

# Early Voting

## Election Judge Manual

**Election Judge Department**  
847.377.2408

**Early Voting Hotline**  
847.377.2456

**Voter Registration**  
847.377.2410

**General Office**  
847.377.2400

[ElectionJudge.info](http://ElectionJudge.info)  
[ElectionJudge@LakeCountyIL.gov](mailto:ElectionJudge@LakeCountyIL.gov)



**LakeCounty**  
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Prepared under the guidelines of the  
Illinois State Board of Elections



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January 22, 2026

Dear Lake County Election Judge,

As the Lake County Clerk, I want to sincerely thank you for your commitment to serving as an election judge. Our election system depends on dedicated individuals like you who are willing to serve and uphold the integrity of our democratic process.

Following significant modernization efforts in recent election cycles, we continue to build on that progress as we prepare for the 2026 elections. In 2024, we successfully implemented Tenex Touchpad Pollbooks and ballot-on-demand printing, allowing full-size ballots to be printed as voters are processed. These enhancements streamlined operations, improved efficiency at check-in, and strengthened our audit and accountability processes.

In 2025, we advanced this work by expanding the use of Vote Centers for Election Day—an approach proven to increase voter access and flexibility. For 2026, we are further strengthening election operations by merging two previous Election Day judge positions. Under this new approach, election judges will be trained across multiple roles and stations, allowing sites to adapt quickly to voter volume, provide seamless service, and ensure continuity throughout the day. Cross-training enhances efficiency, resilience, and teamwork at every Vote Center, while maintaining strict compliance with the Illinois Election Code.

This manual will introduce you to the terminology and procedures associated with Early Voting and Election Day operations and will familiarize you with the requirements under the Illinois Election Code. It will serve as both a training resource and a reference guide for quality control during Early Voting and Election Day. As required by Illinois law, election judges must receive training every two years (in even-numbered years) to maintain compliant trained status. Training opportunities will continue to be offered to ensure you are confident in our newest procedures and updated on any applicable statutory changes.

Site Managers will continue to serve as liaisons between the Clerk’s Office and Vote Center teams. They support each site as needed, assist with voter traffic flow, work with poll watchers, and help manage special circumstances. Site Managers may be assigned to a single location or rotate among several Vote Centers throughout Election Day.

I look forward to meeting each of you during training or throughout Early Voting and Election Day. Please do not hesitate to contact our office with any questions, concerns, or suggestions at [Anthony.vega@lakecountyil.gov](mailto:Anthony.vega@lakecountyil.gov)

You are at the heart of our democracy, and on behalf of the Lake County Clerk’s Office, thank you for your service.

Respectfully,

Anthony Vega  
Lake County Clerk

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# Basic Election Information

## Voter Identification Requirements

Judges are required to identify each voter by comparing the signatures on the voter's registration record to the voter's signature on the Pollbook. Two judges review and agree that the signatures match. If a voter offers identification, it is acceptable and may be helpful to scan on the Pollbook.

## Telephone Policy

Election Judges may use cell phones when no voters are present in the voting site, to call the Lake County Clerk's Office for assistance, and to call for emergency assistance. Please remember to put away cell phones when voters are in the voting site.

When calling the Lake County Clerk's Office, please clearly state your name, the polling site where you are working, and the nature of your question or concern. If you encounter a situation which you believe may require the help of county staff, it is imperative that you call as soon as possible. Waiting for the arrival of another Election Judge to assist with the situation or call may result in the loss of valuable time.

## When do I Call the Lake County Clerk's Office?

- ▶ If any seals or tags show signs of tampering.
- ▶ If the daily totals between the Pollbook and ballot counters do not match.
- ▶ If you have an equipment malfunction or failure.
- ▶ If you encounter a voter situation not familiar to you.

## Control of the Voting Site

Illinois election law requires that only authorized persons be allowed in the voting site. All persons in the voting site or within the "No Electioneering" zone must obey the lawful orders of the judges and refrain from campaigning or electioneering. If there are problems, try to resolve them honestly, fairly, and as quickly as possible. The judges have the authority to evict any person creating a disturbance. If the problem escalates rapidly or becomes physically threatening, seek assistance from local law enforcement officers or the State's Attorney.

## Handling Election Materials

No one other than election judges, representatives of the Lake County Clerk's Office, and State's Attorney staff (except when assistance with affidavits is requested) may handle the election materials, supplies, or ballots **under any circumstances**. Attorney General staff may not handle election materials but may observe the voting process to ensure laws are being followed. Pollwatchers and candidates with pollwatcher credentials may not touch or handle any election materials under any circumstances.

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## Basic Election Information

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### Food and Beverages in the Voting Site

To protect the electronic equipment and ballots, please refrain from having food and beverages at the election judge tables.

### Name Tag

The name tags will be provided in the red binder. Judges must wear name tags to identify themselves as election officials. Name tags will have a unique identifier made of letters and numbers for each judge, pursuant to Public Act 103-0600. The names of Election Judges will be preprinted on the name tags, but should be folded under so that names cannot be read by voters. Do not write your name on your ID.

### Daily Time Worked

If your time worked is going to be different than your assignment, please call our office.

Early Voting Judges are paid every other week. Election Judges are not Lake County employees and are not eligible for unemployment benefits.

Early Voting Judges are paid separately from their Election Day check. It is normal to receive multiple checks if you worked during Early Voting and on Election Day. Please do not be concerned if the checks arrive at different times as they are processed separately.

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## Election Equipment in Early Voting Sites

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### Election Equipment in Early Voting Sites

#### Pollbook



The Pollbook will provide instant voter history updates to the Lake County Clerk's Office while the polls are open, help the judges streamline the voter check-in procedures, and process Grace Registration and provisional voters. Connected via the Jetpack with all other Early Voting Pollbooks and the Lake County Clerk's Office.

#### DS200 (or Ballot Bin / Tabulator)



The ballot bin accepts both full-sized paper ballots and ExpressVote ballots.

Public Count is the number of ballots cast in this election. Protected Count represents the number of ballots cast in this bin's lifetime.

#### ExpressVote (or Ballot Marking Device)



Each voting site uses ExpressVote equipment offering touch-screen technology compliant with the Americans with Disabilities Act (ADA) and prints a customized ballot on demand.

Voters who are blind, are vision-impaired, or have a disability that make it difficult to mark a ballot are empowered to cast their vote in private and without assistance.

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## Election Equipment in Early Voting Sites

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### Ballot on Demand Printer



The Lexmark Ballot on Demand printer will print the voter's specific ballot style based on the voter processed on the Pollbook. All Pollbooks will connect to their own Ballot on Demand printer.

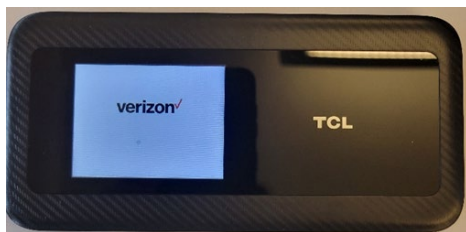
Election Judges will need to verify the ballot that prints against the precinct, ballot style, and party (in a primary) printed on the voter receipt. All ballots (with the exception of Provisional Ballots) will be initialed with a purple felt tip pen.

### The Cage



Much of the electronic equipment will now be delivered in a locked cage. The Cage will have the Pollbooks, blank ballot stock (reams of legal-size paper), Ballot on Demand Printers, the ExpressVote terminal, purple felt tip pens, privacy sleeves, and certain ADA equipment (if required).

### Jetpack



The Jetpack gives each voting site's Pollbook a live connection to the Lake County Clerk's Office and restricts a voter's ability to register in multiple locations during Early Voting or on Election Day.

## Unlocking and Locking the Cage

### Unlocking the Cage

The Cages introduced in 2026 have two locks, rather than one. You must unlock the padlock on top before unlocking the handle.

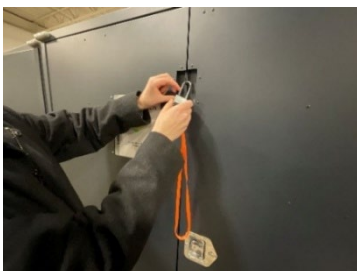
1. Find the orange lanyard with the Cage keys in the security materials pouch.
2. Remove the blue security seal from the padlock on the Cage. (If the security seal appears to have been disturbed and/or reads “VOID OPEN” before you remove it from the lock, you may need to call the Early Voting Hotline at 847-377-2456.)



3. Confirm the blue security seal number matches the number recorded on the Daily Check In Totals sheet in the red binder.
4. Put the used blue security seal in the designated box on the Daily Check In Totals sheet.

Daily Check In Totals		
Lake County Main Courthouse		
		Date: 11/18
Number of Voters		
	End of Day	Next Morning
Tabulator 1	0	0
Tabulator 2	0	0
Total:	0	0
Fullbook Total:	0	0
Judges Initials:	EJ	EV
<small>Note: The sum of tabulator totals should equal the total on this spreadsheet. If there is a discrepancy, please call the early voting hotline at (847) 377-2456.</small>		
Security Seal on Cage		
	End of Day	Next Morning
Cage:	6110-11-18-25	6112-11-18-25
Judges Initials:	EJ	EV
<small>Remember to return security seals from cages here!</small>		

5. Use the silver key on the orange lanyard to unlock the padlock. Temporarily remove it so the door can be opened.



6. Use the barrel key on the orange lanyard to unlock the handle.



7. Pull the handle forward so it is no longer flush with the door.
8. Twist the handle and pull to open the door.



9. Remove the supplies you need from the Cage.
10. Replace the padlock on one of the doors so it is not lost.

*Note: The Cage door on the left (as you face the Cage) must be closed before the door on the right.*

## Unlocking and Locking the Cage

### Locking the Cage

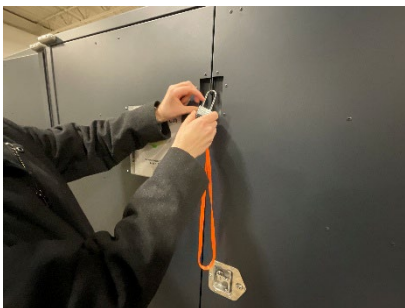
1. Find the orange lanyard with the Cage keys in the security materials pouch.



2. Ensure that all materials which need to be kept in the Cage have been placed inside.



3. Close the Cage door on the left (as you are facing it) before the door on the right.
4. Twist the handle and fold it back into place so it is flush with the door. Lock the handle in place using the barrel key on the orange lanyard.
5. Thread the padlock through the loops for the upper lock and press until the shackle clicks shut.



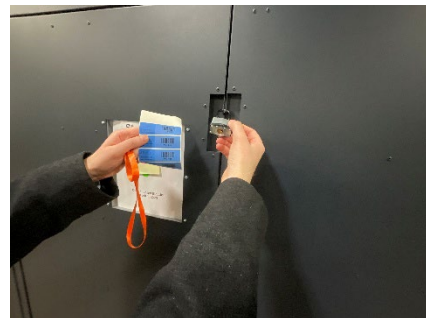
6. Locate the blue security seals in the security materials pouch.
7. Note the number on the new blue security seal on the Daily Check In Totals sheet.

Daily Check In Totals		
Lake County Main Courthouse		
		Date: <u>2/18</u>
Number of Voters		
	End of Day	Next Morning
Tabulator 1	0	0
Tabulator 2	0	0
Total:	0	0
ePollbook Total:	0	0
Judges Initials:	<u>ES</u>	<u>EV</u>
<small>Note: The sum of tabulator totals should match the total on the ePollbook. If there is a discrepancy, please call the early voting hotline at (847) 377-2456.</small>		
Security Seal on Cage		
	End of Day	Next Morning
Cage	<u>61124195</u>	<u>61124195</u>
Judges Initials:	<u>EV</u>	<u>ES</u>

Please Place blue security seal from cage here:

OFFICIAL ELECTIONS SEAL	
Seal Number: <u>61124195</u>	Barcode:
Seal Type: <u>61124195</u>	Seal ID: <u>61124195</u>

8. Place the blue security seal over the keyhole on the padlock.



9. Check the handle to confirm that the door is locked in place and will not open before closing for the day.

## Setup Before Early Voting Begins

Assigned judges will set up the voting site before Early Voting begins. If you feel that you may need help, please call the Election Judge Department at 847-377-2408.

### Delivery of Materials

Materials for Early Voting will be delivered in the green tub and a Cage. The Cage keys (on an orange lanyard) can be found in the security materials pouch.

1. Remove the red security tab from the security materials pouch in the green tub. Check that the number on the security tab matches the number on the blue security card in the security materials pouch.
2. Locate the Cage keys on the orange lanyard in the security materials pouch and use them to open the Cage. Remove the security seal from the padlock on the Cage and attach it to the first *Daily Check In* sheet in the red binder. If the number does not match, or the seal shows signs of tampering, call the Early Voting Hotline at 847-377-2456.

Daily Check In Totals		
Lake County Main Courthouse		Date: _____
Number of Voters		
	End of Day	Next Morning
Tabulator 1		
Tabulator 2		
<b>Total:</b>		
<b>ePollbook Total:</b>		
<b>Judges Initials:</b>		

Note: The sum of tabulator totals should match the total on the ePollbook. If there is a discrepancy, please call the early voting hotline at (847) 377-2456.

Security Seal on Cage		
	End of Day	Next Morning
Cage		
<b>Judges Initials:</b>		

Please blue seal on this seal here:

### Inventory Ballots

3. Locate the *Ballot Paper Supply Inventory Confirmation* sheet in the red Early Voting binder.
4. In the Cage, check the number of reams of ballot paper (note that a full box equals five reams) and number of packs of ExpressVote ballot stock (which are located in the banker box inside the Cage).
5. Sign off on the ballot supply sheet and leave it in the red Early Voting binder. Return ExpressVote ballot stock packs to the banker box until needed.

Ballot Paper Supply Inventory Confirmation for:  
**Antioch Public Library**

I, \_\_\_\_\_ confirm that  
(Name of Judge or Judge)

this election-day polling site has received **7** reams of legal-size (8 1/2" x 14") ballot stock, as well as **1 pack** of 50 ExpressVote (4 1/8" x 14") ballot stock.

If there are any issues or ballot stock is running low (on the final ream), please contact the Election Day Hotline (847-377-2328).



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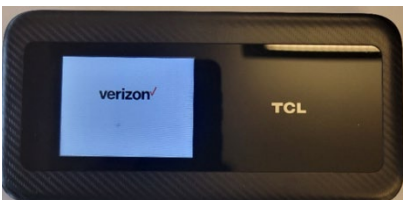
## Setup Before Early Voting Begins

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### Jetpack

The Jetpack gives each voting site's Pollbook a live connection to the Lake County Clerk's Office and restricts a voter's ability to register in multiple locations during Early Voting or on Election Day.

6. Set up the Jetpack by plugging it into the outlet. Press and hold the power button until you see the display screen light up. So long as the display stays on, it means that the Jetpack is connected. Leave the Jetpack turned on for the entire duration of Early Voting. Do not turn it off until after the polls close on the final day of Early Voting.



### Pollbook Setup

Pollbooks will be delivered by the movers in a locked Cage. The key to the Cage will be in the security materials pouch. For step-by-step directions explaining how to unlock the new Cage, please refer to the previous section of this manual.

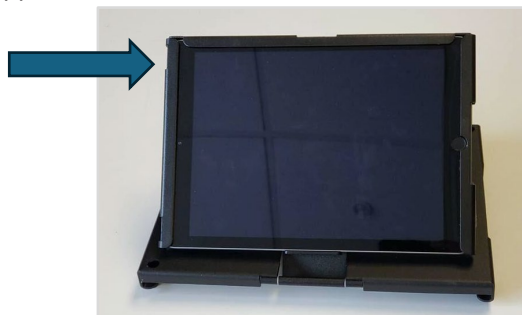
1. Retrieve extension cables and power strips from the Cage.



2. Remove the Pollbook cases from the Cage and place them on the appropriate tables based on the recommended room layout (found in the red binder). Note that there are two Pollbooks, ballot receipt printers, and supplies for Pollbooks in standard Pollbook cases.



4. Open the Pollbooks so that you can see the screens and they are sitting on their bases. Turn them on by pressing the "on" button on the left side of the device. After a moment, the white Apple logo should appear in the center of the screen.

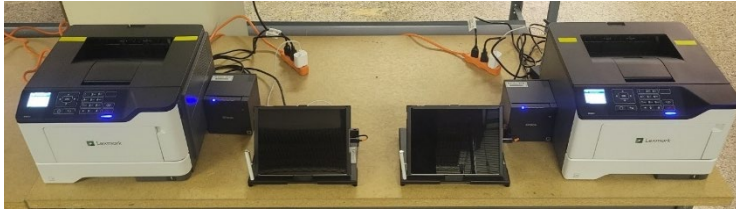


3. Remove the Pollbooks, ballot receipt printers, cords, and styluses from the cases.

5. Retrieve the Ballot on Demand Lexmark printers and blank ballot stock (reams of legal sized paper) from the Cage delivered to the voting site.

## Setup Before Early Voting Begins

*Note: The Ballot on Demand printers weigh 35 lbs and should never be lifted by fewer than two judges. If necessary, roll the Cage to the tables where the Pollbook stations will be set up to make the process easier.*



6. Set up the table so that two Pollbooks are next to each other (where the two judges will sit), the thermal receipt printer is to the outside of each judge and the Ballot on Demand printer is farthest to the outside of each judge. If you have an odd number of Pollbooks, try your best to set up the additional station so that signatures/ballot styles can be easily double-checked. Pull out the tray of the Ballot on Demand printer, press and hold the green lever at the back of the tray down, and pull the tray until it is fully extended and can fit legal-sized paper.



7. Place a power strip in between two Pollbook stations. Use Velcro straps as necessary to limit excess cord slack while plugging in devices.



8. It may be useful to use the table legs to limit excess cord slack (depending on the tables at the site).
9. Be aware of tripping hazards for voters and judges. If needed, use yellow tape for cord management.



## Setup Before Early Voting Begins

*Note: The tape on the cords is color-coded to match a corresponding port. Connect the cables in ROY (red, orange, yellow) order. By plugging in the cords in this order, we prevent connection issues between the printer and Pollbook.*

10. Plug one end of the red ethernet cable into the splitter cable and the other end into the back of the Ballot on Demand Printer (BOD).  
(If the purple Pollbook power cable has become disconnected from the splitter cable, plug it in now.)



11. Plug the orange end of the Pollbook charger cable into the side of the Pollbook.



12. Plug printer power cord (yellow) into the back of the Ballot on Demand printer.



13. Connect the thermal receipt printer power block to the power cord. The thermal receipt printer connects to the Pollbook via Bluetooth.



14. Plug the power cords into the power outlet.



15. Press and hold the power button on the thermal receipt printer to power it on. Lights on the printer will blink while printer is setting up. Look for the light on the far right side of the printer to turn blue; this means it is connected via Bluetooth.



16. Press and hold the power button on the Ballot on Demand printer. Display screen will indicate that printer is powering on.



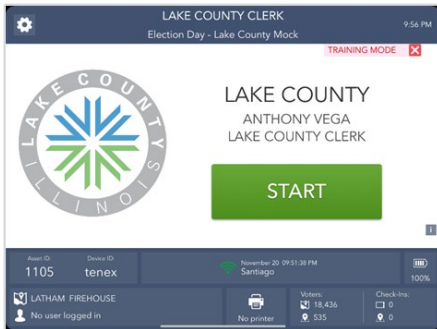
17. Double-check for tripping hazards. Secure any power cords that may be a tripping hazard to voters and judges.



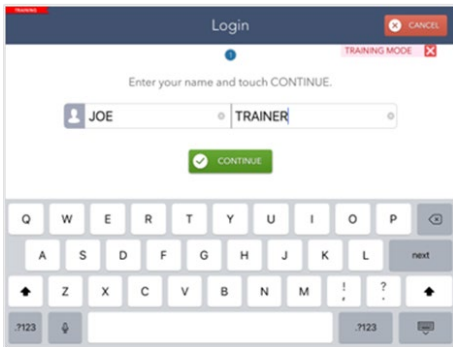
## Login to the Pollbook

*Note: The Pollbook is an iPad, so selections are made by touching buttons on the screen.*

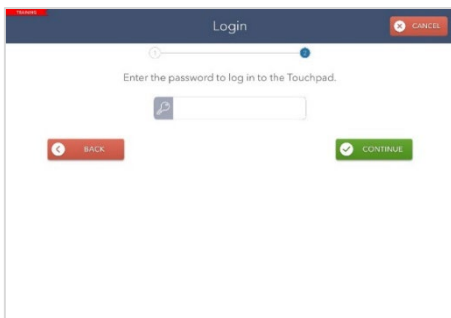
- Once the Pollbook is powered on, it will look similar to the image below (excluding the red “Training Mode” icon). Touch the green START button to log in.



- Enter your first and last name and touch the green CONTINUE button.



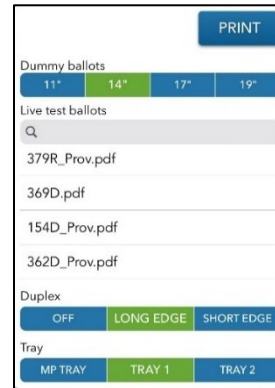
- Enter the password from the Pollbook login information card found in the red Early Voting binder.



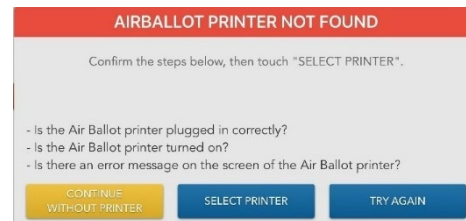
- The Pollbook will connect to the Ballot on Demand printer (“Airballot Printer”) first.



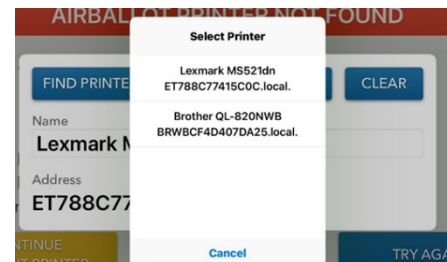
- To test the Ballot on Demand printer, retrieve paper from the Cage (open one ream at a time). Then choose TEST PRINTER and click PRINT on the pop-up box. There is a folder in the banker box in the Cage where test ballots can be stored.



- If you cannot to connect to the Ballot on Demand printer, then there are additional troubleshooting steps to take. (If you do connect to the BOD printer, skip to Step 13) First choose SELECT PRINTER.



- Choose FIND PRINTER and look for a printer labeled “Lexmark MS521dn...” Depending on your site, there may be other wireless printers available.



- If the printer is available: select it and then choose TEST to print a test ballot. Then SAVE.
- If the printer is not available, choose “Cancel,” then ensure that the (red) ethernet cable is plugged in to the back of the printer and to the Pollbook splitter.

## Login to the Pollbook

10. Turn off the printer and unplug the (yellow) power cord from the back of the printer.

FIND PRINTER
TEST
SAVE
CLEAR

Name  
**Lexmark MS521dn**

Address  
**ET788C77415C0C.local.**

11. Wait for a few seconds, then plug in the power cord in and turn on the printer.



12. Wait for a minute after the printer fully powers on, then repeat steps 7 and 8. If you are still unable to connect, call the County Clerk's Office.
13. The Pollbook will next try to connect to the ballot receipt printer. Remember, the number of the receipt printer should match the number on the base of your Pollbook.

**PRINTER 'Printer 171' FOUND**

Touch 'TEST PRINTER' to verify the printer is working.

TEST PRINTER

CONTINUE

14. If you are not able to connect to the ballot receipt printer, check to make sure that the device is fully turned on (turned on and no blinking lights), then choose **SELECT A DIFFERENT PRINTER**.

**PRINTER NOT FOUND**

Confirm the steps below, then touch **SELECT A DIFFERENT PRINTER**.

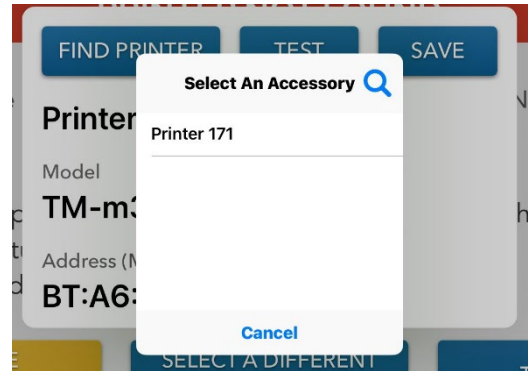
- Is the printer plugged in properly? Check both ends of the printer cord.
- Is the printer turned on?
- Is there a solid blue light on the printer?

CONTINUE WITHOUT PRINTER

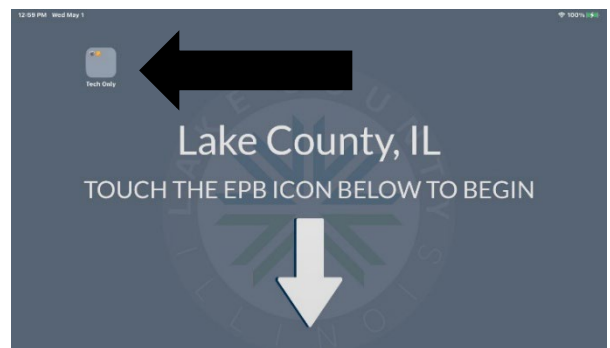
SELECT A DIFFERENT PRINTER

TRY AGAIN

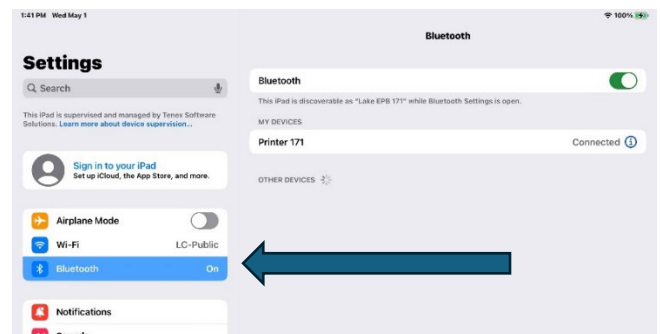
15. On the pop-up screen, choose **FIND PRINTER**. Choose the printer number that matches the number listed on the base of the Pollbook.



16. If you still cannot connect to the printer, choose "Cancel" then swipe your finger up on the screen so that you return to the desktop. Search for the "Tech Only" folder. (If it is not on the current screen swipe your finger to your left on the screen.)

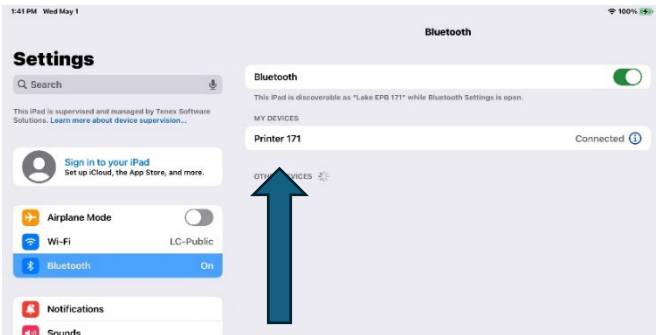


17. Click on the folder and choose "Settings" (the gear shape). On the left side of the screen, select the "Bluetooth." Give the Pollbook a few minutes to search for the printer.



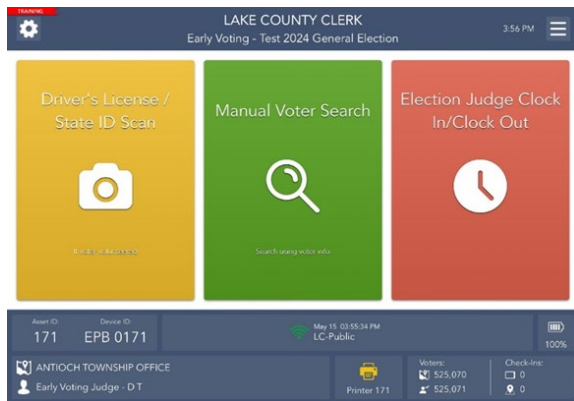
## Login to the Pollbook

18. Select the printer with matching number from the options in the center of the screen and allow it to connect. Then return to the Pollbook program and repeat steps 14 and 15. If you are still unable to connect, call the Lake County Clerk's Office.



*Note: DO NOT ATTEMPT TO PRACTICE PROCESSING ANY VOTERS! The Pollbooks are loaded with live election data.*

19. At this point, your Pollbook should be connected, and you will see the home screen. Make sure that the information looks accurate: the polling site listed is correct, the Pollbook is connected (the signal sign in the bottom middle of the screen is green), zero voters are checked in, etc. Now, wait for the Pollbooks to download the pre-Early Voting data.



20. Clock in on Pollbooks. See step-by-step instructions in the next section.
21. Leave all Pollbooks turned on while you prepare the ballot bin and the voting site. This will allow for the data transfer from the Lake County Clerk's database to the individual Pollbooks.

# Election Judge Clock-In

## Election Judge Clock-In

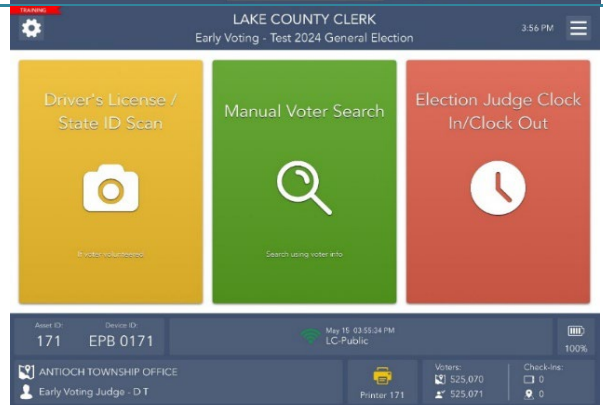
1

Begin by selecting ELECTION JUDGE CLOCK IN from the “hamburger menu” from the Main Menu screen.



2

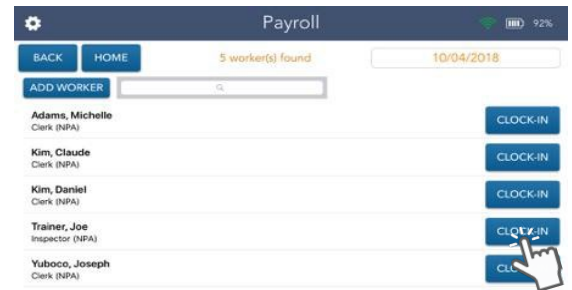
There is also an option to select Election Judge Clock In/Clock Out from the Launchpad screen.



3

Look for your name and when you find it, select CLOCK-IN. If you cannot find your name on the list, check to see if there is a NEXT PAGE option at the top right. If you find your name, skip to step five.

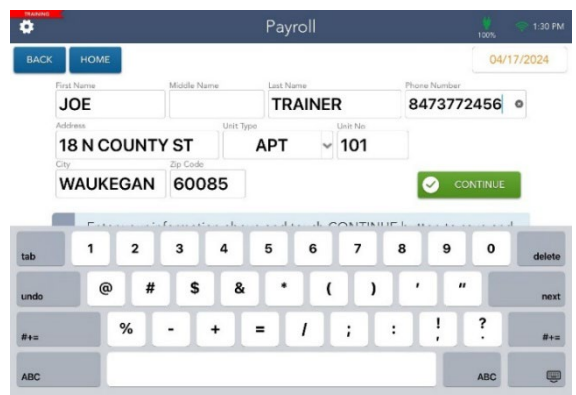
If you cannot find your name on any page, continue to step four.



4

If you are unable to find your name, select ADD WORKER, check to see if your name is on this list. If so, select your name then select your position from the drop-down menu (you will need to scroll down to select “Early Voting”). Then move on to the next step.

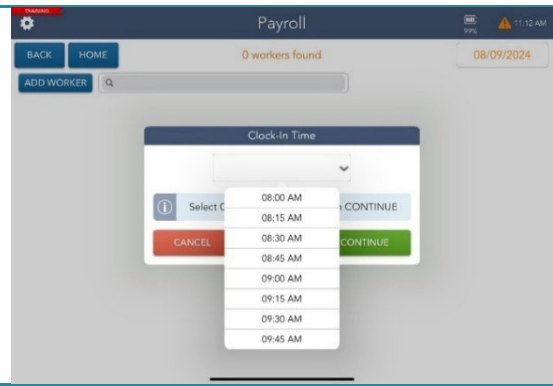
If your name is not on this list, select I AM NOT ON THE LIST. Select your position from the drop-down menu (you will need to scroll down to select “Early Voting”). You will also need to add your clock in time (see next step for instructions). From this screen, you can manually add your information. You can then skip to step six.



## Election Judge Clock-In

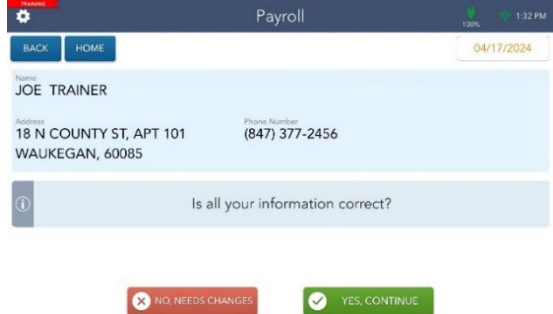
5

From the drop-menu, choose your clock-in time.



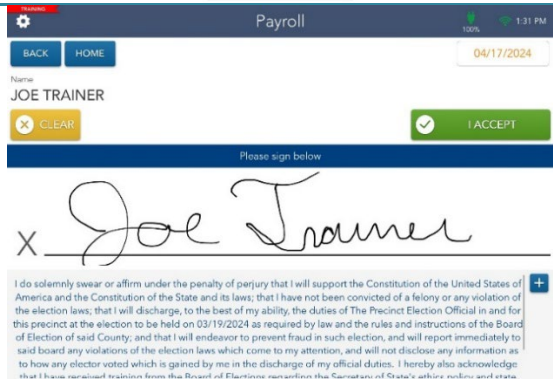
6

Confirm your information. If it is correct, choose YES, CONTINUE. If it is incorrect, choose NO, NEEDS CHANGES, and make the necessary changes.



7

You will then be asked to swear the election judge oath. You can click on the + button at the bottom right to make the oath larger. Sign and touch I ACCEPT to finish signing in.



## Ballot Bin Set Up

*Initial set up of the ballot bin will be done before the start of Early Voting. These steps will not be repeated daily.*

1. Remove lanyard with 2 ballot bin keys (silver and black barrel keys) from security materials pouch delivered in green tub. Unlock #1 with silver key on rear of ballot bin.



2. Extend the power cord with a ground protector already attached, open the Velcro strap, and plug the power cord into the wall outlet. Verify that the silver bar is in the "down" position. Leave the door open.



3. Moving to the front of the ballot bin unlock #2 with the silver key, open the lid latches located on either side of #2.



4. Lift the bin cover to the upright position.



5. Use the black barrel key to unlock #3 and lift the ballot counter screen to the upright position. The ballot counter and screen will automatically turn on and print a configuration report.

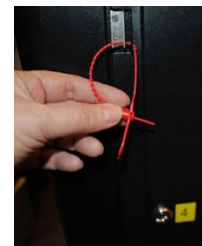


If screen is blank, after a few moments check the following:

- Check the power icon in the upper right corner of the screen. If there is a red "X" through the power icon, the ballot bin is not plugged in successfully.
  - Verify the battery icon in the upper right corner of the screen is green.
  - Problems? Call the Lake County Clerk at 847-377-2456.
6. Use the silver key to unlock and open #4 on the front access door. Confirm that the flaps on the blue ballot collection box are open to allow ballots to fall inside. Open #5 on the emergency ballot slot; confirm the compartment is empty.

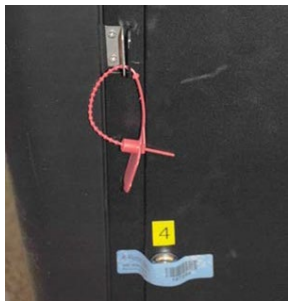


7. Lock #4 and #5. Fasten one red security tie through the metal loops on the front access door (near #4) making sure serial numbers are visible. Do not add a seal or tie to #5.

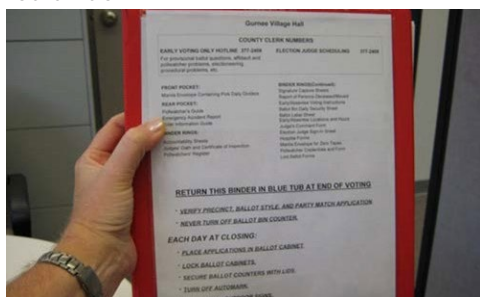


## Ballot Bin Set Up

- Place one blue security seal over lock #4 making sure that serial numbers are visible.

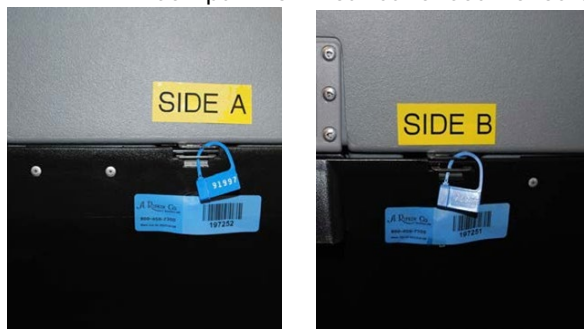


- Record the security seal and tie numbers on the *Ballot Bin Daily Security Check List* located in the red binder.



- Additional ties and seals have already been attached to the ballot bin at the Lake County Clerk's Office. Compare and confirm to Ballot Bin Daily Security Checklist and initial next to date:

- Blue ties and blue security seal numbers on sides A and B
- Blue seal number on memory stick compartment near ballot counter screen



- If numbers do not match, call the Early Voting Hotline at 847-377-2456.



# Vote By Mail Drop Box

*Note: An internal Vote By Mail Drop Box will be delivered to each Early Voting site. There are initial set-up steps, as well as daily tasks related to the VBM Drop Box.*

## Initial Set Up:

When initially setting up an Early Voting location, two EVJs will lock the internal drop box with numbered white security ties and record the seal numbers on the Drop Box Daily Security Checklist. Both judges will initial the form indicating date and time.



*Note: Not all EV sites have the same operating schedule (especially when it comes to weekends), so be mindful when completing the form. If your site is not open on a Sunday, feel free to skip recording data for that day.*

*If you notice an error with regards to the date, please cross out and write in the correct date or use arrows to indicate where the information should have been recorded.*

- Two representatives of the LCCO will act as designated ballot retrievers/VBM pick up team to collect voted VBM ballots from the internal drop boxes each weekday an Early Voting site is open. VBM ballots are not collected during the weekend.

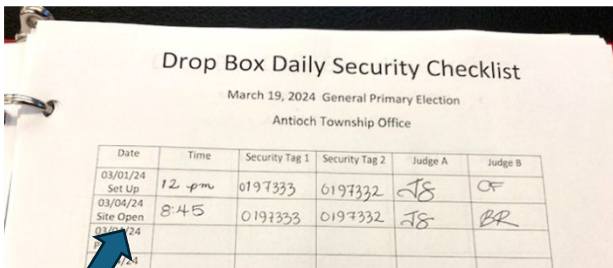
Designated ballot retrievers will wear a badge, vest or similar identification and will likely arrive in an official Lake County vehicle.

## Daily Tasks:

- During **daily opening procedures**, two EVJs will compare the seal numbers on the drop box to seal numbers recorded in the prior day's boxes on the Drop Box Daily Security Checklist.



- In the "Site Open" row for today's date, EVJs will record the seal numbers, initial, and write the time.



- After arriving, ballot retrievers will remove the security seals and lid from the drop box.



- EVJs will place the old seals in the Security materials pouch.

- Retrievers will remove the ballot collection container from inside the drop box.



## Vote By Mail Drop Box

7. Retrievers will inspect the drop box and ballot collection container for:
  - a. Damage or evidence of tampering
  - b. VBM ballots which slipped into the drop box, not the collection container
  - c. Tabulator ballots placed in the drop box by mistake
8. Retrievers will then place a new, empty ballot collection container inside the drop box.
9. Retrievers will ensure the container is zipped open with its straps and cover tucked to the side (so VBM ballots inserted in the slot on the lid can fall into the container), then replace the drop box lid.
10. Then, EVJs (or retrievers) will lock the lid to the drop box with two new, numbered security seals.



11. EVJs will record the new seal numbers in the appropriate boxes on the Drop Box Daily Security Checklist. Two EVJs will initial and record the time in the "Pick Up" row.



### Drop Box Daily Security Checklist

March 19, 2024 General Primary Election  
Antioch Township Office

Date	Time	Security Tag 1	Security Tag 2	Judge A	Judge B
03/01/24	12 pm	0197333	0197332	JS	CF
03/04/24	8:45	0197333	0197332	JS	BR
03/04/24	11:30	0155301	0155302	BR	CF

12. VBM ballot retrievers will secure the old ballot collection container with a numbered security tie. This number will be recorded by the retrievers on their own paperwork for the LCCO.
13. The retrievers will take the secured ballot collection container with them to the LCCO for processing.

14. If you requested supplies and the VBM retrievers did not bring them into the polling site when they first arrived, you may politely ask if they have the items you need. They may not have heard that you needed supplies but the county vehicles will be packed with boxes of extra materials.

*Note: If you use up a toner cartridge, please write "OLD" or "USED" on multiple sides of the box. This will let the next shift of EVJs and the VBM ballot retrieval team know that the toner inside is no longer useable and will help with inventory.*

15. During **daily closing procedures**, two EVJs will compare the seal numbers on the drop box to the numbers on the Drop Box Daily Security Checklist under "Pick Up," re-record the numbers under "Site Close," and initial the form indicating the date and time. This is to ensure that no tampering occurs to the seals overnight.

Site Open	8:45	0197333	0197332	JS	CF
03/04/24 Pick-up	11:30	0155301	0155302	BR	CF
03/04/24 Site Close					
03/05/24 Site Open					

### Final Day of Early Voting:

After the final collection of ballots, (on the last day of Early Voting for each EV location) the ballot slot on the top of drop box will also be locked or covered to prevent any further ballots from being deposited.

**No ballots may be inserted into the drop box after the close of the final day of Early Voting.**

**No internal drop boxes will be used on Election Day!**



## ExpressVote (Ballot Marking Device) Set Up

*The ExpressVote (or Ballot Marking Device) is a way for voters who need an accessible option to vote unassisted.*

1. Open the ExpressVote table case and set up the table. Position the table to ensure voters' privacy.



2. Open the ExpressVote cloth case. Remove the ExpressVote unit and power cords.



3. Thread the power cord through the hole in the table.



4. Place the unit on the table. Insert plug into the back of unit and then into a power source.



5. Add the privacy shield. Do not turn on the ExpressVote unit.



### Voting Booths

Set up the regular and quad voting booths. See the quad voting booth assembly instructions in this manual's Appendix.



## Other Polling Site Set Up Tasks

### Voting Booths

Set up the regular and quad voting booths. (For detailed quad booth assembly instructions, see the manual's Appendix.)



### Inside Signs

Use masking tape to post interior signs from the Early Voting Sign Envelope near the voting site entrance.



### Outside Signs

Voting sites with extended hours will receive signs without hours listed. Those sites with regular hours will receive at least two Early Voting signs showing the voting site's hours. Every site will receive "No Electioneering" cones. Do not put any signs outside until Early Voting begins on the first Monday morning.



### Power Down Pollbooks

- When setup of the Early Voting site is complete, confirm the Pollbook's "Check-Ins" number at the bottom right of the screen reads "0."



- Record number on Daily Check In Totals sheet in the red binder.

Daily Check In Totals		
Lake County Main Courthouse		
		Date: <u>2/18</u>
Number of Voters		
	End of Day	Next Morning
Tabulator 1	0	
Tabulator 2	0	
<b>Total:</b>	0	
ePollbook Total:		
Judges Initials:		
Note: The sum of tabulator totals should match the total on the ePollbook. If there is a discrepancy, please call the early voting hotline at (847) 377-2466.		
Security Seal on Cage		
	End of Day	Next Morning
Cage	6124195	
Judges Initials:		
Please place blue security seal from cage here:		

- Clock out on Pollbook. (For detailed Pollbook instructions, please see the next section. You will need to clock out before continuing to step 4.)
- Power down each Pollbook and printer.
- Unplug the Pollbooks from the printers, return the Pollbooks to their cases, then return the cases to the Cage.
- Printers should be powered down but can remain in place so only the Pollbooks have to be reconnected the next morning.
- The Jetpack will remain turned on for the entire duration of Early Voting.

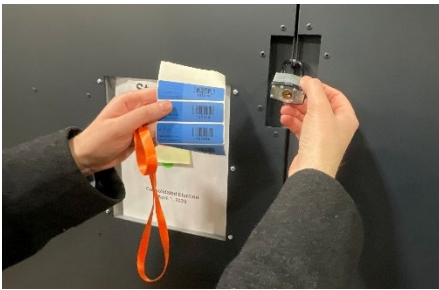
## Other Polling Site Set Up Tasks

### Secure Keys

1. Lock the Cage and return the Cage key to the Early Voting security materials pouch.



2. Place a blue security seal from the pouch on the padlock of the Cage.



3. Record the seal number on the Daily Check-In Totals sheet for the day.

Daily Check in Totals		
Lake County Main Courthouse		Date: 2/27
Number of Voters		
	End of Day	Next Morning
Tabulator 1	0	
Tabulator 2	0	
Total:	0	
afternoon Total:	0	
Judges Initials:		
Note: The use of tabulator totals should match the total on the afterbook. If there is a discrepancy, please call the early voting hotline at (847) 377-2885.		
Security Seal on Cage		
	End of Day	Next Morning
Cage:	611241925	
Judges Initials:		
Please place this security seal from your site here:		

4. Remove a red security tab and the security card from the pouch.
5. Record the serial number from the tab onto the card and replace the card in the pouch so the numbers are visible.
6. Secure the pouch with a red security tag and place it in the green tub.

*Note: The keys to the Cage are in the Security Materials pouch, which is packed in the green tub.*

*DO NOT lock the green tub in the Cage or the next shift of EVJs will be unable to access their supplies!*

### Before Leaving the Building

Check with the building's security or maintenance to be sure the room is locked.

*Note: Some sites have special instructions, such as "be sure to enter through the rear door, as the front will be locked when you arrive," or "please park in the side lot." Be sure to check if there are any special instructions or procedures for your polling place.*

*Note: Some sites have physical keys. Please check site-specific directions regarding how to use and store the keys. Election Judges are not to hand them off to another EJ unless specifically told to do so by the Lake County Clerk's Office.*

*Please call the Lake County Clerk's Office if you have questions about your site.*

# Election Judge Clock-Out

## Election Judge Clock-Out

1

Begin by selecting ELECTION JUDGE CLOCK IN from the “hamburger menu” from the Main Menu screen.



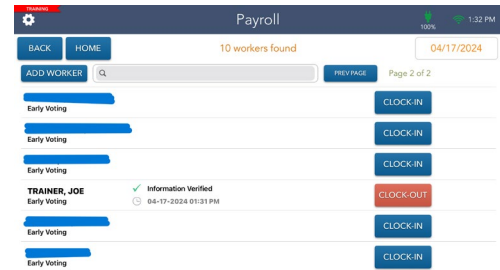
2

You can also select the red “Election Judge Clock In/Clock Out” button from the Main Menu screen.



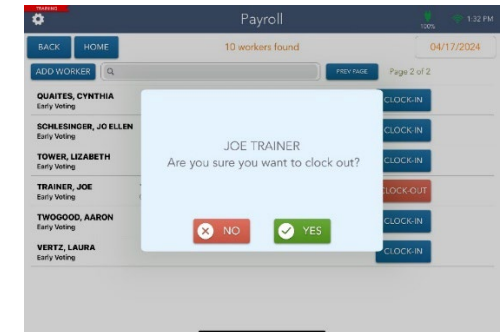
3

At the end of the day, you will need to clock out. Select CLOCK-OUT next to your name.



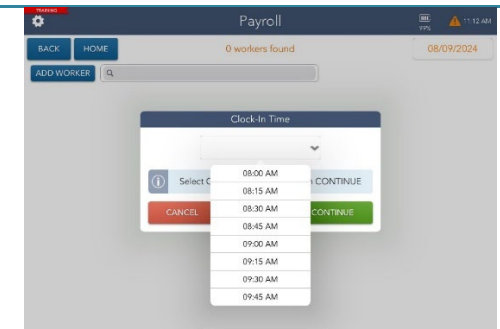
4

Confirm that you would like to clock out by selecting YES.



5

Select your clock out time from the drop down menu (you will need to scroll down).



# Daily Opening Procedures

## Opening Processes

- Remove the security materials pouch from the green tub. Break the tab, confirm the number on the tab matches the number recorded on the security card, initial and date the card, and place the tab in the pouch.



- Remove the lanyard with the ballot bin and ExpressVote keys and the orange lanyard with the Cage keys from the security materials pouch.
- Remove the blue security seal from the lock on the Cage.
- Confirm the blue security seal number matches the number recorded on the Daily Check In Totals sheet in the red binder.
- Put the used blue security seal in the designated box on the Daily Check In Totals sheet.

Daily Check In Totals  
Lake County Main Courthouse Date: 2/18

Number of Voters		
	End of Day	Next Morning
Tabulator 1	0	0
Tabulator 2	0	0
Total:	0	0
Ballotbook Total:	0	0
Judges Initials:	EJ	E.V.

Note: The sum of tabulator totals should match the total on the ballotbook. If there is a discrepancy, please call the early voting hotline at 947-277-8500.

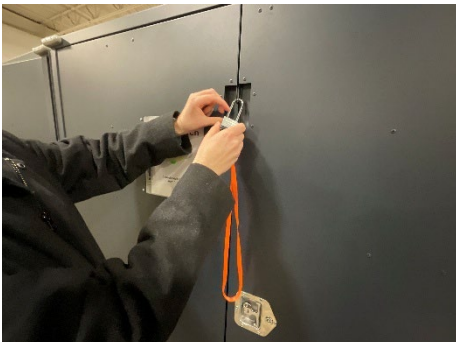
Security Seal on Cage		
	End of Day	Next Morning
Cage	61124950	61124950
Judges Initials:	E.V.	EJ

Please Place Used Security Seal in Box Below

**OFFICIAL ELECTRONIC SEAL**

61124950

- Unlock the Cage.



- Review the Daily Supply Checklist in the red binder. Look through materials at the polling site to ensure there are adequate supplies for the day.

Daily Supply Checklist

Date: \_\_\_\_\_

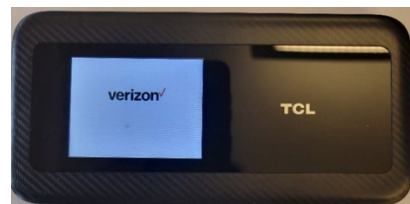
Make sure to have enough supplies for one additional day	Before Polls Open	After Polls Close
Tray (Minimum 1)		
Ballot Stock (Minimum 1)		
ExpressVote Ballot Stock		
Stickers		
Small Standard VBM Envelopes		
Large Collection VBM Envelopes		
Spotted Ballot Envelopes		
Spotted Ballot Collection Envelopes		
Pre-marked Ballot Envelopes		
Pre-marked Ballot Collection Envelopes		
Black Ballot Paper		
Plunger Ink Tip Pen		
Styluses		
Voter Guides		
Ballot Receipt Printer Rolls		
White Numbered Security Ties		
Red Security Ties		
Two Boxes of Hansen in Binder Box		
Privacy Business Card		

If you discover you need supplies before polls open, notify the Vote By Mail pickup team. After the polls close, if you need supplies for the next day, call 947-277-2466. Thank you.

*Note: The Vote By Mail pickup team will have additional materials in their vehicle, should you need more of any item. If you are in urgent need of a vital material (such as ballot stock), please call the Early Voting hotline to alert the LCCO.*

## Jetpack

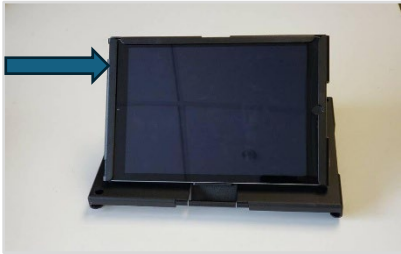
Verify that the Jetpack is still on.



# Daily Pollbook Set Up

## Pollbook Set Up

1. Retrieve the Pollbooks cases with the Pollbooks inside from the Cage.
2. Remove the Pollbooks from the cases.
3. Open the Pollbooks so that you can see the screens and they are sitting on their bases. Turn them on by pressing the “on” button on the left side of the device. After a moment the white Apple logo should appear in the center of the screen.



4. Plug the orange end of the Pollbook charger cable into the side of the Pollbook.



5. Turn on the receipt printer and the Ballot on Demand (BoD) printer.

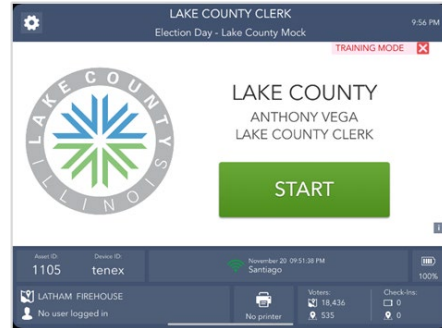


6. Take the blank ballot stock (legal size paper) from the Cage and load it into the printer trays. The blank ballot stock will need to be secured in the Cage at the end of each night.
7. If you print test ballots, store them in the file folder found in the banker box in the Cage.

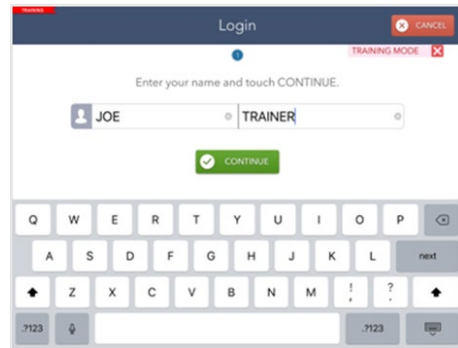
## Log into the Pollbook

*Note: When you turn on the Pollbook, if you have a screen that indicates that the device is locked, click ALLOW LOGIN AGAIN to return to the main menu.*

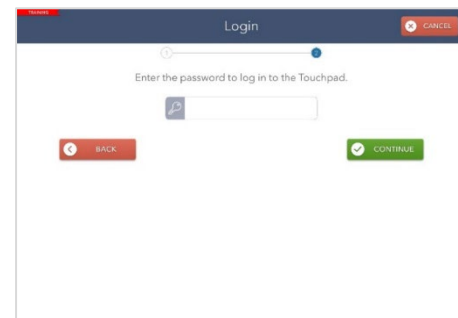
1. Once the Pollbook is powered on, it will look similar to the image below (excluding the red “Training Mode” icon). Touch the green START button to log in.



2. Enter your first and last name and touch the green CONTINUE button.



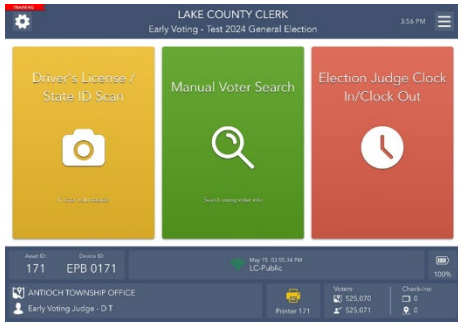
3. Enter the password from the Pollbook password card found in the red Early Voting binder, then touch CONTINUE.



*Note: If the printers do not connect, check they are turned on. Detailed troubleshooting instructions can be found in the “Log into the Pollbook” section earlier in this manual.*

# Daily Pollbook Set Up

- Once you successfully log in, you will see the Pollbook home screen.

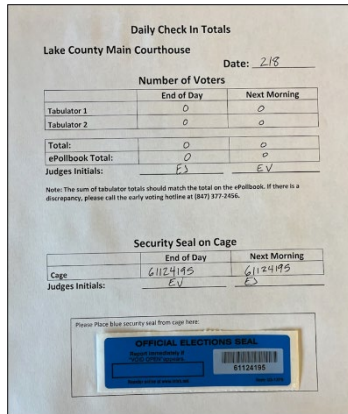
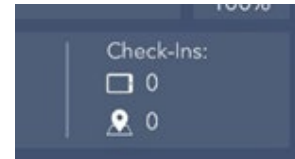


- Confirm that the numbers of voters match "End of Day" numbers from the prior Early Voting day.

Number of Voters		
	End of Day	Next Morning
Tabulator 1	0	0
Tabulator 2	0	0
Total:	0	0
ePollbook Total:	0	0
Judges Initials:	FJ	EV

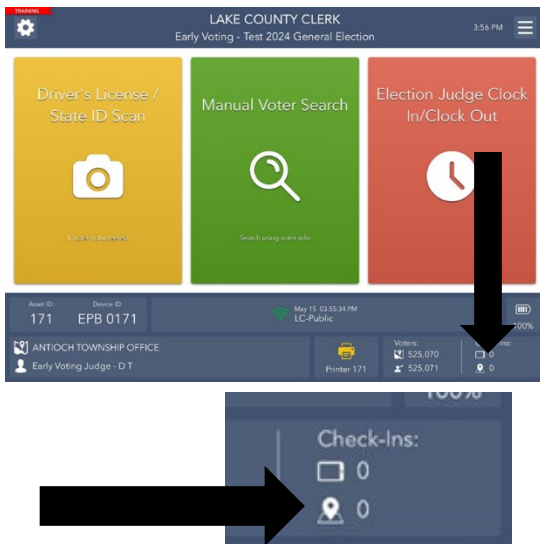
Note: The sum of tabulator totals should match the total on the ePollbook. If there is a discrepancy, please call the early voting hotline at (847) 377-2456.

- Locate the red Early Voting binder and find the Daily Check In Totals sheet. (The same sheet where you placed the blue security seal from the Cage lock.)



- Clock in on the Pollbook. Refer to the "Election Judge Clock In" section earlier in this manual for step-by-step directions.

- Record the number of check-ins for the site (found at the bottom right of the screen, by the icon like a pin in a map) on the Daily Check In Totals sheet in the "Next Morning" column.



## Daily ExpressVote Set Up

1. To turn on the ExpressVote (or Ballot Marking Device), use the barrel key to unlock the door on the side of the ExpressVote and locate the “On/Off” switch. Turn on. Keys in the security materials pouch are used for both the ballot bin and the ExpressVote.



2. After you turn the switch to “On,” close and lock the door.

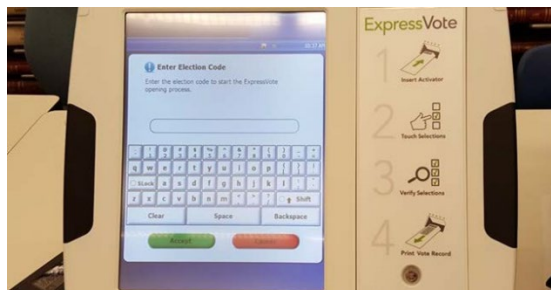
3.



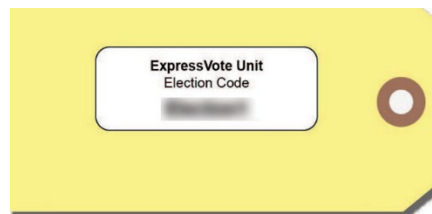
4. Boot routine may take a few minutes.



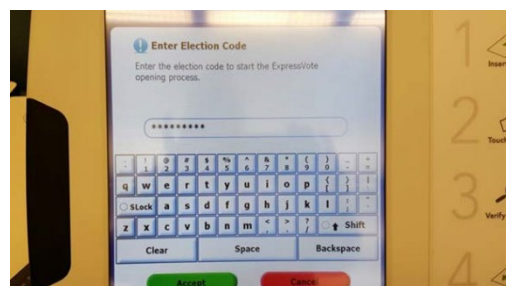
5. On this landing screen, you will need to enter an “Election Code.”



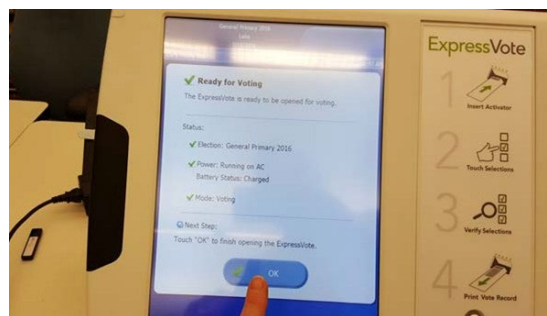
6. The “Election Code” is located on the back of the Pollbook password card.



7. As you enter the code, wait until each letter entered turns to an asterisk (\*) before entering the next letter. After the code is completely entered, press “Accept.”



8. The unit will scroll through many screens that are verifying information. When you see the “Ready for Voting” screen, press “OK.”



9. The ExpressVote unit is ready for voters when you see “To begin voting, insert your card.”



## Daily Ballot Bin Set Up

### Opening of Ballot Bin

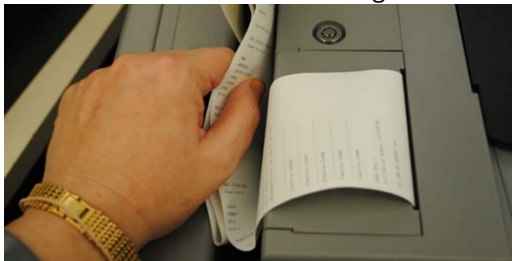
1. Moving to the front of the ballot bin unlock #2 with the silver key, open the lid latches located on either side of #2, and lift the bin cover to upright position.



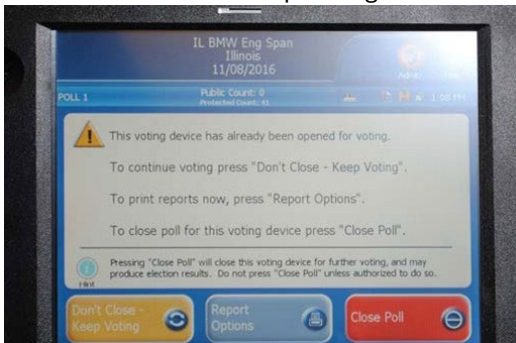
2. Use the black barrel key to unlock #3 and lift the ballot counter screen to open. Ballot counter will automatically turn on.



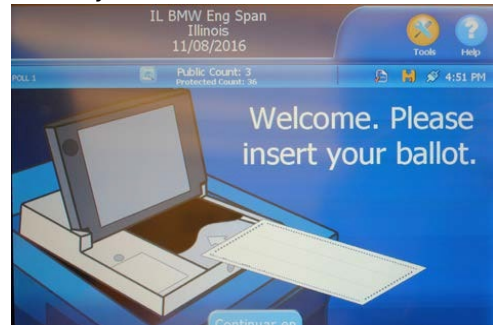
3. Ballot counter screen display will cycle through logo, election loading, and configuration screens. A configuration report will print again. Tear the configuration report and file it in the appropriate folder in the banker box in the Cage.



4. Press "Don't Close – Keep Voting."



5. The welcome screen will display. The ballot bin is now ready for voters.



6. Record the voter totals from each ballot counter in the red binder on *Daily Check In Totals* sheet "Next Morning" column and then confirm numbers match "End of Day."



# Final Early Voting Set Up

## Finalize Set Up

Although in past years, Election Judges signed a paper oath when beginning their shifts, the oaths are now entirely digital. When clocking in on the Pollbook, you are also digitally signing the oath. This is the new process for both Early Voting AND Election Day.

Complete any final set up tasks, such as ensuring that the indoor signs are still up, the voting booths are out, and the site is tidy and ready for voters.

Set the following items on the Pen and Privacy Sleeve table and/or keep a supply by the check-in stations:

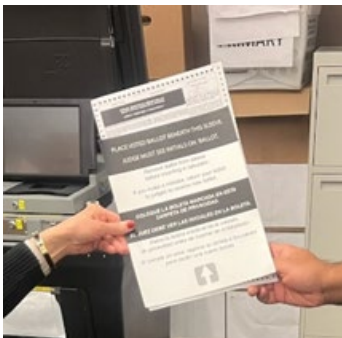
- Pens
- Privacy sleeves
- “I Voted” stickers



**Note:** You **must** ensure that privacy sleeves are out and available for voters when they check in.

Judges at some polling sites find it simpler to place pens and privacy sleeves inside of each voting booth so they are ready for voters. If your site uses this method, continue to monitor and ensure supplies remain in the booths, as sometimes voters accidentally take the pens and sleeves.

Place at least one privacy sleeve by the tabulator(s) while the site is open. When voters approach to cast their ballots, use the privacy sleeve to cover ballots while checking for initials.



## Outside Signs

Place the Early Voting tent sign near the road, not at the entrance to the building. It should be visible to those driving to the voting site. Each night at closing time, the sign should be laid down, but may be left near the road.



The No Electioneering cones are placed 100 feet from the entrance to the room where voting occurs. Use the measuring wheel to determine the location.



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## Processing Early Voters

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### Processing Early Voters

#### Ballot on Demand

The Ballot on Demand printers will print ballots for all voters. The only voters who will need to use an ExpressVote ballot are voters who wish to use the ExpressVote for ADA ballot marking assistance. A voter may also choose to use the ExpressVote due to preference.

*Note: All ballots cast in the tabulator **MUST** be initialed by an Election Judge. If you forget to initial, the ballot **MUST** be spoiled and reissued.*

*Note: Provisional ballots are a special exception. They are **NEVER** initialed in the polling site and **DO NOT** go in the tabulator.*

#### Processing a Routine Voter

Pollbook instructions for processing a routine voter are in the next section. So long as it is feasible, one judge should check for initials at the ballot box. Keep at least one privacy sleeve by the tabulator(s) while the site is open. When voters approach to cast their ballots, use the privacy sleeve to cover ballots while checking for initials.

For detailed voter check-in steps, see “Pollbook Instructions for a Regular Voter” in the next section.

#### Check-In Voter

1. Greet voter and ask voter to state their name.
2. Type the first three letters of voter’s last and first names in Pollbook fields. Do not type in the voter’s entire name as this takes additional time and increases the chances for spelling errors. The Pollbook performs a “smart search” and finds all voters that match the entry. (If the voter is not found, see the next page for more information.)
3. In a primary election, Illinois law requires the voter to choose a partisan (Republican or Democratic) or Nonpartisan ballot. The voter will select their party choice on the Pollbook.  
Partisan ballots will list both candidates and referenda. Nonpartisan ballots will only list referenda. There is one exception as The City of Lake Forest alderperson candidates are nonpartisan. If the Nonpartisan choice is not available, that means there are no public questions for that voter.
4. If pollwatchers are present, and not able to see voter’s information from the Pollbook, announce the voter’s name and address in an audible and clear voice. In a primary election, also announce the voter’s party choice.
5. Two election judges verify the voter’s signature. (If the signature does not match, see the next page for more information)

*Note: Though a Driver’s License/State ID scan is available for voter look up, **NO VOTER** should be asked to show ID unless it is required by statute.*

*If a voter voluntarily presents their license or ID, it can be scanned. The manual search can be used if the scan does not find the voter.*

#### Issue Voter’s Ballot

1. The voter’s ballot will print from the Ballot on Demand printer. If the voter prefers to use the ExpressVote terminal, see “Issuing an ExpressVote Ballot” section of the manual for detailed instructions. With a second judge, verify the voter’s ballot style based on the information on the header of the ballot against the information on the voter’s ballot receipt.
2. Initial the ballot with the purple felt tip pens.
3. Give the voter their ballot and the receipt that prints from the receipt printer.

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## Processing Early Voters

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### Direct Voter to Pen and Privacy Sleeve Table

1. After providing the voter with their ballot, direct the voter to the Pen and Privacy Sleeve Table. While voters are not required to use a privacy sleeve to protect the secrecy of their ballot, all voters must be offered one.
2. Select “Next Voter” from screen and you are ready to process the next person in line.

### Voter not found?

If a voter is not found, double-check that you are spelling their name correctly and that they are registered under that name. (For example, if a voter has gotten married recently, they may be registered under their prior name.) If you are still unable to find the voter, they may need to register to vote. See “Grace Period Registration” section for information.

### Signature Doesn’t Match?

Since we rarely sign our names the exact way every time, evaluate the signatures for some common elements and similarities between the signature on file and the signature just provided. Observe carefully as signature match is the only verification permitted in Illinois.

If signature does not match, select “SIGN AGAIN” and ask the voter to try signing again. If the voter’s signature has changed, ask them to sign using their old signature. If the voter can satisfactorily reproduce that signature so that it can be verified by two election judges, click “SIGN AGAIN” and have the voter sign their new signature. This way, their updated signature will be their signature on file for future elections.

If the signature still does not match, then select “SIGNATURE/VOTER CHALLENGE.” (Please refer to page 74 for detailed instructions.) Voter will need to present two valid pieces of identification with current name and physical street address or a witness who is a registered voter in the same precinct as the voter. Once the voter completes the affidavit, their signature on the Pollbook will be the signature on file with the County Clerk’s Office until they reregister. If the voter uses a witness, a paper form will need to be completed by the witness in the red binder.

# Pollbook Instructions for Manual Voter Search

## Manual Voter Search

1

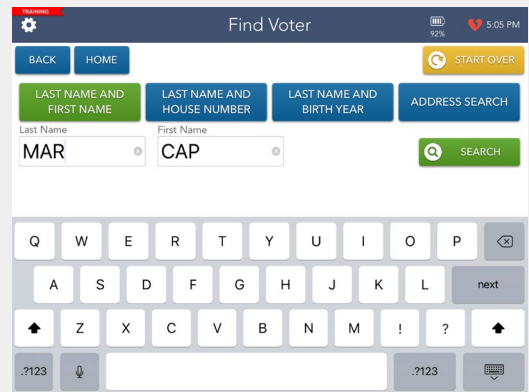
To Search for a Voter using a Valid ID type:  
Touch the **MANUAL VOTER SEARCH** button on the Launchpad screen.



2

Using information provided by the voter, use one of the available search options to search for the voter's record.

- Last Name & First Name
- Last Name & House #
- Last Name & Birth Year
- Address Search

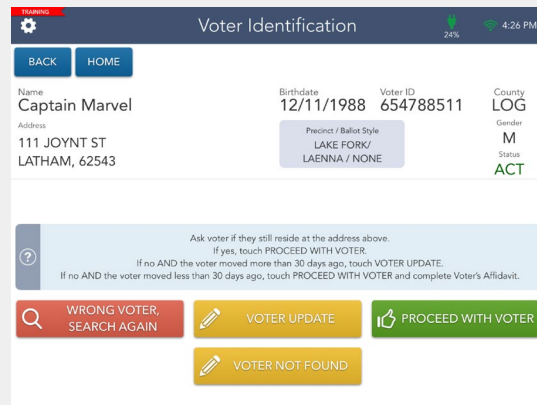


3

Enter the voter's information into the search fields chosen by using the on-screen keyboard, when finished proceed to touch **SEARCH** to continue.

4

If only one voter matches the search criteria, the Voter Identification Screen will appear automatically. Continue checking in your voter and get their signature.



If more than one voter matches the search criteria, your screen will show a list of all possible matches. Touch the correct voter from the list and then touch the **CONTINUE** button.

## Pollbook Instructions for a Driver's License/ State ID Scan

### Driver License / State ID Scan

Election Judges **MAY NOT** ask for identification unless there is a special circumstance. If a voter chooses to provide their Illinois Driver's License, Illinois State ID, or Voter Card; feel free to use the scan function.

1

To Search for a Voter using a State ID:

Touch the yellow **Driver's License /State ID Scan** button on the Launchpad screen.

When Scanning a Voter's ID:

Hold the voter's ID in front of the camera lens located at the back of the Pollbook.

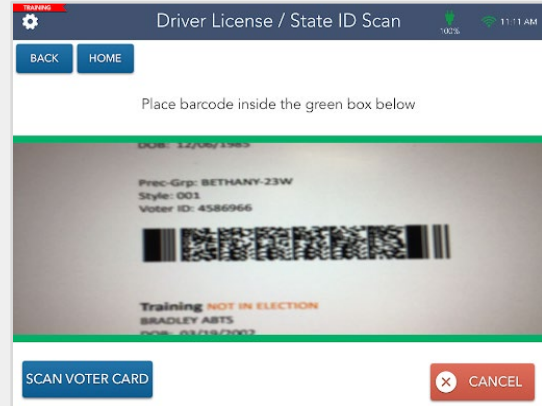


Make sure that the correct option for Driver's License or Voter Card option is chosen, then ensure the barcode printed on the back of the ID is inside the green box displayed on the screen. The Pollbook will then proceed to begin scanning automatically.

2

After you've scanned the voter's ID, you will be redirected to the Voter Identification screen.

Please ask the voter to verbally state their address, even if you scan their ID.



# General Election Voter Check In

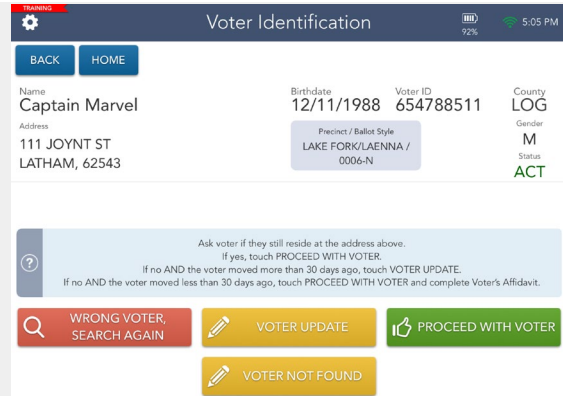
1

## Search for the voter.

Once you have found the correct voter, their information will display on the **Voter Identification** screen.

Ask the voter for their address, if correct, touch **PROCEED WITH VOTER**.

Review the blue box for further instructions.

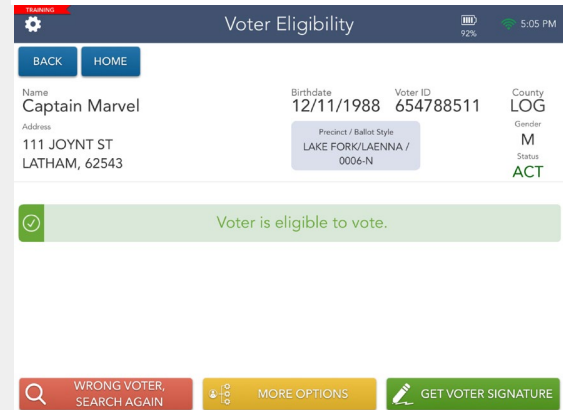


2

The **Voter Eligibility** screen will be displayed.

If the voter is eligible to vote via a regular ballot, the screen will display a green "**Voter is eligible to vote**" message.

Touch **GET VOTER SIGNATURE** to continue.

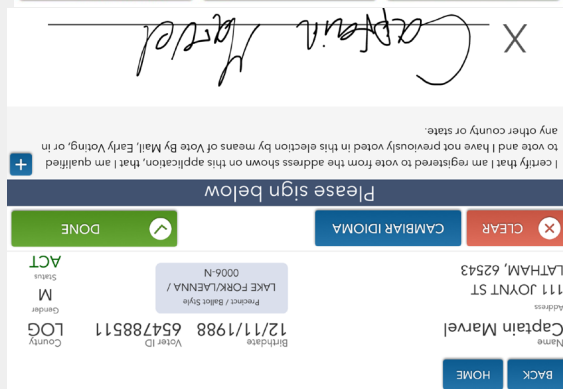


3

The **Voter Signature** screen will appear.

Tilt the Pollbook screen toward the voter and have them sign with the stylus pen.

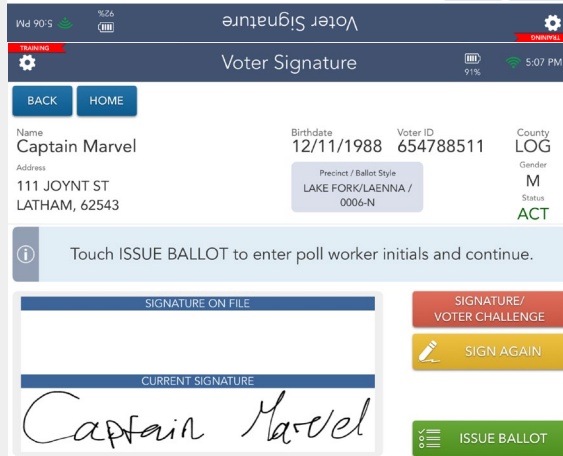
Once they have signed, they will need to touch the green **DONE** button.



4

Flip the screen back toward you and verify that a valid signature has been captured.

Touch **ISSUE BALLOT** to continue.



## General Election Voter Check In

5

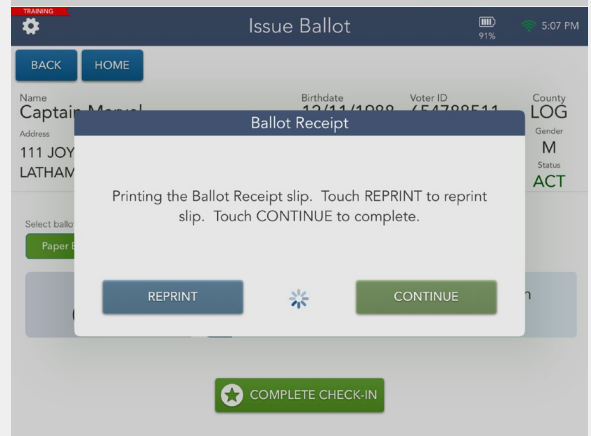
The **Poll Worker Initials Below** pop-up will appear.

Sign it with the stylus pen and touch **DONE**.



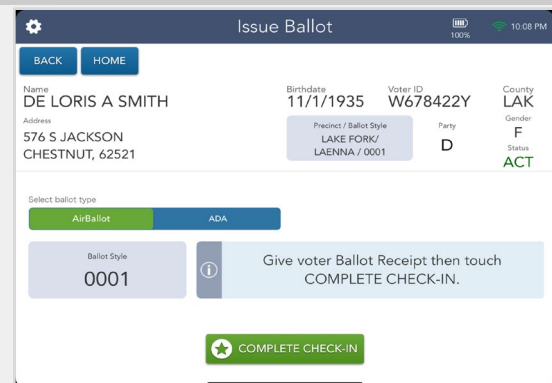
6

The Ballot Receipt will print. Touch **CONTINUE** to complete the check-in.



7

Select "AirBallot" to print ballot from Ballot on Demand Printer or "ADA" for voters who wish to use the ExpressVote ballot marking equipment. Then proceed to touch **COMPLETE CHECK-IN**.

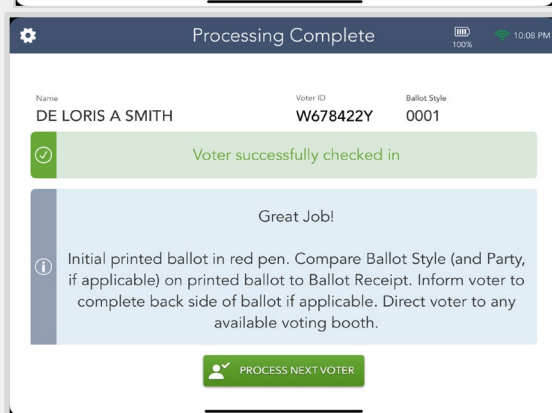


8

**Congratulations!**

The voter has been successfully checked in.

Verify any additional instructions in the blue box, then touch **PROCESS NEXT VOTER** and move on to the next voter.



## Primary Election Voter Check In (Additional Steps)

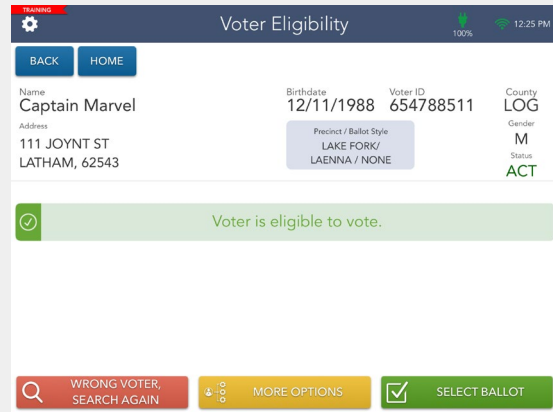
Search for the voter and proceed with the voter on the Voter Identification screen.

The **Voter Eligibility** screen will be displayed.

1

If the voter is eligible to vote via a regular ballot, the screen will display a green “**Voter is eligible to vote**” message.

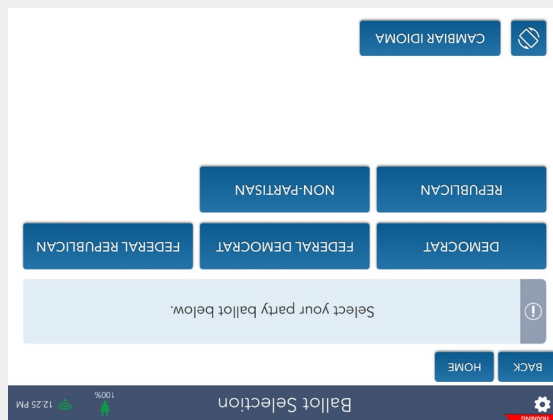
Touch **SELECT BALLOT** to continue.



2

The Ballot Selection screen will appear.

Tilt the Pollbook screen toward the voter and have them touch their desired party ballot.



3

The voter must verify the party ballot selected, then touch YES, CONTINUE to be taken to the Voter Signature screen.

Continue processing the voter check-in as in a General Election as above.

If a pollwatcher is present, you must provide the pollwatcher with voter’s name, address, and party selection if requested by the pollwatcher.



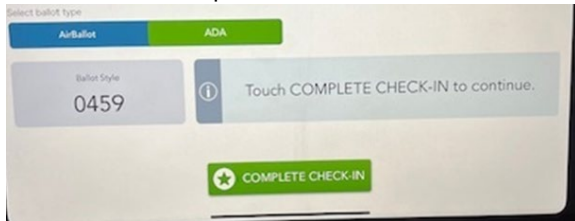
## Issuing an Express Vote Ballot

*The only voters who need to use an ExpressVote ballot are voters who need to use the ExpressVote for ADA ballot marking assistance or a voter who needs a Federal Ballot. Voters are not prevented from using the ExpressVote if they ask to do so. A voter using the ExpressVote does not have to complete an assisted voter affidavit.*

1. Open packet of ExpressVote ballot stock and count the number of ballots.



2. Place quantity sticker of packet on the back of the first Daily Check in Totals sheet in the red binder.
3. Process the voter on the Pollbook as normal, until the final Issue Ballot screen.
4. Under "Select Ballot Type" select "ADA" then choose "Complete Check-In."



5. Initial the ballot at the bottom right corner of the blank ExpressVote ballot stock.



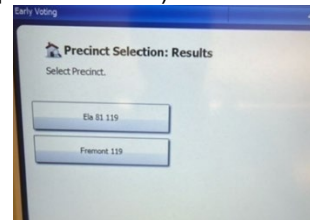
6. Go to the ExpressVote terminal with the blank ExpressVote ballot stock and the voter's receipt. Place the ballot stock into the ExpressVote terminal with the slanted corner at the top right.



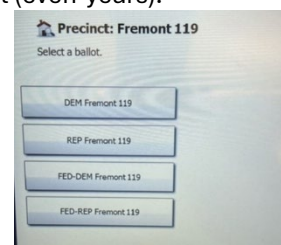
7. Search by typing the precinct number into the ExpressVote terminal.



8. Select the correct precinct and ballot style based upon what is on the voter's receipt. (NOTE: if there is only one ballot style for that precinct, a ballot style will not display. Ensure precinct is correct to verify correct ballot is selected. See picture below.)

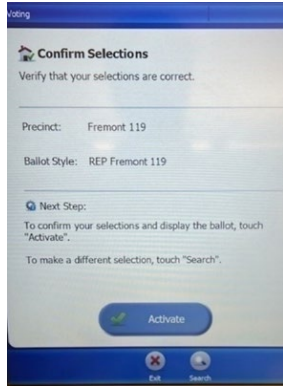


9. In a primary, select the voter's party based upon what is on the voter's receipt. The "FED" ballots (only available in even-year elections) should not be provided to voters unless they are Federal voters. (See "Moved" section for additional information.) Please note that federal ballots are only available in elections where federal candidates are on the ballot (even-years).

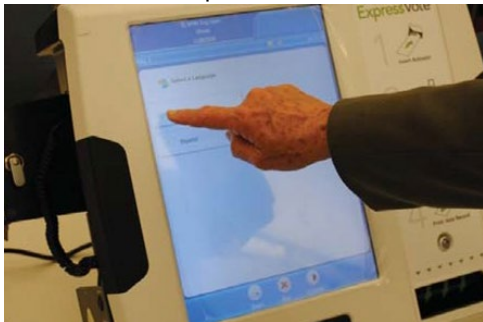


## Issuing an Express Vote Ballot

10. You will get a final confirmation screen to verify that you have entered the voter's information correctly. Once you have double checked, select "Activate" and allow the voter to make their choices on the ExpressVote terminal.



11. At this point, you can offer the voter their ballot receipt.
12. The voter selects preferred language and ballot choices on the ExpressVote screen.



13. A summary screen is presented to the voter when finished. After review, the voter selects "Print," the voter's choices are printed on blank ballot stock and the ballot is returned to the voter.



14. To cast the ballot, the voter inserts printed ballot into top narrow tray on ballot bin. Voter may choose to use a regular privacy sleeve for ExpressVote ballot card.

### Voter Casts the Ballot

1. Before inserting ballot into ballot counter, voter may remove the ballot from the privacy sleeve. To cast the standard size ballot, voter inserts the ballot into the bottom tray of the ballot counter. The ExpressVote ballots are inserted into the top narrow tray.



2. As the voter inserts their ballot, the ballot counter will tabulate the vote. The ballot counter's display will verify the receipt of a ballot by increasing the "Public Count" by one number and displaying a "Thank you for voting" screen.



3. Offer an "I Voted" sticker to voters as they leave the building.
4. Collect the ballot marking pens and privacy sleeves and return to the Pen and Privacy Sleeve table.

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## Drop Box Pickup

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Every weekday, two ballot collectors from the Lake County Clerk's Office will visit to collect Vote By Mail ballots from the internal Vote By Mail drop box at the polling sites. Please make sure that you have your paperwork completed and/or ready when the VBM teams arrive.

For more details, please refer to page 24.

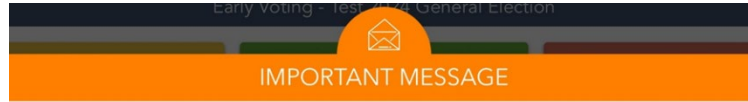
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## Wait Time and Regular Environment Tasks

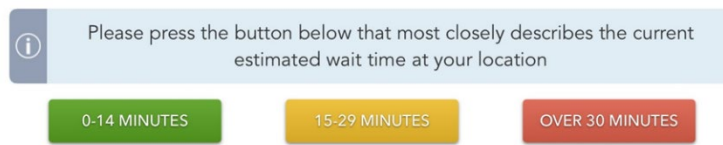
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### Wait Time

Approximately every hour, you will receive a notification asking you to indicate the current wait time for voters. Ask the voter in front of you how long they have been waiting and make the appropriate selection.



Please indicate current wait time.



### Environment Tasks

Voting booths should be checked regularly for campaign literature, pens, and stray marks on the booths. If your site chooses to place pens and privacy sleeves in the booths for the convenience of voters, continue to ensure that there are supplies in the voting booths, as voters may accidentally remove them.

Election Judges should make certain that no one interferes with a voter while they are voting. Monitor voters to ensure that no assistance is given in a voting booth unless the voter qualifies to receive assistance, and the *Assisted Voter Affidavit* is completed.

The voting site should remain tidy and free of trip hazards. Please keep your supplies neat and the floor free of trip hazards and trash left behind by voters.

*Note: Watch out for the backs of stickers discarded by voters. They are **very** slippery and should be disposed of in the trash right away.*



# Special Circumstance Voters

## Special Circumstance Voters

The Pollbook is programmed with decision technology to handle most special circumstances when processing voters such as new name, address updates, and surrendered ballots. Carefully read the screen prompts and answer appropriately for each voter. In most circumstances when an affidavit is required, the voter can be processed entirely on the Pollbook.

## Assisted Voter

Under Illinois law, only voters who are blind, physically disabled, or unable to read or write the English or Spanish language qualify for receiving assistance in marking their ballot. The voter is free to select a family member, election judges, or any person to assist them as long as that person is not an agent of the voter's employer or union.

The *Assisted Voter Affidavit* can be processed on the Pollbook. Pre-printed paper forms are only required for voters who are assisted by two election judges. The form is offered in both English and Spanish, and judges can select the voter's preferred language. See Pollbook instructions on the next page.

- **If voter chooses a friend, family member, or person other than an Election Judge:**

The judge will instruct the designated assistant to read the text on the Pollbook for the affidavit, which states that the person assisting agrees to read the full content of the ballot without emphasis or prejudicial inflection and mark the ballot exactly as instructed by the voter. The person providing the assistance and the judge must sign on the Pollbook. No preprinted form is required.

- **If voter chooses Election Judges:**

Two election judges, one from each political party, must read the full content of the ballot without emphasis or prejudicial inflection and mark the ballot exactly as instructed by the voter. The voter should be processed as an assisted voter on the Pollbook, but a preprinted form must also be completed. The preprinted form can be filed in the front pocket of the red binder.

**Assisted Voter Affidavit**

STATE OF ILLINOIS } ss.      Precinct No. \_\_\_\_\_  
 LAKE COUNTY      Township of \_\_\_\_\_

I, \_\_\_\_\_ do solemnly swear (or affirm) that I am a citizen of the United States; that I am 18 years of age or over; that I have resided in this State and in this election precinct 30 days next preceding this election; that I have not voted at this election; that I am a duly qualified voter in every respect; that I now reside at \_\_\_\_\_ town, city or village of \_\_\_\_\_ in this election precinct.

**Mark an "X" in the appropriate square.**

A. I cannot read or write the English language and hereby request assistance (10 ILCS 5/7-48, 17-14).

B. By reason of physical disability of \_\_\_\_\_ I am unable to mark my ballot and hereby request assistance (10 ILCS 5/7-48, 17-14).

This I do solemnly and sincerely affirm \_\_\_\_\_  
 Signature of voter

Signed and affirmed by \_\_\_\_\_ before me, on \_\_\_\_\_  
 First Name of Voter      Insert Month, Day, Year

\_\_\_\_\_  
 Signature of Election Judge

**TO THE PERSON PROVIDING ASSISTANCE TO VOTER:** You have been selected by a voter to provide voting assistance. Under Illinois law, only voters who are blind, physically disabled, or unable to read or write the English language may be assisted by a relative or friend. Individuals who cannot assist the voter include the voter's employer or agent of that employer or officer or agent of the voter's union.

**You must mark the ballot as directed by the voter. Individuals who make any attempt to influence the voter's choice of candidates, party, votes in relation to a public question, or to mark the ballot other than as directed by the voter may be guilty of a class 3 felony. If you cannot tell the voter's intent, you must not mark the ballot in any way. You may not subsequently divulge the candidate(s) or public questions for whom the voter instructed you to cast ballots.**

**OATH OF ASSISTANCE:** I state that I am/we are qualified and gave assistance to whose sworn statement appears above. I further state that I did not attempt to influence the voter's choice of candidates, party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.

Signature of Individual Rendering Assistance      OR      Signature of Assisting Democratic Judge  
 \_\_\_\_\_  
Signature of Assisting Republican Judge

**Declaración Jurada de Votante Asistido**

ESTADO DE ILLINOIS } ss.      Precinct No. \_\_\_\_\_  
 CONDADO DE LAKE      Township of \_\_\_\_\_

Yo, \_\_\_\_\_, solemnemente juro (o afirmo) que soy un(a) ciudadano(a) de los Estados Unidos; que tengo 18 años de edad o más; que he resido en este estado y en este distrito electoral por 30 días que preceden a esta elección; que no he votado en estas elecciones; que soy un votante debidamente calificado en todos los sentidos; que ahora resido en \_\_\_\_\_ en este distrito electoral.

**Mark an "X" in the appropriate square. / Marque con una "X" el cuadrado correspondiente.**

A. No puedo leer o escribir el idioma español y por este medio solicito asistencia (10 ILCS 5/7-48, 17-14).

B. Por razón de incapacidad física de \_\_\_\_\_, soy incapaz de marcar mi boleta y por este medio solicito asistencia (10 ILCS 5/7-48, 17-14).      Reason of Physical Disability \_\_\_\_\_

Esto solemnemente y sinceramente lo afirmo \_\_\_\_\_  
 Signature of Voter / Firma del votante

Signed and affirmed by \_\_\_\_\_ before me, on \_\_\_\_\_  
 First Name of Voter      Insert Month, Day, Year

\_\_\_\_\_  
 Signature of Election Judge

**A LA PERSONA QUE PRESTA ASISTENCIA A LOS VOTANTES:** Usted ha sido seleccionada(o) por un votante para prestar asistencia electoral. Bajo la ley de Illinois, sólo los votantes que están ciegos, que tienen una discapacidad física o que no saben leer ni escribir el español pueden ser asistido(a) por un familiar o amigo. Personas que no pueden asistir a los votantes incluyen el empleador del votante o agente de este empleador u oficial o agente del sindicato del votante.

**Usted debe marcar la boleta como el votante se lo dirige. Los individuos que hagan cualquier intento de influenciar la decisión del votante con respecto a los candidatos, partidos o los votos en relación a una pregunta pública, o de marcar la boleta de manera diferente a lo indicado por el votante, pueden ser culpables de un delito grave de clase 3. Si no puede determinar la intención del votante, no debe marcar la boleta de ninguna manera. Posteriormente, usted no debe divulgar el/los candidato(s) o preguntas públicas para quien el votante le instruyó que votar.**

**OATH OF ASSISTANCE / JURAMENTO DE ASISTENCIA:** Declaro que soy/mos calificado(s) y asistencia fue proveída a cuyo declaración jurada aparece en la parte de arriba. Además, declaro que no intenté influir en la decisión del votante con respecto a los candidatos, partidos o votos en relación a cualquier pregunta pública y he emitido la boleta como fue dirigido por el votante. Bajo las penas prescritas en el Artículo 29 del Código de Elecciones, el/fermante a continuación certifica que las declaraciones establecidas en esta certificación son verdaderas y correctas.

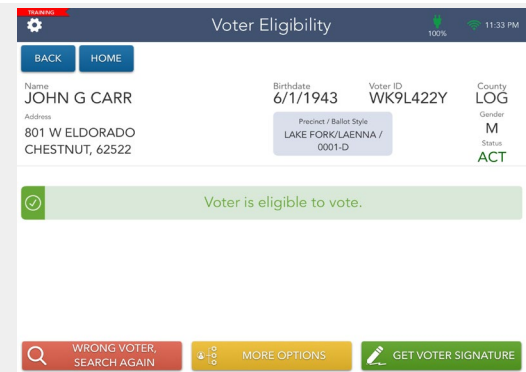
Signature of Individual Rendering Assistance / Firma del individuo que prestó asistencia      OR      Signature of Assisting Democratic Judge  
 \_\_\_\_\_  
 Signature of Assisting Republican Judge

# Pollbook Instructions for Assisted Voter

## Request Assistance During Check In

1

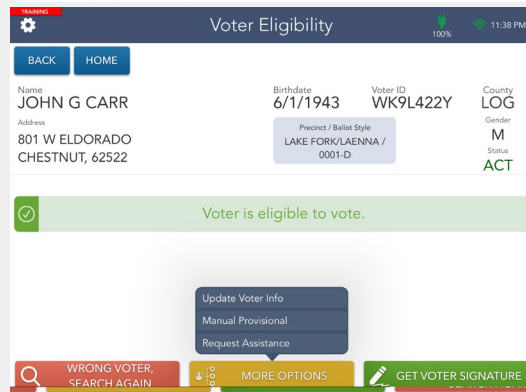
If a voter needs assistance voting, touch **MORE OPTIONS** on the Voter Eligibility screen.



On the pop-up menu, touch Request Assistance.

2

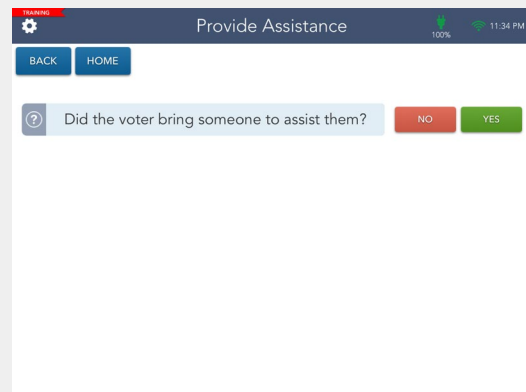
A screen will appear saying, "Is this voter requesting assistance?" Select YES. The voter will be flagged with a yellow Needs Assistance flag. Touch **PROCESS ASSISTANCE** to continue.



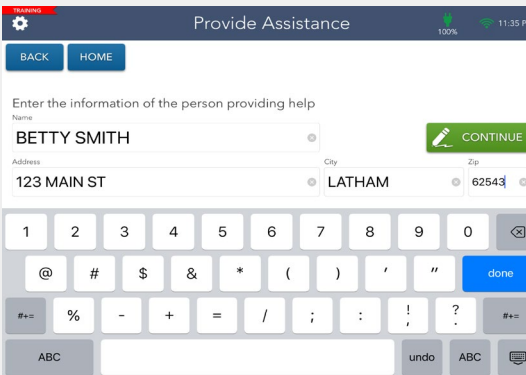
Next you will be asked if the voter brought someone to assist them.

3

If they did not, touch NO if the voter needs assistance from two election judges (one from each party). The paper Assisted Voter Affidavit must be completed after the voter is checked in. Touch **CONTINUE** and review the blue boxes of instructions on the next screens. On Issue Ballot screen, touch **COMPLETE CHECK-IN** to print ballot. Follow instructions in blue box.



If someone did come with the voter, touch YES to record their information. Continue to step 4.



4

Enter the information of the person providing help, then touch **CONTINUE**.

## Pollbook Instructions for Assisted Voter

5

Tilt the Pollbook screen toward the person for them to read and sign the assistance oath.

Once confirmed, they will need to touch the green DONE button.

6

Verify a signature has been captured and touch CONTINUE.

7

The **Voter Eligibility** screen will be displayed.

If the voter is eligible to vote via a regular ballot, the screen will display a green **"Voter is eligible to vote"** message.

Review the blue box for further instructions.

Touch **GET VOTER SIGNATURE** to continue.

The screenshot displays the Pollbook interface in three stages. At the top, a warning message reads: "YOU HAVE BEEN SELECTED BY A VOTER TO PROVIDE VOTING ASSISTANCE. UNDER ILLINOIS LAW, ONLY VOTERS WHO ARE BLIND, PHYSICALLY DISABLED OR UNABLE TO READ OR WRITE THE ENGLISH LANGUAGE MAY BE ASSISTED BY A RELATIVE OR FRIEND. INDIVIDUALS WHO CANNOT ASSIST VOTERS INCLUDE THE VOTER'S EMPLOYER OR AGENT OF THAT EMPLOYER OR OFFICER OR AGENT OF THE VOTER'S UNION." Below this, a signature "Betty Smith" is captured. The screen prompts "Please sign below" and includes buttons for "DONE", "CAMBIAR IDIOMA", and "CLEAR". The name of the person providing help is "BETTY SMITH".

The middle section, titled "Provide Assistance", shows the name "BETTY SMITH" and a "Verify signature below." prompt. A signature "Betty Smith" is displayed, with "CONTINUE" and "SIGN AGAIN" buttons.

The bottom section, titled "Voter Eligibility", displays voter information: Name: JOHN G CARR, Birthdate: 6/1/1943, Voter ID: WK9L422Y, County: LOG. Address: 801 W ELDORADO CHESTNUT, 62522. Precinct / Ballot Style: LAKE FORK/LAENNA / 0001-D. Gender: M, Status: ACT. A green message states "Voter is eligible to vote." Below it, a blue box says "Voter needs assistance. Touch green button to continue." At the bottom, there are buttons for "WRONG VOTER, SEARCH AGAIN", "MORE OPTIONS", and "GET VOTER SIGNATURE".

# Pollbook Instructions for Assisted Voter

## Request Assistance After Voter Check-In

1

If a voter realizes they need assistance after being checked in, they can still be marked as requiring assistance in the Pollbook.

From the Launchpad screen, select REQUEST ASSISTANCE from the “hamburger menu.”

2

Enter the first few letters of their Last Name then their First Name, then select **SEARCH**. Select the voter’s name beneath the search area, then select **CONTINUE**.

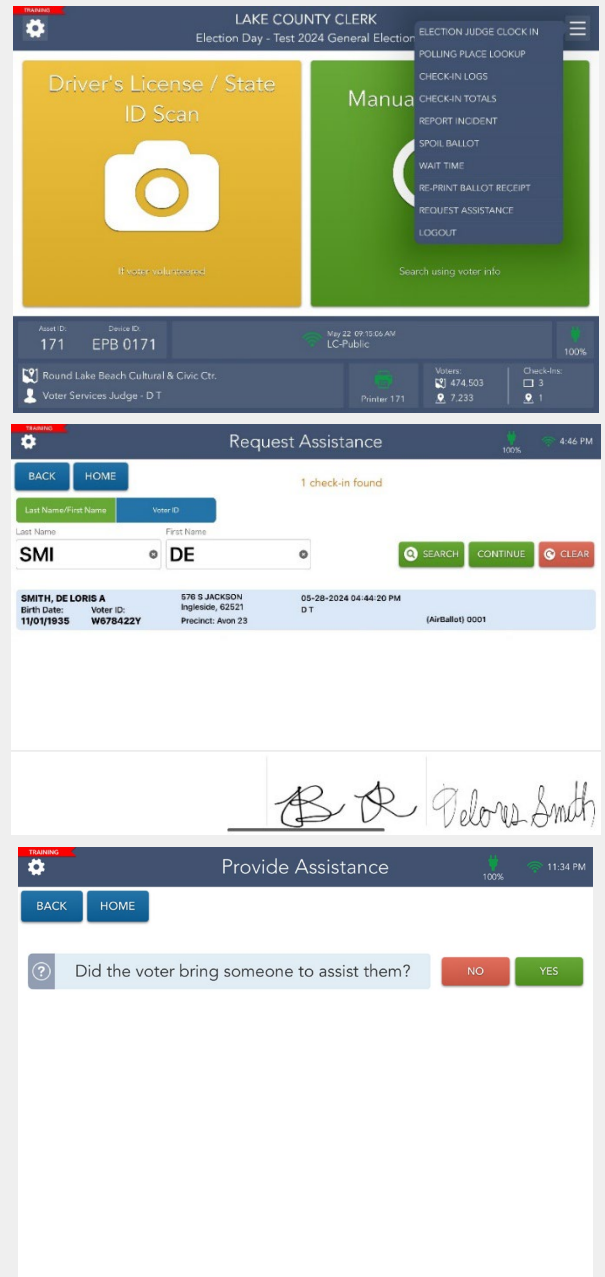
If the voter has spoiled a ballot, they will have two check-ins show up during the search. Do not worry, this only signifies that the voter has been checked-in on two separate occasions, not that they have two records. You may mark either check-in as an assisted voter.

Next you will be asked if the voter brought someone to assist them.

3

If they did not, touch **NO** if the voter needs assistance from two election judges (one from each party). The paper Assisted Voter Affidavit must be completed after the voter is checked in. Touch **CONTINUE** and review the blue boxes of instructions on the next screens. On Issue Ballot screen, touch **COMPLETE CHECK-IN** to print ballot. Follow instructions in blue box.

If someone did come with the voter, touch **YES** to record their information. Continue to step 4.



## Pollbook Instructions for Assisted Voter

4

Enter the information of the person providing help, then touch **CONTINUE**.

The screenshot shows the 'Request Assistance' app interface. At the top, there are 'BACK' and 'HOME' buttons. Below them, a text field is labeled 'Enter the information of the person providing help'. The name 'JOHN SMITH' is entered in the 'Name' field, and a green 'CONTINUE' button is visible to the right. Below the name field, there are fields for 'Address' (576 JACKSON), 'City' (INGLESIDE), and 'Zip' (60041). A virtual keyboard is displayed at the bottom of the screen.

5

Tilt the Pollbook screen toward the person for them to read and sign the assistance oath.

Once confirmed, they will need to touch the green **DONE** button.

The screenshot shows the 'Request Assistance' app interface. At the top, there are 'BACK' and 'HOME' buttons. Below them, the name 'JOHN SMITH' is displayed. A large block of text contains the assistance oath, which is mirrored and tilted to be read by the person providing help. Below the text, a signature 'John Smith' is captured. At the bottom, there are three buttons: 'DONE' (green), 'CAMBIAR IDIOMA' (blue), and 'CLEAR' (yellow). The text 'Please sign below' is visible above the signature.

6

Verify a signature has been captured and touch **CONTINUE**.

The screenshot shows the 'Request Assistance' app interface. At the top, there are 'BACK' and 'HOME' buttons. Below them, the name 'JOHN SMITH' is displayed. A large block of text contains the assistance oath, which is mirrored and tilted to be read by the person providing help. Below the text, a signature 'John Smith' is captured. At the bottom, there are two buttons: 'CONTINUE' (green) and 'SIGN AGAIN' (yellow). The text 'Verify signature below.' is visible above the signature.

## Vote by Mail

### Vote by Mail

The voter may surrender the ballot received by mail in exchange for a ballot at the voting site. Vote by Mail ballots may be returned in their certification envelope in the drop box at the Early Voting site, but Vote by Mail ballots may not be run through the Early Voting tabulator(s).

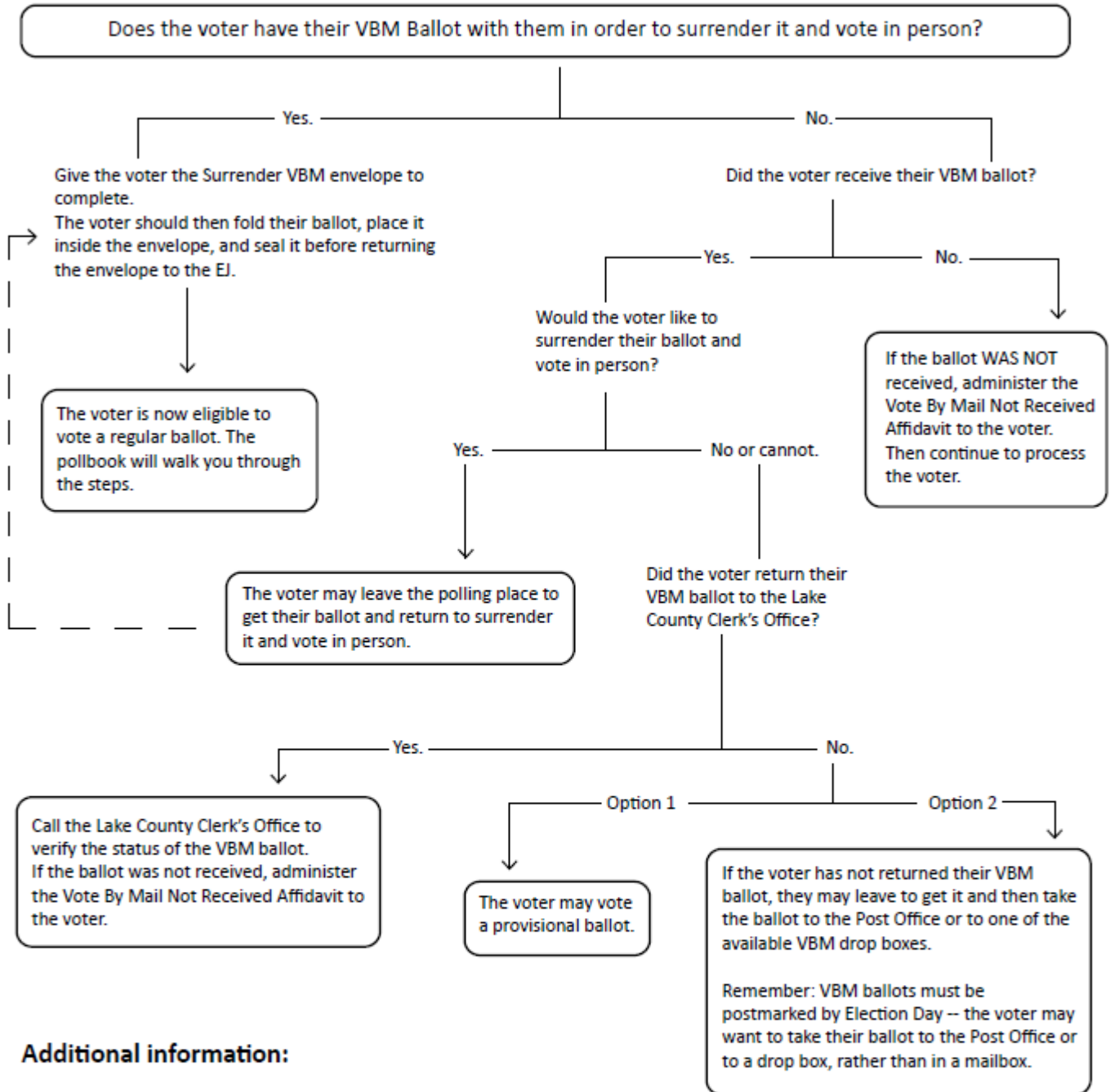
- ▶ Surrendering ballot
  - Accept ballot from voter and place in surrendered ballot envelope.
  - Complete label on front of envelope.
  - Voter signs the envelope, and judge places it in the collection envelope.
  - See Pollbook instructions in the next section.
- ▶ Received ballot, but voter did not return and cannot surrender
  - Process as a provisional voter.
  - See Pollbook instructions in the next section.
- ▶ Applied for, but voter never received ballot
  - Can vote a precinct ballot once the voter has completed an affidavit.
  - See Pollbook instructions in the next section.
- ▶ Completed and returned, but ballot not received by Lake County Clerk
  - Can vote a precinct ballot once the voter has completed an affidavit.
  - See Pollbook instructions in the next section.

If a voter brings their Vote by Mail ballot to the voting site, they may either place it in the Vote by Mail drop box OR surrender their ballot to the Election Judges and receive a new ballot printed on the Ballot on Demand printer.

Voters **MAY NOT** place Vote by Mail ballots in the tabulator.

## Vote by Mail

### If the voter is marked “Ballot Requested” on the Pollbook



#### Additional information:

If the voter would like to sign up for the permanent VBM program, they can request to do so on the Lake County Clerk’s Office website or call our office. (If the voter wants to call, we ask that they please wait at least 1 week following the Election.)

If the voter believes they signed up for the program, but did not receive a VBM ballot, it is possible they requested to VBM for only one election and/or to only receive ballots for General/Consolidated elections, NOT for Primaries.

A voter CANNOT leave a voted VBM ballot at an Election Day voting site for collection by Election Judges, like they can at an Early Voting site. They may take it to the Post Office or to one of the available VBM drop boxes.

A voter CANNOT cast a voted VBM ballot in a tabulator. Voters MUST mail, take to an available drop box, or surrender their VBM ballot.

# Vote by Mail

## Pollbook Instructions for Vote by Mail Voters

This section contains Pollbook instructions for Vote by Mail voters who surrender their ballot, voters who do not surrender their ballot but attest to an affidavit to receive a precinct ballot, and voters who requested and received their ballot but are unable to surrender it. Please make sure you are completing the steps for the appropriate circumstance.

### Pollbook Instructions for Vote by Mail Ballot Requested - Surrender

**1** If a voter has requested a Mail Ballot and is surrendering the ballot at the time of check-in, touch **YES** to continue processing the voter check-in. Surrendered ballots and/or certification envelopes will be placed in individual surrendered ballot envelopes with the information on the envelope completed, then placed in the collection envelope. Once the voter has surrendered their ballot or certification envelope, they are processed as a routine voter.

The Voter Eligibility screen will be displayed.

**2** The screen will display a green **“Voter is eligible to vote”** message.

Review the blue box for further instructions.

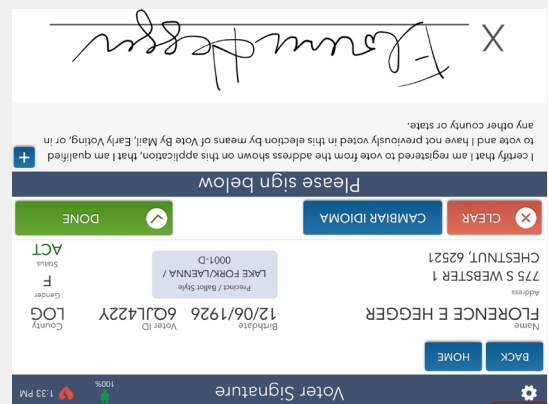
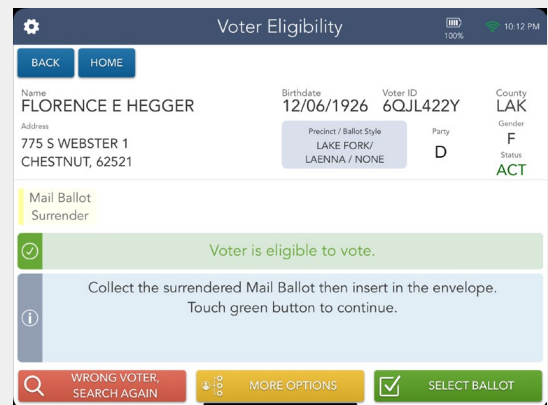
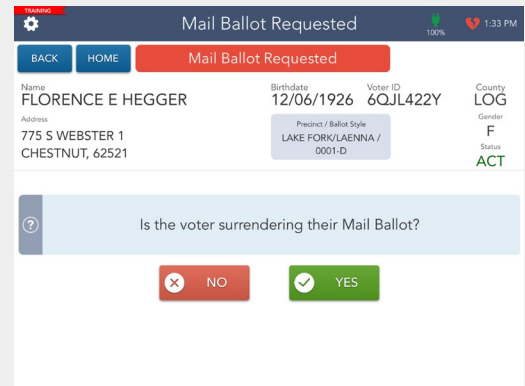
Touch **SELECT BALLOT** (in a primary election) or **GET VOTER SIGNATURE** (in a general/consolidated election) to continue.

The Voter Signature screen will appear.

**3** Tilt the Pollbook screen toward the voter and have them sign with the stylus pen.

Once they have signed, they will need to touch the green **DONE** button.

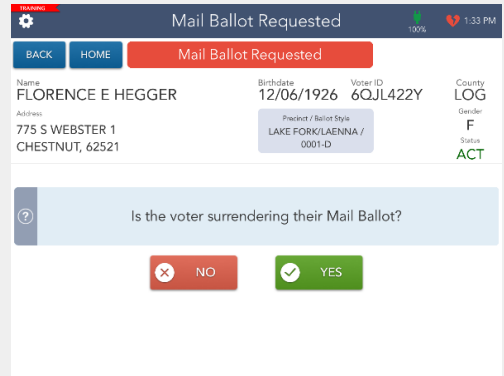
Continue processing the voter check-in as normal.



# Vote by Mail

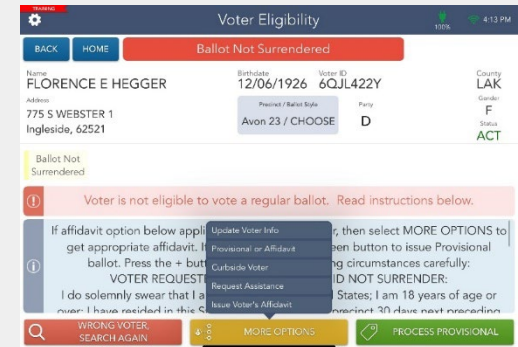
## Mail Ballot Requested - Not Surrendered with Voter Affidavit

1 If a voter has requested a Mail Ballot and is not surrendering the ballot at the time of check-in, touch the red **NO** button.



The Voter Eligibility screen will be displayed. The screen will display a red **“Voter is not eligible to vote a regular ballot...”** message.

2 Read the instructions in the blue box at the bottom of the screen. Scroll down in the blue box to read full text. If the voter is eligible to complete an affidavit, allow the voter to read affidavit, touch **MORE OPTIONS**. Then choose **“Issue Voter’s Affidavit.”**



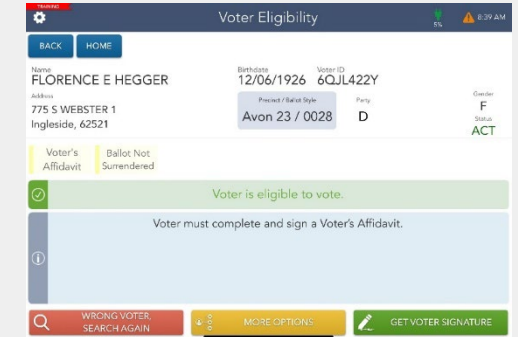
A popup screen will ask you to verify issuing the affidavit, select YES.

The Voter Eligibility screen will be displayed.

The screen will display a green **“Voter is eligible to vote”** message.

3 Review the blue box for further instructions.

Touch **GET VOTER SIGNATURE**, or **SELECT BALLOT** in a primary, to continue.



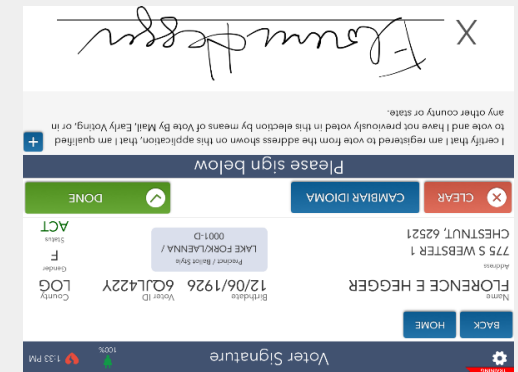
In a primary, voter will make their party selection.

The **Voter Signature** screen will appear.

4 Tilt the Pollbook screen toward the voter and have them sign with the stylus pen.

Once they have signed, they will need to select the green **DONE** button.

Continue processing the voter check-in as normal.

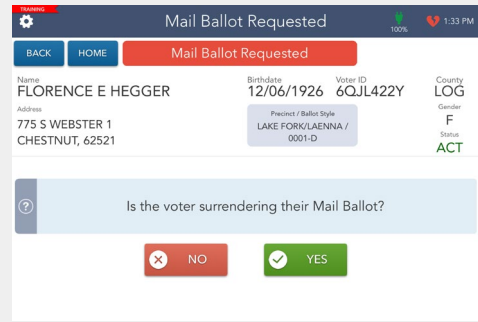


# Vote by Mail

## Pollbook Instructions for VBM Requested and Received - Not Surrendered - Provisional

1

If a voter has requested and received a Mail Ballot, is not surrendering the ballot at the time of check-in, and does not meet the criteria to complete an affidavit; touch the red **NO** button.

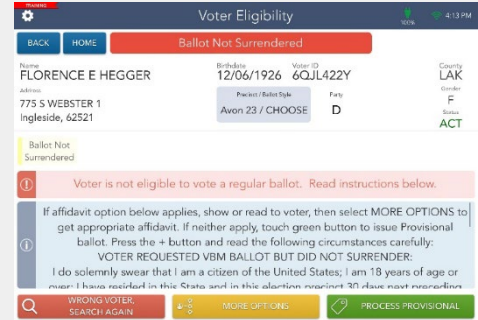


2

The Voter Eligibility screen will be displayed.

The screen will display a red "**Voter is not eligible to vote a regular ballot...**" message.

If the voter received the Mail Ballot but did not return it, touch **PROCESS PROVISIONAL** to continue processing the provisional voter check-in.



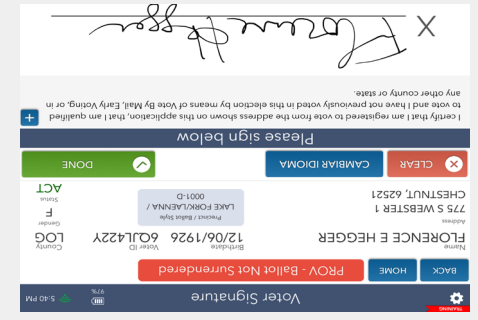
3

In a primary, voter will select their party.

The Voter Signature screen will appear.

Tilt the Pollbook screen toward the voter and have them sign with the stylus pen.

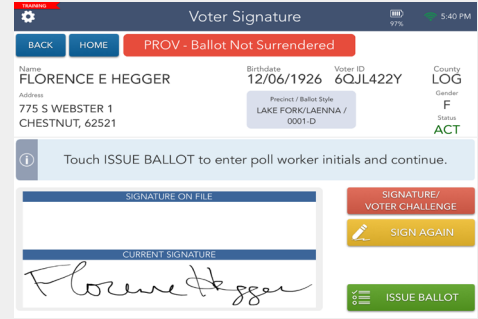
Once they have signed, they will need to touch the green **DONE** button.



4

Flip the screen back toward you and verify that a valid signature has been captured.

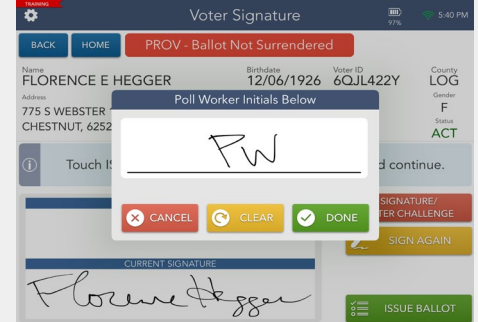
Touch **ISSUE BALLOT** to continue.



5

The Poll Worker Initials Below pop-up will appear.

Sign it with the stylus pen and touch **DONE**. Ensure the Provisional Ballot Envelope is completed.

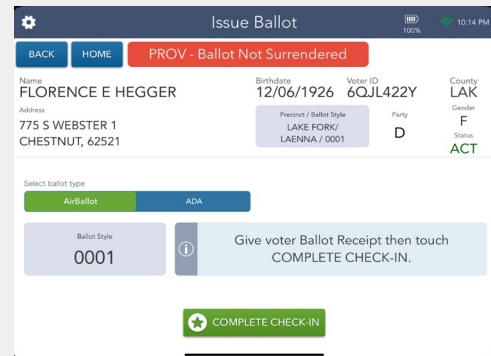


## Vote by Mail

Touch **COMPLETE CHECK-IN**.

6

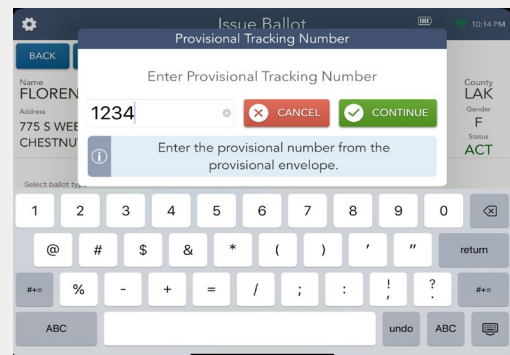
Ensure the voter and election judge both sign envelope.



The **Provisional Tracking Number** pop-up will appear.

7

Enter the 5-digit provisional tracking number from the bottom left of the provisional envelope, then touch **CONTINUE**. Once you select **CONTINUE** again, ballot will print.

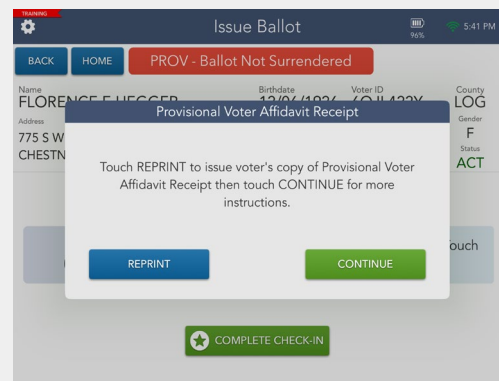


The Provisional Voter Affidavit Receipt pop-up will appear. Once you select **CONTINUE**, the ballot will print.

8

Touch **REPRINT** to issue the voter's copy of the Provisional Affidavit Receipt, then touch **CONTINUE** for more instructions.

Provisional ballot will print. Provisional ballots are not to be initialed. Have voter fill out ballot, fold it in half twice, insert ballot into provisional envelope, and seal. Provisional ballot envelope with voted ballot is placed in the Provisional Ballot Collection Envelope in cage during Early Voting. Complete information on Provisional Ballot Inventory sheet.

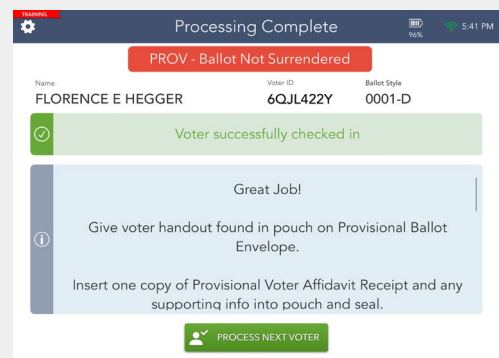


**Congratulations!**

The voter has been successfully checked in.

9

Verify any additional instructions in the blue box, then touch **PROCESS NEXT VOTER** and move on to the next voter.



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## Cancel/Spoil Ballot

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### Cancel Voter's Check-In

If the voter's check-in has been fully recorded and their ballot has not been cast, a voter's check-in can be cancelled. Ideally, the voter should return to the judge who checked them in, but if the voter was checked in more than five minutes ago any judge can cancel the voter's check-in. See Pollbook instructions in the next section. If a ballot has been cast, call the Early Voting Hotline at (847) 377-2456.

### Spoiled Ballot

1. The judge will complete a white spoiled ballot security envelope with the ballot style and precinct (and party in a primary).
2. Instruct the voter to make a line across their ballot with the pen. Do not verify that the voter has done so, as it may upset the voter. The voter can feel free to make any additional marks if they are concerned about making sure that their spoiled ballot is not counted.
3. Give the voter the envelope with instructions to fold the ballot, insert it in the envelope, and seal it.
4. See Pollbook instructions in the next section.
5. File the white spoiled ballot security envelope into the manilla spoiled ballot collection envelope.

Note: If a judge notices that a voted ballot has not been initialed in error before it is inserted into the tabulator, the ballot MUST be spoiled.

### Reset a Voter Marked in Error

If a voter is checked in in error at the polling place, the check-in has been recorded, and ballot has been printed; the voter's ballot must be spoiled and the incorrect voter who was checked in needs to be reset.

1. The judge will complete a white spoiled ballot security envelope with the ballot style and precinct (and party in a primary).
2. Instruct the voter to make a line across their ballot with the pen. (Do not verify that the voter has done so, as it may upset the voter.) The voter may make any additional marks if they are concerned about making sure that their spoiled ballot is not counted.
3. Give the voter the envelope with instructions to fold the ballot, insert it in the envelope, and seal it.
4. See next section for Pollbook procedures. Do not issue a replacement ballot.
5. File the white spoiled ballot security envelope into the manilla spoiled ballot collection envelope.

## Cancel/Spoil Ballot

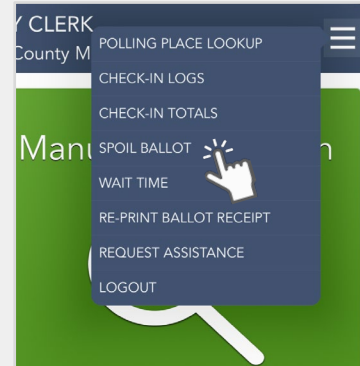
### Cancel/Spoil Ballot from the Pollbook Launchpad Menu

In case a Check-in needs to be reversed, use the **SPOIL BALLOT** function of the **Launchpad Menu**.

All judges can spoil a ballot. If the voter was checked in within the past five minutes, best practices are for the judge who performed the check-in to spoil the ballot:

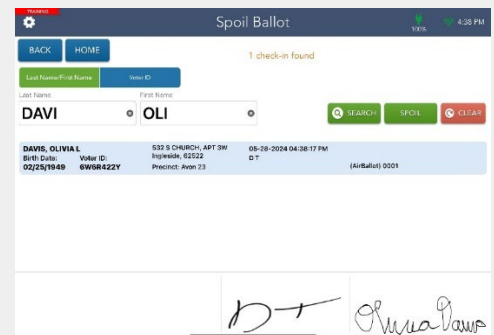
**1** A voter may request for a replacement ballot if an error was made while voting.

Open the **Launchpad Menu** and select **SPOIL BALLOT**.



**2** Type the first letters of the **Last Name** then the **First Name**, then touch **SEARCH**.

Select the voter check-in you would like to spoil, then touch **SPOIL**.



A pop-up will appear:

Select the reason the ballot is being spoiled. Voter Requested would be if the voter marked their ballot in error and is requesting a new ballot. Administrative Issues would be if the voter's ballot was not initialed or if the ballot bin cannot read the ballot after it has been inserted in all four orientations.

Select whether a replacement ballot will be issued or not. To cancel a voter's check-in (if the wrong voter was selected or the voter will not cast their ballot), choose No.

After selections have been made, touch **CONTINUE**.

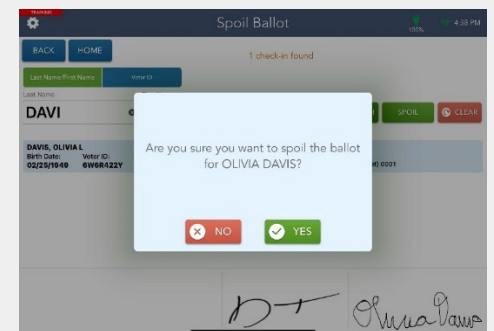
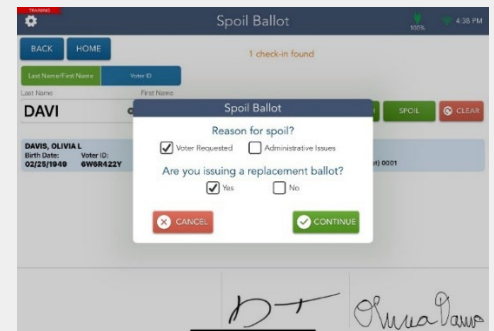
A pop-up will appear:

Touch **YES** to confirm that you would like to spoil the ballot.

Complete additional check-in steps if reissuing ballot.



If you select a replacement ballot, the Voter Signature screen will be displayed. Finish processing the re-issued ballot as normal.



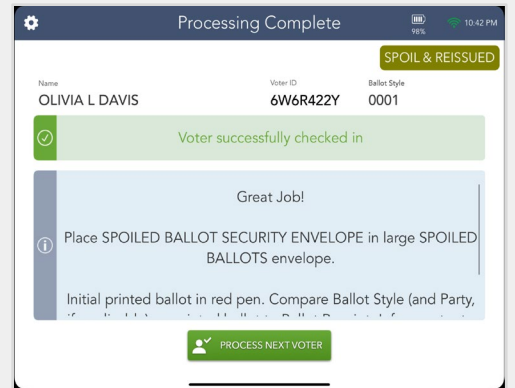
## Cancel/Spoil Ballot

Once you come to the Processing Complete screen:

→ Review any additional instructions for spoiling and reissuing paper ballots in the blue info box.

→ Touch **PROCESS NEXT VOTER** to continue.

5



# Cancel/Spoil Ballot

## Cancel/Spoil Ballot After Looking Up Voter

All judges can spoil a ballot. If the voter was checked in within the past five minutes, best practices are for the judge who performed the check-in to spoil the ballot:

**1** Many tenured judges are used to looking up a voter a second time to spoil their ballot. Should you look up and start processing the voter, you may cancel their ballot on the “Voter Eligibility” screen.

The screen will inform you that the voter may not be eligible to vote a regular ballot. We do not want to touch the green “PROCESS PROVISIONAL” button, unless their original ballot was provisional.

**2** Instead, select **MORE OPTIONS**, then “Spoil Ballot.”

Pop-up will appear:

Select the reason the ballot is being spoiled. Voter Requested would be if the voter marked their ballot in error and is requesting a new ballot. Administrative Issues would be if the voter’s ballot was not initialed or if the ballot bin cannot read the ballot after it has been inserted in all four orientations.

**3** Select whether a replacement ballot will be issued or not. To cancel a voter’s check-in (if the wrong voter was selected or the voter will not cast their ballot), choose No.

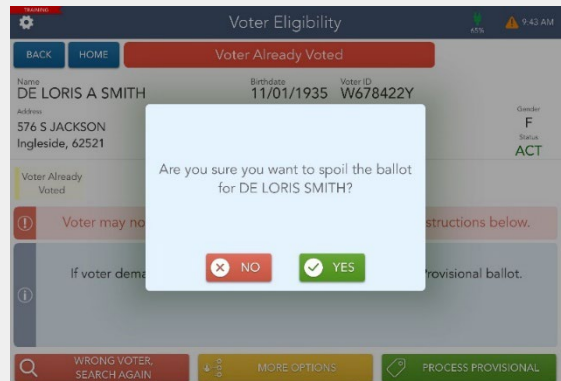
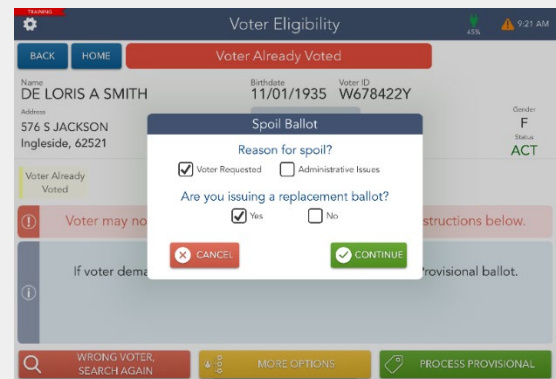
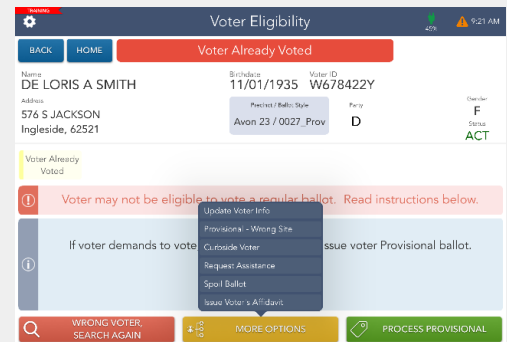
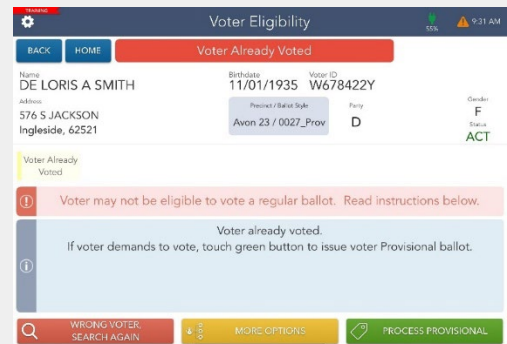
After selections have been made, touch **CONTINUE**.

A pop-up will appear:

**4** Touch **YES** to confirm that you would like to spoil the ballot.

Complete additional check-in steps if reissuing ballot.

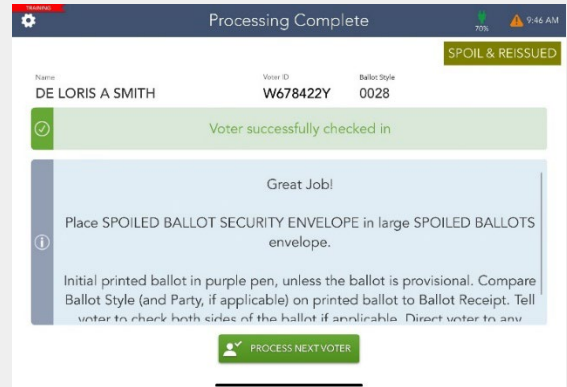
 If you select a replacement ballot, the **Voter Signature** screen will be displayed. Finish processing the re-issued ballot as normal.



## Cancel/Spoil Ballot

5

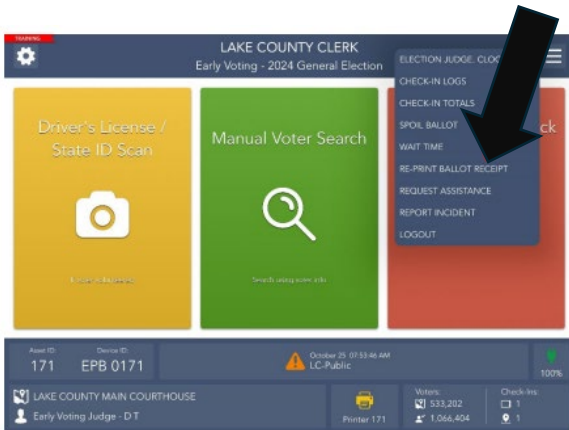
- Once you come to the Processing Complete screen:  
→ Review any additional instructions for spoiling and reissuing paper ballots in the blue info box.  
→ Touch **PROCESS NEXT VOTER** to continue.



## Reprinting a Ballot or Ballot Receipt / Unreadable Ballot

### Reprinting a Ballot/Ballot Receipt

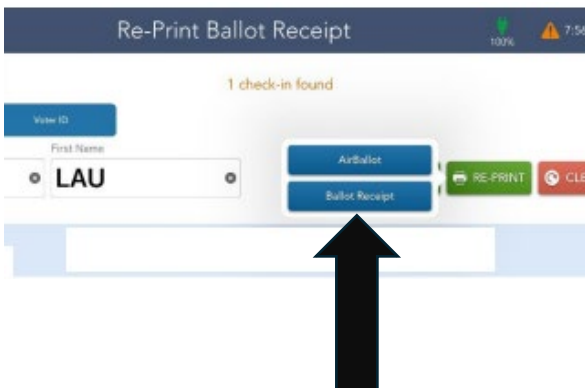
1) To reprint a ballot or ballot receipt for a voter without spoiling their ballot, click on the hamburger menu from the Launchpad screen. Then click RE-PRINT BALLOT RECEIPT.



2) Type the first and last name of the voter and touch SEARCH. Touch the voter's name, then touch RE-PRINT.



3) Two blue boxes will pop up. To reprint the ballot, choose AirBallot. To reprint the ballot receipt, have choose Ballot Receipt. The ballot and/or receipt will print.



### Unreadable Ballot

- If a voter has left the polling place and an unreadable ballot was left in the ballot counter, call the Lake County Clerk's Office.

A staff member will need to follow certain processes back at the county building before they can walk you through the steps you will need to follow at the polling place.

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## Grace Period Registration

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### Grace Period Registration

- ▶ Voters can register and vote at any Early Voting location regardless of where they live in Lake County.
- ▶ A voter will not be able to register at multiple locations on the same day. The Pollbooks sync throughout the county.
- ▶ Grace Registrations are now paperless and processed entirely on the Pollbook.

### New Registration or an Update to an Existing Registration with a Name and/or Address Change

See Pollbook instructions in the next section for specific steps.

1. If a valid address cannot be found for this voter, call the Early Voting Hotline (847) 377-2456. NOTE: a common reason for not finding an address is due to adding a suffix when searching for the address (Rd, St, etc).
2. Proceed to process voter normally.
3. Once registration and check-in has been completed, issue the voter the registration receipt, ballot receipt, and ballot. Then direct the voter to the Pen and Privacy Sleeve table.

### Pollbook Instructions for Grace Period Registration

This section contains Pollbook instructions for various Grace Period Registration scenarios. Please make sure you follow the steps for the appropriate circumstance.

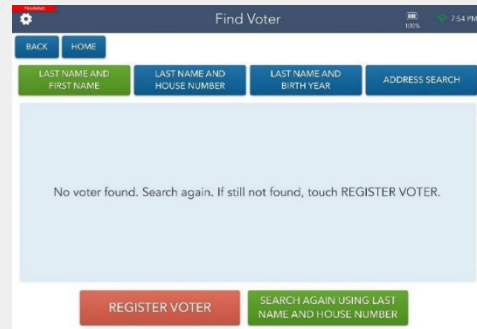
#### Pollbook Instructions for New Registration

1

If a voter is not found, touch **SEARCH AGAIN** to search using a different search method.

Ask the voter if they have moved or changed their name.

If the voter is still not found and they have not moved or changed their name, touch the **REGISTER** button to initiate the Election Day Registration process.



2

Ask the voter the questions on screen and make the appropriate selections, then touch **CONTINUE**.

Remember that in a primary election, voter must turn 18 by the Consolidated (April odd-year) or General (November even-year) Election.

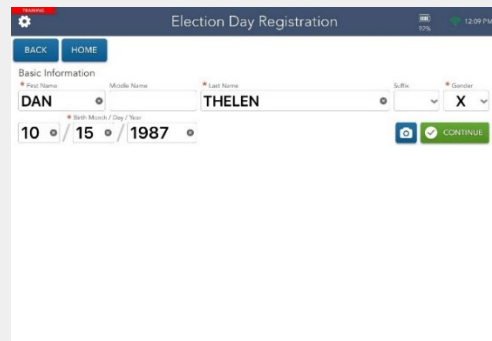
If the answer to either of these questions is No, then the voter is not eligible to vote.



3

Enter the voter's Name, Date of Birth, and Gender (M for Male, F for Female, X for Non-Binary, or U for Unknown); or touch the blue camera icon to collect the voter's details by scanning their ID, then touch **CONTINUE**.

If you did not enter voter's full name in the search, please ensure that you enter the full name on this screen.



## Grace Period Registration – New Registration

Enter the voter's House Number and the Street Name.

Remember that this is a smart search, so you do not need to type in the full street name, just the first few letters. Do not include directionals or suffixes. For example, "123 W. Main St" would be "123 Main."

4

Touch **SEARCH** to continue.

Touch the correct option from the list that appears, then touch **CONTINUE**.

If the address requires a unit number, touch **YES** to enter it on the screen. If not, touch **NO**.

5

Enter the voter's identification details and select the Proof of ID and Proof of Residence types from the dropdown menus.

Voter must provide two different forms of ID, one containing name and current address and another containing name. Voter cannot use a witness for a new registration. If voter does not have requisite ID, voter must vote provisionally. See "Provisional Ballot" section for instructions.

6

If you select "Not Provided" from the drop down, you will be taken to the steps for a Provisional Ballot.

Then touch **CONTINUE**.

Tilt the Pollbook screen toward the voter for them to confirm the information.

Once confirmed, they will need to touch the green **CORRECT** button.

7

## Grace Period Registration – New Registration

8

Once confirmed and the information is correct, tilt the screen back towards you, review information, then touch **CONTINUE**.

The screenshot shows the 'Election Day Registration' screen. At the top, there are 'BACK' and 'HOME' buttons. The main heading is 'INFORMATION IS CORRECT'. Below this, the following information is displayed: Name: DAN THELEN, DOB: 10/15/1987, Gender: X, Residence Address: 96 W SPRUCEWOOD LN Round Lake Beach, 60073. At the bottom, there are three categories: Identification (Illinois Driver's License), Proof of Residence (Employee ID Card), and Driver License (1123456/8910 9876). A green 'CONTINUE' button with a checkmark is at the bottom center.

9

The Election Day Registration Receipt will print. Give the receipt to the voter and ask them to read the attestation printed on it. Then touch **CONTINUE**.

The screenshot shows the 'Election Day Registration' screen with a dialog box titled 'Print Election Day Registration Receipt'. The dialog box contains the text: 'Read to voter: "You do solemnly swear (or affirm) that you fully and truly answered all such questions as put to you touching your name, place of residence, place of birth, your qualifications as an elector and your right as such to register and vote under the laws of the State of Illinois."' Below the text are 'REPRINT' and 'CONTINUE' buttons. A green 'CONTINUE' button with a checkmark is also visible at the bottom of the screen.

The **Voter Eligibility** screen will be displayed.

The screen will display a green "**Voter is eligible to vote**" message.

10

Review the blue box for further instructions.

Touch **GET VOTER SIGNATURE**, or **SELECT BALLOT** in a primary, to continue.

Continue processing voter check-in as normal.

The screenshot shows the 'Voter Eligibility' screen. At the top, there are 'BACK' and 'HOME' buttons and an 'Election Day Reg' button. The main heading is 'Voter Eligibility'. Below this, the following information is displayed: Name: DAN THELEN, Birthdate: 10/15/1987, Voter ID, County: LAK, Address: 96 W SPRUCEWOOD LN Round Lake Beach, 60073, Precinct / Ballot Style: Avon 23 / CHOOSE, Party, Gender: X, Status: NEW. Below the information, there is a green message: 'Voter is eligible to vote.' Below the message, there is a blue box with the text: 'Voter has been added to the Pollbook. Touch green button to continue.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN', 'MORE OPTIONS', and 'SELECT BALLOT'.

## Grace Period Registration – Name Change

### Pollbook Instructions for Name Change

1

If a voter's name needs to be updated, touch **MORE OPTIONS**.

On the pop-up menu, touch **Update Voter Info**.

2

Enter the voter's identification details and select the Proof of ID and Proof of Residence types from the dropdown menus, then touch **CONTINUE**.

3

Touch the blue **EDIT** button next to the voter's name.

4

Enter the voter's new name, then touch **CONTINUE**.

Voter Eligibility

BACK HOME

Name: Logan Wolverine Birthdate: 05/28/1945 Voter ID: 785830899 County: LOG  
Address: 310 OLIVE ST LATHAM, 62543 Precinct / Ballot Style: LAKE FORK/LAENNA / 0006-D Gender: M Status: ACT

Voter is eligible to vote.

Update Voter Info  
Manual Provisional  
Request Assistance

WRONG VOTER, SEARCH AGAIN MORE OPTIONS GET VOTER SIGNATURE

Voter Update

BACK HOME

Identification

IL Issued License/ID Card OR Last 4 SSN: 8199 OR I cannot provide an IL Driver's License, state ID, or SSN.

Proof of ID: Library Card Proof of Residence: Illinois State ID Card

CONTINUE

Voter Update

BACK HOME

Touch EDIT to Update Information Below

Name: Logan Wolverine EDIT  
Residence Address: 310 OLIVE ST LATHAM, 62543 EDIT  
Identification Proof of ID: Library Card EDIT  
Proof of Residence: Illinois State ID Card  
Driver License: Not Provided  
Last Four SSN: 8199 EDIT

CONTINUE

Voter Update

BACK HOME

Basic Information

First Name: Logan Middle Name: Last Name: WOLF Suffix:

CONTINUE

Voter Update

BACK HOME

Basic Information

First Name: Logan Middle Name: Last Name: WOLF Suffix:

CONTINUE

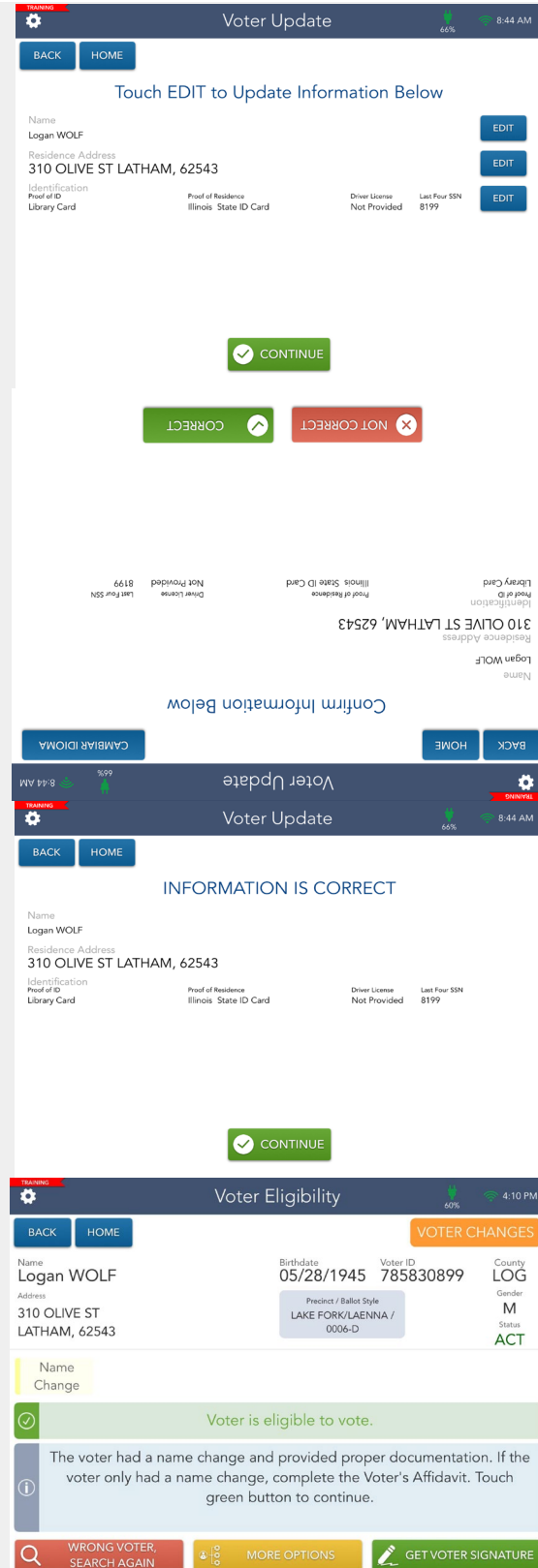
## Grace Period Registration – Name Change

**5** Verify the voter's information is correct, then touch **CONTINUE**.

**6** Tilt the Pollbook screen toward the voter and have them verify their updated information.  
Once they have confirmed, they will need to touch the green **CORRECT** button.

**7** Touch **CONTINUE** to proceed with the voter check-in.

**8** The Voter Eligibility screen will be displayed.  
If the voter is eligible to vote via a regular ballot, the screen will display a green **"Voter is eligible to vote"** message.  
Review the blue box for further instructions.  
Touch **GET VOTER SIGNATURE** or **SELECT BALLOT** to continue.

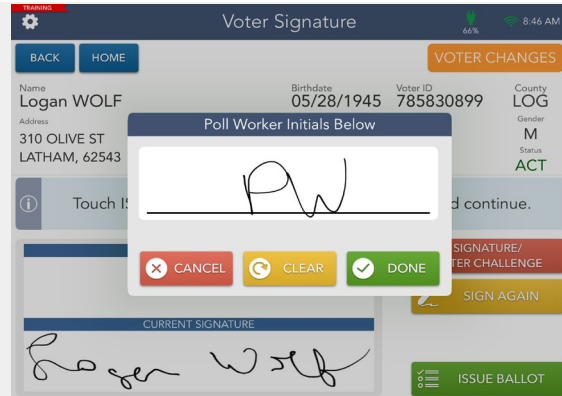


## Grace Period Registration – Name Change

9

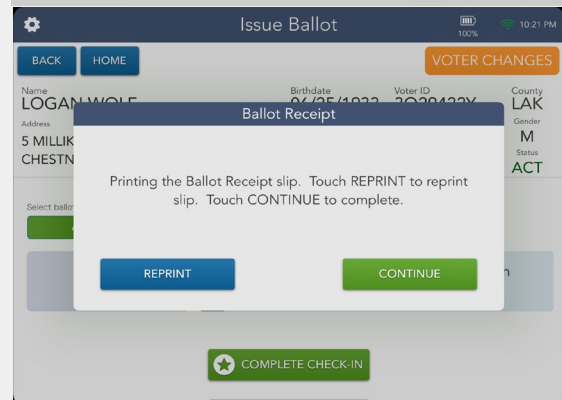
The Poll Worker Initials Below pop-up will appear.

Sign it with the stylus pen and touch **DONE**.



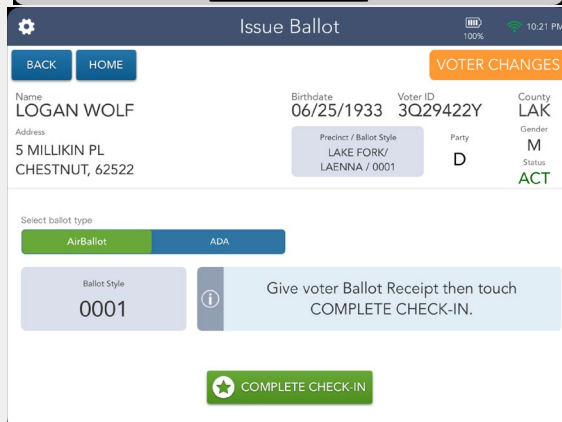
10

The Ballot Receipt will print. Touch **CONTINUE** to complete the check-in.



11

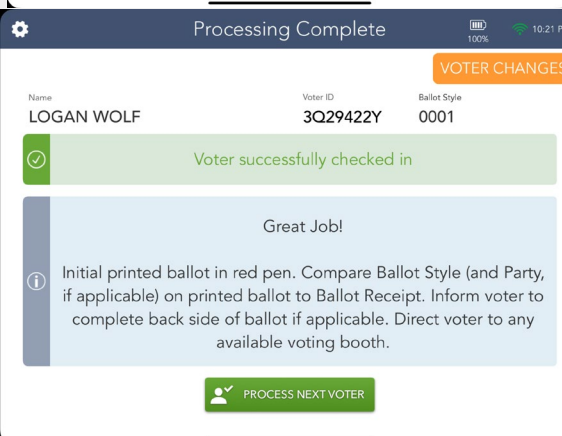
Review the blue box for further instructions. Then proceed to touch **COMPLETE CHECK-IN**.



12

**Congratulations!**  
The voter has been successfully checked in.

Verify any additional instructions in the blue box, then touch **PROCESS NEXT VOTER** and move on to the next voter.

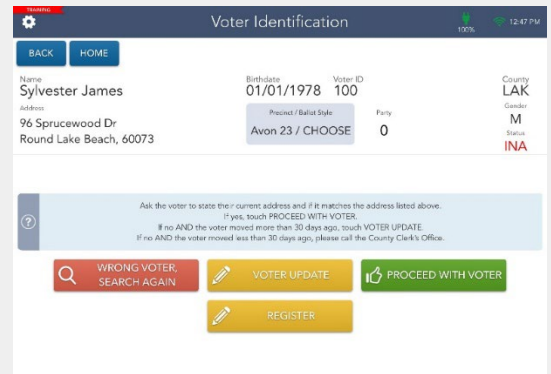


# Grace Period Registration – Address Change

## Pollbook Instructions for Address Change

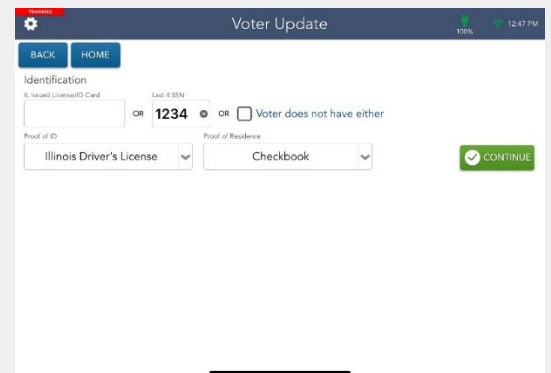
1

If a voter moved more than 30 days ago and their address needs to be updated, touch **VOTER UPDATE** on the VOTER IDENTIFICATION screen.



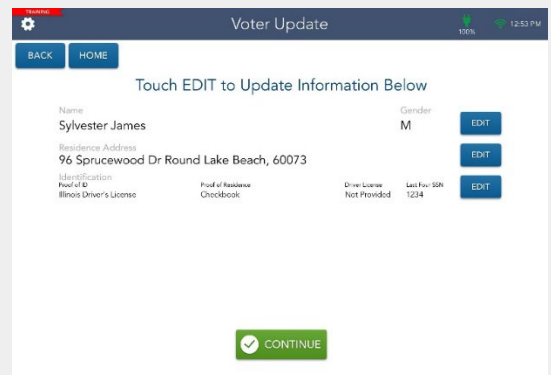
2

Enter the voter's identification details and select the Proof of ID and Proof of Residence types from the dropdown menus, then touch CONTINUE.



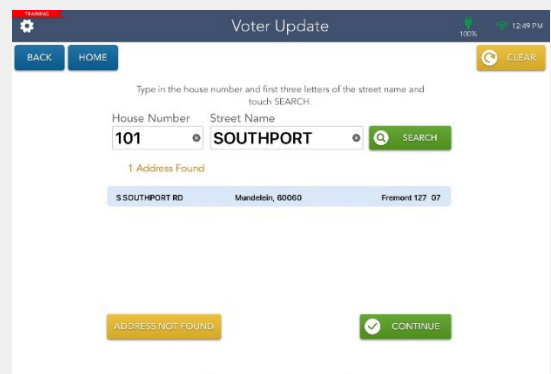
3

Touch the blue EDIT button next to the voter address.



4

Enter the house number (only the numbers in the address) and street name (no Rd, St, Ct, etc) then click **SEARCH**. Click on the address below the search then **CONTINUE** once the address is found.



## Grace Period Registration – Address Change

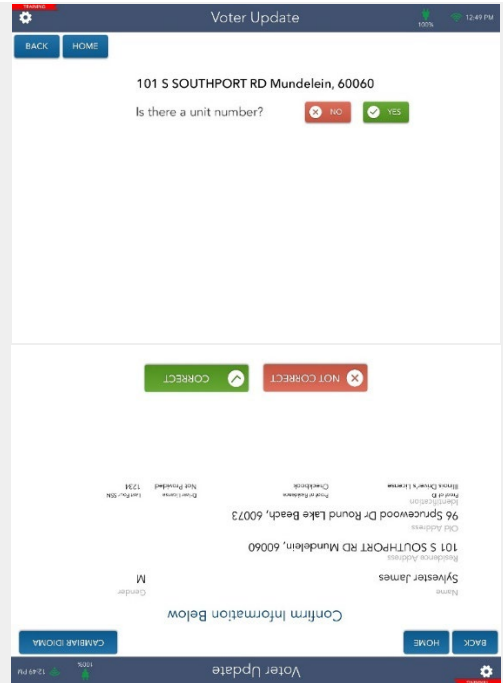
5

If the address requires a unit number, touch **YES** to enter it on the screen. If not, touch **NO**.

6

Tilt the Pollbook screen toward the voter for them to confirm the information.

Once confirmed, they will need to touch the green **CORRECT** button.



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## Voter Signature Challenge

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If the voter's identity cannot be verified by their signature, then the Election Judges should challenge the voter. The purpose of a signature challenge is to satisfy the person making the challenge of the voter's identity. If the voter's signature has changed, but the voter can satisfactorily duplicate their prior signature on the "Voter Signature" screen, that may be used by the Election Judges to verify the voter's identity. From that point, the judge may select "SIGN AGAIN" and have the voter sign their updated signature. Then, the updated signature will be the signature attached to the voter's registration record for future elections.

A voter's identity or address can be challenged by:

- ▶ A pollwatcher,
- ▶ A registered voter, or
- ▶ An Election Judge.

The challenger must state one of three specific reasons for challenging the person's right to vote:

- ▶ Voter no longer resides at the given address,
- ▶ Person attempting to vote is not the same person as registered, or
- ▶ Signature does not match.

The voter must produce:

- ▶ Two forms of valid identification both showing current name and Lake County physical street address, *or*
- ▶ A registered voter residing in the same precinct as a witness. If voter uses a witness, witness must complete *Witness Information* sheet in red binder.

To decide a challenge, judges act as a board.

- If a majority of the judges agree with the challenger, the voter must provide identification and attest to the appropriate affidavit.
- If the majority does not agree with the challenger, the voter is permitted to vote as though a challenge had not been issued. The judges' decision is final.
- If the voter is using a witness to verify their identity, have the witness complete the Witness Information sheet in the red binder. See Pollbook instructions in the next section.
- If voter does not provide identification, then voter may be processed as a provisional voter and then has 7 days to provide the required documentation to the Lake County Clerk's Office. See "Provisional Ballot" for processing instructions.

Note: If a voter's signature is completely unrecognizable, first ask the voter to sign again. If the voter is unable to reproduce their old signature (for example, if a voter has developed a tremor), we MUST do a signature challenge on the Pollbook. This is not to punish the voter for a change of handwriting, it is simply following due process and adhering to state statute. "Signature Challenge" is the name of the process and is not meant to insult the voter.

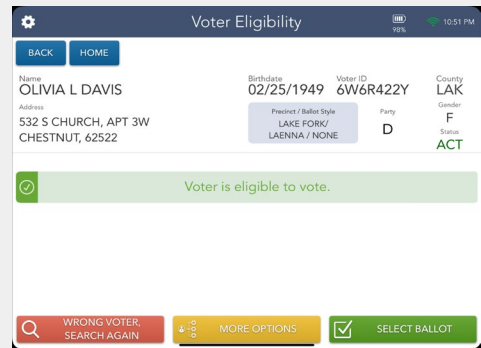
For a detailed walkthrough, refer to the Signature Challenge section in the manual or to the Voter Signature Challenge video in your EJ Portal.

# Voter Signature Challenge

## Pollbook Instructions for Signature/Voter Challenge with Voter's Affidavit

1

A voter may have their signature challenged. The check-in will begin normally.

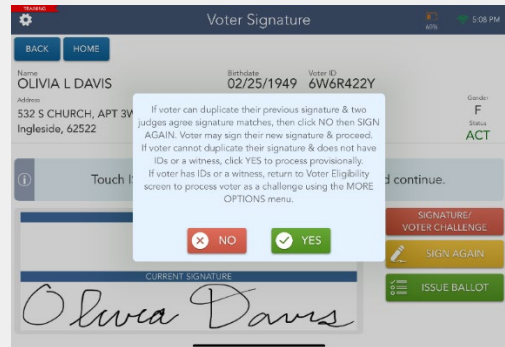


2

If a voter's signature is challenged, tap the red SIGNATURE /VOTER CHALLENGE button on the Voter Signature screen.

Note that during voting, the voter's signature from their voter registration record will be in the SIGNATURE ON FILE box.

If the voter can satisfactorily duplicate their signature on file, but has since changed their signature, the voter does not need to be challenged. The judge may select SIGN AGAIN and have the voter sign their new signature. The voter's new signature will be their signature on file for future elections.



If voter has two forms of ID with name and address, press NO and select BACK at the top left of the screen to return to the Voter Eligibility Screen to start the affidavit process.

3

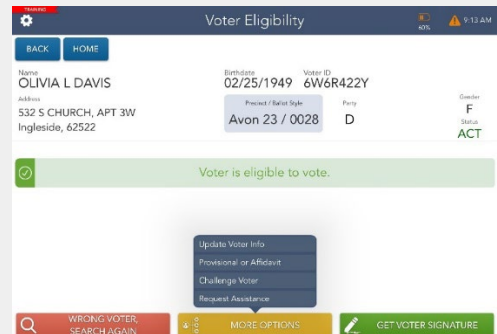
If voter has two forms of ID or a witness from the same precinct, voter can complete an affidavit.

A popup will appear to confirm you want to go back. Tap YES. Return to Voter Eligibility screen.



4

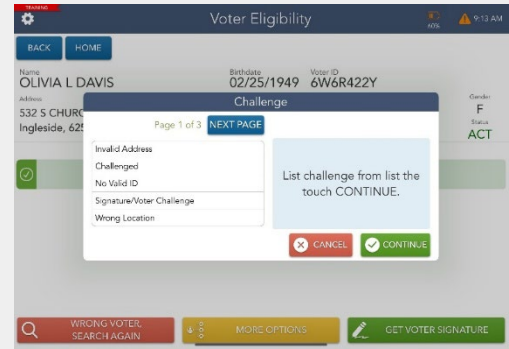
From Voter Eligibility screen, select MORE OPTIONS then "Challenge Voter" to start the affidavit process.



## Voter Signature Challenge

5

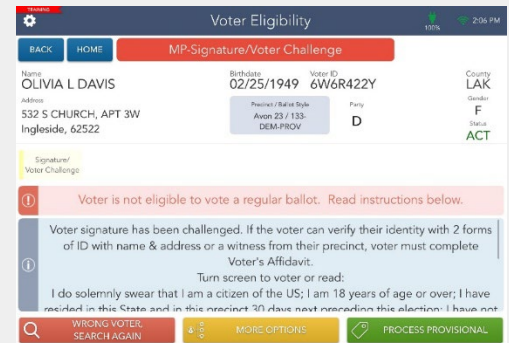
This will bring up a pop-up window with all challenge options. Select "Signature/Voter Challenge" then click CONTINUE.



6

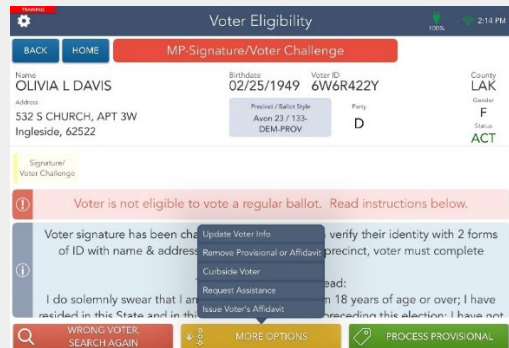
The voter will be marked as provisional at this point as you have indicated the voter has a special circumstance.

Please read the blue box beneath the red box at the bottom of the screen. Text box will further explain voter's circumstance. Either turn screen around or read affidavit to voter. As many affidavits in Illinois are lengthy, you may need to scroll the text box down to view entire affidavit.



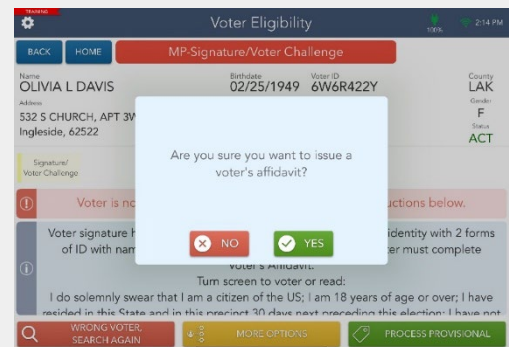
7

If voter can complete affidavit, select MORE OPTIONS then "Issue Voter's Affidavit."



8

Pop-up box will appear asking if you are sure that you want to issue the affidavit for voter. Select YES to continue.



## Voter Signature Challenge

9

From this point forward, voter is processed as a regular voter since they have remedied the issue with their voter record. Process voter as normal.

The screenshot displays a mobile application interface for 'Voter Eligibility'. At the top, there are navigation buttons for 'BACK' and 'HOME', and a status bar showing '100%' battery and '2:17 PM'. The voter's information is presented in a structured layout:

Name	OLIVIA L DAVIS	Birth date	02/25/1949	Voter ID	6W6R422Y	County	LAK
Address	532 S CHURCH, APT 3W Ingleside, 62522	Preced / Birth State	ALAB 23 / 158	Party	D	Gender	F
				DEM-PROV		Status	ACT

Below the information, there are two tabs: 'Voter's Affidavit' (active) and 'Signature/Voter Challenge'. A green banner with a checkmark icon states 'Voter is eligible to vote.' Below this, a light blue box contains the instruction: 'Voter must complete and sign a Voter's Affidavit.' At the bottom, there are three action buttons: 'WRONG VOTER: SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'SELECT BALLOT' (green).

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## Paper Voter Information Update

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A sheet will be provided in the red binder with information on how the voter can correct their voter registration information in a statutorily-compliant manner.

### Voters Moved or Deceased

- In order to cancel a voter's record who has moved out of the county, the County Clerk's Office needs a signed notification from the voter.
- In order to cancel a voter's record who is deceased, the County Clerk's Office needs a copy of the death record for the voter.

This information is also available on the Voter Registration page of our website ([lakecountyclerk.info](http://lakecountyclerk.info)) in the "Cancelling Voter Registration" section or by scanning the QR code below:



### Typographical Error

- If you believe that there may be a typographical error on the voter's record, please call the County Clerk's Office (847-377-2456 during Early Voting or 847-377-2328 on Election Day). The voter's most recent registration application will need to be checked. This information is not viewable on the pollbook.

### Signature Capture

- If the voter's signature has changed:
  - If the voter can satisfactorily duplicate their prior signature on the "Voter Signature" screen, that may be used by the Election Judges to verify the voter's identity. From that point, the judge may select "SIGN AGAIN" and have the voter sign their updated signature. Then, the updated signature will be the signature attached to the voter's registration record for future elections.
  - If the voter cannot duplicate their signature, they must complete the affidavit process. Please consult your Election Judge manual for additional information.

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## Inactive Voters

---

If a voter is marked “Inactive,” it means that official mail sent by the Lake County Clerk’s Office to the address on file for the voter has been returned as undeliverable by USPS. We must do our due diligence to ensure the voter rolls are accurate and verify that the voter still lives at the address on their voter registration, or if they have moved.

Voters become inactive when the Lake County Clerk’s Office has been notified by the U.S. Postal Service that mail is no longer deliverable to the voter’s registration or mailing address.

### *Inactive – Moved*

See “Moved” section.

### *Inactive – Did not move*

- ▶ Voter must provide two forms of valid identification both showing current name and Lake County physical street address or a witness who is a registered voter residing in the same precinct; and voter must complete an affidavit. If the voter is using a witness, the *Witness Information* sheet in the red binder must be completed. Precinct ballot will be issued. Voter’s status will be updated for the next election. See Pollbook instructions in the next section.
- ▶ No identification or witness? Voter may be processed as a provisional voter and then has 7 days to provide the required documentation to the Lake County Clerk’s Office.

# Inactive Voters

## Pollbook Instructions for Inactive Voter

An inactive voter is a voter who had mail returned as undeliverable by the United States Postal Service. The voter was sent an address confirmation letter, but it was not returned to the Clerk's Office.

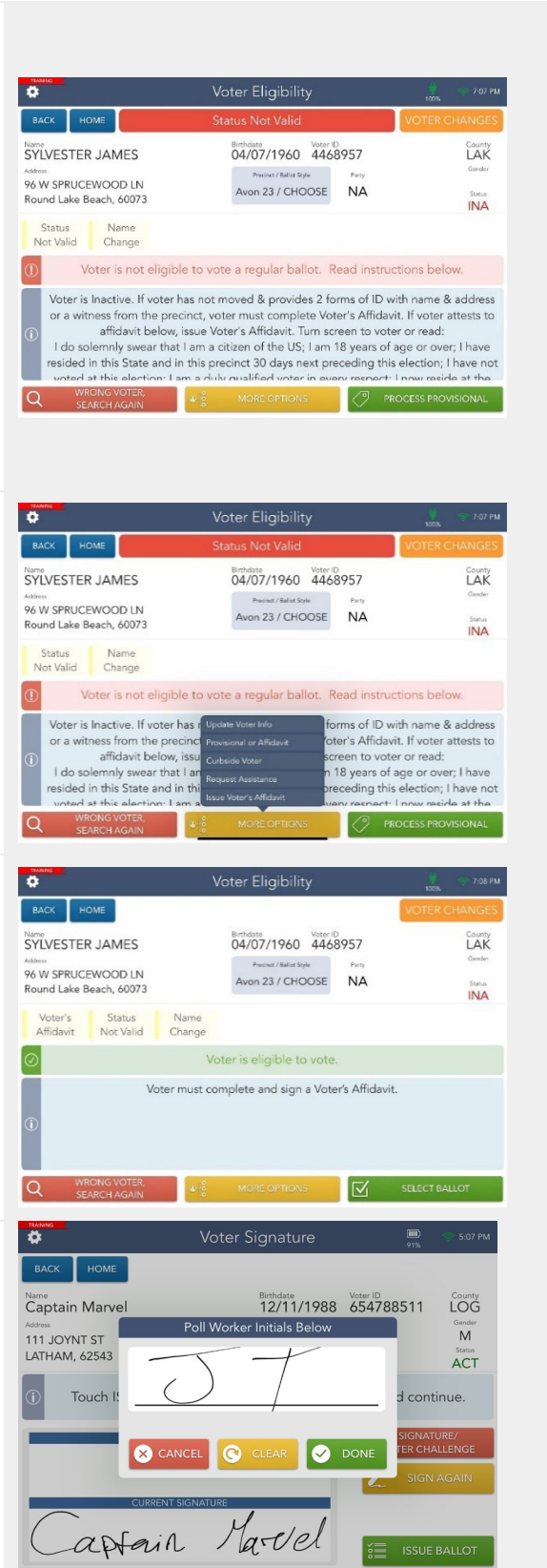
**1** Inactive Voters must show two forms of identification with name and residential address to vote or a witness from their precinct. If they are unable to provide either, they can be processed as a provisional and have 7 days to provide identification to the Clerk's Office.

Voter is processed as normal until the Voter Eligibility screen, which will indicate voter is inactive. Read the blue text box for additional information. You may need to scroll down. Turn the screen around for the voter to read or read the affidavit to the voter aloud.

**2** Once voter has provided two forms of identification with name and residential address or a witness and attested to the affidavit, select **MORE OPTIONS** then "Issue Voter's Affidavit."

**3** Voter Eligibility screen will show voter is now eligible to vote a precinct ballot. Choose **SELECT BALLOT** or **GET VOTER SIGNATURE**.

**4** Process voter as normal to issue voter's ballot.



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## Voter Moved

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If a voter has moved, there are multiple potential scenarios. When a voter moved determines the precinct and ballot style they should receive. In order to ensure that voters receive the correct information on their ballot, please read the below information carefully.

### Voter Moved

#### *Within Precinct within 27 Days*

- ▶ Process as Grace Registration. See “Grace Period Registration” section for instructions.
- ▶ If the voter does not have the appropriate identification, they should be processed as a provisional voter and has seven days after Election Day to provide the identification to the Lake County Clerk’s Office. See “Provisional Ballot” section for instructions.

#### *Outside Precinct within 30 Days (the requisite 30-day residency requirement has not been met for Grace Registration)*

- ▶ Process the voter utilizing an affidavit so that the voter can vote from their old address. Voter is required to present identification with their new address OR a witness who is a registered voter residing in their old precinct. This will allow the voter’s record to be updated for the next election. If voter uses a witness, witness must complete *Witness Information* sheet in red binder. See Pollbook instructions in the next section.
- ▶ If the voter does not have the appropriate identification or a witness, treat them as a provisional voter and the voter will have seven days after Election Day to provide the appropriate identification to the Lake County Clerk’s Office. See “Provisional Ballot” section for instructions.

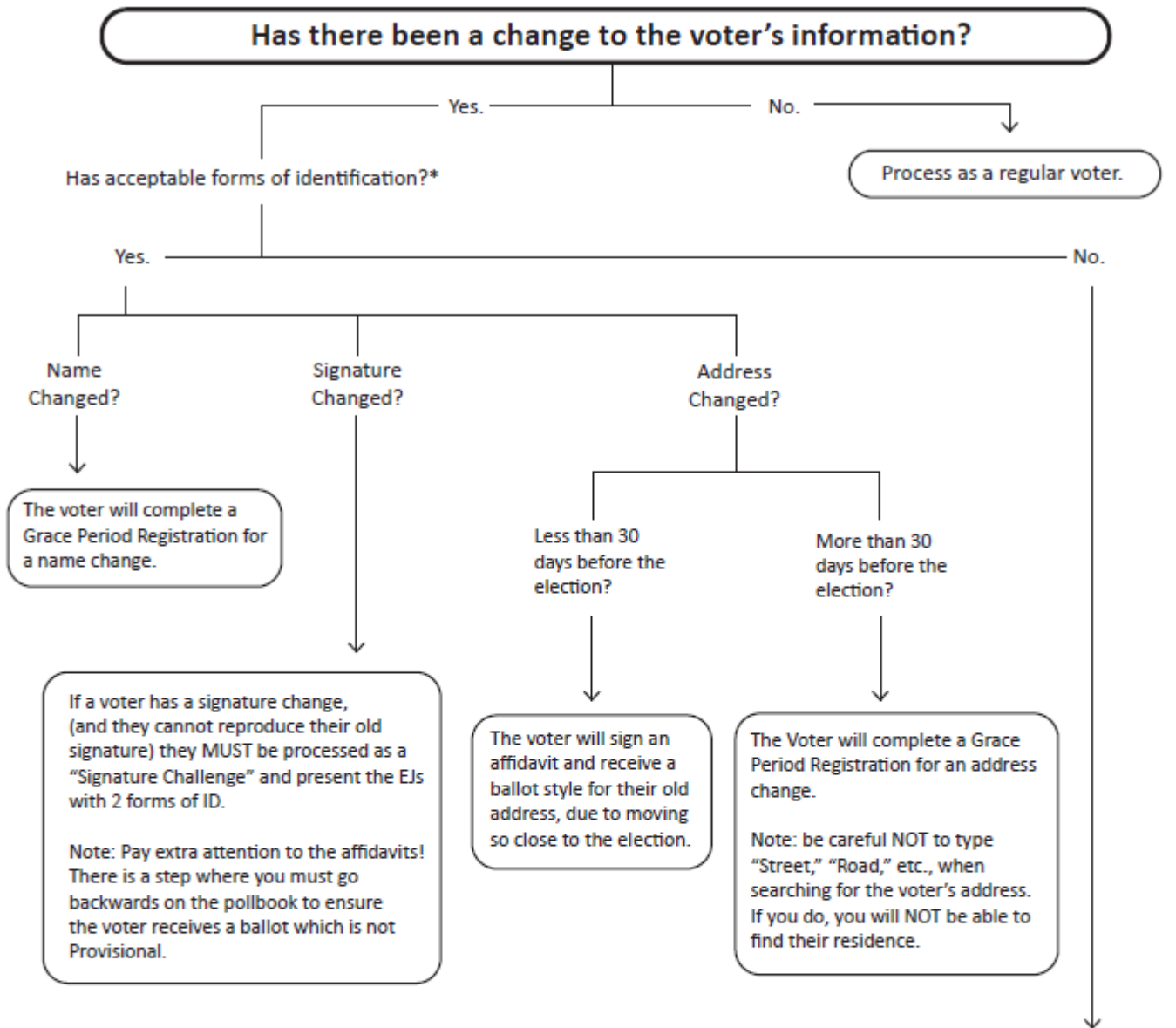
#### *Outside precinct more than 30 days and less than 4 years*

- ▶ Process as a Grace Registration. See “Grace Period Registration” section for instructions.
- ▶ The voter can be processed as to receive a Federal Ballot (available only in even years) if they do not have identification. See Pollbook instructions in the next section.
- ▶ If the voter does not have the appropriate identification to complete a registration and wants to receive a full ballot, process as a provisional voter. The voter will have seven days after Election Day to provide the appropriate identification to the Lake County Clerk’s Office. See “Provisional Ballot” section for instructions.

#### *More than 4 years*

- ▶ The voter can be processed as a Grace Registration if they reside in Lake County. See “Grace Period Registration” section for instructions.
- ▶ If the voter does not have the appropriate identification, they should be processed as a provisional voter and has seven days after Election Day to provide the identification to the Lake County Clerk’s Office. See “Provisional Ballot” section for instructions.

## Voter Moved



**\*Acceptable forms of identification for updates**

**For Grace Period Registration:**  
 -2 forms of ID  
     -1 with name and current address  
     -1 with name preprinted

**For an Affidavit for Information Update:**  
 -2 forms of ID, BOTH with name and current address

If voter cannot produce the necessary forms of ID, then they will need to be administered a Provisional Ballot.

If it is a federal election and the voter has moved out of their Lake County precinct more than 30 days, but less than 4 years before the Election, they are entitled to vote a ballot with only federal offices. The voter must cast their federal ballot on the ballot marking device (sometimes called the ExpressVote). Only the ExpressVote will have the option for a federal ballot.

If it is NOT a federal election year, the voter cannot receive a federal ballot. If the voter wants to cast a ballot in an odd year, they may vote a Provisional Ballot.

## Voter Moved

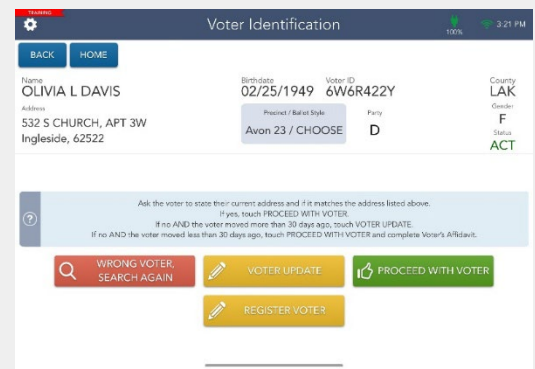
### Pollbook Instructions for Federal Voter

If voter has moved outside their precinct more than 30 days, but less than 4 years ago and won't be providing ID; the voter is entitled to vote a ballot with federal offices only so long as their old address was in Lake County.

1

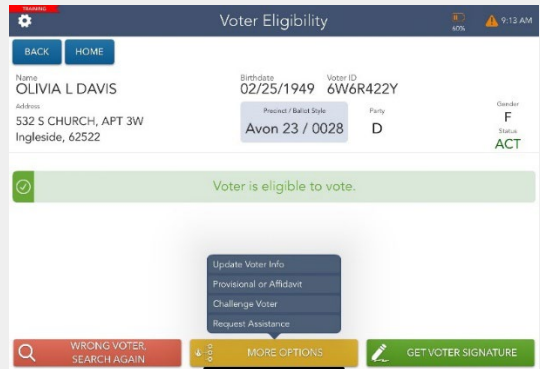
A federal voter is one of two circumstances in which the voter's new address information is not entered on the Pollbook.

On the Voter Identification screen, select **PROCEED WITH VOTER**.



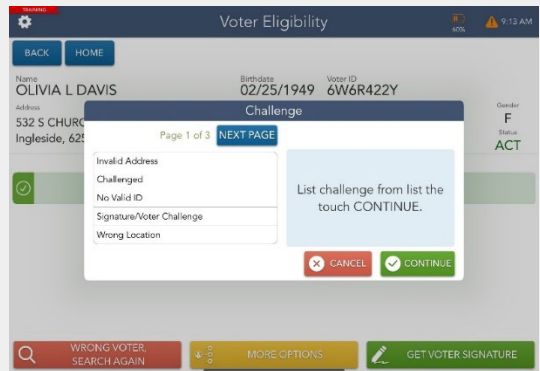
2

On the Voter Eligibility screen, select **MORE OPTIONS** then "Challenge Voter."



3

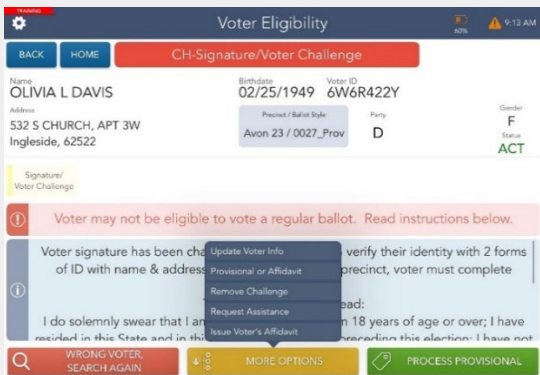
On the pop-up screen, choose "Federal Only Ballot" then select **CONTINUE**.



4

Voter eligibility screen will display. Read text box. You may need to scroll down. Turn the screen around for the voter to read or read the affidavit to the voter aloud.

Then choose **MORE OPTIONS** then "Issue Voter's Affidavit."



## Voter Moved

5

Complete Additional Voter Affidavit Information in the binder so that voter's address can be updated. Then select **SELECT BALLOT** (in a primary election) or **GET VOTER SIGNATURE** (in a general/consolidated election) to continue.

Voter Eligibility

BACK HOME

Name: OLIVIA L DAVIS Birthdate: 02/25/1949 Voter ID: 6W6R422Y County: LAK  
Address: 532 S CHURCH, APT 3W Precinct / Ballot Style: Avon 23 / 27-NP-PROV Party: D Gender: F  
Ingleside, 62522 Status: ACT

Federal Only Ballot

Voter is eligible to vote.

Voter who has moved outside the precinct more than 30 days, but less than four years is eligible to vote a federal ballot from their old address. New address should be used to update voter record (if address is within jurisdiction) per NVRA. No ID Required. Affidavit for Voter: I do solemnly swear (or affirm) that I am duly qualified to vote; that I have changed my address within Lake County within the last 4 years, and I am voting in my former...

WRONG VOTER SEARCH AGAIN MORE OPTIONS SELECT BALLOT

6

Process voter as normally until you reach the Issue Ballot screen. On the Issue Ballot screen, ensure you select ADA for “Select ballot type.” Then press **COMPLETE CHECK-IN**.

Issue Ballot

BACK HOME

Name: OLIVIA L DAVIS Birthdate: 02/25/1949 Voter ID: 6W6R422Y County: LAK  
Address: 532 S CHURCH, APT 3W Precinct / Ballot Style: Avon 23 / 27-NP Party: NP Gender: F  
Ingleside, 62522 Status: ACT

Select ballot type

AirBallot ADA

Ballot Style: 27-NP Touch COMPLETE CHECK-IN to continue.

COMPLETE CHECK-IN

7

Federal Ballots are not loaded onto Pollbook to reduce voter's being issued Federal Ballot in error. Voter must be processed through the ballot marking device (sometimes known as an ExpressVote), see “Issuing Ballot Marking Device Ballots.”

## Voter Moved

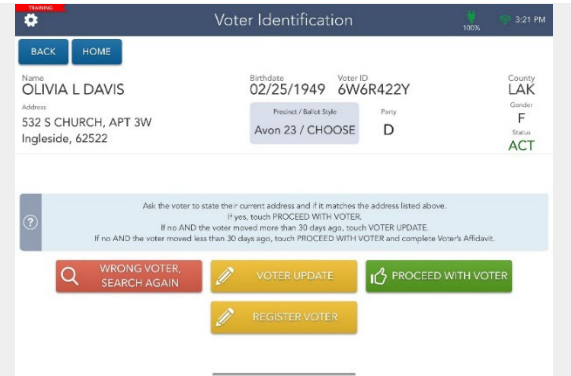
### Pollbook Instructions for Voter Moved Outside of Precinct Less Than 30 Days Before Election Day

1

If voter has moved outside their precinct less than 30 days prior to Election Day, voter will not meet residency requirement in Illinois to update their address.

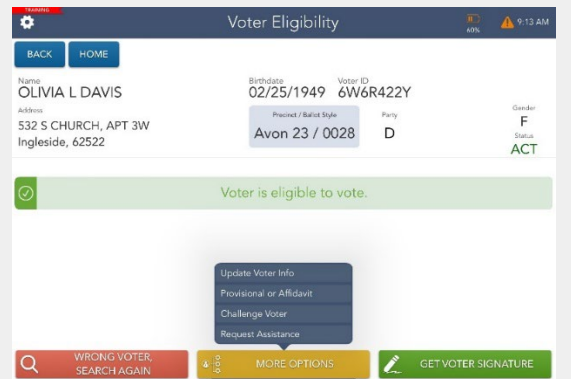
This circumstance is one of two circumstances in which the voter's new address information is not entered on the Pollbook.

On the Voter Identification screen, select **PROCEED WITH VOTER**.



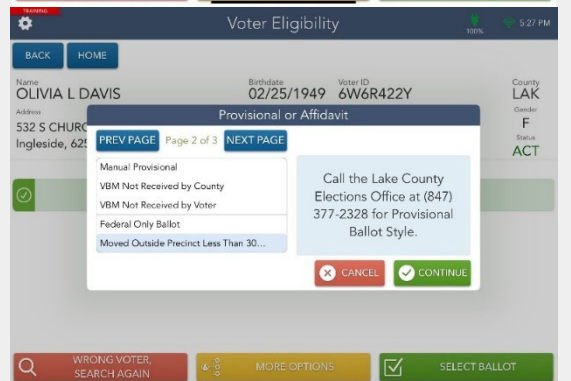
2

On the Voter Eligibility screen, select **MORE OPTIONS** then "Challenge Voter."



3

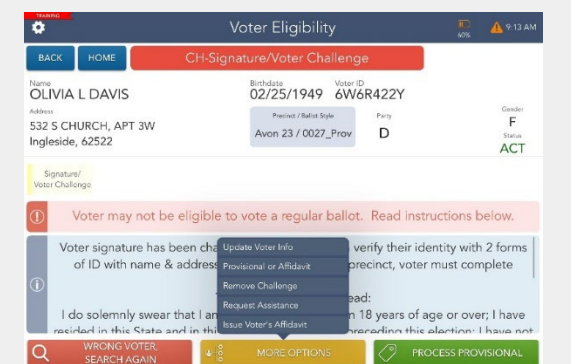
On the Challenge Voter pop-up screen, choose "Moved Outside Precinct Less Than 30 Days" then select **CONTINUE**.



4

Voter eligibility screen will display. Read text box. You may need to scroll down. Turn the screen around for the voter to read or read the affidavit to the voter aloud.

Then choose **MORE OPTIONS** again, and select "Issue Voter's Affidavit."



## Voter Moved

5

Complete Additional Voter Affidavit Information in the red binder so that voter's address can be updated after the election. Then select **SELECT BALLOT** (in a primary election) or **GET VOTER SIGNATURE** (in a general/consolidated election) to continue.

Process voter as normal from this point. Ballot will be printed for voter's old address.

The screenshot displays the 'Voter Eligibility' interface. At the top, there are 'BACK' and 'HOME' buttons. The voter's information is as follows:

Name	OLIVIA L DAVIS	Birthday	02/25/1949	Voter ID	6W6R422Y	County	LAK
Address	532 S CHURCH, APT 3W Ingleside, 62522	Precinct / Ballot Style	Avon 23 / 27-NP-PROV	Party	D	Gender	F
						Status	ACT

Below the information, it indicates 'Federal Only Ballot'. A green banner states 'Voter is eligible to vote.' Below this, a blue box contains the following text:

Voter who has moved outside the precinct more than 30 days, but less than four years is eligible to vote a federal ballot from their old address. New address should be used to update voter record (if address is within jurisdiction) per NVRA. No ID Required.

Affidavit for Voter:  
I do solemnly swear (or affirm) that I am duly qualified to vote; that I have changed my address within Lake County within the last 4 years, and I am voting in my former

At the bottom, there are three buttons: 'WRONG VOTER SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'SELECT BALLOT' (green).

## Marked as Already Voted OR Cannot Sign Pollbook

### Marked as Already Voted

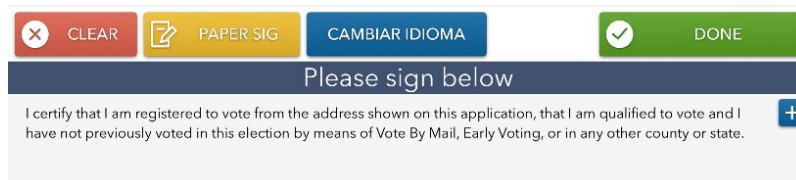
- ▶ The Pollbook display will notify you that the voter has already been marked as voted.
- ▶ If voter insists on voting, voter may be processed as a provisional voter and then has 7 days to provide any required documentation to the Lake County Clerk's Office.
- ▶ See "Provisional Ballot" section for processing instructions.

### Voter Cannot Sign on Pollbook

Some voters may require ADA accommodations so that they can sign. (For example, visually-impaired voters who use a signature guide when required to provide a signature.)

To accommodate these voters, there will be a yellow **PAPER SIG** button, just above the signature line on the "Voter Signature" screen, which will print a paper application for the voter to sign.

The completed applications should be placed in the Printed Applications Envelope which is delivered in the Early Voting Supplies envelope in the green tub.



X \_\_\_\_\_

Note: The Paper Sig button is specifically for voters who require ADA accommodations, not for voters who do not want to sign on the Pollbook.  
All other voters must provide their signature by signing on the Pollbook screen.

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## Military Voters

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### Military

Non-registered military personnel on active duty or military personnel who have been discharged within 60 days of the election are the only voters entitled to vote without being registered. Spouses or military dependents must be registered voters to vote on Election Day.

This process does not register the individual to vote. An individual who wishes to register for future elections should complete a Grace Period Registration. This is the only circumstance in Illinois where a non-registered citizen can vote.

See Pollbook instructions on the next page.

**Voter must provide:**

- ▶ Military ID,
- ▶ Address, and
- ▶ A witness who is a registered voter in the same precinct and who will sign an affidavit verifying the military voter does reside in the same precinct.
- ▶ *If no identification or witness who is a registered voter residing in the same precinct is available, voter may be processed as a provisional voter and then has seven days to provide the required documentation to the Lake County Clerk's Office.*

# Military Voters

## Pollbook Instructions for Military Voter

1

Military voters are a special circumstance where active-duty military or military members discharged in the last 60 days are allowed to vote without registering. This does not register the voter. If the voter needs to register, they should be processed as a Grace Period Registration. The voter will need to provide military identification and a witness who resides within the precinct. Witness must complete *Witness Information* sheet in binder.

To start, look up the voter to verify if they are registered. If not, choose **REGISTER VOTER**.

2

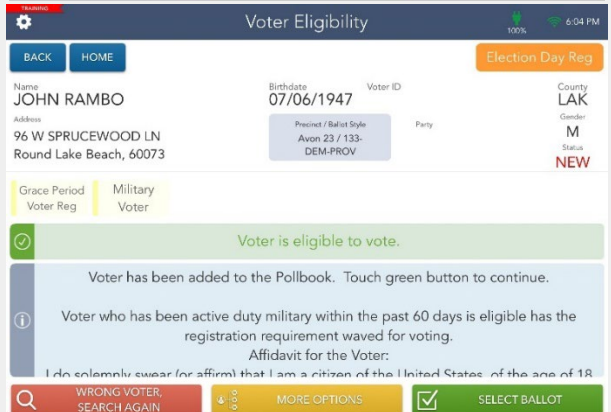
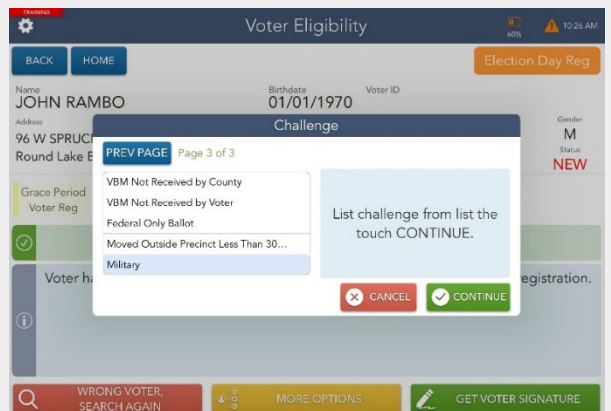
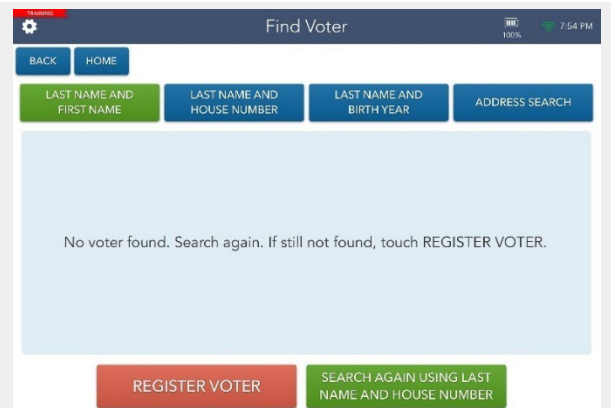
Follow the Election Day Registration path, until you reach the Voter Eligibility screen.

Choose MORE OPTIONS then choose “Challenge Voter.” Then on the pop-up window, choose “Military Voter.”

3

Please read the blue box at the bottom of the screen. Text box will further explain voter’s circumstance. Either turn the screen around or read affidavit to voter. As many affidavits in Illinois are lengthy, you may need to scroll the text box down to view the entire affidavit.

Once voter attests to affidavit press **SELECT BALLOT**. From here, process voter.



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## Voter Cannot Enter Voting Site

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Any voter with a temporary or permanent disability who is unable to access or enter the voting site because of the building's structural features may request 2 Election Judges (one of each party) to deliver a ballot to them within 50 feet of the entrance to the building. The electioneering zone would be suspended to avoid interfering with the voter's curbside voting location.

**The voter must notify the Lake County Clerk's Office and complete the required request form at least one day in advance of Election Day.** If notice was given, the Lake County Clerk's Office will advise the voting site of those voters requesting this service. If no notice was given, we ask that Election Judges work diligently to accommodate the voter's request on Election Day.

If assistance in marking the ballot is needed due to a disability, an *Assisted Voter Affidavit* must be completed.

Two judges (one from each party):

1. Detach the cords from the Pollbook to process the voter outside.
2. Greet voter at the car or curbside to obtain the voter's name and address (party preference if primary election).
3. Enter the voter's information on the Pollbook.
4. Have the voter sign on the Pollbook. (Tell the voter the signature will be compared to the voter registration signature.)
5. Complete the check-in process.
6. Return to the voting site to plug the Pollbook back into the printers. A voter receipt and ballot should print for the voter.
7. Two judges verify that the correct ballot printed and initial the ballot.
8. Take initialed ballot, privacy sleeve, and ballot marking pen to the voter. Step aside allowing the voter to privately mark the ballot. Instruct voter to place the marked ballot in the privacy sleeve and return all the items.
9. Take ballot still in the privacy sleeve into polling site and cast the ballot into the bin.
10. Return the privacy sleeve and ballot marking pen to the Pen and Privacy Sleeve Table.

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## Registered by Mail – Clerk’s Office Not Yet Verified Voter’s Identity

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Some voters who register to vote by mail will have an “identification required” alert displayed on the Pollbook screen. This occurs when a voter registers by mail and their identity cannot be confirmed by an Illinois Driver’s License, State Identification, or a Social Security number, and the voter did not include a copy of valid identification with their registration application. These voters are called “First Time Federal Voters.”

**Voter has three options:**

1. Present one form of valid identification with current name and Lake County physical street address, or a witness who is a registered voter residing in the same precinct and vote a precinct ballot after signing affidavit. See Pollbook instructions on the next page.
2. May leave voting site to return with required documentation to vote a precinct ballot.
3. No identification? Select “Not Provided” on the Pollbook screen. Voter may be processed as a provisional voter and then has seven days to provide the required documentation to the Lake County Clerk’s Office. See “Provisional Ballot” section for processing instructions.

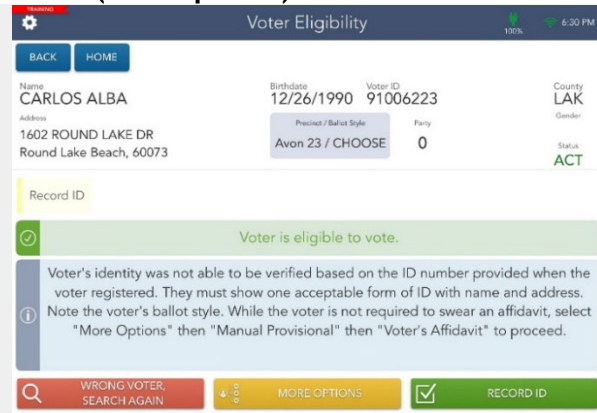
# Registered by Mail – Clerk’s Office Not Yet Verified Voter’s Identity

## Pollbook Instructions for First Time Federal Voter (ID Required)

1

Voters whose identity was not verified by the County Clerk’s Office when initially registering to vote are required to show one form of identification with their name and address.

Voter is processed as normal until you reach the Voter Eligibility screen. Read blue box for additional information. Then select **RECORD ID**.



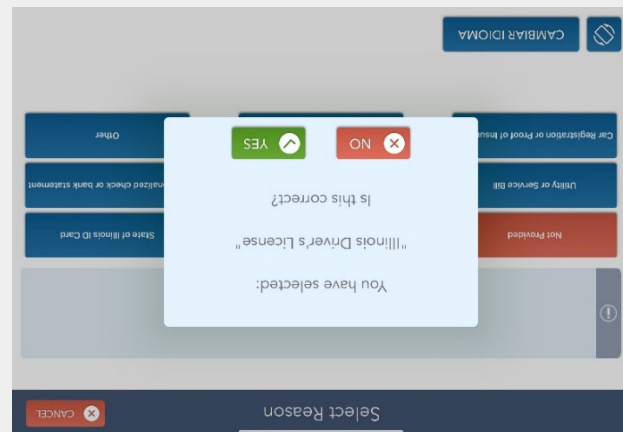
2

A list of acceptable forms of identification will be on the subsequent screen. Ask the voter for one form of identification with name and address. Click on the form the voter provides.



3

Click YES on the pop-up screen if you have selected the correct form. From this point, voter is processed as normal.



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## Provisional Ballots

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### Provisional Ballots

Voters who cannot provide required documentation, cannot produce a witness who is a registered voter residing in the same precinct, or are marked as having voted by mail and cannot surrender their ballot may be issued a provisional ballot. Once completed, provisional ballots are stored in the banker box in the Cage.

Enter voter into the Pollbook and follow the screen instructions. Judges may call the Early Voting Hotline 847-377-2456 if assistance is needed.

**Note:** Incorrectly issuing a provisional ballot may disenfranchise a voter! Please make sure to thoroughly read the blue “additional information” box on the Pollbook screen to see if you can resolve the voter’s circumstance another way (such as issuing an affidavit) before issuing them a provisional ballot.

#### **Circumstances when a provisional ballot is issued:**

- ▶ Not found as registered – refuses to register. See “Pollbook Instructions for Provisional – Missing Documentation” in the next section.
- ▶ A challenged voter – does not have identification or witness who is a registered voter residing in the same precinct. See “Pollbook Instructions for Provisional – Missing Documentation” in the next section.
- ▶ Voting time extended by court order. See “Pollbook Instructions for Voting Time Extended by Court Order” in next section.
- ▶ Voter registered by mail – does not have identification for voting first time. See “Pollbook Instructions for Provisional – Missing Documentation” in the next section.
- ▶ Voter marked as having voted during Early Voting. See “Pollbook Instructions for Provisional – Early Voted” in the next section.
- ▶ Voter requested and received a ballot by mail – not surrendering. See “Pollbook Instruction for Vote by Mail Ballot Requested and Received – Not Surrendered – Provisional” in next section.
- ▶ Voter attempting to register in correct site for address – does not have identification. See “Pollbook Instructions for Provisional – Missing Documentation” in the next section.

Provisional ballots are returned to the Lake County Clerk's Office for determination AFTER Election Day. A provisional ballot can be found valid and cast or found invalid and not cast. The determination on whether to cast a provisional ballot is based on information from the Lake County Clerk, State Board of Elections and/or the Secretary of State’s office. This process is conducted for EVERY provisional ballot, during EVERY election.

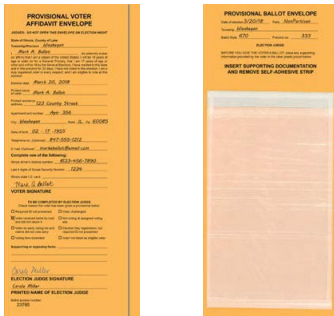
## Provisional Ballots

### Overall Process Instructions for Provisional Ballots:

- Judge ensures that the *Provisional Ballot Envelope* (front and back) is completed. Have the voter neatly print their personal information. You write in the voter's precinct number, ballot style, and reason for provisional ballot. If voter claims that they are already registered, record where voter registered and approximate registration date in "Supporting or opposing facts" area on the envelope.

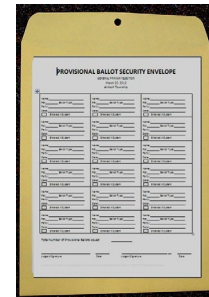
Voter must provide as much of the following as possible:

- ▶ Telephone number,
- ▶ Illinois Driver's License or Illinois State Identification number,
- ▶ Last four digits of voter's Social Security number, and
- ▶ Valid identification with current physical Lake County street address for registration. Voters without ID may be processed as a provisional voter and then have seven days after Election Day to provide the required documentation to the Lake County Clerk's Office.



- Instruct the voter to read the oath. Voter and the judge sign Provisional Ballot Envelope. Please ensure that the voter signs the provisional envelope.
- Look up the voter, making the appropriate selections on the Pollbook. See "Pollbook Instructions for Provisional Ballot" in next section.
- Enter voter's information into Pollbook to ensure the voter's Lake County address is valid. If an address cannot be found, call the Early Voting Hotline 847-377-2456 for instructions.

- On final "RECORD CHECK-IN" screen, enter Ballot Access Number from bottom left corner of Provisional Ballot Envelope.
- Remove the white carbonless voter receipt found inside the Provisional Ballot Envelope and retain until voter completes voting.
- Select the ballot with correct precinct and ballot style numbers (and party preference in a primary election) according to Lake County Clerk's Office direction. **DO NOT INITIAL PROVISIONAL BALLOTS. BALLOTS CANNOT BE CAST AT THE EARLY VOTING SITE.**
- Instruct voter that when voting is completed to fold their ballot, insert it in the envelope, seal the envelope, and return it to the Election Judge.
- Direct the voter to the voting booth.
- Using the provisional ballot receipt, record voter's name, precinct number, and ballot style (and party preference in a primary election) on the Provisional Ballot Security Envelope in the banker box in the Cage.



- When voter returns, judge will place the provisional ballot receipt in the pocket on the provisional ballot. Judge then secures sealed Provisional Ballot Envelope (containing voted ballot) in Provisional Ballot Security Envelope.
- Issue white carbonless receipt to voter and Why Your Ballot is Provisional information sheet. Issuing the provisional receipt and information sheet is required by federal law.

Remember! Never turn a voter away without first calling the Early Voting Hotline at 847-377-2456.

# Provisional Ballots

## Pollbook Instructions for Provisional Ballot

This section contains Pollbook instructions for the various Provisional Voter circumstances. Please make sure you are completing the steps for the appropriate circumstance.

### Pollbook Instructions for Provisional - Missing Documentation

If the voter does not have sufficient identification for an affidavit, skip to step 4.

**1** If a voter is registering and does not have sufficient identification for a registration or affidavit, select Not Provided for the Proof of ID and/or Proof of Residence types from the dropdown menus, then touch **CONTINUE**.

Tilt the Pollbook screen toward the voter for them to confirm the information.

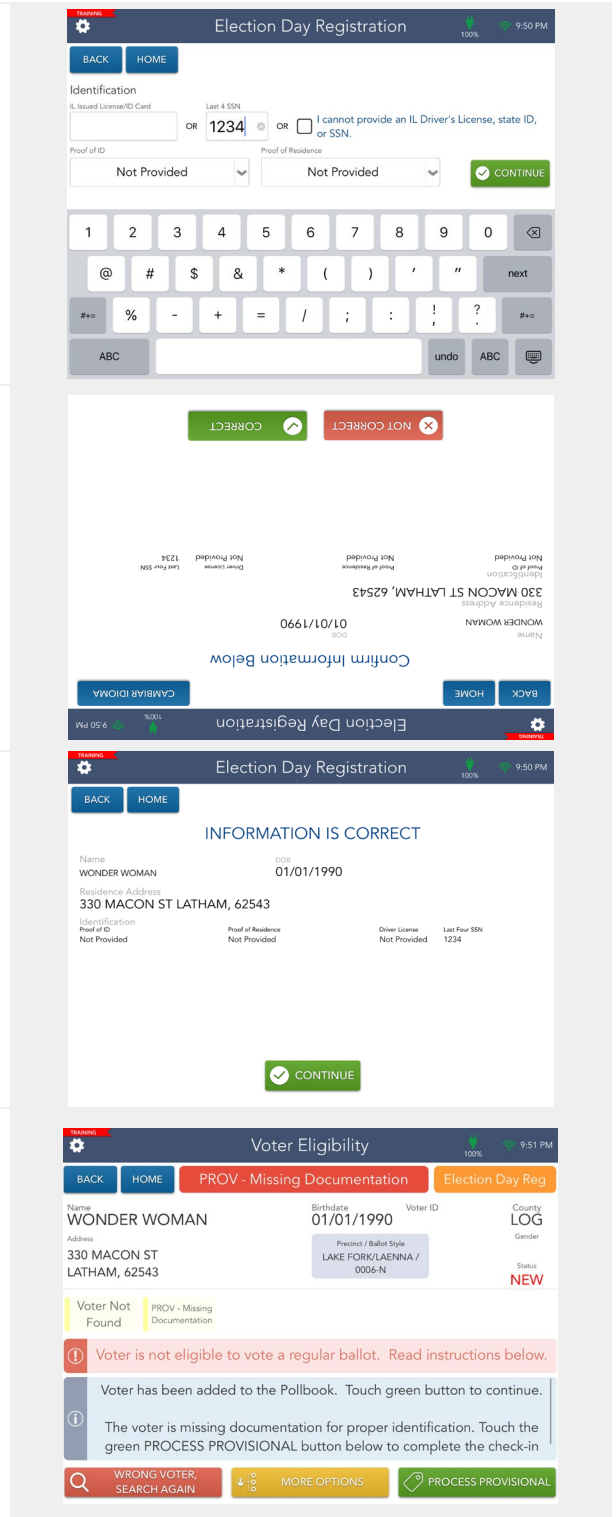
**2** Once confirmed, they will need to touch the green **CORRECT** button.

**3** Once confirmed and the information is correct, touch **CONTINUE**.

The voter will be flagged and a red **Voter is not eligible to vote a regular ballot** notice will appear.

Follow the instructions on the screen and touch **PROCESS PROVISIONAL** to continue processing the provisional voter check-in.

**4** Provisional ballot will print. Provisional ballots are not to be initialed. Have voter fill out ballot, fold it in half twice, insert ballot into provisional envelope, and seal. Provisional ballot envelope with voted ballot is placed in the Provisional Ballot Collection Envelope in cage. Complete information on *Provisional Ballot Inventory* sheet.



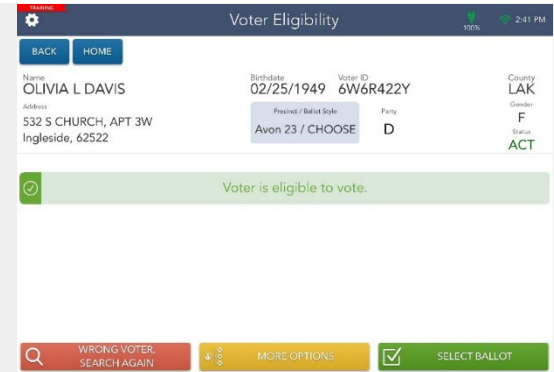
# Provisional Ballots

## Pollbook Instructions for Voting Time Extended by Court Order

1

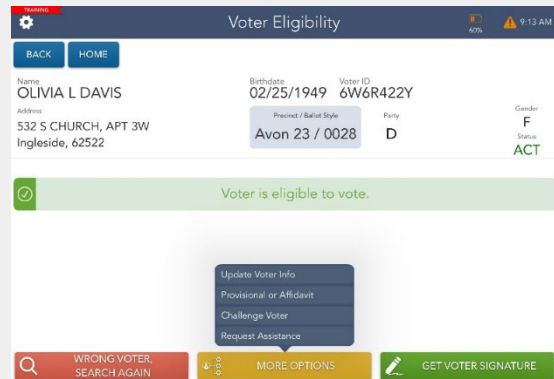
Provisional ballots are for situations where a voter's ballot eligibility will need to be reviewed by the Clerk's Office to determine whether the ballot can be cast.

In most circumstances, Pollbook logic will lead you through the provisional process. However, there may be circumstances you may need to select the provisional option from the voter eligibility screen.



2

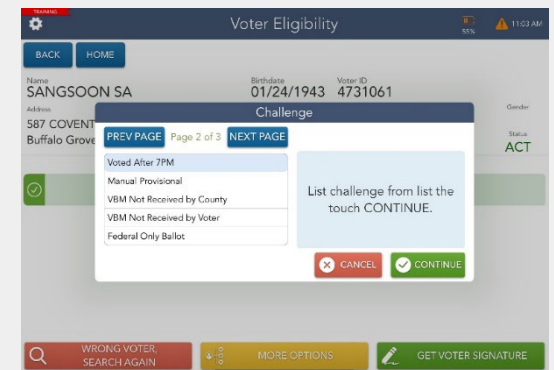
On the Voter Eligibility screen, select MORE OPTIONS then "Challenge Voter."



3

This screen will have the options for all challenge options for voter.

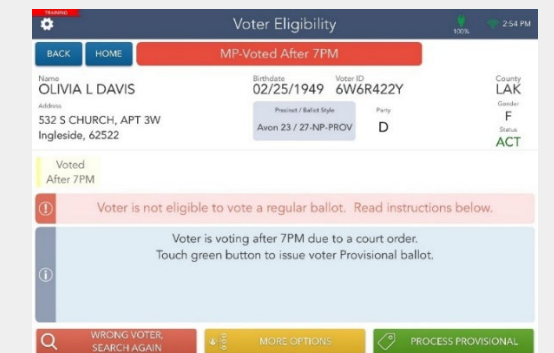
Choose "Voted After 7 PM" and select CONTINUE.



4

Voter eligibility screen will be updated to correct special circumstance. Ensure you read the blue text box for any special instructions.

Complete provisional envelope, ensuring voter and election judge both sign envelope. The press **PROCESS PROVISIONAL**.



## Provisional Ballots

5

Flip the screen to the voter so that they can sign.

6

Continue to complete voter check-in. Put provisional ballot receipt into provisional envelope sleeve and seal. Remove carbonless copy from provisional envelope and hold until voter completes and returns ballot.

Provisional ballot will print. Provisional ballots are not to be initialed. Have voter fill out ballot, fold it in half twice, insert ballot into provisional envelope, and seal. Provisional ballot envelope with voted ballot is placed in the Provisional Ballots file folder in the banker box. Complete information on Provisional Ballot Inventory sheet.

The screenshot shows a mobile application interface for voter check-in. At the top, there is a red banner that says "MP-Voted After 7PM". Below this, the voter's information is displayed: Name: OLIVIA L DAVIS, Address: 532 S CHURCH, APT 3W, Ingleside, 62522, Birthdate: 02/25/1949, Voter ID: 6W6R422Y, Party: D, County: LAK, Status: ACT. A "Please sign below" prompt is visible. The voter's signature, "Olivia Davis", is shown in a box labeled "CURRENT SIGNATURE". To the right of the signature box are buttons for "SIGNATURE/VOTER CHALLENGE", "SIGN AGAIN", and "ISSUE BALLOT". At the bottom, there is a "SIGNATURE ON FILE" box with a signature and a "SIGNATURE/VOTER CHALLENGE" button.

7

Please remember that all ballots cast during the extended voting time are provisional. This is by statute. Should you have any questions, feel free to call the Early Voting Day hotline at 847-377-2456.

## Provisional Ballots

### Pollbook Instruction for VBM Ballot Requested and Received - Not Surrendered - Provisional

1

If a voter has requested and received a Mail Ballot, is not surrendering the ballot at the time of check-in, and does not meet the criteria to complete an affidavit; touch the red **NO** button.

Mail Ballot Requested

BACK HOME Mail Ballot Requested

Name: FLORENCE E HEGGER Birthdate: 12/06/1926 Voter ID: 6QJL422Y County: LOG  
 Address: 775 S WEBSTER 1 Precinct / Ballot Style: LAKE FORK/LAENNA / 0001-D Gender: F Status: ACT

Is the voter surrendering their Mail Ballot?

NO YES

2

The Voter Eligibility screen will be displayed.

The screen will display a red "Voter is not eligible to vote a regular ballot..." message.

If the voter received the Mail Ballot but did not return it, touch **PROCESS PROVISIONAL** to continue processing the provisional voter check-in.

Voter Eligibility

BACK HOME Ballot Not Surrendered

Name: FLORENCE E HEGGER Birthdate: 12/06/1926 Voter ID: 6QJL422Y County: LAK  
 Address: 775 S WEBSTER 1 Precinct / Ballot Style: Avon 23 / CHOOSE Party: D Gender: F Status: ACT

Ballot Not Surrendered

Voter is not eligible to vote a regular ballot. Read instructions below.

If affidavit option below applies, show or read to voter, then select MORE OPTIONS to get appropriate affidavit. If neither apply, touch green button to issue Provisional ballot. Press the + button and read the following circumstances carefully:  
 VOTER REQUESTED VBM BALLOT BUT DID NOT SURRENDER:  
 I do solemnly swear that I am a citizen of the United States; I am 18 years of age or over; I have resided in this State and in this election precinct 30 days next preceding

WRONG VOTER SEARCH AGAIN MORE OPTIONS PROCESS PROVISIONAL

3

In a primary, voter will select their party.

The Voter Signature screen will appear.

Tilt the Pollbook screen toward the voter and have them sign with the stylus pen.

Once they have signed, they will need to touch the green **DONE** button.

Voter Signature

BACK HOME PROV - Ballot Not Surrendered

Name: FLORENCE E HEGGER Birthdate: 12/06/1926 Voter ID: 6QJL422Y County: LOG  
 Address: 775 S WEBSTER 1 Precinct / Ballot Style: LAKE FORK/LAENNA / 0001-D Gender: F Status: ACT

Please sign below

DONE CAMBIAR IDIOMA CLEAR

4

Flip the screen back toward you and verify that a valid signature has been captured.

Touch **ISSUE BALLOT** to continue.

Voter Signature

BACK HOME PROV - Ballot Not Surrendered

Name: FLORENCE E HEGGER Birthdate: 12/06/1926 Voter ID: 6QJL422Y County: LOG  
 Address: 775 S WEBSTER 1 Precinct / Ballot Style: LAKE FORK/LAENNA / 0001-D Gender: F Status: ACT

Touch ISSUE BALLOT to enter poll worker initials and continue.

SIGNATURE ON FILE SIGNATURE/VOTER CHALLENGE  
 CURRENT SIGNATURE SIGN AGAIN  
 ISSUE BALLOT

## Provisional Ballots

5

The Poll Worker Initials Below pop-up will appear. Sign it with the stylus pen and touch DONE. Complete the Provisional Envelope for the voter.



6

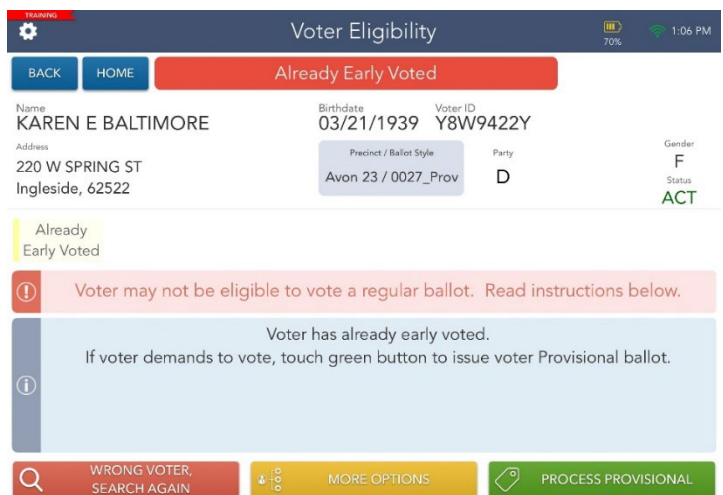
Touch COMPLETE CHECK-IN. Complete provisional envelope for voter. Ensure the voter and election judge both sign envelope. Do not initial the provisional ballot.

### Pollbook Instructions for Provisional - Already Early Voted

When a voter has cast a ballot on a previous day, they will be marked with a yellow **PROV - Already Early Voted** flag.

If the voter demands to vote, touch **PROCESS PROVISIONAL** to issue a provisional ballot to the voter.

Provisional ballot will print. Provisional ballots are not to be initialed. Have voter fill out ballot, fold it in half twice, insert ballot into provisional envelope, and seal. Provisional ballot envelope with voted ballot is placed in the Provisional Ballot Collection Envelope in cage during Early Voting. Complete information on *Provisional Ballot Inventory* sheet.



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## Acceptable Forms of Identification

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Any identification presented by the voter must be current and valid. Expired documents are not acceptable.

For a Grace Registration, at least one form of ID must show their physical Lake County Street address, and both should display their legal name. For an affidavit that requires ID, both forms must have their name and address. Voters may log into portal on their cell phones, but pictures are not permitted as they can be photoshopped.

Primary forms of acceptable identification (forms with name and address) include:

- ▶ Illinois Driver's License
- ▶ State of Illinois Identification card
- ▶ Utility or contract service bill addressed to applicant at physical Lake County street address postmarked no more than 30 days prior
- ▶ Firearm Owner's Identification (FOID identification) card
- ▶ Personalized check or bank statement
- ▶ Car registration or proof of insurance bearing the applicant's name and address
- ▶ One piece of mail displaying the voter's name and address (in situations requiring two forms of identification, only one can be a piece of mail)

Secondary form of acceptable identification (only as a secondary form for a Grace Period Registration) include:

- ▶ U.S. Passport
- ▶ Military, employee, student, or welfare identification card
- ▶ Certified copy of birth certificate
- ▶ Social Security card
- ▶ Veteran's Administration patient card
- ▶ Civic, union, or professional membership card
- ▶ Check cashing card, debit card, or credit card
- ▶ Library card
- ▶ Insurance card
- ▶ Certified copy of marriage license or divorce papers
- ▶ Nationalization papers

*Note: This list of IDs is not exhaustive. Voters may have alternate forms of ID which are acceptable. If you are uncertain about a form of ID, please call the Lake County Clerk's Office. Remember – we want voters to be able vote and do not want to turn them away, unless it is impossible for us to help them.*

***Photo ID is not required for any voting circumstance.***

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## Tabulator Troubleshooting

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### Over-voted Office

If a voter casts a ballot with more votes than permitted for any office, the ballot counter will alert the voter. The voter has the option to:

- ▶ Select the “RETURN” button to have the ballot returned to the voter. The voter will then return to the judge where they originally checked in to have the over-voted ballot spoiled, and then the voter is to receive a new ballot.

OR

- ▶ Select the “CAST” button to have the ballot accepted into the ballot bin. Choosing “CAST” means no vote in the over-voted office will be counted.

### Under-voted Ballot

If a voter does not select a candidate in any one of the statewide constitutional races, The Illinois General Assembly requires the voter to be alerted. Races include governor, lieutenant governor, attorney general, secretary of state, comptroller, and treasurer. Although it is required to alert the voter, a vote is not required in every race.

The voter has the option to:

- ▶ Select the “CAST” button and choose not to vote in all statewide races, and the ballot will pass into the secured ballot bin.

OR

- ▶ Select the “RETURN” button and the ballot will be ejected so voter may return to the voting booth and mark ballot accordingly.

### Accessing a DS200 Ballot Jam

1. With the top lid opened, use the slotted key to unlock the #6 lock.



2. Put the front flap in the down position and slide the tabulator forward a little bit. You should be able to see the jammed ballot.



3. Consult the message on the screen as to whether or not the jammed ballot was counted. If it was counted, drop the ballot in the slot behind the tabulator so it can go into the bin. If it wasn't counted, slide the tabulator back into its original position, lift up the front flap and lock in place (lock #6). Give the ballot to the voter, if present. If the voter is not present, feed the ballot into the tabulator and accept any error messages on the ballot counter screen.

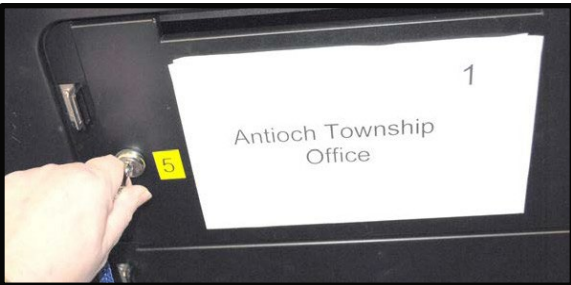
## Tabulator Troubleshooting

### Power Interrupted or Ballot Counter Not Working

1. Call Early Voting Hotline at 847-377-2456 and a Technical Representative will be dispatched. The ballot bin will operate up to six hours on battery power.
2. While you are waiting, unlock #5 and open the emergency ballot slot door.



3. Lower the emergency ballot slot flap.
4. Close door and lock #5.



5. The voters will continue to insert ballots into the emergency slot until the ballot counter becomes operable.
6. When power is restored or counter is operable and the voter flow allows:
  - Judges unlock #5.
  - Open emergency ballot slot door and remove all the ballots.
  - Ensure the slot is empty before raising the flap, closing the door, and locking #5.
  - Cast the ballots removed from the emergency ballot slot and accept any voting alerts that may appear on the screen.

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## Daily Closing Procedures

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### Daily Balancing

1. Complete a new *Daily Check In Totals* sheet in the red binder.
2. Retrieve the “Check-Ins” total from the Pollbook at the bottom right of the Launchpad screen.
3. Record totals on *Daily Check In Totals* sheet.
4. Record the “Public Count” from each ballot bin on the sheet.
5. Pollbook’s “Check-ins” for site and ballot counter’s “Public Count” numbers MUST MATCH.

#### **If the count is different, check the totals:**

- Look in the Vote by Mail drop box in the site to ensure that a voter did not place their Early Voting ballot into the drop box.
  - If you are still unable to determine why there is a discrepancy, then please see “Why Your Accounting May Not Balance,” found at the end of the Statement of Ballots (Ballot Accounting) section, for examples and additional information.
  - Please call the Early Voting Hotline at 847-377-2456 for instructions on remedying the discrepancy.
6. Once your number of ballots on the bin match the Pollbook’s total, initial and date the sheet.
  7. Locate the security materials pouch and remove the keys for the ballot counter and ExpressVote as well as the Cage key.
  8. Complete *Drop Box Daily Security Checklist* and *Daily Supply Checklist* in the red binder.

### **Close for the Day and Statement of Ballots (Ballot Accounting)**

Ballot accounting is done at the end of each day of Early Voting. All judges must close for the day and clock out, but only one judge must complete the ballot accounting, though all judges must sign before submitting. See the next page for detailed Pollbook instructions.

# Daily Closing Procedures

## Closing for the Day

**1** Once the Early Voting day has ended, the election has to be closed in the Pollbooks.

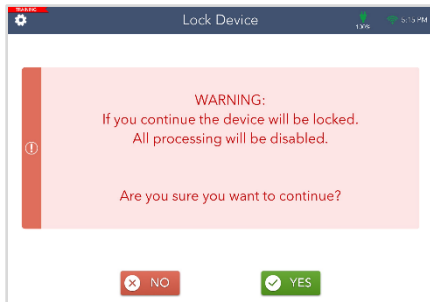
Open the **Launchpad Menu** and touch **LOGOUT** on all deployed Pollbooks.



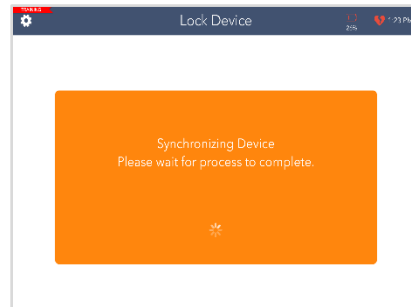
**2** A pop-up will appear. Touch the **CLOSE FOR THE DAY** button to begin the closing process.



**3** A warning screen will appear. If you are ready to close the election, touch **YES**.

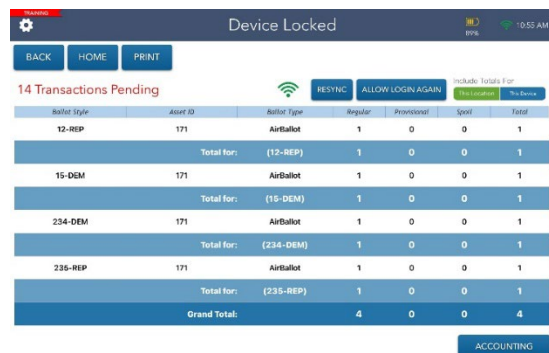


**4** An orange screen will appear displaying a **“Synchronizing Device”** message. Wait for the message to disappear.



**5** If your Pollbook has not sent all of its transactions, a **TRANSACTIONS PENDING** message will appear in the left-hand corner. Click **RESYNC** to try and send the pending transactions again. Once transactions are complete, keep the one Pollbook on for Ballot Accounting. For all other Pollbooks, select **ALLOW LOGIN AGAIN** to clock out.

On the remaining Pollbook, touch **ACCOUNTING** at the bottom right of the screen to begin the Ballot Accounting process.



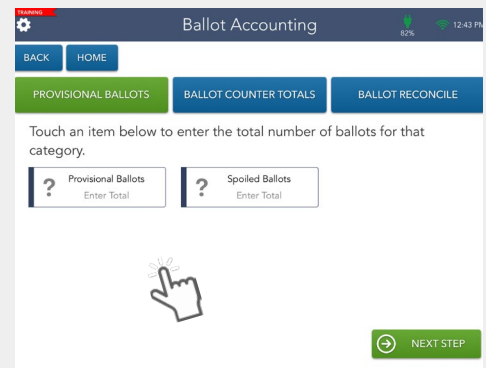
## Statement of Ballots (Ballot Accounting)

### Statement of Ballots (Ballot Accounting)

1

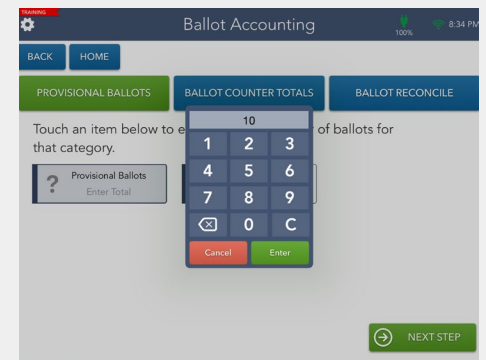
During Early Voting, only one judge per day is required to complete the ballot accounting for the site but all judges must sign off before submission.

On the Ballot Accounting screen, touch the Provisional Ballots Enter Total box.



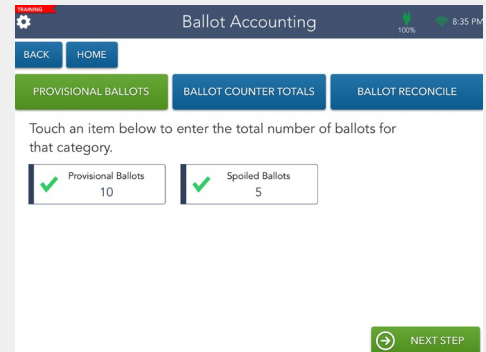
2

Using the number pad, enter the number of completed Provisional Ballot Envelopes for that day in the Provisional Ballots file folder in the Cage and touch **ENTER**. Repeat steps 1 and 2 for Spoiled Ballots found in the manila Spoiled Ballots file folder in the Cage.



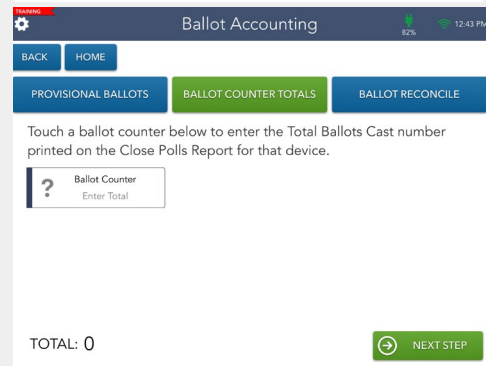
3

After entering the totals for each category, touch NEXT STEP.



4

Touch the Ballot Counter Enter Total box. This number will be the number of ballots cast on that day.



## Statement of Ballots (Ballot Accounting)

5

If you do not know the number off-hand, it will be helpful to use the Daily Check In Totals sheet from the red binder. Take the "Total" for the ballot bins for the current day's sheet and subtract the previous day's total. Type in that number then touch ENTER.

6

After entering the totals for each applicable counter, touch NEXT STEP.

7

If the number of ballots entered matches the signatures captured, the Pollbook will be balanced and display a green message. Touch **SIGN BALLOT RECORD** to continue.

If you balanced, skip to step 11 for next steps.

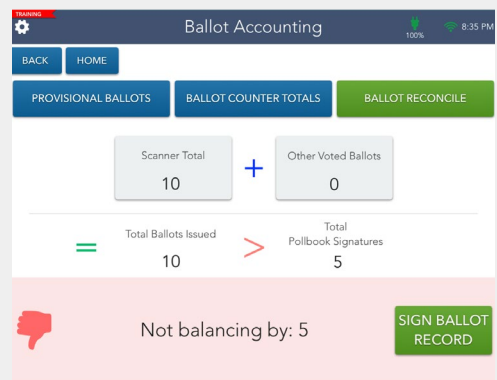
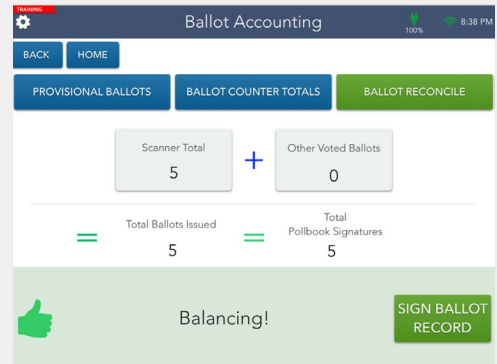
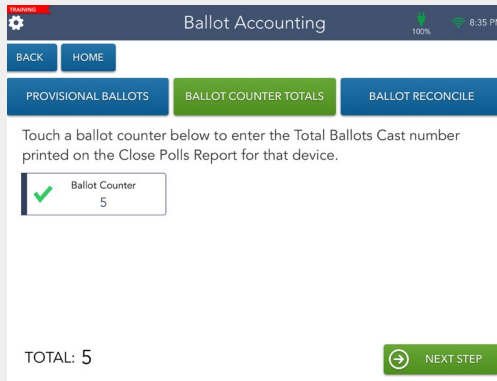
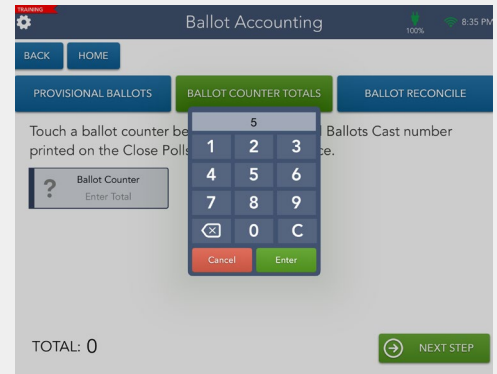
8

If the number of ballots entered DOES NOT match the signatures captured on the Pollbook a red message will display the difference of the totals recorded.

If the totals do not match and you cannot figure out why, please call (847) 377-2456 for instructions.

Provisional and Spoiled Ballots are NOT included in balancing.

Re-check the totals entered. If the numbers still do not match, touch **SIGN BALLOT RECORD** to continue.



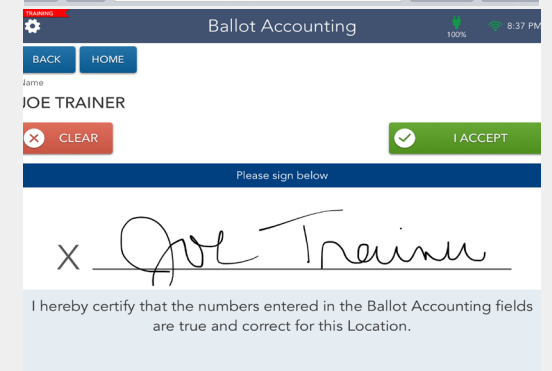
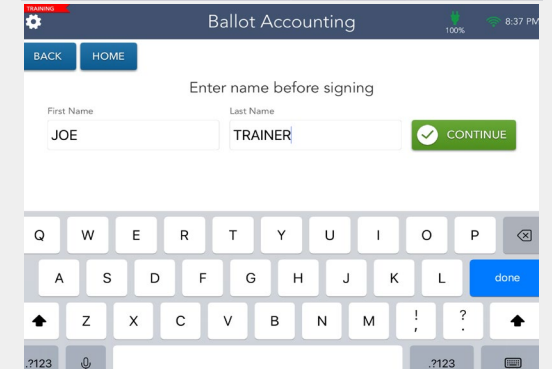
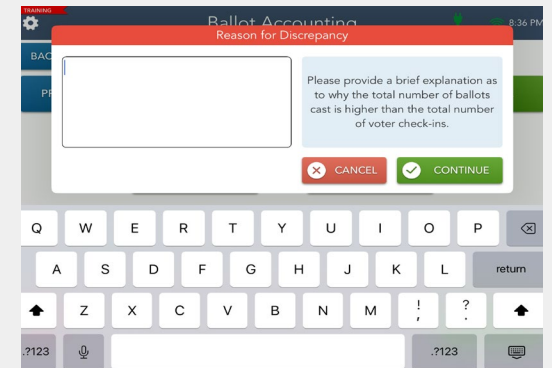
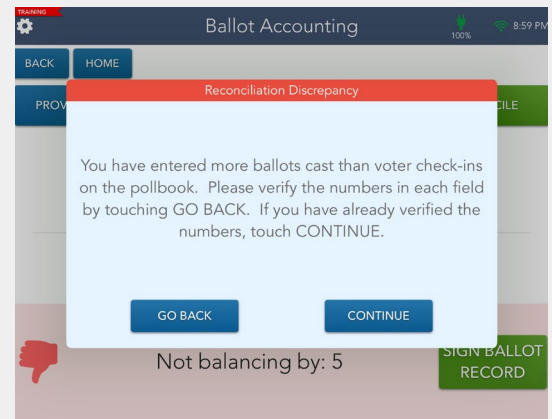
## Statement of Ballots (Ballot Accounting)

9 A message will appear explaining the error. Touch CONTINUE to proceed.

10 To the best of your ability, please provide a brief description as to why the totals are not matching then touch CONTINUE.

11 Enter in your name and touch the CONTINUE button.

12 Provide your signature to certify the Ballot Accounting report. Touch I ACCEPT to continue.



## Statement of Ballots (Ballot Accounting)

13

Your name will now be listed on the Pollbook.

All judges must sign Ballot Accounting. Touch **ADD ANOTHER SIGNATURE** for other judges to add their name.

Once all individuals have signed, touch **SUBMIT** to complete the ballot accounting report.

14

A pop-up will appear to confirm the submission of the report. Touch **YES** to continue.

15

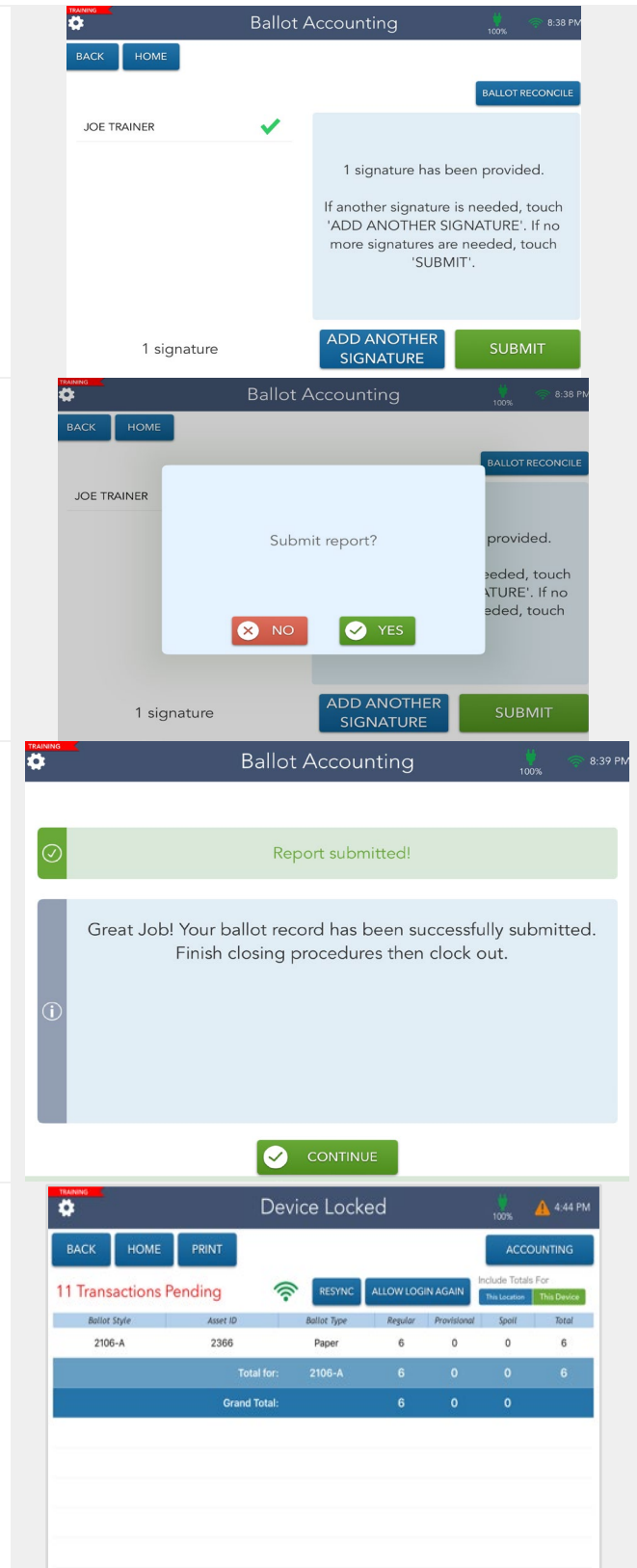
A success message will appear once the report has been submitted. Touch **CONTINUE**.

16

The Pollbook will go back to the **DEVICE LOCKED** screen.

If your Pollbook has not sent all of its transactions, a **TRANSACTIONS PENDING** message will appear in the left-hand corner. Click **RESYNC** to try and send the pending transactions again. Keep the Pollbook on and connected to the Jetpack until the message is replaced with a **DEVICE LOCKED** message.

During the daily closing for Early Voting, choose **ALLOW LOGIN AGAIN**, in order to clock out.



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## Statement of Ballots (Ballot Accounting)

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### Why Your Accounting May Not Balance

The Pollbooks are programmed to account for ballots that should go in the bin (precinct ballots) and ballots that should not go in the bin (Vote by Mail, provisional, and spoiled ballots).

If a ballot is inserted into the bin that should not then the Pollbook will indicate that you have more ballots cast in the bin than voters checked in on the Pollbook (for example, if a Provisional ballot is inserted in the bin).

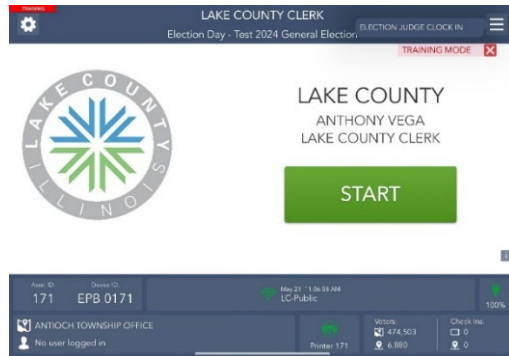
If a ballot is not inserted into the bin that should, the Pollbook will indicate that you have more voters checked in on the Pollbook than ballots cast in the bin (for example, if a voter inserted their ballot into the Vote by Mail drop box instead of the bin or if a voter checked in but left without voting).

Please, to the best of your ability, indicate why your totals do not match in this scenario. If you believe that a voter may have inserted their ballot into the drop box, let the Vote by Mail pickup team know on the following day.

# Election Judge Clock Out

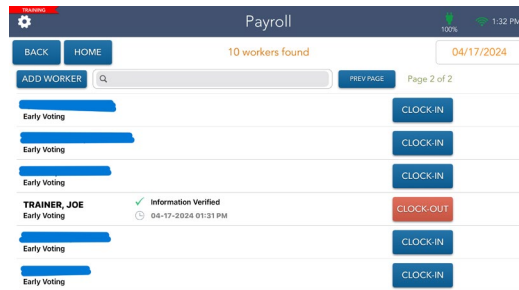
1

Touch the “hamburger menu” in the upper right corner of the Main Menu Pollbook screen and select ELECTION JUDGE CLOCK IN.



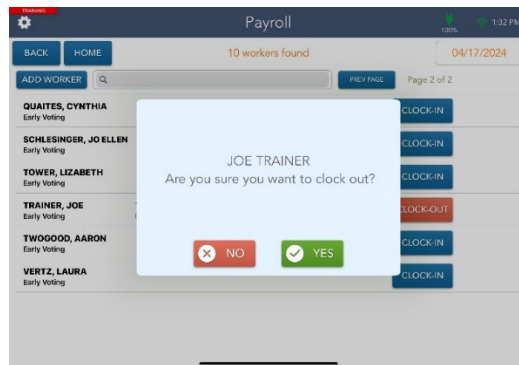
2

At the end of the day, you will need to clock out. Select CLOCK-OUT next to your name.



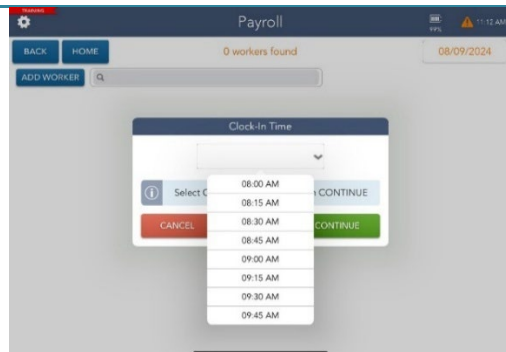
3

Confirm that you would like to clock out by selecting YES.



4

Select your clock out time from the drop-down menu (you will need to scroll down).



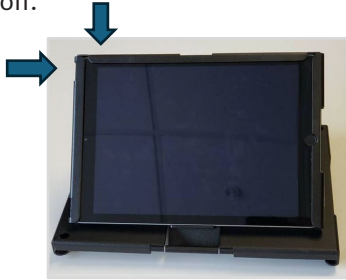
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## Other Daily Closing Tasks

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### Shut Down Pollbook

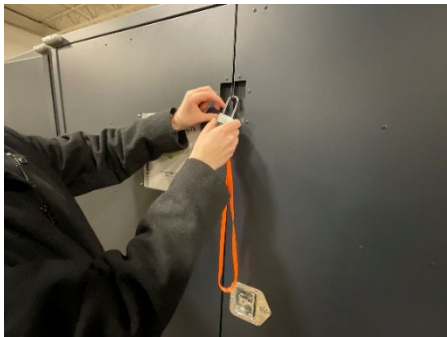
1. Press and hold the buttons on the upper left side and top left of the Pollbook to turn it off. A “Slide to Power Off” popup will appear. Slide with finger to power off.



2. Close the Pollbooks, detach the splitter cable, and use the number on the device to match them to the proper case. Then close and latch the locks. Leave the printers and cables connected.



3. Return the Pollbook cases, with the Pollbooks inside, to the Cage to be locked overnight.



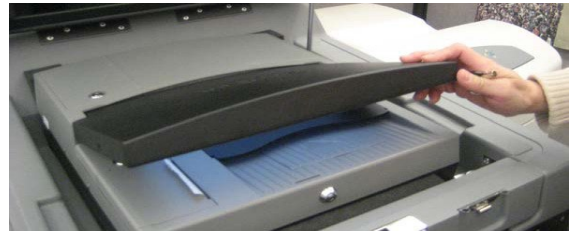
4. Remove ballot stock from the printer and secure the ballot stock overnight in the Cage.
5. Jetpack will remain turned on for the entire duration of Early Voting.

### Closing of Ballot Bin

Do not turn off or unplug the ballot bins. Closing the lid will put them to sleep for the night.

Security ties or seals are not removed from the ballot bins. If a replacement is needed, record new number on Security Checklist, record the reason, and initial the form.

1. Retrieve the ballot bin keys. Carefully lower the ballot counter screen and lock #3 with the black barrel key. Machine will beep for approximately 5 minutes before entering sleep mode. **DO NOT TURN OFF OR UNPLUG BALLOT COUNTER.**



2. Lower the ballot bin cover and secure the lid latches. Lock #2 with the silver key.



### Finalize Shutdown of Ballot Marking Device

1. The ExpressVote (or Ballot Marking Device) unit must be turned off nightly. Unlock the ExpressVote switch compartment and turn the switch to “Off.” Lock the compartment.



## Other Daily Closing Tasks

### Other Daily Closing Tasks:

1. Place all blank ballot stock in Cage, for both the Ballot on Demand and ExpressVote ballot stock.
2. Lock the Cage.
3. Place the Cage key in the security materials pouch. Place a blue security seal located in the security materials pouch over the lock to the Cage. Record the blue security seal number on the *Daily Check in Totals* sheet in the red binder.



4. Place the lanyard with the ballot bin keys in the security materials pouch.
5. Remove the red security tag and security card from the security materials pouch. Record the serial number and date on the card. Initial and place the card in security materials pouch so numbers are visible.



6. Close the pouch and seal with a red security tag. Place the pouch in the green tub.
7. Return any pens or privacy sleeves to the Pen and Privacy Sleeve Table.
8. Return the cover to the green tub and place the tub under the desk or table near Pollbooks.

### Outside Signs

If the outside sign displays Early Voting days and hours, it can remain standing. If sign does not show this information, lay down the tent sign so it is not visible from street.



### Secure the room:

Before leaving for the day, ensure that the lights are turned off and the room is locked.

Be sure to check if there are any special instructions or procedures for your polling place before leaving for the day.

*Note: Some sites have physical keys. Please check site-specific directions regarding how to use and store the keys. Election Judges are not to hand them off to another EJ unless specifically told to do so by the Lake County Clerk's Office. For questions, please call the Early Voting hotline at 847-377-2456.*

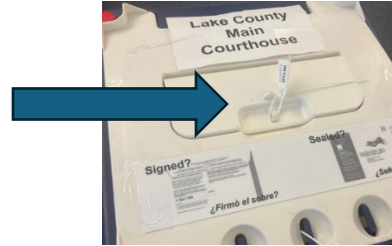
## Last Day of Early Voting Closing Tasks

These procedures are completed after all early voters are processed on the final day of voting. Early voting sites with regular hours will end on the Saturday before Election Day, while extended hour voting sites will continue until the Monday before Election Day.

1. Locate the last *Daily Check In Totals* sheet from the red binder.
2. Retrieve the “Check-Ins” total from the Pollbook at the bottom right of the Launchpad screen.
3. Record the totals on the *Daily Check In Totals* sheet.
4. Locate the “Public Count” from each ballot bin on the sheet.
5. Pollbooks’ “Check-Ins” total for site and ballot counters’ “Public Count” numbers **MUST MATCH**.

### If the count is different, check the totals:

- Look in the Vote by Mail drop box in the site to ensure that a voter did not place their Early Voting ballot into the drop box.
  - If you are still unable to determine why there is a discrepancy, then please see “Why Your Accounting May Not Balance,” found at the end of the Statement of Ballots (Ballot Accounting) section, for examples and additional information.
  - Please call the Early Voting Hotline at 847-377-2456 for instructions on remedying the discrepancy.
6. Once your number of ballots in the bin match the Pollbook’s total, initial and date the Daily Check in Totals sheet in the red binder.
  7. Locate the security materials pouch and remove the keys for the ballot counter and ExpressVote as well as the Cage key.
  8. Complete Drop Box Daily Security Checklist in red binder. Use white security tie to lock the flap where voters insert their ballot into the drop box. (See image in next column.)



### ExpressVote Shut Down Procedures:

1. Open the side door, turn power switch to “Off,” close the door, and relock it.



2. Unplug the power cord from the wall outlet and place it in the pocket on black case.



3. Place the ExpressVote in the black cloth case.



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## Last Day of Early Voting Closing Tasks

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4. Turn the table over and remove the legs. Pack the table top and legs in its case.



5. Place ExpressVote case and table case next to ballot bins.

### Closing for Day and Statement of Ballots (Ballot Accounting)

Ballot accounting is done at the end of each day of Early Voting.

All judges must close for the day and clock out, but only one judge must complete the ballot accounting, though all judges must sign before submitting.

Refer to the “Statement of Ballots” and “Election Judge Clock Out” sections for detailed instructions.

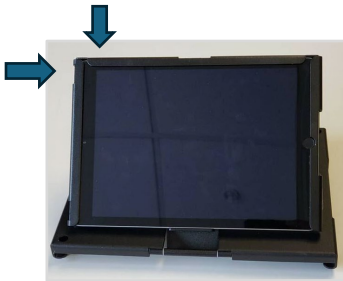
## Last Day of Early Voting Closing Tasks

### Pollbook Shutdown:

Powering down the Pollbook and Jetpack and packing the red binder will be one of the last tasks performed to make sure all transactions have been uploaded to the Lake County Clerk's Office and necessary accounting is complete.

### Packing the Pollbooks for the Movers

1. Once Pollbook procedures have been completed, you can shut down and pack up the Pollbooks.
2. Press and hold the buttons on the upper left side and top left of the Pollbook to turn it off. A "Slide to Power Off" popup will appear. Slide with finger to power off.



3. Disconnect the cords from the Pollbook and the printers (both Ballot on Demand and receipt printer).
4. Remember that each case holds material for two Pollbooks. Place the cords for two Pollbooks at the bottom of the Pollbook case below where the Pollbooks will be returned.



5. Place the Pollbooks and receipt printers in their designated areas in the case.



6. Close and latch the case.



7. Return Pollbook cases, Ballot on Demand printers, ExpressVote terminal, privacy sleeves, purple felt tip pens, unused ballot stock (legal size paper), and (if applicable to the voting site) the big bell to the Cage. Pens, privacy sleeves, and unused ballot stock should be packed in the banker box in the Cage.
8. Remove the yellow tape from the extension cords. Place the power strips and extension cords inside the green tub.

### Secure Ballot Bins

1. Retrieve the ballot bin keys. Close the ballot counter screen and lock #3 with the silver key. Machine will beep for approximately five minutes before entering sleep mode. DO NOT TURN OFF BALLOT COUNTER.



## Last Day of Early Voting Closing Tasks

2. Lower the ballot bin cover and secure the latches. Lock #2 with the silver key.



3. Unplug and wrap the electrical cord with Velcro strap. Return it to the storage compartment on the back of the ballot bin. Close and lock #1 with the silver key.



4. Set ballot bins next to other materials that the movers will pick up.
5. Place any extension cord(s) or power strip(s) delivered from Lake County Clerk's Office in the green tub.

### Secure Jetpack

1. Power off and unplug the Jetpack.
2. Repack the power cord and unit in the Jetpack pouch.
3. Return the Jetpack pouch to green tub.

### Final Packing of Voting Site

1. Place all blank ballot stock in cage. Put loose ballot stock in the banker box in the Cage.
2. Lock the Cage.
3. Place the Cage key in the security materials pouch. Place a blue security seal located in the security materials pouch over the lock to the Cage. Record the blue security seal number on the *Daily Check in Totals* sheet in the red binder.



4. Place the lanyard with ballot bin/ExpressVote keys in the security materials pouch.
5. Remove the red security tag and security card from security materials pouch. Record the serial number and date on card. Initial the card and place it in the security materials pouch so numbers are visible.



6. Close the security materials pouch, seal with a red security tag, and place it in the green tub.
7. Take down all voting booths and place the booths packed in their boxes next to ballot bins.
8. Bring in all the outdoor signs and place next to the ballot bins.

### Pack the Green Tub

1. Verify all materials listed on the tub's cover are packed inside. The red binder must be returned in the green tub.
2. Close the tub lid securely, use a white tie to seal the lid, and place the green tub next to the ballot bins for pick up by movers.



## Appendix

### Supplies in Green Tub:

- 1) Canned Air
- 2) Additional Ballot Receipt Paper
- 3) Supply Box
- 4) Red Binder
- 5) Early Voting, Provisional, and Signage Envelopes
- 6) Chrome Stand
- 7) "I Voted" Stickers
- 8) Privacy Sleeves
- 9) Voter Information Guide
- 10) Name Badges
- 11) Electioneering Zone Marking Device (EZMD)
- 12) Jetpack Pouch
- 13) Black Ballpoint Pens
- 14) Security Materials Pouch
- 15) Early Voting Judge Manual
- 16) Election Judge Lanyards
- 17) Lock Box (if applicable)
- 18) Scratch paper
- 19) White Security Ties (for indoor Drop Box)
- 20) Yellow Tape



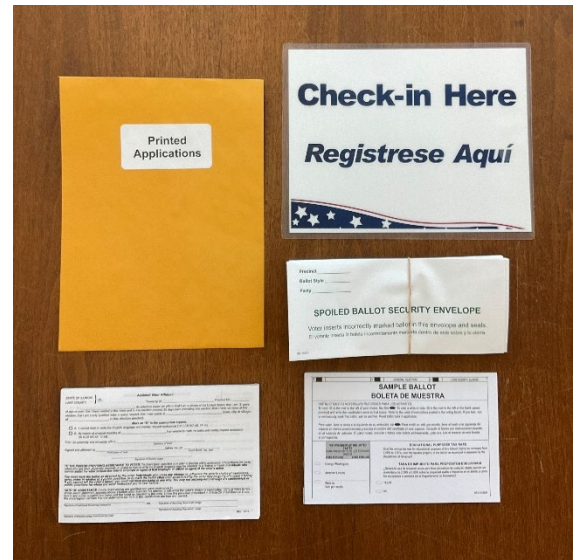
### Detailed Green Tub Packing List:

#### Supply box:

- 1) Purple Felt Tip Pens
- 2) Magnifying Glass and Magnifier
- 3) Reading Lamp
- 4) Paper Clips
- 5) Scissors
- 6) Calculator
- 7) Post-It Notes
- 8) Rubber Fingers
- 9) Masking Tape
- 10) Wire Cutters
- 11) Glue Stick

#### Early Voting Envelope:

- 1) Ballot receipts to be shredded and any paper signatures collected
- 2) Spoiled Ballot Envelope
- 3) Table Sign
- 4) Sample Ballot
- 5) Assisted Voter Affidavit (used when two Election Judges assist voter)

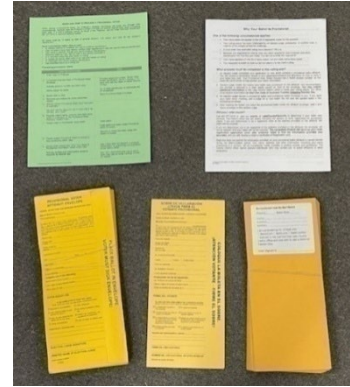


**\*\*At the end of the final day of Early Voting, the green tub should be sealed with a white tie.**

## Detailed Green Tub Packing List (cont.):

### Provisional Ballot Envelope:

- 1) How to Process a Provisional Voter
- 2) Why Your Ballot is Provisional
- 3) Provisional Ballot Envelope
- 4) Spanish Translation Template
- 5) Surrendered Vote by Mail Envelope



### Early Voting Signs Envelope:

- 1) No Electioneering Signs
- 2) Voting Site Directional Signs for hallway/corridors
- 3) Telephone Policy Signs for entry to voting room
- 4) Accessible Entrance Directional Signs for hallway/corridors
- 5) First Amendment Auditor Signs
- 6) Ballot Undervote Alert (even years only)
- 7) Electioneering Zone (plastic sign for orange cone)
- 8) Official Polling Place Sign
- 9) Pollwatcher Rights and Restrictions
- 10) "What Is On My Ballot?"
- 11) Bill of Rights for Lake County Voter
- 12) Information and Services (HAVA)
- 13) Provisional Voting
- 14) Vote Fraud Information

**No Electioneering**  
(Within 100 Feet of Voting Room)

Electioneering is defined as working for or against, or in the interest of a party, candidate, or proposition. Electioneering is prohibited inside the room or within 100 feet of the entrance to the room where voting occurs. Electioneering includes, but is not limited to, advocacy for or against a candidate or issue on the ballot.

**NO Political**  
T-Shirts, Buttons, Stickers, etc.

**NO Political**  
Flags, Hand Carriers, Signs, etc.

**NO Political**  
Music, Tapes, Recordings, etc.

**Telephone Usage**

Voters are asked **not** to make or receive phone calls inside this voting site except for emergencies.

**Uso del teléfono**

Se le pide a los votantes **no** hacer ni recibir llamadas dentro de este cuarto de votación, excepto en casos de emergencias.

**Voting Site Entrance**  
Entrada al sitio de votación

**Voting Site Entrance**  
Entrada al sitio de votación

**Accessible Ramp Entrance**  
Entrada con rampa accesible

**Accessible Ramp Entrance**  
Entrada con rampa accesible

**Declaración de Derechos Para Los Votantes del Condado de Lake**

**Bill of Rights for Lake County Voters**

**Información y servicios**  
Esta publicación le ofrece información electoral

**Information & Services**  
This publication provides you with election information

**Votación Provisional**  
How to process a provisional ballot

**El Fraude Electoral**  
Vote Fraud

**Provisional Voting**  
How to process a provisional ballot

**Vote Fraud**  
How to process a provisional ballot



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## Appendix

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### Items Delivered in Cage

- 1) Ballot Stock
- 2) ExpressVote Terminal
- 3) Pollbook Cases
- 4) Banker box with file folders, Narcan, flag, and ExpressVote ballot stock
- 5) Ballot on Demand Printers
- 6) Big Bell and lighting equipment for ADA voters, if necessary



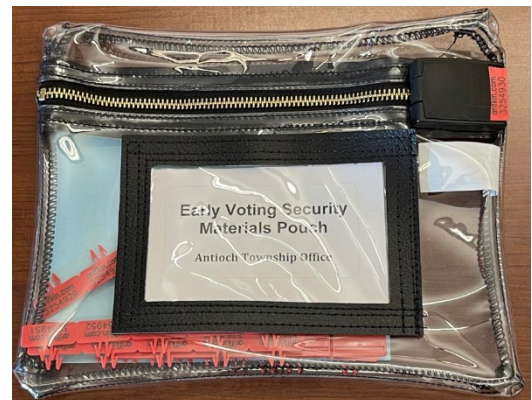
### Early Voting Outside Signs

*Delivered by the movers*



### Security Materials Pouch and Contents

1. Red seals
2. Blue seals
3. Keys for the Cage (on orange lanyard)
4. Keys for the Tabulator/Ballot Bin (on red or blue lanyard)
5. Blue Security card
6. Red security ties

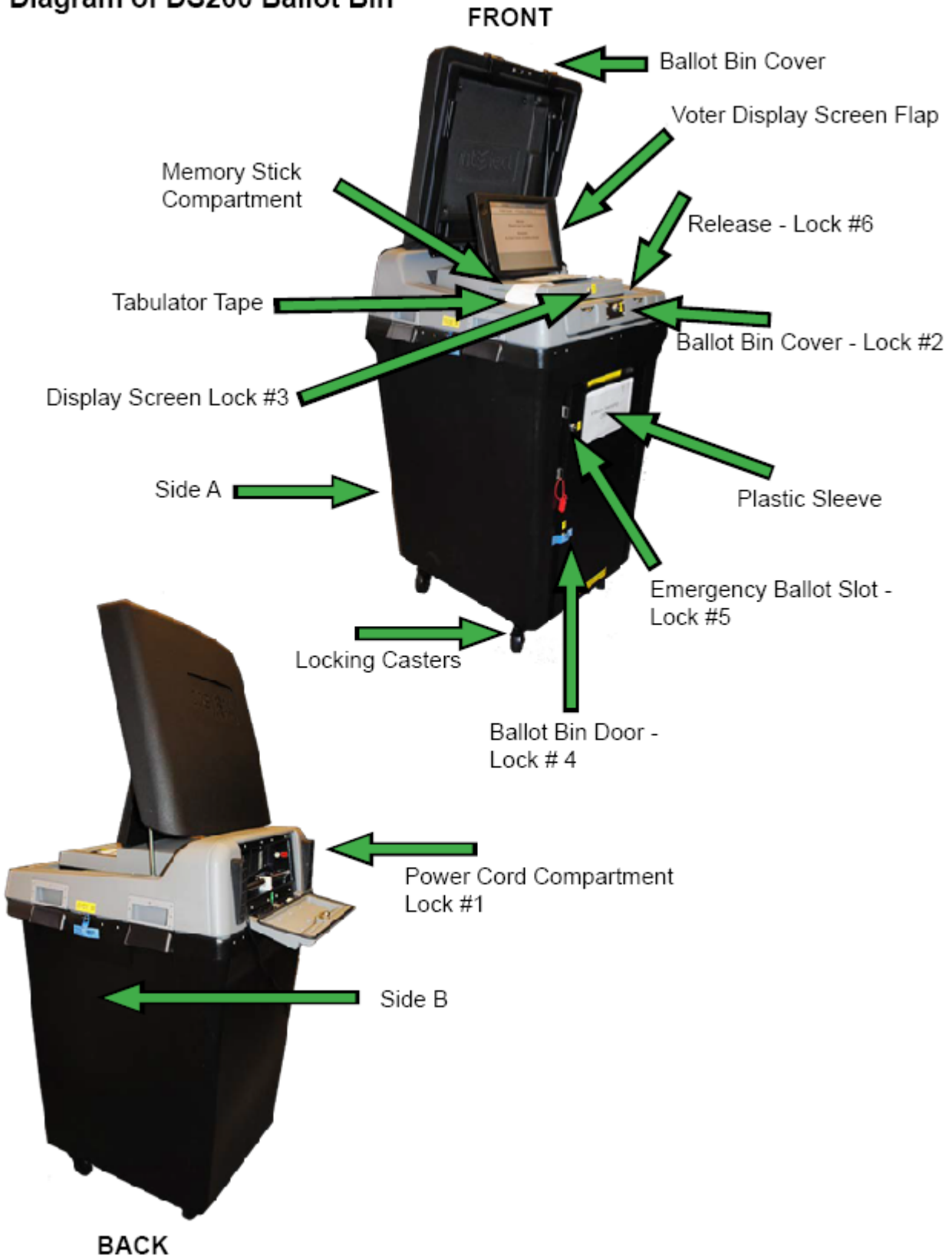


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Appendix

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**Diagram of DS200 Ballot Bin**



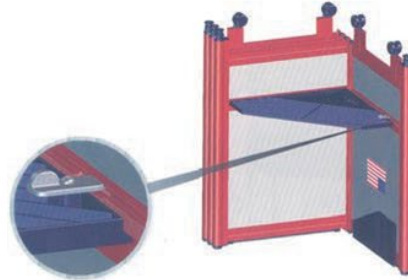
# Appendix

## Quad Booth Instructions



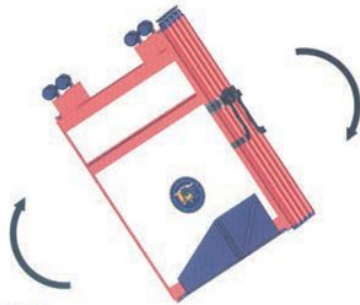
### STEP 1

The booth is on wheels so it will slide out of the box. Remove by pulling on the fabric handles. Leave plenty of room for assembly.



### STEP 4

Rotate the grey catch and raise the writing table. The edge of the writing table will engage with the cross rails.



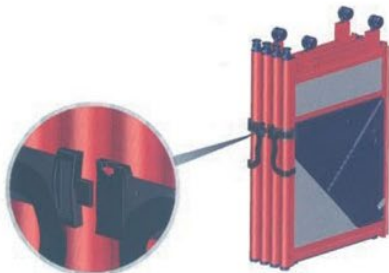
### STEP 2

Holding the handles and supporting the booth, rotate until the wheels are facing upwards. Max weight of tilt lifting and lowering: 24lbs.



### STEP 5

Repeat instruction 4 on the other sections as they are opened out.



### STEP 3

Undo the buckle by pressing the red button. Open out the first section.

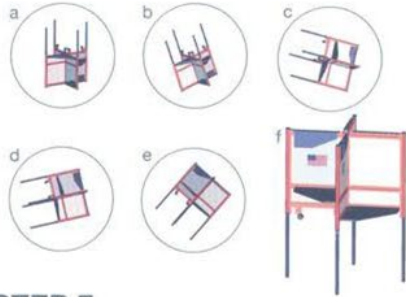


### STEP 6

Extend each telescopic leg until the button pops out. Push the leg back into position so that it cannot be pushed in again accidentally.

## Appendix

### Quad Booth Instructions – Continued



#### STEP 7

Leaving plenty of room, lower the booth until it is lying on its side. Raise the booth to its working position. Max weight through a,b,c: 22lbs, through d,e,f: 31lbs.



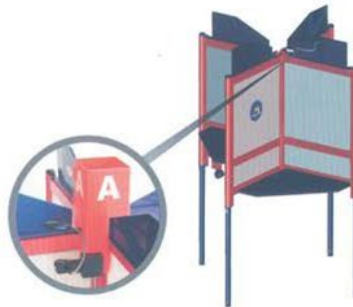
#### STEP 9

If necessary, use the adjusters at the bottom of each leg to level the booth.



#### STEP 8

Rotate visors to their vertical position.



#### STEP 10

Give the booth one final check to make sure that all the shelves and leg buttons are properly locked. If required, attach the central column and booth lights.

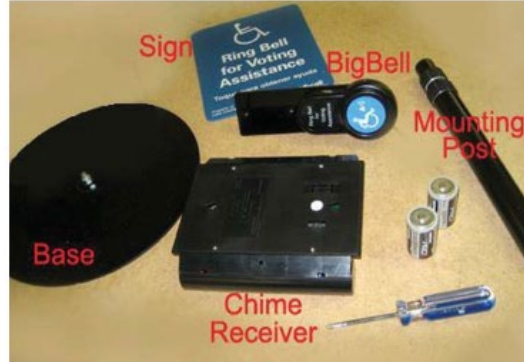
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## Appendix

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### BigBell and BallotCall Assembly Instructions

As part of your voting site preparation on Election Day, you will need to set up the BallotCall to allow voters with disabilities to request assistance accessing your facility or to request curbside assistance.



Open the carrying case, remove and identify all the pieces. You will need to lift up two layers of foam to retrieve the base and sign which are stored underneath.

- BigBell Pushbutton
- BallotCall
- Chime Receiver
- Sign
- Base
- Mounting Post
- Screwdriver

7. To begin assembly, place the circular base on a table.



8. Extend the mounting post to complete length (approx. 36"). Be sure you are holding the mounting post with the "screw locks" to the top before beginning. Twist both screw locks counterclockwise to loosen. If the top section sticks while trying to extend, you may find turning the post upside down and shaking will help to loosen it.



9. Once all sections of the mounting post are extended, tighten screw locks by turning clockwise.



10. Attach the mounting post to the base by turning the entire post clockwise until tight.



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## Appendix

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11. Place the BigBell on the top of the mounting post, aligning the groove on the back of the post with the knob on the bracket. Tighten the knob on the back of the bracket until secure.
12. Align the holes of the blue exterior sign with the holes on the BigBell. Insert the screws through the two holes in the bracket and the sign. Tighten wing nuts and secure in place.



300 feet between BigBell and BallotCall

BigBell assembly should be placed outside the building where there is a level entry to the facility (no steps). A person should be able to approach within 3 feet of the pushbutton without encountering protruding objects or standing within the swing of the door. The BigBell must be mounted between 32” and 48” from the ground so that is accessible for customers with a disability. The ideal height set forth by law is 36 inches.

The chime receiver should be placed within 300 feet of the BigBell to ensure functionality. The BigBell has an operating range of up to 600 feet under ideal conditions. Concrete or heavy walls may diminish the signal.

Two judges need to test the BallotCall. One judge activates the BigBell from outside while another listens to determine if the chime can be heard inside the voting site.

When the BigBell is pushed, the red LED activation light should light up. Inside the chime should sound. If the judge inside the building cannot hear the BigBell, ensure that the interior chime receiver is located within an appropriate range. To maximize signal range, the receiver should be placed approximately 6-7 feet in the air, with the unit facing in the direction of the pushbutton. Adjust volume by turning volume switch or knob on receiver.

# Appendix

**Witness Information Sheet**

Witnesses,

By acting as a witness for a voter, you are attesting to the following:

I do solemnly swear that I am a resident of this election precinct and entitled to vote at this election, and that I have been a resident of the State for 30 days last past, and am well acquainted with the person whose vote is now offered, that he/she is an actual and bona fide resident of this election precinct, and has resided herein 30 days, and as I verily believe, in this State 30 days next preceding this election.

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**Voter Information**  
Election Judge, please fill out the information for the voter who is utilizing a witness

Voter Name \_\_\_\_\_  
 Voter Address \_\_\_\_\_  
 \_\_\_\_\_  
 Voter Date of Birth \_\_\_\_\_

**Witness Information**  
Witness, please fill out your information and sign below

Witness Name \_\_\_\_\_  
 Witness Address \_\_\_\_\_  
 \_\_\_\_\_

Witness Signature  
 \_\_\_\_\_

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**Voter Information**  
Election Judge, please fill out the information for the voter who is utilizing a witness

Voter Name \_\_\_\_\_  
 Voter Address \_\_\_\_\_  
 \_\_\_\_\_  
 Voter Date of Birth \_\_\_\_\_

**Witness Information**  
Witness, please fill out your information and sign below

Witness Name \_\_\_\_\_  
 Witness Address \_\_\_\_\_  
 \_\_\_\_\_

Witness Signature  
 \_\_\_\_\_

**Witness Information Sheet (in red binder)**

**Additional Voter Affidavit information sheet**

Election Judges: Please use this form for voter's who moved outside of their precinct within 30 days of Election Day or are voting a federal ballot only.

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**Voter Information**  
Election Judge, please fill out the information for the voter who has moved outside of their precinct within 30 days or is voting a federal ballot.

Voter Name \_\_\_\_\_  
 Voter Old Address \_\_\_\_\_  
 \_\_\_\_\_  
 Voter New Address \_\_\_\_\_  
 \_\_\_\_\_  
 Voter Date of Birth \_\_\_\_\_

Voter Signature  
 \_\_\_\_\_

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**Voter Information**  
Election Judge, please fill out the information for the voter who has moved outside of their precinct within 30 days or is voting a federal ballot.

Voter Name \_\_\_\_\_  
 Voter Old Address \_\_\_\_\_  
 \_\_\_\_\_  
 Voter New Address \_\_\_\_\_  
 \_\_\_\_\_  
 Voter Date of Birth \_\_\_\_\_

Voter Signature  
 \_\_\_\_\_

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**Voter Information**  
Election Judge, please fill out the information for the voter who has moved outside of their precinct within 30 days or is voting a federal ballot.

Voter Name \_\_\_\_\_  
 Voter Old Address \_\_\_\_\_  
 \_\_\_\_\_  
 Voter New Address \_\_\_\_\_  
 \_\_\_\_\_  
 Voter Date of Birth \_\_\_\_\_

Voter Signature  
 \_\_\_\_\_

**Additional Voter Information Sheet (in red binder)**  
 If voter moved within 30 days outside of precinct or is voting a federal ballot, voter must complete *Additional Voter Information* sheet in the red binder.

**Daily Check In Totals**

Lake County Main Courthouse

Date: \_\_\_\_\_

**Number of Voters**

	End of Day	Next Morning
<b>Tabulator 1</b>		
<b>Tabulator 2</b>		
<b>Total:</b>		
<b>ePollbook Total:</b>		
<b>Judges Initials:</b>		

Note: The sum of tabulator totals should match the total on the ePollbook. If there is a discrepancy, please call the early voting hotline at (847) 377-2456.

**Security Seal on Cage**

	End of Day	Next Morning
<b>Cage</b>		
<b>Judges Initials:</b>		

Please place blue security seal from cage here:

**Daily Check-In Totals Sheet (in red binder)**

# Appendix

## Drop Box Daily Security Checklist

March 19, 2024, General Primary Election  
Lake County Main Courthouse

Date	Time	Security Tag 1	Security Tag 2	Judge A	Judge B
03/01/24					
Set Up					
03/04/24					
Site Open					
03/04/24					
Pick-up					
03/04/24					
Site Close					
03/05/24					
Site Open					
03/05/24					
Pick-up					
03/05/24					
Site Close					
03/06/24					
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Site Close					
03/09/24					
Site Open					
03/09/24					
Pick-up					
03/09/24					
Site Close					
03/10/24					
Site Open					
03/10/24					
Pick-up					

\*\*\*See Reverse side for additional dates\*\*\*

## Drop Box Daily Security Checklist (in red binder)

### Daily Supply Checklist

Date: \_\_\_\_\_

Make sure to have enough supplies for one additional day	Before Polls Open	After Polls Close
Toner (Minimum 1)		
Ballot Stock (Minimum 1)		
ExpressVote Ballot Stock		
Stickers		
Small Surrender VBM Envelopes		
Large Collection VBM Envelopes		
Spoiled Ballot Envelopes		
Spoiled Ballot Collection Envelopes		
Provisional Ballot Envelopes		
Provisional Ballot Collection Envelopes		
Black Ballpoint Pens		
Purple Felt Tip Pens		
Styluses		
Voter Guides		
Ballot Receipt Printer Rolls		
White Numbered Security Ties		
Red Security Tabs		
Two Boxes of Narcan in Banker Box		
Privacy Sleeves Out		

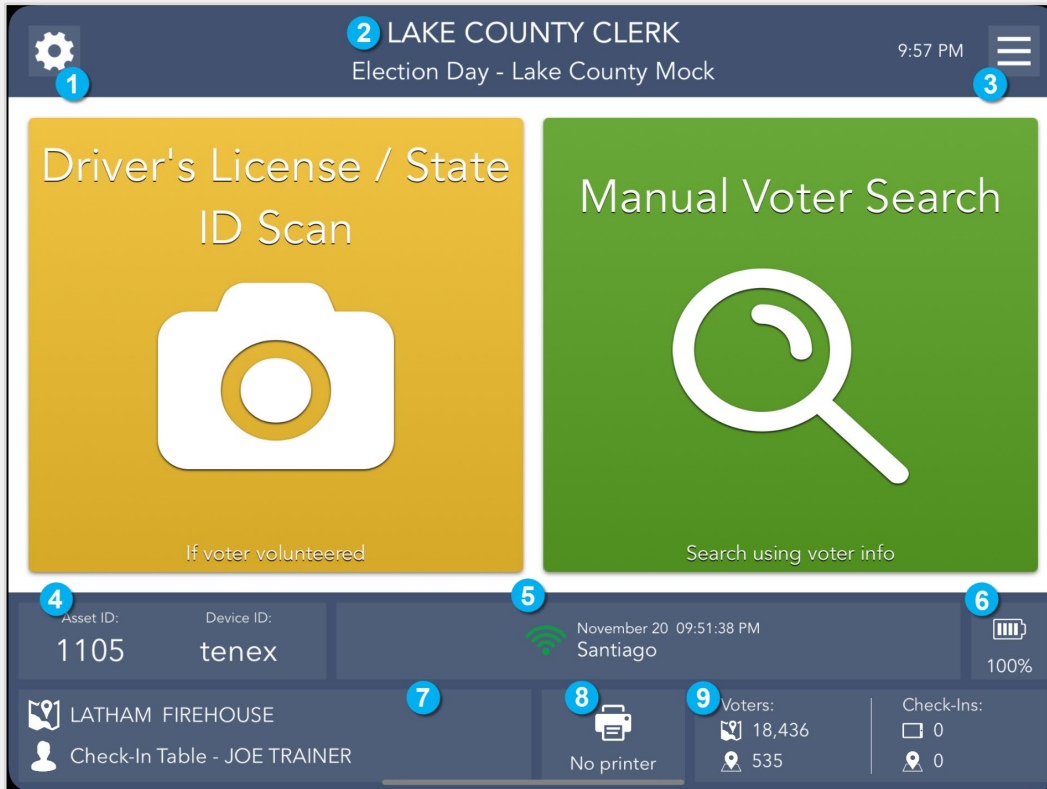
If you discover you need supplies before polls open, notify the Vote by Mail pickup teams. After the polls close, if you need supplies for the next day, call 847-377-2456. Thank you.

## Daily Supply Checklist (in red binder)

### Pollbook Main Menu and Icons

#### The Launchpad

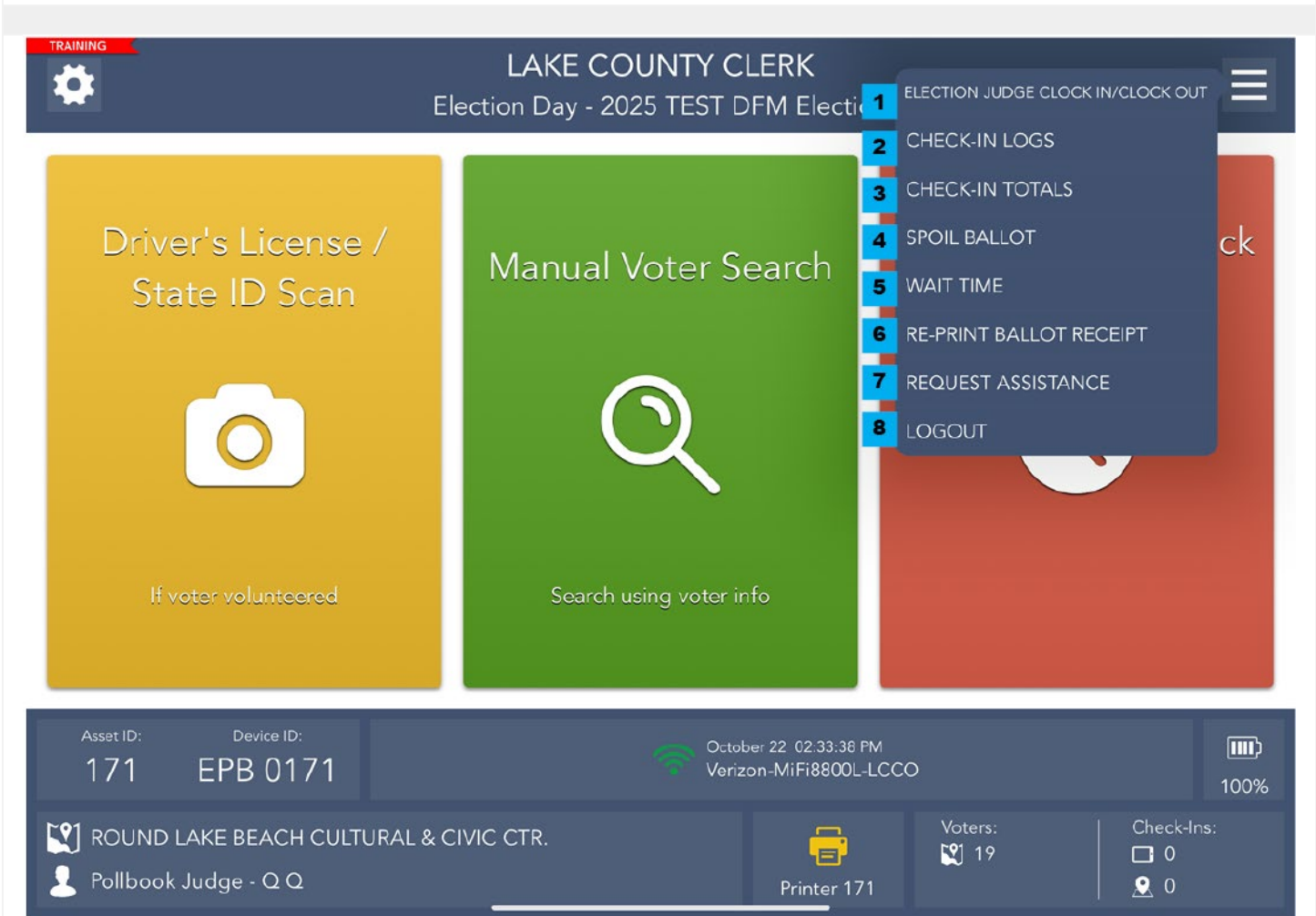
This is your Home Screen. After every check-in, you should arrive back at this screen, but with different buttons.



1	Troubleshooting Menu
2	Jurisdiction Name (Election Day)
3	Launchpad Menu (or Hamburger Menu)
4	Asset ID and Device ID
5	Date, time, Wi-Fi connectivity
6	Battery status
7	Location you are logged into, job title, and name.
8	Printer connectivity
9	Numbers of Voters and Check-ins (sorted by location total and device total)

Launchpad Menu

The Launchpad Menu provides menu options to access additional system functions.



The Launchpad Menu options:

1	<b>ELECTION JUDGE CLOCK IN/CLOCK OUT</b>	Tool for judges to clock in and out
2	<b>CHECK-IN LOGS</b>	Displays the "Check-In" history. Include voters' names & data.
3	<b>CHECK-IN TOTALS</b>	Displays the numeric log of all the check-ins.
4	<b>SPOIL BALLOT</b>	Gives the option to spoil a ballot and reverse a check-in.
5	<b>WAIT TIME</b>	Allows poll workers to track wait times at a polling place.
6	<b>RE-PRINT BALLOT RECEIPT</b>	Search for a check-in and reprint the check-in slip for a voter.
7	<b>REQUEST ASSISTANCE</b>	Allows a voter who has checked in to request assistance with voting.
8	<b>LOGOUT</b>	Provides the Temporary Log Out or Close Election page.

## Pollbook Additional Search Features Searching for a Voter – Manual Voter Search

1

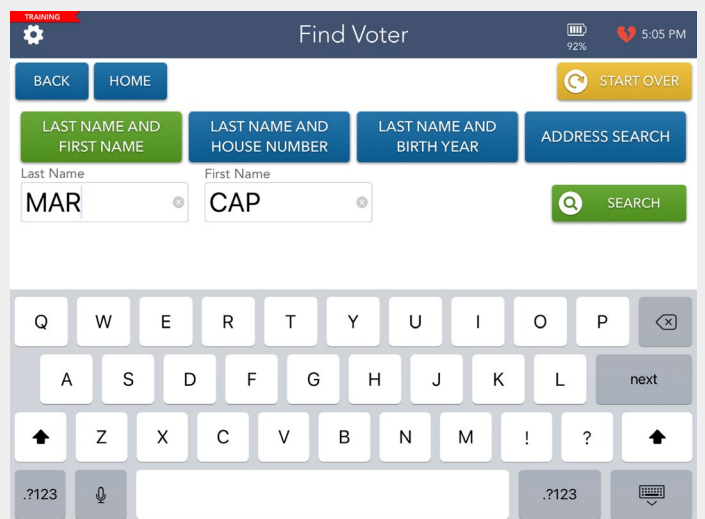
To Search for a Voter using a Valid ID type:  
Touch the **MANUAL VOTER SEARCH** button on the Launchpad screen.



2

Using information provided by the voter, use one of the available search options to search for the voter's record.

- Last Name & First Name
- Last Name & House #
- Last Name & Birth Year
- Address Search

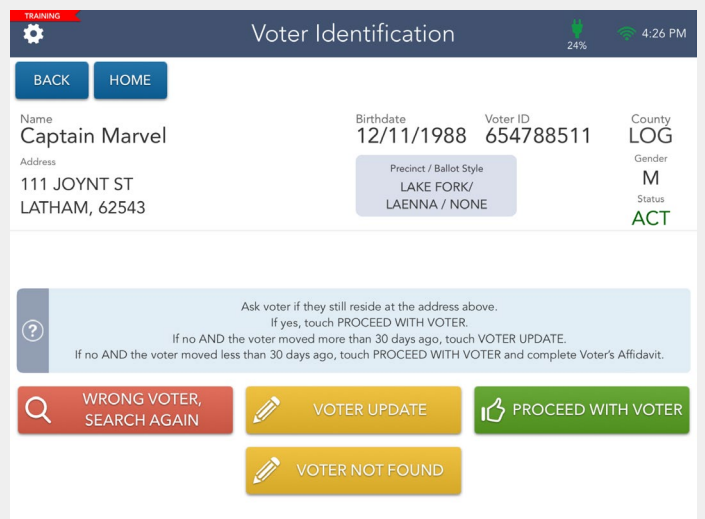


3

Enter the voter's information into the search fields chosen by using the on-screen keyboard, when finished proceed to touch **SEARCH** to continue.

4

If only one voter matches the search criteria, the **Voter Identification** Screen will appear automatically. Continue checking in your voter and get their signature.



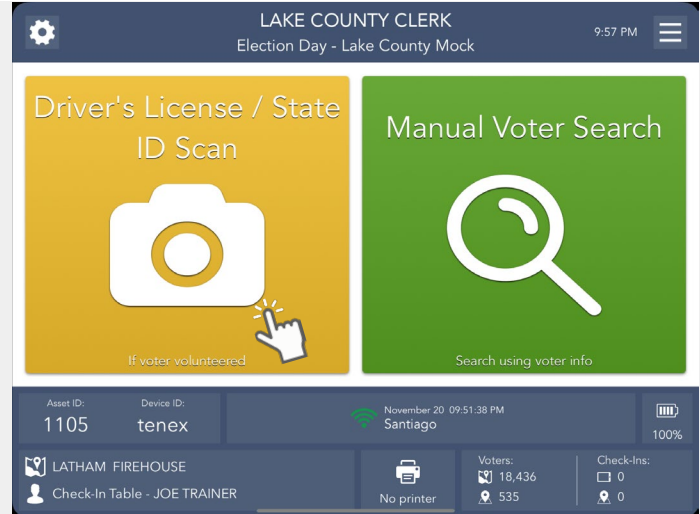
If more than one voter matches the search criteria, your screen will show a list of all possible matches. Touch the correct voter from the list and then touch the **CONTINUE** button.

## Searching for a Voter – Driver’s License/State ID Scan

1


Election Judges **MAY NOT** ask for identification unless there is a special circumstance. If a voter chooses to provide their Illinois Driver’s License, Illinois State ID, or Voter Card; feel free to use the scan function.

To Search for a Voter using a State ID:  
Touch the yellow **Driver’s License /State ID Scan** button on the Launchpad screen.

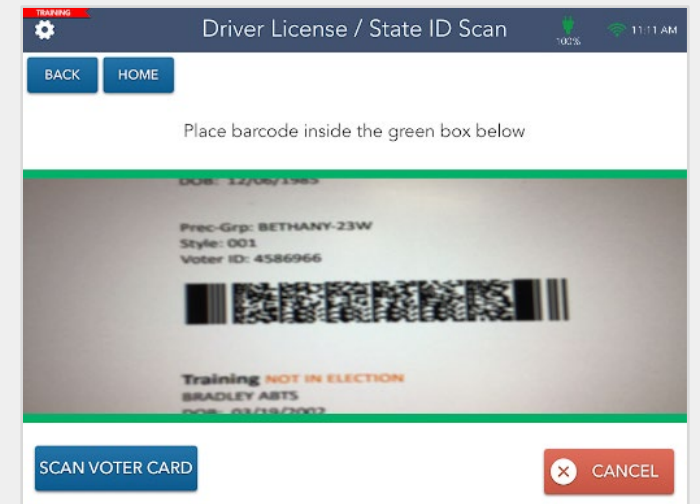


2

When Scanning a Voter’s ID:  
Hold the voter’s ID in front of the camera lens located at the back of the Pollbook.

 Make sure that the correct option for Driver’s License or Voter Card option is chosen, then ensure the barcode printed on the back of the ID is inside the green box displayed on the screen. The Pollbook will then proceed to begin scanning automatically.

After you’ve scanned the voter’s ID, you will be redirected to the **Voter Identification** screen. Please verbally verify the address.



### First Amendment Auditors

“First Amendment Auditors” (or FAAs) are individuals who record their surroundings and people within public buildings. They want to “test” the reactions and responses of workers, so the encounter can be shared on social media or YouTube. As the goal is to provoke a negative reaction, remaining calm will garner far less attention.

In Illinois, no explicit legal authority bars a First Amendment Auditor from a public building housing a polling site. A First Amendment Auditor is not able to step inside the room where voting is occurring, as court decisions have upheld restrictions against video recording in the designated voting room, considering it a nonpublic forum. Reasonable, non-discriminatory restrictions are permissible in nonpublic forums to protect ballot secrecy. Private buildings are subject to the discretion of the owner.

#### Auditors May:

- Film from outside the door of the voting room (as long as the casting of a ballot by a voter is not visible.)
- Take pictures of the polling place from outside the door to the voting room.
- Talk to Election Judges or voters outside the voting room.
- Post videos or pictures online.

#### Auditors May Not:

- Prevent a voter from voting by force, intimidation, threat, deception or forgery. (10 ILCS 5/29-4) (*Felony*)
- Threaten a public official or their immediate family. (720 ILCS 5/12-9) (*Felony*)
- Knowingly fail or refuse to comply with any lawful order of an election authority. (10 ILCS 5/29-11) (*Misdemeanor*)
- Electioneer within the ‘No Electioneering’ zone. (10 ILCS 5/17-29) (10 ILCS 5/19A-70) (*Contempt of Court*)

Should your voting site be visited by a First Amendment Auditor, it may be necessary to let the auditor know what is not permissible (entering the voting room, filming voters when they are casting a ballot, and filming Pollbook screens). If you need assistance, feel free to contact the Lake County Clerk’s Office at (847) 377-2328 on Election Day or (847) 377-2456 during Early Voting. Should you feel threatened, unsafe, or if the auditor is preventing voters from voting; call 911.

### Who are Pollwatchers?

#### Pollwatchers

Pollwatchers are official election process observers in the voting site before, during and after voting on Election Day. Pollwatchers may also be present during other election events including early and nursing home voting and vote-by-mail and provisional ballot processing.

### Qualifications and Credentials

#### Pollwatchers

Pollwatchers must be registered to vote in Illinois and must be affiliated with the political party or the organization for which they are poll watching (10 ILCS 5/7-34; 5/17-23).

Pollwatchers must have proper credentials which are issued by the local election authority or the Illinois State Board of Elections after being first authorized by one of the following (10 ILCS 5/7-34; 5/17-23):

- ▶ The state or local political party; or
- ▶ A candidate; or
- ▶ The presiding officer of a civic organization; or
- ▶ The chairman of the proponent or opponent group (of a public questions).

#### Candidates

The actions of candidates in the polling place are governed by the same privileges and limitations that apply to pollwatchers. All candidates must also have proper candidate credentials. If a candidate is using the “candidate” credential, he or she is not required to have an appointing authority. (10 ILCS 5/7-34, 17-23, 18-6)

### Admittance to Polls

Pollwatchers and substitute pollwatchers must present their credentials to the election judges at both primary and general elections. (10 ILCS 5/7-34; 5/17-23)

All credentials remain in the possession of the election judges and are returned to the Lake County Clerk’s office after the polls close. Pollwatchers must sign the register each time they enter or leave the voting site.

Pollwatchers must have one credential per Early Voting polling site per day. They may not use one set of credentials for the duration of Early Voting.

### Pollwatcher Rights

The pollwatcher may:

- ▶ Observe all proceedings and view all reasonably requested records at both primary and general elections including judges making signature comparisons. Each candidate and political party is entitled to two pollwatchers per precinct on Election Day; civic organizations, one per precinct. (10 ILCS 5/7-34; 5/17-23)
- ▶ Inspect list of early, grace, and vote-by-mail voters. (10 ILCS 5/17-9)
- ▶ Accompany election judges when assisting disabled curb-side voters. (10 ILCS 5/17-13)
- ▶ Challenge a voter’s status at pre-Election Day voting at the Lake County Clerk’s office, during Early Voting, on Election Day, and during nursing home voting. (10 ILCS 5/19-10; 5/19A-60; 5/20-10; 5/19-12.2)
- ▶ Observe process of validating provisional ballots. (10 ILCS 5/18A-15)

## Appendix



Candidates, political parties, civic organizations, and organized proponents and opponents of a ballot proposition may appoint pollwatchers.

- ▶ Observe in-person, Early Voting at both permanent and temporary sites with one pollwatcher per candidate, political party and qualified civic organization at each early polling location. (10 ILCS 5/19-10; 5/19A-60)
- ▶ Observe processing of vote-by-mail ballots (including military and overseas ballots) with one pollwatcher per candidate, political party and qualified civic organization for each panel of judges. (10 ILCS 5/19-8; 5/20-8; 5/20-10)
- ▶ Observe voting in nursing homes in compliance with other statutory provisions applicable to pollwatchers. (10 ILCS 5/19-12.2)
- ▶ Observe the election judges as they conduct preparations to open the voting site on Election Day including comparing the displays on the marking device with the specimen ballots to confirm agreement and performing an operational check of the optical scan equipment to ensure a zero count. (10 ILCS 5/24B-8)
- ▶ Leave and re-enter the polling place once credentials are surrendered as long as such activity is not disruptive. (10 ILCS 5/7-34; 5/17-23)
- ▶ Observe closing procedures and completion of canvass by remaining in the voting site until after the polls close. (10 ILCS 5/7-34; 5/17-23)

**The pollwatcher may not:**

- ▶ Get close enough to the voters/voting booths as to observe a voter casting a ballot and impinge the secrecy of the ballot or handle any election materials. (10 ILCS 5/7- 34; 5/17-23; 5/19-10; 19A-60; 5/24B-5)
- ▶ Disrupt any of the election activities and procedures on any Election Day. (10 ILCS 5/19A-60; 5/7-34; 5/17-23)

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**Number of Pollwatchers Allowed in Precinct at any Given Time**

	Consolidated Primary/ General Primary	Consolidated Election/ General Election
Candidate	Two	Two
Political Party	One	Two
Qualified Civic Organization	One	One
Proponents and Opponents of a Ballot Proposition	One	One

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- ▶ Participate in the discussion and decision following a challenge to a voter’s status as it is solely the decision of the election judges. (10 ILCS 5/19-10; 5/19A-60)
- ▶ Interfere with election judges as they maintain legal authority to conduct elections. (10 ILCS 5/7-34; 5/17-23)
- ▶ Enter the voting site after the polls have closed. (10 ILCS 5/7-34; 5/17-23)
- ▶ Engage in a political discussion/electioneering within 100 feet of the door to the polling locations. (10 ILCS 5/17-29)



## Appendix

### Narcan

In the unlikely event where you would require Narcan, it is packed in the banker box in the Cage. Narcan is the brand name for naloxone, a medication which rapidly reverses an opioid overdose. It is administered as a nasal spray and can be used to help stabilize someone who is suffering from an overdose while 911 is called.

If someone passes out from an overdose:

- Remove Narcan from the Cage and administer. (Refer to the Narcan box for step-by-step instructions.)
- Call 911, describe the situation, notify the operator that you have administered Narcan.
- Proceed based on instructions from the 911 operator.
- Alert the LCCO that 911 was called as soon as someone is able.

During Early Voting, please make sure that two boxes are in the Banker Box each morning. Let the Vote by Mail drop box pickup teams know if you need additional boxes.



