Election Judge Manual

Policies and Procedures

DuPage County Clerk
Election Division

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From the office of the
DuPage County Clerk

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Election Judges

Election Judges play a vital role in the election process. Election Judges are responsible for the administration of election procedures in the Polling Place on Election Day. Judges work together to ensure that the election process is administered fairly and in accordance with the law.

Qualifications

Election Judges must meet the following criteria:

⇒ be citizens of the United States and entitled to vote at the next election.
⇒ A registered voter in DuPage County.
⇒ be of good repute and character and not subject to the registration requirement of the Sex Offender Registration Act (730 ILCS 150/1)
⇒ be able to speak, read, and write the English language.
⇒ be skilled in the four fundamental rules of arithmetic.
⇒ be of good understanding and capable.
⇒ not be candidates for any office at the election.

Requirements To Serve

⇒ Declare your political party affiliation as Democrat or Republican.
⇒ Attend an In-Person training class.
⇒ Complete online training and pass a quiz.
⇒ Be able to lift 30 LBS.
⇒ Be able to operate voting equipment. (tablet, printers, scanner, etc.)
⇒ Be able to stand for moderate periods of time.
⇒ Be able to rotate to various positions throughout the day.
⇒ Participate in Polling Place setup the night before the election. (Approximately 2 hours)
⇒ Arrive by 5:00 AM on Election Day to serve in appointed Polling Place.
⇒ Remain at the Polling Place for the entire day.
⇒ Remain at the Polling Place until all forms, certificates, and affidavits are completed and signed, and all equipment and election materials are packed and secured for post-election pickup.

Duties

Election Judge duties include, but are not limited to the following:

⇒ Setup Polling Place the night before Election Day.
⇒ Open and Close polls.
⇒ Check in voters.
⇒ Issue correct Ballot to Voters.
⇒ Ensure only qualified voters are permitted to vote, and that each qualified voter only votes once, and that all votes are cast in secret.
⇒ Oversee the voting process.
⇒ Give instructions on the method of voting when requested by a voter.
⇒ Provide assistance to voters when required.
⇒ Keep all unauthorized persons away from voting equipment.
⇒ Maintain security of all election materials.
⇒ Maintain order in the Polling Place throughout the day.
⇒ Maintain a Campaign-Free zone.
⇒ Remove any campaign literature left by voters.
⇒ Read, complete, and sign all election forms, certificates, and affidavits according to instructions. Pack and secure equipment for post-election pickup.
⇒ Return supplies – Two judges, one from each party, are required to return supplies in the same vehicle to the Election Division on election night after the polls close.
⇒ Leave the Polling Place room in the same condition as when you arrived.

Election Judge Pay

⇒ $250 Flat rate for all judges

⇒ Supply Pickup (1-Pickup Judge) additional $30.

⇒ Supply Return (Bipartisan team of 2 judges) additional $30/each judge.
H.S. Student Judges may not pickup or return supplies.

⇒ Social Security number is required to issue a paycheck.

⇒ Paychecks will be mailed 6 – 8 weeks after Election Day.

Election Judge Roles

Bipartisanship

Each Polling Place is staffed with a bipartisan team of Election Judges who work together to ensure the accuracy and integrity of the election process.

- All signature verification and form sign offs are done by judges from both parties.
- Election supplies are returned to the Election Division office by two Election Judges, one from each party, riding in the same vehicle.

Polling Places must have representation from both parties in order to be operating. If your Polling Place is missing representation of a party, call the **Election Division** immediately at **(630) 407-5577** or attempt to recruit a voter of that party to serve as an Election Judge.

No "Lead" Judge

All Election Judges have equal authority. There is no lead judge. However, Field Representatives and Pickup Judges have additional responsibilities that are key to a successful election.

Field Representatives

Field Representatives serve as a link between the Election Division and Polling Places on Election Day. Field reps visit their assigned Polling Places to lend support to Election Judges.

- Requirements: Must have served as an Election Judge for a minimum of (4) Elections.
- Pay: $350 plus mileage for Election Day.
- Hours: Election Day starting at 5:00 AM until all designated Polling Places have left to return materials to Election Division on Election Night.

Pickup Judge

Each Polling Place is assigned a Pickup Judge.
In addition to aforementioned Election Judge duties, Pickup Judges are responsible for:

1) Contacting the Polling Place facility to arrange access into the building on the Monday night and Tuesday morning. This may include picking up keys from the facility.
2) Contacting the team of judges serving in the assigned Polling Place to let them know what time to arrive on Monday night for setup .
3) Pickup supplies from the Election Division office on the Friday or Saturday before Election Day. Additional Pay $30
4) Return supplies to the Election Division after the polls close with a judge of the opposite party in the same vehicle. Additional Pay $30

Election Judge Roles

High School Student Election Judges

Illinois statute 10 ILCS 5/13-4 provides the opportunity for High School Juniors and Seniors who are not otherwise entitled to vote to be appointed as Election Judges if they live in DuPage County and meet the appropriate criteria.

Qualifications

Student Judges must meet the following criteria:

- A citizen of the United States.
- A resident of DuPage County, Illinois.
- A High School Junior or Senior in good standing.
- Be able to read, write, and speak the English language.
- Be skilled in the four fundamental rules of arithmetic.
- Maintain a grade point average of 3.0 on a 4.0 scale.

Requirements

- Be nominated by a High School Teacher or Principal.
- Must receive written approval from a parent or guardian.
- Declare party as Democrat or Republican to support duties performed by a bipartisan team of judges.
- Complete online training course certification and pass a quiz.
- Arrive by 5:00 AM on Election Day to serve in appointed Polling Place.
- Remain at the Polling Place for the entire day.
- Remain at the Polling Place until all forms, certificates, and affidavits are completed and signed, and all equipment and election materials are packed and secured for post-election pickup.

Duties

High School Student Election Judges perform the same duties as all Election Judges with the exception that they may not pickup or return supplies to the Election Division Office.

College Student Election Judge

Illinois statute 10 ILCS 5/13-4 permits a person who is not entitled to vote in that precinct or county to be appointed as an election judge if, as of the date of the election the following criteria is met.

- A citizen of the United States.
- Currently enrolled in a community college, or a public or private DuPage County university or college.
- Have a cumulative grade point average equivalent to at least 3.0 on a 4.0 scale;
- Have satisfactorily completed the Election Judge training courses.
- Participate in Polling Place setup the night before the election.
- Arrive at 5:00 AM sharp on Election Day, work until approximately 8:30 PM to close the polls and pack election equipment.

Election Judge Guidelines

Schedule and Breaks

⇒ **MONDAY:** Election Supply Cabinet (ESC) will be delivered to Polling Places between 8:00 AM—4:30 PM.

⇒ **MONDAY NIGHT:** All Election Judges must participate in Polling Place setup*. Pickup Judges will contact Election Judges one to two weeks prior to the election to let them know the time and place for setup.
*Exception—Election Judges that work Early Voting on Monday are not required to attend Monday Night setup.

POLLING HOURS
6:00 AM — 7:00 PM

⇒ **TUESDAY/ELECTION DAY:** All Election Judges are must arrive to their assigned Polling Place by 5:00 AM and remain on duty until all closing tasks are complete. This includes securing and packing election materials for pickup.

⇒ The Pickup Judge and a judge of the opposite party, will return designated supplies to the Election Division in the same vehicle. after all forms, certificates, and

⇒ Election Judges are responsible for the security and chain of custody of election materials. Therefore, Election Judges are required to remain at their Polling Place for the entire day.

⇒ Election Judges should plan on bringing beverages, snacks, and meals on Election Day. Meals and breaks must be taken away from the election workstations.

Dress Code

⇒ Business Casual.

⇒ Presentable and appropriate attire.

⇒ No buttons, t-shirts, hats, or other items to be considered Electioneering.

Election Division Cell Phone

A cell phone will be provided in the Pickup Judge supply packet to be used to communicate with the Election Division during Monday night setup and on Election Day. The Pickup Judge should fully charge the cell phone upon picking up supplies.

- Cell phone must be answered. This is how the Election Division will reach judges at the Polling Place if needed.
- Use the phone provided (not your personal cell phone) to contact the Election Division on Monday night during setup or on Election Day.
  Election Division (630)407-5577

Election Judge Guidelines

Election Judge Conduct

⇒ Conduct yourself in a professional manner.

⇒ No profanity or foul language.

⇒ Do not converse about the election, campaigns, candidates, or voters with fellow judges, voters or Pollwatchers.

⇒ No use of personal cell phones, laptops, tablets or ear buds during working hours. Personal cell phones may be used away from workstations during meals and breaks.

⇒ Food or drink is not permitted at workstations.

⇒ Do not participate in any form of Electioneering:

- Do not wear campaign buttons, ribbons, distinctive colors identifying with a specific party, candidate, civic organization or opinion that is on the ballot.
- Do not distribute literature outside the Polling Place.
- Do not maintain voter records for any party, candidate, or civic organization.

Election Judge Voting

'Vote Anywhere' allows Voters and Election Judges to conveniently cast a Ballot at any Polling Place in DuPage County. Election Day Polling Places may become busy, so Election Judges are encouraged to **Vote By Mail** or during the **Early Voting** period prior to Election Day.

Working in the Polling Place

What To Do In An Emergency

In the event of an emergency, safety is the first priority.

Severe Weather

The Election Division will monitor weather reports on Election Day and during Early Voting hours.
If severe, Election Judges will be notified via Poll Pad messaging or directly by phone. In the case of extreme weather, the Polling Place may need to be temporarily or permanently closed. If, and only if it is possible to safely do so, try to take the following items (in order of importance):

1. Voted ballots from the Ballot Box
2. Verity Scan
3. Vote By Mail Dropbox
4. Poll Pads
5. Used forms such as the Provisional Carrier Pouch and Voter Authorization Receipt Envelope.

Secure supplies left behind as well as possible. Once in a safe place, call the **Election Division** at **(630) 407-5577** for instructions**.**

Accident or Injury

If an accident or injury occurs in the Polling Place, evaluate the situation and proceed as follows:

1. Call 911, if needed.
2. Reassure the injured person that help is on the way.
3. An Election Judge should keep the area clear, guiding voters safely through the Polling Place.
4. Once the situation has been handled, call the **Election Division** at **(630) 407-5577** to report the incident and receive any further instructions.

People Allowed In The Polling Place

Authorized Individuals

Only certain authorized individuals are allowed in Polling Places and it's the responsibility of Election Judges to oversee them. These individuals may observe and monitor operations inside the Polling Place before the polls open, during the day and after the polls close. Each observer must present proper credentials or identification and must never interfere with the election process or disturb voters. These individuals include:

- Election Judges.
- Field Representatives.
- Voters while voting.
- Minor children accompanying their parent or guardian while voting.
- Representatives of the DuPage County Clerk's Office.
- Representatives of the Illinois State Board of Elections.
- Representatives of the offices of the State's Attorney and Attorney General.
- Law enforcement officers acting in their official capacity.
- Authorized Pollwatchers with valid credentials.
- Media/Reports News Crews with valid credentials.

Election Judges

Election Judges are officers of the Circuit Court and are responsible for the proper conduct of the election in the Polling Place that they are assigned. All judges have equal responsibility and authority. In the performance of their duties, Election Judges manage the voting process in the Polling Place, determine whether or not a voter meets the qualifications to vote according to Illinois statutes and help to maintain the decorum of the Polling Place. By a majority decision of the judges, they have the sole power to allow or overrule a challenge to a voter, remove unauthorized Pollwatchers from the Polling Place, and to limit the number of Pollwatchers in the Polling Place. Election judges are the sole authority in the Polling Place and the campaign free zone, and only the Election Judges may handle election supplies and materials in the Polling Place. (10 ILCS 5/13, 5/14)

Field Representatives

Field Representatives serve as a link between the DuPage County Clerk's Election Division office and Polling Places on Election Day. Field Reps will visit assigned polling places multiple times on Election Day to lend support and guidance to judges.

Election Day Runners

Runners are sent to polling places throughout the day to deliver supplies requested by Election Judges.

Approved Law Enforcement Officials

Representatives of the State Board of Elections, State's Attorney, Attorney General and law enforcement officers are required to present identification upon entering a polling place. However, unlike Pollwatchers and the media, they do not need to surrender credentials or sign in and out.

People Allowed In The Polling Place

Media / Reporters / News Crews

Members of the media are allowed to enter and observe Polling Places. Judges should ask to see identification from members of the media, such as an ID badge or a business card, as well as a DuPage County Election Division credential.

Guidelines for Media:

- Media/Reporters/News Crews have the right to photograph and film inside the Polling Place.
- Individual Voters/Judges can request to be excluded if they do not want to be photographed or filmed.
- Interviews should be conducted at a distance of 100 feet from the entrance, so as to not disturb voting.
- If a problem arises, contact the **Election Division at (630) 407-5577**.

Media may not:

- Photograph or record voted ballot selections or markings.
- Handle voting equipment or materials.
- Interfere with voter or Polling Place access.
- Discuss politics or candidates with voters or Judges.
- Conduct interviews inside the Polling Place or within 100 feet of the entrance to the room where voting is taking place.

People Allowed In The Polling Place

POLLWATCHERS

About Pollwatchers

Pollwatchers are election observers who aid in ensuring the free and fair conduct of elections. Pollwatchers may be in the Polling Place before the polls open, during the actual voting hours, after the polls close, and during early voting.

The number of Pollwatchers allowed in the Polling Place at any time is limited by law. (10 ILCS 5/7-34, 17-23, 18-6) If over-crowding interferes with the orderly conduct of the election, Election Judges may limit the number of Pollwatchers. Election Judges may cause the removal of any Pollwatcher who is disrupting the election process.

Authorizing Individuals To Become Pollwatchers

Pollwatchers must be appointed by established political parties, candidates, qualified organizations of citizens, state nonpartisan civic organizations or organized proponents or opponents of ballot propositions. Each Pollwatcher must have credentials issued by the DuPage County Clerk or by the Illinois State Board of Elections. These credentials must be presented by the Pollwatcher to an Election Judge immediately upon entering the Polling Place.

Qualifications

A Pollwatcher must be registered to vote in the state of Illinois and must be affiliated with the party, organization, or candidate they are representing. Verification and issuing of credentials is handled through the DuPage County Election

Pollwatchers Rights

- Before the first ballot is cast, Pollwatchers may observe that the ballot box is empty.
- Pollwatchers may position themselves near enough to the election judges to examine the applications for ballot, but should not be placed at the judges stations.
- Pollwatchers may observe as the judges compare the voter applicant's signature on the application with the signature on the registration records.
- Pollwatchers may watch as the judges initial and distribute the ballots to the voter and as the ballots are deposited into the ballot box after the voter has voted.
- Pollwatchers may challenge a person's right to vote. A reason for the challenge must be stated. (Possible reasons include the person voted earlier in the day, the person moved, or the person lacks qualifications).
- Election Judges, by majority decision, determine whether or not to sustain a challenge.
- Pollwatchers may observe the counting procedures after the polls close.
- Pollwatchers may not be readmitted into the Polling Place after the Polls close.

People Allowed In The Polling Place

POLLWATCHERS

Pollwatcher Credentials

Upon entering a Polling Place, a Pollwatcher must present and surrender a signed credential to an Election Judge.

⇒ Keep the **POLLWATCHER ENVELOPE** within view and reach of the Election Judges.

⇒ Place the Pollwatcher Credential into the Pollwatcher Envelope.

⇒ Instruct Pollwatcher to sign in (and out) under POLLWATCHER REGISTER on envelope.

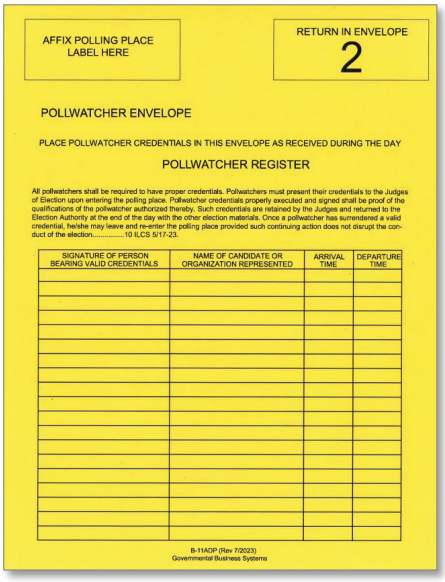
⇒ Pollwatchers may leave and re-enter the Polling Place, but they must sign in and out each time.

⇒ Pollwatchers only need to provide one Pollwatcher Credential per Polling Place per day.

⇒ Once the polls have closed, a Pollwatcher <u>may not</u> re-enter the Polling Place.

⇒ After the polls close, place the **POLLWATCHER ENVELOPE** inside **ELECTION FORMS RETURN ENVELOPE 2.**

⇒ For questions contact the Election Division (630) 407-5577



AFFIX POLLING PLACE LABEL HERE

RETURN IN ENVELOPE 2

POLLWATCHER ENVELOPE

PLACE POLLWATCHER CREDENTIALS IN THIS ENVELOPE AS RECEIVED DURING THE DAY

POLLWATCHER REGISTER

All pollwatchers shall be required to have proper credentials. Pollwatchers must present their credentials to the Judges of Election upon entering the polling place. Pollwatcher credentials properly executed and signed shall be proof of the qualifications of the pollwatcher authorized thereby. Such credentials are retained by the Judges and returned to the Election Authority at the end of the day with the other election materials. Once a pollwatcher has surrendered a valid credential, he/she may leave and re-enter the polling place provided such continuing action does not disrupt the conduct of the election.....10 ILCS 5/17-23.

SIGNATURE OF PERSON BEARING VALID CREDENTIALS	NAME OF CANDIDATE OR ORGANIZATION REPRESENTED	ARRIVAL TIME	DEPARTURE TIME

B-11ADP (Rev 7/2023) Governmental Business Systems

POLLWATCHER CREDENTIALS

TO THE JUDGES OF ELECTION:

Pollwatcher Information	
Name	
Street Address	SAMPLE
Municipality of Residence	
County of Residence	

Authorized to act as a pollwatcher in	
Poll ID	
Early Voting or Healthcare Facility	SAMPLE
Election	
Date of Election	

People Allowed In The Polling Place

POLLWATCHERS

Reminders

- Pollwatchers are official observers only. They may observe the conduct of the election before, during and after the polls close.
- All Pollwatchers must present valid credentials upon entering the Polling Place.
- Election Judges are the sole authority in the Polling Place on Election Day. No person, except a judge, may handle or touch election materials and equipment.
- A law enforcement official may be in the Polling Place to preserve order and carry out lawful directions given by the Election Judges.
- Electioneering or any type of campaigning must not take place within the Campaign Free Zone. (100 horizontal feet from the entrance to the room in which voting is being conducted).
- Pollwatchers may not Electioneer.
- Pollwatchers may not interfere with the voting process.
- Pollwatchers shall be permitted to observe all proceedings and view all reasonably requested records relating to the conduct of the election, provided the secrecy of the ballot is not impinged.
- Pollwatchers may be appointed to observe Early Voting by personal appearance at each permanent and temporary Polling Place where early voting is conducted.
- Where ballots are counted in the DuPage County Clerk's Election Division office, each political party, candidate, qualified organization of citizens, state nonpartisan civic organization, or organized proponents or opponents of ballot propositions shall be entitled to have one Pollwatcher for each panel of election judges.

Campaign Free Zone

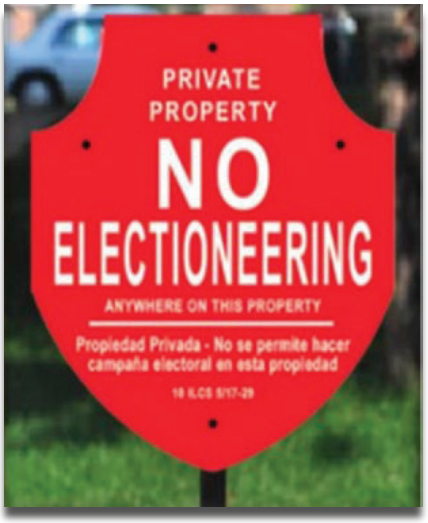
Electioneering

Electioneering is the display of any type of advertising to influence the result of an election in favor of a particular candidate, party or referendum. The Campaign-free Zone provides an intimidation-free election environment for voters in and approaching the Polling Place.

⇒ No one, including Election Judges, is permitted to wear a campaign button, politically embellished garment, display political literature, place signage, or engage in any political discussion within the Campaign Free Zone.

⇒ Follow the aerial layout provided in the Judge's Pickup Envelope to place the blue NO ELECTIONEERING cones. Electioneering is not allowed within 100 feet of the polling room. If 100 horizontal feet ends inside the building, NO electioneering is allowed inside the building. This is the Campaign Free Zone. The blue NO ELECTIONEERING cones should be placed outside the front door.

Private Property Electioneering



⇒ A private entity (including churches or private schools) can choose to make their entire property a Campaign Free Zone. This means that electioneering is not allowed anywhere on their property. The facility will need to display their own NO ELECTIONEERING shield sign. Election Judges should not remove these signs. These signs remain at the site.

⇒ Private property sites displaying the NO ELECTIONEERING shield may not be supplied with blue cones.

⇒ For questions, contact **Election Division (630) 407-5577**.

Before The Election

SUPPLY PICKUP

The **Pickup Judge** is responsible for picking up supplies from the Election Division. Pickup is scheduled on Friday and Saturday before Election Day. Pickup Judges will be provided details on where and when to pickup supplies. Supplies to be picked up include the **Pick Up Envelope**, **Cell Phone Carrier Pouch** and **Keys/Seals Carrier Pouch**.

	SUPPLIES FOR PICKUP	IMAGE
1	**PICK UP ENVELOPE** The **PICK UP ENVELOPE** will include various forms and instructions such as: • Election Results Envelope 1 • Verity Equipment Election Day Codes • ESC and Equipment seal numbers • Election Supply Return Receipt • Official Ballot Record (OBR) • Polling Place Layout • Newspaper Publication • Valid Write In List • Polling Place Labels (Polling Place number, name & address) • Surrendered Ballot Labels • Last Minute Instructions and Notices	
2	**CELL PHONE CARRIER POUCH** The *orange* **Cell Phone Carrier Pouch** will include: • Cell Phone • Cell Phone Charger • Cell Phone Instructions Card	
3	**KEYS AND SEALS CARRIER POUCH** The *blue* **Carrier Pouch** will include: • Election Supply Cabinet Keys • Verity Equipment Keys • Vote By Mail Drop Box Keys (yellow) • Seals	

Before The Election

ELECTION RESULTS ENVELOPE 1

ELECTION RESULTS ENVELOPE 1 lists required information to be **completed** and **returned** to the Election Division on Election Night after the polls close.

AFFIX POLLING PLACE LABEL HERE

ENVELOPE
1

RETURN TO ELECTION DIVISION IN BLUE ROLLING CASE

ELECTION RESULTS ENVELOPE

THE FOLLOWING MUST BE COMPLETED AND RETURNED IN THIS ENVELOPE:

- ☐ PLACE CERTIFICATE OF INSPECTION FORM
- ☐ RECORD VERITY SCAN SECURITY SEAL NUMBER: _____
- ☐ RECORD VERITY PRINT SECURITY SEAL NUMBERS: _____ - _____ - _____
- ☐ RECORD VERITY TOUCH WRITER SECURITY SEAL NUMBER: _____
- ☐ PLACE ZERO REPORT - TALLY SUMMARY REPORT TAPE FROM VERITY SCAN UNIT
- ☐ PLACE SIGNED CLOSE POLLS REPORTS - TALLY SUMMARY REPORT TAPES FROM VERITY SCAN UNIT
  INCLUDE ALL ADDITIONAL TAPES FROM VERITY SCAN, VERITY PRINT, POLL PAD AND VERITY TOUCH WRITER

RECORD ELECTION SUPPLY CABINET (ESC) SECURITY SEAL NUMBER IN THE DESIGNATED LOCATION BELOW AND PLACE BROKEN SEALS IN THIS ENVELOPE

RECORD ESC **DELIVERY** SECURITY SEAL NUMBER HERE	RECORD ESC **NIGHT BEFORE** SECURITY SEAL NUMBER HERE	RECORD ESC **CLOSING POLLS** SECURITY SEAL NUMBER HERE

C-41DP
GOVERNMENTAL BUSINESS SYSTEMS (Rev 10/2023)

INSTRUCTIONS FOR COMPLETING ENVELOPE ON NEXT PAGE

Before The Election

ELECTION RESULTS ENVELOPE 1

Below are steps for completing **ELECTION RESULTS ENVELOPE 1**.

MONDAY NIGHT POLLING PLACE SETUP—ARRIVAL

1. Upon arrival the **Election Supply Cabinet (ESC)** will be fastened with a seal.
2. Record seal number in the **ESC <u>DELIVERY</u> SECURITY SEAL NUMBER** space provided at the bottom of ELECTION RESULTS ENVELOPE 1.
3. Remove and place broken seal in envelope.

MONDAY NIGHT POLLING PLACE SETUP—AFTER SETUP

1. After setup is complete, retrieve a new seal from the *blue* **KEYS AND SEALS CARRIER POUCH**.
2. Record seal number in the **ESC <u>NIGHT BEFORE</u> SECURITY SEAL NUMBER** space provided at the bottom of ELECTION RESULTS ENVELOPE 1.
3. Place ELECTION RESULTS ENVELOPE 1 into ESC to be held until Tuesday morning.
4. Place seal on ESC.

TUESDAY ELECTION DAY—MORNING

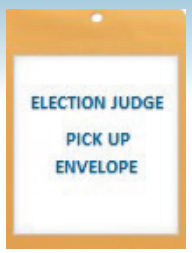
1. Upon arrival, verify seal number on ESC matches the **<u>NIGHT BEFORE</u> SECURITY SEAL NUMBER** recorded at the bottom of ELECTION RESULTS ENVELOPE 1.
   - If they match, remove and place broken seal in ELECTION RESULTS ENVELOPE 1.
   - If they do not match, call **Election Division at (630) 407-5577** immediately.

2. Perform all tasks listed on front of the envelope and check each box to show complete.
   - ⇒ Complete **CERTIFICATE OF INSPECTION FORM** found in the white ballot paper transfer case, labeled **OPEN FIRST**, and place in ELECTION RESULTS ENVELOPE 1.
   - ⇒ Record **VERITY SCAN, VERITY PRINT** and, **VERITY TOUCH WRITER SEAL NUMBERS**.
   - ⇒ Place signed **ZERO REPORT—TALLY SUMMARY REPORT TAPES** from Verity Scan Unit in envelope. *NOTE: THIS STEP IS NOT APPLICABLE FOR PRIMARY ELECTIONS.*

TUESDAY ELECTION DAY—AFTER THE POLLS CLOSE

1. Place signed **CLOSE POLLS REPORTS—TALLY SUMMARY REPORT TAPES** from Verity Scan Unit in envelope.
2. Place all additional tapes from Verity equipment and Poll Pads in envelope.
3. Once complete, seal and place **ELECTION RESULTS ENVELOPE 1** into the **BLUE ROLLING CASE** for return to the Election Division on Election Night.

Before The Election



ELECTION SUPPLY RETURN RECEIPT

After the polls close a team of Judges, one from each party, is required to return supplies to the Election Division in the same vehicle.

The **ELECTION SUPPLY RETURN RECEIPT** must be completed by the **Republican** and **Democrat** Judge that return supplies to the Election Division on Election Night. The undersigned Judges on this form will receive additional pay for returning supplies. Failure to complete this form may result in delayed payment.

Place completed form into **ELECTION FORMS RETURN ENVELOPE 2**.

919
YORKTOWN CENTER
LOMBARD, IL 60148

RETURN IN ENVELOPE
2

MARCH 19, 2024

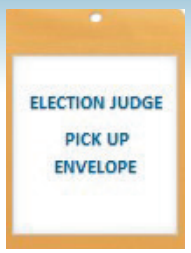
GENERAL PRIMARY ELECTION

ELECTION SUPPLY RETURN RECEIPT

WE, THE UNDERSIGNED, SERVED AS JUDGES OF ELECTION IN THE SPECIFIED ELECTION AND POLL LOCATION AND ARE RETURNING THE NEEDED ELECTION SUPPLIES TO THE ELECTION AUTHORITY.

REPUBLICAN JUDGE	**DEMOCRAT JUDGE**
_____	_____
(PRINT NAME)	(PRINT NAME)
_____	_____
(SIGNATURE)	(SIGNATURE)

Before The Election



OFFICIAL BALLOT RECORD

The **Official Ballot Record (OBR)** accounts for all ballots issued and to be tabulated by the Election Division.

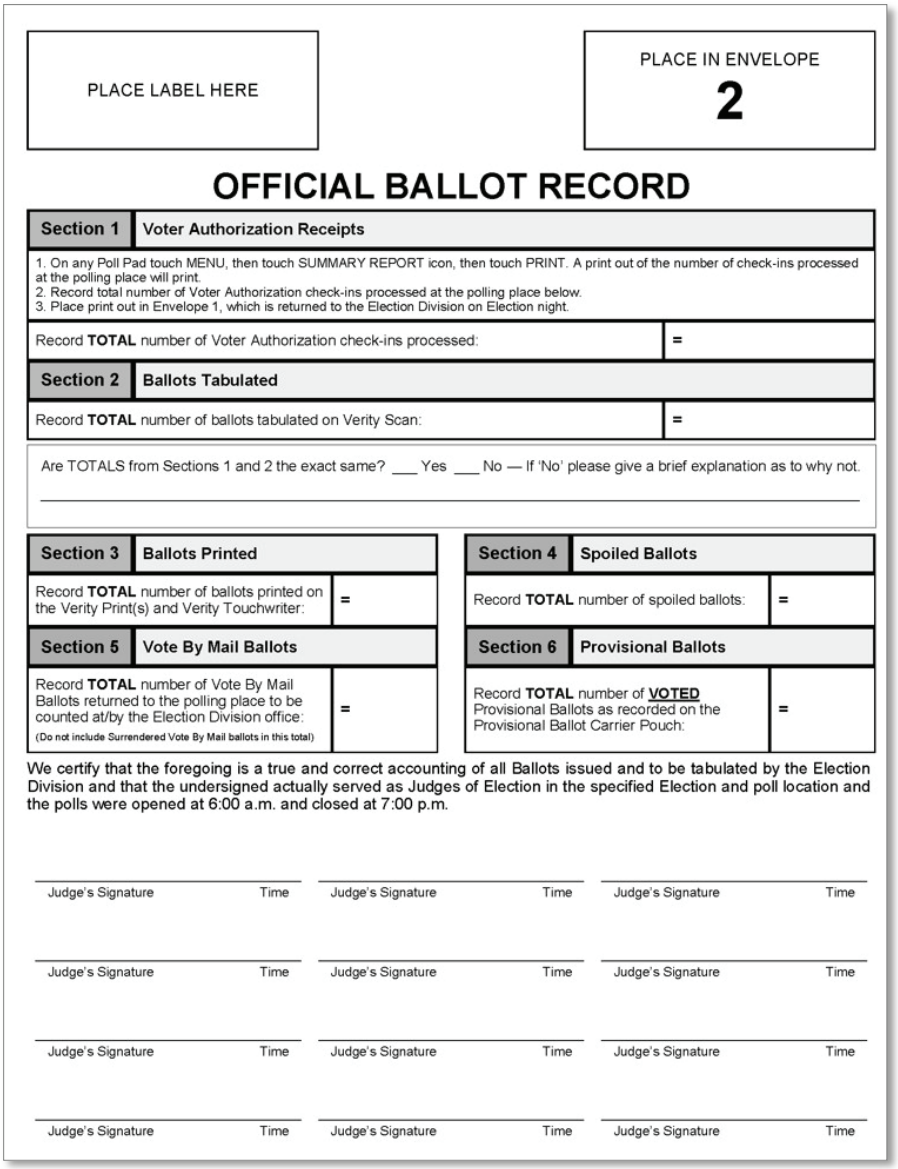
⇒ After the Polls Close, but before the equipment is taken down, carefully read the OBR instructions.

⇒ Place a **Polling Place Label** in the upper left hand corner as indicated on the form.

⇒ Record **TOTALS** as requested for each section.

⇒ All Election Judges must **sign** and **record the time** of Signature on the bottom of the form.

⇒ Place completed OBR in **ELECTION FORMS RETURN ENVELOPE 2**.



PLACE LABEL HERE

PLACE IN ENVELOPE **2**

OFFICIAL BALLOT RECORD

Section 1	**Voter Authorization Receipts**
1. On any Poll Pad touch MENU, then touch SUMMARY REPORT icon, then touch PRINT. A print out of the number of check-ins processed at the polling place will print. 2. Record total number of Voter Authorization check-ins processed at the polling place below. 3. Place print out in Envelope 1, which is returned to the Election Division on Election night.	
Record **TOTAL** number of Voter Authorization check-ins processed:	=
Section 2	**Ballots Tabulated**
Record **TOTAL** number of ballots tabulated on Verity Scan:	=

Are TOTALS from Sections 1 and 2 the exact same? ___ Yes ___ No — If 'No' please give a brief explanation as to why not.

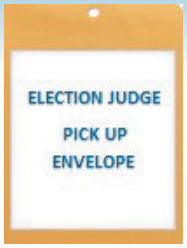
_____

Section 3	**Ballots Printed**	**Section 4**	**Spoiled Ballots**
Record **TOTAL** number of ballots printed on the Verity Print(s) and Verity Touchwriter:	=	Record **TOTAL** number of spoiled ballots:	=
Section 5	**Vote By Mail Ballots**	**Section 6**	**Provisional Ballots**
Record **TOTAL** number of Vote By Mail Ballots returned to the polling place to be counted at/by the Election Division office: (Do not include Surrendered Vote By Mail ballots in this total)	=	Record **TOTAL** number of **VOTED** Provisional Ballots as recorded on the Provisional Ballot Carrier Pouch:	=

We certify that the foregoing is a true and correct accounting of all Ballots issued and to be tabulated by the Election Division and that the undersigned actually served as Judges of Election in the specified Election and poll location and the polls were opened at 6:00 a.m. and closed at 7:00 p.m.

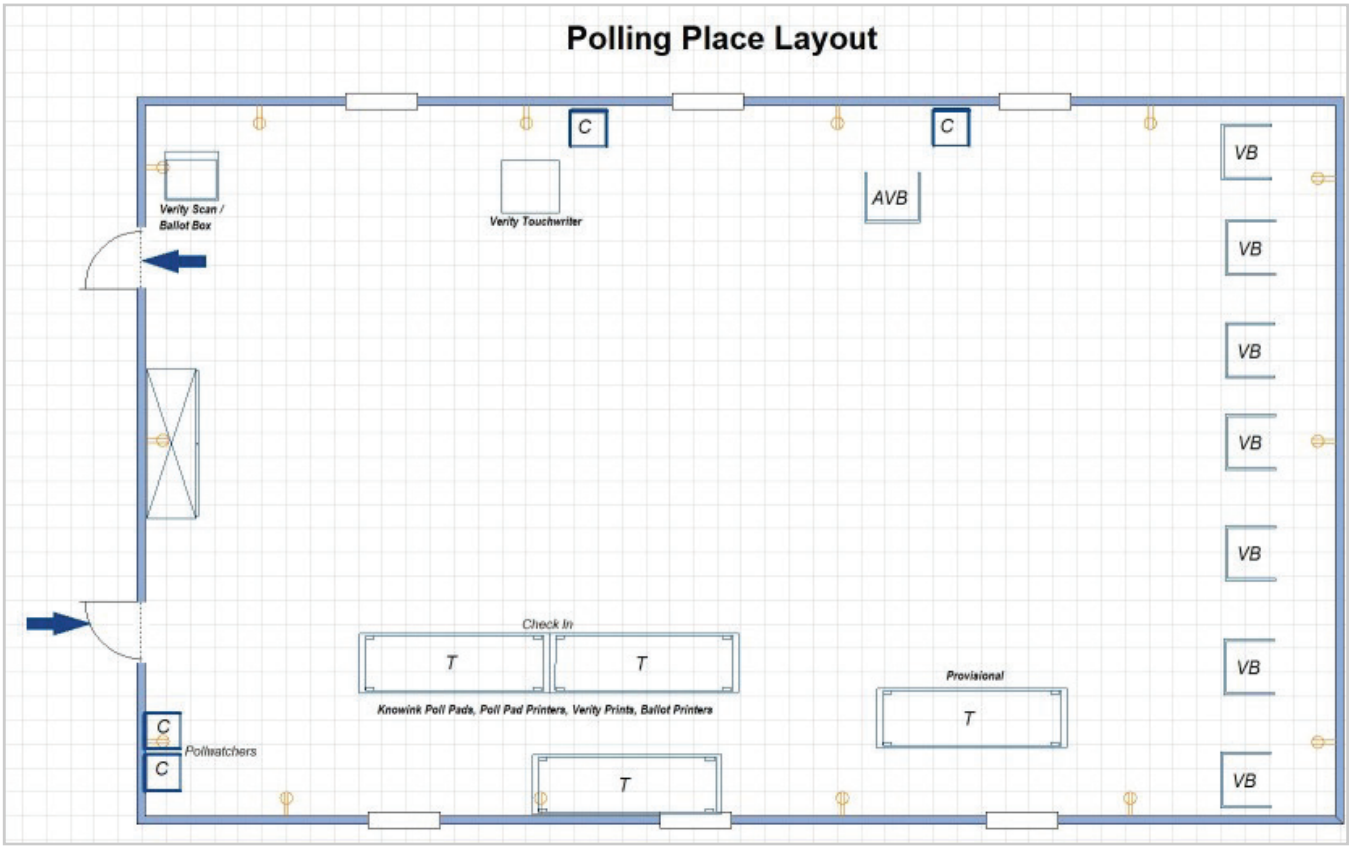
Judge's Signature	Time	Judge's Signature	Time	Judge's Signature	Time
Judge's Signature	Time	Judge's Signature	Time	Judge's Signature	Time
Judge's Signature	Time	Judge's Signature	Time	Judge's Signature	Time
Judge's Signature	Time	Judge's Signature	Time	Judge's Signature	Time

Before The Election



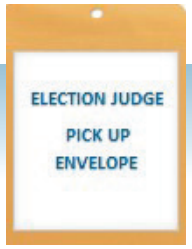
POLLING PLACE LAYOUT

For suggested setup, refer to the **POLLING PLACE LAYOUT**. Modify as needed to adapt to the size and shape of the room.



LEGEND	
C	Chair
T	Table
VB	Voting Booth
AVB	Accessible Voting Booth

Before The Election

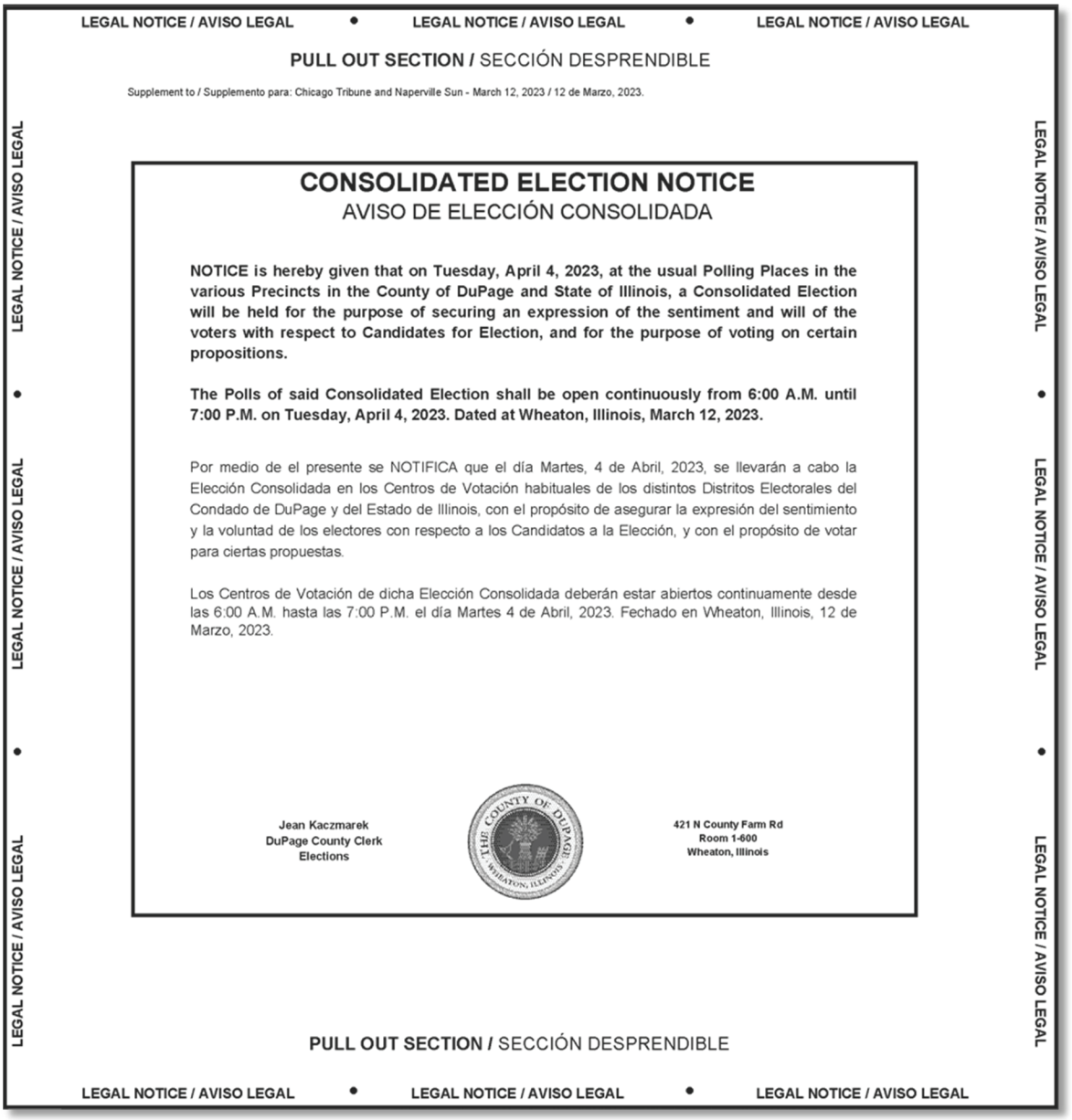


NEWSPAPER PUBLICATION

The newspaper insert contains Certified Candidates for every race in DuPage County. Keep the newspaper within reach of all Judges for voters to view if requested.

Publication includes:

- Letter from DuPage County Clerk.
- Certified Candidates for every race.
- Polling Place listings by Township
- Early Voting/Grace Period Registration locations, dates and hours of operation.



LEGAL NOTICE / AVISO LEGAL • LEGAL NOTICE / AVISO LEGAL • LEGAL NOTICE / AVISO LEGAL

PULL OUT SECTION / SECCIÓN DESPRENDIBLE

Supplement to / Suplemento para: Chicago Tribune and Naperville Sun - March 12, 2023 / 12 de Marzo, 2023.

CONSOLIDATED ELECTION NOTICE

AVISO DE ELECCIÓN CONSOLIDADA

NOTICE is hereby given that on Tuesday, April 4, 2023, at the usual Polling Places in the various Precincts in the County of DuPage and State of Illinois, a Consolidated Election will be held for the purpose of securing an expression of the sentiment and will of the voters with respect to Candidates for Election, and for the purpose of voting on certain propositions.

The Polls of said Consolidated Election shall be open continuously from 6:00 A.M. until 7:00 P.M. on Tuesday, April 4, 2023. Dated at Wheaton, Illinois, March 12, 2023.

Por medio de el presente se NOTIFICA que el día Martes, 4 de Abril, 2023, se llevarán a cabo la Elección Consolidada en los Centros de Votación habituales de los distintos Distritos Electorales del Condado de DuPage y del Estado de Illinois, con el propósito de asegurar la expresión del sentimiento y la voluntad de los electores con respecto a los Candidatos a la Elección, y con el propósito de votar para ciertas propuestas.

Los Centros de Votación de dicha Elección Consolidada deberán estar abiertos continuamente desde las 6:00 A.M. hasta las 7:00 P.M. el día Martes 4 de Abril, 2023. Fechado en Wheaton, Illinois, 12 de Marzo, 2023.

Jean Kaczmarek
DuPage County Clerk
Elections

421 N County Farm Rd
Room 1-600
Wheaton, Illinois

PULL OUT SECTION / SECCIÓN DESPRENDIBLE

LEGAL NOTICE / AVISO LEGAL • LEGAL NOTICE / AVISO LEGAL • LEGAL NOTICE / AVISO LEGAL

Before The Election

VALID WRITE IN LIST

Listing will contain all **Write-In Candidates** for **all races** in DuPage County who have filed a **Declaration of Intent to be a Write-In Candidate** form for races in DuPage County.

February 8, 2023

DuPage County Clerk Election Division

Unofficial Write-In Candidate Listing

(All offices are full term unless otherwise noted)

LIBRARY

Aurora Public Library District Trustee — *Vote for not more than 2*

[redacted]

Glenside Public Library District Trustee — *Vote for not more than 2*

[redacted]

Glenside Public Library District Library Trustee - Unexpired 4 Year Term — *Vote for 1*

[redacted]

EDUCATIONAL SERVICE REGION

DuPage County Regional School Board Trustee — *Vote for not more than 2*

[redacted]

GRADE SCHOOL

Wood Dale School District 7 Board of Education Member — *Vote for not more than 3*

[redacted]

Medinah Elementary School District 11 Board of Education Member - Unexpired 2 Year Term — *Vote for not more than 2*

[redacted]

Before The Election

POLLING PLACE LABELS

Each Polling Place will receive a sheet of **POLLING PLACE LABELS**.

⇒ Place label on:

- **Election forms** and **envelopes** marked with a **PLACE LABEL HERE** box.

June 28, 2022 General Primary Election
699—Grace Bible Church
398 W Eggleston Ave
Elmhurst, IL 60126

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398 W Eggleston Ave
Elmhurst, IL 60126

Before The Election

SURRENDERED BALLOT LABELS

Each Polling Place will receive a sheet of **SURRENDERED BALLOT LABELS.**

⇒ Use this label when a voter wishes to **surrender** their **VOTE BY MAIL (VBM) BALLOT**, and vote in person. Voter must surrender VBM BALLOT and BALLOT ENVELOPE.

⇒ Place **SURRENDERED BALLOT LABEL** on the flap of the surrendered **VOTE BY MAIL BALLOT ENVELOPE.**

⇒ Place **VOTE BY MAIL BALLOT ENVELOPE** into the large **SPOILED BALLOT ENVELOPE**.

VOID
SURRENDERED BALLOT
Put Label on VBM envelope flap & place in
SPOILED BALLOT ENVELOPE

VOID
SURRENDERED BALLOT
Put Label on VBM envelope flap & place in
SPOILED BALLOT ENVELOPE

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SURRENDERED BALLOT
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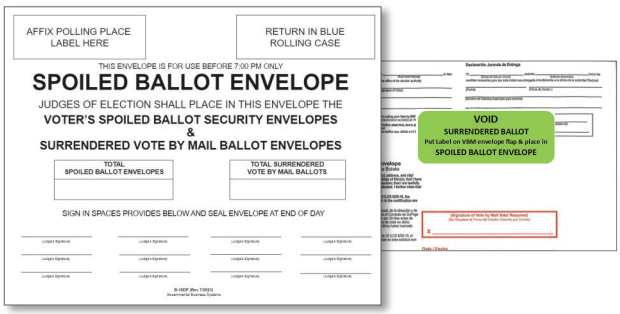


Before The Election

CELL PHONE

A **cell phone** is provided for the use of communicating with the Election Division.

⇒ The Pickup Judge must fully charge the cell phone prior to Monday night setup.

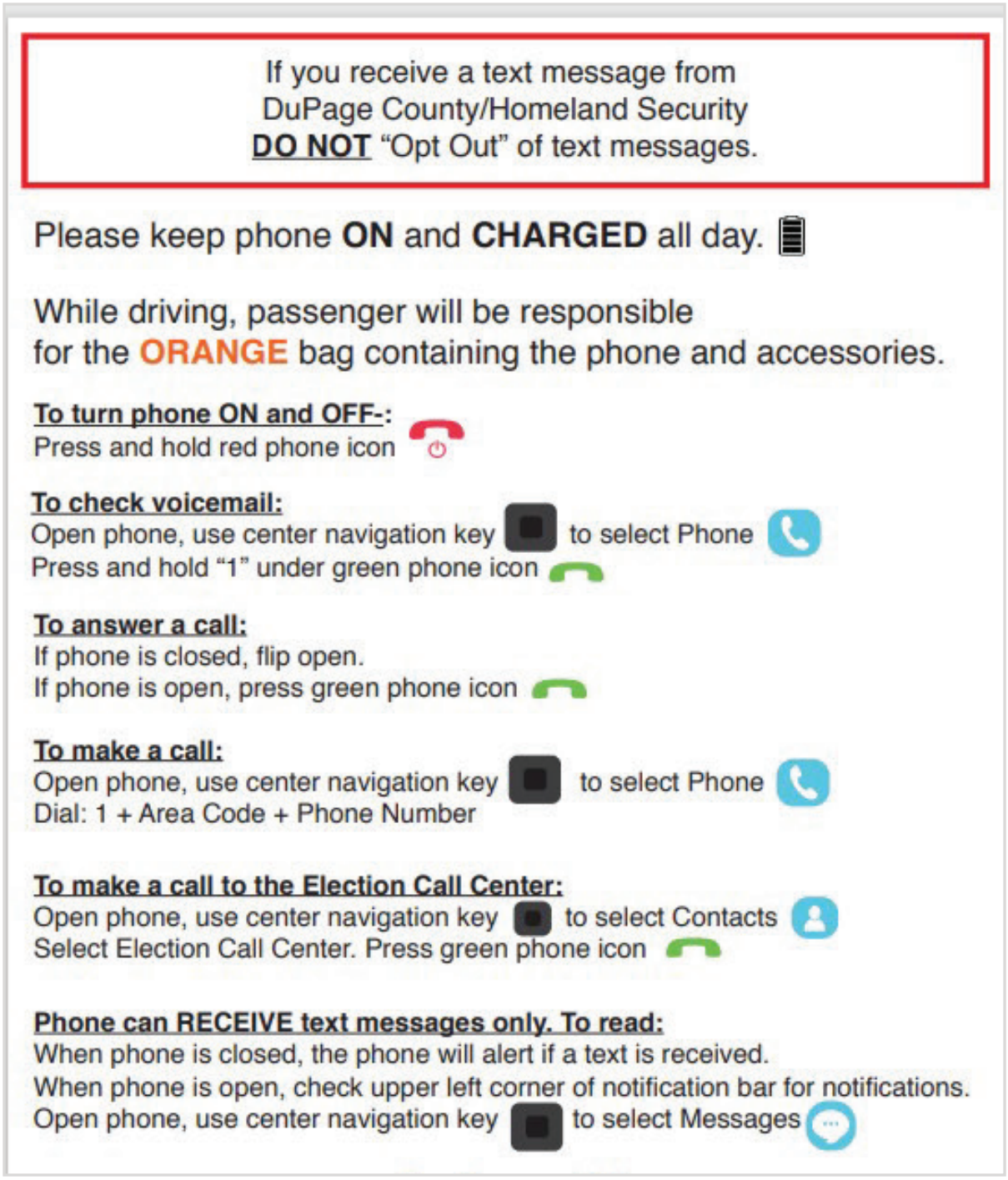
⇒ Cell phone must be charged, turned on and manned at all times for use during Monday night setup, Election Day, and Tuesday night supply return.

⇒ Cell phone may be used by all Election Judges to reach the Election Division.

⇒ Election Judges may contact the Election Division by dialing (630) 407-5577 or selecting Election Call Center from the contact list.

Before The Election

CELL PHONE OPERATING INSTRUCTIONS



If you receive a text message from
DuPage County/Homeland Security
DO NOT "Opt Out" of text messages.

Please keep phone **ON** and **CHARGED** all day.

While driving, passenger will be responsible
for the **ORANGE** bag containing the phone and accessories.

To turn phone ON and OFF-:
Press and hold red phone icon

To check voicemail:
Open phone, use center navigation key to select Phone
Press and hold "1" under green phone icon

To answer a call:
If phone is closed, flip open.
If phone is open, press green phone icon

To make a call:
Open phone, use center navigation key to select Phone
Dial: 1 + Area Code + Phone Number

To make a call to the Election Call Center:
Open phone, use center navigation key to select Contacts
Select Election Call Center. Press green phone icon

Phone can RECEIVE text messages only. To read:
When phone is closed, the phone will alert if a text is received.
When phone is open, check upper left corner of notification bar for notifications.
Open phone, use center navigation key to select Messages

Monday Night Set Up

Election Supply Cabinet Delivery

Election Supply Cabinets (ESC) will be delivered to Polling Places on Monday the day before the election between 8:00 AM—4:30 PM. Delivery will be coordinated between the Election Division, Election moving company, and the Polling Place facility.

Monday Night Polling Place Set Up

All Election Judges are required to attend Monday night Polling Place setup. The Pickup Judge will determine the setup time with the facility and communicate details with the Election Judges serving in the Polling Place. Election Judges who serve as an Early Voting Judge on Monday afternoon are excused from participating in setup.

Monday night setup is for non-electronic equipment only. Equipment such as Poll Pads, Printers, and Scanner need to remain locked in the Election Supply Cabinet (ESC) to be set up on Tuesday morning at 5:00 AM.

Set Up

1) Polling Place Name and number will be posted on the front and sides of the ESC. Verify the ESC is at the correct Polling Place.
2) Verify the seal # number on the cabinet matches the seal # in the Judge's **PICK UP ENVELOPE**. If different, contact the Election Division at (630) 407-5577.
3) Record the seal number on **ELECTION RESULTS ENVELOPE 1**. Break the Seal.
4) Place broken seal inside the envelope.
5) Take a photo of the ESC prior to removing it's contents, to use as a reference when repacking.
6) Remove brown corrugate **SUPPLY BOX**.
7) Set up the Voting Booths.
8) Set up the ADA Booth(s).
9) Set up the Ballot Box and Ballot Bag.
10) Set up the Verity Touch Writer Booth and Printer Table.
11) Layout the extension cords and power strips, then plug into outlets.
12) Hang signs and posters using the blue painters tape provided in the **SUPPLY BOX**; Return SUPPLY BOX to ESC.
13) Take out a new seal from blue carrier pouch; Record the seal number on **ELECTION RESULTS ENVELOPE 1**. Place envelope in ESC.
14) Close, lock and seal the ESC.

Monday Night Setup

POLLING PLACE LAYOUT AND VOTER FLOW

Elections are held in community buildings such as *libraries, churches* and *schools*. Room sizes vary from large gymnasiums to small rooms. For suggested setup, follow the **POLLING PLACE LAYOUT** provided in the Judges **PICK UP ENVELOPE**, and modify as needed to adapt to the size of the room.

POLLING PLACE LAYOUT

⇒ Set up two (2)—three (3) **check-in tables**.

⇒ Two Election Judges, one from each party, must be assigned to each check-in table on Election Day.

⇒ Setup the following equipment at each check-In table:

- Poll Pad
- Poll Pad Printer
- Verity Print Unit with hand-held scanner.
- Ballot Printer

NOTE: When setting up 3 tables, table #2 and #3 will share a Verity Print and Ballot Printer.

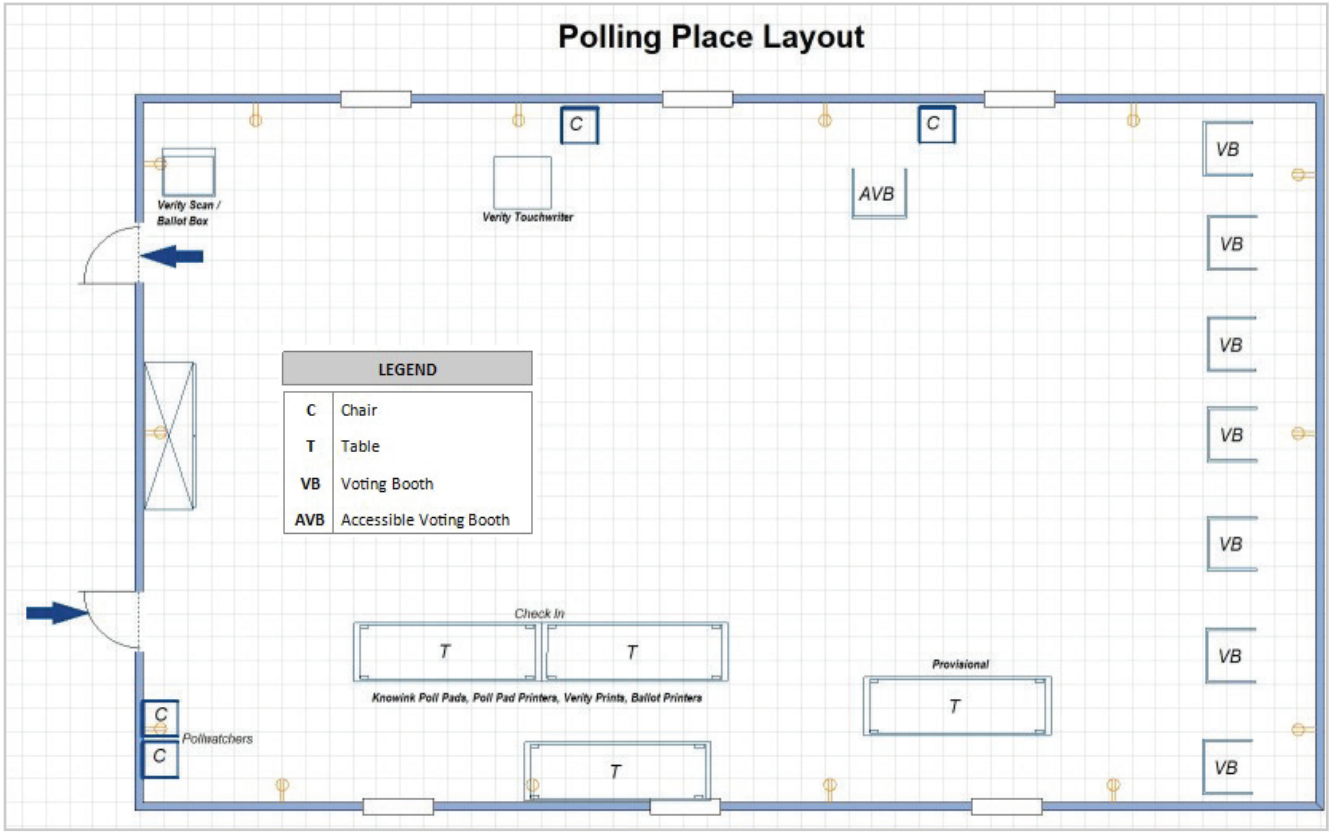
VOTER FLOW

⇒ Direct Voter to a **check-in table**.

⇒ Direct Voter to an open **voting booth** to mark ballot.

⇒ Direct Voter towards the exit to place voted ballot into the **Verity Scan Unit.**

NOTE: If there is only one entrance/exit to the room (as pictured) the **Verity Scan** must be **setup near** the **exit**.



Monday Night Set Up

VOTING BOOTH SETUP GUIDELINES

- Each Polling Place will minimally receive eight **Voting Booths**, and one or two **ADA Voting Booths**.
- Voting Booths should be adequately spaced apart and placed in a row so that the voter's back is to the wall.
- The ADA Voting Booth, Verity Touch Writer and the Verity Scan should be placed close to the exit.
- Power cords should be secured to the floor using blue tape and kept out of the voter's pathway.
- If available, place one or two Voting Booths on a tabletop. Provide chairs for voters who may need to sit to vote.

For **small rooms**, four Voting Booths may be positioned in a group, as seen in the photo below.

Monday Night Set Up

VOTING BOOTHS

Voting Booth (Minimally 8 per polling place)

1. Remove Voting booths from ESC.
2. Place voting booth on table.
3. Push clips in on both sides of the booth to open.
4. Remove legs and unfold.
5. Insert legs into base.
6. Turn over and place on floor.
7. Lift lid, unfold privacy screens and secure in place.

ADA Voting Booth (1—2 per polling place)

1. Remove ADA booth in gray box from ESC.
2. Remove all parts from the gray box.
3. Place booth upside down on a table.
4. Assemble the front legs by placing them in at a slight angle.
5. Place the straight rear legs into the booth.
6. Turn over and place on floor.
7. Unfold and secure privacy screen in place.

Monday Night Setup

VERITY TOUCH WRITER BOOTH AND PRINTER TABLE SETUP

The Verity **Touch Writer Booth** and **Printer Table** are stored in a black canvas transport bag with *red* handles.

1. Remove black canvas transport bag from the ESC.
2. Remove all booth parts from the transport bag.
3. Place parts on a flat surface.
4. A complete set of booth part includes:
    - Booth table
    - Rear leg assembly
    - Front leg extension
    - Privacy screens
    - Verity Touch Writer Printer Table

Verity Touch Writer Booth

1. Release the bungee cords holding the booth legs.
2. Unfold legs from booth table; Slide leg handle up to lock into place.
3. Attach rear leg assembly to diagonal cut: Press metal buttons to lock into place.
4. Attach front leg extensions; Press metal buttons to lock into place.
5. Turn booth over and place on floor.

Verity Touch Writer Printer Table

1. Place printer table on a flat surface with legs upward.
2. Gently lift table legs and lock into place.
3. Place table on the floor next to the Verity Touch Writer Booth
4. Return black canvas transport bag to the ESC

Monday Night Setup

BALLOT BOX WITH BALLOT BAG SETUP

STEP	TASK	IMAGE
1	⇒ Remove the large black canvas transport bag with *black* handles from the ESC. ⇒ Remove all contents from bag. (Ballot box, gray ballot bag, privacy covers)	
2	⇒ Position the Ballot Box on the floor so the **PULL HERE TO OPEN** label is on top and the white instruction panel is readable.	
3	⇒ Unlatch the four clips (two on each side). ⇒ Grasp the two sides of the **PULL HERE TO OPEN** sticker; Pull completely out until a box is formed. ⇒ Lower bottom panel inside; Do not press down yet.	
4	⇒ Unhook the 3 small bungee cords securing the lid. ⇒ Pull the white cord up to ensure the lid is in the unlocked position. ⇒ Gently lift the lid, pulling it up and over. ⇒ Ensure the double hinge is fully extended and press lid down.	
5	⇒ Unlock ballot box door using the black key. ⇒ Press firmly on bottom panel to lock it in place.	

Monday Night Setup

BALLOT BOX WITH BALLOT BAG SETUP continued

STEP	TASK	IMAGE
6	⇒ Unzip the gray **Ballot Bag** cover to see the support braces inside. ⇒ Push braces into corners to support the bag. ⇒ Secure braces with Velcro flaps at bottom of bag.	
7	⇒ Place Ballot Bag into the Ballot Box. The bag lid should hang open to the left, touching the inside wall of the ballot box.	
8	⇒ Close and lock ballot box door ⇒ Return privacy screens and black canvas transport bag to ESC. The ballot box is now ready for the Verity Scan to be placed on top Election morning.	

Monday Night Setup

EQUIPMENT SUPPLIES

SUPPLIES	IMAGE
Extension Cords And Power Strips ⇒ Remove extension cords, USB and Outlet power strips from the ESC. ⇒ Plug into power and **set into place** for easy equipment setup on Election morning. ⇒ Confirm working outlets. Turn on Power strip. A light on the power strip will indicate power is on.	
Hart Supplies The Hart Supplies purple bag contains items to be used with **VERITY equipment by HART ™**. • 3-Extra OKI Toner Cartridges if needed • Extra Verity Units Paper Rolls • 4-Verity Power Bricks *Verity Power Cords are interchangeable between Verity Units.* • 3-Verity Hand Scanners • Headphones with sanitary covers to be used with the Verity Touch Writer. ⇒ Remove the **Hart Supplies** bag from the ESC. ⇒ Set power cords, hand scanners and headphones into place for easy equipment setup on Election morning.	

Monday Night Setup

SUPPLY BOX

The following materials are located in the **SUPPLY BOX.**

- FOR SETUP ENVELOPE
- DURING ELECTION ENVELOPE
- AFTER POLLS CLOSE ENVELOPE
- PROVISIONAL VOTING SUPPLIES
- ADA EQUIPMENT
- MISCELLANEOUS SUPPLIES

After the Polls close, ALL unused supplies should be returned in the **SUPPLY BOX** with the exception of unused ballot paper, which should be returned in a **WHITE BALLOT TRANSFER CASE**.

Refer to the following pages for detailed descriptions and illustrations of supplies.

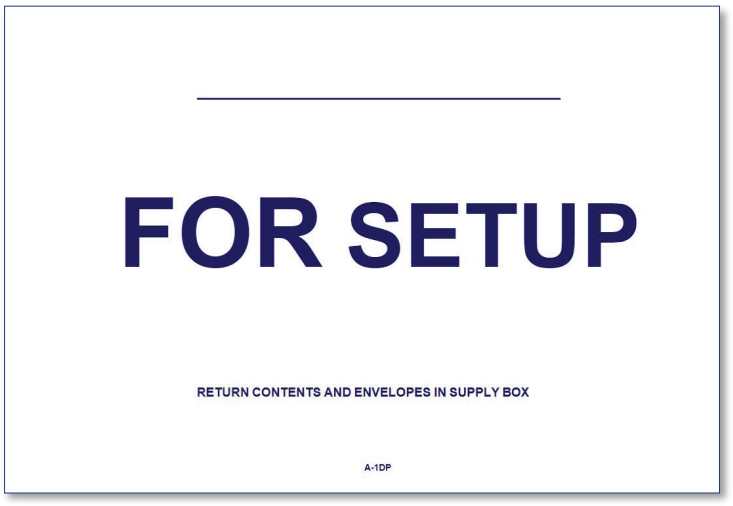
Monday Night Setup

FOR SETUP ENVELOPE

The following materials are located in the **FOR SETUP** envelope.

POSTERS AND SIGNS

Hang using blue tape in the **SUPPLY BOX**.



- Polling Place Sign
- Wheelchair Accessible Sign
- No Firearms Sign
- Polling Place Directional Sign
- Attention Voters—Start Here Sign
- Spanish Voter Assistance Sign
- No Electioneering Sign
- No Cell Phones Sign
- Not Registered? No Problem Poster
- Voter Information Poster (English & Spanish)
- Voter Instructions Poster (English & Spanish)

EQUIPMENT QUICK GUIDES - *for Election Judge use*

Quick guides are step by step instructions for setting up election equipment.
Do not hang quick guides in your Polling Place.

- Verity Scan Ballot Box and Ballot Bag Setup
- Verity Touch Writer Booth and Printer Table Setup
- Voting Booths Setup
- ADA Voting Booth Setup

Monday Night Setup

POSTERS AND SIGNS

POLLING PLACE SIGN

Hang near the **building entrance** of the Polling Place.

Monday Night Setup

FOR SETUP

POSTERS AND SIGNS

WHEELCHAIR ACCESSIBLE SIGN

⇒ Hang by the ADA **building entrance** of the Polling Place.

Monday Night Setup

POSTERS AND SIGNS

NO FIREARMS SIGN

⇒ Hang near the **building entrance** of the Polling Place.

Monday Night Setup

POSTERS AND SIGNS

POLLING PLACE DIRECTIONAL SIGN

Hang inside of the Polling Place building to direct voters to the **room/area** where **voting is taking place**.

Monday Night Setup

POSTERS AND SIGNS

ATTENTION VOTERS—START HERE

Place **on the check-in table** near the Poll Pads.

Monday Night Setup

POSTERS AND SIGNS

SPANISH VOTER ASSISTANCE SIGN

Each Polling Place will receive two versions of the **Spanish Voter Assistance** sign.
Hang the sign that fits your Polling Place near the entrance of the Polling Place room where voting is taking place.

1. **Spanish Voter Assistance Available** — Post, if staffed with Spanish speaking Election Judges. - OR -
2. **Call for Spanish Voter Assistance** — Post if Election Judges do not speak Spanish.

1— Spanish Voter Assistance Available

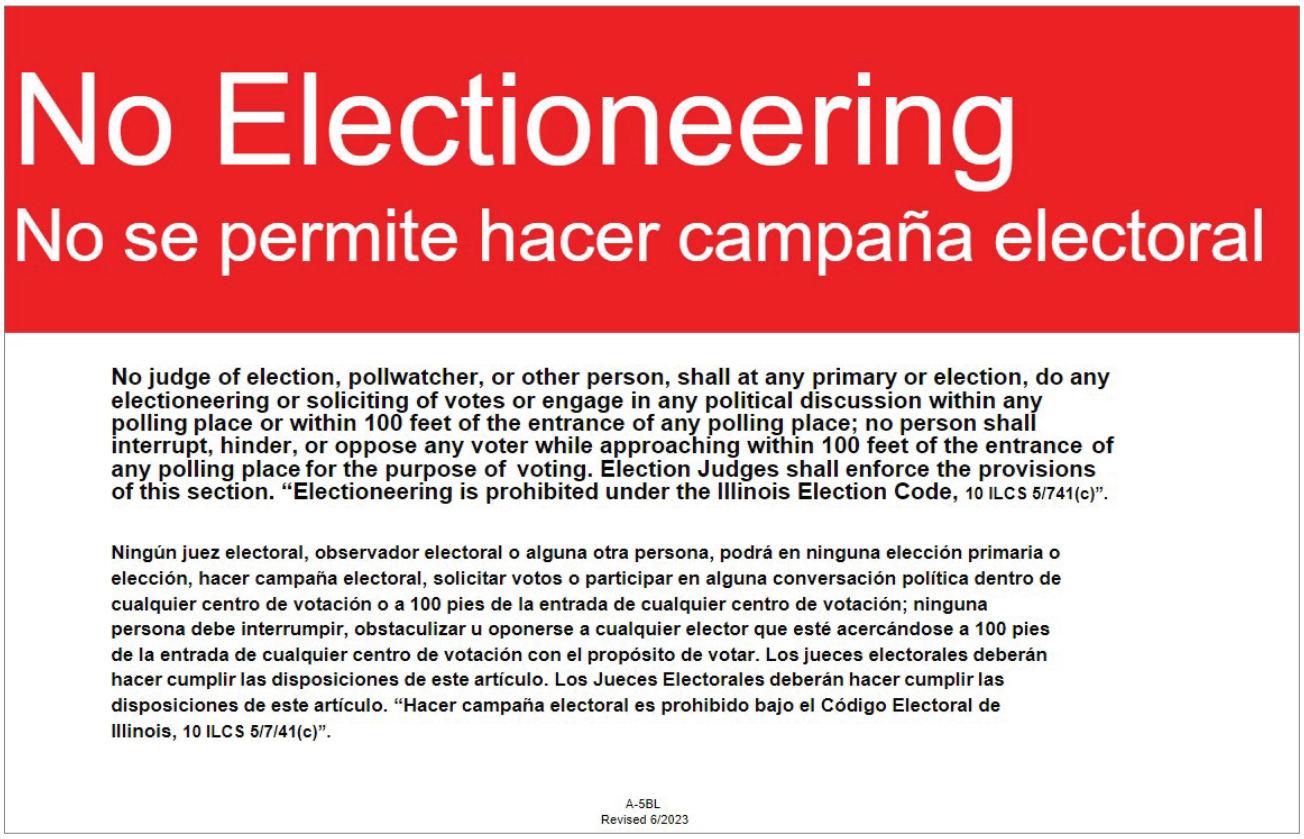
2—Call for Spanish Voter Assistance

Monday Night Setup

POSTERS AND SIGNS

NO ELECTIONEERING SIGN

Hang near the entrance of the Polling Place room where voting is taking place.



No Electioneering

No se permite hacer campaña electoral

No judge of election, pollwatcher, or other person, shall at any primary or election, do any electioneering or soliciting of votes or engage in any political discussion within any polling place or within 100 feet of the entrance of any polling place; no person shall interrupt, hinder, or oppose any voter while approaching within 100 feet of the entrance of any polling place for the purpose of voting. Election Judges shall enforce the provisions of this section. "Electioneering is prohibited under the Illinois Election Code, 10 ILCS 5/741(c)".

Ningún juez electoral, observador electoral o alguna otra persona, podrá en ninguna elección primaria o elección, hacer campaña electoral, solicitar votos o participar en alguna conversación política dentro de cualquier centro de votación o a 100 pies de la entrada de cualquier centro de votación; ninguna persona debe interrumpir, obstaculizar u oponerse a cualquier elector que esté acercándose a 100 pies de la entrada de cualquier centro de votación con el propósito de votar. Los jueces electorales deberán hacer cumplir las disposiciones de este artículo. Los Jueces Electorales deberán hacer cumplir las disposiciones de este artículo. "Hacer campaña electoral es prohibido bajo el Código Electoral de Illinois, 10 ILCS 5/7/41(c)".

A-5BL
Revised 6/2023

Monday Night Setup

POSTERS AND SIGNS

NO CELL PHONE SIGN

⇒ Hang near the entrance of the Polling Place room where voting is taking place.

⇒ Place additional signs around voting booths.

Monday Night Setup

POSTERS AND SIGNS

NOT REGISTERED NO PROBLEM POSTER

Hang near the entrance of the Polling Place room where voting is taking place.

NOT REGISTERED?
NO PROBLEM
¿NO ESTA INSCRITO?
NO HAY PROBLEMA

THE COUNTY OF DUPAGE
WHEATON, ILLINOIS

To register and vote you must...
Para inscribirse y votar usted debe ...

- Be a U.S. citizen
  Ser un ciudadano de EE.UU.
- Be 18 by the General Election
  Tener cumplido los 18 años para el día de la Elección General
- Live in your precinct at least 30 days before the election
  Vivir en su distrito electoral por lo menos 30 días antes de la elección
- Not claim the right to vote elsewhere
  No reclamar el derecho a votar en otro lugar
- Present **two** forms of identification; one must include your current residential address
  Presentar **dos** formas de identificación; una debe mostrar su dirección actual

Some acceptable forms of identification include:
Algunas formas aceptables de identificación incluye:

. Illinois Driver's License, State ID, IL Real ID
Licencia de conducir, Identificación del Estado, Identificación Real de Illinois
. US Passport
Pasaporte de EE.UU.
. Current Utility Bill
Factura de servicios públicos actual
. Bank Statement
Estado de cuenta bancario
. Social Security Card
Tarjeta de Seguro Social
. Public Aid Identification Card
Tarjeta de identificación de Asistencia Pública
. Employee or Student Identification
Identificación de Estudiante o de Empleado
. Residential Lease or Contract
Arrendamiento o contrato de vivienda
. FOID Card
Tarjeta de Portar arma
. Insurance Card
Tarjeta de Seguro
. Vehicle Registration
Registro de Vehículo
. 1st Class mail addressed to self
Correspondencia de primera clase dirigido a si mismo
. Personal Checkbook
Talonario de cheques personal
. Credit Card
Tarjeta de Crédito
. Civic, Union, or Professional Membership Card
Tarjeta de Membresía Cívica, Sindical o Profesional.

Revised August 7/2023 A-7DPBL

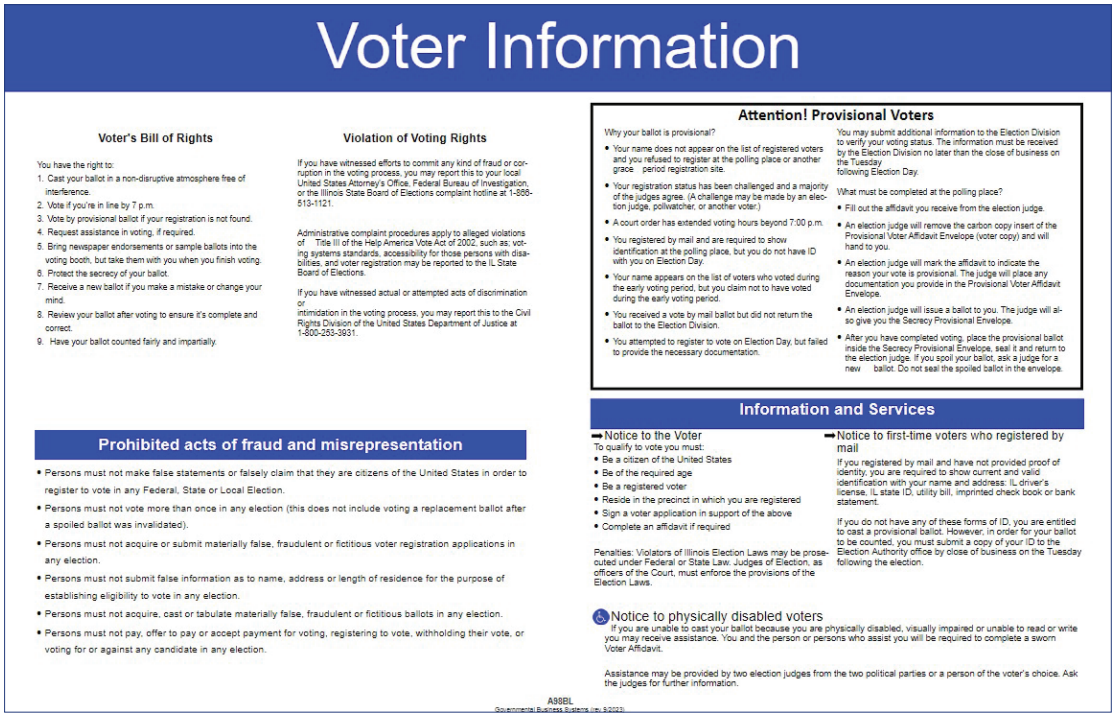
Monday Night Setup

POSTERS AND SIGNS

VOTER INFORMATION POSTER

Each Polling Place will receive an English and Spanish version of the poster.

⇒ Hang both posters in the Polling Place room where voting is taking place.



Voter Information

Voter's Bill of Rights

You have the right to:
1. Cast your ballot in a non-disruptive atmosphere free of interference.
2. Vote if you're in line by 7 p.m.
3. Vote by provisional ballot if your registration is not found.
4. Request assistance in voting, if required.
5. Bring newspaper endorsements or sample ballots into the voting booth, but take them with you when you finish voting.
6. Protect the secrecy of your ballot.
7. Receive a new ballot if you make a mistake or change your mind.
8. Review your ballot after voting to ensure it's complete and correct.
9. Have your ballot counted fairly and impartially.

Violation of Voting Rights

If you have witnessed efforts to commit any kind of fraud or corruption in the voting process, you may report this to your local United States Attorney's Office, Federal Bureau of Investigation, or the Illinois State Board of Elections complaint hotline at 1-888-513-1121.

Administrative complaint procedures apply to alleged violations of Title III of the Help America Vote Act of 2002, such as: voting systems standards, accessibility for those persons with disabilities, and voter registration may be reported to the IL State Board of Elections.

If you have witnessed actual or attempted acts of discrimination or intimidation in the voting process, you may report this to the Civil Rights Division of the United States Department of Justice at 1-800-253-3931.

Attention! Provisional Voters

Why your ballot is provisional?
- Your name does not appear on the list of registered voters and you refused to register at the polling place or another grace period registration site.
- Your registration status has been challenged and a majority of the judges agree. (A challenge may be made by an election judge, pollwatcher, or another voter.)
- A court order has extended voting hours beyond 7:00 p.m.
- You registered by mail and are required to show identification at the polling place, but you do not have ID with you on Election Day.
- Your name appears on the list of voters who voted during the early voting period, but you claim not to have voted during the early voting period.
- You received a vote by mail ballot but did not return the ballot to the Election Division.
- You attempted to register to vote on Election Day, but failed to provide the necessary documentation.

You may submit additional information to the Election Division to verify your voting status. The information must be received by the Election Division no later than the close of business on the Tuesday following Election Day.

What must be completed at the polling place?
- Fill out the affidavit you receive from the election judge.
- An election judge will remove the carbon copy insert of the Provisional Voter Affidavit Envelope (voter copy) and will hand to you.
- An election judge will mark the affidavit to indicate the reason your vote is provisional. The judge will place any documentation you provide in the Provisional Voter Affidavit Envelope.
- An election judge will issue a ballot to you. The judge will also give you the Secrecy Provisional Envelope.
- After you have completed voting, place the provisional ballot inside the Secrecy Provisional Envelope, seal it and return to the election judge. If you spoil your ballot, ask a judge for a new ballot. Do not seal the spoiled ballot in the envelope.

Prohibited acts of fraud and misrepresentation

- Persons must not make false statements or falsely claim that they are citizens of the United States in order to register to vote in any Federal, State or Local Election.
- Persons must not vote more than once in any election (this does not include voting a replacement ballot after a spoiled ballot was invalidated).
- Persons must not acquire or submit materially false, fraudulent or fictitious voter registration applications in any election.
- Persons must not submit false information as to name, address or length of residence for the purpose of establishing eligibility to vote in any election.
- Persons must not acquire, cast or tabulate materially false, fraudulent or fictitious ballots in any election.
- Persons must not pay, offer to pay or accept payment for voting, registering to vote, withholding their vote, or voting for or against any candidate in any election.

Information and Services

➡Notice to the Voter

To qualify to vote you must:
- Be a citizen of the United States
- Be of the required age
- Be a registered voter
- Reside in the precinct in which you are registered
- Sign a voter application in support of the above
- Complete an affidavit if required

Penalties: Violators of Illinois Election Laws may be prosecuted under Federal or State Law. Judges of Election, as officers of the Court, must enforce the provisions of the Election Laws.

➡Notice to first-time voters who registered by mail

If you registered by mail and have not provided proof of identity, you are required to show current and valid identification with your name and address: IL driver's license, IL state ID, utility bill, imprinted check book or bank statement.

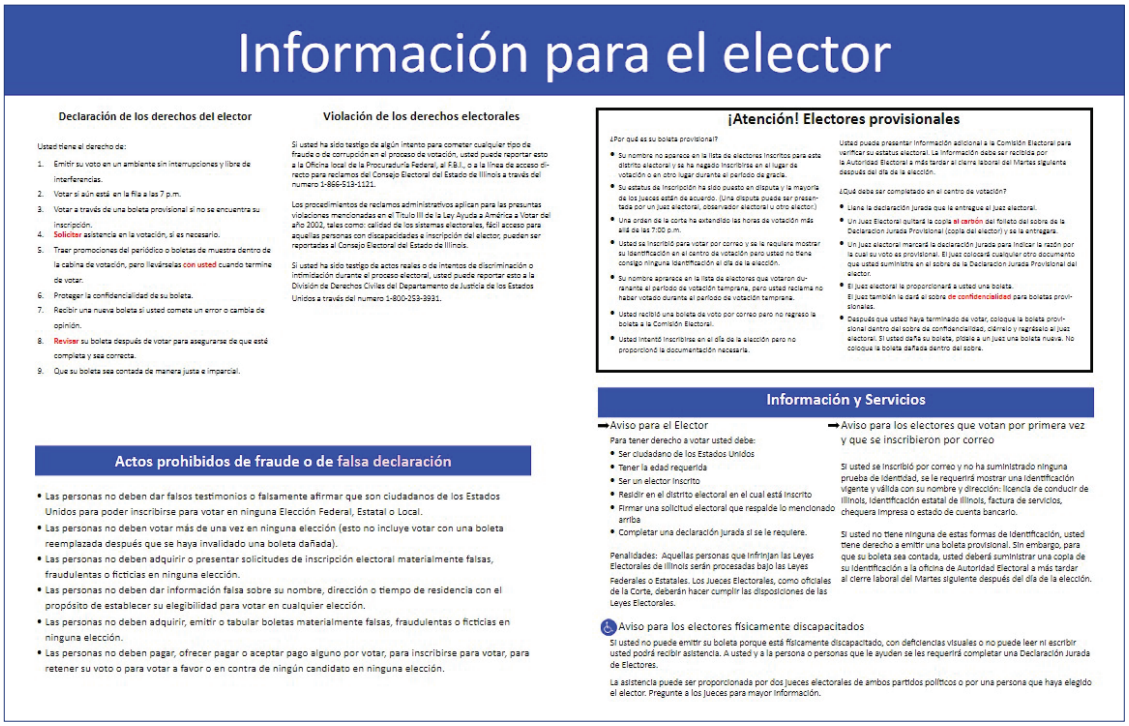
If you do not have any of these forms of ID, you are entitled to cast a provisional ballot. However, in order for your ballot to be counted, you must submit a copy of your ID to the Election Authority office by close of business on the Tuesday following the election.

Notice to physically disabled voters

If you are unable to cast your ballot because you are physically disabled, visually impaired or unable to read or write you may receive assistance. You and the person or persons who assist you will be required to complete a sworn Voter Affidavit.

Assistance may be provided by two election judges from the two political parties or a person of the voter's choice. Ask the judges for further information.

ASSBL
Governmental Business Systems (rev. 9/2023)



Información para el elector

Declaración de los derechos del elector

Usted tiene el derecho de:
1. Emitir su voto en un ambiente sin interrupciones y libre de interferencias.
2. Votar si aún está en la fila a las 7 p.m.
3. Votar a través de una boleta provisional si no se encuentra su inscripción.
4. Solicitar asistencia en la votación, si es necesario.
5. Traer promociones del periódico o boletas de muestra dentro de la cabina de votación, pero llevárselas con usted cuando termine de votar.
6. Proteger la confidencialidad de su boleta.
7. Recibir una nueva boleta si usted comete un error o cambia de opinión.
8. Revisar su boleta después de votar para asegurarse de que esté completa y sea correcta.
9. Que su boleta sea contada de manera justa e imparcial.

Violación de los derechos electorales

Si usted ha sido testigo de algún intento para cometer cualquier tipo de fraude o de corrupción en el proceso de votación, usted puede reportar esto a la Oficina local de la Procuraduría Federal, al F.B.I., o a la línea de acceso directo para reclamos del Consejo Electoral del Estado de Illinois a través del número 1-866-513-1121.

Los procedimientos de reclamos administrativos aplican para las presuntas violaciones mencionadas en el Título III de la Ley Ayuda a América a Votar del año 2002, tales como: calidad de los sistemas electorales, fácil acceso para aquellas personas con discapacidades e inscripción del elector; pueden ser reportadas al Consejo Electoral del Estado de Illinois.

Si usted ha sido testigo de actos reales o de intentos de discriminación o intimidación durante el proceso electoral, usted puede reportar esto a la División de Derechos Civiles del Departamento de Justicia de los Estados Unidos a través del número 1-800-253-3931.

¡Atención! Electores provisionales

¿Por qué es su boleta provisional?
- Su nombre no aparece en la lista de electores inscritos para este distrito electoral y se ha negado inscribirse en el lugar de votación o en otro lugar durante el período de gracia.
- Su estatus de inscripción ha sido puesto en disputa y la mayoría de los jueces están de acuerdo. (Una disputa puede ser presentada por un juez electoral, observador electoral u otro elector)
- Una orden de la corte ha extendido las horas de votación más allá de las 7:00 p.m.
- Usted se inscribió para votar por correo y se le requiere mostrar su identificación en el centro de votación pero usted no trae consigo ninguna identificación el día de la elección.
- Su nombre aparece en la lista de electores que votaron durante el período de votación temprana, pero usted reclama no haber votado durante el período de votación temprana.
- Usted recibió una boleta de voto por correo pero no regresó la boleta a la Comisión Electoral.
- Usted intentó inscribirse en el día de la elección pero no proporcionó la documentación necesaria.

Usted puede presentar información adicional a la Comisión Electoral para verificar su estatus electoral. La información debe ser recibida por la Autoridad Electoral a más tardar al cierre laboral del Martes siguiente después del día de la elección.

¿Qué debe ser completado en el centro de votación?
- Llene la declaración jurada que le entregue el juez electoral.
- Un juez Electoral quitará la copia **el carbón** del folleto del sobre de la Declaracion Jurada Provisional (copia del elector) y se la entregará.
- Un juez electoral marcará la declaración jurada para indicar la razón por la cual su voto es provisional. El juez colocará cualquier otro documento que usted suministre en el sobre de la Declaracion Jurada Provisional del elector.
- El juez electoral le proporcionará a usted una boleta. El juez también le dará el sobre **de confidencialidad** para boletas provisionales.
- Después que usted haya terminado de votar, coloque la boleta provisional dentro del sobre de confidencialidad, ciérrelo y regréselo al juez electoral. Si usted daña su boleta, pídale a un juez una boleta nueva. No coloque la boleta dañada dentro del sobre.

Actos prohibidos de fraude o de falsa declaración

- Las personas no deben dar falsos testimonios o falsamente afirmar que son ciudadanos de los Estados Unidos para poder inscribirse para votar en ninguna Elección Federal, Estatal o Local.
- Las personas no deben votar más de una vez en ninguna elección (esto no incluye votar con una boleta reemplazada después que se haya invalidado una boleta dañada).
- Las personas no deben adquirir o presentar solicitudes de inscripción electoral materialmente falsas, fraudulentas o ficticias en ninguna elección.
- Las personas no deben dar información falsa sobre su nombre, dirección o tiempo de residencia con el propósito de establecer su elegibilidad para votar en cualquier elección.
- Las personas no deben adquirir, emitir o tabular boletas materialmente falsas, fraudulentas o ficticias en ninguna elección.
- Las personas no deben pagar, ofrecer pagar o aceptar pago alguno por votar, para inscribirse para votar, para retener su voto o para votar a favor o en contra de ningún candidato en ninguna elección.

Información y Servicios

➡Aviso para el Elector

Para tener derecho a votar usted debe:
- Ser ciudadano de los Estados Unidos
- Tener la edad requerida
- Ser un elector inscrito
- Residir en el distrito electoral en el cual está inscrito
- Firmar una solicitud electoral que respalde lo mencionado arriba
- Completar una declaración jurada si se le requiere.

Penalidades: Aquellas personas que infrinjan las Leyes Electorales de Illinois serán procesadas bajo las Leyes Federales o Estatales. Los Jueces Electorales, como oficiales de la Corte, deberán hacer cumplir las disposiciones de las Leyes Electorales.

➡Aviso para los electores que votan por primera vez y que se inscribieron por correo

Si usted se inscribió por correo y no ha suministrado ninguna prueba de identidad, se le requerirá mostrar una identificación vigente y válida con su nombre y dirección: licencia de conducir de Illinois, identificación estatal de Illinois, factura de servicios, chequera impresa o estado de cuenta bancario.

Si usted no tiene ninguna de estas formas de identificación, usted tiene derecho a emitir una boleta provisional. Sin embargo, para que su boleta sea contada, usted deberá suministrar una copia de su identificación a la oficina de Autoridad Electoral a más tardar al cierre laboral del Martes siguiente después del día de la elección.

Aviso para los electores físicamente discapacitados

Si usted no puede emitir su boleta porque está físicamente discapacitado, con deficiencias visuales o no puede leer ni escribir usted podrá recibir asistencia. A usted y a la persona o personas que le ayuden se les requerirá completar una Declaración Jurada de Electores.

La asistencia puede ser proporcionada por dos jueces electorales de ambos partidos políticos o por una persona que haya elegido el elector. Pregunte a los jueces para mayor información.

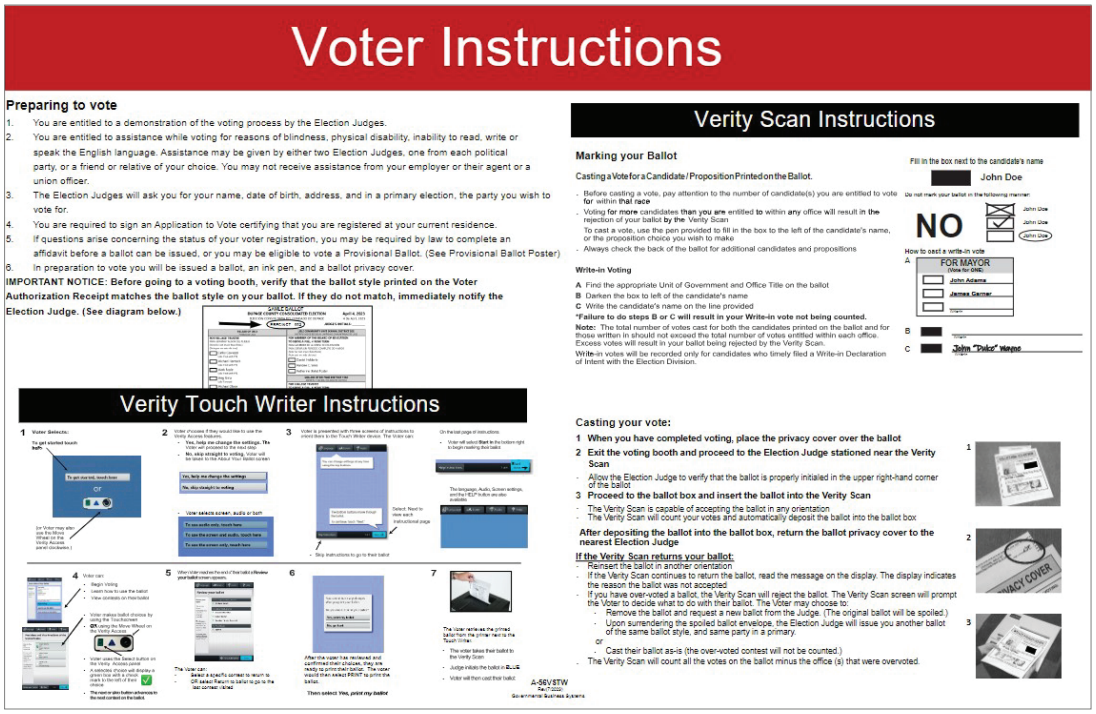
Monday Night Setup

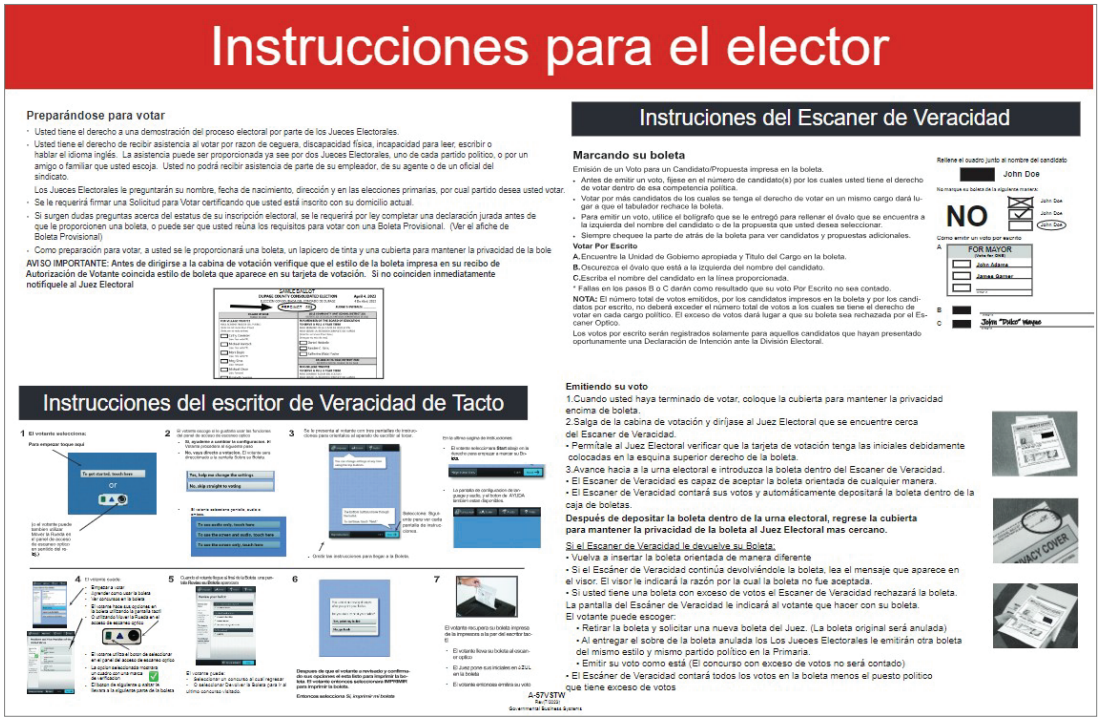
POSTERS AND SIGNS

VOTER INSTRUCTIONS POSTER

Each Polling Place will receive an English and Spanish version of the poster.

⇒ Hang both posters within the Polling Place room where voting is taking place.





Monday Night Setup

EQUIPMENT QUICK GUIDES

VOTING BOOTH SETUP

Use the **VOTING BOOTH SETUP** as a reference to setup voting booths on **Monday night**.

⇒ Do not hang **Quick Guide** setup instructions in Polling Place.

Monday Night Setup

EQUIPMENT QUICK GUIDES

ADA VOTING BOOTH SETUP

Use the **ADA VOTING BOOTH SETUP** as a reference to setup ADA voting booths on **Monday night**.

⇒ Do not hang **Quick Guide** setup instructions in Polling Place.

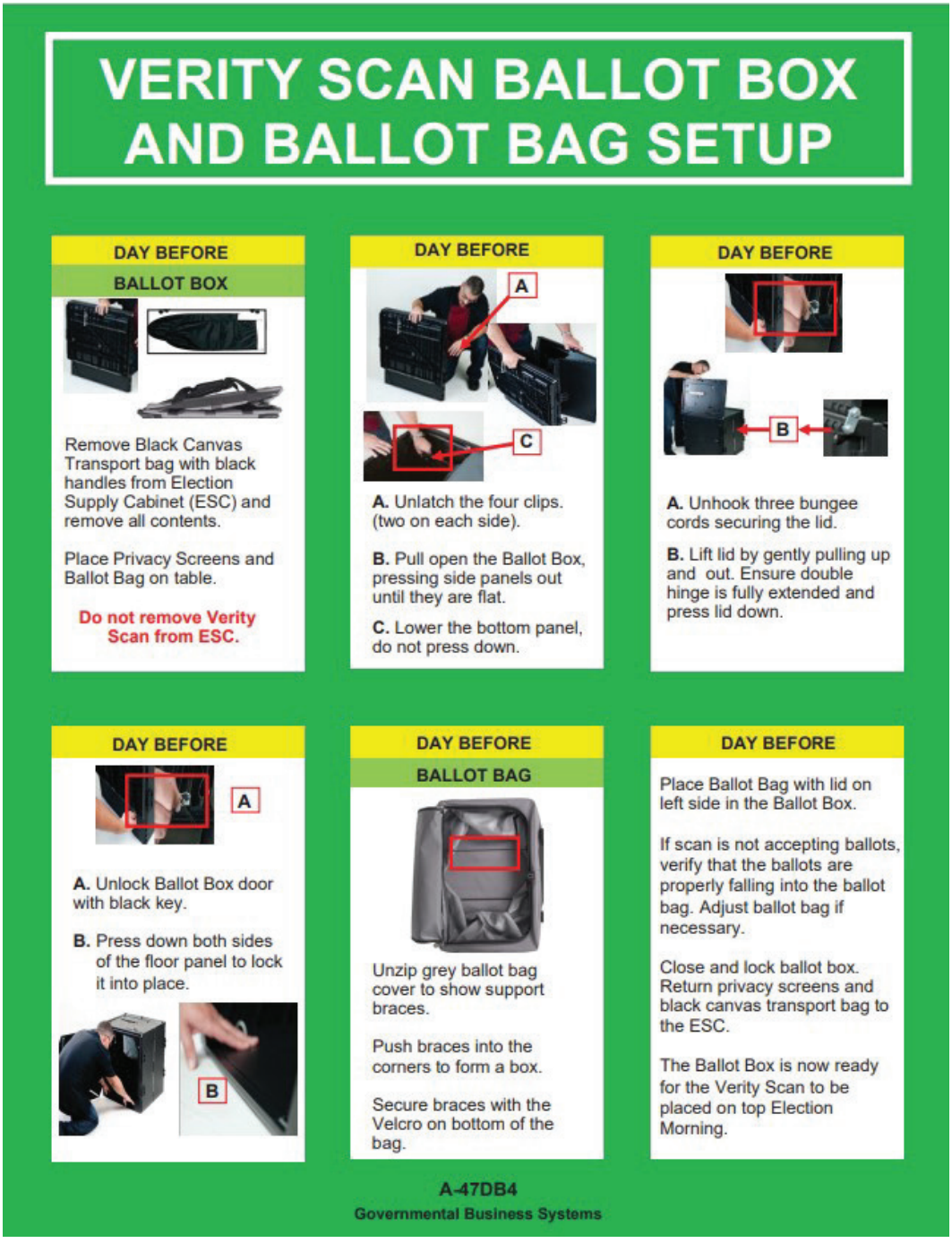
Monday Night Setup

EQUIPMENT QUICK GUIDES

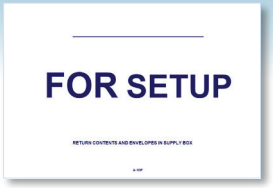
VERITY SCAN BALLOT BOX AND BALLOT BAG SETUP

Use as a reference to setup the **ballot box** and **ballot bag** on **Monday night**.

- The **Verity Scan** must not be placed on top of the ballot box until Tuesday morning, Election Day.
- Do not hang **Quick Guide** setup instructions in Polling Place.



Monday Night Setup



EQUIPMENT QUICK GUIDES

VERITY TOUCH WRITER BOOTH AND PRINTER TABLE SETUP

Use as a reference to setup the **Touch Writer Booth** and **Printer Table** on **Monday night**.

- The **Verity Touch Writer and Printer** must not be setup until Tuesday morning, Election Day.
- Do not hang **Quick Guide** setup instructions in Polling Place.

Election Day—Morning Setup

Election Judge Arrival

⇒ All Judges should arrive at their assigned Polling Place at 5:00 AM.

⇒ Once the Poll Pad is setup, ALL Judges should take the **Oath of Office** and **Sign In.**

⇒ All judges must **sign in** indicating they are present and serving on Election Day. Failure to sign will result in delay of payment.

⇒ The Pickup Judge should assign a number to each Election Judge. This will be useful when determining if all judges signed a required form. Example: "*We still need a signature from Judge #4*".

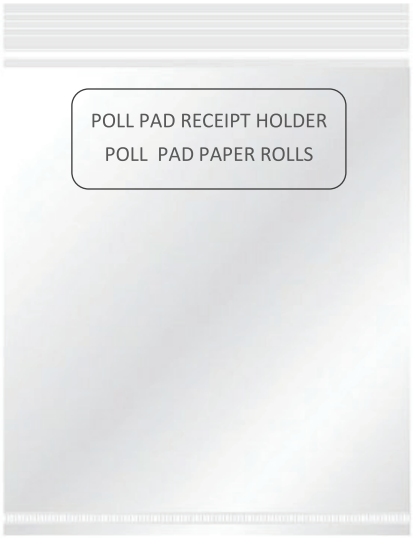
⇒ At 6:00 AM announce that the Polls are now open. If there is any reason that the Polls will not open at 6:00 AM, immediately call the **Election Division at (630) 407-5577.**

Equipment Set Up

1) Break the seal and open the ESC. Retrieve **ELECTION RESULTS ENVELOPE 1.** Verify the ESC seal number matches the seal number recorded on Monday night in the **RECORD ESC NIGHT BEFORE SECURITY SEAL NUMBER HERE** box at the bottom of the envelope.
2) Place the broken seal in **ELECTION RESULTS ENVELOPE 1**.
3) **Setup** the **Poll Pads.**
4) Setup the **Verity Print** and **Ballot Printer**.
5) Sign the **CERTIFICATE OF INSPECTION** found in the **OPEN FIRST** white ballot paper transfer case. Place certificate in **ELECTION RESULTS ENVELOPE 1**.
6) Setup the **Verity Scan.**
7) Setup the **Verity Touch Writer** and **Ballot Printer**.
8) Setup the **Vote By Mail Dropbox**.
9) Setup white **Polling Place Directional Sign**(s) outside.
10) Place the **No Electioneering Cone(s)** outside. Some Polling Places may not receive a cone.
11) Place the **American Flag** outside the entrance of the Polling Place.
12) Setup the **ADA Doorbell**. Some Polling Places do not receive an ADA doorbell.

Election Day—Morning Setup

EQUIPMENT SUPPLIES

SUPPLIES	IMAGE
Poll Pad Additional Supplies POLL PAD The jumbo, clear, zip-top bag contains supplies to be used on Election Day with the **KNOWINK POLL PAD**. • 2—3 Pencil Boxes (a.k.a. Voter Authorization Receipt Box) ⇒ Place all **Voter Authorization Receipts** in this box as Voters are processed on Election Day. ⇒ After the Polls close, place receipts in the **Voter Authorization Receipt Envelope**. ⇒ Place the empty pencil boxes in the clear zip top bag in the ESC. • Extra paper rolls for the POLL PAD printers. *Reminder: Reload paper with the flap towards you, feeding from the bottom/underneath roll as pictured.*	

Election Day—Morning Setup

POLL PAD TABLET and PRINTER

Poll Pad is a secure Apple iPad application that provides a seamless electronic voter check-in and verification process. Poll Pad is also used to register a voter, update a voter's registration, process voter's provisionally, spoil ballots, and process voters requiring assistance.

NOTE: *Poll Pads may NOT be setup until Election Morning.*

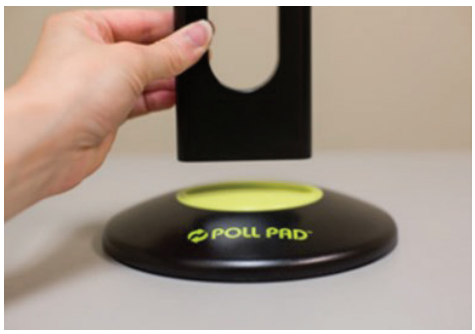
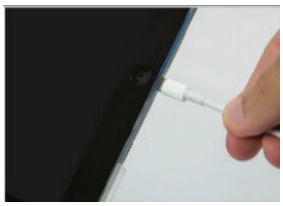
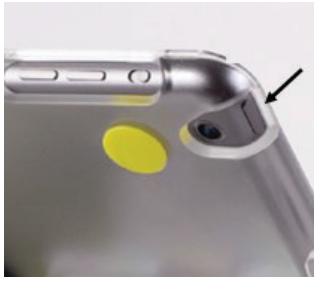
Election Day—Morning Setup

POLL PAD TABLET AND PRINTER

STEP	TASK	IMAGE
1	⇒ Remove all Poll Pad cases from the ESC. Each Polling Place will receive 2—3 Poll Pads. **Everything needed for tablet and printer setup will be included in the green Poll Pad case.**	
2	⇒ One Poll Pad at a time, open and remove all contents from the Poll Pad case. Poll Pad Base — Power Brick Poll Pad Stand — Standard power cord Poll Pad — Lightening cord Printer — Styluses * *Judge uses loose stylus; Voter uses attached.	 Lay Poll Pad tablet face down on a flat surface to avoid scratching the screen.
3	⇒ Verify that the labels on the case, printer and back of the tablet all match. Example: *Poll Pad DuPage County IL 1088* If not, call the Election Division at (630) 407-5577.	
4	Printer must be setup and powered on prior to setting up the Poll Pad. ⇒ Plug the Poll Pad power adapter cord flat side up into the back of the Poll Pad printer. ⇒ Plug the power cord into the brick. ⇒ Plug the printer power cord into a power source.	
5	⇒ Power on printer using the switch located on the left side of the printer. ⇒ Confirm the light on the front of the printer turns green. If not, check all of the power connections.	

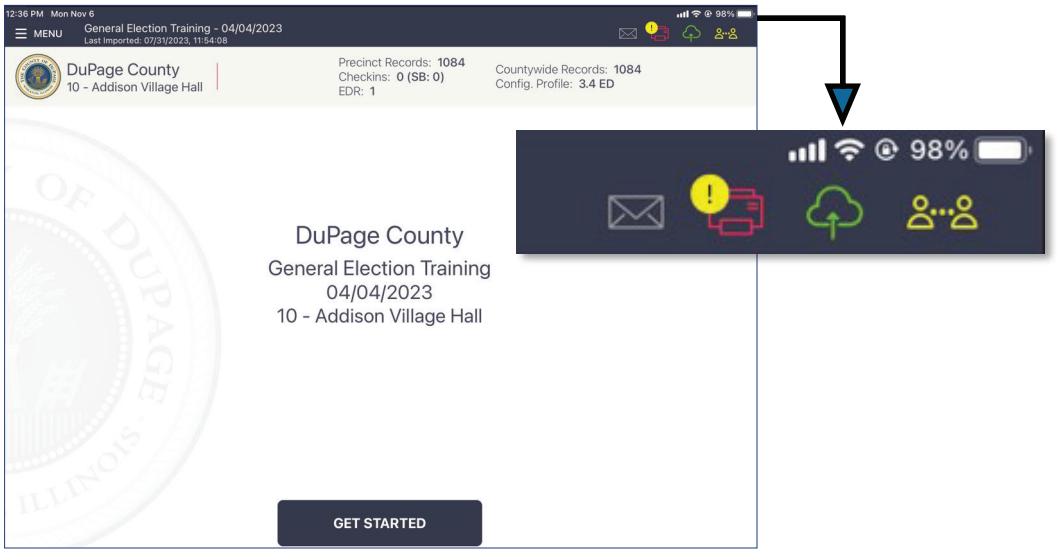
Election Day—Morning Setup

POLL PAD TABLET AND PRINTER

STEP	TASK	IMAGE
6	Poll Pad should be laying face down on a flat surface. ⇒ Open the stand arm and pinch the tabs to insert the round portion into the back of the tablet. ⇒ Rotate stand arm until it clicks into place.	
7	⇒ Firmly grasp stand arm and insert into base. *The two stickers on the back of the Poll Pad should still be visible and when put upright the home button should be on the right when you are facing the screen.*	
8	⇒ Insert the lightening cord into the right-side of the tablet, then into the USB power strip. The power strip must be plugged into a power source to be turned on.	 Lightening Cord USB
9	The tablet will power on automatically if connected to AC Power. If it doesn't, turn on by pressing and holding the power button located on the top left until you see the Apple icon, then release. The Poll Pad application will launch automatically. The apple icon will appear followed by the Welcome Screen.	

Election Day—Morning Setup

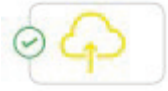
POLL PAD TABLET & PRINTER ICONS



HOME SCREEN

CLOUD SYNC ICONS & COLORS

GREEN—Poll Pad is currently connected and synchronizing with the central election database.



YELLOW—Poll Pad is in the process of connecting to the central election database.

RED—Poll Pad is currently disconnected and not synchronizing with the central election database. Poll Pad will continue to work and check-in voters. **Contact the Election Division at (630)407-5577**.

PRINTER ICONS & COLORS

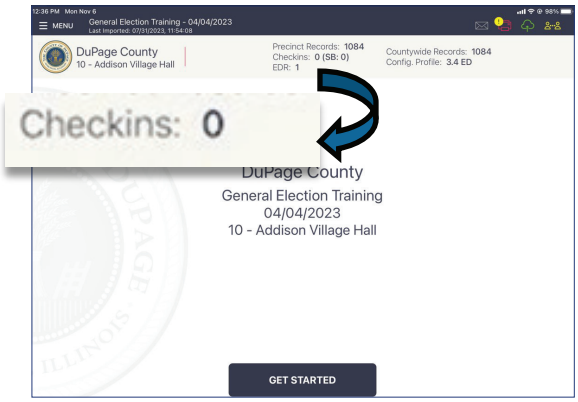
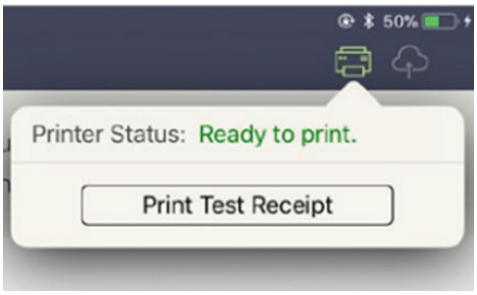
GREEN—Poll Pad is paired with the printer. A receipt will print out for checked-in voters.

YELLOW—Poll Pad recognizes the printer and is currently in the process of pairing with the device.

RED—Poll Pad is not paired with he printer. Select the printer icon, followed by Pair and Connect.

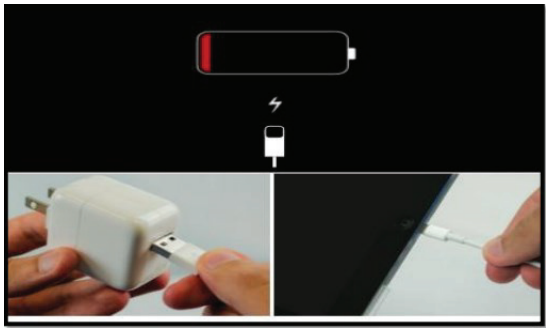
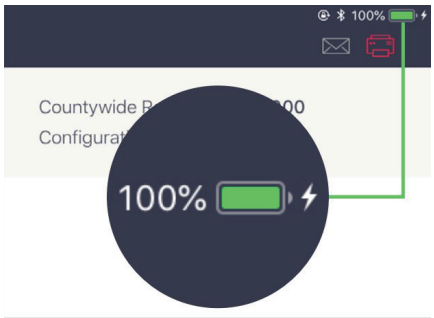
Election Day—Morning Setup

POLL PAD TABLET AND PRINTER

STEP	TASK	IMAGE
10	⇒ Verify the following information is correct: • Check-ins = 0 • Election Name • Election Date • Polling Place number and name STOP If any of this information is incorrect, contact the Election Division at (630) 407-5577.	 HOME SCREEN
11	**PRINT TEST RECEIPT** ⇒ Verify printer and cloud icons in upper right corner are green. ⇒ Using a stylus, touch the green printer icon. ⇒ Touch **PRINT TEST RECEIPT**. ⇒ Place test print from the Poll Pad printer into **ELECTION RESULTS ENVELOPE 1**. ⇒ The Poll Pad is ready for use. ⇒ Place green Poll Pad cases back into the ESC.	

Election Day—Morning Setup

POLL PAD TABLET AND PRINTER

TASK	IMAGE
CHANGING PRINTER PAPER ⇒ Open Printer ⇒ Reload paper with the paper flap toward you, feeding from the bottom/underneath roll. ⇒ Close and Print Test Receipt	
CHARGING POLL PAD ⇒ Plug USB end of power cable into power cube ⇒ Plug power cube into power strip. ⇒ Plug power cable into Lightning Connector on Poll Pad. ⇒ Wait about five minutes for the Poll Pad to charge. ⇒ Once there is sufficient power, Poll Pad will auto power on ⇒ Resume normal operations.	
ADDITIONAL TIPS ⇒ Confirm battery charge on Poll Pad is at least 90% or greater to begin the day. ⇒ Plug into electricity if battery life reaches 20% ⇒ Use the Stylus, not fingers to operate the Poll Pad screen.	

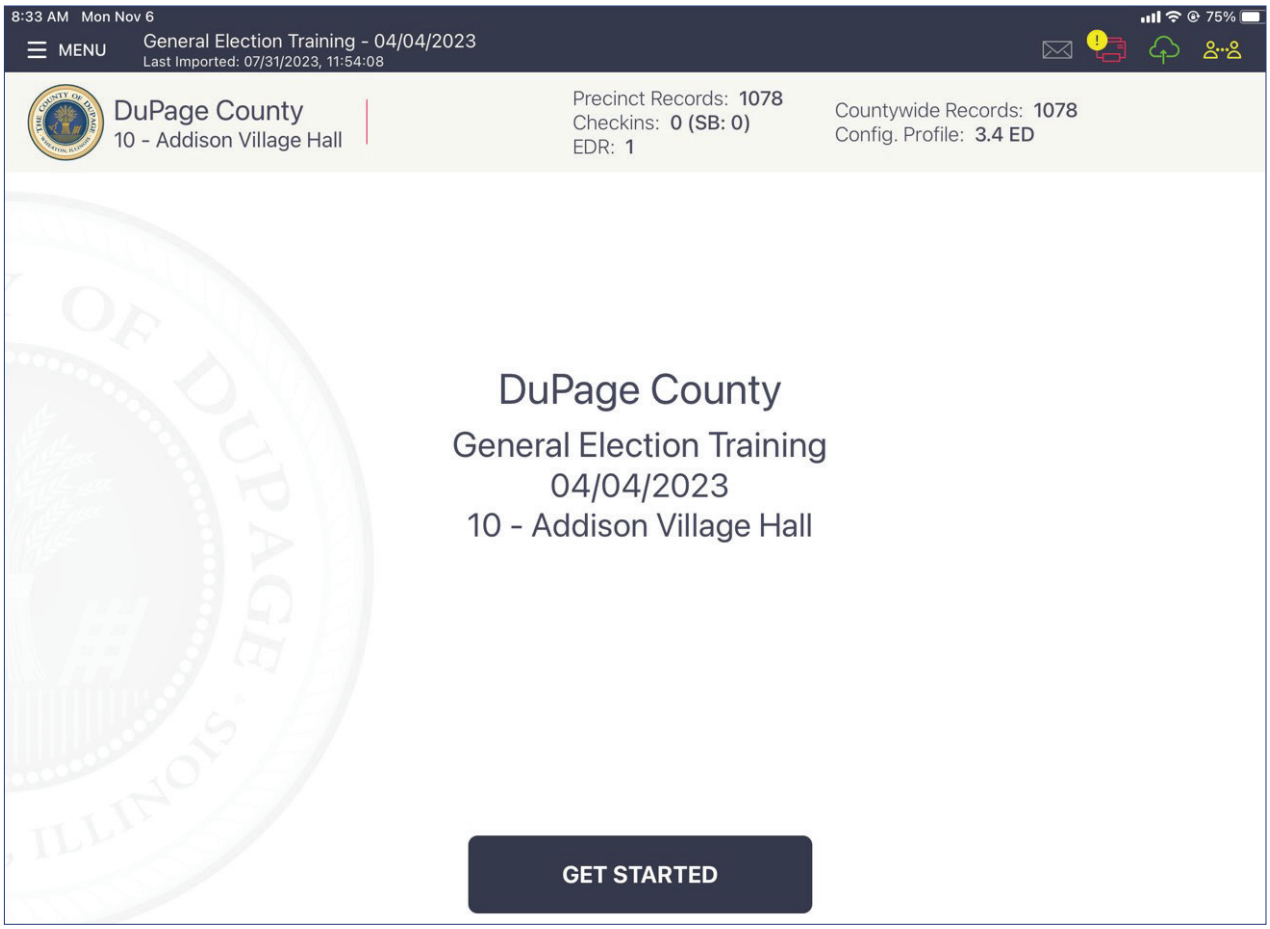
Election Day—Election Judge Oath & Sign In

POLL PAD SIGN IN & ELECTION JUDGE OATH

All **Election Judges**, a.k.a. Poll Workers, must **sign in and read/listen** the **Election Judge Oath** on Election Day.

- A list of Judges assigned in the Polling Place will be loaded into the Poll Pad prior to Election Day.
- If a Judge is added or moved from another Polling Place within 5-days of the Election they may not be listed. Instructions for adding Judges to a Polling Place are provided on the following pages.
- If a Judge serves, but does not sign in, their paycheck will be delayed.
- The DuPage County Payroll Department requires a **Social Security** number to issue a check.
  New Election Judges will be contacted during the scheduling process or after the Election to provide their Social Security number.

To begin, select **MENU** in the top left corner.



Election Day—Election Judge Oath & Sign In

POLL PAD SIGN IN & ELECTION JUDGE OATH

Select the *purple* **ELECTION JUDGES** icon.

Election Day—Election Judge Oath & Sign In

POLL PAD SIGN IN & ELECTION JUDGE OATH

POLLWORKER SIGN IN

Election Judges, *a.k.a.* **Poll Workers** assigned to your Polling Place will be listed in the left tool bar. The date and time of sign in/out will be displayed.

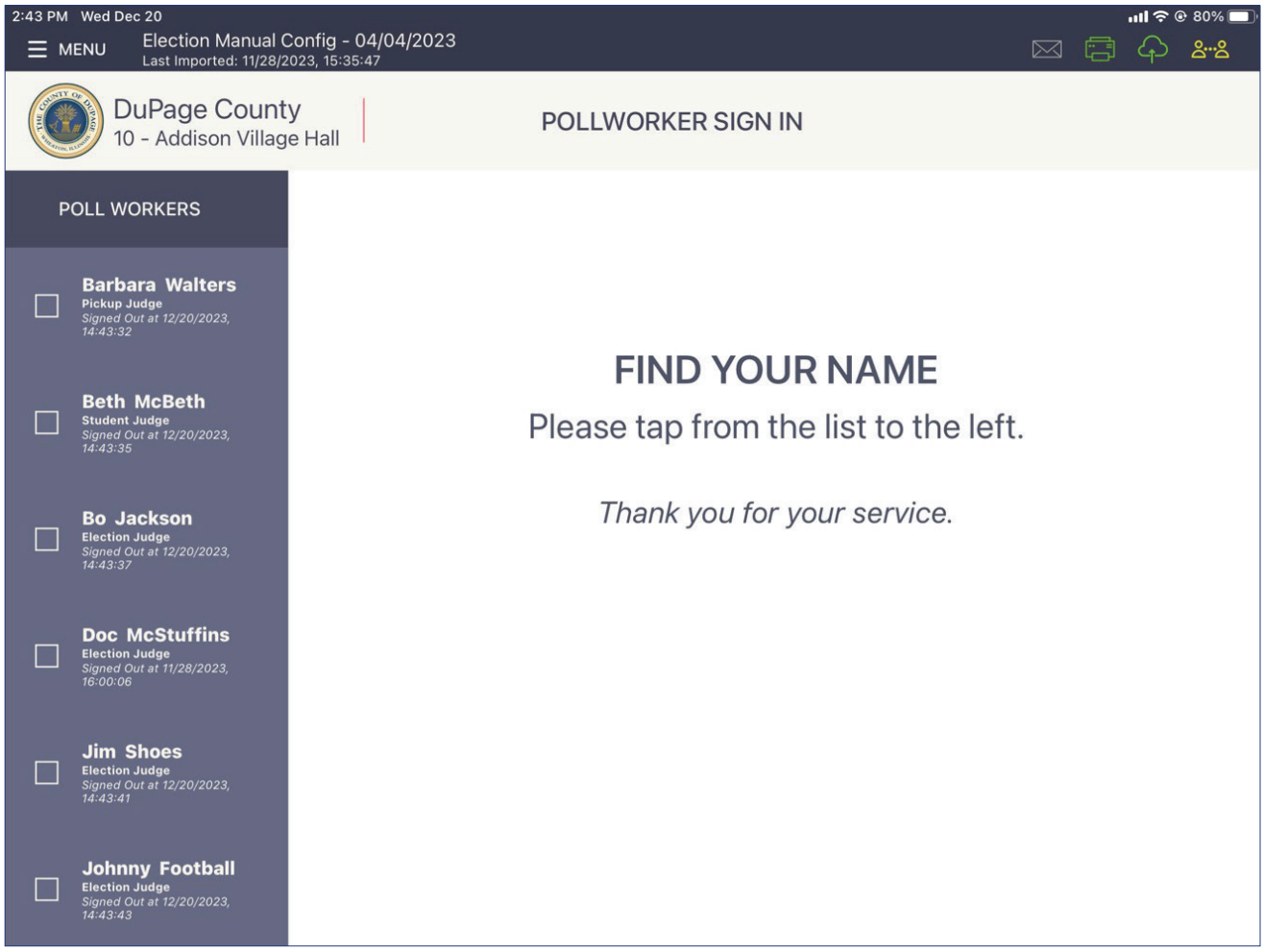
White Box indicates Election Judge is **signed out.**

Blue Box with check mark indicates Election Judge is **signed in**.

⇒ **Find your name** in the left tool bar.

⇒ **Click** the **check box** next to your **name** to **sign in**.

⇒ If your name and/or address need to be updated, email corrections to the Election Division at **electionjudges@dupagecounty.gov** immediately after the election.



Election Day—Election Judge Oath & Sign In

POLL PAD SIGN IN & ELECTION JUDGE OATH

POLLWORKER SIGN IN

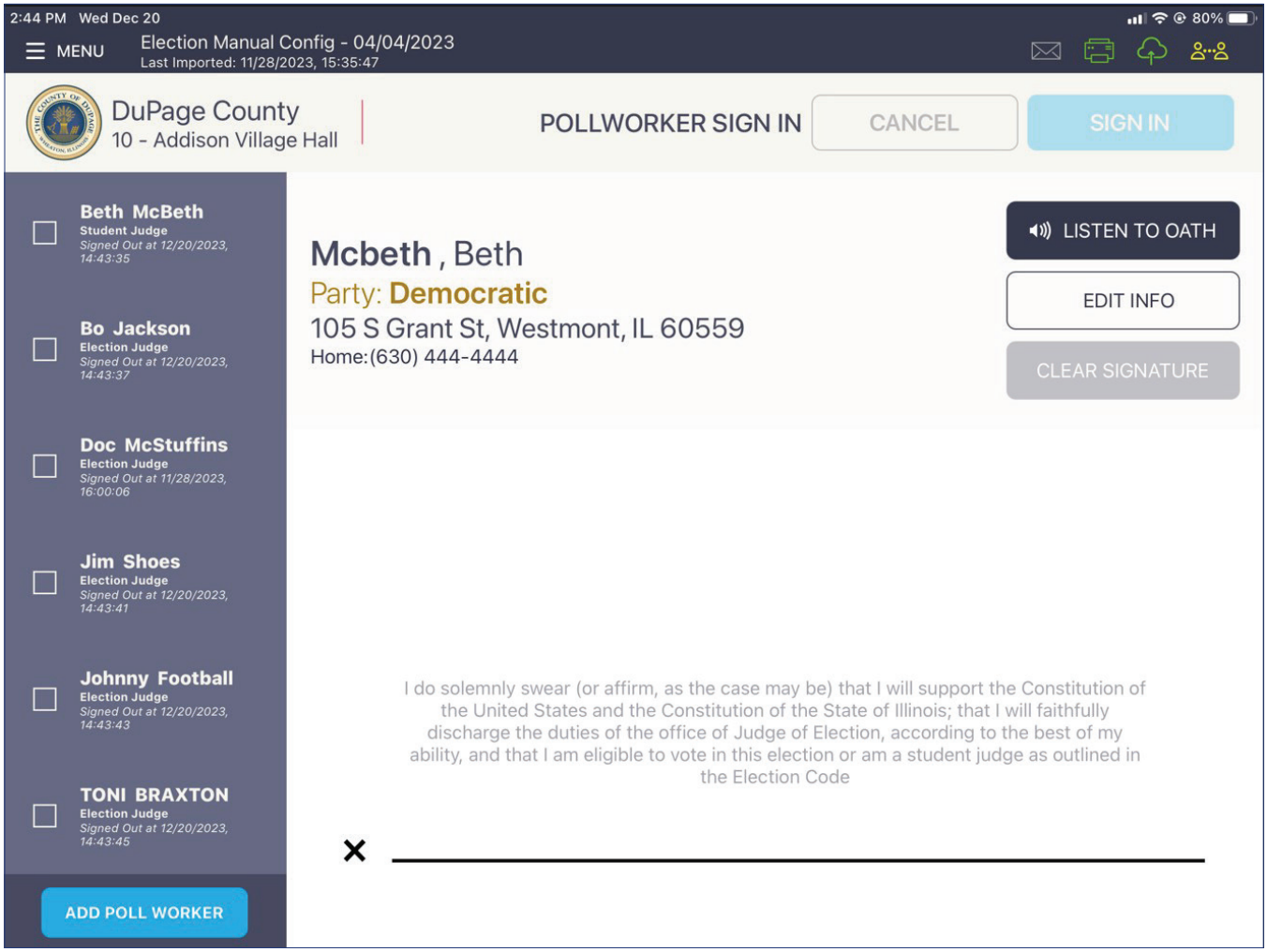
The signature screen with your **name**, **party**, and **oath** will appear.

Each Judge must:

⇒ Read the Election Judge Oath or select **LISTEN TO OATH**.

⇒ **Sign your name** at the bottom of the screen.

⇒ Select the blue **SIGN IN** button at the top of the screen.

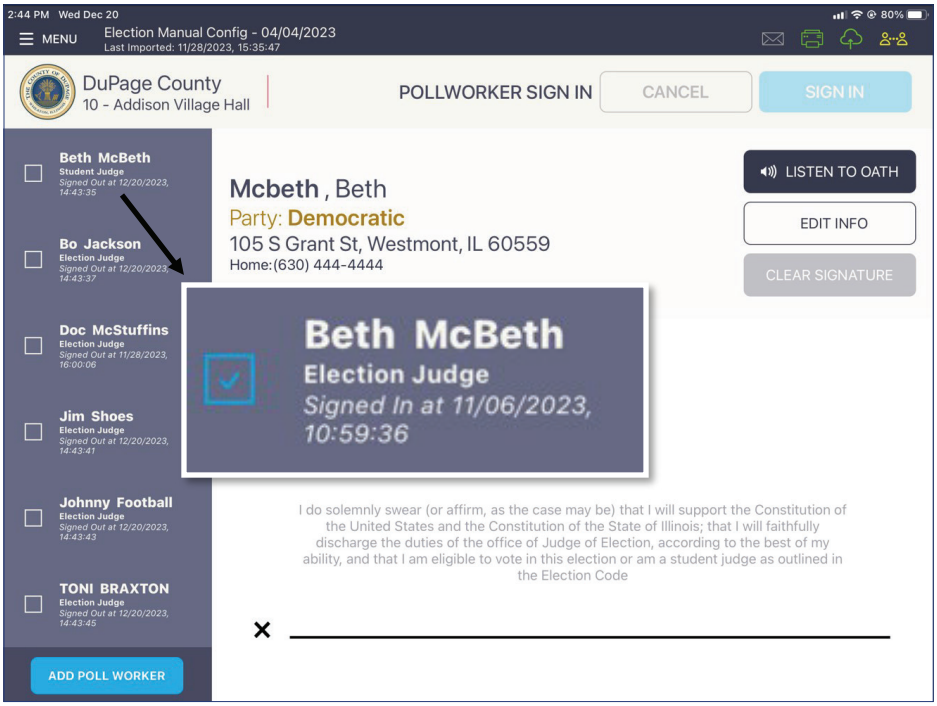


Election Day—Election Judge Oath & Sign In

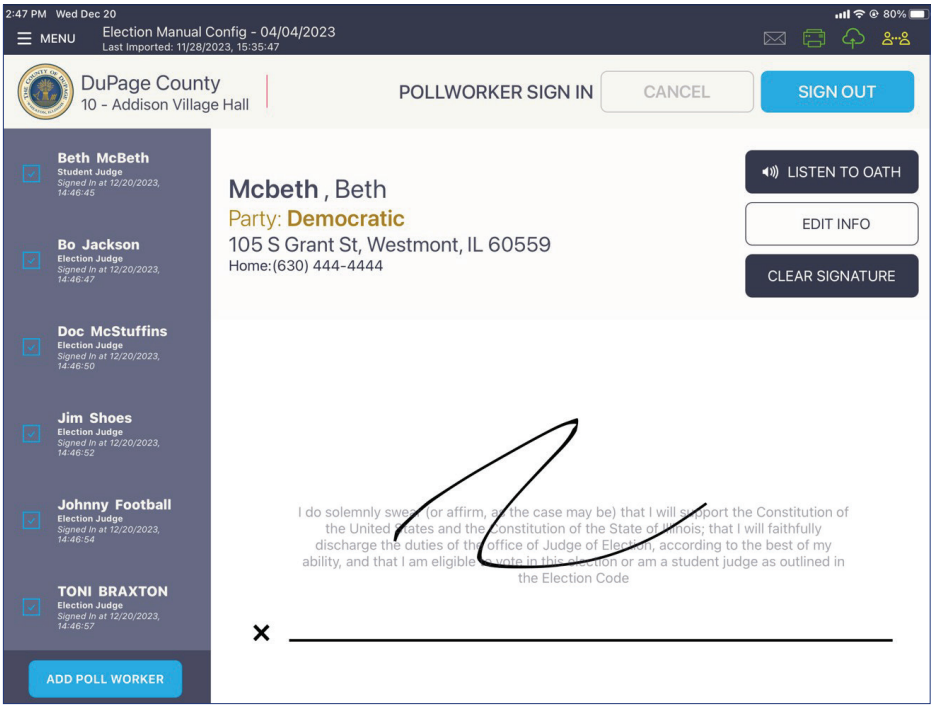
POLL PAD SIGN IN & ELECTION JUDGE OATH

POLLWORKER SIGN IN

Once the blue **SIGN IN** button is selected, the **date** and **time** of the sign in will appear under the judges name.



If the Judges name is selected again, the blue button will display a **SIGN OUT** option.



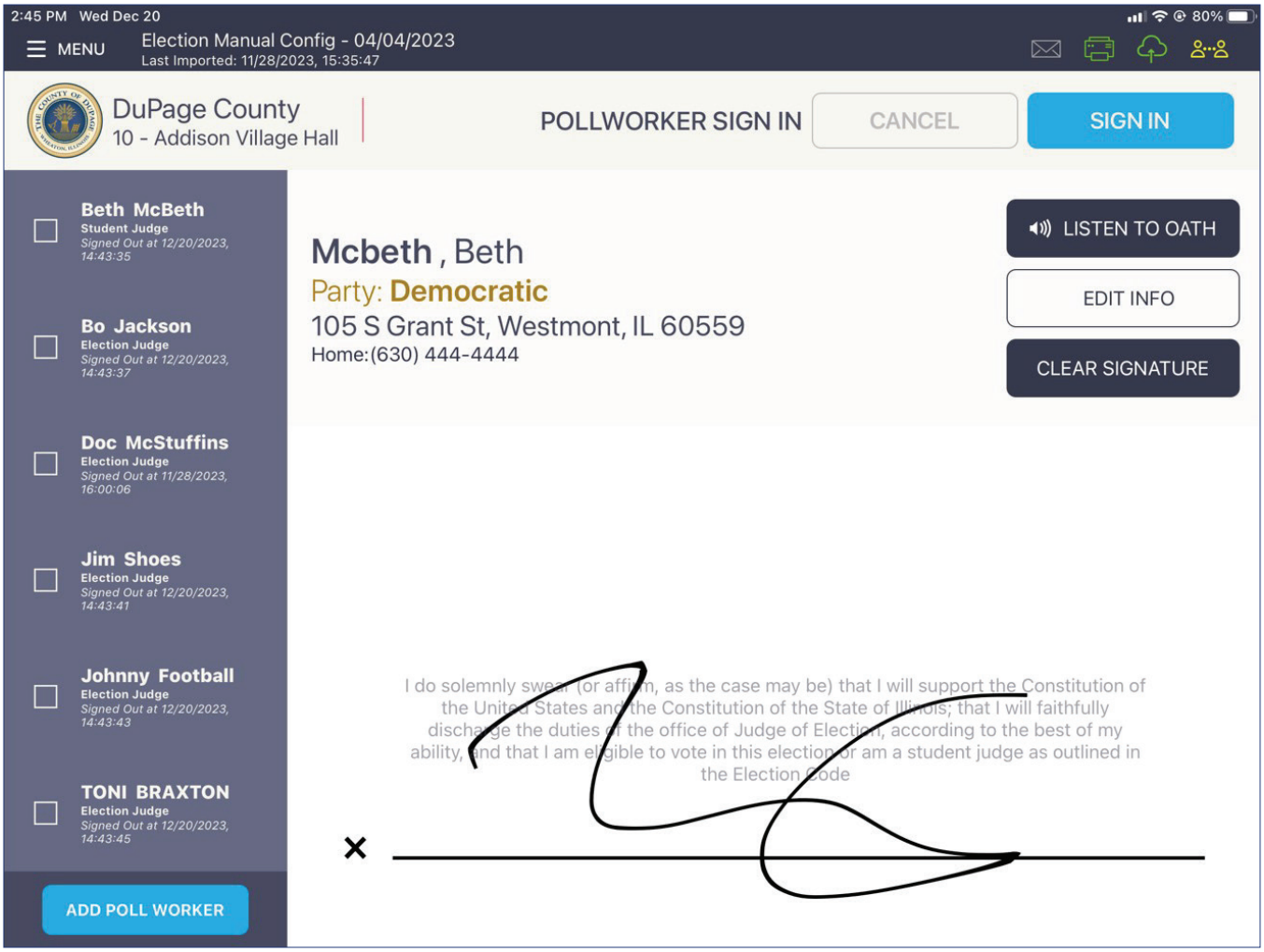
Election Day—Election Judge Oath & Sign In

POLL PAD SIGN IN & ELECTION JUDGE OATH

ADDING A POLL WORKER

To add an Election Judge who is not listed in your Polling Place:

⇒ Select the *blue* **ADD POLL WORKER** button at the bottom of the list.



Election Day—Election Judge Oath & Sign In

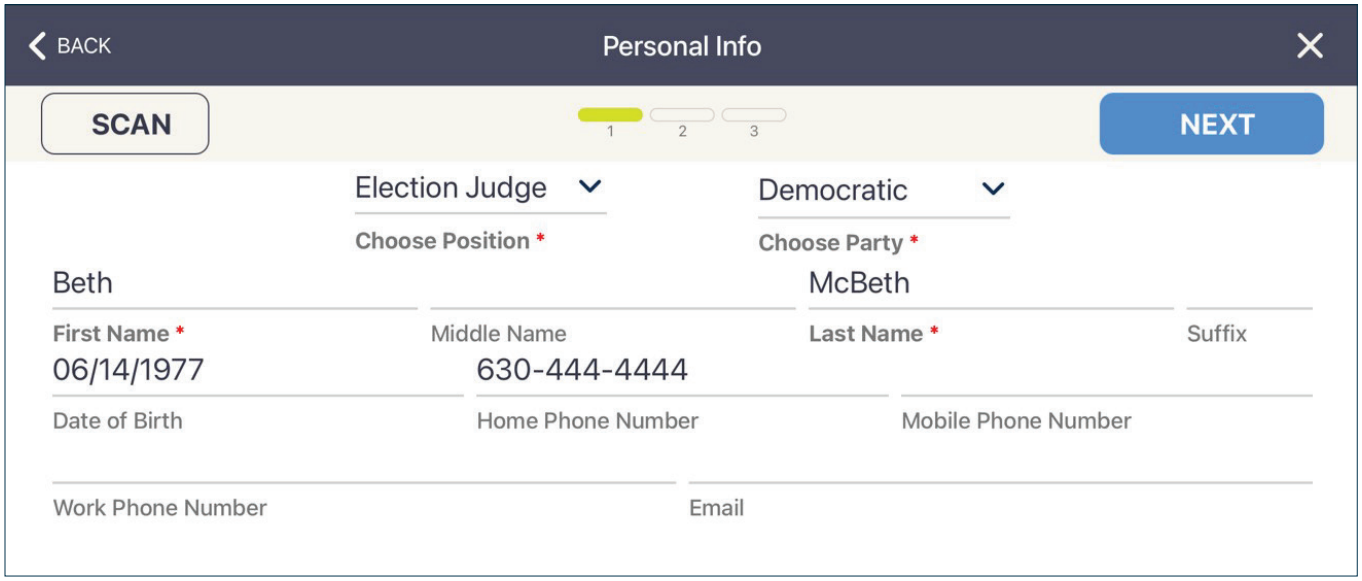
POLL PAD SIGN IN & ELECTION JUDGE OATH

ADDING A POLL WORKER

1) Personal Information

⇒ Enter all requested information.

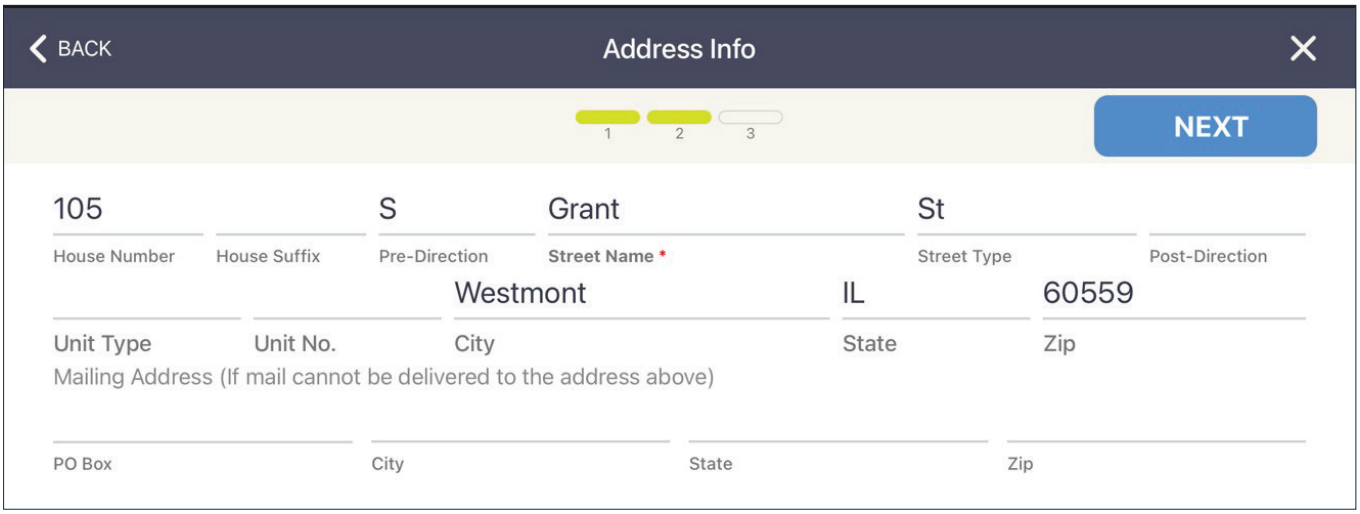
⇒ Select **NEXT**.



2) Address Information

⇒ Enter all requested information.

⇒ Select **NEXT**.



Election Day—Election Judge Oath & Sign In

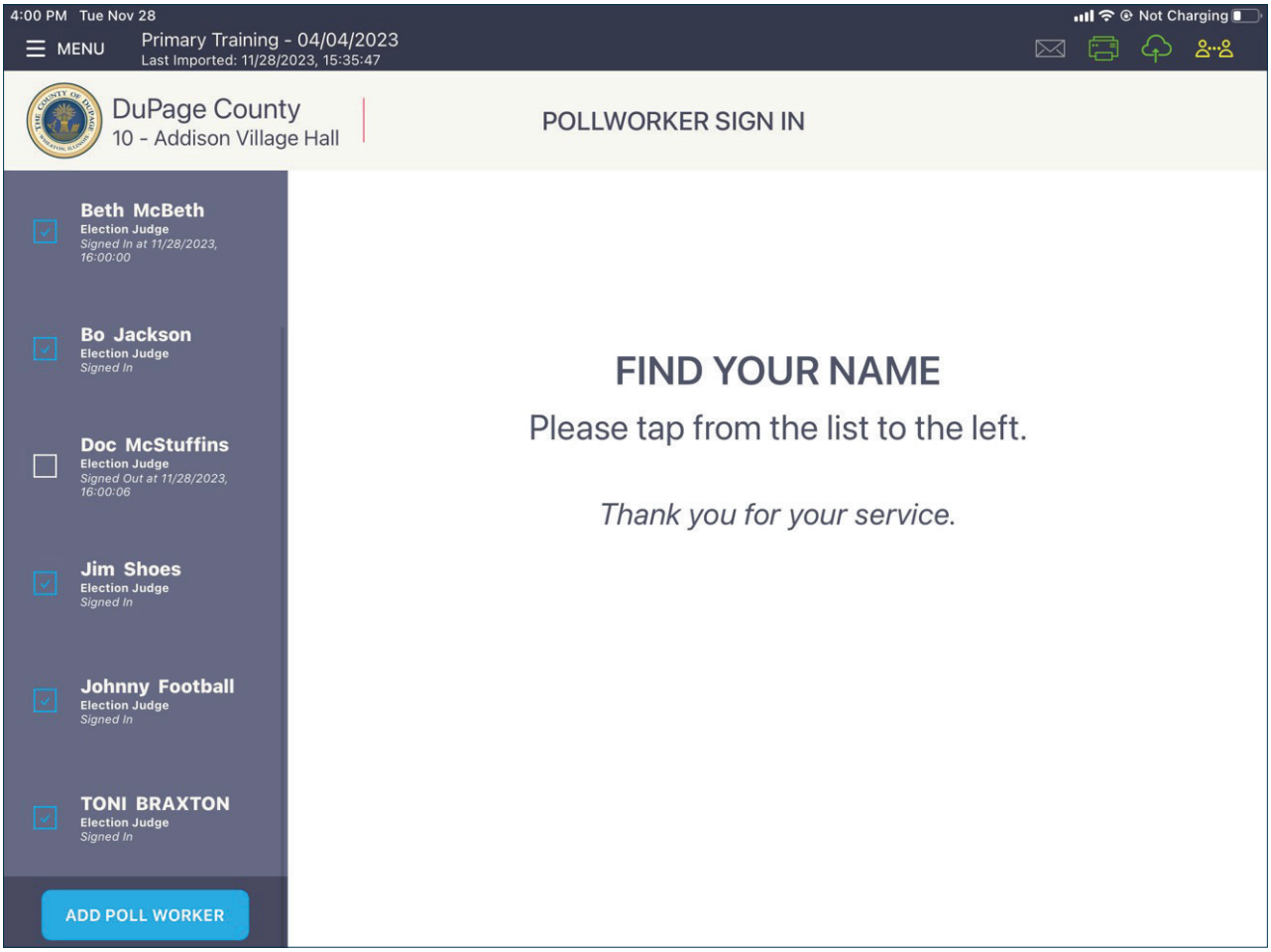
POLL PAD SIGN IN & ELECTION JUDGE OATH

POLLWORKER SIGN IN

⇒ Verify that ALL Judges in attendance have **listened to the oath** and **signed in**.

A **blue box** with check mark indicates the Judge has signed in.

A **white box** without a check mark indicates the Judge has not signed in.
If the Judge is present, ask them to sign in. If they are not present, ignore.



RETURN TO MAIN MENU FOR VOTER CHECK IN

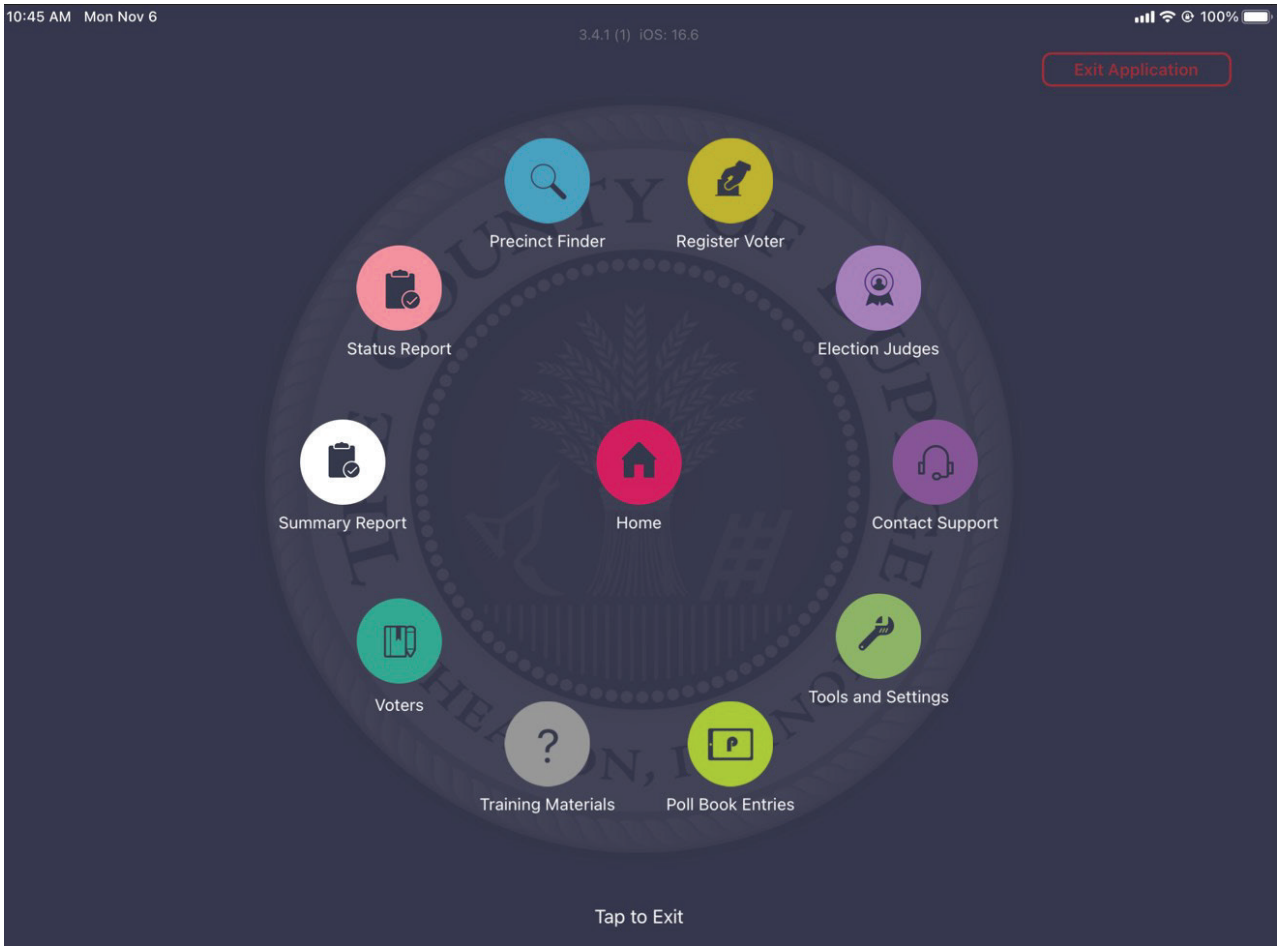
⇒ Select MENU in the upper left hand corner.

Election Day—Election Judge Oath & Sign In

POLL PAD SIGN IN & ELECTION JUDGE OATH

RETURN TO MAIN MENU

⇒ Select *pink* **HOME** button in the center of the screen to begin voter check in.



Election Day—Election Judge Oath & Sign In

POLL PAD SIGN IN & ELECTION JUDGE OATH

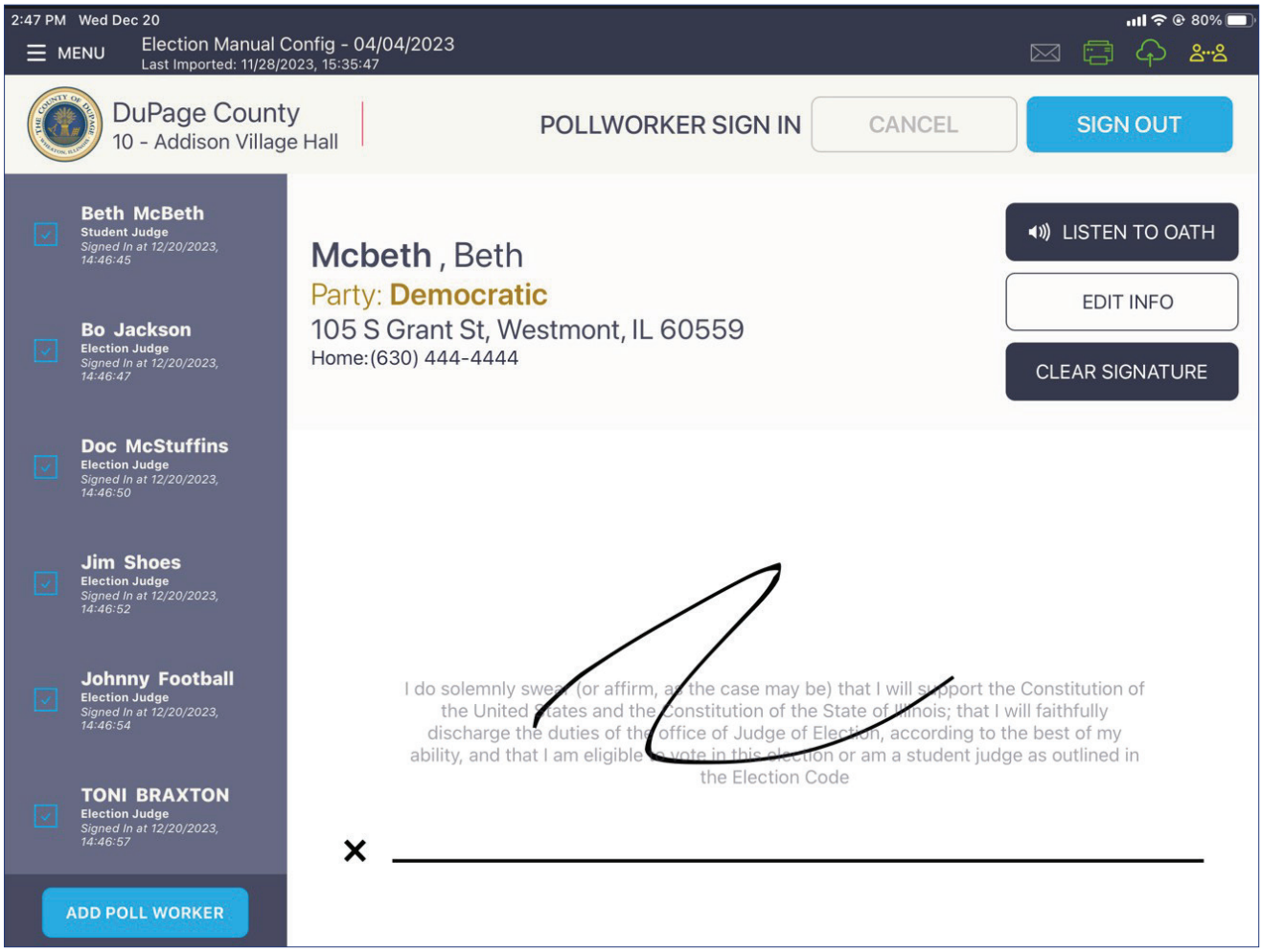
POLLWORKER SIGN OUT

All Election Judges must sign out after the Polls Close, and prior to closing the Poll Pad.
Judges that are unable to work the entire day (*i.e.* Sick) must sign out prior to leaving the Polling Place.

⇒ **Find your name** in the left tool bar.

⇒ **Click** the **check box** next to your name.

⇒ Select **SIGN OUT.**



Election Day—Morning Setup

VERITY PRINT AND BALLOT PRINTER

Verity Print is an on-demand ballot printing device. Verity Print works with the attached ballot printer to issue paper ballots to voters. The voter hand marks their ballot and casts it using the Verity Scan.

NOTE: *Software startup for each unit may take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting System to verify the authenticity of the software before allowing it to operate.*

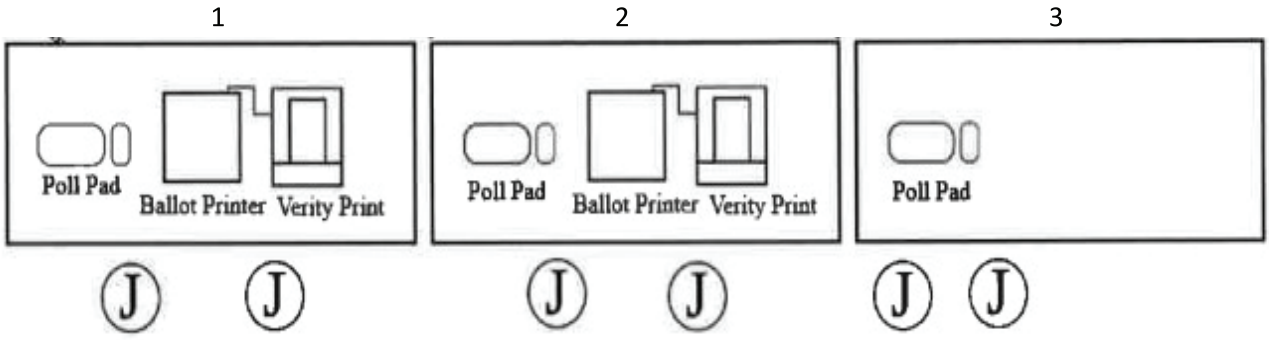
Verity Print and Ballot Printer Workstation Layout

Most Polling Places will receive three **Poll Pads**, two **Verity Prints**, and two **Ballot Printers**.

The first bipartisan team of Judges will have their own Poll Pad, Verity Print and Ballot Printer.

The second and third team of judges will each have their own Poll Pad, but will need to share the Verity Print and Ballot Printer.

See the illustration below for proper workstation layout.



Election Day—Morning Setup

VERITY PRINT AND BALLOT PRINTER

STEP	TASK	IMAGE
1	⇒ Remove all **Verity Prints** and **Ballot Printers** from the ESC. ⇒ Remove Ballot Printers from the plastic printer boxes and place on table next to Poll Pads. NOTE: *The **Verity Touch Writer Ballot Printer** will be marked with a green label and should be placed next to the Verity Touch Writer.*	
2	BALLOT PRINTER SETUP ⇒ Plug in the square end of the USB printer cable into the printer. (The flat end will be plugged into the Verity Print). ⇒ Insert the power cord into the printer and the other end into a power source.	
3	BALLOT PAPER LOADING ⇒ Remove white ballot paper transfer case (s) from the ESC. ⇒ Start with the box labeled **OPEN FIRST**. Fill out the **CERTIFICATE OF INSPECTION FORM**. ⇒ Place completed form in **ELECTION RESULTS ENVELOPE 1**. ⇒ Remove the paper tray drawer from the front of the printer. ⇒ Extend the blue paper guide. ⇒ Load ballot paper into tray and adjust guide to fit. ⇒ Reinsert and close the paper tray. STOP Do not power on the printer at this time.	

Election Day—Morning Setup

VERITY PRINT AND BALLOT PRINTER

STEP	TASK
4	**VERITY PRINT SETUP** ⇒ Position the Verity Print on the table to the right of the ballot printer. ⇒ Remove power brick, power cord and hand scanner from the purple cord bag. ⇒ Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Print (flat side up). STOP Do not plug the power cord into a power source yet.
5	Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity Print, with the notch facing up.

Election Day—Morning Setup

VERITY PRINT AND BALLOT PRINTER

STEP	TASK	IMAGE
6	Open the Verity Print case and lock the lid brace in place. *IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.*	
7	**Unlock** (**A**), **unlatch** (**B**), and **remove** the tablet (**C**).	
8	**Seat** the tablet in the cradle (**A**), **tilt** it back (**B**), and **lock** it in place (**C**).	

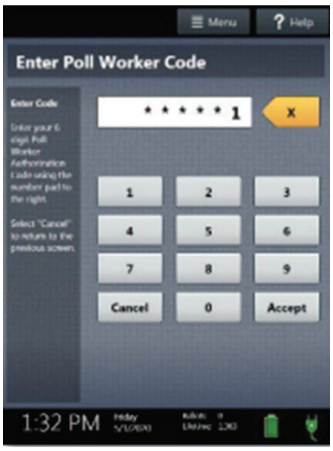
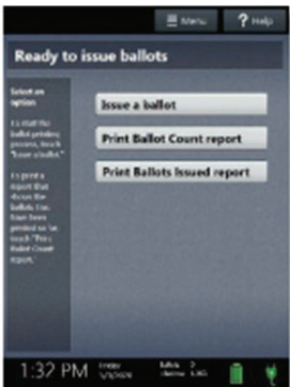
Election Day—Morning Setup

VERITY PRINT AND BALLOT PRINTER

STEP	TASK	IMAGE
9	⇒ Verify the Verity Print security seal number against the seal number on the Judge's Pickup envelope. ⇒ If different, contact the Election Division at (630) 407-5577. ⇒ Record the seal number on the front of **ELECTION RESULTS ENVELOPE 1**. STOP Do not break the security seal.	
10	Plug the Verity Print power cord into a power source. A green light should illuminate on the power brick when AC power is present.	
11	The Ballot Printer must be turned on first before powering on the Verity Print. ⇒ Press the power switch on the bottom right side of the Ballot Printer to power it on.	 BALLOT PRINTER
12	⇒ Press the red button on the back of the Verity Print to power on. *The screen will turn bright and then dark. This is part of the startup process. Be patient. This process will take approximately five minutes. The screen will light up again and the start up process will continue.* ⇒ During the power on process, a **POWER-ON SELF TEST REPORT** will print on Verity Print's built-in printer. This report will indicate any hardware or connection issues; if any issues are noted, check connections and power off the printer and the Verity Print. ⇒ Place report in **ELECTION RESULTS ENVELOPE 1**.	 VERITY PRINT

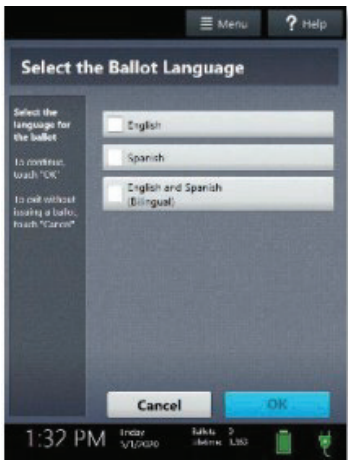
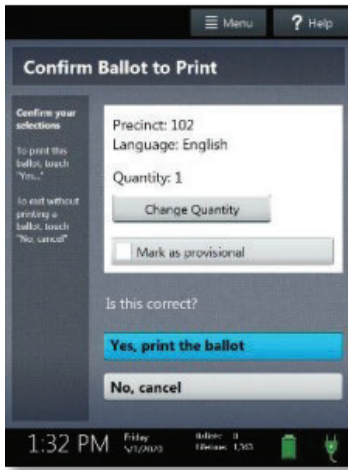
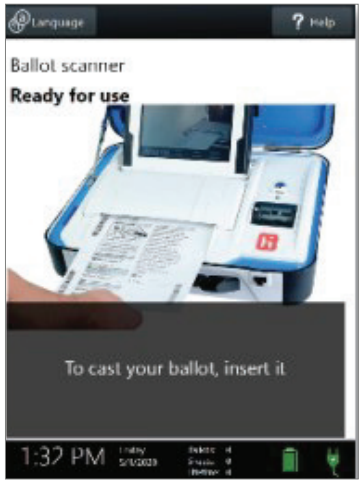
Election Day—Morning Setup

VERITY PRINT AND BALLOT PRINTER

STEP	TASK	IMAGE
13	When powered up for the first time, Verity Print should display the **ENTER POLL WORKER CODE** screen. ⇒ Enter Poll Worker Code found in the **JUDGE'S PICKUP ENVELOPE** and click accept. ⇒ Verify the date and time are correct. ⇒ Verify number of ballots is zero. NOTE: Lifetime ballots will not be zero. ⇒ Verify the battery is connected and charging. A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. 	
14	⇒ Plug in the Hand Scanner into the USB connection located above the report printer, **ONLY** after the Verity print displays **ENTER POLL WORKER CODE**.	
15	The READY TO ISSUE BALLOTS screen will display. ⇒ Select **PRINT BALLOT COUNT REPORT** and verify total ballot count reads zero. This process will take approximately two minutes. ⇒ Place this report in **ELECTION RESULTS ENVELOPE 1**. ⇒ **READY TO ISSUE BALLOTS** will appear at the top of the screen. The Verity Print is ready for voters.	

Election Day—Morning Setup

VERITY PRINT—PROCESSING VOTERS

STEP	TASK	IMAGE
1	⇒ Use Hand Scanner to scan the **Voter Authorization Receipt** from Poll Pad. STOP Do not press ISSUE A BALLOT unless directed by the Election Division. ⇒ Select option, **English and Spanish (Bilingual)** on the **Select the Ballot Language** screen. ⇒ Select **OK**.	
2	⇒ Verify correct precinct and language are displayed on the screen (and party, if this is a primary election). ⇒ Select **Yes, Print the ballot** to initiate printing. ⇒ After the ballot is printed, verify that the ballot style matches the Voter Authorization Receipt. ⇒ NOTE: If the **Ballot Style** and **Voter Authorization Receipt** do not match, contact **ELECTION DIVISION** AT **(630) 407-5577**.	
3	⇒ Using a b*lue* pen, initial Ballot in **Judge's Initials** space at top of Ballot. Only (1) one Judge should initial. ⇒ Provide voter with **Ballot Privacy Cover**. ⇒ Place **Voter Authorization Receipt** in plastic pencil case. ⇒ Direct Voter to a **Voting Booth** to mark their Ballot, then to the **Ballot Box.** At the Ballot box: • *Voter*— return privacy cover. • *Judge*— verifies Ballot has been initialed • *Voter*—cast Ballot using Verity Scan. • *Judge*—hand Voter an **I VOTED** sticker.	 VERITY SCAN ON BALLOT BOX

Election Day—Morning Setup

VERITY PRINT AND BALLOT PRINTER - Operating the Report Printer

TASK	IMAGE
REPORT PRINTER OPERATION The report printer is located on the right-hand side of the Verity Print.	
Opening the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you and lift up to open the paper compartment.	
To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom.	
Closing the printer cover: The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper.	

Election Day—Morning Setup

VERITY SCAN

Verity Scan is a polling place-based digital scanner for scanning and casting ballots. Verity Scan can be used with hand-marked ballots or with ballots marked and printed using Verity Touch Writer. Verity Scan deposits scanned ballots into its ballot box for secure storage.

NOTE: *Software startup for each unit may take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting System to verify the authenticity of the software before allowing it to operate.*

Election Day—Morning Setup

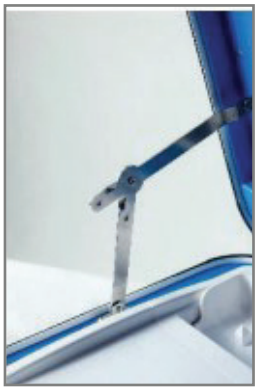
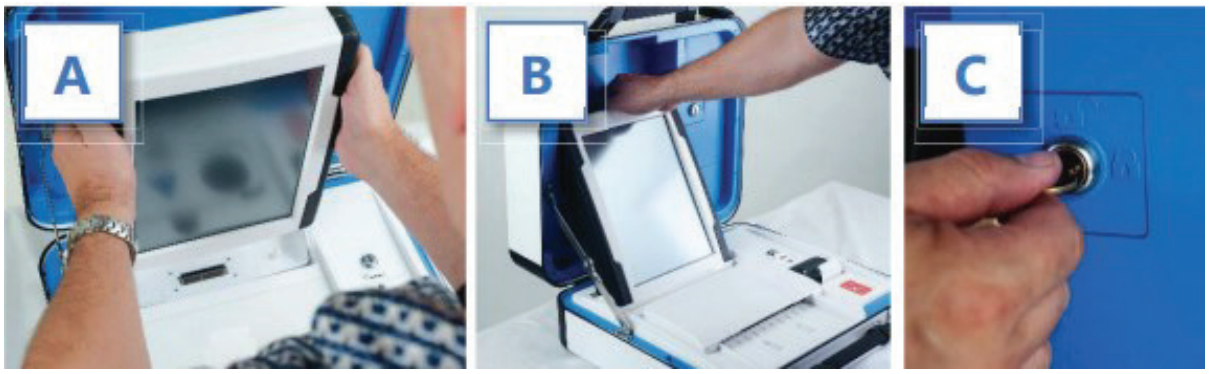
VERITY SCAN

The Election Supply Cabinet (ESC) includes three types of **VERITY EQUIPMENT by HART ™**.
Verity Scan, Verity Print and the Verity Touch Writer. The **Verity Scan** is used to **scan** and **tabulate** paper ballots.

STEP	TASK	IMAGE
1	⇒ Remove the Verity Scan from the ESC. ⇒ Place on top of the ballot box with the handles facing towards the front. ⇒ Align the footpads of the Verity Scan with indentations on top of the ballot box. ⇒ Unlock the Ballot Box door using the black key located in the Pickup Judge's blue zipper pouch. ⇒ Pull the white cord back locking the Verity Scan into place. ⇒ All judges must confirm the auxiliary and gray ballot bags are empty. ⇒ Close and lock the Ballot Box door.	
2	⇒ Retrieve the Verity power brick and a standard power cord from the purple bag. ⇒ Plug one side of the standard power cord into the power brick and the other into an extension cord. ⇒ Plug the Verity power brick into the back of the Verity Scan, flat side up, next to the red power button.	

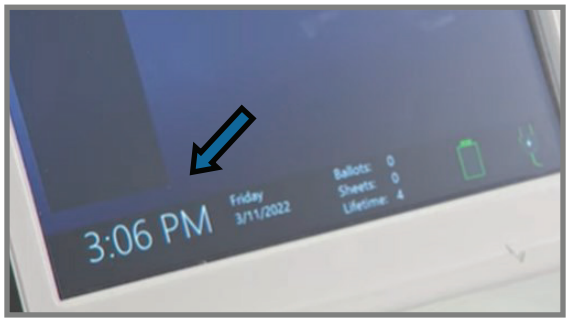
Election Day—Morning Setup

VERITY SCAN

STEP	TASK	IMAGE
3	⇒ Unlatch and open the Verity Scan . ⇒ Lock the lid brace in place firmly to secure and prevent lid from closing. *IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.*	
4	**Unlock** tablet with blue key (**A**) **Unlatch** tablet from lid (**B**) **Lift** tablet from lid (**C**) 	
5	**Seat** tablet in cradle (**A**) **Tilt** tablet back (**B**) **Lock** tablet into place with blue key (**C**) 	

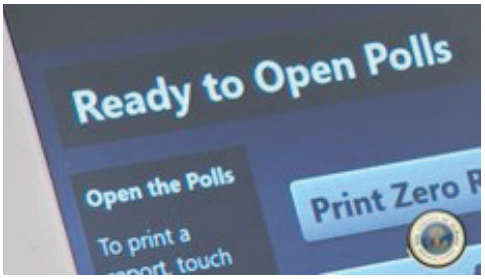
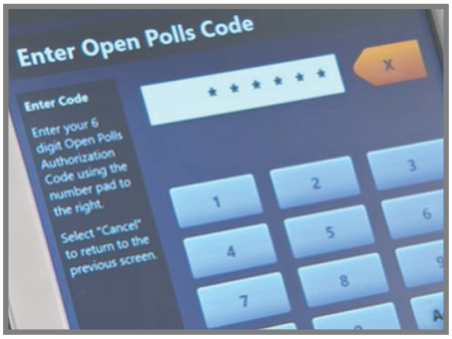
Election Day—Morning Setup

VERITY SCAN

STEP	TASK	IMAGE
6	⇒ Plug power cord into a power source. A green light will illuminate on the power brick when power is present. ⇒ Press red power button on back of Verity Scan. Be patient. It will take 5—7 minutes to power up. The screen will light up and the startup process will begin. ⇒ A **POWER-ON SELF TEST REPORT** will print. Verify the report does not indicate any hardware or connection issues. If issues are noted, check all equipment connections. ⇒ Place report in **ELECTION RESULTS ENVELOPE 1.**	
7	Prior to opening the polls verify that the **date** and **time** are correct a the bottom of screen. If not, contact the Election Division at (630) 407-5577.	

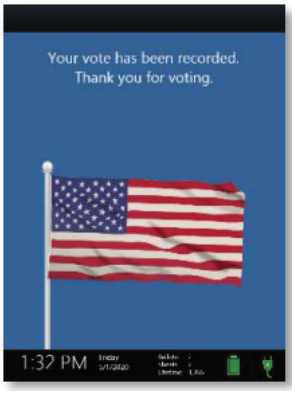
Election Day—Morning Setup

VERITY SCAN

STEP	TASK	IMAGE
8	⇒ The screen at the top will read, **READY TO OPEN POLLS**. ⇒ Verify the ballot count is **0**. ⇒ Verify the battery is connected and charging. A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. ⇒ All Judges must sign at the bottom of the **ZERO REPORT**. ⇒ Place zero report in **ELECTION RESULTS ENVELOPE 1**.	
9	⇒ Select **OPEN THE POLLS**. ⇒ Enter the **OPEN POLLS CODE** found in the **Judges Pickup Envelope**. ⇒ The **OPEN POLLS REPORT** will print. ⇒ All Judges must sign the OPEN POLLS REPORT. ⇒ Place the open polls report in **ELECTION RESULTS ENVELOPE 1.**	
10	⇒ Message **READY FOR USE** will display on Verity Scan. ⇒ Attach privacy screens to both sides of the booth. ⇒ **The Verity Scan is now ready to accept voter ballots.**	

Election Day—Morning Setup

VERITY SCAN

STEP	TASK	IMAGE
	HOW TO USE VERITY SCAN ⇒ Once the Voter completes their Ballot direct them to the Ballot Box located near the Polling Place exit. ⇒ Request Voter to lower Privacy Cover to display the Judge's initials. NOTE: If the Ballot lacks Judge initials, direct Voter to return to the Check-In Station with their Ballot to spoil and reissue a new Ballot. *EXCEPTION: Ballots printed from the Verity Touch Writer.*	
	⇒ Instruct the Voter to insert Ballot into the Verity Scan. • *If Ballot is Accepted*—the system will accept the Ballot and an American flag will appear on the screen. • *If Ballot is Rejected*—the Verity Scan will display the reason for rejection. **REJECTED BALLOT REASONS** • UNDERVOTE: If a Voter hasn't voted for the maximum allowed candidates in each race, they can choose to cast 'as is' by pressing ACCEPT BALLOT AS IS or they may take the privacy cover and return to the voter booth to complete their vote. • OVERVOTE: If a voter has selected too many candidates in a race, resulting in an overvote, the votes in those contests won't be counted. The voter can either accept the ballot 'as is' or return to the Check-In Station to spoil and reissue a new ballot. **AUXILIARY COMPARTMENT** The Auxiliary Compartment is **ONLY** used if an equipment issue occurs with the Verity Scan. If a Ballot is unable to be scanned, have Voter insert Ballot into the Auxiliary Compartment located on the back of the Ballot Box. Once resolved, (2) two Election Judges, one from each party retrieves and scans Ballots.	 

Election Day—Morning Setup

VERITY TOUCH WRITER AND BALLOT PRINTER SETUP

Verity Touch Writer is an ADA compliant, accessible ballot marking device; any voter may use Touch Writer to make their ballot selections using either the touchscreen, or the Verity Access (described below). Once a voter has finished voting and reviewed their choices, they will then print a paper ballot, marked with their choices, from the attached printer. The voter then retrieves and casts the ballot using the Verity Scan.

Verity Access is an Audio-Tactile Interface (ATI) intended for voters that cannot, or prefer not to, use the touchscreen. Verity Access includes two connection ports: the left connection port for headphones, and the right connection port for any dual-switch input device (such as tactile switches or sip-and-puff devices).

NOTE: *Software startup for each unit may take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting System to verify the authenticity of the software before allowing it to operate.*

Election Day—Morning Setup

VERITY TOUCH WRITER AND BALLOT PRINTER

STEP	TASK	IMAGE
1	**SETTING UP THE BALLOT PRINTER** ⇒ Remove the plastic **Ballot Printer** box from the ESC. ⇒ Remove the printer from the box and place on a table. NOTE: The **Verity Touch Writer Ballot Printer** will be marked with a green label and should be placed next to the Verity Touch Writer.	
2	⇒ Remove USB cable and printer power cord from the HART SUPPLIES purple bag. ⇒ Plug in the square end of the USB printer cable into the printer. (The flat end will be plugged into the Verity Touch Writer later.) ⇒ Insert the printer power cord into the printer and the other end into a power source.	
3	**BALLOT PAPER LOADING** ⇒ Remove white ballot paper transfer case (s) from the ESC. ⇒ Remove paper tray from the front of the printer. ⇒ Extend the blue paper guide. ⇒ Load ballot paper into tray and adjust guide to fit. ⇒ Reinsert and close the paper tray. ⇒ Place Ballot Printer on the printer table next to the Verity Touch Writer voting booth. STOP Do not power on the printer at this time.	

Election Day—Morning Setup

VERITY TOUCH WRITER AND BALLOT PRINTER

STEP	TASK
4	**SETTING UP THE VERITY TOUCH WRITER** ⇒ Remove the Verity Touch Writer from ESC. ⇒ Set Verity Touch Writer on top of the booth aligning foot pads with the indentations. ⇒ The handle on the front of the Touch Writer should face the same direction as the handle on the booth. ⇒ Stand at the front of the booth. Reach under the front of the booth top and push the latch away from you to secure the Touch Writer to the booth.
5	⇒ Remove the power brick and power cord from the purple cord storage bag. ⇒ Plug power cord into power brick. Then plug power brick into the back of the Verity Touch Writer (flat side up). STOP Do not plug the power cord into a power source yet. ⇒ Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity Touch Writer, with the notch facing up.

Election Day—Morning Setup

VERITY TOUCH WRITER AND BALLOT PRINTER SETUP

STEP	TASK	IMAGE
6	⇒ Unlatch and open the Verity Touch Writer. ⇒ Secure brace into place. *IMPORTANT: Never tilt a device up by the handle while cords are connected. This can damage the cord where it connects to the device, or cause damage to the device it-self.*	
7	**Unlock** (**A**), **unlatch** (**B**), and **remove** the tablet (**C**).	
8	**Seat** the tablet in the cradle (**A**), **tilt** it back (**B**), and **lock** it in place (**C**).	

Election Day—Morning Setup

VERITY TOUCH WRITER AND BALLOT PRINTER

STEP	TASK	IMAGE
9	⇒ Verify the Touch Writer security seal number against the Election Judge's receipt located in the Judge's Pick Up Envelope. ⇒ Record the seal number on the front of **ELECTION RESULTS ENVELOPE 1**. ⇒ If different, contact the Election Division at (630) 407-5577. STOP Do not break the security seal.	
10	⇒ Attach Privacy Screens to both sides of the booth.	
11	⇒ Plug the Verity Print power cord into a power source. A green light should illuminate on the power brick when AC power is present.	
12	The Ballot Printer must be turned on first before powering on the Verity Print. ⇒ Press the power switch on the bottom right side of the Ballot Printer to power it on.	 BALLOT PRINTER

Election Day—Morning Setup

VERITY TOUCH WRITER AND BALLOT PRINTER

STEP	TASK	IMAGE
13	⇒ Press the red button on the back of the Verity Touch Writer to power on. *The screen will turn bright and then dark. This is part of the startup process. Be patient. This process will take approximately five minutes. The screen will light up again and the start up process will continue.* ⇒ During the power on process, a **POWER-ON SELF TEST REPORT** will print on Touch Writer's built-in printer. This report will indicate any hardware or connection issues; if any issues are noted, check connections and power off the printer and Touch Writer. ⇒ Place report in the **ELECTION RESULTS ENVELOPE 1**.	 VERITY PRINT
14	When powered up for the first time, the Verity Touch Writer should display the **PRINT ZERO REPORT** screen. ⇒ Verify the date and time are correct ⇒ Verity number of ballots is zero. ⇒ Verify the battery is connected and charging. A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. 	
15	After the Verity Touch Writer finishes powering up and displays the **PRINT ZERO REPORT** screen: ⇒ Remove the Hand Scanner from the HART SUPPLIES purple bag. ⇒ Plug the Hand Scanner into the USB connection located above the report printer, ONLY after the Touch Writer displays **PRINT ZERO REPORT**.	
16	⇒ Select **PRINT ZERO REPORT**. ⇒ Verify number of ballots is zero on the printed report. ⇒ Place report in **ELECTION RESULTS ENVELOPE 1**.	

Election Day—Morning Setup

VERITY TOUCH WRITER AND BALLOT PRINTER SETUP

STEP	TASK	IMAGE
17	**ABOUT VERITY ACCESS** Verity Access is intended for voters that cannot, or prefer not to, use the touchscreen. Verity Access includes two connection ports: the left connection port for headphones, and the right connection port for any dual-switch input device (such as tactile switches or sip-and-puff devices). With Verity Access, a voter can: ♦ Navigate through a ballot with the Move wheel ♦ Make selections on a ballot with the Select button ♦ Activate help text using the Help button.	
18	**INSTALLING HEADPHONES AND TACTILE SWITCHES** ⇒ Remove headphones and sanitary ear covers from the **Hart Supplies** purple bag. ⇒ Lift the Verity Access from its cradle. ⇒ Plug the headphones into the headphone port on the top left of the Verity Access. ⇒ Stretch the disposable headphone ear covers over the headphone cups. ⇒ Plug the tactile switches, sip-and-puff, or any other dual-switch input device into the port on the top right of the Verity Access. (Used on rare occasions; Voter will supply their own device)	
19	**POLL WORKER BUTTON** The blue poll worker button is located on the back of Verity Touch Writer. This button is used for certain actions such as printing reports and activating ballots.	

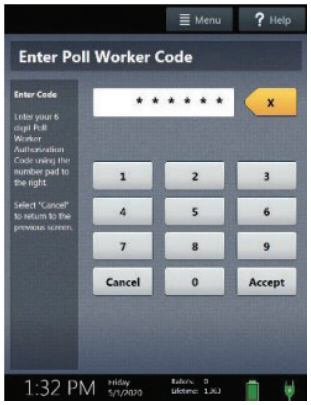
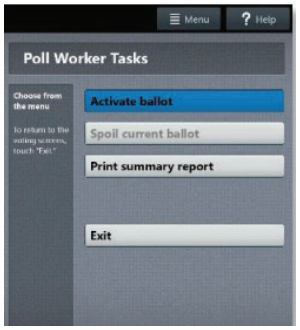
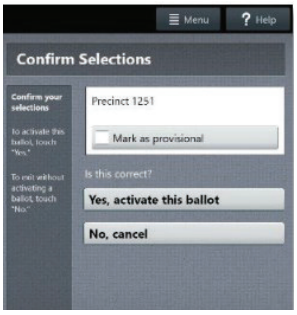
Election Day—Morning Setup

VERITY TOUCH WRITER AND BALLOT PRINTER

STEP	TASK	IMAGE
20	**OPEN THE POLLS** ⇒ Press **OPEN THE POLLS** on the front of the Touch Writer. ⇒ Enter **OPEN POLLS CODE** found in the judges Pickup Envelope. ⇒ Press ACCEPT. ⇒ The Verity Touch will print the **OPEN POLLS REPORT**. ⇒ Place report in **ELECTIONS RESULTS ENVELOPE #1**. The **READY FOR USE** screen will appear when the Touch Writer is ready.	

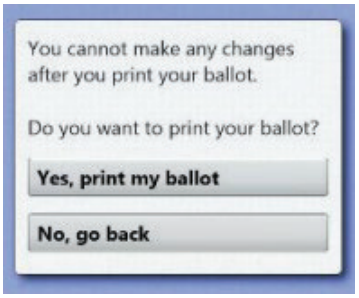
Election Day—Morning Setup

VERITY TOUCH WRITER—PROCESSING VOTERS

STEP	TASK	IMAGE
1	**Verity Touch Writer** will be used to activate a ballot and allow the Voter to begin Voting. When finished Voting, the Voter will print the marked Ballot and cast Ballot in Verity Scan. ⇒ When the device is ready to be used for marking ballots, the **READY FOR USE** screen will display. ⇒ Press and hold your finger on the **READY FOR USE** button to continue. (or, alternately, press the blue poll worker button the back of the Touch Writer). ⇒ Enter **Poll Worker Code** found in the **JUDGE'S PICKUP ENVELOPE.**	 
2	⇒ Select **Activate Ballot**. ⇒ Use Hand Scanner attached to the **Verity Touch Writer** to scan the **Voter Authorization Receipt** from Poll Pad. ⇒ Ensure the ballot style on the Verity Touch Writer screen matches the **Voter Authorization Receipt.** If the precinct and/or party are incorrect, select **NO, cancel** and return to the main menu.	 

Election Day—Morning Setup

VERITY TOUCH WRITER—PROCESSING VOTERS

STEP	TASK	IMAGE
3	⇒ Once Voter completes and accepts the votes on the screen, a Ballot will print with their selections.	
4	⇒ Provide voter with **Ballot Privacy Cover**. ⇒ Place **Voter Authorization Receipt** in plastic pencil case. ⇒ Direct Voter to the **Ballot Box**. ⇒ Once at the Ballot Box: • *Judge*—prior to Voter casting Ballot into the **Verity Scan**, initial top of ballot using a *blue* pen. • *Voter*—return privacy cover. • *Voter*—cast Ballot using Verity Scan. • *Judge*—hand Voter an I VOTED sticker.	 VERITY SCAN ON BALLOT BOX

Election Day—Morning Setup

VERITY TOUCH WRITER AND BALLOT PRINTER - Operating The Report Printer

TASK	IMAGE
REPORT PRINTER OPERATION The report printer is located on the right-hand side of the Verity Print.	
OPENING THE PAPER COMPARTMNET While standing in front of the device, pull the lever on the top of the printer cover towards you and lift up to open the paper compartment.	
TO REPLACE PAPER Place the new paper roll into the printer as shown. Paper must roll up from the bottom.	
CLOSING THE PRINTER COVER The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper.	

Election Day—Morning Setup

VOTE BY MAIL DROP BOX

Voters who receive a Vote By Mail (VBM) ballot may return it to the Election Division by **mail** or by dropping it off at a designated **Vote By Mail Drop Box**.

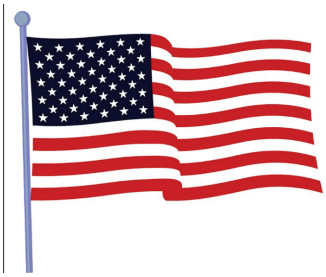
On Election Day a **Vote By Mail Drop Box** will be located inside each Polling Place for collecting **completed**, **sealed** and **signed** Vote By Mail Ballot Envelopes dropped off by the voter or a designee.

STEP	TASK	IMAGE
1	**BLUE ROLLING CASE** ⇒ Remove **Blue Rolling Case** from the ESC. ⇒ Remove the **White Ballot Paper Transfer Cases** from the Blue Rolling Case and place back into the ESC to be opened on Election Morning. ⇒ Verify that the Blue Rolling Case is now empty. ⇒ Place **Blue Rolling Case** near a Check-In table.	
2	**VOTE BY MAIL DROP BOX SETUP** ⇒ Unzip side pocket, remove lock and chain. ⇒ Wrap chain around a heavy object, such as a table leg. ⇒ Use yellow key from the blue Pick Up Judge carrier pouch, to unlock. ⇒ Lock in place.	
3	**SECURE VOTE BY MAIL DROP BOX** ⇒ Pull zipper completely to close. ⇒ Snap black plastic chamber to close. ⇒ Insert seal's twin arrowheads into the two small rectangular openings and push until they click into place. *Note*: The seal number does not need to be recorded, however it should be checked throughout the day to ensure the seal is not broken.	
4	**OPEN INSERT BALLOT SLOT** ⇒ Place fingers on the raised grooves. ⇒ Pull towards you to reveal ballot slot. The **VOTE BY MAIL DROP BOX** is now ready for use.	

Election Day—Morning Setup

POLLING PLACE SUPPLIES

American Flag



⇒ Remove the **American Flag** from the ESC.

⇒ Plant the flag into the ground outside the Polling Place building entrance. If the flag pole is unable to be put into the ground, seek out another option to prop up the flag such as a traffic cone or flower pot.

Directional Sign(s)

Interior Poster

Directional signs are used to guide voters to the Polling Place.

Interior Posters: Posters found in the FOR SETUP ENVELOPE, should be hung inside the building directing voters to the Polling Place room.

Exterior Sign(s): Plastic A-Frame Signs, found on top of the ESC should be placed outside the building, directing voters to the building entrance for voting.

Exterior A-Frame Sign

- **ONE SIGN:** All Polling Places will receive at least one A-Frame Sign. Place sign outside of the building so it may be seen from the street or parking lot with the arrow pointing to the entrance.
- **TWO OR MORE SIGNS—** Large or complex properties may receive additional signs to help direct voters from the street to Polling Place building entrance.
- **PRESET SIGNS —** A handful of Polling Places will notice signs already setup by the Election Division. These signs will be dropped off, setup, and picked up by the Election Division after the polls close.
  Do not remove signs or pack in ESC.

No Electioneering Cone

⇒ Remove blue cone(s) from the ESC.

⇒ Set Cone(s) 100 Feet from the entrance of the Polling Place room.

Election Day—Morning Setup

AMERICANS WITH DISABILITIES ACT (ADA) EQUIPMENT

ADA Parking Kit

The ADA parking kit converts a standard parking space into an ADA space. Kits are provided to Polling Places that may not have suitable ADA parking near the Polling Place entrance. Polling Places requiring kits will be identified by the Election Division during a site visit. NOTE: Some Polling Places may also receive an **Alternative Entrance Sign Kit** and/or **Doorbell Kit** as well.

KIT COMPONENTS

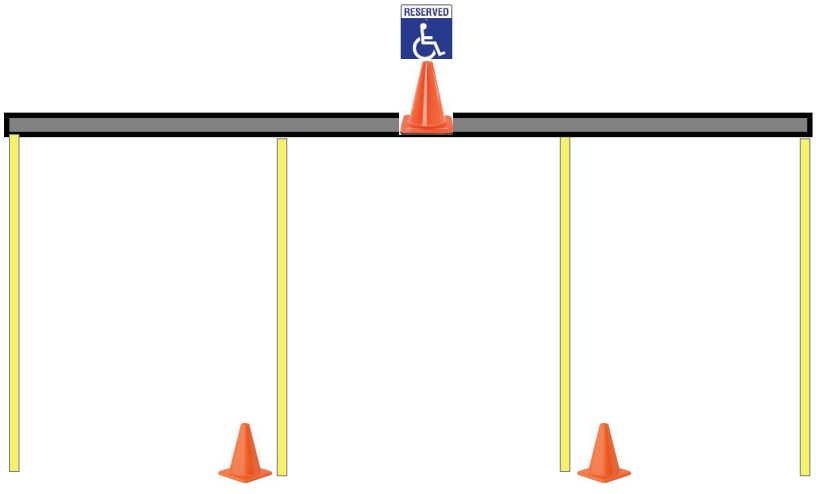
Base
Stand (2 parts)
Sign
3-Orange cones

ASSEMBLY

1. Connect the 2 stand parts.
2. Twist the bottom of the stand into the base.
3. Connect sign to the stand

PLACEMENT

1. Place the completed sign at the front of the parking space.
2. Place an orange cone onto the stand to weigh it down.
3. Place the two remaining cones at the ends of the parking space.



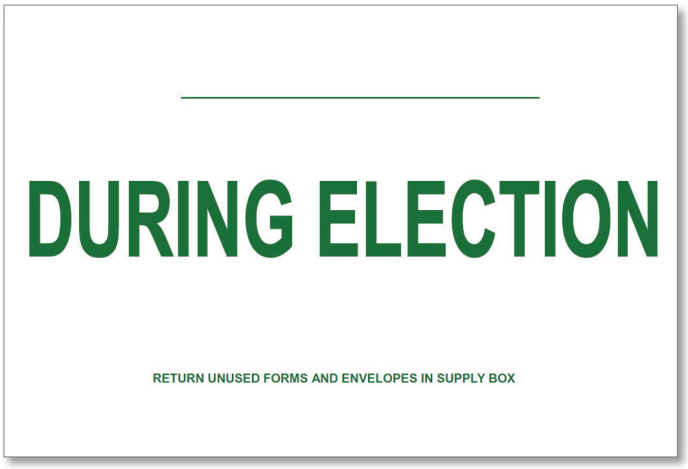
ADA PARKING KIT

Election Day

DURING ELECTION ENVELOPE

The following materials are located in the **DURING ELECTION** envelope.

Election Day – During Election Materials



- Demonstration Ballot
- Narrative for Verity Scan
- Narrative Verity Touch Writer
- Ballot Privacy Cover
- Voter Authorization Receipt Envelope
- Voters Spoiled Ballot Security Envelope
- Spoiled Ballot Envelope
- Pollwatcher Envelope
- Vote By Mail Carrier Pouch
- Report To Election Authority By Judge of Election (green)
- Judge of Election Suggestion Sheet (pink)

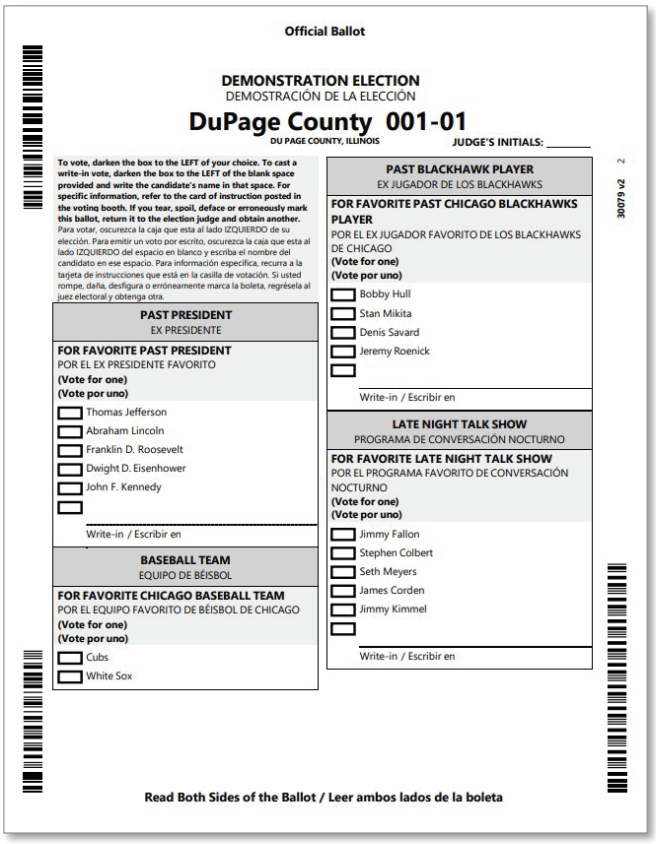
Election Day Quick Guides for Equipment Setup and Close Down

- Poll Pad Setup and Closing
- Verity Print Setup and Closing
- Verity Scan Setup and Closing
- Verity Touch Writer Setup and Closing

Election Day

DEMONSTRATION BALLOT

Use the 2-sided, laminated **DEMONSTRATION BALLOT** with dry erase marker to provide voters instructions on how to complete a ballot.



Official Ballot

DEMONSTRATION ELECTION
DEMOSTRACIÓN DE LA ELECCIÓN

DuPage County 001-01
DU PAGE COUNTY, ILLINOIS

JUDGE'S INITIALS: _____

30079 v2 2

To vote, darken the box to the LEFT of your choice. To cast a write-in vote, darken the box to the LEFT of the blank space provided and write the candidate's name in that space. For specific information, refer to the card of instruction posted in the voting booth. If you tear, spoil, deface or erroneously mark this ballot, return it to the election judge and obtain another.
Para votar, oscurezca la caja que esta al lado IZQUIERDO de su elección. Para emitir un voto por escrito, oscurezca la caja que esta al lado IZQUIERDO del espacio en blanco y escriba el nombre del candidato en ese espacio. Para información específica, recurra a la tarjeta de instrucciones que está en la casilla de votación. Si usted rompe, daña, desfigura o erróneamente marca la boleta, regrésela al juez electoral y obtenga otra.

PAST PRESIDENT
EX PRESIDENTE

FOR FAVORITE PAST PRESIDENT
POR EL EX PRESIDENTE FAVORITO
(Vote for one)
(Vote por uno)

- ☐ Thomas Jefferson
- ☐ Abraham Lincoln
- ☐ Franklin D. Roosevelt
- ☐ Dwight D. Eisenhower
- ☐ John F. Kennedy
- ☐

Write-in / Escribir en

BASEBALL TEAM
EQUIPO DE BÉISBOL

FOR FAVORITE CHICAGO BASEBALL TEAM
POR EL EQUIPO FAVORITO DE BÉISBOL DE CHICAGO
(Vote for one)
(Vote por uno)

- ☐ Cubs
- ☐ White Sox

PAST BLACKHAWK PLAYER
EX JUGADOR DE LOS BLACKHAWKS

FOR FAVORITE PAST CHICAGO BLACKHAWKS PLAYER
POR EL EX JUGADOR FAVORITO DE LOS BLACKHAWKS DE CHICAGO
(Vote for one)
(Vote por uno)

- ☐ Bobby Hull
- ☐ Stan Mikita
- ☐ Denis Savard
- ☐ Jeremy Roenick
- ☐

Write-in / Escribir en

LATE NIGHT TALK SHOW
PROGRAMA DE CONVERSACIÓN NOCTURNO

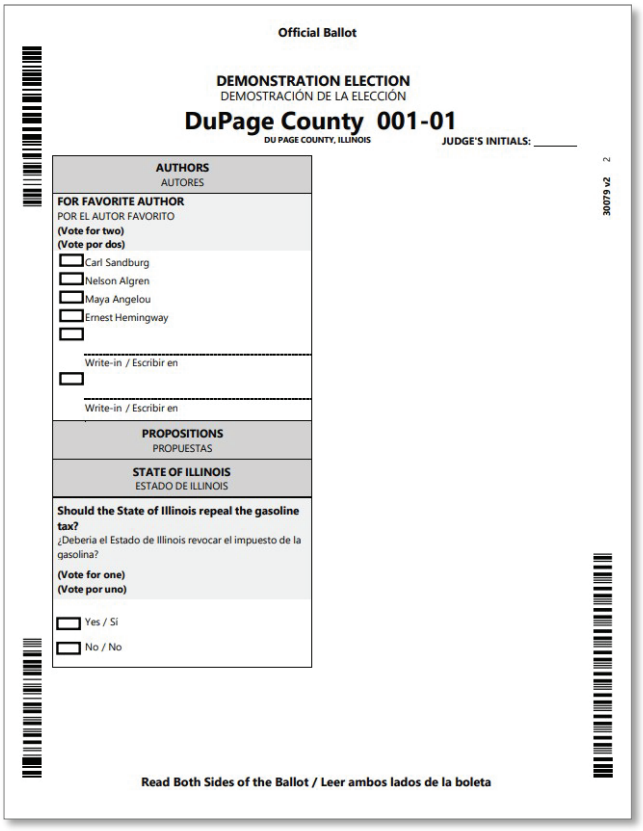
FOR FAVORITE LATE NIGHT TALK SHOW
POR EL PROGRAMA FAVORITO DE CONVERSACIÓN NOCTURNO
(Vote for one)
(Vote por uno)

- ☐ Jimmy Fallon
- ☐ Stephen Colbert
- ☐ Seth Meyers
- ☐ James Corden
- ☐ Jimmy Kimmel
- ☐

Write-in / Escribir en

Read Both Sides of the Ballot / Leer ambos lados de la boleta

FRONT



Official Ballot

DEMONSTRATION ELECTION
DEMOSTRACIÓN DE LA ELECCIÓN

DuPage County 001-01
DU PAGE COUNTY, ILLINOIS

JUDGE'S INITIALS: _____

30079 v2 2

AUTHORS
AUTORES

FOR FAVORITE AUTHOR
POR EL AUTOR FAVORITO
(Vote for two)
(Vote por dos)

- ☐ Carl Sandburg
- ☐ Nelson Algren
- ☐ Maya Angelou
- ☐ Ernest Hemingway
- ☐

Write-in / Escribir en

☐

Write-in / Escribir en

PROPOSITIONS
PROPUESTAS

STATE OF ILLINOIS
ESTADO DE ILLINOIS

Should the State of Illinois repeal the gasoline tax?
¿Deberia el Estado de Illinois revocar el impuesto de la gasolina?
(Vote for one)
(Vote por uno)

- ☐ Yes / Si
- ☐ No / No

Read Both Sides of the Ballot / Leer ambos lados de la boleta

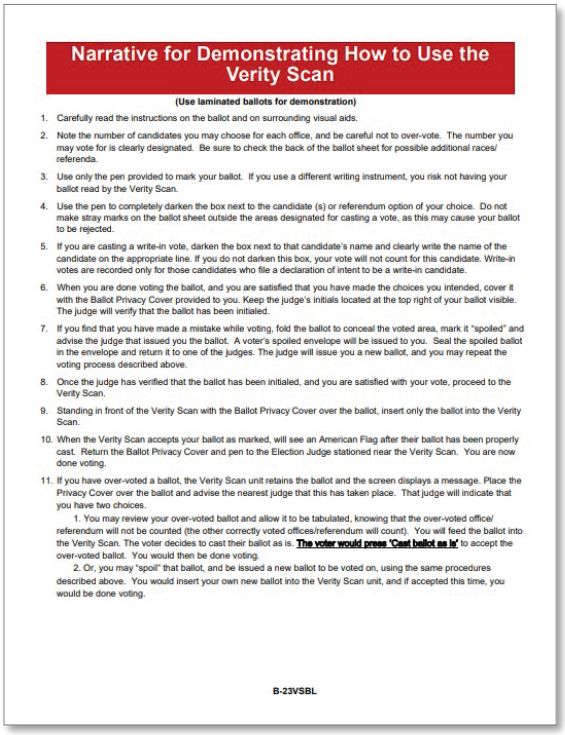
BACK

Election Day

NARRATIVE FOR VERITY SCAN DEMONSTRATION

Step by step instructions for voters on how to use the **Verity Scan**.
Use the laminated sample ballot when demonstrating for voter.

Envelope will contain both an English and Spanish version.



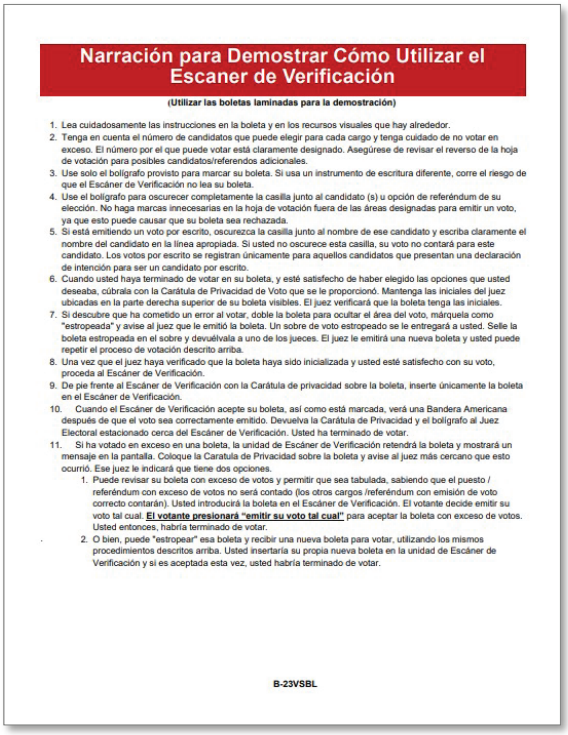
Narrative for Demonstrating How to Use the Verity Scan

(Use laminated ballots for demonstration)

1. Carefully read the instructions on the ballot and on surrounding visual aids.
2. Note the number of candidates you may choose for each office, and be careful not to over-vote. The number you may vote for is clearly designated. Be sure to check the back of the ballot sheet for possible additional races/ referenda.
3. Use only the pen provided to mark your ballot. If you use a different writing instrument, you risk not having your ballot read by the Verity Scan.
4. Use the pen to completely darken the box next to the candidate (s) or referendum option of your choice. Do not make stray marks on the ballot sheet outside the areas designated for casting a vote, as this may cause your ballot to be rejected.
5. If you are casting a write-in vote, darken the box next to that candidate's name and clearly write the name of the candidate on the appropriate line. If you do not darken this box, your vote will not count for this candidate. Write-in votes are recorded only for those candidates who file a declaration of intent to be a write-in candidate.
6. When you are done voting the ballot, and you are satisfied that you have made the choices you intended, cover it with the Ballot Privacy Cover provided to you. Keep the judge's initials located at the top right of your ballot visible. The judge will verify that the ballot has been initialed.
7. If you find that you have made a mistake while voting, fold the ballot to conceal the voted area, mark it "spoiled" and advise the judge that issued you the ballot. A voter's spoiled envelope will be issued to you. Seal the spoiled ballot in the envelope and return it to one of the judges. The judge will issue you a new ballot, and you may repeat the voting process described above.
8. Once the judge has verified that the ballot has been initialed, and you are satisfied with your vote, proceed to the Verity Scan.
9. Standing in front of the Verity Scan with the Ballot Privacy Cover over the ballot, insert only the ballot into the Verity Scan.
10. When the Verity Scan accepts your ballot as marked, will see an American Flag after their ballot has been properly cast. Return the Ballot Privacy Cover and pen to the Election Judge stationed near the Verity Scan. You are now done voting.
11. If you have over-voted a ballot, the Verity Scan unit retains the ballot and the screen displays a message. Place the Privacy Cover over the ballot and advise the nearest judge that this has taken place. That judge will indicate that you have two choices.
    1. You may review your over-voted ballot and allow it to be tabulated, knowing that the over-voted office/ referendum will not be counted (the other correctly voted offices/referendum will count). You will feed the ballot into the Verity Scan. The voter decides to cast their ballot as is. **The voter would press 'Cast ballot as is'** to accept the over-voted ballot. You would then be done voting.
    2. Or, you may "spoil" that ballot, and be issued a new ballot to be voted on, using the same procedures described above. You would insert your own new ballot into the Verity Scan unit, and if accepted this time, you would be done voting.

B-23VSBL

ENGLISH



Narración para Demostrar Cómo Utilizar el Escaner de Verificación

(Utilizar las boletas laminadas para la demostración)

1. Lea cuidadosamente las instrucciones en la boleta y en los recursos visuales que hay alrededor.
2. Tenga en cuenta el número de candidatos que puede elegir para cada cargo y tenga cuidado de no votar en exceso. El número por el que puede votar está claramente designado. Asegúrese de revisar el reverso de la hoja de votación para posibles candidatos/referendos adicionales.
3. Use solo el bolígrafo provisto para marcar su boleta. Si usa un instrumento de escritura diferente, corre el riesgo de que el Escáner de Verificación no lea su boleta.
4. Use el bolígrafo para oscurecer completamente la casilla junto al candidato (s) u opción de referéndum de su elección. No haga marcas innecesarias en la hoja de votación fuera de las áreas designadas para emitir un voto, ya que esto puede causar que su boleta sea rechazada.
5. Si está emitiendo un voto por escrito, oscurezca la casilla junto al nombre de ese candidato y escriba claramente el nombre del candidato en la línea apropiada. Si usted no oscurece esta casilla, su voto no contará para este candidato. Los votos por escrito se registran únicamente para aquellos candidatos que presentan una declaración de intención para ser un candidato por escrito.
6. Cuando usted haya terminado de votar en su boleta, y esté satisfecho de haber elegido las opciones que usted deseaba, cúbrala con la Carátula de Privacidad de Voto que se le proporcionó. Mantenga las iniciales del juez ubicadas en la parte derecha superior de su boleta visibles. El juez verificará que la boleta tenga las iniciales.
7. Si descubre que ha cometido un error al votar, doble la boleta para ocultar el área del voto, márquela como "estropeada" y avise al juez que le emitió la boleta. Un sobre de voto estropeado se le entregará a usted. Selle la boleta estropeada en el sobre y devuélvala a uno de los jueces. El juez le emitirá una nueva boleta y usted puede repetir el proceso de votación descrito arriba.
8. Una vez que el juez haya verificado que la boleta haya sido inicializada y usted esté satisfecho con su voto, proceda al Escáner de Verificación.
9. De pie frente al Escáner de Verificación con la Carátula de privacidad sobre la boleta, inserte únicamente la boleta en el Escáner de Verificación.
10. Cuando el Escáner de Verificación acepte su boleta, así como está marcada, verá una Bandera Americana después de que el voto sea correctamente emitido. Devuelva la Carátula de Privacidad y el bolígrafo al Juez Electoral estacionado cerca del Escáner de Verificación. Usted ha terminado de votar.
11. Si ha votado en exceso en una boleta, la unidad de Escáner de Verificación retendrá la boleta y mostrará un mensaje en la pantalla. Coloque la Caratula de Privacidad sobre la boleta y avise al juez más cercano que esto ocurrió. Ese juez le indicará que tiene dos opciones.
    1. Puede revisar su boleta con exceso de votos y permitir que sea tabulada, sabiendo que el puesto / referéndum con exceso de votos no será contado (los otros cargos /referéndum con emisión de voto correcto contarán). Usted introducirá la boleta en el Escáner de Verificación. El votante decide emitir su voto tal cual. **El votante presionará "emitir su voto tal cual"** para aceptar la boleta con exceso de votos. Usted entonces, habría terminado de votar.
    2. O bien, puede "estropear" esa boleta y recibir una nueva boleta para votar, utilizando los mismos procedimientos descritos arriba. Usted insertaría su propia nueva boleta en la unidad de Escáner de Verificación y si es aceptada esta vez, usted habría terminado de votar.

B-23VSBL

SPANISH

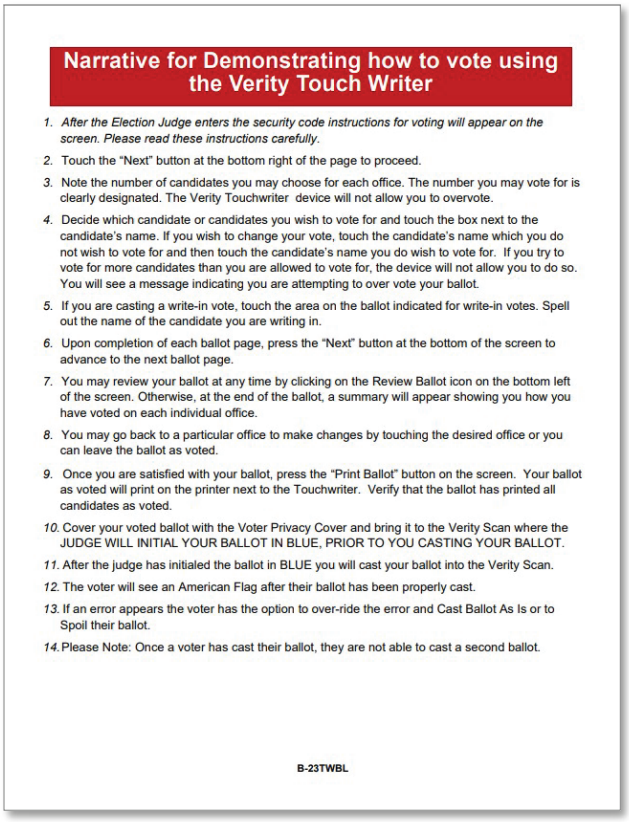
Election Day

NARRATIVE FOR VERITY TOUCH WRITER DEMONSTRATION

Step by step instructions for voters on how to use the **Verity Touch Writer**.

Use the laminated sample ballot when demonstrating for voter.

Envelope will contain both an English and Spanish version.

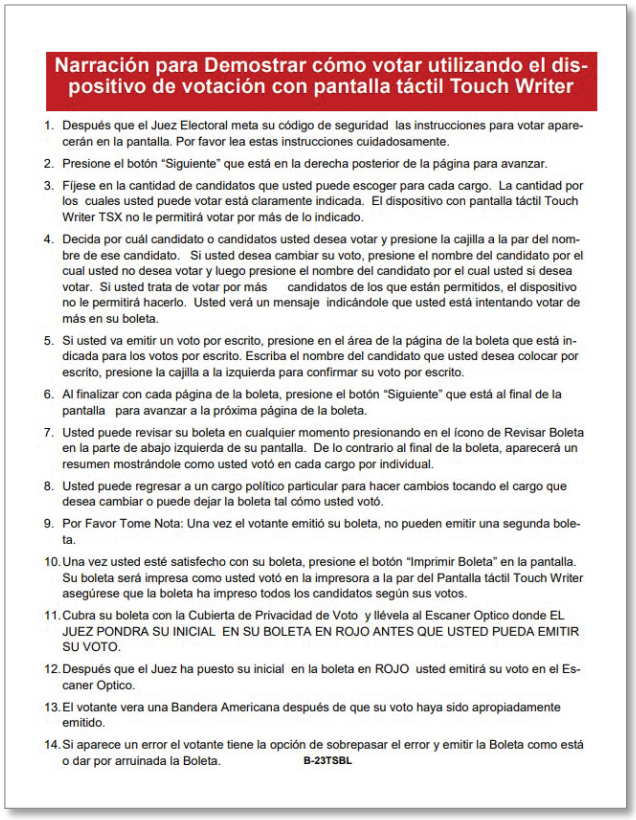


Narrative for Demonstrating how to vote using the Verity Touch Writer

1. *After the Election Judge enters the security code instructions for voting will appear on the screen. Please read these instructions carefully.*
2. Touch the "Next" button at the bottom right of the page to proceed.
3. Note the number of candidates you may choose for each office. The number you may vote for is clearly designated. The Verity Touchwriter device will not allow you to overvote.
4. Decide which candidate or candidates you wish to vote for and touch the box next to the candidate's name. If you wish to change your vote, touch the candidate's name which you do not wish to vote for and then touch the candidate's name you do wish to vote for. If you try to vote for more candidates than you are allowed to vote for, the device will not allow you to do so. You will see a message indicating you are attempting to over vote your ballot.
5. If you are casting a write-in vote, touch the area on the ballot indicated for write-in votes. Spell out the name of the candidate you are writing in.
6. Upon completion of each ballot page, press the "Next" button at the bottom of the screen to advance to the next ballot page.
7. You may review your ballot at any time by clicking on the Review Ballot icon on the bottom left of the screen. Otherwise, at the end of the ballot, a summary will appear showing you how you have voted on each individual office.
8. You may go back to a particular office to make changes by touching the desired office or you can leave the ballot as voted.
9. Once you are satisfied with your ballot, press the "Print Ballot" button on the screen. Your ballot as voted will print on the printer next to the Touchwriter. Verify that the ballot has printed all candidates as voted.
10. Cover your voted ballot with the Voter Privacy Cover and bring it to the Verity Scan where the JUDGE WILL INITIAL YOUR BALLOT IN BLUE, PRIOR TO YOU CASTING YOUR BALLOT.
11. After the judge has initialed the ballot in BLUE you will cast your ballot into the Verity Scan.
12. The voter will see an American Flag after their ballot has been properly cast.
13. If an error appears the voter has the option to over-ride the error and Cast Ballot As Is or to Spoil their ballot.
14. Please Note: Once a voter has cast their ballot, they are not able to cast a second ballot.

B-23TWBL

ENGLISH



Narración para Demostrar cómo votar utilizando el dispositivo de votación con pantalla táctil Touch Writer

1. Después que el Juez Electoral meta su código de seguridad las instrucciones para votar aparecerán en la pantalla. Por favor lea estas instrucciones cuidadosamente.
2. Presione el botón "Siguiente" que está en la derecha posterior de la página para avanzar.
3. Fíjese en la cantidad de candidatos que usted puede escoger para cada cargo. La cantidad por los cuales usted puede votar está claramente indicada. El dispositivo con pantalla táctil Touch Writer TSX no le permitirá votar por más de lo indicado.
4. Decida por cuál candidato o candidatos usted desea votar y presione la cajilla a la par del nombre de ese candidato. Si usted desea cambiar su voto, presione el nombre del candidato por el cual usted no desea votar y luego presione el nombre del candidato por el cual usted si desea votar. Si usted trata de votar por más candidatos de los que están permitidos, el dispositivo no le permitirá hacerlo. Usted verá un mensaje indicándole que usted está intentando votar de más en su boleta.
5. Si usted va emitir un voto por escrito, presione en el área de la página de la boleta que está indicada para los votos por escrito. Escriba el nombre del candidato que usted desea colocar por escrito, presione la cajilla a la izquierda para confirmar su voto por escrito.
6. Al finalizar con cada página de la boleta, presione el botón "Siguiente" que está al final de la pantalla para avanzar a la próxima página de la boleta.
7. Usted puede revisar su boleta en cualquier momento presionando en el ícono de Revisar Boleta en la parte de abajo izquierda de su pantalla. De lo contrario al final de la boleta, aparecerá un resumen mostrándole como usted votó en cada cargo por individual.
8. Usted puede regresar a un cargo político particular para hacer cambios tocando el cargo que desea cambiar o puede dejar la boleta tal cómo usted votó.
9. Por Favor Tome Nota: Una vez el votante emitió su boleta, no pueden emitir una segunda boleta.
10. Una vez usted esté satisfecho con su boleta, presione el botón "Imprimir Boleta" en la pantalla. Su boleta será impresa como usted votó en la impresora a la par del Pantalla táctil Touch Writer asegúrese que la boleta ha impreso todos los candidatos según sus votos.
11. Cubra su boleta con la Cubierta de Privacidad de Voto y llévela al Escaner Optico donde EL JUEZ PONDRA SU INICIAL EN SU BOLETA EN ROJO ANTES QUE USTED PUEDA EMITIR SU VOTO.
12. Después que el Juez ha puesto su inicial en la boleta en ROJO usted emitirá su voto en el Escaner Optico.
13. El votante vera una Bandera Americana después de que su voto haya sido apropiadamente emitido.
14. Si aparece un error el votante tiene la opción de sobrepasar el error y emitir la Boleta como está o dar por arruinada la Boleta.

B-23TSBL

SPANISH

Election Day

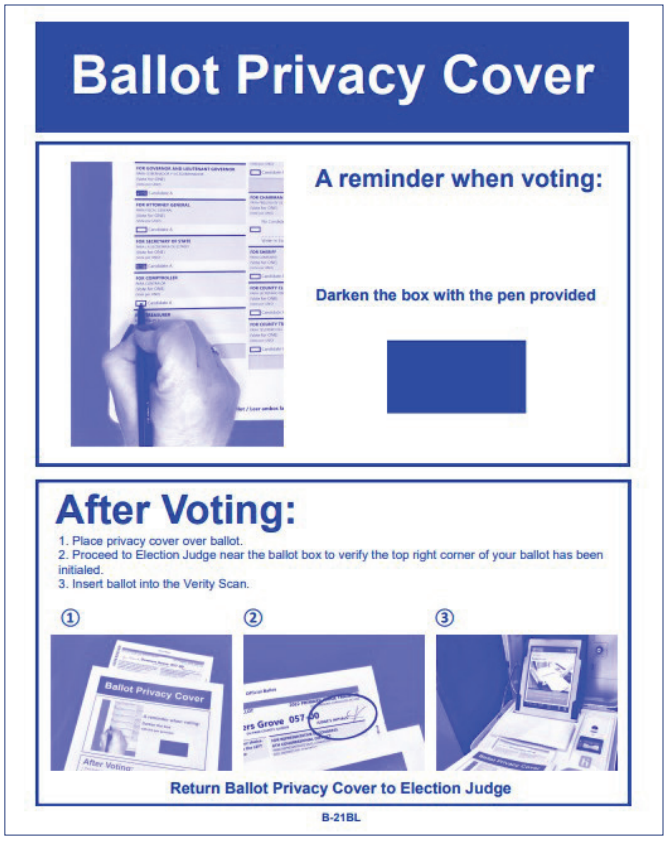
BALLOT PRIVACY COVER

The **BALLOT PRIVACY COVER** provides the voter privacy as they mark their ballot and carry it to the Verity Scan. The Privacy Cover is 2-sided with instructions in **English** on the front and **Spanish** on back.

⇒ Offer a privacy cover to every voter.

⇒ When the voter is ready to place their ballot into the Verity Scan, instruct them to pull back their **BALLOT PRIVACY COVER** to display the Judges' initials in the top right corner of their ballot.

⇒ Once you have verified the ballot has been initialed, the voter may insert ballot into the **Verity Scan**. Take the voter's privacy cover and hand them an I VOTED STICKER.



FRONT—ENGLISH

BACK—SPANISH

Election Day

VOTER AUTHORIZATION RECEIPT ENVELOPE

⇒ When processing Voters on Election Day, place all **Voter Authorization Receipts** in the Voter Authorization Receipt Box. (a.k.a. pencil box).

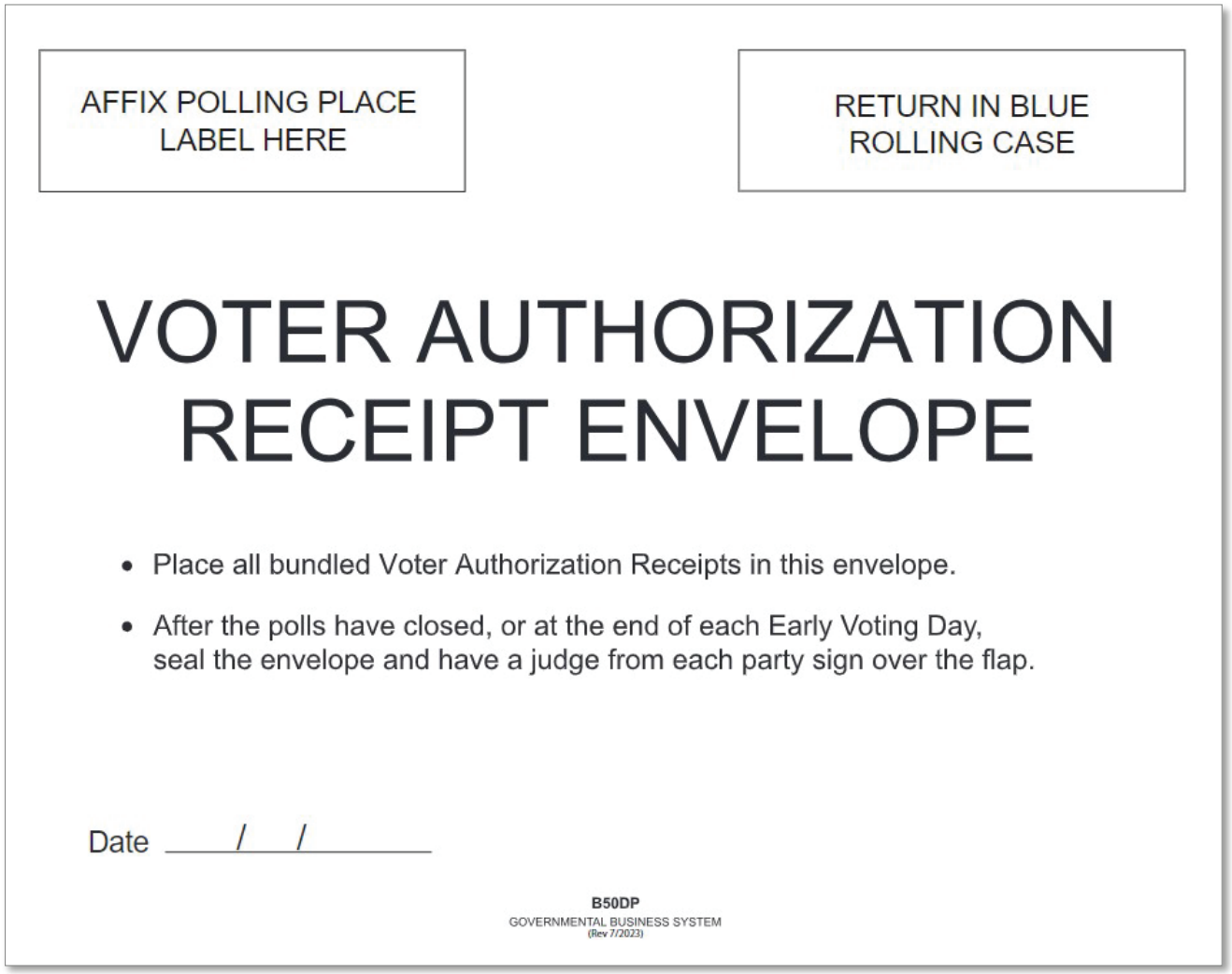
⇒ Once the box is full, rubber band the stack of Voter Authorization Receipts and place in the **VOTER AUTHORIZATION RECEIPT ENVELOPE.** Repeat as needed throughout the day.

⇒ After the Polls Close, remove all Voter Authorization Receipts from the Voter Authorization Receipt Boxes and place them in the **VOTER AUTHORIZATION RECEIPT ENVELOPE**.

⇒ Seal and complete the envelope.

⇒ One Judge from each party must sign their name over the envelope flap.

⇒ Place envelope in **BLUE ROLLING CASE** for return to the Election Division.

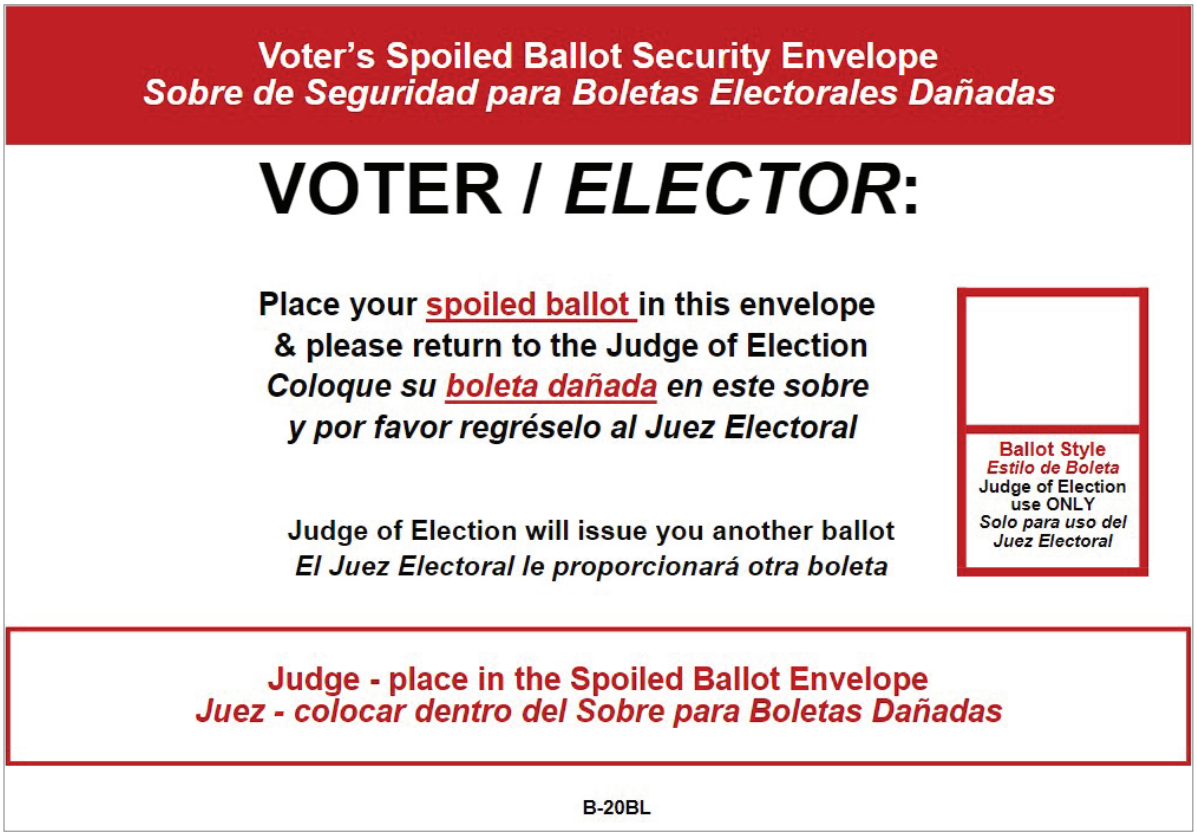


Election Day

VOTER'S SPOILED BALLOT SECURITY ENVELOPE

When spoiling a ballot provide the Voter with a **VOTER'S SPOILED BALLOT SECURITY ENVELOPE.**

1. Voter must place their **spoiled ballot** in the envelope and return it to the Election Judge.
2. Election Judge then places the **VOTER'S SPOILED BALLOT SECURITY ENVELOPE** into the large white **SPOILED BALLOT ENVELOPE** shown on next page.

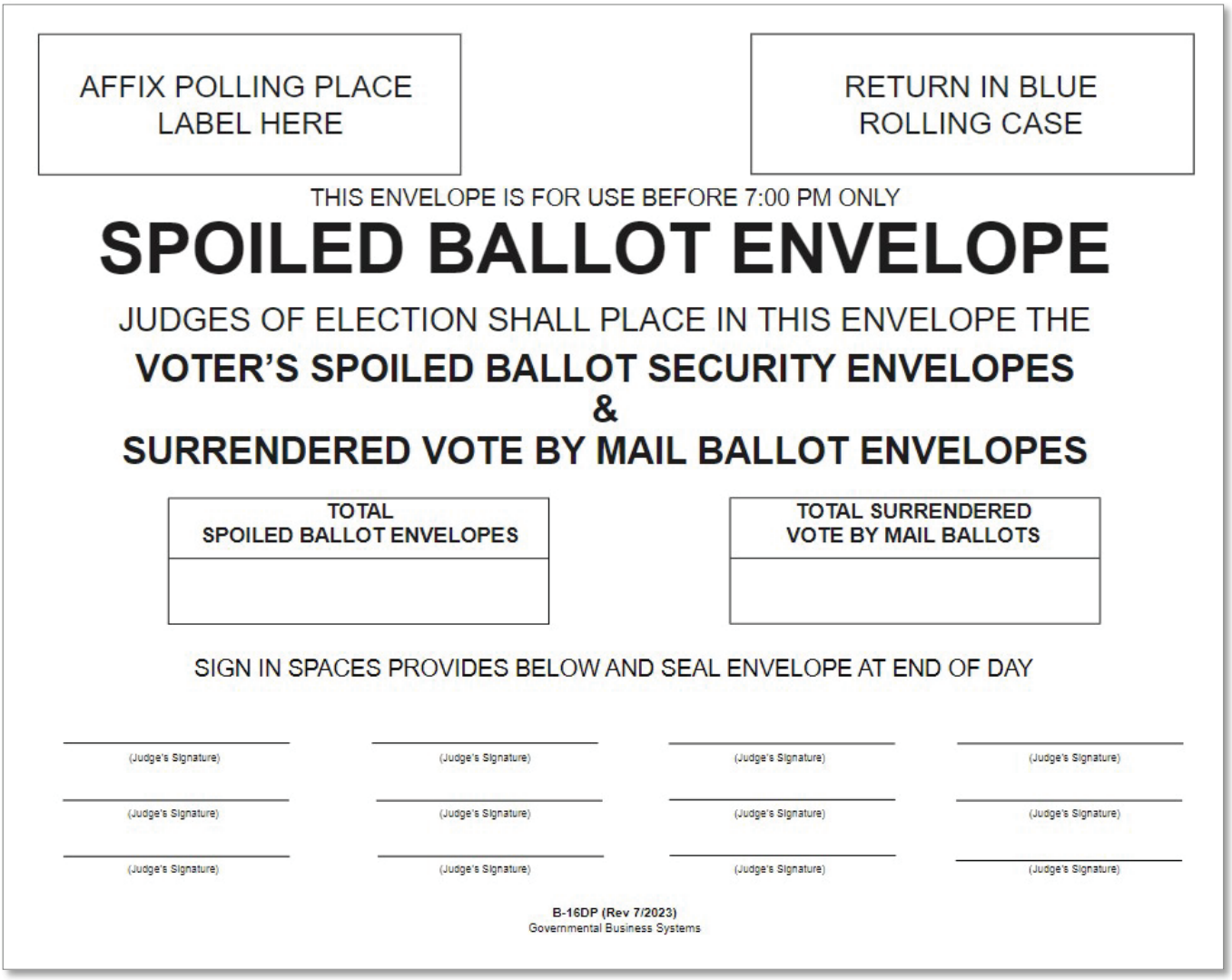


Election Day

SPOILED BALLOT ENVELOPE

The **SPOILED BALLOT ENVELOPE** is used for collecting ALL **VOTER'S SPOILED BALLOT SECURITY ENVELOPES** turned in on Election Day.

1. Voter returns their **VOTERS SPOILED BALLOT SECURITY ENVELOPE** to an Election Judge.
2. Judge places it into the large white **SPOILED BALLOT ENVELOPE**.
3. After the Polls close, Judges complete and sign the outside of the **SPOILED BALLOT ENVELOPE**.
4. Put **SPOILED BALLOT ENVELOPE** in the **BLUE ROLLING CASE**.



AFFIX POLLING PLACE LABEL HERE

RETURN IN BLUE ROLLING CASE

THIS ENVELOPE IS FOR USE BEFORE 7:00 PM ONLY

SPOILED BALLOT ENVELOPE

JUDGES OF ELECTION SHALL PLACE IN THIS ENVELOPE THE

VOTER'S SPOILED BALLOT SECURITY ENVELOPES

&

SURRENDERED VOTE BY MAIL BALLOT ENVELOPES

TOTAL SPOILED BALLOT ENVELOPES	TOTAL SURRENDERED VOTE BY MAIL BALLOTS

SIGN IN SPACES PROVIDES BELOW AND SEAL ENVELOPE AT END OF DAY

(Judge's Signature) (Judge's Signature) (Judge's Signature) (Judge's Signature)

(Judge's Signature) (Judge's Signature) (Judge's Signature) (Judge's Signature)

(Judge's Signature) (Judge's Signature) (Judge's Signature) (Judge's Signature)

B-16DP (Rev 7/2023)
Governmental Business Systems

Election Day

POLLWATCHER ENVELOPE

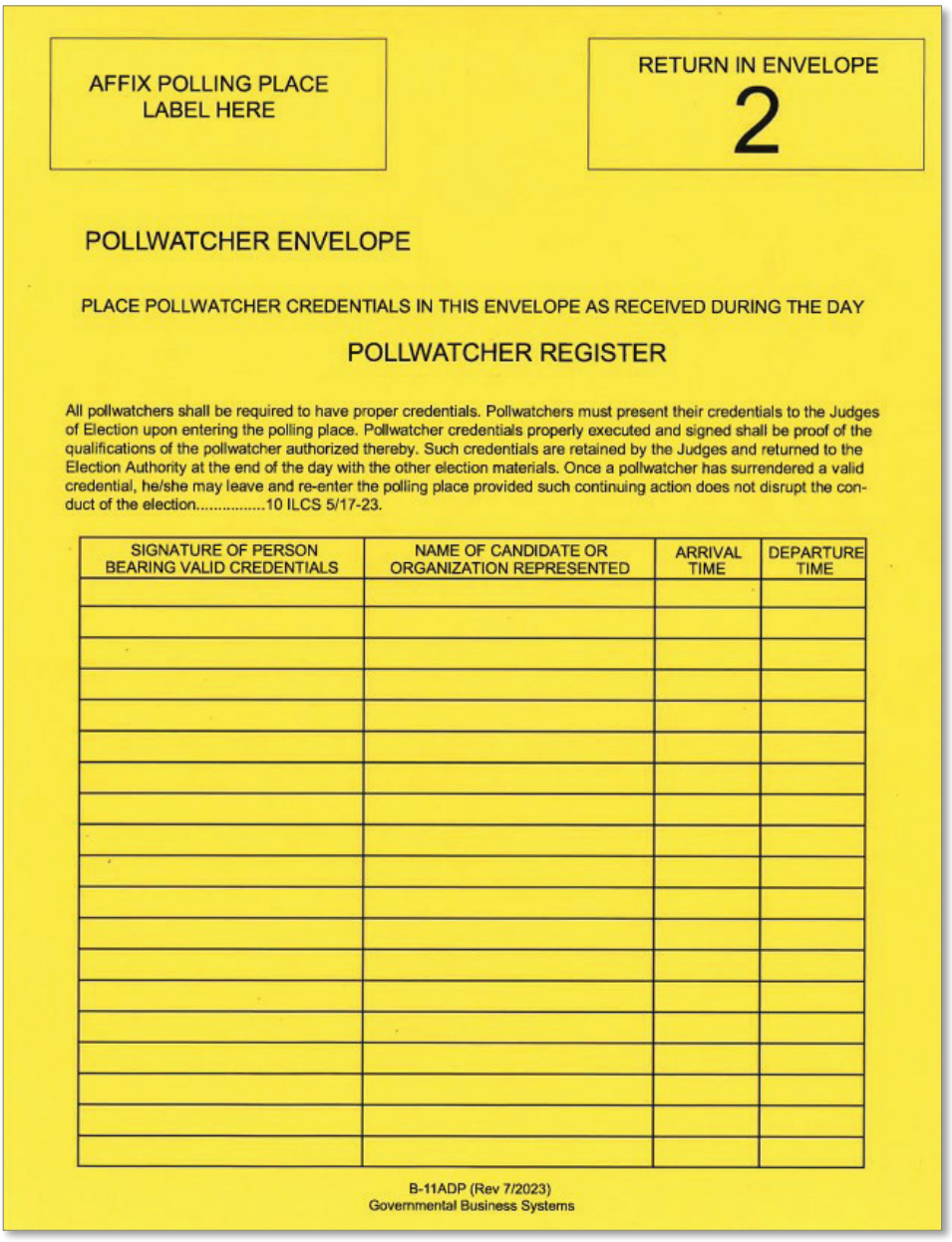
Pollwatchers must sign in and out each time they arrive or depart the Polling Place.

⇒ Keep the **POLLWATCHER ENVELOPE** within view and reach of all Election Judges.

⇒ Place the Pollwatcher credential into the **POLLWATCHER ENVELOPE**. Pollwatchers only need to provide one Credential per Polling Place per day.

⇒ Instruct Pollwatcher to sign in (and out) on **POLLWATCHER REGISTER**. Pollwatchers may leave and re-enter the Polling Place, but they must sign in and out <u>each time</u>.

⇒ After the polls close, place the **POLLWATCHER ENVELOPE** inside **ELECTION FORMS RETURN ENVELOPE 2.**



AFFIX POLLING PLACE LABEL HERE

RETURN IN ENVELOPE 2

POLLWATCHER ENVELOPE

PLACE POLLWATCHER CREDENTIALS IN THIS ENVELOPE AS RECEIVED DURING THE DAY

POLLWATCHER REGISTER

All pollwatchers shall be required to have proper credentials. Pollwatchers must present their credentials to the Judges of Election upon entering the polling place. Pollwatcher credentials properly executed and signed shall be proof of the qualifications of the pollwatcher authorized thereby. Such credentials are retained by the Judges and returned to the Election Authority at the end of the day with the other election materials. Once a pollwatcher has surrendered a valid credential, he/she may leave and re-enter the polling place provided such continuing action does not disrupt the conduct of the election.....10 ILCS 5/17-23.

SIGNATURE OF PERSON BEARING VALID CREDENTIALS	NAME OF CANDIDATE OR ORGANIZATION REPRESENTED	ARRIVAL TIME	DEPARTURE TIME

B-11ADP (Rev 7/2023)
Governmental Business Systems

Election Day

VOTE BY MAIL CARRIER POUCH

Once the Polls have closed, a team of Election Judges, one from each party will empty the **VOTE BY MAIL DROPBOX**.

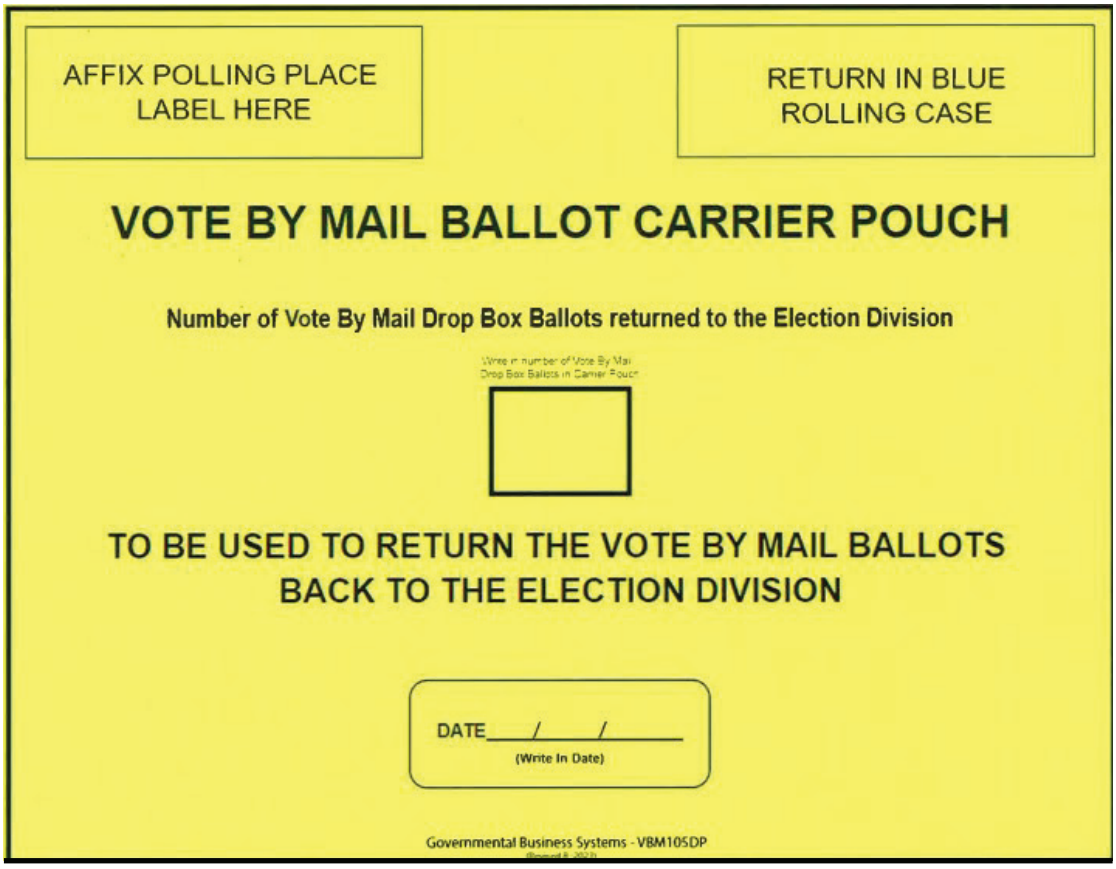
⇒ Place a **POLLING PLACE LABEL** on each **VOTE BY MAIL ENVELOPE** and place them in the **VOTE BY MAIL CARRIER POUCH**.

⇒ Complete and seal the envelope.

⇒ Both Judges need to sign their name on the sealed envelope flap.

⇒ Place in **BLUE ROLLING CASE** to be returned to the Election Division.

NOTE: Only dropped off VOTE BY MAIL BALLOTS are to be placed in the VOTE BY MAIL CARRIER POUCH. All Surrendered VOTE BY MAIL BALLOTS should be placed in a SPOILED BALLOT ENVELOPE.



Election Day

REPORT TO ELECTION AUTHORITY BY JUDGE OF ELECTION

Use this form to report names of registered persons who may have died or have an inaccurate date of birth on file. This information may be know by the Election Judge or indicated by another voter.

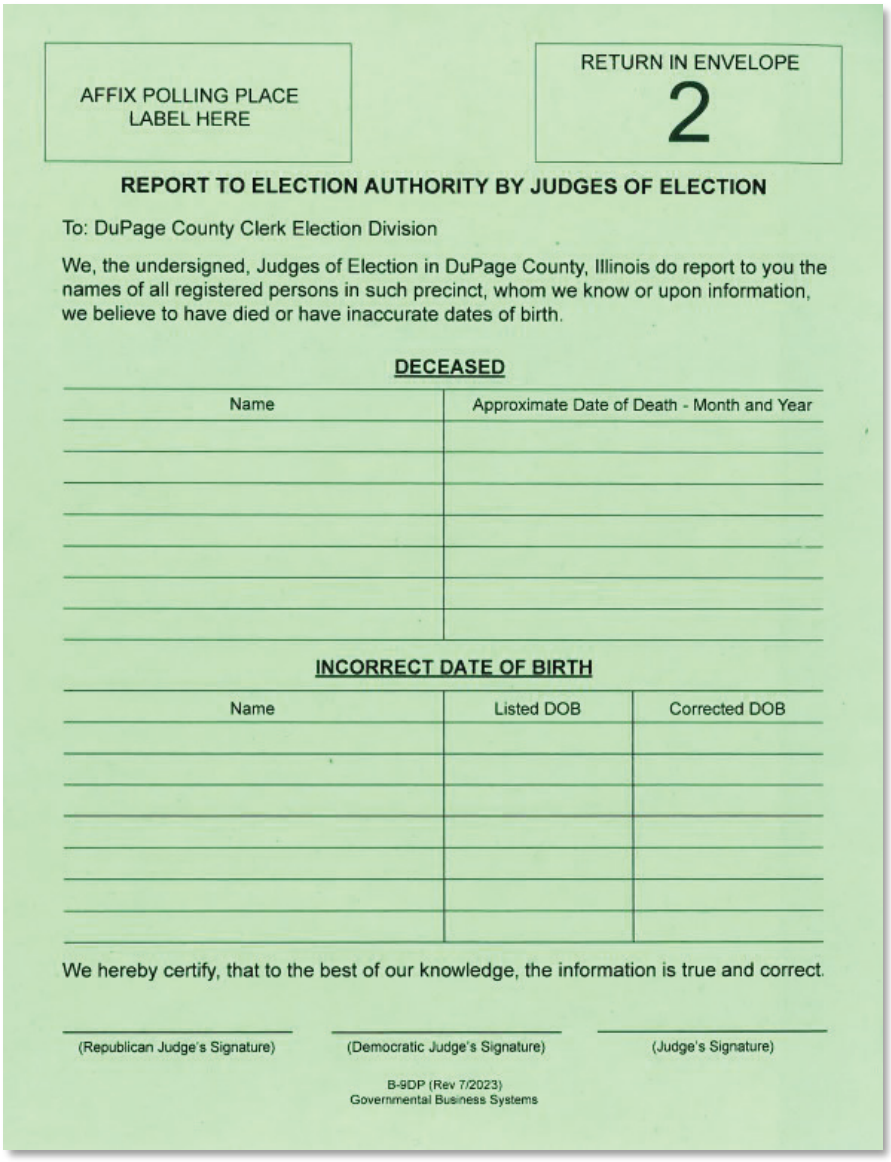
EXAMPLES:

◊ *Voter may notify an Election Judge that another voter is deceased. Log under* DECEASED.

◊ *During check it's determined that a voter's date of birth is incorrect and needs to be updated by the Election Division. Log under* INCORRECT DATE OF BIRTH.

This form will be reviewed by the Election Division and proper statutory follow-up will occur.

After the Polls Close, Judges should sign form as indicated and place in ELECTION FORMS RETURN ENVELOPE 2.



AFFIX POLLING PLACE LABEL HERE

RETURN IN ENVELOPE 2

REPORT TO ELECTION AUTHORITY BY JUDGES OF ELECTION

To: DuPage County Clerk Election Division

We, the undersigned, Judges of Election in DuPage County, Illinois do report to you the names of all registered persons in such precinct, whom we know or upon information, we believe to have died or have inaccurate dates of birth.

DECEASED

Name	Approximate Date of Death - Month and Year

INCORRECT DATE OF BIRTH

Name	Listed DOB	Corrected DOB

We hereby certify, that to the best of our knowledge, the information is true and correct.

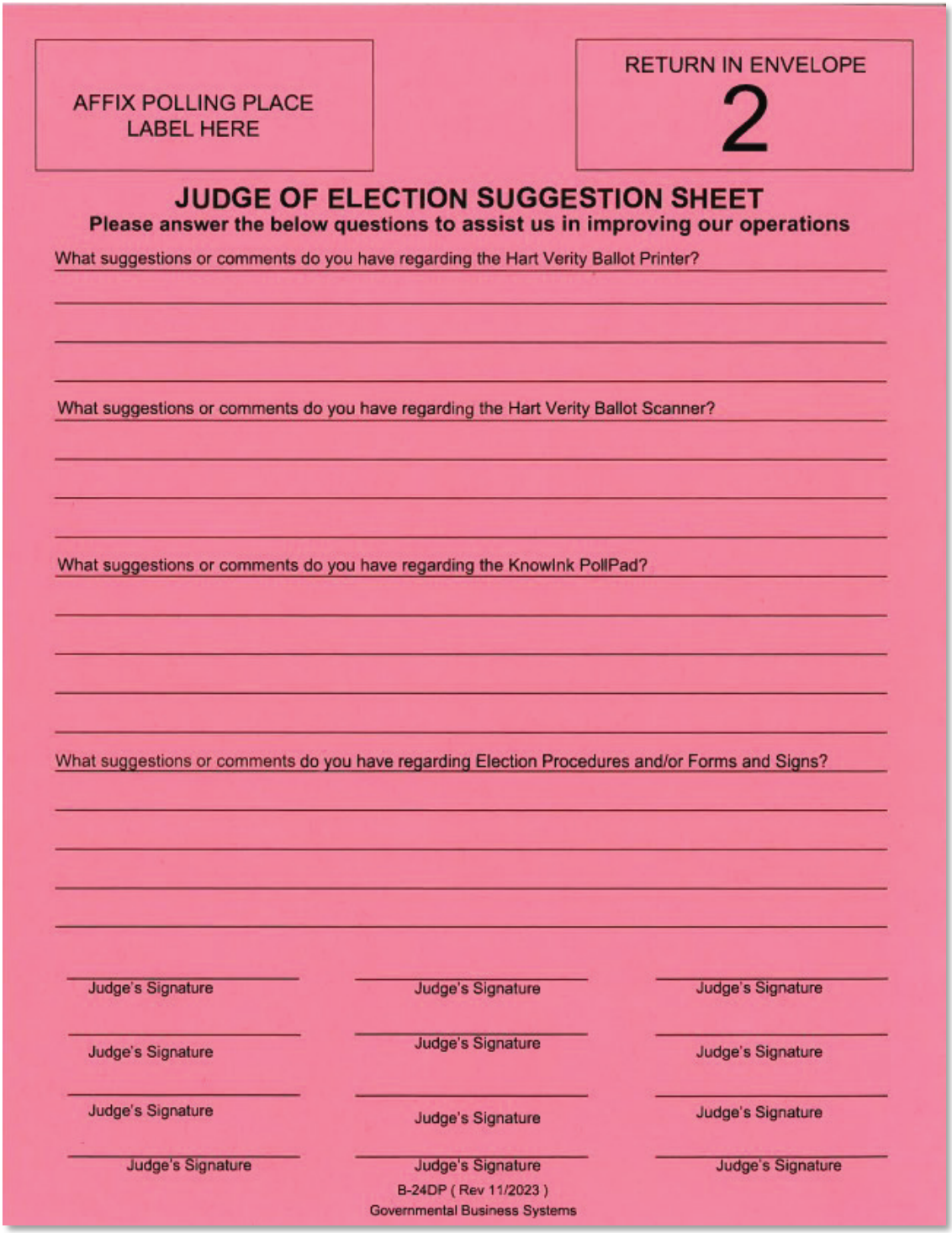
(Republican Judge's Signature) (Democratic Judge's Signature) (Judge's Signature)

B-9DP (Rev 7/2023)
Governmental Business Systems

Election Day

ELECTION JUDGE SUGGESTION SHEET

This sheet is to be filled out by Election Judges with suggestions for improvement.
Keep in mind that many things within a Polling Place are statutorily dictated and cannot change.
Return completed form in ELECTION FORMS RETURN ENVELOPE 2.



AFFIX POLLING PLACE LABEL HERE

RETURN IN ENVELOPE 2

JUDGE OF ELECTION SUGGESTION SHEET

Please answer the below questions to assist us in improving our operations

What suggestions or comments do you have regarding the Hart Verity Ballot Printer?

What suggestions or comments do you have regarding the Hart Verity Ballot Scanner?

What suggestions or comments do you have regarding the KnowInk PollPad?

What suggestions or comments do you have regarding Election Procedures and/or Forms and Signs?

Judge's Signature | Judge's Signature | Judge's Signature

Judge's Signature | Judge's Signature | Judge's Signature

Judge's Signature | Judge's Signature | Judge's Signature

Judge's Signature | Judge's Signature | Judge's Signature

B-24DP (Rev 11/2023)
Governmental Business Systems

Election Day—Morning Setup

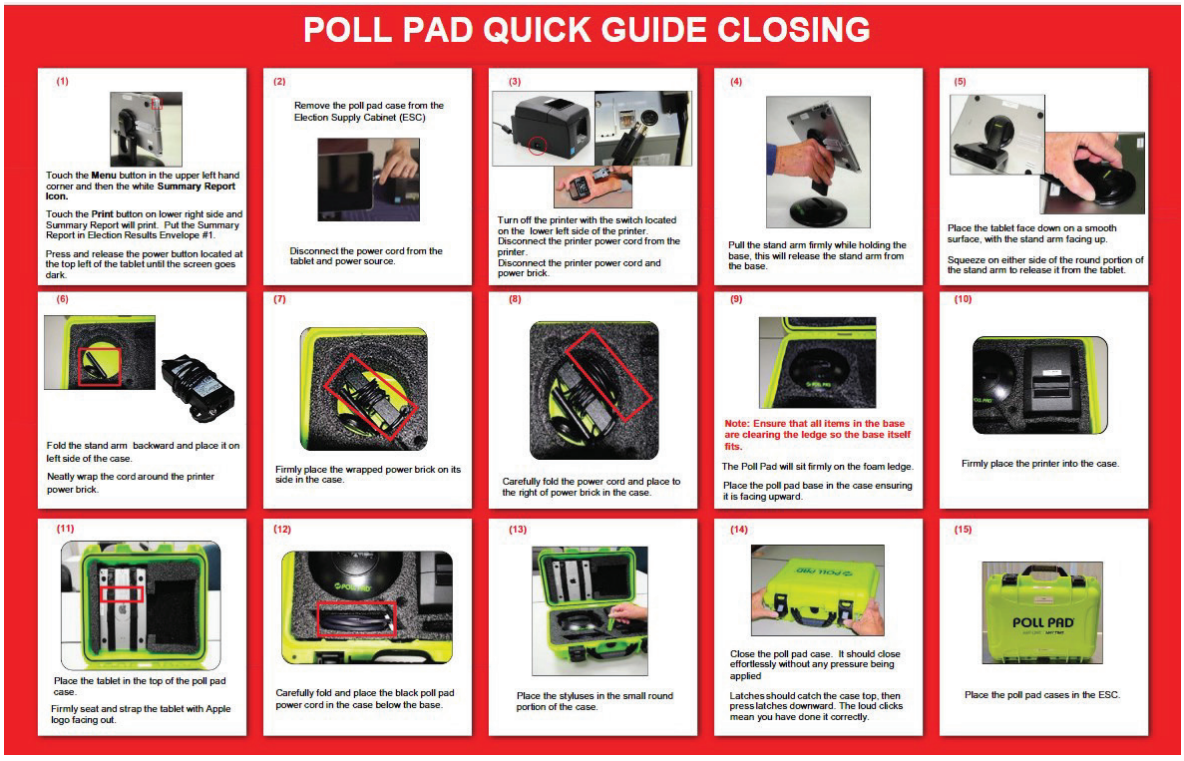
DURING ELECTION

RETURN UNUSED FORMS AND ENVELOPES IN SUPPLY BOX

POLL PAD QUICK GUIDES

Use the 2-sided POLL PAD QUICK GUIDES when setting up and closing the Poll Pads.

NOTE: POLL PADS may NOT be setup until Election Morning.

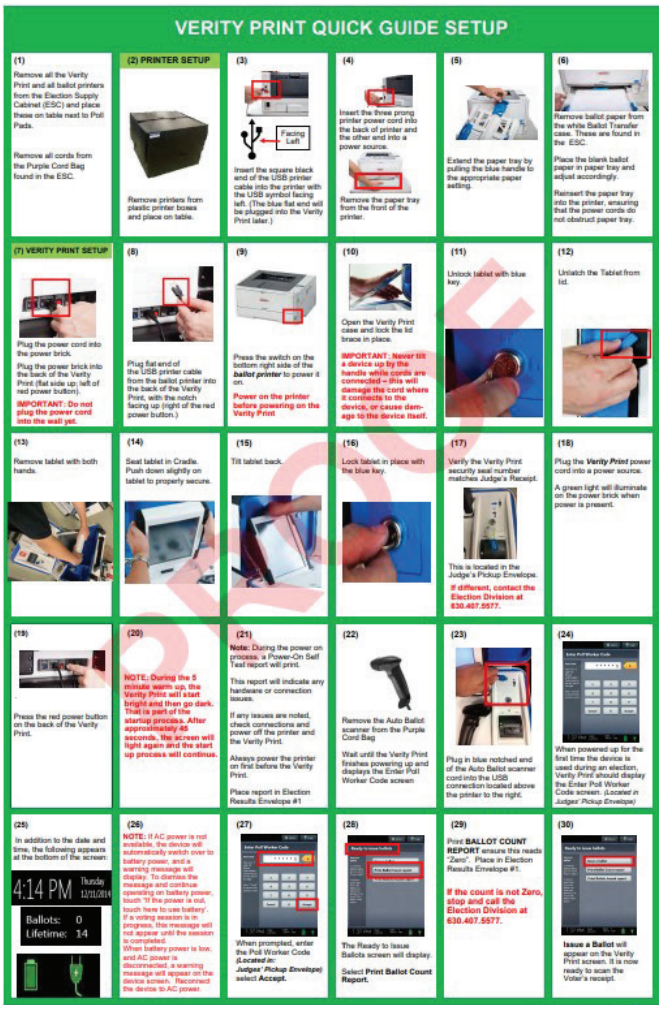


Election Day—Morning Setup

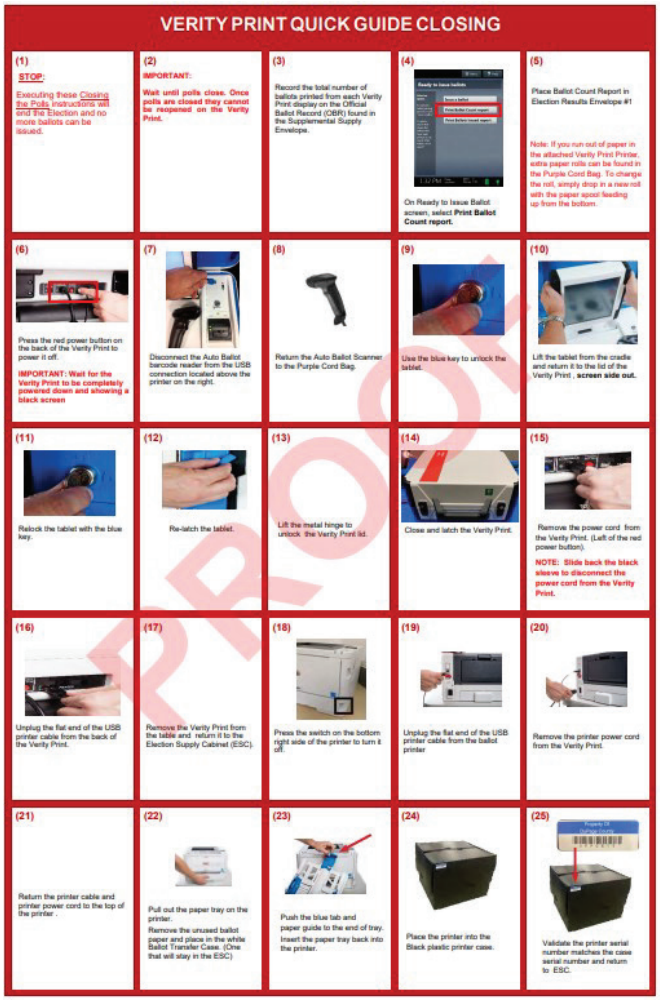
VERITY PRINT QUICK GUIDES

Use the 2-sided **VERITY PRINT QUICK GUIDES** when setting up and closing the VERITY PRINT.

NOTE: VERITY PRINT may NOT be setup until Election Morning.



SET UP



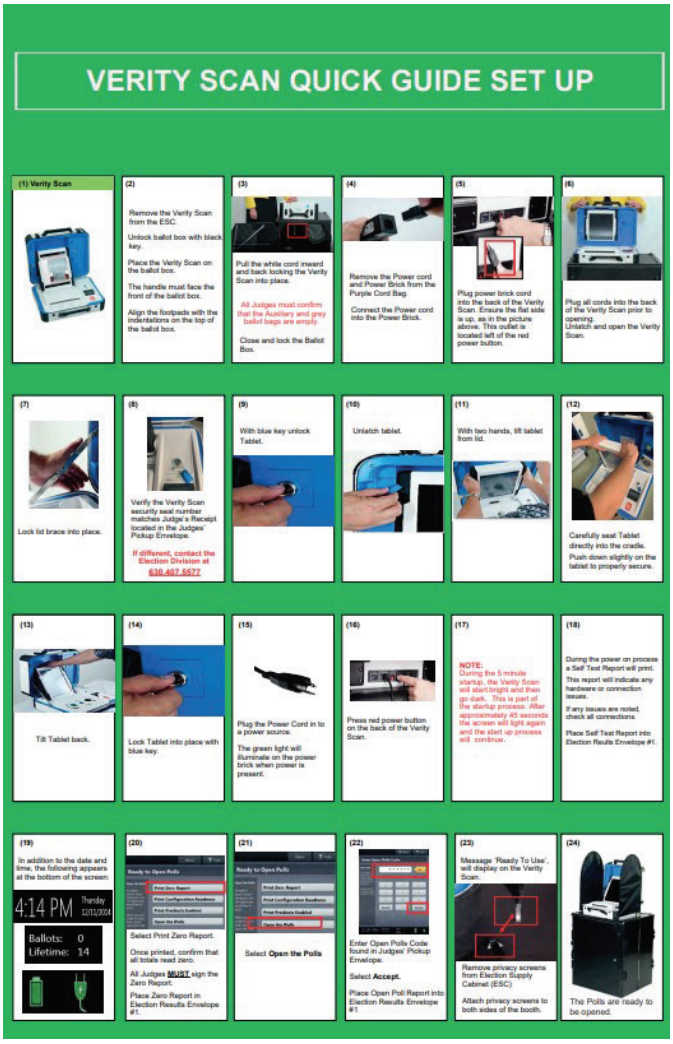
CLOSING

Election Day—Morning Setup

VERITY SCAN QUICK GUIDES

Use the 2-sided **VERITY SCAN QUICK GUIDES** when setting up and closing the Verity Scan.

NOTE: VERITY SCAN may NOT be setup until Election morning.



SET UP

CLOSING

Election Day—Morning Setup

VERITY TOUCH WRITER QUICK GUIDES

Use the **VERITY TOUCH WRITER QUICK GUIDES** when setting up and closing the VERITY TOUCH WRITER.

NOTE: VERITY TOUCH WRITER may NOT be setup until Election Morning.

SET UP

CLOSING

Election Day—Processing Voters

POLL PAD SCENARIOS

This section provides various scenarios when processing Voter's such as:

- Voter check-in and verification.
- Registering a voter.
- Provisional voting.
- Spoiling a ballot.
- Voters requiring assistance.

Election Day—Processing Voters

OPEN THE POLLS

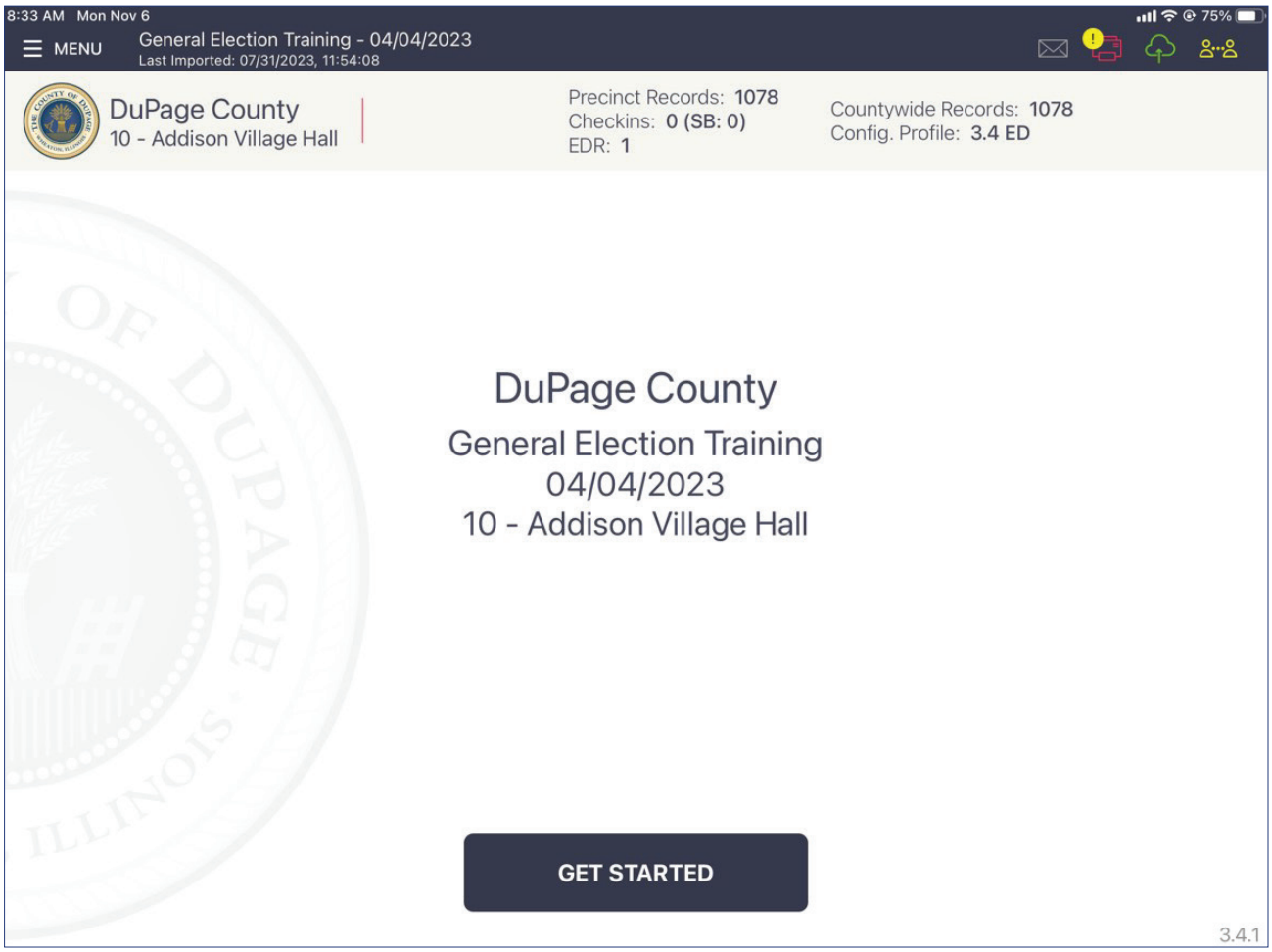
At 6:00 AM an Election Judge should stand at the Polling Place entrance and declare, “THE POLLS ARE OPEN!”

⇒ Election Judges should direct voters to a Voter Check-In Station.

⇒ Each station must be staffed with a bipartisan team of Election Judges, one from each party.

POLL PAD HOME SCREEN

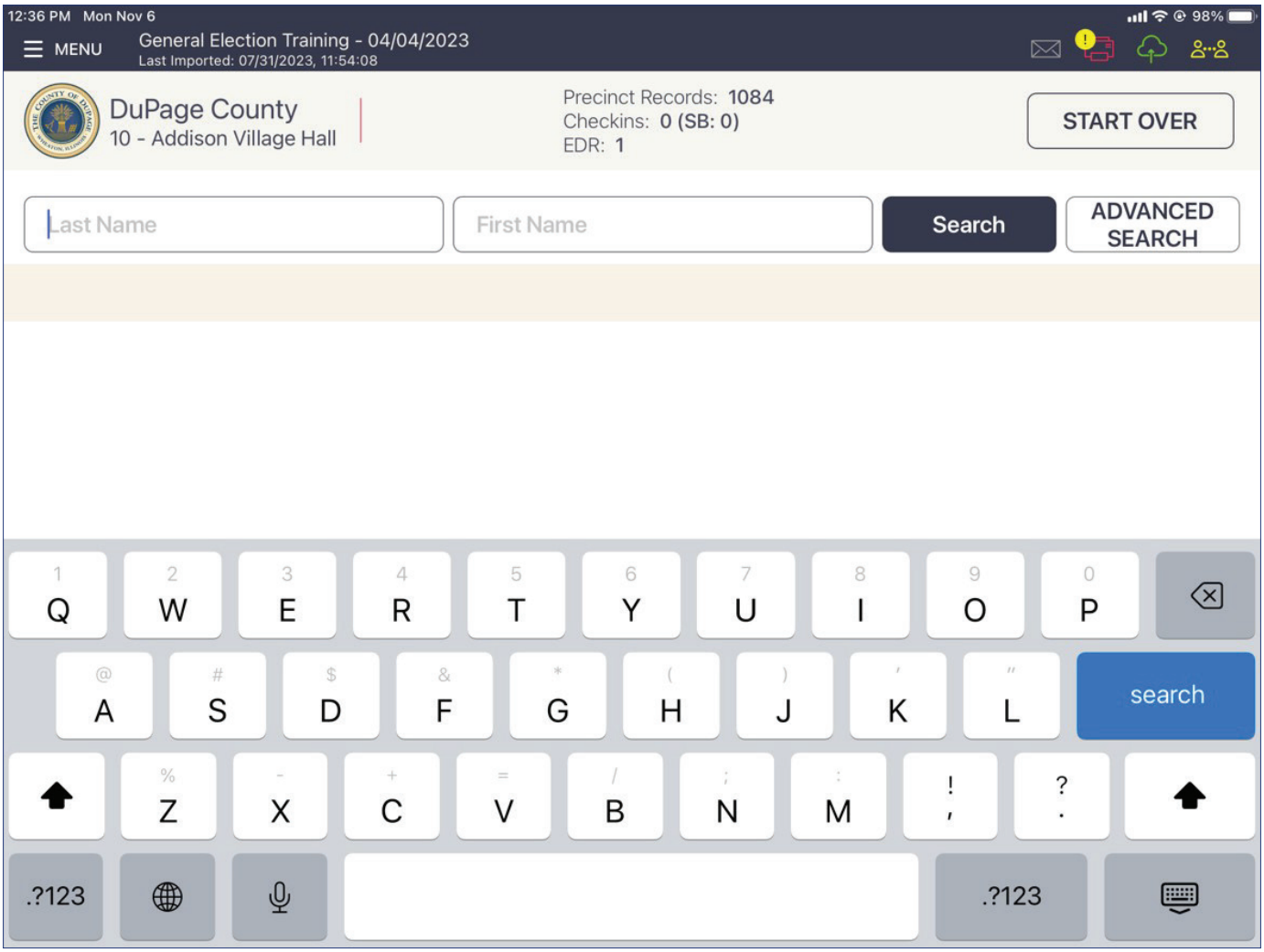
⇒ Press **GET STARTED** on the home screen of the **POLL PAD**.



Election Day—Processing Voters

VOTER CHECK IN

Illinois state law does not require voters to present a photo ID to vote. Election Judges should never ask a voter to provide an ID to check in. If a voter presents an ID, inform them that the state of Illinois does not require a Photo ID to vote.

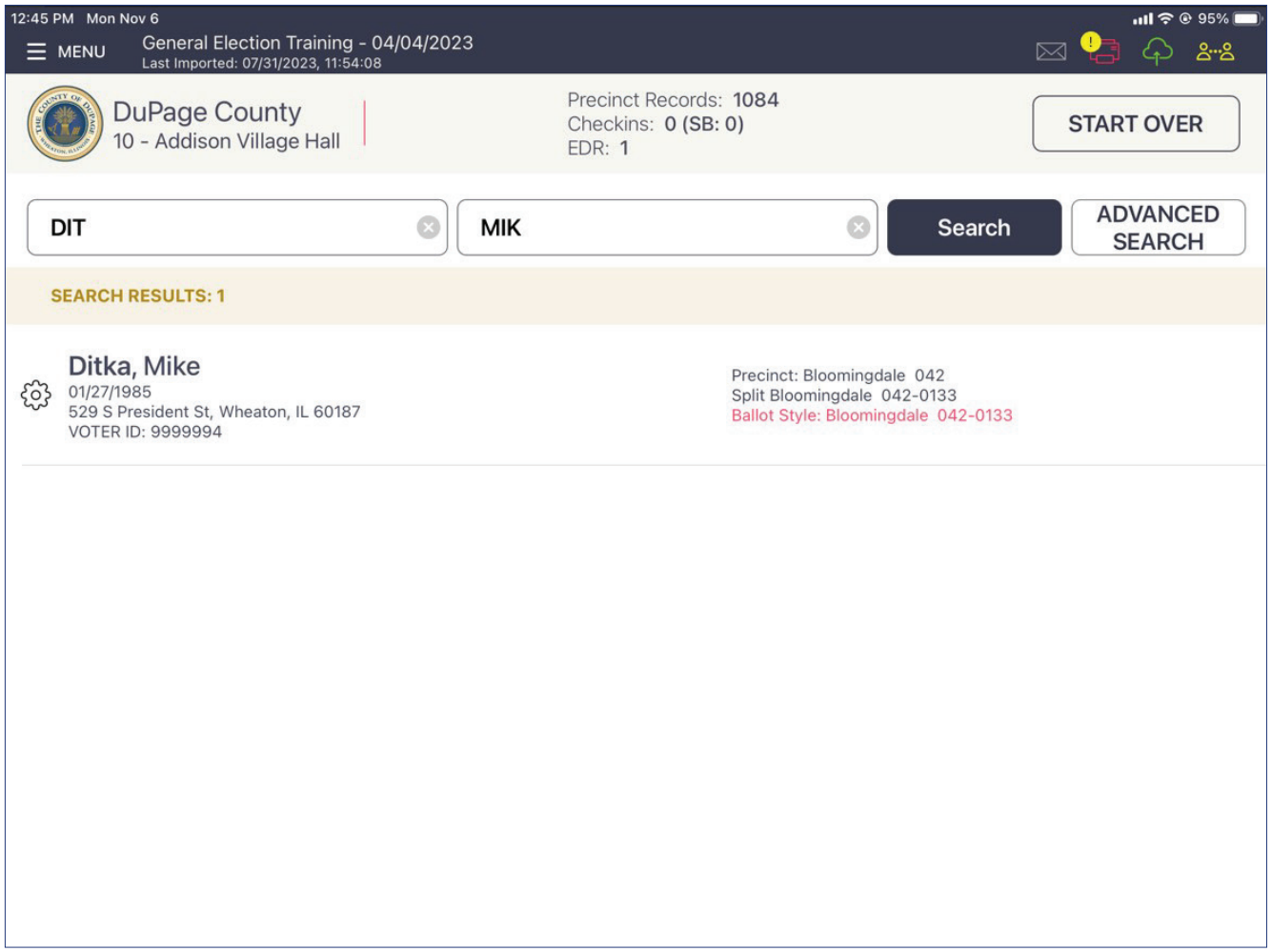


Election Day—Processing Voters

VOTER CHECK IN

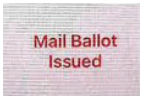
The matching voters will populate on the screen below.

⇒ Select the appropriate voter to begin the check-in process.



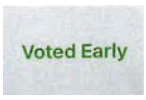
VOTER STATUS

INACTIVE VOTER- FOLLOW POLL PAD PROMPTS



MAIL BALLOT HAS BEEN ISSUED BUT NOT RETURNED

MAIL BALLOT WAS ISSUED AND HAS ALREADY BEEN RETURNED



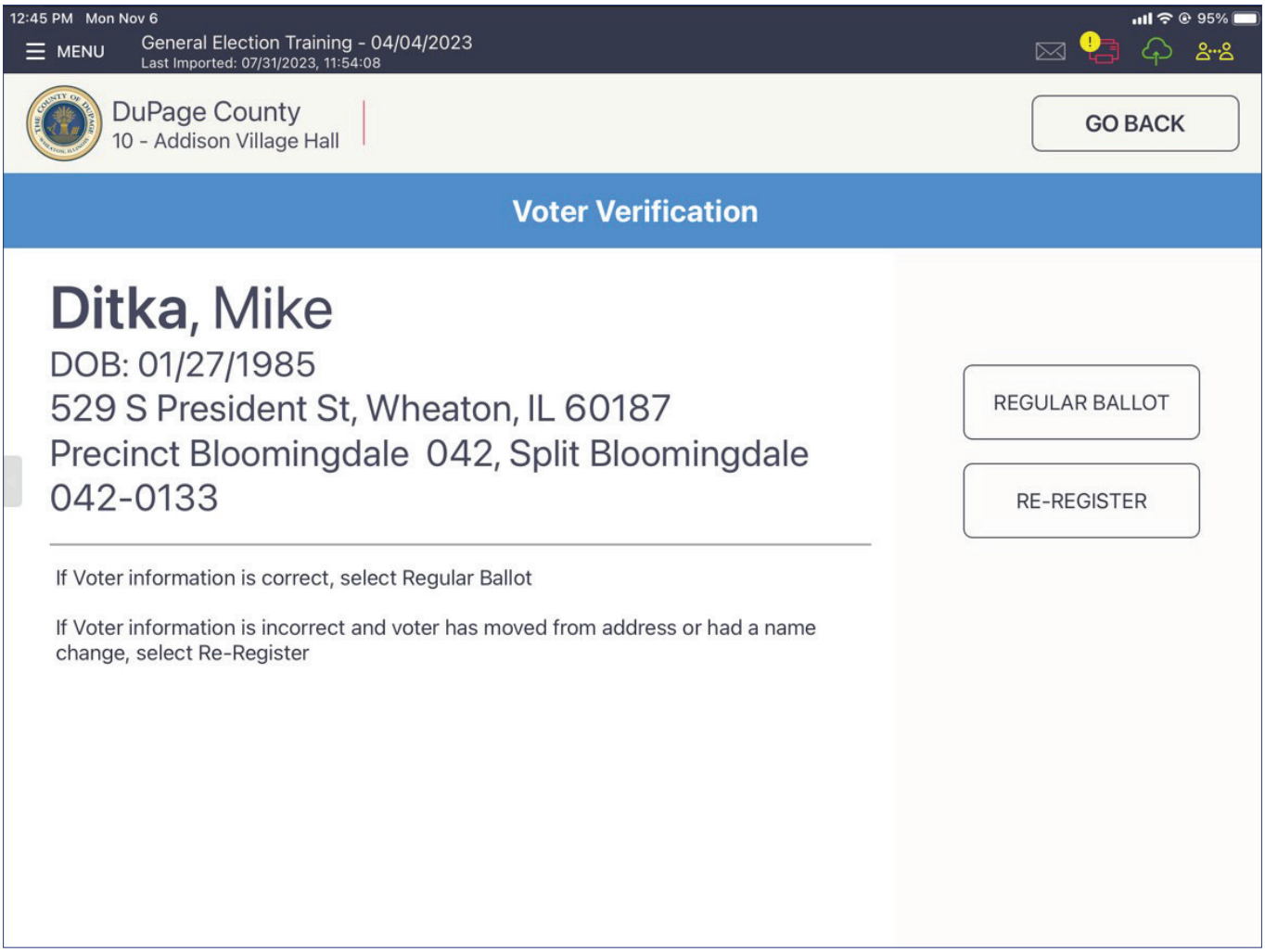
VOTER HAS ALREADY VOTED EARLY

Election Day—Processing Voters

VOTER VERIFICATION

⇒ Verify the Voter's **Name**, **Date of Birth** and **Address** before proceeding.

⇒ To proceed press the **REGULAR BALLOT** button.



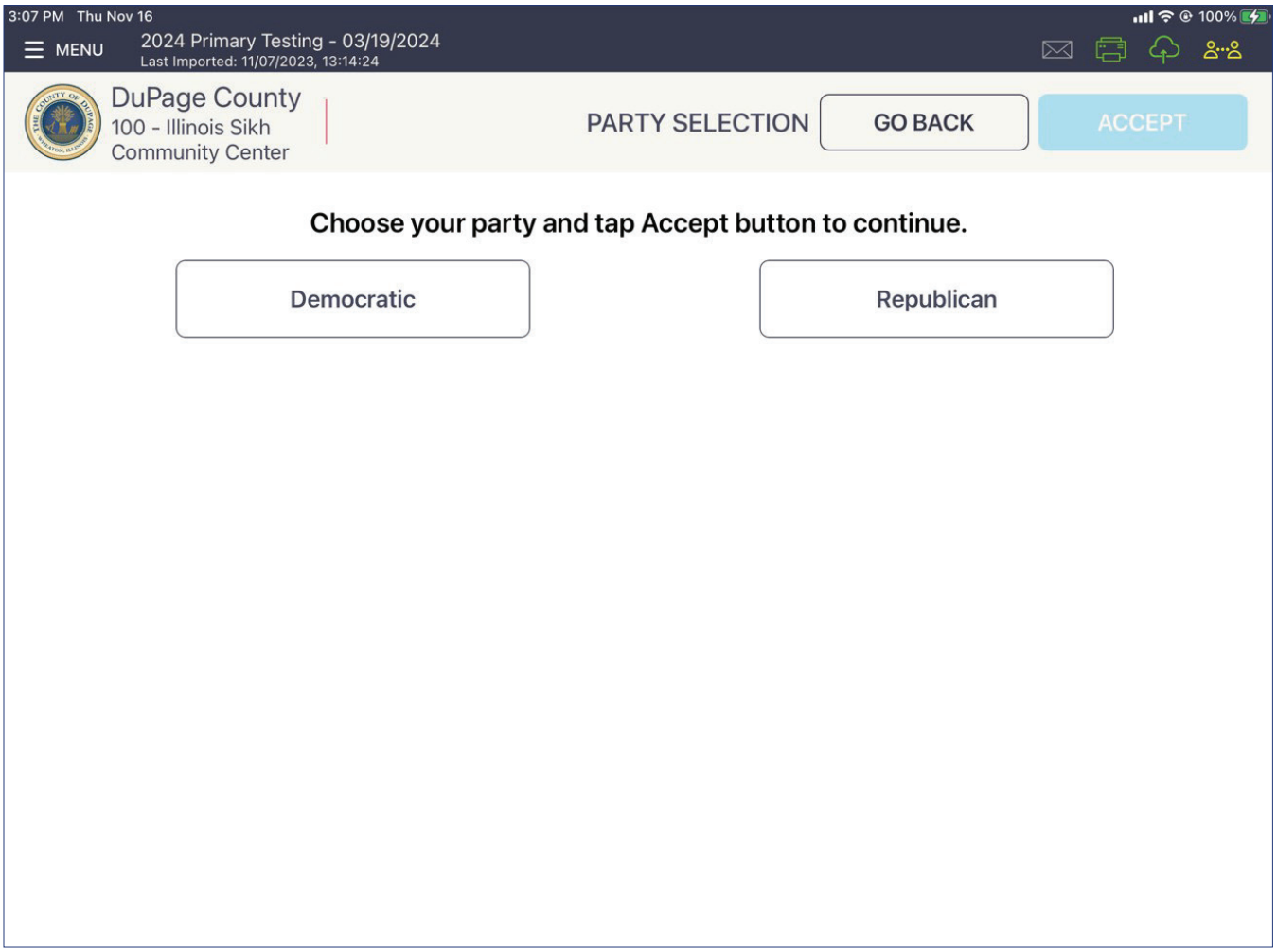
Election Day—Processing Voters

PARTY SELECTION—PRIMARY ELECTION ONLY

Primary Elections allow voters to determine which candidates will compete in the General Election. During a Primary Election, the Voter must request a **Democratic** or **Republican ballot** to vote.

- A **Primary Ballot** includes **candidate races of that party**, along with any **applicable referenda**.
- A **Non-Partisan Ballot**, when available, will only have **applicable referenda** and no candidates.

⇒ To issue a ballot, Select **DEMOCRATIC** or **REPUBLICAN**, then press **ACCEPT**.



Election Day—Processing Voters

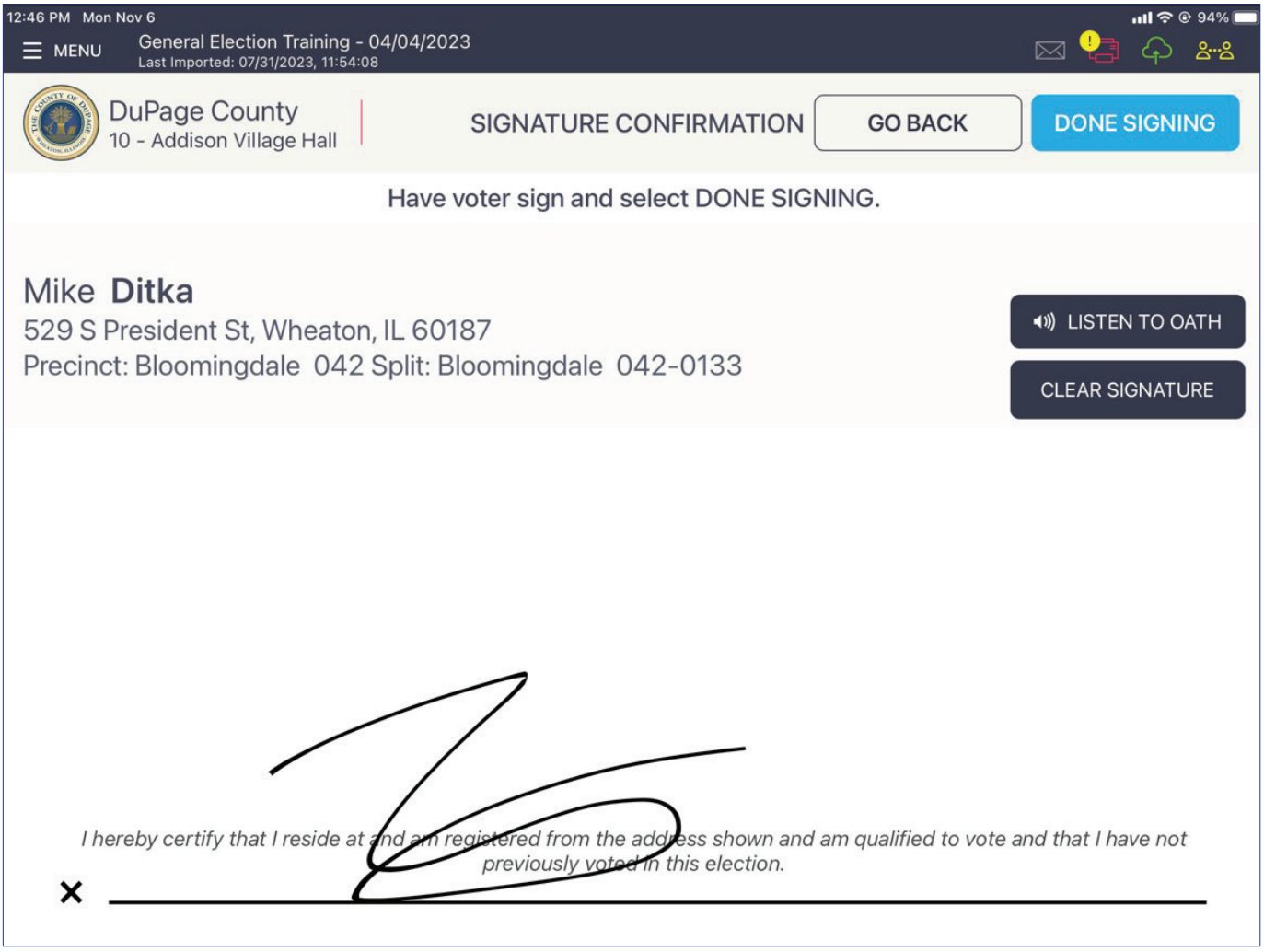
VOTER SIGNATURE CONFIRMATION

⇒ Rotate the Poll Pad so the screen faces the voter.

⇒ Have the Voter confirm their Name, Address and Party selection.

⇒ Using the attached stylus, have the Voter sign at the bottom of the screen. Remind the Voter this is for verification purposes and they should use the signature on file.

⇒ Rotate the screen back and press **DONE SIGNING**.



Election Day—Processing Voters

JUDGE OF ELECTION CONFIRMATION

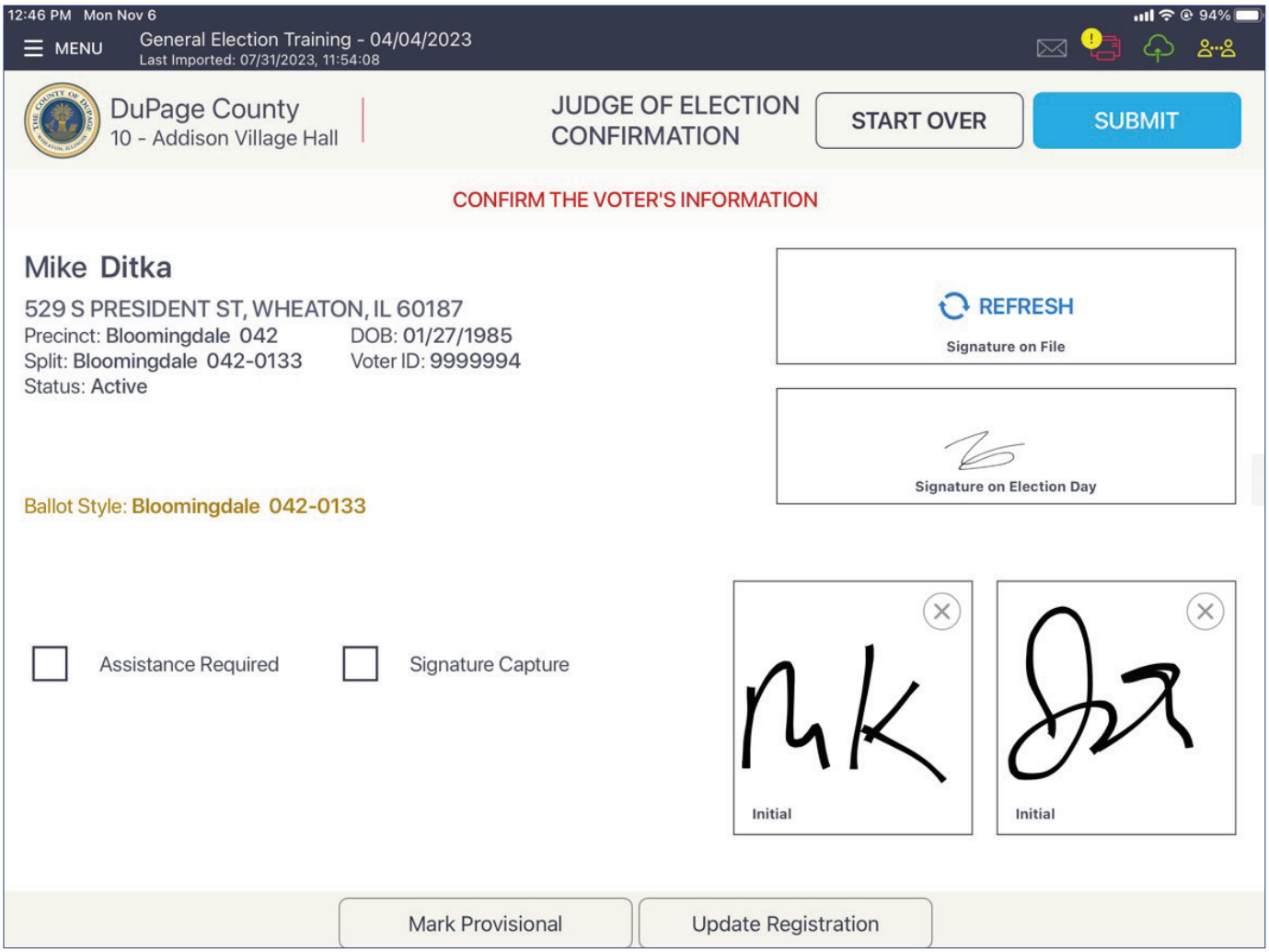
A Bipartisan Team of Election Judges should:

⇒ Verify the information on the screen is correct.

⇒ Verify the **signature on file** matches the Voter **signature on Election Day**.

⇒ Once approved, both judges need to initial in the appropriate boxes.

⇒ If the **signatures match**, press **SUBMIT**.



Election Day—Processing Voters

VOTER CHECK IN SUCCESSFUL

Once submitted, the **Processed Successfully** screen will display and the **Voter Authorization Receipt** will print.

The **Voter Authorization Receipt** is used to print the appropriate ballot from the **Verity Print** or **Verity Touch Writer**.

⇒ After the ballot is issued, place all **Voter Authorization Receipts** in the **Voter Authorization Receipt Box**.

Election Day—Processing Voters

CHALLENGED SIGNATURE

Election Judges may **challenge** a voter's signature if the **signature on file** does not match the voter's **signature on Election Day**.

⇒ A majority rule of Judges must determine they do not match.

⇒ If challenged, the voter should be given the following options:

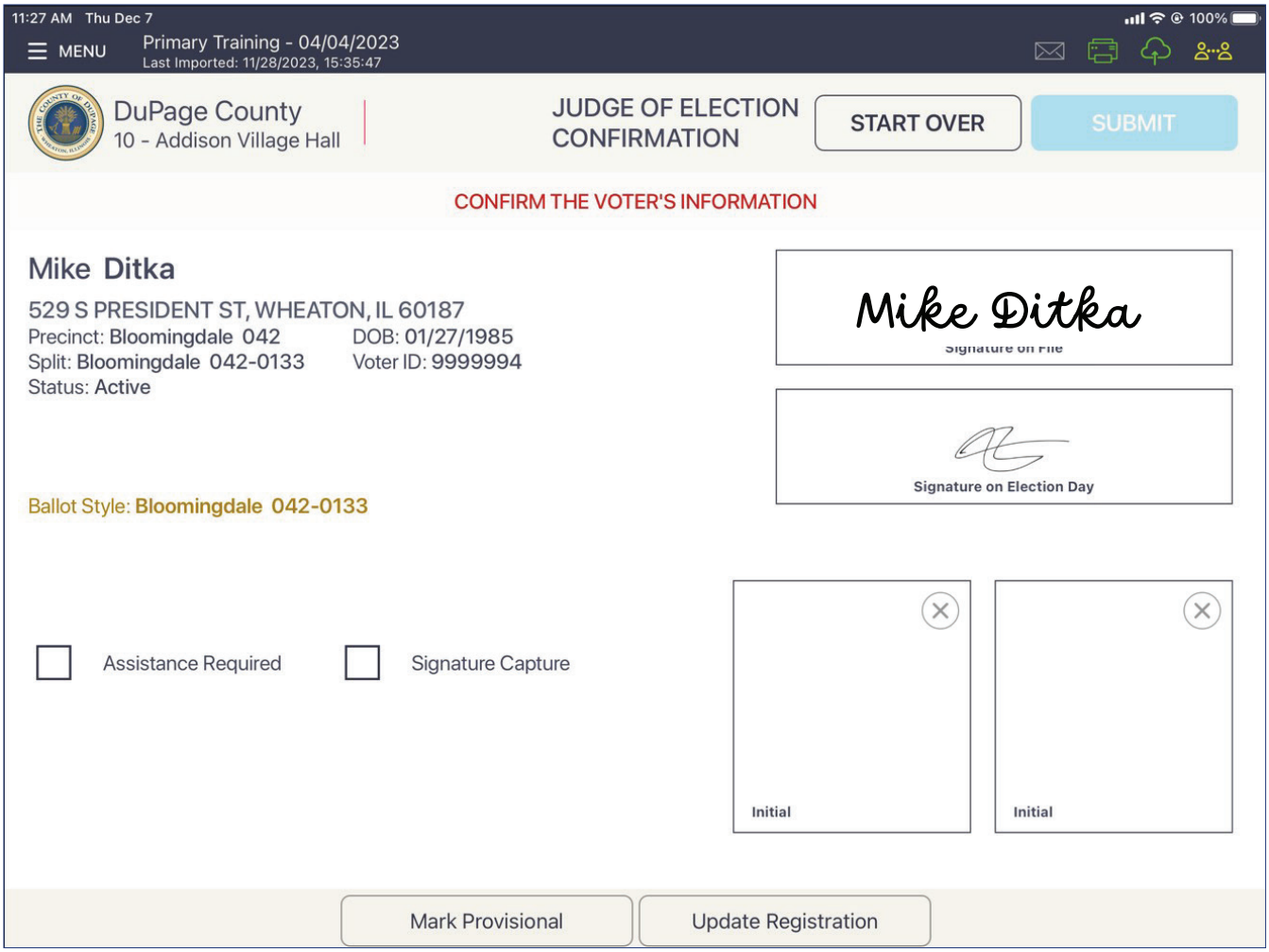
- Vote **Provisionally**.
- Provide **one form of identification** with their **name** and **address**.

EXAMPLE—SIGNATURES NOT MATCHING

Election Day—Processing Voters

CHALLENGED SIGNATURE—PROVISIONAL VOTING

To vote provisionally, select **MARK PROVISIONAL** at the bottom of the screen

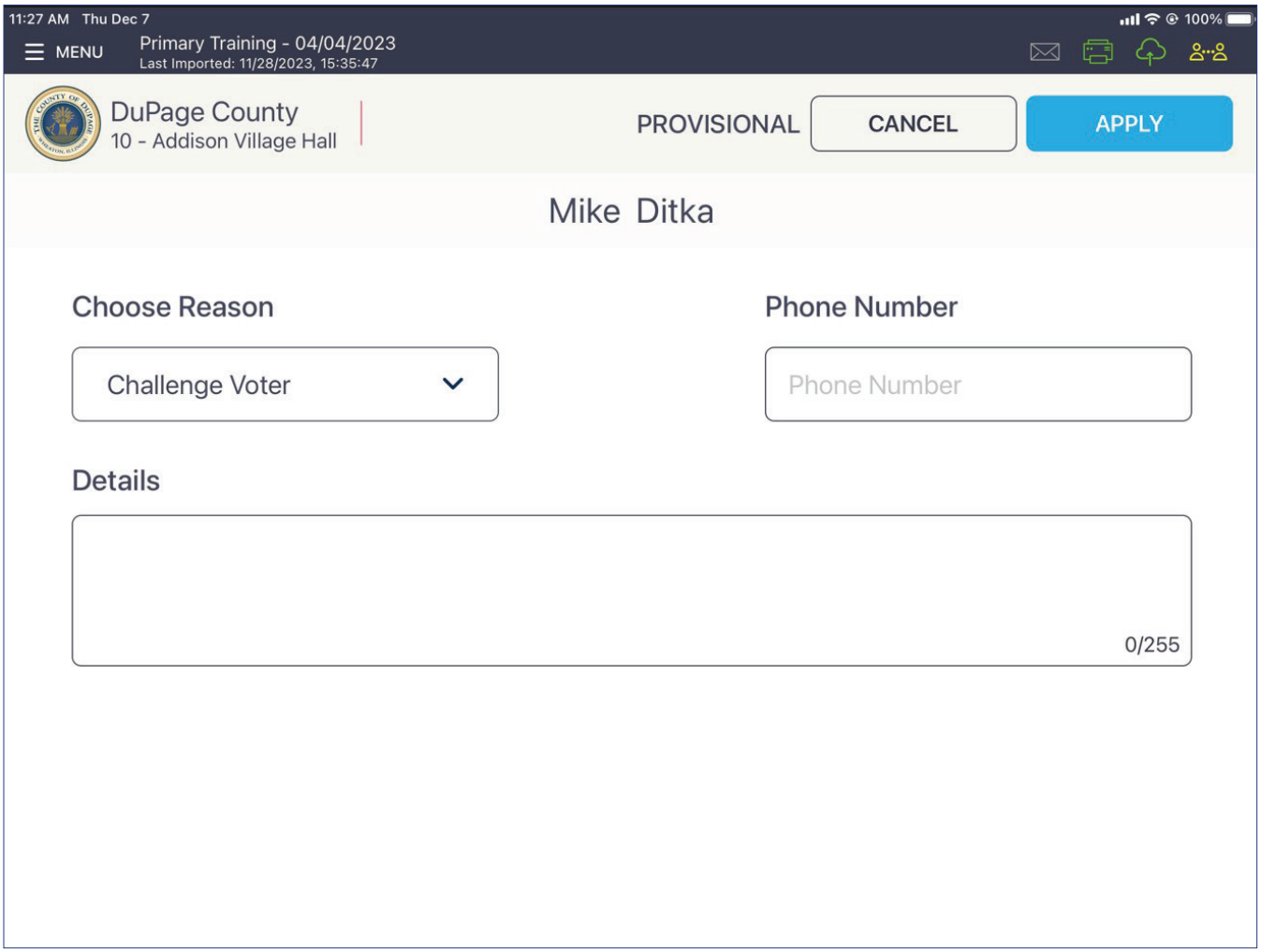


Election Day—Processing Voters

CHALLENGED SIGNATURE—PROVISIONAL VOTING

PROVISIONAL VOTING

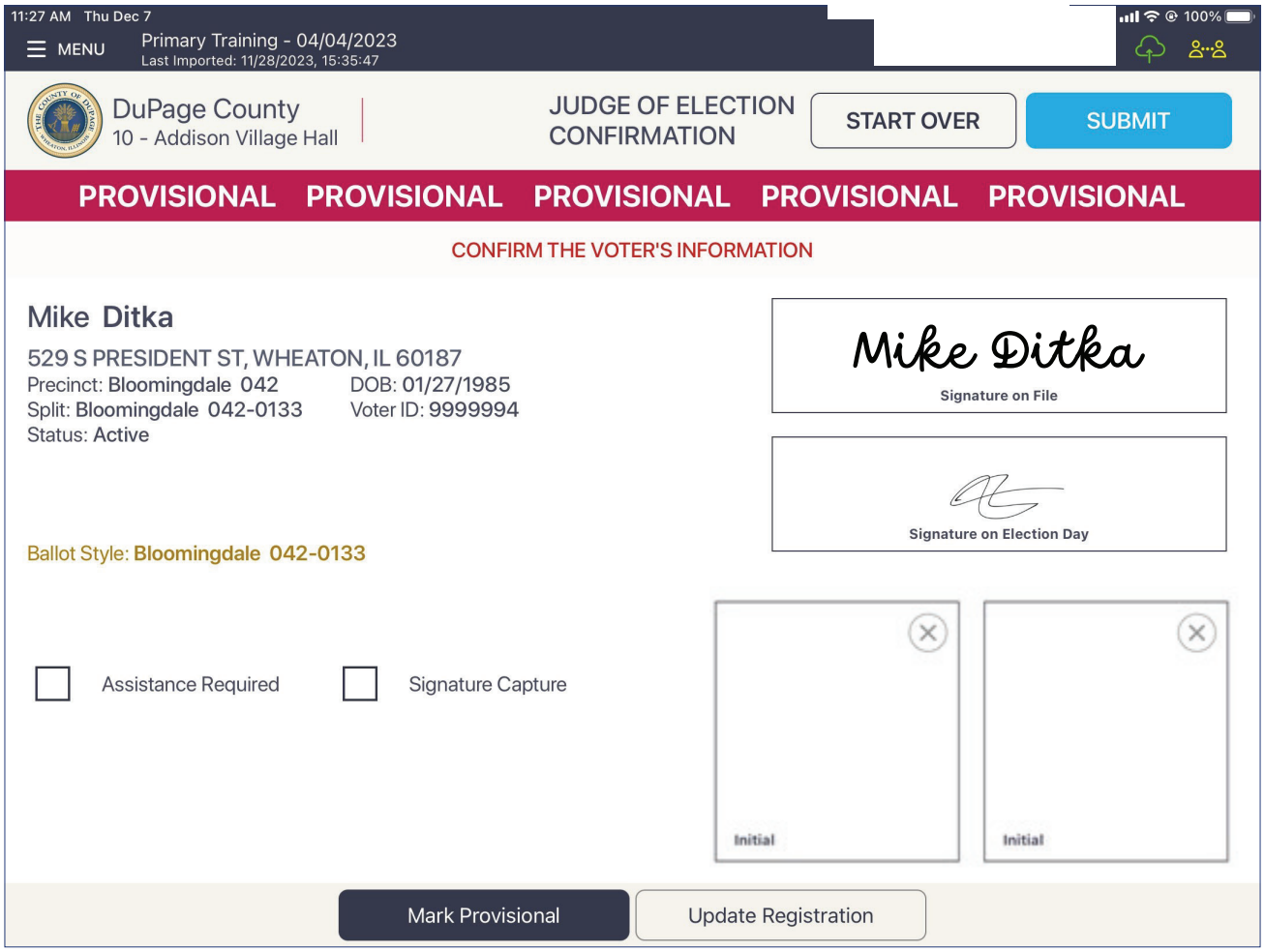
Select **CHALLENGE VOTER** from the **CHOOSE REASON** dropdown box.



Election Day—Processing Voters

CHALLENGED SIGNATURE—PROVISIONAL VOTING

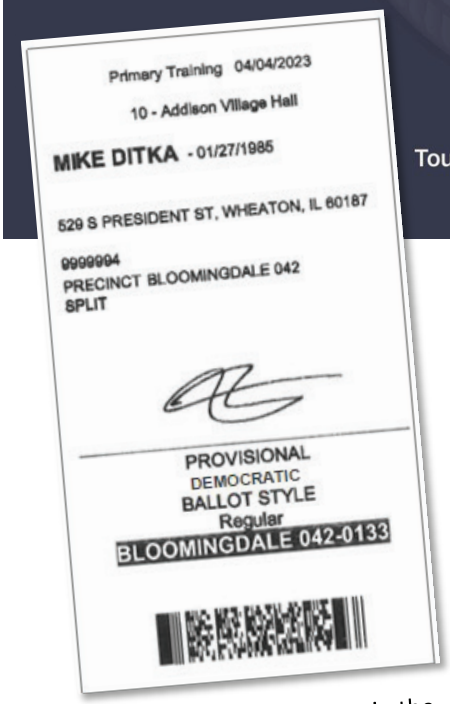
⇒ Select, **SUBMIT**.



Election Day—Processing Voters

CHALLENGED SIGNATURE—PROVISIONAL VOTING

Provisional voter processed Successfully.



Do **NOT** place receipt in the
Voter Authorization Receipt Box.
Proceed to following pages for instructions.

IMPORTANT

PROVISIONAL ENVELOPE 1 and **2**
must be completed or the
voter's ballot may not be able to be counted.

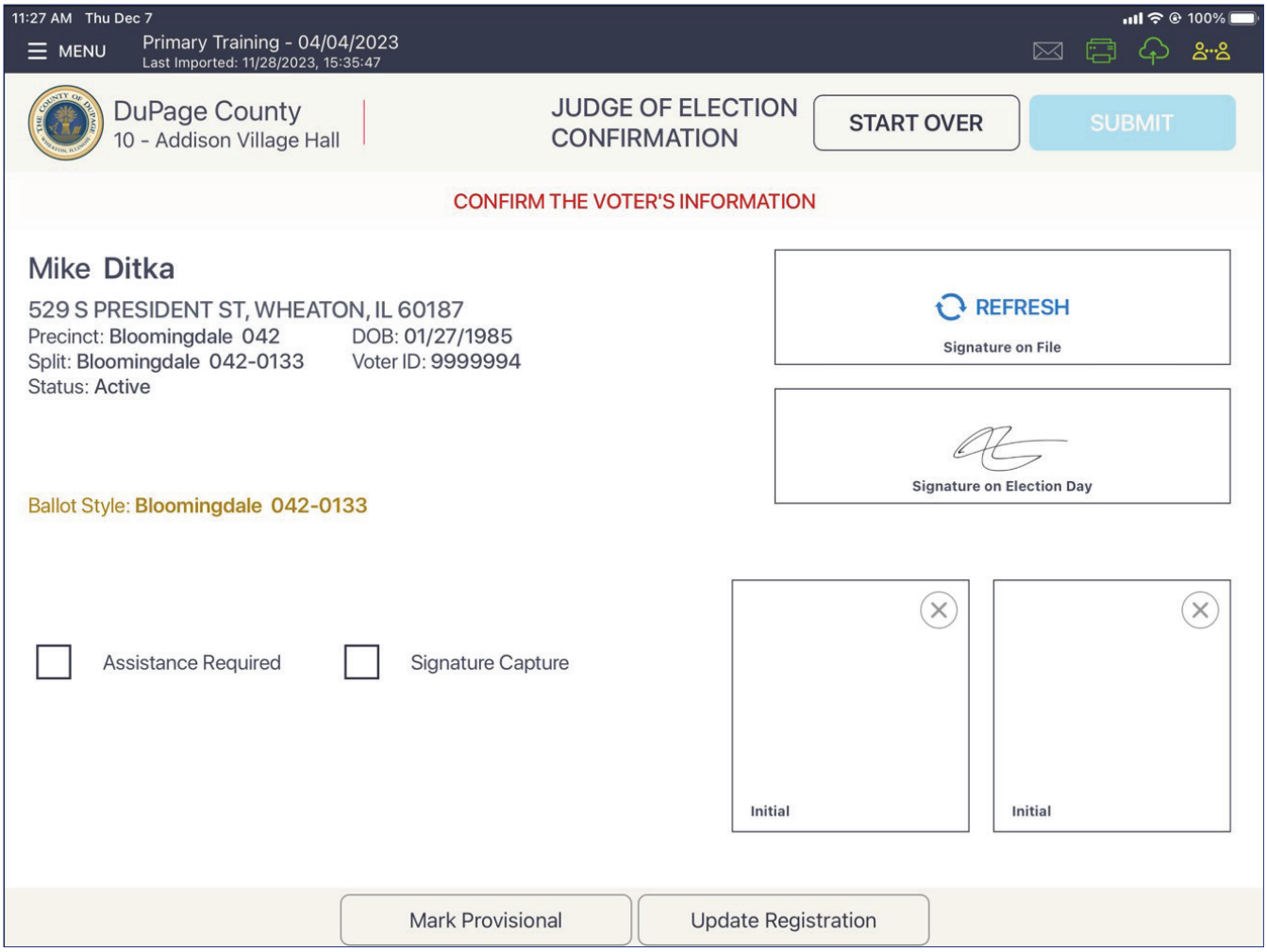
Proceed to PROCESSING PROVISIONALLY for instructions.

Election Day—Processing Voters

CHALLENGED SIGNATURE—PROVIDE IDENTIFICATION

If the voter has one form of ID with their name and address, perform a signature capture.

⇒ Tap the **SIGNATURE CAPTURE** box.



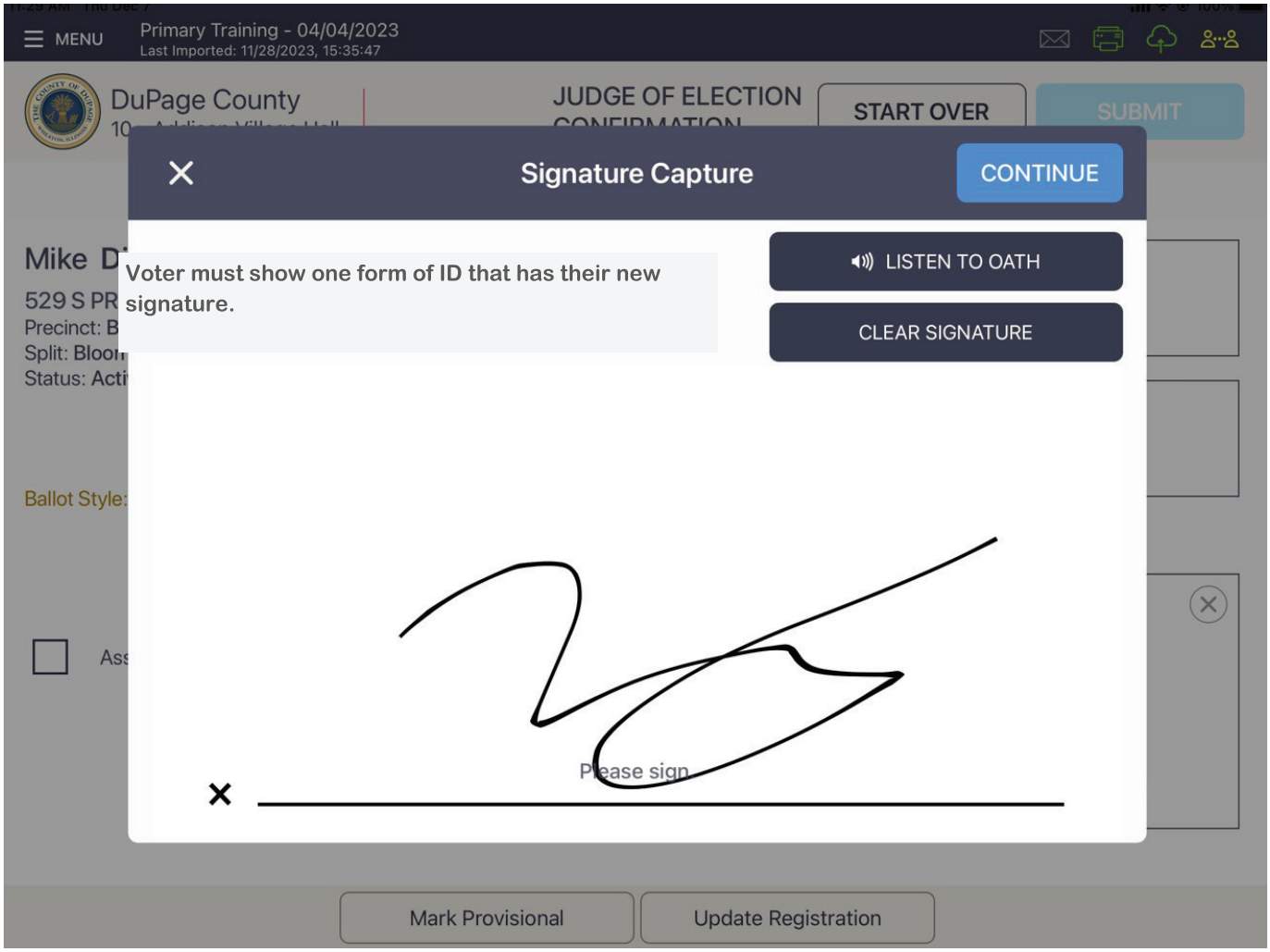
Election Day—Processing Voters

CHALLENGED SIGNATURE—PROVIDE IDENTIFICATION

⇒ Voter must show one form of ID.

⇒ Voter must sign on the space provided.

⇒ Select **CONTINUE**.

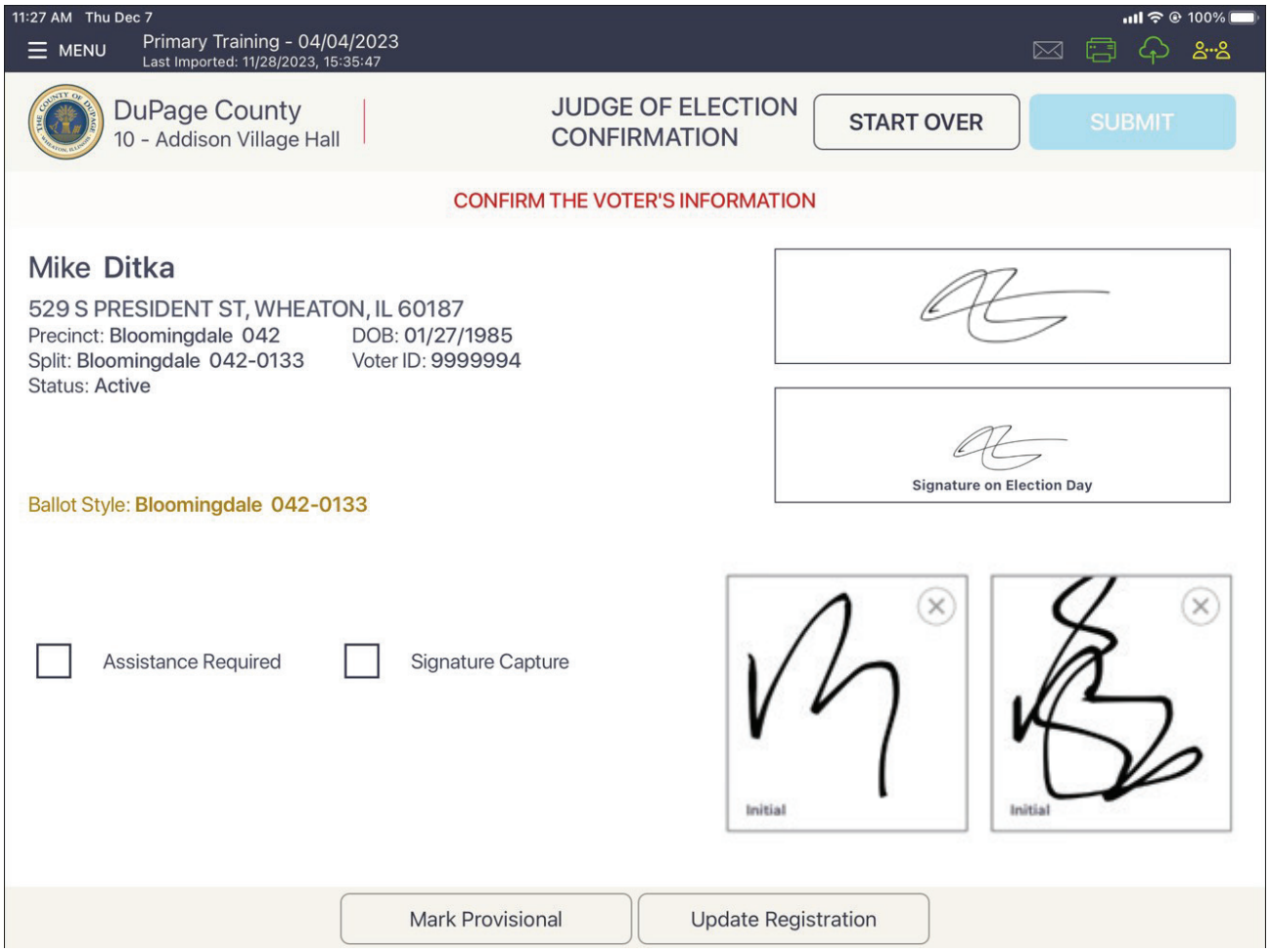


Election Day—Processing Voters

CHALLENGED SIGNATURE—PROVIDE IDENTIFICATION

⇒ **Initial** box.

⇒ Select, **SUBMIT** to capture the signature, print the **VOTER AUTHORIZATION RECEIPT** and complete check-in



Election Day—Processing Voters

CHALLENGED SIGNATURE—PROVIDE IDENTIFICATION

Processed Successfully.

Election Day—Registering A Voter

REGISTERING A VOTER

⇒ Before registering a new voter, check that they are not already registered in DuPage County.

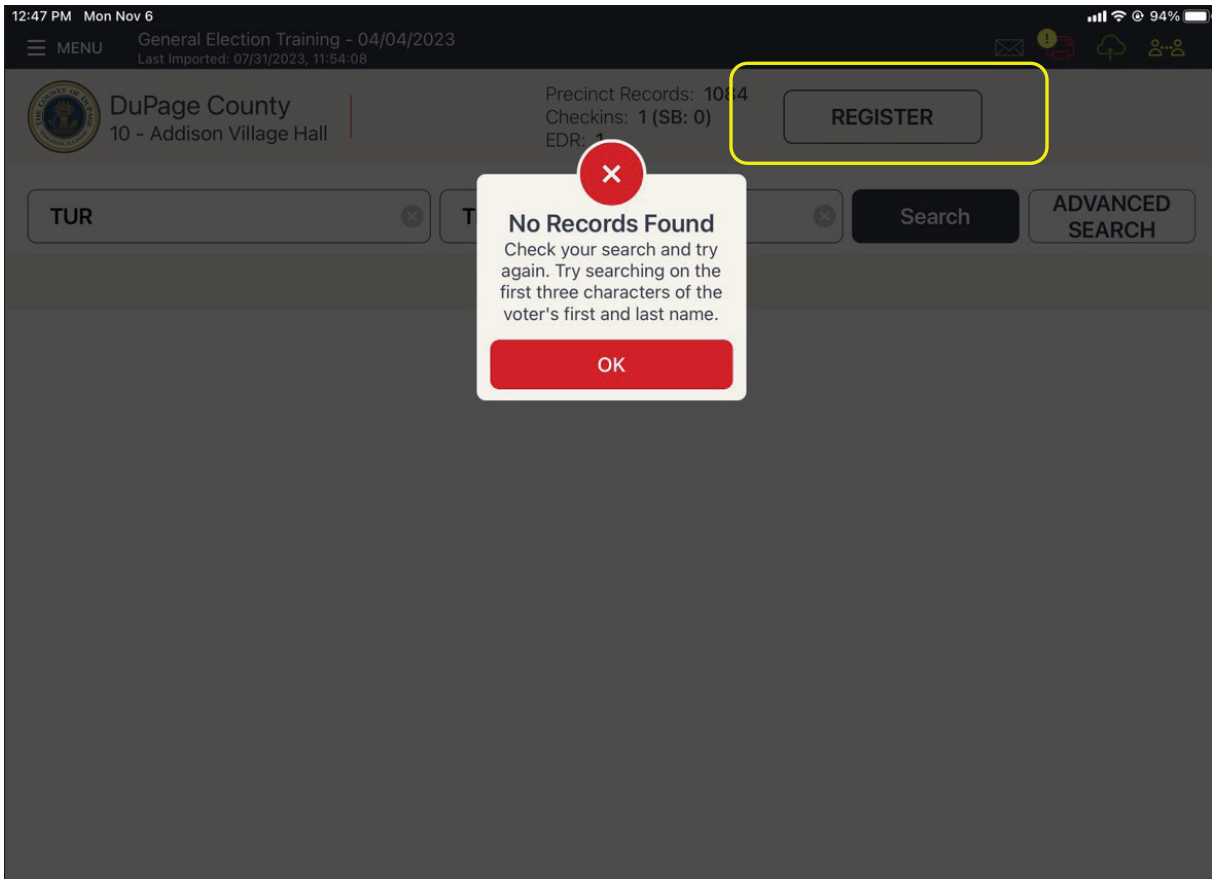
⇒ Once you receive the **NO RECORDS FOUND** popup window, select **REGISTER** button at the top of the screen.

Two forms of ID are required to register to vote.

1. One ID must have their current name and current address.
2. One ID must have their current name or current address.

If they do not have the appropriate IDs with them on **Election Day**, they will need to **vote Provisionally.**

If they do not have the appropriate IDs with them during **Early Voting** they will need to **return at a later time**.



Election Day—Registering A Voter

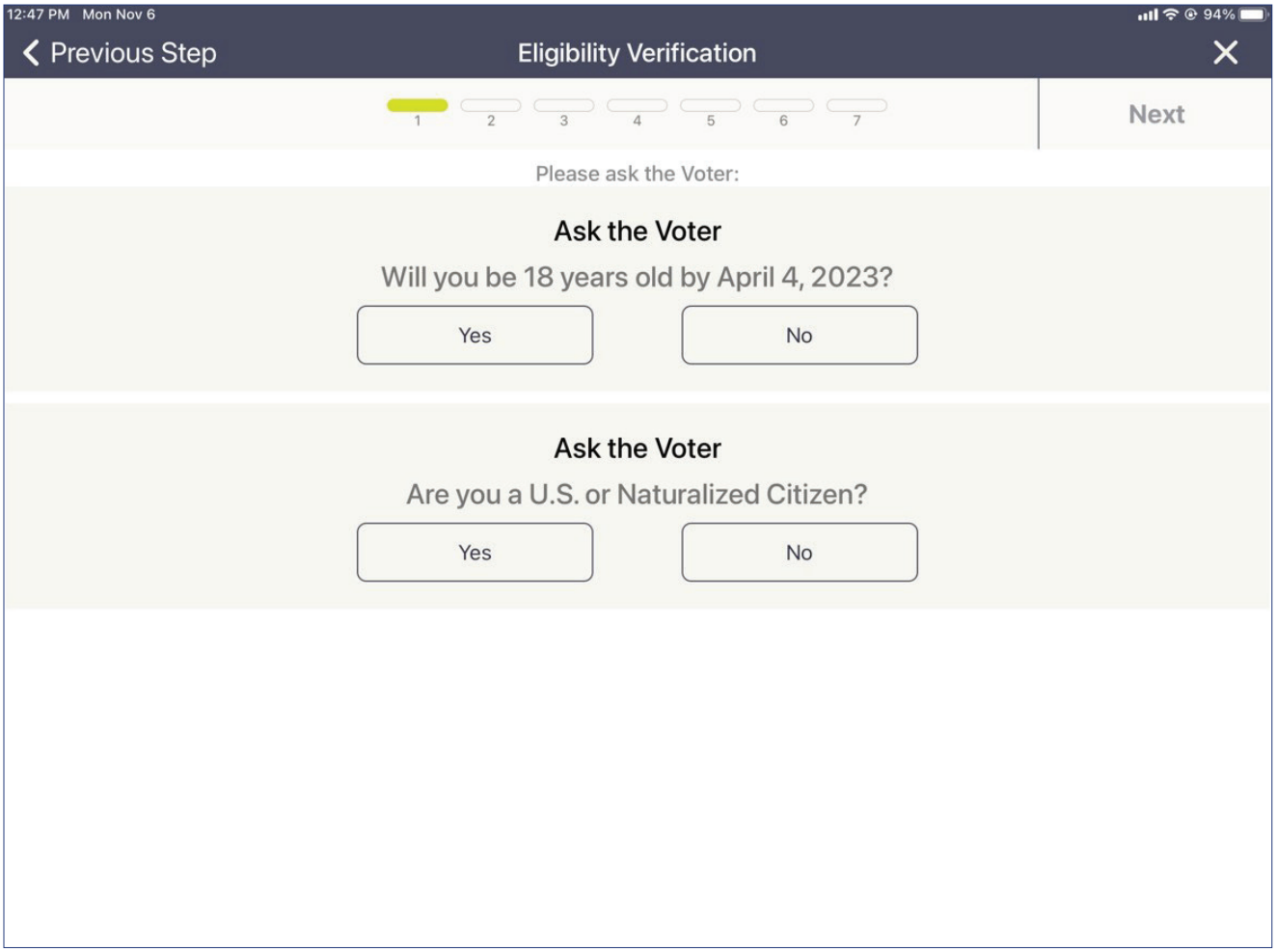
ELIGIBILITY VERIFICATION

⇒ Ask the Voter the questions prompted on the screen regarding age and citizenship.

⇒ **If YES** has been selected for all questions, press **NEXT**.

⇒ If **NO** has been selected for any or all of the questions, call the Election Division at (630) 407-5577 for further assistance and instruction.

NOTE: A Voter may vote in the corresponding Primary Election if they will be 18 years old by the date of the General Election.

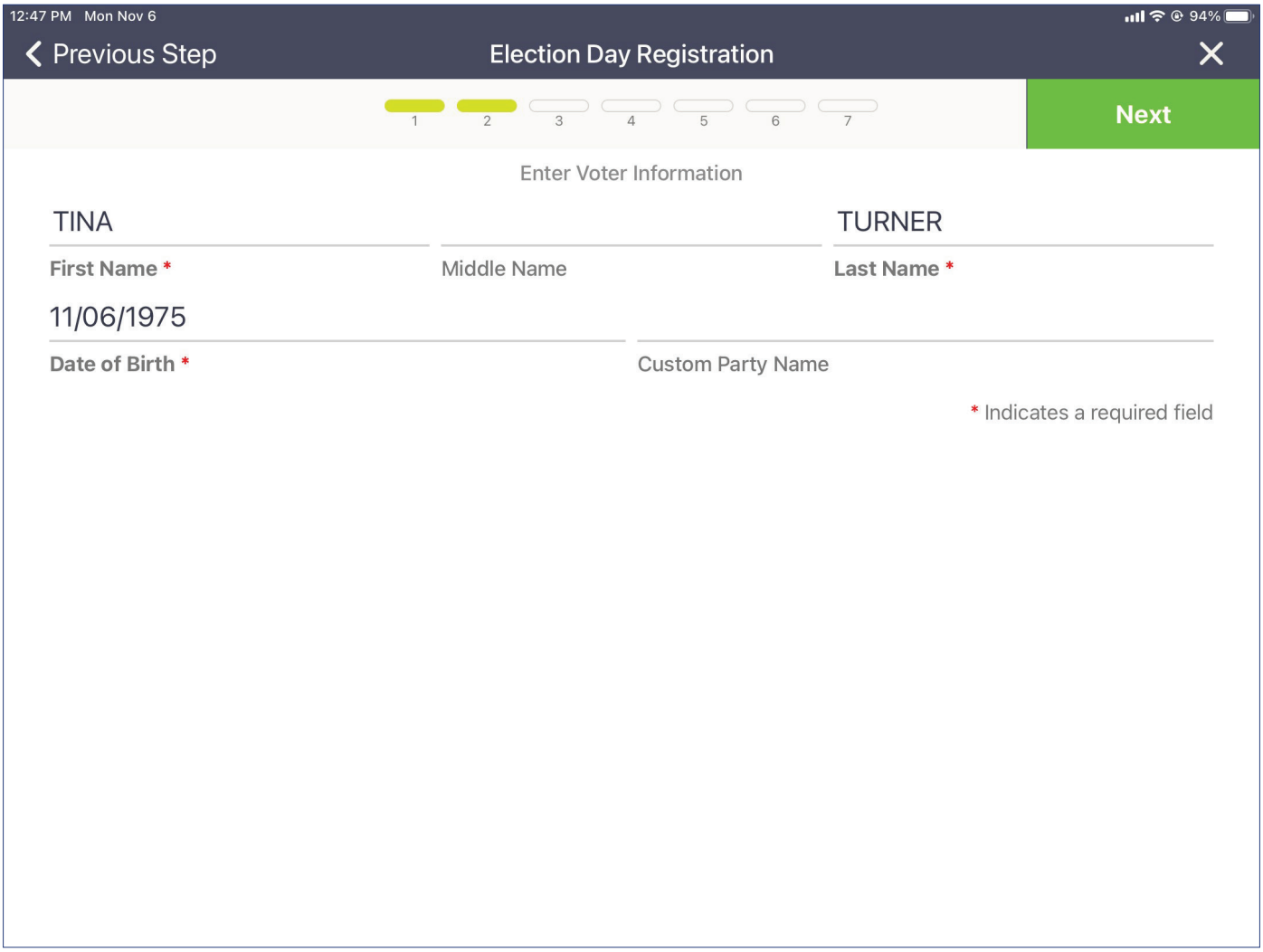


Election Day—Registering A Voter

ELECTION DAY REGISTRATION

⇒ Carefully enter the Voter's Name and Date of Birth.

⇒ Once complete, press **NEXT**.



Election Day—Registering A Voter

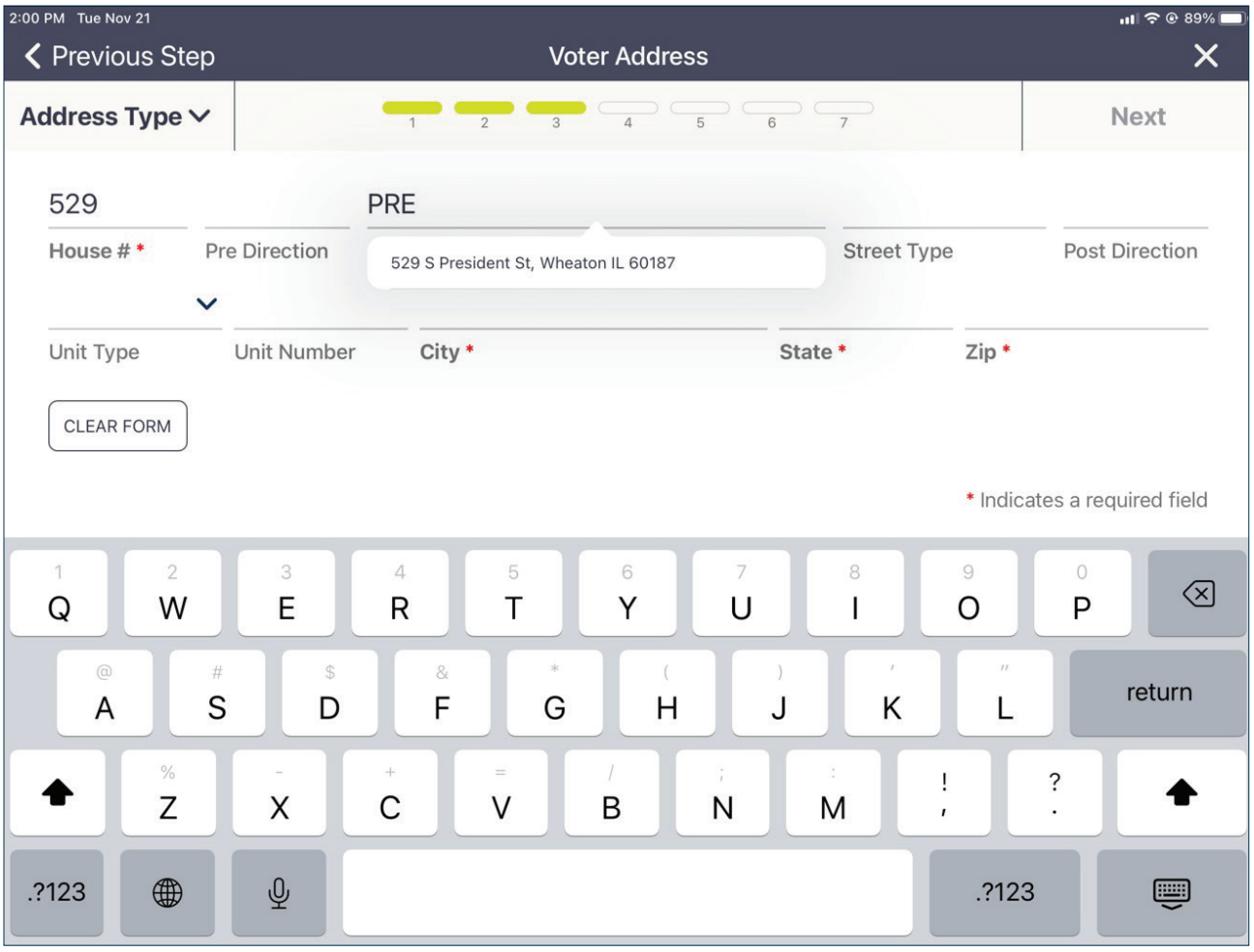
VOTER ADDRESS

⇒ Enter the Voter's **House #** of their address.

⇒ Enter the **first few letters** of their **Street Name**. A matching address list will appear.

⇒ Select the appropriate address. Once selected, all of the other fields will autofill.

*NOTE: If an address match does not appear, check to confirm that you have only entered the **House #** and **Street Name**. If you are still unable to proceed, call the Election Division at (630) 407-5577 for further instructions.*

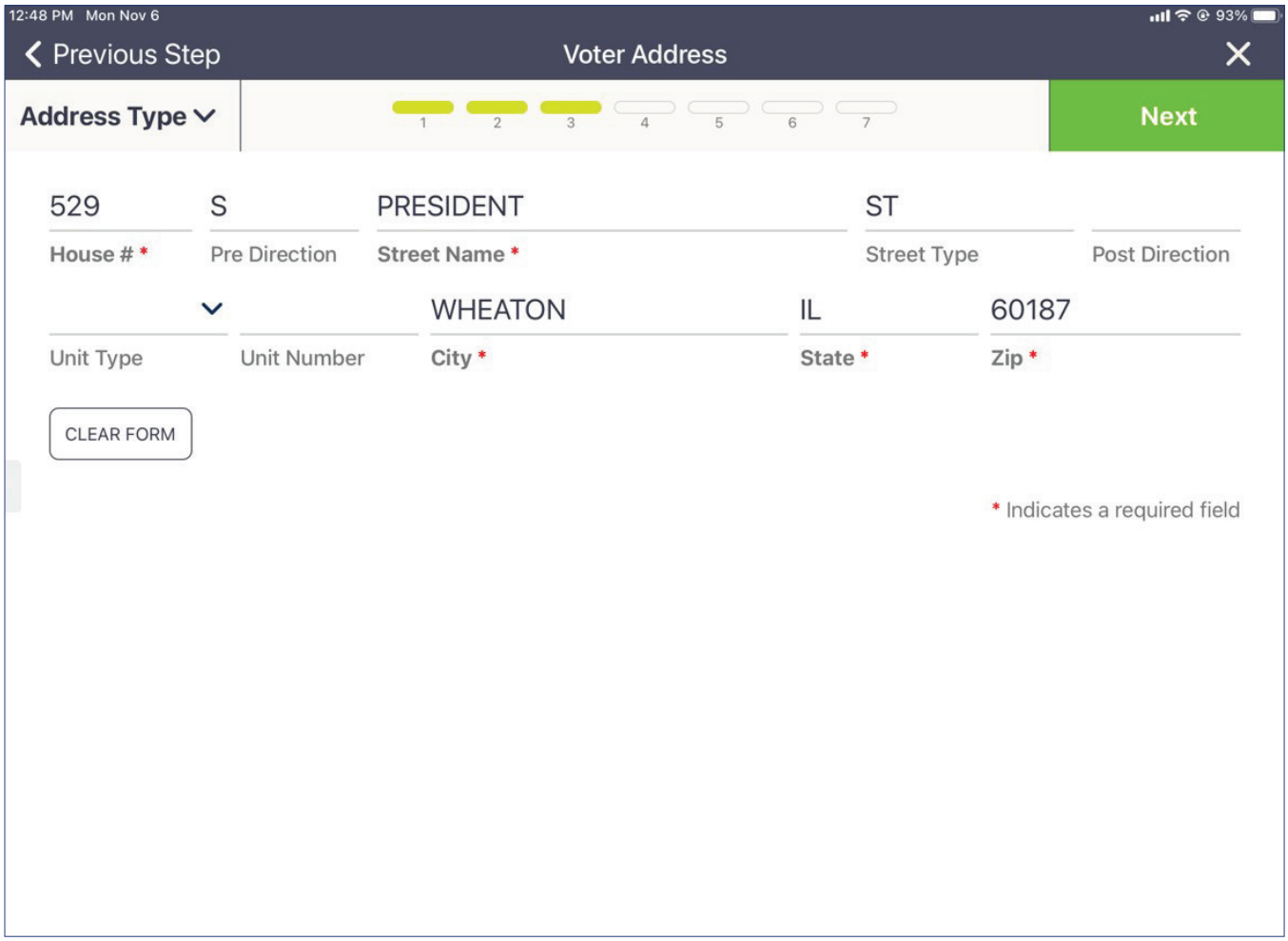


Election Day—Registering A Voter

VOTER ADDRESS

⇒ Confirm the populated information is correct with Voter.

⇒ Press **NEXT**.



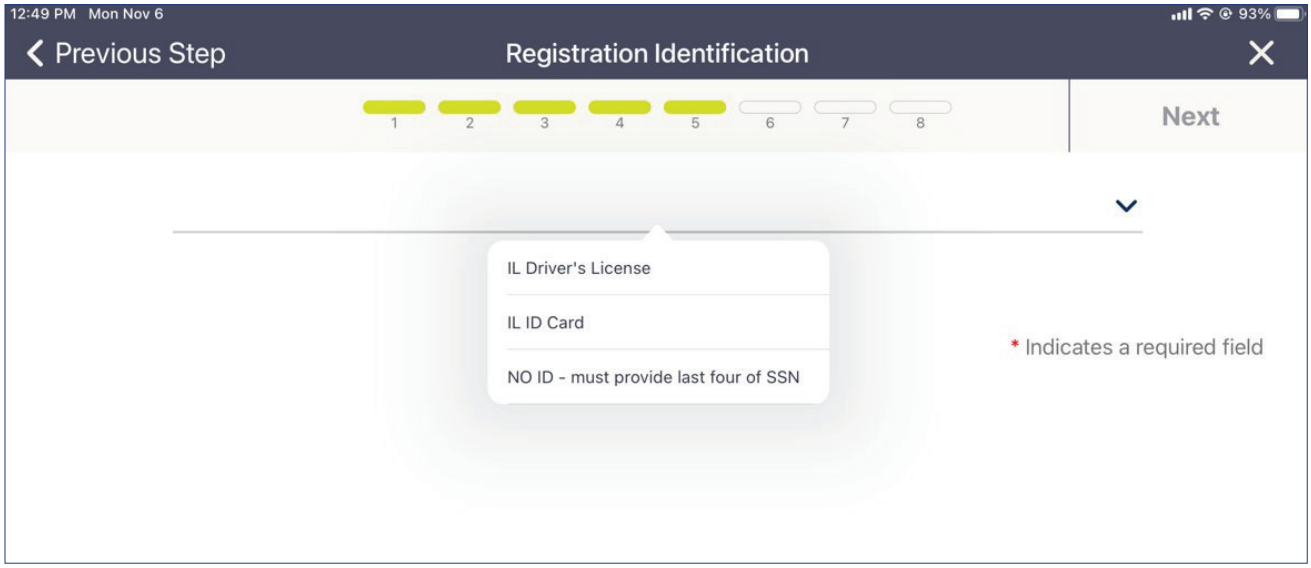
Election Day—Registering A Voter

REGISTRATION IDENTIFICATION

Anyone registering as a new Voter must provide one of the following:

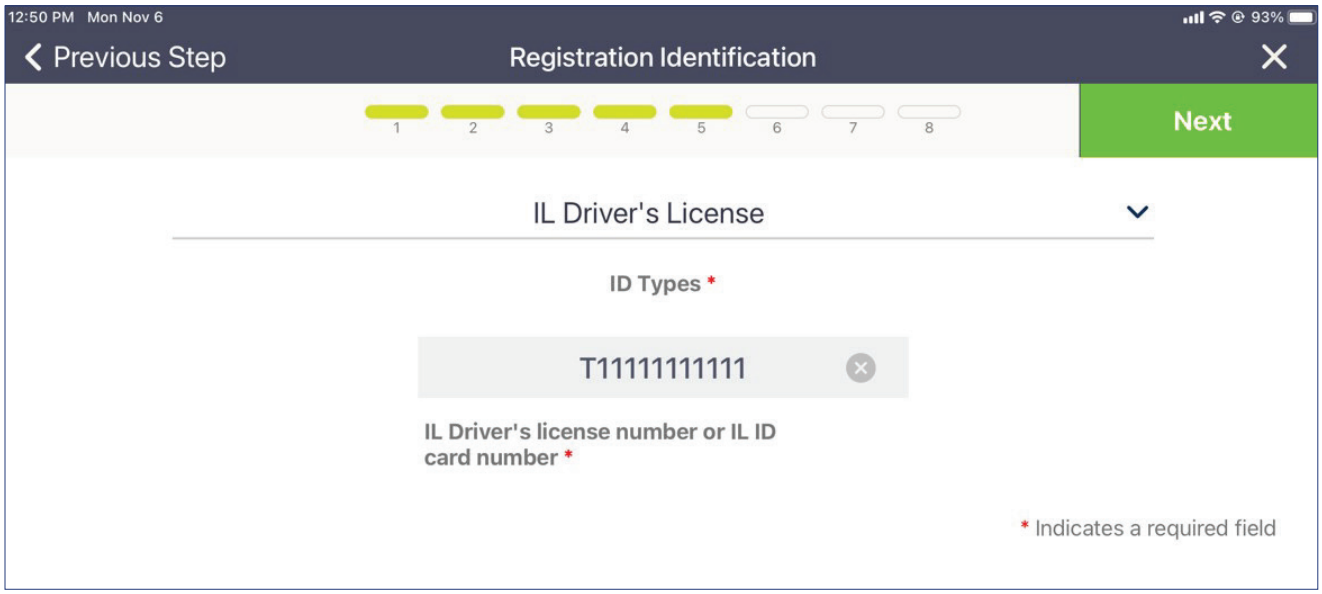
- Illinois Driver's License Number
- Illinois State ID Number
- Last 4-digits of their Social Security Number.

NOTE: A Voter is not required to show you any of these ID's, however they must provide the number. If a Driver's License number is being provided, it must be issued by the State of Illinois.



⇒ Type the ID number into the gray box.

⇒ Press NEXT.



Election Day—Registering A Voter

RESIDENCY VERIFICATION

The Voter must present two types of identification.

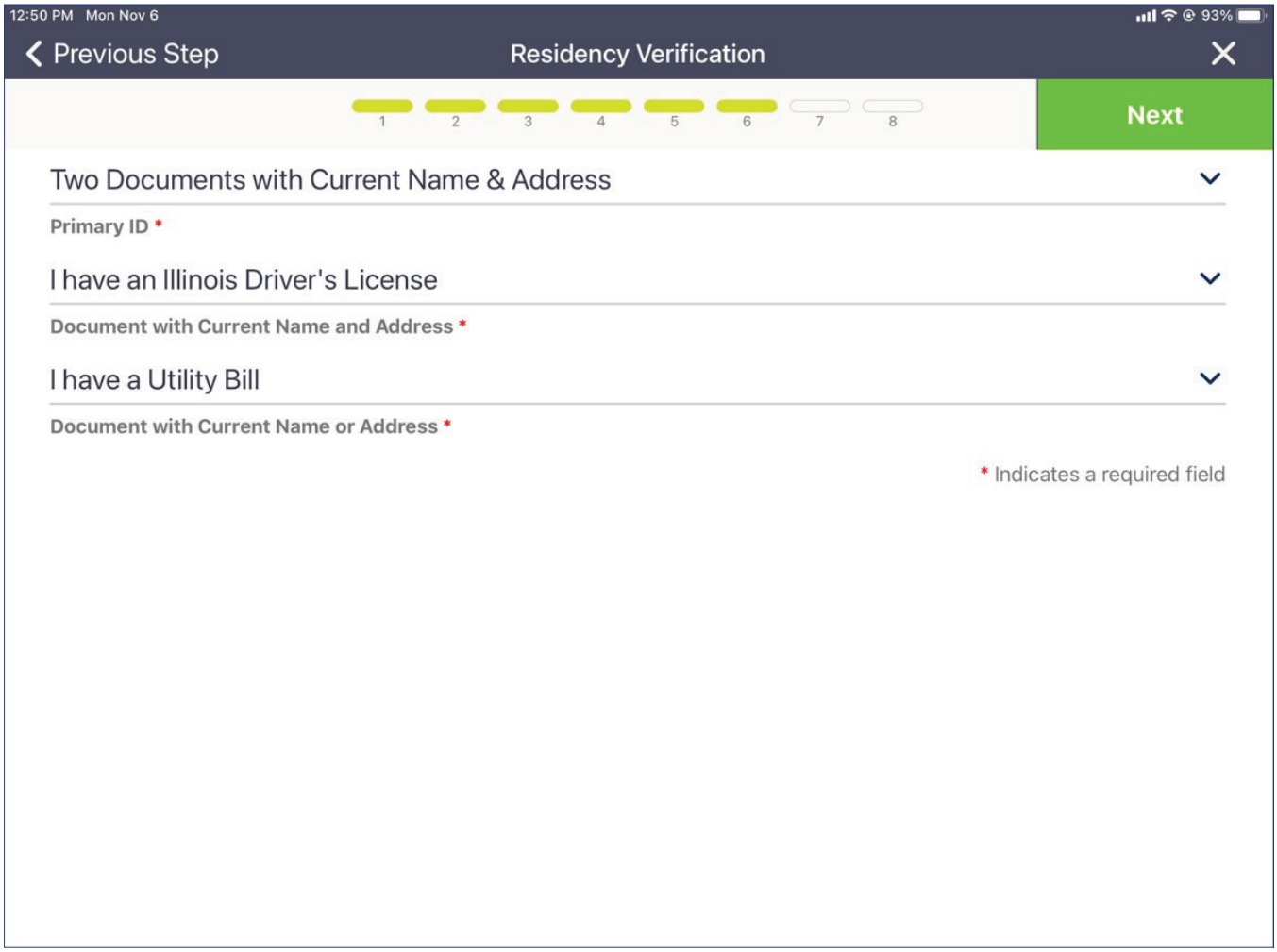
1. One ID must have their current name and current address.
2. One ID must have their current name or current address.

A Photo ID is NOT required.

If the Voter does not have the appropriate ID's with them, they will need to vote Provisionally.

⇒ Select the Voter's presented ID types from the drop down menus.

⇒ Press **NEXT**.



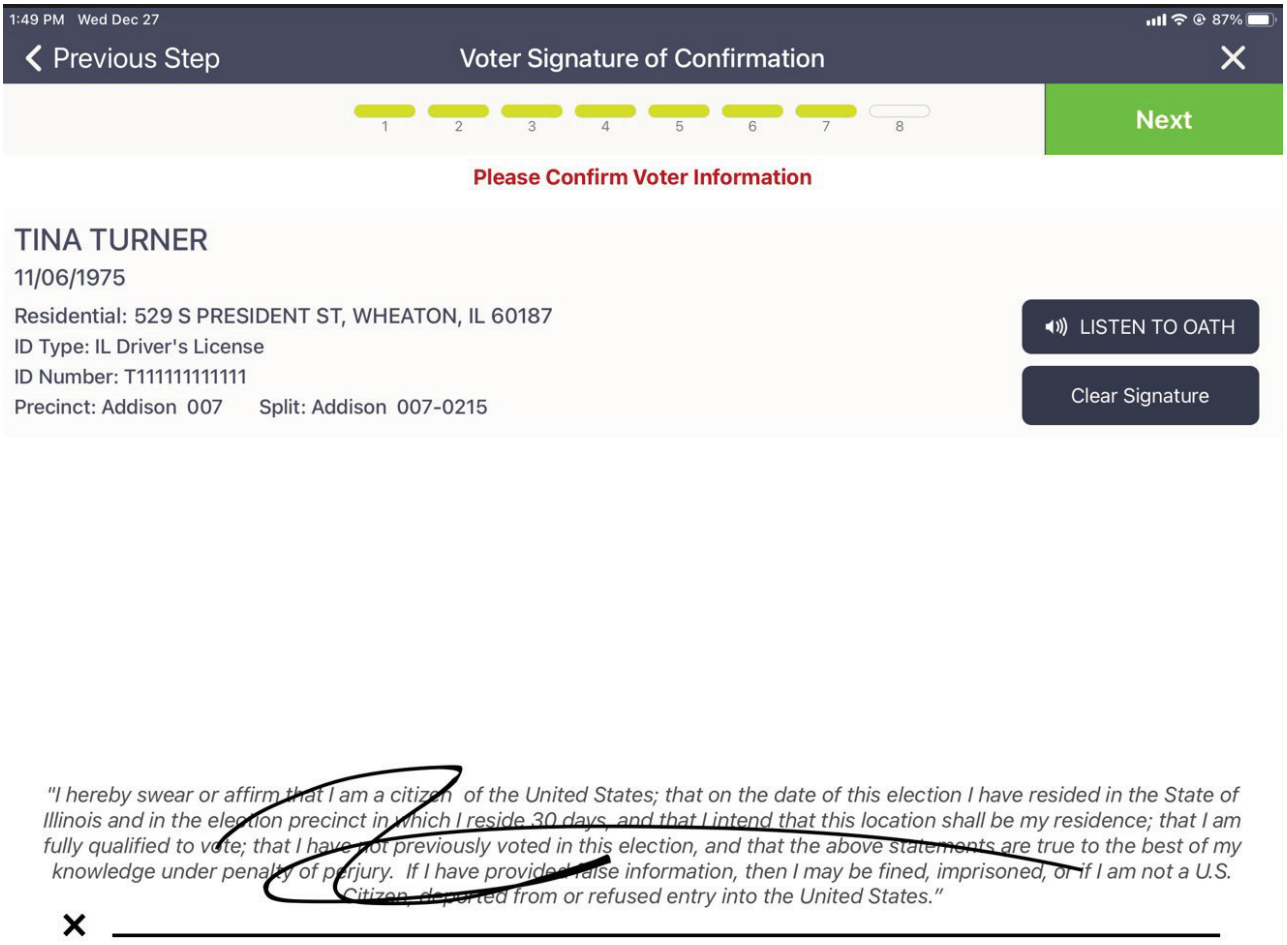
Election Day—Registering A Voter

VOTER SIGNATURE OF CONFIRMATION

⇒ Ask the Voter to review and verify that all information on the Poll Pad screen is correct.

⇒ Using the attached stylus, have the Voter sign at the bottom of the screen. Remind Voter to use their legal signature.

⇒ Press **NEXT**.

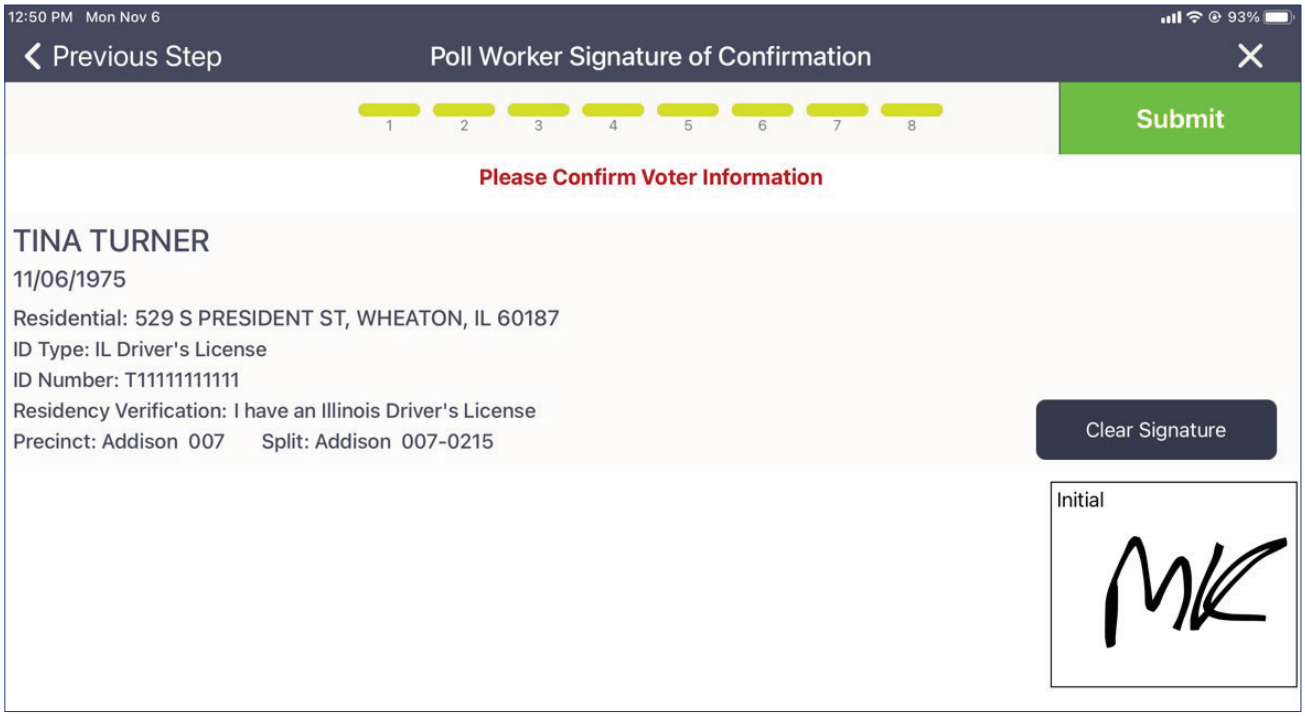


Election Day—Registering A Voter

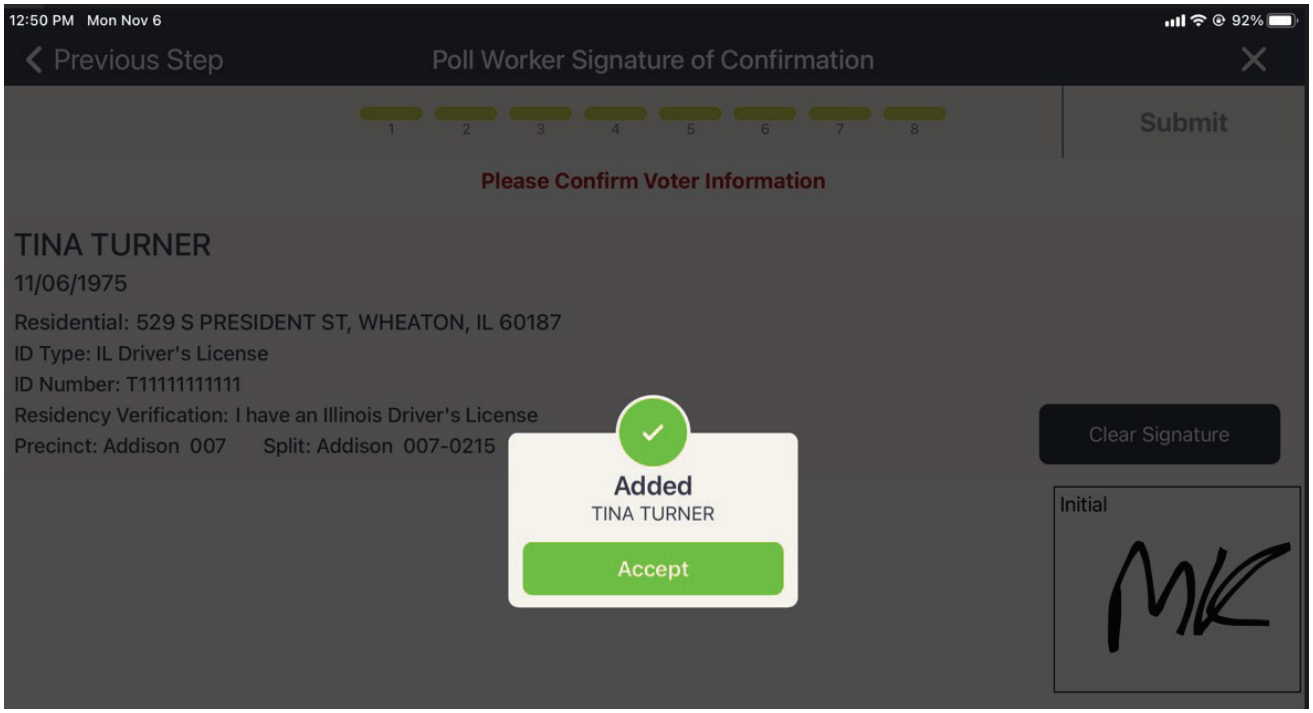
POLL WORKER SIGNATURE OF CONFIRMATION

⇒ The Election Judge processing the Poll Pad will initial the screen and press **SUBMIT**.

⇒ Press **ACCEPT**.



⇒ Press **ACCEPT**.

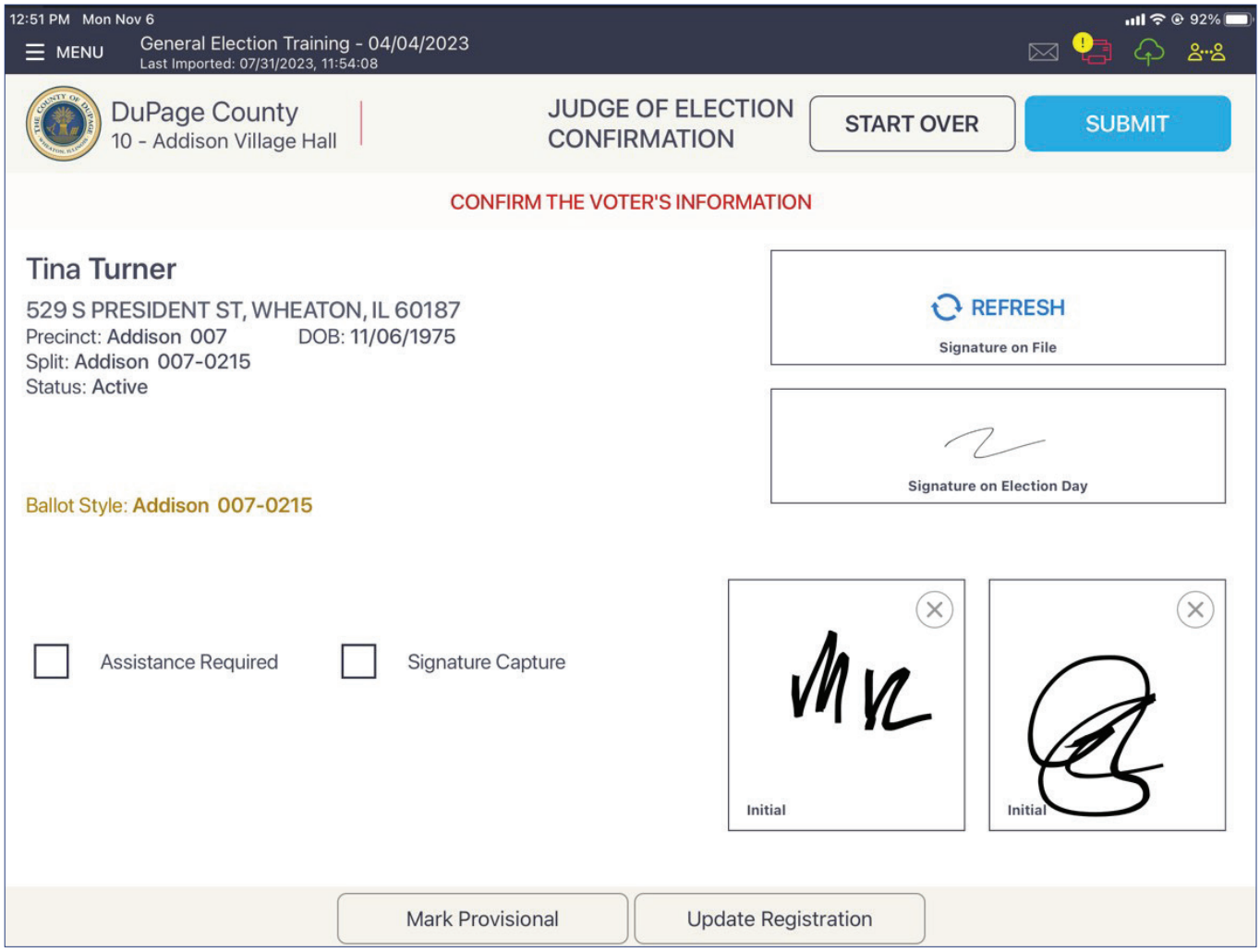


Election Day—Registering A Voter

JUDGE OF ELECTION CONFIRMATION

⇒ If the voter has provided the correct IDs, you may proceed with the Voter Check In.

⇒ If the voter has NOT provided IDs it is imperative that you go back to Check In and process them provisionally.

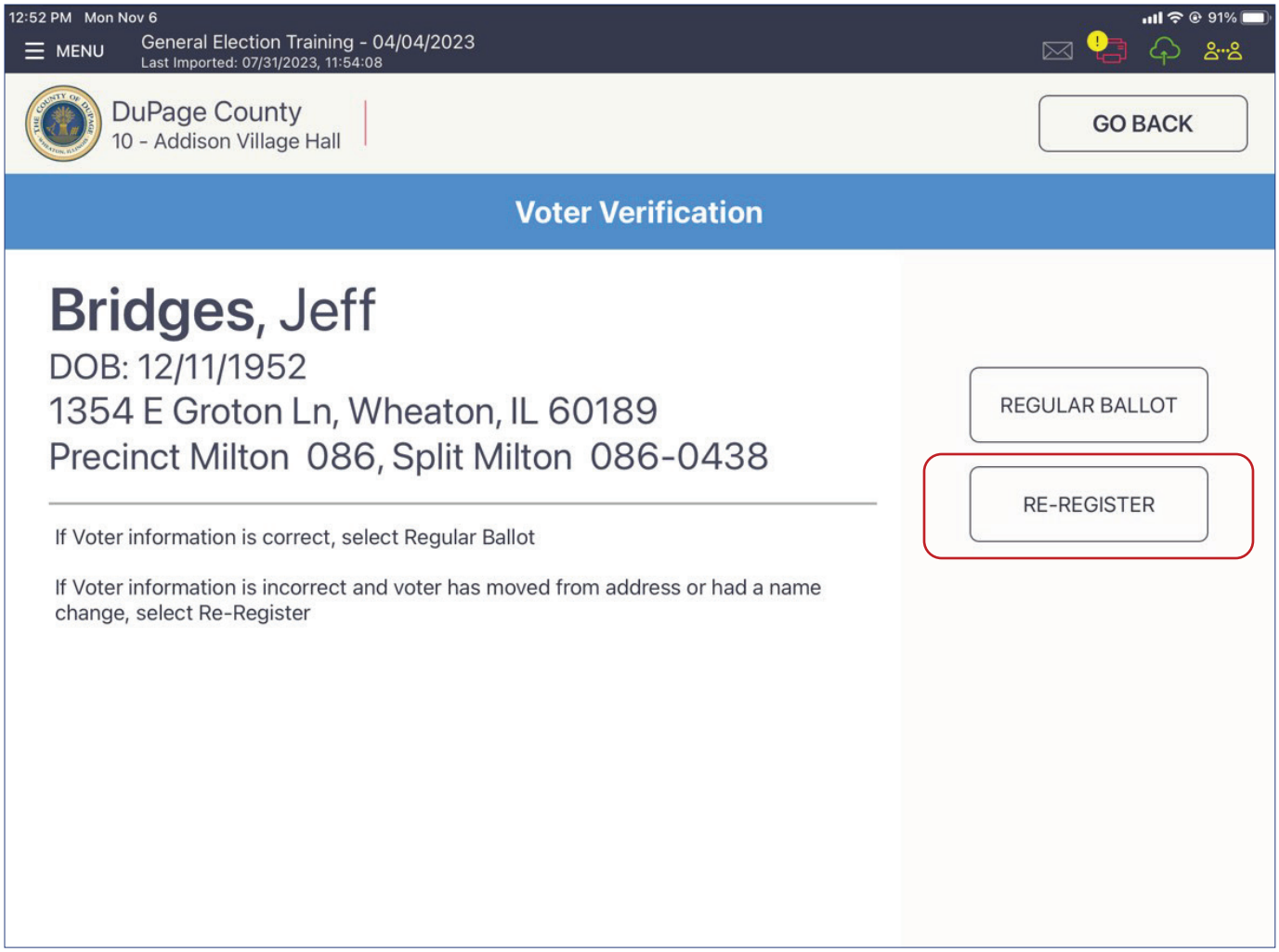


Election Day—Updating A Voter's Registration

VOTER VERIFICATION

⇒ Locate the Voter in the Poll Pad.

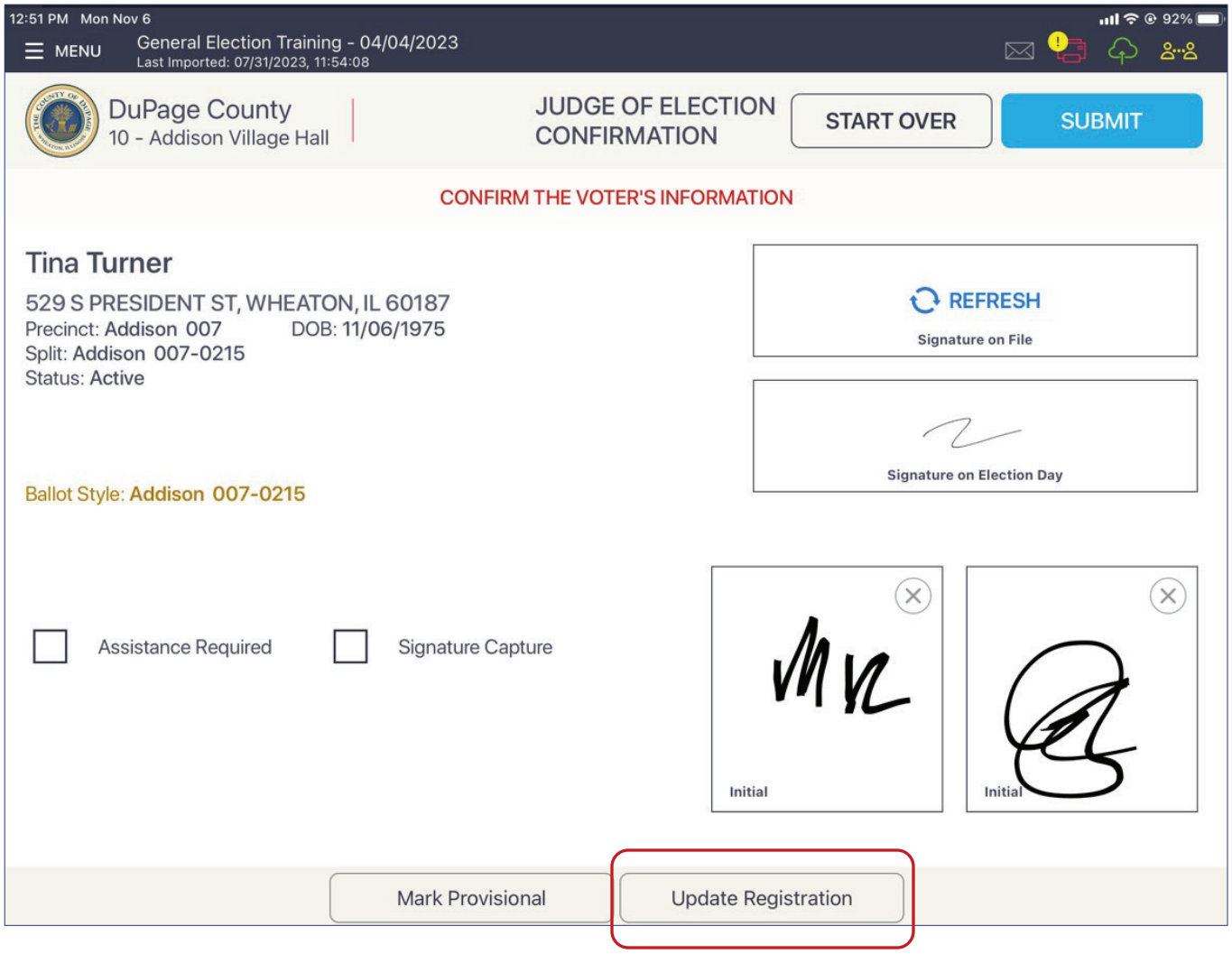
⇒ If Voter information is incorrect and voter has **moved from address** or had a **name change**, select **RE-REGISTER**.



Election Day—Updating A Voter's Registration

JUDGE OF ELECTION CONFIRMATION

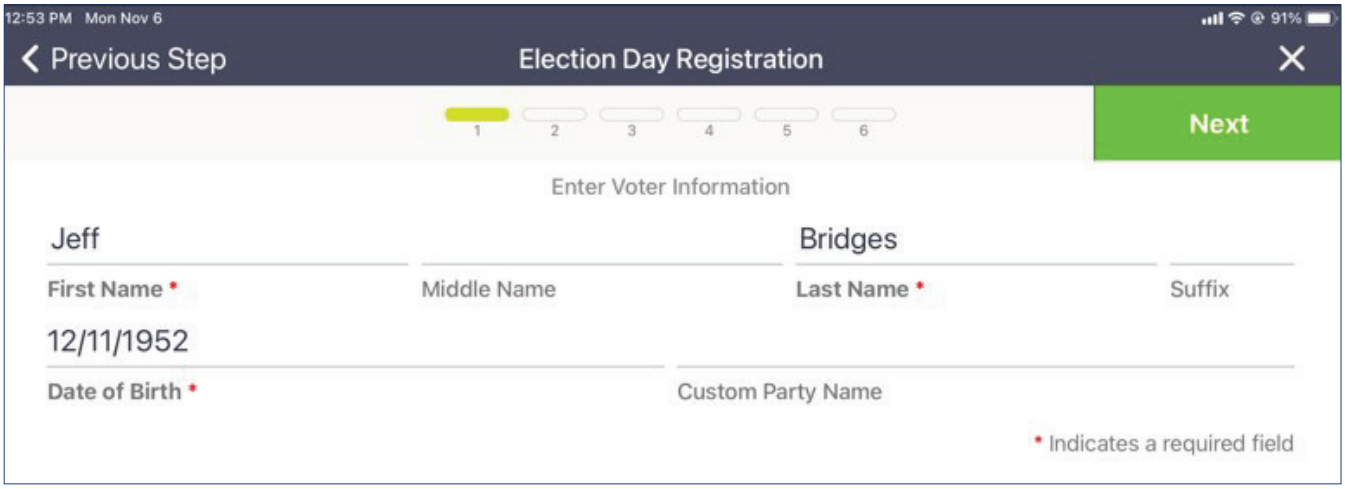
⇒ Select **UPDATE REGISTRATION**.



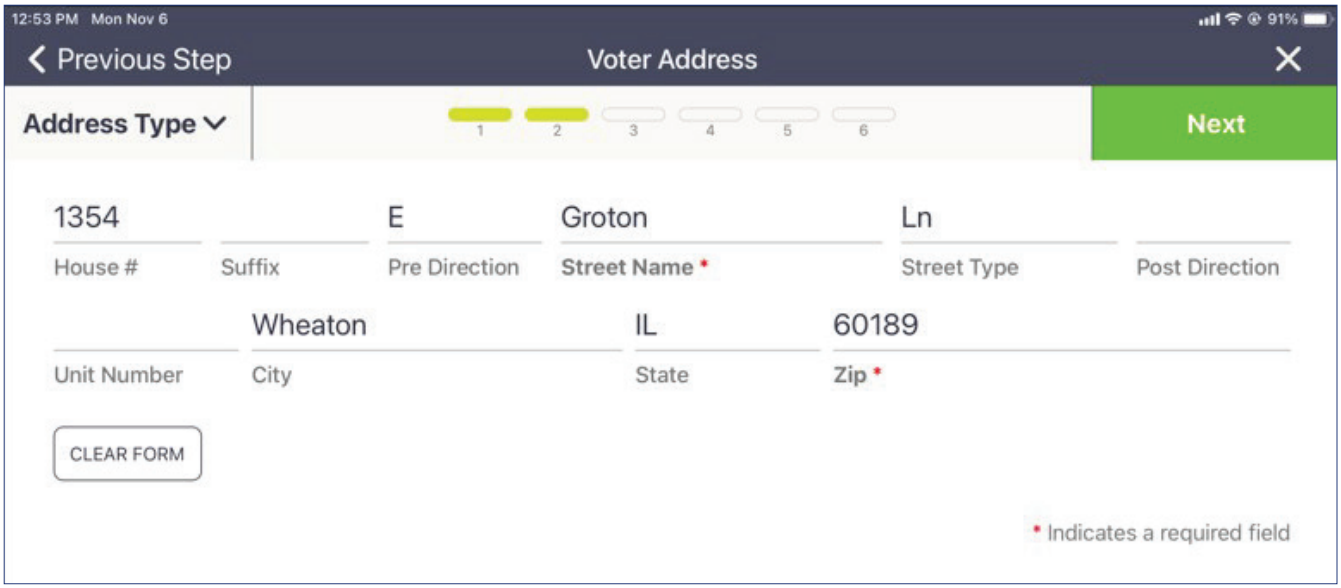
Election Day—Updating A Voter's Registration

ELECTION DAY REGISTRATION

⇒ Proceed to Voter's information to be updated. i.e. Name and/or Address.



⇒ Update the record, press **NEXT**.



Election Day—Updating A Voter's Registration

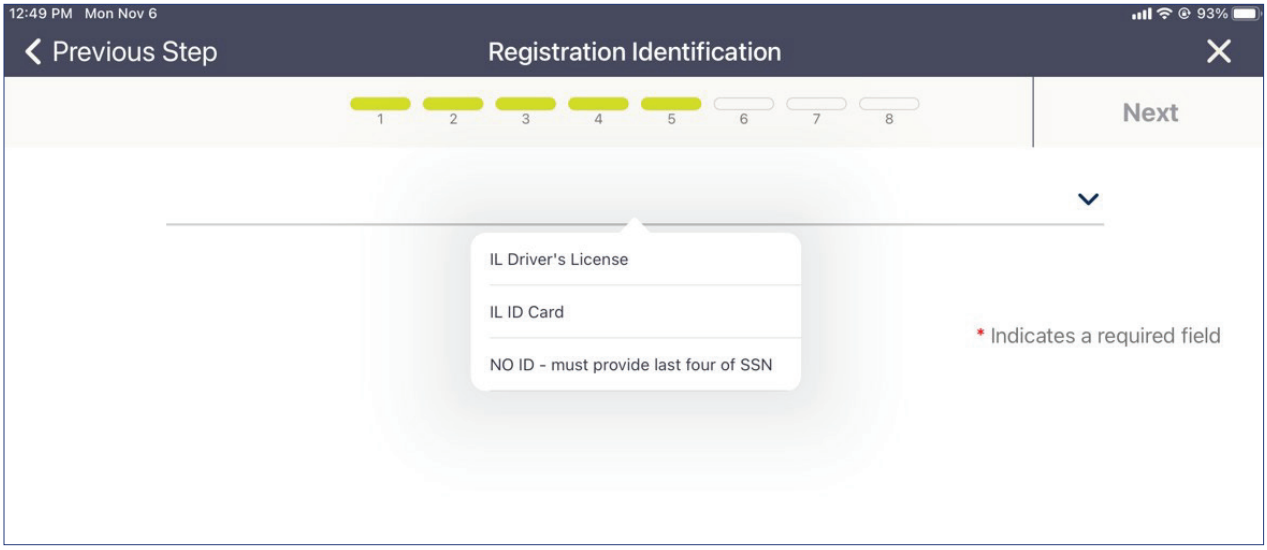
REGISTRATION IDENTIFICATION

The same policies and procedures apply for both **new** and **updated registrations**.

Voter's updating their registration must provide one of the following:

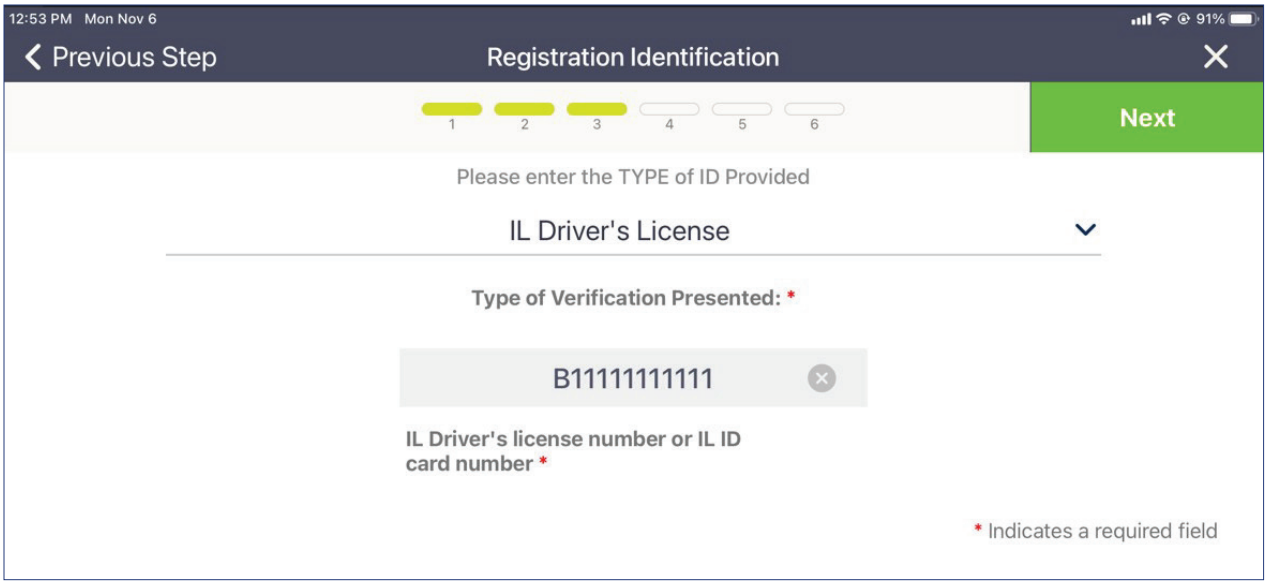
- Illinois Driver's License Number
- Illinois State ID Number
- Last 4-digits of their Social Security Number.

A Voter is not required to show you any of these ID's, however they must provide the number.
If a Driver's License number is being provided, it must be issued by the State of Illinois.



⇒ Type the ID number into the gray box.

⇒ Press **NEXT**.



Election Day—Updating A Voter's Registration

RESIDENCY VERIFICATION

The Voter must present two types of identification to update their registration.

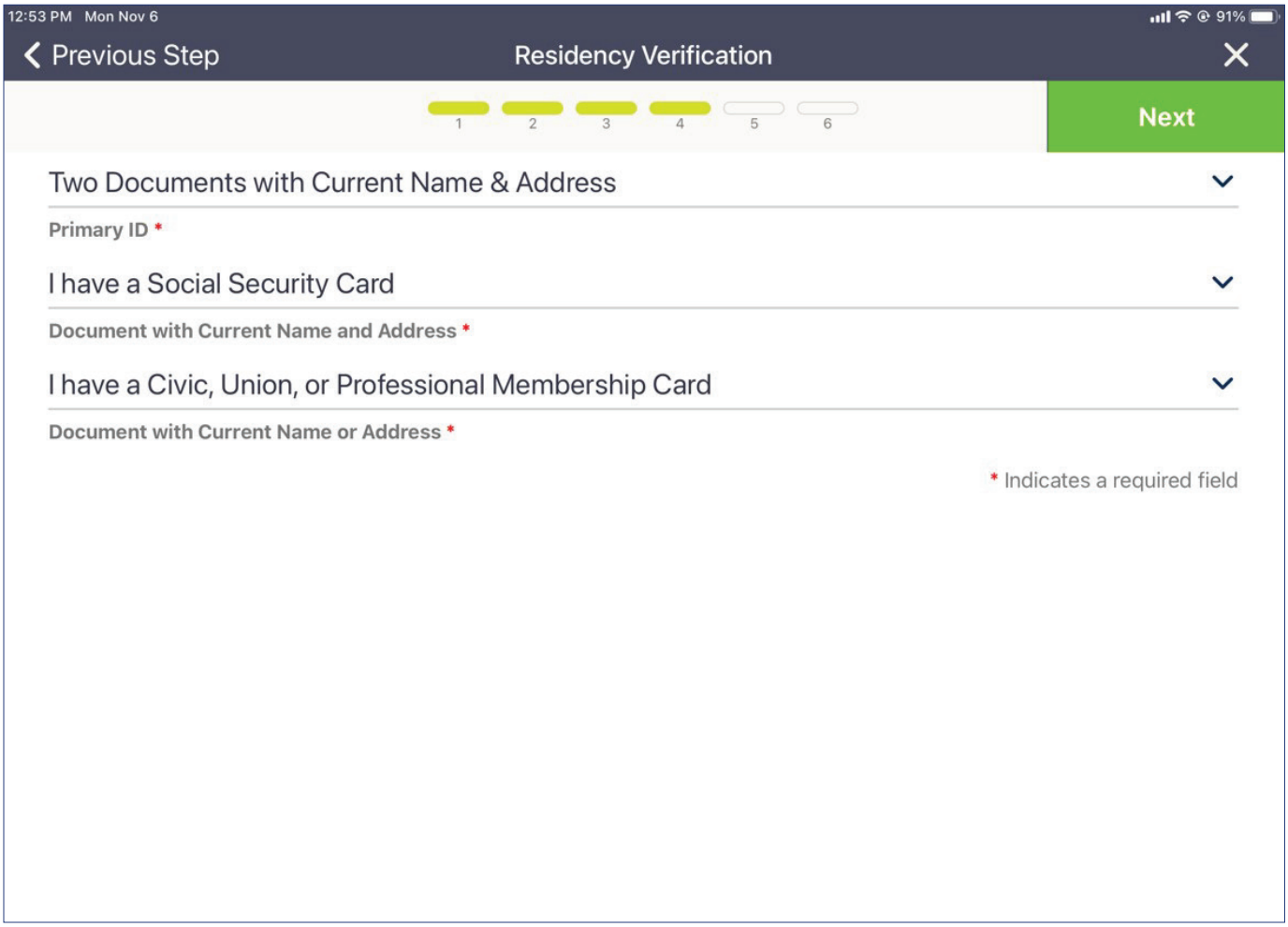
1. One ID must have their **current name** and **current address**.
2. One ID must have their **current name** or **current address**.

A Photo ID is not required.

If the Voter does not have the appropriate ID's with them, they will need to vote Provisionally.

⇒ Select the Voter's presented ID types from the drop down menus.

⇒ Press **NEXT**.



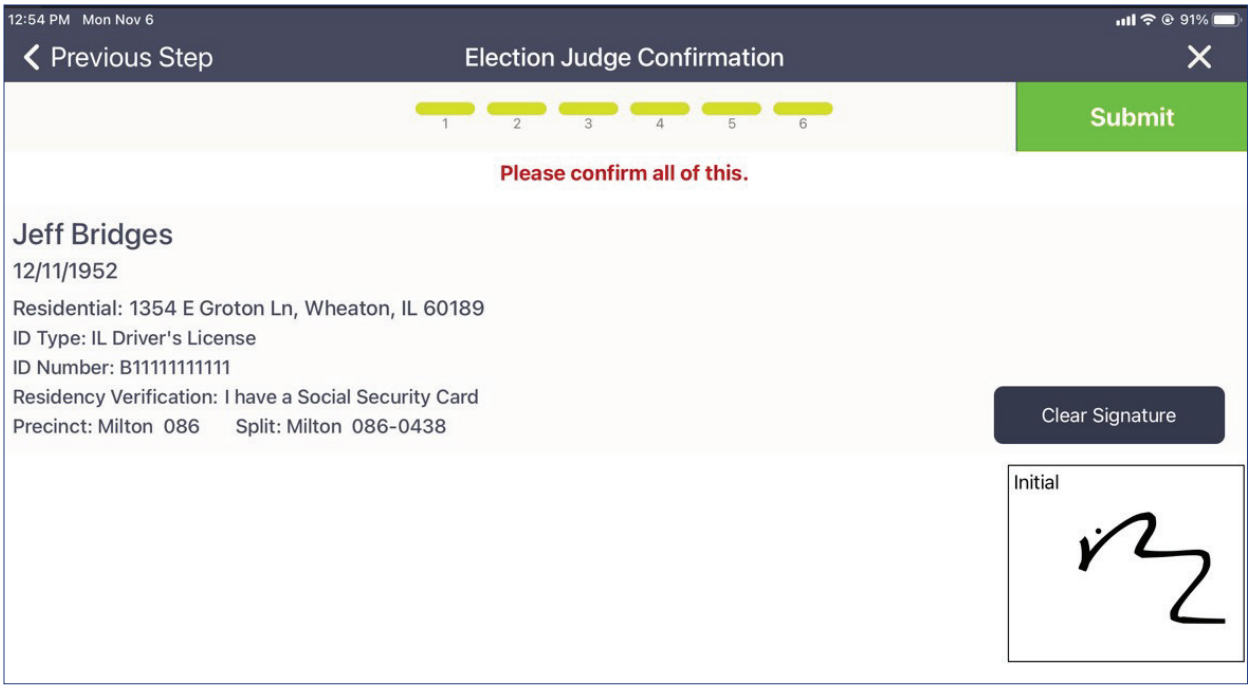
Election Day—Updating A Voter's Registration

ELECTION JUDGE CONFIRMATION

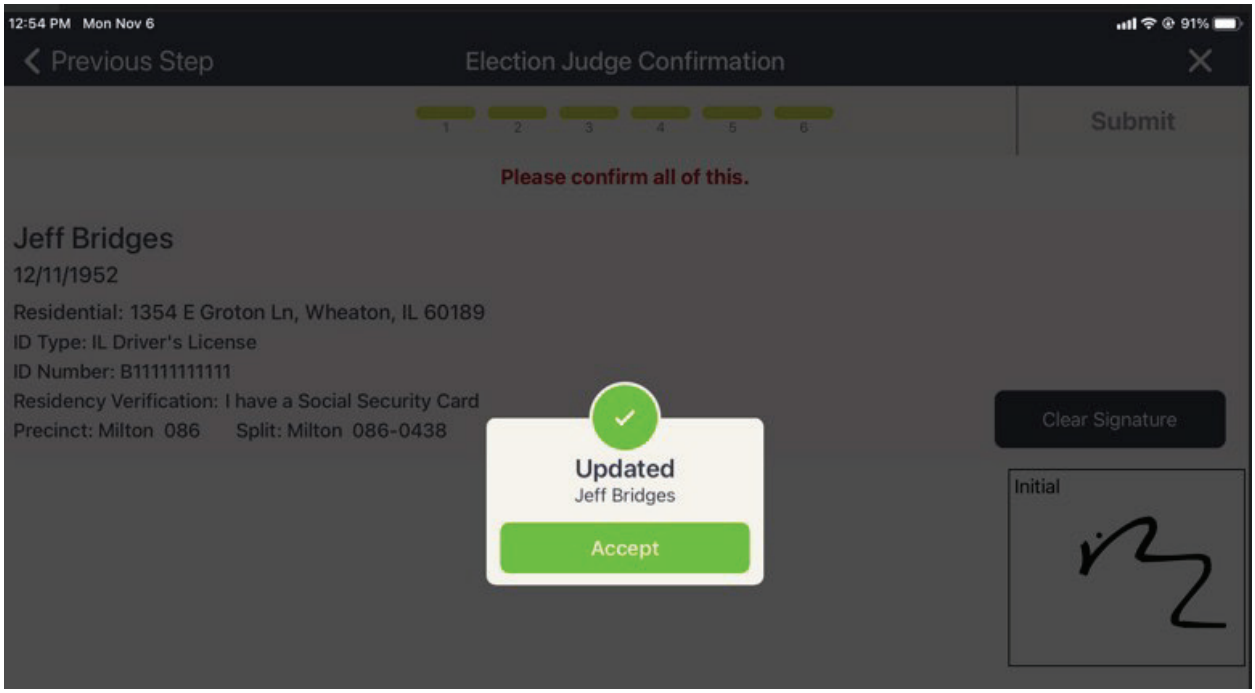
⇒ Review the information and confirm that it is correct.

⇒ The Election Judge processing the Poll Pad should initial the screen.

⇒ Press, **SUBMIT**.



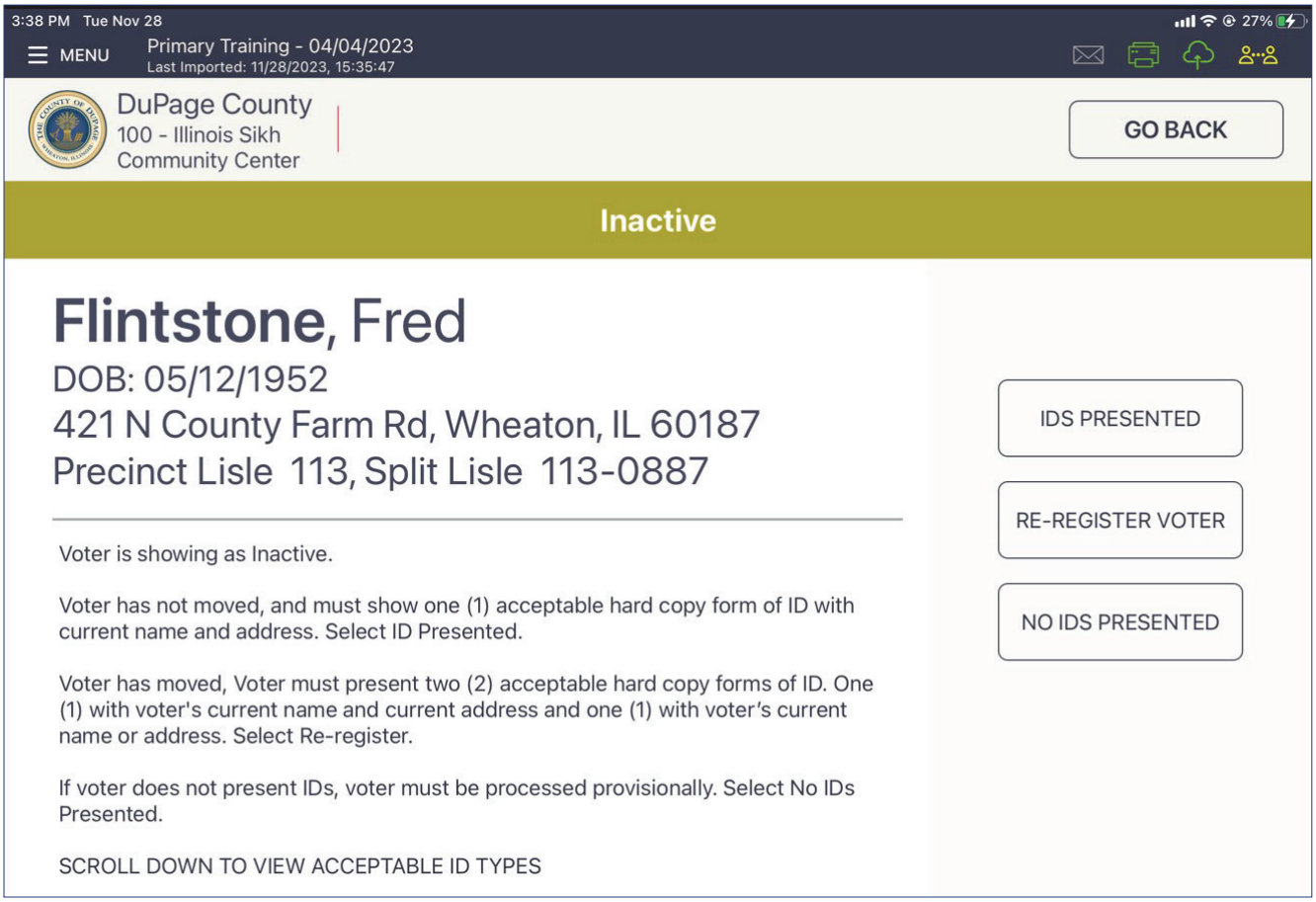
⇒ Press, **ACCEPT**.



Election Day—Inactive Voter Check In

INACTIVE VOTERS

⇒ Inactive Voter's are required to present identification to proceed. Review the scenarios on the next page and make the appropriate selection.



Election Day—Inactive Voter Check In

INACTIVE VOTERS

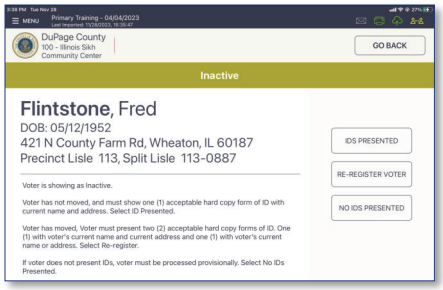
⇒ Review the scenarios below and select **IDS PRESENTED**, **RE-REGISTER VOTER** or **NO IDS PRESENTED** on the screen.

SCENARIO	VOTER	ELECTION JUDGE
Voter's name and address on ID matches Voter Registration	• Show one hard copy form of ID with their current name and current address. • Check In and Vote.	Select **IDS PRESENTED**
Voter has moved or changed their name	• Update Voter Registration. Registration updates require two acceptable hard copy forms of ID. (1) with voter's current name and current address and (1) with voter's current name or address. • Check In and Vote.	Select **RE-REGISTER VOTER**
Voter does not have any ID	• Vote provisionally.	Select **NO IDS PRESENTED**

Inactive Voters are required to provide identification to proceed

ACCEPTABLE IDENTIFICATION

- State ID/Driver's License/Passport
- Government/Military Employee/School/Public Aid ID
- Utility Bill, Checkbook, Bank Statement, Pay Stub
- Lease/Contract for Residence
- Postmarked First Class Mail
- Social Security Card, Credit Card, Insurance Card
- FOID card
- Civic Union/Professional Association Membership Card



Election Day—Processing Provisionally

PROVISIONAL VOTING

Provisional Voting allows a person to vote on Election Day even if their ability to vote has been questioned. Provisional Voting is offered when issues cannot be resolved by Election Judges on Election Day.

REASONS FOR ISSUING PROVISIONAL BALLOT

- Person's name is not on the list of registered voters and they refuse to register at the polling place or another grace period site.
- Voter's status is challenged and sustained by a majority of the judges.
- Court order extended voting hours.
- They are unable to provide required identification.
- Name is on the list of voters who voted during the early voting period.
- Received Vote by Mail ballot, but did not return it to the Election Division.
- Voter attempted to register on Election Day, but failed to provide the necessary documentation.

PROVISIONAL VOTING PROCESS AT-A-GLANCE

1. Judge processes voter in Poll Pad.
2. Judge and Voter completes and signs **PROVISIONAL AFFIDAVIT ENVELOPE 1**.
3. Judge issues **PROVISIONAL BALLOT** and **SECRECY PROVISIONAL ENVELOPE 2**.
4. Voter votes, folds and seals ballot in the **SECRECY PROVISIONAL ENVELOPE 2,** then returns it to Judge.
5. Judge completes required information on voter's **SECRECY PROVISIONAL ENVELOPE 2**.
6. Judge give voter the copy of the **PROVISIONAL AFFIDAVIT** from inside of **ENVELOPE 1**.
7. Judge puts the **PROVISIONAL RECEIPT and SECRECY PROVISIONAL ENVELOPE 2** into **PROVISIONAL AFFIDAVIT ENVELOPE 1** and seals it.
8. Judge places sealed **PROVISIONAL AFFIDAVIT ENVELOPE 1** into the **PROVISIONAL BALLOT CARRIER POUCH**.

IMPORTANT

- **Provisional ballots are <u>not</u> fed through the Verity Scan or deposited into the ballot box.** Provisional ballots are handled through a separate process and require verification by the Election Division.
- **Voter's processed provisionally** due to missing or invalid ID have **7 days** to bring their ID(s) to the Election Division so their ballot can be counted.

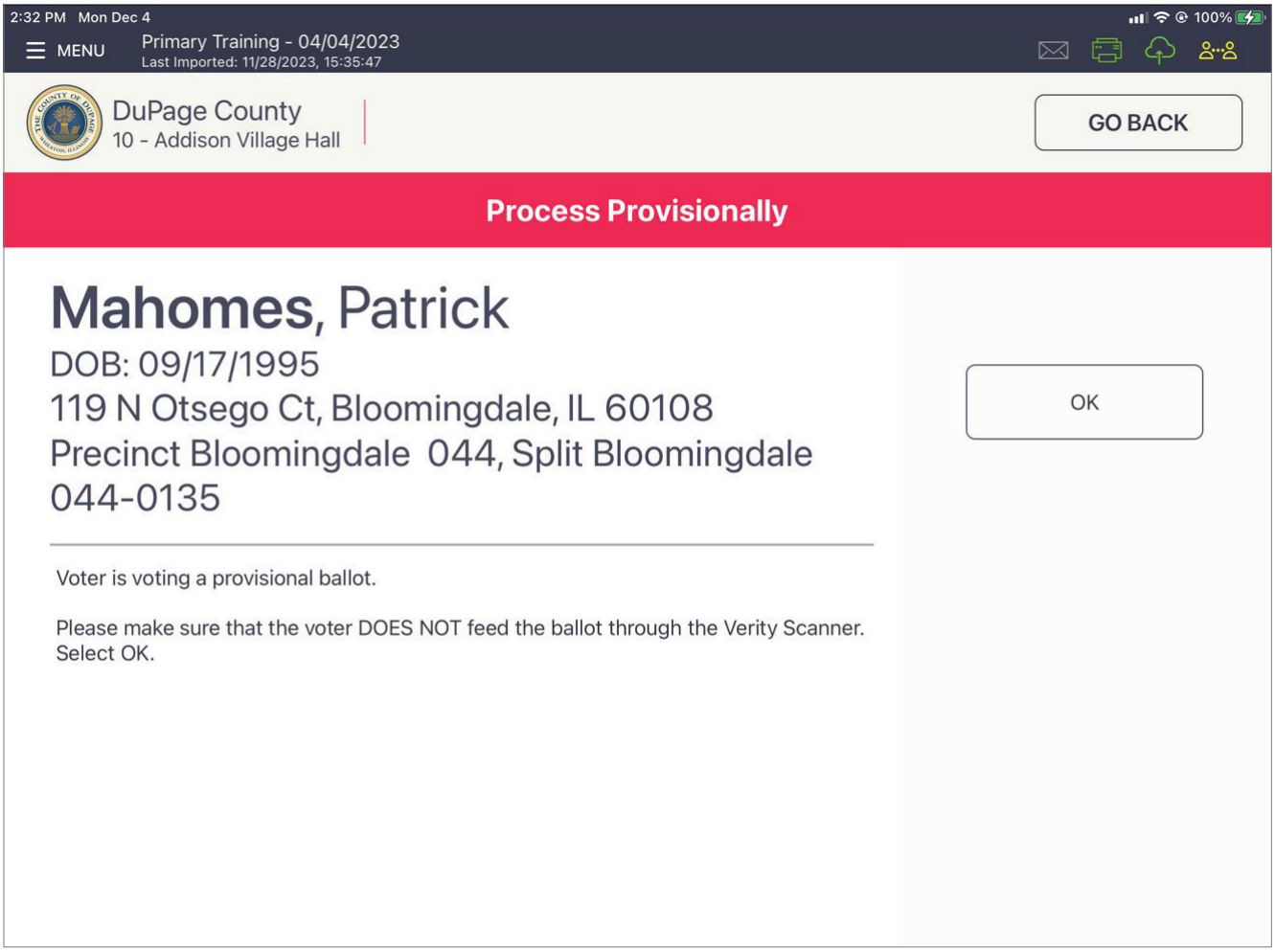
REFER TO THE FOLLOWING PAGES FOR DETAILED STEPS AND ILLUSTRATION

Election Day—Processing Provisionally

PROCESS PROVISIONALLY

⇒ Verify name and registration information.

⇒ Select, **OK.**



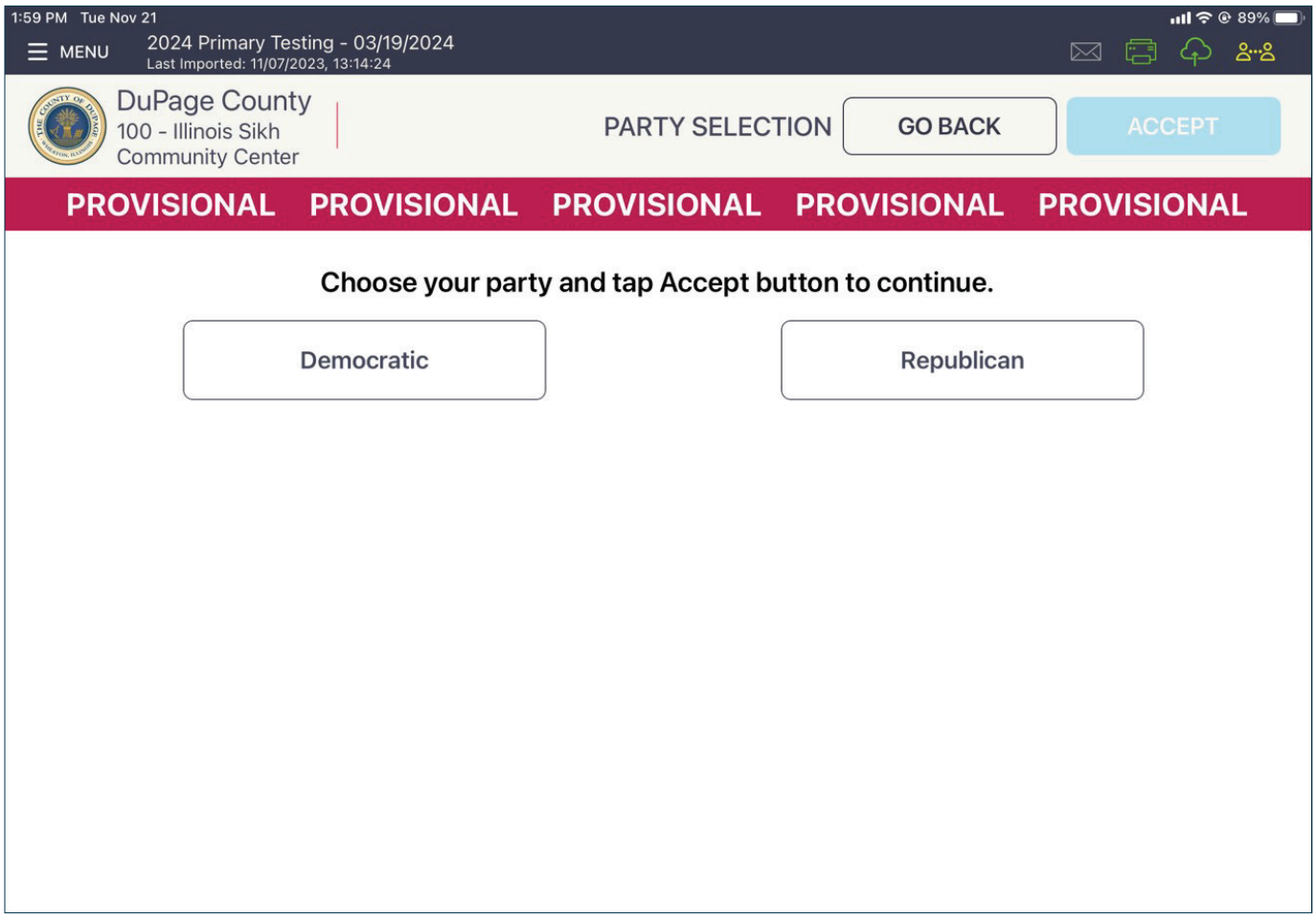
Election Day—Processing Provisionally

PARTY SELECTION

In a **Primary Election**, the Voter needs to declare which party they would like their ballot for.

⇒ Select **DEMOCRATIC** or **REPUBLICAN**.

⇒ Select **ACCEPT**.



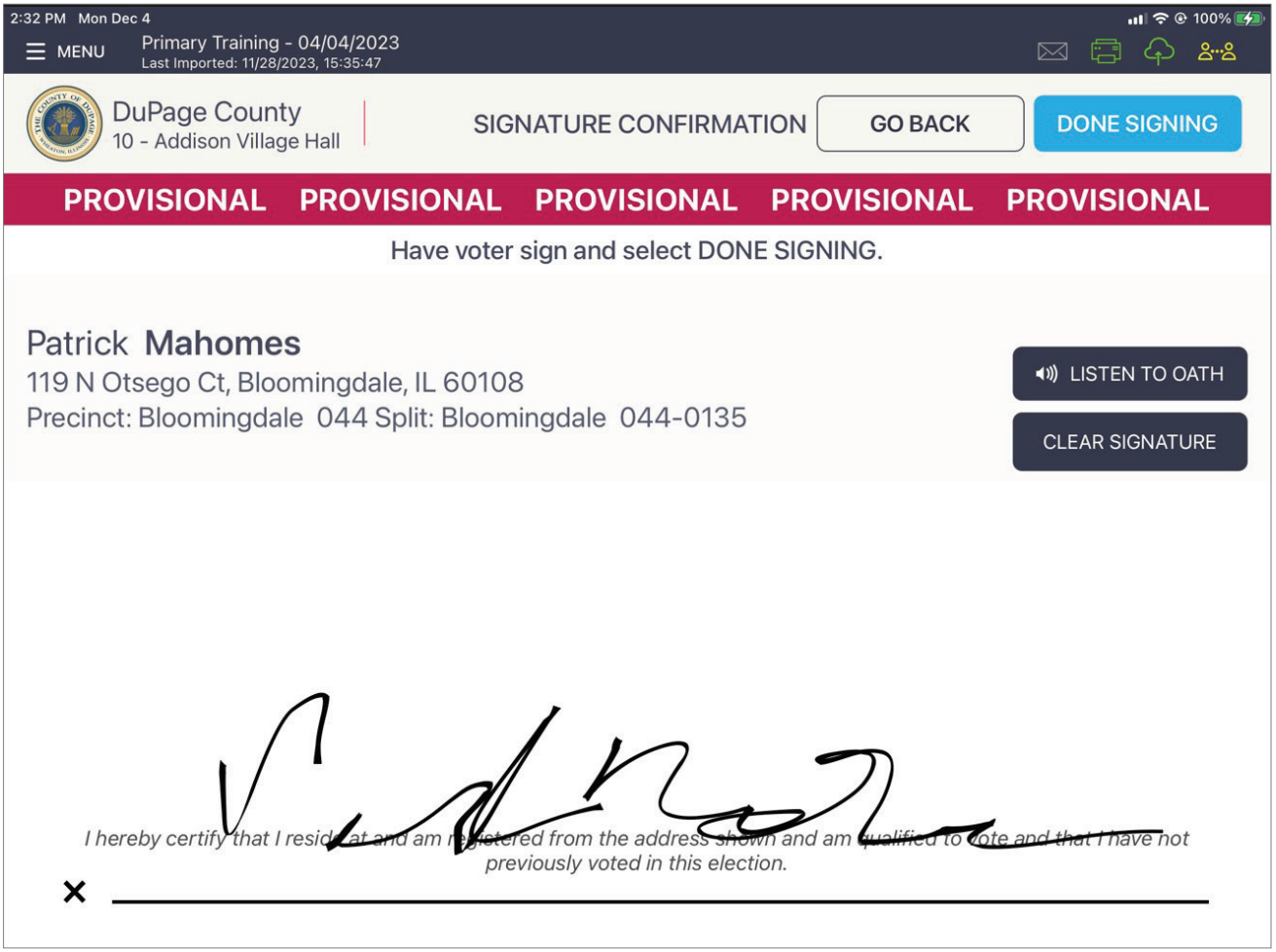
Election Day—Processing Provisionally

SIGNATURE CONFIRMATION

⇒ Have the Voter review and confirm that their name and address are correct.

⇒ The Voter will then need to sign the Poll Pad.

⇒ Select **DONE SIGNING**.



Election Day—Processing Provisionally

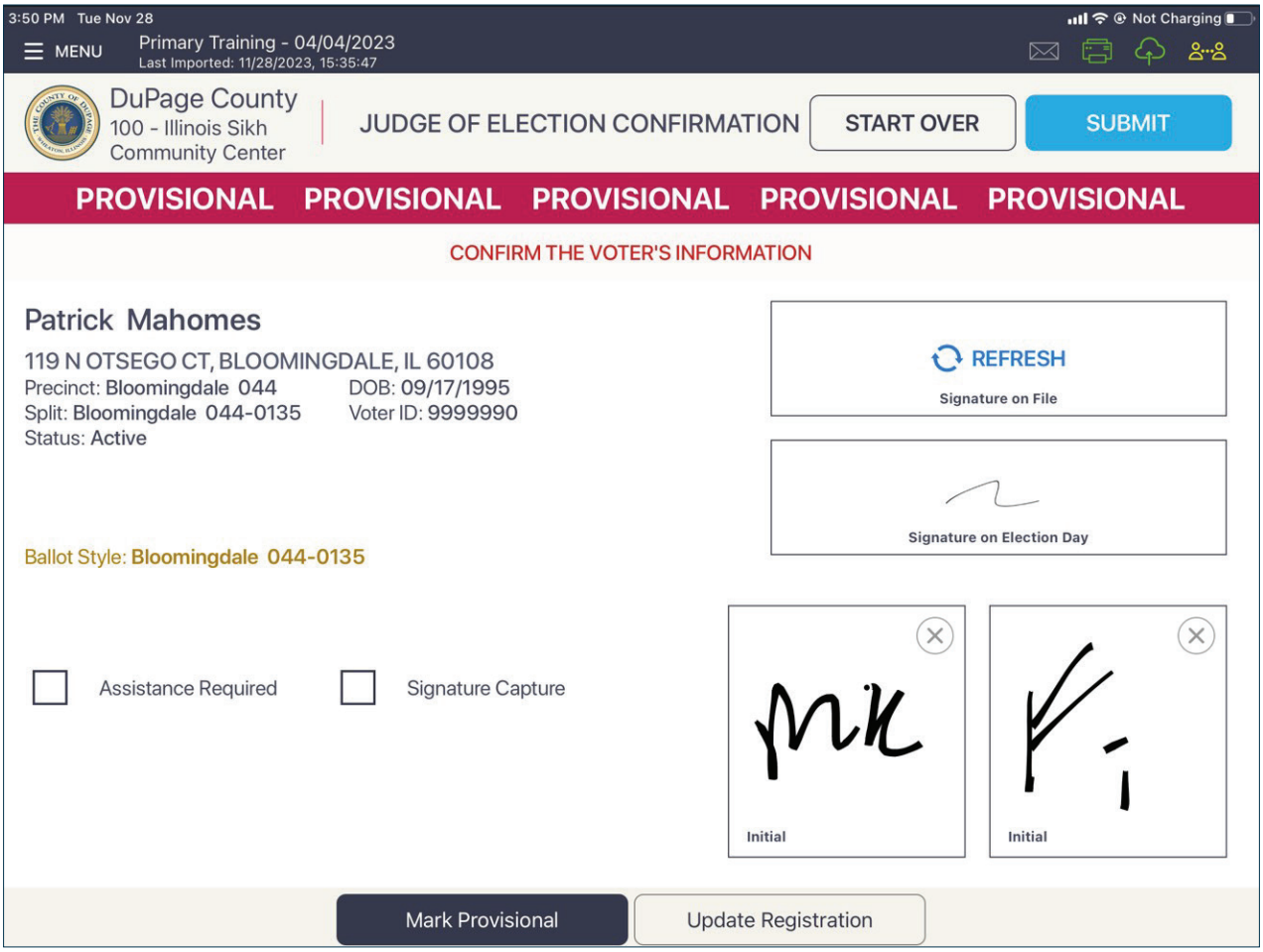
ELECTION JUDGE CONFIRMATION

Two Election Judges, one from each party:

⇒ **Verify** the voter's **signature** and **registration** information.

⇒ **Initial** in box.

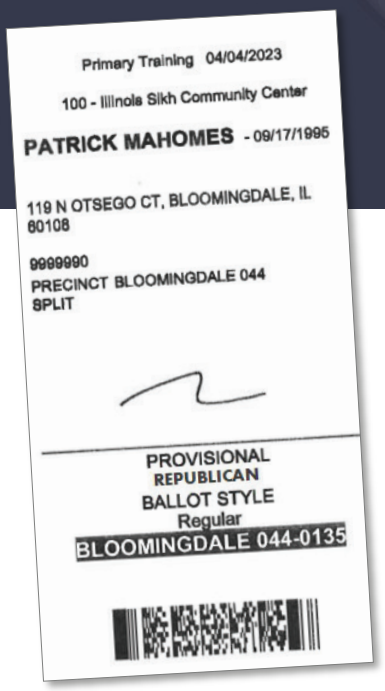
⇒ Select **SUBMIT**.



Election Day—Processing Provisionally

PROVISIONAL VOTER PROCESSED SUCCESSFULLY

⇒ **PROVISIONAL RECEIPT** will print.



Do **NOT** place receipt in the
Voter Authorization Receipt Box.
Proceed to following pages for instructions.

IMPORTANT

PROVISIONAL ENVELOPE 1 and **2**
must be completed or the
voter's ballot may not be able to be counted.

Proceed to next page for instructions.

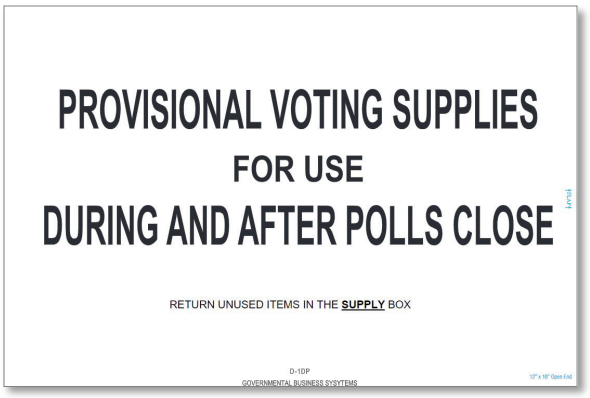
Election Day—Processing Provisionally

PROVISIONAL VOTER SUPPLIES

⇒ All supplies needed to process a **Provisional Voter** may be found in the **Supply Box** located in the **ESC**.

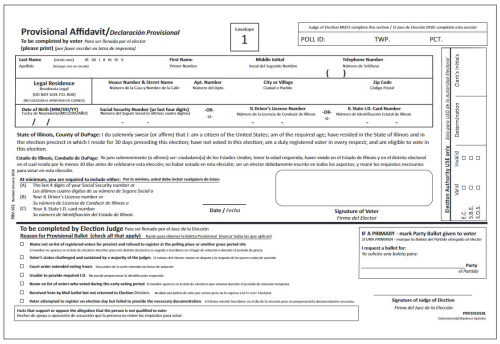
1) OPEN SUPPLY BOX

2) TAKE OUT PROVISIONAL VOTING SUPPLIES ENVELOPE

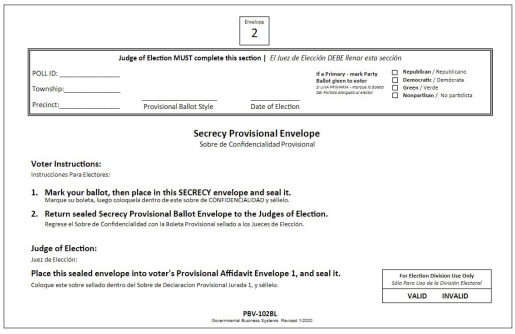


CONTENTS INSIDE

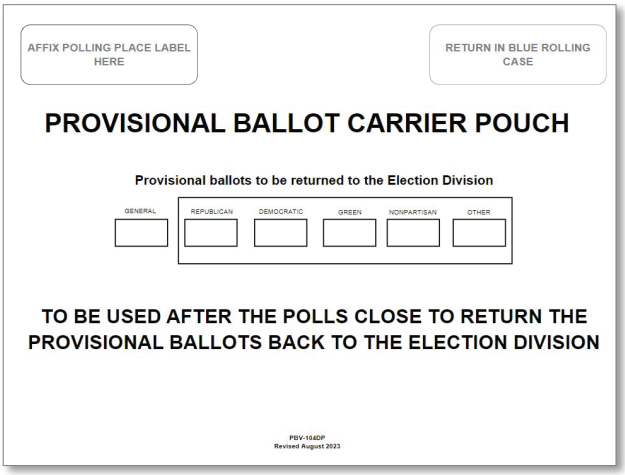
PROVISIONAL VOTING SUPPLIES ENVELOPE



PROVISIONAL AFFIDAVIT ENVELOPE 1



PROVISIONAL AFFIDAVIT ENVELOPE 2



PROVISIONAL BALLOT CARRIER POUCH

Election Day—Processing Provisionally

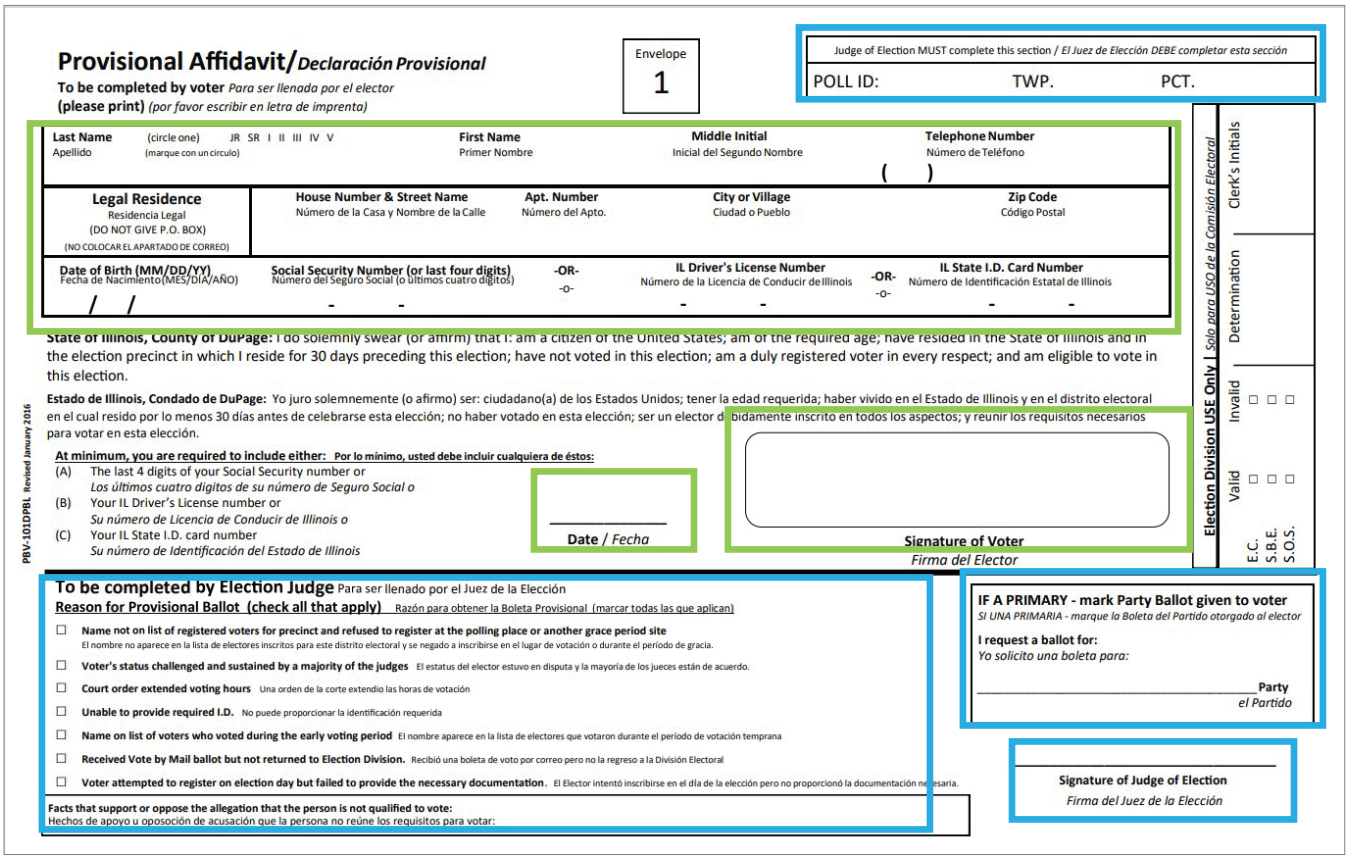
PROVISIONAL AFFIDAVIT—ENVELOPE 1

INSTRUCTIONS FOR COMPLETING ENVELOPE 1

⇒ **Voter** must write legibly, complete, and sign sections in ***green***.

⇒ **Election Judge** must write legibly, complete and sign sections in ***blue***.

⇒ Failure to complete form in it's entirety may result in ballot not being counted.



Provisional Affidavit/ ***Declaración Provisional***

To be completed by voter *Para ser llenada por el elector*
(please print) *(por favor escribir en letra de imprenta)*

Envelope 1

Judge of Election MUST complete this section / *El Juez de Elección DEBE completar esta sección*
POLL ID: TWP. PCT.

Last Name (circle one) JR SR I II III IV V
Apellido (marque con un circulo)

First Name Primer Nombre

Middle Initial Inicial del Segundo Nombre

Telephone Number Número de Teléfono ( )

Legal Residence Residencia Legal (DO NOT GIVE P.O. BOX) (NO COLOCAR EL APARTADO DE CORREO)

House Number & Street Name Número de la Casa y Nombre de la Calle

Apt. Number Número del Apto.

City or Village Ciudad o Pueblo

Zip Code Código Postal

Date of Birth (MM/DD/YY) Fecha de Nacimiento (MES/DIA/AÑO) / /

Social Security Number (or last four digits) Número del Seguro Social (o últimos cuatro dígitos) - -

-OR- -o-

IL Driver's License Number Número de la Licencia de Conducir de Illinois - -

-OR- -o-

IL State I.D. Card Number Número de Identificación Estatal de Illinois - -

State of Illinois, County of DuPage: I do solemnly swear (or affirm) that I: am a citizen of the United States; am of the required age; have resided in the State of Illinois and in the election precinct in which I reside for 30 days preceding this election; have not voted in this election; am a duly registered voter in every respect; and am eligible to vote in this election.

Estado de Illinois, Condado de DuPage: Yo juro solemnemente (o afirmo) ser: ciudadano(a) de los Estados Unidos; tener la edad requerida; haber vivido en el Estado de Illinois y en el distrito electoral en el cual resido por lo menos 30 días antes de celebrarse esta elección; no haber votado en esta elección; ser un elector debidamente inscrito en todos los aspectos; y reunir los requisitos necesarios para votar en esta elección.

At minimum, you are required to include either: **Por lo mínimo, usted debe incluir cualquiera de éstos:**

(A) The last 4 digits of your Social Security number or
Los últimos cuatro digitos de su número de Seguro Social o
(B) Your IL Driver's License number or
Su número de Licencia de Conducir de Illinois o
(C) Your IL State I.D. card number
Su número de Identificación del Estado de Illinois

Date / *Fecha*

Signature of Voter *Firma del Elector*

Election Division USE Only | *Solo para USO de la Comisión Electoral*
Clerk's Initials
Determination
Invalid ☐ ☐ ☐
Valid ☐ ☐ ☐
E.C.
S.B.E.
S.O.S.

PBV-101DPBL Revised January 2016

To be completed by Election Judge Para ser llenado por el Juez de la Elección
Reason for Provisional Ballot (check all that apply) Razón para obtener la Boleta Provisional (marcar todas las que aplican)

☐ **Name not on list of registered voters for precinct and refused to register at the polling place or another grace period site** El nombre no aparece en la lista de electores inscritos para este distrito electoral y se negado a inscribirse en el lugar de votación o durante el período de gracia.
☐ **Voter's status challenged and sustained by a majority of the judges** El estatus del elector estuvo en disputa y la mayoría de los jueces están de acuerdo.
☐ **Court order extended voting hours** Una orden de la corte extendio las horas de votación
☐ **Unable to provide required I.D.** No puede proporcionar la identificación requerida
☐ **Name on list of voters who voted during the early voting period** El nombre aparece en la lista de electores que votaron durante el período de votación temprana
☐ **Received Vote by Mail ballot but not returned to Election Division.** Recibió una boleta de voto por correo pero no la regreso a la División Electoral
☐ **Voter attempted to register on election day but failed to provide the necessary documentation.** El Elector intentó inscribirse en el día de la elección pero no proporcionó la documentación necesaria.

Facts that support or oppose the allegation that the person is not qualified to vote:
Hechos de apoyo u oposición de acusación que la persona no reúne los requisitos para votar:

IF A PRIMARY - mark Party Ballot given to voter
SI UNA PRIMARIA - marque la Boleta del Partido otorgado al elector
I request a ballot for:
Yo solicito una boleta para:
_____ **Party** *el Partido*

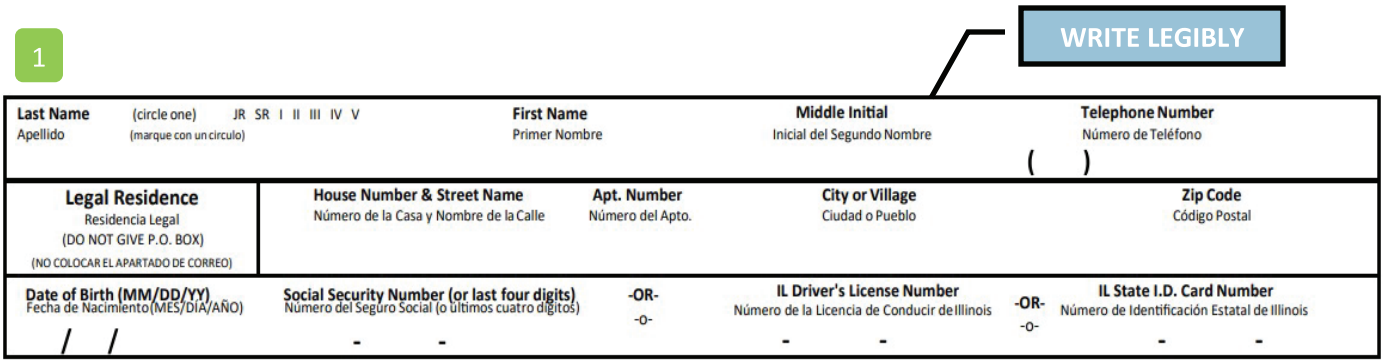
Signature of Judge of Election
Firma del Juez de la Elección

REFER TO THE FOLLOWING PAGES FOR DETAILED STEPS AND ILLUSTRATION

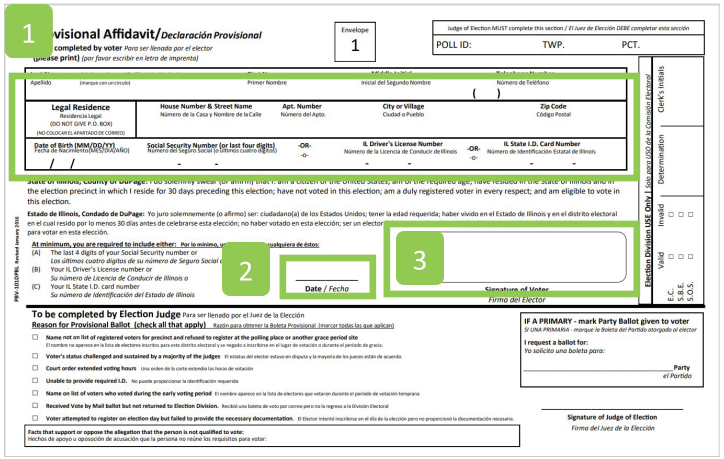
Election Day—Processing Provisionally

PROVISIONAL AFFIDAVIT—ENVELOPE 1

VOTER MUST COMPLETE THE FOLLOWING THREE (3) SECTIONS



- Last Name, First Name, Middle Initial
- Telephone Number
- Legal Residence: Street Address, City/Village and Zip Code
- Date of Birth (MM/DD/YY)
- Social Security Number (or last four digits) -**OR-** IL Driver's License Number -**OR-** IL State I.D. Card Number



Election Day—Processing Provisionally

PROVISIONAL AFFIDAVIT—ENVELOPE 1

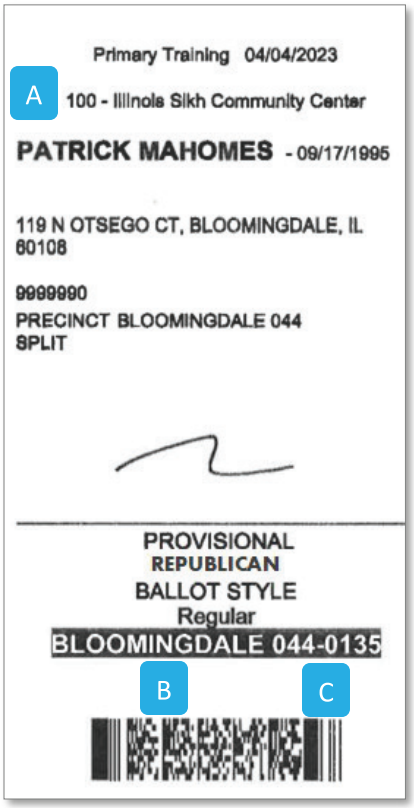
ELECTION JUDGE MUST COMPLETE THIS SECTION

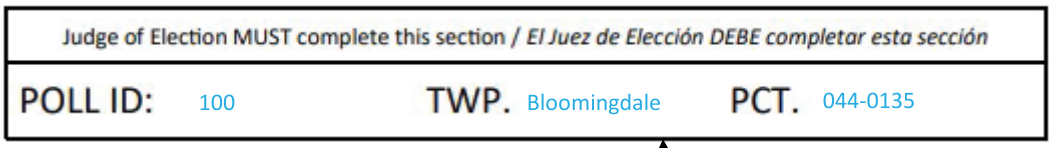
⇒ Refer to Poll Pad **PROVISIONAL RECEIPT** to locate information.

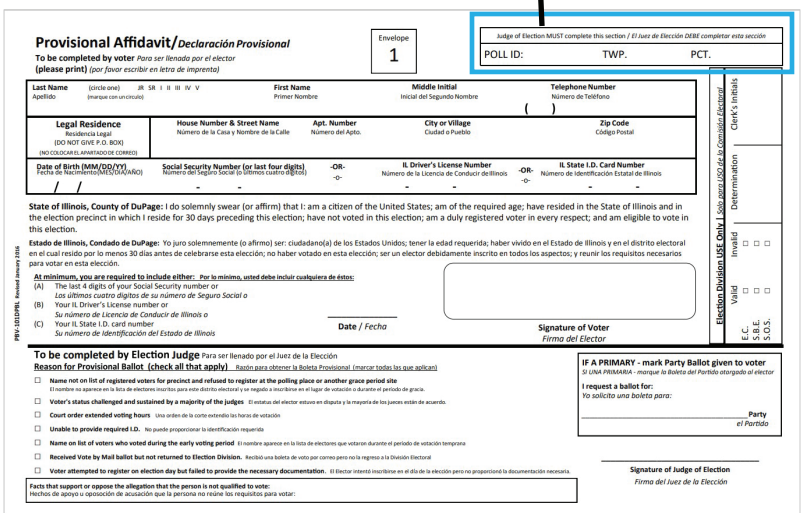
A. POLL ID

B. Township

C. Precinct







Election Day—Processing Provisionally

PROVISIONAL AFFIDAVIT—ENVELOPE 1

ELECTION JUDGE MUST COMPLETE THIS SECTION

Reason for Provisional Ballot.

⇒ Check ALL reasons that apply.

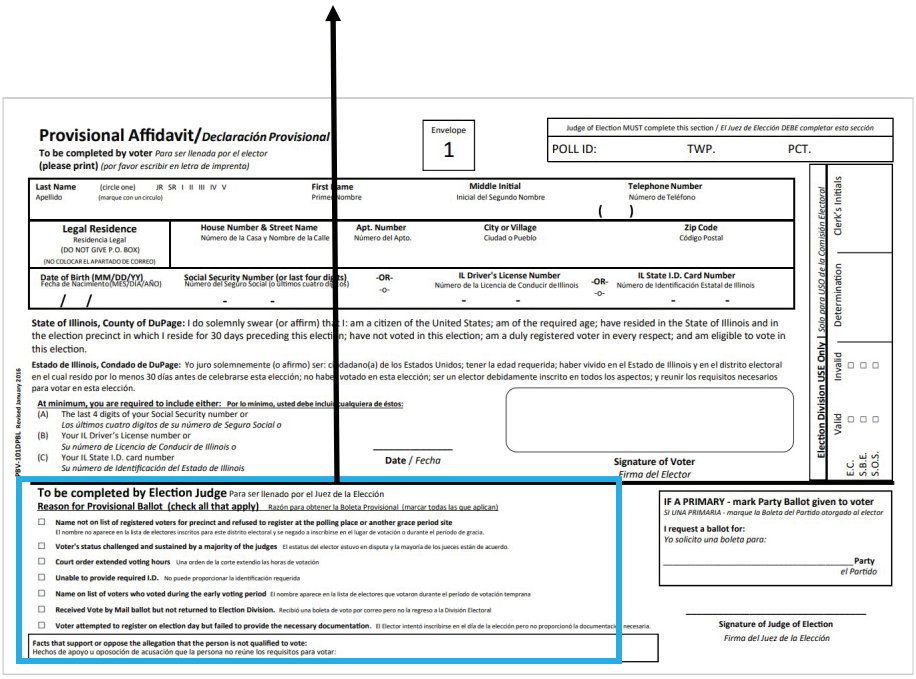
⇒ Judge may write additional facts to support the reason checked in the box below. Be brief.

To be completed by Election Judge

Reason for Provisional Ballot (check all that apply)

- ☐ Name not on list of registered voters for precinct and refused to register at the polling place or another grace period site.
- ☐ Voter's status is challenged and sustained by a majority of the judges.
- ☐ Court order extended voting hours.
- ☐ Unable to provide required I.D.
- ☐ Name on the list of voters who voted during early voting period.
- ☐ Received Vote by Mail ballot, but did not return it to the Election Division.
- ☐ Voter attempted to register on Election Day, but failed to provide the necessary documentation.

Facts that support or oppose the allegation that the person is not qualified to vote:



Election Day—Processing Provisionally

PROVISIONAL AFFIDAVIT—ENVELOPE 1

ELECTION JUDGE MUST COMPLETE THESE SECTIONS

A. For a **PRIMARY ELECTION** write the ballot **Party** given to the voter; If not a Primary Election leave blank.

B. Judge must verify that the envelope is completely filled out, then sign the **Signature of Judge of Election**.

A

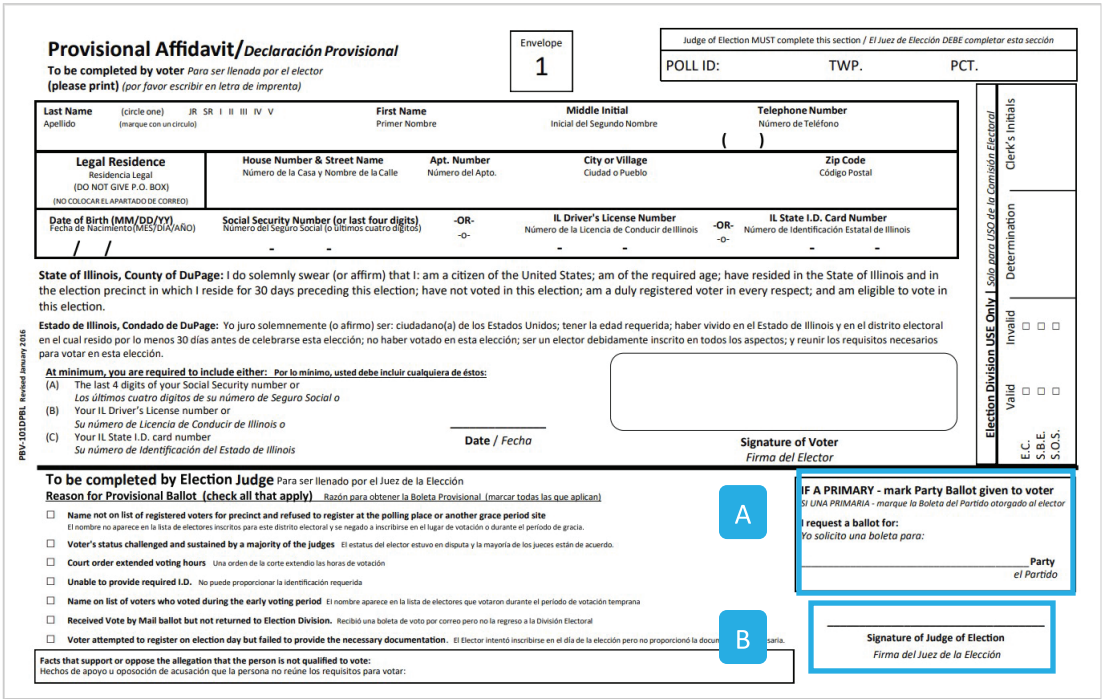
IF A PRIMARY - mark Party Ballot given to voter
SI UNA PRIMARIA - marque la Boleta del Partido otorgado al elector

I request a ballot for:
Yo solicito una boleta para:

_____ **Party**
el Partido

B

_____
Signature of Judge of Election
Firma del Juez de la Elección



Provisional Affidavit/ *Declaración Provisional*

To be completed by voter *Para ser llenada por el elector*
(please print) *(por favor escribir en letra de imprenta)*

Envelope 1

Judge of Election MUST complete this section / *El Juez de Elección DEBE completar esta sección*
POLL ID: TWP. PCT.

Last Name Apellido (circle one) JR SR I II III IV V (marque con un círculo) | **First Name** Primer Nombre | **Middle Initial** Inicial del Segundo Nombre | **Telephone Number** Número de Teléfono ( )

Legal Residence Residencia Legal (DO NOT GIVE P.O. BOX) (NO COLOCAR EL APARTADO DE CORREO) | **House Number & Street Name** Número de la Casa y Nombre de la Calle | **Apt. Number** Número del Apto. | **City or Village** Ciudad o Pueblo | **Zip Code** Código Postal

Date of Birth (MM/DD/YY) Fecha de Nacimiento(MES/DIA/AÑO) / / | **Social Security Number (or last four digits)** Número del Seguro Social (o últimos cuatro dígitos) - - | -OR- -o- | **IL Driver's License Number** Número de la Licencia de Conducir de Illinois - - | -OR- -o- | **IL State I.D. Card Number** Número de Identificación Estatal de Illinois - -

State of Illinois, County of DuPage: I do solemnly swear (or affirm) that I: am a citizen of the United States; am of the required age; have resided in the State of Illinois and in the election precinct in which I reside for 30 days preceding this election; have not voted in this election; am a duly registered voter in every respect; and am eligible to vote in this election.

Estado de Illinois, Condado de DuPage: Yo juro solemnemente (o afirmo) ser: ciudadano(a) de los Estados Unidos; tener la edad requerida; haber vivido en el Estado de Illinois y en el distrito electoral en el cual resido por lo menos 30 días antes de celebrarse esta elección; no haber votado en esta elección; ser un elector debidamente inscrito en todos los aspectos; y reunir los requisitos necesarios para votar en esta elección.

PBV-101DPBL Revised January 2016

At minimum, you are required to include either: **Por lo mínimo, usted debe incluir cualquiera de éstos:**
(A) The last 4 digits of your Social Security number or
Los últimos cuatro dígitos de su número de Seguro Social o
(B) Your IL Driver's License number or
Su número de Licencia de Conducir de Illinois o
(C) Your IL State I.D. card number
Su número de Identificación del Estado de Illinois

Date / *Fecha*

Signature of Voter
Firma del Elector

Election Division USE Only | *Sólo para USO de la Comisión Electoral*
Clerk's Initials
Determination
Invalid ☐ ☐ ☐
Valid ☐ ☐ ☐
E.C.
S.B.E.
S.O.S.

To be completed by Election Judge Para ser llenado por el Juez de la Elección
Reason for Provisional Ballot (check all that apply) Razón para obtener la Boleta Provisional (marcar todas las que aplican)

- ☐ **Name not on list of registered voters for precinct and refused to register at the polling place or another grace period site** El nombre no aparece en la lista de electores inscritos para este distrito electoral y se negado a inscribirse en el lugar de votación o durante el período de gracia.
- ☐ **Voter's status challenged and sustained by a majority of the judges** El estatus del elector estuvo en disputa y la mayoría de los jueces están de acuerdo.
- ☐ **Court order extended voting hours** Una orden de la corte extendio las horas de votación
- ☐ **Unable to provide required I.D.** No puede proporcionar la identificación requerida
- ☐ **Name on list of voters who voted during the early voting period** El nombre aparece en la lista de electores que votaron durante el período de votación temprana
- ☐ **Received Vote by Mail ballot but not returned to Election Division.** Recibió una boleta de voto por correo pero no la regreso a la División Electoral
- ☐ **Voter attempted to register on election day but failed to provide the necessary documentation.** El Elector intentó inscribirse en el día de la elección pero no proporcionó la docum saria.

Facts that support or oppose the allegation that the person is not qualified to vote:
Hechos de apoyo u oposición de acusación que la persona no reúne los requisitos para votar:

A

IF A PRIMARY - mark Party Ballot given to voter
SI UNA PRIMARIA - marque la Boleta del Partido otorgado al elector
I request a ballot for:
Yo solicito una boleta para:
_____ **Party**
el Partido

B

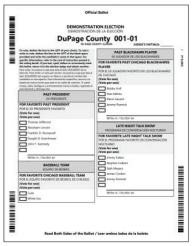
_____
Signature of Judge of Election
Firma del Juez de la Elección

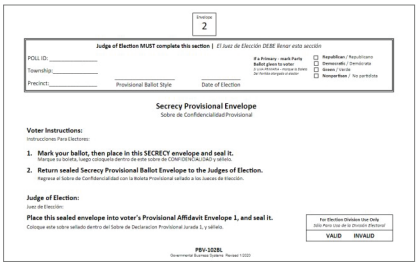
Election Day—Processing Provisionally

PROCESS PROVISIONALLY

⇒ Scan the **PROVISIONAL RECEIPT** to print the **PROVISIONAL BALLOT**.

⇒ Hand <u>both</u> the **PROVISIONAL BALLOT** <u>and</u> **SECRECY PROVISIONAL ENVELOPE 2** to the Voter.





⇒ Voter takes <u>both</u> the **PROVISIONAL BALLOT** <u>and</u> **SECRECY PROVISIONAL ENVELOPE 2** to the voting booth.

⇒ Voter **completes**, **folds, places their ballot inside,** and **seals the SECRECY PROVISIONAL ENVELOPE 2**.

⇒ Voter hands **SECRECY PROVISIONAL ENVELOPE 2** to Election Judge.
Do <u>not</u> feed ballot into Verity Scan. Do <u>not</u> deposit into ballot box.

⇒ Judge completes the required information on the voter's sealed **SECRECY PROVISIONAL ENVELOPE 2.**
Refer to the **PROVISIONAL RECEIPT** to locate information.

Judge of Election MUST complete this section | *El Juez de Elección DEBE llenar esta sección*

POLL ID: 100

Township: Bloomingdale

Precinct: 044-0135

Bloomingdale 044-0135
Provisional Ballot Style

4/4/23
Date of Election

If a Primary - mark Party Ballot given to voter
SI UNA PRIMARIA - marque la Boleta Del Partido otorgado al elector

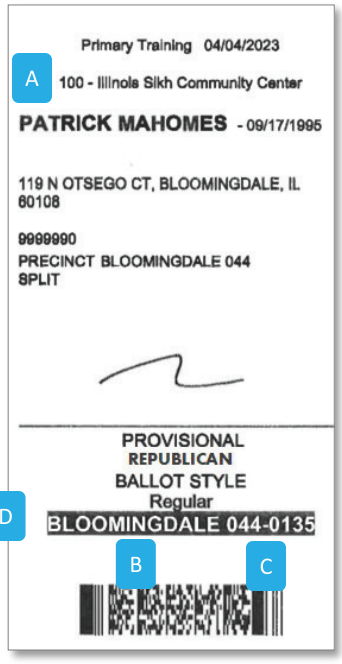
- [x] **Republican** / Republicano
- [ ] **Democratic** / Demócrata
- [ ] **Green** / Verde
- [ ] **Nonpartisan** / No partidista

A. POLL ID

B. Township

C. Precinct

D. Provisional Ballot Style
Township + Precinct = Ballot Style

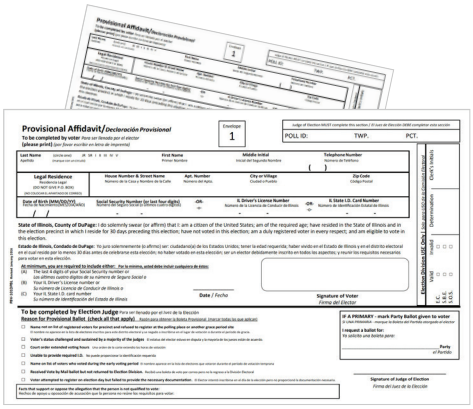


Election Day—Processing Provisionally

PROCESS PROVISIONALLY

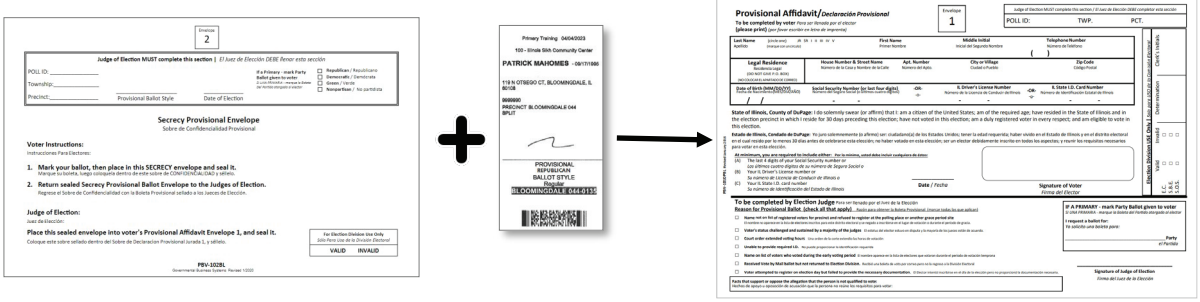
ENVELOPE COMPLETION INSTRUCTIONS

⇒ Judge gives copy of **PROVISIONAL AFFIDAVIT** from inside of the **PROVISIONAL AFFIDAVIT ENVELOPE 1** to voter.

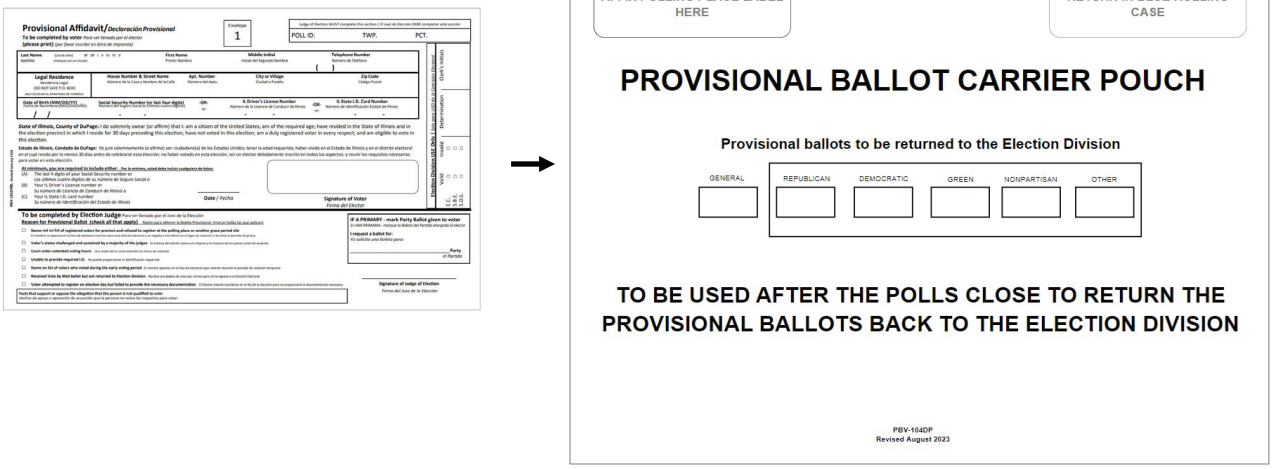


⇒ Judge places sealed **SECRECY PROVISIONAL ENVELOPE 2**, containing the voted ballot, and **PROVISIONAL RECEIPT** into the voter's **PROVISIONAL AFFIDAVIT ENVELOPE 1.**

⇒ Judge seals **PROVISIONAL AFFIDAVIT ENVELOPE 1.**



⇒ Judge places sealed **PROVISIONAL AFFIDAVIT ENVELOPE 1** into the **PROVISIONAL BALLOT CARRIER POUCH.**

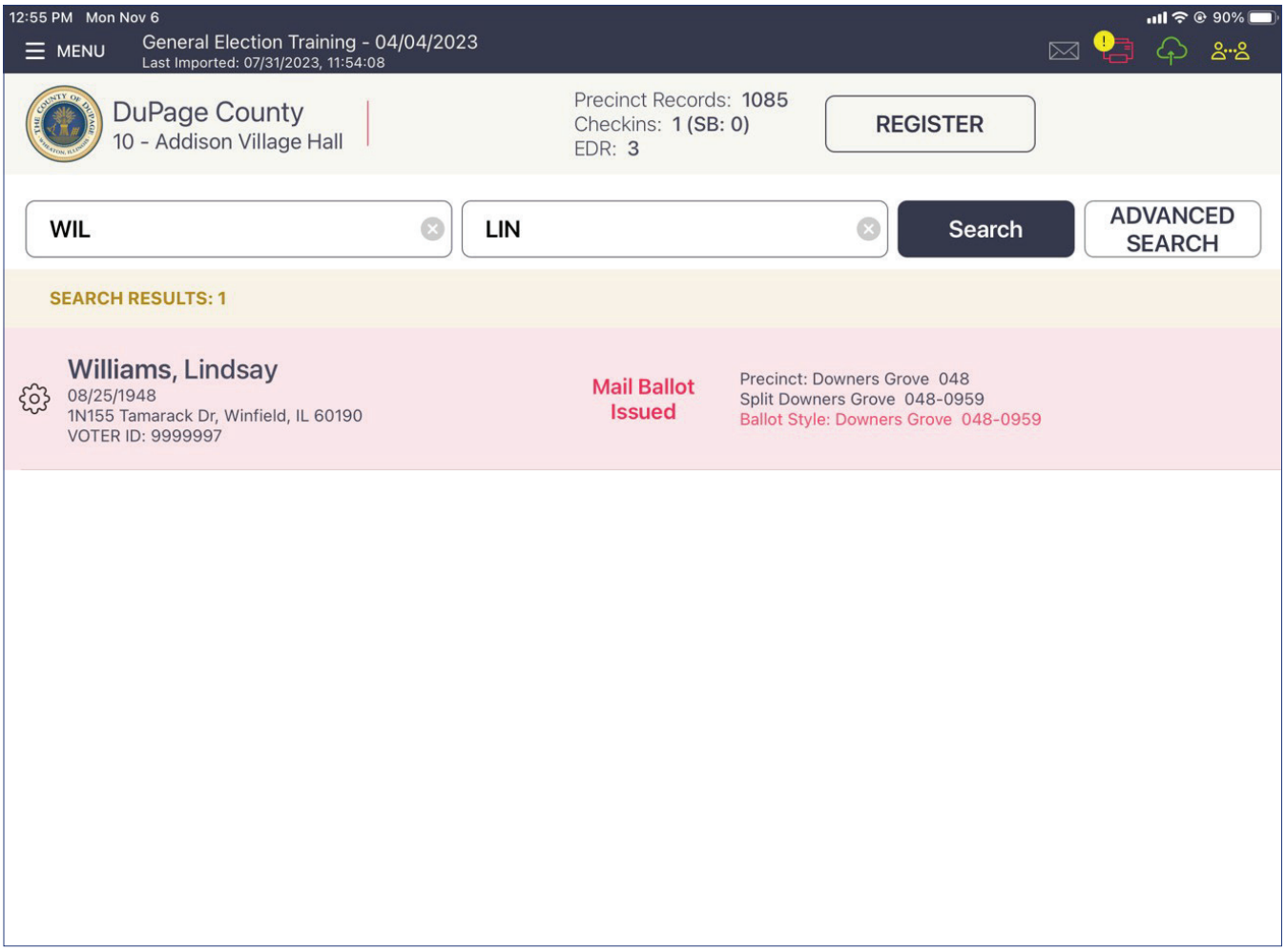


Election Day—Mail Ballot Issued

MAIL BALLOT ISSUED / NOT RETURNED

Vote By Mail Ballots are mailed to eligible DuPage County registered voters who have submitted an application to Vote By Mail (VBM). Most Voters return their **VBM Ballot** via **U.S. Mail** or **VBM Drop Box**. But, some Voters may decide to vote in person after their ballot has already been issued.

When a Voter has been issued a VBM Ballot that has not been returned to the Election Division office, a red **Mail Ballot Issued** message will appear next to the Voter's name during check in.



⇒ See the following pages for information on how to process a Voter when **MAIL BALLOT ISSUED** is displayed.

Election Day—Mail Ballot Issued

MAIL BALLOT ISSUED / NOT RETURNED

The following pages contain four (4) scenarios where the Voter has been issued a Vote By Mail (VBM) Ballot, but has not yet returned it to the Election Division. Review each scenario for next steps:

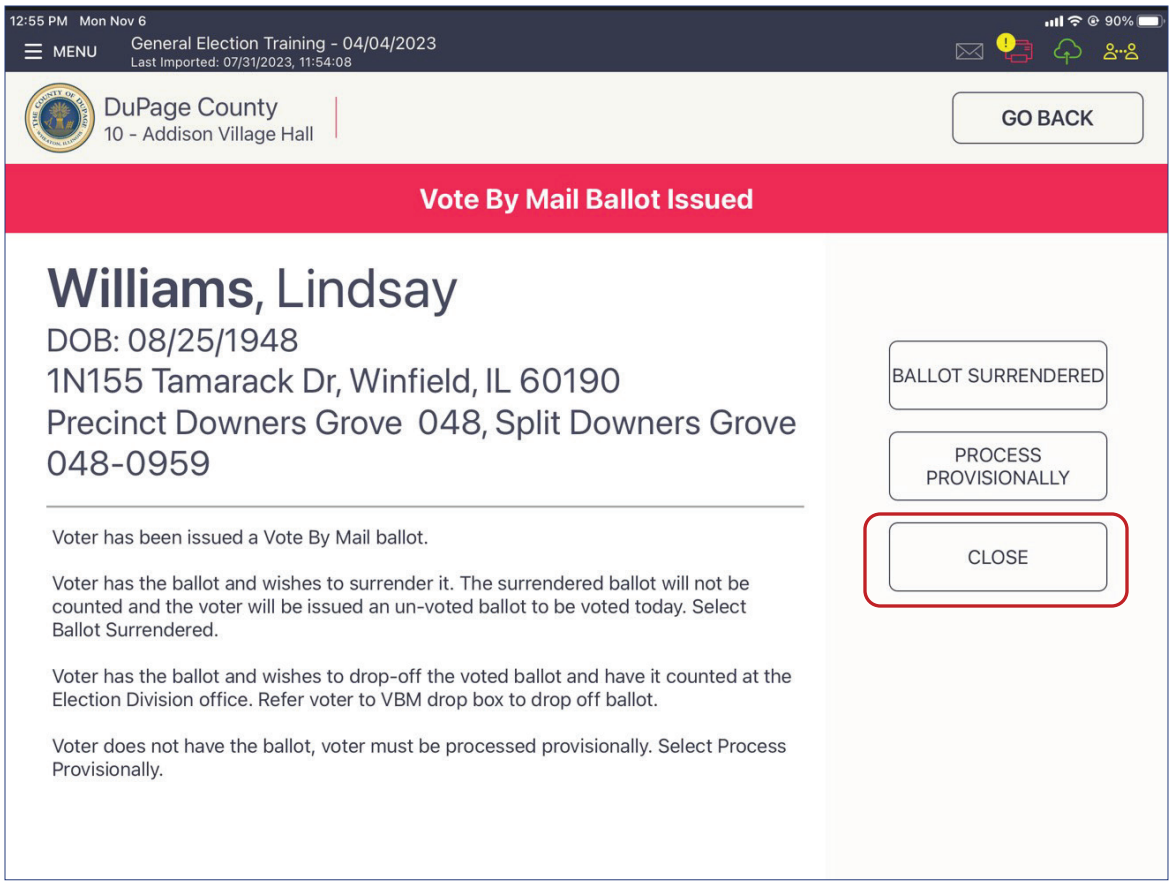
1 POLLING PLACE DROP OFF

Early Voting and Election Day

⇒ If a Voter wishes to **turn in** their voted VBM Ballot, direct them place it into the **VBM Dropbox**.

- VBM Ballot must be sealed in their **VBM Ballot Envelope**.
- VBM Voter must sign their **VBM Ballot Envelope** in the red **signature required** box.

⇒ Select **CLOSE**.



*NOTE: Once the Polls have closed, a bipartisan team of Election Judges will empty the VBM Dropbox. (See **Vote By Mail Carrier Pouch Instructions**)*

- ***Do not** open the VBM Ballot Envelopes.*
- ***Do not** scan ballots.*
- *VBM Ballot's **will be verified, processed** and **counted** at the **Election Division**.*

Election Day—Mail Ballot Issued

MAIL BALLOT ISSUED / NOT RETURNED

2 VOTE IN PERSON—HAS VBM BALLOT

Early Voting and Election Day

If a Voter has their VBM Ballot with them, and wishes to **vote in person**, they may surrender their ballot and be processed normally.

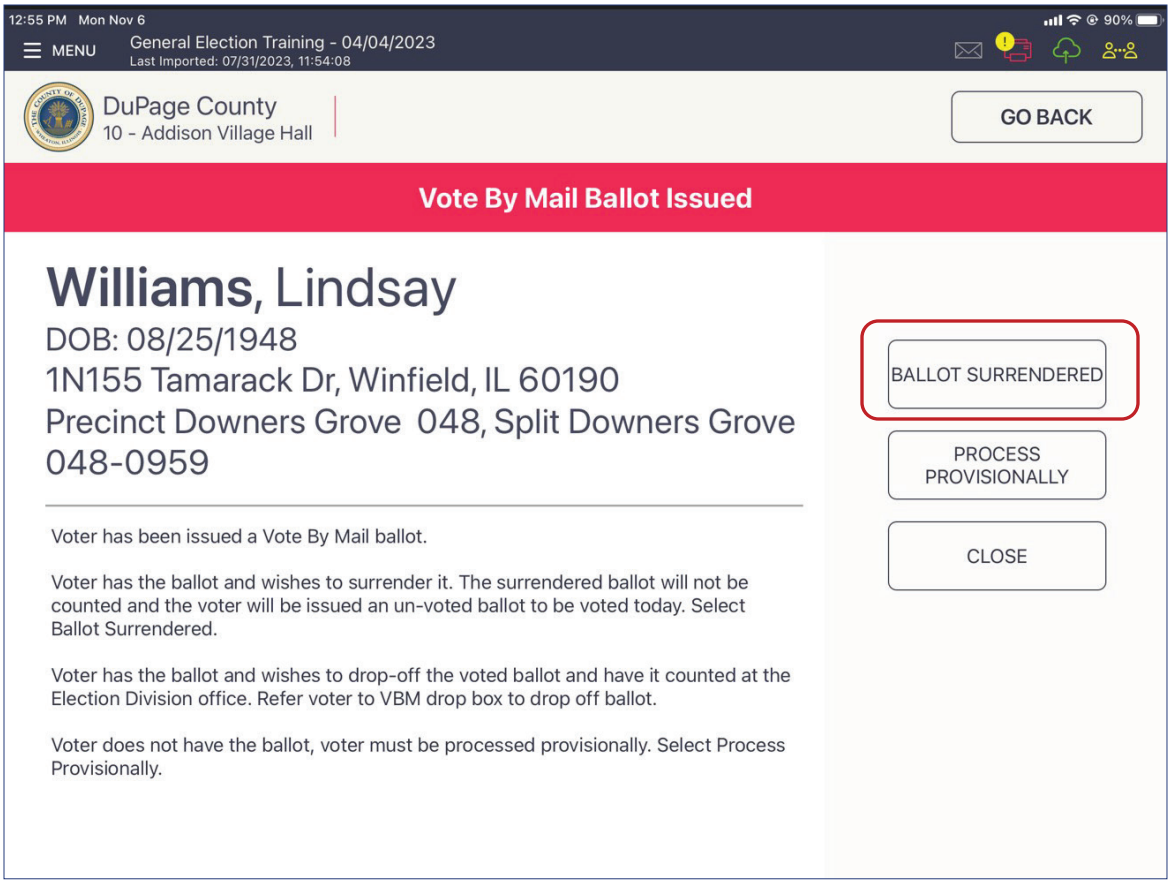
⇒ Take the surrendered **VBM Ballot** and **Envelope** from the voter.

⇒ Place a green **VOID—SURRENDERD BALLOT** label over the VBM envelope flap.

⇒ Place the surrendered VBM Ballot & Envelope (with label) into the large **SPOILED BALLOT ENVELOPE**.

⇒ Select **BALLOT SURRENDERED**.

⇒ Process Voter normally.



Election Day—Mail Ballot Issued

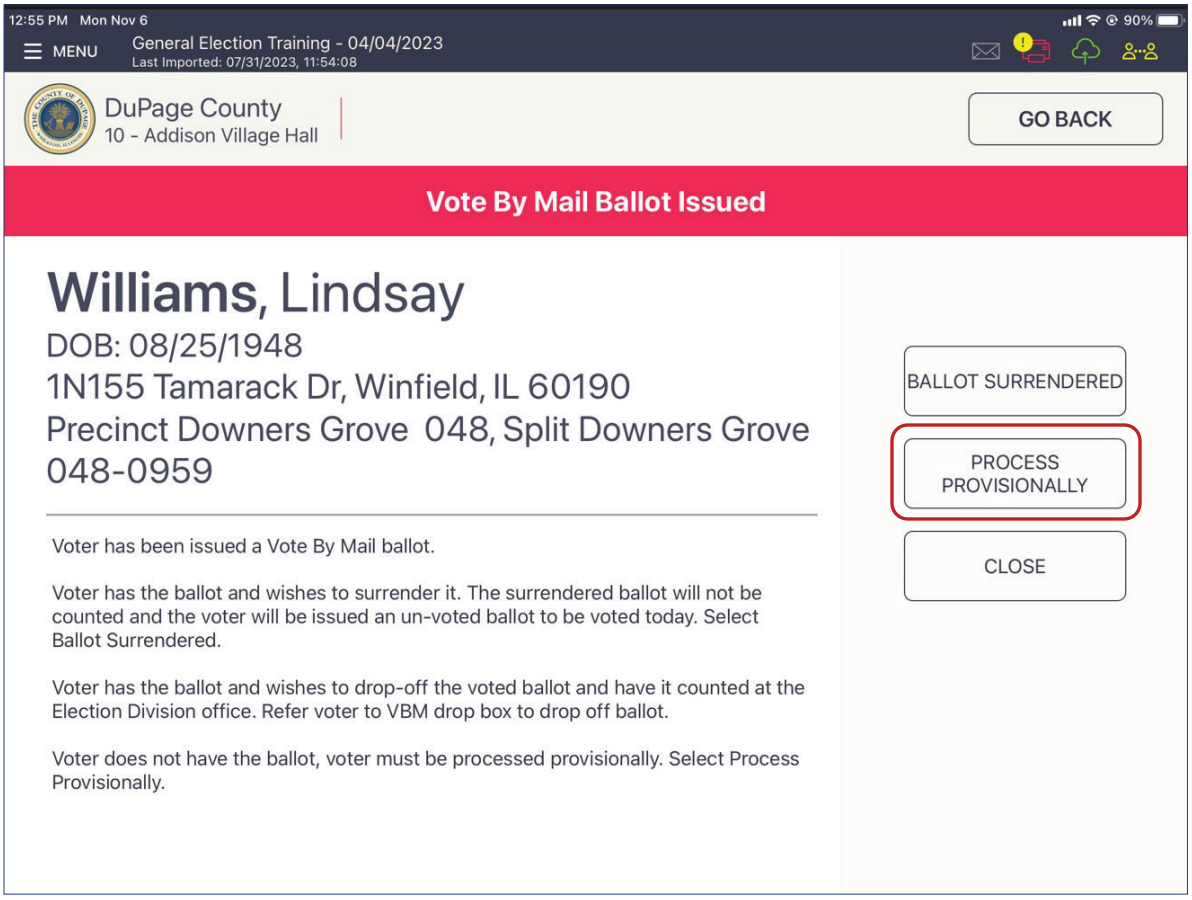
MAIL BALLOT ISSUED / NOT RETURNED

3 VOTE IN PERSON—DOES NOT HAVE VBM BALLOT
Election Day

If a Voter does not have their VBM Ballot with them on Election Day, they will need to vote **Provisionally.**

⇒ Select **PROCESS PROVISIONALLY**.

⇒ Follow steps for processing a Voter Provisionally.



NOTE: When processing the Provisional Ballot, the Election Division will confirm that a VBM Ballot has not already been returned and the Provisional Ballot will be counted.

4 VOTE IN PERSON— DOES NOT HAVE VBM BALLOT
Early Voting

A Voter cannot vote Provisionally at **Early Voting**. If the Voter does not have the VBM Ballot with them to surrender, call the Election Division at (630) 407-5577 for instructions on how to proceed.

Election Day—Surrendered Ballot

CONFIRMATION OF SURRENDERED VOTE BY MAIL BALLOT

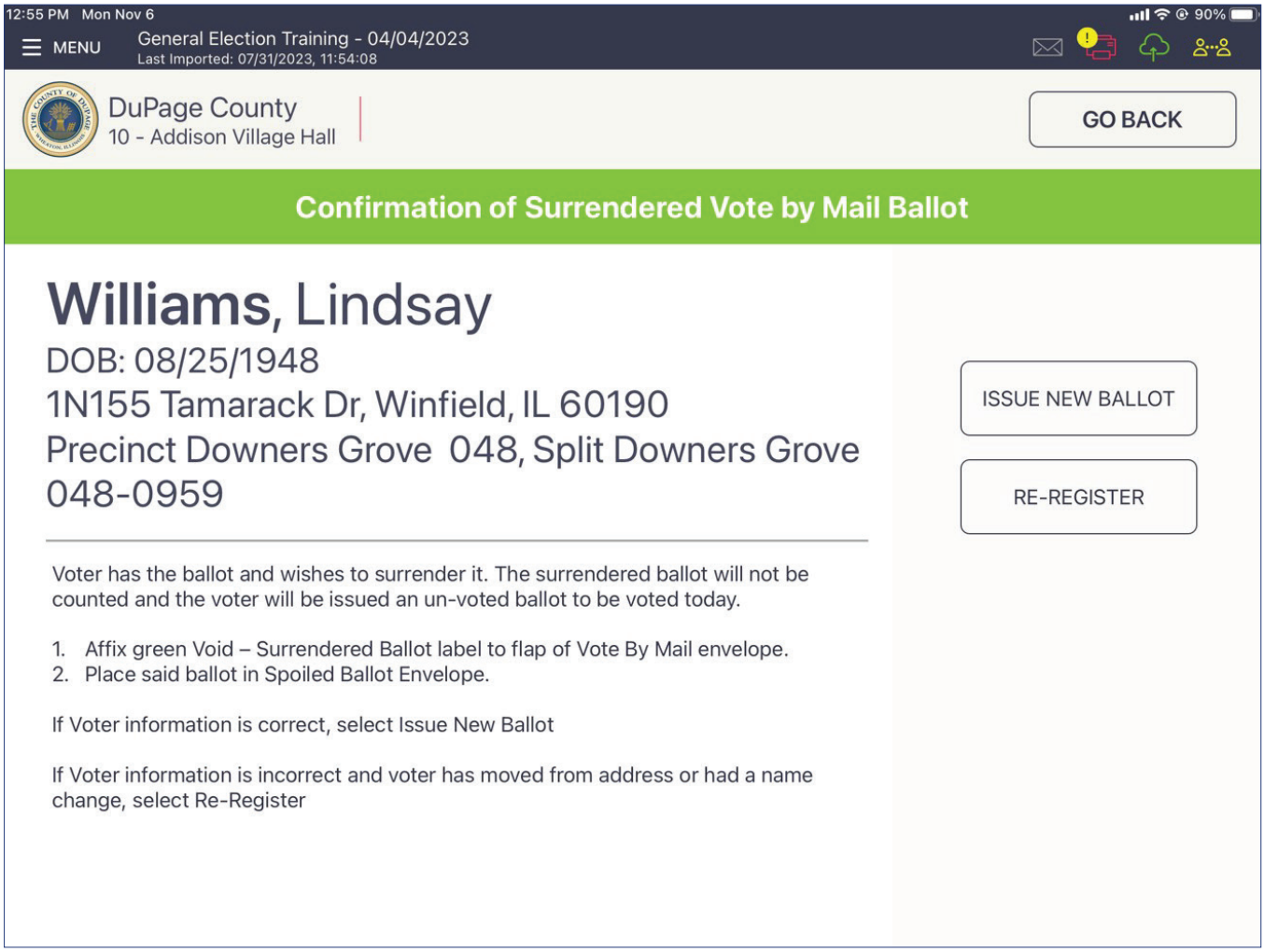
Once the Voter surrenders their **VBM Ballot** and **BALLOT SURRENDERED** is selected, you will reach this screen.

⇒ Follow the Poll Pad prompts on the screen.

⇒ Select **ISSUE NEW BALLOT**.

OR

⇒ Select **RE-REGISTER** If the Voter's information is incorrect and they need to re-register.

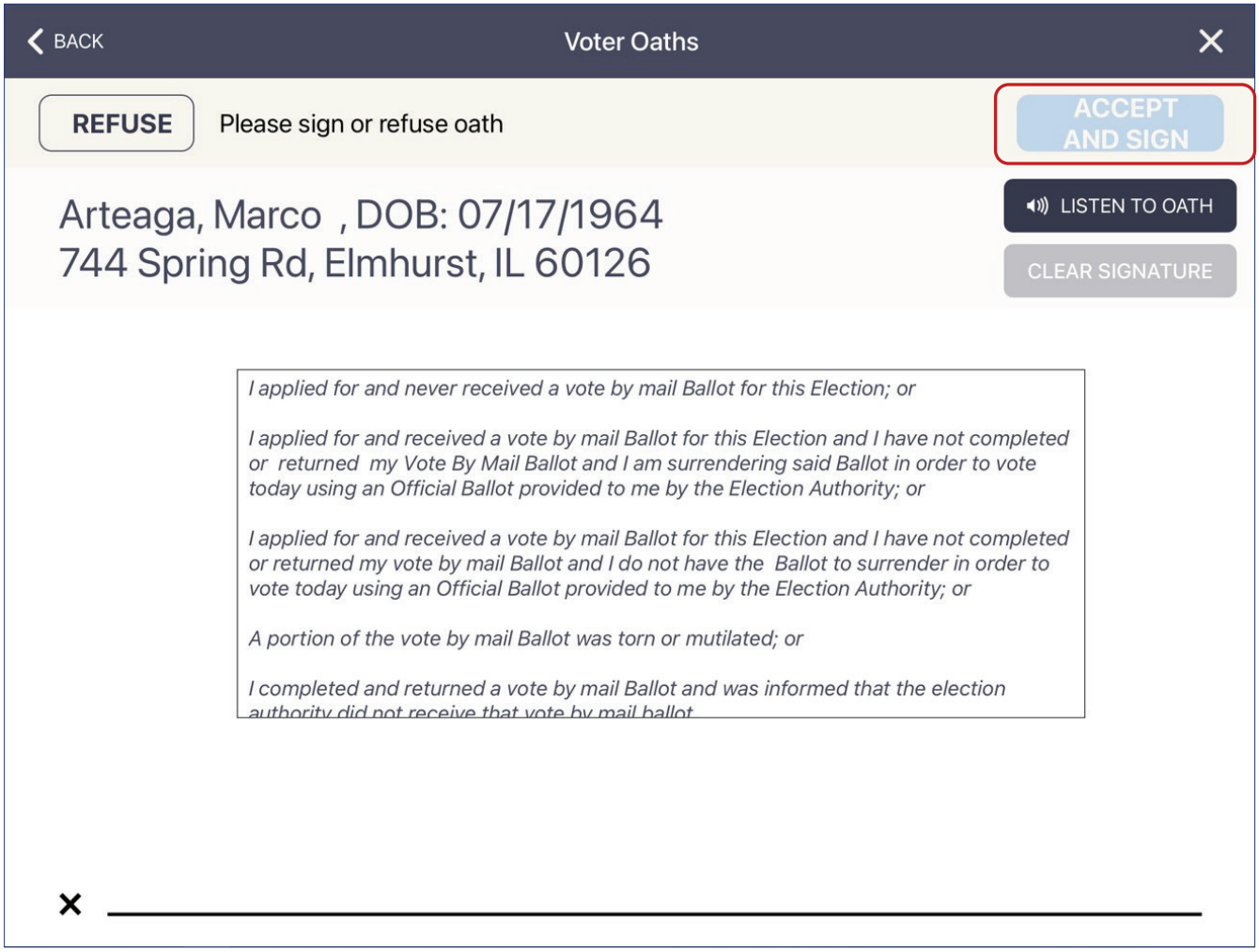


Election Day—Surrendered Ballot

SURRENDERED BALLOT AFFIDAVIT

⇒ When surrendering a VBM Ballot, have the Voter **read** and **sign** the **Surrendered Ballot Affidavit**.

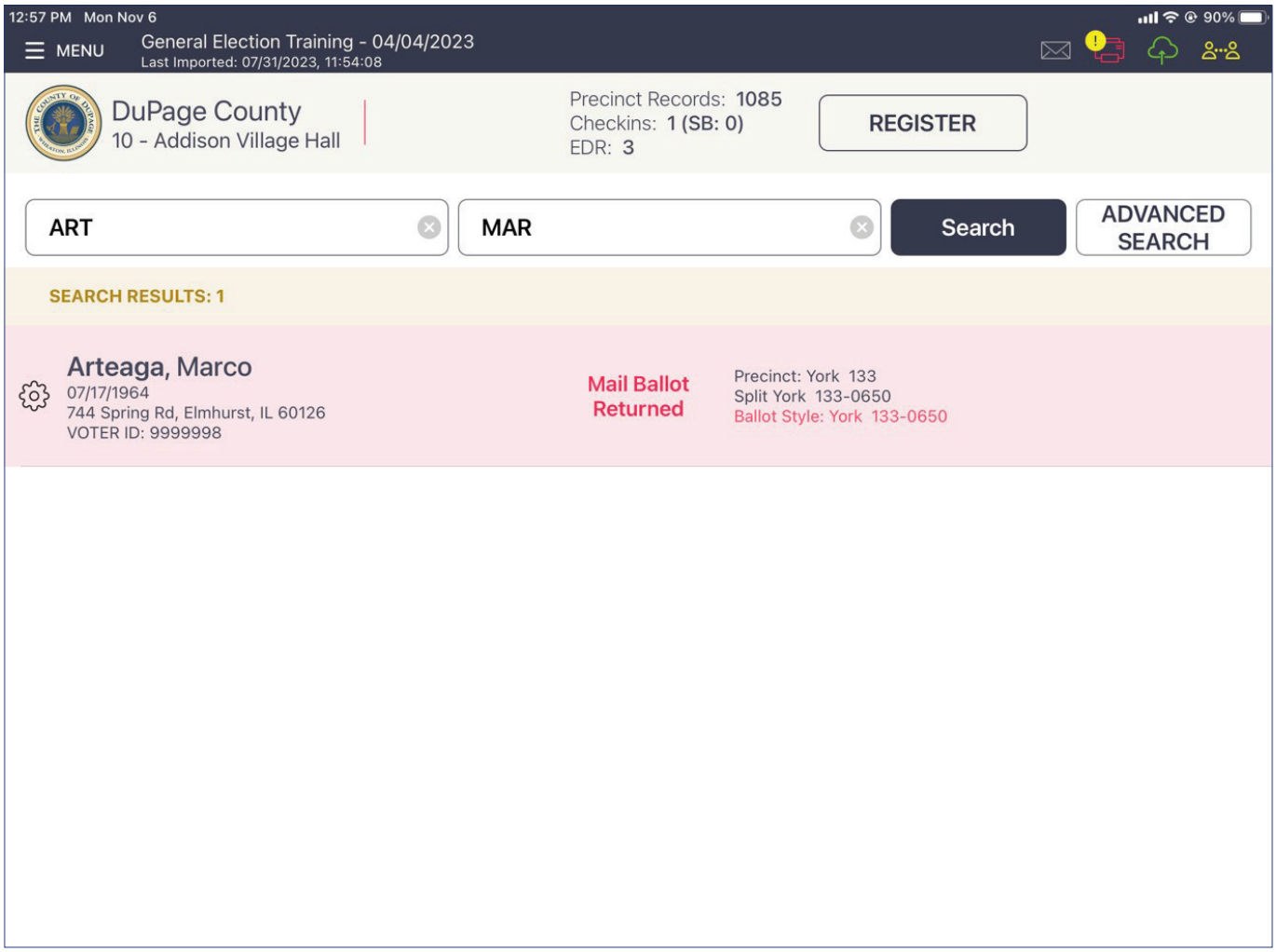
⇒ Press **ACCEPT AND SIGN**.



Election Day—Mailed Ballot Returned

VOTER CHECK IN—VOTE BY MAIL BALLOT RETURNED

A red **Mail Ballot Returned** message on the Check In screen indicates that the Voter has already returned their VBM Ballot to the Election Division.



If the Voter does not accept that their VBM Ballot has been returned, proceed as follows:

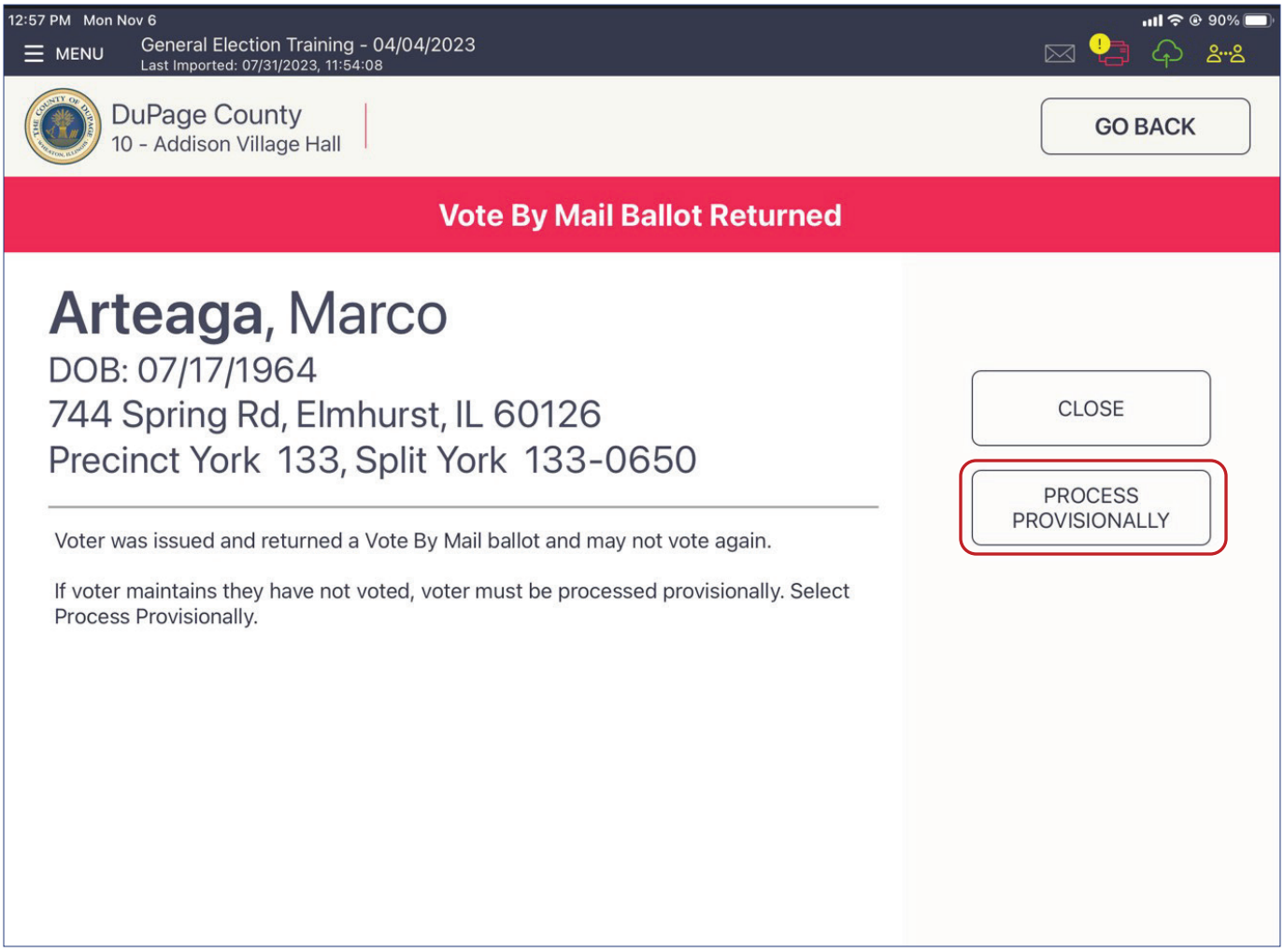
⇒ During **Early Voting:** Call the Election Division at (630) 407-5577 for further instructions. Voter's cannot vote Provisionally at Early Voting.

⇒ On **Election Day:** The Voter may vote Provisionally. The Provisional Ballot will be reviewed for it's legitimacy.

Election Day—Mailed Ballot Returned

VOTER CHECK IN—VOTE BY MAIL BALLOT RETURNED

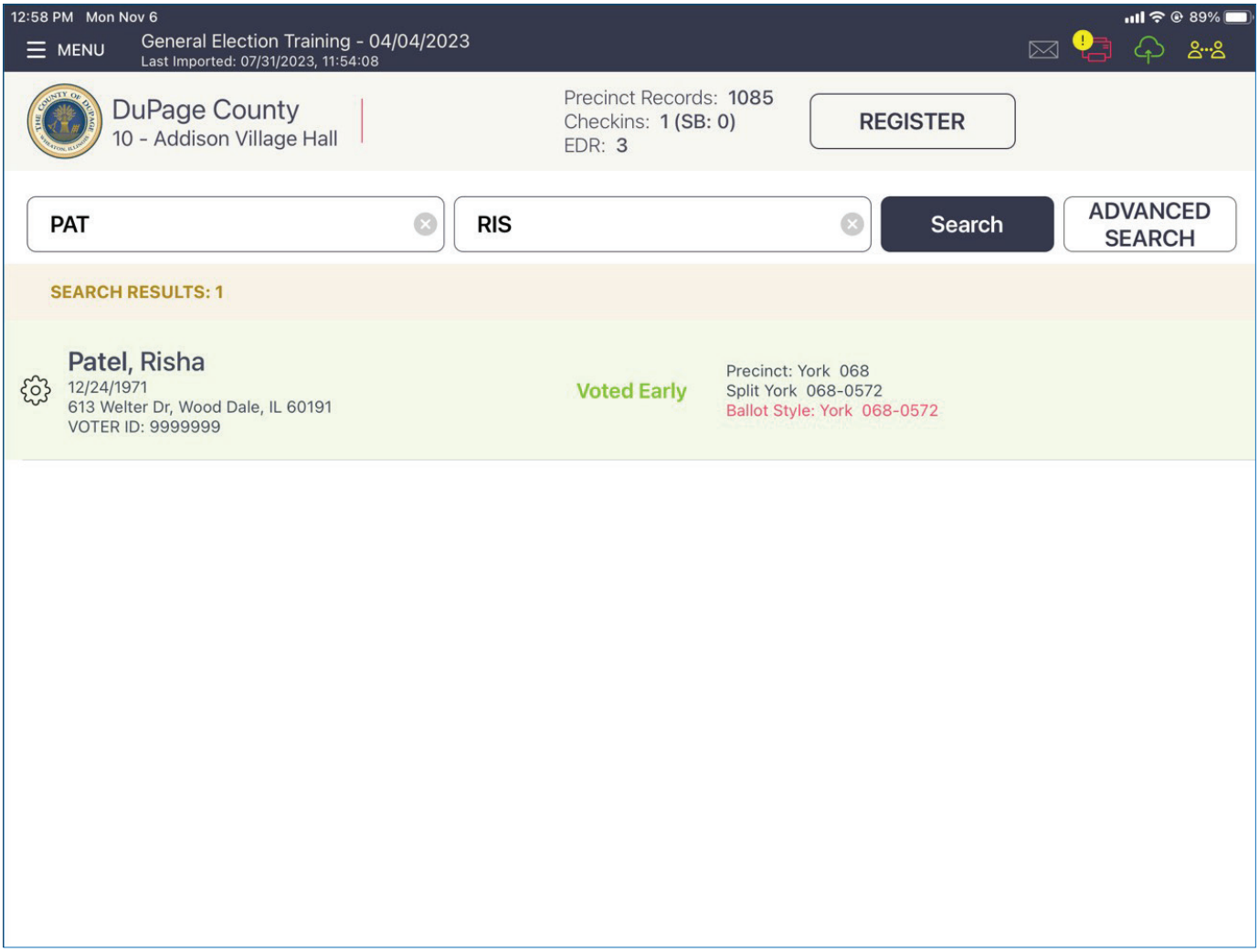
If the Voter chooses to vote Provisionally, select **PROCESS PROVISIONALLY**.



Election Day—Voter Voted Early

VOTER CHECK IN— VOTED EARLY

A green **Voted Early** message on the Check In screen indicates that the Voter has already voted during Early Voting.



If the Voter does not believe that they Voted Early, proceed as follows:

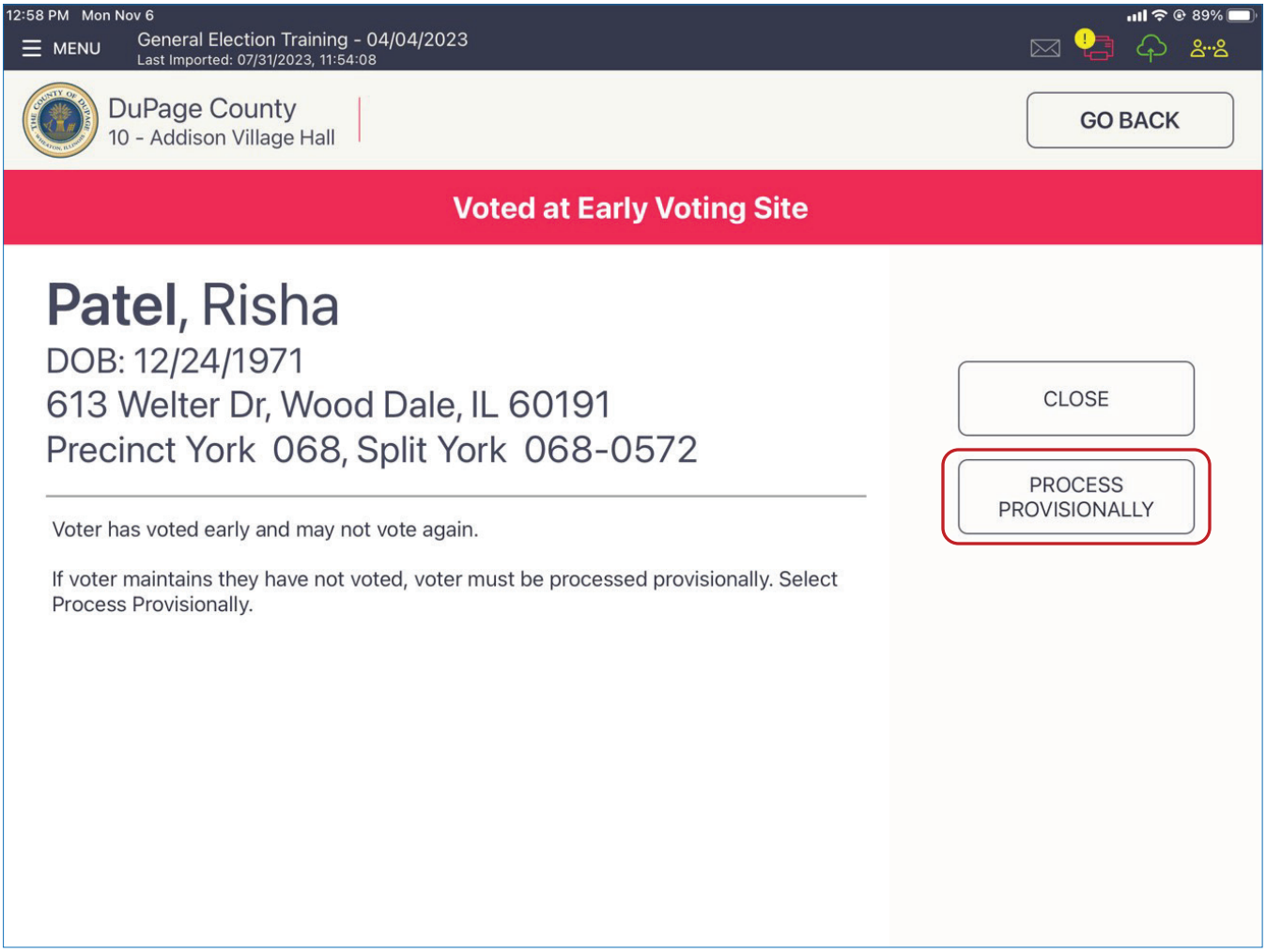
⇒ During **Early Voting:** Call the Election Division at (630) 407-5577 for further instructions.
A Voter cannot vote Provisionally at Early Voting.

⇒ On **Election Day:** The Voter may vote Provisionally.
The Provisional Ballot will be reviewed for it's legitimacy.

Election Day—Voter Voted Early

VOTER CHECK IN— VOTED EARLY

⇒ If the Voter chooses to vote Provisionally, select **PROCESS PROVISIONALLY**.



Election Day—Spoiling A Ballot

SPOILING A BALLOT

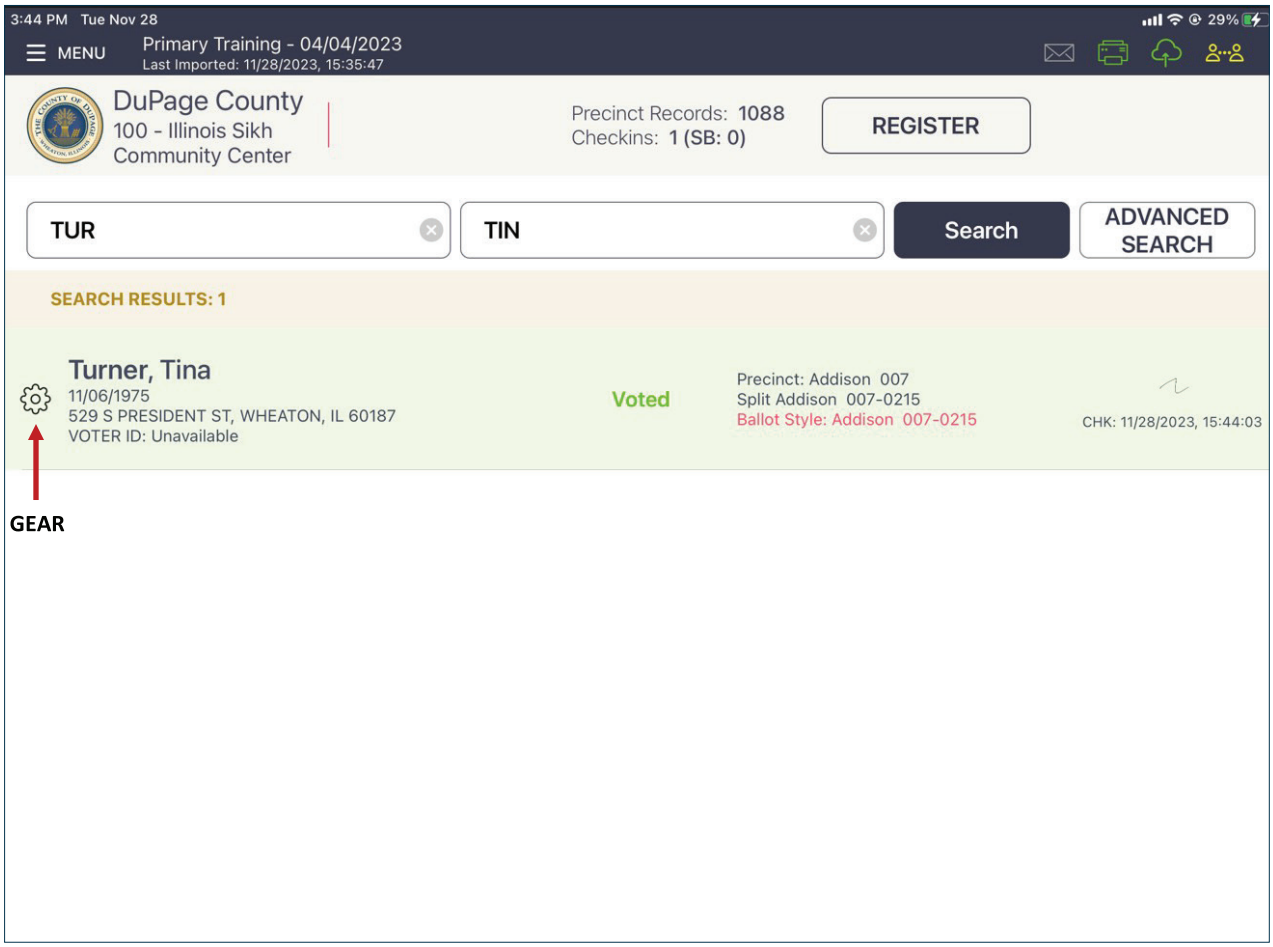
There are various scenarios in which a ballot might be spoiled. (*voter error, missing judge initials, damage/torn*)

⇒ If a ballot needs to be spoiled, begin by looking up the **Voter's Check In Record**.

⇒ Search for voter by typing the first 3 letters of their last name and first name in the appropriate fields.

⇒ The voter status should display **Voted** in *green*.

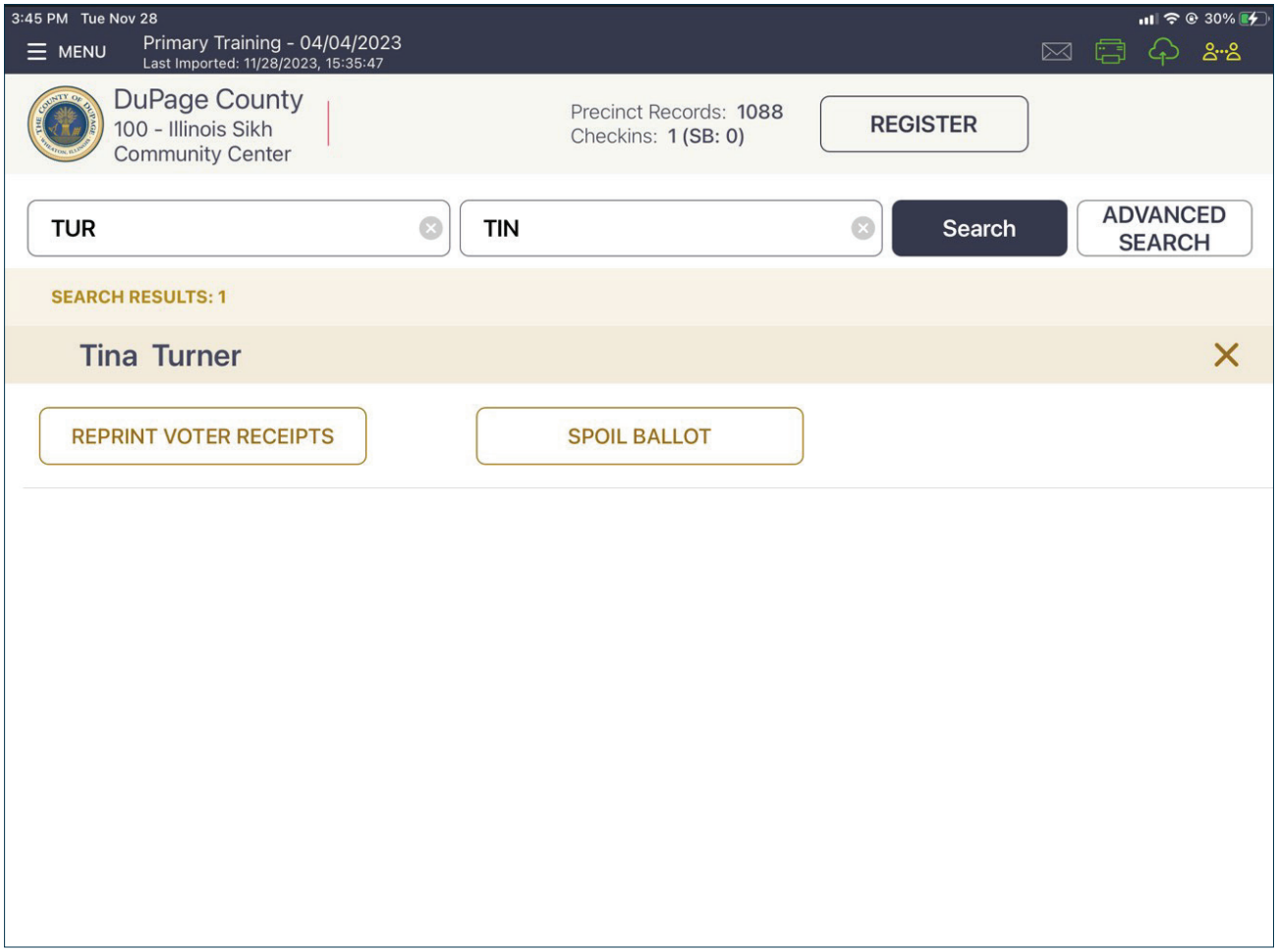
⇒ Click the **gear icon** to the left of the voter record.



Election Day—Spoiling A Ballot

SPOILING A BALLOT

⇒ Select **SPOIL BALLOT**.



Election Day—Spoiling A Ballot

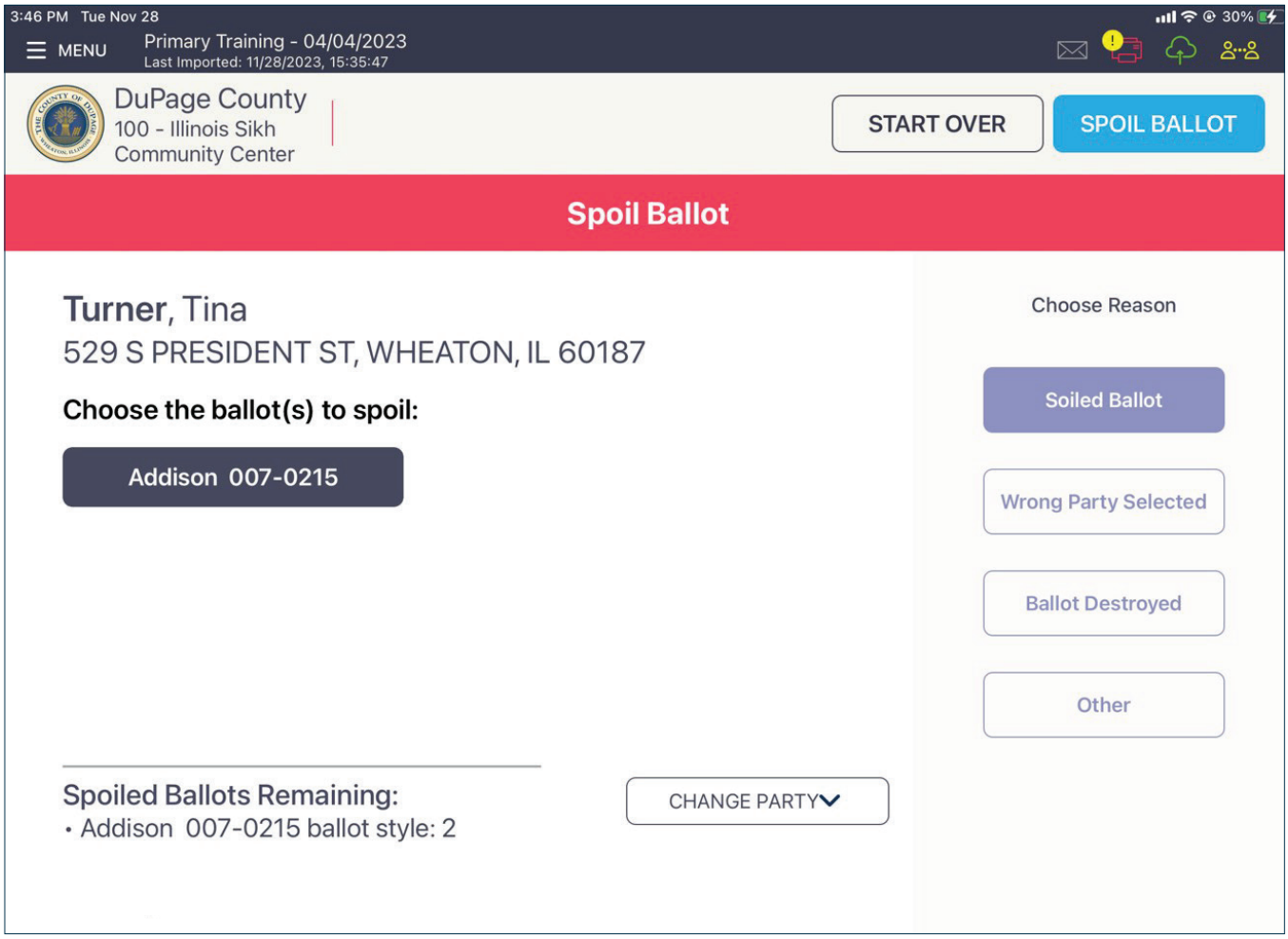
SPOILING A BALLOT—SOILED BALLOT

If the reason for spoiling the ballot is **Soiled Ballot**, proceed in the following order.

1. Choose the **ballot to spoil** located below the Voter's name. *e.g.* **Addison 007-0215**

2. Choose the reason that the ballot is being spoiled.
   - **Soiled Ballot**
   - Wrong Party Selected—*For Primary Elections Only*
   - Ballot Destroyed
   - Other

3. Select **SPOIL BALLOT**.



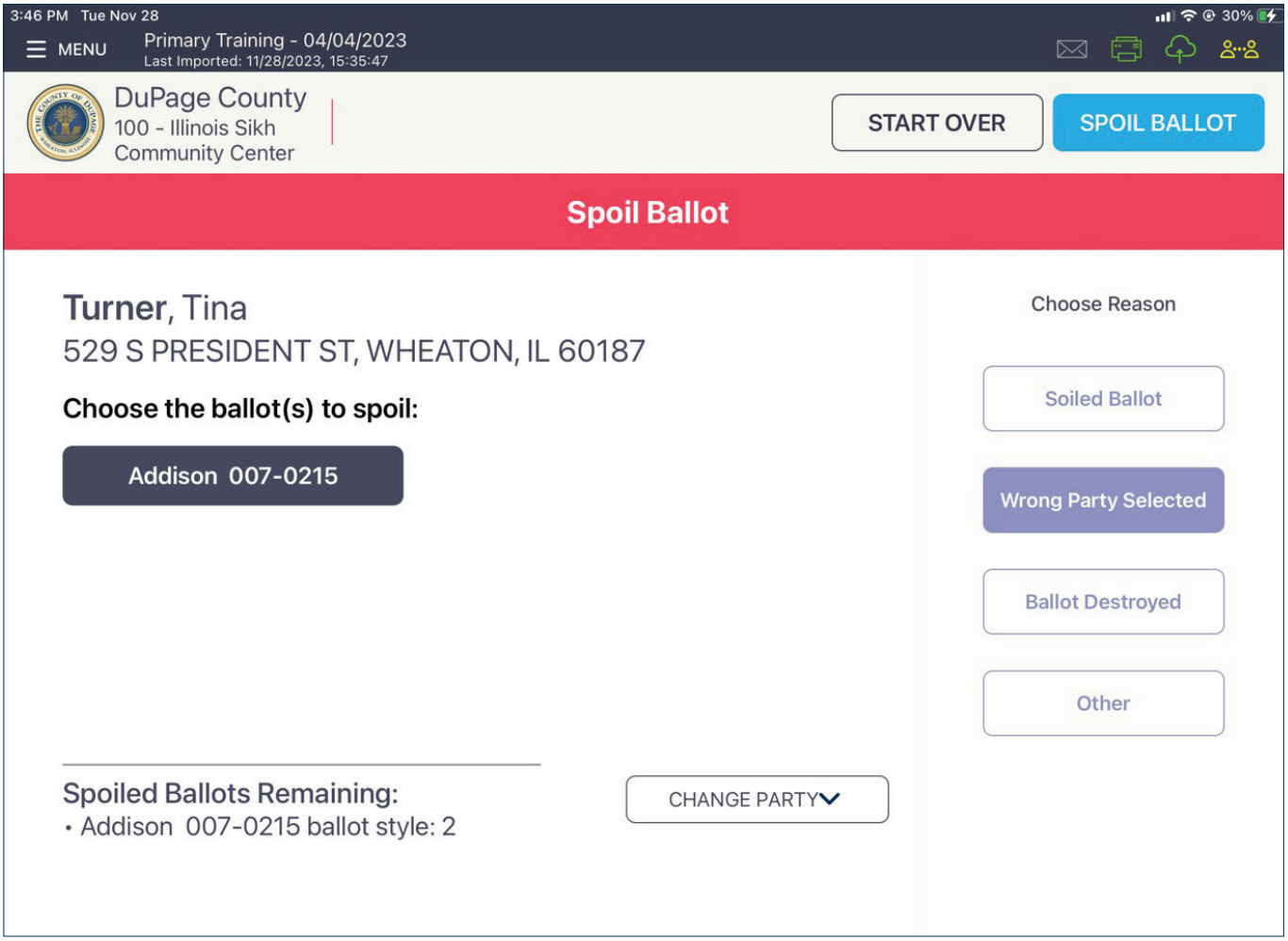
Election Day—Spoiling A Ballot

SPOILING A BALLOT—WRONG PARTY SELECTED

This option is used in **Primary Elections** only.

If the reason for spoiling the ballot is **Wrong Party Selected**, proceed in the following order.

1. Choose the **ballot to spoil** located below the Voter's name. *e.g.* **Addison 007-0215**
2. Choose the reason that the ballot is being spoiled.
   - Soiled Ballot
   - **Wrong Party Selected**—*For Primary Elections Only*
   - Ballot Destroyed
   - Other
3. Select **CHANGE PARTY**, then choose the new Party.
4. Select **SPOIL BALLOT.**

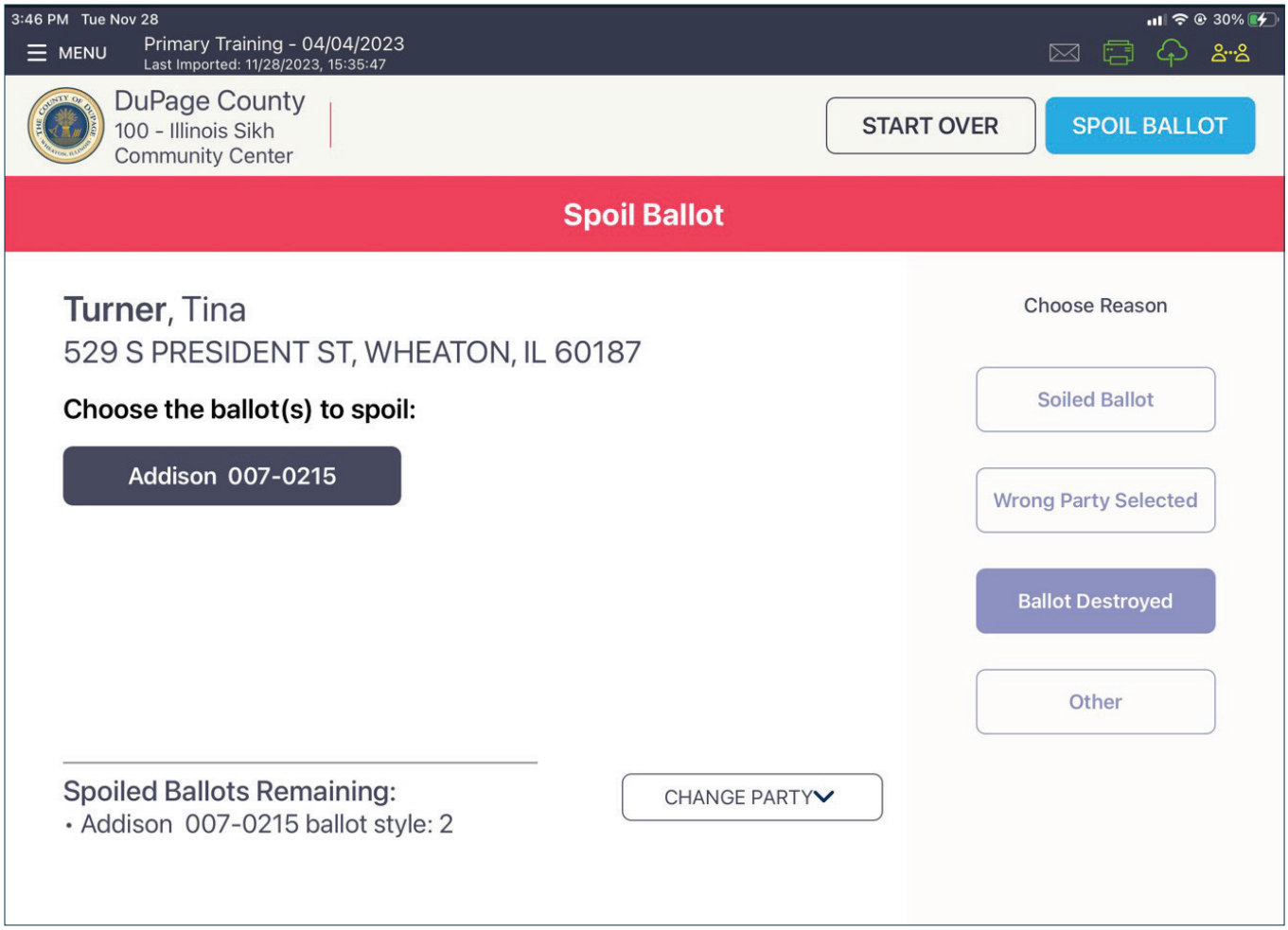


Election Day—Spoiling A Ballot

SPOILING A BALLOT—BALLOT DESTROYED

If the reason for spoiling the ballot is **Ballot Destroyed**, proceed in the following order.

1. Choose the **ballot to spoil** located below the Voter's name. *e.g.* **Addison 007-0215**
2. Choose the reason that the ballot is being spoiled.
   - Soiled Ballot
   - Wrong Party Selected—*For Primary Elections Only*
   - **Ballot Destroyed**
   - Other
3. Select **SPOIL BALLOT.**



Election Day—Spoiling A Ballot

SPOIL BALLOT –VOTER AUTHORIZATION RECEIPT

After selecting the reason for spoiling, a **Voter Authorization Receipt** for the new ballot will print.

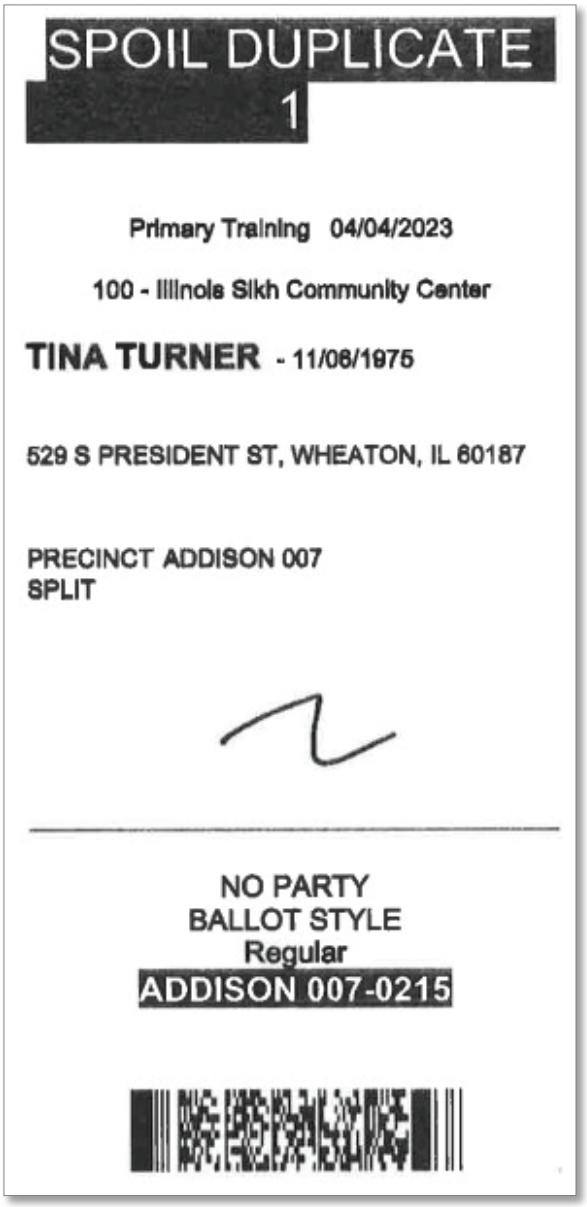
Using the **Verity Print hand scanner:**

⇒ Scan the barcode.

⇒ Initial the ballot.

⇒ Give ballot to voter.

⇒ Place the **Voter Authorization Receipt** in in the **Voter Authorization Receipt Box.**



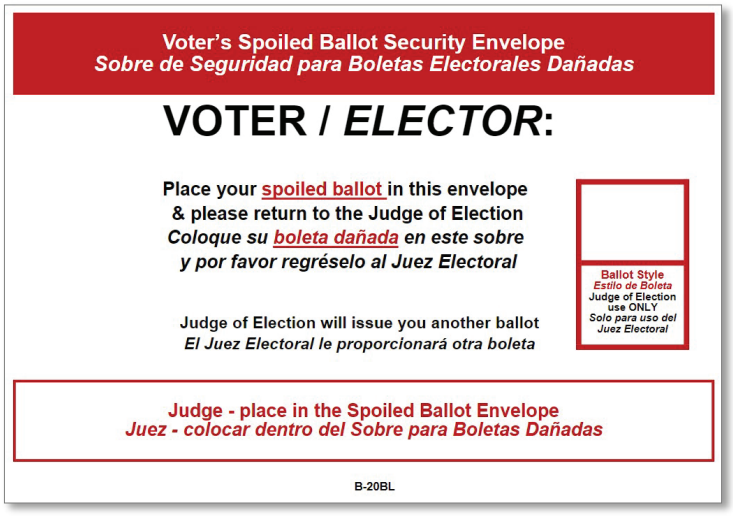
Election Day—Spoiling A Ballot

SPOILED BALLOT

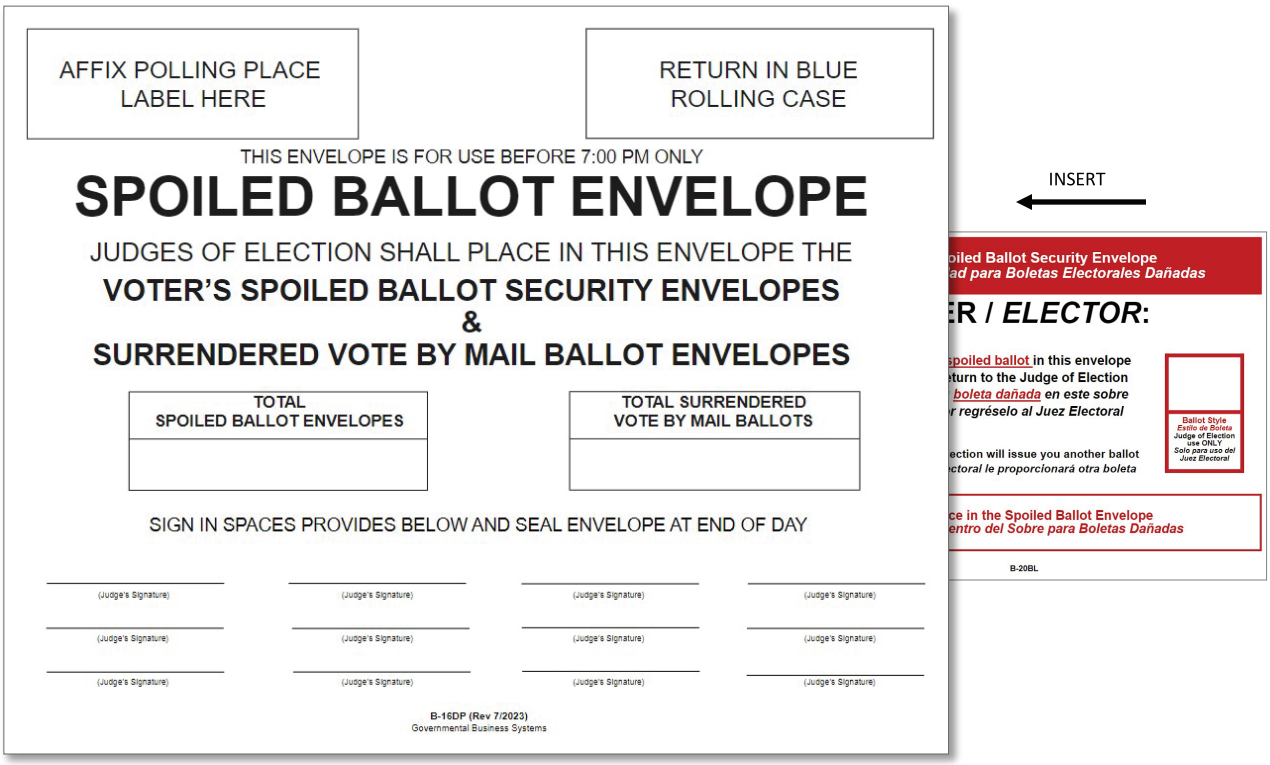
⇒ Write **SPOILED** across the top of the old ballot.

⇒ Have the voter place their spoiled ballot into the **VOTER'S SPOILED BALLOT SECURITY ENVELOPE**.

⇒ Write the **Ballot Style** in the *red* box. *e.g.* Wayne 031-0047.



⇒ Place the **VOTER'S SPOILED BALLOT SECURITY ENVELOPE** inside of the **SPOILED BALLOT ENVELOPE**.
This envelope will be used to collect ALL voter's spoiled ballot envelopes on Election Day.
After the polls close, complete the outside of the Envelope and place in Supply Box.



Election Day—Voter Assistance Required

Confirm The Voter's Information

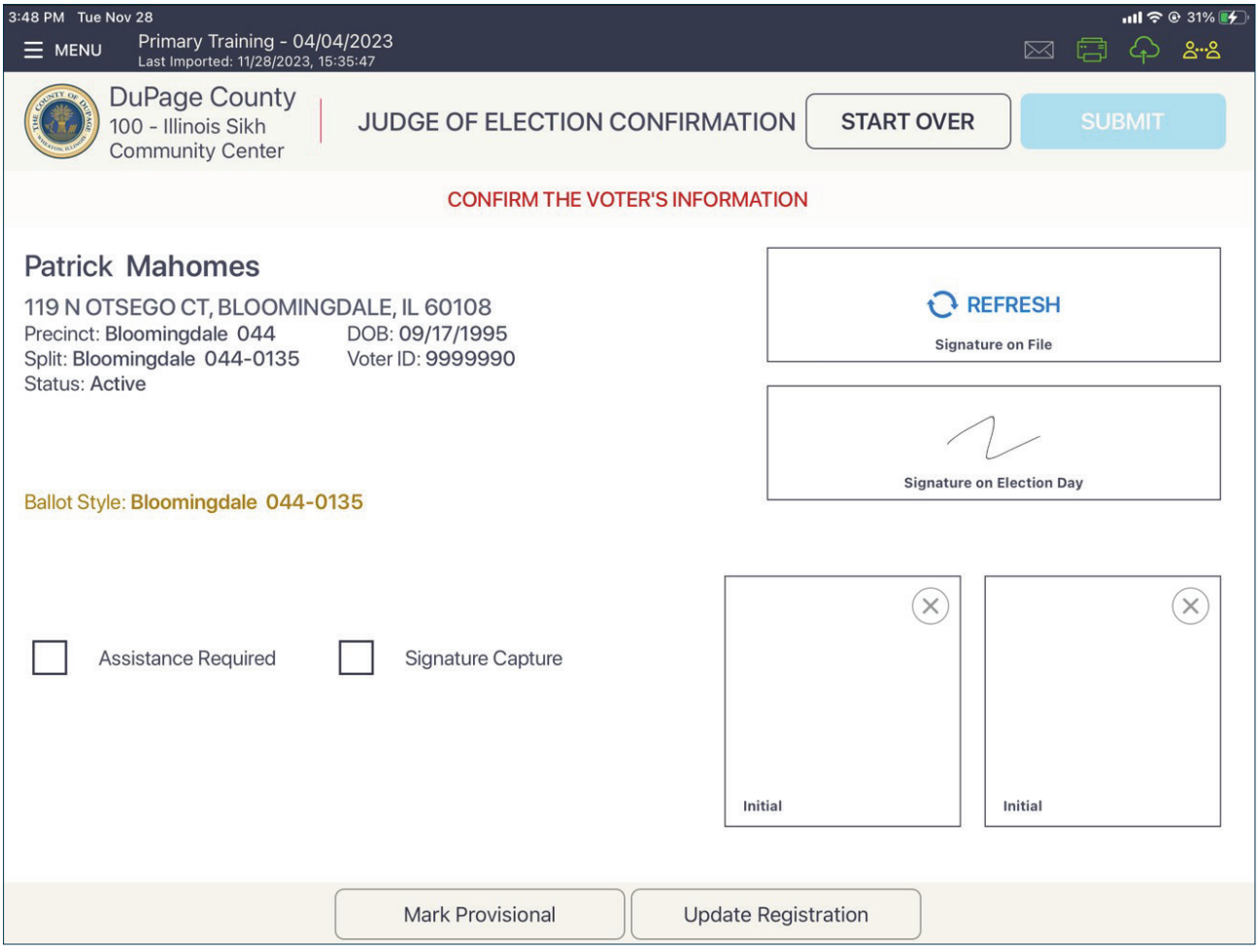
A Voter may only receive assistance if they:

1) do not speak or read the English language, or
2) are not able to mark the ballot.

Assistance can be provided by either:

1) a bipartisan team of Election Judges, or
2) an individual of the Voter's choosing. For example, an elderly man may bring his 8-year old grandchild to assist. He may also ask another voter in line. The only exception is that the individual may not be the Voter's boss or Union Representative.

⇒ Click **Assistance Required** check box.



Election Day—Voter Assistance Required

Assistance Required

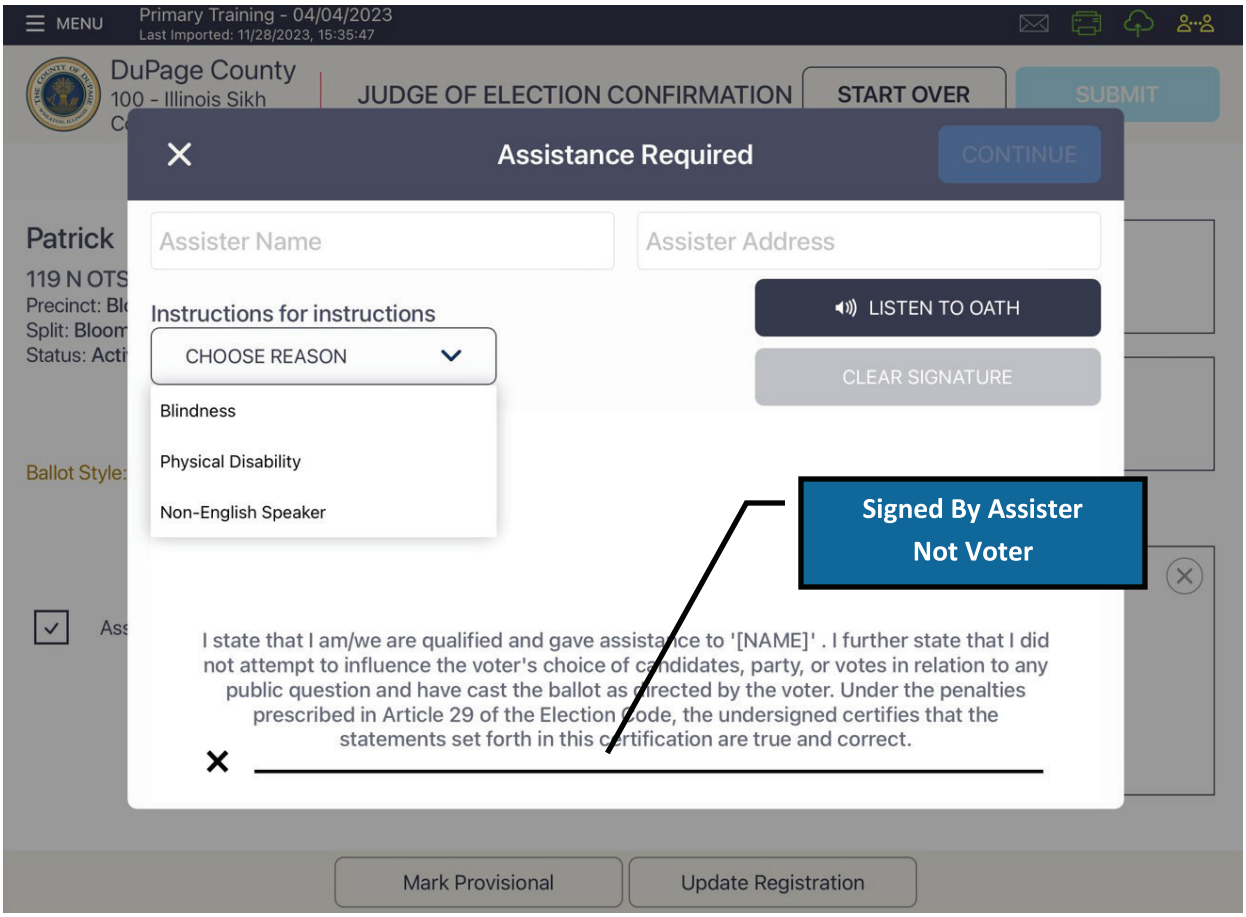
If a Voter requires assistance, complete the Affidavit of Assisted Voter below.

⇒ **Choose Reason** for assistance from the drop down menu.

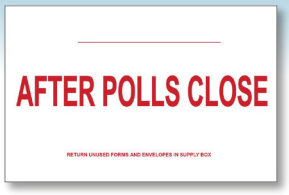
⇒ Enter the **Assister Name** and **Assister Address**.

⇒ Have the **Assister sign** the **oath.**

⇒ Select **CONTINUE** and proceed.



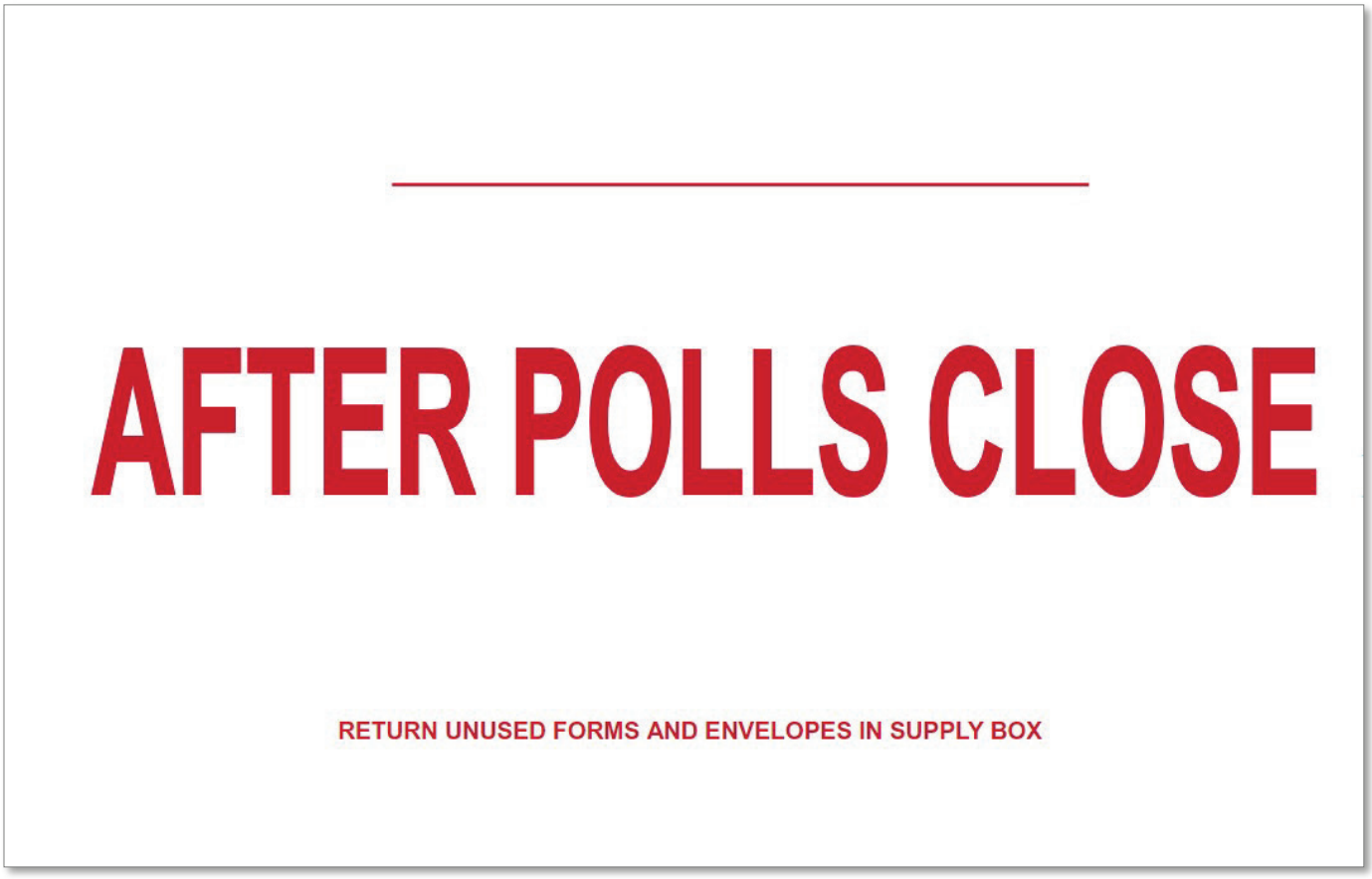
Election Night—After Polls Close



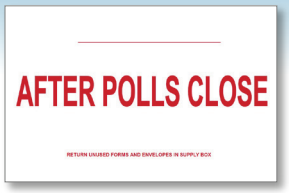
AFTER POLLS CLOSE ENVELOPE

The following materials are located in the **AFTER POLLS CLOSE** envelope.

- CLOSING ELECTION PROCEDURES CHECKLIST
- RETURN OF SUPPLIES CERTIFICATION
- ELECTION FORMS RETURN ENVELOPE 2



Election Night –After Polls Close



CLOSING ELECTION PROCEDURES CHECKLIST

After the polls close, use the **Election Procedures Checklist** to ensure that every step of the closing process has been completed.

CLOSING ELECTION PROCEDURES CHECKLIST

STEP 1: CHECK BALLOT BOX AUXILIARY COMPARTMENT

- A team of Election Judges (one from each political party), check for and remove any Ballots deposited in Ballot Box Auxiliary Compartment during the day and process through the Verity Scan unit.
- Place all voted ballots in white ballot delivery case(s) and seal with filament tape. A judge from each political party must date and sign across the filament tape.

STEP 2: CLOSE THE VERITY SCAN UNIT

- Record the total number of Ballots tabulated from the Verity Scan unit display screen (bottom right of screen; Ballots:) on Section 2 of the Official Ballot Record (OBR).
- To close the polls:
  1) Press the blue button on the backside of the Verity Scan unit
  2) Touch Close Polls on the display screen, then touch Yes, close the polls
  3) Enter the Close Polls Code (found in the Judges' Pick Envelope), touch accept
- The Tally Summary Reports will print automatically ALL Election Judges must sign ALL of the printed reports; Poll Watchers must request copies through the Election Division.
- Place Tally Summary Reports in **ELECTION RESULTS ENVELOPE 1.**
- Refer to Verity Scan Closing the Polls Quick Guide for further closing procedures.
- **THE VERITY SCAN UNIT MUST BE RETURNED TO THE ELECTION DIVISION ON ELECTION NIGHT. IF THE UNIT IS NOT RETURNED, JUDGES WILL BE SENT BACK TO THE POLLING PLACE TO RETRIEVE THE UNIT.**

STEP 3: PROCESS SPOILED AND SURRENDERED VOTE BY MAIL BALLOTS

- Remove, count and record the number of Voter's Spoiled Ballot Security Envelopes and Surrendered Vote By Mail Ballots (green label affixed) in the **SPOILED BALLOT ENVELOPE.**
- Place the Voter's Spoiled Ballot Security Envelopes and Surrendered Vote By Mail Ballots back into the **SPOILED BALLOT ENVELOPE** and seal it.
- Verify the numbers have been recorded, all Judges should sign the envelope in spaces provided.
- Affix Polling Place label on the **SPOILED BALLOT ENVELOPE.**
- Record the number of Spoiled Ballots (not including Surrendered Ballots) on Section 4 of the Official Ballot Record (OBR).
- Place **SPOILED BALLOT ENVELOPE** in Blue Rolling case for return to the Election Division.

STEP 4: PROCESS RETURNED VOTE BY MAIL BALLOTS

- Unlock the Vote By Mail Dropbox with the yellow key.
- A team of Election Judges (one from each political party), check for, remove, and count any Vote By Mail Ballots in the Dropbox.
- Record the total number of Vote By Mail Ballots returned on the yellow **VOTE BY MAIL CARRIER POUCH.**
- Affix Polling Place label on the **VOTE BY MAIL CARRIER POUCH.**
- Record the number of Returned Vote By Mail Ballots on Section 5 of the Official Ballot Record (OBR).
- Seal, sign and place the **VOTE BY MAIL CARRIER POUCH** into the Blue Rolling Case for return to the Election Division.
- **DO NOT INCLUDE SURRENDERED VOTE BY MAIL BALLOTS (Surrendered Ballots are placed in and recorded on the SPOILED BALLOT ENVELOPE, see STEP 2 instructions above).**

STEP 5: PROCESS VOTED PROVISIONAL BALLOTS

- A team of Election Judges (one from each political party), check for, count, and record all Voted Provisional Ballots.
- Record the total number of Voted Provisional Ballots on white **PROVISIONAL BALLOT CARRIER POUCH.**
- Affix Polling Place label on the **PROVISIONAL BALLOT CARRIER POUCH.**
- Record the number of Voted Provisional Ballots on Section 6 of the Official Ballot Record (OBR).
- Seal, sign and place the **PROVISIONAL BALLOT CARRIER POUCH** into the Blue Rolling Case for return to the Election Division.

STEP 6: CLOSE THE KNOWINK POLL PAD(S)

- On one Poll Pad, touch Menu button on the upper left hand corner of the pad screen.
- Touch the Summary Report icon on the pad screen.
- Touch the Print button on the bottom of the pad screen, the report will print the total number of check-ins processed at the polling place.
- Record the total number of check-ins on Section 1 of the Official Ballot Record (OBR).
- Place the Poll Pad report in **ELECTION RESULTS ENVELOPE 1.**
- Refer to Poll Pad Closing the Polls Quick Guide for further closing procedures.

STEP 7: CLOSE THE VERITY PRINT AND TOUCH WRITER UNITS

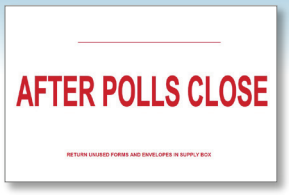
- To close the polls on each Verity Print and Verity Touch Writer unit:
  1) Press the blue button on the backside of the Verity Print and Verity Touch Writer units
  2) Touch Close Polls on the display screen, then touch Yes, close the polls
  3) Enter the Close Polls Code (found in the Judges' Pick Envelope), touch accept
- Record the **TOTAL** number of Ballots printed from the Verity Prints and Verity Touch Writer units on Section 3 of the Official Ballot Record (OBR).
- The Close Polls Report will print one copy for each unit; place all Close Polls Reports in **ELECTION RESULTS ENVELOPE 1.**
- Press red power button on back of each Verity Print and Verity Touch Writer unit to power off units.
- Refer to Verity Print and Verity Touch Writer Closing the Polls Quick Guide for further closing procedures.

STEP 8: VERIFY OFFICIAL BALLOT RECORD IS COMPLETE

- Confirm that all Sections of the Official Ballot Record are complete.
- Affix Polling Place label on the **OFFICIAL BALLOT RECORD (OBR).**
- ALL Judges must sign the **OFFICIAL BALLOT RECORD (OBR)**, once completed and signed place OBR in Election Forms Return Envelope 2 (envelope is eventually placed in the Blue Rolling Case for return to Election Division on Election Night).

C-2DP Revised 9/2023

Election Night—After Polls Close



RETURN OF SUPPLIES CERTIFICATION

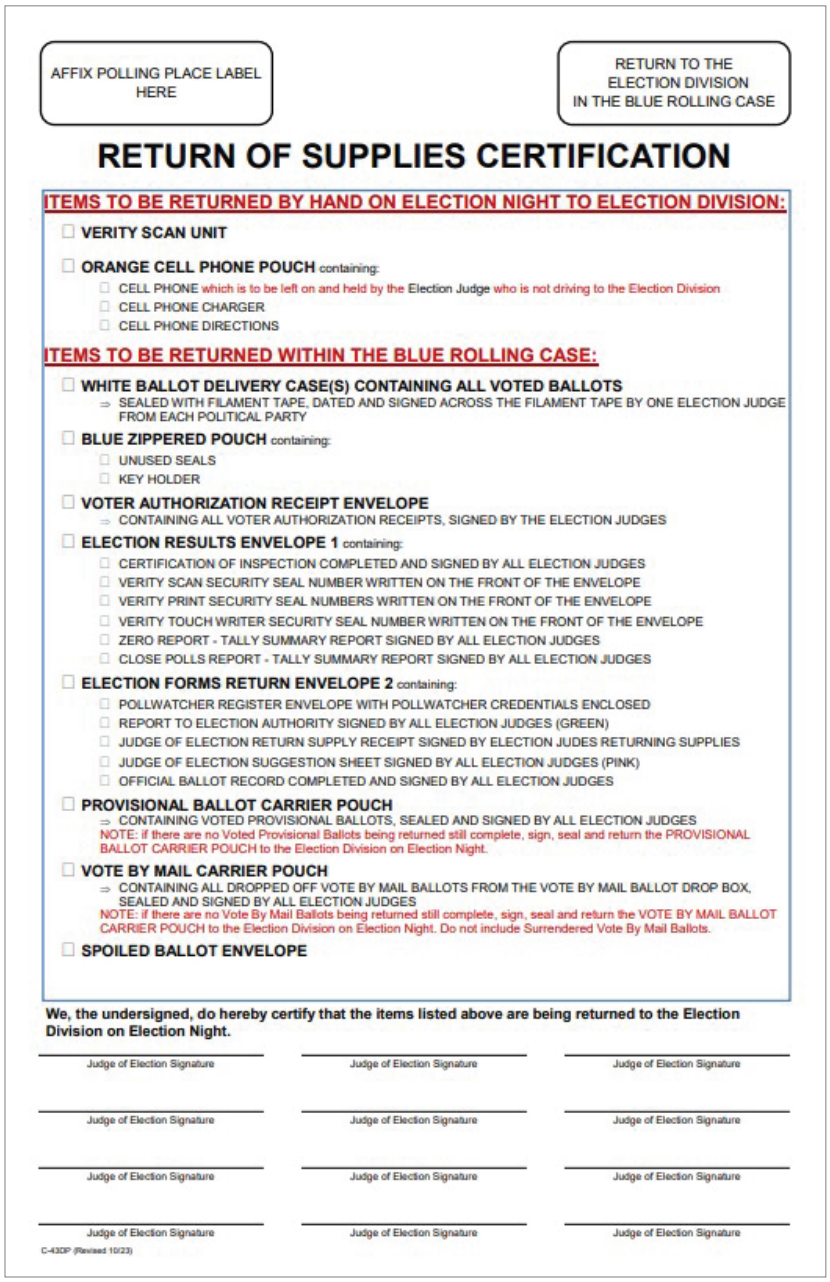
⇒ Gather the items listed to be returned to the Election Division on Election Night.

⇒ Check the box to indicate the item is ready for return.

⇒ All Election Judges must sign the **RETURN OF SUPPLIES CERTIFICATION** to certify the items listed are being returned to the Election Division on Election Night.

⇒ The team of Judges, one from each party, returning supplies should:

- ⇒ **Carry** the **VERITY SCAN UNIT** and **ORANGE CELL PHONE POUCH** with them. Do NOT place in blue rolling case.
- ⇒ Place all other items in the **BLUE ROLLING CASE** as indicated, for return to the Election Division.



AFFIX POLLING PLACE LABEL HERE

RETURN TO THE ELECTION DIVISION IN THE BLUE ROLLING CASE

RETURN OF SUPPLIES CERTIFICATION

ITEMS TO BE RETURNED BY HAND ON ELECTION NIGHT TO ELECTION DIVISION:

- ☐ **VERITY SCAN UNIT**
- ☐ **ORANGE CELL PHONE POUCH** containing:
  - ☐ CELL PHONE which is to be left on and held by the Election Judge who is not driving to the Election Division
  - ☐ CELL PHONE CHARGER
  - ☐ CELL PHONE DIRECTIONS

ITEMS TO BE RETURNED WITHIN THE BLUE ROLLING CASE:

- ☐ **WHITE BALLOT DELIVERY CASE(S) CONTAINING ALL VOTED BALLOTS**
  - ⇒ SEALED WITH FILAMENT TAPE, DATED AND SIGNED ACROSS THE FILAMENT TAPE BY ONE ELECTION JUDGE FROM EACH POLITICAL PARTY
- ☐ **BLUE ZIPPERED POUCH** containing:
  - ☐ UNUSED SEALS
  - ☐ KEY HOLDER
- ☐ **VOTER AUTHORIZATION RECEIPT ENVELOPE**
  - ⇒ CONTAINING ALL VOTER AUTHORIZATION RECEIPTS, SIGNED BY THE ELECTION JUDGES
- ☐ **ELECTION RESULTS ENVELOPE 1** containing:
  - ☐ CERTIFICATION OF INSPECTION COMPLETED AND SIGNED BY ALL ELECTION JUDGES
  - ☐ VERITY SCAN SECURITY SEAL NUMBER WRITTEN ON THE FRONT OF THE ENVELOPE
  - ☐ VERITY PRINT SECURITY SEAL NUMBERS WRITTEN ON THE FRONT OF THE ENVELOPE
  - ☐ VERITY TOUCH WRITER SECURITY SEAL NUMBER WRITTEN ON THE FRONT OF THE ENVELOPE
  - ☐ ZERO REPORT - TALLY SUMMARY REPORT SIGNED BY ALL ELECTION JUDGES
  - ☐ CLOSE POLLS REPORT - TALLY SUMMARY REPORT SIGNED BY ALL ELECTION JUDGES
- ☐ **ELECTION FORMS RETURN ENVELOPE 2** containing:
  - ☐ POLLWATCHER REGISTER ENVELOPE WITH POLLWATCHER CREDENTIALS ENCLOSED
  - ☐ REPORT TO ELECTION AUTHORITY SIGNED BY ALL ELECTION JUDGES (GREEN)
  - ☐ JUDGE OF ELECTION RETURN SUPPLY RECEIPT SIGNED BY ELECTION JUDES RETURNING SUPPLIES
  - ☐ JUDGE OF ELECTION SUGGESTION SHEET SIGNED BY ALL ELECTION JUDGES (PINK)
  - ☐ OFFICIAL BALLOT RECORD COMPLETED AND SIGNED BY ALL ELECTION JUDGES
- ☐ **PROVISIONAL BALLOT CARRIER POUCH**
  - ⇒ CONTAINING VOTED PROVISIONAL BALLOTS, SEALED AND SIGNED BY ALL ELECTION JUDGES

  NOTE: if there are no Voted Provisional Ballots being returned still complete, sign, seal and return the PROVISIONAL BALLOT CARRIER POUCH to the Election Division on Election Night.
- ☐ **VOTE BY MAIL CARRIER POUCH**
  - ⇒ CONTAINING ALL DROPPED OFF VOTE BY MAIL BALLOTS FROM THE VOTE BY MAIL BALLOT DROP BOX, SEALED AND SIGNED BY ALL ELECTION JUDGES

  NOTE: if there are no Vote By Mail Ballots being returned still complete, sign, seal and return the VOTE BY MAIL BALLOT CARRIER POUCH to the Election Division on Election Night. Do not include Surrendered Vote By Mail Ballots.
- ☐ **SPOILED BALLOT ENVELOPE**

We, the undersigned, do hereby certify that the items listed above are being returned to the Election Division on Election Night.

Judge of Election Signature | Judge of Election Signature | Judge of Election Signature

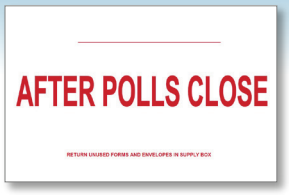
Judge of Election Signature | Judge of Election Signature | Judge of Election Signature

Judge of Election Signature | Judge of Election Signature | Judge of Election Signature

Judge of Election Signature | Judge of Election Signature | Judge of Election Signature

C-43DP (Revised 10/23)

Election Night—After Polls Close



ELECTION FORMS RETURN ENVELOPE 2

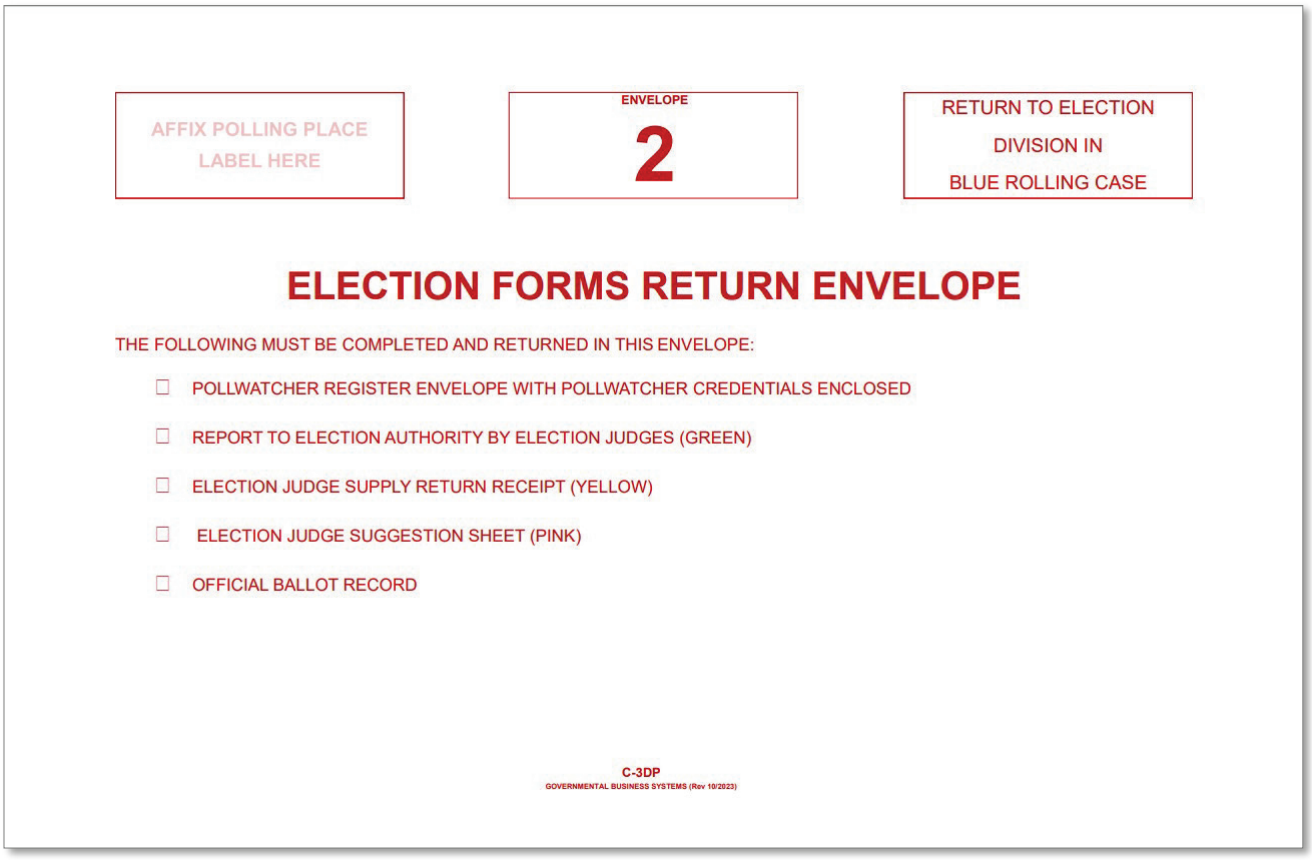
ELECTION FORMS RETURN ENVELOPE 2 lists which forms need to be **completed** and **returned** to the Election Division on Election Night.

⇒ Complete all forms

⇒ Place requested forms in **ELECTION FORMS RETURN ENVELOPE 2**.

⇒ Check boxes on the front of the envelope to show task complete.

⇒ Once all forms have been put in the envelope, place **ELECTION FORMS RETURN ENVELOPE 2** in the **BLUE ROLLING CASE** for return to the Election Division on Election Night.


AFFIX POLLING PLACE LABEL HERE

ENVELOPE 2

RETURN TO ELECTION DIVISION IN BLUE ROLLING CASE

ELECTION FORMS RETURN ENVELOPE

THE FOLLOWING MUST BE COMPLETED AND RETURNED IN THIS ENVELOPE:

- ☐ POLLWATCHER REGISTER ENVELOPE WITH POLLWATCHER CREDENTIALS ENCLOSED
- ☐ REPORT TO ELECTION AUTHORITY BY ELECTION JUDGES (GREEN)
- ☐ ELECTION JUDGE SUPPLY RETURN RECEIPT (YELLOW)
- ☐ ELECTION JUDGE SUGGESTION SHEET (PINK)
- ☐ OFFICIAL BALLOT RECORD

C-3DP
GOVERNMENTAL BUSINESS SYSTEMS (Rev 10/2023)

Election Night—Closing The Polls

CLOSING THE POLLS

At 7:00 PM one Judge announces in a loud, clear voice, **"THE POLLS ARE NOW CLOSED".**

- One Judge stands at the end of the line behind the last voter to establish a cut-off point.
- Any voter in line is permitted to vote.
- Voters arriving after 7:00 PM may not vote.
- Voters casting their ballots after 7:00 PM are processed the same as voters prior to 7:00 PM.
- Voters who have completed voting must exit the Polling Place.

WHO MAY REMAIN IN THE POLLING PLACE

After the last vote has been cast, the following people are allowed to remain in the Polling Place.

- Election Judges.
- Authorized Pollwatchers who have surrendered valid Pollwatcher Credentials.
- Law enforcement officials acting in their official capacities.
- Representatives of the DuPage Election Division.
- Representatives of the State Board of Elections.
- Representatives of the Office of the State's Attorney and/or the Illinois Attorney General's Office.

Once all Voters have voted and exited the Polling Place, Judges may begin Closing Procedures.

Election Night—After Polls Close

VERITY SCAN UNIT CLOSING

⇒ The following tasks should be performed by two Election Judges, one from each party.

⇒ Refer to the **CLOSING ELECTION PROCEDURES CHECKLIST** found in the **AFTER POLLS CLOSE** envelope.

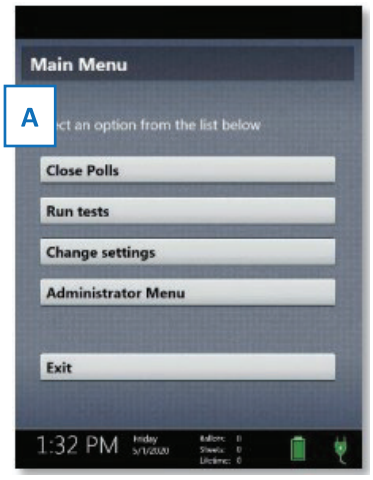
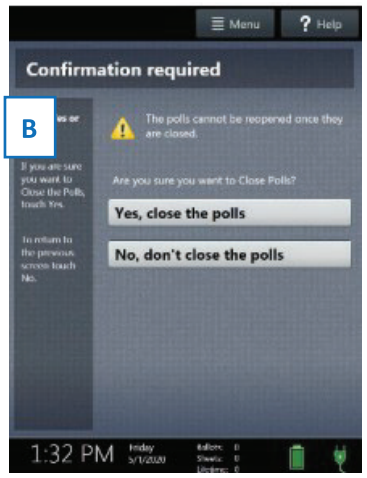
Election Night—After Polls Close

VERITY SCAN UNIT CLOSING

STEP	TASK	IMAGE
1	**CHECK BALLOT BOX AUXILIARY COMPARTMENT** The following tasks should be performed by two Election Judges, one from each party. **AUXILIARY COMPARTMENT** ⇒ Using the black key, **open** the **Auxiliary Compartment** located on the back of the Ballot Box. ⇒ **Check** and **Remove** any Ballots deposited in the Auxiliary Compartment during the day. ⇒ **Feed ballots**, if any, through the **Verity Scan Unit**. ⇒ All Judges should verify that the Auxiliary Compartment is now empty.	 Auxiliary Compartment
2	**CLOSING THE VERITY SCAN UNIT** ⇒ Remove privacy screens. ⇒ Locate the **Official Ballot Record (OBR)** in the Judge's Pickup Envelope. ⇒ Record the number of Ballots, shown on the bottom of the Main Menu screen, on the **OBR.**	

Election Night—After Polls Close

VERITY SCAN UNIT CLOSING

STEP	TASK	IMAGE
3	**TO CLOSE THE POLLS** Press the **Blue Button** on the back of the **Verity Scan**. **A.** On the Main Menu, select **Close Polls** **B.** Select **YES, close the Polls.** C. Enter the **Close Polls Code** found in the Judges Pickup Envelope, select **Accept**. **Tally Summary Report** will begin to print. **TALLY SUMMARY REPORT** ⇒ **Tally Summary Report** must be signed by ALL Election Judges. ⇒ Place Tally Summary Report in **ELECTION RESULTS ENVELOPE 1**. **THE POLLS ARE NOW CLOSED** Poll Watchers requesting reports, must contact the Election Division. Reports will not be printed for Poll Watchers on Election night.	 

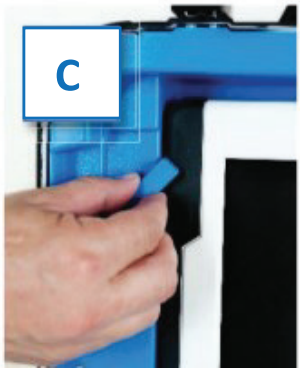
Election Night—After Polls Close

VERITY SCAN UNIT CLOSING

STEP	TASK	IMAGE
4	**POWERING OFF VERITY SCAN UNIT** ⇒ Once reports have finished printing, wait at least 10 seconds, and press the *red* power button on the back of the Verity Scan to power it off. *IMPORTANT: Wait for the Verity Scan to be completely powered down before unlocking and removing the tablet. Wait for a black screen and the illuminated feed arrows to turn off before removing the tablet.* ⇒ **Unplug power cord** from the back of the Verity Scan. *NOTE: To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects into the Verity Scan, and slide back the sleeve. This will unlock the connection.* ⇒ **Put away power cord** in the **Hart Supplies** purple bag.	 RED POWER BUTTON POWER CORD

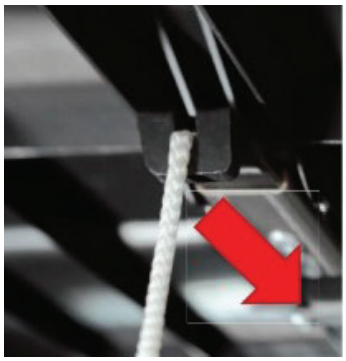
Election Night—After Polls Close

VERITY SCAN UNIT CLOSING

STEP	TASK	IMAGE
5	**VERITY SCAN TABLET** To close the Verity Scan Tablet: A. **Unlock Tablet** with blue key. B. Using two hands, **remove Tablet** from cradle and place in lid with screen facing forward. C. Lower blue latch to secure Tablet in place. D. **Lock Tablet** into place with blue key. E. **Bend** the **lid** brace upward. F. **Close Verity Scan** and **Secure latches**.	 

Election Night—After Polls Close

VERITY SCAN UNIT CLOSING

STEP	TASK	IMAGE
6	**REMOVING VERITY SCAN UNIT FROM BALLOT BOX** ⇒ Open the Ballot Box door with black key. ⇒ Pull the white string outward to release the Verity Scan. ⇒ Remove the Verity Scan from the Ballot Box. STOP **DO NOT PUT AWAY THE VERITY SCAN UNIT IN THE ELECTION SUPPLY CABINET (ESC).**	 
7	**VERITY SCAN UNIT MUST BE RETURNED TO THE ELECTION DIVISION ON ELECTION NIGHT** ⇒ Refer to the **RETURN OF SUPPLIES CERTIFICATION** for a list of all equipment and supplies to be returned after the polls close. ⇒ Equipment and supplies must be returned by two Election Judges, one from each party, in the same vehicle. ⇒ **Verity Scan Unit must be returned to the Election Division on Election Night or Judges will be sent back to the Polling Place to retrieve it.**	 VERITY SCAN UNIT

Election Night—After Polls Close

BALLOT BOX WITH BALLOT BAG

STEP	TASK	IMAGE
1	**BALLOT BOX** The following tasks should be performed by two **Election Judges, one from each party**. 1. **Open Ballot Box** with black key. 2. Check for, **remove** and **scan** Ballots deposited in the **Auxiliary Compartment** during the day. 3. **Remove** the **Gray Ballot Bag** from the **Ballot Box**. 4. Remove all voted ballots. 5. Pack ballots in **White Ballot Transfer Case**(s). 6. Seal cases with filament tape. Both Judges must sign and date across filament tape. 7. Place sealed, signed & dated **White Ballot Transfer Case**(s) into the **Blue Rolling Case**. 8. **ALL Judges must verify** that the Gray Ballot Bag, Auxiliary Compartment and Ballot Box are now empty.	
2	**COLLAPSING THE BALLOT BOX** ⇒ Lift the floor up and back in the ballot box. ⇒ Close and lock the front door of the ballot box. ⇒ Lift lid of ballot box up and over so it hangs down the side. ⇒ Fold side panels inward to collapse the box. ⇒ Latch the four clips (two on each side). ⇒ Fasten the 3 bungee cords to secure the lid.	

Election Night—After Polls Close

BALLOT BOX WITH BALLOT BAG

STEP	TASK	IMAGE
3	**CLOSING THE BALLOT BAG** ⇒ Release side support braces, secured by Velcro, from the floor of the ballot bag. ⇒ Push braces in so they lay flat on bottom of ballot bag. ⇒ Collapse bag flat. ⇒ Zip the cover into place.	
4	**PACKING AND STORING** ⇒ Remove hart **Black Canvas Transport Bag** with black handles from the ESC. ⇒ Place **Black Ballot Box**, **Privacy Screens**, and **Ballot Bag** in the black canvas transport bag. ⇒ Place black canvas transport bag back in the ESC.	 BALLOT BOX PRIVACY SCREENS BALLOT BAG

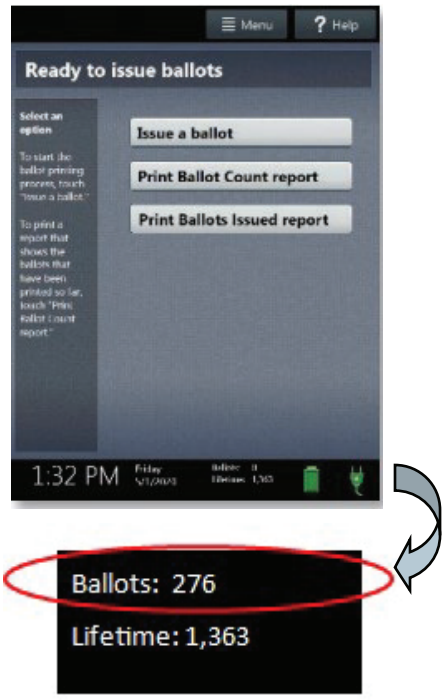
Election Night—After Polls Close

VERITY PRINT AND BALLOT PRINTER CLOSING

⇒ Refer to the **CLOSING ELECTION PROCEDURES CHECKLIST** found in the **AFTER POLLS CLOSE** envelope.

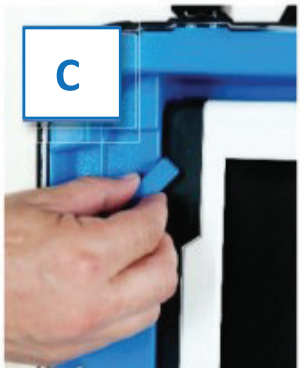
Election Night—After Polls Close

VERITY PRINT UNIT CLOSING

STEP	TASK	IMAGE
1	**PRINT BALLOT COUNT REPORT** ⇒ On the **Ready to issue ballots** screen, select **Print Ballot Count Report.** ⇒ Record the total number of ballots printed from the Verity Print on the **Official Ballot Record (OBR),** ⇒ Place the **Ballot Count Report** into **ELECTION RESULTS ENVELOPE 1**.	
2	**POWERING OFF VERITY PRINT** ⇒ Press the *red* power button on the back of the Verity Print to power it off. *IMPORTANT: Wait for the Verity Print to be completely powered down before unlocking and removing the tablet. Wait for a black screen and the green light on the left side of the report printer to turn off.* ⇒ **Disconnect** the **hand scanner** from the USB connection located above the report printer. ⇒ **Place hand scanner** in the **HART SUPPLIES** purple bag.	 RED POWER BUTTON HAND SCANNER

Election Night—After Polls Close

VERITY PRINT UNIT CLOSING

STEP	TASK	IMAGE
3	**VERITY PRINT UNIT CLOSING** A. **Unlock tablet** with blue key. B. Using two hands, **remove tablet** from cradle and place in lid with screen facing forward. C. Lower blue latch to secure Tablet in place. D. **Lock tablet** into place with blue key. E. **Bend** the **lid** brace upward. F. **Close Verity Print** and **secure latches**.	 

Election Night—After Polls Close

VERITY PRINT UNIT CLOSING

STEP	TASK	IMAGE
4	⇒ **Remove** the flat end of the **USB Printer Cable** from the back of the Verity Print. ⇒ **Remove Power Cord** from the back of the Verity Print. *NOTE: To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects into the Verity Scan, and slide back the sleeve. This will unlock the connection.* ⇒ Place **Power Cord** in the **Hart Supplies** purple bag.	 VERITY PRINT USB PRINTER CABLE VERITY PRINT POWER CORD
5	Place the **Verity Print Unit** into the **ESC.**	 VERITY PRINT UNIT ELECTION SUPPLY CABINET

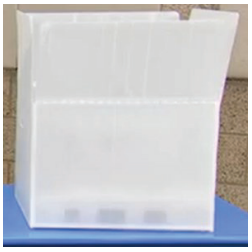
Election Night—After Polls Close

VERITY PRINT BALLOT PRINTER CLOSING

STEP	TASK	IMAGE
1	⇒ Press the **power switch** on the bottom right side of the **Ballot Printer** to turn off. ⇒ Unplug the flat end of the **USB Printer Cable** from the Ballot Printer. ⇒ Unplug **printer power cord** from the Verity Print. ⇒ Put away the **USB Printer Cable** and **Power Cord** in the **Hart Supplies** purple bag.	 VERITY PRINT BALLOT PRINTER VERITY PRINT BALLOT PRINTER REAR
2	⇒ Pull out the paper tray on the printer. ⇒ Remove the unused paper and place in **white ballot transfer case.** ⇒ Push the blue handle of the paper guide to the end of the tray. ⇒ Insert the paper tray back into the printer.	

Election Night—After Polls Close

VERITY PRINT BALLOT PRINTER CLOSING

STEP	TASK	IMAGE
3	⇒ Place **Ballot Printer** in **plastic printer box**. Serial number on the printer and plastic printer box must match. ⇒ Place **printer box** in **ESC.**	 VERITY PRINT BALLOT PRINTER  PRINTER BOX ELECTION SUPPLY CABINET

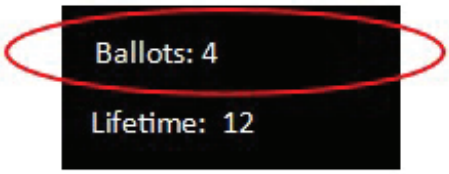
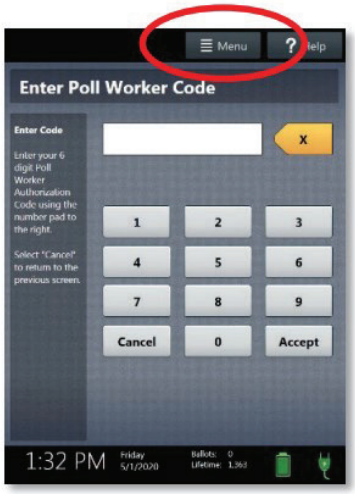
Election Night—After Polls Close

VERITY TOUCH WRITER AND BALLOT PRINTER CLOSING

⇒ Refer to the **CLOSING ELECTION PROCEDURES CHECKLIST** found in the **AFTER POLLS CLOSE** envelope.

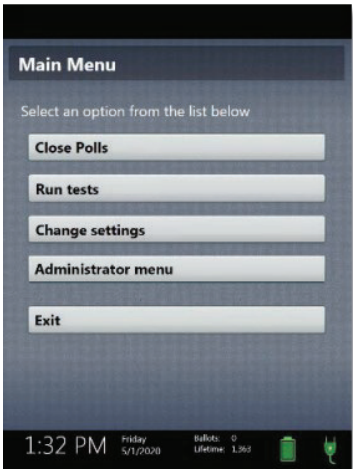
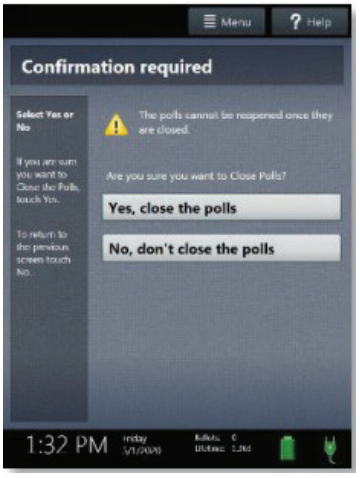
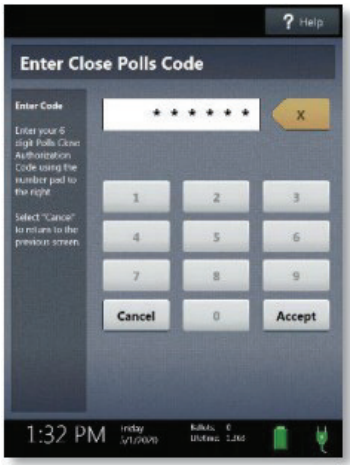
Election Night—After Polls Close

VERITY TOUCH WRITER UNIT CLOSING

STEP	TASK	IMAGE
1	⇒ Record the **total number of ballots** displayed from the Verity Touch Writer screen on the **Official Ballot Record (OBR)**.	
2	⇒ Remove the **Privacy Screens** from both sides of the booth. ⇒ Place Privacy Shields in the black canvas transport bag with *red* handles.	
3	⇒ Press the blue **POLL WORKER** button on the back of the Verity Touch Writer.	
4	⇒ Select **Menu** at the top of the screen.	

Election Night—After Polls Close

VERITY TOUCH WRITER UNIT CLOSING

STEP	TASK	IMAGE
5	⇒ Select **Close Polls**. ⇒ Select **Yes, close the polls**. ⇒ Enter the **Close Polls Code** located inside the Judges Pickup Envelop. Select, **Accept**. ⇒ The **Close Polls Report** will print automatically. ⇒ Place the close polls report in **Election Results Envelope 1**	  

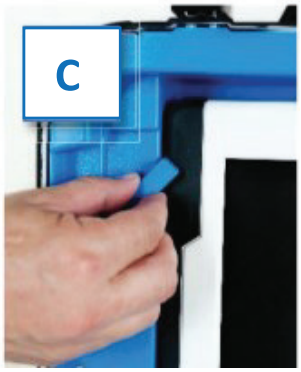
Election Night—After Polls Close

VERITY TOUCH WRITER UNIT CLOSING

STEP	TASK	IMAGE
6	**POWERING OFF VERITY TOUCH WRITER** ⇒ Press the *red* **power button** on the back of the Verity Touch Writer to power it off. *IMPORTANT: Wait for the Verity Print to be completely powered down before unlocking and removing the tablet. Wait for a black screen and the green light on the left side of the report printer to turn off.*	 RED POWER BUTTON
7	⇒ Remove the **printer cord** from the Verity Touch Writer and place in **Hart Supplies** purple bag. ⇒ Remove the **power cord** from the back of the Verity Touch Writer and place in **Hart Supplies** purple bag.	 POWER CORD PRINTER CORD
8	⇒ **Unplug** the **head phones** and place in **Hart Supplies** purple bag. ⇒ **Unplug Hand Scanner** and place in **Hart Supplies** purple bag.	 HEAD PHONES HAND SCANNER

Election Night—After Polls Close

VERITY TOUCH WRITER UNIT CLOSING

STEP	TASK	IMAGE
9	**VERITY TOUCH WRITER CLOSING** A. **Unlock tablet** with blue key. B. Using two hands, **remove tablet** from cradle and place in lid with screen facing forward. C. Lower blue latch to secure Tablet in place. D. **Lock tablet** into place with blue key. E. **Bend** the **lid** brace upward. F. **Close Verity Touch Writer** and **secure latches**.	 

Election Night—After Polls Close

VERITY TOUCH WRITER UNIT CLOSING

STEP	TASK	IMAGE
10	⇒ Reach under the booth and **pull the latch** towards you to **release** the Touch Writer from the booth.	
11	Place the **Verity Touch Writer** into the **ESC.**	VERITY TOUCH WRITER ELECTION SUPPLY CABINET

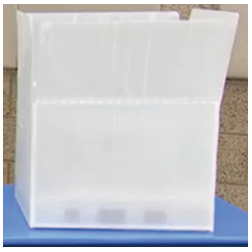
Election Night—After Polls Close

VERITY TOUCH WRITER PRINTER CLOSING

STEP	TASK	IMAGE
1	⇒ Press the **power switch** on the bottom right side of the **Ballot Printer** to turn off. ⇒ Unplug the flat end of the **USB Printer Cable** from the Ballot Printer. ⇒ Unplug **printer power cord** from the Ballot Printer. ⇒ Put away the **USB Printer Cable** and **Power Cord** in the **Hart Supplies** purple bag.	 VERITY TOUCH WRITER BALLOT PRINTER VERITY TOUCH WRITER BALLOT PRINTER
2	⇒ Pull out the paper tray on the printer. ⇒ Remove the unused paper and place in **white ballot transfer case.** ⇒ Push the blue handle of the paper guide to the end of the tray. ⇒ Insert the paper tray back into the printer.	

Election Night—After Polls Close

VERITY TOUCH WRITER PRINTER CLOSING

STEP	TASK	IMAGE
3	⇒ Place **Ballot Printer** in **plastic printer box**. Serial number on the printer and plastic printer box must match. ⇒ Place **printer box** in **ESC.**	 VERITY PRINT BALLOT PRINTER  PRINTER BOX ELECTION SUPPLY CABINET

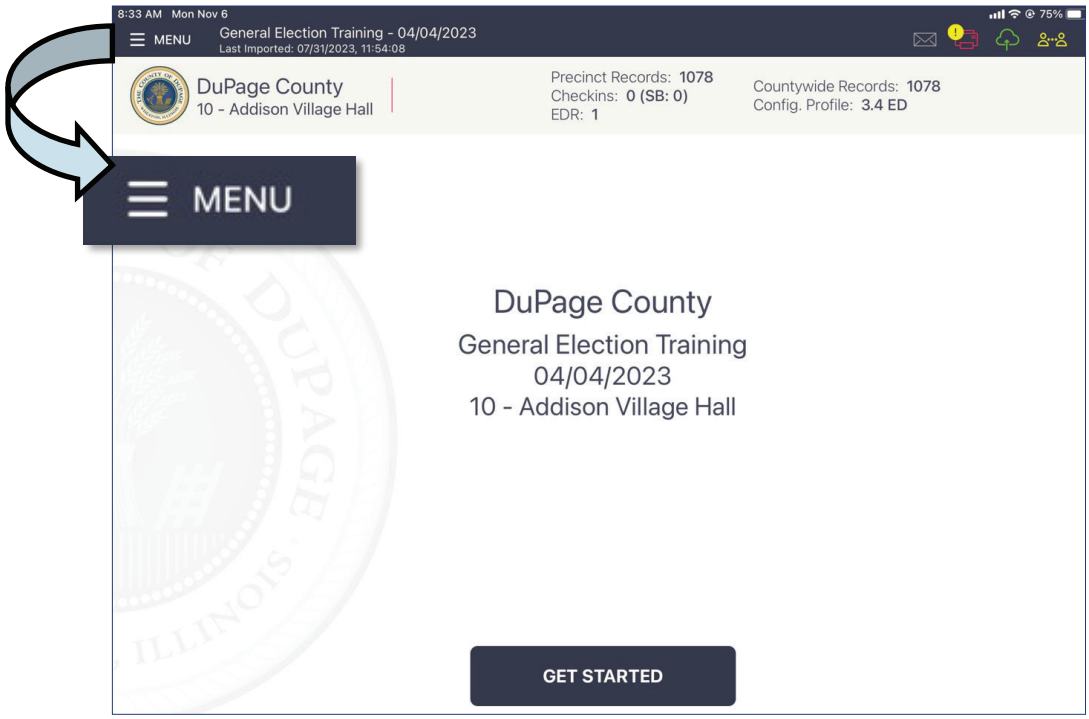
Election Night—After The Polls Close

POLL PAD TABLET AND PRINTER CLOSING

Election Night—After The Polls Close

POLL PAD TABLET AND PRINTER CLOSING

⇒ To begin, select **MENU** in the top left corner.

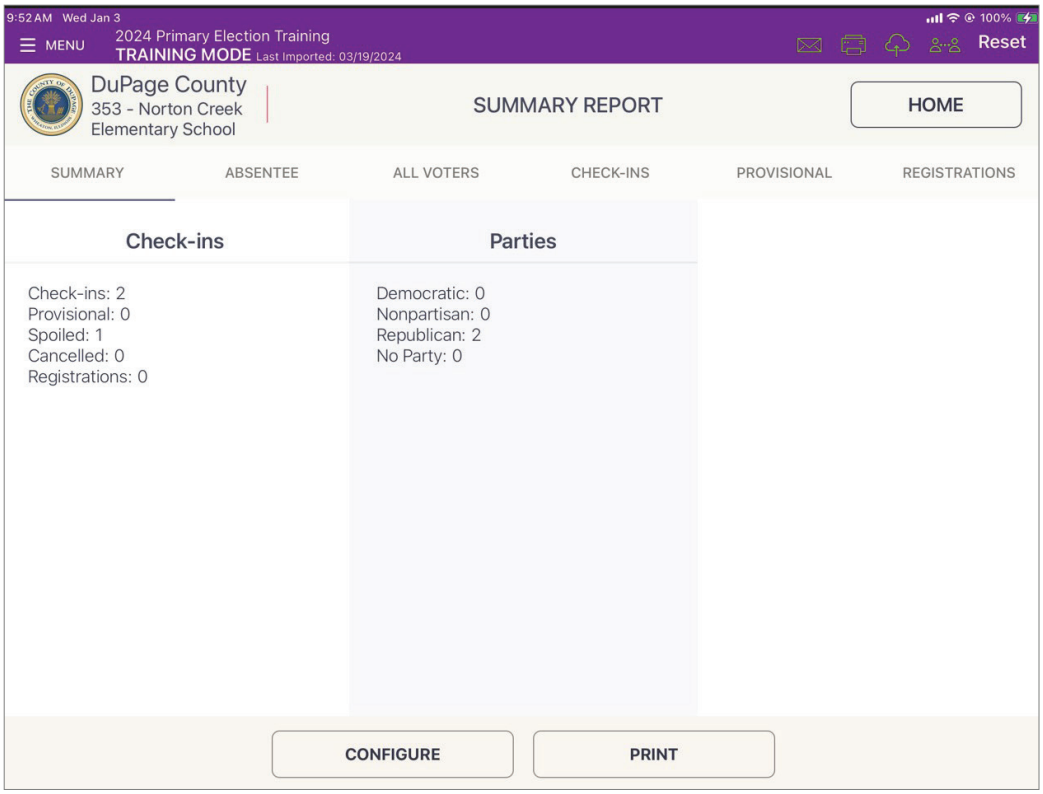


⇒ Select the *white* **SUMMARY REPORT** icon.

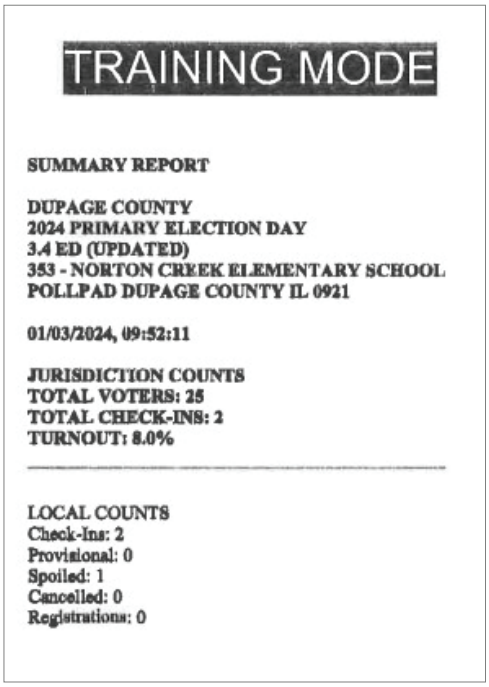
Election Night—After The Polls Close

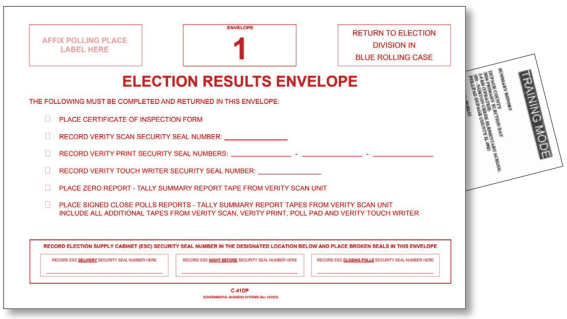
POLL PAD TABLET AND PRINTER CLOSING

⇒ Select **PRINT** to print the **SUMMARY REPORT**.



⇒ Place **SUMMARY REPORT** into **ELECTION RESULTS ENVELOPE 1**.





Election Night—After The Polls Close

POLL PAD SIGN OUT

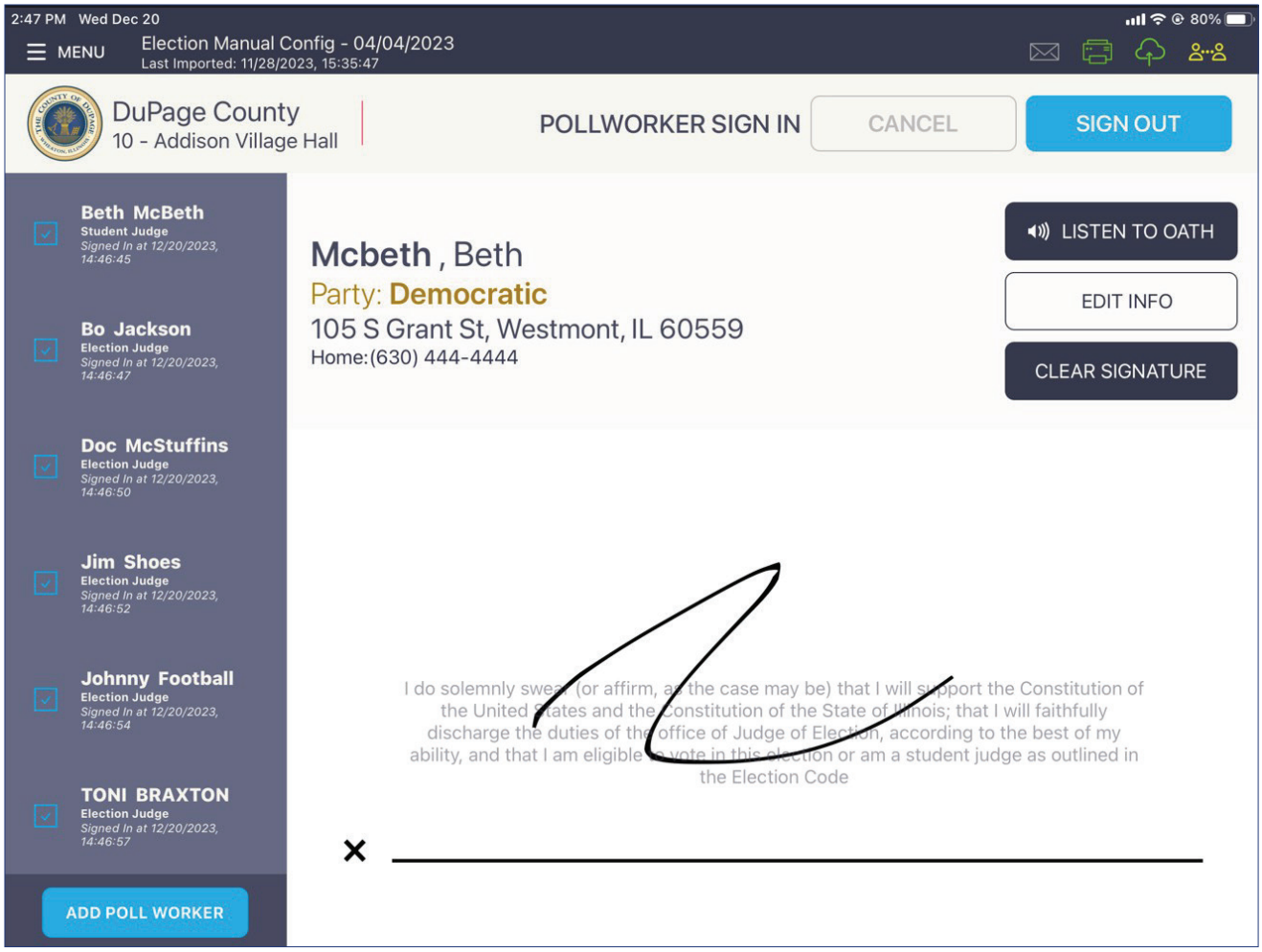
All Election Judges (a.k.a. Pollworkers) must **sign out** after the Polls Close, and prior to closing the Poll Pad. Judges that are unable to work the entire day (*i.e.* Sick) must sign out prior to leaving the Polling Place.

⇒ **Find your name** in the left tool bar.

⇒ **Click** the **check box** next to your name.

⇒ Select **SIGN OUT.**

As a reminder, all Judges are required to remain at the Polling Place until all forms, certificates, and affidavits are completed and signed. All equipment and election materials must be packed and secured in the Election Supply Cabinet for post-election Pickup.



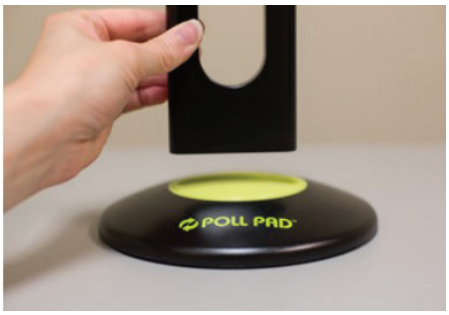
Election Night—After Polls Close

POLL PAD TABLET AND PRINTER PACKING

STEP	TASK	IMAGE
1	Remove the **Poll Pad** case from the **Election Supply Cabinet**.	
2	⇒ To **power off** Poll Pad, press and release tablet power button until the screen turns black.	
3	⇒ **Disconnect** the power cord from the tablet and power source.	
4	⇒ **Turn off printer** using the switch located on the lower left side of the printer. ⇒ Disconnect the printer power cord form the printer. ⇒ Disconnect the printer power cord and power brick from power source.	

Election Night—After Polls Close

POLL PAD TABLET AND PRINTER PACKING

STEP	TASK	IMAGE
5	⇒ To disconnect **stand arm** from base, pull stand arm firmly while holding the base.	
6	⇒ Place the tablet face down on a smooth surface, with the stand arm facing up. ⇒ Squeeze on either side of the round portion of the stand arm to release it from the tablet.	
7	PACKING THE POLL PAD CASE ⇒ Fold the stand arm backward and place it on left side of case. (illustrated with red dashes) ⇒ Neatly wrap the cord around the printer power brick and place it on it's side inside the case. ⇒ Fold the power cord and place to the right of Power Brick as shown.	

Election Night—After Polls Close

POLL PAD TABLET AND PRINTER PACKING

STEP	TASK	IMAGE
8	A. Place **Poll Pad Base** in the case with the logo facing upward. B. Place **Printer** in Poll Pad case. C. Neatly place *black* **Poll Pad Power Cord** in front of the base. D. Place the styluses in the small pen sized hole.	
9	⇒ Place **tablet** in the top of the Poll Pad case. ⇒ Firmly seat and strap the **tablet** into place with the Apple logo facing out.	
10	⇒ Close the Poll Pad case. It should close effortlessly without any pressure being applied. *Note: If it does not close easily, adjust packed items to ensure a proper fit.* ⇒ Press gray lever to release latch. ⇒ Close latches by catching the case top, then pressing latches downward. The loud click indicates the case is properly closed. ⇒ Place Poll Pad cases in the Election Supply Cabinet.	

Election Night—After The Polls Close

VOTE BY MAIL DROP BOX / BLUE ROLLING CASE

Once the Polls have closed, a team of Election Judges, one from each party empties the **VOTE BY MAIL DROP BOX.**

STEP	TASK	IMAGE
1	**CLOSE INSERT BALLOT SLOT** ⇒ Place fingers on the raised grooves. ⇒ Push/Slide in to close ballot slot.	
2	⇒ Break the seal. ⇒ Snap black plastic chamber to open. ⇒ Open zipper completely to open drop box.	
3	**LOCK AND CHAIN** ⇒ Use yellow key from the blue Pick Up Judge carrier pouch to unlock. ⇒ Unwrap chain from object. (table leg/door handle, etc.) ⇒ Unzip side pocket. Place lock and chain in pocket and close.	
4	**REMOVE VOTE BY MAIL BALLOTS** ⇒ Remove all VOTE BY MAIL BALLOT envelopes and any other materials that may have been deposited in the VBM Drop Box on Election day. ⇒ Place a POLLING PLACE LABEL on each envelope. ⇒ Place envelopes into the VOTE BY MAIL CARRIER POUCH. ⇒ Complete and seal the VOTE BY MAIL CARRIER POUCH. ⇒ Verify the BLUE ROLLING CASE is empty. ⇒ The BLUE ROLLING CASE is now ready to be used for returning supplies to the Election Division. ⇒ Place the **VOTE BY MAIL CARRIER POUCH** in the **BLUE ROLLING CASE** to be returned to the Election Division.	 **BLUE ROLLING CASE** Refer to the RETURN OF SUPPLIES CERTIFICATION checklist for a list of ALL items to be returned within the BLUE ROLLING CASE.

Election Night—After Polls Close

VERITY TOUCH WRITER BOOTH AND PRINTER TABLE

Verity Touch Writer Booth

⇒ Place the booth on a flat surface.

⇒ Remove the front leg extensions by pressing the metal button to release.

⇒ Detach the rear leg assembly by pressing the metal buttons.

⇒ Pull the table handle down to unlock legs.

⇒ Fold legs towards booth table.

⇒ Place the bungy cords around the booth legs.

⇒ Return the Touch Writer Booth to the black canvas transport bag with *red* handles.

Verity Touch Writer Printer Table

⇒ Place small printer table on a flat surface with legs upward.

⇒ Push clips in on the side of the legs to collapse.

⇒ Careful not to pinch your fingers.

⇒ Place small printer table into the black canvas transport bag with red handles.

Black Canvas Transport Bag

⇒ Place the following items into the **black canvas transport bag with *red* handles**.

- Booth table
- Rear leg assembly
- Front leg extension
- Verity Touch Writer Printer Table
- Privacy screens from Touch Writer

⇒ Place transport bag into the ESC.

Election Night—After Polls Close

DISASSEMBLING VOTING BOOTHS

Voting Booth (8 per polling place)

⇒ Unlatch privacy screens from lid and fold down.

⇒ Close lid.

⇒ Turnover booth and lay flat on floor with legs extending up.

⇒ Remove each leg from base.

⇒ Tug to pull apart and fold legs.

⇒ Open booth.

⇒ Slide folded legs into he lid of the booth to store.

⇒ Close lid

⇒ Place Voting Booths in ESC.

ADA Voting Booth (1—2 per polling place)

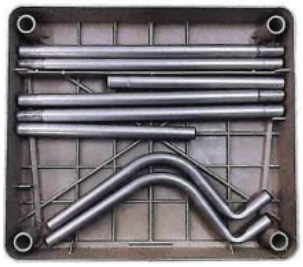
⇒ Remove privacy screen.

⇒ Turnover booth and lay flat on floor with legs extending up.

⇒ Remove straight rear legs from base;

⇒ Tug to pull apart and fold legs.

⇒ Remove front legs from base.



⇒ Push button to separate and pull apart legs into two pieces.

⇒ Store legs under table base.

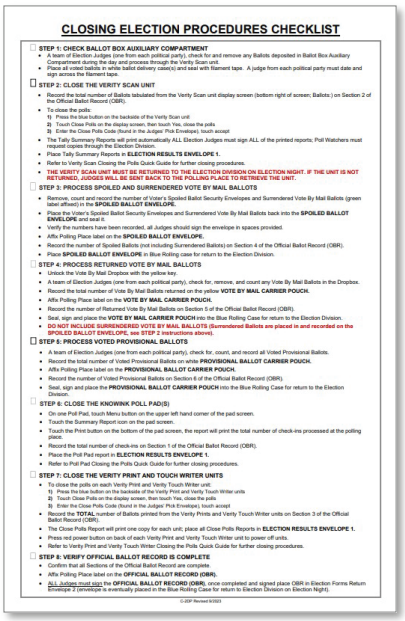
⇒ Fold and lay privacy screen on top of booth legs.

⇒ Slide into gray ADA Voting Booth storage box.

⇒ Place ADA Voting Booth in ESC.

Election Night—After The Polls Close

CLOSING THE POLLS—CLOSING EQUIPMENT



CLOSING ELECTION PROCEDURES CHECKLIST

STEP 1: CHECK BALLOT BOX AUXILIARY COMPARTMENT

- A team of Election Judges (one from each political party), check for and remove any Ballots deposited in Ballot Box Auxiliary Compartment during the day and process through the Verity Scan unit.
- Place all voted ballots in white ballot delivery case(s) and seal with filament tape. A judge from each political party must date and sign across the filament tape.

STEP 2: CLOSE THE VERITY SCAN UNIT

- Record the total number of Ballots tabulated from the Verity Scan unit display screen (bottom right of screen; Ballots:) on Section 2 of the Official Ballot Record (OBR).
- To close the polls:
  1) Press the blue button on the backside of the Verity Scan unit
  2) Touch Close Polls on the display screen, then touch Yes, close the polls
  3) Enter the Close Polls Code (found in the Judges' Pick Envelope), touch accept
- The Tally Summary Reports will print automatically ALL Election Judges must sign ALL of the printed reports; Poll Watchers must request copies through the Election Division.
- Place Tally Summary Reports in **ELECTION RESULTS ENVELOPE 1.**
- Refer to Verity Scan Closing the Polls Quick Guide for further closing procedures.
- **THE VERITY SCAN UNIT MUST BE RETURNED TO THE ELECTION DIVISION ON ELECTION NIGHT. IF THE UNIT IS NOT RETURNED, JUDGES WILL BE SENT BACK TO THE POLLING PLACE TO RETRIEVE THE UNIT.**

STEP 3: PROCESS SPOILED AND SURRENDERED VOTE BY MAIL BALLOTS

- Remove, count and record the number of Voter's Spoiled Ballot Security Envelopes and Surrendered Vote By Mail Ballots (green label affixed) in the **SPOILED BALLOT ENVELOPE.**
- Place the Voter's Spoiled Ballot Security Envelopes and Surrendered Vote By Mail Ballots back into the **SPOILED BALLOT ENVELOPE** and seal it.
- Verify the numbers have been recorded, all Judges should sign the envelope in spaces provided.
- Affix Polling Place label on the **SPOILED BALLOT ENVELOPE.**
- Record the number of Spoiled Ballots (not including Surrendered Ballots) on Section 4 of the Official Ballot Record (OBR).
- Place **SPOILED BALLOT ENVELOPE** in Blue Rolling case for return to the Election Division.

STEP 4: PROCESS RETURNED VOTE BY MAIL BALLOTS

- Unlock the Vote By Mail Dropbox with the yellow key.
- A team of Election Judges (one from each political party), check for, remove, and count any Vote By Mail Ballots in the Dropbox.
- Record the total number of Vote By Mail Ballots returned on the yellow **VOTE BY MAIL CARRIER POUCH.**
- Affix Polling Place label on the **VOTE BY MAIL CARRIER POUCH.**
- Record the number of Returned Vote By Mail Ballots on Section 3 of the Official Ballot Record (OBR).
- Seal, sign and place the **VOTE BY MAIL CARRIER POUCH** into the Blue Rolling Case for return to the Election Division.
- **DO NOT INCLUDE SURRENDERED VOTE BY MAIL BALLOTS (Surrendered Ballots are placed in and recorded on the SPOILED BALLOT ENVELOPE, see STEP 2 instructions above).**

STEP 5: PROCESS VOTED PROVISIONAL BALLOTS

- A team of Election Judges (one from each political party), check for, count, and record all Voted Provisional Ballots.
- Record the total number of Voted Provisional Ballots on white **PROVISIONAL BALLOT CARRIER POUCH.**
- Affix Polling Place label on the **PROVISIONAL BALLOT CARRIER POUCH.**
- Record the number of Voted Provisional Ballots on Section 6 of the Official Ballot Record (OBR).
- Seal, sign and place the **PROVISIONAL BALLOT CARRIER POUCH** into the Blue Rolling Case for return to the Election Division.

STEP 6: CLOSE THE KNOWINK POLL PAD(S)

- On one Poll Pad, touch Menu button on the upper left hand corner of the pad screen.
- Touch the Summary Report icon on the pad screen.
- Touch the Print button on the bottom of the pad screen, the report will print the total number of check-ins processed at the polling place.
- Record the total number of check-ins on Section 1 of the Official Ballot Record (OBR).
- Place the Poll Pad report in **ELECTION RESULTS ENVELOPE 1.**
- Refer to Poll Pad Closing the Polls Quick Guide for further closing procedures.

STEP 7: CLOSE THE VERITY PRINT AND TOUCH WRITER UNITS

- To close the polls on each Verity Print and Verity Touch Writer unit:
  1) Press the blue button on the backside of the Verity Print and Verity Touch Writer units
  2) Touch Close Polls on the display screen, then touch Yes, close the polls
  3) Enter the Close Polls Code (found in the Judges Pick Envelope), touch accept
- Record the **TOTAL** number of Ballots printed from the Verity Prints and Verity Touch Writer units on Section 3 of the Official Ballot Record (OBR).
- The Close Polls Report will print one copy for each unit; place all Close Polls Reports in **ELECTION RESULTS ENVELOPE 1.**
- Press red power button on back of each Verity Print and Verity Touch Writer unit to power off units.
- Refer to Verity Print and Verity Touch Writer Closing the Polls Quick Guide for further closing procedures.

STEP 8: VERIFY OFFICIAL BALLOT RECORD IS COMPLETE

- Confirm that all Sections of the Official Ballot Record are complete.
- Affix Polling Place label on the **OFFICIAL BALLOT RECORD (OBR).**
- ALL Judges must sign the **OFFICIAL BALLOT RECORD (OBR)**, once completed and signed place OBR in Election Forms Return Envelope 2 (envelope is eventually placed in the Blue Rolling Case for return to Election Division on Election Night).

Closing the **POLL PADS.**

- Closing the **VERITY PRINT AND TOUCH WRITER UNITS.**
- Completing the **OFFICIAL BALLOT RECORD.**

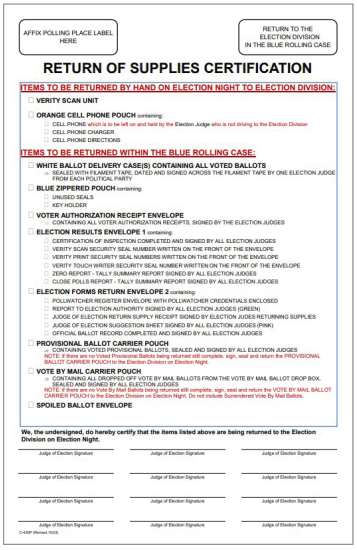
ADDITIONAL SUPPLIES TO BE PACKED IN ELECTION SUPPLY CABINET (ESC)

Retrieve the following items to be packed in **ESC.**
NOTE: Items are located **outside the building** (*parking lot, building entrance*), **inside building** (*entrance, hallways*) and **inside the Polling Place room** where voting took place.

- Directional Sign(s)
- No Electioneering Cones
- American Flag
- ADA Alternative Entrance Kit, Parking Kit and Doorbell (not issued to all Polling Places)
- Hart Supplies purple bag (VERITY supplies i.e. *power cords, hand scanner, toner cartridges*)
- Jumbo Clear Zip Top Bag (POLL PAD supplies i.e. *Pencil boxes used for Voter Auth Receipt Box & extra paper rolls*)
- Extension Cords and Power Strips
- SUPPLY BOX—Return all posters, signs and unused forms i.e. *labels, ballot privacy covers, quick guides* in the corrugated SUPPLY BOX.

Election Night—After The Polls Close

CLOSING THE POLLS—RETURN OF SUPPLIES

STEP	TASK	IMAGE
1	⇒ Use **RETURN OF SUPPLIES CERTIFICATION** found in the **AFTER POLLS CLOSE** envelope to ensure ALL items are returned to the Election Division. ⇒ All Judges must sign the **RETURN OF SUPPLIES CERTIFICATION.** ⇒ Items must be returned by a two Judges, one from each party, in the same vehicle. Both Election Judges must sign the *yellow* **ELECTION SUPPLY RETURN RECEIPT** form found in the **JUDGE'S PICKUP ENVELOPE**. NOTE: High School Students may not return supplies. STOP **VERITY SCAN**, **ORANGE CELL PHONE POUCH** and **BLUE ROLLING CASE** must be returned on Election Night. If any of these items are left behind, Judge's will be sent back to Polling Place to retrieve item, and return to the Election Division.	
2	**ITEMS TO BE RETURNED BY HAND** • VERITY SCAN UNIT • ORANGE CELL PHONE POUCH	
3	**BLUE ROLLING CASE** ⇒ The following items must be returned within the BLUE ROLLING CASE: • WHITE BALLOT DELIVERY CASE(S) containing all voted ballots • BLUE ZIPPERED POUCH containing keys and unused seals • VOTER AUTHORIZATION RECEIPT ENVELOPE • ELECTION RESULTS ENVELOPE 1 • ELECTION FORMS RETURN ENVELOPE2 • PROVISIONAL BALLOT CARRIER POUCH • VOTE BY MAIL CARRIER POUCH • SPOILED BALLOT ENVELOPE	