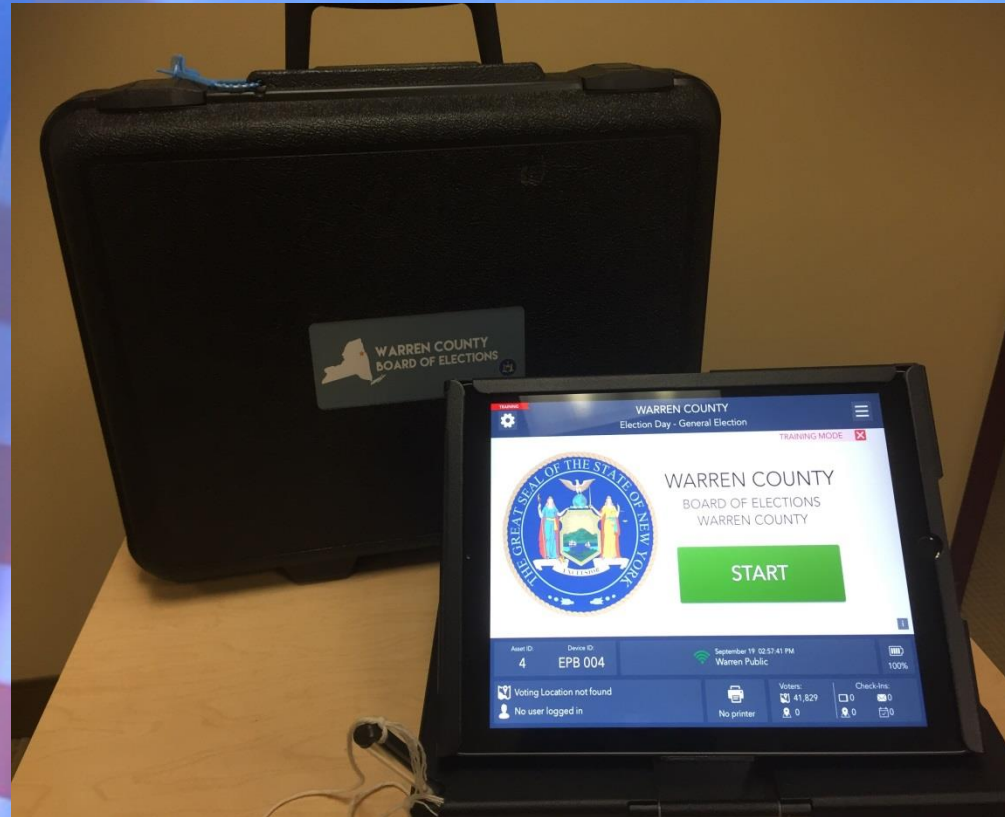


E-Poll Book



Kim Ross, Democratic Deputy Commissioner (518)761-6456
Beth McLaughlin, Democratic Commissioner (518)761-6459
Republican Deputy Commissioner (518)761-6457
Bill VanNess, Republican Commissioner (518)761-6458

E- Poll Books will be delivered in the on-demand printer cart



Router will be set up before you arrive.

Verify Blue Seal Numbers on the Election Day E-Poll Book Seal Report

Keep this E-poll book seal report in the case.

WARREN COUNTY BOARD OF ELECTIONS	
<small>1540 STATE ROUTE 9 LAKE GEORGE, NY 12845 FAX: (518) 761-6450</small>	
<small>William Farnham Republican Commissioner (518) 761-6458</small>	<small>Elizabeth McLaughlin Democratic Commissioner (518) 761-6459</small>
ELECTION DAY E-POLLBOOK SEAL REPORT	
Election	
Town Ward District	
KEEP THIS IN THE E-POLL BOOK CASE REMEMBER TO GATHER THE ROUTER AT THE END OF THE NIGHT RETURN IN THE BLUE INSPECTOR BAG	
OPENING	CLOSING
E POLLBOOK CASE SEAL # _____	E-Poll book Case RED Seal # _____
IPad # _____	IPad # _____
IPad# _____	IPad# _____
*Inspector Bag and the E-Poll book case will be RETURNED to BOE on Election Night.	
Tech Signature _____	
Tech Signature _____	
Inspector Signatures: Print and Sign	
1 _____	1 _____
_____	_____
2 _____	2 _____
_____	_____
_____	_____



Open Case, remove the Touchpad(s) and set them on the table. ePollbook number must match printer number. Close case store in on-demand printer cart. Bottom shelf.



Open touchpad by inserting your finger under the tab opposite the hinge.



Open as if you are opening a book.



Break the binding and flip open. Set Touchpad on the table. Feet down.

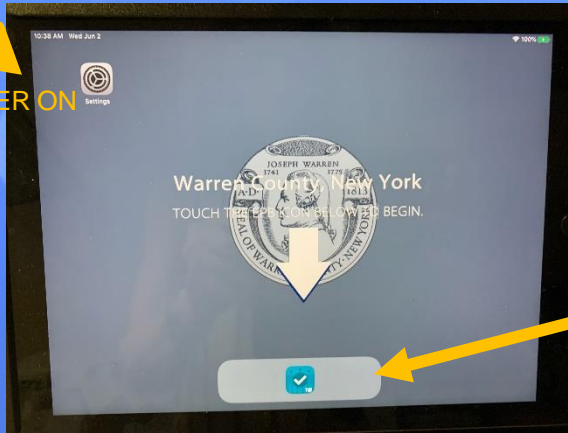


Plug in ePollbook cord from the top of the on-demand printer cart. Plug cart power cord into nearest outlet.



Slide printer tray just to Velcro strip on the door. Lock wheels. Power on printer.

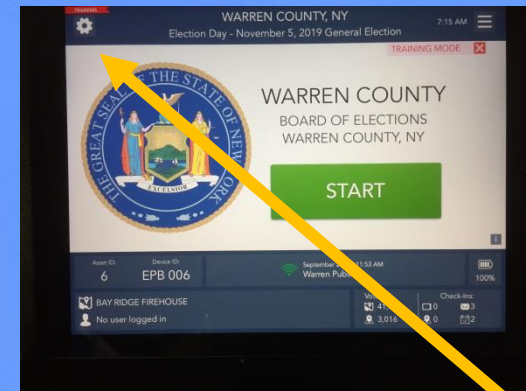
POWER ON



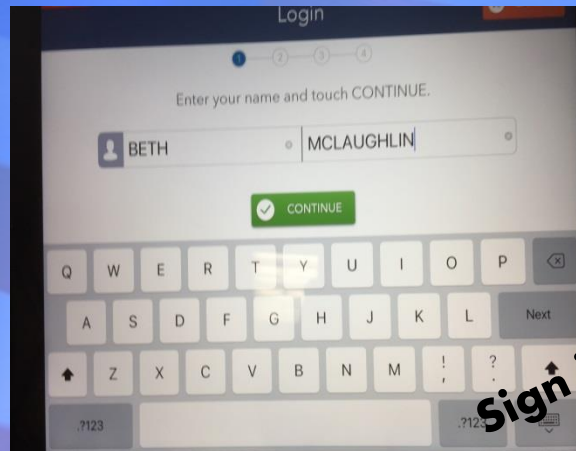
Begin by touching the blue check mark EPB app icon at the bottom of the screen. This will launch the EPB application.



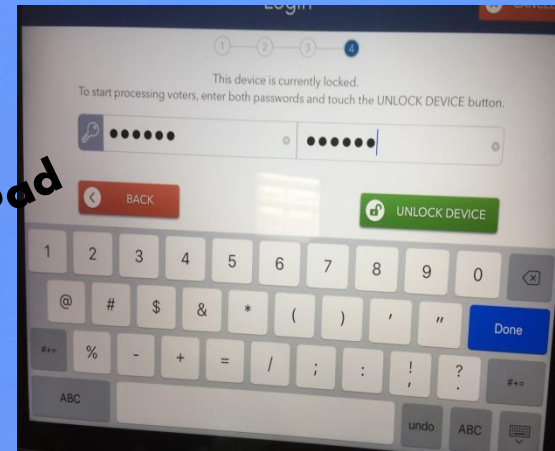
This all happens before you check in the first voter.



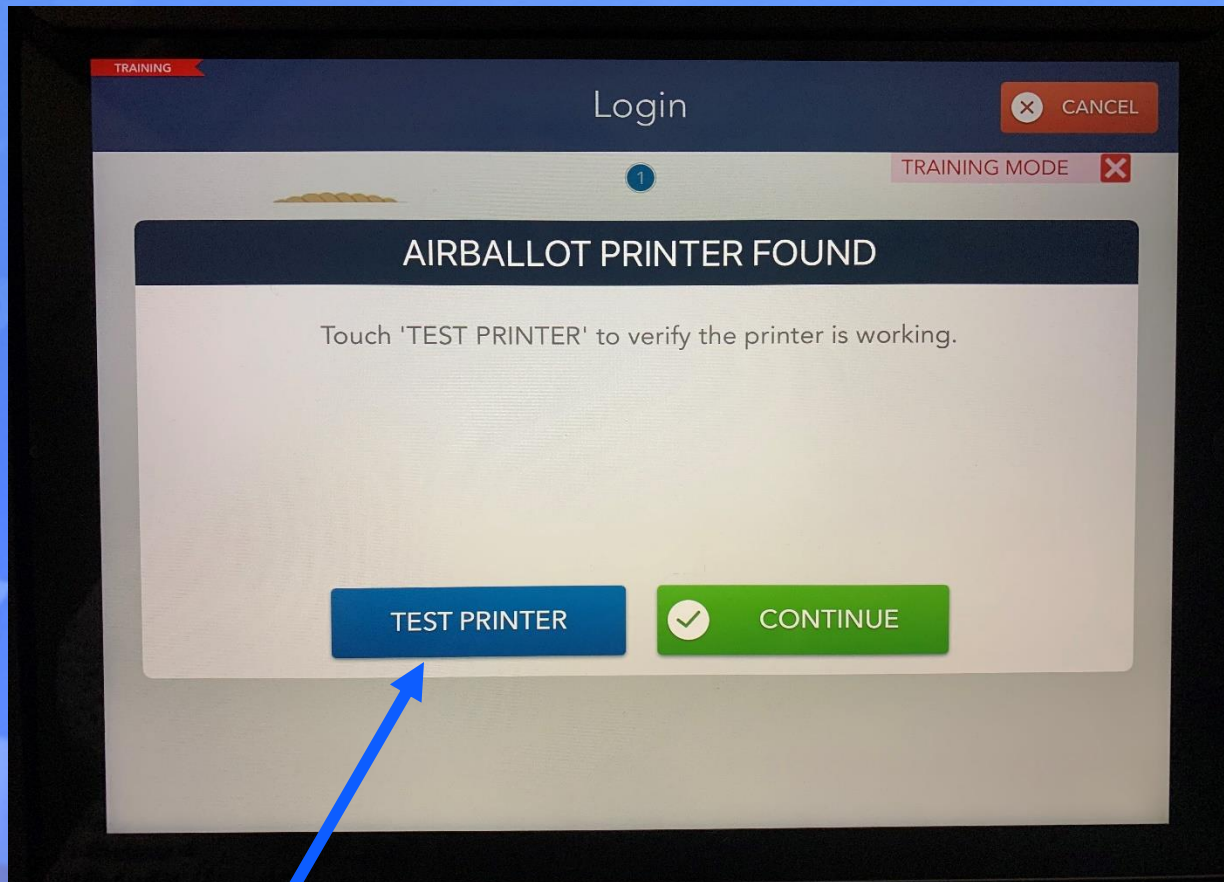
Touch the settings wheel top left corner. Look for **AirBallot Printer** and touch **Select Printer – FIND PRINTER**, be patient it may take a few minutes. Select the printer once it pops up select **SAVE**. Touch **START** to begin logging in.



Enter your full first and last name using the pop-up keyboard. Then touch **CONTINUE**



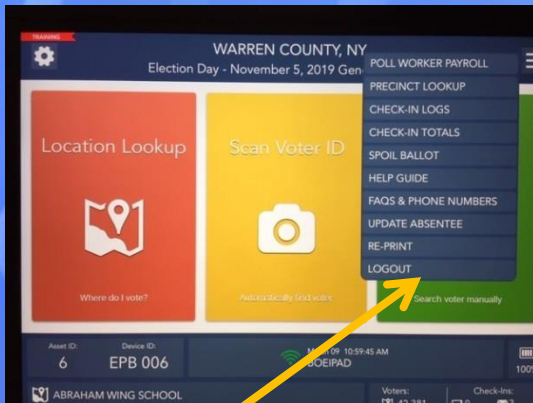
Enter **dem123** and **rep123** when asked for a password. Touch **UNLOCK DEVICE** to continue. This may take a minute.



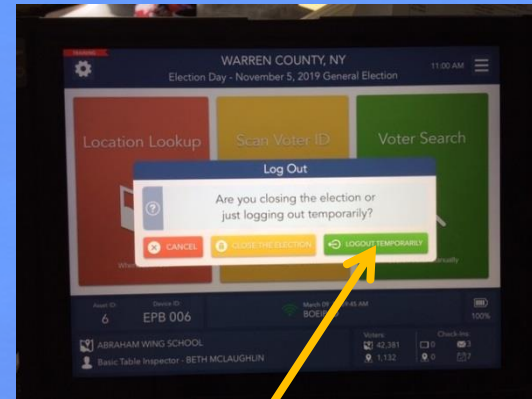
Press **TEST PRINTER**. A pop up will appear select **PRINT**.
Wait for test ballot to print.
Tap on screen. Press **Continue**.

"You only need to TEST Printer first thing in the morning"

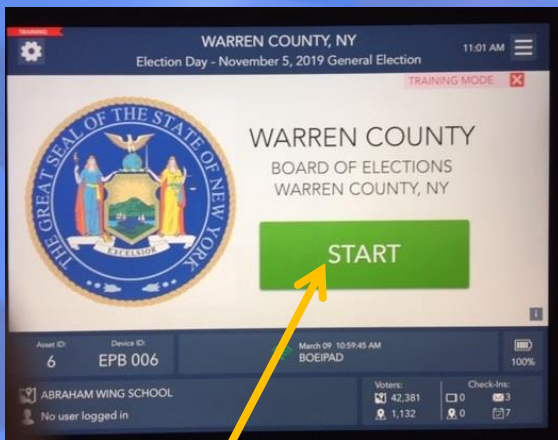
IMPORTANT - When you are leaving your post at the iPad – sign out so the inspector taking your place may sign in



Tap on LOGOUT

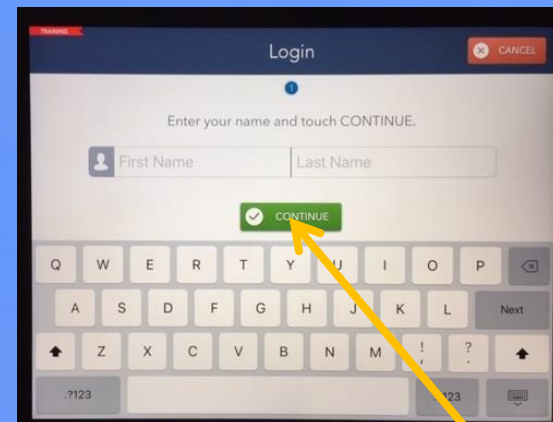


Tap on LOGOUT TEMPORARILY



Next person checking in voters
Tap **START**

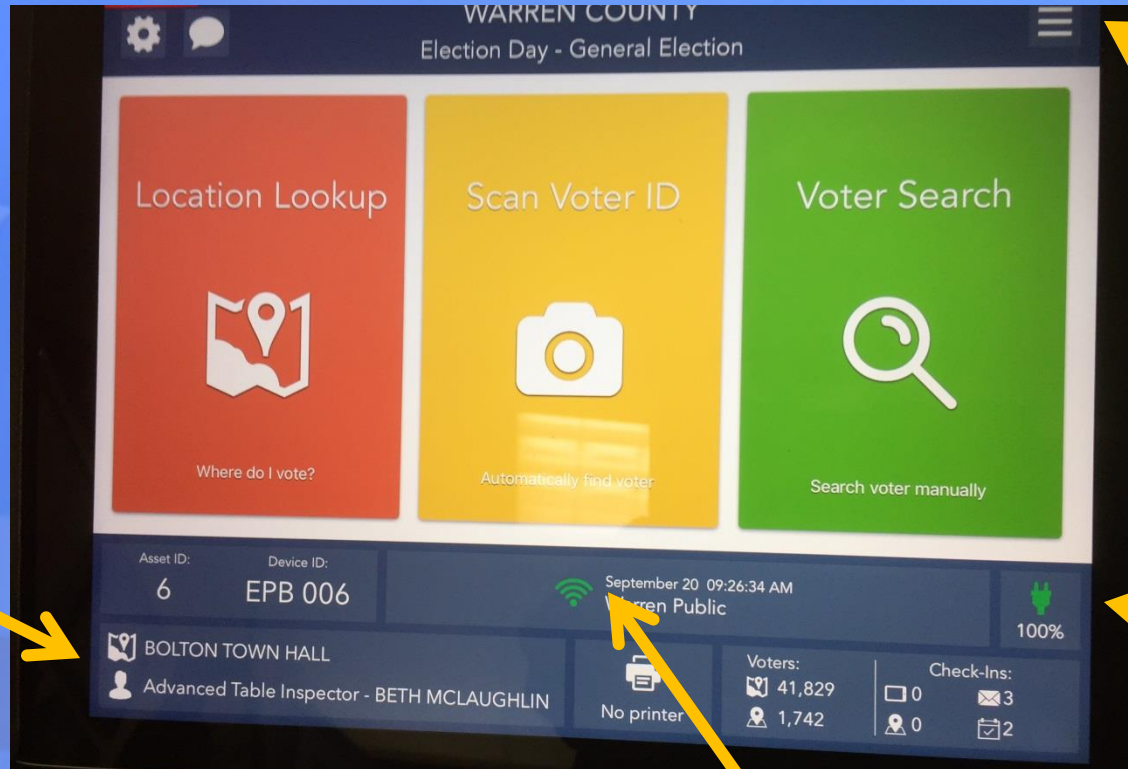
No need to
TEST PRINTER
each time a new
inspector signs in.



Type in YOUR name
and Tap **CONTINUE**

The Launchpad-Election Day

This is your Home Screen. After every check-in you should arrive back at this screen



Location you are logged into, your job title and your name.

Launchpad Menu aka: The Hamburger

This is where you go to spoil a ballot

Battery status

Connectivity and sideways status

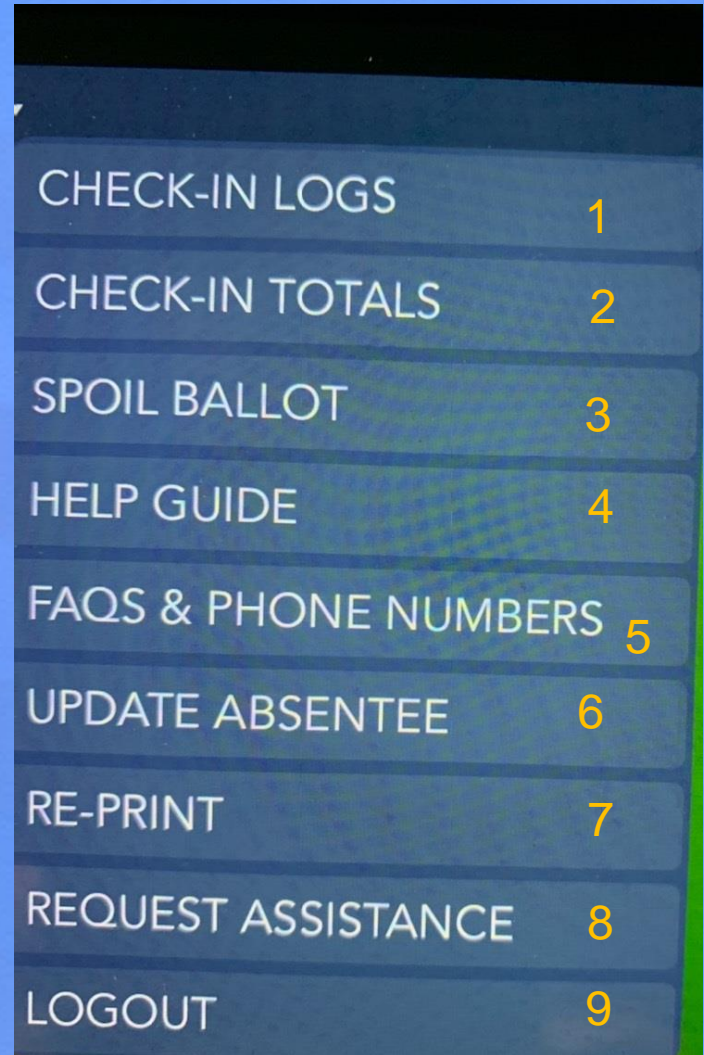
Red, Yellow and Green Search Buttons

To direct a voter to the correct polling location touch Location Lookup

To Search for a voter by scanning their ID. Touch Scan Voter ID

To search for a voter manually, touch VOTER SEARCH.

1. **CHECK-IN LOGS** - View a log of all voters that have checked in.
2. **CHECK-IN TOTALS** - View a running total of ballots issued..
3. **SPOIL BALLOT** - Use this feature to spoil and reissue a ballot to a voter.
4. **HELP GUIDE** — Reference informational guides.
5. **FAQs & PHONE NUMBERS** - Reference quick tips and important phone numbers.
6. **UPDATE ABSENTEE** – TO BE ANNOUNCED
7. **RE-PRINT** - If ballot did not print use this function. Be patient when waiting for a ballot to print. If you print multiple ballots, write on ballot – REPRINT VOID place in SPOILED Bag.
8. **REQUEST ASSISTANCE**
9. **LOGOUT** - Logout temporarily for a break or close the election at the end of the day.



CHECK-IN LOGS	1
CHECK-IN TOTALS	2
SPOIL BALLOT	3
HELP GUIDE	4
FAQS & PHONE NUMBERS	5
UPDATE ABSENTEE	6
RE-PRINT	7
REQUEST ASSISTANCE	8
LOGOUT	9

The “Hamburger” ≡ Menu

Searching for a Voter

Voter Search- Green Button

- **Ask the Voter their full name and address** and clarify the spelling, if necessary.

Use the **“3 by 3 Rule”**

Type the first **3** letters of their last name

Type the first **3 letters** of their first name

Click **SEARCH**

NOTE: Less information typed is better to broaden the search to find Voter's name quickly.

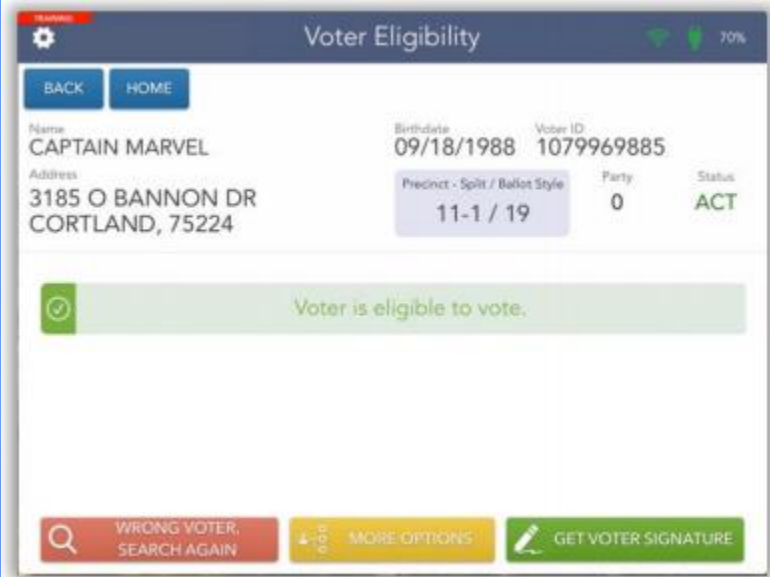
TO SEARCH BY ID/SCAN:

- You MUST RETURN to Home and select the **YELLOW** “Scan Voter ID”
 - A voter may present their **Driver's License** or **Mail Check card** or **Voter Acknowledgement Card**, you may scan the bar code to identify the voter quickly.

Remember – Voter is **not** required to present ID unless it is noted on the screen.

Checking-In a Voter

If the voter is an **eligible** voter, the screen will display a green “Voter is eligible to vote” message. To process this voter, touch **GET VOTER SIGNATURE.**



Voter Eligibility


BACK HOME

Name: CAPTAIN MARVEL
Birthdate: 09/18/1988
Voter ID: 1079969885
Address: 3185 O BANNON DR
CORTLAND, 75224
Precinct - Split / Ballot Style: 11-1 / 19
Party: 0
Status: ACT

Voter is eligible to vote.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS GET VOTER SIGNATURE

The screen will flip upside down. The voter will sign and affirm they have read the Voter Affidavit. Once the voter has signed, they will touch **I ACCEPT** to continue.



Confirm I am the voter listed here.

Captain Marvel

Please sign below

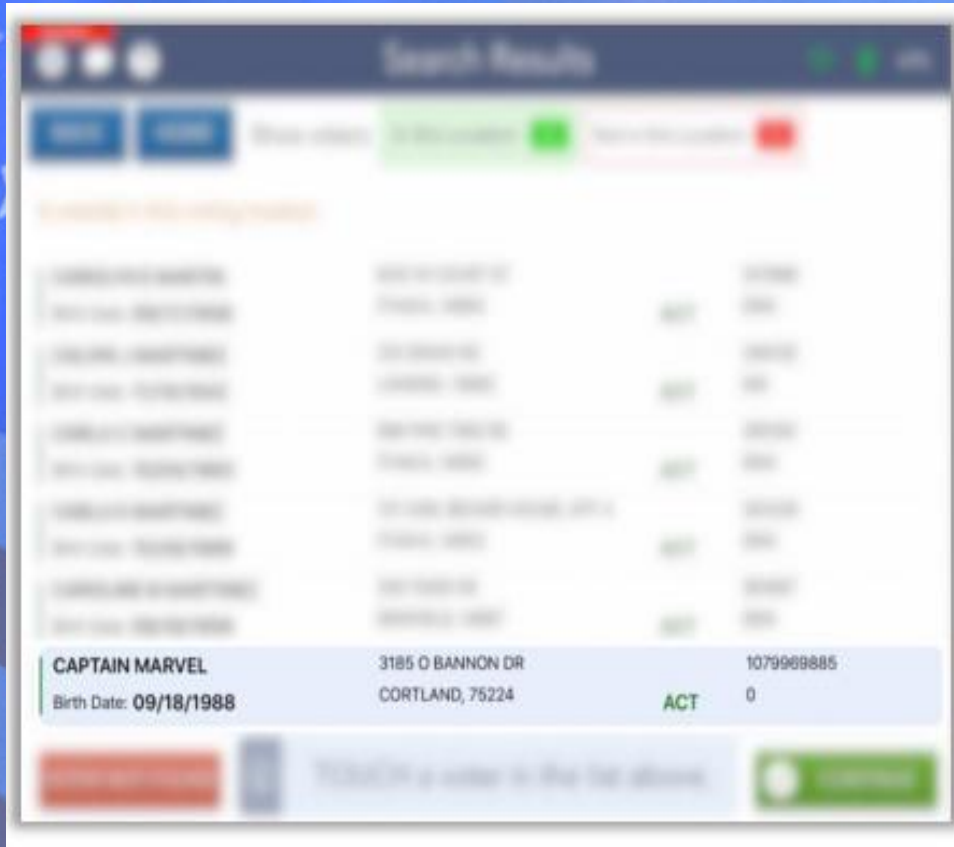
I ACCEPT CHANGE LANGUAGE CLEAR

Name: CAPTAIN MARVEL
Address: 3185 O BANNON DR
CORTLAND, 75224
Birthdate: 09/18/1988
Voter ID: 1079969885
Precinct - Split / Ballot Style: 11-1 / 19
Party: 0
Status: ACT

BACK HOME

Voter Signature

Searching for a Voter



If only one voter matches the search criteria, the Voter Eligibility screen will appear automatically. Continue checking in your voter.

If more than one voter matches the search criteria, your screen will look like the one on the right with a list of all possible matches. Touch the correct voter from the list so that it is highlighted in blue and then touch **CONTINUE**.

At the top of the screen, search results can be filtered by voters within the voting location and not within the voting location. **Green** with-in the district. **Red** outside the district.

The voter's signature will appear. If the signature looks valid, touch **ISSUE BALLOT** to continue.

If the signatures do not seem to match, touch either **SIGN AGAIN** or ask for identifying information like DOB and Address.

A pop-up will appear for the poll worker to provide their initials. Sign and touch **DONE** to continue.

The screenshot shows the 'Voter Signature' interface. At the top, there are 'BACK' and 'HOME' buttons. The voter's information is displayed: Name (CAPTAIN MARVEL), Birthdate (09/18/1988), Voter ID (1079969885), Address (2224 BAILEY AVE, LOWER GLENS FALLS, 14211), Precinct / BallotStyle (001 / 103009), Party (B), and Status (ACT). A message instructs the user to 'Verify the voter's signature and touch ISSUE BALLOT. If challenging a signature, refer to the Challenge Binder II.' Below this, there is a large area for the signature. The top part shows a handwritten signature 'Captain Marvel' on a white background. Below it, a blue bar labeled 'CURRENT SIGNATURE' shows a scanned version of the same signature. To the right of the signature area, there are two buttons: a green 'ISSUE BALLOT' button and a yellow 'SIGN AGAIN' button.

The screenshot shows the 'Voter Signature' interface for a different voter, Peter Parker. The voter's information is: Name (PETER PARKER), Birthdate (08/25/1958), Voter ID (1084384641), Address (59 ZENNER S GLENS FALLS), and Status (ACT). A pop-up window titled 'Initial Below' is overlaid on the screen. It has a large white box for initials, a 'Dem' radio button, a 'Rep' radio button, and three buttons at the bottom: a red 'CANCEL' button, a yellow 'CLEAR' button, and a green 'DONE' button. Below the pop-up, the 'CURRENT SIGNATURE' section shows a wavy line representing a signature.

Will default to **AIR BALLOT**

Touch **COMPLETE CHECK-IN**

A pop up will appear **PRINTING BALLOT**

A pop up will appear **Did the voters ballot print?**

Wait for ballot to print. Select **YES**

CONTINUE

Issue Ballot

BACK HOME

Name: NICK FURY Birthdate: 10/10/1966 Voter ID: 1084384673

Address: 48 PLATT ST Street Precinct / Ballot Style: Glens Falls 001001 / 012001001 Party: DEM Status: A

Paper Air Ballot

Ballot Style: 012001001

Voter's ballot will print automatically from the ballot printer. Touch COMPLETE CHECK-IN to complete the process.

COMPLETE CHECK-IN

Congratulations!

The voter is now fully checked in.

Touch **PROCESS NEXT VOTER** to move on to the next voter.

Processing Complete

Name: CAPTAIN MARVEL Voter ID: 1079969885 Ballot Style: 19

Voter successfully checked in

Great Job!

Direct voter to the voting area.

PROCESS NEXT VOTER

Other ways to look up voters.....

- Last Name and House number
- Last Name and year of birth
- Address search – House number Street name
- Voter ID

The screenshot shows a mobile application titled "Find Voter". At the top, there is a settings gear icon, the title "Find Voter", and status icons for battery (98%) and time (9:31 AM). Below the title bar are two buttons: "BACK" and "HOME". To the right is a "START OVER" button with a circular arrow icon. The main interface features five search criteria buttons: "LAST NAME AND FIRST NAME", "LAST NAME AND HOUSE NUMBER" (highlighted in green), "LAST NAME AND BIRTH YEAR", "ADDRESS SEARCH", and "VOTER ID". Below these buttons are two input fields: "Last Name" and "House Number". To the right of these fields is a green "SEARCH" button with a magnifying glass icon. At the bottom of the screen is a standard QWERTY keyboard.

How to reprint a ballot – only if necessary

Go to the “Hamburger” menu

Select REPRINT

Search voter

Select voter

Select Re-print

Select Air Ballot

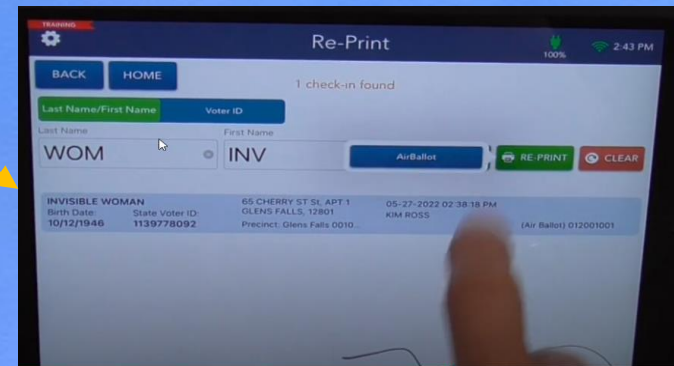
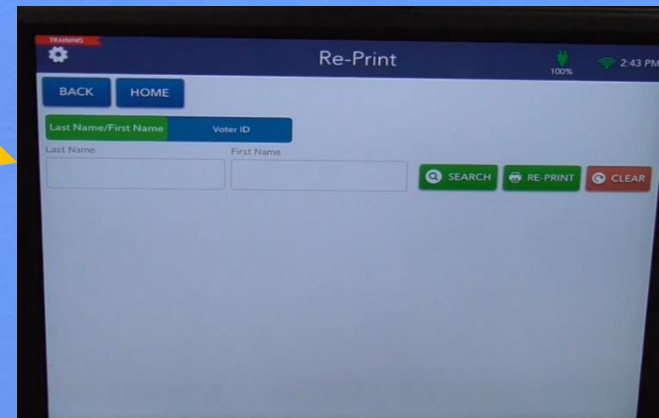
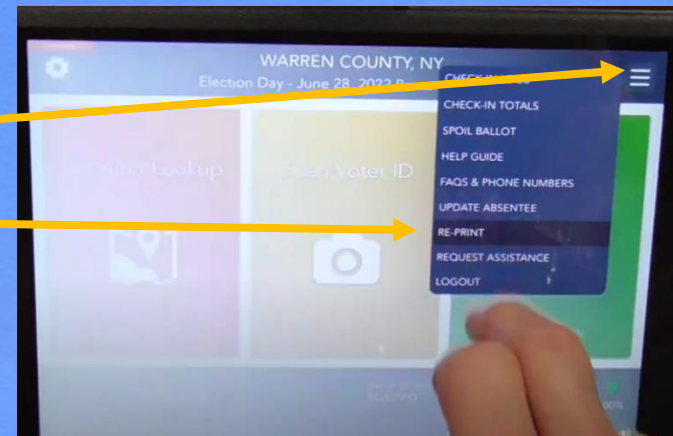
Wait for ballot to print

YES

Continue

HOME

If you print multiple ballots by mistake,
write on ballot –
REPRINT VOID place in **SPOILED** Bag.



Affidavit Ballot

If the voter is not an eligible voter, the screen will display a red “Voter is not eligible to vote a regular ballot. Read instructions below”

To process this voter, touch

PROCESS AFFIDAVIT

- Follow instructions on screen
(See screen shots next slide)
- NOTE: If voter is not found in ePollbook at all you will need to process a **paper** Affidavit Ballot. Found in the back of the Blank Binder. Call BOE 518 761-6456

BACK HOME Already Voted

Name: VICTOR STONE Birthdate: 06/23/1947 Voter ID: 1084502834

Address: 53 RAWLINS ST GLENS FALLS, 14211 Precinct / BallotStyle: Queensbury 001005 / 103009 Party: B Status: ACT

Already Voted

! Voter is not eligible to vote a regular ballot. Read instructions below.

Voter already voted.
Issue the voter an affidavit ballot.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS PROCESS AFFIDAVIT

Reasons for Affidavit Ballots

- Already Voted
- Voted Early
- Inactive Voter
- Absentee Requested (NEW 2022)

REMEMBER to record all Affidavits on IV (#4) of the Challenge Report.

Be sure VOTER is in the CORRECT POLL SITE

Voter Eligibility

Absentee Requested

Name: **MARY JANE VOTER** Birthdate: **08/01/1957** Voter ID: **1014628**

Address: **34 ROGERS ST, APT A, GLENS FALLS, 12801**

Precinct / Ballot Style: **Glens Falls 001001 / 012001001** Party: **DEM** Status: **A**

Absentee Requested

Voter is not eligible to vote a regular ballot. Read instructions below.

Voter has received an absentee ballot and must vote by affidavit.

PROCESS AFFIDAVIT

Select **Process Affidavit**

Issue Ballot

Absentee Requested

Name: **MARY JANE VOTER** Birthdate: **08/01/1957** Voter ID: **1014628**

Address: **34 ROGERS ST, APT A, GLENS FALLS, 12801**

Precinct / Ballot Style: **Glens Falls 001001 / 012001001** Party: **DEM** Status: **A**

Printing Ballot

Voter's ballot is printing. Touch CONTINUE when complete.

CONTINUE

COMPLETE CHECK-IN

pop up will appear **Printing Ballot**

Issue Ballot

Absentee Requested

Name: **MARY JANE VOTER** Birthdate: **08/01/1957** Voter ID: **1014628**

Address: **34 ROGERS ST, APT A, GLENS FALLS, 12801**

Precinct / Ballot Style: **Glens Falls 001001 / 012001001** Party: **DEM** Status: **A**

Select ballot type

Paper **Air Ballot**

Ballot Style: **012001001**

Voter's ballot will print automatically from the ballot printer. Touch COMPLETE CHECK-IN to complete the process.

COMPLETE CHECK-IN

Will default to **AIR BALLOT**
Select **COMPLETE CHECK-IN**

Issue Ballot

Absentee Requested

Name: **MARY JANE VOTER** Birthdate: **08/01/1957** Voter ID: **1014628**

Address: **34 ROGERS ST, APT A, GLENS FALLS, 12801**

Precinct / Ballot Style: **Glens Falls 001001 / 012001001** Party: **DEM** Status: **A**

Did the voter's ballot print? Press NO to attempt REPRINT.

NO **YES**

COMPLETE CHECK-IN

a pop up will appear
Did the voters ballot print?
Wait for ballot to print. Select **YES**

Inactive Voters

If the voter is an inactive voter, the screen will display a red “Voter is not eligible to vote a regular ballot. Read instructions below.”

To process this voter, select

PROCESS AFFIDAVIT

- The correct ballot will print for the voter. Hand the voter the ballot along with an empty Affidavit Envelope found in the BLACK CHALLENGE BINDER and a privacy folder. Instruct voter to completely fill out information and sign, vote their ballot, place in envelope, seal and hand back to you.
- You will place completed Affidavit in the Black Challenged Binder.
- Record on IV (#4) of the Challenge Report.

The screenshot shows a mobile application interface for 'Voter Eligibility'. At the top, there are buttons for 'BACK' and 'HOME', and a red banner that says 'Inactive Voter'. Below this, there are fields for 'Name', 'Birthdate', 'Voter ID', and 'Address', all of which are redacted with black boxes. To the right of these fields, there is a box for 'Precinct / Ballot Style' showing 'Bolton 000001 / 001000001-DEM-AFF' and a 'Party' field showing 'DEM'. A 'Status' field on the far right shows 'INC' in red, which is circled in yellow. Below the status field, there is a red banner with a warning icon and the text 'Voter is not eligible to vote a regular ballot. Read instructions below.' Below this, there is a grey box with an information icon and the text 'Voter status is not valid. Issue the voter an affidavit ballot.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'PROCESS AFFIDAVIT' (green). A red arrow points from the 'Inactive Voter' banner to the 'Status' field, and another red arrow points from the 'Voter is not eligible...' message to the 'PROCESS AFFIDAVIT' button.

*Voters become INACTIVE when mail is returned undeliverable. Make sure that the voter understands that if they have a different mailing address (PO Box, etc.) than their residence address, that information must be stated on their affidavit envelope.

ID REQUIRED

IF a Voter is marked as **"ID Required"**
AND Voter presents ID, process the voter
by issuing the ballot as normal.

If the voter has ID or not touch
RECORD ID

The screenshot shows the 'Voter Eligibility' screen. At the top, there are 'BACK' and 'HOME' buttons. The voter's name is 'ROCKET RACCOON', birthdate is '10/03/1979', and voter ID is '1164773232'. The address is '12 KEENAN ST, GLENS FALLS, 12801'. The precinct/ballot style is 'Glens Falls 001001 / 012001001-CON', party is 'CON', and status is 'ACT'. Under the 'ID' section, it says 'Required'. A green checkmark icon and the text 'Voter is eligible to vote.' are displayed. Below this, a message states: 'This voter is required to present a form of ID. If the voter presents an ID, continue to process the voter by touching the green button below. If not, process an affidavit ballot.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (orange), and 'RECORD ID' (green). A green arrow points from the 'RECORD ID' button to the 'RECORD ID' text in the previous block.

This screen will be shown-
If ID is not provided select
Not Provided and process an
Affidavit Ballot

If the voter presents one of the
choices shown touch the correct ID
and process the voter as normal.

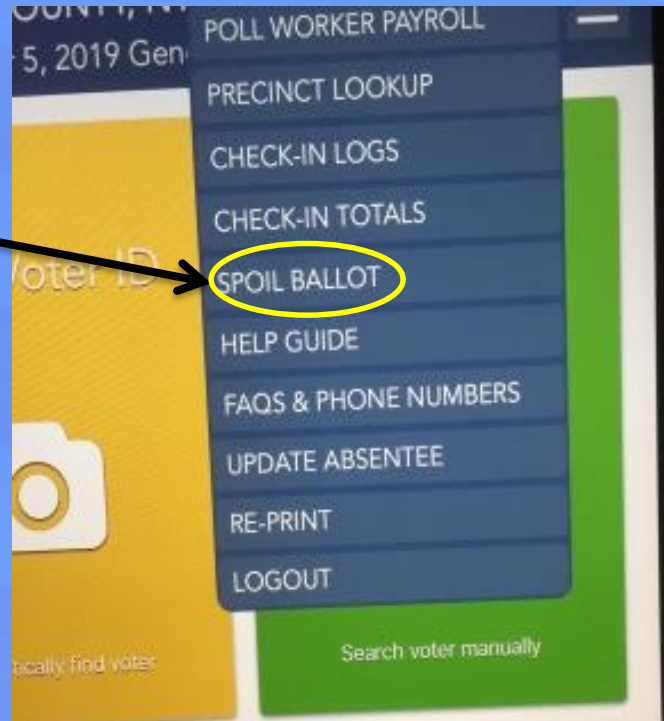
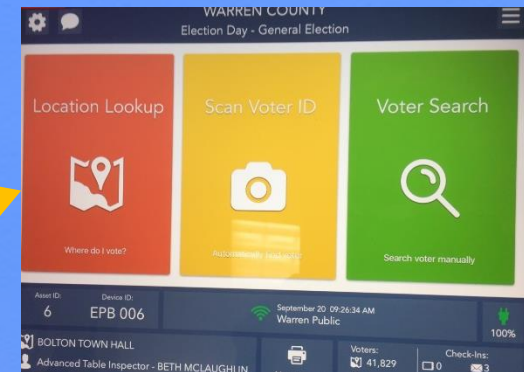
The screenshot shows the 'Select Reason' screen. At the top, there is a 'CANCEL' button. Below it, a message says 'Select identification type from list below.' There is a list of identification types: 'Last 4 digits of Social Security Number', 'NYS Driver's License', 'Non-Driver ID', 'US Passport', 'Student ID Card', 'Pistol or Firearm Permit', 'Pilot's License', 'Military ID', 'Government ID', 'Other government document that shows', and 'Not Provided'. A green arrow points from the 'Not Provided' button to the 'Not Provided' text in the previous block.

Spoiling a Ballot

To spoil a ballot:

1. Return to home screen
2. Select **SPOIL BALLOT** from the top-right “hamburger” ≡ menu on your home screen

Home Screen



Spoiling a Ballot

The screenshot shows the 'Spoil Ballot' app interface. At the top, there's a 'Spoil Ballot' header with a settings icon and a 50% battery indicator. Below the header, there are 'BACK' and 'HOME' buttons. A status bar indicates '1 check-in found'. A search bar contains the text 'MARVEL'. To the right of the search bar are 'SEARCH', 'SPOIL', and 'CLEAR' buttons. Below the search bar, a list of results is shown for 'CAPTAIN MARVEL'. The details include: Birth Date: 09/18/1988, State Voter ID: 1079969885, Address: 3185 O BANNON DR, CORTLAND, 75224, Precinct: 11, and a timestamp: 08-27-2019 03:28:23 PM. The name 'JOE TRAINER' is also visible. At the bottom, it says '(Paper) 19'.

1.) Search and select the voter whose ballot you would like to spoil. Touch **SPOIL** to proceed. For Voters with multiple spoiled ballots, select the top-most option.

This screenshot shows a confirmation dialog box titled 'Spoil Ballot' overlaid on the search results. The dialog asks 'What is the reason for spoiling the ballot?' with two options: 'Voter Requested' (selected with a checkmark) and 'Administrative Issues'. Below this, it asks 'Are you issuing a replacement ballot?' with 'Yes' (selected) and 'No' options. At the bottom are 'CANCEL' and 'CONTINUE' buttons.

2.) A window will appear. Select a reason for spoiling a ballot and if you will be issuing a replacement ballot, then select **CONTINUE**.

This screenshot shows another confirmation dialog box titled 'Spoil Ballot'. It asks 'Are you sure you want to spoil the ballot for CAPTAIN MARVEL?'. At the bottom are 'NO' and 'YES' buttons.

3.) Select either **Yes** or **No** to spoil the ballot

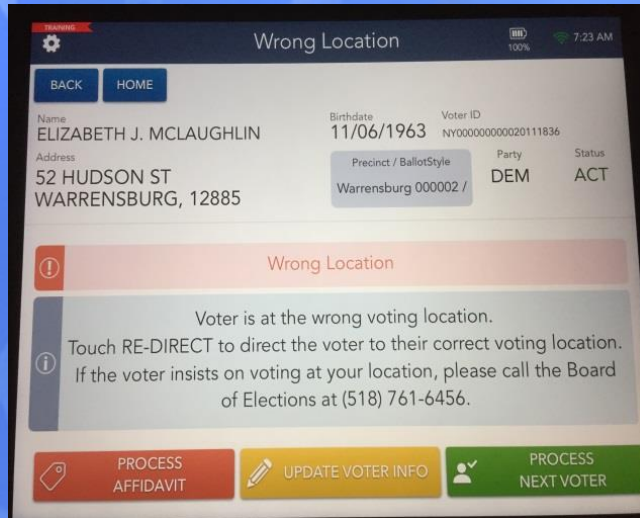
4.) The screen will flip upside down. Once the voter has signed, they will touch **I ACCEPT** to continue.

**REMEMBER: 3
(THREE) BALLOTS
ONLY.**

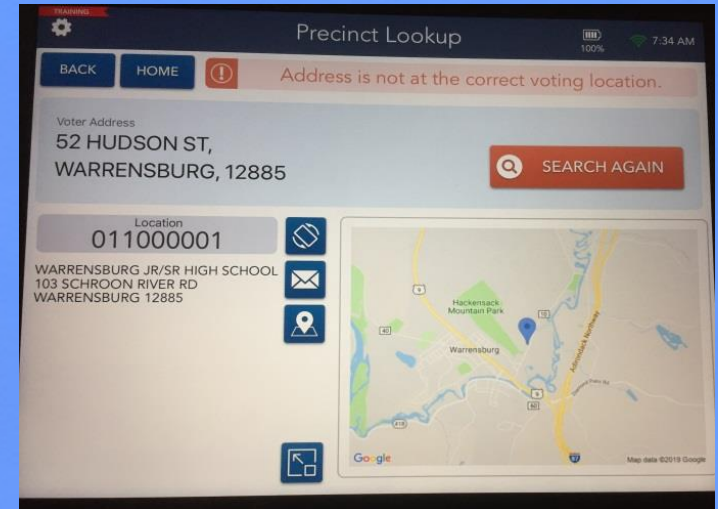
Please contact your poll site coordinator or call the BOE with any questions!

This screenshot shows the signature screen of the 'Spoil Ballot' app. At the top, there's a status bar with a plus icon and a confirmation message: 'confirm I am the voter listed here:'. Below this is a large area for a signature, which shows 'Captain Marvel' written in cursive. To the right of the signature is an 'X' mark. Below the signature area, there's a section titled 'Please sign below'. It contains a green button labeled 'I ACCEPT' and a blue button labeled 'CHANGE LANGUAGE'. To the right of these buttons is a red 'X' icon and a 'CLEAR' button. Below the signature area, there's a section for voter information: 'Name: CAPTAIN MARVEL', 'Address: 3185 O BANNON DR, CORTLAND, 75224', 'Precinct - Spoil / Ballot Style: 11-1 / 19', 'Party: 0', 'Status: ACT', 'Birthdate: 09/18/1988', and 'Voter ID: 1079969885'. At the bottom, there's a yellow button labeled 'SPOIL & REISSUED' and two blue buttons labeled 'HOME' and 'BACK'. The bottom status bar shows 'Voter Signature' and a time of 11:31 AM.

Redirecting a Voter



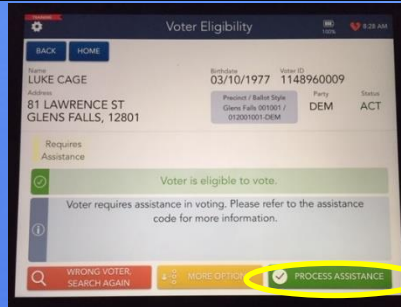
If voter states they have moved into your polling location and you have verified their address. Process an Affidavit Ballot, refer to the Challenge Binder IV



If a voter is in the wrong location, they can be easily redirected right from the Touchpad! Touch **RE-DIRECT VOTER** to continue.

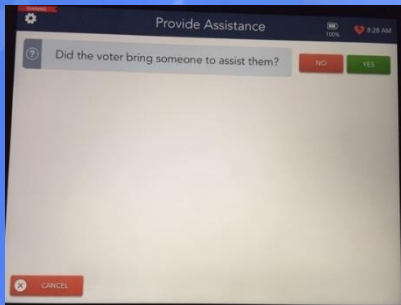
A map will appear and can be sent to the voter using the blue buttons in the center of the screen. These buttons can also be used to email or text polling center information to the Voter. Contact your poll site coordinators or the BOE with any questions.

Voters In Need Of Assistance

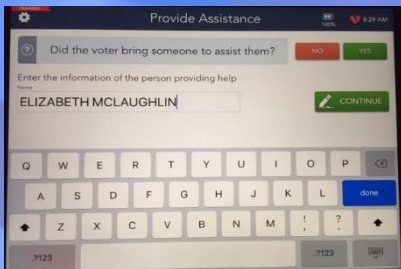


Click the **More Options** then **Request Assistance**

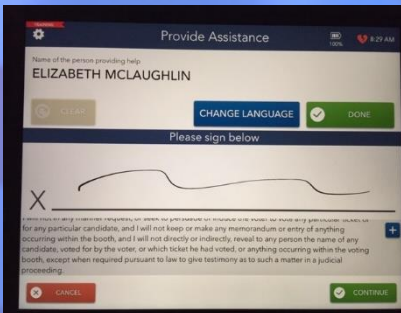
Process Assistance



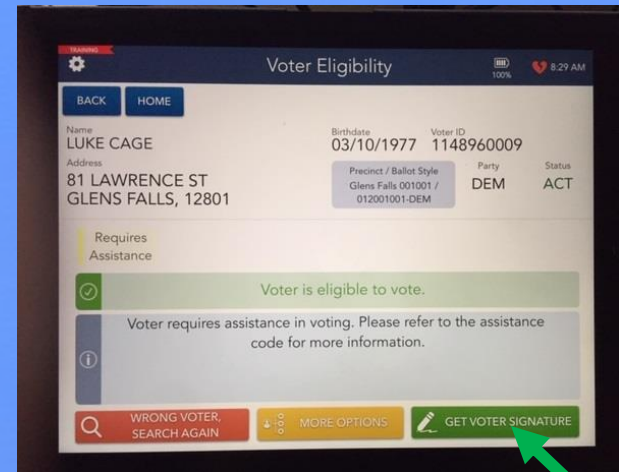
Select the appropriate response.



Follow the prompts on screen. Enter the name of the person assisting voter.




Have assistor read oath and sign.




Process voter as usual.

Closing the Election



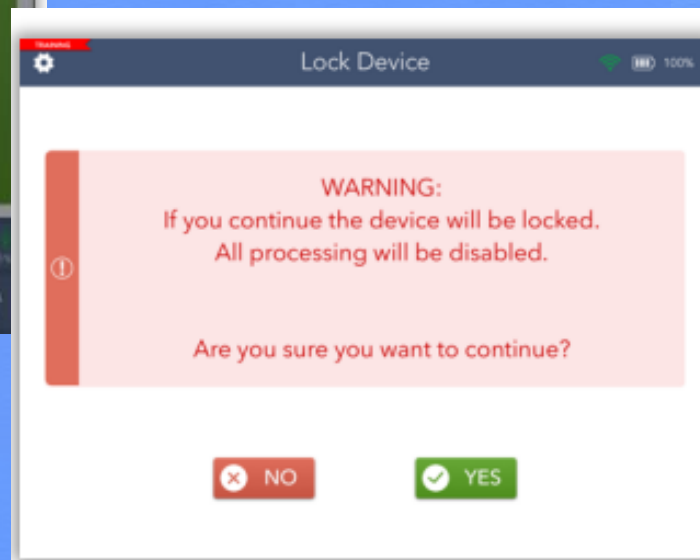
Menu
“Hamburger” 
Button

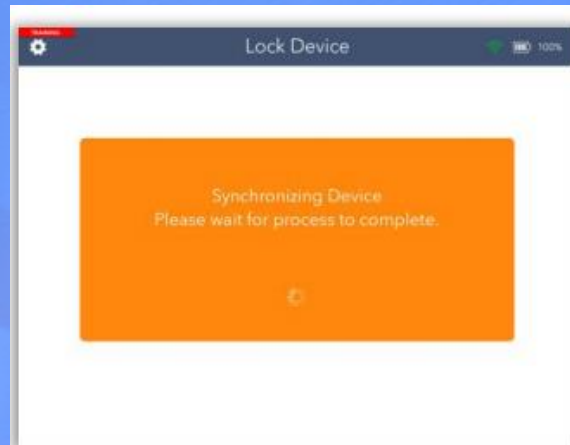
A warning screen will appear. If you are ready to close the election, touch **YES**.

Once the election has ended, it is time to close the election on the e-Poll Book! From the screen, touch the blue  “hamburger” button in the top-right menu and select **LOGOUT**.



Touch **CLOSE THE ELECTION** to begin the closing process.





1.) Enter
 Password #1: **dem123**
 Password #2: **rep123**
 Touch **LOCK DEVICE**.

2.) Wait for e-Poll
 Book to complete
 "Synchronizing
 Device"

**Congratulations, you
 have closed out your
 election!**

If your device has not
 sent all its transactions,
 "Pending" will appear in
 the left-hand corner.
 Do not panic! This is
 normal.

Closing the Election

Complete the rest of
 your end of election
 procedures.