ELECTION DAY TRAINING

ELECTION DAY IS SATURDAY, MAY 1, 2021.
POLLs ARE OPEN 7:00 AM TO 7:00 PM
Pay Period & Timesheets

<table>
<thead>
<tr>
<th>PAY PERIOD</th>
<th>PAY DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1/2021-4/15/2021</td>
<td>Last Friday of the month (4/30/2021)</td>
</tr>
<tr>
<td>4/16/2021 to 4/30/2021</td>
<td>15th of the following month (5/15/2021)</td>
</tr>
<tr>
<td>5/1/2021 to 5/15/2021</td>
<td>Last Day of the month (5/30/2021)</td>
</tr>
</tbody>
</table>

- Time is recorded in the ePollbook
- When you clock out, a label will print with your time listed.
- Tear the label in half and place one label on the Statement of Oaths and Compensation.
- Sign the Statement of Compensation and those of your clerks.
- Place the completed Statements in the green timesheet envelope.
Table Shields

Table shields are sandwiched between your signs in the ESC.

The feet are in the mesh compartment of your PPE lid.
<table>
<thead>
<tr>
<th>Duties of Election Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Judge</strong></td>
</tr>
<tr>
<td>• Serves as the Manager of the polling location</td>
</tr>
<tr>
<td>• Oversees the set up of the polling location</td>
</tr>
<tr>
<td>• Processes Special Circumstance Voters</td>
</tr>
<tr>
<td>• Ensure the polling location runs smoothly</td>
</tr>
<tr>
<td>• Serves as the contact person at the polling location</td>
</tr>
<tr>
<td><strong>Clerk</strong></td>
</tr>
<tr>
<td>• Assist the Judge in setting up the polling location</td>
</tr>
<tr>
<td>• Check-in and process voters</td>
</tr>
<tr>
<td>• Other duties as assigned by the Judge.</td>
</tr>
</tbody>
</table>
Seal Assignment Envelope

- Verify the numbers and TWO people initial before unsealing the equipment.
- Place the broken seals in the envelope.

Found on top of the BMD cases in the ESC.
Address Not in Election

Inform the voter there is no election being held in the jurisdiction of their registered address, they do not have a ballot to vote this election. If the voter contests call the Call Center 512-854-4783 to determine provisional ballot style.
NEW REQUEST TO CANCEL APPLICATION FOR BALLOT BY MAIL APPLICATION

![Image of a form titled "REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE"

<table>
<thead>
<tr>
<th>To be Completed at an Early Voting or Election Day Polling Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement:</td>
</tr>
<tr>
<td>I am returning my ballot by mail or presenting a Notice of Improper Delivery to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election. X</td>
</tr>
<tr>
<td>Signature of Voter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voter HAS or DOES NOT HAVE Notice of Improper Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement:</td>
</tr>
<tr>
<td>I do not have possession of my mailed ballot or a Notice of Improper Delivery at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. X</td>
</tr>
<tr>
<td>Signature of Voter</td>
</tr>
</tbody>
</table>

Provisional - Attach to the outside of the Provisional Envelope

This section to be completed by Election Official. Sworn and subscribed before me, this ______ day of ________, 20____. X

Signature of Election Official Witnessing Affidavit

Place Label Here

I, ________________________, a qualified voter for the _______ Election to be held on ______/____/____ request that my Application for Ballot by Mail or Federal Post Card Application be cancelled.

Signature of Voter

VUID (required)
VOTER HAS THE BALLOT TO SURRENDER (PAGE 33)

Voter signs first line.

Deputy/Judge signs Signature of Election Official line.

Place Label Here

Voter Signature

Judge/Deputy Signature

Signature of Election Official Witnessing Affidavit

Place Brother Printer Label here
VOTER DOES NOT HAVE BALLOT TO SURRENDER (PAGE 35)

Complete the Request to Cancel

Complete the Provisional Process

Attach the Request to Cancel to the OUTSIDE of the Provisional Packet.

Notice to Provisional Voter

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 20 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

Your affidavit will be retained by the voter registrar who will use the information on the affidavit to update your voter registration information. If you are a registered voter, the affidavit will be submitted to the voter registrar as a new voter registration application.

If you have any questions, call the Secretary of State's Office at 1-800-252-VOTE (8683).
NEW PROVISIONAL PROCESS

Voter signs second line.

Deputy/Judge signs Signature of Election Official line.

Voter Signature

Judge/Deputy Signature
RECAP:

- New Request to Cancel Application for Ballot by Mail
- White half sheet form
- Used anytime a voter has a Mailed Ballot flag.
RECAP:

• Request is attached to the OUTSIDE of the Provisional Envelope if the voter is voting Provisionally.
Notice to Provisional Voter

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

Your affidavit will be retained by the voter registrar who will use the information on the affidavit to update your voter registration information. If you are not a registered voter, the affidavit will be submitted to the voter registrar as a new voter registration application.

If you have any questions, call the Secretary of State's Office toll-free 1-800-252-VOTE (8683).
NEW NOTICE TO PROVISIONAL VOTER:

- General information about the provisional process.
- Used for most provisional voters except those who need to cure their ID deficient provisional ballot.
- Does not contain information on "curing" a provisional ballot.
- The Notice to Provisional Voter for ID deficient voters
  - Remained the same
  - Cure Date label will print from the Brother Printer if needed.
CANCELLING A CHECK-IN

• The language in the Pollbooks has changed.
  • Choose Cancel Check-in from the menu options
    • Search for a select voter’s record.
    • Touch Cancel Check-in.

• Use the Spoiled Ballot Envelope for physical Spoiled Ballots, not Cancelled Check-ins in which no Ballot Card printed.

• Use the Spoiled Ballot Log to complete the Register of Official Ballots/ Ballot and Seal Certificate.
BALLOT CARD DID NOT PRINT

1. Clear the Queue.
2. Use the Menu Options to cancel the Check-in in the ePollbook.
3. Reissue the correct Ballot Card.
   * Do not record on the Spoiled Ballot Log.
   * Do not file a “placeholder” Ballot Card.
1. Take the Ballot Card, write “Spoiled” on the Ballot Card
2. Record information on the Spoiled Ballot Log.
4. Cancel the Check-in in the ePollbook and issue a new Ballot Card if needed.