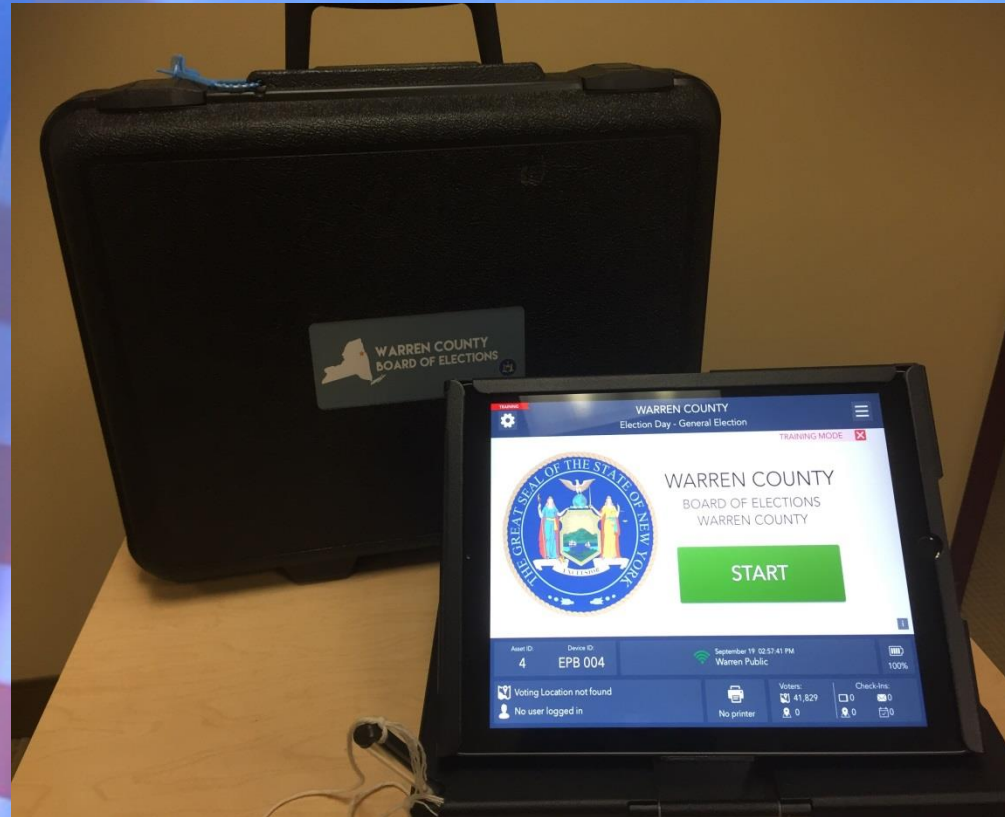# E-Poll Book

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

1340 STATE ROUTE 9
LAKE GEORGE, NY 128455
FAX (518) 761-6480

William VanNess
Republican Commissioner
(518) 761-6458

Elizabeth McLaughlin
Democratic Commissioner
(518) 761-6459

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**	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.
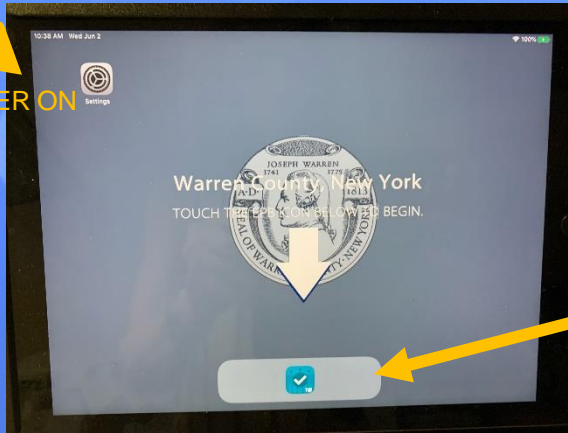Set Touchpad on the table.
Feet down.

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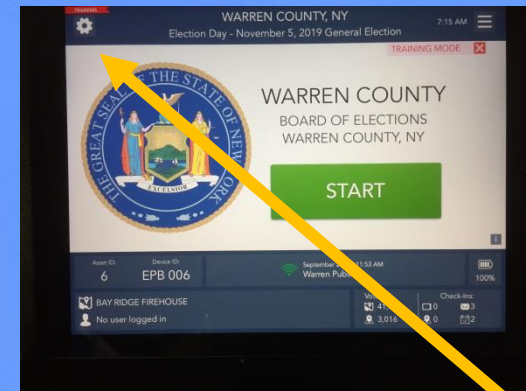
Touch the settings wheel top left corner. Look for **AirBallot Printer** and touch **Select Printer – FIND PRINTER,** be patient it may take a few minutes. Select the printer once it pops up select **SAVE. T**ouch START to begin logging in.

Sign in to unlock the iPad
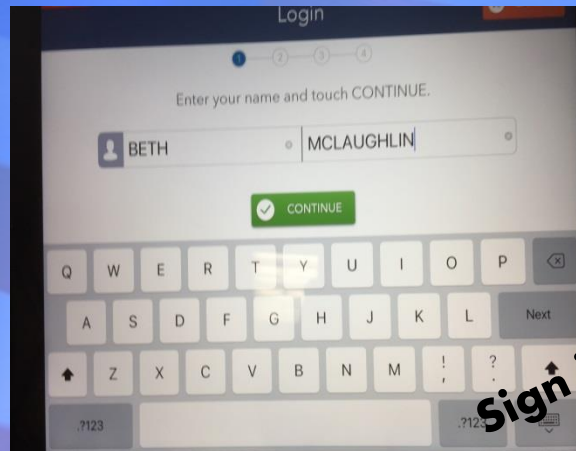
Enter your full first and last name using the pop-up keyboard. Then touch CONTINUE
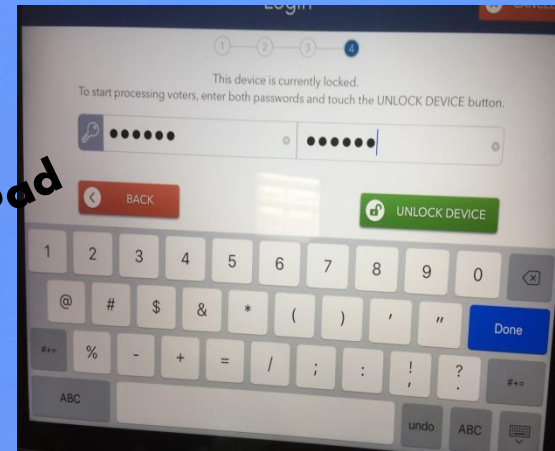
Enter dem123 and rep123 when asked for a password.
Touch UNLOCK DEVICE to continue.
This may take a minute.
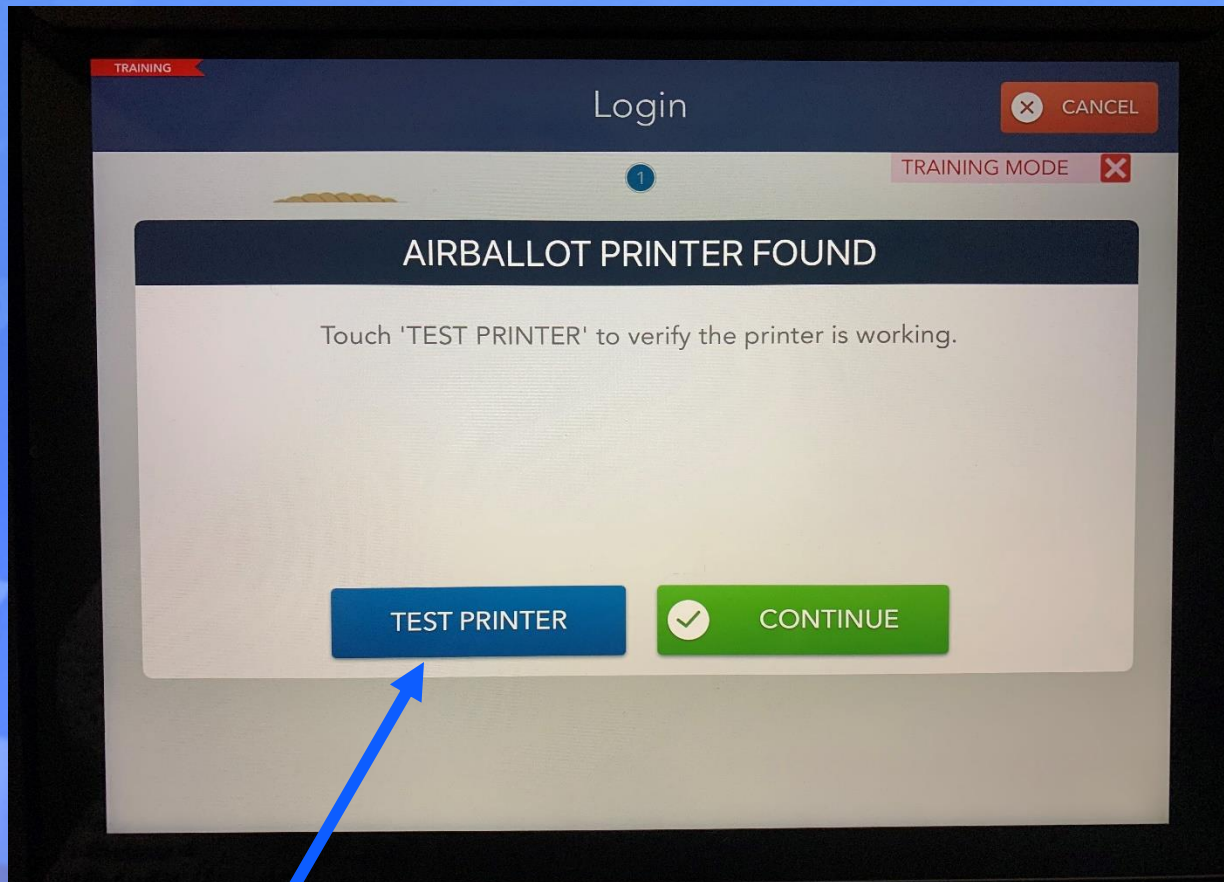
Press TEST PRINTER. A pop up will appear select PRINT.
Wait for test ballot to print.
Tap on screen. Press Continue.

"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
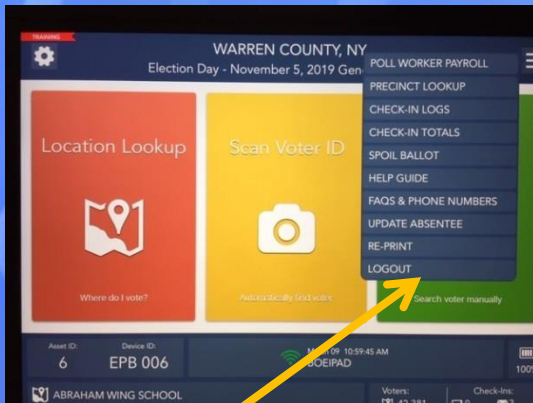
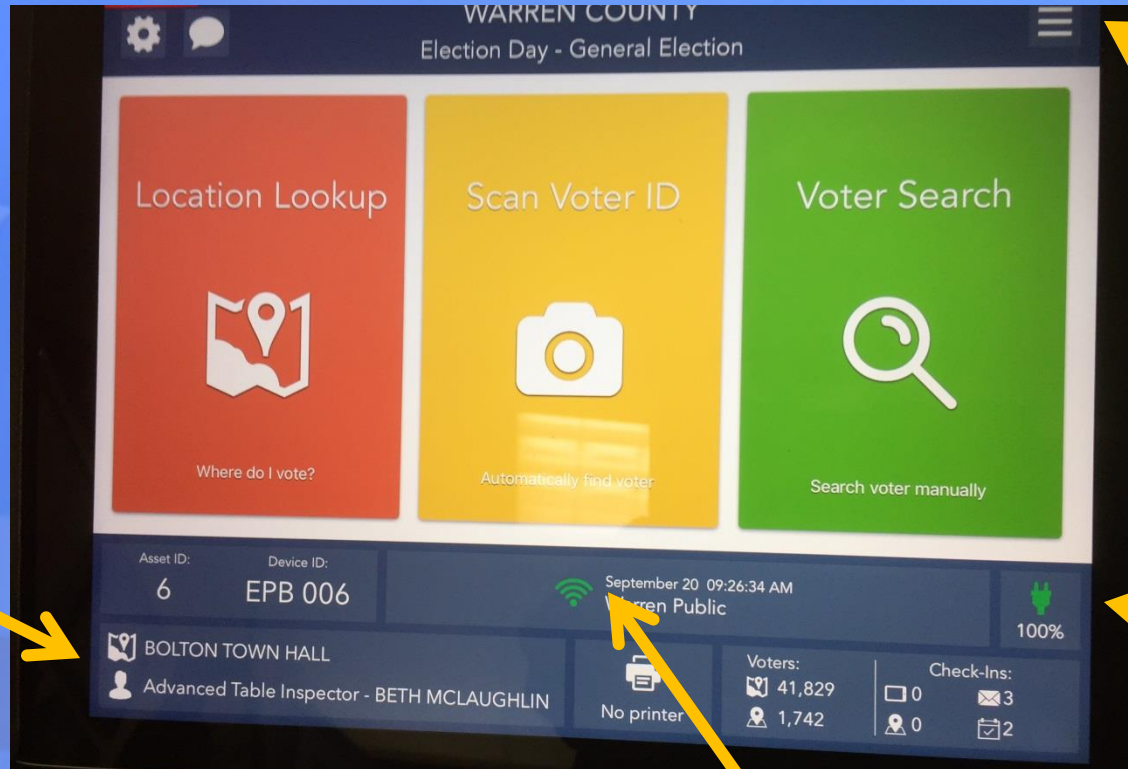Tap on LOGOUT

Tap on LOGOUT TEMPRARILY

No need to TEST PRINTER each time a new inspector signs in.
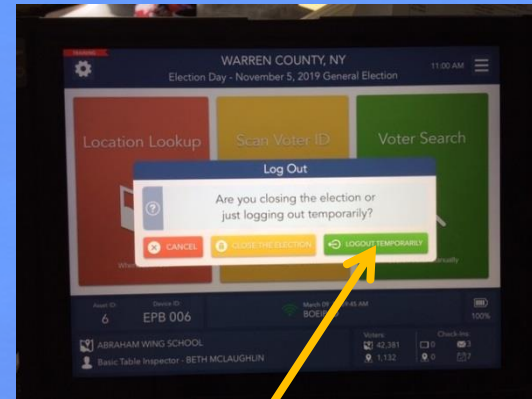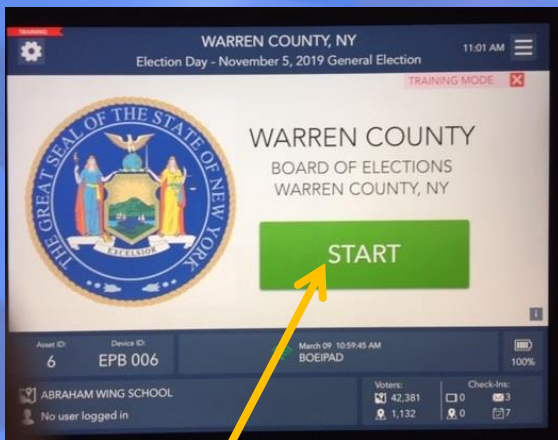
Next person checking in voters
Tap START
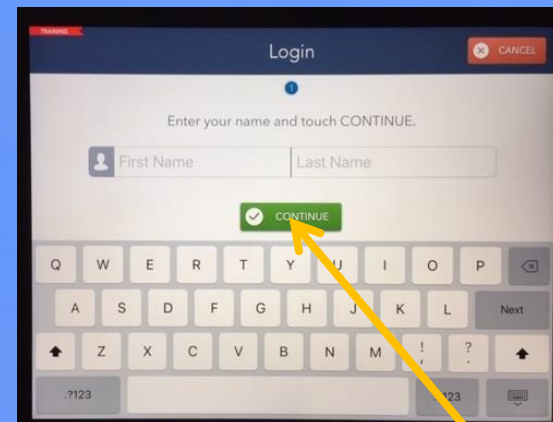
Type in YOUR name
and Tap CONTINUE

The Launchpad-Election Day

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

WARREN COUNTY
Election Day - General Election

Location Lookup
Where do I vote?

Scan Voter ID
Automatically find voter

Voter Search
Search voter manually

Asset ID: 6   Device ID: EPB 006

September 20 09:26:34 AM
Warren Public

100%

BOLTON TOWN HALL
Advanced Table Inspector - BETH MCLAUGHLIN

No printer

Voters: 41,829 / 1,742

Check-Ins: 0 / 3 / 0 / 2

Launchpad Menu
aka: The Hamburger

This is where you go to spoil a ballot

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

Battery status

Connectivity and sideways status
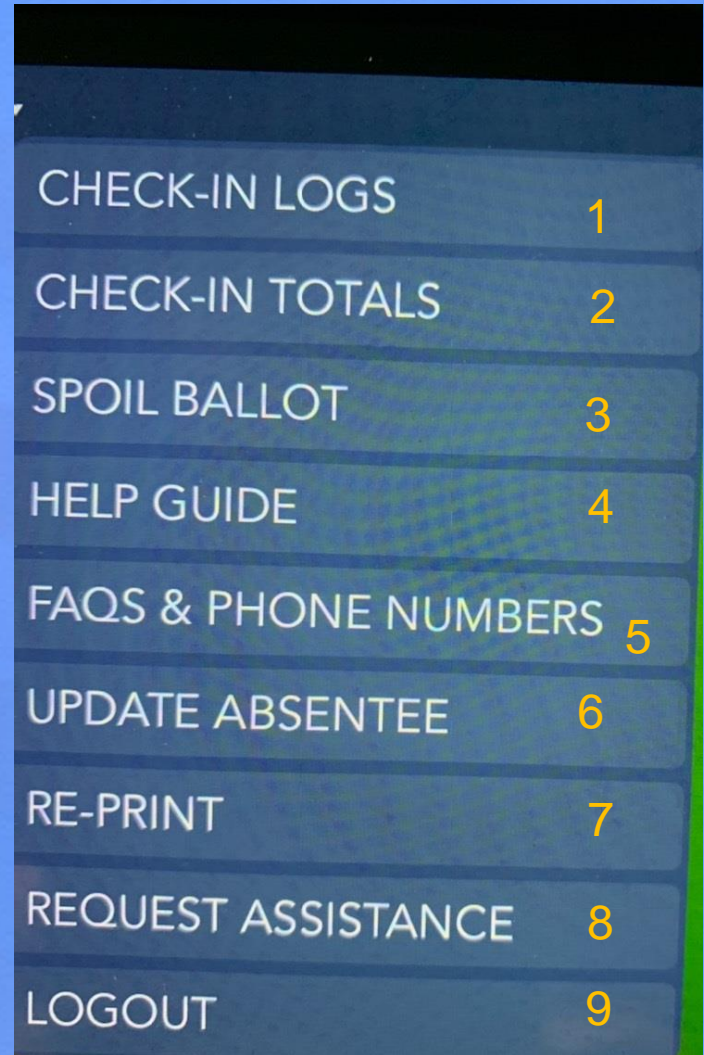
Red, Yellow and Green Search Buttons

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 ANNOUCED

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.==

The "Hamburger" ☰ Menu

Searching for a Voter

Voter Search- Green Button
➤ <mark>Ask the Voter their full name and address</mark> **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.
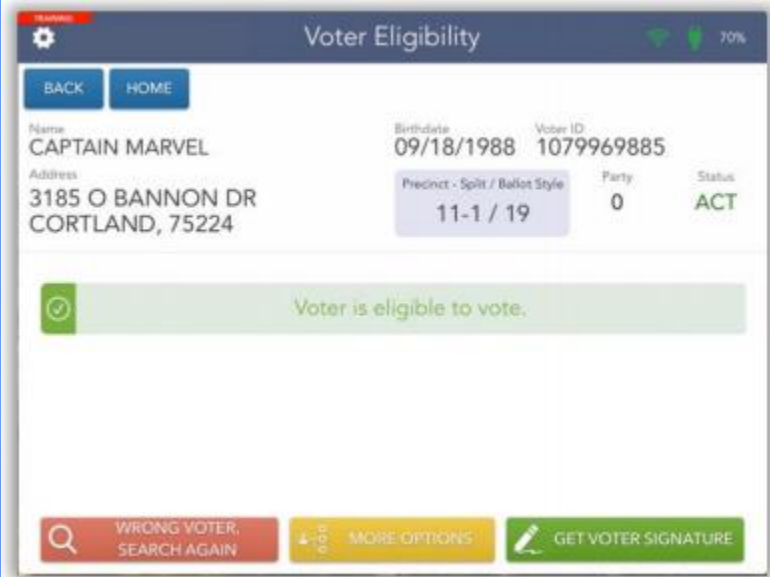
TO SEARCH BY ID/SCAN:
• You MUST RETURN to Home and select the **YELLOW** "Scan Voter ID"
    • A voter may present their **Driver's License** or **Mail Check** card or **Voter Acknowledgement Card,** you may scan the bar code to identify the voter quickly.

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.**

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.

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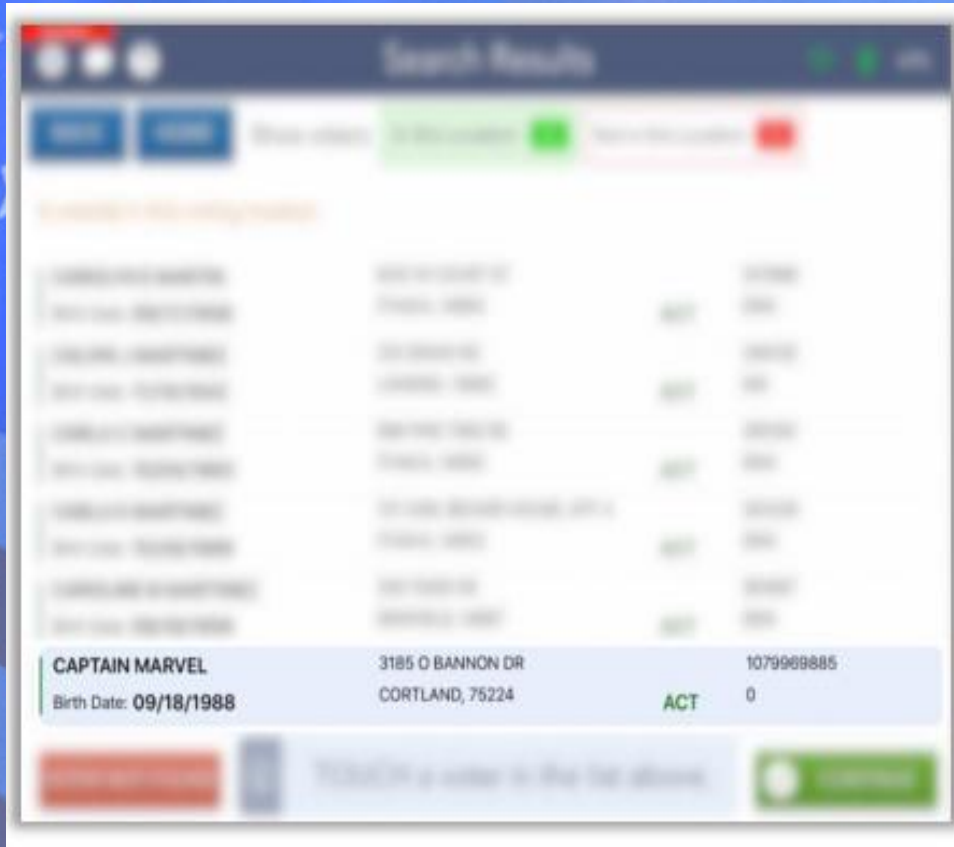
If only one voter matches the search criteria, the Voter Eligibility screen will appear automatically. Continue checking in your voter.

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.

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

Congratulations!
The voter is now fully checked in.
Touch **PROCESS NEXT VOTER** to move
on to the 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

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.
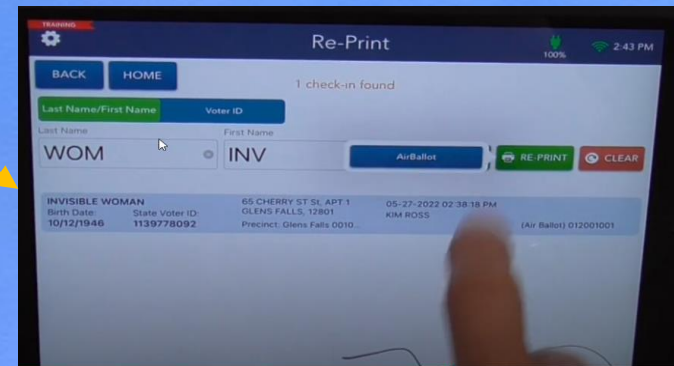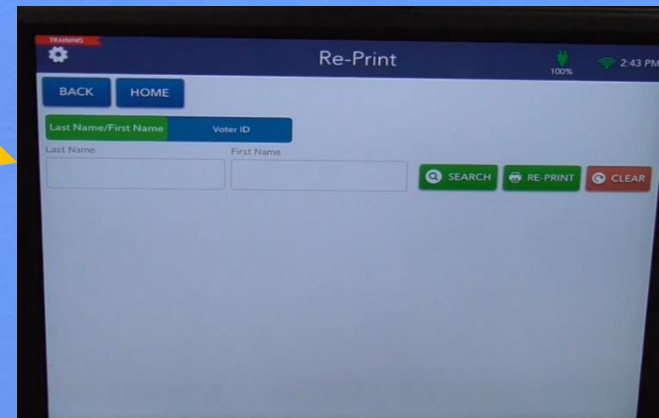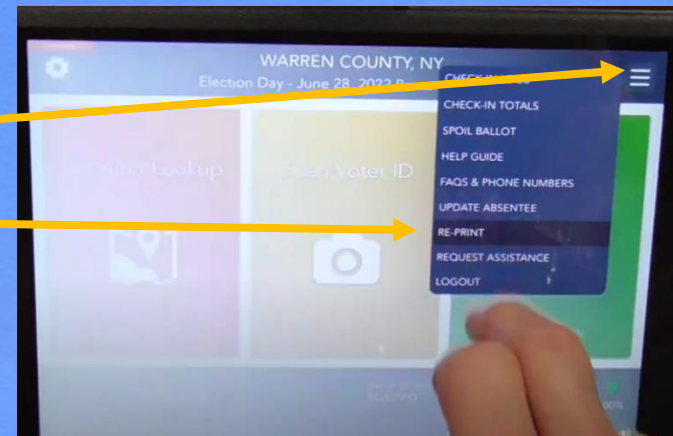
Affidavit Ballot

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

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

Select Process Affidavit

Will default to AIR BALLOT
Select COMPLETE CHECK-IN

pop up will appear Printing Ballot

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.

*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

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

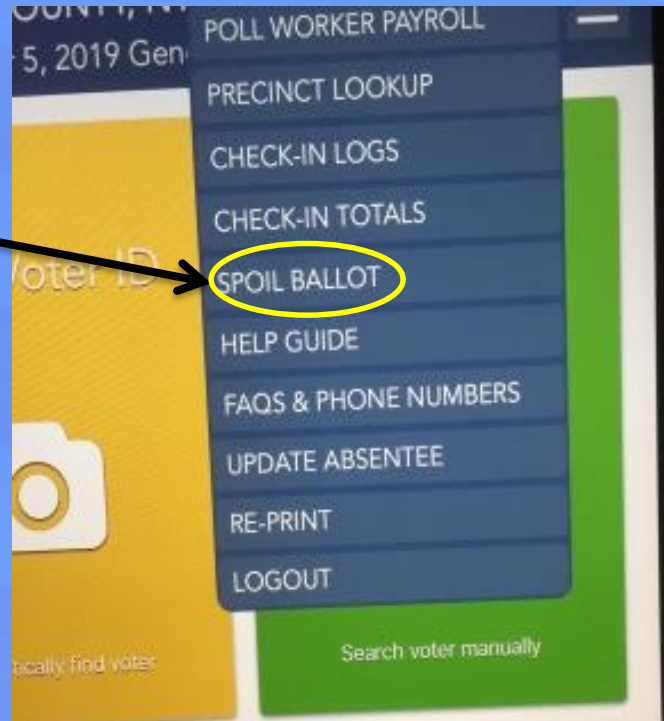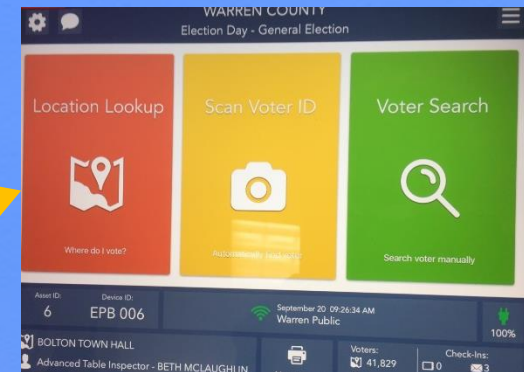If the voter presents one of the choices shown touch the correct ID and process the voter as normal.

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

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.

2.) A window will appear. Select a reason for spoiling a ballot and if you will be issuing a replacement ballot, then select **CONTINUE**.
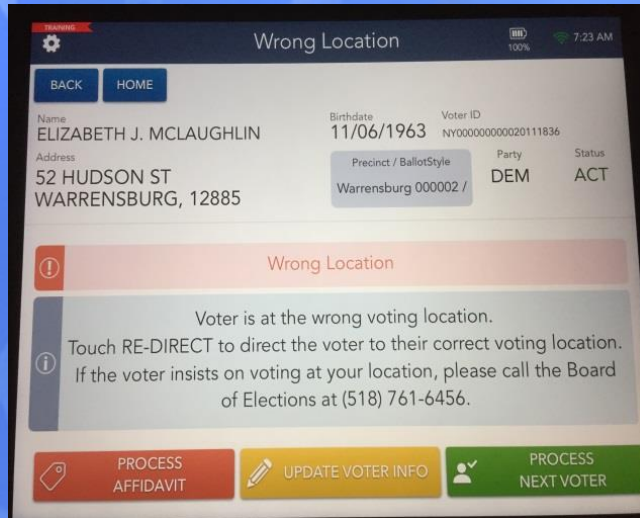
3.) Select either **Yes** or **No** to spoil the ballot

4.)The screen will flip upside down. Once the voter has signed, they will touch **I ACCEPT** to continue.
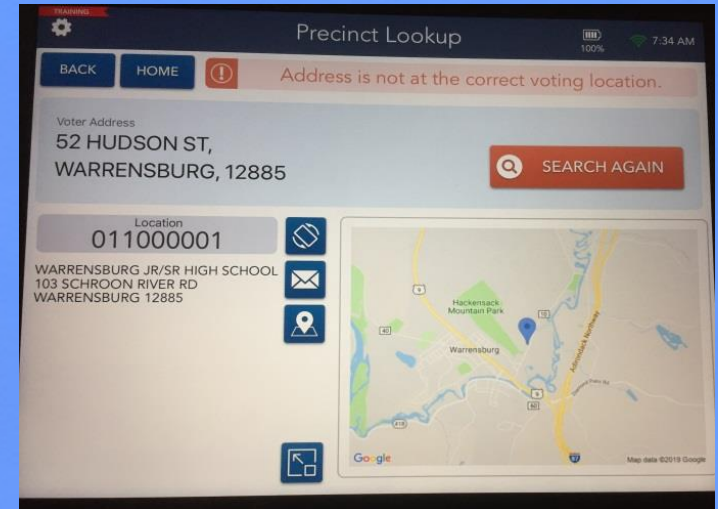
REMEMBER: 3 (THREE) BALLOTS ONLY.

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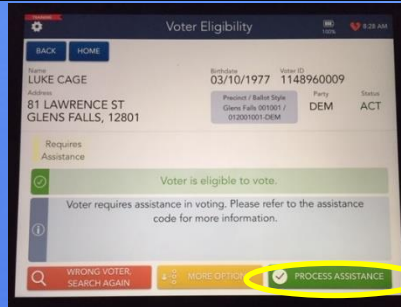
Redirecting a Voter

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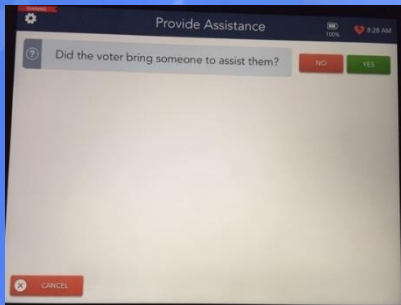
A map will appear and can be sent to the voter using the blue buttons in the center of the screen. These buttons can also be used to email or text polling center information to the Voter. Contact your poll site coordinators or the BOE with any questions.
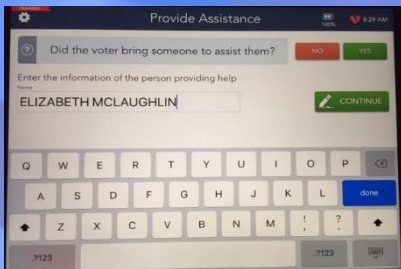
Voters In Need Of Assistance

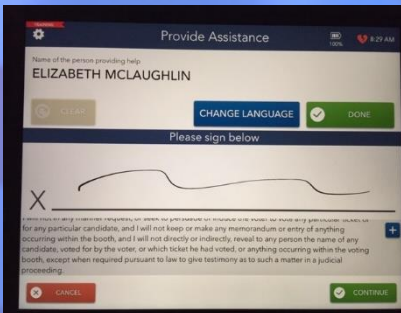Click the **More Options** then **Request Assistance**
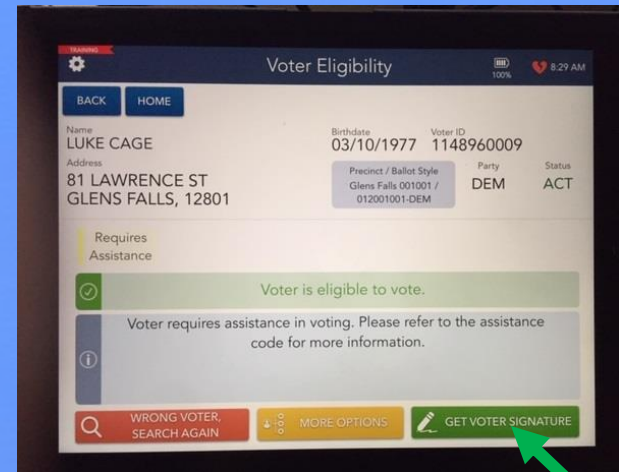
Process Assistance

Select the appropriate response.

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

Have assistor read oath and sign.
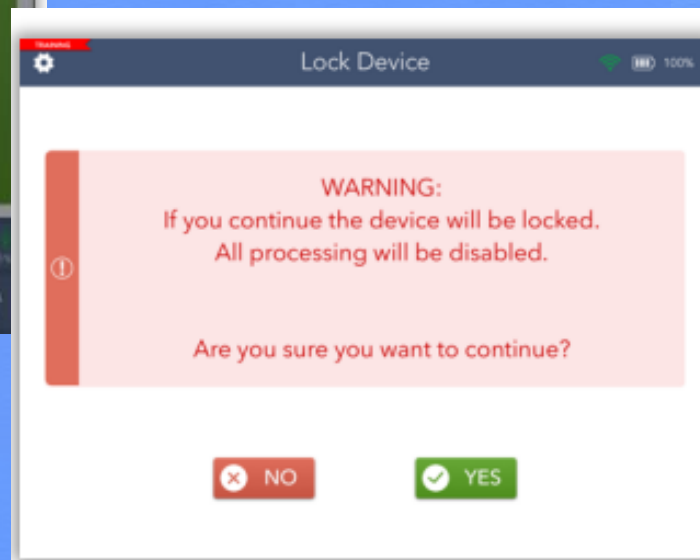

Process voter as usual.

Closing the Election

Menu "Hamburger" ☰ Button

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.

A warning screen will appear. If you are ready to close the election, touch **YES**.
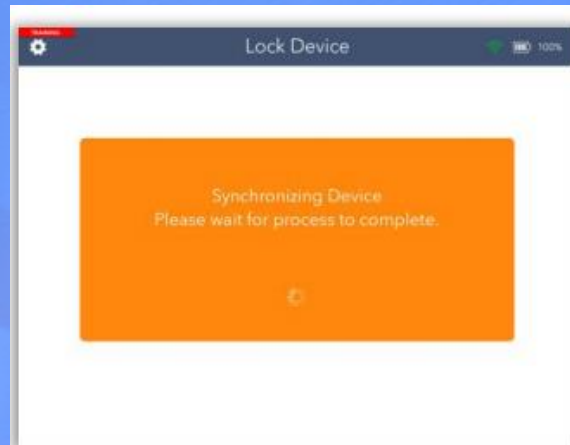
1.) Enter
Password #1: **dem123**
Password #2: **rep123**
Touch **LOCK DEVICE**.

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.