



Voting with Verity Scan



Welcome to the *Voting with Verity Scan* learning module, which covers all the basic tasks you'll need to complete with this piece of equipment while the polls are open.

Be sure to also review the module on *Voting with Verity Touch Writer* and the available video on *Election Day Processing and Assisting Voters*.

Voter Privacy and Assisting Voters

- ▶ No person other than a voter, a person assisting a voter, or a poll worker should enter the voting area.
- ▶ Voters should not be allowed to enter the voting booth area until a booth (or Verity Touch Writer Booth, if using the Verity Touch Writer) is open and available for use.
- ▶ If assisting a voter, stand beside the privacy screen to maintain voter privacy. Ask appropriate questions to learn what part of the voting process the voter needs help with, e.g. 'What screen is visible?'

! IMPORTANT: Always ask for the voter's explicit permission before seeing the ballot, screen, or touching the voter's voting device.

Voting with Verity Scan

Instructions for Hand-Marking Ballots

1 Voter fills in the selection box to the left of their choices completely, using a blue or black pen.

Test Ballot

GENERAL ELECTION
held on November 3, 2020
DELAWARE COUNTY, PENNSYLVANIA

Precinct NETHER PROV SW 2P
Page 1 of 1

Instructions

To indicate your selection, completely fill the square to the left of each candidate or selection for whom you wish to vote. To vote for a candidate whose name is not on the ballot, fill in the square for the Write-In and print your choice in the space provided for that purpose. Fill in the box to the right of your choice to indicate.

Use only blue or black ink.

Begin Voting Here

PRESIDENTIAL ELECTORS
(Vote for candidates of one party for President and Vice President)

☐ Joseph R. BIDEN
Kamala D. HARRIS DEM A1

☐ Donald J. TRUMP
Michael R. PENCE REP B1

☐ Jo JORGENSEN
Jennifer Iggle COHEN LIB C1

☐ Write-In

ATTORNEY GENERAL
(Vote for One)

☐ Josh SHAPIRO DEM A2

☐ Heather
HEIDELBAUGH REP B2

☐ Daniel WASSMER LIB C2

☐ Richard L. WEISS GRN D2

☐ Write-In

AUDITOR GENERAL
(Vote for One)

☐ Nina AHMAD DEM A3

☐ Timothy DEFOOR REP B3

☐ Jennifer MOORE LIB C3

☐ Olivia FAISON GRN D3

☐ Write-In

STATE TREASURER
(Vote for One)

☐ Joe TORSELLA DEM A4

☐ Stacy L. GARRITY REP B4

☐ Joe SOLOSKI LIB C4

☐ Timothy RUNKLE GRN D4

☐ Write-In

REPRESENTATIVE IN CONGRESS
5TH DISTRICT
(Vote for One)

☐ Mary Gay SCANLON DEM A5

☐ Dasha PRUETT REP B5

☐ Write-In

SENATOR IN THE GENERAL ASSEMBLY
9TH DISTRICT
(Vote for One)

☐ John I. KANE DEM A6

☐ Thomas H. KILLION REP B6

☐ Write-In

REPRESENTATIVE IN THE GENERAL ASSEMBLY
161ST DISTRICT
(Vote for One)

☐ Leanne KRUEGER DEM A7

☐ Ralph SHCATANO REP B7

☐ Write-In

Board of Elections
DELAWARE COUNTY
Audrey L. LEBLANC
James A. BROWN, JR.

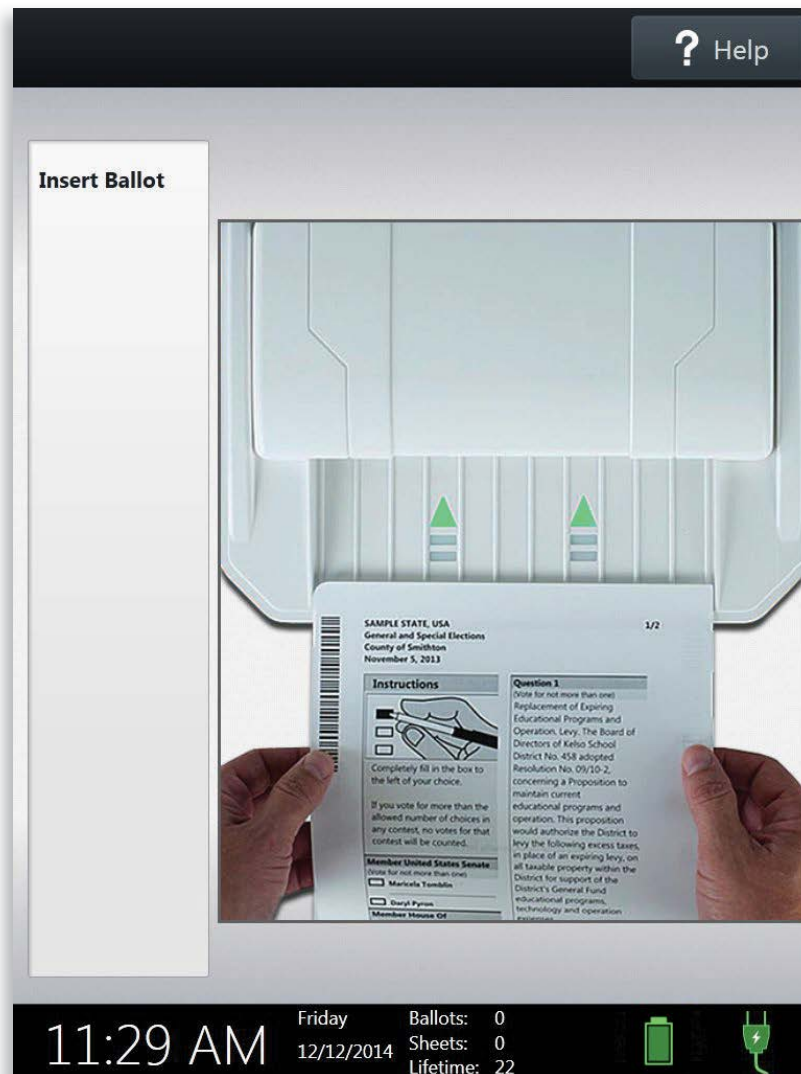
2 When the voter has finished marking their ballot, they take the ballot to the Verity Scan device.

3 Voter inserts the voted ballot into the Verity Scan and follows the scanner screen directions to cast their ballot.

NOTE: When voting for write-in candidates, the box to the left of the words "Write-In" must be filled completely, and the write-in candidate's name printed on the adjacent line.

Verity Scan Insert Ballot Screen

Verity Scan is ready to scan when you see the Insert Ballot screen. ▼ t



Scanning Marked Ballots with Verity Scan

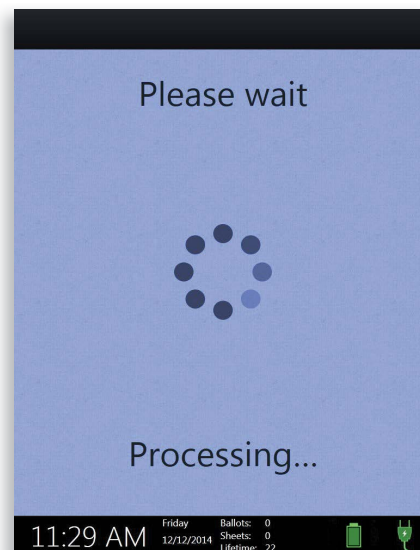
1 Voter takes the voted ballot to the Verity Scan device. If using a privacy sleeve, remove the sleeve before scanning the ballot.

2 Voter inserts the voted ballot into Verity Scan. Flashing green arrows indicate the location and direction of the scanner feed. ▶



TIP:
Ballots must be fed into Verity Scan short edge first, but otherwise can be inserted in any direction.

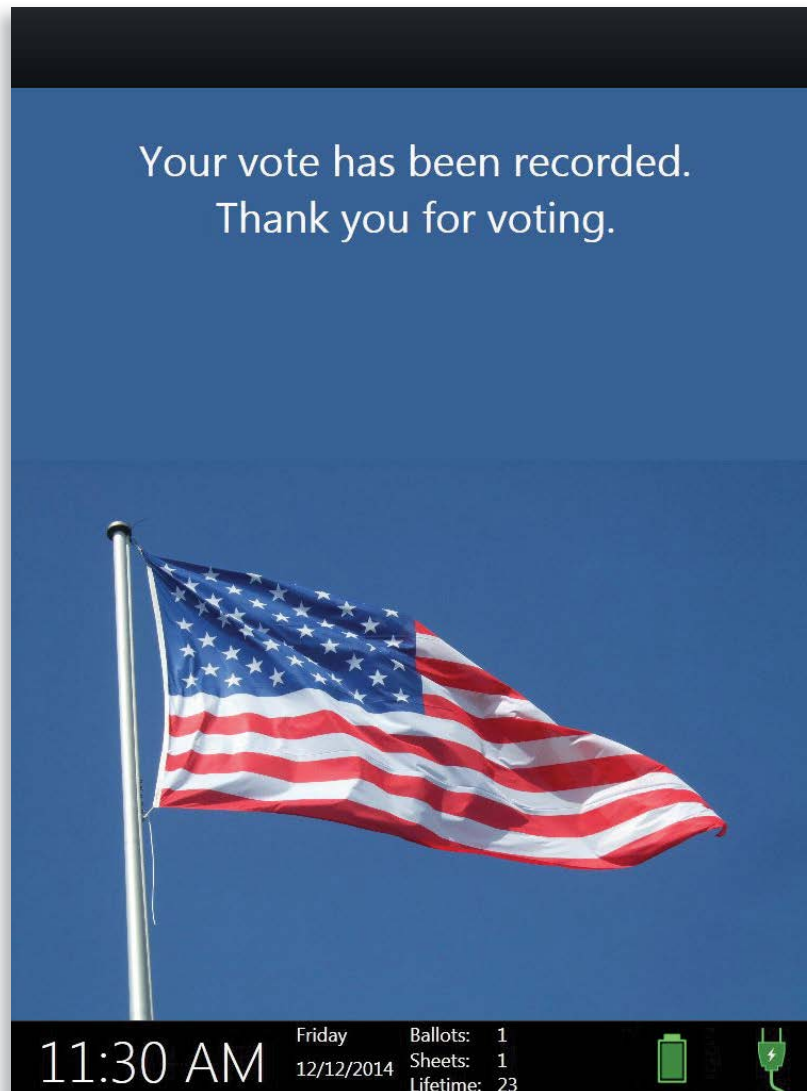
3 After a ballot has been scanned, the voter waits a brief moment while the ballot is processed. ▶



Scanning Marked Ballots with Verity Scan

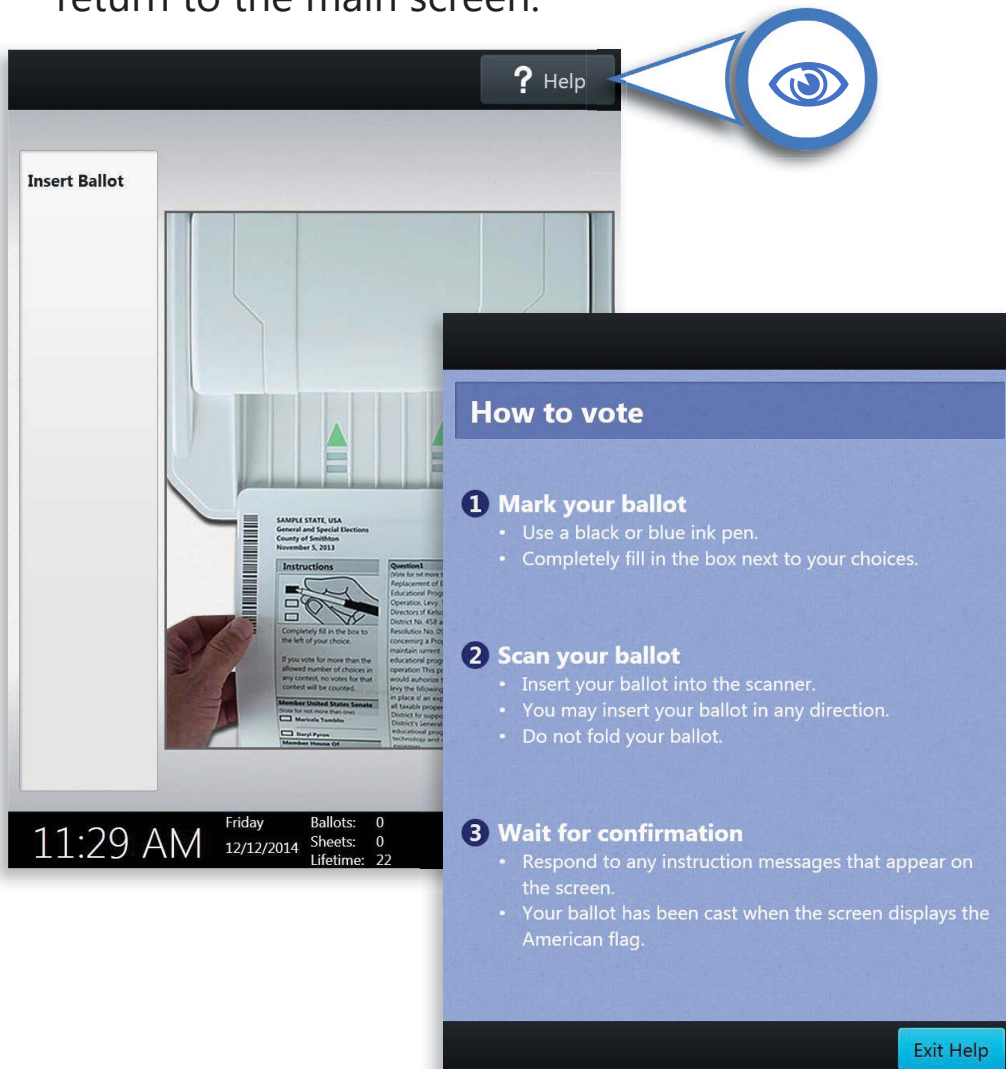
continued

- 4 The voter's ballot has been cast when they see the waving American flag. If enabled, an audible chime will also be heard. ▼



Verity Scan Help and Features

- ▶ The **Help** button is located at the top right of the Verity Scan screen. This button takes the voter to a screen with help text for the voting step currently underway. Select **Exit Help** on the bottom right to return to the main screen.



The image shows a composite of two screens from the Verity Scan system. The background screen is the 'Insert Ballot' screen, which displays a ballot being inserted into a scanner. The ballot is for the 'SAMPLE STATE, USA General and Special Elections' held on 'November 5, 2013'. It includes instructions for marking the ballot and a list of candidates: 'Member United States Senate' (Markus Tardus), 'Member House' (Morgan Pym), and 'Member House' (Morgan Pym). The bottom of the screen shows the time '11:29 AM', the date 'Friday 12/12/2014', and ballot statistics: 'Ballots: 0', 'Sheets: 0', and 'Lifetime: 22'. A 'Help' button with a question mark icon is located at the top right. A callout bubble with an eye icon points to this button. The foreground screen is the 'How to vote' help screen, which provides three steps: 1. Mark your ballot (Use a black or blue ink pen. Completely fill in the box next to your choices.), 2. Scan your ballot (Insert your ballot into the scanner. You may insert your ballot in any direction. Do not fold your ballot.), and 3. Wait for confirmation (Respond to any instruction messages that appear on the screen. Your ballot has been cast when the screen displays the American flag.). An 'Exit Help' button is located at the bottom right of the help screen.

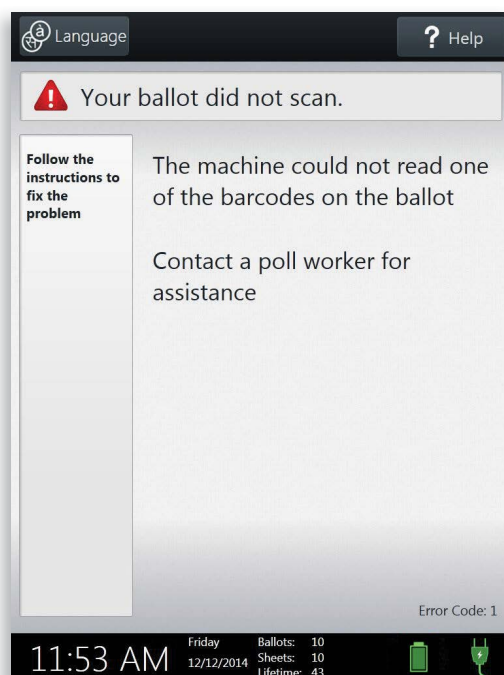
Insert Ballot

How to vote

- 1 Mark your ballot**
 - Use a black or blue ink pen.
 - Completely fill in the box next to your choices.
- 2 Scan your ballot**
 - Insert your ballot into the scanner.
 - You may insert your ballot in any direction.
 - Do not fold your ballot.
- 3 Wait for confirmation**
 - Respond to any instruction messages that appear on the screen.
 - Your ballot has been cast when the screen displays the American flag.

Exit Help

- ▶ If errors or other messages appear, Verity Scan may also display a language button in the upper left. Selecting the language button will allow the voter to choose from a list of available languages in which to display the messages.



Spoiling Printed Paper Ballots

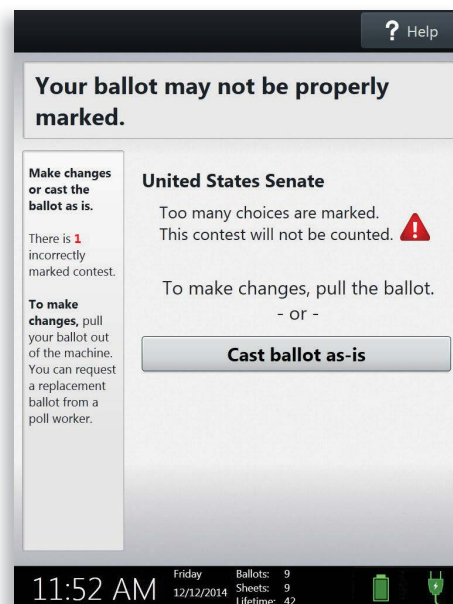
To spoil a preprinted paper ballot, follow your local procedures (for example, filling out a spoiled ballot log and envelope).

Scanning Overvoted Ballots

If scanning manually voted paper ballots, and the voter has overvoted (marked too many choices), Verity Scan will allow the voter to remove the ballot.

This requires that the ballot be spoiled and a new ballot issued.

At no time are you to take the ballot from the voter. The voter should remove the ballot, fold the ballot, and take it to the board to be placed in the spoiled ballot envelope.

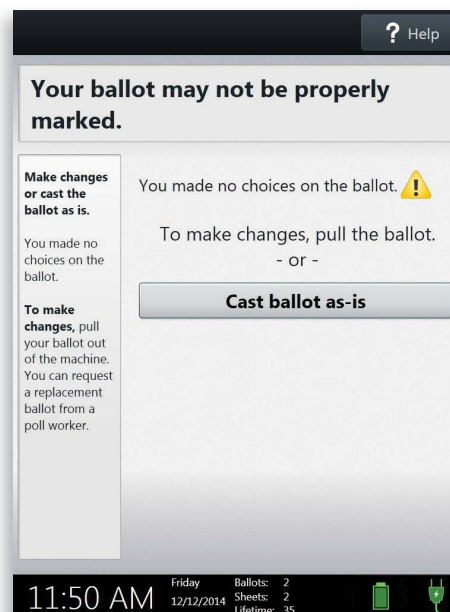


Scanning Undervoted and Blank Ballots

If the voter has undervoted (left a contest or contests blank), Verity Scan may allow the voter to:

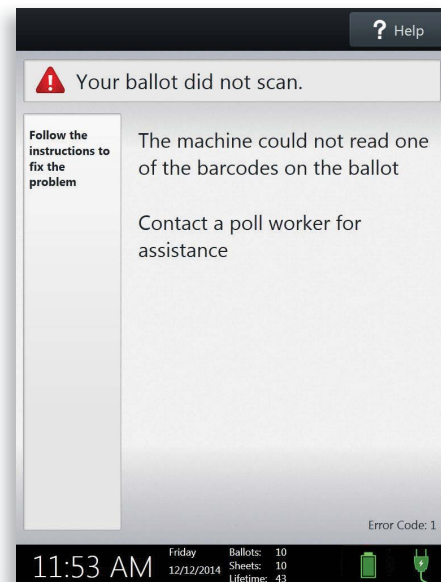
A Remove their ballot and make changes, *or*

B Cast their ballot as-is



Scanning Problems

If the ballot does not scan correctly, Verity Scan will display the screen shown, and the voter will be instructed to either re-scan or contact a poll worker for assistance. ►



Provisional Ballots

- Follow your local jurisdiction's guidelines for issuing provisional ballots.
- **Provisional ballots should never be scanned at the polling place using Verity Scan.**
- Procedures vary from jurisdiction to jurisdiction; a typical procedure requires that provisional ballots be placed in a provisional ballot envelope, which is then kept separate from other ballots.

Other Verity Scan Features

Pressing the poll worker button on the Verity Scan will allow election staff to access additional Verity Scan features.

Run Tests, Change Settings, and Administrator menus

Availability of these menus will depend on the current state of the device. Poll workers should not access these menus unless they have been authorized to do so by election officials, and only after receiving proper training in their use.