Pollbook Judge

Election Judge Manual

Election Judge Department
847.377.2408

Election Day Hotline
847.377.2328

Voter Registration
847.377.2410

General Office
847.377.2400

ElectionJudge.info
ElectionJudge@LakeCountyIL.gov



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

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September 18, 2026

Dear Lake County Election Judge:

This election is especially important as we continue to commemorate 250 years of what has been called the greatest experiment in self-governance. Thank you for being part of the tradition that brings life to the three most important words of our Constitution: We the People.

We have continued our efforts to improve our systems and processes. This general election, we have upgraded our tabulation system to the highest certified level in Illinois. We are the first in the entire state to conduct an election using this newly certified system. This tabulation system upgrade not only has quality of life improvements for you, our judges, but also enhances security and increased processing. Our commitment has always been to be a model in exceptional election administration, and, with your help, we are accomplishing that goal.

This manual will introduce you to the terminology and procedures of Early Voting activities and will acquaint you with the requirements of the Illinois Election Code. It will also serve as a reference tool for training classes and quality control during Early Voting. Use this manual as your guide during your service. You will receive training pursuant to Illinois law requiring that each election judge receive training every two years (in even years) to maintain a compliant trained status.

Additionally, there are judges who are specially trained for verifying qualified voters, attending to the ballot box, voter services, and empowering voters who may prefer to use ADA-compliant ballot-marking system to mark their ballots in private.

Site Managers serve as a liaison for our office while they support each station as needed, work with poll watchers, help with voter traffic flow and assist with special circumstances. Site Managers are either assigned to a specific voting site or will be assigned to cover several voting sites throughout Election Day.

I look forward to meeting each one of you and to seeing you at training or during Early Voting. Do not hesitate to reach out if you have suggestions, questions, or concerns at anthony.vega@lakecountyil.gov.

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

Respectfully,

Anthony Vega
Lake County Clerk

Table of Contents

Basic Election Information 5
Election Equipment in Election Day Sites 13
Unlocking and Locking the Cage 15
Election Eve Setup 17
Login to the Pollbook 21
Election Judge Clock-In 24
Other Polling Site Set Up Tasks 26
Election Judge Clock-Out 29
Pollbook Set Up 31
Provisional Ballot Case 33
Finalize Set Up 34
Processing Voters 35
Pollbook Instructions for Manual Voter Search 37
Pollbook Instructions for a Driver's License/State ID Scan 38
General Election Voter Check In 39
Primary Election Voter Check In (Additional Steps) 41
Issuing an ExpressVote Ballot 42
Wait Time and Regular Environment Tasks 45
Special Circumstance Voters 46
Pollbook Instructions for Assisted Voters 47
Vote By Mail 51
Cancel/Spoil Ballot 57
Reprinting a Ballot or Ballot Receipt / Unreadable Ballot 63
Grace Period Registration 64
Grace Period Registration -- New Registration 65
Grace Period Registration -- Name Change 68
Grace Period Registration -- Address Change 71
Voter Signature Challenge 73
Paper Voter Information Update 77
Inactive Voters 78

Voter Moved 80
Marked as Already Voted OR Cannot Sign Pollbook 86
Military Voters 87
Voter Cannot Enter Voting Site 89
Registered by Mail -- Clerk's Office Not Yet Verified Voter's Identity 90
Provisional Ballots 92
Acceptable Forms of Identification 99
Changing Receipt Printer Paper 101
Statement of Ballots (Ballot Accounting) and Closing the Election 102
Emptying Ballot Bins and Packing Ballots 108
Spoiled Ballot Accounting and Provisional Ballot Inventory 110
Election Judge Clock Out 111
Certificate of Write-Ins Report 112
Other Daily Closing Tasks 115
Appendix 117

Basic Election Information

Vote Centers

Beginning in 2025, all Election Day voting sites will utilize the vote center model. This means that all Lake County residents are able to cast their ballot at any Election Day voting site, regardless of their residential address. Election Judges will no longer need to redirect or prepare provisional ballots for Lake County voters who arrive at a voting site to which they are not assigned.

Non-Lake County voters will still need to be redirected or vote provisionally, depending on the circumstance, as Lake County voting sites will only have ballots for Lake County voters. Additionally, Lake County voters who go to a non-Lake County voting site will also need to be redirected or vote provisionally, depending on the circumstance, as Lake County ballots are only available at Lake County voting sites.

Even-Numbered Years

General Primary Election—3rd Tuesday in March

- Nominees for Federal, State, Legislative, Judicial, County, and North Shore Water Reclamation District (NSWRD)
- Election of Precinct Committeepersons and Lake Forest Municipal candidates and referenda

General Election—1st Tuesday after the first Monday in November

- Federal, State, Legislative, Judicial, County, NSWRD candidates and referenda

Odd-Numbered Years

Consolidated Primary Election—last Tuesday in February

- Municipal nominees for established political party candidates and referenda

Consolidated Election—1st Tuesday in April

- Municipal, Township, Park, and Library Districts
- Schools, Colleges, other special purpose district candidates and referenda

No Party Registration

Illinois does not allow a voter to register by party; however in a primary election, a voter is required to declare a party before receiving a ballot. The voter may select any party, regardless of how they voted in the past. If the voter does not wish to declare a party in the primary, and a public question is on the ballot, a nonpartisan ballot might be available.

Primary vs. General Elections

At a primary election, voters select nominees. Candidates are elected in general and consolidated elections. Voters also elect a party precinct committeeperson in even year primaries. Illinois does not permit primaries where names of candidates for multiple parties appear on the same ballot.

Spanish Language Requirements under Voting Rights Act

As a result of 2010 U.S. Census data, 5% or more of Lake County's voting age population responded as having limited proficiency in the English language. According to §203 of the Voting Rights Act (42 USC §1973aa-1a), the U.S. Department of Justice now requires Lake County to provide all English/Spanish bilingual election materials including ballots, affidavits, signs, legal notices, and web services.

Election Judges

At the voting site, the Election Judges are responsible for the proper and legal conduct of the election. As officers of the Circuit Court, they affirm to uphold the Constitutions of the United States and Illinois. All persons in the voting site or within 100 feet of the entrance to the room where voting occurs must obey the lawful orders of the judges and refrain from campaigning or electioneering. If there are problems, try to resolve them honestly, fairly and as quickly as possible. Judges establish the tone and level of service. Remember to smile and let voters know you are glad they are participating. The judges have the authority to evict any person creating a disturbance. If the problem escalates rapidly or becomes physically threatening, seek assistance from local law enforcement officers or the State's Attorney.

Selection and Appointment

Election Judges are appointed to serve as representatives of the Democratic or Republican parties. The Central Committee Chairman of each major political party furnishes the Lake County Clerk a certified list of persons for each precinct to serve as Election Judges after the general primary election in even years. The Chairperson may also choose to not commission an Election Judge at this time. At its July meeting in even-numbered years, the Lake County Board approves judges from these lists. The Circuit Court confirms appointment of Election Judges for a two-year term.

Once commissioned, Election Judges perform their duties as officers of the court. An individual commissioned to serve as an Election Judge is obligated to be available for each election during the two-year period. In addition to the five regular judges appointed, alternate judges may be appointed and commissioned in the same manner.

Training

The Lake County Clerk offers Election Judge training classes as required by state statute. Every two years, judges are required to complete training in even-numbered years to maintain trained status.

Pay

A judge's pay rate is determined by the level of Election Judge class completed and assignment. Attending a Basic or Advanced class trains a person to work as a Check-In Judge. Judges can increase their earning power by completing specialty certification training and have the Lake County Clerk's Office assign additional responsibilities on or before Election Day. Judges who are willing to serve outside of their township receive additional compensation. Paychecks are mailed 3 to 4 weeks after Election Day.

Pollbook Judge (certified and assigned)	$240
Ballot Box Judge (certified and assigned)	$285
Serving out of township	+$10
Bilingual Judge	+$10
Driving to the Transfer Site to deliver supplies on Election Night	+$20
Accompanying a judge to return supplies to the Transfer Site on Election Night (but not driving in a separate vehicle)	+$10

Scheduling

The two major political parties rank their judges as "regular" or "alternate." Regular judges receive preference in scheduling over alternate judges. The judges' availability forms must be returned to the Lake County Clerk's Office before the stated deadlines to receive priority in the scheduling process.

During the months prior to the election, judges are emailed a link to the Election Judge portal to select their availability and training classes. Election Day and Early Voting assignments will be posted on the portal.

Hours

Illinois law requires that the polls be open from 6:00 AM until 7:00 PM. In order to finalize setup, all judges should arrive at the polls by 5:15 AM. At a minimum, one judge from each party must be present in the voting site at all times. When the polls are open, judges are asked to remain on-site the entire day.

Judges work as a team and remain until each closing procedure is completed. Two Election Judges (one from each party), will then leave for the Transfer Site to deliver important election supplies.

Replacement Judges

On Election Day, if a judge fails to appear, contact the Lake County Clerk's Office for a replacement. If the Lake County Clerk's Office cannot provide a replacement judge, and the number of judges present is insufficient to process voters, the judges may appoint a voter as a replacement judge. The replacement must be a registered voter and, if possible, of the same political affiliation as the judge being replaced. **A precinct committeeperson or candidate may not serve as an Election Judge**.

Equal Authority

All Election Judges have equal authority and responsibility to uphold the law on Election Day. All the judges act as a board in making decisions on voter qualification. There is no "head" judge. No one judge may overrule a majority opinion. Judges should rotate positions throughout the day.

Pre-Election Preparation

A number of pre-election planning steps will help ensure all polls open on time and are prepared to serve voters well.

- Election Judges must vote early or by mail to ensure the proper functioning of the polling place on Election Day. Visit LakeVoterPower.info for voting by mail or Early Voting information.
- Become familiar with your assigned voting site. Plan a test drive prior to Election Day to help gauge travel time and to get familiar with parking options.
- When the Ballot Box Judge calls to confirm you are able to work, ask if meals are potluck or brown bag. Dress in layers to be ready for changing temperatures.
- Review your *Election Judge Manual*, especially opening polls, closing polls, and special voter circumstances.
- Attend training class.
- Visit ElectionJudge.info to access the Election Judge portal in order to review *Election Judge Manuals*, checklists, and presentations in the online reference library.

Food and Beverages in the Voting Site

To protect the electronic equipment and ballots, please refrain from having food and beverages (without a lid or cap) at the Election Judge tables.

Oath or Affirmation of Judge of Election

Although in past years, Election Judges signed a paper oath when beginning their shifts, the oaths are now entirely digital.

When clocking in on the pollbook, you are also digitally signing the oath. This is the new process for both Early Voting AND Election Day.

Roles for Election Workers

Judges work as a team during setup, while processing voters, and after the polls close. Closing procedures cannot be started until voters are served and all ballots are cast.

Ballot Box Judge (BBJ)

Ballot Box Judges pick up election materials a few days before the election. Judges will contact voting site to confirm building access and assigned judges to verify they are working. Ballot Box Judges will also need to arrange, prior to Election Day, that two judges (one from each party) will deliver the election materials to the Transfer Site after the polls have closed. Normally on election eve, Ballot Box Judges set up and prepare the voting site. While the polls are open, the Ballot Box Judge stands 4 feet from ballot bin and checks each voted ballot for judge's initials.

Pollbook Judge (PBJ)

Pollbook Judges may assist with the voting site setup on election eve and log onto the Pollbooks to begin the update of voter data if there are not two Ballot Box Judges scheduled at the voting site. Judges use the Pollbook to assist voters with special circumstances, spoiled ballots, grace registration, and provisional voting, as well as checking in routine voters.

Site Manager

Many voting sites are assigned a Site Manager who serves as a liaison to the Lake County Clerk's Office. The Site Manager's duties include directing voter flow; checking in pollwatchers; assisting with and monitoring Election Judge procedures; assisting with special circumstances; resolving voter or pollwatcher concerns; and reviewing opening, closing, and packing procedures.

Technical Representatives

Technical Representatives provide support in operating the electronic equipment in the voting site. Technicians assist with operator mistakes, general error messages, paper jams or replacing equipment that is not functioning properly. Technicians are not trained to answer legal or procedural questions about processing voters.

Handling Election Materials

No one other than Election Judges, representatives of the Lake County Clerk's Office (including Site Manager or Technical Representatives) and State's Attorney staff (when assistance with affidavits is requested) may handle the election materials, supplies or ballots. Attorney General staff, pollwatchers, and candidates with pollwatcher credentials may only observe the voting process to ensure laws are being followed but not touch or handle any election materials.

Name Tag

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

Clean and Safe

Special effort must be made by all judges to be vigilant about keeping the voting site clean and safe. Pick up any papers on the floor, secure loose cords, or notify the Lake County Clerk's Office of any unusual doorway thresholds.

Ballots

Voters are grouped into a district called a precinct. Since school, park district, library, municipal, and township boundaries overlap and intersect the precinct boundaries, every precinct voter may not have the same ballot. Each voter receives a ballot listing only the candidates or public questions for the units of government that serve their address.

Voters may vote on a question of public policy at a primary election without choosing a party by requesting a nonpartisan ballot**.**

Ballot Colors in a Primary

- Democratic ballots have a black heading
- Republican ballots have a white heading
- Nonpartisan ballots have a gray heading



Types of ballots

- Precinct ballot
  - Contains all offices and public questions.
- Federal ballot
  - Voter must vote using the ExpressVote terminal.
  - Contains only federal offices such as President and U.S. Senate.
  - Only for voters that have moved more than 30 days and less than 4 years prior to the election and are not updating their registration when voting.
- Provisional
  - Contains all offices and public questions.
  - Ballot is voted, but not initialed or cast on Election Day.
  - If voter does not have required documentation while in the voting site, voter has 7 days to provide the required documentation to the Lake County Clerk's Office.

Under- and Over-Vote Alerts

Under-Votes

The Illinois General Assembly requires voters be alerted by the ballot counter if any of the statewide constitutional offices (Governor, Lt. Governor, Attorney General, Secretary of State, Comptroller and Treasurer) are not voted. An explanation poster will be displayed at every voting site.

Resolution

Voters are not required to vote in every race.

If voter wants to cast the ballot as marked, select "Cast" on the ballot counter screen, and ballot is tabulated and deposited into the bin.

If voter wants to change the ballot, select "Return" on the ballot counter screen. Ballot will be returned to the voter, and voter will return to the voting booth to finish voting.

Over-Votes

Voters who have marked too many choices in one race will also be alerted to the over-vote by the ballot counter.

Resolution

If voter wants to cast the ballot as marked, select "Cast" on the ballot counter screen, and ballot is tabulated and deposited into the bin. Only the over-voted race(s) will not count.

If voter wants to change the ballot, select "Return" on the ballot counter screen. Ballot will be returned to the voter and directed to the Pollbook Judges where the marked ballot will be collected and marked as "spoiled." Voter will receive a new ballot and return to the voting booth.

Electioneering

Electioneering is defined as working for or against the interest of a party, candidate or proposition (public question). The "No Electioneering Zone" begins 100 feet from the entrance to the room where voting occurs and is marked by an orange sign on a cone. No one is permitted to wear campaign clothing, campaign badges or buttons, openly display political literature/signs or engage in any political discussion within this designated zone. Beyond the 100-foot radius, state law allows candidates to place signs, hand out flyers and talk to voters.

Voters

To register, any U.S. citizen must be 18 years of age by the date of a general or consolidated election, meet the 30 day residency requirement, and provide two forms of valid identification.

17-year-olds may register and vote in a primary, if their 18th birthday occurs on or before the General or Consolidated Election.

Registration with a deputy registrar is available at many municipal, park district, and township offices until 28 days before each election. When voter registration is open, online voter registration is available at Illinois State Board of Elections' website (ova.elections.IL.gov) or LakeCountyClerk.info under "Voter Services." Applicants must provide Illinois Driver's License or Illinois State identification number, date the license or identification was issued, last four digits of Social Security number, and birth date. After registration closes, grace registration is available at the Lake County Clerk's office and at each early or Election Day voting site.

Who May be in the Voting Room

The people allowed in the voting room before opening, while polls are open, and after closing the polls are:

- Election Judges, representatives of the Lake County Clerk's Office or the State Board of Elections with identification,
- Pollwatchers or candidates with valid credentials, or
- Law enforcement officials with identification from the Lake County Sheriff's Office, Lake County State's Attorney's Office, Illinois Attorney General's Office or United States Justice Department.

Those who are allowed in the voting room ONLY while polls are open include:

- Voters registered in the voting site, their children and persons qualified to take oath to assist voter, or
- Press with identification who may film (with voter permission). Press may not interview candidates or voters in voting site but may do so outside the room for voting.

Who May be with Voter at Voting Booth

Only one voter at a time is allowed in a single voting booth. Young children may accompany a guardian to a booth.

Voters who have a disability or cannot read or write English or Spanish qualify for assistance and an Assisted Voter Affidavit must be completed. The person providing help to a voter is selected by the voter, must take an oath to mark the ballot as directed by the voter and sign the affidavit.

Using a Phone in the Voting Site



A sign titled Telephone Usage is included in the Ballot Box Judge envelope and is posted at the voting room's entrance.

Voters are requested to not make or receive calls in the voting site unless it is to call for emergency service, as voters could unintentionally electioneer during the course of their phone conversation. If a voter's cell phone rings, politely ask the voter to return the call when outside the voting site. Voters are allowed to discreetly look up information on their phones in the voting booth. Pollwatchers are also requested to make their calls from outside the voting site.

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

Voter Identification Requirements

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

Telephone Policy for Election Judges

Election Judges may use cell phones when no voters are present in the voting site, to call the Lake County Clerk's Office for assistance, and to call for emergency assistance. Please remember to put away cell phones when voters are in the voting site.
When calling the Lake County Clerk's Office, please clearly state your name, the polling site where you are working, and the nature of your question or concern. If you encounter a situation which you believe may require the help of county staff, it is imperative that you call as soon as possible. Waiting for the arrival of another Election Judge to assist with the situation or call may result in the loss of valuable time.

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

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

Control of the Voting Site

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

Handling Election Materials

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

Election Equipment in Election Day Sites

Pollbook



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

DS300 (or Ballot Bin / Tabulator)



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

Public Count is the number of ballots cast in this election. Protected Count represents the number of ballots cast in this bin's lifetime. (Think of it like a car's odometer.)

ExpressVote (or Ballot Marking Device)



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

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

Ballot on Demand Printer



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

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

The Cage



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

Jetpack

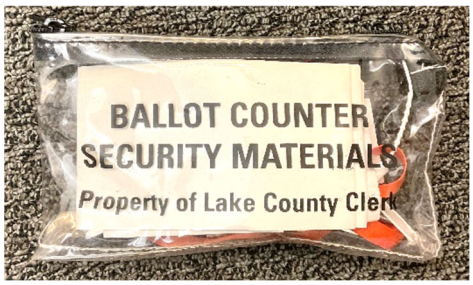


The Jetpack gives each voting site's Pollbook a live connection to the Lake County Clerk's Office and restricts a voter's ability to register in multiple locations during Early Voting or on Election Day.

Unlocking the Cage

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

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

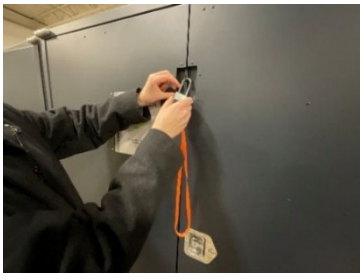


2. Remove the blue security seal from the padlock on the Cage.



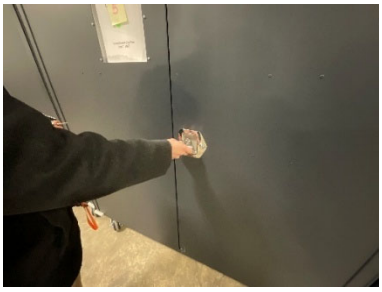
3. You may place the blue seal on the back of the Election Judge timesheet in the green Site Manager binder once you retrieve the binder from the ballot bin.

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



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

6. Pull the handle forward so it is no longer flush with the door.



7. Twist the handle and pull to open the door.



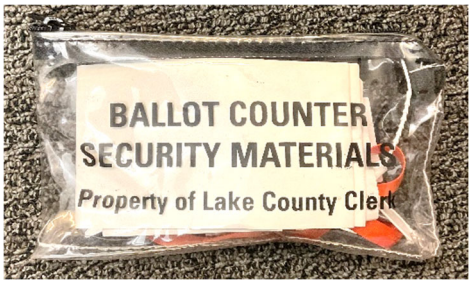
8. Remove the supplies you need from the Cage.

9. Replace the padlock on one of the doors so it is not lost.

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

Locking the Cage

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

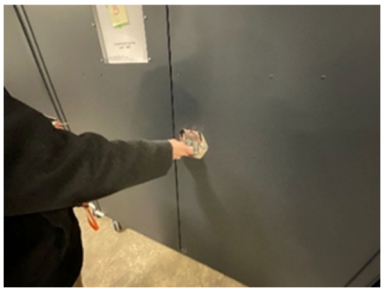


2. Ensure that all materials which need to be kept (or returned) in the Cage have been placed inside.

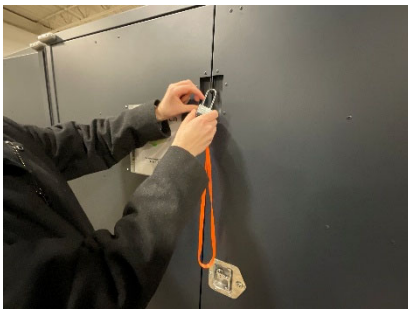


3. Close the Cage door on the left (as you are facing it) before the door on the right.

4. Twist the handle and fold it back into place so it is flush with the door. Lock the handle in place using the barrel key on the orange lanyard.



5. Thread the padlock through the loops for the upper lock and press until the shackle clicks shut.



6. Check the handle to confirm that the door is locked in place.

Election Eve Setup

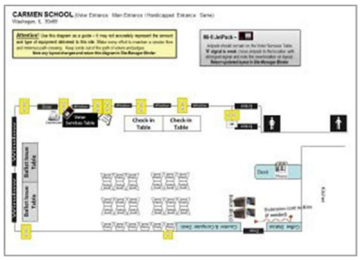
Not all Pollbook Judges need to attend Election Eve Setup. However, at least two judges will need to help with Election Eve setup. Please check in with the BBJ ahead of time to determine if you will help with setup.

Judges at setup will work together as a team to prepare all Pollbooks on Election Eve. Locate starting supplies in the red Ballot Box Judge bag.

Jetpack

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

1. Set up Jetpack in location noted on the layout diagram.



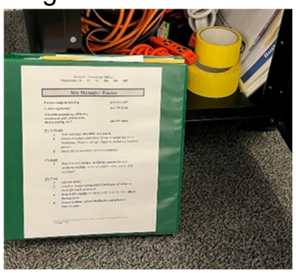
2. Plug power cord into designated outlet.
3. Press and hold the power button until you see the display screen lights up. So long as the display stays on, it means that the Jetpack is connected.



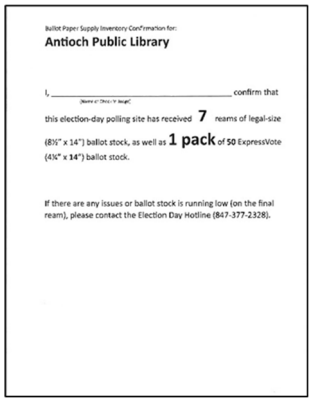
Ballot Inventory

Ballot inventory will need to be completed on election eve, as printers will need to be set up and tested before Election Day.

1. Utilizing the silver ballot bin key from the security materials pouch, opens ballot bin door #4 to locate the green Site Manager binder.



2. Locate the Ballot Paper Supply Inventory Confirmation sheet in the Site Manager binder.



Ballot Paper Supply Inventory Confirmation for:
Antioch Public Library

I, _____ confirm that

this election-day polling site has received **7** reams of legal-size (8½" x 14") ballot stock, as well as **1 pack** of 50 ExpressVote (4¼" x 14") ballot stock.

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

3. In the Cage, check the number of reams of ballot paper (a full box equals five reams) and number of packs of ExpressVote ballot stock (which is located in the banker box inside the Cage).



4. Sign off on the ballot supply sheet and leave it in the green Site Manager binder. Return ExpressVote ballot stock packs to the banker box.

Pollbook Setup

Pollbooks will be delivered by the movers in a locked Cage. The key to the Cage will be in the security materials pouch in the red BBJ Bag. The Pollbooks must be set up on Election Eve.

Note: The Ballot on Demand printers weigh 35 lbs and should never be lifted by fewer than two judges.



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

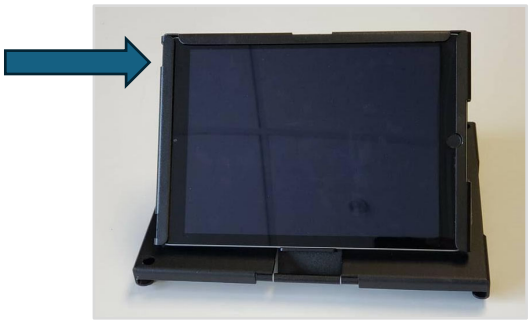
2. Remove the Pollbook cases from the Cage and place them on the appropriate tables based on the recommended room layout. Note that there are two Pollbooks, ballot receipt printers, and supplies for Pollbooks in standard Pollbook cases.



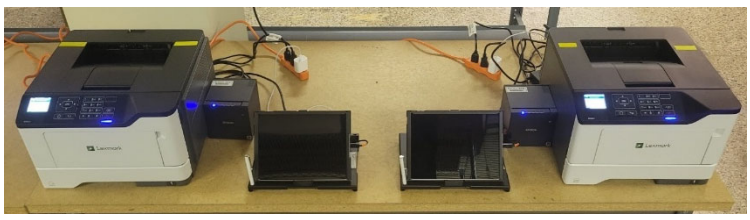
3. Remove the Pollbooks, ballot receipt printers, cords, and styluses from the cases.



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



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

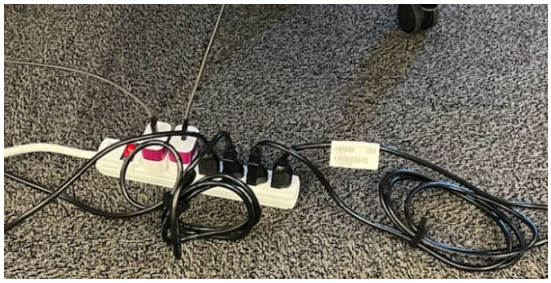


6. Set up the table so that two Pollbooks are next to each other (where the two judges will sit), the thermal receipt printer is to the outside of each judge and the Ballot on Demand printer is farthest to the outside of each judge. If you have an odd number of Pollbooks, try your best to set up the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





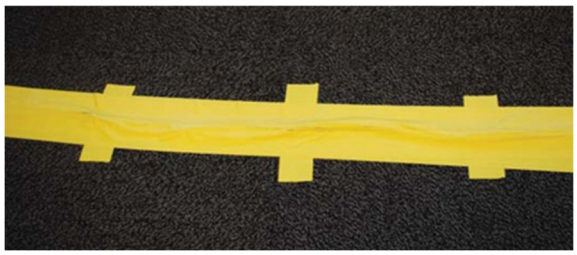
7. Place a power strip in between two Pollbook stations. Use Velcro straps as necessary to limit excess cord slack while plugging in devices.





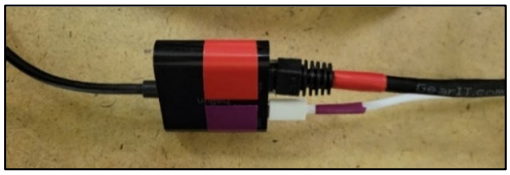
8. It may be useful to use the table legs to limit excess cord slack (depending on the tables at the site).

9. Be aware of tripping hazards for voters and judges. If needed, use yellow tape for cord management.



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

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



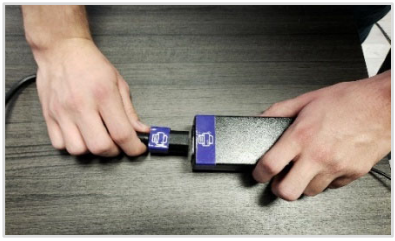
11. Plug the orange end of the Pollbook charger cable into the side of the Pollbook.



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



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



14. Plug the power cords into the power outlet.



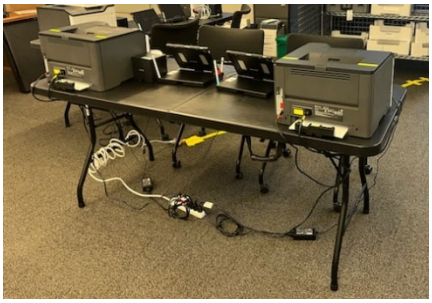
15. Press and hold the power button on the thermal receipt printer to power it on. Lights on the printer will blink while printer is setting up. Look for the light on the far right side of the printer to turn blue; this means it is connected via Bluetooth.



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



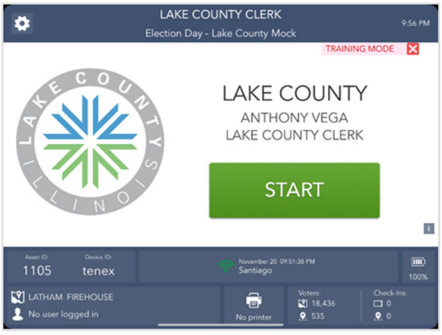
17. Double-check for tripping hazards. Secure any power cords that may be a tripping hazard to voters and judges.



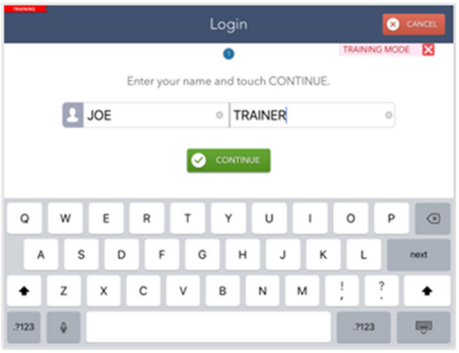
Login to the Pollbook

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

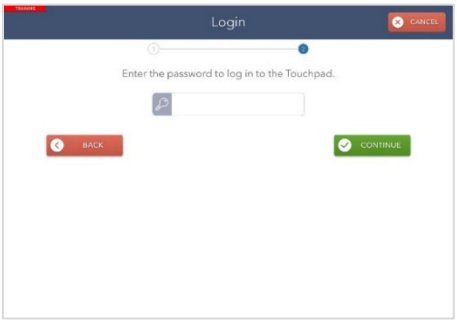
1. Once the Pollbook is powered on, it will look similar to the image below (excluding the red "Training Mode" icon). Touch the green START button to log in.



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



3. Enter the password from the Pollbook login information card found in both the black and blue binders.



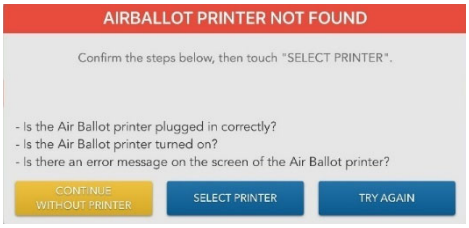
4. The Pollbook will connect to the Ballot on Demand printer ("Airballot Printer") first.



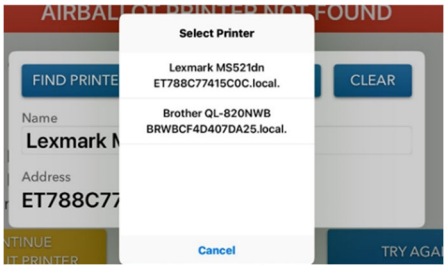
5. To test the Ballot on Demand printer, retrieve paper from the Cage (open one ream at a time). Then choose TEST PRINTER and click PRINT on the pop-up box. Place printed test ballots in the red BBJ bag.



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



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

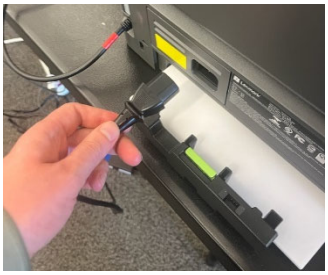


8. If the printer is available: select it and then choose TEST to print a test ballot. Then SAVE.

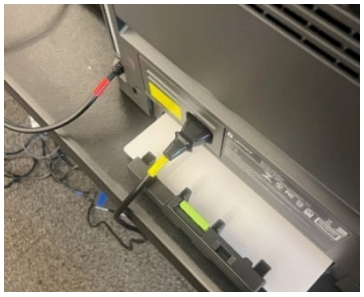


9. If the printer is not available, choose “Cancel,” then ensure that the (red) ethernet cable is plugged in to the back of the printer and to the Pollbook splitter.

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



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



12. Wait for a minute after the printer fully powers on, then repeat steps 7 and 8. If you are still unable to connect, call the County Clerk’s Office.

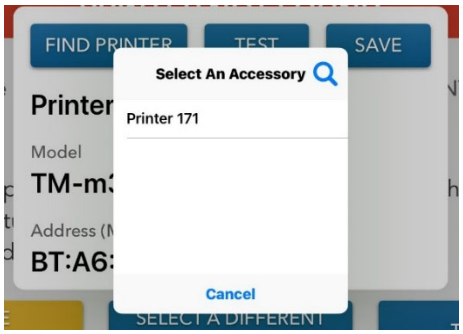
13. The Pollbook will next try to connect to the ballot receipt printer. Remember, the number of the receipt printer should match the number on the base of your Pollbook.



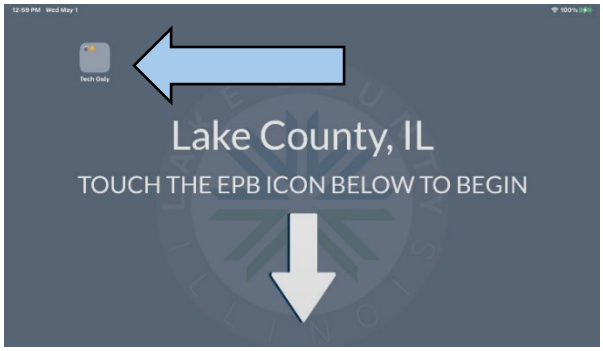
14. If you are not able to connect to the ballot receipt printer, check to make sure that the device is fully turned on (turned on and no blinking lights), then choose SELECT A DIFFERENT PRINTER.



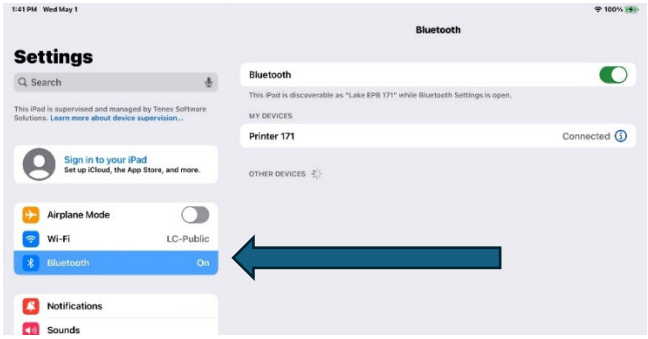
15. On the pop-up screen, choose FIND PRINTER. Choose the printer number that matches the number listed on the base of the Pollbook.



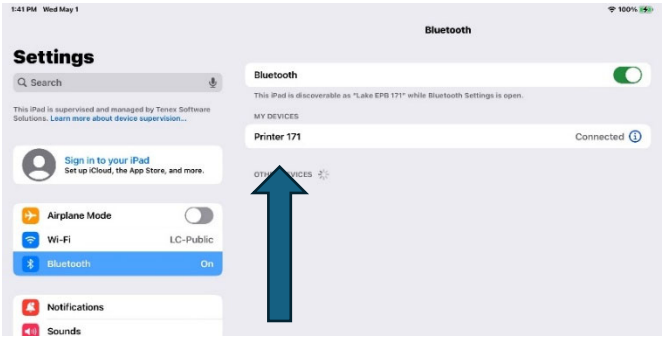
16. If you still cannot connect to the printer, choose “Cancel” then swipe your finger up on the screen so that you return to the desktop. Search for the “Tech Only” folder. (If it is not on the current screen swipe your finger to your left on the screen.)



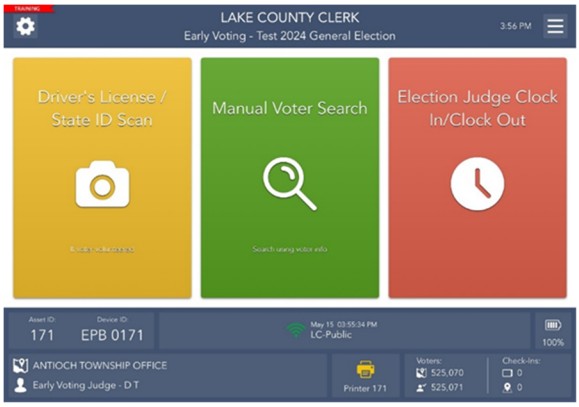
17. Click on the folder and choose “Settings” (the gear shape). On the left side of the screen, select the “Bluetooth.” Give the Pollbook a few minutes to search for the printer.



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



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



20. Clock in on Pollbooks. See instructions below.

21. Leave all Pollbooks turned on while you prepare the ballot bin and the voting site. This will allow for the data transfer from the Lake County Clerk’s database to the individual Pollbooks.

22. Return the password card to the red Ballot Box Judge bag.

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

Election Judge Clock-In

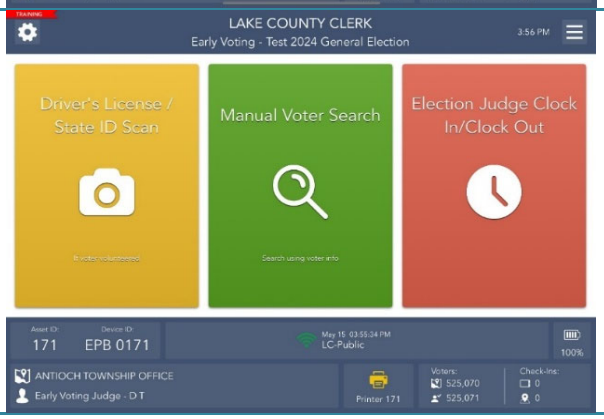
1

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



2

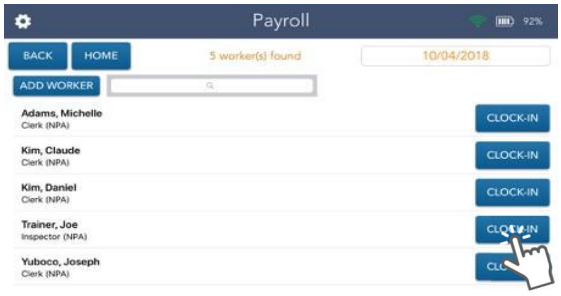
There is also an option to select Election Judge Clock In/Clock Out from the Launchpad screen.



3

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

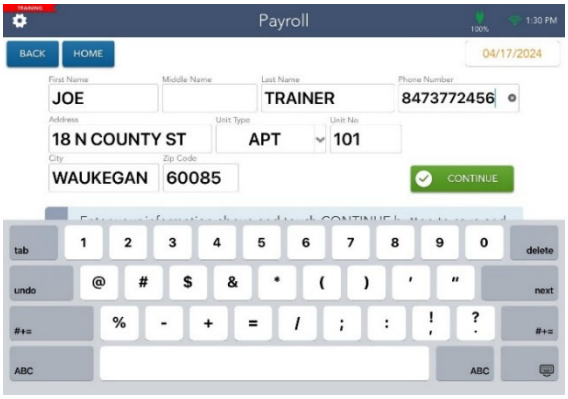
If you cannot find your name on any page, continue to step four.



4

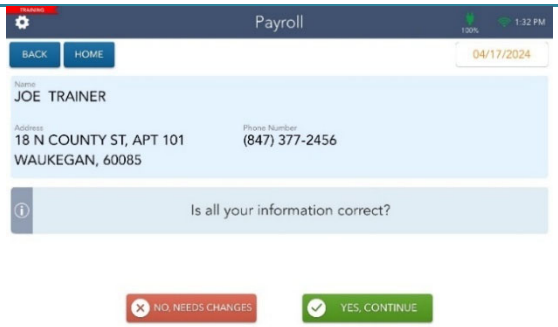
If you are unable to find your name, select ADD WORKER, check to see if your name is on this list. If so, select your name then select your position from the drop-down menu (you may need to scroll down). Then move on to the next step.

If your name is not on this list, select I AM NOT ON THE LIST. Select your position from the drop-down menu (you may need to scroll down). From this screen, you can manually add your information. You can then skip to step five.



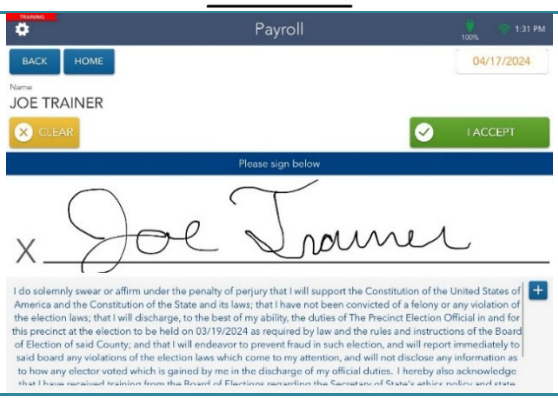
5

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



6

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



Other Polling Site Set Up Tasks

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

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



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



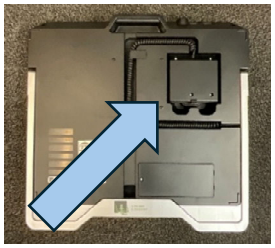


3. Place the ExpressVote on the table screen-side down.

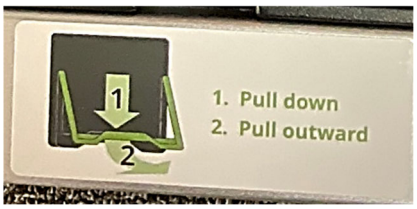


4. Remove the touchpad (for the use of visually-impaired voters) from its housing on the back of the device. Be prepared to place it behind the device on the table so it is available for quick access for voters who need it.



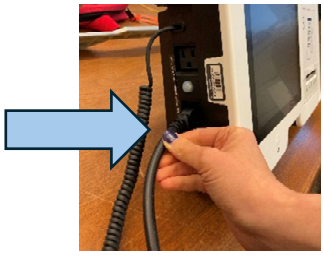


5. Follow the directions on the "kickstand" (pull down on the kickstand before pulling out) so that the device can sit with the screen at a comfortable angle.



6. Insert plug into the side of unit and then into a power source.





7. Add the privacy shield. Do not turn on the ExpressVote.



Voting Booths

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



Inside Signs

Use masking tape to post interior signs and specimen ballots for the site's preferred precincts from the BBJ Envelope near the voting site entrance. Detailed directions for posting are in the BBJ manual.





Secure Pollbooks after Voting Setup is Complete

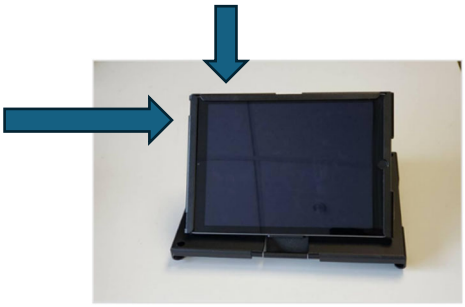
1. Once the other Election Eve tasks have been complete, power down the Pollbooks. To do so, select the "hamburger" button at the top right of the screen. Select LOGOUT from the menu.



2. A pop-up screen will appear. Select the green LOGOUT TEMPORARILY button.

3. Clock out on Pollbooks. (See next section for detailed instructions.)

4. Press and hold the buttons on the upper left side and top left of Pollbooks to turn them off. "Slide to Power Off" popup will appear. Slide with finger to power off.



5. Unplug the Pollbooks from the printers, return the Pollbooks to their cases, then return the cases to the Cage.

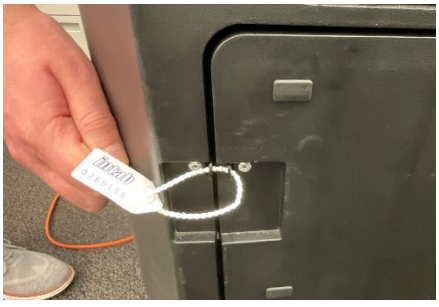
6. Remove any ballot stock that was placed in the printers to test them and return it to the Cage.

7. Power down printers leave them in place so only Pollbooks need to be reconnected in the morning.

8. Once EJs have completed all other tasks and packed away all materials which should be secured in the Cage, it is time for the BBJ to secure the DS300 for the night.

NOTE: Due to the tamper-proof locks on the DS300, we can **no longer** leave door 5 unlocked but closed and secured with a security tie overnight. Therefore, Election Eve steps are different. **PLEASE see BBJ materials for detailed directions**.

9. The BBJ will close and lock front access door on each bin using the silver key and secure by inserting white tie through metal loops.



10. Ballot bin keys (on red or blue lanyard) will be returned to the security materials pouch and the orange Cage keys will be removed. The pouch will then be placed in the red BBJ bag.

11. Then, the red BBJ bag will be placed inside of the Cage. (Again, make sure the orange Cage keys have been removed from the pouch!)

12. Once ALL materials which need to be secured in the Cage overnight are packed inside, close and lock the Cage doors.

13. Take the Cage keys with the orange lanyard to one of the BoD printers which was set up earlier and which will be left out overnight.



14. Pull out the printer tray from the printer completely. Press the green button and push so that the extender on the back of the tray is in the collapsed position.

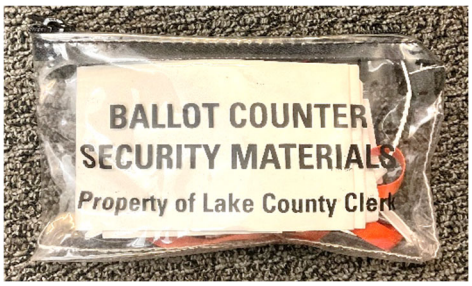
15. Place the Cage keys with the orange lanyard inside of the printer tray.



16. Return the printer tray to the printer and slide into place. With the tray in the collapsed position, the back of the tray should be flush with the rest of the printer and not stick out.

17. With the Cage keys inside, secure the tray with the blue security seal.

18. The Jetpack will remain in place and turned on for the night.





Before Leaving the Building

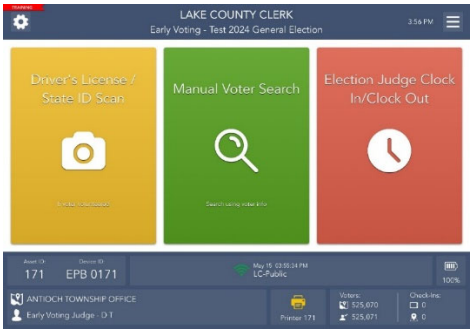
Check with the building's security or maintenance to be sure the room is locked.

Election Judge Clock-Out

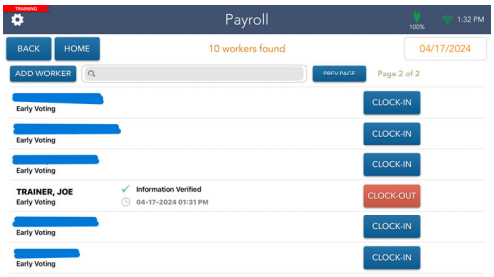
1 Begin by selecting ELECTION JUDGE CLOCK IN from the "hamburger menu" from the Main Menu screen.



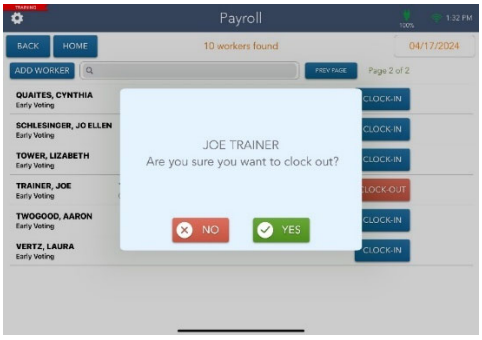
2 You can also select the red "Election Judge Clock In/Clock Out" button from the Main Menu screen.



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



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



Before Polls Open on Election Morning

Judges setting up the voting site on Election Eve will place the Pollbooks on the Check-In Table, secure power cords, log-in to initiate the download of voter data, and connect Pollbooks to printers.

Before leaving for the evening, judges power down the Pollbooks, pack them in their cases and place the packed cases inside the Cage. The printers and cords stay in place overnight.

1. The BBJ will remove blue security seal from BoD printer tray and retrieve Cage key.
2. Using the key, they will unlock the Cage and locate the red BBJ bag.



3. In the red BBJ bag, the BBJ finds the security materials pouch and locates the grey security materials card and ballot bin keys inside.
4. The BBJ may ask for help comparing the number on the blue security seal removed from the printer tray to the number recorded on the security materials card. The used security seal should be placed on the bottom of the Ballot Stock Inventory sheet (in the front of the green Site Manager binder).
5. While this is happening, PBJs can begin setting up pollbooks.

Jetpack

Verify that the Jetpack is still on and connected.



Prepare Vote By Mail Drop Box OR yellow Vote By Mail Collection Bag for Voters

1. Locate the large Vote By Mail Drop Box **OR** yellow Vote By Mail Collection Bag.
   - Yellow bags should be stored behind the Pollbook Judge Table.
   - VBM Drop Boxes should be near the PBJ table so EJs can verify the back of completed VBM envelopes are signed before voters insert.
2. Seal the VBM container (if it is not yet sealed) and help the BBJ note tie number(s) under "Polls Open" heading on security material card.
   - If you have a yellow VBM collection bag, use one yellow tie from the front pocket to seal the zipper.
   - If you have the larger VBM Drop Box, the loops on the lid should already be secured. Snip the tie sealing the ballot insertion flap. We DO NOT want the flap closed on either container, or voters will not be able to insert ballots!



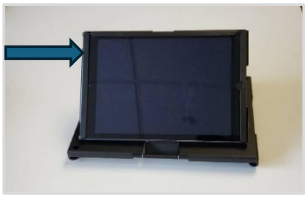


Pollbook Set Up

1. Retrieve the Pollbooks cases with the Pollbooks inside from the Cage.

2. Remove the Pollbooks from the cases and place them by the receipt printer with the matching numbers.

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



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



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



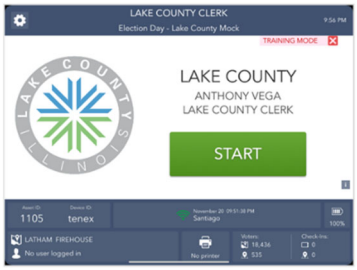


6. Take the blank ballot stock (legal size paper) from the Cage and load it into the printer trays.

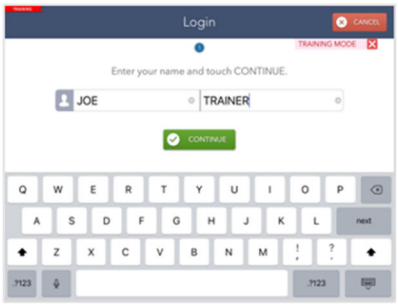
7. Store test ballots printed in the red BBJ bag.

Log into the Pollbook

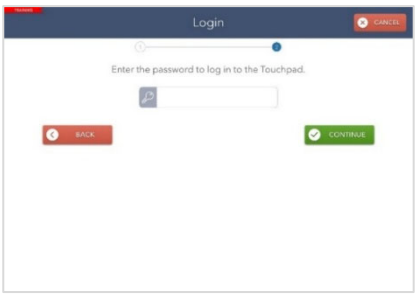
1. Once the Pollbook is powered on, it will look similar to the image below (excluding the red “Training Mode” icon). Touch the green START button to log in.



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

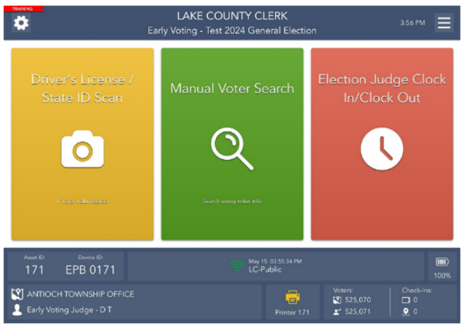


3. Enter the password from the Pollbook login information card found in the both the black and blue binders, then touch CONTINUE.



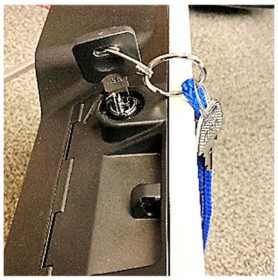
Note: If the printers do not connect, check they are turned on. Detailed troubleshooting instructions can be found in the “Log into the Pollbook” section in the front of this manual.

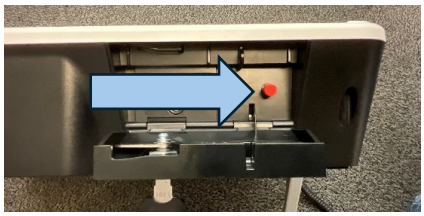
4. Once you successfully log in, you will see the Pollbook home screen.



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

1. To turn on the ExpressVote (or Ballot Marking Device), use the black key on the red or blue lanyard (the same keys used for the ballot bin) to unlock the door on the black exterior of the ExpressVote (above the screen). Press the red button inside as if you are ringing a doorbell.

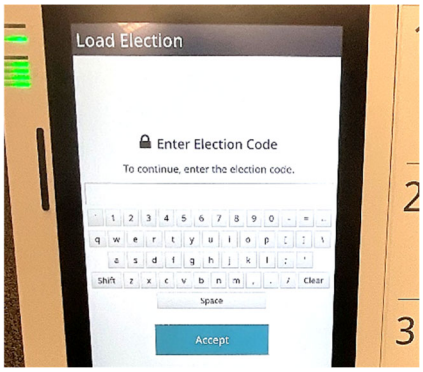




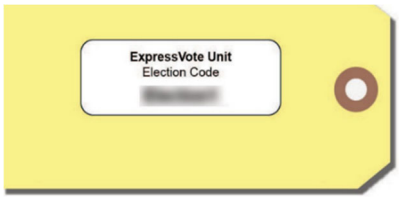
2. After you push the button, close and lock the door. Return the keys to the security materials pouch, or to the judge working to open the ballot bin.

3. The ExpressVote may take a few minutes to “wake up” and load.

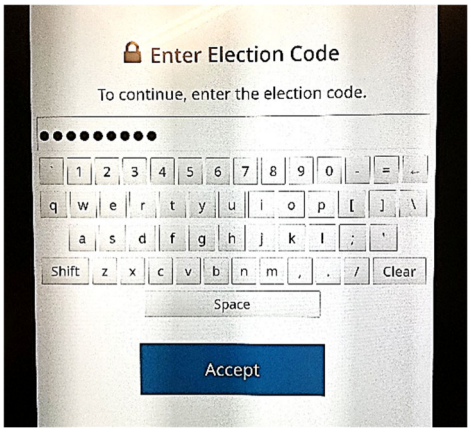
4. On this landing screen, you will need to enter an “Election Code.”



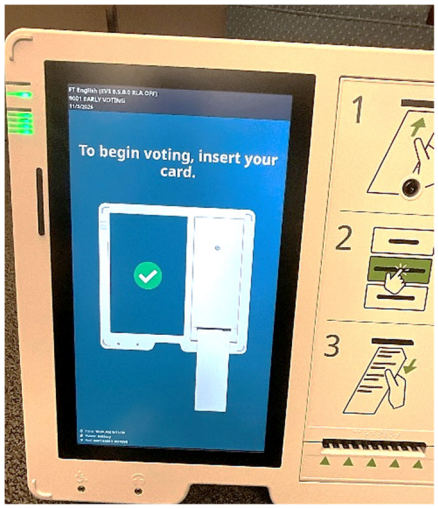
5. The “Election Code” is located on the back of the password card.



6. As you enter the code, wait until each letter entered turns to a black circle before entering the next letter. After the code is completely entered, press “Accept.”



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



Blue Provisional Ballot Case

1. Set up the blue Provisional Ballot Case by lifting the four interior "walls" (folded down in bottom).

2. Secure with the interior Velcro tabs.



3. Close the U-shaped zipper on the outer rim of case and secure with one of the red security seals delivered in the small white envelope inside of the blue Provisional Ballot Case.



4. Unzip the center opening and do not seal the lock. This is the opening for ballots.

5. Store the small white envelope containing the remaining red seal in the Provisional Supply Envelope until needed after the polls close.

Inventory Ballots

The Ballot Stock Inventory sheet in the green Site Manager binder should have been completed during Election Eve setup. Verify that it is complete before polls open.

Check-In Table Setup

Judges set up the table for checking in voters with materials from envelopes and the banker box in the Cage.

- Place "Check-In Here" sign on chrome stand
- Retrieve flag from the banker box in the Cage and place on table
- Purple felt tip pens for initialing ballots
- Surrendered ballot envelopes
- Individual spoiled ballot envelopes and manilla spoiled ballot collection envelope (located in Pollbook Judge envelope)

Black binder containing:

- Voter Registration Information Sheet
- Pollwatcher Guide
- Voter Information Guide

Other ADA Equipment

If delivered, set up additional ADA equipment (Big Bell, ADA parking signs, etc.) Assembly directions are delivered in the blue Provisional Ballot Case.

If it has not yet been set up, help set up the Pen and Privacy Sleeve table with materials from the banker box in the Cage. *Ensure that privacy sleeves are out and available for voters before the polls are open.*

Cell Phones

The Lake County Clerk's Office does not deliver a cell phone to each voting site. Election Judges are asked to bring a cell phone and charger with them for Election Day and provide the phone number to the County Clerk's Office so that you can be contacted. Please keep your cell phone turned on all day with the ringer on as this will be the first contact the Lake County Clerk's Office will use. Plug into the wall outlet with the power cord, if needed.

Note: NEVER unplug election equipment to plug in a personal device!

The Election Day Hotline is 847-377-2328.

If you need to call the Lake County Clerk's Office on Election Day, use this number.

If There is No Site Manager

If there is no Site Manager at the voting site before the polls open, a Pollbook Judge will check in any pollwatchers while securing credentials in the green Site Manager binder (delivered in ballot bin), and verify procedures are being followed.

Finalize Set Up

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

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

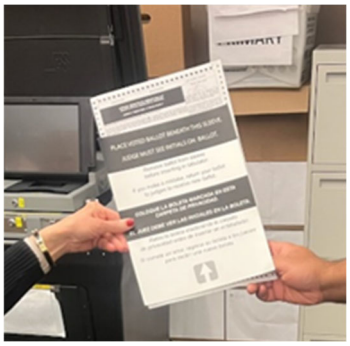
- Pens
- Privacy sleeves
- “I Voted” stickers (if preferable for your site)



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

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

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



Outside Signs

Ensure that the tent sign is near the road, not at the entrance to the building. It should be visible to the those driving to the voting site.



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



Assist any other Election Judges who need help completing their tasks ahead of polls opening at 6 AM.

Note: Although in past years, Election Judges signed a paper oath when beginning their shifts, the oaths are now entirely digital.

When clocking in on the pollbook, you are also digitally signing the oath. This is the new process for both Early Voting AND Election Day.

Promptly at 6:00 AM, the Ballot Box Judge shall announce, "The polls are open," and welcome voters into the

Processing Voters

Ballot on Demand

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

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

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

Processing a Routine Voter

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

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

Check-In Voter

1. Greet voter and ask voter to state their name and address.

2. Type the first three letters of voter's last and first names in Pollbook fields. Do not type in the voter's entire name as this takes additional time and increases the chances for spelling errors. The Pollbook performs a "smart search" and finds all voters that match the entry. If an entry is found matching the information the voter provides, select their name. (If the voter is not found, see the next page for more information.)

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

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

3. In a primary election, Illinois law requires the voter to choose a partisan (Republican or Democratic) or Nonpartisan ballot. The voter will select their party choice on the Pollbook.
Partisan ballots will list both candidates and referenda. Nonpartisan ballots will only list referenda. There is one exception as city of Lake Forest alderperson candidates are nonpartisan. If the Nonpartisan choice is not available, that means there are no public questions for that voter.

4. If pollwatchers are present, and not able to see voter's information from the Pollbook, announce the voter's name and address in an audible and clear voice. In a primary election, also announce the voter's party choice.

5. Two Election Judges verify the voter's signature. (If the signature does not match, see the next page for more information.)

Issue Voter's Ballot

1. The voter's ballot will print from the Ballot on Demand printer. If the voter prefers to use the ExpressVote terminal, see "Issuing an ExpressVote Ballot" section of the manual for detailed instructions. With a second judge, verify the voter's ballot style based on the information on the header of the ballot against the information on the voter's ballot receipt.

2. Initial the ballot with a purple felt tip pen.

3. Give the voter their ballot and the receipt that prints from the receipt printer.

Direct Voter to Pen and Privacy Shield Table

1. After providing the voter with their ballot, direct the voter to the Pen and Privacy Shield Table. While voters are not required to use a privacy shield to protect the secrecy of their ballot, all voters must be offered one.

2. Select "Next Voter" from screen and you are ready to process the next person in line.

Voter not found?

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

Signature Doesn't Match?

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

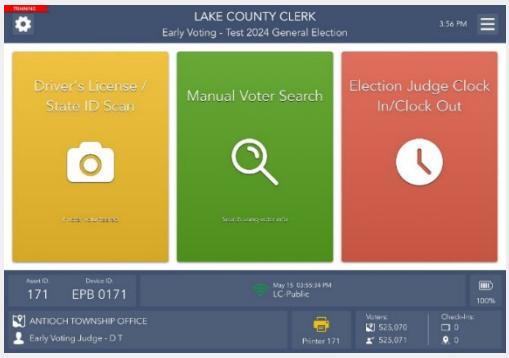
If signature does not match, select "SIGN AGAIN" and ask the voter to try signing again. If the voter's signature has changed, ask them to sign using their old signature. If the voter can satisfactorily reproduce that signature so that it can be verified by two Election Judges, click "SIGN AGAIN" and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

If the signature still does not match, then select "SIGNATURE/VOTER CHALLENGE." Voter will need to present two valid pieces of identification with current name and physical street address or a witness who is a registered voter in their precinct. Once the voter completes the affidavit, their signature on the pollbook will be the signature on file with the County Clerk's Office until they reregister. If the voter uses a witness, a paper form from the black binder will need to be completed by the witness.

Manual Voter Search

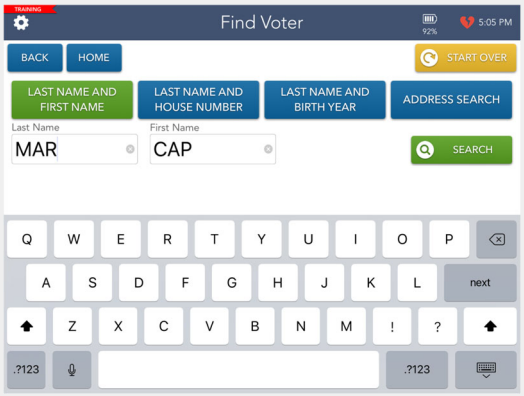
1 To Search for a Voter using a Valid ID type:

Touch the **MANUAL VOTER SEARCH** button on the Launchpad screen.



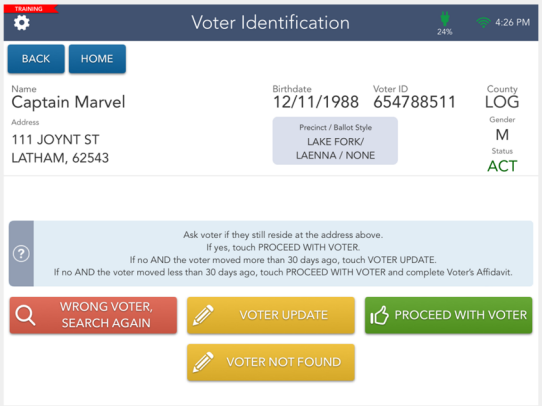
2 Using information provided by the voter, use one of the available search options to search for the voter's record.

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



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

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



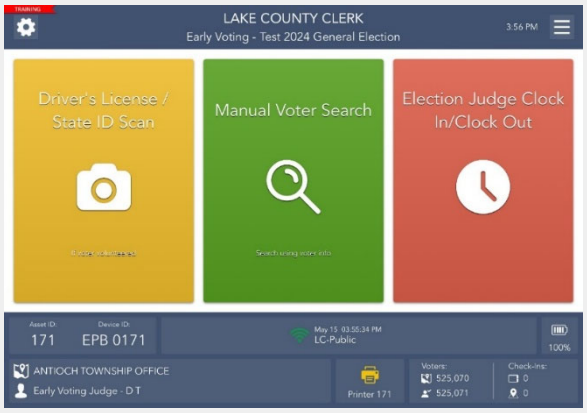
If more than one voter matches the search criteria, your screen will show a list of all possible matches. Touch the correct voter from the list and then touch the **CONTINUE** button.

Driver License / State ID Scan

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

1 To Search for a Voter using a State ID:

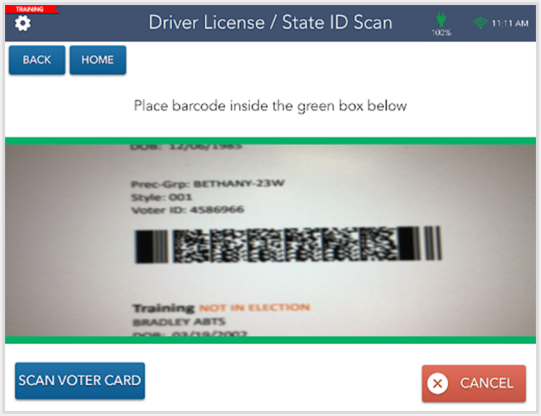
Touch the yellow **Driver's License /State ID Scan** button on the Launchpad screen.



When Scanning a Voter's ID:

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

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



After you've scanned the voter's ID, you will be redirected to the Voter Identification screen. Please have the voter verbally verify the address.

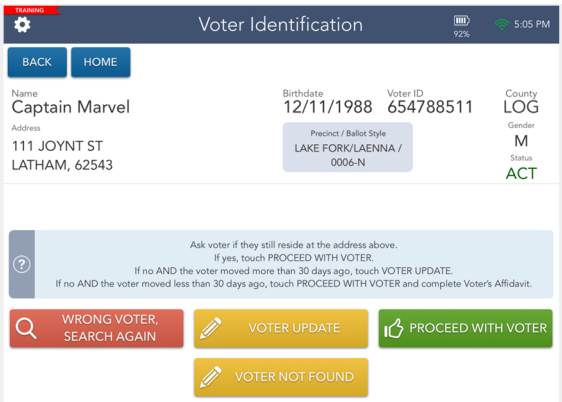
Search for the voter.

1

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

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

Review the blue box for further instructions.

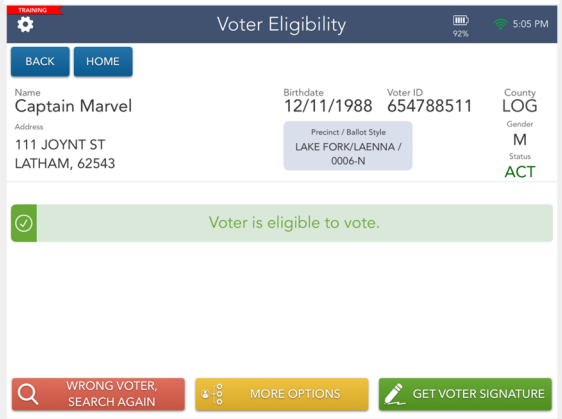


2

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

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

Touch **GET VOTER SIGNATURE** to continue.

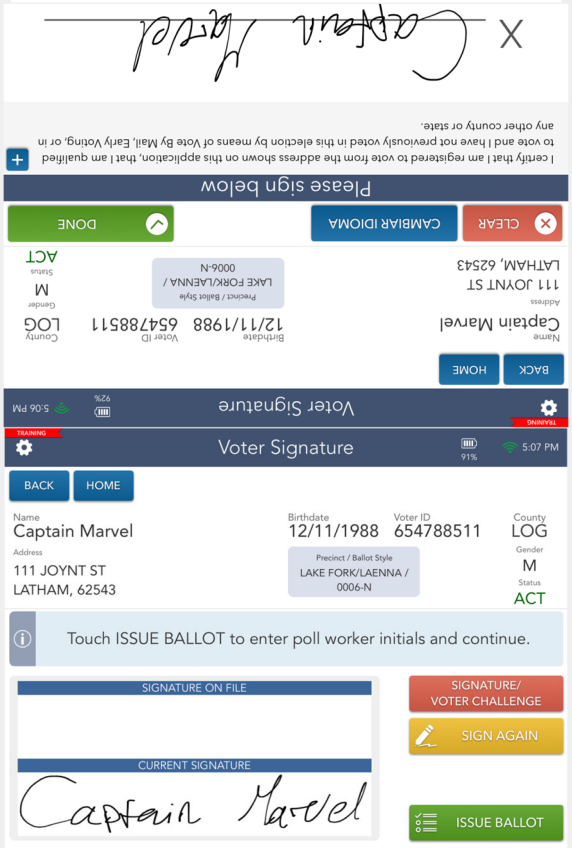


3

The **Voter Signature** screen will appear.

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

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



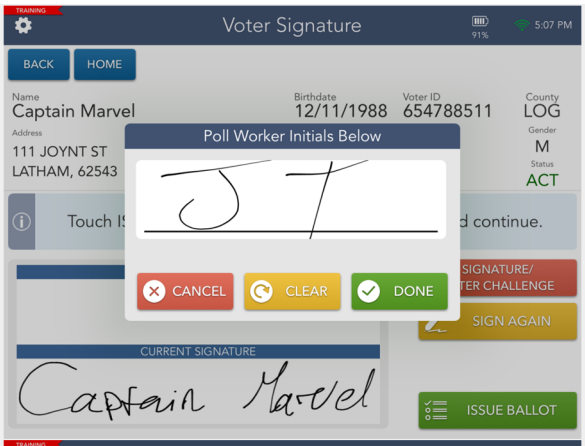
4

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

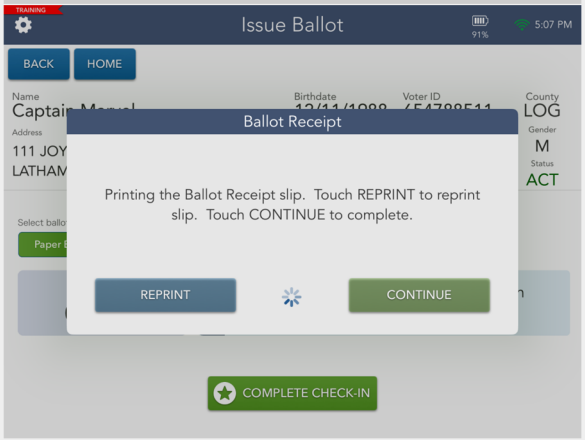
Touch **ISSUE BALLOT** to continue.

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

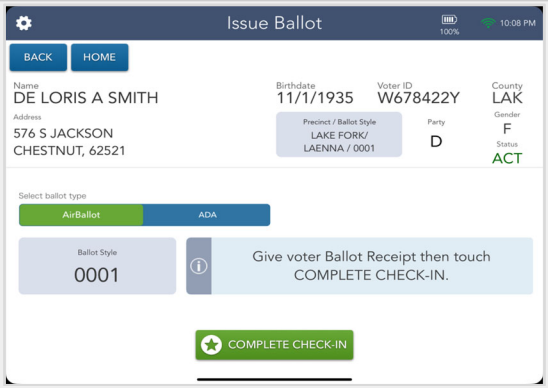
Sign it with the stylus pen and touch **DONE**.



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

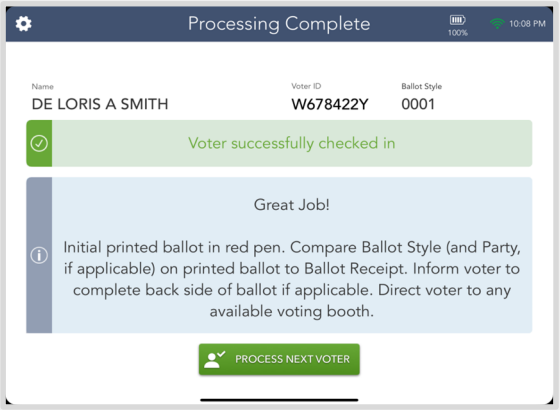


7 Select “AirBallot” to print ballot from Ballot on Demand Printer or “ADA” for voters who wish to use the ExpressVote ballot marking equipment. Then proceed to touch **COMPLETE CHECK-IN**.



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

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



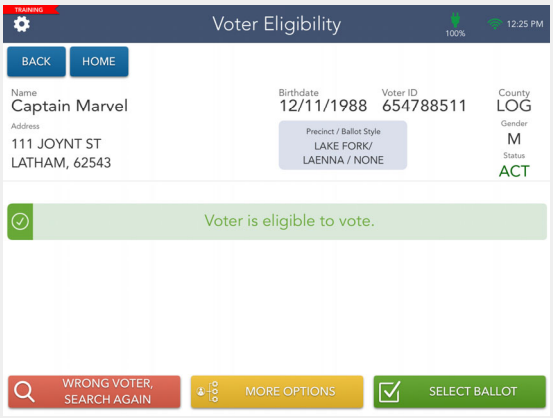
Primary Election Voter Check In (Additional Steps)

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

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

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

Touch **SELECT BALLOT** to continue.



2 The Ballot Selection screen will appear.

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



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

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

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



Issuing an Express Vote Ballot

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

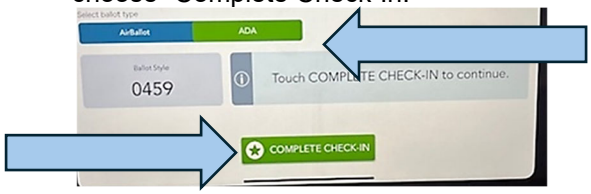
1. Open packet of ExpressVote ballot stock and count the number of ballots.



2. Place quantity sticker of packet on the back of the Provisional Ballot Inventory Control Form.

3. Process the voter on the Pollbook as normal, until the final Issue Ballot screen.

4. Under “Select Ballot Type” select “ADA” then choose “Complete Check-In.”

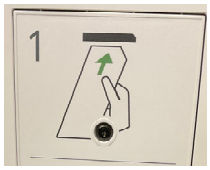


5. Initial the ballot at the bottom right corner of the blank ExpressVote ballot stock.



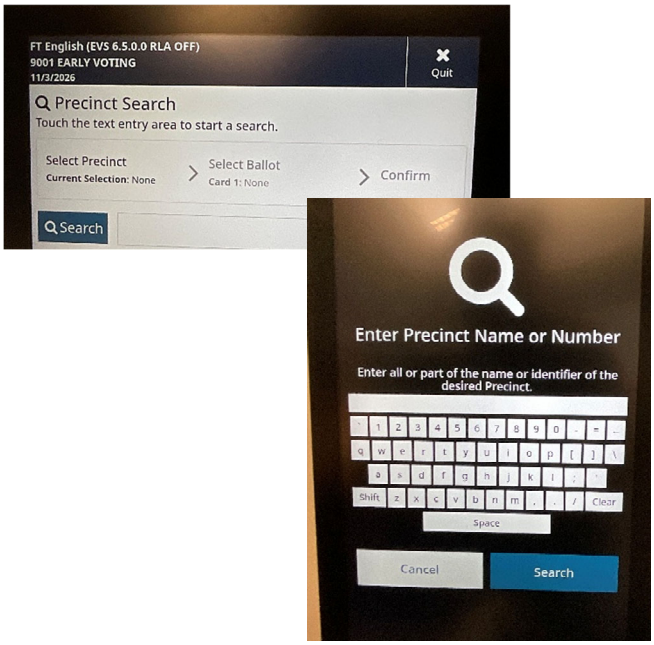
6. Go to the ExpressVote terminal with the blank ExpressVote ballot stock and the voter’s receipt. Place the ballot stock into the ExpressVote terminal with the chipped corner at the top right. (See icon 1 on the side of the device if you need a reminder.)







7. Search by tapping the search bar, then by typing the precinct number into the ExpressVote terminal.

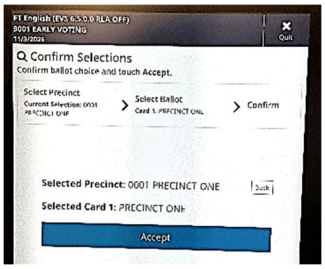


8. Select the correct precinct and ballot style based upon what is on the voter’s receipt. (NOTE: if there is only one ballot style for that precinct, a ballot style <u>will not</u> display. Ensure precinct is correct to verify correct ballot is selected.)

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



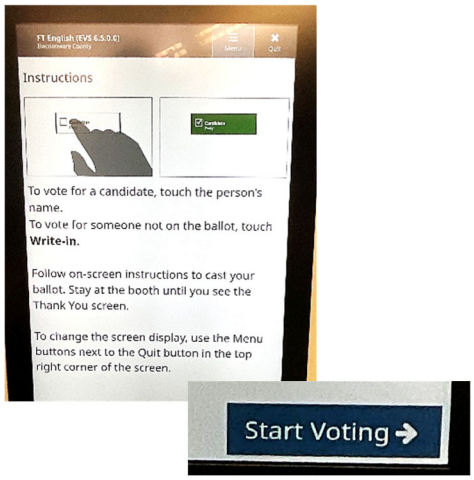
10. A final confirmation screen allows you to verify the voter’s information. Once you have double checked, select “Accept” and allow the voter to make their choices on the ExpressVote terminal.



11. At this point, you can offer the voter their ballot receipt.

12. The voter selects preferred language. The next screen will provide voting instructions. Once the over touches “Start Voting” in the bottom right corner, ballot choices will appear on the ExpressVote screen.

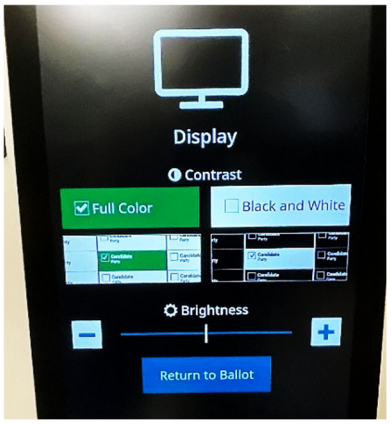
Note: You may want to wait nearby to provide the voter with additional assistance, in case they would like help adjusting the ExpressVote settings.



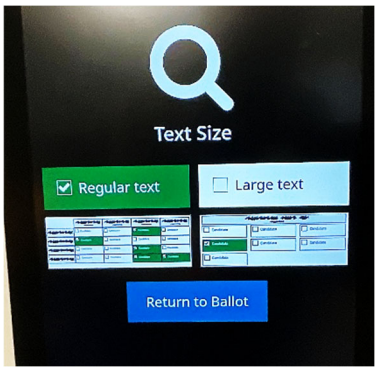
- If a voter needs an additional accommodation to make the voting process easier, there accessibility options available by touching the “Menu” button in the upper right of the screen.



- To increase the screen brightness or change to a high contrast display (white text on a black background), choose “Display” from the “Menu” options. You (or the voter) may make selections by touching the option the voter wants. Choose “Return to Ballot” to keep voting.



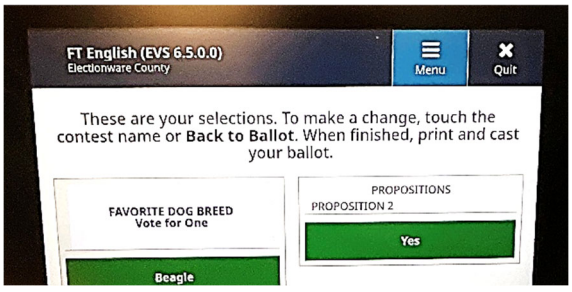
- To increase the size of the text, touch “Text Size” from the “Menu” options. You (or the voter) may make selections by touching the option the voter wants. Choose “Return to Ballot” to continue voting.



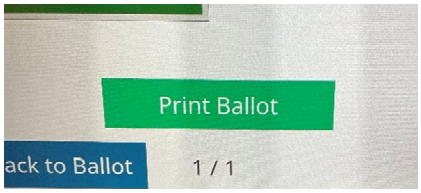
- To provide a visually-impaired voter with the option to have the ballot read to them, simply plug the headphones packed in the ExpressVote case into the headphone jack below the screen. (It is the port labeled with the headphones icon.)



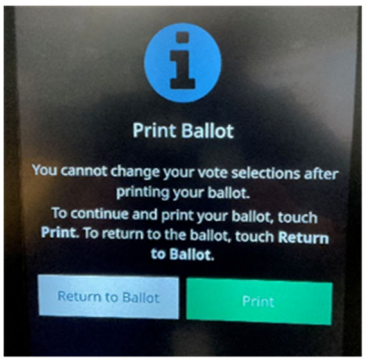
13. A summary screen is presented to the voter when finished. After review, the voter may select “Back to Ballot” or tap a contest to change their selection.



14. When the voter selects “Print Ballot” at the bottom of the summary screen, the voter will see an informational screen with a blue “i” notifying them that once the ballot prints, selections cannot be changed



15. When the voter touches the green print button on the “i” screen, the voter’s choices are printed on blank ballot stock and the ballot is returned to the voter. The screen will change to an “I Voted” sticker and direct the voter to cast their ballot.





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



Voter Casts the Ballot

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





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

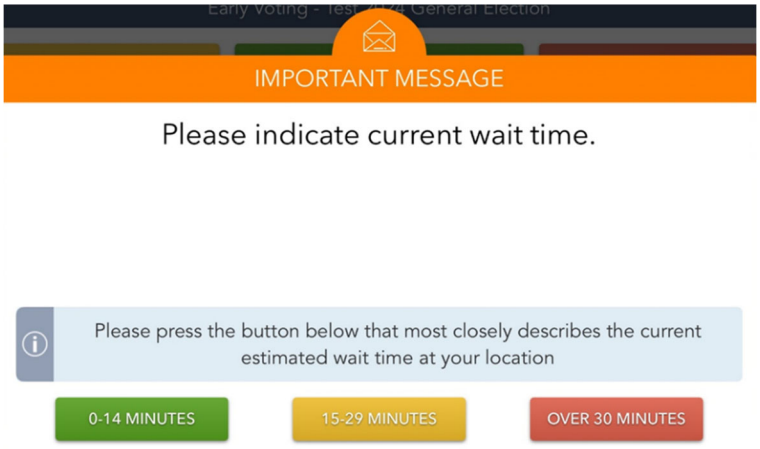


3. Offer an “I Voted” sticker to voters as they leave the building.

4. Collect the ballot marking pens and privacy sleeves and return to the Pen and Privacy Sleeve table.

Wait Time

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



Environment Tasks

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

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

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

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



Special Circumstance Voters

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

Assisted Voter

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

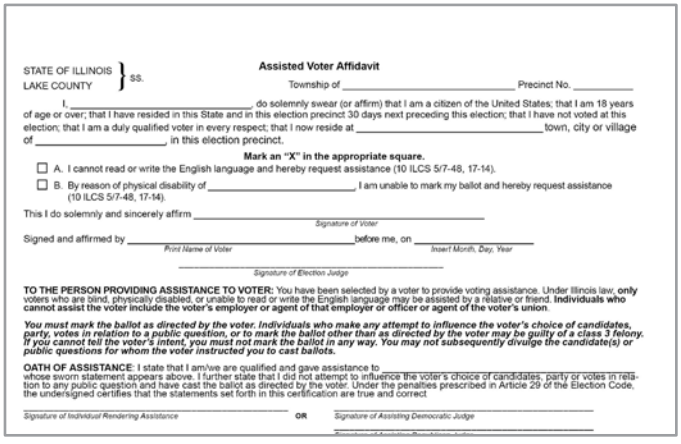
The *Assisted Voter Affidavit* can be processed on the Pollbook. Pre-printed paper forms are only required for voters who are assisted by two Election Judges. The form is offered in both English and Spanish, and judges can select the voter's preferred language. See Pollbook instructions on the next page.

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

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

- **If voter chooses Election Judges:**

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



STATE OF ILLINOIS } ss.
LAKE COUNTY

Assisted Voter Affidavit

Township of _____ Precinct No. _____

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

Mark an "X" in the appropriate square.

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

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

This I do solemnly and sincerely affirm _____
Signature of Voter

Signed and affirmed by _____ before me, on _____
Print Name of Voter *Insert Month, Day, Year*

_____
Signature of Election Judge

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

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

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

_____ OR _____
Signature of Individual Rendering Assistance *Signature of Assisting Democratic Judge*



ESTADO DE ILLINOIS } ss.
CONDADO DE LAKE

Declaración Jurada de Votante Asistido

Township of _____ Precinct No. _____

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

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

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

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

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

Signed and affirmed by _____ before me, on _____
Print Name of Voter *Insert Month, Day, Year*

_____
Signature of Election Judge

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

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

OATH OF ASSISTANCE / JURAMENTO DE ASISTENCIA: Declaro que soy/somos calificados y asistencia fue proveida a _____ cuya declaración jurada aparece en la parte de arriba. Además, declaro que no intenté influir en la decisión del votante con respecto a los candidatos, partidos o votos en relación a cualquier pregunta pública y he emitido la boleta como fue dirigido por el votante. Bajo las penas prescritas en el Artículo 29 del Código de Elección, el firmante a continuación certifica que las declaraciones establecidas en esta certificación son verdaderas y correctas.

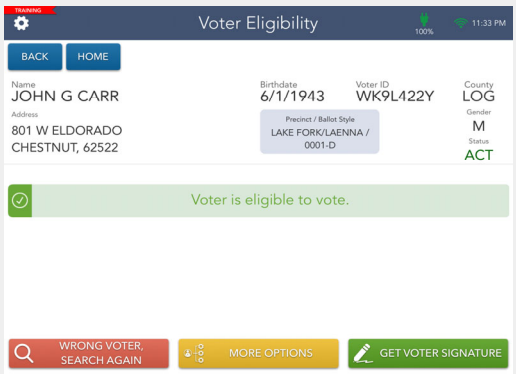
_____ OR _____
Signature of Individual Rendering Assistance / Firma del individio que presto asistencia *Signature of Assisting Democratic Judge*

_____
Signature of Assisting Republican Judge

_____
Signature of Election Judge Administering Oath

Request Assistance During Check In

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

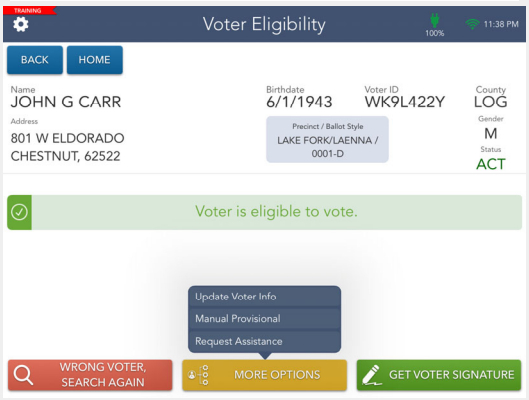


On the pop-up menu, touch Request Assistance.

A screen will appear saying, "Is this voter requesting assistance?" Select YES.

2 The voter will be flagged with a yellow Needs Assistance flag.

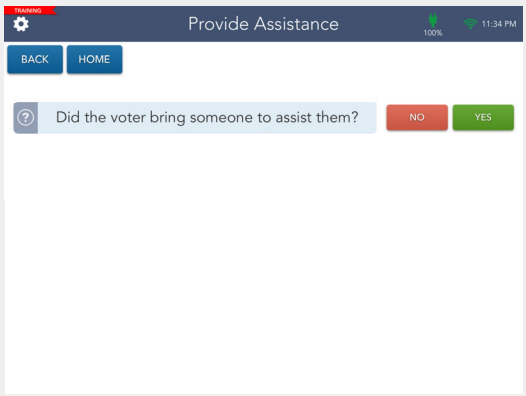
Touch green PROCESS ASSISTANCE button to continue.



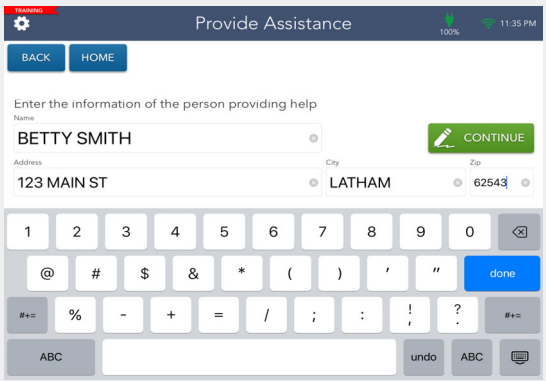
Next you will be asked if the voter brought someone to assist them.

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

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



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



5

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

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

6

Verify a signature has been captured and touch CONTINUE.

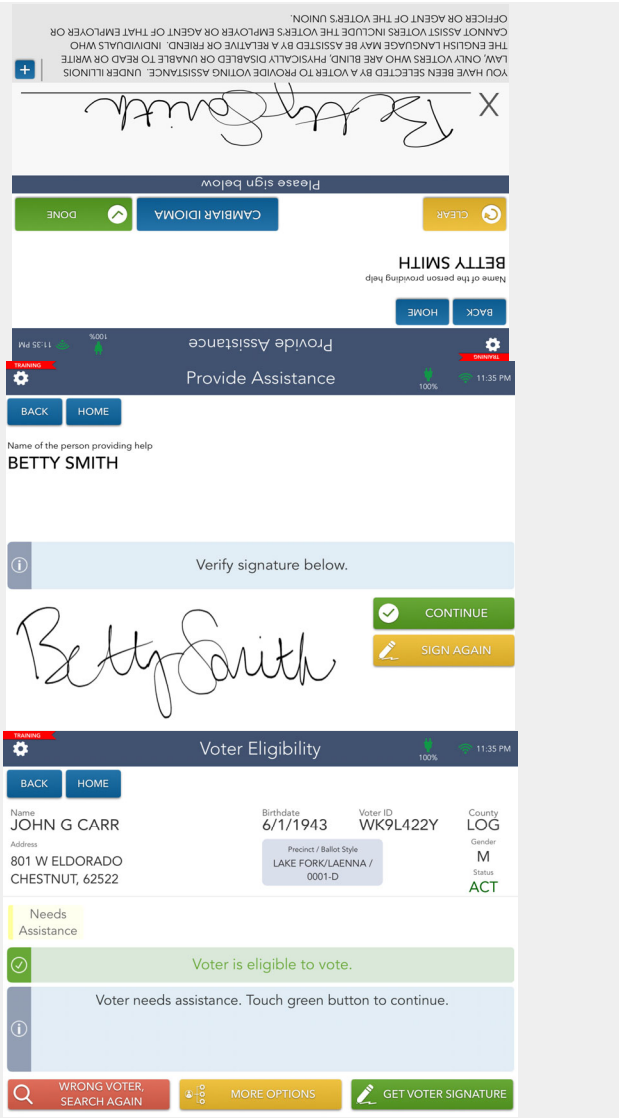
7

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

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

Review the blue box for further instructions.

Touch **GET VOTER SIGNATURE** to continue.



Request Assistance After Voter Check-In

1

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

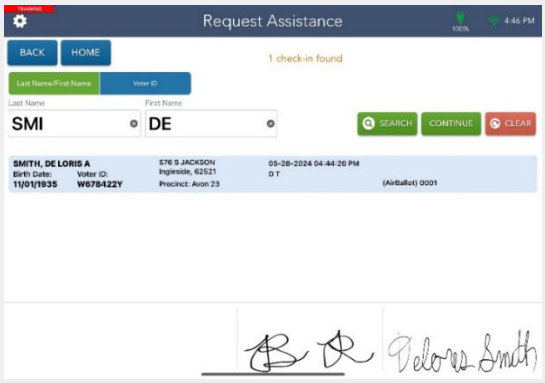
From the Launchpad screen, select REQUEST ASSISTANCE from the “hamburger menu.”



2

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

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

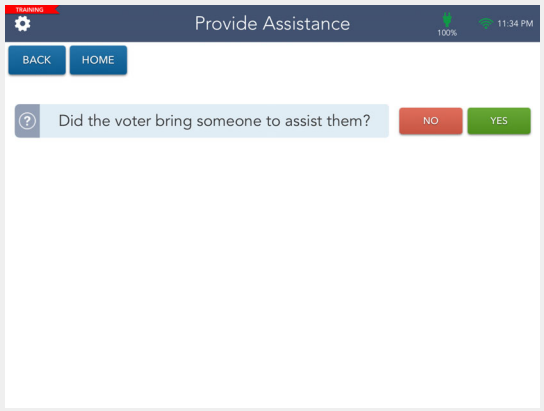


3

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

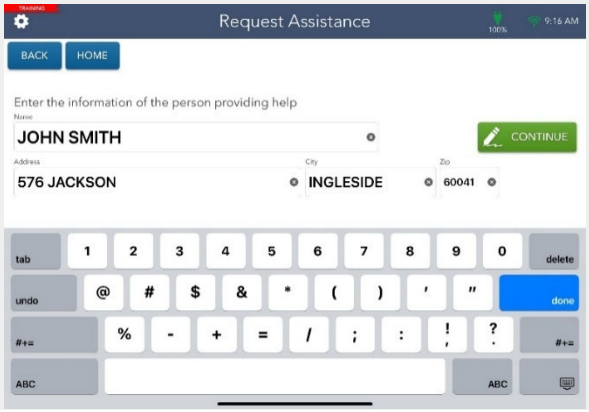
If they did not, touch **NO** if the voter needs assistance from two Election Judges (one from each party). The paper Assisted Voter Affidavit must be completed after the voter is checked in. Touch **CONTINUE** and review the blue boxes of instructions on the next screens. On Issue Ballot screen, touch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

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



4

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



5

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

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



6

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



Vote by Mail

The voter may surrender the ballot received by mail in exchange for a ballot at the voting site. Vote by Mail ballots may be returned in their certification envelope in the Drop Box at the Election Day site, but Vote by Mail ballots may not be run through the tabulator.

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





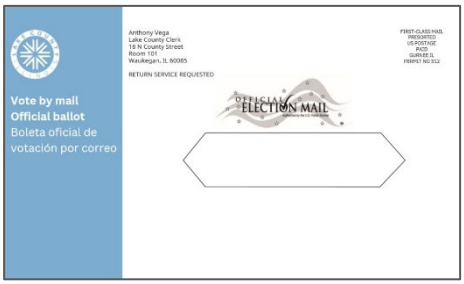
If a voter brings their Vote by Mail ballot to the voting site, they may either place it in the Vote by Mail Drop Box OR surrender their ballot to the Election Judges and receive a new ballot printed on the Ballot on Demand printer.

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

External Vote By Mail Drop Boxes

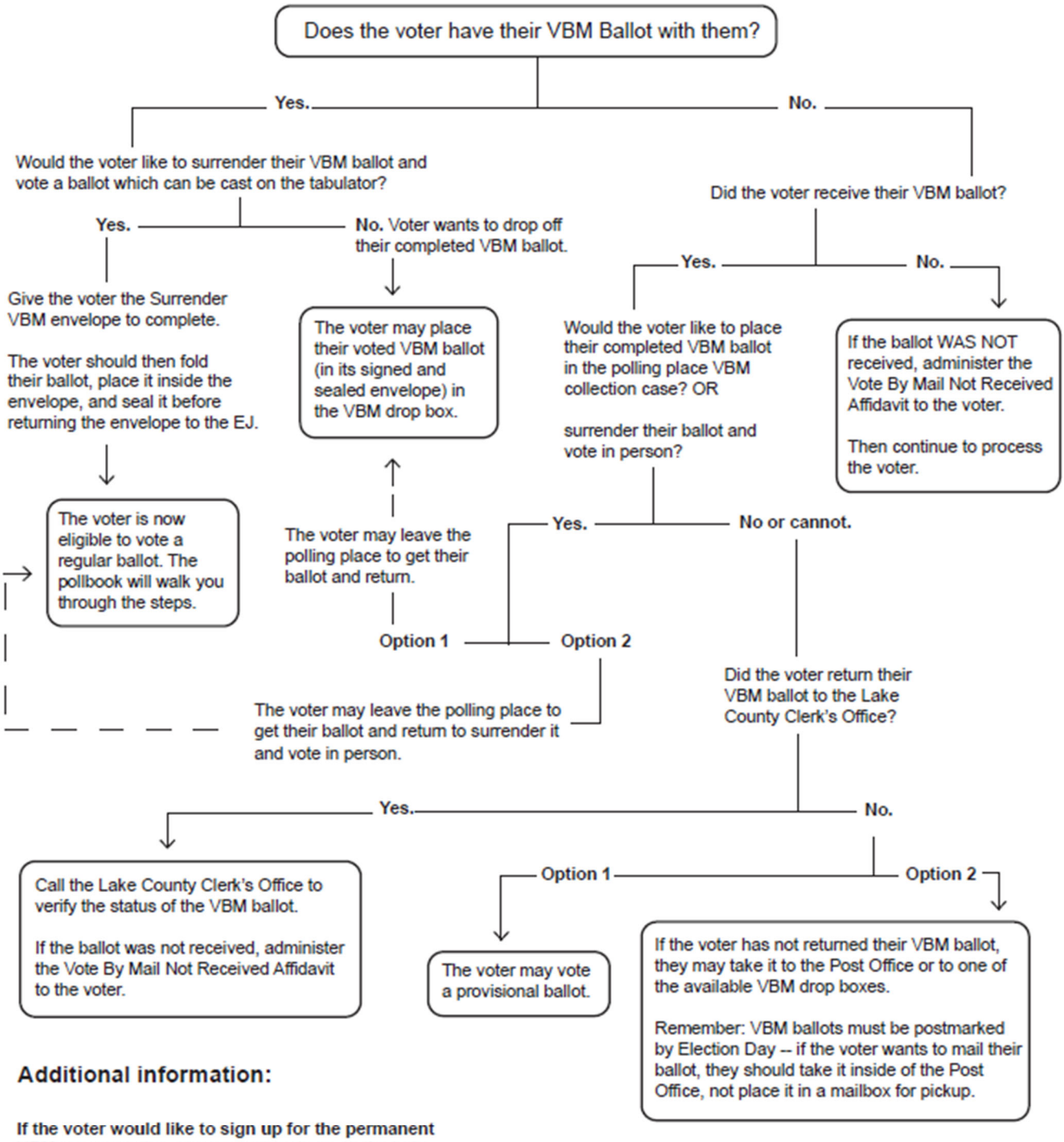
Six 24-hour drop boxes will be available for vote-by-mail ballots outside of the main entrances to the buildings listed below. These locations are well-lit, have 24-hour video surveillance, and offer nearby parking.

These drop boxes will be locked at 7 PM on Election Day when polls close and the ballots inside will be collected by Lake County Clerk's Office ballot collectors. No additional ballots will be accepted after that time.



Juvenile Branch Court 24647 N. Milwaukee Ave., Vernon Hills	**Lake County Courthouse** 18 N. County St., Waukegan (W. Side of Building, Martin Luther King, Jr. Ave)	**Park City Branch Court** 301 S. Greenleaf St., Park City
Lake County Central Permit Facility 500 W. Winchester Rd., Libertyville	**Mundelein Branch Court** 105 E. Route 83, Mundelein	**Round Lake Branch Court** 1792 Nicole Ln., Round Lake Beach

If the voter is marked "Ballot Requested" on the Pollbook



Additional information:

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

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

A voter CAN now leave a voted VBM ballot at an Election Day voting site for collection by Election Judges, like they can at an Early Voting site. They may place their voted VBM ballot (in its signed and sealed envelope) in the collection case.

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

Pollbook Instructions for Vote by Mail Voters

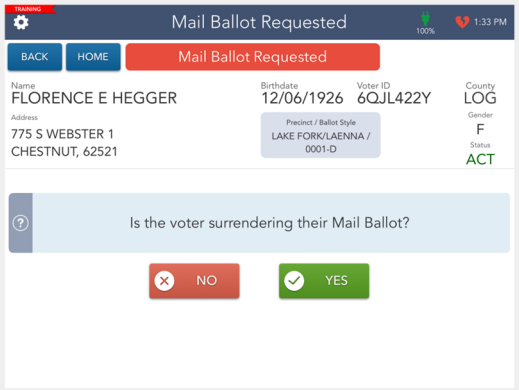
This section contains Pollbook instructions for Vote by Mail voters who surrender their ballot, voters who do not surrender their ballot but attest to an affidavit to receive a precinct ballot, and voters who requested and received their ballot but are unable to surrender it. Please make sure you complete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

Pollbook Instructions for Vote by Mail Ballot Requested - Surrender

1

If a voter has requested a Mail Ballot and is surrendering the ballot at the time of check-in, touch **YES** to continue processing the voter check-in.

Surrendered ballots and/or certification envelopes will be placed in individual surrendered ballot envelopes with the information on the envelope completed, then placed in the collection envelope. Once the voter has surrendered their ballot or certification envelope, they are processed as a routine voter.



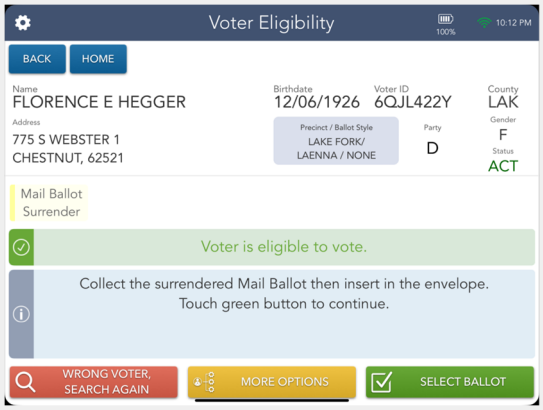
2

The Voter Eligibility screen will be displayed.

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

Review the blue box for further instructions.

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



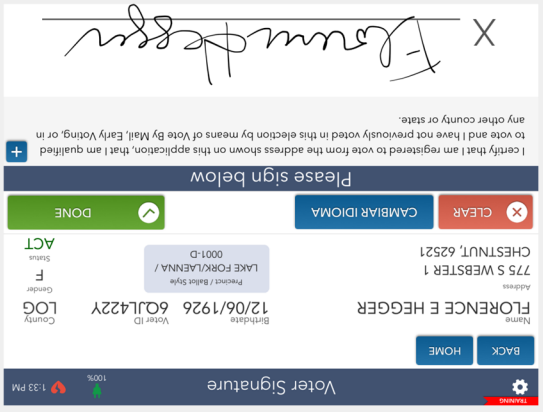
3

The Voter Signature screen will appear.

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

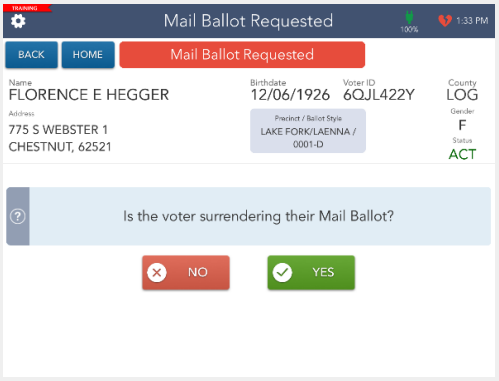
Once they have signed, they will need to touch the green **DONE** button.

Continue processing the voter check-in as normal.



Mail Ballot Requested - Not Surrendered with Voter Affidavit

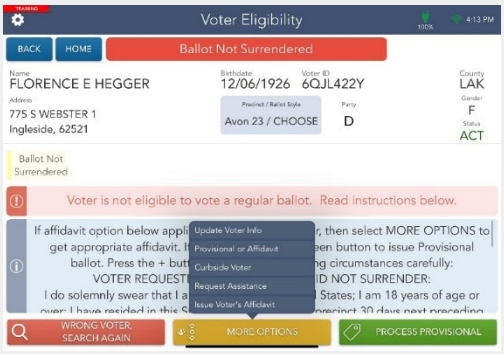
1 If a voter has requested a Mail Ballot and is not surrendering the ballot at the time of check-in, touch the red **NO** button.



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

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

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

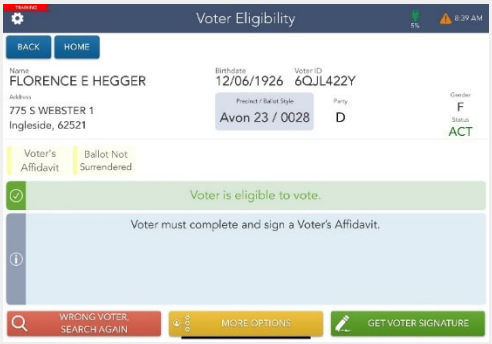


3 The Voter Eligibility screen will be displayed.

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

Review the blue box for further instructions.

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



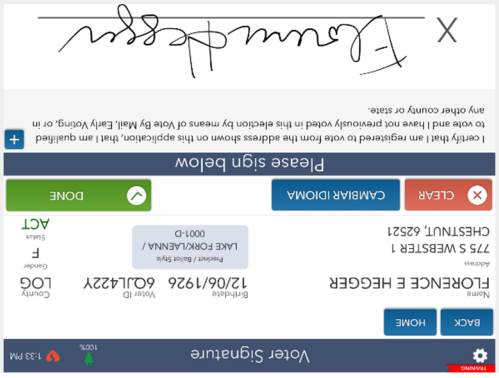
4 In a primary, voter will make their party selection.

The **Voter Signature** screen will appear.

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

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

Continue processing the voter check-in as normal.



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

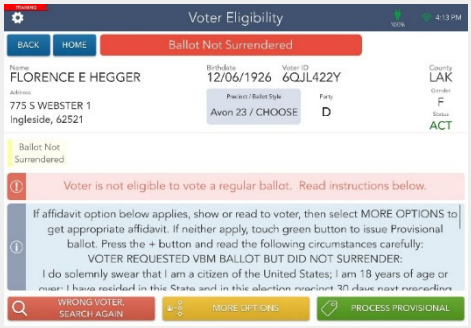
1 If a voter has requested and received a Mail Ballot, is not surrendering the ballot at the time of check-in, and does not meet the criteria to complete an affidavit; touch the red **NO** button.



2 The Voter Eligibility screen will be displayed.

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

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



3 In a primary, voter will select their party.

The Voter Signature screen will appear.

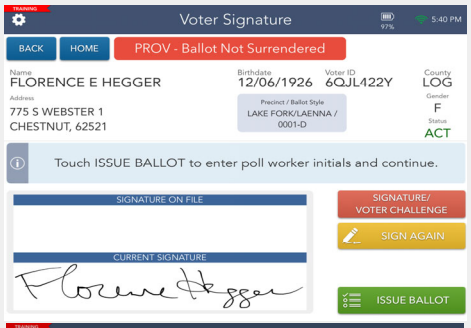
Tilt the Pollbook screen toward the voter and have them sign with the stylus pen.

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



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

Touch **ISSUE BALLOT** to continue.



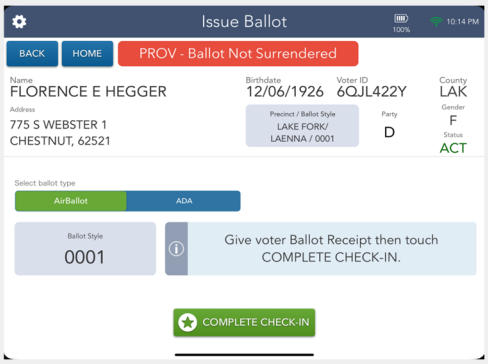
5 The Poll Worker Initials Below pop-up will appear.

Sign it with the stylus pen and touch **DONE**. Complete the Provisional Envelope for the voter.



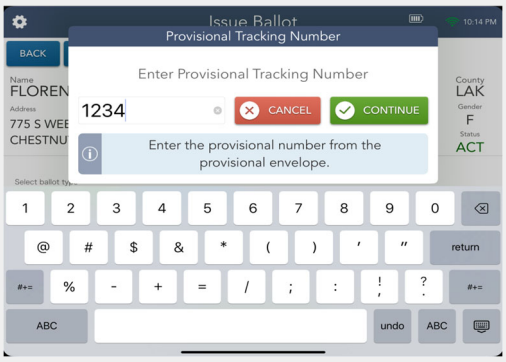
Touch **COMPLETE CHECK-IN**.

6 Complete provisional envelope for voter. Ensure the voter and Election Judge both sign envelope.



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

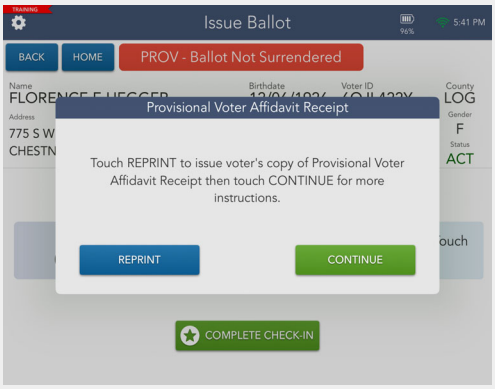
7 Enter the 5-digit provisional tracking number from the bottom left of the provisional envelope, then touch **CONTINUE**. Once you select CONTINUE again, ballot will print.



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

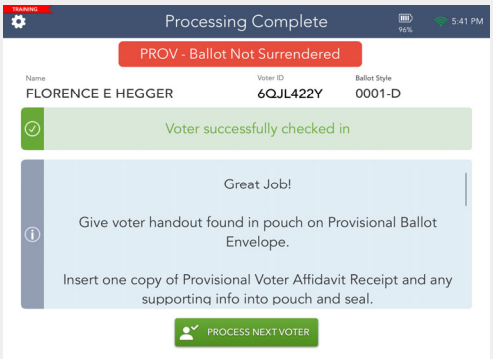
8 Touch **REPRINT** to issue the voter's copy of the Provisional Affidavit Receipt, then touch **CONTINUE** for more instructions.

Provisional ballot will print. Provisional ballots are not to be initialed. Have voter fill out ballot, fold it in half twice, insert ballot into provisional envelope, and seal. Offer the blue Provisional Ballot Case to the voter so they can place the sealed, completed envelope (with the voted ballot) inside. Complete information on Provisional Ballot Inventory sheet.



Congratulations!
The voter has been successfully checked in.

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



Cancel/Spoil Ballot

Cancel Voter's Check-In

If the voter's check-in has been fully recorded and their ballot has not been cast, a voter's check-in can be cancelled. Ideally, the voter should return to the judge who checked them in, but if the voter was checked in more than five minutes ago any judge can cancel the voter's check-in. See Pollbook instructions in the next section. If a ballot has been cast, call the Election Day Hotline at (847) 377-2328.

Spoiled Ballot

1. The judge will complete a white spoiled ballot security envelope with the ballot style and precinct (and party in a primary).

2. Instruct the voter to make a line across their ballot with the pen. Do not verify that the voter has done so, as it may upset the voter. The voter can feel free to make any additional marks if they are concerned about making sure that their spoiled ballot is not counted.

3. Give the voter the envelope with instructions to fold the ballot, insert it in the envelope, and seal it.

4. See Pollbook instructions in the next section.

5. File the white spoiled ballot security envelope into the manilla spoiled ballot collection envelope.

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

Reset a Voter Marked in Error

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

1. The judge will complete a white spoiled ballot security envelope with the ballot style and precinct (and party in a primary).

2. Instruct the voter make a line across their ballot with the pen. (Do not verify that the voter has done so, as it may upset the voter.) The voter may make any additional marks if they are concerned about making sure that their spoiled ballot is not counted.

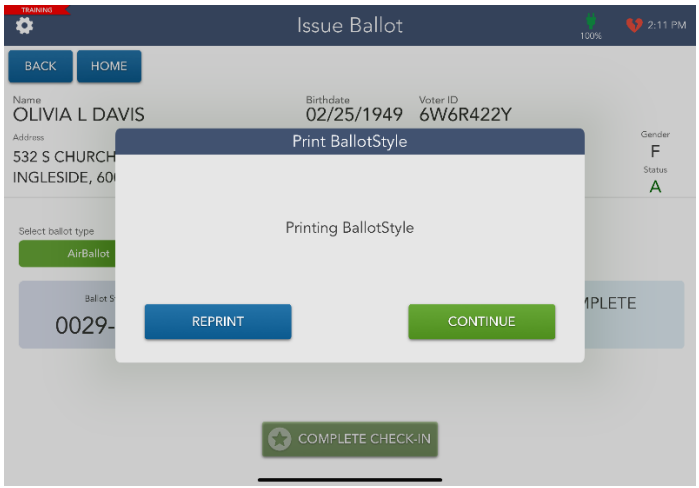
3. Give the voter the envelope with instructions to fold the ballot, insert it in the envelope, and seal it.

4. See next section for pollbook procedures. Do not issue a replacement ballot.

5. File the white spoiled ballot security envelope into the manilla spoiled ballot collection envelope.

Accidental Double Print (Manual Spoil)

If two ballots are accidentally printed for a voter, rather than one, please follow the below steps to ensure the "extra" ballot is properly recorded and safely stored. Generally, an accidental duplicate is produced when an Election Judge accidentally selects REPRINT rather than CONTINUE on the Issue Ballot screen, resulting in a second copy of the voter's ballot being printed.



1. Make no changes on the pollbook. Do not alter the voter's check-in or use the spoil ballot menu on the pollbook. The voter will be given one of the two ballots which printed. Spoiling the ballot on the pollbook would invalidate that ballot.

2. Have the voter make a large X through the accidental duplicate ballot.

3. Ask the voter to place this accidental duplicate into a white spoiled ballot security envelope and seal.

4. Complete the information on the front of the envelope.

5. Clearly write "Accidental Reprint" on the envelope, to help with Ballot Accounting at the end of the night.

6. Place the correctly-labeled envelope into the larger yellow spoiled ballot collection envelope to ensure that it is stored correctly and securely.

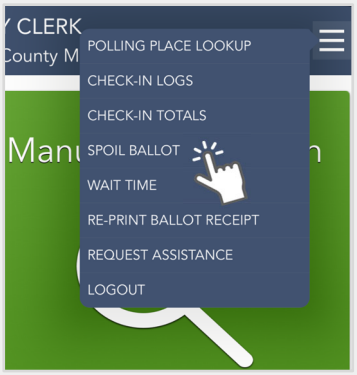
Cancel/Spoil Ballot from the Pollbook Launchpad Menu

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

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

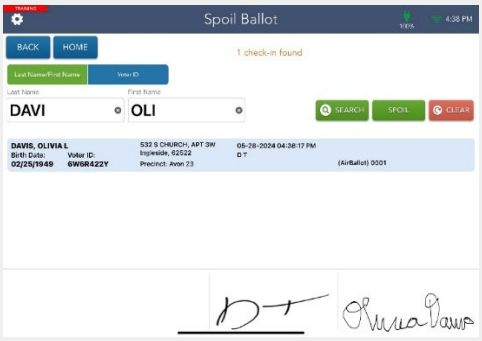
1 A voter may request for a replacement ballot if an error was made while voting.

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



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

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

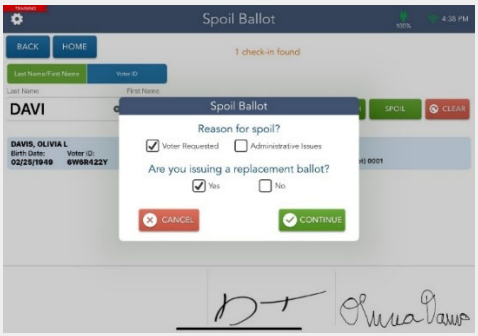


3 A pop-up will appear:

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

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

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

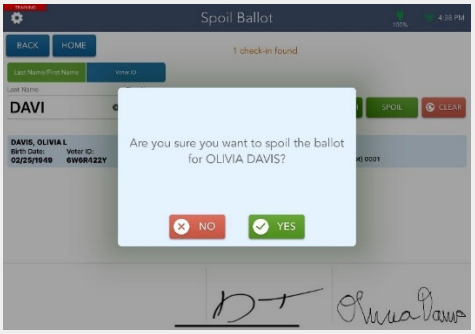


4 A pop-up will appear:

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

Complete additional check-in steps if reissuing ballot.

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

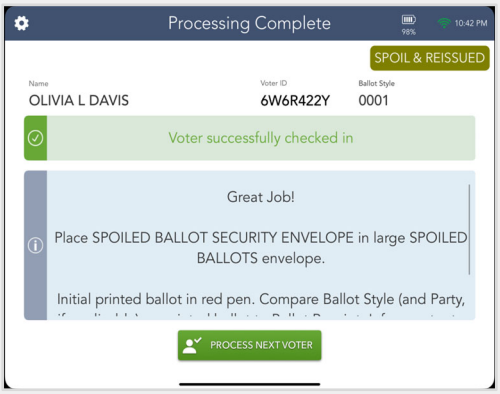


5

Once you come to the Processing Complete screen:

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

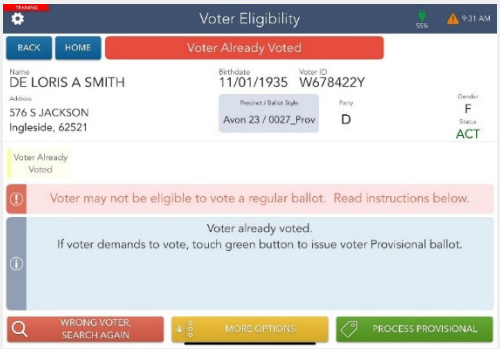
➔ Touch **PROCESS NEXT VOTER** to continue.



Cancel/Spoil Ballot After Looking Up Voter

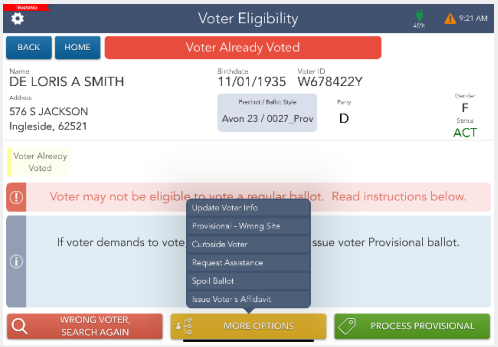
All judges can spoil a ballot. If the voter was checked in within the past five minutes, best practices are for the judge who performed the check-in to spoil the ballot:

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



2 The screen will inform you that the voter may not be eligible to vote a regular ballot. If the voter is spoiling their ballot, they may not be processed as a provisional ballot unless they were initially processed as provisional.

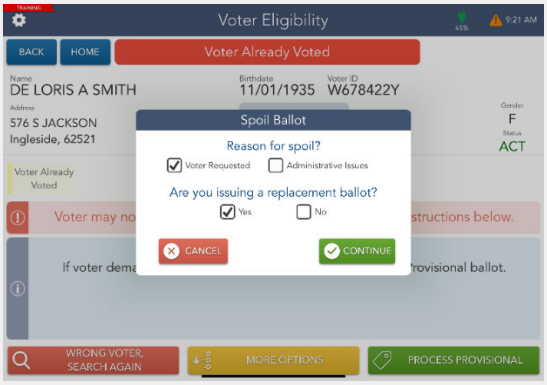
Select MORE OPTIONS, then "Spoil Ballot."



3 Pop-up will appear:

Select the reason the ballot is being spoiled. "Voter Requested" would be if the voter marked their ballot in error and is requesting a new ballot. "Administrative Issues" would be if the voter's ballot was not initialed or if the ballot bin cannot read the ballot after it has been inserted in all four orientations.
Select whether a replacement ballot will be issued or not. To cancel a voter's check-in (if the wrong voter was selected or the voter will not cast their ballot), choose No.

After selections have been made, touch CONTINUE.

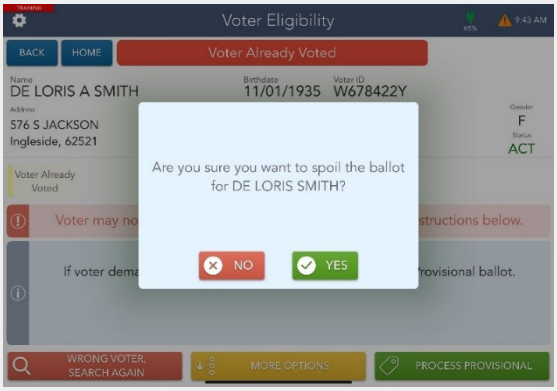


4 A pop-up will appear:

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

Complete additional check-in steps if reissuing ballot.

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

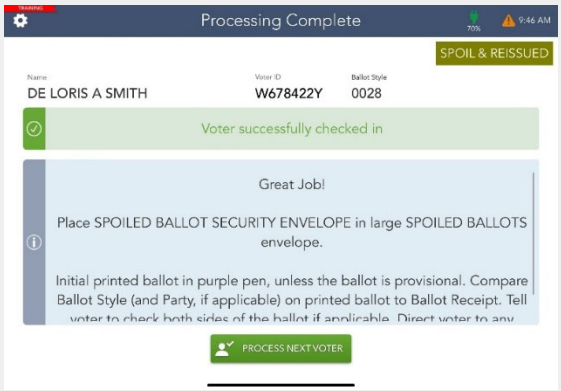


5

Once you come to the Processing Complete screen:

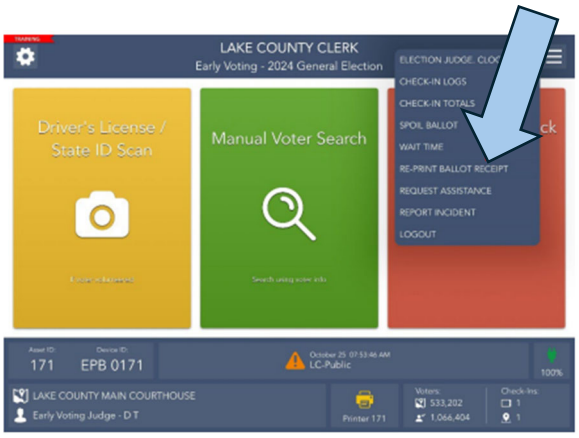
Review any additional instructions for spoiling and reissuing paper ballots in the blue info box.

Touch **PROCESS NEXT VOTER** to continue.

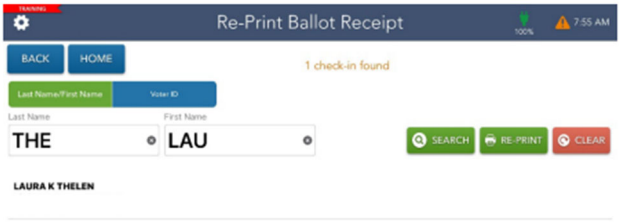


Reprinting a Ballot/Ballot Receipt

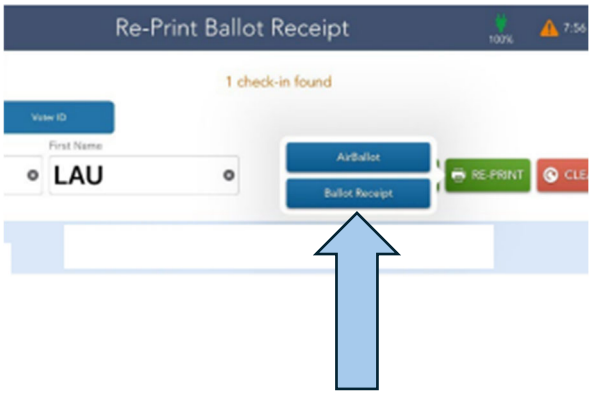
1. To reprint a ballot or ballot receipt for a voter without spoiling their ballot, click on the hamburger menu from the Launchpad screen. Then click RE-PRINT BALLOT RECEIPT.



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



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



Unreadable Ballot

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

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

Grace Period Registration

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

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

See Pollbook instructions in the next section for specific steps.

1. If a valid address cannot be found for this voter, call the Election Day Hotline (847)-377-2328. NOTE: a common reason for not finding an address is due to adding a suffix when searching for the address (Rd, St, etc.).

2. Proceed to process voter normally.

3. Once registration and check-in has been completed, issue the voter the registration receipt, ballot receipt, and ballot. Then direct the voter to the Pen and Privacy Sleeve table.

Pollbook Instructions for Grace Period Registration

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

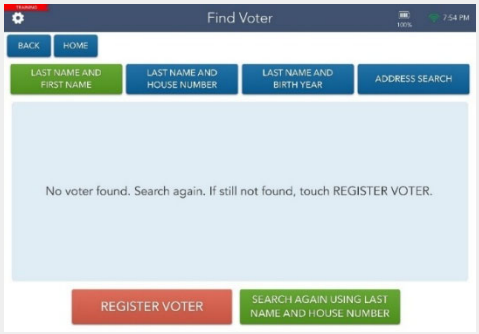
Pollbook Instructions for New Registration

1

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

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

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



2

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

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

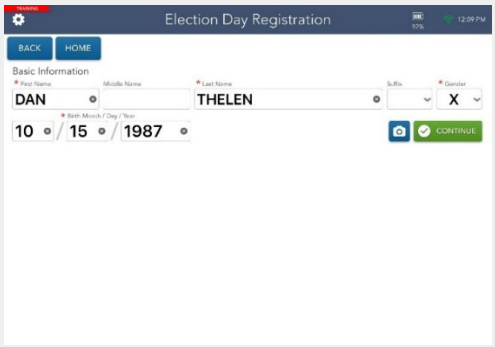
If the answer to either of these questions is No, then the voter is not eligible to vote.



3

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

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



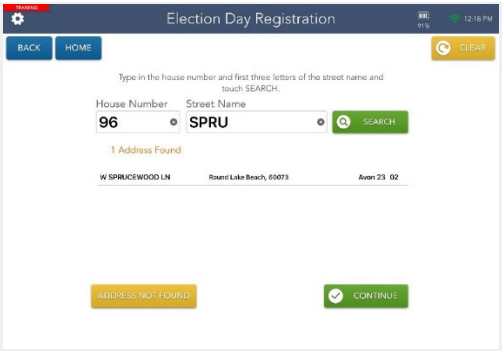
4

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

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

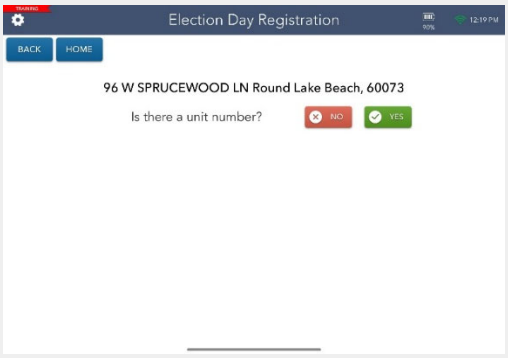
Touch **SEARCH** to continue.

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



5

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



6

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

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

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

Then touch **CONTINUE**.



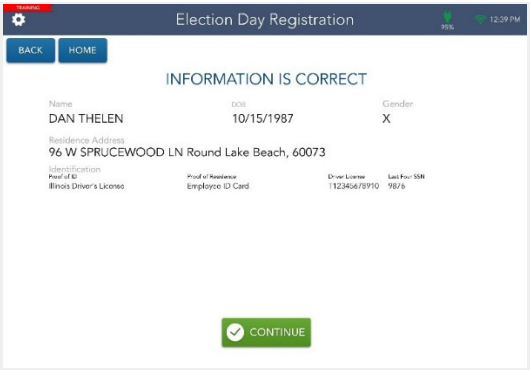
7

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

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

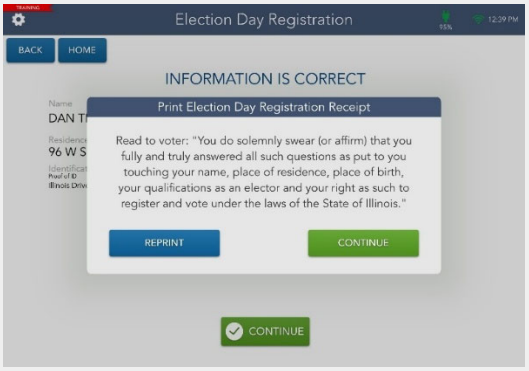


8 Once confirmed and the information is correct, tilt the screen back towards you, review information, then touch **CONTINUE**.



9 The Election Day Registration Receipt will print.

Give the receipt to the voter and ask them to read the attestation printed on it. Then touch **CONTINUE**.



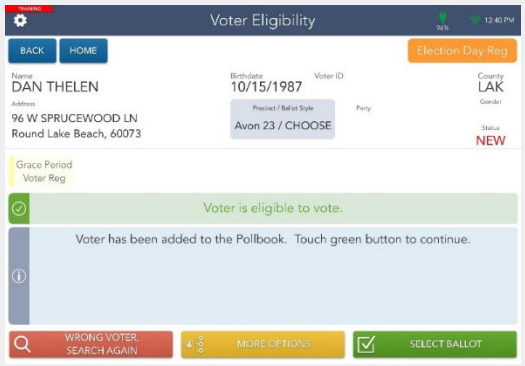
10 The **Voter Eligibility** screen will be displayed.

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

Review the blue box for further instructions.

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

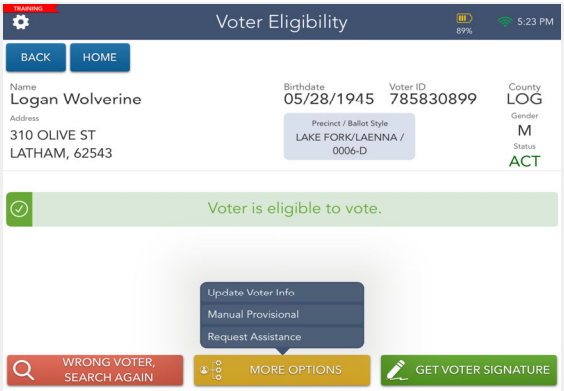
Continue processing voter check-in as normal.



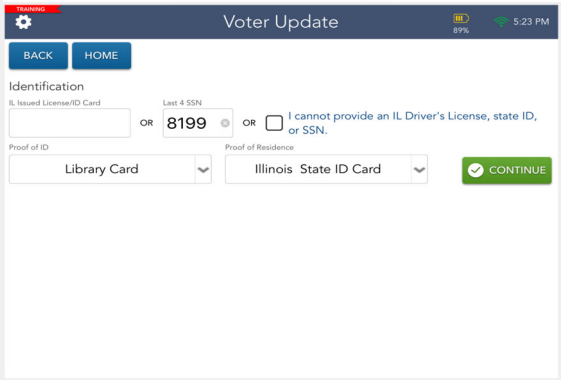
Pollbook Instructions for Name Change

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

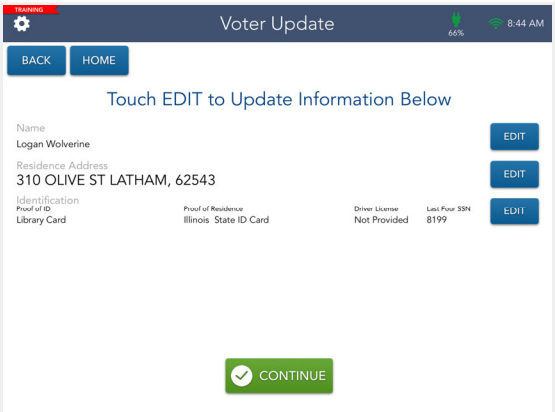
On the pop-up menu, touch **Update Voter Info**.



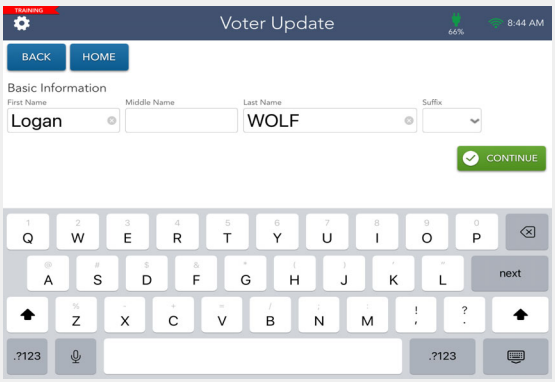
2 Enter the voter's identification details and select the Proof of ID and Proof of Residence types from the dropdown menus, then touch **CONTINUE**.



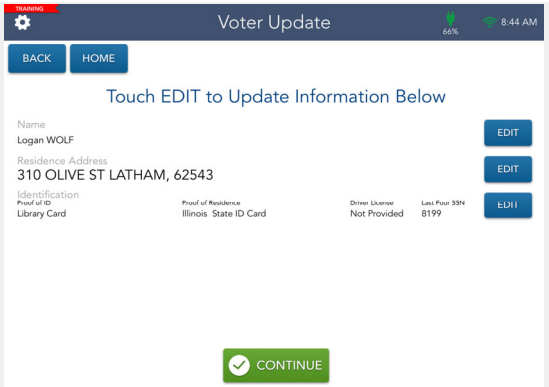
3 Touch the blue **EDIT** button next to the voter's name.



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



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



6 Tilt the Pollbook screen toward the voter and have them verify their updated information.

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



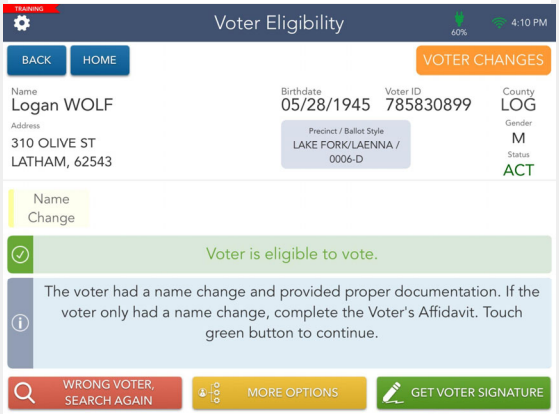
7 Touch **CONTINUE** to proceed with the voter check-in.

8 The Voter Eligibility screen will be displayed.

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

Review the blue box for further instructions.

Touch **GET VOTER SIGNATURE** or **SELECT BALLOT** to continue.



9

The Poll Worker Initials Below pop-up will appear.

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

10

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

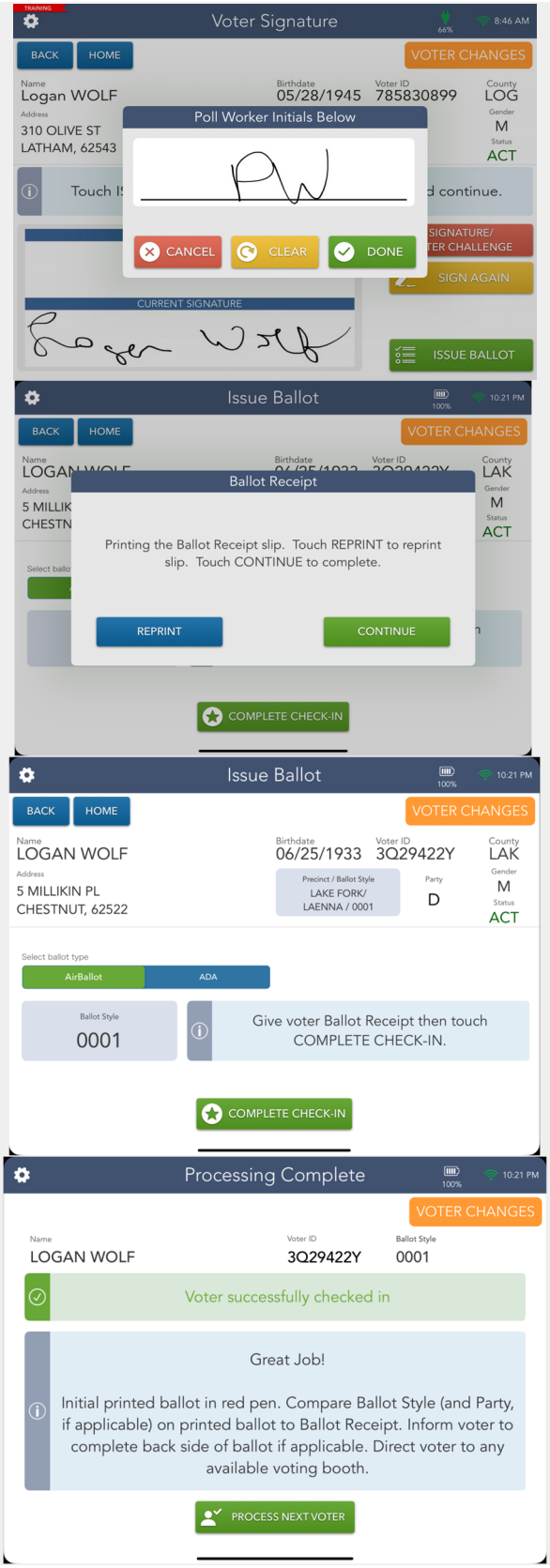
11

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

12

Congratulations!
The voter has been successfully checked in.

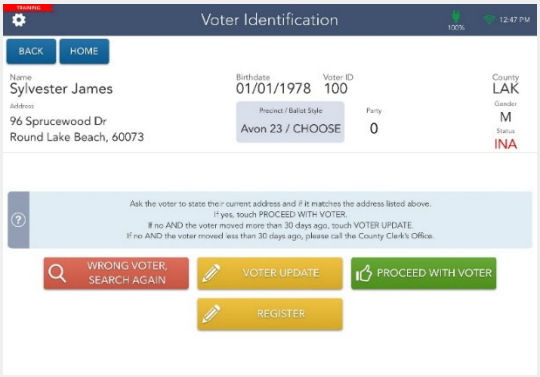
Verify any additional instructions in the blue box, then touch **PROCESS NEXT VOTER** and move on to the next voter.



Pollbook Instructions for Address Change

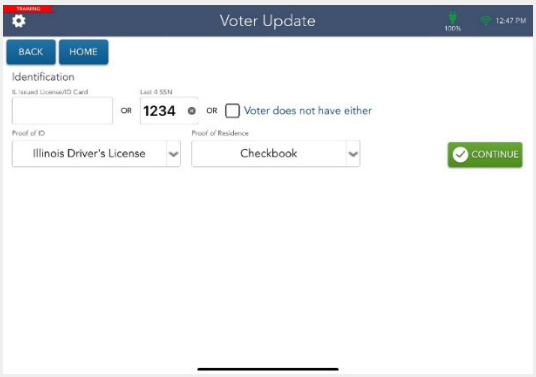
1

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



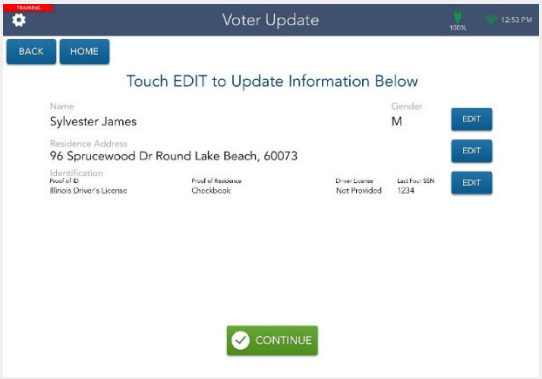
2

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



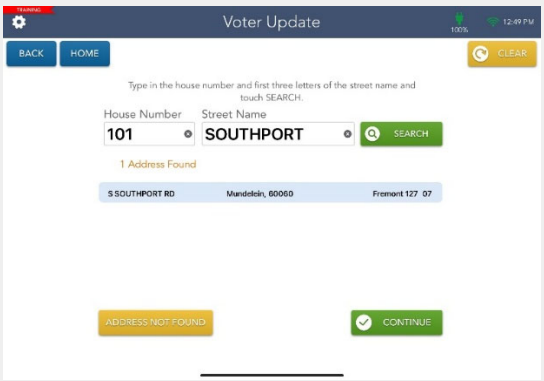
3

Touch the blue EDIT button next to the voter address.



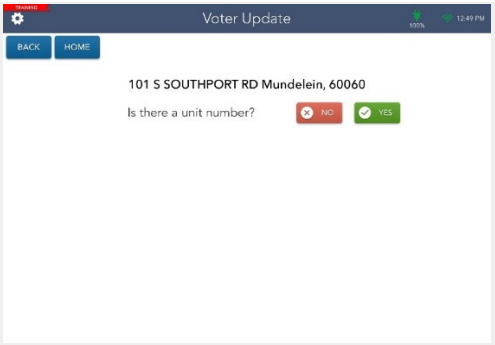
4

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



5

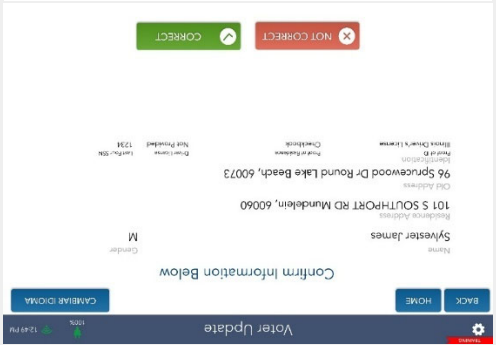
If the address requires a unit number, touch **YES** to enter it on the screen. If not, touch **NO**.



6

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

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



Voter Signature Challenge

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

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

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

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

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

The voter must produce:

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

To decide a challenge, judges act as a board.

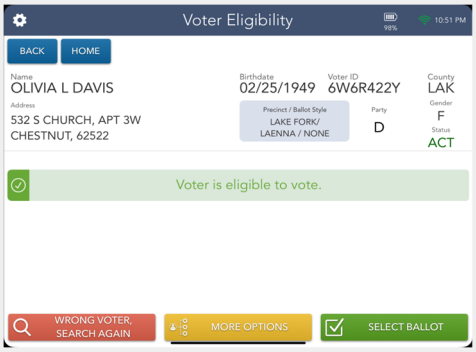
- If a majority of the judges agree with the challenger, the voter must provide identification and attest to the appropriate affidavit.
- If the majority does not agree with the challenger, the voter is permitted to vote as though a challenge had not been issued. The judges' decision is final.
- If the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

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

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

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

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



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

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

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

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

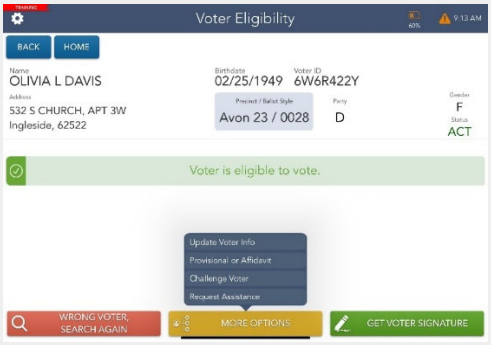


3 If voter has two forms of ID or a witness from the same precinct, voter can complete an affidavit.

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

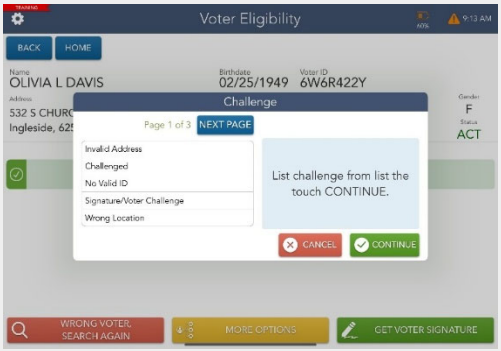


4 From Voter Eligibility screen, select MORE OPTIONS then "Challenge Voter" to start the affidavit process.



5

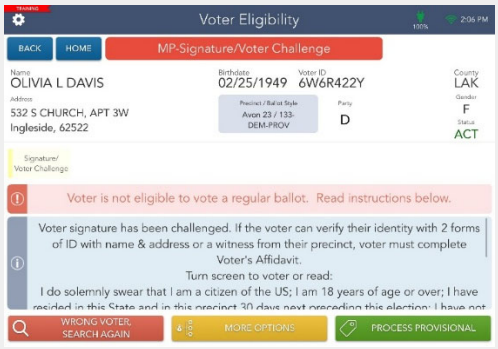
This will bring up a pop-up window with all challenge options. Select “Signature/Voter Challenge” then click CONTINUE.



6

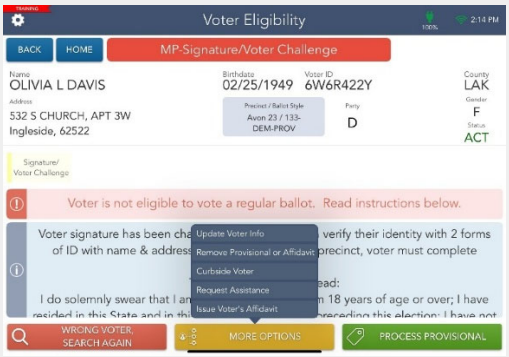
The voter will be marked as provisional at this point as you have indicated the voter has a special circumstance.

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



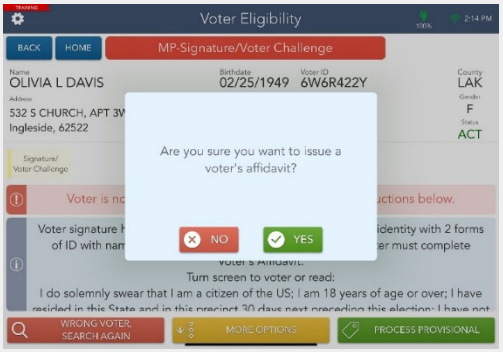
7

If voter can complete affidavit, select MORE OPTIONS then “Issue Voter’s Affidavit.”



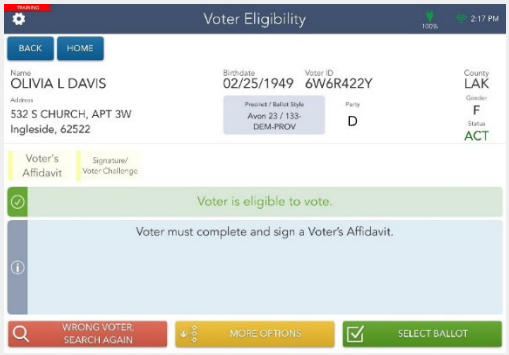
8

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



9

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



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

Voters Moved or Deceased

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

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

Typographical Error

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

Signature Capture

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

Inactive Voters

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

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

Inactive – Moved

See “Moved” section.

Inactive – Did not move

- Voter must provide two forms of valid identification both showing current name and Lake County physical street address or a witness who is a registered voter residing in the same precinct; and voter must complete an affidavit. If the voter is using a witness, the *Witness Information* sheet in the black binder must be completed. Precinct ballot will be issued. Voter’s status will be updated for the next election. See Pollbook instructions in the next section.

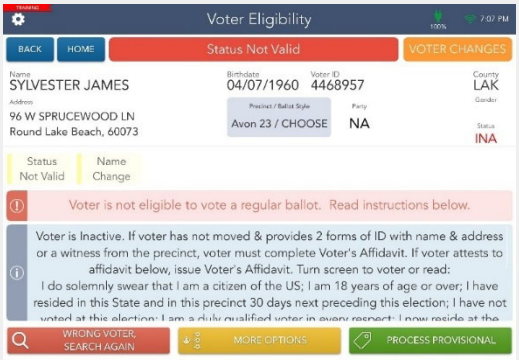
- No identification or witness? Voter may be processed as a provisional voter and then has 7 days to provide the required documentation to the Lake County Clerk’s Office.

Pollbook Instructions for Inactive Voter

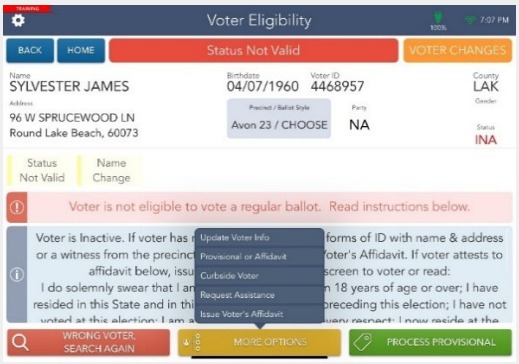
An inactive voter is a voter who had mail returned as undeliverable by the United States Postal Service. The voter was sent an address confirmation letter, but it was not returned to Clerk's Office.

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

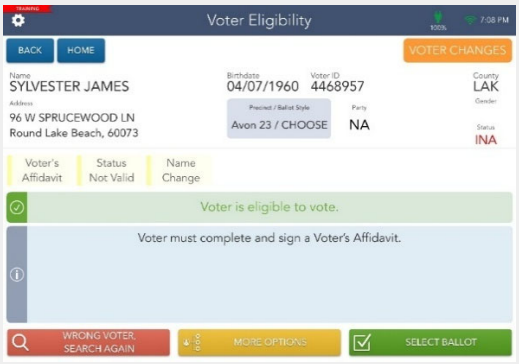
Voter is processed as normal until the Voter Eligibility screen, which will indicate voter is inactive. Read the blue text box for additional information. You may need to scroll down. Turn the screen around for the voter to read or read the affidavit to the voter aloud.



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



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



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



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

Voter Moved

Within Precinct within 27 Days

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

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

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

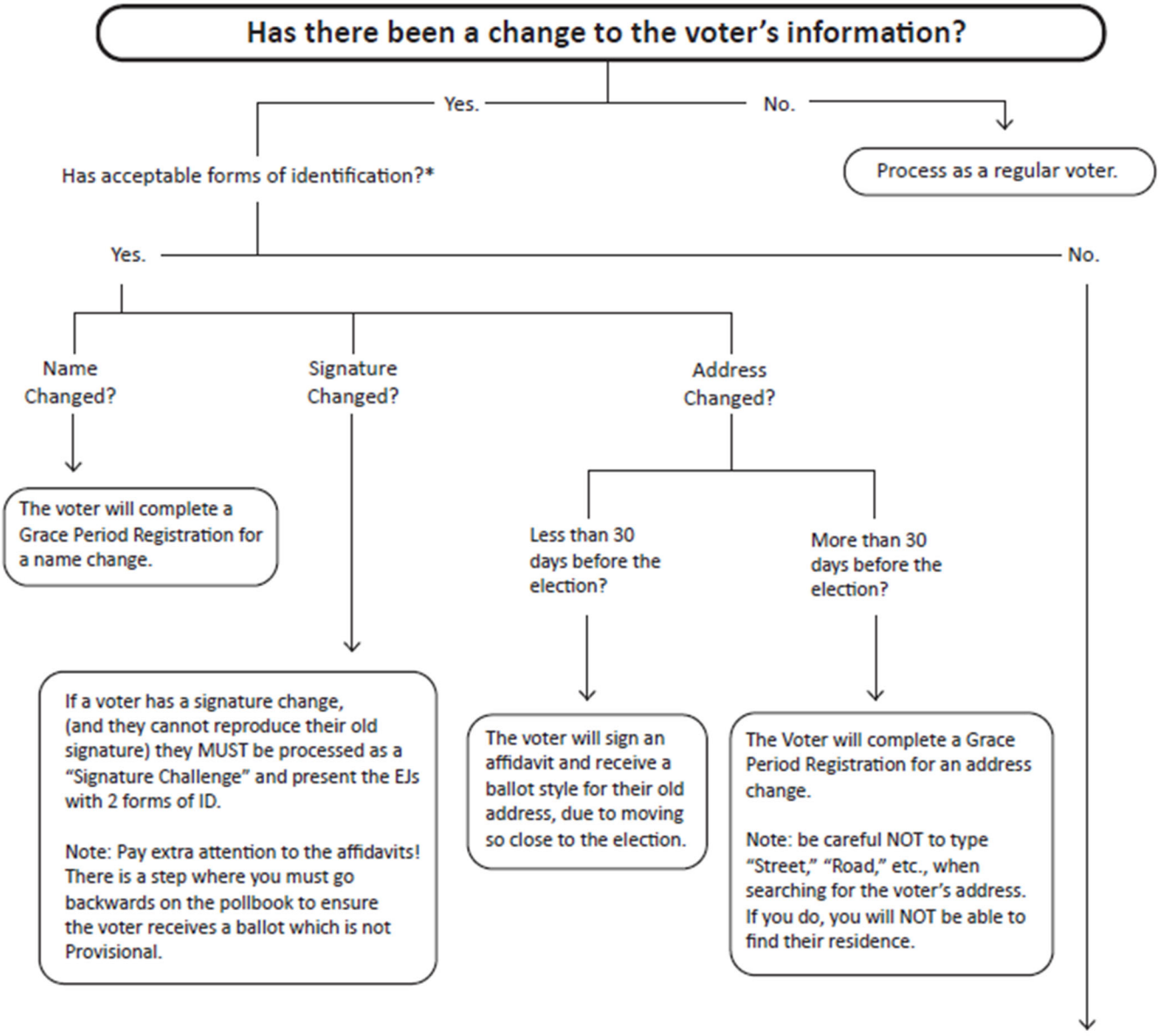
Outside precinct more than 30 days and less than 4 years

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

More than 4 years

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

Voter Moved


Has there been a change to the voter's information?
Yes.
No.
Process as a regular voter.
Has acceptable forms of identification?*
Yes.
No.
Name Changed?
Signature Changed?
Address Changed?
The voter will complete a Grace Period Registration for a name change.
If a voter has a signature change, (and they cannot reproduce their old signature) they MUST be processed as a "Signature Challenge" and present the EJs with 2 forms of ID.
Note: Pay extra attention to the affidavits! There is a step where you must go backwards on the pollbook to ensure the voter receives a ballot which is not Provisional.
Less than 30 days before the election?
More than 30 days before the election?
The voter will sign an affidavit and receive a ballot style for their old address, due to moving so close to the election.
The Voter will complete a Grace Period Registration for an address change.
Note: be careful NOT to type "Street," "Road," etc., when searching for the voter's address. If you do, you will NOT be able to find their residence.
If it is a federal election and the voter has moved out of their Lake County precinct more than 30 days, but less than 4 years before the Election, they are entitled to vote a ballot with only federal offices. The voter must cast their federal ballot on the ballot marking device (sometimes called the ExpressVote). Only the ExpressVote will have the option for a federal ballot.
If it is NOT a federal election year, the voter cannot receive a federal ballot. If the voter wants to cast a ballot in an odd year, they may vote a Provisional Ballot.
*Acceptable forms of identification for updates
For Grace Period Registration:
-2 forms of ID
-1 with name and current address
-1 with name preprinted
For an Affidavit for Information Update:
-2 forms of ID, BOTH with name and current address
If voter cannot produce the necessary forms of ID, then they will need to be administered a Provisional Ballot.

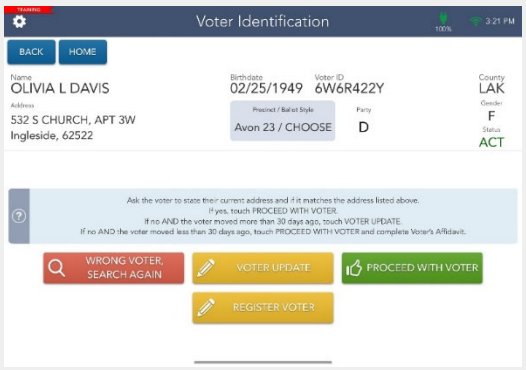
Pollbook Instructions for Federal Voter

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

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

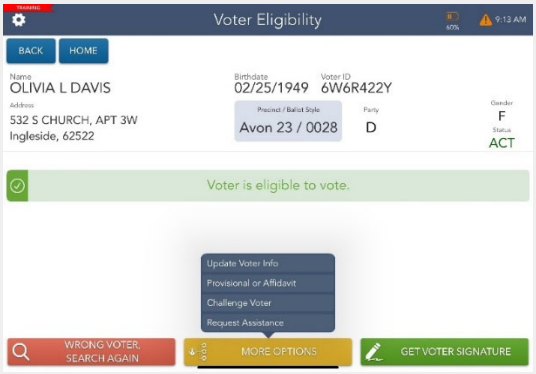
1

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



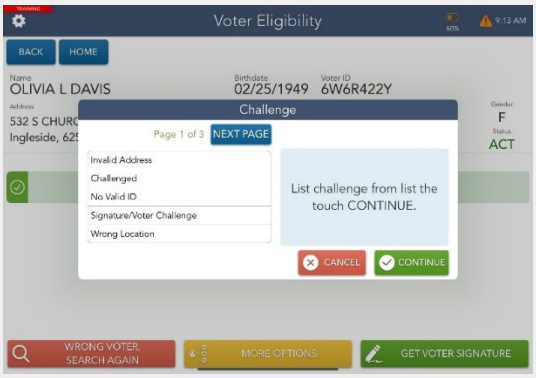
On the Voter Eligibility screen, select **MORE OPTIONS** then "Challenge Voter."

2



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

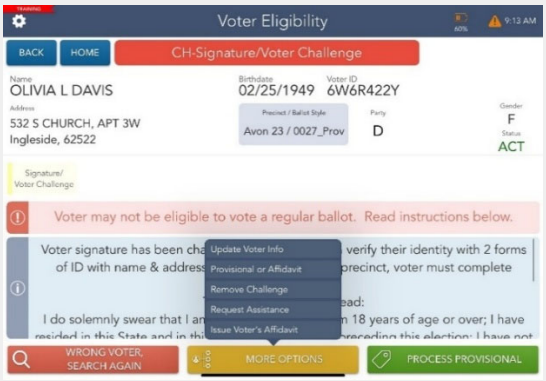
3



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

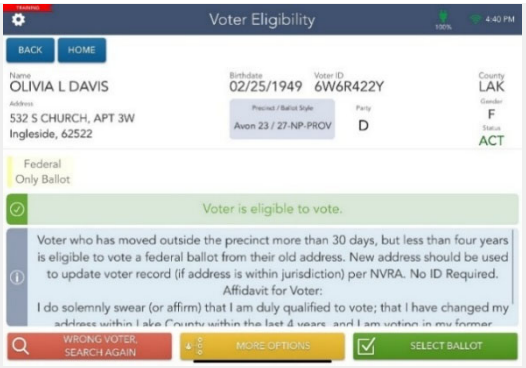
4

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

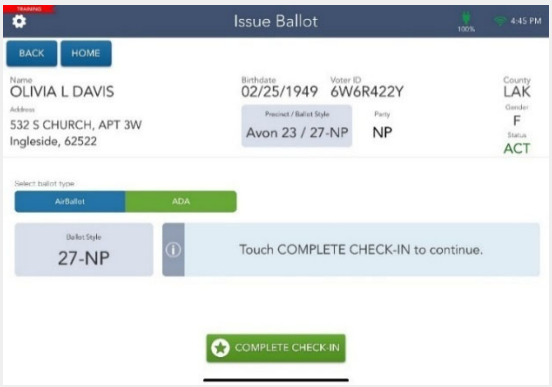


Voter Moved

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



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



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

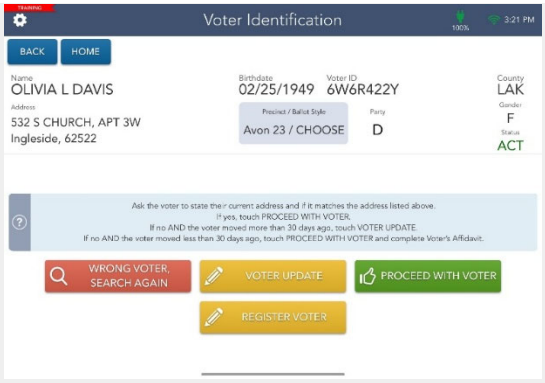
Pollbook Instructions for Voter Moved Outside of Precinct Less Than 30 Days Before Election Day

1

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

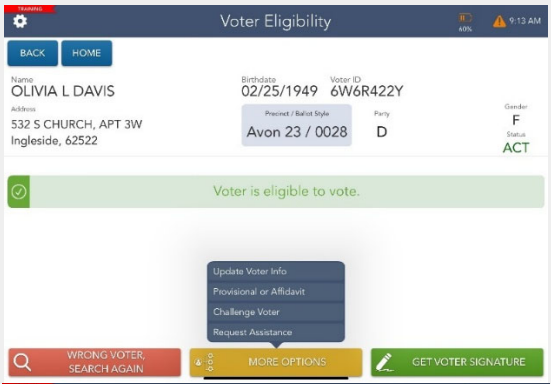
This circumstance is one of two circumstances in which the voter's new address information is not entered on the Pollbook.

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



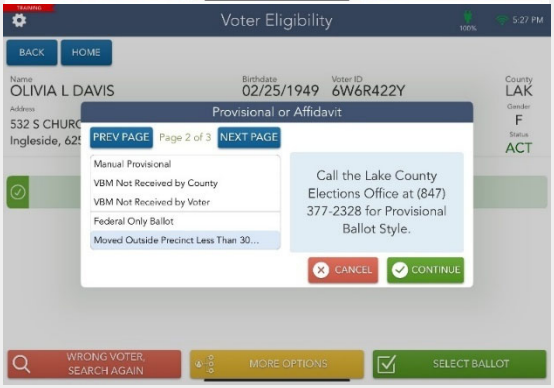
2

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



3

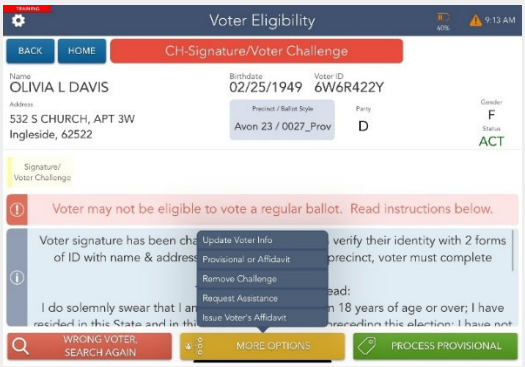
On the Challenge Voter pop-up screen, choose "Moved Outside Precinct Less Than 30 Days" then select **CONTINUE**.



4

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

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

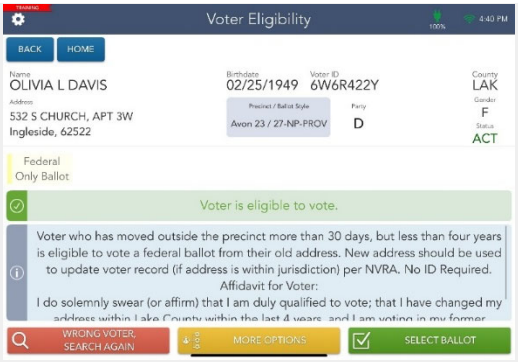


Voter Moved

5

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

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



Marked as Already Voted

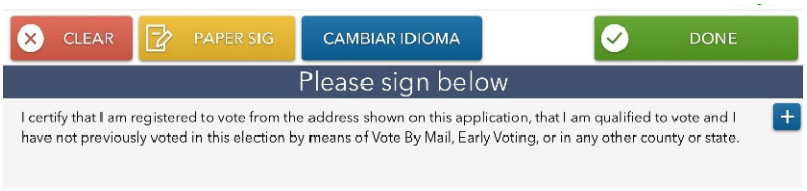
- The Pollbook display will notify you that the voter has already been marked as voted.
- If voter insists on voting, voter may be processed as a provisional voter and then has 7 days to provide any required documentation to the Lake County Clerk's Office.
- See "Provisional Ballot" section for processing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

Voter Cannot Sign on Pollbook

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

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

The completed applications should be placed in the Printed Applications Envelope which is delivered in the Check-In Table Envelope.



X _____

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

Military

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

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

See Pollbook instructions on the next page.

Voter must provide:

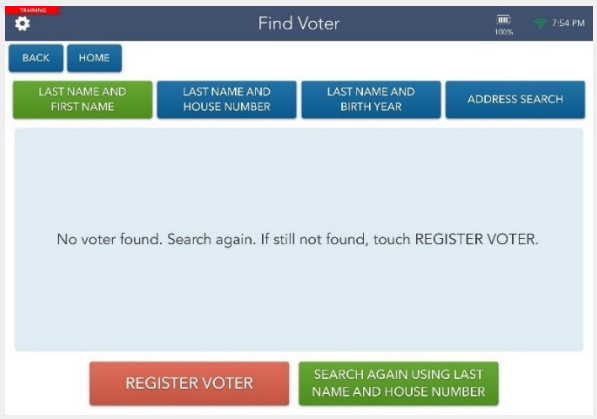
- Military ID,
- Address, and
- A witness who is a registered voter in the same precinct and who will sign an affidavit verifying the military voter does reside in the same precinct.
- *If no identification or witness who is a registered voter residing in the same precinct is available, voter may be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

Pollbook Instructions for Military Voter

1

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

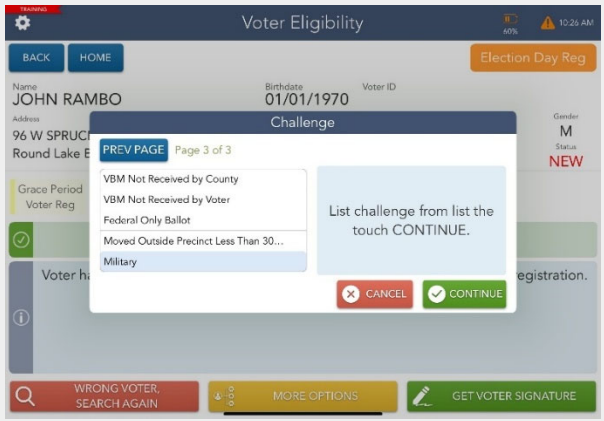
To start, look up the voter to verify if they are registered. If not, choose **REGISTER VOTER**.



2

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

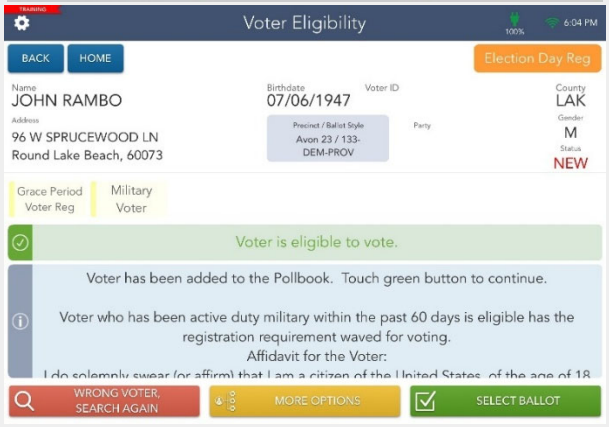
Choose MORE OPTIONS then choose “Challenge Voter.” Then on the pop-up window, choose “Military Voter.”



3

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

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



Voter Cannot Enter Voting Site

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

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

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

Two judges (one from each party):

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

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

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

Voter has three options:

1. Present one form of valid identification with current name and Lake County physical street address, or a witness who is a registered voter residing in the same precinct and vote a precinct ballot after signing affidavit. See Pollbook instructions on the next page.

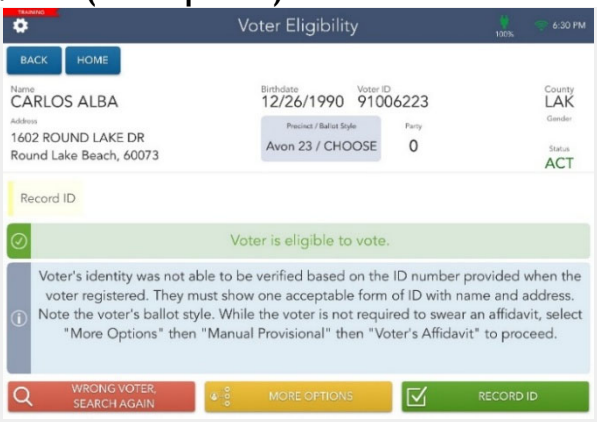
2. May leave voting site to return with required documentation to vote a precinct ballot.

3. No identification? Select "Not Provided" on the Pollbook screen. Voter may be processed as a provisional voter and then has seven days to provide the required documentation to the Lake County Clerk's Office. See "Provisional Ballot" section for processing instructions.

Pollbook Instructions for First Time Federal Voter (ID Required)

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

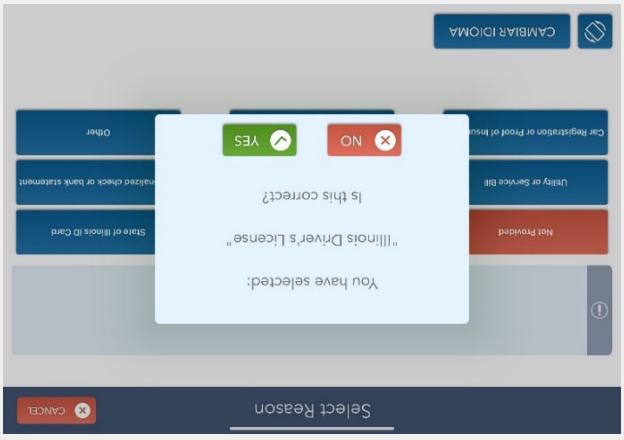
Voter is processed as normal until you reach the Voter Eligibility screen. Read blue box for additional information. Then select **RECORD ID**.



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



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



Provisional Ballots

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

Enter voter into the Pollbook and follow the screen instructions. Judges may call the Election Day Hotline at (847) 377-2328 if assistance is needed.

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

Circumstances when a provisional ballot is issued:

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

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

Provisional Ballots

Overall Process Instructions for Provisional Ballots:

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

   Voter must provide as much of the following as possible:

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





2. Instruct the voter to read the oath. Voter and EJ sign Provisional Ballot Envelope. Please ensure that the voter signs the provisional envelope.

3. Look up the voter, making the appropriate selections on the Pollbook. See "Pollbook Instructions for Provisional Ballot" in next section.

4. On final "RECORD CHECK-IN" screen, enter Ballot Access Number from bottom left corner of Provisional Ballot Envelope.

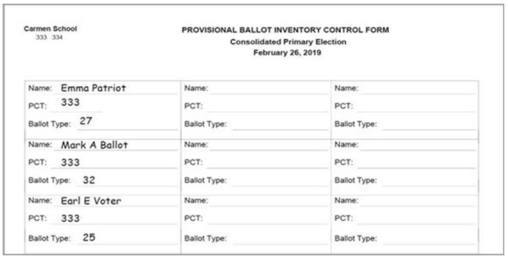
5. Remove the white carbonless voter receipt found inside the Provisional Ballot Envelope and retain until voter completes voting.

6. Select the ballot with correct precinct and ballot style numbers (and party preference in a primary election). **DO NOT INITIAL PROVISIONAL BALLOTS. PROVISIONAL BALLOTS CANNOT BE CAST AT THE VOTING SITE.**

7. Instruct voter that when voting is completed to fold their ballot, insert it in the envelope, seal the envelope, and return it to the Election Judge.

8. Direct the voter to the voting booth.

9. Using the provisional ballot receipt, record voter's name, precinct number, and ballot style (and party in a primary election) on the Provisional Ballot Inventory Control Form in the black binder.



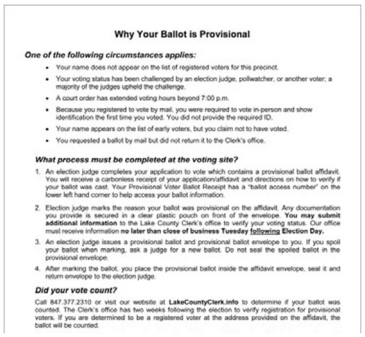
Carmen School
333 334

PROVISIONAL BALLOT INVENTORY CONTROL FORM
Consolidated Primary Election
February 26, 2019

Name: Emma Patriot PCT: 333 Ballot Type: 27	Name: PCT: Ballot Type:	Name: PCT: Ballot Type:
Name: Mark A Ballot PCT: 333 Ballot Type: 32	Name: PCT: Ballot Type:	Name: PCT: Ballot Type:
Name: Earl E Voter PCT: 333 Ballot Type: 25	Name: PCT: Ballot Type:	Name: PCT: Ballot Type:

10. When voter returns, judge will place the provisional ballot receipt in the pocket on the provisional ballot. Judge then secures sealed Provisional Ballot Envelope (containing voted ballot) in the blue Provisional Ballot Case.

11. Issue white carbonless receipt to voter and Why Your Ballot is Provisional sheet. Issuing the provisional receipt and information sheet is required by federal law.



Why Your Ballot is Provisional

One of the following circumstances applies:

- Your name does not appear on the list of registered voters for this precinct.
- Your voting status has been challenged by an election judge, pollwatcher, or another voter; a majority of the judges upheld the challenge.
- A court order has extended voting hours beyond 7:00 p.m.
- Because you registered to vote by mail, you were required to vote in-person and show identification the first time you voted. You did not provide the required ID.
- Your name appears on the list of early voters, but you claim not to have voted.
- You requested a ballot by mail but did not return it to the Clerk's office.

What process must be completed at the voting site?

1. An election judge completes your application to vote which contains a provisional ballot affidavit. You will receive a carbonless receipt of your application/affidavit and directions on how to verify if your ballot was cast. Your Provisional Voter Ballot Receipt has a "ballot access number" on the lower left hand corner to help access your ballot information.
2. Election judge marks the reason your ballot was provisional on the affidavit. Any documentation you provide is secured in a clear plastic pouch on front of the envelope. **You may submit additional information** to the Lake County Clerk's office to verify your voting status. Our office must receive information **no later than close of business Tuesday** following **Election Day.**
3. An election judge issues a provisional ballot and provisional ballot envelope to you. If you spoil your ballot when marking, ask a judge for a new ballot. Do not seal the spoiled ballot in the provisional envelope.
4. After marking the ballot, you place the provisional ballot inside the affidavit envelope, seal it and return envelope to the election judge.

Did your vote count?

Call 847.377.2310 or visit our website at **LakeCountyClerk.info** to determine if your ballot was counted. The Clerk's office has two weeks following the election to verify registration for provisional voters. If you are determined to be a registered voter at the address provided on the affidavit, the ballot will be counted.

Remember! Never turn a voter away without first calling the Election Day Hotline at 847-377-2328.

Pollbook Instructions for Provisional Ballot

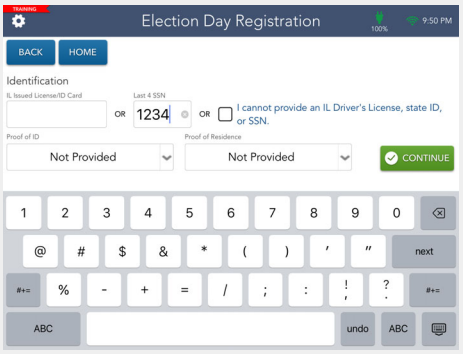
This section contains Pollbook instructions for the various Provisional Voter circumstances. Please make sure you are completing the steps for the appropriate circumstance.

Pollbook Instructions for Provisional - Missing Documentation

1

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

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



2

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

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



3

Once confirmed and the information is correct, touch CONTINUE.



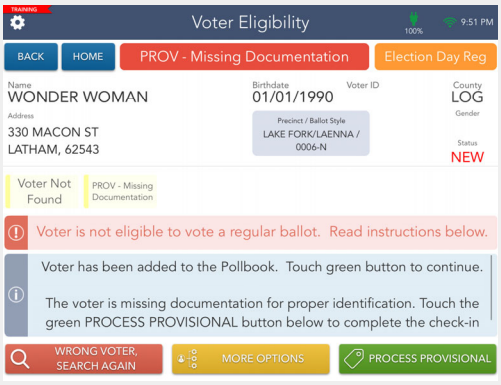
4

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

Follow the instructions on the screen and touch **PROCESS PROVISIONAL** to continue processing the provisional voter check-in.
Complete both sides of the provisional envelope, ensuring voter and Election Judge both sign envelope.

Provisional ballot will print. Provisional ballots are not to be initialed.

Have voter fill out ballot, fold it in half twice, insert ballot into provisional envelope, and seal. Provisional ballot envelope with voted ballot is placed in the blue Provisional Ballot Case. Complete information on *Provisional Ballot Inventory Control Form*.

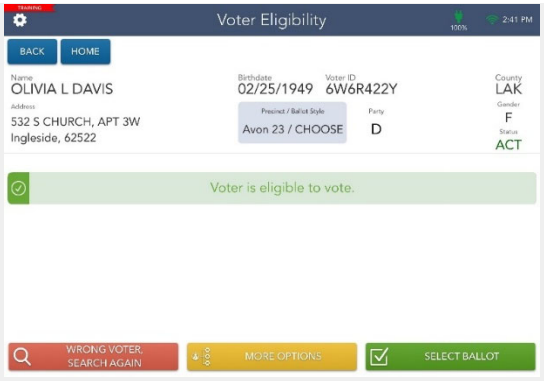


Pollbook Instructions for Voting Time Extended by Court Order

1

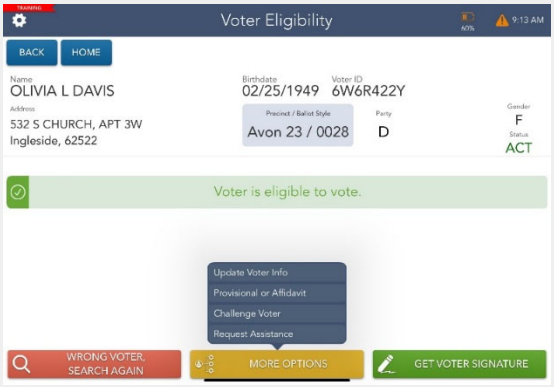
Provisional ballots are for situations where a voter's ballot eligibility will need to be reviewed by the Clerk's Office to determine whether the ballot can be cast.

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



2

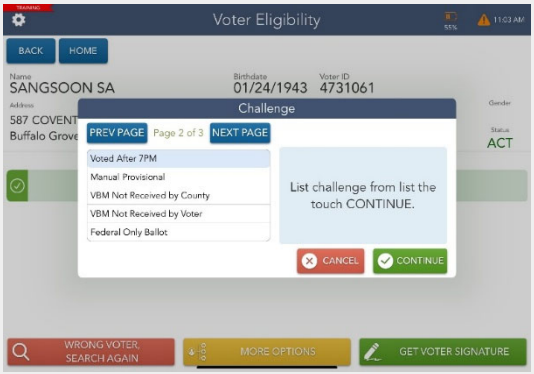
On the Voter Eligibility screen, select MORE OPTIONS then "Challenge Voter."



3

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

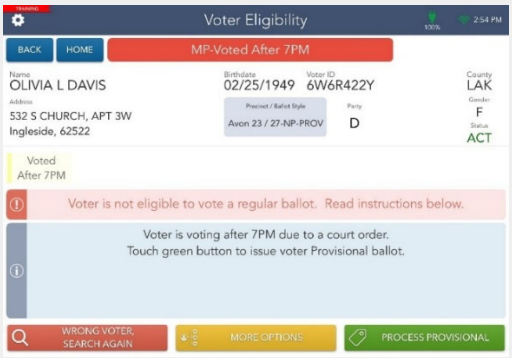
Choose "Voted After 7 PM" and select CONTINUE.



4

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

Complete both sides of the provisional envelope, ensuring voter and Election Judge both sign envelope. Then press **PROCESS PROVISIONAL**.



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



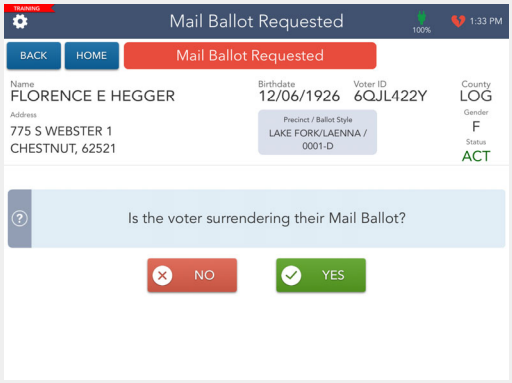
Continue to complete voter check-in. Put provisional ballot receipt into provisional envelope sleeve and seal. Remove carbonless copy from provisional envelope and hold until voter completes and returns ballot.

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

7 Please remember that all ballots cast during the extended voting time are provisional. This is by statute. Should you have any questions, feel free to call the Election Day hotline at 847-377-2328.

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

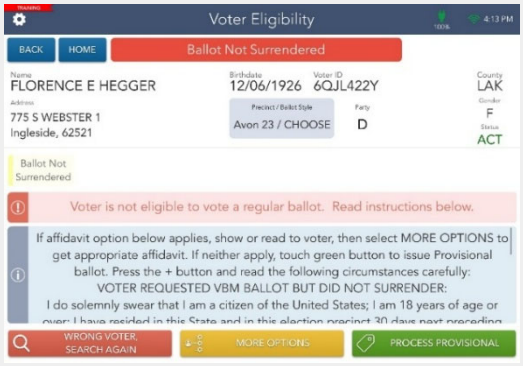
1 If a voter has requested and received a Mail Ballot, is not surrendering the ballot at the time of check-in, and does not meet the criteria to complete an affidavit; touch the red **NO** button.



2 The Voter Eligibility screen will be displayed.

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

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



3 In a primary, voter will select their party.

The Voter Signature screen will appear.

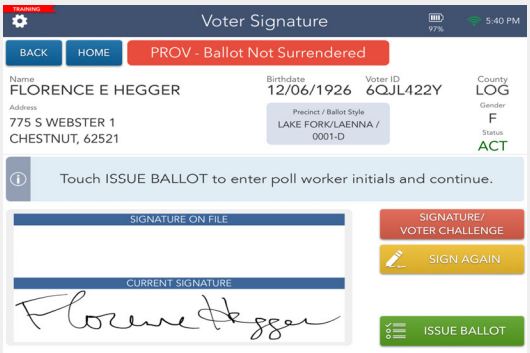
Tilt the Pollbook screen toward the voter and have them sign with the stylus pen.

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



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

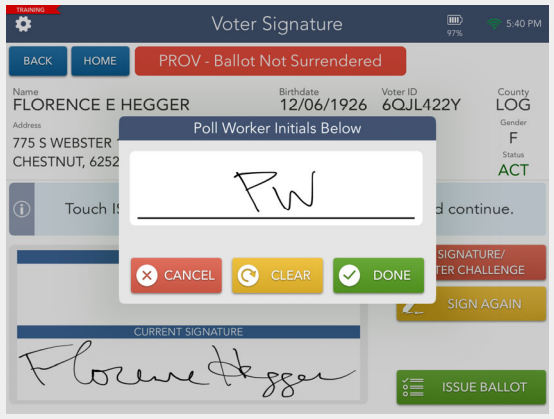
Touch ISSUE BALLOT to continue.



The Poll Worker Initials Below pop-up will appear.

Sign it with the stylus pen and touch DONE.

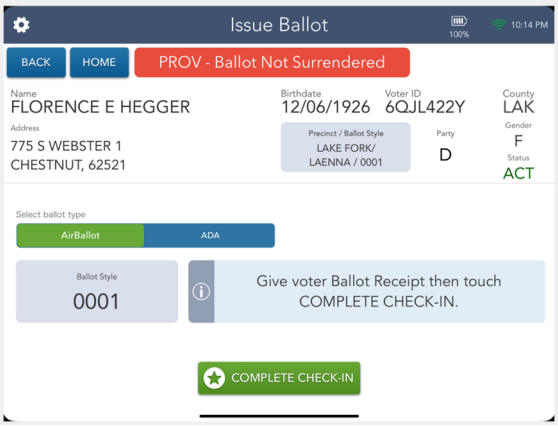
5 Complete both sides of the provisional envelope, ensuring voter and Election Judge both sign envelope.



Touch COMPLETE CHECK-IN.

Provisional ballot will print. **Provisional ballots are not to be initialed**.

6 Have voter fill out ballot, fold it in half twice, insert ballot into provisional envelope, and seal. Provisional ballot envelope with voted ballot is placed in the blue Provisional Ballot case. Complete information on Provisional Ballot Inventory sheet.



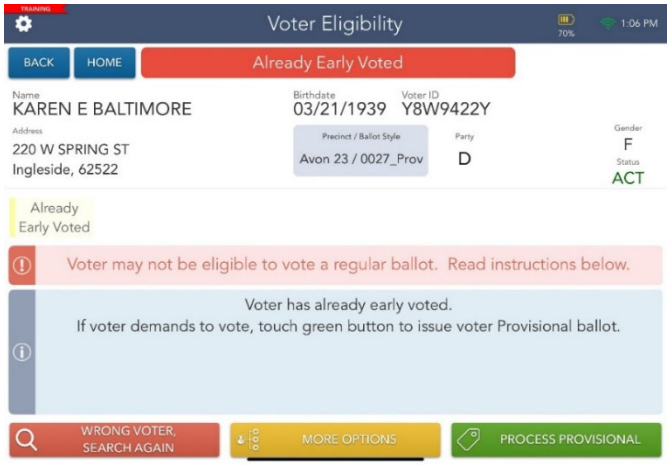
Pollbook Instructions for Provisional - Already Early Voted

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

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

Complete both sides of the provisional envelope, ensuring voter and Election Judge both sign envelope.

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



Acceptable Forms of Identification

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

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

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

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

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

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

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

Photo ID is not <u>required</u> for any voting circumstance.

Apple Wallet Update

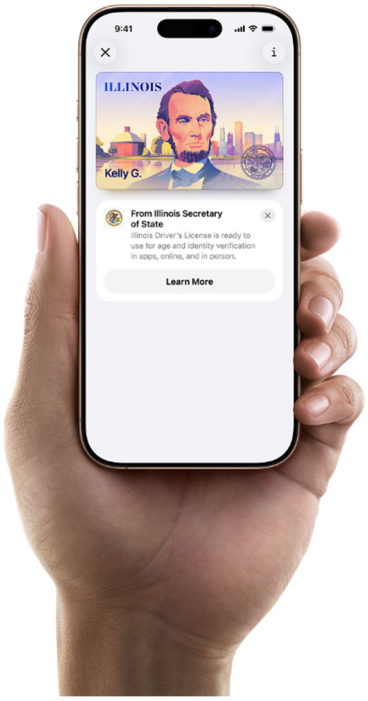
Starting during the November 3, 2026 General Election, Election Judges in Lake County will now accept Illinois Driver's Licenses or Illinois State ID cards from an Apple wallet, in addition to traditional, physical licenses and IDs. We are happy to offer these additional options for residents to register to vote or update their information.

It is important to know that this form of digital ID is limited to those who use the Apple Wallet app to access a digital ID. This form of digital ID is officially endorsed and accepted by the Illinois Secretary of State's Office.

Taking a photograph of a driver's license does not count as a form of ID.

The steps for voters to access their driver's license information in the Apple Wallet app, they should follow the below steps.

- Open Apple Wallet app
- Select driver's license
- Click "I" icon in upper right corner
- Select "Card Information"
- Card and id information should display



Changing Ballot Receipt Printer Paper Rolls

1. When you need to change the paper roll, you may see an orange "!" light appear. When pink or orange streaks begin to appear on receipts, you are starting to run very low on paper.

2. Find the small, square lever to the right of the blue lights on the ballot receipt printer. (It is flush with the top of the printer.)



3. Pull the lever up to open the paper compartment.



4. Remove empty roll.

5. Locate new thermal paper roll in the Cage.

6. Find the end of the paper roll and tear it to "start" the roll. Use the icon on the top of the printer for reference: the paper should come from UNDER the paper roll, not OVER the paper roll.

7. Insert new roll into ballot receipt printer, leaving a tail hanging outside of the printer. This will help to prevent paper jams.



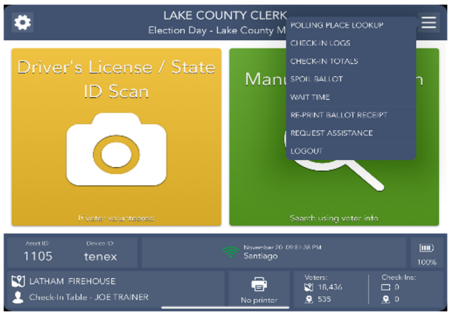
8. Close the lid. The orange "!" light should turn off.

NOTE: The receipt printer uses thermal paper, so ink will not need to be changed.

Statement of Ballots and Closing the Election

1 Once the election has ended, the election must be closed in the Pollbooks.

Open the hamburger menu and touch **LOGOUT** on all deployed Pollbooks.

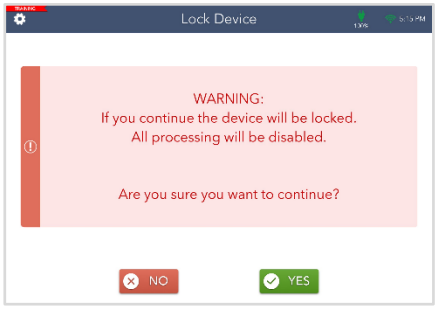


2 A pop-up will appear. Touch the **CLOSE THE ELECTION** button to begin the closing process.



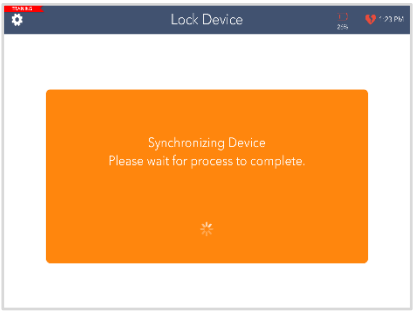
3 A warning screen will appear.

If you are ready to close the election, touch **YES.**



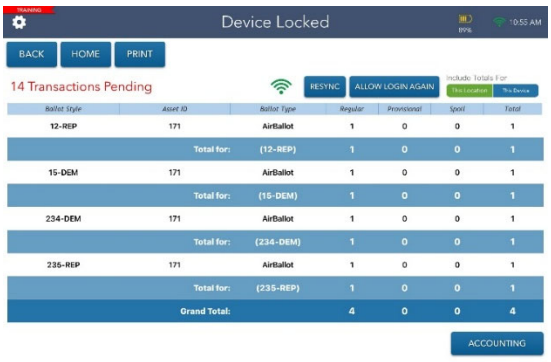
4 An orange screen will appear displaying a **"Synchronizing Device"** message.

Wait for the message to disappear.



5 If your Pollbook has not sent all of its transactions, a **TRANSACTIONS PENDING** message will appear in the left-hand corner. Click RESYNC to try and send the pending transactions again. Once transactions are complete, keep one Pollbook on for Ballot Accounting. For all other Pollbooks, select **HOME** to clock out. (Please see the "Clock Out" section for detailed steps.)

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

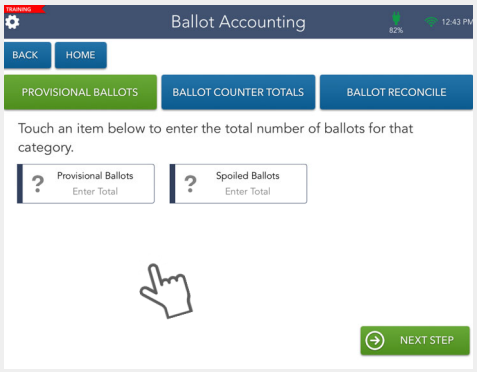


Statement of Ballots (Ballot Accounting)

1

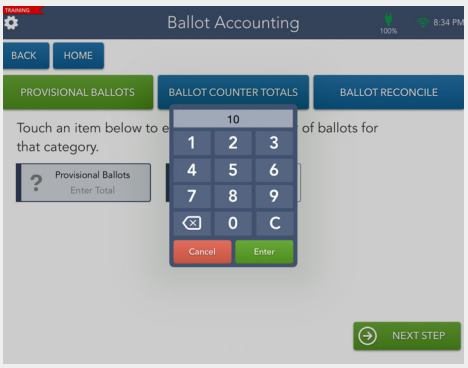
Only one Pollbook Judge is required to complete Ballot Accounting for the site, but all other Pollbooks must first be locked and at least five judges must sign before submitting.

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



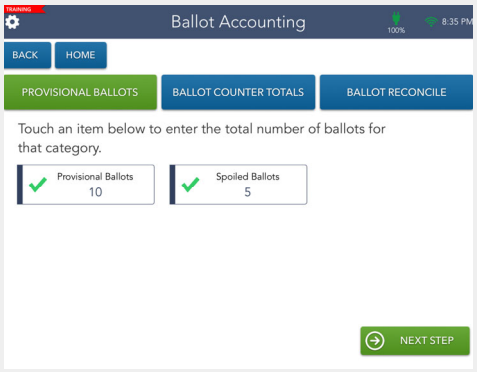
2

Using the number pad, enter the number of completed Provisional Ballot Envelopes in the blue Provisional Ballot Case (and recorded on the Provisional Ballot Inventory Form) and touch **ENTER**. Repeat steps 1 and 2 for Spoiled Ballots found in the manila Spoiled Ballot Envelopes.



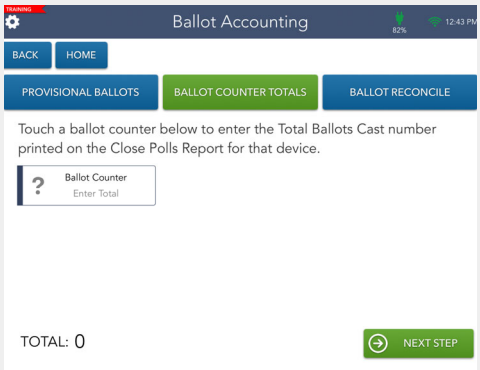
3

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

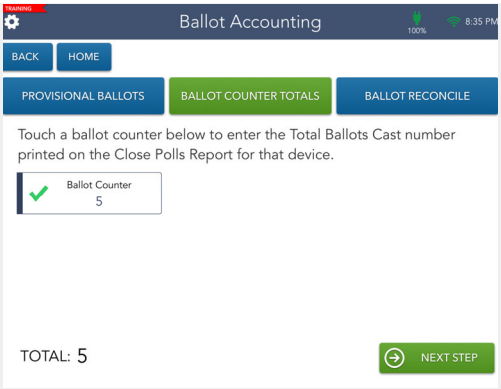


4

Touch the Ballot Counter Enter Total box or boxes. These numbers will be provided by the Ballot Box Judge and will be the total "Public Count" from each ballot bin.
If your site has more than one ballot bin, you will enter the information for each ballot bin separately – do NOT add the numbers.

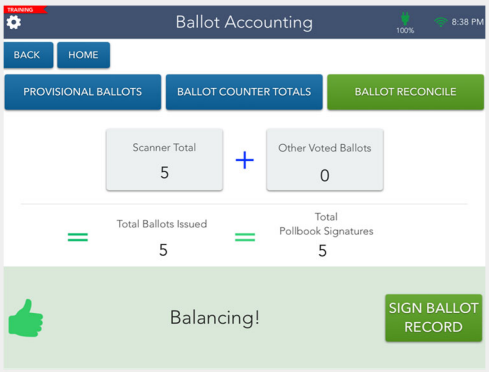


5 After entering the totals for each applicable counter, touch NEXT STEP.



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

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

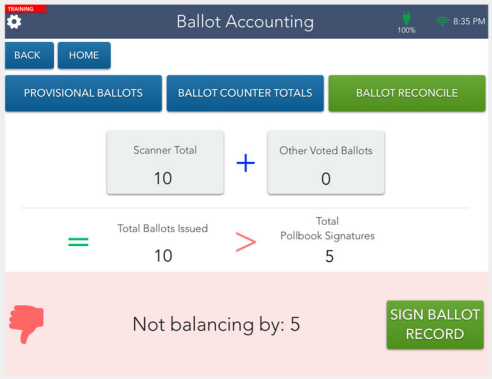


7 If the number of ballots entered DOES NOT match the signatures captured on the Pollbook a red message will display the difference of the totals recorded.

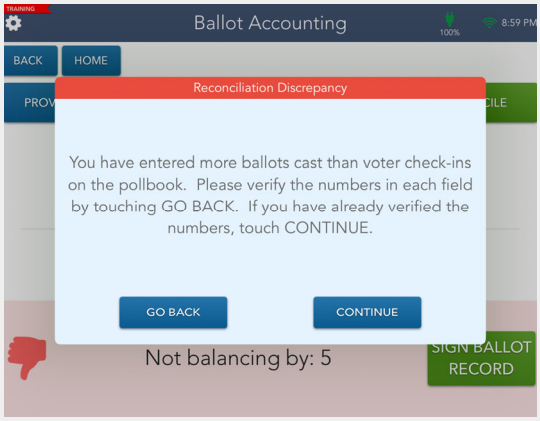
If the totals do not match and you cannot figure out why, please call (847) 377-2328 for instructions.

Provisional and Spoiled Ballots are NOT included in balancing.

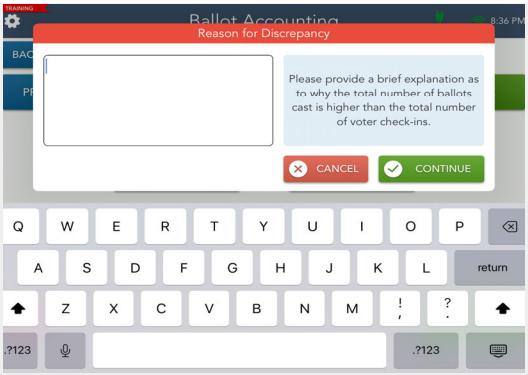
Re-check the totals entered. If the numbers still do not match, touch SIGN BALLOT RECORD to continue.



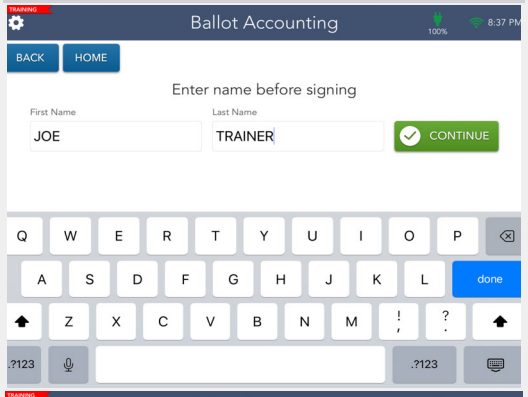
8 A message will appear explaining the error. Touch CONTINUE to proceed.



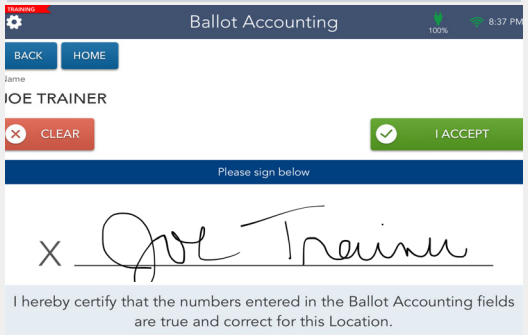
9 To the best of your ability, please provide a brief description as to why the totals are not matching then touch **CONTINUE**.



10 Enter in your name and touch the CONTINUE button.



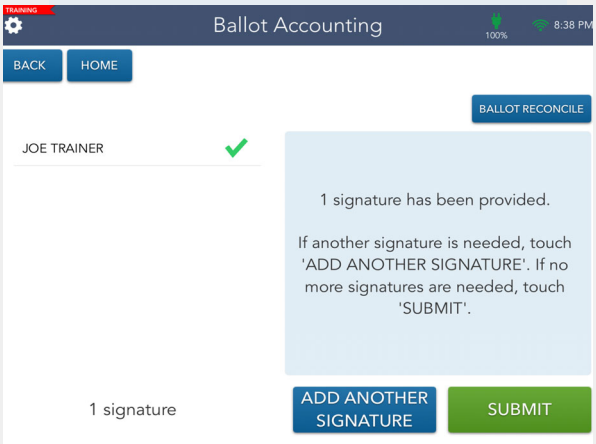
11 Provide your signature to certify the Ballot Accounting report. Touch I ACCEPT to continue.



12 Your name will now be listed on the Pollbook.

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

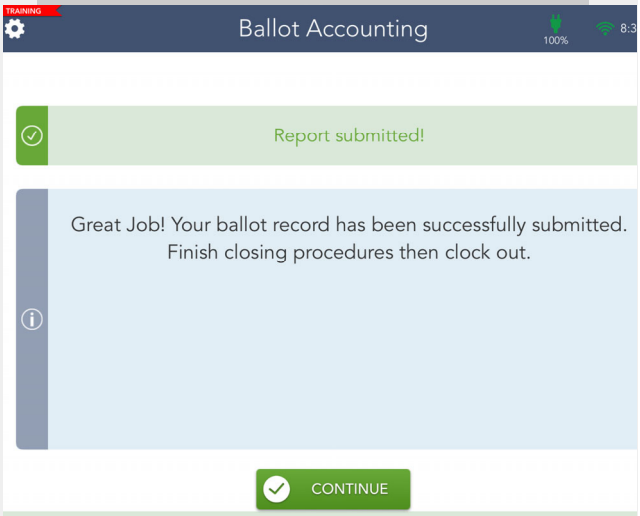
Once all individuals have signed, touch **SUBMIT** to complete the ballot accounting report.



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



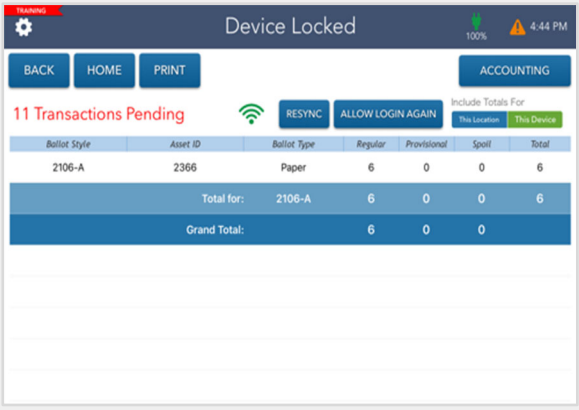
14 A success message will appear once the report has been submitted. Touch **CONTINUE**.



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

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

Choose HOME in order to clock out.



Why Your Accounting May Not Balance

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

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

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

Please, to the best of your ability, indicate why your totals do not match in this scenario.

Emptying Ballot Bins and Packing Ballots

Empty Ballot Bin(s) and Pack Ballots

1. The BBJ will remove keys from the security materials pouch. If you have two sets of ballot bin keys, one may be provided to a PBJ to close the ExpressVote terminal while the BBJ begins other procedures.
2. The BBJ and PBJs will work to prepare the yellow Vote By Mail Collection Bag OR Vote By Mail Drop Box

NOTE: We want prepare the VBM Drop Box/Bag <u>immediately</u> after the close of polls, in case a voter accidentally placed a ballot which should have gone into the tabulator in the VBM Drop Box or Bag instead.

If you find an initialed tabulator ballot inside, take it to the ballot bin, cast, and accept all alerts. (Like you would for a ballot left in the emergency ballot slot.)

If you have a Yellow VBM Collection Bag:



- Break the yellow tie on the zipper and check bag to ensure there are NO tabulator ballots inside. (See note for details.)
- Locate yellow security tie from the clear pouch at the front of the yellow VBM bag.
- Close ballot insertion flap on top of the bag and secure the ballot insertion flap with yellow tie.
  - Place yellow VBM Collection Bag with other materials to be taken to Transfer Site.

If you have a VBM Drop Box:



- Snip the white security ties from the top of the drop box and remove the lid.
- Place broken ties in security materials pouch.
- Remove the large, blue collection bag.
- Check to make sure no VBM ballots have fallen into the base of the box, rather than into the bag. If you see any VBM ballots in the bottom of the box, place them in the blue collection bag.
- Zip the blue collection bag closed.
- Secure the blue bag's zipper with a security tie from the security materials pouch.
- Place the blue VBM Collection Bag with other materials to be taken to Transfer Site.
  - Place the plastic lid of the VBM Drop Box inside of the Drop Box for pickup by the movers.

3. Ballot Box Judge(s) will unlock the emergency ballot slot door and verify that compartment is empty. If there are any ballots present, insert them into the counter accepting any on-screen error messages.
4. In view of all Pollbook Judges, the BBJ will unlock the ballot bin door.
5. While the BBJ begins printing the Voting Results Report, at least two PBJs will remove the voted ballots from the bin.
6. Neatly place all ballots from the ballot bin (including ExpressVote ballots) into the transfer case labeled with the corresponding number. (For example, if you have a device labeled Tabulator 1, all ballots from Tabulator 1 go in the Ballot Transfer Case labeled Tabulator 1.)

NOTE: Pull ballots from the base of the ballot bin ONE ballot bin at a time! Do NOT combine ballots from multiple tabulators in transfer cases!

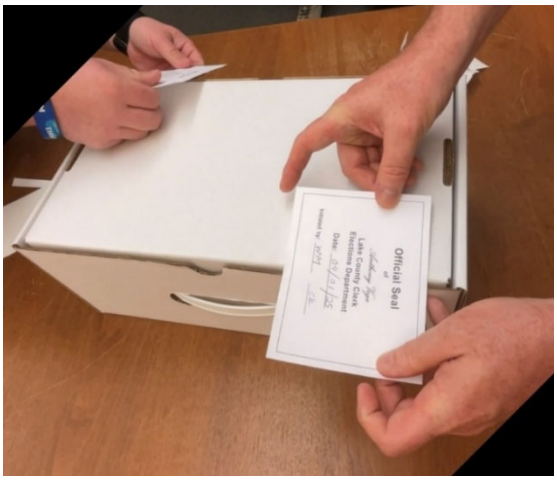
NOTE: Due to all Election Day voting sites being Vote Centers, <u>ballots are no longer sorted by precinct</u>. Instead, Election Judges ensure that the ballots from each bin are packed in a specific transfer case.

REMEMBER: Provisional Ballots stay in the blue Provisional Ballot case. They do not get packed in a Ballot Transfer Case! If a Provisional Ballot is cast in the tabulator by mistake, DO NOT separate it from the rest of the tabulator ballots.

7. Locate the official seal stickers which are packed in the lid of the white Ballot Transfer cases.
8. Wait to seal ballot transfer cases until Ballot Accounting (the Statement of Ballots) is completed.

Sealing the Ballot Transfer Cases

1. Once ballots have been packed in the correct transfer cases and Ballot Accounting is completed, two PBJs initial and date two official seals per Ballot Transfer Case.
2. Please ensure that only ballots are inside the case before sealing it.
3. Place the lid on the Ballot Transfer Case. Being careful not to cover the handle, attach one seal per long side of the case. (Do not place seals on the short side, as this will cover identifying information needed by LCCO employees.)
4. If you have more than one ballot transfer case for a ballot bin, distribute the voted ballots between the two so one transfer case is not too heavy.
5. Give white ballot transfer cases to Ballot Box Judge for delivery to the Transfer Site.
6. Return any blank ballot stock (legal size paper) to the Cage. Any loose ballot stock should be placed in the banker box in the Cage.



7. Write-in votes will be reviewed with the Ballot Box Judge on the tabulator screen after the results tapes have printed. Please refer to Write In Report section for additional information.

Sign Voting Results Report

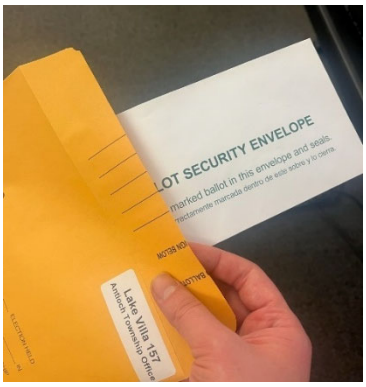
After the Voting Results Report tape is completely printed from each ballot bin, Pollbook Judges will sign the tape on the signature lines towards the bottom.

Spoiled Ballot Accounting

Count and Record Spoiled Ballots

1. One or two PBJs should retrieve the manilla spoiled ballot collection envelope. White spoiled ballot security envelopes contain ballots that are mis-marked, damaged, or were found to be accidentally not initialed (and caught by the BBJ).

2. Count all white spoiled ballot security envelopes placed in the manila envelope(s).



3. Record the total number of spoiled ballots on the back of the manila spoiled ballot envelope. Return white security envelopes to the manila envelope.

4. Do not seal and sign manila envelope until all ballot accounting is complete. Provide spoiled ballot total to the PBJ completing Ballot Accounting (also called the Statement of Ballots).

5. Once all Ballot Accounting is complete, seal the manila envelope and write the total number of spoiled ballots on the back of the envelope, then have judges sign over the flap.

6. Place sealed and signed manila spoiled ballot envelope in the banker box in the Cage.

Complete Provisional Ballot Inventory Control Form(s)

1. Locate the Provisional Ballot Inventory Control Form(s) in the black binder.
2. Count the number of voters recorded on the form throughout the day.
3. Record the total number of provisional ballots issued at bottom of Provisional Ballot Inventory Control Form(s).



4. Judges sign and date the Provisional Ballot Inventory Control Form.



Blue Provisional Ballot Case and Final Steps

5. Record the total number of voted provisional ballots listed on the Provisional Ballot Inventory Control Form on tag affixed to blue provisional ballot case. If no provisional ballots were issued, mark box next to “No Provisional Ballots Issued” on tag.

6. Fold manila envelope containing any spoiled provisional ballots and insert in the ballot slot on the blue provisional ballot case. If no spoiled ballots, skip this step.

7. Carefully roll the blue binder and insert in blue provisional ballot case. (If the binder cannot fit in the blue case, pack it in the red BBJ bag.)

8. Zip the ballot slot closed and secure the lock by inserting red security lock. The blue Provisional Ballot Case will be brought to the Transfer Site with other time-sensitive materials.

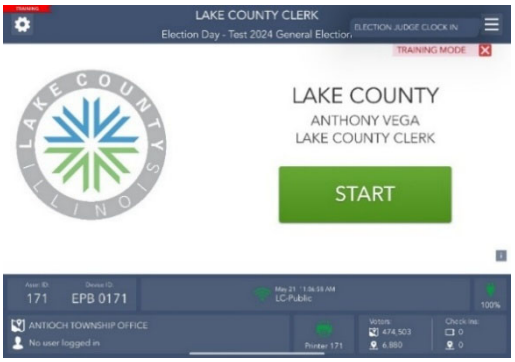
9. The Provisional Ballot Supply Envelope (with extra envelopes and “Why Your Ballot Is Provisional” sheets), can be packed in the banker box in the Cage.

Election Judge Clock Out

1

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

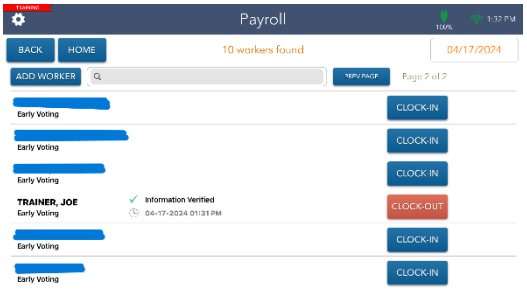
This will **also** enable you to clock out – there were not enough character spaces to include the additional words.)



2

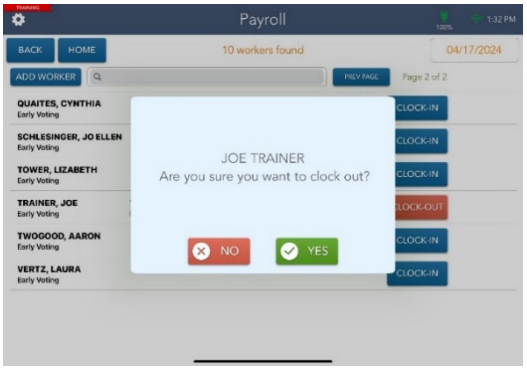
Select CLOCK-OUT next to your name.

(Note: ALL Election Judges need to clock out. One Judge should clock out on behalf of the BBJ and Site Manager)



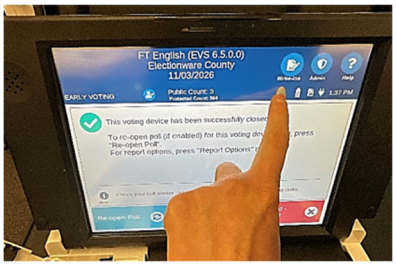
3

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

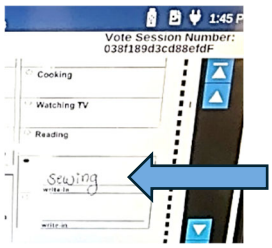


Certificate of Write-Ins & Write-In Review Report

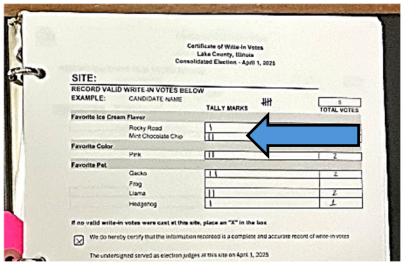
1. After the BBJ has finished printing the Voting Results Report tape, two PBJs should complete the Certificate of Write-Ins. (The results tape will take a while to print, so check in with the BBJ, but please work on other tasks until the report has printed and the BBJ is ready.)
2. Locate the official Certificate of Write-In Votes sheet (in the black binder) and a writing utensil.
3. When the BBJ is ready, two PBJs take the black binder (opened to the Certificate of Write-In Votes sheet) over to the tabulator.
4. On the tabulator screen which reads, "This voting device has been successfully closed," select "Write-Ins" in the upper right-hand corner. (It looks like a piece of paper.)



5. The tabulator will show scans of any ballot with a potential write-in. The tabulator will not pull scans of ballots which have do not have a filled in oval and a name on the line for a write-in vote.



6. Use the up and down arrows on the right of the screen to scroll through the images and to find the write-in selection(s) on each page.
7. Make a tally mark for each vote for a valid write-in candidate listed on the Certificate of Write-In Votes sheet.



NOTE:
Election Judges may need to use their best judgement to logically determine the intention of a voter when it comes to the Certificate of Valid Write-In Votes. According to ILCS 5/24B-9.1, (b), when reviewing write-ins, Election Judges will determine the "intent of the voter to vote based on the totality of the circumstances."

Judges who review write-ins should make logical deductions to – as best they can – infer a voter's intent based upon the totality of the circumstances. A voter may write "Jeff Jones" instead of "Jeffrey Reginald Jones III." However, if Jeffrey Reginald Jones III is a valid write-in, we can logically understand that the voter intended to vote for this candidate when they wrote "Jeff Jones" on their ballot.

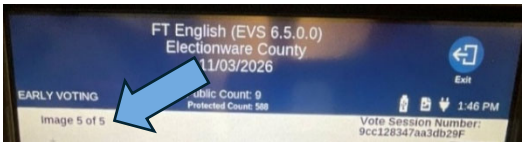
Names not listed as a valid write-in should NOT be recorded. For example: "Mickey Mouse" is not counted.

If the voter did not fill in the oval, but wrote a valid write-in candidate's name, the tabulator will show the scan and the voter's selection should be counted. (As long as this would not result in the voter selecting more options than they are allowed for the office [an overvote].)

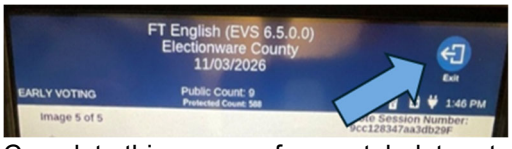
8. To view the next ballot, select "Next." To view the previous ballot, select "Previous."



9. Make sure to check through all of the images. There will be a number on the screen indicating how many images you must check.

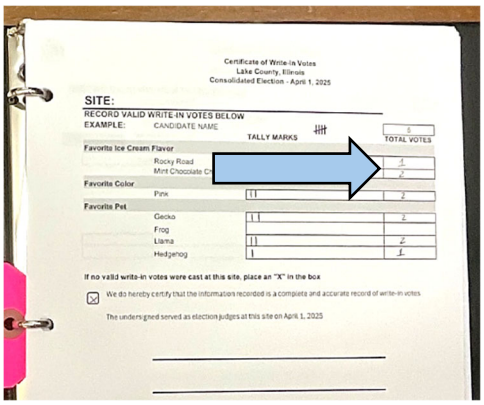


10. When all ballots have been checked, select "Exit."



11. Complete this process for any tabulator at your site. If you have two tabulators, you must view the report on both devices, though you will record the results for all tabulators on the same Certificate of Write-Ins sheet.

12. Count the tally marks for each valid write-in and write the number of votes in the Totals column.



13. Once this process is complete, Election Judges sign on the lines to certify.

Sign Voting Results Report

After the Voting Results Report tape is completely printed from each ballot bin, Pollbook Judges will sign the tape on the signature lines towards the bottom.

Exterior Signs

If you have not yet done so, bring in the exterior signs. We do not want any late voters to think the site is still open. Place the signs by ballot bin and the Cage so they are ready to be picked up by the movers.

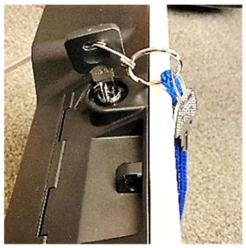




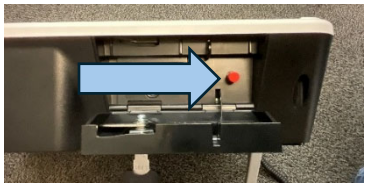
ExpressVote Shut Down Procedures:

Note: The door of the ExpressVote is alarmed and will beep when the device is turned on and the door is unlocked. This is a security measure; you have not done anything wrong.

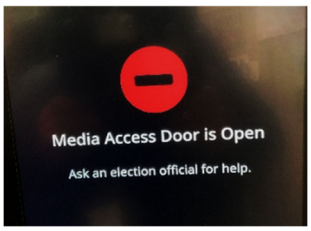
1. Unlock the door on the black exterior of the ExpressVote (above the screen) using the black key on the red or blue lanyard (the same keys used for the ballot bin).



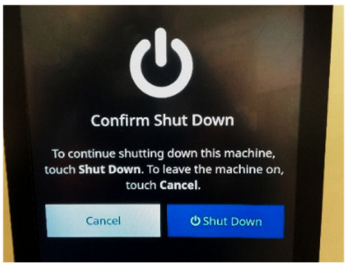
2. Press the red button inside as if you are ringing a doorbell.



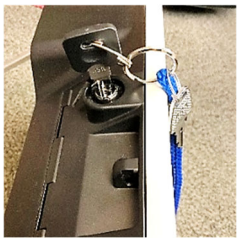
3. The device will beep.



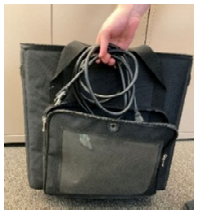
4. Touch the “Shut Down” button on the “Confirm Shut Down” screen. The screen should then go black and the beeping should stop.



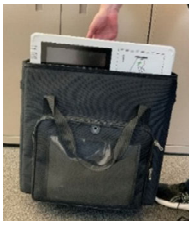
5. Lock the compartment on the top of the device using the key.



6. Unplug the power cord from the side of the device and the wall outlet, then neatly coil and place it in the pocket on the front of the black ExpressVote case.



7. Place the ExpressVote in the black cloth case.



8. Place ExpressVote (in cloth case) inside of the Cage.

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



10. Place ExpressVote table (in its case) near the ballot bins for the movers.

Interior Signs

Assist the BBJ in taking down all interior signs and returning them to the BBJ envelope. Please try to remove as much tape as possible without tearing the signs so they can be reused.

Voting Booths

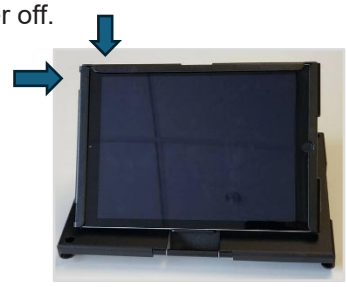
All voting booths need to be taken apart and packed away neatly. Please stack the boxes tidily by the Cage and supplies for the movers.

NOTE: Any broken voting booths should be brought to the Transfer Site so they can be fixed or removed from circulation.

Shut Down Pollbook

1. Once Pollbook procedures have been completed, shut down and pack up the Pollbooks.

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



3. Disconnect the cords from the Pollbooks, Ballot on Demand printers, and receipt printers. Remove any leftover ballot stock from the printer trays and place it in the banker box in the Cage.

4. Return the printer trays to the collapsed position by pressing the lime green button and sliding the extender in fully so it does not stick out the back.

5. Find the Pollbook case with the corresponding number to your station. Remember that the cases hold material for two Pollbooks. Use the diagrams in the case to properly pack the supplies.





6. Close and latch the case.

7. Return the Pollbook cases (with the Pollbooks, cords, receipt printers, and styluses inside) to the Cage.

8. Return Pollbook cases, Ballot on Demand printers, ExpressVote terminal, and (if applicable to the voting site) the Big Bell to the Cage. Pens and privacy sleeves should be packed in the banker box in the Cage.

9. Return extension cords and power strips to ballot bin (after ballots are removed and bin can be used for storage).

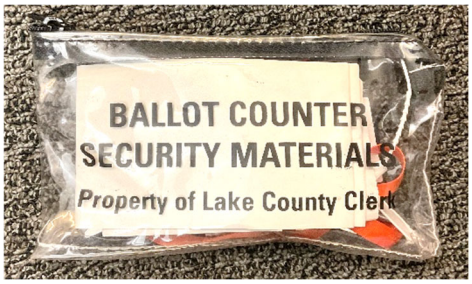
10. Power off and unplug Jetpack.

11. Repack Jetpack in pouch and return to red BBJ bag.

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

Other Closing Tasks

1. Place all blank ballot stock in Cage, for both the Ballot on Demand and ExpressVote ballot stock.
2. Return pens and privacy sleeves to the banker box in the Cage.
3. Ensure that all materials which should be returned in the Cage are packed inside.
4. Lock the Cage.
5. Place the Cage key in the security materials pouch.
6. Place the lanyard with the Cage keys in the Security Materials Pouch or return it to the BBJ.



7. Ensure all signage (indoor and outdoor) is taken down, packed away, and ready for the movers.

Secure the Room

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

Closing the Voting Site

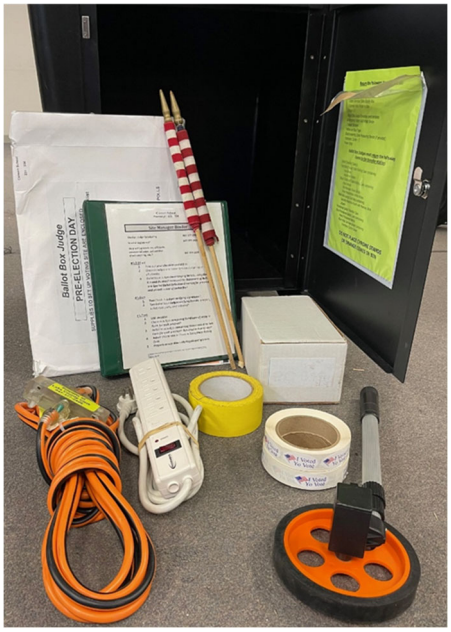
After the polls close, all judges must remain until all closing procedures are completed and election materials are packed.

Do not place any garbage into cases, boxes, envelopes, or bins. If there is no trash receptacle, please ask someone at the facility to provide one. Make sure the outside doors to the voting site are locked or will be locked by building security

Supplies arriving in the Ballot Bin:

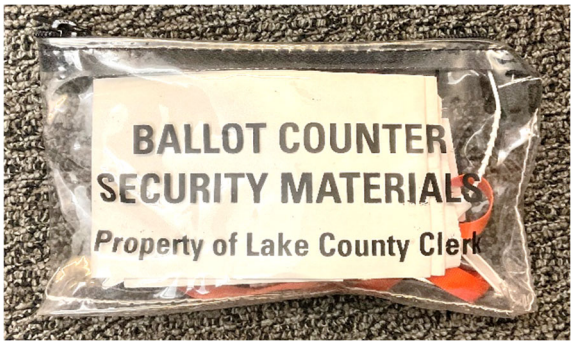
1) Ballot Box Judge Envelope
2) Site Manager Binder
3) Supply Box
4) Power Cords
5) Yellow tape
6) Election Zone Measuring Wheel

NOTE: Flag and “I Voted” stickers are packed and returned in banker box in the Cage.



Security Materials Pouch and Contents

1) Keys for the Cage (orange lanyard)
2) Keys for the Tabulator/Ballot Bin (red or blue lanyard)
3) Red security tie (for Ballot Bin during Election Day)
4) White security tie (for Ballot Bin overnight)
5) Grey Security Materials Card
6) Night Light
7) Scissors
8) Wire Cutters
9) Blue Security Seal (for printer overnight)





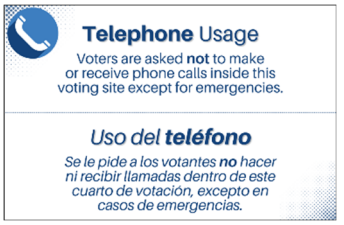


Appendix

Ballot Box Judge Envelope Signs:

1) No Electioneering Signs
2) Voting Site Directional Signs for hallways
3) Telephone Policy Signs for entry to voting room
4) Accessible Entrance Directional Signs for hallways
5) "No Electioneering" plastic sign (for orange cone)
6) First Amendment Auditor signs
7) Ballot Undervote Alert sign (even years only)
8) Voting Site sign with Hours
9) "What Is On Your Ballot?" (English and Spanish)
10) Specimen Ballots (for preferred precincts)
11) Vote By Mail Drop-Off Sign





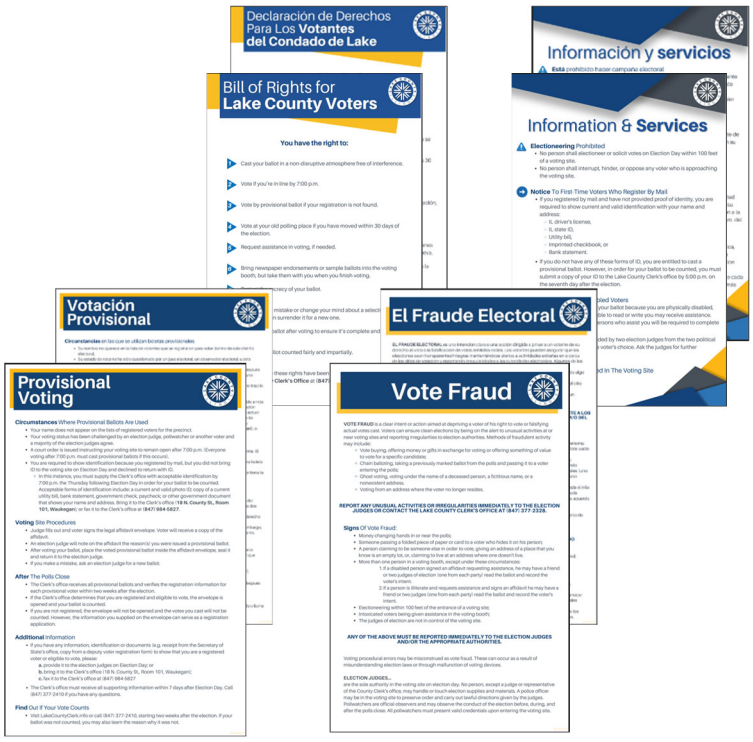






Ballot Box Judge Envelope Signs cont.:

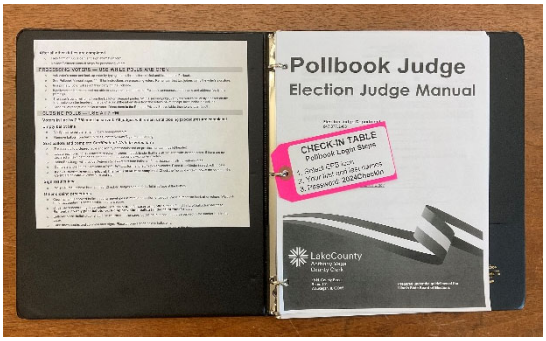
1) *Bill of Rights for Lake County Voters*
2) *Information and Services (HAVA)*
3) *Provisional Voting*
4) *Vote Fraud Information*
5) *Township Map*



Appendix

Blue Binder Contents:

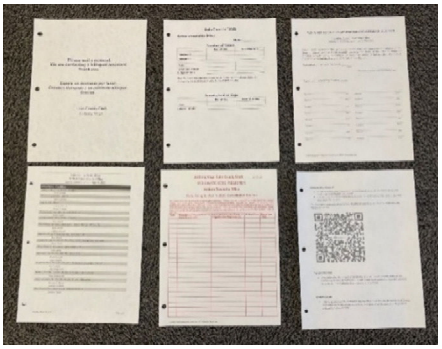
1) Pollbook Judge Checklist
2) Pollbook Judge Manual
3) Password Card

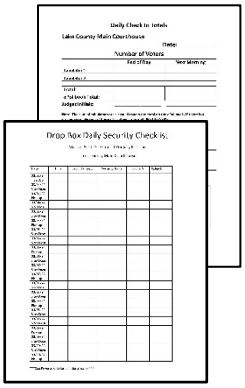


Black Binder Front Contents:

Front Pocket:

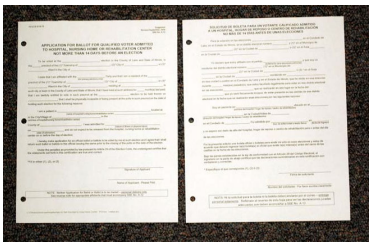
1) Pollbook Judge Checklist

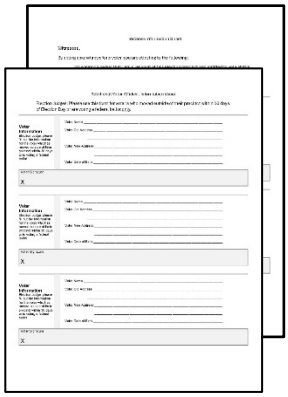




Black Binder Ring Contents:

1) Password card (for Pollbooks, ExpressVote, and ballot bin)
2) Additional Voter Affidavit Information Sheet
3) Bilingual Assistance Sheet
4) Certificate of Write-Ins
5) Voter Registration Information Sheet
6) Jetpack Instructions
7) Processing a Provisional Voter instructions
8) Provisional Ballot Inventory Control Form
9) Spanish C3 Affidavit
10) Witness Information Sheet

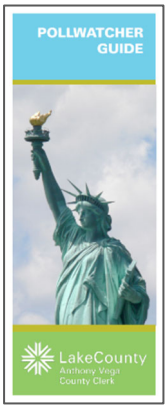




Back Pocket:

1) Pollwatcher's Guide
2) Voter Information Guide
3) Supply packing list (list of items returning in DS300 ballot bin vs. list of items returning to Transfer Site.)





Items Delivered in Cage

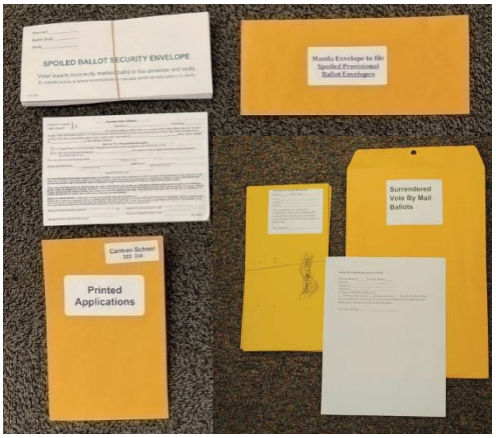


1) Blank legal-size ballot stock
2) ExpressVote Terminal
3) Pollbooks
4) Banker box supplies (detailed below)
5) Ballot on Demand Printers
6) Additional ADA Equipment, if necessary
7) Yellow VBM Bag (if applicable)
8) Black binder
9) Blue binder
10) Blue provisional ballot case (packed flat with envelope inside)
11) Pollbook Judge envelope
12) Provisional envelope
13) Receipt printer paper rolls

Banker Box (packed in the Cage)

1) Narcan
2) Flag
3) I Voted stickers
4) Privacy sleeves
5) Black ballpoint pens
6) Sample/demonstration Ballots
7) ExpressVote Ballot Stock

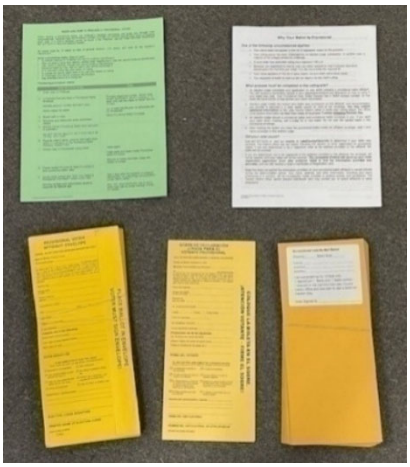
Pollbook Judge Envelope Contents



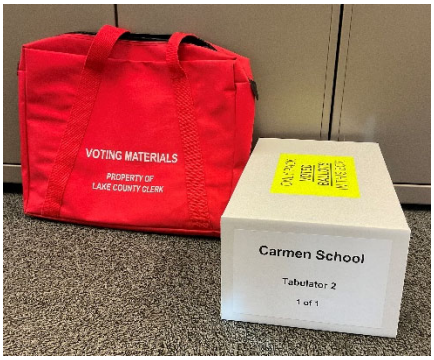
1) Purple felt tip pens for initialing ballots
2) Check-In Here Sign (Bilingual)
3) Individual Spoiled Ballot Security Envelopes (Bilingual)
4) Manila Spoiled Ballot Collection Envelopes
5) Assisted Voter Affidavit (used when 2 Election Judges assist voter)
6) Printed Application Collection Envelope (for loose ballot receipts)
7) Scratch paper
8) Individual Surrendered Vote By Mail Envelopes
9) Surrendered Vote By Mail Collection Envelope

Provisional Supply Envelope:

1) *Why Your Ballot is Provisiona*l sheet
2) Individual Provisional Ballot Envelopes
3) Spanish Translation Template
4) Collection Envelope for Spoiled Provisional Ballots



Red BBJ Bag
Black ballpoint pen
DS300 (ballot bin) paper rolls with instructions
Jetpack pouch
Red results tape pouch(es)
Security materials pouch(es)
White security tie (to seal red BBJ bag on return to Transfer Site on Election Night)
Manila Supply Envelope*



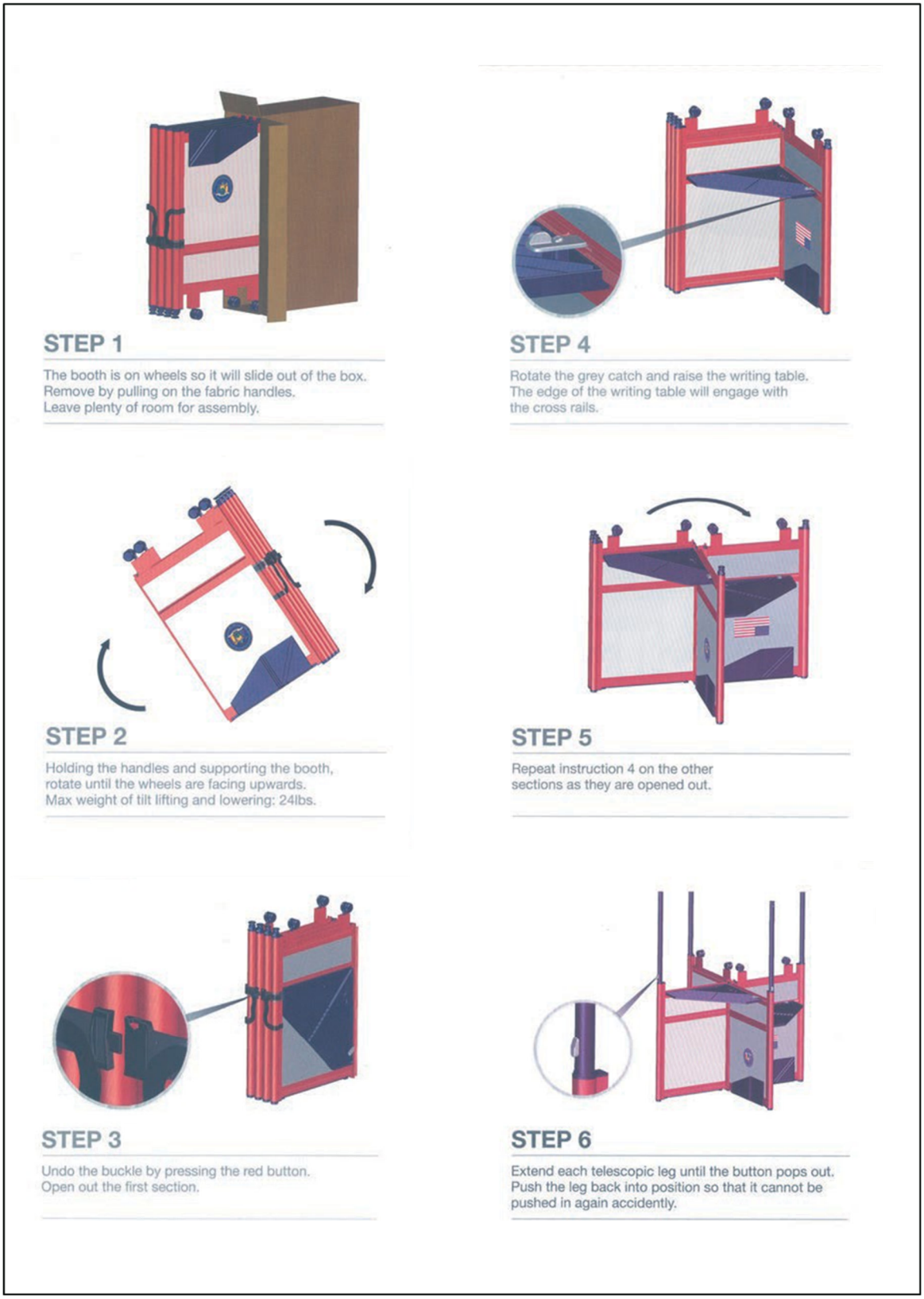
***Manila Supply Envelope:**
Ballot Box Judge Checklist
Pollbook Judge Checklist
Pollbook setup instructions
Unofficial Election results sign with QR Code
Voting site layout diagram

DS300 Components

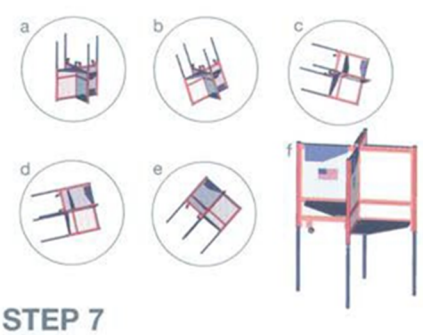


1. DS300 Digital Scanner
2. Auxiliary ballot box
3. Main ballot box
4. Locking clamshell case
5. Ballot box base
6. Locking wheels

Quad Booth Instructions



Quad Booth Instructions – Continued



STEP 7

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



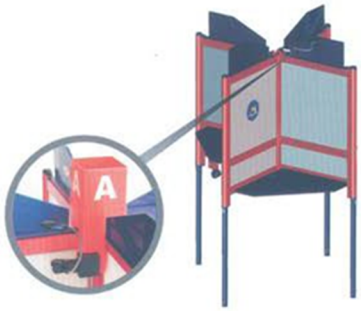
STEP 9

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



STEP 8

Rotate visors to their vertical position.



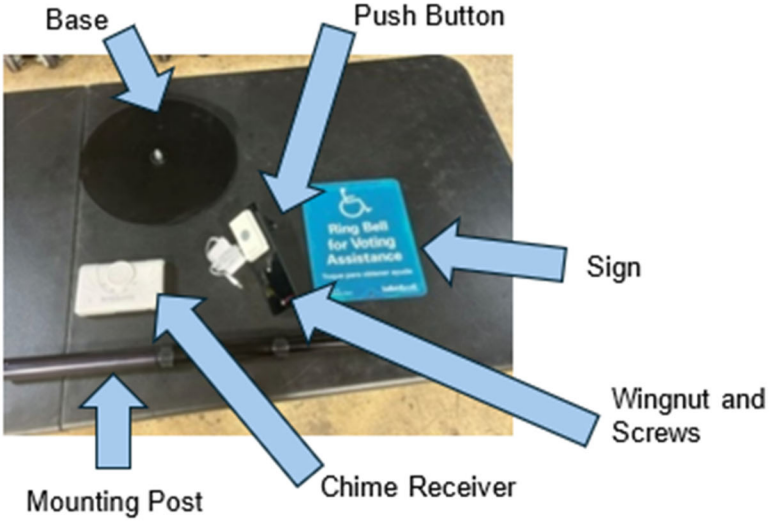
STEP 10

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

BigBell Assembly Instructions

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

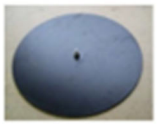




Open the carrying case, remove and identify all the pieces. You will need to lift up two layers of foam to retrieve the base and sign which are stored underneath.

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

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



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



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

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



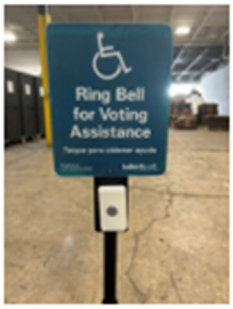


5. Place the BigBell on the top of the mounting post, aligning the groove on the back of the post with the knob on the bracket. Tighten the knob on the back of the bracket until secure.



6. Align the holes of the blue exterior sign with the holes on the BigBell. Insert the screws through the two holes in the bracket and the sign. Tighten wing nuts and secure in place.



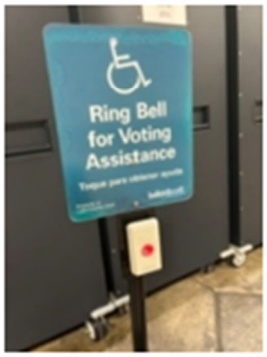


7. Plug in power cord to chime receiver, then plug it into an outlet.





8. A battery will already be placed in the push-button. Once pressed, the button will turn red, and a chime will go off.



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

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

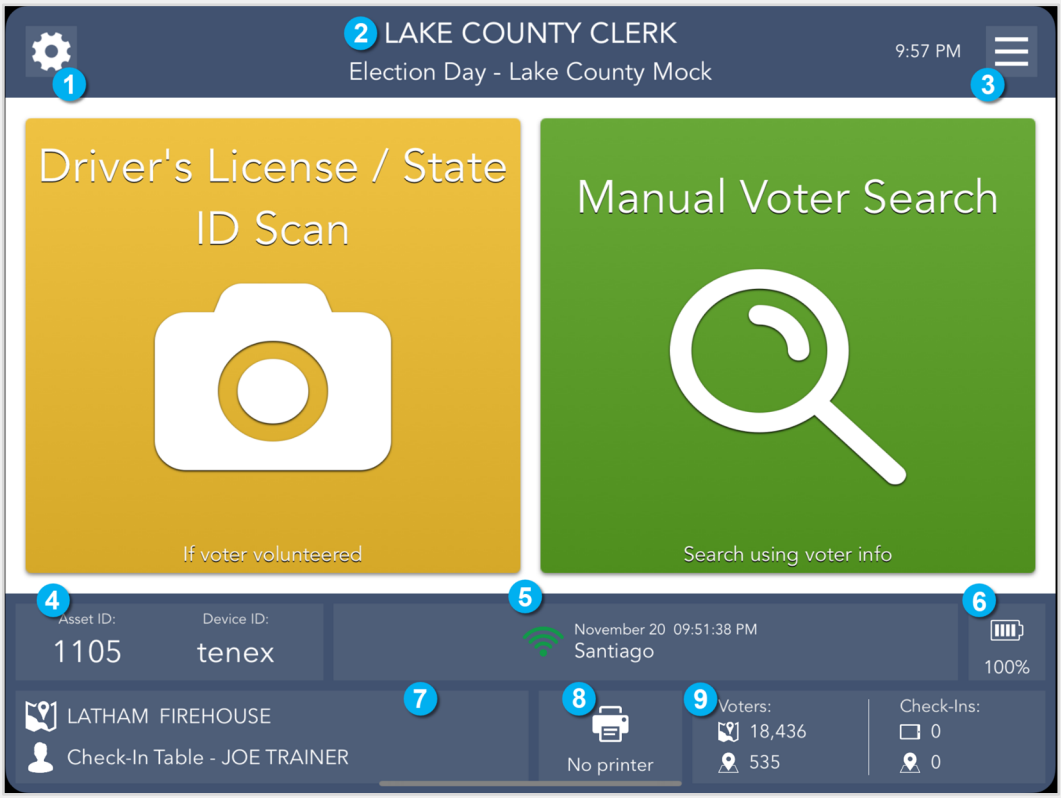
Two judges need to test the BallotCall. One judge activates the BigBell from outside while another listens to determine if the chime can be heard inside the voting site.

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

Pollbook Main Menu and Icons

The Launchpad

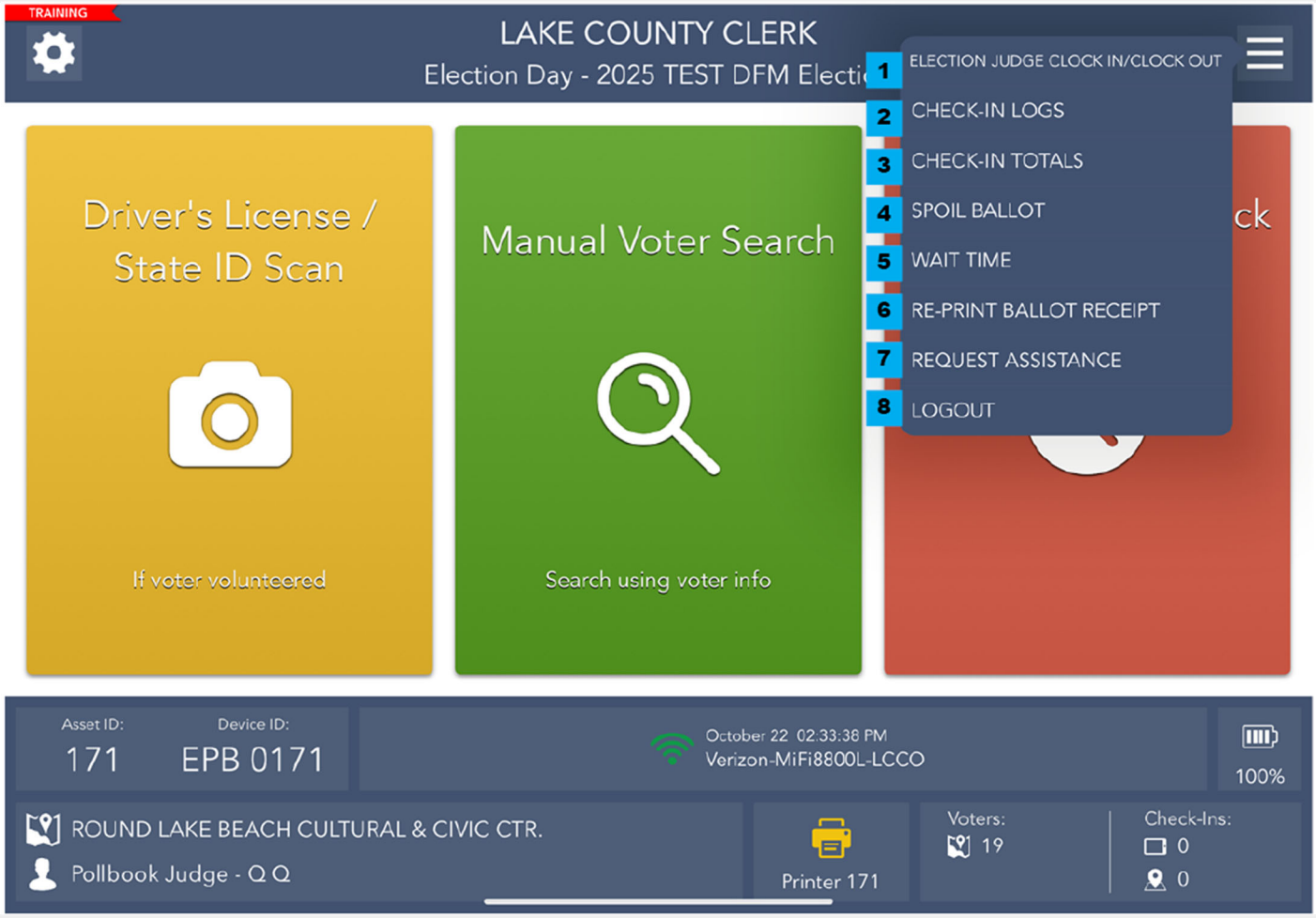
This is your Home Screen. After every check-in, you should arrive back at this screen, but with different buttons.



1	Troubleshooting Menu
2	Jurisdiction Name (Election Day)
3	Launchpad Menu (or Hamburger Menu)
4	Asset ID and Device ID
5	Date, time, Wi-Fi connectivity
6	Battery status
7	Location you are logged into, job title, and name.
8	Printer connectivity
9	Numbers of Voters and Check-ins (sorted by location total and device total)

Launchpad Menu

The Launchpad Menu provides menu options to access additional system functions.



The Launchpad Menu options:

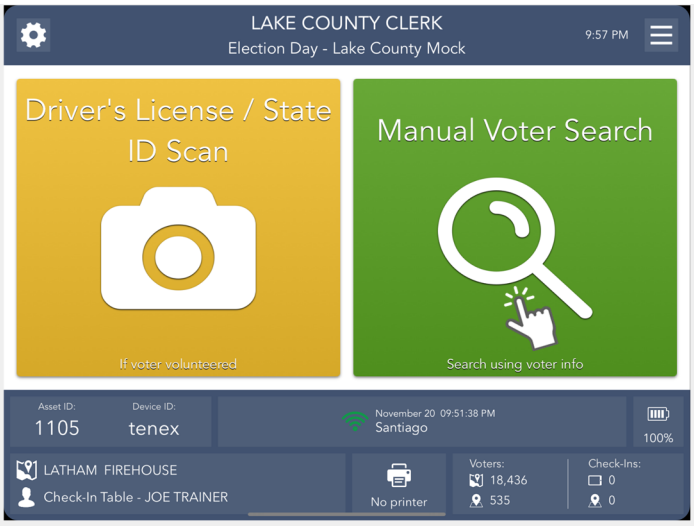
1	ELECTION JUDGE CLOCK IN/CLOCK OUT	Tool for judges to clock in and out
2	CHECK-IN LOGS	Displays the “Check-In” history. Include voters' names & data.
3	CHECK-IN TOTALS	Displays the numeric log of all the check-ins.
4	SPOIL BALLOT	Gives the option to spoil a ballot and reverse a check-in.
5	WAIT TIME	Allows poll workers to track wait times at a polling place.
6	RE-PRINT BALLOT RECEIPT	Search for a check-in and reprint the check-in slip for a voter.
7	REQUEST ASSISTANCE	Allows a voter who has checked in to request assistance with voting.
8	LOGOUT	Provides the Temporary Log Out or Close Election page.

Pollbook Additional Search Features

Searching for a Voter – Manual Voter Search

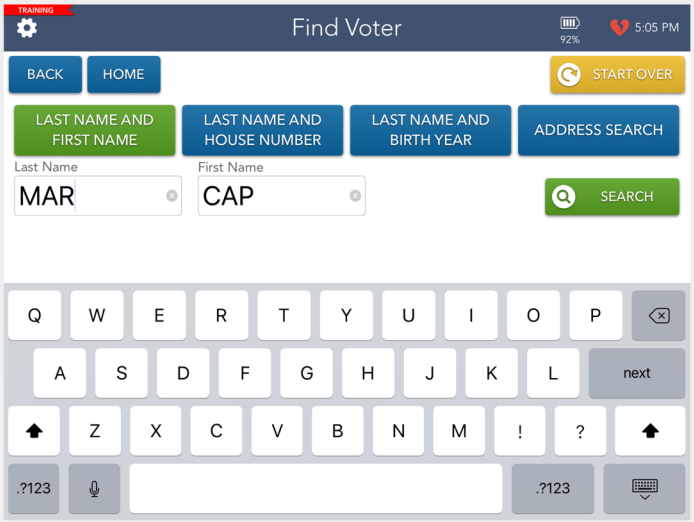
To Search for a Voter using a Valid ID type:

1 Touch the **MANUAL VOTER SEARCH** button on the Launchpad screen.



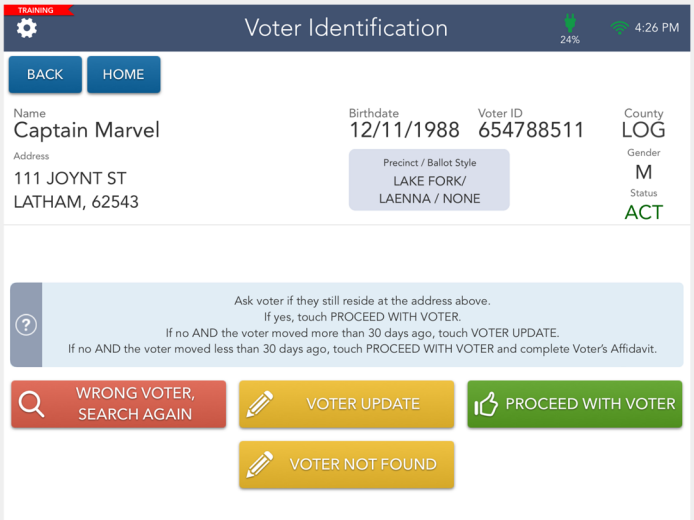
2 Using information provided by the voter, use one of the available search options to search for the voter's record.

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



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

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



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

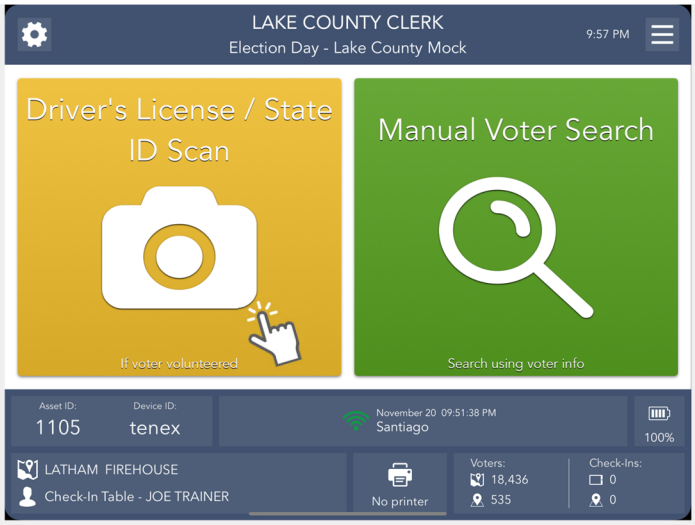
Searching for a Voter – Driver's License/State ID Scan

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

1

To Search for a Voter using a State ID:

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

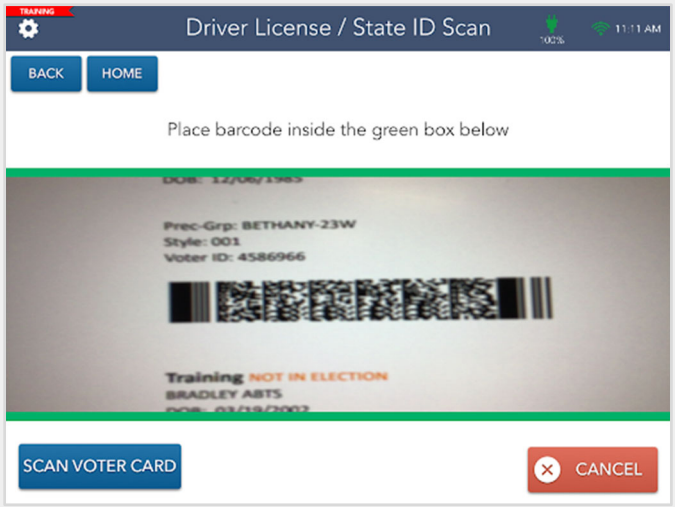


When Scanning a Voter's ID:

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

2

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



After you've scanned the voter's ID, you will be redirected to the **Voter Identification** screen. Please verbally verify the address.

First Amendment Auditors

"First Amendment Auditors" (or FAAs) are individuals who record their surroundings and people within public buildings. They want to "test" the reactions and responses of workers, so the encounter can be shared on social media or YouTube. As the goal is to provoke a negative reaction, remaining calm will garner far less attention.

In Illinois, no explicit legal authority bars a First Amendment Auditor from a public building housing a polling site. A First Amendment Auditor is not able to step inside the room where voting is occurring, as court decisions have upheld restrictions against video recording in the designated voting room, considering it a nonpublic forum. Reasonable, non-discriminatory restrictions are permissible in nonpublic forums to protect ballot secrecy. Private buildings are subject to the discretion of the owner.

Auditors May:

- Film from outside the door of the voting room (as long as the casting of a ballot by a voter is not visible.)
- Take pictures of the polling place from outside the door to the voting room.
- Talk to Election Judges or voters outside the voting room.
- Post videos or pictures online.

Auditors May Not:

- Prevent a voter from voting by force, intimidation, threat, deception or forgery. (10 ILCS 5/29-4) (*Felony*)
- Threaten a public official or their immediate family. (720 ILCS 5/12-9) (*Felony*)
- Knowingly fail or refuse to comply with any lawful order of an election authority. (10 ILCS 5/29-11) (*Misdemeanor*)
- Electioneer within the 'No Electioneering' zone. (10 ILCS 5/17-29) (10 ILCS 5/19A-70) (*Contempt of Court*)

Should your voting site be visited by a First Amendment Auditor, it may be necessary to let the auditor know what is not permissible (entering the voting room, filming voters when they are casting a ballot, and filming pollbook screens). If you need assistance, feel free to contact the Lake County Clerk's Office at (847) 377-2328 on Election Day. Should you feel threatened, unsafe, or if the auditor is preventing voters from voting; call 911.

Who are Pollwatchers?

Pollwatchers

Pollwatchers are official election process observers in the voting site before, during and after voting on Election Day. Pollwatchers may also be present during other election events including early and nursing home voting and vote-by-mail and provisional ballot processing.

Qualifications and Credentials

Pollwatchers

Pollwatchers must be registered to vote in Illinois and must be affiliated with the political party or the organization for which they are poll watching (10 ILCS 5/7-34; 5/17-23).

Pollwatchers must have proper credentials which are issued by the local election authority or the Illinois State Board of Elections after being first authorized by one of the following (10 ILCS 5/7-34; 5/17-23):

- The state or local political party; or
- A candidate; or
- The presiding officer of a civic organization; or
- The chairman of the proponent or opponent group (of a public questions).

Candidates

The actions of candidates in the polling place are governed by the same privileges and limitations that apply to pollwatchers. All candidates must also have proper candidate credentials. If a candidate is using the "candidate" credential, he or she is not required to have an appointing authority. (10 ILCS 5/7-34, 17-23, 18-6)

Admittance to Polls

Pollwatchers and substitute pollwatchers must present their credentials to the Election Judges at both primary and general elections. (10 ILCS 5/7-34; 5/17-23)

All credentials remain in the possession of the Election Judges and are returned to the Lake County Clerk's office after the polls close. Pollwatchers must sign the register each time they enter or leave the voting site.

Pollwatchers must have one credential per early voting polling site per day. They may not use one set of credentials for the duration of early voting.

Pollwatcher Rights

The pollwatcher may:

- Observe all proceedings and view all reasonably requested records at both primary and general elections including judges making signature comparisons. Each candidate and political party is entitled to two pollwatchers per precinct on Election Day; civic organizations, one per precinct. (10 ILCS 5/7-34; 5/17-23)
- Inspect list of early, grace, and vote-by-mail voters. (10 ILCS 5/17-9)
- Accompany Election Judges when assisting disabled curb-side voters. (10 ILCS 5/17-13)
- Challenge a voter's status at pre-Election Day voting at the Lake County Clerk's office, during early voting, on Election Day, and during nursing home voting. (10 ILCS 5/19-10; 5/19A-60; 5/20-10; 5/19-12.2)
- Observe process of validating provisional ballots. (10 ILCS 5/18A-15)

- Observe in-person, early voting at both permanent and temporary sites with one pollwatcher per candidate, political party and qualified civic organization at each early polling location. (10 ILCS 5/19-10; 5/19A-60)
- Observe processing of vote-by-mail ballots (including military and overseas ballots) with one pollwatcher per candidate, political party and qualified civic organization for each panel of judges. (10 ILCS 5/19-8; 5/20-8; 5/20-10)
- Observe voting in nursing homes in compliance with other statutory provisions applicable to pollwatchers. (10 ILCS 5/19-12.2)
- Observe the Election Judges as they conduct preparations to open the voting site on Election Day including comparing the displays on the marking device with the specimen ballots to confirm agreement and performing an operational check of the optical scan equipment to ensure a zero count. (10 ILCS 5/24B-8)
- Leave and re-enter the polling place once credentials are surrendered as long as such activity is not disruptive. (10 ILCS 5/7-34; 5/17-23)
- Observe closing procedures and completion of canvass by remaining in the voting site until after the polls close. (10 ILCS 5/7-34; 5/17-23)



Candidates, political parties, civic organizations, and organized proponents and opponents of a ballot proposition may appoint pollwatchers.

The pollwatcher may not:

- Get close enough to the voters/voting booths as to observe a voter casting a ballot and impinge the secrecy of the ballot or handle any election materials. (10 ILCS 5/7- 34; 5/17-23; 5/19-10; 19A-60; 5/24B-5)
- Disrupt any of the election activities and procedures on any Election Day. (10 ILCS 5/19A-60; 5/7-34; 5/17-23)

Number of Pollwatchers Allowed in Precinct at any Given Time

	Consolidated Primary/ General Primary	Consolidated Election/ General Election
Candidate	Two	Two
Political Party	One	Two
Qualified Civic Organization	One	One
Proponents and Opponents of a Ballot Proposition	One	One

- Participate in the discussion and decision following a challenge to a voter's status as it is solely the decision of the Election Judges. (10 ILCS 5/19-10; 5/19A-60)
- Interfere with Election Judges as they maintain legal authority to conduct elections. (10 ILCS 5/7-34; 5/17-23)
- Enter the voting site after the polls have closed. (10 ILCS 5/7-34; 5/17-23)
- Engage in a political discussion/electioneering within 100 feet of the door to the polling locations. (10 ILCS 5/17-29)

Appendix

POLLWATCHER CREDENTIAL
(Please see reverse side for instructions)
April 4, 2023 Consolidated Election

Type of Pollwatcher: (Check one) ☒ Candidate Pollwatcher ☐ Party Pollwatcher ☐ Civic Organization ☐ Proponent/Opponent of a Referendum

In accordance with the Provisions of the Election Code, the undersigned hereby appoints the person named below to act as a pollwatcher at this voting site. Under the penalities provided by law pursuant to section 29-10 of the Election Code, the signer of this credential certifies that they live at the below address in the State of Illinois, and is duly registered to vote in this state.

Paul E. Wacher — Name of Pollwatcher
Paul E. Wacher — Signature of Pollwatcher
18 N County Street — Physical Street Address
Waukegan — City/Village
Clayton Elementary School — Name of Voting Site
Candy Date for Clerk — Name of Candidate, Party or Organization
Candy Date — Signature of Candidate, Party or Organization Official

Attention Election Judges!
Only accept this credential if it is fully completed and signed.
Place this credential in the front pocket of the Green Binder.

Anthony Vega
Lake County Clerk

Pollwatcher Credentials Issued by the Lake County Clerk

Pollwatcher Credentials Issued by the State Board of Elections

10 ILCS 5/7-34, 17-23, 29-10 — Suggested Revised August, 2014 SBE No. M-2

POLLWATCHER CREDENTIALS

TO THE JUDGES OF ELECTION:

Pollwatcher Information		Authorized to act as a pollwatcher in:	
Name		Name of Precinct	
Street Address		Ward (if applicable)	
County of Residence		Township or Municipality	
Township or Municipality of Residence		Election	
		Date of Election	

In accordance with the provisions of the Election Code, the undersigned hereby appoints the individual listed above to act as a pollwatcher in the precinct and at the election also listed above.

Signature of Election Authority

TITLE: (County Clerk, Executive Director)

Under penalties of law pursuant to 10 ILCS 5/29-10, the undersi... duly registered to vote at:

Address

County

Precinct and/or Ward in which Pollwatcher resides

www.election... Form may be re...

10 ILCS 5/7-34, 17-23, — Suggested Revised August, 2014 SBE No. M-2A

CANDIDATE CREDENTIALS

TO THE JUDGES OF ELECTION:

Pollwatcher Information		Authorized to seek admittance to:	
Name of Candidate		Name of Precinct	
Name of Office		Ward (if applicable)	
		Township or Municipality	
		Election	
		Date of Election	

In accordance with the provisions of the Election Code, the undersigned hereby seeks admittance to above polling location and stated election.

(Signature of Candidate) — (Office for which candidate seeks nomination or election)

(Signature of Election Authority) — TITLE: (County Clerk, Executive Director)

www.elections.il.gov
Form may be reproduced

Anthony Vega, Lake County Clerk — CC No. J-22

POLLWATCHERS' REGISTER

February 28, 2023, Consolidated Primary

All pollwatchers shall be required to have proper credentials. Pollwatchers must present their credentials to the Election Judges upon entering the polling place. Pollwatcher credentials properly executed and signed shall be proof of the qualifications of the pollwatcher authorized hereby. Such credentials are retained by the Judges and returned to the Election Authority at the end of the day with the other election materials. Once a pollwatcher has surrendered valid credentials, he may leave and re-enter the polling place provided such continuing action does not disrupt the conduct of the election. 10 ILCS 5/17-23

Signature of Person Bearing Valid Credentials	Name of Candidate, Party or Organization Represented	Arrival Time	Departure Time
Christopher Carlson			
Rose Dawes			

Pollwatchers Register.frm

Pollwatcher Register Issued by the Lake County Clerk (Found in green binder)

Narcan

In the unlikely event where you would require Narcan, it is packed in the banker box in the Cage. Narcan is the brand name for naloxone, a medication which rapidly reverses an opioid overdose. It is administered as a nasal spray and can be used to help stabilize someone who is suffering from an overdose while 911 is called.

If someone passes out from an overdose:

- Remove Narcan from the Cage and administer. (Refer to the Narcan box for step-by-step instructions.)
- Call 911, describe the situation, notify the operator that you have administered Narcan.
- Proceed based on instructions from the 911 operator.
- Alert the LCCO that 911 was called as soon as someone is able.

