

LAKE COUNTY ELECTION DAY VOTING SYSTEM OPERATIONS MANUAL



**D. ALAN HAYS, D.M.D.,
LAKE COUNTY SUPERVISOR OF ELECTIONS**

www.lakevotes.com

hays@lakevotes.com

Phone: (352) 343-9734

Fax: (352) 343-3605

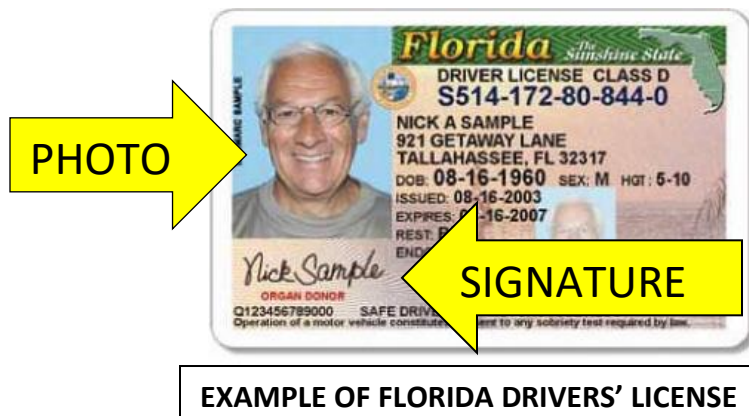
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I. EViD Operator Instructions

This is an overview of the process. Please refer to the EViD Operator Checklist for specific open/close instructions. Checklist is in Appendix.

1. When a voter comes to your line, ask for a form of signature and photo ID (Driver's License works best since it has both). Verify picture ID is the same person standing in front of you. The address does not need to be correct for an ID to be acceptable.




Only the following forms of photo ID are acceptable by law:


- Florida driver license
- Florida ID card issued by the Department of Highway Safety and Motor Vehicles
- U.S. passport
- Debit/credit card
- Military ID
- Student ID
- Retirement center ID
- Neighborhood association ID
- Public assistance ID (Social Security or other social services)
- Veteran health ID card issued by the U.S. Department of Veterans Affairs License to carry a concealed weapon or firearm issued pursuant to section 790.06, Fla. Stat.
- Employee ID card issued by any branch, department, agency, or entity of the federal government, state, county, or a municipality.


2. Find the voter's name using either the date of birth search or ID swipe process.
3. Verify voter's date of birth and check for their name.
4. Ask voter to verify personal (name and address) information on Signature Pad is correct.
 - a. If an address change is needed, direct voter to the Clerk.
 - b. If a name change is needed, direct voter to the Clerk.
 - c. If a voter is Inactive, continue to process the voter.
 - d. If the voter's name does not come up on the EViD, double check the birth date was properly entered. If voter cannot be found, send voter to the Clerk for further investigation.
 - e. Always follow EViD ticket instructions.
5. If everything is current, have the voter sign the Signature Pad connected to the EViD.
6. Compare the signature on the ID to the signature displayed on the EViD screen. The signatures should be similar.
7. If signature is substantially similar, touch Accept Signature. A Voting Pass will print out.
8. Hand Voting Pass to voter. Instruct voter to take Voting Pass to Ballot Issuer at next table.
9. Ballot Issuer will compare the ballot style on the face of the ballot and the Voting Pass to ensure the proper ballot has been issued.
10. Have voter compare the ballot style on the face of the ballot and the Voting Pass to ensure the proper ballot has been issued. For a complete ballot there could be more than one page.
11. Place the Voting Pass in the yellow "cheese box".
12. Give voter these instructions:
 - a. Use the ink pen provided in the privacy booth.

TRAINING MODE
 Voting Pass

Ballot Style: GEN Rep DM 443



Nick 14.0 Beta Systems Test (525)

Precinct: 1A07.2


Reg#: 502746475


Watson IV, David S
 Birth Date: 07/27/1951

100 Meandering Way Ct
 Anytown 12301

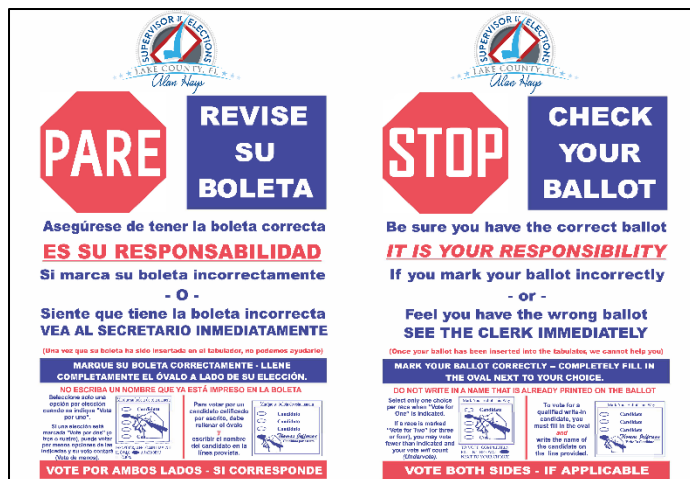


NP
 PP for 1A06 and 1A07 (oride)
 3/28/2014 9:47:51 AM (0E17-1280095)

Voting Pass

- b. Mark their ballot selections by darkening the oval completely next to their choices. No “X”s or “✓” marks.
- c. Make as many selections for each contest as the contest title indicates on the ballot.
- d. If there are any contests on the back of the ballot, tell the voter to vote both sides.
- e. If the voter asks if all contests need to be voted on, simply tell them the contests they skip will not be counted but all that are properly marked will be tabulated.

13. Place the ballot underneath the Secrecy Cover and hand it to the voter.
14. Instruct the voter to proceed to the privacy booth to complete their ballot.
15. If the voter wishes to change any selections, instruct them to see the Clerk for a new ballot. Erasures are not permitted.
16. When complete, the voter should place the ballot under the Secrecy Cover then proceed to the ballot scanner and feed their ballot into the scanner.
17. An election worker must inspect all privacy booths after each voter finishes with their ballot. Check for anything left in the booth such as used sample ballots, fliers, notes or trash and remove them.
18. Watch for any voter who tries to leave the polling place without scanning their ballot. All ballots are to remain in the polling room.
19. During a lull, retrieve the Secrecy Covers from the Technician.



SECURITY COVER

II. Spoiled Ballots

- 1) If a voter makes a mistake or needs to make a change on their ballot, they must be sent to the Clerk for a replacement.
- 2) The voter will place the spoiled ballot in a **Spoiled Ballot Envelope** and seal the envelope. The Clerk will fill out the information on the envelope.
- 3) The Clerk will document this information on the **Spoiled Ballot Log**.
- 4) The Clerk will place the **Spoiled Ballot Envelope** containing the ballot in the large envelope marked for **Spoiled Ballots**.
- 5) Go to the Ballot Issuer table to retrieve a new ballot.
- 6) The Clerk will verify proper ballot style and hand it to the voter.
- 7) Inform the voter that they can only have three attempts to complete.
- 8) Inform the voter to only vote for the number of candidates indicated in the title of the contest.
- 9) Tell the voter to proceed to the privacy booth to complete the replacement ballot.
- 10) When finished the voter proceeds to the scanner to cast the ballot.

Note to Clerk:

A Vote-by-Mail ballot that is turned in (Cancelled) at the polling place is not counted as a Spoiled Ballot and does not need to be logged on the **Spoiled Ballot Log**. This voter can then vote a regular ballot.

Vote-by-Mail ballots cannot be dropped off at the Election Day polling place.

REMEMBER! If a ballot has been scanned and has dropped into the Ballot Box there will not be another ballot issued even if the voter says they made a mistake on the ballot. **Retrieval from the Ballot Box is not allowed.**

III. Found Ballot / Uncast Ballot

If a ballot is found in or around the polling place but not put through the scanner, this procedure should be followed.

1. Bring Found / Uncast ballot to Clerk immediately.
2. Verify that the ballot is not a sample ballot.
3. Verify that it is not a Vote-By-Mail ballot (the ballot will have been folded from being sent through the mail).
4. Once it is determined to be an actual Election Day ballot, collect the ballot and bring it to the Clerk's table.
5. Clerk will place ballot in an envelope marked "Found / Uncast ballot".
6. Envelope will be placed in the Supply Tote.
7. A call must be placed to the Elections Office explaining that a ballot was found.
8. When Clerk drops off supplies, the Found/Uncast ballot must be given to Zone Courier for immediate delivery to the Elections Office.



IV. Provisional Ballots

When a voter comes in to vote, and the EViD has flagged that person to vote a Provisional Ballot, or they have no identification, or they dispute their ineligibility, these steps should be followed.

1. You (as the Clerk or Assistant) have received a **Refer to Clerk** ticket that the voter must vote a Provisional Ballot, or they have presented no identification or insist on voting.
2. Clerk should fill out (in its' entirety) the Provisional Ballot Certificate Envelope and **mark the reason(s) on the back.**
3. The **Clerk and voter MUST SIGN** the Provisional Ballot Certificate Envelope.
4. Once the Provisional Ballot Certificate is completed **the Clerk will input the certificate number into the EViD** and let the voter sign on the signature pad.
5. Once the information has been put into the EViD a **Voting Pass** will print, paper clip (or tape) to Provisional Ballot Certificate Envelope.
6. Give the information stub from the Provisional Ballot Certificate Envelope to the voter. Tell the voter they can call the number on the stub or visit our website to see if their ballot was counted after the election.
7. Complete a Multi-Purpose Form in its entirety. **Make sure voter signs form.** Paper clip Multi-Purpose Form to Provisional Ballot Certificate Envelope.
8. Issue the voter the correct ballot style and the Provisional Ballot Certificate Envelope and Provisional Ballot Secrecy Cover (**do not give the provisional voter a manila folder Secrecy Cover**).
9. Instruct the voter to complete the ballot at the Clerk's privacy booth (always setup booth next to Clerks table). **Inform the Technician that the Provisional Ballot is not to be scanned.** The voter should place the ballot in the Provisional Ballot Secrecy Cover and then place it in the Provisional Ballot Certificate Envelope and seal it.

PROVISIONAL BALLOT VOTER'S CERTIFICATE AND AFFIRMATION (Section 101.048(3) and 101.049, Florida Statutes)	CERTIFICADO Y AFIRMACIÓN PARA UNA PAPELETA PROVISIONAL DEL VOTANTE (Sección 101.048(3) y 101.049, Estatutos de la Florida)
YOU MUST VOTE IN THE PROPER PRECINCT FOR YOUR BALLOT TO BE COUNTED	USTED DEBE VOTAR EN EL PRECINCTO QUE LE CORRESPONDE PARA QUE SU PAPELETA SEA CONTADA
PROCEDURES FOR VOTER TO FOLLOW:	PROCEDIMIENTOS PARA QUE EL VOTANTE SIGA:
<ol style="list-style-type: none"> 1. In front of the Election Official, complete and sign the Provisional Ballot Voter's Certificate and Affirmation. 2. Give the certificate envelope to the Election Official to witness. 3. Election Official will complete the reverse side of the certificate envelope. 4. Vote your ballot in secret, place ballot in secrecy sleeve, place secrecy sleeve and ballot inside the Provisional Ballot Certificate Envelope and seal. 5. The Election Official will issue you your Notice for Provisional Ballot Stub which contains information to track the status of your Provisional Ballot. 6. Election Official will place your ballot in the designated Provisional Ballot pouch and return it to the Election Official for processing. 	<ol style="list-style-type: none"> 1. Delante del Oficial Electoral, complete y firme el Certificado y Afirmación para una Papeleta Provisional del Votante. 2. Entregue el Certificado al funcionario electoral para que atestigüe. 3. La Oficina de Elecciones completará el reverso del Certificado. 4. Vote su papeleta en secreto, introduzca la papeleta en el sobre de confidencialidad y póngala dentro del sobre de Certificado para la Papeleta Provisional y selle. 5. El Oficial Electoral le proveerá su comprobante de Notificación de la Papeleta Provisional el cual contiene información de cómo rastrear el estado de su papeleta provisional. 6. El Oficial Electoral pondrá su papeleta en la funda designada para la papeleta provisional y la enviará a la Oficina de Elecciones para ser procesada.
<p>State of Florida, County of Lake</p> <p>I do solemnly swear (or affirm) that my name is: <u>Tim Johnson</u></p> <p>(Print) <u>Tim</u> <u>Johnson</u> (Last) <u>Johnson</u> (First) <u>Tim</u> (Middle) <u>J</u></p> <p>that my date of birth is <u>01-01-58</u> that I am registered and qualified to vote in Lake County, Florida, that I am registered in the <u>Reg</u> Party, that I am a qualified voter of the county, and that I have not voted in the election. I understand that if I commit any fraud in connection with voting, vote a fraudulent ballot, or vote more than once in an election, I can be convicted of a felony of the third degree and fined up to \$5,000 and/or imprisoned for up to 5 years. Further, by providing my information below, I authorize the use of e-mail, text message, and phone call for the limited purpose of signature and ballot validation.</p> <p>Print Name of Voter <u>Tim Johnson</u></p> <p>VOTER SIGNATURE <u>X</u> <u>Tim Johnson</u></p> <p>Current Residence Address <u>1234 Billing; Ln. Tavares, FL</u></p> <p>Current Mailing Address (if different) <u>N/A</u></p> <p>FL Driver License Number, FL ID number or last four digits of SSN: <u>5000-00-0000-00</u></p> <p>E-Mail Address <u>tim.johnson@myemail.com</u></p> <p>Home Telephone Number <u>N/A</u></p> <p>Mobile Telephone Number <u>731-123-4567</u></p> <p>Voter Comments (including date and place where you registered, if known, responses to challenge or other information): <u>N/A</u></p>	<p>Estado de Florida, Condado de Lake</p> <p>Juro (o afirmo) solemnemente que mi nombre es: <u>Tim Johnson</u></p> <p>(Poner apellido) <u>Johnson</u> (Apellido) <u>Johnson</u> (Nombre) <u>Tim</u> (Nombre) <u>J</u></p> <p>que mi fecha de nacimiento es <u>01-01-58</u> que soy un elector registrado y calificado para votar en el Condado de Lake, Florida, que soy un elector registrado en el Partido <u>Reg</u> que soy un elector calificado del condado, y que no he votado en esta elección. Entiendo que si cometo algún fraude en relación con la votación, o voto una papeleta fraudulenta, o voto más de una vez en una elección, puedo ser condenado por un delito de felonía de tercer grado y multado hasta \$5,000 y/o encarcelado por hasta 5 años. Además al proporcionar mi información a continuación, autorizo el uso de correo electrónico, mensajes de texto y llamadas telefónicas con el propósito limitado de firma y validación de la papeleta electoral.</p> <p>Nombre del votante (Poner apellido): <u>Tim Johnson</u></p> <p>FIRMA DEL VOTANTE <u>X</u> <u>Tim Johnson</u></p> <p>Dirección Actual: <u>1234 Billing; Ln. Tavares, FL</u></p> <p>Dirección Postal (si es diferente): <u>N/A</u></p> <p>Número de licencia de conductor de FL, número de identificación de FL o los últimos cuatro dígitos del Seguro Social: <u>5000-00-0000-00</u></p> <p>Correo electrónico: <u>tim.johnson@myemail.com</u></p> <p>Teléfono (casa): <u>N/A</u></p> <p>Teléfono celular: <u>731-123-4567</u></p> <p>Comentarios del elector (incluya la fecha y el lugar donde se registró, si se conoce, respuestas a objeciones u otra información): <u>N/A</u></p>
<p>Witness of Election Official (Must be completed by Election Official Clerk)</p> <p>FVRS # for this voter: <u>123456789</u></p> <p>Election Date: <u>11-2-27</u> Precinct: <u>38</u> Ballot Style: <u>G038</u></p> <p>Sworn to and subscribed to me this <u>2nd</u> day of <u>November</u> 20 <u>27</u></p> <p>Election Official Clerk Signature <u>X</u> <u>Ron Simpson</u></p>	<p>PROVISIONAL CERTIFICATE NUMBER</p> <p><u>1018</u></p>

Provisional Ballot Certificate Example

V. DS200 Scanner Operator Instructions

1. Make sure the voter's ballot is under the Secrecy Cover before they approach the scanner.
2. All voters **MUST** be allowed to cast a secret ballot. Do not view a voter's ballot.
3. When the scanner is ready for a ballot it will read "Welcome. Please Insert Your Ballot". The Public Count is displayed at the top of screen. On a multiple piece ballot, the public count will only advance on the first page.
4. **For every voter**, make them aware of the public count prior to scanning their ballot. Point out that the public count number will advance by one for every proper ballot cast during Election Day.
5. Simply tell the voter to insert the ballot into the scanner in any direction. The scanner will pull the ballot in and drop it into the Ballot Box. After the voter scans the ballot, they can hand you the Secrecy Cover.
6. Verify the ballot has fallen into the Ballot Box. After each ballot, check the back-viewing window to ensure the ballot has fallen and is not stuck in the back. If there is a ballot stuck in the feed path, usually a simple bump will allow it to fall. In most cases you can hear the ballot drop and hit the bottom of the Ballot Box.
7. If the scanner beeps, use the Secrecy Cover to cover and block your view of the ballot. Read the message then check the following:
 - a) **Is there a ballot jam?** Pull the ballot out gently and let the voter reinsert the ballot straight into the scanner.
 - b) **Is the ballot blank?** The scanner will stop if there is "No Votes Detected on Ballot". The screen will display "Return" or "Cast Blank"

REMEMBER:

Position yourself far enough away from the scanner so there is no way to view a voter's ballot.

Make sure the cardboard catch box (if issued) is in the bottom of the DS200 ballot bin.

Once a ballot drops into bin, regardless of screen message, the ballot should never be retrieved from the bin.

Never allow a voter to scan a Provisional Ballot or a vote by mail ballot.

Ballot”. Allow the voter to decide what action will be taken and to make their selection on the screen.

- i. If the voter presses “Cast Blank Ballot”, the ballot will be dropped in the Ballot Box and the voter is finished.
- ii. If the voter presses “Return”, the ballot will be returned to them. The voter should be directed back to the privacy booths to complete the ballot. The voter can then insert their completed ballot into the scanner.

c) **Are there too many selections on one contest?** The scanner will stop if there are over votes. The screen will display “Accept” or “Return”. Allow the voter to decide what action will be taken and to make their selection on the scanner.

- i. If the voter presses “Accept”, the ballot will be dropped in the Ballot Box and the voter is finished. The over voted contest will not be tabulated. All other contests will be counted.
- ii. If the voter presses “Return”, the ballot will be returned to them. They will go to the Clerk to have that ballot spoiled and a replacement ballot issued to them.

8. When the scanner has an issue, read what the screen has displayed. It will not allow you to feed a ballot until the corrective action is completed and the screen reads “Welcome. Please Insert Ballot”.

- a. **Important:** If the jam occurs past the scanner, read the screen carefully. The display will state if the ballot was read or not. That will determine if the ballot will be re-scanned if not read or pushed through to the Ballot Box if jammed after the ballot was read.

9. When the scanner successfully reads a ballot, the screen will read, “You Are Finished - Thank You for Voting.”

10. All ballots **MUST** remain in the polling place. Always be on the lookout for a voter that has not scanned their ballot and is walking out of the polling place.

VI. Emptying a Full Ballot Box

*Any access to the DS200 Ballot Box will be a two-person process, one of which **MUST** be the Clerk.*

During voting hours, the Ballot Box Access Log (located in the Affirmation Folder) must be filled out prior to opening the Ballot Box door.

- 1) If the public count has reached 500 during voting hours, the Ballot Box will need to be emptied.
- 2) Unlock the Ballot Box and open the door.
- 3) Remove the catch box (if provided) from the Ballot Box of the DS200. Take out and straighten the ballots. The ballots do not need to face the same way. Place ballots in a cardboard box from the supplies (if provided), otherwise place ballots directly into Ballot Transfer Bag.
- 4) Return the catch box (if provided) to the Ballot Box of the DS200.
- 5) Lock the Ballot Box door.
- 6) If provided with a cardboard box, use tape provided in the supplies to seal.
- 7) If provided, store the taped box in the Ballot Transfer Bag.
- 8) After the polls are closed, if provided with a cardboard box, remove tape from the taped box. Place the remaining ballots from the DS200 Ballot Box and place into the same cardboard box. Remember to keep the ballots from each respective DS200 in the corresponding cardboard box or Ballot Transfer Bag. If no cardboard box provided, add remaining ballots to the ones already in the Ballot Transfer Bag.

VII. Procedure for clearing Jammed Ballots

Determine where the ballot jam is located.

Use the **Secrecy Cover** to cover and block the view of a ballot that needs to be removed from a jam.

1. If jam is in the feed path inside the Ballot Box:
 - a. Unlock and open the Ballot Box door.
 - b. Pull ballots from the upper-rear feed path so ballots will fall free into Ballot Box.
 - c. Lock Ballot Box door when jam is cleared.
2. If jam is in the feed path of the scanner:
 - a. Unlock the front scanner door then fold the door down.
 - b. Pull the scanner towards you enough to see behind the machine.
 - c. Grab and hold the ballot so it does not fall directly into the Ballot Box.
 - d. The ballot may simply pull out. (If not, proceed to next step)
 - e. Unlock and lift the cover to access the scanner read head.
 - f. Lift up on the two blue release tabs on each side of the scanner read head.
 - g. Remove jammed Ballot.
 - h. Close and lock back cover.
 - i. Push scanner back into position.
 - j. Fold door back up and lock front of scanner.
3. If jam is between the scanner and Ballot Box:
 - a. Unlock the front scanner door then fold the door down.
 - b. Slide the scanner towards you enough to clear the jammed ballot.
 - c. Slide scanner back into position and relock the front scanner door. Be sure not to pinch the power cord that connects to the back of the scanner.

IMPORTANT!

ALWAYS READ THE
DISPLAY SCREEN FIRST!

Be aware of whether the ballot jammed before it was scanned or after it was read.

It is important to always be aware of the public count before and after a voter has scanned their ballot.

If the public count has advanced by one, it has clearly been tabulated.

If the Ballot Box needs to be opened during voting hours, the Ballot Box Access Log must be filled out. This procedure requires two election workers.

VIII. Procedure for Non-Functional Scanner

1. Call the Technical Help Desk.
2. If your precinct only has one scanner and it is non-functional, cut the permanent seal and unlock the Auxiliary Bin cover so ballots can be inserted.
3. Inform the Clerk of the scanner issue and that there will be ballots in the Auxiliary Bin.
4. Work with the help desk to determine why the scanner is not functioning properly.
5. If scanner becomes operational or is replaced, the Clerk and Technician will scan any ballots placed in the Auxiliary Bin.
6. If it is determined that the scanner needs further attention or is to be replaced, the help desk will dispatch the closest Zone Courier to deliver and help set up a replacement scanner.
7. The Technician will remove the thumb drive from the original scanner and place it in the new scanner. The scanner that needs repair will be returned to the Election Office via the Zone Courier.
8. If the election equipment needs to be removed from the polling place, an **Election Equipment Change of Custody** form in the **Affirmation Folder** will need to be filled out to document all serial number changes including the new scanner serial number.
9. The Clerk will document the occurrence on the **Incident Report Form**.

Important Notes

If you have 2 scanners use the working scanner until Tech Help arrives.

Always be aware of the public count and what the screen has displayed.

If for any reason the Clerk and Technician cannot scan a ballot(s) after the scanner has been repaired/replaced any voted ballots that are contained in the Auxiliary Bin will be placed in the bottom trunk of the Ballot Transfer Bag. When finished with the polling place close down, the Ballot Transfer Bag will be delivered directly to the election's office by way of the Zone Courier.

IX. DS200 Startup / Shutdown

DS200 Startup

- ☐ 1. Using the “Precinct Report Form”, **verify and remove the two security seals.** (Top hatch and Ballot Box) The Auxiliary Bin will remain sealed.
- ☐ 2. Assist the Clerk to remove the ballots and any other supplies from the Ballot Box.
- ☐ 3. **Unlock and open the back door** that holds the power cord. Plug in to a wall outlet. This door will remain open while the scanner is plugged in all day.
- ☐ 4. **Open the top latches** to gain access to the DS200 scanner. Push down on top to ease turning the key.
- ☐ 5. **Unlock the screen** on the DS200 and raise the LCD screen. The scanner should power up automatically. This will take a couple minutes. If your DS200 does not power up automatically, unlock the access door covering the power button -- Press the power button to turn on the DS200. The DS200 will take a couple of minutes to initialize. The scanner will then print a Configuration Report.
- ☐ 6. **Enter the Election Code** (we will provide the code in your folder and/or Clerk Binder).
- ☐ 7. On the next screen press **Open Poll**.
- ☐ 8. The Ballot Status Accounting Report prints automatically after the Configuration Report and Zero Totals Report. Any Election Board member can sign the Zero Totals Report. Place (signed) tapes in labeled Ziploc bag.



- ☐ 9. After the reports finish printing, press **Go to Voting Mode** to continue opening polls.
- ☐ 10. You are now ready to begin scanning ballots.
- ☐ 11. Check screen for ballot issues or system messages and errors.

END OF DS200 STARTUP

DS200 Shutdown

- ☐ 1. Open the access door and press the **Close Polls** button.
- ☐ 2. Press the **Close Polls** button on the screen. Then the system will automatically print the results reports.
- ☐ 3. On the next screen select **Begin Modem Process**.
- ☐ 4. The scanner will attempt to connect to the server and will show on the screen when it is connected.
- ☐ 5. When the results have been sent successfully **press OK**.
- ☐ 6. **Call the Tech Help Desk** to verify results were received.
- ☐ 7. Select **Finished – Turn Off**.
- ☐ 8. **Remove the USB thumb drive** when the Power light is off.
- ☐ 9. Election Board will **sign all signature lines** on results tapes.
- ☐ 10. Tear results report under first set of signature lines. **Retain top portion** for Precinct Report Form accounting.
- ☐ 11. Tape bottom signed portion of results report to front entrance of polling place.
- ☐ 12. Place the tape in the **Ziploc bag** along with the other printed reports.
- ☐ 13. Assist the Clerk with removing all voted ballots from the Ballot Box. Place them in the properly marked black ballot bag and seal. The serial number

Tips for the day

Station yourself close to each scanner and instruct each voter to feed the ballot in the scanner in any direction. For a multiple piece ballot scan the first piece then the second.

Point out the public count number to each voter. Inform the voter it will advance by one when the ballot is scanned. For a two-piece ballot both pieces must be scanned.

Explain any messages that appear on the screen. Allow the voter to make the decision to return ballot or cast ballot as marked. Technician shall not press any on screen buttons for voter.

of the DS200 will be on the tag. Sign and record the public count on the black transfer bag tag. Have the clerk sign the tag also.

- ☐ 14. After ballot accounting, place all unused ballots back in the cardboard boxes. Then, place them back in the Ballot Box.
- ☐ 15. Return all Secrecy Covers and extension cords to the Ballot Box.
- ☐ 16. When complete, lock and seal the scanner and Ballot Box. Lock the back door that houses the power cord. Document the numbers on the **Precinct Report Form**.

Election Day Techs

Election Results Transmission Failure Protocol

1. After attempting to transmit results without success, move your DS200 to a different area in the polling room and attempt to transmit again.
2. Repeat the attempt to transmit from different areas within the polling room or polling building.
3. If this has not resulted in a successful transmittal, a phone call will need to be placed to 352-253-1445 (Tech Helpline). Do not wait longer than 20 minutes after your first transmittal attempt to place the call.
4. You will be directed to transport a sealed Ziploc bag containing the thumb drive(s) to the same Zone Supply Drop Off location as where your Clerk is to deliver their election supplies (DO NOT WAIT FOR CLERK TO LEAVE). You will meet a Zone Tech at the Zone Supply Drop Off location to transmit from that location.

This action should be noted in the comments section of the Precinct Report Form along with the seal number used for the thumb drive Ziploc bag.

This is a procedure that is mission essential and must be completed in a timely fashion. **DO NOT WAIT LONGER THAN 20 MINUTES AFTER FIRST TRANSMITTAL ATTEMPT TO CALL THE TECH HELPLINE.**

If there are any questions, please feel free to contact Election Central at any time.

END OF DS200 SHUTDOWN

X. ExpressVote Startup / Shutdown



ExpressVote Startup – ExpressVote **MUST BE SETUP AT EACH LOCATION**

- ☐ 1. After removing the seal from the ExpressVote carry bag, set up the ExpressVote. Preferably this should be on a table. **Plug it into a power outlet.**
- ☐ 2. Position the ExpressVote in a location to offer privacy in the polling place and setup the privacy screen.
- ☐ 3. **Plug the small circular end of the power cord into the port** on the back of the ExpressVote. Flat side up.
- ☐ 4. Plug the male end of the cord into the wall outlet.
- ☐ 5. Have the headphones available next to the machine.
- ☐ 6. Verify the navigation pad is attached to the side of the machine.
- ☐ 7. **Unlock the security access door** on the side of the machine using the DS200 keys.
- ☐ 8. Verify that the **thumb drive** is installed, and verify the switch is on **Voter** mode, verify the navigation pad is plugged in.
- ☐ 9. **Turn the power switch to the on position.**
- ☐ 10. **Close and lock the security access door.** The screen will light up and start to load.



Headphones

- ☐ 11. Apply security seal to the security access door. There is a place to apply a security seal at the base of the security access door.
- ☐ 12. A screen will read Insert Media/Calibrate. Please do not touch the screen until the Enter the Election Code screen comes up.
- ☐ 13. **Enter the Election Code** (we will provide the code in your folder and/or Clerk Binder) on the next screen.
- ☐ 14. On the next screen, **Verify the Precinct** number is correct, and touch **OK** at the bottom of the screen.
- ☐ 15. Now the ExpressVote is ready for the first voter.
- ☐ 16. If ExpressVote is used, encourage other voters to use as well.

END OF EXPRESSVOTE STARTUP

ExpressVote Shutdown

- ☐ 1. After polls close and last voter votes, **retrieve the Access Door Key.**
- ☐ 2. **Cut security seal** from **security access door**, and place in labeled Ziploc bag.
- ☐ 3. **Unlock the access door** and flip the power switch to **off**.
- ☐ 4. Once the ExpressVote is in the off position, the thumb drive may be removed and placed in the labeled Ziploc Bag.
- ☐ 5. Keep the keypad connected, **close and lock the access door and remove the key.**
- ☐ 6. Unplug the headphones if used. **Unplug the power cord** from the wall outlet and remove it from the machine. Place the ExpressVote and all items in the carry case. Place unused ballot cards in ExpressVote carry case as well.

END OF EXPRESSVOTE SHUTDOWN

XI. Voting Process for ExpressVote

- ☐ 1. Voter is first checked in at an EVID station.
- ☐ 2. Tech collects Voting Pass and uses it to input info for correct ballot. When completed give **Voting Pass** to Clerk
- ☐ 3. Tech begins by going to the ExpressVote. “To begin voting insert your card” should be displayed on the screen.
- ☐ 4. Insert an unmarked ExpressVote ballot card into the input slot.
- ☐ 5. When the **Precinct Selection: Search** screen appears, select search to view a list of all the available precinct choices.
- ☐ 6. Select the correct precinct on the **Precinct Select: Results** screen.
- ☐ 7. If the selected precinct has a single ballot style the system displays the Confirm Selections screen.
- ☐ 8. If the selected precinct has multiple ballot styles, the system displays the ballot style selection screen.
- ☐ 9. Select the correct ballot style (see Voting Pass for information).
- ☐ 10. On the Confirmation Selections screen, examine your precinct and ballot style choices. If selections are correct, select **Activate** to activate the ballot on the ExpressVote.
- ☐ 11. If applicable, select a **Language** if multiple languages are available.
- ☐ 12. The voter begins at this point. The voter may use the buttons at the bottom of the screen to access display options and navigate the screen (**Previous, Zoom, Exit, Contrast, and Next**).
- ☐ 13. Select a candidate or contest choice by touching the oval or anywhere on the line.
- ☐ 14. The selection will be highlighted in yellow, and a check mark will appear next to your selection.
- ☐ 15. To change a selection, simply touch the new choice.

- ☐ 16. For “multiple vote for” contest, simply de-select the incorrect choice and touch new choice.
- ☐ 17. A “Write In” option may be available, if voter desires to write in a candidate simply use the onscreen keyboard to input.
- ☐ 18. Under-votes will be identified, and voter will be informed.
- ☐ 19. The ExpressVote will ask the voter to **Verify Selections**.
- ☐ 20. Upon completion of all contest selection(s) the ExpressVote prints the ballot. The ballot is brought to the DS200 for tabulation inside of a Secrecy Cover.
- ☐ 21. **To cancel a voting session** (voter leaves the precinct and decides not to vote), the Tech must touch the top left corner of the screen (the blue area on the top of the screen-no button is present but it is an active area). Then follow the screen instructions to end the session.
- ☐ 22. The Express Vote is now ready to accept the next voter.
- ☐ 23. If ExpressVote is used, encourage other voters to use as well.

XII. Voter Information Updates

- ❑ If a voter receives a **Refer to Clerk** ticket you can update the following at the Clerk's station:
 - Name Changes
 - Address Changes
 - Signature Updates

**ANY VOTER UPDATE MUST BE
DOCUMENTED WITH A FULLY
COMPLETED AND SIGNED
MULTI-PURPOSE FORM.**

- ❑ If a voter has moved from another Florida county where they were properly registered:
 - Call the SOE Office, they will transfer the voter's record to Lake County. This will take a few minutes.
 - Complete a Multi-Purpose Form while waiting for the information update.
 - When information is updated, you will be able to process voter as normal.

XIII. CLERK OPENING PROCESS

- ☐ 1. Be at the assigned precinct by 6:00 am.
- ☐ 2. Remove supplies that are needed from supply tote.
- ☐ 3. Setup Verizon Jetpack MIFI located in Clerk's EViD case and setup and start Clerk EViD. Leave on Clerk's table all day.
- ☐ 4. Delegate and help set up all voting equipment, tables and chairs.
- ☐ 5. Retrieve the Precinct Report Form (PRF) from the Clerk's binder and verify the correct seal numbers are still intact on the DS200, ExpressVote, and EViDs before the Technician starts the opening process. Keep ALL USED SEALS – place all seals in labeled Ziploc in supply tote.
- ☐ 6. Remove all ballots, extension cords, and Secrecy Covers from the DS200 Ballot Box. Make sure you have the correct ballot styles and numbers that were delivered to your precinct as stated on the PRF.
- ☐ 7. Compare the sample ballot information to the Election Day ballots (candidates, referendums, charter amendments, if applicable). **NOTE: Sample ballot is on top on Election Day ballots, compare the information only, not the style number.**
- ☐ 8. Make sure the Poll Deputy displays all issued precinct signs for passing motorists. The Poll Deputy uses the 150' No Solicitation Zone Aerial Image found in Clerk Binder to familiarize and mark (if appropriate) where the 150' zone is located.
- ☐ 9. Delegate the Election Workers to set up tables for the voter check-in and EViD setup.
- ☐ 10. Make sure all posters and sample ballots are displayed on tables so voters can see them as they approach the check-in tables.
- ☐ 11. Make sure EViD operators are familiar with the check-in process and EViD Voting Pass process (Election worker gives Voting Pass to voter, then sends voter to Ballot Issuer).

- ☐ 12. Remove EViDs from cases and setup for operation. See EViD Checklist for step by step setup instructions. Check seals to PRF.
- ☐ 13. Make sure ballot issuers are familiar with looking at the EViD Voting Passes for the ballot style to determine the correct ballot to give the voter. The used EViD Voting Passes will be kept in a yellow container (Cheese Box) at the ballot issue table. The Ballot Issuer will verify the ballot style on the EViD Voting Pass. Display EViD Voting Pass and correct ballot allowing voter to verify before handing to him or her.
- ☐ 14. Verify all workers have signed payroll sheet. Administer the oath for all Election Workers except the Poll Deputy. Oath is located on the top portion of the payroll sign in sheet. Keep the payroll sheets in the Clerk Binder for safe keeping.
- ☐ 15. Sign the zero tapes from the DS200(s) then place them in the Ziploc bag provided for safe keeping. You will find the Ziploc bag for the tapes in the supply tote. You will also need this Ziploc bag after closing for the results tapes, and thumb drive(s).
- ☐ 16. Once the polls open at 7:00 am the Technician will be the DS200 and ExpressVote operator.
- ☐ 17. Verify all equipment is setup and operational before 7:00 am (EViDs, ExpressVote, DS200, etc.).
- ☐ 18. Clerk utilizes personal cell phone time and announces polls open at 7:00 am.
- ☐ 19. The Poll Deputy should suggest to approaching voters to have their photo and signature ID ready when they get to the check-in table. A driver's license is the best form of ID.
- ☐ 20. Throughout the day start delegating tasks to prepare for closing the polls at 7:00 pm.

XIV. CLERK CLOSING PROCESS

- ☐ 1. Once the Tech is finished closing and transmitting the results from the DS200(s) the thumb drive(s) will be removed and placed in the same Ziploc bag with the DS200 tapes and ExpressVote thumb drive. This Ziploc bag will be placed in the supply tote.
- ☐ 2. **EViD thumb drives will be pulled after each machine is shut down**. Cut the seal and place them back in a large labeled Ziploc bag and place in supply tote.
- ☐ 3. **Shut off Verizon Jetpack MIFI and repack in box. Place packed box in supply tote**.
- ☐ 4. Remove all voted ballots from the Ballot Box and place them in the black Ballot Transfer Bag (top compartment). Voted but unscanned ballots are to be placed in the bottom trunk section of the black Ballot Transfer Bag. Place a seal on the bag to secure them for transport and document the number on the PRF Section 7.
- ☐ 5. Repack all **unused** ballots into the same cardboard box they came out of. Place the cardboard box, Secrecy Covers, and extension cords back in the DS200 Ballot Box and seal.
- ☐ 6. All EViDs should be repacked with all power cords, signature pads.
- ☐ 7. All privacy booths should be disassembled and placed on the pallet as they were found in the morning.
- ☐ 8. Any Provisional Ballots used will be kept in the blue Provisional Ballot Bag. Seal the bag and document the number on the PRF Section 7 then place in the supply tote.
- ☐ 9. Clerk must complete Precinct Report Form.
- ☐ 10. Make sure when packing up, verify the items on the “Receipt for Election Supplies” go into the supply tote. All these items will be marked with bright stickers that say, “Return to Supply Tote.” Take a quick inventory before you seal the

NOTE:

Clerks should delegate some tasks to ensure timely completion of duties after the polls close. All polling places are different; this list will help with closing the polls. Clerk will use personal cell phone for announcement of close of polls.

supply tote for transport. Keep ALL USED SEALS – place all seals in labeled Ziploc in supply tote.

- ☐ 11. Remember to bring ExpressVote, supply tote (including Provisional Ballot Bag), trifold signs, and black Ballot Transfer Bag to Zone Supply Drop Location.
- ☐ 12. If you were issued a key to your polling place, make sure to put it in the top tray of the supply tote. Support staff will need the keys before 7:00 am the next morning to pick up equipment.
- ☐ 13. Assign Election Workers to do a general cleanup of the polling place and return everything to the original condition prior to the election. Tables, chairs, food, garbage, etc.
- ☐ 14. Make sure all precinct signs, cones, and posters are picked up from outside.



END

XV. EViD Name and Address Changes

Precinct clerks can change a voter's name in the system, replacing the name on file with the name on the voter's ID. They can also make changes to the voter's residential address.

Note: A Refer to Clerk ticket is printed in Inspector mode if a voter requires a name or address change.

Only persons voting in the current election—either by regular ballot or by Provisional Ballot—can change their name and address via Fast Voter Check-in. If the voter is not eligible to vote in this election and they decline to vote provisionally, any name or address changes you make will not be saved in the system. An ineligible voter requiring any changes should fill out a Multi-Purpose Form.

If you do not already have this dialog displayed, here's how to bring it up:

1. Search for the voter using ID swipe or Date of Birth lookup.
2. On the **Name and Address Verification** dialog, touch **No**.
3. Touch the **Name/Address Change** button.

The screenshot shows the EViD interface for a voter named Watson, Athansia P. The dialog is titled "Main Street Church" and "1". It includes a "Verify Voter Information" link. The voter's registration number is 503443570. The residence address is 76455 Broadway, Anytown, FL 32301. The date of birth is 06/27/1964, gender is Female, race is White, and party is Npa. The registration date is May 6, 1996. The status is 1(A) Active Voter. The voter's location in the precinct register is Prc = 5, Style = G1. There are two buttons: "Name/Address Change" and "Wrong Voter". The bottom of the screen shows "CBLK1" and "Voting Passes: 0".

4. Make the necessary changes and then touch **OK**.
5. Ask the voter to sign the signature pad.
6. Touch **Accept Signature**.
7. On the **Verify Voter Information** dialog, touch **Name/Address Change**.

Name and Residential Address Changes

To change a voter's residential address:

1. On the **Enter Voter Information** dialog, enter the voter's updated name, address, or both.

Name and address changes are made on the **Enter Voter Information** dialog.

-Enter Voter Information-

Last Name		Style	First Name		Middle Name	
Watson			Athansia		Preston	
Nbr	Suf	Dir	Street Name	Type	Dir	Suf
76455			Broadway			
City Name		Zip Code		+ 4		
Anytown		32301				

Buttons: Find Address, Clear Address, Change Mailing Address, OK, Cancel

- Touch **Find Address** to narrow down the exact residential address for the voter.
 - If the voter's address has changed, you can easily clear all the address fields on the dialog by touching **Clear Address**.
2. Touch **OK** when all the information is updated. The system will then verify that the address is a valid residential address in your county.
 - **If the address is valid**, a voting certificate will print, indicating that the voter's name or address has changed.
 - **If the address is invalid**, you will see a message to that effect. Touch **No** to return to the **Enter Voter Information** dialog and verify with the voter that the address you entered is correct. If the system still will not accept the address, consult the Supervisor of Elections office.

Searching for a Residence Address

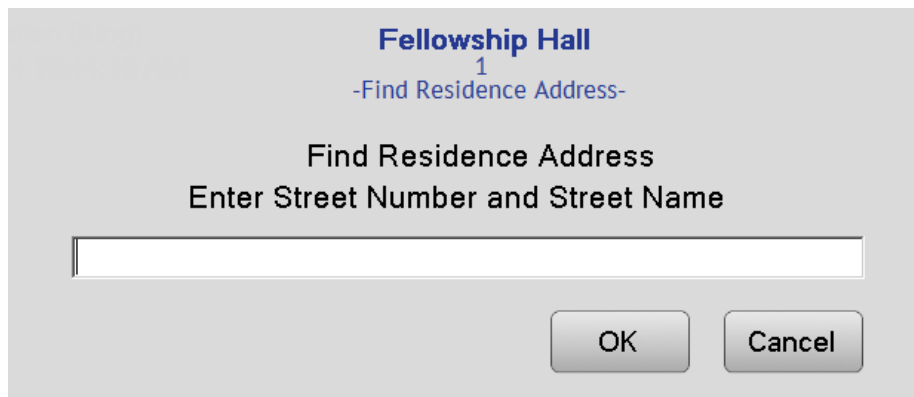
During the process of making an address change on a voter record, if you have trouble locating the address where the voter resides, the **Find Address** option enables you to search for the correct address using a street number and street name or street name only.

You do not need to enter the directional information (such as N, E, SE) or street type (ST, RD, and so on). For example, if the voter indicates his or her address is “2500 North Monroe Street,” and the address is not found by performing a search from the **Update Address** dialog, you can enter *Monroe*, into the Find Residence Address field, and the system will return a list of all street names with the text “Monroe” present. From the results list, you can then select the correct street name. You can also enter the street number *2500*, in conjunction with the name *Monroe*, to narrow down the search results to segments of Monroe Street with a residential street number of 2500.

If no exact matches to the street name are found, the system will perform a search based on words that sound like the street name entered. For example, if you enter “Munrow” the system will return all the “Monroe” entries.

To use the Find Address feature to locate an address:

1. On the **Enter Voter Information** dialog, touch the **Find Address** button, located in the lower right corner of the dialog next to the Clear Address field.
2. On the **Find Residence Address** dialog, enter the street number and street name or simply the street name. Do not enter prefixes, suffixes, or street types.



Fellowship Hall
1
-Find Residence Address-

Find Residence Address
Enter Street Number and Street Name

OK Cancel

3. The search results appear in a grid of matching street names, like the one shown on next page.

N Monroe St, Anytown, FL 12301	N Monroe St, Picture Perfect, FL 12308	N Monroe St, Anytown, FL 12312	S Monroe St, Anytown, FL 12301	

4. Notice in figure above there are several instances of *Monroe St*. You will see multiple listings like this when a street has segments in more than one zip code. Be sure to pay close attention to the street segment you select, based on the information that the voter has provided. Select the voter’s street on the grid. The correct street name and zip code are entered on the **Enter Voter Information dialog**. Continue with step 5 below.

5. To narrow the search results, touch **Cancel** on the grid to return to the **Find Residence Address** dialog. You can enter the residence street number in conjunction with the street name. See the figure below for an example.

PP for 1A06 and 1A07

-Find Residence Address-

Find Residence Address

Enter Street Number and Street Name

2500 Monroe

OK

Cancel

The search results are narrowed down to streets with the name Monroe with a number 2500.

N Monroe St, NewTown, FL 32312	S Monroe ST Anytown, FL 32301			

Page 1 of 1
Cancel

6. Select the voter's street on the grid. The number and correct street name and zip code are entered on the Enter Voter Information dialog.

Note: In Inspector mode, a Refer to Clerk ticket is printed for a voter who wants to change their name or address.

7. Check to make sure all the fields on the **Enter Voter Information** dialog are filled in and touch **OK** to save the changes to the system.

8. Complete a Multi-Purpose Form.

Note: Never change a Mailing Address – have voter contact office.

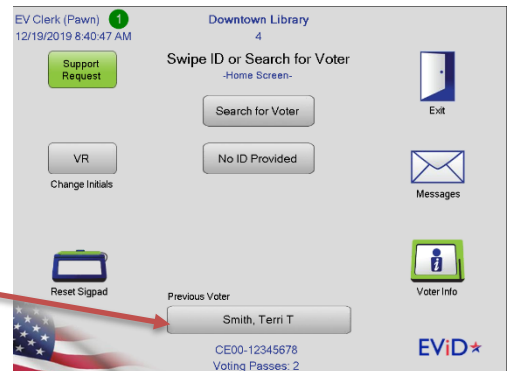
Signature Update

Complete a Multi-Purpose Form to include a new signature.

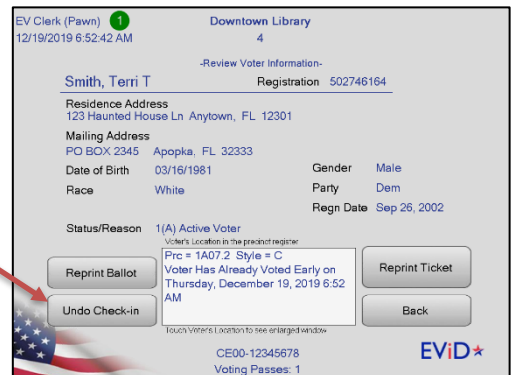
XVI. UNDO A CHECK-IN

When you Undo a Check-in, you can only undo a previous voter's check-in. If you must undo a voter check-in past the previous voter, you must call the Elections Office.

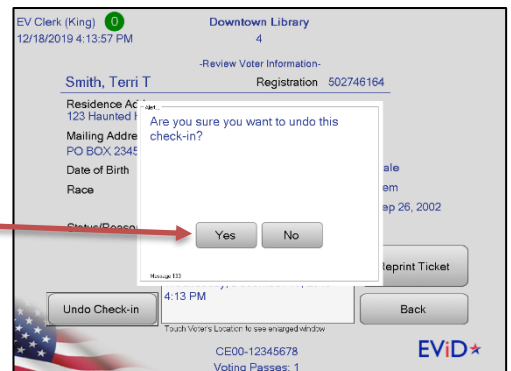
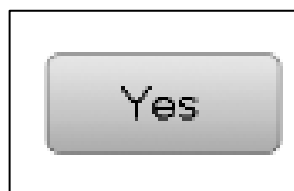
- 1) On the **Home Screen** dialog, touch **Previous Voter**.



- 2) Touch **Undo Check-in**.



- 3) On the popup window, touch **Yes**.





- 4) An Undo ticket will print. Paper clip the original Voting Pass and the Undo Ticket.

XVII. EViD INSPECTOR CHECKLIST



READ THIS FIRST:

THIS CHECKLIST IS TO BE COMPLETED AS A 2 PERSON PROCESS!!
SIGN ON PAGE 5 AFTER SETUP. SIGN ON LAST PAGE AFTER SHUTDOWN.
CLERK WILL ANNOUNCE WHEN INSPECTORS CAN SETUP THEIR EVIDS.

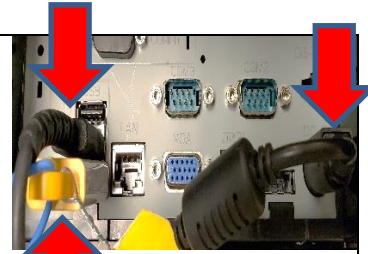
VERIFICATION OF SEALS

<input type="checkbox"/> 1. CLERK EViD machine must be setup first.	
<input type="checkbox"/> 2. Inspector will remove seals after Clerk verification. Clerk will retain seals in labeled Ziploc bag.	

UNPACKING THE EViD

<input type="checkbox"/> 3. Open the case by unlatching the four exterior latches and removing the top of the case. Set the top aside.	
<input type="checkbox"/> 4. Lift the EViD out of its case and onto a table.	

- ☐ 5. Verify the signature pad cable, power cable and EViD Thumb Drive are all plugged in. **DO NOT UNPLUG ANYTHING.**



- ☐ 6. Set EViD up with screen facing you and signature pad facing voter.



- ☐ 7. Remove any extension cords from large green bag.



- ☐ 8. Plug the power cord from the EViD power brick into a power outlet. A small green light will light up on the power brick.

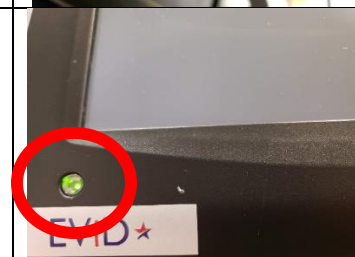


EViD STARTUP

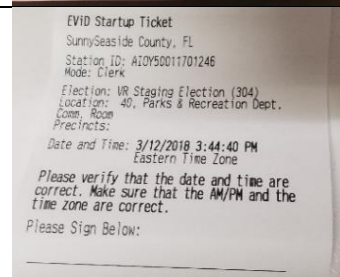
- ☐ 9. Just press and release the power button, which is located on the right side of EViD near the rear (look for the arrow).

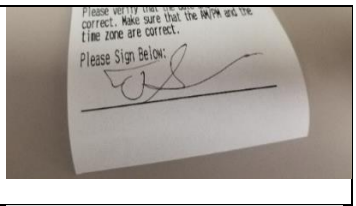
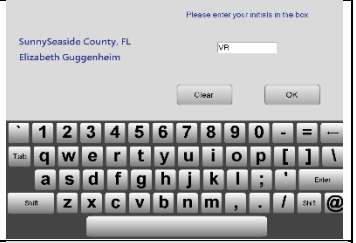
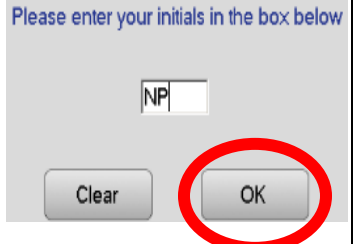
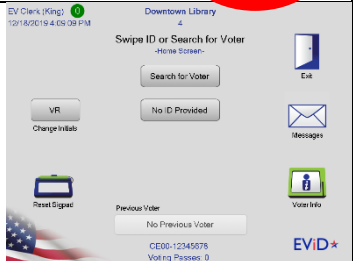


- ☐ 10. Once the EViD is powered up, a small green light lights up underneath the left side of the screen.

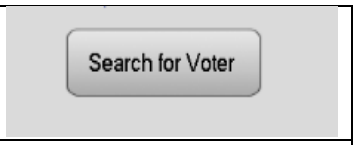
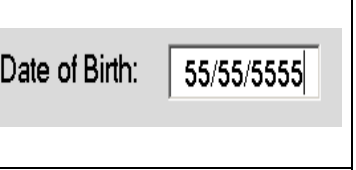
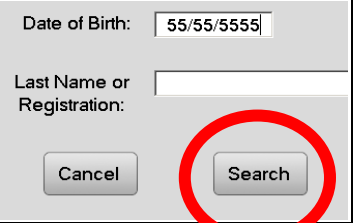



- ☐ 11. A startup ticket prints, which shows the EViD configuration, including: *EViD Station ID, EViD Mode, Election, Voting Location, Date and Time*. Verify information is correct.

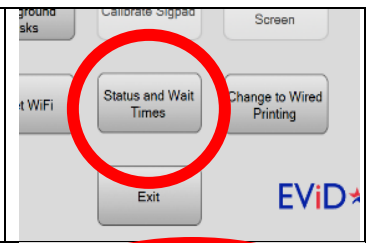
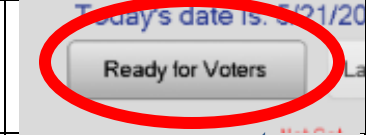
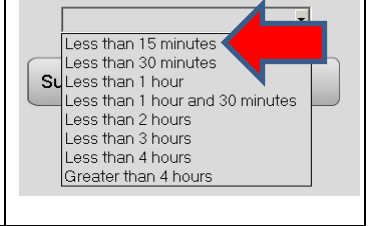
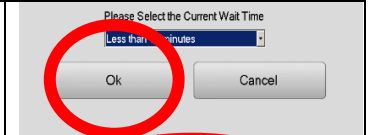
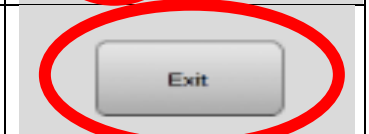
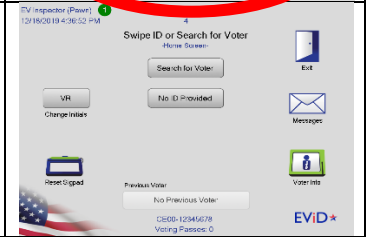



<input type="checkbox"/> 12. Sign the startup ticket and give it to the Clerk.	
<input type="checkbox"/> 13. Enter your initials on the Initials Screen.	
<input type="checkbox"/> 14. Touch OK . <i>NOTE: Remember to ALWAYS change initials whenever you leave your EViD.</i>	
<input type="checkbox"/> 15. The EViD will display the Home Screen.	

SET THE WAIT TIME

<input type="checkbox"/> 16. Touch Search for Voter .	
<input type="checkbox"/> 17. Repeatedly type the number 5 in the Date of Birth field.	
<input type="checkbox"/> 18. Touch SEARCH .	
<input type="checkbox"/> 19. The EViD will display the Clerk Utilities screen.	

CONTINUE ON NEXT PAGE

<input type="checkbox"/> 20. Touch Status and Wait Times .	
<input type="checkbox"/> 21. Touch Ready for Voters .	
<input type="checkbox"/> 22. Use stylus to select the current wait time by touching the drop-down arrow to select Less than 15 minutes .	
<input type="checkbox"/> 23. Touch OK to return to the Clerk Utilities .	
<input type="checkbox"/> 24. Touch Exit .	
<input type="checkbox"/> 25. You will return to the Home Screen and are now ready to check in voters.	
<input type="checkbox"/> 26. Clerk will announce “The Polls are Open” at 7 am using the time clock from the Clerk’s personal cell phone.	
<p style="text-align: center;">POLLS MUST BE OPEN BY 7 AM.</p>	

REVIEW AND SIGN ON NEXT PAGE.

OPERATION REMINDERS

For manual searches, remember to always use voter's date of birth followed by touching the **SEARCH** button.

For swipe searching with voter's driver's license, have mag stripe facing down and to the right and swipe downward from the top.


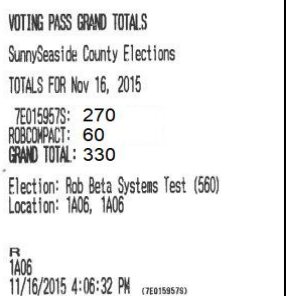



I HEREBY CERTIFY that I have completed this checklist as a two-person process with the utmost accuracy.


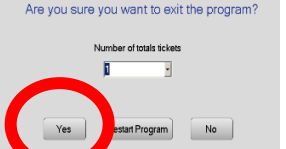
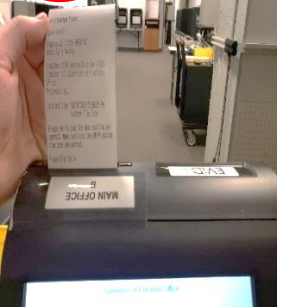

SIGNATURE	SIGNATURE

**THANK YOU FOR BEING PART OF THE LAKE COUNTY ELECTIONS TEAM!! LET'S
MAKE IT A GREAT ELECTION DAY!**

CLOSE OF POLLS

<input type="checkbox"/> 1. Clerk will announce “The Polls are Closed”.	
<input type="checkbox"/> 2. The Clerk will need to print out the Voting Pass Grand Totals <u>before</u> Inspectors can shut their EViD down.	
<input type="checkbox"/> 3. Inspectors must wait until Clerk announces “Inspectors can shut down their EViDs”.	

EViD SHUTDOWN

<input type="checkbox"/> 4. On the Home Screen touch Exit .	
<input type="checkbox"/> 5. A shutdown screen appears. Touch Yes .	
<input type="checkbox"/> 6. A Voting Pass Totals ticket for the election will print from your EViD. <i>NOTE: Give all EViD Voting Passes to Clerk after Voting Pass totals ticket has printed.</i>	
<input type="checkbox"/> 7. After the totals ticket prints, the EViD will power itself off. <div style="background-color: yellow; text-align: center; padding: 5px;">IMPORTANT: DO NOT TOUCH POWER BUTTON AFTER SHUTDOWN.</div>	

- ☐ 8. When the power is off, remove seal and EViD Thumb Drive and give it to the Clerk.

IMPORTANT: DO NOT REMOVE THE EVID THUMB DRIVE UNTIL EViD IS COMPLETELY POWERED OFF.



- ☐ 9. Once the EViD is powered off, seal is removed, and EViD Thumb Drive is removed, you can unplug from the electrical outlet and begin repacking the EViD.



REPACKING THE EViD

- ☐ 10. Place the EViD case on a secure, flat surface.



- ☐ 11. Open the case by unlatching the four exterior latches and removing the top of the case. Set the top aside.





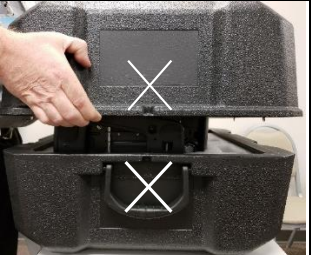


- ☐ 12. Pick up the EViD, turn it on its side, with stylus facing up, and gently slide it into one of the slots in the case.



LEAVE ALL CABLES PLUGGED IN – REPACK WITH CABLES STILL PLUGGED INTO EViD.

- ☐ 13. Attach the pen to the signature pad and insert the signature pad into the slot provided.



<input type="checkbox"/> 14. Slide the power supply (brick) into the slot provided and tuck the attached cord into the adjacent slot.	
<input type="checkbox"/> 15. Place any power cords and back into large green bag.	
<input type="checkbox"/> 16. To close the EViD container, match the symbols on the top and bottom of EViD case.	
<input type="checkbox"/> 17. Snap the exterior latches shut. The EViD is now ready for transportation and storage.	
<input type="checkbox"/> 18. Place the closed EViD container back on pallet.	

CLEANUP OF POLLING PLACE

☐ 19. Assist with the teardown of equipment, packing of supplies and general cleanup.



☐ 20. Remain onsite until dismissed by the Clerk.



I HEREBY CERTIFY that I have completed this checklist as a two-person process with the utmost accuracy.

SIGNATURE	SIGNATURE

THANK YOU FOR BEING PART OF THE LAKE COUNTY ELECTIONS TEAM!!

RETURN THIS SIGNED DOCUMENT TO THE CLERK'S BINDER.

XVIII. CLERK EVID CHECKLIST




READ THIS FIRST:

THIS CHECKLIST IS TO BE COMPLETED AS A 2 PERSON PROCESS!!


SIGN ON PAGE 5 AFTER SETUP. SIGN ON LAST PAGE AFTER SHUTDOWN.

CLERK EVID / VERIZON JETPACK MIFI MUST BE SETUP BEFORE INSPECTORS SETUP.






VERIFICATION OF SEALS

<input type="checkbox"/> 1. CLERK EVID machine must be setup first.	
<input type="checkbox"/> 2. Clerk will cut and remove seals on all units after verification against Precinct Report Form.	
<input type="checkbox"/> 3. Clerk will retain any cut seals in labeled Ziploc bag.	


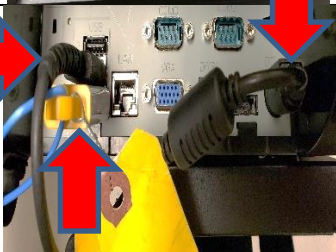
OPENING THE EVID CASE

<input type="checkbox"/> 4. Open the case by unlatching the four exterior latches and removing the top of the case. Set the top aside.	
--	---

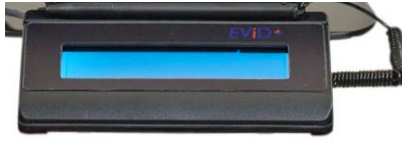
SETTING UP VERIZON JETPACK MIFI

<input type="checkbox"/> 5. Clerk will take Verizon Jetpack MIFI box out of EViD case.	
<input type="checkbox"/> 6. Take Verizon Jetpack MIFI out of box.	
<input type="checkbox"/> 7. Plug Verizon Jetpack MIFI into electrical outlet.	
<input type="checkbox"/> 8. After plugging into electrical outlet, the Verizon Jetpack MIFI will turn on. <i>NOTE: Screen will look like this when it starts up.</i>	
<input type="checkbox"/> 9. Set Verizon Jetpack MIFI onto Clerk Table.	

UNPACKING THE EViD

<input type="checkbox"/> 10. Lift the EViD out of its case and onto a table.	
<input type="checkbox"/> 11. Verify the signature pad cable, power cable and EViD Thumb Drive are all plugged in. DO NOT UNPLUG ANYTHING.	

- ☐ 12. Set EViD up with screen facing you and signature pad facing voter.



- ☐ 13. Remove any extension cords from large green bag.



- ☐ 14. Plug the power cord from the EViD power brick into a power outlet. A small green light will light up on the power brick.

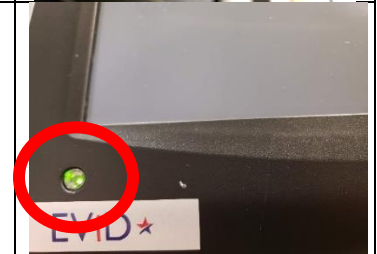


EViD STARTUP

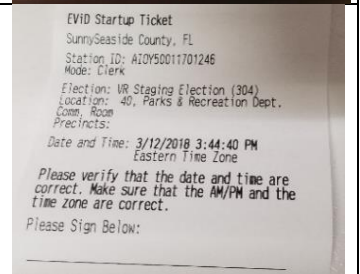
- ☐ 15. Just press and release the power button, which is located on the right side of EViD near the rear (look for the arrow).



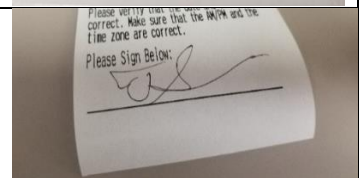
- ☐ 16. Once the EViD is powered up, a small green light lights up underneath the left side of the screen.

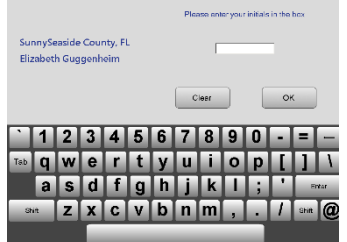
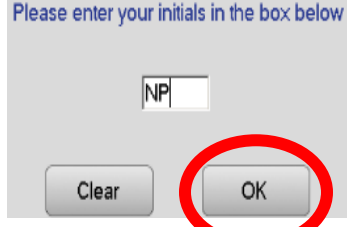
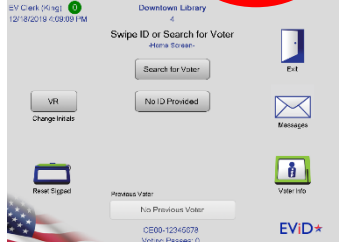


- ☐ 17. A startup ticket prints, which shows the EViD configuration, including: *EViD Station ID, EViD Mode, Election, Voting Location, Date and Time*. Verify information is correct.

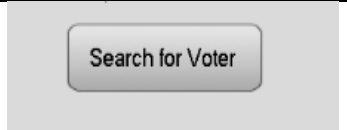
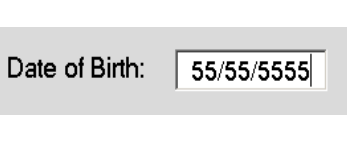
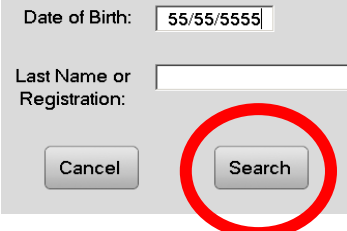

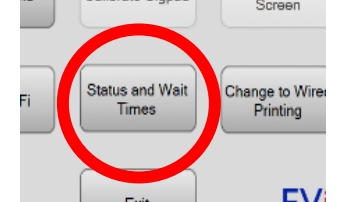


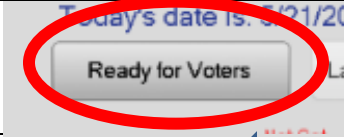
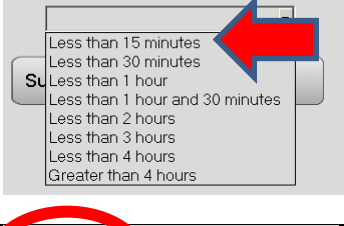


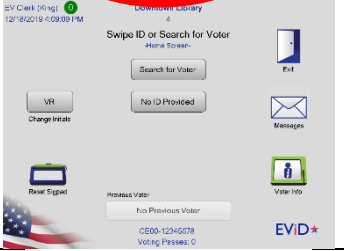

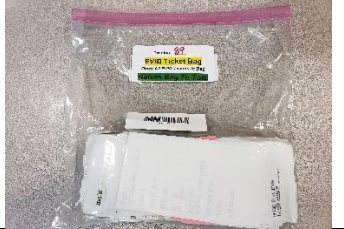

- ☐ 18. Sign the startup ticket and retain in Clerk's "cheese box".



<input type="checkbox"/> 19. Enter your initials on the Initials Screen.	
<input type="checkbox"/> 20. Touch OK . <i>NOTE: Remember to ALWAYS change initials whenever you leave your EViD.</i>	
<input type="checkbox"/> 21. The EViD will display the Home Screen.	

SET THE WAIT TIME

<input type="checkbox"/> 22. Touch Search for Voter .	
<input type="checkbox"/> 23. Repeatedly type the number 5 in the Date of Birth field.	
<input type="checkbox"/> 24. Touch SEARCH .	
<input type="checkbox"/> 25. The EViD will display the Clerk Utilities screen.	
<input type="checkbox"/> 26. Touch Status and Wait Times .	


<input type="checkbox"/> 27. Touch Ready for Voters .	
<input type="checkbox"/> 28. Use stylus to select the current wait time by touching the drop-down arrow to select Less than 15 minutes .	
<input type="checkbox"/> 29. Touch OK to return to the Clerk Utilities .	
<input type="checkbox"/> 30. Touch Exit .	
<input type="checkbox"/> 31. You will return to the Home Screen and are now ready to check in voters.	
<input type="checkbox"/> 32. Clerk will announce “Inspectors can setup their EViDs”.	
<input type="checkbox"/> 33. Clerk will collect EViD Startup tickets from all Inspectors. Place in labeled Ziploc bag.	
<input type="checkbox"/> 34. Clerk will announce “The Polls are Open” at 7 am using the time clock from the Clerk’s personal cell phone.	
<p style="text-align: center;">POLLS MUST BE OPEN BY 7 AM.</p>	

REVIEW AND SIGN ON NEXT PAGE.

OPERATION REMINDERS

For manual searches, remember to always use voter's date of birth followed by touching the **SEARCH** button.

Manual Search- REMEMBER: Birth Date se

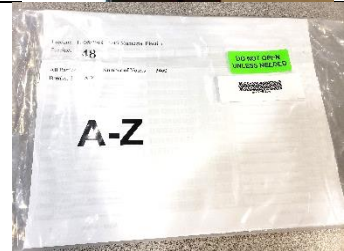
Date of Birth: 

Last Name or Registration:

For swipe searching with voter's driver's license, have mag stripe facing down and to the right and swipe downward from the top.



If there is a power outage, open the emergency paper precinct registers to manually process voters.



I HEREBY CERTIFY that I have completed this checklist as a two-person process with the utmost accuracy.

SIGNATURE	SIGNATURE

**THANK YOU FOR BEING PART OF THE LAKE COUNTY ELECTIONS TEAM!! LET'S
MAKE IT A GREAT ELECTION DAY!**

CLOSE OF POLLS

- ☐ 1. Clerk will announce “The Polls are Closed” at 7 pm using the time clock from the Clerk’s personal cell phone.



PRINT VOTING PASS GRAND TOTALS TICKET

- ☐ 2. The Clerk will need to print out their Voting Pass Grand Totals ticket **before** Inspectors can shut their EViDs down.

VOTING PASS GRAND TOTALS
SunnySeaside County Elections
TOTALS FOR Nov 16, 2015
7E015957S: 270
ROBCOMPACT: 60
GRAND TOTAL: 330
Election: Rob Beta Systems Test (560)
Location: 1A06, 1A06
R
1A06
11/16/2015 4:06:32 PM (7E015957S)

- ☐ 3. On the Home Screen, touch **Search for Voter**.

Search for Voter

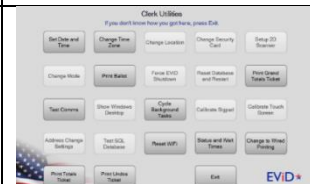
- ☐ 4. Repeatedly type the number 5 in the **Date of Birth** field.

Date of Birth: 55/55/5555

- ☐ 5. Touch **SEARCH**.

Search

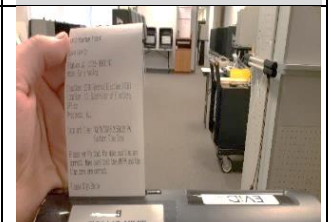
- ☐ 6. The EViD will display the **Clerk Utilities** screen.


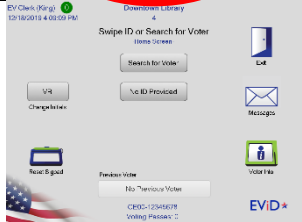



- ☐ 7. Touch **Print Grand Totals Ticket**.

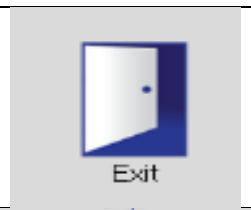
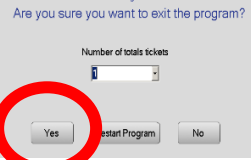
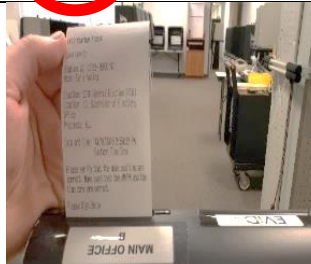


Print Grand Totals Ticket



- ☐ 8. Voting Pass Grand Totals ticket will print.








<input type="checkbox"/> 9. Touch Exit .	
<input type="checkbox"/> 10. You will return to the Home Screen.	
<input type="checkbox"/> 11. Clerk announces “Inspectors can shut down their EViDs”.	

EViD SHUTDOWN








<input type="checkbox"/> 12. On the Home Screen touch Exit .	
<input type="checkbox"/> 13. A shutdown screen appears. Touch Yes .	
<input type="checkbox"/> 14. A Voting Pass Totals ticket for the election will print from your EViD. <i>NOTE: Collect all EViD Voting Passes from workers.</i>	
<input type="checkbox"/> 15. After the totals ticket prints, the EViD will power itself off. IMPORTANT: DO NOT TOUCH POWER BUTTON AFTER SHUTDOWN.	
<input type="checkbox"/> 16. When the power is off, remove seal and EViD Thumb Drive. IMPORTANT: DO NOT REMOVE THE EVID THUMB DRIVE UNTIL EVID IS COMPLETELY POWERED OFF.	



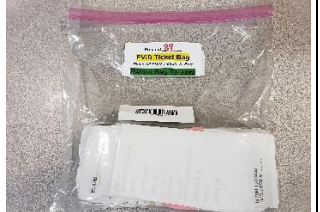

<input type="checkbox"/> 17. Clerk will collect all EViD Thumb Drives from Inspectors. Place in labeled Ziploc bag.	
<input type="checkbox"/> 18. Once the EViD is powered off, seal is removed, and EViD Thumb Drive is removed, you can unplug from the electrical outlet and begin shutting down the Verizon Jetpack MIFI.	

SHUTTING DOWN VERIZON JETPACK MIFI

<input type="checkbox"/> 19. Unplug Verizon Jetpack MIFI from electrical outlet.	
<input type="checkbox"/> 20. Turn Verizon Jetpack MIFI off by holding the power button on the top of the unit.	
<input type="checkbox"/> 21. Screen will turn off.	
<input type="checkbox"/> 22. Repack Verizon Jetpack MIFI into box.	
<input type="checkbox"/> 23. Place box into top portion of Supply Tote. Now begin repacking the EViD.	

REPACKING THE EViD

<input type="checkbox"/> 24. Place the EViD case on a secure, flat surface.	
<input type="checkbox"/> 25. Open the case by unlatching the four exterior latches and removing the top of the case. Set the top aside.	
<input type="checkbox"/> 26. Pick up the EViD, turn it on its side, with stylus facing up, and gently slide it into one of the slots in the case.	
<p>LEAVE ALL CABLES PLUGGED IN – REPACK WITH CABLES STILL PLUGGED INTO EViD.</p>	
<input type="checkbox"/> 27. Attach the pen to the signature pad and insert the signature pad into the slot provided.	
<input type="checkbox"/> 28. Slide the power supply (brick) into the slot provided and tuck the attached cord into the adjacent slot.	
<input type="checkbox"/> 29. Place any power cords and back into large green bag.	
<input type="checkbox"/> 30. To close the EViD container, match the symbols on the top and bottom of EViD case.	

<input type="checkbox"/> 31. Snap the exterior latches shut. The EViD is now ready for transportation and storage.	
<input type="checkbox"/> 32. Place the closed EViD container back on pallet.	
<input type="checkbox"/> 33. Clerk will collect EViD Voting Passes from all Inspectors. Place in labeled Ziploc bag.	
<input type="checkbox"/> 34. Place the Ziploc bag with all EViD Voting Passes into top portion of supply tote.	

CLEANUP OF POLLING PLACE

☐ 35. Assist with the teardown of equipment, packing of supplies and general cleanup.



☐ 36. Remain onsite until dismissed by the Clerk.



I HEREBY CERTIFY that I have completed this checklist as a two-person process with the utmost accuracy.

SIGNATURE	SIGNATURE

THANK YOU FOR BEING PART OF THE LAKE COUNTY ELECTIONS TEAM!!

RETURN THIS SIGNED DOCUMENT TO THE CLERK'S BINDER.

XVII. APPENDIX

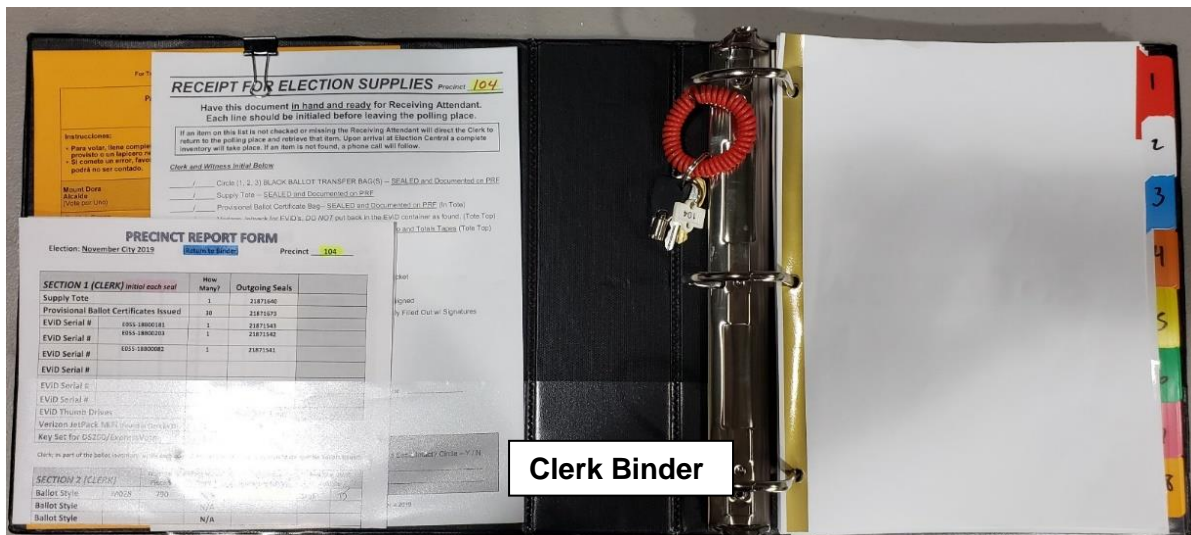


Privacy Booth

MULTI-PURPOSE FORM

STATE OF FLORIDA		DECLARATION TO SECURE ASSISTANCE		COUNTY OF LAKE	
Date _____				Precinct _____	
I, _____, swear or affirm that I am a registered elector and request assistance from _____ and / or _____ in voting at the _____ held on _____.					
Signature of Voter: _____ Sworn and subscribed to me this _____ day of _____, 20 _____					
Signature of Official Administering Oath: _____					
STATE OF FLORIDA		DECLARATION TO PROVIDE ASSISTANCE		COUNTY OF LAKE	
Date _____				Precinct _____	
I, _____, have been requested by _____ to provide him or her with assistance to vote. I swear or affirm that I am not the employer or an agent of the employer, or an officer or agent of the union of the voter and that I have not solicited this voter at the polling place or early voting site or within 100 feet of such locations in an effort to provide assistance.					
Signature of Assistor: _____ Sworn and subscribed to me this _____ day of _____, 20 _____					
Signature of Official Administering Oath: _____					
This is: <input type="checkbox"/> New Registration <input type="checkbox"/> Record Update/Change (e.g., Address, Party Affiliation, Name, Signature) <input type="checkbox"/> Request to Replace Voter Information Card					
OFFICIAL USE ONLY					
1 Are you a citizen of the United States of America? <input type="checkbox"/> YES <input type="checkbox"/> NO		2 I affirm I have never been convicted of a felony.			
3 I affirm that I have not been adjudicated mentally incapacitated with respect to voting or, if I have, my right to vote has been restored.		4 Date of Birth (MM-DD-YYYY) _____			
5 Florida Driver License (FL DL) or Florida Identification (FL ID) Card Number _____		6 Last Name _____		7 First Name _____	
8 Mailing Address (if different from above address) _____		9 Address Where You Live (legal residence-no P.O. Box) _____		10 Former Name (if name is changed) _____	
11 I am an active duty Uniformed Services or Merchant Marine member		12 I am a spouse or a dependent of an active duty uniformed services or merchant marine member		13 I am a U.S. citizen residing outside the U.S.	
14 I will need assistance with voting.		15 I am interested in becoming a poll worker.		16 I am a U.S. citizen residing outside the U.S.	
17 I am a U.S. citizen residing outside the U.S.		18 I am a U.S. citizen residing outside the U.S.		19 I am a U.S. citizen residing outside the U.S.	
20 I am a U.S. citizen residing outside the U.S.		21 I am a U.S. citizen residing outside the U.S.		22 I am a U.S. citizen residing outside the U.S.	
23 I am a U.S. citizen residing outside the U.S.		24 I am a U.S. citizen residing outside the U.S.		25 I am a U.S. citizen residing outside the U.S.	
26 I am a U.S. citizen residing outside the U.S.		27 I am a U.S. citizen residing outside the U.S.		28 I am a U.S. citizen residing outside the U.S.	
29 I am a U.S. citizen residing outside the U.S.		30 I am a U.S. citizen residing outside the U.S.		31 I am a U.S. citizen residing outside the U.S.	
32 I am a U.S. citizen residing outside the U.S.		33 I am a U.S. citizen residing outside the U.S.		34 I am a U.S. citizen residing outside the U.S.	
35 I am a U.S. citizen residing outside the U.S.		36 I am a U.S. citizen residing outside the U.S.		37 I am a U.S. citizen residing outside the U.S.	
38 I am a U.S. citizen residing outside the U.S.		39 I am a U.S. citizen residing outside the U.S.		40 I am a U.S. citizen residing outside the U.S.	
41 I am a U.S. citizen residing outside the U.S.		42 I am a U.S. citizen residing outside the U.S.		43 I am a U.S. citizen residing outside the U.S.	
44 I am a U.S. citizen residing outside the U.S.		45 I am a U.S. citizen residing outside the U.S.		46 I am a U.S. citizen residing outside the U.S.	
47 I am a U.S. citizen residing outside the U.S.		48 I am a U.S. citizen residing outside the U.S.		49 I am a U.S. citizen residing outside the U.S.	
50 I am a U.S. citizen residing outside the U.S.		51 I am a U.S. citizen residing outside the U.S.		52 I am a U.S. citizen residing outside the U.S.	
53 I am a U.S. citizen residing outside the U.S.		54 I am a U.S. citizen residing outside the U.S.		55 I am a U.S. citizen residing outside the U.S.	
56 I am a U.S. citizen residing outside the U.S.		57 I am a U.S. citizen residing outside the U.S.		58 I am a U.S. citizen residing outside the U.S.	
59 I am a U.S. citizen residing outside the U.S.		60 I am a U.S. citizen residing outside the U.S.		61 I am a U.S. citizen residing outside the U.S.	
62 I am a U.S. citizen residing outside the U.S.		63 I am a U.S. citizen residing outside the U.S.		64 I am a U.S. citizen residing outside the U.S.	
65 I am a U.S. citizen residing outside the U.S.		66 I am a U.S. citizen residing outside the U.S.		67 I am a U.S. citizen residing outside the U.S.	
68 I am a U.S. citizen residing outside the U.S.		69 I am a U.S. citizen residing outside the U.S.		70 I am a U.S. citizen residing outside the U.S.	
71 I am a U.S. citizen residing outside the U.S.		72 I am a U.S. citizen residing outside the U.S.		73 I am a U.S. citizen residing outside the U.S.	
74 I am a U.S. citizen residing outside the U.S.		75 I am a U.S. citizen residing outside the U.S.		76 I am a U.S. citizen residing outside the U.S.	
77 I am a U.S. citizen residing outside the U.S.		78 I am a U.S. citizen residing outside the U.S.		79 I am a U.S. citizen residing outside the U.S.	
80 I am a U.S. citizen residing outside the U.S.		81 I am a U.S. citizen residing outside the U.S.		82 I am a U.S. citizen residing outside the U.S.	
83 I am a U.S. citizen residing outside the U.S.		84 I am a U.S. citizen residing outside the U.S.		85 I am a U.S. citizen residing outside the U.S.	
86 I am a U.S. citizen residing outside the U.S.		87 I am a U.S. citizen residing outside the U.S.		88 I am a U.S. citizen residing outside the U.S.	
89 I am a U.S. citizen residing outside the U.S.		90 I am a U.S. citizen residing outside the U.S.		91 I am a U.S. citizen residing outside the U.S.	
92 I am a U.S. citizen residing outside the U.S.		93 I am a U.S. citizen residing outside the U.S.		94 I am a U.S. citizen residing outside the U.S.	
95 I am a U.S. citizen residing outside the U.S.		96 I am a U.S. citizen residing outside the U.S.		97 I am a U.S. citizen residing outside the U.S.	
98 I am a U.S. citizen residing outside the U.S.		99 I am a U.S. citizen residing outside the U.S.		100 I am a U.S. citizen residing outside the U.S.	

Multi-Purpose Form



Clerk Binder

PRECINCT REPORT FORM AM

Election: 2027 PPP

(Return to Binder)

Precinct 105/828

SECTION 1 (CLERK) <i>Initial each seal</i>		How Many?	Outgoing Seals		Initials
Supply Tote		1			
Provisional Ballot Certificates Issued		30	00000792		
EViD Serial #	E055-18B00317	1	232	323	
EViD Serial #	E055-18B00317	1	424	242	
EViD Serial #	E055-18B00317	1	108	801	
EViD Serial #					
EViD Serial #					
EViD THUMB DRIVES		3	Installed 1 ea.		
Verizon Jetpack MiFi (Found in Clerk EViD)		1			
Key Set for DS200/ExpressVote		1			

Precinct Report Form
Front Side

SECTION 2 (Ballot Issuer)		Number of ballots issued		Ballot Issuer Initials	Election Staff Initials	
		Piece 1	Piece 2			
Ballot Style	G015	500	N/A			
Ballot Style	G171	500	N/A			
Ballot Style			N/A			
Ballot Style			N/A			
Ballot Style			N/A			
Ballot Style			N/A			
		1000				

SECTION 3 (TECH) <i>Initial each serial & seal</i>					
ExpressVote Serial #	A.M. Seal #	Blank Ballot Cards		ExpVt. Thumb	
EV011637****	00005113	20		1	
DS200 Serial #	Top Hatch Seal #	Ballot Box Seal #	Auxiliary Seal # (Do not remove)	Thumb Drive Seal #	Thumb Drive Serial # (Cannot verify)
ES010738****	00005051	00005052	00002031	000015	16A
ES010738****	00005386	00005374	00002030	000324	16B

We certify that the ballot styles/ranges received have been verified; all seals have been verified and the ballot box has been emptied and locked prior to opening of the polls at 7:00 am.

CLERK: _____ WITNESS: _____
Print Name Print Name

Comments _____

PRECINCT REPORT FORM PM

Election: 2027 PPP

(Return to Binder)

Precinct 105/828

SECTION 4 (TECH)

DS200 Serial #	Top Hatch Seal #	Ballot Box Seal #	ExpressVote Cards	Public Count
ES010738****				
ES010738****				+
*A			Total Public Count:	=

Precinct Report Form
Back Side

SECTION 5 (BALLOT ISSUER)

		UNUSED BALLOTS	
		Piece 1	Piece 2
Ballot Style	G015		N/A
Ballot Style	G171	+	N/A
*B TOTALS		=	

SECTION 6 (CLERK)

If numbers do not match please explain (i.e. Express Vote Cards used):		Do these 2 numbers match?	
DS200 Public Count (enter number from total DS200s)	*A		EVID Grand Total
Unused Ballots (ballots leftover / not used)	*B	+	
Provisional Ballots (count amount from Provisional Log)	C	+	
Spoiled Ballots (count amount from Spoiled Log)	D	+	
SUM		=	1000 Total Ballots from SOE
If numbers do not match please explain (i.e. Express Vote Cards used):		Do these 2 numbers match?	

SECTION 7 (CLERK)

			Clerk Int.
DS200 Thumb Drive(s)	Must match total in Sec. 3-Place in Ziplock		
ExpressVote Thumb Drive	Must match total in Sec. 3-Place in Ziplock		1
EVID Activator Thumb Drives	Must match total in Sec. 1-Place in Ziplock		
Provisional Ballot Bag	Record Seal Number		Seal #
Supply Tote Seal	Record Seal Number		Seal #
Black Ballot Transfer Bag	Bag 1 Seal #	Bag 2 Seal #	Bag 3 Seal #

We the undersigned Clerk and Witness of this voting precinct do HEREBY CERTIFY that the preceding form has been completed in its entirety:

CLERK: _____ WITNESS: _____
Signature / Phone Signature / Phone

RECEIPT FOR ELECTION SUPPLIES *Precinct* _____

Have this document in hand and ready for Receiving Attendant.
Each line should be initialed before leaving the polling place.

If an item on this list is not checked or missing the Receiving Attendant will direct the Clerk to return to the polling place and retrieve that item. Upon arrival at Election Central a complete inventory will take place. If an item is not found, a phone call will follow.

Clerk and Witness Initial Below

_____/____ Circle (1, 2, 3) BLACK BALLOT TRANSFER BAG(S) -- SEALED and Documented on PRF
_____/____ Supply Tote -- SEALED and Documented on PRF
_____/____ Provisional Ballot Certificate Bag-- SEALED and Documented on PRF (In Tote)
_____/____ Verizon Jetpack for EViD's. DO NOT put back in the EViD container as found. (Tote Top)
_____/____ Ziplock bag w/ DS200, ExpressVote Thumb Drive(s), Zero and Totals Tapes (Tote Top)
_____/____ Ziplock bag w/ EViD Thumb Drives (Tote Top)
_____/____ Ziplock bag with ALL EViD tickets (Tote Top)
_____/____ Emergency Precinct Registers (In Tote)
_____/____ Affirmation Folder (In Tote) Used Documents in Back Pocket
_____/____ Clerk Binder (In Tote)
_____/____ Payroll Sheets (Return in Clerk Binder) Ensure all have signed
_____/____ Precinct Report Form (Return in Clerk Binder) Completely Filled Out w/ Signatures
_____/____ Keys for DS200 (Return in Clerk Binder)
_____/____ ExpressVote with privacy screen
_____/____ Tri-fold information signs (2)
_____/____ Other _____

Receipt for Election Supplies

Date _____

Clerk Print Name (1st) _____ Clerk Phone _____

Witness Print Name (2nd) _____

Departure Time from Precinct _____

Transfer of Custody

Arrival Time at Zone Supply Drop Location _____ All Seals Intact? Circle – Y / N

Receiving Attendant (Print Name) _____

Notes: _____

(Blue Copy to Precinct Clerk)

Ver.4.2019