2026 Gubernatorial General Election

Election Judge Manual

From the Office of The Cook County Clerk

Monica Gordon

Important Phone Numbers & Our Website

Judge Support Hotline
(708) 222-5100

- **Setup Support <u>BEFORE</u> Election Day**
  (Setup Support Days & Hours)
  Friday - Sunday 9:00am - 5:00pm
  Monday 9:00am - 8:00pm
- **Support <u>ON</u> Election Day** *(All Day)*
- Equipment problems
- Missing/incorrect supplies
- Wrong ballot styles
- AM Zero Tape
- Statement of Ballots
- Closing

Communications Department
(312) 603-0991 or (312) 603-7118

- Media questions

Disability Coordinator
(312) 603-0987

- Disabled voters
- Voter assistance
- Curbside Voting

Election Judge Unit
(312) 603-0965

- Absent Judges
- Back-up pool Judges
- Student Judges
- Walk-in Judges
- **Judge Connect or Online Training Issues**
  (312) 603-0970

Language Assistance Hotlines

- **Spanish-Speaking Hotline**
  (312) 603-6767
- **Tagalog-Speaking Hotline**
  (312) 603-6742
- **Chinese-Speaking Hotline**
  (312) 603-6769
- **Korean-Speaking Hotline**
  (312) 603-6745
- **Hindi-Speaking Hotline**
  (312) 603-6743
- **Polish-Speaking Hotline**
  (312) 603-6770
- **Russian-Speaking Hotline**
  (312) 603-6751
- **Ukrainian-Speaking Hotline**
  (312) 603-6752
- **Arabic-Speaking Hotline**
  (312) 603-6747
- **Gujarati-Speaking Hotline**
  (312) 603-6746
- **Urdu-Speaking Hotline**
  (312) 603-6748

Legal Helpline
(312) 603-0236

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

Polling Place Department
(312) 603-0973

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

Ballot Entitlement
(312) 603-0920

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

Voter Verification Hotline
(312) 603-0239

» Registration records
» Motor voter registration

TDD Information Line
(312) 603-0902

Suburban Cook County Election Website
cookcountyclerkil.gov/elections

Thank you for answering the call to serve in the November 3, 2026, Gubernatorial General Election. Whether this is your first assignment or one of many, your role is indispensable. Election Judges are the backbone of our democratic process — the people who greet voters, guide them through their ballots, safeguard election integrity, and ensure that every eligible voter has the opportunity to be heard.

Over the last several years, Cook County has continued to make major strides in improving the voter experience and strengthening Election Day operations. From enhanced ePollbooks and improved ballot-tracking systems to upgraded security protocols and real-time tools that support transparency, each advancement is designed with one goal in mind: to make Election Day smoother, more accessible, and more secure for everyone who enters a polling place. But even with these improvements, it is your judgment and professionalism that make the difference.

The Election Judge Manual in front of you has been updated to reflect the latest procedures, equipment, guidance, and best practices. We encourage you to review it carefully so you are prepared for any scenario that may arise throughout the day.

As Cook County Clerk, it is my honor to work alongside you in protecting the foundation of our democracy. Your service ensures not only that ballots are cast and counted accurately, but that voters leave their polling places with trust in the process and pride in their participation. For many residents, you are the face of this office — a responsibility you carry with excellence.

Thank you again for your commitment to serving the voters of Cook County. I wish you a smooth, successful, and rewarding Election Day.

With sincere appreciation,

Elections Department

Monica Gordon

Monica Gordon
Cook County Clerk



The information contained in this Election Judge Manual is current as of August 2026.
If any information changes, you will be provided with an update of the revisions.

Table of Contents

General Information

- ♦ **Election Judges** 1
- ♦ **Election Judge Duties** 2
- ♦ **Election Judge Conduct** 2
- ♦ **People Allowed in the Polling Place** . 4
- ♦ **Dealing with Voter Challenges** 6
- ♦ **Special Assistance** 7

Precinct Setup

- ♦ **VSC Contents Illustration** 10
- ♦ **Election Day Materials** 11
- ♦ **VSC Contents List *(Form 100)*** 12
- ♦ **Open First Envelope Contents** 13
- ♦ **The Precinct Code & Location** *(Image)* 14
- ♦ **Getting in and Preparing Equipment**
  - ◊ Checklist 1: Checking Supplies 15
- ♦ **ePollbook Case Diagram** 16
- ♦ **Set up the ePollbook**
  - ◊ Checklist 2: ePollbook Setup 17
- ♦ **Recognizing Ballot Styles** 23
  - ◊ Recognizing Ballot Styles in a Split Precinct *(Images)*
- ♦ **Record of Seals *(Form 99)*** 24
- ♦ **Set Up the Equipment**
  - ◊ Checklist 3: VSC & Voting Equipment Setup 25
- ♦ **Voting Booth Assembly**
  - ◊ Checklist 4: Voting Booth Assembly 31

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

- ♦ **Election Day Setup**
  - ◊ Checklist 5: Election Day ePollbook Setup & Election Judge Oath 37
  - ◊ Checklist 6: Election Day VSC Setup 45
  - ◊ Checklist 7: Touchscreen & Ballot Printer Setup 47
  - ◊ Checklist 8: Scanner Setup 51
    - ▸ Scanner & AM Zero Tape *(Image)*
    - ▸ AM Zero Tape 52
    - ▸ Morning Transmission 53
- ♦ **Post Signs & Notices** 55
- ♦ **Campaign-free Zone** 58
- ♦ **Election Judge ID Badges** 59
- ♦ **Election Judge Station Supplies**
  - ◊ Station 1: Check Voters In 60
  - ◊ Station 2: Issuing Paper Ballot Cards 61
  - ◊ Station 3: VSC 62
- ♦ Final Check 63

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

- ♦ **Station 1** 67
  - ◊ Signature Verification Considerations 68
  - ◊ Checklist 9: Processing Voters
    - ▸ Processing Regular Voters 69
      - → Handling the Voter's Ballot Marking Choice
        - » Touchscreen 72
          - › Ballot Casting Instructions 73
        - » Paper Ballot Cards 74
    - ▸ Advanced Search 75
    - ▸ ID Required 76
  - ◊ Special Circumstance Voters 78
    - ▸ Special Circumstance Chart (*with page numbers for each circumstance*) 79
  - ◊ Voting During Court-Ordered Extended Hours 103
  - ◊ Election Day Registration *(EDR)*
    - ▸ Acceptable Forms of ID 106
    - ▸ Examples of Acceptable ID 107

Table of Contents *(continued)*

- ▸ Who May Register to Vote 108
- ▸ Checklist 21: Signature Update 109
- ▸ Checklist 22: Change of Address 113
- ▸ Checklist 23: New Voter 117

◊ Checklist 24: Canceling a Voter Check-in 123

♦ **Station 2** 125

◊ Checklist 25: Issuing Paper Ballot Cards 127

- ▸ Paper Ballot Card *(Image)*

♦ **Station 3** 129

◊ Touchscreens

◊ Scanner

- ▸ Inserting Paper Ballot Cards
- ▸ Scanner Messages

♦ **Voter Assistance** 131

◊ Voting Aids

◊ Voter Assistance

◊ Curbside Voting

♦ **ATI Handset** 132

◊ ATI Handset Control Buttons

♦ **Checklist 26: Accessible Voting Sessions *(AVS)*** 133

◊ Voter Navigation through the Ballot 136

Closing the Polls

♦ **Closing the Polling Place** 141

♦ **Closing the Voting Equipment**

◊ Checklist 27: Closing the Scanner

- ▸ Closing the Polls & Printing Results Tapes 143
- ▸ Transmitting Results 146
- ▸ Retrieving the Memory Card ... 147

◊ Checklist 28: Closing the Touchscreens, Ballot Printers, UPS & VSC

- ▸ Closing the Touchscreens 149
- ▸ Powering Down the Ballot Printers & the UPS 150
- ▸ Closing the VSC 151

♦ **Closing the ePollbooks**

◊ Checklist 29: Statement of Ballots on the ePollbook

- ▸ Summary Report Accessing the Statement of Ballots..... 153
- ▸ Unused & Spoiled Ballots & Voter Check-ins 154
- ▸ Total Voters 155
  → Provisional Voters
  → Scanner Results
- ▸ Match or Mismatch 155

◊ Checklist 30: Signing the Judges Out 159

◊ Checklist 31: Powering Down & Packing the ePollbook Case 161

♦ **Checklist 32: Packing Up for the Receiving Station**

◊ Wheeled Ballot Bag 162

◊ Return Carrier Plastic Bag 600 162

♦ **Back Inside the VSC** 164

♦ **Items for the Receiving Station** 165

Changing Printer Tape

♦ **Checklist 33: Changing the Scanner Printer Tape** 169

♦ **Checklist 34: Changing the ePollbook Printer Tape** 171

Troubleshooting

♦ **ePollbook Troubleshooting**

◊ Printer Issues 177

Table of Contents *(continued)*

- ◊ ID Reader & Power Issues 178
- ◊ Card Activator Issues 179
- ◊ Rebooting the ePollbook 180

♦ **Scanner Troubleshooting**

- ◊ Power & Ballot Issues 181
- ◊ Clearing Ballot Jams 185
- ◊ Printer Issues 188
- ◊ Memory Card Issues 189
- ◊ Transmission Issues 190

♦ **Scanner Replacement** 191

♦ **Touchscreen Troubleshooting**

- ◊ Activation Issues 193
- ◊ ATI Handset Issues 195
- ◊ Ballot Printer Issues 196
- ◊ Screen Issues 197

♦ **Manual Mode**

- ◊ ePollbook & Touchscreen 199
- ◊ Regular & Provisional Voters 200
- ◊ Voters using the ATI Handset 201
- ◊ Voter fled while in Manual Mode .. 203

Appendix

♦ **Glossary** 205

Election Dates

..... 208

Receiving Station Addresses

..... 209



General Information

1 Election Judges

2 Election Judge Duties & Conduct

4 People Allowed in the Polling Place

6 Dealing with Voter Challenges

7 Special Assistance

IMPORTANT NOTE ABOUT CREDENTIALS

ALL visitors MUST have credentials to be in the Polling Place on Election Day

Not including the Media and Exit Pollsters

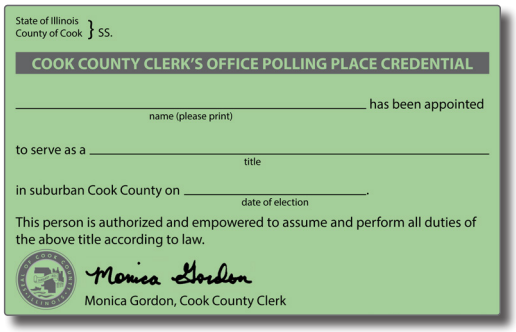
(Requirements for "People Allowed in the Polling Place" are listed on page 4)

Field Tech Judges will have a RDC Field Technician "Election Day Support" card in a lanyard.



Cook County Clerk's Office Non-Technician Staff & Attorneys will have a green Polling Place Credential Card.

- This includes KNOWiNK representatives.


State of Illinois
County of Cook } SS.

COOK COUNTY CLERK'S OFFICE POLLING PLACE CREDENTIAL

_____ has been appointed
name (please print)

to serve as a _____
title

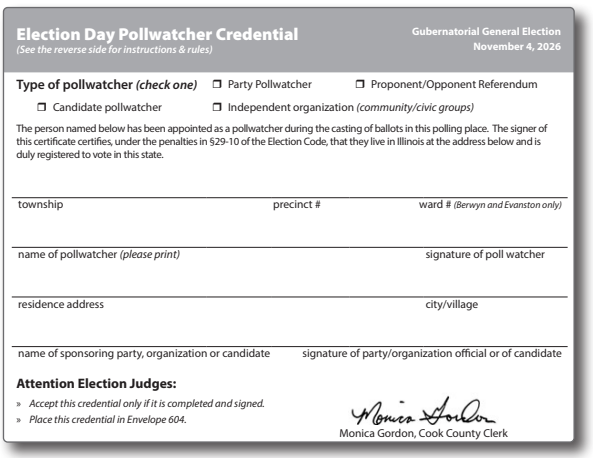
in suburban Cook County on _____.
date of election

This person is authorized and empowered to assume and perform all duties of the above title according to law.

Monica Gordon

Monica Gordon, Cook County Clerk

Universal Credential example


Election Day Pollwatcher Credential
(See the reverse side for instructions & rules)

Gubernatorial General Election
November 4, 2026

Type of pollwatcher *(check one)* ❒ Party Pollwatcher ❒ Proponent/Opponent Referendum ❒ Candidate pollwatcher ❒ Independent organization *(community/civic groups)*

The person named below has been appointed as a pollwatcher during the casting of ballots in this polling place. The signer of this certificate certifies, under the penalties in §29-10 of the Election Code, that they live in Illinois at the address below and is duly registered to vote in this state.

township | precinct # | ward # *(Berwyn and Evanston only)*

name of pollwatcher *(please print)* | signature of poll watcher

residence address | city/village

name of sponsoring party, organization or candidate | signature of party/organization official or of candidate

Attention Election Judges:

» *Accept this credential only if it is completed and signed.*
» *Place this credential in Envelope 604.*

Monica Gordon
Monica Gordon, Cook County Clerk

Pollwatchers MUST have and surrender their Election Day Pollwatcher Credential.

- Pollwatchers cannot be in the Polling Place without surrendering a credential.
- There are 2 types of Pollwatcher Credentials.
  1. Party *(Democrat, Republican, Green)*
  2. Universal *(for any party)*
- Any Credentials surrendered must be completely filled out and signed by both...
  - → The Pollwatcher
  - → The sponsoring party, organization or candidate.

Election Judges

Election Judges are the Authority in the Polling Place

Five Election Judges are generally assigned to a precinct.

⇒ 3 Democrats
⇒ 2 Republicans

⇒ Or vice versa

Results of previous elections determine which party has more judges in the precinct.

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

Make sure to check Judge Connect for updates & your assignment letter.

Polling Place Technician Judge (PPT)

Each precinct is assigned one Polling Place Technician Judge *(PPT)*.

PPT duties include:

Before Election Day

- Remind the team about training.
- Serve as point of contact for the Election Judge team.
- Notify the Election Judge Unit of cancellations, shortages or other problems.
- Read all email correspondence from the Cook County Clerk's office and follow instructions.
- Check Judge Connect frequently to be aware of any changes to the team.
- Contact the Polling Place to set up a time and a date for supply and equipment check.
- Contact and work with the Election Judge team to check supplies and equipment and set up where possible before Election Day.
  → Troubleshoot and communicate with the Judge Support Hotline, if needed.
- Contact the proper authorities at the Polling Place to ensure it will be open by 5 a.m. on election morning, if necessary.

On Election Day

- Have a working cell phone to be used for Polling Place issues on Election Day.
- Help with Station 2 Judge duties.
- While at Station 2, monitor the voters that are using the Touchscreens in their precinct.
  → Assist them if they need help.
  → Make sure they successfully cast their ballot before leaving the Polling Place.
- Troubleshoot equipment.
  → Helping neighboring precincts in the polling place that have no PPT.
- Work with Election Judges to close equipment, print results after the polls have closed and transmit on Election Day.
- Take supplies to the Receiving Station with another Election Judge of the opposite party on Election Night.

There are NO LEAD JUDGES

All Judges have equal authority

However, PPTs have additional responsibilities that are key to a successful election.

Student Judge

Illinois law allows certain High School Juniors and Seniors, who are not necessarily of voting age, to serve as Election Judges. Student Judges must:

- Maintain a minimum 3.0 grade point average.
- Obtain permission from their parent or guardian and school principal.

Student Judges receive the same training and pay as the other Election Judges. They have the same authority as every other Election Judge in their precinct.

Election Judge Duties

Election Judges (continued)

Back-up Pool Judge

In larger elections, like the Consolidated or the Gubernatorial, there may be a Back-up Pool of Judges. These Election Judges did not receive a precinct assignment but are ready to fill in where needed on Election Day.

Back-up Pool Judges may be deployed by Election Judge Unit staff to precincts where there are less than 3 Judges, or any potentially concerning precincts.

There is no guarantee we will have a Back-up Pool of Judges.

If a Back-up Pool Judge arrives...

→ An Election Judge must add them to the ePollbook, using the "Sign in & Administer the Election Judge Oath" checklist on page 41.

Walk-in Judge

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

To appoint a Walk-in Judge, an Election Judge must get approval from the Election Judge Unit (312)-603-0965) and add them to the ePollbook, using the "Sign in & Administer the Election Judge Oath" checklist on page 41.

- If you cannot get through to the Election Judge Unit for approval, the Walk-in Judge can serve until you do.

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

Election Judge duties include:

- Following the procedures set forth in the Election Judge Manual.
  - → Don't assume you can do without it.
- Reporting any non-working or missing equipment immediately by contacting the Judge Support Hotline at (708) 222-5100.
- Running a fair and impartial election.
- Keeping order in the Polling Place.
- Maintaining a Campaign-free Zone.
- Removing campaign literature left by voters.
- Leaving the Polling Place in the same condition as when you arrived.
- Keeping the Polling Place open from 6 a.m. to 7 p.m.

Election Judge Conduct

Election Judges must:

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

Election Judges must not:

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

Conduct

- Conduct yourself in a professional manner at all times.
- **DO NOT** make inappropriate or uninformed comments.
  - → No joking or light-handed comments about candidates, contests or voting.
    - » Voters take voting very seriously and **ALL** Judges should do the same.

Election Judge Conduct (continued)

- No profanity or foul language.
- No loud music.
- **NO USE** of personal cell phones, laptops, tablets, headphones or other devices during working hours.
  - → No watching movies or TV on your laptop while at your workstation.
- No intoxication allowed in the Polling Place.
- Do not conduct personal business while working as a Judge.
  - → If you need to conduct any personal business on breaks or during your lunch hour, do it away from your work station.
- **Food or drink is not permitted at your work stations at any time.** Eat away from the equipment and work materials.



Dress code

- Casual/Business casual dress.
- Dress neat and not sloppy, as you are representing the Cook County Clerk's Office.
- No political items may be worn including buttons, T-shirts, hats, etc.
- Hats may not be worn in the Polling Place.

ePollbook Use

- If an ePollbook issue cannot be resolved using this manual, call Judge Support Hotline.
  - → 708-222-5100
  - → **DO NOT** take matters into your own hands.
- ePollbooks are only designed for use as ePollbooks and nothing else on Election Day.
- **NEVER** insert any unauthorized devices into any of the USB ports on the ePollbook.
- **NEVER** log on to the internet for any reason, outside of our instruction.
- Violation of ePollbook usage rules will result in immediate termination.

Availability

- Cell Phone:
  - → Your cell phone must be turned on all day.
  - → Make sure to bring your phone charger.
  - → Make sure to answer our calls.
    - » We must be able to contact you.
- eHelp
  - → **Read** all messages that popup on screen during the day.

Work Hours



- Election Day work hours are 5:00 am until all closing procedures are complete.
- Arrive by 5:00 a.m. on Election Day.
  - → You must be 1st voter ready at 6:00 a.m.
- You may not leave early due to not taking your lunch hour or breaks.
- **Violation of work hour rules may result in immediate termination and removal from future Elections.**
- Attendance:
  - → Call the Election Judge Unit and your fellow Judges if you are sick and unable to work or running late.
- Breaks (be considerate of your fellow Judges):
  - → Lunch - 1 hour
  - → 3 Breaks - 15 minutes each

Canceling Your Assignment

If you cannot work, cancel your assignment through Judge Connect.

1. **Login** to Judge Connect.
2. **Select** the "ASSIGNMENT" tab.
3. **Select** "CANCEL ASSIGNMENT".

If you cannot access Judge Connect and cannot work or your precinct has fewer than 3 Judges ON Election Day, IMMEDIATELY contact the Election Judge Unit at (312) 603-0970 or elect.judge@cookcountyil.gov.

People Allowed in the Polling Place

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

→ Credentials & ID are illustrated before page 1.

County Clerk's Office Staff and Attorneys

Cook County Clerk's Office staff and attorneys are representatives from the Clerk's Office who check on the equipment, operations and conduct within each Polling Place. They may have surveys or questionnaires to complete. All Clerk's office staff and attorneys must show a green Polling Place Credential Card upon entering the Polling Place. They do not have to surrender it to the Election Judges.

Field Technician Judges *(Field Techs)*

Field Techs will visit Polling Places as a courtesy or to investigate problems with equipment. They can also provide additional election materials, when requested. Field Techs will be wearing a lanyard with "Election Day Support" card in a from the Cook County Clerk's office. They do not have to surrender it to Election Judges.

Approved law enforcement officials

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

Approved law enforcement agencies include:

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

Media and Exit Pollsters

Members of the media and Exit Pollsters are allowed to enter and observe Polling Places. Judges should ask to see identification from members of the media, such as an ID badge or a business card, but they do not need to surrender a credential. Clerk's Office staff photographers/ videographers need only show their Cook County ID.

Guidelines for Media and Exit Pollsters:

- Media/Reporters/News Crews have the right to photograph and film inside the Polling Place.
- Individual Voters/Judges can request to be excluded if they do not want to be photographed or filmed – but this does not prevent the media from accessing the polling place and only applies to the excluded individuals.
- Interviews should be conducted at a distance of 100 feet from the entrance, so as to not disturb voting.
- If a problem arises, contact the Clerk's Communications Department at 312-603-0991 or 312-603-7118.

Media and Exit Pollsters may not:

- Photograph or record voter ballot selections or markings.
- Handle voting equipment or materials.
- Interfere with voter or polling place access.
- Discuss politics or candidates with voters or Judges.
- Conduct interviews inside the Polling Place or within 100 feet of the entrance to the room where voting is taking place.

Pollwatchers

A Pollwatcher is a person who represents a candidate, political party, citizen's organization, or a proponent or opponent of a question of public policy (Referendum).

People Allowed in the Polling Place (continued)

Who may be a Pollwatcher?

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

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

A credential is issued by the State Board of Elections or the Clerk's office and **MUST** include a signature or stamp of...

1. An official of the State Board of Elections or the Cook County Clerk.
2. A state or local party chairman, a candidate whose name appears on the ballot, the presiding officer or chairman of an organization, or the proponent or opponent of a Referendum on the ballot.

Upon entering the Polling Place, a Pollwatcher must present a signed credential and surrender it to an Election Judge. Any Pollwatcher who refuses to surrender a credential must leave the Polling Place.

- ***Place <u>ALL</u> signed credentials in Envelope 604.***

Credentials must include:

- The township & precinct number.
- The Pollwatcher's name and address.

Pollwatchers must have a credential for each precinct they are watching.

Pollwatchers allowed in a precinct:

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

Pollwatchers may:

- Observe the Polling Place before the polls officially open, during the day, and after the polls close
- Verify that the ballot box is empty, if they are in the Polling Place before polls open at 6 AM
- Inspect, **<u>but not touch</u>**, the voting equipment and supplies.
- Stand or sit near or behind the Election Judge station to observe the issuing of ballots or activation cards
- Hear the names and addresses of voters as they announce themselves to the Election Judges
- Compare a voter's signature to the signature we have on file, on screen on the ePollbook.
- Enter and leave the Polling Place throughout the day without presenting another set of credentials
- Collect a precinct results tape at the end of Election Day

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

Pollwatchers may not:

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

Dealing with Voter Challenges

Challenges usually come from a Pollwatcher, but can also come from an Election Judge or voter.

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

Challenges Based On Identity or Residence

- Identity
  - → It's not really the voter.
- Residence
  - → The voter does not actually live at the address in the precinct.

A challenger must provide Election Judges with a reasonable fact to support the challenge.

Example:

- **Unacceptable Challenges:**
  - → I don't think he is John Smith
  - → I don't think she really lives at 123 Main St.

These types of challenges should be rejected because they are not specific.

- *Voters **MUST** be allowed to vote a regular ballot*
  - → ***UNLESS** there is another Provisional Voter Special Circumstance.*
    - » *Special Circumstance Voters are explained on page 78.*

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

Acceptable challenges must be voted on

- If the majority of Election Judges believe that the challenger has a reasonable challenge, then ask the voter to show some proof of identity or residence, as the case may be. A Driver's License or State ID is always good proof, but so are many other forms of ID and/or documentation.
- If you decide that the challenge has no merit, allow the voter to vote as usual.
- If you uphold the challenge *(agree with the challenger)*, issue the voter a Provisional ballot. See page 79 to find the specific type of challenge to properly issue a Provisional ballot.

Challenges Based On Previous Vote

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

If the ePollbook says the voter already voted, and the voter says that they:

- Did not vote,
  - → Issue a Provisional ballot.
- Voted by mail,
  - → And **IS** surrendering the Mail Ballot today, turn to page 83.
  - → And **IS NOT** surrendering the Mail Ballot today, turn to page 85.
- Already Checked-in,
  - → Turn to page 93.

Challenges Based On Registration

Every voter who is listed in the ePollbook is properly registered and challenges to these voter's registration must be rejected.

Special Assistance

The Clerk's office provides assistance for the following 11 languages, voters with disabilities and elderly voters.

- Arabic
- Chinese
- Gujarati
- Hindi
- Korean
- Polish
- Russian
- Spanish
- Tagalog
- Ukrainian
- Urdu

Voters requiring language assistance

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

All posters, ballots and voting instructions are multilingual *(usually bilingual, and in some cases, quadrilingual)*. However, more assistance is sometimes needed. In precincts where no bilingual Election Judges are working and a voter is confused or needs language assistance, Judges should call one of the Language Assistance Hotlines, listed on the front inside cover of this manual. A bilingual staff member at the Clerk's office will provide assistance over the phone. The Clerk's office provides language assistance for all 11 languages listed above.

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

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

If a voter needs language assistance, call one of the Language Assistance Hotlines on the first page.

Voters who are hearing impaired can call the Clerk's TDD Information Line at (312) 603-0902.

For voter & Judge questions regarding assisting voters with disabilities or to verify a Curbside Voting request call the disability coordinator at the Clerk's office at (312) 603-0987.

Touchscreens

Each Touchscreen is equipped with ballots in Spanish and, in certain precincts, all 11 languages.

Audio Ballots

Any voter may request an Audio Ballot, which allows the voter to listen to the ballot on a headset connected to the Touchscreen. Audio Ballots are available in Spanish, Tagalog, Hindi, Chinese, Korean, Polish, Russian, Ukrainian, Arabic, Urdu and Gujarati.

- They may be particularly helpful to voters with limited reading skills.

Voters with disabilities & elderly voters

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

Assisting voters with disabilities

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

Assisted voters and those assisting them must sign an affidavit on the ePollbook prior to voting.

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

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

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



Precinct Setup

10 VSC Contents Illustration

11 Election Day Materials

12 VSC Contents List

13 Review the Open First Envelope

- Open First Envelope Contents

14 Voting Supply Carrier (VSC)

- Precinct Code & Location

15 Getting in and Preparing Equipment

- Checklist 1: Checking Supplies

16 ePollbook Case Diagram

17 Set Up the ePollbook

- Checklist 2: ePollbook Setup

23 Recognizing Ballot Styles

- Recognizing Ballot Styles in a Split Precinct

25 Set Up the Equipment

- Checklist 3: VSC & Voting Equipment Setup

  ⇒ Record of Seals Form 99 *(Image)*

31 Voting Booth Assembly

- Checklist 4: Voting Booth Assembly

VSC Contents Illustration (no doors)



Election Day Materials

Check that you have all supplies. The chart below lists the location of several of the forms and envelopes for Election Day.

If you are missing any supplies, call the Judge Support Hotline immediately at (708) 222-5100.

ENVELOPE & FORM NUMBERS	ITEMS & USE	LOCATION IN VSC
Form **100**	VSC Contents List	**VSC Inner Door/ Open First Envelope**
	Paper Ballot Cards	**Top left shelf of VSC** *(Alternate Ballot Box)*
Plastic Bag **601**	Plastic Bag to return the Scanner Memory Card, Results Tapes, etc.	**Open First Envelope**
Form **99**	Record of Seals	
	Precinct map	
	Lanyard, with a Security Key, VSC Key and a Poll Worker Card *(Judges will add the Main Door VSC barrel Key)*	
	Voter Activation Cards	**Kit 1**
Envelope **303**	Spoiled ballots and Returned Mail Ballots *(surrendered to vote in person)*	**Kit 2**
Plastic Bag **600**	Return Carrier Plastic Bag	
Plastic Bag **603**	New seals	
Envelope **604**	Pollwatcher Credentials Return Envelope	
Plastic Bag **605**	Used seals *(red & white)*	
Envelope **606**	Envelope for Provisional Ballot Envelopes	
Voter Check-in Receipts Envelope	Check-in receipts from the ePollbook → 1 Envelope per ePollbook	
Provisional Ballot Envelope	Envelope for Provisional Ballots from voters	

VSC Contents List - Form 100

Voting Supply Carrier (VSC) Contents

Form 100

Check the Election Day supplies using this list.

1 Items found on shelf 1:

- ○ Ballot Printer Paper *(for Touchscreens)*
- ○ Election Judge Manual

2 Items found on the top shelf 2:

- ○ **Open First Envelope:**
  - ○ Election Day instruction letter
  - ○ Poster 100 VSC Content List
  - ○ Record of Seals
  - ○ Receiving Station Addresses
  - ○ Equipment keys
  - ○ Concealed Weapon Poster
  - ○ Plastic Bag 601
  - ○ Poster 200 Polling Place sign
  - ○ Poster 203 Precinct Identification
  - ○ Precinct Map
- ○ **Emergency Items Kit**
  * Only to be used if all ePollbooks are not working
- ○ **Kit 1 containing:**
  - ○ VSC Power Cord
  - ○ Power strip
  - ○ Orange extension cord with adapter
  - ○ Gray extension cord
  - ○ Bilingual Election Judge Badges
  - ○ Election Judge badges
  - ○ Voter Activation Cards
  - ○ Blue tape
  - ○ ePollbook Printer Tape rolls
  - ○ Magnifying sheet
  - ○ General Supplies
    - Scotch tape
    - Scissors
    - Erasers
    - Ballot marking pens
    - Other pens
    - Paper clips
    - Rubber bands
    - Rubber finger
    - Blue chalk
    - Flashlight
    - Headphone covers
    - Anti-static wipes
  - ○ I VOTED! Stickers
  - ○ Scanner tape rolls
  - ○ Future Voter stickers
  - ○ 100 foot string
- ○ **Kit 2 containing:**
  - ○ All Languages Poster
  - ○ Form 503 Provisional Voters Receipt *(multilingual)*
  - ○ Form 504 EDR Voter Receipt *(multilingual)*
  - ○ Voter Privacy Shields
  - ○ Envelope 303 for spoiled and surrendered ballots
  - ○ Plastic Bag 600 Return Carrier
  - ○ Plastic Bag 603 for new seals
  - ○ Envelope 604 for Pollwatcher credentials
  - ○ Plastic Bag 605 for used seals
  - ○ Envelope 606 for Provisional Voting Envelopes
  - ○ Poster 201 Alternate Entrance Directional sign
  - ○ Poster 202 Alternate Accessible Entrance
  - ○ Poster 204 Information and Services
  - ○ Poster 205 Bill of Rights for all Voters
  - ○ Poster 206 Provisional Voting
  - ○ Provisional Ballot Envelopes
  - ○ Voter Check-in Receipt Envelope

3 On top of the Ballot Printers

- ○ Wheeled Ballot Bag

4 Alternate Ballot Box:

- ○ Sealed packs of unused ballots

5 Bottom Compartment

- ○ **ePollbook Cases - each include:**
  - ○ iPad *(on the stand)*
  - ○ Receipt Printer *(on the stand)*
  - ○ Printer power cord *(2 sections)*
  - ○ Card Activator
  - ○ Card Activator Brace
  - ○ Screen cloth
  - ○ Stylus
  - ○ ID Reader Stand
- ○ Seated voting booth/pollstar
- ○ UPS

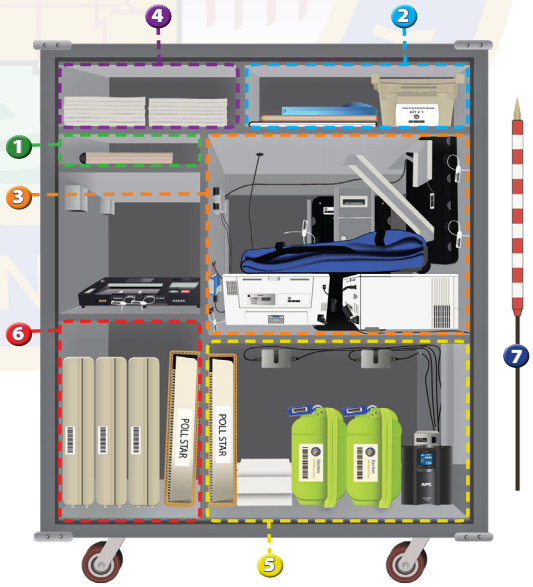
6 Inside Ballot Box:

- ○ Votomatics with Poster 209 inside

7 On VSC door:

- ○ American flag
- ○ Additional Poster 100
- ○ PINs, Usernames & Passwords

VSC



8/1/24

Review the Open First Envelope

Open First Envelope Contents

Before Election Day, if possible, go to the Polling Place, check your supplies and set up equipment.

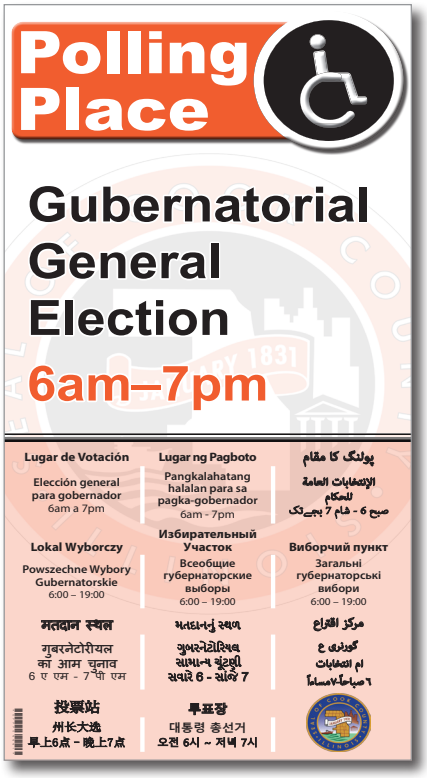
First, review the Open First Envelope.

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

The Open First Envelope contains:

- Election Day instruction letter *(not shown)*
- Record of Seals
- Concealed Weapon Sign
- Form 100: Voting Supply Carrier Contents List
- Receiving Station addresses *(not shown)*
- Equipment Keys and Poll Worker card on a lanyard *(not shown)*
- Plastic Bag 601
- Poster 200 Polling Place Sign
- Poster 203 Precinct Identification
- Precinct Map *(not shown)*

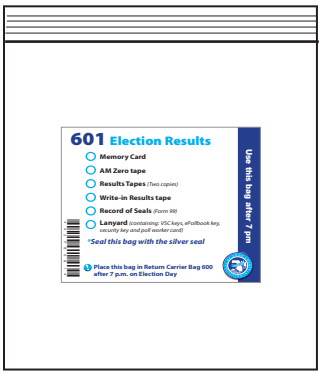
Contents of the Open First Envelope



Poster 200



Concealed Weapon Sign



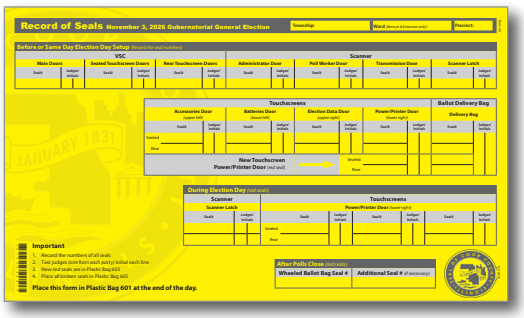
Plastic Bag 601



Poster 203



Form 100

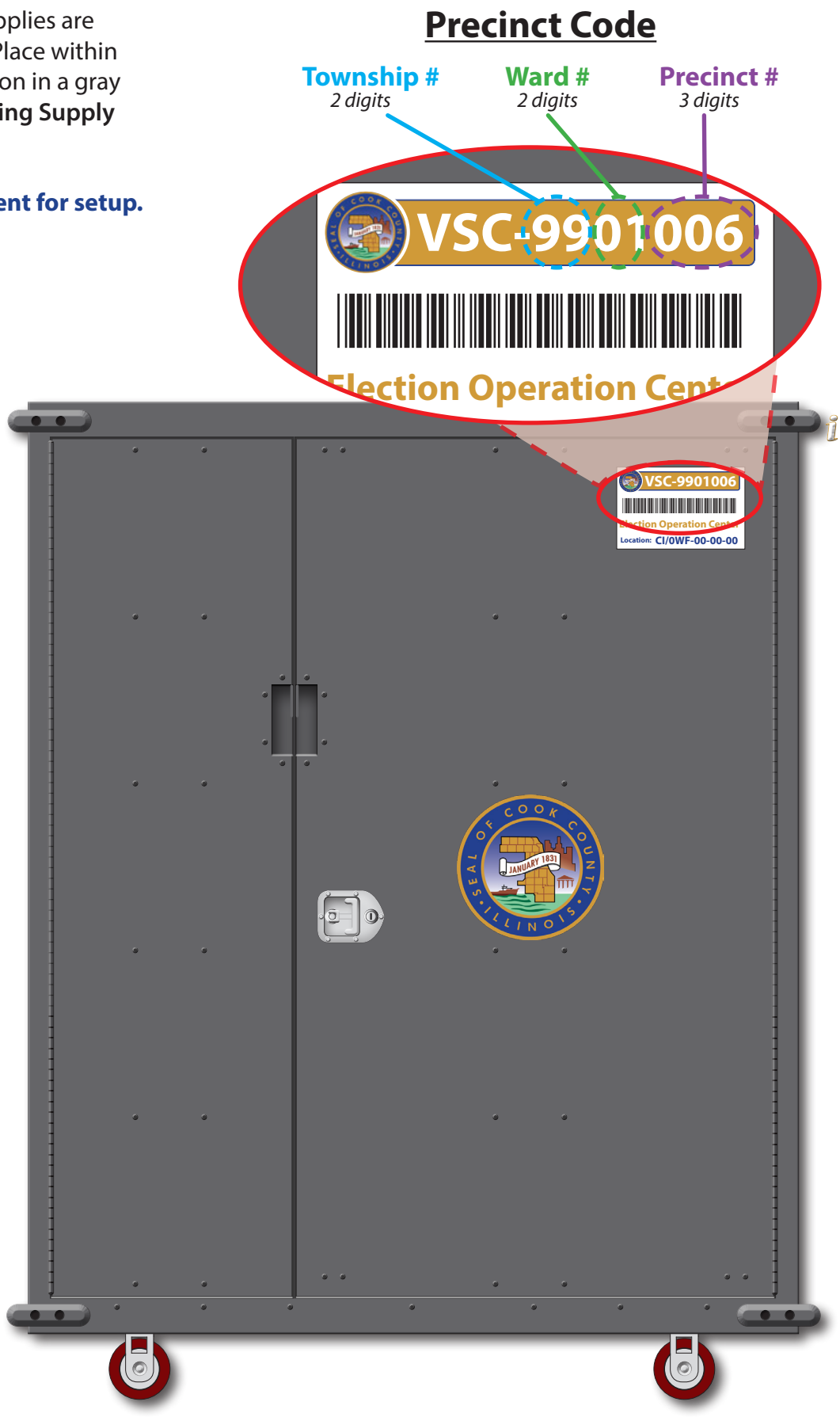


Record of Seals

Voting Supply Carrier (VSC)
The Precinct Code & Location

Voting equipment and supplies are delivered to each Polling Place within the week before the election in a gray metal cabinet called a **Voting Supply Carrier (VSC)**.

The PPT must be present for setup.



VSC

Getting In and Preparing Equipment

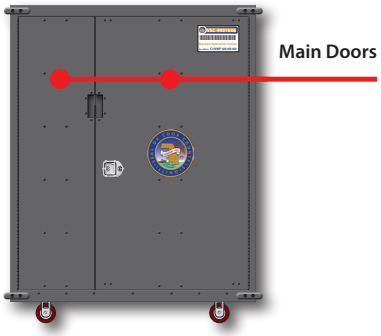
Checklist 1: Checking Supplies

Follow the steps on this checklist to check supplies before or on Election Day, before the polls open.

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

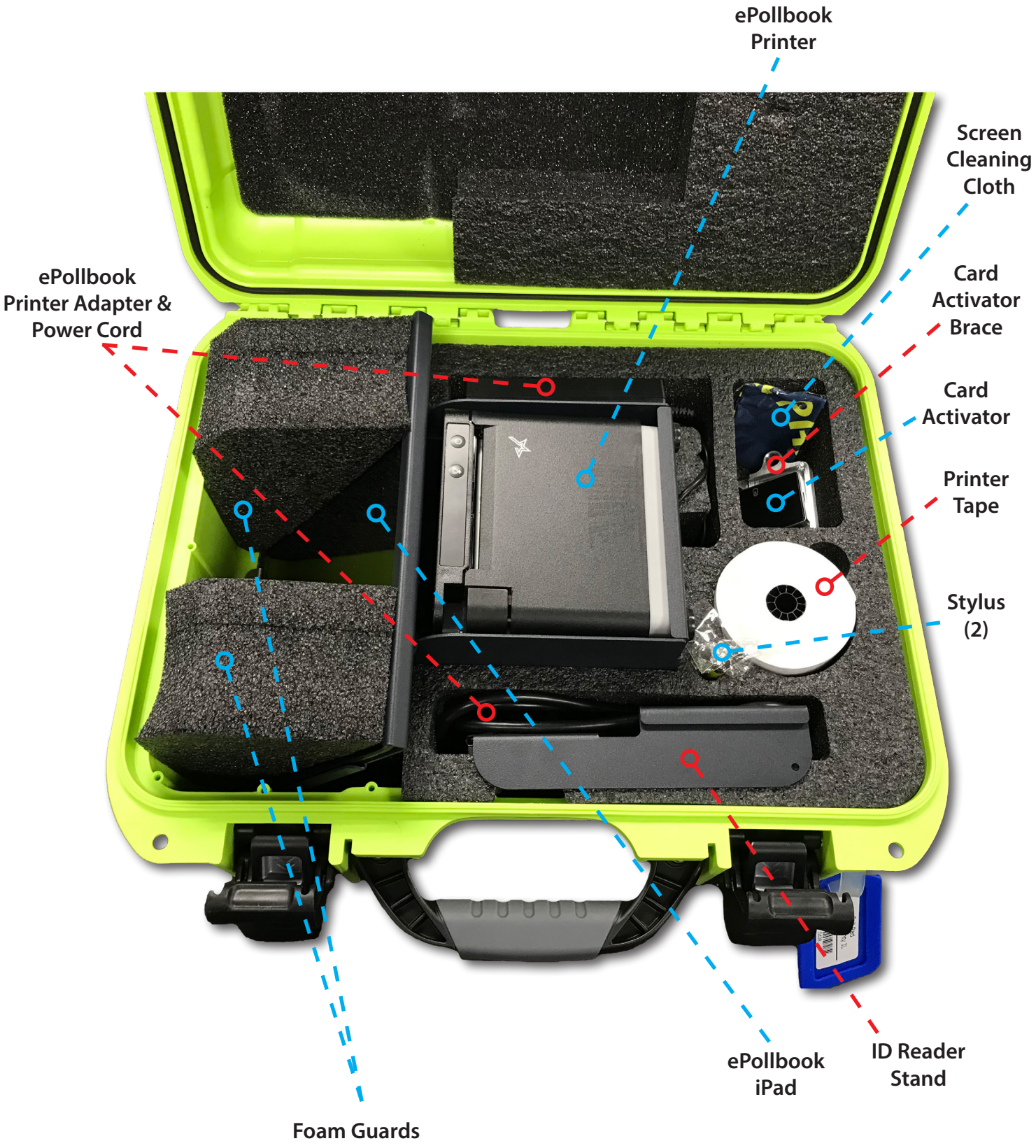
Check	Step #	Task to complete:
PPT	1	**Call** the Polling Place and arrange a time for your team to check supplies and equipment and for setup if possible.
	2	At the Polling Place, using the 7-digit Precinct Code located on your assignment letter, **locate** your VSC. *See an example of a precinct code on page 14.*
	3	**A. Remove** the lockbox from the VSC. → From the handle on the back left side of the VSC. **B. Open** the lockbox, using the 3 digit code. **C. Remove** the VSC barrel key from the lockbox.
	4	**A. Break** the seal on the main doors to the VSC. → **Set** the seal aside. **B. Unlock & open** the main doors with the barrel key. → **Place** the key back in the lockbox if setting up before Election Day. **C. Place** the lockbox securely back where you found it. **D. Find & open** the Open First Envelope. **E. Read** any instructions included in the Open First Envelope for last minute changes.
	5	**Use** Form 100, located in the Open First Envelope and on the inside of the VSC door as a checklist for supplies and equipment.
	6	**Verify** that all supplies are present. *Call the Election Judge Support Hotline, at (708) 222-5100, about any supply and equipment issues during pre-Election Day setup. See the front inside cover for hours. There is no need to call if there are no issues.* ***Waiting until Election Day to report issues may result in significant delivery delays.***
	7	**A. Remove** the Record of Seals *(Form 99)* and the lanyard from the Open First Envelope and set them aside. **B. Remove** New Seals Plastic Bag 603 and Plastic Bag 605 from Kit 2 and set them aside.

Passwords, codes, PINs and assignment letters can all be found in Judge Connect, closer to Election Day.



DO NOT Remove or break any seals unless instructed in the manual or by Cook County Staff.

ePollbook Case



Set Up the ePollbook

Checklist 2: ePollbook Setup

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

Follow the steps on this checklist to check and set up the ePollbooks, before or on Election Day before the polls open.

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

Check	Step #	Task to complete:
		▶ The green ePollbook cases **WILL NOT** have seals when delivered to the Polling Place. ▶ **DO NOT** cut the blue tags off the ePollbook cases! ⇒ The blue tags are in no way meant to seal the cases closed. ⇒ The blue tags are for internal use and must remain on the cases at all times. ▶ **DO NOT** throw away the green cases or the gray foam guards inside. ▶ **DO NOT** pack ePollbooks inside the VSC without their cases. ⇒ Pack them away at the end of Election Day inside the cases, as illustrated on page 16.
	1	**A. Remove** the ePollbook Cases from the VSC. **B. Pull** the gray levers on the black latches down to lift and open them. **C. Lift** the lid to open the case. **D. Confirm** that all items are inside (like on page 16). 
	2	**Remove** the foam guards covering the screen of the ePollbook. → Put them back in the case after completing step 4.
	3	**A. Remove** the ePollbook Stand and Printer adapter from the case. → The stand holds both the ePollbook ipad and Printer. → The Printer power adapter is already connected to the ePollbook Printer. **B. Place** the ePollbook Stand upright on the table at Station 1. → The ePollbook should be standing upright, as illustrated here. 
	4	**A. Remove** the ePollbook Printer power cord and ID Reader stand. → Both are located below the ePollbook stand in the case. **B. Remove** the Card Activator, its silver brace and a stylus. → The silver brace has a red or black screw on the back.
	5	**A. Connect** the ePollbook Printer power cord to the power adapter and plug the cord into an outlet. **B. Attach** the ID Reader stand to the back of the ePollbook Stand. → **Insert** the ID Reader stand into the slot on the back of the ePollbook stand. » The end with the hole at the bottom should be inserted into the slot. → **Make sure** the ID Reader is aligned with the camera on the back of the ePollbook iPad.

Checklist 2: ePollbook Setup (continued)

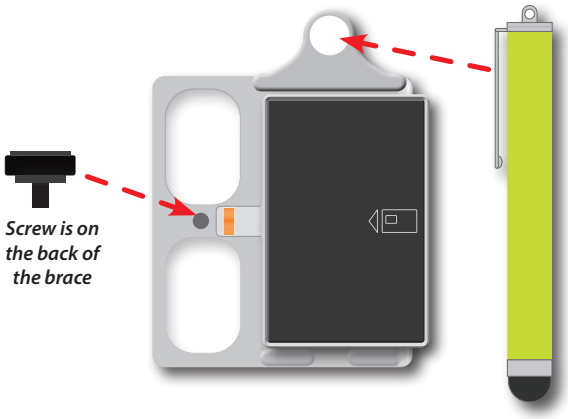
6

A. Position the Card Activator into the grooves on the silver brace.

B. Slide the Card Activator and brace together into both the port of the iPad and the slot of the stand on the right side.
→ Connecting both at once.

C. Turn the screw on the back side of the brace to the right, until it tightens into place.

D. Insert the stylus into the hole at the top of the brace.



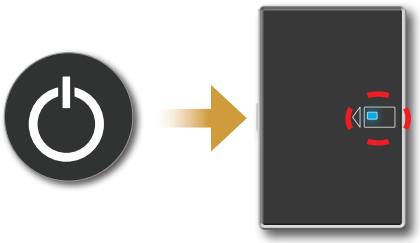
7

Plug the shorter green or black cord from the ePollbook Printer into the bottom of the Card Activator for power.

8

The Card Activator should power up.

Press the power button on the top right corner, on the face of the ePollbook Printer.
→ A blue light on the Card Activator will blink.
→ 2 blue lights on the face of the printer will appear.
→ The ePollbook iPad will automatically power up.



9

Tap the "P" button at the bottom of the first screen.
→ A screen with the election and location will appear.

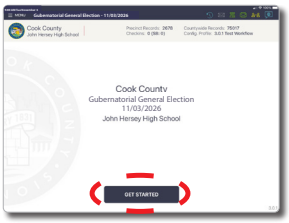
DO NOT leave the Home page on the ePollbook for any reason.



10

A. Verify the polling place name on screen.
→ If its not your polling place, call the Judge Support Hotline

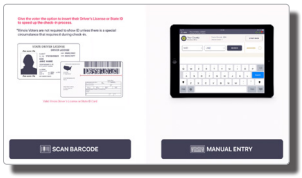
B. Tap the black "Get Started" button.
→ The "Enter Pollworker Credentials" screen will appear.



11

A. Enter your Username and Password on the "Enter Pollworker Credentials" screen.
→ They will both be listed on a card on the inside door of the VSC.





B. Tap the "Sign In" button on the right.
→ The "Check-in Option" screen will appear

Checklist 2: ePollbook Setup (continued)

Credentials & Icons

You **DO NOT** need to sign in on the ePollbook if you are setting up **BEFORE** Election Day.

12

A. Check for the lightning symbol in the battery icon at the top right corner of the screen, to ensure the iPad is charging.



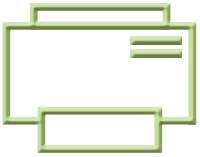
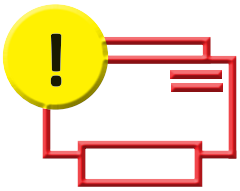
→ If no lightning symbol appears, make sure the printer is on; turn to page 178 and follow steps for ePollbook Power Issues.

B. Check the 3 icons at the top right of the screen.

1. Card Activator icon should be **green**.
   → If **red**, with an exclamation point, the Card Activator is not connected. Turn to Card Activator Issues on page 179.




2. The Printer icon should be **green**.
   → If **red**, with an exclamation point, the ePollbook Printer is not connected or powered off. Turn to ePollbook Printer Issues on page 177.

3. The Multi-Peer icon should be green.
   → **Green** - ePollbooks are connected and synchronizing by precinct.
      » A circled number above the icon, indicates the number of connected ePollbooks in the precinct.



   → **Yellow** - ePollbook recognizes other ePollbooks in the precinct but is not connected or synced with them.
      » If it stays yellow more than 30 minutes, call the Judge Support Hotline.



   → **Red** - ePollbook is currently disconnected and not synchronizing with other ePollbooks in the precinct.
      » If it is red, call the Judge Support Hotline.



13



A. Check that the printer paper roll is tight *(see page 171)*.

B. Print a "Test Receipt" to make sure the printer is printing.

a. Tap the green printer icon.

b. Tap the "Print Test Receipt" button.

IMPORTANT *process that requires Internet connection & will take time to complete*

14

Synchronize, using **ONLY ONE** ePollbook, whose Multi-Peer icon is **GREEN**.



► This ePollbook will be used for the Statement of Ballots.

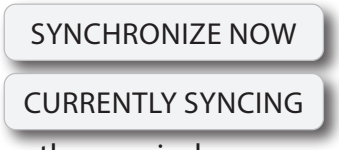


A. Tap the Cloud icon at the top right of the screen, to the left of the Multi-Peer icon.

B. Tap the "Synchronize Now" button.

→ "Currently Syncing" will appear.

→ "Synchronize Now" will appear again when the sync is done.



C. Tap the screen anywhere to remove the dropdown.

Checklist 2: ePollbook Setup (continued)

Paper Ballot Cards & The Statement of Ballots

15

A. **Remove** the Paper Ballot Cards in the Ballot Delivery Bag from the VSC.
→ Located on the top shelf, inside the Alternate Ballot Box.

B. **Cut** the seal on the bag. Some sites may not have a large bag for the ballots.

C. **Record** the seal number on the Record of Seals in the "Ballot Delivery Bag" box.

D. **Place** the used seal into Plastic Bag 605.

Each Ballot Style will have (2) Paper Ballot Cards: A and B.

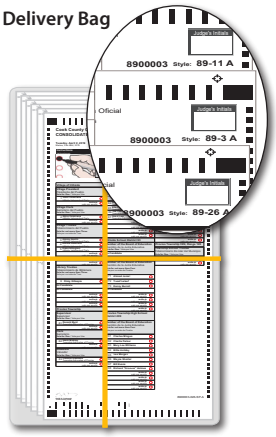
16

A. **Open** the Ballot Delivery Bag.
***DO NOT* open any individual packs at this point.**
→ Paper Ballot Cards will be in packs of 50 for English/Spanish and 25 for the other languages.

B. **Look** for different Ballot Style numbers if in a Split Precinct.
→ If you are working in a Split Precinct, you will receive separate ballots for each ballot style assigned in packs.
» The Ballot Style number is on the top right.

Open the Ballot Delivery Bag and check the ballot styles of each pack, even though there will be a label on the outside.

Ballot Delivery Bag



ONLY use one ePollbook for the Statement of Ballots

17

A. **Tap** the word "Menu" at the top left on screen.
→ The "Menu" screen will appear.

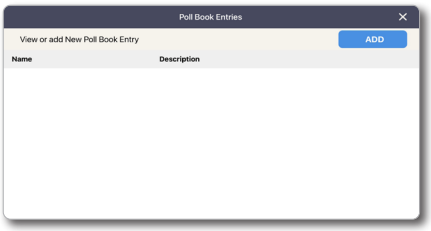




B. **Tap** the "STOB" icon.



The "Poll Book Entries" screen will appear.



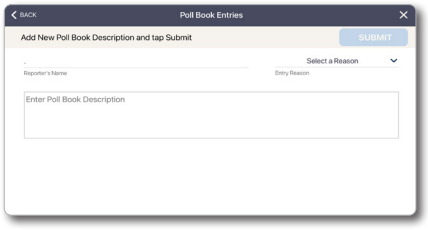
18

A. **Tap** the "ADD" button at the top right.



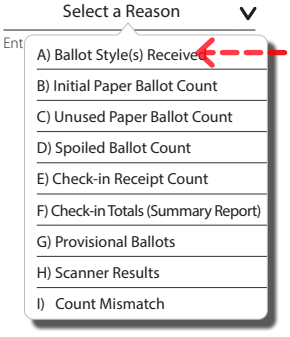
B. **Enter** your first and last name in the "Recorder's Name" Field.

C. **Tap** on the "Select a Reason"



Use numbers, letters & symbols for Ballot Styles

19



A. **Select** "A) Ballot Styles Received" from the "Select a Reason" dropdown menu on the upper right.

B. **Enter** each Ballot Style Number, separated by commas in the "Enter Poll Book Description" box.



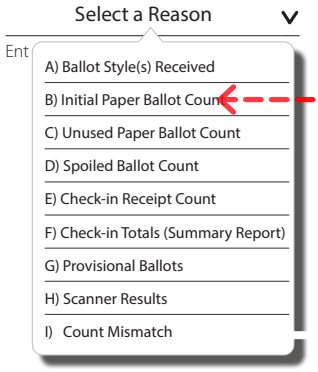
C. **Tap** the "Submit" Button.
→ The "Poll Book Entries" screen will appear.
» Check that "Ballot Styles Received" is listed.

Checklist 2: ePollbook Setup (continued)

Powering Down

20

*Use **ONLY** numbers when entering Total Counts for the Statement of Ballots.*



A. **Tap** on the "Select a Reason" dropdown again.

B. **Select** "B) Initial Paper Ballot Count" from the "Select a Reason" dropdown menu on the upper right.

C. **Enter** the **TOTAL** count of **ALL** Paper Ballot Cards in the "Enter Poll Book Description" box.

D. **Tap** the "Submit" Button.

→ The "Poll Book Entries" screen will appear.

» Check that the Initial Paper Ballot Count is listed.



Poll Book Entry Error Correction

A. **Repeat** steps 18 & 19 *(Ballot Styles)* or step 20 *(Paper Ballot Count)* to make a new entry.

B. **Enter** the Ballot Styles again with any correction(s) or enter the corrected Paper Ballot Count.



→ If you are setting up **BEFORE** Election Day, complete step 21.

→ If you are setting up **ON** Election Day, tap the white X on the top right and continue on to Checklist 3 on page 25.

» The ePollbook will need to be powered on for Checklist 5.

21

ePollbook Printer power down:

Press and hold the power button on the ePollbook Printer

→ The printer will power down.



If you are setting up **BEFORE** Election Day, you will not be able to power down the ePollbooks in the precinct. We will power them down for you. There is no need to call.

If in an unsecured room, pack the ePollbooks away until Election Day.

A. **Unplug** the ePollbook Printer power cord from the outlet, then from the power adapter.

B. **Remove** the stylus from the brace.

C. **Unplug** the cord from the Card Activator.

D. **Loosen** the screw on the back of the brace.

E. **Remove** the Card Activator and brace together.

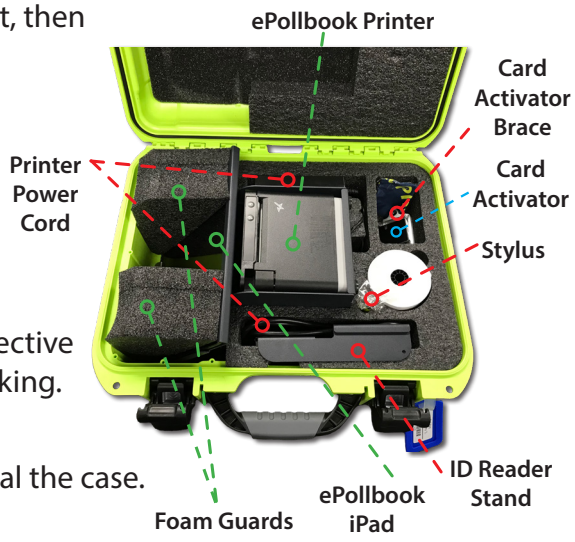
F. **Remove** the ID Reader stand.

G. **Place** all items back into the ePollbook case in their respective spaces. **Use** the image on page 16 as a reference for packing.

H. **Place** the foam guards over the ePollbook screen.

I. **Close** the lid and lock with the black latches. **DO NOT** seal the case.

J. **Place** the case back in the VSC.



Below are the 2 ballots of Precinct 8000040, a Split Precinct. Can you tell the difference?

Same Precinct

Give each voter their correct ballot. A **Split Precinct** has different **Ballot Styles** for different voters.

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

Cook County Official Ballot Condado de Cook Boleta Oficial
PRIMARY ELECTION Elecciones Primarias

Precinct | Judge's Initials

Tuesday, March 17, 2020
Martes, 17 de March, 2020

8000040 Style: 81-26

Instructions
Instrucciones

To vote, fill in the oval. If you make other marks, your vote may not count.

To vote for a write-in candidate, write name on line provided and fill in the corresponding oval.

If you make a mistake, ask for a new ballot.

Para votar,rellene el óvalo. Si hace otras marcas, se podría invalidar su voto.

Para votar por una persona que no aparece en la boleta, escriba el nombre de la persona usando el espacio designado 'voto por escrito', y crellene el óvalo correspondiente.

Si comete un error, pida una boleta nueva.

Proviso Township

Supervisor
Supervisor
Vote for One / Vote por Uno
- 81 B.B. King — Township Advocates of Proviso
- write-in voto por escrito

Clerk
Secretario
Vote for One / Vote por Uno
- 82 Muddy Waters — Township Advocates of Proviso
- write-in voto por escrito

Assessor
Valuador
Vote for One / Vote por Uno
- 83 Otis Rush — Township Advocates of Proviso
- write-in voto por escrito

Trustee
Fideicomisario
Vote for not more than Four
Vote por no más de Cuatro
- 84 Buddy Guy — Township Advocates of Proviso
- 85 Clarence Carter — Township Advocates of Proviso
- 86 Albert King — Township Advocates of Proviso
- 87 T-Bone Walker — Township Advocates of Proviso
- write-in voto por escrito
- write-in voto por escrito
- write-in voto por escrito
- write-in voto por escrito

Hillside School District 93

Member of the Board of Education
Miembro de la Junta Educativa
Vote for One / Vote por Uno
- No Candidate
- write-in voto por escrito

Member of the Board of Education
Miembro de la Junta Educativa
Vote for not more than Four
Vote por no más de Cuatro
- 171 Sonny Boy Williams II
- 172 Elmore James
- 173 Big Mama Thornton
- No Candidate
- write-in voto por escrito
- write-in voto por escrito
- write-in voto por escrito
- write-in voto por escrito

Proviso Township High School District 209

Member of the Board of Education
Miembro de la Junta Educativa
Vote for not more than Four
Vote por no más de Cuatro
- 191 Bo Diddley
- 192 Hound Dog Taylor
- 193 Junior Wells
- 194 Howlin' Wolf
- 195 Etta James
- 196 Taj Mahal
- 197 Luther Allison
- 198 John Lee Hooker
- write-in voto por escrito
- write-in voto por escrito
- write-in voto por escrito
- write-in voto por escrito

Triton Community College District 504

Member of the Board of Trustees
Miembro de la Junta de Fideicomisario
Vote for One / Vote por Uno
- 241 Otis Redding
- write-in voto por escrito

Member of the Board of Trustees
Miembro de la Junta de Fideicomisario
Vote for not more than Two
Vote por no más de Dos
- 242 Bobby "Blue" Bland
- 243 R.L. Burnside
- write-in voto por escrito
- write-in voto por escrito

Proviso Township 39N, Range 12E

Township School Trustee
Fideicomisario Escolar del Municipio
Vote for One / Vote por Uno
- 271 Lightnin' Hopkins
- write-in voto por escrito

nty Official Ballot Condado de Cook Boleta Oficial
PRIMARY ELECTION Elecciones Primarias

Judge's Initials

Tuesday, March 17, 2020
Martes, 17 de March, 2020

8000040 Style: 81-4

Instructions

Para votar,rellene el óvalo. Si hace otras marcas, se podría invalidar su voto.

Para votar por una persona que no aparece en la boleta, escriba el nombre de la persona usando el espacio designado 'voto por escrito', y crellene el óvalo correspondiente.

Si comete un error, pida una boleta nueva.

Village of Hillside

Village President
Presidente del Pueblo
Vote for One / Vote por Uno
- 1 John Coletrane — Hillside Independent Party
- write-in voto por escrito

Village Clerk
Secretario del Pueblo
Vote for One / Vote por Uno
- 2 Alice Coletrane — Hillside Independent Party
- write-in voto por escrito

Village Trustee
Fideicomisario del Pueblo
Vote for not more than Three
Vote por no más de Tres
- 3 Jimmy Smith — Hillside Independent Party
- 4 Herbie Hancock — Hillside Independent Party
- 5 Duke Ellington — Hillside Independent Party
- write-in voto por escrito
- write-in voto por escrito
- write-in voto por escrito

Library Trustee
Fideicomisario de Biblioteca
Vote for not more than Three
Vote por no más de Tres
- 6 Dizzy Gillespie
- No Candidate
- No Candidate
- write-in voto por escrito
- write-in voto por escrito
- write-in voto por escrito

Proviso Township

Supervisor
Supervisor
Vote for One / Vote por Uno
- 81 Donald Byrd — Township Advocates of Proviso
- write-in voto por escrito

Clerk
Secretario
Vote for One / Vote por Uno
- 82 Hank Mobley — Township Advocates of Proviso
- write-in voto por escrito

Assessor
Valuador
Vote for One / Vote por Uno
- 83 Freddie Hubbard — Township Advocates of Proviso
- write-in voto por escrito

Trustee
Fideicomisario
Vote for not more than Four
Vote por no más de Cuatro
- 84 Art Blakey — Township Advocates of Proviso
- 85 Ella Fitzgerald — Township Advocates of Proviso
- 86 Joe Pas — Township Advocates of Proviso
- 87 Grant Lee — Township Advocates of Proviso
- write-in voto por escrito
- write-in voto por escrito
- write-in voto por escrito
- write-in voto por escrito

Hillside School District 93

Member of the Board of Education
Miembro de la Junta Educativa
Vote for One / Vote por Uno
- No Candidate
- write-in voto por escrito

Member of the Board of Education
Miembro de la Junta Educativa
Vote for not more than Four
Vote por no más de Cuatro
- 171 Ahmad Jamal
- 172 Yusef Lateef
- 173 Kenny Burrell
- No Candidate
- No Candidate
- write-in voto por escrito
- write-in voto por escrito
- write-in voto por escrito
- write-in voto por escrito

Proviso Township High School District 209

Member of the Board of Education
Miembro de la Junta Educativa
Vote for not more than Four
Vote por no más de Cuatro
- 191 Charles Mingus
- 192 Charlie Parker
- 193 Mary Lou Williams
- 194 Billie Holiday
- 195 Lee Morgan
- 196 Wayne Shorter
- 197 Bill Evans
- 198 Richard "Grooves" Holmes
- write-in voto por escrito
- write-in voto por escrito
- write-in voto por escrito
- write-in voto por escrito

Triton Community College District 504

Member of the Board of Trustees
Miembro de la Junta de Fideicomisario
Vote for One / Vote por Uno
- 241 Miles Davis
- write-in voto por escrito

Member of the Board of Trustees
Miembro de la Junta de Fideicomisario
Vote for not more than Two
Vote por no más de Dos
- 242 Horace Silver
- 243 Thelonios Monk
- write-in voto por escrito
- write-in voto por escrito

Proviso Township 39N, Range 12E

Township School Trustee
Fideicomisario Escolar del Municipio
Vote for One / Vote por Uno
- 271 Wes Montgomery
- write-in voto por escrito

Recognizing Ballot Styles

Precinct Ballot Style Numbers

A Split Precinct is a precinct that has two or more active election districts of the same type within its boundaries.

Example:

The boundary between two state representative districts is a street that runs through the middle of the precinct. On one side, voters choose from one set of candidates and voters choose from a different set on the other side.

- **A Split Precinct will have at least two different Ballot Styles and Activation Codes.**
  - → Every voter in a Split Precinct is assigned a Ballot Style Number that corresponds to a specific Paper Ballot Card and Touchscreen Activation Code.
- To ensure that each voter chooses from the correct set of candidates.
  1. **Identify & enter** the Ballot Style Number(s) in the precinct before the polls open.
     - → Steps 18 and 19 on page 20.
  2. **Make sure** voters who choose to mark a Paper Ballot are issued Paper Ballot Cards with the correct Ballot Style number listed in the top right corner.
- The Ballot Style Number and Activation code are found on the Voter Information Screen throughout the check-in process on the ePollbook and on a small Check-in Receipt that prints out after check-in.

The Ballot Style Number listed on the Voter Check-in Receipt must correspond with the Ballot Style Number listed at the top right of the Paper Ballot Card(s) issued to the voter, as illustrated here.

Smaller Check-in Receipt

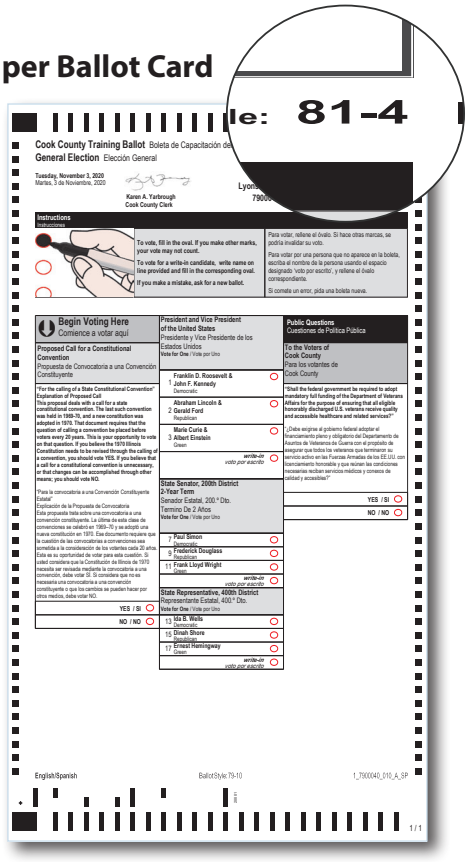
In a Primary Election

BALLOT STYLE
81-4-DEM 9000003

In a General Election

BALLOT STYLE
81-4 9000003

Paper Ballot Card



Record of Seals November 3, 2026 Gubernatorial General Election

Township: | Ward *(Berwyn & Evanston only)*: | Precinct:

Form 99

Before or Same Day Election Day Setup *(Record the seal numbers)*

VSC						Scanner							
Main Doors		Seated Touchscreen Doors		Rear Touchscreen Doors		Administrator Door		Poll Worker Door		Transmission Door		Scanner Latch	
Seal#	Judges' Initials	Seal#	Judges' Initials	Seal#	Judges' Initials	Seal#	Judges' Initials	Seal#	Judges' Initials	Seal#	Judges' Initials	Seal#	Judges' Initials

Touchscreens								Ballot Delivery Bag	
Accessories Door *(upper left)*		Batteries Door *(lower left)*		Election Data Door *(upper right)*		Power/Printer Door *(lower right)*		Delivery Bag	
Seal#	Judges' Initials	Seal#	Judges' Initials	Seal#	Judges' Initials	Seal#	Judges' Initials	Seal#	Judges' Initials
Seated									
Rear									
New Touchscreen Power/Printer Door *(red seal)* →					Seated				
					Rear				

During Election Day *(red seals)*

Scanner		Touchscreens					
Scanner Latch		Power/Printer Door *(lower right)*					
Seal#	Judges' Initials	Seal#	Judges' Initials	Seal#	Judges' Initials	Seal#	Judges' Initials
		Seated					
		Rear					

Important

1. Record the numbers of all seals
2. Two judges *(one from each party)* initial each line
3. New red seals are in Plastic Bag 603
4. Place all broken seals in Plastic Bag 605

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

After Polls Close *(red seals)*

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

6/1/2026

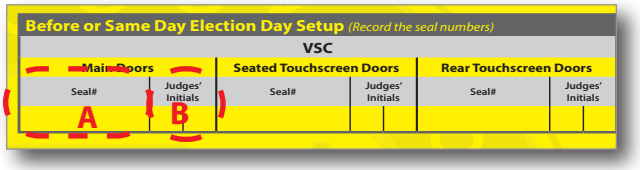
Set Up the Equipment

Checklist 3: VSC & Voting Equipment Setup

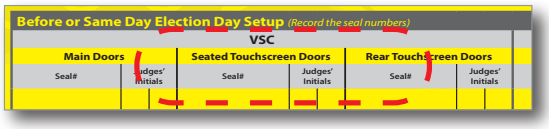
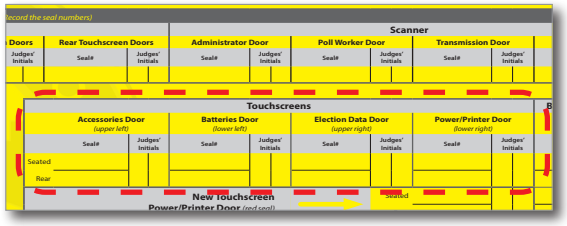
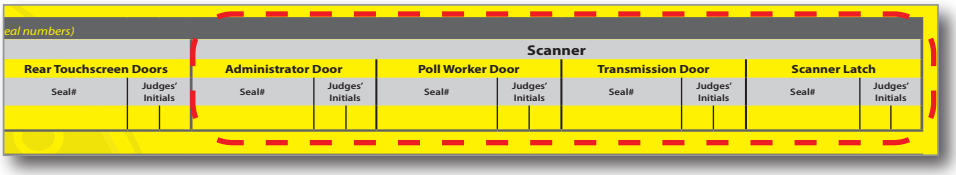
It is important to set up equipment before Election Day to ensure a smooth start on Election Day.

Follow the steps on this checklist to set up the VSC and voting equipment, before or on Election Day before the polls open.

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

Check	Step #	Task to complete:
		If the Record of Seals form is missing *(found in the Open First Envelope)*, **cut** out and **use** page 24.
	1	**A. Record** the seal number from the seal you removed from the main doors of the VSC (in step 4 on page 15) on the Record of Seals. → **Place** the broken seals in Plastic Bag 605. **B. Two Judges**, one from each party, must initial the boxes next to the seal number. 
	2	**A. Unlock** the Ballot Box and Alternate Ballot Box doors. **B. Open** them both and **remove** everything inside. **C. Verify** that both are empty. **D. Make sure** that the slot inside the Alternate Ballot Box at the front of the VSC is covered with the metal cover inside. **E. Close and lock** both the Ballot Box and Alternate Ballot Box doors.
	3	**Check ALL** connections inside the VSC. **A. UPS** (Uninterruptible Power Supply) → Power connection from the back of the UPS to the VSC. **B. Scanner** → Power connection from the back of the Scanner to the VSC. **C. Touchscreens** → Power connection from the bottom right door of each Touchscreen to the VSC. » Seated Touchscreen - Power/Printer door » Rear Touchscreen - "Power" door **D. Ballot Printers** → Connection from the Ballot Printer to the Touchscreen and to the UPS for power. » Seated Touchscreen - Power/Printer door on the bottom right » Rear Touchscreen - "Printer" door on the top left
	4	**A. Push** the round end of the black VSC power cord into the VSC and twist it to the right, to lock it into place. → The black cord can be found in Kit 1. **B. Connect** the black VSC power cord from the outside of the VSC to a wall outlet. 

Checklist 3: VSC & Voting Equipment Setup (continued)

	5	**Power up** the UPS. **A. Press & hold** the power button at the top of the screen on the face of the UPS until you hear a beep and see a series of light indicators. **B. Make sure** you see a green light indicator below the screen. 
	6	**A. Break** the seals on the outside doors to the Touchscreens on the VSC. **B. Record** the seal numbers on the Record of Seals **C. Place** the broken seals in Plastic Bag 605. **D. Unlock and open** the doors. 
	7	 **A. Power up** the Ballot Printers. → **Press** the power button on the top right front of each printer. The screen should read "Secure and Ready." **B. Make sure** there is paper in the paper tray. → Extend the paper tray if the paper is 8 x 14 **C. Verify** the Touchscreens are powered on *(they should automatically power up)*.
***DO NOT* cut all 4 white seals on each Touchscreen. *ONLY* cut the seals on the Power/Printer doors.**	8	**Record ALL 4** white seal numbers from the back side of each Touchscreen on the Record of Seals. *("Setup" section)*  ➔ **If the Touchscreens DO NOT automatically power up...** **A. Cut ONLY** the seals on the Power/Printer doors at the bottom right of the back sides of the Touchscreens and open these doors. → **Place** the cut seals in Plastic Bag 605. **B. Press & release** the power button and wait for the screen to turn on. → The button is located just beneath the power cord connection. **C. Close** the Power/Printer door. **If setting up on Election Day**, attach a red seal to the Power/Printer Door. → **Record** the seal number on the Record of Seals in the "New Touchscreen Power/Printer Door" section.
	9	**Record ALL 4** Scanner white seal numbers on the Record of Seals *("Setup" section)*. 

Checklist 3: VSC & Voting Equipment Setup (continued)

10

Power up the Scanner.

A. Press the power button.

→ Inside the hole on the front left side of the Scanner.

→ Use the back of a pen to press the button.

B. Hold it for 2-3 seconds.

→ The Scanner will emit several beeps.

→ A green light will appear.

→ See step 23 on page 30 for details about a blinking or solid orange light.



The power button is located to the left of the 3 LED lights next to the Administrator Door.

11

"Ready" will appear on the screen with the message "Please apply your Security Token to log in."

A. Press the Security Key to the Security Key receptacle.

→ The password screen will appear.

B. Remove the key from the receptacle.



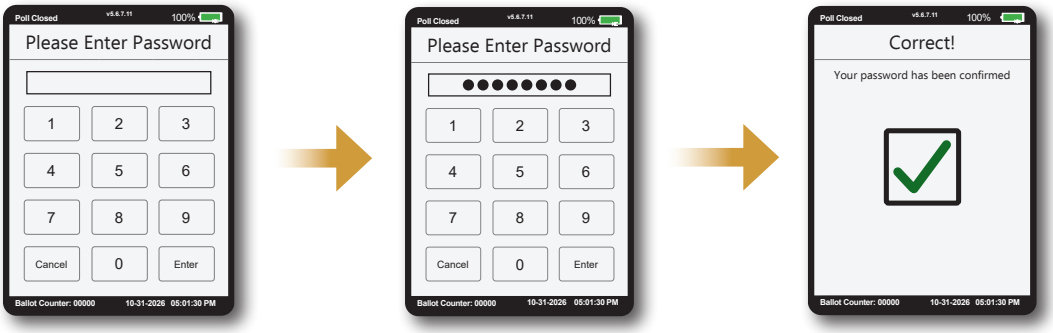
12

A. Enter the 8-digit Pollworker PIN.

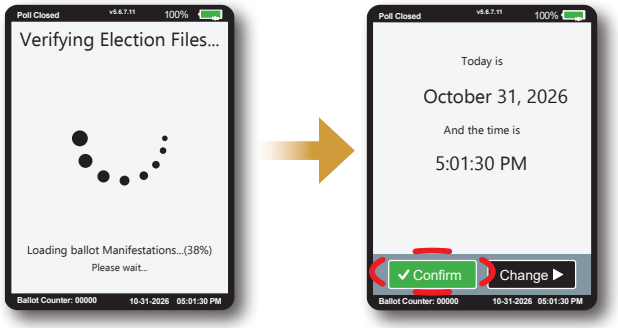
→ Found on a card on the inside door of the VSC and in Judge Connect.

B. Press "Enter."

→ The message "Correct! Your password has been confirmed" will appear.



13



Verifying Election Files will begin.

→ **Press** the "Confirm" button if both the date and time are correct.

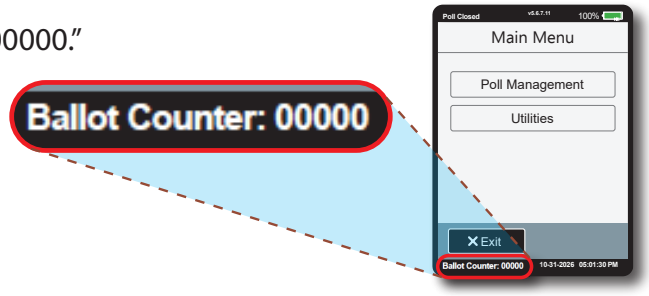
Press "Change" to make any date and/or time corrections.

Checklist 3: VSC & Voting Equipment Setup (continued)

14

Verify that the Ballot Counter reads "00000."

If the Ballot Counter is not zero, call the Judge Support Hotline.
→ *(708) 222-5100*



STOP

→ If you are setting up **BEFORE** Election Day, complete the following steps to power down the equipment.

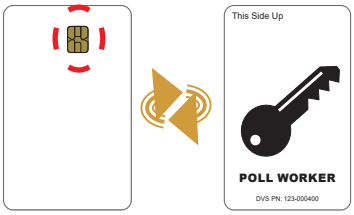
→ If you are setting up **ON** Election Day, skip steps 15 - 24 and continue on to Checklist 4 on page 31 to setup the Voting Booths.

» The equipment will need to be powered on for Checklist 5.

15

Power down the Touchscreen.

→ **Insert** the Poll Worker Card, chip facing down, in the slot.



See page 193, Touchscreen Troubleshooting, if the Touchscreen does not read the Poll Worker Card.

16



A. Enter the 8-digit Pollworker PIN.

B. Press "Login."

→ A "Confirmation" window will appear, showing the date and time on the Touchscreen.

» Illustrated below.

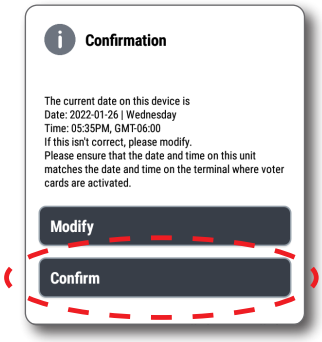
17

There will be a message telling you to ensure that the date and time match "the terminal where voter cards are activated." *("terminal" refers to the ePollbook)*

A. Make sure that the date and time on the Touchscreens are 5 minutes ahead of the date and time on the ePollbooks.

B. Press "Confirm" if the date and/or time are correct.

→ **Press** "Modify" if they need to be corrected.



See page 193, Touchscreen Troubleshooting, if the date and time are correct on the ePollbooks, but not on the Touchscreen(s).

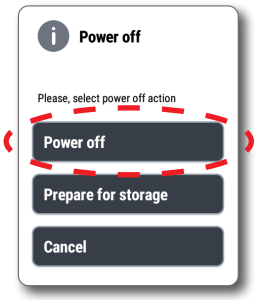
Checklist 3: VSC & Voting Equipment Setup (continued)

18

Press the power button at the bottom right of the screen to power down.



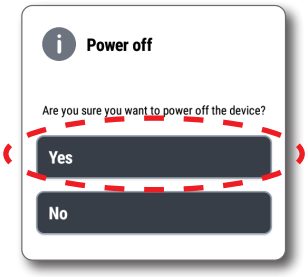
19



A "Power Off" window will appear.

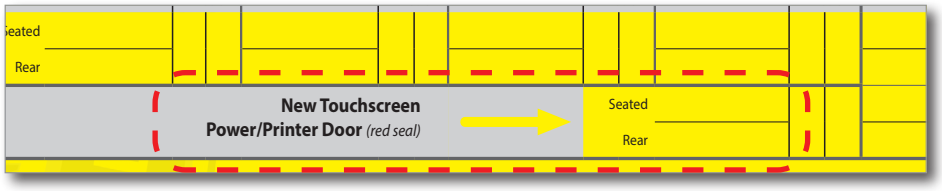
A. Press the "Power Off" button
→ Another "Power Off" window will appear.

B. Press the "Yes" button.



20

Attach a red seal to the Power/Printer Door and **record** the number on the Record of Seals in the "New Touchscreen Power/Printer Door" section.



21

Power down the Ballot Printer.

→ **Press** the power button on the top right corner on the face of the Ballot Printer.



22

Power down the UPS

A. Press the power button located above the screen on the face of the UPS.

B. Press the "Down" button, then the "Enter" button.

→ Both on the bottom row, below the screen. The "Enter" button has the arrow pointing left on the left.

C. Press the "Down" button, then the "Enter" button a second time.

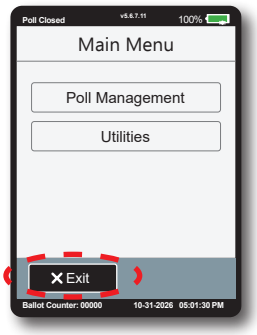


Illustration of the Control Panel on the front of the UPS

Checklist 3: VSC & Voting Equipment Setup (continued)

Power down the Scanner.

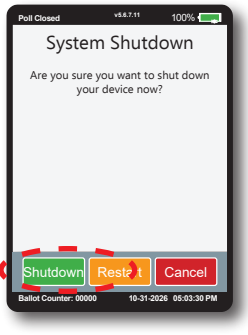
A. Press "Exit"



B. Press the black "Shutdown."



C. Press the green "Shutdown."



23

The Scanner will shut down.

→ The screen will go dark.

→ The Scanner will beep 8 times.

→ The 3rd LED light on the far right of the 3 lights will remain lit.

» It will remain lit as long as the Scanner receives power from the VSC.



What does the orange light mean?

- Blinking = Scanner is on and using battery power.
- Blinking & beeping = Scanner is on, but battery power is low.
- Solid = Scanner is charging or on AC power from the VSC.

  → If the Scanner is off, it is charging; if on it is using AC power.

24

A. Unplug the VSC from the wall outlet.

B. Turn the plug left and gently unplug it from the back of the VSC.

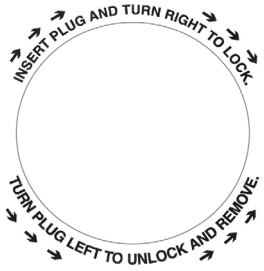
→ Place the power cord back in Kit 1 in the VSC.

C. Close and lock the Touchscreen doors.

D. Return the lanyard and Pollworker card to the Open First Envelope.

E. Close and lock the Main Doors.

F. Return the barrel key to the Lock Box and place it back in the VSC handle.



A wiggling motion makes it easier to unplug the power cord from the VSC.

Voting Booth Assembly

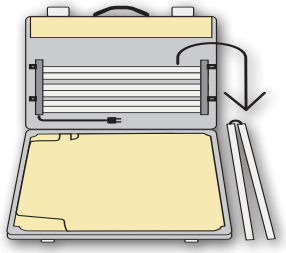
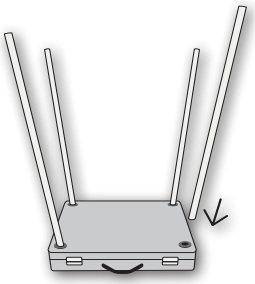
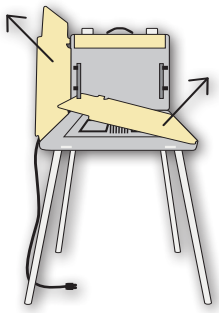
Checklist 4: Voting booth assembly

There are three types of voting booths for Paper Ballot Cards:
Votomatics, Pollstars and the Seated Voting Booth. They can all be found inside the VSC.

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

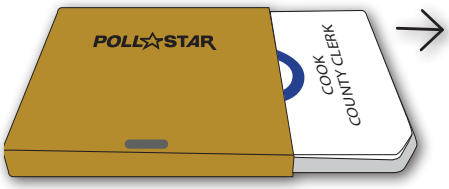
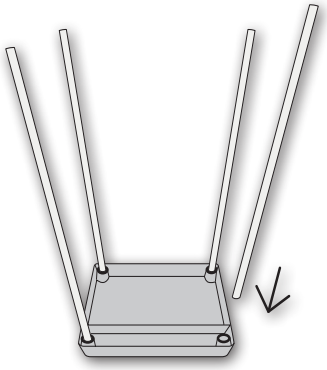
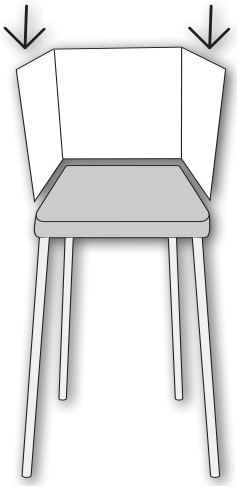
Follow the steps on this checklist to set up the voting booths before *(if possible)* or on Election Day.

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

Check	Step #	Task to complete:
Assemble the Votomatics		
	1	**A. Open** the Votomatic case by pulling the latches out and down. **B. Remove** the leg assemblies stored in the lid. **C. Close** the lid and re-latch the case. 
	2	**A. Place** the case upside down on a flat surface with the leg holes facing upward. **B. Connect** the leg assemblies to create four legs. **C. Push** the four legs into the holes in the case, using a twisting motion for a snug fit. 
	3	**A. Stand** the Votomatic upright onto its legs. → If it appears unstable, pull the front legs slightly forward. **B. Open** the case and lift the side panels. **C. Attach** the side panels to the back lid using the clips on the panel. 
	4	**A. Place** the Votomatics close to an electrical outlet. **B. Plug** the first Votomatic into the outlet, then the second Votomatic into the outlet on the first Votomatic, then the third Votomatic into the outlet on the second. → Continue connecting them in that manner until they are **ALL** connected. *A built-in outlet is located on the right side of each Votomatic.*
	5	**Use** the tape included in Kit 1 to tape any electrical cords touching the ground to the floor, so voters will not trip over them.

Checklist 4: Voting booth assembly (continued)

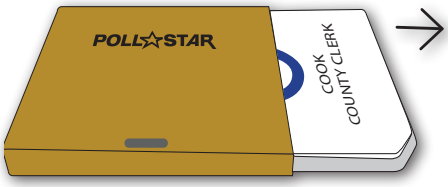
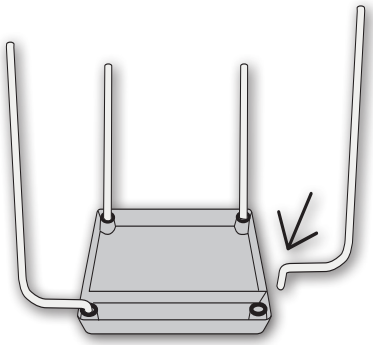
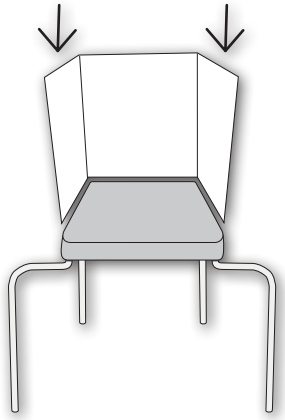
Assemble the Pollstars

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

Checklist 4: Voting booth assembly (continued)

Assemble the Seated Voting Booth

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

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



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

37 Election Day Setup

- Checklist 5: ePollbook Setup & Election Judge Oath- *page 37*
- Checklist 6: VSC Setup - *page 45*

  ⇒ VSC *(image)*
- Checklist 7: Touchscreen & Ballot Printer Setup - *page 47*
- Checklist 8: Scanner Setup - *page 51*

  ⇒ Scanner & AM Zero Tape *(Image)*

55 Post Signs and Notices

- Polling Place Entrance Signs *(Images)*

58 Campaign-free Zone

59 Election Judge ID Badges

60 Election Judge Station Supplies
(Lists & Images by Station)

- Station 1: Checking Voters In - *page 60*
- Station 2: Issuing Paper Ballot Cards - *page 61*
- Station 3: VSC - *page 62*

63 Final Check

Election Day Setup

Checklist 5: Election Day ePollbook Setup and Election Judge Oath

ePollbook Setup

Follow the steps on this checklist to set up the ePollbooks, administer the Election Judge Oath and sign the Judges in on Election Day.
Check the box next to the item as it is completed.

Check	Step #	Task to complete:

Follow A or B below for your next step on Election Day.

A. If your setup is ON Election Day...

→ *The equipment will already be setup.*

→ *Start on "Sign in & Administer the Election Judge Oath" on page 41.*

B. If your setup was BEFORE Election Day...

→ *In an unsecured room, start at step 1(below).*

→ *In a secured room, start on page 38, step 8.*

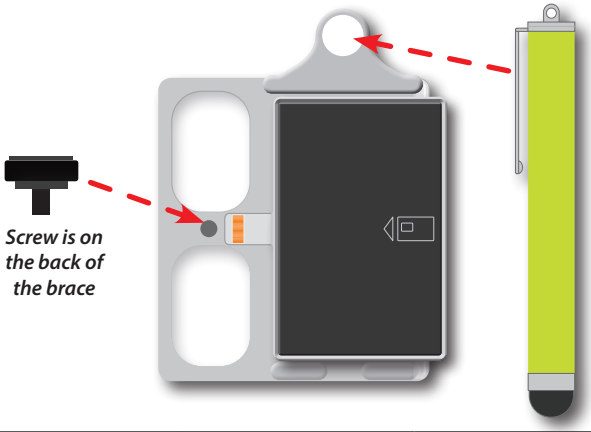
ePollbook Setup

Unsecured Room

Start here if you set up before Election Day and the room WAS NOT secure.

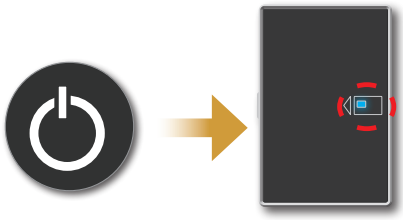
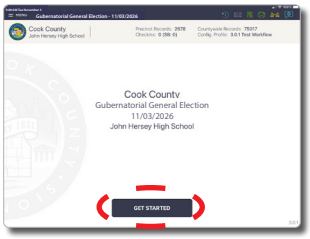
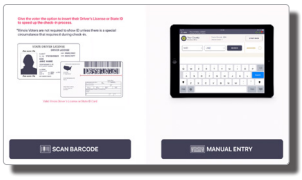
	1	**A. Retrieve** the VSC Barrel key from the Lockbox. **B. Open** the main door and Touchscreen doors of the VSC. **C. Attach** the VSC barrel key to the key ring on the lanyard. **D. Remove** the ePollbook Cases from the VSC. 1. **Pull** the gray levers on the black latches down to lift and open them. 2. **Lift** the lid to open the case.
	2	**Remove** the foam guards covering the screen of the ePollbook. → Put them back in the case after completing step 4.
	3	**A. Remove** the ePollbook Stand and Printer adapter from the case. → The stand holds both the ePollbook iPad and Printer. **B. Place** the ePollbook Stand upright on the table at Station 1.
	4	**A. Remove** the ePollbook Printer power cord and ID Reader stand. → Both are located below the ePollbook stand in the case. **B. Remove** the Card Activator, its silver brace and a stylus. → The silver brace has a red or black screw on the back.
	5	**A. Connect** the Printer power cord to the power adapter and plug the cord into an outlet. **B. Attach** the ID Reader stand to the back of the ePollbook Stand. → **Insert** the ID Reader stand into the slot on the back of the ePollbook stand. » The end with the hole at the bottom should be inserted into the slot. → **Make sure** the ID Reader is aligned with the camera on the back of

Checklist 5: Election Day ePollbook Setup and Election Judge Oath (continued)

	6	**A. Position** the Card Activator into the grooves on the silver brace, as shown here. **B. Slide** the Card Activator and brace together into both the port of the iPad and the slot of the stand on the right side. → Connecting both at once. **C. Turn** the screw on the back side of the brace to the right, until it tightens into place. **D. Insert** the stylus into the hole at the top of the brace.  *Screw is on the back of the brace*
	7	**Plug** the shorter green or black cord from the ePollbook Printer into the bottom of the Card Activator for power.

Secured Room

Start here if you set up before Election Day and the room WAS secure.

	8	**Press** the power button on the top right corner, on the face of the ePollbook Printer. → A blue light on the Card Activator will blink. → 2 blue lights on the face of the printer will appear. → The ePollbook iPad will automatically power up. 
	9	**Tap** the "P" button at the bottom of the first screen. → A screen with the election and location will appear.
	10	**A. Verify** the polling place name on screen. → If its not your polling place, call the Judge Support Hotline. **B. Tap** the black "Get Started" button. → The "Enter Pollworker Credentials" screen will appear. 
	11	**A. Enter** your Username and Password on the "Enter Pollworker Credentials" screen. → They will both be listed on a card on the inside door of the VSC.   **B. Tap** the "Sign In" button on the right. → The "Check-in Option" screen will appear

Checklist 5: Election Day ePollbook Setup and Election Judge Oath (continued)

12

A. Check for the lightning symbol in the battery icon at the top right corner of the screen, to ensure the iPad is charging.



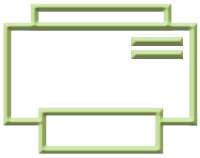
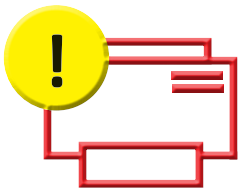
→ If no lightning symbol appears, make sure the printer is on; turn to page 178 and follow steps for ePollbook Power Issues.

B. Check the 3 icons at the top right of the screen.

1. Card Activator icon should be **green**.
   → If **red**, with an exclamation point, the Card Activator is not connected. Turn to Card Activator Issues on page 179.




2. The Printer icon should be **green**.
   → If **red**, with an exclamation point, the ePollbook Printer is not connected or powered off. Turn to ePollbook Printer Issues on page 177.

3. The Multi-Peer icon should be green.
   → **Green** - ePollbooks are connected and synchronizing by precinct.
      » A circled number above the icon, indicates the number of connected ePollbooks in the precinct.



   → **Yellow** - ePollbook recognizes other ePollbooks in the precinct but is not connected or synced with them.
      » If it stays yellow more than 30 minutes, call the Judge Support Hotline.



   → **Red** - ePollbook is currently disconnected and not synchronizing with other ePollbooks in the precinct.
      » If it is red, call the Judge Support Hotline.



13



A. Check that the printer paper roll is tight *(see page 171)*.

B. Print a "Test Receipt" to make sure the printer is printing.

a. Tap the green printer icon.

b. Tap the "Print Test Receipt" button.

IMPORTANT *process that requires Internet connection & will take time to complete*

14

Synchronize, using **ONLY ONE** ePollbook, whose Multi-Peer icon is **GREEN**.



► This ePollbook will be used for the Statement of Ballots.

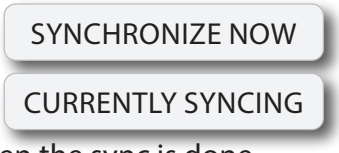


A. Tap the Cloud icon at the top right of the screen, to the left of the Multi-Peer icon.

B. Tap the "Synchronize Now" button.

→ "Currently Syncing" will appear.

→ "Synchronize Now" will appear again when the sync is done.



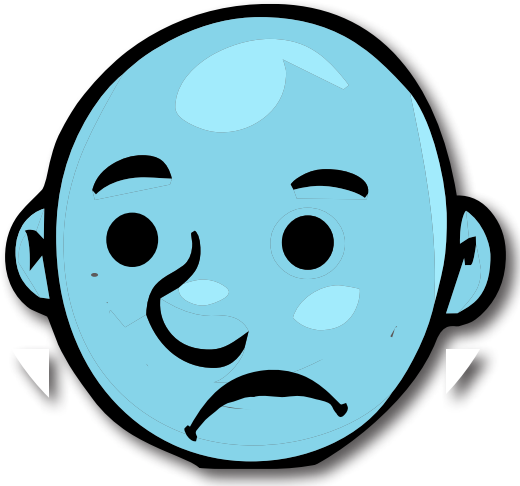
C. Tap the screen anywhere to remove the dropdown.

Do Not Leave the Home Page

DO NOT

leave the Home page on the ePollbook FOR ANY reason.

Everything you will need is there and any activity outside of the ePollbook application on the Home page will be monitored and **WILL RESULT IN A SERIOUS *REDUCTION IN PAY.***



Checklist 5: Election Day ePollbook Setup and Election Judge Oath (continued)

Sign in & Administer the Election Judge Oath

It is important that all Judges read/hear the Election Judge Oath and sign in on Election Day.

Sign in & Administer the Election Judge Oath

ONLY sign in **ON** Election Day.

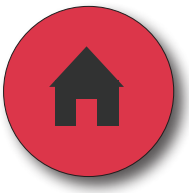
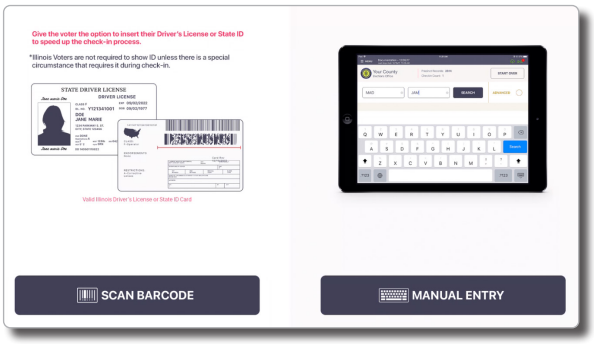
- ► You **DO NOT** need to sign in if you are setting up **BEFORE** Election Day.
- ► You can use the other ePollbook to sign in if the Statement of Ballots on the ePollbook is busy syncing.

	1	**Tap** the word "Menu" at the top left of the screen. 
	2	 **Tap** the "Pollworker" icon.
	3	The "Pollworker Sign In" Screen will appear. → There will be a list of Judges assigned to your precinct in the blue section on the left, with check boxes next to the names and the words "Signed Out" beneath them. → There will be a message in the middle of the screen, instructing you to "Find Your Name" from the list to the left and tap on it. **Tap** on your name.
	4	A signature screen with your name, party and the Election Judge Oath will appear. Each Judge must... **A.** **Read** the Election Judge Oath aloud or tap the black "Listen to Oath" button. **B.** **Sign** the screen where indicated. **C.** **Tap** the blue "Sign In" button at the top right of the screen.  *If all of the Judges are present for sign in, tap the "Listen to Oath" button and they will all be administered the Election Judge Oath at the same time.* *→ Each Judge will still need to tap their name and sign in after hearing the oath.* Once the blue "Sign In" button is tapped... → The date and time of the sign in will appear under the Judge's name in the "Poll Workers" column on the left side of the screen. → The "Find Your Name" screen will appear for the next judge.

Checklist 5: Election Day ePollbook Setup and Election Judge Oath (continued)

For all judges who are not listed, Back-up Pool Judges or Walk-in Judges,

- ***A. Tap** the "Add Poll Worker" button at the bottom of the list of Judges.*
- ***B. Enter** all of the information requested.*
  → *All 3 pages must be complete.*
- ***C. Tap** the "Save" button.*
- ***D. Tap** "OK" on the "Poll Worker Created" Popup.*
- ***E. Have** the new Judge read and sign the Oath and tap the "Sign In" button.*

	5	Once all of the Judges have heard the Election Judge Oath and signed in, all of the boxes next to their names will be blue with blue check marks. ☑ **A. Tap** the word "Menu" again. → The screen will go back to the "Menu" screen.   **B. Tap** the "Home" icon in the middle of the screen. → The screen will change to the "Get Started" screen.
	6	**Tap** the black "Get Started" button at the bottom of the screen. → The "Check-in Option" screen will appear. 

The Election Judges are signed in
The ePollbooks are now ready to use!

VSC

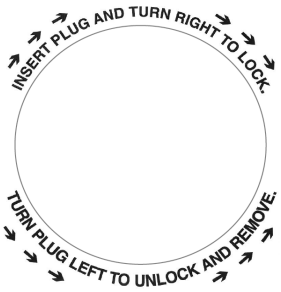

VSC-9901006
Election Operation Center
Location: CI/0WF-00-00-00
SEAL OF COOK COUNTY ILLINOIS
JANUARY 1831

Election Day Equipment Setup

Checklist 6: Election Day VSC Setup

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

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

Check	Step #	Task to complete:
		If setup is **ON** Election Day, the VSC is already setup and ready to use. 1. **Make sure** to **attach** the VSC barrel key to the key ring on the lanyard. 2. **Continue** on to Checklist 7: Election Day Touchscreen and Ballot Printer Setup.
	1	A. **Verify** that the Ballot Box and the Alternate Ballot Box are still empty. B. **Verify** that the metal cover inside is still covering the slot to the Alternate Ballot Box. C. **Close and lock** both the Ballot Box and Alternate Ballot Box doors.
	2	A. **Push** the round end of the black VSC power cord into the VSC and twist it to the right, so that it locks into place *(connection instructions are printed around the outlet)*. B. **Connect** the cord to the hook at the bottom of the VSC. → To help prevent tripping. C. **Connect** the large black cord from the outside of the VSC to a wall outlet. 
	3	A. **Press & hold** the power button until you hear a beep. → The power button is located above the screen on the face of the UPS.  B. **Make sure** you see a green light indicator below the screen.
	4	**Make sure to attach** the VSC barrel key to the key ring on the lanyard if you have not already done so.

The VSC is now ready to use!

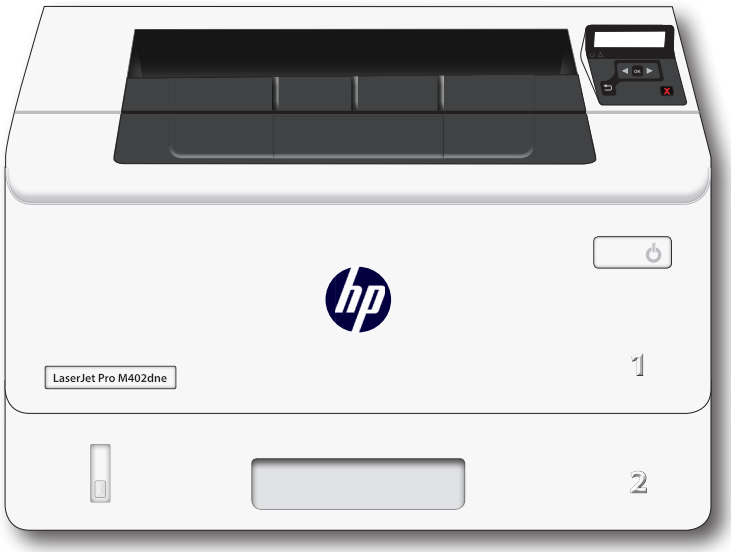
Touchscreens & Ballot Printers



Touchscreen



Poll Worker Card

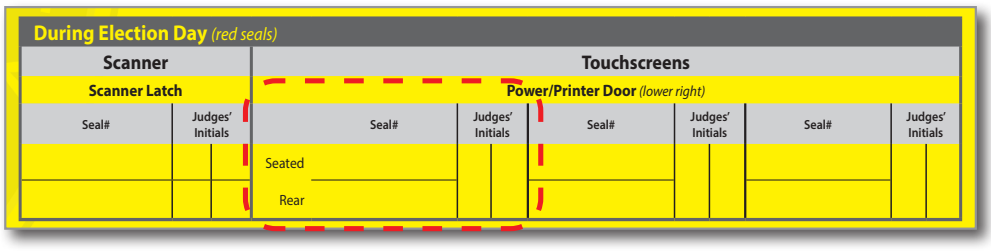
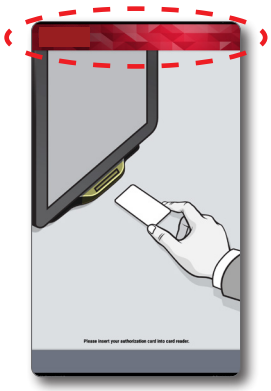


Ballot Printer

Checklist 7: Election Day Touchscreen and Ballot Printer Setup

Follow the steps on this checklist to set up each Touchscreen and Ballot Printer .

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

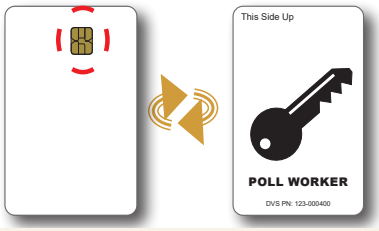
Check	Step #	Task to complete:
		If setup day is **ON** Election Day, **skip** steps 1-3. → You completed them in the "Precinct Setup" section.
	1	**A. Press** the power button on the top right front of each Ballot Printer. → The screen should read "Secure and Ready." **B. Make sure** there is paper in the paper tray. 
	2	**A. Cut** the red seal on the Power/Printer door on the bottom right of the Touchscreen. → **Place** the broken seal in Plastic Bag 605. **B. Open** the door. → **Adjust** the position of the seated touchscreen **C. Press and release** the power button and wait for the screen to turn on. → The button is just below the power cord connection.
	3	**A. Close** the door. **B. Seal** the door with a new red seal. **C. Record** the new red seal number on the Record of Seals in the "During Election Day" section. → One Judge from each party, must initial the box next to the seal number. 
	4	 The bar at the top of the screen should be red. → The card being inserted on the screen will be blank. → The text on the bottom will read "Please insert your authorization card into the card reader." » Indicating that the polls are not open and the Touchscreen is not ready for voters. » The "authorization card" refers to the Poll Worker card.

Checklist 7: Election Day Touchscreen and Ballot Printer Setup (continued)

5

Insert the Poll Worker Card.

→ With the chip facing down.



See page 193, Touchscreen Troubleshooting, if the Touchscreen does not read the Poll Worker Card.

6



A. Enter the 8-digit Pollworker PIN.

→ Found on the inside door of the VSC.

→ Also on the label on the Open First Envelope.

B. Press "Login."

7

A "Confirmation" window will appear, showing the date and time on the Touchscreen.

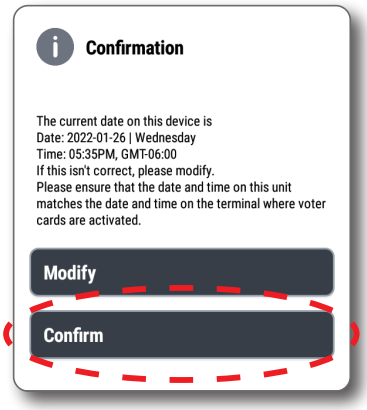
⇒ There will be a message telling you to ensure that the date and time match "the terminal where voter cards are activated."

→ The word "terminal" refers to the ePollbook

A. Check that the date and time on the Touchscreens are 5 minutes ahead of the date and time on the ePollbooks.

B. Press "Confirm" if the date and/or time are correct.

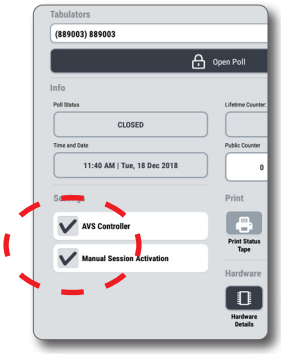
→ **Press** "Modify" if they need to be corrected.



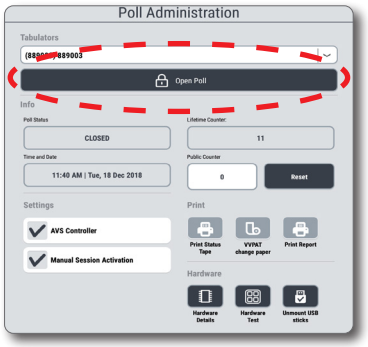
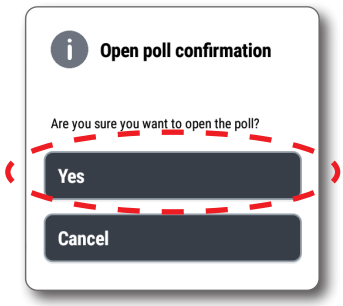
See page 193, Touchscreen Troubleshooting, if the date and time are correct on the ePollbooks, but not on the Touchscreen(s).

8

Make sure that the AVS Controller and the Manual Session Activation boxes are checked.



Checklist 7: Election Day Touchscreen and Ballot Printer Setup (continued)

	9	 **Open** the polls. **A. Press** the "Open Poll" button. **B. Press** "Yes" to confirm on the "Open Poll Confirmation" screen. 

If the "Warning Printer error:" window pops up on the Touchscreen,

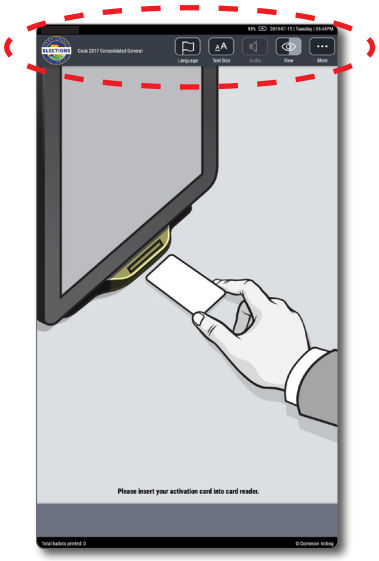
a. **Press** the "OK" button.

b. **Press** the red "**X**" on the top right of the Ballot Printer

c. **Press** the "Open Poll" button again.





	10	 The screen will change back to the "Insert your card" screen. → There will be an arrow on the card being inserted on the screen. → The text on the bottom will read "Please insert your activation card into the card reader. » Indicating that the polls are open and the Touchscreen is ready for voters. → The bar at the top will be gray and display the Cook County Seal. *If you see the message "Unable to read smart card," press "OK" to remove it.*
	11	**Remove** the Poll Worker Card.

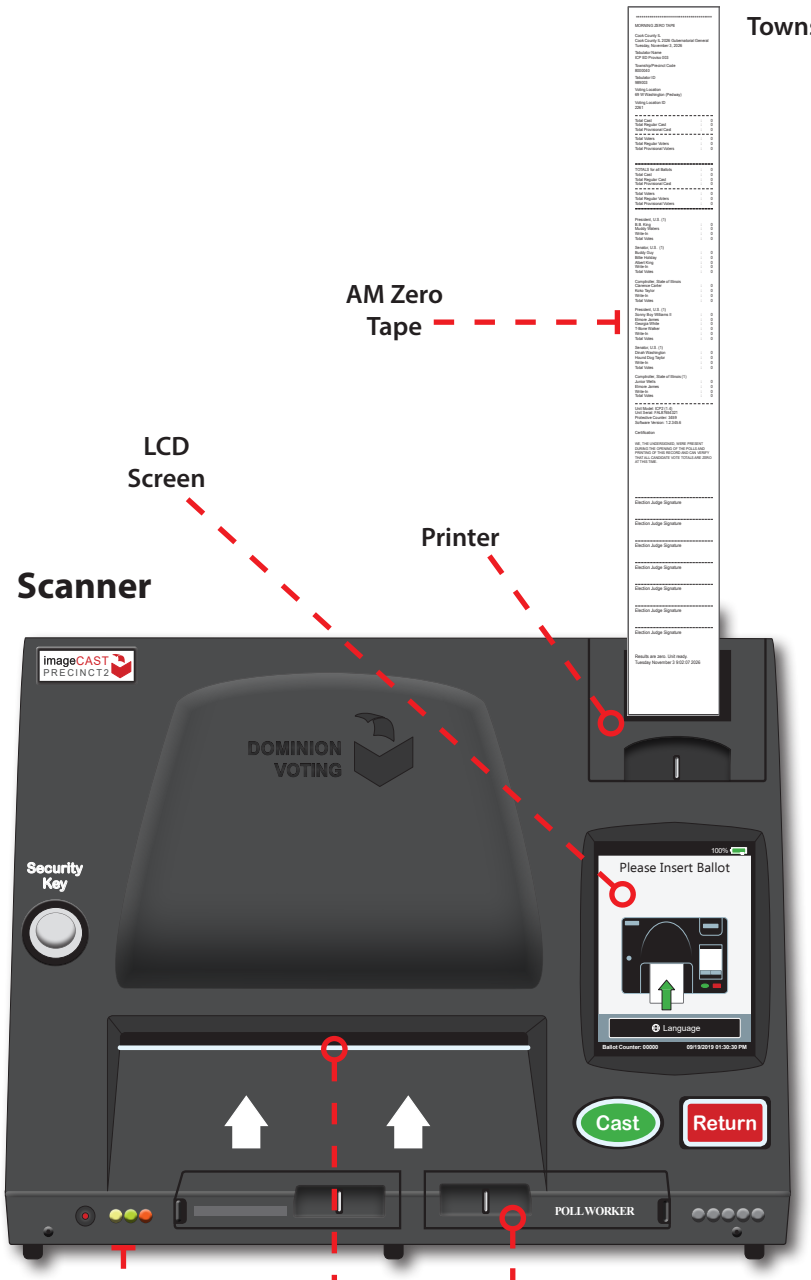
Complete steps 1-11 on all Touchscreens and Ballot Printers

► **Or** complete steps 4-11 if your setup is **ON** Election Day.

The Touchscreens and Ballot Printers are now ready to use!

Scanner & AM Zero Tape

Scanner



Scanner AM Zero Tape

Township/Precinct Code

Totals are Zero

```
**************************************

MORNING ZERO TAPE

Cook County IL
Cook County IL 2026 Gubernatorial General
Tuesday, November 3, 2026

Tabulator Name
ICP ED Proviso 003

Township/Precinct Code
8000040

Tabulator ID
989003

Voting Location
69 W Washington (Pedway)

Voting Location ID
2261

Total Cast                    : 0
Total Regular Cast            : 0
Total Provisional Cast        : 0

Total Voters                  : 0
Total Regular Voters          : 0
Total Provisional Voters      : 0

==============================

TOTALS for all Ballots        : 0
Total Cast                    : 0
Total Regular Cast            : 0
Total Provisional Cast        : 0

Total Voters                  : 0
Total Regular Voters          : 0
Total Provisional Voters      : 0

==============================

President, U.S. (1)
B.B. King                     : 0
Muddy Waters                  : 0
Write-In                      : 0
Total Votes                   : 0

Senator, U.S.  (1)
Buddy Guy                     : 0
Billie Holiday                : 0
Albert King                   : 0
Write-In                      : 0
Total Votes                   : 0

Comptroller, State of Illinois
Clarence Carter               : 0
Koko Taylor                   : 0
Write-In                      : 0
Total Votes                   : 0

President, U.S. (1)
Sonny Boy Williams II         : 0
Elmore James                  : 0
```

Checklist 8: Election Day Scanner Setup

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

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

Check	Step #	Task to complete:

If your setup day is <u>ON</u> Election Day, skip steps 1-4.
→ You completed them in the "Precinct Setup" section.

1

A. Press the power button.
→ Inside the hole on the front left side of the Scanner.
→ Use the back end of a pen to press it.

B. Hold it for 2-3 seconds.
→ The Scanner will emit several beeps.
→ A green light will appear.



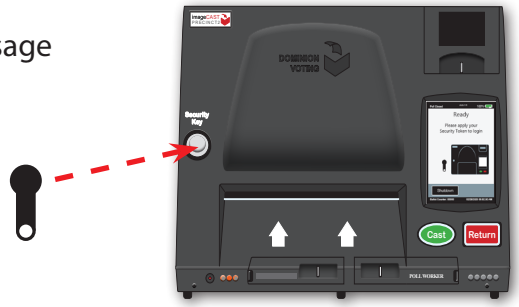
The power button is located to the left of the 3 LED lights next to the Administrator Door.

2

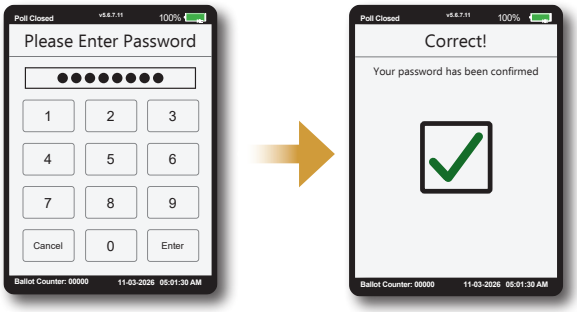
"Ready" will appear on the screen with the message "Please apply your Security Token to log in."

A. Press the Security Key to the Security Key receptacle.
→ The password screen will appear.

B. Remove the key from the receptacle.



3



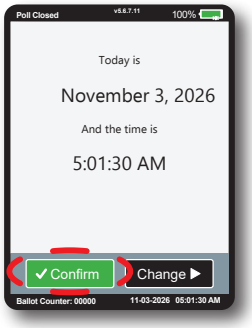
A. Enter the 8-digit Pollworker PIN.
→ Found on card on the inside door of the VSC.

B. Press "Enter."
→ The message "Correct! Your password has been confirmed" will appear.

4

After the "Verifying Election Files..." screen:

→ **Press** the "Confirm" button if the date and time are correct.
» The Main Menu will appear.



Press "Change" to make any date and/or time corrections.

Checklist 8: Election Day Scanner Setup (continued)

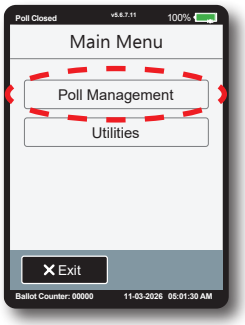
AM Zero Tape

AM Zero Tape

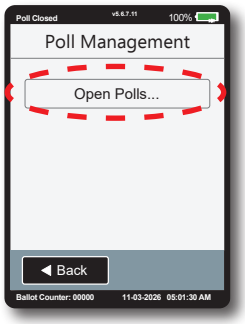
5

You will see
"Poll Closed" at the top of the screen.

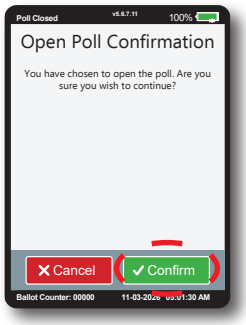
A. Press "Poll Management" on the Main Menu.



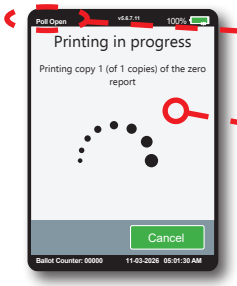
B. Press "Open Polls" on the "Polls Management" screen.



C. Press "Confirm" on the "Open Poll Confirmation" screen.



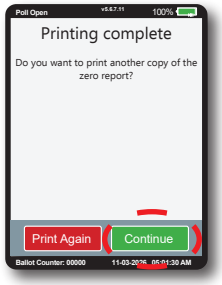
6



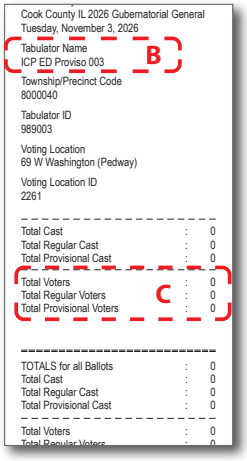
→ "Poll Open" will appear at the top left on the screen.

→ The "Printing in Progress" screen will appear and the AM Zero Tape will start printing.

→ **Press** the "Continue" button on the "Printing Complete" screen.



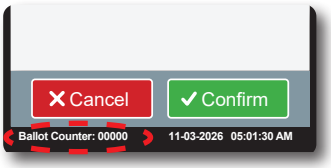
7



A. Cut the tape with the scissors provided. **DO NOT** tear it off.

B. Confirm the "Township/ Precinct Code" matches the Township/Precinct code on the VSC.

C. Confirm that the "Total Voters" on the tape matches the Ballot Counter on the Scanner *(0)*.



Important: *The Township/Precinct code is a 7 digit number on the top right of the main VSC door (example: 8900003).*

→ *If the numbers do not match, call the Judge Support Hotline.*

8

A. All Judges must sign the tape.

B. Place the tape in the Plastic Bag 601.

Checklist 8: Election Day Scanner Setup (continued)

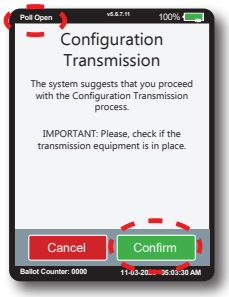
Make ONLY ONE attempt at the Morning Transmission.

Morning Transmission *(Morning Ping)*

Morning Transmission

9 **Cut** the seal on the transmission port door on the right side of the Scanner and **place** the broken seal in Plastic Bag 605.

10



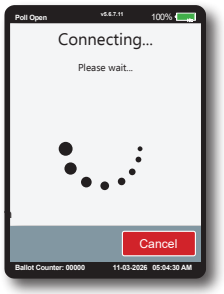
A. **Connect** the modem's USB cord to the **TOP** transmission port on the right side of the Scanner.

B. **Attach** the flat magnetic antenna to the top of the VSC.

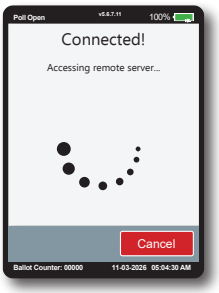
C. **Press** "Confirm" on the "Configuration Transmission" screen.



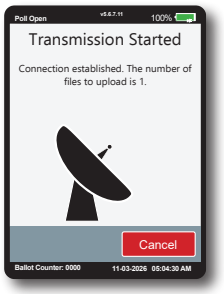
11



After the "Connecting..." screen, the "Connected! Accessing remote server" screen will appear



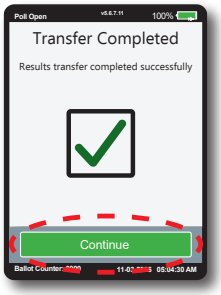
12



The "Transmission Started" screen will appear.

→ **Press** "Continue" on the "Transfer Completed" screen when the transmission is done.

See page 190 in Scanner Troubleshooting if transmission fails.



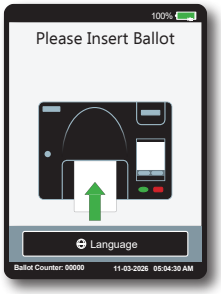
13



"Opening Polls" will appear briefly.

→ "Please Insert Ballot" with an image of the Scanner will show on screen.

The Scanner will not print a Transmission tape.



14

A. **Unplug** the modem from the transmission port. DO NOT re-seal the door.

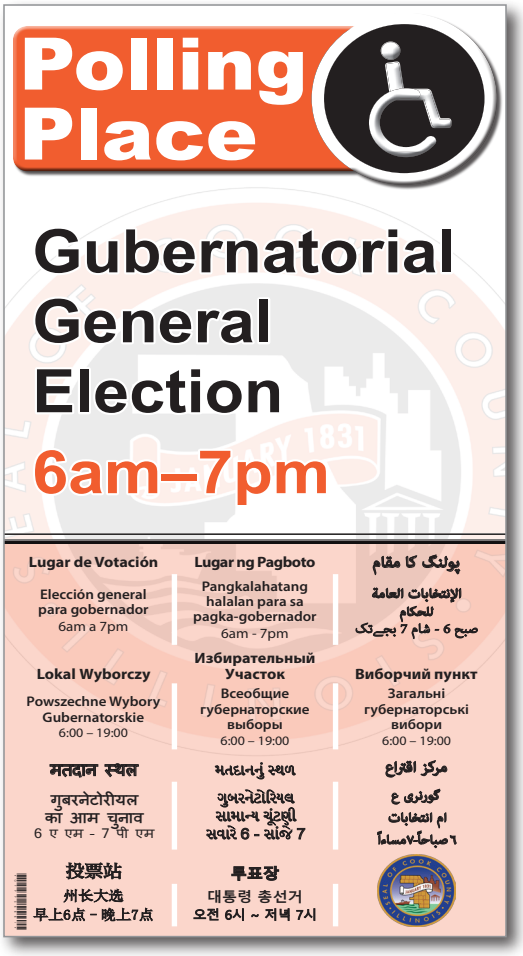
B. **Remove & place** the antenna and cord back inside the VSC until the end of the day.

C. **Close** the right main door to the VSC, leaving the door to the Scanner open..

The Scanner is now ready for the first voter!

Polling Place Entrance Signs

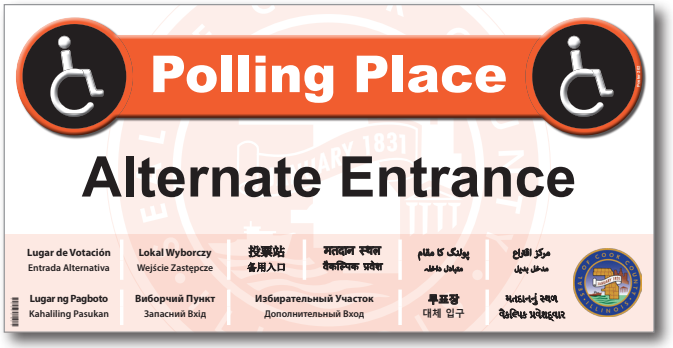
Poster 200



Poster 201



Poster 202



Post Signs and Notices

Follow the guidelines below to post signs and notices on Election Day.

All posters should be posted before 6 A.M

Outside the Polling Place

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

→ The main outdoor entrance is wheelchair accessible.

→ The main outdoor entrance is not wheelchair accessible, but another entrance is accessible.

→ No outdoor entrance to the building is wheelchair accessible.

Entrance to accessible Polling Place

→ If the main outdoor entrance to the Polling Place **IS** wheelchair accessible, **post** the following outside the outdoor entrance:

» The American flag

» POSTER 200 side 1 Polling Place sign with a wheelchair accessible symbol.



→ If the main outdoor entrance to the Polling Place **IS NOT** wheelchair accessible, but there is an alternative entrance, **post** the following outside the outdoor entrance:

» The American flag

» **At the MAIN entrance:** POSTER 200 side 1 Polling Place sign with a wheelchair accessible symbol.

» **At the MAIN entrance:** POSTER 201 alternate entrance sign with an arrow directed to the alternate entrance.

» **At the ALTERNATE entrance:** POSTER 202 alternate entrance locator.

› The alternate wheelchair accessible entrance.



Entrance to non-accessible Polling Places

If there is **NO** wheelchair accessible entrance to the Polling Place, post the following outside the outdoor entrance:

→ The American flag

→ POSTER 200 side 2 Polling Place sign displaying the wheelchair symbol with a slash mark, indicating that the building is not accessible to disabled voters



Post Signs and Notices (continued)

Inside the Polling Place

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

→ Poster 203 Precinct Identification
→ Poster 204 Information and Services
→ Poster 205 Bill of Rights for All Voters
→ Poster 206 Provisional Voting
→ Poster 209 Acceptable Ballot Markings *(inside voting booths)*
→ All Languages Poster
  » **Place** this poster on the door or entrance to the Polling Room

Poster 203



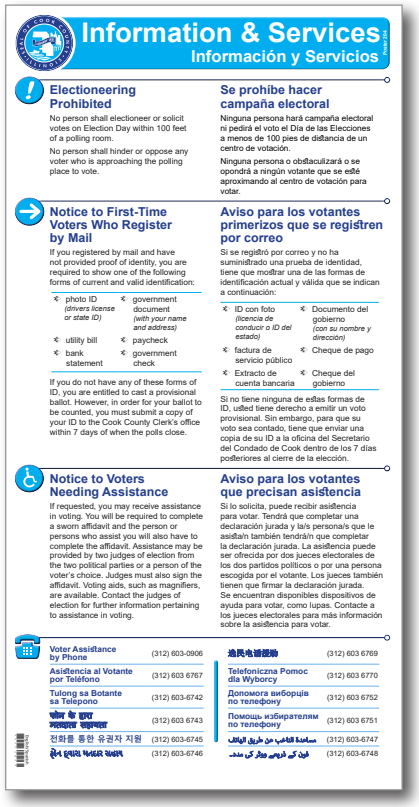
- OR -

Poster 203 *(Ward & Precinct version)*

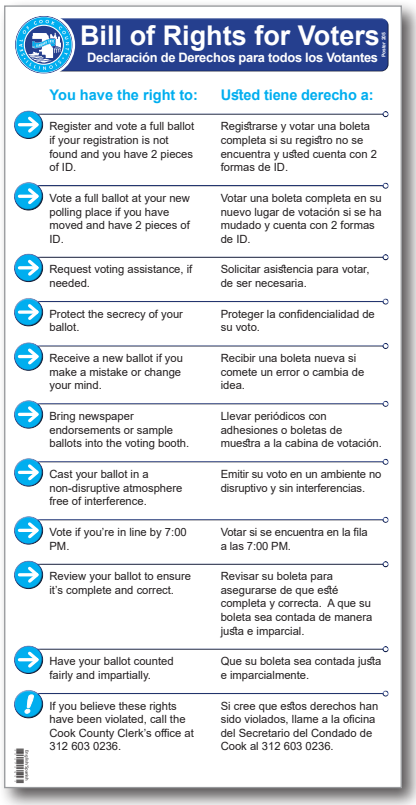


Signs Inside the Polling Place

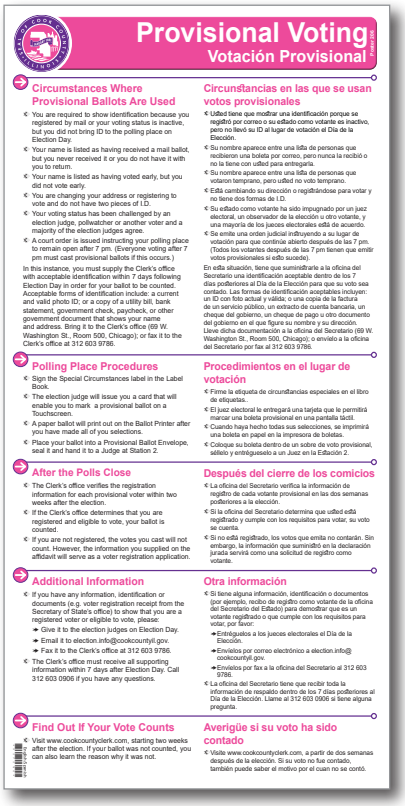
Poster 204



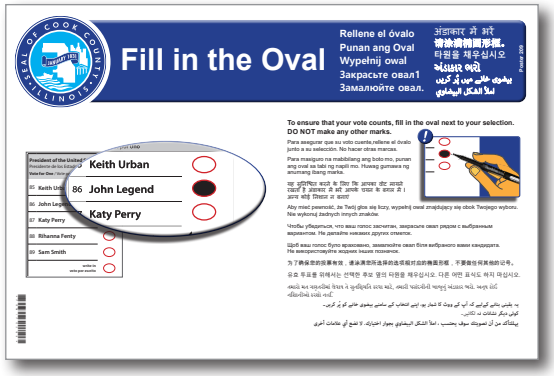
Poster 205



Poster 206



Poster 209



All Languages Poster



Campaign-free Zone

Electioneering

The Campaign-free Zone provides an intimidation-free election environment for voters in and approaching the Polling Place.

→ Electioneering is strictly prohibited within 100 feet from the door to the room in which voting is conducted.

→ Electioneering includes wearing buttons, badges, caps, any type of clothing in specific colors or with slogans, pictures, etc.

» Anything identifying with a party, candidate, civic organization or opinion on the ballot.

→ Intimidation is a felony under Illinois Law.

100 feet for the Campaign-Free Zone

Election Judges must mark off 100 feet from the entrance to the room where voting occurs *(the Polling Place room)* with the blue piece of chalk found in Kit 1 or blue tape if inside the building.

A church or private school may choose to apply the Campaign-free Zone to its entire property.

→ *If so, the proprietor must notify the Clerk's office in advance of the election.*

→ *If this applies to your Polling Place, the Clerk's office will notify you through email.*

→ *In this case, the chalk mark should be placed at the property's boundaries outside.*

Monitoring the Campaign-Free Zone

Judges must monitor the Campaign-Free Zone throughout the day for electioneering.

→ Any electioneering should be addressed in a non-aggressive way.

→ If electioneering continues, contact the Legal Helpline at the number listed below.

Your Polling Place Type

Determine which of the following scenarios best describes your Polling Place.

→ This will help determine where to place the chalk mark.

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

  If the Polling Place room is in a one-story building or on the ground floor of a public or private building with two or more floors,

  1. **Measure** 100 feet from the entrance to the polling room.
  2. **Draw** a blue chalk line on the ground if it is outside.
     → Use a strip of blue tape if it is inside the building.
  3. **Mark all** entrances and paths to the Polling Room.

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

  If the Polling Place room is on a floor above or below the ground floor in a public or private building with two or more floors,

  1. **Measure** 100 feet from the nearest elevator and/or staircase used by voters on the ground floor
  2. **Follow** step 2 above to place a blue mark.

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

  If the Polling Place room is located in a school or in a church or other religious building and the distance of 100 feet ends within the building,

  → **Draw** a blue chalk line outside of the building at each entrance used by the voters.

  → This special rule only applies to public or private schools, churches or other religious buildings.

Election Judge ID Badges

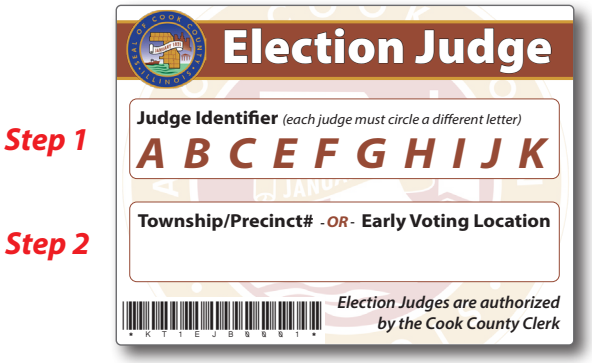
ALL judges are assigned by party, but are neutral on Election Day.
→ However, Judges are not to list their party or name on their badges.

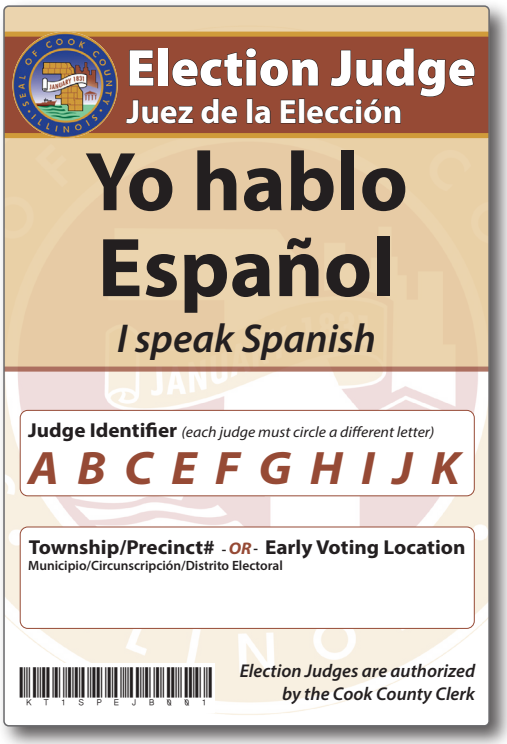
Election Judge ID

Each Election Judge must complete and wear a Judge badge when serving in a precinct.

- Judge badges are located in the plastic supply box in Kit 1.

1. **Circle** a letter in the Judge Identifier box.
   → Each judge must circle a different letter, which will serve as their identifier for Election Day.
2. **Print** their Polling Place's Township and Precinct in the Township/Precinct box.
3. **Wear** the badge the entire day.





Bilingual Election Judge Badges

Certain precincts are assigned Bilingual Election Judge(s), based on the number of Bilingual Voters in that precinct.

Each Bilingual Judge must complete and wear a Bilingual Judge badge to identify themselves for voters who need help in their language when serving in the Polling Place.

- The Bilingual Judge badges are located in the plastic supply box in Kit 1.
- Bilingual Judges do not need to complete both badges.

1. **Circle** a letter in the Judge Identifier box.
   → Each judge must circle a different letter, which will serve as their identifier for Election Day.
2. **Print** their Polling Place's Township and the Precinct in the Township/Precinct box.
3. **Wear** the badge the entire day.

Election Judge Station Supplies

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

Station 1:

Checking voters in, Provisional & EDR Voting

a. ePollbook
   Each setup contains 1 of the following:
   1. ePollbook (iPad) *(not shown)*
   2. ePollbook Printer *(not shown)*
   3. ID Reader Stand *(not shown)*
   4. Card Activator
   5. Card Activator Silver Brace
   6. Stylus

b. Voter Privacy Shields

c. Provisional Ballot Envelopes

d. Voter Cards

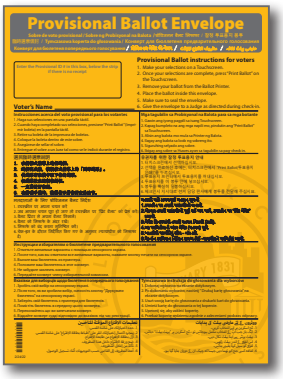
e. Envelope 604: Credentials

f. Voter Check-in Receipt Envelope

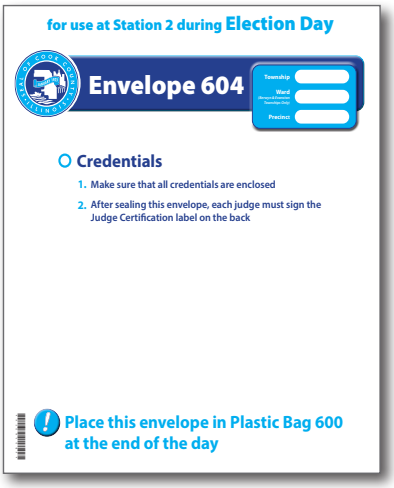
g. Form 503: Provisional Voting Receipt
   → Other languages **ONLY**
   (English and Spanish print on the voter's receipt)

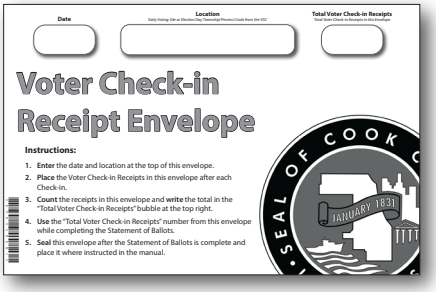
h. Form 504: Voter Registration Receipt
   → Other Languages **ONLY**
   (English and Spanish print on the voter's receipt)















a ePollbook items



5



6



Election Judge Station Supplies (continued)

Station 2:

Issuing Paper Ballot Cards

a. Paper Ballot Cards

→ Each voter must receive 2 Paper Ballot Cards (**A** & **B**) for this Election.

b. Voter Privacy Shields

c. Envelope 303: Spoiled Ballots & Surrendered Mail Ballots

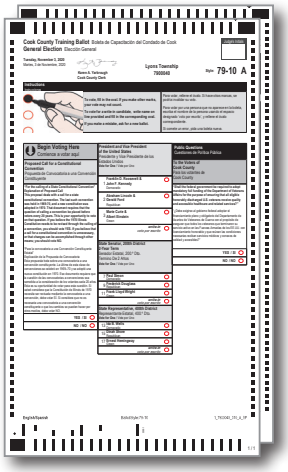
d. Envelope 606: Provisional Ballots

→ For sealed Provisional Ballot Envelopes

e. Ballot Marking pens

f. Magnifier

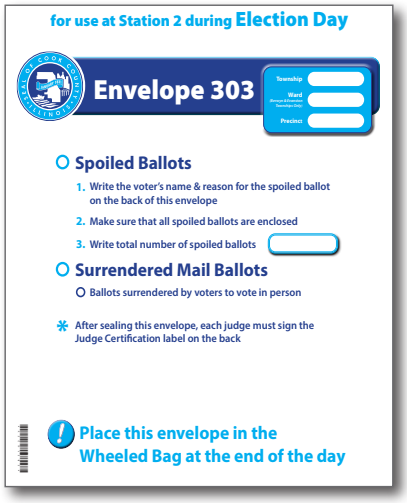
a



b



c



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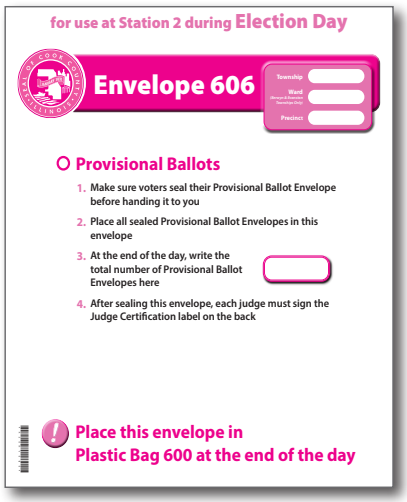

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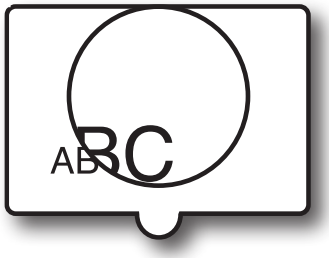


Election Judge Station Supplies (continued)

Station 3 (VSC):
Scanner & Touchscreens

a. Scanner
b. Touchscreens
c. Ballot Printers
d. Security Key & Poll Worker Card
   → Attached to the Equipment Key Lanyard.
      » Keys & Lanyard not shown
e. "I Voted" Stickers

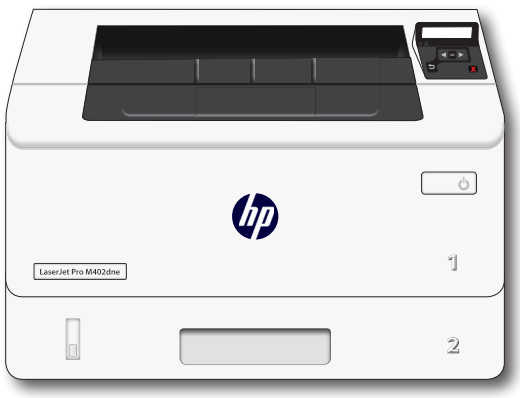
a



b



c



d





e



Final Checklist

6 AM Quick Final Checklist for Success

- ☐ All Judges are wearing Judge Badges with different letters circled and Township and Precinct listed.
- ☐ American Flag is up.
- ☐ Campaign-Free Zone is marked off at 100 feet.
- ☐ Cords are taped down or out of the way for voters.
- ☐ All posters and signs are in clear view for voters.
- ☐ The Ballot Box and the Alternate Ballot Box are locked
- ☐ The right main door of the VSC should be closed.
- ☐ Unused supplies, boxes and cases are stored in the VSC until needed.
- ☐ All Voting Booths are set up and arranged with the voter's back against a wall for privacy.
- ☐ There is seating at the seated voting booths.
- ☐ Station 1
  - ➔ All ePollbooks are setup and synced
    - ▸ Each with it's own Voter Check-in Receipts Envelope
    - ▸ Forms 503 & 504, Privacy Shields and Voter Cards are easily accessible to hand to voters
- ☐ Station 2
  - ➔ One pack of Regular Paper Ballot Cards (A), or in split precincts, one pack of each Ballot Style and one pack of Referendum Ballots (B) is opened and easily accessible.
    - ▸ Only (1) of each Ballot Style and language should be open at a time.
    - ▸ Leave all unopened packs sealed until the open packs run out.
  - ➔ All Judges should review the split precinct and Ballot Style information as a team.
  - ➔ Station 1 and 2 Judges should talk through exactly what they are looking for to make sure everyone knows their role.
- ☐ Station 3
  - ▶ Scanner is setup at Station 3
    - ▸ Seals are recorded and replaced only where instructed
      - ⇒ Used seals should be in Plastic Bag 605
    - ▸ Polls are open
    - ▸ AM Zero Tape is printed, signed and placed in Plastic Bag 601
    - ▸ "Please Insert Ballot" is on the screen
  - ▶ Touchscreens are setup at Station 3
    - ▸ Seals are recorded and replaced only where instructed
      - ⇒ Only 1 red seal should be on each Touchscreen on the Power/Printer door.
      - ⇒ Used seals should be in Plastic Bag 605
    - ▸ Polls are open
    - ▸ "Please insert your activation card into the card reader" screen is showing

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

67 Station 1:

- **Signature Verification Considerations Chart** - *page 68*
- **Processing Voters**
  - ⇒ **Checklist 9:** Processing Regular Voters - *page 69*
  - ⇒ Handling the Voter's Ballot Marking Choice
    - → Touchscreen - *page 72*
    - → Paper Ballot Cards - *page 74*
  - ⇒ Advanced Search - *page 75*
  - ⇒ ID Required - *page 76*
- **Special Circumstances**
  - ⇒ Special Circumstance Chart - *page 79*
  - ⇒ **Checklist 10:** Voter Requesting Assistance - *page 81*
  - ⇒ **Checklist 11:** Voter Requested a Mail Ballot, and IS Surrendering it - *page 83*
  - ⇒ **Checklist 12:** Voter Requested a Mail Ballot Sent, but IS NOT Surrendering it - *page 85*
  - ⇒ **Checklist 13:** Inactive Voter with ID - *page 87*
  - ⇒ **Checklist 14:** Inactive Voter with Only 1 or NO ID - *page 89*
  - ⇒ **Checklist 15:** Name Change- *page 91*
  - ⇒ **Checklist 16:** Voter Listed as Already Checked-in, but DID NOT - *page 93*
  - ⇒ **Checklist 17:** Wrong or Missing Signature - *page 95*
  - ⇒ **Checklist 18:** Voter's Signature is Challenged- *page 97*
  - ⇒ **Checklist 19:** Voting Status is Challenged - *page 100*
  - ⇒ **Checklist 20:** Voting During Court-Ordered Extended Hours - page 103
- **Election Day Registration:**
  - ⇒ Acceptable Forms of ID - *page 106*
  - ⇒ Examples of Acceptable ID - *page 107*
  - ⇒ Who May Register to Vote - *page 108*
  - ⇒ **Checklist 21:** Signature Update - *page 109*
  - ⇒ **Checklist 22:** Change of Address - *page 113*
  - ⇒ **Checklist 23:** New Voter - *page 117*
- **Checklist 24:** Canceling a Voter Check-in - *page 123*

125 Station 2:

- **Checklist 25:** Issuing a Paper Ballot Card - *page 127*:
  - ⇒ Paper Ballot Card *(image)*

129 Station 3:

- Touchscreens
- Scanner
  - ⇒ Inserting Paper Ballot Cards
  - ⇒ Scanner Messages

131 Voter Assistance:

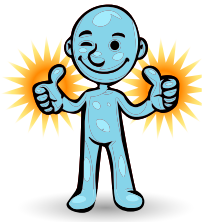
- **Voting Aids**
- **Voter Assistance**
- **Curbside Voting**
- **Audio Voting** - *page 132*
  - ⇒ ATI Handset Control Buttons
- **Checklist 26:** Accessible Voting Sessions *(AVS)* - *page 133*
  - ⇒ Voter Navigation Through the Ballot

Station 1

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

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

The polls are open!



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

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

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

Signature Verification Considerations

When evaluating a signature, remember that no one always makes a signature the same way (signatures change over time).

Signatures are an individual expression of an individual's name; they are not transcriptions of the name and there is no absolute formula for evaluating a signature, but the following considerations are important.

Step 1

BROAD, INITIAL CONSIDERATIONS

1. The visual impression that a signature makes is a good starting point, but not final



2. Consistency, not identity, is what matters; the overall form of the letters should be consistent



3. Proportion, not size, matters: RELATIVE height and length are what matters



4. Signatures tend not to be complete – middle initials; combined letters; drift-off at end, but the "shape" of the incomplete part should be consistent with the rest of the signature



5. "Ideographic" signatures are OK, if they match



Step 2

PARTICULAR, CLOSE CONSIDERATIONS

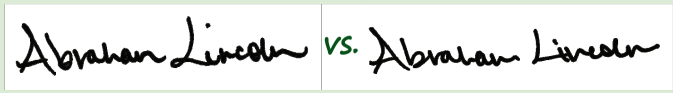
1. First letters tend to be the most consistent



2. How letters are connected – or not – matters



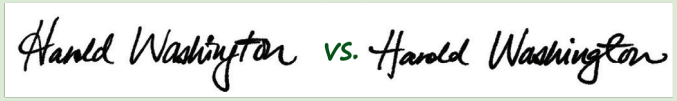
3. Slant matters, especially left slant, which is uncommon



4. Similar flourishes are indicative of the same hand



5. Crossing "T" and dotting "I" is a common characteristic of consistency



Processing Voters

Checklist 9: Processing Regular Voters

Follow the steps on this checklist to process a regular voter on the ePollbook.

Check	Step #	Task to complete:

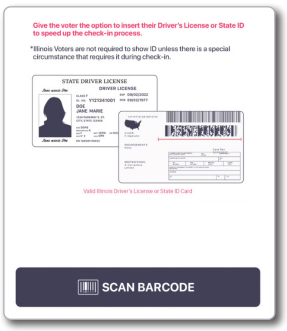
State law changed on July 1, 2015, making a photo ID no longer required. However, if the voter has their License, State ID or voter ID card (QR code/barcode), they may scan it.

➢ *This allows a quicker and more efficient voter check-in, while helping reduce lines.*

The Regular Voter

1

Give the voter the option to use their Driver's License or State ID to speed up the check-in process. ***example:*** *"Would you like to use your ID for a faster Check-in"?*



→ **If the voter chooses to use their ID,**

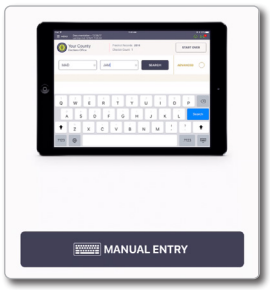
A. Tap the black "Scan Barcode" button on the bottom left of the screen.

» The ID Reader will activate.

B. Have the voter place their Driver's License or State ID on the ID Reader stand, with the ID facing them.

» This will automatically search for the voter

C. Move to step 3 when the address verification screen with the voters information appears.



→ **If the voter <u>DOES NOT</u> choose to use their ID,**

A. Tap the black "Manual Entry" button on the bottom right of the screen.

» Last and First name boxes will appear.

B. Type in at least the first 2 - 3 letters of the voter's last and first name.

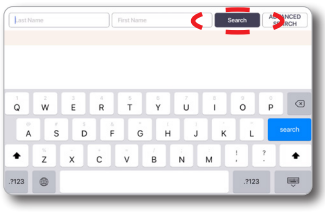
Hint: *If you have trouble finding a voter whose name has an apostrophe, substitute a space instead. Also, don't add a space in names like DeMille, LaBrose and McCormack or remove the space if you have entered the name with one and don't find the voter. Don't give up. For Advanced Search options, see page 75.*

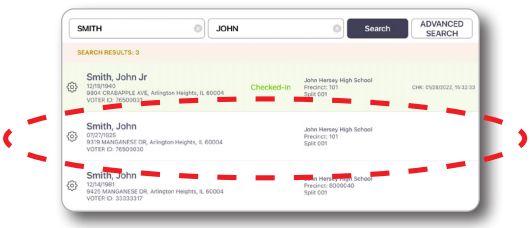
2

A. Tap the black "Search" button at the top right.

→ The voter's name and address will appear on screen.

→ If there are other names that fit the search, a list of voter names will appear on screen.





B. Ask for additional information to find the voter if there are other voters with the same name.

→ Date of birth, address, etc.

C. Tap on the voter's name.

Checklist 9: Processing Regular Voters (continued)

3

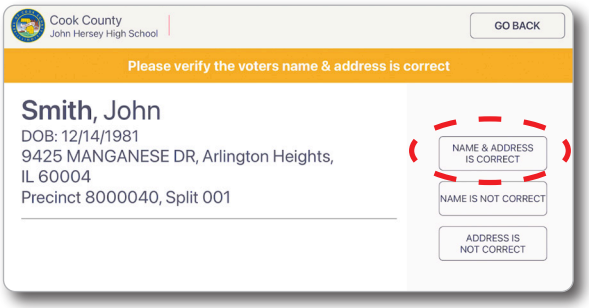
A screen with the message "Please verify the voter's name and address is correct" will appear, with the voter's date of birth, name and address.

A. **Flip** the screen toward the voter

B. **Ask** them to verify their name and address.

C. **Flip** the screen back toward you.

D. **Tap** the "Name & Address is Correct" button on the right if the voter's information it is verified as correct.



→ *If the voter's name is incorrect, turn to Checklist 15: "Name Change" on page 91.*

→ *If the voter's address is not correct or has changed, turn to Checklist 22: "Change of Address" on page 113.*

4

Keep the screen flipped towards the voter for steps 4-6. Allow the voter to make their own selections. You will flip the screen back toward you at the end of step 6.

The "Ballot Language" screen will appear.

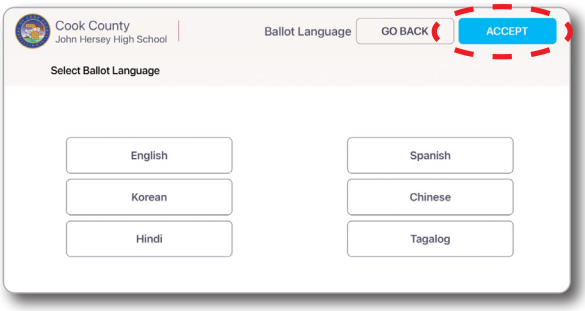
A. **Flip** the screen toward the voter.

B. **Instruct** the voter to select the language they would like their ballot in.

→ **Instruct** them to scroll down for additional languages if they don't see their choice.

→ Paper Ballot Cards in different languages are limited by precinct.

→ Touchscreens have all 12 languages offered by the Cook County Clerk's Office.



C. **Instruct** the voter to **tap** the blue "Accept" button on the top right when they have completed their selection.

Checklist 9: Processing Regular Voters (continued)

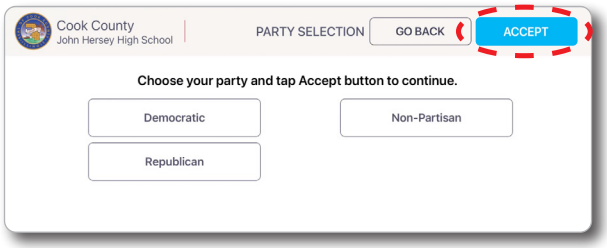
Skip this step in a General Election

5

The "Party Selection" screen will appear in a **Primary Election ONLY**, but will not appear in a General Election.

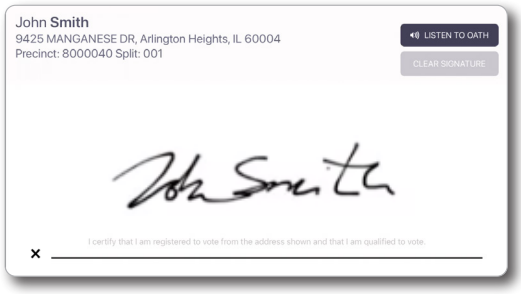
A. Tell the voter to select their party if it's a Primary Election.

B. Instruct them to **tap** the blue "Accept" button on the top right when they have completed their selection.



6

The "Signature Confirmation" screen will appear.



A. Instruct the voter to sign the screen after reading the certification language.

→ **IF** they want the ePollbook to read the certification aloud, tell the voter to tap the black "Listen to Oath" button, .

B. Flip the screen toward you after the voter signs.

C. Tap the blue "Done Signing" button.



7

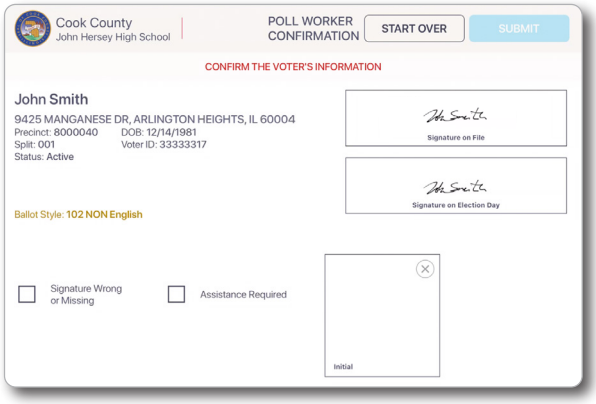
The "Poll Worker Confirmation" screen will appear, with the voter's signature in the "Signature on File" box and today's signature in the "Signature on Election Day" box.

A. Compare the signatures.

→ If they match, **write** your initials in the "Initial" box at the bottom right.

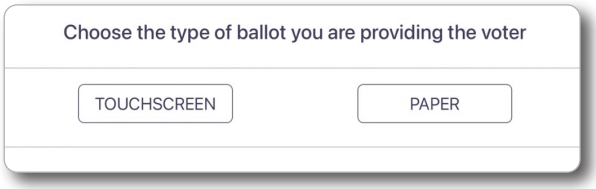
B. Tap the blue "Submit" button at the top right.

For issues with the voter's signature, see pages 95 - 99.



8

The "Choose the type of ballot you are providing the voter" screen will appear.



→ **Ask** the voter if they prefer to vote by Touchscreen or Paper Ballot.

Checklist 9: Processing Regular Voters (continued)

Handling the Voter's Ballot Marking Choice - Touchscreen

Handling the Voter's Ballot Marking Choice

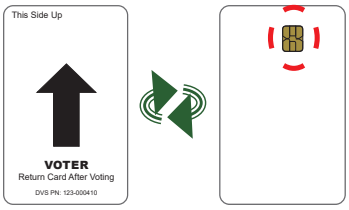
If the voter chooses to mark their ballot on the Touchscreen

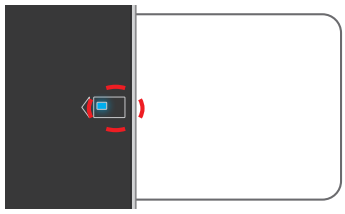
9

A. Insert the Voter Card into the Card Activator.

→ With the chip facing you and the arrow facing the voter.

→ A blue light will appear on the Card Activator.





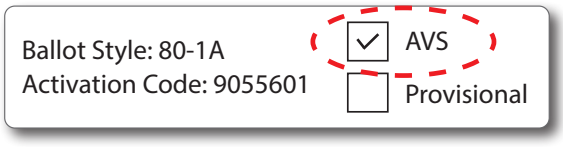
B. Tap the "Touchscreen" button.



➔ **Select** the "AVS" box at the bottom of the screen, **ONLY** if the voter chooses to use the ATI Handset for Audio Voting.

→ **DO NOT** select AVS if the voter is not using the ATI Handset.

→ An explanation and instruction for using the ATI Handset start on page 132.



10

The instruction "Tap the Activate Card button" will appear.



A. Tap the "Activate Card" button and 2 receipts will print.

1st Receipt: Ballot Style Receipt

→ The shorter receipt, with the Ballot Style Number.



B. Give the Ballot Style Receipt to the voter.



2nd Receipt: Voter Check-in Receipt

→ The longer receipt with the Ballot Style and Voter Check-in information.

C. Place the Voter Check-in receipt inside the Voter Check-in Receipt Envelope.

Card Reactivation:

*If a Voter Card needs to be reactivated, it **MUST** be done on the ePollbook used for its original activation. A Voter Card **CANNOT** be reactivated on a different ePollbook.*

→ *See page 194 for reactivation instructions.*

Checklist 9: Processing Regular Voters (continued)

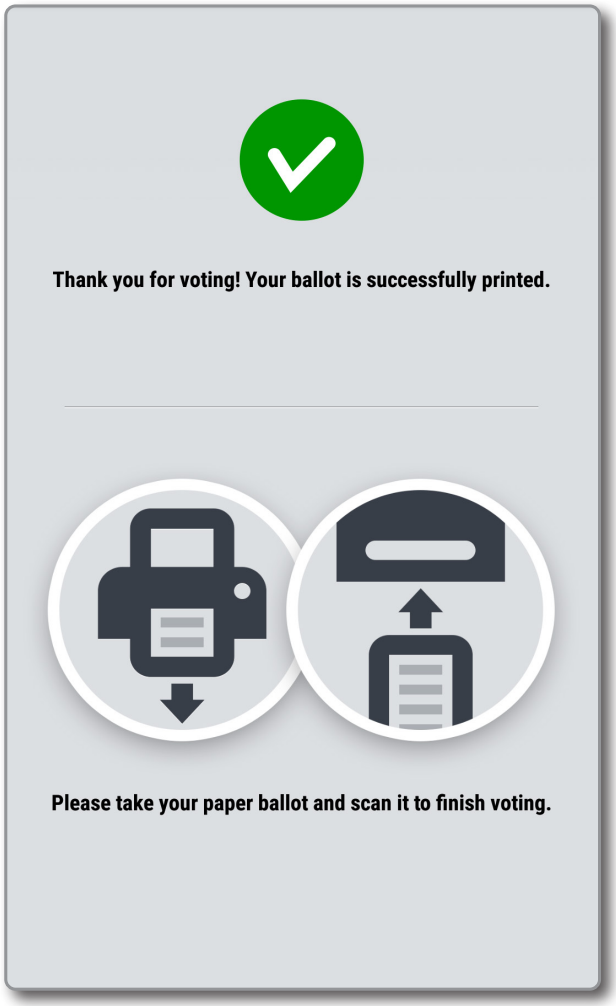
Touchscreen Ballot Casting Instructions for the Voter

	11	**A. Remove** the card from the Card Activator. **B. Hand** the activated card and a Voter Privacy Shield to the voter. **C. Explain** to insert the activated card into the yellow slot on the Touchscreen, with the arrow facing up, as illustrated on the Touchscreen. **D. Direct** the voter to a Touchscreen after explaining the ballot casting instructions.

Touchscreen Ballot Casting Instructions for the Voter

⇒ The Touchscreen is only a ballot marking device, and does not cast ballots.

⇒ With the exception of Provisional Ballots, all Ballots must be cast on the Scanner.



A. Tell the voter that the Touchscreen has printed their ballot when the "Thank you for voting..." screen (*illustrated here)* appears.

→ Their ballot hasn't been cast yet.

B. Tell the voter to follow these steps to cast their ballot:

1. **Remove** their Voter Card from the slot.
2. **Remove** their ballot from the Ballot Printer.
3. **Take** the following to the Scanner:
   - → Their ballot
   - → The Activation Card
   - → The Voter Privacy Shield
4. **Cover** their votes with the Voter Privacy Shield.
   - → **The judge at the Scanner will initial the ballot.**
     - » The Scanner will not accept ballots without judge initials.
5. **Insert** their printed ballot into the Scanner.
   - → Still covered by the Voter Privacy Shield.

After the ballot is cast and the Voter Privacy Shield and Voter Card are collected, the Judge at the Scanner will give the voter an "I Voted" sticker.

Checklist 9: Processing Regular Voters (continued)

Handling the Voter's Ballot Marking Choice - Paper Ballot Card

If the voter chooses to mark a Paper Ballot Card

Station 1

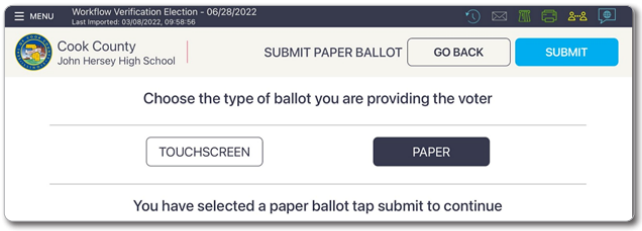
9

A. Tap the "Paper" button.

B. Tap the blue "Submit" button and 2 receipts will print.

1st Receipt: Ballot Style Receipt

→ The shorter receipt, with the Ballot Style Number.



C. Give the Ballot Style Receipt to the voter.

2nd Receipt: Voter Check-in Receipt

→ The longer receipt with the Ballot Style and Voter Check-in information.

D. Place the Voter Check-in receipt inside the Voter Check-in Receipt Envelope.

Station 2

10

Use the Ballot Style Number and language listed on the Ballot Style Receipt to find the voter's correct Paper Ballot Cards.

→ Each voter will receive two (2) Paper Ballot Cards.

1st Card: (A) with their correct Ballot Style and contests to mark.

2nd Card: (B) with their correct Ballot Style for the Referendum Ballot.

11

A. Initial the Paper Ballot Card in the "Judge Initials" box, to the right of the "Precinct" box.

B. Hand the voter the ballot, along with a Voter Privacy Shield and a Ballot Marking Pen.

C. Direct the voter to a Voting Booth to mark their ballot.



ONLY initial Paper Ballot Cards when voters request a Paper Ballot during check-in.

► **DO NOT** initial Paper Ballot Cards ahead of time.

12

Tell the voter to follow these steps to cast their ballot:

A. Take all of the items they received at Station 2 to the Scanner.

B. Insert their Paper Ballot Cards into the Scanner.

→ While keeping their ballot cards covered with the Voter Privacy Shield.

C. Give the Voter Privacy Shield and the Ballot Pen to the judge.

The Judge at the Scanner will give the voter an "I Voted" sticker after they successfully cast their ballot.

Checklist 9: Processing Regular Voters (continued)
Advanced Search Options

Advanced Search Options

If you cannot find the voter using their last and first name, don't give up! There are other options.

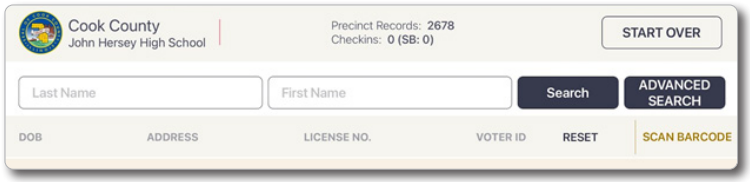
- First, verify with the voter that you've spelled their name correctly.

Hint: *If you have trouble finding a voter whose name has an apostrophe, substitute a space instead. Also, don't add a space in names like DeMille, LaBrose and McCormack or remove the space if you have entered the name with one and don't find the voter. Don't give up. For Advanced Search options, see below:*

1 **Tap** the "Advanced Search" button, to the right of the black "Search" button

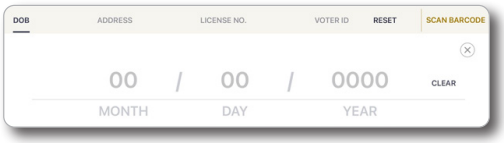


2 The "Advanced Search" button will turn black and a list of selections will appear beneath the "Last Name" and "First Name" boxes.

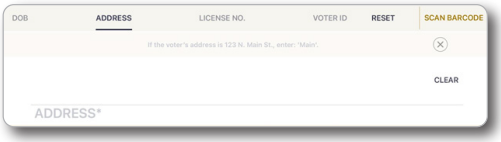


Tap on the search option you want to try.

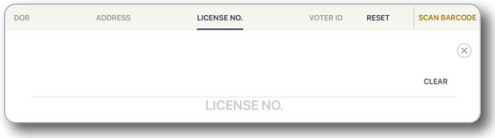
→ **DOB** *(Date of Birth)*
» Works well if there are several name matches.



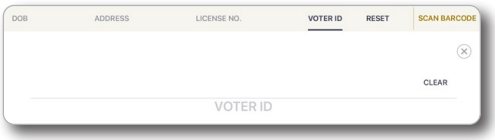
→ **Address**
» Works best if the last and first names alone aren't working.



→ **License No.**
» Used if the Driver's License or State ID didn't scan.



→ **Voter ID**
» Located on the voter's Voter ID card.



→ **Scan Barcode**
» Use this option if the voter decides to use their Driver's License or State ID.

3
A. **Enter** the information for the selected search option.
→ The searches will be added to the "Last Name" and "First Name" searches.
B. **Tap** the black "Search" button after each entry.
→ The options will turn orange as you try them.



If you still can't find the voter, call the Voter Verification Hotline: (312) 603-0239.

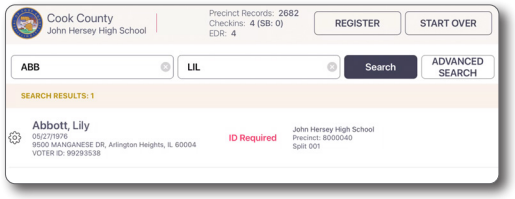
Checklist 9: Processing Regular Voters (continued)

Voter Required to show ID

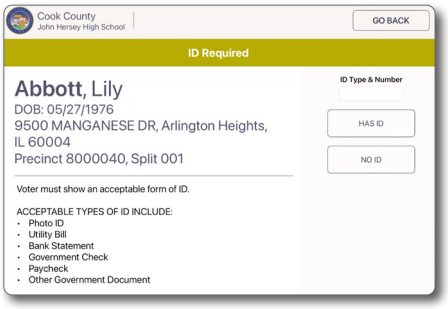
ID Required

In some cases, when a voter registers online or through the mail and still needs to show ID, the message "ID Required" will appear to the right of the voter's information during a manual search and across the top of the first screen when a voter scans their ID to check in.

Voter info. during a manual search



1st screen when the voter uses their ID



Follow the steps below if the message "ID Required" appears when checking a voter in.

Check	Step #	Task to complete:
	1	If there is an "ID Required" message in red on the screen, **ask** the voter for ID. → See page 106 for Acceptable Forms of ID *If the voter does not have ID, follow the steps in Checklist 14: Inactive Voter with ONLY 1 or NO ID on page 89.*
	2	In the "ID Type & ID Number" box... **A. Enter** the Type of ID the voter is using. → No need to enter ID type for drivers license or state ID. » **ONLY** enter the number, no special characters: dashes, slashes, spaces. **B. Enter** the number or information from the ID. *See the Acceptable ID list on page 106 for what to enter in the "ID Type & Number" box for the IDs listed in step 1.* **ID Type & Number** A12312341234
	3	**Tap** "Has ID" after the voter hands you the ID. → The message "Please verify the voter's name and address is correct" will appear. HAS ID
	4	The Check-in becomes a "Regular Voter" Check-in when "Has ID" is selected. → Go to step 3 on page 70 in Checklist 9: Processing Regular Voters and complete the Check-in. → The voter's Check-in Receipt will show they presented ID and the ID used.

Special Circumstance Voters

All Special Circumstance Voters must sign an affidavit for their specific circumstance.

Three Types of Special Circumstance Voters

1. Provisional
2. Election Day Registration
3. Other Affidavit

The type of Special Circumstance determines how to check a voter in.

1) Provisional Voters

Provisional Voters have registration issues that cannot be resolved by Election Judges on Election Day.

→ Their votes may or may not be counted and **MUST** be marked on the Touchscreen.

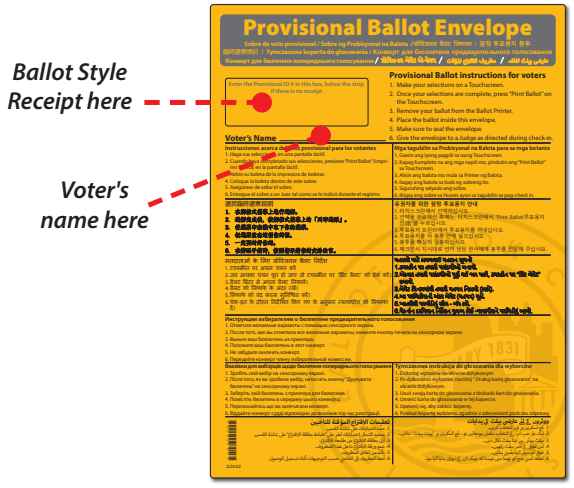
→ Judges **MUST** activate a Provisional Voter card on the ePollbook.

→ They must sign a Provisional Voter Affidavit.

→ They must be given a Provisional Voter Receipt that gives instructions on what they should do next.

→ **Provisional ballots DO NOT get cast on Election Day.**

» Instead, they are sealed by the voter in a Provisional Ballot Envelope, with the Ballot Style Receipt from the check-in attached and the Voter's name written.



» The voter will hand the sealed envelope to the Judge at Station 2, who will place it in Provisional Ballots Envelope 606.

There are more detailed instructions on handling the Provisional Ballot Envelope in the Provisional Check-in checklists later in this Special Circumstances section of the manual.

Provisional Ballots After Election Day

→ Provisional Ballots are only processed and counted if the voter's circumstance is resolved.

→ Provisional Ballot Envelopes are identified by the Ballot Style receipt and the Voter's name.

→ The ballot is removed from the envelope by election staff and placed with other resolved Provisional Ballots to be processed.

→ A different election staff member processes all of the ballots at once.

2) Election Day Registration Voters

There are Three types of EDR Voters.

1. Voters updating their signature.
2. Voters who moved but did not re-register.
3. New Voters registering for the first time.

→ EDR voters **MUST** show two pieces of ID to fully register and vote.

» If they don't have ID, they will vote a Provisional ballot.

→ They must sign an EDR Voter Affidavit

→ After completing the registration process and checking in, they will be given a Voter Registration Receipt as proof of their registration.

→ They are allowed to vote a regular ballot on the Touchscreen or using a Paper Ballot Card.

3) Other Affidavit Voters

Other Affidavit Voters have issues that Election Judges can resolve on Election Day.

→ They must sign an affidavit for their specific Special Circumstance.

→ They are allowed to vote a regular ballot on the Touchscreen or using a Paper Ballot Card.

Special Circumstance Voters (continued)

Special Circumstance Chart

Below, is a list of Special Circumstances, the issues that cause them, and pages on how to handle them.

Circumstance	Issue	Page	Type
Voter needs Assistance	Voter has difficulty speaking, reading or writing the English language and requests help	*81*	Other Affidavit
	Voter with a disability requests assistance		
Mail Ballot	Voter received a Mail Ballot, and is surrendering it or a part of it today	*83*	
	Voter did not receive a ballot	*85*	
	Voter received a ballot, but is not surrendering the ballot		
	Voter is listed as "Mail Ballot Received" in the ePollbook	*93*	Provisional
Inactive Voter	Inactive and has ID	*87*	Other Affidavit
	Inactive and has insufficient or no ID	*89*	Provisional
ID Required	Voter does not have ID *(follow Inactive and has insufficient or no ID instructions)*		
Name Change	Voter's name has changed	*91*	Other Affidavit
Already Checked-in	Voter is listed as "Checked-in," but says they did not check-in	*93*	Provisional
Signature	Voter's signature is missing in the ePollbook	*95*	Other Affidavit
	Voter's signature is wrong in the ePollbook *(It is not their signature)*		
Voter Status Challenged	A challenge to a voter's signature is upheld	*97*	Provisional Voter
	A challenge to a voter's status is upheld	*100*	
Court-ordered extended hours	A court order was issued to extend the voting hours on Election Day	*103*	
Signature Update	Voter wants to update their signature *(only when requested by voter at the start of check-in)*	*109*	Election Day Registration *(EDR)* Voter
Voter Moved	Voter moved and did not re-register *(Change of address)*	*113*	
New Voter	Voter is not in the ePollbook and is not verified by Voter Verification	*117*	



Checklist 10: Voter Requesting Assistance *(Disability/Language)*

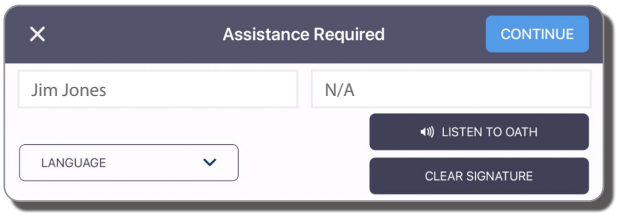
*The voter **MUST** have a language barrier or specific disability that hinders them from casting a ballot independently.*

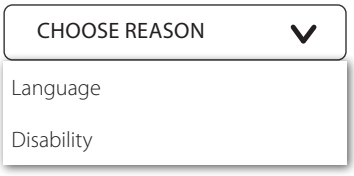
Follow the steps on this checklist to process a voter requesting assistance on the ePollbook.

Check	Step #	Task to complete: Other Affidavit Voter
	1	This Check-in starts as a "Regular Voter" Check-in. *Steps 1 - 6, starting on page 69, Checklist 9: Processing Regular Voters for instructions on checking a voter in.*
	2	On the "Poll Worker Confirmation" screen → **Select** the "Assistance Required" box, next to the Judge Initial box, if the signatures match. ☐ Assistance Required
	3	The "Assistance Required" affidavit window will open with a drop down menu for Language or Disability. **A.** **Enter** the name of the person assisting in the "Assister Name" box. **B.** **Enter** "N/A" in the "2nd Assister Name" box. → **Enter** the name of the second Judge in the "2nd Assister Name" box, if Judges are providing the assistance. » In this case, there MUST be two Judges *(each from a different party)*. **C.** **Select** the reason the voter is requesting assistance from the "Choose Reason" dropdown menu.

If the voter was challenged and/or there are issues with the voter's signature, turn to the following associated checklists.

- *These 3 issues should be processed before selecting Assistance Required.*
- *Checklist 17: Voter's Signature On File Is Wrong or Missing, page 95 for instructions on handling voters whose signatures wrong or missing.*
- *Checklist 18: Voter's Signature IS Challenged, page 97 for instructions on handling voters whose signatures have been challenged.*
- *Checklist 19: Voting Status is Challenged, page 100 for instructions on handling challenged voters.*





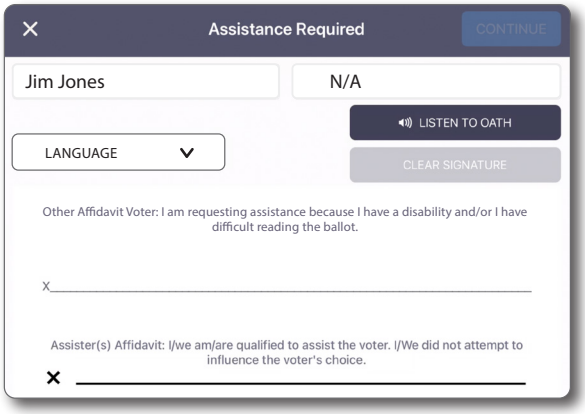
Checklist 10: Voter Requesting Assistance (Disability/Language) (continued)

4

The voter and the assister(s) must sign an Affidavit.

A. Flip the screen toward the voter and assistor(s).

B. Instruct them both to sign the screen after reading the affidavits.



Tell the voter and assister to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavits aloud.

→ The voter must sign the first line.

→ The assister(s) must sign the second line.

» Both Judges sign next to each other, on the same line, if they are assisting.

C. Flip the screen toward you after they sign.

D. Tap the blue "Continue" button at the top right.

5

The "Poll Worker Confirmation" screen will appear, with a check mark in the "Assistance Required" box.

☑ Assistance Required

A. Write your initials in the "Initial" box at the bottom right.

B. Tap the blue "Submit" box on the top right of the screen.



6

A screen with the message "Choose the type of ballot you are providing the voter"screen will appear.

→ Give the voter the option to vote by Touchscreen or Paper Ballot Card and finish the Check-in accordingly.

Steps 8 - 12, starting on page 71, Checklist 9: Processing Regular Voters for instructions on Handling the Voter's Ballot Marking Choice.

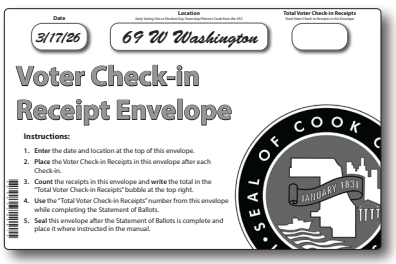
Two receipts will print.

1st Receipt: Ballot Style Receipt

→ The shorter receipt, with the Ballot Style Number.

→ **Give** the Ballot Style Receipt to the voter.





2nd Receipt: Voter Check-in Receipt

→ The longer receipt will show the type of Assisted Voter and the name(s) of the assister(s).

→ **Place** this receipt in the Voter Check-in Receipt Envelope.

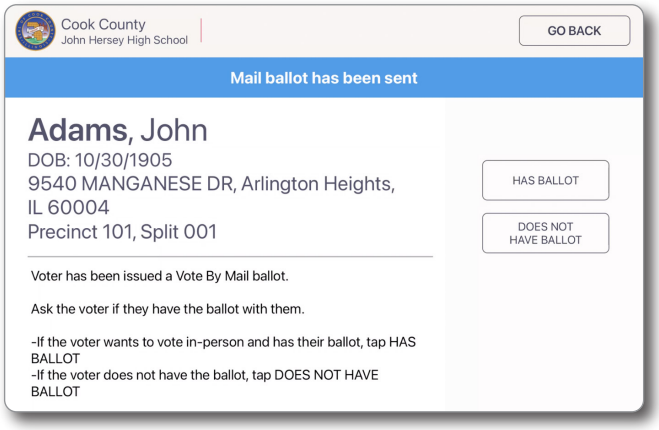
Checklist 11: Voter Requested & IS Surrendering a Mail Ballot

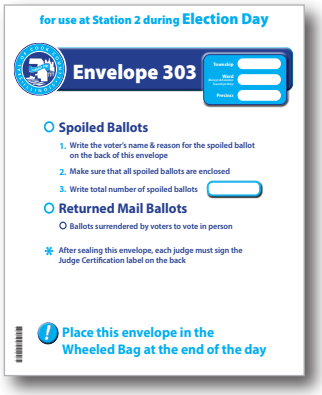
Mail Ballots CANNOT be cast at the precinct on Election Day.

- ► There will be **NO** Mail Ballot Drop Boxes at any of the precincts throughout Suburban Cook County.
- ► Mail Ballots can be surrendered if brought into a precinct by the voter to vote in person.
  - → Once surrendered, the ballot is voided.
    - » More instruction below.
  - → The voter will need to vote a new ballot if they are surrendering their Mail Ballot.

Follow the steps on this checklist to process a Mail Ballot voter on the ePollbook who is surrendering their Mail Ballot.

Check	Step #	Task to complete: *Other Affidavit Voter*
	1	This Check-in starts as a "Regular Voter" Check-in. *Steps 1 - 6, starting on page 69, Checklist 9: Processing Regular Voters for instructions on checking a voter in.* A voter who requested a Mail Ballot will have a blue tint with the words "Mail Ballot Sent" on the Voter Search screen. → "Mail Ballot has been sent" will be in the blue bar on the first screen. → **Ask** the voter if they have the ballot with them.
	2	If the voter has their Mail Ballot, and wants to vote in person: **A. Collect** the envelope/ballot. **B. Write** "SURRENDERED" in large letters on the postage side of the envelope. → Use a sharpie. → Write it across the ballot if there is no envelope or if the envelope is open. » There is no need to open the envelope if its been sealed **C. Place** the envelope/ballot in Envelope 303.
	3	HAS BALLOT **Tap** the "Has Ballot" button. → The "Voter Oaths" screen will appear.





Checklist 11: Voter Requested & IS Surrendering a Mail Ballot (continued)

4

The voter must sign a Mail Ballot affidavit.

A. Flip the screen toward the voter.

B. Instruct them to sign the screen after reading or listening to the affidavit.

> *Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.*



C. Flip the screen toward you after they sign



D. Tap the blue "Submit" button.

5

The "Please verify the voters name & address is correct" screen will appear.

→ **Verify** the voter's name and address and continue the Check-in.

> *Steps 3 - 12, starting on page 70 Checklist 9: Processing Regular Voters for instructions on checking a voter in.*

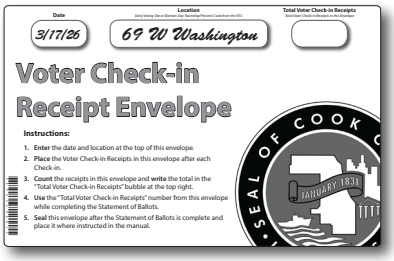
Two receipts will print.

1st Receipt: Ballot Style Receipt

→ The shorter receipt, with the Ballot Style Number.

→ **Give** the Ballot Style Receipt to the voter.





2nd Receipt: Voter Check-in Receipt

→ The longer receipt will show that the voter HAS surrendered their Mail Ballot.

→ **Place** this receipt in the Voter Check-in Receipt Envelope.

Checklist 12: Voter Requested & IS NOT Surrendering a Mail Ballot

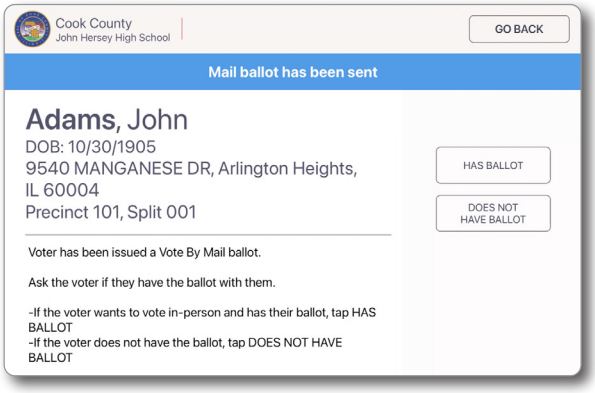
The following procedure should be used for Mail Ballot voters who say that they...

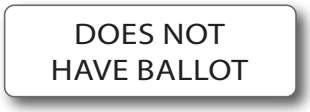
→ Haven't received their Mail Ballot or don't have it with them and wish to vote a Regular Ballot in person.

→ Have completed and returned a Mail Ballot but were informed that it was not received by the Clerk's Office and wish to vote a Regular Ballot in person.

Follow the steps on this checklist to process a Mail Ballot voter on the ePollbook who **IS NOT** surrendering their Mail Ballot.

Check	Step #	Task to complete: *Other Affidavit Voter*
	1	This Check-in starts as a "Regular Voter" Check-in. *Steps 1 - 6, starting on page 69, Checklist 9: Processing Regular Voters for instructions on checking a voter in.* A voter who requested a Mail Ballot will have a blue tint with the words "Mail Ballot Sent" on the Voter Search screen. → "Mail Ballot has been sent" will be in the blue bar on the first screen. → **Ask** the voter if they have the ballot with them.
	2	If the voter **DOES NOT** have their Mail Ballot, and wants to vote in person: **Tap** the "Does Not Have Ballot" button. → The "Voter Oaths" screen will appear.





Checklist 12: Voter Requested & IS NOT Surrendering a Mail Ballot (continued)

3

The voter is required to sign a Mail Ballot Voter affidavit.

A. Flip the screen toward the voter.

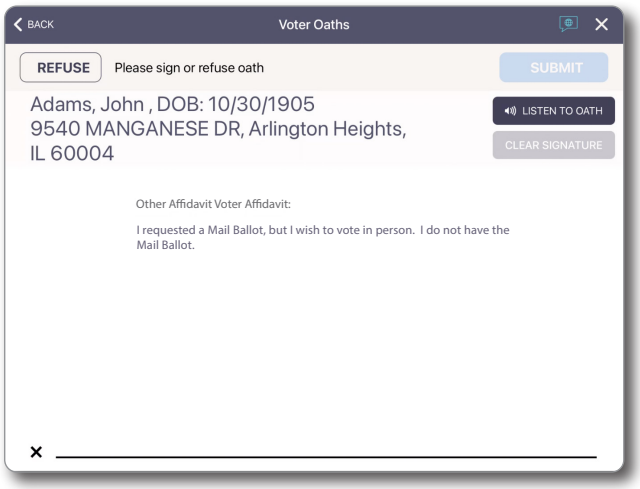
B. Instruct them to sign the screen after reading or listening to the affidavit.

> *Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.*

C. Flip the screen toward you after they sign.

D. Tap the blue "Submit" button.

SUBMIT



4

The "Please verify the voters name & address is correct" screen will appear.

→ **Verify** the voter's name and address and continue the Check-in..

> *Steps 3 - 12, starting on page 70, Checklist 9: Processing Regular Voters for instructions on checking a voter in.*

Two receipts will print.

1st Receipt: Ballot Style Receipt

→ The shorter receipt, with the Ballot Style Number.

→ **Give** the Ballot Style Receipt to the voter.





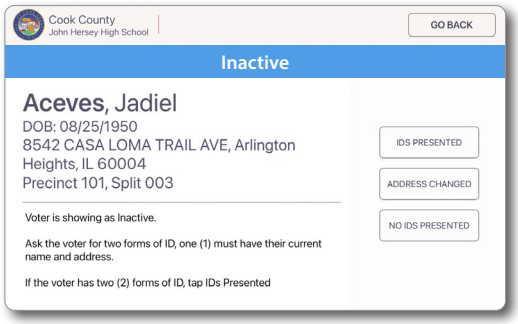
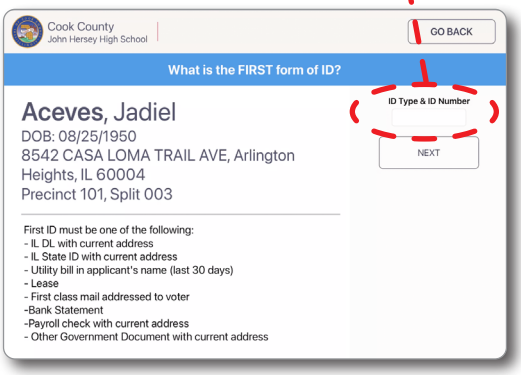
2nd Receipt: Voter Check-in Receipt

→ The longer receipt will show that the voter HAS NOT surrendered their Mail Ballot.

→ **Place** this receipt in the Voter Check-in Receipt Envelope.

Checklist 13: Inactive Voter with ID

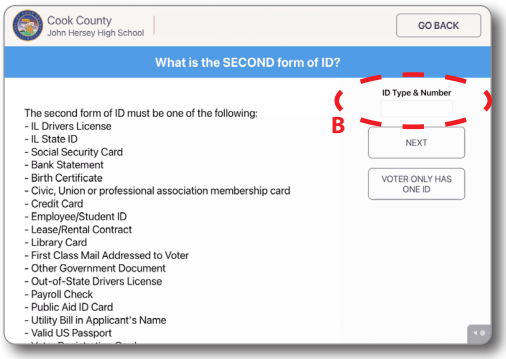
Follow the steps on this checklist to process an Inactive voter who has the required ID on the ePollbook.

Check	Step #	Task to complete: Other Affidavit Voter
	1	This Check-in starts as a "Regular Voter" Check-in. *Steps 1 - 6, starting on page 69, Checklist 9: Processing Regular Voters for instructions on checking a voter in.* A voter who is inactive will have an blue tint with the word "Inactive" on the Voter Search screen. → "Inactive" will be in the blue bar on the first screen. → **Ask** the voter if they have two forms of ID. 
	2	**Tap** the "IDs Presented" button, if the voter has ID. IDS PRESENTED *If the voter is Inactive because they moved and never re-registered at their new address...* → ***Tap** on the "Address Changed" button.* → ***Turn** to Checklists 22: Change of Address, page 113.*
	3	A screen with a blue bar will appear, with the message "What is the FIRST form of ID?" → A list of Acceptable IDs will appear at the bottom of the screen. → In the "ID Type & ID Number" box... **A. Enter** the Type of ID the voter is using. → No need to enter ID type for drivers license or state ID. **ONLY** enter the number, no dashes. **B. Enter** the number or information from the ID. **ID Type & Number** A12312341234  *See the Acceptable ID list on page 106 for types of ID that can be used and what to enter in the "ID Type & Number" box.*
	4	**Tap** the "Next" button NEXT

Checklist 13: Inactive Voter with ID (continued)

4

A screen with a blue bar will appear, with the message "What is the SECOND form of ID" along with a list of Acceptable second IDs will appear at the bottom of the screen.

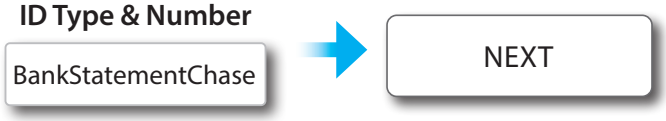


A. Enter the ID the voter is using in the "ID Type & Number" box.

→ No need to enter ID type for drivers license or state ID. **ONLY** enter the number, no dashes.

B. Enter the number or information from the ID.

C. Tap the "Next" button.



See the Acceptable ID list on page 106 for types of ID that can be used and what to enter in the "ID Type & Number" box.

5

The voter is required to sign an Inactive Voter affidavit.

A. Flip the screen toward the voter.

B. Instruct them to sign the screen after reading or listening to the affidavit.

Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.



C. Flip the screen toward you after they sign.

D. Tap the blue "Submit" button.

6

The "Please verify the voters name & address is correct" screen will appear.

→ **Verify** the voter's name and address and continue the Check-in.

Steps 3 - 12, starting on page 70, Checklist 9: Processing Regular Voters for instructions on checking a voter in.

Two receipts will print.

1st Receipt: Ballot Style Receipt

→ The shorter receipt, with the Ballot Style Number.

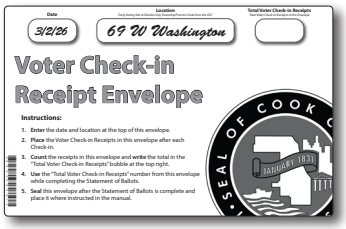
→ **Give** the Ballot Style Receipt to the voter.



2nd Receipt: Voter Check-in Receipt

→ The longer receipt will show that the voter was Inactive, they had ID and what ID they used.

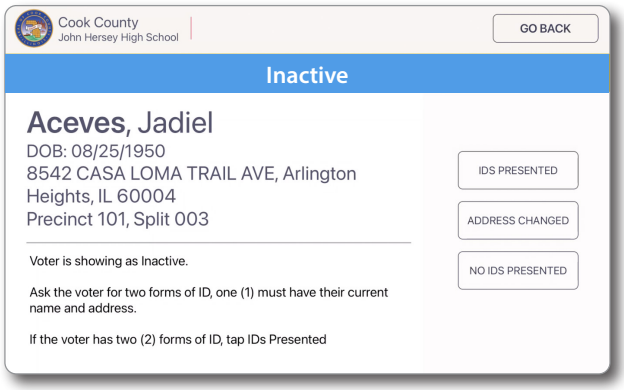
→ **Place** this receipt in the Voter Check-in Receipt Envelope.



Checklist 14: Inactive Voter with ONLY 1 or NO ID

Follow the steps on this checklist to process an Inactive voter on the ePollbook who **DOES NOT** have the required ID.

Check	Step #	Task to complete: *Provisional Voter*
	1	This Check-in starts as a "Regular Voter" Check-in. *Steps 1 - 6, starting on page 69, Checklist 9: Processing Regular Voters for instructions on checking a voter in.* A voter who is inactive will have an blue tint with the word "Inactive" on the Voter Search screen → "Inactive" will be in the blue bar on the first screen. → **Ask** the voter if they have two forms of ID.
	2	→ **Tap** the "No IDs Presented" button, if the voter does not have any ID. → **Tap** the "IDs Presented" button, if the voter only has 1 ID. **A. Enter** the ID the voter has on the "What is the FIRST form of ID?" screen. **B. Tap** the "Voter Only Has One ID" button on the "What is the SECOND form of ID?" screen.
	3	The voter is required to sign a Provisional Inactive Voter affidavit. **A. Flip** the screen toward the voter. **B. Instruct** them to sign the screen after reading or listening to the affidavit. *Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.* **C. Flip** the screen toward you after they sign. **D. Tap** the blue "Submit" button.











Checklist 14: Inactive Voter with ONLY 1 or NO ID (continued)

The "Ballot Language" screen will appear.

→ **Select** the language the voter wants their ballot in and **continue** the Check-in.

→ Though checking a voter in at this point follows the same flow as a Regular Check-in, the screens after the "Ballot Language" screen will all have a red bar at the top, with the word "Provisional" listed five times across.

» This is to remind you that this is still a Provisional Check-in.

→ **Provisional Ballots can ONLY be marked on the Touchscreen.**

» **DO NOT** tap on the "Paper" button when asked to choose the type of ballot.

» Provisional Voters do not need Voter Privacy Shields.

Steps 4 - 11, starting on page 70, Checklist 9: Processing Regular Voters for instructions on checking a voter in.

Three receipts will print.



1st Receipt: Provisional Instruction Receipt

→ The first long receipt is the Provisional Instruction Receipt.

→ **Hand** this receipt *(in English and Spanish)* to the voter.

» **Give** the voter Pink Form 503, along with the 1st Receipt, **ONLY** if they request one of our 10 other languages *(listed on page 7)*.

4

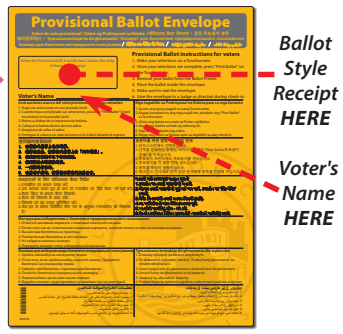
2nd Receipt: Ballot Style Receipt & the Provisional Ballot Envelope
The Ballot Style Receipt is the shortest receipt.

A. **Write** the voter's name on the "Voter Name" line on a Provisional Ballot Envelope.

B. **Attach** the receipt to the envelope.

C. **Hand** the envelope to the voter.





D. **Instruct** the voter to...

1. **Place** their printed ballot in the envelope.
2. **Seal** the envelope.
3. **Hand** the envelope and their Voter Card to a Judge at Station 2

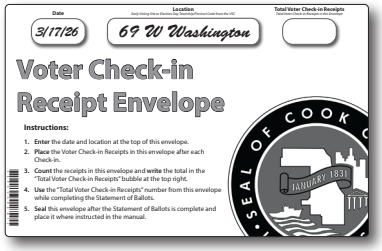
E. **Place** the envelope in Provisional Ballots Envelope 606.

*Provisional Ballots **DO NOT** go into the Scanner/Ballot Box or Alternate Ballot Box!*

3rd Receipt: Voter Check-in Receipt

→ The longer receipt will show that the voter was Inactive, there was insufficient ID and any ID the voter used.

→ **Place** this receipt in the Voter Check-in Receipt Envelope.



Checklist 15: Name Change

Follow the steps on this checklist to process a Name Change in the ePollbook.

Check	Step #	Task to complete: Other Affidavit Voter

A name change is not real time. It will show on the voter's registration next Election.

1

During a Regular Voter Check-in, the first screen has the message "Please verify the voters name & address is correct."

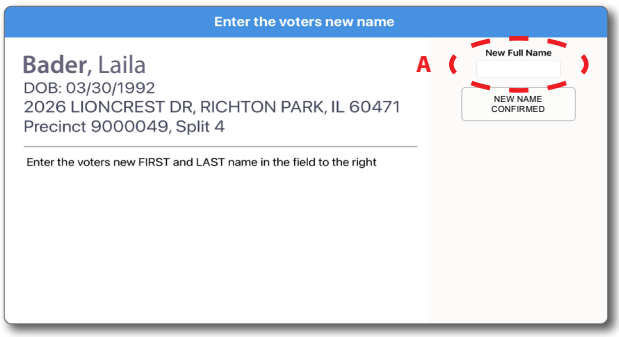
A. **Verify** the voter's address.

B. **Tap** the "Name Is Not Correct" button, if the voter tells you they have changed their name.

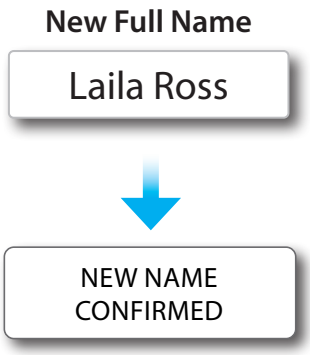


2

The "Enter the voter's new name" screen will appear.



A. **Type** in the voter's new first and last name in the "New Full Name" box.



B. **Flip** the screen and ask the voter to confirm the name you entered is correct.

C. **Tap** the "NEW NAME CONFIRMED" button when the voters confirms the name is correct.

3

The voter is required to sign a Mail Ballot Voter affidavit.

A. **Flip** the screen toward the voter.

B. **Instruct** them to sign the screen after reading or listening to the affidavit.

Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.

C. **Flip** the screen toward you after they sign.

D. **Tap** the blue "Submit" button.

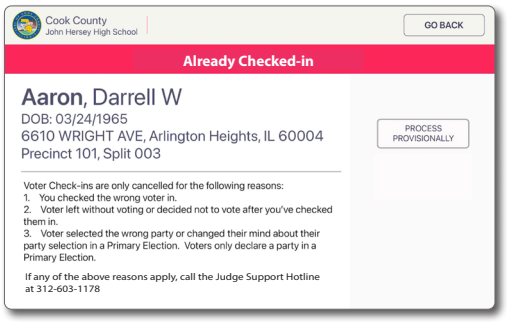
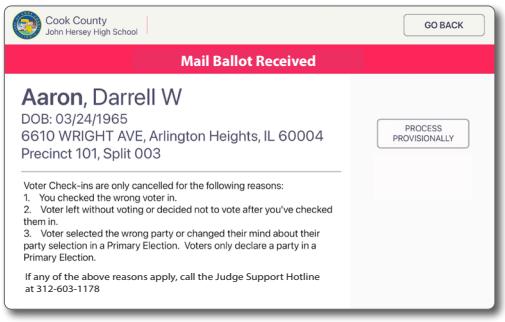


Checklist 15: Name Change (continued)

	4	The "Ballot Language" screen will appear. → **Ask** the voter what language they would prefer the ballot in. *Steps 4 - 12, starting on page 70, for instructions on checking a voter in.* ***Make sure the voter signs with their old signature in step 6 on page 71.***  Two receipts will print. **1st Receipt:** Ballot Style Receipt → The shorter receipt, with the Ballot Style Number. → **Give** the Ballot Style Receipt to the voter.   **2nd Receipt:** Voter Check-in Receipt → The longer receipt will show that the voter changed their name and the voter's new full name. → **Place** this receipt in the Voter Check-in Receipt Envelope.

Checklist 16: Voter Listed as Already Checked In or Mail Ballot Received

Follow the steps on this checklist to process a voter listed as having voted early on the ePollbook.

Check	Step #	Task to complete: *Provisional Voter*
	1	**This check in starts as a "Regular Voter" Check in.** A voter who is listed as having voted early will have a pink tint with the word "Checked-in" on the Voter Search screen. → "Already Checked-in" or "Mail Ballot Received" will be in the red bar on the first screen. **Tell** the voter that they are listed as having already checked-in.  **- OR -** 
	2	**Tap** the "Process Provisionally" button, if the voter maintains they have not voted. PROCESS PROVISIONALLY
	3	The voter is required to sign a Provisional affidavit stating, "I am in the system as having checked-in or having returned my Mail Ballot, but I have not checked-in or returned my Mail Ballot." **A.** **Flip** the screen toward the voter. **B.** **Instruct** them to sign the screen after reading or listening to the affidavit. **C.** **Flip** the screen toward you after they sign **D.** **Tap** the blue "Submit" button.  *Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.*

Checklist 16: Voter Listed as Already Checked In or Mail Ballot Received (continued)

The "Ballot Language" screen will appear.

→ **Select** the language the voter wants their ballot in and **continue** the Check-in.

→ Though checking a voter in at this point follows the same flow as a Regular Check-in, the screens after the "Ballot Language" screen will all have a red bar at the top, with the word "Provisional" listed five times across.

» This is to remind you that this is still a Provisional Check-in.

→ **Provisional Ballots can <u>ONLY</u> be marked on the Touchscreen.**

» **<u>DO NOT</u>** tap on the "Paper" button when asked to choose the type of ballot.

» Provisional Voters do not need Voter Privacy Shields.

Steps 4 - 11, starting on page 70, Checklist 9: Processing Regular Voters for instructions on checking a voter in.

Three receipts will print.



1st Receipt: Provisional Instruction Receipt

→ The first long receipt is the Provisional Instruction Receipt.

→ **Hand** this receipt *(in English and Spanish)* to the voter.

» **Give** the voter Pink Form 503, <u>along with</u> the 1st Receipt, **<u>ONLY</u>** if they request one of our 10 other languages *(listed on page 7)*.

2nd Receipt: Ballot Style Receipt & the Provisional Ballot Envelope

The Ballot Style Receipt is the shortest receipt.

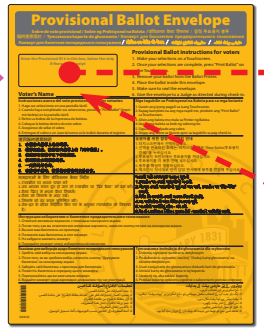
4

A. **Write** the voter's name on the "Voter Name" line on a Provisional Ballot Envelope.

B. **Attach** the receipt to the envelope.

C. **Hand** the envelope to the voter.





D. **Instruct** the voter to...

1. **Place** their printed ballot in the envelope.
2. **Seal** the envelope.
3. **Hand** the envelope and their Voter Card to a Judge at Station 2

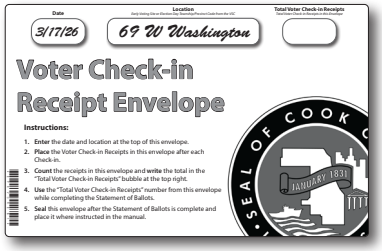
E. **Place** the envelope in Provisional Ballots Envelope 606.

*Provisional Ballots **<u>DO NOT</u>** go into the Scanner/Ballot Box or Alternate Ballot Box!*

3rd Receipt: Voter Check-in Receipt

→ The longer receipt will show that the voter is listed as "Already Checked-in" or "Mail Ballot Received."

→ **Place** this receipt in the Voter Check-in Receipt Envelope.



Checklist 17: Voter's Signature On File Is Wrong or Missing

Follow the steps on this checklist to process a voter who's signature on file is wrong or missing.

Check	Step #	Task to complete: Other Affidavit Voter

This Special Circumstance Check-in is based on a completely different name in the signature box provided to match the voter's current Check-in signature or there is nothing listed at all in the box.

→ *If the name is correct but the signature is different, follow the steps in Checklist 18: Voter Signature Challenged on page 97.*

1 This Check-in starts as a "Regular Voter" Check-in.

Steps 1 - 6, starting on page 69, Checklist 9: Processing Regular Voters for instructions on checking a voter in.

2 <u>On the "Poll Worker Confirmation" screen</u>

→ **Select** the "Signature Wrong or Missing" box, on the left, beneath the Ballot Style Number.

☐ Signature Wrong or Missing

3 The "Challenge Report" affidavit window will open with a drop down menu for "Challenge Reason."



Select the signature issue from the "Signature Issue" dropdown menu.

4 The voter is required to sign a Other Affidavit Signature Issue affidavit.

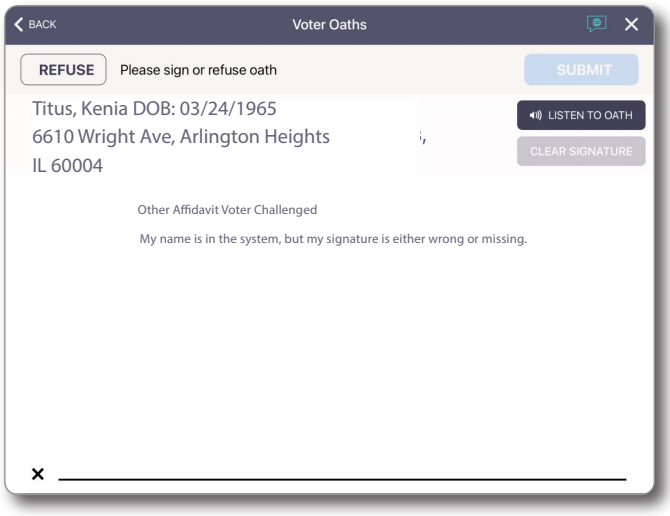
A. Flip the screen toward the voter.

B. Instruct them to sign the screen after reading or listening to the affidavit.

Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.

C. Flip the screen toward you after they sign.

D. Tap the blue "Submit" button.



Checklist 17: Wrong or Missing Signature (continued)

5

The "Poll Worker Confirmation" screen will appear, with a check mark in the "Signature Wrong or Missing" box

☑ Signature Wrong or Missing

A. Write your initials in the "Initial" box at the bottom right.

B. Tap the blue "Submit" box on the top right of the screen.



6

A screen with the message "Choose the type of ballot you are providing the voter" screen will appear.

→ **Give** the voter the option to vote by Touchscreen or Paper Ballot Card and finish the Check-in accordingly.

Steps 8 - 12, starting on page 71, Checklist 9: Processing Regular Voters for instructions on Handling the Voter's Ballot Marking Choice.

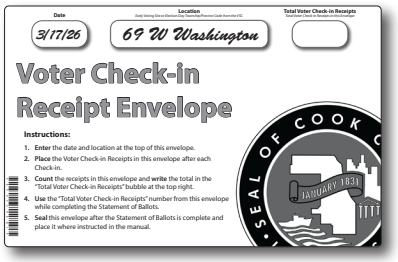
Two receipts will print.

1st Receipt: Ballot Style Receipt

→ The shorter receipt, with the Ballot Style Number.

→ **Give** the Ballot Style Receipt to the voter.





2nd Receipt: Voter Check-in Receipt

→ The longer receipt will show that the signature was wrong or missing.

→ **Place** this receipt in the Voter Check-in Receipt Envelope.

Checklist 18: Voter's Signature Is Challenged

Follow the steps on this checklist to process a voter who's signature has been challenged.

Check	Step #	Task to complete:	Provisional Voter

→ **ALL** acceptable challenges **MUST** be voted on by the Judge team. Majority rules.
→ A Signature Update **IS NOT** a resolution for a Voter's Signature Challenge.
→ If a voter wishes to update their signature on Election Day, they may request a Signature Update during their check-in. The voter **MUST** request the update before the start of the check-in process. See Checklist 21: Signature Update, page 109.

1 This Check-in starts as a "Regular Voter" Check-in.

Steps 1 - 6, starting on page 69, Checklist 9: Processing Regular Voters for instructions on checking a voter in.

Challenges / Court Order

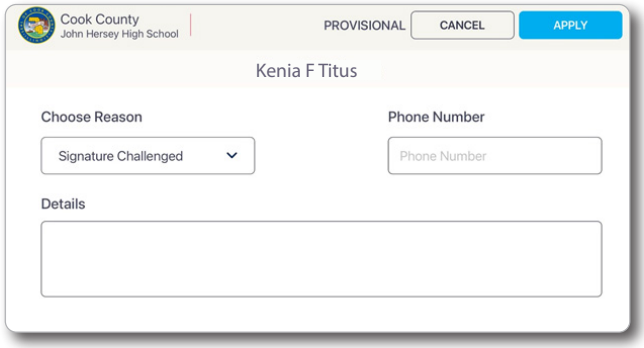
2 If the voter's signature appears to be different from the "Signature on File" on the "Poll Worker Confirmation" screen, challenge it.

→ **Tap** the "Challenges/Court Order" button at the bottom of the "Poll Worker Confirmation" screen.
» A majority of the judges MUST agree that the signatures are drastically different

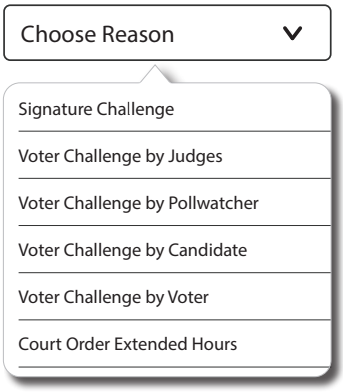


If the voter's status was also challenged, turn to Checklist 19: Voting Status Is Challenged, page 100 for instructions on handling a voter whose status has also been challenged.

3 The "Provisional" screen will appear.



A. Select "Signature Challenge" from the "Choose Reason" dropdown menu.



B. Enter the challenger's phone number.
→ A challenge by Election Judges does not require a phone number.

C. Enter the details for the Challenge in the "Details" box.
→ Brief explanation why the voter was challenged.

D. Tap the blue "Apply" button at the top right on the screen.



Checklist 18: Voter's Signature Challenged (continued)

Challenges Step 2

4



The "Challenges / Court Order" button at the bottom of the screen will now be black.

Tap the "Challenges Step 2" button at the bottom of the screen.

→ The "Voter Oaths" screen will appear.



5

☑ Affidavit of Challenged Voter

A. Select the box next to the "Affidavit of Challenged Voter"

B. Tap the "Next" button on the top right of the screen.



6

The voter is required to sign a Provisional Challenged Voter affidavit.

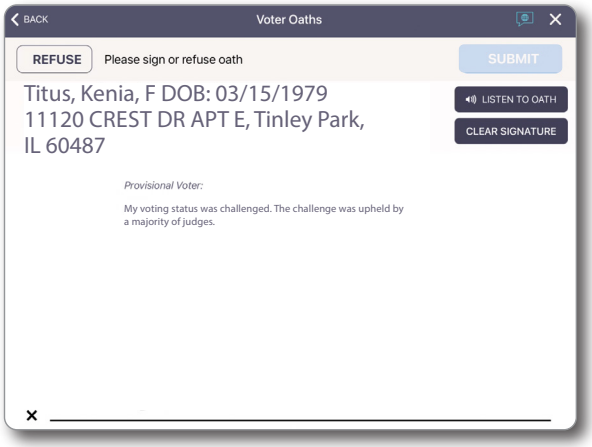
A. Flip the screen toward the voter.

B. Instruct them to sign the screen after reading or listening to the affidavit.

> *Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.*

C. Flip the screen toward you after they sign.

D. Tap the blue "Submit" button.



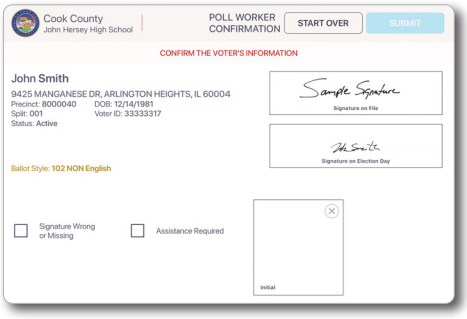
7

The screen will go back to the "Poll Worker Confirmation" screen.

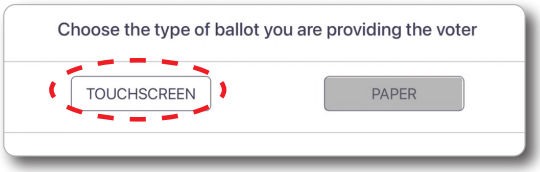
A. Write your initials in the "Initial" box.

B. Tap the "Submit" button.

→ A screen with the message "Choose the type of ballot you are providing the voter" will appear.



▸ **Provisional Ballots can <u>ONLY</u> be marked on the Touchscreen.**



→ **<u>DO NOT</u>** tap on the "Paper" button when asked to choose the type of ballot.

→ Provisional Voters do not need Voter Privacy Shields.

Checklist 18: Voter's Signature Challenged (continued)

8

Three receipts will print.



1st Receipt: Provisional Instruction Receipt

→ The first long receipt is the Provisional Instruction Receipt.

→ **Hand** this receipt *(in English and Spanish)* to the voter.

» **Give** the voter Pink Form 503, along with the 1st Receipt, **ONLY** if they request one of our 10 other languages *(listed on page 7)*.

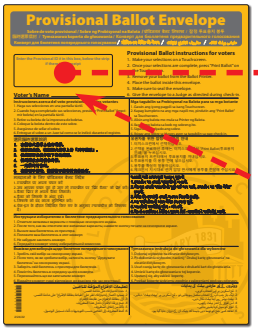
2nd Receipt: Ballot Style Receipt & the Provisional Ballot Envelope
The Ballot Style Receipt is the shortest receipt.

A. Write the voter's name on the "Voter Name" line on a Provisional Ballot Envelope.

B. Attach the receipt to the envelope.

C. Hand the envelope to the voter.





D. Instruct the voter to...

1. **Place** their printed ballot in the envelope.
2. **Seal** the envelope.
3. **Hand** the envelope and their Voter Card to a Judge at Station 2

E. Place the envelope in Provisional Ballots Envelope 606.

*Provisional Ballots **DO NOT** go into the Scanner/Ballot Box or Alternate Ballot Box!*

3rd Receipt: Voter Check-in Receipt

→ The longer receipt will show that the voter's signature was challenged.

→ **Place** this receipt in the Voter Check-in Receipt Envelope.



Checklist 19: Voting Status Is Challenged

__All__ acceptable challenges must be voted on by the Judge team.

Follow the steps on this checklist to process a voter who has been challenged in the ePollbook.

Check	Step #	Task to complete: *Provisional Voter*
	1	This Check-in starts as a "Regular Voter" Check-in. *Steps 1 - 6, starting on page 69, Checklist 9: Processing Regular Voters for instructions on checking a voter in.*

Challenges / Court Order

	2	The "Poll Worker Confirmation" screen will appear, with the voter's signature in the "Signature on File" box and today's signature in the "Signature on Election Day" box. **A. Compare** the signatures. → If they match, **continue** on to step B. → If missing or no match, **follow** the ! box below, then move on to step B. **B. Tap** the "Challenges / Court Order" button at the bottom of the "Poll Worker Confirmation" screen, If the signatures match. » A majority of the judges MUST agree to the challenge.

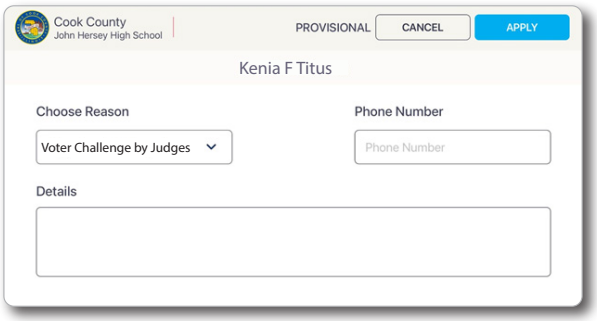


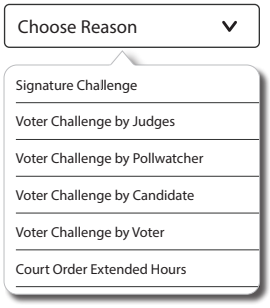
If there are issues with the voter's signature, turn to the following associated checklists.

→ *Checklist 17: Voter's Signature On File Is Wrong or Missing, page 95 for instructions on handling voters whose signatures wrong or missing.*

→ *Checklist 18: Voter's Signature IS Challenged, page 97, for instructions on handling voters whose signatures have been challenged.*

	3	The "Challenges / Court Order" screen will appear. **A. Select** one of the three "Voter Challenge by" choices from the "Choose Reason" dropdown menu.





B. Enter the challenger's phone number.
→ A challenge by Election Judges does not require a phone number.

C. Enter the Challenge details in the "Details" box.
→ Brief explanation why the voter was challenged.

Checklist 19: Voting Status Is Challenged (continued)

4 **Tap** the blue "Apply" button at the bottom right, under the "Details" box.





The "Challenges / Court Order" button at the bottom of the screen will now be black.

Challenges Step 2

5 **Tap** the "Challenges Step 2" button at the bottom of the screen.

→ The "Voter Oaths" screen will appear.



6

A. **Select** the box next to the "Affidavit of Challenged Voter"

B. **Tap** the "Next" button on the top right of the screen.



7 The voter is required to sign a Provisional Challenged Voter affidavit.

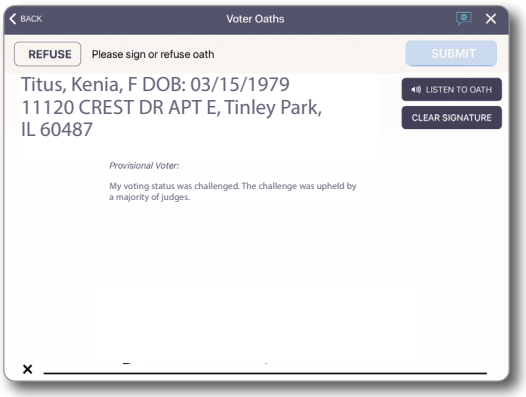
A. **Flip** the screen toward the voter.

B. **Instruct** them to sign the screen after reading or listening to the affidavit.

C. **Flip** the screen toward you after they sign.

D. **Tap** the blue "Submit" button.

Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.

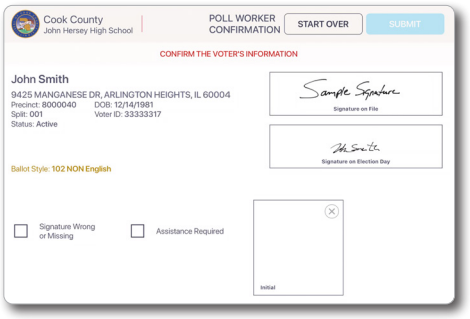


8 The screen will go back to the "Poll Worker Confirmation" screen.

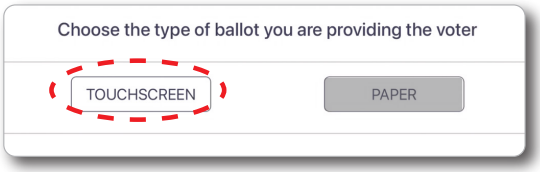
A. **Write** your initials in the "Initial" box.

B. **Tap** the "Submit" button.

→ A screen with the message "Choose the type of ballot you are providing the voter" will appear.



▸ **Provisional Ballots can <u>ONLY</u> be marked on the Touchscreen.**



→ **<u>DO NOT</u>** tap on the "Paper" button when asked to choose the type of ballot.

→ Provisional Voters do not need Voter Privacy Shields.

Checklist 19: Voting Status Is Challenged (continued)

9

Three receipts will print.



1st Receipt: Provisional Instruction Receipt

→ The first long receipt is the Provisional Instruction Receipt.

→ **Hand** this receipt *(in English and Spanish)* to the voter.

» **Give** the voter Pink Form 503, along with the 1st Receipt, **ONLY** if they request one of our 10 other languages *(listed on page 7)*.

2nd Receipt: Ballot Style Receipt & the Provisional Ballot Envelope
The Ballot Style Receipt is the shortest receipt.

A. Write the voter's name on the "Voter Name" line on a Provisional Ballot Envelope.

B. Attach the receipt to the envelope.

C. Hand the envelope to the voter.





D. Instruct the voter to...

1. **Place** their printed ballot in the envelope.
2. **Seal** the envelope.
3. **Hand** the envelope and their Voter Card to a Judge at Station 2

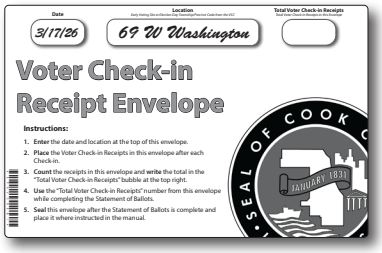
E. Place the envelope in Provisional Ballots Envelope 606.

*Provisional Ballots **DO NOT** go into the Scanner/Ballot Box or Alternate Ballot Box!*

3rd Receipt: Voter Check-in Receipt

→ The longer receipt will show that the voter's status was challenged.

→ **Place** this receipt in the Voter Check-in Receipt Envelope.



Checklist 20: Court-Ordered Extended Hours

If the precinct has been ordered to remain open for extended voting hours, you will receive a call from the Judge Support Hotline during the day.

→ All voters will have to vote Provisionally during Court-ordered Extended Hours.

→ Remember, any voter in line by 7:00 p.m. *(whether inside or out)* will still be allowed to vote.

→ Any special circumstances can be added to the check-in if needed.

» Assistance Required, Mail Ballot, Inactive, Signature Challenges, etc.

→ Once you have processed all the voters that arrived by 7:00 p.m., all check-ins will be processed as Provisional.

Follow the steps on this checklist to process a voters if there is an extended hours court order.

Check	Step #	Task to complete: Provisional Voter
	1	This Check-in starts as a "Regular Voter" Check-in. → **Process** the Voter. → *Steps 1 - 6, starting on page 69, Checklist 9: Processing Regular Voters for instructions on checking a voter in.* → *See the chart on page 78 to for page numbers for instructions on checking a voter with a Special Circumstance in.*
	2	The "Poll Worker Confirmation" screen will appear, with the voter's signature in the "Signature on File" box and today's signature in the "Signature on Election Day" box. **Compare** the signatures. → If they match, **continue** on to step 3. → If missing or no match, **follow** the ! box below, then move on to step 3.

If there are issues with the voter's signature, turn to the following associated checklists.

→ *Checklist 17: Voter's Signature On File Is Wrong or Missing, page 95 for instructions on handling voters whose signatures wrong or missing.*

→ *Checklist 18: Voter's Signature IS Challenged, page 97, for instructions on handling voters whose signatures have been challenged.*

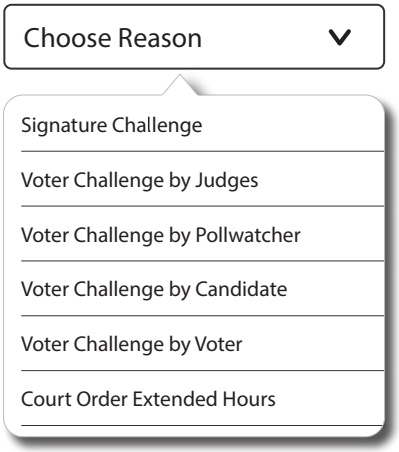
	3	**Tap** the "Challenges / Court Order" button at the bottom of the "Poll Worker Confirmation" screen, If the signatures match.



Checklist 20: Court-Ordered Extended Hours (continued)

4

The "Challenges / Court Order" screen will appear.



A. Select "Court Order Extended Hours" from the bottom of the "Choose Reason" dropdown menu.

B. Tap the blue "Apply" button at the top right on the screen.



The "Challenges / Court Order" button at the bottom of the screen will now be black.



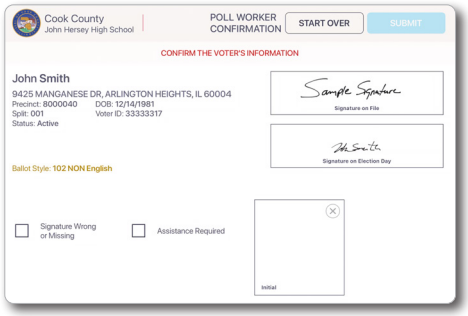
5

The screen will go back to the "Poll Worker Confirmation" screen.

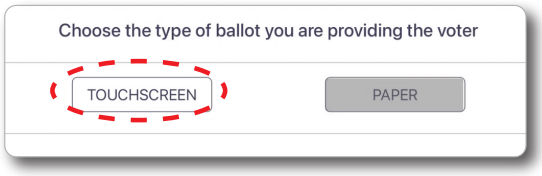
A. Write your initials in the "Initial" box.

B. Tap the "Submit" button.

→ A screen with the message "Choose the type of ballot you are providing the voter" will appear.



▸ **Provisional Ballots can <u>ONLY</u> be marked on the Touchscreen.**



→ **<u>DO NOT</u>** tap on the "Paper" button when asked to choose the type of ballot.

→ Provisional Voters do not need Voter Privacy Shields.

Checklist 20: Court-Ordered Extended Hours (continued)

6

Three receipts will print.



1st Receipt: Provisional Instruction Receipt

→ The first long receipt is the Provisional Instruction Receipt.

→ **Hand** this receipt *(in English and Spanish)* to the voter.

» **Give** the voter Pink Form 503, along with the 1st Receipt, **ONLY** if they request one of our 10 other languages *(listed on page 7)*.

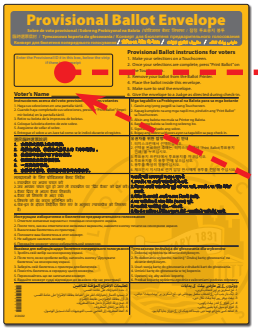
2nd Receipt: Ballot Style Receipt & the Provisional Ballot Envelope
The Ballot Style Receipt is the shortest receipt.

A. Write the voter's name on the "Voter Name" line on a Provisional Ballot Envelope.

B. Attach the receipt to the envelope.

C. Hand the envelope to the voter.





D. Instruct the voter to...

1. **Place** their printed ballot in the envelope.
2. **Seal** the envelope.
3. **Hand** the envelope and their Voter Card to a Judge at Station 2

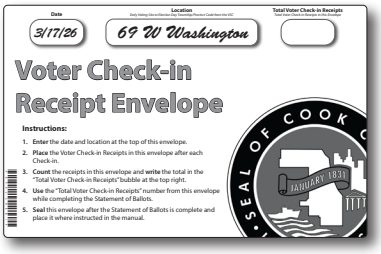
E. Place the envelope in Provisional Ballots Envelope 606.

*Provisional Ballots **DO NOT** go into the Scanner/Ballot Box or Alternate Ballot Box!*

3rd Receipt: Voter Check-in Receipt

→ The longer receipt will show that the voter voted after polling hours.

→ **Place** this receipt in the Voter Check-in Receipt Envelope.



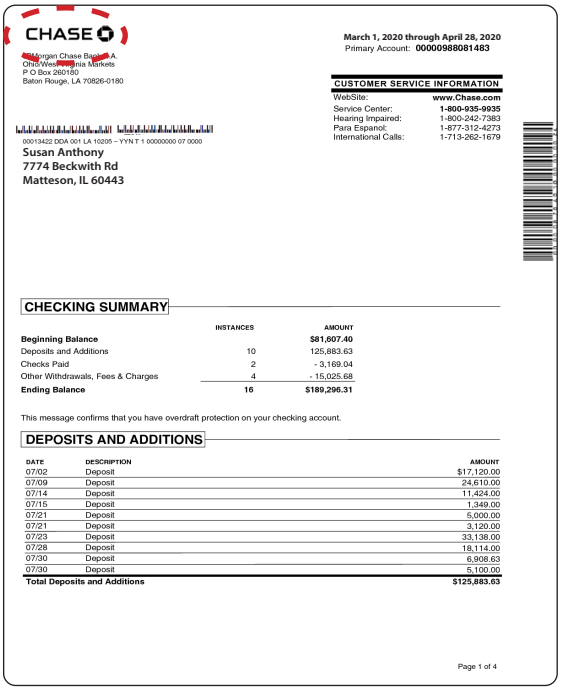
Acceptable Forms of ID

Acceptable Forms of ID

Type of ID	ID Number Box
Items with Name and Address	
Illinois Driver's license with current address	Driver's license number
Illinois State ID with current address	State ID number
Bank statement	Bank name
Lease/rental contract	Landlord, rental company or leasing agent
First Class Mail addressed to the voter	Sender
Other government document	Agency or type of document
Payroll check with current address	Employer and date of check
Utility bill in applicant's name *(last 30 days)*	Company and date
Items with Name *(with or without address)*	
Illinois Driver's license	Driver's license number
Illinois State ID	State ID number
Social security card	Last 4 digits
Bank statement	Bank name
Birth certificate	State
Civic, union or professional membership card	Organization name
Credit card	Type *(Visa, Mastercard, etc.)*
Employment/student ID	Company/school name
Lease/rental contract	Landlord, rental company or leasing agent
Library card	Municipality/library district
First Class Mail addressed to the voter	Sender
Other government document	Agency or type of document
Out of state driver's license	State and number
Payroll check	Employer and date of check
Utility bill in the applicant's name *(last 30 days)*	Company and date
Public aid card *(LINK card)*	Number
Valid U.S. passport	Number
Voter Registration Card	Number

Examples of Acceptable ID

Bank Statement



CHASE

JPMorgan Chase Bank, N.A.
Ohio/West Virginia Markets
P O Box 260180
Baton Rouge, LA 70826-0180

March 1, 2020 through April 28, 2020
Primary Account: 0000098808148 3

CUSTOMER SERVICE INFORMATION
WebSite: www.Chase.com
Service Center: 1-800-935-9935
Hearing Impaired: 1-800-242-7383
Para Espanol: 1-877-312-4273
International Calls: 1-713-262-1679

00013422 DDA 001 LA 10205 - YYNT 1 00000000 07 0000

Susan Anthony
7774 Beckwith Rd
Matteson, IL 60443

CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		$81,607.40
Deposits and Additions	10	125,883.63
Checks Paid	2	- 3,169.04
Other Withdrawals, Fees & Charges	4	- 15,025.68
Ending Balance	16	$189,296.31

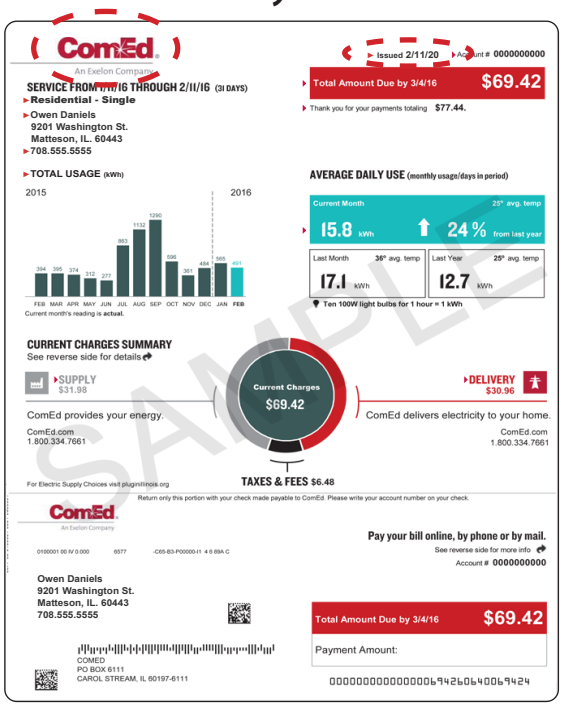
This message confirms that you have overdraft protection on your checking account.

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
07/02	Deposit	$17,120.00
07/09	Deposit	24,610.00
07/14	Deposit	11,424.00
07/15	Deposit	1,349.00
07/21	Deposit	5,000.00
07/21	Deposit	3,120.00
07/23	Deposit	33,138.00
07/28	Deposit	18,114.00
07/30	Deposit	6,908.63
07/30	Deposit	5,100.00
Total Deposits and Additions		$125,883.63

Page 1 of 4

Utility Bill



ComEd
An Exelon Company

Issued 2/11/20 Account # 0000000000

SERVICE FROM 1/7/16 THROUGH 2/11/16 (31 DAYS)
Residential - Single
Owen Daniels
9201 Washington St.
Matteson, IL. 60443
708.555.5555

Total Amount Due by 3/4/16 $69.42
Thank you for your payments totaling $77.44.

TOTAL USAGE (kWh)
2015 2016
FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN FEB
394 395 374 312 279 863 1132 1290 936 787 494 599 491
Current month's reading is actual.

AVERAGE DAILY USE (monthly usage/days in period)
Current Month 25° avg. temp
15.8 kWh 24 % from last year
Last Month 36° avg. temp 17.1 kWh
Last Year 25° avg. temp 12.7 kWh
Ten 100W light bulbs for 1 hour = 1 kWh

CURRENT CHARGES SUMMARY
See reverse side for details
SUPPLY $31.98
ComEd provides your energy.
ComEd.com
1.800.334.7661
Current Charges $69.42
DELIVERY $30.96
ComEd delivers electricity to your home.
ComEd.com
1.800.334.7661
TAXES & FEES $6.48
For Electric Supply Choices visit pluginillinois.org

Return only this portion with your check made payable to ComEd. Please write your account number on your check.

ComEd
An Exelon Company

Pay your bill online, by phone or by mail.
See reverse side for more info
Account # 0000000000

Owen Daniels
9201 Washington St.
Matteson, IL. 60443
708.555.5555

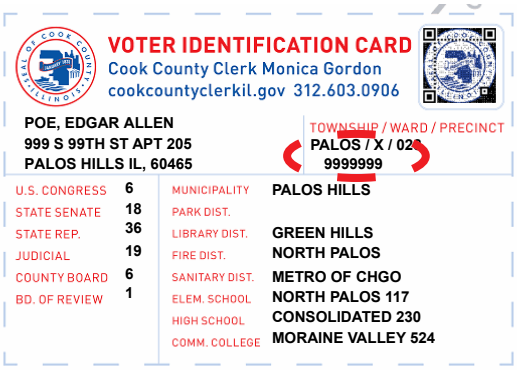
Total Amount Due by 3/4/16 $69.42
Payment Amount:

COMED
PO BOX 6111
CAROL STREAM, IL 60197-6111

00000000000000694264064006 9424

SAMPLE

Voter ID Card



VOTER IDENTIFICATION CARD
Cook County Clerk Monica Gordon
cookcountyclerkil.gov 312.603.0906

POE, EDGAR ALLEN
999 S 99TH ST APT 205
PALOS HILLS IL, 60465

TOWNSHIP / WARD / PRECINCT
PALOS / X / 02
9999999

U.S. CONGRESS	6	MUNICIPALITY	PALOS HILLS
STATE SENATE	18	PARK DIST.	
STATE REP.	36	LIBRARY DIST.	GREEN HILLS
JUDICIAL	19	FIRE DIST.	NORTH PALOS
COUNTY BOARD	6	SANITARY DIST.	METRO OF CHGO
BD. OF REVIEW	1	ELEM. SCHOOL	NORTH PALOS 117
		HIGH SCHOOL	CONSOLIDATED 230
		COMM. COLLEGE	MORAINE VALLEY 524

1st Class Mail



MONICA GORDON
COOK COUNTY CLERK
69 W. WASHINGTON STREET, SUITE 500
CHICAGO, ILLINOIS 60602

BILL STAKEHOUSE
6363 S. 63RD PLACE, UNIT 2
MATTESON, IL. 60443

Out of State Driver's License



NEW MEXICO
DRIVER'S LICENSE
ISSUED 03/01/2007
EXPIRES 03/01/2011
Lic # 123456789
Date of Birth 03/01/1957
SAMPLE
LAN
123 STATE STREET
ALBUQUERQUE, NM 87102
SEX F
HEIGHT 5'04"
WEIGHT 110
EYES BRO
CLASS D
ENDORSEMENTS NONE
RESTRICTIONS NONE
DONOR
SAMPLE

Government Document



FIREARM OWNER'S IDENTIFICATION CARD
Expires 03/01/2017
FOID NUMBER 4682782
LEAH LITTLEFIELD
NORTHBROOK IL 60062
DOB:06/10/1960
Female 5' 09"215lbs Hair:BRN Eyes:GRN
CAUTION: This card does not permit bearer to UNLAWFULLY carry or use firearms. This does not authorize the carrying of a concealed weapon.
Leah Littlefield
ILLINOIS STATE POLICE

Credit Card



Cook Bank
MasterCard
5412 7512 3412 3454
VALID THRU 9-20
LEE M. CARDHOLDER
5412

Library Card



I'm never bored when I have
THIS CARD.
NILES PUBLIC LIBRARY
6960 Oakton Street Niles, Illinois 60714
847-663-6623 | www.nilespl.org

Employee ID



COOK COUNTY
EMPLOYEE I.D.
4563210
Michelle Clarkson
Board of Education
School Services Manager

Who May Register to Vote

To register to vote, a person must:

- **Be** a U.S. born or Naturalized Citizen.
- **Be** at least 18 years old.
  → 17 year old citizens who turn 18 on or before the General Election can register and vote.
- **Reside** in Suburban Cook County.
- **Display** two pieces of identification.
  → Neither ID is required to have a photo, but one must include the voter's current address.
  » See page 106.

Important Information

Persons convicted of crimes who are currently serving their sentences in a penal institution are not eligible to vote. People awaiting trial in a penal institution, as well as those on parole or probation, are eligible to vote.

***DO NOT** ask for a voter's gender.*
Voters will enter their gender when the screen is flipped toward them to complete the last 4 boxes on the EDR Registration form in the ePollbook.

Electronic retrieval of bills or other documents are acceptable as long as they contain the information needed to complete the ID box.

If the voter has insufficient ID, they can vote Provisionally on Election Day.

Voters may not use the same type of item from both lists.
- ***For example you may not accept 2 pieces of mail.***

An Election Day Registration (EDR) voter must vote at the same time that they register.

*If the **VOTER DOES NOT HAVE SUFFICIENT ID**, they will be required to sign a Provisional affidavit. There is a "No ID Provided" selection on both dropdown menus of required IDs.*
→ *One missing ID is grounds for a Provisional Affidavit.*
→ *The Provisional Affidavit will come after the Election Day Registration affidavit in step 5, if "No ID Provided" is selected in either or both dropdowns.*

Checklist 21: Signature Update

If a voter wishes to update their signature, they may do so in the Polling Place during their Voter Check-in. The update **MUST** be at the start of the check-in, upon the voter's request.

NOTE: A voter will vote Provisionally if their signature is challenged at the end of the check-in with no Signature Update requested. Checklist 18: Voter's Signature Is Challenged, page 97.

Follow the steps on this checklist to process a voter who has requested to change their signature.

Check	Step #	Task to complete:	*Election Day Registration Voter*

Voter HAS the Required ID

1

During a Regular Voter Check-in, the first screen has the message "Please verify the voters name & address is correct."

► If the voter says their signature has changed or needs to be updated...

A. Ask the voter if they have 2 pieces of ID.

→ They must be from the "Acceptable Forms of ID" list on page 106.

» Neither has to be a Photo ID.

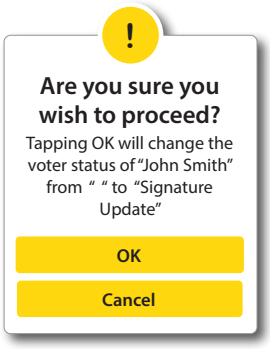
→ One must have the current address.

→ If they use their Drivers License or State ID with the current address to check-in, ask them for a 2nd ID.

B. Tap the "Signature Update" button.

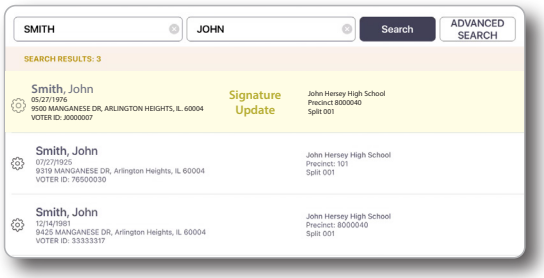
→ The "Are you sure you wish. to proceed" popup will appear.





The Voter Search page will appear again, with the voter's information highlighted yellow, with the status "Signature Update" in gold.

C. Tap the "OK" button if the voter has the required ID.





D. Tap the Voter's name and the "Voter Signature Update" screen will appear.

2



A. Tap the "UPDATE SIGNATURE" button.

→ The voter's name and birthdate will appear.

B. Tap the green "Next" button.



If the voter is also doing a name change, type in the voter's new name here.

Checklist 21: Signature Update (continued)

3

The "Voter Address" screen will appear.

→ **Tap** the green "Next" button at the top right.



If the voter is also wants to change their address, type in the voter's new address here.

→ *Further instructions for an address change are in Checklist 22: Change of Address, page 113.*

4

The "Registration Identification" screen will appear.

A. Tap the arrow on the far right on the "Type of Verification Presented" dropdown.

B. Select "Two Documents of ID"

→ They must be from the "Acceptable Forms of ID" list on page 106.

» Neither has to be a Photo ID.

C. Tap the arrow on the far right of the "First Document" dropdown.

→ This ID **DOES NOT** need to be the current address.

→ Only 1 of the voter's ID's requires the current address. It does not have to be one of the IDs listed in the first dropdown menu.

D. Select the voter's ID from the list of IDs.

E. Enter the ID number in the "Please enter the ID number" box.

→ **Make sure** to enter the first ID number before moving on to the next step.

Frozen First Number ID Box

In some cases, if you do not enter the first ID number before moving on, the first ID number box will freeze and not allow you to enter anything. To resolve this issue...

1. ***Tap** the "Previous Step" arrow at the top left on the screen.*
2. ***Tap** the "Next" button on the top right on the screen and **repeat** steps A - E*

F. Tap the arrow on the far right of the "Second Document with current Name and Address" dropdown.

→ This ID **MUST** have current address.

G. Select the voter's ID from the list of IDs.

H. Enter the ID number in the "Please enter the ID number" box.

I. Tap the green "Next" button at the top right of the screen.



→ The Voter Signature Confirmation screen will appear.

NO SPACES or DASHES

*There must be **NO SPACES or DASHES** in the ID information you enter in the ID number box.*

Examples:

- *COMED 10/03/2026*
  → *Should be COMED10032026*
- *First National Bank*
  → *Should be FirstNationalBank*

Checklist 21: Signature Update (continued)

*If the **VOTER DOES NOT HAVE SUFFICIENT ID**, they will be required to sign a Provisional affidavit. There is a "No ID Provided" selection on both dropdown menus of required IDs.*

→ *One missing ID is grounds for a Provisional Affidavit.*

→ *The Provisional Affidavit will come after the Election Day Registration affidavit in step 5, if "No ID Provided" is selected in either or both dropdowns.*

5

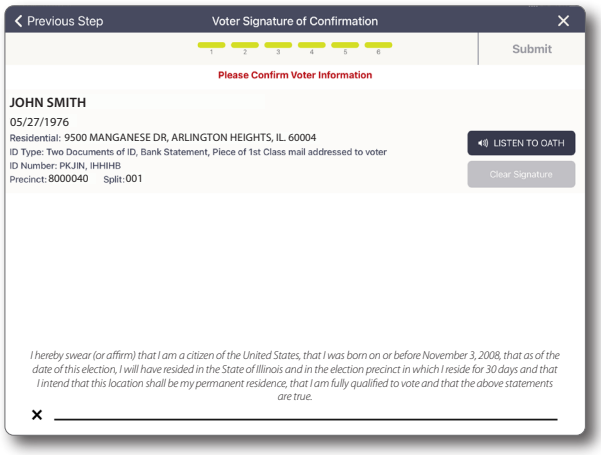
The voter is required to read and sign an Election Day Registration affidavit.

A. Flip the screen toward the voter.

B. Instruct them to sign with their updated signature after reading or listening to the affidavit.

→ The signature here will be updated on the voter's file after the Election.

Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.



C. Flip the screen toward you after they sign.

→ The "Submit" button will turn green when the voter signs.

D. Tap the green "Submit" button.



First Voter Registration Receipt

This will be the 1st of 3 receipts for an EDR Check-in.

→ *The other 2 receipts will print at the end of the check-in.*

» *They are to be handled the same as every other check-in.*

» *See step 8 on the next page for instruction.*

6

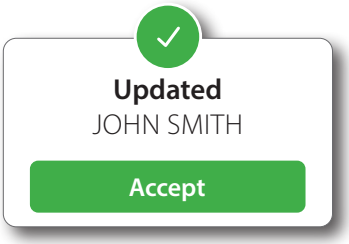
An "Updated" message will pop up, with the voter's name.

A. Tap the green "Accept" button.

→ One Voter Registration Receipt will print.

» This receipt is in English and Spanish with information about the voter's registration.

B. Hand the Voter Registration Receipt to the voter.



Checklist 21: Signature Update (continued)

7

The "Ballot Language" screen will appear.

A. Flip the screen toward the voter.

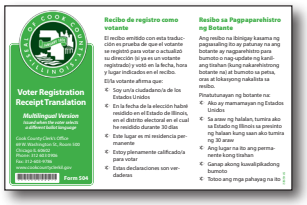
B. Ask the voter to tap the button for their preferred ballot language.

→ Touchscreens will have all 12 languages offered by the Cook County Clerk's Office.

C. Instruct the voter to tap the blue "Accept" button on the top right after they make their selection.

D. Hand the voter a green Form 504.

- **ONLY IF** they select any other language than English or Spanish.
- In addition to the Voter Registration Receipt you gave them in step 6.



Steps 4 - 12, *starting on page 70, Checklist 9: Processing Regular Voters for further instructions on checking a voter in.*

Two More Voter Registration Check-in Receipts

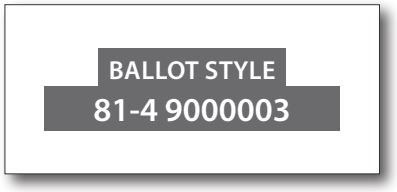
8

Two more receipts will print.

1st Receipt: Ballot Style Receipt

→ The shorter receipt, with the Ballot Style Number.

→ **Give** the Ballot Style Receipt to the voter.





2nd Receipt: Voter Check-in Receipt

→ The longer receipt will show the new signature and the ID used.

→ **Place** this receipt in the Voter Check-in Receipt Envelope.

If the ***VOTER DOES NOT HAVE SUFFICIENT ID*** *and chooses to vote Provisionally, there will be three receipts in this step that will print in the following order.*

1st Receipt: Provisional Instruction Receipt

→ **Hand** this receipt *(in English and Spanish)* to the voter, along with Form 503 if they request a language listed on page 7.

2nd Receipt: Ballot Style Receipt

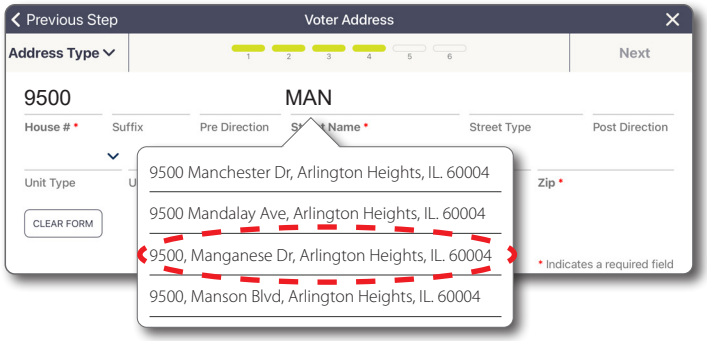
3rd Receipt: Check-in Receipt

Checklist 22: Change of Address

Make sure the voter has moved into the precinct where they are voting on Election Day.
→ If the voter's new address is in a different precinct, they will need to go to that precinct to change their address and vote.

Follow the steps on this checklist to process a voter whose address has changed.

Check	Step #	Task to complete: *Election Day Registration Voter*
		Voter HAS the Required ID
	1	During a Regular Voter Check-in, the first screen has the message "Please verify the voters name & address is correct." → If the voter says they have moved in or into this precinct. **A. Ask** the voter if they have 2 pieces of ID. » They must be from the "Acceptable Forms of ID" list on page 106. › Neither has to be a Photo ID. » One must have the current address. » If they use their Drivers License or State ID with the current address to check-in, ask them for a 2nd ID. **B. Tap** the "Address Is Not Correct" button.
	2	A screen, with the voter's name and birthdate will appear. → **Tap** the green "Next" button at the top right. *If the voter is also doing a name change, type in the voter's new name.*
	3	The "Voter Address" screen will appear. **A. Enter** the voter's "Street Number". **B. Enter** the first 2-3 letters of the voter's "Street Name". **C. Wait** 2-3 seconds. → A dropdown list of addresses with the same "Street Number" and first 2-3 letters you entered will appear. » **Tap** the address in the dropdown bubble and the rest of the address fields will automatically fill with the address. **D. Tap** the green "Next" button.



Checklist 22: Change of Address (continued)

The "Registration Identification" screen will appear.

A. Tap the arrow on the far right on the "Type of Verification Presented" dropdown.

B. Select "Two Documents of ID"

→ They must be from the "Acceptable Forms of ID" list on page 106.

» Neither has to be a Photo ID.

C. Tap the arrow on the far right of the "First Document" dropdown.

→ This ID **DOES NOT** need to be the current address.

→ Only 1 of the voter's ID's requires the current address. It does not have to be one of the IDs listed in the first dropdown menu.

D. Select the voter's ID from the list of IDs.

E. Enter the ID number in the "Please enter the ID number" box.

→ **Make sure** to enter the first ID number before moving on to the next step.

> ***Frozen First Number ID Box***
>
> *In some cases, if you do not enter the first ID number before moving on, the first ID number box will freeze and not allow you to enter anything. To resolve this issue...*
>
> 1. ***Tap** the "Previous Step" arrow at the top left on the screen.*
> 2. ***Tap** the "Next" button on the top right on the screen and **repeat** steps A - E*

4

C. Tap the arrow on the far right of the "Second Document with current Name and Address" dropdown.

→ This ID **MUST** have current address.

D. Select the voter's ID from the list of IDs.

E. Enter the ID number in the "Please enter the ID number" box.

F. Tap the green "Next" button at the top right of the screen.

Next

→ The Voter Signature of Confirmation screen will appear.

> ***NO SPACES or DASHES***
>
> *There must be **NO SPACES or DASHES** in the ID information you enter in the ID number box.*
>
> ***Examples:***
>
> - *COMED 10/03/2026*
> → *Should be COMED10032026*
> - *First National Bank*
> → *Should be FirstNationalBank*

> *If the **VOTER DOES NOT HAVE SUFFICIENT ID**, they will be required to sign a Provisional affidavit. There is a "No ID Provided" selection on both dropdown menus of required IDs.*
>
> → *One missing ID is grounds for a Provisional Affidavit.*
>
> → *The Provisional Affidavit will come after the Election Day Registration affidavit in step 5, if "No ID Provided" is selected in either or both dropdowns.*

Checklist 22: Change of Address (continued)

5

The voter is required to read and sign an Election Day Registration affidavit.

A. Flip the screen toward the voter.

B. Instruct them to confirm the updated information on the screen.

C. Instruct them to sign the screen after reading or listening the affidavit.

> *Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.*



D. Flip the screen toward you after they sign.

→ The "Submit" button will turn green when the voter signs.

E. Tap the green "Submit" button.



First Voter Registration Receipt

> ***This will be the 1st of 3 receipts for an EDR Check-in.***
> → *The other 2 receipts will print at the end of the check-in.*
> » *They are to be handled the same as every other check-in.*
> » *See step 8 on the next page for instruction.*

6

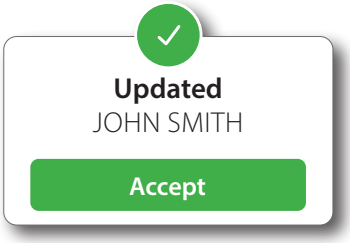
An "Updated" message will pop up, with the voter's name.

A. Tap the green "Accept" button.

→ One Voter Registration Receipt will print.

» This receipt is in English and Spanish with information about the voter's registration.

B. Hand the Voter Registration Receipt to the voter.



Checklist 22: Change of Address (continued)

7

The "Ballot Language" screen will appear.

A. Flip the screen toward the voter.

B. Ask the voter to tap the button for their preferred ballot language.

→ Touchscreens will have all 12 languages offered by the Cook County Clerk's Office.

C. Instruct the voter to tap the blue "Accept" button on the top right after they make their selection.

D. Hand the voter a green Form 504.

- **ONLY IF** they select any other language than English or Spanish.
- In addition to the Voter Registration Receipt you gave them in step 6.



Steps 4 - 12, *starting on page 70, Checklist 9: Processing Regular Voters for further instructions on checking a voter in.*

Two More Voter Registration Check-in Receipts

8

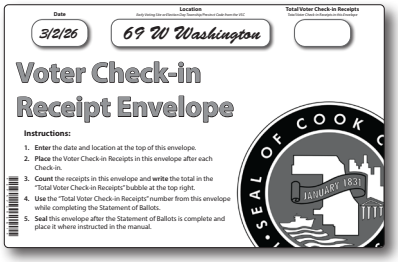
Two more receipts will print.

1st Receipt: Ballot Style Receipt

→ The shorter receipt, with the Ballot Style Number.

→ **Give** the Ballot Style Receipt to the voter.





2nd Receipt: Voter Check-in Receipt

→ The longer receipt will show the new address and the ID used.

→ **Place** this receipt in the Voter Check-in Receipt Envelope.

*If the **VOTER DOES NOT HAVE SUFFICIENT ID** and chooses to vote Provisionally, there will be three receipts in this step that will print in the following order.*

1st Receipt: Provisional Instruction Receipt

→ **Hand** this receipt *(in English and Spanish)* to the voter, along with Form 503 if they request a language listed on page 7.

2nd Receipt: Ballot Style Receipt

3rd Receipt: Check-in Receipt

Checklist 23: New Voter

- If a voter has not registered to vote in their precinct, you will not find them in the ePollbook.
- If the voter insists they are registered and you have gone through all of the voter search options in this manual, contact the Voter Verification Hotline at (312) 603-0239.
  → Advanced Search Options are in Checklist 9: Processing Regular Voters, on page 75.
- If the voter tells you they are not registered to vote in their precinct, register them as a new voter on the ePollbook, following the New Voter Election Day Registration Process below.

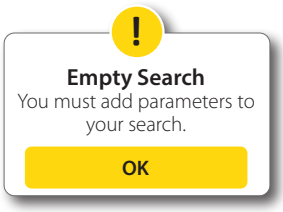
Follow the steps on this checklist to process a new voter on Election Day.

Check	Step #	Task to complete: *Election Day Registration Voter*

Voter HAS the Required ID

During a manual search, tap the black "Search" button after entering the search criteria. The "Register" button will then appear at the top right.

→ If the voter tells you they are not registered to vote in their precinct, tap the black "Search" button.
  » **Tap** the yellow "OK" button when you see the "Empty Search" popup.



1



A. **Tap** the "Proceed" button once you've verified the voter has proper ID.
   → Tap the "Don't Proceed" button if the voter does not have ID.
B. **Tap** the Register button.

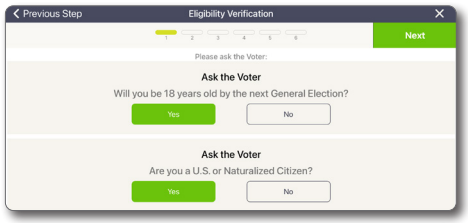


2

The "Eligibility Verification" screen will appear.

A. **Tap** the "Yes" button if the voter will be 18 years old by the next General Election.
B. **Tap** the "Yes" button if the voter is a U.S. or Naturalized Citizen.
C. **Tap** the green "Next" button at the top right of the screen.



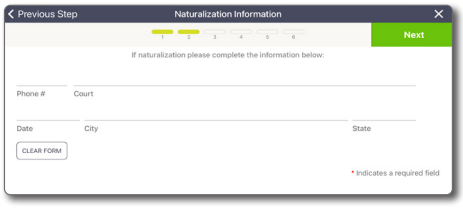


If NO is selected for either question, the voter is not eligible to vote in this Election.

3

The "Naturalization Information" screen will appear.

→ If the voter is a born **U.S. Citizen**.
  » **Tap** the green "Next" button.
→ If the voter is a **Naturalized Citizen**,
  A. **Enter** their Naturalization information.
  B. **Tap** the green "Next" button.



Enter voter's phone # if voter is naturalized but information is unknown at the time.

Checklist 23: New Voter (continued)

4

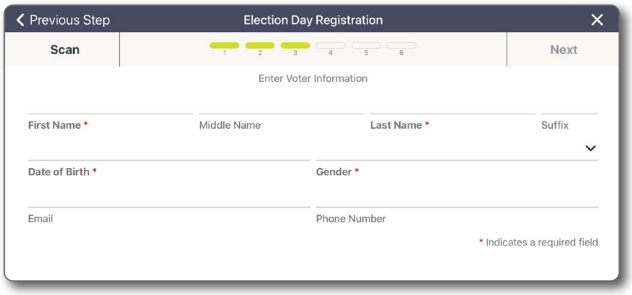
The "Election Day Registration" Screen will appear with the message, "Enter Voter Information."

A. Enter the voter's name.

B. Flip the screen toward the voter and ask the voter to complete the last 4 fields.

→ Required fields are marked with red asterisk

C. Tap the green "Next" button.





5

The "Voter Address" screen will appear.

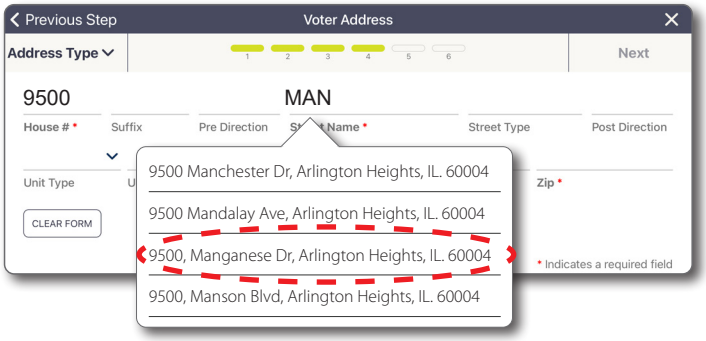
A. Enter the voter's "Street Number".

B. Enter the first 2-3 letters of the voter's "Street Name".

C. Wait 2-3 seconds.

→ If the address **IS** in the precinct, a dropdown list of addresses with the same "Street Number" and first 2-3 letters you entered will appear.

» **Tap** the address in the dropdown bubble and the rest of the address fields will automatically fill with the address.



→ If the address **IS NOT** in the precinct, the address will not appear or no addresses at all will appear in the dropdown. A message to call Voter Verification will pop up when a voter is out-of-precinct .

» Voters cannot be registered at addresses outside of precinct at a Polling Place on Election Day, unless the Polling Place is an Election Day Vote Center.

» The Voter Verification Hotline phone number is (312) 603-0239.

D. Tap the green "Next" button.



Checklist 23: New Voter (continued)

The "Registration Identification" screen will appear.

A. Tap the arrow on the far right on the "Type of Verification Presented" dropdown.

B. Select "Two Documents of ID"

→ They must be from the "Acceptable Forms of ID" list on page 106.

» Neither has to be a Photo ID.

C. Tap the arrow on the far right of the "First Document" dropdown.

→ This ID **DOES NOT** need to be the current address.

→ Only 1 of the voter's ID's requires the current address. It does not have to be one of the IDs listed in the first dropdown menu.

D. Select the voter's ID from the list of IDs.

E. Enter the ID number in the "Please enter the ID number" box.

→ **Make sure** to enter the first ID number before moving on to the next step.

> ***Frozen First Number ID Box***
>
> *In some cases, if you do not enter the first ID number before moving on, the first ID number box will freeze and not allow you to enter anything. To resolve this issue...*
>
> 1. ***Tap** the "Previous Step" arrow at the top left on the screen.*
> 2. ***Tap** the "Next" button on the top right on the screen and **repeat** steps A - E*

6

C. Tap the arrow on the far right of the "Second Document with current Name and Address" dropdown.

→ This ID **MUST** have current address.

D. Select the voter's ID from the list of IDs.

E. Enter the ID number in the "Please enter the ID number" box.

F. Tap the green "Next" button at the top right of the screen.

Next

→ The Voter Signature of Confirmation screen will appear.

> ***NO SPACES or DASHES***
>
> *There must be **NO SPACES or DASHES** in the ID information you enter in the ID number box.*
>
> ***Examples:***
>
> - *COMED 10/03/2026*
> → *Should be COMED10032026*
> - *First National Bank*
> → *Should be FirstNationalBank*

> *If the **VOTER DOES NOT HAVE SUFFICIENT ID**, they will be required to sign a Provisional affidavit. There is a "No ID Provided" selection on both dropdown menus of required IDs.*
>
> → *One missing ID is grounds for a Provisional Affidavit.*
>
> → *The Provisional Affidavit will come after the Election Day Registration affidavit in step 5, if "No ID Provided" is selected in either or both dropdowns.*

Checklist 23: New Voter (continued)

7

The voter is required to read and sign an Election Day Registration affidavit.

A. Flip the screen toward the voter.

B. Instruct them to confirm the updated information on the screen.

C. Instruct them to sign the screen after reading or listening to the affidavit.

> *Tell the voter to tap the black "Listen to Oath" button if they want the ePollbook to read the affidavit aloud.*



D. Flip the screen toward you after they sign.

→ The "Submit" button will turn green when the voter signs.

E. Tap the green "Submit" button.



First Voter Registration Receipt

> ***This will be the 1st of 3 receipts for an EDR Check-in.***
> → *The other 2 receipts will print at the end of the check-in.*
> » *They are to be handled the same as every other check-in.*
> » *See step 10 on the next page for instruction.*

8

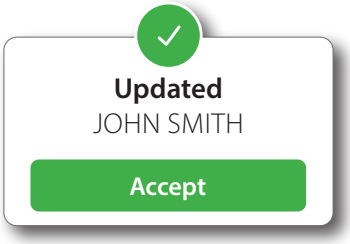
An "Updated" message will pop up, with the voter's name.

A. Tap the green "Accept" button.

→ One Voter Registration Receipt will print.

» This receipt is in English and Spanish with information about the voter's registration.

B. Hand the Voter Registration Receipt to the voter.



Checklist 23: New Voter (continued)

9

The "Ballot Language" screen will appear.

A. Flip the screen toward the voter.

B. Ask the voter to tap the button for their preferred ballot language.

→ Touchscreens will have all 12 languages offered by the Cook County Clerk's Office.

C. Instruct the voter to tap the blue "Accept" button on the top right after they make their selection.

D. Hand the voter a green Form 504.

- **ONLY IF** they select any other language than English or Spanish.
- In addition to the Voter Registration Receipt you gave them in step 6.



Steps 4 - 12, *starting on page 70, Checklist 9: Processing Regular Voters for further instructions on checking a voter in.*

Two More Voter Registration Check-in Receipts

10

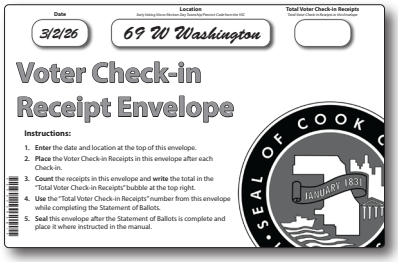
Two more receipts will print.

1st Receipt: Ballot Style Receipt

→ The shorter receipt, with the Ballot Style Number.

→ **Give** the Ballot Style Receipt to the voter.





2nd Receipt: Voter Check-in Receipt

→ The longer receipt will show that there was a New Registration.

→ **Place** this receipt in the Voter Check-in Receipt Envelope.

If the ***VOTER DOES NOT HAVE SUFFICIENT ID*** *and chooses to vote Provisionally, there will be three receipts in this step that will print in the following order.*

1st Receipt: Provisional Instruction Receipt

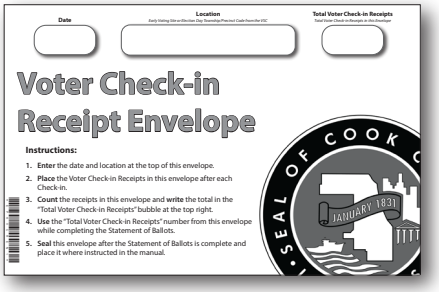
→ **Hand** this receipt *(in English and Spanish)* to the voter, along with Form 503 if they request a language listed on page 7.

2nd Receipt: Ballot Style Receipt

3rd Receipt: Check-in Receipt

Checklist 24: Canceling a Voter Check-in

Follow the steps on this checklist to cancel a Voter Check-in.

Check	Step #	Task to complete:
Judge Steps		
		Voter Check-ins are only canceled for the following reasons: 1. You checked the wrong voter in. 2. Voter left without voting or chose not to vote after being checked in. 3. Voter selected the wrong party or changes their mind about their party selection. → Voters ONLY declare a party in Primary Elections.
	1	Call the Judge Support Hotline to request to cancel the Voter Check-in. → Judge Support Advisers **WILL NOT** cancel check-ins that do not meet one of the above criteria.
	2	 **Find** the Check-in Receipt, with the voter's name in the Voter Check-in Receipt Envelope.
	3	**A. Write** the word "CANCELED" across the receipt. **B. Place** the receipt back in the Voter Check-in Receipt Envelope, keeping it separate from the other receipts. → Canceled check-ins **ARE NOT** counted in the Total Check-ins at closing.

Check-ins can ONLY be canceled by advisors at the Judge Support Hotline or staff at the Voter Verification Hotline:

Process the voter Provisionally if...

- The check-in wasn't done by you and has the message "Checked-in" on the Voter Search screen or "Already Checked-in" on the Voter Information screen.

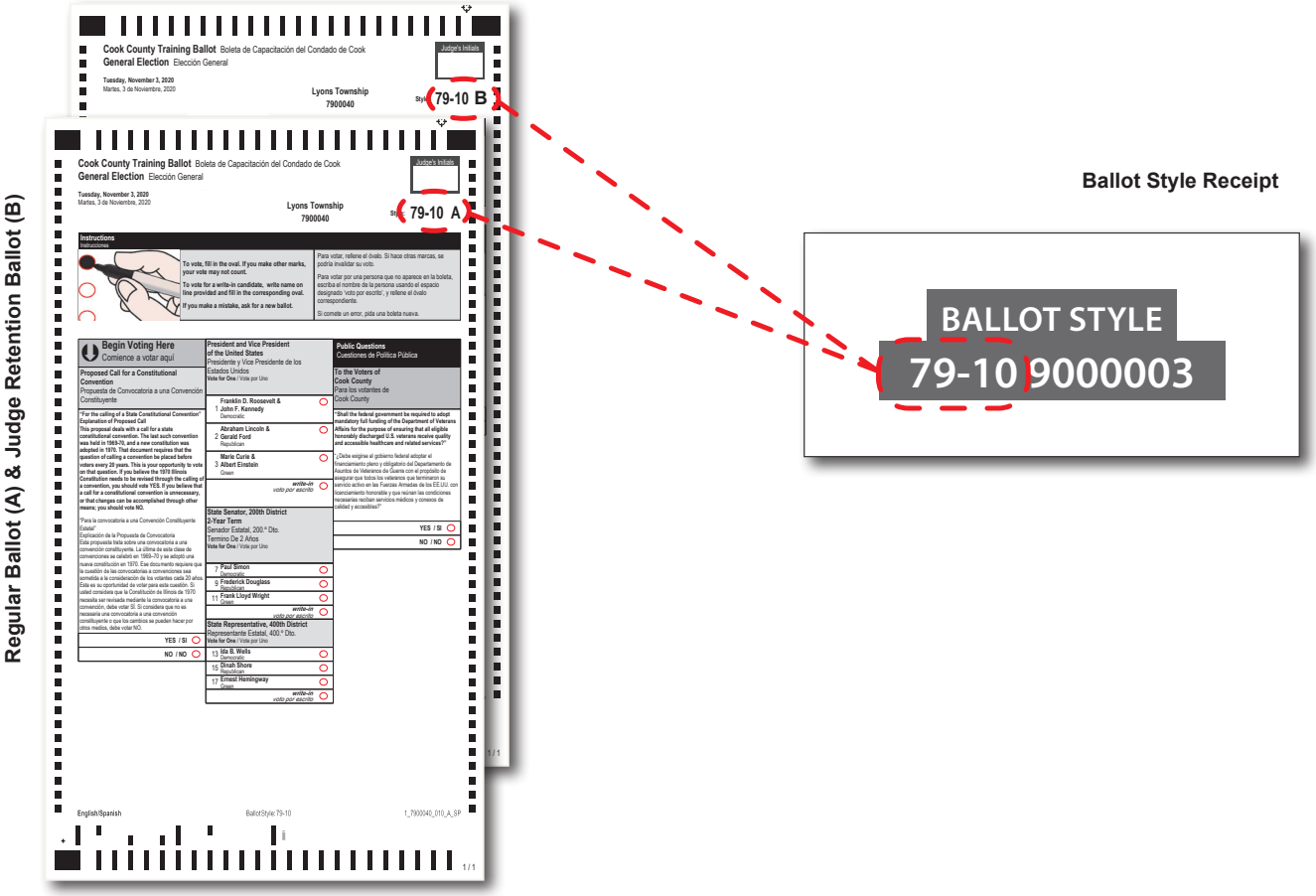
  Example: "My dad, with the same name, must have mistakenly checked in as me."
- The check-in doesn't fit any of the 3 criteria above in a Primary Election.
  → The 3rd requirement, based on a party selection change, is not applicable in a General Election.
- **NOTE:** There is no need to cancel the check-in or call if the voter is processed provisionally.

Station 2 Procedures

Issuing Paper Ballot Cards

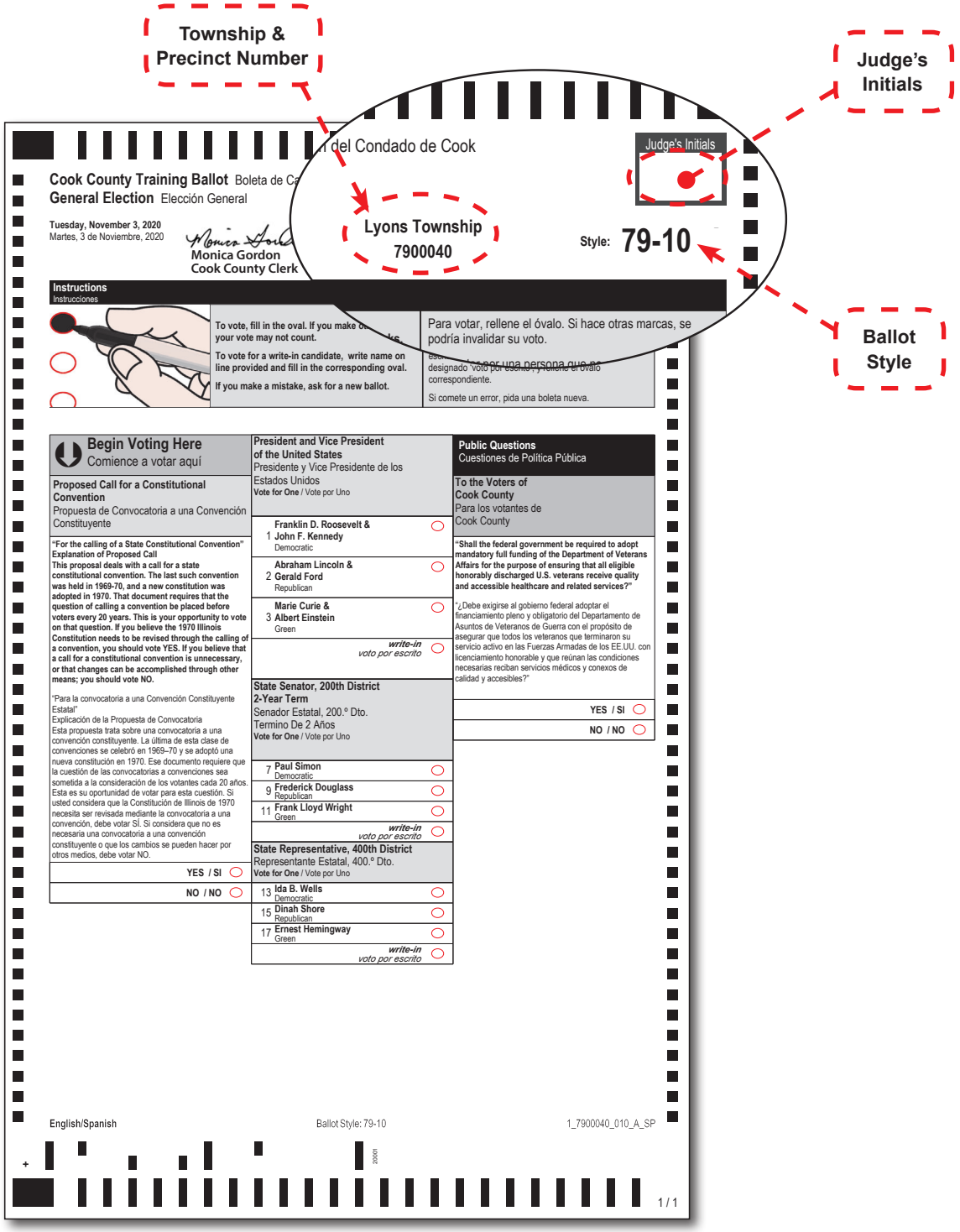
An Election Judge and a PPT, one from each party, serve at Station 2. They are responsible for issuing voters Paper Ballot Cards they select Paper during Check-in and collecting Provisional Ballot Envelopes.

- The ballot will ballot will be on (2) Paper Ballot Cards for the 2026 Gubernatorial General Election. The public counter will go up by (2) for each voter when they insert their ballot cards into the Scanner.
  1. **Look** at the Ballot Style Receipt and issue the voter Paper Ballot Cards based on the Ballot Style.
     - Ballot Style Receipts are issued to the voter at Station 1.
       - → The smaller receipt that prints out at the end of the voter check-in on the ePollbook.
     - If you are in a Split Precinct, make sure it is the correct Ballot Style on the ballot.
  2. **Issue** the voter both a Regular Ballot Card **(A)** and a Judicial Retention Ballot Card **(B)** based on the Ballot Style Number on the Ballot Style Receipt.
     - » **A** - Regular Ballot
     - » **B** - Judge Retention Ballot
- Ballots will be in shrink-wrapped packages of 50 for English/Spanish and 25 for all other languages.
  - **Open only one package of each Ballot Style and language (A & B) at a time.**
- Sealed Provisional Ballot Envelopes will be placed in the Provisional Ballots Envelope 606.
- The PPT must monitor the voters using the Touchscreens in their precinct and handle troubleshooting when needed.



Paper Ballot Cards

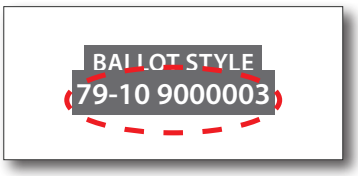
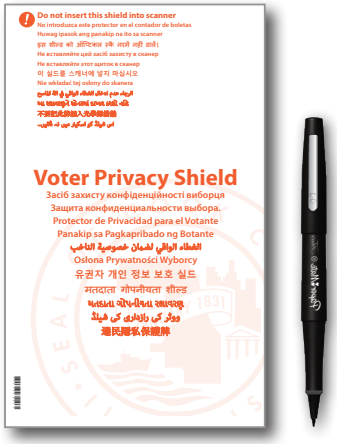
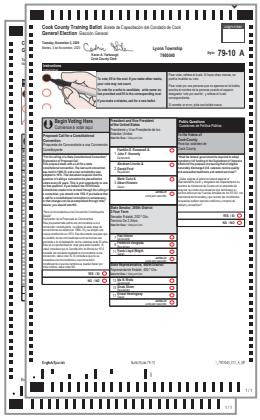
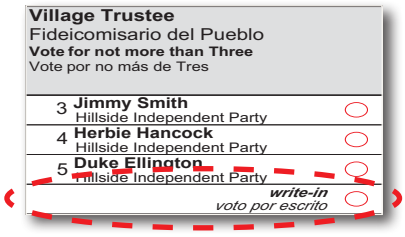
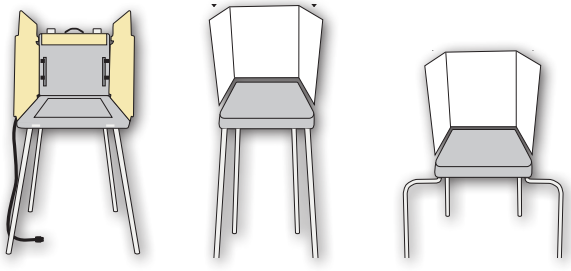
DO NOT initial a ballot until you are ready to issue it to the voter.



Checklist 25: Issuing Paper Ballot Cards

Follow the steps on this checklist to issue a Paper Ballot Card.

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

Check	Step #	Task to complete:
	1	**A. Check** the Ballot Style Receipt, issued at Station 1, to find the voter's Ballot Style Number. **B. Select** the correct Paper Ballot Card for the voter using the Ballot Style Number. 
	2	 **Using** a Ballot Marking Pen, one Judge must initial the Paper Ballot Cards in the designated boxes. → Be sure that the initials remain inside the box.
	3	**A. Give** the voter two (2) Paper Ballot Cards. **1st Card: (A)** with their correct Ballot Style and contests to mark. **2nd Card: (B)** with their correct Ballot Style for Judge Retention and Statewide Referendum Ballot.  **B. Give** them a Ballot Marking Pen, and a Voter Privacy Shield. **C. Instruct** the voter to cover their completed Paper Ballot Cards with the Voter Privacy Shield when inserting their ballot into the Scanner. **D. Instruct** the voter to make sure not to insert the Voter Privacy Shield into the Scanner along with their ballot. 
	4	**Explain** how to cast a Write-in vote: **A. Write** the candidate's name on the line provided, under the appropriate office. **B. Fill in** the oval next to the Write-in candidate's name. 
	5	**Direct** the voter to any available voting booth. 



Station 3 Procedures

Touchscreens

Monitoring the Touchscreens

The Judge at Station 3 must:

→ **Assist** voters, if they need help.

→ **Make sure** voters successfully cast their ballot before leaving the Polling Place.

→ **Collect** the Voter Card and Voter Privacy Shield from every Touchscreen voter.

The Scanner

Casting Ballots

The Judge at Station 3 should stand near the Scanner to assist any voter who requests help. They should give the voter enough space to insert their **Paper Ballot** from the Touchscreen or their **Paper Ballot Card(s)** privately.

Remind the voter to place the Voter Privacy Shield on top of their Paper Ballot or Paper Ballot Card(s) to keep selections private.

→ *At no point should any Judge look at a voter's ballot.*

1. **Ask** the voter to insert their *Paper Ballot or Paper Ballot Card(s)*, into the Scanner slot. The Voter Privacy Shield does not get inserted.
   → The Scanner will accept ballots much like a vending machine accepts a dollar bill.
   → If ballots have been marked and initialed properly, the Scanner will accept, read and store them.
2. **Retrieve** the Voter Privacy Shield and pen from the voter.

Voters are given the option to cast or return their Paper Ballot Card if the Scanner detects:

→ An overvote
→ A blank ballot
→ An undervote *(in certain elections and races)*

Paper Ballots are rejected if the Scanner detects:

→ Provisional Ballots
→ No Judge initials
→ Defective Ballots
  » Judge's initials exceed the allotted space
  » The ballot is wrinkled or ripped

See Scanner Troubleshooting, page 181 for instructions on handling rejected ballots.

Scanner Messages

During Scanner operation, there are several messages that may appear on the LCD screen. It is important for PPTs and Election Judges to pay attention to these messages. The chart below contains messages that you may see on the Scanner and the action to take when each appears.

LCD Message	Action
Please Insert Ballot	Scanner is ready for use.
Processing Ballot	Ballot is being read.
Thank you for voting	Vote has been properly processed.
Close Poll Confirmation Screen	Press "Confirm" if ready to close the polls
Polls are closed	No action necessary. If polls should not be closed, call the Judge Support Hotline.
Report printing Please wait	No action necessary, wait for report to finish printing.

The "I Voted" stickers

The Station 3 Judge must make sure that all voters receive the "I Voted" sticker after they cast their ballot and before they leave the Polling Place.

In elections with more than one Paper Ballot Card, it is not necessary to spoil both ballot cards if the voter wants to make changes on only one of the cards.

Help for Handling Voters with Disabilities

Judges May Assist Voters Who Need Assistance

If a voter does not bring someone to assist them, Judges can assist.

- There must be two Judges present while assisting a voter.
  → One from each party *(or serving for the party that is needed)*.
- The **ONLY** reasons a Judge can assist are language and/or disability.
- Judges have **NO** right to ask or go into the specifics about the voter's language and/or disability issue.
- Judges can only ask voters if they need assistance at the Touchscreen.

- Be alert to the needs of voters with disabilities.
- Be considerate of the extra time it might take for the elderly or a person with a disability to complete the voting process.
- Provide unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than to a companion who may come along.
- Speak calmly, clearly and directly to a person who is deaf or hard of hearing.
- Do not shout or speak in a person's ear.
- Rephrase rather than repeat what you've said, or write a note, if the person doesn't understand you.
- Before providing assistance to a person in a wheelchair, ask if you may do so and how you should proceed.
- Greet a person who is blind or visually impaired by letting the person know who and where you are. Describe what you are doing. Let the voter know when you need them to do something. If necessary, offer your arm. Don't take the voter's arm without their consent.
- Be sure you recognize that physical disabilities are not cognitive or intellectual impairments.





If you have any questions regarding assisting voters with disabilities call a disability coordinator at the Clerk's office: (312) 603-0987.

Voters who are hearing impaired can call the Clerk's TDD Information Line: (312) 603-0902.

Voter Assistance

Voting aids

Hand-held magnifiers for voters who are visually impaired are available at each precinct.

Voter assistance

The Clerk's office provides several programs and materials aimed at making it easier and more convenient for disabled and non-English speaking voters to cast ballots independently.

→ Voters may bring a friend or relative to the Polling Place to assist with voting or request assistance from the Election Judges.

→ If Election Judges are requested it must be 2 of them, 1 from each party.

→ Anyone assisting a voter, including Election Judges, must sign a Special Circumstance Affidavit.

Assistance may be provided to:

→ Voters unable to physically mark a ballot

→ Voters unable to read, speak or write English

→ Voters with limited reading and writing skills

Voter assistance is given in private. Information regarding a voter's selections must not be shared with anyone.

Curbside Voting

A voter who is disabled and has difficulty or is unable to enter the Polling Place may request to vote outside of the Polling Place.

The Clerk's office will attempt to provide Election Judges at the precinct with a list of curbside voters and their expected arrival time to the Polling Place.

→ This list will be inside the 6 AM Envelope.

Because of the 5 p.m. deadline the day before Election Day, a complete list may not be available the morning of Election Day.

Administering Curbside Voting

The voter should come as close to the building's entrance as possible. The voting procedures and conduct for Curbside Voting are the same as for voting within the Polling Place. Pollwatchers may be present.

Maintain voter privacy:

1. **Process** the voter as you would a regular check-in, but stop at the Voter Signature screen.
   → The voter will need to sign the iPad.
2. **Take** a Paper Ballot Card, Voter Privacy Shield, Ballot Marking Pen, and iPad from the ePollbook to the location specified in the request.
   → Must be **2 Judges** - one from each party
   → Issue Curbside Voters Paper Ballot Cards.
3. **Verify** the voter's signature before handing the voter the Paper Ballot Card.
4. **Initial** the Paper Ballot Card, while covered with the Voter Privacy Shield.
5. **Bring** the ballot in and cast it at the Scanner after the voter has completed voting.

*The Paper Ballot Cards **MUST** be covered with the Voter Privacy Shield from the minute the voter hands it back to you, until it is inserted into the Scanner.*

If the check-in is Provisional,

1. ***Bring** a Provisional Ballot Envelope to the voter, instead of a Voter Privacy Shield.*
2. ***Initial** the Paper Ballot, while covered with the Provisional Ballot Envelope.*
3. ***Ask** the voter to fold the ballot to fit inside the envelope.*
4. ***Seal** the Provisional Ballot Envelope.*
5. ***Write** the voter's name on the envelope.*
6. ***Place** the sealed Provisional Ballot Envelope in Envelope 606.*
   → ***DO NOT** run it through the Scanner!*

6. **Place** the receipts in the Voter Check-in Receipts Envelope for that ePollbook.
   → If Provisional, make sure the voter receives the Provisional Voter Receipt.

ATI Handset

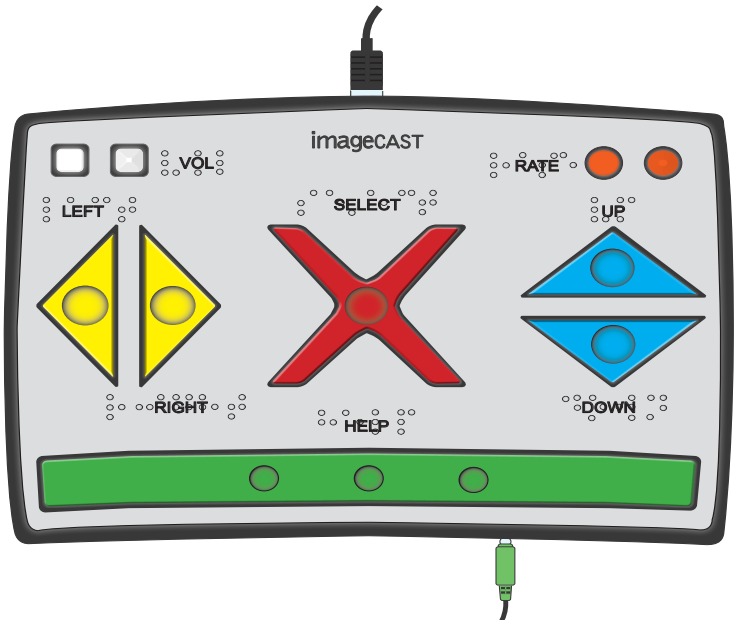
Audio Voting

The Touchscreen is equipped with an Audio Ballot, a headset and an ATI *(Audio Tactile Interface)* handset to allow voters who are blind or visually impaired, have limited manual dexterity, or have limited reading skills to hear the ballot and make their selections through the Touchscreen's AVS *(Accessible Voting Session)*.

ATI Handset Control Buttons

SELECT Button	The red **X** Select button allows the voter to make selections and print the ballot.
LEFT & Right Arrow Buttons	The yellow Left and Right Arrow buttons allow the voter to navigate backward and forward through contests on the ballot.
UP & Down Arrow Buttons	The blue Up and Down Arrow buttons enable the voter to navigate through contests on the ballot and the candidate's names in a particular contest.
RATE Buttons	The orange round buttons on the top right side of the keypad control the speed of the narrator's voice. The right button increases the speed. The left button decreases speed.
VOLUME Buttons	The two white square buttons on the top left side of the keypad control the volume. The right button increases volume. The left button decreases volume.
HELP Button	The long green rectangular button provides guidance and assistance to the voter. The voter can press the Help Button at any time during voting.

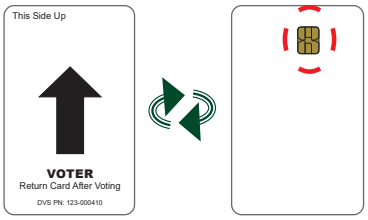
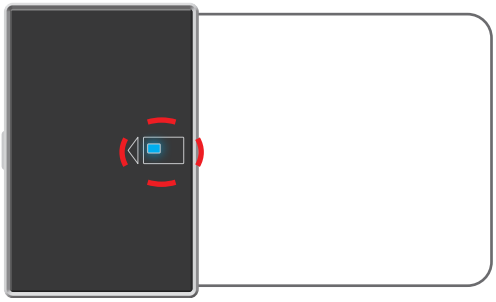
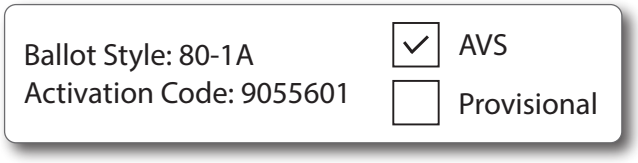
The ATI Handset has braille to help voters who are visually impaired navigate through process.



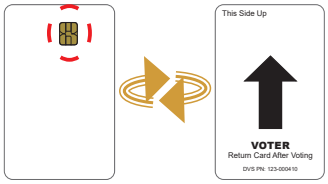
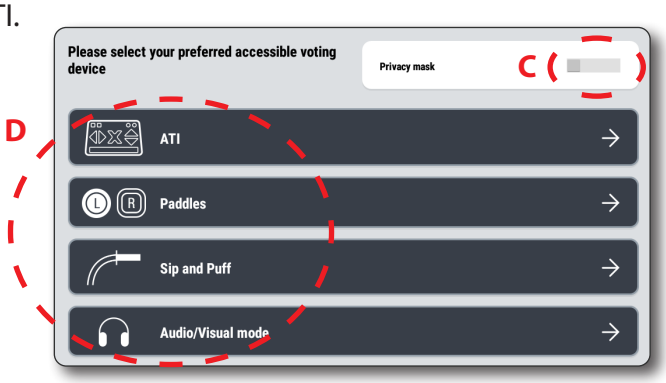
Checklist 26: Accessible Voting Sessions *(AVS)*

Follow the steps on this checklist to activate an AVS and use the ATI Handset.

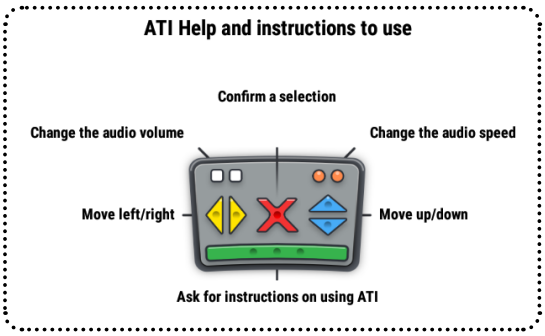
Check the box next to the item as it is completed.

Check	Step #	Task to complete:
	1	The check-in process will not change until after the card is activated and the AVS box is selected in step 3 below. → All AVS ballots are done on the Touchscreen. → **Begin** checking the voter in, based on the type.
	2	**A. Insert** the Voter Card into the Card Activator when you get to the "Choose the type of ballot you are providing the voter" screen. → With the chip facing you and the arrow facing the voter. → A blue light will appear on the Card Activator.   **B. Tap** the "Touchscreen" button.
	3	**Select** the "AVS" box at the bottom of the screen. ▶ **Never select the "Provisional" box for any reason.** 
	4	 **Tap** the "Activate Card" button at the top right of the screen.
	5	**A. Remove** the Voter Card from the Card Activator and **hand** it to the voter. → Along with a Voter Privacy Shield or a Provisional Ballot Envelope if the check-in requires. **B. Retrieve** a pair of headphone covers from Kit 1 before heading to the touchscreen.

Checklist 26: Accessible Voting Sessions (AVS) (continued)

	6	**A. Walk** the voter to a Touchscreen. **B. Insert** the Voter Card into the slot. → Chip facing down. 
	7	**Hand** the voter the headphones, with covers *(found in KIT1)* attached, and the ATI Handset. → With the green "Help" button at the bottom.
	8	**Ask** the voter or let the voter tap the language for their preferred ballot.
	9	**A. Explain** to the voter that in one moment there will be instructions through the headphones on how to use the ATI. **B. Have** the voter put the headphones on. → Ask the voter for their preferred accessible voting device. **C. Click** on the "Privacy Mask" if they want to vote audio without seeing the screen.  → This masks the screen, so no one can see the voter's ballot as they vote. *Audio/Visual mode is only available if the Privacy Mask is turned off.* **D. Select** the voter's preferred device. → We do not provide these devices. Voters should bring their own. → If the voter is using Paddles or a Sip and Puff device, make sure to connect their preferred device to the port at the bottom left of the ATI Handset, labeled "Sip & Puff."

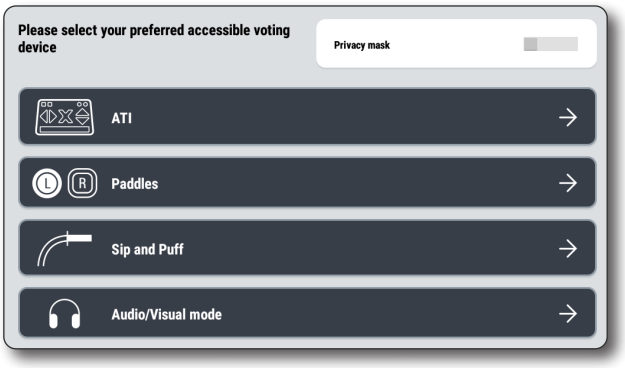
Checklist 26: Accessible Voting Sessions (AVS) (continued)

	10	→ The screen will change to the "ATI Help and Instructions to use" screen. » This screen can be accessed by pressing the green "Help" button on the bottom of the device at any time. → The Touchscreen will then start giving the voter instruction on how to navigate through the ballot, using the ATI. » It will describe all of its functions. → When instructions are complete, or at any point during the instructions, the voter may press the red "X" on the handset to move on to the ballot. → The voter can now vote independently.  *The "Help" screen can be closed at any time by pressing the green "Help" button on the bottom of the ATI Handset.* **A. Tell** the voter that their ballot will print out after they select "Print Ballot." **B. Remind** the voter to remove their Paper Ballot from the Ballot Printer .
	11	**Instruct** them to insert the printed ballot into the Scanner. **A. Inform** them that a judge at the Scanner must initial it before they insert it. **B. Tell** them to let you know if they need assistance when they are finished. **C. Step** away from the Touchscreen.

Checklist 26: Audio Visual and SIP & PUFF instructions (continued)

Voter Navigation through the Ballot, Using ATI Handset

During Accessible Voting, the ballot is marked by the voter, using their selected device.



- Instruction on how to use their selected device is given through the headphones.
- A voter can navigate through the ballot contests and choices.
- The voter can select the language, text size, audio volume, speed and screen colors.

The ballot is presented to the voter in the following order during Accessible Voting.

Step #	Instruction to Voter
First Contest	
1	The first contest on the ballot is selected and spoken. The voter will hear instruction on how to use their device to vote for the first contest or to navigate to any other contest. → When a voter chooses to enter the first contest, » They will hear a description and instructions on how to hear the available choices. → When a voter chooses to vote for a selected contest and listen to the list of choices, » They will hear the first choice and instructions on how to mark a choice. » They can also hear how to navigate to the next choice.
2	The voter repeats the same process until all choices of the selected contest are presented. → They can make a selection or hear the next choice.
Next Contests	
	After hearing/selecting all available choices in a contest, the voter can navigate to the next contest using the navigation buttons and choose to select the next contest. → The voter will repeat the procedure to vote for each available contest.
Ballot Review	
1	When the last contest is reached, after selecting all the available choices, the voter is moved to the "Ballot review" screen. → The Ballot Review Screen can be accessed at any time by: » Using the navigation button on the bottom of the screen *(Audio Visual Voting)*. » Navigating through screen action buttons as instructed by the voice instructions for the selected Accessible Voting device.

Checklist 26: Accessible Voting Sessions (AVS) (continued)

2	On the Ballot Review Screen, the voter will: → Hear the first summary of their ballot selections. → Get instruction on how to hear and review all contests. → Will receive instructions on how to cast their ballot. » When the voter reaches the last contest.

Marking the Ballot

1	When the voter makes the selection to print their ballot, the voter will have 2 options. **A. Accept** and print the ballot. **B. Review/make changes** to their choices by returning to the Review screen.
2	When the voter chooses to accept and print their ballot, they will get one of the following messages. → The screen will give confirmation and the voter will hear through the headphones that their ballot has been marked. → The screen will give a warning or message and the voter will hear through the headphones that something went wrong in marking the ballot.
3	The voter will be instructed to select the "Continue" button. → The Accessible Voting session is complete. → The "Ready for next Voter" screen will appear on the Touchscreen.

Casting the Ballot

Regular, Other Affidavit & EDR Voters

The voter will be directed or escorted to the Scanner, where they will insert their paper ballot to cast.

→ **Make sure** their ballot is covered by a Voter Privacy Shield as they insert it into the Scanner.

Provisional Voters

The voter will be instructed to place their ballot in their Provisional Ballot Envelope and directed or escorted to Station 2 to hand their ballot to a Judge to be placed in the Provisional Ballots Envelope 606.

→ **Make sure** the Provisional Ballot Envelope contains their paper ballot and is sealed.



End of Day Operations

141 Closing the Polling Place

143 Closing the Voting Equipment

- Checklist 27: Closing the Scanner - *page 143*
- Checklist 28: Closing the Touchscreens, Ballot Printers, UPS & VSC - *page 149*

153 Closing the ePollbooks

- Checklist 29: Statement of Ballots on the ePollbook - *page 153*
- Checklist 30: Signing the Judges Out - *page 159*
- Checklist 31: Powering Down & Packing the ePollbook Case - *page 161*

162 Checklist 32: Packing Up for the Receiving Station

- Wheeled Ballot Bag
- Return Carrier Plastic Bag 600

165 Items for the Receiving Station



Closing the Polls

At **6:30 p.m.** *(30 minutes before the Polling Place closes)* an Election Judge will stand at the entrance to the Polling Place and declare:

The polls will close in 30 minutes!

At **7:00 p.m.** an Election Judge should mark the last voter in line by closing the voting room door(s) if there is a line inside the room; stand at the end of the line if the line is inside or outside the room or building.

→ All voters not in line by 7:00 p.m. should be informed the line to vote has closed.

→ **Court Ordered Extended Hours** is an exception to this rule.

» The line to vote, closes when the extended hours end.

THE POLLS ARE CLOSED!



The Polling Place entrance must be secured at this time:

→ Secure the door to prevent anyone from entering the Polling Place.

→ Keep the Polling Place sign and flag posted until Judges are ready to leave.

Any voter who is in line to vote at 7 p.m. may remain inside (or in line outside) the Polling Place and has the right to vote. These voters must leave the Polling Place after they have completed voting.

In addition to the Election Judges, individuals with the proper credentials may remain inside the Polling Place to observe the tabulation and transmission of results.

→ They may include:

» Cook County Clerk's Office Officials

» Pollwatchers

» Certain Law Enforcement Officials

For more information about People Allowed in the Polling Place, see pages 4-5.

After the doors are closed, no other voters or Pollwatchers can enter the Polling Place, even if they have credentials.

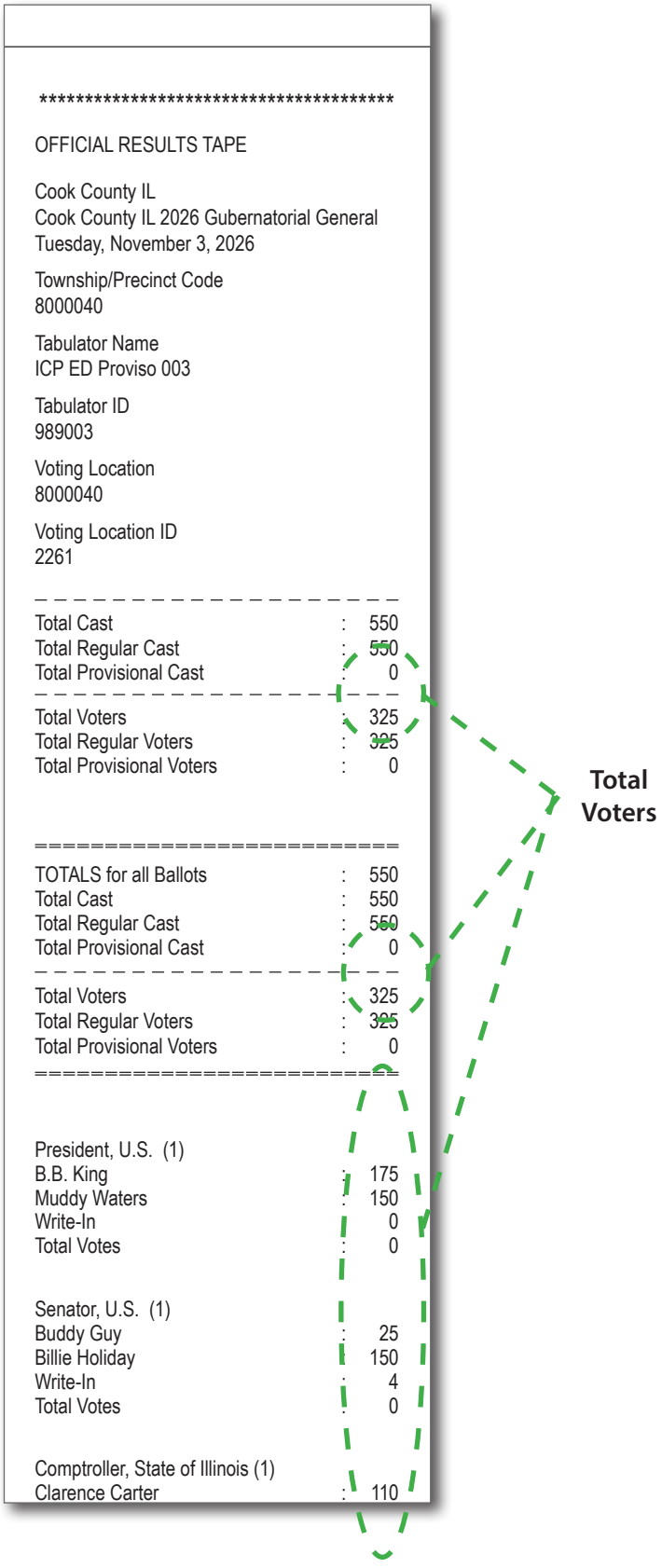
Election Judges should complete assigned tasks working as a team to successfully close the polls.

Scanner Results Tape

Each voter will cast 1 Paper Ballot from the Touchscreen or 2 Paper Ballot Cards into the Scanner.

- "Total Cast" will have a different number than "Total Voters" on the Scanner Results Tape
  - → **One Paper Ballot**
    Voters who choose to mark their ballot on the Touchscreen will cast (1) Paper Ballot.
    - » Touchscreen condense all of the contests onto one paper ballot.
  - → **Two Paper Ballot Cards**
    Voters who choose to mark their ballot on paper will cast (2) Paper Ballot Cards.
    - » Paper Ballot Cards are not condensed and are pre-printed. They require 2 long pages (front and back).
- **Use the "Total Votes"** listed on the Results Tape when completing the Statement of Ballots on the ePoll-book.

Scanner Results Tape



Closing the Voting Equipment

Checklist 27: Closing the Scanner

Closing the Polls & Printing Results Tapes

Follow the steps on this checklist to close the Scanner at the end of Election Day.

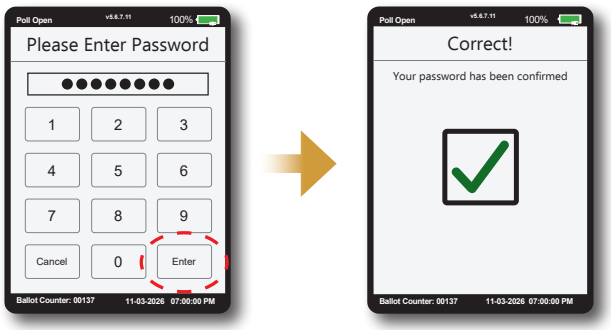
Check the box next to the item as it is completed.

Check	Step #	Task to complete:

Checking the Alternate Ballot Box

	1	**A. Unlock and open** the Alternate Ballot Box door → **<u>ONLY once all voters have left the room</u>**. **B. Remove** all ballots from the Alternate Ballot Box. → Thoroughly check for any ballots placed there during the day. **C. Initial** any ballot missing Judge initials with a Ballot Marking Pen in the Judge's Initials box. **D. Scan** all ballots. → If any ballots are defective *(including from a Touchscreen)*. 1. **Mark** a new Paper Ballot Card with the same choices as the defective ballot. 2. **Write** "Defective" across the defective ballot and place it in Envelope 303. » If the defective Paper Ballot Card(s) has/have overvotes, mark new Paper Ballot Card(s) with the same overvotes and **press** "Cast" when the message appears. 3. **Initial** and **scan** the new Paper Ballot Card(s) *If the scanner is not working at the end of the night, call Judge Support Hotline for further instruction.*

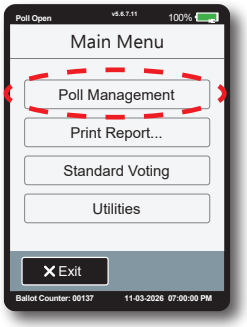
Closing the Polls & Printing Results Tapes

	2	**A. Press** the Security Key to the Security Key receptacle. → The password screen will appear. **B. Remove** the key from the receptacle. 
	3	 **A. Enter** the 8-digit Pollworker PIN. **B. Press** "Enter." → The message, "Correct! Your password has been confirmed" will appear.

Checklist 27: Closing the Scanner (continued)

Make sure ALL ballots have been removed and scanned before proceeding.

4



The "Main Menu" screen will appear.

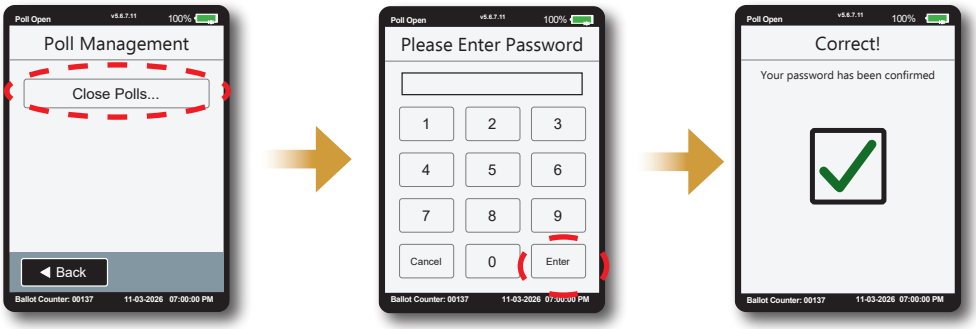
A. **Press** "Poll Management."

B. **Press** "Close Poll..." on the "Poll Management" screen.

C. **Enter** the 8-digit Poll Worker PIN.

D. **Press** "Enter."

→ The message, "Correct! Your password has been confirmed" will appear.



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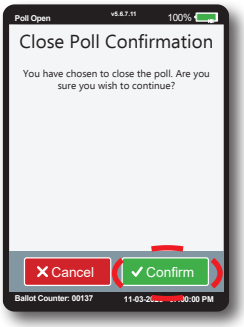
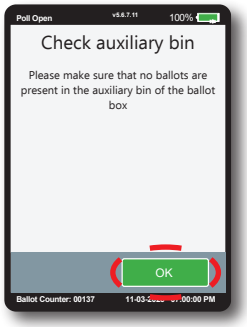


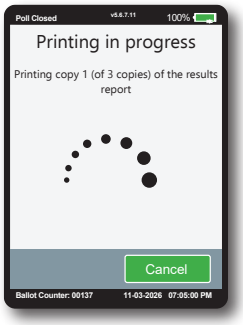
A. **Press** "Confirm" on the "Close Poll Confirmation" screen.

B. **Make sure** there are no ballots left in the Alternate Ballot Box.

C. **Press** "OK" on the "Check auxiliary bin" screen.



6



The "Printing in Progress" screen will appear and three copies of the Results Tapes will start printing.

→ **Press** "Print Again" if more tapes are needed when the "Printing Complete" screen appears.

7

Once the Results Tapes are done printing:

A. **Cut** the tapes from the Scanner into three separate tapes.

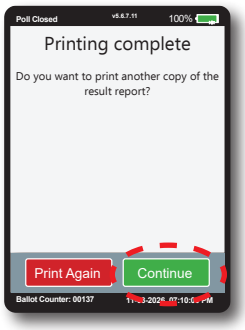
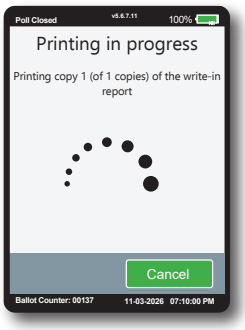
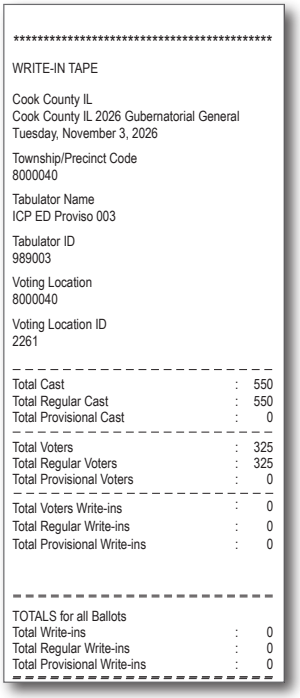
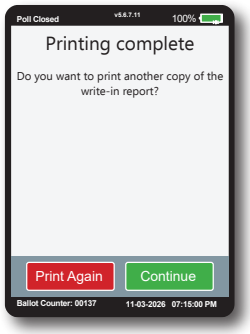
B. **Sign** 2 of the 3 tapes *(all Judges)*.

Checklist 27: Closing the Scanner (continued)

Write-in Tapes

	8	**A. Place** the two signed Results Tapes in Plastic Bag 601. **B. Attach** the unsigned Results Tape to the outside of the VSC for Pollwatchers to easily view. *Press "Print Again" for more copies as needed.*

Write-in Tapes

	1	 **Press** "Continue" on the "Printing Complete" screen. → The "Printing in Progress" screen will appear and the two copies of the Write-in Tape will start printing. 
✂	2	Once the Write-in Tapes are done printing: **A. Cut** the tapes from the Scanner into two separate tapes. **B. Sign** the first copy *(all Judges)*. → **Place** it inside Plastic Bag 601. **C. Tape** the second unsigned copy close to the Results Tape on the outside of the VSC for Pollwatchers to easily view. *Press "Print Again" for more copies as needed.* 
	3	 **Press** "Continue" on the "Printing Complete" screen. → The "Main Menu" screen will appear.

Checklist 27: Closing the Scanner (continued)

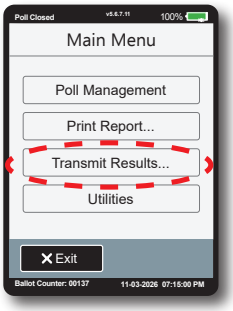
Transmitting Results

Transmitting Results

1

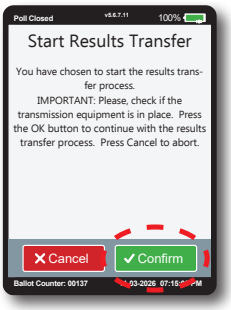
A. Press the "Transmit Results..." button.

→ The "Start Results Transfer" screen will appear.



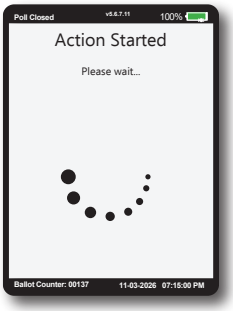
B. Connect the modem's USB cord to the **TOP** transmission port on the right side of the Scanner.

C. Attach the flat magnetic antenna to the top of the VSC to assure the transmission equipment is in place.

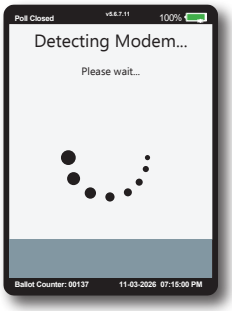


D. Press "Confirm" on the "Start Results Transfer" screen when the transmission equipment is in place.

2



The "Action Started" screen will appear, followed by the "Detecting Modem..." screen.



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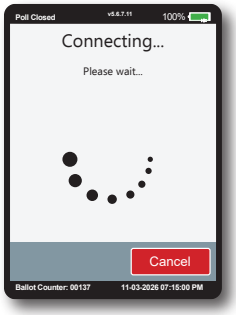
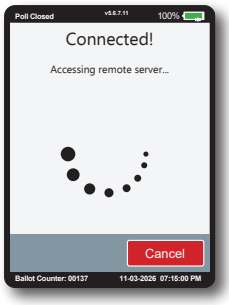
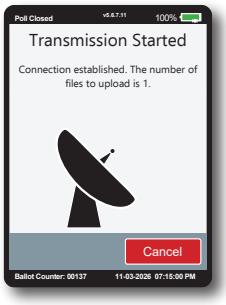


Then the "Connecting" screen will appear, followed by the "Connected! Accessing remote server" screen.

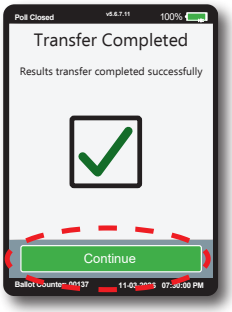


4



The "Transmission Started" screen will appear.

→ **Press** "Continue" on the "Transfer Completed" screen when the transmission is done.



If the Transmission fails, see page 190, "Transmission Failed," in Scanner Troubleshooting.

Checklist 27: Closing the Scanner (continued)

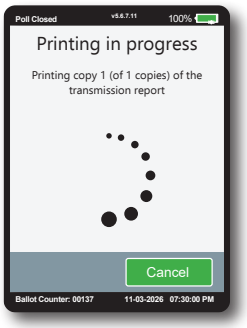
Retrieving the Memory Card

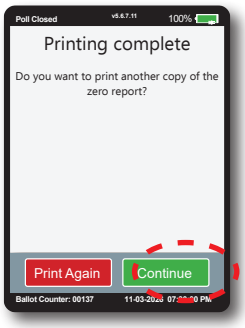
5

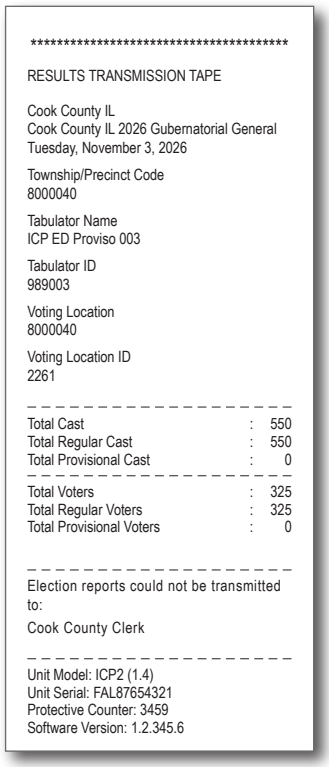
The "Printing in Progress" screen will appear and the Transmission Report Tape will start printing.

→ **Press** the "Continue" button on the "Printing Completed" screen.

» The Main Menu" screen will appear.







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RESULTS TRANSMISSION TAPE

Cook County IL
Cook County IL 2026 Gubernatorial General
Tuesday, November 3, 2026

Township/Precinct Code
8000040

Tabulator Name
ICP ED Proviso 003

Tabulator ID
989003

Voting Location
8000040

Voting Location ID
2261

Total Cast	550
Total Regular Cast	550
Total Provisional Cast	0
Total Voters	325
Total Regular Voters	325
Total Provisional Voters	0

Election reports could not be transmitted to:
Cook County Clerk

Unit Model: ICP2 (1.4)
Unit Serial: FAL87654321
Protective Counter: 3459
Software Version: 1.2.345.6

6

A. Cut the Transmission Report Tape from the Scanner.

B. Sign the back of the tape *(all Judges)*.

C. Place it in Plastic Bag 601.

7

A. Unplug the modem's USB from the transmission port on the Scanner.

B. Remove the flat magnetic antenna from the top of the VSC.

→ **Attach** it to the wall inside the VSC.

Retrieving the Memory Card

1

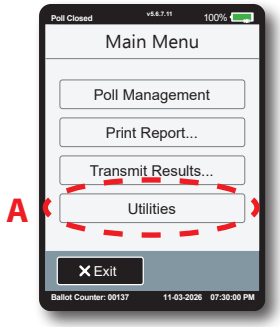
Power down the Scanner.

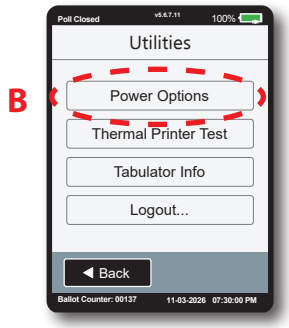
A. Press "Utilities."

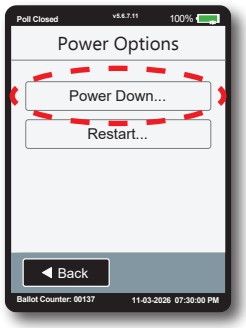
B. Press "Power Options."

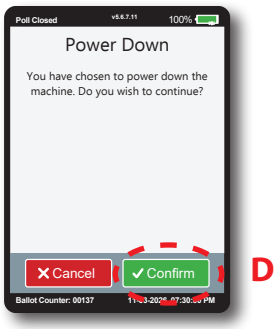
C. Press "Power Down."

D. Press "Confirm."









Checklist 27: Closing the Scanner (continued)

Empty the Ballot Box

DO NOT attempt to remove the memory card until the Scanner is shut down.

2

The Scanner will shut down.

→ The screen will go dark.

→ The Scanner will beep 8 times.

→ The 3rd LED light will remain lit.



» It will continue to blink, as long as the Scanner is plugged into the VSC.

What does the orange light mean?

- Blinking = Scanner is on and using battery power.
- Blinking & beeping = Scanner is on, but battery power is low.
- Solid = Scanner is charging or on AC power from the VSC.
  → If the Scanner is off, it is charging; if on it is using AC power.

3

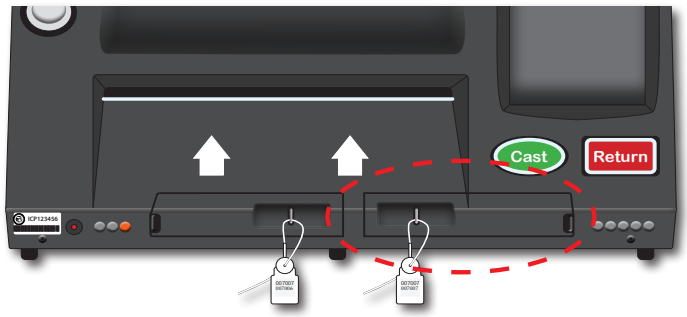
A. Cut the seal on the "Poll Worker" door on the right and place it in Plastic Bag 605.

→ There is no need to replace the seal.

B. Open the "Poll Worker" door.

C. Push the Memory Card in to eject it from the port.

→ When pushed in, the Memory Card will pop out.



D. Pull the Memory Card out of the slot.

E. Put the Memory Card in the protective case.

F. Place both in Plastic Bag 601.

G. Close the Pollworker door.

H. Leave the door on the left closed and sealed.

Emptying the Ballot Box

A. Unlock and open the Ballot Box door.

B. Remove all ballots and **place** them in the Wheeled Ballot Bag.

C. Close the Ballot Box door.

Closing the Scanner is now complete!

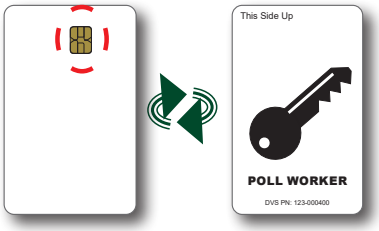
Checklist 28: Closing the Touchscreens, Ballot Printers, UPS & VSC

Closing Touchscreens

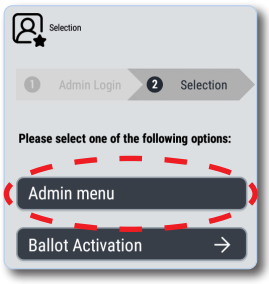
Follow the steps on this checklist to close all Touchscreens and Ballot Printers at the end of Election Day.

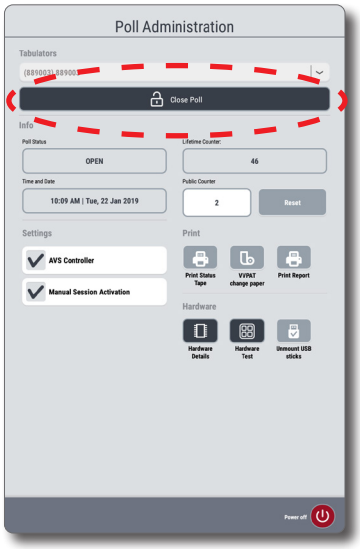
Check the box next to the item as it is completed.

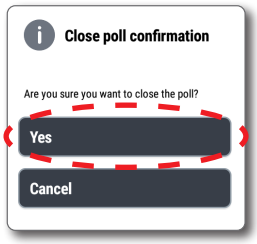
Check	Step #	Task to complete:
Closing Touchscreens		
	1	**A. Insert** the Poll Worker Card into the card slot. → With the chip facing down. **B. Enter** the 8-digit Pollworker PIN. **C. Press** "Login."
	2	**A. Press** the "Admin Menu" button. **B. Press** the "Close Poll" button. **C. Press** "Yes" when asked to confirm that you want to close the polls.
	3	**Press** the power button at the bottom right of the screen.







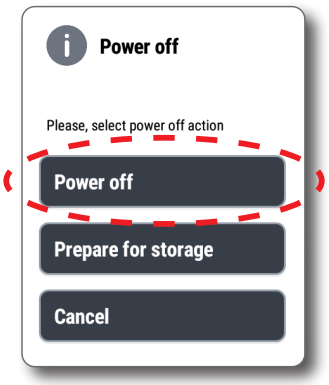
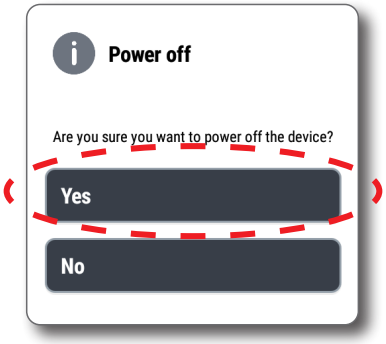






Checklist 28: Closing the Touchscreens, Ballot Printers, UPS & VSC (continued)

Powering Down the Ballot Printers and the UPS

	4		A "Power Off" window will appear. **A. Press** the "Power Off" button → Another "Power Off" window will appear. **B. Press** the "Yes" button. **C. Remove** the Poll Worker **Card** **D. Lower** the Seated Touchscreen. 

Powering Down the Ballot Printers

Press the power button on the top right corner on the face of each Ballot Printer.



Powering Down the UPS

Power down the UPS

A. Press the power button located above the screen on the face of the UPS.

B. Press the "Down" button, then the "Enter" button.

→ Both on the bottom row, below the screen. The "Enter" button has the arrow pointing left on the left.

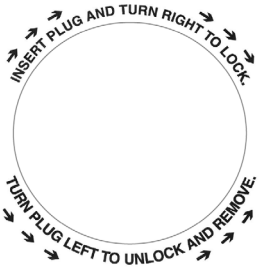
C. Press the "Down" button, then the "Enter" button a second time.



Checklist 28: Closing the Touchscreens, Ballot Printers, UPS & VSC (continued)

Closing the VSC

Closing the VSC

	1	**Make sure** the headphones and ATI Handset are placed back in their holder.
	2	**Close and lock** the doors to both of the Touchscreen and Ballot Printer sets. → There is no need to put seals on the doors.
	3	 **A. Unplug** the VSC from the wall outlet. **B. Turn** the plug left and gently unplug it from the back of the VSC. → Place the power cord back in Kit 1 in the VSC. *A wiggling motion makes it easier to unplug the power cord from the VSC.*

Statement of Ballots Tools

Summary Report

SUMMARY REPORT

COOK COUNTY
2026 GENERAL ELECTION
69 W WASHINGTON, PEDWAY
POLLPAD COOK COUNTY IL 0034

11/3/2026, 19:10:15

JURISDICTION COUNTS
TOTAL VOTERS: 2015555
TOTAL CHECK-INS: 100
TURNOUT: 0.01%

LOCAL COUNTS
Check-ins: 325
Provisionals: 25
Spoiled: 10
Canceled: 0
Registrations: 15
Curbside Checkins: 0
Challenged: 22
Assistance Required: 13
Reasonable Impediment Declaration: 0

Scanner Results Tape

****

OFFICIAL RESULTS TAPE

Cook County IL
Cook County IL 2026 Gubernatorial General
Tuesday, November 3, 2026

Township/Precinct Code
8000040

Tabulator Name
ICP ED Proviso 003

Tabulator ID
989003

Voting Location
8000040

Voting Location ID
2261

Total Cast		550
Total Regular Cast	:	550
Total Provisional Cast	:	0
Total Voters	:	325
Total Regular Voters	:	325
Total Provisional Voters	:	0

TOTALS for all Ballots	:	550
Total Cast	:	550
Total Regular Cast	:	550
Total Provisional Cast	:	0
Total Voters	:	325
Total Regular Voters	:	325
Total Provisional Voters	:	0

President, U.S. (1)

B.B. King	:	175
Muddy Waters	:	150
Write-In	:	0
Total Votes	:	0

Senator, U.S. (1)

Buddy Guy	:	25
Billie Holiday	:	150
Write-In	:	4
Total Votes	:	0

Comptroller, State of Illinois (1)

Clarence Carter	:	110
Koko Taylor	:	100
Write-In	:	3
Total Votes	:	0

President, U.S. (1)

Sonny Boy Williams II	:	0
Elmore James	:	0
Georgia White	:	0
T-Bone Walker	:	0
Write-In	:	0
Total Votes	:	0

Senator, U.S. (1)

Dinah Washington	:	0
Hound Dog Taylor	:	0
Write-In	:	0
Total Votes	:	0

Comptroller, State of Illinois (1)

Junior Wells	:	0
Elmore James	:	0
Write-In	:	0
Total Votes	:	0

Unit Model: ICP2 (1.4)
Unit Serial: FAL87654321
Protective Counter: 3459
Software Version: 1.2.345.6

Certification

WE, THE UNDERSIGNED, WERE PRESENT DURING THE OPENING OF THE POLLS AND PRINTING OF THIS RECORD AND CAN VERIFY THAT ALL CANDIDATE VOTE TOTALS ARE ZERO AT THIS TIME.

Provisional Ballots Envelope 606

for use at Station 2 during **Election Day**

Envelope 606

Township: Proviso
Ward: (Berwyn & Evanston Townships Only)
Precinct: 3

○ Provisional Ballots

1. Make sure voters seal their Provisional Ballot Envelope before handing it to you
2. Place all sealed Provisional Ballot Envelopes in this envelope
3. At the end of the day, write the total number of Provisional Ballot Envelopes here: 25
4. After sealing this envelope, each judge must sign the Judge Certification label on the back

Place this envelope in Plastic Bag 600 at the end of the day

Spoiled or Surrendered Ballots Envelope 303

for use at Station 2 during **Election Day**

Envelope 303

Township: Proviso
Ward: (Berwyn & Evanston Townships Only)
Precinct: 3

○ Spoiled Ballots

1. Write the voter's name & reason for the spoiled ballot on the back of this envelope
2. Make sure that all spoiled ballots are enclosed
3. Write total number of spoiled ballots: 5

○ Surrendered Mail Ballots

○ Ballots surrendered by voters to vote in person

✻ After sealing this envelope, each judge must sign the Judge Certification label on the back

Place this envelope in the Wheeled Bag at the end of the day

Closing the ePollbooks

Checklist 29: Statement of Ballots on the ePollbook Summary Report & Accessing the Statement of Ballots

Follow the steps on this checklist to complete the Statement of Ballots and close the ePollbooks at the end of Election Day.

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

Check	Step #	Task to complete:

Statement of Ballots ePollbook

Complete the Statement of Ballots on only one ePollbook.

Summary Report

1 — **Press** "Menu" at the top left, on the screen.



2

A. **Tap** the "Summary Report" icon.
→ The "Summary Report" screen will appear.

B. **Tap** the Print button at the bottom of the screen.
→ The "Summary Report" receipt will print.





C. **Remove** the receipt and keep it near.

Open the Statement of Ballots

***ONLY** use one ePollbook for the Statement of Ballots*

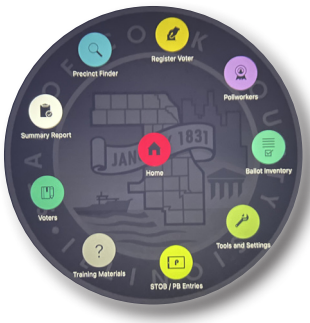
3

A. **Tap** the word "Menu" at the top left on screen.



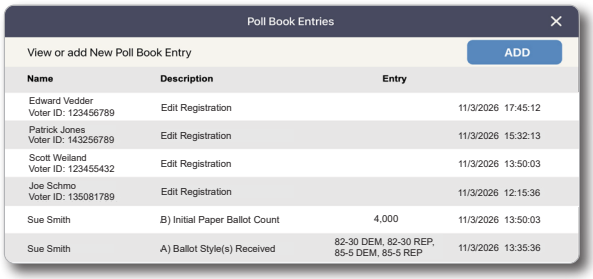
B. **Tap** the "STOB / PB Entries" icon.





The "Menu" screen will appear.

The "Poll Book Entries" screen will appear.



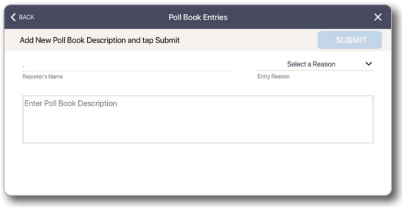
All of the Poll Book Entries for the day will be listed here.

4

A. **Tap** the "ADD" button at the top right.

B. **Enter** your first and last name in the "Recorder's Name" Field.





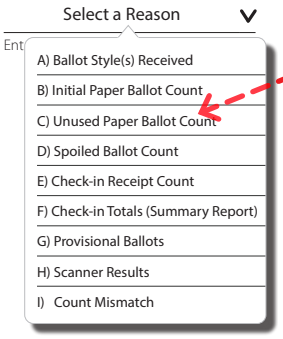
Checklist 29: Statement of Ballots on the ePollbook (continued)

Unused & Spoiled & Voter Check-ins

Unused & Spoiled Ballots

ONLY USE NUMBERS *when entering totals*

5



A. **Select** "C) Unused Paper Ballot Count" from the "Select a Reason" dropdown menu.

B. **Enter** the **TOTAL** count of **ALL** unused Paper Ballot Cards in the "Enter Poll Book Description" box.

C. **Tap** the "Submit" Button.



→ The "Poll Book Entries" screen will appear.

» Check that the "Unused Paper Ballot Count" is listed.

6

A. **Tap** the "ADD" button and **enter** your name again.

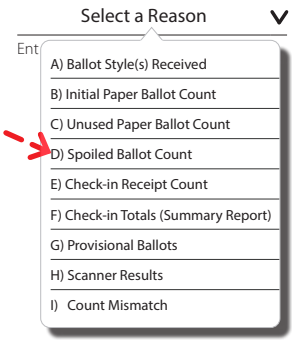
B. **Select** "D) Spoiled Ballot Count" from the "Select a Reason" dropdown menu.

C. **Enter** the count of Spoiled Paper Ballot Cards from Envelope 303 in the "Enter Poll Book Description" box.

D. **Tap** the "Submit" Button.

→ The "Poll Book Entries" screen will appear.

» Check that the "Spoiled Ballot Count" is listed.



Voter Check-in Totals

ONLY USE NUMBERS *when entering totals*

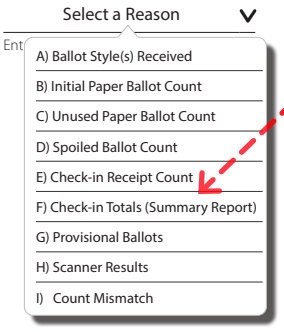
7

A. **Combine** the "Check-in" & "Provisional" totals from the "Summary Report".

→ The "Summary Report" Receipt is illustrated on page 152.

B. **Write** the total on the receipt.

8



A. **Tap** the "ADD" button and **enter** your name again.

B. **Select** "F) Check-in Totals *(Summary Report)*" from the "Select a Reason" dropdown menu.

C. **Enter** the combined Check-in and Provisional totals from step 7 in the "Enter Poll Book Description" box.

D. **Tap** the "Submit" Button.

→ The "Poll Book Entries" screen will appear.

» Check that the "Check-in Totals" count is listed.

9

A. **Place** the Summary Report inside the Voter Check-in Receipt Envelope.

B. **Fill in** the information at the top of the envelope.

C. **Write** "Statement of Ballots" on the envelope.

There is no need to count the receipts unless Check-in totals do not match voted ballots.



From the Statement of Ballots ePollbook

Checklist 29: Statement of Ballots on the ePollbook (continued)

Total Voters (Provisional + Scanner)

Total Voters *(Provisional + Scanner)*

ONLY USE NUMBERS *when entering totals*

Provisional Voters

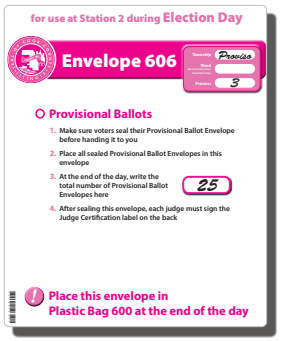
10

A. Count the Provisional Ballot Envelopes inside Provisional Ballots Envelope 606.
→ The total number of envelopes should match the "Provisional" count on the "Summary Report" Receipt.

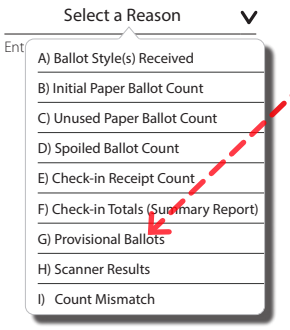
B. Write the total number of Provisional Ballot Envelopes in the bubble in step 3 on the face of Envelope 606.

C. Enter the Township & Precinct information in the top right corner of the envelope.

D. Seal and sign *(ALL Judges)* the back flap of Envelope 606.
→ **All** envelopes must be signed and returned. Even empty.



11



A. Tap the "ADD" button and **enter** your name again.

B. Select "G) Provisional Ballots" from the "Select a Reason" dropdown menu.

C. Enter the total number of Provisional Ballot Envelopes from Envelope 606 in the "Enter Poll Book Description" box.

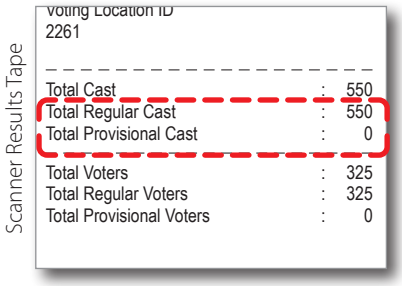
D. Tap the "Submit" Button.
→ The "Poll Book Entries" screen will appear.
» Check that the "Provisional Ballots" count is listed.

Scanner Results

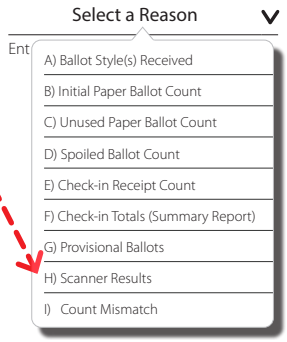
12

A. Tap the "ADD" button and **enter** your name again.

B. Select "H) Scanner Results" from the "Select a Reason" dropdown menu.



C. Enter the "Total Voters" from the Scanner Results Tape in the "Enter Poll Book Description" box.



D. Tap the "Submit" Button.
→ The "Poll Book Entries" screen will appear.
» **Check** that "Scanner Results" are listed.

Poll Book Entry Error Correction

1. **Create** a new entry: Tap "ADD" and enter your name.
2. **Select** the reason from the dropdown where the error occurred.
3. **Enter** the corrected total **ONLY** in the box.
4. **Tap** the "Submit" Button.

ONLY USE NUMBERS
when entering corrected totals. No explanation needed.

Checklist 29: Statement of Ballots on the ePollbook (continued)

Match or Mismatch

Total Check-ins & Voters

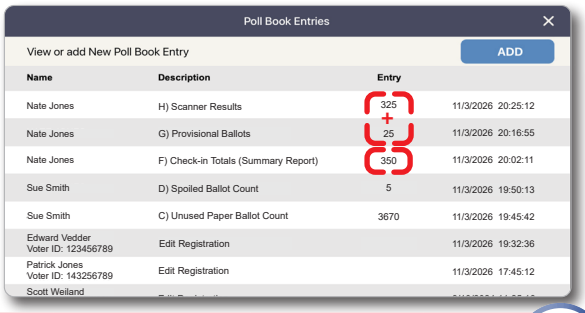
13

Verify the total "Check-ins" match the "Total Voters" on the "Poll Book Entries" screen.

H) Scanner Results

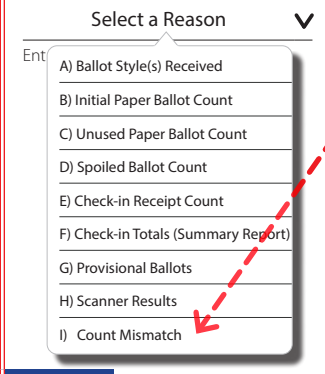
+ G) Provisional Ballots

F) Check in Totals *(Summary Report)*



Count Mismatch

ONLY USE NUMBERS *when entering totals*



If the totals DO NOT match...

A. Tap the "ADD" button and **enter** your name again.

B. Select "I) Count Mismatch" from the "Select a Reason" dropdown menu.

C. Enter the mismatch reason in the "Enter Poll Book Description" box.

→ If the Total Check-ins & Voters do not match, you need to give a very good explanation of why.

» Below are possible reasons for more Check-ins than voters.

D. Tap the "Submit" Button.

More voters than votes

→ A Touchscreen **voter fled** without pressing Print Ballot, and you had to cancel the ballot.

» If you know which voter fled, call the Judge Support Hotline to cancel the voter's check-in.

» If you don't know, use this as your explanation.

→ A **voter fled** with their ballot, or spoiled their ballot and left without voting.

» If you know which voter, call the Judge Support Hotline to cancel the voter's check-in.

» If not, use this as your explanation.

→ The **Scanner is not working at the end of the night.**

» If there are uncounted voted ballots, type "Uncounted Voted Ballots" in the text box.

» If all ballots were counted, but you couldn't retrieve the total because the Scanner was off, call the Judge Support Hotline to report you were unable to retrieve your Total Votes because the Scanner wasn't working.

→ **Other**

» If none of the above apply, enter your explanation.

» There must be an explanation. **<u>The word "Other" is not enough.</u>**

It is very important that the number of Check-ins matches the number of voters, so don't just use "Other" as a catch-all.

► ***If your totals do not match, you need to find out why and explain.***

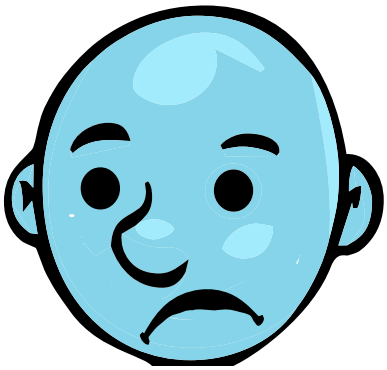
Checklist 29: Statement of Ballots on the ePollbook (continued)

More Votes than Voters



If you have more votes than voters and you don't know why, there is a serious problem.

- **You may lose pay or not be asked back as a Judge.**
- **You must attempt to give a solid explanation of why.**





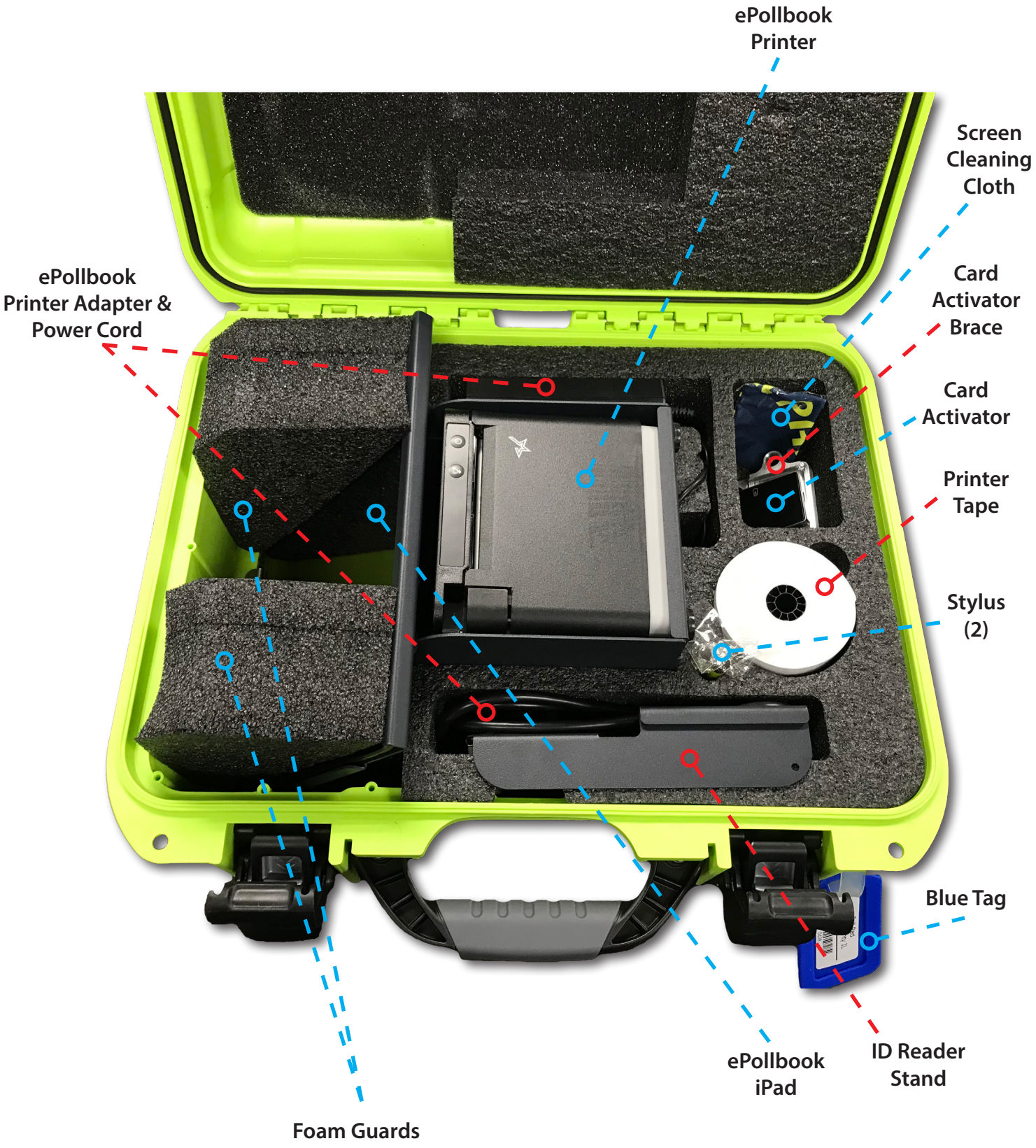
Checklist 30: Signing the Judges Out

Signing the Judges Out

	1	**A. Tap** the "X" at the top right of the screen. **B. Tap** the word "Menu" at the top left of the screen. 
	2	 **Tap** on the "Pollworker" icon.
	3	The "Pollworker Sign In" screen will appear. → There will be a list of the Judges who signed in the morning in the blue section on the left, with blue boxes with blue check mark next to the names and the words "Signed In," with the date and time of sign-in beneath them. ☑ → There will be a message in the middle of the screen, instructing you to "Find Your Name" from the list to the left and tap on it. **Tap** on your name.
	4	A signature screen, with your name, party and the Election Judge Oath will appear. Each Judge must... → There is no need to read the Election Judge Oath aloud or tap the black "Listen to Oath" button. **A. Sign** the screen where indicated. **B. Tap** the blue "Sign Out" button at the top right of the screen.  Once the blue "Sign Out" button is tapped... → The date and time of the sign-out will appear under the Judge's name. → The "Find Your Name" screen will appear for the next judge.
	5	Once all of the Judges have signed out, all of the boxes next to their names will be cleared of the blue check mark. ☐ **A. Tap** the word "Menu" again. → The screen will go back to the "Menu" screen.   **B. Tap** the "Home" icon in the middle of the screen. → The screen will change to the "Get Started" screen.

The Election Judges are all signed out

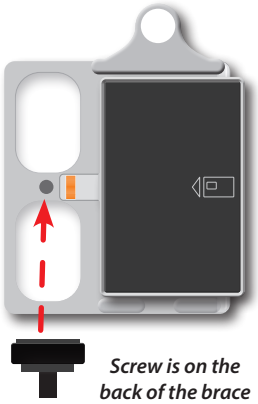
Packed ePollbook Case



Checklist 31: Powering Down & Packing the ePollbook Case

Powering Down & Packing the ePollbook Case

***DO NOT** attempt to power the iPads down at the end of the day.*
→ They will be powered down remotely.

	1	**ePollbook Printer power down:** **Press and hold** the power button on the ePollbook Printer → The printer will power down. 
	2	**A. Unplug** the ePollbook Printer power cord from the outlet. **B. Disconnect** the 2 sections of the cord. **C. Wrap** the cord up
	3	**A. Unplug** the Card Activator. **B. Remove** the stylus from the brace. **C. Loosen** the screw on the back of the brace and slide it and the Card Activator out of the port and slot together as a unit.   *Screw is on the back of the brace*
	4	**Remove** the ID Reader stand.
	5	**A. Place** all items back into the respective ePollbook Case. → As illustrated on the previous page. → **Match** the blue tag number on the ePollbook Case to the number on the sticker on the face of the ePollbook Printer → The Printer Tape roll may have been used. » It is not necessary to remove it from the printer and place it in its slot. **B. Place** the foam guards back over the ePollbook screen.
	6	**A. Close** the ePollbook Case. **B. Hook** the top part of each black latch to the lid of the case. **C. Push** the bottom part of the latches toward the case to lock them. **D. Place** each ePollbook Case back in the VSC.

Checklist 32: Packing Up for the Receiving Station

Wheeled Ballot Bag & Return Carrier Plastic Bag 600

Follow the steps on this checklist to pack the Wheeled Ballot Bag and Return Carrier Plastic Bag 600.

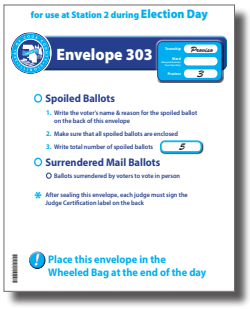
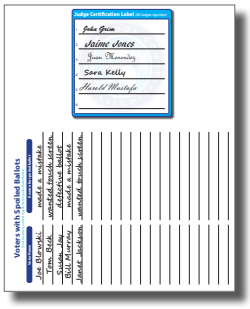
Check the box next to the item as it is completed.

Check	Step #	Task to complete:

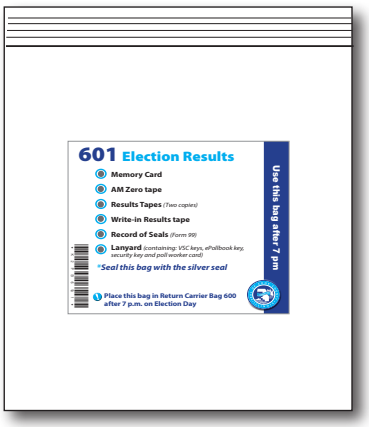
The information at the top of ALL envelopes in this checklist MUST be complete before they are packed up and delivered to the Receiving Station.

► ***Return ALL envelopes, EVEN IF EMPTY.***

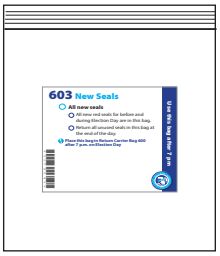
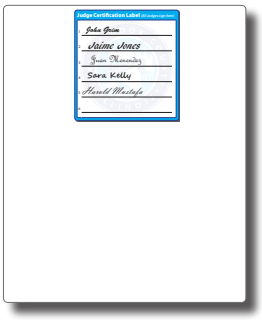
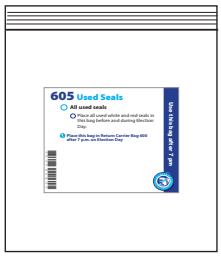
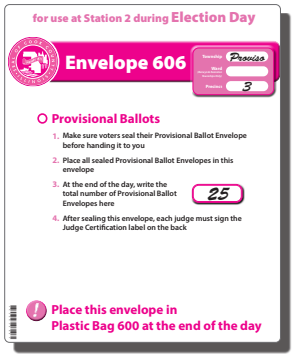
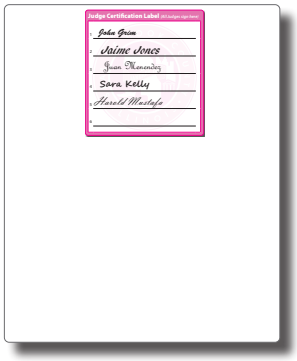
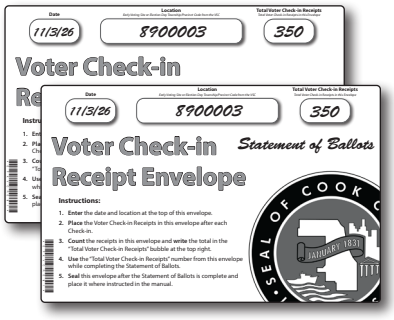
Wheeled Ballot Bag

	1	**All voted** ballots from the Ballot Box.
	2	 **Envelope 303** Containing Spoiled Ballots and surrendered Mail Ballots. **A. Write** the total number of Spoiled Ballots in the bubble for step 3. **B. Sign** the certification label at the top of the back of the envelope after sealing it. 
	3	**Seal** the Wheeled Ballot Bag with a red seal. → **Record** the seal number on the Record of Seals.

Return Carrier Plastic Bag 600

	1	**Plastic Bag 601** containing: A. Memory card *(in the plastic case)* B. Scanner AM Zero Tape C. Two Results Tapes from the Scanner D. One Write-in Results Tape from the Scanner E. One Transmission Tape from the Scanner F. Record of Seals *(with Wheeled Ballot Bag seal number)*. G. Lanyard *(after doors are locked)* → Poll Worker Card → Security Key, VSC Door key and the Barrel Key  **Make sure** the seal number from the Wheeled Ballot Bag is on the Record of Seals. **Remove** the silver seal from the bag. Close the bag and seal it with the silver seal.  *Failure to return the Memory Card and Security Key from the Scanner will result in a* ***SIGNIFICANT REDUCTION IN PAY.***

Checklist 32: Packing Up for the Receiving Station (continued)

	2	**Plastic Bag 603** Containing all new seals. → Return the empty bag, if there are no seals left. 
	3	 **Envelope 604** Containing all credentials. → **Sign** the certification label at the top of the back of the envelope after it's sealed. 
	4	**Plastic Bag 605** Containing all used seals. 
	5	 **Envelope 606** Containing all sealed Provisional Ballot Envelopes. → **Sign** the certification label at the top of the back of the envelope after it's sealed. 
	6	 **Voter Check-in Receipt Envelopes** Containing the Summary Report & **ALL** Voter Check-in Receipts from the ePollbooks. → There should be at least 2 Voter Check-in Receipt Envelopes. » Each should have receipts from it's ePollbook. » One **MUST** have the Summary Report and the words "Statement of Ballots" written on it.

Back Inside the VSC

Place **ALL** other items that are not going to the Receiving Station **NEATLY** back inside the VSC.

1. **Use** Form 100 *(VSC Contents)* to place items back inside the VSC.
   - → Unused Paper Ballot Cards
   - → Posters
   - → Signs
   - → Flag
   - → Voting Booths
   - → All other supplies that were not packed in the Wheeled Ballot Bag or Plastic Bag 600.
2. **Lock** the VSC doors.
3. **Place** the Lanyard in Plastic Bag 601
   - → **Seal** it with a silver seal.
4. **Close** Plastic Bag 600.



Voting Supply Carrier (VSC) Contents

Form 100

Check the Election Day supplies using this list.

1 Items found on shelf 1:
- ○ Ballot Printer Paper *(for Touchscreens)*
- ○ Election Judge Manual

2 Items found on the top shelf 2:
- ○ **Open First Envelope:**
  - ○ Election Day instruction letter
  - ○ Poster 100 VSC Content List
  - ○ Record of Seals
  - ○ Receiving Station Addresses
  - ○ Equipment keys
  - ○ Concealed Weapon Poster
  - ○ Plastic Bag 601
  - ○ Poster 200 Polling Place sign
  - ○ Poster 203 Precinct Identification
  - ○ Precinct Map
- ○ **Emergency Items Kit**
  * Only to be used if all ePollbooks are not working
- ○ **Kit 1 containing:**
  - ○ VSC Power Cord
  - ○ Power strip
  - ○ Orange extension cord with adapter
  - ○ Gray extension cord
  - ○ Bilingual Election Judge Badges
  - ○ Election Judge badges
  - ○ Voter Activation Cards
  - ○ Blue tape
  - ○ ePollbook Printer Tape rolls
  - ○ Magnifying sheet
  - ○ General Supplies
    - ⁂ Scotch tape
    - ⁂ Scissors
    - ⁂ Erasers
    - ⁂ Ballot marking pens
    - ⁂ Other pens
    - ⁂ Paper clips
    - ⁂ Rubber bands
    - ⁂ Rubber finger
    - ⁂ Blue chalk
    - ⁂ Flashlight
    - ⁂ Headphone covers
    - ⁂ Anti-static wipes
  - ○ I VOTED! Stickers
  - ○ Scanner tape rolls
  - ○ Future Voter stickers
  - ○ 100 foot string
- ○ **Kit 2 containing:**
  - ○ All Languages Poster
  - ○ Form 503 Provisional Voters Receipt *(multilingual)*
  - ○ Form 504 EDR Voter Receipt *(multilingual)*
  - ○ Voter Privacy Shields
  - ○ Envelope 303 for spoiled and surrendered ballots
  - ○ Plastic Bag 600 Return Carrier
  - ○ Plastic Bag 603 for new seals
  - ○ Envelope 604 for Pollwatcher credentials
  - ○ Plastic Bag 605 for used seals
  - ○ Envelope 606 for Provisional Voting Envelopes
  - ○ Poster 201 Alternate Entrance Directional sign
  - ○ Poster 202 Alternate Accessible Entrance
  - ○ Poster 204 Information and Services
  - ○ Poster 205 Bill of Rights for all Voters
  - ○ Poster 206 Provisional Voting
  - ○ Provisional Ballot Envelopes
  - ○ Voter Check-in Receipt Envelope

3 On top of the Ballot Printers
- ○ Wheeled Ballot Bag

4 Alternate Ballot Box:
- ○ Sealed packs of unused ballots

5 Bottom Compartment
- ○ **ePollbook Cases - each include:**
  - ○ iPad *(on the stand)*
  - ○ Receipt Printer *(on the stand)*
  - ○ Printer power cord *(2 sections)*
  - ○ Card Activator
  - ○ Card Activator Brace
  - ○ Screen cloth
  - ○ Stylus
  - ○ ID Reader Stand
- ○ Seated voting booth/pollstar
- ○ UPS

6 Inside Ballot Box:
- ○ Votomatics with Poster 209 inside

7 On VSC door:
- ○ American flag
- ○ Additional Poster 100
- ○ PINs, Usernames & Passwords

VSC

8/1/24

DO NOT throw everything back into the VSC.

- ▶ Nothing should be placed on top of the VSC.
- ▶ Equipment and materials should be placed back in their original places.
  - ➔ **examples:**
    - ▶ ePollbooks are placed back inside their cases before placing them inside the VSC.
    - ▶ Unused Paper Ballot Cards go back into the Alternate Ballot Box.

Items for the Receiving Station

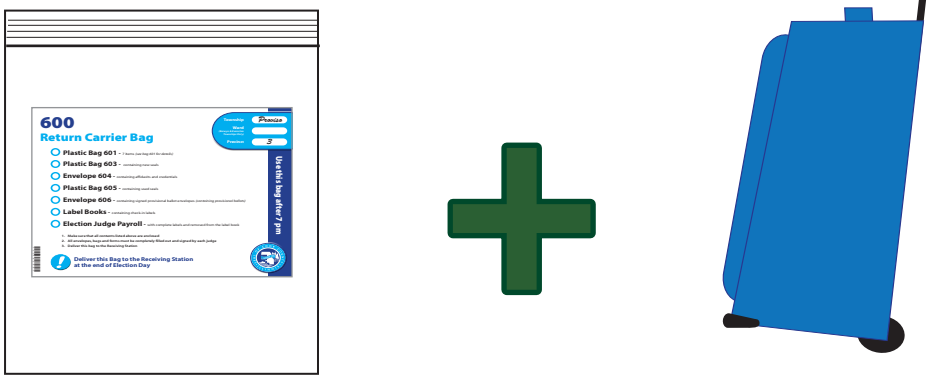
Clean the Polling Place before you leave!



The PPT and one other Judge from the opposite party must deliver supplies to the Receiving Station at the end of Election Day.

Only 2 Items for the Receiving Station

1. **Take** the following 2 items to the Receiving Station
   - → Plastic Bag 600
     - » **DO NOT** place this bag inside the Wheeled Ballot Bag.
   - → Wheeled Ballot Bag
2. **Check in** at the Receiving Station.
   - → Both Judges must be present at the Receiving Station to check in.



Make sure the staff at the Receiving Station enters your name when you deliver the Election materials.

Without your name, we have no record you were there and will not know to pay you for the delivery.



Changing Printer Tape

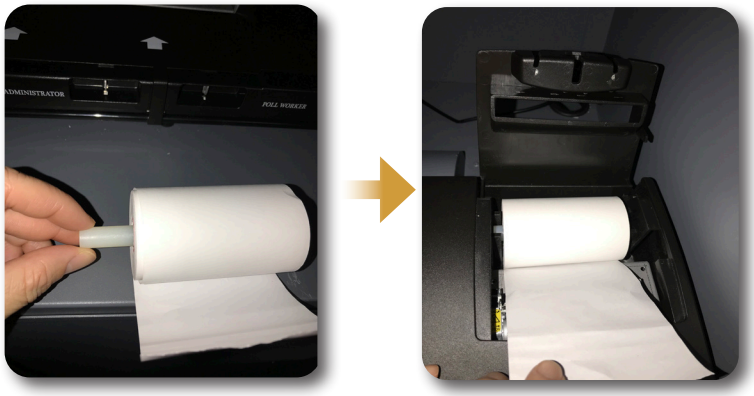
169 **Checklist 33:** Changing the Scanner Printer Tape
171 **Checklist 34:** Changing the ePollbook Printer Tape



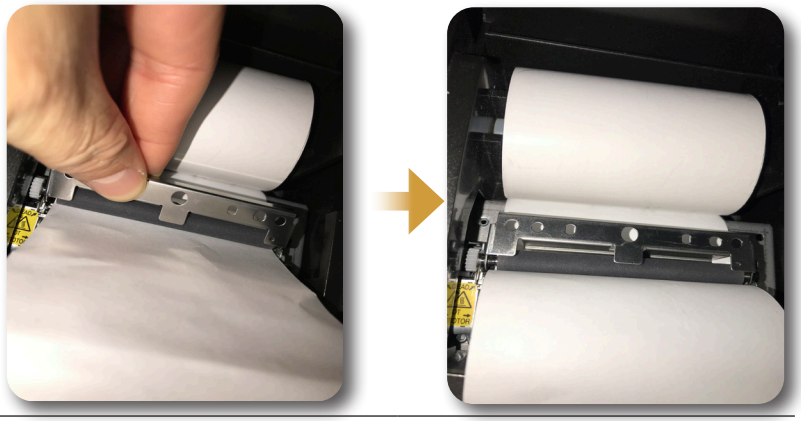
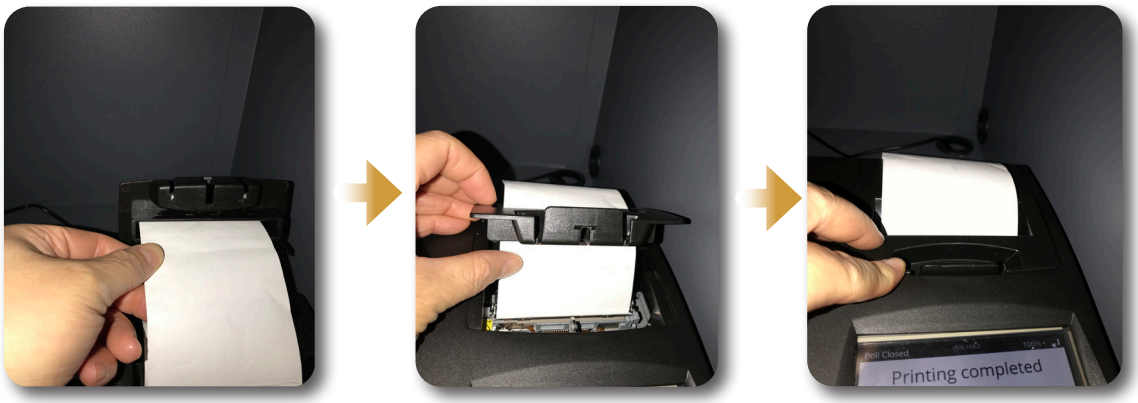
Checklist 33: Changing the Scanner Printer Tape

Follow the steps on this checklist to change the Printer Tape on the Scanner.

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

Check	Step #	Task to complete:
	1	 **Lift** the printer cover door. 
	2	A. **Lift up** on the printer Pressure Roller. B. **Remove** the printer Pressure Roller. C. **Remove** the empty paper roll spool and white core. → If applicable. 
	3	A. **Insert** the white core into the new paper roll. → If applicable. B. **Place** the new paper roll in the printer so that it feeds from underneath the roll. C. **Pull** the tape out long enough to reach the screen. 

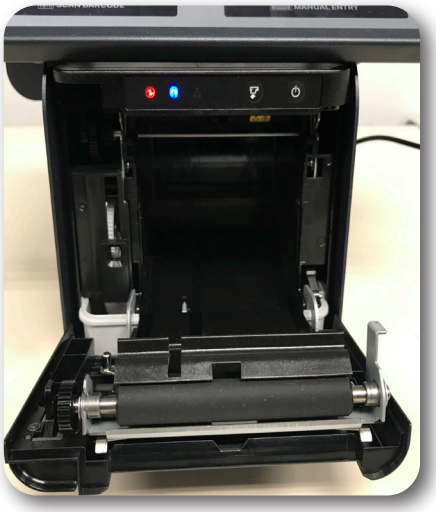
Checklist 33: Changing the Scanner Printer Tape (continued)

	4	**Place** the Printer pressure roller back into its guides on the Scanner. → The guides are a white "Wheel" on the left side and the metal pin on the right. → It will snap into place. » It is important that the roller snaps into place on both sides. 
	5	**A. Thread** the tape through the slot in the Printer cover door. **B. Close** the Printer cover door. **C. Cut** off any excess paper. → **DO NOT** tear it. 

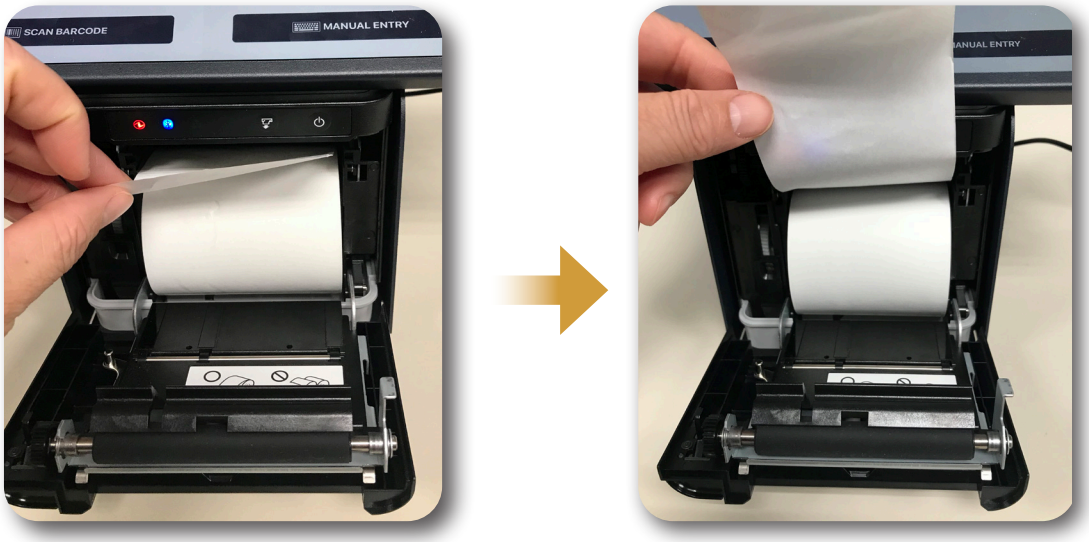
Checklist 34: Changing the ePollbook Printer Tape

Follow the steps on this checklist to change the ePollbook Printer Tape.

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

Check	Step #	Task to complete:
	1	 There will be a blinking red light on the face of the printer when the printer tape starts running low. → It hasn't run out yet but will soon. → You can continue to print when you see a pink streak on the tape, indicating you are close to the end. » You will still have plenty of space, but be mindful. → **Change** the printer tape when it runs out.
	2	**A. Pull down** on the printer door tab on the upper left side of the printer. → The door will open as you pull the tab.  **B. Remove** the black spool of the empty roll from the printer. → If left in, it will cause printer paper to slack and jam. 

Checklist 34: Changing the ePollbook Printer Tape (continued)

	3	**A. Place** the new roll inside the printer with the tape positioned up and over. **B. Pull** a few inches of the tape out and up. → **DO NOT** feed the paper over the metal rod. 
	4	**A. Close** the door to the printer, while holding the few inches you've pulled out. → The red light will turn back to blue and the tape will advance forward. **B. Remove** the excess tape from the printer. → The printer should self-adjust and cut the tape automatically. 



Troubleshooting

177 ePollbook Troubleshooting

- Printer Issues - *page 177*
- ID Reader Issues - *page 178*
- Power Issues - *page 178*
- Card Activator Issues - *page 179*
- Rebooting the iPad- *page 180*

181 Scanner Troubleshooting

- Power Issues - *page 181*
- Ballot Issues - *page 181*
- Clearing Ballot Jams - *page 185*
- Printer Issues - *page 187*
- Memory Card Issues - *page 189*
- Transmission Issues - *page 190*

191 Scanner Replacement

193 Touchscreen Troubleshooting

- Activation Issues - *page 193*
- ATI Handset Issues - *page 195*
- Ballot Printer Issues - *page 196*
- Screen Issues - *page 197*

199 Manual Mode

- ePollbook & Touchscreen - *page 199*
- Regular & Provisional Voters - *page 200*
- Voters using the ATI Handset - *page 201*
- Voter fled while in Manual Mode - *page 203*

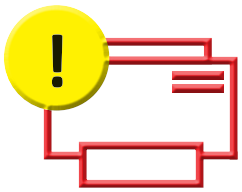


ePollbook Troubleshooting

Printer Issues

Judge Support Hotline
(708) 222-5100

During ePollbook operation, there are several situations that may require simple repair functions. In other cases, the PPT or ePollbook Judge will have to call the Judge Support Hotline. The table below notes some common situations and the corrective action required.

Problem	Tasks to Complete:
Printer Issues	
A red light appears on the top left on the face of the printer.	The printer tape has run low or is jammed and needs to be replaced. ➢ **See** Checklist 34: Changing the ePollbook Printer Tape, page 171. → Blinking red light means the printer tape is running low. » You will have enough tape for more check-ins, but be mindful. → Solid red light means the printer is jammed.
Paper is not advancing from the printer.	1. **Press** the paper advance button on the face of the printer. → The tape should advance forward. 2. **Re-seat** the paper tape. A. **Open** the printer door. B. **Remove & tighten** the tape. C. **Close** the door. D. **Tap** the green printer icon on the upper right of the ePollbook screen.  E. **Tap** the "Print Test Receipt" button. » A "Printer Test" receipt should print out. 3. **Call** the Judge Support Hotline if these steps do not work.
The printer isn't printing	1. **Check** the printer icon at the top right on the ePollbook screen. → It will more than likely be red with an exclamation point.  2. **Check** to see if there are lights on the face of the printer. 3. **Press** the power button on the top right corner of the printer. 4. **Check** that the 2 sections of the power cord are firmly connected. 5. **Make sure** the printer power cord is connected to an outlet. 6. **Call** the Judge Support Hotline if these steps do not work.

ID Reader & Power Issues

ID Reader Issues

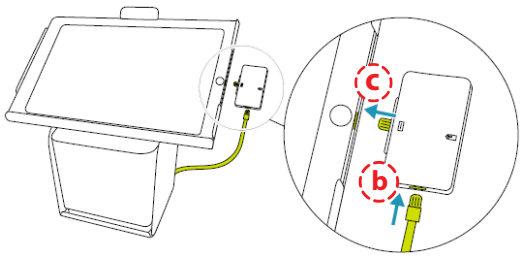
The ID Reader is not reading the ID

1. **Make sure** the ID Reader stand is attached correctly.
2. **Make sure** the ID is placed on the ID Reader stand, with the barcode in clear view of the ID Reader camera.
3. **Adjust** the stand or move the ID around in front of the camera on the ePollbook iPad to reduce glare on the ID.
4. **Clean** the camera lens on the iPad.
5. **Call** the Judge Support Hotline if these steps did not work.
   → Use manual entry during a busy Election Day morning and call a little later in the day, when voter volume is slower.

Power Issues

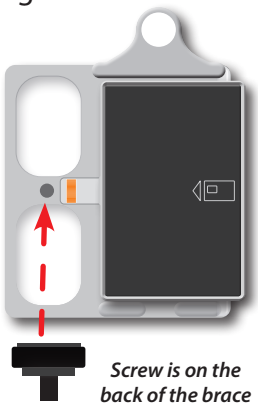
The ePollbook is on but isn't getting power

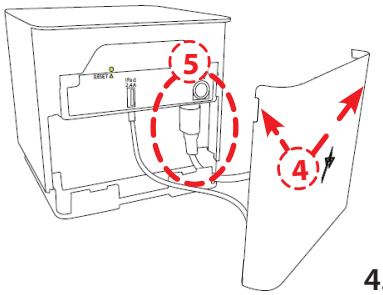
1. **Make sure...**
   a. The ePollbook Printer is powered on.



   b. The green/black power cord from the printer is securely attached to the Card Activator.
   c. The connection between the iPad and the Card Activator is secure.
   d. The silver brace is securely in place, not leaning or loose.

2. **Re-seat** the Card Activator and silver brace.
   A. **Unplug** the power cord from the Card Activator.
   B. **Loosen** the screw on the back of the silver brace.
      → **DO NOT** completely unscrew it.
   C. **Unplug** both the Card Activator and silver brace.
      → **Wait** 5 seconds.
   D. **Slide** them both back in without the power.
   E. **Tighten** the screw on the back of the brace.
   F. **Plug** the power cord back into the Card Activator


Screw is on the back of the brace



3. **Check** the power cord connection.
   A. **Lift and pull** the printer through the front of the stand to see the back of the printer.
   B. **Open** the back door using the slots on the top left and right sides of the door.
   C. **Make sure** the power cord is connected.
   D. **Close** the door and **slide** the printer in place.
4. **Call** the Judge Support Hotline if the steps do not work.

Card Activator Issues

The ePollbook is completely dead and won't charge	There is no reserve battery power left in the iPad. → It can only be charged with an iPad lightning charger. » **Call** the Judge Support Hotline if there is no lightning charger in the polling place.

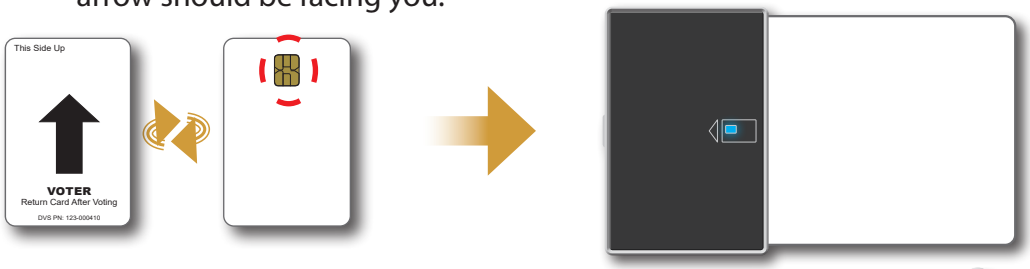
Card Activator Issues

Check the Card Activator icon at the top right on the ePollbook.

If the Card Activator icon is green...



1. **Make sure** the blue light on the Card Activator comes on when the Activation Card is inserted.
2. **Make sure** the Activation Card is inserted properly in the Card activator slot.
   → The side with the arrow should be facing the voter and the side with no arrow should be facing you.



3. **Clean** the chip of the Voter Card with the eraser.
   → If that does not work, label the defective card (Bad Card) with blue tape and remove it from circulation.
4. **Try** a different Voter Card.
   → If the second card works, label the defective card (Bad Card) with blue tape and remove it from circulation.



Not responding to the Activation Card

If the Card Activator icon is red...



1. **Make sure** the silver brace is far enough into the slot on the of the ePollbook, its not leaning or loose and the screw is tight.
2. **Re-seat** the Card Activator and silver brace.
   A. **Unplug** the power cord from the Card Activator.
   B. **Loosen** the screw on the silver brace just enough to loosen it.
      → **DO NOT** completely unscrew it.
   C. **Unplug** both the Card Activator and silver brace.
      → **Wait** 5 seconds.
   D. **Slide** them both back in without the power.
   E. **Tighten** the screw on the back of the brace.
   F. **Plug** the green power cord back in and the Card Activator icon should turn green.

Call the Judge Support Hotline if none of the steps above resolved the issue.

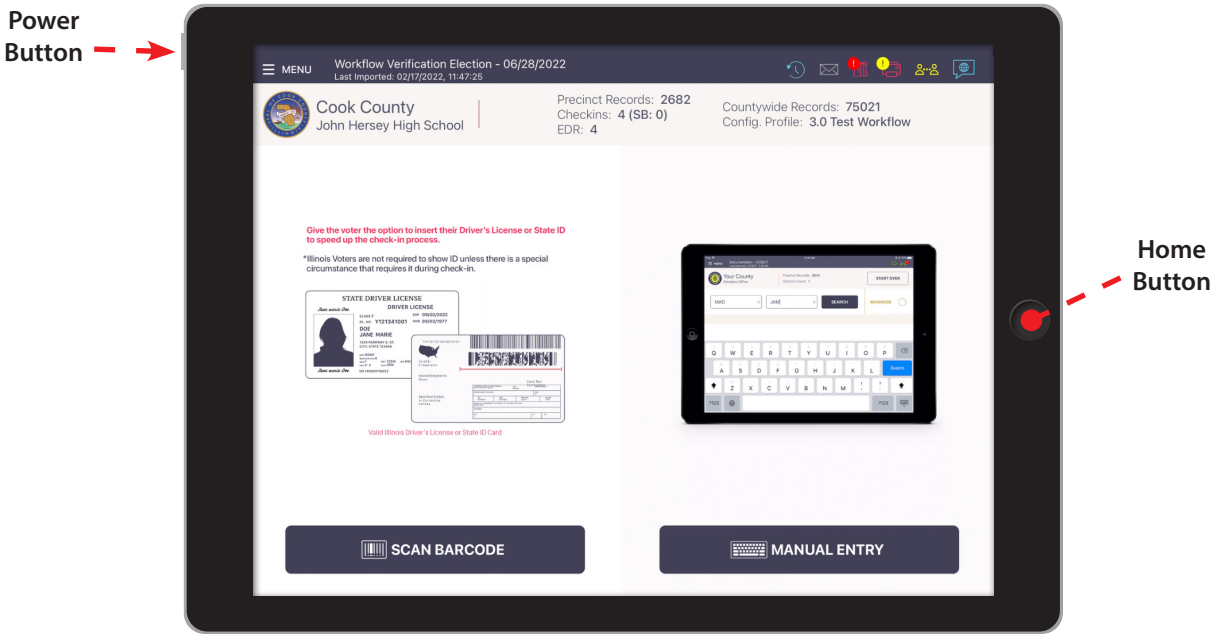
Rebooting the iPad

Rebooting the ePollbook Application

You will not have the ability to reboot or power down the iPads at your location, but you will be able to reboot the application. Those instructions are below.

➔ **If necessary, you will be able to reboot the application:**

→ **Call** the Judge Support Hotline to have the ePollbook rebooted remotely.



1. **Press** the Home button again.
2. **Tap** the "P" at the bottom of the screen.
   → The screen will go back to the Get Started Screen.
3. **Tap** the black "Get Started" button.
   → The "Enter Pollworker Credentials" screen will appear.
4. **Enter** the Username and Password.
5. **Tap** the black "Sign-in" button on the right.
   → The "Check-in Option" screen will appear.
   → The reboot is complete.

Scanner Troubleshooting

Power & Ballot Issues

Judge Support Hotline
(708) 222-5100

During Scanner operation, there are several situations that may require Judges to perform simple repair functions. In other cases, Judges will have to call the Judge Support Hotline. The table below notes some common situations and the corrective action required.

Problem	Tasks to Complete:
Power Issues	
No lights indicating power Not powering up	1. **Check** all connections. 2. **Make sure** the Scanner is connected to a wall outlet or power strip. 3. **Make sure** the wall outlet or power strip is working properly. ➔ **If there is still no power...** → **Set up and use** the Alternate Ballot Box until the Scanner is fixed.
What does the orange light mean?	▶ Blinking = Scanner is on and using battery power. ▶ Blinking & beeping = Scanner is on, but battery power is low. ▶ Solid = Scanner is charging or on AC power. → If the Scanner is off, it is charging; if on, it is using AC power
Ballot Issues	
Ballot is not initialed	A message that the Judge's initials are missing will appear on the LCD screen and the ballot will eject. 1. **Have** the voter gently pull their ballot from the slot. 2. **Instruct** the voter to cover their votes with the Voter Privacy Shield. 3. **Initial** the ballot in the Judge's initials box. 4. **Have** the voter re-insert the ballot into the Scanner.
Blank Ballot Detected	A message that the ballot is blank will appear on the LCD. 1. **Explain** to the voter that no votes were detected on the ballot. → The review screen will say "Blank Ballot." 2. **Ask** the voter if they want to mark the ballot or override and leave the ballot blank. ➔ **If the voter wants to leave the ballot blank:** A. **Explain** that no votes will be counted. B. **Instruct** them to press the "Cast" button on the Scanner. ➔ **If the voter wants to mark a new ballot:** A. **Have** them press the "Return" button and gently remove their own ballot. B. **Follow** the instruction for "Voter wants to mark a new ballot" on page 182. C. **Follow** the Spoiled Ballot Instructions on page 182.

Ballot Issues (continued)

Voter wants to mark a new ballot

➔ **If the voter chooses to use the Touchscreen to mark their new ballot:**

1. **Send** the voter back to Station 1 to have a judge reactivate their Voter Card.
2. **Follow** the Spoiled Ballot Instructions below.
3. **Bring up** the voter's name on the list of voters.
4. **Tap** the gear icon on the left of the voter's name.
5. **Insert** the Voter Card in the Card Activator slot.





6. **Tap** the "Reactivate Voter Card" button.
   → A "Creating Card" message will appear.

> *Voter Card reactivation **MUST** be done on the original ePollbook.*
> ▶ *A Voter Card **CANNOT** be reactivated on a different ePollbook.*

7. **Tap** the "OK" button when the "Success" window pops up.
8. **Send** them to the Touchscreen to mark a new ballot.

➔ **If the voter started with a Paper Ballot Card and chooses to use the Touchscreen to mark their new ballot instead:**

A. **Set** the Touchscreen to Manual Mode, using the Activation Code from the Ballot Style Receipt. *(Manual Mode, page 199)*

B. **Step** away and allow the voter to use the Touchscreen to mark a new ballot.

➔ **If the voter chooses to use a Paper Ballot Card to mark their new ballot:**

A. **Send** them to the Station 2.

B. **Follow** the Spoiled Ballot Instructions below on this page.

C. **Send** them to a voting booth to mark it.

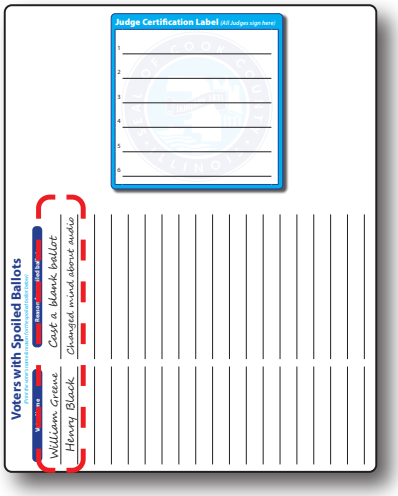
Spoiled Ballot

Spoiled Ballot Instructions:

When a voter is issued a new ballot because of a problem with their original ballot, the original ballot must be spoiled.

1. **Write** "Spoiled" across the face of the ballot.
2. **Place** the ballot in Spoiled Ballot Envelope 303.
3. **Write** the voter's name and reason for the spoiled ballot on the back of the envelope.

Back of Spoiled Ballot Envelope 303



➔ **If the wants to mark a new ballot,**

→ **Follow** instruction for "Voter wants to mark a new ballot" above on this page.

Ballot Issues (continued)

The Scanner is not accepting ballots	**Make sure** that the Scanner is powered on. ➔ **If power is not the issue,** have voters use the Alternate Ballot Box until your Scanner is fixed or replaced. 1. **Unlock** and **open** the Alternate Ballot Box door. 2. **Open** the slot from the inside. 3. **Close** and **lock** the Alternate Ballot Box door. 4. **Instruct** voters to use the Alternate Ballot Box to cast their ballots after a judge initials them. 5. **Call** the Judge Support Hotline. *If the Scanner is replaced, see "Scanner Replacement" on page 191.* **End of the night, ONLY after voters have left the room.** ➔ **If the Scanner IS working,** 1. **Remove** the ballots from the Alternate Ballot Box. 2. **Scan** them in the Scanner. ➔ **If the Scanner IS NOT working,** 1. **Remove** the ballots from the Alternate Ballot Box. 2. **Place** them in the Wheeled Ballot Bag. → If there were scanned ballots in the Ballot Box from before the Scanner stopped working, keep them separated in the Wheeled Ballot Bag. 3. **Tell** the staff at the Receiving Station that ballots have not been processed and why.
Overvote Detected	A message that the ballot has overvotes will appear on the LCD. 1. **Explain** to the voter that the screen shows the overvoted race(s). 2. **Ask** the voter if they want to mark a new ballot or override and leave the ballot as is. ➔ **If the voter wants to leave the ballot as is.** A. **Explain** that all contests marked correctly will be counted, but the overvoted contests will not. B. **Instruct** them to press the "Cast" button on the Scanner. ➔ **If the voter wants to mark a new ballot:** A. **Have** them press the "Return" button and remove their own ballot. B. **Follow** instruction for "Voter wants to mark a new ballot" on page 182. C. **Follow** the Spoiled Ballot Instructions on page 182.

Ballot Issues (continued)

Defective Or Misread Ballots Detected	There is damage to the marks on the edges of the ballot that the Scanner uses to process the ballot. A message that the ballot was Misread or Defective will appear on the LCD screen and the ballot will eject. ➔ **If the ballot is defective, give the voter a new ballot.** 1. **Explain** that the ballot has not been counted and cannot be scanned. 2. **Follow** the instruction for "Voter wants to mark a new ballot" on page 182. 3. **Follow** the Spoiled Ballot Instructions on page 182. ➔ **If the ballot was misread, give the voter a chance to mark a new ballot.** 1. **Explain** that the ballot hasn't been counted and needs re-inserted. 2. **Have** the voter re-insert the ballot in different orientations. ⇒ If after a few tries, the ballot keeps returning... **A.** **Have** them press the "Return" button and gently remove their own ballot. **B.** **Follow** the instruction for "Voter wants to mark a new ballot" on page 182. **C.** **Follow** the Spoiled Ballot Instructions on page 182.

Clearing Ballot Jams

Clearing Ballot Jams

Jam in the Scanner "Clear Paper Jam"

*Ballot **WAS NOT** cast*

The Scanner will give a message "Clear Paper Jam" with a red arrow pointing toward the ballot.

1. **Explain** that the ballot has not been counted and needs to be re-inserted.
2. **Instruct** the voter to gently remove their ballot.

➔ **If the edges and corners are not visibly damaged,**

→ Have the voter re-insert the ballot.

➔ **If there is visible damage to the ballot...**

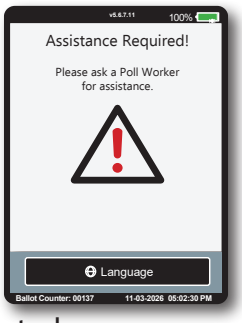
A. **Follow** instructions for "Voter wants to mark a new ballot" on page 182.

B. **Follow** the Spoiled Ballot Instructions on page 182.

Jam in the Scanner "Assistance Required"

*Ballot **WAS NOT** cast*

The Scanner will give a message saying "Assistance Required".



1. **Press** the Security Key to the Security Key receptacle.
2. **Enter** the 8-digit Pollworker PIN

→ The screen will say "Paper Jam" "RESULTS HAVE NOT BEEN SAVED" "Try to manually remove the ballot from the device"

3. **Explain** that the ballot is jammed and has not been counted.
4. **Press** the "OK' button and the ballot should return.
5. **Hand** the ballot to the voter to **scan** it again, **ONLY** if there is no visible damage to the ballot.

➔ **If the ballot DOES NOT return,**

→ **Follow** steps 4-14 on page 186 to check for a jam.

➔ **If the ballot jam HAS NOT cannot be cleared,**

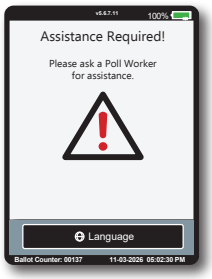
You will see "Paper Jam" and "Residual Paper Jam! Please try to clear paper jam manually before entering the menu" messages. There is a jam inside the Scanner and it needs to be replaced.

1. **Ask** the voter if they want to mark a new ballot.

→ **Follow** instructions for "Voter wants to mark a new ballot" on page 182 if the voter wants to mark a new ballot.

2. **Follow** Scanner Replacement instructions on page 191.

Clearing Ballot Jams (continued)

Jam in the Scanner "Assistance Required" *Ballot **WAS** cast*	The Scanner will give a message saying "Assistance Required".  1. **Press** the Security Key to the Security Key receptacle. 2. **Enter** the 8-digit Pollworker PIN. → The screen will say "Paper Jam" "RESULTS HAVE BEEN SAVED" "Try to manually remove the ballot from the MAIN EXIT slot" or "Try to manually remove the ballot from the DIVERTER EXIT slot" 3. **Explain** that the ballot has been counted but is jammed in the Exit slot. 4. **Break** the seal on the latch connecting the back of the Scanner to the VSC. → **Place** the broken seal in Plastic Bag 605. 5. **Unlatch** the Scanner. 6. **Slide** the Scanner forward. 7. **Lift** the Scanner up enough to see the slots underneath. 8. **Find** and **remove** the jammed ballot. → **Place** it in the Ballot Box slot under the Scanner on the VSC. 9. **Press** the "Cleared" button. 10. **Press** the "Exit" button on the "Main Menu" screen. → If you see the "Start Voting Session Confirmation" screen, **continue** to step 12. → If you **DO NOT** see this message, **repeat** steps 8-10. » See the gold arrow below is still no success. 11. **Press** the "Confirm" button. → This will take you back to the main "Please insert Ballot" screen. → The Scanner is ready to accept ballots again. 12. **Slide** the Scanner back into place. 13. **Re-latch** and **seal** the Scanner. 14. **Record** the seal number on the Record of Seals. ➔ **If the ballot jam HAS NOT been cleared,** You will see "Paper Jam" and "Residual Paper Jam! Please try to clear paper jam manually before entering the menu" messages after step 11. There is a jam inside the Scanner and it needs to be replaced. → **Follow** Scanner Replacement instructions on page 191.

Scanner Printer Issues

Scanner Printer Issues

Paper Jam	1. **Open** the Printer door. 2. **Make sure** the paper is feeding through evenly. 3. **Reinstall** the pressure roller over the paper tape. 4. **Thread** the tape through the slot on the door. 5. **Close** the Printer cover. *For more detailed instruction on removing and re-seating the paper roll, follow the paper change instructions in Checklist 33: Changing the Scanner Printer Tape, page 169.*
The Pressure Roller is loose	The pressure roller is loose or incorrectly installed, the message "Make sure paper is loaded and everything is OK" will appear. 1. **Open** the Printer door. 2. **Remove, then Reinstall** the pressure roller over the paper tape. → See page 169, Changing the Scanner Printer Tape. 3. **Close** the Printer cover.
No paper loaded	When the Printer runs out of paper, the message "Make sure paper is loaded and everything is OK" will appear. 1. **Follow** the instructions in Changing Scanner Printer Tape, page 169, to correctly install or re-install the Printer paper. → If you see a pink stripe on the tape, the tape is nearing the end. 2. **Press** "OK." → The message "Printer is recovering! Please Wait" will appear. 3. **Wait** for the Printer to recover and press "OK." → If it stops while printing, **press** "Resume" to continue printing the report.

Scanner Printer Issues (continued)

Report is not printing	→ **Make sure** there is Scanner Printer Tape loaded in the printer. → **Make sure** the paper was not installed backward. » If so, **remove** the paper roll. ▶ In either case above, follow the instructions in Changing Scanner Printer Tape, page 169, to correctly install or re-install the Printer paper.
Thermal Printer Error	This message comes up whenever there is an error printing. → Could also be Jam or loose roller scenarios. → **Follow** the instructions in Changing Scanner Printer Tape, page 169.

Memory Card Issues

Log File Mismatch

When setting up the Scanner before Election Day or before the polls open on Election Day, if you see the message "Verification Failed. Audit log file verification failed", followed by "Startup Error", call the Judge Support Hotline.

The Memory Cards have been corrupted and your Scanner is no longer usable.

▶ Use the Alternate Ballot Box until a Field Tech Judge comes with the new Scanner

1. **Unlock** and **open** the Alternate Ballot Box door.
2. **Open** the slot from the inside.
3. **Close** and **lock** the Alternate Ballot Box door.
   → **DO NOT** open the Alternate Ballot Box until after the polls closed, and all voters have left the room.
4. **Instruct** voters to use the Alternate Ballot Box to cast their ballots after a judge initials them.

➔ **If the Field Tech Judge determines that the Scanner is not usable,**

→ They will power it down and remove it from your Polling Place.

➔ **When the Field Tech Judge brings the new Scanner,**

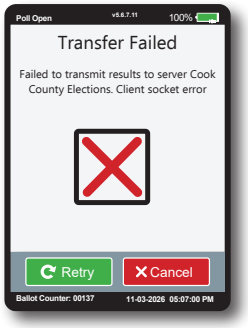
1. **Set up** the new Scanner following the setup procedures, starting on page 51.
2. **Begin using** the new Scanner.

▶ Before closing polls on the Scanner at the end of the day...

1. **Remove** the ballots from the Alternate Ballot Box.
2. **Scan** them into the new Scanner before closing the polls.

Transmission Issues

Transmission Failed



1. **Make sure** the antenna is connected to the modem and is placed on top of the VSC.
   - **A. Check** all the connections.
     - → There is a USB extension cable that connects the modem to the Scanner.
   - **B. Make sure** both ends are secured.
     - → Modem's USB cable plugs into the top USB port on the Scanner.
2. **Press** the "Retry" button.
   - → The Scanner will make a second attempt at transmission.
3. **Move** the antenna to a different location, still connected to the VSC and **press** the "Retry" button a second time for a third attempt.
4. **Press** the "Cancel" button if the Transmission fails a 3rd time.
   - → **DO NOT** try more than 3 times, unless instructed by Cook County Clerk's Office staff to do so.

➔ AM Transmission *(Morning Ping)*

If your AM transmission fails in the morning during setup, the screen will go to the "Ready" screen.

5. **Continue** with the morning setup.
6. **Call** the Judge Support Hotline after 9:00 AM.
   - » This issue can be resolved later in the day.

➔ PM Transmission

If your PM transmission fails during closing, continue with step 5 below.

5. **Cut** the Results Transmission tape.
6. **Make** note that the transmission failed 3 times on the tape.
7. **Sign** the back of the Transmission Tape *(all judges)*.
   - → **Place** it in Plastic bag 601.
8. **Call** the Judge Support Hotline to notify them that the transmission failed 3 times.
9. **Inform** the Receiving Station of the issue when delivering Plastic Bag 600 and the Wheeled Ballot Bag

Scanner Replacement

Judge Support Hotline
(708) 222-5100

The Scanner is no longer accepting ballots or is damaging every ballot

If the Scanner is damaging every ballot or is no longer accepting ballots, follow steps 1-3 and call the Judge Support Hotline. You may need a new Scanner.

Follow steps 5-7 on this checklist when replacing a Scanner.
Only after a Technician has replaced the Scanner in step 4.

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

Check	Step #	Task to complete:
	1	**A. Unlock** the Alternate Ballot Box. **B. Open** the Alternate Ballot Box door. **C. Open** the slot inside.
	2	**Close and lock** the Alternate Ballot Box. → **DO NOT** open the Alternate Ballot Box until after the polls closed.
	3	**Use** the Alternate Ballot Box until a tech comes with the new Scanner.
	4	***Field Tech Judge*** If the Field Tech Judge determines that the Scanner is not usable, they will... → **Power** it down and **remove** the Memory Cards. → **Insert** the Memory Cards into the new Scanner.
	5	**A. Set up** the new Scanner, following the setup procedures, page 51. **B. Begin** using the new Scanner. → The Ballot Counter will resume where it left off in the old Scanner. **C. Sign** the AM Zero Tape from the new Scanner *(all judges)*. → **Place** it in Plastic bag 601.

Scanner Replacement (continued)

	6	**After the polls are closed for the day,** and all voters have left the room: **A. Unlock and open** the Alternate Ballot Box door. → **ONLY once all voters have left the room**. **B. Remove** all ballots from the Alternate Ballot Box. **C. Initial** any ballot missing Judge initials with a Ballot Marking Pen in the Judge's Initials box. **D. Scan** all ballots before closing the polls. → If any ballots are defective *(including from a Touchscreen)*. **a. Mark** a new Paper Ballot Card with the same choices as the defective ballot. **b. Write** "Defective" across the defective ballot and place it in Envelope 303. » If the defective Paper Ballot Card(s) has/have overvotes, mark new Paper Ballot Card(s) with the same overvotes and **press** "Cast" when the message appears. **c. Initial** and **scan** the new Paper Ballot Card(s)

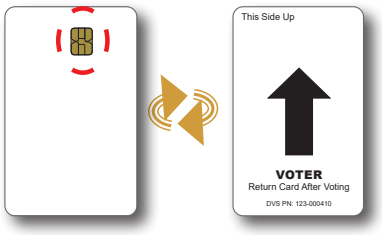
Touchscreen Troubleshooting

Activation Issues

Judge Support Hotline
(708) 222-5100

During Touchscreen operation, there are several situations that may require Judges to perform simple repair functions. In other cases, the Judge will have to call the Judge Support Hotline. The table below notes some common situations and the corrective action required.

Problem	Tasks to Complete:
Rebooting	
Rebooting the Touchscreen	1. **Break** the seal on the "Power/Printer" door at the bottom right of the Touchscreen and open the door. → **Place** the broken seal in Plastic Bag 605. 2. **Press & hold** the power button to power down. → The button is just beneath the power cord connection to the Touchscreen. 3. **Press** "Power Down" in the upper right corner of the screen. 4. **Wait** for the Touchscreen to power down completely. 5. **Press & release** the power button to power back up. 6. **Close** the "Power/Printer" door. 7. **Place** a new seal on the Power door. → **Record** the new seal number on the Record of Seals.
Activation Issues	
Not reading the Poll Worker Card	1. **Clean** the Pollworker card chip with the eraser in Kit 1. 2. **Reboot** the Touchscreen *(follow steps above)*. 3. **Insert** the Poll Worker Card and it should now read. 4. **Call** the Judge Support Hotline if the reboot didn't work.
Not reading the Voter Card Modifying the Date and Time	The clock on the Touchscreen **MUST** be 5 minutes ahead of the ePollbook. 1. **Reboot** the Touchscreen *(follow steps above)* If the Touchscreen is behind. → You will be given the option to "Modify" the time after you login. A. **Press** the "Modify" button. B. **Set** the time to 5 minutes ahead of the time on the ePollbook. C. **Press** the "Save Changes" button. » "Date and Time were changed successfully" will appear. 2. **Call** the Judge Support Hotline if step 1 didn't work.
Voter inserted the Voter Card incorrectly	1. **Pull** the Voter Card out. 2. **Have** the voter insert the card with the chip facing down.



Activation Issues (continued)

Reactivating a Voter Card

The Voter Card will need to be reactivated for any of the following reasons:

➔ **Voter Card timed out**

→ Voter Cards time out an hour after activation.

➔ **Voter wants a new ballot.**

→ The voter says they have the wrong ballot, undervotes, defective ballots, etc.

1. **Bring up** the voter's record on the ePollbook.
2. **Tap** the gear icon to the left of the voter's name.
3. **Tap** the "Reactivate Voter Card" button.
   → A "Creating Card" message will appear.
4. **Insert** the card into the Card Activator.





5. **Tap** the "OK" button when the "Success" window pops up.

*If a Voter Card needs to be reactivated, it **MUST** be done on the ePollbook used for its original activation.*

- *A Voter Card **CANNOT** be reactivated on a different ePollbook.*

Voter fled

If a Voter Card is removed while a ballot is being marked and before the ballot is printed, the Touchscreen will beep and the following message will display on the screen:

"Voter Card removed. BALLOT WAS NOT PRINTED. Please re-insert Voter Card or call for immediate help".

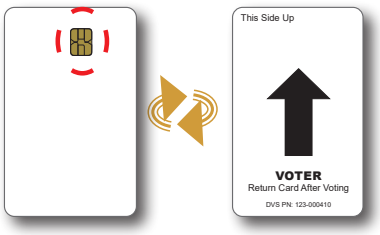
➔ **If the voter <u>HAS NOT</u> left the Polling Place.**

→ Tell the voter to re-insert their card in the Touchscreen, chip facing down.

» They can resume voting.

➔ **If the voter <u>HAS</u> left the Polling Place**

1. **Insert** the Poll Worker card, chip facing down.
2. **Enter** the 8-digit Pollworker PIN.
3. **Press** "Login".
   → The ballot will be automatically canceled on the Touchscreen.
4. **Remove** the Poll Worker card.
   → The Touchscreen is ready for the next voter.



Activation Issues (continued)

ATI Handset Issues

Voter says they have the wrong ballot *They have not cast their ballot on the Scanner*	1. **Remove** the voter's Voter Card. 2. **Insert** the Poll Worker Card. 3. **Enter** 8-digit Pollworker PIN. 4. **Press** "Login". 5. **Remove** the Poll Worker Card. → The Touchscreen is ready for the next voter. 6. **Send** the voter back to the Station 1. → Checklist 24: Canceling a Voter Check in - page 121 7. **Call** the Judge Support Hotline at 708-222-5100 to cancel the voter's check-in. 8. **Check** the voter in again after the original check-in is canceled.

ATI Handset Issues

The ATI has lost connectivity	1. **Verify** that the power light on the top of the ATI is on. 2. **Break** the seal on the door on the upper left door. 3. **Place** the broken seal in Plastic Bag 605. 4. **Verify** that the ATI cable is connected to the blue USB port in the upper left door of the Touchscreen. 5. **Close and re-seal** the door. 6. **Record** the new seal number on the Record of Seals.
Voter using audio cannot hear through the headphones	1. **Verify** the... → Headphones are connected to the lower right jack on the ATI. → ATI audio cable is connected to the green jack in the upper left door. 2. **Reseal** the door(s) and **reseal** them with new seals. 3. **Record** the new seals numbers on the Record of Seals.
Voter requests an Audio Ballot, then decides to vote a regular ballot instead	1. **Have** the voter remove their Voter Card from the Touchscreen. 2. **Follow** steps 1 - 7, starting on page 199 to manually activate the voter's ballot on the Touchscreen using the Activation Code listed on their Ballot Style Receipt. → Also listed on their Voter Check-in Receipt.
Voter requests an audio ballot, but wants assistance *(without audio)*	1. **Have** the voter remove their Voter Card from the Touchscreen. 2. **Call** the Judge Support Hotline to cancel the check-in and re-check the voter in using Checklist 10: Voter Requesting Assistance on page 81.

Ballot Printer Issues

Ballot Printer Issues

Paper Jam	➔ **Front of the Printer** 1. **Pull** the paper tray out. 2. **Slowly pull** out the jammed paper. → Use both hands. → **Dispose** of the paper or spoil the ballot if it has votes on it. 3. **Push** the paper tray back into the printer. → The Touchscreen will give the option to reprint or cancel the ballot. ➔ **Back of the Printer** 1. **Open** the rear cover. 2. **Gently pull** the jammed paper out of the fuser unit. 3. **Close** the fuser cover and the back cover. ➔ **Step 4 for both scenarios.** → **Press and hold** the X button on the printer until it says "Ready" on the printer screen. » This is to clear any existing print jobs in the printer queue. » Use the option on the touchscreen to reprint the ballot.
The ballot cannot be read by the Scanner because it was printed with marks on the paper	The Printer is dirty and the printer head needs cleaning. 1. **Press** the right arrow button until you reach the "Setup Menu." 2. **Press** the "OK" button to enter the service section. → The screen will read "Service Cleaning Page." 3. **Press** the "OK" button. → The screen will read "Cleaning Mode", then "Tray 1 Plain Paper", then "Press OK to Start." 4. **Press** the "OK" button. → The paper will print and the screen will say "Cleaning." → **DO NOT** remove the paper until it finishes printing. 5. **Throw** the paper away. 6. **Verify** a clean print by printing a service page. A. **Press** the right arrow button until you reach "Reports." B. **Press** the "OK" button. C. **Press** the left arrow button until you reach the "Reports Service Page." D. **Press** the "OK" button. → The page will print. E. **Throw** the page away.

Ballot Printer Issues (continued)

Screen Issues

The Ballot Printer is not printing	**Verify** that... → The printer is powered on. → The connection to the printer and the Touchscreen are secure. → There is sufficient paper in the paper tray.
The Ballot Printer lost connection to the Touchscreen	**Verify** that... → The "Ready" light is on. → The Printer is plugged into the UPS and that the UPS is powered on. → The USB cable is plugged into the Touchscreen and into the printer. → The USB cable is connected to the USB port and **NOT** to the network port.

Screen Issues

The screen is not responding to touch.	Below are 2 resolutions. ➔ **Clean the screen with a soft cloth.** → **DO NOT** use anything but a soft cloth unless instructed by a Field Tech Judge or the Judge Support Hotline. ➔ **Reboot the Touchscreen.** 1. **Follow** steps on page 193 to reboot the Touchscreen. 2. **Insert** the Poll Worker Card with the chip facing down. *See page 193, Touchscreen Troubleshooting, if the Touchscreen does not read the Poll Worker Card.* 3. **Enter** the 8-digit Pollworker PIN. → Found on the inside door of the VSC. → Also on the label on the Open First Envelope. 4. **Press** "Login." → A "Confirmation" window will appear, showing the date and time on the Touchscreen. 5. **Check** that the date and time on the Touchscreens are 5 minutes ahead of the date and time on the ePollbooks. 6. **Press** "Confirm" if the date and/or time are correct. → **Press** "Modify" if they need to be corrected. 7. **Make sure** that the AVS Controller and the Manual Session Activation boxes are checked. → The screen will change back to the "Insert your card" screen. 8. **Remove** the Poll Worker Card.

Manual Mode

ePollbook & Touchscreen

Judge Support Hotline
(708) 222-5100

When both Card Activators aren't working or the voter decides they need an audio ballot after they have checked-in, voters can vote on the Touchscreen without a Voter Card in Manual Mode.

Follow the steps on this checklist for every voter.

Check	Step #	Task to complete:

ePollbook or Signature Book

Use of the Emergency Kit MUST be approved by the Judge Support Hotline.

- ***THE ONLY REASON TO USE THE EMERGENCY KIT*** *is that all ePollbooks in the precinct are not working and you have approval to use the Emergency Kit from the Judge Support Hotline.*

⇒ ***NOT reason enough to use the Emergency Kit.***

→ *There is no peer-to-peer connection between ePollbooks.*

→ *At least one ePollbooks is working.*

→ *One or all Card Activators are not working.*

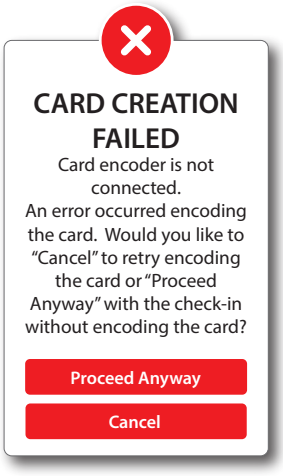
A. **Check** the voter in.

B. **Tap** "Proceed Anyway" on the "Card Creation Failed" Popup.

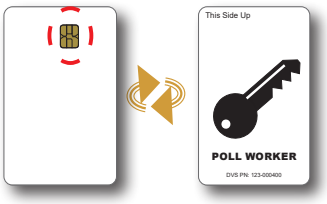
→ If the ePollbook is not working, **write** the Activation Code from the Signature Book on the Ballot Style slip from the Emergency Kit.

C. **Take** the Ballot Style receipt from the ePollbook to the Touchscreen.

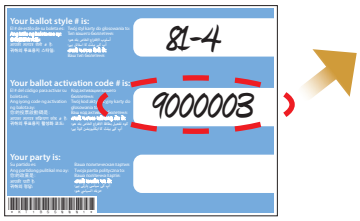
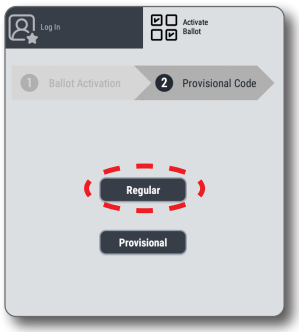
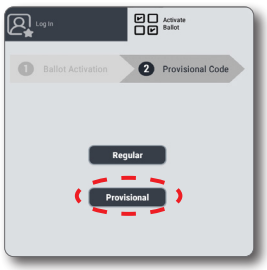
D. **Continue** on to the Touchscreen.



Touchscreen

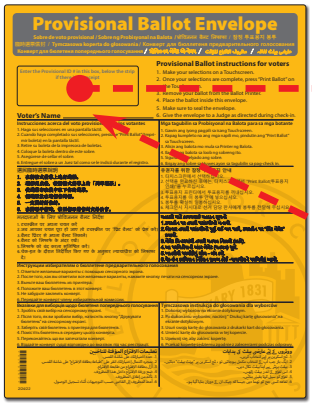
	1	**Insert** the Poll Worker Card into the card slot on the Touchscreen. → Chip facing down.	 
	2		**Enter** the 8-digit Pollworker PIN. → The next window will give the choice "Admin Menu" or "Ballot Activation."

Regular & Provisional Voters

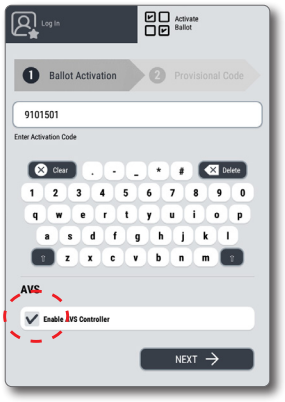
	3	**Press** the "Ballot Activation" button. → The "Activate Ballot" window will open. 
	4	**A. Enter** the Activation Code from the Ballot Style Slip.   **B. Press** the "Next" button, at the bottom right. 
Regular Voters		
	5	**Press** the "Regular" button. → To start a regular voting session. → The Language Selection screen will appear. ***Regular Voters include:*** → *Voters with no Special Circumstance* → *Other Affidavit Voters* → *Election Day Registration Voters* 
	6	**Remove** the Poll Worker Card.
	7	**Step** away from the Touchscreen. → The voter can now vote.
Provisional Voters		
	5	 **Press** the "Provisional" button. → To start a Provisional Voting session. → A window with the Provisional ID will appear. » There is no need to do anything with the number that appears.

Regular & Provisional Voters (continued)

Voters using the ATI Handset

	6	**A. Make sure** the Voter's Name is on the "Voter's Name" line on the Provisional Ballot Envelope. → This step should have been completed at Station 1. **B. Make sure** the Ballot Style receipt is attached to the Provisional Ballot Envelope. → This step should have been completed at Station 1. **C. Press** the "Continue" button. → The Language Selection screen will appear.  ***It is EXTREMELY important to the Provisional process that the Voter's name is written on the Provisional Ballot Envelope.***
	7	**Remove** the Poll Worker Card.
	8	**Step** away from the Touchscreen. → The voter can now vote.

Voters using the ATI Handset

	1	**A. Enter** the Activation Code from the Ballot Style Receipt or Slip. **B. Press** the box next to "Enable AVS Controller." → A check mark will appear in the box. 
	2	**Hand** the voter the headphones *(with covers)* and the ATI Handset.
	3	**Press** the "Next" button, at the bottom right. 

Voters using the ATI Handset (continued)

Regular Voters

4 **Press** the "Regular" button.

→ To start a regular voting session.

→ The Language Selection screen will appear.

> ***Regular Voters include:***
> → *Voters with no Special Circumstance*
> → *Other Affidavit Voters*
> → *Election Day Registration Voters*



5 **Remove** the Poll Worker Card.

6 **Step** away from the Touchscreen.

→ The voter can now vote.

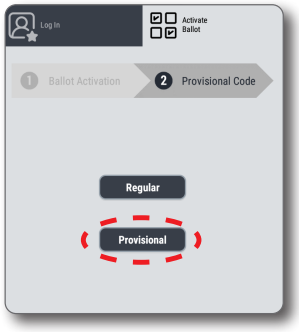
Provisional Voters

4 **Press** the "Provisional" button.

→ To start a Provisional Voting session.

→ A window with the Provisional ID will appear.

» There is no need to do anything with the number that appears.



5

A. **Make sure** the Voter's Name is on the "Voter's Name" line on the Provisional Ballot Envelope.

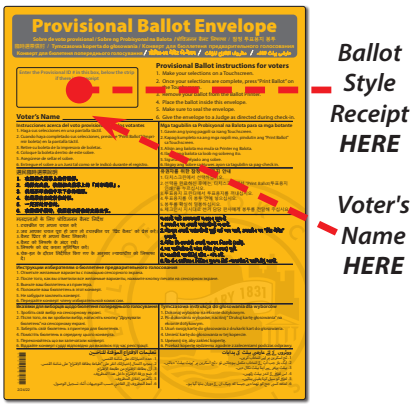
→ This step should have been completed at Station 1.

B. **Make sure** the Ballot Style receipt is attached to the Provisional Ballot Envelope.

→ This step should have been completed at Station 1.

C. **Press** the "Continue" button.

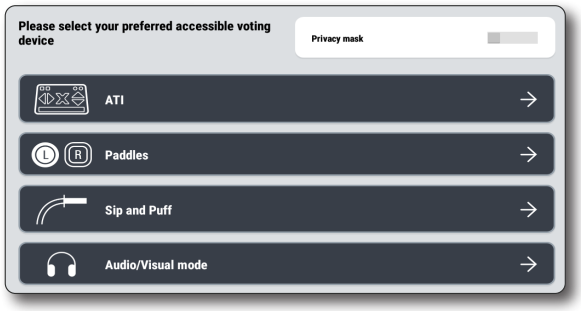
→ The Language Selection screen will appear.



> ***It is EXTREMELY important to the Provisional process that the Voter's name is written on the Provisional Ballot Envelope.***

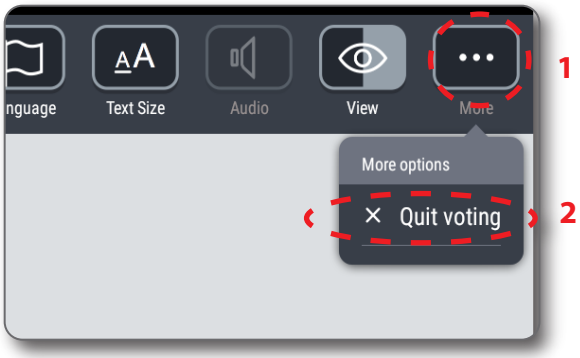
Voters using the ATI Handset (continued)

Voter Fled

	6	**Remove** the Poll Worker Card.
	7	 **Select** the language for the voter.
	8	**A. Press** "Privacy Mask" if the voter does not want to see the screen. **B. Select** the voting device, according to the voter's need. → The Touchscreen will start giving the voter instructions through the headphones. 
	9	**Step** away from the Touchscreen.

Voter fled while in Manual Mode

If a voter leaves the Touchscreen before printing out their ballot, **cancel** their activation.



1. **Press** the "More" button, at the top right of the screen.
2. **Press** "Quit Voting".
   → The screen will return to the voter screen.



Glossary

Activation Code
The Activation Code is used to access specific Ballot Styles on the Touchscreen based on where voters live. It is listed on the Voter Information Screen and Voter Check-in receipts from the ePollbook and in the signature book.

Affidavit for Universal or Provisional Voters FORM 301
A paper version of the affidavit the voter must sign to support a their qualifications to vote or receive assistance only if all ePollbooks in the precinct are not working.

Alternate Ballot Box
The top compartment of the VSC that should be used as a ballot box if the Scanner or the Polling Place loses power, or if the Scanner is inoperable for any reason *(jam, non-working Scanner, etc)*.

AM Zero Tape
A diagnostic tape printed by the Scanner before the polls open. The AM Zero Tape list all of the contests, candidates and referendum for that precinct and show that all totals are zero.

Audio Ballot
A ballot on the Touchscreen which can be heard and not seen or seen if the voter wishes. The voter listens to the ballot on a headset and makes choices by pressing buttons on a keypad connected to the Touchscreen.

Ballot Printer
Next to or beneath the Touchscreen. It prints out the voter's ballot selections from the Touchscreen that are cast by inserting the printout into the Scanner.

Ballot Style Number
Based on where the voter lives, the Ballot Style Number determines the specific office(s) and Referendum(s) for that voter. It is listed on the Voter Information Screen and Voter Check-in receipts from the ePollbook and in the signature book *(if the Emergency Kit is used if all ePollbooks in the precinct are not working)*.

Campaign-free Zone
Election Judges must mark off 100 feet from the entrance to the room where voting occurs to show the area where Electioneering is prohibited.

Card Activator
Election Judges use the Card Activator to program each voter's voter card with their appropriate Activation Code when voters are checked in on the ePollbook. Voters then insert the activated voter card into the Touchscreen to mark their ballot.

Credential
An official document presented by a Pollwatcher or another official election observer to gain entry into a Polling Place.

Curbside Voting
Requested by an individual who has difficulty entering or is unable to enter the Polling Place. Election Judges bring voting supplies to the voter outside of the Polling Place.

Disenfranchise
The act of depriving a person of the rights or privileges to vote.

Duty stations (1 - 3)
The duties and responsibilities of the Election Judges on Election Day are assigned to one of three stations in the Polling Place.

Election Judge Oath
Administered before the polls open. Every Judge signs it. It is done on the ePollbook.

Electioneering
The act of trying to influence someone's vote. It includes displaying or handing out buttons, posters, symbols or logos, or campaign literature. It is prohibited inside the Polling Place and within 100 feet of the entrance to the room where voting occurs.

Glossary (Continued)

Emergency Kit
A plastic folder style kit with red outlines, found in the VSC and **ONLY** used when all ePollbooks in the precinct are not working. It has Voter Check-in materials that can be used in place of the ePollbooks. The main items are...

- Signature Book
- Voter Registration Cards
- Special Circumstance Affidavits *(paper)*

ePollbook
Electronic Voter Check-in system using an application on an iPad to check voters in to vote. The application includes all voter-associated processes and affidavits for Regular and Special Circumstance Voters. The application allows voters to sign on screen using a fingertip or a stylus. Judges use the ePollbook for other functions during the day, like signing in, ballot inventory, results entry, etc. There are at least 2 ePollbooks assigned to each precinct.

Inactive Voter
A voter who has been removed from the active voter list, but may still vote after signing an affidavit.

Magnifier
A voter aid used to enlarge the type on the ballot. It is available to all voters at Station 2.

Mail Ballot
Voters can cast ballots before Election Day by voting by Mail Ballot.

Memory card
A card, found inside the Poll Worker door, on the front of the Scanner. It contains programmed information for each precinct to record the votes cast on the Scanner during the day. It must be removed from the Scanner and delivered to the Receiving Station in Plastic bag 601 at the end of the night.

Open First Envelope
Includes lanyards with keys, the Security Key for the Scanner and Touchscreen, Poll Worker Cards, an instruction letter, additional Signature Book pages, special instructions from the Clerk's office and other important information.

Overvote
Occurs when too many candidates are selected in a particular race. No vote is recorded for the office. The Touchscreen machine will not permit Overvotes. The Scanner will not hold the ballot and give the voter the option to cast the ballot as-is or spoil it and mark a new one.

Paper Ballots *(Touchscreen marked ballots)*
The ballot that prints out on the Ballot Printer when a voter chooses to mark their ballot on the Touchscreen.

Paper Ballot Cards *(Hand marked ballots)*
Pre-printed paper ballots, printed on heavier card stock, issued at Station 2 when a voter chooses to hand mark their ballot. Paper Ballot Cards are available in 12 languages, but those languages are limited by precincts based on the voters in the precinct. However, Paper Ballot Cards in English and Spanish are available at all precincts.

Polling Place Technician (PPT)
Each precinct is assigned at least one PPT, who serves as point of contact for the Election Judge team before Election Day. On Election Day, they ensure that the voting equipment is set up and working throughout the day. They also ensure polls are closed and the Statement of Ballots is complete. The PPT's main function is troubleshooting equipment and helping voters with equipment related issues. PPTs are assigned to sit at Station 2 and help with issuing Paper Ballot Cards. This will allow them the freedom to move around the precinct when needed. The PPT will be one of the Election Judges to return material to the Receiving Station. *For a more detailed description of the PPT duties, see page 1 of this manual.*

Glossary (Continued)

Pollstar
A portable plastic voting booth.

Pollwatcher
An individual who represents a political party, independent organization, or a proponent or opponent of a Referendum who is legally in the Polling Place to observe the conduct of an election. A Pollwatcher must surrender credentials to gain entry.

Provisional Voting
A Provisional ballot is issued to a voter if there is a question regarding his or her registration status or eligibility to vote. Provisional Voters can only mark a ballot on a Touchscreen. The marked ballot is sealed inside a Provisional Ballot Envelope by the voter and is cast only if the voter can resolve their registration issue(s) up to 1 week after Election Day. Voters are given next step instruction during their check-in.

Referendum
Ballot initiatives or questions of public policy voters are asked to decide by voting Yes or No.

Results Tapes
A printed consolidated total of votes from the Paper and Touchscreen ballots that each candidate received in a given precinct. This tape is printed by the Scanner after the polls have closed.

Scanner
A ballot casting device that scans votes on hand-marked Paper Ballot Cards and Touchscreen-marked Paper Ballots. It is located inside the VSC, directly over the Ballot Box and beneath the Alternate Ballot Box.

Signature Book
Found in the Emergency Kit, it contains all voter names, Ballot Style Numbers, Activation Codes and voting status in the precinct. There is a signature line next to an image of voter's signature for comparison. Supplemental pages to the Signature Book are in the 6AM Envelope.

Special Circumstance Affidavits *(paper)*
2 page carbonless copy paper affidavit forms found in the Emergency Kit for Special Circumstance check-ins that require a signed affidavit **ONLY if ALL** ePollbooks aren't working.

Touchscreen
A Ballot Marking Device *(BMD)* used to mark ballots electronically. The voter inserts a Voter Card *(activated and issued at Station 1, based on the voter's Ballot Style)* and makes their selections by tapping the screen. Voters get an opportunity to review their ballot before printing it out on the Ballot Printer

UPS
Uninterruptible **P**ower **S**upply is located on the floor inside the VSC. It is used to supply power to the Ballot Printers for up to 2 hours if the power goes out in the Polling Place.

Voter Registration Cards
2 page carbonless copy forms found in the Emergency Kit to register voters for an Election Day Registration (EDR) **ONLY if ALL** ePollbooks in the precinct aren't working.

VSC
Voting **S**upply **C**arrier is a large container on wheels, supplied to each precinct, the holds all of the supplies and equipment needed for Election Day. Each VSC holds a Scanner and 2 Touchscreens, which are accessible to voters and remain inside the VSC throughout the day.

Wheeled Ballot Bag
A bag containing all the voted ballots and other evidence of the election. It is delivered to the Receiving Station at the end of Election Day.

Write-in Tapes
A printed consolidated total of Write-in votes from the Paper and Touchscreen Ballots that each candidate received in a given precinct. This tape is printed by the Scanner after the Results Tapes.

Election Dates for 2026

2026 Gubernatorial General Election Dates

➠ General Grace Period	⇒ October 7, 2026 - November 2, 2026
➠ General Early Voting	⇒ October 19, 2026 - November 2, 2026
➠ General Election Day	⇒ November 3, 2026

Pre-Election Day Voting Equipment Setup

Set up equipment in your Polling Place before Election Day during the following days:

➠ General Election Day Setup	⇒ October 30, 2026 - November 2, 2026

Receiving Station Addresses

Barrington / Palatine
Rolling Meadows Courthouse
2121 Euclid Ave.
Rolling Meadows
(Lower Level)

Bloom / Rich
Prairie State College
Conference Center
202 S. Halsted St.
Chicago Heights
(Room 1318)

Bremen / Calumet
Markham Courthouse
16501 S. Kedzie Parkway
Markham
(Room 238)

Berwyn / Cicero / Oak Park
Elections Operations Center (EOC)
1330 S. 54th Ave.
Cicero

Elk Grove / Maine
Cumberland Elementary School
700 E. Golf Road
Des Plaines

Evanston / New Trier
Evanston City Building
909 Davis St.
Evanston
(Suite 240)

Hanover / Schaumburg
Hanover Township Senior Center
240 S. Route 59
Bartlett
(Veteran's Hall)

Lemont / Orland / Palos
Bridgeview Courthouse
10220 S. 76th Ave.
Bridgeview

Leyden / Norwood Park
Triton College - East Campus
Robert Collins Center
2000 5th Ave.
River Grove
(Room RC-221)

Lyons / Riverside / Stickney
Local 150 Union Hall
6200 Joliet Rd.
Countryside
(Ballroom)

Niles
Skokie Courthouse
5600 Old Orchard Rd.
Skokie
(Room 149)

Northfield
Glenview Public School District 34
Administration Center
1401 Greenwood Rd.
Glenview

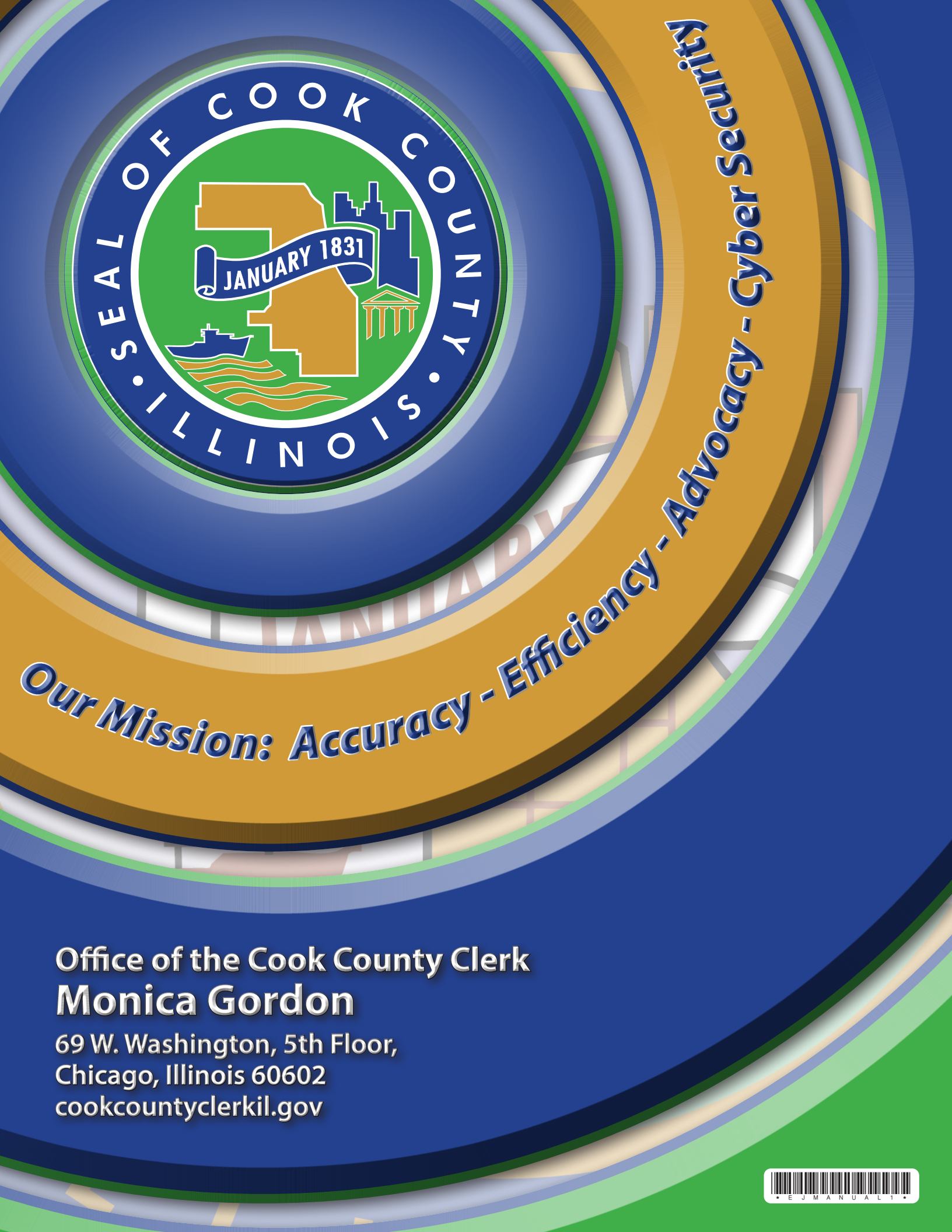
Proviso / River Forest
Melrose Park Civic Center
1000 N. 25th Ave
Melrose Park

Thornton
South Suburban College
15800 S. State St.
South Holland
(MB Financial Room)

Wheeling
MacArthur Middle School
700 N. Schoenbeck Rd
Prospect Heights
(Gym)

Worth
Worth Township Hall
11601 S. Pulaski Rd.
Alsip
(East Gym)

Check the Open First Envelope for any changes or updates to the locations listed above



Office of the Cook County Clerk
Monica Gordon
69 W. Washington, 5th Floor,
Chicago, Illinois 60602
cookcountyclerkil.gov

EJMANUAL1