

Election Judge Manual

Policies and Procedures

DuPage County Clerk
Election Division

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From the office of the
DuPage County Clerk



Table of Contents

Election Judges	5
Qualifications	5
Requirements to Serve	5
Duties	5
Election Judge Roles	6
Bipartisanship	6
Requirements	7
Election Judge Guidelines	8
Schedule and Breaks	8
Election Division Cell Phone	8
Election Judge Conduct	9
Election Judge Voting	9
Working in the Polling Place	10
What To Do in an Emergency	10
Severe Weather	10
Accident of Injury	10
People Allowed in the Polling Place	11
Authorized Individuals	11
Media/Reporters/News Crews	12
Pollwatchers	13
About Pollwatchers	13
Qualifications	13
Pollwatcher Rights	13
Pollwatcher Credentials	14
Campaign Free Zone	16
Electioneering	16
Private Property Electioneering	16
Before the Election	17
Supply Pickup	17
Election Results Envelope 1	18
Election Supply Return Receipt	20
Official Ballot Record	21
Polling Place Layout	22
Newspaper Publication	23
Valid Write In List	24
Polling Place Labels	25
Surrendered Ballot Labels	26
Cell Phone	27
Cell Phone Operating Instructions	28

Monday Night Setup	30
Election Supply Cabinet Delivery	30
Polling Place Layout and Voter Flow	31
Voting Booth Setup Guidelines	32
Verity Touch Writer Booth and Printer Table Setup	34
Ballot Box with Ballot Bag Setup	35
Equipment Supplies	37
Supply Box	38
For Setup Envelope	39
Posters and Signs	40
Equipment Quick Guides	51
Election Day- Morning Setup	56
Election Judge Arrival	56
Equipment Set Up	56
Poll Pad Tablet and Printer	58
Election Judge Oath and Sign in	64
Verity Print and Ballot Printer	74
Verity Print- Processing Voters	80
Verity Scan	82
Verity Touch Writer and Ballot Printer Setup	88
Verity Touch Writer- Processing Voters	96
Vote By Mail Drop Box	100
Polling Place Supplies	101
Americans with Disabilities Act (ADA) Equipment	102
Election Day	103
During Election Envelope	103
Demonstration Ballot	104
Ballot Privacy Cover	107
Voter Authorization Receipt Envelope	108
Voter's Spoiled Ballot Security Envelope	109
Pollwatcher Envelope	111
Vote By Mail Carrier Pouch	112
Poll Pad Quick Guides	115
Verity Print Quick Guides	116
Verity Scan Quick Guides	117
Verity Touch Writer Guides	118

Election Day- Processing Voters	119
Poll Pad – Processing Voters	119
Open the Polls	120
Poll Pad Home Screen	120
Voter Check-in	121
Voter Verification	123
Party Selection- Primary Election Only	124
Voter Signature Confirmation	125
Judge of Election Confirmation	126
Voter Check-In Successful	127
Challenged Signature	128
Challenged Signature-Provisional	129
Challenged Signature- Provide ID	133
Election Day- Registering a Voter	137
Eligibility Verification	138
Election Day Registration	139
Voter Address	140
Registration Identification	142
Residency Verification	143
Voter Signature of Confirmation	144
Poll Worker Signature of Confirmation	145
Judge of Election Confirmation	146
Election Day- Updating a Voter’s Registration	147
Voter Verification	147
Judge of Election Confirmation	148
Election Day Registration	149
Registration Identification	150
Residency Verification	151
Election Judge Confirmation	152
Election Day- Inactive Voter Check In	153
Election Day- Processing Provisionally	155
Provisional Voting	155
Process Provisionally	156
Party Selection	157
Signature Confirmation	158
Election Judge Confirmation	159
Provisional Voter Processed Successfully	160
Provisional Voter Supplies	161
Provisional Affidavit- Envelope 1	162
Completing Processing Provisionally	167
Election Day- Mail Ballot Issued	169

Election Day- Surrendered Ballot	173
Confirmation of Surrendered Vote by Mail Ballot	173
Surrendered Ballot Affidavit	174
Election Day- Mail Ballot Returned	175
Election Day- Voter Voted Early	177
Election Day- Spoiling a Ballot	179
Spoiling a Ballot- Soiled Ballot	181
Spoiling a Ballot- Wrong Party Selected	182
Spoiling a Ballot- Ballot Destroyed	183
Spoiled Ballot- Voter Authorization Receipt	184
Election Day- Voter Assistance Required	186
Confirm the Voter’s Information	186
Assistance Required	187
Election Night- After Polls Close	188
After Polls Close Envelope	188
Closing Election Procedures Checklist	189
Return of Supplies Certification	190
Election Forms Return Envelope 2	191
Closing the Polls	192
Verity Scan Unit Closing	193
Ballot Box with Ballot Bag Closing	199
Verity Print and Ballot Printer Closing	201
<i>Verity Print Unit Closing</i>	202
<i>Verity Print Ballot Printer Closing</i>	205
Verity Touch Writer and Ballot Printer Closing	207
<i>Verity Touch Writer Unit Closing</i>	208
<i>Verity Touch Writer Printer Closing</i>	213
Poll Pad Tablet and Printer Closing	215
Poll Pad Sign Out	218
Poll Pad Tablet and Printer Packing	219
Vote By Mail Drop Box/ Blue Rolling Case	222
Verity Touch Writer Booth and Printer Table	223
Disassembling Voting Booths	224
Closing the Polls- Closing Equipment	225
Closing the Polls- Return of Supplies	226

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 may not 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

POLLWATCHER CREDENTIALS

TO THE JUDGES OF ELECTION:

Pollwatcher Information		Authorized to act as a pollwatcher in	
Name		Poll ID	
Street Address	SAMPLE	Early Voting or Healthcare Facility	SAMPLE
Municipality of Residence		Election	
County of Residence		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

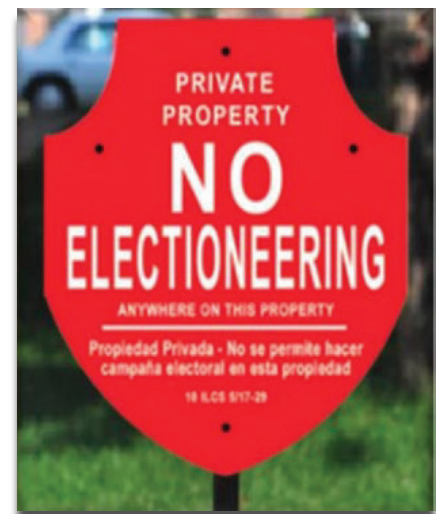
Electioneering is the display of any type of advertising to influence the result of an election in favor of a particular candidate, party or referendum. The Campaign-free Zone provides an intimidation-free election environment for voters in and approaching the Polling Place.

- ⇒ 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**.



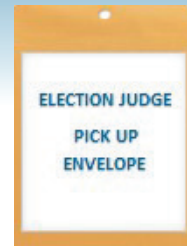
Before The Election

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	<p>PICK UP ENVELOPE</p> <p>The PICK UP ENVELOPE will include various forms and instructions such as:</p> <ul style="list-style-type: none"> • 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	<p>CELL PHONE CARRIER POUCH</p> <p>The <i>orange</i> Cell Phone Carrier Pouch will include:</p> <ul style="list-style-type: none"> • Cell Phone • Cell Phone Charger • Cell Phone Instructions Card 	
3	<p>KEYS AND SEALS CARRIER POUCH</p> <p>The <i>blue</i> Carrier Pouch will include:</p> <ul style="list-style-type: none"> • 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 DELIVERY 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 NIGHT BEFORE 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.

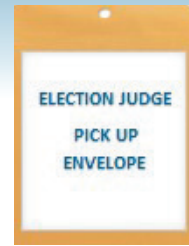
TUESDAY ELECTION DAY—MORNING

1. Upon arrival, verify seal number on ESC matches the **NIGHT BEFORE 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

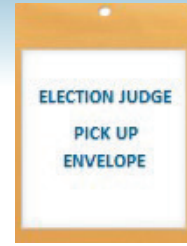
After the polls close a team of Judges, one from each party, is required to return supplies to the Election Division in the same vehicle.

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**.

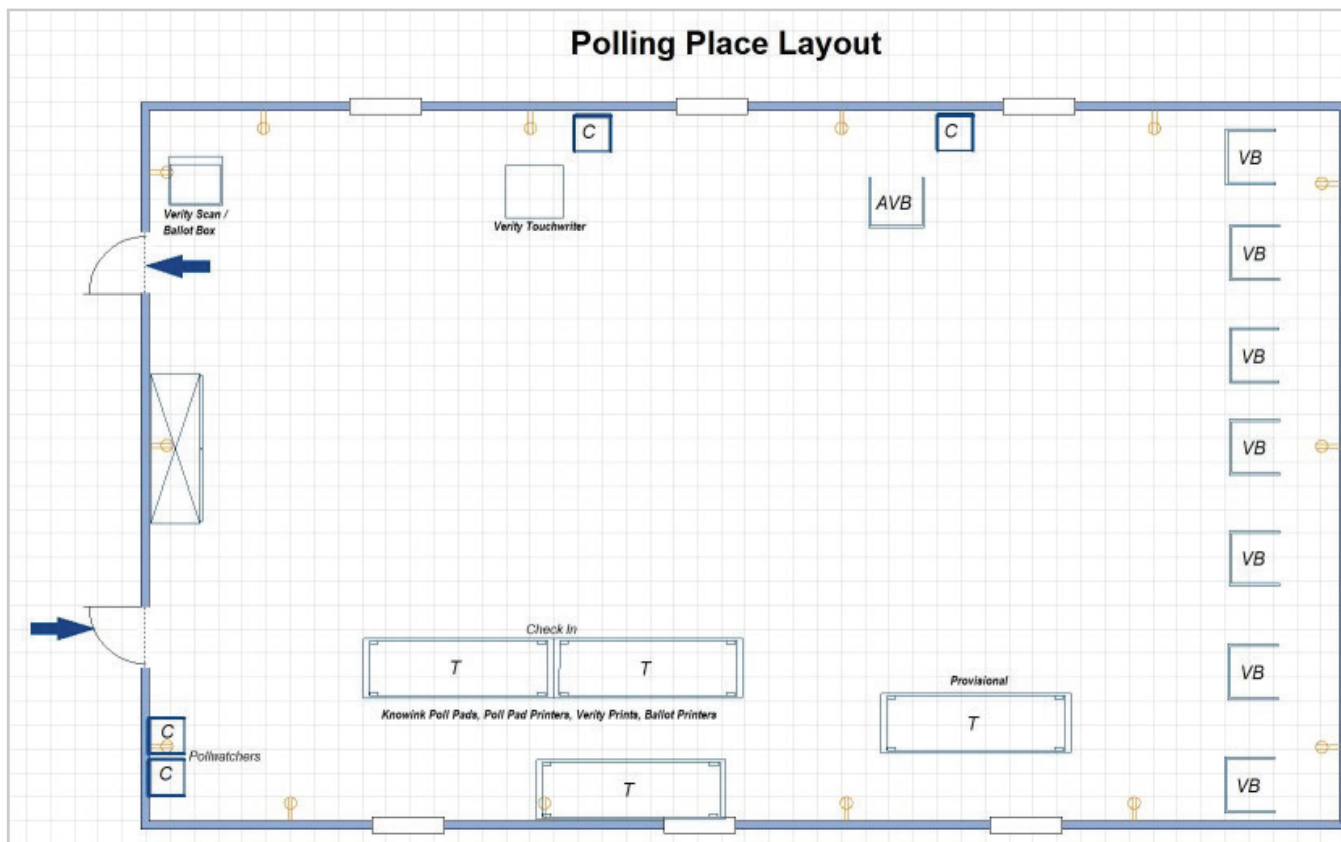
PLACE LABEL HERE	PLACE IN ENVELOPE 2	
OFFICIAL BALLOT RECORD		
Section 1 Voter Authorization Receipts		
1. On any Poll Pad touch MENU, then touch SUMMARY REPORT icon, then touch PRINT. A print out of the number of check-ins processed at the polling place will print. 2. Record total number of Voter Authorization 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: = <small>(Do not include Surrendered Vote By Mail ballots in this total)</small>	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	_____ Judge's Signature	_____ Judge's Signature
_____ Time	_____ Time	_____ Time
_____ Judge's Signature	_____ Judge's Signature	_____ Judge's Signature
_____ Time	_____ Time	_____ Time
_____ Judge's Signature	_____ Judge's Signature	_____ Judge's Signature
_____ Time	_____ Time	_____ Time
_____ Judge's Signature	_____ Judge's Signature	_____ Judge's Signature
_____ Time	_____ Time	_____ Time

Before The Election



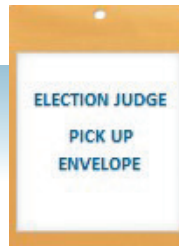
POLLING PLACE LAYOUT

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

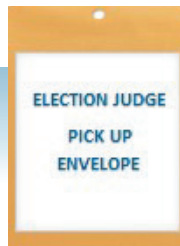


421 N County Farm Rd
Room 1-600
Wheaton, Illinois

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*

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

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

EDUCATIONAL SERVICE REGION

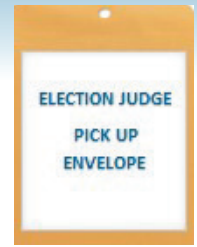
DuPage County Regional School Board Trustee *Vote for not more than 2*

GRADE SCHOOL

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

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

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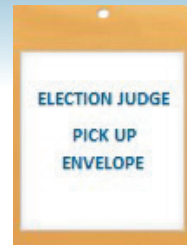
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June 28, 2022 General Primary Election
699—Grace Bible Church
398 W Eggleston Ave
Elmhurst, IL 60126

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

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

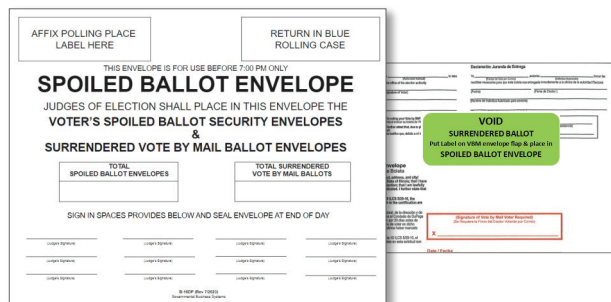
VOID
SURRENDERED BALLOT
Put Label on VBM envelope flap & place in
SPOILED BALLOT ENVELOPE

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

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SURRENDERED BALLOT
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SPOILED BALLOT ENVELOPE

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



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

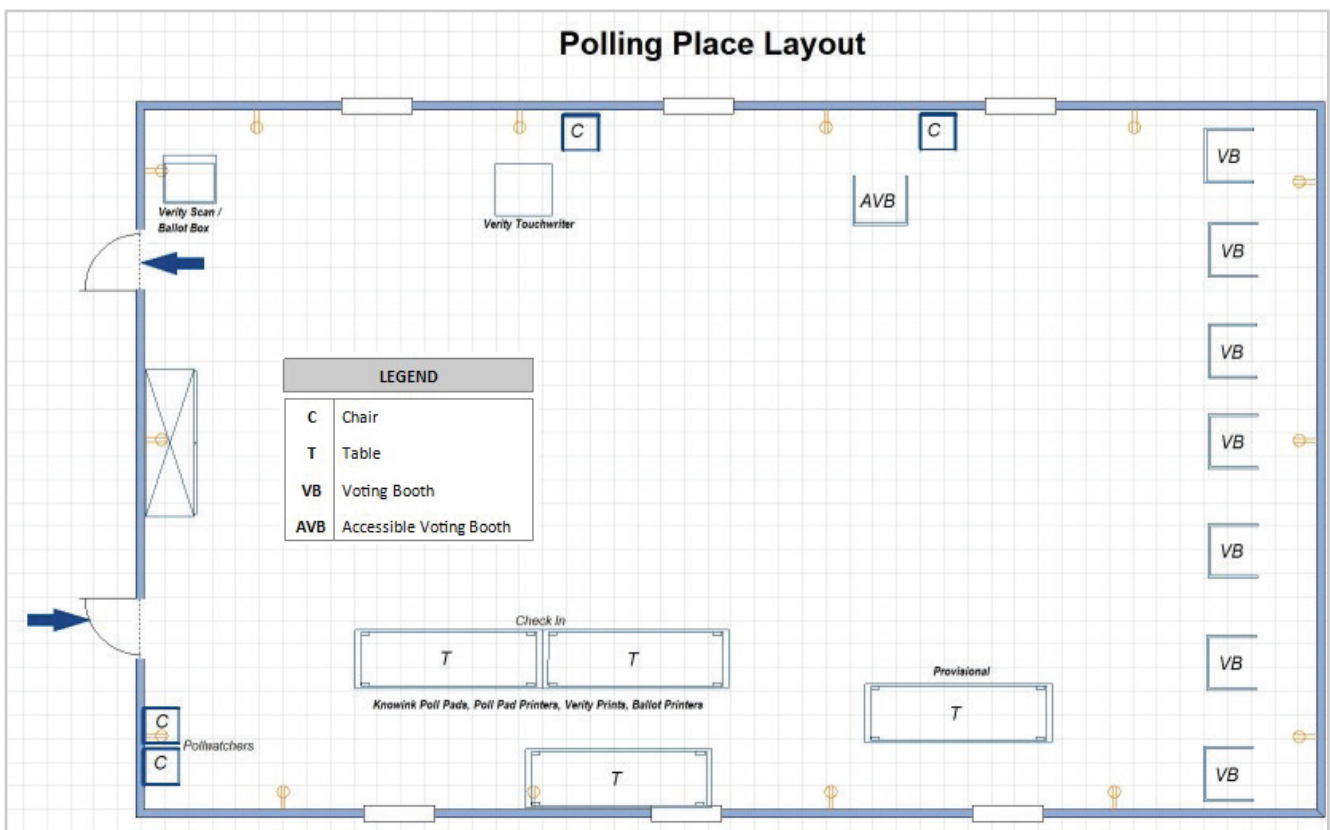
- ⇒ Set up two (2)—three (3) **check-in tables**.
- ⇒ Two Election Judges, one from each party, must be assigned to each check-in table on Election Day.
- ⇒ Setup the following equipment at each check-In table:
 - Poll Pad
 - Poll Pad Printer
 - Verity Print Unit with hand-held scanner.
 - Ballot Printer

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	<ul style="list-style-type: none"> ⇒ Remove the large  black canvas transport bag with <i>black</i> handles from the ESC. ⇒ Remove all contents from bag. (Ballot box, gray ballot bag, privacy covers) 	
2	<ul style="list-style-type: none"> ⇒ 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	<ul style="list-style-type: none"> ⇒ 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	<ul style="list-style-type: none"> ⇒ 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	<ul style="list-style-type: none"> ⇒ 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	<p>⇒ Unzip the gray Ballot Bag cover to see the support braces inside.</p> <p>⇒ Push braces into corners to support the bag.</p> <p>⇒ Secure braces with Velcro flaps at bottom of bag.</p>	
7	<p>⇒ Place Ballot Bag into the Ballot Box. The bag lid should hang open to the left, touching the inside wall of the ballot box.</p>	
8	<p>⇒ Close and lock ballot box door</p> <p>⇒ Return privacy screens and black canvas transport bag to ESC.</p> <p>The ballot box is now ready for the Verity Scan to be placed on top <u>Election morning</u>.</p>	

Monday Night Setup

EQUIPMENT SUPPLIES

SUPPLIES	IMAGE
<p>Extension Cords And Power Strips</p> <ul style="list-style-type: none"> ⇒ 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. 	
<p>Hart Supplies </p> <p>The Hart Supplies purple bag contains items to be used with VERITY equipment by HART™.</p> <ul style="list-style-type: none"> • 3-Extra OKI Toner Cartridges if needed • Extra Verity Units Paper Rolls • 4-Verity Power Bricks <i>Verity Power Cords are interchangeable between Verity Units.</i> • 3-Verity Hand Scanners • Headphones with sanitary covers to be used with the Verity Touch Writer. <ul style="list-style-type: none"> ⇒ 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.

A large graphic for a polling place sign. It features a dark blue background with two American flags on either side of the text. The text "Polling Place" is written in a large, white, sans-serif font. Below it, "Centro de Votación" is written in a smaller, white, sans-serif font. The bottom section of the graphic has a white background with blue text. The text reads: "Polls open at 6 a.m. and close at 7 p.m." followed by "Los centros abren a las 6 a.m. y cierran a las 7 p.m." in a smaller font. At the very bottom of the graphic, the code "A-4BL" is printed in a small, black, sans-serif font.

Polling Place

Centro de Votación

Polls open at 6 a.m. and close at 7 p.m.

Los centros abren a las 6 a.m.
y cierran a las 7 p.m.

A-4BL

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.

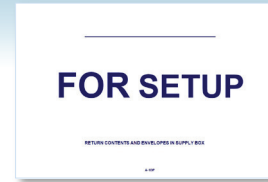


Monday Night Setup

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.



Attention Voters

Atención electores

Start Here
Comiencen Aquí

A-2BL

Monday Night Setup

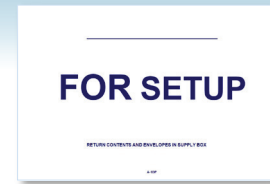
POSTERS AND SIGNS

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.



**Spanish Voter Assistance
Available at this
Polling Place**

**Asistencia en Español para el
Elector Disponible en este
Centro de Votación**

AS-ADP
Governmental Business Systems

1— Spanish Voter Assistance Available

**For Spanish
Voter Assistance
Call: (630) 407-5608**

**Para Asistencia Electoral
en Español
Llame al: (630) 407-5608**

AS-ADP
Governmental Business Systems

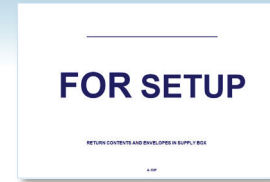
2— Call for Spanish Voter Assistance

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 5/741(c)".

A-5BL
Revised 6/2023

Monday Night Setup

FOR 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.

No cell phones

No se permite usar teléfonos celulares



A-6BL

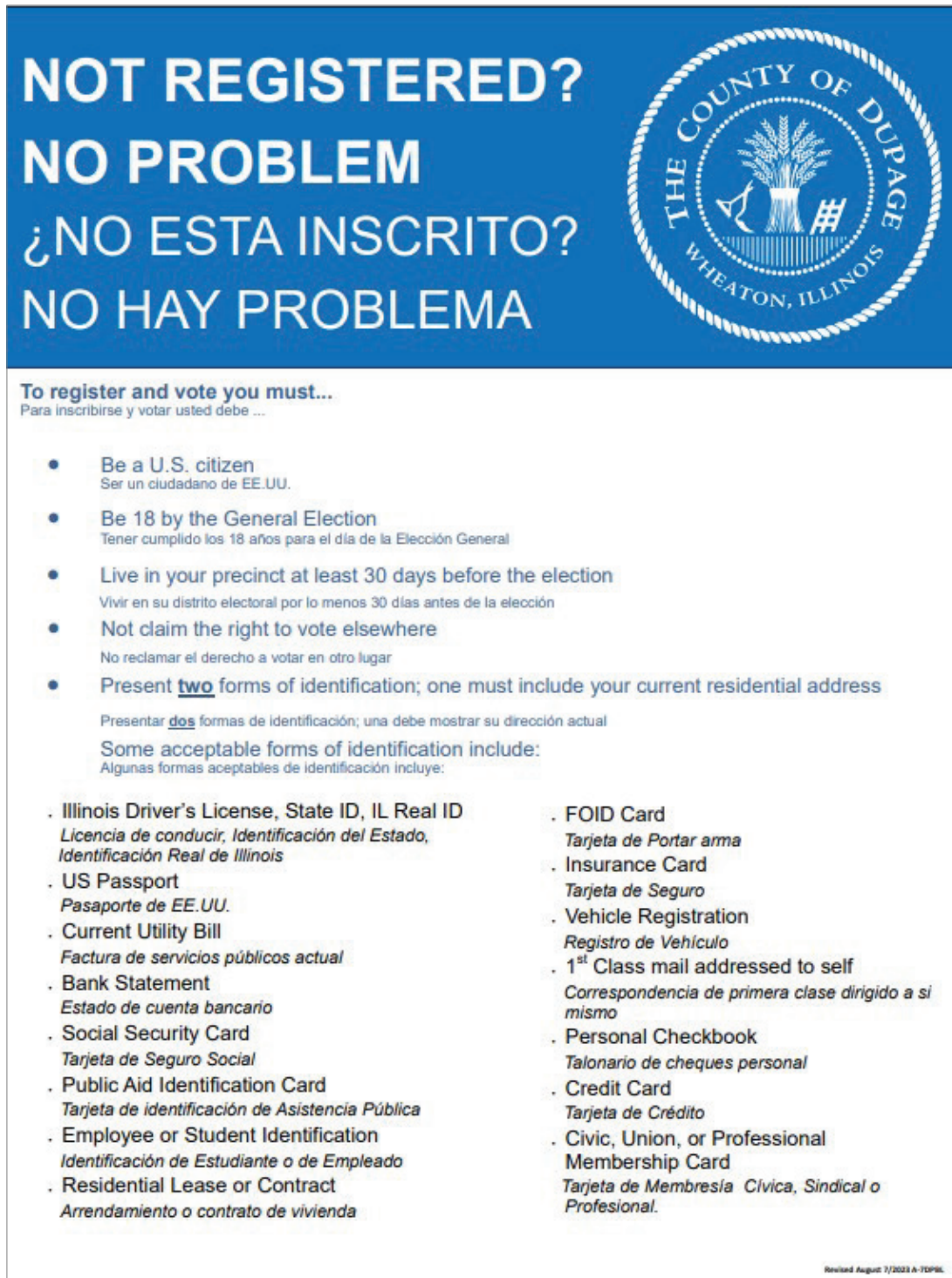
Monday Night Setup

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

Revised August 7/2023 A-7EPM

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 1-800-515-1121.

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 it 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.

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 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.

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.

ABBL
Governmental Budget System, Inc. 9/2022

Información para el elector

Declaración de los derechos del elector

Usad 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 promuevas del periódico o boletas de muestra dentro de la cabina de votación, pero llevarlas 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 está 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 FBI, o a la línea de acceso directo para votantes del Consejo Electoral del Estado de Illinois a través del número 1-800-515-1121.

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. Nel acceso para aquellas personas con discapacidades e intromisión 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 inscripción en el lugar de votación 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 requirió mostrar su identificación en el centro de votación, pero usted no trajo consigo ninguna identificación al día de la votación.
- 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 de control del folio de la Declaración Jurada Provisional (copie del elector) y se la entregará.
- Un juez electoral marcará la declaración jurada para indicar la razón por la que su voto es provisional. El juez electoral colocará otro documento que usted suministre en el sobre de la Declaración Jurada Provisional del elector.
- El juez electoral le proporcionará 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, cierre y regrese al juez electoral. Si usted daña su boleta, pida 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 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 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.

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.

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.



Voter Instructions

Preparing to vote

- You are entitled to a demonstration of the voting process by the Election Judges.
- You are entitled to assistance while voting for reasons of blindness, physical disability, inability to read, write or speak the English language. Assistance may be given by either two Election Judges, one from each political party, or a friend or relative of your choice. You may not receive assistance from your employer or their agent or a union officer.
- The Election Judges will ask you for your name, date of birth, address, and in a primary election, the party you wish to vote for.
- You are required to sign an Application to Vote certifying that you are registered at your current residence.
- If questions arise concerning the status of your voter registration, you may be required by law to complete an affidavit before a ballot can be issued, or you may be eligible to vote a Provisional Ballot. (See Provisional Ballot Poster)
- In preparation to vote you will be issued a ballot, an ink pen, and a ballot privacy cover.

IMPORTANT NOTICE: Before going to a voting booth, verify that the ballot style printed on the Voter Authorization Receipt matches the ballot style on your ballot. If they do not match, immediately notify the Election Judge. (See diagram below.)

Verity Scan Instructions

Marking your Ballot

Casting a Vote for a Candidate/Proposition Printed on the Ballot.

Before casting a vote, pay attention to the number of candidates for whom you are entitled to vote for within that race.

Writing for more candidates than you are entitled to within any office will result in the rejection of your ballot by the Verity Scan.

To cast a vote, use the pen provided to fill in the box to the left of the candidate's name, or the proposition choice you wish to make.

Always check the back of the ballot for additional candidates and propositions.

Write-In Voting

A. Find the appropriate Unit of Government and Office Title on the ballot.
 B. Darken the box to the left of the candidate's name.
 C. Write the candidate's name on the line provided.

Failure to do steps B or C will result in your Write-In vote not being counted.

Note: The total number of votes cast for both the candidates printed on the ballot and for those written in would not exceed the total number of votes entitled within each office. Excess votes will result in your ballot being rejected by the Verity Scan.

Write-in votes will be recorded only for candidates who timely filed a Write-In Declaration of Intent with the Election Division.

Verity Touch Writer Instructions

- Insert ballot.
- Verify ballot type.
- Write in candidate name.
- Verify writing.
- Check for correct name.
- Check for correct name.
- Check for correct name.

Casting your vote:

- When you have completed voting, place the privacy cover over the ballot.
- Exit the voting booth and proceed to the Election Judge stationed near the Verity Scan.
- Proceed to the ballot box and insert the ballot into the Verity Scan.

Allow the Election Judge to verify that the ballot is properly initialed in the upper right-hand corner of the ballot.

After depositing the ballot into the ballot box, return the ballot privacy cover to the nearest Election Judge.

If the Verity Scan returns your ballot:

Reinsert the ballot in another orientation.

If the Verity Scan continues to return the ballot, read the message on the display. The display indicates the reason the ballot was not accepted.

If you have over-voted a ballot, the Verity Scan will reject the ballot. The Verity Scan screen will prompt the Voter to decide what to do with that ballot. The Voter may choose to:

- Remove the ballot and request a new ballot from the Judge. (The original ballot will be spoiled.)
- Upon surrendering the spoiled ballot envelope, the Election Judge will issue you another ballot of the same ballot style, and same party in a primary.

or

- Cast their ballot as-is (the over-voted contest will not be counted).
- The Verity Scan will count all the votes on the ballot minus the office (s) that were overvoted.

Instrucciones para el elector

Preparándose para votar

- Usted tiene el derecho a una demostración del proceso electoral por parte de los Jueces Electorales.
- Usted tiene el derecho de recibir asistencia al votar por razón de ceguera, discapacidad física, incapacidad para leer, escribir o hablar el idioma inglés. La asistencia puede ser proporcionada por uno o dos Jueces Electorales, uno de cada partido político, o por un amigo o familiar que usted escoja. Usted no podrá recibir asistencia de parte de su empleador, de su agente o de un oficial del sindicato.
- Los Jueces Electorales le preguntarán su nombre, fecha de nacimiento, dirección y en las elecciones primarias, por qué partido desea usted votar.
- Se le requerirá firmar una Solicitud para Votar certificando que usted está inscrito en su domicilio actual.
- Si surgen dudas preguntas acerca del estado de su inscripción electoral, se le requerirá por ley completar una declaración jurada antes que le proporcionen una boleta. o puede ser que usted reúna los requisitos para votar con una Boleta Provisional. (Ver el afiche de Boleta Provisional).
- Como preparación para votar, a usted se le proporcionará una boleta, un lápiz de tinta y una cubierta para mantener la privacidad de la boleta.

AVISO IMPORTANTE: Antes de dirigirse a la cabina de votación verifique que el estilo de la boleta impresa en su recibo de Autorización de Votante coincide con el estilo de boleta que aparece en su tarjeta de votación. Si no coinciden inmediatamente notifíquelo al Juez Electoral

Instrucciones del Escaner de Veracidad

Marcando su boleta

Emisión de un voto para un Candidato/Propuesta impresa en la boleta.

Antes de emitir un voto, fíjese en el número de candidato(s) por los cuales usted tiene el derecho de votar dentro de esa categoría política.

Votar por más candidatos de los cuales se tenga el derecho de votar en un mismo cargo dará lugar a que el tabulador rechace la boleta.

Para emitir un voto, utilice el bolígrafo que se le entregó para rellenar el óvalo que se encuentra a la izquierda del nombre del candidato o de la propuesta que usted desea seleccionar.

Siempre chequeo la parte de atrás de la boleta para ver candidatos y propuestas adicionales.

Votar Por Escrito

A. Encuentra la Unidad de Gobierno apropiada y Título del Cargo en la boleta.
 B. Oscurece el óvalo que está a la izquierda del nombre del candidato.
 C. Escribe el nombre del candidato en la línea proporcionada.

Nota: Si fallas en los pasos B o C darán como resultado que su voto Por Escrito no sea contado.

NOTA: El número total de votos emitidos, por los candidatos impresos en la boleta y por los candidatos por escrito, no deberá exceder el número total de votos a los cuales se tiene el derecho de votar en cada cargo político. El exceso de votos dará lugar a que su boleta sea rechazada por el Escaner Óptico.

Los votos por escrito serán registrados solamente para aquellos candidatos que hayan presentado oportunamente una Declaración de Intención ante la División Electoral.

Instrucciones del escritor de Veracidad de Tacto

- El elector introduce la boleta.
- El elector verifica el tipo de boleta.
- El elector escribe el nombre del candidato.
- El elector verifica su escritura.
- El elector verifica su escritura.
- El elector verifica su escritura.
- El elector verifica su escritura.

Emitiendo su voto

- Cuando usted haya terminado de votar, coloque la cubierta para mantener la privacidad encima de la boleta.
- Salga de la cabina de votación y diríjase al Juez Electoral que se encuentre cerca del Escaner de Veracidad.
- Avance hacia a la urna electoral e introduzca la boleta dentro del Escaner de Veracidad.
- El Escaner de Veracidad es capaz de aceptar la boleta orientada de cualquier manera.
- El Escaner de Veracidad contará sus votos y automáticamente depositará la boleta dentro de la caja de boletas.

Después de depositar la boleta dentro de la urna electoral, regrese la cubierta para mantener la privacidad de la boleta al Juez Electoral más cercano.

Si el Escaner de Veracidad le devuelve su Boleta:

- Vuelva a insertar la boleta orientada de manera diferente.
- Si el Escaner de Veracidad continúa devolviéndole la boleta, lea el mensaje que aparece en el visor. El visor le indicará la razón por la cual la boleta no fue aceptada.
- Si usted tiene una boleta con exceso de votos el Escaner de Veracidad rechazará la boleta. La pantalla del Escaner de Veracidad le indicará al votante que hacer con su boleta.

El votante puede escoger:

- Retirar la boleta y solicitar una nueva boleta del Juez. (La boleta original será anulada)
- Al entregar el sobre de la boleta anulada los Jueces Electorales le emitirán otra boleta de inscripción y mismo partido político en la Primaria.
- Emisión su voto como está. (El concurso con exceso de votos no será contado)
- El Escaner de Veracidad contará todos los votos en la boleta menos el puesto político que tiene exceso de votos

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.

VOTING BOOTH SETUP

<p>DAY BEFORE</p> <p>VOTING BOOTH</p> <p>Remove Voting Booths from ESC.</p>  <p>Place Voting Booth on a flat surface i.e. table</p>	<p>DAY BEFORE</p> <p>Push clips in on both sides of the booth to open.</p> 	<p>DAY BEFORE</p> <p>Remove legs and unfold.</p> 
<p>DAY BEFORE</p> <p>Insert Legs into base</p>  <p>01/01/2003</p>	<p>DAY BEFORE</p> <p>Turnover and place on floor (Easier with 2 people)</p> 	<p>DAY BEFORE</p> <p>Lift lid, unfold privacy screens and secure in place.</p> 

A-45 Voting Booth
Governmental Business Systems

Monday Night Setup

EQUIPMENT QUICK GUIDES





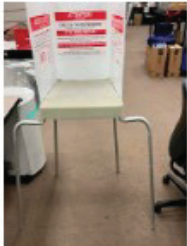

ADA VOTING BOOTH SETUP



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.

ADA VOTING BOOTH SETUP

<p>DAY BEFORE</p> <p>ADA VOTING BOOTH</p> <p>Remove grey ADA voting booth from the ESC</p> 	<p>DAY BEFORE</p> <p>Remove all parts from the grey ADA booth box.</p> 	<p>DAY BEFORE</p> <p>Place grey ADA voting booth upside down on flat surface.</p> 
<p>DAY BEFORE</p> <p>Assemble the front and rear legs (snap together).</p> <p>Push front and rear legs into booth base</p> 	<p>DAY BEFORE</p> <p>Place ADA voting booth on the floor.</p> 	<p>DAY BEFORE</p> <p>Unfold and secure privacy screens by placing in slots in base.</p> 

A-46 ADA Voting Booth
Governmental Business Systems

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.

VERITY SCAN BALLOT BOX AND BALLOT BAG SETUP

<p>DAY BEFORE BALLOT BOX</p> <p>Remove Black Canvas Transport bag with black handles from Election Supply Cabinet (ESC) and remove all contents.</p> <p>Place Privacy Screens and Ballot Bag on table.</p> <p>Do not remove Verity Scan from ESC.</p>	<p>DAY BEFORE</p> <p>A. Unlatch the four clips. (two on each side).</p> <p>B. Pull open the Ballot Box, pressing side panels out until they are flat.</p> <p>C. Lower the bottom panel, do not press down.</p>	<p>DAY BEFORE</p> <p>A. Unhook three bungee cords securing the lid.</p> <p>B. Lift lid by gently pulling up and out. Ensure double hinge is fully extended and press lid down.</p>
<p>DAY BEFORE</p> <p>A. Unlock Ballot Box door with black key.</p> <p>B. Press down both sides of the floor panel to lock it into place.</p>	<p>DAY BEFORE BALLOT BAG</p> <p>Unzip grey ballot bag cover to show support braces.</p> <p>Push braces into the corners to form a box.</p> <p>Secure braces with the Velcro on bottom of the bag.</p>	<p>DAY BEFORE</p> <p>Place Ballot Bag with lid on left side in the Ballot Box.</p> <p>If scan is not accepting ballots, verify that the ballots are properly falling into the ballot bag. Adjust ballot bag if necessary.</p> <p>Close and lock ballot box. Return privacy screens and black canvas transport bag to the ESC.</p> <p>The Ballot Box is now ready for the Verity Scan to be placed on top Election Morning.</p>

A-47DB4
Governmental Business Systems

Monday Night Setup

FOR 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.

VERITY TOUCH WRITER BOOTH AND PRINTER TABLE SETUP

<p style="text-align: center; background-color: yellow;">DAY BEFORE</p> <p style="text-align: center; background-color: green; color: white; border-radius: 10px; padding: 2px;">TOUCH WRITER BOOTH</p>  <p>Remove the black canvas transport bag with red handles from the Election Supply Cabinet (ESC).</p> <p>Remove booth parts from the black canvas transport bag and place on flat surface.</p> <p style="color: red;">Do not remove Verity Touch Writer from ESC</p>	<p style="text-align: center; background-color: yellow;">DAY BEFORE</p>  <p>Release bungee cords holding the booth legs, by lifting over metal legs.</p> <p>Unfold the legs from booth table.</p>	<p style="text-align: center; background-color: yellow;">DAY BEFORE</p>  <p>Pull on the handle and lift to lock the legs into place.</p>
<p style="text-align: center; background-color: yellow;">DAY BEFORE</p>  <p>Attach the rear leg assembly to diagonal cut legs.</p> <p>Press the metal buttons to attach and lock it into place.</p>	<p style="text-align: center; background-color: yellow;">DAY BEFORE</p>  <p>Attach the front leg extensions.</p>	<p style="text-align: center; background-color: yellow;">DAY BEFORE</p>  <p>Press the metal buttons to attach each leg and lock them into place.</p> <p>Turn the booth over and place on floor with the handle facing forward.</p> 
<p style="text-align: center; background-color: yellow;">DAY BEFORE</p> <p style="text-align: center; background-color: green; color: white; border-radius: 10px; padding: 2px;">PRINTER TABLE</p>  <p>Remove the black canvas transport bag with red handles from the Election Supply Cabinet (ESC).</p>	<p style="text-align: center; background-color: yellow;">DAY BEFORE</p>  <p>Carefully unfold the legs of the printer table. Be careful not to pinch your fingers.</p> <p style="text-align: center;">A-47TW-DB4 Governmental Business Systems</p>	<p style="text-align: center; background-color: yellow;">DAY BEFORE</p>  <p>Carefully turn the table over and place on floor next to the touch writer booth.</p>

Election Day—Morning Setup

Election Judge Arrival

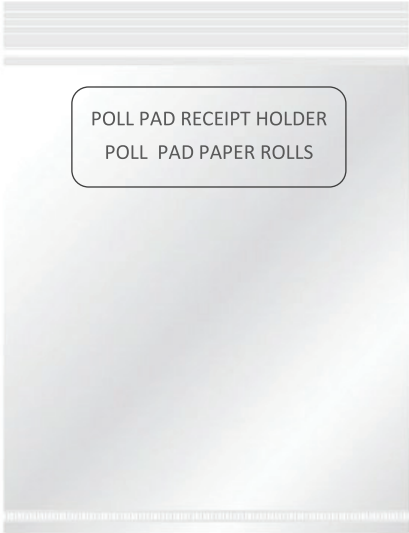


- ⇒ All Judges should arrive at their assigned Polling Place at 5:00 AM.
- ⇒ Once the Poll Pad is setup, ALL Judges should take the **Oath of Office** and **Sign In**.
- ⇒ All judges must **sign in** indicating they are present and serving on Election Day. Failure to sign will result in delay of payment.
- ⇒ 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
<p>Poll Pad Additional Supplies POLL PAD</p> <p>The jumbo, clear, zip-top bag contains supplies to be used on Election Day with the KNOWINK POLL PAD.</p> <ul style="list-style-type: none">• 2—3 Pencil Boxes (a.k.a. Voter Authorization Receipt Box)<ul style="list-style-type: none">⇒ 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. <i>Reminder: Reload paper with the flap towards you, feeding from the bottom/underneath roll as pictured.</i>	  

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

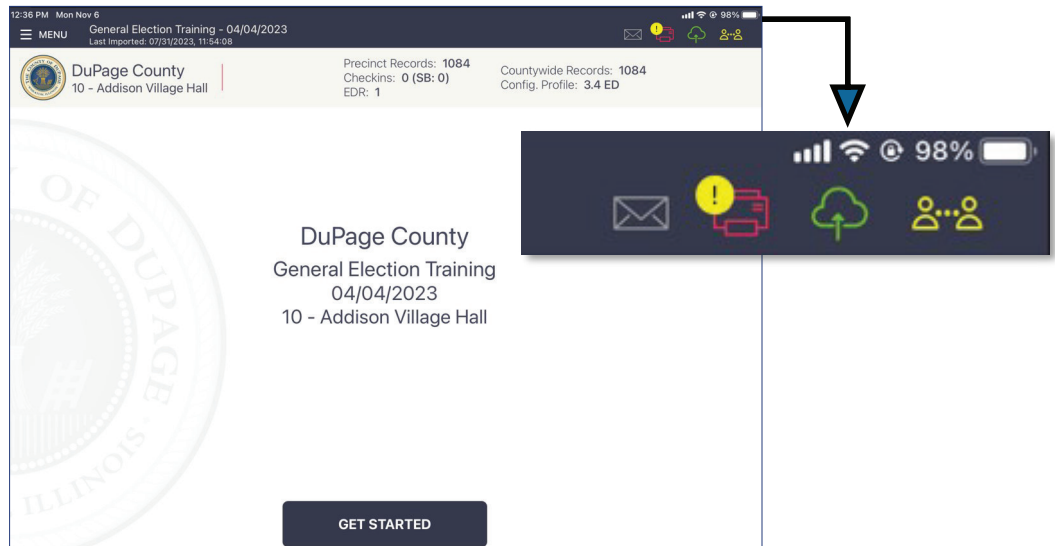
Election Day—Morning Setup

POLL PAD TABLET AND PRINTER

STEP	TASK	IMAGE
6	<p>Poll Pad should be laying face down on a flat surface.</p> <p>⇒ Open the stand arm and pinch the tabs to insert the round portion into the back of the tablet.</p> <p>⇒ Rotate stand arm until it clicks into place.</p>	
7	<p>⇒ Firmly grasp stand arm and insert into base.</p> <p><i>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.</i></p>	
8	<p>⇒ 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.</p>	 <p style="text-align: center;">Lightening Cord USB</p>
9	<p>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.</p> <p>The Poll Pad application will launch automatically.</p> <p>The apple icon will appear followed by the Welcome Screen.</p>	 

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.



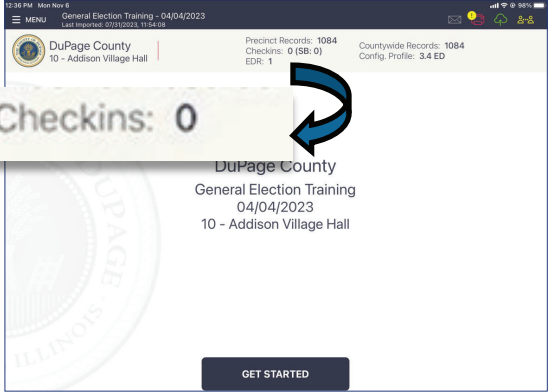
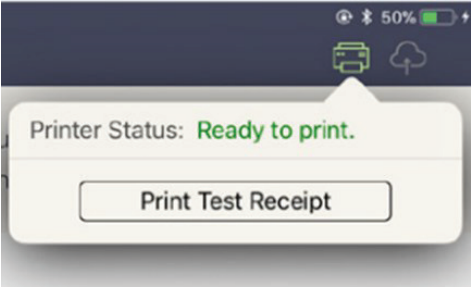

YELLOW—Poll Pad recognizes the printer and is currently in the process of pairing with the device.



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


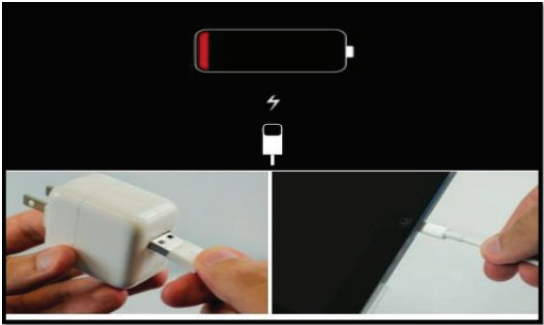
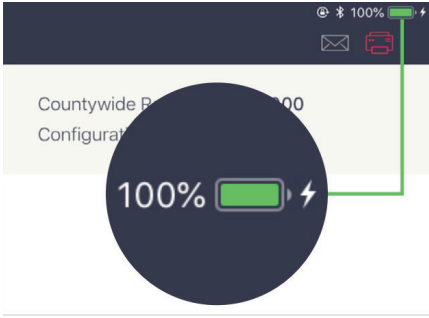
Election Day—Morning Setup

POLL PAD TABLET AND PRINTER

STEP	TASK	IMAGE
<p>10</p>	<p>⇒ Verify the following information is correct:</p> <ul style="list-style-type: none"> • Check-ins = 0 • Election Name • Election Date • Polling Place number and name <p>STOP If any of this information is incorrect, contact the Election Division at (630) 407-5577.</p>	 <p>HOME SCREEN</p>
<p>11</p>	<p>PRINT TEST RECEIPT</p> <p>⇒ Verify printer and cloud icons in upper right corner are green.</p> <p>⇒ Using a stylus, touch the green printer icon.</p> <p>⇒ Touch PRINT TEST RECEIPT.</p> <p>⇒ Place test print from the Poll Pad printer into ELECTION RESULTS ENVELOPE 1.</p> <p>⇒ The Poll Pad is ready for use.</p> <p>⇒ Place green Poll Pad cases back into the ESC.</p>	 

Election Day—Morning Setup

POLL PAD TABLET AND PRINTER

TASK	IMAGE
<p>CHANGING PRINTER PAPER</p> <ul style="list-style-type: none"> ⇒ Open Printer ⇒ Reload paper with the paper flap toward you, feeding from the bottom/underneath roll. ⇒ Close and Print Test Receipt 	
<p>CHARGING POLL PAD</p> <ul style="list-style-type: none"> ⇒ 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. 	
<p>ADDITIONAL TIPS</p> <ul style="list-style-type: none"> ⇒ 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. 	

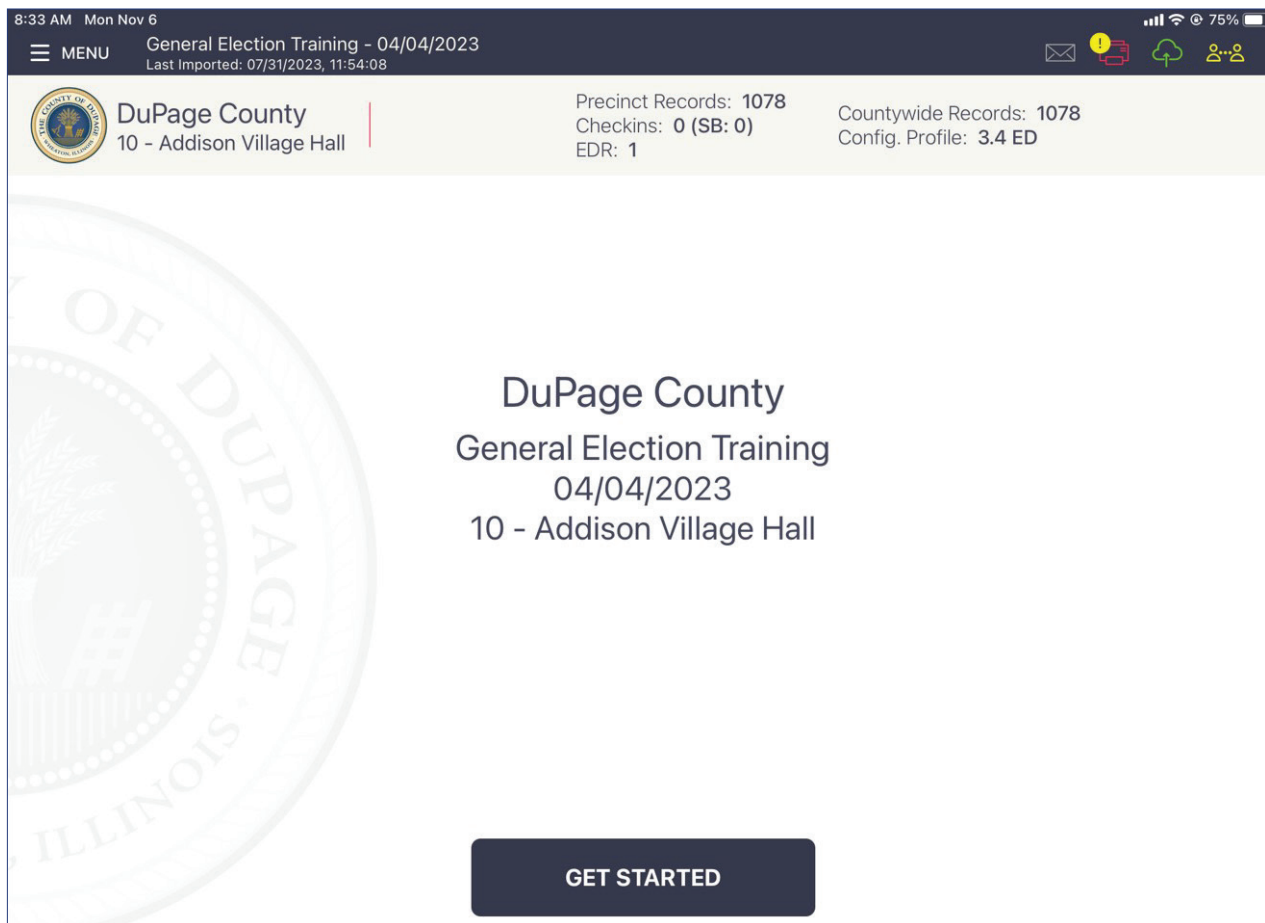
Election Day—Election Judge Oath & Sign In

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.

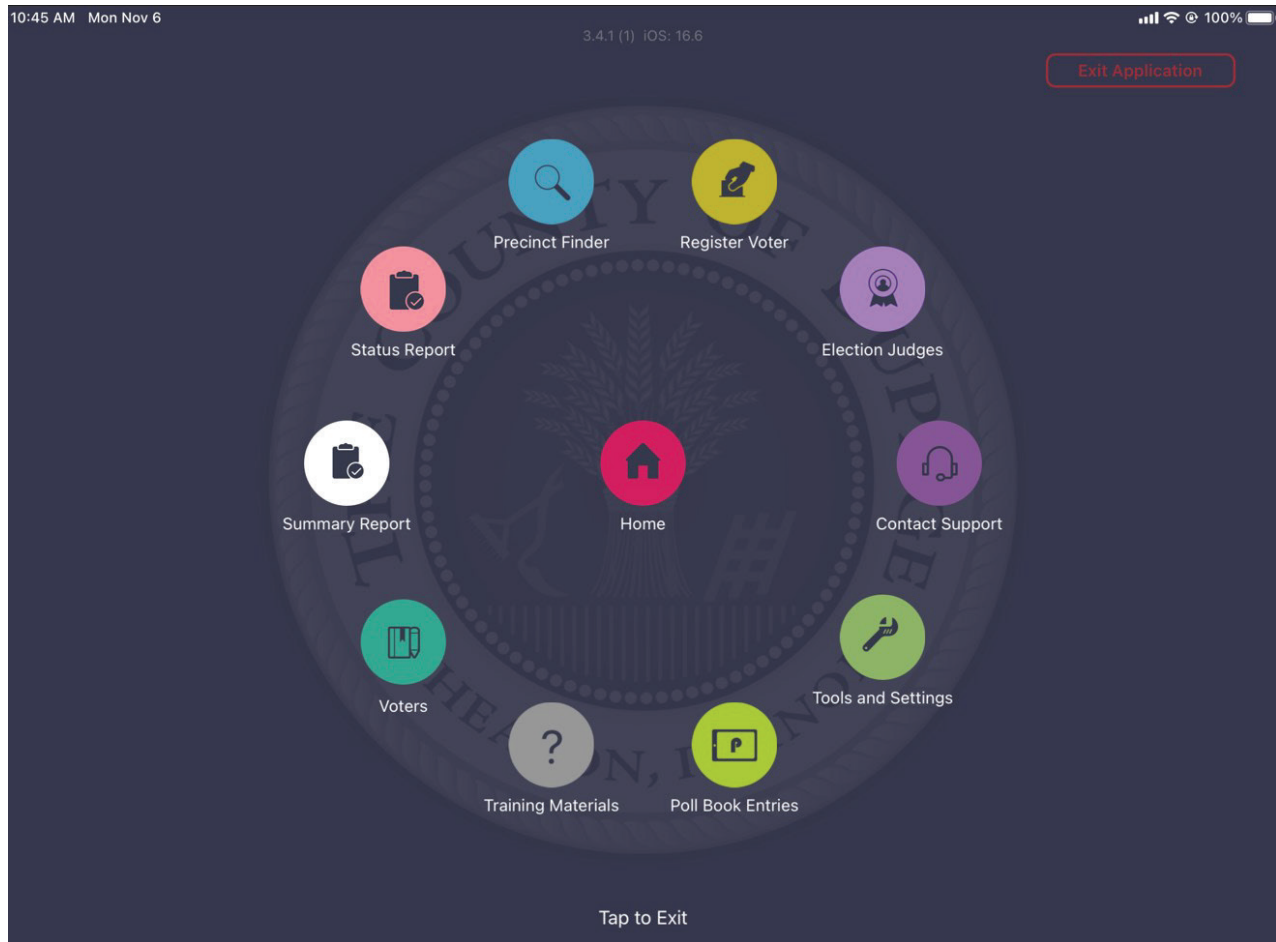
To begin, select **MENU** in the top left corner.



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.

2:43 PM Wed Dec 20 Election Manual Config - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

DuPage County
10 - Addison Village Hall

POLLWORKER SIGN IN

POLL WORKERS

- Barbara Walters**
Pickup Judge
Signed Out at 12/20/2023, 14:43:32
- Beth McBeth**
Student Judge
Signed Out at 12/20/2023, 14:43:35
- Bo Jackson**
Election Judge
Signed Out at 12/20/2023, 14:43:37
- Doc McStuffins**
Election Judge
Signed Out at 11/28/2023, 16:00:06
- Jim Shoes**
Election Judge
Signed Out at 12/20/2023, 14:43:41
- Johnny Football**
Election Judge
Signed Out at 12/20/2023, 14:43:43

FIND YOUR NAME
Please tap from the list to the left.

Thank you for your service.

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.

2:44 PM Wed Dec 20
Election Manual Config - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

DuPage County
10 - Addison Village Hall

POLLWORKER SIGN IN CANCEL SIGN IN

- Beth McBeth**
Student Judge
Signed Out at 12/20/2023, 14:43:35
- Bo Jackson**
Election Judge
Signed Out at 12/20/2023, 14:43:37
- Doc McStuffins**
Election Judge
Signed Out at 11/28/2023, 16:00:06
- Jim Shoes**
Election Judge
Signed Out at 12/20/2023, 14:43:41
- Johnny Football**
Election Judge
Signed Out at 12/20/2023, 14:43:43
- TONI BRAXTON**
Election Judge
Signed Out at 12/20/2023, 14:43:45

McBeth, Beth
Party: **Democratic**
105 S Grant St, Westmont, IL 60559
Home:(630) 444-4444

LISTEN TO OATH
EDIT INFO
CLEAR SIGNATURE

I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Illinois; that I will faithfully discharge the duties of the office of Judge of Election, according to the best of my ability, and that I am eligible to vote in this election or am a student judge as outlined in the Election Code

X _____

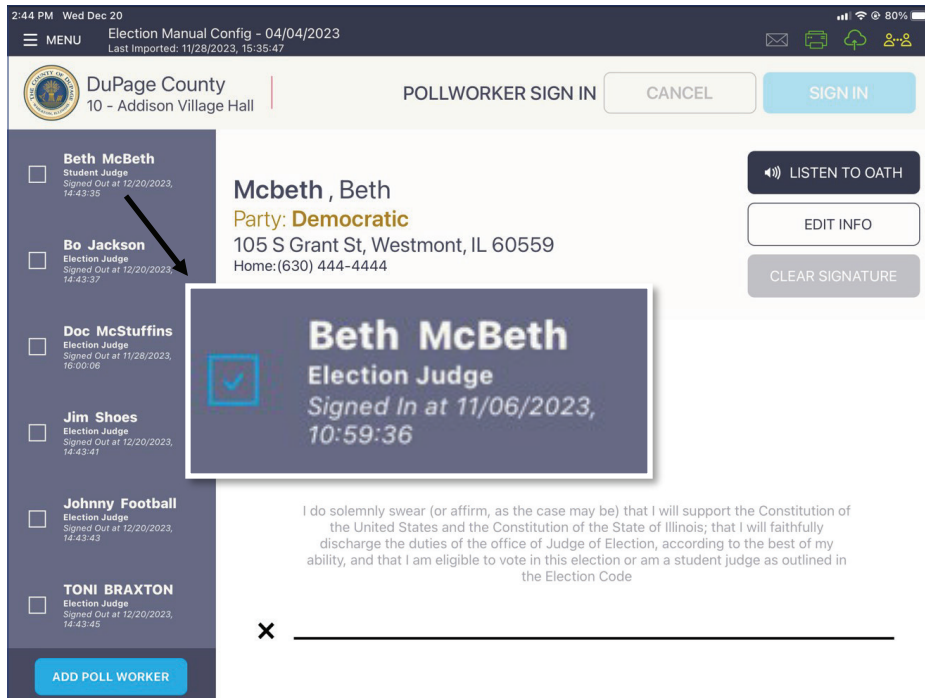
ADD POLL WORKER

Election Day—Election Judge Oath & Sign In

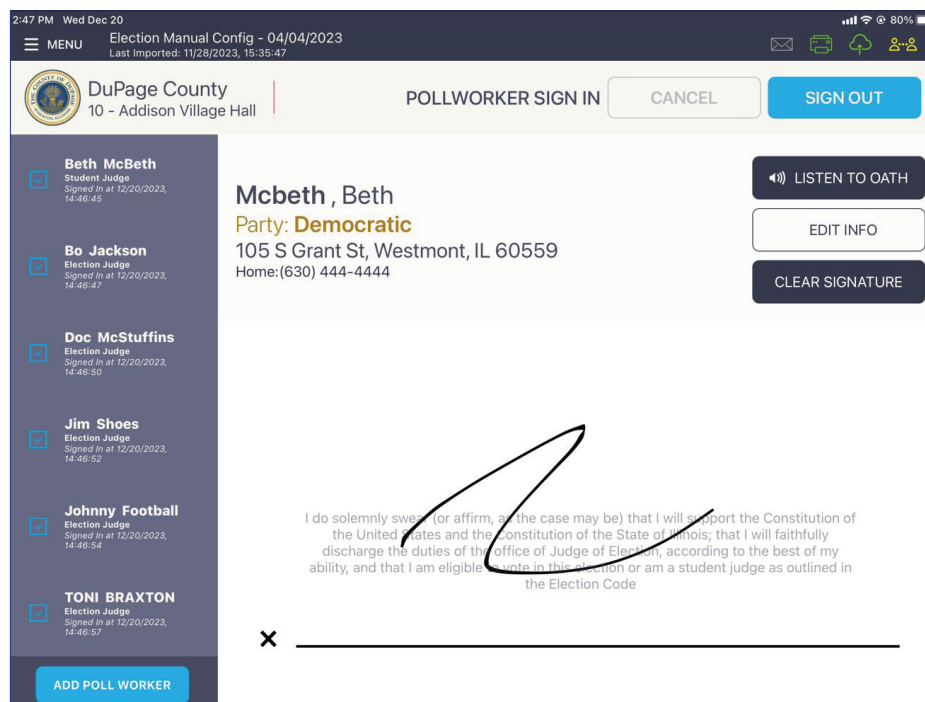
POLL PAD SIGN IN & ELECTION JUDGE OATH

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.

2:45 PM Wed Dec 20
Election Manual Config - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

DuPage County
10 - Addison Village Hall

POLLWORKER SIGN IN CANCEL SIGN IN

Beth McBeth
Student Judge
Signed Out at 12/20/2023, 14:43:35

Bo Jackson
Election Judge
Signed Out at 12/20/2023, 14:43:37

Doc McStuffins
Election Judge
Signed Out at 11/28/2023, 16:00:06

Jim Shoes
Election Judge
Signed Out at 12/20/2023, 14:43:41

Johnny Football
Election Judge
Signed Out at 12/20/2023, 14:43:43

TONI BRAXTON
Election Judge
Signed Out at 12/20/2023, 14:43:45

McBeth, Beth
Party: **Democratic**
105 S Grant St, Westmont, IL 60559
Home: (630) 444-4444

LISTEN TO OATH
EDIT INFO
CLEAR SIGNATURE

I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Illinois; that I will faithfully discharge the duties of the office of Judge of Election, according to the best of my ability, and that I am eligible to vote in this election or am a student judge as outlined in the Election Code

X _____

ADD POLL WORKER

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**.

Personal Info

SCAN

1 2 3

NEXT

Election Judge

Choose Position *

Choose Party *

First Name *

Middle Name

Last Name *

Suffix

Mobile Phone Number

Work Phone Number

2) Address Information

- ⇒ Enter all requested information.
- ⇒ Select **NEXT**.

Address Info

1 2 3

NEXT

105 S Grant St

House Number House Suffix Pre-Direction Street Name * Street Type Post-Direction

Westmont IL 60559

Unit Type Unit No. City State Zip

Mailing Address (If mail cannot be delivered to the address above)

PO Box City State Zip

Election Day—Election Judge Oath & Sign In

POLL PAD SIGN IN & ELECTION JUDGE OATH

POLLWORKER SIGN IN

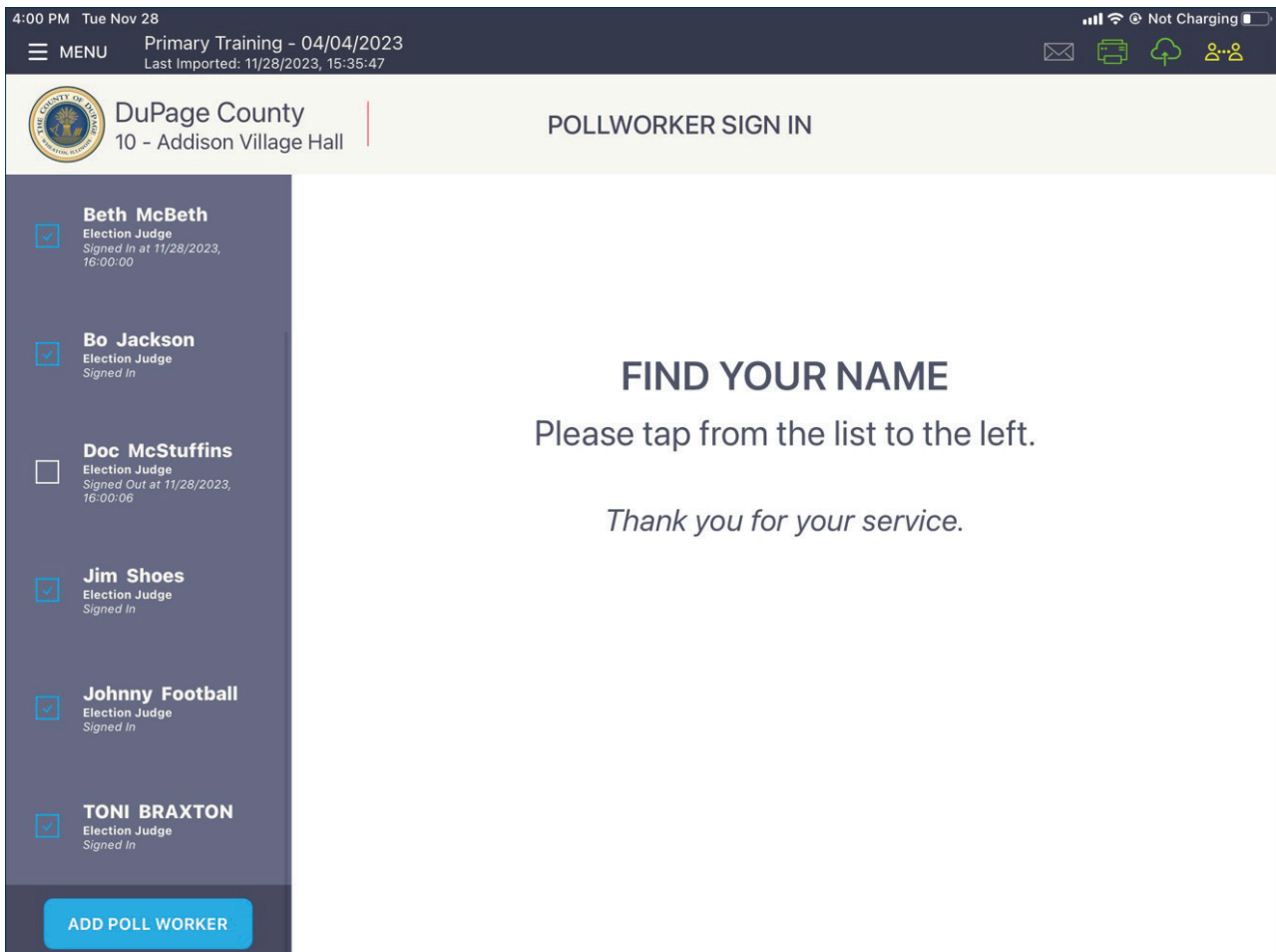
⇒ Verify that ALL Judges in attendance have **listened to the oath** and **signed in**.



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**.

2:47 PM Wed Dec 20
Election Manual Config - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

DuPage County
10 - Addison Village Hall

POLLWORKER SIGN IN CANCEL SIGN OUT

Beth McBeth
Student Judge
Signed In at 12/20/2023, 14:46:45

Bo Jackson
Election Judge
Signed In at 12/20/2023, 14:46:47

Doc McStuffins
Election Judge
Signed In at 12/20/2023, 14:46:50

Jim Shoes
Election Judge
Signed In at 12/20/2023, 14:46:52

Johnny Football
Election Judge
Signed In at 12/20/2023, 14:46:54

TONI BRAXTON
Election Judge
Signed In at 12/20/2023, 14:46:57

ADD POLL WORKER

Mcbeth, Beth
Party: **Democratic**
105 S Grant St, Westmont, IL 60559
Home: (630) 444-4444

LISTEN TO OATH
EDIT INFO
CLEAR SIGNATURE

I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Illinois; that I will faithfully discharge the duties of the office of Judge of Election, according to the best of my ability, and that I am eligible to vote in this election or am a student judge as outlined in the Election Code

X _____

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.

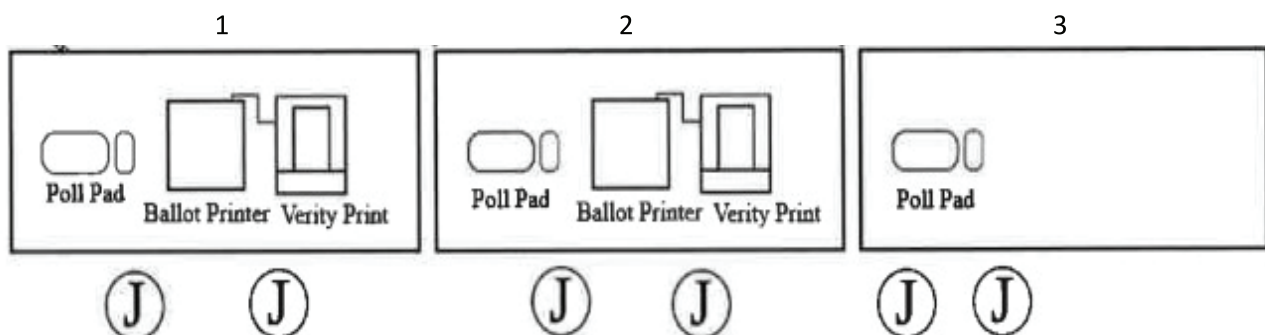
Verity Print and Ballot Printer Workstation Layout

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

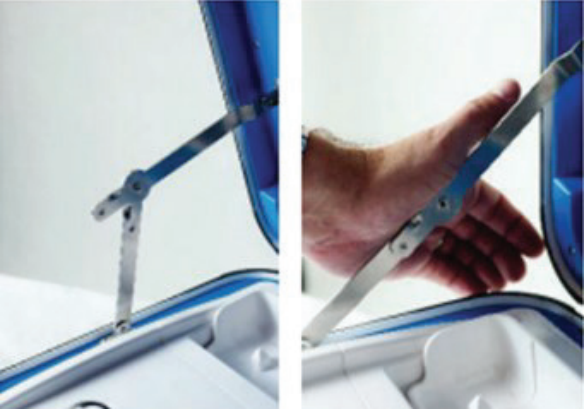


Election Day—Morning Setup

VERITY PRINT AND BALLOT PRINTER

STEP	TASK
4	<p>VERITY PRINT SETUP</p> <ul style="list-style-type: none">⇒ 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). <p> Do not plug the power cord into a power source yet.</p> 
5	<p>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.</p> 







Election Day—Morning Setup

VERITY PRINT AND BALLOT PRINTER

STEP	TASK	IMAGE
6	<p>Open the Verity Print case and lock the lid brace in place.</p> <p><i>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.</i></p>	
7	<p>Unlock (A), unlatch (B), and remove the tablet (C).</p>	
8	<p>Seat the tablet in the cradle (A), tilt it back (B), and lock it in place (C).</p>	






Election Day—Morning Setup

VERITY PRINT AND BALLOT PRINTER

STEP	TASK	IMAGE
<p>9</p>	<p>⇒ Verify the Verity Print security seal number against the seal number on the Judge’s Pickup envelope.</p> <p>⇒ If different, contact the Election Division at (630) 407-5577.</p> <p>⇒ Record the seal number on the front of ELECTION RESULTS ENVELOPE 1.</p> <p> Do not break the security seal.</p>	
<p>10</p>	<p>Plug the Verity Print power cord into a power source. A green light should illuminate on the power brick when AC power is present.</p>	
<p>11</p>	<p>The Ballot Printer must be turned on first before powering on the Verity Print.</p> <p>⇒ Press the power switch on the bottom right side of the Ballot Printer to power it on.</p>	 <p>BALLOT PRINTER</p>
<p>12</p>	<p>⇒ Press the red button on the back of the Verity Print to power on. <i>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.</i></p> <p>⇒ 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.</p> <p>⇒ Place report in ELECTION RESULTS ENVELOPE 1.</p>	 <p>VERITY PRINT</p> 

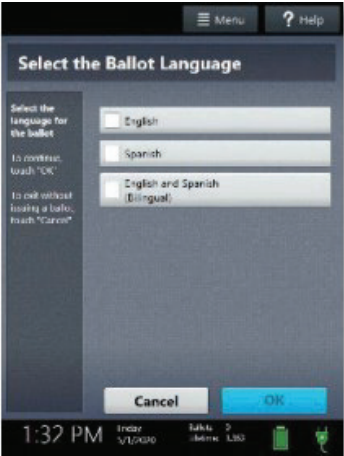
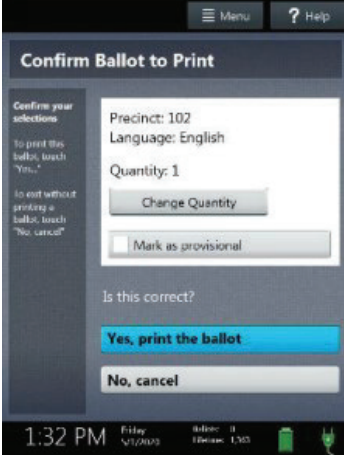

Election Day—Morning Setup

VERITY PRINT AND BALLOT PRINTER

STEP	TASK	IMAGE
13	<p>When powered up for the first time, Verity Print should display the ENTER POLL WORKER CODE screen.</p> <ul style="list-style-type: none"> ⇒ 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	<ul style="list-style-type: none"> ⇒ 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	<p>The READY TO ISSUE BALLOTS screen will display.</p> <ul style="list-style-type: none"> ⇒ 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. 	 



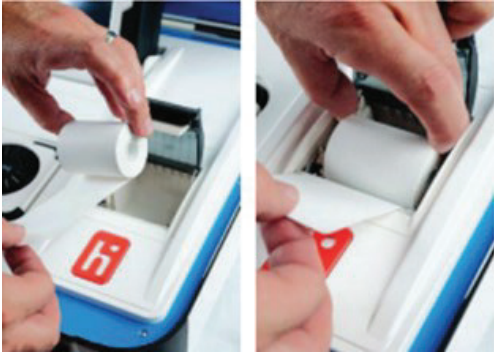

Election Day—Morning Setup

VERITY PRINT—PROCESSING VOTERS

STEP	TASK	IMAGE
1	<p>⇒ Use Hand Scanner to scan the Voter Authorization Receipt from Poll Pad.</p> <p>STOP Do not press ISSUE A BALLOT unless directed by the Election Division.</p> <p>⇒ Select option, English and Spanish (Bilingual) on the Select the Ballot Language screen.</p> <p>⇒ Select OK.</p>	
2	<p>⇒ Verify correct precinct and language are displayed on the screen (and party, if this is a primary election).</p> <p>⇒ Select Yes, Print the ballot to initiate printing.</p> <p>⇒ After the ballot is printed, verify that the ballot style matches the Voter Authorization Receipt.</p> <p>⇒ NOTE: If the Ballot Style and Voter Authorization Receipt do not match, contact ELECTION DIVISION AT (630) 407-5577.</p>	
3	<p>⇒ Using a <i>blue</i> pen, initial Ballot in Judge's Initials space at top of Ballot. Only (1) one Judge should initial.</p> <p>⇒ Provide voter with Ballot Privacy Cover.</p> <p>⇒ Place Voter Authorization Receipt in plastic pencil case.</p> <p>⇒ Direct Voter to a Voting Booth to mark their Ballot, then to the Ballot Box. At the Ballot box:</p> <ul style="list-style-type: none"> • <i>Voter</i>— return privacy cover. • <i>Judge</i>— verifies Ballot has been initialed • <i>Voter</i>—cast Ballot using Verity Scan. • <i>Judge</i>—hand Voter an I VOTED sticker. 	 <p>VERITY SCAN ON BALLOT BOX</p>

Election Day—Morning Setup

VERITY PRINT AND BALLOT PRINTER - Operating the Report Printer

TASK	IMAGE
<p>REPORT PRINTER OPERATION</p> <p>The report printer is located on the right-hand side of the Verity Print.</p>	 A close-up photograph of the report printer on the right side of the device. A white sheet of paper is partially inserted into the printer. A red logo with a white 'h' is visible on the device's surface.
<p>Opening the paper compartment:</p> <p>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.</p>	 A close-up photograph showing a hand pulling a black lever on the top of the printer cover towards the user and lifting it up to open the paper compartment.
<p>To replace paper:</p> <p>Place the new paper roll into the printer as shown. Paper must roll up from the bottom.</p>	 Two side-by-side photographs showing the process of replacing the paper roll. The left image shows a hand placing a roll of white paper into the printer. The right image shows a hand adjusting the paper roll, ensuring it is properly seated and ready to roll up from the bottom.
<p>Closing the printer cover:</p> <p>The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper.</p>	 A close-up photograph showing a hand closing the printer cover. The paper is visible extending out from underneath the front edge of the cover. A white button is visible on the device, which 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.



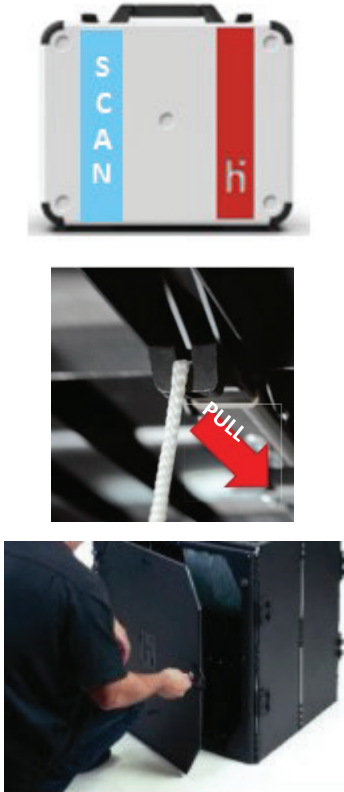
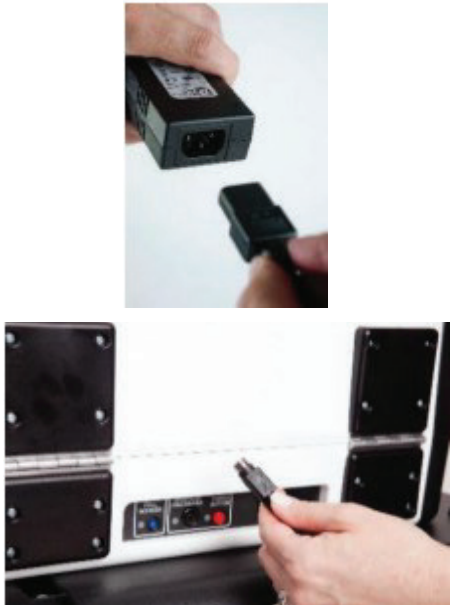
NOTE: *Software startup for each unit may take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting System to verify the authenticity of the software before allowing it to operate.*

Election Day—Morning Setup

VERITY SCAN



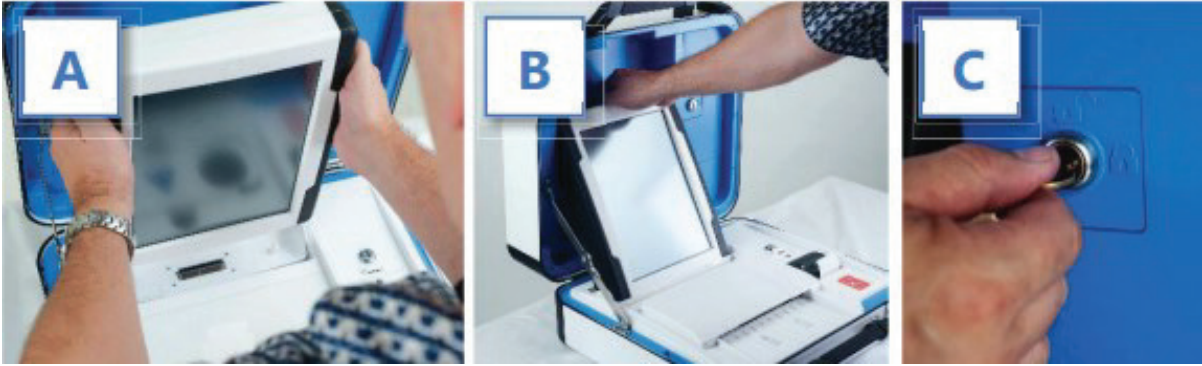
The Election Supply Cabinet (ESC) includes three types of **VERITY EQUIPMENT by HART™**.

Verity Scan, Verity Print and the Verity Touch Writer. The **Verity Scan** is used to **scan** and **tabulate** paper ballots.

STEP	TASK	IMAGE
<p>1</p>	<ul style="list-style-type: none"> ⇒ 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. 	
<p>2</p>	<ul style="list-style-type: none"> ⇒ 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. 	




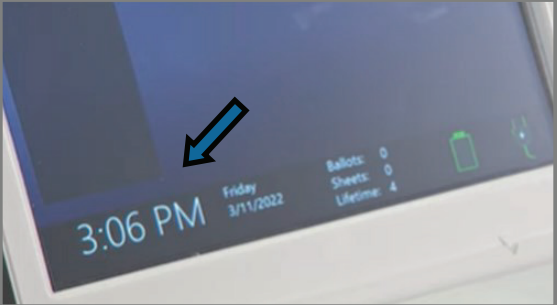
Election Day—Morning Setup

VERITY SCAN

STEP	TASK	IMAGE
3	<p>⇒ Unlatch and open the Verity Scan .</p> <p>⇒ Lock the lid brace in place firmly to secure and prevent lid from closing.</p> <p><i>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.</i></p>	
4	<p>Unlock tablet with blue key (A) Unlatch tablet from lid (B) Lift tablet from lid (C)</p>	
5	<p>Seat tablet in cradle (A) Tilt tablet back (B) Lock tablet into place with blue key (C)</p>	


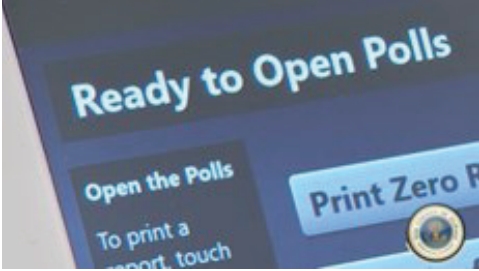
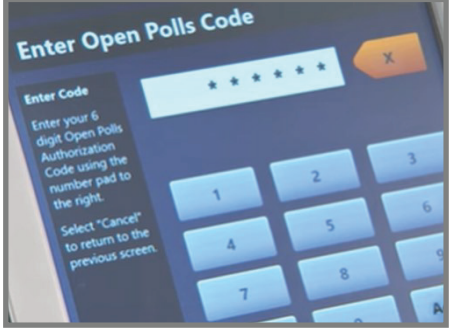


Election Day—Morning Setup

VERITY SCAN

STEP	TASK	IMAGE
<p>6</p>	<ul style="list-style-type: none"> ⇒ 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. 	  
<p>7</p>	<p>Prior to opening the polls verify that the date and time are correct at the bottom of screen. If not, contact the Election Division at (630) 407-5577.</p>	



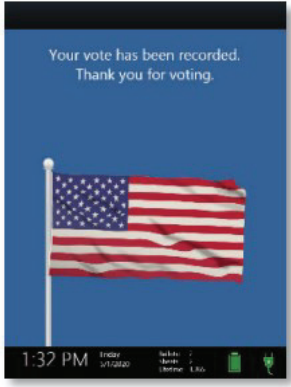
Election Day—Morning Setup

VERITY SCAN

STEP	TASK	IMAGE
<p>8</p>	<ul style="list-style-type: none"> ⇒ 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.  <ul style="list-style-type: none"> ⇒ All Judges must sign at the bottom of the ZERO REPORT. ⇒ Place zero report in ELECTION RESULTS ENVELOPE 1. 	
<p>9</p>	<ul style="list-style-type: none"> ⇒ 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. 	 
<p>10</p>	<ul style="list-style-type: none"> ⇒ 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
	<p>HOW TO USE VERITY SCAN</p> <p>⇒ Once the Voter completes their Ballot direct them to the Ballot Box located near the Polling Place exit.</p> <p>⇒ 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: <i>Ballots printed from the Verity Touch Writer.</i></p>	
	<p>⇒ Instruct the Voter to insert Ballot into the Verity Scan.</p> <ul style="list-style-type: none"> • <i>If Ballot is Accepted</i>—the system will accept the Ballot and an American flag will appear on the screen. • <i>If Ballot is Rejected</i>—the Verity Scan will display the reason for rejection. <p>REJECTED BALLOT REASONS</p> <ul style="list-style-type: none"> • 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. <p>AUXILIARY COMPARTMENT</p> <p>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.</p>	 

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




Election Day—Morning Setup

VERITY TOUCH WRITER AND BALLOT PRINTER

STEP	TASK
4	<p>SETTING UP THE VERITY TOUCH WRITER</p> <ul style="list-style-type: none">⇒ 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	<ul style="list-style-type: none">⇒ 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). <p>STOP Do not plug the power cord into a power source yet.</p>  <ul style="list-style-type: none">⇒ 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	<p>⇒ Unlatch and open the Verity Touch Writer.</p> <p>⇒ Secure brace into place.</p> <p><i>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.</i></p>	
7	<p>Unlock (A), unlatch (B), and remove the tablet (C).</p>	
8	<p>Seat the tablet in the cradle (A), tilt it back (B), and lock it in place (C).</p>	







Election Day—Morning Setup

VERITY TOUCH WRITER AND BALLOT PRINTER

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




Election Day—Morning Setup

VERITY TOUCH WRITER AND BALLOT PRINTER

STEP	TASK	IMAGE
<p>13</p>	<ul style="list-style-type: none"> ⇒ Press the red button on the back of the Verity Touch Writer to power on. <i>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.</i> ⇒ 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. 	 <p style="text-align: center;">VERITY PRINT</p> 
<p>14</p>	<p>When powered up for the first time, the Verity Touch Writer should display the PRINT ZERO REPORT screen.</p> <ul style="list-style-type: none"> ⇒ Verify the date and time are correct ⇒ Verify 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. 	
<p>15</p>	<p>After the Verity Touch Writer finishes powering up and displays the PRINT ZERO REPORT screen:</p> <ul style="list-style-type: none"> ⇒ 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. 	
<p>16</p>	<ul style="list-style-type: none"> ⇒ 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
<p>17</p>	<p>ABOUT VERITY ACCESS</p> <p>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:</p> <ul style="list-style-type: none"> ◆ Navigate through a ballot with the Move wheel ◆ Make selections on a ballot with the Select button ◆ Activate help text using the Help button. 	
<p>18</p>	<p>INSTALLING HEADPHONES AND TACTILE SWITCHES</p> <p>⇒ Remove headphones and sanitary ear covers from the Hart Supplies purple bag.</p> <p>⇒ Lift the Verity Access from its cradle.</p> <p>⇒ Plug the headphones into the headphone port on the top left of the Verity Access.</p> <p>⇒ Stretch the disposable headphone ear covers over the headphone cups.</p> <p>⇒ 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)</p>	
<p>19</p>	<p>POLL WORKER BUTTON</p> <p>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.</p>	

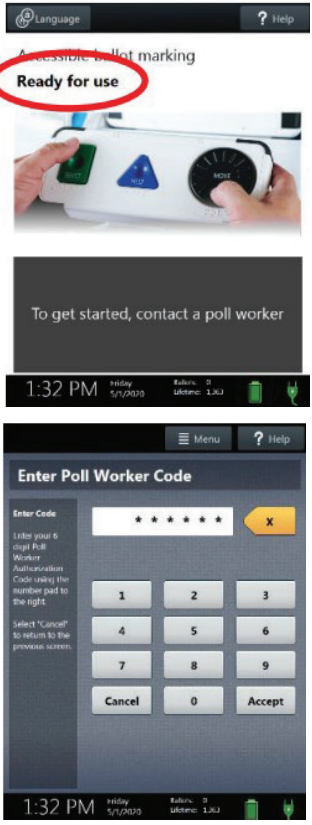
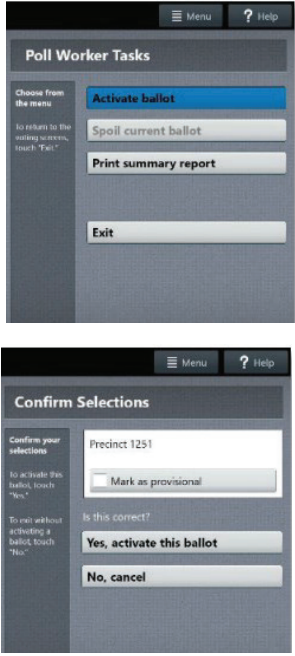
Election Day—Morning Setup

VERITY TOUCH WRITER AND BALLOT PRINTER

STEP	TASK	IMAGE
<p>20</p>	<p>OPEN THE POLLS</p> <p>⇒ Press OPEN THE POLLS on the front of the Touch Writer.</p> <p>⇒ Enter OPEN POLLS CODE found in the judges Pickup Envelope.</p> <p>⇒ Press ACCEPT.</p> <p>⇒ The Verity Touch will print the OPEN POLLS REPORT.</p> <p>⇒ Place report in ELECTIONS RESULTS ENVELOPE #1.</p> <p>The READY FOR USE screen will appear when the Touch Writer is ready.</p>	 <p>The top screenshot shows the 'Ready to Open Polls' screen. It has a title bar with 'Menu' and 'Help' icons. Below the title, it says 'Ready to Open Polls'. On the left, there is instructional text: 'Open the Polls: To print a report, touch the button for the report you would like to print. When you are ready to Open Polls, select Open the Polls.' On the right, there are four buttons: 'Print Zero Report', 'Print Configuration Readiness', 'Print Precincts Enabled', and 'Open the Polls'. The bottom status bar shows '1:32 PM', 'Friday 5/1/2010', 'Polls 0', 'Admin 1:00', and battery/charging icons.</p> <p>The bottom screenshot shows the 'Enter Open Polls Code' screen. It has a title bar with 'Menu' and 'Help' icons. Below the title, it says 'Enter Open Polls Code'. On the left, there is instructional text: 'Enter your 5 digit Open Polls Authentication Code using the number pad to the right. Select "Cancel" to return to the previous screen.' On the right, there is a numeric keypad with buttons for digits 1-9, 0, 'Cancel', and 'Accept'. There is also a yellow button with a black 'X' icon. The bottom status bar is identical to the top screenshot.</p>

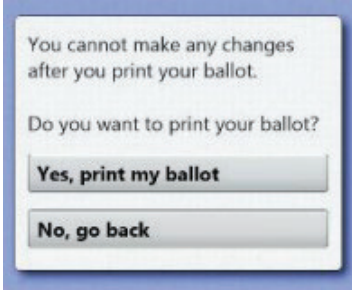


Election Day—Morning Setup

VERITY TOUCH WRITER—PROCESSING VOTERS

STEP	TASK	IMAGE
<p>1</p>	<p>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.</p> <p>⇒ When the device is ready to be used for marking ballots, the READY FOR USE screen will display.</p> <p>⇒ 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).</p> <p>⇒ Enter Poll Worker Code found in the JUDGE’S PICKUP ENVELOPE.</p>	
<p>2</p>	<p>⇒ Select Activate Ballot.</p> <p>⇒ Use Hand Scanner attached to the Verity Touch Writer to scan the Voter Authorization Receipt from Poll Pad.</p> <p>⇒ 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.</p>	





Election Day—Morning Setup

VERITY TOUCH WRITER—PROCESSING VOTERS

STEP	TASK	IMAGE
3	<p>⇒ Once Voter completes and accepts the votes on the screen, a Ballot will print with their selections.</p>	 
4	<p>⇒ Provide voter with Ballot Privacy Cover.</p> <p>⇒ Place Voter Authorization Receipt in plastic pencil case.</p> <p>⇒ Direct Voter to the Ballot Box.</p> <p>⇒ Once at the Ballot Box:</p> <ul style="list-style-type: none"> • <i>Judge</i>—<u>prior to Voter casting Ballot</u> into the Verity Scan, initial top of ballot using a <i>blue</i> pen. • <i>Voter</i>—return privacy cover. • <i>Voter</i>—cast Ballot using Verity Scan. • <i>Judge</i>—hand Voter an I VOTED sticker. 	 <p>VERITY SCAN ON BALLOT BOX</p>

Election Day—Morning Setup

VERITY TOUCH WRITER AND BALLOT PRINTER - Operating The Report Printer

TASK	IMAGE
<p>REPORT PRINTER OPERATION</p> <p>The report printer is located on the right-hand side of the Verity Print.</p>	
<p>OPENING THE PAPER COMPARTMENT</p> <p>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.</p>	
<p>TO REPLACE PAPER</p> <p>Place the new paper roll into the printer as shown. Paper must roll up from the bottom.</p>	
<p>CLOSING THE PRINTER COVER</p> <p>The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper.</p>	

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
<p>1</p>	<p>BLUE ROLLING CASE</p> <ul style="list-style-type: none"> ⇒ 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. 	
<p>2</p>	<p>VOTE BY MAIL DROP BOX SETUP</p> <ul style="list-style-type: none"> ⇒ 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. 	
<p>3</p>	<p>SECURE VOTE BY MAIL DROP BOX</p> <ul style="list-style-type: none"> ⇒ 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. <i>Note:</i> The seal number does not need to be recorded, however it should be checked throughout the day to ensure the seal is not broken. 	 
<p>4</p>	<p>OPEN INSERT BALLOT SLOT</p> <ul style="list-style-type: none"> ⇒ Place fingers on the raised grooves. ⇒ Pull towards you to reveal ballot slot. <p>The VOTE BY MAIL DROP BOX is now ready for use.</p>	

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)

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.

- **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.



Interior Poster



Exterior A-Frame Sign

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

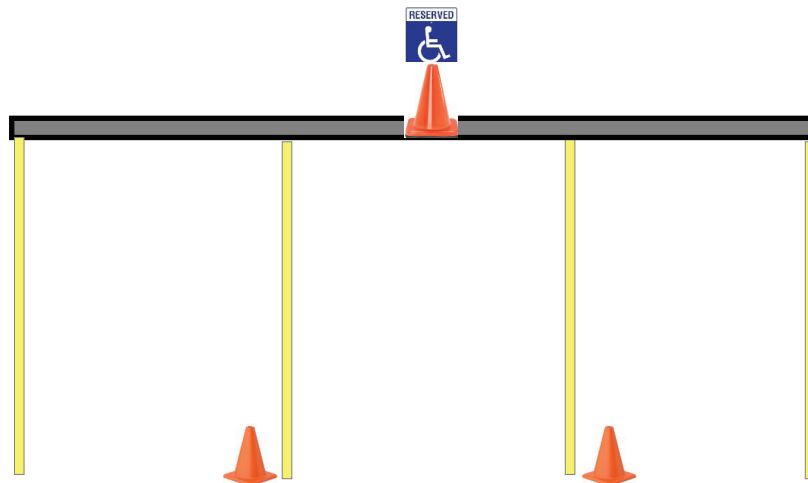
Base
Stand (2 parts)
Sign
3-Orange cones

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.

DURING ELECTION

RETURN UNUSED FORMS AND ENVELOPES IN SUPPLY BOX

Official Ballot

DEMONSTRATION ELECTION
DEMOSTRACIÓN DE LA ELECCIÓN

DuPage County 001-01
DU PAGE COUNTY, ILLINOIS

JUDGE'S INITIALS: _____

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 está al lado IZQUIERDO de su elección. Para emitir un voto por escrito, oscurezca la caja que está 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, regrese al juez electoral y obtenga otra.

<p style="text-align: center;">PAST PRESIDENT EX PRESIDENTE</p> <p>FOR FAVORITE PAST PRESIDENT POR EL EX PRESIDENTE FAVORITO (Vote for one) (Vote por uno)</p> <p><input type="checkbox"/> Thomas Jefferson <input type="checkbox"/> Abraham Lincoln <input type="checkbox"/> Franklin D. Roosevelt <input type="checkbox"/> Dwight D. Eisenhower <input type="checkbox"/> John F. Kennedy</p> <p>Write-in / Escribir en _____</p>	<p style="text-align: center;">PAST BLACKHAWK PLAYER EX JUGADOR DE LOS BLACKHAWKS</p> <p>FOR FAVORITE PAST CHICAGO BLACKHAWKS PLAYER POR EL EX JUGADOR FAVORITO DE LOS BLACKHAWKS DE CHICAGO (Vote for one) (Vote por uno)</p> <p><input type="checkbox"/> Bobby Hull <input type="checkbox"/> Stan Mikita <input type="checkbox"/> Denis Savard <input type="checkbox"/> Jeremy Roenick</p> <p>Write-in / Escribir en _____</p>
<p style="text-align: center;">BASEBALL TEAM EQUIPO DE BÉISBOL</p> <p>FOR FAVORITE CHICAGO BASEBALL TEAM POR EL EQUIPO FAVORITO DE BÉISBOL DE CHICAGO (Vote for one) (Vote por uno)</p> <p><input type="checkbox"/> Cubs <input type="checkbox"/> White Sox</p>	<p style="text-align: center;">LATE NIGHT TALK SHOW PROGRAMA DE CONVERSACIÓN NOCTURNO</p> <p>FOR FAVORITE LATE NIGHT TALK SHOW POR EL PROGRAMA FAVORITO DE CONVERSACIÓN NOCTURNO (Vote for one) (Vote por uno)</p> <p><input type="checkbox"/> Jimmy Fallon <input type="checkbox"/> Stephen Colbert <input type="checkbox"/> Seth Meyers <input type="checkbox"/> James Corden <input type="checkbox"/> Jimmy Kimmel</p> <p>Write-in / Escribir en _____</p>

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: _____

<p style="text-align: center;">AUTHORS AUTORES</p> <p>FOR FAVORITE AUTHOR POR EL AUTOR FAVORITO (Vote for two) (Vote por dos)</p> <p><input type="checkbox"/> Carl Sandburg <input type="checkbox"/> Nelson Algren <input type="checkbox"/> Maya Angelou <input type="checkbox"/> Ernest Hemingway</p> <p>Write-in / Escribir en _____</p>	<p style="text-align: center;">PROPOSITIONS PROPUUESTAS</p> <p style="text-align: center;">STATE OF ILLINOIS ESTADO DE ILLINOIS</p> <p>Should the State of Illinois repeal the gasoline tax? ¿Debería el Estado de Illinois revocar el impuesto de la gasolina? (Vote for one) (Vote por uno)</p> <p><input type="checkbox"/> Yes / Sí <input type="checkbox"/> No / No</p>
--	--

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.

DURING ELECTION

RETURN UNUSED FORMS AND ENVELOPES IN SUPPLY BOX

Narrative for Demonstrating How to Use the Verity Scan

(Use laminated ballots for demonstration)

- Carefully read the instructions on the ballot and on surrounding visual aids.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Once the judge has verified that the ballot has been initialed, and you are satisfied with your vote, proceed to the Verity Scan.
- Standing in front of the Verity Scan with the Ballot Privacy Cover over the ballot, insert only the ballot into the Verity Scan.
- 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.
- 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.
 - 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.
 - 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)

- Lea cuidadosamente las instrucciones en la boleta y en los recursos visuales que hay alrededor.
- 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.
- 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.
- 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.
- 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.
- Cuando usted haya terminado de votar en su boleta, y esté satisfecho de haber elegido las opciones que usted deseaba, cubra la 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.
- Si descubre que ha cometido un error al votar, doble la boleta para ocultar el área del voto, márkela 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.
- 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.
- De pie frente al Escáner de Verificación con la Carátula de privacidad sobre la boleta, inserte únicamente la boleta en el Escáner de Verificación.
- 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.
- 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 Carátula de Privacidad sobre la boleta y avise al juez más cercano que esto ocurrió. Ese juez le indicará que tiene dos opciones.
 - 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, habrá terminado de votar.
 - 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 Search Writer**.

Use the laminated sample ballot when demonstrating for voter.

Envelope will contain both an English and Spanish version.

DURING ELECTION

RETURN UNUSED FORMS AND ENVELOPES IN SUPPLY BOX

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. Fijese 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 icono 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 PONDRÁ 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

DURING ELECTION

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.

Ballot Privacy Cover

A reminder when voting:
Darken the box with the pen provided

After Voting:

1. Place privacy cover over ballot.
2. Proceed to Election Judge near the ballot box to verify the top right corner of your ballot has been initialed.
3. Insert ballot into the Verity Scan.

Return Ballot Privacy Cover to Election Judge

B-21BL

FRONT—ENGLISH

Caratula para mantener la privacidad de la boleta

Recordatorio al votar:
Oscurezca la cajilla con el bolígrafo proporcionado.

Después de votar:

1. Coloque la caratula de privacidad sobre la boleta.
2. Acérquese al Juez Electoral cerca de la urna de votación para verificar que la esquina superior de su boleta tenga las iniciales.
3. Introduzca la boleta dentro del Escáner de Verificación.

Devuelva la Caratula de privacidad de boleta al Juez de la urna electoral

B-21BL

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.

AFFIX POLLING PLACE LABEL HERE	RETURN IN BLUE ROLLING CASE
<h1 style="margin: 0;">VOTER AUTHORIZATION RECEIPT ENVELOPE</h1> <ul style="list-style-type: none">Place all bundled Voter Authorization Receipts in this envelope.After the polls have closed, or at the end of each Early Voting Day, seal the envelope and have a judge from each party sign over the flap. <p style="margin-top: 20px;">Date <u> </u> / <u> </u> / <u> </u></p> <p style="text-align: center; font-size: small; margin-top: 20px;">B50DP GOVERNMENTAL BUSINESS SYSTEM (Rev 7/2023)</p>	

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.

Voter's Spoiled Ballot Security Envelope
Sobre de Seguridad para Boletas Electorales Dañadas

VOTER / ELECTOR:

Place your **spoiled ballot** in this envelope
& please return to the Judge of Election
*Coloque su **boleta dañada** en este sobre
y por favor regréselo al Juez Electoral*

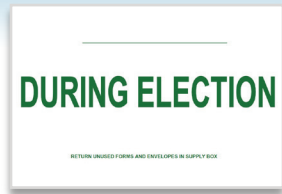
Judge of Election will issue you another ballot
El Juez Electoral le proporcionará otra boleta

Ballot Style
Estilo de Boleta
Judge of Election
use ONLY
*Solo para uso del
Juez Electoral*

Judge - place in the Spoiled Ballot Envelope
Juez - colocar dentro del Sobre para Boletas Dañadas

B-20BL

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					
<h1 style="margin: 0;">SPOILED BALLOT ENVELOPE</h1> <p style="margin: 0;">JUDGES OF ELECTION SHALL PLACE IN THIS ENVELOPE THE VOTER'S SPOILED BALLOT SECURITY ENVELOPES & SURRENDERED VOTE BY MAIL BALLOT ENVELOPES</p>					
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; padding: 5px;">TOTAL SPOILED BALLOT ENVELOPES</td></tr><tr><td style="height: 30px;"></td></tr></table>	TOTAL SPOILED BALLOT ENVELOPES		<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="text-align: center; padding: 5px;">TOTAL SURRENDERED VOTE BY MAIL BALLOTS</td></tr><tr><td style="height: 30px;"></td></tr></table>	TOTAL SURRENDERED VOTE BY MAIL BALLOTS	
TOTAL SPOILED BALLOT ENVELOPES					
TOTAL SURRENDERED VOTE BY MAIL BALLOTS					
SIGN IN SPACES PROVIDES BELOW AND SEAL ENVELOPE AT END OF DAY					
_____ <small>(Judge's Signature)</small>	_____ <small>(Judge's Signature)</small>	_____ <small>(Judge's Signature)</small>	_____ <small>(Judge's Signature)</small>		
_____ <small>(Judge's Signature)</small>	_____ <small>(Judge's Signature)</small>	_____ <small>(Judge's Signature)</small>	_____ <small>(Judge's Signature)</small>		
_____ <small>(Judge's Signature)</small>	_____ <small>(Judge's Signature)</small>	_____ <small>(Judge's Signature)</small>	_____ <small>(Judge's Signature)</small>		
<small>B-16DP (Rev 7/2023) Governmental Business Systems</small>					

Election Day

DURING ELECTION

RETURN UNUSED FORMS AND ENVELOPES IN SUPPLY BOX

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 each time.
- ⇒ 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.

AFFIX POLLING PLACE LABEL HERE

RETURN IN BLUE ROLLING CASE

VOTE BY MAIL BALLOT CARRIER POUCH

Number of Vote By Mail Drop Box Ballots returned to the Election Division

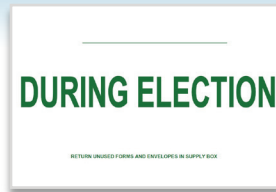
Write in number of Vote By Mail Drop Box Ballots in Carrier Pouch

TO BE USED TO RETURN THE VOTE BY MAIL BALLOTS BACK TO THE ELECTION DIVISION

DATE ___/___/___
(Write In Date)

Governmental Business Systems - VBM105DP

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 known 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.

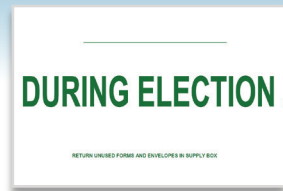
(Republican Judge's Signature)

(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 TO SUPPLY BOX

POLL PAD QUICK GUIDES


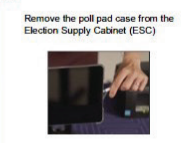











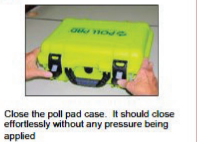

Use the 2-sided POLL PAD QUICK GUIDES when setting up and closing the Poll Pads.

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

POLL PAD QUICK GUIDE SETUP

<p>(1)</p>  <p>Remove Poll Pad case from Election Supply Cabinet (ESC).</p>	<p>(2)</p>  <p>Open and remove all contents from poll pad case.</p> <p>Verify the labels on the front of the printer and back of the tablet match. If not, call the Election Division at 638-467-5577</p>	<p>(3)</p> <p style="text-align: center;">PRINTER SETUP</p>  <p>The printer must be setup and powered on prior to turning on the Poll Pad.</p>	<p>(4)</p>  <p>Plug the printer brick into the circular printer socket located to the bottom rear of printer with the flat side up.</p>	<p>(5)</p>  <p>Plug the printer power cord into the power brick. Plug the printer power cord into a power source.</p>
<p>(6)</p>  <p>Power on printer with the switch located on the lower left side of the printer. The green power light will illuminate on the front of the printer, once power has been received.</p>	<p>(7)</p>  <p>Lay the tablet face down on a smooth surface.</p>	<p>(8)</p>  <p>Open the stand arm and insert the round portion by squeezing the tabs on the sides. Rotate the Stand Arm until it "clicks" into place.</p>	<p>(9)</p>  <p>Firmly grasp the stand arm with both thumbs through the "U" and insert it into the slot in the base.</p>	<p>(10)</p>  <p>Turn on the tablet by pressing and holding the power button located at the top left of the tablet until the Apple logo appears. Home Screen will appear. Touch the "P" at the bottom of the tablet.</p>
<p>(11)</p>  <p>In the upper right hand corner, the Cloud and Printer icons will both be green.</p>	<p>(12)</p>  <p>Insert the black power cord into the back side of the Tablet. Plug the USB end of cord into power strip from the Purple Cord Bag. Make sure power strip is plugged into power source and turned on.</p>	<p>(13)</p>  <p>Touch the printer icon then touch "Print Test Receipt".</p>	<p>(14)</p>  <p>Place the printer test receipt into the Election Results Envelope #1. Return the Poll Pad case to the ESC.</p>	<p>(15)</p> <p style="text-align: center;">You are now ready to process voters.</p> <p style="text-align: center;">DO NOT PROCESS VOTERS UNTIL THE POLLS HAVE OPENED.</p>

POLL PAD QUICK GUIDE CLOSING

<p>(1)</p>  <p>Touch the Menu button in the upper left hand corner and then the Summary Report icon. Touch the Print button on lower right side and Summary Report will print. Put the Summary Report in Election Results Envelope #1. Press and release the power button located at the top left of the tablet until the screen goes dark.</p>	<p>(2)</p> <p>Remove the poll pad case from the Election Supply Cabinet (ESC)</p>  <p>Disconnect the power cord from the tablet and power source.</p>	<p>(3)</p>  <p>Turn off the printer with the switch located on the lower left side of the printer. Disconnect the printer power cord from the printer. Disconnect the printer power cord and power brick.</p>	<p>(4)</p>  <p>Pull the stand arm firmly while holding the base, this will release the stand arm from the base.</p>	<p>(5)</p>  <p>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.</p>
<p>(6)</p>  <p>Fold the stand arm backward and place it on left side of the case. Neatly wrap the cord around the printer power brick.</p>	<p>(7)</p>  <p>Firmly place the wrapped power brick on its side in the case.</p>	<p>(8)</p>  <p>Carefully fold the power cord and place to the right of power brick in the case.</p>	<p>(9)</p>  <p>Note: Ensure that all items in the base are clearing the ledge so the base itself fits. The Poll Pad will sit firmly on the foam ledge. Place the poll pad base in the case ensuring it is facing upward.</p>	<p>(10)</p>  <p>Firmly place the printer into the case.</p>
<p>(11)</p>  <p>Place the tablet in the top of the poll pad case. Firmly seal and strap the tablet with Apple logo facing out.</p>	<p>(12)</p>  <p>Carefully fold and place the black poll pad power cord in the case below the base.</p>	<p>(13)</p>  <p>Place the styluses in the small round portion of the case.</p>	<p>(14)</p>  <p>Close the poll pad case. It should close effortlessly without any pressure being applied. Latches should catch the case top, then press/latches downward. The loud clicks mean you have done it correctly.</p>	<p>(15)</p>  <p>Place the poll pad cases in the ESC.</p>

Election Day—Morning Setup

DURING ELECTION

RETURN UNUSED FORMS AND ENVELOPES TO SUPPLY BOX

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.

VERITY PRINT QUICK GUIDE SETUP

(1) Remove all the Verity Print and all ballot printers from the Election Supply Cabinet (ESC) and place them on table next to Pull Pads. Remove all cords from the Purple Cord Bag found in the ESC.	(2) PRINTER SETUP Remove printers from plastic printer boxes and place on table.	(3) Insert the square black end of the USB printer cable into the printer with the USB symbol facing left. (The blue flat end will be plugged into the Verity Print later.)	(4) Insert the three prong printer power cord into the back of printer and the other end into a power source. Remove the paper tray from the front of the printer.	(5) Extend the paper tray by pulling the blue handle to the appropriate paper setting.	(6) Remove ballot paper from the white Ballot Transfer Case. These are found in the ESC. Place the blank ballot paper in paper tray and adjust accordingly. Reinsert the paper tray into the printer, ensuring that the power cords do not obstruct paper tray.
(7) VERITY PRINT SETUP Plug the power cord into the power brick. Plug the power brick into the back of the Verity Print (flat side up, left of red power button). IMPORTANT: Do not plug the power cord into the wall yet.	(8) Plug flat end of the USB printer cable from the ballot printer into the back of the Verity Print, with the notch facing up (right of the red power button).	(9) Press the switch on the bottom right side of the ballot printer to power it on. Power on the printer before powering on the Verity Print.	(10) Open the Verity Print case and lock the lid brace in place. IMPORTANT: Never use a device up by the handle while cords are connected - this will damage the cord when a cord is connected to the device, or cause damage to the device itself.	(11) Unlock tablet with blue key.	(12) Reinsert the Tablet from lid.
(13) Remove tablet with both hands.	(14) Seal tablet in Cradle. Push down slightly on tablet to properly secure.	(15) Tilt tablet back.	(16) Lock tablet in place with the blue key.	(17) Verify the Verity Print security seal number matches Judge's Receipt. This is located in the Judge's Pickup Envelope. If different, contact the Election Division at 838-487-5577.	(18) Plug the Verity Print power cord into the printer. A green light will illuminate on the power brick when power is present.
(19) Press the red power button on the back of the Verity Print.	(20) NOTE: During the 5 minute warm up, the Verity Print will start bright and then go dark. This is part of the startup process. After approximately 30 seconds, the screen will light again and the start up process will continue.	(21) NOTE: During the power on process, a Power-On Self Test report will print. 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. Always power the printer on first before the Verity Print. Please report to Election Results Envelope #1	(22) Remove the Auto Ballot scanner from the Purple Cord Bag. Wait until the Verity Print finishes powering up and displays the Enter Poll Worker Code screen.	(23) Plug in blue ratcheted end of the Auto Ballot scanner cord into the USB connection located above the printer to the right.	(24) When powered up for the first time the device to be used during an election, Verity Print should display the Enter Poll Worker Code screen. (located in Judge's Pickup Envelope)
(25) In addition to the date and time, the following appears at the bottom of the screen: 4:14 PM Ballots: 0 Lifetime: 14	(26) NOTE: If AC power is not available, the device will automatically switch over to battery power, and a warning message will display. To eliminate the message and continue operating on battery power, touch here to use battery. If a warning message is in progress, this message will not appear until the session is completed. When battery power is low, and AC power is disconnected, a warning message will appear on the device screen. Reconnect the device to AC power.	(27) When prompted, enter the Poll Worker Code (located in Judge's Pickup Envelope) select Accept.	(28) The Ready to Issue Ballots screen will display. Select Print Ballot Count Report.	(29) Press BALLOT COUNT REPORT menu. This reads "Zero". Place in Election Results Envelope #1. If the count is not Zero, stop and call the Election Division at 838-487-5577.	(30) Issue a Ballot when ready on the Verity Print screen. It is now ready to scan the Voter's receipt.

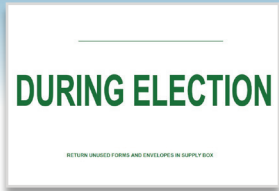
SET UP

VERITY PRINT QUICK GUIDE CLOSING

(1) STOP! Executing these Closing steps, instructions will end the election and no more ballots can be issued.	(2) IMPORTANT: Wait until polls close. Once polls are closed they cannot be reopened on the Verity Print.	(3) Record the total number of ballots printed from each Verity Print display on the Official Ballot Report (OBR) found on the Supplemental Supply Envelope.	(4) On Ready to Issue Ballot screen, select Print Ballot Count report.	(5) Place Ballot Count Report in Election Results Envelope #1 Note: If you run out of paper in the attached Verity Print Printer, extra paper rolls can be found in the Purple Cord Bag. To change the roll, simply drop in a new roll with the paper cover facing up from the bottom.
(6) 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 and allowing a black screen	(7) Disconnect the Auto Ballot barcode reader from the USB connection located above the printer on the right.	(8) Return the Auto Ballot Scanner to the Purple Cord Bag.	(9) Use the blue key to unlock the tablet.	(10) Lift the tablet from the cradle and return it to the lid of the Verity Print, screen side out.
(11) Re-lock the tablet with the blue key.	(12) Re-latch the tablet.	(13) Lift the metal hinge to unlock the Verity Print lid.	(14) Close and latch the Verity Print.	(15) Remove the power cord from the Verity Print. (Left of the red power button). NOTE: Slide back the black sleeve to disconnect the power cord from the Verity Print.
(16) Unplug the flat end of the USB printer cable from the back of the Verity Print.	(17) Remove the Verity Print from the table and return it to the Election Supply Cabinet (ESC).	(18) Press the switch on the bottom right side of the printer to turn it off.	(19) Unplug the flat end of the USB printer cable from the ballot printer.	(20) Remove the printer power cord from the Verity Print.
(21) Return the printer cable and printer power cord to the top of the printer.	(22) Pull out the paper tray on the printer. Remove the unused ballot paper and place in the white Ballot Transfer Case. (One that will stay in the ESC)	(23) Push the blue tab and paper guide to the end of tray. Insert the paper tray back into the printer.	(24) Place the printer into the Black plastic printer case.	(25) Validate the printer serial number matches the case serial number and return to ESC.

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.

VERITY SCAN QUICK GUIDE SET UP

(1) Verity Scan Make sure all Voters in the Polling Place have voted. Verify Auxiliary Ballot compartment is empty. If not, remove any ballots and scan them into the Verity Scan prior to Close Polls.	(2) Remove the Verity Scan from the ESC. Unlock ballot box with black key. Place the Verity Scan on the ballot box. The handle must face the front of the ballot box. Align the footpads with the indentations on the top of the ballot box.	(3) Pull the white cord inward and back locking the Verity Scan into place. All Judges must confirm that the Auxiliary and grey ballot bags are empty. Close and lock the Ballot Box.	(4) Remove the Power cord and Power Brick from the Purple Cord Bag. Connect the Power cord into the Power Brick.	(5) Plug power brick cord into the back of the Verity Scan. Ensure the flat side is up, as in the picture above. This outlet is located left of the red power button.	(6) Plug all cords into the back of the Verity Scan prior to opening. Unlatch and open the Verity Scan.
(7) Lock lid brace into place.	(8) Verify the Verity Scan security seal number matches Judge's Receipt located in the Judge's Pickup Envelope. If different, contact the Election Division at 636.467.5577	(9) With blue key unlock Tablet.	(10) Unlatch tablet.	(11) With two hands, lift tablet from lid.	(12) Carefully seat Tablet directly into the cradle. Push down slightly on the tablet to properly secure.
(13) Tilt Tablet back.	(14) Lock Tablet into place with blue key.	(15) Plug the Power Cord in to a power source. The green light will illuminate on the power brick when power is present.	(16) Press red power button on the back of the Verity Scan.	(17) NOTE: During the 5 minute startup, the Verity Scan will shutlight and then go dark. This is part of the startup process. After approximately 45 seconds the screen will light again and the start up process will continue. Place Self Test Report into Election Results Envelope #1.	(18) During the power on process a Self Test Report will print. This report will indicate any hardware or connection issues. If any issues are noted, check all connections. Place Self Test Report into Election Results Envelope #1.
(19) In addition to the date and time, the following appears at the bottom of the screen: 	(20) Select Print Zero Report. Once printed, confirm that all totals read zero. All Judges MUST sign the Zero Report. Place Zero Report in Election Results Envelope #1.	(21) Select Open the Polls	(22) Enter Open Polls Code found in Judge's Pickup Envelope. Select Accept. Place Open Poll Report into Election Results Envelope #1.	(23) Message 'Ready To Use', will display on the Verity Scan. Remove privacy screens from Election Supply Cabinet (ESC)	(24) The Polls are ready to be opened.

SET UP

VERITY SCAN QUICK GUIDE CLOSING

(1) Verity Scan Make sure all Voters in the Polling Place have voted. Verify Auxiliary Ballot compartment is empty. If not, remove any ballots and scan them into the Verity Scan prior to Close Polls.	(2) Remove the privacy screens.	(3) Record the number of ballots from Verity Scan onto Official Ballot Record.	(4) To Close the Polls, touch the blue poll marker button located on the left back side of Verity Scan.	(5) Select Close Polls.	(6) Select Yes, close the polls.
(7) The Election Results Report(s) will print. All Election Judges must sign ALL of the printed report(s). Place copy into Election Results Envelope #2	(8) Pull Watchers must request printed copies from the Election Division. No Results are posted at the location.	(9) The polls are now closed.	(10) Press the red power button on the back of the Verity Scan to power it off. IMPORTANT: Wait for the Verity Scan tablet to be completely powered down and allowing a black screen before removing the tablet.	(11) Remove the power cord from the Verity Scan (Left of red power button). To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Verity Scan, and slide back the release. This will unlock the connection.	(12) Place power cord in the Purple Cord Bag.
(13) Enter Close Polls Code found in Judge's Pickup Envelope. Select Accept.	(14) With two hands, remove Tablet from cradle and place in lid with screen facing forward.	(15) Lower blue latch to secure Tablet in place.	(16) Lock Tablet into place with blue key.	(17) Close Verity Scan and secure latches.	(18) Open the ballot box door with black key.
(19) Remove the Verity Scan. The Verity Scan must be returned to Election Division Election Night. If the Verity Scan is not returned, you will be sent back to retrieve it.	(20) Remove the gray ballot bag from the Ballot Box. Remove all ballots.	(21) Place the ballots into white transfer boxes. Seal boxes with filament tape. Two judges, one from each party, must sign and date the tape.	(22) All Judges must verify that the ballot bag and ballot box are empty.	(23) Place the sealed, signed & dated white ballot boxes (CONTAINING VOTED BALLOTS) into the Blue Holding Case.	(24) A. Raise floor of ballot box. B. Ballot Box must be locked. C. Lift the lid of the ballot box up. D. Fold side panels inward to collapse box.
(25) A. Latch the four clips (two on each side). B. Fasten the three back tongue cords to secure the lid.	(26) Release braces from Velcro on floor of ballot bag. Push braces from corners in so they lay flat on bottom of ballot bag. Zip the cover into place.	(27) Place black ballot box privacy screens, and gray ballot bag in black camera transport bag. Return black camera transport bag to ESC.	(28) Place the white boxes with Voted Ballots into the blue rolling case.	STOP. If you fail to bring back your Verity Scan on Election Night, you will be sent back to retrieve it.	

A-49VSOP
REV 11/2023
Governmental Resources Systems

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.

VERITY TOUCH WRITER QUICK GUIDE SETUP

<p>(1) PRINTER SETUP</p> <p>To set up the printer, follow the instructions located on the Verity Print Quick Guide.</p>	<p>(2) TOUCH WRITER SETUP</p> <p>Remove the Touch Writer from ESC. Set the Verity Touch Writer on top of the booth, aligning the handle with the instructions. The handle on the front of the Touch Writer should face the same direction as the handle on the booth.</p>	<p>(3)</p> <p>Stand at the front of the booth. Reach under the booth top and push the latch away from you to secure the Touch Writer to the booth.</p>	<p>(4)</p> <p>From the Purple Cord Bag, remove the Touch Writer power cord and power brick. Plug the power cord into the power brick and then plug the power brick into the back of the Verity Touch Writer. (Do not plug the power cord into power source yet.)</p>	<p>(5)</p> <p>Plug the blue flat end of the USB printer cable from the ballot printer into the back of the Verity Touch Writer, making sure right side of red power button.</p>
<p>(6)</p> <p>Open the Verity Touch Writer case by releasing the latches and lock the lid trace in place.</p> <p>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!</p>	<p>(7)</p> <p>Unlock Tablet with blue key.</p>	<p>(8)</p> <p>Carefully seal Tablet into the cradle. Push down slightly on the tablet to properly secure.</p> <p>(9)</p> <p>Lock Tablet into place with blue key.</p>	<p>(10)</p> <p>Verify the Verity Touch Writer security seal number matches the number indicated on the Judge/Pollup Envelope.</p> <p>IMPORTANT: Do not connect the Election Division at 630-487-5577.</p> <p>(11)</p> <p>Press the switch on the bottom right side of the ballot printer to power it on.</p> <p>Power the printer on first before powering on the Touch Writer.</p> <p>A green light will illuminate on the power back when AC power is present.</p>	<p>(12)</p> <p>Plug the Verity Touch Writer power cord into power source.</p> <p>A green light will illuminate on the power back when AC power is present.</p>
<p>(13)</p> <p>During the 5 minute startup, the Verity Touch Writer will start light and then go dark. This is part of the startup process. After approximately 5 minutes the screen will light again and the start-up process will continue.</p>	<p>(14)</p> <p>Press the red power button on the back of the Verity Touch Writer.</p> <p>NOTE: During the 5 minute startup, the Verity Touch Writer will start light and then go dark. This is part of the startup process. After approximately 5 minutes the screen will light again and the start-up process will continue.</p>	<p>(15)</p> <p>Remove the Auto Ballot scanner from the Purple Cord Bag.</p>	<p>(16)</p> <p>Plug in the flat end of the Auto Ballot Scanner into the USB connection located above the printer to the right.</p> <p>Do Not connect the Auto Ballot scanner until the Verity Touch Writer finishes powering up and displays the PRINT ZERO REPORT SCREEN.</p>	<p>(17)</p> <p>Plug the headphones into the Verity Access from the Purple Cord Bag.</p> <p>Plug the headphones into the headphone port on the top left of the Verity Access.</p>
<p>(18)</p> <p>NOTE: If AC power is not available, the device will automatically switch over to battery power and a warning message will display. To attempt to return the device to battery power, touch the power button. If the power is out touch the power button. If a warning message will not appear until the session is completed. When battery power is exhausted, the device will automatically shut down. Disconnect the device from AC power.</p>	<p>(19)</p> <p>Confirm that you are running on AC power. Select Print Zero Report while the Zero Report prints.</p>	<p>(20)</p> <p>Using the Zero report, check the following:</p> <ul style="list-style-type: none"> Verify the ballots printed in Zero. Verify that the polling place on the report is correct. Verify the clock in the bottom left corner of the screen displays the correct time. <p>IMPORTANT: If these items are not correct, contact the Election Division office at 630-487-5577.</p>	<p>(21)</p> <p>Select Open the Polls on front of Tablet.</p>	<p>(22)</p> <p>Enter Open Polls Code found in Judge/Pollup Envelope and then Select Accept.</p> <p>The Open Polls report will print.</p>

A-4879000 Verity Writer (Rev. 11-20)

SET UP

VERITY TOUCH WRITER QUICK GUIDE CLOSING

<p>(1)</p> <p>STOP: Ensuring the Closing the Polls instructions will end the Election.</p> <p>Record the total number of ballots printed from the Verity Touch Writer display on the Official Ballot Record (OBR).</p>	<p>(2)</p> <p>Detach privacy screens from both sides of the booth.</p> <p>Press the blue poll writer button on the back of the Verity Touch Writer.</p>	<p>(3)</p> <p>In front, select Menu at the top of the screen.</p> <p>Select Close Polls.</p>	<p>(4)</p> <p>Select Yes, close the polls.</p> <p>IMPORTANT: Once polls have been closed, they cannot be reopened on that Touch Writer.</p>	<p>(5)</p> <p>Enter the Close Polls Code and select Accept.</p> <p>The Close Polls report will print automatically.</p> <p>Place Close Polls Report in Election Results Envelope #1.</p>
<p>(6)</p> <p>The polls are now closed. Press the red power button on the back of the Verity Touch Writer to power it off.</p> <p>IMPORTANT: Wait for the Verity Touch Writer to be completely powered down and showing a black screen before removing tablets.</p>	<p>(7)</p> <p>Remove the printer cord from the Verity Touch Writer (right of red power button). Place printer cord(s) on top of the printer.</p>	<p>(8)</p> <p>Remove the power cord from the Verity Touch Writer (left of red power button).</p> <p>NOTE: To disconnect the power cord, grasp the cord at the base of the black connector moving where it connects to the Verity device, and slide back the sleeve. This will unlock the connection.</p> <p>Place power cord in the Purple Cord Bag.</p>	<p>(9)</p> <p>Unlock the tablet with blue key.</p>	<p>(10)</p> <p>Relock the tablet.</p> <p>Relock the tablet with blue key.</p>
<p>(11)</p> <p>Disconnect the Auto Ballot Scanner from the Verity Touch Writer.</p> <p>Place Auto Ballot Scanner in the Purple Cord Bag.</p>	<p>(12)</p> <p>Unplug the headphones from Verity Access.</p> <p>Return the headphones to the Purple Cord Bag and return the Purple Cord Bag to the Election Supply Cabinet (ESC).</p>	<p>(13)</p> <p>Close and latch the Touch Writer.</p>	<p>(14)</p> <p>Stand at the front of the booth. Reach under the booth top and pull the latch toward you to release the Touch Writer from the booth.</p> <p>Return the Touch Writer to the ESC.</p>	<p>(15)</p> <p>Identify roll the booth table on to a flat surface.</p> <p>Remove the front leg extensions by grasping the metal buttons to release the leg extensions.</p>
<p>(16)</p> <p>Unplug the front leg extension from the printer.</p>	<p>(17)</p> <p>Unplug the flat end of the USB printer cable from the ballot printer.</p>	<p>(18)</p> <p>Detach the rear leg assembly. Press the metal buttons to release the rear leg assembly.</p> <p>Table legs should come together.</p>	<p>(19)</p> <p>Replace the bungee cords to hold the booth legs.</p> <p>Return the Touch Writer Booth to the Canvas Transport Bag along with the Privacy Screens.</p>	<p>(20)</p> <p>Press the switches on the bottom right side of the printer to turn it off.</p>
<p>(21)</p> <p>Remove the printer power cord from the printer.</p>	<p>(22)</p> <p>Push the blue tab paper guide to the end of the tray.</p> <p>Place the printer into the Black plastic printer case.</p> <p>Validate the printer serial number matches the case serial number and return to ESC.</p>	<p>(23)</p> <p>Push the blue tab paper guide to the end of the tray.</p> <p>Place the printer into the Black plastic printer case.</p> <p>Validate the printer serial number matches the case serial number and return to ESC.</p>	<p>(24)</p> <p>Push the blue tab paper guide to the end of the tray.</p> <p>Place the printer into the Black plastic printer case.</p> <p>Validate the printer serial number matches the case serial number and return to ESC.</p>	<p>(25)</p> <p>Push the blue tab paper guide to the end of the tray.</p> <p>Place the printer into the Black plastic printer case.</p> <p>Validate the printer serial number matches the case serial number and return to ESC.</p>

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

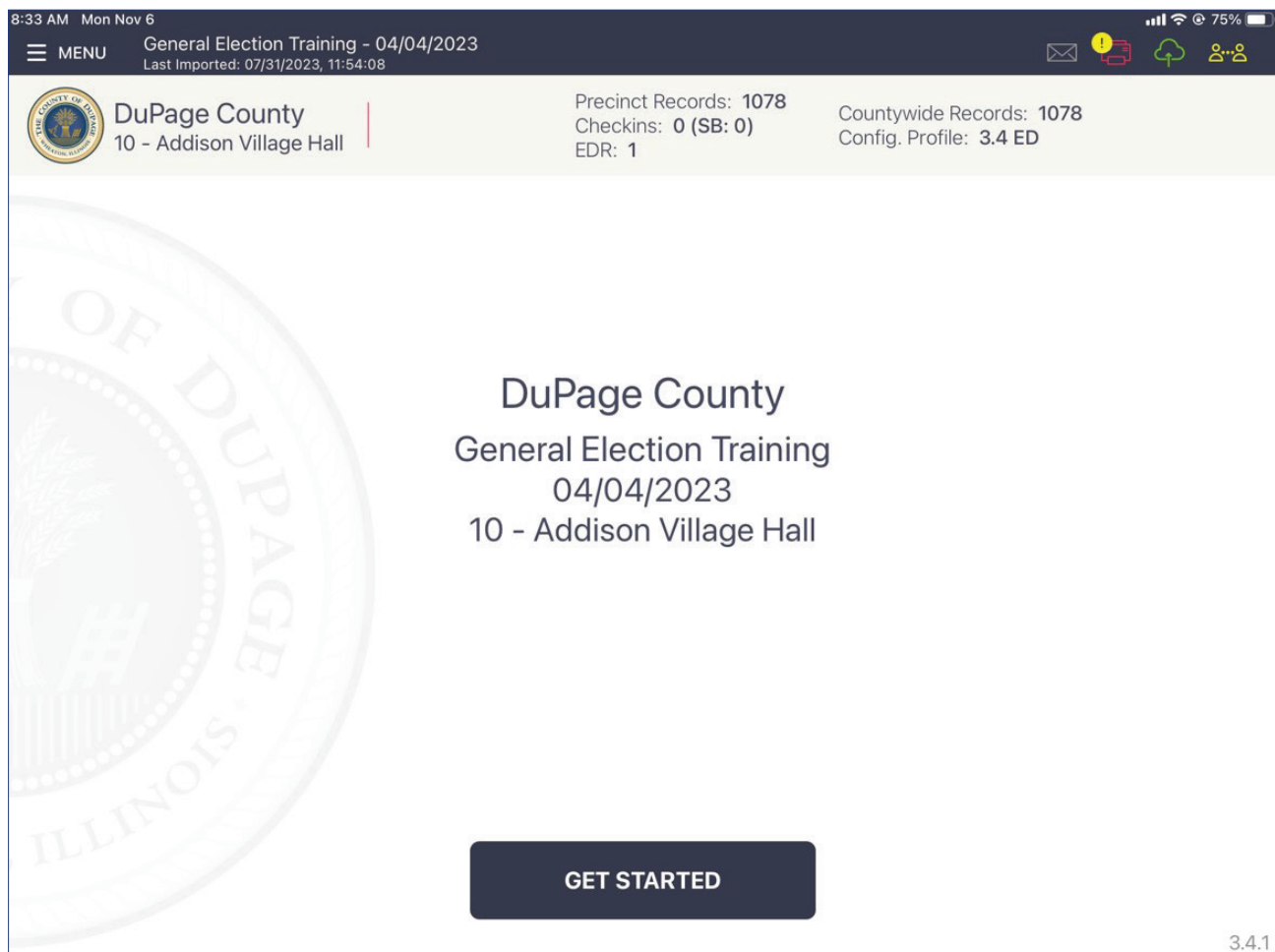
OPEN THE POLLS

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.

12:36 PM Mon Nov 6

MENU General Election Training - 04/04/2023
Last Imported: 07/31/2023, 11:54:08

DuPage County
10 - Addison Village Hall

Precinct Records: 1084
Checkins: 0 (SB: 0)
EDR: 1

START OVER

Last Name First Name Search ADVANCED SEARCH

1 2 3 4 5 6 7 8 9 0
Q W E R T Y U I O P

@ # \$ % & * () ' " search
A S D F G H J K L

↑ % - + = / ; : ! ? ↑
Z X C V B N M , .

.?123 .?123

Election Day—Processing Voters

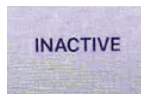
VOTER CHECK IN

The matching voters will populate on the screen below.

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

The screenshot shows a mobile application interface for DuPage County election training. At the top, the status bar shows the time as 12:45 PM on Monday, November 6, with a battery level of 95%. The app header includes a menu icon, the title "General Election Training - 04/04/2023", and the last import date "Last Imported: 07/31/2023, 11:54:08". The main header displays the DuPage County logo, the location "10 - Addison Village Hall", and summary statistics: "Precinct Records: 1084", "Checkins: 0 (SB: 0)", and "EDR: 1". A "START OVER" button is located in the top right corner. Below the header, there are two search input fields containing "DIT" and "MIK", a "Search" button, and an "ADVANCED SEARCH" button. A yellow banner indicates "SEARCH RESULTS: 1". The search result for "Ditka, Mike" is displayed, including his date of birth (01/27/1985), address (529 S President St, Wheaton, IL 60187), and voter ID (9999994). To the right of the name, it shows "Precinct: Bloomingdale 042", "Split Bloomingdale 042-0133", and "Ballot Style: Bloomingdale 042-0133".

VOTER STATUS



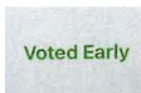
INACTIVE VOTER- FOLLOW POLL PAD PROMPTS



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.

12:45 PM Mon Nov 6
General Election Training - 04/04/2023
Last Imported: 07/31/2023, 11:54:08

 DuPage County
10 - Addison Village Hall

[GO BACK](#)

Voter Verification

Ditka, Mike
DOB: 01/27/1985
529 S President St, Wheaton, IL 60187
Precinct Bloomingdale 042, Split Bloomingdale
042-0133

[REGULAR BALLOT](#)

[RE-REGISTER](#)

If Voter information is correct, select Regular Ballot

If Voter information is incorrect and voter has moved from address or had a name change, select Re-Register

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**.

3:07 PM Thu Nov 16

MENU 2024 Primary Testing - 03/19/2024
Last Imported: 11/07/2023, 13:14:24

 DuPage County
100 - Illinois Sikh
Community Center

PARTY SELECTION


Choose your party and tap Accept button to continue.

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**.

12:46 PM Mon Nov 6
General Election Training - 04/04/2023
Last Imported: 07/31/2023, 11:54:08

 DuPage County
10 - Addison Village Hall

SIGNATURE CONFIRMATION GO BACK DONE SIGNING

Have voter sign and select DONE SIGNING.

Mike Ditka
529 S President St, Wheaton, IL 60187
Precinct: Bloomingdale 042 Split: Bloomingdale 042-0133

LISTEN TO OATH
CLEAR SIGNATURE

I hereby certify that I reside at and am registered from the address shown and am qualified to vote and that I have not previously voted in this election.

✕ _____


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**.

12:46 PM Mon Nov 6
General Election Training - 04/04/2023
Last Imported: 07/31/2023, 11:54:08

 DuPage County
10 - Addison Village Hall

JUDGE OF ELECTION CONFIRMATION


START OVER SUBMIT


CONFIRM THE VOTER'S INFORMATION


Mike Ditka
529 S PRESIDENT ST, WHEATON, IL 60187
Precinct: Bloomingdale 042 DOB: 01/27/1985
Split: Bloomingdale 042-0133 Voter ID: 9999994
Status: Active


Ballot Style: Bloomingdale 042-0133

Assistance Required Signature Capture

 REFRESH
Signature on File

 Signature on Election Day

 Initial

 Initial

Mark Provisional Update Registration

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**.



Touch anywhere on the screen to continue.

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**.

Mike Ditka
Signature on File


Signature on Election Day


EXAMPLE—SIGNATURES NOT MATCHING

Election Day—Processing Voters

CHALLENGED SIGNATURE—PROVISIONAL VOTING

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

11:27 AM Thu Dec 7
MENU Primary Training - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

 DuPage County
10 - Addison Village Hall

JUDGE OF ELECTION
CONFIRMATION


START OVER SUBMIT


CONFIRM THE VOTER'S INFORMATION

Mike Ditka
529 S PRESIDENT ST, WHEATON, IL 60187
Precinct: Bloomingdale 042 DOB: 01/27/1985
Split: Bloomingdale 042-0133 Voter ID: 9999994
Status: Active

Ballot Style: **Bloomingdale 042-0133**

Assistance Required Signature Capture


Signature on File


Signature on Election Day

Initial Initial

Mark Provisional Update Registration


Election Day—Processing Voters

CHALLENGED SIGNATURE—PROVISIONAL VOTING

PROVISIONAL VOTING

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

11:27 AM Thu Dec 7
MENU Primary Training - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

 DuPage County
10 - Addison Village Hall

PROVISIONAL CANCEL APPLY

Mike Ditka

Choose Reason Phone Number

Challenge Voter Phone Number

Details


0/255

Election Day—Processing Voters

CHALLENGED SIGNATURE—PROVISIONAL VOTING

⇒ Select, **SUBMIT**.

11:27 AM Thu Dec 7
MENU Primary Training - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

 DuPage County
10 - Addison Village Hall

JUDGE OF ELECTION
CONFIRMATION

START OVER SUBMIT


PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL


CONFIRM THE VOTER'S INFORMATION


Mike Ditka
529 S PRESIDENT ST, WHEATON, IL 60187
Precinct: Bloomingdale 042 DOB: 01/27/1985
Split: Bloomingdale 042-0133 Voter ID: 9999994
Status: Active


Ballot Style: **Bloomingdale 042-0133**

Assistance Required Signature Capture


Signature on File


Signature on Election Day


Initial


Initial

Mark Provisional Update Registration

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.

The screenshot shows a mobile application interface for DuPage County. At the top, the status bar shows the time as 11:27 AM on Thursday, December 7, with 100% battery. The app header includes a menu icon, the text 'MENU', and 'Primary Training - 04/04/2023' with a sub-note 'Last Imported: 11/28/2023, 15:35:47'. The main header features the DuPage County logo, the text 'DuPage County 10 - Addison Village Hall', and the title 'JUDGE OF ELECTION CONFIRMATION'. There are two buttons: 'START OVER' and 'SUBMIT'. Below the header, a red heading reads 'CONFIRM THE VOTER'S INFORMATION'. The voter's name 'Mike Ditka' is displayed, followed by his address: '529 S PRESIDENT ST, WHEATON, IL 60187'. Other details include 'Precinct: Bloomingdale 042', 'DOB: 01/27/1985', 'Split: Bloomingdale 042-0133', and 'Voter ID: 9999994'. His status is 'Active'. A 'Ballot Style: Bloomingdale 042-0133' is also shown. On the right side, there are two signature capture boxes. The top one is labeled 'Signature on File' and contains a 'REFRESH' button. The bottom one is labeled 'Signature on Election Day' and contains a handwritten signature. Below these are two empty boxes for 'Initial', each with a close button (X). At the bottom, there are two buttons: 'Mark Provisional' and 'Update Registration'. There are also two checkboxes: 'Assistance Required' and 'Signature Capture', both of which are currently unchecked.

Election Day—Processing Voters

CHALLENGED SIGNATURE—PROVIDE IDENTIFICATION

- ⇒ Voter must show one form of ID.
- ⇒ Voter must sign on the space provided.
- ⇒ Select **CONTINUE**.


The screenshot displays the DuPage County JUDGE OF ELECTION CONFIRMATION interface. A modal window titled "Signature Capture" is open, featuring a close button (X) in the top left and a "CONTINUE" button in the top right. The modal contains a text box with the instruction: "Voter must show one form of ID that has their new signature." To the right of this text are two buttons: "LISTEN TO OATH" and "CLEAR SIGNATURE". Below the text is a large white signature capture area with a black line and the text "Please sign" at the bottom. A handwritten signature is visible on the line. At the bottom of the modal is another close button (X). The background interface shows the DuPage County logo, the text "DuPage County" and "JUDGE OF ELECTION CONFIRMATION", and buttons for "START OVER" and "SUBMIT". The top of the screen displays "Primary Training - 04/04/2023" and "Last Imported: 11/28/2023, 15:35:47".

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

11:27 AM Thu Dec 7
MENU Primary Training - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

 DuPage County
10 - Addison Village Hall

JUDGE OF ELECTION
CONFIRMATION



START OVER SUBMIT


CONFIRM THE VOTER'S INFORMATION


Mike Ditka
529 S PRESIDENT ST, WHEATON, IL 60187
Precinct: Bloomingdale 042 DOB: 01/27/1985
Split: Bloomingdale 042-0133 Voter ID: 9999994
Status: Active

Ballot Style: Bloomingdale 042-0133

Assistance Required Signature Capture



Signature on Election Day


Initial


Initial

Mark Provisional Update Registration

Election Day—Processing Voters

CHALLENGED SIGNATURE—PROVIDE IDENTIFICATION

Processed Successfully.



Election Day—Registering A Voter

REGISTERING A VOTER

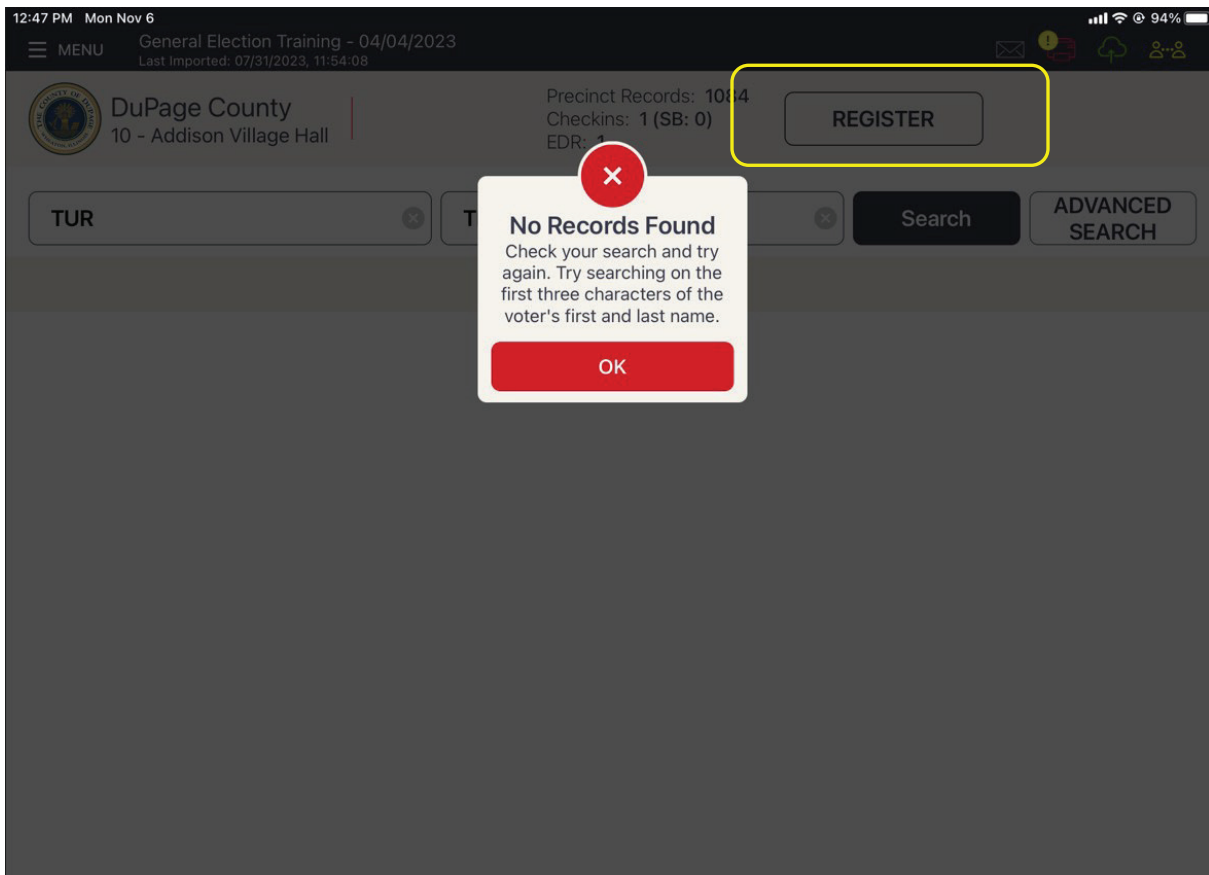
- ⇒ Before registering a new voter, check that they are not already registered in DuPage County.
- ⇒ Once you receive the **NO RECORDS FOUND** popup window, select **REGISTER** button at the top of the screen.

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.

12:47 PM Mon Nov 6 94%

< Previous Step Eligibility Verification X

1 2 3 4 5 6 7

Next

Please ask the Voter:

Ask the Voter

Will you be 18 years old by April 4, 2023?

Yes No

Ask the Voter

Are you a U.S. or Naturalized Citizen?

Yes No

Election Day—Registering A Voter

ELECTION DAY REGISTRATION

- ⇒ Carefully enter the Voter’s Name and Date of Birth.
- ⇒ Once complete, press **NEXT**.

The screenshot shows a mobile application interface for "Election Day Registration". At the top, the status bar displays "12:47 PM Mon Nov 6" and "94%" battery. The app header includes a "Previous Step" button, the title "Election Day Registration", and a close button. Below the header is a progress indicator with seven steps; steps 1 and 2 are highlighted in yellow. A green "Next" button is positioned to the right of the progress indicator. The main content area is titled "Enter Voter Information" and contains the following fields:

TINA		TURNER
First Name *	Middle Name	Last Name *
11/06/1975		
Date of Birth *	Custom Party Name	

* Indicates a required field

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.*

2:00 PM Tue Nov 21

Previous Step **Voter Address** X

Address Type ▾

1 2 3 4 5 6 7

Next

529 PRE

House # * Pre Direction Street Type Post Direction

529 S President St, Wheaton IL 60187

Unit Type Unit Number City * State * Zip *

CLEAR FORM

* Indicates a required field

Q W E R T Y U I O P

@ # \$ % & * () ' " return

A S D F G H J K L

↑ % Z X C V B N M ! , ? ↑

.?123 .?123

Election Day—Registering A Voter

VOTER ADDRESS

- ⇒ Confirm the populated information is correct with Voter.
- ⇒ Press **NEXT**.

12:48 PM Mon Nov 6 93%

[← Previous Step](#) Voter Address ✕

Address Type ▾ 1 2 3 4 5 6 7 Next

529	S	PRESIDENT	ST	
House # *	Pre Direction	Street Name *	Street Type	Post Direction
▼		WHEATON	IL	60187
Unit Type	Unit Number	City *	State *	Zip *

CLEAR FORM

* Indicates a required field

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.

The screenshot shows a mobile application interface for 'Registration Identification'. At the top, there is a status bar with the time '12:49 PM Mon Nov 6' and battery level '93%'. Below the status bar, there is a navigation bar with a back arrow, the text 'Previous Step', the title 'Registration Identification', and a close 'X' icon. A progress indicator shows eight steps, with steps 1 through 5 highlighted in yellow. A 'Next' button is located on the right side. The main content area features a dropdown menu with the following options: 'IL Driver's License', 'IL ID Card', and 'NO ID - must provide last four of SSN'. A red asterisk and the text '* Indicates a required field' are positioned to the right of the dropdown menu.

⇒ Type the ID number into the gray box.

⇒ Press NEXT.

The screenshot shows the same mobile application interface, but now the 'IL Driver's License' option is selected in the dropdown menu. Below the dropdown, the text 'ID Types *' is displayed. A gray input field contains the number 'T1111111111' and a close 'X' icon. Below the input field, the text 'IL Driver's license number or IL ID card number *' is displayed. A red asterisk and the text '* Indicates a required field' are positioned to the right. The 'Next' button is now highlighted in green.

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**.

12:50 PM Mon Nov 6 93%

< Previous Step Residency Verification X

1 2 3 4 5 6 7 8 Next

Two Documents with Current Name & Address

Primary ID *

I have an Illinois Driver's License

Document with Current Name and Address *

I have a Utility Bill

Document with Current Name or Address *

* Indicates a required field

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**.

1:49 PM Wed Dec 27

← Previous Step **Voter Signature of Confirmation** ×

1 2 3 4 5 6 7 8

Next

Please Confirm Voter Information

TINA TURNER
11/06/1975
Residential: 529 S PRESIDENT ST, WHEATON, IL 60187
ID Type: IL Driver's License
ID Number: T111111111111
Precinct: Addison 007 Split: Addison 007-0215

LISTEN TO OATH

Clear Signature

"I hereby swear or affirm that I am a citizen of the United States; that on the date of this election I have resided in the State of Illinois and in the election precinct in which I reside 30 days, and that I intend that this location shall be my residence; that I am fully qualified to vote; that I have not previously voted in this election, and that the above statements are true to the best of my knowledge under penalty of perjury. If I have provided false information, then I may be fined, imprisoned, or if I am not a U.S. Citizen, deported from or refused entry into the United States."

× _____

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**.

12:50 PM Mon Nov 6

← Previous Step Poll Worker Signature of Confirmation X

1 2 3 4 5 6 7 8

Submit

Please Confirm Voter Information

TINA TURNER
11/06/1975
Residential: 529 S PRESIDENT ST, WHEATON, IL 60187
ID Type: IL Driver's License
ID Number: T1111111111
Residency Verification: I have an Illinois Driver's License
Precinct: Addison 007 Split: Addison 007-0215

Clear Signature

Initial
MK

- ⇒ Press **ACCEPT**.

12:50 PM Mon Nov 6

← Previous Step Poll Worker Signature of Confirmation X

1 2 3 4 5 6 7 8

Submit

Please Confirm Voter Information

TINA TURNER
11/06/1975
Residential: 529 S PRESIDENT ST, WHEATON, IL 60187
ID Type: IL Driver's License
ID Number: T1111111111
Residency Verification: I have an Illinois Driver's License
Precinct: Addison 007 Split: Addison 007-0215

Clear Signature

Initial
MK


Added
TINA TURNER
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.

12:51 PM Mon Nov 6
General Election Training - 04/04/2023
Last Imported: 07/31/2023, 11:54:08

 DuPage County
10 - Addison Village Hall

JUDGE OF ELECTION CONFIRMATION


START OVER SUBMIT


CONFIRM THE VOTER'S INFORMATION


Tina Turner
529 S PRESIDENT ST, WHEATON, IL 60187
Precinct: Addison 007 DOB: 11/06/1975
Split: Addison 007-0215
Status: Active

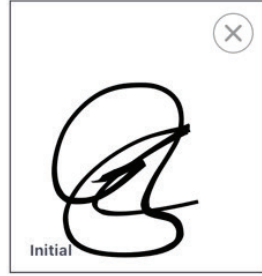
Ballot Style: Addison 007-0215

Assistance Required Signature Capture

 REFRESH
Signature on File

 Signature on Election Day

 Initial

 Initial

Mark Provisional Update Registration

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**.

12:52 PM Mon Nov 6
General Election Training - 04/04/2023
Last Imported: 07/31/2023, 11:54:08

DuPage County
10 - Addison Village Hall

[GO BACK](#)

Voter Verification

Bridges, Jeff
DOB: 12/11/1952
1354 E Groton Ln, Wheaton, IL 60189
Precinct Milton 086, Split Milton 086-0438

If Voter information is correct, select Regular Ballot

If Voter information is incorrect and voter has moved from address or had a name change, select Re-Register

[REGULAR BALLOT](#)


[RE-REGISTER](#)

Election Day—Updating A Voter's Registration

JUDGE OF ELECTION CONFIRMATION

⇒ Select **UPDATE REGISTRATION**.

12:51 PM Mon Nov 6
General Election Training - 04/04/2023
Last Imported: 07/31/2023, 11:54:08

 DuPage County
10 - Addison Village Hall

JUDGE OF ELECTION CONFIRMATION


START OVER SUBMIT


CONFIRM THE VOTER'S INFORMATION


Tina Turner
529 S PRESIDENT ST, WHEATON, IL 60187
Precinct: Addison 007 DOB: 11/06/1975
Split: Addison 007-0215
Status: Active

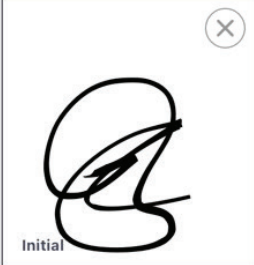
Ballot Style: Addison 007-0215

Assistance Required Signature Capture

 REFRESH
Signature on File

 Signature on Election Day

 Initial

 Initial

Mark Provisional 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.

12:53 PM Mon Nov 6

12:53 PM Mon Nov 6 91%

Previous Step Election Day Registration X

1 2 3 4 5 6 Next

Enter Voter Information

Jeff Bridges

First Name * Middle Name Last Name * Suffix

12/11/1952

Date of Birth * Custom Party Name

* Indicates a required field

⇒ Update the record, press **NEXT**.

12:53 PM Mon Nov 6

12:53 PM Mon Nov 6 91%

Previous Step Voter Address X

Address Type v 1 2 3 4 5 6 Next

1354 E Groton Ln

House # Suffix Pre Direction Street Name * Street Type Post Direction

Unit Number City State Zip *

Wheaton IL 60189

CLEAR FORM

* Indicates a required field

Election Day—Updating A Voter’s Registration

REGISTRATION IDENTIFICATION

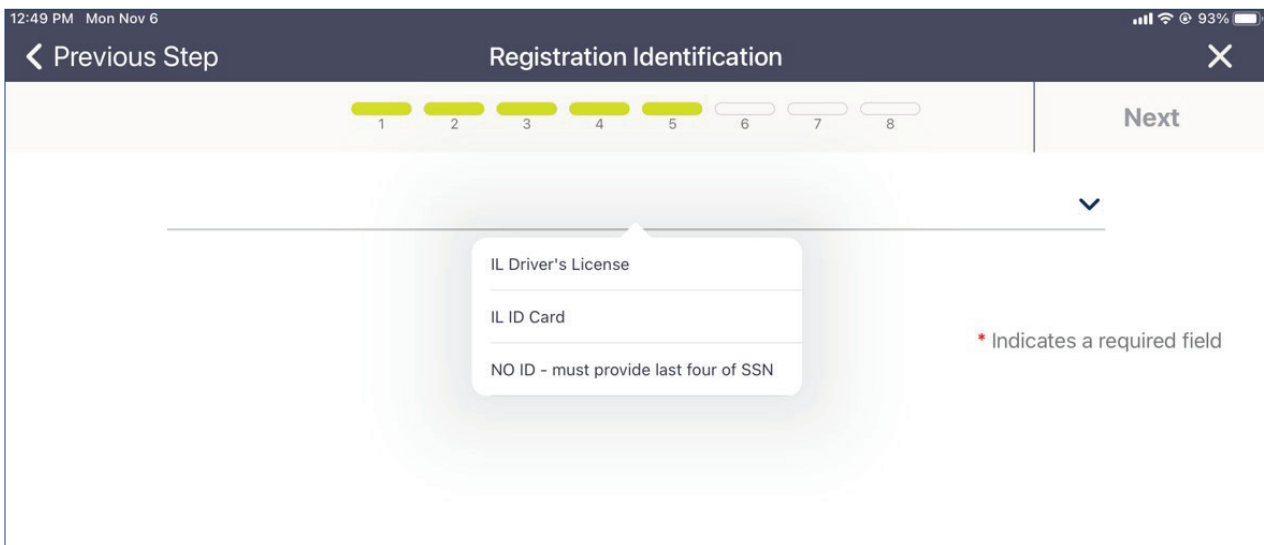
The same policies and procedures apply for both **new** and **updated registrations**.

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.

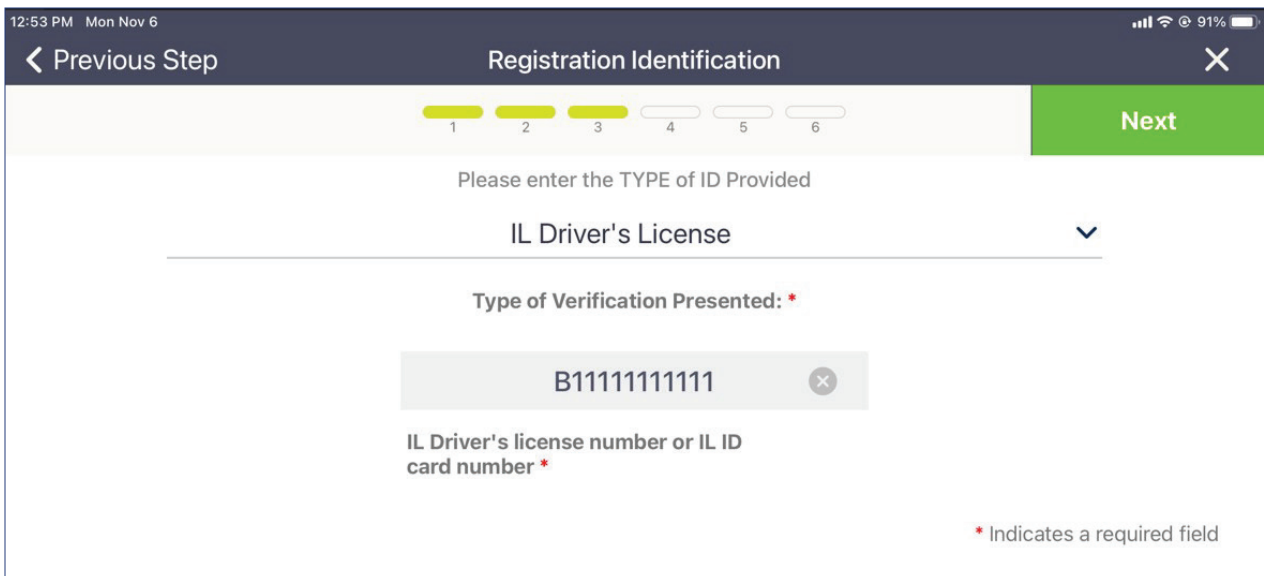
A Voter is not required to show you any of these ID’s, however they must provide the number.

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**.

12:53 PM Mon Nov 6

Residency Verification

1 2 3 4 5 6

Next

Two Documents with Current Name & Address

Primary ID *

I have a Social Security Card

Document with Current Name and Address *

I have a Civic, Union, or Professional Membership Card

Document with Current Name or Address *

* Indicates a required field

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**.

12:54 PM Mon Nov 6

← Previous Step Election Judge Confirmation X

1 2 3 4 5 6


Submit

Please confirm all of this.

Jeff Bridges
12/11/1952
Residential: 1354 E Groton Ln, Wheaton, IL 60189
ID Type: IL Driver's License
ID Number: B1111111111
Residency Verification: I have a Social Security Card
Precinct: Milton 086 Split: Milton 086-0438

Clear Signature

Initial



- ⇒ Press, **ACCEPT**.

12:54 PM Mon Nov 6

← Previous Step Election Judge Confirmation X

1 2 3 4 5 6


Submit

Please confirm all of this.

Jeff Bridges
12/11/1952
Residential: 1354 E Groton Ln, Wheaton, IL 60189
ID Type: IL Driver's License
ID Number: B1111111111
Residency Verification: I have a Social Security Card
Precinct: Milton 086 Split: Milton 086-0438

Clear Signature

Initial



Updated
Jeff Bridges


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.

3:38 PM Tue Nov 28
MENU Primary Training - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

 DuPage County
100 - Illinois Sikh
Community Center

GO BACK

Inactive

Flintstone, Fred

DOB: 05/12/1952
421 N County Farm Rd, Wheaton, IL 60187
Precinct Lisle 113, Split Lisle 113-0887

Voter is showing as Inactive.

Voter has not moved, and must show one (1) acceptable hard copy form of ID with current name and address. Select ID Presented.

Voter has moved, Voter must present two (2) acceptable hard copy forms of ID. One (1) with voter's current name and current address and one (1) with voter's current name or address. Select Re-register.

If voter does not present IDs, voter must be processed provisionally. Select No IDs Presented.

SCROLL DOWN TO VIEW ACCEPTABLE ID TYPES

IDS PRESENTED

RE-REGISTER VOTER

NO IDS PRESENTED

Election Day—Inactive Voter Check In

INACTIVE VOTERS

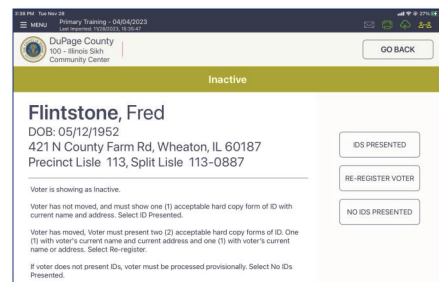
⇒ Review the scenarios below and select **IDS PRESENTED**, **RE-REGISTER VOTER** or **NO IDS PRESENTED** on the screen.

SCENARIO	VOTER	ELECTION JUDGE
Voter's name and address on ID matches Voter Registration	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Update Voter Registration. Registration updates require two acceptable hard copy forms of ID. (1) with voter's current name <u>and</u> current address and (1) with voter's current name <u>or</u> address. Check In and Vote. 	Select RE-REGISTER VOTER
Voter does not have any ID	<ul style="list-style-type: none"> 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 not 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**.

2:32 PM Mon Dec 4
Primary Training - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

MENU

 DuPage County
10 - Addison Village Hall

GO BACK

Process Provisionally

Mahomes, Patrick

DOB: 09/17/1995
119 N Otsego Ct, Bloomingdale, IL 60108
Precinct Bloomingdale 044, Split Bloomingdale
044-0135

OK

Voter is voting a provisional ballot.

Please make sure that the voter DOES NOT feed the ballot through the Verity Scanner.
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**.


The screenshot shows a mobile application interface for a primary election. At the top, the status bar displays the time as 1:59 PM on Tuesday, November 21, and the battery level at 89%. The app header includes a menu icon, the text '2024 Primary Testing - 03/19/2024', and 'Last Imported: 11/07/2023, 13:14:24'. Below the header, the DuPage County logo is visible on the left, followed by the text 'DuPage County' and '100 - Illinois Sikh Community Center'. The main title 'PARTY SELECTION' is centered, with 'GO BACK' and 'ACCEPT' buttons to its right. A red banner across the screen contains the word 'PROVISIONAL' repeated five times. Below the banner, the instruction 'Choose your party and tap Accept button to continue.' is displayed. Two buttons, 'Democratic' and 'Republican', are positioned below the instruction.

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**.

2:32 PM Mon Dec 4
MENU Primary Training - 04/04/2023
Last Imported: 11/28/2023, 15:35:47


 DuPage County
10 - Addison Village Hall

SIGNATURE CONFIRMATION

PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL

Have voter sign and select DONE SIGNING.

Patrick Mahomes
119 N Otsego Ct, Bloomingdale, IL 60108
Precinct: Bloomingdale 044 Split: Bloomingdale 044-0135



I hereby certify that I reside at and am registered from the address shown and am qualified to vote and that I have not previously voted in this election.

✕ _____


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**.

3:50 PM Tue Nov 28
Primary Training - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

 DuPage County
100 - Illinois Sikh
Community Center

JUDGE OF ELECTION CONFIRMATION

START OVER SUBMIT


PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL PROVISIONAL


CONFIRM THE VOTER'S INFORMATION


Patrick Mahomes
119 N OTSEGO CT, BLOOMINGDALE, IL 60108
Precinct: Bloomingtondale 044 DOB: 09/17/1995
Split: Bloomingtondale 044-0135 Voter ID: 9999990
Status: Active


Ballot Style: Bloomingtondale 044-0135

Assistance Required Signature Capture

 REFRESH
Signature on File

 Signature on Election Day

 Initial

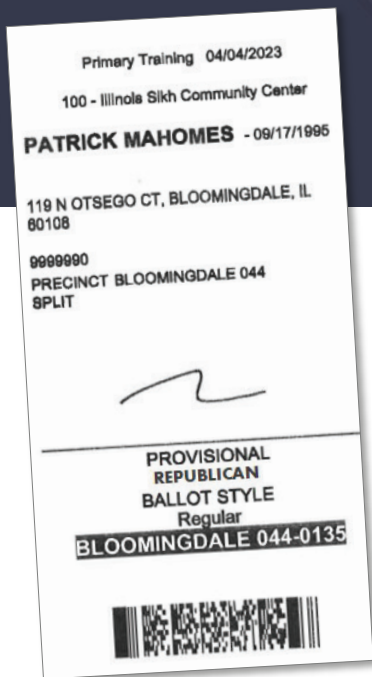
 Initial

Mark Provisional Update Registration

Election Day—Processing Provisionally

PROVISIONAL VOTER PROCESSED SUCCESSFULLY

⇒ PROVISIONAL RECEIPT will print.



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.

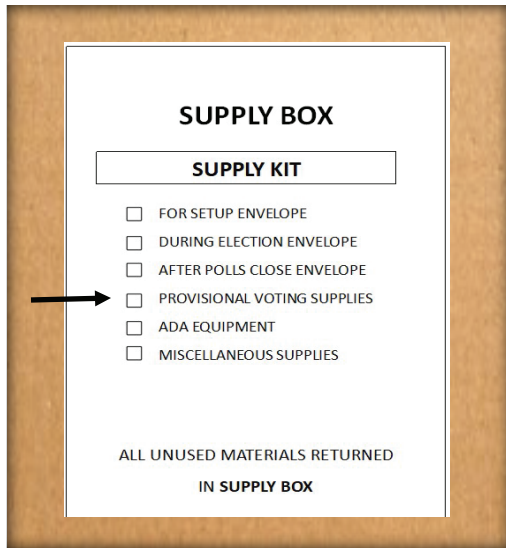
Do **NOT** place receipt in the
Voter Authorization Receipt Box.
Proceed to following pages for instructions.

Election Day—Processing Provisionally

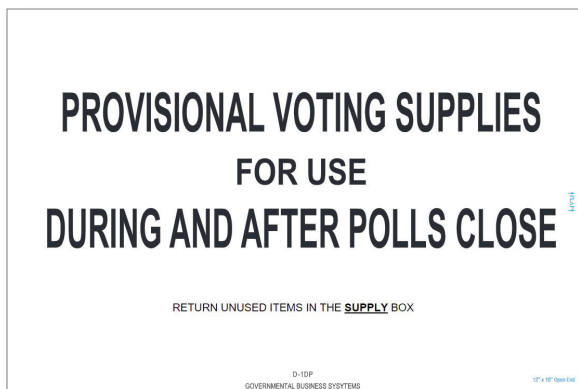
PROVISIONAL VOTER SUPPLIES

⇒ 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/Declaración Provisional

To be completed by voter *Para ser llenado por el elector*
(Please print) (Por favor escriba en letra de imprenta)

Section 1

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

POLL ID: _____ TWP: _____ PCT: _____

County Name: _____ Precinct Name: _____ Municipality Name: _____

Legal Description: _____ Assessor's Parcel ID Number: _____ Age Number: _____ City or Village: _____ Zip Code: _____

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

Estado de Illinois, Condado de DuPage: Yo juro solemnemente (o afirmo) que soy ciudadano(a) de los Estados Unidos, tengo la edad requerida, he estado viviendo en el Estado de Illinois y en el distrito electoral al cual estoy votando por 30 días antes de celebrarse esta elección; no he votado en esta elección, ni un votador calificado en este condado en todos los aspectos y estoy habiendo votado en esta elección.

Signature of Voter: _____

Signature of Judge of Election: _____

To be completed by Election Judge *Para ser llenado por el jefe de Elección*

Section 2

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

POLL ID: _____ Township: _____ Precinct: _____ Provisional Ballot Style: _____ Date of Election: _____

If a PRIMARY - mark Party Ballot given to voter. If a PRIMARY - marcar Partido Ballot given to voter. If a PRIMARY - marcar Partido Ballot given to voter. If a PRIMARY - marcar Partido Ballot given to voter.

VALID INVALID

PROVISIONAL AFFIDAVIT ENVELOPE 1

Section 2

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

POLL ID: _____ Township: _____ Precinct: _____ Provisional Ballot Style: _____ Date of Election: _____

If a PRIMARY - mark Party Ballot given to voter. If a PRIMARY - marcar Partido Ballot given to voter. If a PRIMARY - marcar Partido Ballot given to voter. If a PRIMARY - marcar Partido Ballot given to voter.

VALID INVALID

PROVISIONAL BALLOT CARRIER POUCH

PROVISIONAL AFFIDAVIT ENVELOPE 2

AFFIX POLLING PLACE LABEL HERE

RETURN IN BLUE ROLLING CASE

PROVISIONAL BALLOT CARRIER POUCH

Provisional ballots to be returned to the Election Division

GENERAL REPUBLICAN DEMOCRATIC GREEN NONPARTISAN OTHER

TO BE USED AFTER THE POLLS CLOSE TO RETURN THE PROVISIONAL BALLOTS BACK TO THE ELECTION DIVISION

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 <small>(circle one) JR SR I II III IV V (marque con un círculo)</small>	First Name <small>Primer Nombre</small>	Middle Initial <small>Inicial del Segundo Nombre</small>	Telephone Number <small>Número de Teléfono</small> () - -	
Legal Residence <small>Residencia Legal (DO NOT GIVE P.O. BOX) (NO COLOCAR EL APARTADO DE CORREO)</small>	House Number & Street Name <small>Número de la Casa y Nombre de la Calle</small>	Apt. Number <small>Número del Apto.</small>	City or Village <small>Ciudad o Pueblo</small>	Zip Code <small>Código Postal</small>
Date of Birth (MM/DD/YY) <small>Fecha de Nacimiento (MES/DIA/AÑO)</small>	Social Security Number (or last four digits) <small>Número del Seguro Social (o últimos cuatro dígitos)</small>	-OR- <small>-O-</small>	IL Driver's License Number <small>Número de la Licencia de Conducir de Illinois</small>	-OR- <small>-O-</small> IL State I.D. Card Number <small>Número de Identificación Estatal de Illinois</small>

State of Illinois, County or 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 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

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 extendió 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 regresó 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

Election Division USE ONLY Solo para USO de la Comisión Electoral

Clerk's Initials	
Determination	
Valid <input type="checkbox"/>	<input type="checkbox"/>
Invalid <input type="checkbox"/>	<input type="checkbox"/>
E.C.	S.B.E.
S.O.S.	S.O.S.

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

1
WRITE LEGIBLY

Last Name <small>(circle one) JR SR I II III IV V</small> Apellido <small>(marque con un círculo)</small>	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) <small>(NO COLOCAR EL APARTADO DE CORREO)</small>	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/DÍA/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 - -		

- 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

2

Date / Fecha

Signature of Voter
Firma del Elector

1 Provisional Affidavit/Declaración Provisional
completed by voter Para ser llenado por el elector
(votar en papel) (por favor escribir en letra de imprenta)

Envelope 1

Judge of Election MUST complete this section / El Jefe de Elección DEBE completar esta sección

POLL ID: TWP. PCT.

Apellido <small>(marque con un círculo)</small>	Primer Nombre	Inicial del Segundo Nombre	Número de Teléfono	
Legal Residence Residencia Legal (DO NOT GIVE P.O. BOX) <small>(NO COLOCAR EL APARTADO DE CORREO)</small>	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/DÍA/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 - -	IL State I.D. Card Number Número de Identificación Estatal de Illinois - -

I am an Illinois citizen or have acquired citizenship by naturalization and I am a resident of the State of Illinois and I am at least 18 years of age on Election Day. I am not a member of the armed forces of the United States and I am not a member of the Illinois National Guard. I have not been convicted of a crime involving moral turpitude. I have not been convicted of a crime involving the sale of alcohol, the sale of controlled substances, or the sale of firearms. I have not been convicted of a crime involving the sale of securities. I have not been convicted of a crime involving the sale of real estate. I have not been convicted of a crime involving the sale of a vehicle. I have not been convicted of a crime involving the sale of a business. I have not been convicted of a crime involving the sale of a profession. I have not been convicted of a crime involving the sale of a service. I have not been convicted of a crime involving the sale of a franchise. I have not been convicted of a crime involving the sale of a partnership. I have not been convicted of a crime involving the sale of a joint venture. I have not been convicted of a crime involving the sale of a trust. I have not been convicted of a crime involving the sale of a partnership. I have not been convicted of a crime involving the sale of a joint venture. I have not been convicted of a crime involving the sale of a trust.

I am at least 18 years of age on Election Day. I am not a member of the armed forces of the United States and I am not a member of the Illinois National Guard. I have not been convicted of a crime involving moral turpitude. I have not been convicted of a crime involving the sale of alcohol, the sale of controlled substances, or the sale of firearms. I have not been convicted of a crime involving the sale of securities. I have not been convicted of a crime involving the sale of real estate. I have not been convicted of a crime involving the sale of a vehicle. I have not been convicted of a crime involving the sale of a business. I have not been convicted of a crime involving the sale of a profession. I have not been convicted of a crime involving the sale of a service. I have not been convicted of a crime involving the sale of a franchise. I have not been convicted of a crime involving the sale of a partnership. I have not been convicted of a crime involving the sale of a joint venture. I have not been convicted of a crime involving the sale of a trust.

2 Date / Fecha

3 Signature of Voter
 Firma del Elector

Signature of Election Judge

Firma del Jefe de Elección

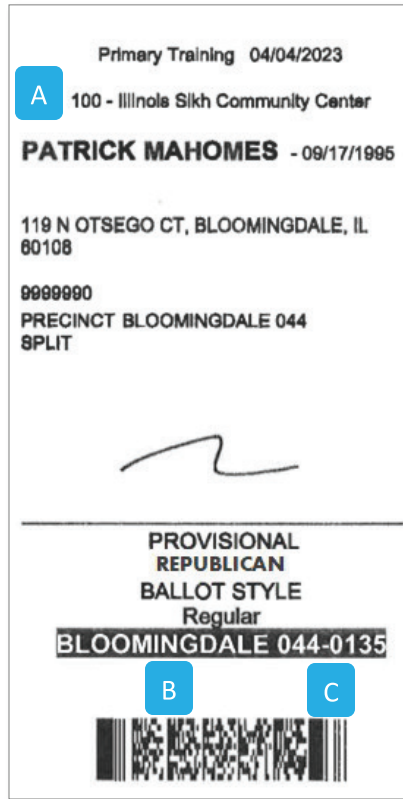
Election Day—Processing Provisionally

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



Judge of Election MUST complete this section / El Juez de Elección DEBE completar esta sección

POLL ID: 100 TWP. Bloomington PCT. 044-0135

Envelope 1

Judge of Election MUST complete this section / El Juez de Elección DEBE completar esta sección

POLL ID: TWP. PCT.

Last Name <small>(Apellido)</small>	First Name <small>(Primer Nombre)</small>	Middle Initial <small>(Inicial del Segundo Nombre)</small>	Telephone Number <small>(Número de Teléfono)</small>
Legal Residence <small>(Residencia Legal)</small>	House Number & Street Name <small>(Número de la Casa y Nombre de la Calle)</small>	Apt. Number <small>(Número del Apto.)</small>	City or Village <small>(Ciudad o Pueblo)</small>
Date of Birth <small>(Fecha de Nacimiento)</small>	Social Security Number <small>(Número de Seguro Social)</small>	OR	IL Driver's License Number <small>(Número de la Licencia de Conducir de Illinois)</small>
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.		Signature of Voter <small>(Firma del Elector)</small>	

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 otorgar la Boleta Provisional (marcar todas las que apliquen)

- 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 challenged and sustained by a majority of the Judges
- Court order extended voting hours
- Unable to provide required I.D.
- Name on list of voters who voted during the early voting period
- Received Vote by Mail ballot but not returned to Election Division
- Voter attempted to register on election day but failed to provide the necessary documentation

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: Party of the Party

Signature of Judge of Election
(Firma del Juez de la Elección)

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:

Provisional Affidavit/Declaración Provisional		Envelope 1		Judge of Election MUST complete this section / El Juez de Elección DEBE completar esta sección	
To be completed by voter Para ser llenada por el elector (please print) (por favor escribir en letra de imprenta)		POLL ID: TWP. PCT.			
Last Name (circle one) JR SR I II III IV V Apellido (marque con un círculo)	First Name Primer nombre	Middle Initial Inicial del Segundo Nombre	Telephone Number Número de Teléfono		
Legal Residence (DO NOT GIVE P.O. BOX) (NO COLOCAR EL ABITADO 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/YYYY) Fecha de Nacimiento (MM/DD/AAAA)	Social Security Number (or last four digits) Número de Seguro Social (o últimos cuatro dígitos)	-OR- -	IL Driver's License Number Número de la Licencia de Conducir de Illinois	-OR- -	IL State I.D. Card Number Número de Identificación Estatal de Illinois
<p>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.</p> <p>Estado de Illinois, Condado de DuPage: Yo juro solemnemente (o afirmo) que: soy 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.</p>					
<p>At minimum, you are required to include either: Por lo mínimo, usted debe incluir cualquiera de éstos:</p> <p>(A) The last 4 digits of your Social Security number or Los últimos cuatro dígitos de su número de Seguro Social o</p> <p>(B) Your IL Driver's License number or Su número de Licencia de Conducir de Illinois o</p> <p>(C) Your IL State I.D. card number Su número de Identificación del Estado de Illinois</p>					
Date / Fecha			Signature of Voter Firma del Elector		
<p>To be completed by Election Judge Para ser llenado por el Juez de la Elección</p> <p>Reason for Provisional Ballot (check all that apply) Razón para obtener la Boleta Provisional (marcar todas las que apliquen)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Name not on list of registered voters for precinct and refused to register at the polling place or another grace period site <input type="checkbox"/> Voter's status challenged and sustained by a majority of the judges <input type="checkbox"/> Court order extended voting hours <input type="checkbox"/> Unable to provide required I.D. <input type="checkbox"/> Name on list of voters who voted during the early voting period <input type="checkbox"/> Received Vote by Mail ballot but not returned to Election Division <input type="checkbox"/> Voter attempted to register on election day but failed to provide the necessary documentation 			<p>IF A PRIMARY - mark Party Ballot given to voter SI UNA PRIMARIA, marque la Boleta del Partido otorgado al elector</p> <p>I request a ballot for: Yo solicito una boleta para:</p> <p>_____ Party el Partido</p>		
<p>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:</p>			<p>Signature of Judge of Election Firma del Juez de la Elección</p>		

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

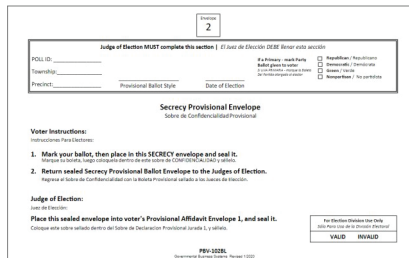
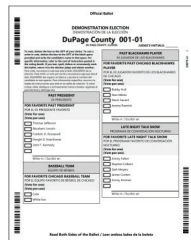
Signature of Judge of Election
Firma del Juez de la Elección

Provisional Affidavit/Declaración Provisional				Envelope	Judge of Election MUST complete this section / El Juez de Elección DEBE completar esta sección		
To be completed by voter Para ser llenada por el elector (please print) (por favor escribir en letra de imprenta)				1	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/DÍA/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		
<p>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.</p> <p>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.</p>							
<p>At minimum, you are required to include either: Por lo mínimo, usted debe incluir cualquiera de éstos:</p> <p>(A) The last 4 digits of your Social Security number or Los últimos cuatro dígitos de su número de Seguro Social o</p> <p>(B) Your IL Driver's License number or Su número de Licencia de Conducir de Illinois o</p> <p>(C) Your IL State I.D. card number Su número de Identificación del Estado de Illinois</p>							
				Date / Fecha			
				Signature of Voter Firma del Elector			
<p>To be completed by Election Judge Para ser llenada por el Juez de la Elección</p> <p>Reason for Provisional Ballot (check all that apply) Razón para obtener la Boleta Provisional (marcar todas las que aplican)</p> <p><input type="checkbox"/> 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 negó a inscribirse en el lugar de votación o durante el período de gracia.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Court order extended voting hours Una orden de la corte extendió las horas de votación</p> <p><input type="checkbox"/> Unable to provide required I.D. No puede proporcionar la identificación requerida</p> <p><input type="checkbox"/> 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</p> <p><input type="checkbox"/> Received Vote by Mail ballot but not returned to Election Division. Recibió una boleta de voto por correo pero no la regresó a la División Electoral</p> <p><input type="checkbox"/> 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.</p>					<p>A</p> <p>IF A PRIMARY - mark Party Ballot given to voter <i>SI UNA PRIMARIA - marque la Boleta del Partido otorgado al elector</i></p> <p>I request a ballot for: <i>Yo solicito una boleta para:</i></p> <p>_____ Party <i>el Partido</i></p>		
<p>B</p> <p>_____</p> <p>Signature of Judge of Election <i>Firma del Juez de la Elección</i></p>					<p>Election Division USE ONLY Solo para usar de la Comisión Electoral</p> <p>Clerk's Initials</p> <p>Determination</p> <p>Invalid <input type="checkbox"/> <input type="checkbox"/></p> <p>Valid <input type="checkbox"/> <input type="checkbox"/></p> <p>E.C. <input type="checkbox"/></p> <p>S.B.E. <input type="checkbox"/></p> <p>S.O.S. <input type="checkbox"/></p>		
<p>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:</p>							

Election Day—Processing Provisionally

PROCESS PROVISIONALLY

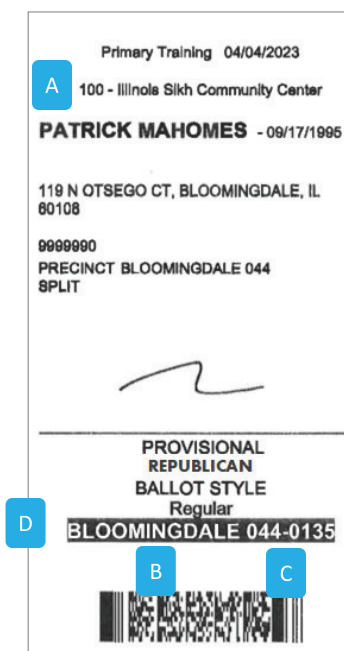
- ⇒ Scan the **PROVISIONAL RECEIPT** to print the **PROVISIONAL BALLOT**.
- ⇒ Hand both the **PROVISIONAL BALLOT** and **SECRECY PROVISIONAL ENVELOPE 2** to the Voter.



- ⇒ Voter takes both the **PROVISIONAL BALLOT** and **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 not feed ballot into Verity Scan. Do not 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: <u>100</u>			
Township: <u>Bloomingtondale</u>	<u>Bloomingtondale 044-0135</u>	<u>4/4/23</u>	If a Primary - mark Party Ballot given to voter Si UNA PRIMARIA - marque la Boleta Del Partido otorgada al elector
Precinct: <u>044-0135</u>	Provisional Ballot Style	Date of Election	<input checked="" type="checkbox"/> Republican / Republicano <input type="checkbox"/> Democratic / Demócrata <input type="checkbox"/> Green / Verde <input type="checkbox"/> 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.

Provisional Affidavit/Declaración Provisional
 To be completed by voter. Please print name of address.
 (Muestra un ejemplo de cómo completarlo en el reverso)

Form PEV-154DP
 Revised August 2023

⇒ 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**.

Secrecy Provisional Envelope
 Sobre de Confidencialidad Provisional

Form PEV-152B
 Government of Puerto Rico, Election Division

PROVISIONAL REPUBLICAN BALLOT
 REPUBLICAN PARTY

Provisional Affidavit/Declaración Provisional
 To be completed by voter. Please print name of address.
 (Muestra un ejemplo de cómo completarlo en el reverso)

Form PEV-154DP
 Revised August 2023

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

PROVISIONAL BALLOT CARRIER POUCH

PROVISIONAL ballots to be returned to the Election Division

TO BE USED AFTER THE POLLS CLOSE TO RETURN THE PROVISIONAL BALLOTS BACK TO THE ELECTION DIVISION

PEV-154DP
 Revised August 2023

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.

The screenshot shows a mobile application interface for DuPage County. At the top, it displays the time (12:55 PM), date (Mon Nov 6), and page title (General Election Training - 04/04/2023). The DuPage County logo and address (10 - Addison Village Hall) are on the left. On the right, it shows precinct statistics: Precinct Records: 1085, Checkins: 1 (SB: 0), and EDR: 3, along with a REGISTER button. Below this is a search bar with 'WIL' and 'LIN' entered, a Search button, and an ADVANCED SEARCH button. The search results section shows one result for Lindsay Williams, with a gear icon for settings. Her details include birth date (08/25/1948), address (1N155 Tamarack Dr, Winfield, IL 60190), and voter ID (9999997). A red 'Mail Ballot Issued' message is displayed next to her name. To the right of the message, it lists precinct information: Precinct: Downers Grove 048, Split Downers Grove 048-0959, and Ballot Style: Downers Grove 048-0959.

⇒ 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**.

12:55 PM Mon Nov 6
General Election Training - 04/04/2023
Last Imported: 07/31/2023, 11:54:08

DuPage County
10 - Addison Village Hall

Vote By Mail Ballot Issued

Williams, Lindsay
DOB: 08/25/1948
1N155 Tamarack Dr, Winfield, IL 60190
Precinct Downers Grove 048, Split Downers Grove
048-0959

Voter has been issued a Vote By Mail ballot.

Voter has the ballot and wishes to surrender it. The surrendered ballot will not be counted and the voter will be issued an un-voted ballot to be voted today. Select Ballot Surrendered.

Voter has the ballot and wishes to drop-off the voted ballot and have it counted at the Election Division office. Refer voter to VBM drop box to drop off ballot.

Voter does not have the ballot, voter must be processed provisionally. Select Process Provisionally.

BALLOT SURRENDERED

PROCESS PROVISIONALLY

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.

The screenshot shows a mobile application interface for DuPage County. At the top, the status bar displays '12:55 PM Mon Nov 6' and 'General Election Training - 04/04/2023'. Below the status bar, there is a 'MENU' icon and the text 'DuPage County 10 - Addison Village Hall'. A 'GO BACK' button is located in the top right corner. The main heading is 'Vote By Mail Ballot Issued'. The voter's name is 'Williams, Lindsay', with a DOB of '08/25/1948' and address '1N155 Tamarack Dr, Winfield, IL 60190'. The precinct is 'Downers Grove 048, Split Downers Grove 048-0959'. On the right side, there are three buttons: 'BALLOT SURRENDERED' (highlighted with a red box), 'PROCESS PROVISIONALLY', and 'CLOSE'. Below the buttons, there are three paragraphs of text providing instructions for the voter's actions.

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.

12:55 PM Mon Nov 6
General Election Training - 04/04/2023
Last Imported: 07/31/2023, 11:54:08

MENU

DuPage County
10 - Addison Village Hall

GO BACK

Vote By Mail Ballot Issued

Williams, Lindsay
DOB: 08/25/1948
1N155 Tamarack Dr, Winfield, IL 60190
Precinct Downers Grove 048, Split Downers Grove 048-0959

BALLOT SURRENDERED

PROCESS PROVISIONALLY

CLOSE

Voter has been issued a Vote By Mail ballot.

Voter has the ballot and wishes to surrender it. The surrendered ballot will not be counted and the voter will be issued an un-voted ballot to be voted today. Select Ballot Surrendered.

Voter has the ballot and wishes to drop-off the voted ballot and have it counted at the Election Division office. Refer voter to VBM drop box to drop off ballot.

Voter does not have the ballot, voter must be processed provisionally. Select Process 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.

The screenshot shows a mobile application interface for DuPage County. At the top, the status bar displays the time (12:55 PM), date (Mon Nov 6), and battery level (90%). The app header includes a menu icon, the text 'MENU', and 'General Election Training - 04/04/2023' with a sub-header 'Last Imported: 07/31/2023, 11:54:08'. The DuPage County logo and name are on the left, with the address '10 - Addison Village Hall' below it. A 'GO BACK' button is on the right. A green banner reads 'Confirmation of Surrendered Vote by Mail Ballot'. The main content area displays the voter's name 'Williams, Lindsay', DOB '08/25/1948', and address '1N155 Tamarack Dr, Winfield, IL 60190'. The precinct is 'Downers Grove 048, Split Downers Grove 048-0959'. To the right are two buttons: 'ISSUE NEW BALLOT' and 'RE-REGISTER'. Below the voter information, a message states: 'Voter has the ballot and wishes to surrender it. The surrendered ballot will not be counted and the voter will be issued an un-voted ballot to be voted today.' A numbered list follows: '1. Affix green Void – Surrendered Ballot label to flap of Vote By Mail envelope.' and '2. Place said ballot in Spoiled Ballot Envelope.' Below the list, instructions are provided: 'If Voter information is correct, select Issue New Ballot' and 'If Voter information is incorrect and voter has moved from address or had a name change, select 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**.

← BACK Voter Oaths ×

REFUSE Please sign or refuse oath **ACCEPT AND SIGN**

Arteaga, Marco , DOB: 07/17/1964 LISTEN TO OATH
744 Spring Rd, Elmhurst, IL 60126 CLEAR SIGNATURE

I applied for and never received a vote by mail Ballot for this Election; or

I applied for and received a vote by mail Ballot for this Election and I have not completed or returned my Vote By Mail Ballot and I am surrendering said Ballot in order to vote today using an Official Ballot provided to me by the Election Authority; or

I applied for and received a vote by mail Ballot for this Election and I have not completed or returned my vote by mail Ballot and I do not have the Ballot to surrender in order to vote today using an Official Ballot provided to me by the Election Authority; or

A portion of the vote by mail Ballot was torn or mutilated; or

I completed and returned a vote by mail Ballot and was informed that the election authority did not receive that vote by mail ballot

×

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.

The screenshot shows the DuPage County Voter Check In app interface. At the top, it displays the time (12:57 PM), date (Mon Nov 6), and app title (General Election Training - 04/04/2023). The DuPage County logo and name are visible, along with the address (10 - Addison Village Hall). The app shows search filters for 'ART' and 'MAR', and a 'Search' button. Below the search filters, it indicates 'SEARCH RESULTS: 1'. The search result for Marco Arteaga is displayed, showing his name, date of birth (07/17/1964), address (744 Spring Rd, Elmhurst, IL 60126), and voter ID (9999998). A red 'Mail Ballot Returned' message is prominently displayed next to his name. To the right of the message, it shows the precinct (York 133), split precinct (Split York 133-0650), and ballot style (York 133-0650). A 'REGISTER' button is visible in the top right corner.

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**.

The screenshot shows a mobile application interface for DuPage County. At the top, the status bar displays the time as 12:57 PM on Monday, November 6, and the battery level at 90%. The app header includes a 'MENU' icon, the text 'General Election Training - 04/04/2023', and 'Last Imported: 07/31/2023, 11:54:08'. Below the header is the DuPage County logo and name, along with the address '10 - Addison Village Hall' and a 'GO BACK' button. A prominent red banner reads 'Vote By Mail Ballot Returned'. The main content area displays the voter's name 'Arteaga, Marco', their date of birth 'DOB: 07/17/1964', address '744 Spring Rd, Elmhurst, IL 60126', and precinct 'Precinct York 133, Split York 133-0650'. A horizontal line separates this information from a message: 'Voter was issued and returned a Vote By Mail ballot and may not vote again.' Below this message is a note: 'If voter maintains they have not voted, voter must be processed provisionally. Select Process Provisionally.' On the right side of the screen, there are two buttons: 'CLOSE' and 'PROCESS PROVISIONALLY'. The 'PROCESS PROVISIONALLY' button is highlighted with a red border.

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.

The screenshot shows a mobile application interface for DuPage County. At the top, it displays the time (12:58 PM), date (Mon Nov 6), and title (General Election Training - 04/04/2023). The DuPage County logo and name are visible, along with the address (10 - Addison Village Hall). Statistics for the precinct are shown: Precinct Records: 1085, Checkins: 1 (SB: 0), and EDR: 3. A 'REGISTER' button is present. Below, there are search input fields containing 'PAT' and 'RIS', a 'Search' button, and an 'ADVANCED SEARCH' button. The search results section shows one result for 'Patel, Risha' with a green 'Voted Early' status. The voter's details include a birth date of 12/24/1971, address (613 Welter Dr, Wood Dale, IL 60191), and VOTER ID (9999999). Precinct information is also displayed: Precinct: York 068, Split York 068-0572, and Ballot Style: York 068-0572.

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 its legitimacy.

Election Day—Voter Voted Early

VOTER CHECK IN— VOTED EARLY

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

The screenshot shows a mobile application interface for DuPage County. At the top, the status bar displays the time as 12:58 PM on Monday, November 6, and the battery level at 89%. The app header includes a 'MENU' icon, the title 'General Election Training - 04/04/2023', and a timestamp 'Last Imported: 07/31/2023, 11:54:08'. Below the header, the DuPage County logo is on the left, and the address 'DuPage County | 10 - Addison Village Hall' is in the center. A 'GO BACK' button is located in the top right corner. A prominent red banner across the middle of the screen reads 'Voted at Early Voting Site'. The main content area displays the name 'Patel, Risha', her date of birth 'DOB: 12/24/1971', her address '613 Welter Dr, Wood Dale, IL 60191', and her precinct 'Precinct York 068, Split York 068-0572'. Below this information, a message states: 'Voter has voted early and may not vote again. If voter maintains they have not voted, voter must be processed provisionally. Select Process Provisionally.' On the right side of the screen, there are two buttons: 'CLOSE' and 'PROCESS PROVISIONALLY'. The 'PROCESS PROVISIONALLY' button is highlighted with a red rectangular border.

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.

The screenshot shows a mobile application interface for DuPage County. At the top, the status bar shows the time as 3:44 PM on Tuesday, November 28. The app header includes a menu icon, the text 'Primary Training - 04/04/2023', and 'Last Imported: 11/28/2023, 15:35:47'. The main header displays the DuPage County logo, the name 'DuPage County', and the address '100 - Illinois Sikh Community Center'. To the right, it shows 'Precinct Records: 1088' and 'Checkins: 1 (SB: 0)', along with a 'REGISTER' button. Below the header is a search section with two input fields containing 'TUR' and 'TIN', a 'Search' button, and an 'ADVANCED SEARCH' button. The search results section is titled 'SEARCH RESULTS: 1' and displays a single record for 'Turner, Tina'. The record includes the date '11/06/1975', the address '529 S PRESIDENT ST, WHEATON, IL 60187', and 'VOTER ID: Unavailable'. The status 'Voted' is displayed in green. To the right, it shows 'Precinct: Addison 007', 'Split Addison 007-0215', and 'Ballot Style: Addison 007-0215'. A check-in time 'CHK: 11/28/2023, 15:44:03' is also present. A red gear icon is located to the left of the voter record, with a red arrow pointing to it and the word 'GEAR' written below the arrow.

Election Day—Spoiling A Ballot

SPOILING A BALLOT

⇒ Select **SPOIL BALLOT**.

The screenshot shows a mobile application interface for DuPage County. At the top, the status bar displays the time as 3:45 PM on Tuesday, November 28, and the battery level at 30%. The app header includes a 'MENU' icon, the text 'Primary Training - 04/04/2023' and 'Last Imported: 11/28/2023, 15:35:47', and utility icons for email, printing, refresh, and user profile. The main header area features the DuPage County logo, the address '100 - Illinois Sikh Community Center', and statistics: 'Precinct Records: 1088' and 'Checkins: 1 (SB: 0)'. A 'REGISTER' button is located on the right. Below the header, there are two search input fields containing 'TUR' and 'TIN', a 'Search' button, and an 'ADVANCED SEARCH' button. A yellow banner indicates 'SEARCH RESULTS: 1'. The search result is for 'Tina Turner', with a close 'X' icon on the right. Below the result, there are two buttons: 'REPRINT VOTER RECEIPTS' and '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**.

The screenshot shows a mobile application interface for spoiling a ballot. At the top, the status bar shows the time as 3:46 PM on Tuesday, November 28. The app header includes a menu icon, the text 'Primary Training - 04/04/2023', and 'Last Imported: 11/28/2023, 15:35:47'. The DuPage County logo and name are displayed, along with the address '100 - Illinois Sikh Community Center'. Two buttons, 'START OVER' and 'SPOIL BALLOT', are visible in the top right. A red banner with the text 'Spoil Ballot' is centered below the header. The main content area is split into two columns. The left column displays the voter's name 'Turner, Tina' and address '529 S PRESIDENT ST, WHEATON, IL 60187'. Below this, it says 'Choose the ballot(s) to spoil:' and features a dark blue button labeled 'Addison 007-0215'. At the bottom left, it shows 'Spoiled Ballots Remaining:' followed by a list item '• Addison 007-0215 ballot style: 2'. The right column is titled 'Choose Reason' and contains four buttons: 'Soiled Ballot' (highlighted in purple), 'Wrong Party Selected', 'Ballot Destroyed', and 'Other'. A 'CHANGE PARTY' button with a dropdown arrow is located at the bottom right of the interface.

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**.

3:46 PM Tue Nov 28
Primary Training - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

DuPage County
100 - Illinois Sikh
Community Center

START OVER SPOIL BALLOT

Spoil Ballot

Turner, Tina
529 S PRESIDENT ST, WHEATON, IL 60187

Choose the ballot(s) to spoil:

Addison 007-0215

Choose Reason

Soiled Ballot

Wrong Party Selected

Ballot Destroyed

Other

Spoiled Ballots Remaining:
• Addison 007-0215 ballot style: 2

CHANGE PARTY

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**.

3:46 PM Tue Nov 28 Primary Training - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

DuPage County
100 - Illinois Sikh
Community Center

START OVER SPOIL BALLOT

Spoil Ballot

Turner, Tina
529 S PRESIDENT ST, WHEATON, IL 60187

Choose the ballot(s) to spoil:

Addison 007-0215

Choose Reason

Soiled Ballot

Wrong Party Selected

Ballot Destroyed

Other

Spoiled Ballots Remaining:
• Addison 007-0215 ballot style: 2

CHANGE PARTY

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**.


SPOIL DUPLICATE
1

Primary Training 04/04/2023
100 - Illinois Sikh Community Center


TINA TURNER - 11/08/1975

529 S PRESIDENT ST, WHEATON, IL 60187

PRECINCT ADDISON 007
SPLIT



NO PARTY
BALLOT STYLE
Regular
ADDISON 007-0215



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.

Voter's Spoiled Ballot Security Envelope
Sobre de Seguridad para Boletas Electorales Dañadas

VOTER / ELECTOR:

Place your **spoiled ballot** in this envelope
& please return to the Judge of Election
*Coloque su **boleta dañada** en este sobre
y por favor regréselo al Juez Electoral*

Ballot Style
 Estilo de Boleta
 Judge of Election
 use ONLY
 Solo para uso del
 Juez Electoral

Judge of Election will issue you another ballot
El Juez Electoral le proporcionará otra boleta

Judge - place in the Spoiled Ballot Envelope
Juez - colocar dentro del Sobre para Boletas Dañadas

B-20BL

- ⇒ 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.

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

← INSERT

Voter's Spoiled Ballot Security Envelope
 Sobre de Seguridad para Boletas Electorales Dañadas

VOTER / ELECTOR:

Place your **spoiled ballot** in this envelope
& please return to the Judge of Election
*Coloque su **boleta dañada** en este sobre
y por favor regréselo al Juez Electoral*

Ballot Style
 Estilo de Boleta
 Judge of Election
 use ONLY
 Solo para uso del
 Juez Electoral

Judge of Election will issue you another ballot
El Juez Electoral le proporcionará otra boleta

Judge - place in the Spoiled Ballot Envelope
Juez - colocar dentro del Sobre para Boletas Dañadas

B-20BL

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.

The screenshot shows a mobile application interface for a Judge of Election Confirmation. At the top, it displays the time (3:48 PM), date (Tue Nov 28), and session information (Primary Training - 04/04/2023). The user is identified as DuPage County, 100 - Illinois Sikh Community Center. The main heading is "JUDGE OF ELECTION CONFIRMATION" with "START OVER" and "SUBMIT" buttons. The section is titled "CONFIRM THE VOTER'S INFORMATION".

The voter's name is **Patrick Mahomes**, with address 119 N OTSEGO CT, BLOOMINGDALE, IL 60108. Precinct: Bloomingdale 044, DOB: 09/17/1995, Split: Bloomingdale 044-0135, Voter ID: 9999990, Status: Active. The ballot style is Bloomingdale 044-0135.

There are two signature capture areas: "Signature on File" with a "REFRESH" button, and "Signature on Election Day" showing a handwritten signature.

At the bottom, there are two checkboxes: "Assistance Required" (unchecked) and "Signature Capture" (unchecked). Below these are two empty boxes for "Initial" and "Initial". At the very bottom are "Mark Provisional" and "Update Registration" buttons.

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.

Primary Training - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

DuPage County
100 - Illinois Sikh

JUDGE OF ELECTION CONFIRMATION

START OVER

SUBMIT

CONTINUE

Assister Name

Assister Address

Instructions for instructions

CHOOSE REASON

Blindness

Physical Disability

Non-English Speaker

LISTEN TO OATH

CLEAR SIGNATURE

Signed By Assister
Not Voter

I state that I am/we are qualified and gave assistance to '[NAME]' . I further state that I did not attempt to influence the voter's choice of candidates, party, or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.

Mark Provisional

Update Registration

Election Night—After Polls Close

AFTER POLLS CLOSE

RETURN UNUSED FORMS AND ENVELOPES IN SUPPLY BOX

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

AFTER POLLS CLOSE

RETURN UNUSED FORMS AND ENVELOPES IN SUPPLY BOX

Election Night –After Polls Close

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-2CP 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 JUDGES 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-432P (Revised 10/23)

Election Night—After Polls Close

AFTER POLLS CLOSE

RETURN UNUSED FORMS AND ENVELOPES IN SUPPLY BOX

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 10/2022)

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

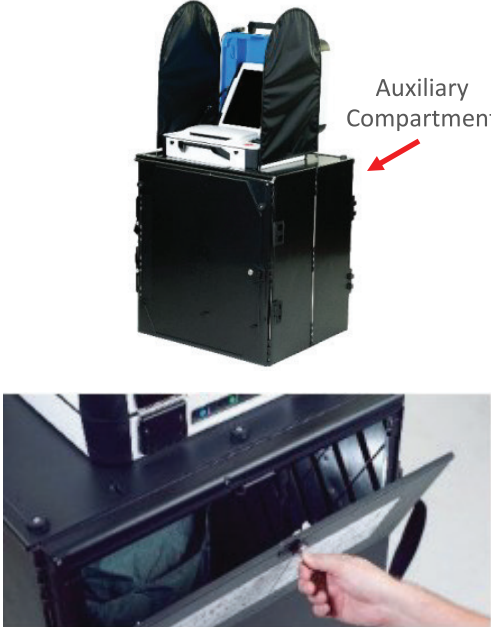
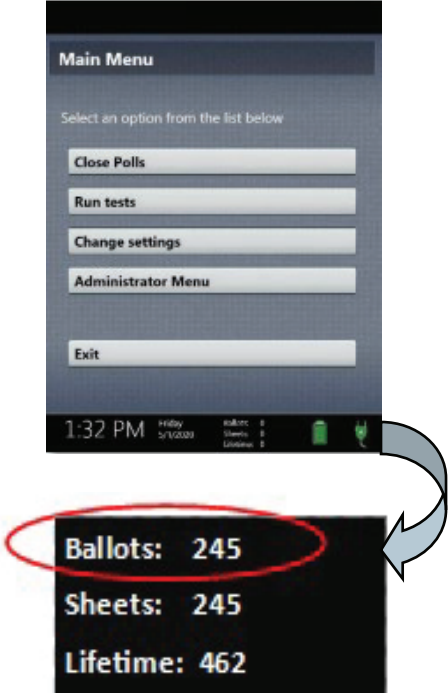
VERITY SCAN UNIT CLOSING

- ⇒ 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.



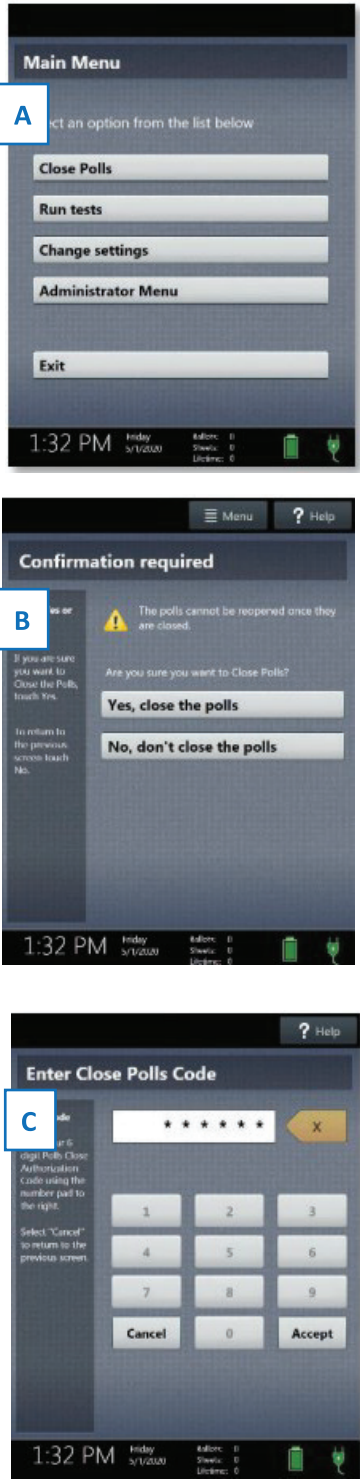
Election Night—After Polls Close

VERITY SCAN UNIT CLOSING

STEP	TASK	IMAGE
<p>1</p>	<p>CHECK BALLOT BOX AUXILIARY COMPARTMENT</p> <p>The following tasks should be performed by two Election Judges, one from each party.</p> <p>AUXILIARY COMPARTMENT</p> <ul style="list-style-type: none"> ⇒ 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. 	
<p>2</p>	<p>CLOSING THE VERITY SCAN UNIT</p> <ul style="list-style-type: none"> ⇒ 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	<p>TO CLOSE THE POLLS</p> <p>Press the Blue Button on the back of the Verity Scan.</p> <p>A. On the Main Menu, select Close Polls</p> <p>B. Select YES, close the Polls.</p> <p>C. Enter the Close Polls Code found in the Judges Pickup Envelope, select Accept. Tally Summary Report will begin to print.</p> <p>TALLY SUMMARY REPORT</p> <p>⇒ Tally Summary Report must be signed by ALL Election Judges.</p> <p>⇒ Place Tally Summary Report in ELECTION RESULTS ENVELOPE 1.</p> <p>THE POLLS ARE NOW CLOSED</p> <p>Poll Watchers requesting reports, must contact the Election Division. Reports will not be printed for Poll Watchers on Election night.</p>	





Election Night—After Polls Close

VERITY SCAN UNIT CLOSING

STEP	TASK	IMAGE
4	<p>POWERING OFF VERITY SCAN UNIT</p> <p>⇒ Once reports have finished printing, wait at least 10 seconds, and press the <i>red</i> power button on the back of the Verity Scan to power it off.</p> <p><i>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.</i></p> <p>⇒ Unplug power cord from the back of the Verity Scan.</p> <p><i>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.</i></p> <p>⇒ Put away power cord in the Hart Supplies purple bag.</p>	 <p>RED POWER BUTTON</p>  <p>POWER CORD</p>



Election Night—After Polls Close

VERITY SCAN UNIT CLOSING

STEP	TASK	IMAGE
5	<p>VERIFY SCAN TABLET</p> <p>To close the Verity Scan Tablet:</p> <ul style="list-style-type: none">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	<p>REMOVING VERITY SCAN UNIT FROM BALLOT BOX</p> <ul style="list-style-type: none"> ⇒ 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. <p>STOP DO NOT PUT AWAY THE VERITY SCAN UNIT IN THE ELECTION SUPPLY CABINET (ESC).</p>	
7	<p>VERITY SCAN UNIT MUST BE RETURNED TO THE ELECTION DIVISION ON ELECTION NIGHT</p> <ul style="list-style-type: none"> ⇒ 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. 	 <p>VERITY SCAN UNIT</p>



Election Night—After Polls Close

BALLOT BOX WITH BALLOT BAG

STEP	TASK	IMAGE
<p>1</p>	<p>BALLOT BOX</p> <p>The following tasks should be performed by two Election Judges, one from each party.</p> <ol style="list-style-type: none"> 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. 	
<p>2</p>	<p>COLLAPSING THE BALLOT BOX</p> <ul style="list-style-type: none"> ⇒ 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	<p>CLOSING THE BALLOT BAG</p> <ul style="list-style-type: none"> ⇒ 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	<p>PACKING AND STORING</p> <ul style="list-style-type: none"> ⇒ 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. 	 <p style="text-align: center;">BALLOT BOX</p> <p style="text-align: center;">PRIVACY SCREENS</p> <p style="text-align: center;">BALLOT BAG</p>

Election Night—After Polls Close

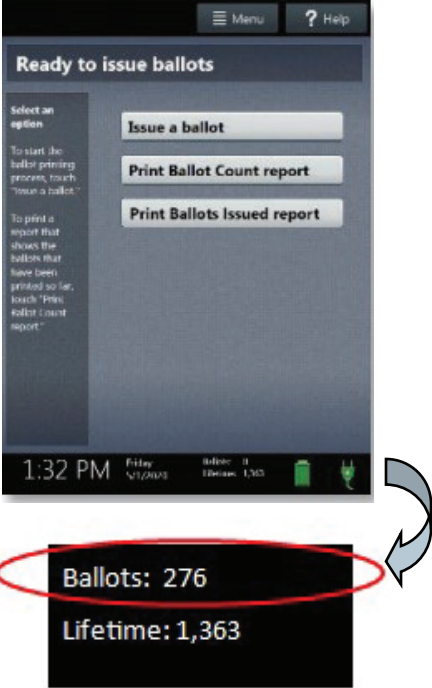

VERITY PRINT AND BALLOT PRINTER CLOSING

⇒ 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	<p>PRINT BALLOT COUNT REPORT</p> <p>⇒ On the Ready to issue ballots screen, select Print Ballot Count Report.</p> <p>⇒ Record the total number of ballots printed from the Verity Print on the Official Ballot Record (OBR),</p> <p>⇒ Place the Ballot Count Report into ELECTION RESULTS ENVELOPE 1.</p>	 <p>The image shows a tablet interface for the Verity Print unit. The main screen is titled "Ready to issue ballots" and has three buttons: "Issue a ballot", "Print Ballot Count report", and "Print Ballots Issued report". Below the screen, a separate display shows "Ballots: 276" and "Lifetime: 1,363". The "Ballots: 276" text is circled in red, and a grey arrow points from the "Print Ballot Count report" button to this display.</p>
2	<p>POWERING OFF VERITY PRINT</p> <p>⇒ Press the <i>red</i> power button on the back of the Verity Print to power it off.</p> <p><i>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.</i></p> <p>⇒ Disconnect the hand scanner from the USB connection located above the report printer.</p> <p>⇒ Place hand scanner in the HART SUPPLIES purple bag.</p>	 <p>The top photograph shows a hand pressing a red power button on the back of the Verity Print unit. The bottom photograph shows a hand disconnecting a blue USB cable from the back of the unit.</p> <p>RED POWER BUTTON</p> <p>HAND SCANNER</p>

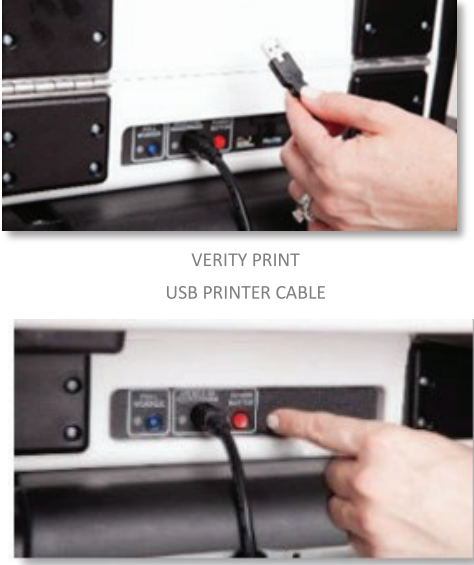
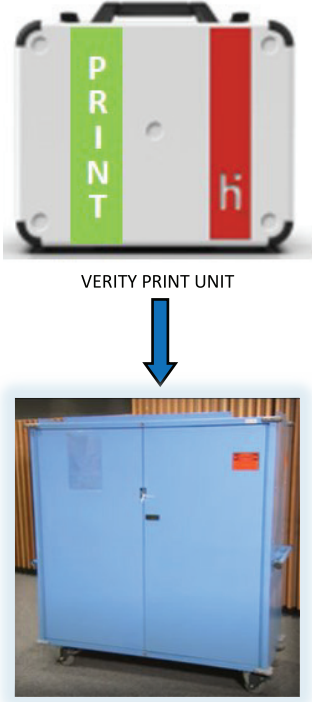
Election Night—After Polls Close

VERITY PRINT UNIT CLOSING

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






Election Night—After Polls Close

VERITY PRINT UNIT CLOSING

STEP	TASK	IMAGE
4	<p>⇒ Remove the flat end of the USB Printer Cable from the back of the Verity Print.</p> <p>⇒ Remove Power Cord from the back of the Verity Print.</p> <p><i>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.</i></p> <p>⇒ Place Power Cord in the Hart Supplies purple bag.</p>	 <p>The top photograph shows a hand pulling the flat end of a USB printer cable out of the back of the Verity Print unit. The bottom photograph shows a hand sliding a sleeve back on the power cord connector to disconnect it from the back of the unit.</p> <p>VERITY PRINT USB PRINTER CABLE</p> <p>VERITY PRINT POWER CORD</p>
5	Place the Verity Print Unit into the ESC .	 <p>The image shows the Verity Print Unit, which is a grey and red device with 'PRINT' and 'h' branding, being placed into a blue metal cabinet. A blue arrow points from the unit to the cabinet.</p> <p>VERITY PRINT UNIT</p> <p>ELECTION SUPPLY CABINET</p>



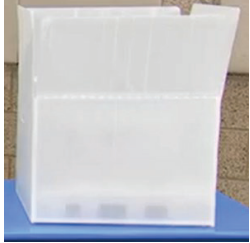


Election Night—After Polls Close

VERITY PRINT BALLOT PRINTER CLOSING

STEP	TASK	IMAGE
1	<ul style="list-style-type: none">⇒ 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.	 <p data-bbox="1146 701 1398 722">VERITY PRINT BALLOT PRINTER</p>  <p data-bbox="1122 1003 1414 1024">VERITY PRINT BALLOT PRINTER REAR</p>
2	<ul style="list-style-type: none">⇒ 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	<p>⇒ Place Ballot Printer in plastic printer box. Serial number on the printer and plastic printer box must match.</p> <p>⇒ Place printer box in ESC.</p>	 <p>VERITY PRINT BALLOT PRINTER</p>   <p>PRINTER BOX</p>   <p>ELECTION SUPPLY CABINET</p>

Election Night—After Polls Close

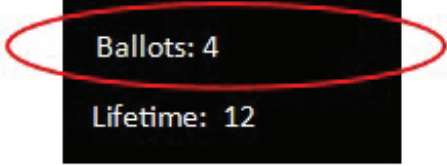


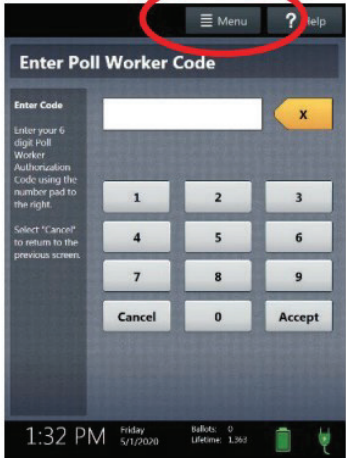
VERITY TOUCH WRITER AND BALLOT PRINTER CLOSING

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



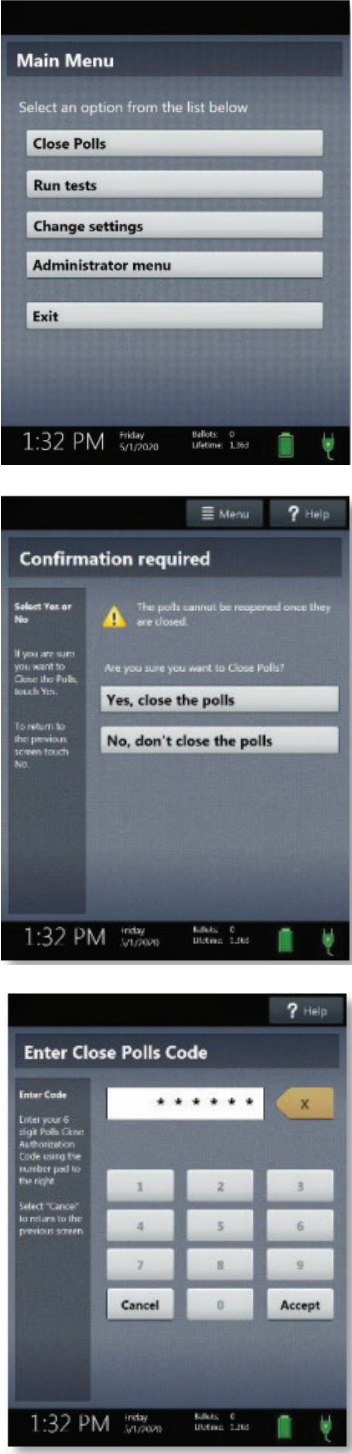
Election Night—After Polls Close

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 <i>red</i> 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	<ul style="list-style-type: none"> ⇒ 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 	 <p>The image contains three screenshots of the Verity Touch Writer unit interface:</p> <ul style="list-style-type: none"> Top Screenshot: Main Menu - Shows a list of options: Close Polls, Run tests, Change settings, Administrator menu, and Exit. The 'Close Polls' option is highlighted. Middle Screenshot: Confirmation required - A warning message states 'The polls cannot be reopened once they are closed.' It asks 'Are you sure you want to Close Polls?' with two buttons: 'Yes, close the polls' and 'No, don't close the polls'. Bottom Screenshot: Enter Close Polls Code - A numeric keypad for entering a 6-digit code. The code field shows six asterisks. There are 'Cancel' and 'Accept' buttons at the bottom.





Election Night—After Polls Close

VERITY TOUCH WRITER UNIT CLOSING

STEP	TASK	IMAGE
6	<p>POWERING OFF VERITY TOUCH WRITER</p> <p>⇒ Press the <i>red power button</i> on the back of the Verity Touch Writer to power it off.</p> <p><i>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.</i></p>	 <p>RED POWER BUTTON</p>
7	<p>⇒ Remove the printer cord from the Verity Touch Writer and place in Hart Supplies purple bag.</p> <p>⇒ Remove the power cord from the back of the Verity Touch Writer and place in Hart Supplies purple bag.</p>	 <p>POWER CORD PRINTER CORD</p>
8	<p>⇒ Unplug the head phones and place in Hart Supplies purple bag.</p> <p>⇒ Unplug Hand Scanner and place in Hart Supplies purple bag.</p>	 <p>HEAD PHONES</p>  <p>HAND SCANNER</p>





Election Night—After Polls Close

VERITY TOUCH WRITER UNIT CLOSING

STEP	TASK	IMAGE
9	<p>VERITY TOUCH WRITER CLOSING</p> <ul style="list-style-type: none">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.	 <p data-bbox="1166 1415 1354 1436">VERITY TOUCH WRITER</p>  <p data-bbox="1159 1885 1380 1906">ELECTION SUPPLY CABINET</p>


Election Night—After Polls Close

VERITY TOUCH WRITER PRINTER CLOSING

STEP	TASK	IMAGE
1	<ul style="list-style-type: none">⇒ 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.	 <p data-bbox="1097 695 1430 716">VERITY TOUCH WRITER BALLOT PRINTER</p>  <p data-bbox="1097 993 1430 1014">VERITY TOUCH WRITER BALLOT PRINTER</p>
2	<ul style="list-style-type: none">⇒ 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	<p>⇒ Place Ballot Printer in plastic printer box. Serial number on the printer and plastic printer box must match.</p> <p>⇒ Place printer box in ESC.</p>	 <p>VERITY PRINT BALLOT PRINTER</p> <p>↓</p> <p>PRINTER BOX</p> <p>↓</p> <p>ELECTION SUPPLY CABINET</p>

Election Night—After The Polls Close

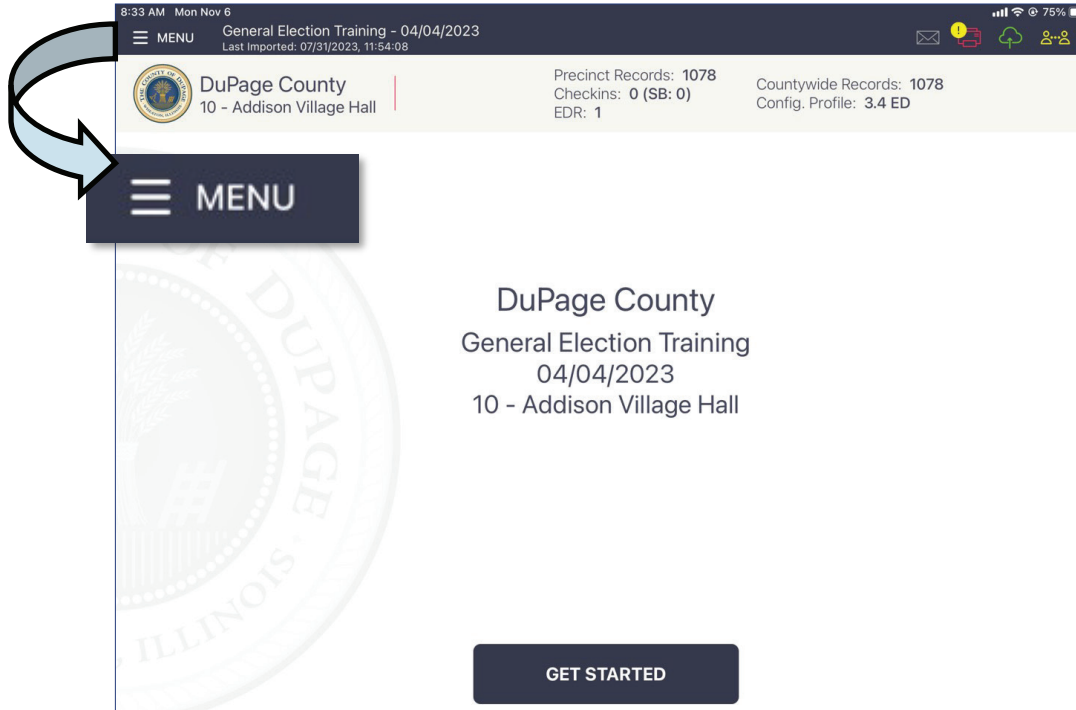
POLL PAD TABLET AND PRINTER CLOSING



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**.

The screenshot shows a mobile application interface for DuPage County. At the top, it displays the time (9:52 AM), date (Wed Jan 3), and location (2024 Primary Election Training). Below this, there's a navigation bar with 'MENU', 'TRAINING MODE', and 'Last Imported: 03/19/2024'. The main header identifies the location as 'DuPage County, 353 - Norton Creek Elementary School' and the screen title as 'SUMMARY REPORT'. A 'HOME' button is visible in the top right. Below the header, there are tabs for 'SUMMARY', 'ABSENTEE', 'ALL VOTERS', 'CHECK-INS', 'PROVISIONAL', and 'REGISTRATIONS'. The 'CHECK-INS' tab is selected, showing a table with two columns: 'Check-ins' and 'Parties'. The 'Check-ins' column lists: Check-ins: 2, Provisional: 0, Spoiled: 1, Cancelled: 0, Registrations: 0. The 'Parties' column lists: Democratic: 0, Nonpartisan: 0, Republican: 2, No Party: 0. At the bottom, there are 'CONFIGURE' and 'PRINT' buttons.

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

The printed document is titled 'TRAINING MODE' in a large, bold, black font. Below this, it reads 'SUMMARY REPORT' followed by 'DUPAGE COUNTY 2024 PRIMARY ELECTION DAY 3.4 ED (UPDATED) 353 - NORTON CREEK ELEMENTARY SCHOOL POLLPAD DUPAGE COUNTY IL 0921'. The date and time are '01/03/2024, 09:52:11'. Under 'JURISDICTION COUNTS', it shows 'TOTAL VOTERS: 25', 'TOTAL CHECK-INS: 2', and 'TURNOUT: 8.0%'. At the bottom, under 'LOCAL COUNTS', it lists 'Check-Ins: 2', 'Provisional: 0', 'Spoiled: 1', 'Cancelled: 0', and 'Registrations: 0'.

The 'ELECTION RESULTS ENVELOPE 1' form is designed for recording election data. It includes a 'TRAINING MODE' label on the right side. The form has three main sections: 'AFFIX POLLING PLACE LABEL HERE', 'ENVELOPE 1', and 'RETURN TO ELECTION DIVISION IN BLUE ROLLING CASE'. Below these, it states 'ELECTION RESULTS ENVELOPE' and 'THE FOLLOWING MUST BE COMPLETED AND RETURNED IN THIS ENVELOPE:'. There are four checkboxes with corresponding fields: 'PLACE CERTIFICATE OF INSPECTION FORM', 'RECORD VERITY SCAN SECURITY SEAL NUMBER', 'RECORD VERITY PRINT SECURITY SEAL NUMBER', and 'RECORD VERITY TOUCH WRITER SECURITY SEAL NUMBER'. At the bottom, there are three fields for 'RECORD ELECTION SUPPLY CABINET (ESC) SECURITY SEAL NUMBER IN THE DESIGNATED LOCATION BELOW AND PLACE BROKEN SEALS IN THIS ENVELOPE'.

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.

2:47 PM Wed Dec 20
Election Manual Config - 04/04/2023
Last Imported: 11/28/2023, 15:35:47

DuPage County
10 - Addison Village Hall

POLLWORKER SIGN IN CANCEL SIGN OUT

Beth McBeth
Student Judge
Signed In at 12/20/2023, 14:46:45

Bo Jackson
Election Judge
Signed In at 12/20/2023, 14:46:47

Doc McStuffins
Election Judge
Signed In at 12/20/2023, 14:46:50

Jim Shoes
Election Judge
Signed In at 12/20/2023, 14:46:52

Johnny Football
Election Judge
Signed In at 12/20/2023, 14:46:54

TONI BRAXTON
Election Judge
Signed In at 12/20/2023, 14:46:57

ADD POLL WORKER

Mcbeth, Beth
Party: **Democratic**
105 S Grant St, Westmont, IL 60559
Home:(630) 444-4444





LISTEN TO OATH
EDIT INFO
CLEAR SIGNATURE

I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Illinois; that I will faithfully discharge the duties of the office of Judge of Election, according to the best of my ability, and that I am eligible to vote in this election or am a student judge as outlined in the Election Code

X _____

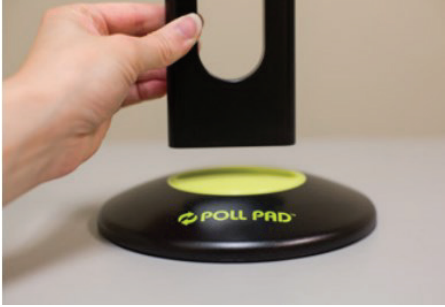


Election Night—After Polls Close

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

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
<p>1</p>	<p>CLOSE INSERT BALLOT SLOT</p> <ul style="list-style-type: none"> ⇒ Place fingers on the raised grooves. ⇒ Push/Slide in to close ballot slot. 	
<p>2</p>	<ul style="list-style-type: none"> ⇒ Break the seal. ⇒ Snap black plastic chamber to open. ⇒ Open zipper completely to open drop box. 	
<p>3</p>	<p>LOCK AND CHAIN</p> <ul style="list-style-type: none"> ⇒ 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. 	
<p>4</p>	<p>REMOVE VOTE BY MAIL BALLOTS</p> <ul style="list-style-type: none"> ⇒ 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. 	 <p style="text-align: center;">BLUE ROLLING CASE</p> <p style="text-align: center;">Refer to the RETURN OF SUPPLIES CERTIFICATION checklist for a list of ALL items to be returned within the BLUE ROLLING CASE.</p>

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 the 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.

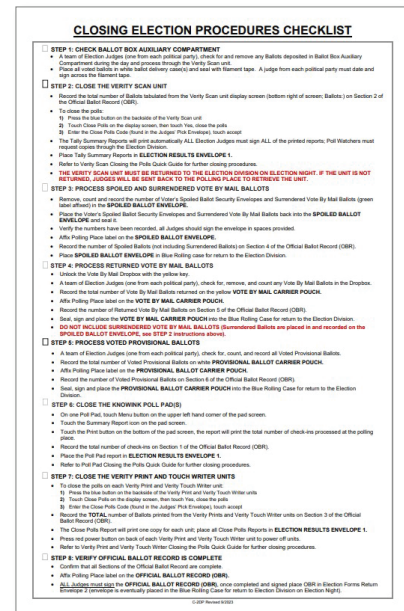


Election Night—After The Polls Close

CLOSING THE POLLS—CLOSING EQUIPMENT

Use the **CLOSING ELECTION PROCEDURES CHECKLIST** found in the **AFTER POLLS CLOSE ENVELOPE** to ensure that every step of the closing process is completed.

- Checking **BALLOT BOX AUXILIARY COMPARTMENT**.
- Closing the **VERITY SCAN**.
- Processing **SPOILED** and **SURRENDERED VOTE BY MAIL BALLOTS**.
- Process returned **VOTE BY MAIL BALLOTS**.
- Process **VOTED PROVISIONAL BALLOTS**.
- Closing **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**.

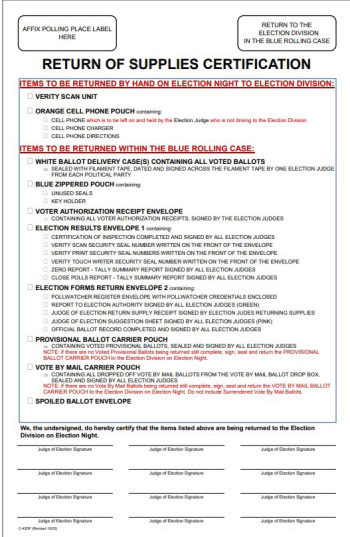


NOTE: Items are located **outside the building** (*parking lot, building entrance*), **inside building** (*entrance, hallways*) and **inside the Polling Place room** where voting took place.

- 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
<p>1</p>	<p>⇒ Use RETURN OF SUPPLIES CERTIFICATION found in the AFTER POLLS CLOSE envelope to ensure ALL items are returned to the Election Division.</p> <p>⇒ All Judges must sign the RETURN OF SUPPLIES CERTIFICATION.</p> <p>⇒ Items must be returned by a two Judges, one from each party, in the same vehicle. Both Election Judges must sign the <i>yellow</i> ELECTION SUPPLY RETURN RECEIPT form found in the JUDGE’S PICKUP ENVELOPE.</p> <p>NOTE: High School Students may not return supplies.</p> <p>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.</p>	 <p>The image shows a 'RETURN OF SUPPLIES CERTIFICATION' form. It includes a 'RETURN TO THE ELECTION DIVISION IN THE BLUE ROLLING CASE' label, a 'RETURN OF SUPPLIES CERTIFICATION' title, and a list of items to be returned by hand on Election Night: Verity Scan Unit, Orange Cell Phone Pouch, White Ballot Delivery Cases, Blue Zippered Pouch, Voter Authorization Receipt Envelope, Election Results Envelope 1, Election Forms Return Envelope 2, Provisional Ballot Carrier Pouch, and Vote by Mail Carrier Pouch. It also includes a 'SPOILED BALLOT ENVELOPE' section and a signature area for two judges.</p>
<p>2</p>	<p>ITEMS TO BE RETURNED BY HAND</p> <ul style="list-style-type: none"> • VERITY SCAN UNIT • ORANGE CELL PHONE POUCH 	 <p>The image shows two items: a Verity Scan unit, which is a white and blue handheld device with 'SCAN' and 'h' on it, and an orange cell phone pouch with a clear window for the phone and the text 'DuPage County Election Division' at the bottom.</p>
<p>3</p>	<p>BLUE ROLLING CASE</p> <p>⇒ The following items must be returned within the BLUE ROLLING CASE:</p> <ul style="list-style-type: none"> • 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 	 <p>The image shows a blue rolling case, which is a large, rectangular bag with a black handle and four wheels, used for transporting election supplies.</p>