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Key Dates:

- Last Day to Register to Vote  
  Thursday, April 1, 2021
- First Day of Early Voting  
  Monday, April 19, 2021
- Last Day of Early Voting  
  Tuesday, April 27, 2021
- Election Day  
  Saturday, May 1, 2021

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Poll Worker Welcome

Dear Early Voting Worker,

Thank you for serving the voters of Travis County! With your contributions, our Elections team can ensure voters their right to a fair and free election.

We firmly believe it is our duty to treat each voter with respect and dignity. We believe in creating a safe haven for voters to exercise their right to vote in an unintimidating, supportive and universally accessible environment. Most importantly, we believe that all voters have the right to cast their ballots independently and in secret. To that end, we pledge our continuing efforts.

This manual will help you execute proper procedures and provide for accurate and timely results. It is our goal to give you the training and tools so that each day of voting will bring excitement and a strong sense of fulfilling your civic duty.

We look forward to working with each of you.

Sincerely,

Travis County Elections

Worker Notes...
The Travis County Elections Division
County Clerk Dana DeBeauvoir
Chief Deputy Dana Hess

Elections Director  Bridgette Escobedo  Assistant Director  Dan Hayes

Personnel
Manager  Crystal Nuñez
Personnel Coordinator  Sierra Johnson
Personnel Coordinator  Juan Gregg
Personnel Coordinator  Jorge Escoto
Call Center Coordinator  Yvette Laukaitis

Ballot Technologies
Manager  Charlie Johnson
Ballot Coordinator  Adam Alvarez
Ballot Coordinator  Cinnamon Babbitt
BBM Coordinator  Kyle Rush
BBM Coordinator  Paul Delarosa

Operation and Sites
Manager  Dan Roman
Entity/Sites Coordinator  Drew Dillard
Operations Coordinator  Katonya Williams

Training
Manager  Dan Hayes
Training Coordinator  Meg Pettersson
Training Coordinator  MiShon Davis

Voting Equipment
Manager  Dan Grosser
Voting Equipment Coordinator  Jonathan Williams
Voting Equipment Coordinator  Shelton Charles
ePollbook Coordinator  Chris Baldenhofer

TC Elections and Voter Registration Offices
5501 Airport Blvd.
Austin, TX 78751
Elections Call Center (512) 854-4783
Voter Registration (512) 854-9473
Emergencies  911
Austin Police Department  311
Travis County Sheriff (512) 974-0845
Texas Secretary of State (800) 252-8683

Surrounding Counties Information
Bastrop County Elections
804 Pecan St.
Bastrop, TX 78602
(512) 581-7160

Hays County Elections
712 South Stagecoach Tr.
Suite 1012
San Marcos, TX 78666
(512) 393-7310

Williamson County Elections
301 SE Inner Lp.
Suite 104
Georgetown, TX 78626
(512) 943-1630

Call Center
(512) 854-4783
Who and What is Allowed in the Polling Location

**Election Officials** are allowed in the polling location to assist election workers with equipment, to check polling locations, and to help workers bring the site into full compliance with the law. Election Officials are required to wear an identification badge.

**Field Support Technicians (FSTs)** assist election workers with equipment, check polling locations, and help workers bring sites into compliance with the law. FSTs are an extension of the Elections Division and poll workers should comply with their directives and treat them as any other Elections Official visiting the polling location. FSTs are required to wear an identification badge.

**Election Inspectors** may be appointed by the Secretary of State (SOS) to observe the conduct of an election. Inspectors must be permitted to observe all poll worker activities. They are not required to take the Oath of Election Judges and Clerks but will have identification cards issued by the SOS that must be presented to the Deputy/Judge. The SOS inspector will be wearing a name tag that will also serve as their identification card.

**Children** under 18 may, by Texas election law, accompany their parents into a polling location.

**Poll Watchers** *(See Poll Watchers on page x)*

A watcher may:
- Observe General Activity
- Observe Inspection of Records
- Make Written Notes
- Observe poll worker's voter assistance

A watcher may NOT:
- Observe independent assistance of a voter
- Converse with poll workers
- Converse with voter

**Electronic Devices Allowed in the Polling Location**

Any voter’s use of personal wireless communication or recording devices is prohibited within 100 feet of a voting station, including but not limited to cell phones, digital phones, cameras, phone cameras, and sound recorders, as prescribed by the Texas Election Code. § 61.014(a), 81.002

- Cell phones are only allowed by election officials to conduct official elections business or by persons employed in the building of the polling location.
- Taking pictures inside a polling location is prohibited. If a voter has a concern about these rules, call the Call Center so that he or she may talk with an Elections Official.
- The wireless device boundary is different from Electioneering (see Electioneering section).

Cell phones, tablets, and other wireless communications devices are allowed to assist voters with disabilities. While not expressly addressed in the Election Code, an election judge or early voting clerk may use their authority to allow a voter to utilize these programs/applications at their discretion.
Poll Watchers

***Call the Call Center if you have a Poll Watcher***

**Presenting Certificate of Appointment** – The Poll Watcher must present Certificate of Appointment to the Deputy/Judge the first time the watcher reports for service. The watcher must countersign the certificate to be retained at the polling location until voting is concluded. [Sec.33.051(d)].

**Certificate of Appointment** – Issued by appointing authority and must:
- State the name, residence address, and voter registration certificate number of the watcher.
- Identify the election and the location the Poll Watcher is appointed to serve.
- Be in writing and signed by the appointing authority and by the watcher.
- Indicate capacity in which the appointing authority is acting (i.e., candidate, political party, etc.)
- Include an affidavit executed by the poll watcher that the poll watcher will not have possession of any mechanical or electronic means of recording images or sound while serving as a watcher unless the poll watcher disables or deactivates the device.

**Appointment of Watcher** – Appointing Authorities:
- Candidate on the ballot.
- Campaign treasurer of a specific-purpose political action committee.
- Political party.
- Declared write-in candidate.
- Registered voters on behalf of an undeclared write-in candidate for elections where declaration is not required.

**Eligibility** – Watcher Requirements:
- Registered voter of election territory.
- Must not hold an elected public office.
- Must not be employed by Judge or Clerk serving at same location.
- Must not be related within second degree of blood or by marriage to a Judge or Clerk serving at the location.
- Candidates are ineligible.

**Number of Watchers**
- Early Voting authorities may appoint up to 7 watchers for each main or branch polling location.
  - Up to 2 watchers of the same authority may be at the same location at the same time.
- Election Day authorities may appoint up to 2 watchers for each vote center.

**Hours of Service**
- Early Voting watchers may observe from opening to end of night securing of equipment.
  - Watcher may serve when the watcher chooses.
- Election Day watchers may observe any time after the Judge arrives and may remain at the polling location until the Judge and Clerks complete their duties.
  - Watcher must stay in polling location five consecutive hours for them to come and go.
  - Judge has discretion allowing poll watcher to leave polling site for short phone calls.

**Signature Comparison** – Deputy/Judge observes watcher sign their name for signature comparison.

**Statement of Rejection** – If the Deputy/Judge does not accept the watcher, they shall return the certificate to the watcher with a signed statement of the reason for rejection.
Distance Restricted Activities

Electioneering

Electioneering Prohibited – When a polling location is open for voting, a person may not electioneer for or against any candidate, measure, or political party within 100 feet of an outside door through which a voter may enter the Polling Place building or structure.

Examples of Electioneering

- Candidate card and pamphlet handouts.
- Campaign-related t-shirts, buttons, etc.
- Parked vehicles with campaign signs.
- Talking to voters in line about ballot issues.

Electioneering Notes

- Voters may bring written materials to BMDs for reference but take them when finished voting.
- Workers should periodically check around BMDs for campaign materials and dispose of them.
- Exit surveyors may be within the 100-foot marker and speak with willing voters.
- Amplified electioneering is prohibited within 1000 feet of the polling place entrance.
- The Deputy/Judge may ask a disruptive person to leave.
- If a voter is electioneering, he/she must be allowed to vote before removal.
- Electioneering is considered a Class C misdemeanor.

Media and Protesters in the Polling Location

Media and protesters must stay outside of the 100 foot distance marker and abide by the electioneering laws of the Secretary of State. If there is a media or protester presence at the polling place, notify the Call Center immediately.

Polling Location Maintenance

We are guests in each of our polling locations and must be respectful of our hosts and neighbors. Due to COVID protocols, we ask that poll workers do not use any adjacent kitchens or breakrooms.

Vote Signs

- Clearly mark your polling place with the provided signage.
- “Vote Here/Aquí” wire signs should start at the nearest busy intersection and clearly mark the path from the parking area to the voting area.
- Post only Secretary of State approved signage in the polling location.
- More signs may be available upon request.

End of Early Voting or Election Night

- Sanitize all equipment and work areas.
- Pack all equipment in the ESC.
- Leave restrooms and other areas used by poll workers in their original condition.
- All furniture must be returned to its original location.
- Remove all trash from the polling place.
Serving Voters with Disabilities

General Tips
- Assume competence and treat every voter with respect.
- Be patient with those who need extra time to communicate or cast their ballot.
- Do not begin to assist someone before asking if the person wants help.
- Never question a person about their disability.
- Offer curbside voting to someone having trouble accessing the polling location.

Voters with Wheelchairs and Mobility Concerns
- Always ask if assistance is needed before pushing a wheelchair.
- Take a physical position so that the voter does not have to look up.
- Do not lean or hang on a voter’s wheelchair.
- Provide accommodations for individuals who cannot stand for long periods of time.
- The Notice of Voting Order Priority Posting allows an impaired voter to the front of the line.

Blind and Visually Impaired Voters
- Assistive animals are working and should not be touched, petted or distracted.
- Greet the voter with your name and physical proximity.
- Offer to explain how accessible machines work.
- Guide a voter by voice or offering an arm. Never touch the individual without asking.

Deaf and Hearing Impaired Voters
- Do not shout at a person who is deaf or hearing impaired.
- Some voters read lips. Maintain eye contact and do not chew gum.
- Keep pen and paper for voters who may need to communicate by passing notes.
- If a voter uses a sign language interpreter, keep eye contact with the voter, not the interpreter.

Voters with Speech Impairments
- Ask someone you do not understand to repeat what was said.
- Do not pretend to understand what someone says.
- Be patient and do not complete someone’s sentences.

To support individuals with visual, hearing, or physical impairments, the BMDs are equipped with special features. The Call Center is also available to help with any questions.
Emergencies in the Polling Place

The Ballot Scanner is NEVER to be left unattended unless there is a life-threatening emergency.

If an emergency requires vacating the building, find safety and offer voters directions to the 4 nearest polling locations. Do not risk your life or the lives of your crew under any circumstance.

Medical Emergencies
- Call 9-1-1 if an election worker or voter needs immediate medical attention.
- Listen and execute instructions given by the 9-1-1 operator and first responders.
- Notify the Call Center that an emergency has occurred.
  - We may send a substitute worker for the site.
  - An incidence report will likely be filed.
  - Be as detailed as possible regarding the events to ensure proper follow up.

Accidents in the Polling Place
- Notify the Call Center immediately of an accident involving people or property.
  - Report to us regardless of whether or not anyone or anything appears broken.
- Involved workers must report incidents via Standard Affidavit.

***Maintain a heightened awareness for unusual activity: Suspicious vehicles, persons, or packages near the polling place. Report any suspicious activity to 9-1-1 immediately.***

Voting Security Concerns

If a voter asks pointed questions or expresses distrust about the system, remember:
- Stay professional. The concerned voter is not criticizing you but questioning the equipment.
  - A defensive response will only escalate the situation, sowing further doubt in the voter.
- Listen to voter concerns but do not delay others from voting. Step the voter aside, if necessary.
- The Ballot Marking Devices and Ballot Scanners are never connected to the Internet.
- Always use neutral language when referring to voters.
- Never guess an answer. The Call Center is always available to workers and voters.

If the voter is dissatisfied, refer them to the Travis County Elections Call Center or the office of the Texas Secretary of State (512) 463-5555 for resolution. Managing the polling place is the priority.

Worker Notes...
**Travis County Provided Items**

Travis County Cell Phone (detailed instructions inside the cell phone bag)
The cell phone must be charged and powered on by 6 AM on the first day of voting, where you will:

1. Check In with the Call Center at (512) 854-4783.
2. Confirm the ringer volume is at its maximum.

If there is an issue with the phone, notify the Call Center with a personal device or any available means of communication. State your name and polling location.

**Keys**
Deputies and Judges receive a set of Security Keys at EV setup or Supply Pick Up.

<table>
<thead>
<tr>
<th>Gold Cable Lock Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlocks the cable lock that secures the Ballot Box to the Elections Supply Carrier (ESC).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Silver Clear Bag Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlocks the Clear Return Bag. This key is smaller than the others.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Silver ESC Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locks/unlocks the ESC. This key has an “E” engraved on it.</td>
</tr>
</tbody>
</table>

**Voting Equipment Keys**

<table>
<thead>
<tr>
<th>Flat Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens doors on the Ballot Box. Has a “J” engraved on it.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Barrel Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens and closes voting equipment.</td>
</tr>
</tbody>
</table>

**Key Location**
A lockbox containing the Equipment Keys is mounted on the right door panel on the inside of the ESC. The lockbox passcode is in the mesh bag with the Security Keys.
The Equipment keys are attached to the keypad and should remain attached to the lockbox keypad.

**To open the lockbox:**
1. Punch in the code.
2. Pull down on the black button at the top to open the lockbox.

**To return the keys to the mounted lockbox:**
1. Punch in the code and hold the two black buttons together.
2. Place the keys in the box.
3. Close the box and release the buttons. If the wrong code is entered, push the lower clear/reset button.
Ballot Cards
Ballot Cards are an official record of the election and must be issued to every voter. A voter’s ballot card indicates the election and ballot style, which is inserted into a BMD. The BMD prints the voter’s contest selections to the ballot card and is then inserted into the Ballot Scanner to cast the vote.

Tips to account for every single ballot card:
- Do not open more than one package at a time.
- Keep food and drink away from ballot cards.
- Do not write notes on the ballot cards.
- See Close Polls for storage and return.

Election Day Judges sign the BACK-bottom of every voter’s ballot card. Only the Judge’s signature is valid, not the Alternate Judge or a Clerk. A Judge may create a signature stamp that a Clerk can use. There is no reimbursement for signature stamps.

Forms Box
The forms box contains all paperwork necessary for the voting period. Each folder is labeled and ordered based on the frequency of use. If a form is missing or supplies are low, notify the Call Center.

<table>
<thead>
<tr>
<th>Postings Folder</th>
<th>Envelopes</th>
<th>Admin Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of Total Voters Voted</td>
<td>Daily Balancing Envelope</td>
<td>Used during EV to file completed forms and ballot accounting.</td>
</tr>
<tr>
<td>Posted on door of polling location, filled out accordingly.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notice of Voting Order Priority</td>
<td>Green Timesheet Envelope</td>
<td></td>
</tr>
<tr>
<td>Extra copy in case it is needed.</td>
<td></td>
<td>File completed timesheets.</td>
</tr>
<tr>
<td>Large Required Postings Poster</td>
<td>Spoiled Ballot Envelope</td>
<td></td>
</tr>
<tr>
<td>Post on wall visible to voters.</td>
<td></td>
<td>Kraft envelope, accounts for spoiled ballots.</td>
</tr>
<tr>
<td>Resolution Table Sign</td>
<td>Envelope for Request to Cancel Ballot by Mail</td>
<td></td>
</tr>
<tr>
<td>Post near Resolution ePollbook.</td>
<td>ED-only, Kraft envelope for cancel BBM paperwork.</td>
<td></td>
</tr>
<tr>
<td>Notice of Required Identification</td>
<td>Yellow Envelope #2</td>
<td></td>
</tr>
<tr>
<td>Take home ID information for voters.</td>
<td>Election Day only</td>
<td></td>
</tr>
<tr>
<td>Acceptable ID Poster</td>
<td>Pink Envelope #3</td>
<td></td>
</tr>
<tr>
<td>Post in front of ePollbook stations.</td>
<td>Election Day only</td>
<td></td>
</tr>
<tr>
<td><strong>Forms Folder</strong></td>
<td>Grey Envelope #4</td>
<td>Used on Election Day only</td>
</tr>
<tr>
<td><strong>Standard Affidavit</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gray form documents any problems or miscellaneous actions at the polling location.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Reasonable Impediment Declaration</strong></td>
<td>Generic Badges</td>
<td></td>
</tr>
<tr>
<td>Green form, used with “List B” IDs.</td>
<td>Used to identify election workers. Required by law.</td>
<td></td>
</tr>
<tr>
<td><strong>Statement of Residence</strong></td>
<td>Blank Timesheets</td>
<td></td>
</tr>
<tr>
<td>Gray form, used to update a voter’s address.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Oath of Assistance</strong></td>
<td>Constitutional Oath</td>
<td></td>
</tr>
<tr>
<td>Yellow form used during check in for voter assistance.</td>
<td></td>
<td>Use only if worker did not attend in-person training.</td>
</tr>
<tr>
<td><strong>Request to Cancel Ballot by Mail</strong></td>
<td>Poll Watcher Information</td>
<td></td>
</tr>
<tr>
<td>White form for voter surrendering mail ballot.</td>
<td></td>
<td>Guide, Info Sheet, Badges used during a Poll Watcher visit.</td>
</tr>
<tr>
<td><strong>Similar Name</strong></td>
<td>ADA Information</td>
<td></td>
</tr>
<tr>
<td>Lavender form for when voter’s name on ID is not exact match of Voter Registration record.</td>
<td></td>
<td>Guidance for helping voters with disabilities.</td>
</tr>
<tr>
<td><strong>List of Provisional Voters</strong></td>
<td>Surveys</td>
<td></td>
</tr>
<tr>
<td>White form, used with Provisional List labels.</td>
<td></td>
<td>Provide feedback to the Elections Division.</td>
</tr>
<tr>
<td><strong>Provisional Envelope</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White envelope, secrecy envelope inside, used when casting a provisional ballot.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Notice to Provisional Voter</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White form, given to every provisional voter.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Voter Registration Cards</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Register voters (English and Spanish).</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Opening the Polls

The Day Before the First Day of Voting
1. Charge and turn on county cell phone. Detailed instructions within black cell phone bag.
2. Deputies/Judges – Call and confirm with your poll workers the arrival time and where to meet.
3. Assign duties to ensure polling location opens on time. The site must be open by 7:00 AM.
4. Set up and/or arrange tables and chairs.
5. Check visible seals and verify that none are broken. If a seal is broken, call the Call Center.
6. If the site is lockable, break the ESC seal and remove the kiosk and postings from the forms box. With permission from the site, these items and any signage may be setup beforehand.
7. Review the training manual and ask the Call Center for any clarification.
8. Report any concerns to the Elections Division as soon as possible.

Site Setup Checklist
1. Locate and unlock the ESC.
2. Rotate the door handle and open the door breaking the green ESC seal.
3. Compare the ESC seal number to the ESC tracking sheet located on the inside door of the ESC.
4. Retrieve the current Seal Assignment Envelope from the ESC and place the broken ESC seal inside.
5. All workers who did not complete the Oath of Election Worker during the training class must recite the oath aloud and sign it. Extra copies of the oaths are in the Black Forms Box. File the completed oaths in the Timesheet envelope, which is also in the Black Forms Box.
6. Post all required postings (found in the Postings Folder in the Forms Box)
7. Distance Markers - 100 feet from each entrance to the Polling Place building.
8. “Vote Here” signs – Outside the polling place.
9. Posting Kiosk to be placed near Check In entrance, contains:
   - Cell Phones Off Posting
   - Notice of Voting Order Priority
   - County Map
   - Wireless Devices Prohibited
   - Voter ID Posting (English & Spanish)
10. Notice of Total Number of Voters Who Have Voted – On the door in which Voters enter the polling place.
Check In Stations
Check in voters at the Qualification table and use the Resolution for special circumstances. If there are no special circumstance voters, the Resolution can also process Check Ins. All ePollbook stations should be manned and available to process voters at all times. Special circumstances include:

- Ballot by Mail Cancelation
- Spoiling a Ballot/Canceling a Check-In
- Provisional voter
- Curbside voter

Each ePollbook kit contains equipment paired to work only with the elements of that kit. The paired sets are numbered and color coded. They MUST stay together.

Mifi
1. Remove the yellow Resolution ePollbook case from the ESC.
2. Remove the Mifi from the Yellow case.
3. Press and hold the power button at the top of the device until “NETGEAR” appears on the screen.
4. Connect the ATT power cord if the battery drops below 20%.

Brother Printer
1. Remove the Brother Printer and its power brick from the yellow case.
2. Place the Brother Printer on the Resolution table.
3. Plug the power brick into the back of the printer and the power strip.
4. Make sure the power strip is switched on before proceeding.
5. Press the power button on the top left-hand side of the Brother Printer. A green light over the power button indicates the Brother Printer is on.

ExpressVote Printer
1. Remove from the orange case: ExpressVote printer, power brick, and the printer adapter.
2. Plug the printer end of the ExpressVote power brick into the back of the printer, flat side down and the other end into the power strip.
3. Press and hold the power button on the right-hand side until the button lights up blue and you hear an audible beep.
4. If the printer adapter is not already attached, Velcro it to the side of the printer, opposite the power button. The gray data cable must connect from the lower-right port of the adapter to the back of the printer.
5. Plug the black printer adapter power cord into the top of the printer adapter and the other end into the power strip. The printer adapter turns on automatically, a red light indicating power.

ePollbook
Follow these steps for the ePollbook at both the Resolution and Check In Tables:
1. Remove from the orange cases: ePollbook, white power cube and gray power cable.
2. To open the ePollbook, unfold at the orange sticker, like a book. Keep folding until it creates a stand for the ePollbook, so the screen is facing you and it can sit on the tabletop.
3. Plug the gray power cable into the right side of the ePollbook and the power strip. Make sure the cable is plugged into the power port and not the space between the case and the pollbook.

***Each component is critical to the polling place. Contact the Call Center if you have any questions about setting up your Check In stations.***

Call Center
(512) 854-4783
Signing into the ePollbook
1. Touch the round “Home” button next to the gray power cord on the right-hand side to wake up the ePollbook screen.
2. Touch the red, white, and blue icon at the bottom of the screen to open the ePollbook application.
3. Once the app opens, touch the green START button.
4. Enter the name of the worker who will be operating the ePollbook in the fields provided and touch CONTINUE.
5. Enter the password and touch the green UNLOCK device button. (The password is located on a card on the underside lid of the Black Forms Box.)
6. A printer test label and a Zero Report will print automatically from the Brother Printer for each ePollbook that logs in.
   a. *Zero Report only prints at the beginning of the day.*
7. Put both test labels and Zero Report in the Daily Balancing Envelope during Early Voting or Green Results bag on Election Day.

*Early Voting Only*: Notify the Call Center when all Check In stations and BMDs are up and running.

Poll Worker Payroll
Each worker must use an ePollbook to record their hours worked. Touch the menu button at the top-right and select Poll Worker Payroll to access the Clock In/Out page.

**CLOCK IN**
1. Find your name on the list and touch Clock In. Note the “Next” and “Prev Page” buttons.
2. Touch the arrow and select your Clock In time.
3. Verify your selection and touch CONTINUE.
4. Touch CONTINUE to proceed.
5. Enter your birth date in MM/DD/YYYY format, and touch CONTINUE.
6. Sign on the line and touch the I ACCEPT button.

**CLOCK OUT**
1. Find your name on the list and tap Clock Out. Note the “Next” and “Prev Page” buttons.
2. Touch YES to confirm that you are clocking out.
3. Touch the arrow and select your Clock-Out time.
4. Touch CONTINUE to complete the Clock-Out process.
5. A label from the Brother Printer documents your work time for the day. Affix the label to the corresponding day on your timesheet. Press CONTINUE to return to the Payroll screen.

***If a worker is not present in the list or cannot access their record, notify the Call Center and the ePollbook team will rectify the issue. The worker will be asked to confirm their DOB.***
First Day of Early Voting and Election Day

1. Use Security Keys from mesh bag to unlock cable securing Ballot Scanner to the ESC.
2. Use Cable Lock Key to close the padlock to secure the cable to the ESC during the day.
3. Move the Ballot Scanner to the designated position in the polling location.
4. Retrieve equipment keys from the lockbox on the inside of the left door of the ESC.
   *The code to the lockbox is located on the password card in the mesh key bag.
5. Verify Ballot Scanner clamshell and compartment door seals with Seal Assignment Envelope.
6. Deputy/Judge and another worker must initial Seal Assignment Envelope after verifying seals.

7. Unlock power supply door in the rear with the flat key. Remove the power cord and plug into power strip or wall and leave the rear compartment door open.

8. Lock the front two wheels to keep the machine in place.
10. Unlock Emergency Ballot Compartment with the flat key.
11. Verify compartment is empty, close and lock door.
   *If ballots are present, contact the Call Center immediately before proceeding.
12. Remove seal from Main Ballot Compartment. Place broken seal in Seal Assignment Envelope.
13. Unlock Main Ballot Compartment with the flat key.
14. Open Main Ballot Compartment and pull out the Blue Ballot Bin.
15. Unlock, unseal, open and remove the box of ballot cards to be used for voting.
16. Close but don’t lock the flaps of the bin and reinsert into the Main Compartment. With the Blue Ballot Bin back inside the Main Compartment, re-open both flaps to allow ballots to drop in.
17. Close and lock the Main Ballot Compartment door.

18. Remove seal from Clamshell and place in Seal Assignment Envelope. Unlock lid using flat key.
19. Deputy/Judge signs and dates the affidavit on the Seal Assignment Envelope, verifying all seal numbers match the envelope and that all equipment was sealed before opening the polls.
20. File the Seal Assignment Envelope in the Blue Paperwork Transfer Bag during EV or Clear Envelope Return Bag on Election Day.

21. Use barrel key to unlock the display screen. Raise the display screen. The Ballot Scanner powers on automatically. **This could take a few minutes.**
22. When prompted, enter the Election Code and touch ACCEPT.
   *The password is located on a card on the underside lid of the Black Forms Box.
   Use the Shift button for capital letters. Using Shift Lock (SLock) will capitalize all characters until deselected.
23. Allow the Configuration Report to print completely.

Call Center
(512) 854-4783
24. Tear off and file the report in the Daily Balancing Envelope during Early Voting and in the Green Results Bag on Election Day.

25. Make sure the display screen shows a green checkmark next to ELECTION DEFINITION FOUND and PLUGGED INTO ELECTRICITY.


27. Allow the Zero Totals to print completely.

28. Verify the Public Count is zero and tear off report. Both Deputy/Judge and another worker will sign in the spaces labeled “Presiding Judge/ Early Voting Deputy” and “Election Clerk.”

   *If Poll Watchers are present, up to two of them may sign the Zero report.

29. File report in Daily Balancing Envelope (EV) or Green Results Bag (ED).

30. Verify Public Count on the screen is zero and the time, date, and election name are correct.

   *The Public Count is in the upper-middle portion of the Ballot Scanner screen below the date. If the Public Count is not zero, call the Call Center.

31. Record Public Count, complete date and location fields and sign the AM Deputy line of the Daily Balancing Envelope (EV only).

32. Touch GO TO VOTING MODE. The screen will now state, “Insert Here.”

---

Day 2 – Day 18 of Early Voting ONLY (Not Election Day)


2. Touch DON’T CLOSE KEEP VOTING. The screen will now state “Insert Here.”

3. Record the Public count from the top middle of the Ballot Scanner screen on the Daily Balancing Envelope. Complete the Date and Location fields on the Daily Balancing Envelope and sign the AM Deputy line.

4. Place the Daily Balancing Envelope in the front of the Black Forms Box where you can easily file paperwork throughout your shift and the PM Deputy can easily find it.
Ballot Marking Devices (BMDs)

1. Remove the black cases containing the BMDs from the ESC.
2. Remove each BMD from the black case and the power brick from the side compartment.
3. Place BMD on the table with the screen facing down. Pull the silver stand up and plug the power cord into the back of the BMD, flat side of the plug facing toward the top of the device.
4. Leave the brick on the table and feed the power cord through the hole in the center of the table and plug into the power strip.
5. Plug the power strip into the wall and make sure power strip is turned ON.
6. Extend the kickstand and stand the Ballot Marking Device on the table.
7. Use the barrel key to open the left-hand side of the BMD. There is a power switch inside. Press and hold the power switch to the ON position. Until you hear an audible beep letting you know the device has powered on.
8. Close and lock the side door to the BMD being careful to secure the Audio/Tactile Key pad cord in the notch of the side door.
9. The device will take several minutes to power on.
   *It is important to move to the next device to power it on right away. Once all BMDs have been powered on, return back to the first device.
10. Enter the Election Code and touch ACCEPT. The Election Code is located on a card in the underside of the lid of the Black Forms Box.
11. Wait for the election to be verified and loaded. At the “Ready for Voting?” screen, touch OK.
12. On the bottom left of the screen, confirm the Ballot Marking Device is connected to AC power. The green indicator light under the plug icon will be lit when the unit is plugged into AC power.
13. Guide the privacy shield into place and secure the Velcro tabs at the top of the device.
14. Store the empty cases back in the ESC.
Educating and Processing Voters
Educating and Processing Voters
Inform all voters what types of ID can be used to check in and how to use the equipment. These laws and instructions will help to effectively educate voters. (See examples on next page.)

Required ID
Texas Law (SB 5) requires voters to show approved photo identification when voting in person. The approved photo identification (List A) must be current or have expired no more than four years before being presented for voter qualification at the polling location (for voters aged 18-69 years). Voters aged 70 years or older may use List A photo identification, no matter how long expired.

An Election Official MAY NOT swear to the personal knowledge of a voter’s identity. Always call the Call Center if there are questions concerning the type of ID presented at the polling location.

Approved Forms of Voter Identification
List A forms of Photo ID (Texas Election Code §63.0101):
- Texas Driver License issued by DPS
- Texas Election Identification Certificate (EIC) issued by DPS
- Texas Personal Identification Card issued by DPS
- Texas License to Carry Handgun / Texas Concealed Handgun License issued by DPS
- United States Military ID Card containing the person’s photograph
- United States Citizenship Certificate containing the person’s photograph
- United States Passport Book or Passport Card

Acceptable Forms of ID Examples

![Texas Driver License](image1)
![Texas Personal Identification Card](image2)
![Texas Concealed Handgun License](image3)
![Texas Handgun License](image4)
![U.S. Passport Card and Book](image5)
![United States of America Passport](image6)
![New Texas Driver License](image7)

Call Center
(512) 854-4783
Qualifying a Voter

***Always insert a blank Ballot Card in the ExpressVote printer before checking in a voter.***

1. Ask for voter’s List A photo ID. If the voter says they do not have one, see page 25.
2. Touch the green DRIVER’S LICENSE/STATE ID SCAN button on the ePollbook launchpad.
3. Have the voter place the ID in the Orange ID Holder with the front facing the voter.
4. If the voter presents a List A ID without a barcode, touch the YELLOW Manual Search button on the launchpad screen of the ePollbook.
5. Select the type of ID from the list and type in the first 3 letters of the voter’s last and first name. Then press the SEARCH button. (Highlight the correct voters record and hit CONTINUE.)
6. Once you have located their record, reassure the voter by saying, “I’ve located your record.”
7. On the Voter Identification screen, ask the voter, “Do you still live on [street name]?” (If the voter no longer lives at the registered address, see page 29).
   *The address on the ID presented does not have to match the address on the screen.
8. Compare the voter’s name on the approved form of ID to the information on the ePollbook screen. Verify that the name on the ID exactly matches the voter’s name in the ePollbook. (If the name does not exactly match, see page 27.)
9. Touch the green YES, CONTINUE button.
10. Verify the voter’s eligibility on the Voter Eligibility screen. Touch the green CONTINUE button.
11. The ePollbook display flips toward the voter to sign the voter affidavit and touch I ACCEPT. When they touch I ACCEPT, the ePollbook operator completes the check in process.
12. Touch the green ISSUE BALLOT button, enter your initials in the pop up and touch DONE.
13. Touch the green COMPLETE VOTER CHECK-IN button. A ballot card prints at the ExpressVote printer. If the ballot card has printed, touch the green CONTINUE button. If the ballot card did not print, see page 67.
14. Verify the precinct and ballot style printed to the ballot card matches the precinct and ballot style on the Processing Complete screen. This is the most important part of this process.
15. Touch the green PROCESS NEXT VOTER button to return to the LaunchPad screen.
16. Returns the voter’s ID and give the voter their ballot card.
17. Place a blank ballot card in the ExpressVote printer for the next voter.

***A Clerk must educate every voter before the voter enters the booth.***

<table>
<thead>
<tr>
<th>BMD Instructions</th>
<th>Voting Features of the Ballot Marking Device</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Explain how to use the PREV, NEXT buttons.</td>
<td>1. PREV or NEXT moves between pages of the ballot.</td>
</tr>
<tr>
<td>2. Show the voter how to return to a contest from the REVIEW SELECTIONS PAGE.</td>
<td>2. Voters are not required to vote in all contests.</td>
</tr>
<tr>
<td>3. Emphasize they review their choices on the VERIFY SELECTIONS PAGE. If they wish to make changes after a ballot card is printed, they will need to spoil their ballot card and have a new ballot card issued.</td>
<td>3. Cancel a choice by touching the choice again to deselect it.</td>
</tr>
<tr>
<td>4. Remind the voter that until they scan the ballot card into the Ballot Scanner, their vote has not counted. The vote isn’t cast until it has been deposited.</td>
<td>4. Change a choice by touching the new choice on the screen.</td>
</tr>
<tr>
<td>5. Change a choice from the Verify Selections Page by touching that contest to return to it. This action will send you back to the selection you made in that race.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How to Scan the Ballot Card into the Ballot Scanner</th>
</tr>
</thead>
</table>
Voters should scan their ballot card into the ballot scanner only after they make and review all desired choices. Once a ballot has scanned, it is cast. ballot cards can be inserted in any orientation in the top feed tray on the ballot scanner.
List B Supporting Documents
If the voter does not possess an ID from List A, and the voter cannot obtain an ID from List A due to a reasonable impediment, they may present one of the following forms of ID and execute the "Reasonable Impediment Declaration" to vote a regular ballot:

Supporting Documents List B used with Reasonable Impediment Declaration:
- Valid Voter Registration Certificate
- Certified Birth Certificate (must be an original)
- Copy of or Original Current Utility Bill
- Copy of or Original Bank Statement
- Copy of or Original Government Check
- Copy of or Original Paycheck
- Copy of or Original Government Document with voter’s name and an address
- (Original required if it contains a photograph)

Examples of Other Government Documents “List B”:
- Driver’s licenses from other states
- ID cards issued by federally recognized Native American tribes (must contain address)
- DPS Receipts (without a photo)
- Expired voter registration certificates
- Expired Texas DPS-issued driver licenses or personal ID cards (over four years)

Note: The affidavit warns that false statements and false information on a Reasonable Impediment Declaration subject a person to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code.

Reasonable Impediment Declaration (RID)
If a voter presents a List B document, ask if they have a List A item on them or at home. You must NOT question the validity of the Reasonable Impediment. If they do not have a List A ID:

1. Touch the yellow MANUAL SEARCH button on the launch pad screen of the ePollbook, select the type of ID from the list and type in the first 3 letters of the voter’s last and first name. Then press the SEARCH button. Highlight the correct voter record and press CONTINUE.
2. Once you have located their record, reassure the voter by saying, "I’ve located your record.”
3. On the Voter Identification screen, ask the voter, “Do you still live on [street name]?" (If the voter no longer lives at the registered address, see page 29.)
   *The address on the ID does not have to match the address on the screen.*
4. Compare the voter’s name on the approved form of ID to the information on the ePollbook screen. Verify that the name on the ID exactly matches the voter’s name in the ePollbook. (If the name does not exactly match, see page 27.)
5. Touch the green YES, CONTINUE button.
6. Verify voter’s eligibility on Voter Eligibility screen and touch the green SELECT RID REASON.
7. Complete check in process. After the ballot card prints, press the green CONTINUE button.
8. The Reasonable Impediment label prints from the Brother printer.
9. Remove RID from forms box and affix the label in the box on the right-hand side of the form.
10. The voter and poll worker sign the form on the appropriate lines.
11. Place the form in the Daily Balancing Envelope (EV) or the Yellow Envelope #2 (ED).
Reasonable Impediment Declaration (RID) Form

**Description of Form:** Green half-sized letter with black lettering

**Where do you find it?** Forms folder of the Black Forms Box.

1. Place the label in the box labeled “Place Label Here” on the right-hand side of the form.
2. Sign the form verifying that you saw the supporting document used.
3. Have the voter sign the form.
4. File the completed form in the Daily Balancing Envelope during Early Voting and the Yellow Envelope #2 on Election Day.

---

**Reasonable Impediment Declaration**

**Voter’s Declaration of Reasonable Impediment**

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

The reasonableness of your impediment cannot be questioned.

<table>
<thead>
<tr>
<th>Y</th>
<th>Voter Unique Identification Number</th>
</tr>
</thead>
</table>

X

Signature of Voter and Date

X

Signature of Presiding Election Official and Date

The voter provided a copy or original of one of the forms of identification indicated on this document.
Substantially Similar Name

A voter has a Similar Name if the voter’s name on the form of ID presented does not exactly match the name as it appears in the ePollbook record, but is substantially similar.

Use the following guideline to determine if a voter has a Substantially Similar Name.

**SIMILAR NAME WHEN PROCESSING A VOTER**

<table>
<thead>
<tr>
<th>Initial, Middle Name, Former Name (maiden names or hyphenated names)</th>
<th>E-Poll Book</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandra Robles</td>
<td>Sandra Robles-Avila</td>
<td></td>
</tr>
<tr>
<td>Jacob Valenzuela</td>
<td>Jacob Andrew Valenzuela</td>
<td></td>
</tr>
<tr>
<td>Aimee L. Smith</td>
<td>Aimee Smith</td>
<td></td>
</tr>
</tbody>
</table>

Slightly Different (minor misspellings of names):

<table>
<thead>
<tr>
<th>E-Poll Book</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vanessa Miller</td>
<td>Vanesa Miller</td>
</tr>
<tr>
<td>Mark Lopez</td>
<td>Marc Lopez</td>
</tr>
<tr>
<td>Nancy Jones</td>
<td>Nanci Jones</td>
</tr>
</tbody>
</table>

Customary Variation (English v. Spanish or common abbreviations):

<table>
<thead>
<tr>
<th>E-Poll Book</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jose Sanchez</td>
<td>Joseph Sanchez</td>
</tr>
<tr>
<td>Kim Rogers</td>
<td>Kimberly Rogers</td>
</tr>
<tr>
<td>Esperanza Lopez</td>
<td>Hope Lopez</td>
</tr>
</tbody>
</table>

1. If checking in and the names on the ID and the the ePollbook record do not match exactly, touch the YELLOW NO VOTER INFORMATION DOES NOT EXACTLY MATCH button at the bottom of the screen. If the voter does not want to update, press NO, DO NOT UPDATE.

   *The voter may update their voter record if they choose, but it is not required.*

2. If the voter does want to update the name on the voter registration record, manually enter the name exactly as it appears on the ID and press the CONTINUE button.

3. Complete the check in process.

4. A Similar Name Correction label will automatically print from the Brother printer.

5. Remove the Substantially Similar Name Correction Request Form from the forms box and affix the label in the box on the right-hand side of the form.

6. Have the voter sign the form.

7. Place it in the Daily Balancing Envelope (EV) or the Gray Envelope (ED).
Similar Name Correction Request Form

Description of Form: Lavender, half sheet

Where do you find it? The Forms folder of the Black Forms Box.

1. Place the label printed from the Brother printer on the right hand side of the form.
2. Have the voter sign the voter signature line.
3. File completed form in the Daily Balancing Envelope during Early Voting and in the Gray Envelope #4 on Election Day.

VOTER’S SIMILAR NAME CORRECTION REQUEST FORM

- The name on my voter registration record and the name on my ID are not identical.

- Please update my current voter registration record to appear as on my identification, as indicated on this form.

Signature of Voter and Date
Statement of Residence (SOR)
If a voter verbally indicates they have moved within Travis County or if the voter has a “Suspense” notation on the ePollbook, they must complete a Statement of Residence. A “Suspense” flag means a Statement of Residence must be completed, even if the voter’s record reflects the current information.

Failure to complete these steps could result in the cancelation of a voter’s registration!

A voter who has moved out of Travis County MAY NOT VOTE in Travis County. They may be eligible for a Limited Ballot in the new county of residence. See “Limited Ballot” section on page 31.

After verifying the voter’s identity in the ePollbook:

1. Touch COMPLETE SOR on the Voter Eligibility screen to complete the Statement of Residence form on the ePollbook.
2. Touch the EDIT button to the right of Residence Address. Type the house number in the house number box and the first three letters of the street name in the street name box and touch the SEARCH button. Select the correct street name from the list and touch the CONTINUE button. If you are unable to find the voter’s street address in the ePollbook, the Resolution table operator will look up the voter’s record and begin SOR procedures. If they are unable to look up the voter’s street address, they will call the Call Center for instructions.
3. If the voter chooses to provide a Mailing Address that is different from the Residence Address, manually type in all fields on the screen. If the voter does not provide a mailing address, touch the CONTINUE button.
4. Touch CONTINUE. The orientation of the screen flips for the voter to verify their information.
5. Follow the prompts to complete the Statement of Residence in the ePollbook. Have the voter verify the information and touch the green COMPLETE VOTER CHECK-IN button.
6. A SOR label prints from the Brother Printer after the ExpressVote printer prints a ballot card.
7. Affix the label on the Statement of Residence form where it says, “Place Label Here” on the right-hand side of the form.
8. Have the voter sign the form, and place the completed Statement of Residence in the Daily Balancing Envelope during Early Voting and the Gray Envelope #4 on Election Day.

A voter who has recently moved may not be flagged as needing to complete an SOR but you can still assist them in updating their information during check in:

1. From the Voter Eligibility screen, touch the yellow NO, VOTER INFORMATION DOES NOT MATCH EXACTLY button at the bottom-center of the screen.
2. Touch “Yes, address changes” to the question “Does the name match exactly?” This will direct you to the electronic SOR.
3. Resume from Step 2 at the top of this page to complete the voter’s address change.
Statement of Residence (SOR) Form

**Description of Form:** Gray, half sheet with black lettering

**Where do you find it?** Forms folder of the Black Forms Box.

1. Place label from Brother Printer in right-hand side where it says “Place Label Here” on the right-hand side of the form.
2. Have the voter sign on the line labeled with an X.
3. File the completed form in the Daily Balancing Envelope during Early Voting and in the Gray Envelope #4 on Election Day.

---

**Statement of Residence**

For persons whose residence address does not match voter registration address.

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to 180 days, a fine up to $2,000, or both. Please read all three statements to affirm before signing.

- I am a resident of this county and a U.S. citizen; and
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

X

**Signature of Applicant or Agent and Relationship to Applicant and Date or Printed Name of Applicant if Signed by Witness and Date.**

---

**Call Center**
(512) 854-4783
Limited Ballot

**Voter Moved Within Texas**
A voter may be eligible for a Limited Ballot when there are contests or propositions on the ballot in common with other Texas counties.
Limited Ballots are ONLY available during the Early Voting period.
Limited Ballot voting takes place at ONLY 5501 Airport Blvd at the Elections Office.

**Voter Moved into Travis County**
If a voter has moved into Travis County from another Texas County, the voter may be eligible for a Limited Ballot in Travis County. Call the Call Center (512) 854-4783 to determine eligibility. The Call Center representative will ask you to provide necessary voter information over the phone so that they can research eligibility. DO NOT send a voter to the Elections Division office without calling first.

**Voter Moved out of Travis County**
If a voter has moved out of Travis County into another Texas County, the voter MAY NOT VOTE in Travis County but may be eligible for a Limited Ballot in the new county of residence. Call the Call Center (512) 854-4783 to determine eligibility. DO NOT send a voter to the new county of residence without calling the Call Center first.

Worker Notes…
Processing Voters with Special Circumstances
(Resolution Table)
Canceling a Ballot by Mail

Voter is surrendering their Mail Ballot
If a voter has requested a Ballot by Mail and decides to vote at a polling location, the voter must surrender the Ballot by Mail to the Deputy/Judge, and you will cancel the Ballot by Mail.

1. Scan voter in or do a manual search.
2. A RED flag will appear at the top of the Voter Eligibility screen.
3. Ask voter if he/she has the mailed ballot with him/her.

If the voter has the mailed ballot:
1. Look on the outside of the envelope to determine the intended recipient of the ballot. Open the mailed ballot to verify there is a ballot inside and is for the current election.
2. Write “Canceled” on the ballot.
3. Answer YES to the prompt, “Is the voter surrendering their mailed ballot?”
4. Qualify the voter in the ePollbook as a regular voter.
5. After the ballot card prints from the ExpressVote printer, a Request to Cancel Application for Ballot by Mail label will print from the Brother printer.
6. Remove the Request to Cancel Application for Ballot by Mail form from the forms box and affix the label to the right-hand side of the box section.
7. The voter will sign the voter signature line in the first box, and the deputy/judge will sign the bottom of the form.
8. Wrap the form around the Ballot by Mail envelope and bind them together with a paper clip or rubber band and place it in the Daily Balancing Envelope during Early Voting or in the Request to Cancel BBM Envelope on Election Day.
**Request to Cancel Application for Ballot by Mail Form**

**Description of Form:** White, half sheet with black lettering  

**Where do you find it?** The Forms folder of the Black Forms Box.  

**Form Instructions:**

1. Place the label printed from the Brother printer on the right side of the box section.  
2. Sign at the bottom of the form.  
3. Have the voter sign the first voter signature line.  
4. Wrap completed form around the surrendered mail ballot envelope.  
5. Use a paper clip or rubber band to secure the form and envelope together.

File the completed bundle in the Daily Balancing Envelope during Early Voting or in the Envelope for Request to Cancel Ballot by Mail on Election.

---

**REQUEST TO CANCEL BALLOT BY MAIL**  
**FOR USE IN THE POLLING PLACE**

**To be Completed at an Early Voting or Election Day Polling Place**

- **84.032 (d)**  
  Statement: 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.  
  
  [Signature of Voter]

- **63.011 (a-1)**  
  Statement: 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.  
  
  [Signature of Voter]

**Provisional - Attach to the outside of the Provisional Envelope**

**Early Voting Judge**  
**Election Day Judge**  

This section to be completed by Election Official. Sworn and subscribed before me, this _ _ _ _ _ _ _ day of _ _ _ _ _ _ 20 _ _ .  

[Signature of Election Official Witnessing Affidavit]

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**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)

---

**Call Center**  
(512) 854-4783
**Voter is NOT Surrendering their Mail Ballot**

If a voter is not surrendering their mail ballot they should first be directed to the Resolution station.

1. Begin the check in and the Voter Identification screen shows a MAIL BALLOT SURRENDER notification. Touch **NO** to the question, "Is the voter surrendering their Mailed ballot?"
2. The next screen, Voter Eligibility, indicates the voter is ineligible to vote. Touch the green **PROCESS PROVISIONAL** button on the bottom right corner of the screen.
3. Touch the green **ISSUE BALLOT** button.
4. Provide your initials in the pop-up box and touch the green **COMPLETE CHECK-IN**.
5. After the ballot card prints, touch the green **CONTINUE** button.
6. The Ballot Cancellation Slip print box will appear. Touch the green **CONTINUE** button.
7. The Provisional Affidavit print box will appear. Touch the green **CONTINUE** button.
8. Retrieve the following 3 items from the forms box:
   - Notice to Provisional Voter, List of Provisional Voters and white Provisional Envelope.
9. Hand the voter the Notice to Provisional Voter, it is theirs to keep.
10. Remove the labels from the Brother Printer:
    a. Place the Request to Cancel Ballot label on the Request to Cancel Application for Ballot by Mail form. Have the voter complete the form.
    b. Cut or tear the Affidavit of Provisional label on the dotted line to create two labels. Stick the smaller Provisional List label on the List of Provisional voters in the next available box and stick the Affidavit of Provisional on the front of the Provisional Envelope in the box on the right-hand side, where it says, "Place label here."
11. Verify precinct and ballot style on screen matches precinct and ballot style on the ballot card.
12. Touch the green **PROCESS NEXT VOTER** button on the screen.
13. Inform the voter they must return to the Resolution table after making their selections to complete the Provisional process. Hand the voter the ballot card and direct them to the BMDs.
14. When the voter returns with their printed ballot card, direct them to insert it into the secrecy envelope inside the white provisional envelope and then seal the secrecy envelope. The voter must also seal the white provisional envelope.
15. Direct the voter to read the Affidavit of Provisional Voter on the front, left-hand side, of the white Provisional Envelope.
16. Have the voter sign the where it says voter signature. The voter MUST sign the envelope.
17. The Deputy in Early Voting or the Judge on Election Day will sign on the bottom left where it says signature of Election Judge.
18. Attach the Request to Cancel Application for Ballot by Mail form to the **OUTSIDE** of the Provisional Envelope using a paperclip or tape.
19. Instruct the voter to insert their Provisional Envelope in the top slot of the Provisional Orange Ballot Bag. Do not remove the zippered seal on the bottom of the bag.

The Voter has cast their provisional ballot and will leave with the Notice to Provisional Voter. No other action is required by this Provisional Voter.

**The Provisional ballot is subject to all other rules and conditions set forth by law. The Ballot Board will determine if the ballot counts.**
Attach Request to Cancel Application for Ballot by Mail to the OUTSIDE of the Provisional Envelope BEFORE inserting it in the Orange Ballot bag.
Voter is NOT Surrendering their Mail Ballot and Does Not Want to Vote Provisionally
If the voter does not want to vote a Provisional ballot, he or she may wish to cancel the Ballot by Mail in person at the Elections Division offices.

1. The voter completes the Request to Cancel Application for Ballot by Mail at the Elections Division Office, 5501 Airport Blvd, to cancel the mailed ballot.
2. Once the Elections Division has processed the Request, they give the voter the original.
3. The voter takes the original Request to any Polling Place to vote a regular ballot.

Mail Ballot Drop-off
Voters who request a ballot by mail may try to deliver their completed ballot to be cast.

You cannot accept completed mailed ballots in the polling location.
Inform the voter they may drop off their completed ballot ONLY at 5501 Airport Blvd.

This is only available on Election Day.
The Voter must:
• Bring the ballot by mail in the carrier envelope.
• Present ID.
• Sign the signature roster.

Worker Notes...
Provisional Voting

All Provisional Voters are given the Notice to Provisional Voter.
Common reasons for Provisional Voting:

- Voter fails to present an acceptable form of ID and insist on voting (No ID/No RID Provisional).
- Voter did not meet the voter registration deadline and insists on voting (Late EDR).
- Voter’s record says “Already Voted.”
- No voter record found.
- Voter has a Mailed Ballot flag and did not return the Mailed Ballot.

Processing Provisional Voter:

1. Touch the red **NO PHOTO ID/NO RID ID** button on the home screen and search for the voter.
2. Select the voter and touch the green **YES, CONTINUE** and green **CONFIRM INFO** buttons.
3. Enter the last 4 of the SSN and touch **CONTINUE**. Touch **CONTINUE** on the next screen.
4. The screen orientation changes and the voter will now confirm their information.
5. When the screen orientation changes back to the worker, touch **CONTINUE**.
6. Touch **PROCESS PROVISIONAL**.
7. voter will then answer the citizenship question, provide a signature, and touch **ACCEPT**.
8. Touch **ISSUE THE BALLOT**, initial and **COMPLETE CHECK-IN**. Set aside the ballot for now.
9. From the forms box remove the White Provisional Envelope with Secrecy Envelope enclosed, the List of Provisional Voters and the Notice to Provisional Voter.
10. Hit **CONTINUE**. An Affidavit of Provisional Voter label will print from the Brother printer.
11. On the Affidavit of Provisional Voter label, locate the dotted line and cut or tear.
12. Place the larger top portion Affidavit of Provisional Voter on the right-hand side of the front of the Provisional Envelope, where it says “Place Label Here.”
13. Place the smaller bottom portion on the List of Provisional Voters in the next available square.
14. Retrieve the Notice to Provisional Voter. Place the notice aside until the Provisional process is complete. If the voter is voting provisionally due to a lack of approved ID, inform the voter of the process for curing an ID deficiency outlined on the Notice to Provisional Voter.
15. Give the voter the ballot card to mark their selections on the Ballot Marking Device (BMD) and direct them to return to the Resolution Table to complete the Provisional voting process.
16. The voter places the marked ballot card inside the Kraft Secrecy Envelope.
17. Have the voter seal the Kraft and white Provisional Envelopes.
18. Direct the voter to read the Affidavit of Provisional Voter on the front of the Provisional Envelope and sign the Affidavit of Provisional Voter.
19. The Deputy/Judge signs the Affidavit.
20. Direct the voter to insert their Provisional Envelope into the Orange Provisional Ballot Bag.
21. Hand voter the Notice to Provisional Voter. If voter is voting provisionally due to ID deficiency, a Cure Date label prints after the Affidavit of Provisional voter label at the check-in table. Affix that Cure Date label to the Notice to Provisional Voter and inform the voter they must present their approved form of List A photo ID to Voter Registrar before the Cure Date.
22. At end of day, fold List of Provisional Voters, file in clear slot of Orange Provisional Ballot Bag.
23. Place the Orange Provisional Ballot Bag in the Blue Transfer Bag for the Sheriff to pick up.
Notice to Provisional Voter Has ID

Description of Form:
Pink half sheet

Where do you find it? Forms folder (inside Provisional folder) of the Black Forms Box.

Given to: Provisional voters voting for any reason other than lack of approved form of ID. These voters CANNOT cure their provisional ballot at Voter Registration.

Notice to Provisional Voter Does NOT have ID

Description of Form:
White, letter-size

Where do you find it? Forms folder (inside Provisional folder) of the Black Forms Box.

Given to: Provisional voters who is voting provisionally due to not having an ID. The cure date label printed from the Brother printer will be attached to the corner of the notice.
List of Provisional Voters

Description of Form: White, letter-size

Where do you find it? Forms folder (inside Provisional folder) of the Black Forms Box.

1. Cut or tear on the dotted line of the Affidavit of Provisional Voter Label printed from the Brother Printer.
2. Affix the small bottom portion of the label “Provisional List” to the next available box.
3. Fill out the top right hand side box with the Type of Election, Location name, Date of the Election, and the Authority Conducting the Election.
4. Sign and date the bottom of the form at the end of the day.
Provisional Envelope

Description of Envelope: White
Where do you find it? Forms folder (inside Provisional folder) of the Black Forms Box.

1. Affix the larger top portion of the label “Affidavit of Provisional” to the box on the right hand side of the envelope.
2. Fill out the top left hand side box with the Type of election, Location name, and Date of the Election.
3. Sign the bottom of the form.

Voter:

1. Read the Affidavit on the left hand side of the envelope and sign on the voter line.
2. Insert Secrecy Envelope containing marked ballot card into the Provisional Envelope and seal the Provisional Envelope.
3. Insert the Provisional Envelope into the slot on the top of the Orange Provisional Ballot Bag.
Spoiling a Ballot/Canceling a Check-in

A voter may request to cancel the voting process at any time before scanning their ballot card into the ballot scanner. A voter who makes a mistake while marking his or her ballot may take the spoiled ballot to the Resolution Table and exchange it for a new ballot (Sec. 64.007(a)).

A voter may spoil up to two ballots and vote a third ballot (Sec. 64.007(b)).

Follow these steps exactly to back out a voter from the process entirely:

1. Ask the voter for the original ballot card back.
2. Write “Spoiled” across the front of the ballot card and draw a zig-zag line through the barcode.
3. Remove the Spoiled Ballot Envelope from the Black Forms Box. *Use one envelope for all of the Spoiled Ballots for that day. Return the Envelope in the Blue Paperwork Transfer Bag at the end of the day during Early Voting. On Election Day, the Spoiled Ballot Envelope should be placed in the clear return bag at the end of the night.*
4. Record date, time, the voter’s name, and the ballot card number of the canceled ballot on the Spoiled Ballot log. (The ballot card number is the alpha-numeric combination below the barcode at the top left-hand corner.)
5. File the Spoiled ballot card in the Spoiled Ballot Envelope.
6. On the Resolution ePollbook home screen, in the upper right-hand corner, touch the three lines to bring up the drop-down menu.
7. Select CANCEL CHECK-IN from the drop-down menu.
8. Enter the first three letters of the last and first name of the voter you wish to cancel into the search fields.
9. Press the green SEARCH button.
10. Touch the voter’s record you wish to cancel (it will turn blue when selected) and touch CANCEL CHECK-IN.
11. Answer the question regarding the reason for spoiling in the pop-up box.
12. Ask the voter if he would like to be reissued a ballot card at this moment or come back at another time and answer the second question in the pop-up box.
13. If the voter does not wish to vote again at this time, you are only canceling the Check-In. Select NO and touch the green CONTINUE, then PROCESS NEXT VOTER to return to the Launchpad screen.
14. If you are reissuing a new ballot card, select YES.
15. Touch CONTINUE. A pop-up box will appear to confirm you wish to spoil the ballot for the voter. Answer YES.
16. Complete the Check-In process.

If a voter leaves the Polling Place without casting the ballot in the Ballot Scanner, this is not a “Cancel Check-In Voter,” it is a “Thrown out Ballot.” For instructions about a Thrown out/Fleeing Voter, see page .

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Call Center
(512) 854-4783
Spoiled Ballot Envelope

**Description of Envelope:** Large Kraft envelope

**Where do you find it?** Black Forms Box

On the Card to be spoiled:
1. Draw a zig-zag line through the bar-code at the top.
2. Write “Spoiled” across the ballot card.

On the Log:
1. Write the date and time.
2. Write the name of the voter or “unknown” if it is an abandoned ballot card.
3. Write the Alpha-numeric Serial number.
4. File all spoiled ballot cards inside.
5. Sign the bottom of the envelope at the end of the day.

---

**Spoiled Ballot Log**

Use this form when:

- Spoiling a Ballot: If a voter mutilates, damages or otherwise spoils a Ballot Card in the process of voting, you need to record the information below and issue a new Ballot Card on the EPB.
- Cancelling a Check-In: If a voter informs you they do not wish to cast their ballot today, record the information below and cancel their check-in in the EPB.
- Abandoned Ballot: If a voter left the polling location without casting their ballot card, in the Ballot Box, eject the Ballot Card from the Ballot Marking Device (if necessary), and record the information below in the name column, write unknown. Even if you know to whom the Ballot Card was issued, you MAY NOT cast their Ballot Card for them.

NO VOTE WAS CAST, PUBLIC COUNT SHOULD REMAIN THE SAME.

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<th>Time</th>
<th>Name (Or Write Unknown)</th>
<th>Serial Number</th>
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Election Official Signature: ____________________  Total: ________

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Call Center
(512) 854-4783
Voter Assistance

Voters may have questions at the BMD. Answering questions regarding the use/function of the voting equipment does NOT fall under the legal definition of assistance if you follow these guidelines:

- When approaching the booth, ask the voter to press the black diamond on the Audio/Tactile Keypad to darken the screen for privacy.
- Impartially assist the voter with questions about the ballot or the Ballot Marking Device.
- The voter presses the black diamond button again to continue voting.

Sec. 64.0321. Definition. For purposes of this subchapter and Sections 85.035 and 86.010, assisting a voter includes the following conduct by a person other than the voter that occurs while the person is in the presence of the voter’s ballot or carrier envelope:

- reading the ballot to the voter; directing the voter to read the ballot;
- marking the voter’s ballot; or directing the voter to mark the ballot.

Assistance by an Election Worker

If a voter insists receiving help by touching the BMD, reading the ballot, or marking the ballot, remember the oath taken before the opening of polls. Remain impartial and never suggest by word, sign, or gesture how a voter should vote. Poll Watchers or elections inspectors may observe any election worker assistance.

Private Assistance

A voter may bring an assistant to the polling place. On the Voter Eligibility screen, touch the yellow MORE OPTIONS button in the bottom-middle of the screen and touch REQUEST ASSISTANCE. Follow the prompts to process the assistance. The assistant must read the Oath of Assistance and sign the Oath of Assistance and Interpreter form on the ePollbook. A label does not print from the ePollbook for Oaths of Assistance and Interpreter.

An assistant may not be the voter’s employer, an agent of the voter’s employer, or an officer or agent of a labor union to which the voter belongs. If an assistant helps more than one voter, complete the Oath of Assistance for each voter’s record the assistant is assisting.

Oath of Assistance and Interpreter

Description of Form: Yellow, half sheet

Where do you find it? Forms folder of the Black Forms Box

If the assistant is present at check in:
1. Record the Assistant’s information in the box on the right of the form.
2. Sign and date the bottom of the form where it says Election Official.
3. Have the Assistant read the Oath and sign on the line labeled with an X.

If the assistance happens after check in:
1. Have the Assistant fill out the information in the “Place Label Here” section.
2. Have the Assistant read the Oath and sign on the line labeled with an X.
3. Sign and date the bottom of the form where it says Election Official.

Call Center
(512) 854-4783
Curbside Voting

If a voter is physically unable to enter the polling location without assistance or possibility of injury, then the voter may request to be assisted curbside. Accommodate any voter that requests curbside voting. (Sec. 64.009(a)).

To process a Curbside voter:

1. While in polling location, lookup the voter’s record at the Resolution Table, stop at the Voter Identification screen.
2. Unplug the Resolution ePollbook and take it outside to voter.
3. Verify the voter’s information is correct on the Voter Identification screen. Return the voter’s ID.
4. Hit green YES, CONTINUE button.
5. Return inside to the Resolution Table.
6. Plug the ePollbook back up to power and wait for it to connect back to the MiFi.
7. Continue the check-in process to print the ballot card and any additional forms labels.
8. Remove the black curbside cart from the ESC.
9. Unfold the black curbside cart and gather a Secrecy Envelope from the Black Forms Box, the voter’s activated ballot card, and an “I Voted” sticker.
10. Unplug any available Ballot Marking Device (BMD) and place the BMD flat on the top shelf of the cart with the touch screen facing up. (Place a hand on top of the BMD when transporting to the car to stabilize.)

*Failure to place the BMD flat on the top of the cart risks the BMD falling off the cart.

11. Transport all voting materials to the voter’s vehicle.
12. Have the voter complete any additional forms if necessary. The black cart can be used as a voting surface or place the BMD on an empty seat.
13. Hand the voter their activated ballot card. Allow the voter to vote in privacy.
14. Once the voter has marked their ballot, the voter will insert the ballot card into the Secrecy Envelope and return it to the Poll Worker. Do not seal the envelope.
15. Hand the voter the "I Voted" sticker.
16. Return the black curbside cart to the Polling Location with the BMD and Secrecy Envelope containing the marked ballot card.
17. Remove the marked ballot card from the Secrecy Envelope and scan the voter’s ballot card into the scanner. If desired, the curbside voter’s companion may witness the scanning of the ballot card or wait at the curbside to receive confirmation of the casting of the vote.
18. Return the BMD to the table and reconnect the BMD to power.

Call Center
(512) 854-4783
Other Special Circumstances and Voter Flags
Other Special Circumstances and Voter Flags

Thrown Out Ballots

Voters may leave with their ballot cards inside the Ballot Marking Device or leave them unattended in the Polling Place. These are “Thrown Out” ballot cards for which need to be accounted:

1. Write “ Spoiled” across the ballot card and draw a zig-zag line through the barcode.

2. Remove the Spoiled Ballot Envelope from the forms box. You have been given a Spoiled Ballot Envelope for each day of Early Voting. Use one envelope for all of the Spoiled Ballots for that day. Return the Envelope in the Blue Paperwork Transfer Bag at the end of the day.

3. In the name field, write “ Unknown” and write the ballot card number of the cancellation on the Spoiled Ballot Log. The Spoiled Ballot Log is on the front of the Spoiled Ballot Envelope.
   *The ballot card number is the alpha-numeric string under the barcode header.

4. File the spoiled ballot card in the Spoiled Ballot envelope.

*NEVER cast the ballot for the voter.* The ballot card must be spoiled. If the voter left the ballot card uncast, the assumption is they intended to do so. Even if you know who the voter was, do not “back them out” of the process.

Fleeing Voter

A Fleeing Voter is someone who leaves the polling location without casting their ballot.

You may not be aware of a fleeing voter until completing the Daily Balancing Envelope at the end of each day of Early Voting. To record the number of fleeing voters, subtract the ballot scanner’s Public Count from the number of voters checked in on the ePollbook.

For example, a Public Count of 1,236 – 1,234 Check Ins = 2 Fleeing Voters.


Late EDR

On the Voter Eligibility screen, you may see a red flag that says LATE EDR. Please direct the voter to the Resolution Table.

If the voter insists that their registration is timely, ask them if they moved here from another Texas county. A voter that moved to Travis County from another Texas county and changed their record after the registration deadline may be eligible for a Limited Ballot. You MUST call the Call Center to initiate further research for all voters who have a Late EDR Flag.

The voter is not eligible to vote in this election if they registered to vote past the Registration Deadline.

If the voter is eligible for a Limited Ballot, give them the information card and explain the process OR offer the voter a Provisional ballot. If the voter presents proof of timely registration (such as a Deputy Voter Registrar receipt), attach the original or a copy to the outside of the white Provisional envelope.

Note: Inactive Voters and those with a felon status will not appear in the ePollbook. For information about those with an Inactive or felon status, please see Voter Not Found, page 48.
ID Exempt
A voter who is exempt from showing a form of photo ID will have a flag on the ePollbook and an (E) immediately following the VUID number on the Voter Registration Certificate.

1. When the flag appears on the voter’s record, make sure that you check to see if the (E) appears on the Voter’s Registration Certificate. Process as a regular voter.
2. If the voter presents another approved form of photo identification, process as a regular voter.
3. If the voter has an ID Exempt flag but does not have possession of their VR Certificate with the exempt (E) notation, he must present an alternate form of approved photo identification. If he cannot, offer a Provisional Ballot.
4. A VR Certificate with an “E” is a valid form of ID to cure the Provisional Ballot at the Voter Registrar’s office.

Already Voted
On the Voter Eligibility Screen:
1. The voter is not allowed to vote again.
2. If the voter contests our records, direct voter to Resolution Table and call the Call Center to look into the matter. Let the voter know this may take several minutes.
3. Depending on the outcome of their research, the Call Center may direct Resolution staff to offer the voter a Provisional Ballot.

Voter Not Found
If the voter’s supplied information is correct and they are not found in the ePollbook, direct them to the Resolution Table:

1. Manually search for the voter’s record. Use different search methods if there are no results. Remember 3 and 3, or 2 and 2, type in the VUID, etc. Try at least three different methods.
2. If unable to locate the voter’s record, contact the Call Center and they can research.
3. Ask the voter if they moved here from another Texas County with active registration. If they have, the Call Center can determine Limited Ballot eligibility.
4. If the Call Center cannot locate the record, the voter must vote a Provisional ballot.
5. Touch the red NO VOTER FOUND, ISSUE PROVISIONAL button. See page 38 for steps to process a Provisional voter.
Early Voting Closing the Polls
Close Polls Checklist Early Voting

**Ballot Scanner**

After the last voter has cast their ballot card in the Ballot Scanner each day of Early Voting:

1. Use the flat key to open the Emergency Ballot Compartment (*the upper compartment of Ballot Box*) and look inside for ballot cards. If there are any ballot cards in the Emergency Ballot Compartment, do not remove them. Call the Call Center at (512) 854-4783 for instructions.
2. Close and lock the Emergency Ballot Compartment door.
3. Use the flat key to open the Main Ballot Compartment.
4. Close the door flaps and remove the Blue Ballot Bin and any loose ballot cards.
5. Insert the new empty Blue Ballot Bin. Close and lock the Main Ballot Compartment door.
   
   *Not done on last day of Early Voting or on Election Day.*
6. Retrieve an unused Seal Assignment Envelope from the ESC.
7. Remove two seals from the envelope to seal the door flaps of the Blue Ballot Bin. Verify the numbers on the Blue Ballot Bin seals against the numbers on the Seal Assignment Envelope.
8. Deputy and Clerk initial appropriate spaces on the Seal Assignment Envelope to verify the seal numbers matched. Record the seal numbers on the Record of Early Voting Ballot Box Seals.
9. Close the flaps of the Blue Ballot Bin, lock both locks and seal both sides with the two seals.
10. Remove the Daily Balancing Envelope rom the Forms Box (EV-only).
11. Use instructions on the Daily Balancing Envelope to fill out all information (EV-only).

12. Lower and lock the ballot scanner display screen using the barrel key.
13. Close, fasten and lock the latches of the Clamshell.
14. On the Seal Assignment Envelope, verify the numbers for the Clamshell and the Emergency and Main Compartment Door seals and initial the Deputy and Clerk spaces.
15. Seal the Clamshell, Emergency and Main Compartment Doors.
16. The Deputy signs and dates the affidavit verifying the secure sealing of all equipment and that all seal numbers match the envelope.
17. Put the Seal Assignment Envelope in the front of the forms box where the AM Deputy can easily find it (EV-Only).
18. Unplug the power cord from the power strip and return it to the rear compartment.
19. Close the rear compartment and use the flat key to lock.
20. Unlock the wheels and roll the ballot scanner alongside the ESC.
21. Use the gold cable lock key to cable lock the ballot scanner to the ESC.
22. Complete the Notice of Total Voters who Voted during your sift (EV-Only).
ePollbooks

Keep MiFi and Brother printer on until the end of this procedure. Make sure to complete the Pollworker Payroll (See page Error! Bookmark not defined.) before shutting down ePollbooks.

Resolution ePollbook
1. Touch menu options at the top right corner of the Home/Launchpad screen (3 bars).
2. Select CHECK-IN TOTALS.
3. Select the current date from the drop-down menu during Early Voting.
4. Touch the blue PRINT button at the top of the screen.
5. When asked, “Are you sure you want to print the selected data?” touch YES. Use the printed report from the Brother printer to complete the section on the right of the Daily Balancing Envelope during Early Voting and the Register of Official Ballots on Election Day.
6. File the report in: Daily Balancing Envelope (EV) or Envelope #1 - Green Results Bag (ED).
7. Touch the HOME button at the top left of the screen.
8. Touch menu options at the top right corner of the Home/Launchpad screen (3 bars).
9. Touch LOG OUT > CLOSE THE ELECTION.
10. Touch YES to “Are you sure you want to continue?” and enter the password to lock the device.
11. Touch the settings gear at the top left of the screen and scroll to the bottom.
12. Touch the red SHUTDOWN button.
13. When asked, “Are you sure you want to shut down the EPB?” touch YES.
14. Hold down the physical power button on the upper-left side of the ePollbook until the words “SLIDE TO POWER OFF” appear.
15. Touch the red power icon and slide your finger to the right until the screen turns black.

Check-in ePollbooks
1. Touch menu options at the top right corner of the Home/Launchpad screen (3 bars).
2. Touch LOGOUT > CLOSE THE ELECTION.
3. Touch YES to “Are you sure you want to continue?” and enter the password to lock the device.
4. Touch the settings gear at the top left of the screen and scroll to the bottom.
5. Touch the red SHUTDOWN button.
6. When asked, “Are you sure you want to shut down the EPB?” touch YES.
7. Hold down the physical power button on the upper left-hand side of the ePollbook for several seconds until the words “SLIDE TO POWER OFF” appear.
8. Touch the red power icon and slide your finger to the right until the screen turns black.

ePollbook Accessories
1. Unplug the power cable from each Printer Adapter.
2. Power down each ExpressVote printer and unplug the power cable.
3. Power down the Brother printer and unplug the power cable.
4. Power down the MiFi and unplug the power cable if necessary.
5. Store all ePollbook equipment in the corresponding cases. All equipment number labels should match the number on the ePollbook case.
6. Put ePollbook cases inside the ESC.

Call Center
(512) 854-4783
Ballot Marking Devices (BMDs)

1. Use the barrel key to open the left-side compartment on each BMD, press the off button. Touch the blue **SHUT DOWN** button on the BMD screen.
2. Make sure the cord to the ADA keypad is in the notch and close the left-side access compartment door. Lock the door using the barrel key.
3. Unplug the power cord by sliding the sheath back from the connector while unplugging.
4. Put each BMD back in its case and put inside the Election Supply Carrier (ESC) along with its corresponding power cord.
5. Put all headphones in the supply box inside the ESC.
Please do not open this section of the manual until the last day of Early Voting.
Sealing the Blue Ballot Bin

1. Use the flat key to open the Emergency Ballot Compartment and look inside for ballot cards. If there are any ballot cards in the Emergency Ballot Compartment, do not remove them. Call the Call Center at (512) 854-4783 for instructions.
2. Close and lock the Emergency Ballot Compartment door.
3. Use the flat key to open the Main Ballot Compartment.
4. Close the door flaps and remove the Blue Ballot Bin and any loose ballot cards.
5. Retrieve an unused Seal Assignment Envelope from the ESC.
6. Remove two seals from the envelope to seal the Blue Ballot Bin door flaps. Verify the numbers on the Blue Ballot Bin seals against the numbers printed on the Seal Assignment Envelope.
7. Deputy and Clerk initial appropriate spaces on the Seal Assignment Envelope to verify the seal numbers. Record the seal numbers on the Record of Early Voting Ballot Box Seals.
8. Close the flaps of the Blue Ballot Bin, lock both locks and seal both sides with the two seals.
9. Remove the Daily Balancing Envelope from the forms box.
10. Use the instructions on the Daily Balancing Envelope to fill out all information.

Worker Notes...
Shutting Down the Ballot Scanner

1. Touch **TOOLS** button in top-right of Ballot Scanner display.
2. Enter Election Code, touch **ACCEPT** and **Report Options**.
3. Under Report Types, touch **Configuration**. You may need to use the yellow arrow to scroll to the second page.
4. Touch **Print Report**. Tear off the tape and file it in the Daily Balancing Envelope. Touch **Cancel**.
5. Touch **Return to Voting Mode**.
6. Unlock the front access compartment door, press the **CLOSE POLL** button. The **CLOSE POLL** button will quickly flash red and then turn off.
7. Touch **CLOSEPOLL** to confirm closing polls.
8. Press **Finished – Turn Off** to shut down the ballot scanner. **WAIT** until screen is black to proceed.
9. AFTER the power button is no longer lit, remove the results stick.
   *Removing the USB stick before shut down is complete could damage the equipment.*
10. Place the Results Stick in the Green Return Bag. Remove the white seal located in the Green Bag and follow neon green instruction sheet to seal Green Results bag. Seal the Green Results bag with the white seal.
11. Lower the display screen of the Ballot Scanner and lock it using the barrel key.
12. Close, fasten the latches and lock the clamshell.
13. On the Seal Assignment Envelope, verify the numbers for the clamshell and the Emergency and Main Compartment Door seals and initial the Deputy and Clerk spaces.
14. Seal the clamshell, Emergency, and Main Compartment doors.
15. The Deputy signs and dates the affidavit verifying the secure sealing of all equipment and that all seal numbers match the envelope.
16. Unplug the power cord from the power strip and return it to the rear compartment.
17. Close the rear compartment and use the flat key to lock.
18. Unlock the wheels and roll the ballot scanner alongside the ESC.
19. Use the gold cable lock key to cable lock the ballot scanner to the ESC.
20. Complete the Notice of Total Voters who Voted during your sift (EV-Only).
Completing and Filing Early Voting Paperwork

1. File all completed forms in the Daily Balancing Envelope and place in Blue Transfer Bag.
2. Put the ballot cards in the Clear Return Bag.
3. Remove the Clear Return Bag key from the inside pocket and lock the bag.
4. Put the Spoiled Ballot Envelope inside the Blue Transfer Bag.
5. Sign the List of Provisional Voters and put inside the clear plastic sleeve of the Orange Provisional Ballot Bag.
6. Put the completed Seal Assignment Envelope inside the Blue Paperwork Transfer Bag.
7. Complete the Total Number of Voters Who Have Voted.

*Total Number of Voters Who Have Voted:
  a. On the ePollbook launchpad, touch the menu at the top-right (3 bars) and touch CHECK-IN Totals. Record TOTAL number on corresponding day of the Daily Total box.
  b. Subtract the AM shift number from the Daily Total number to get the PM shift total.
  c. Write the PM shift total in the corresponding box.
  d. From the second day on, add the day’s Daily Total to the previous cumulative total to get the current cumulative total. This is a running count that increases each day.
  e. At the end of the last day of Early Voting, complete the Total boxes at the bottom. (These should be the same as the last day totals.)

Preparing for Early Voting Closeout and Drop-Off
Below are the items the Early Voting Deputy must bring to the Travis County Airport Office at 5501 Airport Blvd. Come to the FRONT of the building and follow directions of the traffic director.

- Blue Ballot Bin, locked and sealed
- Daily Balancing Envelope
- Spoiled Ballot Envelope
- Orange Provisional Bag
- Travis County Cell Phone and Charger
- Security Keys and Location Keys, if applicable
- Green Timesheet Envelope
- Black Forms Box
- Green Results Bag sealed with Results Stick and reports inside
- Clear Return Bag with unused ballot cards, locked and sealed

Election Supply Carrier (ESC)

1. Load all supplies and equipment not being delivered into the ESC:
   - BMDs
   - Postings Kiosk (pop-up postings stand)
   - ePollbooks, printers and all accessories
   - All other items that are not to be returned
   - Large brown electrical supply box (extension cords and surge protectors)
   - Privacy shields
   - Trash Can
   - Bag of headphones
   - Empty Ballot Card Boxes
   - Signs and Cones

2. Take an unused green seal from inside the ESC, record the seal number on the ESC Seal Tracking Sheet and initial the PM Verify space.
3. Close, lock, and seal the ESC with a seal from the pouch inside the front door of the ESC.

Call Center
(512) 854-4783
Election Day Closing the Polls

Please do not open this section of the manual until the End of Election Night.
Close Polls Checklist Election Night
Use the Register of Official Ballots/Ballot and Seal Certificate when closing polls. You will need this form when recording numbers from the ballot scanner, ePollbook, Spoiled Ballot Envelope and counting the unused, blank ballot cards.

Ballot Scanner
1. Use the flat key to open the Emergency Ballot Compartment and look inside for ballot cards. If there are any ballot cards in the Emergency Ballot Compartment, do not remove them. Call the Call Center at (512) 854-4783 for instructions.
2. Close and lock the Emergency Compartment door.
3. Use the flat key to open the Main Ballot Compartment.
4. Close the door flaps and remove the Blue Ballot Bin and any loose ballot cards.
5. Close and lock the Main Compartment door.
6. Remove seals from PM Seal Assignment Envelope and seal the door flaps of the Blue Ballot Bin, the Emergency Compartment and the Main Compartment of the Ballot Scanner.
7. Verify numbers on Blue Ballot Bin seals against the numbers on the PM Seal Assignment Envelope and initial the Judge and Clerk spaces on the PM Seal Assignment Envelope.
8. Record seal numbers from Blue Ballot Bin on Register of Official Ballots/Ballot and Seal Certificate.
9. Remove the blue sticker seal covering the front access door compartment and affix the label to the PM Seals envelope. Unlock the front access compartment door, press the CLOSE POLL button. The CLOSE POLL button will quickly flash red and then turn off.
10. The display screen confirms you are ready to close the poll. Touch CLOSE POLL.
11. Two voting results reports will print automatically.
12. Touch PRINT REPORT. Allow the report to print completely. Tear off the tape. Both the Judge and another worker will sign the bottom of the tape. File it in Green Results Bag.
13. File the second report in Pink Envelope #3. Touch CANCEL.
14. Press FINISHED – TURN OFF to shut down the Ballot Scanner. WAIT until screen is black.
15. AFTER the power button is no longer lit, remove the results stick.
   *Removing the Results stick before shutdown is completed could damage the stick.
16. Place the Results Stick in Envelope #1 (Green Results Bag).
17. When the Register of Official Ballots/Ballot and Seals Certificate is complete:
   a. File the white copy in Envelope #1 (Green Results Bag).
   b. Remove the white seal located in the Green Results Bag and record the seal number used on the White Location Label located in the clear pocket of the Green Results Bag.
   c. Seal the Green Results Bag with the white seal.
Seal the Ballot Box

1. Using the barrel key, close and lock the front access compartment door.
2. Lower the display screen of the ballot scanner. Lock the screen using the barrel key.
3. Close, fasten the latches and lock the clamshell.
4. On the PM Seal Assignment Envelope, verify the numbers for the Clamshell Lid and initial the Judge and Clerk spaces.
5. Seal the clamshell lid.
6. The Judge signs and dates the affidavit verifying that all seal numbers match the envelope and that all equipment was securely sealed.
7. File the PM Seal Assignment Envelope in the Clear Envelope Return Bag.
8. Unplug the power cord from the power strip and return the cord to the rear compartment.
9. Close the rear compartment and use the flat key to lock.
10. Unlock the wheels and roll the ballot scanner next to the side of the ESC.
11. Cable lock the ballot scanner to the ESC with the cable lock key.
12. Follow the next set of directions in Completing and Filing Paperwork.

Worker Notes…

Call Center
(512) 854-4783
ePollbooks

Keep MiFi and Brother printer on until the end of this procedure. Make sure to complete the Pollworker Payroll (See page Error! Bookmark not defined.) before shutting down ePollbooks.

Resolution ePollbook
1. Touch menu options at the top right corner of the Home/Launchpad screen (3 bars).
2. Select CHECK-IN TOTALS.
3. Touch the blue PRINT button at the top of the screen.
4. When asked, “Are you sure you want to print the selected data?” touch YES. Use the printed report from the Brother printer to complete the Register of Official Ballots.
5. Touch the HOME button at the top left of the screen.
6. File the report in Envelope #1 - Green Results Bag.
7. Touch menu options at the top right corner of the Home/Launchpad screen (3 bars).
8. Touch LOG OUT > CLOSE THE ELECTION.
9. Touch YES to “Are you sure you want to continue?” and enter the password to lock the device.
10. Touch the settings gear in the top left of the screen and scroll to the bottom.
11. Touch the red SHUTDOWN button.
12. When asked, “Are you sure you want to shut down the EPB?” touch YES.
13. Hold down the physical power button on the upper-left side of the ePollbook until the words “SLIDE TO POWER OFF” appear.
14. Touch the red power icon and slide your finger to the right until the screen turns black.

Check In ePollbooks
1. Touch menu options at the top right corner of the Home/Launchpad screen (3 bars).
2. Touch LOGOUT > CLOSE THE ELECTION.
3. Touch YES to “Are you sure you want to continue?” and enter the password to lock the device.
4. Touch the settings gear at the top left of the screen and scroll to the bottom.
5. Touch the red SHUTDOWN button.
6. When asked, “Are you sure you want to shut down the EPB?” touch YES.
7. Hold down the physical power button on the upper left-hand side of the ePollbook for several seconds until the words “SLIDE TO POWER OFF” appear.
8. Touch the red power icon and slide your finger to the right until the screen turns black.

ePollbook Accessories
1. Unplug the power cable from each Printer Adapter.
2. Power down each ExpressVote printer and unplug the power cable.
3. Power down the Brother printer and unplug the power cable.
4. Power down the MiFi and unplug the power cable if necessary.
5. Store all ePollbook equipment in the corresponding cases. All equipment number labels should match the number on the ePollbook case.
6. Put ePollbook cases inside the ESC.
Register of Official Ballots/Ballot and Seal Certificate

Use the Register of Official Ballots/Ballot and Seal Certificate when closing polls. You will need this form when you record numbers from the Ballot Scanner, ePollbook, Spoiled Ballot Envelope and when you count the unused, blank ballot cards.

This is the MOST IMPORTANT form.

**Description of Form:**
Letter sized triplicate form (White, Yellow, Pink copies)

**Where do you find it?**
With the ballot cards in the ESC.

1. Put the White copy in the Green Results Bag.
2. Put the Yellow copy in the White box with the unused ballot cards.
3. Put the Pink copy in either Judge’s Pink Envelope #3.

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### Register of Official Ballots/Ballot and Seal Certificate

<table>
<thead>
<tr>
<th>A. Number of Blank Ballots Received</th>
<th>B. Public Count of voted ballots from Ballot Scanner Voting Results Report</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Located at the top of the Voting Results Report tape)</td>
</tr>
<tr>
<td>C. Number of voted Provisional Ballots</td>
<td></td>
</tr>
<tr>
<td>(The number of voted and Sealed White Affidavit Envelopes stored in the Orange Provisional Ballot Bag should match the total number of names on the List of Provisional Voters)</td>
<td></td>
</tr>
<tr>
<td>D. Number of Spoiled Ballots + Number of Thrown Out Ballots</td>
<td></td>
</tr>
<tr>
<td>- Unused blank ballots signed by the Election Judge</td>
<td></td>
</tr>
<tr>
<td>(Place Spoiled Ballots, Thrown Out Ballots and unused blank ballots signed by the Election Judge but not issued to voters in the &quot;Envelope for Spoiled/Thrown Out Ballots&quot;)</td>
<td></td>
</tr>
<tr>
<td>E. Number of Unused Ballots</td>
<td></td>
</tr>
<tr>
<td>(Place unused ballots into a white ballot transfer box)</td>
<td></td>
</tr>
<tr>
<td>F. Total Number of Ballots Accounted for</td>
<td></td>
</tr>
<tr>
<td>(Add Lines B + C + D + E)</td>
<td></td>
</tr>
<tr>
<td>G. Number of Ballots Unaccounted for</td>
<td></td>
</tr>
<tr>
<td>(Line A minus Line F, Include Supplemental Ballots Issued, If applicable.)</td>
<td></td>
</tr>
<tr>
<td>(Regular ballots issued but not deposited into the ballot box)</td>
<td></td>
</tr>
<tr>
<td>H. Total number of Regular Check-ins from the ePollbook.</td>
<td></td>
</tr>
<tr>
<td>(Go to the Check-in Totals menu on the ePollbook and use the Grand Total number issued)</td>
<td></td>
</tr>
<tr>
<td>I. Number of Ballots in the Blue Ballot Bin</td>
<td></td>
</tr>
<tr>
<td>(Line H minus Line G)</td>
<td></td>
</tr>
<tr>
<td>(If there is a difference of 4 or more between this line and line B, the ballots are to be transferred to Central Counting Station to be counted)</td>
<td></td>
</tr>
</tbody>
</table>

---

### Closing the Polls

1. Print the Ballot Scanner Voting Results Report tape.
2. Place a copy of the tape in the Green Results Bag with the Results Stick.
3. Lock and seal all compartments of the Ballot Scanner.
4. Return ALL ballot materials to the Elections Division on Election Day.
5. Record the serial number of the seat used on the Blue Ballot Bin.
6. Complete the affidavit and signature blanks below.

**Affidavit:**
The undersigned Presiding Election Judge, do hereby certify that the above foregoing statement of Official ballots of said Election is true and correct, and that all voted ballots were locked and sealed in the Blue Ballot Bin returned by me and/or one of the clerks to the Elections Division.

WITNESS MY HAND this _______ day of ________ 20__

Presiding Judge: ______________ Clerk: _______________________
Alternate Judge: ______________ Clerk: _______________________
Poll Watcher (if present): ______________ Clerk: _______________________
Poll Watcher (if present): ______________ Clerk: _______________________
Ballot Marking Devices (BMDs)
1. Use the barrel key to open the left-side compartment on each BMD, press the off button. Touch the blue **SHUT DOWN** button on the BMD screen.
2. Make sure the cord to the ADA keypad is in the notch and close the left-side access compartment door. Lock the door using the barrel key.
3. Unplug the power cord by sliding the sheath back from the connector while unplugging.
4. Put each BMD and its corresponding power cord back in the case and put inside the ESC.

**Election Supply Carrier (ESC)**
1. Load all supplies and equipment not being delivered to CRS into the ESC:
   - BMDs
   - Postings Kiosk (pop-up postings stand)
   - ePollbooks, printers and all accessories
   - All other items that are not to be returned
   - Large brown electrical supply box (extension cords and surge protectors)
   - Empty Ballot Card Boxes
   - Privacy shields
   - Trash Can
   - Bag of headphones
   - Empty Ballot Card Boxes
   - Signs and Cones
2. Take an unused green seal from inside the ESC.
3. Record the seal number on the ESC Seal Tracking sheet and initial the PM Verify space.
4. Close, lock, and seal the ESC with a seal from the pouch inside the front door of the ESC.

Worker Notes...
Preparing for Central Receiving Station (CRS)
On Election Night, the Judge and one other person from the polling location must return the following items to Travis County Elections at 5501 Airport Blvd. Please make sure the following items are in your trunk or backseat of your vehicle.

What to Bring to CRS:
- Blue Ballot Bin, locked and sealed
- Green Results Bag, sealed
  - Results Stick, Results Tape, all EPB reports, and White copy of the Register of Official Ballots/Ballot and Seal Certificate.
- Orange Provisional Bag
  - List Of Provisional Voters
- Clear Briefcase Bag, red padlock locked
- Yellow #2, Gray #4 Envelopes
- Timesheet Envelope
- Envelope for Requests and Canceled Ballots
- Seal Assignment Envelope
- Security keys
  - ESC/cable lock key only
  - Leave Equipment keys in the keybox inside ESC
- Unused ballot cards, Spoiled Ballot Envelope and the yellow copy of the Register of Official Ballots/Ballot and Seal Certificate
- Black Forms Box
- Cell Phone

What to Leave at Polling Site:
- Everything not listed above, secured inside ESC
- Tables (break down and set next to ESC)
- Table Leg Extenders
  - Put bag in orange bag and leave on top of ESC
- Signs and cones
  - Set signs inside polling place
  - Cones on top of ESC
- Privacy Shields
  - Place in cardboard storage box inside ESC
- Use the Cable Lock to lock the Scanner to the ESC
- Empty white ballot card boxes
Troubleshooting
ExpressVote Printer

Q: Why do I see flashing lights on the printer adapter?
A: A flashing green light indicates the printer adapter is searching for a wireless network. The light is not a real-time indicator of whether the printer adapter is connected or not. The best method to verify connection is to look at the number of devices connected to the MiFi.

Q: Why is the wrong precinct and ballot style being printed on the ballot card?
A: If a ballot card prints with the wrong precinct and/or ballot style, there is likely a print queue in the ExpressVote Printer. A solid green light on the ExpressVote printer indicates there is something waiting to be printed as soon as a ballot card is inserted, which can happen as a result of hitting the Reprint (or test print) button. To clear this light, lift the lid of the ExpressVote printer, remove a ballot card if there is one, and firmly press the lid down to close. If a voter receives an incorrect ballot card, their check in must be spoiled and they must be issued a new ballot card.

Q: Why is the ExpressVote printer beeping?
A: The ExpressVote printer will beep if it is powered on with a ballot card already inserted or if the lid is not properly closed.

Q: Why is the ExpressVote printer not printing at all?
A: Check that all components are powered on: MiFi, ExpressVote Printers, Printer Adapters.
- Verify that the USB cable is connected at the back of the printer and the lower-right USB port of the printer adapter.
- Verify the correct number of devices are connected to the MiFi.
- Verify that the printer is setup in front of the correct pollbook. If you print from EPB 1, it will only print to ExpressVote Printer 1. There are stickers and tape on each piece of equipment that show how they need to be paired.

Q: There is a ballot stuck in the ExpressVote printer. How do I get it out?
A: Just above where the ballot is inserted, lift the tab to open the lid. Remove the ballot card and firmly press the lid down until there is a click. If the lid is not properly closed the printer will continue to beep.

Brother Printer

Q: Why will the Brother Printer not print?
A: Check that all components are powered on: Mifi, Brother Printer and all ePollbooks.
- Verify the correct number of devices are connected to the Mifi.
- Cycle power on the Brother Printer. If the printer still does not print, contact the EPB team.
Ballot Marking Device

Q: How do I stop the BMD from beeping?
A: If a timeout alert appears:
   1. Touch End Voting.
   2. Enter the Election Code then touch Accept.
   3. Touch Continue.
   4. Select a reason for cancellation.
   5. Touch Continue.

The card should automatically eject and the welcome screen will indicate the terminal is ready for the next voter.

To cancel an active vote session:
   2. Touch Continue and enter the Election Code.
   3. Touch Accept and select a reason for cancellation, then touch Continue.

The card should automatically eject and the welcome screen will indicate the terminal is ready for the next vote.

Q: How do I eject a ballot card from the BMD?
A: To eject a ballot card from the BMD:
   1. Cancel the active vote session by touching Quit in the title bar.
   2. On the confirmation screen, touch Quit Voting.
      The voter may have already done this. The machine will beep until you touch the red circle on the BMD screen.
   3. Touch the blue CONTINUE button.
   4. Enter the Election Code and touch ACCEPT.
   5. Select a reason for cancellation, then touch CONTINUE.

The card should automatically eject and the welcome screen will indicate the terminal is ready for the next voter.
Forms Appendix

The following pages contain the forms used in the polling place.
Daily Balancing Envelope

Description of the form: Large Kraft Envelope (EV Only)

Where do you find it? Forms Box

When is this form used? When you open and close the polls, throughout the day to file paperwork, and at the end of the day to record your daily totals.

In the morning:
1. Write your location name in the “Location” blank.
2. Write today’s date in the “Date” blank.
3. Before processing any voters, write down the Public Count (from the Ballot Scanner screen) in the “Beginning Public Count” blank.
4. AM Deputy signs signature line at bottom left.

At the end of the day:
From the Ballot Scanner:
1. Record the ending Public Count from the Ballot Scanner screen.

From the ePollbook Check-in Totals:
1. Record Regular, Spoiled and Provisional ballots.
2. Record the number of unused ballot cards.
3. Sign the “PM Deputy Signature” blank.
4. Place all Ballot Scanner and ePollbook reports, Applications to Cancel Ballot by Mail, VR Applications, Statements of Residence, RIDs, Similar Name Correction Forms, and Standard Affidavits in the Daily Balancing Envelope.
5. Place it in the Blue Paperwork Transfer Bag and turn it in to the Sheriff or Constable who picks up the Blue Ballot Bin.

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Call Center
(512) 854-4783
Notice of Total Number of Voters Who Have Voted

Description of Form: Yellow, letter sized

Where do you find it? Postings Folder of the Black Forms Box

Note: This form should be posted visibly near the check-in table during Early Voting and on the outside door that voters use to enter the polling place on Election Day.

Early Voting AM Shift only:
1. At the end of your shift, touch the LaunchPad menu on the ePollbook and touch CHECK-IN Totals.
2. Record the TOTAL number on the corresponding day and shift.

Early Voting PM Shift only:
1. At the end of your shift, touch the LaunchPad menu in the upper right hand corner of your screen and touch CHECK-IN Totals.
2. Record the TOTAL number on the corresponding day in the Daily Total box.
3. Subtract the AM shift number from the Daily Total number to get the PM shift total.
4. Write the PM shift total in the corresponding box.
5. From the second day on, add today’s Daily Total to yesterday’s cumulative total to get the current cumulative total. This number is a running count and should increase each day.
6. At the end of the last day of Early Voting, complete the Total boxes at the bottom. (These should be the same as the last day totals.)