Tape under "WRITE-IN DETAIL (EDGES)", as shown here.

- ► A vote should be considered valid if it appears that a voter meant to name a write-in candidate from the list below.
- ► **Place** a check mark next to each valid candidate's name on the Card Activator Results Tape.
- ► **Record** the total number of touch screen write-in votes cast for each candidate in the box labeled "Touch Screens" below. *(See Example below)*

SAMPLE

```
******************************
WRITE-IN DETAIL (EDGES)
Park Forest Lib 6yr         Approved
Vote For ( 3 )
JHMNZ   ROBIN JOYCE           [✓]
RTFZZ   DAVID SCOTT           [_]
CXCTN   ROBINJOYCE            [✓]
HSD 227 4YR                 Approved
Vote For ( 3 )
NZCZM   KOMMA MYNOFU          [_]
Clg 515 6YR                 Approved
Vote For ( 3 )
NRXTF   PEG DONAHUE           [_]
RJJXZ   PEG DONAHUE           [_]
```

⇒ **Paper Ballots** – Each write-in vote is indicated by a line connecting the arrow next to the write-in box with a name written by the voter.

- ► A vote should be considered valid if it appears that a voter meant to name a write-in candidate from the list below and the vote does not create an overvote.
- ► **Record** the total number of paper ballot write-in votes cast for each candidate in the box labeled "Paper Ballots" below. *(See Example below)*

SAMPLE

Park Forest Library
6-year term
La Biblioteca De Park Forest
Termino De 6 Anos
Vote for three / Vote por tres
14 **Albert Green**
15 **Merle Reiden**
16 **Sandy Jackson**
17 **Michelle Halsbury**
18 **Kim Jordan**
Robin Joyce write-in voto por escrito

2) **Add** the total number of paper ballot write-in votes and the total number of touch screen write-in votes to find the total number of write-in votes. *(See Example below)*

Paper Ballot Write-ins + Touch Screen Write-ins = Total Write-ins

Candidate Name	Office/District	Number of Write-ins		
		Touch Screens	Paper Ballots	Total
Example: ROBIN JOYCE	Park Forest Library 6 yr.	2	1	3

Place this completed form in Plastic Bag 601

*This is a list of people who have filed a notarized Declaration of Intent to be write-in candidates.

5) Packing Up the Voting Equipment

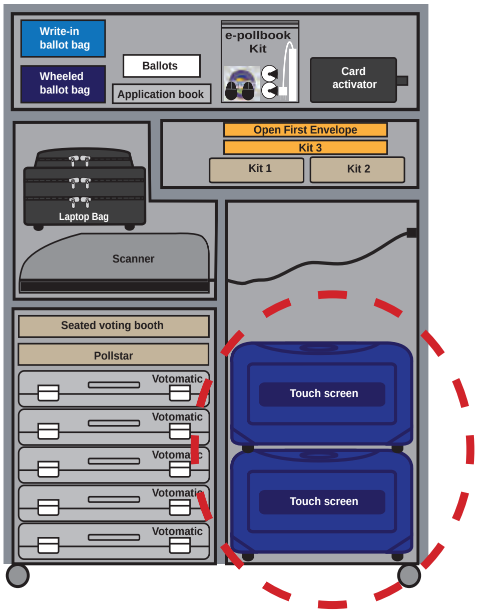
Checklist 46: Packing up the Touch Screens

Follow the steps on this checklist to pack up the Touch Screens**.**

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Remove** the privacy panels.
	2	A. **Break** the seal on the printer case and place the broken seal in Plastic Bag 603. B. **Unscrew** the knob on the printer case and remove the cover.
✂	3	A. **Cut** the tape under the signature lines. B. **Remove** the portion of the tape with voted material. → Each Judge must sign the tape. C. **Place** it in the Scanner & Touch Screen Tapes Plastic Bag 602.
	4	**Replace** cover on printer case. ❗ *Leave the printer connected to the Touch Screen.*
	5	**Remove** headphones and Velcro strap from the back of the machine.
	6	A. **Lower** the screen on the Touch Screen. B. **Fold** the canopy and place it between the privacy panels and place them **in the notches** on the left of the Touch Screen where labeled. ***Note:*** *Nothing should be placed on top of the screen.* C. **Replace** the Touch Screen cover.
	7	**Turn** the Touch Screen over onto the floor or a table. ***Remember*** *to always lift in pairs.*
	8	**Retract** the legs by pushing the retention pins until the legs are in the lowest position. → **Repeat** this step until all four legs are retracted.
	9	**Release** the pin from the hole in the crossbars.
	10	**Remove** the leg assembly from the holes on the Touch Screen unit by pressing and holding each of the retention pins while pulling the legs out of the holes. ***Hint****: Take one side out at a time. Grab and pull two legs on the left, then the same on the right.*
	11	A. **Open** the three bottom storage covers and replace the items. B. **Replace** the storage covers.

Checklist 46: Packing up the Touch Screens (continued)

	12	**Store** the Touch Screen units inside the VSC, with the soft handles facing out as illustrated here.	 Write-in ballot bag Wheeled ballot bag Ballots Application book e-pollbook Kit Card activator Open First Envelope Kit 3 Kit 1 Kit 2 Laptop Bag Scanner Seated voting booth Pollstar Votomatic Votomatic Votomatic Votomatic Votomatic Touch screen Touch screen

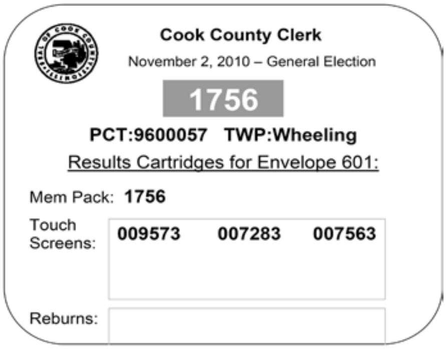
Repeat steps 1-12 for each Touch Screen unit in your precinct.

6) Packing Bags

Checklist 47: Packing the Return Carrier Plastic Bag 600

Follow the steps on this checklist to pack the Return Carrier Plastic Bag 600**.**

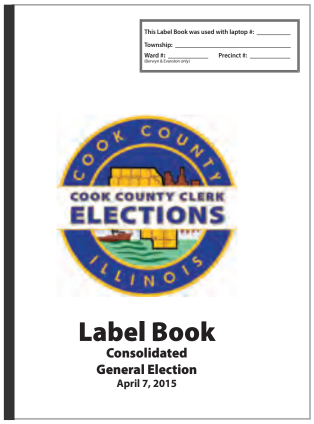
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**Plastic Bag 601** containing: A. All of the results cartridges. ***Hint:*** *Before you place each results cartridge and memory pack in Plastic Bag 601, check it off from the list of cartridges on the orange sticker affixed to the front of the Bag to make sure you have not forgotten any cartridges.*  Cook County Clerk November 2, 2010 – General Election 1756 PCT:9600057 TWP:Wheeling Results Cartridges for Envelope 601: Mem Pack: 1756 Touch Screens: 009573 007283 007563 Reburns: B. Memory pack. C. Card Activator configuration/AM zero tape. D. Consolidation/Transmission/Results tape (CTR) from the Card Activator, containing the following: → **C**onsolidation tape → **T**ransmission tape → First **R**esults tape. E. 2 results tapes from the Card Activator. F. Record of Seals form. G. Write-in Candidate List, Form 106. ⇒ **Make sure** the number from the seals for the Wheeled Ballot Bag and Laptop Bag are recorded on the Record of Seals form. ⇒ **Remove** the silver seal from the bag. Close the bag and seal it with the silver seal.

! *Return all results cartridges and the memory pack, even if the machines were not used during the day.*

! Failure to return all results cartridges and laptops will result in a **SIGNIFICANT REDUCTION IN PAY.**

Checklist 47: Packing the Return Carrier Plastic Bag 600 (continued)

	2	**Plastic Bag 603** containing: A. New/used seals B. The key ring → Scanner barrel key → Key 1001 *(for the Touch Screen and Card Activator printer)* C. The VSC key *(this is not on the key ring)*
	3	**Envelope 604** containing all credentials.
	4	**Label Books** → With voter check-in labels  This Label Book was used with laptop #: ________ Township: ________ Ward #: ________ Precinct #: ________ (Berwyn & Evanston only) COOK COUNTY CLERK ELECTIONS **Label Book** **Consolidated** **General Election** **April 7, 2015**
	5	**Election Judge Payroll & Receiving Station Receipt, Form 104.** **DO NOT sign the Receiving Station receipt portion until you reach the Receiving Station.**
	6	**Close** the Return Carrier Plastc Bag 600.

Checklist 48: Packing the Wheeled Ballot Bag

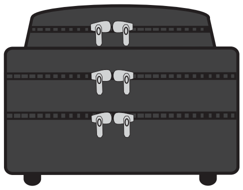
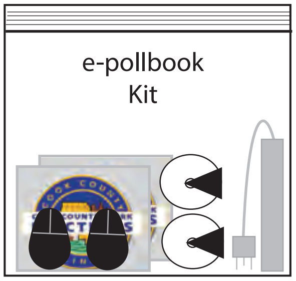
Follow the steps on this checklist to pack the Wheeled Ballot Bag**.**

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	**All voted** paper ballots.
	2	**Envelope 303** for the return of spoiled ballots.
	3	**Plastic Bag 602** containing: → Scanner tapes (AM zero tape, error message tape, results tape). → Touch Screen printer tapes.
	4	**Seal** the bag with a red seal. → **Record** the seal number on the Record of Seals and the Statement of Ballots *(in the Label Book)*.

Checklist 49: Packing the Wheeled Ballot Bag & Kit (continued)

Follow the steps on this checklist to pack the Laptop Bag**.**

Check	Step #	Task to complete:
	1	**Place** the following items into the laptop bag:  → **(2)** Printers *(including cables and cords in the yellow plastic bag)* → **(2)** Laptops *(including power adapters in the blue plastic bag)* → **(1)** MiFi *(including the power adapter in the pink plastic bag)* → **(2)** ID Reader *(including the stand in the clear plastic bag)* » If you have a 3rd laptop, pack the printer in the larger bag with the other printers. Pack the laptop in the smaller e-pollbook Bag. DON'T FORGET to bring this e-pollbook Bag to the Receiving Station.
	2	A. **Seal** the laptop bag with a red seal. B. **Record** the seal number on the Record of Seals.
	3	A. **Place** the following items into the e-pollbook Kit:  → Mice → Mouse pads → Power strip → Extra label rolls → Extra Label Books B. **Place** the kit on the top shelf in the VSC

Items for the Receiving Station

The Equipment Manager and one other Judge must deliver supplies to the receiving station at the end of Election Day.

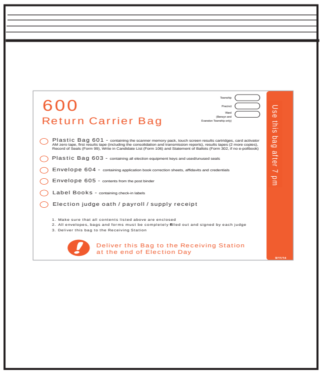
3 Items for the Receiving Station

Take the following 3 items to the Receiving Station:

→ Plastic Bag 600

→ Wheeled Ballot Bag

→ Laptop Bag



600

Return Carrier Bag

Township ☐

Precinct ☐

Ward (Berwyn and Evanston Township only) ☐

○ **Plastic Bag 601 -** containing the scanner memory pack, touch screen results cartridges, card activator AM zero tape, first results tape (including the consolidation and transmission reports), results tapes (2 more copies), Record of Seals (Form 99), Write in Candidate List (Form 106) and Statement of Ballots (Form 302, if no e-pollbook)

○ **Plastic Bag 603 -** containing all election equipment keys and used/unused seals

○ **Envelope 604 -** containing application book correction sheets, affidavits and credentials

○ **Envelope 605 -** contents from the post binder

○ **Label Books -** containing check-in labels

○ **Election judge oath / payroll / supply receipt**

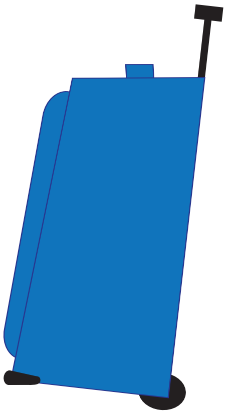
1. Make sure that all contents listed above are enclosed
2. All envelopes, bags and forms must be completely filled out and signed by each judge
3. Deliver this bag to the Receiving Station

Deliver this Bag to the Receiving Station at the end of Election Day

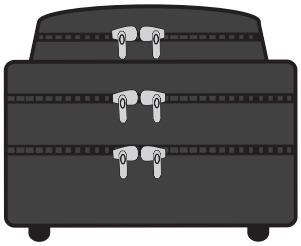
Use this bag after 7 pm

9/11/14

+



+



Clean the Polling Place before you leave!

Changing Printer Tape

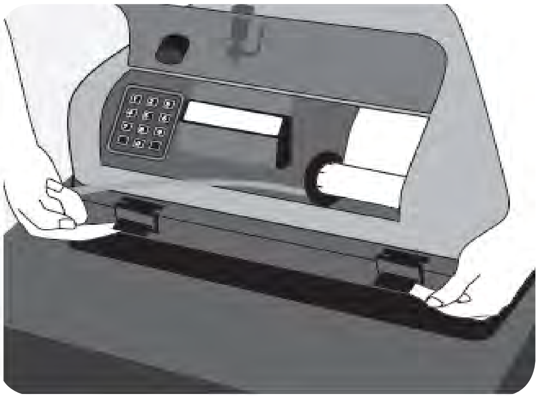
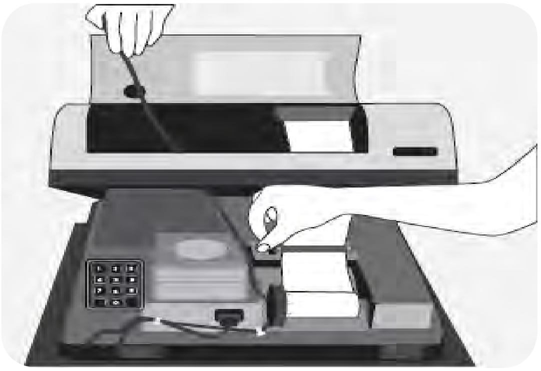
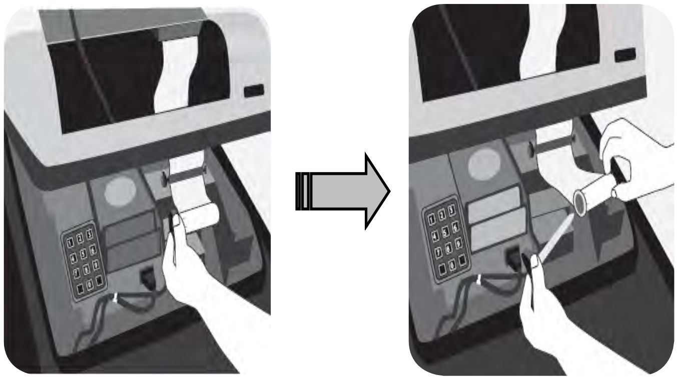
249 Checklist 50: Changing Scanner Printer Tape
253 Checklist 51: Changing Touch Screen Printer Tape
259 Checklist 52: Changing Card Activator Printer Tape
261 Checklist 53: Changing Label Printer Roll

Checklist 50: Changing Scanner Printer Tape

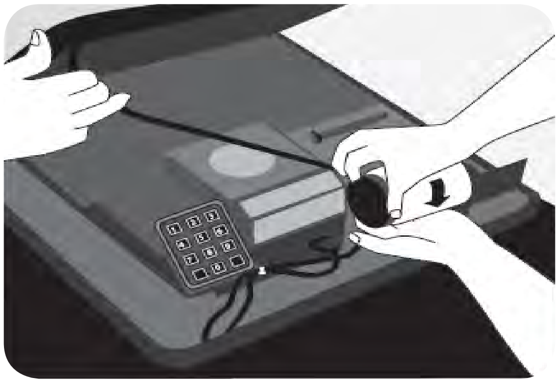
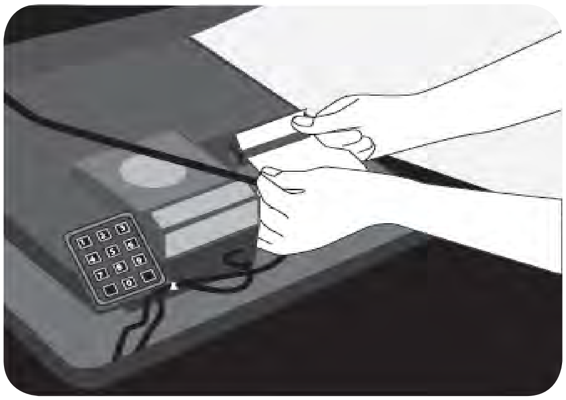
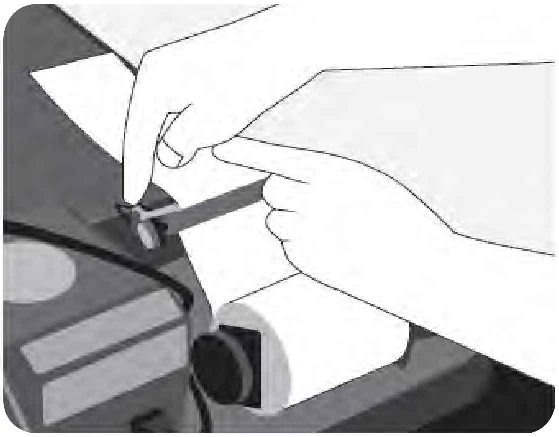
Follow the steps on this checklist to change the printer tape on the Scanner**.**

Check the box next to the item as it is completed.

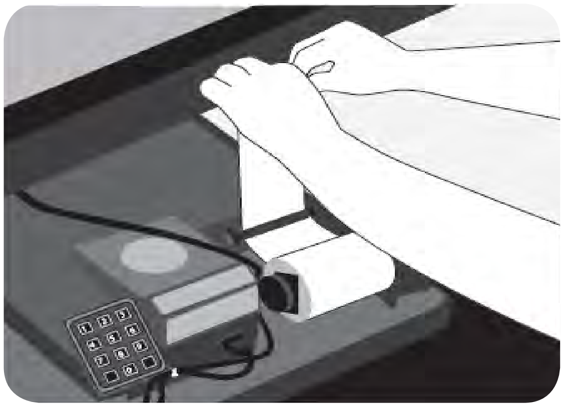
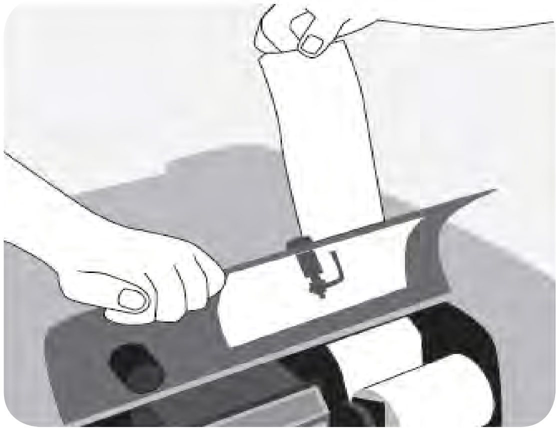
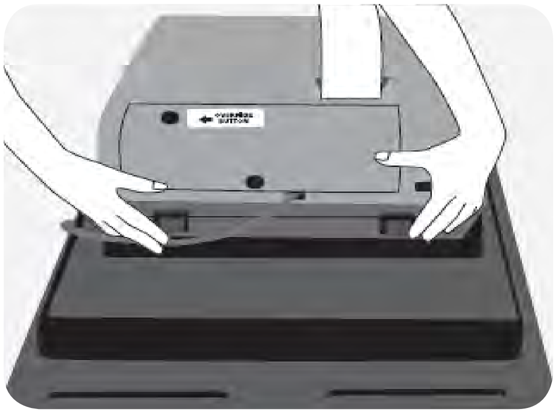
Note: *The Scanner and the Card Activator use the same replacement paper rolls. These rolls have a larger plastic roll in the center and* *may* *be labeled "HAAT/INSIGHT."*

Check	Step #	Task to complete:
	1	**A. Loosen** the black Velcro strap holding the Scanner in place in the VSC. **B. Unlatch** the black latches at the back of the Scanner. **C. Lift** up the top of the Scanner. **Hint:** *It may be useful to unlock and open the door to the Scanner, as shown in the diagram.* 
	2	**A. Push** the grey lever forward toward the front of the Scanner to open the printer head. **B. Turn** the gear to remove the printer tape from the printer. 
	3	**A. Unscrew** the knob holding the paper spool. **B. Remove** the knob once it is completely unscrewed. 

Checklist 50: Changing Scanner Printer Tape (continued)

	4	A. **Place** the new roll on the pin and screw it back on. → Be sure that the paper feeds from the bottom of the spool. B. **All Judges sign** the printed roll and place it in Plastic Bag 602. 
	5	**Insert the** printer tape into the paper entry slot, just under the rubber tube. 
	6	A. **Push** the grey lever toward the back of the machine to close the printer head. B. **Turn** the gear next to the rubber tube clockwise to advance the paper. → If the lever remains up *(open position)*, the Scanner will give you the error message "**Prn1.**" → You can also press the Paper Feed button on the keypad to advance the paper. 

Checklist 50: Changing Scanner Printer Tape (continued)

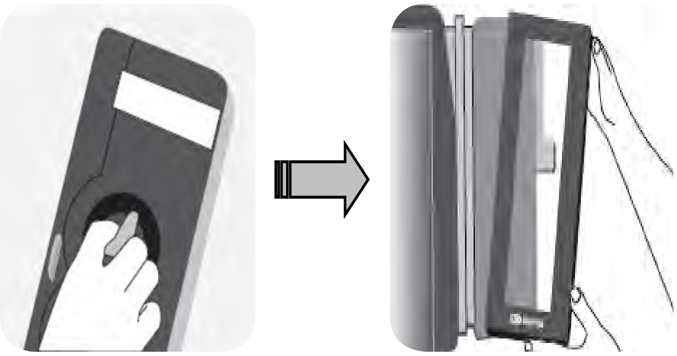
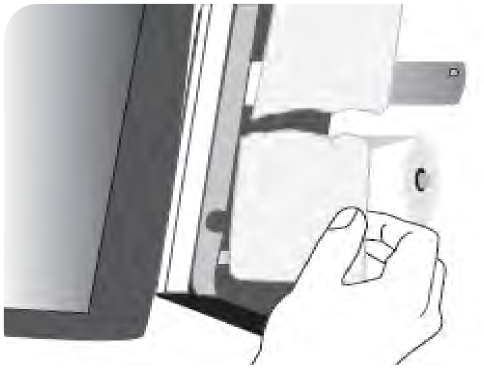
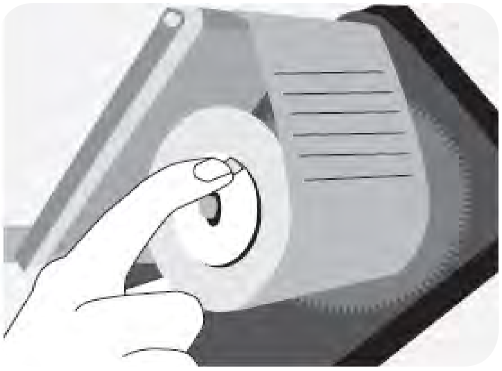
	7	**Be sure** that the paper is feeding through straight and that the edges are not wrinkled. 
	8	A. **Thread** the paper through the slot on the cover. B. **Pull** the paper through the cover to make sure there are no catches. 
	9	**Close** and lock the door to the back of the Scanner cover and latch the black latches. 
	10	**Re-attach** the black Velcro strap.

Checklist 51: Changing Touch Screen Printer Tape

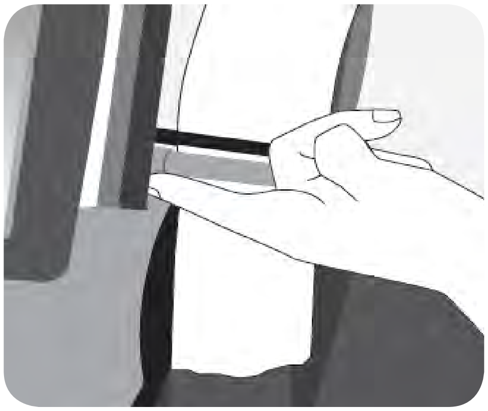
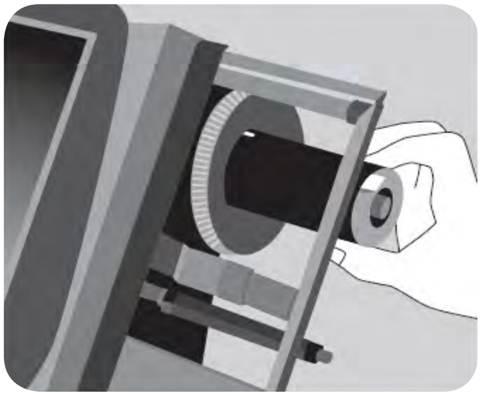
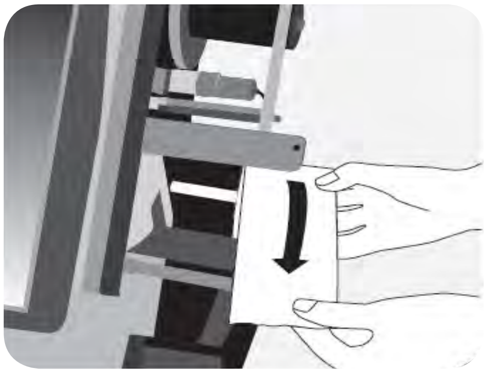
Follow the steps on this checklist to change the printer tape on the Touch Screens**.**

Check the box next to the item as it is completed.

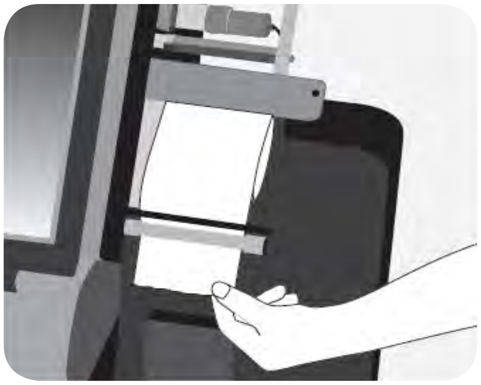
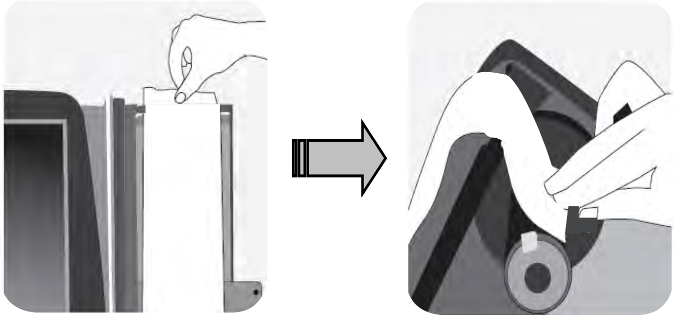
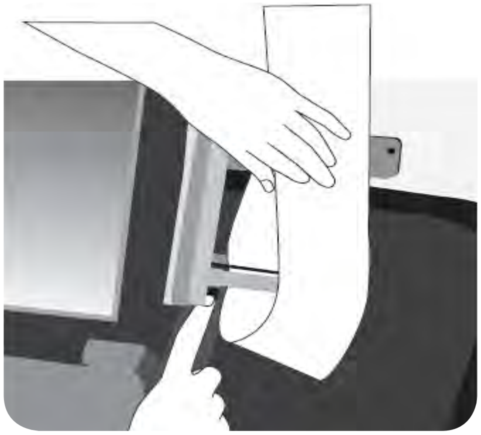
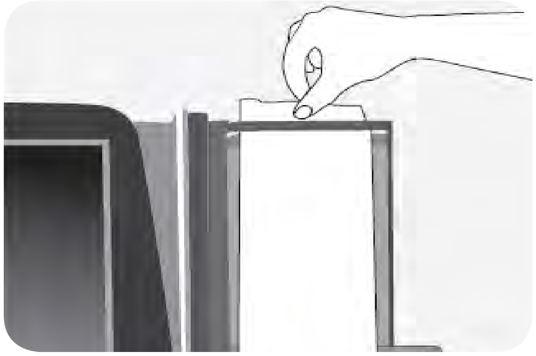
Note: *Touch Screen tape is larger than the Scanner/Card Activator tape and has a smaller plastic roll in the center. Touch Screen tapes may be labeled "E2P."*

Check	Step #	Task to complete:
	1	A. **Remove** the right privacy panel from the Touch Screen B. **Break** the seal on the printer. C. **Place** the broken seal in Plastic Bag 603.
	2	A. **Unscrew** the knob on the outside of the printer cover. B. **Remove** the cover. 
	3	**Cut** the printer tape underneath the printed report. → **Be sure** that ALL printed material is above the cut. 
	4	**Press** the yellow clip and **remove** the black off spool with paper attached from the collector at the top of the gear assembly. ***NEVER*** *remove the tape from the spool.* 
	5	**All Judges must sign** the printer tape and place it in Plastic Bag 602.

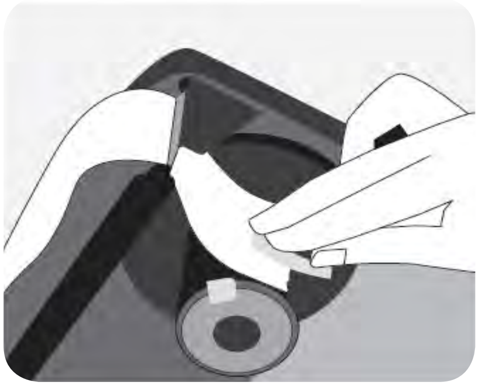
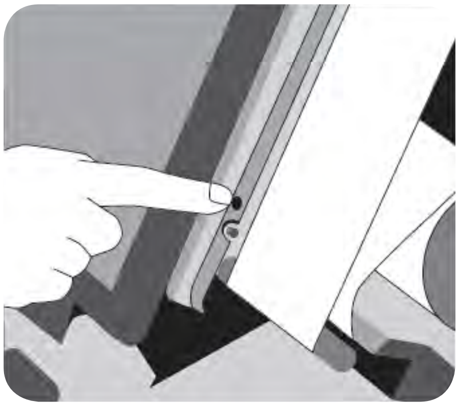
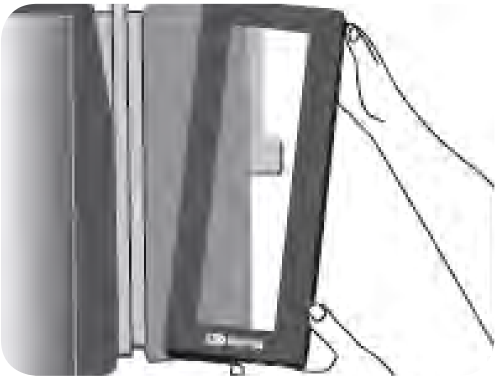
Checklist 51: Changing Touch Screen Printer Tape (continued)

	6	A. **Lay** the screen down flat *(optional)*. B. **Flip** the green printer head switch up *(on lower left of printer assembly).* C. **Remove** the used paper roll from the bottom pin. → While the green printer head switch is open, the green light on the front of the printer will flash.	
	7	A. **Insert** an empty black off spool onto the yellow collector gear assembly. → **Be sure** that the notches on the black off spool line up with the collector assembly guide. B. **Push** and twist the black off spool onto the yellow collector gear until the yellow tab clicks into place.	
	8	**Place** a new paper roll onto the spool where the spent roll was located. → **Be sure** that the paper roll feeds from the top.	

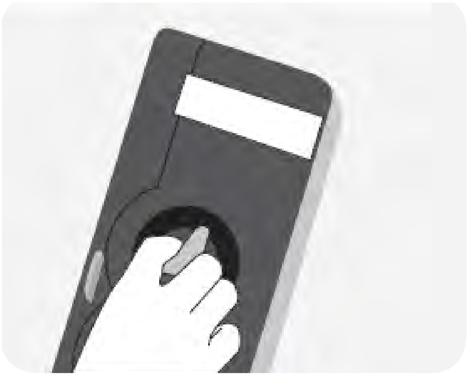
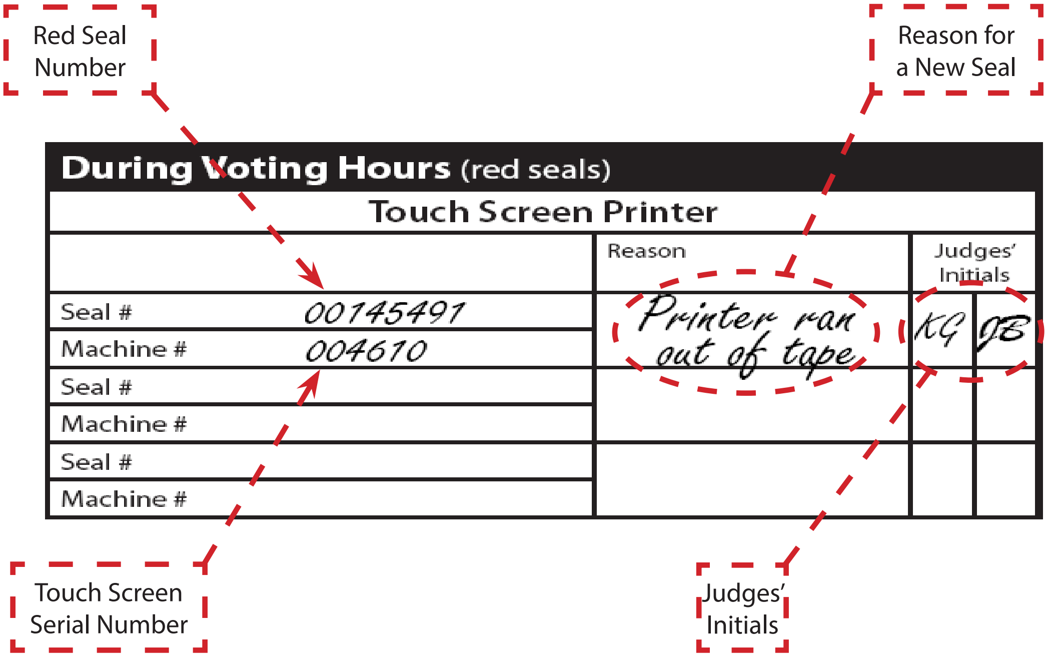
Checklist 51: Changing Touch Screen Printer Tape (continued)

	9	A. **Bring** the paper down and insert it above the black rubber roller. B. **Feed** the paper through the black roller by rolling the black roller with your thumb. → Paper will come out from below the roller pin. ***Hint**: It may be helpful to cut or fold the end of the tape to a point.*	
	10	**Pull** the paper so that there is enough paper to go over both paper guides in order to attach it to the black spool.	
	11	**Press** down green printer head switch and be sure it is in the "locked" position. → The green light on the front of the printer will stop flashing once this step is completed. → If this step is not completed, the unit will display a printer head error message and the light will continue to flash.	
	12	A. **Feed** paper over bottom paper guide. B. **Feed** paper between the top paper guide and the brush positioned over it.	

Checklist 51: Changing Touch Screen Printer Tape (continued)

	13	**Attach** the paper to the new black off spool with tape provided in your supplies. 
	14	A. **Be sure** that the paper is taut on the guides. B. **Raise** the screen back to its normal position.
	15	**Push** the black paper feed button and allow the paper to go around the black spool three times. → Use a finger to press gently on the paper to keep the roll firmly on the paper rod, so the paper roll does not wander off. 
	16	**Press** the Printer Test button on the screen. You may need to press and hold the green button in back of the machine to get to the screen with the Printer Test. → Use a finger to press gently on the roll to keep it firmly on the paper rod, so the paper roll does not wander off.
	17	A. **Verify** that the Diagnostic page prints. B. **Press** OK.
	18	**Replace** the case lid on the printer assembly. → **Be sure** that the metal rod can slide easily through the hole in the case. 

Checklist 51: Changing Touch Screen Printer Tape (continued)

	19	**Screw** on the knob that was removed in step 2. 
	20	A. **Seal** the printer with a red seal. B. **Record** the red seal number and corresponding Touch Screen serial number on the Record of Seals form. C. **Record** the reason for the new seal (*"printer tape ran out"*). Two Judges, one from each party, must initial the box next to the seal number. D. **Replace** the privacy panel. E. **Press** "Resume Voting" on the Touch Screen. 

Red Seal Number
Reason for a New Seal
Touch Screen Serial Number
Judges' Initials

During Voting Hours (red seals)

Touch Screen Printer

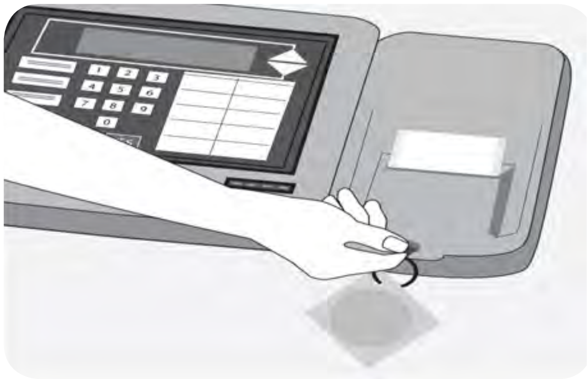
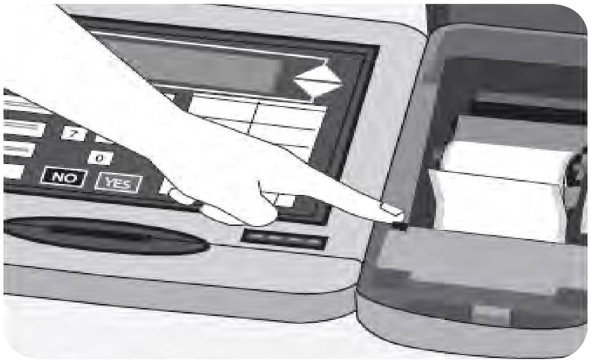
		Reason	Judges' Initials	
Seal #	00145491	Printer ran out of tape	KG	JB
Machine #	004610			
Seal #				
Machine #				
Seal #				
Machine #				

Checklist 52: Changing Card Activator Printer Tape

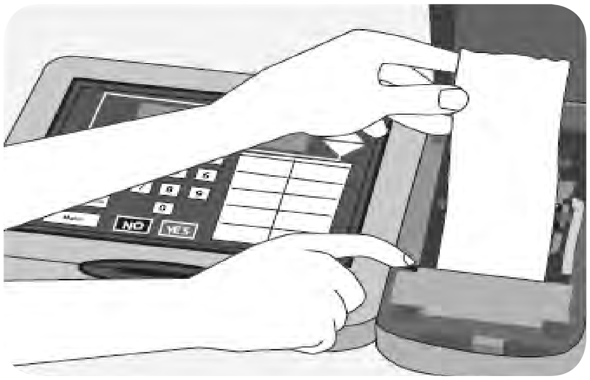
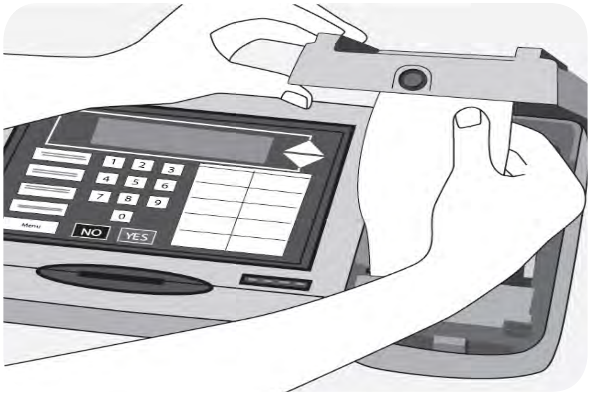
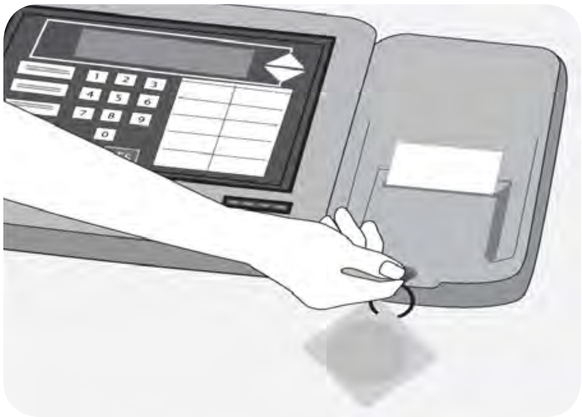
Follow the steps on this checklist to change the printer tape on the Card Activator**.**

Check the box next to the item as it is completed.

Note: *The Card Activator and the Scanner use the same replacement paper rolls. These rolls have a larger plastic roll in the center and may be labeled "HAAT/INSIGHT."*

Check	Step #	Task to complete:
	1	A. **Unlock** the printer cover, using key 1001 on your key ring. B. **Open** the cover by raising it. 
	2	**Push** the green switch down to open the printer head. 
	3	A. **Remove** the old paper roll. B. **Remove** the metal rod. C. **Place** the metal rod into a replacement roll. (*Paper should feed from underneath roll.*) D. **Insert** a new paper roll.
	4	A. **Pull** the paper forward. B. **Make sure** to feed the paper over the fixed metal rod in front of the paper roll.
	5	A. **Thread** the paper underneath the black rubber roller. B. **Pull** the tape through enough to touch the top of the cover when open.

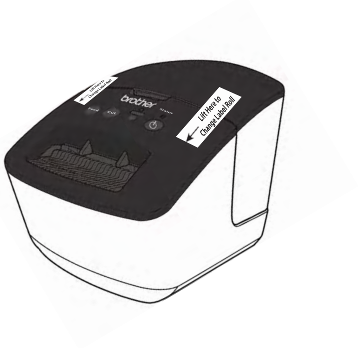
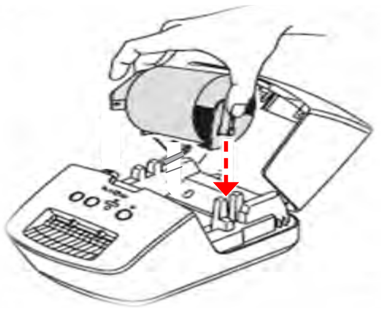
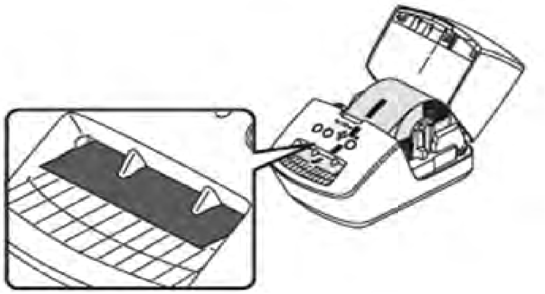
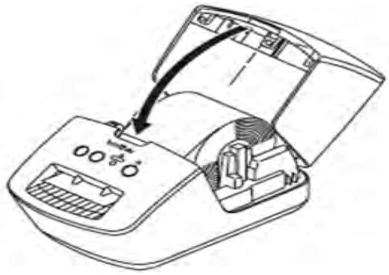
Checklist 52: Changing Card Activator Printer Tape (continued)

	6	**Flip** the green printer head switch back to its original position. 
	7	**A. Thread** the paper through the slot in the cover on the printer assembly and close the cover. Make sure you have about an inch above the tear line. **B. Pull** the paper tight as you close the cover. 
	8	**Relock** the cover using key 1001. 
	9	**Run** a configuration tape to ensure that the paper is in correctly and the printer is functioning properly. **To print this report:** **A. Press** the "**Menu**" button, then "**5**"; then "**1**." → A configuration tape will begin printing. → When done printing the screen will say "Print OK." **B. Press** the "**No/Cancel**" button to remove the message.

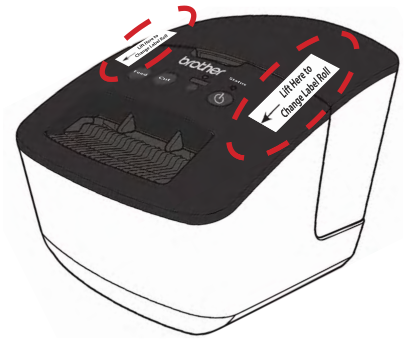
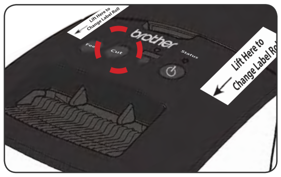
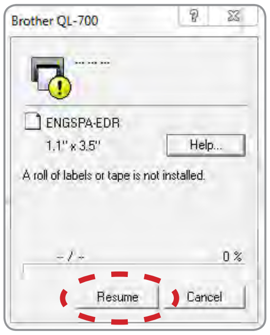
Checklist 53: Changing Laptop Label Printer Roll

Follow the steps on this checklist to change the printer label roll on the laptop label printer.

Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	A. **Unhook** the Velcro strip on the sides and top of the printer. → **DO NOT** remove the entire top strip. B. **Hold** the printer by the front of the machine. C. **Firmly** lift the paper roll compartment cover to open it.  brother Lift Here to Change Label Roll
	2	**Remove** the empty roll. → **Hold** the label roll by the spool arms and pull the roll up.
	3	A. **Put** the new label roll into the spool guide *(the arm will slide in easily)*. B. **Make sure** that the spool arms are inserted firmly in the guides on the right. C. **Insert** the spool with the label roll located on the right side of the machine. 
	4	**Thread** the end of the label roll into the slot until a label partially comes out of the slot. ***Note:*** *1 inch of the label should be visible.* 
	5	**Close** the compartment cover. 

Checklist 53: Changing Laptop Label Ptinter Roll (continued)

	6	**Re-hook** the Velcro strips on the top of the printer.  Lift Here to Change Label Roll brother Feed Cut Status Lift Here to Change Label Roll
	7	**Press** the cut button so that the new label is in the correct position.  Lift Here to Change Label Roll brother Cut Status Lift Here to Change Label Roll
	8	**Click** on the “Resume” button, at the lower right corner of the laptop screen.  Brother QL-700 ENGSPA-EDR 1.1" x 3.5" A roll of labels or tape is not installed. -- / -- 0 % Help... Resume Cancel

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Scanner Troubleshooting

Clearing Jammed Ballots

Jammed ballots:

If the ballot is jammed and can be seen hanging from the slot, instruct the voter to pull their ballot out of the Scanner by pulling firmly but smoothly. **NEVER** yank or jerk a ballot out of the Scanner. Once the ballot is removed, have the voter re-insert it into the Scanner.

! *If the ballot appears ripped, wrinkled or otherwise damaged,* ***SPOIL*** *it.*

NEVER *attempt to re-insert a damaged ballot.*

⇒ If a jammed ballot is inside the Scanner:

→ **Remove** the Velcro strap and lift the Scanner from the front.

→ **Remove** the jammed ballot from the bottom of the Scanner.

→ **Check** the message on the screen and tape.

  » If the message says, "Ballot Processed," drop it into the ballot box or write-in bag depending on where it was jammed.

  » If the message says, "Ballot Not Processed", remove it and spoil it.

You can also:

→ **Open** the ballot box cover behind the Scanner.

→ **Reach in** and pull the ballot straight down.

→ **Check** the message on the screen and tape.

  » If the message says, "Ballot Processed," drop it into the ballot box.

  » If the message says, "Ballot Not Processed," remove it and spoil it.

⇒ If neither of these ways is successful:

→ **Remove** the Velcro strap and unlatch the black clips on the back of the Scanner.

→ **Raise** the cover and see if the jammed ballot can be easily removed.

  » If so, remove it.

→ **Look at** the message on the screen and tape and proceed as above.

⇒ If the jammed ballot is inaccessible:

→ **Call** the Call Center.

Remember: *if the Scanner is not operational, you should NOT stop processing voters. Use the Alternate Ballot Box (compartment on the top of the VSC) to hold the ballots until the Scanner is back up and running. Process all the ballots in the Alternate Ballot Box after the polls are closed.*

Rejected Ballots

Overvotes

→ If the voter overvoted and wants to make changes:

- » **Send** the voter to Station 2. Spoil the ballot card so they can vote again.
    1. **Write** "spoiled" on the original ballot card and place it into the Spoiled Ballots Envelope 303.
    2. **Write** the voter's name on the back of the envelope.
    3. **Issue** the voter a new ballot.

→ If the voter wants to leave the ballot "as is,"

- » **Follow** the procedures below to override the ballot:
    1. **Leave** the ballot in the slot of the Scanner.
    2. **Push** the override key, which is button number 3 in the back of the Scanner.
        - › Button number 3, or the override button, can be accessed by putting your index finger in the hole found on the back cover of the Scanner.
        - › The Scanner will accept the ballot and secure it inside the ballot box.

Undervotes

→ If a ballot card is ejected due to an undervote:

- » **Ask** the voter if they would like to vote again or to override the undervote.

→ If the voter wants to vote for the office(s) missed:

- » **Have** them gently pull the ballot out of the Scanner and send them back to a booth to complete their ballot.

→ If the voter wants to leave the ballot "as is":

- » **Follow** the override procedures above.

Blank ballot

A blank ballot is one where there are no votes for any candidates or where the voter did not correctly mark the ballot. In both cases, the Scanner will detect no votes. Pressing the override button (#3) will result in no votes cast in any race. Explain the situation to the voter.

If the voter wants to vote, send the voter to Station 2. Spoil the paper ballot card(s) so they can vote again.

1. **Write** "Spoiled" on the ballot card(s).
2. **Place** the card(s) into Spoiled Ballot Envelope 303.
3. **Write** the voter's name on the back of the envelope.
4. **Issue** the voter a new paper ballot card.

If the voter wants to leave the ballot "as is," then press the number 3 override button.

No Judge's initials

If a ballot card is ejected because it did not have Judge's initials, the Judge at Station 3 must initial it. Cover the voted part of the ballot with a privacy shield. Remember to initial inside the box for Judge's initials. Allow the voter to re-insert the ballot into the Scanner.

Scanner Messages Indicating Problems

During Scanner operation, there are several messages that appear on the LCD screen and/or the LED screen, and on the paper tape. It is important for EMs and Election Judges to pay attention to these messages. The chart below and on the following page contains a sample of messages indicating problems that you may see on the Scanner and the action to take when each appears.

LCD Message	LED Message	Tape Message	Action
Blank Ballot	----	**NO VOTES RECORDED** Ballot returned to voter!	If the Scanner detects a blank ballot, the ballot will eject. 1. **Explain** to the voter that no votes were detected on the ballot. 2. **Ask** the voter if they want to vote again or leave the ballot as is (override), in which case no votes will count. ⇒ **If** the voter wants to vote again: a. **Send** the voter to Station 2 and spoil the ballot. b. **Hand** the voter a new ballot. ⇒ **If** the voter wants to leave the ballot as is: → **Override** the ballot by pressing the number 3 button in the back of the Scanner.
You Overvoted	----	**OVERVOTE** Ballot returned to voter!	If an overvote occurs, the ballot will eject. 1. **Explain** an overvote to voter. 2. **Give** the voter the choice of leaving the ballot as is (override) or re-voting (spoiling the ballot and voting a new ballot).
You Undervoted	----	**UNDERVOTE** Ballot returned to voter!	If the Scanner ejects the ballot due to an undervote, give the voter the option to finish voting or override the undervote. Undervoted ballots will only be ejected for certain offices and races. ⇒ **If** the voter wants to vote for the office(s) missed, **quietly read** the tape for the missed office(s), have the VOTER gently pull the ballot from the Scanner, and **send** the voter back to the voting booth to complete the ballot. ⇒ **If** the voter wants to leave the ballot as is, **override** the ballot by pressing the number 3 button in the back of the Scanner.

Scanner Messages Indicating Problems (continued)

LCD Message	LED Message	Tape Message	Action
Ballot Not Initialed	----	**BALLOT MISSING INTIALS OR PRECINCT #** Check for missing or un-readable marks. Ballot returned to voter!	If the Scanner ejects the ballot due to no initials, 1. **Have** the voter gently pull the ballot from the slot and cover the voted portion with the privacy shield. 2. **Initial** the ballot inside the Judge's initials box. 3. **Have** the voter re-insert the ballot into the Scanner.
Ballot Jam	**PULL**	**Ballot jammed while reading.** Ballot HAS NOT been processed.	**Pull** the jammed ballot out. Spoil it. Issue a new ballot.
Ballot Jam	----	**Ballot appears to be stuck in rear output slot.** Ballot HAS been processed.	The ballot jammed while entering the ballot box. → **Check** for the ballot, remove it from the Scanner and drop it in the ballot box.
Ballot Jam	----	**Ballot appears to be stuck in center output slot.** Ballot HAS been processed.	The ballot jammed while entering the write-in ballot bag. 1. **Check** underneath Scanner (above write-in bag). 2. **Place** ballot in the front slot for the write-in ballot bag.
Defective Ballot	----	**Ballot code:** 02 - orientation	Treat a defective ballot like a spoiled ballot. 1. **Place** it in Envelope 303. 2. **Issue** new ballot.
Defective Ballot	----	**Ballot codes:** 03, 04, 05, 06, 08, 10, 11, 12, 13	**Issue** a new ballot. → If these errors persist, call the Call Center.
Defective Ballot	----	**Ballot code:** 07	1. **Issue** a new ballot (the voter may have marked the ballot incorrectly). 2. **Instruct** the voter on proper marking technique.
Defective Ballot	----	**Ballot security ID header does not match**	Treat a defective ballot like a spoiled ballot. 1. **Place** it in Envelope 303. 2. **Issue** new ballot.

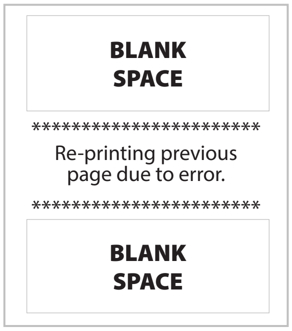
Scanner Messages Indicating Problems (continued)

LCD Message	LED Message	Tape Message	Action
----	**DOOR** (a loud beeping noise comes with this message)	**MEMORY PACK DOOR OPEN!!!** Please do not remove Pack with power on! CLOSE DOOR NOW!	**Close** the memory pack door.
----	**PLUG**	----	The plug inside the Scanner is loose. → **Secure** the connection inside the Scanner.
Printer head is open	**Prn1**	----	→ **Push** the grey printer head lever toward the back of the machine to close the printer head.
----	**Prn2**	----	Printer paper is jammed or the roll is empty. → **Change** the paper.
----	**Prn3** **Prn4** **Prn5**	----	**Call** the Call Center.
No lights indicating power	----	----	**1.** **Check** all connections. **2.** **Make sure** the cord is plugged into the Scanner and the Scanner to the inside of the VSC. **3.** **Make sure** the black cord is properly plugged into the VSC (turn to the right to insure proper connection) and wall outlet. **4.** **Make sure** the wall outlet is working properly.
Invalid Pack	----	----	**Unplug** the Scanner and plug it back in. ⇒ **If** that does not clear the message: **1.** **Unplug** the Scanner. **2.** **Break** the seal on the memory pack door. **3.** **Remove** and re-insert the memory pack. **4.** **Re-seal** the memory pack door. **5.** **Plug** the Scanner back in. **6.** **Record** the seal number on the Record of Seals.

Touch Screen Troubleshooting

Printer Problems

During Touch Screen operation, there are several situations that may require Equipment Managers to perform simple repair functions. In other cases, the Equipment Manager will have to call the Call Center. The table below notes some common situations and the corrective action required.

Problem	**Tasks to Complete:**
- Printer Problems -	
Touch Screen fails to print an AM Zero Tape after booting up or opening the polls	⇒ If the Touch Screen goes straight to the "To Begin Voting" screen: 1. **Press** and **hold** the green button in the back of the machine until it beeps. → **Release** the button after the beep. 2. **Press** the "Zero Proof Report" button on screen when the menu screen appears, and follow steps 6-10 on page 56.
Error Message: *"Printer offline"*	**Disconnect** and then **re-connect** the printer cable to the Touch Screen. → **Make sure** the light on the printer is solid green.
Green light on the printer is flashing or not visible	1. **Remove** the printer cover, using steps 1-2 (*Changing Touch Screen Printer Tape*), on page 253. 2. **Check** the printer head switch to make sure it is in the locked position and the green light is no longer flashing. 3. **Make sure** that all cables are connected by pulling out each one and re-connecting them to the Touch Screen. ***Note:*** *Anytime you break a seal on the printer canister you must replace the seal and record the new number, corresponding Touch Screen serial number, and the reason for new seal on the Record of Seals form. Place the broken seal in Plastic Bag 603.*
Error Message: *"Re-printing previous page due to error"*	The Touch Screen will try 3 times to print a page if it has a problem. ⇒ If it can correct itself, the EM does not need to do anything. ⇒ If it can't correct itself, it will stop printing after the 3rd try. → **Reboot** the Touch Screen.  **BLANK SPACE** ************************ Re-printing previous page due to error. ************************ **BLANK SPACE**
Runaway Printer: Printer does not stop printing	1. **Pull** the printer cable out. 2. **Re-connect** the printer cable. ⇒ If it continues to print without stopping, **Turn** the Touch Screen off (*press and hold the red button for 5 seconds*) and turn it back on.

Touch Screen Printer Problems (continued)

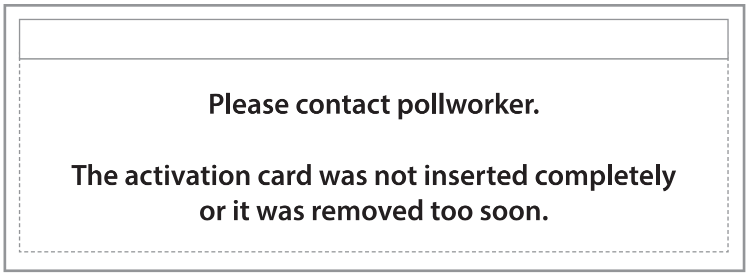
Error Message: *“The vote has been registered. However, due to a printer error the vote finalization section could not be properly printed. The machine must be powered down immediately.”*	**Perform** the “Quick Press:” 1. **Press** and hold the green activate button. → The machine will beep. 2. **Immediately press** and hold the green button again until the Touch Screen beeps again. → The screen will go back to “To Begin Voting…” → Ballot will be voided. → Voter can vote again. ⇒ If the “Quick Press” doesn’t solve the problem, **re-boot** the Touch Screen: 1. **Turn** the Touch Screen off by pressing and holding the red rocker switch in the back for 5 seconds. → The machine will shut down. 2. **Turn** the Touch Screen on again. → The machine will re-boot. → The screen will go back to “To Begin Voting…” → Ballot will be voided and the voter **can** vote again. ⇒ If re-booting the Touch Screen doesn’t solve the problem, turn the Touch Screen off again. Then: 1. **Disconnect**, then **re-connect** the printer cable to the Touch Screen. 2. **Turn** the Touch Screen on again. → The machine will re-boot. → The screen will go back to “To Begin Voting…” 3. **Press** the “Printer Test” button at the top of the screen. 4. **Verify** that the Diagnostic page prints 5. **Press** the “OK” button. 6. **Press** the “Resume Voting” Button. ⇒ If disconnecting and re-connecting the printer cable doesn’t solve the problem: → **Check** the bottom roll of the printer tape and change it if it appears low. *If the problem continues, call the Call Center.*

Touch Screen Activation Card Problems

- Activation Card Problems -

Voter pulls the activation card out too early

⇒ If the voter pulls the card out **before casting the ballot**, the screen will say:



Please contact pollworker.

The activation card was not inserted completely or it was removed too soon.

Error Message:
"The activation card was not inserted completely or it was removed too soon."

Perform the "Quick Press:"

1. **Press** and hold the green activate button.
   - → The machine will beep.
2. **Immediately press and hold** the green button again until the machine beeps again.
   - → The screen will go back to "To Begin Voting…"
   - → Ballot will be voided.
   - → Voter can vote again.

⇒ If the "Quick Press" doesn't solve the problem:

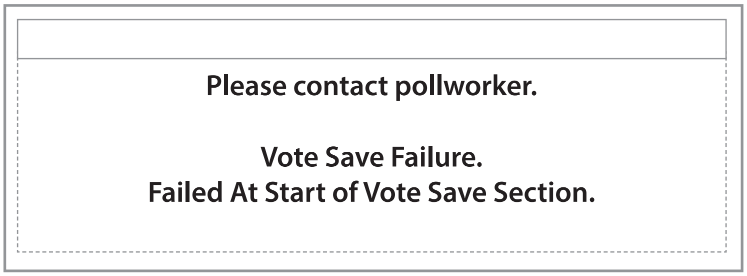
Re-boot the Touch Screen:

1. **Turn** the Touch Screen off by pressing and holding the red rocker switch in the back for 5 seconds.
   - → The machine will shut down.
2. **Turn** the Touch Screen on again.
   - → The machine will re-boot.
   - → The screen will go back to "To Begin Voting…"
   - → Ballot will be voided and the voter **can** vote again.

Touch Screen Activation Card Problems (continued)

Error Message:
"Vote Save Failure"

⇒ If the voter pulls the card out **after casting the ballot**, the screen may say:



Please contact pollworker.

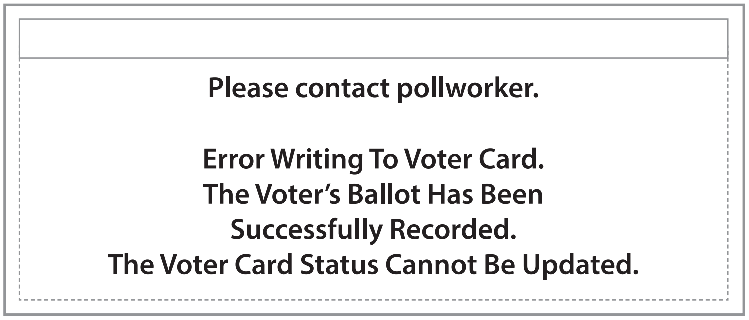
Vote Save Failure.
Failed At Start of Vote Save Section.

Re-boot the Touch Screen:

1. **Turn** the Touch Screen off by pressing and holding the red rocker switch in the back for 5 seconds.
   - → The machine will shut down.
2. **Turn** the Touch Screen on again.
   - → The machine will re-boot.
   - → The screen will go back to "To Begin Voting…"
   - → Ballot will be voided and the voter **can** vote again.

Error Message:
"Error Writing To Voter Card. Voter's Ballot Has Been Successfully Recorded. The Voter Card Status Cannot Be Updated"

⇒ If the voter pulls the card out **after casting the ballot**, the screen may say:



Please contact pollworker.

Error Writing To Voter Card.
The Voter's Ballot Has Been
Successfully Recorded.
The Voter Card Status Cannot Be Updated.

Re-boot the Touch Screen:

1. **Turn** the Touch Screen off by pressing and holding the red rocker switch in the back for 5 seconds.
   - → The machine will shut down.
2. **Turn** the Touch Screen on again.
   - →The machine will re-boot.
   - →Ballot was successfully cast.
   - →The screen will go back to "To Begin Voting…"
   - →The voter **cannot** vote again.

Note: *In this case, DO NOT check the card status.*

- → *If the activation card is checked, the card status will say that the card has been voted. Ignore this message.*
- → ***THE VOTER CANNOT VOTE AGAIN.***

Touch Screen Activation Card Problems (continued)

Voter inserts activation card incorrectly	In most cases, the card will automatically eject. ⇒ If the card remains stuck in the yellow slot, there are two ways to remove it: 1. **Press** and **release** the green "activate" button. 2. **Turn** the power off, wait 5 seconds then turn it back on. *If steps 1 and 2 do not work, call the Call Center*
Error Message: *"Vote Save Error" when voter casts ballot*	This message indicates that the vote could not be saved. A soiled card typically causes this message to appear. ⇒ If this occurs, take the card from the voter and set it aside. Issue the voter a new card and direct the individual to vote again. → **Clean** the sensor or chip on the back of the card with the pink eraser or a clean, soft cloth. The activation card can then be re-used.
Voter has been issued wrong ballot style	**Have** the voter de-select any choices made on the ballot. Then a Judge must: 1. **Press and hold** the green "activate" button. 2. **Release** the button when "Blank Ballot?" is displayed. 3. **Press** the "Cancel Activation" button on the screen. 4. **Reactivate** the card using the correct activation code (*ballot style*).
Screen turns red with **Error Message:** *"The voter card is not valid."*	To remove the card: → **Tap** the green activate button. » The card will eject and the screen will return to normal.
Voter leaves the polling place before casting the ballot (Voter fled)	⇒ If the voter left the polling place **without making any selections** on the ballot, two Judges (*one from each party*) should: 1. **Press and hold** the green "activate" button. 2. **Release** the button when "Blank Ballot?" is displayed. 3. **Press** the "Cancel Activation" button on the screen. ⇒ If the voter fled **after making selections** on the ballot, two Judges (*one from each party*) should: 1. **De-select** any choices that the voter has made anywhere on the ballot. 2. **Press and hold** the green "activate" button. 3. **Release** the button when "Blank Ballot?" is displayed. 4. **Press** the "Cancel Activation" button on the screen.

Touch Screen Activation Card Problems (continued) & Touch Screen Power Problems

Voter card is stuck in the yellow slot	**Four methods to remove the activation card if it is stuck in the slot:** 1. **Try to remove** it by gently pulling it out. 2. **Tap** the green "activate" button in the rear of the Card Activator. 3. **Press and hold** the green "activate" button. 4. **Re-boot** by turning the Card Activator off for 5 seconds and turn it on again. *If the card is still stuck, call the Call Center and take the unit out of service*
Voter returns faulty a card and wants to vote again	If the voter claims the activation card is faulty and wants to vote again, the card must be returned to Station 1. There, the Judge will **insert** the card into the Card Activator and **press** "Card Status" button. ⇒ If the Card Activator says that the card has been voted: → The person is not allowed to vote again. ⇒ If the card has not been voted, reactivate it and return it to the voter. → Ask him/her to try again.
Voter requests an audio ballot, then decides to vote with assistance *(without audio ballot)*	**Cancel the ballot by doing the following:** 1. **Press and hold** the green "activate" button in the back of the Touch Screen. → The machine will beep. → The screen will change to an option screen. 2. **Press** "Cancel Activation" → The "To Begin Voting…" screen appears. 3. **Activate** a new card and hand it to the voter or the person providing assistance.
- Power Problems -	
Missing power cord	1. **Follow** ALL steps, starting on page 27 to set up each Touch Screen. → Touch Screens have backup batteries. 2. **Call** the Call Center and report the missing cord.
Power is accidentally turned off	**Turn the power back on** by pressing the red rocker switch in the rear of the Touch Screen. → Voting can resume, with no interruption to the count, as soon as the Touch Screen completes its start up testing.

Touch Screen Results Cartridge Problems

Power failure at the polling place	**Immediately call** the Polling Place Department at (312) 603-0973 to report a power failure. → Touch Screens have backup batteries that will last from 45-90 minutes (*depending on usage and other factors*).
No green power light	**Check** all connections. → **Make sure** the cord is plugged into the Touch Screen and into the wall. ⇒ If the Touch Screen is plugged into the back of the VSC: → **Make sure** that the black VSC cord is properly connected to the VSC and the wall outlet. → **Make sure** that the wall outlet is working properly.

- Results Cartridge Problems -

Error Message: *"Results Cartridge Removed. Service Required"*	**Re-boot the Touch Screen:** 1. **Turn the Touch Screen off** by pressing and holding the red rocker switch in the back for 5 seconds. → The machine will shut down. 2. **Turn the Touch Screen on** again. → The machine will re-boot. → The screen will display the correct screen. ⇒ **If** re-booting doesn't solve the problem**:** 1. **Turn the Touch Screen off** by pressing and holding the red rocker switch in the back for 5 seconds. → The machine will shut down. 2. **Break** the seal on the Cartridge Ports cover in the back. 3. **Unlock and open** the Cartridge Ports cover, using the 1001 key *(smaller barrel key)* on the key ring. 4. **Remove and re-insert** the cartridge firmly into the same port. 5. **Close, lock and seal** the Cartridge Ports cover. → **Record** the replacement red seal number on the Record of Seals. 6. **Turn the power back on** by pressing the red rocker switch in the rear.

Other Touch Screen Problems

- Other Problems -	
Polls are accidentally closed	**Immediately call** the Call Center. **DO NOT** attempt to re-open the polls. The Touch Screen machine will not allow you to re-open the polls and will begin running the results tape.
The screen turns black	1. **Check** to see that the green light on the front of the Touch Screen is illuminated. ⇒ If the light is not on, the machine may not be getting power. Check all connections. 2. **Re-boot** by turning the machine off then back on using the red rocker switch in the back of the Touch Screen.
The screen freezes	**Re-boot** by turning the machine off then back on using the red rocker switch in the back of the Touch Screen.
Touch does not register properly Calibrate the Touch Screen	1. **Press and hold** the green "activate" button. 2. **Press** the "Screen Adjustments" button. 3. **Press** the "Calibration LCD" button. 4. **Using** a stylus, **tap** the small squares inside the targets as they appear in various spots on the the screen. 5. **Press** "OK," then "Resume Voting."

Remember: *If a Touch Screen breaks down, put the cover on but don't pack it away. You will need to pull the results cartridge at the end of the day.*

Card Activator Troubleshooting

During Card Activator operation, there are several situations that may require Equipment Managers to perform simple repair functions. In other cases, the Equipment Manager will have to call the Call Center. The table below notes some common situations and the corrective action required.

Problem	Tasks to Complete:
Card Activator does not work properly	**Re-boot** the machine by flipping the power switch off and then back on. ⇒ If the Card Activator still does not work, call the Call Center. → Voters may continue voting by putting the **Touch Screen in manual mode**. *See page 283.*
Card Activator does not turn on	The power cord is connected incorrectly or not installed. → **Check** that both ends of the adapter cord are plugged in. ⇒ If they are plugged in, check the wall outlet. ⇒ If this is not working, **IMMEDIATELY** call the Call Center.
Voter claims the activation card is faulty	**Check** the status of the card. **1.** **Insert** the card into the Card Activator **2.** **Press** the "Card Status" button. ⇒ If the activator says that the card has been voted, the person is not allowed to vote again. ⇒ If the card has not been voted, ask the voter which machine they voted on to verify there was no error in removing the card. » If there was an error, there will be a message "Error writing to voter card." Activate another card or see page 283. ***Note:*** *In this case, DO NOT check the card status.* → *If the activation card is checked, the card status will say that the card has been voted. Ignore this message.* → ***THE VOTER CANNOT VOTE AGAIN.*** » If no message, you can re-use the first card by re-activating it.
Error Message: *"Invalid Selection Code"*	The wrong activation code *(selection code)* was entered. **1.** **Check** the activation code on the ballot style slip on the Voter Information Label. → **Remember to add** the 7th digit. **2.** **Enter** the correct 7 digit activation code into the Card Activator.
Error Message: *"Zero Proof Failed! Shut Down & Inspect"*	**Call** the Call Center for a technician.

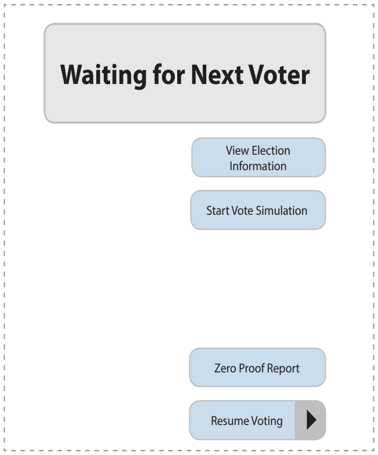
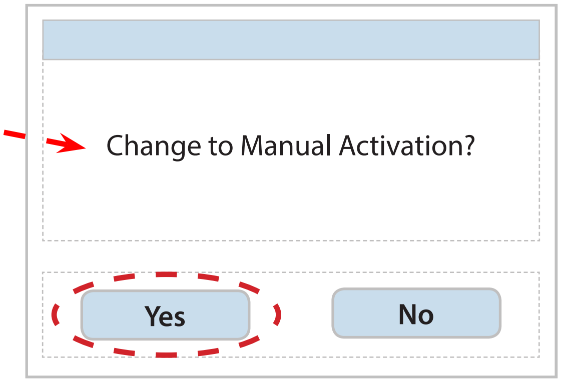
Card Activator Troubleshooting (continued)

Error Message: *"Head up"*	The printer head is not closed. → **Flip** the green printer head switch back to its original position.
Error Message: *"Print failed-head up"*	The printer head is not closed. 1. **Flip** the green printer head switch back to its original position. 2. **Follow** the steps to run the results tapes again. *See page 229*.
The activation card produces a red screen on the Touch Screen, but the voter hasn't voted yet.	Activate the card again. → If the card continues to produce the red screen on the Touch Screen, take the card out of service. » Do not use it again.

Manual Mode

Activating Manual Mode for a Regular Voter

When the Card Activator is not working, voters can continue to vote on the Touch Screen in Manual Mode without the use of an activation card.

Problem	Tasks to Complete:
	Card Activator DOES NOT WORK
Activating Manual Mode for a regular voter when the Card Activator **is not** working	**Activating Manual Mode for a Regular Voter** 1. **Press and hold** the green "activate" button in the back of the Touch Screen until it beeps. 2. **Release** the green button after the beep. → The screen will change to the Auto Mode Menu screen, illustrated here on the right. 3. **Press and hold** the green "activate" button a **second time** until it beeps. 4. **Release** the green button after the beep. → The Touch Screen will ask if you wish to change to Manual Activation as shown here. 5. **Press** "Yes." → The screen will change to the Manual Mode menu screen, illustrated on the next page. *Auto Mode Menu Screen*  View Election Information Start Vote Simulation Zero Proof Report Resume Voting Waiting for Next Voter  Change to Manual Activation?

For activations using Manual Mode if the Card Activator ***IS*** *working:*

→ *Audio-Visual Voting, page 195*

→ *Sip & Puff Voting, page 201*

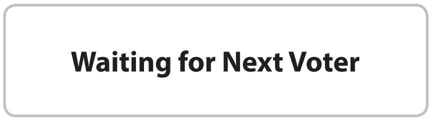
Activating Manual Mode for a Regular Voter (continued)

Activating Manual Mode for a regular voter
(Continued)

6. **Press** "Resume Voting" on the bottom right of the screen.

Note: *Touch "Start Voting" if this is the beginning of the day or if the public counter is at "0".*

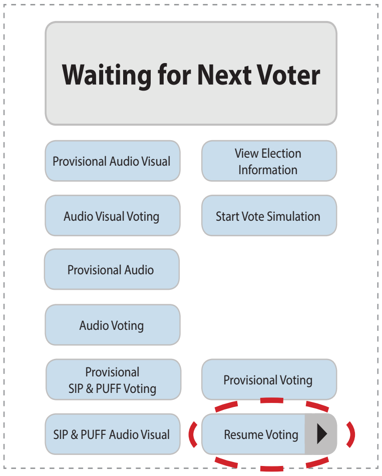
→ You are now in Manual Mode.
→ The "Waiting for Next Voter" screen will appear.



Waiting for Next Voter

Only "Waiting for Next Voter" will appear on screen.

The Manual Mode menu screen lists all of the voting options while in Manual Mode.


Waiting for Next Voter
Provisional Audio Visual
View Election Information
Audio Visual Voting
Start Vote Simulation
Provisional Audio
Audio Voting
Provisional SIP & PUFF Voting
Provisional Voting
SIP & PUFF Audio Visual
Resume Voting

This tab will read "Start Voting" at the beginning of the day.

7. **Activate** the ballot by simply tapping the green "activate" button.

***Note: DO NOT** press and hold the "activate" button.*

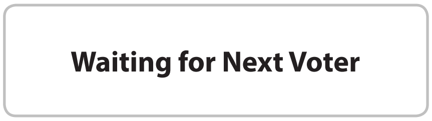
→ The screen will show the activation code(s) available in your precinct.
   » Look at the ballot style slip, issued to the voter at Station 1, for the voter's activation code.

8. **Press** the correct activation code.

→ The language screen will be displayed.
→ The voter can select their language and start voting.

9. **Step** away from the Touch Screen when the language selection screen appears.

→ The screen will return to "Waiting for Next Voter" after the ballot is cast.



Waiting for Next Voter

Only "Waiting for Next Voter" will appear on screen.

For a Provisional Voter

→ ***Press and hold** the green "activate" button in the back of the Touch Screen until it beeps.*
   » *The screen will return to the menu screen.*

→ ***Follow** steps 7-14, page 287.*

Repeat steps 6 - 9 for each regular voter who is voting on the Touch Screen, if the Card Activator is still not working.

Resuming Auto Mode from Manual Mode

Steps to resume Auto Mode from Manual Mode

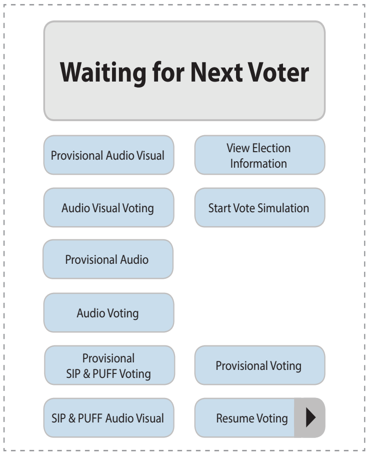
when the Card Activator **is** working

Card Activator IS NOW WORKING

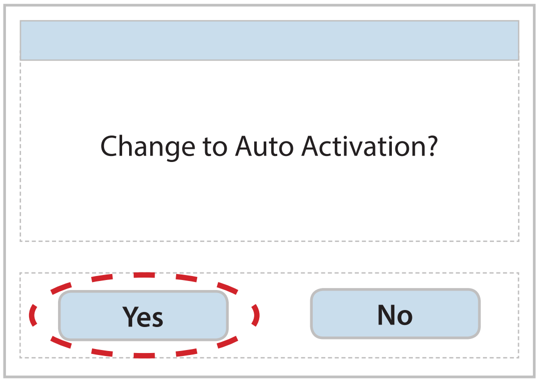
Steps to resume Auto Mode

1. **Press and hold** the green "activate" button in the back of the Touch Screen until it beeps.
2. **Release** the green button after the beep.
   → The screen will change to the Manual Mode menu screen, illustrated here on the right.

Manual Mode Menu Screen


Waiting for Next Voter
Provisional Audio Visual
View Election Information
Audio Visual Voting
Start Vote Simulation
Provisional Audio
Audio Voting
Provisional SIP & PUFF Voting
Provisional Voting
SIP & PUFF Audio Visual
Resume Voting

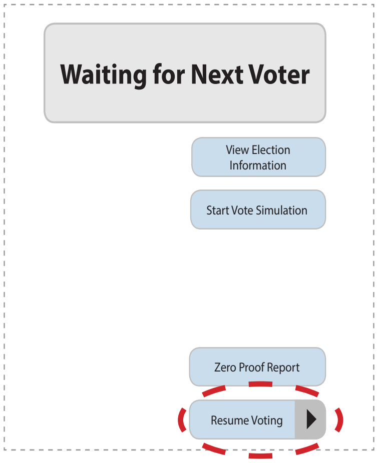
3. **Press and hold** the green "activate" button in the back of the Touch Screen a **second time** until it beeps.
4. **Release** the green button after the beep.
   → The machine will ask if you wish to change to Auto Activation as shown below.
5. **Press** "Yes."
   → The screen will change to the Auto Mode menu screen, illustrated on the next page.


Change to Auto Activation?

Resuming Auto Mode from Manual Mode (continued)

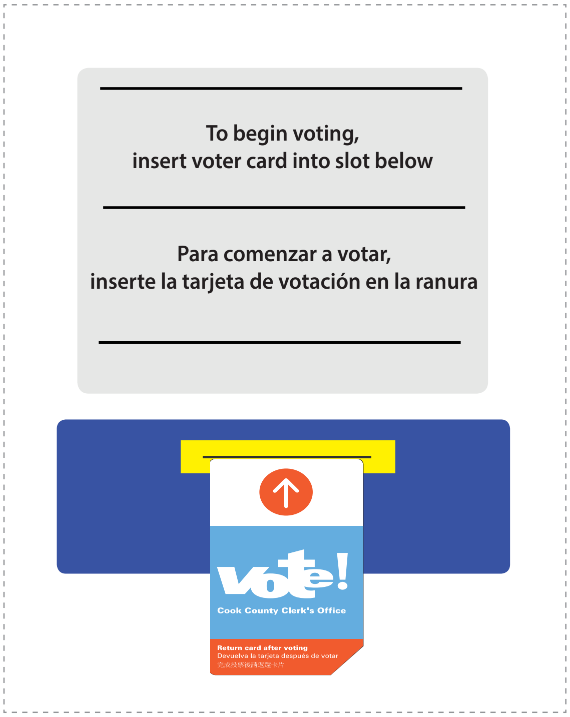
Steps to resume Auto Mode from Manual Mode
(Continued)

6. **Press** "Resume Voting."
   - → The "To Begin Voting…" screen will appear, as seen below.
   - → Voters can vote using an activation card again.



Waiting for Next Voter

View Election Information
Start Vote Simulation
Zero Proof Report
Resume Voting



To begin voting,
insert voter card into slot below

Para comenzar a votar,
inserte la tarjeta de votación en la ranura

vote!
Cook County Clerk's Office
Return card after voting
Devuelva la tarjeta después de votar
完成投票後請返還卡片

Activating Manual Mode for a Provisional Voter

Card Activator DOES NOT WORK - Provisional Voting

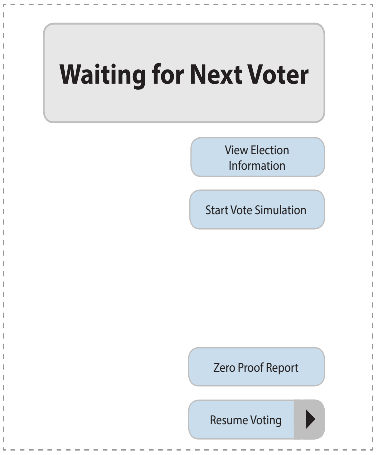
Activating Manual Mode for a Provisional Voter

when the Card Activator **is not** working

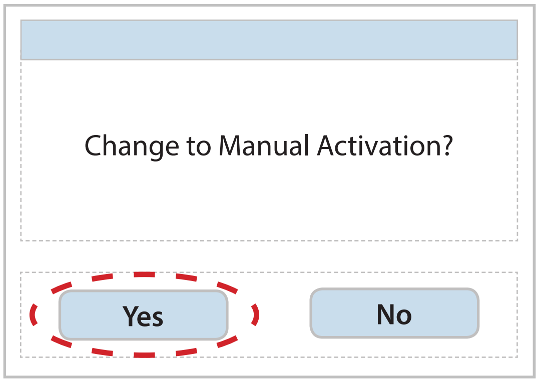
Activating Manual Mode for a Provisional Voter

1. **At Station 1:**
   - a. **Check** in a voter.
   - b. **Write** the voter's activation code on the ballot style slip.
   - c. **Hand** the ballot style slip to the EM.
   - d. **Ask** the EM to activate Manual Mode for a Provisional voter.
2. **Press and hold** the green "activate" button in the back of the Touch Screen until it beeps.
4. **Release** the green button after the beep.
   - → The screen will change to menu the screen as shown here.
5. **Press and hold** the green "activate" button in the back of the Touch Screen a **second time** until it beeps.
6. **Press** "Yes."
   - → The screen will change to the Manual Mode menu screen, illustrated on the next page.

Menu Screen



Waiting for Next Voter



Change to Manual Activation?

To activate a Provisional ballot when the Card Activator ***IS*** *working, see page 183.*

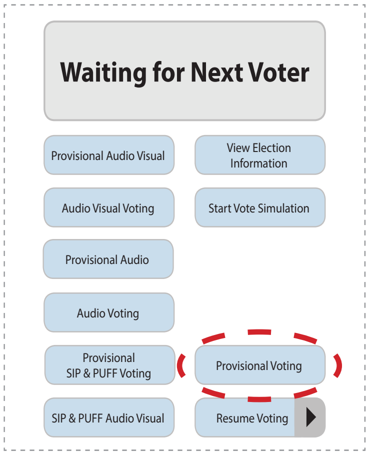
Activating Manual Mode for a Provisional Voter (continued)

Activating Manual Mode for a Provisional Voter

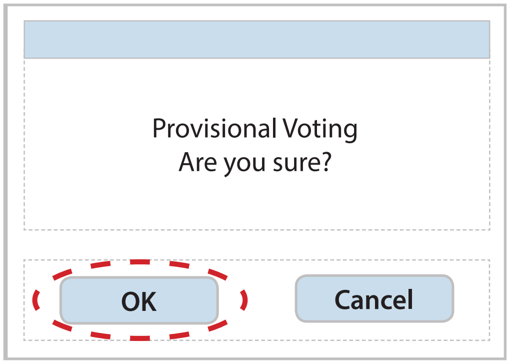
(Continued)

7. **Press** "Provisional Voting" on the bottom right of the screen, above the "Resume Voting" button.

The Manual Mode menu screen lists all of the voting options while in Manual Mode.


Waiting for Next Voter
Provisional Audio Visual
View Election Information
Audio Visual Voting
Start Vote Simulation
Provisional Audio
Audio Voting
Provisional SIP & PUFF Voting
Provisional Voting
SIP & PUFF Audio Visual
Resume Voting

This tab will read "Start Voting" at the beginning of the day.

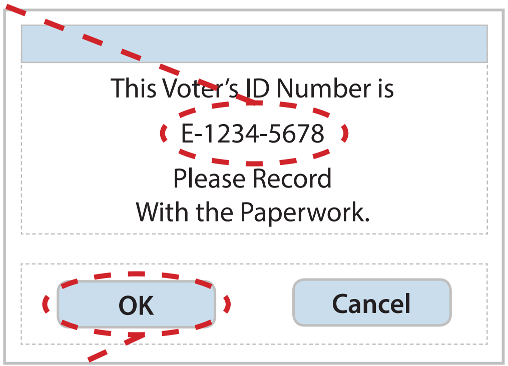


Provisional Voting
Are you sure?

8. **Press** "OK" when you see the screen to the left.

9. **Record** the Provisional ID number from the touch screen on the back of the ballot style slip when you see the screen below.
   → **Hand** the slip back to the e-pollbook Judge at Station 1.

10. **After** writing the Provisional ID number on the slip, wait for the voter to finish checking in at Station 1.
    → When the voter returns, **press** "OK."

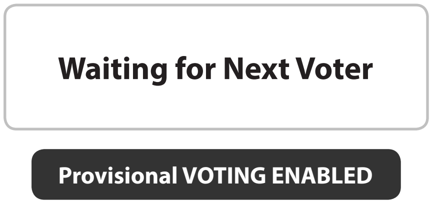


This Voter's ID Number is
E-1234-5678
Please Record
With the Paperwork.

Activating Manual Mode for a Provisional Voter (continued)

Activating Manual Mode for a Provisional Voter
(Continued)

- → You are now in Provisional Voting Manual Mode.
- → The "Waiting For Next Voter" screen will appear with the words "Provisional MODE ENABLED", as illustrated on the right.



Waiting for Next Voter

Provisional VOTING ENABLED

11. **Activate** the ballot by simply **tapping** the green "activate" button.

Note: Do not press and hold the "activate" button.

- → The screen will show the activation code(s) available in your precinct.
  - » Look at the ballot style slip, issued to the voter at station 1, for the voter's activation code.

12. **Press** the correct activation code.
    - → The language screen will be displayed.
    - → The voter can select their language and start voting.
13. **Step** away from the Touch Screen when the language selection screen appears.
14. After the voter has cast their ballot:
    - → The Touch Screen will leave Provisional Voting Manual Mode and return to **regular** Manual Mode.
    - → The screen "Waiting for Next Voter" will appear as illustrated on the right.

Waiting for Next Voter

If the Card Activator is still not working:

- ⇒ For a Regular Voter
  - → **Repeat** steps 6 - 9, on page 284.
- ⇒ For a Provisional Voter
  - → **Press and hold** the green "activate" button in the back of the Touch Screen until it beeps.
    - » The screen will return to the menu screen.
  - → **Repeat** steps 7-14, beginning on page 288.

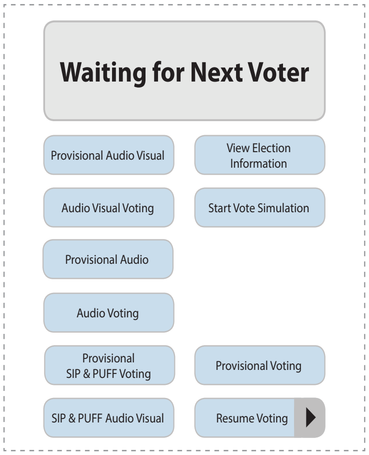
Resuming Auto Mode from Provisional Manual Mode

Card Activator IS NOW WORKING

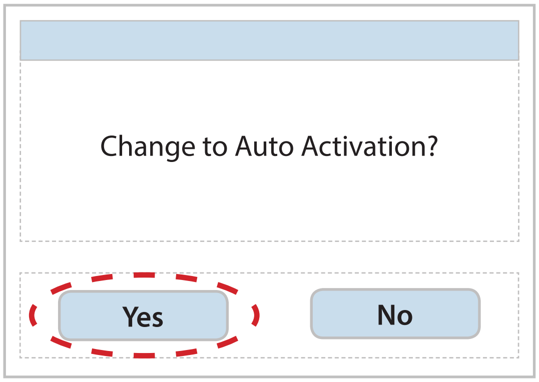
Steps to resume Auto Mode

Steps to resume Auto Mode from Manual Mode when the Card Activator **is** working

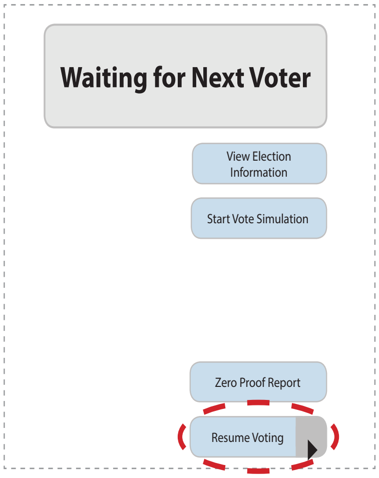
Manual Mode Menu Screen


Waiting for Next Voter
Provisional Audio Visual
View Election Information
Audio Visual Voting
Start Vote Simulation
Provisional Audio
Audio Voting
Provisional SIP & PUFF Voting
Provisional Voting
SIP & PUFF Audio Visual
Resume Voting

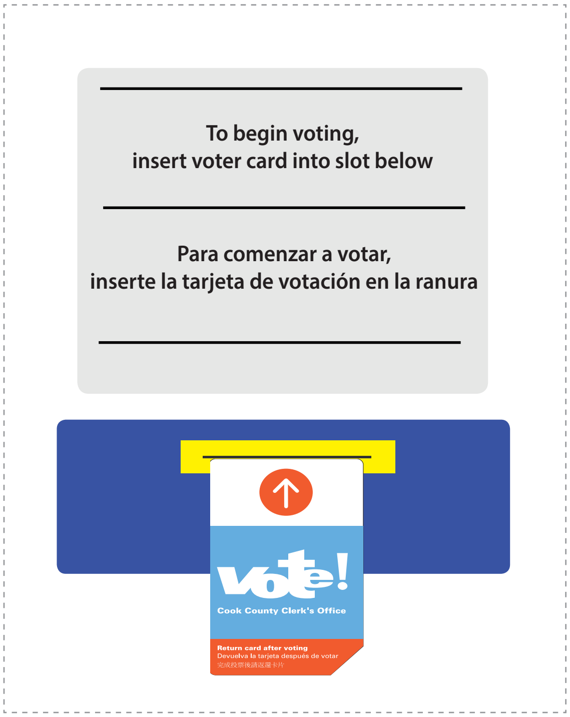
1. **Press and hold** the green "activate" button in the back of the Touch Screen until it beeps.
2. **Release** the green button after the beep.
   - → The screen will change to the Manual Mode menu screen, illustrated here on the right.
3. **Press and hold** the green "activate" button in the back of the Touch Screen a **second time** until it beeps.
4. **Release** the green button after the beep.
   - → The machine will ask if you wish to change to Auto Activation as shown here.


Change to Auto Activation?
Yes
No

5. **Press** "Yes."
   - → The screen will change to the Auto Mode menu screen, illustrated below
6. **Press** "Resume Voting."
   - → The "To Begin Voting…" screen will appear, as seen on the next page.
   - → Voters can vote using an activation card again.


Waiting for Next Voter
View Election Information
Start Vote Simulation
Zero Proof Report
Resume Voting

Resuming Auto Mode from Provisional Manual Mode (continued)

Steps to resume Auto Mode from Manual Mode *(Continued)*	 To begin voting, insert voter card into slot below Para comenzar a votar, inserte la tarjeta de votación en la ranura vote! Cook County Clerk's Office Return card after voting Devuelva la tarjeta después de votar 完成投票後請返還卡片

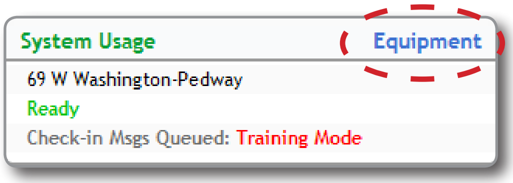
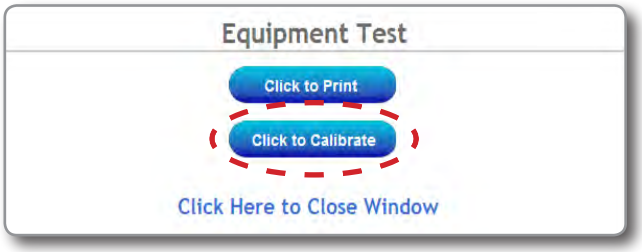
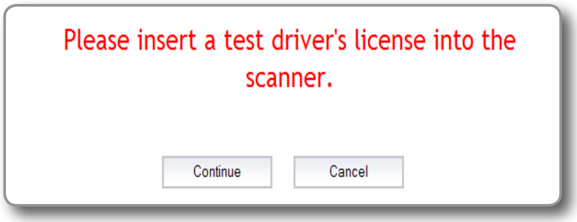
e-pollbook Troubleshooting

Label Printer Problems

During e-pollbook operation, there are several situations that may require simple repair functions. In other cases, the Equipment Manager or e-pollbook Judge will have to call the Call Center. The table below notes some common situations and the corrective action required.

Problem	Tasks to Complete:
The printer does not print or a printer error is received	1. **Ensure** that all cables are connected tightly. 2. **Ensure** that the printer light is on. 3. **Make sure** the colored labels match between the laptop and printer. 4. **Make sure** the Editor Lite is not lit. 5. Is the grey cable plugged into a USB port, or next to the label? → **Plug** the grey cable into another USB port. → **Unplug** and re-plug the grey cable. 6. **Close** and re-launch VoteSafe. 7. **Try** a reboot. a. **Turn off** the printer. b. **Turn off** the laptop. c. **Wait** 5 seconds, then turn on the printer » With all cables connected. d. **Wait** 5 seconds, then turn on the laptop. 8. **Check** if there are labels in the printer. ⇒ If not, **replace** the label roll, page 261.
Labels are not being cut properly by the printer	**Ensure** that the color code on the printer matches the color code on the laptop. → The green labeled printer is connected to the green labeled laptop, etc. ⇒ If the colors match, **reboot** both the laptop and printer.
Green power light is not lit	1. **Check** that the printer is turned on. 2. **Check** that the power cord is inserted correctly. → If it is inserted correctly, plug it into another electrical outlet.
Label is not ejected properly after printing	1. **Check** that the path of the label is not blocked. → If there is a jam, **clear** it. 2. **Check** that the label roll is installed by removing and reinstalling it. 3. **Ensure** that the label roll cover is closed properly.
Cutter error	1. **Press** the ON/OFF button. → The cutter will move back to the normal position and turns the machine off automatically. 2. **Inspect** the label outlet and **remove** the paper jam.

ID Reader Issues

Problem	Tasks to Complete:
The red light does not appear on the Card Reader	1. **Unplug** the ID Card Reader from USB port on the laptop. 2. **Log off** of VoteSafe and close it by clicking the "X" at the top right of the screen. 3. **Plug** the ID Card Reader back into a USB port on the laptop. 4. **Restart** VoteSafe. ⇒ If it still does not appear, call the Call Center.
The barcode image is blurry	**Move** the Driver's License or State ID toward or away from the ID Card Reader to clear up the image. → If this doesn't solve the problem, calibrate the ID Card Reader.
The barcode does not automatically bring up the voter	! **DO NOT** move the ID Reader from one laptop to another. It is married to the laptop. The ID Card Reader needs to be calibrated. 1. **Click** the "Equipment" link in the System Usage box on the Voter Lookup screen.  System Usage Equipment 69 W Washington-Pedway Ready Check-in Msgs Queued: Training Mode 2. **Click** the "Click to Calibrate" button.  Equipment Test Click to Print Click to Calibrate Click Here to Close Window 3. **Follow** the instructions, using your Driver's License or State ID.  Please insert a test driver's license into the scanner. 4. **Look** at the Driver's License or State ID information on the screen to make sure the calibration was successful. 5. **When finished, click** the "Clear Fields" link to clear the information out of the Address field. 6. **Begin** checking in voters again.

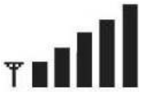
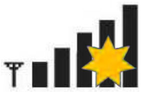
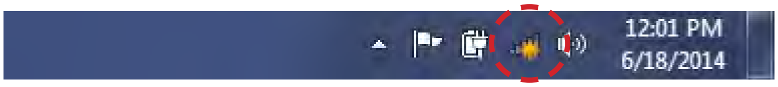
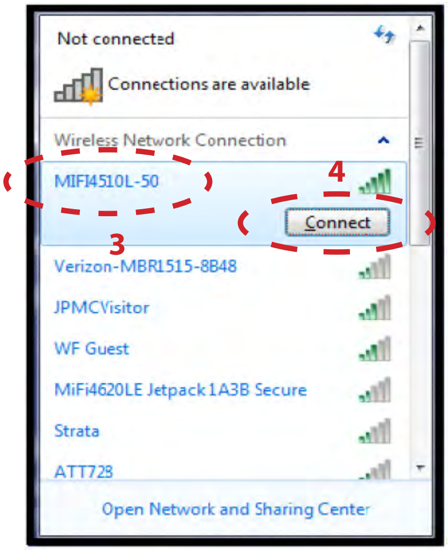
Laptop Error Messages and Issues

Problem	Tasks to Complete:
Error Message: *"Your Java version is insecure"*	The following three choices will accompany the error message: a. Update b. Block c. Later 1. **Click** on "Later" and the epollbook will continue to boot up. → **DO NOT** click on "a." or "b." » Clicking "a" or "b" will crash the laptop, making it unusable. 2. **Click** on the check box at the bottom of the box next to the words "Do not ask again until the next update is available."
Error Message: *"Your version of Java is insecure and an application located on your computer is requesting permission to run"*	"Security Warning" appears at the top of a grey box in the lower right of your screen. The box will have a large yellow shield symbol with an exclamation mark in its center. 1. **Click** on the check box next to the words "I accept the risk and want to run this app." 2. **Click** the "Continue" button.
Error Message: *"Script Error" box appears in the middle of the screen.*	**Click** the little red "x" on the top right corner of the script error box to close the box. ⇒ If this does not work, close the VoteSafe program and restart it. ⇒ As a last resort, shut down the laptop and reboot it.
Error Message: *"Server is busy…" appears in the middle of the screen*	1. **Close** the VoteSafe program. 2. **Wait** 5 seconds and restart VoteSafe.
Error Message: *"Do you want to run this application?"*	This message will appear with a square image of a coffee cup with steam rising out of it and "Name: Field App" → **Click** on the box labeled "Run."
Error Message: *"HP Support Assistant Quick Access" appears in the lower left of your screen that contains 5 choices including "Search" and "Find Help"*	**Click** on the white "x" in the top right hand corner of the box to close the box. → **Close** it if it appears again.

Laptop Error Messages and Issues (continued)

VoteSafe disappears from your screen	**Move** the mouse on your laptop and the program will reappear.
Laptop is very slow or exhibits flaky behavior	*Example: printer is printing out multiple copies of labels.* 1. **Completely** shut down all equipment. 2. **Unplug** the MiFi. 3. **Turn** on the MiFi. 4. **Plug** the MiFi in. 5. **Restart** all other equipment.

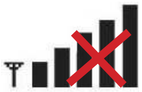
Login and Connection Issues

Problem	Tasks to Complete:
Laptop is not connecting to the MiFi	1. **Locate** the wireless signal bars on the laptop, in the taskbar at the bottom right corner of the screen.  2. **Check** VoteSafe to see whether it says "Ready" (in green) or "Busy" (in red). → Ready - The laptop is connected to the internet. → Busy a. The laptop is not connected to the internet and needs your assistance. b. The server is busy, the laptop is connected and will change to "Ready" on its own in a few minutes. » This may happen several times throughout the day. **Below are four possible connectivity scenarios and resolutions:** Scenario 1: **If** the wireless signal bars appear as illustrated above and there is still no connection, you are connected but the signal may be weak. → **Move** the MiFi to a different location in the room to attain a better signal. Scenario 2: **If** there is a yellow sunburst on the wireless signal bars as illustrated here, you are not connected to the MiFi.  **Complete the following steps to gain connectivity:** 1. **Click** on the wireless signal icon *(the bar graph)* in the taskbar at the bottom right of the screen.  2. **Verify** that your MiFi ID is on the Wireless Network Connection list. → The MiFi ID can be found on the white label on your MiFi unit. 3. **Select** your MiFi ID. 4. **Click** the "Connect" button. 5. **Enter** the password. → Password: clerkm1f1 *(the password is case sensitive)* 6. **Select** "Public Network". 7. **Check** the bottom left hand corner for "Treat all future as Public network…"  Not connected Connections are available Wireless Network Connection MIFI4510L-50 Verizon-MBR1515-8B48 JPMCVisitor WF Guest MiFi4620LE Jetpack1A3B Secure Strata ATT728

Login and Connection Issues (continued)

<table>
<tr>
<td>Laptop is not connecting to the MiFi
(Continued)</td>
<td>

Scenario 3: If there is a red X on the wireless signal bars as illustrated here, the wireless connection is disabled on the laptop.



→ **On the Dell Laptop:**

1. **Press and hold** the red "Fn" key on the laptop keyboard.
2. **Press** the "F2" key while holding the "Fn" key.

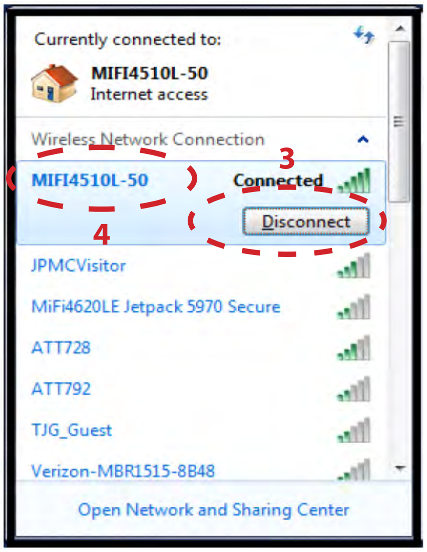
→ **On the HP Mini Notebook:**

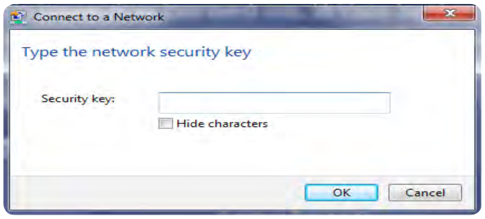
- » **Hold down** the "Fn" and the "F12" keys at the same time.
- » Look for the light on the edge of the laptop.

Scenario 4: If the Laptop shows "Ready" but the VoteSafe Management System shows "Busy", the wireless connection needs a reboot.

Complete the following steps to reboot the wireless connection:

1. **Click** on the wireless signal bars.
2. **Left click** on the MiFi number.
   - → The MiFi ID can be found on the white label on your MiFi unit.
3. **Select** "Disconnect."
   - → There will be a red X on the wireless signal bars, as illustrated above in issue C.
4. **Double click** on your MiFi number.
   - → This will reconnect the MiFi unit.
5. **Enter** the Security Key, if prompted.
   - → Security Key: clerkm1f1 *(it is case sensitive)*


Currently connected to:
MIFI4510L-50
Internet access
Wireless Network Connection
3
MIFI4510L-50
Connected
Disconnect
4
JPMCVisitor
MiFi4620LE Jetpack 5970 Secure
ATT728
ATT792
TJG_Guest
Verizon-MBR1515-8B48
Open Network and Sharing Center


Connect to a Network
Type the network security key
Security key:
Hide characters
OK
Cancel

</td>
</tr>
<tr>
<td>Can't log in to the laptop</td>
<td>

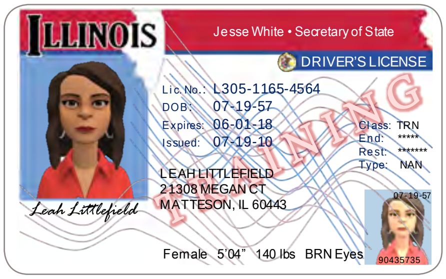
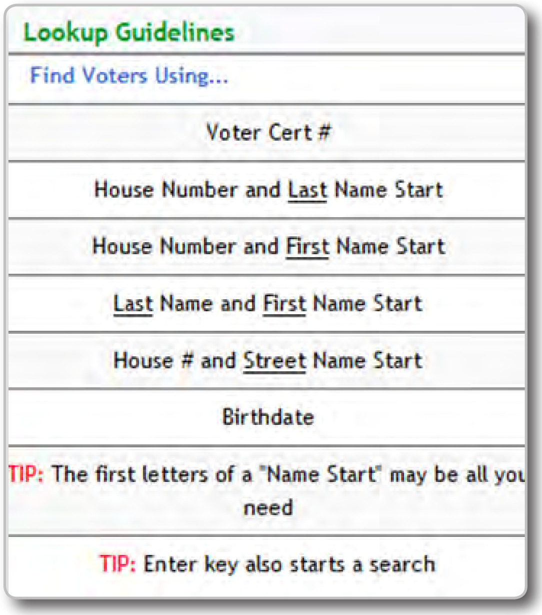
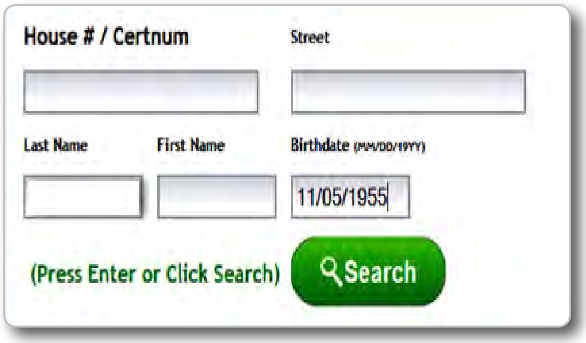
1. **Find** your password. It can be found in the following places:
   - → Label on the top of the VSC door *(It is the 7-digit number)*.
   - → Your Election Day assignment letter.
   - → The label on the Open First Envelope.
2. **Enter** it exactly as written.
   - → It is not case sensitive.

</td>
</tr>
</table>

Login and Connection Issues (continued)

MiFi says "There is a new version of the Software for your MiFi. Would you like to update now?	1. **Select** "Yes" to perform the update. → The internet will be down for a few minutes during the update process. 2. **If** you turn on your MiFi after an update and you don't see your MiFi listed, **go to** "Wireless Settings." **Select** "Band" and change it from 5.0GHz to 2.4GHz
MiFi is operating in 3G mode *(purple blinking light)*	The e-pollbook will never connect to the internet. → Call the Early Voting Call Center.

Search Options

Problem	Tasks to Complete:
Cannot find the voter by entering the house number and last name	If you cannot find the voter by entering the house number and last name, scan the voter's Driver's License or State ID.  ILLINOIS Jesse White • Secretary of State DRIVER'S LICENSE Lic No.: L305-1165-4564 DOB: 07-19-57 Expires: 06-01-18 Issued: 07-19-10 Class: TRN End: ***** Rest: ******* Type: NAN LEAH LITTLEFIELD 21308 MEGAN CT MATTESON, IL 60443 Leah Littlefield Female 5'04" 140 lbs BRN Eyes 07-19-57 90435735 TRAINING If you still cannot find the voter, there are other search options.  Lookup Guidelines Find Voters Using... Voter Cert # House Number and Last Name Start House Number and First Name Start Last Name and First Name Start House # and Street Name Start Birthdate TIP: The first letters of a "Name Start" may be all you need TIP: Enter key also starts a search *Example:*  House # / Certnum: Street: Last Name: First Name: Birthdate (MM/DD/19YY): 11/05/1955 (Press Enter or Click Search)

Statement of Ballots Issues

Problem	Tasks to Complete:
Wrong number entered in the AM Statement of Ballots	If the wrong number of ballots was entered when setting up, change the number and re-submit the Statement of Ballots.
The second laptop never was never connected to the internet, but was used to check in voters	1. **Manually enter** the laptop ID number of the second laptop on the Statement of Ballots laptop. 2. **Click** the "Statement of Ballots" tab to view the number of check-ins on the second laptop. 3. **Enter** the Regular, Provisional and New Voter counts on the Statement of Ballots laptop as shown on the second laptop.
The second laptop was connected to the internet during the day, but was not connected to the internet at closing	1. **Click** the "Statement of Ballots" tab to view the number of check-ins on the second laptop *(the laptop that is not connected to the internet)*. 2. **Manually change** the numbers on the Statement of Ballots laptop to reflect the numbers shown on the second laptop if the numbers on the second laptop are different than the numbers on the Statement of Ballots laptop. → This can only be done for the laptop that is not the Statement of Ballots laptop. 3. **If** there is a number in the queue, **add** that number to the total check-in number for that laptop. For example, 100 total check-in and 10 voters in the queue, the total number should be 110.

Checklists

Before Election Day

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Checklist 4 - Touch Screen Setup, *page 27*
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Election Day: 5 a.m. to 6 a.m.

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Closing the Polling Place

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Changing Printer Tape

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Checklist 53 - Changing Label Printer Roll, *page 261*

Glossary

Activation code

Based on where a person lives, the activation code determines the specific office(s) and referendum(s) for that voter. It is listed on the signature book and the Voter Information Screen on the e-pollbbok. It is used to activate a voter card for use in the Touch Screen.

Alternate ballot box

The top compartment of the VSC that should be used as a ballot box if the optical Scanner or the polling place loses power.

Affidavit for Universal or Provisional Voters FORM 301 *(only used if all e-pollbooks fail)*

A sworn statement filled out to support a voter's qualifications to vote or receive assistance.

A.M. zero tape

A diagnostic tape printed by the Card Activator, optical Scanner and Touch Screen machine before polls open. The A.M. Zero Tapes list all of the precinct candidates and referendums and show that all totals are zero.

Audio ballot

A ballot on the Touch Screen which is heard and not seen. The voter listens to the ballot on a headset and makes choices by pressing buttons on a keypad connected to the Touch Screen.

Ballot bag (wheeled)

A bag containing all the voted ballots and other evidence of the election. It is delivered to the Receiving Station at the end of Election Day.

Ballot style number

Based on where the voter lives, the ballot style number determines the specific office(s) and referendum(s) for that voter. It is listed on the signature book and on the Voter Information Screen on the e-pollbbok.

Campaign-free zone

Election Judges must mark off 100 feet from the entrance to the room where voting occurs to show the area where electioneering is prohibited.

Card Activator

Election Judges use the Card Activator to program each voter's activation card with their appropriate activation code. Voters then insert the activated card into the Touch Screen to vote. At the end of the night, it accumulates and tallies election results. It also prints results tapes and transmits results to Election Central.

Credential

An official document presented by a pollwatcher or another official election observer to gain entry into a polling place.

Curbside voting

Requested by an individual who has difficulty entering or is unable to enter the polling place. Election Judges bring voting supplies to the voter outside of the polling place.

Duty stations

The duties and responsibilities of the Election Judges on Election Day are assigned to one of three stations in the polling place.

Electioneering

The act of trying to influence someone's vote. It includes displaying or handing out buttons, posters, symbols or logos, or campaign literature. It is prohibited inside the polling place, or within 100 feet of the entrance to the room where voting occurs.

Equipment Manager

Each polling place is assigned at least one Equipment Manager. The Equipment Manager will help ensure that the voting equipment is set up properly and working throughout the day and is responsible for making sure that results are consolidated and transmitted. The Equipment Manager will serve as an Election Judge during the day and will sit at Station 3. The Equipment Manager will be one of the Election Judges to return material to the Receiving Station.

Glossary (Continued)

Inactive voter

A voter who has been removed from the active voter list, but may still vote after signing an affidavit.

Mail ballot

Voters can cast ballots before Election Day by voting by mail ballot.

Magnifier

A voter aid used to enlarge the type on the ballot. It is available to all voters at Station 2.

Memory pack

A computer cartridge, found in the back of the Scanner, that contains programmed information for each precinct to record votes and the votes cast on the optical Scanner. It must be returned in Plastic bag 601 at the end of the night.

Oath of Judge FORM 104

Administered before the polls open. Every Judge signs it. It is in the Election Day Label Books.

Open First Envelope

Includes the key to the Scanner, Touch Screen and Card Activator printer, an instruction letter, special instructions from the Clerk's office and other important information.

Scanner

A machine that scans votes on optical scan ballots. It is stored in the VSC on a shelf that is pulled out for voters to use throughout the day.

Overvote

Occurs when too many candidates are selected in a particular race. No vote is recorded for the office. The Touch Screen machine will not permit overvotes. The optical Scanner will eject a ballot if an overvote is detected.

Pollstar

A portable plastic voting booth.

Pollwatcher

An individual who represents a political party, independent organization, or a proponent or opponent of a referendum who is legally in the polling place to observe the conduct of an election. A pollwatcher must surrender credentials to gain entry.

Touch Screen Printer

Attached to the Touch Screen, it records all votes cast on the unit.

Provisional voting

A Provisional ballot is issued to a voter if there is a question regarding his or her registration status or eligibility to vote. Provisional voters must vote on a Touch Screen.

Referendum

Ballot initiatives or questions of public policy that voters are asked to decide by voting Yes or

Results cartridge

Computer stick in the Touch Screen machine that records votes. After the polls close, the cartridge is inserted into the Card Activator so that votes can be consolidated and transmitted to Election Central. It must be returned in Plastic Bag 601 at the end of the night.

Results tapes

A printed total of votes that each candidate received in a given precinct. This tape is printed by the Card Activator after the polls have closed.

Receiving Station Addresses

Barrington / Palatine
Rolling Meadows Courthouse
2121 Euclid Ave., 2nd Floor
Rolling Meadows

Bloom / Rich
Prairie State College
202 S. Halsted St.
Chicago Heights
(Gym)

Bremen / Calumet
Markham Courthouse
16501 S. Kedzie Parkway
Room 238
Markham

Cicero / Berwyn / Riverside
Pavek Community Center
6501 W. 31st St.
Berwyn

Elk Grove
Elk Grove Township Hall
2400 South Arlington Heights Rd.
Arlington Heights

Evanston
Evanston Civic Center
2100 Ridge Ave.
Evanston
(Room 2403)

Hanover / Schaumburg
Hanover Township Senior Center
240 S. Route 59
Bartlett

Lemont / Orland / Palos
Bridgeview Courthouse
10220 S. 76th Ave.
Room 238
Bridgeview

Leyden / Norwood Park
Triton College - East Campus
Robert Collins Center
2000 5th Ave.
River Grove
(East Campus – RC-221)

Lyons / Stickney
Local 150 Union Hall
6200 Joliet Rd.
Countryside
(Ballroom)

Maine
Frisbie Senior Center
52 E. Northwest Highway
Des Plaines

New Trier
Wilmette Jr. High School
620 Locust Rd.
Wilmette
(Cafeteria)

Niles
Skokie Courthouse
5600 Old Orchard Rd.
Room 149
Skokie

Northfield
Glenview Public School District 34
Administration Center
1401 Greenwood Rd.
Glenview

Oak Park / River Forest
Brooks Middle School
325 S. Kenilworth Ave.
Oak Park
(Cafeteria)

Proviso
Village of Melrose Park
Gurine Senior Center
900 N. 25th Ave.
Melrose Park

Thornton
South Suburban College
15800 S. State St.
South Holland
(Heritage Bank CCC)

Wheeling
Eisenhower School
1 N. Schoenbeck Rd
Prospect Heights
(Gym)

Worth
Worth Township Hall
11601 S. Pulaski Rd.
Alsip
(East Gym)

Check the Open First Envelope for any changes

JANUARY 1831

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2015, Bureau of Administration, Cook County Government

Presidential General Election

JANUARY 1831

Cook County Clerk David Orr

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Chicago, Illinois 60602

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