Moderators & Clerks
2018 General Election
Pollworker Training

Election Official Oath

Do you attest to faithfully execute the office of election official and will, to the best of your ability, preserve, protect, and defend the constitution of the United States, the constitution of the State of Rhode Island, and all the election laws and rights of the people thereof?
The Ballot

- All voters receive the same ballot.
- Voters in Central Falls, North Smithfield, Pawtucket, & Woonsocket will receive 2 pages to their ballot.
- Voters will fill-in ovals next to their choice.
- Any black ballpoint pen may be used to mark the ballot.
- Local questions are highlighted in Yellow.
- Central Falls, Pawtucket, Providence & Woonsocket will have a Spanish & English Bilingual Ballot.

Polling Place Hours

7:00 am – 8:00 pm

- Arrive at your polling place by 6:00 a.m.
- No check-in or ballots cast allowed prior to 7:00 a.m.
- Any voter in line with the Supervisors by 8 p.m. is allowed to vote.
If you want to vote

- It will be very busy, so it’s recommended you vote early at the Board of Canvassers
- You have until 4:00 pm on the day before the election.

Poll Pads - Things to Know

- Each bipartisan pair of Supervisors will share a Poll Pad
- The Clerk will use a Poll Pad to process provisional voters and assist with the Voter Affirmation Process
- All of the Poll Pads are identical and will be setup by the Supervisors.
- The MiFi device will be setup by the Supervisors and placed on back door of DS-200 for safekeeping
  Note: the MiFi has nothing to do with the function of the DS-200.
Poll Pads in Red Box

**Inside**
- Poll Pads in Green Cases
- MiFi
- Checklist
- Inventory Receipt

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Red Box

Poll Pad Checklist
- Supervisors should follow it closely!

Poll Pad Inventory Receipt in each green case
- The Supervisors/Clerks must sign this at opening and closing.
- All Poll Pad equipment are state property and must be returned –(i.e. Apple Charger Cables)
OPENING PROCEDURES | HOTSPOT SETUP

LOCATE HOTSPOT
In the carrying case, locate the Hotspot and power cord.

CONNECT
Plug power cord into the side of the Hotspot. On your Hotspot, power should light up.

POWER CONNECTION
Plug your Hotspot into a wall socket. NOTE: Your Hotspot has a 2-hour battery.

POWER ON HOTSPOT
Press and hold the power button on the side of the Hotspot for five seconds.

HOTSPOT CONNECTED
When connected, the display will show a green light and power. Take the Hotspot, it's ready to use.

NOTE: The Power button on "Hotspot" is the Reset button. If powered off, hold down by pushing the top.
Election Supplies in Blue Box

Inside
• Moderator Supply Bag
• Clerk Supply Bag
• Supervisor Supply Bag
• Provisional Supply Bag
• Official Ballots
• Vote Here signs

Multiple DS-200s
• You may receive more than 1 DS-200.
• Open both machines and use both the entire day.

After the polls close:
• Transmit results from both machines.
• Remove the USB drive from both machines after they have been powered off.
• Take the ballots out of both machines.
**Election Certificate**

- Clerks verify your precinct number and location.
- Verify you received all of your ballots.
- Each shrink-wrapped package contains 100 ballots.
- Each pair of Supervisors should receive one package at a time.

**Verify the polling place setup with your diagram**

- Voting Area is in blue.
- Special instructions for you will be in the yellow box.
- You may have additional tables for additional Supervisors.
- The AutoMark is *always* facing to the side for privacy of the voter.
- The DS-200 should always be placed in the Voting Area.
- Make sure voters are using only the designated entrance.

*No campaigning*

Measuring tape and chalk are in Moderator's Supply Bag to measure 50 ft from building entrance.
New diagrams in some communities - 2D Front

- Barrington
- Bristol
- Central Falls
- North Smithfield
- Providence
- Pawtucket

Survey:
- There will be a survey attached
- Put survey in BOE bag.

Line management

Hold any voter check-ins until there is a voting booth available.

As they enter, the Greeter should remind voters to have their Photo ID ready.

Voters form one line for the Supervisors.

The Moderator (or Assistant) should be near enough to DS-200 to assist, but respect voter privacy.

If you have more than 1 DS-200, have only one line formed for both.

Hold any voter check-ins if more than 3 people are in line at DS-200.
**Keys**

Moderators can find their keys in the supplies from the Board of Canvassers. Keep these keys on your person all day.

- **DS200 Ballot Box**
- **Provisional Ballot Bag**
- **DS200 Screen and USB Door**
- **Automark**

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**Seals and serial numbers**

**Before the Polls Open**

- Blue & Red Supply Box Seals
- DS-200 Serial Number
- USB Drive Door Seal
- AutoMARK Serial Number

Don't unseal the DS-200 ballot compartment door until the polls are closed.
Security and Seals Certificate

- Get this form from the Clerk’s supply bag!
- Verify these numbers before turning on the DS 200 and AutoMARK.
- **Work as a team:** the Moderator reads the number off the equipment and the Clerk verifies numbers on the form.
- If a serial number does not match, call your Board of Canvassers immediately.
- At the close of the polls of write your new seal numbers on this form!

Quick-Reference Guide

- Your DS-200s has a Quick-Reference Guide on the back.
- Refer to this guide for **setting-up** and **shutting down** the DS-200.
DS-200 Password

• Your password for the DS-200 will be printed inside this box.

• You can find this document in the Moderator’s Supply Bag.

Attention Moderator

DS 200 ACCESS CODE
When starting up the DS 200 you will be asked to “ENTER ELECTION CODE”

YOUR ACCESS CODE FOR THE
November 06, 2018
GENERAL ELECTION

We recommend using a pencil eraser or pull pad stylus on the touch screen lightly.
If you incorrectly enter the above code 3 times the DS 200 will automatically power down. You will need to wait for it to power down, then close the touch screen, wait 10 seconds then reopen touch screen to restart the DS 200. You can then reattempt your election code.

CALL YOUR BOARD OF CANVASSERS IF YOU HAVE ANY QUESTIONS OR ISSUES.

Powering-on the DS-200 in the morning

• Make sure the DS-200 is plugged into a working electrical outlet before unlocking the screen.

• Unlock and lift the screen.

• The DS-200 will boot up automatically after 10 seconds.

• If it doesn’t boot, put the screen back down, check power, and lift screen again.

• If problem persists, contact the Board of Canvassers.
Place this arrow on DS-200

The arrow will be in Moderator’s bag

Discrepancy Report (two-part form)

• Moderator and Clerk can report any discrepancies on this form.
• Top copy goes in the Board of Elections bag.
• Bottom copy goes in the Board of Canvassers bag.

Most forms indicate which bag the form is filed in after the polls close.
**Wait times survey**

Completed by the Clerk or Greeter.

Each hour, write in:

- number of voters waiting to check-in
- active **Supervisor** poll books at the time
- total check-ins so far

- If you forget to record any hour, just write in an “X”.
- Clerk must place this form in the Board of Elections return bag.

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**Acceptable Photo ID**

- Driver’s license must be from RI.
- The address on the ID does not matter for voting purposes.
- If there is an expiration date on the ID, **it cannot be expired**.
- Tribal IDs are considered issued by federal government and are acceptable.
- RI Driver’s permits are acceptable.
- **If a voter doesn’t have ID, they must cast a provisional ballot.**

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<table>
<thead>
<tr>
<th>Time</th>
<th>Number of Voters Waiting</th>
<th>Active Poll Books</th>
<th>Total Check-ins</th>
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</thead>
<tbody>
<tr>
<td>8:00 AM</td>
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<tr>
<td>9:00 AM</td>
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<td>6:00 PM</td>
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</tbody>
</table>

*If the polls opened earlier than scheduled opening time, indicate that time here.*

*Please return the completed form in the “State Board of Elections Returns” bag.*

Thank you!
**Assistance to voters with disabilities**

- Some voters may have a disability which may make it more difficult for them to check-in or complete their ballot.
- If a voter cannot speak loudly or is deaf, ask them to write the response on a piece of paper, and write your question on a piece of paper if necessary.
- If a voter is blind, ask the voter if they would like assistance locating the signature line on the Poll Pad.
- Offer the AutoMark as an option to the voter.
- Refer to Pg. 99 in your manuals for best practices.

**Voter helped by person of their choice**

- If a voter is **blind**, has a **disability**, or cannot read **English** the voter can bring an assistant into the voting booth to help the voter read and mark the ballot.
- This form must be completed and signed.
- Under the law, a voter cannot be assisted by the voter’s employer or union representative.
- Children under 13 **do not** need this form to accompany a voter.
Voter helped by bipartisan pair of Supervisors

• The Moderator should assign a bipartisan pair of Supervisors to help the voter read and mark the ballot.

• Respect the voter’s confidentiality and do not share the voter’s choices with anyone!

• Both Supervisors must remain with voter at all times while in the voting booth.

AutoMark

• The AutoMark is available to assist voters who may have trouble marking their ballot on their own in a voting booth.

• You may offer it to anyone who you believe may benefit from using it.

• However, **ANY VOTER** who wants to use the AutoMark may use it!
**AutoMark Verification Ballot**

- When you open your polling place your AutoMark should always be ready to use by voters.

- A State Technician will arrive in the morning & afternoon with a Verification Ballot.

- He/she will assist you in marking the Verification Ballot on the AutoMark.

- Once marked, the Clerk must place the ballot into BOE Returns bag.

- Never allow the Verification Ballot to go into the DS-200 at any time!

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**Voided Ballots bag for the Clerk**

- Get this bag from the Clerk’s supply bag!

- If a voter makes an error, write “VOID” in large letters across the front of the ballot and place it in this bag.

- For privacy, the voter can choose to fill-in all the ovals on the ballot before the Clerk voids it.

- Get the voter a new ballot from the Supervisors.

- You will need to count these at the end of the night.
Manual Count bag for the Moderator

- Get this bag from the Moderator’s supply bag!
- For uncounted ballots you forget in the emergency ballot compartment of the DS200 at the end of the night after closing the polls.
- Any ballot which cannot be read by the DS200 and the voter does not complete a new ballot should be placed in this bag.
- You are required to provide an explanation for any ballots inside this bag.

Voter decides not to vote after Check-In

- If a voter checks-in but decides not to vote, this form must be completed.
- Placed into the Board of Canvassers return bag.
- Mail ballots cannot be surrendered at the polls.
Voter Affirmation

Processed by the Clerk using pink forms in Clerk Supply Bag

**Tools you will use:**
- Pink Affirmation Forms
- Guide to Voter Affirmation
- Poll Pad ‘lookup’ - to make sure voter is registered
- Poll Pad ‘Find a Precinct’ - to direct voter to correct polling place
- Poll Pad Override Instructions and Password sheet (purple paper)
**Inactive Voter**

- Supervisors will see the voter record highlighted in pink and the special message “INACTIVE”.
- The voter must go to the Clerk to complete a pink Voter Affirmation form.
- The Clerk places the Affirmation form in the BOC return bag.
- The voter then returns to the Supervisors to complete the check-in process.

**Poll Pad Check-In of an Inactive Voter**

- When the Supervisors check-in the voter they must **check the box** indicating an Affirmation Form was completed with the Clerk.
- There is also a reminder in red.
Name Change

• Voter tells the poll workers that there is a name change and would like the voter record to reflect the new name.

• Voter completes a pink Affirmation Form with the Clerk.

• Voter then checks in with the Supervisors under the previous name to receive the ballot.
  • Voter record will reflect the change at the next election.
  • **Do not** request any legal document to prove the name change.

Change of Address - within the city/town

⚠️ The voter must be registered in the city/town. The voter’s name must be on the Poll Pad with an address in your city/town.

❓ When did the voter move within town?

- moved less than 30 days
  - Old Polling Place
- moved 30 days or more
  - New Polling Place
Change of Address  
(Between different city/towns)

• If the voter moved **less than 30 days** before the primary, the voter votes at the polling place in the previous city/town.

• If the voter moved **30 days or more but less than 6 months** before the primary, send the voter to the Board of Canvassers in the previous town for a Limited Ballot.

• If the voter moved **6 months or more** before the primary, the voter cannot vote, and may vote provisional if the voter chooses.

• If a voter **moved into RI from another state**, the voter must have registered to vote in RI at least 30 days before the election.

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**Important for name changes**

**Important for Inactive Voters & change of address.**

Make sure the voter is on the Poll Pad

Look up the new address on the poll pad using the **Find a Precinct** function.

If applicable, write new precinct address here

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**ELECTION OFFICIAL CLERK COMPLETES BOXES 5-12 (AND 13 IF NECESSARY).**

5. Voter’s ID number as listed on the poll pad as number list.

6. Voter’s address as listed in number 5 above.

7. Voter’s address as listed in number 5 above.

8. Voter’s address as listed in number 5 above.

9. Voter’s address as listed in number 5 above.

10. Voter’s address as listed in number 5 above.

11. Voter’s address as listed in number 5 above.

12. Voter’s address as listed in number 5 above.

13. Voter’s address as listed in number 5 above.

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**VOTER AFFIRMATION FORM**

- Have the voter complete lines 1-7. The Voter/Residents of Notary will witness in Box 8.
- The Clerk will complete lines 8-12 and ask the information printed in Box 11 to compare with the Guide to Voter Information to determine where the voter should cast their ballot.

**VOTER COMPLETES BOXES 1-4**

- Have the voter complete lines 1-4. The Voter/Residents of Notary will witness in Box 5.
- The Clerk will complete lines 5-12 with the information printed in Box 11 to compare with the Guide to Voter Information to determine where the voter should cast their ballot.

**VOTER COMPLETES BOXES 5-7**

- Have the voter complete lines 5-7. The Voter/Residents of Notary will witness in Box 8.
- The Clerk will complete lines 8-12 and ask the information printed in Box 11 to compare with the Guide to Voter Information to determine where the voter should cast their ballot.

**VOTER COMPLETES BOXES 8-12**

- Have the voter complete lines 8-12. The Voter/Residents of Notary will witness in Box 9.
- The Clerk will complete lines 9-12 and ask the information printed in Box 11 to compare with the Guide to Voter Information to determine where the voter should cast their ballot.

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**VOTER COMPLETES BOXES 13 IF NECESSARY.**

- Have the voter complete lines 13. The Voter/Residents of Notary will witness in Box 14.
- The Clerk will complete lines 14-15 and ask the information printed in Box 11 to compare with the Guide to Voter Information to determine where the voter should cast their ballot.
Poll Pad Override Instructions and Password

• These are instructions on processing affirmation voters on the Supervisor’s Poll Pads.

• Your override password for the Poll Pads will be printed inside this box.

• You will find this document in the Clerk’s Supply Bag.
Change of Address - Poll Pad Example 1

- Voter Rhonda Abbott address is listed in the poll pad as 11 Woodridge Dr, Burrillville.
- Voter moved to 21 Grove St, Burrillville 3 months ago.
- Voter fills out an Affirmation Form.
- Clerk uses the poll pad to find where voter’s new address votes. Menu, find a precinct, enter address and tap search. Google map with directions will appear.
- In this example Rhonda now votes in your precinct.
- On Supervisor’s poll pad pull up voter file, Clerk taps(i) symbol to left of Voter’s name. Enter password (rivotes), tap allow voter to vote, tap yes and supervisors complete check-in.
- If voter needs to be sent to another precinct, fill in name and address of precinct on bottom of Affirmation and send voter to new location with the Affirmation form.
- This voter’s ballot goes into the DS-200.

Find a Precinct

- Look up the voter’s new address and make sure it is assigned to your precinct.
  1. Press the menu button.
  2. Press Find a Precinct.
Find a Precinct

3. Enter the voter's new address.

4. Click search.

5. The assigned polling place will be listed.

6. If the voter is not in the correct polling place, you can text them directions to the correct polling place.
Change of Address

• The Clerk must also look up the voter on the Poll Pad to verify the voter is registered in the city/town.

1. Search for the voter on the Clerk’s Poll Pad

2. Enter the first 3 letters of the voter’s First and Last Name

3. Click Search
Change of Address

**WARNING: THE STEPS FROM THIS POINT MAY ONLY BE DONE ON A SUPERVISOR POLL PAD**

4. Click the i symbol

**TIP:** You know the voter is registered in your city/town if the Polling Place name is shown.

It says “wrong polling place” but remember the voter is changing their address on an affirmation form!

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Change of Address

5. After tapping the i symbol, a box appears.

6. The password is on the purple “Poll Pad Override Instructions and Password” sheet in the Clerk supplies.

Do not share the password with the Supervisors.
Change of Address

7. Select “Allow Voter to Vote”.

Change of Address

8. Confirm by tapping “Yes”
9. The voter must sign.

10. Tap "Accept".

11. The Supervisors must initial in both boxes.
Change of Address

12. The affirmation voter has been processed on the Supervisor's Poll Pad.

Change of Address - Poll Pad Example 2

- Voter John W Baker states he lives at 468 Spring Street, Burrillville.
- On the affirmation he states he has lived there for over a year.
- On the poll pad he is highlighted in grey and the poll pad reflects he lives in Bristol.
- Although this voter insists he registered in your City/Town, our records don't reflect that.
- STOP!!! This voter must vote a provisional ballot.
- He will be override on the Clerks poll pad so that he can sign the poll pad, the provisional box is checked and initialed by the Clerk and he is given a provisional ballot. He will be registered in your City/Town for the next election.
Poll Pad Override Instructions and Password

• These are instructions on processing affirmation voters on the Supervisor Poll Pads.

• Your override password for the Poll Pads will be printed inside this box.

• You will find this document in the Clerk’s Supply Bag.

• Do not share this password with the Supervisors.

• Completed Affirmation Forms go into your Board of Canvassers return bag.

• If applicable, send the voter to his/her new precinct with the Affirmation Form.

• A person completing an Affirmation form votes a regular ballot that goes into DS-200.

• Do not have the voter do a provisional ballot unless necessary.
Provisional Voting

Processed by the Clerk using Provisional Ballot Applications in the provisional supply bag

**Tools you will use:**
- Provisional Ballot Applications
- Provisional Voting Information notice
- Poll Pad – to process the provisional voter
- Ballot – obtained from a Supervisor
- Red label – to put on the ballot so it doesn’t go into the DS-200
- Red Provisional Ballot bag
Why a provisional ballot?

1. The voter is not registered to vote or is voting in the wrong precinct
2. Already applied for a mail ballot
3. You challenge the voter
4. No valid photo ID

Provisional voting reasons

1. You do not see the voter’s name on the list of voters for this precinct. The voter does not qualify for affirmation.

   - Clerks, make sure you use Advanced Search on the Poll Pad to look try to find the voter by their date-of-birth or address.
   - If the voter is registered but in the wrong precinct, only Federal Offices will be counted on the provisional ballot.
2. The voter applied for an emergency or mail ballot.

- This person can only vote using a provisional ballot.
- A mail ballot cannot be surrendered at the polling place.
- The voter can surrender the mail ballot at the Board of Canvassers.
- As long as the voter doesn’t send the mail ballot to the Board of Elections, the provisional ballot will be counted.

3. You have challenged the voter’s identity.

- You may challenge a voter if you personally know the voter is not who they claim to be.
- Challenges are extremely rare after the voter ID law went into effect.
4. The voter did not present ID.

- After the election, the Board of Canvassers will compare the voter’s signature from the Provisional Ballot Application to his/her voter registration form.
- If the signatures match, the provisional ballot will be counted.
- The voter may also present valid photo ID at the Board of Canvassers by 4 p.m. the day after the election.
New Application - Front

- The application is now in 2 parts
- **Front part** is completed by the **voter**

Front side

Make sure voter completes all the required information

Voter’s signature

Clerk’s signature

Tear-Off this small receipt for voter

New Application - Back

- **Back of envelope** is completed by the **clerk**.

Clerk must write in the city/town & precinct

Check at least one reason!

Go through the checklist

Note: White background on back side will not appear on the polling place version.
Processing a Provisional Voter on the Poll Pad

• A voter that insists on voting in the wrong precinct must sign the poll pad. This voter must be overridden by the Clerk before being processed provisionally.
• A voter that is casting a provisional for being challenged or not presenting ID must sign the poll pad.
• Look up the voter on the Poll Pad.
• Have voter sign Poll Pad.
• On the Confirmation Page select the Provisional box and then place one initial in each box.
• Tap accept only after you have verified the Provisional box was selected.
• This will not change your check in count but will remove this voter from all Poll Pads to prevent this voter from attempting to check in at a later time.

Provisional Voting Poll Pad Example 1

• Voter Karen Daggett, 66 Hillside Dr, Burrillville.
• Votes at Beckwith-Bruckshaw Memorial Lodge but insists on voting at your polling place, Steere Farm Elementary.
• Voter fills out Provisional Ballot Application.
• Pull up voter file on Clerk poll pad.
• To left of name tap on (i) symbol, enter password, tap “allow voter to vote”, tap “yes”.
• Voter signs poll pad, tap accept, tap provisional box, initial and enter.
• The voter is given a ballot affixed with a provisional sticker and sent to the voting booth.
Provisional Voting Poll Pad Example 2

- Voter: Michael Gadsby, 570 Reservoir Rd, Burrillville
- Refuses to show identification
- Pull up voter on Clerk’s poll pad.
- Manual Entry: First 3 letters of Last name and First name.
- Tap anywhere to right of name
- Voter signs poll pad, Clerk taps “accept”, Clerk checks provisional box, initials boxes and taps “accept”.
- There is no need to override this voter as the voter is registered in your city/town.

Provisional Voting

Clerk’s check-in count should always be 0
Get a ballot from the Supervisors

- The voter will take the ballot and envelope to a voting booth.
- Tell the voter that once the ballot has been marked, the ballot must be folded, sealed inside the envelope, and returned to you.
- Never tear the application from the envelope. If it gets torn off, a new application and envelope will need to be used (throw the spoiled application in the Blue Supply Box).
Give the voter the receipt

- Tear off the receipt from the bottom of the application and give it to the voter.

- 48 hours after the election, the voter can check the status of the Provisional Ballot at [http://www.elections.ri.gov](http://www.elections.ri.gov) or by calling the Local Board of Canvassers.

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Place the envelope in the Red Bag

- Moderator has the Gold key.

- Keep it secure by your station all day while polls are open.

- You will need to write the number of provisional ballots on the Election Certificate.

- Return it to the Board of Canvassers after the polls close (even if empty).
• A provisional ballot never gets put into the DS-200.

• Make sure you write your precinct number on the back of every envelope.

• The application is never removed from the envelope.

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**There's a difference**

**Affirmation**

• The Voter is registered to vote in your city/town. Confirm on poll pad. (hint: if the polling place name is listed under the voter record the voter is registered in your city/town.)

• Inactive voter.

• Voter moved within town.

• The voter has legally changed his/her name.

• The voter casts a regular ballot that goes into the DS-200.

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**Provisional Voting**

• The voter is not registered to vote in your city/town. Check the poll pad.

• Voter insists on voting in the wrong precinct.

• The voter doesn't have valid ID.

• The voter applied for a mail ballot.

• The voter's ballot is sealed into a provisional envelope to be determined after the election.
**State Election Laws**

- Observers are allowed in the room, but not in the voting area.
- You or party checkers cannot wear any political materials or influence someone’s vote in any way.
- Turn off any televisions in the polling place and discard campaign material.
- Voters are allowed to wear political apparel, as long as they vote and leave the polling place.
- Voters with an obvious medical disability or a letter from a medical provider can be allowed by the Moderator to go to the front of the line.

**State Election Laws**

- Phone calls are prohibited inside polling place, unless by the Moderator for election business.
- Text messaging in the polling place is fine as long as it does not interfere with the election or your duties.
- Any surveying of voter opinion or campaigning must be done more than 50 ft from the entrance.
- **Measuring tape and chalk are in Moderator’s Supply Bag to measure 50 ft from building entrance.**
Use your checklists!

Closing the polling place

Press the close poll button

Press the red on-screen button to confirm

FOLLOW THE STEP-BY-STEP PROCEDURE IN YOUR QUICK REFERENCE GUIDE!
Closing the polling place

You will see this screen for while

FOLLOW THE STEP-BY-STEP PROCEDURE IN YOUR QUICK REFERENCE GUIDE!

Copies of Election Results

- **1st copy (signed)** - Board of Elections bag.
- Other copy – Tape on door outside polling place.
- Other copy – In USB Drive Envelope in Board of Canvassers bag.
- Other copy – With the voted ballots from DS-200.
- **Write-in Report will print after these four tapes.**
Printing your Write-In Report

- The Write-In Review Report will print automatically after your 4 Election Results tapes.
- Place it into your Write-In Report envelope found in Moderator’s supplies.
- Place the envelope into the Board of Canvassers Return Bag.

Transmitting Your Results from the DS-200

- You will see this screen after your Voting Results and Write-In Report automatically print.
- Press “Begin Modem Process” and wait for the results to transmit!
- **DO NOT** power-off the DS-200 or attempt to remove the USB Drive until the DS-200 has attempted to transmit at least 10 times.
- After you see “Transmission Successful”, you may power-down the DS-200 and remove the USB Drive.

Follow the step-by-step procedure in your Quick Reference Guide!
USB DRIVE

• **NEVER** remove the USB Drive while the DS-200 is powered on!!

• Place the USB drive into USB Drive Envelope located in the Moderator’s Supply Bag.

**Make sure the power button is off!**

Closing the polling place

• Moderator opens the red bag with the GOLD KEY.

• Clerk must count the provisional ballots for the election certificate.

• Lock the red bag and seal it.

• Write seal number on both copies of the Official Serial & Security Seals numbers Certificate.
Election Certificate

- Write in the Public Count from the DS200 screen
- Add up app your Poll Pad check-ins
- 1 copy in BOE return bag
- 1 copy in BOC return bag.

Unused Ballots

- This bag is for only **unused** ballots.
- Complete the label.
- Put in in the Blue Supply Box.
Board of Elections Return Bag

- Everything that goes inside is on the checklist.
- Moderator and Clerk must sign.
- Make sure it’s sealed.
- Return it to the Board of Canvassers.

Board of Canvassers Return bag

- Everything that goes inside is on the checklist.
- Moderator and Clerk must sign.
- Don’t put the keys in here until your equipment is powered down and locked.
- Make sure it’s sealed.
- Return it to the Board of Canvassers.
Seals Envelope

- This envelope is in the Moderator supply bag!
- **Red** seal for the Provisional Red Bag.
- **Blue** seals for the Blue Supply Box and the Red Poll Pad Box.
- Place broken supply box seals and USB drive seals in this envelope and return in the Board of Elections Return Bag.

Seal Blue Supply Box

Place inside:
- Unused forms
- Unused ballots
- Posters and Signs etc.

Moderator **must seal** both ends with new seals and record numbers on the Seals and Serial Numbers document.

Do not put return bags, voted ballots, or any completed forms in the blue box!
**Seal Red Poll Pad Box**

Moderator **must seal** both ends with new seals and record numbers on the Seals and Serial Numbers document.

Place inside:
- Poll Pads in Green Cases with all accessories
- MiFi
- Poll Pad Receipt signed by the Moderator

Leave the box in the polling place.

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**Stays in the polling place**

Leave this equipment in the Polling Place

- Blue Supply Box
- DS-200
- Automark and Table
- Voting Booths

Make sure they are both sealed!
Bring to the Board of Canvassers

- Board of Elections Return Bag
- Voided Ballots Bag
- Provisional Ballot Bag (even if empty)
- Metal security box with all voted ballots from DS-200
- Board of Canvassers Return Bag
- Voided Ballots Bag
- Manual Count Ballots Bag
- Board of Canvassers Supplies and Backup Paper Lists

End of Presentation

Some of you will now be issued a short quiz.

Write our name on it.
Turn it in at the table where you signed-in today.

Read your books and take them and these slides with you to the polling place

New Moderators, Assistant Moderators, and Clerks must now take equipment training.

You quiz will be issued after equipment training.