Washington County Board of Elections

Opening the Polls

Following these step-by-step instructions will ensure your polling place is ready for voters on Election Day.

1. **Touchscreen Machines – ExpressVote Ballot Marking Device**

   ✓ The touchscreen machines are in the black padded bags with straps.

   ✓ Unzip the black bag and remove the machine.

   ✓ Lay the machine face down on a flat surface (preferably the table it will sit on).

   ✓ Pull the metal kickstand out from the back.

   ✓ The power cord is in the side pocket of the black bag.

   ✓ Plug the circular end of the power cord in the back of the machine with the flat part facing up. Make sure the power cord goes under the kickstand.

   ✓ Set the machine up with the kickstand resting on the table.

   ✓ Plug the power cord into the power strip and plug the power strip into the outlet. Make sure the switch on the power strip is on.

   ✓ Remove the security seal sticker from the door on the left side of the machine.

   ✓ Use the barrel key to unlock the door.
      o The keys are located in the yellow security return bag.

   ✓ Verify the machine is in "Voter" mode.

   ✓ Turn on the machine by pressing the power button to "On".

   ✓ The machine takes approximately five minutes to power up. Do not touch the screen during the startup.

   ✓ Once the startup is complete, a touchscreen keyboard will appear asking you to enter the Election Code.

   ✓ The Election Code can be found in an envelope in the yellow security return bag.

- ✓ Enter the Election Code using the touchscreen keyboard. The code is case sensitive.

- ✓ Enter the Election Code in slowly making sure each character registers before proceeding.

- ✓ Press "Accept".

- ✓ Open the white corrugated plastic privacy screen and place it on the machine.

- ✓ Position the machines so the touchscreen is not visible to anyone other than the voter while they are voting. Be aware of doorways and windows.

- ✓ The machine is now ready for voting.

2. <u>Precinct Scanner – DS200 Scanner</u>

- ✓ Using the flat silver key unlock the gray door located on the back of the unit at the top.

- ✓ The power cord is located in this door. Plug in the cord.

- ✓ Cut the security seal securing the latches on the clamshell lid.

- ✓ Using the flat silver key unlock the lock located between the two latches on the front of the unit at the top.

- ✓ Unhook the latches. Open the clamshell lid.

- ✓ Using the barrel key unlock the lock on the front of the scanner.

- ✓ Lift the black screen. The scanner should automatically begin to startup.
    - o If the scanner does not automatically begin to startup remove the security seal from the gray door on the front left.
    - o Unlock the door using a barrel key. Press the power button.
    - o Verify the machine is plugged into an outlet.
    - o If you hear beeping it is not plugged in, or if you have it in a power strip the power strip may not be turned on.

- ✓ Once the startup is complete, a touchscreen keyboard will appear asking you to enter the Election Code.

- ✓ The Election Code can be found in an envelope marked "Election Code" in the yellow security return bag.

- The Election Code for the touchscreen machine and scanner are the same.

✓ Enter the Election Code using the touchscreen keyboard. The code is case sensitive.

✓ Enter the Election Code in slowly making sure each character registers before proceeding.

✓ Press "Accept".

✓ The configuration report will automatically print. Leave it attached.

✓ Make sure the screen shows green checkmarks by "Election definition found" and "Plugged into electricity".

✓ Press "Open Poll".

✓ The ballot status report and the zero totals report will automatically print.

✓ Remove the reports from the printer. Verify the vote counts are "zero" on the zero totals report. The poll workers will need to sign the zero totals report on the provided lines.
- Fold the reports and place in the large gold envelope marked as "Election Return Envelope A". It is located in the white elections supply box. The white elections supply box is found inside the blue supply bag on wheels.

✓ Verify the date, time, election, and precinct information is correct on the scanner screen.

✓ Press "Go to Voting Mode".

✓ Cut the seals from the two black doors located on the front of the unit at the bottom.

✓ Unlock the doors with the flat silver key.

✓ The top door is the auxiliary ballot door. It should only be used if there is a problem with the scanner. Verify it is empty. Close the door and lock it.

✓ The bottom door is the main ballot door. There is a blue ballot bag inside the door.

✓ Unzip the blue ballot bag and fold the flap over the outside of the bag.

- When a voter scans their ballot it will drop into the blue ballot bag.

✓ Inside the blue ballot bag is a white box(es) containing your ballot activation cards.

✓ Remove the white box(es).
  - The ballot activation cards contained in the white box(es) are given to voters at check in to vote. Place them at the check in table.

✓ Close the door and lock it with the flat silver key.

✓ Remove a numbered security seal from the yellow security bag and seal it around the silver loop on the bottom door.
  - It is the same loop you removed the original numbered security seal from.

✓ The scanner is ready to accept voted ballots.

3. Electronic Poll Books

✓ The electronic poll book is found in a black and orange case inside the blue supply bag on wheels.

✓ Unzip the black and orange case and remove the electronic poll book and its power supply cord.

✓ On the back of the electronic poll book is a white stand with two orange "barn doors". Lift up the white stand and slide the orange doors to the underside of the white stand. Set the poll book up by resting it on the table with the white stand on the back.

✓ Insert the magnetic power supply cord to the slot on the bottom right side.

✓ Inside the bottom of the DS200 scanner is a cardboard box containing the ExpressVote printer. Open the box and remove the printer and the two black cords.

✓ Insert the power supply cord for the printer in the rounded outlet on the back of the printer. The flat part of the rounded plug faces down and the rounded part faces up.

✓ Insert the square plug of the USB cord in the square outlet on the back of the printer. Insert the other end of the USB cord in the USB outlet on the top right side of the electronic poll book.

- ✓ Connect the power supply cord to either a power strip or wall outlet, then press the orange power button on the printer.

- ✓ Press the orange power button on the electronic poll book found at the top left of the poll book.

- ✓ Touch "Launch" on the landing page.

- ✓ You will be prompted to enter the Poll book Qualification Code ("PQC")
    - o This code is found in the yellow security bag in an envelope marked "Election Code".

- ✓ Click "Submit".

- ✓ Verify your polling place information is correct.

- ✓ Enter the user name and password.
    - o They are found in the yellow security bag in an envelope marked "Election Code".

- ✓ Touch "sign in".

- ✓ Verify the ballots issued numbers are "zero" on the Monitor Poll page.

- ✓ Touch "Open Poll".

- ✓ Touch "Search for Voter" when polls are open and you are ready to check in the first voter.

- ✓ For detailed instructions on searching for voters and issuing ballots, refer to the provided ExpressPoll instructions.

4. White Election Supplies Box

- ✓ 2 copies of the Election Officers' Oaths are completed and signed by each poll worker and then placed in their respective gold envelopes; envelopes G & H.
    - o The Judge of Elections administers the oath to the poll workers.
    - o The Minority Inspector administers the oath to the Judge of Elections.

- ✓ The Affidavit of Voter Identification is completed and signed by each poll worker. The completed form is placed in the large gold Envelope marked as "Election Return Envelope A".

- ✓ The large white envelope titled "Postings" contains information for voters, election procedures, voters' rights, prohibitions, and penalties.
  - o There are three copies of each sign. They are to be displayed in three areas at the polling place.

- ✓ A pay voucher sheet is given to each poll worker to complete with their personal information and circle the position they held.
  - o The pay vouchers are signed by the Judge of Elections. The Minority Inspector signs the Judge of Elections's pay voucher.
  - o The yellow copy of the voucher is for the poll worker. The white copy is for the Elections Office.
  - o The completed pay vouchers are placed in the yellow security return bag to return to the Elections Office.

- ✓ The large numbered list of voters book is given to a poll worker to write down the name of each voter in the order they are checked in to vote.
  - o The numbered list of voters book contains carbonless copy paper. You will need to insert the provided cardstock between the pages so the writing doesn't transfer on all the pages.
  - o During the Primary, the voter's party is also marked using "D" for Democrat and "R" for Republican in the column after their name.
  - o Only voters voting on the voting machine are written in the numbered list of voters book.
  - o Voters voting by Provisional Ballot are <u>not</u> written in the numbered list of voters book.

- ✓ The other forms can be kept in the box or if there is room, they can be organized on the table to reference and use as needed.

5. <u>Poll Worker Duties</u>

- ✓ Each polling place should have 5 poll workers:
  - o Judge of Elections
    - ▪ Oversees the precinct
    - ▪ Completes the paperwork
    - ▪ Returns the paperwork and results to the Elections Office after the polls close
  - o Majority Inspector
    - ▪ Assists the Judge of Elections
    - ▪ Checks in and verifies voters
    - ▪ In charge of the poll book and the numbered list of voters book
  - o Minority Inspector
    - ▪ Assists the Judge of Elections
    - ▪ Checks in and verifies voters

- In charge of the poll book and the numbered list of voters book
- Travels with the Judge of Elections to return the paperwork and results to the Elections Office after the polls close
  - o 2 Clerks
    - Escorts voters to the voting machines
    - Fills in for the Inspectors
    - Other duties as assigned by the Judge of Elections

Your polling place is now ready for voters on Election Day!

Reminder: The polls open at 7:00 am and close at 8:00 pm.

All voters in line at 8:00 pm are entitled to vote.