GREEN SUPPLY BAG CHECKLIST

If you are missing any supplies, call the Election Officials Hotline: (216) 443-3277

Green Supply Bag | Loose Items

- ☐ Binder *(contents detailed below)*
- ☐ Green Folder *(contents detailed below)*
- ☐ Paper Pollbook Backup Pack *(contents detailed below)*
- ☐ VLM Cell Phone w/Instructions
- ☐ Blue Painter's Tape

Green Update Binder

- ☐ Alerts
- ☐ Cable Lock Combination
- ☐ Drop-Off Location Information
- ☐ Green Supply Bag Checklist
- ☐ Important Phone Number List
- ☐ Location Setup Diagram
- ☐ Mandatory Calls to the BOE
- ☐ Observer Packet (if any)
- ☐ Post-Election Pack-up List
- ☐ QRG Locator

- ☐ Password Envelopes
  - ▪ EPB Passwords
  - ▪ Ballot Scanner Password
  - ▪ ADA Ballot Marking Device Passwords
- ☐ Security Records:
  - ▪ Ballot Scanner Security Records
  - ▪ Ballot Security Record
  - ▪ Location Security Record
- ☐ VLM/VLD Checklist

Green Update Folder

- ☐ Precinct Voter List(s)
  - ▪ Post at entrance of location at 6:00 a.m. on Election Day.
- ☐ Payroll Card
- ☐ Candidate Withdrawal Notice (if any)

Clear Plastic Envelope

- ☐ Ballot Scanner Key on Lanyards
- ☐ Pen Pack Envelope
  - ▪ With plastic chamber seals and tamper tape
- ☐ Plastic Seals
- ☐ Yellow Maintenance Tags

Paper Pollbook Backup Pack

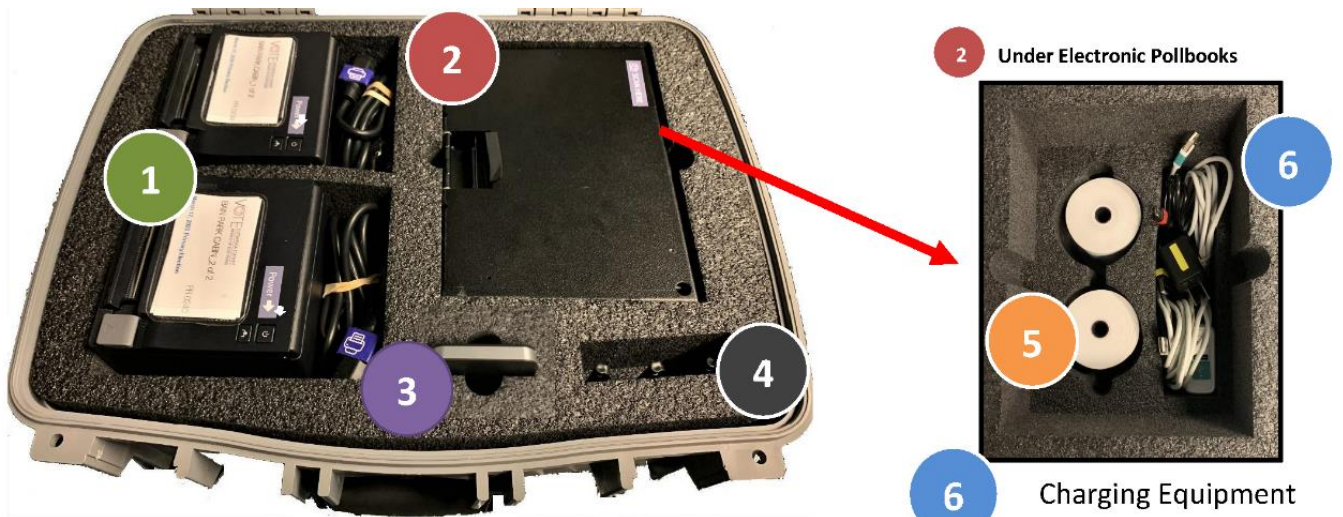**OPEN ONLY IF <u>ALL</u> ELECTRONIC POLLBOOKS ARE <u>NOT</u> OPERATIONAL!** 🛑

Before opening the Paper Pollbook Backup Pack, you must call 216-544-8600 for authorization to use the Paper Pollbooks.

- ☐ Alphabetical Pollbooks
- ☐ Additional List of Registered Voters
- ☐ Absentee Supplemental Update Report

- ☐ Return Envelope
- ☐ Provisional Voter Record Update
- ☐ Paper Alphabetical Pollbook Process QRG

ELECTRONIC POLLBOOK CASE CHECKLIST

If you are missing any supplies, call the Election Officials Hotline: (216) 443-3277

Electronic Pollbook (EPB) Case

2 Under Electronic Pollbooks

Charging Equipment

1	Printer w/ Power Cable (2)	**4**	Stylus (3)
2	Electronic Pollbooks (2)	**5**	Extra Printer Paper Rolls (2)
3	MiFi Hotspot (1) (One Per Location)		

EPB Cords (2)

MiFi Hotspot Cord (1)
(One Per Location)

MiFi Hotspot Plug (1)
(One Per Location)

EPB Charging Block (1)
(One Per Location)

☐ Electronic Pollbooks (iPads)
   ☐ White Charging Cables
☐ Printers
   ☐ Printer Power Cord
☐ Extra Printer Rolls
☐ MiFi Hotspot (1 per Location)
   ☐ Charging Cable
☐ Stylus (3)
☐ Cleaning Cloth
☐ EPB Quick Reference Guides
☐ Troubleshooting Quick Reference Guide
☐ EPB Charging Block

> **NOTE:** The Extension Cord and Surge Protector for the Electronic Pollbooks are in the bottom of one of the Ballot Scanner Compartments in your location.