

# EQUIPMENT HOW-TO's/PROCESSING VOTERS

Updated February 2024 by VZCD

## 1. PROCESSING VOTERS AT THE POLL PAD:

- a. Greet the voter. Ask politely for their Driver's License (or photo ID). Scan the ID. Only a TDL or the voter's voting card will scan. The voter card is handy if the license won't scan or they cannot get it out of their wallet or if they are presenting another ACCEPTABLE FORM OF PHOTO ID (see a nice picture of those on the poll pad screen.) *You still must see the ACCEPTABLE PHOTO ID.* The voter card can also be used as a form of ID on an RID (REASONABLE IMPEDIMENT FORM).
- b. When the poll pad displays the voter's information greet them by name. For example, Ms. Monroe? Mr. Kimmel? They will usually confirm.
- c. Take the ID but do not give it back yet.
  - a. Turn the poll pad to the voter and ask if this is their correct address.  
OPTIONAL: You may ask if this is their correct address *and* Date of Birth.
  - b. When they confirm ask them to touch ACCEPT on the screen. It is useful to point to it from your side of the poll pad.
  - c. Ask them to sign at the bottom. Again, it is useful to point to the line from your side of the screen. This is an excellent time to look carefully at their photo ID and compare it to their face.
  - d. Choose NEXT (or they can choose it).
  - e. While turning the poll pad back to you be sure to hand the photo ID back to the voter.
  - f. Initial the box in the top right corner and choose OK.
  - g. Choose PRINT
  - h. Remove the printed tape and hand it to the worker to your right at the BALLOT CONTROLLER UNIT.
  - i. The worker at the BALLOT CONTROLLER UNIT will stamp their voter card with the appropriate stamp.

## 2. PROCESSING VOTERS AT THE BALLOT CONTROLLER UNIT (green D):

- a. Take the printed ticket from the poll pad and scan the barcode with the scanner wand.
- b. ALWAYS select "English and Spanish."
- c. Verify that the precinct and location are correct.
- d. Quantity should remain at 1.
- e. Select the blue "print the ballot" button.
- f. Stamp their voter card if they have one.



### 3. PROCESSING VOTERS AT THE BALLOT PRINTER -JUDGE ONLY

(THE ALTERNATE JUDGE MAY STAMP BALLOTS IF THE JUDGE HAS A *signature stamp* AND GIVES PERMISSION FOR THE ALTERNATE JUDGE TO STAMP BALLOTS.)

- a. Use **RED INK** to sign your name (no initials) or stamp with a *signature stamp* in the blank space on the back of the ballot.
- b. Tell the voter that their ballot has two sides, please read the instructions, and only place a mark in their selections. It can be any significant mark. The voter does not have to fill in the entire box. Stray marks may cause the ballot to be rejected at the **BALLOT SCANNER/COUNTER UNIT**. They do not have to vote in all races.

### 4. PROCESSING VOTERS AT THE BALLOT SCANNER/COUNTER UNIT (blue S):

- a. The voter inserts their ballot. The American Flag will appear if the ballot was counted. Have the "I voted" stickers available.
- b. When a ballot is rejected from the counter an error message will appear on the screen stating what the issue is. The voter will have the option to correct the ballot, spoil the ballot (return the ballot for a new one), or count the ballot as it is marked. The voter does not have to vote in all races.
- c. **DO NOT TOUCH THE BALLOT OR THE SCREEN WITHOUT THE VOTER'S PERMISSION!** You may assist the voter, however they must perform the actions themselves.

### 5. PROCESSING VOTERS AT THE ADA/Duo UNIT [American with Disabilities Act] (red D):

- a. Select "Ready for Use" at the top left corner of the screen.
- b. Enter the poll worker code located on the purple Election Day Machine Codes Card that was included with your keys.
- c. Select the blue "Activate Ballot" button.
- d. Select the correct precinct and press the blue "OK" button.
- e. Verify precinct and select "Yes."

#### VOTER INSTRUCTIONS:

- f. Insert the Duo Ballot Paper in the slot. The arrow should be on top and goes in first.
- g. Select the blue "Activate" button.
- h. Select the white "To get started, touch here" button.
- i. The screen should say that the "sheet was inserted correctly" and a large green check mark will be in the center of the screen.
- j. Select the blue "Next" button in the bottom right corner of the screen.
- k. Select the blue "Begin Voting" button.
- l. Once selections are made touch the black "Review Choices" button on the bottom left corner of the screen.
- m. After review, select the blue "Print" button on the bottom right corner of the screen.
- n. Select the gray "Yes, print my ballot" button.