Election Day Guide
FOR POLL WORKERS

GENERAL ELECTION
TUESDAY, NOVEMBER 8, 2022
## Where to Turn When You Need Help

<table>
<thead>
<tr>
<th>RESOURCE</th>
<th>CONTACT INFO</th>
<th>WHEN TO USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voter Registration</td>
<td>(610) 891-4659</td>
<td>Questions on voter registration, poll books, affirmations, voter verification, or party on registrations</td>
</tr>
<tr>
<td>Voting Machine Warehouse</td>
<td>(610) 874-8780</td>
<td>Questions on voting machines, equipment or location related issues.</td>
</tr>
<tr>
<td></td>
<td>(484) 229-3385</td>
<td></td>
</tr>
<tr>
<td>Voter Services</td>
<td>(610) 891-4673</td>
<td>Questions on ballots and processes</td>
</tr>
<tr>
<td>Poll Worker Hotline</td>
<td>(484) 460-3750</td>
<td>Questions on paperwork and poll worker needs</td>
</tr>
<tr>
<td>Poll Worker Coordinator</td>
<td>Call or Text</td>
<td>Report staffing vacancies and request assistance</td>
</tr>
<tr>
<td></td>
<td>(484) 609-9038</td>
<td></td>
</tr>
<tr>
<td>District Attorney Hotline</td>
<td>(610) 891-4797</td>
<td>Refer Election Day complaints of voter fraud or intimidation at the polls</td>
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Poll Opening Checklist
Poll Closing Checklist

REMEMBER: Whether you are a new or experienced poll worker, always review your guide; there are always minor changes from election to election.
Dear Election Board Members,

Thank you for serving with a Delaware County Election Board. Your work is vital to helping our citizens exercise the right to vote.

The Election Day Guide serves as an instruction manual for all poll workers. However, for Judges of Election, classroom instruction is equally important. We invite all Judges to take in-person training. However, for Judges of Election who have not taken any in-person training since 2020, in-person training is required this fall.

The Election Day Guide, and the in-person training, will help you to:

- Set up the polling place,
- Use the poll book to properly sign in voters and issue ballots,
- Provide non-partisan directions to voters,
- Manage your precinct as a “campaign-free zone,” and,
- Properly close the polls and complete your paperwork.

NEW this year:

- Both election supply pick-ups and Election Night drop-offs will be at the Delaware County Government Center in Media.
- The numbered list of voters will be in a white binder in the cage. Be sure to keep all the white pages in the binder – and return the white binder in the cage.
- There will be one envelope for spoiled ballots and remitted absentee/mail-in ballots.

If you have questions about these materials, or questions on Election Day, please be sure to call our offices. Our elections depend on you and we are here to help you succeed.

We look forward to working with you, and we welcome your feedback!

Sincerely,

James P. Allen
Elections Director
**SHARED DUTIES AND RESPONSIBILITIES**

- Participate in in-person or on-line training.
- Pass the poll worker test.
- **Arrive at polling location by 6:00AM to set up the precinct.**
- Treat all voters with courtesy.
- Ensure all voters have clear, uninterrupted access to the polls.
- Ensure all voters have privacy while voting.
- Wear a supplied name tag.
- Close the precinct after all voters in line at 8:00PM have voted.

Elected poll workers must serve the entire Election Day, 6.00AM to approximately 9:00PM. Clerks and machine operators may serve ½ day shifts.

The Judge of Election manages the precinct and must prevent greeters from blocking the path to the polls. Detailed information on Judge of Election precinct management is on page 78.

**PROHIBITED ACTIVITIES**

- Poll workers must not engage in partisan activity or distribute literature on Election Day.
- Poll workers must not wear apparel, buttons, or ribbons for or against a candidate, party or question on the ballot.
- Poll workers must not pre-fill any sections of the voter’s ballot.
- Poll workers must not tell voters how to vote or answer questions about candidates.
- Do not allow anyone who is not a poll worker (anyone who has not taken the oath of office and signed the pay sheet) to sit at the poll worker table. Reminder - candidates, greeters, or poll watchers are not poll workers.
- Poll watchers and candidates cannot approach, talk with, or electioneer voters in the polling place or within 10 feet of the entrance.
POLL WATCHER GUIDANCE

Poll Watchers must present a County of Delaware Watcher’s Certificate. The Certificate has a raised, embossed seal. Please note: Even though the Watcher’s Certificate may list a specific precinct, that Watcher is able to visit any precinct where that candidate is on the ballot. For example, a watcher with a Certificate that lists Chester 1-1 could serve as a watcher in another precinct, if the candidate or party is on the ballot in that other precinct. Poll Watchers are allowed to ask questions to the poll workers, but not to ask questions or confront voters.

Poll Watcher Removal
Direct a Watcher to leave the polling place if any of the following occur:

1. The Watcher becomes abusive or needlessly argumentative.
2. The Watcher repeatedly challenges voters’ rights to receive a ballot without cause or based on party affiliation, race, or ethnicity.
3. The Watcher campaigns or distributes literature in the polling place.
4. The Watcher wears any clothing or other item that promotes a candidate or party, or displays an election slogan.

PERSONS ALLOWED IN THE POLLING PLACE

“Per section 1220 of the Election Code [25 P.S. 30609(d)]:
All persons except election officers, clerks, machine inspectors, overseers, watchers, persons in the course of voting, persons lawfully giving assistance to voters, and peace and police officers, when permitted by provisions of this acts, must remain at least ten (10) feet distant from the polling place during the progress of voting.”

JUDGE OF ELECTION GUIDANCE

For additional information on voter intimidation and electioneering guidance, please see page 78.
**PRECINCT OVERVIEW**

The size and layout of your precinct may vary. Set up your precinct to ensure accessibility for all voters.

The path of travel inside the precinct should be free of hazardous conditions for all voters, including those using walkers, service animals, and wheelchairs. Hazardous conditions could include chairs, power cords, or any other loose objects that are in the path of travel.

Any unsafe or hazardous conditions should be promptly reported to the Voting Machine Warehouse.

Any incidents in the polling place related to the path of travel, such as a voter or a poll worker who trips or falls should promptly be reported to the Poll Worker Hotline.

**COMBINED PRECINCTS TIPS**

- Confirm each precinct has its own cage and equipment. Check the Cage Label located on the side of your cage to confirm that it is indeed your cage. If the cage is not for your precinct call the Voting Machine Warehouse immediately.

- **IMPORTANT:** Place precinct signage on the scanner ballot box or at an easily identifiable location near the scanner to indicate your precinct. The *Green Tote* will include an extra sheet of paper with your precinct name to use for signage.

- Voters standing in the wrong precinct line will not be in the poll book. To reduce errors and lines, ensure that voters can see signage and queue up in the proper precinct line.

- If the check-in tables are shared, please create a separate voter line for each precinct to reduce wait times and ensure each voter is given the correct ballot.

- Ballots will ONLY be accepted by their own precinct scanner.

- Judges of Election will determine if poll workers will work together or not to set up and run the polling place. Poll workers can only be paid for working in 2 precincts.

- Judges of Election will decide how to set up the polling place.
TASK LIST: SETTING UP THE PRECINCT

- JOE confirms all poll workers have arrived and assigns tasks. If you are missing poll workers, call the Poll Worker Coordinator immediately.

- Open the White Supply Box (inside the Green Tote) and find the “Poll Opening Folder” as well as the colored supply return envelopes.

- Administer Election Board Oaths and sign both of the OATH OF OFFICE forms. The Minority Inspector swears in the Judge of Election (JOE). The JOE swears in all other poll workers. One copy goes in the lilac Bureau of Elections Envelope the other goes in the pink Minority Inspector Envelope. **TIP:** ANY afternoon workers must be sworn in and sign the Oaths.

- Fill out and sign the AFFIDAVIT OF VOTER IDENTIFICATION form and file the form in the lilac Bureau of Elections Envelope. **TIP:** ANY afternoon workers must complete the Affidavit.

- Fill out PAY SHEET according to the instructions on page 14. After all workers have signed, file the form in the lilac Bureau of Elections Envelope. **TIP:** ANY afternoon workers must fill out the pay sheet.

- JOE will assign tasks to poll workers and determine the layout of the precinct. If in a shared polling place, you may work together to open all precincts. Use blue painter’s tape in the cage to direct voter flow and spacing for privacy.

- Verify the equipment cage is for your precinct. Open the equipment cage and record the outer RED security seal number on all 3 Return Sheets – Certificate 1 (Page 35). Use the Manifest Sheet (found in door sleeve of the cage, see page 13) to verify that all supplies are present.

- **NEW STEP:** JOEs must fill out the Manifest Sheet with name and address at the top and note any missing or broken supplies. Place the Manifest Sheet back in the sleeve when complete.

- Confirm the paper ballots in the cardboard ballot box(es) on top shelf of equipment cage are for your precinct and the totals printed on the box(es) are correct and that they also agree with the pre-printed total number of ballots on all Return Sheets – Certificate 3, page 73.
  
  **TIP:** Ballots are pre-wrapped in batches of 50. Do NOT unwrap batches of ballots until needed.

- Set up the Touch Writer and printer, and the scanner and ballot box. Detailed setup instructions begin on page 16.

- Record BLUE seal numbers from the scanner and Touch Writer (vDrive compartment and rear printer port on the Touch Writer) on Certificate 1 on all three (3) Return Sheets. **DO NOT REMOVE VDRIVE SEALS UNTIL POLLS ARE CLOSED.**
o Prominently display precinct sign at the ballot scanner in combined precincts, especially in combined precincts.

o Verify inventory for Blue Bag, Green Tote, Black Pouch, and White Supply Box per pages 11-12.

o Remove all notices from the POSTING NOTICES envelope in the White Supply Box. Prominently display all pages and all sample ballots in your precinct so voters may review the ballot prior to voting.

o Deposit all removed security seals in the *aqua Machine Warehouse Envelope*.

o Set up privacy voting booths and any additional voting areas (tables/desks etc.) with privacy voting screens.

o Set up the voter check-in area with pens, supplemental poll book pages, poll books, ballots, ballot privacy sleeves (11x 14 manila folders), and numbered list of voters in the white binder.

o Set up the JOE table with Provisional Voting and Remitted Ballot materials.

o Crosscheck and annotate names in the poll book with the supplemental poll book pages per the detailed instructions on page 14.

o Verify the Numbered List of Voters white binder from the Equipment Cage is for your precinct. The binder has replaced the yellow carbonless list used at the Primary Election. There is NO list for the Provisional voters.

o Place precinct stickers from white supply box on forms and envelopes.

o Using the white supply box lid, set up a return area near the scanner for pens and privacy sleeves.

o Verify that Certificate 1 on all three Return Sheets has been completely filled out. Review that all necessary material has been properly filed in colored envelopes per page 34.

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**DOORS OPEN AT 7AM SHARP!**

*Once polls are opened, do not close polls on scanner or touch writer for any reason.*

*Closed polls on scanner or touch writer cannot be reopened. Call Voting Machine Warehouse (610) 874-8780 with any problems.*
ITEM INVENTORY

BLUE POLL BAG
- Poll Books (Alphabetized)
- Poll Book Supplemental Pages
- Forms:
  - Affirmation of Elector (Yellow)
  - Declaration of Assistance (Pink)
  - Record of Assisted Voters
  - White security seal to seal Blue Poll Bag at end-of-day
- Provisional Items:
  - Ballots & Secrecy Envelopes
  - Envelopes & Receipts
  - White Return Envelope
  - Privacy Screen

EQUIPMENT CAGE
- Refer to Manifest Sheet in the Equipment Cage for inventory purposes on page 13.
- White Binder - Numbered list of voters
- Blue Painter's Tape

GREEN TOTE
- Printed Election Day Guide
- Precinct sign for scanner
- Black Pouch (below)
- Three Sample Ballots
- White Supply Box (see contents on next page)
- Plastic Bag with Supplies
  - Worker name tags
  - Pens
  - Scotch Tape
  - "I Voted" Stickers

BLACK POUCH
- Machine Keys for Equipment
- Access Codes for Equipment
- White Tyvek Security Envelope for vDrives
- Green Security Seal to seal Ballot Bag at end-of-day

EQUIPMENT KEYS AND CODES IN THIS BAG
CONTENTS OF WHITE SUPPLY BOX

Opening Folder
- Pay Sheet
- 2 Oath of Office Affidavits
- Affidavit of Voter ID
- 3 Return Sheets

Spoiled Ballot/Remitted Ballot Envelope with Log

Elector’s Declaration to Surrender Their Mail Ballot forms (50 forms per pad)

Posting Notices Envelope (all pages must be posted in precinct)

Precinct Stickers

Colored Closing Envelopes (lilac, pink, and aqua)

Green Election Day Digest

Elector’s Challenge Forms

Complaint Forms
# EQUIPMENT CAGE MANIFEST SHEET

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY/SERIAL NUMBER</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCANNER</td>
<td>S1903186310</td>
<td></td>
</tr>
<tr>
<td>SCANNER SEAL</td>
<td>11012</td>
<td></td>
</tr>
<tr>
<td>SCANNER RETURN SEAL</td>
<td>10067</td>
<td></td>
</tr>
<tr>
<td>TOUCH-WRITER</td>
<td>W1913423611</td>
<td></td>
</tr>
<tr>
<td>TOUCH-WRITER SEAL (V-DRIVE DOOR)</td>
<td>14665</td>
<td></td>
</tr>
<tr>
<td>TOUCH-WRITER SEAL (PRINTERT PORT)</td>
<td>14666</td>
<td></td>
</tr>
<tr>
<td>TOUCH-WRITER RETURN SEAL (V-DRIVE DOOR)</td>
<td>10066</td>
<td></td>
</tr>
<tr>
<td>TOUCH-WRITER RETURN SEAL (PRINTER PORT)</td>
<td>10065</td>
<td></td>
</tr>
<tr>
<td>PRINTER</td>
<td>AR99003167C0</td>
<td></td>
</tr>
<tr>
<td>BALLOT BOX</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>WRITER TABLE</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PRINTER TABLE</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PRIVACY BOOTH (QUAD)</td>
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<td></td>
</tr>
<tr>
<td>PRIVACY BOOTH (SINGLE)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PRIVACY SCREENS (BLACK NYLON)</td>
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<td></td>
</tr>
<tr>
<td>PRIVACY MANILLA FOLDERS</td>
<td>10</td>
<td></td>
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<td>PRIVACY TRIFOLDS (WHITE PLASTIC)</td>
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<td>HEADPHONES</td>
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<td>CLOSING SEAL</td>
<td>4163</td>
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<td>CLOSING RETURN SEAL</td>
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<tr>
<td>PRINTER POWER CORD</td>
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<td></td>
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<tr>
<td>EXTENSION CORD</td>
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<td></td>
</tr>
<tr>
<td>POWER STRIP</td>
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<td></td>
</tr>
<tr>
<td>BALLOT BAG</td>
<td>1</td>
<td></td>
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<tr>
<td>BALLOTS</td>
<td></td>
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</tr>
<tr>
<td>MASKS</td>
<td>1 BOX</td>
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</tr>
<tr>
<td>WIPEs</td>
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<td></td>
</tr>
<tr>
<td>PENS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BLUE BAG</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>THERMAL TAPE (3 ROLLS)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT NOTES FOR JUDGE OF ELECTIONS & ALL POLLWORKERS**

The following materials are to be placed in the cage at the end of election:

- AQUA-BLUE ENVELOPE
- NUMBER LIST OF VOTERS BINDER
- ALL UNUSED BALLOTS & ALL OF THE CARDBOARD BOXES THAT THE BALLOTS ARRIVED IN

**ADDITIONAL NOTES:**
SUPPLEMENTAL POLL BOOK PAGES CROSS-CHECK INSTRUCTIONS

POLL WORKERS MUST REVIEW THE SUPPLEMENTAL POLL BOOK PAGES TO ENSURE THE MOST UP-TO-DATE VOTER RECORD WHILE CHECKING IN VOTERS.

The alphabetized voter poll books are printed in advance of Election Day. Any changes to the voter record that occurred AFTER the poll books were printed will be listed on the SUPPLEMENTAL POLL BOOK PAGES.

To properly cross-check, you will need the blue poll books and the supplemental poll book pages located at the front of the first poll book. The pages may contain the following information:

- Record of supplemental voter changes that must be addressed.

- Record of voters ineligible to cast a ballot (ballot has been received by the Board of Elections). You may only issue a provisional ballot to this voter.

To cross-check names from supplemental pages:

1. For each name from the supplemental poll book page(s), find the voter’s name in the blue poll book.

2. Mark a large, bold star next to the voter’s name in the blue poll book as shown here:

Reminder: A voter with a star next to their name will NEVER sign the blue bound poll book.
# PAY SHEET INSTRUCTIONS

Prior to pay release, the county accounting office must verify ALL data on the pay sheet. If data is missing, it will delay payment.

- Poll workers may only be paid for working a single role PER PRECINCT. Workers cannot be paid for serving more than one role in a single precinct.
- Poll workers who serve in 2 precincts MUST be documented on both precinct’s pay sheets to be eligible for payment for both precincts.

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### Election Officer Pay Sheet—Nov 8, 2022 — (Precinct Name Here)

Print CLEARLY. No signature = no pay. Use one block per worker. If additional space is needed, use reverse side and include all information requested. If the pay sheet is not properly filled out and signed payment may be delayed.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUDGE OF ELECTION 01-0206-682</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAJORITY INSPECTOR 01-0206-682</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MINORITY INSPECTOR 01-0206-682</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLERK 01-0206-682</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MACHINE OPERATOR 01-0206-682</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONSTABLE 01-0206-682</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RENTAL FEES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Use checklist at poll closing to ensure all data has been logged.**

**Print** clearly when filling out each block.

**Use** proper names.

**Sign** the yellow box under your printed name.

**Select** box indicating shift worked, full or half day.

Poll workers **must** be residents of Delaware County, using an address outside of the county will delay payment.

**Time saving tips:**

Any missing information will delay processing for the entire precinct.

Judge of Election **MUST** sign bottom of pay sheet or it will delay processing for the entire precinct.
HART VERITY TOUCH WRITER AND SCANNER SET-UP

OPENING POLLS GUIDE

Boot up time for the Touch Writer is approximately 10 minutes. The screen will appear black at times – do not reboot.

Boot up time for the Scanner is approximately 10 minutes.

REMINDER: Make sure Touch Writer is far enough away from scanner to ensure privacy.

Face the screen of the Touch Writer away from traffic so voters cannot see selections on screen.

If you encounter ANY issues during equipment setup, call the Voting Machine Warehouse at 610-874-8780.
Setting up Touch Writer

Setting up the ballot printer

1. Set up the ballot printer table and set the ballot printer on the table.

2. Plug in the square end of the USB printer cable into the printer. (The flat end will be plugged into the Verity Touch Writer.)

3. Insert the printer power cord into the printer and the other end into an outlet or UPS/battery backup.

Printer will come pre-loaded with paper.
BE GENTLE with the paper extender tray when unpacking and packing the printer.

Call the Voting Machine Warehouse at (610) 874-8780 if paper is missing.

Unpack and unfold the Verity TouchWriter table.
Place the table next to the printer.

Take care with placement to ensure the power cords are not tripping hazards for voters and poll workers.
EQUIPMENT SET-UP – TOUCHWRITER (continued)

Setting up the Verity Touch Writer

1. Set the Verity Touch Writer on top of the stand, aligning footpads with the indentations (the handle on the front of the Touch Writer should face the same direction as the handle on the booth).

2. Stand at the front of the stand. Reach under the front of the stand and push the latch away from you to secure the Touch Writer to the stand.

3. Open the case and remove the power brick and power cord from the storage compartment. Close the compartment and case.
   NOTE: Log the BLUE security seal number from the Verity TouchWriter vDrive Compartment on all 3 Return Sheets. DO NOT REMOVE SEAL UNTIL POLLS CLOSE

4. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Touch Writer (flat side up).
   IMPORTANT: Do not plug the power cord into the wall yet.
5. Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity TouchWriter, with the notch facing up. 
   NOTE: Remove the BLUE security seal on the back of the TouchWriter and record the security seal number on all 3 Return Sheets.

6. Open the Verity Touch Writer case and lock the lid brace in place.

   **IMPORTANT:** Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.

7. Unlock (A) using the key found in the black/clear bag, unlatch (B), and remove the tablet (C).
8. Seat the tablet in the cradle (A), tilt it back (B), and lock it in place (C).

9. Attach privacy screens to both sides of the stand.

10. Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present.

11. Press the switch on the bottom right side of the ballot printer to power it on. BE SURE TO POWER ON THE PRINTER BEFORE NEXT STEP.

12. Press the red button on the back of the Verity Touch Writer to power it on.

A Power-On Self Test report will print. The report will indicate any hardware or software connection issues. If any issues are noted, call the Voting Machine Warehouse at (610) 874-8780.

File this report in the aqua Machine Warehouse Envelope.
Touch Writer orientation

screen orientation

When powered up, the Verity TouchWriter will display the Print Zero Report screen.

In addition to the date and time, the following appears at the bottom of the screen:

- **Ballots**: The number of ballots printed using the Verity Touch Writer for the current election; at the start of a voting event, this number should be zero.
- **Lifetime**: The number of ballots printed using the Verity Touch Writer for the lifetime of the device (for all elections).
- **AC and battery power indicators**: A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Touch Writer Power-On Self Test report.

**NOTE**: If AC power is not available, the device will automatically switch over to battery power, and a warning message will display. To dismiss the message and continue operating on battery power, touch “If the power is out, touch here to use battery”. If a voting session 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.
poll worker button

The BLUE poll worker button is located on the back of Verity Touch Writer. This button is used for certain actions such as printing reports.

about Verity Access

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

- Navigate through a ballot with the Move wheel
- Make selections on a ballot with the Select button
- Activate help text using the Help button

installing headphones and tactile switches

1. Lift the Verity Access from its cradle.

2. Plug the headphones into the headphone port on the top left of the Verity Access.

3. 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.
Opening Polls

1. Once you've setup and powered on the Printer and Verity Touch Writer. **Confirm that you are running on AC power.**

2. Select **Print Zero Report.**
   
   Print two (2) copies of the Zero Report.

3. Wait while the Zero report prints (on the built-in report printer). Using the Zero report, check the following:
   
   - Verify the ballot count total on the Zero report is ZERO
   - Verify that the polling place on the report is correct.

   **IMPORTANT:** If these items are incorrect, contact Voting Machine Warehouse at (610) 874-8780

4. Verify that the clock in the bottom left corner of the screen displays the correct time.

   **IMPORTANT:** If the clock is incorrect, contact Voting Machine Warehouse at (610) 874-8780
5. Select **Open the Polls**.

**IMPORTANT:** Once you open polls, you can no longer print a Zero report.

6. Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ►

Wait while the Open Polls report prints.

7. Use info on the Zero Reports to fill out all three (3) copies of the Return Sheets with TouchWriter serial number and lifetime counter where indicated on Certificate 1.

8. Sign and place one (1) Zero Report in the Machine Warehouse Envelope (Aqua)

   Sign and place one (1) Zero Report in the Minority Inspector Envelope (Pink)

   Place the Open Polls Report in the Machine Warehouse Envelope (Aqua)
Setting up Verity Scan

Setting up the ballot box

1. Position the folded ballot box as shown. ▶

2. Unlatch the four clips (two on each side). ▶

3. Pull open the ballot box. ▶

4. Press the side panels outward until they are flat, being careful not to pinch your hands or fingers. ▶
5. Lower the bottom panel but do not press down.

6. Release the lid by unhooking the 3 straps.

7. Pull the string on the underside of the lid upward to unlock the lid latch.

8. Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended. Lay the lid across the top of ballot box, and then press it down. Do not force it.
EQUIPMENT SET-UP – Scanner – Ballot Box (continued)

9. Unlock the front door with the ballot box key. (Keys are located in the Black/Clear Bag) ▶

10. Press firmly on bottom panel to lock it in place. ▼

11. Assemble folded ballot bag, keep the top unzipped and position the bag directly under the scanner to collect scanned ballots. Ballot bags will have a precinct label in the clear sleeve on top of bag. DO NOT REMOVE THIS LABEL.
EQUIPMENT SET-UP – Scanner

Setting up the Verity Scan

1. Place the ballot box in position (be mindful to select an area near an electrical outlet without potential tripping hazards)

2. Place the Verity Scan on the ballot box, aligning footpads with the indentations. The handle on the Verity Scan must face the front of the ballot box.

3. Reach inside the ballot box and pull the cord down and away from you to lock the lid and the Verity Scan in place.

4. Close and lock the front ballot box door.

5. Open the case and remove the power brick and power cord from the storage compartment. Close the compartment and case.

   NOTE: Log the BLUE security seal number from the Verity Scanner vDrive Compartment on all 3 Return Sheets

   DO NOT REMOVE SEALS UNTIL POLLS CLOSE
6. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Scan (flat side up).

**IMPORTANT:** Do not plug the power cord into the wall yet.

7. Open the Verity Scan case and lock the lid brace in place.

**IMPORTANT:** Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.

8. Unlock (A), using the key found in the Black/Clear Bag, un latch (B), and remove (C) the tablet.
**EQUIPMENT SET-UP – Scanner (continued)**

9. Seat the tablet in the cradle (A), tilt it back (B), and lock it in place (C).

10. Attach privacy screens to each side of the ballot box.

11. Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present.

12. Press the **RED** button on the back of the Verity Scan to power it on.

   - During the power on process, a Power-On Self Test report will print on Verity Scan printer. This report will indicate any hardware or connection issues; if any issues are noted, call the Voting Machine Warehouse at (610) 874-8780.

File this report in the **aqua Machine Warehouse Envelope**.
**Verity Scan orientation**

**screen orientation**

When powered up, the Verity Scan will display the Print Zero Report screen.

In addition to the date and time, the following appears at the bottom of the screen:

- **Ballots:** The number of ballots scanned and cast on the Verity Scan for the current election; at the start of a voting event, this number should be zero.
- **Sheets:** The number of ballot sheets scanned on the Verity Scan for the current election; at the start of a voting event, this number should be zero.
- **Lifetime:** The number of ballots cast on the Verity Scan for the lifetime of the device (for all elections).
- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Scan Power-On Self Test report.

**NOTE:** If AC power is not available, the device will automatically switch over to battery power, and a warning message will display. To dismiss the message and continue operating on battery power, touch “If the power is out, touch here to use battery”. If a voting session 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.
opening polls

1. Set up and power on the Verity Scan. Confirm that you are running on AC power

2. Select Print Zero Report. Print two (2) Zero Reports

3. Wait while the Zero reports print (on the built-in report printer)

   Using the Zero report, confirm the following:

   • Verify the ballot count total on the Zero report is ZERO
   • Verify that the polling place on the report is correct.

4. Verify that the clock in the bottom left corner of the screen displays the correct time.

   IMPORTANT: IF ANY INFORMATION IS INCORRECT CONTACT THE VOTING MACHINE WAREHOUSE AT (610) 874-8780
EQUIPMENT SET-UP – Scanner (continued)

5. Select **Open the Polls**

   IMPORTANT: Once you open polls, you can no longer print a Zero report.

6. Enter the Open Polls Code, found in the Black/Clear Bag, and then select **Accept**.

   The Open Polls report will print.

   Wait while the Open Polls report prints.

7. Use info on the Zero Reports to fill out all three (3) copies of the Return Sheets with TouchWriter serial number and lifetime counter where indicated on Certificate 1.

8. Sign and place one (1) Zero Report in the Machine Warehouse Envelope (Aqua)

   Sign and place one (1) Zero Report in the Minority Inspector Envelope (Pink)

   Place the Open Polls Report in the Machine Warehouse Envelope (Aqua)
FILLING OUT THE RETURN SHEETS: CERTIFICATE 1

All 3 certificates are located on the large Return Sheet (see page 69). There are no individual certificates.

There are 3 Return Sheets included in the paperwork which must each be filled out completely and identically.

Certificate 1 is a record of Poll Opening security measures. Use these instructions, along with the infographic on the opposite page, to fill out Certificate 1.

- Record the seal numbers from BLUE security seals on the vDrive compartments inside the scanner and the Touch Writer. These seals are NOT removed until polls close.

- Record the serial numbers (abbreviated S/N) from the Open Poll Reports for both scanner and the Touch Writer.

- Record the Lifetime Counter numbers from the Open Polls Reports for both the scanner and the Touch Writer.

- Record the seal number from the RED security seal removed from the equipment cage. Place the seal in the Aqua Machine Warehouse Envelope.

- Record the seal number from the BLUE seal removed from the back of the Touch Writer. Place the seal in the Aqua Machine Warehouse Envelope.

- JOE and all present poll workers MUST sign all machine tapes.

- Place both Power-On Self Test Reports in the Aqua Machine Warehouse Envelope.

- Place one (1) Zero Report from both the Scanner and the Touch Writer in the Aqua Machine Warehouse Envelope.

- Place one (1) Zero Report from both the Scanner and the Touch Writer in the Pink Minority Inspector Envelope.

- Place the Open Polls Report from both the Scanner and the Touch Writer in the Aqua Machine Warehouse Envelope.
POLL OPENING - CERTIFICATE 1

Before you open the polls, record these numbers from the equipment and the tapes.


<table>
<thead>
<tr>
<th>ELECTION EQUIPMENT</th>
<th>BLUE Seal Number vDrive Compartment</th>
<th>Serial Number from Machine Tape</th>
<th>Lifetime Counter from Machine Tape</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verity Ballot Scanner</td>
<td>0005224</td>
<td>1903221810</td>
<td>5689</td>
</tr>
<tr>
<td>Verity TouchWriter</td>
<td>0054557</td>
<td>1913547412</td>
<td>77</td>
</tr>
<tr>
<td>RED Seal # on Cage:</td>
<td>0005226</td>
<td>BLUE Seal # Back of TouchWriter</td>
<td>003546</td>
</tr>
</tbody>
</table>

Blue Security Seals from both vDrive Compartments.
DO NOT REMOVE UNTIL POLLS CLOSE

“Zero” & “Open Polls” Report Tapes from Scanner and TouchWriter

NOTE: Ballot Counter is ZERO.
Remember to sign the bottom of all machine tapes where indicated.

Blue Security Seals from Printer Port on TouchWriter (rear near power button). Removed when setting up.
WORKING WITH VOTERS

TYPES OF BALLOTS

- Regular ballots: Found in sealed box(es) inside equipment cage or printed from the Touch Writer.

  - TIME-SAVING TIP! Only open packets of 50 ballots as needed. This will make counting unused ballots easier after polls close.

- Provisional ballots: Found in Blue Poll Bag or printed from the Touch Writer.

- Absentee ballots being surrendered can be remitted so that voter may receive and vote a regular ballot.

- Mail-in ballots being surrendered can be remitted so that voter may receive and vote a regular ballot.

- Complete Absentee/Mail-In ballots:

  - Voter may surrender the ballot and bar-coded envelope and vote on a new ballot in person, OR:

  - Deliver the sealed mail-in ballot at a secure Delaware County Drop Box by 8:00PM on Election Day.
MANAGING VOTERS

Voter Check-In
Split precinct lines based on alphabetical order in the poll book. If your precinct is larger or busy, create signs to manage traffic. Example - poll worker 1 may check-in voters with last names of A-L, poll worker 2 may check-in voters last names M-Z.

Polling locations serving more than one precinct should ensure distinct line areas for each precinct. Create signage using blank paper to ensure voters are waiting in the correct line to check-in. NOTE: Voters standing in the wrong line will not be in the poll book. To reduce errors, ensure voters can see signage and queue up in the proper space.

If a voter is not listed in the poll book and requires a call to the county for more information, pull that voter from the line while solving the issue so that you may continue serving other voters.

Be mindful to control the flow of voters to prevent overcrowding at available voting booths.

Balloting
All ballots must be filled out in the precinct room.

The balloting area MUST offer privacy, accessibility, and adequate lighting.

Voters may:
Talk respectfully amongst themselves.
Take “I Voted” pictures or “selfies” that do not infringe on the privacy of other voters.
Use their phones to research candidates for their own personal purposes.
Wear clothing or accessories with political messaging.

Voters may not:
Remove ballots from the precinct to fill out elsewhere.
Engage in politicking inside the precinct.

Scanner
Use painter’s tape from the equipment cage to mark an area approximately 6 feet away from the scanner. This mark will indicate the start of the scanner waiting line. Ensure the mark is angled away from the scanner display to maintain voter privacy.
BLUE POLL BOOK – VOTER CHECK-IN PROCEDURE

1. Greet the voter. Ask the voter for their name. Repeat the name aloud for any poll watchers.

2. Using the alphabetical guide in the blue Poll Book’s lower right corner, find the voter’s name in the book.
   - If voter’s name is NOT found, check the Poll Book Supplemental pages and/or the back of the poll book (after letter Z) for a list of “Ballots Cast/Not Eligible” voters. The “Ballots Cast/Not Eligible” list indicates voters who returned ballots before the poll books were printed. Not all precincts will have this list.
   - If voter’s name is found on Poll Book Supplemental pages, go to Step 3 below.
   - If voter’s name is NOT found anywhere, proceed to Unlisted Voter (Page 46).

3. When voter’s name is found, take appropriate action for any FLAG that appears in the signature box (see Poll Book Quick Reference Guide, page 44) before proceeding.

4. Once FLAGS are cleared, ask the Voter to confirm their address.
   
   If address is NOT confirmed, YOU MUST call Voter Reg (610) 891-4659 before the voter is able to cast a ballot and then follow the steps on page 45 (If it is crowded take voter out of line to do this.)

   If it’s determined that the voter is voting provisionally STOP. Take the voter out of line to work with the JOE. Voter does NOT sign the poll book or poll book supplemental pages. See page 50.

5. Once all FLAGS are cleared and the voter has confirmed their name and address, present the poll book or poll book supplemental page to the voter. (A voter listed on the Poll Book Supplemental page will ALWAYS sign the Supplemental page.)
   - Note: The Poll Book is printed to be read by poll workers and signed by voters. It does not need to be flipped around for voters to sign in the correct place.

6. Identify the blank signature box and have the voter sign in the box while covering the pre-printed signature. Signatures must be in BLUE or BLACK ink only.

7. Compare the signatures.
   - If signatures match, go to Step 8.
   - If signatures do not match, proceed to Signature Verification on page 45.

8. Legibly PRINT the name of the voter on the Numbered List of Voters in the white binder. See instructions for voter numbering on page 40.
   - Do not place the voter’s name on this list until verified to vote.
   - Do not print provisional voter names on this list.
In the event a voter’s name is accidentally added to the Numbered List of Voters, print an asterisk (*) next to the name and draw a line through the name. **DO NOT REUSE THIS LINE.** This will help identify discrepancies on the Return Sheet at the end of the night. If they accidentally signed in the poll book – cross that signature out as well as the initial and number on the left side of the poll book.

9. Record the Voter’s Number from the Numbered List of Voters the “Voter #” line above the voter’s original signature. See initial area circled in red on the Poll Book Quick Reference Guide on page 44.

10. Record YOUR initials on the line marked “Insp. Int” above the voter’s original signature.

11. The voter may now vote. Give the voter a ballot, pen, and ballot privacy sleeve (manila folder).

12. Remind voters that they must select each candidate individually on the ballot. Review how to properly mark the ballot. Then direct the voter to the privacy booths/area to manually mark their ballot.

13. After marking the ballot, voters proceed to the ballot scanner to cast their ballot.

14. If the voter makes a mistake marking their ballot, they may spoil it and request a new ballot. See page 43 for directions.

   **NOTE:** If any voter, including a provisional voter, is unable or feels uncomfortable to vote by manually marking the paper ballot, direct them to the ADA compliant Touch Writer to mark ballot digitally. ANY voter may use the Touch Writer, if requested. They are not necessarily asking for assistance; they may have just forgotten their reading glasses. See page 52 for detailed instructions.
INSTRUCTIONS: NUMBERED LIST OF VOTERS BINDER

The white binder has replaced the yellow carbonless Numbered List of Voters pad used at the Primary Election.

It is still a carbonless list with a top white page and bottom yellow page. Each page set is divided by a separation page. Each page in the binder is numbered 1 to 100. The page numbers will be filled out for you beginning with page 0 (zero).

Once a poll worker has cleared the voter to sign the blue poll book, the poll worker will repeat the voter’s name, last name first.

Legibly print the voter’s name, last name first on the list.

Record the Voter # in the poll book assigned by the list: page number first, then line number, above the voter’s original signature. The poll worker writing the number in the poll book will also initial the record.

If a voter’s name is accidentally added to the list, print an asterisk (*) next to the name. Boldly cross out the number and name of the voter. DO NOT REUSE THIS LINE OR RENUMBER THE LIST.

Throughout the day, verify the last number on the list, minus any cross outs is equal to the number of ballots scanned on the scanner. For instance, the last number is 336 and, there were 2 cross outs. So, the actual number of voters that signed the blue book is 334 (336 - 2); the scanner should match 334 votes cast. Note the reason for any differences during the day to make closing smoother.

TIP: Mark the line where you reconciled counts. You only need to review votes since that mark.

As a reminder, NO provisional voters will sign the list. There is NOT a separate green list for provisional voters.
BALLOT SCANNER PROCEDURE

MAINTAIN SAFE DISTANCE WHEN ASSISTING VOTERS AT THE SCANNER.
DO NOT LOOK AT THE BALLOT. NEVER TAKE THE BALLOT FROM THE VOTER.

1. Instruct the voter to remove the privacy shield from their ballot and insert the ballot into the scanner.

2. Voter inserts their marked ballot into the scanner as directed by the flashing green arrows (ballots must be fed in short edge first but can otherwise be inserted in any direction).

3. Voter must wait for the scanner to finish processing. “Please wait” message will be displayed on screen.

4. When the scanner has accepted a ballot, the screen will quickly flash the American flag and a brief message on the screen that the vote has been recorded.
   ▶ If the scanner rejects the ballot an error message will displayed. Review the message and assist the voter. See examples on the next page.

5. Thank the voter, remind the voter to please return their pen and privacy sleeve, give the voter an “I Voted” sticker, and then direct the voter to the exit.

Do not attempt to scan provisional ballots.
Provisional ballots must be processed by the JOE.

TIP: Throughout the day, confirm the number of ballots scanned agrees with the numbered list of voters in the binder. Research any discrepancies to ensure proper accounting at poll closing.
OVERVOTE (for the Mayoral Race in this example)

- Too many choices were marked on the ballot.
- Offer the following options to the voter:
  - Spoil the ballot sheet with a poll worker and receive a blank ballot to correct the error. See page 43 for instructions.
  - Cast the ballot as is. The overvoted contest will NOT be counted, but all other contests will be counted.

UNDERVOTE (This feature may not be used in all elections.)

- A contest on the ballot was left blank or does not contain the maximum number of selections.
- Offer the following options to the voter:
  - Return to the voting booth with ballot, make selections, and then return to scanner to scan ballot.
  - Cast the ballot as is. The undervoted contest will be counted if any candidates are selected.

ERROR CODES 6, 11 or 14

- Scanning error code number listed in the lower right corner.
- Code 11 – This ballot has already been scanned. Take the voter out of line. Record the voter name and contact the DA Hotline at (610) 891-4797. New voters may continue to use the scanner.
- Code 6 or 14 - Provisional ballots CANNOT be scanned. Properly file and log provisional votes. See page 50 for details.
HOW TO SPOIL A BALLOT

When a voter brings a unscannable or overvoted ballot to be spoiled, complete the following steps:

- Ask voter to fold their ballot in half. Do not inspect the ballot!
- Place the folded ballot in the Spoiled/Remitted Ballots Envelope (pictured below).
- Fill out Spoiled Ballot Log (pictured below and located on the back side of the envelope) listing the “reason spoiled” per the voter.
- Give the voter a new ballot to complete and cast.

LOG AN ABANDONED BALLOT

- If an abandoned ballot is found, write “ABANDONED” across the ballot in large print.
- Place in Spoiled/Remitted Ballots Envelope and write “abandoned” under the reason on the log.
Example 1: Normal Voting Record
There are no messages in the signature box. Voter signs box. Poll worker verifies signature. Remember: Put voter number and your initials where indicated in the red circle.

Example 2: Remit or Vote Provisionally
Voter requested mail-in/absentee ballot. County has not received ballot. **Option A:** Voter surrenders mail-in/absentee ballot and return envelope, completes “Elector’s Declaration to Surrender” and then receives standard ballot. **Option B:** Voter does NOT remit ballot and envelope and then must vote provisional ballot.

Example 3: Inactive. Affirm Req.
Affirmation is required. Voter fills out “Affirmation of Elector.” Once signed, voter receives standard Election Day ballot. (This is **not** a provisional ballot situation.)

Example 4: ID Required
The voter must show an approved form of ID before voting. With ID, voter receives standard Election Day ballot. If voter shows no ID, then the voter does **not** sign poll book and must cast a provisional ballot. Voter fills out information on provisional envelope.

Example 5: Absentee/Mail-In Ballot Received
Explain to voter that records indicate absentee/mail-in ballot was received. If voter insists on voting, voter may cast provisional ballot. Provisional ballot will count if there was an error in logging the absentee/mail-in ballot.
FLAGS & VOTER SITUATIONS

1-Incorrect Address - If the Voter’s address is not properly listed in the poll book, the voter must complete sections A and C of the YELLOW AFFIRMATION OF ELECTOR form to vote.

The JOE will review and sign the form, the voter will return to the check-in table to sign the Poll Book and proceed normally.

File the completed and signed Affirmation of Elector Form in the Used Form Envelope.

2-Signature Verification – If the signature does not appear to be the same:

- Verify voter date of birth and address, or
- Ask for identification, voter may show any of the forms listed below:

![Approved Forms of Voter ID](image)
FLAGS & VOTER SITUATIONS (continued)

3- Unlisted Voter - If the voter’s name does not appear in the poll book, verify the voter’s registration status and their correct precinct via delcopa.gov/regcheck or call voter registration. If a voter is registered in another precinct, direct the voter to that precinct. If the voter will not go to the correct precinct, they may vote provisionally, see page 50.

➢ If at the correct precinct and properly registered, have the voter step out of line with a poll worker and call Voter Registration together at (610) 891-4659.

➢ Only issue this voter a ballot after voter registration gives you an authorization number. Next, return the voter to the check-in table, and locate a blank entry at the end of the alphabetized blue poll book. You must fill in the voter authorization number and ask the voter to fill in all other blanks.

➢ Proceed as a normal voting record.

If the voter is NOT given a Voter Registration Number, the voter is not a registered voter in Delaware County and can NOT vote. If the voter insists on voting allow the voter to cast a Provisional Ballot.

4 - Inactive: Affirmation Required – Voter must fill out the Parts B and C of the YELLOW AFFIRMATION OF ELECTOR form prior to casting a ballot. Identification is not required. See form on page 45.

The JOE will review and sign the form. File the form in the used forms envelope. The voter will return to the check-in table to sign the Poll Book and proceed normally.

5- ID Required – Required if voting for the first time at a new voting precinct. Voter must show ID prior to voting. Acceptable forms of ID listed on page 44.

If a voter is unable to provide approved ID, they MUST vote provisionally. See page 50.

6- Voter Requests to Change Poll Book Information - Do NOT make any changes to the pre-printed voter information in the poll book. By law, the voter must file a separate registration change. By law, notes in a poll book can not be used to change or update a registration.
FLAGS & VOTER SITUATIONS (continued)

7- Voter Requires Assistance (ATV)
See Appendix D for more information to respectfully work with voters with specific needs. Voters who require assistance to vote do NOT need to have it noted in the poll book. When a voter needs assistance, take the following steps:

- If “ATV” is noted in the poll book, the voter can receive assistance and only needs to be listed on the Record of Assisted Voters form.

- If “ATV” is not noted in the poll book, ask the voter to fill out a PINK DECLARATION OF ASSISTANCE form. The form (pictured below) must be witnessed and signed by the assistor and the Judge of Election.

- All voters receiving assistance to vote MUST be listed on the RECORD OF ASSISTED VOTERS form.

- File both the used DECLARATION OF ASSISTANCE forms and the RECORD OF ASSISTED VOTERS in the Used Forms envelope. Return in the Blue Poll Bag at the end of the night.

NOTE: The voter may choose one person to assist in voting. The individual may not be the Judge of Election, the voter’s employer or an agent or officer of the voter’s union. The JOE may assist in setting up the Touch Writer, but they may NOT assist in casting a ballot.
FLAGS & VOTER SITUATIONS (continued)

8-Absentee or Mail-In – Ballot Cast / Not Eligible
Voter is not eligible to cast a ballot because their absentee or mail-in ballot has been returned to the county election bureau. DO NOT GIVE THIS VOTER A BALLOT. If the voter insists on voting, call Voter Registration with the voter to verify the information. If the voter still insists on voting, allow them to vote provisionally with the JOE. See page 50.

9-Remit Absentee or Mail-In Ballot or Vote Provisionally
Voter was issued an absentee/mail-in ballot that was not returned at time of poll book printing and now would like to vote in person has 2 choices: remit BOTH the ballot AND the bar-coded return envelope to vote in-person or vote provisionally. In either case, remove them from the line to work with the JOE to resolve. (See the flowchart below to assist with the decision).

- If the voter chooses to remit BOTH their ballot AND the bar-coded return envelope, see next page.
- If the voter must vote provisionally, turn to page 50.

REMITTING BALLOT OR VOTING PROVISIONALLY FLOWCHART

Does the voter have the ballot AND return envelope?

- YES
  - Void ballot and envelope.
  - Complete Elector’s Declaration to Surrender Form.
  - Voter will sign poll book and vote normally.

- NO
  - Do the Blue Poll Book & Supplemental pages show the voter has already returned a ballot?
    - NO
      - Follow steps for provisional voting on pages 50.
    - YES
      - STOP: Voter has already cast a ballot.
HOW TO REMIT (SURRENDER) MAIL-IN/ABSENTEE BALLOT

A voter who received an absentee or mail-in ballot, and who wishes to vote in the precinct by regular ballot instead, must complete the following steps:

1. Remove the voter from the check-in line to work directly with the JOE.

2. JOE will determine if the voter has the mail-in or absentee ballot, AND the return bar-coded envelope with the county mailing address. The Voter does NOT need the green secrecy envelope.

3. If voter surrenders a ballot in a sealed return envelope, verify there is a ballot inside while respecting the voter’s privacy.

4. Direct the voter to fill out the **ELECTOR’S DECLARATION TO SURRENDER THEIR MAIL BALLOT** form (shown in box # 1 below).

5. The JOE will review the voter’s information and verify the form is signed and then date, sign and print their name on the **ELECTOR’S DECLARATION TO SURRENDER THEIR MAIL BALLOT** form (shown in box # 2 below).

6. The JOE will write “VOID” on the surrendered ballot and envelope using blue or black ink while maintaining the voter’s privacy.

7. The completed Declaration to Surrender form will be taped to the ballot envelope and all 3 items will be deposited in the Spoiled/Remitted Ballot Envelope (pictured below). **DO NOT RECORD THE REMITTED VOTE ON THE SPOILED LOG.**

8. The JOE will escort the voter back to the check-in table and ask the poll workers to check in the voter normally either in the poll book or Poll Book Supplemental pages.

9. The poll worker will check off the “ballot remitted” box and proceed.
PROVISIONAL BALLOT INSTRUCTIONS

PROVISIONAL VOTERS DO NOT SIGN THE POLL BOOK OR SUPPLEMENTAL PAGES.

1. Give the voter the WHITE provisional ballot envelope. Direct voter to fill out sections 1 – Voter Information and 2 – Voter Affidavit for Provisional Ballot on the envelope. NOTE: Section 2 requests the address where the voter is registered to vote.
   - If their current address is different from their registered address, have the voter fill out section 3 – Current Address where the Voter Lives - on the envelope before receiving a ballot.

2. Have voter sign Section 2 of the envelope where indicated.

3. Give the voter a provisional ballot. Voter may use the Touch Writer to generate a marked provisional ballot, if desired.

4. Instruct voter to place the completed ballot in the GREEN secrecy envelope and seal it.

5. Direct voter to place the GREEN secrecy envelope inside the WHITE provisional ballot envelope and seal the white envelope.

6. Instruct voter to sign and date Section 4 – Voter Signature – on the white envelope.

7. Judge of Election will inspect the provisional ballot to ensure the voter has signed the envelope in BOTH sections where indicated.

8. JOE will select the Reason for Ballot from the list on the bottom section of the white envelope.

9. JOE and Minority Inspector will sign and date the WHITE provisional ballot envelope.

10. JOE must then place the provisional ballot bar-coded receipt sticker in the space provided on the envelope marked AFFIX BALLOT ID NUMBER HERE.

11. Give voter their portion of the receipt, which enables voter to determine the status of their provisional ballot. If the precinct runs out of receipts, the voter may also look up provisional status, post-election, by name and date of birth at vote.pa.gov.

12. Place sealed white provisional ballot envelope in the larger white Provisional Voting – Return Envelope.

13. Log and file all provisional ballots according to the instructions on page 75 to properly seal and secure these ballots for return to the County at the end of the night.
PROVISIONAL BALLOT VISUAL GUIDE

VOTERS MUST CAST A PROVISIONAL BALLOT IF:

- Voter was issued, but did not surrender (remit), an Absentee/Mail-In ballot and return envelope.
- Voter name does not appear in the poll book and registration status cannot be determined.
- Poll book flag notes red “Provisional Only” stamp.
- Poll book flag notes “ID Required” and the voter is unable to show approved identification (approved forms of ID listed on page 45). A first-time voter will have 7 days to submit valid ID to Delaware County Voter Registration for approval.
- A court order has been issued.
- If a voter is at the wrong precinct, and if the voter is unable or unwilling to go to the correct precinct.
- A voter’s eligibility is challenged for cause by an election official.

1. Voter Information
   (Voter must complete this section in front of election officials BEFORE receiving ballot)

   PRINT VOTER NAME
   VOTER DATE OF BIRTH
   VOTER PHONE NUMBER
   VOTER EMAIL ADDRESS

2. Voter Affidavit for Provisional Ballot
   (Voter must complete and sign in front of election officials BEFORE receiving ballot)

   Please print the address where voter is registered:
   VOTER STREET ADDRESS
   VOTER CITY / ZIP CODE
   VOTER TWP/MUNI / COUNTY (DELAWARE)

3. Current Address where the Voter Lives
   (Voter must complete this section in front of election officials BEFORE receiving ballot if address is different than section 2.)

   ONLY FILL OUT IF VOTER ADDRESS HAS CHANGED
   Address (street)
   City Zip code

4. Voter Signature
   (Voter must sign in front of election official AFTER receiving and voting ballot)

   I declare, under penalty of law, that I am a properly registered voter in the election district indicated in my affidavit, and that I am eligible to vote in this election in this election district.

   Voter, sign or mark here

   VOTER MUST SIGN

   PRINT VOTER NAME

   VOTER MUST SIGN

   TODAY’S DATE

   Date (MM/DD/YYYY)

   Judge of Election will select a box.

   Provisional ballot barcode receipt sticker goes here

   JUDGE OF ELECTION MUST SIGN & DATE

   MINORITY INSPECTOR MUST SIGN & DATE
**Voting with Touch Writer**

**overview: Verity Touch Writer**

Verity Touch Writer is an accessible ballot marking device. On Verity Touch Writer, poll workers will activate a ballot, and then allow the voter to begin voting. When they are finished voting, the voter will print the marked ballot. The voter will cast their ballot into a ballot box to be processed centrally.

**activating a ballot**

1. When the device is ready to be used for marking ballots, the “Ready for Use” screen will display.

2. Press and hold your finger on the **Ready for Use** button to continue (or, alternately, press the blue poll worker button on the back of the Touch Writer).

3. Enter the Poll Worker Code and select **Accept**.

*NOTE: Visually impaired voters may need help navigating these visual menus. Poll workers are permitted to help with machine menu navigation so the voter can vote independently using the touchscreen, headset or other plug in device.*
4. Select Activate ballot.

5. Choose the correct precinct from the list and select OK. Most Delaware County precincts will be locked for one precinct only.

6. Confirm the selections you have made, and then select Yes, activate this ballot.
   - If the precinct and/or party are incorrect, select No, cancel to return to the main menu.
   - To activate a provisional ballot, select Mark as provisional.
Marking ballots with Verity Touch Writer

1. The voter selects **To get started, touch here** (or turns the Move wheel on Verity Access clockwise). ▶
   - If multiple languages are available, a “get started” button will appear in multiple languages. The voter selects the button with their preferred language.
   - The language selected applies to both the device instructions and the ballot.
   - The language settings can be changed at any time by accessing the language menu.

2. The voter chooses whether they would like to use the Verity Access accessibility features. ▶
   - If the voter chooses **Yes, help me change the settings**, they will proceed to the next step.
   - If the voter chooses **No, skip straight to voting**, they will be taken to the About Your Ballot screen.
3. The voter selects whether to use the screen, audio, or both to complete their ballot, and then adjusts their audio and/or screen settings.
   - If the voter chooses to use both the screen and audio, they will then be walked through the audio settings and screen settings before proceeding. The voter selects **OK, it sounds good/OK, it looks good** in the bottom right to proceed.
   - If the voter chooses to use the screen only and turn off the audio, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will then be walked through the screen settings before proceeding. The voter selects **OK, it looks good** in the bottom right to proceed.
   - If the voter chooses to use the audio only, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will proceed through their ballot using the Access device with headphones. The voter can **select Touch here to enable the screen** to turn the screen display on at any time.

4. The voter is presented with three screens of instructions that orient them to the Touch Writer device. The voter can select **Next** to view each instructional page or select **Skip Instructions** to go to their ballot. ▶
   - On the last page of instructions, the voter selects **Start** in the bottom right to begin marking their ballot.
   - The Language, Audio, and Screen settings and the Help button are also available
5. The voter can start voting (by selecting Begin Voting), learn how to use the ballot, or view a list of contests on the ballot.

6. The voter makes their choices; The voter can make ballot choices using the touchscreen, or by using the Move wheel and Select button on the Verity Access.

   - A selected choice will display a green box with check mark to the left of the choice.
   - The voter can review ballot choices by selecting Review your choices.
   - The Next or Skip button advances to the next contest on the ballot.

7. When the voter has reached the end of the ballot, the Review your ballot screen appears. The voter can select a specific contest to return to that contest, or select Return to ballot to go to the last contest visited.

8. After reviewing and confirming their choices, the voter selects Print to print the ballot.
9. The voter selects **Yes, print my ballot.**

   **NOTE:** If a visually impaired voter, using the headset is stuck, remind the voter to move the wheel clockwise until the voice activation menu is reactivated.

10. The voter retrieves the printed ballot from the laser printer next to their Verity Touch Writer.

   ➢ The voter will take their printed ballot to the Verity Scan to cast their vote.

**making write-in choices**

To vote for a write-in candidate on the ballot:

1. On the page for that contest, the voter selects: **To enter a write in, touch here.**

2. The voter types the name of the desired write-in, using the touchscreen or Verity Access, and then selects **Accept.**

3. The voter’s write-in choice will appear with a green box with check mark to its left, along with the write-in candidate name that the voter typed.

   **NOTE:** If a voter attempts to deselect a marked write-in choice, they will be asked to confirm before proceeding.

**printing blank ballots**

If the voter has marked no choices and selects the Print button, Verity Touch Writer will ask the voter to confirm before printing the blank ballot.
Verity Touch Writer help and features

Each Verity Touch Writer is equipped with context-specific help text and settings that can be accessed from the touchscreen or using Verity Access. To exit help or settings screens and resume voting, select Exit Help or Return to ballot on the bottom right.

- If multiple languages are available, a Language button is located at the top left of the screen. Voters can select this button to change the language of the instructions and ballot.
- Voters can select the Screen button to change the screen settings (contrast and text size), or to turn the screen off (if using headphones only).
- Voters can select the Audio button to change the audio settings (volume and speed) for the headphones.
- The Help button is at the top right of the screen. Voters can select this button to see help text for the voting step currently underway.

![Button Icons]

troubleshooting

If there is a problem with the Touch Writer, follow the error instructions on the screen or contact the Voting Machine Warehouse at (610) 874-8780 for assistance.
spoiling a ballot on Verity Touch Writer

The Spoil Current Ballot menu allows you to spoil (discard) the current active ballot before it is printed.

1. Press the blue poll worker button on the back of the Verity Touch Writer.

2. Enter the Poll Worker Code and select Accept.

3. Select Spoil current ballot.

4. Select Yes, spoil the ballot.

5. Select OK. There is no need to file paperwork for spoiled ballots that are not printed.
CLOSING THE POLLS

- Polls must stay open until all voters in line at 8:00PM have voted.
- DO NOT close the polls before 8:00PM. Once polls have closed, they cannot be reopened.
- Poll watchers are permitted to remain in the precinct during closing, but must not disrupt the poll workers.
- All supplies marked on pages 74, 75 & 76 MUST be returned to the Media Government Center immediately after completing the closing process.

**WARNING!** If you are missing any items, you will be required to return to your polling location to collect those items. Be sure to review pages 74, 75 & 76 to avoid having to make two trips!
**TASK LIST: CLOSING THE PRECINCT AND POLLS**

JOEs use this list to distribute closing tasks.

- Open the Ballot Box and verify there are no unscanned Ballots in the Emergency Slot Bag. If there are, scan them first (see page 81) and then proceed.

- Remove Ballot Bag from Ballot Box. Seal with green Security Seal located in the Black Pouch. Record the seal number on Certificate 2 of all 3 Return Sheets. Close Ballot Box.

- Close Polls on the Scanner. Follow the step-by-step procedures beginning on page 64.


- Secure the Scanner and Touch Writer vDrives in the white Tyvek security envelope and place in the front pocket of the Green Tote. See page 68.

- Count unused ballots. Do not unwrap to count them. Record the # of unused ballots on the box and Certificate # 3 on all 3 Return Sheets.

- **NEW STEP:** Unused ballot inventory
  - Seal cardboard ballot box with blue painter’s tape. All workers will sign over the tape.
  - Write the number of unused ballots on the label.
  - Return the cardboard ballot box to the equipment cage along with any empty cardboard ballot boxes.

- Fold up voting booths, ballot box, tables, chairs, and any other equipment used.

- Pack Equipment Cage according to photo in plastic sleeve. Do NOT Seal!

- Separate the *Numbered List of Voters* sheets in the binder. Record the total number of voters (subtracting the total number of crossed off lines) on all Return Sheets – Certificate 2.
  - NEW LOCATON: White pages will remain in binder and be returned on the top shelf of equipment cage.
  - Yellow pages will be placed in the *pink Minority Inspector Envelope*.

- Complete the Provisional Ballot Return Envelope. See details on page 75 and place in Blue Poll Bag.

- Bundle all unused Provisional Ballots supplies in the Ziploc bag and place in Blue Poll Bag.

- Place the Poll Books and Poll Book Supplemental pages in the Blue Poll Bag.
TASK LIST: CLOSING THE PRECINCT AND POLLS (continued)

- Complete and sign all Return Sheets using the step-by-step guide as listed below.
  - Return Sheet Certificate 1 – Filled out at poll opening – page 35.

- Pack the Blue Poll Bag per page 75 and seal with the white security seal in the Blue Poll bag and record the seal number on Certificate 3 on all 3 Return Sheets.

- Verify that the pay sheet has been filled out and signed by all Poll Workers. Double check that the JOE has signed at the bottom of the sheet. Place pay sheet in lilac Bureau of Elections Envelope.

- Confirm the lilac Bureau of Elections Envelope contains all forms listed on the envelope, per page 76. JOE and Minority Inspector must both sign the lilac envelope. Place in the Green Tote.

- Take down all posters, notices, and sample ballots. Place in Posting Notices Envelope. Place in the White Supply Box.

- Place one completed return sheet in each of the following locations:
  - Posted in precinct – visible from outer door or window with write-in report attached.
  - aqua Machine Warehouse Envelope.
  - pink Minority Inspector Envelope.

- Pack the White Supply Box according to the inventory list on page 76. Place the fully packed Supply Box in the Green Tote.

- Complete and verify the contents of the pink Minority Inspector Envelope. JOE and Minority Inspector must sign the pink envelope. Minority Inspector will take sealed envelope home and maintain securely for two years.

- Complete and verify the contents of the aqua Machine Warehouse Envelope per page 77. JOE and Minority Inspector must sign the aqua envelope.

- NEW LOCATION: The aqua Machine Warehouse Envelope will be returned in the cage.

- Collect pens, “I Voted” stickers, Privacy Sleeves, and any other loose election supplies and place them in the plastic supply bag. Place plastic bag in the Green Tote.

- Return precinct to its original state or as discussed with the precinct’s manager.

- Before sealing the equipment cage, take one last look around the precinct to verify there are no loose items.

- Determine who is dropping off the sealed Blue Poll Bag, Green Tote with white vDrive envelope, and sealed grey Ballot Bag at the County.
TASK LIST: CLOSING THE PRECINCT AND POLLS (continued)

- Seal equipment cage using the RED security seal (DO THIS LAST).
- Turn off lights, lock doors, and see that all Poll Workers are safely escorted to their cars.

SECURITY SEAL LOCATIONS

<table>
<thead>
<tr>
<th>SEAL COLOR</th>
<th>SECURITY SEAL LOCATION</th>
<th>SEAL PLACEMENT AT POLL CLOSING</th>
</tr>
</thead>
<tbody>
<tr>
<td>White (1)</td>
<td>Blue Poll Bag</td>
<td>Blue Poll Bag</td>
</tr>
<tr>
<td>Green (1)</td>
<td>Black Pouch</td>
<td>Scanner Ballot Bag</td>
</tr>
<tr>
<td>Blue (3)</td>
<td>Equip cage blue pouch</td>
<td>vDrive compartment on Scanner &amp; Touch Writer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Printer port on rear of Touch Writer</td>
</tr>
<tr>
<td>Red (1)</td>
<td>Equip cage blue pouch</td>
<td>Equipment cage</td>
</tr>
</tbody>
</table>
CLOSING THE POLLS – SCANNER

Check the emergency ballot bag in the ballot box for any ballots prior to shutting down the machine. Scan these ballots. See Appendix B for complete Emergency Ballot procedures.

How to print and file the machine tapes from the scanner and close down the device after polls close.

IMPORTANT: DO NOT CLOSE THE POLLS UNTIL 8:00PM SHARP OR UNTIL ALL VOTERS IN LINE AT 8:00PM HAVE VOTED.

Once Polls have been closed, they cannot be reopened. Call Voting Machine Warehouse (610) 874-8780 with any problems.

1. Remove the grey Ballot Bag from the Ballot Box.


3. Press the BLUE poll worker button on the back of the Scanner.

4. Select Close Polls.

5. Select Yes, Close the polls.

   Enter the Close Polls Code (found in Black Pouch) and select Accept. The Close Polls report will print automatically.

   THE POLLS ARE NOW CLOSED.

6. Record the Ballot Counter and Lifetime Counter numbers from the Scanner’s Close Polls Report on Certificate 2 on all 3 Return Sheets.

7. Sign and file the Close Polls report in the aqua Machine Warehouse Envelope.

8. Select Print Tally. Wait for the report to print.

   • Repeat this step until you have a total of five (5) Tally reports.
   • You may number the tally tapes in the upper right corner to help keep track when printing.
CLOSING THE POLLS – SCANNER (continued)

9. Select **Print Write-In Report**. Wait for the report to print.

   Helpful Tips: Machine tapes will be long. Some may be over 6 feet. Take care to roll or fold machine tapes so you can access information when filling out the return sheets.

   Machine tape replacement instructions are noted on page 80 if additional rolls of report tape are needed.

10. All present poll workers must sign ALL machine tape reports and file as instructed below.

11. After printing reports, press the **RED** power button on the back of the Verity Scanner to power it off.

   - **NOTE**: The Scanner power cord has a locking connector. To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Scanner, and slide back the sleeve. This will unlock the connection so the cord may be removed.

   - **IMPORTANT**: Wait for Scanner to be completely powered down and showing a black screen before removing the tablet. Unlock and unlatch the tablet from the cradle. When storing, make sure to lock tablet in with the blue key and pull blue latch down to secure it in place.

12. Follow instructions on page 67 to remove vDrive

**TALLY TAPE FILING INSTRUCTIONS**

- One (1) Tally & one (1) Write-In report will be taped to the Return Sheet posted at the precinct.

- One (1) Tally report will be taped to the Return Sheet to be placed in the *pink Minority Inspector Envelope*.

- One (1) Tally report will be taped to a Return Sheet to be placed in the *aqua Machine Warehouse Envelope*.

- One (1) Tally report will go to the Republican Party Representative. One (1) Tally report will go to the Democratic Party Representative.

- If a party representative is not present at poll closing to receive their Tally Report, note the party that is not there on top of the tape, and place the tape in the White Supply Box.
CLOSING THE POLLS – TOUCH WRITER
How to print and file the machine tapes from the scanner and close down the device after polls close.

1. Press the BLUE poll worker button on the back of the Touch Writer.
2. Select “Menu” in the upper right corner of the screen.
4. Select Yes, Close the polls.

Enter the Close Polls Code (from Black Pouch) and select Accept. The Close Polls report will print automatically.

THE POLLS ARE NOW CLOSED.

5. Record the Lifetime Counter number from the Touch Writer Close Polls Report on Certificate 2 on all 3 Return Sheets.
7. Select Print Ballot Count. Wait for the report to print.
8. All present poll workers must sign ALL machine tape reports and file as instructed:
   - One (1) Close Polls Report will go in the *aqua Machine Warehouse Envelope*.
   - One (1) Ballot Count Report will go in the *pink Minority Inspector Envelope*.
9. After printing reports, press the RED power button on the back of the Verity Touch Writer to power it off.

   ➢ NOTE: The power cord has a locking connector. To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Touch Writer, and slide back the sleeve. This will unlock the connection so the cord may be removed.

   ➢ IMPORTANT: Wait for Touch Writer to be completely powered down and showing a black screen before removing the tablet. Unlock and unlatch the tablet from the cradle. When storing, make sure to lock tablet in with the key and pull blue latch down to secure it in place.
10. Follow instructions on the next page to remove vDrive.
CLOSE THE POLLS – vDrive Removal

COMPLETE THE FOLLOWING STEPS ON THE SCANNER AND TOUCH WRITER ONCE BOTH DEVICES ARE POWERED DOWN:

1. Break security seal on vDrive compartment.
   - Deposit seal in *aqua Machine Warehouse envelope*.

2. Unlock and open the vDrive compartment with the red key from the Black Pouch.

3. Remove the vDrive from the USB slot.

4. Place the vDrive in the White Tyvek Security Envelope (See detailed instructions on page 68).

5. Add BLUE Security Seal (stored in blue pouch in cage) to the vDrive compartment for the Scanner and Touch Writer before closing equipment. Record the seal number on Certificate 2 of all 3 Return Sheets.

Note: Do not use security seals on equipment handles.
SECURING THE vDRIVES

- Place vDrives for Scanner and Touch Writer in the White Tyvek security envelope.
- Security envelope is located in the Black Pouch.
- Seal the envelope.
- Judge of Election and all present poll workers must sign over the sealed flap as shown below.

Place the White Tyvek envelope in the Green Tote (inner pocket) for quick confirmation upon delivery to the county.
SAMPLE RETURN SHEET

POLL OPENING - CERTIFICATE 1
Before you open the polls, record these numbers from the equipment.

ELECTION EQUIPMENT
BLUE Seal Number
vDrive Compartment
Serial Number
from Machine Tape

Verity Ballot Scanner
Verity TouchWriter

RED Seal # on Cage
BLUE Seal # Back of TouchWriter

POLL CLOSING - CERTIFICATE 2
After you close the polls, record these numbers from the equipment, tapes, and numbered list of voters.

ELECTION EQUIPMENT
BLUE Seal Number
vDrive Compartment
Serial Number
from Machine Tape

Verity Ballot Scanner
Verity TouchWriter

RED Seal # on Cage
BLUE Seal # Back of TouchWriter

TOTAL # VOTERS:
From numbered list of voters

PAPER BALLOT AUDIT - CERTIFICATE 3
Fill out at poll closing with all paper ballot numbers. Record seal numbers where indicated below.

ELECTION BALLOTS
Total ballots received in cage
(printed on paper ballot box)
Additional ballots from County
Ballots printed in precinct
(See TouchWriter poll close report)
Total of unused ballots
(Count remaining at poll close)
Total spoiled ballots
(Refer to spoiled/invalid envelope)

Scanner Ballot Bag Seal #
Contains all returned paper ballots
Blue Poll Bag Seal #
Contains all cast provisional ballots

We, the undersigned Election Officials, certify that we have followed all procedures prescribed by law, before and after the election.

POSITION
PRINT NAME HERE
SIGN HERE
Judge of Elections
Majority Inspector
Minority Inspector
Machine Operator

IMPORTANT NOTE:
"Total # Voters" box will match the “Ballot Counter” box.
If the numbers do not match, explain the reason for error in the discrepancy box to the right of certificate 3.

All poll workers MUST print and sign their names on all 3 return sheets.

Select box to indicate copy.
Precinct Posting MUST include “Write-In Report” & “Tally Report” machine tapes.

Record Worker Names/Sign Here
FILLING OUT THE RETURN SHEETS: CERTIFICATE 2

All certificates are located on the large Return Sheet. There are no individual certificates.

There are 3 Return Sheets included in your paperwork, they must all be filled out completely and identically. (see page 69 for an example of the complete Return Sheet).

Certificate 2 is a record of ballots cast and closing security measures. Use these instructions, along with the infographic on the opposite page, to fill out Certificate 2.

- Record the closing seal numbers from BLUE security seals for the vDrive compartments inside the Scanner and the Touch Writer. The vDrive compartments will be resealed after removing the vDrives as shown on page 67.

- Record the number of ballots cast from the Ballot Counter number on the Scanner’s Close Polls Report. In the example, 43 ballots were cast.

- Record the Lifetime Counter number from the Close Poll Reports for both the Scanner and the Touch Writer. In this example, the Scanner’s lifetime count is 5732 and the Touch Writer’s lifetime count is 83.

- Record the closing seal number from the RED security seal on the equipment cage. Do not seal the cage until you are ready to leave the precinct.

- Record the closing seal number from the BLUE security seal for the back of the Touch Writer. Affix this seal to the equipment after the Toucher Writer has been properly closed down.

- Record the total number of voters that voted at the precinct. This will be the final line from the Numbered List of Voters in the binder, minus any crossed out and unused lines.

- In this example, the last number is 44 and there was 1 cross out. So, the actual number of voters that signed the blue poll book is 43; the scanner should match 43 votes cast. Note the reason for any differences.

IMPORTANT NOTE: The “TOTAL # VOTERS” number should match the “BALLOT COUNTER” number. If the numbers do not match, explain the reason for the difference in the discrepancy box to the right of certificate 3. The reason must be noted on ALL 3 return sheets.
CLOSING THE POLLS – RETURN SHEET (CERT 2)

**POLL CLOSING - CERTIFICATE 2**

After you close the polls, record these numbers from the equipment, tapes, and numbered list of voters.

<table>
<thead>
<tr>
<th>ELECTION EQUIPMENT</th>
<th>BLUE Seal Number vDrive Compartment Seal when Repacking</th>
<th>BALLOT COUNTER from Machine Tape</th>
<th>Lifetime Counter from Machine Tape</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verity Ballot Scanner</td>
<td>0005226</td>
<td>0005226</td>
<td>2</td>
</tr>
<tr>
<td>Verity TouchWriter</td>
<td>0005225</td>
<td>0005225</td>
<td>4</td>
</tr>
</tbody>
</table>

RED Seal # on Cage: **Used to seal cage**

BLUE Seal # Back of TouchWriter: **At closing**

**TOTAL # VOTERS:**
From numbered list of voters

43

Record the last number displaying a voter from the numbered list, minus any lines that were crossed out and unused. (see pic 44-1=43)

1. Smith, John
2. Doe, Jane
3. James, John
4. Smith, John
5. Smith, John
6. Doe, Jane
7. Doe, Jane
8. Carter, Jane
9. Miller, John
10. Venable, Jane
11. Jones, Jane

Seal numbers from blue security seals installed on both vDrive compartments after removal of the vDrives.

**NUMBERED LIST OF VOTERS**

1-100 PAGE 0

These tapes show a record of all votes cast.

Remember to sign the bottom of all machine tapes where indicated.
Certificate 3 is the paper ballot audit. It contains a record of all paper ballots delivered to and printed at the precinct. Use these instructions, along with the infographic on the opposite page, to fill out Certificate 3.

- Confirm the prefilled number agrees to the number of ballots received in the cage.
- Record the number of additional ballots, if any, that were delivered on Election Day.
- Record the number of ballots printed in the precinct from the Touch Writer Close Polls Report.
- Record the total number of unused ballots. NOTE: Unused ballots must be sealed in their box and placed back in the cage along with any empty ballot boxes at the end of the night.
- Record the total number of spoiled ballots (from the spoiled/remitted ballot envelope). This count does NOT include any remitted ballots.
- Record the GREEN seal number used to seal the ballot bag. (Found in the black pouch.)
- Record the WHITE seal number used to seal the blue poll bag. (Found in the blue poll bag.) Do not seal the blue poll bag until all paperwork has been completed and filed.

If there are any discrepancies, please explain it in the discrepancy box located next to Certificate 3 on the Return Sheet. The same reason must be noted on ALL 3 return sheets.

Once all the certificates on all 3 Return Sheets are completed, ALL poll workers present at closing must print and sign their names at the bottom of the sheets.

Attach one Tally Report to each of the Return Sheets.
Attach the Write-In Report to one of the Return Sheets.

- File one Return sheet in the pink Minority Inspector envelope
- File one Return sheet in the aqua Machine Warehouse envelope
- Post the Return Sheet with both the Write-In and Tally Report affixed so it is visible from the outside of the precinct. Poll workers are not responsible for removing this posting.
# Closing the Polls – Return Sheet (CERT 3)

## Paper Ballot Audit - Certificate 3

Fill out at poll closing with all paper ballot numbers. Record seal numbers used for the live ballots where indicated below.

<table>
<thead>
<tr>
<th>ELECTION BALLOTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total ballots received in cage</td>
<td>Preprinted</td>
</tr>
<tr>
<td>(printed on paper ballot box)</td>
<td></td>
</tr>
<tr>
<td>Additional ballots from County</td>
<td>Use only if additional ballots were delivered</td>
</tr>
<tr>
<td>Ballots printed in precinct</td>
<td></td>
</tr>
<tr>
<td>(See TouchWriter poll close report)</td>
<td>6</td>
</tr>
<tr>
<td>Total of unused ballots</td>
<td></td>
</tr>
<tr>
<td>(Count remaining at poll close)</td>
<td>379</td>
</tr>
<tr>
<td>Total spoiled ballots</td>
<td></td>
</tr>
<tr>
<td>(Refer to spoiled/remitted envelope)</td>
<td>2</td>
</tr>
</tbody>
</table>

You must record these security seal numbers. Print numbers clearly.

| Scanner Ballot Bag Seal #             | 4 |
| Contains all scanned paper ballots   | 0003546 |
| Blue Poll Bag Seal #                  | 5 |
| Contains all cast provisional votes   | 001171 |

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### Delaware County Election Day Guide

**Poll Worker Training - General**

- **Election Date:** 10/31/2021
- **Delaware County, Pennsylvania**
- **Delco Elementary School**
- **Election Day**

**Syntax**

- **Verity TouchWriter**
  - **SN:** W1913547412
  - **Version:** 2.0.4
- **Ballot Counter:** 6
- **Lifetime Counter:** 83

**Close Polls Report**

---

### Spoiled / Remitted Ballot Envelope

**Return to the County Board of Elections**

- **Reason Spoiled:** Overvote or Misread
- **Spoiled By:** Poll Worker Name
  - **Mismarked:** Craig Clark
  - **Accidentally torn:** Judy Judge

---

**Document Images**

- **Ballot Bag Security Seal**
- **Blue Poll Bag Security Seal**

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**Delaware County Election Day Guide**  73
Sealed Ballot bag from the scanner used in your precinct.

- Use the GREEN security seal located in the Black Pouch to secure the ballot bag.

- Record the GREEN seal numbers on all three (3) Return Sheets. (Cert 2)
USED PROVISIONAL BALLOT RETURN INSTRUCTIONS:

1. Fill out and sign the large white Provisional Voting Return Envelope.
   - This form MUST be signed by both the Judge of Election and Minority Inspector.
   - This form MUST include the printed name of the individual responsible for returning this packet to the County.
   - Place ALL USED provisional ballots in the white envelope and seal it.

2. Place completed Provisional Return envelope in the BLUE Poll Bag.

3. Bundle all unused Provisional ballots and envelopes, green secrecy envelopes, and receipts and place them in the Ziploc bag. Place bag in the Blue Poll bag.
RETURN GUIDE – GREEN TOTE CLOSING INVENTORY

GREEN TOTE

- Sealed White Tyvek Security envelope with vDrives
- Black pouch with machine keys and codes
- Lilac Bureau of Elections Envelope
- Spoiled/Remitted Ballot Envelope
- Plastic bag with office supplies
- White Supply Box

WHITE SUPPLY BOX

- Empty Opening Folder
- Unused Elector’s Declaration to Surrender Their Mail Ballot forms (50 forms per pad)
- Unused Elector’s Challenge Forms
- Posting Notices
- Sample Ballots
- Green Election Day Digest
- Any unclaimed Party Tally Reports

LILAC ENVELOPE

BUREAU OF ELECTIONS (LILAC) contents:
- Pay Sheet (MUST be signed and filled out by all workers to ensure payment)
- 1 Signed Oath of Office Affidavit
- Signed Affidavit of Voter ID
- Used Statements of Complaint

WHITE TYVEK ENVELOPE

WHITE SEALED TYVEK SECURITY ENVELOPE

- vDrive from Scanner
- vDrive from Touch Writer
- SIGNED ACROSS SEALED FLAP BY ALL POLL WORKERS

RETURN TO COUNTY

ADD TO TOTE

ADD TO TOTE

ADD TO TOTE
RETURN GUIDE – EQUIPMENT CAGE, AQUA ENVELOPE, PINK ENVELOPE

EQUIPMENT CAGE

- Repack election equipment
- Sealed cardboard ballot boxes with unused ballots
- Any empty cardboard ballot boxes
- Numbered List of Voters White Binder (top shelf)
- Aqua Machine Warehouse Envelope (top shelf)
- Ballot Privacy Sleeves
- Packing assistance guide and equipment manifest

AQUA ENVELOPE

- Scanner & Touch Writer “Zero Report”
- Scanner & Touch Writer “Open Polls Report”
- Broken WHITE seal from Blue Poll Bag
- Broken BLUE/RED seals from equipment
- Scanner “Close Polls Report”
- Touch Writer “Close Polls Report”
- Return Sheet with attached Scanner reports
- Power On Self-Test reports

PINK ENVELOPE

- Scanner & Touch Writer “Zero Report”
- 1 Signed Oath of Office Affidavit
- Touch Writer “Ballot Count Report”
- Yellow numbered list of voters (from white binder)
- Return Sheet with Tally Report attached

MINORITY INSPECTOR (PINK) contents:

- Scanner & Touch Writer “Zero Report”
- 1 Signed Oath of Office Affidavit
- Touch Writer “Ballot Count Report”
- Yellow numbered list of voters (from white binder)
- Return Sheet with Tally Report attached
PREVENTING VOTER INTIMIDATION AND ELECTIONEERING

No one may electioneer or attempt to influence voters inside the polling place or within 10 feet of the entrance of the voting room.

The Judge of Election must instruct any violators to move outside or away from the door. The Judge of Election must preserve a “campaign-free zone” that protects the rights of voters to cast their ballots in private and free of interference, and NOT allow:

<table>
<thead>
<tr>
<th>Aggressive behavior inside or outside the polling place.</th>
<th>Poll watchers verbally promoting candidates or parties, wearing campaign gear or handing out literature in the precinct.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blocking the entrance to the polling place.</td>
<td>Disseminating false or misleading election information.</td>
</tr>
<tr>
<td>Election workers treating voters differently in any way based on race, gender, party affiliation or other characteristics.</td>
<td>Vandalizing the polling place.</td>
</tr>
<tr>
<td>Disrupting voting lines inside or outside of the polling place.</td>
<td>Poll watchers confronting, hovering over, or directly speaking to voters.</td>
</tr>
<tr>
<td>Violence or using the threat of violence to interfere with a person’s right to vote.</td>
<td>Photographing or videotaping voters to intimidate them.</td>
</tr>
<tr>
<td>Poll workers or poll watchers making repeated frivolous challenges to voters without a good faith basis.</td>
<td>Using insulting, offensive or threatening language, or making taunting chants inside the polling place.</td>
</tr>
</tbody>
</table>

The Judge of Election must ensure that no voter intimidation happens in or around the polling place. Take all reports of voter intimidation seriously!

If you see or hear that someone is acting disruptively at or around the polling place, the Judge of Election should immediately approach that individual and warn them that they will be ejected from the polling place if the problem persists.

If the individual refuses to leave, contact the constable. If a constable is not available, contact law enforcement. However, this should be the last resort to prevent complaints of voter or poll watcher intimidation.
**EMERGENCY INFORMATION**

In the event of any of the following emergencies, have the JOE call the Voting Machine Warehouse at 610 874-8780

In the event of a **life-threatening** situation, call 911. 

**In the event of an evacuation**, keep poll workers and voters out of the building. If time and conditions permit, take all **poll books and voting equipment** with you. Safeguard poll books. All poll workers shall meet outside, and the Judge of Election shall make sure everyone is accounted for. Poll workers can wait in vehicles outdoors if weather conditions warrant. Await further instructions as to relocation or other pertinent information.

**MEDICAL EMERGENCY (STAFF OR VOTER):** Call 911. After situation has been addressed, call the Poll Worker Hotline to report the incident and determine next steps.

**FIRE/GAS LEAKS:** Evacuate the building and call 911. If time and conditions permit, take all poll books and voting equipment with you. Safeguard the poll books. All poll workers shall meet outside, and the Judge of Election shall make sure everyone is accounted for.

**SEVERE WEATHER/TORNADO:** Seek shelter in the lowest level of the building, away from windows. If time and conditions permit, take all poll books and voting equipment with you. Safeguard poll books. The Judge of Election shall make sure everyone is accounted for. Everyone who is able should get on their knees and elbows while protecting their head.

**LOSS OF POWER:** Open blinds and curtains to allow as much natural light as possible. The voting equipment works on backup battery power for up to two hours.

**SUSPICIOUS PACKAGE/BOMB THREAT:** Do not touch/move the suspicious item(s.) Call 911. If evacuation is required and time permits, take all poll books and voting equipment with you. Safeguard the poll books. The Judge of Election shall make sure everyone is accounted for. Await further guidance from law enforcement.

**WEAPONS SITUATION:** If a weapon is displayed in a hostile way call 911. If evacuation is required and time permits, take all poll books and voting equipment with you. Safeguard the poll books. The Judge of Election shall make sure everyone is accounted for.

**WHEN TO CALL THE POLICE**

Police, whether in uniform or not, are limited to being in a polling place to: responding to an emergency, keeping the peace, serving a warrant, or casting their own ballot.

If there is a problem, contact a Constable if possible. Call the police when:

- A true emergency threatens bodily harm of a person in or near the polling place, or,

- Any person repeatedly disrupts the polling place and/or repeatedly ignores or refuses to follow the directions of the Judge of Election, and the matter cannot be resolved by the Judge of Election, the members of the local election board, or the Constable.

Call the Bureau of Elections immediately after calling the police to report the incident.
APPENDIX A:
A detailed explanation of what information is contained on Machine Tapes and how to read them.

Understanding Machine Tapes

Election Header (circled in BLUE)
- Election Details - Type of Election & Date
- Precinct Identifier - Your Precinct Name/ID
- Device Identifier - Scanner or TouchWriter
- Device Serial No. - Unique S/N

Ballot Counter & Lifetime Counter are also displayed here for easy recording onto the return sheet.

Type of Report (circled in RED)
- Power-On Self Test, Zero, Open Polls, Close Polls, Tally, Write-In & Ballot Count.
- Check this area on tape if you are looking for a particular tape

Data Contained in Reports
- Full machine tapes will be very long (primary tapes can be 6 ft or longer)
- Primary races will be itemized by party and will include Democratic, Republican and Nonpartisan (now listed as Third Party) sections showing all races and questions.
- Closing Tapes will show final ballot counts and partisan breakdown of ballots cast at the bottom of the tape near the signature area.
- This information is displayed here for easy recording onto the return sheet.

Official Signature Area (circled in PURPLE)
- Found on bottom of most machine tapes.
- Do not forget to sign the tape where indicated and properly file the tapes as indicated in the opening/closing instructions.
APPENDIX B: EMERGENCY BALLOT BOX PROCEDURE

If the precinct scanner malfunctions or is not reading ballots properly, follow the procedures outlined on this page. This will allow voters to continue casting ballots until the scanner is repaired or replaced.

DO NOT REBOOT THE SCANNER.
DO NOT ATTEMPT TO TROUBLESHOOT THE SCANNER WITHOUT EXPLICIT APPROVAL OF THE VOTING MACHINE WAREHOUSE.

1. Voters will continue to cast their ballots if there is a need to troubleshoot the scanner.

2. Instruct voters to place their ballots in the manual emergency slot located in front of the scanner on the right side of the ballot box.
   a. Ballots will be collected in a separate bag within the ballot box.

3. Contact the Voting Machine Warehouse (610) 874-8780 to resolve the scanner issue.

4. When the scanner is fully functioning, a bipartisan team of poll workers will scan the ballots. This is the only time any of the poll workers will touch live ballots.
   a. Remove all ballots from the emergency bag (use the blue ballot box key to open the rear door of the scanner).
   b. Scan all ballots.

IMPORTANT NOTE: In case of an overvote or undervote, select “Cast Ballot As-Is.”

Ballot Drop Slot
FOR EMERGENCY USE ONLY
Appendix C: REPLACING MACHINE TAPES
If the Scanner or Touch Writer runs out of paper while printing a report, simply replace the machine tape and reprint that report.

**Machine tape replacement**

1. The thermal report printer is located on the right-hand side of the Verity Device.

2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you and lift up to open the paper compartment.

3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom.

4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper.
Appendix D: WORKING WITH VOTERS WITH SPECIFIC NEEDS

- **Respect every voter.** Remember that the voter is a person first, the disability comes second.
- **Be considerate and patient.** Some voters may need more time to communicate or to accomplish a task.
- **Communicate with the voter.** Some voters with Specific Needs may have an assistant or a companion with them. Look at and speak directly to the voter, rather than the assistant.
- **Encourage accessibility.** Make sure the most accessible way to access your precinct is clearly marked. All poll workers should be familiar with accessible access points to the precinct.

<table>
<thead>
<tr>
<th>Working with voters who are blind or visually impaired:</th>
<th>Working with voters with speech/hearing impairments</th>
<th>Working with voters with limited mobility</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Identify yourself as a poll worker. Do this as soon as you are interacting with the voter. Offer your own arm, rather than taking the voter’s arm, when assisting. Help the voter avoid obstacles in the path of travel by being specific when giving verbal directions.</td>
<td>• Allow a voter who cannot speak to write their name and address to provide identification.</td>
<td>• Do not push or touch a voter’s wheelchair without their consent. People using adaptive equipment often consider the equipment as part of their personal space.</td>
</tr>
<tr>
<td>• If the voter has a service animal, walk on the opposite side of the voter, away from the service animal. Do not pet or interact with the service animal without the owner’s permission.</td>
<td>• Follow the voter’s cues. This will help determine whether speaking, gestures, or writing is the most effective means of communication.</td>
<td>• Ask before helping. Grabbing a voter’s elbow may throw a person off balance. A person with mobility impairments might lean on a door while opening it. Quickly opening the door may cause a person to fall.</td>
</tr>
<tr>
<td>• Describe what you are doing as you do it. If walking away from a person who is blind or visually impaired, let them know.</td>
<td>• If speaking, speak calmly, slowly, and directly to the voter. Do not shout. Your facial expressions, gestures, and body movements help in understanding. Face the voter at all times.</td>
<td>• Secure mats, rugs, cords to the floor or move them out of the way. This will help prevent tripping.</td>
</tr>
<tr>
<td></td>
<td>• Rephrase rather than repeat sentences that the voter does not understand.</td>
<td>• Keep ramps and wheelchair accessible doors unlocked and free of clutter.</td>
</tr>
</tbody>
</table>
THANK YOU FOR YOUR HARD WORK!

You are the reason for a successful election.

We look forward to seeing you again!
Election Day — Poll Opening Checklist

Equipment Verification

☐ Verify cage label, call 610-874-8780 if incorrect
☐ Record red security seal # on return sheets, remove and store seal in Aqua MW env.
☐ Remove ballot box(es) from cage—verify ballots match precinct (call if incorrect)
☐ Record blue sec. seal # on vDrive slot on return sheets (scanner & Touch Writer) DO NOT REMOVE SEALS
☐ Record blue sec. seal # from Touch Writer printer port, remove and store seal in Aqua MW env.

Equipment Setup

☐ Find open/close poll codes & keys (black pouch)
☐ Set up TW printer table, place printer on table, plug in printer and turn printer on
☐ Set up TW stand, lock TW into place, open case, remove power supply (use key), plug in and connect to printer
☐ Press RED button on back of TW to begin boot up (approx. 10 min). Power on/Self test report will print.
☐ Print 2 copies of the “Zero Report”. Verify zero votes, correct date and time. Call warehouse if incorrect.
☐ Enter poll opening code. Poll Opening report will print automatically
☐ Set up ballot box and assemble ballot bag for ballot storage
☐ Position scanner on top of ballot box, lock into place, open case, remove power supply (use key), plug in
☐ Press RED button on back of Scanner to begin boot up (approx. 10 min). Power on/Self test report will print.
☐ Print 2 copies of the “Zero Report”. Verify zero votes, correct date and time. Call warehouse if incorrect
☐ Enter poll opening code. Poll Opening report will print automatically
☐ Attach privacy screens to sides of each device and position for maximum voter privacy.
☐ Set up quad and/or single voting booths and cardboard privacy screens

Judge of Election Table Set-Up

☐ Ready all provisional voting materials for ease when working with voters.
☐ Keep the following items on this table for ease: Provisional materials, return sheets, colored envelopes

Sign-In Table Set-Up

☐ Ready the numbered list of voters—this white BINDER has been moved to the equipment cage
☐ Cross check names in poll book against the supplemental lists
☐ Prepare ballots—ONLY unwrap one pack at a time
☐ Keep the following items on this table for ease: Spoiled/Surrendered Ballot Env., Elector’s Declaration Form (used when surrendering ballot), Affirmation of elector form & record of voter assistance form

Paperwork

☐ 2 Oath of Office: file in Lilac BOE env. & Pink MI env.
☐ Affidavit of Voter ID: file in Lilac BOE env.
☐ Pay sheet: file in Lilac BOE env.
☐ File all removed seals in Aqua MW env.
☐ Return sheets (3 copies) fill out Cert. 1 at poll opening using data from machine tapes and security seals.
☐ File Machine Tapes as indicated below

Poll Opening Machine Tapes and Where to Put Them

☐ SIGN ALL MACHINE TAPES BEFORE STORING
☐ TW Tapes—Touch Writer
☐ Scanner Tapes
Election Day — Poll Closing Checklist

Important Reminders

☐ Polls close at 8PM. Anyone in line at 8PM MUST be permitted to vote.

☐ Poll watchers are permitted to remain in precinct while polls close but must not disrupt poll workers.

Scanner Closing & Tape Printing Procedure

☐ Check emergency ballot slot before closing polls. Scan ballots from that slot before closing.

☐ Remove ballot bag from ballot box.
  - seal with GREEN security seal.
  - record seal number on all 3 return sheets.

☐ Press BLUE button on back side of scanner

☐ Select “Close Polls” on the scanner screen.
  - select “Yes, close the polls” on scanner screen
  - enter the polls close code and select “Accept”

☐ Close Polls report will print automatically. Sign the tape and file in the Aqua MW env.

☐ Print 5 copies of the “Tally Report”, sign all copies.
  - affix one to each Return Sheet (3 total)
  - one for Democratic Representative
  - one for Republican Representative

☐ Print 1 copy of the “Write-In Report”, sign tape
  - affix to Return Sheet posted in precinct

☐ Remove vDrive and store in Tyvek env. for return
  - use blue seal on empty vDrive compartment
  - record new blue seal number on return sheets

☐ Pack up scanner and ballot box — store in cage

Touch Writer Closing & Tape Printing Procedure

☐ Press BLUE button on back side of Touch Writer

☐ Select “Menu” on the upper right corner of screen.
  - select “Close Polls” on the display screen.
  - select “Yes, close the polls” on the display screen.
  - enter the polls close code and select “Accept”

☐ Close Polls report will print automatically.

☐ Print 1 copy of the “Ballot Count”, sign copy.
  - record # of ballots printed on return sheet (cert 3)

Touch Writer Closing (Continued)

☐ Remove vDrive and store in Tyvek env. for return
  - use blue seal on empty vDrive compartment
  - record new blue seal number on return sheets

☐ Pack up TW, printer and tables — store in cage

Closing Accounting and Paperwork

☐ Count all unused ballots
  - record ballot count on box & all 3 return sheets
  - repack ballots and any empty boxes in equip cage

☐ Separate Numbered Lists of Voters
  - remove yellow pages and file in Pink MI env.
  - file white numbered list binder in equip cage, store between printer and scanner.

☐ Store poll books in the blue poll bag

☐ Fill out provisional ballot return envelope
  - file all provisional ballots in the blue poll bag
  - all ballots and form must be signed by JOE and MI

☐ Seal blue poll bag with White security seal
  - record seal number on all 3 return sheets

☐ Complete all 3 return sheets and file as indicated:
  - affix tally tape, sign and file in Aqua MW env.
  - affix tally tape, sign and file in Pink MI env.
  - affix tally & write-in tape, post at precinct, visible from outside

☐ Confirm pay sheet is completely filled out, signed at bottom and file in Lilac BOE env.

☐ Complete Aqua MW envelope, sign and store beside white binder in equip cage

☐ Seal equipment cage with RED seal found in small blue equip. bag
  - record seal number on all 3 return sheets

Return to County

☐ Blue poll bag sealed with White security seal

☐ Ballot bag sealed with GREEN security seal

☐ Green Tote with vDrives in sealed Tyvek envelope