



# Election Day Guide

**FOR POLL WORKERS**

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**PRIMARY ELECTION  
TUESDAY, APRIL 23, 2024**

# Where to Turn When You Need Help

RESOURCE	CONTACT INFO	WHEN TO USE
<b>Voter Registration</b> 6:30AM until final vote cast	<b>(610) 891-4659</b> <b>Select option 1</b>	Questions on voter registration, affirmations, Provisional ballots, voter verification, or party registrations
<b>Voting Machine Warehouse</b> 5:30AM until approx. 10:30PM	<b>(610) 874-8780</b> <b>(484) 229-3385</b>	Questions on voting machines, equipment, or precinct related issues.
<b>Voter Services - Bureau of Elections</b> 6:00AM until approx. 10:00PM	<b>(610) 891-4673</b>	Questions on ballots and processes. Ask for a solicitor, if necessary.
<b>Poll Worker Hotline</b> 5:30AM to 10:30PM	<b>(484) 460-3750</b>	Urgent questions on paperwork and poll worker needs
	<b>Delcopollworkers @co.delaware.pa.us</b>	Non-urgent questions, comments/ observations
<b>Poll Worker Coordinator</b> 5:30AM to 10:30PM	<b>Call or Text</b> <b>(484) 609-9038</b>	Report staffing vacancies and request assistance

**TIP: Put these numbers in your cell phone under “Election Day,” so they are at your fingertips!**

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**Remember: Whether you are a new or experienced poll worker, always review your guide; there are always changes from election to election!**

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# Introduction

Dear Election Board Members,

Thank you for serving with a Delaware County Election Board. You are helping the citizens in our community exercise the right to vote.

The Election Day Guide is your user manual. We strongly encourage in-person instruction which will include hands-on experience with the Poll Pad. Judges of Election will be paid for training at this election ONLY if they: (1) pass the test, (2) serve successfully AND, (3) have attended in-person training for this election or at least once for: Nov. 2022, May 2023, or Nov. 2023. If you are a Judge and do not know the last time you attended in-person training, please call the Poll Worker Hotline.

The Election Day Guide, and the in-person training, will help you:

- Set up ALL polling places properly for using the Poll Pads to check in voters,
- Correctly serve only Democratic and Republican voters (as PA holds closed primaries),
- Continue to use the Touch Writer to print Provisional Ballots,
- Direct poll watchers and manage a “campaign-free zone” in your polling place, and,
- Properly close the polls and complete your paperwork.

NEW this election:

- Pick up of Election Day supplies will include only the Green Tote and Poll Pad/s.
- The Blue Poll bag has been retired to simplify the Closing Procedures.
- On Election Day, place any messages that need immediate attention in the new lemon BOE Envelope which has replaced the lime BOE envelope. The paysheet is now lemon as well.
- The Poll Pad envelope is lime to match the Poll Pad case.
- For multi-precinct locations, Poll Pad tickets will include a color identification to help direct voters to the correct table.
- Mail/absentee return envelopes now include purple to allow for easier identification.
- We streamlined drop-off and paychecks, and we aim to make those go as smoothly again.

We look forward to working with you, and we welcome your feedback.

Regards,

James P. Allen  
Elections Director

## Shared Duties and Responsibilities

- Participate in in-person or on-line training and **pass the poll worker test.**
- Arrive at polling location at 6:00AM to set up the precinct.
- Ensure all voters have clear, uninterrupted access to the polls.
- Ensure all voters have privacy while voting and that all voters are treated with courtesy.
- Wear a supplied name tag.
- Close the precinct after all voters in line at 8:00PM have voted.

Elected, court-appointed and emergency appointed Judges of Elections (JOE) and Inspectors must serve the entire Election Day, 6:00AM to approximately 9:00PM. ONLY clerks and machine operators may serve ½ day shifts.

**TIP: PREPARE FOR A FULL DAY! Bring everything you need for a very long day. This can include snacks, water, coffee, medications, phone charger, comfortable shoes, an extra layer of clothes, etc.**

## Prohibited Activities

- Poll workers must **NOT** engage in partisan activity or distribute literature.
- Poll workers must **NOT** wear apparel, buttons, or ribbons for or against a candidate, party, or question on the ballot.
- Poll workers must **NOT** pre-fill any sections of the voter's ballot.
- Poll workers must **NOT** tell voters how to vote or answer questions about candidates.
- Do not allow anyone who is **NOT** a poll worker (anyone that has not taken the Election Officer's Oath nor signed the Pay Sheet) to sit at the poll worker table. Candidates, greeters, visiting family and friends and poll watchers are **NOT** poll workers.
- Poll watchers, elected officials and candidates **CANNOT** approach, talk with, or electioneer voters in the polling place or within 10 feet of the entrance while polls are open.
- Poll workers cannot be under the influence of or consume drugs or alcohol while working. Violators are subject to removal without pay.
- Poll workers may not hold an elected office (mayor, township supervisor or commissioner, etc.) and cannot be a municipal, state or county employee.

# Poll Watcher and Candidate Guidance

Poll Watchers must show a valid, official Delaware County's Watcher Certificate with a raised, embossed seal. The Watcher Certificate may list a specific precinct, but that watcher is able to visit any precinct where that candidate or party is on the ballot.

- Poll watchers are allowed to ask questions to the poll workers.
- Poll watchers must keep a respectful distance from voters, especially where they are marking the ballot.
- Allow only one watcher per candidate or party in a precinct at any time. (There can be a poll watcher for Candidate A, another for Candidate B, but **NOT** two watchers for Candidate A in the same precinct at once.) NOTE: If the number of watchers is interfering with an orderly election, the JOE may set reasonable limits so that both political parties are represented.
- Poll watchers may leave and return.
- Poll watchers may keep a list of voters. Poll watchers may inspect the numbered list – but only while supervised and when the polling place is not busy.
- Challenges to voter's identity or residence **MUST** be made in good faith. See page 61.
- Candidates may NOT be poll watchers in a polling location where they are on the ballot.
- Candidates may only be present in the polling location during opening and closing procedures and while voting. **EXCEPTION: Republican Committeeman and Committeewoman Candidates may be on the ballot and be a poll worker because it is not a government position.**
- Candidates may ask for the count once the polls are closed.

## Poll Watcher Removal

Judge of Election is required by law to remove a watcher who engages in any activities that are prohibited in the Campaign-Free Zone:

1. The watcher becomes abusive or needlessly argumentative.
2. The watcher repeatedly challenges voters' rights to receive a ballot without cause or makes challenges based on party affiliation, race, gender, age or ethnicity.
3. The watcher engages in electioneering within the polling place or within 10 feet of entrance.
4. The watcher wears any clothing or other item that promotes a candidate or party or displays an election slogan inside the polling place or within 10 feet of entrance.
5. The watcher takes photos or videos of voters or workers.
6. The watcher marks, alters or destroys any official election records or touches records without permission.
7. The watcher reviews or accesses the contents of ballot boxes and other election records.
8. The watcher interferes with the orderly process of voting which includes blocking the entrance, asking for ID and disseminating false or misleading information.

**Once removed for cause, that watcher may NOT return.**





# POLL OPENING & SETUP

## PREPARING YOUR POLLING PLACE

- ❖ **NEW:** ALL precincts will have the Poll Pad. Do **NOT** unseal the baby-blue bag containing the paper poll books and the supplemental pages unless the Voter Registration (Voter Reg) or Poll Worker Hotline authorizes it.
- ❖ **NEW:** There will no longer be a Blue Poll bag. Its contents have been added to the Green Tote.
- ❖ Poll workers should arrive at 6:00AM to open the polls by 7:00AM. Call the Equipment Warehouse and the Poll Worker Hotline if the location is not open at 6:00 AM. JOEs will be given precinct location contact information.
- ❖ Poll watchers and candidates are permitted to remain in the precinct during opening. They must not disrupt the poll workers.
- ❖ All poll workers, including ½ day shift poll workers, must remember to sign the Oaths, the Affidavit of Voter Identification, and the Pay Sheet.

## Precinct Overview

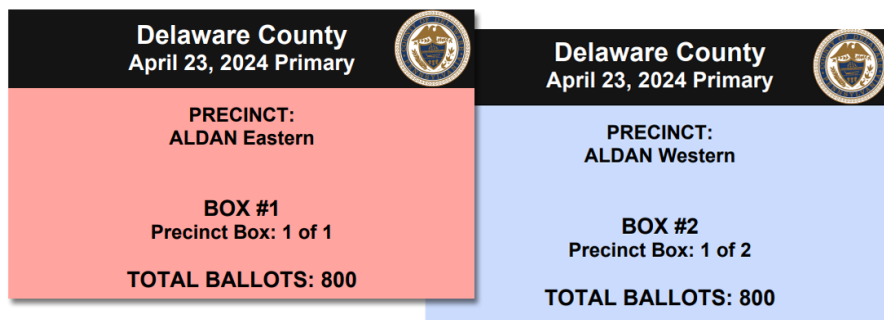
- The size and layout of your precinct may vary.
- Set up the precinct to ensure privacy at all stages of voting including checking in, marking the ballot, using the Touch Writer, casting ballots, and ensuring accessibility for all voters.
- The path of travel inside the precinct should be free of hazardous conditions for all voters, including those using walkers, service animals and wheelchairs. Hazardous conditions could include chairs, power cords, or any other loose objects that are in the path of travel.
- Any unsafe or hazardous conditions should be promptly reported to the Voting Machine Warehouse.
- Use the tape from the equipment cage to mark the flow of voter traffic.
- Any incidents in the polling place related to the path of travel, such as a voter or a poll worker who trips or falls, should promptly be reported to the Poll Worker Hotline.
- Use tape to mark an area about 6 feet away from the scanner to indicate the start of the scanner waiting line. Ensure the tape is positioned to maintain voter privacy.

## Shared Polling Place Overview

- Set up a combined check-in table with all the Poll Pads where ALL voters will check in. Voters will then be directed to their precinct to receive their ballot and cast it.
- **NEW:** Each precinct will have color-coded signs for their precinct table where voters receive their ballot, names are added to the Numbered List of Voters, spoil ballots, etc.
- A poll watcher must have visibility of every stage of the voting process, starting from checking in at the Poll Pad to casting their ballot, all within the same room.
- Confirm each precinct has its own cage by checking the cage's label located on the cage's side. If it is not your precinct's cage, call the Voting Machine Warehouse immediately.
- Be very careful reviewing the voter's Poll Pad ticket to verify you are giving them the correct precinct and party ballot.
- Ballots are precinct specific. They will be accepted ONLY in the scanner for that precinct.
- Judges of Election decide how poll workers will work together and how to set up and run the polling place. Poll workers can only be paid for working in 2 precincts.

# Task List: Setting up the Precinct

- JOE confirms all poll workers have arrived. If you are missing poll workers, call, or text the Poll Worker Coordinator and/or Hotline immediately.
- Open the **White Supply Box** (inside the **Green Tote**) and find the blue Precinct Forms Checklist Folder as well as the 3 colored (*Lemon, Pink and Aqua*) Return Envelopes.
- Administer Election Board Oaths and sign both copies of the ELECTION OFFICER'S OATH OF OFFICE. The Minority Inspector swears in the JOE. The JOE swears in all other poll workers. One copy goes in the **Lemon Bureau of Elections Envelope**, and the other goes in the **Pink Minority Inspector Envelope**. **Reminder: ANY afternoon workers MUST be sworn in by the JOE and sign both Oaths upon arrival.**
- Fill out *Lemon* PAY SHEET according to the instructions on page 18. After all workers have signed, file the PAY SHEET in the **Lemon Bureau of Elections Envelope**. **Reminder: ANY afternoon workers MUST fill out the Lemon PAY SHEET.**
- JOE will assign tasks to poll workers and determine the layout of the precinct. If in a shared polling place, you may work together to open all precincts. Use the tape in the cage to direct voter flow and spacing for privacy.
- Verify the equipment cage is for your precinct. Call the Voting Machine Warehouse immediately, if it is NOT. Open the equipment cage and record the outer **Red Security Seal Number** on all 3 Return Sheets – Certificate 1 (Page 38) and place it in the **Aqua Machine Warehouse Envelope**. IMPORTANT: If the **Red Security Seal** is missing or previously broken, record it on the Manifest Sheet and verify the equipment and ballots have not been tampered with.
- Use the Manifest Sheet from the cage's door sleeve to inventory all cage supplies are present and note any missing or broken supplies. (Page 15) The JOE must completely fill out the Manifest Sheet with name and contact information at the top.
- Confirm the paper ballots in the cardboard ballot box/es in the equipment cage are for your precinct and the totals printed on the boxes are correct and that they also agree to the pre-printed total number of ballots on all 3 Return Sheets – Certificate 3. Note: Primary ballots are packaged by Democratic and Republican party.



**TIP: Ballots are pre-wrapped in batches of 50. Do NOT unwrap ballots until needed.**

## Task List: Setting up the Precinct (Continued)

- Verify all other inventory is for YOUR precinct, including the **Green Tote**, **Black Pouch**, **White Supply Box** and their contents on pages **16-17**. If not, contact the Voting Machine Warehouse or Poll Worker Hotline.
- Unseal the Poll Pad case and confirm the blue luggage tag information matches the sticker on the Poll Pad’s printer base. Record and place the seal in the **Lime Poll Pad envelope** in the Numbered List of Voters binder. Set up the Poll Pad per instructions on page 34.
- Precincts in a shared polling location:**
  - Set up a central Poll Pad check-in table where all voters will check in on any of the Poll Pads. This table will also include pens and the yellow Affidavit forms and pink Assistance to Vote forms.
  - Set up a separate precinct table with ballots, pens, the numbered list of voters in the white binder, Spoiled/Remitted Envelope, privacy folders and the “I Voted” stickers. Hang 2 of the precinct color-coded signs on or around the table (see examples below).
  - **IMPORTANT:** The set up must allow a Poll Watcher to have clear visibility of every stage of the voting process, starting from checking in at the Poll Pad to casting their ballot, all within the same room.



- Standalone precincts will set up the voter check-in area with pens, the Poll Pad, ballots, privacy folders, forms, Spoiled/Remitted Envelope, “I Voted” stickers and the numbered list of voters in the white binder.
- Set up the Touch Writer and printer, and the scanner and ballot box. Detailed setup instructions begin on page 20.
- Record **Blue Seal Numbers** from the scanner and Touch Writer’s vDrive compartments on all 3 Return Sheets – Certificate 1. Do **NOT** remove vDrive Seals until polls are closed.
- In shared polling locations, display a color-coded precinct sign from the **Green Tote** on the scanner or ballot box.

## Task List: Setting up the Precinct (Continued)

- Prominently hang all pages and sample ballots in the POSTING NOTICES envelope in the **White Supply Box** in your precinct for voters to review prior to voting. **TIP:** If wall space is limited in a shared polling location – not all notices and ballots from each precinct need to be displayed. At a minimum, post 1 complete set of notices and 1 complete set of sample ballots only if all ballots in the polling location are the same. **If the ballots differ in any way, all sample ballots must be posted.**
- Deposit all removed security seals in the **Aqua Machine Warehouse Envelope**.
- Set up privacy voting booths and any additional voting areas (tables/desks etc.) with the white plastic privacy trifolds.
- Set up the JOE table with Provisional Voting, Remitted Ballot materials, and blank poll pages.
- Using the **White Supply Box** lid, set up a return area near the scanner for pens and privacy folders.
- Verify that Certificate 1 on all 3 Return Sheets has been filled out. Review that all necessary forms, reports, and seals have been properly filed in colored envelopes per page 38.

Note: Use green tape for taping down any cords. Use the blue tape for directing traffic flow.

**Doors must open at  
7AM sharp!**

# Item Inventory

**IMPORTANT:** The equipment cage and Poll Pad CANNOT be opened until the morning of the election with the JOE and at least one other poll worker present.

## EQUIPMENT CAGE



## EQUIPMENT CAGE CONTENTS

- Use Manifest Sheet in the Equipment Cage sleeve for inventory purposes on the next page.
- Numbered List of Voters in White Binder with Lime Green Poll Pad Envelope/s
- At least 2 boxes of ballots for each precinct – Republicans and Democrats.

# Item Inventory (Continued)

## CAGE MANIFEST SHEET

2024 PRESIDENTIAL PRIMARY ELECTION	PRECINCT	DC_____ - SLOT#____
JUDGE OF ELECTIONS:		PHONE:
ADDRESS:		EMAIL:
DESCRIPTION	QTY / SERIAL NUMBER	COMMENTS
SCANNER SERIAL #	S123456789	
SCANNER BLUE SEAL	789012	
SCANNER BLUE RETURN SEAL (IN BLUE BAG)	789013	
TOUCH WRITER SERIAL #	W901234567	
TOUCH WRITER vDRIVE COMPARTMENT BLUE SEAL	789014	
TOUCH WRITER PRINTER PORT BLUE SEAL	789015	
TOUCH WRITER vDRIVE COMPARTMENT BLUE RETURN SEAL (IN BLUE BAG)	789016	
TOUCH WRITER PRINTER PORT RETURN BLUE SEAL (IN BLUE BAG)	789017	
PRINTER SERIAL #	AK334455	
BALLOT BOX	1	
TOUCH WRITER TABLE	1	
PRINTER TABLE	1	
PRIVACY BOOTH (QUAD)	1	
PRIVACY BOOTH (SINGLE)	1	
PRIVACY SCREENS (BLACK NYLON)	4	
PRIVACY MANILLA FOLDERS	10	
PRIVACY TRIFOLDS (WHITE PLASTIC)	2	
BALLOT BAG (GREY)	1	
BALLOTS		
HEADPHONES FOR TOUCH WRITER (IN BLUE BAG)	1	
CLOSING SEAL (RED)		
CLOSING RED RETURN SEAL (IN BLUE BAG)		
PRINTER POWER CORD (IN BLUE BAG)	1	
USB CORD CONNECTS FROM TOUCH WRITER TO PRINTER (IN BLUE BAG)	1	
EXTENSION CORD	1	
POWER STRIP	1	
EXTENSION CORD (FOR POLL PAD)	1	
POWER STRIP (FOR POLL PAD)	1	
GREEN TAPE (FOR POLL PAD)	1	
THERMAL TAPE - 3 ROLLS (IN BLUE BAG)	3	
BLUE TAPE	1	
BLUE BAG	1	
MASKS		
<b>IMPORTANT NOTES FOR JUDGE OF ELECTIONS &amp; ALL POLL WORKERS</b>		
THE FOLLOWING MATERIALS ARE TO BE PLACED IN THE CAGE AT THE END OF ELECTION:		
➡ AQUA MACHINE WAREHOUSE ENVELOPE		
➡ NUMBERED LIST OF VOTERS BINDER		
➡ POLL PAD/S, EXTENSION CORD & POWER STRIP WITH GREEN LABELS		
➡ ALL UNUSED BALLOTS & BOXES INCLUDING ANY EMPTY BOXES		
ADDITIONAL NOTES:		

CAGE INSPECTOR NAME (PRINT) \_\_\_\_\_

CAGE INSPECTOR SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

## Item Inventory (Continued)

### GREEN TOTE



- Election Day Guide
- **Black Pouch** (contents, see right)
- 3 Sample Ballots for each party
- **White Supply Box** (contents, see right)
- Pens for voters in large bag or boxes
- Sealed **Baby Blue bag** containing Poll Books, Supplemental Pages and directions (**Do NOT Open** see warning to right)
- Unused Forms manila envelope containing:
  - o Yellow Affirmation of Elector forms
  - o Neon Pink Declaration of Assistance forms
  - o Blank Poll Book pages
- Used Forms manila envelope
- In shared polling locations only:
- 3 Color-coded precinct signs

#### Provisional Items (Contained in a large Ziploc bag)

- White Provisional Ballot Envelopes
- Green Secrecy Envelopes
- Receipts
- One White Provisional Voting Return Envelope

### BLACK POUCH



- Equipment Machine Keys & ID Badge on lanyard
- Equipment Access Codes
- **White vDrive Security Return Envelope**
- **Closing Green Seal** for **Gray Ballot Bag**
- **Closing Lime Seal** for **Poll Pad**
- **Closing White Seal** for **Green Tote**

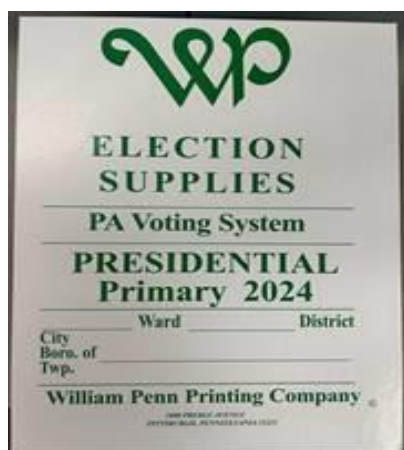
**WARNING: Do NOT break the seal on the Baby Blue bag and do NOT use the paper Poll Books and Supplemental pages inside unless Voter Registration or the Poll Worker Hotline authorizes you.**

**Opening this bag will require Voter Registration to review the entire poll book for voter history.**



## Item Inventory (Continued)

### WHITE SUPPLY BOX



- Blue Precinct Forms Folder
  - o Lemon Pay Sheet
  - o 2 Election Officer's Oath
  - o Affidavit of Voter Identification
  - o 3 colored Return Sheets (**Aqua, Pink and White**)
- 3 Precinct signs for scanner & room (if multiple precincts)
- Spoiled/Remitted Ballot Manila Envelope
- Elector's Declaration to Return Mail Ballot pad
- Posting Notices Envelope
- Record of Assisted Voters
- Poll Worker Name Tags
- Statement of Complaint – Title III
- 3 Colored Closing Envelopes (**Lemon, Pink, and Aqua**)
- Election Day Digest
- Challenges Elector's Affidavits
- Bag with tape and pens for poll workers
- "I Voted" stickers

### POLL PAD



- Green Case
- Luggage Tag
- Flip Stand
- Lightning to USB Cable and Power Adapter
- Two (2) Lime Stylus for Poll Workers
- 18" Power Cord
- Printer (cords included)
- Screen Cloth
- Extra roll of paper
- Several green styluses for voters

# Lemon Pay Sheet Instructions

The County's Accounting Department verifies ALL information on the Pay Sheet before issuing a check.

- **NEW:** The Pay Sheet will be 2-sided. Do NOT add extra workers solely because there is additional space on the Pay Sheet. Additional workers may be assigned by the Poll Worker Hotline based on precinct size. The legal staffing standard is five (5) Election Officials in each precinct.
- Workers **CANNOT** be paid for serving more than one role in a single precinct. Poll workers who serve in 2 precincts **MUST** be documented on both precincts' Pay Sheets, Oaths and Affidavits to be eligible for payment.
- If someone is handling ballots, setting up voting equipment, signing in voters, etc., then they are a poll worker and must be included on the Pay Sheet. There are NO poll worker "volunteers." The County is required by PA state law to pay its poll workers.

**Page 2**

This side is **ONLY** for poll workers that have been approved by the Poll Worker Hotline. If you curbside-appoint a poll worker contact the PW Hotline for approval.

If your precinct is overstaffed, we will adjust pay accordingly.

**Official Use Only**

**Page 1**

**Election Officer Pay Sheet — April 23, 2024 - «F1»**

Print CLEARLY. No signature = delayed pay. Use one block per worker. Use reverse side for additional APPROVED workers and include all information requested. If the pay sheet is not properly filled out and signed, payment will be delayed.

Role	Signature	Shift	City and ZIP code	Official Use Only
JUDGE OF ELECTION	X	Full Day		
MAJORITY INSPECTOR	X	Full Day		
MINORITY INSPECTOR	X	Full Day		
CLERK	X	Full Day / Half Day		
MACHINE OPERATOR	X	Full Day / Half Day		
CONSTABLE	X	Full Day / Half Day		
RENTAL FEES				

Under penalty of perjury, I swear the above information is true and accurate. Judge of Election **MUST SIGN** below:

X

USE the checklist to make sure the form is complete.

PRINT clearly.

USE proper names.

SIGN the lavender box under your printed name.

SELECT box indicating shift worked, full or half day.

Poll workers **must** be residents of Delaware County. Using an address outside of the county may forfeiture payment.

**IMPORTANT:** Any missing or incorrect information will delay processing for the entire precinct.

**WARNING:** If your precinct is overstaffed, we will adjust payment accordingly.



# EQUIPMENT SETUP GUIDE

## BALLOT PRINTER, TOUCH WRITER, SCANNER BALLOT BOX, SCANNER & POLL PAD

- ❖ Boot up times for the Touch Writer and scanner are both approximately 10 minutes. The screen will appear black at times – do not reboot.
- ❖ In shared polling places, verify the Poll Pads are properly synced.
- ❖ You may label reports for easier identification.
- ❖ Set up the precinct making sure voter traffic flows, voters have privacy and there are no tripping hazards.

**If you encounter ANY issues during Touch Writer and Scanner setup, call the Voting Machine Warehouse at (610) 874-8780.**

**If you have Poll Pad issues, call the Poll Worker Hotline at (484)460-3750.**

## Setting Up the Ballot Printer

1. Set up the ballot printer table next to where you will set up the Touch Writer and set the ballot printer on the table.
2. Plug in the square end of the USB printer cable from the blue bag into the printer. Note: The flat end will be plugged into the Touch Writer. [A] ▶
3. Insert the printer power cord from the blue bag into the printer and the other end into an electric outlet. **Do NOT turn on the printer yet.** The printer should be powered on ONLY after setting up the Touch Writer. [B] ▶

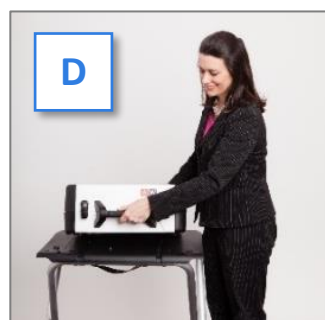
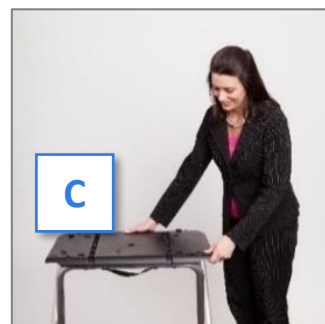
Printer will come pre-loaded with paper. BE CAREFUL with the paper extended tray when unpacking and packing the printer.



## Setting up the Touch Writer

**IMPORTANT: Do NOT remove Blue Security Seal on vDrive compartment until polls close.**

1. Remove the Touch Writer stand from the cage. Release bungee cords. Pull on the handle and lift and lock the legs into place. [C] ▶
2. Turn the stand over to set up the Touch Writer. Pick a location that does not create a tripping hazard with the power cords.
3. Place the Touch Writer on top of the stand, aligning footpads with the indentations. The handle on the front of the Touch Writer must face the same direction as the handle on the stand). [D] ▶



- Stand at the front of the stand. Reach under the front of the stand top and push the latch away from you to secure the Touch Writer to the stand. Check that the Touch Writer is attached by trying to lift it up. [E] ▼



- Open the case and remove the power brick and power cord from the storage compartment. [F] ►

**IMPORTANT: Do NOT remove the *Blue Security Seal* from the vDrive compartment until closing. Record the seal's number on all 3 Return Sheets' Certificate 1.**

Close the compartment and case.

- Plug the power cord into the power brick [G]. ▼ Slide the base of the black connector molding back [H] and then plug it into the back of the Touch Writer (flat side up). [I] ▼

**IMPORTANT: Do NOT plug the power cord into an outlet yet.**



- Remove the *Blue Security Seal* on the back of the Touch Writer, [J] ▼, and record the security seal number on all 3 Return Sheets' Certificate 1. Place the seal in the *Aqua Machine Warehouse Envelope*.
- Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity Touch Writer, with the notch facing up. [K] ▼



9. Open the Touch Writer case and lock the lid brace in place. [L] ▶

**IMPORTANT:** Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.



10. Unlock [M] using the key from the **Black Pouch**, unlatch [N], and remove tablet [O]. ▼



11. Seat the tablet in the cradle [P], tilt it back [Q], and lock it in place [R]. ▼



12. Attach privacy screens to both sides of the stand. [S] ▶



12. Plug the power cord into AC power. A green light will illuminate on the power brick when AC power is present.

13. Press the switch on the bottom right side of the *ballot printer* to power it on. [T] ▶

**IMPORTANT: Do NOT move onto the next step until the printer is powered on!**



14. Press the **Red Power Button** on the back of the Touch Writer to power it on. [U] ▶

A Power-On Self-Test report will automatically print on Touch Writer's built-in report printer. This report will indicate any hardware or connection issues. If any issues are noted, call the Voting Machine Warehouse at **(610) 874-8780**.



File the unsigned Power-On Self-Test report in the **Aqua Machine Warehouse Envelope**.

## Touch Writer Screen Orientation

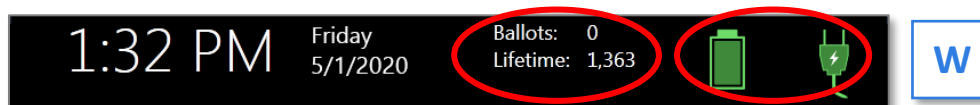
Once powered up, the Touch Writer will display the Print Zero Report screen. [V] ▶

Please review the information bar [W] ▼ at the bottom of the screen which includes the date and time, plus the following:

- **Ballots:** The number of ballots printed using the Touch Writer for the current election should be zero.
- **Lifetime:** The number of ballots printed using the Touch Writer for the lifetime of the device (for all elections).
- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Touch Writer Power-On Self-Test report. The battery does NOT recharge when plugged in. **See page 90 for more information on battery power under Loss of Power.**



Verify the displayed information is correct and the Touch Writer is running on AC Power. ▼



# Opening the Polls

**IMPORTANT: If the ballot count total, precinct, or clock are incorrect, or the Touch Writer is not running on AC Power or the battery is low, contact the Voting Machine Warehouse at (610) 874-8780.**

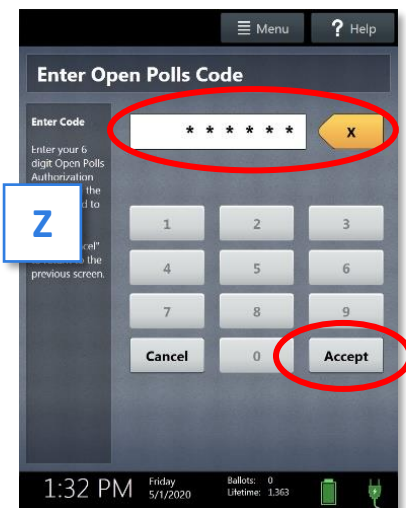
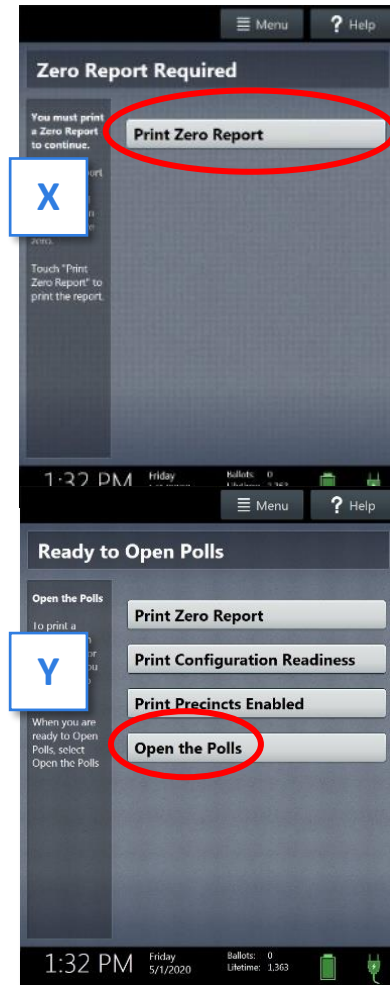
1. Select **Print Zero Report**. Print two (2) copies of the Zero Report. Using the Zero Report, check the following: [X] ▶
  - Verify the ballot count total on the Zero Report is ZERO.
  - Verify that the polling place on the report is correct.
  - Use the Zero Report information to fill out all three Return Sheets with the Touch Writer serial number and lifetime counter on Certificate 1 (see page 38).
  - File one (1) signed report in the **Pink Minority Inspector Envelope** and the other signed report in the **Aqua Machine Warehouse Envelope**.

2. Select **Open the Polls** [Y] ▶

**IMPORTANT: Once you open polls, you can no longer print a Zero Report.**

3. Enter the **Open Polls Code** from the **Black Pouch**, and then select **Accept**. The Open Polls Report will automatically print. [Z] ▶
4. Sign and file the Open Polls Report in the **Aqua Machine Warehouse Envelope**.

**The Touch Writer is now ready to be used by voters!**





# Scanner Overview



**The scanner** is a polling place-based digital scanner for scanning and casting ballots.

The scanner can be used with hand-marked ballots or with ballots marked and printed using the Touch Writer.

The scanner deposits scanned ballots into its ballot box and **Gray Ballot Bag** for secure storage. It will not accept ballots from other precincts, Provisional ballots or mail-in/absentee ballots.



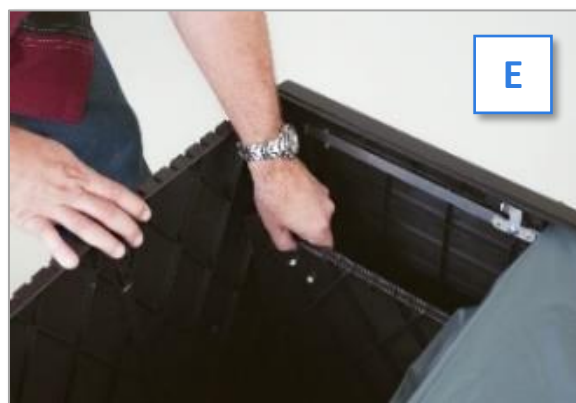
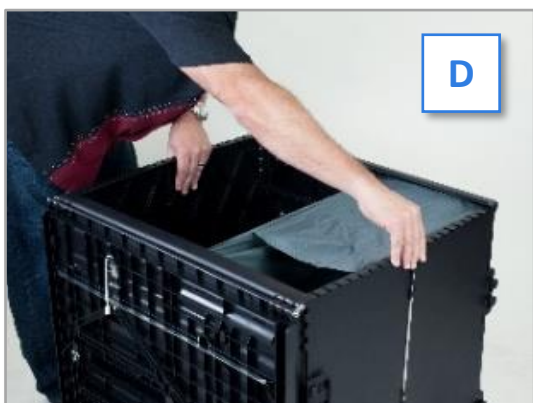
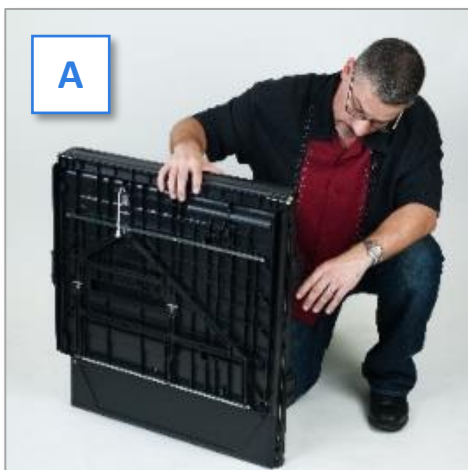
**vDrives** are used to transfer digital ballot styles from the Verity election definition software to the scanner, and to transfer voted ballots from the scanner to Verity software for tabulation.

vDrives are inserted into a standard USB port located in a locked and sealed compartment; each scanner and Touch Writer has its own vDrive.

Note: Software startup for each unit may take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting System to verify the authenticity of the software before allowing it to operate.

## Setting up the Ballot Box

1. Position the folded ballot box as shown below. [A] ▼
2. Unlatch the four clips (two on each side). [B] ▼
3. Pull open the ballot box. [C] ▼
4. Press the side panels outward until they are flat, being careful not to pinch your hands or fingers. [D] ▼
5. Lower the bottom panel but do **NOT** press down. [E] ▼

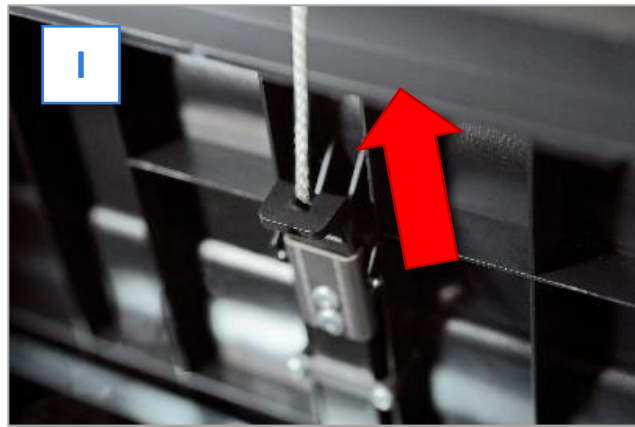
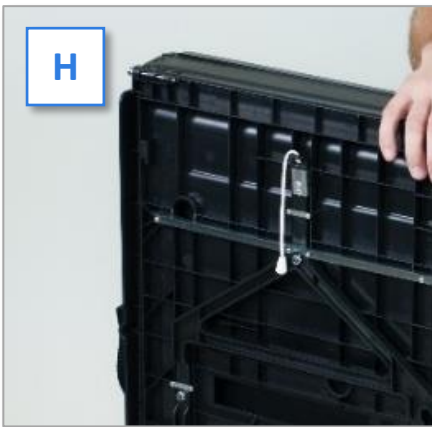


## Setting up the Ballot Box (Continued)

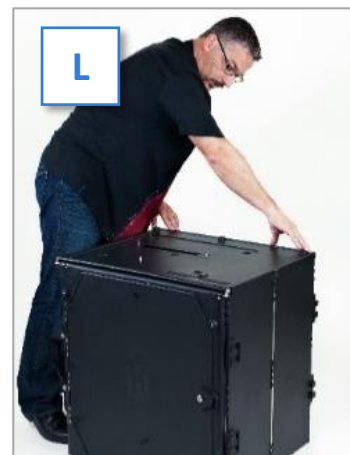
6. Release the lid by unhooking the 3 black straps. [F, G] ▼



7. Pull the string on the underside of the lid upward to unlock the lid latch. [H, I] ▼



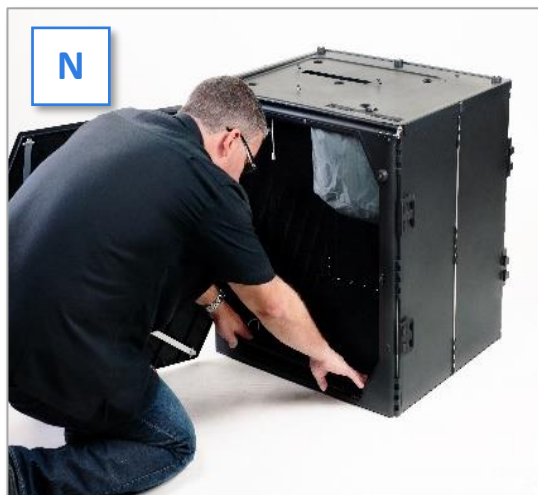
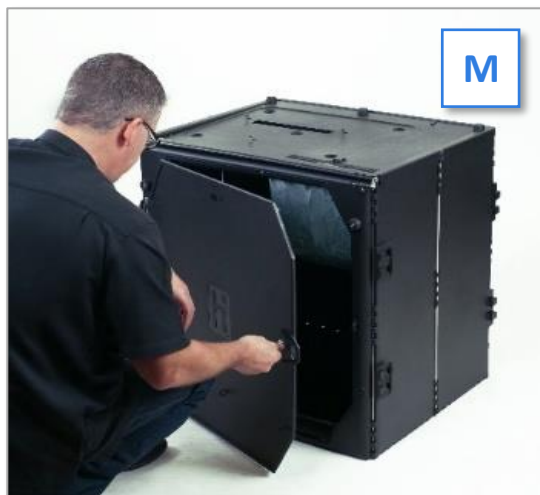
8. Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended. Lay the lid across the top of ballot box, and then press it down. Do **NOT** force it. [J, K, L] ▼



## Setting up the Ballot Box (Continued)

9. Unlock the front door with the ballot box key from the **Black Pouch**. [M] ▼

10. Press firmly on bottom panel to lock it in place. [N] ▼



11. Assemble folded **Gray Ballot Bag**. Ballot bags will have **precinct labels** in the clear sleeve on top of the bag and on the side with the handle. Verify the labels are for the correct precinct. [O] ▼ **DO NOT REMOVE THESE LABELS.**



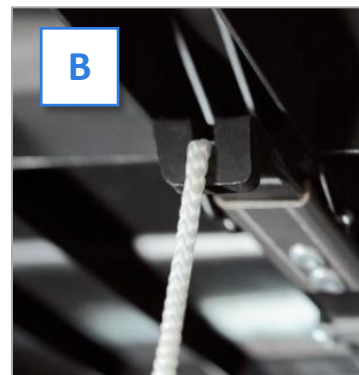
12. Position the unzipped bag so the side with the handle and label is facing outward and the bag is snug against the side.

13. Position the ballot box near an electrical outlet. Do not create a tripping hazard. Keep the voter's privacy in mind.

# Setting up the Scanner

**IMPORTANT: Do NOT remove Blue Security Seal on vDrive compartment until polls close.**

1. Place the scanner on the assembled ballot box, aligning footpads with the indentations. The handle on the scanner must face the front of the ballot box. [A] ▼
2. Reach inside the ballot box and pull the cord down and away from you to lock the lid and the scanner in place. Check that the scanner is locked in place by trying to lift it up. [B] ▼
3. Close and lock the front ballot box door with the key from the black pouch. [C] ▼
4. Open the scanner case and remove the power brick and power cord from the storage compartment. Close the compartment and case. [D] ▼



5. Plug the power cord into the power brick [E]. Slide the base of the black molding back and then plug the power brick into the back of the scanner (flat side up). [F] ▼

**IMPORTANT: Do NOT plug the power cord into the outlet yet.**



## Setting up the Scanner (Continued)

6. Open the scanner case and lock the lid brace in place [G], then unlock the case [H], unlatch the case [I], and remove [J] the tablet. ▼

**IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.**



7. Seat the tablet in the cradle [K], tilt it back [L], and lock it in place [M]. ▼



## Setting up the Scanner (Continued)

8. Attach privacy screens to each side of the ballot box. [N] ▼



9. Plug the power cord into AC power. A green light will illuminate on the power brick when AC power is present.
10. Press the **Red Power Button** on the back of the scanner to power it on. [O] ▼

The Power-On Self-Test report will automatically print on scanner's built-in report printer. This report will indicate any hardware or connection issues. If any issues are noted, call the Voting Machine Warehouse at **(610) 874-8780**.

File the unsigned Power-On Self-Test report in the ***Aqua Machine Warehouse Envelope***.

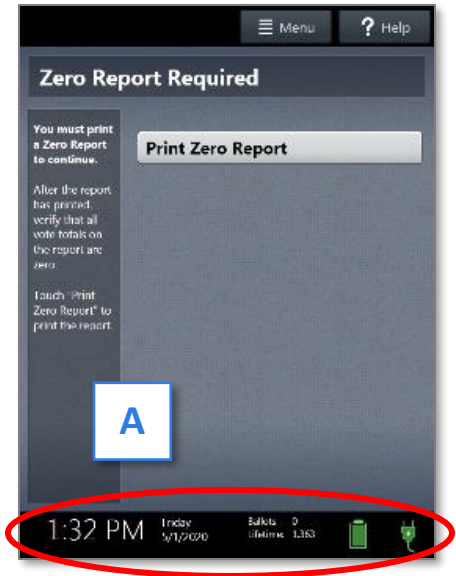


# Scanner Screen Orientation

Once powered up, the scanner will display the **Print Zero Report** screen. Please review the information bar at the bottom of the screen which includes the date and time, plus the following: [A] ▶

**Ballots:** The number of ballots scanned and cast on the scanner for the current election should be zero. [B] ▼

- **Sheets:** The number of ballot sheets scanned on the scanner for the current election should be zero. [B] ▼
- **Lifetime:** The number of ballots cast on the scanner for the lifetime of the device (for all elections). [B] ▼
- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Scanner Power-On Self-Test report. The battery does NOT recharge when plugged in. [B] ▼ See page 90 for more information on **Battery Power under loss of power.**



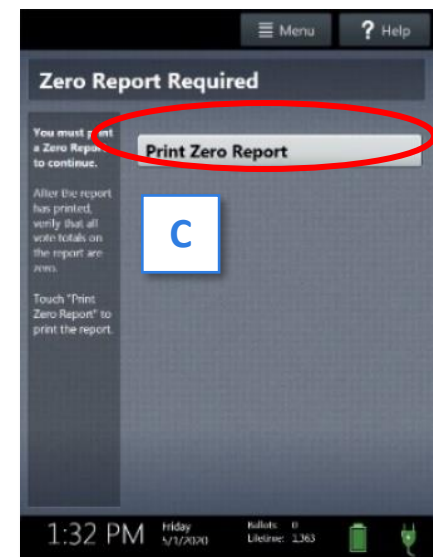
Verify the displayed information is correct and the scanner is running on AC Power.



# Opening the Polls

**IMPORTANT: If the ballot count total, precinct, or clock are incorrect or the scanner is not running on AC Power or the battery is low, contact the Voting Machine Warehouse at (610) 874-8780.**

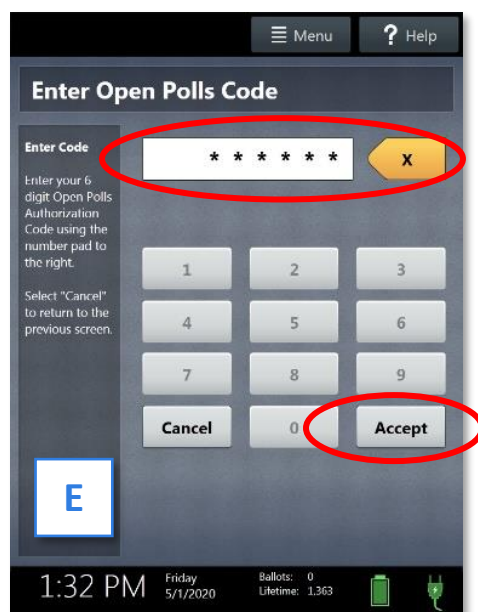
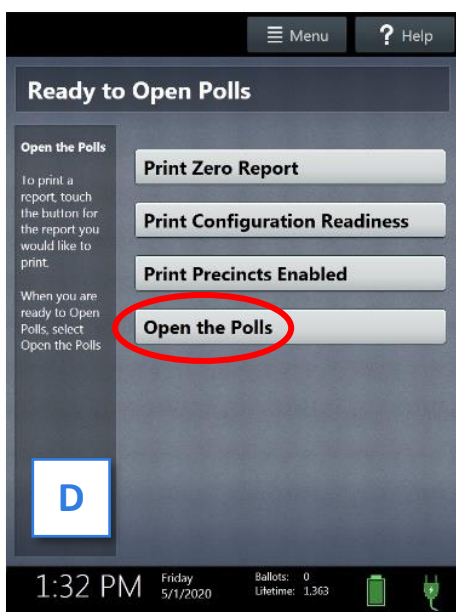
1. Select **Print Zero Report** [C] ▶ and print two (2) copies of the Zero Report. Using the Zero Report, check the following:
  - Verify the ballot count total on the Zero Report is **ZERO**.
  - Verify that the polling place on the report is correct.
  - Use the Zero Report information to fill out all three (3) Return Sheets with the scanner serial number and lifetime counter on Certificate 1 (see page 38).





## Opening the Polls (Continued)

2. File one (1) signed report in the *Pink Minority Inspector Envelope* and the other signed report in the *Aqua Machine Warehouse Envelope*.
3. Select **Open the Polls**. [D] ▼
4. Enter the **Open Polls Code** from the *Black Pouch*, and then select **Accept**. The Open Polls report will automatically print. [E] ▼
5. Sign and then file the signed Open Polls reports in the *Aqua Machine Warehouse Envelope*.



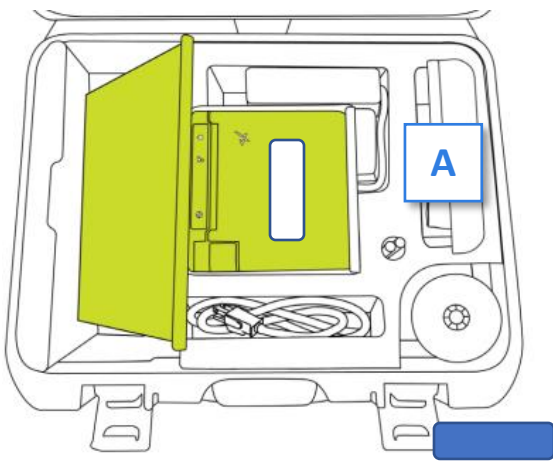
**The scanner is now ready to be used by voters!**

# Poll Pad Setup

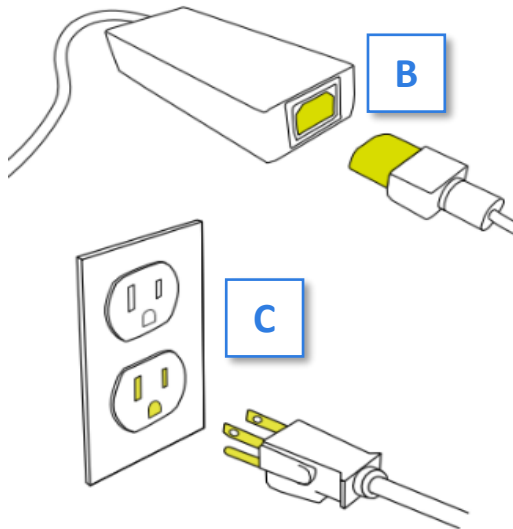
What is a Poll Pad? Poll Pads are electronic poll books also referred to as e-pollbooks. They are replacing the blue poll book and the supplemental pages. The information on each Poll Pad will contain the latest information on Delaware County's entire 400,000+ voter registration.

They allow for faster check-in, the ability to direct voters to their correct precinct, search for voters by birthdate and address, consistent voter instructions and enhanced transparency.

With the Poll Pad, you can check in voters from any precinct in a shared room. It will log that voter as checked in at all the Poll Pads in the same room. It will not allow you to check in voters from other precincts in different rooms or locations. A ticket with the correct precinct's address can be printed.

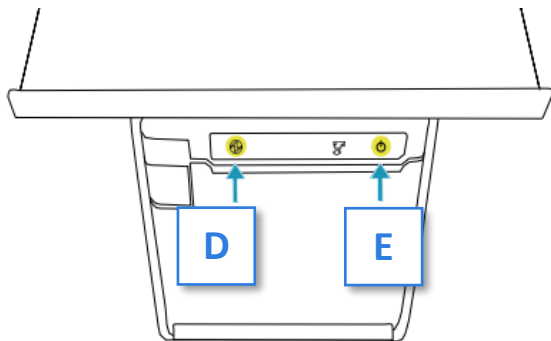


1. Verify the case's blue luggage tag matches the stickers on the printer.
2. Drape the power cord and the green cable over the right side of the case, then gently lift the entire Poll Pad kiosk out of the case using both hands and stand up on the printer base. [A]



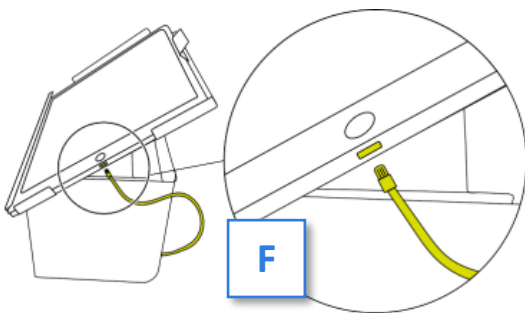
3. Securely connect the power cord into the adapter located on the long printer cord. [B]  
Next, plug the power cord into a wall outlet or extension cord. [C]

## Poll Pad Setup (Continued)



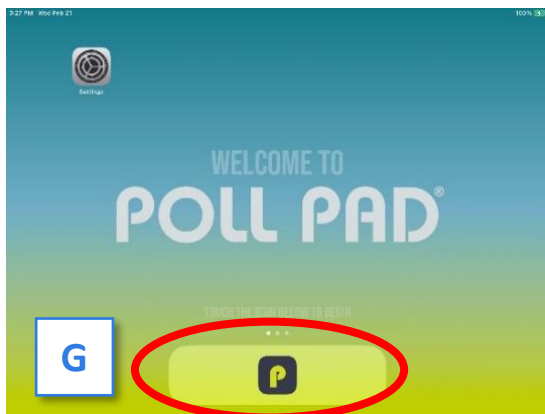
4. A blue light indicates the printer is powered on. [D]

If there is no blue light, push the power button 1 time. [E]



5. Plug the green cable into the charging port located on the right side of the Poll Pad. [F]

The Poll Pad should power on automatically.



6. Press the application icon at the bottom of the screen [G] to open Delaware County's homepage.

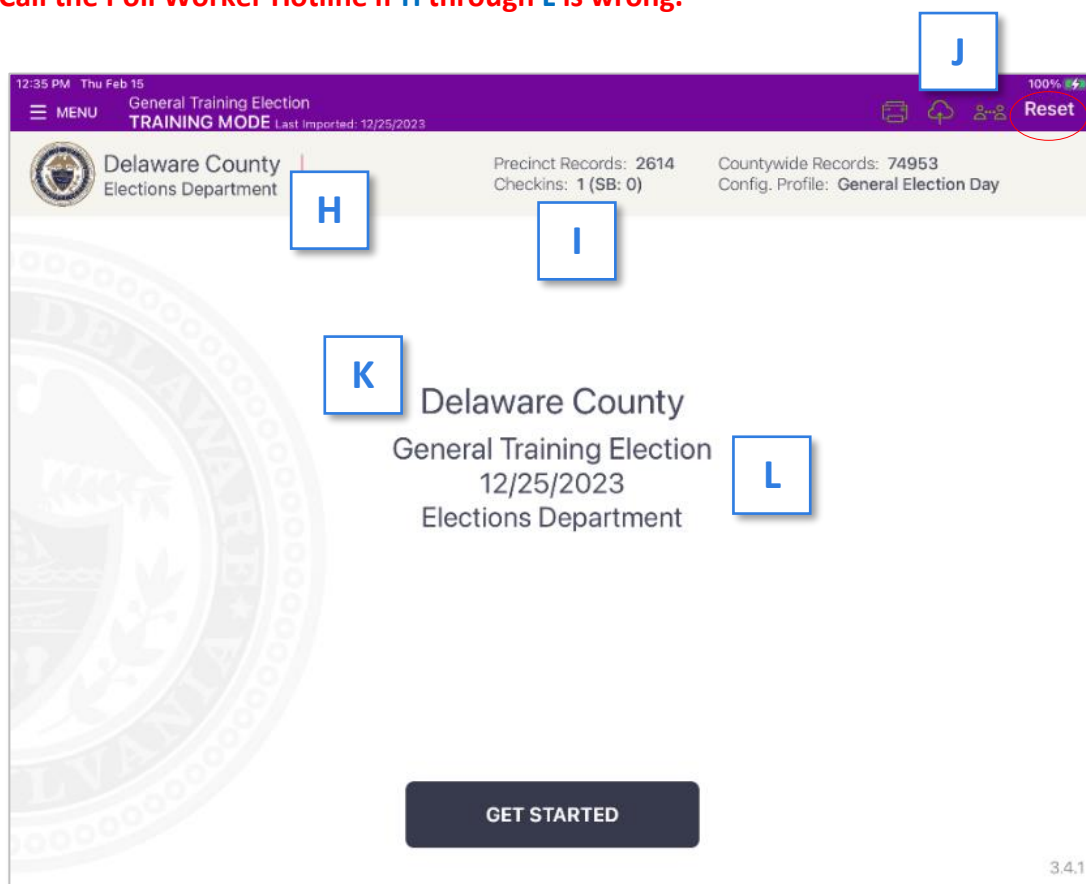
## Poll Pad Setup (Continued)

7. **IMPORTANT: All examples are from the training base; therefore, the top bar is purple. On Election Day confirm the top bar is navy blue and you CANNOT reset the base.**

Call the Poll Worker Hotline immediately at (484) 460-3750 if your Poll Pad is in training mode.

8. Verify the following is correct:
- Polling place [H]
  - Check-in Count = 0 [I]
  - Battery life is close to full (90% of greater) See page 95 to charge. [J]
  - Name of jurisdiction [K]
  - Election name and date [L]

**Call the Poll Worker Hotline if H through L is wrong.**



## Poll Pad Setup (Continued)

9. Verify the multi-peer icons correctly reflects the setup of your polling place. For instance, if your polling place has 3 total precincts – your Poll Pad would indicate it is syncing with 2 in the red circle. [M] Call the Poll Worker Hotline if this number is incorrect.

### MULTI-PEER ICONS



Poll Pad is currently connected and synchronizing with the other precinct Poll Pads.

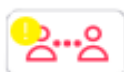
[M]



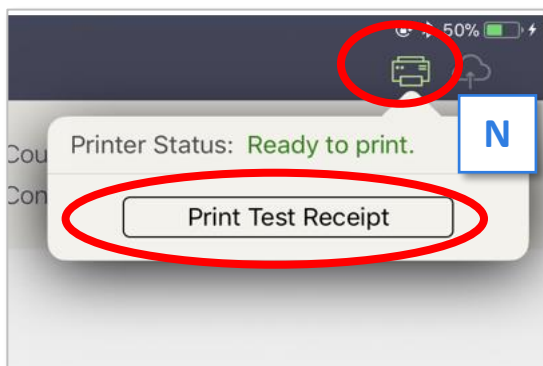
The number inside the red circle indicates the number of precinct units the Poll Pad is connected to.



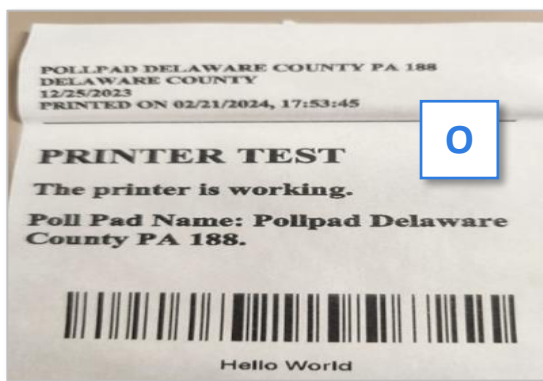
Poll Pad recognizes the presence of other precinct Poll Pads but is not connected or synchronizing with these units.



Poll Pad is currently disconnected and not synchronizing with the other precinct Poll Pads. **Contact the Poll Worker Hotline.**



10. Verify the paper is properly loaded. Tap the Printer Icon then tap Print Test Receipt bar. [N] If the test receipt prints properly, i.e., it did not jam – file the test receipt in the **Lime Poll Pad envelope**. [O] If the paper jams, see page 95 to resolve.



11. Use the **Green Tape** from the cage to tape down any loose cords.

**IMPORTANT: The County does not call these receipts – they are TICKETS. This screen is hard coded on Poll Pad and unchangeable. This is the only time we will use the term receipt.**

**The Poll Pad is now ready to be used by voters.**

# Filling out the Return Sheets: Certificate 1

All 3 certificates are located on the large *Pink, Aqua and White Return Sheets* (see page 79). There are no individual certificates.

There are 3 Return Sheets included in the paperwork which must each be filled out completely, legibly, and identically.

Certificate 1 is a record of Poll Opening security measures. Use these instructions, along with the infographic on the opposite page, to fill out Certificate 1.

- Record the seal numbers from **Blue Security Seals** on the vDrive compartments inside the scanner and the Touch Writer. These seals are **NOT** removed until polls are closed.
- Record the serial numbers (abbreviated S/N) from the Open Poll Reports for both the scanner and the Touch Writer. These should agree with the Manifest Sheet.
- Record the Lifetime Counter numbers from the Open Polls Reports for both the scanner and the Touch Writer.
- Record the seal number from the **Red Security Seal** removed from the equipment cage. Place the seal in the **Aqua Machine Warehouse Envelope**.
- Record the seal number from the **Blue Security Seal** removed from the back of the Touch Writer. Place the seal in the **Aqua Machine Warehouse Envelope**.
- JOE and all present poll workers **MUST** sign all machine reports except the Power-On Self-Test reports.
- Place both the scanner and the Touch Writer's Power-On Self-Test Reports in the **Aqua Machine Warehouse Envelope**.
- Place one (1) Zero Report from both the scanner and the Touch Writer in the **Aqua Machine Warehouse Envelope**.
- Place one (1) Zero Report from both the scanner and the Touch Writer in the **Pink Minority Inspector Envelope**.
- Place the Open Polls Report from both the scanner and the Touch Writer in the **Aqua Machine Warehouse Envelope**

# Filling out the Return Sheets: Certificate 1

POLL OPENING - CERTIFICATE 1			
Before opening the polls, record these numbers from the equipment and the tapes.			
Verify all "Zero & Open Polls Report Tapes" show zero votes cast. Call warehouse if incorrect.			
ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment <i>Unseal at Poll Closing</i>	Serial Number from Machine Tape	Lifetime Counter from Machine Tape
Verity Ballot Scanner	1 0005224	2 1903221810	3 5689
Verity TouchWriter	0054557	4 1913547412	5 77
RED Seal # on Cage:	6 0005226	BLUE Seal # Back of TouchWriter:	7 003546



Blue Security Seals from both vDrive Compartments.  
DO NOT REMOVE UNTIL POLLS CLOSE

**Election Header**

Poll Worker Training - General  
Election Date: 10/31/2021  
Delaware County, Pennsylvania  
Delco Elementary School  
Election Day

**Verity Scan**

S/N: S1903221810 ← 2  
Version: 2.3.1

Ballot Counter: 0  
Lifetime Counter: 3 → 5689

**Open Polls Report**

**Election Header**

Poll Worker Training - General  
Election Date: 10/31/2021  
Delaware County, Pennsylvania  
Delco Elementary School  
Election Day

**Verity Touch Writer**

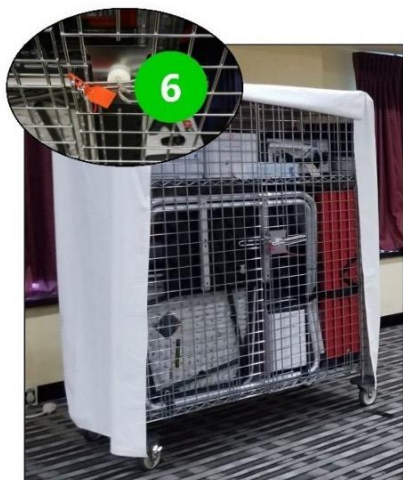
S/N: W1913547412 ← 4  
Version: 2.3.4

Ballot Counter: 0  
Lifetime Counter: 5 → 77

**Open Polls Report**

"Zero" & "Open Polls" Report Tapes from Scanner and TouchWriter  
NOTE: Ballot Counter is ZERO.

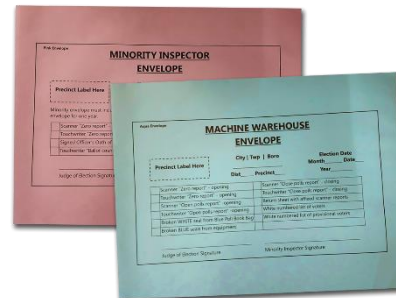
Remember to sign the bottom of all machine tapes where indicated.



Equip. Cage with Red Security Seal Removed when opening the cage.



Blue Security Seals from Printer Port on TouchWriter (rear near power button). Removed when setting up.



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USE PAGE FOR NOTES





# WORKING WITH VOTERS

## ENSURING A GREAT VOTER EXPERIENCE

- ❖ **New: All precincts are checking in voters on the Poll Pad.**
- ❖ **Precincts will NOT receive Provisional Ballots. ALL Provisional Ballots will be printed on the Touch Writer and are NOT scannable.**
- ❖ **Do NOT open the sealed baby blue bag containing the paper poll books without authorization from Voter Registration. If the bag is opened accidentally, the book must be thoroughly reviewed to verify no activity was recorded.**
- ❖ ANY voter may use the Touch Writer, if requested.
- ❖ **IMPORTANT:** Never deny a citizen the right to vote. If you cannot contact Voter Registration within a reasonable amount of time to verify a person's eligibility, have them vote by Provisional Ballot.
- ❖ Throughout the day, compare the numbered list of voters to the number of ballots scanned to verify the precinct's numbers agree.
- ❖ Keep phone usage to a minimum.

## Voter Check-In Overview

- All voters will check-in at Poll Pads. At shared polling places, voters may check in at ANY Poll Pad. If your precinct is larger or busy use tape to manage traffic.
- Polling locations serving more than one precinct should set up distinct line areas for each precinct.
- If resolving a voter's issue requires a call to the county for more information, pull that voter from the line while resolving the issue so that you may continue serving other voters.
- Control the flow of voters at check-in to prevent overcrowding at available voting booths.
- The balloting area MUST offer privacy, accessibility, and adequate lighting.

### Voters may:

- Talk respectfully among themselves.
- Take "I Voted" pictures or "selfies" that do not include other voters or the poll workers.
- Use their phones to research candidates for their own personal purposes.
- Wear clothing or accessories with political messaging.
- Voters may deliver their sealed mail-in ballot to a secure Delaware County Drop Box by 8:00PM on Election Day.

### Voters may not:

- Remove ballots from the precinct to fill out elsewhere.
- Engage in politicking inside the precinct.
- Intimidate other voters.
- Take photos of other voters or poll workers. Privacy and safety must be respected.
- Leave the polling place before voting once they have signed the Poll Pad (or poll book, if needed) unless they want to forfeit their vote.
- Voters may not leave their sealed mail-in ballot with a poll worker and expect it be counted.

# Poll Pad: Voter Check-in Procedure

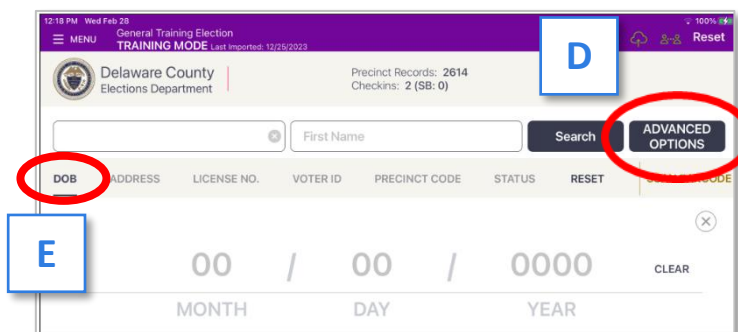
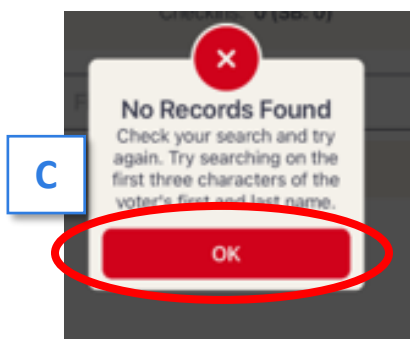
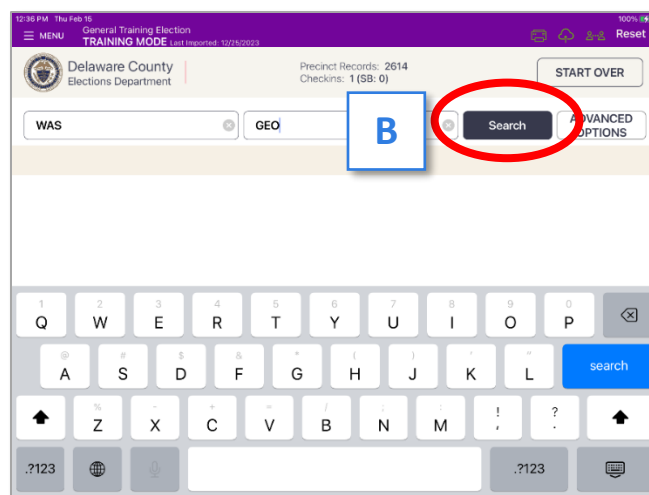
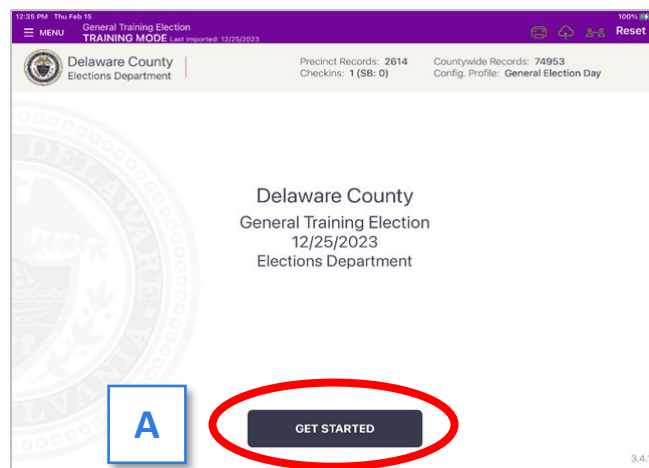
This section will review checking in a voter with no messages or exceptions. Note: These examples are from the test database.

**If the Poll Pad stops working, call the Poll Worker Hotline immediately!**

1. Greet the voter. Ask the voter for their name. Repeat the name aloud for any poll watchers.
2. Using the stylus, tap **GET STARTED**. [A]
3. Search voters by using their last and first name. Use the on-screen keyboard to enter the first 3 letters of the voter's last and first names, and then tap **Search**. [B]

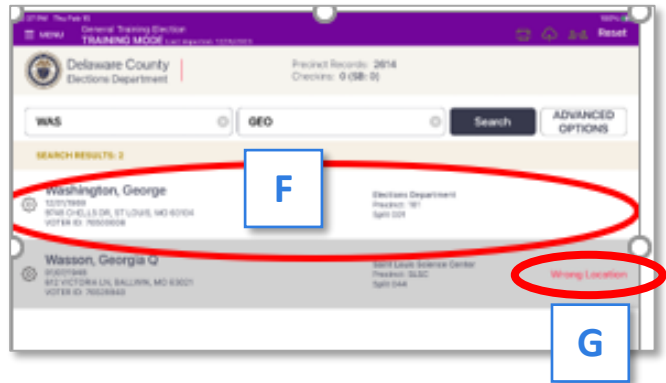
- Use the Rule of 3's – it maximizes the search and minimizes typing errors.
- If you have a name like McCloud or D'Adam – only type up to the special character or space.
- Use the stylus, not your finger. It keeps the screen cleaner.

4. IMPORTANT: If "No Records Found" appears, tap **OK**, [C], clear both name boxes, select **ADVANCED OPTIONS**, [D], choose and enter the voter's Date of Birth (DOB), [E], and then tap **Search** (There are other Advanced Options; however, the address must be entered identically to their record to be located. So, we suggest using the DOB).

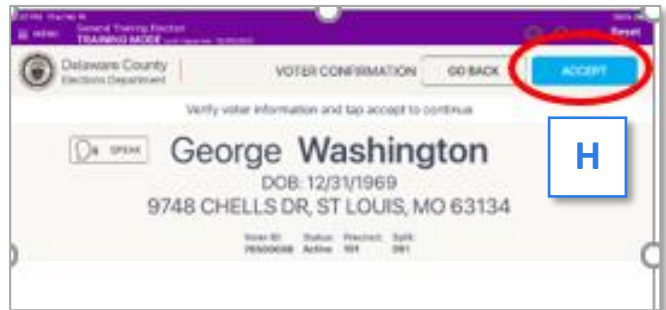


# Poll Pad: Voter Check-in Procedure (Continued)

5. Select the voter's record that matches the voter's name. [F]
  - Note out-of-precinct voters will display in gray with the message "Wrong Location." [G]
  - See page 54 for directions.



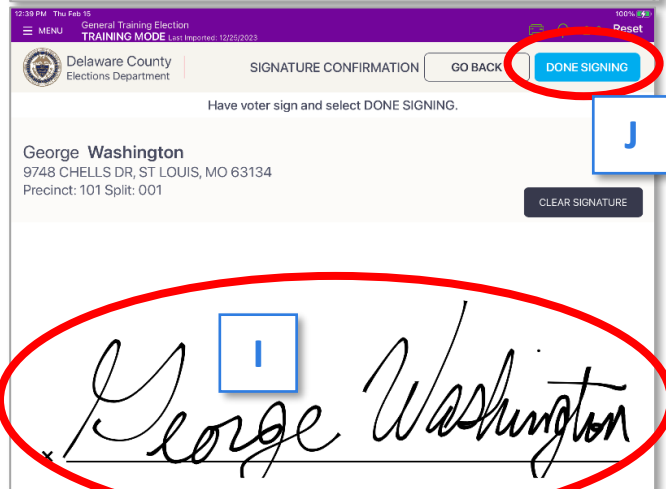
6. Ask the voter to verify their address. If the address is correct, tap ACCEPT. [H]
  - If the address is wrong on the Poll Pad, you may ask for their birthdate.
  - If it is the correct voter, but wrong address, see page 51.



7. Flip the screen towards the voter. Ask the voter to sign the screen with their finger or stylus. [I]

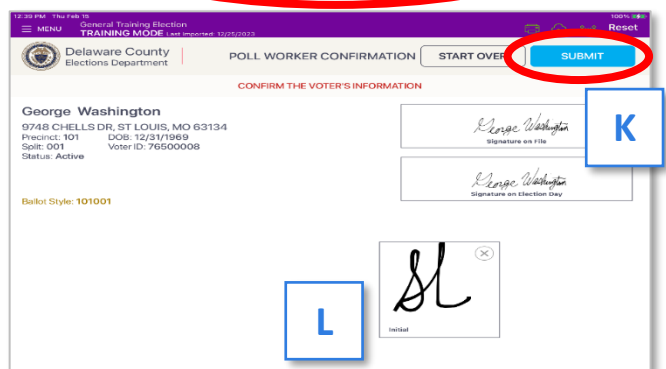
Once the voter is satisfied with their signature, flip screen back and tap DONE SIGNING. [J]

**IMPORTANT:** Use caution because Delco's entire voter registration database is loaded on EVERY Poll Pad.



8. Prior to pressing SUBMIT, [K], verify the voter has signed the correct record. **AVOID** checking in the wrong voter. See page 58 if checked in wrong voter.

9. The Poll Worker Confirmation page will appear. Review the page for accuracy. If the voter's signature bears no likeness at all to the signature on file, you may ask them to confirm their birthday. If wrong, then ask for ID. Keep in mind that they signed the Poll Pad with their finger or stylus.

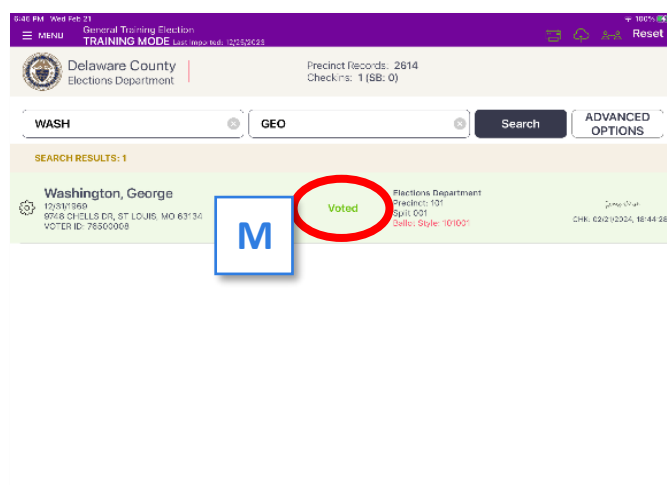
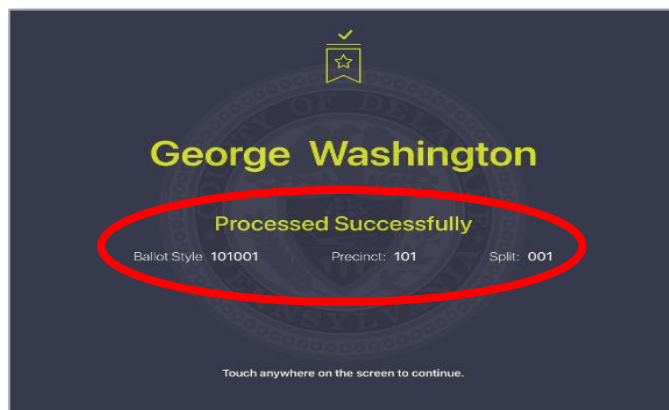


10. Initial in the box and tap SUBMIT. [L]

# Poll Pad: Voter Check-in Procedure (Continued)

11. The voter has been successfully processed and the Poll Pad will now print their ticket. If the voter checked in at a shared polling place, all the synced Poll Pads will automatically update that they have voted.

**IMPORTANT:** The voter's record will now show **Voted**, [M]. The voter has not cast their vote – they have only checked in which is equivalent to signing the paper poll book. The voter cannot leave the precinct and return to vote. If the voter leaves the precinct, they forfeit their opportunity to vote. Make a note of any votes forfeited on the Return Sheets' Note Box and include a note in the BOE envelope.

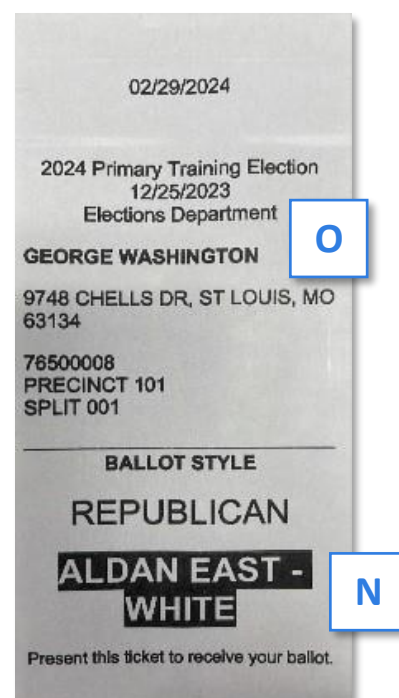


12. Give the voter their ticket.

- At single precincts, the voter will continue moving down the check-in table.
- In shared polling places, direct the voter to the correct precinct table to receive their ballot. To aid with identifying the correct precinct, each precinct has been assigned a color [N], indicated on the ticket. Instruct the voter to locate the signs matching their designated color and precinct name.
- NOTE: If the voter's ticket did NOT properly print or they lost it before receiving their ballot, print a duplicate ticket per the instructions on page 46.

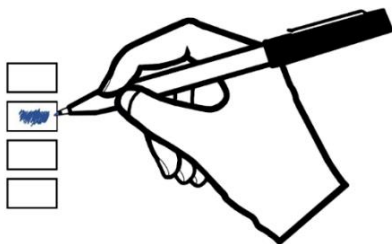
13. **Important: Confirm the voter is at the correct precinct and use the ticket to legibly PRINT the Voter's name in the Numbered List of Voters in the white binder. Print D or R to the right of the voter's name as indicated on the ticket, [O].** See page 47 for instructions.

14. Place the ticket in the **Lime Poll Pad Envelope** in front of the binder. The voter may now vote. Give the voter the correct precinct and party ballot, a pen, and a privacy folder.



## Poll Pad: Voter Check-in Procedure (Continued)

15. Tell voters that they must individually select each candidate on the ballot. Explain how to properly mark the ballot. Then direct the voter to the privacy booths/area to manually mark their ballot.



To vote, fill in the box to the left of your choice. To vote for a candidate who is not listed, print the name in the Write-in space and fill in the box to the left. Do NOT use Write-in space for a candidate who is already listed for that office. If you make a mistake, ask for a new ballot. Use only blue or black ink.

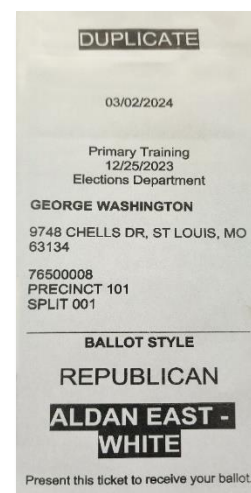
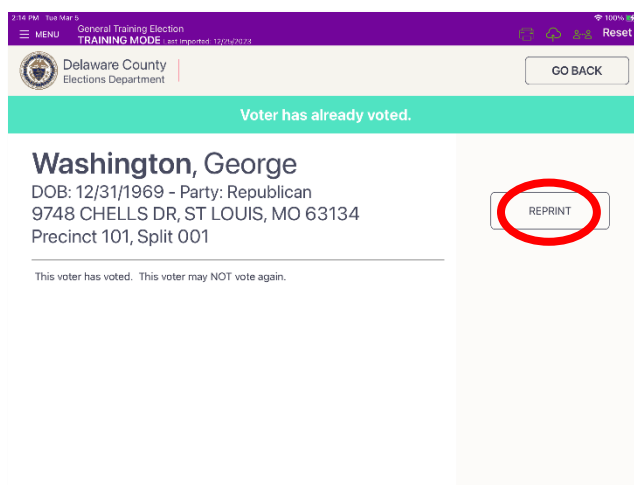
<b>Acceptable</b> Inside the box	
<b>Acceptable</b> Inside the box	
<b>Acceptable</b> Inside the box	
<b>Not Recommended</b> Outside the box lines	
<b>Not Recommended</b> Outside the box lines	

16. After marking the ballot, the voter proceeds to the ballot scanner to cast their ballot. See page 48.
17. If the voter makes a mistake marking their ballot, they may spoil it and request a new ballot. See page 50 for directions.

Note: If any voter is unable or feels uncomfortable voting by manually marking the paper ballot, direct them to the ADA compliant Touch Writer to mark the ballot digitally. **ANY** voter may use the Touch Writer, if requested. They are not necessarily asking for assistance; they may have just forgotten their glasses. See page 63 for instructions.

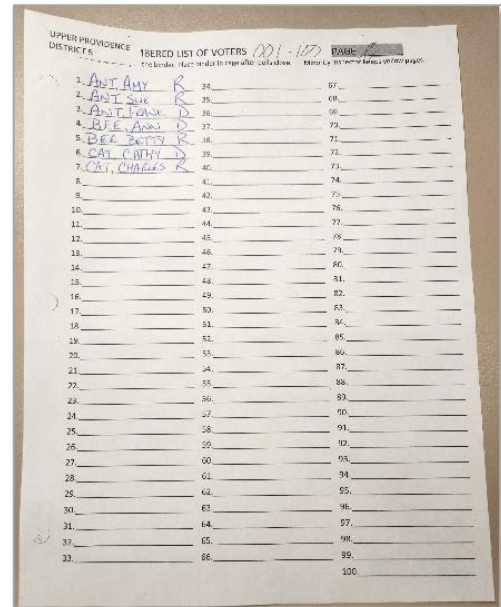
## Directions to Reprint Poll Pad Ticket

- If a voter's ticket needs to be reprinted, pull up their record and tap REPRINT. Enter the password from the **Black Pouch** and tap DONE.
- A DUPLICATE ticket will reprint.



# Instructions: Numbered List of Voters Binder

- The binder contains a carbonless list with a top white page and bottom yellow page. Each page set is divided by a separation page. Each page in the binder is numbered 1 to 100. The page numbers will be prefilled beginning with page 0 (zero).
- **IMPORTANT:** Before adding any names to the list, verify they are at the correct precinct and are **not** a provisional voter.
- Use the voter's ticket to announce the voter's name and party clearly, print last name first legibly on the list with D or R to the right of the name.
- If a voter's name is accidentally added to the list, boldly cross out the number and name of the voter. **DO NOT REUSE THIS LINE OR RENUMBER THE LIST.**



- **IMPORTANT: Throughout the day, verify the last number on the list, minus any cross outs is equal to the number of ballots scanned on the scanner.**

For example, the last number is 336, there are 2 cross outs and 3 voters marking their ballot and the actual number of voters that checked in is 334 (336 - 2). The scanner should match 331 votes cast. Note the reason for any differences to make closing smoother.

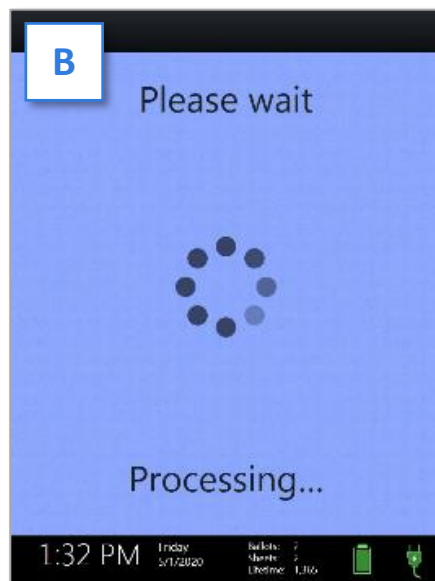
Mark the line where you reconciled counts. You will only need to review votes after the mark.

**Reminder: No provisional voters sign the list. There is NOT a separate list for provisional voters.**

# Ballot Scanner Procedure

**RESPECT THE VOTER'S PRIVACY AT THE SCANNER. DO NOT LOOK AT THE BALLOT. NEVER TOUCH THE VOTER'S BALLOT.**

1. Instruct the voter to remove their ballot from the privacy folder, if using, and insert the ballot into the scanner.
2. Voter inserts their marked ballot into the scanner as directed by the flashing green arrows (ballots must be fed in short edge first but can otherwise be inserted in any direction). [A] ▼
3. Voter must wait for the scanner to finish processing. "Please wait" message will be displayed on screen. [B] ▼
4. When the scanner has accepted a ballot, the screen will flash the American flag and a brief message that the vote has been recorded. [C] ▼
  - Once the ballot is accepted, thank the voter, ask them to please return their pen and privacy folder, give them an "I Voted" sticker, and direct the voter to the exit.
  - If the scanner rejects the ballot, an error message will display. Review the message and assist the voter. See examples on the next page.
5. **Throughout the day, verify that the last number on the numbered list — minus any cross outs — equals the number of ballots scanned.**

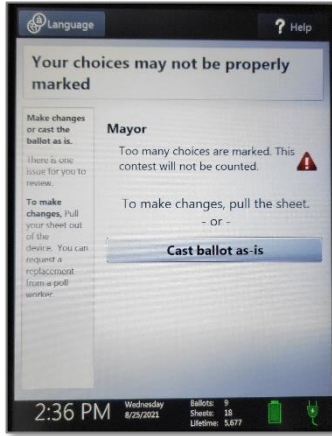


**IMPORTANT: If multiple ballots are NOT scanning properly, use a different package of ballots. Note this on the 3 Return Sheets.**



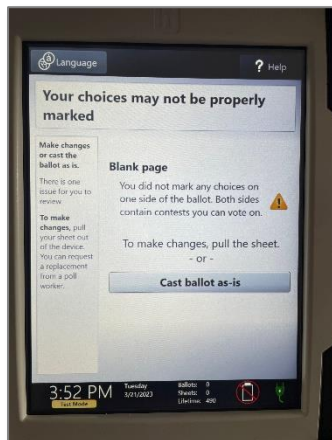
# Scanner Messages and Voter Instructions

**PRECINCT 1-2 SCANNER WILL ONLY ACCEPT BALLOTS FROM PRECINCT 1-2.  
ALL OTHERS WILL BE REJECTED.**



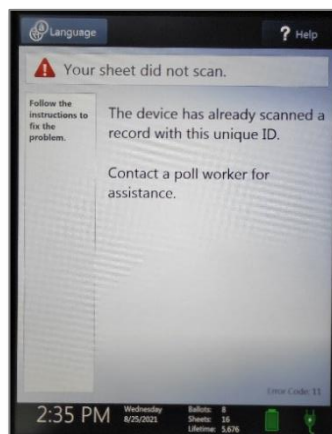
## Overvote:

- Too many choices were marked on the ballot.
- The voter has two options:
  - Spoil the ballot with a poll worker and receive a new ballot to correct the error. See page 50 for instructions.
  - Voter taps “Cast the ballot as-is” on the screen. The overvoted contest will **NOT** be counted, but all other contests will be counted.



## Blank Page:

- The scanner is not reading any valid selections on all contests on one side of the ballot.
- The voter has three options:
  - Voter taps “Cast the ballot as-is” on the screen.
  - Take the ballot to the voting booth to mark more choices and then return to scan ballot.
  - Spoil the ballot and vote on a new ballot.



## Error Codes 6, 11 or 14:

Note: This code is listed in the lower right corner.

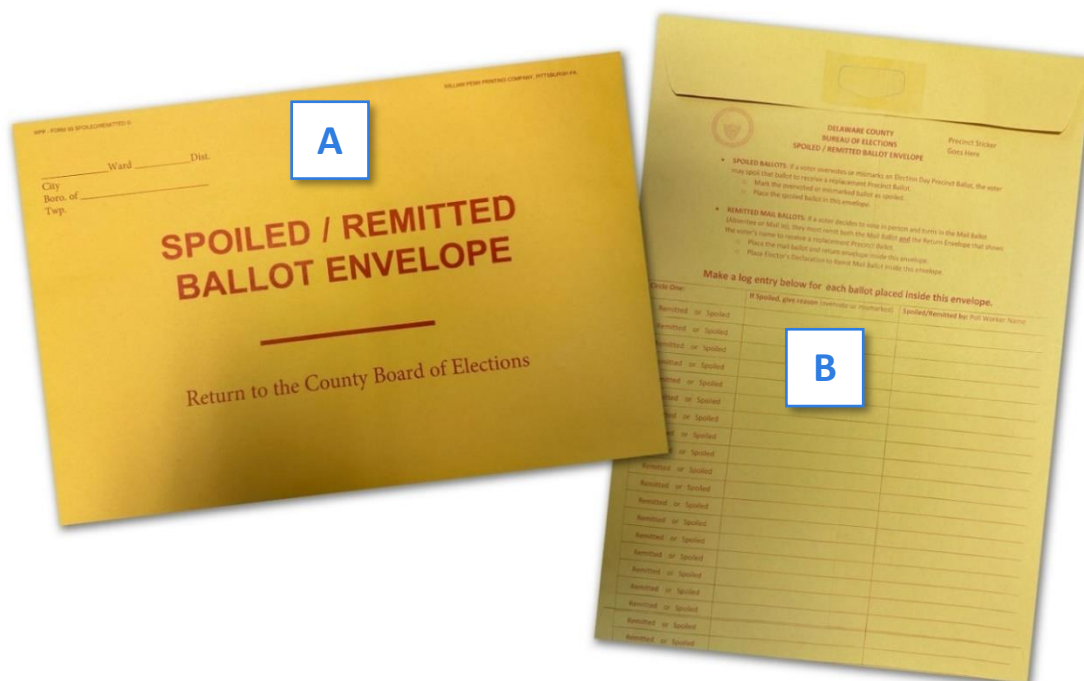
- Code 6: The ballot is from a different precinct than the scanner. Direct the voter to their correct precinct scanner.
- Code 11: This ballot has already been scanned. Take the voter out of line. Record the voter’s name and contact info and call Voter Services at **(610) 891-4673** and ask for a solicitor. Voters may continue to use the scanner.
- Code 14: Provisional ballots **CANNOT** be scanned. Properly file and log provisional votes per page 60.

**Reminder:** Remember to maintain eye contact. Do NOT look at how the ballot is marked.

# How to Spoil a Ballot

When a voter needs to spoil a ballot, complete the following steps:

- Do **NOT** inspect the ballot!
- Ask the voter to write SPOILED on the ballot and to fold their ballot in half.
- Have the voter place the folded ballot in the Spoiled/Remitted Ballots Envelope. [A] ▼
- Fill out Spoiled Ballot Log (located on the back of the envelope): list the “reason spoiled” per the voter, write the R or D for the voter’s party, print your name, and circle “Spoiled.” [B] ▼
- Give the voter a new ballot to complete and cast.
- If the ballot was printed on the Touch Writer, note that on the log.
- **IMPORTANT: DO NOT PLACE spoiled PROVISIONAL BALLOTS in this envelope. Place them in the White Provisional Voting – Return Envelope.**



# How to Log an Abandoned Ballot

If an abandoned ballot is found, write “ABANDONED” across the ballot in large print.

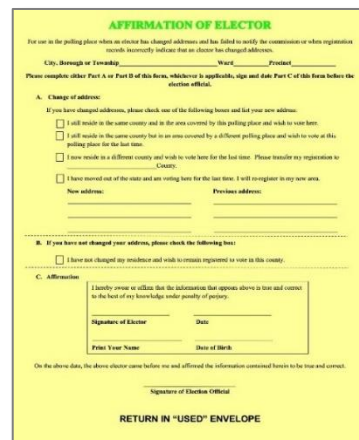
Place in Spoiled/Remitted Ballots Envelope and write “abandoned” for the reason on the log. Note R or D for the party.

# Messages & Situations Poll Workers May Encounter

**REMIND ALL VOTERS TO FILL OUT FORMS COMPLETELY AND LEGIBLY, WITH PROPER NAMES, ETC.**

## Address Does Not Match

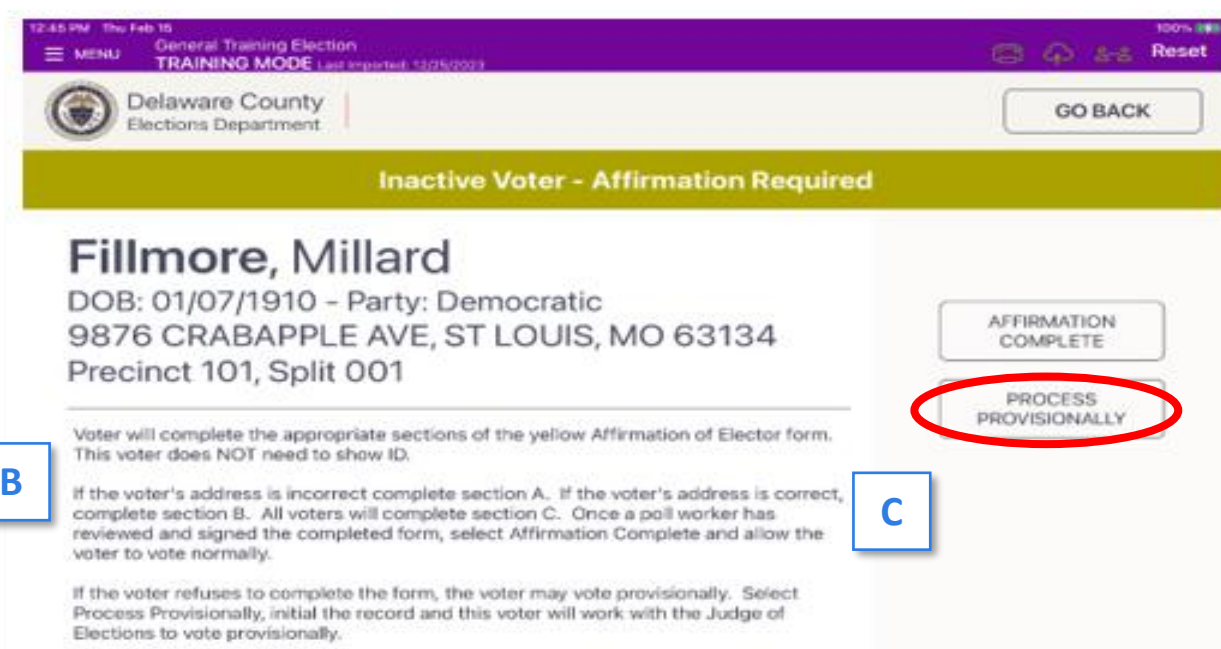
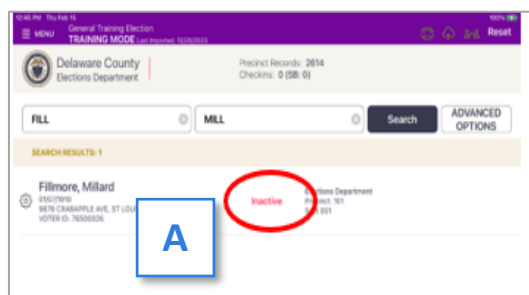
- If the voter's address is not properly listed in the Poll Pad, ask the voter if they have moved. If they have moved, the voter must complete sections A and C of the yellow Affirmation of Elector Form to vote. Identification is **NOT** required.
- The Poll Worker will review and sign the form. The voter will continue to proceed normally. File the form in the Used Form Envelope.
- If the voter's address seems to have a typo or error, call Voter Reg to try to correct. If unable to contact Voter Reg, complete the yellow form and proceed normally.



The image shows a yellow 'AFFIRMATION OF ELECTOR' form. It includes fields for City, Borough or Township, Ward, and Precinct. Section A, 'Change of address', has three checkboxes: 'I still reside in the same county and in the area covered by this polling place and wish to vote here', 'I still reside in the same county but in an area covered by a different polling place and wish to vote at this polling place for the last time', and 'I have moved to a different county and wish to vote here for the last time'. Section B, 'If you have not changed your address, please check the following boxes', has two checkboxes: 'I have not changed my residence and wish to remain registered to vote in this county' and 'I have not changed my residence and wish to remain registered to vote in this county'. Section C, 'Affirmation', has a statement: 'I hereby swear to affirm that the information that appears above is true and correct to the best of my knowledge under penalty of perjury.' There are fields for Signature of Elector, Date, Voter Year Name, and Date of Birth. At the bottom, it says 'RETURN IN "USED" ENVELOPE'.

## Inactive Voter: Affirmation Required

- Screen shows the voter as "Inactive." [A]
- Follow the directions on the Poll Pad screen. [B]
- File the completed and signed Affirmation of Elector Form in the Used Form Envelope.
- If the voter will NOT complete the Affirmation, tap the PROCESS PROVISIONALLY button, [C]. See page 60 for provisional voting procedures.



# Messages & Situations Poll Workers Encounter (Continued)

## Unlisted Voter

- If the voter's name cannot be found in the Poll Pad, call Voter Reg at (610) 891-4659 and select option 1.
- If Voter Reg determines that the voter is at the correct precinct and properly registered, they will give you an **AUTHORIZATION NUMBER [A]** for the voter.
- The JOE will legibly complete an entry on a blank poll book page (found in the Unused Forms Envelope) based on Voter Reg's information. Ask the voter to sign the entry [B]. This voter WILL be included on the Numbered List of Voters.
- Record the Voter Number from Numbered list and initial the entry [C]. This voter will NOT sign the Poll Pad.

The diagram shows a poll book page with the following fields: Voter #, Insp. Int, Name, Address, City, State, Zip, Party, and Date of Birth. A box labeled 'C' is positioned over the Voter # and Insp. Int fields. A box labeled 'A' is positioned over the Date of Birth field. A box labeled 'B' is positioned over a box containing an 'X' and a line for 'Authorization # given by Voter Reg. Clerk'.

**IMPORTANT:** By law, if the voter is **NOT** given an Authorization Number or cannot be found in the system by Voter Reg, the voter is NOT a registered voter in Delaware County and **CANNOT** vote on a regular ballot. If the voter insists on voting allow the voter to cast a Provisional Ballot. See page 60.

## Third Party Voter

- Even if a voter is not registered as a Democrat or Republican, they WILL still appear in the Poll Pad.

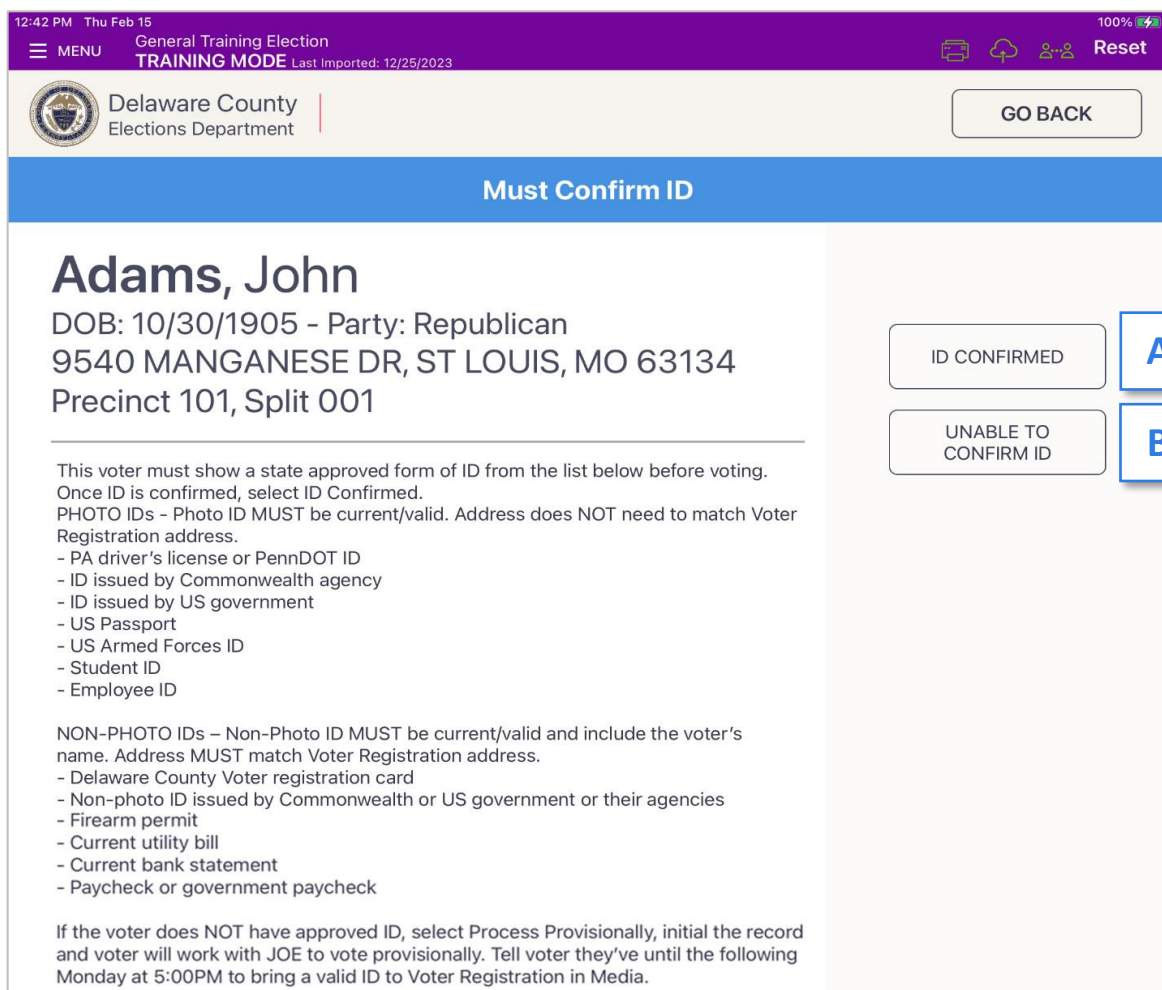
However, they will NOT be eligible to vote because Pennsylvania is a closed primary state.

The screenshot shows the Delaware County Elections Department interface. At the top, it says 'General Training Election TRAINING MODE Last Imported: 12/25/2023'. Below that, it says 'Delaware County Elections Department' with a 'GO BACK' button. A red banner says 'No Ballot Available'. The voter record for 'Acuna, Alice M' is shown with DOB: 06/29/1982, 11170 BARLEY SHEAF AVE, ST ANN, MO 63074, and Precinct 101, Split 004. A message below the record states: 'This voter is not registered with the Democratic or Republican party. By law they are not permitted to vote in PA's closed Primary Election.'

# Messages & Situations Poll Workers Encounter (Continued)

## ID Required

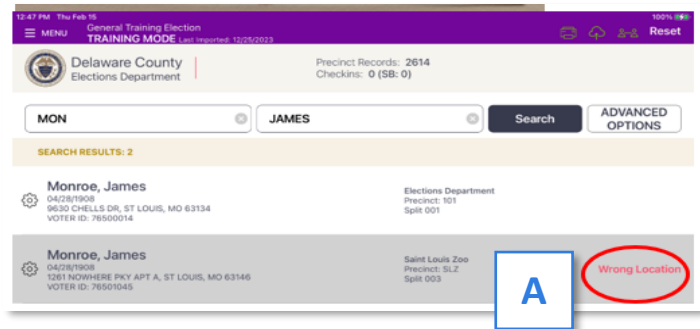
- ID is required if a voter is voting for the first time at that precinct.
- If the voter shows one of the IDs listed on the Poll Pad screen (scroll down for the entire list), tap ID CONFIRMED [A] and continue to proceed prior to voting.
- If unable to provide approved ID, select UNABLE TO CONFIRM ID [B] and the voter MUST vote provisionally. See page 60.



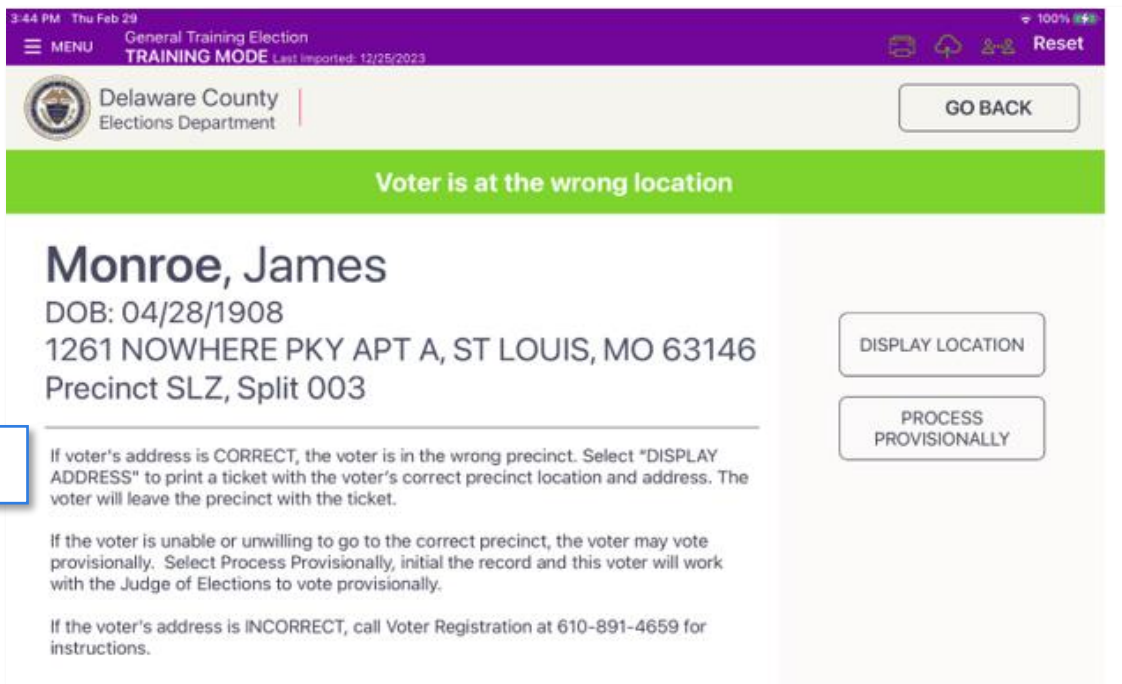
# Messages & Situations Poll Workers Encounter (Continued)

## Voter is at the Wrong Location

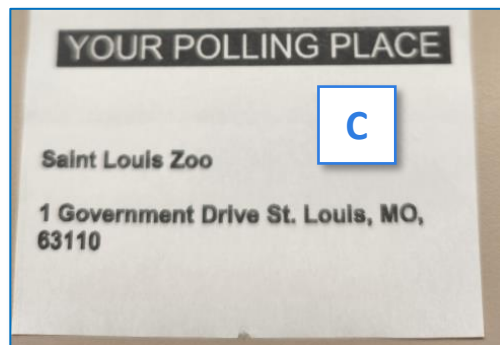
- If your voter is at the wrong location like James Monroe [A] follow the directions on the screen. [B]
- If the voter opts to go to their correct precinct give them their location ticket [C].



**NOTE:** This is the ONLY instance where a Poll Pad ticket is permitted to leave the precinct.



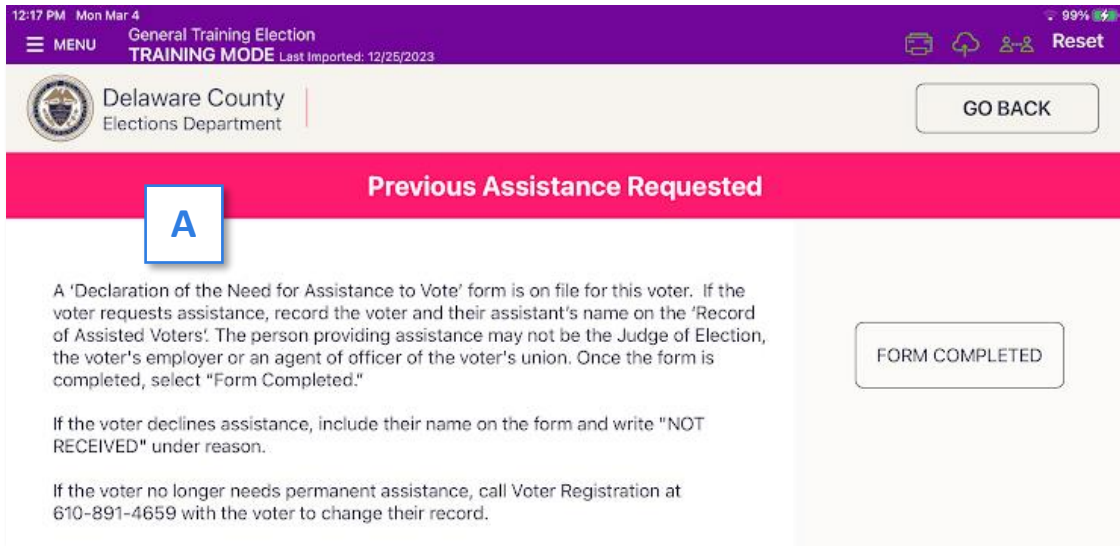
- If the voter will not or cannot go the correct precinct, they may vote provisionally. Remind them not all contests may count. See page 60 for instructions.



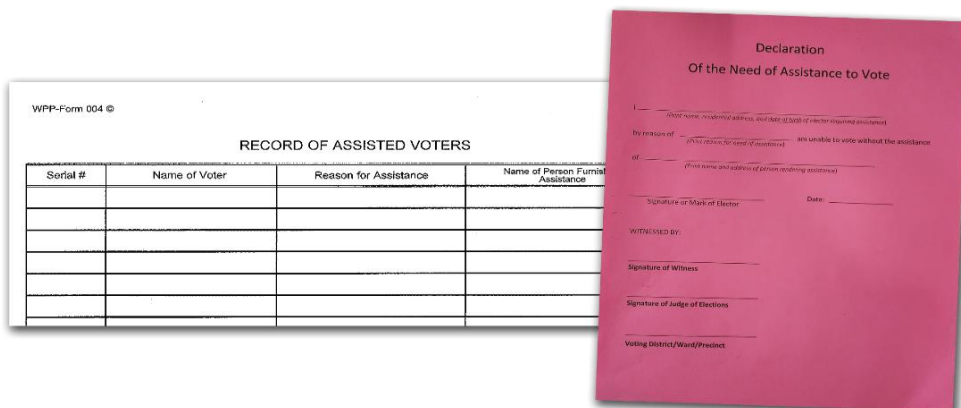
# Messages & Situations Poll Workers Encounter (Continued)

## Voter Requires Assistance

- See page 94 for more information to respectfully work with voters with specific needs.
- When a voter asks for assistance determine if they have a “Previous Assistance Requested” banner [A] on their voter record and follow the instructions on the screen.



- If the voter’s record does not have the banner and requests assistance, ask the voter to fill out a pink Declaration of the Need of Assistance to Vote form. The form (pictured below) must be witnessed and signed by the person providing assistance and the Judge of Election. The assistor cannot be the JOE, their employer or their union agent/officer.
- File the completed pink form in the Used Forms envelope.



- If the voter no longer needs permanent assistance, call Voter Reg with the voter to change their record.

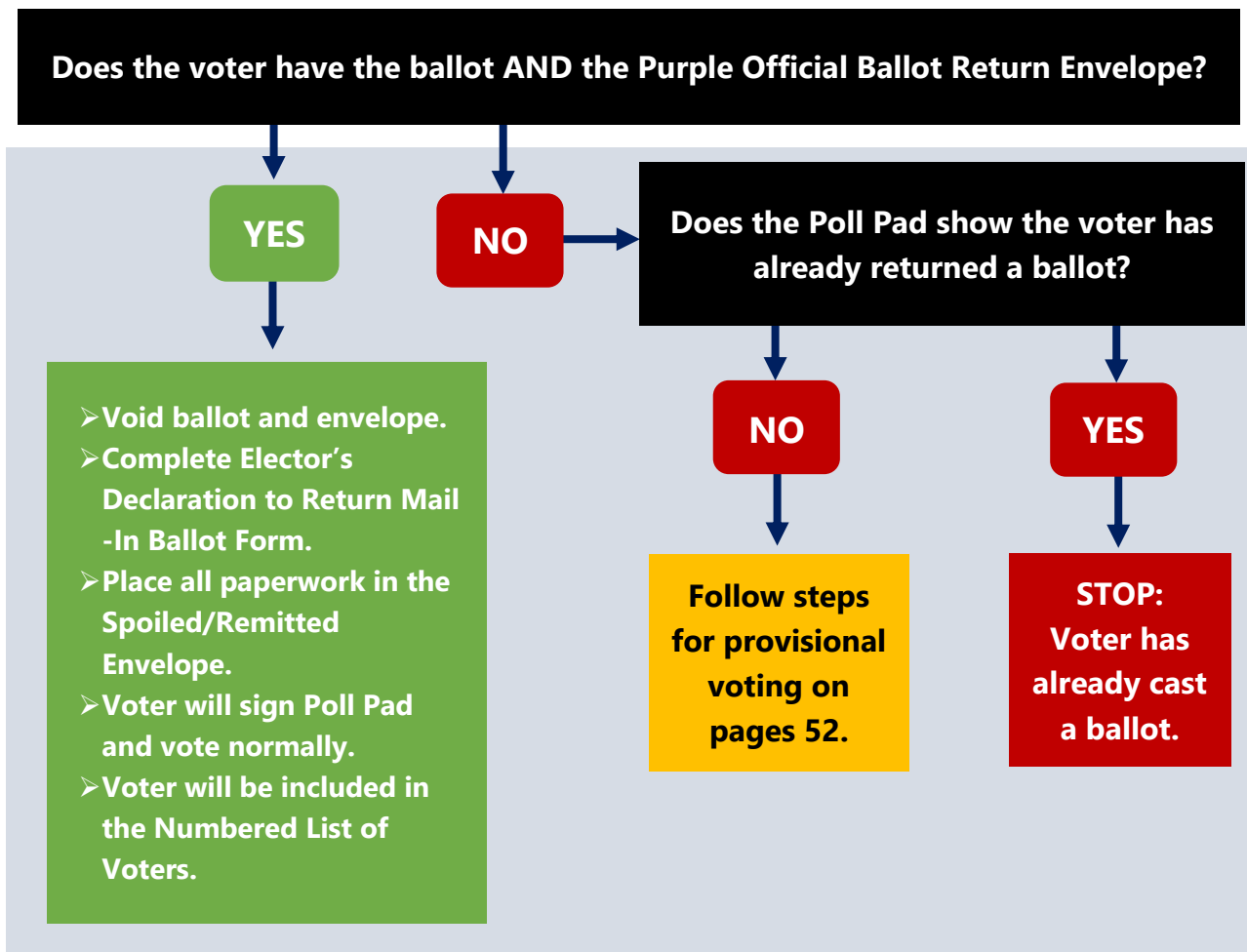
## Messages & Situations Poll Workers Encounter (Continued)

### Return Absentee or Mail-In Ballot or Vote Provisionally

A voter that was issued an absentee/mail-in ballot that has not been recorded as returned by the county and now would like to vote in person has 2 choices:

- Return BOTH the ballot AND the Purple Official Ballot Return Envelope to vote a regular ballot in-person. See page 57.
- Or vote provisionally if they cannot return both the ballot and the Purple Official Ballot Return Envelope. See page 60.
- In either case, remove the voter from the line to work with the JOE to resolve. Use the flowchart below to assist with the decision.

### Returning Ballot or Voting Provisionally Flowchart

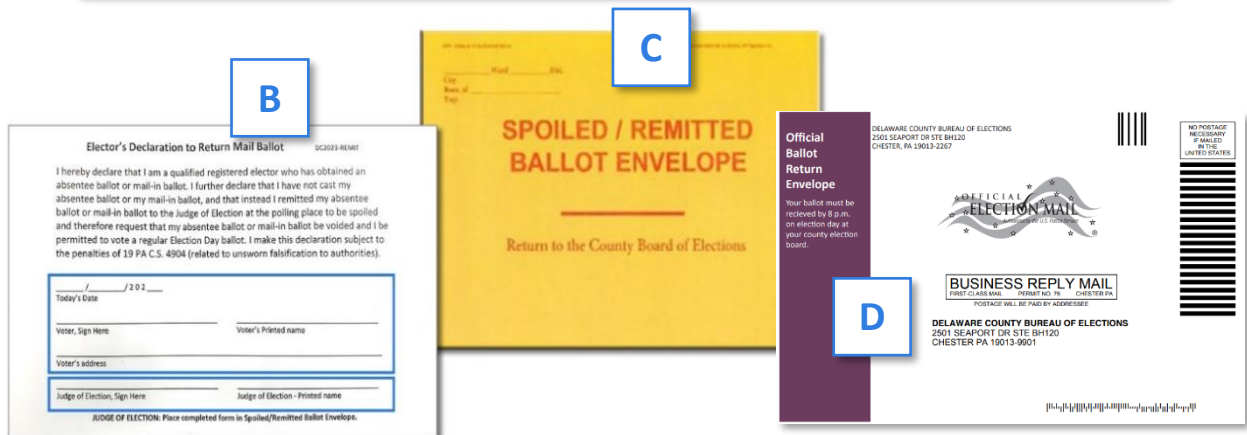
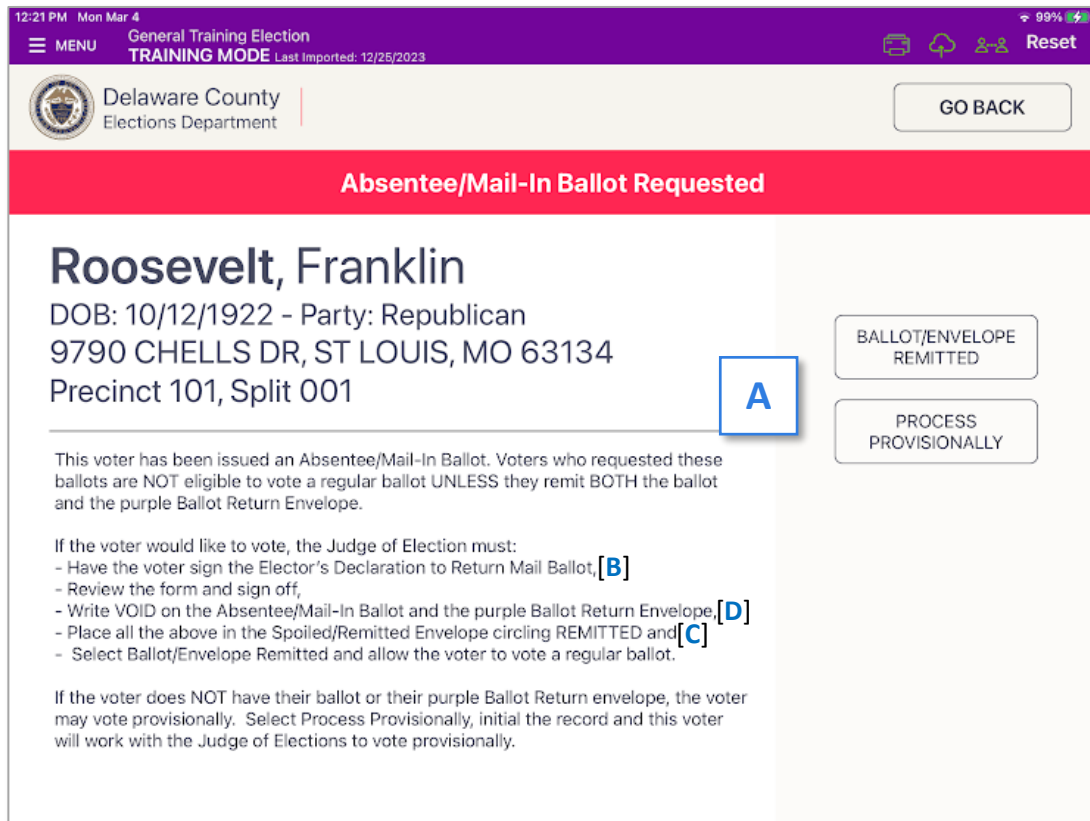




# How to Return a Mail-in/Absentee Ballot

A voter who returns their mail ballot AND their Purple Official Ballot Return Envelope will receive a replacement normal ballot and vote in the precinct. Complete the following steps:

1. Remove the voter from the check-in line to work directly with the JOE.
2. The Secrecy Envelope is **NOT required**. If sealed, verify the ballot is inside while respecting the voter's privacy.
3. Once the onscreen directions are completed, take the voter back to the check-in table and select the BALLOT/ENVELOPE REMITTED [A] option and the voter will vote normally.



## Absentee or Mail-In – Ballot Cast / Not Eligible

This voter must **NOT** cast a normal ballot.

**EXCEPTION:** If the voter received a notice-and-cure letter, call or email from the County, they must be processed provisionally. Notice-and-cure means a problem with the ballot was noticed and needs to be corrected. See page 60.

The screenshot shows a software interface for the Delaware County Elections Department. At the top, it displays the time (12:46 PM), date (Thu Feb 15), and system status (General Training Election, TRAINING MODE, Last Imported: 12/25/2023). The Delaware County logo and name are visible on the left. A 'GO BACK' button is on the right. A red banner across the middle reads 'Absentee/Mail-In Received'. Below this, the voter's name 'Van Buren, Martin' is displayed, along with their DOB (12/05/1902), Party (Democratic), address (9704 CHELLS DR, ST LOUIS, MO 63134), and Precinct (101, Split 001). A button labeled 'PROCESS PROVISIONALLY' is circled in red. A text block at the bottom explains that the voter's ballot has been received and that they must be processed provisionally if they insist on voting or received a notice-and-cure letter.

## Wrong Voter is Checked In

In this example, John Smith Sr. has signed John Smith Jr.'s record and it was accepted.

If the mistake is caught while John Smith Sr. is still in the polling place, do the following:

- Bring John Smith Sr back to the Poll Pad and properly check him in on his correct record. He will then proceed to vote normally.
- The poll worker will collect the John Smith Jr. ticket from John Smith Sr. Write a note on the ticket and place it in the **LEMON BOE envelope**.
- Call Voter Reg and inform them about the incident.
- Alert all poll workers manning the Poll Pads of the situation with John Jr.
- When John Jr. attempts to sign in – he cannot. His record will state he has voted. Remove him from the line to work with the JOE and call Voter Reg.

If the mistake is NOT caught until John Jr. attempts to sign in, do the following:

- Pull John Jr. out of line and have him vote provisionally. See page 60.
- The JOE will write on the White Provisional Ballot Envelope “Another voter signed the record” as the reason why the John Jr. is voting provisionally.

# Provisional Ballot Instructions

**Note: The County Board of Elections will verify that no voter votes twice.**

## Voters May Choose to Cast a Provisional Ballot If:

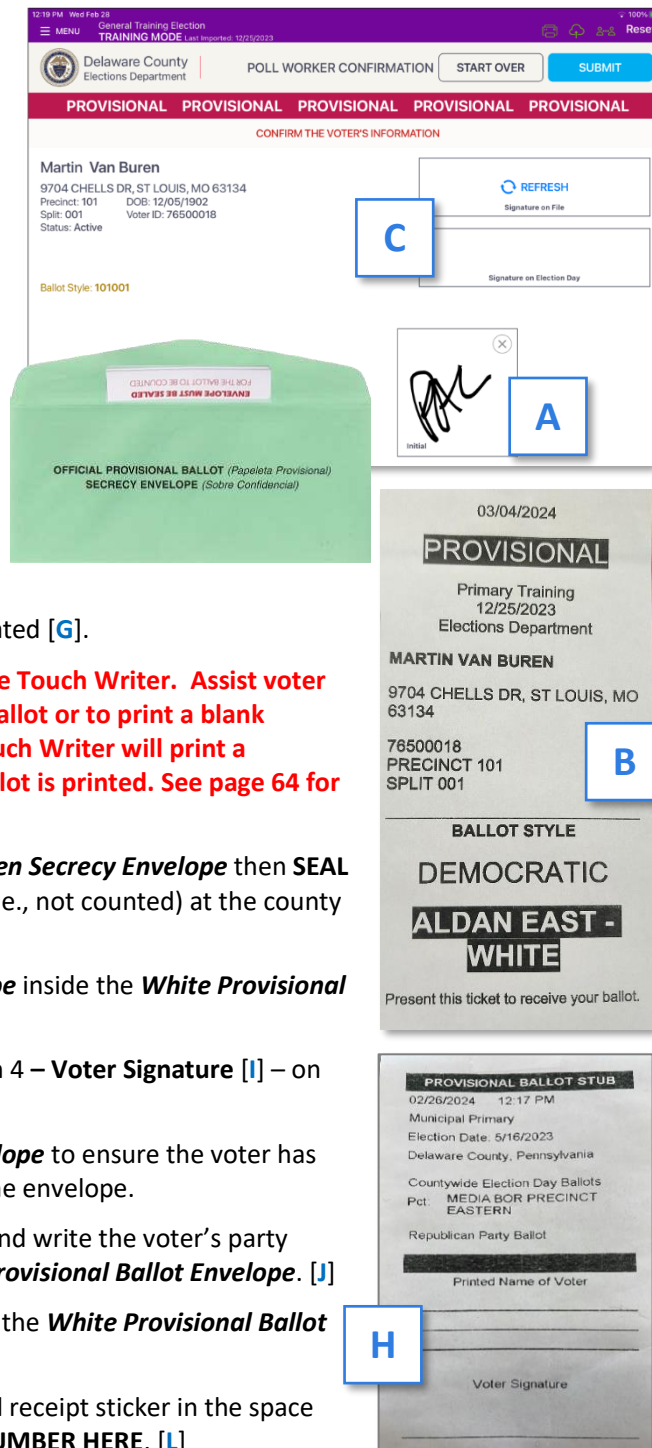
- Voter was issued but did not return their Absentee/Mail-In ballot **AND** the Purple Official Ballot Return Envelope.
- Voter's name does not appear in the Poll Pad and their registration status cannot be determined or Voter Registration cannot be contacted within a reasonable amount of time to verify a person's eligibility.
- A court order has been issued.
- If a voter is at the wrong precinct, and the voter is unable or unwilling to go to the correct precinct. Only certain contests will count and if in the wrong county, ballot will not count.
- A voter's eligibility is challenged for cause by an election official.
- Poll Pad message is "ID Required" and the voter is unable to show approved ID (see page 53). The voter will have until the following Monday at 5:00PM to bring valid ID to Media's Delaware County Voter Registration office to have their vote counted.
- Voter received a notice-and-cure letter or email from the County.
- Voter's record was incorrectly signed by another voter.

**PROVISIONAL VOTERS NEVER SIGN THE POLL PAD AND ARE NEVER INCLUDED ON NUMBERED LIST OF VOTERS.**

# Provisional Ballot Instructions (Continued)

## Provisional Ballot Steps

- A poll worker will initial the voter's record [A] on the Poll Pad and place the printed Poll Pad ticket [B] in the **Lime Poll Pad envelope**. NOTE: The Voter will NOT be able to sign the Poll Pad. [C]
- Give the voter the **White Provisional Ballot Envelope**. Direct voter to fill out sections 1 – **Voter Information** [D] and 2 – **Voter Affidavit for Provisional Ballot** [E] on the envelope.
  - Note: Section 2 requests the address where the voter is registered to vote.
  - If their current address is different from their registered address, have the voter fill out section 3, **Current Address where the Voter Lives** [F], on the envelope before receiving a ballot.
- Have voter sign Section 2 of the envelope where indicated [G].
- **All Provisional voters will generate their ballots on the Touch Writer. Assist voter to set up the Touch Writer to create and mark their ballot or to print a blank Provisional Ballot to be manually completed. The Touch Writer will print a Provisional Ballot stub [H] each time a Provisional Ballot is printed. See page 64 for Touch Writer instructions.**
- Instruct voter to place the completed ballot in the **Green Secrecy Envelope** then **SEAL IT**. If unsealed, the provisional ballot will be rejected (i.e., not counted) at the county level.
- Direct voter to place the sealed **Green Secrecy Envelope** inside the **White Provisional Ballot Envelope** and seal it.
- Instruct voter to sign and date with 4/23/24 on Section 4 – **Voter Signature** [I] – on the **White Provisional Ballot Envelope**.
- The JOE will inspect the **White Provisional Ballot Envelope** to ensure the voter has signed it in sections 2 and 4 and properly completed the envelope.
- The JOE will select the Reason for Ballot from the list and write the voter's party where indicated on the bottom section of the **White Provisional Ballot Envelope**. [J]
- Both the JOE and Minority Inspector will sign and date the **White Provisional Ballot Envelope**. [K]
- The JOE must then place a provisional ballot bar-coded receipt sticker in the space provided on the envelope marked **AFFIX BALLOT ID NUMBER HERE**. [L]
- Give voter their portion of the receipt, which allows them to determine their provisional ballot's status.
- Place sealed **White Provisional Ballot Envelope and the signed Provisional Ballot Stub from the Touch Writer** in the larger **White Provisional Voting – RETURN Envelope**.
- Log and file all provisional ballots according to the instructions on page 86 to properly seal and secure these ballots for return to the County at the end of the night.



# Provisional Ballot Instructions (Continued)

Provisional Ballot/Boleta electoral provisional

**1. Voter Information**  
(Voter must complete this section in front of election officials BEFORE receiving ballot.)

**VOTER NAME** D

Print Voter Name \_\_\_\_\_

**VOTER DATE OF BIRTH** \_\_\_\_\_

Date of Birth \_\_\_\_\_

**VOTER PHONE NUMBER** \_\_\_\_\_

Phone \_\_\_\_\_

**VOTER EMAIL ADDRESS** \_\_\_\_\_

Email \_\_\_\_\_

**2. Voter Affidavit for Provisional Ballot**  
(Voter must complete and sign in front of election officials BEFORE receiving ballot.)

Please print the address where voter is registered:

**VOTER STREET ADDRESS** E

Address \_\_\_\_\_

**VOTER CITY / ZIP CODE** \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_

**VOTER TWP/MUNI / COUNTY (DELAWARE)** \_\_\_\_\_

Voter Municipality \_\_\_\_\_ Voter County \_\_\_\_\_

I do solemnly swear or affirm that my name and date of birth are as I have listed above, and at the time that I registered I resided at the address I have provided above, in the Commonwealth of Pennsylvania and that this is the only ballot that I have cast in this election.

Voter Signature **X** **VOTER MUST SIGN** G

**3. Current Address where the Voter Lives**  
(Voter must complete this section in front of election officials BEFORE receiving ballot if address is different than section 2.)

**VOTER FILLS OUT ONLY IF VOTER ADDRESS HAS CHANGED** F

Address (street) \_\_\_\_\_

City \_\_\_\_\_ Zip code \_\_\_\_\_

**4. Voter Signature**  
(Voter must sign in front of election official AFTER receiving and voting ballot.)

I declare, under penalty of law, that I am a properly registered voter in the election district indicated in my affidavit, and that I am eligible to vote in this election in this election district.

Voter, sign or mark here

**X** **VOTER MUST SIGN** I

**VOTER PRINTS NAME** \_\_\_\_\_

Voter, Print name here

**VOTER PUTS IN TODAY'S DATE** \_\_\_\_\_

Date (MM/DD/YYYY) \_\_\_\_\_

---

**Reason for Ballot** (For election officials only)

Check all boxes that apply:

Voter's name not on list J **Judge of Election will select a box.**

Court order (voter)

Identification not supplied K

Voter (voting hours) \_\_\_\_\_

Eligibility is challenged \_\_\_\_\_

Election official \_\_\_\_\_

Which Party Ballot is enclosed?

Party (Primary only)

Voter was issued Mail-in ballot

Voter was issued Absentee ballot

**JUDGE OF ELECTION MUST SIGN & DATE**

Signature of the Judge of Election \_\_\_\_\_ Date \_\_\_\_\_

**MINORITY INSPECTOR MUST SIGN & DATE**

Signature of the Minority Inspector \_\_\_\_\_ Date \_\_\_\_\_

**This section is for election officials only**

This space is reserved for voter registration verification by county board of elections. L

Provisional ballot barcode receipt sticker goes here Affix Ballot ID Number Here.

9" x 12" Open End

## Guidance for Challenges

Persons are presumed to be bona fide, qualified electors and must be allowed to vote if their names appear in the County's Poll Pad of registered voters. However, there may be cases when another voter, an election officer or a credentialed poll watcher challenges the right of a registered elector to vote. Below is guidance to help the Judges of Election understand how to proceed.

1. Challenges are limited to:

- The identity of the elector (voter),
- The residence of the elector (voter),
- An alleged violation in signing the voter's certificate, or
- An alleged violation of laws that ban bribery.

# Guidance for Challenges (Continued)

- Challenges may **NOT** be made to the legitimacy of the registration itself. By law, such challenges must be filed with the Voter Registration Commission.
- Challenges must be made in good faith. Challenges **CANNOT** be made routinely, frivolously or with no good-faith basis. The Judge of Election must remove from the polling place anyone making challenges routinely, frivolously or with no good-faith basis.
- If the elector (voter) establishes his or her identity or residence **to the satisfaction of the Judge of Election**, the elector must be allowed to sign the Poll Pad and receive a regular ballot.
- When to use the “CHALLENGES” form to issue a ballot to a challenged elector:**

- Only when a Judge of Election cannot decide, in good faith, the identity or residence of a challenged elector (voter), the challenged elector may complete the “CHALLENGES ELECTOR’S AFFIDAVIT” form, and also have another qualified elector (voter) complete the “SUPPORTING AFFIDAVIT” section on that same form.
- The CHALLENGES form is **NOT** needed for challenges where the Judge was satisfied with the Elector’s identity or residence in item (4) above.

**When the Challenges form has been completed with the Elector’s Affidavit and the Supporting Affidavit, the Elector (voter) then is processed normally and receives a regular ballot, NOT a provisional ballot.**

The form is titled "CHALLENGES ELECTOR'S AFFIDAVIT" and includes a "SUPPORTING AFFIDAVIT" section. It contains fields for the elector's name, address, and signature, as well as a section for the Judge of Election's signature. The form is printed on a white background with black text and lines for writing.

**IMPORTANT:** Any person who intentionally refuses to permit a person to vote, when that person is entitled to vote under the law, is committing a crime under the Pennsylvania Election Code and the Federal Voting Rights Act.

**IMPORTANT:** A provisional ballot is needed only when:

- the Judge of Election agrees that a challenge is well-founded, AND,
- the elector (voter) cannot submit a completed Challenges form.

# Voting with the Touch Writer

## Overview: Touch Writer and Verity Access

The Touch Writer is an accessible ballot marking device. On the Touch Writer, poll workers will activate a ballot, and then allow the voter to begin voting. When they are finished voting, the voter will print the marked ballot. The voter will cast their ballot using the scanner to be processed centrally. If using the Touch Writer to process a Provisional Ballot, the voter can choose to mark their choices on the machine or print a blank Provisional Ballot and mark it manually. Using the Touch Writer does not necessarily mean that a voter requires assistance.

## About Verity Access

Verity Access is intended for voters that cannot, or prefer not to, use the touchscreen. Verity Access includes two connection ports: the left connection port for headphones, and the right connection port for any dual-switch input device (such as tactile switches or sip-and-puff devices). With Verity Access, a voter can:

- Navigate through a ballot with the **Move** wheel
- Make selections on a ballot with the **Select** button
- Activate help text using the **Help** button

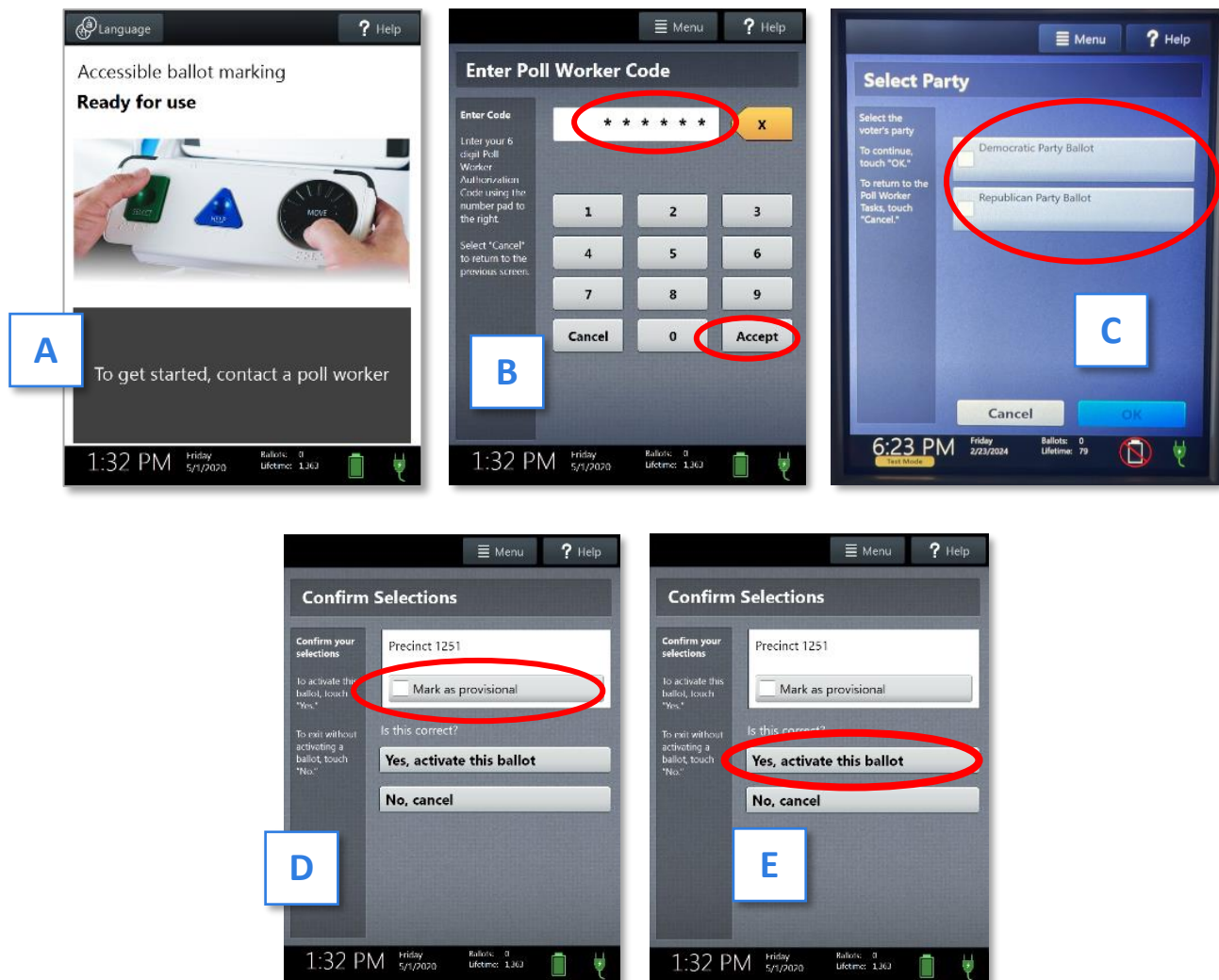
## Installing Headphones and Tactile Switches

1. Lift the Verity Access from its cradle.
2. Plug the supplied or the voter's headphones into the headphone port on the top left of the Verity Access. [A] ▼
3. Plug the tactile switches, sip-and-puff, or any other dual-switch input device into the port on the top right of the Verity Access. [B] ▼



## Poll Workers Activate the Ballot

1. When the device is ready to be used for marking ballots, the **Ready for Use** screen will display.
2. Press and hold your finger on the **Ready for Use** button to continue (or press the **Blue Poll Worker Button** on the back of the Touch Writer). [A] ▼
3. Enter the **Poll Worker Code** from the **Black Pouch** and select **Accept**. [B] ▼
4. Select the voter's party. [C] ▼
5. To activate a provisional ballot, select **Mark as provisional** [D] ▼
6. Confirm selections, then select **Yes, activate this ballot**. [E] ▼

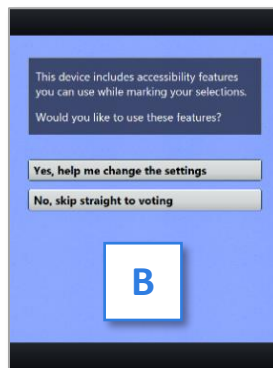
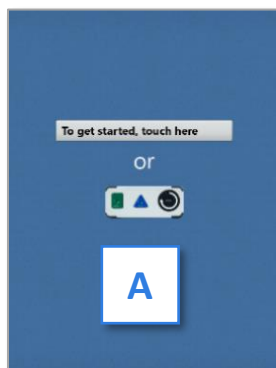




## Marking Ballots with Touch Writer

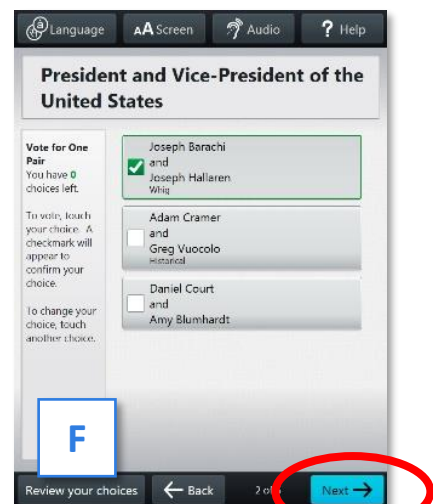
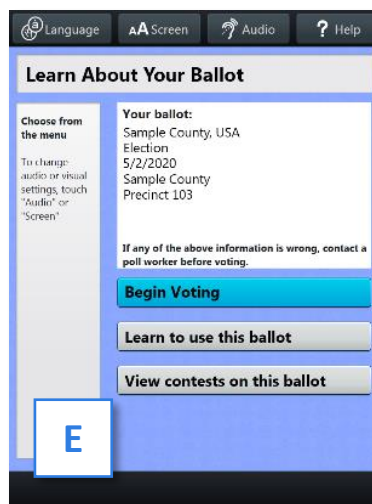
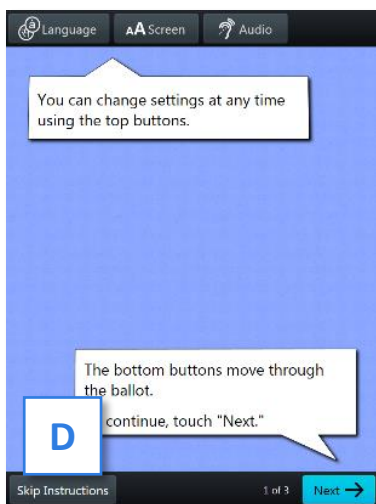
Once a poll worker has activated a regular or provisional ballot:

1. The voter selects **“To get started, touch here”** (or turns the Move Wheel on Verity Access clockwise). [A] ▼
  - If multiple languages are available, a “get started” button will appear in multiple languages. The voter selects the button with their preferred language.
  - The language selected applies to both the device instructions and the ballot.
  - The language settings can be changed at any time by accessing the language menu.
2. The voter chooses if they would like to use the Verity Access accessibility features. [B] ▼
  - If the voter chooses **Yes, help me change the settings**, they will proceed to the next step.
  - If the voter chooses **No, skip straight to voting**, they will be taken to the About Your Ballot screen.
3. The voter selects whether to use the screen, audio, or both to complete their ballot, and then adjusts their audio and/or screen settings. [C] ▼
  - If the voter chooses to use both the screen and audio, they will then be walked through the audio settings and screen settings before proceeding. The voter selects **OK, it sounds good/OK, it looks good** in the bottom right to proceed.
  - If the voter chooses to use the screen only and turn off the audio, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will then be walked through the screen settings before proceeding. The voter selects **OK, it looks good** in the bottom right to proceed.
  - If the voter chooses to use the audio only, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will proceed through their ballot using the Access device with headphones. The voter can **select Touch here to enable the screen** to turn the screen display on at any time.



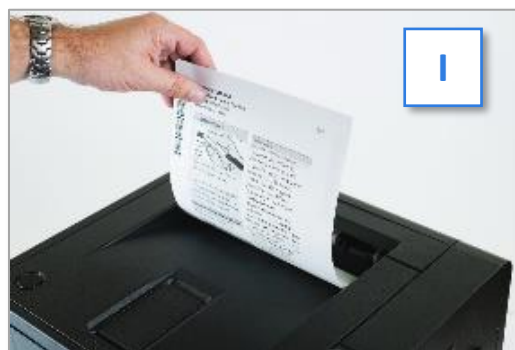
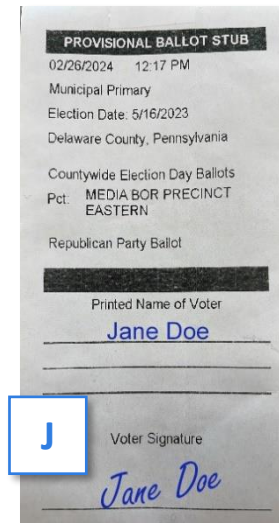
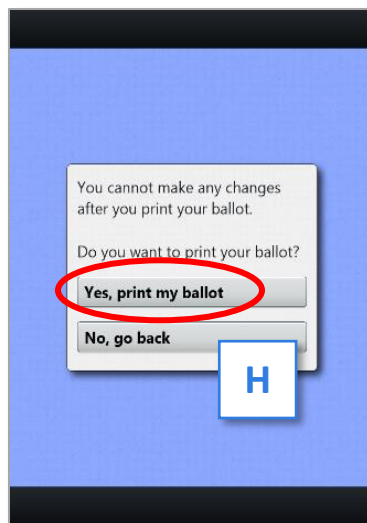
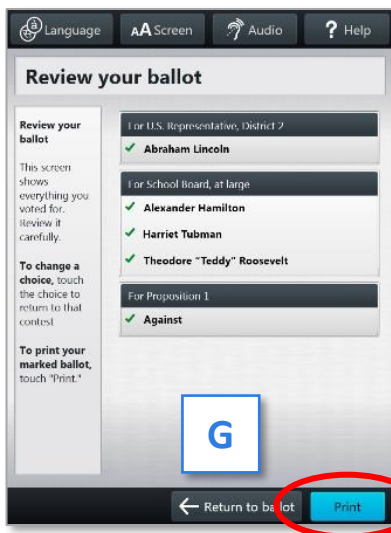
## Marking Ballots with Touch Writer (Continued)

4. The voter is presented with three screens of instructions that orient them to the Touch Writer device. The voter can select **Next** to view each instructional page or select **Skip Instructions** to go to their ballot. [D] ▼
  - On the last page of instructions, the voter selects Start in the bottom right to begin marking their ballot.
  - The Language (if applicable), Audio, and Screen settings and the **Help button** are also available.
5. The voter can start voting (by selecting **Begin Voting**), learn how to use the ballot, or view a list of contests on the ballot. [E] ▼
6. The voter makes their ballot choices using either the touchscreen or the **Move wheel** or **Select** button on Verity Access. [F] ▼
  - A selected choice will display a green box with check mark to the left of the choice.
  - The voter can review ballot choices by selecting **Review your choices**.
  - The **Next** or **Skip** button advances to the next contest on the ballot after reviewing all candidates (voter must scroll to bottom of contest)
7. If a Provisional voter chooses to print a blank Provisional ballot to manually mark, keep choosing Next or Skip.



## Marking Ballots with Touch Writer (Continued)

8. When the voter has reached the end of the ballot, the **Review your ballot** screen appears.
  - The voter can select a specific contest to return to that contest, or select **Return to ballot** to go to the last contest visited.
9. After reviewing and confirming their choices, the voter selects **Print** to print the ballot. [G] ▼
10. The voter selects **Yes, print my ballot**. [H] ▼
11. The voter retrieves the printed ballot from the printer next to the Touch Writer. [I] ▼
  - The voter will take their printed ballot to the scanner to cast their ballot.
  - Provisional ballots are **NEVER** accepted by the scanner. A Provisional Ballot Stub prints with each Provisional Ballot [J]. Instruct the voter to print their name and sign it where indicated. File the provisional ballot and signed stub with the JOE, per page 60.



## Making Write-in Choices

To vote for a write-in candidate on the ballot (if applicable):

1. On the page for that contest, the voter selects **To enter a write in, touch here**.
2. The voter types the name of the desired write-in, using the touchscreen or Verity Access, and then selects **Accept**.
3. The voter's write-in choice will appear with a green box with check mark to its left, along with the write-in candidate name that the voter typed.

Note: If a voter attempts to deselect a marked write-in choice, they will be asked to confirm before proceeding.

## Substitutions

In a contest with more than one valid choice (e.g., 'vote for one, two or three'): If the voter has already selected the allowed number of choices, and then selects an additional choice, Touch Writer will indicate which previous choice is being changed, and which new selection is being added.

## Touch Writer Help and Features

Each Touch Writer is equipped with context-specific help text and settings that can be accessed from the touchscreen or using Verity Access. To exit help or settings screens and resume voting, select **Exit Help** or **Return to ballot** on the bottom right.

- If multiple languages are available, a **Language** button [A] ▼ is located at the top left of the screen. Voters can select this button to change the language of the instructions and ballot.
- Voters can select the **Screen** button [B] ▼ to change the screen settings (contrast and text size), or to turn the screen off (if using headphones only).
- Voters can select the **Audio** button [C] ▼ to change the audio settings (volume and speed) for the headphones.
- The **Help** button [D] ▼ is at the top right of the screen. Voters can select this button to see help text for the voting step currently underway.



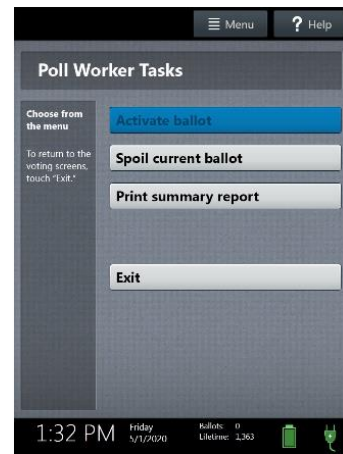
## Troubleshooting

If there is a problem with the Touch Writer, follow the error instructions on the screen (if applicable), and/or contact the Voter Machine Warehouse for assistance.

Note: If a visually impaired voter is stuck, remind them to move the wheel clockwise to activate the voice menu.

## Spoiling a Ballot on Touch Writer

- Press the **Blue Poll Worker Button** on the back of the Touch Writer.
- Enter the Poll Worker Code from the **Black Pouch** and select **Accept**.
- Select **Spoil current ballot**.
- Select **Yes, spoil the ballot**.
- Select **OK**. **There is no need to file paperwork for spoiled ballots not printed.**



## Spoiling Printed Touch Writer Paper Ballots

To spoil a ballot that has already been printed from Touch Writer, see page 50. And note on the log that it is from the Touch Writer. A spoiled Touch Writer Provisional Ballot should be placed in the Provisional Voting – Return Envelope.

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# CLOSING THE POLLS

## CLOSING ACCURATELY AND EFFICIENTLY

- ❖ Polls must stay open until all voters in line at 8:00PM have voted.
- ❖ DO NOT close the polls before 8:00PM. Once polls have closed, they cannot be reopened.
- ❖ Poll watchers and candidates are permitted to remain in the precinct during closing but must not disrupt the poll workers.
- ❖ All supplies marked **Return to County** on pages 84-87 **must** be returned to the Media Government Center immediately after completing the closing process.

**WARNING!** If you are missing any items, you will be required to return to your polling location to collect those items. Review pages 84-87 to avoid having to make two trips!

Call the Voting Machine Warehouse at (610) 874-8780 or the Poll Worker Hotline at (484)460-3750 with any problems.

# Task List: Closing the Precinct and Polls

**JOE: Use this list to distribute closing tasks**

NAME	CLOSING TASK
NAME	Fill out and sign the Affidavit of Voter Identification Form and file the form in the <b>Lemon Bureau of Elections Envelope</b> . <b>TIP: ANY morning workers must complete the Affidavit before leaving.</b>
NAME	Open the Ballot Box and verify there are no unscanned Ballots in the Emergency Slot Bag. If there are, scan them first (see page 92) and then proceed.
NAME	Remove Ballot Bag from Ballot Box. <b>Do NOT add anything to the bag!</b> The Ballot Bag only contains cast ballots! Seal with <b>Green Security Seal</b> located in the <b>Black Pouch</b> . Record the seal number on Certificate 3 of all 3 Return Sheets. Close Ballot Box.
NAME	Close Polls on the Scanner. Follow the step-by-step procedures beginning on page 74.
NAME	Close Polls on the Touch Writer. Follow the step-by-step procedures beginning on page 76.
NAME	Secure the Scanner and Touch Writer vDrives in the <b>White vDrive Security Return Envelope</b> and place in the top clear sleeve of <b>Gray Ballot Bag</b> . See instructions on page 77.
NAME	Close and seal the Poll Pad. Follow the step-by-step procedures beginning on page 78.
NAME	Count unused ballots. Do not unwrap to count them. Record the number of unused ballots on the boxes and Certificate 3 on all 3 Return Sheets.
NAME	Unused ballot inventory: <ul style="list-style-type: none"> <li>▪ Seal cardboard ballot boxes w/tape, all workers will sign over the tape.</li> <li>▪ Write the number of unused ballots on the label.</li> <li>▪ Return all cardboard ballot boxes to the equipment cage, including empty boxes.</li> </ul>
NAME	Fold up voting booths, ballot box, table and all other equipment used.
NAME	Pack Equipment Cage according to photo in plastic sleeve. Note any equipment issues on the Manifest Sheet. <b>Do NOT Seal yet!</b>
NAME	Separate only the <b>USED</b> Numbered List of Voters pages in the binder. Record the total number of voters (subtract the total number of crossed off lines) on all Return Sheets – Certificate 2. <ul style="list-style-type: none"> <li>▪ All white pages, separation pages and unused yellow pages will remain in binder and be returned on the top shelf of equipment cage.</li> <li>▪ Used yellow pages will be placed in the <b>Pink Minority Inspector Envelope</b>.</li> </ul>
NAME	Complete the Provisional Ballot Return Envelope (See page 86) and place in the large Ziploc bag along with all unused Provisional Ballots supplies. Place the sealed Ziploc bag in the <b>Green Tote</b> .
NAME	The <b>sealed baby-blue bag</b> containing the poll books and supplemental pages remains in the <b>Green Tote</b> .
NAME	Pack the <b>Green Tote</b> per page 85.



NAME	CLOSING TASK
NAME	Complete and sign all 3 Return Sheets using the step-by-step guide as listed below. <ul style="list-style-type: none"> <li>▪ Return Sheet Certificate 1 – Filled out at poll opening – page 38.</li> <li>▪ Return Sheet Certificate 2 – Poll Closing – Voter Tally – page 80.</li> <li>▪ Return Sheet Certificate 3 – Poll Closing – Paper Ballot Audit – page 82.</li> </ul>
NAME	Verify that the <b>Lemon Pay Sheet</b> has been filled out and signed by all Poll Workers. Double check that the JOE has signed at the bottom of the sheet. Place Lemon Pay Sheet in the <b>Lemon Bureau of Elections Envelope</b> .
NAME	Confirm the <b>Lemon Bureau of Elections Envelope</b> contains all forms listed on the envelope, per page 86. Include any notes to the Hotline and/or the Bureau of Elections. JOE and Minority Inspector must both sign the <b>Lemon Bureau of Elections Envelope</b> . Seal and place in the <b>Green Tote</b> .
NAME	Take down all posters, notices, and sample ballots. Place in Posting Notices Envelope. Place in the <b>White Supply Box</b> .
NAME	Place one completed Return Sheet in each of the following locations: <ul style="list-style-type: none"> <li>▪ Post the <b>White Return Sheet</b> in precinct – visible from outer door or window.</li> <li>▪ File the <b>Aqua Return Sheet</b> in the <b>Aqua Machine Warehouse Envelope</b></li> <li>▪ File the <b>Pink Return Sheet</b> in the <b>Pink Minority Inspector Envelope</b></li> </ul>
NAME	Complete and verify the contents of the <b>Pink Minority Inspector Envelope</b> , see page 87. JOE and Minority Inspector must sign the <b>Pink Minority Inspector Envelope</b> . Minority Inspector will take sealed envelope home and maintain securely for two years.
NAME	Complete and verify the contents of the <b>Aqua Machine Warehouse Envelope</b> , see page 87. JOE and Minority Inspector must sign the <b>Aqua Machine Warehouse Envelope</b> . Return the <b>Aqua Machine Warehouse Envelope</b> on the top shelf of equipment cage.
NAME	Pack the <b>White Supply Box</b> according to the inventory list on page 85. Place the fully packed Supply Box and <b>Black Pouch</b> with codes in the <b>Green Tote</b> .
NAME	Collect pens, “I Voted” stickers, tape and any other loose election supplies and place them in the plastic supply bag. Place plastic bag in the <b>Green Tote</b> .
NAME	Return precinct to its original state or as discussed with the precinct’s manager.
NAME	Before sealing the equipment cage, take one last look around the precinct to verify there are no stray items.
NAME	Determine who is dropping off the sealed the <b>Green Tote</b> and the sealed <b>Gray Ballot Bag</b> with the <b>White vDrive Security Return Envelope</b> placed in the top plastic sleeve to the County in Media. <b>Reminder: Whoever is returning the election materials to Media must wear the lanyard with keys. Affidavit is needed if not a poll worker. Call Hotline at 484-460-3750 for Affidavit information.</b>
NAME	Seal the <b>Green Tote</b> with the <b>White Security Seal</b> in the <b>Black Pouch</b> and record the seal number on Certificate 3 on all 3 Return Sheets.
NAME	Seal the equipment cage using the <b>Red Security Seal</b> from the <b>Blue Bag. DO THIS LAST.</b>
NAME	Turn off lights, lock doors, and see that all Poll Workers are safely escorted to their cars.

# Closing the Polls: Scanner

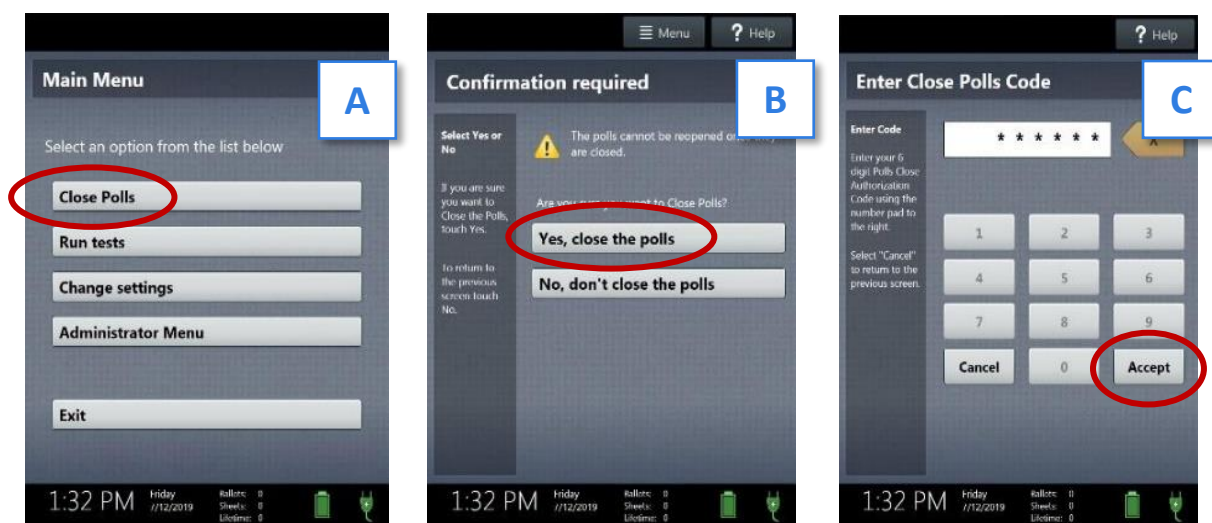
**IMPORTANT: Do not close the polls until 8:00PM or until ALL voters in line at 8:00PM have voted. Once the Polls have been closed, they cannot be re-opened.**

1. Check the emergency ballot bag in the ballot box for any ballots prior to shutting down the machine. Scan these ballots. See page **92** for complete Emergency Ballot procedures.
2. Remove the **Gray Ballot Bag** from the Ballot Box. Do NOT put anything in the **Gray Ballot Bag!**  
It is for scanned ballots ONLY!
3. Seal Ballot Bag with **Green Security Seal**.
4. Record the Security Seal number on Certificate 3.
5. Press the **Blue Poll Worker Button** on the back of the Scanner. Be careful!



Do NOT press the **Red Power Button**. Call the Equipment Warehouse or the Poll Worker Hotline immediately if you do accidentally power off the scanner.

6. Select **Close Polls**. [A] ▼
7. Select **Yes, Close the polls**. [B] ▼
8. Enter the Close Polls Code (found in **Black Pouch**) and select **Accept**. [C] ▼ The scanner will automatically print the Close Polls Report which includes a Tally Report. The scanner will then automatically print 4 Tally Reports.



**THE POLLS ARE NOW CLOSED, THEY CAN NOT BE RE-OPENED!**

## Closing the Polls: Scanner (Continued)

- Record the Ballot Counter and Lifetime Counter numbers from the Scanner's Close Polls Report on Certificate 2 on all 3 Return Sheets.

All present poll workers will sign the Close Polls report and attach it to the **Aqua Return Sheet** to be filed in the **Aqua Machine Warehouse Envelope**.

- Separate the automatically printed Tally reports and have all present poll workers sign **ALL** Tally reports and file as instructed below.

- You may label the tally reports in the upper right corner to help keep track of them.

- Select **Print Write-In Report**.

- TIP: Machine report tapes will be long. Some may be over 6 feet. Machine tape replacement instructions are noted on page 93 if additional roll of report tape is needed.**

- After printing reports, wait at least 10 seconds then press the **Red Power Button** on the back of the scanner to power it off. Call the Poll Worker Hotline or the Machine Warehouse if the scanner does not power off.
- Once the scanner is completely powered down and showing a black screen, follow instructions on page 77 to remove the vDrive.
- Disconnect the power cord by grasping the cord at the base of the black connector molding where it connects to the scanner and slide back the sleeve. This will unlock the connection so the cord may be removed. Place the cords in the storage compartment.
- Unlock and unlatch the tablet from the cradle. When storing, make sure to lock tablet in with the blue key and pull blue latch down to secure it in place.



## Scanner Tally Report Filing Instructions

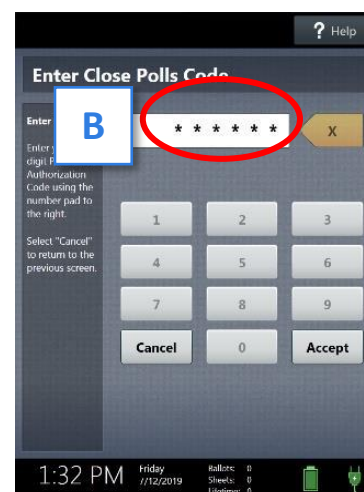
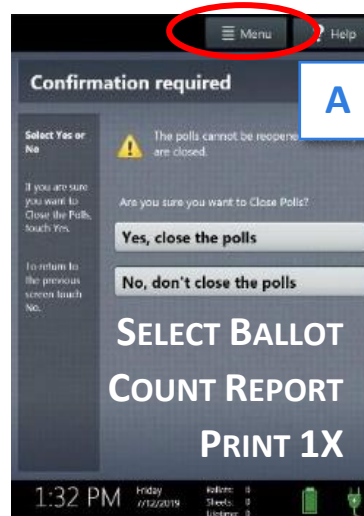
- The signed Closed Polls report with the Tally report will be taped to the **Aqua Return Sheet** being placed in the **Aqua Machine Warehouse Envelope**.
- Signed Tally and Write-In reports will be taped to the **White Return Sheet** posted at the precinct.
- A signed Tally report will be taped to the **Pink Return Sheet** to be placed in the **Pink Minority Inspector Envelope**.
- One Tally report each will go to a Republican Party Representative and a Democratic Party Representative.
- If a party representative is not present at poll closing, write their party on the Tally report, and place it in the **White Supply Box**.

# Closing the Polls: Touch Writer

1. Press the **Blue Poll Worker Button** on the back of the Touch Writer. **Be careful! Do NOT press the Red Power Button.** (See photo on pg. 74) Call the **Equipment Warehouse or the Poll Worker Hotline immediately if you do accidentally power off the Touch Writer.**
2. Select **Menu** in the upper right corner of screen. [A] ▶
3. Select **Close Polls.**
4. Select **Yes, Close the polls.**
5. Enter the Close Polls Code (from **Black Pouch**) and select **Accept.** The Close Polls report prints automatically. [B] ▶

**THE POLLS ARE NOW CLOSED.  
THEY CANNOT BE RE-OPENED.**

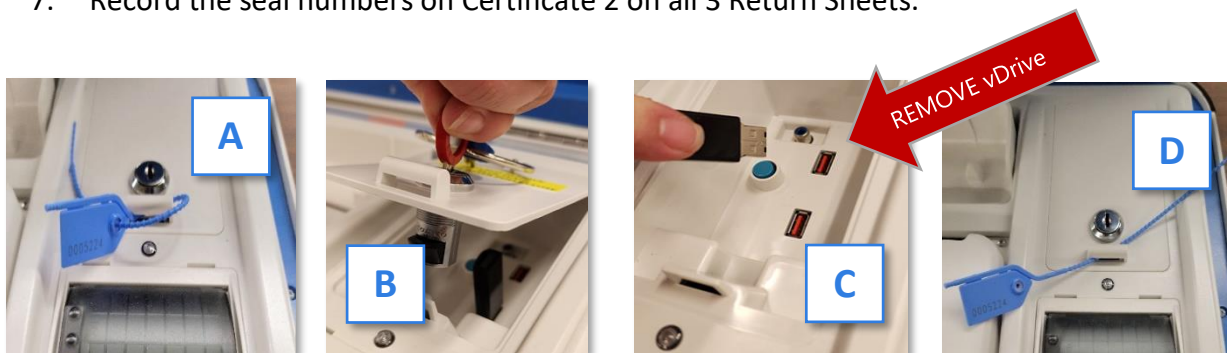
6. Record the Lifetime Counter number from the Touch Writer Close Polls Report on Certificate 2 on all 3 Return Sheets.
7. Record the total of ballots printed in the precinct less provisional ballots on Certificate 3 on all 3 Return Sheets.
8. Select **Print Ballot Count** which will print automatically.
9. All present poll workers must sign ALL machine tape reports and file as instructed:
  - The Close Polls Report will go in the **Aqua Machine Warehouse Envelope.**
  - The Ballot Count Report will go in the **Pink Minority Inspector Envelope.**
10. After printing reports, wait **at least 10 seconds**, then press the **Red Power Button** on the back of the Touch Writer to power it off.
11. Once the Touch Writer is completely powered down and showing a black screen, follow instructions in the next section to remove the vDrive.
12. Disconnect the power cord by grasping the cord at the base of the black connector molding where it connects to the Touch Writer and slide back the sleeve. This will unlock the connection so the cord may be removed. Place the cords in the storage compartment.
13. Attach **Blue Security Seal** from the blue bag over the printer port on the back of the Touch Writer. Record the seal number on Certificate 2 on all 3 Return Sheets.
14. Unlock and unlatch the tablet from the cradle. When storing, make sure to lock tablet in with the key and pull blue latch down to secure it in place.



# Closing the Polls: vDrive Removal and Return

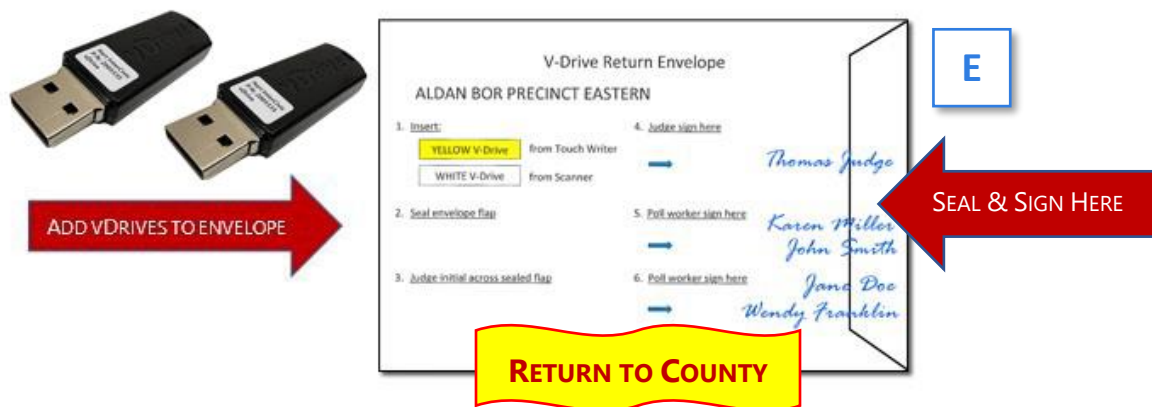
Complete the following steps on the scanner and Touch Writer once both devices are powered down:

1. Break the security seal on the vDrive compartment. [A] ▼
2. Deposit the seals in the *Aqua Machine Warehouse Envelope*.
3. Unlock and open the vDrive compartment with the red key from *Black Pouch*. [B] ▼
4. Remove the vDrive from the USB slot. [C] ▼
5. Put both vDrives in the *White vDrive Security Return Envelope* and seal.
6. Add *Blue Security Seal* (from the *Blue Bag* in cage) to the vDrive compartments for both the Scanner and Touch Writer before closing equipment. [D] ▼
7. Record the seal numbers on Certificate 2 on all 3 Return Sheets.



**IMPORTANT! Do not use security seals on equipment handles.**

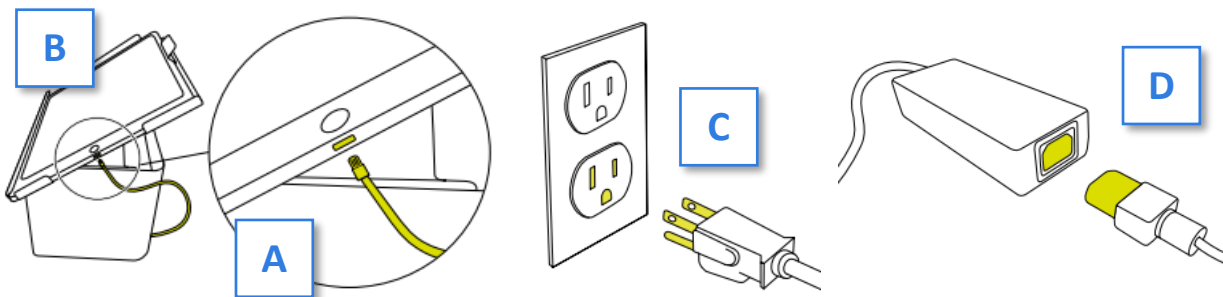
8. The JOE AND ALL PRESENT POLL WORKERS must sign seal over the flap! [E]



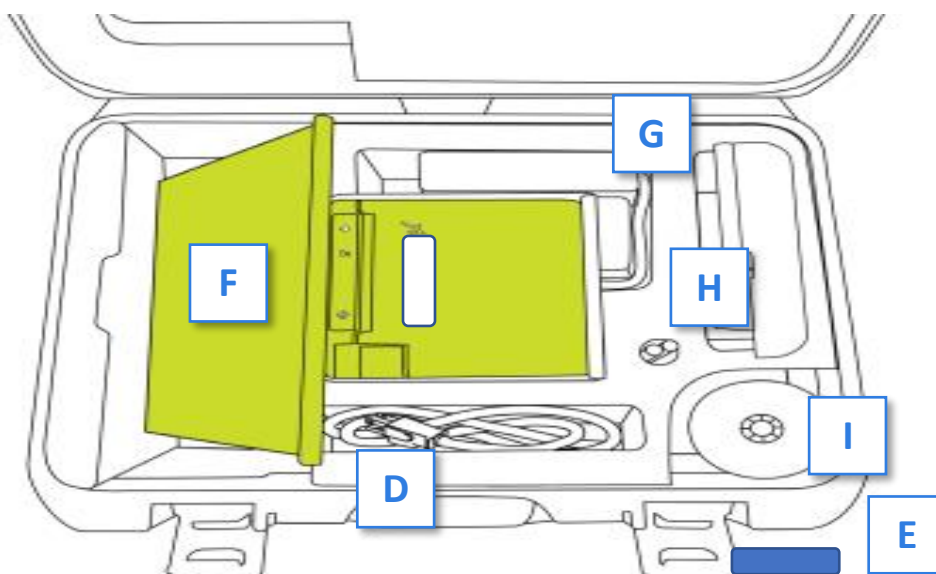
**NEW: Place the signed and sealed vDrive envelope in the top clear sleeve of the gray ballot bag.**

# Closing the Polls: Packing up the Poll Pad

1. Unplug the green cord from the Poll Pad. [A]
2. Tap the Power Button on the top left of Poll Pad to turn off the screen. [B]
3. Unplug the power cord from the outlet. [C]



4. Separate the power adapter from the power cord. Place the power cord in the case. [D]
5. Verify the case's luggage tag matches the sticker on the on the printer cover. [E]
6. Lift the Poll Pad firmly with 2 hands and gently place it in the case. [F] Tuck in the green cord and the adapter into their slot. [G]
7. Pack any remaining accessories including styluses [H], cleaning cloth and the rapid wall charger [H] and printer paper [I].
8. Close and seal the case with the **Lime Security Seal** found in the **Black Pouch**.
9. Record the seal number on the **Lime Poll Pad Tickets Envelope**.
10. Place the Poll Pad/s in the Equipment Cage. **Do NOT return the Poll Pad/s to Media!**
11. Place the extension cord, the power strip and green tape, if present, in the cage.



# Sample Return Sheet

**Delaware County - Return Sheet**  
**Primary Election**  
**Tuesday, April 23, 2024**

**ALDAN Eastern**

**Place completed and signed sheet in Pink Minority Inspector Envelope.**

**POLL OPENING - CERTIFICATE 1**  
*Before opening the polls, record these numbers from the equipment and the reports. Verify all "Zero & Open Polls Reports" show zero votes cast. Call warehouse if incorrect.*

ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment <i>Unseal at Poll Closing</i>	Serial Number from Open Polls Report	Lifetime Counter from Open Polls Report
Ballot Scanner			
Touch Writer			

RED Seal # on Cage: \_\_\_\_\_ BLUE Seal # Back of Touch Writer: \_\_\_\_\_

**POLL CLOSING - CERTIFICATE 2**  
*After closing the polls, record these numbers from the equipment, reports and numbered list of voters.*

ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment <i>Seal when Repacking</i>	BALLOT COUNTER from Close Polls Report	Lifetime Counter from Close Polls Report
Ballot Scanner			
Touch Writer			

RED Seal # on Cage: \_\_\_\_\_ BLUE Seal # Back of Touch Writer: \_\_\_\_\_

**TOTAL # VOTERS: From Numbered list** *Record the last number displaying a voter from the numbered list, minus any lines that were crossed out and unused.*

**PAPER BALLOT AUDIT - CERTIFICATE 3**  
*Fill out at poll closing with all paper ballot numbers. Record seal numbers used for the live ballots.*

	DEM BALLOTS	REP BALLOTS
Total Ballots received in cage		
Ballots printed on Touch Writer		
Total Provisional Ballots including Spoiled from the Provisional Voting Return Envelope		
Total of Unused Ballots (Count remaining at poll closing)		
Total Spoiled Regular Ballots (Refer to spoiled/remitted ballot env.)		

**You must record these security seal numbers. Print numbers clearly.**

<b>Gray Scanner Bag Seal #</b> Contains all scanned paper ballots	
<b>Green Tote Seal #</b> Contains all cast provisional votes	

*We, the undersigned Election Officials, certify that we have followed all procedures prescribed by law, before, during and after the Election.*

POSITION	PRINTED NAME	SIGNATURE
Judge of Elections		
Majority Inspector		
Minority Inspector		
Machine Operator		
Clerk		

*Notes on discrepancy or other important items:*

Attach Closed Polls Report Here

**Attach Machine Tapes**

**SEE PAGE 38**

**SEE PAGE 80**

**SEE PAGE 82**

**PRINT WORKER NAMES & SIGN HERE**

**IMPORTANT NOTE:**  
**"Total # Voters: From Numbered list" number should match the "BALLOT COUNTER" number.**  
  
**If the numbers do NOT match, explain the reason in the "Notes on discrepancy box to the right of certificate 3.**

**All poll workers present MUST print and sign their names on all 3 return sheets.**

## Filling Out the Return Sheets: Certificate 2

All certificates are located on the large *Pink, Aqua and White Return Sheets* (see page 79). There are no individual certificates.

There are 3 Return Sheets included in your paperwork, they must all be filled out completely and identically.

Certificate 2 is a record of ballots cast and closing security measures. Use these instructions, along with the infographic on the opposite page, to fill out Certificate 2.

- Record the closing seal numbers from **Blue Security Seals** from the blue bag for the vDrive compartments inside the Scanner *and* the Touch Writer. The vDrive compartments will be resealed after removing the vDrives as shown on page 77.
- Record the number of ballots cast from the Ballot Counter number on the Scanner's Close Polls Report. In the example, 43 ballots were cast.
- Record the Lifetime Counter number from the Close Poll Reports for both the Scanner and the Touch Writer. In this example, the Scanner's lifetime count is 5732 and the Touch Writer's lifetime count is 83.
- Record the closing seal number from the **Red Security Seal** from the blue bag on the equipment cage. **Do not seal the cage until you are ready to leave the precinct.**
- Record the closing seal number from the **Blue Security Seal** from the blue bag on the printer port on the back of the Touch Writer.
- Record the total number of voters who voted at the precinct. This will be the final line from the Numbered List of Voters in the binder, minus any crossed out and unused lines.
- In this example, the last number is 44 and there was 1 cross out. So, the actual number of voters who signed the blue poll book is 43.

**IMPORTANT NOTE:** The "TOTAL # VOTERS" number should match the scanner's "BALLOT COUNTER" number. If the numbers do not match, explain the reason for the difference in the discrepancy box to the right of Certificate 3. The reason must be explained on ALL 3 return sheets.



# Filling Out the Return Sheets: Certificate 2

POLL CLOSING - CERTIFICATE 2			
After closing the polls, record these numbers from the equipment, tapes, and numbered list of voters.			
ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment <i>Seal when Repacking</i>	BALLOT COUNTER from Machine Tape	Lifetime Counter from Machine Tape
Ballot Scanner	1 0005226	2 43	3 5732
TouchWriter	0005225		4 83
RED Seal # on Cage:	Used to seal cage	LUE Seal # Back of TouchWriter:	At closing
<b>TOTAL # VOTERS: From numbered list of voters</b>	5 43	Record the last number displaying a voter from the numbered list, minus any lines that were crossed out and unused. (see pic 44-1=43)	



Seal numbers from blue security seals installed on both vDrive compartments after removal of the vDrives.

NUMBERED LIST OF VOTERS 1-100 PAGE 0		
White pages stay in the binder. Place binder in cage after polls close. Minority Inspector keeps yellow pages.		
1. Smith, John D	34. Noble, John R	67.
2. Doe, Jane D	35. Wilde, Jane R	68.
3. James, John R	36. <del>Smith, John D</del>	69.
4. Litton, Jane D	37. Purdy, Jane D	70.
5. Smithly, John R	38. Deere, John R	71.
6. Buck, Jane D	39. Maple, Jane D	72.
7. Apple, John R	40. Wiley, John D	73.
8. Carrot, Jane R	41. Doxen, Jane R	74.
9. Munk, John D	42. Bills, John R	75.
10. Venkman, Jane R	43. Reade, Jane D	76.
11. Moll, Jane D	44. Linus, Jane D	77.

Election Header	
Poll Worker Training - General	
Election Date: 10/31/2021	
Delaware County, Pennsylvania	
Delco Elementary School	
Election Day	
Verity Scan	
S/N: S1903221810	
Version: 2.3.1	
3	2
Ballot Counter:	43
Lifetime Counter:	5732
Close Polls Report	

Election Header	
Poll Worker Training - General	
Election Date: 10/31/2021	
Delaware County, Pennsylvania	
Delco Elementary School	
Election Day	
Verity Touch Writer	
S/N: W1913547412	
Version: 2.3.4	
Ballot Counter:	6
Lifetime Counter:	4 83
Close Polls Report	

These tapes show a record of all votes cast.

Remember to sign the bottom of all machine tapes where indicated.

## Filling out the Return Sheets: Certificate 3

Certificate 3 is the paper ballot audit. It contains a record of all paper ballots delivered to and printed at the precinct. Use these instructions, along with the infographic on the opposite page, to fill out Certificate 3.

- Confirm the prefilled number agrees to the number of ballots by party received in the cage.
- Record the number of ballots printed by party in the precinct from the Touch Writer Close Polls Report.
- Record the total Provisional Ballots printed on the Touch Writer by party.
- Record the total number of unused ballots by party. Note: Unused ballots must be sealed in their box and placed back in the cage along with any empty ballot boxes at the end of the night.
- Record the total number of spoiled ballots by party (from the Spoiled/Remitted Ballot Envelope). This count does **NOT** include any remitted ballots or Spoiled Touch Writer ballots.
- Record the **Green Seal Number** from the Black Pouch used to seal the grey ballot bag.
- Record the **White Seal Number** from the Black Pouch used to seal the **Green Tote**. Do not seal the **Green Tote** until all paperwork has been completed and filed.

**If there are any discrepancies, please explain it in the discrepancy box located next Certificate 3 on the Return Sheet. The same reason must be noted on ALL 3 return sheets.**

Once all the certificates on all 3 Return Sheets are completed, **ALL** poll workers present at closing must print and sign their names at the bottom of the sheets.

- File the completed **Pink Return Sheet** in the **Pink Minority Inspector Envelope**.
- File the completed **Aqua Return Sheet** in the **Aqua Machine Warehouse Envelope**.
- Post the completed **White Return Sheet** with both the Write-In and Tally Report attached so it is visible from the outside of the precinct. Poll workers are not responsible for removing this posting.

# Filling Out the Return Sheets: Certificate 3

PAPER BALLOT AUDIT - CERTIFICATE 3		
<i>Fill out at poll closing with all paper ballot numbers. Record seal numbers used for the live ballots.</i>		
	DEM BALLOTS	REP BALLOTS
Total Ballots received in cage	Preprinted	
Ballots printed on Touch Writer	<b>1</b> 2	3
Total Provisional Ballots including Spoiled from the Provisional Voting Return Envelope	1	0
Total of Unused Ballots (Count remaining at poll closing)	<b>2</b> 379	252
Total Spoiled Regular Ballots (Refer to spoiled/remitted ballot env.)	<b>3</b> 2	0
<b>You must record these security seal numbers. Print numbers clearly.</b>		
Gray Scanner Bag Seal # Contains all scanned paper ballots	<b>4</b> 0003546	
Green Tote Seal # Contains all cast provisional votes	<b>5</b> 001171	

Democratic Party

Pct MEDIA BOR PRECINCT EASTERN 2

Total 2

Republican Party

Pct MEDIA BOR PRECINCT EASTERN 3

Total 3

**1**

DELAWARE COUNTY BUREAU OF ELECTIONS SPOILED / REMITTED BALLOT ENVELOPE

SPOLIING INSTRUCTIONS

- SPOILED BALLOTS: If a voter overvotes or mismarks an Election Day Precinct Ballot, the voter may spoil that ballot to receive a replacement Precinct Ballot.
  - o Mark the overvoted or mismarked ballot as spoiled.
  - o Place the spoiled ballot in this envelope.
- REMITTED MAIL BALLOTS: If a voter decides to vote in person and turns in the Mail Ballot (Absentee or Mail In), they must remit both the Mail Ballot and the Return Envelope that shows the voter's name to receive a replacement Precinct Ballot.
  - o Place the mail ballot and return envelope inside this envelope.
  - o Place Elector's Declaration to Remit Mail Ballot inside this envelope.

Make a log entry below for each ballot placed inside this envelope.

Circle One:	If Spoiled, give reason (overvote or mismarked)	Spoiled/Remitted by: Poll Worker Name
Remitted or Spoiled	<b>3</b> D Overvoted	Thomas Judge
Remitted or Spoiled	D Mismarked	Thomas Judge
Remitted or Spoiled		
Remitted or Spoiled		

Delaware County April 23, 2024 Primary

PRECINCT: ALDAN Western

Box #2 Precinct Box: 1 of 2

PARTY: Democratic

TOTAL BALLOTS: ~~300~~ 379 unused **2**

Precinct Box: 1 of 1

PARTY: Republican

TOTAL BALLOTS: ~~300~~ 252 unused



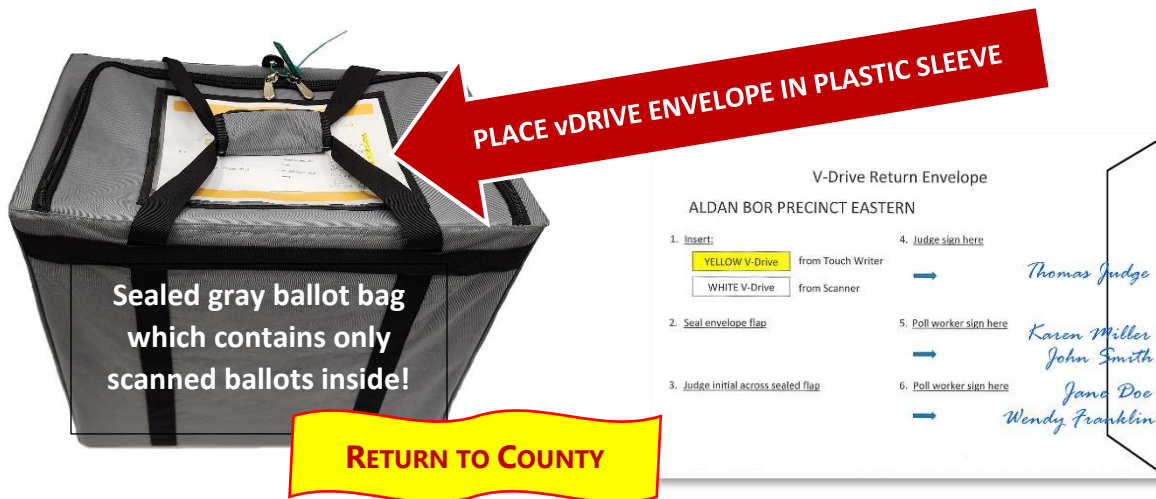
# Security Seal Locations

Seal Color	Security Seal Location	Seal Placement at Poll Closing
White (1)	Black Pouch	Green Tote
Green (1)	Black Pouch	Gray Ballot Bag
Lime (1)	Black Pouch	Poll Pad
Blue (3)	Equipment Cage blue bag	vDrive compartments on scanner & Touch Writer and the Touch Writer's rear printer port
Red (1)	Equipment Cage blue bag	Equipment Cage

## Return Guide

**SUPPLIES MARKED "RETURN TO COUNTY" MUST BE INCLUDED AT THE END OF NIGHT DROP-OFF. IF YOU ARE MISSING ANY OF THESE ITEMS, YOU MUST RETURN TO THE POLLING LOCATION TO RETRIEVE THEM FOR DELIVERY TO THE COUNTY.**

## Sealed Gray Scanner Ballot Bag with vDrive Envelope



- Use the **Green Security Seal** located in the **Black Pouch** to secure the gray ballot bag.
- Record the **Green Seal Number** on all three (3) Return Sheets. (See Cert. 2 on page 80)

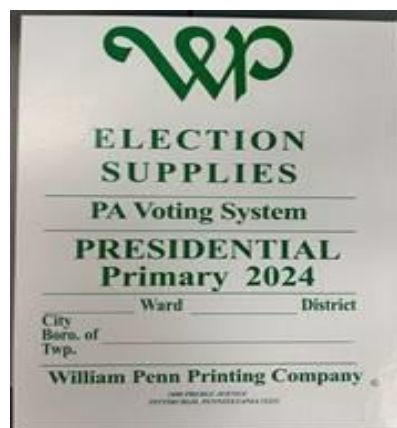
**The signed & sealed vDrive envelope will be placed in the clear sleeve on top of the sealed gray ballot bag.**

## Closing Inventory **IMPORTANT: Pack out what was packed in.**

### GREEN TOTE



### WHITE SUPPLY BOX



#### GREEN TOTE CONTENTS:

- **Sealed baby-blue bag** containing the Blue Poll Books, Supplemental Poll Book Pages and Instructions
- **Used Forms Envelope** (which contains)
  - o Used Yellow Affirmation of Elector Forms
  - o Used Pink Declaration of Assistance Forms
  - o Record of Assisted Voters Log
  - o Used Challenges of Elector's Affidavit
  - o **ALL** Used and Unused Poll Book Entry Pages
- **Provisional Ballot supplies** (bundle all supplies into the large Ziploc bag, including) (see page 86):
  - o Provisional Voting Return Envelope
  - o Unused provisional ballot envelopes, green secrecy envelopes & receipts
- **Unused Forms Envelope** (containing):
  - o Blank Yellow Affirmation of Elector Forms
  - o Blank Pink Declaration of Assistance Forms
- **Black Pouch with Codes**
- **Lemon Bureau of Elections Envelope** (see page 86)
- **Spoiled/Remitted Ballot Envelope**
- **All pens and tape**
- **White Supply Box** (contents, see right)
- **Sample Ballots**
- 
- **"I Voted" stickers**

#### WHITE SUPPLY BOX CONTENTS:

- Blue Precinct Folder
- Unused Elector's Declaration to Return their Mail Ballot Forms
- Unused Challenges Elector's Affidavits
- Posting Notices
- Election Day Digest (may keep)
- Any unclaimed Party Tally Reports with party noted
- Precinct Sign/s (if present)
- Unused Statements of Complaint
- Election Day Guide (may keep)

**Once the Green Tote is completely packed, use the *White Security Seal* located in the *Black Pouch* to secure the *Green Tote*. Record the seal number on all *Certificate 3* on all 3 Return Sheets. (see page 83)**

# PROVISIONAL VOTE – RETURN ENVELOPE

## Provisional Vote – Return Envelope and Instructions

1. The JOE must complete section #1. [A]
2. Both the JOE and Minority Inspector **MUST** sign.
3. Print the name of the individual responsible for returning this packet to the County.
4. Place **ALL** provisional ballots, provisional ballot stubs, and any **spoiled** provisional ballots in the **White Envelope** and seal it.
5. **IMPORTANT:** Review all provisional ballots for JOE and Minority Inspector signatures before sending the envelope.

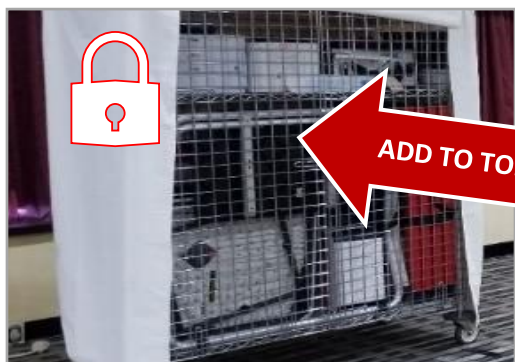
# LEMON BOE ENVELOPE

## LEMON BOE ENVELOPE CONTENTS

1. Lemon Pay Sheet (MUST be signed & filled out by all workers to ensure payment)
2. 1 signed Election Officer's Oath Affidavit
3. Signed Affidavit of Voter ID
4. Used Statements of Complaint-Title III
5. Any important messages

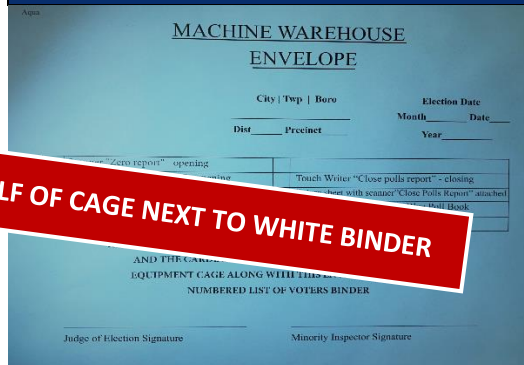
# Equipment Cage, Aqua Envelope and Pink Envelope

## EQUIPMENT CAGE



**ADD TO TOP SHELF OF CAGE NEXT TO WHITE BINDER**

## AQUA ENVELOPE



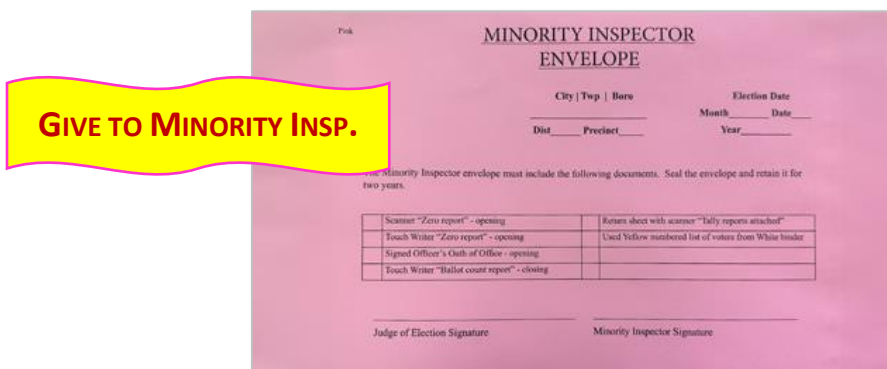
### REPACK, SEAL AND COVER

- Repack the equipment per the packing assistance guide and Manifest Sheet
- Sealed & signed cardboard ballot boxes with unused ballots
- Any empty cardboard ballot boxes
- Numbered List of Voters White Binder containing **Lime POLL PAD Envelope** (top shelf)
- **Aqua Machine Warehouse Envelope** (top shelf)
- Completed Manifest Sheet (top shelf)
- **Poll Pad or Poll Pads**
- **Electric cord and power strip (if provided)**

### AQUA MACHINE WAREHOUSE CONTENTS:

- Scanner & Touch Writer Zero Reports
- Scanner & Touch Writer Open Polls Reports
- Touch Writer Close Poll Report
- Scanner & Touch Writer Power on Self-Test Reports
- All broken **Security Seals** except the lime Poll Pad seal
- Aqua Return Sheet w/Close Polls Report attached

## PINK ENVELOPE



### PINK MINORITY INSPECTOR CONTENTS:

- Scanner & Touch Writer Zero Reports
- 1 Signed Election Officer's Oath Affidavit
- Touch Writer Ballot Count Report
- Used **Yellow Numbered List of Voters** (from white binder)
- Pink Return Sheet w/ Tally Report attached

## Drop Off Rules and Information

- **IMPORTANT:** If a non-poll worker is returning the materials, they must have a signed affidavit (Call the Poll Worker Hotline at (484) 460-3750 for directions).
- **IMPORTANT:** The vDrive Envelope will be placed in clear sleeve on top of the *gray ballot bag*.
- Poll Pads are returned in the cage.
- All precincts will return materials on ELECTION NIGHT to the Government Center in Media.
- Only **ONE** person wearing the ID Badge on lanyard with the keys per precinct will be admitted in the building to return materials.
- Assistance carrying the materials will be available in the Third Street garage, if needed.
- Parking is also available on nearby streets and enter through the courtyard.



# Appendix A: Voter Intimidation and Electioneering

**No one may electioneer or attempt to influence voters inside the polling place or within 10 feet of the entrance of the voting room.**

The Judge of Election must instruct any violators to move outside or away from the door. The Judge of Election must preserve the rights of voters to cast their ballots in private and free of interference, and NOT allow:

<ul style="list-style-type: none"> <li>▪ Aggressive behavior inside or outside the polling place.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Disseminating false or misleading election information.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Blocking the entrance to the polling place.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vandalism of polling places.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Election workers treating voters differently in any way based on race or other characteristics.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Confronting voters, or demanding documentation or ID when none is required.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Disrupting voting lines inside or outside of the polling place.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Photographing or videotaping voters to intimidate them.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Violence or using the threat of violence to interfere with a person’s right to vote.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Poll watchers confronting, hovering over, or directly speaking to voters.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Poll workers or poll watchers making repeated frivolous challenges to voters without a good faith basis.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Using insulting, offensive or threatening language, or making taunting chants inside the polling place.</li> </ul>

**The Judge of Election must ensure that no voter intimidation happens in or around the polling place.** Take all reports of voter intimidation seriously!

If you see or hear that someone is acting disruptively at or around the polling place, the Judge of Election should immediately approach that individual and warn them that they will be ejected from the polling place if the problem persists.

If the individual refuses to leave, contact the constable. If a constable is not available, contact law enforcement. However, this should be the last resort to prevent complaints of voter or poll watcher intimidation.

## Appendix B: Emergency Information

**In the event of any of the following emergencies, have the JOE call the Poll Worker Hotline at (484) 460-3750 as soon as possible.**

***In the event of a life-threatening situation, call 911 immediately.***

In the event of an evacuation, keep poll workers and voters out of the building. If time and conditions permit, take the Numbered List of Voters, Poll Pads, Provisional Ballots and voting equipment with you. Safeguard the Poll Pads. All poll workers shall meet outside, and the Judge of Election (JOE) shall make sure everyone is accounted for. Poll workers can wait in vehicles outdoors if weather conditions warrant. Await further instructions as to relocation or other pertinent info.

**MEDICAL EMERGENCY (STAFF OR VOTER):** Call 911. After situation has been addressed, call the Poll Worker Hotline to report the incident and determine next steps.

**FIRE/GAS LEAKS:** Evacuate the building and call 911. If time and conditions permit, take the Numbered List of Voters, Poll Pads, Provisional Ballots and voting equipment with you. Safeguard the Poll Pads. All poll workers shall meet outside, and the JOE shall make sure everyone is accounted for.

**SEVERE WEATHER/TORNADO:** Seek shelter in the lowest level of the building, away from windows. If time and conditions permit, take the Numbered List of Voters, Poll Pads, Provisional Ballots and voting equipment with you. Safeguard the Poll Pads. The JOE shall make sure everyone is accounted for. Everyone who is able should get on their knees and elbows while protecting their head.

**LOSS OF POWER:** Open blinds and curtains to allow as much natural light as possible. The voting equipment works on backup battery power for up to two hours. When AC power is not available, the Scanner and Touch Writer will automatically switch over to battery power, and a warning message will display. To dismiss the message and continue operating on battery power, touch **“If the power is out, touch here to use battery.”** If a voting session is in progress, this message will not appear until the session is completed. Call the Machine Warehouse to report the outage.

**SUSPICIOUS PACKAGE/BOMB THREAT:** Do not touch/move the suspicious item(s.) Call 911. If evacuation is required and time permits, take the Numbered List of Voters, Poll Pads, Provisional Ballots and voting equipment with you. Safeguard the Poll Pads. The JOE shall make sure everyone is accounted for. Await further guidance from law enforcement.

**WEAPONS SITUATION:** If a weapon is displayed in a hostile way call 911. If evacuation is required and time permits, take the Numbered List of Voters, Poll Pads, Provisional Ballots and voting equipment with you. Safeguard the Poll Pads. The JOE shall make sure everyone is accounted for.

### **WHEN TO CALL THE POLICE:**

Police, whether in uniform or not, are limited to being in a polling place to: responding to an emergency, keeping the peace, serving a warrant, or casting their own ballot. If there is a problem, contact a Constable if possible. **Call the police when:**

- A true emergency threatens bodily harm of a person in or near the polling place, or,
- Any person repeatedly disrupts the polling place and/or repeatedly ignores or refuses to follow the directions of the JOE, and the matter cannot be resolved by the JOE, the members of the local election board, or the Constable.

Call the Poll Worker Hotline immediately after calling the police to report the incident.

# Appendix C: Machine Reports

A detailed explanation of the information contained on reports and how to read them.

Understanding Machine Tapes

Election Header

2021 MUNICIPAL PRIMARY  
Election Date: 5/18/2021

COUNTY OF DELAWARE  
TRAINER Upper  
Election Day Voting

Verity Scan  
S/N: S1903170710  
Version: 2.3.1

Ballot Counter: 0  
Lifetime Counter: 2

Zero Report

Date & Time Printed:  
03/04/2021 1:23 PM

Tally Report By Precinct

Qty Pcts/Splits Included: 1

**Democratic Party**

TRAINER Upper  
JUSTICE OF THE CLIPPER COUNTY

**Republican Party**

TRAINER Upper  
JUSTICE OF THE CLIPPER COUNTY

**Nonpartisan Party**

TRAINER Upper

Question #1

Yes	0
No	0
Undervotes	0
Overvotes	0

Precinct Ballot Count

Precinct	Total
TRAINER Upper	0
<b>Total</b>	<b>0</b>

All ZEROS

Official Signatures

Election Header

2021 MUNICIPAL PRIMARY  
Election Date: 5/18/2021

COUNTY OF DELAWARE  
TRAINER Upper  
Election Day Voting

Verity TouchWriter  
S/N: W2013619401  
Version: 2.3.4

Ballot Counter: 6  
Lifetime Counter: 9

Close Polls Report

Date & Time Printed:  
03/04/2021 3:02 PM

Ballot Count Precinct Report

Qty Pcts/Splits Included: 1

Democratic Party  
Republican Party  
Nonpartisan Party

Pcts/Splits Voted Total: 1  
Total Ballots Printed: 6

Democratic Party	Pct	Total
TRAINER Upper	3	3
<b>Total</b>	<b>3</b>	<b>3</b>

Republican Party	Pct	Total
TRAINER Upper	2	2
<b>Total</b>	<b>2</b>	<b>2</b>

Nonpartisan Party	Pct	Total
TRAINER Upper	1	1
<b>Total</b>	<b>1</b>	<b>1</b>

Official Signatures

Election Header (circled in BLUE)

*Election Details - Type of Election & Date  
Precinct Identifier - Your Precinct Name/ID  
Device Identifier - Scanner or TouchWriter  
Device Serial No. - Unique S/N*

*Ballot Counter & Lifetime Counter are also displayed here for easy recording onto the return sheet.*

Type of Report (circled in RED)

*Power-On Self Test, Zero, Open Polls, Close Polls, Tally, Write-In & Ballot Count.  
Check this area on tape if you are looking for a particular tape*

Data Contained in Reports

*Full machine tapes will be very long (primary tapes can be 6 ft or longer)*

*Primary races will be itemized by party and will include Democratic, Republican and Nonpartisan (now listed as Third Party) sections showing all races and questions.*

*Closing Tapes will show final ballot counts and partisan breakdown of ballots cast at the bottom of the tape near the signature area.*

*This information is displayed here for easy recording onto the return sheet.*

Official Signature Area (circled in PURPLE)

*Found on bottom of most machine tapes.  
**Do not forget to sign** the tape where indicated and properly file the tapes as indicated in the opening/closing instructions.*

## Appendix D: Emergency Ballot Box Procedure

If the precinct scanner malfunctions or is not reading ballots properly, even after opening a different bundle of ballots, follow these procedures. This will allow voters to continue casting ballots until the scanner is repaired or replaced.

**DO NOT REBOOT THE SCANNER.  
DO NOT ATTEMPT TO TROUBLESHOOT THE SCANNER WITHOUT EXPLICIT  
APPROVAL OF THE VOTING MACHINE WAREHOUSE.**

1. Voters can continue to cast their ballots if there is a need to troubleshoot the scanner.
2. Instruct voters to place their ballots in the manual emergency slot located in front of the scanner on the right side of the ballot box.
  - Ballots will be collected in a separate bag within the ballot box.
3. Contact the Voting Machine Warehouse **(610) 874-8780** to resolve the scanner issue.
4. When the scanner is fully functioning, a bipartisan team of poll workers will scan the ballots. This is the only time any of the poll workers will touch live ballots.
  - Remove all ballots from the emergency bag (use the blue ballot box key to open the rear door of the scanner).
  - Scan all ballots.
5. Complete the paperwork from the Machine Warehouse Personnel.



**IMPORTANT:** In case of an overvote or blank page, tap “Cast Ballot As-Is.”

**Ballot Drop Slot  
FOR EMERGENCY USE ONLY**



## Appendix E: Replacing Machine Report Paper

If the Scanner or Touch Writer runs out of paper while printing a report, simply replace the paper and reprint that report.

### Machine tape replacement

1. The thermal report printer is located on the right-hand side of the Verity Device ▶



2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you and lift up to open the paper compartment. ▶



3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom. ▶



4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper. ▶



## Appendix F: Voters with Specific Needs

- **Respect every voter.** Remember that the voter is a person first, the disability comes second.
- **Be considerate and patient.** Some voters may need more time to communicate or to accomplish a task.
- **Communicate with the voter.** Some voters with Specific Needs may have an assistant or a companion with them. Look at and speak directly to the voter, rather than the assistant.
- **Encourage accessibility.** Make sure the most accessible way to access your precinct is clearly marked. All poll workers should be familiar with accessible access points to the precinct.

### Working with voters who are blind or visually impaired:

- **Identify yourself as a poll worker.** Do this as soon as you are interacting with the voter. Offer your own arm, rather than taking the voter's arm, when assisting. Help the voter avoid obstacles in the path of travel by being specific when giving verbal directions.
- **If the voter has a service animal,** walk on the opposite side of the voter, away from the service animal. Do not pet or interact with the service animal without the owner's permission.
- **Describe what you are doing as you do it.** If walking away from a person who is blind or visually impaired, let them know.

### Working with voters with speech/hearing impairments:

- **Allow a voter who cannot speak** to write their name and address to provide identification.
- **Follow the voter's cues.** This will help determine whether speaking, gestures, or writing is the most effective means of communication.
- **If speaking, speak calmly, slowly, and directly to the voter.** Do not shout.
- **Rephrase rather than repeat sentences that the voter does not understand.**

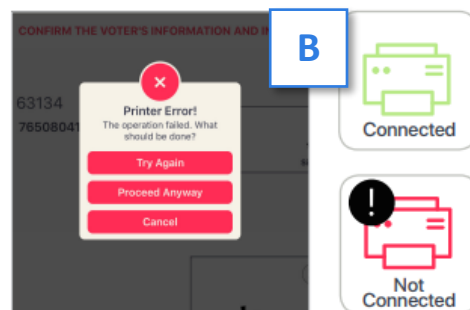
### Working with voters with limited mobility:

- **Do not push or touch a voter's wheelchair without their consent.** People using adaptive equipment often consider the equipment as part of their personal space.
- **Ask before helping.** Grabbing a voter's elbow may throw a person off balance. A person with mobility impairments might lean on a door while opening it. Quickly opening the door may cause a person to fall.
- **Secure mats, rugs, cords to the floor** or move them out of the way. This will help prevent tripping.
- **Keep ramps and wheelchair accessible doors unlocked and free of clutter.**

# Appendix G: Poll Pad Issues

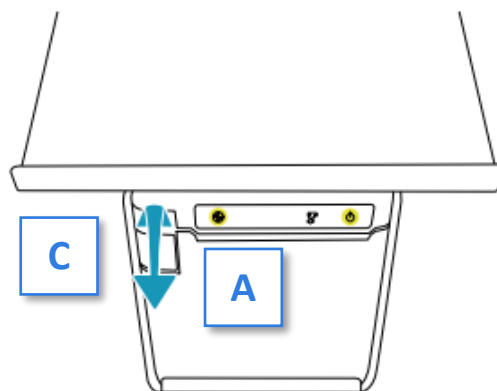
## Not Printing/Stops Printing

1. Make sure the printer is turned ON. (Blue light will be on). [A]
2. Confirm the printer is plugged into outlet and cords are securely connected.
3. Check paper is properly installed. (See below.)
4. Confirm connections with Poll Pad (green icon). [B]



## Changing Paper

1. Open the front of the paper by pulling the lever down as shown in the photo. [C]
2. Reload the paper with the paper flap toward you, feeding from the top of the roll.
3. Close and press **Print Test Receipt**. File in the Lime Poll Pad Envelope.



## Charging Poll Pad

If the iPad power is very low or zero, use the power cube – each polling place will have 1.

1. Plug the USB end of power cable into the power cube.
2. Plug the power cube directly into a wall outlet.
3. Plug the power cable into the iPad.
4. Wait about 5 minutes to charge the iPad enough to automatically power on.
5. Resume normal operations.



To confirm the iPad is charging, the battery icon should be green with a lightning bolt.

## Cleaning the iPad and Stylus

- Use the cloth provided in the case for the iPad and styluses.
- Do NOT use liquids or wipes on the iPad!
- You may use a disinfect wipe on the stylus **but be careful not wipe the stylus's soft rubber tip.**



**THANK YOU FOR YOUR HARD WORK.**

**Your contributions are crucial to a successful  
election.**

**We look forward to working with you again.**



# Election Day – Poll OPENING Checklist

## Equipment Verification – Call Warehouse if issues.

- Verify Equipment Cage is for YOUR precinct.
- Record the removed **RED SECURITY SEAL #** on all 3 return sheets and place in **AQUA MACHINE WAREHOUSE ENV.**
- Record **BLUE SECURITY SEALS #** from scanner & Touch Writer's vDrive compartments on return sheets.  
**DO NOT REMOVE SEALS.**
- Record the removed **BLUE SECURITY SEAL #** from Touch Writer printer port on all 3 return sheets and place in **AQUA MW ENVELOPE.**

## Equipment Setup – Call Warehouse if issues

- Find open/close poll codes and keys in **BLACK Pouch.**
- Set up TW printer table, place printer on table and plug in.
- Set up TW stand, lock TW into place, open case, remove cords, set up tablet, plug in and connect to printer.
- Turn on printer. Press TW's **Red Power Button** to boot up. Power-on/Self-test report will print.
- Print 2 Zero Reports and verify zero ballots, precinct, date and time.
- Enter poll opening code. Poll Opening report will print automatically.
- Set up ballot box and assemble gray ballot bag.
- Position & lock scanner on top of ballot box, open case, remove cords & plug in.
- Press scanner's **Red Power Button** to boot up. Power-on/Self-test report will print.
- Print 2 "Zero Reports" and verify zero ballots, precinct, date and time.
- Enter poll opening code. Poll Opening report will print automatically.
- Attach privacy screens to sides of each device and position for maximum voter privacy.
- Set up voting booths and plastic privacy screens.
- Set up the Poll Pad.

## Judge of Election Table Setup

- Ready all provisional voting materials, blank poll book pages, remitted ballot materials, colored envelopes, return sheets, etc.

## Sign-In & Precinct Table Setup

- In shared locations, set up the central Poll Pad sign-in table with Poll Pads and Affirmation and ATV forms.
- Set up the precinct table with ballots, pens, Poll Pads (in single precincts), privacy folders, White binder and Spoiled/Remitted Ballot Envelope,

## Paperwork

- Sign both Oath of Office forms: File them in the **LEMON BOE ENVELOPE** and **PINK MINORITY INSPECTOR ENVELOPES.**
- Complete and sign Pay Sheet: File in **LEMON BOE ENVELOPE.**
- Verify that ballots match precinct and count is correct and record on all 3 return sheets. Open 1 pack at a time.
- File all removed seals in **AQUA MW ENVELOPE.**
- 3 Return sheets - fill out Certificate 1 at poll opening, using data from machine reports and security seals.
- Complete Manifest Sheet from Equipment Cage.
- File Machine Reports, as indicated below.
- Hang posting notices and sample ballots.

## Poll Opening Machine Reports and Storing Them

- SIGN ALL MACHINE REPORTS BEFORE STORING except the Power-on reports!**

### Touch Writer Reports

**1 Power-On Self-Test: File report in AQUA MW Env**

- 2 Signed Zero Reports: File 1 each in **AQUA MW & PINK MINORITY INSPECTOR ENVELOPES.**
- 1 Signed Open Polls Report: File in **AQUA MW ENVELOPE.**

### Scanner Reports

**1 Power-On Self-Test: File report in AQUA MW Env**

- 2 Signed Zero Reports: File 1 each in **AQUA MW and PINK MINORITY INSPECTOR ENVELOPES.**
- 1 Signed Open Polls Report: File in **AQUA MW ENVELOPE.**

# Election Day – Poll CLOSING Checklist

## Scanner Closing & Report Printing Procedure

- Check emergency ballot bag before closing polls. Scan any ballots found as-is before closing.
- Remove the gray ballot bag and seal with Green Security Seal and record on all 3 Return sheets.
- Press **BLUE BUTTON** on the back of scanner.
- Select **Close Polls** on the screen.
- Select **Yes, close the polls.**
- Enter the polls close code and select **Accept.**
- Close Polls report will print automatically. Sign the report and tape to the **AQUA RETURN SHEET.**
- 4 Tally Reports will automatically print. Sign all copies.
- Print 1 copy of the Write-In Report and sign.
- Press the **Red Power Button** to power off.
- Remove vDrive, place in **WHITE vDRIVE ENVELOPE.**
- Seal vDrive compartment using **BLUE SEAL** found in blue pouch and record the new **BLUE SEAL #** on the 3 return sheets.
- Pack scanner and ballot box in cage.

## Touch Writer Closing & Report Printing Procedure

- Press **BLUE BUTTON** on the back of Touch Writer.
- Select **Menu** on the upper-right corner of screen.
- Select **Close Polls** on the screen.
- Select **Yes, close the polls** on the screen.
- Enter the polls close code and select **Accept.**
- Close Polls report will print automatically. Sign the report and file in the **AQUA MW ENVELOPE.**
- Print the **Ballot Count** print then sign copy.
- Record # of ballots printed minus provisional ballots on all 3 Return Sheets.
- File tape in the **PINK Minority Inspector ENV.**
- Press the **Red Power Button** to power off.
- Remove vDrive and placed in **WHITE vDRIVE ENVELOPE.** Seal and sign.
- Place White vDrive Security Env in top clear sleeve of the gray Ballot Bag.**
- Seal vDrive compartment using **BLUE SEAL** found in blue pouch & record the new **BLUE SEAL #** on the 3 return sheets. Pack Touch Writer, printer, and table in cage.

## Closing Accounting and Paperwork

- Count all unused ballots.
  - Record unused ballot count on all 3 return sheets.
  - Pack unused ballots and any empty boxes in cage.
- Separate Numbered Lists of Voters.
  - Remove used **YELLOW** pages and file in **PINK MINORITY INSPECTOR ENVELOPE.**
  - Place **WHITE NUMBERED LIST BINDER** in cage between printer and scanner.
- Place Provisional Ballots in the Provisional Ballot - Return Envelope and complete the Envelope
  - Verify all provisional ballots are signed by JOE and Minority Inspector.
  - Place all Provisional ballots and materials in large Ziploc bag and place in the **GREEN TOTE.**
- Complete all 3 return sheets and file as indicated:
  - Attach signed Close Polls report to **AQUA RETURN SHEET** and file in **AQUA MW ENVELOPE**
  - Attach signed Tally report to **PINK RETURN SHEET** and file in **PINK MI ENVELOPE.**
  - Attach signed Tally and Write-in reports to **WHITE RETURN SHEET** and post at precinct to be visible from outside.
- Confirm Pay Sheet is completely filled out, the JOE signed at bottom, then place in **LEMON BOE ENVELOPE.**
- Complete Affidavit for Voter ID file in **LEMON BOE ENV.**
- Verify all 3 envelopes are properly filled, signed and placed in the final destination.
- Confirm items for return and ensure all remaining equipment is sealed in cage with the **RED SECURITY SEAL.**
  - Record seal number on all 3 return sheets.
- Pack & seal **GREEN TOTE** with **WHITE SEAL.**
  - Record seal number on all 3 return sheets.
- Pack up Poll Pad and pack in cage.

## Return to County

- GREEN TOTE** sealed w/ **WHITE SECURITY SEAL.**
- Gray Ballot Bag sealed with **GREEN SECURITY SEAL** w/ vDrives in **WHITE vDRIVE ENVELOPE** placed in the **top clear sleeve.**