Agenda

• Section I – E-Pollbook Set-up
• Section II – Clocking In on the E-Pollbook (New)
• Section III – Opening the E-Pollbook
• Section IV – Standard Voting Procedures
• Section V – Exceptions to Standard Voting Procedures
• Section VI – Clocking Out on the E-Pollbook (New)
• Section VII – E-Pollbook Closing
SECTION II

Clocking In on the E-Pollbook
Clocking-in on the E-Pollbook

- Judge Search by Poll Place (New)
  1. Tap the Find Poll Worker button to search for a Poll Worker
  2. The initial screen defaults to By Poll Place which pre-populates a list of Poll Workers assigned to that specific polling location. Tap the first Poll Worker on the list
Clocking-in on the E-Pollbook

- **Clocking In (New)**

1. Judge will turn the E-Pollbook towards the Poll Worker to verify basic information (Name, address, DOB, phone number, email) is correct
   - If Poll Workers information is incorrect, notify the Judge
2. Tap **Clock In**
3. The screen will show clocked in, tap **Ok**
4. Turn the E-Pollbook back to the Judge
SECTION III

Opening the E-Pollbook
SECTION IV

Standard Voting Procedures
Standard Voting Procedures

1. Ask the voter if they have an ID from the list of acceptable forms of ID from List A
   - US Military ID
   - US Citizen Certificate
   - US Passport
   - Texas Driver License
   - Election ID Certificate
   - Personal ID Card
   - Handgun License
Standard Voting Procedures

2. Search for the voter
   • If Driver’s License was provided, scan the driver’s license using the built-in scanner under the screen.
   • If not, search for voter by name and/or birthdate using the touchscreen
Standard Voting Procedures

3. Review voter’s name against their ID
4. Ask voter to confirm their address
5. Tap the voter from the matching search results
Standard Voting Procedures

6. Tap **Yes** to indicate voter did present an ID from List A and then tap **Next**
Standard Voting Procedures

7. Record voter’s name on the Voter Roster
Standard Voting Procedures

8. Ask the Voter choose their serialized ballot card
9. Insert blank ballot card into the ballot card printer
Standard Voting Procedures

10. Verify voter status is Active and Eligible

11. Tap **Issue Standard** button to issue ballot
Standard Voting Procedures

12. Check the “None” box and tap **Next**
Standard Voting Procedures

13. Turn the E-Pollbook to face the voter and instruct the voter to sign the declaration and tap **Done Signing**
   - Stylus provided
Standard Voting Procedures

14. Turn the E-Pollbook back and tap **Accept**
15. Record Ballot Style on the Voter Roster

16. Tap **Complete Check-in**
   - The voter’s ballot will print from the ballot card printer

17. Hand voter their activated ballot card

18. Direct voter to the voting machine to mark their ballot
SECTION V

Exceptions to Standard Voting Procedures
Exception 1 - Handled by Clerk

- Voter's name on ID is different than name in E-Pollbook
  1. Ask voter for an acceptable form of ID
  2. Search for voter in E-Pollbook
  3. Review voter’s name against name on Voter ID

→ Voter’s name on ID does not match name displayed in E-Pollbook
Exception 1 - Handled by Clerk

- Voter's name on ID is different than name in E-Pollbook

4. Determine if voter’s name is substantially similar to the name listed in the E-Pollbook.
   - A name is considered substantially similar if the name in the E-Pollbook is:
     • Slightly different than name on ID
     • A customary variation or nickname of the name on ID
     • Initial, middle, or former name
     • Displayed in a different order than on ID
     • If name does not meet the above criteria, direct voter to the Judge’s table
Exception 1 - Handled by Clerk

- Voter's name on ID is different than name in E-Pollbook

5. Ask voter to confirm their address

6. Tap the voter from the matching search results

7. Tap **Yes** to indicate voter did present an ID from List A and then tap **Next**
Exception 1 - Handled by Clerk

- Voter's name on ID is different than name in E-Pollbook

8. Record voter’s name from the E-Pollbook onto the Voter Roster
Exception 1 -Handled by Clerk

- Voter's name on ID is different than name in E-Pollbook
  9. Ask the Voter to Tap their serialized ballot card
  10. Insert blank ballot card into the ballot card printer
  11. Verify voter status is Active and Eligible
  12. Tap Issue Standard button to issue ballot
Exception 1 - Handled by Clerk

- Voter's name on ID is different than name in E-Pollbook

13. Check the “Similar Name Affidavit” box and tap **Next**
Exception 1 - Handled by Clerk

• Voter's name on ID is different than name in E-Pollbook

14. Direct voter to read and initial “Similar Name Affidavit” and tap Next
Exception 1 - Handled by Clerk

• Voter's name on ID is different than name in E-Pollbook

15. Ask voter if they would like to update their name in their voter registration record
   • Tap either Yes or No
   • Updating voter’s name is optional and does not impact their ability to vote
Exception 1 - Handled by Clerk

- Voter's name on ID is different than name in E-Pollbook
  - If **No**, continue standard voting procedures
  - If **Yes**, instruct voter to enter name on the Update Voter’s Name screen and tap **OK**. Continue standard voting procedures

![Update Voter’s Name](image-url)
Exception 1 - Handled by Clerk

Voter's name on ID is different than name in E-Pollbook

16. Have the voter sign the E-Pollbook and tap **Done Signing**
17. Turn back around and tap **Accept**
18. Record the Voter’s ballot style onto the Voter Roster
19. Tap **Complete Check In**
20. Hand voter their activated ballot card and direct to the voting machine
Exception 2 - Handled by Clerk

• Voter with confidential address

1. Ask voter for an acceptable form of ID
2. Search for voter in E-Pollbook
3. Review voter’s name against name on Voter ID

→ Voter’s address field is blank and status displays “Privacy Eligible”

Do not ask voter to verify address on file
Exception 2 - Handled by Clerk

- Voter with confidential address
  4. Tap the voter from the matching search results
  5. Tap Yes to indicate voter did present an ID from List A and then tap Next
  6. Record voter’s name on the Voter Roster
  7. Ask the Voter to Tap their serialized ballot card
  8. Insert blank ballot card into the ballot card printer
  9. Verify voter status is Active and Eligible
Exception 2 - Handled by Clerk

- Voter with confidential address
  10. Tap **Issue Standard** button to issue ballot.
  11. Check the “None” box and tap **Next**
  12. Have the voter sign the E-Pollbook and tap **Done Signing**
  13. Turn back around and tap **Accept**
  14. Record the Voter’s ballot style onto the Voter Roster
  15. Tap **Complete Check In**
  16. Hand voter their activated ballot card and direct to the voting machine
Exception 3 - Handled by Clerk

- Voter with language barriers

→ Voter approaches Check-in table with an interpreter

1. Ask voter for an acceptable form of ID
2. Search for voter in E-Pollbook
3. Review voter’s name against name on Voter ID
4. Ask voter to confirm their address
5. Tap the voter from the matching search results
Exception 3 - Handled by Clerk

• Voter with language barriers

  6. Tap **Yes** to indicate voter did present an ID from List A and then tap **Next**
  7. Record voter’s name on the Voter Roster
  8. Ask the Voter to choose their serialized ballot card
  9. Insert blank ballot card into the ballot card printer
  10. Verify voter status is Active and Eligible
  11. Tap **Issue Standard** button to issue ballot
Exception 3 - Handled by Clerk

- Voter with language barriers

12. (New) Check the “Voter Assistance” and “Voter Interpreter” box and tap Next
Exception 3 - Handled by Clerk

- Voter with language barriers

13. Using the **Oath of Assistance Form**, administer the Oath out loud and have the Interpreter repeat after you

14. Interpreter will complete the **Oath of Assistance Form**

15. Tap **Enter Here** on the E-Pollbook and the Interpreter provides personal information and tap **Ok**

16. Instruct interpreter to sign the Oath
Exception 3 - Handled by Clerk

- Voter with language barriers

17. Using the E-Pollbook administer the Interpreter Oath out loud and have the Interpreter repeat after you

18. Have the Interpreter sign on the E-Pollbook and tap **Done Signing**

19. Interpreter will sign the **Oath of Interpreter** Form
Exception 3 - Handled by Clerk

• Voter with language barriers

20. Have the voter sign the E-Pollbook and tap **Done Signing**
21. Turn back around and tap **Accept**
22. Record the Voter’s ballot style onto the Voter Roster
23. Tap **Complete Check In**
24. Hand voter their activated ballot card and direct to the voting machine
Exception 4 - Handled by Clerk

- Voter with disabilities

  ➔ Voter with a disability approaches Check-in table with an assistant
  1. Ask voter for an acceptable form of ID
  2. Search for voter in E-Pollbook
  3. Review voter’s name against name on Voter ID
  4. Ask voter to confirm their address
  5. Tap the voter from the matching search results
Exception 4 - Handled by Clerk

- Voter with disabilities

6. Tap **Yes** to indicate voter did present an ID from List A and then tap **Next**
7. Record voter’s name on the Voter Roster
8. Ask the Voter to Tap their serialized ballot card
9. Insert blank ballot card into the ballot card printer
10. Verify voter status is Active and Eligible
11. Tap **Issue Standard** button to issue ballot
Exception 4 - Handled by Clerk

- Voter with disabilities

12. Check the “Voter Assistance” box and tap **Next**
Exception 4 - Handled by Clerk

• Voter with disabilities

13. (NEW) Administer the Oath of Assistance out loud and have the Assistant repeat after you

14. Instruct the assistant to tap Enter Here to provide personal information
Exception 4 - Handled by Clerk

- Voter with disabilities

15. Instruct assistant to enter name and address in the fields shown and tap OK
Exception 4 - Handled by Clerk

- Voter with disabilities

16. Instruct assistant to sign Oath and tap **Next**
Exception 4 - Handled by Clerk

• Voter with disabilities

17. (NEW) Administer the **Oath of Assistance** to the assistant and complete the form

18. Have the voter sign the E-Pollbook and tap **Done Signing**

19. Turn back around and tap **Accept**

20. Record the Voter’s ballot style onto the Voter Roster

21. Tap **Complete Check In**

22. Hand voter their activated ballot card and direct to the voting machine
   • Accessible voting machine available
SECTION VI

Clocking Out on the E-Pollbook
Clocking Out on the E-Pollbook

• Clocking Out Poll Workers *(New)*
  1. Using the Judge’s E-Pollbook, the Poll Worker taps **Clock Out** on the screen
  2. Poll Worker will tap the **clock out reason** and tap **Next**
     ▫  On Election Day, Poll Workers will only clock out if they are **Changing Locations** or **Going Home**
Clocking Out on the E-Pollbook

• Clocking Out Poll Workers (New)
  6. The screen will appear showing clocked out, tap OK
  7. Turn the E-Pollbook back to the Judge
SECTION VII

E-Pollbook Closing
E-Pollbook Closing

- Judge directs activity using “Closing the E-Pollbook Checklist”
- Judge will retrieve numbers from the E-Pollbooks to complete Early Voting Daily Report
- Poll Workers assist with packing up E-Pollbooks
  1. Tap **Monitor Polls** from the Search for Voter screen
  2. Tap on **Close Poll**
  3. Tap **Yes** to shut down the device
  4. From the Launch screen, Tap **Shut Down**
E-Pollbook Closing

- Poll Workers assist with packing up E-Pollbooks (cont’d):
  5. Unplug all cords from the E-Pollbook and place them back in the blue case
  6. Place the E-Pollbook back in case
     • Bottom of E-Pollbook facing Ballot Card Printer
  7. Unplug all cords from the ballot card printer place in the blue case
  8. Place Ballot Card Printer in blue case
     • Judge will return E-Pollbooks to Regional Site