Vote Center – Opening Checklist

Vote Center: ______________________________________

JUDGE: Use the checklist below to ensure the Vote Center is set up properly and open on time. Assign your clerks to assist with completing the tasks marked “Clerks” or “All Workers”. Each item must be checked off after it has been completed.

Section 1 – Poll Worker Clock In

JUDGE: To ensure worker attendance is reported to the Election Department, and to assist in the expedient processing of payroll, complete the steps below immediately upon arriving at the vote center. The Elections Department is monitoring the status of your vote center to ensure that your allocated number of staff are present, and you are prepared to open the vote center on time.

- Clerks – Locate the Election Supply Cart (ESC) and retrieve a table to set up the Judge’s Table.
- Judge – Locate the smart phone in the Judge’s Orange Case. Power on the phone and make sure the volume is turned up. As needed, plug in the phone at the Judge’s Table to keep it charged.
- Judge – Open the ESC using the silver barrel key found in the black Equipment Pouch located in the Judge’s Orange Case
- Judge – Remove the Judge’s Stationary Supply Bag from Forms and Stationary Supply Box and retrieve the black ballot pens
- Judge – Remove the Wireless Router – Opening Checklist from the Opening Section of the Judge’s Notebook and instruct poll workers to set up the wireless router.
- Clerks – Retrieve one of the E-Pollbooks that were brought by the Judge and place on the Judge’s Table.
- Judge – Remove the E-Pollbook – Opening Checklist from the Opening Section of the Judge’s Notebook and instruct poll workers to set up the Judge’s E-Pollbooks.
- Judge – Remove the Poll Worker Management – Opening Checklist from the Opening Section of the Judge’s Notebook and clock in each poll worker using the Judge’s E-Pollbook.

Section 2 – Vote Center Set-up

- Judge – Confirm that the Vote Tabulator and Sanitation Station were delivered to your Vote Center:
- All Poll Workers – Determine the best set-up of the equipment, tables and chairs for your vote center using the Recommended Vote Center Set-Up found in the Opening Section of the Judge’s Notebook for guidance.
- Clerks – Locate and set up tables and chairs for the Check-in Tables and Accessible Voting Machine Table.
- Clerks – Retrieve the remaining E-Pollbooks that were brought by the Judge and place one on each Check-in Table.

Section 3 – Voting Equipment Set-up

JUDGE: To ensure you can process voters as soon as the polls are open, it is critical that the voting equipment is set up as soon as possible. The Elections Department is monitoring the status of your equipment to ensure that your location is open, and you can process voters throughout the morning.

- Judge – Use the E-Pollbook – Opening Checklist and instruct poll workers to set up remaining E-Pollbooks.
- Judge – Remove the Voting Machine – Opening Checklist from the Opening Section of the Judge’s Notebook and instruct poll workers to set up each voting machine.
- Judge – Remove the Vote Tabulator – Opening Checklist from the Opening Section of the Judge’s Notebook and set up the Vote Tabulator.

STOP: Before moving to the next section all voting equipment MUST BE set up
Vote Center – Opening Checklist

Section 4 – Ballot Preparation

☐ Judge – Complete the accounting of ballot cards delivered and sign the Ballot Chain of Custody Form. Place the completed form in the front pocket of the Judge’s Notebook.

☐ Judge – Locate the pad of ballot cards beginning with the lowest serial number on your list. Open the pad and sign enough ballot cards to distribute a minimum of 5 to each Check-in Table.

☐ Judge – Distribute the signed ballot cards to each Check-in Table. Place the ballot cards fanned out, with the serial numbers face down.

Section 5 – Judge’s Tables Set-up

☐ Judge – Remove the Safety Shield(s) from the ESC. Use the Safety Shield Assembly Checklist to set a Safety shield up in front of the E-Pollbook.

☐ Judge – Remove the following from the Judge’s Orange Case and place them on the Judge’s Table.
  o Blue Document Bag
  o From the black equipment pouch, remove the Provisional Ballot Bag Seals

☐ Judge – Remove the following items from the Provisional Ballot Bag and place them on the Judge’s Table.
  o List of Provisional Voters
  o Provisional Affidavit Envelopes
  o Ballot Secrecy Envelopes
  o Notice to Provisional Voters

☐ Judge – Remove the following items from the Forms and Stationary Supply Box and place them on the Judge’s Table.
  o Statement of Residency Forms
  o Request to Cancel Application for Ballot by Mail
  o Voter Complaint Forms

☐ Judge – Remove the following items from the Judge’s Stationary Supply Bag and place them on the Judge’s Table.
  o Disposable Stylus
  o Black Ballpoint Pens

Section 6 – Voter Check-in Table(s) Set-up

☐ Clerks – Remove the Safety Shield(s) from the ESC. Use the Safety Shield Assembly Checklist to set a Safety shield up in front of each E-Pollbook.

☐ Clerks – Remove the following items from the Forms and Stationary Supply Box and place them on each table:
  o Voter Rosters
  o Voter Registration Cards (English)
  o Voter Registration Cards (Spanish)
  o Voter Registration Cards (Vietnamese)
  o Sample Ballots (8.5 x 11) – to be placed accessible for voters

☐ Judge – Remove the following items from the Judge’s Stationary Supply Bag and place them on each table.
  o Disposable Stylus
  o Black Ballpoint Pens

☐ Clerks – Remove the following items from the Poll Worker’s Duties section of the Judge’s Notebook and place them on each table for the Check-in Clerks’ reference:
  o Acceptable Forms of ID (List A)
  o Standard Voting Process
  o Exceptions to Standard Voting Procedures

☐ Clerks – Retrieve the Bond Book from the Judge and place it on the table, accessible to voters.
Section 7 – Inside & Outside Signs Set-up

- Clerks – Locate the English, Spanish, and Vietnamese Voter Information Posters from the ESC and post them side-by-side inside of the vote center, convenient to voters.
- Clerks – Locate the two 11 x 17 sample ballots from the ESC and post them inside of the vote center, convenient to voters.
- Clerks – Locate the Lists of Declared Write-in Candidates from the Orange Case. Post two inside of the vote center, convenient to voters and one inside of each Voting Machine (if none are present).
- Clerks – Locate the Entrance Sign, ID Required Sign, and Bilingual Assistance Sign and post them outside of the entrance to the vote center.
- Clerks – Remove the Official Vote Center signs and the directional signs from the ESC and place them outside of the vote center to assist in directing voters to the vote center entrance.
- Judge – Remove the Curbside Sign Supply Kit from the Forms and Stationary Supply Box and follow the instructions to prepare the Curbside Voting Signs. Place the signs in front of the nearest parking spaces not identified as accessible spaces.
- Clerks – Remove the distance marker signs from the ESC and place them 100 feet in each direction from the vote center entrance.
- Clerks – Remove the Vote Here Feather Flag from the ESC. Assemble the flag using the Vote Here Feather Flag Assembly Checklist and place outside of the vote center in a visible location to approaching traffic.
- Clerks – If needed, remove the directional signs from the Forms and Stationary Supply Box and place as needed to assist in directing voters to the vote center entrance.

Section 8 – Covid-19 Safety Set-up

- Clerks – Retrieve the key to the Sanitation Station from the Judge and remove the following from the back and place them near the entry to the Vote Center for voters to use as needed:
  - Gloves
  - Masks
  - Tabletop Hand Sanitizer
- Clerks – Arrange the Sanitation Station so that it is available to voters near the entrance of the vote center and turn on by pushing the on/off button located on the left side of the dispenser.

Section 9 – Open Vote Center

- Judge – Vote Center opens at exactly 7:00 am, ensure doors are unlocked and voters may enter.
CLERK: Use the checklist below to help open and setup the Wireless Router used by the E-Pollbooks. Each item **must** be checked off after it has been completed

**Wireless Router Opening**

- Get the black router case from the top shelf of the ESC and place it near an electrical outlet where you will be setting up the E-Pollbooks
- Open the router case by turning latches to the vertical position, pulling tabs towards you, and lifting the lid
- Remove the router from case by holding both sides of the router base and pulling straight up
- Turn router over to rest base on flat surface with antennas pointing up. Lower every other flat antenna on the router and leave the others pointing upward. Leave the round tube antennas pointing upwards
- Remove the power brick and cord from the case
Wireless Router – Opening Checklist

☐ Plug the 4-prong end of the power brick cord into the back of the wireless router. Turn the switch to the on position by pressing the top of the switch above the circle.

☐ Plug the power cord on the power brick into a surge protector and plug the surge protector into an electrical outlet. Surge protectors may be found in the electrical supply box in the ESC.

☐ The router will turn on. Wait for about 5 minutes to give the router time to connect to the network before setting up the E-Pollbooks.

☐ Return this checklist to the Judge’s Notebook.
E ─ Pollbook ─ Opening Checklist

CLERK: Use the checklist below to help set up your E-Pollbooks. Each item must be checked off after it has been completed. All E-Pollbooks must be set up and ready as soon as possible and at least by 6:15 AM.

E-Pollbook Opening

- Verify you have completed the **Wireless Router Opening Checklist** before beginning this process.
- Inside the ESC, locate the White Electrical Supply Box. Remove extension cords and surge protectors and place next to Check-in Tables.
- Remove the E-Pollbook, power block, ballot printer, and all power cords from the blue E-Pollbook case. Then place E-Pollbook and ballot printer on top of the Check-in Table.
- Store blue hard cases near ESC and away from Check-in Tables.
- Connect the orange cord from the E-Pollbook to the white power block. Plug power block into the surge protector. Plug surge protector into the wall outlet. Use an extension cord if needed.
- On the top left side of the E-Pollbook, find the orange power button. Press and hold the orange power button for 5 seconds to power on.
- Place ballot printer to the right of the E-Pollbook. Plug the three-prong cord into the black power block. Plug the power cord into the power port labeled DC24V on the back of the ballot card printer. Plug the power cord into the surge protector.
- Plug the square end of the black USB cord into the ballot card printer. Plug the flat end of the USB cord into the rear USB port on the left side of the E-Pollbook.
- Press and hold the power button on the top of the printer to power on. Verify the blue light on the power button is lit.
- On the E-Pollbook, touch the Launch button on the main screen. Enter the following Pollbook Qualification Code (PQC) and press Submit. <<merge code>> Wait a few seconds for the sign-in screen to appear.
- Verify that the correct location is displayed under “Select a Poll Place.” If the location is not correct, call the Judge’s Hotline for instructions. DO NOT press “Change Poll Place.”
- Enter the Username: <<merge username>> and Password: <<merge password>> and press “Sign In.”
- Under “Voters” on the right side of the “Monitor Poll” screen, verify that the “Checked In” count is zero (0). If not, contact the Judge’s Hotline for instruction.
- Verify there is a green check mark and a green cloud at the top of the screen. If not, contact the Judge’s Hotline for instruction.
- Verify the displayed date and time are correct. If not, contact the Judge’s Hotline for instruction.
- Press the “Open Poll” button.
- Return this checklist to the Judge’s Notebook.
Poll Worker Management – Opening Checklist

JUDGE: Use this checklist to ensure all Poll Workers clock in through the new payroll process and receive the Oath of Office on the E-Pollbook

Poll Worker Clock-In Checklist

☐ On the E-Pollbook from the top of the Search for Voter screen, press “Options”
☐ Press “Poll Worker Management” on the pop-up menu
☐ Press the “Find Poll Worker” icon to search for a Poll Worker
☐ Confirm By Poll Place option in the top right corner of the screen is selected
☐ Poll Workers’ names assigned to that Poll Place will automatically appear on the list. Look for Poll Worker’s name by scrolling through the list or by typing the first three letters of the last name in the top left corner of the screen. If the name is not listed, call the Judge’s Hotline
☐ Tap on Poll Worker’s name
☐ Confirm Poll Worker’s Title and Poll Place are correct, then press Next
☐ Turn the E-Pollbook to the Poll Worker and instruct to read and sign the Oath
☐ Direct Poll Worker to verify their basic information on the Details Screen (Name, Address, DOB, Phone, and Job Title). If Poll Worker’s information is correct, direct Poll Worker to press the Clock In button in the lower right corner of the screen
☐ Direct Poll Worker to press OK, then turn the screen back around
☐ If Poll Worker’s basic information is incorrect, follow “Poll Worker Basic Information Editing” process below

Poll Worker Basic Information Editing

☐ From the Poll Worker Details Screen, direct Poll Worker to select “Edit Poll Worker” option in the top right corner of the screen
☐ Direct Poll Worker to select appropriate tab(s) (Poll Worker, Address, or Contact) and make corrections as needed. In the Contact fields, provide as much information as possible, and press Save
☐ Poll Worker verifies information is correct
☐ Poll Worker is now ready to clock in. Instruct Poll Worker to press Clock In button in the lower right corner of the screen, then press OK
CLERK: Use the checklist below to ensure the Voting Machines are set up properly and opened on time. Each item **must** be checked off after it has been completed. This is a two-person job. Do not attempt to lift or move the Voting Machines without assistance.

**Voting Machine Opening**

- Retrieve the Voting Machines from the ESC and place them in the designated area of the vote center.
- Retrieve a surge protector and headphones from the White Electrical Supply Box.
- Set the machine on a level surface, face down. Pull out the four legs, push down the brackets, extend inner legs, and lock them in place. Verify that the legs are secure.
- Unroll the black power cord from underneath the machine. Two people will stand up the machine on its legs.
- Follow the steps above to set up all machines before moving to the next step.
- Plug the first Voting Machine power cord into the surge protector and plug the other end into the right side of the Voting Machine. Then, plug the surge protector into an extension cord, then plug the extension cord to the wall outlet.
- Plug the second Voting Machine power cord, into the first Voting Machine. Then, pass the cord underneath the machine and plug the cord into the second Voting Machine. Continue for up to 10 machines connected to power in a single daisy chain.
- Open the latches on the back and prop the back. Lift the machine and place the easel clip into the slot nearest to the back of the machine base.
- Retrieve the set of keys from the Black Equipment Pouch located inside the Orange Case.
- Use the yellow tab black barrel key to unlock and open the left side door. Push and hold the power switch to the “On” position. Place the cord through the c-notch on left side door, close and re-lock the left side door.
- Unlock and open the front metal doors on each machine using the green tab key.
- Enter the Voting Machine Election Code: `<merge code>`, then press “Accept” on the screen.
- Verify a green check mark appears on the screen. If the green check mark does not appear, Judge will need to call the Judge’s Hotline.

- Continue to next page to setup the Accessible (ADA) Voting Machine
CLERK: Use this checklist to open the ADA Voting Machines. Each item **must** be checked off after it has been completed.

### Accessible Voting Machine Opening

- Retrieve and set up a table for the ADA Voting Machine.
- Retrieve a surge protector and headphones from the White Electrical Supply Box.
- Retrieve the black bag from the ESC. Place the bag on table and remove the Voting Machine from the black bag.
- Remove the power cords from side pocket of the black bag; place the black bag back into the ESC.
- Place machine touch screen side down on table and raise the silver stand.
- Plug the power cord into the power block (if not already connected). Plug the cord from the power block into back of the machine. Plug the power cord into a surge protector, then plug surge protector into a wall outlet.
- Position the machine upright.
- Plug headphones into the headphone adapter located in front of the Voting Machine.
- Retrieve the set of keys from the Black Equipment Pouch located inside the Orange Case.
- Use the yellow tab black barrel key to unlock and open the left side door. Push and hold the power switch to the “On” position. Place the cord through the c-notch on left side door, close and re-lock the left side door.
- Enter the Voting Machine Election Code: `<<merge code>>`, then press “Accept” on the screen.
- Verify a green check mark appears on the screen. If the green check mark does not appear, Judge will need to call the Judge’s Hotline.
- Unfasten the keypad from left side of the Voting Machine and place on table for use. Keypad features are:
  - **BLACK** – Privacy screen display
  - **GREEN** – Repeat/rewind button for audio
  - **VIOLET** – Modulates audio speed
  - **ORANGE** – Increase/decrease volume
  - **TURQUOISE** – Pauses audio
  - **WHITE** – Return to previous screen (if applicable)
  - **BLUE** – Select screen choices
  - **YELLOW** – Directional arrows for moving on the screen
- Retrieve the white “I Voted” privacy screens from the ESC and place around the Voting Machine.
- Return this checklist to the Judge’s Notebook.
Vote Tabulator – Opening Checklist

JUDGE: Use this checklist to ensure the Vote Tabulator is set up properly and open on time. Each item **must** be checked off after it has been completed.

### Vote Tabulator Set-up

- Arrange the vote tabulator in the vote center near the exit and with enough space for voters to privately cast their ballots.
- Retrieve the set of keys from the Black Equipment Pouch inside of the Judge’s Orange Case.
- Retrieve a surge protector from the White Electrical Supply Box inside the ESC.
- Using the red tab key Open Door #2 on the Vote Tabulator, uncoil the power cord, and plug the power cord into the surge protector. Then plug the surge protector into the wall outlet, once plugged in, confirm the green light on the power block is on.
- Ensure that the vote tabulator is facing the direction it will be used, then lock the two front wheels by stepping down on the wheel locks.
- Break the wire seal from Door #1 and place it inside the front pocket of Black Equipment Pouch labeled “Vote Tabulator Door 1”.
- Using the red tab key, unlock and open Door #1 and remove the Blue Ballot Box.
- Using the red tab key, unlock the Blue Ballot Box. Remove the **Ballot Chain of Custody Form** and blank ballot cards and place them on a Judge’s Table.
- Close the Blue Ballot Box lids without locking them, place the Blue Ballot Box back inside of Door #1, open the lids, close and lock Door #1 using the red tab key.
- Using the red tab key, unlock Door #3, unlatch the latches, and open the lid.
- Using the yellow tab, black barrel key, unlock Door #4 and lift the display screen. If the screen does not turn on within 20 seconds, contact the Judges Hotline.
- When prompted, enter the Election Code <<merge code>>.
- Wait for the Configuration Report to complete printing. Tear it off and place inside the Black Equipment Pouch.
- Verify the screen displays 3 green checkmarks confirming:
  - The vote device is ready for the poll to be opened
  - The election definition was found
  - The equipment is plugged in
- Press Open Polls. Three Zero Reports will print. Separate into three copies and have the judge, alternate judge and/or a poll worker sign and date each copy.
- Place one copy in the Black Equipment Pouch, one copy in the Blue Document Bag, and one copy in Pink Envelope #3.
- Touch “Go to voting mode” on the display
- Return this checklist to the Judge’s Notebook.
Safety Shield Assembly – Opening Checklist

Clerk: Use this checklist to assemble the Safety Shield(s)

Safety Shield Assembly Checklist

☐ Peel off the protective plastic film from the front panel
☐ Set the plexiglass panel flat on a table surface allowing the bottom of the panel with an overhang of about 8 inches
☐ Take one plastic stand base panel, slide the cut groove of the base into the bottom of the plexiglass panel, leave about 6 inches from the edge
☐ Repeat the same process with the other plastic stand base panel
☐ Once the plastic stand bases are inserted, flip the panel upright and set into position
☐ Place a safety shield in front of each Voter Check-in station
Clerk: Follow the instructions below to assemble the Vote Here Feather Flag.

**Assembling the Feather Flag**

- Unzip the black bag and then remove the feather flag pieces.
- When setting up the feather flag on a grass area, use stake found in the bag and place into position.
- If there is no grass, and the surface is flat or level, use the metal base from the side pocket of the bag.
- To assemble metal base, place shorter piece of base on ground; place longer piece of base on top of shorter piece in a perpendicular position, aligning the holes.
- Drop washer over the threaded part of the extension rod. Insert extension rod into aligned holes and tighten rod with nut from underneath the base.

- To assemble flagpole, insert flexible piece into smaller pole.

- Insert the smaller pole into the larger pole; all three poles should be assembled as one piece.

- Slide feather flag onto the assembled poles.
Feather Flag Set-up - Checklist

☐ Tie rope on bottom of the feather flag to hook on the plastic ring of the larger pole

☐ Ensure rope is tightened to confirm there is a curve on the top portion of the flag

☐ Turn the nut on the black plastic ring to tighten making sure the rope is secure

☐ Insert the assembled feather flag on to the stake or metal base depending on the surface.

☐ Feather Flag is ready for display