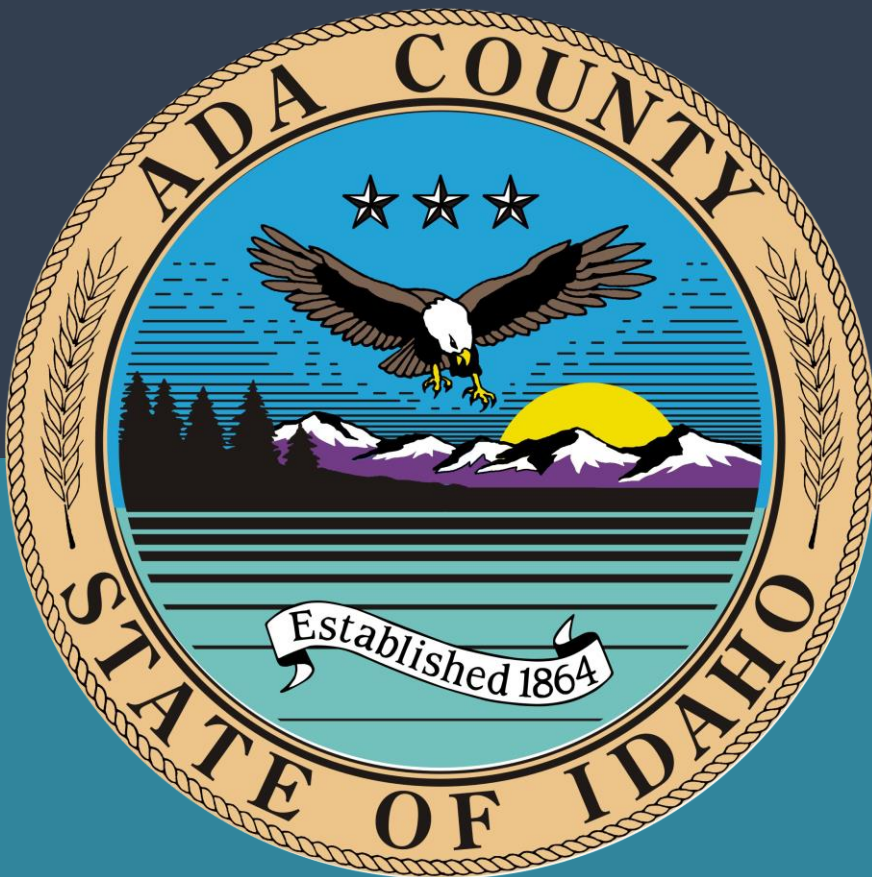


Precinct Central ePollbook

Poll Worker Training Guide



Ada County, Idaho

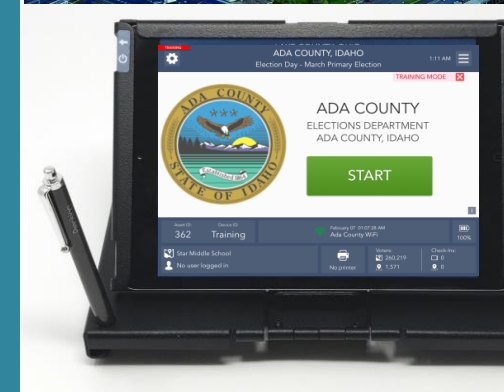


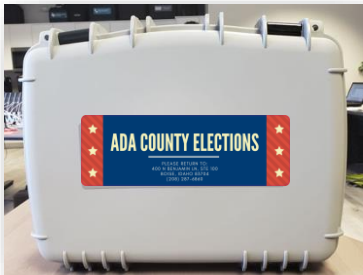
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Assembly

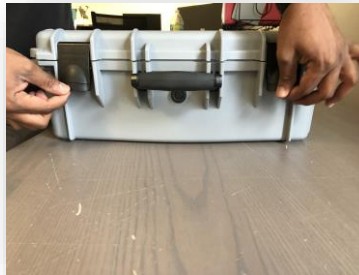
1

The carrying case containing the Touchpad units should be set on the check-in table as pictured.



2

Open the case by unlatching the two locks at the top of the case.



3

You will see two Touchpads, a MiFi unit, two printers, three styli, charging cords, and a cleaning cloth.



4

Remove both Touchpads and printers from case and set them on the table.



5

Remove additional items from carrying case. These can include the charging blocks, charging cords, and styli.



6

Power on the Verizon MiFi by holding the power button for ~5 seconds and then plug into an outlet.



Assembly Cont.

- 7** To set up the printers, first connect the charging block to the power cord.



- 8** Plug the power cord into an outlet.



- 9** Push the power button at the top of the printer to turn it on.



- 10** Open your Touchpad by inserting your finger under the tab opposite the hinge. Open the case as if opening a book, break the binding and flip open. Set the Touchpad on the table.



- 11** Once the Touchpad has been properly set-up, locate the power port on the right-hand side of the unit.



Assembly Cont.

12

Locate your charging cord. Insert the compatible end of the white charger into the charging port of the Touchpad.



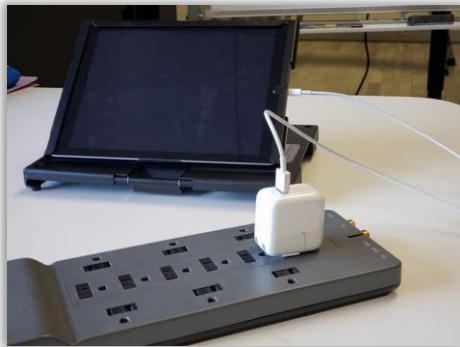
13

Plug the other end of the charging cord into the USB charging brick.



14

Plug the brick into a power outlet. The Touchpad will now turn on automatically.



15

All hardware is now set up and ready to start.



The Launchpad

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



At the top of the screen you will see

At the bottom of the screen you will see

1	Troubleshooting Menu	4	Your Polling Place, your job title, and your name
2	Jurisdiction Name	5	Connectivity and sideways status
3	Launchpad Menu	6	Battery status

Orange and Yellow and Green Launchpad Buttons

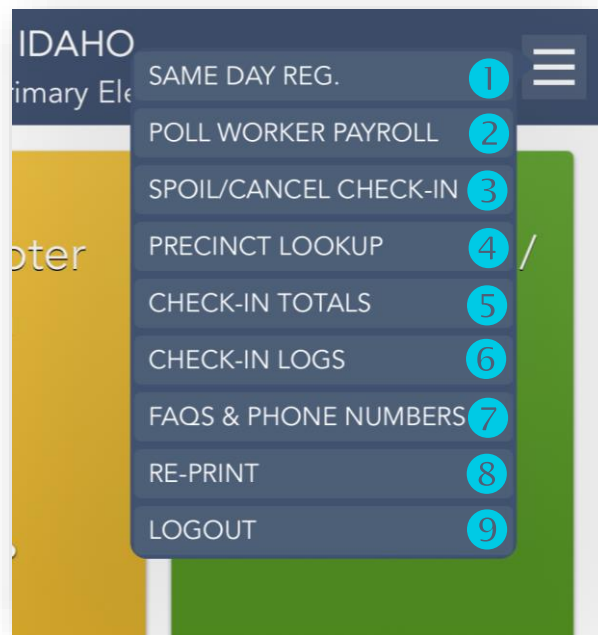
To search for a voters' voting location, touch the orange "Find My Precinct" button.

To manually search for a voter, touch the yellow "Manual Voter Search" button.

To search for a voter by scanning their ID, touch the green "Driver License/State ID Scan" button.

The Launchpad Menu

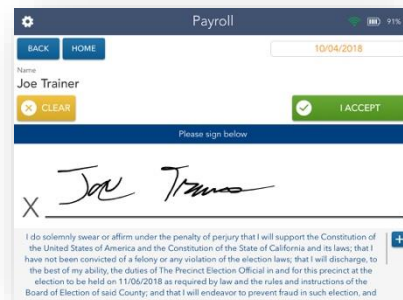
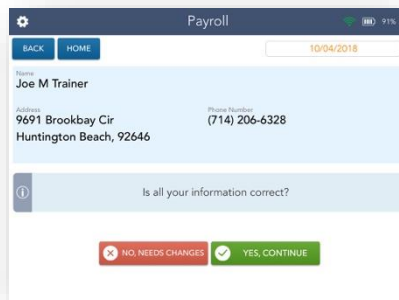
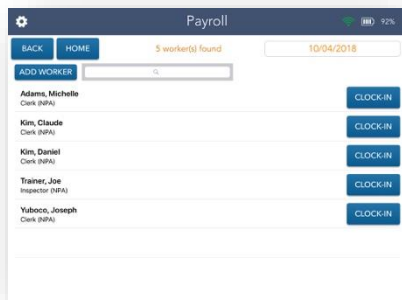
The Launchpad Menu provides menu options to access additional system functions.



1	Same Day Reg. — Register a new voter on the Touchpad.
2	Poll Worker Payroll —Provides poll workers the ability to clock in and out.
3	Spoil/Cancel Check-In —Use this feature to cancel a check-in or spoil an issued ballot.
4	Precinct Lookup —Use this feature to look up the correct voting location for a voter.
5	Check-In Totals —View a list of totals listed by ballot style and type.
6	Check-In Logs —View a full list of all checked in voters.
7	FAQ's and Phone Numbers – Provides poll workers with a quick reference to important information.
8	Re-Print — Re-print voter slips.
9	Logout —Logout temporarily for a break or close the election at the end of the day.

Pollworker Payroll

Pollworkers can clock-in and out straight from the Touchpad for quick and accurate time keeping. Each transaction is recorded and timestamped for easy reporting.



Begin by touching the POLLWORKER PAYROLL option from the Launchpad Menu. Find your name and touch the blue CLOCK-IN button.

Confirm your information and touch the green “YES, CONTINUE” button.

Sign to affirm you have read the Oath and touch the green “I ACCEPT” button to clock-in.

Logging Into the Touchpad

1

Begin by touching the red, white, and blue ePollbook (“EPB”) app icon at the bottom of the screen. This will launch the EPB application.



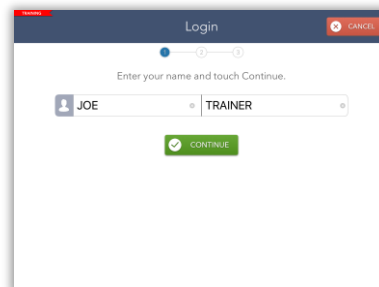
2

Touch the green START button to begin logging in.



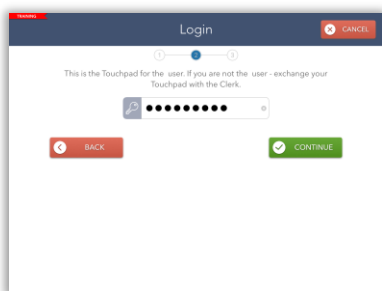
3

Enter your full first and last name using the pop-up keyboard. Then, touch “CONTINUE”.



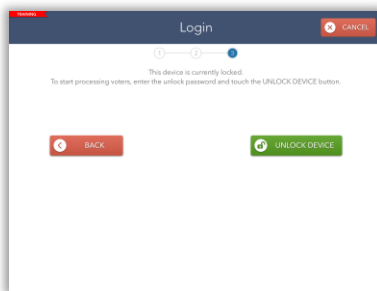
4

Enter the password and touch the green “CONTINUE” button.



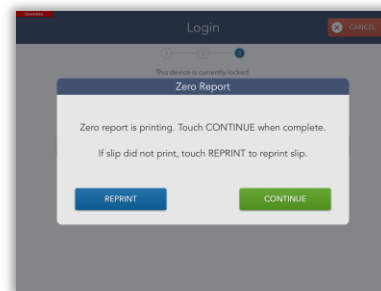
5

Touch the green “UNLOCK DEVICE” button to continue.



6

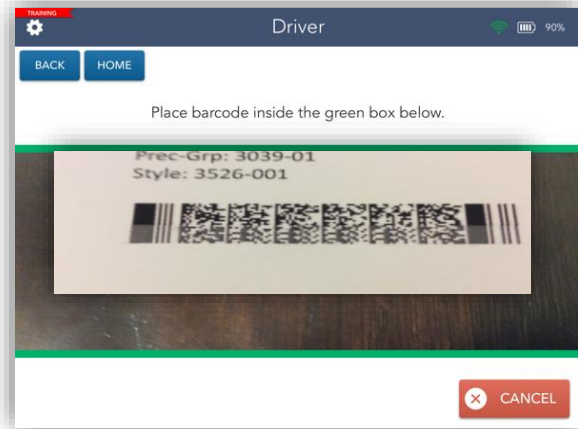
The Zero Report will print. Touch the green “CONTINUE” button to get to the Launchpad.



Searching for a Voter

DRIVERS LICENSE SEARCH

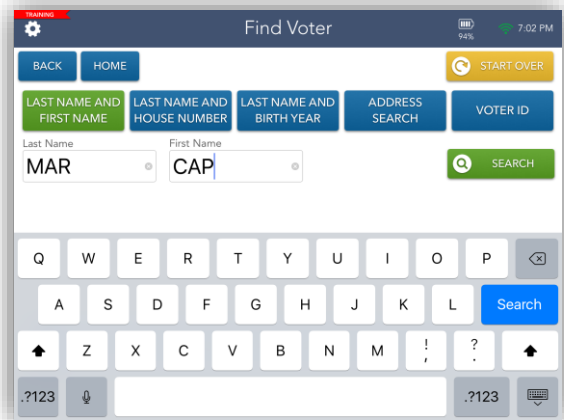
To search for a voter by scanning their driver's license or other ID, touch the green "DRIVER LICENSE/STATE VOTER ID SCAN" button from the Launchpad. The camera will appear - hold the barcode of the ID behind the Touchpad so it is in view of the camera. The barcode will automatically scan once in view. Once scanned, the voter's information will be brought up on the screen. If the ID does not scan after about 10 seconds, conduct a manual search.



MANUAL SEARCH

To search for a voter using a different valid ID type, or non-scannable ID, touch the yellow "MANUAL VOTER SEARCH" button from the Launchpad.

Using information provided by the voter, select one of the available search options to search for the voter's record. Enter the voter's information into the search fields by using the on-screen keyboard and touch the green "SEARCH" button to continue.



Searching for a Voter Cont'd

Name	Address	Birth Year	ADA	Voter ID
CARROLL E MADSEN	2885 N CHERRY LAUREL WAY STAR, 83669	1901	ACT	005008810
CAPTAIN MARVEL	10282 W SNOW WOLF DR STAR, 83669	1901	ACT	010677547
CAROLYN FRANCES MEADOR	9701 W BEACON LIGHT RD STAR, 83669	1901	ACT	005143913
CARSON JOHN MERRILL	1739 N HORNBACK AVE STAR, 83669	1901	ACT	010430901
CAROL ANN MILLAR	5786 N STAR RIDGE WAY STAR, 83669	1901	ACT	005103701
CAROLE JANE MILSTEAD	10030 W SNOW WOLF DR STAR, 83669	1901	ACT	010764369

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

If more than one voter matches the search criteria, your screen will look like the one on the left with a list of all possible matches. Touch the correct voter from the list and then touch "CONTINUE".

Name: CAPTAIN MARVEL
Birth Year: 1901
Voter ID: 010677547
County: ADA
Address: 10282 W SNOW WOLF DR
STAR, 83669
Ballot Style: 1401-R
Party: R
Status: ACT

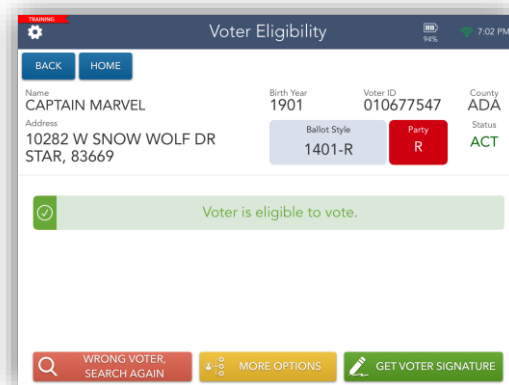
If voter's address is protected, do not ask if their address is current
Does the voter still live at the registered street name above?
Does the name on the voter's ID exactly match the name above?

After you select a voter, you will come directly to the Voter Identification screen. The voter's information will be displayed. Make sure that the voter information on the screen matches their identification. If the information is correct, touch "YES, CONTINUE" to proceed.

Checking-In a Voter

1

Once you have found the correct voter, the voter's information will be displayed on the Voter Eligibility screen. If the voter is an eligible voter, the screen will display a green "Voter is eligible to vote" message. To process the voter, touch the green "GET VOTER SIGNATURE" button.



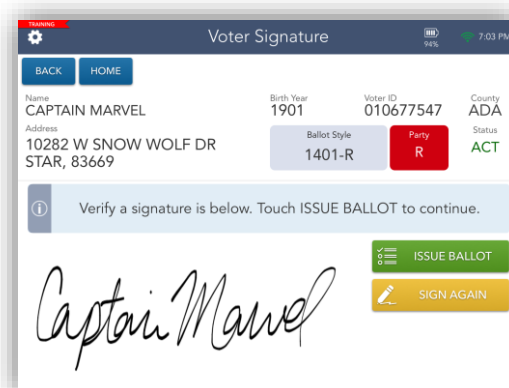
2

The screen will flip upside down. Flip the Flip & Share Stand towards the voter. The voter will sign directly on the Touchpad screen. Once the voter has signed, the voter will touch "I ACCEPT" to continue.



3

The EPB will ask you to verify the voter has signed on the EPB. Once you have verified it, touch "ISSUE BALLOT" to proceed and complete the voter check-in.



Checking-In Cont.

4

The Issue Ballot screen will appear. Touch “COMPLETE CHECK-IN” to print the voter ticket.

Issue Ballot

BACK HOME

Name: CAPTAIN MARVEL Birth Year: 1901 Voter ID: 010677547 County: ADA
Address: 10282 W SNOW WOLF DR STAR, 83669 Ballot Style: 1401-R Party: R Status: ACT

Ballot Style: 1401-R

Voter will receive a paper ballot. Touch COMPLETE CHECK-IN to print the Voter Ticket for the voter.

COMPLETE CHECK-IN

5

The Voter Ticket will now print. Touch “CONTINUE”.

Issue Ballot

BACK HOME

Name: CAPTAIN MARVEL Birth Year: 1901 Voter ID: 010677547 County: ADA
Address: 10282 W SNOW WOLF DR STAR, 83669 Ballot Style: 1401-R Party: R Status: ACT

Ballot Style: 1401-R

Voter Ticket

Printing the Voter Ticket. Touch CONTINUE to complete.
If slip does not print, touch REPRINT to reprint slip.

REPRINT CONTINUE

COMPLETE CHECK-IN

6

Congratulations!

The voter is now fully checked in. Touch the green “PROCESS NEXT VOTER” button to move on to the next voter.

Processing Complete

Name: CAPTAIN MARVEL Voter ID: 010677547 Ballot Style: 1401-R

✓ Voter successfully checked in

Great Job!

Instruct the voter to completely fill in the box next to the candidates name or proposition ballot choices with the ballot marking pen available inside the booth. Direct the voter to the voting booth area.

PROCESS NEXT VOTER

Primary Election: Checking-In a Voter

1

For a Non-Partisan voter, their voter record screen will show an orange badge. Touch the green “SELECT BALLOT” button to continue.

2

The screen will flip upside down to allow the voter to select their ballot option.

3

Once the voter has made their selection, a dialog box will appear. The voter should then touch “YES, CONTINUE” to confirm and continue.

4

The screen will stay upside down to allow the voter to sign directly on the Touchpad. Once the voter has signed on the Touchpad, they should touch “I ACCEPT” to continue.

5

Confirm that a valid and complete signature has been captured. Touch “ISSUE BALLOT” to continue.

6

Touch “COMPLETE CHECK-IN” to finish the transaction and print the ballot and Voter Ticket.

7

Congratulations! The voter has been successfully checked-in. Touch the green “PROCESS NEXT VOTER” button to return to the Launchpad screen to begin processing the next voter.

Precinct Lookup

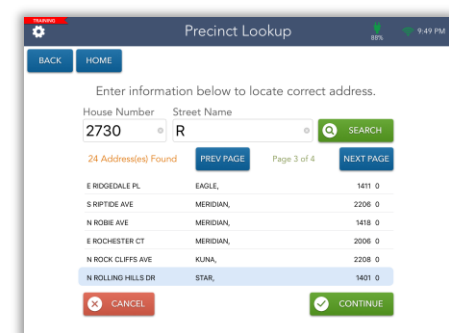
1

If a voter is unsure of where they should vote, their precinct and voting location can be looked up by touching the orange “Find My Precinct” Launchpad Button



2

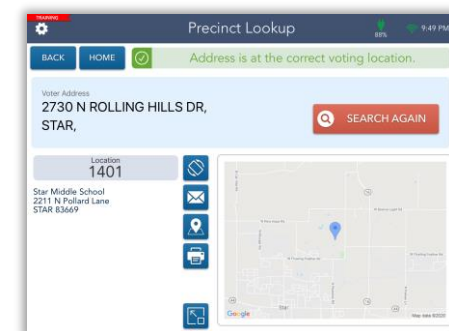
Start by searching for the voter’s address. Touch the green “CONTINUE” button.



3

The voter’s precinct information is now displayed on the screen and can be shared with the voter by either toggling the screen, sending it in an email and/or text, or printing the address and directions.

Touch “HOME” to return.

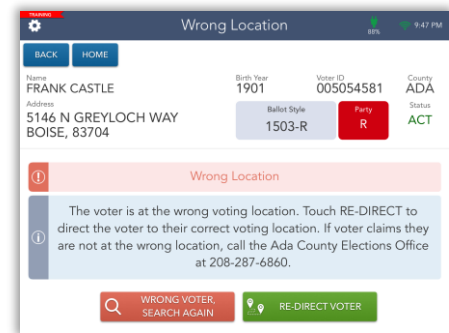


Wrong Location Voter

1

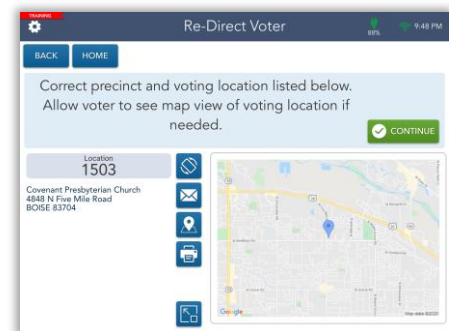
If a voter is in the wrong location, a red message stating that the voter is in the wrong location will appear. If the voter claims they are not in the wrong location call Ada County Elections Office to verify.

Touch the green “RE-DIRECT VOTER” button to continue.



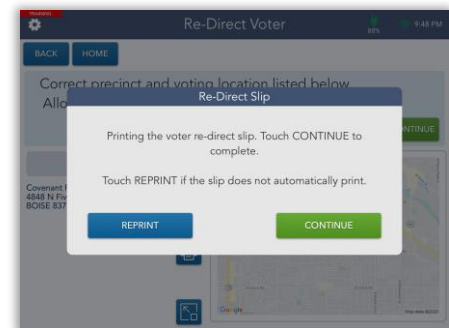
2

The voters correct location will be listed with a map. The buttons in the middle of the screen allow users to toggle the screen towards the voter, send the location address to the voter or print them out. Touch the last icon to expand the map and print turn by turn directions. Touch “CONTINUE” to finish processing the voter.



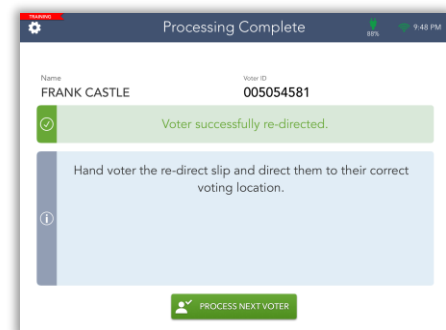
3

The re-direct slip will print for the voter. Touch “CONTINUE”.



4

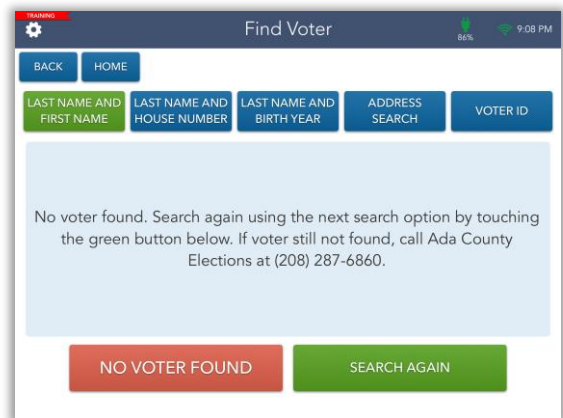
The voter has successfully been re-directed! Touch the green “PROCESS NEXT VOTER” to continue.



Same Day Registration

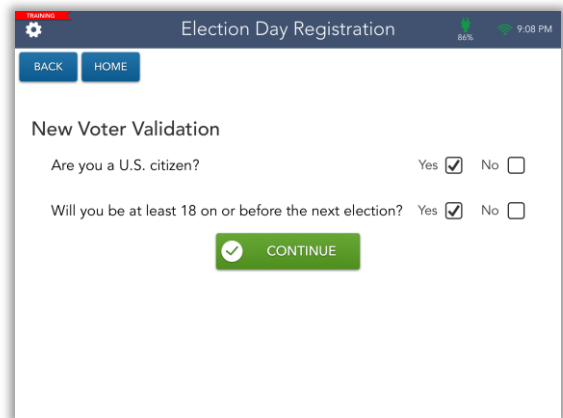
1

The first step in registering a new voter is to conduct a manual search to ensure they're not already registered. If a voter is searched for and not found, select "NO VOTER FOUND" to begin the same day registration process.



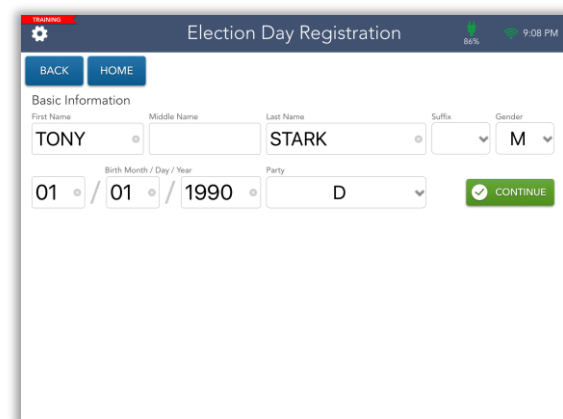
2

Answer the voter validation questions to determine that the voter can proceed. Touch "CONTINUE".

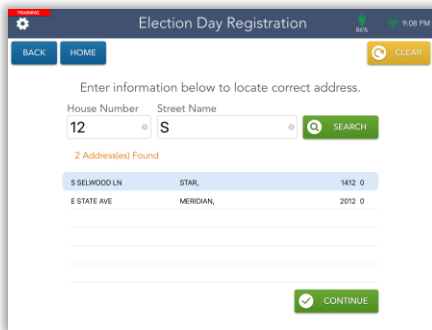


3

Enter the voter's information. All information needs to be copied exactly how it is written on the card by the voter. If there are any fields left blank by the voter, politely inform them that they are required to fill out all the fields on the voter registration application. Touch "CONTINUE" to proceed.

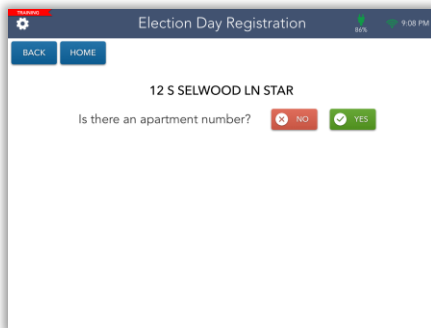


Same Day Registration Cont.



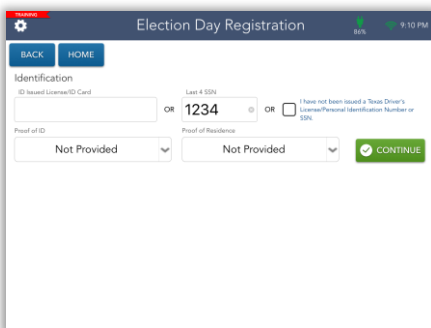
Search for the voter's address by entering the full street number and first three letters of the street name. Select the correct street name from the list of results. Once selected, touch "CONTINUE". If the voter's mailing address is different from their residence address, there will be an opportunity to input a mailing address on the next screen.

4



Confirm whether the voter's residence is an apartment or not.

5



Enter the voter's identification information. The voter is required to have either an Idaho Driver's License or Last 4 of their SSN. Touch "CONTINUE" once entered.

6



The screen will flip upside down for the voter to confirm all information has been entered correctly. The voter should touch "CORRECT" to continue.

7

Same Day Registration Cont.

8

Once the voter has confirmed their information, the screen will flip towards the poll worker. Touch “CONTINUE”.

The screenshot shows a tablet interface titled 'Election Day Registration'. At the top, there are 'BACK' and 'HOME' buttons. The main heading is 'INFORMATION IS CORRECT'. Below this, the following information is displayed: Name: TONY STARK, DOB: 01/01/1990, Party: D, Gender: M, Residence Address: 12 S SELWOOD LN STAR. Under the 'Identification' section, it lists: Proof of ID: Not Provided, Proof of Residence: Not Provided, Driver License: Not Provided, and Last Four SSN: 1234. At the bottom, there is a green button with a checkmark icon and the text 'CONTINUE'.

9

The Touchpad will now capture the voter's signature. Note that an orange “Election Day Reg” badge will be on each screen of the workflow.

The screenshot shows a tablet interface titled 'Voter Signature'. At the top, there is a signature being captured on a screen. Below the signature, there is a section titled 'Please sign below' with a green button labeled 'I ACCEPT' and a red button labeled 'CANCEL'. Below this, there is a section titled 'Election Day Reg' with a green button labeled 'ACCEPT' and a red button labeled 'CANCEL'. Below this, there is a section titled 'Voter Information' with fields for Name (TONY STARK), Address (12 S SELWOOD LN), Birth Year (1990), Party (D), and Ballot Style (1412-D). At the bottom, there are 'BACK' and 'HOME' buttons.

10

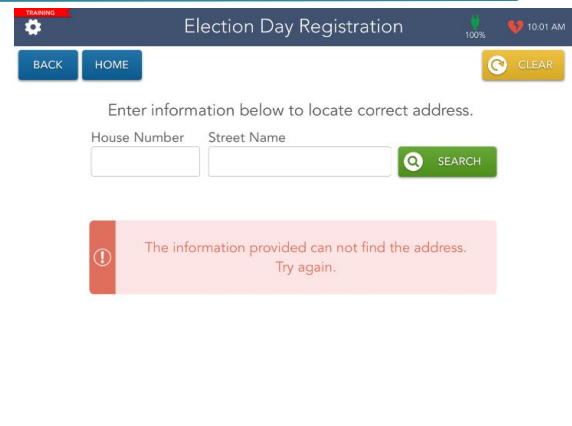
The workflow will continue as normal. Once the check-in is complete, proceed to checking in the next voter.

The screenshot shows a tablet interface titled 'Processing Complete'. At the top, there is a green button labeled 'Election Day Reg'. Below this, the following information is displayed: Name: TONY STARK, Voter ID: 00362_0209211048, Ballot Style: 1412-D. Below this, there is a green bar with a checkmark icon and the text 'Voter successfully checked in'. Below this, there is a blue box with the text 'Great Job!' and an instruction: 'Instruct the voter to completely fill in the box next to the candidates name or proposition ballot choices with the ballot marking pen available inside the booth. Direct the voter to the voting booth area.' At the bottom, there is a green button with a checkmark icon and the text 'PROCESS NEXT VOTER'.

Same Day Registration: Invalid Address

1

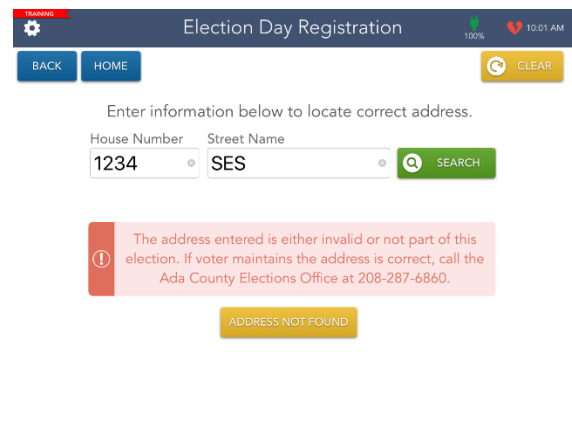
If you are registering a voter, and after searching for the address this message appears, type in the address and search again.



The screenshot shows the 'Election Day Registration' app interface. At the top, there's a header with a settings gear, 'Election Day Registration', a 100% battery icon, and a heart icon with '10:01 AM'. Below the header are 'BACK' and 'HOME' buttons, and a 'CLEAR' button. The main text says 'Enter information below to locate correct address.' There are two input fields: 'House Number' and 'Street Name'. A green 'SEARCH' button is to the right of the 'Street Name' field. Below the input fields is a red error message box with a white exclamation mark icon, containing the text: 'The information provided can not find the address. Try again.'

2

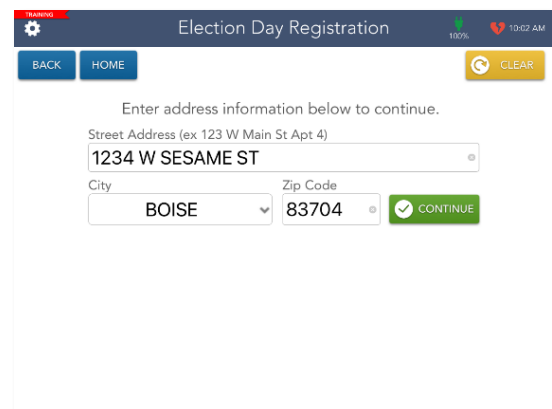
If typing in the address again produces this message, confirm the voter has provided proof of residency and that the address is being searched correctly. Then call the Ada County Elections Office.



The screenshot shows the 'Election Day Registration' app interface. The header is the same as the previous screenshot. The 'House Number' field now contains '1234' and the 'Street Name' field contains 'SES'. The green 'SEARCH' button is still present. Below the input fields is a red error message box with a white exclamation mark icon, containing the text: 'The address entered is either invalid or not part of this election. If voter maintains the address is correct, call the Ada County Elections Office at 208-287-6860.' Below this message is a yellow button that says 'ADDRESS NOT FOUND'.

3

After verifying the address with the Ada County Elections Office, click 'Address Not Found.' You may then type in the full address manually and select "CONTINUE".



The screenshot shows the 'Election Day Registration' app interface. The header is the same as the previous screenshots. The main text says 'Enter address information below to continue.' There are three input fields: 'Street Address (ex 123 W Main St Apt 4)', 'City', and 'Zip Code'. The 'Street Address' field contains '1234 W SESAME ST'. The 'City' field is a dropdown menu showing 'BOISE'. The 'Zip Code' field contains '83704'. To the right of the 'Zip Code' field is a green 'CONTINUE' button with a white checkmark icon.

4

After submitting the address, then you must select the Precinct dropdown menu.

The screenshot shows the 'Election Day Registration' app interface. At the top, there's a status bar with a gear icon, 'Election Day Registration', and a heart icon with '10:02 AM'. Below this are 'BACK' and 'HOME' buttons. The main heading is 'Invalid Address Ballot Style Assignment'. Underneath, there's a 'Precinct' dropdown menu. To the right of the dropdown is a 'CLEAR' button. Below the dropdown is a green 'CONTINUE' button. At the bottom, there's a blue bar with an information icon and the text 'Select Precinct'.

5

Select the correct precinct from the list.

The screenshot shows the 'Election Day Registration' app interface with a modal open. The modal title is 'Select Precinct'. It contains a search bar and a list of precincts. The first precinct in the list is '2212'. To the right of the list is a green 'CONTINUE' button. At the bottom of the modal, there are 'CANCEL' and 'CONTINUE' buttons. The background shows the same app interface as the previous screenshot, but the 'Select Precinct' button is now disabled.

6

Lastly, select the sub-district from the list. Make sure to verify the correct sub district with the Ada County Elections Office. Our office will confirm the sub district after contacting us. Complete the voter registration by completing the rest of the workflow.

The screenshot shows the 'Election Day Registration' app interface. The 'Precinct' dropdown menu is now set to '2212'. The 'Sub' dropdown menu is open, showing a list of sub-districts from 1 to 7. To the right of the dropdown is a 'CLEAR' button. Below the dropdown is a green 'CONTINUE' button. At the bottom, there's a blue bar with an information icon and the text 'Select Sub'.

Mail Ballot Requested Voter

If a voter has requested a Mail Ballot, they have the opportunity to surrender their ballot and vote normally.

TRAINING

Mail Ballot Requested

86%9:13 PM

BACKHOME

Mail Ballot Requested

Name
BRUCE BANNER

Birth Year
1901

Voter ID
010493902

County
ADA

Address
12124 W FERAMORZ LN
STAR, 83669

Ballot Style
NONE

Party
U

Status
ACT

?

Is the voter surrendering their Mail Ballot?

✕NO

✓YES

TRAINING

Voter Eligibility

88%9:45 PM

BACKHOME

Name
BRUCE BANNER

Birth Year
1901

Voter ID
010493902

County
ADA

Address
12124 W FERAMORZ LN
STAR, 83669

Ballot Style
NONE

Party
U

Status
ACT

Mail Ballot
Requested

✓Voter is eligible to vote.

ⓘ

Voter has requested a mail ballot and is not surrendering it. Call Ada County Elections at 208-287-6860.

🔍WRONG VOTER,
SEARCH AGAIN

⚙️MORE OPTIONS

✓SELECT PARTY

TRAINING

Voter Eligibility

88%9:45 PM

BACKHOME

Name
BRUCE BANNER

Birth Year
1901

Voter ID
010493902

County
ADA

Address
12124 W FERAMORZ LN
STAR, 83669

Ballot Style
NONE

Party
U

Status
ACT

Mail Ballot
Surrender

✓Voter is eligible to vote.

ⓘ

Voter surrendered mail ballot and will vote normally at the polls. Continue processing the voter by touching the green button below.

🔍WRONG VOTER,
SEARCH AGAIN

⚙️MORE OPTIONS

✓SELECT PARTY

If the voter does not surrender their ballot, the voter can cast their ballot normally. Inform the voter that the Mail Ballot will be spoiled, and if still in their possession, instruct them to destroy it.

If the voter surrenders their ballot, the voter can vote normally at the polls.

Mail Ballot Received Voter

If a voter is flagged as having already returned their mail ballot the voter is not eligible to vote at the polling location. Have the voter contact Ada County Elections at 208-287-6860 if they believe it is a mistake.

TRAINING

Voter Eligibility

86%

9:12 PM

BACK

HOME

Mail Ballot Received

Name

PEPPER POTTS

Birth Year

1901

Voter ID

010209199

County

ADA

Address

10216 W SNOW WOLF DR
STAR, 83669

Ballot Style

1401-R

Party

R

Status

ACT

Mail Ballot Received

!

Voter is not eligible to vote. Read instructions below.

i

Call Ada County Elections at 208-287-6860.

⚙️

MORE OPTIONS

🗳️

PROCESS NEXT VOTER

Touch the green “PROCESS NEXT VOTER” to proceed. This type of voter SHOULD NOT be checked in.

Already Voted Voter

If a voter is flagged as having already voted, the voter is not eligible to vote at the polling location. Have the voter call the Ada County Elections Office at 208-287-6860 if they believe it to be a mistake.

The screenshot shows a mobile application interface for "Voter Eligibility". At the top, there is a "TRAINING" label with a gear icon, a signal strength indicator at 86%, and a battery icon. The title "Voter Eligibility" is centered at the top. Below the title, there are three buttons: "BACK", "HOME", and a large red button labeled "Already Voted". The voter's information is displayed in a grid: Name (VICTOR STONE), Birth Year (1901), Voter ID (010591808), and County (ADA). Below this, the Address (12451 W ABLE DR STAR, 83669) is shown. To the right of the address, there are two buttons: "Ballot Style" (1401-R) and "Party" (R). Below these, the Status is shown as "ACT". A yellow box with the text "Already Voted" is visible. A red banner with a warning icon and the text "Voter is not eligible to vote. Read instructions below." is displayed. Below this, a blue box with an information icon and the text "Call Ada County Elections at 208-287-6860." is shown. At the bottom, there are two buttons: "MORE OPTIONS" (yellow) and "PROCESS NEXT VOTER" (green).

Name	Birth Year	Voter ID	County
VICTOR STONE	1901	010591808	ADA

Address	Ballot Style	Party	Status
12451 W ABLE DR STAR, 83669	1401-R	R	ACT

Already Voted

! Voter is not eligible to vote. Read instructions below.

i Call Ada County Elections at 208-287-6860.

MORE OPTIONS PROCESS NEXT VOTER

Touch the green "PROCESS NEXT VOTER" to proceed. This type of voter SHOULD NOT be checked in.

Address Protected Voter

An Address Protected voter has their address information withheld and will simply show an “Address Protected” message.

The screenshot shows a mobile application interface for "Voter Eligibility". At the top, there is a "TRAINING" banner with a gear icon, the title "Voter Eligibility", a battery level of 88%, and the time 9:46 PM. Below the banner are two buttons: "BACK" and "HOME". The main section displays voter information: Name (BENJAMIN GRIMM), Birth Year (1901), Voter ID (010263605), and County (ADA). The Address field shows "***Address Protected***". To the right of the address are two colored boxes: a light blue box for "Ballot Style" (1401-R) and a red box for "Party" (R). Below these is a green box for "Status" (ACT). A large green banner with a checkmark icon and the text "Voter is eligible to vote." spans the width of the screen. At the bottom, there are three buttons: a red button with a magnifying glass icon and text "WRONG VOTER, SEARCH AGAIN", a yellow button with a gear icon and text "MORE OPTIONS", and a green button with a pencil icon and text "GET VOTER SIGNATURE".

Name	Birth Year	Voter ID	County
BENJAMIN GRIMM	1901	010263605	ADA

Address	Ballot Style	Party	Status
Address Protected	1401-R	R	ACT

Voter is eligible to vote.

WRONG VOTER, SEARCH AGAIN | MORE OPTIONS | GET VOTER SIGNATURE

Ensure the voter states their name, and that the name matches the voter registration in the ePollbook. DO NOT ask the voter to verify their address. Proceed with the normal check-in process.

Curbside Voter

1

If a voter is unable to enter the voting location, the Touchpad can process them as a Curbside Voter (Check with your Chief Judge to ensure Curbside Voting is available). If Curbside Voting is offered, after searching for the voter's registration, touch the yellow "MORE OPTIONS" button and select 'Curbside Voter'.

The screenshot shows the 'Voter Eligibility' screen. At the top, there's a status bar with '88%' and '9:46 PM'. Below it, a header bar contains 'BACK' and 'HOME' buttons. The main area displays voter information: Name (BLACK PANTHER), Birth Year (1901), Voter ID (005144666), County (ADA), Address (9605 W BEACON LIGHT RD STAR, 83669), Ballot Style (NONE), Party (U), and Status (ACT). A green checkmark icon is followed by the text 'Voter is eligible to vote.' Below this, a dropdown menu is open, showing options: 'Challenge', 'Curbside Voter', and 'Request Assistance'. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'SELECT PARTY' (green).

2

Confirm that the voter is requesting to vote curbside.

This screenshot shows the same 'Voter Eligibility' screen as before, but with a confirmation dialog box overlaid in the center. The dialog box has a light blue background and contains the text 'Is this voter requesting to vote curbside?'. Below the text are two buttons: 'NO' (red) and 'YES' (green). The background screen is dimmed.

3

The voter is now classified as a curbside voter. Two election officers shall deliver the Touchpad and ballot to the voter to maintain dual custody at all time.

The screenshot shows the 'Voter Eligibility' screen after the confirmation. The voter's status is now 'ACT' and the Party is 'U'. A yellow label 'Curbside Voter' is visible. Below the 'Voter is eligible to vote.' message, there is a blue information box with a white 'i' icon containing the text: 'The voter is unable to enter the polling place. An election officer shall, accompanied by another election official or witness, shall deliver the ballot to the voter and maintain dual custody at all time.' The bottom buttons remain the same.

Request Assistance Voter

1

If a voter is requiring assistance, the Touchpad can process them as Requested Assistance Voter. Touch the yellow “MORE OPTIONS” button and select “Request Assistance”.

The screenshot shows the 'Voter Eligibility' screen. At the top, there are 'BACK' and 'HOME' buttons. Below them, the voter's information is displayed: Name (GREEN LANTERN), Birth Year (1901), Voter ID (005126924), County (ADA), Address (4401 N POLLARD LN STAR, 83669), Ballot Style (1401-R), Party (R), and Status (ACT). A green checkmark icon and the text 'Voter is eligible to vote.' are shown. Below this, a dropdown menu is open, showing options: Challenge, Curbside Voter, and Request Assistance. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'GET VOTER SIGNATURE' (green).

2

Confirm that the voter is requesting assistance.

The screenshot shows the 'Voter Eligibility' screen with a confirmation dialog box in the center. The dialog box contains the text 'Is this voter requesting assistance?' and two buttons: 'NO' (red) and 'YES' (green). The background shows the same voter information as the previous screenshot.

3

The voter is now classified as requiring assistance. Check-in the voter as normal (voter is required to sign the ePollbook) and notify your Chief Judge that a voter requires assistance.

The screenshot shows the 'Voter Eligibility' screen. At the top, there are 'BACK' and 'HOME' buttons. Below them, the voter's information is displayed: Name (GREEN LANTERN), Birth Year (1901), Voter ID (005126924), County (ADA), Address (4401 N POLLARD LN STAR, 83669), Ballot Style (1401-R), Party (R), and Status (ACT). A yellow banner at the top of the main content area says 'Requires Assistance'. Below this, a green checkmark icon and the text 'Voter is eligible to vote.' are shown. Below that, a blue information icon and the text 'Voter requires assistance in voting. Make sure the voter completes the Oath of Assistance Form. Check in the voter normally.' are shown. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'GET VOTER SIGNATURE' (green).

Challenging a Voter

- 1 If a voter is to be challenged, the Touchpad can process them as a Challenged Voter. Touch the “MORE OPTIONS” button and select the “Challenge” option.

The screenshot shows the 'Voter Eligibility' screen. At the top, there's a status bar with '88%' and '10:09 PM'. Below it, a header bar contains 'BACK' and 'HOME' buttons. The main area displays voter information: Name (CAPTAIN MARVEL), Birth Year (1901), Voter ID (010677547), County (ADA), Address (10282 W SNOW WOLF DR STAR, 83669), Ballot Style (1401-R), Party (R), and Status (ACT). A green checkmark icon and the text 'Voter is eligible to vote.' are shown. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (with a magnifying glass icon), 'MORE OPTIONS' (with a plus icon), and 'GET VOTER SIGNATURE' (with a signature icon).

- 2 Select the reason the voter is being challenged. Touch “CONTINUE.”

The screenshot shows the 'Challenge' screen. It has a header bar with 'BACK' and 'HOME' buttons. The main area displays a list of reasons for challenge: 'Out of District', 'No ID', 'Address Change within Precinct', and 'Address Change Outside of Precinct'. To the right of the list, there's a text box that says 'Select a reason for the challenge and touch the green button below.' Below the list, there are two buttons: 'CANCEL' (with a red X icon) and 'CONTINUE' (with a green checkmark icon). At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (with a magnifying glass icon), 'MORE OPTIONS' (with a plus icon), and 'GET VOTER SIGNATURE' (with a signature icon).

- 3 Select the ballot that should be issued to the voter.

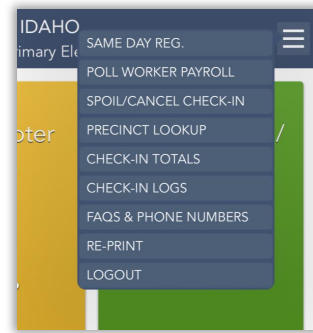
The screenshot shows the 'Challenge' screen. It has a header bar with 'BACK' and 'HOME' buttons. The main area displays a list of ballot options: '1401-C', '1401-D', and '1401-R'. To the right of the list, there's a text box that says 'Select a reason for the challenge and touch the green button below.' Below the list, there are two buttons: 'CANCEL' (with a red X icon) and 'CONTINUE' (with a green checkmark icon). At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (with a magnifying glass icon), 'MORE OPTIONS' (with a plus icon), and 'GET VOTER SIGNATURE' (with a signature icon).

- 4 Voter is required to complete the paper Oath of Challenged Voter Form. Once the form is completed, file the Oath in the correct envelope and you may check-in the voter as normal.

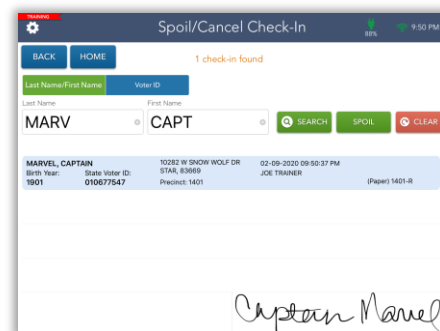
The screenshot shows the 'Voter Eligibility' screen. At the top, there's a status bar with '88%' and '10:10 PM'. Below it, a header bar contains 'BACK', 'HOME', and 'MP-Address Change Outside of Precinct' buttons. The main area displays voter information: Name (CAPTAIN MARVEL), Birth Year (1901), Voter ID (010677547), County (ADA), Address (10282 W SNOW WOLF DR STAR, 83669), Ballot Style (1401-D), Party (R), and Status (ACT). A red warning icon and the text 'Voter is not eligible to vote. Read instructions below.' are shown. Below this, there's a text box that says 'Voter's address has changed because they claimed to have the wrong address on file. Call Ada County Elections at 208-287-6860.' At the bottom, there are two buttons: 'MORE OPTIONS' (with a plus icon) and 'PROCESS NEXT VOTER' (with a person icon).

Spoiling/Cancelling a Check-In

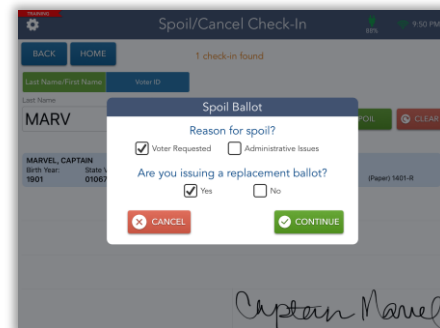
- 1 To spoil/cancel a check-in, touch “SPOIL/CANCEL CHECK-IN” from the Launchpad menu.



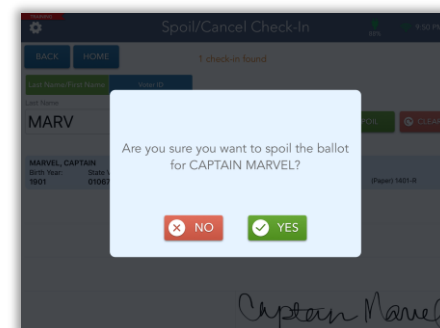
- 2 Search for the voter check-in you want to spoil. Touch the green “SPOIL” button to continue.



- 3 Select the reason for spoiling and if the voter is being issued a replacement ballot. Touch “CONTINUE.”



- 4 Confirm you would like to spoil the check-in. Touch “YES.”

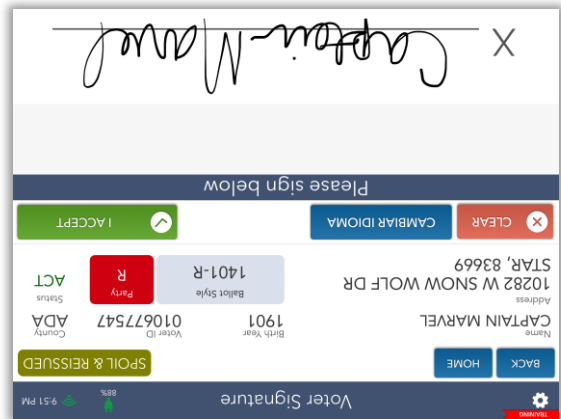


Spoiling/Cancelling Cont.

5

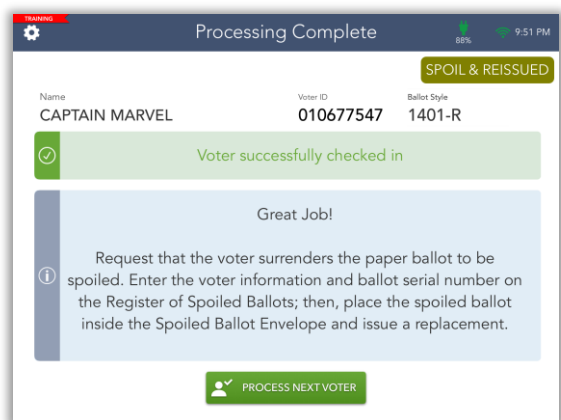
The screen will now flip to allow the voter to sign for the reissued ballot.

Continue processing the voter as normal.



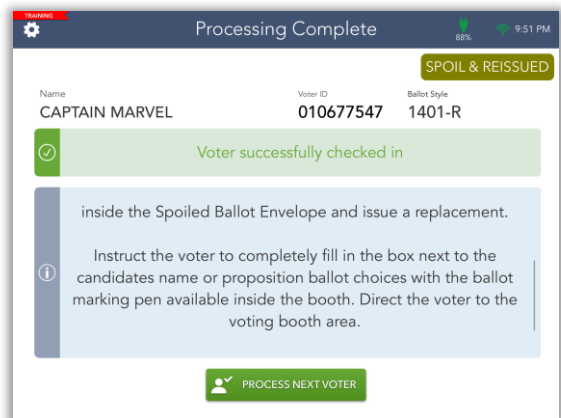
6

Write "SPOILED" across the ballot on each sheet and then deposit the ballot in the specified "SPOILED BALLOT" envelope.



7

Touch the green "PROCESS NEXT VOTER" button to continue.



Check-In Totals

These totals allow you to account for all ballots issued. To change from “This Location” to “This Touchpad,” simply click on the appropriate button in the “Include For” section.

TRAINING

Check-In Totals

88%

9:54 PM

BACK

HOME

PRINT

Include For

Show Precinct

Select Date

This Location

This Touchpad

No

Yes

CLEAR

Ballot Style	Asset ID	Ballot Type	Regular	Provisional	Spoil	Total
1401-C	362	Paper	1	0	0	1
Total for:		1401-C	1	0	0	1
1401-D	362	Paper	2	0	0	2
Total for:		1401-D	2	0	0	2
1401-R	362	Paper	3	0	1	4
Total for:		1401-R	3	0	1	4
Grand Total:			6	0	1	

From the Launchpad Menu, touch the “CHECK-IN TOTALS” option. This screen will appear to see a running total of all ballots issued throughout the day.

Check-In Logs

During Early Voting and Election Day, a log is kept of all of the voters that have been checked in on a particular Touchpad or in the location. These logs allow you to account for all voters checked in, as well as spoiled and provisional ballots issued. To change from “This Location” to “This Touchpad,” simply click on the appropriate button in the “Include For” section.

TRAINING Check-In Logs 88% 9:54 PM

BACK HOME PRINT 7 check-ins found Page 1 of 2 NEXT PAGE

Include Spoil: Yes No Only Include Provisional: Yes No Only Include For: This Location This Touchpad Sort By: Check-In Time Name Select Date: 2020-02-09 CLEAR

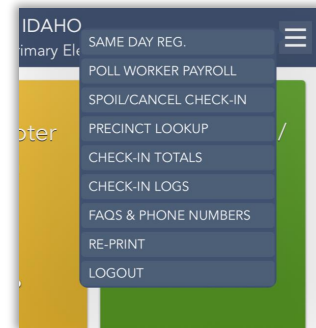
LANTERN, GREEN Birth Year: 1901 State Voter ID: 005126924	4401 N POLLARD LN STAR, 83669 Precinct: 1401	02-09-2020 09:54:20 PM JOE TRAINER	(Paper) 1401-R
PANTHER, BLACK Birth Year: 1901 State Voter ID: 005144666	9605 W BEACON LIGHT RD STAR, 83669 Precinct: 1401	02-09-2020 09:53:47 PM JOE TRAINER	(Paper) 1401-D
GRIMM, BENJAMIN Birth Year: 1901 State Voter ID: 010263605	***Address Protected*** Precinct: 1401	02-09-2020 09:53:16 PM JOE TRAINER	(Paper) 1401-R
BANNER, BRUCE Birth Year: 1901 State Voter ID: 010493902	12124 W FERAMORZ LN STAR, 83669 Precinct: 1401	02-09-2020 09:52:46 PM JOE TRAINER	(Paper) 1401-C
PARKER, PETER Birth Year: 1901 State Voter ID: 010764496	10291 W SNOW WOLF DR STAR, 83669 Precinct: 1401	02-09-2020 09:52:09 PM JOE TRAINER	(Paper) 1401-D

From the Launchpad Menu, touch the “CHECK-IN LOGS” option. This screen will appear.

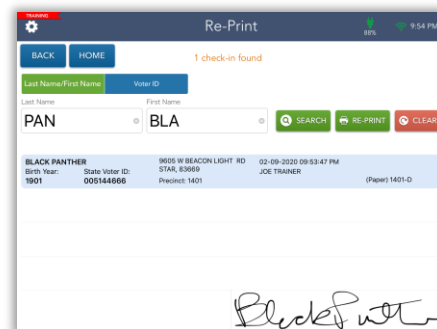
If you need information on a voter, simply touch on their name and an image of their signature will appear at the bottom.

Re-Printing a Voter Ticket

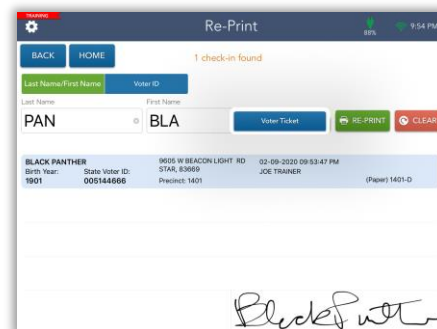
- 1 To reprint a voter ticket, touch the “RE-PRINT” option from the Launchpad Menu.



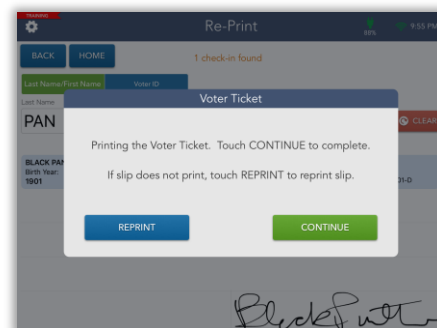
- 2 Search for the voter you need to reprint for. Touch the voter record and touch the green “RE-PRINT” button.



- 3 Select what you would like re-printed.



- 4 The Voter Ticket will now be reprinted. Touch “CONTINUE” to finish the transaction.



Closing Procedures: Lock the ePollbook

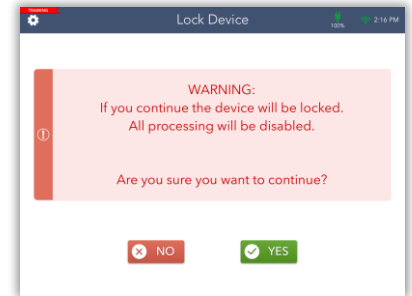
1 Once the election has ended, it is time to close the election on the Touchpads. From the Launchpad menu, touch “LOGOUT.”



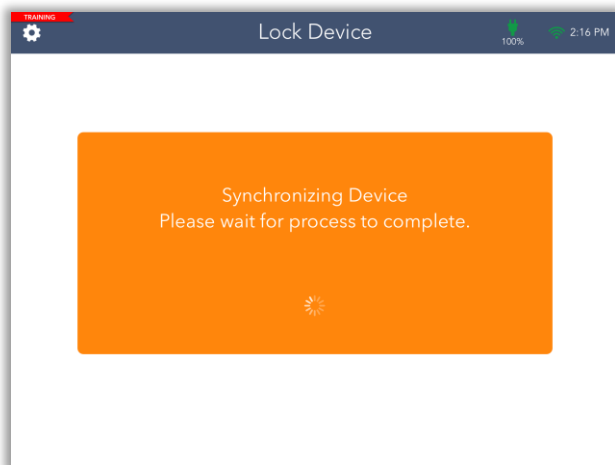
2 Touch the yellow “CLOSE THE ELECTION” button to begin the closing process.



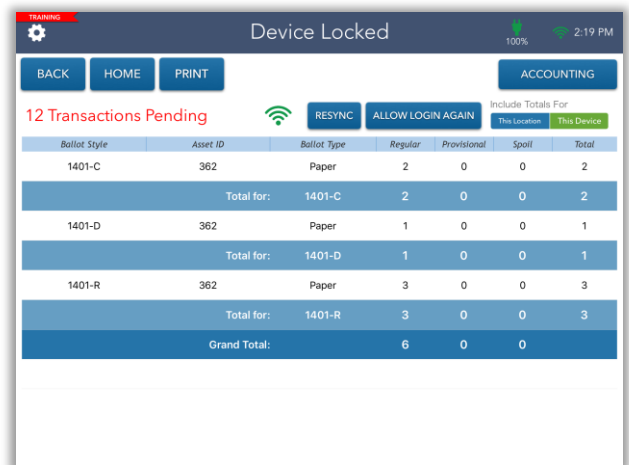
3 A warning screen will appear. If you are ready to close the election, touch “YES.”



4 An orange screen will appear for a few moments while the Touchpad synchronizes.

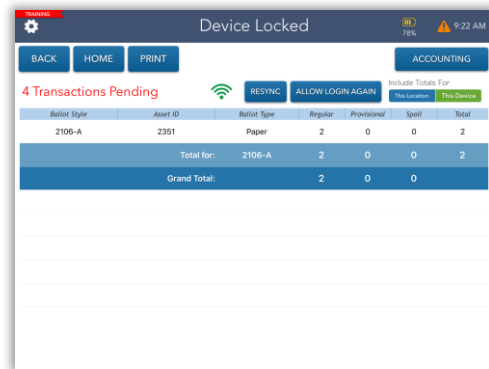


5 The “Device Locked” screen will appear. If your device has not sent all its transactions, a “Transactions Pending” message will appear in the left-hand corner. **Do not panic! This is normal.** Complete the rest of your end of election procedures.

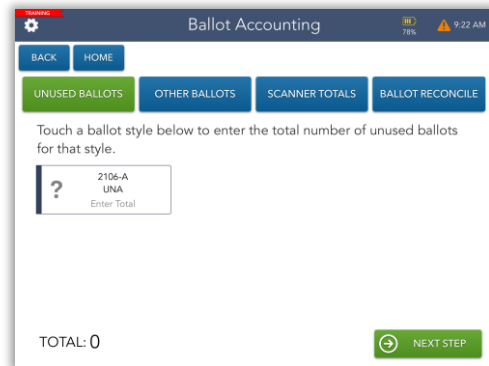


Closing Procedures: Ballot Accounting

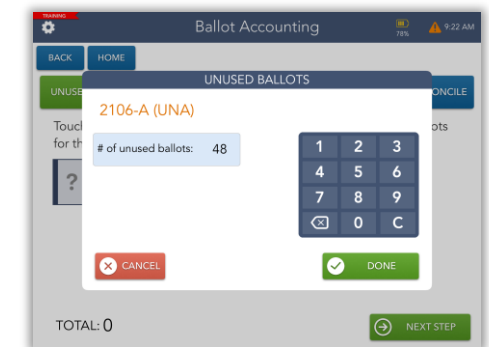
- 1 To begin the Ballot Accounting process, touch the blue “ACCOUNTING” button in the top right-hand corner of the screen.



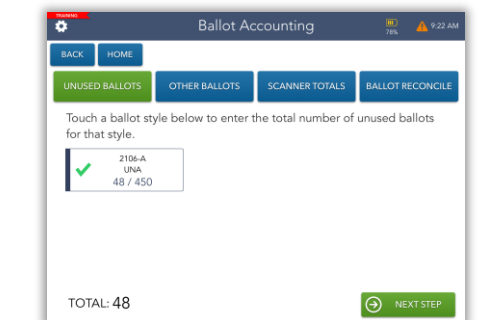
- 2 Start by touching the first ballot style on the screen.



- 3 Use the on-screen number pad to enter the correct number of unused ballots for your location.
Touch the green “DONE” button once you have entered your total.



- 4 Once you have entered all totals, touch the green “NEXT STEP” button to continue to the next step.



Enter the totals for “OTHER BALLOTS” and “SCANNER TOTALS”.

5

Once you have entered all the totals, you will go to the final “BALLOT RECONCILE” tab. If all totals are correct, you should see a green message.

Touch “GET SIGNATURES” to continue.

6

Enter your name and then touch the green “CONTINUE” button. The Chief Judge at your precinct will need to sign the Ballot Accounting page as well.

7

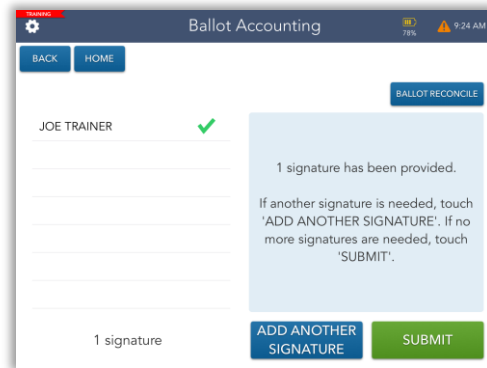
Provide your signature then touch the green “I ACCEPT” button.

8

9

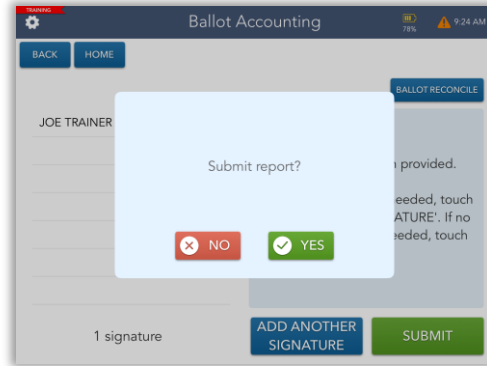
You should now see a green checkmark next to your name. Enter any additional signatures as needed by touch “ADD ANOTHER SIGNATURE.”

Once all signatures have been captured, touch the green “SUBMIT” button.



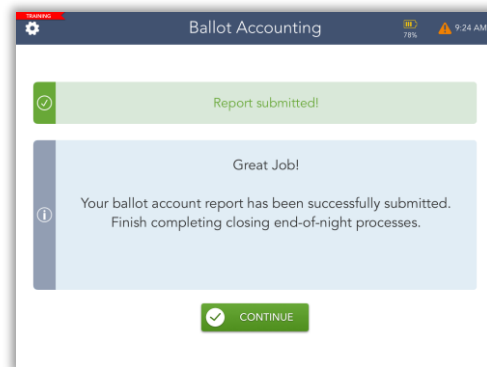
10

Touch the green “YES” button if you are ready to submit your ballot accounting report.



11

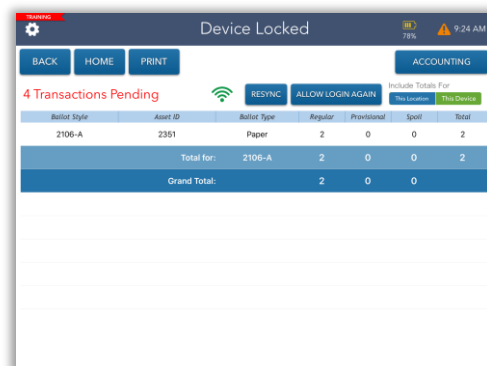
You will receive a confirmation message that your report has been submitted. Touch the green “CONTINUE” button.



12

You will now be returned to the Device Locked screen.

Finish completing any further closing/end-of-night processes as needed.



Notes

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

