

VoteSafe Guide

provides guidance for the work flows and functionality of the electronic poll book for checking in voters during an Election.

ELLIS COUNTY TEXAS

VoteSafe Poll Worker
Training Manual
To Check-in a Voter on the Computer

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VoteSafe Set-up and Log-in

These instructions will familiarize the Poll Worker with the VoteSafe field system screens. This guide will take the Poll Worker through the process of looking up voters and checking them in during Early Voting and on Election Day.

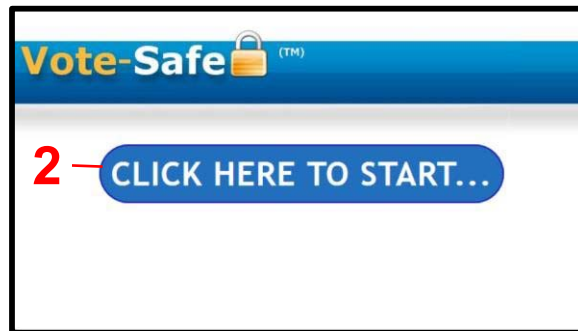


First follow the steps in the Work Station Set-up Guide to start the ExpressLink and then follow these instructions for VoteSafe

1. The Poll Worker should double click on the yellow pad lock to launch VoteSafe. Move the mouse when prompted.



2. VoteSafe will load and the Poll Worker will see this on the screen. The Poll Worker should click on the blue “Click here to start...” link.



3. The Poll Worker should type in the password (pink sheet in the Training Book) and then click on the blue “Login” button.



4. The Poll Worker should now click on the green “Click Here Continue” button.



VoteSafe Set-up Continued...

The following Screen will only appear when logging into Votesafe

5. **Confirm** the correct pollplace and poll worker are now listed.

6. The boxes on the right side of the screen contain important information.

A. Text allows the user to choose from three text display sizes. The font size may be adjusted by clicking on the desired size.

B. Election Details

1. Displays the Name of the Election.
2. Displays the Date of the Election.
3. Registration displays the registration status.

C. System Status

1. Displays Connectivity: Online, Offline or Standalone
2. Displays Updates: Number of Updates to system

D. Equipment

1. **“Test Printer”** allows the user to test the label printer.

7. The Poll Worker should click on the green **“Continue to Voter Lookup”** button.

8. This is the Main Screen that will start each voter lookup. The boxes on the right side of the screen contain important information.

A. Live Help – This allows texting communication between the Poll Worker and the County Elections Department.

B. System Usage

1. Displays the Poll Place
2. Displays the Poll Worker
3. System Status lets the user know if he/she is processing voters Online or Offline
4. If running Online and the system goes Offline the user will see the number of messages (voters checked-in) waiting to be sent to the management system. Once the connection is re-established the “Check-in Msgs Queued:” should return to zero.

C. Lookup Guidelines

1. The Poll Worker should click on the blue “Search for Voters Using...” link to **open** a list of search options.
2. The Poll Worker should click on the blue “Search for Voters Using...” link to **close** the list of search options.

Registration #
House # then BEGINNING of <u>LAST</u> name
House # then BEGINNING of <u>FIRST</u> name
BEGINNING of <u>LAST</u> name then <u>FIRST</u> name
House # and BEGINNING of <u>Street</u>

TIP: LAST and FIRST name fields only take 4 letters

D. “Lookup to View Only” button, allows the user to look up a voter in view only mode. Voters cannot be checked-in from Lookup to View Only mode.

LOOKUP TO VIEW ONLY

E. “Reprocess Voter” button, allows the user to reprint a voter check-in label or reprint a ballot card. Using the “Reprocess Voter” button eliminates an accidental cancelling of a voter check-in.

REPROCESS VOTER

14. The left side of the screen is the **Start Screen** where all voter check-ins begin.

The screenshot shows a web application interface for the 'Start Screen'. At the top, there is a light blue header bar containing two buttons: 'COUNTS AND LOGS' and 'CONTACTS AND HELP'. Below the header, the main content area has a title 'Start Screen' and a red instruction: 'Please indicate if the voter has approved Photo ID'. At the bottom of the main content area, there are two blue buttons: 'VOTER HAS PHOTO ID' and 'VOTER DOES NOT HAVE PHOTO ID'. A footer at the very bottom of the screen reads 'Copyright © VOTEC Corporation 2007 - 2018'.

Search Options

If a voter is not found, clicking on the blue **"Return to Voter Lookup"** button will open the advanced search screen. The advanced search screen has additional search fields, such as street name and birthdate.

Voter Search Results

Search Criteria: Last Name starts with *MAZZ*'; First Name starts with *XAV*'

[RETURN TO VOTER LOOKUP](#)

[RETURN TO VOTER LOOKUP](#)

[RETURN TO START](#) [COUNTS AND LOGS](#) [CONTACTS AND HELP](#)

Voter Lookup

House # / Voter ID / DL Street

Last Name First Name Birthdate (MM/DD/YYYY)

(Press Enter or Click Search) [SEARCH](#)

1. Scanning a Driver's License

A. Click in the House #/Voter ID/DL field and scan the Driver's License.

B. A list of voter's names and addresses will pop up on the screen. Click on the correct voter name.

[RETURN TO START](#) [COUNTS AND LOGS](#) [CONTACTS AND HELP](#)

Voter Lookup

House # / Voter ID / DL Street

Last Name First Name Birthdate (MM/DD/YYYY)

(Press Enter or Click Search) [SEARCH](#)

[RETURN TO START](#) [COUNTS AND LOGS](#) [CONTACTS AND HELP](#)

Voter Lookup [RETURN TO VOTER LOOKUP](#)

Search Criteria: Last Name starts with *ATK*'; First Name starts with *MARK*'

Name	Address
ATKINSON, MARK TODD	2708 31ST ST - LUBBOCK

[RETURN TO VOTER LOOKUP](#)

Search Options Continued...

2. Searching by voter name

- A. Type in at least 3 letters for each name field. Only a combination of two fields has to be entered to conduct the search.
- B. Click on the green **“Search”** button or press Enter on keyboard.
- C. If 4 letters are entered in each field the search will automatically begin.

[RETURN TO START](#) [COUNTS AND LOGS](#) [CONTACTS AND HELP](#)

Voter Lookup

House # / Voter ID / DL

Street

Last Name

First Name

Birthdate (MM/DD/YYYY)

HARA

TOM

(Press Enter or Click Search) [SEARCH](#)

[RETURN TO START](#) [COUNTS AND LOGS](#) [CONTACTS AND HELP](#)

Voter Search Results

[RETURN TO VOTER LOOKUP](#)

Search Criteria: Last Name starts with **“HARA”**; First Name starts with **“TOM”**

Name	Address
HARALSON, TOMMY CARROLL	4706 103RD ST - LUBBOCK

[RETURN TO VOTER LOOKUP](#)

3. Searching by house number and street name

4. Searching by house number and last name

5. Searching by house number and last name

6. Searching street name and last name

7. Searching by street name and first name

8. Searching by last name and birthdate.

9. Searching by first name and birthdate.

10. Searching by birthdate.

[RETURN TO START](#) [COUNTS AND LOGS](#) [CONTACTS AND HELP](#)

Voter Lookup

House # / Voter ID / DL

Street

Last Name

First Name

Birthdate (MM/DD/YYYY)

10/10/1978

(Press Enter or Click Search) [SEARCH](#)

[RETURN TO START](#) [COUNTS AND LOGS](#) [CONTACTS AND HELP](#)

Voter Search Results

[RETURN TO VOTER LOOKUP](#)

Search Criteria: Birth Date = **“10/10/1978”**

Name	Address
GUAJARDO, ROXANNE YVETTE	2224 NORWICH AVE - LUBBOCK
MILBECK, JANIE JUAREZ	5520 58TH ST APT 154 - LUBBOCK
MILLER, ELIZABETH ANN	9416 N ELGIN AVE LOT 209 - LUBBOCK
SMITH, ALLYSON	2312 58TH ST - LUBBOCK

[RETURN TO VOTER LOOKUP](#)

Example #1: Ideal Voter

(Active Voter with List A ID/Correct Address/Exact Name Match)

Place a blank ballot card into the ExpressVote Printer.

1. The Poll Worker should begin by asking “Good morning, do you have one of the acceptable forms of Photo ID?” Looking for List A Photo ID.

Once the voter presents their acceptable form of identification from List “A”.

You are confirming:

- the Photograph is the same as the person
- the Expiration on the Photo ID has not expired past 4 years; AND
- if 70 years or older it can be expired beyond 4 years (SB5)
- the Name are the same as in the E-Pollbook
- If multiple names check the birth date for Jr/Sr situations

2. If voter shows an approved form of **List A Photo ID**, the Poll Worker should click on the blue “**Voter Has Photo ID**” button.

Start Screen

Please indicate if the voter has approved Photo ID

VOTER HAS PHOTO ID VOTER DOES NOT HAVE PHOTO ID

3. Scanning a Driver's License

A. The Poll Worker should click in the House #/Voter ID/DL field and scan the Driver's License.

Voter Lookup

House # / Voter ID / DL Street

Last Name First Name Birthdate (MM/DD/YYYY)

HARA TOM

(Press Enter or Click Search) SEARCH

4. A list of voter's names and addresses will pop up on the screen. The Poll Worker should click on the correct voter name.

Voter Lookup

RETURN TO VOTER LOOKUP

Search Criteria: Last Name starts with "MARC"; First Name starts with "T"

Name	Address
MARCOTT, THOMAS MICHAEL	123 Main St Waxahachie, TX 75165

RETURN TO VOTER LOOKUP

Example #1: Ideal Voter Continued...

5. The “Verify Voter Information” screen will display. Ask the voter “Do you still live at 123 Main Street?” The Poll Worker should confirm the laptop address is current and correct.
6. **Do Not compare the Photo ID address to the laptop.** If the information is correct, the Poll Worker should click on the blue “YES” button.

THOMAS MICHAEL MARCOTT

Verify Voter Information

Address: 123 Main St Waxahachie, TX 75165

Mailing Address: N/A

Birth Year: 1992

County ID: 149140 Precinct: 14 Status: A

Select a Ballot

Confirm with the voter that the information above is CURRENT

6 — YES NO

RETURN TO SEARCH RESULTS

7. The next screen will ask the Poll Worker to confirm if the name on the ID is an exact match to the name on the voter record. If it is an exact match, the Poll Worker should click on the blue “YES” button.

THOMAS MICHAEL MARCOTT

Verify Voter Information

Address: 123 Main St Waxahachie, TX 75165

Mailing Address: N/A

Birth Year: 1992

County ID: 149140 Precinct: 14 Status: A

Select a Ballot

Is the name on the ID an EXACT match to the voter record?

7 — YES NO

RETURN TO SEARCH RESULTS

8. The Verify Voter Information screen will open once again. For a Primary Election, the Poll Worker should ask the voter his/her party choice. The voter can verbally state it or point to the party sign. The Poll Worker should click on the voter’s party choice. For all Non-partisan elections, this step will not be available.

THOMAS MICHAEL MARCOTT

Verify Voter Information

Address: 123 Main St Waxahachie, TX 75165

Mailing Address: N/A

Birth Year: 1992

County ID: 149140 Precinct: 14 Status: A

Select a Ballot

8 — D R Ballot Style BS2 CHECK-IN

RETURN TO SEARCH RESULTS

Voters:

You choose which primary election you vote in. You may verbally tell the election judge which ballot you would like or you may indicate your choice by pointing to the party name below.

Votantes:

Debe elegir la elección primaria en la que desea votar. Usted puede decirle verbalmente al juez de elección qué boleta le gustara, o puede indicar su preferencia señalando el nombre del partido a continuación.

Democratic Party Partido Democrático

Republican Party Partido Republicano

Example #1: Ideal Voter Continued...

9. The green “Check-In” button will light up. The Poll Worker should click on the green “Check-In” button.

Ballot Style will not appear AND
Check in Button is not available
until Party selection is made.

10. The Poll Worker will see the “Voter Checked-in” message at the top of the screen.

11. The voter check-in label will print and the Ballot Card will print from the ExpressVote Printer.

12. The pollworker should take and inspect the printed ballot card and label to confirm the precinct and ballot style are the same.

13. Then hand the ballot and label to the poll worker who is handling the combination form. The voter will need to precede to that poll worker.

14. The epollbook Poll Worker is ready to check-in the next voter.

Example #2A: Voter with NO List “A” but does have List “B” Photo ID

The Poll Worker should begin by asking “Good morning, do you have one of the acceptable forms of Photo ID?” from the List “A” Photo ID.

1. If voter cannot show approved form of List “A” Photo ID, poll worker should ask the Voter **“Do you have a reasonable impediment or difficulty to obtaining an acceptable form of photo ID?”**

If they say “No”, the voter should be offered a provisional ballot (Situation 7 in training book).

The voter can “cure” by presenting acceptable photo ID or qualify for an exemption to the Elections office within 6 days after election day.

If they say “Yes”, the voter can execute a Reasonable Impediment Declaration and show a supporting form of ID from List “B”.

Possess means: Have as belonging to one; have as property; own

3. If YES, the Poll Worker should click on the blue **“Voter Does Not Have Photo ID”** button

4. The Voter will present one of the List “B” supporting forms of identification. The Poll Worker should click on the type of ID that the voter has supplied.

5. Provide the voter with the Declaration (purple form) and ask them to complete the form. If there is a line have the voter step aside.

6. After completion, the voter returns the form to the poll worker

7. The poll worker needs to verify the form is completely filled out with signature. Then indicates on the form which form of ID was presented and then finishes filling out the judge portion with their signature.

8. Finish the check-in process, and the voter can vote a regular ballot.

Example #2A Continued...

8. After the Poll Worker verifies that the voter has completed the Reasonable Impediment Form, Click on the blue “Form Collected” button.

[RETURN TO START](#)

Please collect the Reasonable Impediment Form from the voter.

8 — [FORM COLLECTED](#) [PROVISIONAL](#)

Voter's portion to fill out

REASONABLE IMPEDIMENT DECLARATION

TO BE COMPLETED BY VOTER

Name: _____

VOTER'S DECLARATION OF REASONABLE IMPEDIMENT

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

My reasonable impediment is due to the following reason(s):

(Check at least one box below)

<input type="checkbox"/> Lack of transportation	<input type="checkbox"/> Disability or illness
<input type="checkbox"/> Lack of birth certificate or other documents needed to obtain acceptable form of photo ID	
<input type="checkbox"/> Work schedule	<input type="checkbox"/> Family responsibilities
<input type="checkbox"/> Lost or stolen identification	<input type="checkbox"/> Acceptable form of photo ID applied for but not received

The reasonableness of your impediment cannot be questioned.

X _____
Signature of Voter Date

Fill in the CERT # and all other requested information

CERT:21042519 PCT:114 BS:5014-REP
HUGH DOUGLAS
114 ARABIAN RD
02/08/18 09:30:32 AM (M)
Signature *Hugh Douglas*

Judge's portion to fill out

TO BE COMPLETED BY ELECTION OFFICIAL

Sworn to and subscribed before me this _____ day of _____, 20____

Presiding Judge/County Voter Registrar (if applicable)

VOID (Voter Unique Identification Number) or CERT


The voter provided a copy or original of one of the following forms of identification:

_____ Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)	
_____ Current utility bill	_____ Bank statement
_____ Government document that shows the voter's name and an address (including the voter's voter registration certificate)	_____ Government check
	_____ Paycheck

Location: _____ Date of Election: _____

- | <small>Prescribed by Secretary of State § Form 7-29
 9/2/07 © Sadlers 63.001, 63.001, 63.002,
 63.003, 63.004, 63.006, 63.009, 63.010, 63.011,
 64.032 and 142.004 Texas Election Code</small> | | | | COMBINATION FORM – EARLY VOTING
Poll List / Signature Roster and Affidavits | | Voter

 |
|--|--------------------------------|-----------------------------|-------------------------------|---|--|------------------------------|
| <p>If a voter is unable to sign his name, an election official shall place the voter's name on the signature roster and make a notation as to the reason the voter is unable to sign. Si algún votante no puede firmar su nombre, un oficial electoral apuntará el nombre del votante en el registro de firmas y hará una anotación indicando la causa por la cual el votante no pudo firmar.</p> | | | | | | |
| Reasonable
impediment
63.001(f) | Signature
63.001(g) | Signature
63.006 | Not on List
63.006 | VOTER AFFIDAVITS:

VOTER: INITIAL or CHECK the affidavit, if applicable. | | |
|  | CHECK | INITIAL | INITIAL | Ballot Style.....VOID..... 1.
Name (poll list).....
Voter Address.....

SIGNATURE..... | | |
| | CHECK | INITIAL | INITIAL | Ballot Style.....VOID..... 2.
Name (poll list).....
Voter Address.....

SIGNATURE..... | | |
| | CHECK | INITIAL | INITIAL | Ballot Style.....VOID..... 3.
Name (poll list).....
Voter Address.....

SIGNATURE..... | | |
| | CHECK | INITIAL | INITIAL | Ballot Style.....VOID..... 4.
Name (poll list).....
Voter Address.....

SIGNATURE..... | | |
| | CHECK | INITIAL | INITIAL | Ballot Style.....VOID..... 5.
Name (poll list).....
Voter Address.....

SIGNATURE..... | | |

1. Opt to leave the polling place and return at a later time with the supporting documents to vote a regular ballot after executing a Reasonable Impediment Declaration.

2. They can vote a Provisional ballot and they will have 6 days after Election Day to present or show the Elections office any of the List “B” documents and fill out a Reasonable Impediment Declaration form at the Elections Office.

Example #2B: Voter with NO List “A” or “B” Photo ID

1. The Poll Worker should begin by asking “Good morning, do you have one of the acceptable forms of Photo ID?” from the List “A” Photo ID.
2. If voter cannot show approved form of List “A” Photo ID, poll worker should ask the Voter **“Do you have a reasonable impediment or difficulty to obtaining an acceptable form of photo ID?”**

If they say “No”, the voter should be offered a provisional ballot (Situation 7 in training book).

The voter can “cure” by presenting acceptable photo ID or qualify for an exemption to the Elections office within 6 days after election day.

3. The Poll Worker should click on the blue **“Voter Does Not Have Photo ID”** button

4. If the voter does not have a supporting form List “B” ID, the Poll Worker should click on the blue **“Voter Does Not Have A Supporting Form of ID”** button.

5. The Poll Worker will next get a message instructing him/her to provide the voter with a provisional affidavit form. The Poll Worker should ask the voter to step out of line to complete the form.

Example #3: Voter's ID does NOT match Voter's Name in Votesafe (Similar Name Situation)

1. The Poll Worker should begin by following the Ideal Voter check-in steps 1-6.
2. The next screen will ask the Poll Worker to confirm if the name on the Photo ID is an exact match to the name on the voter record. If it is **NOT an exact match**, the Poll Worker should click on the blue **"NO"** button.

RETURN TO START COUNTS AND LOGS CONTACTS AND HELP

MARISA GRATCH

Verify Voter Information

Address:	123 Main St Waxahachie, TX 75165		
Mailing Address:	N/A		
Birth Year:	1932	Precinct:	27
County ID:	144817	Status:	A

Select a Ballot

Is the name on the ID an EXACT match to the voter record?

YES NO **2**

RETURN TO SEARCH RESULTS

3. The Poll Worker decides if the name on the ID is substantially similar to the name on the voter record. If it is, the Poll Worker should click on the blue **"YES"** button. The Poll Worker should ask the voter to complete and sign the Similar Name Affidavit.

Voter Name: MARISA GRATCH RETURN TO START

Similar Name standards

Barbara Bush - Barbara Pierce (married name change)
 Sandra Day - Sandra Day O'Connor
 Dorris Miller - Doris Miller
 Robert Jones - Bo Jones

Is the name on the ID substantially similar to the name on the voter record?

YES **3** NO - BACK TO SEARCH RESULTS

Example #3 Continued...

4. The Poll Worker should click on the blue “Form Collected” button.

Voter Name: MARIA MARIN RETURN TO START

Have Voter Initial Similar Name Affidavit.

4 — FORM COLLECTED

5. Follow the remaining screen prompts to check-in the voter. The voter shall be accepted for voting.
6. Before handing the label to the next poll worker, write **S/N** on the label so the poll worker will know to complete the next step.

CERT:21040362 PCT:135 BS:5035-REP
CHARLOTTE ELIZABETH WALLACE
305 E THIRD ST
01/27/20 16:10:13 (F) **S/N**

Signature _____ TRAINING MODE _____

7. The voter must read and initial the “Similar Name” Box (affidavit) next to the voter’s signature on the Combination Form (see page 17, Handbook for Election Judges and Clerks)

Prescribed by Secretary of State Form 7-20
802001, Sections 63.001, 63.002, 63.003, 63.004, 63.005, 63.006, 63.007, 63.008, 63.009, 63.010, 63.011, 63.012 and 63.013, Texas Election Code

COMBINATION FORM – EARLY VOTING
Poll List / Signature Roster and Affidavits

If a voter signs his name, an election official shall place the voter's name on the signature roster and make a notation to the right of the voter's name. If a voter is unable to sign, an official election official shall place the voter's name on the signature roster and make a notation to the right of the voter's name. If a voter is unable to sign, an official election official shall place the voter's name on the signature roster and make a notation to the right of the voter's name.

Voter # _____ Voter Assistant (if additional voter assistant lines are necessary, continue on the back of this form.) Include name, address. PAGE # /

Similar Name Box (63.001)	Similar Name Box (63.002)	Similar Name Box (63.003)	Similar Name Box (63.004)	Similar Name Box (63.005)	Similar Name Box (63.006)	Similar Name Box (63.007)	Similar Name Box (63.008)	Similar Name Box (63.009)	Similar Name Box (63.010)	Similar Name Box (63.011)	Similar Name Box (63.012)	Similar Name Box (63.013)
CERT:130385 PCT:114 BS:5074 MARSHALL DALE FINCHER 821 OLD WAXAHACHIE RD 04/23/19 14:21:45 PM Signature <u>TRAINING MODE</u>	CERT:118281 PCT:137 BS:5159 TIMOTHY PAUL BROOKS 105 ANDREWS RD 04/23/19 15:11:40 PM Signature <u>TRAINING MODE</u>	CERT:21034598 PCT:141 BS:5186 CHARLES HAYS WALKER 202 COMMONWEALTH CIR 4/19 14:26:16 PM (M) Signature <u>TRAINING MODE</u>	CERT:20801551 PCT:107 BS:5034 ASHLEY NICHOLE FREEMAN 100 BENT TREE LN 04/23/19 14:59:57 PM Signature <u>TRAINING MODE</u>	CERT:81548 PCT:102 BS:5013 LEE HOWARD JOHNSON 115 N 1ST ST 04/24/19 10:37:23 AM (M) Signature <u>TRAINING MODE</u>	CERT:25654 PCT:135 BS:5144 BENNIE DORIS REED 200 BOWERS ST 04/23/19 14:49:26 PM (F) Signature <u>TRAINING MODE</u>	CERT:21061078 PCT:145 BS:5212 DERIKA RUBY MEJIA 1000 HIGHWAY 342 04/23/19 14:43:19 PM (F) Signature <u>TRAINING MODE</u>						

VOTER AFFIDAVITS: *Examples*
VOTER: INITIAL or CHECK the affidavit, if applicable.

VOTER AFFIDAVITS:
VOTER: INITIAL or CHECK the affidavit, if applicable.

AFFIDAVIT FOR VOTER NOT ON LIST. By initiating the signature of a voter who is not on the list, I swear or affirm that (A) I am a resident of the precinct in which I am offering to vote or am otherwise entitled by law to vote in that precinct; (B) I was a resident of the precinct in which I am offering to vote at the time the information on my residence address was last provided to the voter registrar; (C) I did not deliberately provide false information to secure registration in a precinct in which I do not reside; and (D) I am voting only once in the election.

AFFIDAVIT FOR VOTER NOT ON LIST. By initiating the signature of a voter who is not on the list, I swear or affirm that (A) I am a resident of the precinct in which I am offering to vote or am otherwise entitled by law to vote in that precinct; (B) I was a resident of the precinct in which I am offering to vote at the time the information on my residence address was last provided to the voter registrar; (C) I did not deliberately provide false information to secure registration in a precinct in which I do not reside; and (D) I am voting only once in the election.

VOTER'S SIMILAR NAME AFFIDAVIT. If it is determined that the name on the form of identification provided under § 63.001 is substantially similar per § 63.001(c) to the name on the voter registration certificate, and I am one and the same as the person named on the identification provided.

DECLARACION JURADA DE NOMBRE SIMILAR DEL VOTANTE. Si se determina que el nombre en el formulario de identificación provisto en § 63.001 es sustancialmente similar per § 63.001(c) al nombre que aparece en el certificado de registro de votantes, y yo soy una y la misma persona en la lista de votantes registrados o la persona en el certificado de registro de votantes, y yo soy una y la misma persona nombrada en la identificación proporcionada.

USE IN PRIMARY ELECTION. A voter who is not on the list may vote in a primary election or a runoff election if the voter is a registered voter in the precinct in which the voter is voting.

PRIMA USO EN LA ELECCION PRIMARIA. Una persona que no aparece en la lista de votantes registrados o la persona en el certificado de registro de votantes, y yo soy una y la misma persona nombrada en la identificación proporcionada, puede votar en una elección primaria o una elección de desempate si el votante es un votante registrado en el distrito en el que el votante está votando.

AUTHORITY CONDUCTING ELECTION: Ellis County, TX
Date of Election: 5-4-19
Name of Election: Joint Election
Location: Election Office
Sworn to and Subscribed before me this 22 day of April, 2019
Brenda Adams
EARLY VOTING CLERK SIGNATURE

Note: If the voter desires to correct the voter registration list with the correct name that matches the ID, then they can fill out the Statement of Residence Form.

Example 4A: Voter has Moved

1. The Poll Worker should begin by following the Ideal Voter situation steps 1-5.
2. The Verify Voter Information screen will display. **Ask the voter “Do you still live on 123 Main Street?”**
The Poll Worker should confirm the laptop address is current and correct. **Do Not compare** the Photo ID address to the laptop.
3. If the information is **NOT correct**, the Poll Worker should click on the blue **“NO”** button.

RETURN TO START COUNTS AND LOGS CONTACTS AND HELP

DONALD RAY MACDONALD II

Verify Voter Information

Address: 123 Main St Waxahachie, TX 75165

Mailing Address: N/A

Birth Year: 1997

County ID: 150627 Precinct: 14 Status: A

Select a Ballot

Confirm with the voter that the information above is CURRENT

YES NO **3**

RETURN TO SEARCH RESULTS

4. The next screen will ask the Poll Worker to confirm if the name on the ID is an exact match to the name on the voter record. If it is an exact match, the Poll Worker should click on the blue **“YES”** button.

RETURN TO START COUNTS AND LOGS CONTACTS AND HELP

DONALD RAY MACDONALD II

Verify Voter Information

Address: 123 Main St Waxahachie, TX 75165

Mailing Address: N/A

Birth Year: 1997

County ID: 150627 Precinct: 14 Status: A

Select a Ballot

Is the name on the ID an EXACT match to the voter record?

4 YES NO

RETURN TO SEARCH RESULTS

5. The Poll Worker will be prompted to give the voter a Statement of Residence form. Have the voter step aside and fill out the form. Once the voter has completed the form, the Poll Worker should click on the blue **“Voter has a completed SOR”** button.

RETURN TO START

Please provide voter Statement of Residence form and have them step out of line to complete.

5 VOTER HAS A COMPLETED SOR

6. Verify the voter still lives in Ellis County and then follow the remaining screen prompts to check-in the voter.

When a voter has:

Example 4A Continued...

Moved TO another precinct Within Ellis County,

The voter may vote a full ballot in the precinct of former residence (precinct/ballot style in laptop) if:

The voter's name and address are on the list of voters; AND

The voter registration has not become effective in the voter's new precinct; AND

Has not been canceled from the voter file; AND

Still resides in Ellis County, regardless of how long ago the voter has moved.

Before voting, the voter MUST complete and sign a Statement of Residence form.

When a voter has:

Moved TO Another County, (voter shows up to vote in **NEW county**)

The voter says they are a resident of the precinct. The voter's name is not on the list of voters and the voter does not present a current voter certificate with this precinct.

Statewide Election: Voter may vote a Limited Ballot if:

They are still registered in their old county in Texas.

They would be eligible to only vote on the races that are the same between both counties (Federal, some state and the party propositions).

Limited Ballots are ONLY during Early Voting at the Main Elections Office.

Please call our office to confirm that voter is registered in another county BEFORE you send them to the Main Elections Office 204 E Jefferson St, Waxahachie

On Election Day, they can only vote a provisional ballot.

When a voter has:

Moved TO Another County, (voter shows up to vote in **OLD county**)

The voter says they are a resident a different county. The voter's name is still in the old county's list of voters. They must vote in their new county.

Reminder: A voter can not return to a previous county to vote. Once they move out of the county, they must go to the new county to vote.

Example: Voter moved to Dallas County, but did not register in time for the election. They use to live in Ellis County and are still registered. THEY CAN NOT VOTE in Ellis County.

Voter must go during Early Voting to vote a Limited Ballot in NEW County.

Example #4B: Voter is already a Suspense Voter

1. The Poll Worker should begin by following the Ideal Voter check-in steps 1-6.
2. The Verify Voter Information screen will display. **Ask the voter “Do you still live on 123 Main St ?”** The Poll Worker should confirm the laptop address is current and correct. **Do Not compare** the Photo ID address to the laptop.
3. If the information is correct, the Poll Worker should click on the blue **“YES”** button.

RETURN TO START COUNTS AND LOGS CONTACTS AND HELP

ARLENE JOYCE REID

Verify Voter Information

Address: 123 Main St Waxahachie, TX 75165

Mailing Address: N/A

Birth Year: 1992

County ID: 153881 Precinct: 001 Status: S

Select a Ballot

Confirm with the voter that the information above is **CURRENT**

3 YES NO

RETURN TO SEARCH RESULTS

4. This is a suspense voter, so the Poll Worker will be prompted to give the voter a **Statement of Residence form**. Have the voter step aside and fill out the form. Once the voter has completed the form, the Poll Worker should click on the blue **“Form Completed”** button.

RETURN TO START COUNTS AND LOGS CONTACTS AND HELP

ARLENE JOYCE REID

Verify Voter Information

Address: 123 Main St Waxahachie, TX 75165

Mailing Address: N/A

Birth Year: 1992

County ID: 153881 Precinct: 001 Status: S

Select a Ballot

Have the voter complete a SOR form before voting

FORM COMPLETED

RETURN TO SEARCH RESULTS **4**

5. The elections office has received information that the voter has moved, so they have been placed on suspense list. Once they complete the Statement of Residence form, they can vote just like any other voter.
6. Follow the remaining screen prompts to check-in the voter.

Example #4B Continued...

Steps for Voter to complete the Statement of Residence form:

Step 1. Have the voter step aside and filled out the Statement of Residence.

Step 2. Once the voter has completed the form, they will hand it back to the poll worker.

Inspect the Statement of Residence Form before allowing to vote:

Step 3. Make sure it is completely filled out with full address/ birthdate/ etc. verify the form and confirm that the voter still lives in Ellis County and/or in the Political Subdivision holding the election.

*If they moved outside Ellis County then they are not eligible to vote in their “previous precinct”. They need to go to their new county to vote Provisionally or Limited, if applicable.

* In a Countywide Election, if the voter still resides in Ellis county, then they can vote on the ballot style that the computer states.

Step 4. Check-in the voter by following the prompts.

Step 5. If you want to print a 2nd label by clicking on the “Voter NAME Checked-in”, click on “Labels and Tabulation”, click on “Re-print all check-in Labels”.

Place the label on the top of the Statement of Residence to assist the office with data entry after the election.

Instructions for Voting by Mail on Back
(Al Dorsal: Instrucciones al votar por correo)

STATEMENT OF RESIDENCE
For persons whose residence address does not match voter registration address.
CONSTANCIA DE DOMICILIO PERMANENTE
Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.

Last Name (Apellido) Include suffix if any (Incluir sufijo si lo hay) (Mr., Sr., II)
First Name (Nombre de pila)
Middle Name (if any) (Segundo nombre (si aplica))
Former Name (Apellido anterior)

Residence Address: Street Address and Apartment Number, City, State, and Zip.
If none, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address)
Domicilio residencial: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal. Si no existe un domicilio, describe donde vives (no incluye apartados postales, rutas rurales o dirección del trabajo).

Gender (Opcional) (Sexo (Opcional))
☐ Male Masculino
☐ Female Femenino

Mailing Address: Address, City, State, and Zip: If mail cannot be delivered to your residence address.
Dirección postal: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal (si no se puede entregar correo en su domicilio residencial).

Date of Birth: month, day, year
Fecha de Nacimiento: mes, día, año
□□/□□/□□□□

Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety)
No. de licencia de conducir de Texas o no. de identificación personal de Texas (Emitido por el Departamento de Seguridad Pública)

If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number.
Si no tiene licencia de conducir de Texas o no. de identificación personal, proporcione los 4 últimos dígitos de su número de Seguro Social.
XXX-XX-□□□□

☐ I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.
Yo no tengo una Licencia de conducir de Texas/Cédula de identidad personal de Texas o Número de Seguro Social.

I am a resident of this county and a U.S. citizen; and
I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

soy residente de este condado y ciudadano de los Estados Unidos; y
no he sido condenado por un delito grave, o en caso de ser delincuente, he cumplido mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisión, período de prueba, o se me otorgó un indulto; y
no se me ha declarado, total o parcialmente, como discapacitado mental sin derecho al voto, por el fallo final de un juzgado de sucesiones.

Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.
Firma del solicitante o su agente (poderado) y relación de éste con el solicitante, o nombre en letra del modo del solicitante si la firma es la de un testigo, y fecha.

ELK-3638 CAPITAL GRAPHICS INC.

Example #4C: Confidential Voter Check-In

1. The Poll Worker should begin by following the Ideal Voter check-in steps 1-5.
2. The “Verify Voter Information” screen will display. Voters on the Confidentiality Program, will have “Confidential” for their address. **Ask the voter “Do you still live at your registered address?”**
3. **DO NOT state the Photo ID address.**
4. If the information is correct, the Poll Worker should click on the blue **“YES”** button.

RETURN TO START COUNTS AND LOGS CONTACTS AND HELP

CATHLEEN ANN GILBRETH

Verify Voter Information

Address:	LUBBOCK 79412 <i>* Confidential *</i>		
Mailing Address:	N/A		
Birth Year:	1971		
County ID:	379855	Precinct:	029
		Status:	A

Select a Ballot

Confirm with the voter that the information above is CURRENT

4 → **YES** **NO**

RETURN TO SEARCH RESULTS

5. If the voter needs to update their address, the Poll Worker should click on the blue **“YES”** button
6. Have the voter step aside and fill out a Statement of Residence card. (Example #4A)
7. Follow the rest of the prompts to check in this voter.

Example #5: Voter Not Found but Does have Photo ID and a valid voter registration certificate

1. The Poll Worker should search for the voter.

2. Voter is not found. The Poll Worker should call the elections office to confirm.

3. Check the valid date on the certificate. It should state the “Election Day” date or before in order to be eligible to vote in the election.

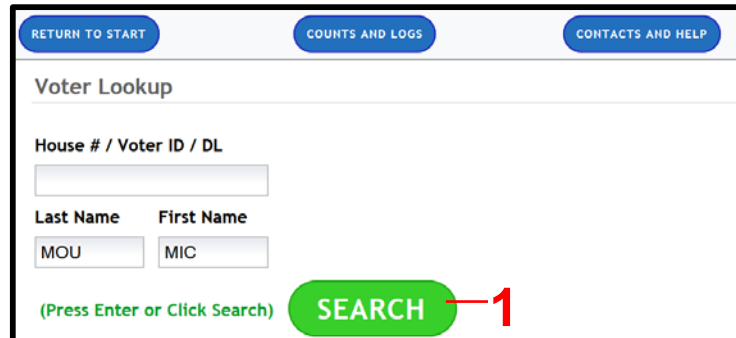
4. A voter who presents a form of identification from List A or B, whose name is not on the precinct list of registered voters, shall be accepted for voting if the voter also presents a valid voter registration certificate indicating that the voter is currently registered either:
 1. in the precinct in which the voter is offering to vote; or
 2. in a different precinct in the same county as the precinct in which the voter is offering to vote, and the voter executes/reads an affidavit (which is found on combination sheet) stating that the voter:
 - 1) is a resident of the precinct in which the voter is offering to vote or is otherwise entitled by law to vote in that precinct;
 - 2) did not deliberately provide false information to secure registration in a precinct in which the voter does not reside; and
 - 3) is voting only once in the election.

5. If it is determined that the voter is qualified to vote in your polling place, enter the voter's name, address, certificate number, and the precinct number indicated on the certificate on the Registration Omissions List. You will need to give the voter the ballot for the precinct that is listed on the certificate.

6. Have the voter initial the “Not on List” on the combination form.

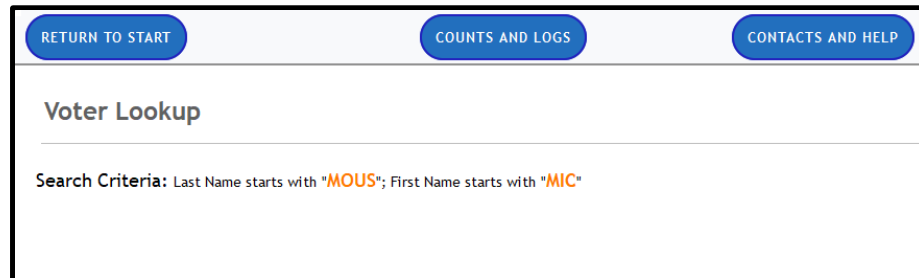
Example #6: Voter Not Found and Does Not have a voter registration certificate

1. The Poll Worker should search for the voter.



The screenshot shows a web interface for 'Voter Lookup'. At the top, there are three blue buttons: 'RETURN TO START', 'COUNTS AND LOGS', and 'CONTACTS AND HELP'. Below these is a section titled 'Voter Lookup'. It contains a text input field for 'House # / Voter ID / DL'. Below that are two input fields for 'Last Name' (containing 'MOU') and 'First Name' (containing 'MIC'). At the bottom of this section is a green button labeled 'SEARCH' with a red number '1' next to it. Below the input fields, there is a green text prompt: '(Press Enter or Click Search)'.

2. Voter is not found. The Poll Worker should call the elections office to confirm.



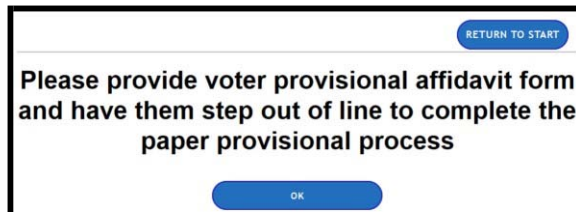
The screenshot shows the same 'Voter Lookup' interface. The 'House # / Voter ID / DL' field is empty. The 'Last Name' field contains 'MOU' and the 'First Name' field contains 'MIC'. Below these fields, the text 'Search Criteria: Last Name starts with "MOUS"; First Name starts with "MIC"' is displayed. The 'SEARCH' button is still present, but it is not highlighted with a red number '1'.

A voter whose name is not on the list of registered voters, and who does not present a voter registration certificate when offering to vote, shall be accepted for **provisional voting** if:

The voter executes a provisional affidavit stating that the person is a registered voter in the precinct in which the person seeks to vote; and Is eligible to vote in the election [Sec. 63.009]

Example #7: Provisional Voter

1. The Poll Worker should begin by following the Ideal Voter check-in steps. Complete the Photo ID, Address, Name questions and search and click on the correct voter
2. If this screen appears during any process, the Poll Worker will need to complete the Provisional Process. (Green Instruction form)



Follow the Green Provisional Instructions in binder.

Provisional Process Guide for Poll Workers

If a voter is not eligible to vote a regular ballot, a **Provisional ballot MUST BE OFFERED**. The voter's record will be reviewed by the provisional voting ballot board. The ballot will be counted only after registration is verified. If no Photo ID (List A or B) was presented, the voter must appear within 6 days AFTER Election Day to present Photo ID or exemptions.

STEP 1. The voter should **NOT** be checked into the laptop if voting provisionally.

STEP 2. Voter will need to fill out Affidavit of Provisional Voter (green) Envelope. Must be completely filled out and signed by voter, this form will also register the voter to vote, if needed. Unless it says optional, it **MUST** be filled out, including FULL address, city, zip, birth date, etc.

STEP 3. Judge contact the Election's Office at 972-825-5369, to confirm what ballot style the voter should receive. Office will ask you for the voter's name, address and date of birth.

STEP 4. Judge confirm step 2 portion is completely filled out. You will need to fill in the top sections across the envelope. On the second line, write what ballot style # (5000) was given to the voter.

STEP 5. Judge fill out the back left portion of envelope. Most important question: "Did the Voter Present acceptable form of ID? YES or NO". Both List A or List B are acceptable. If List B, have the voter fill out the Reasonable Impediment (purple) Form and place that form into the "Election Envelope". Fill out the reason for voting provisionally (give us as much info as possible), date and sign.

STEP 6. Judge if the answer was "NO" to "Did the Voter Present acceptable form of ID?", you will need to give the voter the "Notice to Provisional Voter". Explain to the voter it has a map for the voter to go to the Election's Office and present a form of ID within 6 days AFTER Election Day but **ONLY** if the answer was a "NO". Otherwise, a provisional voter does not receive this form.

STEP 7. Judge fill out the voters name on the List of Provisional Voters and Ballot Style (5000 or 4000 etc.) number instead of Precinct Number.

STEP 8. Judge fill out the voters Ballot style, name, address on the Provisional Combination (green) Form. If a Reasonable Impediment form was used, check mark the box on the combination form.

STEP 9. Voter needs to sign the (green) Provisional Combination Form.

Example #8A: Mail Ballot Requested – Voter Surrenders Ballot

1. The Poll Worker should begin by following the Ideal Voter check-in steps. Complete the Photo ID, Address, Name questions and search and click on the correct voter
2. The Mail Ballot Requested Voter screen will open. If the voter is surrendering their mail ballot, the Poll Worker should click on the blue “Choose” button for that reason.

3. The Poll Worker should take the surrendered mail ballot from the voter, confirm ballot is there and write “cancelled” across ballot and confirm ballot envelope has their name. Then click on the blue “Mail Ballot Received” button.

4. Have the voter complete the “Request to Cancel Application Form” in Order to cancelled their ABBM for this election. Judge needs to fill out The bottom portion of the form.
5. Place the complete form and the surrendered ballot in the “Cancel Ballot Envelope”
6. You have now cancelled their Ballot by Mail request for this election and the voter can now be check-in at the polls.

Note: If voter does have the mail ballot with them: BUT voter does not want to “surrender” the ballot instead the voter wants that mail ballot to be counted. The ONLY option is for the voter themselves to come to the elections office on Election Day to “turn in” their mail ballot for counting. Must be during 7am- 7pm; they will need to present ID.

Note: If the voter insists they did not apply, receive, or vote a ballot by mail and insists on voting at the polling place:

Voter must vote a provisional ballot

Example #8B: Mail Ballot Requested –Voter Does Not Surrender Ballot

1. The Poll Worker should begin by following the Ideal Voter check-in steps. Complete the Photo ID, Address, Name questions and search and click on the correct voter
2. The Mail Ballot Requested Voter screen will open. If the voter **does not** have their ballot or Notice, the Poll Worker should click on the blue **“Choose”** button for that reason.

Mail Ballot Requested Voter RETURN TO START

Our records indicate that the Voter has requested or been sent a mail ballot.
Please choose one:

2 CHOOSE Voter is surrendering their mail ballot so they can vote here at the polls today.

CHOOSE Voter has a notice from the Early Voting Clerk stating their mail ballot was cancelled.

CHOOSE Voter has neither their mail ballot or a notice. Proceed to Provisional Check-in.

3. The Poll Worker will need to complete the Provisional Process. (Green Instruction form)

RETURN TO START

Please provide voter provisional affidavit form
and have them step out of line to complete the
paper provisional process

OK

Note: A voter whose name appears on the list of registered voters that they voted:

“Early Voted” or

“Mail Ballot Requested” or

“Voter has returned Mail Ballot”

and they present themselves again during Early Voting or Election Day to vote, they must vote a provisional ballot. (unless they surrender the ballot, see Example #8A)

The voter executes a provisional affidavit stating that the person is a registered voter; and has not already voted early.

Note: If voter does have the mail ballot with them:

BUT voter does not want to “surrender” the ballot instead the voter wants that mail ballot to be counted.

The ONLY option is for the voter themselves to come to the elections office on Election Day to “turn in” their mail ballot for counting. Must be during 7am- 7pm; they will need to present ID.

Note: If the voter insists they did not apply, receive, or vote a ballot by mail and insists on voting at the polling place:

Voter must vote a provisional ballot

Example #9: Mail Ballot Notice

1. The Poll Worker should begin by following the Ideal Voter check-in steps. Complete the Photo ID, Address, Name questions and search and click on the correct voter

2. The Mail Ballot Requested Voter screen will open. If the voter is surrendering to you a “Notice of Improper Delivery” form from the Elections Office, the Poll Worker should click on the blue **“Choose”** button for that reason.

Mail Ballot Requested Voter

RETURN TO START

Our records indicate that the Voter has requested or been sent a mail ballot.
Please choose one:

CHOOSE Voter is surrendering their mail ballot so they can vote here at the polls today.

2 CHOOSE Voter has a notice from the Early Voting Clerk stating their mail ballot was cancelled.

CHOOSE Voter has neither their mail ballot or a notice. Proceed to Provisional Check-in.

3. The Poll Worker should take the notice from the voter and then click on the blue **“Cancellation Notice Received”** button.

RETURN TO START

Voter will provide notice from Early Voting clerk that mail ballot was cancelled.

CANCELLATION NOTICE RECEIVED — 3

4. Place Notice in the “Cancel Ballot Envelope”

5. You have now cancelled their Ballot by Mail request for this election and the voter can now be check-in at the polls.

ANS-160
Sections 84.013(c), 86.009(d), Texas Election Code
Prescribed by Secretary of State
8/15

NOTICE OF IMPROPER DELIVERY

Name of Voter _____ VUID Number _____
Precinct Number _____

This is to serve as notice that your ballot, for the _____ Election was received by the early voting clerk. It has been determined that your ballot was returned in violation of the Election Code, and your ballot voted by mail will not be counted.

Check Reason:

1. _____ Your ballot was not returned in the official carrier envelope.

2. _____ Your ballot was returned in the official carrier envelope but in another envelope containing more than one carrier envelope. If another envelope is used to return the carrier envelope, all persons who enclosed their carrier envelope in the same larger envelope, must be registered to vote at the same address. There was one or more carrier envelopes returned with your carrier envelope from persons not registered to vote at your address.

3. _____ It has been determined that your carrier envelope originated from the location indicated below. A carrier envelope may not be delivered by a common or contract carrier if the delivery originates from the address of one of the following:

_____ a) headquarters of a political party or candidate in the election

_____ b) candidate in the election unless that is your address

_____ c) specific or general purpose political committee involved in the election

_____ d) an entity that requested the election

4. _____ The common or contract carrier who delivered your carrier envelope did not provide a receipt for delivery or the receipt provided did not meet with requirements prescribed by state law.

5. _____ Your ballot was hand-delivered by someone other than you, the voter. Note that carrier envelopes may only be returned by mail, common or contract carrier, or by hand delivery by the voter who voted the ballot.

You may vote during the remainder of the early voting period or at your regular election day polling place by presenting and surrendering this Notice to the presiding election officer at the early voting polling place or at your election day polling place.

If you have any questions regarding this matter, please call my office at _____.

Signature of Early Voting Clerk _____

Date _____

Note to Polling Place Election Official: If a voter presents this Notice and offers to vote, the voter must surrender the Notice before being accepted for voting. If otherwise qualified, the voter may then vote a regular ballot at the polling place. You should write the word “Cancelled” on this Notice and return it in envelope #2 with other election records.

Note: If a voter whose name appears as **“Mail Ballot Requested”** who had been sent an early voting ballot by mail presents himself or herself for voting at the polling place, the election officer may allow the voter to vote a regular ballot if the voter presents a “Notice of Improper Delivery.” This form indicates that the voter attempted to vote by mail and the mail ballot was rejected because it was delivered to the early voting clerk improperly.

Reprint Voter Label and/or Ballot card (Spoiled Ballot)

1. The Poll Worker should click on the blue **“Reprocess Voter”** button on the right side of the screen.

Start Screen

Please indicate if the voter has approved Photo ID

VOTER HAS PHOTO ID VOTER DOES NOT HAVE PHOTO ID

LOOKUP TO VIEW ONLY

REPROCESS VOTER

2. The Voter Search screen will open. The Poll Worker should search for the voter.

Voter Search Results - Reprocess Voter

House # / Voter ID / DL

Last Name First Name

MAC RO

(Press Enter or Click Search) SEARCH

3. A list of voter's names and addresses will pop up on the screen. The Poll Worker should click on the correct voter name.

Voter Search Results - Reprocess Voter

RETURN TO VOTER LOOKUP

Search Criteria: Last Name starts with "MAC"; First Name starts with "RO"

Name	Address
MACDON, RON ARCOS	2417 16TH ST - LUBBOCK

RETURN TO VOTER LOOKUP

4. The Verify Voter Information screen will open. The Poll Worker should click on the blue **“Labels and Tabulation”** button.

RON ARCOS MACDON

Verify Voter Information

Address: 2417 16TH ST LUBBOCK 79401

Mailing Address: N/A

Birth Year: 1915

County ID: 99204951 Precinct: 010 Status: A

Select a Ballot

***** VOTER CHECKED IN *****

BS: BS 1-NP Elections Office 09/03 13:41

LABELS AND TABULATION

RETURN TO SEARCH RESULTS

Reprint Label and/or Ballot card Continued... Page 30 of 35

5. The labels and tabulation screen will open. The Poll Worker should click on the blue “Re-print all check-in labels” button.

The screenshot shows a window titled "Labels and Tabulation" with a "CLOSE" button in the top right corner. Inside the window, there are two blue buttons: "RE-PRINT ALL CHECK-IN LABELS" (labeled with a red 5) and "REISSUE BALLOT" (labeled with a red 6).

The check-in label will print.

The printed label contains the following information:
CERT:21040362 PCT:135 BS:5035-REP
CHARLOTTE ELIZABETH WALLACE
305 E THIRD ST
01/27/20 16:10:13 (F)
Signature _____ TRAINING MODE _____

6. The labels and tabulation screen will open. The Poll Worker should click on the blue “Reissue Ballot” button.

The Ballot card will print.

The printed ballot card contains the following information:
Barcode: 00000035 0050745
ELLIS COUNTY/TEXAS
2020 PRIMARY ELECTION
03/03/2020
135. REP 135-5035
There is a checkbox labeled "R" in the top right corner.

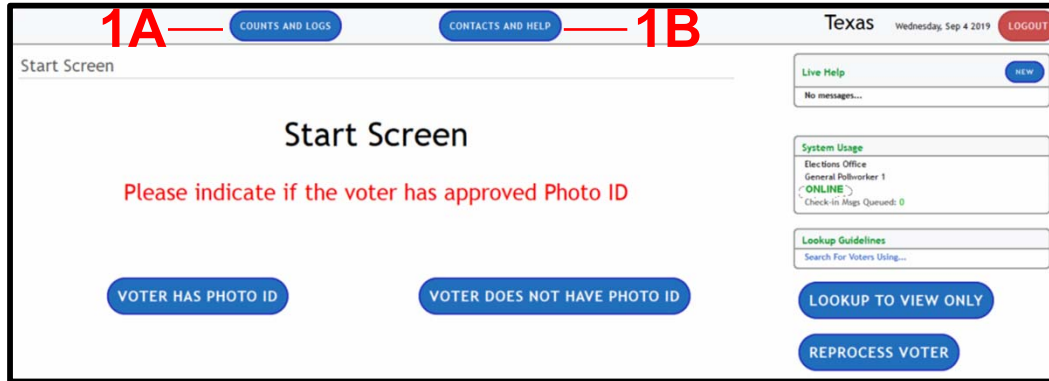
7. The Poll Worker should click on the blue “Close” button.

The screenshot shows the "Labels and Tabulation" window. The "CLOSE" button in the top right corner is highlighted with a red line and a red 7.

8. The Poll Worker should click on the blue “Return to Start” button.

The screenshot shows the main application screen. At the top, there are three buttons: "RETURN TO START" (labeled with a red 8), "COUNTS AND LOGS", and "CONTACTS AND HELP". Below these buttons, the name "RON ARCOS MACDON" is displayed. The main area is divided into two sections: "Verify Voter Information" and "Select a Ballot". The "Verify Voter Information" section shows the following details:
Address: 2417 16TH ST LUBBOCK 79401
Mailing Address: N/A
Birth Year: 1915
County ID: 99204951 Precinct: 010 Status: A
The "Select a Ballot" section shows a green box with the text "***** VOTER CHECKED IN *****" and "BS: BS 1-NP Elections Office 09/03 13:41". To the right of this box is a blue button labeled "LABELS AND TABULATION". At the bottom of the screen is a blue button labeled "RETURN TO SEARCH RESULTS".

1. There are two other links on your home screen that contain helpful information. Both are located at the top of the screen.



A. Counts and Logs – Clicking on **COUNTS AND LOGS** will open:

1. A screen with the current count of checked in voters.

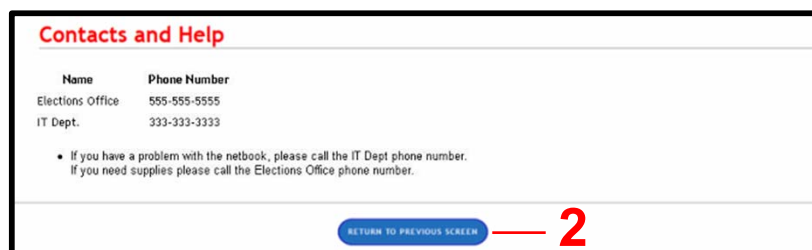


2. Click on “Logs” to view a list voter activity.



A2

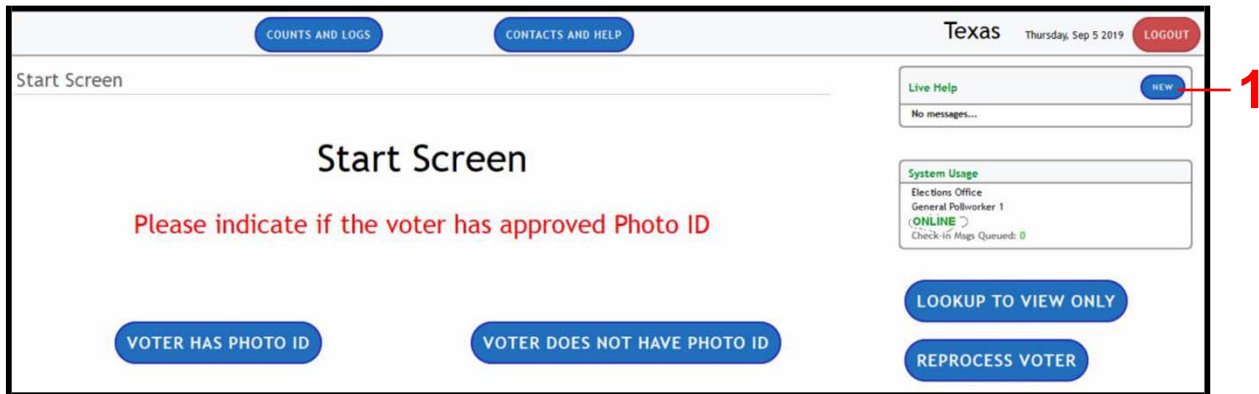
B. Contacts and Help – Clicking on **CONTACTS AND HELP** will open a list of contacts and some general help instructions.



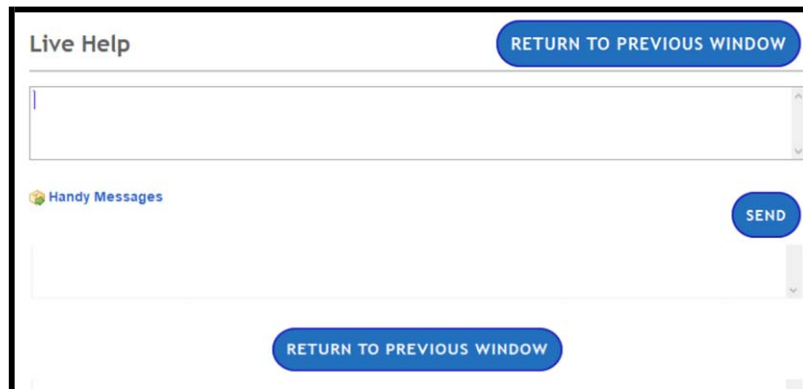
2. Click on the blue “Return to Previous Screen” link to return to the previous page.

Live help allows Poll Workers to communicate with the Elections Office via texting.

1. The Poll Worker should click on the blue **“New”** button on the right side of the screen in Live Help box.



2. The Live Help screen will open.



3. The Poll Worker should type his/her message in the top section of the screen and then click on the blue **“Send”** button.

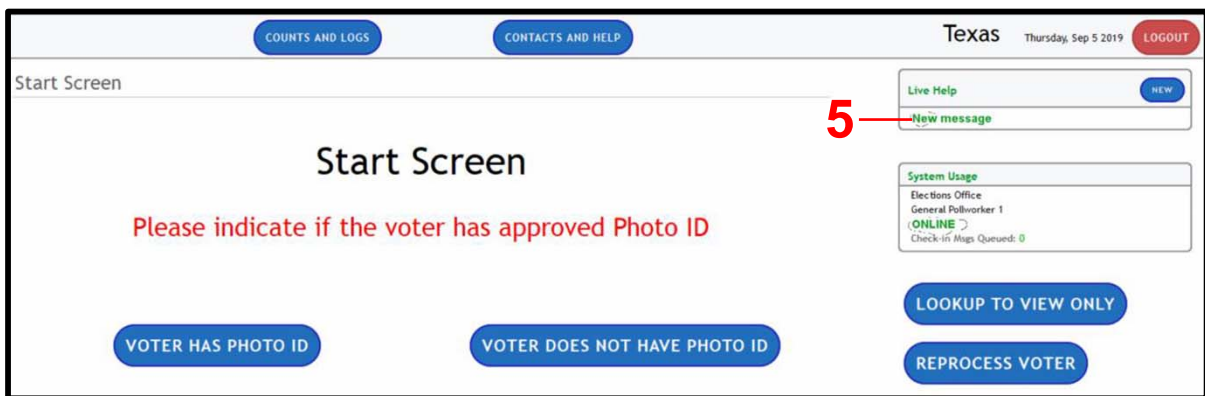


Live Help Continued...

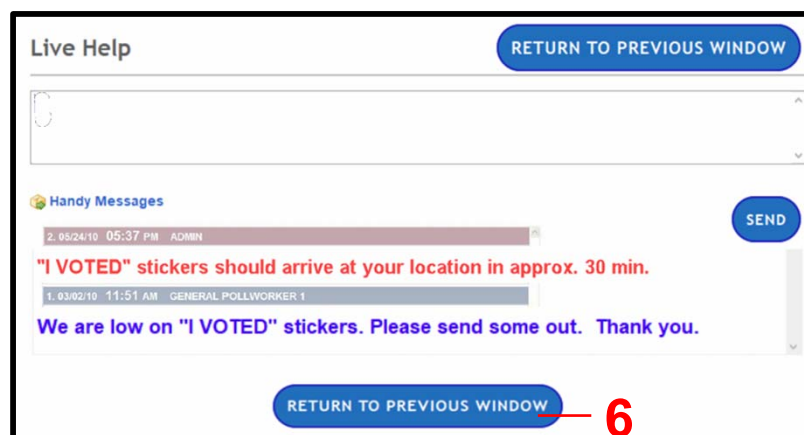
4. Once the message has been sent, it will move to the lower section of the screen.



5. When the Elections Office responds, the Poll Worker will receive a “New Message” notification in the Live Help box on the right side of the screen. The Poll Worker should click on it.

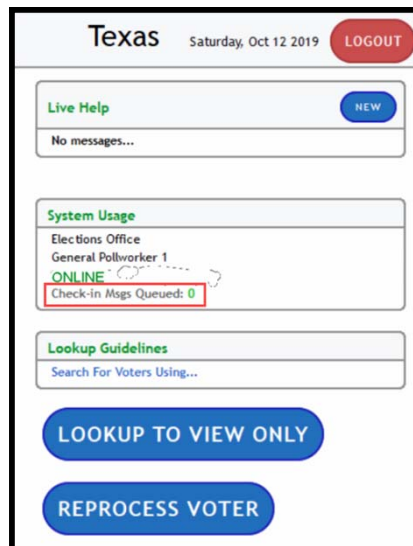


6. The Live Help screen will open and the Poll Worker will see the response in the lower section of the screen. The Poll Worker should click on the blue “Return to Previous Window”.



ZERO Messages in Queue

The Poll Worker should check the System Usage box on the right side of the screen for the number of Check-In Msgs Queued. This number should be **zero**.



The screenshot shows the Texas VoteSafe interface. At the top, it says "Texas" and "Saturday, Oct 12 2019" with a "LOGOUT" button. Below this is a "Live Help" section with a "NEW" button and "No messages...". The "System Usage" section shows "Elections Office", "General Pollworker 1", and "ONLINE". A red box highlights "Check-In Msgs Queued: 0". Below this is a "Lookup Guidelines" section with a "Search For Voters Using..." field. At the bottom are two large blue buttons: "LOOKUP TO VIEW ONLY" and "REPROCESS VOTER".

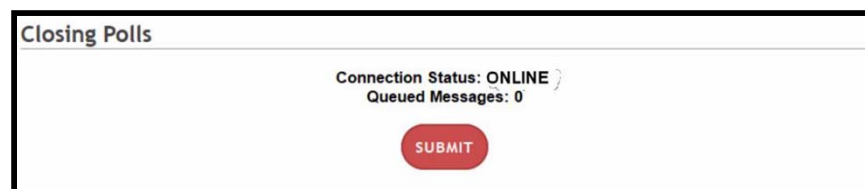
Once verified, the Poll Worker should click on the red **“LOGOUT”** button located at the upper righthand corner of the screen.

The “End of the Day?” message will appear on the screen. If it is the end of the voting day, the Poll Worker should click on the green **“YES”** button.



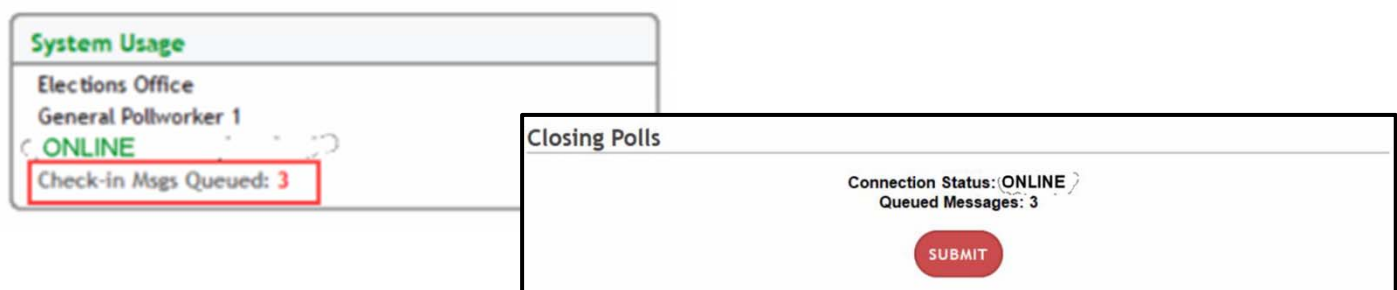
The screenshot shows a dialog box titled "End of Day?". It contains two buttons: a green "YES" button and a red "NO" button.

The “Closing Polls” box will appear. The Poll Worker should verify that information is correct and then click on the red **“SUBMIT”** button.



The screenshot shows a dialog box titled "Closing Polls". It displays "Connection Status: ONLINE" and "Queued Messages: 0". At the bottom is a red "SUBMIT" button.

*****NOTE: If there are messages in your Queue, then you will need to connect back with Wi-Fi and confirm all data is sent before logging off.**



This block contains two side-by-side screenshots. The left screenshot shows the "System Usage" section with "Check-in Msgs Queued: 3" highlighted by a red box. The right screenshot shows the "Closing Polls" dialog box with "Connection Status: ONLINE" and "Queued Messages: 3". Both screenshots have a red "SUBMIT" button at the bottom.

Messages in Queue

The Poll Worker should check the System Usage box on the right side of the screen for the number of Check-In Msgs Queued. If there are messages in queue, the Poll Worker should contact the Elections Office and follow the instructions issued by Elections Office.

The screenshot shows the Texas Poll Worker interface. At the top, it says "Texas" and "Saturday, Oct 12 2019" with a red "LOGOUT" button. Below this is a "Live Help" section with a "NEW" button and "No messages...". The "System Usage" section shows "Elections Office", "General Pollworker 1", and "ONLINE" status. A red box highlights "Check-in Msgs Queued: 3". Below this is a "Lookup Guidelines" section with "Search For Voters Using...". At the bottom are two blue buttons: "LOOKUP TO VIEW ONLY" and "REPROCESS VOTER".

Once verified, the Poll Worker should click on the red **“LOGOUT”** button located at the upper righthand corner of the screen.

The “End of the Day?” message will appear on the screen. If it is the end of the voting day, the Poll Worker should click on the green **“YES”** button.

The screenshot shows a dialog box titled "End of Day?". It contains two buttons: a green "YES" button and a red "NO" button.

The “Closing Polls” box will appear. The Poll Worker should verify that information is correct and then click on the red **“SUBMIT”** button.

The screenshot shows a dialog box titled "Closing Polls". It displays "Connection Status: ONLINE" and "Queued Messages: 3". At the bottom is a red "SUBMIT" button.

The Poll Worker has now successfully logged out and can continue with shutting down the equipment.

The screenshot shows the Vote-Safe login screen. It features the "Vote-Safe" logo with a padlock icon. Below the logo is a text field labeled "Enter Your Password:" and a blue "LOGIN" button with a key icon.