



Election Day Guide

FOR POLL WORKERS

**GENERAL ELECTION
Tuesday, November 3, 2026**

Where to Turn When You Need Help

RESOURCE	CONTACT INFO	WHEN TO USE
Voter Registration 6:30AM until final vote cast	(610) 891-4659 Select option 1	Questions on voter registration, affirmations, Provisional ballots, voter verification, etc.
Voting Machine Warehouse 5:30AM until approx. 10:30PM	(610) 874-8780 (484) 229-3385	Questions on voting machines, equipment or precinct-related issues.
Bureau of Elections 6:00AM until approx. 10:00PM	(610) 891-4673 Select option 5	- Questions on ballots and processes. - Ask for a solicitor for legal clarification or if suspected voter fraud, voter intimidation, etc. is being committed.
Poll Worker Hotline 5:30AM to 10:30PM	(484) 460-3750	Urgent questions on paperwork, staffing, Poll Pads and poll worker needs.
	Delcopollworkers @co.delaware.pa.us	Non-urgent questions, comments/observations.
Poll Worker Coordinator 5:30AM to 10:30PM	Call or Text (484) 609-9038	Report staffing vacancies and request assistance.
District Attorney 6:00AM to 10:00PM	(610) 247-2850	Call if suspected crime of voter fraud or voter intimidation, etc. is being committed.

TIP: Save these numbers in your phone under “Election Day” for quick access.

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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!

Introduction

Dear Election Board Members,

Thank you again for giving the time and effort to be ready to help your neighbors vote at the upcoming election.

This Election Day Guide is your user manual. Inspectors, Clerks and Machine Operators may use this book to train, pass the test, and then qualify to receive training pay after serving successfully on Election Day. NOTE: Judges of Election may qualify for training pay by: (1) passing the test, (2) serving successfully AND, (3) having attended in-person training for this election or at least once for: May 2025, Nov. 2025 or May 2026. If you are a Judge and do not know the last time you attended in-person training, call the Poll Worker Hotline.

Important for the Nov. 3 Election:

- We are replacing many damaged white cage covers with green covers. (Go Birds!)
- You may see a padlock on your cage. JOEs will have the key. The lock may be added to the numbered seal, not a replacement for the numbered seal! At day's end, if you have a lock, use that lock – and use a seal.
- The ID affidavit has been updated to be signed before polls open.
- If you work in a room with two or more precincts, be sure to get each voter to the correct precinct table. Direct voters using the precinct names/numbers/color codes on the Poll Pad tickets with the color-coded menu signs.
- Issue Provisional Ballots ONLY when necessary, and even then, Provisional Ballots must be printed on the Touch Writer. Remember: inactive voters sign affirmations and receive standard ballots, not Provisional Ballots.
- Keep your polling place a “campaign-free zone,” with candidates and campaigns handing out literature outside, at least 10 feet from the door. If you have a constable, ask the constable to help you enforce that law.

Thank you for your service. We look forward to working with you on another smooth election for Delaware County's voters – and receiving and working on any feedback you provide.

Regards,

James P. Allen Elections Director

Shared Duties and Responsibilities

- Complete in-person or online training and pass the poll worker test to understand how to operate the equipment and process voters.
- Arrive at polling location at 6:00AM to set up the precinct.
- Conduct the election lawfully and ensure that all voters have privacy while voting and are treated with courtesy.
- Wear a supplied name tag.
- Close the precinct after all voters in line at 8:00PM have voted.

Judges of Elections (JOEs) and Inspectors must serve the entire Election Day, from 6:00AM until closing procedures are completed around 9:00PM. These roles require you to remain at the polling location all day to process Provisional Ballots, resolve voter issues and maintain proper polling place operations. **Clerks and Machine Operators may serve a full day or ½ day shifts from 6:00AM to 1:00PM or 1:00PM to close** and remain in the polling location the entire shift to ensure voters are served without interruption.

TIP: PREPARE FOR A FULL DAY! Bring everything you need for a very long day. Including snacks, water, coffee, meds, chargers, comfortable shoes, extra clothing layers and more.

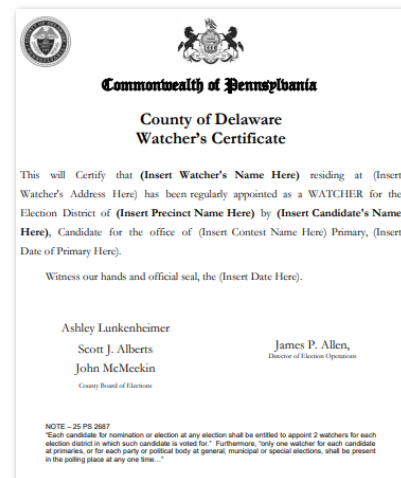
Prohibited Activities

- Poll workers must **NOT** engage in partisan activity, distribute literature or electioneer.
- 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, tell voters how to vote or answer questions about candidates.
- Poll workers must **NOT** participate in or allow unlawful hand counts of the scanned ballots. Poll workers **MUST** follow chain of custody rules for closing the polls.
- Do not allow anyone who is **NOT** a poll worker (i.e., they have not taken the Election Officer's Oath nor signed the Pay Sheet) to sit at the poll worker table.
- **NEW:** Poll workers must **NOT bet, wager or participate in prediction markets on anything related to the election or its outcome.**
- Poll watchers, elected officials, greeters 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 **CANNOT** hold an elected office (mayor, township supervisor, commissioner, etc.) and cannot be a municipal, state or county employee.

Poll Watcher and Candidate Guidance

Poll Watchers must present a valid, official Delaware County Watcher Certificate with a raised, embossed seal issued by the Bureau of Elections to the JOE upon entering the precinct. **No certificate = no entry.** The Watcher Certificate may list a specific precinct, but they are able to visit any precinct where that candidate or party is on the ballot.

- Poll watchers are allowed to ask poll workers (preferably the JOE) questions.
- Poll watchers must keep a respectful distance from voters, especially where they are marking the ballot.
- Allow only one watcher per candidate or a 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 or photograph the Numbered List of Voters – but only while supervised by the JOE and when their inspection does not slow down or interfere with the voting process.
- Challenges to voter's identity or residence **MUST** be made in good faith with the JOE. See page 62.
- 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, closing and while voting.****
- Candidates may ask for the count once the polls are closed.



Poll Watcher Removal

A Judge of Election is required by law to remove a watcher who engages in any of the following activities that are prohibited in the Campaign-Free Zone. **Once removed for cause, that watcher may NOT return.**

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, religion, appearance, surname, 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 (including their badge) 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, destroys or touches any official election 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 but is not limited to blocking the entrance, asking for ID and disseminating false or misleading information.



POLL OPENING & SETUP

PREPARING YOUR POLLING PLACE

- ❖ If a Rover visits for any reason, they will place a label on the back of the Aqua Machine Warehouse Envelope. The JOE will initial and record the time.
- ❖ **NEW:** Cages will be padlocked and covered with a new green cover. The key is attached to the lanyard in the **Black Pouch** in the **Green Tote**. JOEs must be onsite at 6:00AM to unlock the cage.
- ❖ Poll workers arrive at 6:00AM to open the polls by 7:00AM. Call the location, Equipment Warehouse and the Poll Worker Hotline if the location is not open at 6:00AM. JOEs are given precinct location contact information prior to Election Day.
- ❖ Do NOT open the cage or Poll Pad until the JOE and at least 1 other poll worker are present.
- ❖ Poll watchers and candidates are permitted to be in the precinct during opening. They must not disrupt the poll workers.
- ❖ **NEW:** All poll workers, including ½ day shift poll workers, **MUST** sign the Oaths, Affidavit of Voter ID and the Pay Sheet.

Precinct Overview

- The size and layout of precinct locations vary. Some are stand-alone and others are shared.
- 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.
- Promptly report any unsafe or hazardous conditions to the Voting Machine Warehouse.
- Use the tape in the equipment cage to mark the flow of voter traffic and mark 6 ft. from scanner to maintain voter privacy.
- Promptly report any incidents at the polling place, such as someone falling or needing an ambulance, to the Poll Worker Hotline.
- Each precinct will receive a color-coded metal stand sign 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 be able to observe every stage of the voting process – from voter check-in at the Poll Pad to casting the ballot - all within the same room.

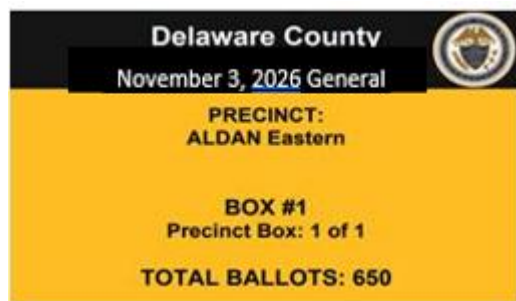
Shared Polling Place Overview

- Confirm each precinct has the correct cage with the cage's destination label. If it is not your precinct's cage, call the Voting Machine Warehouse immediately.
- Determine if precincts are in the same room or different rooms.
- Set up a combined check-in table for all precincts in the same room with all the Poll Pads where **ALL** voters will check in.
- Set up a precinct table for each precinct to give voters their ballots, to enter voter names in the Numbered List of Voters, etc.
- 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 poll workers are missing, contact them and if unable to contact them, call or text the Poll Worker Hotline and/or Coordinator immediately.
- ☐ Open the **White Supply Box** (inside the **Green Tote**) and find the **blue** Precinct Forms Checklist Folder and the 3 colored (**Lemon, Pink and Aqua**) **Return Envelopes**.
- ☐ Administer the ELECTION OFFICERS' OATH and sign both copies. The Minority Inspector swears in the JOE. The JOE swears in all other poll workers. Place 1 signed copy in the **Lemon Bureau of Elections Envelope (BOE)** and place 1 signed copy in the **Pink Minority Inspector Envelope**.
- ☐ **NEW:** Sign the Affidavit of Voter Identification.
- ☐ Verify the equipment cage is for your precinct. Immediately call the Voting Machine Warehouse if it is NOT.
- ☐ **NEW:** Use the silver key on the lanyard in **Black Pouch** to unlock the padlock on the cage.
- ☐ Remove the **Red Security Seal**. Record its **Number** on all 3 Return Sheets – Certificate 1 (Page 38). Place the removed seal in the **Aqua Machine Warehouse Envelope**.
IMPORTANT: If the **Red Security Seal** is missing or broken, note it on the Manifest Sheet and verify the equipment and ballots have not been tampered with.
- ☐ Fill out **Lemon Pay Sheet** according to the instructions on page 18. After all poll workers have signed PAY SHEET, file it in the **Lemon BOE Envelope**.
- ☐ JOE will assign tasks and determine the layout of the precinct. If in a shared polling place, you may work together to open all precincts. **Important:** The setup must allow a Poll Watcher to clearly observe the entire voting process - from the Poll Pad check-in through to casting a ballot - all within the same room.
- ☐ Use the Manifest Sheet from the cage's sleeve to inventory all cage supplies and note any missing or broken supplies (Page 15). The JOE must complete the top of the Manifest Sheet with their name and contact information. Return to sleeve on cage door.
- ☐ Confirm the paper ballots in the cardboard ballot boxes inside the equipment cage belong to your precinct. Count the packs of plastic-wrapped ballots and verify the total matches both the boxes' labels and the pre-printed totals on all 3 Return Sheets – Certificate 3.

TIP: Each batch contains 50 ballots. Do NOT unwrap until needed.



Task List: Setting up the Precinct (Continued)

- ❑ Verify all other inventory is for YOUR precinct, including the contents of the **Green Tote**, **Black Pouch**, **White Supply Box** (pages 16-17). If anything is incorrect, contact the Voting Machine Warehouse or Poll Worker Hotline.

TIP: JOEs inventory the unsealed **Green Tote** before Election Day.

- ❑ Set up the Touch Writer, its printer, the scanner and ballot box. Detailed setup instructions begin on page 21.

TIP: To remove seals, hold the seal's tag [A], grasp the chimney/tail of the tag [B] and pull away from the tag [C].



- ❑ Unseal the Poll Pad case, record the seal number and place it in the **Lime Poll Pad envelope** in the Numbered List of Voters Binder. Set up the Poll Pad per steps on page 34.
- ❑ Use the tape in the cage to secure cords, hang notices, direct voter flow and mark the start of the scanner waiting line 6 feet from the scanner.
- ❑ 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.
- ❑ Set up JOE table with Provisional Voting and Remitted Ballot materials, pens and blank poll book pages.
- ❑ Set up privacy voting booths and any additional ballot marking areas (tables/desks etc.) with the white plastic privacy trifolds.
- ❑ **Stand-alone precincts** set up the voter check-in area with the Poll Pad(s), ballots, pens, privacy folders, **the yellow Affirmation of Elector forms and pink Assistance to Vote forms**, **Spoiled/Remitted Envelope**, and the **Numbered List of Voters in the White Binder**.
 - Stand-alone precincts will have a metal sign stand with the precinct name. Place it where it will best help voters locate the precinct.

Task List: Setting up the Precinct (Continued)

☐ Precincts in a shared polling location:

- Set up a central Poll Pad check-in table where any voter can check in on any Poll Pad. Stock the table with pens, styluses, **the yellow Affirmation of Elector 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, Assisted Voters Log and privacy folders.
- Place the metal sign stand and hang the precinct color-coded signs (shown below) on or around the precinct table. Hang the small precinct sign on or near the scanner.



- ☐ Remove POSTING NOTICES from envelope in the **White Supply Box**. Post notices where voters may review them before voting. **TIP 1:** If wall space is limited in shared precincts, at minimum, post 1 complete set of notices so that they are visible to all precincts and post 1 set outside the precinct. **TIP 2:** You may use your cage as wall space to display the notices.
- ☐ Each precinct receives 3 sample ballots. All must be displayed. Hang 1 set outside the precinct's 10-foot campaign-free zone, 1 set near the area where you can instruct new voters on how to mark a ballot and 1 set near the ballot marking area.
- ☐ Set up the **White Supply Box** lid with the **neon pink** "Return Pens Here" sign near the scanner/exit for voters to return their pens and privacy folders and receive an "I Voted" sticker.
- ☐ Complete Certificate 1 on all 3 Return Sheets and confirm that all necessary forms, reports and removed seals have been properly filed in the colored envelopes per pages 38-39.
- ☐ **NEW:** Write your name on a name tag, insert it the badge holder and wear the lanyard throughout the day.
- ☐ **Reminder:** ANY afternoon poll workers MUST be sworn in by the JOE and sign both copies of the Oaths and the Affidavit of Voter Identification and complete the **Lemon Pay Sheet** upon arrival.

Doors must open at 7:00AM sharp!

Item Inventory

EQUIPMENT CAGE



NEW: All cages now have a green cover and are padlocked.

IMPORTANT: The cage and Poll Pad CANNOT be opened until Election Day morning and the JOE and at least 1 other poll worker are present.

TIP: Take a photo of the cage for reference when packing up at closing.

Item Inventory (Continued)

CAGE MANIFEST SHEET

2026 MUNICIPAL ELECTION		ALDAN EAST	DC400 - SLOT #385
JUDGE OF ELECTIONS:		PHONE:	
ADDRESS:		EMAIL:	
DESCRIPTION	QTY / SERIAL NUMBER	COMMENTS	
SCANNER SERIAL #	50123456789		
SCANNER BLUE SEAL	11111		
SCANNER BLUE RETURN SEAL (IN BLUE BAG)	22222		
TOUCH WRITER SERIAL #	W9876543210		
TOUCH WRITER v-DRIVE COMPARTMENT BLUE SEAL	33333		
TOUCH WRITER PRINTER PORT BLUE SEAL	44444		
TOUCH WRITER v-DRIVE COMPARTMENT BLUE RETURN SEAL (IN BLUE BAG)	55555		
TOUCH WRITER PRINTER PORT RETURN BLUE SEAL (IN BLUE BAG)	66666		
PRINTER SERIAL #	AK1234567890		
BALLOT BOX	1		
TOUCH WRITER TABLE	1		
PRINTER TABLE	1		
PRIVACY BOOTH (QUAD)	1		
PRIVACY BOOTH (SINGLE)	0		
PRIVACY SCREENS (BLACK NYLON)	4		
PRIVACY MANILLA FOLDERS	10		
PRIVACY TRIFOLDS (WHITE PLASTIC)	5 (MINIMUM)		
BALLOTS			
BALLOT BAG (GREY)	1		
HEADPHONES FOR TOUCH WRITER (IN BLUE BAG)	1		
CLOSING SEAL (RED)	77777		
CLOSING RED RETURN SEAL (IN BLUE BAG)	88888		
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 PADS)	1		
POWER STRIP (FOR POLL PADS)	1		
GREEN TAPE FOR POLL PADS (FOR POLL PADS)	1		
POLL PAD PAPER ROLLS (IN BLUE BAG)	3		
THERMAL PAPER - 3 ROLLS (IN BLUE BAG)	3		
TAPE (MASKING OR BLUE)	1		
BLUE BAGS	2		
METAL SIGN STAND	1		
LAMINATED PRECINCT SIGNS	UP TO 3		
IMPORTANT NOTES FOR JUDGE OF ELECTIONS & ALL POLL WORKERS			
THE FOLLOWING MATERIALS ARE TO BE PLACED IN THE CAGE AT THE END OF ELECTION:			
NUMBERED LIST OF VOTERS BINDER			
AQUA MACHINE WAREHOUSE ENVELOPE - PLACE INSIDE BINDER			
SPOILED/REMITTED BALLOTS ENVELOPE - PLACE INSIDE BINDER			
POLL PAD CASE(S) (WITHOUT TABLET), EXTENSION CORD & POWER STRIP WITH GREEN LABELS			
ALL UNUSED BALLOTS & BOXES INCLUDING ANY EMPTY BOXES			
ADDITIONAL NOTES:			

TIP: 2nd Blue Bag has 3 Rolls of Poll Pad Paper.

NOTE: If you have any issues with the cage or its equipment, seals or supplies, please note it in the COMMENTS column and place a note in the **Lemon BOE envelope**. Precincts receive the same cage and equipment each election.

Item Inventory (Continued)

GREEN TOTE



- Election Day Guide
- **Black Pouch** (contents, see right)
- 3 Sample Ballots
- **White Supply Box** (contents, see right)
- Pens for voters in large bag or boxes
- Unused Forms manila envelope containing:
 - **Yellow Affirmation of Elector forms**
 - **Pink Declaration of Assistance forms**
 - **Blank Poll Book pages**
- Used Forms manila envelope
- Voter reading lights & batteries - certain precincts
- Yard Sign Recycling Business Cards
- Poll Worker Recruitment Flyer
- Voter Registration Flyer
- **Lime green Poll Pad sleeve** with instruction sheet for tablet return

Provisional Items (in large zip-lock bag)

- Provisional Ballot Envelopes
- Green secrecy envelopes & barcoded receipts
- 1 White Provisional Voting Return Envelope
- Poll Worker Instructions
- 3 Voter Instruction sheets

BLACK POUCH

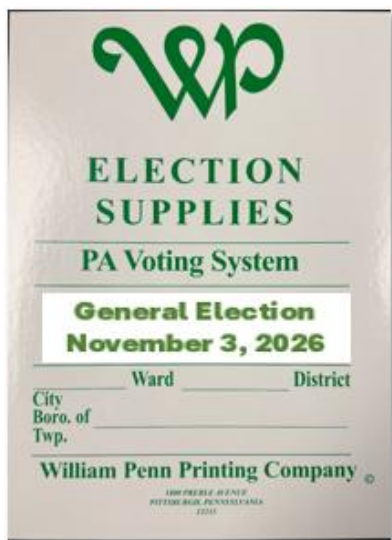


- **NEW:** Padlock key, equipment keys & ID badge on lanyard
- **Blue Equipment Access Code card**
- **White vDrive Security Return Envelope**
- **Closing Green Seal** for **Gray Ballot Bag**
- Extra **Green Seal** to replace any seals that break during closing
- **Closing White Seal** for **Green Tote**
- 2 Magnifying glasses
- Laminated Marking the Ballot key

TIP: JOEs should review the **Green Tote's** contents for completeness and accuracy prior to Election Day.

Item Inventory (Continued)

WHITE SUPPLY BOX



- Blue Precinct Forms Folder
 - **Lemon Pay Sheet**
 - 2 Election Officers' Oath
 - Affidavit of Voter Identification
 - 3 colored Return Sheets (**Aqua, Pink and White**)
- Spoiled/Remitted Ballot manila envelope
- Elector's Declaration to Return Mail Ballot pad
- Posting Notices envelope
- **White** Record of Assisted Voters Log
- **NEW:** Poll Worker lanyards and name tags
- Statement of Complaint – Title III
- 3 colored Return 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



- **Lime Green** Case with Blue Luggage Tag
- Metal flip-stand and case
- Tablet
- 2 **lime green** styluses for poll workers
- 10 **green** styluses for voters
- 18" power cord & brick
- Printer with roll of paper and **NEW white braided** cable attached
- Screen cleaning cloth
- Extra roll of printer paper
- White charger and cord (at least one precinct in a shared location will have one)
- Directions to print the Poll Pad Summary Report.

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

- WARNING: If your precinct is overstaffed and the Poll Worker Hotline did not place or approve the extra poll worker, we will reduce payment accordingly.**

POLL OPENING



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.
- ❖ Scanners and Touch Writers are NOT connected to the internet at any time. Each machine is tested for functionality and accuracy prior to each election.
- ❖ NEW: Cages have a new green cover

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.

Equipment Overview



The **Touch Writer** is an accessible ballot-marking device that allows voters to mark their ballot using a touchscreen. The Touch Writer provides accessibility features that allow voters with disabilities to vote privately and independently.

The Touch Writer **does not cast or count votes**. The voter must remove the printed ballot and insert it into the **scanner** to cast the ballot.



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

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

The scanner deposits scanned paper ballots into its ballot box and **Gray Ballot Bag** for secure storage. It will not accept paper 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 Touch Writer and to transfer voted paper 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 will 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 Touch Writer 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 the square end of the USB printer cable (from the blue bag in cage) 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 in cage) into the printer and the other end into an electrical outlet. **Do NOT turn on the printer yet.** The printer should be powered on ONLY after setting up the Touch Writer. [B] ▶

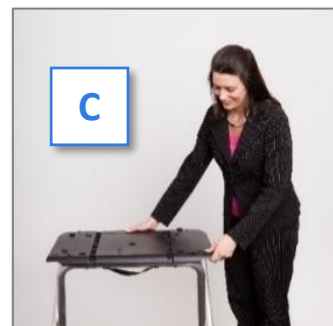
Printer will come pre-loaded with paper. BE CAREFUL with the extendable paper tray when unpacking and packing the printer.



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. 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 stand's indentations. The handle on the Touch Writer must face the same direction as the handle on the stand. [D] ▶



4. 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] ▼



5. 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.

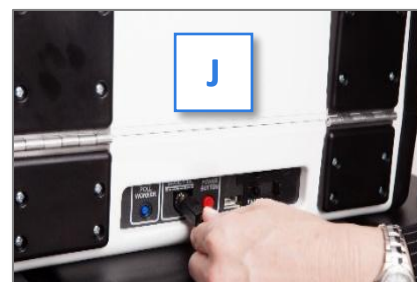
Close the compartment and case.

6. Remove the **Blue Security Seal** from the printer port on the back of the Touch Writer (see directions to remove seal on page 11) [G]► and record the security seal number on all 3 Return Sheets' Certificate 1. Place the seal in the **Aqua Machine Warehouse Envelope**.



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

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



8. Slide the door covering the printer port to the right. Plug the flat end of the USB printer cable into the back of the 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. Release the tablet from the case by unlocking with the **red key** [M] from the **Black Pouch**, rotate the latch counterclockwise [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] ▼



13. Plug the power cord into AC power. A green light will illuminate on the power brick when AC power is present.
14. Press the switch on the bottom right side of the ballot printer to power it on. [T] ►

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



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

After a few minutes, a Power-On Self-Test report will automatically print on the 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**.



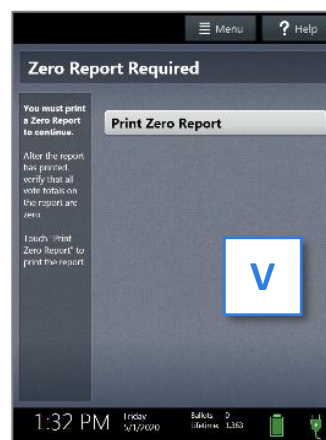
16. File the unsigned Power-On Self-Test report in the **Aqua Machine Warehouse Envelope**.

Touch Writer Screen Orientation

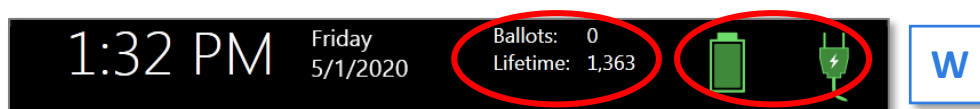
Once powered up, the Touch Writer will display the Print Zero Report screen. [V] ►

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. This should be zero!
- **Lifetime:** The number of ballots printed using the Touch Writer for the lifetime of the device (for all activity).
- **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 91 for more information on using battery power during a power outage.**



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

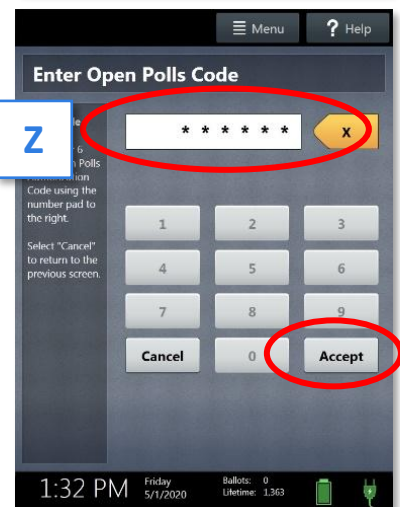
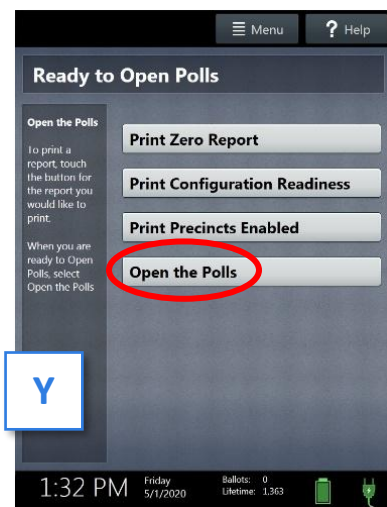
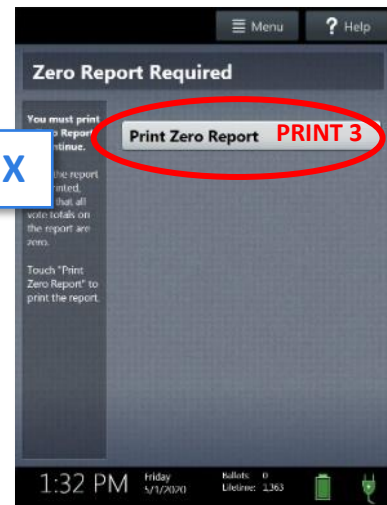


Opening the Polls

1. **Print 3 Zero Reports.** Using the Zero Report, check the following: [X] ▶
 - Verify that the Zero Report has a ballot count of ZERO and lists the correct precinct.
 - All present poll workers must sign the Zero Reports.
 - Use the Zero Report information to record the Touch Writer serial number and lifetime counter on Certificate 1 of all 3 Return Sheets. See page 38.
 - File 1 signed report in the ***Pink Minority Inspector Envelope*** and 1 signed report in the ***Aqua Machine Warehouse Envelope***.
 - **At opening, display the final signed Zero Report in the same location where the Return Sheet will be displayed at closing.**

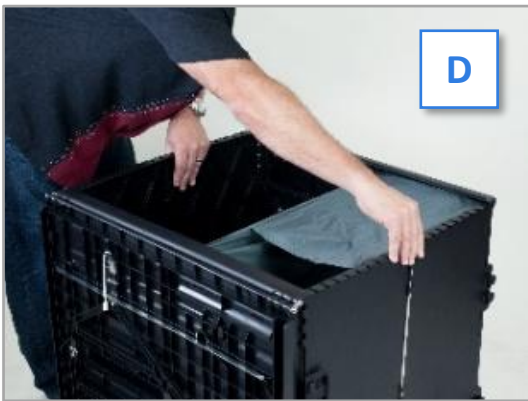
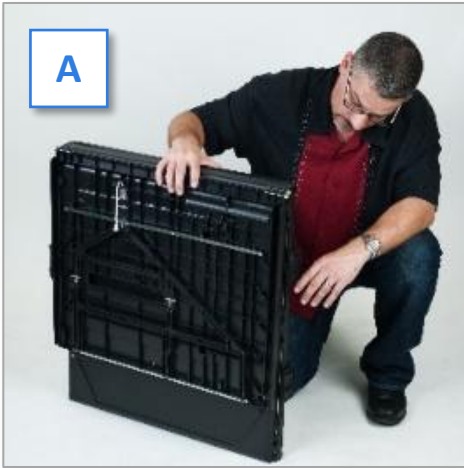
STOP! Confirm all 3 Zero Reports have been printed before selecting Open Polls. Once the polls are opened, the Zero Report cannot be printed.
2. Select **Open the Polls**. [Y] ▶ Enter the **Open Polls Code** from the ***Black Pouch*** and then select **Accept**. The Open Polls Report will automatically print. [Z] ▶
3. All present poll workers sign the Open Polls Report. Then file it in the ***Aqua Machine Warehouse Envelope***.

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



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)

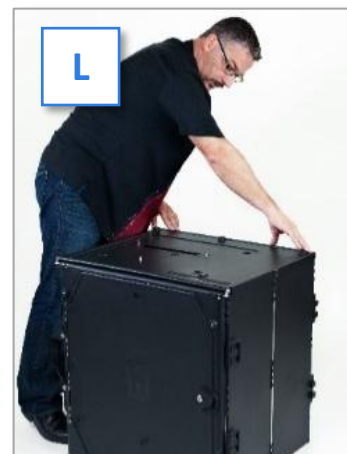
6. Release the lid by unhooking the 3 black straps. [F, G] ▼



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

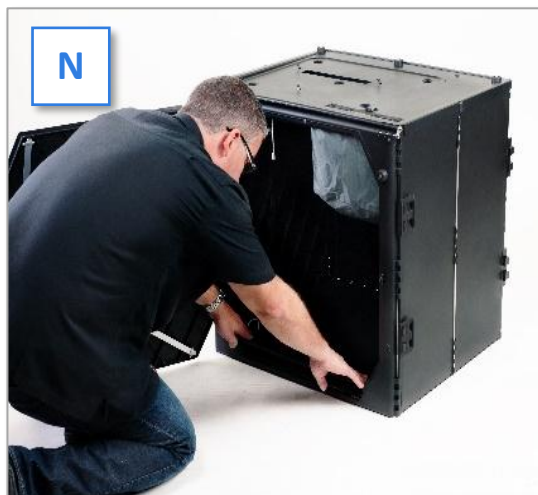
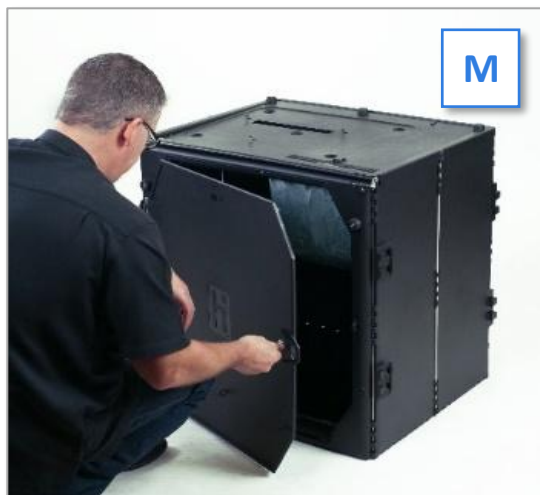


8. Lift the lid upward and outward until the double hinge is fully extended. Lay the lid across the top of ballot box and press it into place. Do **NOT** force the lid, instead lower the lid back down to release the double hinge and try again. [J, K, L] ▼



Setting up the Ballot Box (Continued)

9. Unlock the front door with the **Blue key** from the **Black Pouch**. [M] ▼
10. Press firmly on bottom panel to lock it in place. [N] ▼



11. To assemble the folded **Gray Ballot Bag**, push the metal brackets down to the bottom of the bag and secure them using the Velcro flaps. Ballot bags will have **precinct labels**. Verify that the precinct labels in the clear sleeves on top and handle side of the bag match your precinct. [O] ▼ **DO NOT REMOVE THESE LABELS.**

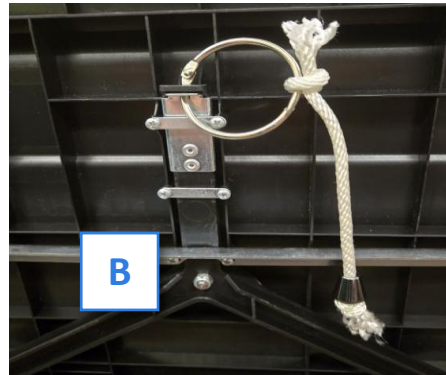


12. Place the unzipped ballot bag inside the ballot box with the handle and precinct label facing outward. Position the top flap outside the bag and make sure the bag fits snugly against the side of the ballot box. It's now positioned to catch scanned ballots.
13. Keeping the voter's privacy in mind, position the ballot box near an electrical outlet and do not create a tripping hazard.

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 its footpads with the box's 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 scanner in place. [B] ▼ Check that the scanner is locked in place by trying to lift it.
3. Close and lock the front ballot box door with the **Blue 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 connector molding back and then plug it 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] ▼
7. Release the tablet from the case by unlocking with the **red key** from the **Black Pouch** [H], rotate the latch counterclockwise [I], and remove the tablet. [J] ▼

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.



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



Setting up the Scanner (Continued)

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

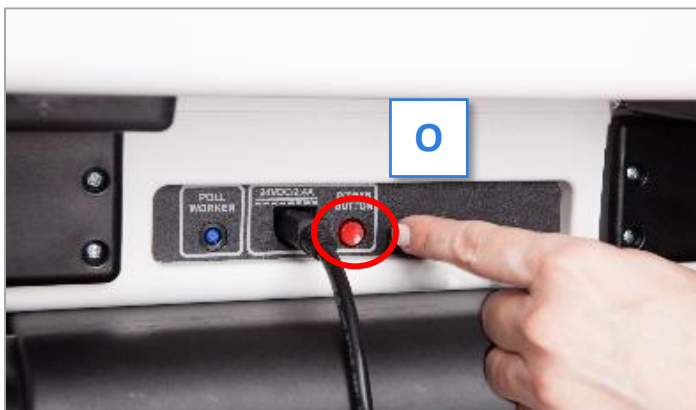


10. Plug the power cord into AC power. A green light will illuminate on the power brick when AC power is present.

11. Press the **Red Power Button** on the back of the scanner to power it on. [O] ▼

After a few minutes, the **Power-On Self-Test report** will automatically print on the 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**.

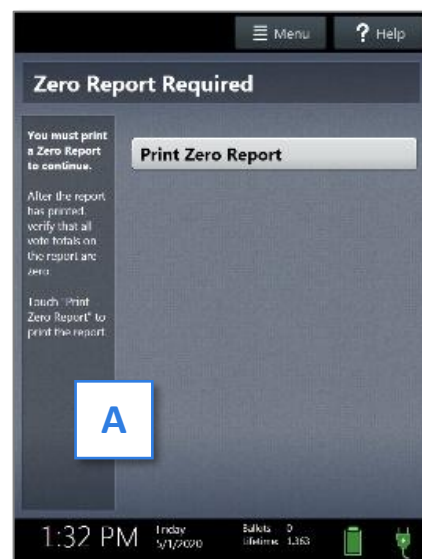
12. File the unsigned Power-On Self-Test report in the **Aqua Machine Warehouse Envelope**.



Scanner Screen Orientation

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

1. **Ballots:** The number of ballots scanned and cast on the scanner for current election. This should be zero!
 - **Sheets:** The number of ballot sheets scanned on the scanner for the current election. In some elections, ballots are 2 separate pages. This should be zero.
 - **Lifetime:** The number of ballots cast on the scanner for the lifetime of the device (for all activity).
 - **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. **See page 91 for more information on using battery power during a power outage.**



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



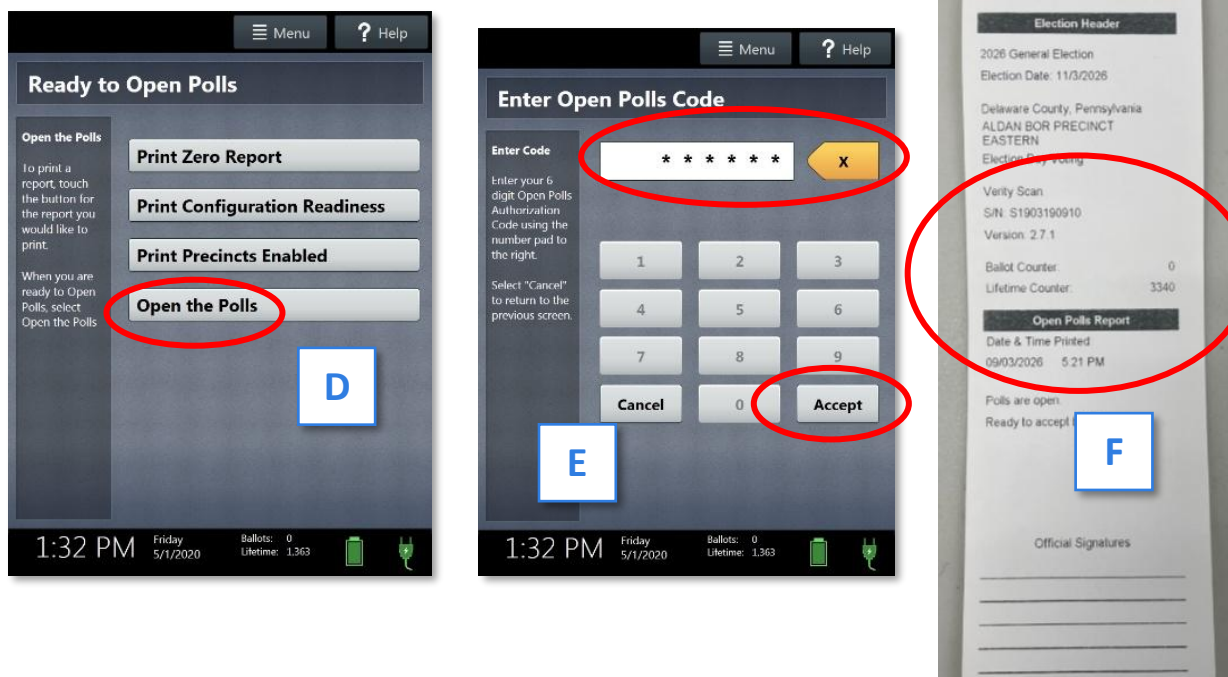
Opening the Polls

1. **Print 3 Zero Reports.** Using the Zero Report, check the following [C]:
 - Verify that the Zero Report has a ballot count of ZERO and lists correct the precinct.
 - All present poll workers must sign the Zero Reports.
 - Use the Zero Report information to record the scanner serial number and lifetime counter on Certificate 1 of all 3 Return Sheets. See page 38.



Opening the Polls (Continued)

2. File 1 signed Zero Report in the *Pink Minority Inspector Envelope* and 1 signed Zero Report in the *Aqua Machine Warehouse Envelope*.
3. **At opening**, display the final signed report in the same location where the Return Sheet will be displayed at closing.
STOP! Confirm all 3 Zero Reports have been printed before selecting Open Polls. Once the polls are opened, a Zero Report cannot be printed.
4. Select **Open the Polls**. [D] ▼
5. Enter the **Open Polls Code** from the *Black Pouch*, and then select **Accept**. The Open Polls report will automatically print. [E] ▼
6. All present poll workers sign the Open Polls report. [F] ▼ Then file it in the *Aqua Machine Warehouse Envelope*.



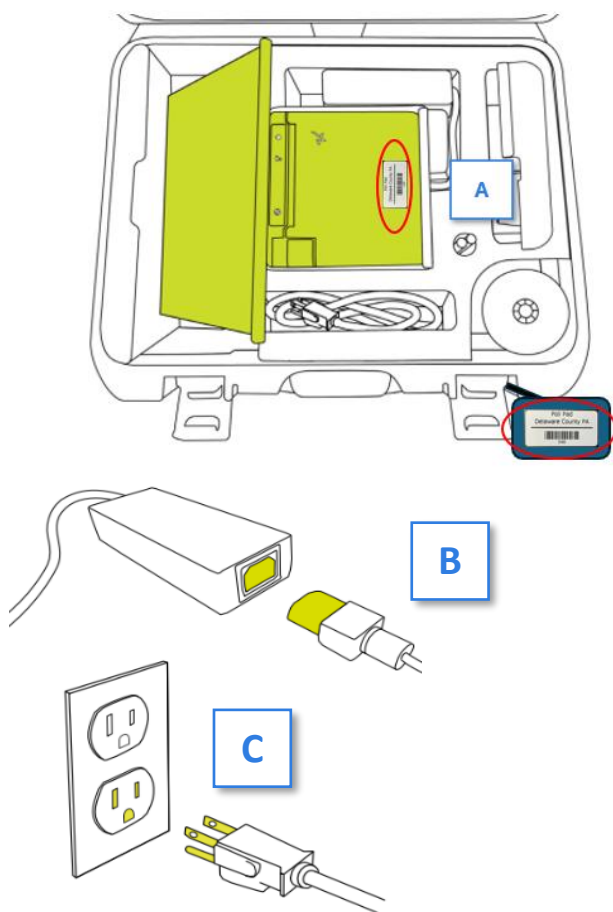
**The scanner is now ready
to be used by voters!**

Poll Pad Introduction and Setup

Poll Pads are electronic poll books also referred to as e-pollbooks. They have replaced the paper poll books and the supplemental pages. The information on each Poll Pad contains very recent information on Delaware County's entire 400,000+ registered voters.

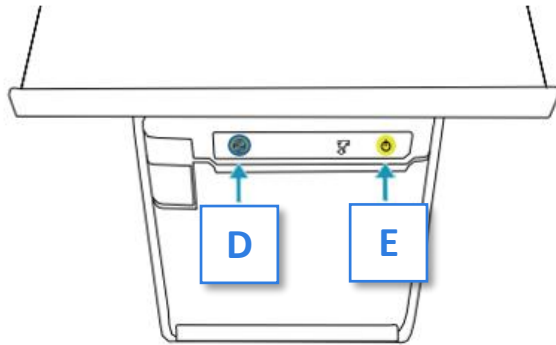
They allow for faster check-in, the ability to direct voters to their correct precinct, to search for voters by birthdate, consistent voter instructions and enhanced transparency. During Primary elections, they also identify the voter's party.

The **Poll Pads in a shared room are synced**, allowing you to check in voters from any Poll Pad in that room. Once a voter is checked in, their status is updated on **all Poll Pads in the room**. You cannot check in a voter assigned to a precinct in a **different room or polling location**.



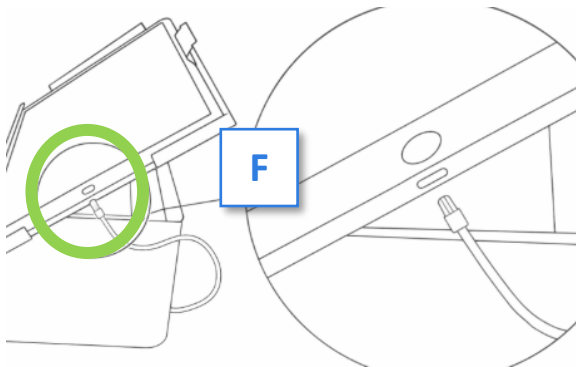
1. Remove the seal. Record the number on the **Lime Poll Pad Envelope** at the front of the **White Binder**. Place the seal in the envelope. Verify that the case's blue luggage tag number matches the printer's sticker number **AND** the sticker on the back of the tablet. [A]
2. Drape the power brick and the **NEW white braided cable** over the right side of the case, then gently lift the entire Poll Pad device out of the case using both hands. Stand the device on the table on the printer base with sticker facing you.
3. Remove the black power cord from the case and securely connect it into the power brick. [B] Plug the power cord into a wall outlet or extension cord. [C]

Poll Pad Setup (Continued)



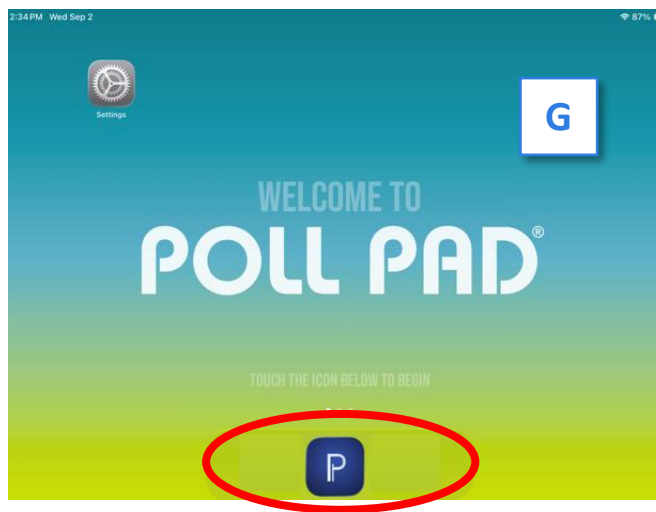
4. A blue light indicates the printer is powered on. [D]

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



5. Insert the **NEW white braided cable** into the charging port located on the right side of the Poll Pad. [F]

The Poll Pad powers on automatically.



6. Press the **NEW "P"** icon at the bottom of the screen [G] to open Delaware County's homepage.

NOTE: Do **NOT** use wet wipes or any liquids on the screen. Use only the supplied screen cloth.

Poll Pad Setup (Continued)

IMPORTANT: The following examples are from the Poll Pad's training mode. On Election Day, confirm the top bar is navy blue and that the Reset option is not available.

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



Home Screen Checklist

Confirm the following information:

- Battery life is 90% or greater
- Checkins = 0
- Name of Jurisdiction
- Election Name
- Election Date
- Polling Place Name

7. Confirm the information on the Home Screen. Call the Poll Worker Hotline immediately if anything besides the battery life is incorrect.
8. **IMPORTANT:** Verify the multi-peer icons correctly reflect 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 a 2 in the red circle. [H] 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.



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

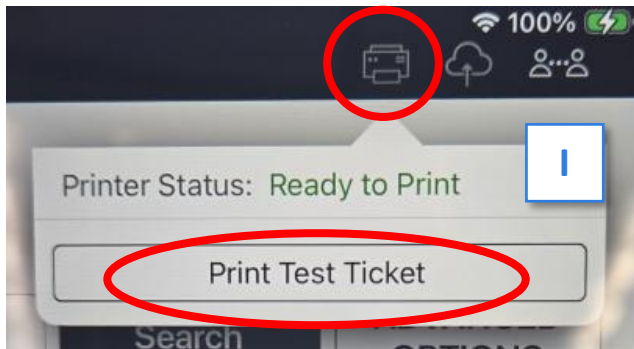


Poll Pad recognizes the presence of other precinct Poll Pads but is not connected or synchronizing with these units.

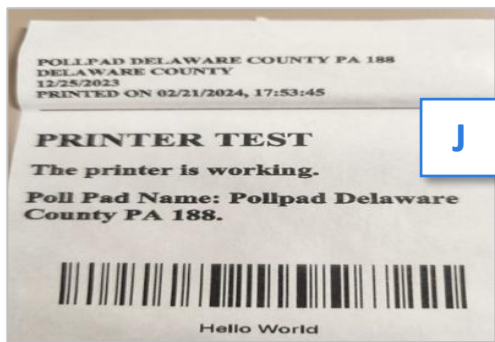


Poll Pad is currently disconnected and not synchronizing with the other precinct Poll Pads. **Contact the Poll Worker Hotline.**

Poll Pad Setup (Continued)



9. Verify the paper is properly loaded. Tap the Printer Icon then tap Print Test Ticket bar. [I] File the test ticket in the **Lime Poll Pad envelope** at the front of the White Binder. [J] If the paper jams, see page 95 to resolve.



10. Use the tape from the cage to tape down any loose cords.

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

Filling out the Return Sheets: Certificate 1

There are 3 Return Sheets (*Pink, Aqua and White*) and all 3 must be completed identically. The term “certificate” refers to a specific section of the Return Sheet. See page 79. There are no individual certificates.

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

- Record the **Blue Security Seal numbers** on the vDrive compartments of the scanner and the Touch Writer. Verify that they match the Manifest Sheet. Do **NOT** remove these seals until polls are closed.
- Record the serial numbers (abbreviated S/N) from the Open Polls Reports for both the scanner and the Touch Writer. Verify that they match the Manifest Sheet.
- Record the Lifetime Counter numbers from the Open Polls Reports for both the scanner and the Touch Writer.
- Record the **Red Security Seal number** from the seal removed from the cage. Verify that it matches the Manifest Sheet. Place the removed seal in the **Aqua Machine Warehouse Envelope**.
- Record the **Blue Security Seal number from the seal** removed from the printer port on the back of the Touch Writer. Verify that it matches the Manifest Sheet. Place the removed seal in the **Aqua Machine Warehouse Envelope**.
- The JOE and all present poll workers **MUST** sign all machine reports except the Power-On Self-Test Reports.
- Place the scanner and the Touch Writer Power-On Self-Test Reports in the **Aqua Machine Warehouse Envelope**.
- Place 1 Zero Report from the scanner and the Touch Writer in the **Aqua Machine Warehouse Envelope**.
- Place 1 Zero Report from the scanner and the Touch Writer in the **Pink Minority Inspector Envelope**.
- **IMPORTANT:** At opening, display 1 Zero Report from both the scanner and the Touch Writer in the same location where you’ll display the Return Sheet at closing.
- Place the scanner and the Touch Writer Open Polls Report in the **Aqua Machine Warehouse Envelope**.

Filling out the Return Sheets: Certificate 1

POLL OPENING - CERTIFICATE 1 <i>Before opening the polls, record these numbers from the equipment and the tapes.</i> 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

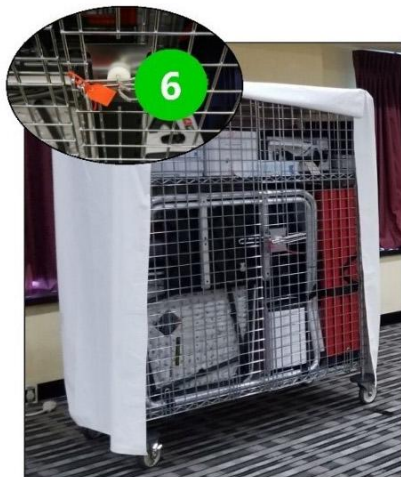
Election Header	
Poll Worker Training - General	
Election Date: 10/31/2021	
Delaware County, Pennsylvania	
Delco Elementary School	
Election Day	
Verity Scan	
S/N: S1903221810	2
Version: 2.3.1	
Ballot Counter: 0	
Lifetime Counter: 3 5689	
Open Polls Report	

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.

MINORITY INSPECTOR ENVELOPE	
Product Label Here	City / Day / Year
Signature of Election Day Supervisor	Signature of Minority Inspector

MACHINE WAREHOUSE ENVELOPE	
Product Label Here	City / Day / Year
Signature of Election Day Supervisor	Signature of Machine Warehouse Representative

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USE PAGE FOR NOTES



WORKING WITH VOTERS

ENSURING A GREAT VOTER EXPERIENCE

- ❖ **IMPORTANT:** Never deny a citizen the right to vote. If you cannot contact Voter Registration at 610-891-4659 within a reasonable amount of time to verify a person's eligibility, have them vote by Provisional Ballot.
- ❖ If a Rover visits for any reason, they will place a label on the back of the Aqua Machine Warehouse Envelope. The JOE will initial and record the time.
- ❖ ALL Provisional Ballots will be printed on the Touch Writer and are NOT scannable.
- ❖ ANY voter may use the Touch Writer, if requested.
- ❖ Throughout the day, compare the numbered list of voters to the number of ballots scanned on the scanner to verify the precinct's numbers agree.
- ❖ Keep phone usage to a bare minimum.
- ❖ During a power outage, continue to check in voters on the Poll Pad. Print Poll Pad tickets once the power is restored. Call the Poll Worker Hotline at 484-460-3750 for guidance.

Voters may:

- Talk respectfully among themselves while in line.
- Take “I Voted” pictures or selfies that do not include other voters, other voters’ ballots, the equipment, the poll workers or the poll watchers.
- Use their phones to research candidates for their own personal purposes.
- Wear clothing or accessories with political messaging.
- 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.
- Leave the polling place before voting once they have signed the Poll Pad unless they want to forfeit their vote.
- Engage in politicking inside the precinct. Discuss or tell others how to vote.
- Intimidate other voters.
- Take photos of other voters or poll workers. Privacy and safety must be respected.
- Leave their sealed mail-in ballot with a poll worker and expect it to be counted.
- Approach the scanner or share a kiosk section while another voter is using it.

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 resolving a voter’s issue requires calling the County, ask voter to step aside and work with the JOE to resolve the issue. Continue to check in other voters.
- Control the flow of voters at the check-in table to prevent overcrowding at available voting booths.
- The ballot marking area **MUST** offer privacy, accessibility and adequate lighting.
- **IMPORTANT:** If at any point a voter becomes angry or upset, try to move them to a quieter area and remain calm and actively listen. Do NOT debate or become confrontational. Do NOT cross your arms. Offer what can be done. See De-escalation Tips in Appendix B, page 90. Call the Poll Worker Hotline.

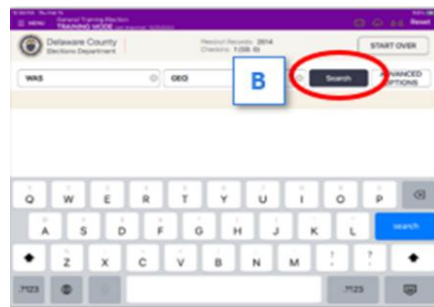
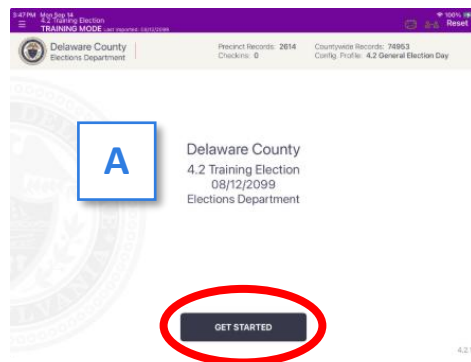
Standard Poll Pad Check-in & Voting Process

CHECK IN → VERIFY → SIGN → PRINT → # LIST → MARK BALLOT → SCAN

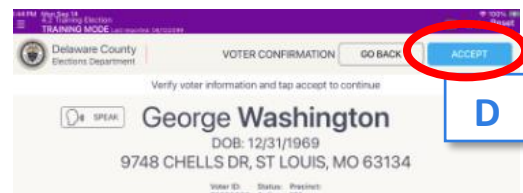
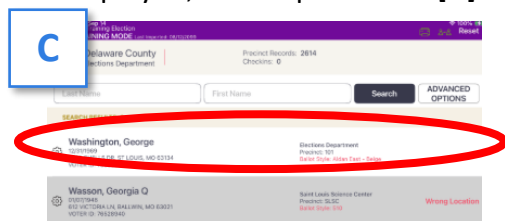
Follow these steps for a voter with no Poll pad message or other exceptions.

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

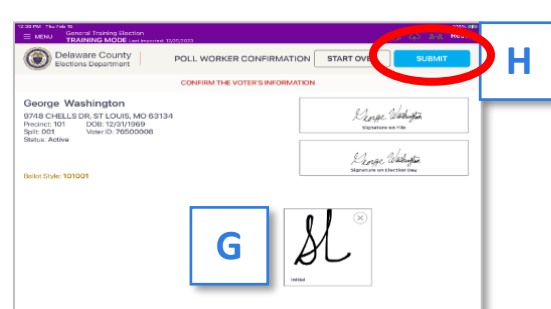
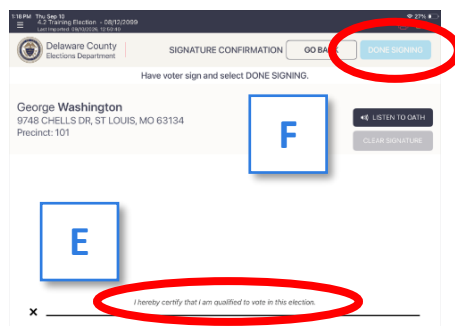
1. Greet the voter and ask for their name. Repeat the name aloud for any poll watchers. Tap **GET STARTED**. [A]▼
2. Using the stylus, enter the first 3 letters of the voter's last name and first name, then tap **Search**. [B]▼ **TIP:** If voter has a name like D'Adam or Mc Cloud – only type up to the special character or space.



3. Tap the voter's record matching the voter's name. [C] ▼
4. Ask the voter to state their address **AND** birthdate. Confirm that the correct voter is displayed, then tap **ACCEPT**. [D] ▼



5. Press the metal Poll Pad tab to flip the screen towards the voter. Ask the voter to confirm their information, **NEW:** review the oath on the signature line, and sign with the stylus. [E]▼ Flip the screen back and tap **DONE SIGNING**. [F]▼

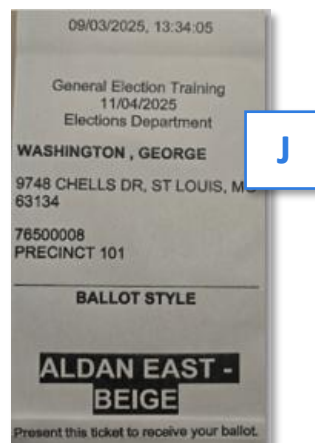
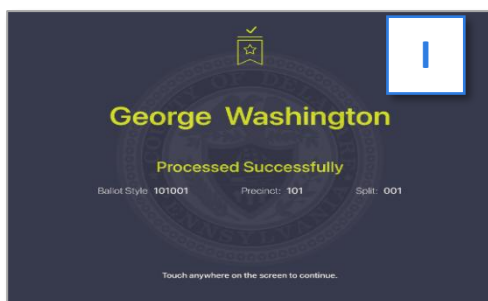


6. Confirm that the information on the Poll Worker Confirmation screen is correct, initial the voter's record [G], then tap **SUBMIT**. [H] ▲

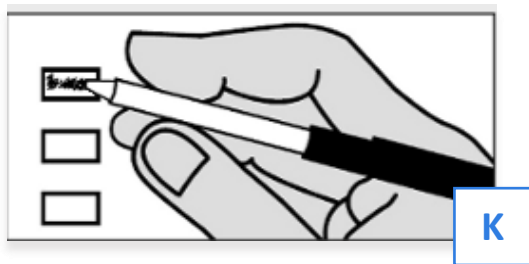
Standard Poll Pad Check-in & Voting Process

CHECK IN ➡ VERIFY ➡ SIGN ➡ PRINT ➡ # LIST ➡ MARK BALLOT ➡ SCAN

- The voter has been processed successfully. [I] ▼ Tap anywhere to return to voter search screen. **TIP:** At any point prior to tapping **SUBMIT**, you can exit the voter's record.
- Hand the voter their printed ticket. In shared polling places, direct the voter to the correct precinct table with precinct signs matching the precinct name and color printed on the ticket. [J] ▼
- IMPORTANT:** Confirm the voter is at the correct precinct. Use the ticket to legibly PRINT the voter's name in the **Numbered List of Voters in the White Binder**. See page 46 for instructions.



- Give the voter the correct precinct ballot, a pen and a privacy folder. The voter may now vote. Place the ticket in the **Lime Poll Pad Envelope** in front of the binder.
- Instruct the voter to individually select each candidate on the ballot. Explain how to properly mark the ballot by pointing to the directions at the top of the ballot [K] ▼ and the laminated **Marking the Ballot** key. [L] ▼ ↓



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 are voting in your precinct and make a mistake, ask for a new ballot.

Use only blue or black ink.

Board of Elections

Acceptable Inside the box	
Acceptable Inside the box	
Acceptable Inside the box	
Not Recommended Outside the box lines	
Not Recommended Outside the box lines	

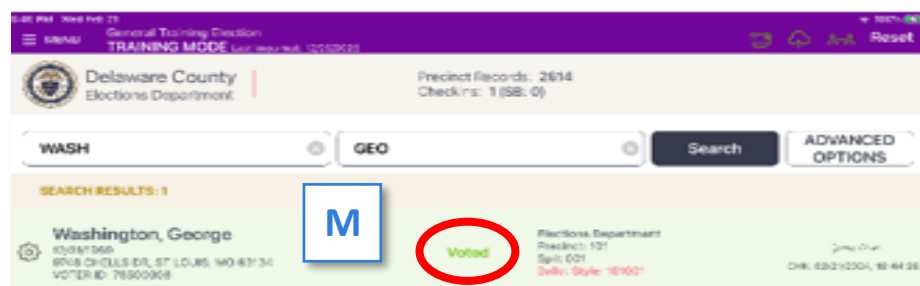
Standard Poll Pad Check-in & Voting Process

CHECK IN ➡ VERIFY ➡ SIGN ➡ PRINT ➡ # LIST ➡ MARK BALLOT ➡ SCAN

12. After marking the ballot, the voter takes the ballot in their privacy folder to the scanner.
13. At the scanner, the voter removes the ballot from the privacy folder and inserts the ballot into the scanner. See page 47.
14. The voter returns the privacy folder and pen, receives “I Voted” sticker and exits the precinct.
15. Repeat until 8:00PM!

More Check-in Information and Tips

- If the voter’s signature does not match the one on file, but they confirmed their address and birthdate they may proceed to vote.
- **PAY ATTENTION!** Delco’s entire voter registration database is loaded on **EVERY** Poll Pad. **AVOID** checking in a voter on the wrong record. See page 54 if wrong voter is accidentally checked in.
- The voter’s record immediately updates to **Voted** on all synced Poll Pads. [M]▼ But, the voter has not actually cast their vote – they have only checked in. The voter cannot leave the precinct after check-in and return later to vote. If the voter leaves the precinct before scanning their ballot, they forfeit their chance to vote. Do NOT include this voter on the Numbered List of Voters. Make a note of any votes forfeited on the Return Sheets’ Note Box and include a note in the BOE envelope.



- Any voter who is unable or feels uncomfortable voting by manually marking the paper ballot may use the ADA compliant Touch Writer to mark the ballot digitally. ANY voter may use the Touch Writer. They are not necessarily asking for assistance; they may have forgotten their reading glasses, etc. See page 63.
- See page 50 if you need to reprint a check-in ticket.

Instructions for the Numbered List of Voters

The **White Binder** contains a carbonless **Numbered List of Voters** with a top white sheet and bottom yellow sheet. [A] Each page set is divided by a separation page. Each page set is numbered 1 to 100. The page numbers are prefilled, beginning with page 0 (zero).

IMPORTANT: Always verify the voter is at the correct precinct and NOT a provisional voter.

- Use the voter's ticket to announce the voter's name clearly and to print last name, first name neatly on the list.
- If it's a **DUPLICATE** ticket check that the voter's name is not already on the **Numbered List**. If it is, **STOP** the voter has already been given a ballot and may not receive another.
- If a voter's name is mistakenly added to the list, boldly cross out the voter's number and name. **DO NOT REUSE THIS LINE OR RENUMBER THE LIST.**
- Place the voter's ticket in the **Lime Poll Pad Tickets Envelope** [R] in front of the binder. Larger precincts may have extra envelopes for the tickets.
- TIP:** Use the ticket's timestamp to keep them organized and aid in line management.
- IMPORTANT:** Throughout the day, verify that the last number on the Numbered list, minus any crossed-out entries, matches the number of ballots scanned on the scanner.

For example, the last number is 44 with 1 cross-out, 43 voters have checked in ($44 - 1 = 43$). If 3 voters are still marking their ballots, the scanner would display 40 ballots scanned ($43 - 3 = 40$).

If the numbers do NOT match, investigate the difference and note the reason. Resolving discrepancies throughout the day will make closing easier.

Mark the line where the counts reconciled. You will only need to review voters after the mark if the counts do not agree.

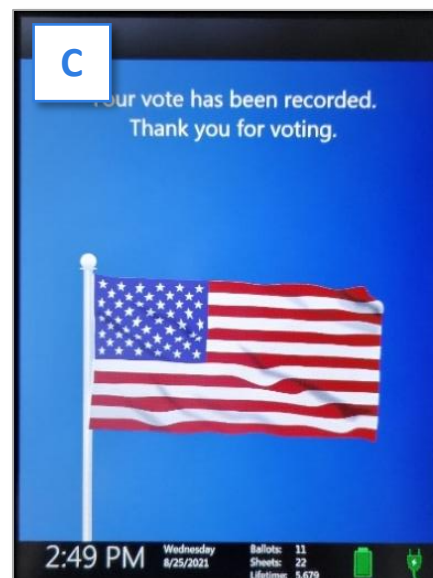
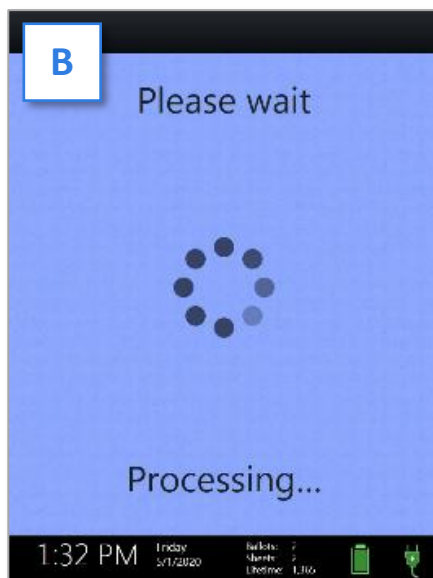
- Poll Watchers may inspect and photograph the **Numbered List** only while supervised by a poll worker and when the polling place is not busy. Poll Watcher activities **CANNOT** slow down or interfere with the voting process.

Reminder: Provisional voters are NOT included on the numbered list.

Ballot Scanner Procedure

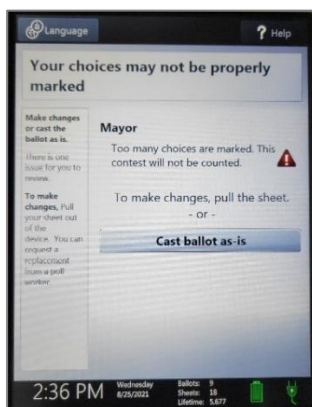
RESPECT THE VOTER'S PRIVACY AT THE SCANNER. DO NOT LOOK AT THE BALLOT. NEVER TOUCH THE VOTER'S BALLOT.

1. Allow only one voter at the scanner at a time. Ask the next voter to wait until the previous ballot has been fully accepted.
2. Tell voter to insert their marked ballot into the scanner as directed by the flashing green arrows (ballots must be fed in short edge first in any direction). [A] ▼
3. The voter must wait while the scanner processes the ballot. A "Please wait" message will appear on the screen. [B] ▼
4. Remind voters not to leave the scanner until the ballot is accepted. The confirmation screen will flash the American flag and display a message confirming 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, it will return the ballot and display an error message on the screen. Ask the voter to pick up their ballot, then review the message and assist the voter. See examples on the next page.
5. **IMPORTANT:** Throughout the day, verify that the last number used on the numbered list — minus any cross outs and voters waiting to scan their ballot— equals the number of ballots scanned.



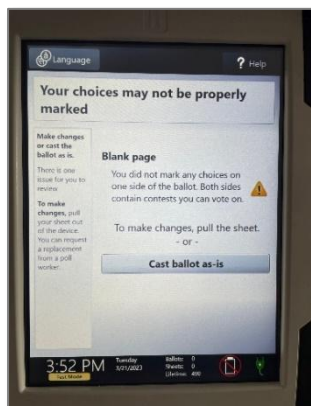
Scanner Messages and Voter Instructions

MAINTAIN EYE CONTACT WITH VOTER - NEVER LOOK AT THE MARKED BALLOT! THIS PROTECTS VOTER.



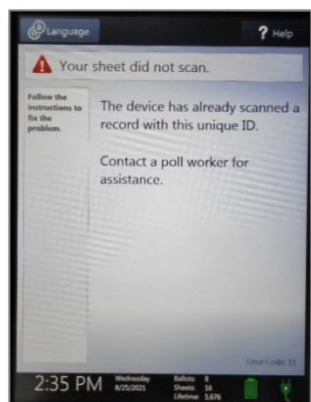
Overvote:

- Too many choices were marked on a contest 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 next page.
 - Tap “Cast 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** marked boxes on one side of the ballot, i.e., no contests were voted on 1 side.
- The voter has two options:
 - Tap “Cast ballot as-is” on the screen.
 - Take the ballot to the voting booth to mark more choices and then return to scan ballot.



Error Codes 6, 11 or 14:

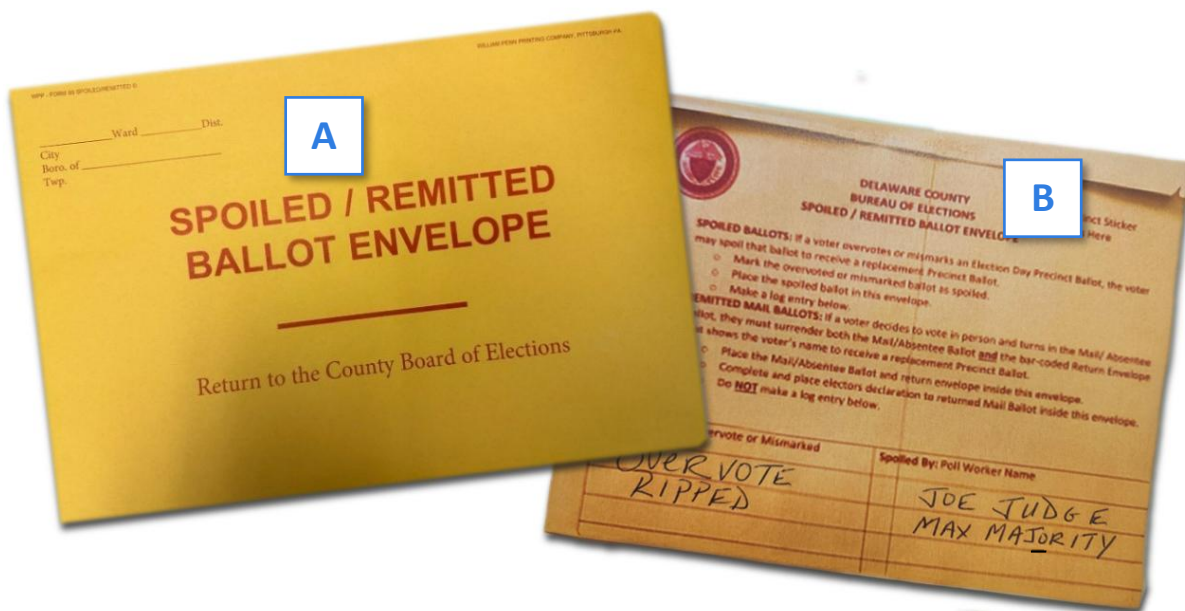
Note: This code is listed on the screen’s lower right corner.

- 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: The Provisional Ballot **CANNOT** be scanned. See JOE to properly process the Provisional Ballot per pg. 60.

IN SHARED LOCATION: REMIND VOTERS TO ALWAYS USE THE SCANNER FOR THEIR SPECIFIC PRECINCT! Scanner will reject ballots from other precincts.

How to Spoil a Ballot

- Do **NOT** look at or handle the voter's ballot. Confirm the voter is at the correct precinct.
- Ask the voter to write SPOILED on the ballot and place it in the Spoiled/Remitted Ballot Envelope. [A] ▼
- Complete an entry on the Spoiled Ballot Log: print the reason spoiled per the voter and **YOUR** name (**NOT** the voter's name). [B] ▼
- If a regular ballot (i.e., not a provisional ballot) was printed on the Touch Writer, write that on the log.
- Give the voter a new ballot to complete and cast. Do NOT add the voter to the Numbered List again.
- **IMPORTANT: DO NOT PLACE SPOILED PROVISIONAL BALLOTS** in this envelope. Place them in the White Provisional Voting – Return Envelope.



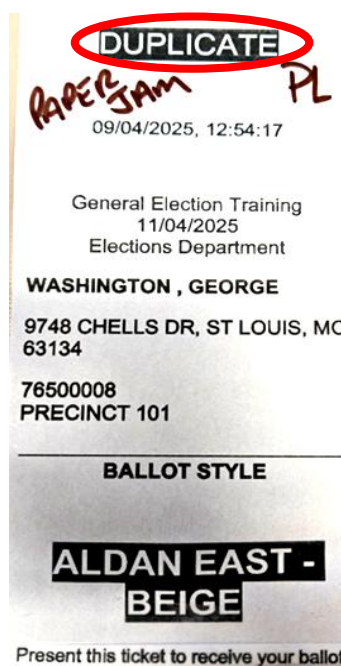
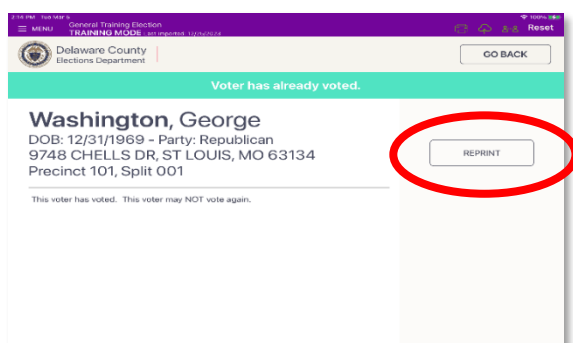
How to Log an Abandoned Ballot

If an abandoned ballot is found, do NOT scan it. Write “ABANDONED” across the ballot.

Place it in Spoiled/Remitted Ballot Envelope and write “Abandoned” as the reason.

Directions to Reprint Poll Pad Ticket

- After fixing the printer or replacing the paper (see page 95), always print a test ticket. Then reprint the voter's ticket.
- **IMPORTANT:** Use the **ORIGINAL** Poll Pad the voter checked in on to reprint their ticket.
- Select their record and tap **REPRINT**. Enter the password from the **Blue Code Card** from the **Black Pouch** and tap **DONE**.
- A DUPLICATE ticket will print with the same timestamp as the original ticket.
- Initial the duplicate ticket and briefly note the reason for the reprint.
- **IMPORTANT:** Before adding to the Numbered List, always ensure the voter's name is not already on the **Numbered List**. If it is **STOP**, the voter has already been given a ballot and may not receive another one.

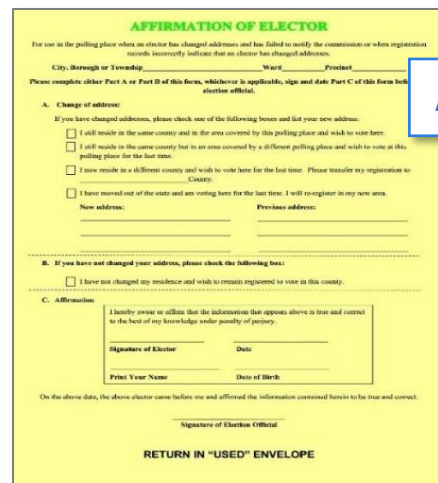


Messages & Situations Poll Workers Encounter

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

Address Does Not Match

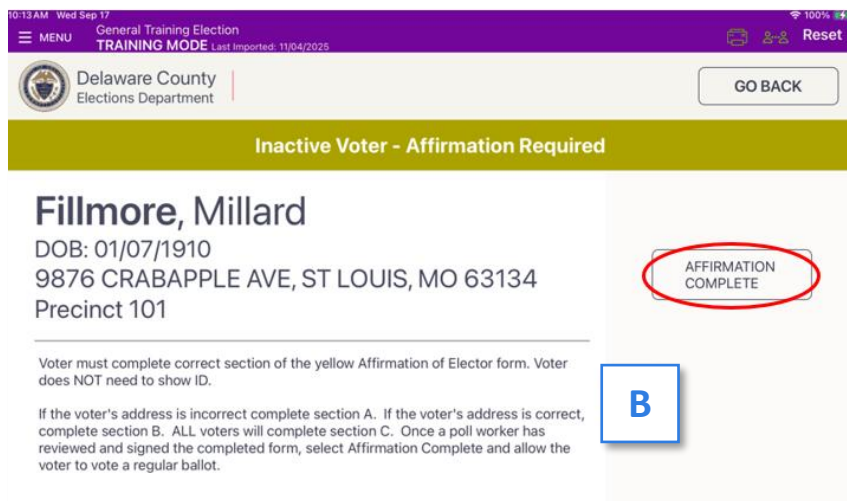
- If the address listed in the Poll Pad is not the voter's current address, ask if the voter has moved. If so, have the voter complete sections A and C of the **yellow Affirmation of Elector Form [A]**. ID is **NOT** required
- Review and sign the form, then process the voter as usual.
- If the voter's address has a typo or other error, call Voter Reg to correct it. If unable to reach Voter Reg, have the voter complete the **yellow Affirmation of Elector Form** and proceed as usual.
- File the form in the **manila Used Form Envelope**.
- Alternatively, voter may also use QR code from Voter Registration flyer to update their record.

A yellow form titled "AFFIRMATION OF ELECTOR". It contains instructions for voters who have moved or changed their address. Section A asks if the voter has changed their address and provides checkboxes for different scenarios (same county, different precinct, different county, moved out of state). Section B asks if the voter has not changed their address. Section C is an affirmation statement. The form includes fields for City, Borough or Township, Ward, Precinct, Signature of Elector, Date, Print Your Name, and Date of Birth. It also has a line for the Signature of Election Official. The bottom of the form says "RETURN IN 'USED' ENVELOPE". A blue box with the letter "A" is in the top right corner.

IMPORTANT: If a voter has moved, they are permitted to vote one last time in their OLD precinct. A voter in the Poll Pad is a registered Delco voter and is entitled to vote. The completed form allows Voter Reg to update the voter's record and determine whether the voter should remain registered in Delaware County.

Inactive Voter: Affirmation Required

- Have the voter complete the **yellow Affirmation of Elector Form [A]**. ID is **NOT** required.
- Review and sign the form. Tap **AFFIRMATION COMPLETE [B]** and proceed with the voter's check-in as usual.
- File the completed and signed Form in the **manila Used Forms Envelope**.

A screenshot of a mobile application interface. At the top, it says "10:13 AM Wed Sep 17" and "General Training Election TRAINING MODE Last Imported: 11/04/2025". Below this is the "Delaware County Elections Department" logo and a "GO BACK" button. The main heading is "Inactive Voter - Affirmation Required". Below this, the voter's information is displayed: "Fillmore, Millard", "DOB: 01/07/1910", "9876 CRABAPPLE AVE, ST LOUIS, MO 63134", and "Precinct 101". To the right of this information is a red oval button labeled "AFFIRMATION COMPLETE". Below the voter information, there is a text block explaining the process: "Voter must complete correct section of the yellow Affirmation of Elector form. Voter does NOT need to show ID. If the voter's address is incorrect complete section A. If the voter's address is correct, complete section B. ALL voters will complete section C. Once a poll worker has reviewed and signed the completed form, select Affirmation Complete and allow the voter to vote a regular ballot." A blue box with the letter "B" is in the bottom right corner.

Messages & Situations Poll Workers Encounter (Continued)

When a Voter Cannot Be Found

- If the “No Records Found” message [A] appears on the Poll Pad, ask the voter whether they recently changed their name, gave a nickname or are registered using an initial for their first name. Tap **OK** and update their name as needed and search again.
- If the voter’s record still cannot be found, tap **OK**, clear both name boxes, select **ADVANCED OPTIONS** [B], choose **DOB** (Date of Birth) [C] and tap **SEARCH**. If the voter’s record is found, continue with the standard check-in process.
- If the voter’s record still cannot be found, send the voter to the JOE to call Voter Reg for assistance.
- If Voter Reg confirms the voter is registered and at the correct precinct, they will provide an **AUTHORIZATION NUMBER**. [D]
- Using the information provided by Voter Reg, the JOE will then legibly complete an entry in the **Blank Poll Book Pages** [E] (located in the **manila Unused Forms Envelope**). Have the voter to sign the entry.
- The JOE takes the voter to the precinct table and adds their name on the Numbered List of Voters. Give the voter a regular ballot. The voter does NOT sign the Poll Pad.
- Record the voter’s number from Numbered list and initial the entry [F].

Blank Poll Book Pages
DO NOT USE WITHOUT AUTHORIZATION # FROM VOTER REGISTRATION
PLEASE CALL VOTER REGISTRATION 810-491-4659

ALDAN BOROUGH

Eastern Precinct

0100000E-1

Delaware County General Election November 4, 2025 ALDAN PRECINCT EAST

[F] Voter # 101 Name Jane Voter **[E]**
 Insp. Int PL Address 123 Main St
 City MEDIA State PA Zip 19063
 Party Other Date of Birth 1/1/2

Authorization # given by Voter Reg, Clerk 123 123 123-23 **[D]**

Voter # _____ Name _____
 Insp. Int _____ Address _____
 City _____ State _____ Zip _____
 Party _____ Date of Birth _____

Authorization # given by Voter Reg, Clerk _____

Voter # _____ Name _____
 Insp. Int _____ Address _____
 City _____ State _____ Zip _____
 Party _____ Date of Birth _____

Authorization # given by Voter Reg, Clerk _____

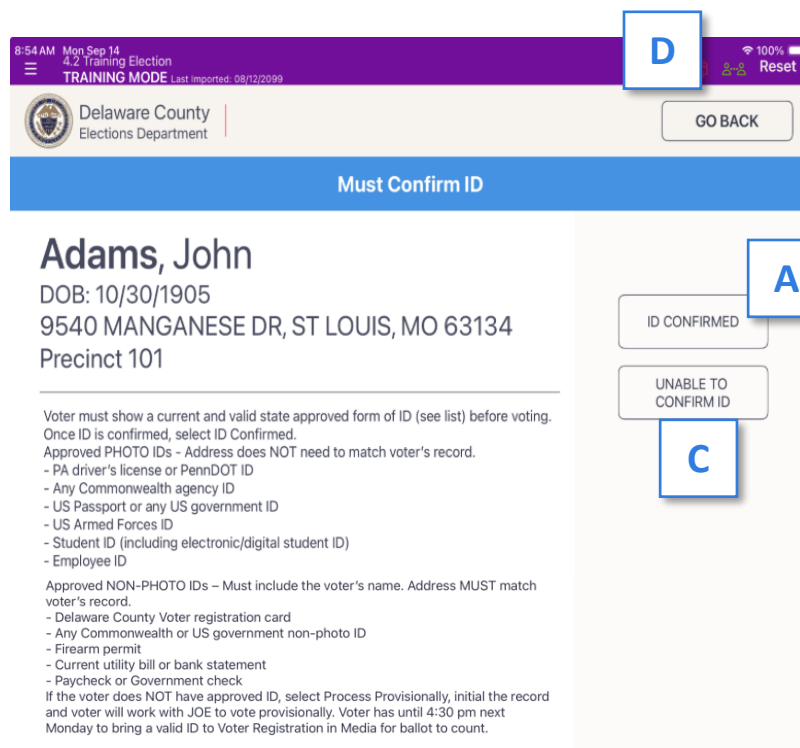
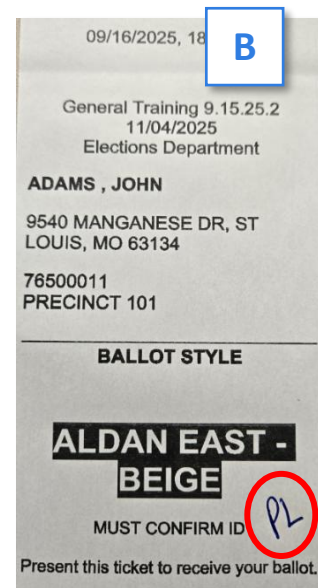
Entries on this page MUST FIRST RECEIVE AUTHORIZATION from Voter Registration (810) 491-4659.

By law, if Voter Reg does **NOT** provide an Authorization Number because the voter cannot be found in the SURE system as registered voter in Delaware County, the voter **CANNOT** vote a regular ballot. If the voter insists on voting, allow the voter to cast a Provisional Ballot. See page 60

Messages & Situations Poll Workers Encounter (Continued)

ID Required

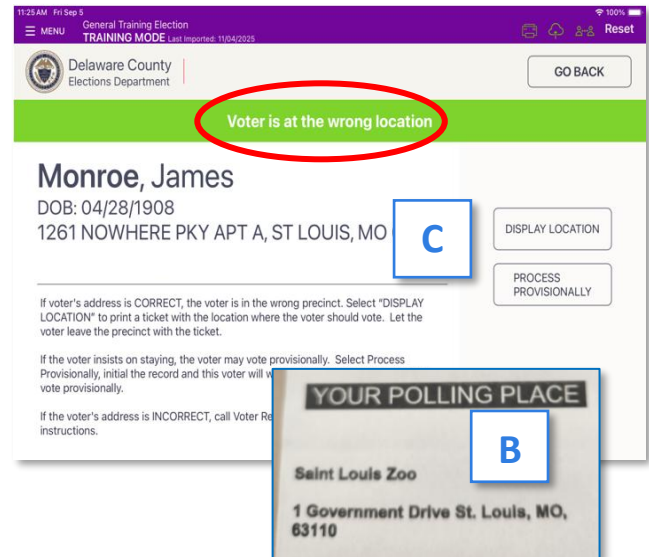
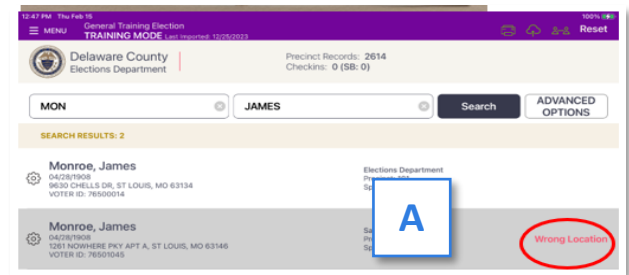
- ID is required **ONLY** for voters voting for the first time at that precinct. A photo ID does NOT need to match the address listed in the Poll Pad. A non-photo ID MUST match the address listed in the Poll Pad.
- When the voter presents an approved form of ID listed on the Poll Pad screen, tap **ID CONFIRMED** [A]. Continue the check-in process as usual.
- The voter's ticket will display "MUST CONFIRM ID." Initial the ticket to show the poll worker managing the Numbered List that voter's ID was confirmed [B].
- If the voter is unable to provide approved ID or return with one by 8:00PM, select **UNABLE TO CONFIRM ID** [C] and direct the voter to the JOE to vote a Provisional Ballot (p.60) Remind the voter that for the Provisional Ballot to be counted, they must provide an approved ID to Voter Reg in Media by 4:30PM the following Monday.
- If the voter leaves the precinct for ID, tap **GO BACK** [D], clear the voter's name and continue to check in other voters.
- TIP: Scroll down to view the entire list of approved IDs.**



Messages & Situations Poll Workers Encounter (Continued)

Voter is at the Wrong Location

- If a voter is at the wrong location [A], direct them to vote at their correct/home precinct. Provide the voter with a **“YOUR POLLING PLACE”** ticket [B] by tapping the **DISPLAY LOCATION** [C] option.
- **NOTE:** This is the **ONLY** instance where a Poll Pad ticket is permitted to leave the precinct.
- If voters opt to vote provisionally because they will not or cannot go to their correct/home precinct, stress that **NOT** all contests will count and it is a very intensive process. Check **Other** and write **“In wrong precinct”** as reason on the Provisional Ballot envelope. See page 60.
- **NOTE:** The Provisional ticket will print the Voter’s registered precinct.



Wrong Voter is Checked In

Example: Jane A Smith signs Jane B Smith’s Poll Pad record and the check-in is accepted.

If the mistake is caught while Jane A is still in the polling place, the JOE will:

- Have Jane A check in on her correct record. She may then proceed to vote normally.
- Call the Poll Worker Hotline for directions to cancel Jane B’s incorrect check-in.
- Write **CANCELLED** on Jane B’s incorrect check-in Poll Pad ticket and file it in the **Lemon BOE envelope**.
- If Jane B is in the precinct or comes in later, she’ll check in on her correct record and vote normally.

If the mistake is caught later, when Jane B attempts to check in:

- Ask Jane B to work with the JOE to vote provisionally. See page 60.
- On the Provisional Ballot Envelope, the JOE checks **Other** and writes “Another voter signed the record” as the reason.

TIP: To prevent the wrong voter from being checked in, confirm the voter’s address and birth date and have the voter review their record before signing the Poll Pad.

Messages & Situations Poll Workers Encounter (Continued)

Voter Requires Assistance

IMPORTANT: Explaining the voting process, offering glasses, setting up the Touch Writer, etc. are **NOT** assistance and do not need to be recorded. Record assistance **ONLY** when a voter cannot vote alone and another person marks their ballot or tells the voter who to vote for.

A voter **WITH** the **ORANGE** banner for Previous Assistance Requested [D] **ONLY** needs to be added to the **white RECORD OF ASSISTED VOTERS Log**. [A] Do **NOT** complete the **pink Assistance Form**! Follow the directions on the Poll Pad.

The voter's number from the Numbered List of Voters is the Serial #. The initials [B] on the ticket are the reason. Page 94 has tips to respectfully work with voters with specific needs.

[A]

RECORD OF ASSISTED VOTERS			
Serial #	Name of Voter	Reason for Assistance	Name of Person Furnishing Assistance
122	Thomas Jefferson	IL [B]	Martha Jefferson
185	John Doe	NOT NEEDED [C]	

A voter **WITHOUT** the ORANGE banner requesting or receiving assistance [D], must complete the **pink Declaration of the Need of Assistance to Vote** form. [E] Choose the **“Reason of”** that best fits from the options listed on the form and check whether the condition is permanent or temporary. The form must be signed by both the helper and the JOE.

Place the completed form in the **manila Used Forms Envelope**. Add the voter to the Record of Assisted Voters [A] and the Numbered List.

Either way, the voter proceeds to vote normally.

The person helping cannot be the JOE, a poll watcher, the voter's employer or union agent.

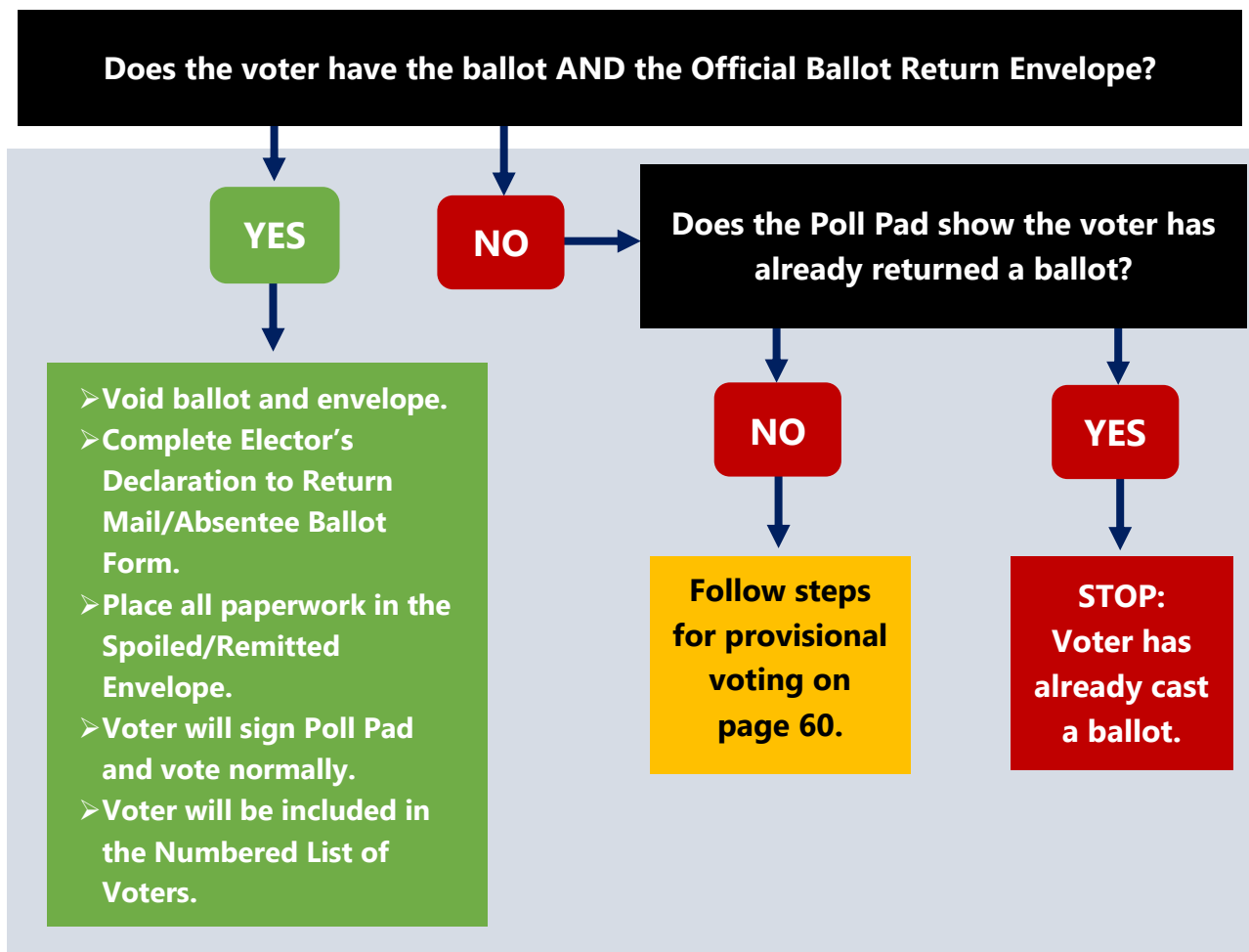
Messages & Situations Poll Workers Encounter (Continued)

Returning Ballot or Voting Provisionally Flowchart Return Absentee or Mail-In Ballot or Vote Provisionally

When the **ABSENTEE/MAIL-IN BALLOT REQUESTED** message appears on a voter's record, the voter was issued an absentee or mail-in ballot that has not been received by the county. Always remove the voter from the check-in line to work with the JOE to determine how they may vote. Use the flowchart below to assist with the decision.

If this voter wants to vote in person at the precinct, they may either:

- Return BOTH the mail ballot AND the Official Ballot Return Envelope with the purple stripe and their name to the JOE and vote a regular ballot in-person. See next page for instructions.
- Vote provisionally if they cannot return BOTH the ballot and the Official Ballot Return Envelope with the purple stripe and their name. See page 60.



How to Return a Mail-in/Absentee Ballot

A voter who returns both their mail ballot **AND** their Official Ballot Return Envelope [C] with the purple stripe and their name will receive a replacement regular ballot and vote in the precinct. If either item is missing the voter must vote provisionally. The JOE will do the following:

- Verify the address on the Official Ballot Return envelope matches the voter's Poll Pad record. The Secrecy Envelope is **NOT** required. Have voter write "**VOID**" across mail-in ballot.
- Complete the onscreen directions, return to the Poll Pad with the voter and select **BALLOT/ENVELOPE REMITTED** [A]. The voter will vote normally.
- Place the voter's mail ballot, Return Envelope and Elector's Declaration[B] in the **Spoiled/Remitted Ballot Envelope** [D]. Do **NOT** list the voter's name on the envelope log.

Delaware County Elections Department

Absentee/Mail-In Ballot Requested

Roosevelt, Franklin
 DOB: 10/12/1922 - Party: Republican
 9790 CHELLS DR, ST LOUIS, MO 63134
 Precinct 101, Split 001

This voter has been issued an Absentee/Mail-In Ballot. Voters who requested these ballots are NOT eligible to vote a regular ballot UNLESS they remit BOTH the ballot and the Ballot Return Envelope with the purple stripe. [B]

If the voter would like to vote, the Judge of Election must:

- Have the voter sign the Elector's Declaration to Return Mail/Absentee Ballot,
- Review the form and sign off,
- Write VOID on the Absentee/Mail-In Ballot and the Ballot Return Envelope with the purple stripe, [C]
- Place all the above in the Spoiled/Remitted Envelope and
- Select Ballot/Envelope Remitted and allow the voter to vote a regular ballot.

If the voter does NOT have their ballot or their Ballot Return Envelope with the purple stripe, the voter may vote provisionally. Select Process Provisionally, initial the record and this voter will work with the Judge of Elections to vote provisionally.

BALLOT/ENVELOPE REMITTED [A]

PROCESS PROVISIONALLY

Official Ballot Return Envelope [C]

DELAWARE COUNTY BUREAU OF ELECTIONS
 2501 SEAFORT DR STE BH120
 CHESTER, PA 19383-2207

OFFICIAL ELECTION MAIL

BUSINESS REPLY MAIL

POSTAGE WILL BE PAID BY ADDRESSEE

DELAWARE COUNTY BUREAU OF ELECTIONS
 2501 SEAFORT DR STE BH120
 CHESTER PA 19383-2207

SPOILED / REMITTED BALLOT ENVELOPE [D]

Return to the County Board of Elections

NOTE: Follow the same directions if the Ballot Return Envelope is stamped "**REPLACEMENT**" in red. A replacement ballot is issued if a voter makes a mistake on the Official Return Envelope, like not signing it.

Elector's Declaration to Return Mail Ballot [B]

DECLARATION

I hereby declare that I am a qualified registered elector who has obtained an absentee ballot or mail-in ballot. I further declare that I have not cast my absentee ballot or my mail-in ballot, and that instead I remitted my absentee ballot or mail-in ballot to the Judge of Election at the polling place to be spoiled and therefore request that my absentee ballot or mail-in ballot be voided and I be permitted to vote a regular Election Day ballot. I make this declaration subject to the penalties of 19 PA C.S. 4904 (related to unsworn falsification to authorities).

Today's Date: ____/____/202__

Voter, Sign Here _____ Voter's Printed name _____

Voter's address _____

Judge of Election, Sign Here _____ Judge of Election - Printed name _____

JUDGE OF ELECTION: Place completed form in Spoiled/Remitted Ballot Envelopes.

Absentee/Mail-In – Ballot Cast/Not Eligible

This voter must NOT cast a regular ballot because their mail ballot has already been received by the County and will be counted on Election Day.

If the voter insists on voting or received a notice-and-cure letter, call or email from the County, they must be processed provisionally. Notice-and-cure means an error with the Ballot Return Envelope was noticed and needs to be corrected. See page 60 to vote provisionally.

The screenshot shows a web application interface for the Delaware County Elections Department. At the top, a purple header bar contains the time '12:46 PM Thu Feb 15', the text 'General Training Election', 'TRAINING MODE', and 'Last Imported: 12/25/2023'. There are icons for a menu, a printer, a refresh, and a 'Reset' button. Below the header, the Delaware County logo and 'Elections Department' are on the left, and a 'GO BACK' button is on the right. A prominent red banner across the middle reads 'Absentee/Mail-In Received'. Below this, the voter's name 'Van Buren, Martin' is displayed in large text, followed by their details: 'DOB: 12/05/1902 - Party: Democratic', '9704 CHELLS DR, ST LOUIS, MO 63134', and 'Precinct 101, Split 001'. To the right of these details is a button labeled 'PROCESS PROVISIONALLY', which is circled in red. At the bottom, a paragraph explains that the voter's ballot has been received and that they must be processed provisionally if they insist on voting or receive a notice-and-cure letter, instructing them to select 'Process Provisionally' to initial the record.

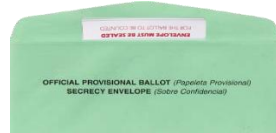
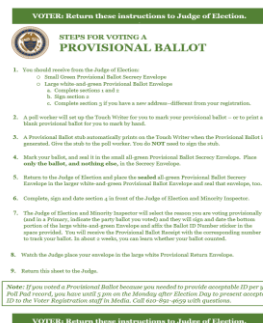
NOTE: Some voters may have multiple messages. Follow each message's Poll Pad prompts to resolve.

A Voter May Cast a Provisional Ballot If:

- Voter did not return their requested Absentee/Mail-In ballot to the county and does not have the mail ballot **AND** their Official Ballot Return Envelope.
- Voter's name does not appear in the Poll Pad and Voter Reg cannot determine their registration status or Voter Reg cannot be contacted within a reasonable amount of time to verify a person's eligibility.
- A court order has been issued to the voter.
- 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. If the voter is in the wrong county, the ballot will not count. **NOTE:** JOE must write **"In Wrong Precinct"** as **Other** reason.
- A voter's eligibility is challenged for cause and cannot be resolved by the JOE.
- The Poll Pad message is **"Must Confirm ID"** and the voter is unable to present approved ID. Remind the voter that for the Provisional Ballot to be counted, they must provide an approved ID to Voter Reg in Media by 4:30PM the following Monday.
- Voter received a notice-and-cure letter, call or email from the county.
- Voter's record was incorrectly signed by another voter and was not caught timely. **NOTE:** JOE must write **"Another voter signed the voter's record"** as **Other** reason.

PROVISIONAL VOTERS DO NOT SIGN THE POLL PAD BUT THEY MUST BE CHECKED IN AND GIVEN A POLL PAD TICKET. THEY ARE NEVER INCLUDED ON NUMBERED LIST OF VOTERS.

Always hand the voter the Provisional Ballot Envelope, the secrecy envelope and the voter instruction sheet. These are in the Provisional Ballot Supplies' zip-lock bag.



Provisional Ballot / Papeleta electoral provisional

COMPLETE BEFORE YOU VOTE YOUR BALLOT
Mark your ballot and place it in the small green Provisional Ballot Envelope.

Section A: Voter Address

Current Address: _____
City: _____ State: _____ Zip: _____

Is this address an official that you serve and that of which you are a member? ☐ Yes ☐ No

Section B: Voter's Current Address
Current Address: _____
City: _____ State: _____ Zip: _____

Section C: Voter Signature
Signature: _____
Date: _____

FOR ELECTION OFFICIALS ONLY

Section D: Voter's Current Address
Current Address: _____
City: _____ State: _____ Zip: _____

Section E: Voter Signature
Signature: _____
Date: _____

IMPORTANT: If a voter is mistakenly checked in as a Provisional voter or the voter belatedly presents approved ID, cancel their check-in. Call the Poll Worker Hotline for directions.

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

Provisional Ballot Instructions

- Confirm the voter's information, initial their record [A], give the voter their printed ticket and direct them to the JOE. A Provisional voter **CANNOT** sign the Poll Pad [B].
- The JOE gives the voter the **White Provisional Ballot Envelope** [C], a **Green Secrecy Envelope** [D] and the voter instruction sheet.
- TIP:** Use the color-coded Provisional Ballot Envelope Diagram on the next page to complete the Envelope.
- Voter completes Section A using their registered voting address on their Poll Pad ticket and signs Voter Signature #1. [F]
- Voter completes Section B **ONLY** if their current address differs from Section A. [G]
- The JOE and Minority Inspector complete the "FOR ELECTION OFFICIALS ONLY" [H] section with the precinct name, reason for the Provisional Ballot and both sign the **Provisional Ballot Envelope**. [I]
- All Provisional ballots are printed on the Touch Writer** and can be set for the voter to mark the ballot or print a blank ballot for the voter to manually mark. See page 64 for Touch Writer instructions.
 - NOTE:** If a Provisional Ballot stub did not print, **STOP & spoil** the unprinted ballot (see p. 69), start again and select Provisional Ballot. If the ballot printed, write Provisional on the ballot, note on all 3 return sheets, & proceed. {call PWH with questions}
- File both the Poll Pad ticket [E] and the Provisional Ballot stub [J] in the **Lime Poll Pad 1 Envelope**. The voter does not need to sign the stub.
- Voter places **ONLY** the marked ballot in the **Green Secrecy Envelope** and **SEALS** it.
- Voter places the sealed **Green Secrecy Envelope** inside the **White Provisional Ballot Envelope** and seals it. If either is unsealed, the provisional ballot will not be counted.
- Voter signs Section C [K] in front of JOE.
- The JOE inspects the **White Provisional Ballot Envelope** to ensure the voter has signed it twice and is properly completed.
- The JOE places a bar-coded receipt sticker over the words **AFFIX BALLOT ID NUMBER HERE** [L] and gives the voter their receipt. The voter can track their provisional ballot's status with the receipt.
- Place the sealed **White Provisional Ballot Envelope** in the larger **White Provisional Voting Return Envelope**.

IMPORTANT: Call the Poll Worker Hotline if you need to produce a Provisional Ballot and the Touch Writer is not working or there's a power outage.

Provisional Ballot Instructions (Continued)

The below diagram shows how to complete each part of the Provisional Ballot Envelope. Each color-coded section identifies what the voter must fill out before and after voting and what the JOE must complete

Provisional Ballot / Papeleta electoral provisional

COMPLETE BEFORE YOU VOTE YOUR BALLOT:
Voter must complete and sign this side in front of poll workers **BEFORE** voting ballot.

Section A: Voter Affidavit

Print Voter Name _____

Date of Birth _____ Phone Number _____

Email Address _____

Street Address where Registered to Vote _____

City _____ Zip Code _____

Municipality _____ County _____

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

Voter Signature #1

*A second signature is required **AFTER** voting your ballot. See Section C and follow instructions.*

Section B: Voter's Current Address
Voter completes **ONLY** if address is different from Section A.

Street Address _____

City _____ Zip Code _____

COMPLETE AFTER YOU VOTE YOUR BALLOT:
Voter must complete and sign in front of poll workers **AFTER** voting ballot.

Section C: Voter Signature #2

*Make sure **BOTH** Voter Signature fields are signed.*

FOR ELECTION OFFICIALS ONLY:
Poll workers must complete and sign this section **BEFORE** issuing the voter a ballot.

Precinct: _____

Reason for provisional ballot (check all that apply):

☐ Voter was issued mail ballot ☐ Challenge to Voter's eligibility

☐ Voter's name not on voter list ☐ Party (Primary only)

☐ Voter identification issue ☐ Which party ballot was enclosed?

☐ Court order (voter) ☐ Other _____

☐ Court order (voting hours)

POLL WORKERS SIGN HERE

Signature of the Judge of Election _____

Signature of the Minority Inspector _____

Affix Ballot ID Number here.

Legend:

- To be filled out in front of election officials **BEFORE** receiving ballot.
- To be filled out in front of election officials **AFTER** receiving and voting ballot.
- To be filled out **BY ELECTION OFFICIALS ONLY.**
- Fill-in Party - **PRIMARY ONLY.**

Ballot ID# Sticker **Voter's Receipt**

L

Provisional Ballot / Papeleta electoral provisional

COMPLETE BEFORE YOU VOTE YOUR BALLOT:
Voter must complete and sign this side in front of poll workers **BEFORE** voting ballot.

Section A: Voter Affidavit

Print Voter Name _____

Date of Birth _____ Phone Number _____

Email Address _____

Street Address where Registered to Vote _____

City _____ Zip Code _____

Municipality _____ County _____

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

Voter Signature #1

*A second signature is required **AFTER** voting your ballot. See Section C and follow instructions.*

Section B: Voter's Current Address
Voter completes **ONLY** if address is different from Section A.

Street Address _____

City _____ Zip Code _____

COMPLETE AFTER YOU VOTE YOUR BALLOT:
Voter must complete and sign in front of poll workers **AFTER** voting ballot.

Section C: Voter Signature #2

*Make sure **BOTH** Voter Signature fields are signed.*

FOR ELECTION OFFICIALS ONLY:
Poll workers must complete and sign this section **BEFORE** issuing the voter a ballot.

Precinct: _____

Reason for provisional ballot (check all that apply):

☐ Voter was issued mail ballot ☐ Challenge to Voter's eligibility

☐ Voter's name not on voter list ☐ Party (primary only)

☐ Voter identification issue ☐ Which party ballot was enclosed?

☐ Court order (voter) ☐ Other _____

☐ Court order (voting hours)

POLL WORKERS SIGN HERE

Signature of the Judge of Election _____

Signature of the Minority Inspector _____

Affix Ballot ID Number here.

Legend:

- C** (Yellow box) To be filled out in front of election officials **BEFORE** receiving ballot.
- K** (Light blue box) To be filled out in front of election officials **AFTER** receiving and voting ballot.
- H** (Light green box) To be filled out **BY ELECTION OFFICIALS ONLY.**
- I** (Pink box) Fill-in Party - **PRIMARY ONLY.**
- L** (Blue box) Ballot ID# Sticker
- F** (Blue box) Voter's Receipt
- G** (Blue box) Ballot ID# Sticker

The actual Delco Provisional Ballot Envelope. Delco tweaked the state's version highlighting the signature lines.

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

- When a JOE 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 both the Elector's and Supporting Affidavit CHALLENGES form has been completed, the Elector (voter) then is processed normally and receives a regular ballot, NOT a provisional ballot.

The image shows two forms from the Commonwealth of Pennsylvania, titled "CHALLENGES ELECTOR'S AFFIDAVIT" and "SUPPORTING AFFIDAVIT". Both forms are for use in the event of a challenge to an elector's identity or residence. The "CHALLENGES ELECTOR'S AFFIDAVIT" form includes sections for the elector to state their identity, residence, and qualifications, and for the JOE to state their findings. The "SUPPORTING AFFIDAVIT" form is for another qualified elector to complete, supporting the challenged elector's claim. Both forms include fields for the elector's name, address, and the JOE's name and address.

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 JOE 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. Using the Touch Writer does not necessarily mean that a voter requires assistance.

To use the Touch Writer, a poll worker will activate either a regular or provisional ballot and then allow the voter to begin voting. Once the voter finishes making their selections, print the marked ballot. A regular voter will use the scanner to cast their regular marked ballot. A Provisional voter can also choose to print a blank Provisional Ballot and mark it manually.

About Verity Access

Verity Access is available 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-supplied 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] ▼

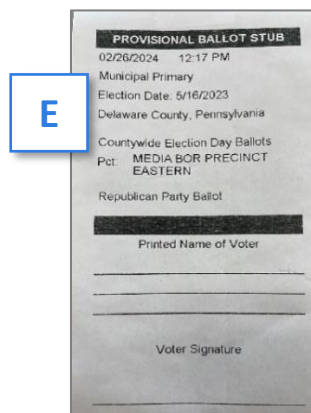
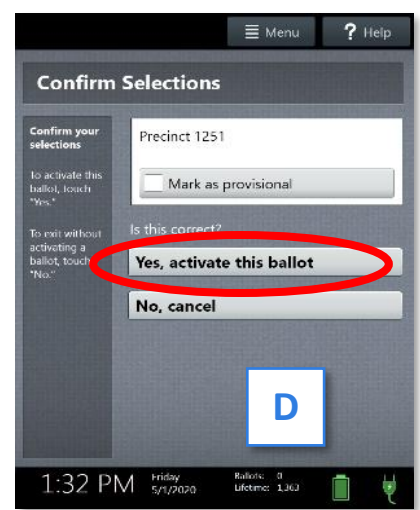
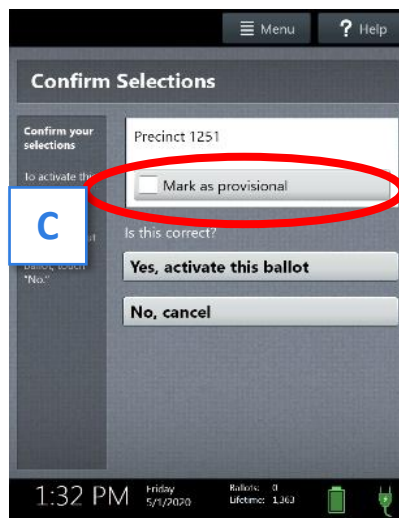
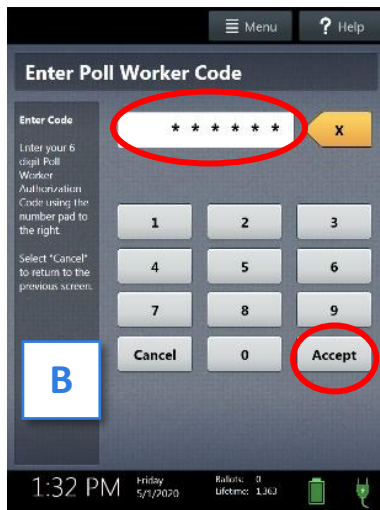


Poll Workers Activate the Ballot

1. When the device is ready to be used for marking ballots, the **Ready for Use** screen will display.
2. Press and hold the **Ready for Use** button to continue. [A] ▶
3. Enter the **Poll Worker Code** from the **Blue Code Card** in the **Black Pouch** and select **Accept**. [B] ▼
4. To activate a Provisional Ballot check **Mark as provisional** [C] ▼
5. Confirm and select **Yes, activate this ballot**. [D] ▼

IMPORTANT: When a Provisional Ballot is activated, automatically a Provisional Ballot Stub[E] ▼ prints. If the stub does NOT print and the voter is a Provisional voter, spoil the ballot per instructions on page 69.

6. If the Provisional Ballot Stub is printed, file it in the **lime Poll Pad Ticket Envelope** with the voter's Poll Pad ticket. The voter does NOT have to sign the stub.



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 the help or settings screens and resume voting, select **Exit Help** or **Return to ballot** on the bottom right.

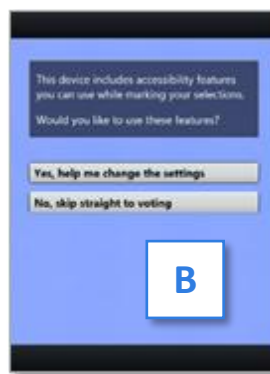
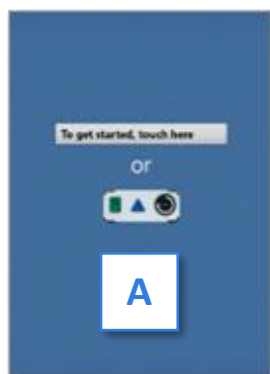
- If multiple languages are available, a **Language** button [A] ▼ is located at the top left of the screen. Voters can select this button to change the language of the instructions and ballot at any time.
- Voters can select the **Screen** button [B] ▼ to change the screen settings (contrast and text 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.



Marking Ballots with Touch Writer

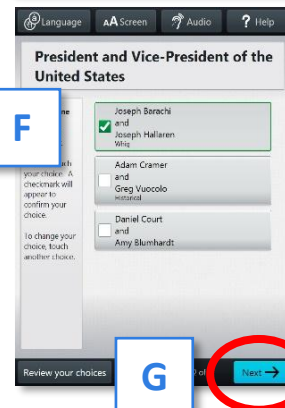
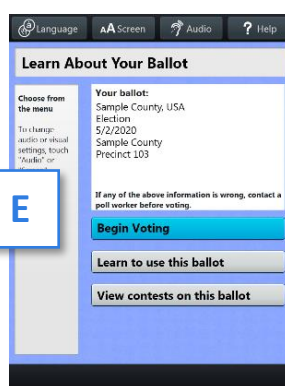
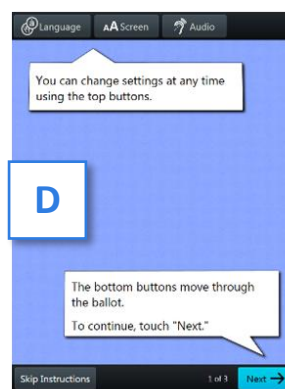
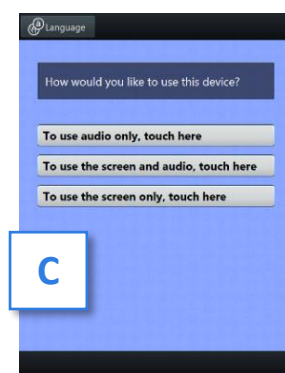
Once a poll worker has activated a regular or provisional ballot:

1. The voter selects **“To get started, touch here”** (or turns the Move Wheel on Verity Access clockwise). [A] ▼
2. The voter chooses if they would like to use Verity Access accessibility features. [B] ▼
 - If **Yes, help me change the settings**, they will proceed to the next step.
 - If **No, skip straight to voting**, they will be taken to the About Your Ballot screen.



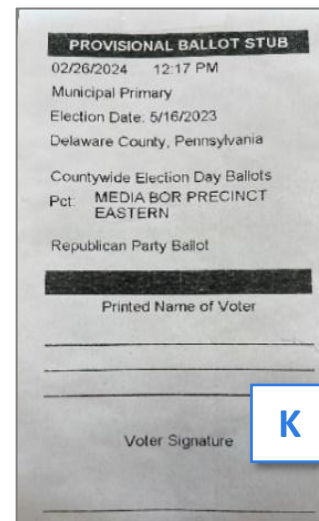
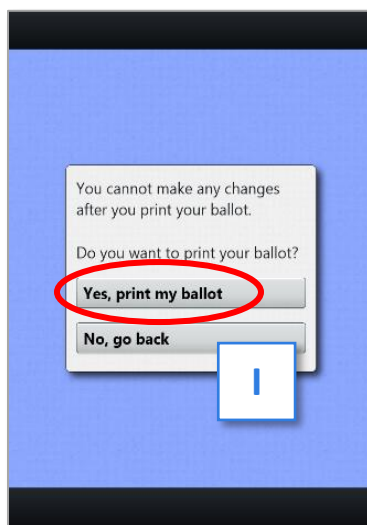
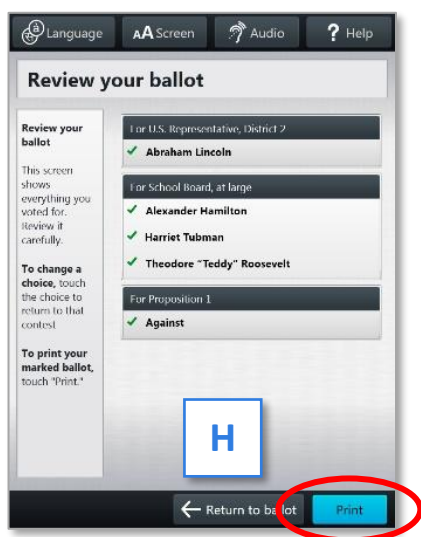
Marking Ballots with Touch Writer (Continued)

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 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.
 - If the voter chooses to use both the screen and audio, they will 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.
4. The voter is now 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.
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 marks their ballot choices using either the touchscreen or the **Move wheel** or **Select** button on Verity Access.
 - A selected choice will display a green box with check mark to the left of the choice. [F] ▶
 - 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 mark by hand, keep choosing **Next** or **Skip**. [G] ▶



Marking Ballots with Touch Writer (Continued)

8. When the voter reaches the end of the ballot, the **Review your choices** 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, select Next or Skip to end and then the voter selects **Print** to print the ballot. [H] ▼
10. The voter selects **Yes, print my ballot**. [I] ▼
11. The voter retrieves the printed ballot from the printer next to the Touch Writer. [J] ▼
 - **CAUTION:** The printer prints 1 side of the ballot, then pulls the ballot back and prints the other side. Do **NOT** grab the ballot until printing on both sides is completed.
 - A Provisional Ballot Stub printed when the Provisional Ballot was activated. The poll worker places the unsigned stub in **lime Poll Pad Tickets Envelope**. [K] ▼
12. A regular voter takes their printed regular ballot to the scanner to cast their ballot. A provisional voter returns to the JOE to complete their paperwork. Provisional ballots are **NEVER** accepted by the scanner.



Making Write-in Choices

To vote for a write-in candidate on the ballot:

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

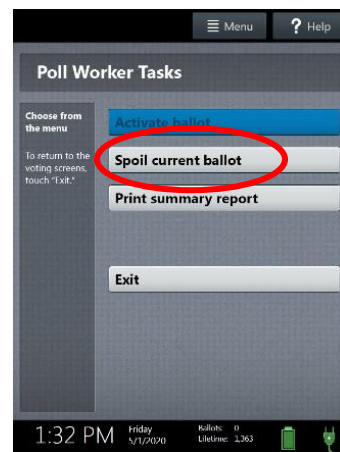
In a contest with more than one valid choice (e.g., vote for one, two or three) if the voter has already selected the allowed number of choices, and then selects an additional choice, the Touch Writer will indicate which previous choice is being changed, and which new selection is being added.

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.
- If the Touch Writer is down and a voter needs to vote provisionally, call the Poll Worker Hotline for instructions.

Spoiling an Unprinted Ballot on Touch Writer

- Press the **Blue Poll Worker Button** on the back of the Touch Writer.
- Enter the Poll Worker Code from the **Blue Code Card** in 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 regular ballot that has already been printed from Touch Writer ask the voter to write **SPOILED** on it, fold it and place it in the **SPOILED/REMITTED Ballot Envelope**. Complete the Spoiled Ballot Log noting it was printed on the Touch Writer. See page 49.
- A spoiled Touch Writer Provisional Ballot should be placed in the **white Provisional Voting Return Envelope**.
- See page 64 to activate another ballot for the voter.

PAGE INTENTIONALLY LEFT BLANK
USE PAGE FOR NOTES



CLOSING THE POLLS

CLOSING ACCURATELY AND EFFICIENTLY

- ❖ Poll workers may not leave the precinct until all closing steps are completed!
- ❖ Precinct must stay open until all voters in line at 8:00PM have voted. DO NOT close the polls on the scanner or Touch Writer before 8:00PM.
- ❖ Poll watchers and candidates are permitted to remain in the precinct during closing but must not disrupt your procedures.
- ❖ Do NOT throw any Election Day materials out.
- ❖ All supplies marked **Return to County** **must** be returned to the Media Government Center immediately after completing the closing process.
WARNING: Missing supplies will require you to return to your precinct.
- ❖ No hand counting of scanned ballots.

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	Open the Ballot Box and check the Emergency Slot Bag for unscanned ballots. If ballots are found, scan them (see page 92) before proceeding.
NAME	Remove Ballot Bag from Ballot Box. Do NOT add anything to the bag! The Ballot Bag contains only cast ballots. Seal bag with Green Security Seal located in the Black Pouch . Record the seal number on Certificate 3 of all 3 Return Sheets.
NAME	Close Polls on the scanner. Step-by-step procedures begin on page 74.
NAME	Close Polls on the Touch Writer. Step-by-step procedures begin on page 76
NAME	Remove the scanner and Touch Writer vDrives and seal them in the White vDrive Security Return Envelope . All present poll workers sign the envelope. Place the envelope in the top clear sleeve of Gray Ballot Bag . See page 77.
NAME	Shut down the Poll Pad(s). Remove and place the tablet(s) in the lime green Poll Pad sleeve(s) and place in the Green Tote . Continue to pack the Poll Pad case(s) and place them in the cage. See page 78
NAME	Count ALL unused ballots - loose and wrapped bundles of 50. Do not unwrap ballots to count them. Record the number of unused ballots on their boxes (even if zero) and on all 3 Return Sheets - Certificate 3.
NAME	After counting ALL unused ballots, place them in the cardboard boxes, seal the boxes and have all present workers sign over the tape. Return ALL cardboard ballot boxes including empty boxes to the equipment cage.
NAME	Complete all 3 Return Sheets. All present poll workers must sign the Return Sheet's oath. ▪ Return Sheet Certificate 1 – Completed at poll opening – page 38. ▪ Return Sheet Certificate 2 – Poll Closing – Voter Tally – page 80. ▪ Return Sheet Certificate 3 – Poll Closing – Paper Ballot Audit – page 82.
NAME	Fold up voting booths, ballot box (directions are on the back of the box), printer table and all other equipment.
NAME	Pack the Equipment Cage according to the photo in plastic sleeve including the metal sign stand, all laminated signs and the Poll Pad case/s. Note any equipment issues on the Manifest Sheet. Do NOT Seal cage yet!
NAME	Remove the USED yellow Numbered List of Voters pages from the white binder . Place all USED yellow pages in the Pink Minority Inspector Envelope . Leave everything else including ALL the white pages, separation pages, unused yellow pages & lime envelope in the white binder . Place the binder on the top shelf of cage beside printer.
NAME	NEW: Place the Spoiled/Remitted Envelope and the completed Aqua Machine Warehouse Envelope in the plastic sleeve on cage door with the Manifest Sheet.
NAME	Complete the White Provisional Voting Return Envelope (see page 86) and place in the Green Tote . Pack the large zip-lock bag with all unused Provisional Ballots supplies, seal and place in the Green Tote .

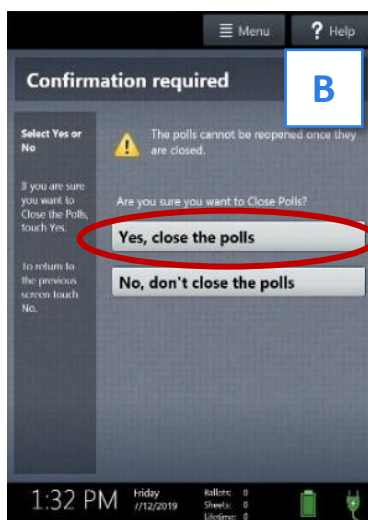
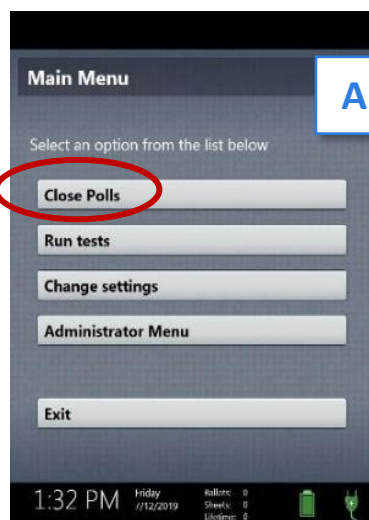
Task List: Closing the Precinct and Polls (cont'd.)

NAME	CLOSING TASK
NAME	Place 1 completed Return Sheet with attached report in each of the following locations: ▪ Post the White Return Sheet in precinct – visible from outer door or window or outside in a protected spot. Leave the Opening Zero Reports displayed. ▪ File the Aqua Return Sheet in the Aqua Machine Warehouse Envelope. ▪ File the Pink Return Sheet in the Pink Minority Inspector Envelope.
NAME	Confirm the contents of the Pink Minority Inspector Envelope are complete and correct (see page 87). The JOE and Minority Inspector must both sign the envelope. The Minority Inspector takes the sealed envelope home and securely keeps it for two years.
NAME	Confirm the contents of the Aqua Machine Warehouse Envelope are complete and correct (see page 87). The JOE and Minority Inspector must both sign the Envelope. NEW: Place the completed Aqua Machine Warehouse Envelope in the plastic sleeve on cage door with the Manifest Sheet.
NAME	Verify that the Lemon Pay Sheet is complete, accurate and signed by all poll workers. Note any no-shows on the 2 nd page. The JOE signs the bottom of the Pay Sheet attesting to its accuracy. Place the completed pay sheet in the Lemon Bureau of Elections Envelope .
NAME	Confirm the contents of the Lemon Bureau of Elections Envelope are complete and correct (see page 86) including any notes to the Poll Worker Hotline or the Bureau of Elections. The JOE and Minority Inspector must both sign the envelope. Seal and place in the Green Tote .
NAME	Take down all postings, notices and sample ballots. Place in Posting Notices Envelope. Place in the White Supply Box .
NAME	Pack the White Supply Box according to the inventory list on page 85. Place the fully packed Supply Box and Black Pouch with codes in the Green Tote . Place lanyards with name tags in the Green Tote .
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 Green Tote .
NAME	TIP: If any seal breaks, use the spare Green Seal from the Black Pouch and place the broken seal in the AQUA Machine Warehouse Envelope with a note.
NAME	Before sealing the Green Tote with the White Security Seal from the Black Pouch , record the seal number on Certificate 3 on all 3 Return Sheets, confirm that it is properly packed and the person returning the election materials is wearing the ID Badge with keys . See page 85.
NAME	Determine who is dropping off the packed and sealed Green Tote and the sealed Gray Ballot Bag with the White vDrive Security Return Envelope placed in the top plastic sleeve to the County in Media. Reminder: The person returning the election materials to Media must wear the ID Badge lanyard with keys. An Affidavit is needed if NOT a poll worker. Call Hotline at 484-460-3750 for Affidavit information.
NAME	Return precinct to its original state or as discussed with the site's manager.
NAME	Before sealing the equipment cage with the Red Security Seal from the Blue Bag and locking it with the padlock take one last look around the precinct to make sure there are no stray items. SEAL CAGE.
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 reopened.

1. Check the emergency ballot bag in the Ballot Box for any ballots before closing the polls. Scan any found ballots with a bipartisan team. 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. Zip the Ballot Bag closed and seal the zipper with the **Green Security Seal** from the **Black Pouch**. Record the **Green Security Seal** number on Certificate 3 of the Return Sheets.
4. Press the **Blue Poll Worker Button** on the back of the Scanner. Be careful - do NOT press the **Red Power Button**. **CAUTION:** If the scanner is accidentally powered off, it must be restarted so the polls can be closed properly. Turning off the scanner does **NOT** close the polls. **Call the Voting Machine Warehouse or the Poll Worker Hotline immediately if you accidentally power off the scanner.**
5. Select **Close Polls**. [A] ▼
6. Select **Yes, Close the polls**. [B] ▼
7. Enter the Close Polls Code found on the **Blue Code Card** in **Black Pouch** and select **Accept**. [C] ▼ The Close Polls Report and five Tally Reports print automatically. All present poll workers must sign all the reports. **TIP:** If an additional roll of report tape is needed, see Machine Tape Replacement instructions on page 93.



THE POLLS ARE NOW CLOSED. THEY CANNOT BE REOPENED!

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.

Separate the 4 automatically printed Tally reports. See below for filing instructions. **TIP:** Label reports to help keep track of them.

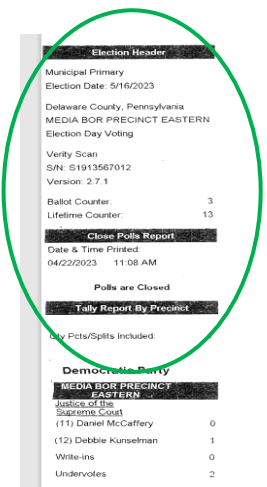
Select **Print Write-In Report** and print 1 report.

1. After all reports have been printed, 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.
2. Wait until the scanner is completely powered off and the screen is black to remove the vDrive and reseal the vDrive compartment (see page 77).
3. Disconnect the power cord by grasping the cord at the base of the black connector molding where it connects to the scanner and sliding back the sleeve to unlock it. Remove the cord and place the cords in the scanner's storage compartment.
4. Use the **red key** to unlock and unlatch the tablet from the cradle. Place the tablet in the lid's storage compartment, lock it in place with the **red key** and pull blue latch down to secure it.
5. Close the Scanner case, pull the string and unlatch it from the Ballot Box and place in cage.



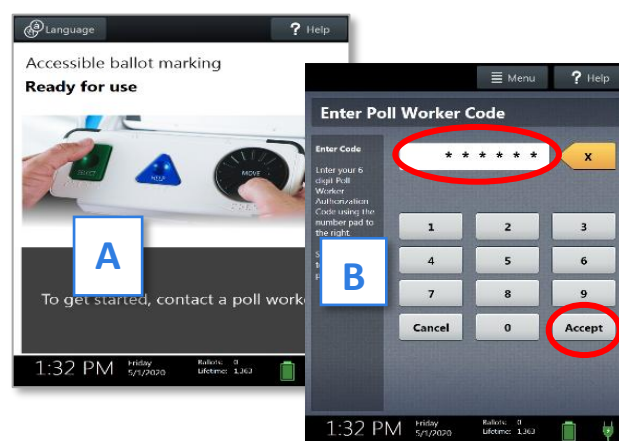
Scanner Report Filing Instructions

- Tape the signed Closed Polls report with the Tally report to the **Aqua Return Sheet**. ▶
- Tape a signed Tally report and the Write-In report to the **White Return Sheet** posted at the precinct. Do NOT fold up the tapes – let them hang loose for inspection.
- Tape a signed Tally report to the **Pink Return Sheet** and place in the **Pink Minority Inspector Envelope**.
- One signed Tally report will each go to a Republican and a Democratic Party Representative. If a party representative is not present at poll closing, write the missing party on the Tally report, and place it in the **Aqua Machine Warehouse Envelope**.
- **TIP:** You are **NOT** required to print extra reports for poll watchers or candidates – they may take photos of the printed reports.



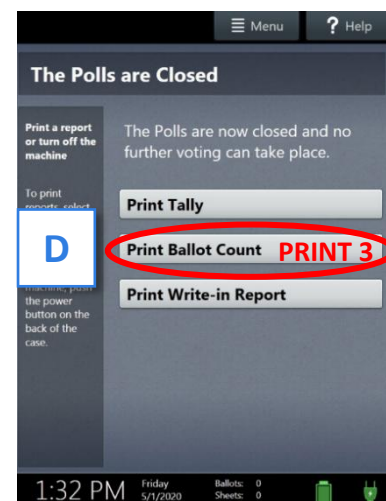
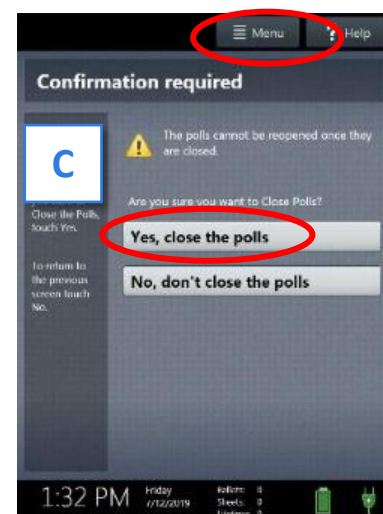
Closing the Polls: Touch Writer

1. Tap the **Ready for Use** screen. [A]▶
2. Enter the Poll Worker Code on the **Blue Code Card** from the **Black Pouch** and tap **Accept**. [B]▶
3. Tap **Menu** in the upper right corner of screen. [C]▼
4. Select **Close Polls**.
5. Select **Yes, Close the polls**.
6. Enter the Close Polls Code from the **Blue Code Card** found in **Black Pouch** and select **Accept**. The Close Polls report prints automatically.



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

7. Record the Lifetime Counter number from the Touch Writer Close Polls Report on Certificate 2 on all 3 Return Sheets.
8. Record the total of ballots printed in the precinct on Certificate 3 on all 3 Return Sheets.
9. Even if no ballots were printed, select **Print Ballot Count** and print 3 of these reports. [D]▼
10. All present poll workers must sign ALL machine tape reports and files as follows:
 - Place the Close Polls Report in the **Aqua MW Envelope**.
 - Attach one Ballot Count Report to the **Aqua Return Sheet** and place it in the **Aqua Machine Warehouse Envelope**.
 - Place one Ballot Count Report in the **Pink Minority Inspector Envelope** and one in the **White Provisional Voting Return Envelope**.
11. After all reports have been printed, wait **at least 10 seconds** then press the **Red Power Button** on the back of the Touch Writer to power it off.
12. Wait until the Touch Writer is completely powered off and the screen is black to remove the vDrive and reseal the vDrive compartment (p. 77).
13. Disconnect the power cord by grasping the cord at the base of the black connector molding where it connects to the Touch Writer and sliding back the sleeve to unlock it. Remove the cord and place the cords in the Touch Writer's storage compartment. Remove the USB printer cable and attach a **Blue Security Seal** over the printer port on the back of the Touch Writer. Record the seal number on Cert 2 on all 3 Return Sheets.
14. Use the **red key** to unlock and unlatch the tablet from the cradle. Lock the tablet in place in the lid with the **red key** and pull blue latch down to secure it in place
15. Close the Touch Writer case, unlatch it from the table and place it in the cage.



Closing the Polls: vDrive Removal and Return

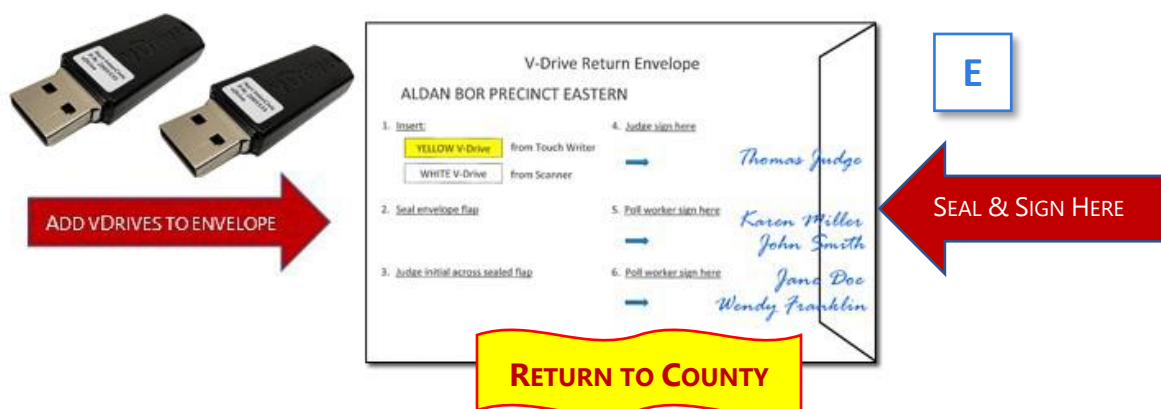
Complete the following steps on the scanner and Touch Writer once both devices are powered down:

1. Break the security seal on the vDrive compartment. [A] ▼
2. Deposit both broken security seals in the **Aqua Machine Warehouse Envelope**.
3. Unlock and open the vDrive compartment with the **blue key** from **Black Pouch**. [B] ▼
4. Remove the vDrive from the USB slot. [C] ▼
5. Place both vDrives in the **White vDrive Security Return Envelope** and seal.
6. Attach **Blue Security Seals** from the **Blue Bag** in cage to the vDrive compartments for both the scanner and Touch Writer before closing equipment. [D] ▼
7. Record the new 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 on the sealed flap! [E]

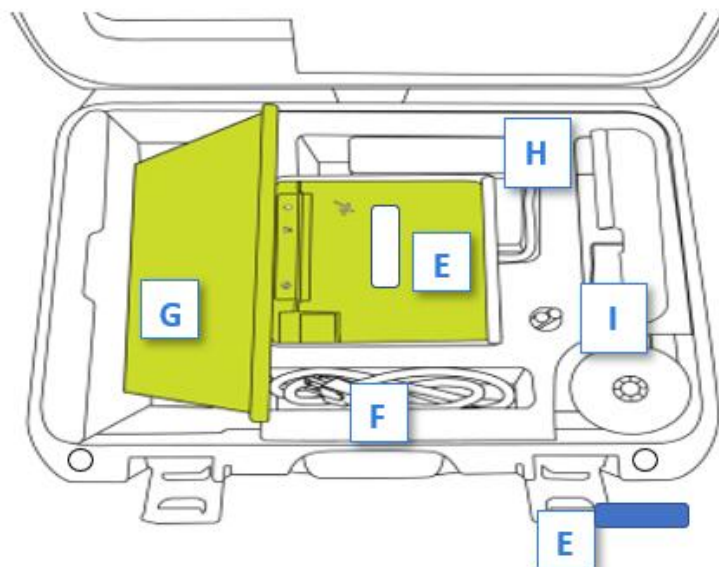
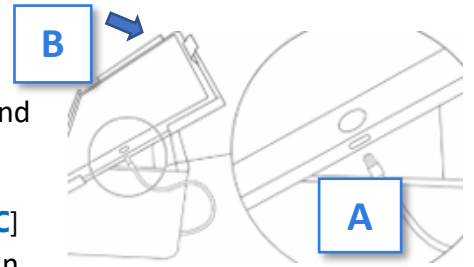


IMPORTANT: Slide the signed and sealed vDrive Return envelope into the top clear sleeve of the *Gray Ballot Bag*.

Closing the Polls: Packing up the Poll Pad

The Poll Pad Tablet will be removed and returned to the county via the Green Tote.

1. Unplug the white braided cable from the Poll Pad. [A]
2. Tap the side button in the upper left-hand corner [B] and the screen will go black.
3. Remove the tablet and place in the *lime green sleeve* [C] and place in the **Green Tote**. See instructions inserted in the sleeve.
4. Unplug the power cord from the outlet. Separate the power brick from the power cord. Place the power cord in the case. [F]
5. Verify the case's blue luggage tag matches the number on the printer's sticker. [E]
6. Lift the Poll Pad device with 2 hands and gently place in the case with the printer sticker and tablet holder facing up. [G] Tuck the white braided cable and brick into their slot. [H]
7. Pack up all remaining accessories, including all styluses, cleaning cloth, the rapid wall charger (if present) and printer paper. [I]
8. Close the case. Do NOT force it. Case does **NOT** need to be sealed since the tablet has been removed.
9. Place the case(s) along with the extension cord and the power strip in the Equipment Cage.



Sample Return Sheet

Delaware County - Return Sheet
General Election
Tuesday, November 3, 2026

Place completed and signed sheet in Aqua Machine Warehouse envelope

ALDAN EAST

Attach Scanner Closed Polls w/Tally Report and TouchWriter Ballot Count Precinct Report

ATTACH MACHINE REPORTS

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 Unseal at Poll Closing	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: _____

SEE PAGE 38

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 Seal when Repacking	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 0 *Record the last number displaying voter from the numbered list, minus any lines that were crossed out and unused.*

SEE PAGE 80

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

BALLOTS	
Total Ballots received in cage	1600
Total Ballots printed - Touch Writer	
Total of Unused Ballots (Count remaining at poll close)	
Total Spoiled Regular Ballots (Refer to spoiled/remitted ballot env.)	

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

Scanner Gray Tote Bag Seal #	
Contains all scanned paper ballots	
Green Tote Bag Seal #	
Contains all cast provisional votes	

Notes on discrepancy or other important items:

SEE PAGE 82

We, the undersigned Election Officials, under penalty of perjury and/or loss of pay, certify that: (1) we followed all procedures under the law; (2) no hand counts of voted/scanned ballots were performed in this precinct, and (3) we have no direct or indirect interests in any bet, wager or prediction market related to this election or primary.

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

PRINT WORKER NAMES & SIGN

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" box.

REMINDER: "we have no direct or indirect interests in any bet, wager or prediction market related to this election or primary."

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

Filling Out the Return Sheets: Certificate 2

There are 3 Return Sheets (*Pink, Aqua and White*) and all 3 must be filled out completely and identically. The term “certificate” refers to a specific section of the Return Sheet (see page 79). There are no individual certificates.

Certificate 2 is the record of ballots cast and the chain of custody. Use these instructions, along with the infographic on the opposite page, to complete Certificate 2.

- Record the **Blue Security Seal** numbers from the **blue bag** in the cage used to seal the scanner *and* the Touch Writer vDrive compartments at closing.
- 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 Polls Reports for both the scanner and the Touch Writer. In the 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** in the equipment cage. **Seal the cage last when you are ready to leave the precinct.**
- Record the **Blue Security Seal** number from the **blue bag** in the cage placed on the printer port on the back of the Touch Writer at closing.
- **TIP:** If a seal breaks, use the spare **Green Seal** from the **Black Pouch** and place the broken seal in the **AQUA Machine Warehouse Envelope** with a note.
- 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 checked in on the Poll Pad and received a ballot is 43.

IMPORTANT NOTE: The **TOTAL # VOTERS** number [see **5** on next page] should match the scanner’s **BALLOT COUNTER** number [see **2** on next page]. 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 Close Polls Report	Lifetime Counter from Close Polls Report
Ballot Scanner	1 0005226	2 43	3 5732
TouchWriter	0005225		4 83
RED Seal # on Cage:	Used to seal cage		BLUE Seal # Back of TouchWriter: At closing
TOTAL # VOTERS: From numbered list of voters		5 43 Record the last number used from the numbered list minus any lines that were crossed out and unused.	



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. Security Inspector keeps yellow pages.		
1. Smith, John	34. Smith, John	67. Smith, John
2. Smith, John	35. Smith, John	68. Smith, John
3. Smith, John	36. Smith, John	69. Smith, John
4. Smith, John	37. Smith, John	70. Smith, John
5. Smith, John	38. Smith, John	71. Smith, John
6. Smith, John	39. Smith, John	72. Smith, John
7. Smith, John	40. Smith, John	73. Smith, John
8. Smith, John	41. Smith, John	74. Smith, John
9. Smith, John	42. Smith, John	75. Smith, John
10. Smith, John	43. Smith, John	76. Smith, John
11. Smith, John	44. Smith, John	77. Smith, John

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	
2	Ballot Counter: 43
3	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	
4	Ballot Counter: 6
4	Lifetime Counter: 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

There are 3 Return Sheets (*Pink, Aqua and White*) and all 3 must be filled out completely and identically. The term “certificate” refers to a specific section of the Return Sheet (see page 79). There are no individual certificates.

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 on all 3 Return Sheets.

- At Opening, the preprinted ballot count was verified against the actual number of ballots received in the cage.
- Record the total number of unused ballots including both loose and wrapped ballots. Seal ALL unused ballots in their boxes and return them to the cage, along with any empty cardboard boxes. Have all workers sign over the sealed tape of the boxes.
- Record the total number of spoiled ballots from the ***Spoiled/Remitted Ballot Envelope***. Do **NOT** include remitted absentee/mail-in ballots or spoiled Touch Writer ballots.
- Record the ***Green Seal Number*** from the ***Black Pouch*** used to seal the ***Gray Ballot Bag***.
- Record the ***White Seal Number*** from the ***Black Pouch*** used to seal the ***Green Tote***. Seal the ***Green Tote*** after all paperwork has been completed and filed.
- **TIP:** If a seal breaks, use the spare ***Green Seal*** from the ***Black Pouch*** and place the broken seal in the ***AQUA Machine Warehouse Envelope*** with a note.

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

Once all 3 Return Sheets are complete, **ALL** poll workers present at closing must take the oath, then print and sign their names at the bottom of each Return Sheet.

- File the completed ***Pink Return Sheet*** with the Tally Report attached in the ***Pink Minority Inspector Envelope***.
- File the completed ***Aqua Return Sheet*** with both the Scanner Close Poll Report with Tally Report and the Touch Writer Ballot Count Precinct Report attached in the ***Aqua Machine Warehouse Envelope***.
- Post the completed ***White Return Sheet*** with both the Write-In and Tally Reports attached (left long) so they are visible from the outside of the precinct or in a protected outside location. Poll workers are not responsible for removing this posting.

Filling Out the Return Sheets: Certificate 3

PAPER BALLOT AUDIT - CERTIFICATE 3	
Fill out at poll closing with all paper ballot numbers. Record seal numbers used for the live ballots.	
	BALLOTS
Total Ballots received in cage	1 650
Total Ballots printed - Touch Writer	2 6
Total of Unused Ballots (Count remaining at poll close)	2 461
Total Spoiled Regular Ballots (Refer to spoiled/remitted ballot env.)	3 2
You must record these security seal numbers. Print numbers clearly.	
Scanner Gray Tote Bag Seal # Contains all scanned paper ballots	4 0003546
Green Tote Bag Seal # Contains all cast provisional votes	5 001171

Ballot Count Precinct Report	
Qty Pcts/Splits Included:	1
Pcts/Splits Voted Total:	1
Total Ballots Printed:	2

DELAWARE COUNTY BUREAU OF ELECTIONS SPOILED / REMITTED BALLOT ENVELOPE	
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. - Mark the overvoted or mismarked ballot as spoiled. - Place the spoiled ballot in this envelope. - Make a log entry below. REMITTED MAIL BALLOTS: If a voter decides to vote in person and turns in the Mail/Absentee Ballot, they must surrender both the Mail/Absentee Ballot and the bar-coded Return Envelope that shows the voter's name to receive a replacement Precinct Ballot. - Place the Mail/Absentee Ballot and return envelope inside this envelope. - Complete and place electors' declaration to returned Mail Ballot inside this envelope. - Do NOT make a log entry below.	
Reason Spoiled: Overvote or Mismarked	Spoiled By: Poll Worker Name
OVERVOTE RIPPED	JOE JUDGE MAY MAJORITY

Delaware County November 4, 2025 Municipal	
1	2
PRECINCT: ALDAN Eastern	
BOX #1 Precinct Box: 1 of 1	
TOTAL BALLOTS: 650 <i>461 unused</i>	

4	5
	
Ballot Bag Security Seal	Green Tote

Security Seal Locations

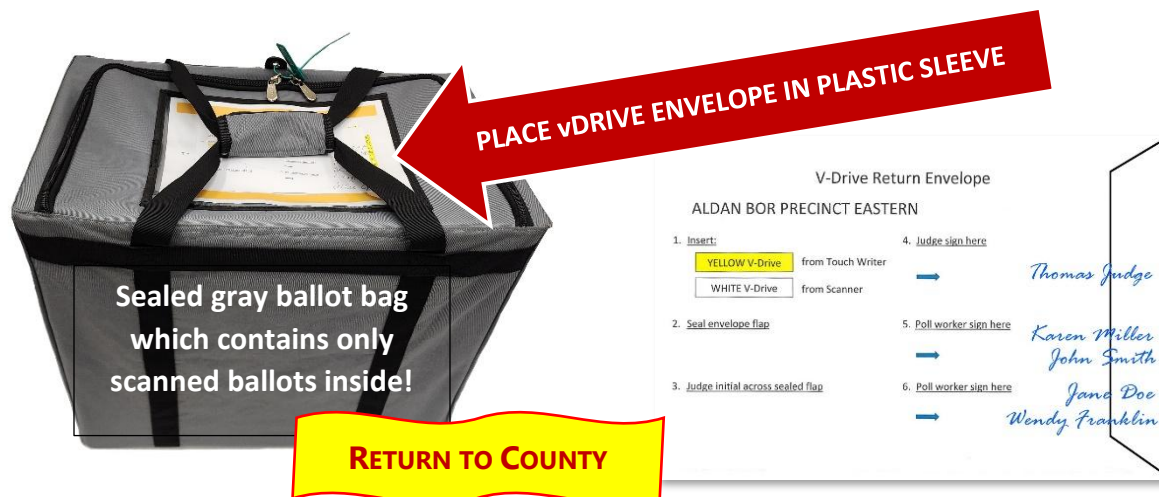
Seal Color	Security Seal Location	Seal Placement at Poll Closing
White (1)	Black Pouch	Green Tote
Green (2)	Black Pouch	Gray Ballot Bag and spare
Blue (3)	Equipment Cage - blue bag	vDrive compartments on scanner & Touch Writer and the Touch Writer's rear printer port
Red (1)	Equipment Cage - blue bag	Equipment Cage

TIP: If a seal breaks, use the spare green seal and place the broken seal in the AQUA Machine Warehouse Envelope with a note.

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 PRECINCT 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 Certificate 3 on all 3 Return Sheets. (See page 83)

The signed & sealed vDrive envelope will be placed in the clear sleeve on top of the sealed Gray Ballot Bag.

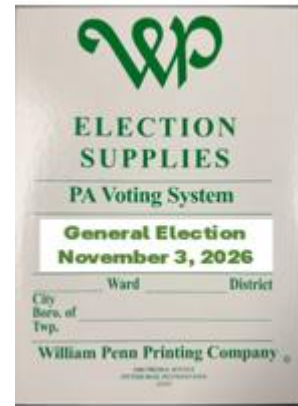
Closing Inventory Pack out all supplies packed in.

GREEN TOTE CONTENTS



- **White Supply Box** (contents, see right)
- **Used Forms Envelope containing:**
 - Used Yellow Affirmation of Elector Forms
 - Used Pink Declaration of Assistance Forms
 - White Record of Assisted Voters Log
 - Used Challenges of Elector's Affidavit
 - **ALL** Used & Unused Poll Book Entry Pages
- **Provisional Voting Return Envelope**
- **Provisional Ballot supplies** – place remaining supplies into the large zip-lock bag, including:
 - Unused Provisional Ballot Envelopes, Green Secrecy Envelopes & receipts
 - ALL instruction sheets
- **Unused Forms Envelope containing:**
 - Blank Yellow Affirmation of Elector Forms
 - Blank Pink Declaration of Assistance Forms
- **Black Pouch:** Card with codes, magnifying glasses and extra green seal (if not used)
- **Poll Pad tablet(s) in lime green sleeve**
- **Voter reading lights & batteries**, if applicable
- **Lemon Bureau of Elections Envelope**
- **NEW:** Lanyards with name tags
- Pens
- Leftover Yard Sign Cards
- Poll Worker Recruitment Flyer
- Voter Registration Flyer

WHITE SUPPLY BOX CONTENTS



- Blue Precinct Folder
- Unused Elector's Declaration to Return their Mail Ballot pad
- Unused Challenges Elector's Affidavits
- Posting Notices
- Election Day Digest & Guide (may keep)
- Unused Statements of Complaint
- Unused "I Voted" stickers
- Bag of pens and tape
- 3 Sample Ballots for each party
- Laminated Marking the Ballot key

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

PROVISIONAL VOTING RETURN ENVELOPE INSTRUCTIONS

Complete even if zero Provisional Ballots!

1. **IMPORTANT:** Review all provisional ballots for JOE and Minority Inspector signatures before sealing the envelope.
2. Complete section #1.
3. **Both** the JOE and Minority Inspector must sign section #2.
4. The individual responsible for returning this packet to the County must complete section #3.
5. Place **ALL** voted provisional ballots, spoiled provisional ballots and Touch Writer Ballot Count Report in the envelope and seal.
6. **NEW:** Place in **Green Tote**.

PROVISIONAL VOTING RETURN ENVELOPE

#1 MATERIALS TO INSERT IN THIS ENVELOPE

Place all voted Provisional Ballots as well as all Spoiled Ballots in this envelope

Count of Voted Provisional Ballots in this envelope 2

Count of Spoiled Provisional Ballots in this envelope 2

Total Provisional Ballots placed inside = spoiled 2

Seal this envelope and store in the Green tote for return to the Board of Elections

Seal the Green tote using the security seal

Record the security seal number on all three (3) Return Sheets

#2 FOR THE JUDGE OF ELECTION

1. Enclose all voted and spoiled Provisional Ballots inside this envelope

2. Enclose Touch Writer Ballot Count Report

3. Judge of Elections along with Minority Inspector, review the completed Provisional materials associated with voted and spoiled Provisional Ballots enclosed in this envelope

Verify count is accurate with Touchwriter System (note that the information provided in this section is printed and complete)

Judge of Election Print Name: Judge Judge Minority Inspector Print Name: Inspector

Judge of Election Signature: Judge Judge Minority Inspector Signature: Inspector

#3 PERSON WHO RETURNS ELECTION NIGHT SUPPLIES

1. Indicate the person the Provisional Ballots in the Election Board were given and sign below

From: Judge Judge To: Judge Judge

Signature: Judge Judge Signature: Judge Judge

ASTON

1

ADD TO TOTE

LEMON BOE ENVELOPE CONTENTS

1. **Lemon Pay Sheet** that MUST be signed & completed by all workers for prompt payment
2. Signed Election Officers' Oath Affidavit
3. Signed Affidavit of Voter ID
4. Used Statements of Complaint-Title III
5. Any important notes or Poll Pad tickets with notes

BUREAU OF ELECTIONS
ENVELOPE

ALBAN BOE
PRECINCT EASTERN

Election Date: Month 11 Date 1 Year 2027

☒ Signed Election Officer's Oath Affidavit - opening ☒ Signed Affidavit of Voter ID - closing

☒ Used Statements of Complaint - Title III

Any important statements that need immediate review by the Bureau of Elections, include in this envelope

Pay Sheet - Must be signed and have a second signature of the Election Officer

Judge of Election Signature: Judge Judge Minority Inspector Signature: Inspector

ADD TO TOTE

LIME POLL PAD TICKETS ENVELOPE CONTENTS

1. Poll Pad Tickets
2. Broken Lime security seal(s) from Poll Pad(s)
3. Touch Writer Provisional Ballot Stubs

KEEP in the front of the White Numbered List of Voters Binder.

NOTE: Some larger precincts may have more than 1 envelope, and some may be manila.

Lime
Poll Pad Tickets Envelope

PLACE PRECINCT LABEL HERE

Election Date: Month 11 Date 1 Year 2027

Poll Pad Tickets
(Place all tickets inside this envelope)

OPENING Poll Pad Security Seal
(Please copy the serial number of the seal and write it in the block. Place the broken seal inside of this envelope)

Serial #: _____

CLOSING Poll Pad Security Seal
(Please copy the serial number of the seal and write it in the block. Place the new security seal back on the case going back)

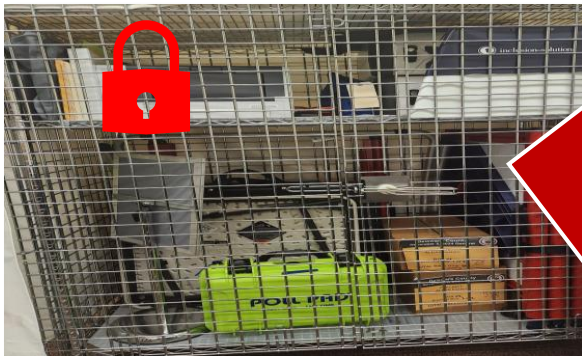
Serial #: _____

Judge of Election Signature: _____ Minority Inspector Signature: _____

IMPORTANT: Place the Numbered List Binder with Lime Envelope on the top shelf of the Equipment Cage next to printer.

Equipment Cage, Aqua and Pink Envelope Contents

EQUIPMENT CAGE



AQUA MW ENV CONTENTS

NEW! PLACE IN SLEEVE ON CAGE DOOR

REPACK, SEAL AND COVER

- Repack the equipment per your opening photo and Manifest Sheet
- Sealed & signed cardboard ballot boxes with unused ballots plus any empty boxes
- Poll Pad case(s) without the tablet(s)
- Metal sign stand and all laminated signs
- Electric cord and power strip (if provided)
- **Numbered List of Voters White Binder** containing **Lime POLL PAD Sealed Env** on top shelf.
- **NEW:** Completed **Manifest Sheet** placed in the door sleeve
- **NEW:** **Aqua Machine Warehouse Envelope** placed in the door sleeve
- **NEW:** **Spoiled/Remitted Envelope** placed in the door sleeve
- Scanner & Touch Writer Zero Reports
- Scanner & Touch Writer Open Polls Reports
- Touch Writer Close Polls Report
- Scanner & Touch Writer Power on Self-Test Reports
- All broken **Security Seals** except the Lime Poll Pad seal
- Aqua Return Sheet w/Scanner Close Polls Report with Tally Report and Touch Writer Ballot Count Report attached
- Any unclaimed party Tally Reports

PINK MINORITY INSPECTOR ENVELOPE CONTENTS

- Scanner & Touch Writer Zero Reports
- Signed Election Officers' Oath Affidavit
- Touch Writer Ballot Count Report
- Used **Yellow Numbered List of Voters** pages (from White Binder)
- Pink Return Sheet w/Tally Report attached

Drop Off Rules and Information

- All precincts are returning the Poll Pad Tablet(s) in *the lime green sleeve* in the *Green Tote*.
- **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 *white vDrive Envelope* will be placed in clear sleeve on top of the *gray ballot bag*.
- All precincts will return materials promptly 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 for entry 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 privately and free of interference, and **NOT** allow:

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

The Judge of Election must ensure that no voter intimidation happens in or around the polling place by anyone – other voters, poll workers or poll watchers. Take all reports of voter intimidation seriously! Call the DA's Office.

If you see or hear that someone is acting disruptively at or around the polling place, the Judge of Election or designated poll worker should immediately approach that individual to de-escalate the situation.

If de-escalation is not successful and 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: De-Escalation Guidance

GOAL – Handle disruptions at the polling place in a fair, legal and effective way regardless of the identity or political affiliation of the disruptor. De-escalation may not resolve an issue immediately. Responders should focus on slowing the conversation down and minimizing disruption of election operations.

- Planning makes your job easier in the moment.
- Projecting empathy, confidence and genuine concern is key to effective de-escalation.
- Identify staff members well-suited to this task and consider choosing a “designated responder.”
- Do not make it personal – use phrases like “State law does not allow...” instead of “you are not allowed...”
- Familiarize yourself with State and Federal laws concerning polling place disruptions.
- Offer the Statement of Complaint – Title III.
- Know who to contact for help.

Steps for De-Escalating a Situation

Stay calm – Check in with yourself to make sure you appear calm and self-assured. Your demeanor and body language should express caring interest in their perspective – not impatience or skepticism. Do NOT cross your arms or put your hands on your hips.

Listen – Actively listen to the disruptor’s concerns and look for clues about feelings, needs or values. Ask simple, open-ended questions (“Will you tell me what your concerns are?”). Try to name the emotion you believe is being expressed (“I’m hearing that you are frustrated” or “I sense your aggravation at this situation.”).

Affirm – Repeat what you understand their points to be (“I hear your concern for safety” or “I hear that your concern is ...”). Invite repeated cycles of response and clarification to slow the conversation and allow the disruptor to see that you are listening and attempting to understand. This is also a good time to gently move the disruptor away from other voters who might become agitated or feel intimidated.

Respond – Only after questions and listening have been exhausted should the poll worker begin to respond. Emphasize that you want to help. Remind them that you are committed to enforcing the rules that are in place to protect all qualified voters’ right to vote. You may invite the disruptor to review with you the postings inside the polling place that reference voting rights, instructions and penalties. When informing disruptors of legal restrictions, emphasize that they are bound to the law, but suggest that the disruptor can make their views known to their legislators.

Assess – If the above techniques are not working, STOP. Get help.

Appendix C: Emergency Information

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

In the event of an emergency, JOEs should call the Poll Worker Hotline ASAP.

In the event of an evacuation, keep poll workers and voters out of the building. If time and conditions permit, prioritize taking the Numbered List of Voters and then Poll Pads, Provisional Ballots and voting equipment with you. Safeguard any items taken. All poll workers shall meet outside, and the 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 information.

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, first take the #’d List of Voters and then the Poll Pads, Provisional Ballots and voting equipment with you. Safeguard items taken. All poll workers shall meet outside, and the JOE shall make sure all are accounted for.

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

LOSS OF POWER: Open blinds and curtains to let natural light in. When AC power is not available, the Scanner and Touch Writer will automatically switch over to battery power which will last about 2 hours, 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 voter is voting, this message will appear after voting 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, prioritize taking the Numbered List of Voters and then the Poll Pads, Provisional Ballots and voting equipment with you. Safeguard any items taken. 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, prioritize taking the Numbered List of Voters and then Poll Pads, Provisional Ballots and voting equipment with you. Safeguard any items taken. The JOE shall make sure everyone is accounted for.

WHEN TO CALL THE POLICE:

Police, whether in uniform or not, may only be in a polling place when: 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 484-460-3750 as soon as possible to report any incidents.

Appendix D: Emergency Ballot Box Procedure

If the precinct scanner malfunctions, 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.

**Ballot Drop Slot
FOR EMERGENCY USE ONLY**



3. Contact the Voting Machine Warehouse **(610) 874-8780** to resolve the scanner issue.
4. When the scanner is fully functioning, a bi-partisan team of poll workers will scan the ballots. This is the only time any of the poll workers will touch live ballots. Invite any present poll watchers to observe.
 - 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.”

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. Rolls of paper are in the **blue bag** in the Equipment Cage.

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.**

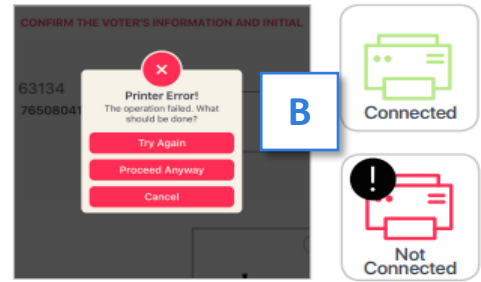
Working with voters with limited mobility:

- **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 and 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

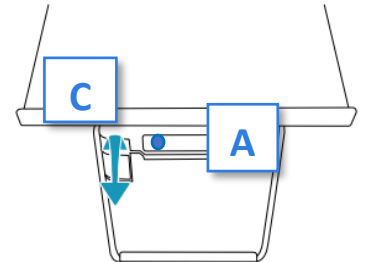
Not Printing/Stops Printing

1. Verify 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 and roll feeds from the top.
4. Confirm connections with Poll Pad (green icon). [B]



Changing Paper

1. Open the front of the printer by pulling the lever down. [C]
2. Remove the empty core. Insert new roll with the paper flap toward you, feeding from the top of the roll.
3. Close door on the paper and press **Print Test Ticket**. and file in the **Lime Poll Pad Tickets Envelope**.



Charging Poll Pad

1. Plug the USB end of power cable into the power cube - each polling place will have one.
2. Plug the power cube directly into a wall outlet.
3. Plug the power cable into the iPad. The battery icon will be green with a lightning bolt when charging.
4. Wait about 5 minutes for the iPad to charge enough to automatically power on and then resume normal operations.



Cleaning the iPad and Stylus

- Use only the cloth in the case to clean the iPad screen. No liquids or wipes.
- You may use a disinfectant wipe on the stylus **but not on the stylus's soft rubber tip**.

Screen is Unresponsive

1. Unplug white braided power cable from Poll Pad.
2. Hold down the Sleep/wake and Home buttons simultaneously.
3. Release both buttons when the Apple logo appears.
4. Plug in power cable and resume activity.



Appendix H: Poll Worker Positions

Judge of Elections, aka the JOE – Pay \$150/full day, 6:00AM – 9:00PM

- Oversees all Election Day activities and personnel inside the polling place, including the Constable and maintains order at the polling site by enforcing regulations
- Serves as the primary contact for poll workers assigned to work for their precinct
- Communicates with the polling place prior to Election Day to ensure access to the building
- Picks up the JOE kit the Saturday prior to the election
- Determines set-up of polling place to serve voters efficiently while maintaining voter privacy
- Opens the supply cage and assigns tasks to ensure the timely opening and closing of polls
- Issues Provisional Ballots
- Ensures thorough completion of all Election Day paperwork and signs any required documents
- Responsible for returning election supplies to Media after the polls have closed

Majority Inspector – Pay \$140/full day, 6:00AM – 9:00PM

- Assists with the opening and closing of the polling place
- Performs duties as assigned by the JOE which may include check-in of voters, maintaining hand-written record of voter names, handing out ballots and assisting the Machine Operator
- Checks voters in on a poll pad and directs them to the next station
- Assists the JOE with end-of-night paperwork
- Performs other duties as assigned by the JOE

Minority Inspector – Pay \$140/full day, 6:00AM – 9:00PM

- Same responsibilities as Majority Inspector (see above)
- May appoint a Minority Clerk to assist on Election Day
- Countersigns much of the paperwork including the Provisional Ballot Envelopes
- Takes home the sealed Minority Inspector Envelope on Election Night and keeps it for two years

Clerk - Pay \$140/6:00AM – 9:00PM or \$70/ ½ day shift

- Assists with the opening and closing of the polling place
- Performs duties as assigned by the JOE which may include check-in of voters, maintaining hand-written record of voter names, handing out ballots and assisting the Machine Operator

Machine Operator - Pay \$140/6:00AM – 9:00PM or \$70/ ½ day shift

- Assists with the opening and closing of the polling place
- Oversees the operations of the ballot scanning equipment and marking device on Election Day
- Assists voters at the ballot scanner while maintaining voter privacy
- Performs other duties as assigned by the JOE

Appendix I: 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
SUPREME COURT

Republican Party
TRAINER Upper
JUSTICE OF THE
SUPREME COURT

Nonpartisan Party
TRAINER Upper

Question #1
Yes 0
No 0
Undervotes 0
Overvotes 0

Precinct Ballot Count

Precinct	Total
TRAINER Upper	0
Total	0

All ZEROS

Official Signatures

Election Header

2021 MUNICIPAL PRIMARY
Election Date: 5/18/2021
COUNTY OF DELAWARE
TRAINER Upper
Election Day Voting
Verity Touch Writer
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
Total		3
Republican Party	Pct	Total
TRAINER Upper		2
Total		2
Nonpartisan Party	Pct	Total
TRAINER Upper		1
Total		1

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.*



Celebrating 250 Years of Voting — and You!

For 250 years, Americans have carried forward the responsibility and privilege of self-government. Elections have changed dramatically over that time, but one thing has remained essential: people willing to serve their neighbors and make voting possible.

Your dedication, patience and professionalism help protect the integrity of our elections and ensure every voter is welcomed and heard.

From opening the polls early in the morning to securing materials late at night, your commitment keeps our elections running smoothly and strengthens our democracy.

We are deeply grateful for your service to our community.

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 3 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 place gray ballot bag inside.
- ☐ 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 3 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/s.

Judge of Election Table Setup

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

Check-In & Precinct Table Setup

- ☐ In shared locations, set up the central Poll Pad check-in table with Poll Pads and Affirmation and ATV forms.
- ☐ In shared locations, use display signs to guide voters to correct precinct after check-in.
- ☐ Set up the precinct table with ballots, pens, Poll Pads (in single precincts), privacy folders, Numbered List of Voters and Spoiled/Remitted Ballot Envelope.

Paperwork

- ☐ Sign both Oath of Office forms: File them in the **LEMON BOE** and **PINK MINORITY INSPECTOR ENVELOPES.**
- ☐ Complete Affidavit of Voter ID & file in **Lemon BOE ENV.**
- ☐ 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 blue and red 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 & Scanner Machine Reports

- ☐ **1 Power-On Self-Test** from each Machine: File report in **AQUA MW Env**
- ☐ 3 Signed Zero Reports from each Machine: File 1 each in **AQUA MW & PINK MINORITY INSPECTOR ENVELOPES** and **NEW display 1 each for public review**
- ☐ 1 Signed Open Polls Report from each Machine: 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 PW BUTTON** on the back of scanner.
- ☐ Select **Close Polls** on the screen.
- ☐ Select **Yes, close the polls.**
- ☐ Enter the close polls code and select **Accept.**
- ☐ Close Polls w/Tally 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

- ☐ Tap **Ready to Use** screen. Enter PW Code and tap **Accept.**
- ☐ Tap **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 3 **Ballot Count reports** – file 1 each in **PINK MNI & WHITE PROV BALLOT ENVs & attach to AQUA Return Sheet.**
- ☐ Record # of ballots printed on all 3 Return Sheets.
- ☐ Press the **Red Power Button** to power off.
- ☐ Remove vDrive and place in **WHITE vDRIVE ENVELOPE.** Seal and sign when both vDrives are in the envelope.
- ☐ **Place sealed and signed White vDrive Security Env in top clear sleeve of the gray Ballot Bag.**
- ☐ Seal vDrive compartment and printer port using **BLUE SEALS** 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 (loose & wrapped) 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 with Poll Pad Env.
- ☐ Place Provisional Ballots in the Provisional Voting Return Envelope and complete the Envelope.
 - ☐ Verify all provisional ballots are signed by JOE and Minority Inspector and place in **GREEN TOTE.**
 - ☐ Place all unused provisional materials in large zip-lock bag and place in the **GREEN TOTE.**
- ☐ Complete all 3 return sheets and file as indicated:
 - ☐ Attach signed Close Polls & TW Ballot Count report to **AQUA RETURN SHEET** and file in **AQUA MWH ENV.**
 - ☐ Attach signed Tally report to **PINK RETURN SHEET** and file in **PINK MIN 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 filled out, JOE signed at bottom, then place in **LEMON BOE ENVELOPE.**
- ☐ Verify all 3 envelopes are properly filled, signed and placed in their final destinations.
 - ☐ **NEW:** Place **Spoiled/Remitted Env & AQUA MWH Env** in sleeve on cage door.
- ☐ Remove Poll Pad Tablet, insert in sleeve & place in **GREEN TOTE.** Then pack case and place in cage.
- ☐ Confirm items for return and ensure all remaining equip is sealed in cage with the **RED SECURITY SEAL** & padlock.
 - ☐ Record seal number on all 3 return sheets.
- ☐ Pack & seal **GREEN TOTE** with **WHITE SEAL.**
 - ☐ Record seal number on all 3 return sheets.

Return to County

- ☐ **GREEN TOTE** w/Poll Pad tablet and 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.