

STATION #1

PROCESSING VOTER APPLICATIONS

- PROVIDE “APPLICATION TO VOTE” TO VOTER (date and precinct number filled in)
- IF VOTER HAS A CLERK’S OFFICE VOTER REGISTRATION RECEIPT, THEY MAY USE IT AS AN APPLICATION TO VOTE. Cut out the app to vote from the bottom of the page and instruct the voter to hand both the application and the rest of the receipt to the Electronic Poll Book station worker.
- INSTRUCT VOTER TO COMPLETE ALL INFORMATION IN RED BOX ON THE APPLICATION INCLUDING BIRTHDATE (Month/Day)
- REQUEST PHOTO IDENTIFICATION – DO NOT ASK TO “SEE THEIR LICENSE”. Acceptable forms of identification are:
 - Michigan driver’s license or Michigan personal identification card
 - Current Driver’s license or personal identification card issued by another state
 - Federal or state government-issued photo identification
 - Current U.S. passport
 - Current student identification with photo – from a high school or an accredited institution of higher education
 - Military identification card with photo
 - Tribal identification card with photo

AFFIDAVIT – Voters who do not bring picture ID to the polls or do not possess picture ID can vote like any other voter by signing an affidavit (on back of application). **Upon completion, the Inspector signs the bottom of the affidavit and checks the “red” box located on the front of the application in the upper right hand corner.**

If the voter is using his Michigan Drivers License for ID, instruct the voter to keep it out for scanning at the Electronic Poll Book Station.

- ANSWER VOTER QUESTIONS
- MANAGE VOTER LINES, EXPLAINING THAT SAMPLE BALLOTS, PROPOSAL LANGUAGE, ETC. ARE POSTED (If long lines, provide sample ballots to pass along to voters in line)

STATION # 2

REGISTRATION VERIFICATION/POLL BOOK ENTRY

- Locate the voter's name using the Voter Search Function or by scanning a voter's bar code on the back of their Michigan Driver's License. *Return license to voter.*
- If the voter's name is not found under THIS PRECINCT, select the OTHER tab and perform a second search. If the voter's name is found under OTHER, direct the voter to the correct precinct as shown in the voter information window.
- If the voter has presented you with a CLERK'S OFFICE VOTER REGISTRATION RECEIPT, open the UNLISTED tab and use the Add button to type in the voter's information as found on the receipt.
- Once the Voter's Name is located or added complete the following:
 1. Verify the Voter's DOB and Address as shown on the Application to Vote. THIS DOES NOT HAVE TO MATCH THE VOTER'S ID.
 2. **CHECK VOTING STATUS IN BOTTOM CENTER WINDOW**
 - Absent Voter Ballot Issued and Returned – Voter Does Not Vote.
 - Absent Ballot Issued – complete Help Desk Form and send Voter to Help Desk.
 - Other Codes – complete Help Desk Form and send Voter to Help Desk to resolve the code issue. **Voter must return with a completed Help Desk form before receiving a ballot.**
- Give the "Application to Vote" to Station #3 Inspector who will record the ballot and voter numbers and initial the application.
- If applicable, click on LOCK THIS VOTER RECORD, then click REGULAR BALLOT
 - Click OK. The voter's name and ballot number are automatically added to the official "List of Voters" report to the right of the screen.
- Call out the Ballot Number and Voter Number for recording on the "Application to Vote" by Station #3 Inspector.
- Spoiling a Ballot
 - Find voter by typing their last name into search window
 - Click on Spoil a ballot in the Voter Action window
 - Click OK on the Spoil a ballot confirmation screen
 - Click OK on the QVF Electronic Poll Book confirmation screen
 - Issue a regular ballot
- Refer to the Election Inspector Procedure manual for complete instructions on how to issue provisional or challenged ballots or to reject a ballot.

STATION #3

INSTRUCTIONS TO VOTERS

1. Record Ballot Number and Voter Number on the “Application to Vote” as it is *called out* by the Inspector at the E Poll Book then initial the application
2. Compare ballot stub number with number recorded on “Application to Vote”; place ballot in secrecy cover and “Application to Vote” *in front pocket of the secrecy cover*.
3. Touch Writer Users (Voter Assisted Terminal) – After performing Steps 1 & 2, *remove ballot stub* from ballot and place in pocket of secrecy cover with the application. *Request assistance from Chair/Co-Chair for disposition of ballot and voter assistance with the VAT.*
4. Inspectors are not allowed to provide information on Write-In Candidates except to indicate when there are none. *Refer inquiries to the City Clerk’s office.*
5. Point out the instructions on how to vote the ballot that are now on the front of the secrecy cover.
6. State type of election (primary, general, special) and any special instructions associated with this election.
7. Remind voters to completely fill in the rectangle next to each of their choices.
8. Remind voters not to vote for more candidates than indicated.
9. Request that the voter, after marking the ballot, place it in the secrecy cover with the ballot stub number showing so that it can be easily removed by the Inspector at the Scanner.
10. Advise voters to stop at the “wait here” line until a booth or the scanner is available.

STATION #4

SCANNING BALLOTS

- **TAKE “APPLICATION TO VOTE” FROM SECRECY COVER POCKET AND COMPARE THE BALLOT NUMBER WITH THE NUMBER ON THE BALLOT STUB** (ballot must remain in secrecy cover)
- **PLACE “APPLICATION TO VOTE” ON SPINDLE, FACE UP** (arrange in voter number order as time permits)
- **REMOVE THE BALLOT STUB AND HOLD UNTIL THE BALLOT IS SUCCESSFULLY SCANNED** (ballot stub for Voter Assisted Terminal users will be in pocket of secrecy cover)

Instruct the Voter as follows:

- Instruct the voter to remove the ballot from the secrecy cover and insert into the scanner at the flashing green arrows.
- After the ballot has been scanned, the voter should wait a brief moment while the ballot is processed and they see the waving American flag.
- **IF BALLOT IS NOT PROCESSED**, request that the voter cover their ballot with the secrecy cover and then provide assistance at the scanner. The Scanner screen will indicate the ballot issue (i.e. overvoted office, blank ballot, etc.).
- **CONTACT THE CHAIR** if the voter elects to spoil his/her ballot and vote a new one.

If the ballot is not processed due to voter error and the voter elects not to vote a new ballot, the VOTER should select “Cast ballot as-is” on the screen.

- **INSPECTORS MUST REMAIN AT LEAST 10 FEET FROM THE SCANNER UNLESS ASSISTING VOTER WITH AN UNPROCESSED BALLOT**

HELP DESK

CHAIR/CO-CHAIR RESPONSIBILITY

- CELL PHONE MUST BE AVAILABLE FOR CONTACT WITH THE CLERK'S OFFICE.
- ALL VOTER-RELATED FORMS PROVIDED IN THE HELP DESK SUPPLY KIT
- VOTERS USING THE TOUCH WRITER
 - Remove stub from ballot and place in the front pocket of the secrecy cover along with the application to vote.
 - Place ballot in VAT Ballot Storage Envelope
 - Refer to instructions located at the Touch Writer in assisting the voter

- RESOLVING VOTER ISSUES INDICATED ON THE HELP DESK FORM

Look up voter on the voter registration list (blue binder) and refer to the Registration Code List (located in the (white) Inspection Procedure binder) to determine appropriate action to be taken.

- VOTER NOT ON REGISTRATION LIST – if the voter is not on the Registration List, please call the clerk's office to determine if the voter has registered and to gather next steps (ie: register at clerk's office, provisional ballot, etc.)

- **ONCE THE VOTER ISSUE HAS BEEN RESOLVED**, complete the Help Desk form and return the voter with form to the appropriate Processing Station (Applications or E-Poll Book Entry).

ELECTION HELP DESK FORM
(Please print clearly)

City of FARMINGTON VERMONT
VOTER NAME: _____
VOTER DATE OF BIRTH: _____

HELP DESK - Please resolve the following issue:

To Be Verified
 Challenged
 Other
 Absentee Ballot already issued

Approved to Vote - Go to front of line.
 Not approved

EPB STATION- Please do the following:

ISSUE A REGULAR BALLOT TO THE VOTER
 USE PROBABLY ALL THE INFORMATION ON
 ENTER NOTE IN REMARK SECTION

ISSUE A PROVISIONAL AFFIDAVIT BALLOT TO THIS VOTER
 USE PROBABLY ALL THE INFORMATION ON
 ENTER NOTE IN REMARK SECTION

ISSUE A PROVISIONAL ENVELOPE BALLOT TO THIS VOTER
 USE PROBABLY ALL THE INFORMATION ON
 ENTER NOTE IN REMARK SECTION

- **PLEASE CONTACT THE CLERK'S OFFICE IF YOU NEED ADDITIONAL HELP.**