

VOTE



CUYAHOGA COUNTY

BOARD OF ELECTIONS

New PEO Training
March 19, 2024
Primary Election

COMPLETE ALL FIELDS ON APPLICATION TO AVOID DELAYS IN RECEIVING PAYMENT 4-6 WEEKS AFTER ELECTION.

ELECTION OFFICIALS ARE REQUIRED TO COMPLETE AN ETHICS POLICY ACKNOWLEDGEMENT FORM (OHIO SECRETARY OF STATE FORM NO.351).

PLEASE MAKE SURE BOTH FORMS ARE COMPLETED BEFORE YOU LEAVE TODAY.

Trainer
Introduction and
Housekeeping
Items

Trainer Information

Be Present and
Participate

Be Respectful and
Mindful of Others

PEO Training Part 1

Class Time – 3 Hours

Polling Location Job and Duties

Voting Location Manager & Deputy

Precinct Election Official

Polling Location Resources

Monday Night Meeting

Tuesday Morning

Election Day /Primary Election

Tuesday Closing

PEO Training Part 2

10 Minute Break

Hands-On

Ballot Scanner

ADA Ballot Marking Device

Bi-Lingual Training

Safety

Assessment

Class Time – 3 Hours

PEO Training Materials

- **Participant Materials To Keep:**
 - ❖ Election Officials Manual
 - *You can take notes on pages **11, 19, 29, 37, 43, 53, 70, 71***
 - ❖ Voting Equipment Supplemental Guide
- **Hands – On Materials To Be Used in Class:** *(please do not write on or take away)*
 - ❖ Sample ID Cards
 - ❖ Sample Ballots

4 Components of Election Day

PEOs ensure that the election is administered consistently with Ohio laws and most importantly that every individual places their vote!

1. Polling Location Roles



2. Equipment



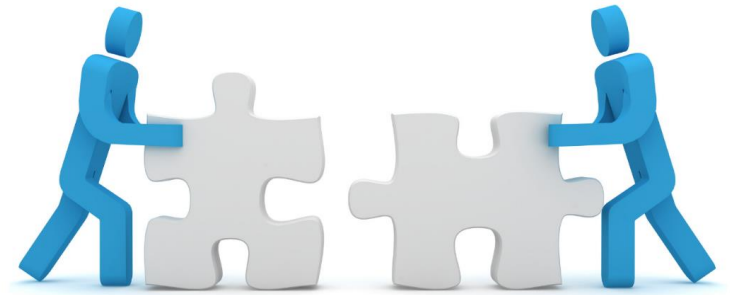
3. Processes and Procedures



4. Tools and Resources



Polling Location Jobs and Duties





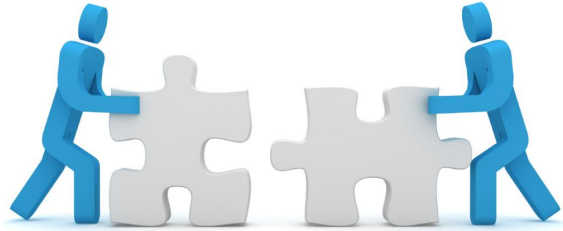
VLM & VLD

- Work together as **Management Team**.
- Ensure the Election Process is handled in an orderly, professional, and lawful manner.
- Ensure the Polling Location is arranged based on the Polling Location Setup Diagram.
- Serve as a technical resource to resolve issues and troubleshoot election equipment.
- Must be opposite political parties.
- Drop off election supplies Tuesday night.



VLD Duties

- Assists VLM with Polling Location management.
- Oversees the Voter Assistance Table (VAT) Official.
- Manage Polling Location and oversee Monday Night Organizational Meeting if VLM is absent.

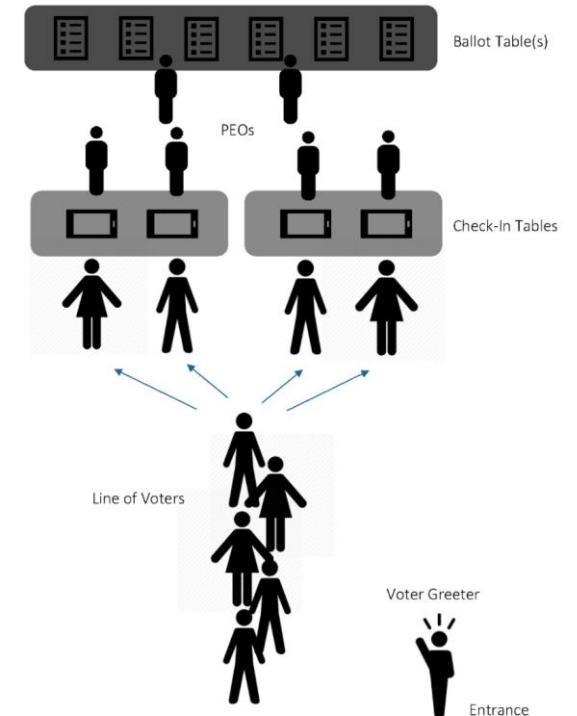


Precinct Election Official Duties

Job Titles/Duties

Voter Greeter

- ✓ Greet and welcome voters to the Polling Location.
- ✓ Advise voters on acceptable identification and instructs them to have it available.
- ✓ Direct ALL voters to the check-in table with the shortest line. **“Any Line, Any Time”**.
- ✓ Every voter, including a provisional voter, start at a Check-In Table.



Job Titles/Duties

Check-In Official (EPB)

- ✓ Process voters on Electronic Pollbook.
- ✓ Verify identification contains name and photo.
- ✓ Scan ballot stub barcode into EPB.
- ✓ Lookup voter's assigned precinct/polling location and direct voter to VAT table or send to another Polling Location as necessary.
- ✓ Fold the ballot "Stub A" perforation before handing ballot to the voter.

Ballot Official

- ✓ Receive "Authority to Vote" slip from Check-In Official.
- ✓ Retrieve the proper precinct ballot based on "Authority to Vote" slip ensuring all sheets are properly pulled and ballot is complete.
- ✓ Deliver complete ballot and "Authority to Vote" slip back to Check-In Official.

Job Titles/Duties

Voter Assistance Table (VAT) Official

- ✓ Assist provisional voters.
- ✓ Ensure every provisional voter has a slip from EPB.
- ✓ Check voter's identification.
- ✓ Record voter's City/Ward/Precinct in VAT log.
- ✓ Retrieve correct precinct ballot from Ballot Official.
- ✓ Verify voter properly fills out Provisional Envelope.

Scanner Official

- ✓ Instruct voters to fold and remove "Stub A" on perforation before placing inside "Stub A" envelope.
- ✓ Position yourself approx. six (6) feet away from Ballot Scanner for voter privacy.
- ✗ Do not sit next to the Ballot Scanner.
- ✓ Provide assistance to voters only if specifically requested.
- ✓ Distribute voted stickers and postcards.

Supportive Job Titles/Duties

Election Response Team

- ✓ Training staff travels between Polling Locations Monday and Tuesday.
- ✓ Act as liaison to the BOE.
- ✓ Provide onsite guidance and informal training related to procedures.
- ✓ Monitor EPBs for connectivity.

Rover

- ✓ Travel between assigned Polling Locations in Zone.
- ✓ Ensure Location Setup Diagram is followed.
- ✓ Monitor 100-foot “No Campaigning/Neutral Zone”.
- ✓ Deliver & Review Closing Reminder Checklist at 2 p.m. on Election Day.
- ✗ Does **NOT** troubleshoot equipment issues or manage Polling Location.



Questions?

Tools & Resources

Pre-Election



Online Resources



Election Training Manual



Voting Equipment Troubleshooting
Guide



Zoom Meetings



Reminder Emails























Election Day

- Location of QRGs
- Election Official Manual
- VLM/VLD Checklist
- Pink Memo Sheet
- Closing Resources (pink lanyard and pink tags)
- Post-Election Pack-Up

Location of QRGs at the Polls

QUICK REFERENCE GUIDE (QRG) LOCATIONS SIDE 1

QRGs – QUICK REFERENCE GUIDES

 Electronic Pollbook QRGs –located in the EPB transport case; if you have more than one, they are in the case that holds the MiFi device.	 EPB Monday Night QRG	 Ballot Scanner QRGs – located in the plastic pocket attached to the top of the lid.	 Ballot Scanner Monday Night QRG
 EPB Tuesday Open/Close QRG	 EPB Election Day QRG	 Ballot Scanner Tuesday Opening QRG	 Ballot Scanner Tuesday Closing QRG
 EPB Ballot Accounting QRG	 EPB Troubleshooting QRG	 ADA Ballot Marking Device QRG – located in the AutoMARK case.	 ADA Ballot Marking Device QRG
 Curbside Voting QRG – located in the EPB transport case; if you have more than one, it is in the case that holds the MiFi device.	 Curbside Voting QRG	 Processing a Provisional Voter QRG – located inside the Yellow VAT folder within the Yellow Provisional Bag.	 Processing a Provisional Voter QRG
 Supply Team QRG – located in the Blue Supply Bag.	 Supply Team QRG	 Ballot Team QRG – located in the Red Ballot Box.	 Ballot Team QRG
		 Ballot and Supply Teams Tues Closing QRG	 Ballot and Supply Teams Tues Closing QRG

QRG	Location
EPB & Curbside Voting	EPB Transport Case; if there are multiple EPB Cases, check the cast that contains the MiFi device
Ballot Scanner	Plastic pocket attached to the Ballot Scanner lid
ADA Ballot Marking Device	Plastic pocket attached to the device lid
Processing a Provisional Voter	Yellow VAT folder within the Yellow Provisional Bag
Supply Team	Blue Supply Bag
Ballot Team	Red Ballot Box


Pink Memo Sheet

Distribute blank sheets to Check-In and VAT Tables

Pink Memo Sheet

CUYAHOGA COUNTY BOARD OF ELECTIONS

WOODMERE TOWN HALL
AUGUST 3, 2021 SPECIAL CONGRESSIONAL PRIMARY ELECTION



Instructions:

- Document unusual issues and problems that occur during Election Day. Include facts and details surrounding equipment breakdowns, reissuing of ballots, problems with voting, and voter incidents for post-election investigation and follow-up.
- Report Election Official complaints and suggestions to 216-443-3277 or the Post-Election Survey.

<p>Issue Type: <input type="checkbox"/> Voting Equipment Issues <input type="checkbox"/> Provisional Voter <input type="checkbox"/> Location & Supplies <input type="checkbox"/> Voter Incident Include voters name when possible.</p> <p>Issue Details:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VLM/PEO Initials _____</p>
<p>Issue Type: <input type="checkbox"/> Voting Equipment Issues <input type="checkbox"/> Provisional Voter <input type="checkbox"/> Location & Supplies <input type="checkbox"/> Voter Incident Include voters name when possible.</p> <p>Issue Details:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VLM/PEO Initials _____</p>
<p>Issue Type: <input type="checkbox"/> Voting Equipment Issues <input type="checkbox"/> Provisional Voter <input type="checkbox"/> Location & Supplies <input type="checkbox"/> Voter Incident Include voters name when possible.</p> <p>Issue Details:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VLM/PEO Initials _____</p>
<p>Issue Type: <input type="checkbox"/> Voting Equipment Issues <input type="checkbox"/> Provisional Voter <input type="checkbox"/> Location & Supplies <input type="checkbox"/> Voter Incident Include voters name when possible.</p> <p>Issue Details:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VLM/PEO Initials _____</p>

WOODMERE TOWN HALL

#-#


PINK MEMO | PRINT CLEARLY

- ✓ Intended for documenting **unusual** issues and problems.
- ✓ Write clear and concise notes.
- ✓ Document facts and details surrounding equipment breakdowns, reissuing of ballots, problems with voting, and voter incidents.
- ✓ This does **NOT** replace the VAT guide.



NEW

What's New

- HB 458 New Laws
 - Identification Provisional Voting
 - Ballot Scanner & ADA Ballot Scanner Device
 - Yellow (Provisional) Supply Bag
 - Curbside Procedure –Scan Ballots
 - Ballot Scanner reports packed in EPB and Ballot Scanner Reports Envelope
 - Burgundy Bag
- 



Questions?

Monday Night



Monday Night Basics

- Attend the Monday Night Organizational Meeting (required).
- Arrive by 6 p.m.
- VLM/VLD assigns jobs typically to teams of two (2).
- Set-up the Polling Location according to diagram. (Any changes must be approved by the BOE).
- Verify all supplies are present.
- Work as a TEAM.

Polling Location Setup Diagram

LOCATION SETUP DIAGRAM

BEACHWOOD COMMUNITY CENTER
 Voting Room: Fairmount Room
 70'x 46'

Notes:

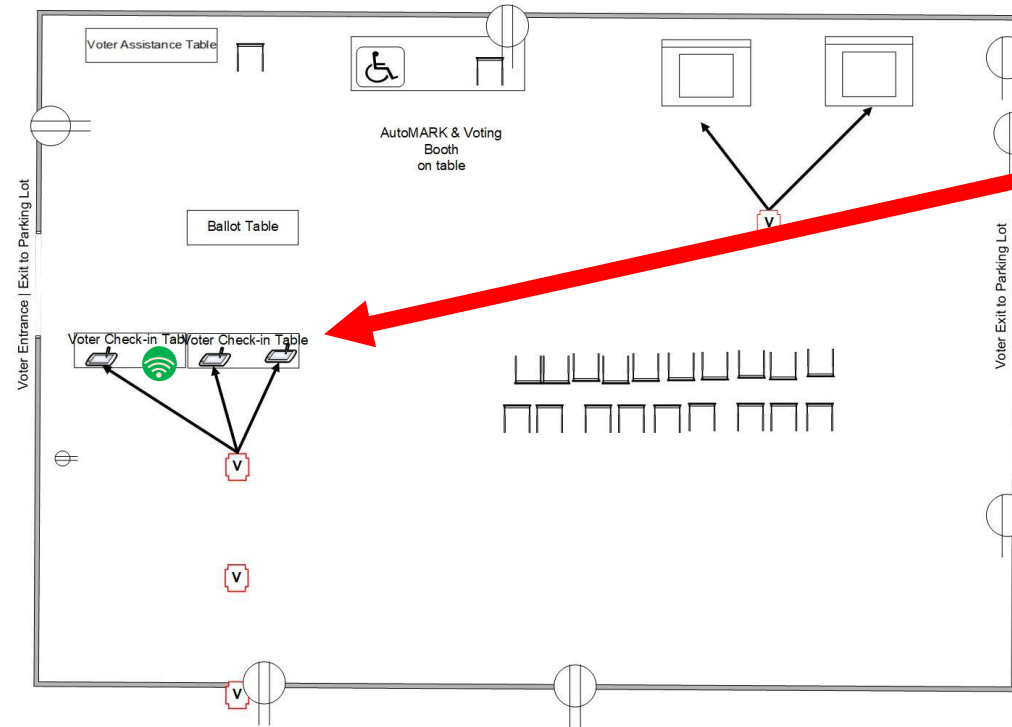
- You **MUST** follow this diagram as closely possible when setting up your Polling Location.
- Any major changes to the setup of the Polling Location must be approved by the Board of Elections.
- Note any approved setup changes on this diagram and place in the Return Envelope to be turned in Election Night.

ROVER VERIFICATION:

Is the location set up according to this diagram?
 ___ YES ___ NO*

*If the location is not set up according to this diagram, please mark changes.

Rover Signature: _____



Key:

- VOTER
- VOTING BOOTH
- DS200 SCANNER
- ELECTRONIC POLLBOOK
- MIFI
- AUTOMARK VOTING UNIT
- ELECTRICAL OUTLET

3 Precincts Assigned:

- BEACHWOOD 00-A
- BEACHWOOD 00-B
- BEACHWOOD 00-G

Equipment:

- 19 – Voting Booths
- 2 – DS200 Scanners
- 3 – Electronic Pollbooks
- 1 – MIFI Hotspot
- 1 – AutoMARK Voting Unit

REVISED 3/6/23 AK

ABSENTEE ROUTE #112



EPB Team

All EPB QRGs can be found inside one EPB transport case with the MiFi



Inspect the EPBs.

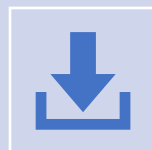


Mandatory Power Sequence

Must follow sequence of instructions EXACTLY



Set up **ALL** EPBs delivered to your polling location. Confirm polling location is correct on each screen.



Download Absentee Supplemental File.

Ballot Team



Election Manual pages 10-11

QRG located
inside **Red** Ballot
Box

- Inventory the Ballots in the **Red** & **Gray** Ballot Boxes:
 - DO NOT open the Ballot Packs
 - Review cover sheet to verify:
 - Polling Location name
 - Number of packs received
 - This process must be completed for EACH **Gray** Ballot Box in the location.

Ballot Team Ballot Security Record

Ballot Security Record | May 2, 2023 Primary Election

Red Ballot Box

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

Gray Ballot Box

1. EUCLID-02-C

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

2. EUCLID-04-C

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

3.

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

4.

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

5.

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

***Please see reverse side for signatures



Scanner Team



Election Manual pages 12-13

All Ballot Scanner
QRGs are
attached to the
lid of two Ballot
Scanners

- Inspect the Ballot Scanner.
- Complete Ballot Scanner Security Record.
- Remove Supplies from Ballot Compartment.
- Plug in the Surge Protector and power on to test for power.
-

Supply Team

QRG is inside the **Blue** Supply Bag

- Arrange Polling Location according to the diagram.
- Inventory **Blue** Location Supply Bag w/checklist found inside.
- Hang Maps, Sample Ballots & Issue Signs.



LOCATION SUPPLY BAG CHECKLIST	
If you are missing any supplies, call the Election Officials Hotline: (216) 443-3277	
Red Ballot Box with Memory Stick Bag attached (Alpha precinct)	
Located on the Transport Cart – Verify correct precinct/Polling Location	
<input type="checkbox"/> QRG- Ballot Team Monday Night/ Tuesday Morning (1/location) <input type="checkbox"/> Memory Stick Bag – DO NOT DETACH <input type="checkbox"/> Ballot Containment Folders <input type="checkbox"/> Precinct Ballots (verify correct precinct) <input type="checkbox"/> Soiled/Voided Ballot Envelope (1/location) <input type="checkbox"/> Blue Equipment Reports Envelope (1/location) <input type="checkbox"/> Authority to Vote Slip Envelopes (1/EPB) <input type="checkbox"/> Curbside Envelopes (5/precinct) <input type="checkbox"/> Stub A Envelopes (1/precinct)	
Gray Ballot Box (1 per additional precinct)	
Located on the Transport Cart – Verify correct Precinct/Polling Location	
<input type="checkbox"/> Ballot Containment Folders <input type="checkbox"/> Precinct Ballots (verify correct precinct)	
Yellow Provisional Bag	
Located on the Transport Cart – Verify correct Polling Location	
<input type="checkbox"/> Clear Provisional Precinct Pouches (1/precinct) <input type="checkbox"/> Completed Forms Envelope (Light Green) <input type="checkbox"/> Notice of Name Change (Form 10-L) <input type="checkbox"/> Provisional Ballot Notice (12-H) <input type="checkbox"/> Provisional Envelope Verification Overlay <input type="checkbox"/> Provisional Voter Precinct Verification Form (12-D) <input type="checkbox"/> QRG – Processing a Provisional Voter <input type="checkbox"/> VAT Sign & Stand <input type="checkbox"/> Voter Assistance Table Log <input type="checkbox"/> Voter Registration Forms	
Blue Location Supply Bag	
Located inside one (1) DS200 Ballot Compartment	
<input type="checkbox"/> QRG-Supply Team Monday Night (1/location) <input type="checkbox"/> Master List of Supplies (1/location) <input type="checkbox"/> Injury Reporting Kit (1/location) <input type="checkbox"/> Provisional Envelopes (1 pack of 25/precinct) <input type="checkbox"/> Voter Survey Cards (Countywide Election) (200/precinct) <input type="checkbox"/> I Voted Stickers (3 rolls/precinct) <input type="checkbox"/> Blue Painter's Tape (2/location) <input type="checkbox"/> Three-Prong Adaptors (1/DS200 plus 1 extra)	

1.19.23



Questions?



Electronic Pollbook Hands-On Training

What are Electronic Pollbooks? (EPBs)

How They Work

- ✓ Contain record of every registered voter in county
- ✓ Produce various slips that inform Election Officials on how to process the voter
- ✓ Direct voters to correct Polling Location as necessary
- ✓ Transmit important data securely back to the BOE

Benefits of EPBs

- ✓ Reduce check-in and wait times
- ✓ “Any Line, Any Time”
- ✓ Scanning ballot stub barcode ensures voters get right ballot
- ✓ Reduce the number of provisional voters

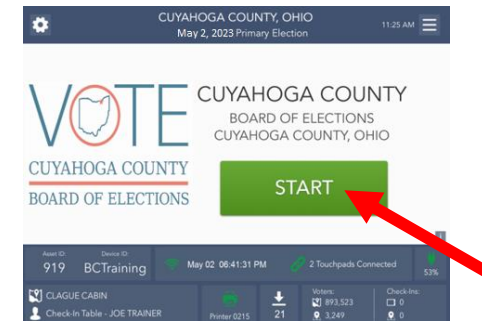
Opening the EPB App

UNLOCK THE DEVICE AND LAUNCH THE EPB PROGRAM

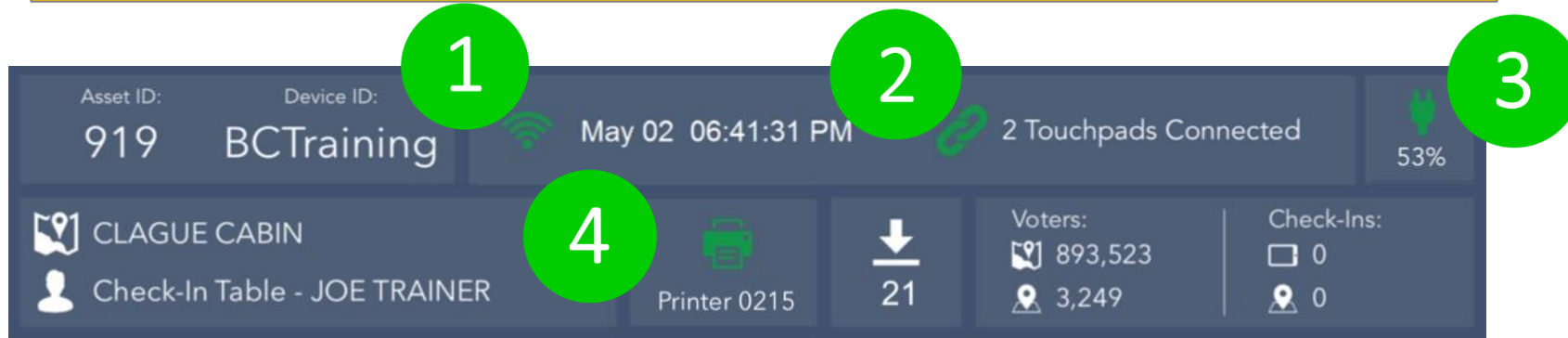


VERIFY THE ELECTION DATE AND POLLING LOCATION NAME

DO NOT select the **START** button or log into the EPBs using passwords on Monday Night.



CONFIRM THE ICONS IN THE BOTTOM STATUS BAR ARE ALL **GREEN**.



Payroll Points of Emphasis

- Payroll (attendance) is recorded using both the EPBs and the paper payroll form.
- “Clock-in” on EPB Monday(PM) and Tuesday (AM).
- Sign out on paper payroll sheet Tuesday (PM).

Poll Worker Payroll Module

The screenshot displays the software interface for the Cuyahoga County Board of Elections. At the top, a dark blue header bar contains a gear icon on the left, the text "CUYAHOGA COUNTY, OHIO" and "August 8, 2023 Special" in the center, and a hamburger menu icon on the right. A dropdown menu is open from the hamburger menu, listing "POLL WORKER PAYROLL", "UPDATE ABSENTEE", and "UPDATE PROVISIONAL". A red arrow points to the "POLL WORKER PAYROLL" option. Below the header, the main content area features the "VOTE" logo on the left, which includes a map of Ohio with a red star. To the right of the logo, the text "CUYAHOGA COUNTY BOARD OF ELECTIONS CUYAHOGA COUNTY, OHIO" is displayed. A large green button with the word "START" in white is positioned at the bottom center of the main content area.

CUYAHOGA COUNTY, OHIO
August 8, 2023 Special

POLL WORKER PAYROLL
UPDATE ABSENTEE
UPDATE PROVISIONAL

VOTE
CUYAHOGA COUNTY
BOARD OF ELECTIONS

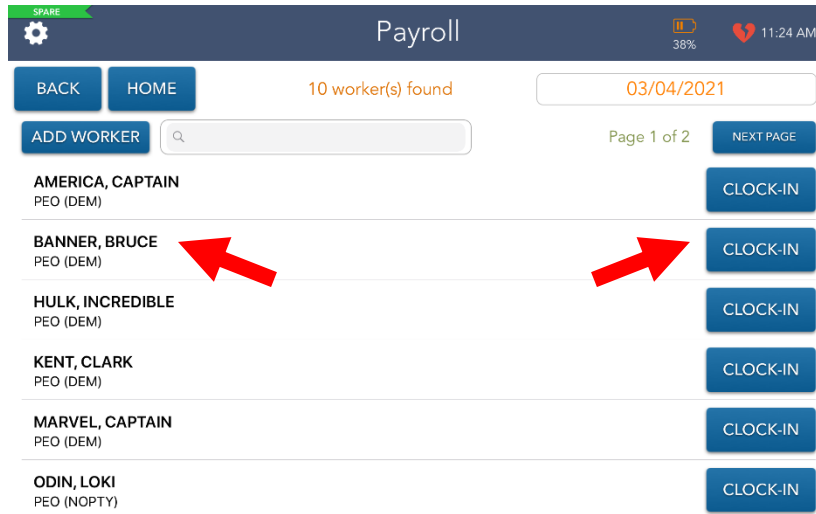
CUYAHOGA COUNTY
BOARD OF ELECTIONS
CUYAHOGA COUNTY, OHIO

START

Continued ...

Poll Worker Payroll Module

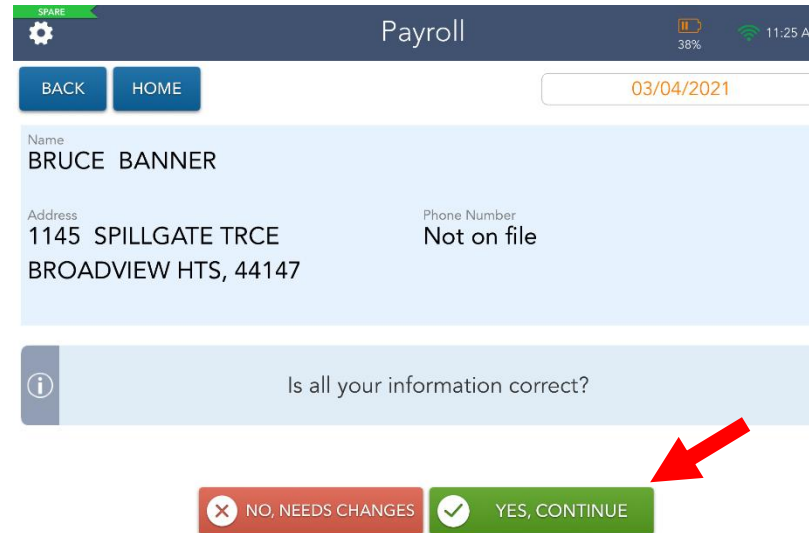
STEP 1: SEARCH FOR YOUR NAME



Select “**Clock-In**” next to your name.

Continued ...

STEP 2: CONFIRM/UPDATE YOUR INFO



If all information is correct select **Yes, Continue.**

If your address has changed or your phone number is not on file select **No, Needs Changes.**

Poll Worker (Oath of Office)

STEP 3: ENLARGE SCREEN

TRAINING Payroll 18% 10:51 AM

BACK HOME 03/13/2023

Name
BRUCE BANNER

X CLEAR I ACCEPT

Please sign below

X _____

I do solemnly swear or affirm under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge, to the best of my ability, the duties of The Precinct Election Official in WLKV01A and for this precinct in the county of Cuyahoga, in the election to be held on 05/02/2023 as required by law and the rules and instructions of the Board of Election of said County; and that I will endeavor to

Select the (+) sign to enlarge the font.

STEP 4: READ OATH OF OFFICE

TRAINING Payroll 18% 10:51 AM

I do solemnly swear or affirm under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge, to the best of my ability, the duties of The Precinct Election Official in WLKV01A and for this precinct in the county of Cuyahoga, in the election to be held on 05/02/2023 as required by law and the rules and instructions of

Select **DONE** after reading the oath of Office.

Poll Worker Payroll Module

STEP 3: READ OATH & SIGNATURE

SPARE Payroll 11:25 AM 38%

BACK HOME 05/03/2023

Name
BRUCE BANNER

X CLEAR I ACCEPT

Please sign below

X *Bruce Banner*

I do solemnly swear or affirm under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge, to the best of my ability, the duties of The Precinct Election Official in WLKV01A and for this precinct in the county of Cuyahoga, in the election to be held on 02/23/2021 as required by law and the rules and instructions of the Board of Election of said County; and that I will endeavor to

STEP 4: CHECK DROP-OFF IF APPLICABLE

SPARE Payroll 11:26 AM 38%

BACK HOME 10 worker(s) found 05/03/2023

ADD WORKER Page 1 of 2 NEXT PAGE

AMERICA, CAPTAIN PEO (DEM)		CLOCK-IN
BANNER, BRUCE PEO (DEM)	Information Verified 03-04-2021 11:26 AM	<input type="checkbox"/> Drop-Off CLOCK-OUT
HULK, INCREDIBLE PEO (DEM)		CLOCK-IN
KENT, CLARK PEO (DEM)		CLOCK-IN
MARVEL, CAPTAIN PEO (DEM)		CLOCK-IN
ODIN, LOKI PEO (NOPTY)		CLOCK-IN

You have been clocked in.

If Drop-Off is chosen, an additional screen will appear asking if you are the Driver or Drop-Off (i.e. rider).

Drop-Off Option

Select Drop-Off option for BRUCE BANNER.

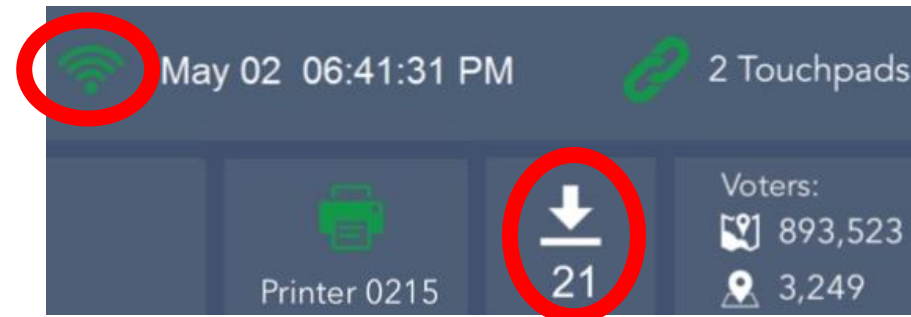
DROP-OFF DRIVER NEITHER

Absentee Supplemental List (Reminder)



ESSENTIAL that all EPBs are connected to the MiFi on Monday Night

Sent electronically and securely through the MiFi device to all EPBs.



Closing and Storing the EPBs

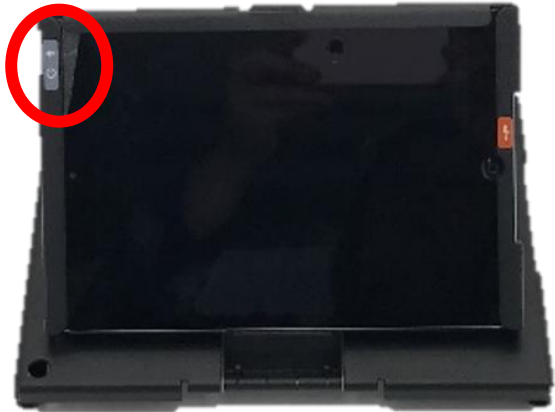
STEP 5: ENTER SLEEP MODE

STEP 6: STORE EPBs UNTIL ELECTION MORNING

! Monday Night DO NOT POWER OFF
ONCE THE DELTA FILE NUMBER IS REACHED PUT THE EPBS INTO "SLEEP MODE"



For additional questions see EPB Quick Reference Guide or call 216-443-3277.



DO NOT TURN THE MiFi HOTSPOT OR THE PRINTERS OFF!



Questions?

Tuesday Morning



Tuesday Morning Basics

- Arrive by 5:30 a.m. properly dressed.
- All Election Officials receive a one-hour lunch and breaks assigned by the VLM/VLD, along with additional breaks as time permits.
- Park your vehicle in an area that leaves parking spaces close to the Polling Location entrance for voters.

Oath of Office (VLM Duty)

- VLM reads Oath of Office to all Election Officials.

Signature for Oath of Office is completed when workers “**clock-in**” on the Payroll Module on the EPB.

Oath of Office- All Election Officials Must Sign Below

State of Ohio, County of Cuyahoga:

I do solemnly swear that under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of election laws; that I will discharge to the best of my ability the duties of PRECINCT ELECTION OFFICIAL in and for Precinct _____ in the County of (Township) or (Ward and City or Village) _____, in the election to be held on the _____ as required by law and the rules and instructions of the Board of Elections of said county; and that I will endeavor to prevent fraud in such election, and will report immediately to said Board any violation of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties.

Precinct Election Official Signatures:

To be Completed by the Voting Location Manager:

Sworn and subscribed before me this ____/____/____ (month/date/year)

Signature: _____


SPARE Payroll 38% 11:25 AM

BACK HOME 03/04/2021

Name
BRUCE BANNER

X CLEAR I ACCEPT

Please sign below

X 

I do solemnly swear or affirm under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge, to the best of my ability, the duties of The Precinct Election Official in WLKV01A and for this precinct in the county of Cuyahoga, in the election to be held on 02/23/2021 as required by law and the rules and instructions of the Board of Election of said County; and that I will endeavor to

Flags and Signs

- Place large American flag outside main entrance to Location.
- Place two (2) or more small American flags appx. 100 feet from entrance.
- Place “No Campaigning” sign 100 feet from the entrance.
- Hang “Election Today” directional arrow signs to direct voters from the parking area and main entrance to the voting room.

Precinct Voter List

- Post blank Precinct Voter List at 6 a.m.
- Locate the 6 a.m. list(s) in the **Green Update Folder** in **Green Bag**.
- The 11 a.m. and 4 p.m. lists are printed from one (1) EPB.
- All lists are posted by the entrance to the voting room.

LIST OF REGISTERED VOTERS

Per [Ohio Revised Code 3503.23](#), Election Officials are required to:

- Post an official registration list for each precinct, containing the names, addresses, and political party of all qualified registered voters in the precinct before the polls open on Election Day; and
- At 11:00 a.m. and again at 4:00 p.m. post a report indicating which registered voters have cast a ballot at that Polling Location on Election Day. (These reports are generated from the Electronic Pollbooks.)

NOTE: Any person may enter the Polling Location for the sole purpose of checking and taking notes from the official Precinct Voter List that is posted at 6:30 a.m., 11:00 a.m., and 4:00 p.m. Such persons may not wear any electioneering or campaign clothes or accessories and may not interfere with or disrupt the election. Such persons may not remove the posted official Precinct Voter List, and election officials should be careful to post the list in a manner that it cannot be removed unnoticed by an election official.



AV/Routing #: 701

CUYAHOGA COUNTY BOARD OF ELECTIONS

VOTE
ELECTIONS

BOARD MEMBERS
Bill Ruppel - Chairman
Lisa Hinkle
Dale Dineen - Treasurer
Teresa M. McCullery

Anthony W. Palmer - Director
Anthony W. Edinger - Deputy Director

Ballot Team



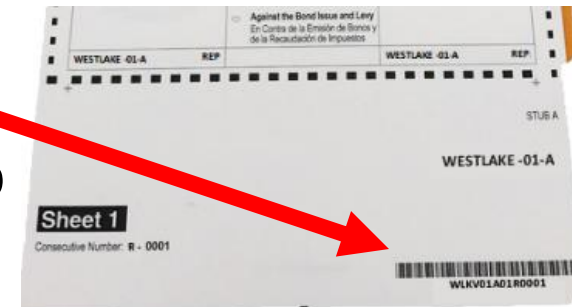
Election Manual page 23

QRG located
inside **Red** Ballot
Box

- Steps must be completed for ALL **Red** and **Gray** Ballot Boxes.
- All unopened ballot packs remain in Ballot Boxes until needed. Keep ballot boxes behind Ballot Table(s).
- Remove and place on Check-In Table
 - Authority to Vote Slip Envelope(s);
 - Curbside Envelopes;
 - Soiled/Voided Envelope;
 - EPB and Ballot Scanner Reports Envelope

Tuesday Morning Ballot Team

- Remove Ballot Containment Folder with first pack of ballots for that ballot type and place on Ballot Table.
- All unopened ballot packs remain in Ballot Box until needed. Keep ballot boxes behind Ballot Table(s).
- Repeat steps for all **Red** and **Gray** Ballot Boxes.
- Ballots are precinct specific.
- All Ballot Containment Folders are to be placed on Ballot Table(s).



Ballot Table Setup

Check-In Table and
Ballot Table



EPB Tuesday Morning Setup

STEP 1: ELECTION MORNING SETUP



STEP 2: WAKE THE EPBS



STEP 3: UNLOCK DEVICE & LAUNCH EPB



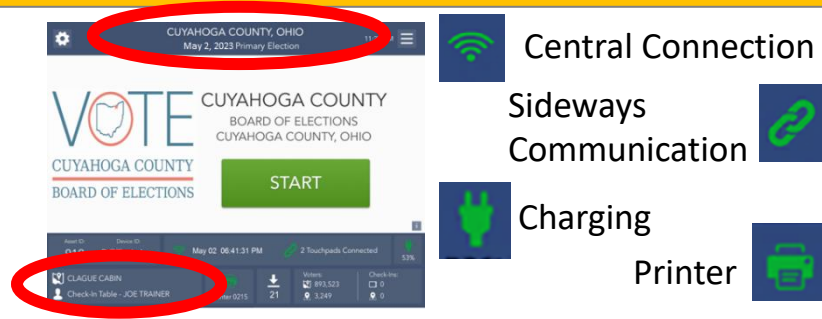
STEP 4: VERIFY CONNECTION



AT&T

EPB Tuesday Morning Setup

STEP 5: VERIFY INFORMATION ON INITIAL SCREEN



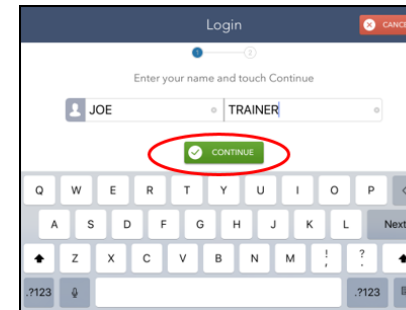
STEP 6: VERIFY ABSENTEE FILES TRANSMISSION



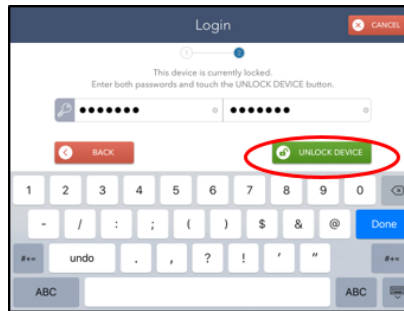
STEP 7: SELECT START TO LOG INTO THE EPB



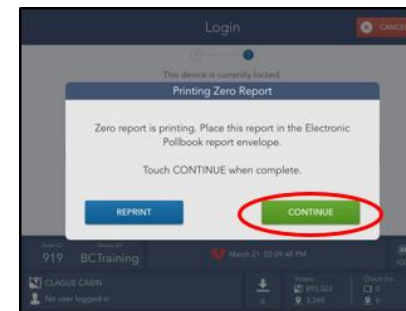
STEP 8: LOG INTO THE EPB



STEP 9: ENTER PASSWORDS

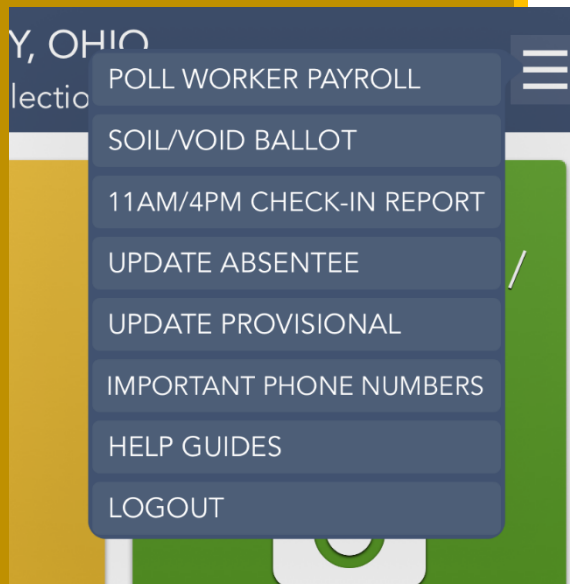


STEP 10: PRINT ZERO REPORTS



EPB Home Screen

Tools Menu



- **Payroll Module:** Clock-In/Oath of Office
- **Soil/Void Ballot:** Soil/re-issue a ballot
- **11AM/4PM Check-In Report:** Print 11/4 reports
- **Update Absentee:** Scan Absentee Supplemental barcodes to update the latest absentee requests
- **Update Provisional:** Scan Provisional barcodes to apply last minute voter record updates
- **Important Phone Numbers:** List of important Election Day phone numbers
- **Help Guides:** View procedural documents
- **Logout:** Logout of the EPB/Close Election

EPB Team

- Steps must be followed on **ALL** Electronic Pollbooks.
- Confirm **all** four (4) icons in the status bar are **Green**.



Election Manual page 24

All EPB QRGs can be found inside one EPB transport case with the MiFi



Scanner Team

Election Manual pages 20-21`

All Ballot Scanner QRGs are attached to the lid of two Ballot Scanners

- Inspect the Ballot Scanner
 - Remove EPBs from Ballot Compartment and place on Check-In table.
- Complete Ballot Scanner Security Record.
- Review Location, Date & Time on Configuration Report.
- Open the Polls, print Zero **Totals Report**, sign & place in EPB and Ballot Scanner Reports Envelope.



Zero **Totals Report** MUST be signed by officials of different political parties!

Location Ready for Voting

By **6:15 a.m.** all Check-In, Ballot Table(s), and Ballot Scanners in the location must be ready for voting, which means:

- ❖ EPBs & Ballots are in the proper locations and ready for use.
- ❖ All Ballot Scanners are sealed and ready for use.
- ❖ VAT table is ready for voting.
- ❖ The VLM makes the Mandatory Call to the BOE to report location is Open & Ready by 6:30 a.m.
- ❖ At 6:30 a.m. the VLM declares “The Polls are open for voting!”



Questions?

Primary Election



What's a Primary Election?



The purpose of a Primary Election is to allow voters to nominate the candidates they would like to see represent their political party in the General Election.

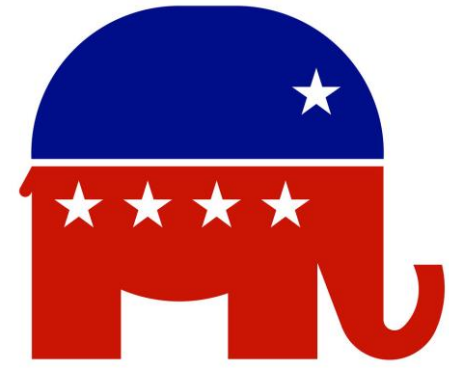
Who Can Vote?



- Any voter may vote in a Primary Election.
- It does not matter what political party a voter was previously. Every voter has the right to select to vote for any parties' candidates at a Primary Election (or select to be nonpartisan).

Ballot styles
March 2024
Primary
Election

- Democrat
- Republican
- Nonpartisan



Republican



Democrat

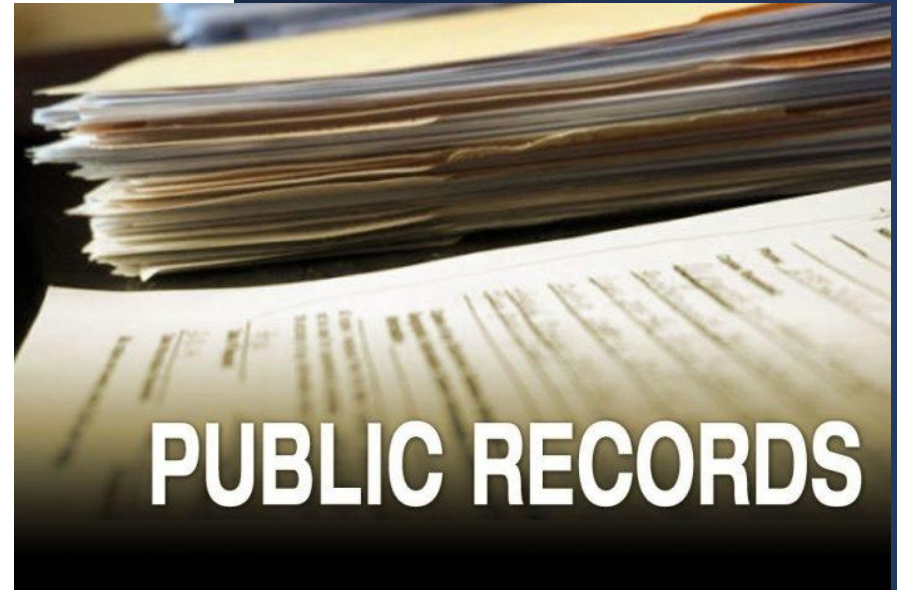
What Does Choosing a Political Party Actually Mean?

The party a voter selects at a Primary Election becomes the voter's party of record in the BOE's registration system until the next Primary Election.

For example, if a voter selects a Democratic ballot, that voter will be a "registered" Democrat, and will remain so unless the voter selects a different political party at a future Primary Election.

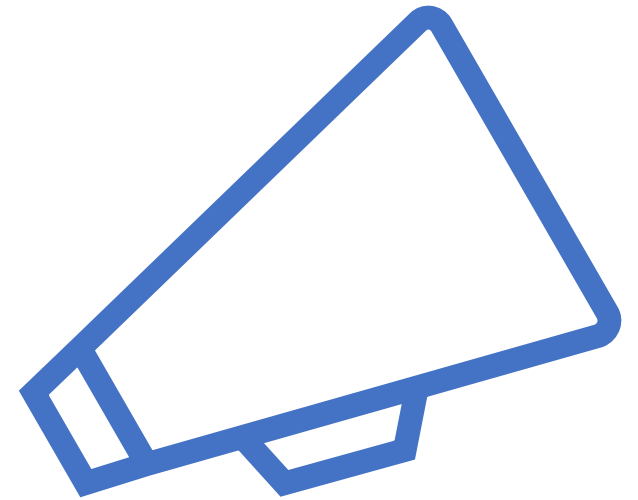
Political Party is Public Record

- The political party that a voter selects in a Primary Election is public record.
- If a candidate, campaign or any member of the public wants to view a list of voters who select a particular party in a Primary Election, that information is available to them.



Political Party is Public Record

- **Some voters are sensitive about their political party being announced publicly at the polling location.**
- **Since a voter selects their political party on the EPB, and the slip that is generated has the political party he/she chose printed on it, there should be very few instances where a poll worker needs to either ask or state out loud the political party a voter has chosen.**



17-Year-Old Voters



17-Year-olds are permitted to vote in a Primary Election under the following conditions:

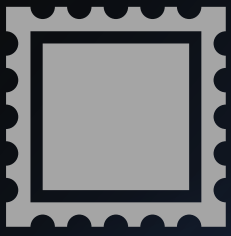
Must be 18 years old on or before the next General Election.

Must select a political party.

Vote on candidates only.

Do not vote on issues.

Do not scan the ballots.

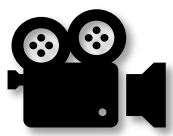


Steps for PEO processing 17-Year-Old Voters

- 1. Stamp the top left corner of all ballot sheets with the 17-year-old stamp.**
- 2. Provide the voter with the stamped ballot and a 17-year-old voter envelope.**
- 3. Review the written instructions with voter.**
- 4. Sign 17-Year-Old voter envelope once returned by voter.**
- 5. Place 17-year-old voter envelope in Red Ballot box.**

Election Day





Cuyahoga County Board of Elections Training Videos



2023 New Voting Laws

Ohio H.B. 458



OHIO Identification Requirements

Photo ID is **REQUIRED** in the state of Ohio

HAVE YOUR ID READY

▼ Acceptable Forms of Photo Identification ▼

<p>Driver's License</p>	<p>State ID</p>
<p>US Passport</p>	<p>Interim ID</p>
	<p>US Passport Card</p>
<p>US Military ID or Ohio National Guard ID</p>	<p>US Department of Veterans Affairs ID</p>

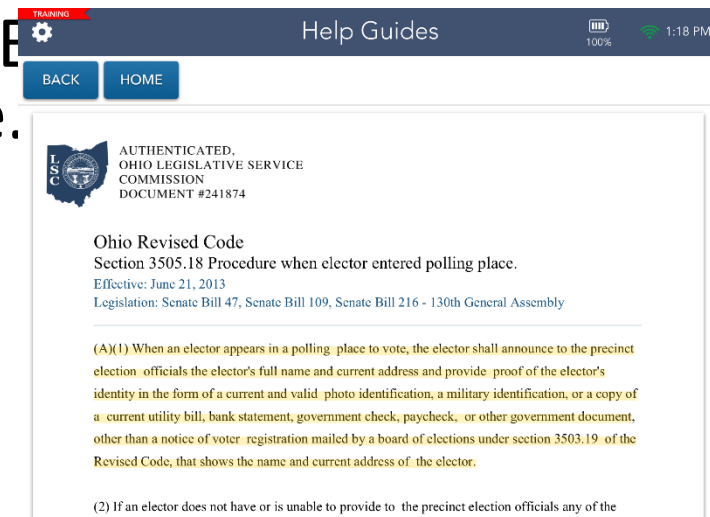
Make sure your voice is heard!
Learn more at:
VoteOhio.gov

This poster presents the acceptable forms of photo ID, but these forms of ID may have alternate designations.

Acceptable Forms of ID	
<ul style="list-style-type: none"> Ohio Driver's License OH State ID Card Interim ID form issued by the BMV 	Includes commercial Driver's License, Motorcycle Operator's License, probationary or restricted license
<ul style="list-style-type: none"> U.S. Passport Passport Card 	Must NOT be expired.
<ul style="list-style-type: none"> U.S. Military Photo ID 	Must have photo of voter. Must NOT be expired.

Points of Emphasis

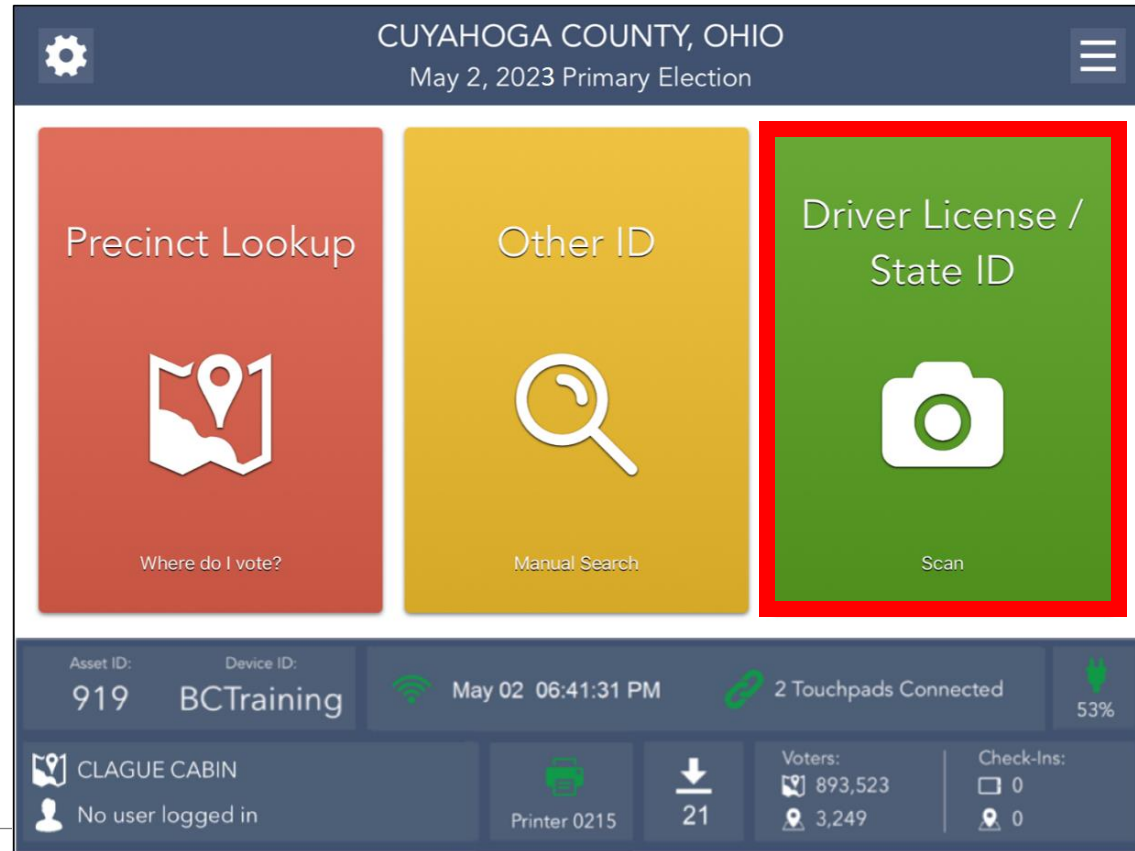
- First step at check-in table is always to review if the form of ID presented is non-expired.
- Verify the name and photo on id provided by the voter.
- Unsure if a form of ID is acceptable, check the list/manual of acceptable identification and if needed call the BOE.
- Once a voter record is located in the EES system, verify the state their current address and name.
 - Done in every circumstance
 - Required by Ohio law
 - Do not issue a ballot based on address from Driver's License/State ID, but what the voter verbally states



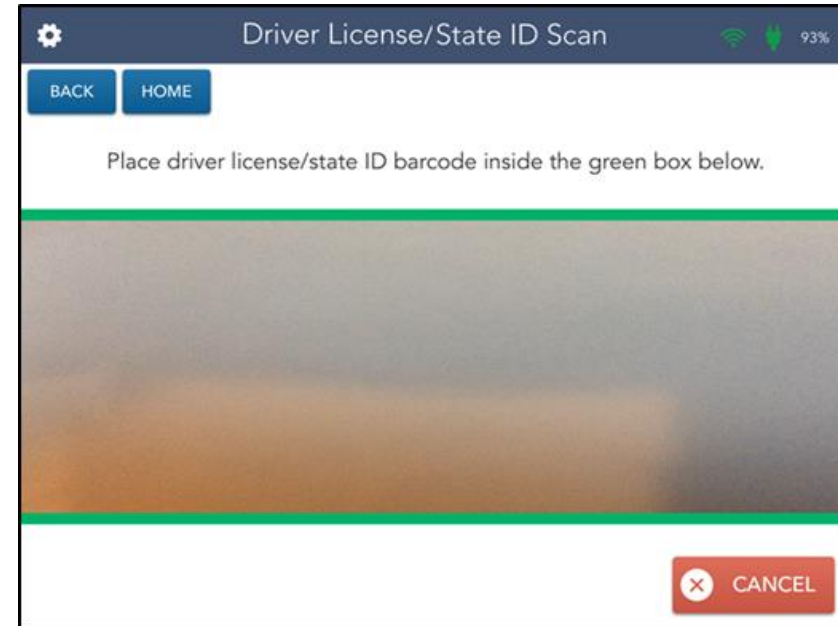
The screenshot shows a web browser window displaying a document from the Ohio Legislative Service Commission. The browser's address bar shows "Help Guides" and the time is 1:18 PM. The document is titled "AUTHENTICATED, OHIO LEGISLATIVE SERVICE COMMISSION DOCUMENT #241874". The main content is "Ohio Revised Code Section 3505.18 Procedure when elector entered polling place." with an effective date of June 21, 2013, and legislation from Senate Bill 47, Senate Bill 109, and Senate Bill 216 in the 130th General Assembly. The text of the code is highlighted in yellow and reads: "(A)(1) When an elector appears in a polling place to vote, the elector shall announce to the precinct election officials the elector's full name and current address and provide proof of the elector's identity in the form of a current and valid photo identification, a military identification, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document, other than a notice of voter registration mailed by a board of elections under section 3503.19 of the Revised Code, that shows the name and current address of the elector." Below this, a partially visible second subsection reads: "(2) If an elector does not have or is unable to provide to the precinct election officials any of the

EPB Scenario #1

**BRAD PITT
REGULAR VOTER
DEMOCRAT**



Driver License/State ID Scan



Search Results

The image displays two screenshots of a mobile application's 'Search Results' screen. Both screens show a header with a gear icon, the title 'Search Results', a battery level of 68%, and a time of 11:50 AM (top) and 10:32 AM (bottom). Below the header are 'BACK' and 'HOME' buttons, followed by a 'Show voters:' section with two buttons: 'In this Location' (green, with a '1') and 'Not in this Location' (red, with a '0'). Below this, it says '1 voter(s) in this voting location'. The main content area shows a single voter record for 'BRAD PITT' with a birth year of 1931, address '1931 KING JAMES PKY WESTLAKE, 44145', party 'CUY', and ID '16983 REP'. A red arrow in the top screenshot points to the address field. Below the list is a light blue bar with an information icon, the text 'TOUCH a voter in the list above.', and a green 'CONTINUE' button with a checkmark icon. The bottom screenshot is identical but has a red arrow pointing to the 'CONTINUE' button.

- ✓ Search Results screen defaults to voters in your location.
- ✓ Select correct voter record and select **CONTINUE** button.
- ✓ Select **NOT IN THIS LOCATION** button if the voter does not appear in your location.

Voter Eligibility Screen

The screenshot shows a mobile application interface for voter eligibility. At the top, there is a dark blue header with a gear icon, the text "Voter Eligibility", and status icons for battery (11%), signal, and time (11:46 AM). Below the header are two blue buttons: "BACK" and "HOME". The main content area displays voter information: Name (BRAD PITT), Birth Year (1931), Voter ID (16983), County (CUY), Address (1931 KING JAMES PKY, WESTLAKE, 44143), Precinct - Split (WESTLAKE -01-A-01), and Party (REP). A green confirmation message with a checkmark icon reads "Voter is eligible to vote." At the bottom, there are three buttons: a red button with a magnifying glass icon and text "WRONG VOTER, SEARCH AGAIN", a yellow button with a gear icon and text "MORE OPTIONS", and a green button with a checkmark icon and text "SELECT BALLOT". Red arrows point to the "HOME" button, the address, and the "SELECT BALLOT" button.

TRAINING

Voter Eligibility 11% 11:46 AM

BACK HOME

Name
BRAD PITT

Birth Year
1931

Voter ID
16983

County
CUY

Address
1931 KING JAMES PKY
WESTLAKE, 44143

Precinct - Split
WESTLAKE -01-A-01

Party
REP

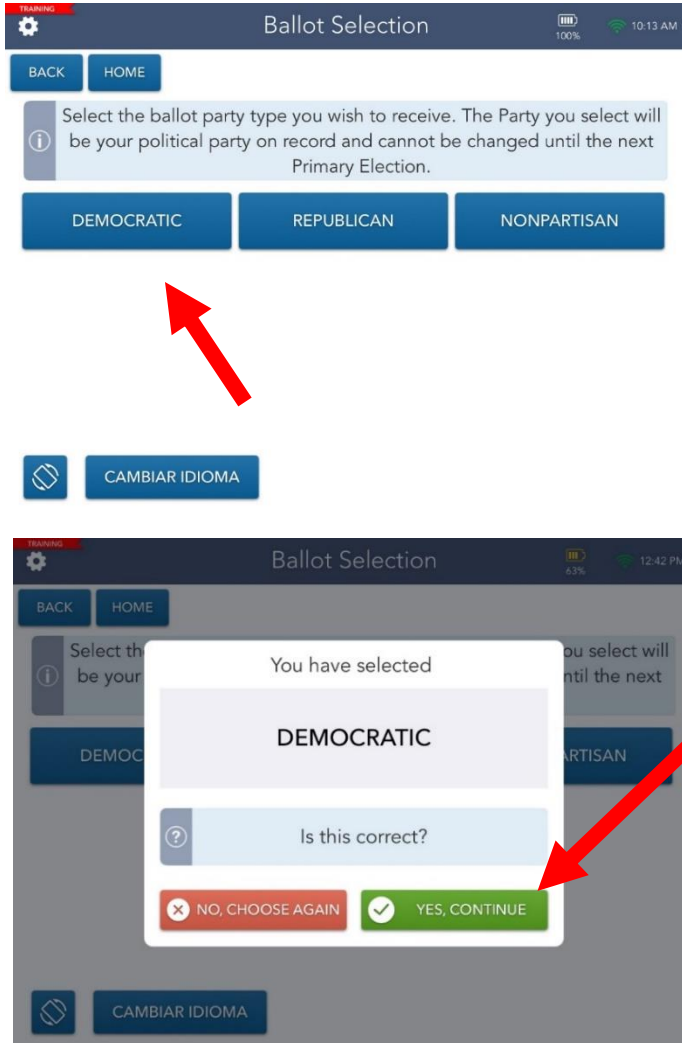
✓ Voter is eligible to vote.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS SELECT BALLOT

Always confirm...

- **Verbally confirm the voter's name and current address.**
- Choose **SELECT BALLOT** button.
- Screen will automatically flip upside down.
- Tilt screen towards voter.

Ballot selection



- The voter will select a ballot style.
- The voter will confirm their selection.
- The voter will select **YES, CONTINUE** button.

Voter Signature

The screenshot displays the 'Voter Signature' mobile application interface. At the top, there is a dark blue header with a gear icon, the title 'Voter Signature', and a battery status indicator showing 100%. Below the header are two blue buttons: 'BACK' and 'HOME'. The main content area contains the following information:

- Name: BRAD PITT
- Birth Year: 1931
- Voter ID: 16983
- County: CUY
- Address: 1931 KING JAMES PKY, WESTLAKE, 44145
- Precinct - Split: WESTLAKE -01-A-01
- Party: REP

At the bottom of the form area, there are three buttons: a red 'CLEAR' button with an 'X' icon, a blue 'CAMBIAR IDIOMA' button, and a green 'DONE' button with a checkmark icon. A red arrow points to the 'DONE' button. Below the buttons is a dark blue bar with the text 'Please sign below'. Underneath this bar is a signature line with a handwritten signature 'Brad Pitt' and a grey rectangular area below it.

- Direct voter to sign and select **DONE** button.
- Display on screen will automatically flip back to original orientation.

Voter Signature

TRAINING

Voter Signature 87% 9:11 AM

BACK HOME

Name
BRAD PITT

Birth Year
1931

Voter ID
16983

County
CUY


Address
1931 KING JAMES PKY
WESTLAKE, 44145

Precinct - Split
WESTLAKE -01-A-01


Party
REP

i If current signature matches the signature on file, touch ISSUE BALLOT.
If current signature does not match the signature on file, touch CHALLENGE SIGNATURE.

SIGNATURE ON FILE



CURRENT SIGNATURE



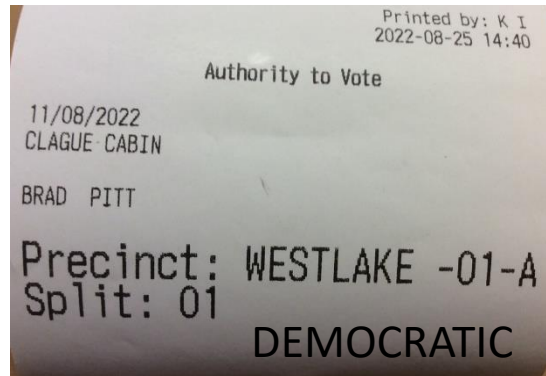
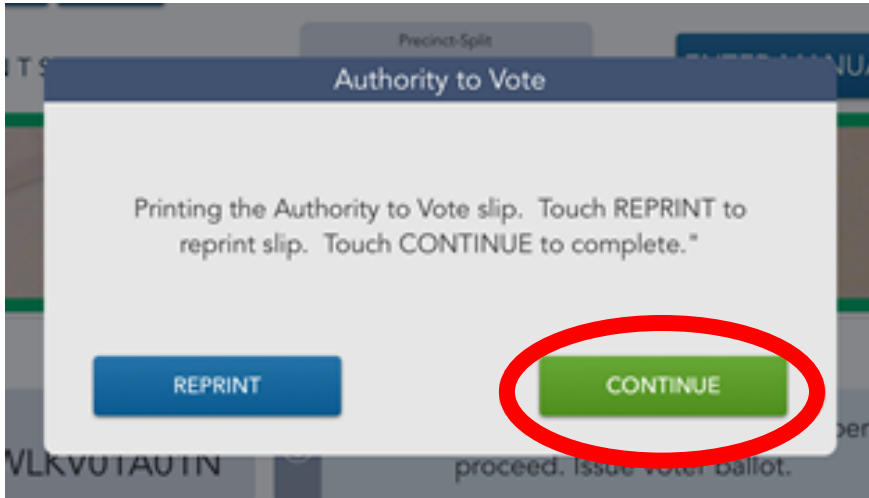
CHALLENGE SIGNATURE

SIGN AGAIN

ISSUE BALLOT

- Compare voter's signatures.
- Select **ISSUE BALLOT** button.

Authority to Vote Slip



- Will print automatically
- Select **CONTINUE** button
- If slip does not print, select **REPRINT** button
- Hand “Authority to Vote Slip” to Ballot Official
- Ballot Official will provide correct ballot and return the Authority to Vote Slip
- Scan stub barcode into EPB

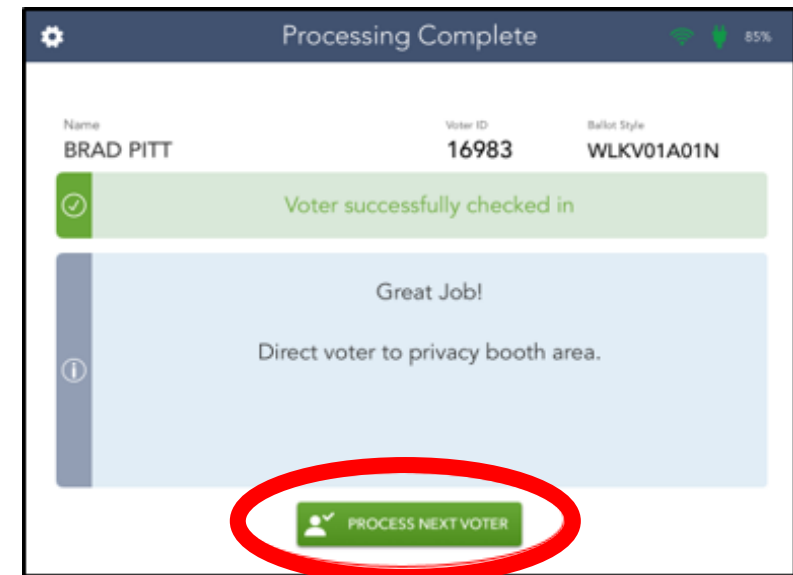
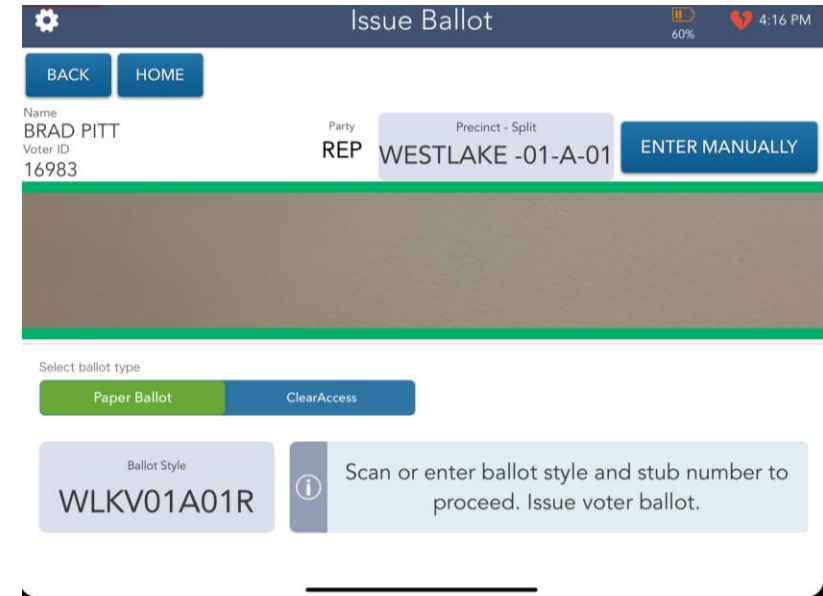
Issuing a Ballot

Scanning Stub Barcode

- ✓ Hold barcode under camera of EPB
- ✓ Once barcode is captured, you will hear an audible beep
- ✓ If ballot style is correct, you will be taken to Processing Complete screen

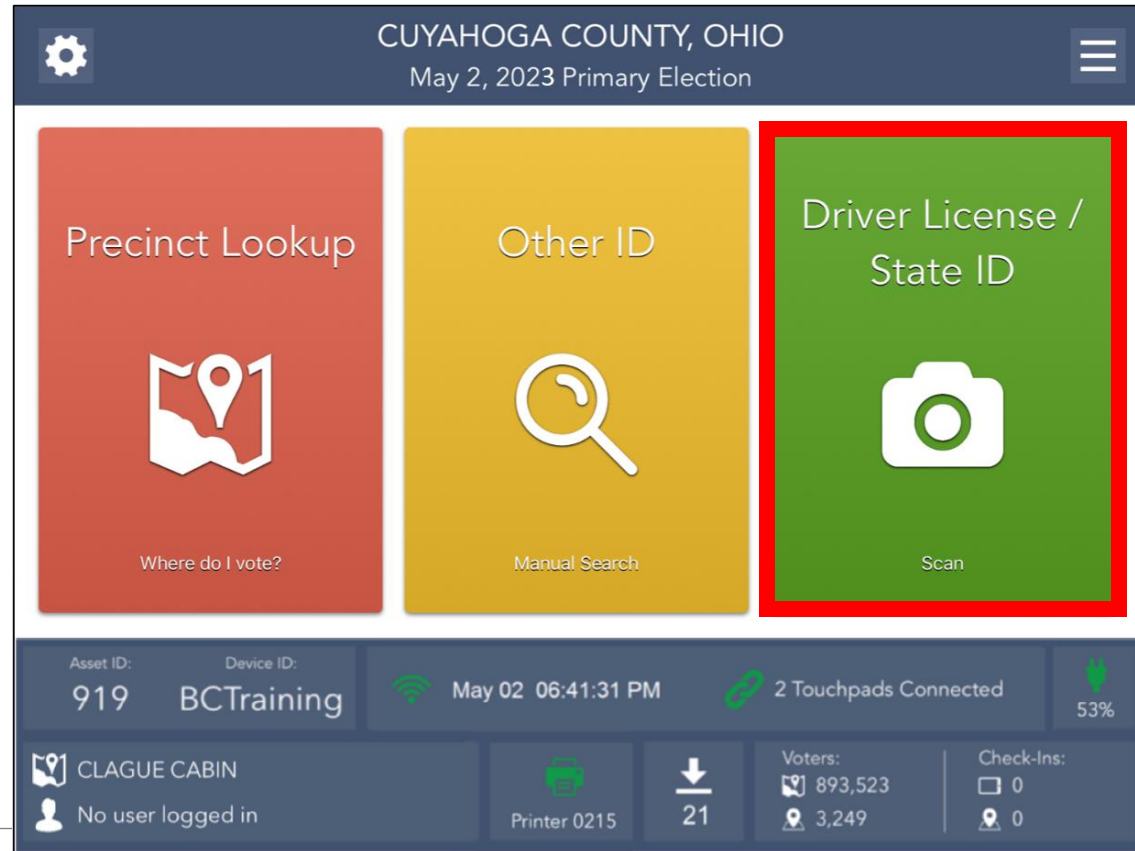
Processing Complete

- ✓ Select **PROCESS NEXT VOTER** button



EPB Scenario #2

**BRAD PITT
SOIL/VOID
NONPARTISAN**



Search Results

The image displays two screenshots of a 'Search Results' interface. The top screenshot shows a voter record for BRAD PITT with a red arrow pointing to the address field. The bottom screenshot shows the same voter record with a red arrow pointing to the 'CONTINUE' button.

Top Screenshot:

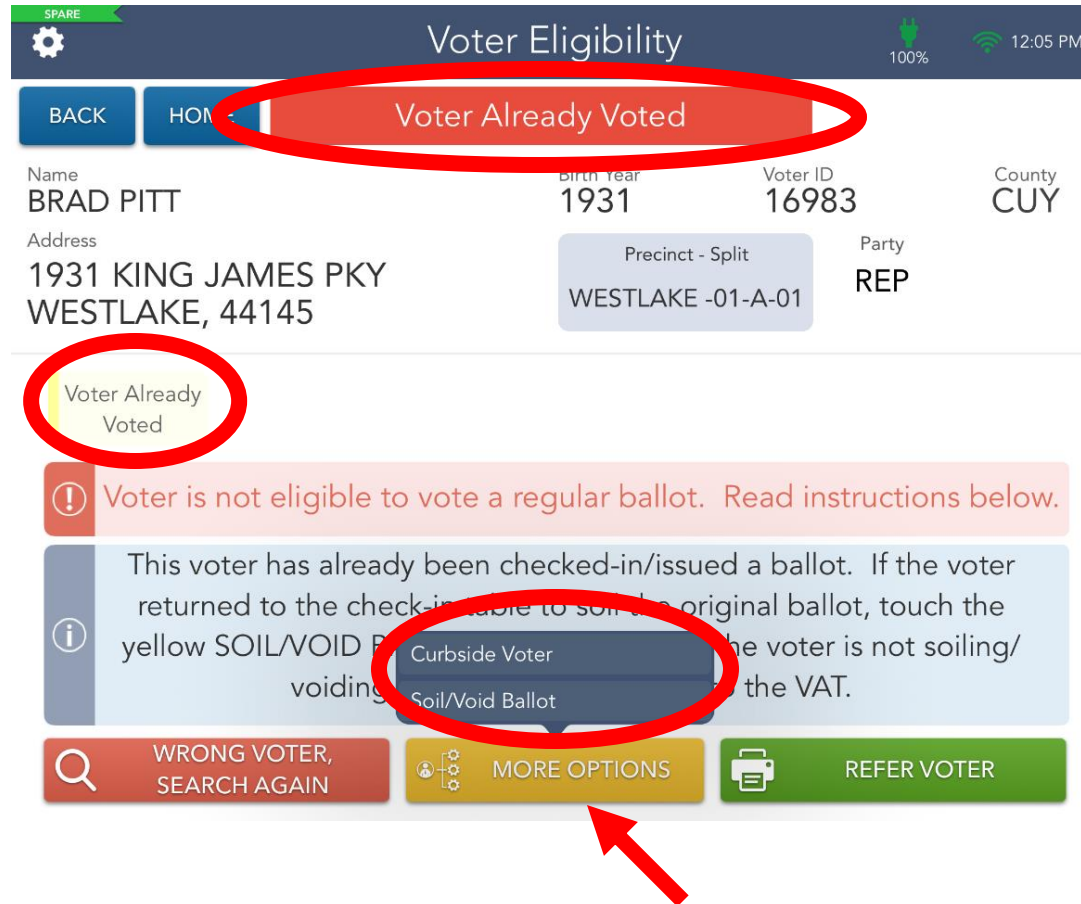
- Header: Search Results, 68%, 11:50 AM
- Buttons: BACK, HOME
- Show voters: In this Location (1), Not in this Location (0)
- Text: 1 voter(s) in this voting location
- Voter Record: BRAD PITT, Birth Year: 1931, 1931 KING JAMES PKY WESTLAKE, 44145, CUY, 16983 REP
- Instruction: TOUCH a voter in the list above.
- Button: CONTINUE

Bottom Screenshot:

- Header: Search Results, 66%, 10:32 AM
- Buttons: BACK, HOME
- Show voters: In this Location (1), Not in this Location (6)
- Text: 1 voter in this voting location
- Voter Record: BRAD PITT, Birth Year: 1931, 1931 KING JAMES PKY WESTLAKE, 44145, CUY, 16983 REP
- Instruction: TOUCH a voter in the list above.
- Button: CONTINUE

- ✓ Search Results screen defaults to voters in your location.
- ✓ Select correct voter record and select **CONTINUE** button.
- ✓ Select **NOT IN THIS LOCATION** button if the voter does not appear in your location.

Soil/Void Ballot (Brad Pitt)



- ✓ Process voter again using valid form of ID.
- ✓ Screen display label **Voter Already Voted** will appear.
- ✓ Read the instructions
- ✓ Select the **MORE OPTIONS** button, then select **Soil/Void Ballot** button.

Soil/Void Ballot (Brad Pitt)

Soil Ballot

Are you issuing a replacement ballot?

Yes No

Select sheet(s) to be soiled

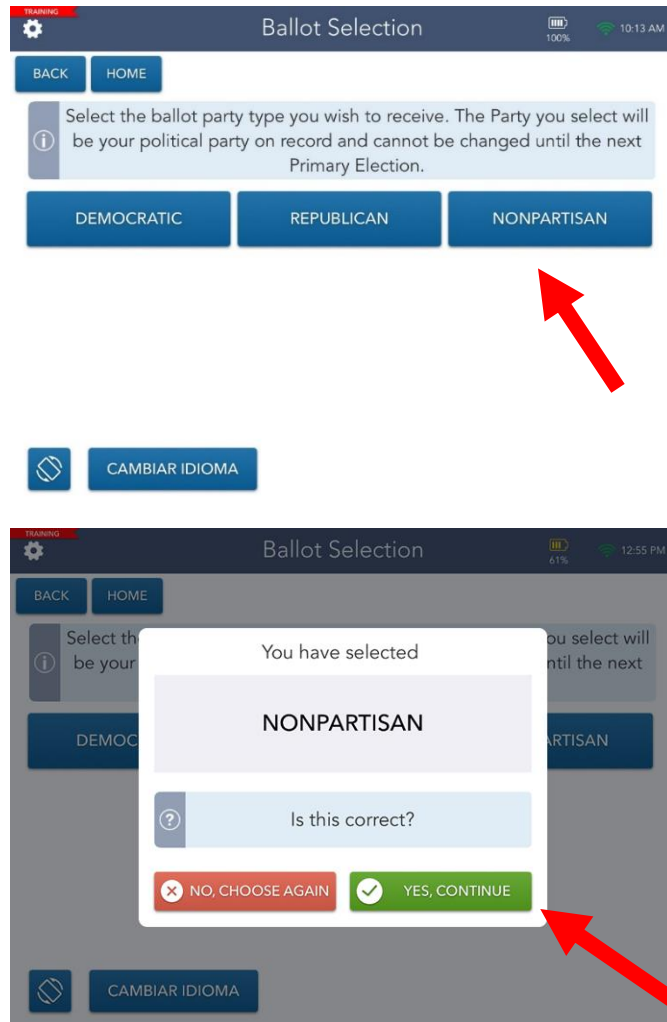
Sheet 1 Sheet 2

- Place checkmarks in appropriate boxes.
- Write “VOID” on all sheets of soiled ballot and place in Soiled/Voided Ballot Envelope.
- Select the **CONTINUE** button.

Are you sure you want to soil ballot sheet(s) 1 and 2 for BRAD PITT?

- ✓ Select the **YES** button to confirm ballot soil/void.

Ballot Selection



- The voter will select a ballot style.
- The voter will confirm their selection.
- The voter will select **YES, CONTINUE** button.

Soil/Void Ballot (Brad Pitt)

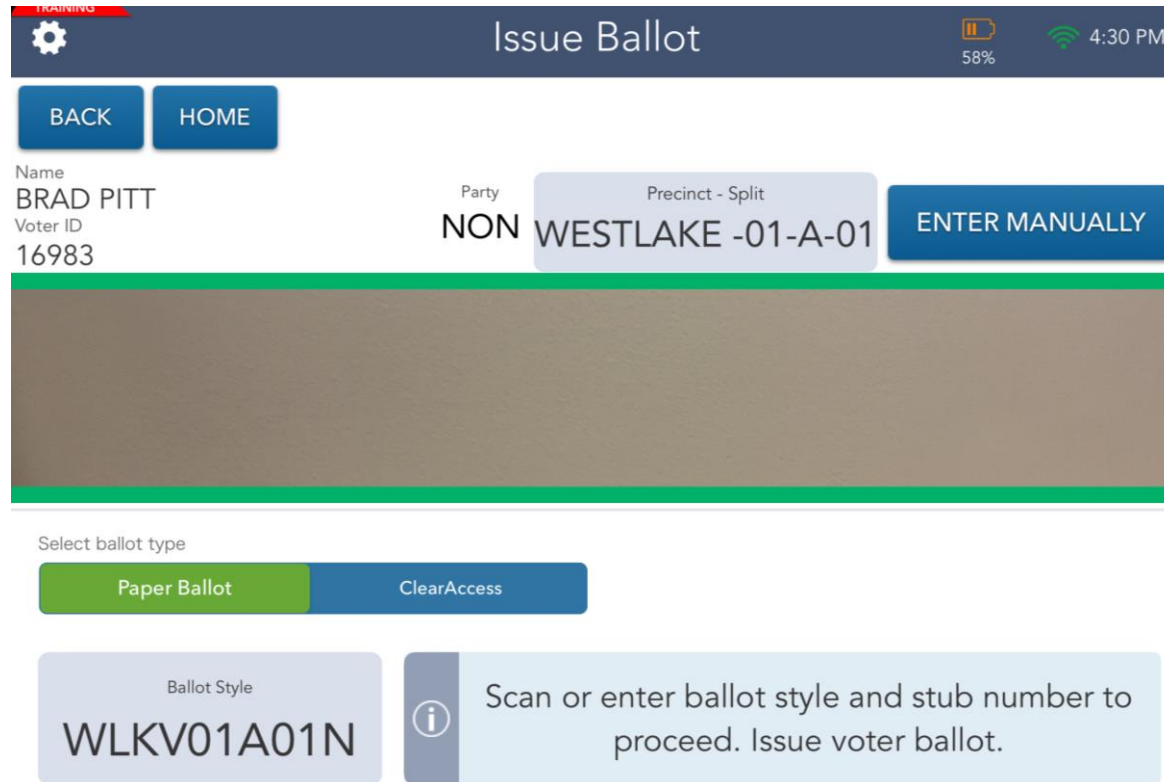
The screenshot shows the 'Voter Signature' app interface. At the top, there are navigation buttons for 'BACK' and 'HOME', and a 'SOIL & REISSUED' button. The voter's name 'BRAD PITT' and birth year '1931' are displayed. Below this, there are buttons for 'CLEAR', 'CAMBIAR IDIOMA', and 'DONE'. A dark blue bar with the text 'Please sign below' is visible, with a red arrow pointing to the 'DONE' button. Below the bar, the name 'BRAD PITT' is written in cursive on a signature line.

→ Direct voter to sign, then select **DONE** button.

The screenshot shows the 'Voter Signature' app interface after the signature is entered. It displays the voter's name 'BRAD PITT', birth year '1931', voter ID '16983', and county 'CUY'. The address '1931 KING JAMES PKY WESTLAKE, 44145' and precinct 'WESTLAKE -01-A-01' are also shown. A message box contains instructions: 'If current signature matches the signature on file, touch ISSUE BALLOT. If current signature does not match the signature on file, touch CHALLENGE SIGNATURE.' Below this, there are two signature comparison areas: 'SIGNATURE ON FILE' (empty) and 'CURRENT SIGNATURE' (containing the handwritten signature). To the right, there are buttons for 'CHALLENGE SIGNATURE', 'SIGN AGAIN', and 'ISSUE BALLOT'. A red arrow points to the 'ISSUE BALLOT' button.

→ Compare voter's signatures then select **ISSUE BALLOT** button.

Soil/Void Ballot (Brad Pitt)



TRAINING

Issue Ballot

58% 4:30 PM

BACK HOME

Name
BRAD PITT
Voter ID
16983

Party
NON

Precinct - Split
WESTLAKE -01-A-01

ENTER MANually

Select ballot type

Paper Ballot ClearAccess

Ballot Style
WLKV01A01N

Scan or enter ballot style and stub number to proceed. Issue voter ballot.

- ✓ Scan or enter ballot style and stub number.

Soil/Void Ballot (Brad Pitt)

Processing Complete

87%

SOIL & REISSUED

Name: BRAD PITT

Voter ID: 16983

Ballot Style: WLKV01A01N

Voter successfully checked in

Great Job!

Follow the instructions for replacing soiled/voided ballot.

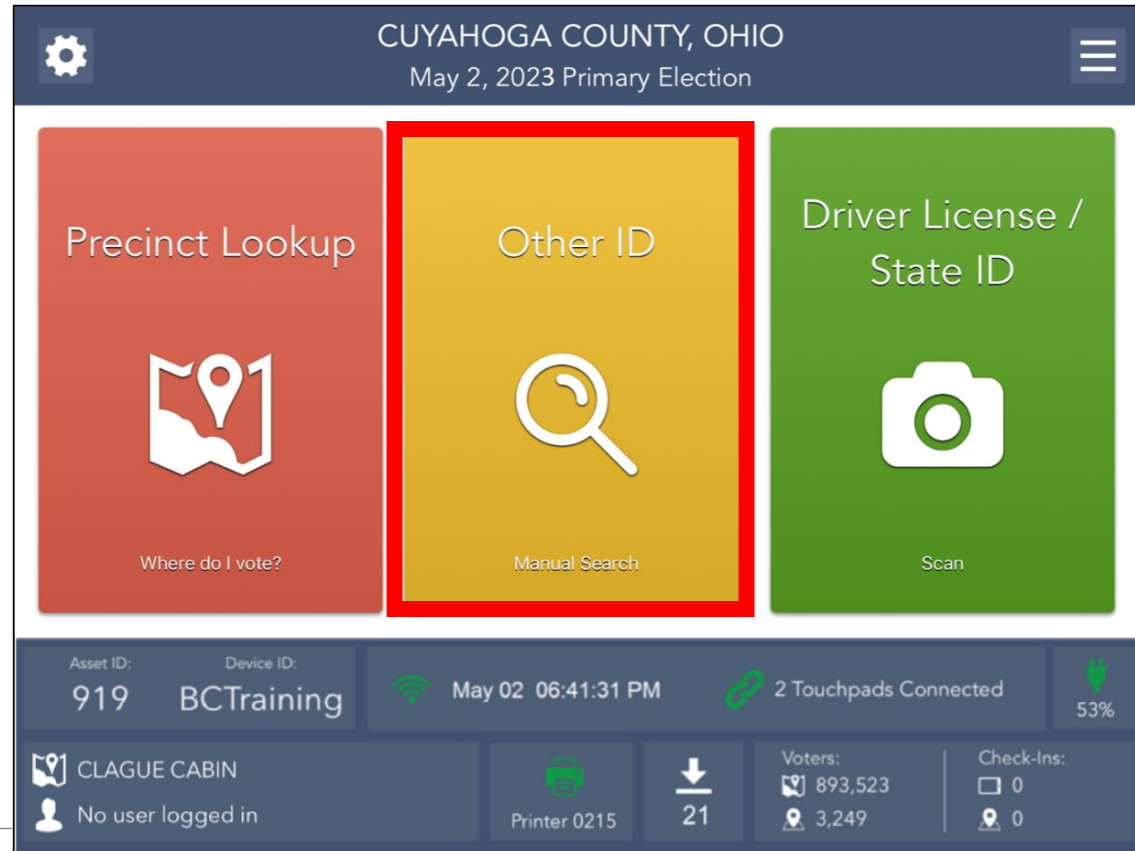
Direct voter to privacy booth area.

PROCESS NEXT VOTER

- ✓ Select the **PROCESS NEXT VOTER** button.

EPB Scenario #3

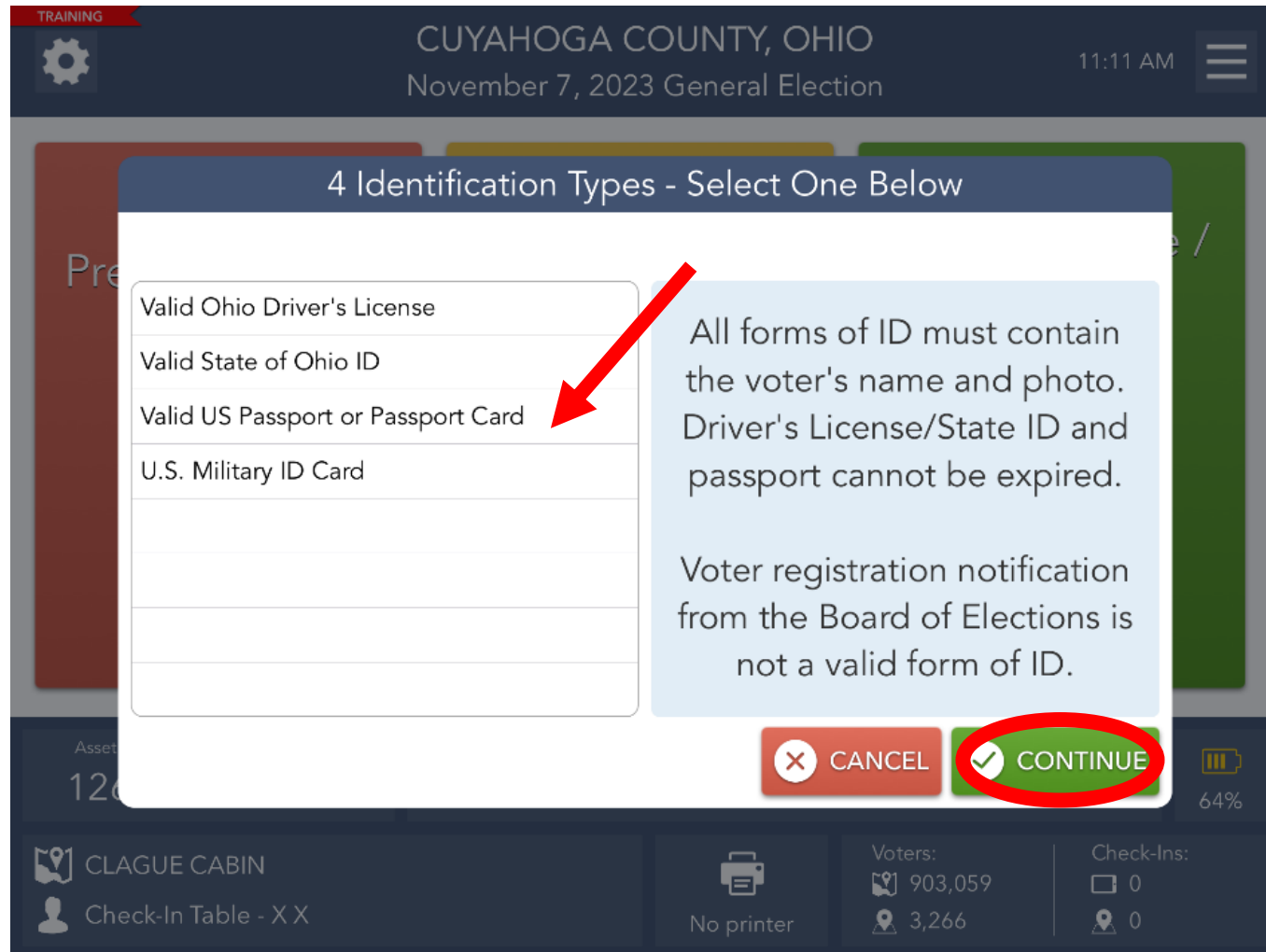
ASHTON KUTCHER
23536 CONCORD
NONPARTISAN



Other ID Search Process



- Select the type of ID provided from voter.
- Select the **CONTINUE** button.



TRAINING

CUYAHOGA COUNTY, OHIO
November 7, 2023 General Election

11:11 AM

4 Identification Types - Select One Below

- Valid Ohio Driver's License
- Valid State of Ohio ID
- Valid US Passport or Passport Card
- U.S. Military ID Card

All forms of ID must contain the voter's name and photo. Driver's License/State ID and passport cannot be expired.

Voter registration notification from the Board of Elections is not a valid form of ID.

CANCEL CONTINUE

Asset 120

CLAGUE CABIN

Check-In Table - X X

No printer

Voters: 903,059
3,266

Check-Ins: 0
0

64%

Other ID Search Process: Ashton Kutcher

There are four (4) search options available to manually locate a voter's record.

- 1 Last Name and House Number
- 2 Last Name and Birth Year
- 3 Last Name and First Name
- 4 Voter ID

The screenshot shows the 'Find Voter' app interface. At the top, there are navigation buttons: 'BACK', 'HOME', and 'START OVER'. Below these are four search options: 'LAST NAME AND HOUSE NUMBER', 'LAST NAME AND BIRTH YEAR', 'LAST NAME AND FIRST NAME', and 'VOTER ID'. The 'LAST NAME AND FIRST NAME' option is highlighted in green. Below the options, there are input fields for 'Last Name' (containing 'KUT') and 'First Name' (containing 'ASH'). A red circle highlights the 'SEARCH' button. A keyboard is visible at the bottom of the screen.

Enter voter's information into the appropriate fields. Select **SEARCH** option.



Use fewer characters to increase chances you find correct voter

Other ID Search: Ashton Kutcher

The screenshot shows a mobile application interface for voter search. At the top, there is a dark blue header with a gear icon, the text 'Search Results', a battery icon at 63%, and the time '12:41 PM'. Below the header are two buttons: 'BACK' and 'HOME'. To the right of these buttons is a 'Show voters:' section with two filters: 'In this Location' (highlighted in green with a '1' in a green circle) and 'Not in this Location' (highlighted in red with a '0' in a red circle). Below the filters, it says '1 voter(s) in this voting location'. The main content area displays a list of voters. The first entry is for 'ASHTON KUTCHER' with details: 'Birth Year: 1968', '23536 CONCORD DR WESTLAKE, 44145', 'CUY', and '15960 DEM'. Below the list is a light blue bar with an information icon and the text 'TOUCH a voter in the list above.'. To the right of this bar is a green 'CONTINUE' button with a white checkmark icon. A red arrow points down to the 'CONTINUE' button.

- ✓ Search Results screen defaults to voters in your location.
- ✓ Select correct voter record and select **CONTINUE** button.
- ✓ Select **NOT IN THIS LOCATION** button if the voter does not appear in your location.

Voter eligibility

TRAINING

Voter Eligibility 60% 12:58 PM

BACK HOME

Name ASHTON KUTCHER Birth Year 1968 Voter ID 15960 County CUY

Address 23536 CONCORD DR WESTLAKE, 44145 Precinct - Split WESTLAKE -01-C-01 Party DEM

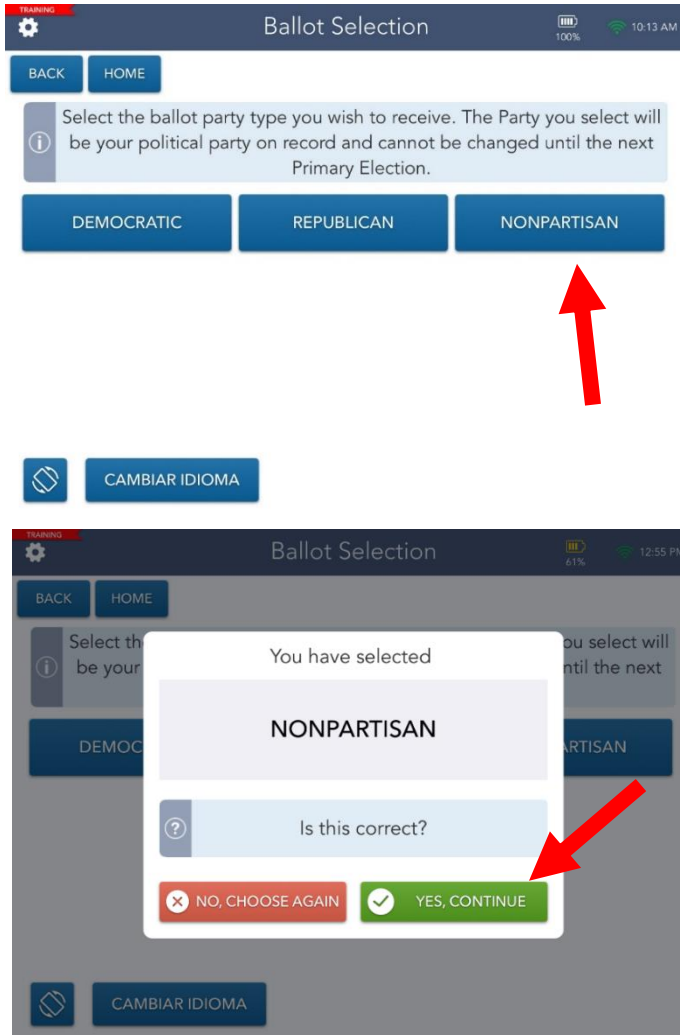
Voter is eligible to vote.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS SELECT BALLOT

Always confirm...

- **Verbally confirm the voter's name and current address.**
- Choose **SELECT BALLOT** button.
- Screen will automatically flip upside down.
- Tilt screen towards.

Ballot Selection



→ The voter will select a ballot style.

→ The voter will confirm their selection.

→ The voter will press **Yes, CONTINUE** button.

OTHER ID SEARCH:ASHTON KUTCHER

TRAINING Voter Signature 40% 8:10 AM

BACK HOME

Name ASHTON KUTCHER Birth Year 1968 Voter ID 15960 County CUY

Address 23536 CONCORD DR WESTLAKE, 44145 Precinct - Split WESTLAKE -01-C-01 Party NON

CLEAR CAMBIAR IDIOMA **DONE**

Please sign below

X Ashton Kutcher

→ Direct voter to sign, then select **DONE** button.

TRAINING Voter Signature 40% 8:10 AM

BACK HOME

Name ASHTON KUTCHER Birth Year 1968 Voter ID 15960 County CUY

Address 23536 CONCORD DR WESTLAKE, 44145 Precinct - Split WESTLAKE -01-C-01 Party NON

If current signature matches the signature on file, touch ISSUE BALLOT.
If current signature does not match the signature on file, touch CHALLENGE SIGNATURE.

SIGNATURE ON FILE

CHALLENGE SIGNATURE

SIGN AGAIN

CURRENT SIGNATURE Ashton Kutcher

ISSUE BALLOT

→ Compare voter's signatures then select **ISSUE BALLOT** button.

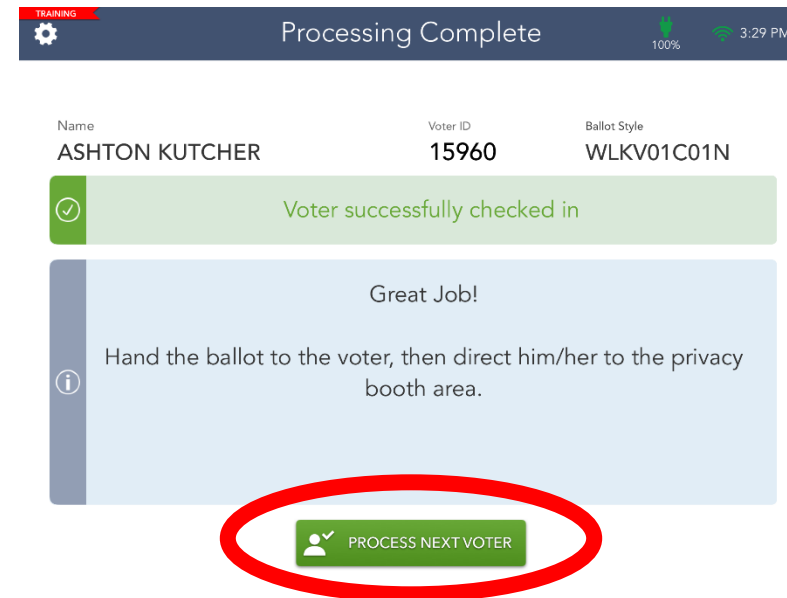
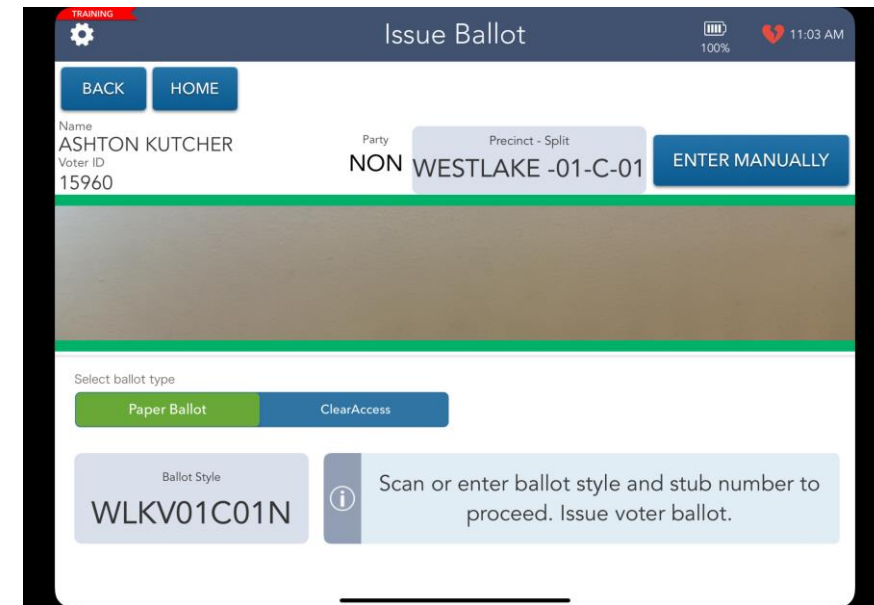
Issuing a Ballot

Scanning Stub Barcode

- ✓ Retrieve the Authority to Vote Slip from the printer
- ✓ Select the GREEN Continue button
- ✓ Select the BLUE Clear Access Button under the camera screen
- ✓ You will be taken to Processing Complete screen

Processing Complete

- ✓ Select **PROCESS NEXT VOTER** button





Questions?

Observers



Election Manual Page 28

- ✓ Appointed to watch and inspect Election Day proceedings
- ✓ Required to follow guidelines
- ✓ Certificate of Appointment and Oath:
 - ❖ Must present Certificate of Appointment & ID
 - ❖ VLM will give the Observer the Oath (Observer Packet)
 - ❖ Must sign Observer Sign-In Sheet each time
 - ❖ Observer packet inside **Green** Update Folder
- ✓ Federal Observers DO NOT follow these guidelines

Others at the Polling Location

Media

- Credentialed media may enter Polling Location.
- Permitted to take pictures and record video but CANNOT interfere with voting or infringe on voter's privacy.

Exit Polling

- People (often media) who survey voters as they exit.
- Must take place outside of immediate voting area and must not interfere with the voting process.



Campaigners

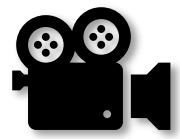
- Permitted to hand out literature outside the 100-foot “No Campaigning Area”.
- Not permitted within 100-foot “No Campaigning Area” marked by American flags.
- Monitored by Rovers.



Note: Check frequently to make sure no literature is left in Voting Booths

Options for Voters

- Voters can receive assistance:
 - Family member or friend
 - Two (2) PEOs of opposite political parties
 - ADA Ballot Marking Device
 - Curbside voting (QRG provided)



Video: Curbside Voting



Curbside Voting:



the process followed when a voter who is physically unable to enter a Polling Location sends another person inside to inform the PEOs of their desire to vote.





Questions?

What's New



- HB 458 New Laws Identification Voting
- Yellow (Provisional) Supply Bag

PROVISIONAL ENVELOPE / VAT LOG DIAGRAM

1 All YELLOW fields are required to be filled out, or the ballot will not be counted.

Clearly write the City-Ward-Precinct assigned to current address. The precinct must match the b and the Clear Provisional Precinct Pouch.

1. Full Name: First Name and Last Name are both required, or the ballot will not be counted.

2. Date of Birth: Month, Day, and Year are all required, or the ballot will not be counted.

3. Current Ohio Address: Street Address, City, and ZIP are all required, or the ballot will not be counted. Note: Address must match the address on the EPB Slip.

4. Former Address: This section is not required.

5. Identification: Identification is required, or the ballot will not be counted. NOTE: If the voter does not provide photo ID, they have four (4) days after Election Day to bring their ID to the Board of Elections.

6. Registration Update: This section is not required.

7. Affirmation: Voter's signature is required, or the ballot will not be counted.

Westlake 01-A
Precinct

WESTLAKE 1-A NON

Provisional Ballot Affirmation

DO NOT FOLD BALLOT

Full Name
1 First: Bobbie
Last: Buckeye

Date of Birth
2 Date of Birth: 01/23/45

Current Ohio Address
3 Street Address (No PO box): 1931 King Jam
City / Village: Westlake

Former Address
4 Have you moved without updating your voter registration?
Street Address (No PO box): _____
City / Village: _____

Identification
5 An Ohio driver's license, state ID card, or interim ID? AB123456
 U.S. Passport or Passport Card
 U.S. Military ID Card, Ohio National Guard ID Card, or U.S. If you do not have photo ID because you have a religious or an affidavit of religious objection, which you can obtain if a precinct election official will attach it to the provisional ballot. If you do not have photo ID to the election official or someone on an affidavit of religious objection, you may provide an affidavit for your voter to be eligible to be counted.

Registration Update
6 Write the last four digits of your Social Security number:
Mailing Address (if different than above)
Street Address (No PO box): _____
City/Village: _____ State: _____

Affirmation
7 I am a citizen of the United States and will be at least 18 years of age at the time I vote in the election in which I am voting this provisional ballot. I am eligible to vote in the election in which I am voting this provisional ballot based on the state of Ohio laws immediately preceding this election. I am a registered voter in the precinct in which I am voting this provisional ballot. I have not been convicted of a felony crime involving the election process before the Board of Elections and Voting that I am not registered to vote, is a conviction of the Board of Elections and Voting that I have already not been counted. I understand that I am not currently registered to vote and I will update my voter name. My future will serve as an application to register to vote and I understand that knowledge of providing false information is a violation of the Ohio Constitution. I understand that knowledge of providing false information is a violation of the Ohio Constitution. I understand that knowledge of providing false information is a violation of the Ohio Constitution. I understand that knowledge of providing false information is a violation of the Ohio Constitution.

Signature: Bobbie B.
Today's Date (MM/DD/YYYY): 03/03/2025

Sample VAT Log
Election Officials must complete all VAT Log sections for each voter casting a Provisional Ballot. NOTE: The Ballot Party box will only appear during partisan Primary Elections.

Voter's Name	Voter's Precinct	Ballot Party	Ballot Stub #	Reason for Provisional
Bobbie Buckeye	Westlake-01-A	<input checked="" type="checkbox"/> Dem <input checked="" type="checkbox"/> Non <input type="checkbox"/> Rep	N-0144	<input checked="" type="checkbox"/> Absentee Ballot Requested <input type="checkbox"/> EPB directed voter to VAT <input type="checkbox"/> Mail voted ballots <input type="checkbox"/> Voter Not in Precinct or <input type="checkbox"/> Incorrect or <input type="checkbox"/> Name / Add Other:



HB 458 Changes to Provisional Process

Voter Assistance Table (VAT) materials in **Yellow** Supply Bag

New Voter Assistance Table (VAT) QRG

New Provisional envelope with **Yellow** highlighted areas

New Provisional Supplemental Guide

New acceptable forms of Voting ID:

- Ohio Driver's License
- Ohio State ID
- U.S. Passport or Passport Card
- Military ID w/ photo

What's in the VAT **Yellow** Supply Bag?

NEW

Yellow Provisional Bag

Located on the Transport Cart – Verify correct Polling Location

- Clear Provisional Precinct Pouches (1/precinct)
- Completed Forms Envelope (Light Green)
- Notice of Name Change (Form 10-L)
- Provisional Ballot Notice (12-H)
- Provisional Envelopes (1 pack of 25/precinct)
- Provisional Envelope Verification Overlay
- Provisional Voter Precinct Verification (Form 12-D)
- QRG – Processing a Provisional Voter
- Religious Objection Affidavit (Form 12-O)
- VAT Log & Pink Memo Sheets
- VAT Sign & Stand
- Voter Registration Forms



Provisional Voter Log

Cuyahoga County Board of Elections – August 8, 2023 Special Election
Provisional Voter Log – <Polling Location>

Voter's Name <small>* Verify Voter Information on Referral Slip</small>	Voter's Precinct <small>* Record Voter's City-Ward-Precinct from the EPB Slip (Voter Referrals/Precinct Lookup Slip)</small>	Ballot Stub #	Reason for Provisional <small>Select or provide a brief description for why a provisional ballot was issued</small>	VAT Official's Initials <small>* How did you verify the voter's current precinct?</small>
			<input type="checkbox"/> Absentee Ballot Requested <input type="checkbox"/> Voter Not in EPB <input type="checkbox"/> EPB directed voter to VAT <input type="checkbox"/> Incorrect or No ID <input type="checkbox"/> Max soiled ballots <input type="checkbox"/> Name / Address change Other: _____	<input type="checkbox"/> Information verified on EPB Slip <input type="checkbox"/> Called BOE for Voter Information Please tape EPB slip to Envelope and ensure all info is correct _____ VAT Official's Initials
			<input type="checkbox"/> Absentee Ballot Requested <input type="checkbox"/> Voter Not in EPB <input type="checkbox"/> EPB directed voter to VAT <input type="checkbox"/> Incorrect or No ID <input type="checkbox"/> Max soiled ballots <input type="checkbox"/> Name / Address change Other: _____	<input type="checkbox"/> Information verified on EPB Slip <input type="checkbox"/> Called BOE for Voter Information Please tape EPB slip to Envelope and ensure all info is correct _____ VAT Official's Initials
			<input type="checkbox"/> Absentee Ballot Requested <input type="checkbox"/> Voter Not in EPB <input type="checkbox"/> EPB directed voter to VAT <input type="checkbox"/> Incorrect or No ID <input type="checkbox"/> Max soiled ballots <input type="checkbox"/> Name / Address change Other: _____	<input type="checkbox"/> Information verified on EPB Slip <input type="checkbox"/> Called BOE for Voter Information Please tape EPB slip to Envelope and ensure all info is correct _____ VAT Official's Initials
			<input type="checkbox"/> Absentee Ballot Requested <input type="checkbox"/> Voter Not in EPB <input type="checkbox"/> EPB directed voter to VAT <input type="checkbox"/> Incorrect or No ID <input type="checkbox"/> Max soiled ballots <input type="checkbox"/> Name / Address change Other: _____	<input type="checkbox"/> Information verified on EPB Slip <input type="checkbox"/> Called BOE for Voter Information Please tape EPB slip to Envelope and ensure all info is correct _____ VAT Official's Initials
			<input type="checkbox"/> Absentee Ballot Requested <input type="checkbox"/> Voter Not in EPB <input type="checkbox"/> EPB directed voter to VAT <input type="checkbox"/> Incorrect or No ID <input type="checkbox"/> Max soiled ballots <input type="checkbox"/> Name / Address change Other: _____	<input type="checkbox"/> Information verified on EPB Slip <input type="checkbox"/> Called BOE for Voter Information Please tape EPB slip to Envelope and ensure all info is correct _____ VAT Official's Initials
			<input type="checkbox"/> Absentee Ballot Requested <input type="checkbox"/> Voter Not in EPB <input type="checkbox"/> EPB directed voter to VAT <input type="checkbox"/> Incorrect or No ID <input type="checkbox"/> Max soiled ballots <input type="checkbox"/> Name / Address change Other: _____	<input type="checkbox"/> Information verified on EPB Slip <input type="checkbox"/> Called BOE for Voter Information Please tape EPB slip to Envelope and ensure all info is correct _____ VAT Official's Initials

VAT Official completes:

- Voter's Name
- Voter's Precinct
- Ballot Party
- Ballot Stub
- Reason for Voting Provisional
- VAT Official's Initials

HB 458 Changes to Provisional Process



- ❖ 12-O Form: Affidavit of Religious Objection
 - If the voter has a religious objection to being photographed, they may proceed with a Provisional Ballot without presenting photo ID.
 - Voter must fill out the 12-O Form which is to be attached to the Provisional Envelope.

HB 458 Changes to Provisional Process

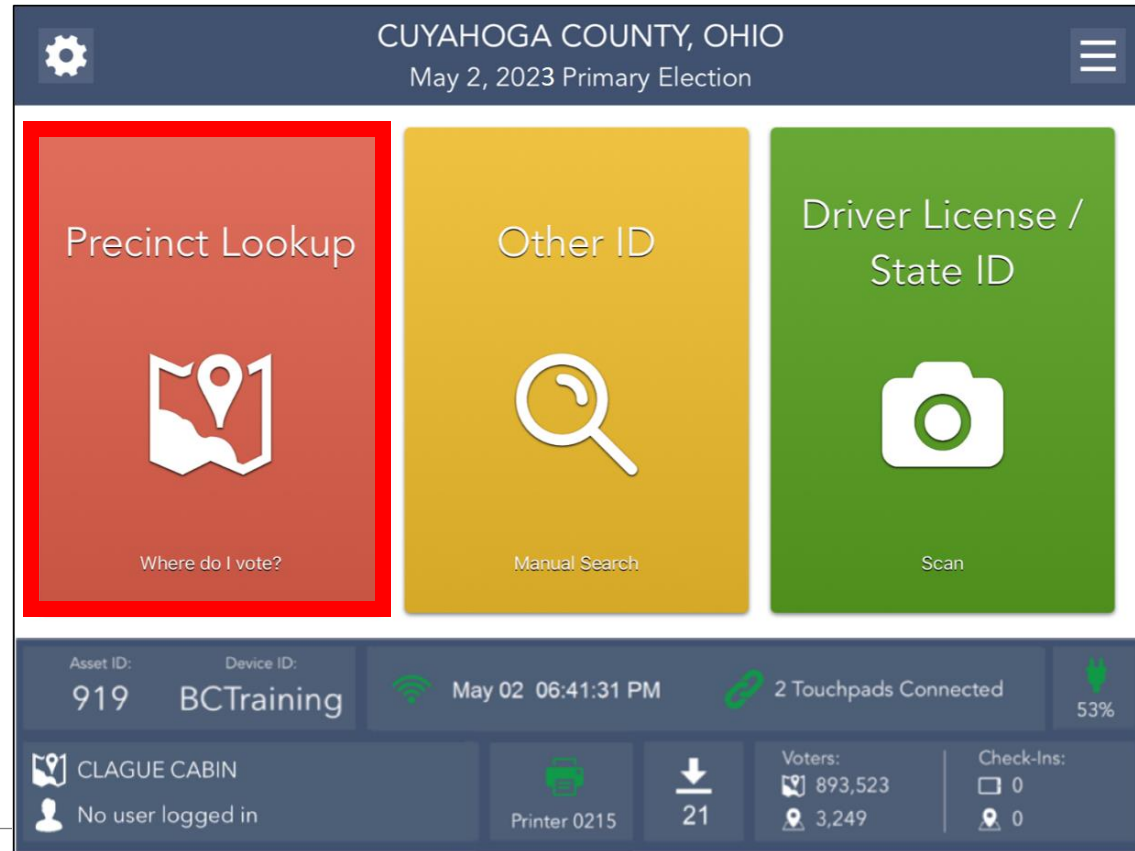


- ❖ Change in deadline to provide proper ID for Provisional Ballots
 - If a voter does not have proper ID, they must vote provisionally at the polls.
 - These Provisional voters will now have until the **fourth** day after Election Day to bring their ID to the Board of Elections.
 - If they do not provide proper ID within that timeframe, their Provisional Ballot will not be counted.

EPB Scenario #4

**SEAN PENN
LIVES AT**

**1333
COBBLESTONE**

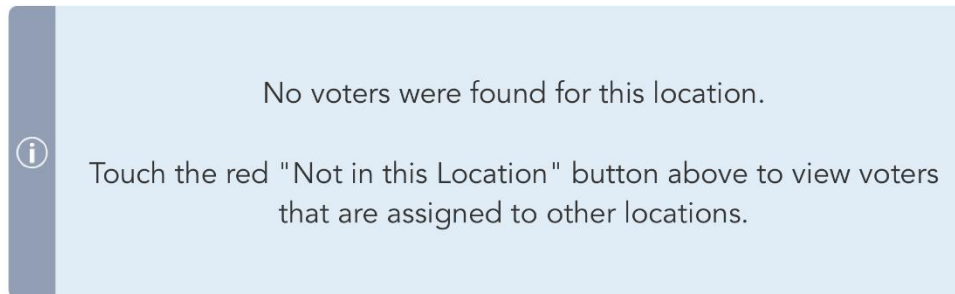


Search Results



✓ No voters were found for this location.

✓ Select the **RED** Not in this Location option.



Search Results

Search Results

66% 12:15 PM

BACK HOME Show voters: In this Location 0 Not in this Location 1

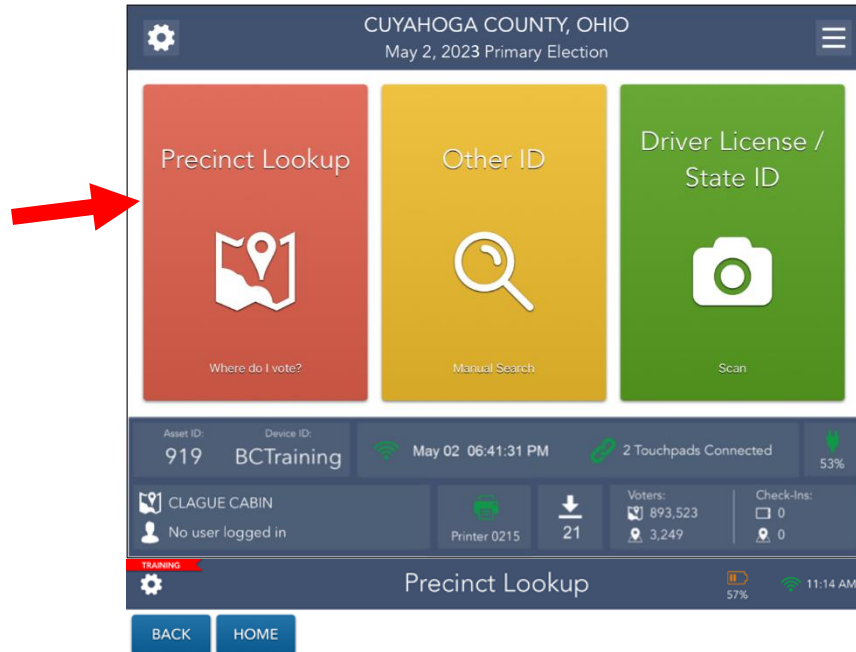
1 voter(s) not in this voting location

SEAN PENN Birth Year: 1960	2151 HAWKINS RD WESTLAKE, 44145	CUY	14593 DEM
--------------------------------------	------------------------------------	-----	--------------

TOUCH a voter in the list above. CONTINUE

- ✓ **BEFORE Choosing Penn's record, confirm his current address and name.**
- ✓ Penn states he lives at:
 - ✓ **1333 Cobblestone Chase, Westlake, OH**
- ✓ Address does not match select the **HOME** button.

Precinct Lookup: 1333 Cobblestone

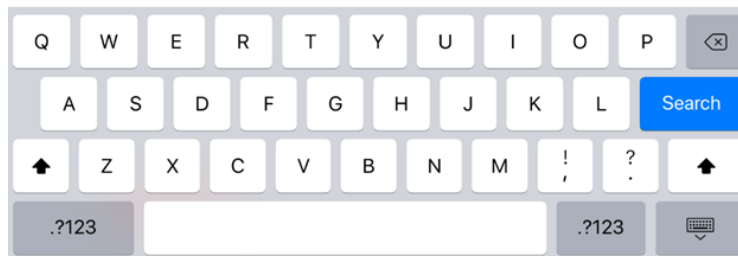


- Select **Precinct Lookup** button.
- Enter address information.
- House number **1333**
- Street Name **COBB**
- Select **SEARCH** button.

Enter voter's current address to locate the correct polling location.

House Number	Street Name	SEARCH
<input type="text" value="1333"/>	<input type="text" value="COBB"/>	<input type="button" value="SEARCH"/>

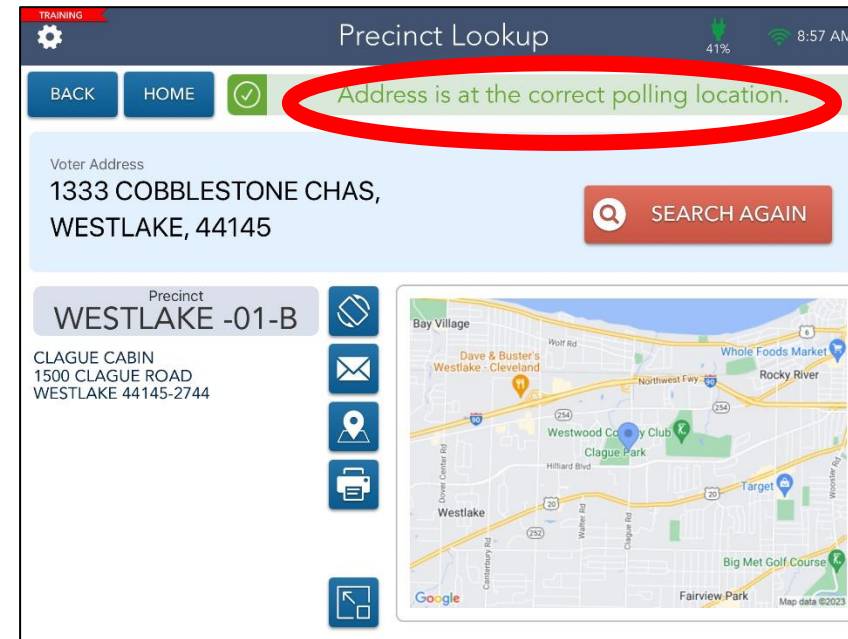
Red arrows point to the '1333' and 'COBB' input fields.



Precinct Lookup At Correct Polling Location

“Address is at the correct polling location” appears in **Green** at the top of the screen

- ✓ Confirm with the voter this is indeed the **CORRECT** precinct/polling info.
- ✓ If information is correct, print precinct look-up slip and send the voter to the VAT.



The voter must vote in his/her current precinct/polling location, or the ballot will not count.

EPB Scenario #5

MEG RYAN

CUYAHOGA COUNTY, OHIO
May 2, 2023 Primary Election

Precinct Lookup
Where do I vote?

Other ID
Manual Search

Driver License / State ID
Scan

Asset ID: 919 Device ID: BCTraining May 02 06:41:31 PM 2 Touchpads Connected 53%

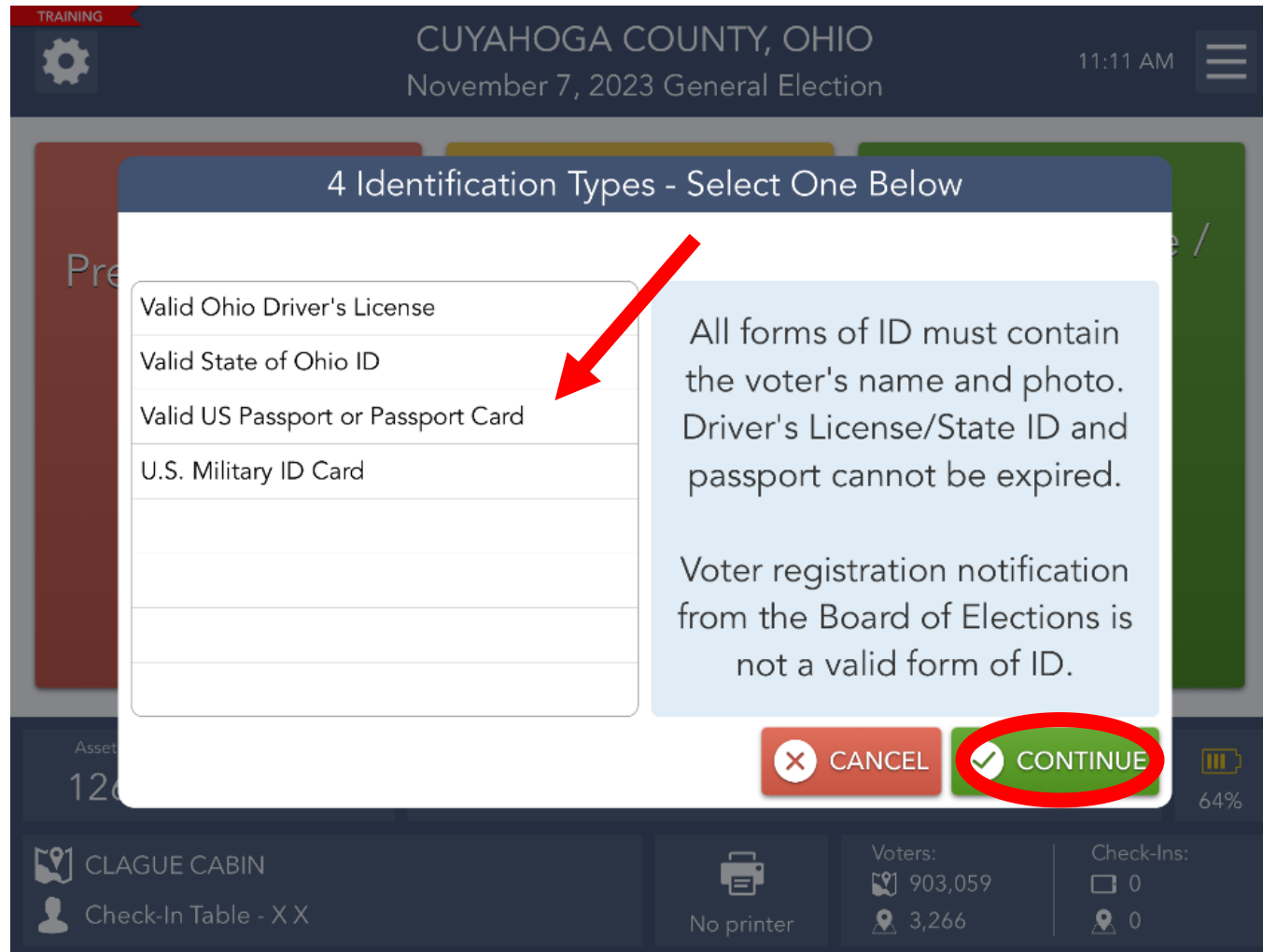
CLAGUE CABIN No user logged in Printer 0215 21 Voters: 893,523 Check-Ins: 0

3,249 0

Other ID Search Process



- Select the type of ID provided from voter.
- Select the **CONTINUE** button.



TRAINING

CUYAHOGA COUNTY, OHIO
November 7, 2023 General Election

11:11 AM

4 Identification Types - Select One Below

- Valid Ohio Driver's License
- Valid State of Ohio ID
- Valid US Passport or Passport Card
- U.S. Military ID Card

All forms of ID must contain the voter's name and photo. Driver's License/State ID and passport cannot be expired.

Voter registration notification from the Board of Elections is not a valid form of ID.

CANCEL CONTINUE

CLAGUE CABIN
Check-In Table - X X

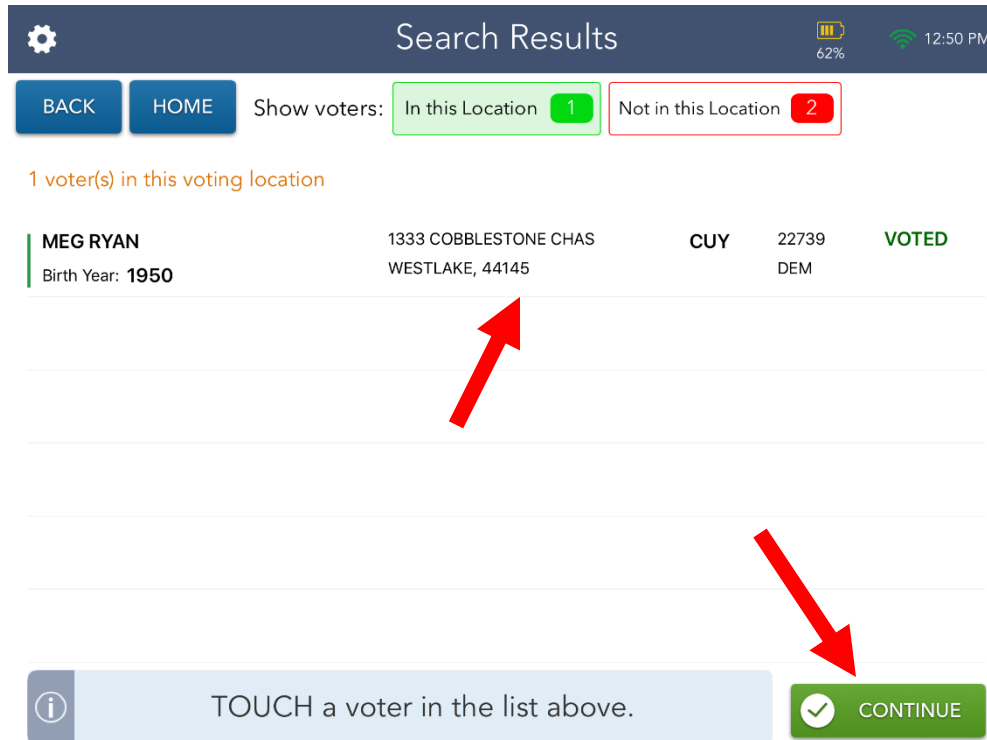
No printer

Voters:
903,059
3,266

Check-Ins:
0
0

64%

Search Results

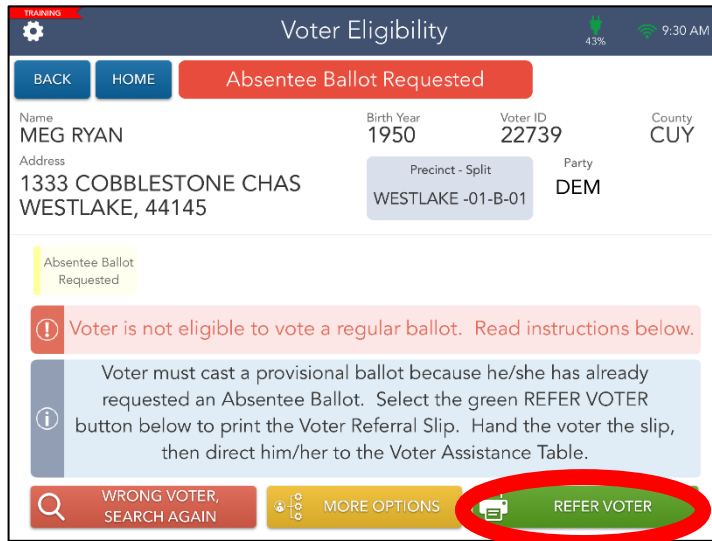


✓ Search Results screen defaults to voters in your location.

✓ Select correct voter record and select **CONTINUE** button.

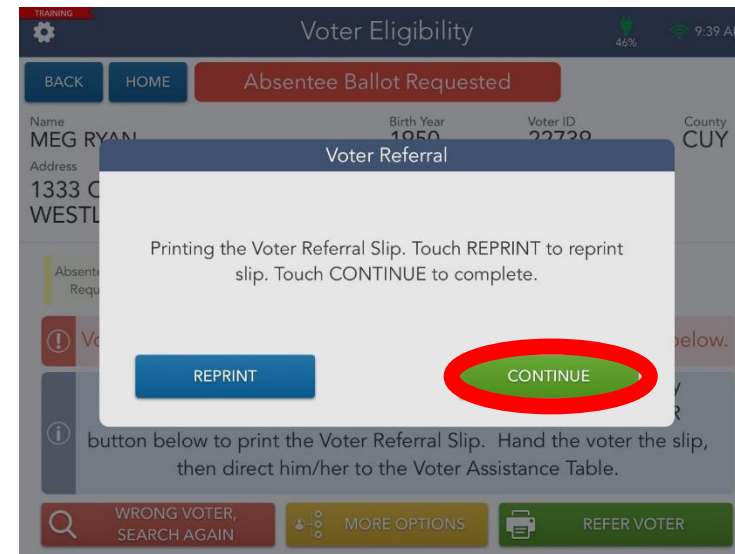
✓ Select **NOT IN THIS LOCATION** button if the voter does not appear in your location.

Generating a Voter Referral Slip



- Verbally confirm the voter's current address and name.

- ✓ Select the **REFER VOTER** button, print the Referral Slip and hand to the voter to take to the VAT Table.
- ✓ Select the **CONTINUE** button.



Provisional Voter EPB Slips

The EPB will generate one of two (2) slips when processing a voter who must vote provisional:

1. Voter Referral Slip
2. Precinct Lookup Slip

This slip must be taken to the VAT by the voter.



Every provisional voter receives an EPB Slip

Voter Referral Slip

Printed by: PETER JAMES
2018-07-20 15:19

Voter Referral

CUYAHOGA COUNTY, OHIO
November 6, 2018 General Election

MEG RYAN
WESTLAKE-01-B-01
1333 COBBLESTONE CHAS, WESTLAKE, 44145
Referral Reason: Absentee Ballot Requested

Precinct Lookup Slip

Printed by: PETER JAMES
2018-07-20 15:19

Precinct Lookup

CUYAHOGA COUNTY
November 6, 2018 General Election
11/06/2018

CLAGUE CABIN

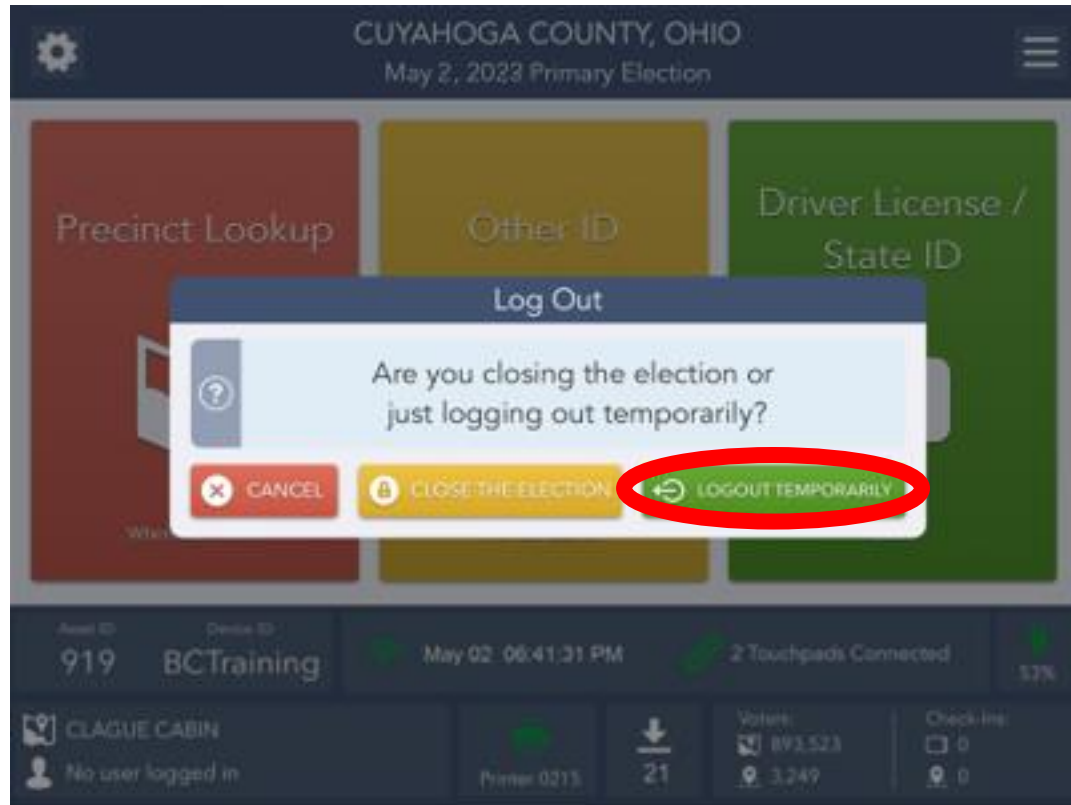
Address Searched: **2151 HAWKINS R
D, WESTLAKE, 44145**

Precinct location: **WESTLAKE-01-D**
PARKSIDE INTERMEDIATE SCHOOL
24525 HILLIARD ROAD WESTLAKE 44145



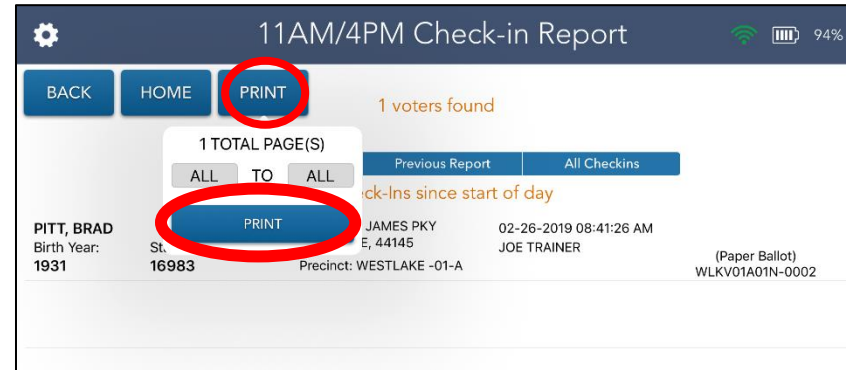
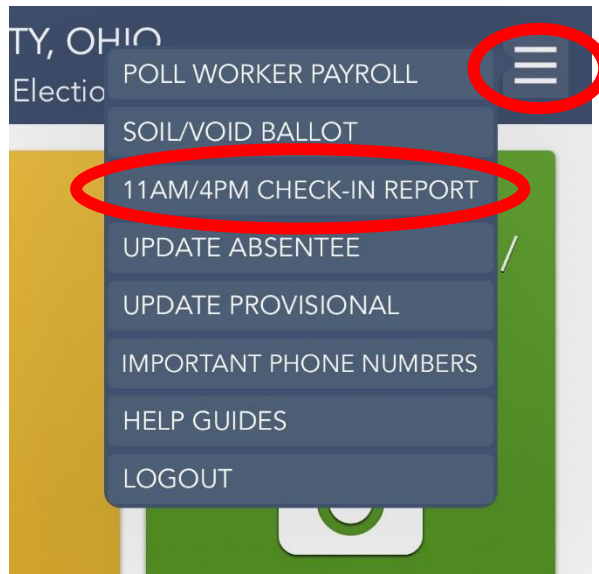
Questions?

Temporary Logout



- ✓ Use Logout Temporarily for changing EPB officials during breaks

11 AM/4 PM Check-In Report



- ❖ Includes **ALL** voters that have checked-in at Polling Location
- ❖ Print from **one (1) EPB ONLY!**
- ❖ Post reports near entrance of Polling Location room under **Precinct Voter List Sign**



Questions?

Tuesday Closing



Points of Emphasis

- Pack **ALL** Clear Provisional Pouches in a **Yellow** supply bag.
- Place unvoted ballots/ballot packs go inside a **Gray** ballot box.
- Totals Report (2 copies)
 - Give one copy to Ballot Accounting team and later packed in the EPB Ballot Scanner Reports Envelope.
 - Post one copy at the exterior of the polling location facing outward.

Reminders

- The Polling Location officially closes at 7:30 PM.
- Any voter in line by 7:30 PM is eligible to vote.
- The VLM announces the “Polling Location is closed.”
- The VLM will assign a PEO to stand in the voting line at 7:30 p.m. to mark the end of the line.
- **DO NOT** start closing procedures until the last voter has exited the location.
- Use the Election Official manual, QRGs and resources provided for closing the location.
- **ALL** workers must help with the closing process.

Tuesday Closing Resources

The following items at the Polling Location serve as resources to assist with Tuesday Closing:

- QRGs for Ballot Scanner & Ballot Accounting
- Election Manual pages 66-67
- *Closing Reminder Checklist* (delivered by Rover to VLM on Election Day)
- **Pink** Lanyards (delivered by Rover to VLM on Election Day)
- **Pink** Tags (on the supplies required for delivery to the Drop-Off Location)
- *Post-Election Pack-Up List* (**Green** Update Folder & **Brown** Folder located in **Blue** Supply Bag)

Closing Resources to Pack Supplies


VLM **Pink** Lanyard
(Drop-Off Checklist)
Delivered with Closing Packet by
Rover at **2 p.m.** on Election Day

VOTING LOCATION MANAGER

VOTE CUYAHOGA COUNTY
BOARD OF ELECTIONS

The following items **MUST** be taken to your assigned Drop-Off Location:

- ALL **RED** Ballot Boxes
- Memory Stick Bag with Memory Sticks from **ALL** Ballot Scanners in your Polling Location (attached to Red Ballot Box)
- ALL **GRAY** Ballot Boxes
- ALL **GRAY** Electronic Pollbook Transport Cases
- 1 **WHITE** Return Envelope
- ALL **BLUE** Location Supply Bags
- ALL **YELLOW** Provisional Bags


 Use the **Post-Election Pack-Up List** in the **GREEN** Update folder for details on the contents of each item. Look for the **PINK** tag!



Post-Election Pack-Up List

Red Ballot Box with Memory Stick Bag attached (Alpha Precinct Only)

- Memory Sticks from ALL DS200s in Memory Stick Bag
- ALL voted Ballots from ALL DS200s at the Polling Location
- ALL voted Curbside Envelopes
- All 17-Year-Old Envelopes (Primary Elections only)

 **DO NOT** detach Memory Stick Bag!

Gray Ballot Boxes (1 per additional Precinct)

- ALL Unvoted Ballots
- Soiled/Voided Envelope
- Blue EPB/Ballot Scanner Reports Envelope
- Stub A Envelopes
- Authority to Vote Slip Envelopes
- All unused envelopes
- All Security Records
- Precinct Voter Check-off List(s)

Return Envelope (1 per Location)

- Payroll Cards
- Voter Assistance Table Log
- Pink Memos (all sheets)
- VLM Cell Phone
- Polling Location Diagram
- Observer Sign-In Sheet

 Do Not place the Return Envelope inside any other bag.

Blue Location Supply Bag (1 per Location)

- Green Supply Bag
- All other Election Day supplies from the Polling Location

Yellow Provisional Bag (1 per Location)

- ALL Voted Provisional Envelopes in the Clear Provisional Precinct Pouches
- Completed Forms Envelope
- All unused or blank forms
- Provisional Envelope Overlay
- All unused Provisional Envelopes
- QRG – Provisional Voter
- VAT Sign & Stand
- VAT Log & Pink Memo Sheets

Electronic Pollbook Transport Cases (1 – 5 per Location)

- Electronic Pollbooks w/Charging Cords (keep EPBs powered on)
- Printers w/Charging Cords
- MiFi Hotspot w/Charging Cord (keep MiFi powered on)
- Styli

Revised 1.31.2023

Colored Tags on Drop-Off Supplies



Pink tags and label match color of the **Pink** VLM Lanyard

Scanner Team

All Ballot Scanner
QRGs are
attached to the
lid of two Ballot
Scanners

- Totals Report
- Ballot Count By Style
 - Give report to VLM to complete the Ballot Accounting process on EPBs

Machine Serial Form	Count	Count
Pro	794	179
Pub	796	149
Cz	797	179
Total		507

- Remove Memory Sticks
- Empty the Ballot Compartments

Ballot Scanner Closing

- ✓ **DO NOT** Remove Memory Sticks until two (2) copies of Totals Report print and Ballot Scanner has completely shut down.
- ✓ Early removal will corrupt data on memory stick.



Tuesday Closing - Ballot Team

- Remove any **UNUSED** ballots or envelopes from **Red** ballot box and place in any **Gray** ballot box.
- Only voted ballots are placed in **Red** ballot box.



Tuesday Closing – Ballot Team

- Locate Soiled/Voided Ballot Envelope.
- Verify “VOID” is written on each ballot inside Soiled/Voided Ballot Envelope.
- Count page 1’s and record on Soiled/Voided Ballot envelope.
- Give Soiled/Voided Ballot Envelope to EPB Team for Ballot Accounting process.
- Pack Soiled/Voided Ballot Envelope in any Gray ballot box once Ballot Accounting process is completed.

Soiled/Voided Ballot Envelope

During Voting Hours

Place ALL Soiled/Voided Ballot Sheets in this envelope. Reasons include:

- Voter made an error in marking the ballot and a new ballot had to be issued;
- Extra ballot sheets that are not needed (if only part of a ballot was reissued to a voter);
- Ballot is torn or otherwise damaged; or
- Voter abandoned the ballot without completing the scanning process in the DS200.

NOTE: These ballot sheets must clearly be marked with the word “Void.”

After the Polls Close

Count the page 1’s in this envelope and record the total here:

Hand this pouch to the EPB Team to complete the Ballot Accounting Process.

After the Ballot Accounting Process has been completed, seal this envelope and deposit in any Gray Ballot Box.

Election Official Signature: _____

Election Official Signature: _____


Revised: 09/02/18

Pack me inside:
Any GRAY Ballot Box

Tuesday Closing - VAT Team

- ✓ Record total number of VOTED Provisional Envelopes inside each Clear Provisional Pouch on the outside label of each Pouch.
- ✓ Forward all the Provisional Pouches to the EPB Team for Ballot Accounting.
- ✓ EPB team will pack Clear Provisional Pouch inside the **Yellow** Provisional Bag after accounting process is completed.

«POLL_NAME»



Clear Provisional Precinct Pouch
EUCLID -05-A

- 1. Provisional Envelopes:** Count the number of Provisional Envelopes with **voted** ballots inside and record the number in the box:
(If no Provisional ballots were voted, write zero (0) in the box)
- 2. Insert all used Provisional Envelopes for this precinct into this Clear Provisional Precinct Pouch *including*:**
 - ✓ *Provisional Envelopes with voted ballots inside,*
 - ✓ *Voided Provisional Envelopes, and/or*
 - ✓ *Provisional Envelopes with any type of voter or Election Official writing.*
- 3. Hand this pouch to the EPB Team to complete the Ballot Accounting Process.**
- 4. Pack this pouch in the **YELLOW** Provisional Bag.**
- 5. Pack all **unused** Provisional Envelopes in the **YELLOW** Provisional Bag.**

Pack me inside:
the **YELLOW** Provisional Bag

Series # 35 AbsRT# 101

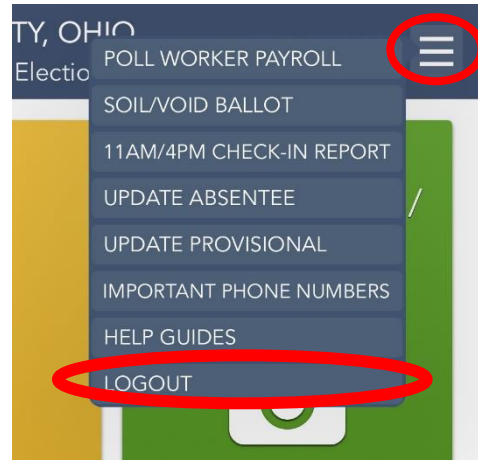
Revised 1.13.23

Tuesday Closing – Supply Team

- VLD, once complete with VAT closing, will oversee Supply Team.
- Carefully remove all posted signs and flags.
- All workers assist with disassembling voting booths.
- Place all items from the VAT in the **Yellow** supply bag.
- Place all other election supplies and **Green** supply bag inside **Blue** supply bag.

Closing Election on EPB

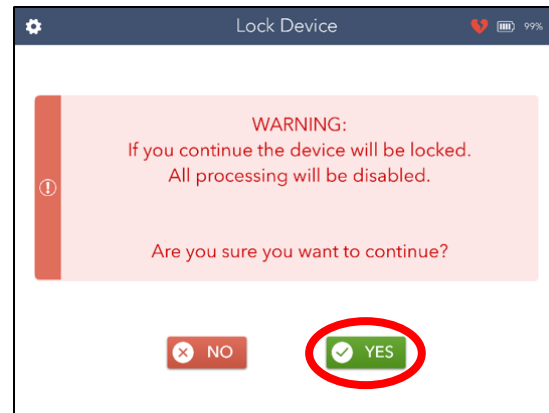
STEP 1: LOGOUT OF THE EPB APPLICATION



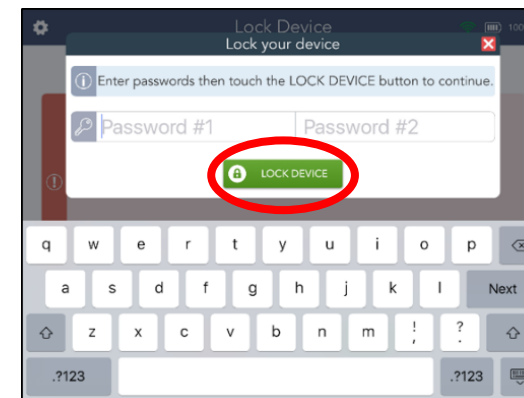
STEP 2: CLOSE THE ELECTION



STEP 3: LOCK DEVICE

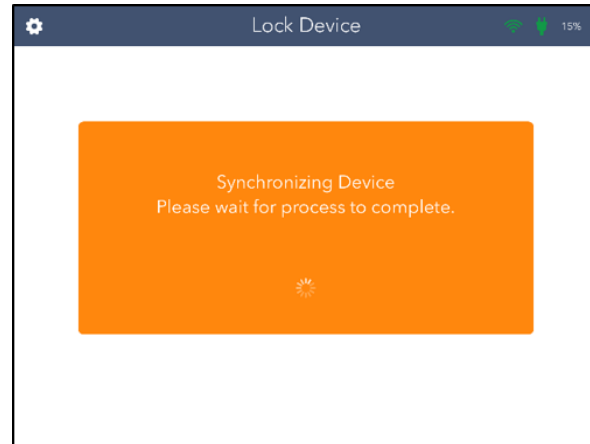


STEP 4: ENTER PASSWORDS

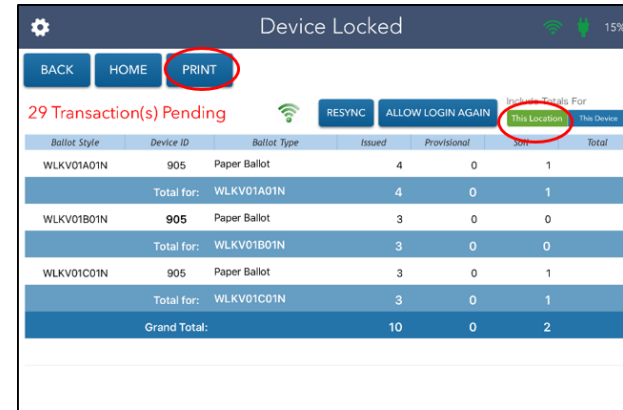


Closing Election on EPB

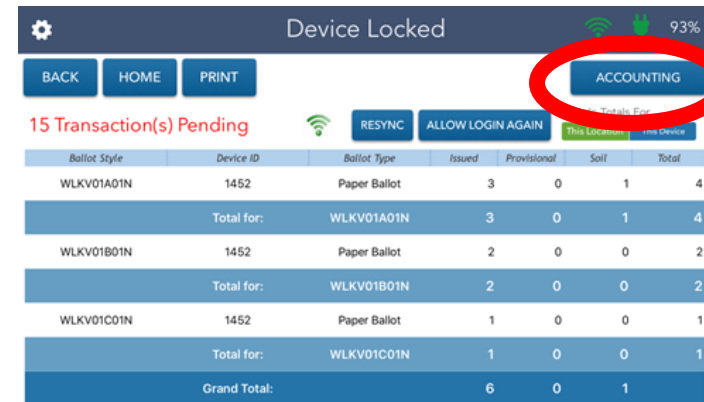
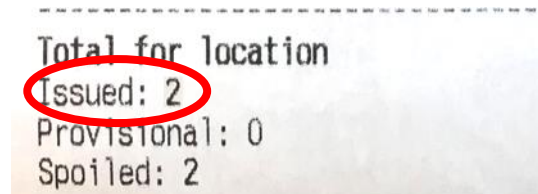
STEP 5: SYNCHRONIZE DEVICES



STEP 6: PRINT CHECK-IN TOTALS REPORT



STEP 7: COMPLETE BALLOT ACCOUNTING PROCESS



Drop-Off Information

- Drop off is completed by the VLM and VLD.
- Team must consist of one Registered Democrat and one Registered Republican.
- ALL supplies listed on the Post Election Pack up List/Pink Lanyard must be taken to Drop-Off Location.
- Team and election supplies must travel together in one vehicle to Drop-Off Location.
- Team signs the Chain of Custody Form at Drop Off Location.



Questions?

Break

10 minutes



10:00

Hands
on

Ballot Scanner

ADA Ballot
Marking Device

Equipment Training Agenda

Terminology

Comparisons

Training Videos

Equipment Demonstration



New Ballot Scanner



Ballot Scanner Security Record | ELECTION DATE _____
LOCATION NAME _____
ABBREVIATION _____

Monday Night Recordings

Ballot Box Lid (Left Side) (DO NOT REMOVE)	Ballot Box Lid (Right Side) (DO NOT REMOVE)
1. _____	2. _____
Ballot Compartment Door Monday Night Beginning Seal	Ballot Compartment Door Monday Night Closing Seal
3. _____	4. _____
Replacements (if necessary) _____	Replacements (if necessary) _____

Tuesday Morning Recordings

Ballot Compartment Door	Printer Access Door
5. _____	6. _____
Display Screen	Access Panel
7. _____	8. _____
Replacements (if necessary) _____	Replacements (if necessary) _____

Tuesday Night Recordings

USB Memory Stick Door	Ballot Compartment Door
9. _____	10. _____
Ballot Box Lid	
11. _____	
Signature of Election Official _____	Signature of Opposing Party Election Official _____

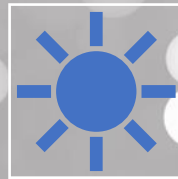
Revised 05.16.2023

Pack me inside:
Any GRAY Ballot Box

Ballot Scanner Quick Reference Guides



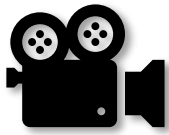
Monday Night
Ballot Scanner
Monday Night Setup



Tuesday Morning
Ballot Scanner
Tuesday Morning Setup

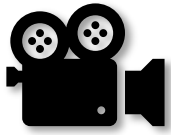


Tuesday Closing
Ballot Scanner
Tuesday Closing

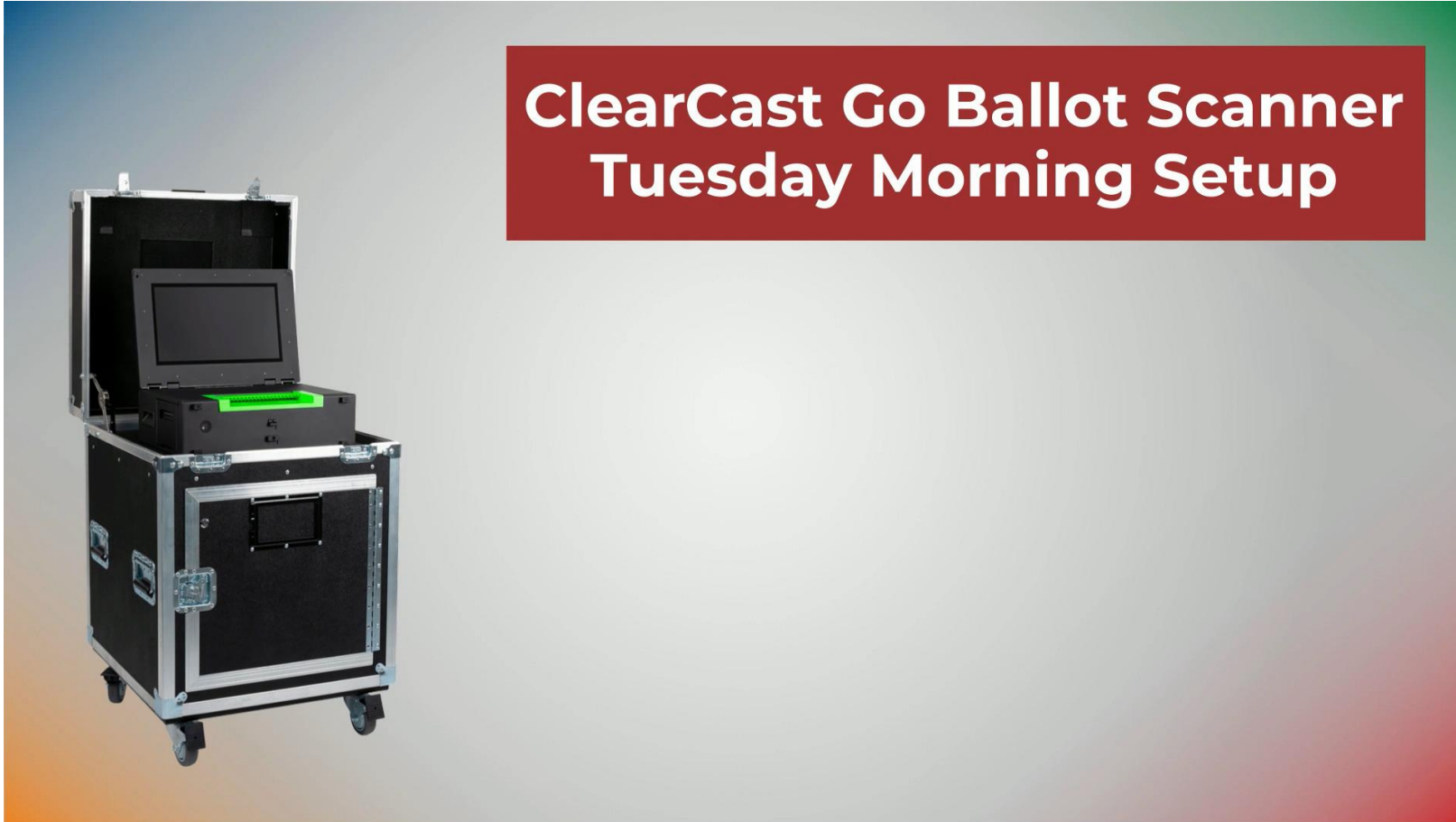


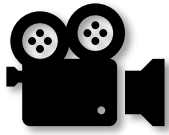
Monday Night Set-up



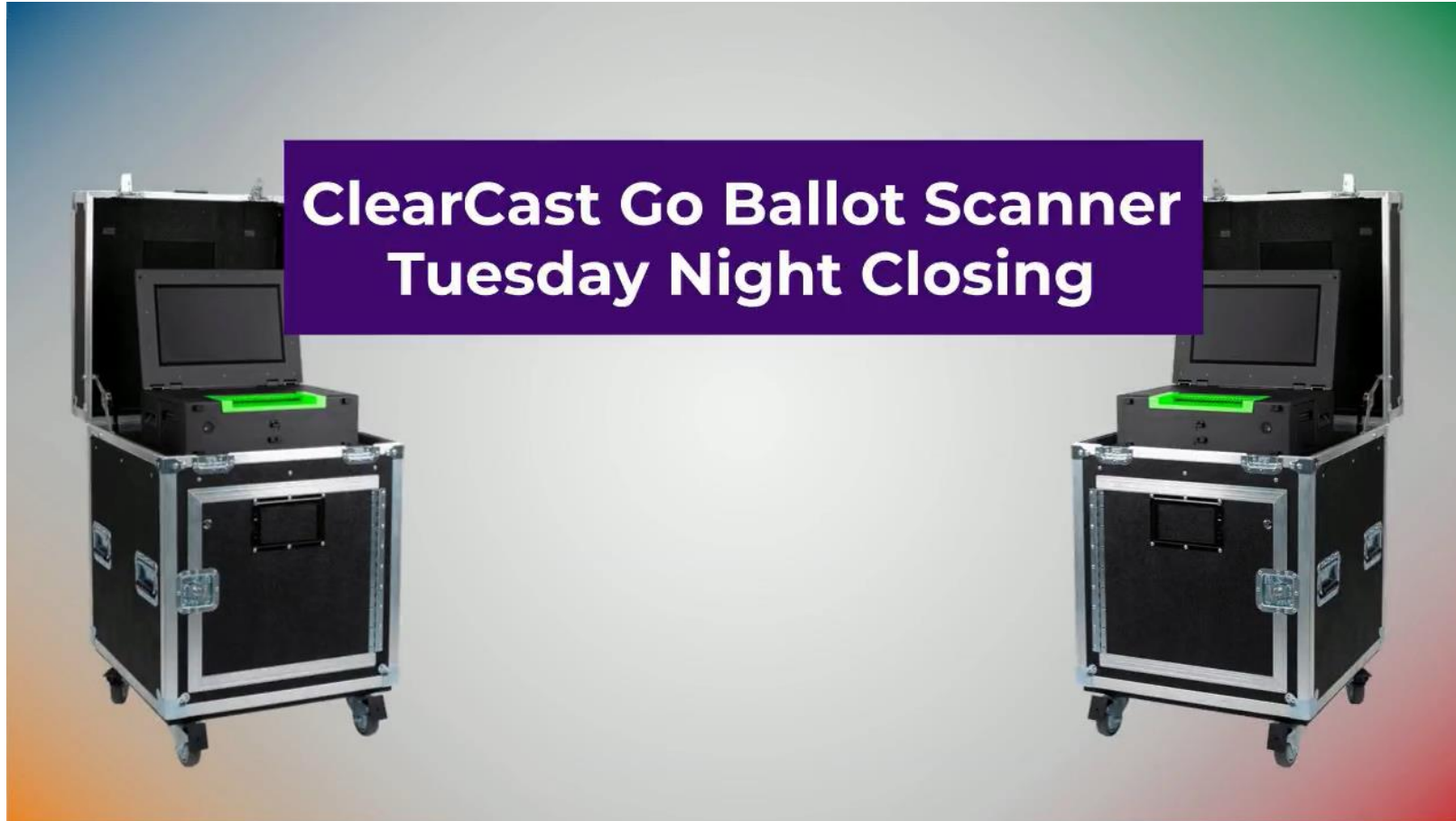


Tuesday Morning Set-up





Tuesday Night Closing



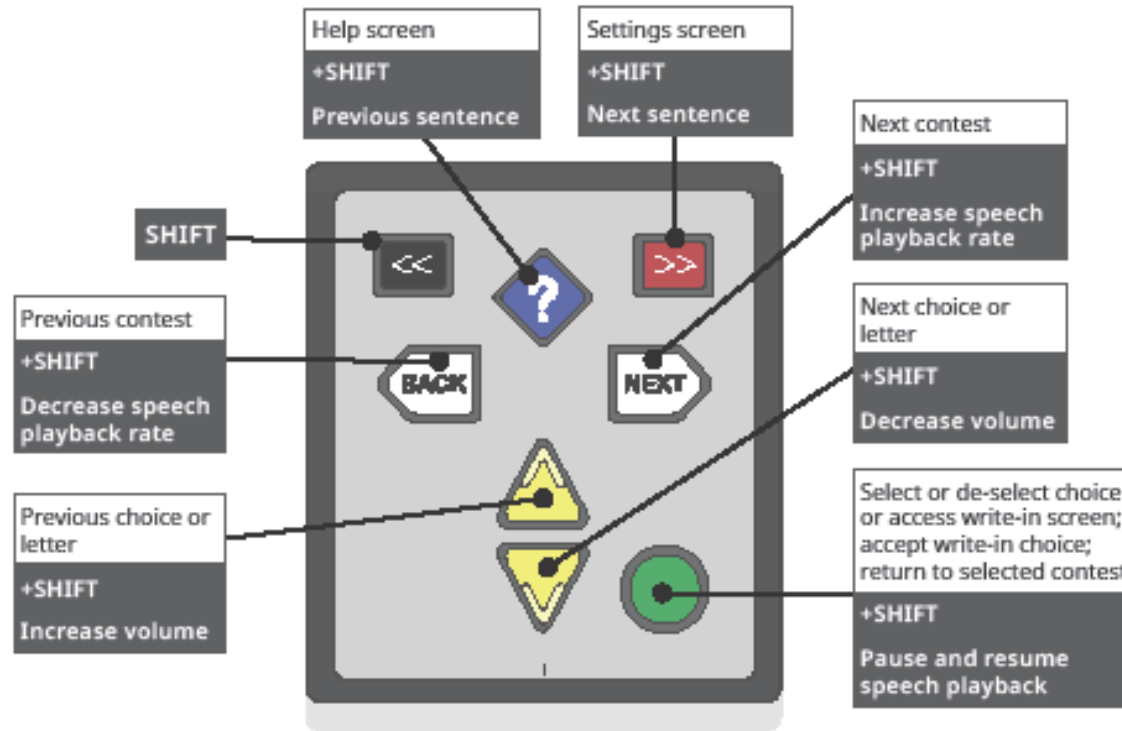
**ClearCast Go Ballot Scanner
Tuesday Night Closing**

ADA Ballot Marking Device



EZ Access Key Pad

ClearAccess Training
EZ Access Keypad



ADA Ballot Marking Device

Quick reference Guide

- Monday Night Organizational Meeting
- Tuesday Morning Setup
- Using the ADA Ballot Marking Device
- Tuesday Night Closing

Monday Night Organizational Meeting


Retrieve the Location Security Record and the Setup Diagram from the **GREEN** Update Folder inside the **GREEN** Supply Bag.

Move the ADA Ballot Marking Device to the correct location based on the **Location Setup Diagram**.

Inspect the ADA Ballot Marking Device and ensure that it is properly sealed with no signs of tampering.

Record the five (5) serial numbers from the seals and tamper tape on the Location Security Record.

ClearAccess ADA Ballot Marking Device	1 Left Lid Seal	2 Right Lid Seal	Replacement Seal (if necessary)
	3 Printer Door Seal	4 Printer Door Tamper Tape	5 Rear Door Seal
			Replacement Accessories



DO NOT remove any seals or tamper tape until Tuesday morning.

Retrieve a Surge Protector from the Scanner Team. Plug the Surge Protector into the wall behind the ADA Ballot Marking Device. Flip the switch on the Surge Protector to the "ON" position and make sure its LED light glows, indicating that the power is on.

DO NOT plug the ADA Ballot Marking Device into the Surge Protector until Tuesday morning.

Tuesday Morning Setup

Compare the serial numbers on the ADA Ballot Marking Device to the numbers recorded in the Monday Night Recordings section on the Location Security Record to ensure they match.

Remove the four (4) plastic seals from the Left and Right Lid Latches, the Printer Door, and the Rear Door. Pack the used seals in the Clear Plastic Envelope. Remove the Tamper Tape from the Printer Door and stick it to the bottom of the Location Security Record.

Lift the Lid using the Front Handle ONLY! DO NOT lift the Lid by the corners or latches.

Unlatch and open the Rear Door. The power cord will be strapped to the inside of the machine on the right-hand side. Unfasten the black strap on the right side to release the power cord.

Unwrap the power cord and feed it through the port on the right side of the case. Plug the power cord into the surge protector. Then, close and latch the Rear Door.

Using the handle above the Display Screen, pull the screen towards you. The kickstand behind it will lock into place, holding the screen up for voters to use.

Press the power button located on the back of the Display Screen, behind the power LED light on the top right.

Unlatch and open the Printer Door. Press and hold the printer's power button for 3 seconds, until it powers on.

Open the paper tray at the bottom to confirm there is paper loaded inside. Then, close the paper tray.

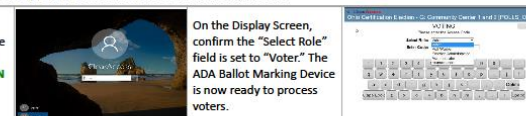
Lift and open the printer extender.

Push the Front Flap on the Printer Door open, so that the ballots can be retrieved through the door. Then close and latch the Printer Door.

Retrieve two (2) plastic seals from the Clear Plastic Envelope. Record the serial numbers on the Location Security Record. Seal the Rear Door and the Printer Door. Then, lock the wheels when the device is in position.

On the Display Screen, enter the password found in the **GREEN** Update Folder inside the **GREEN** Supply Bag.

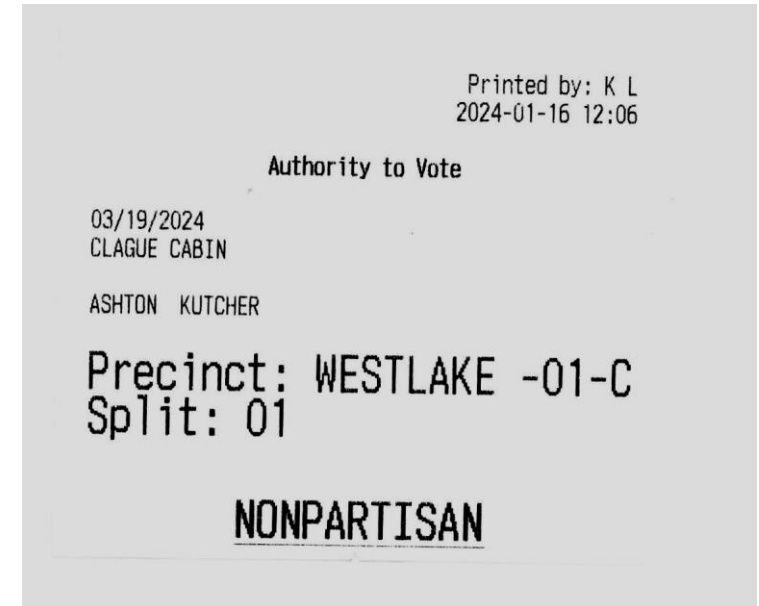
On the Display Screen, confirm the "Select Role" field is set to "Voter." The ADA Ballot Marking Device is now ready to process voters.



ADA Ballot Marking Device

1) Authority
to Vote Slip

2) Voter
interaction



Spanish Language Assistance Hotline



216-443-3233

This number can be found on the back of your
Election Manual

Bilingual election officials



Spanish language assistance is available upon request.

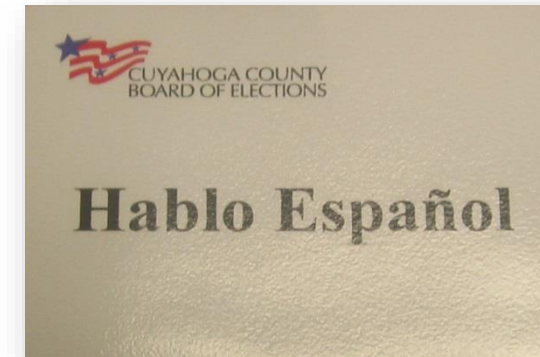
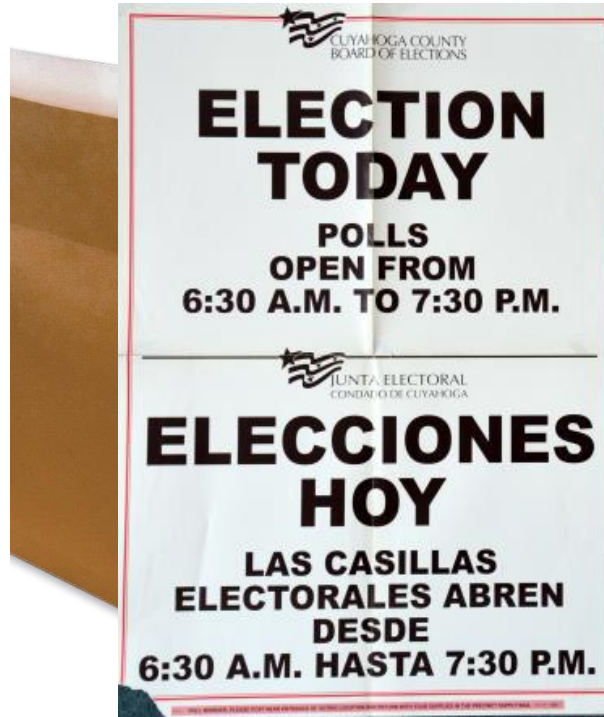
If there is not a Spanish-speaking poll worker available, please call:

216-443-3233

La asistencia en español se encuentra disponible a petición.

Si no hay disponible un trabajador electoral de habla hispana, por favor llame al:

216-443-3233



- ✓ Be sure all appropriate signs are placed on the doors, walls and tables in the Polling Location.
- ✓ Remember to use formal Spanish.

Election Day Tools

Voter Signature

BACK HOME

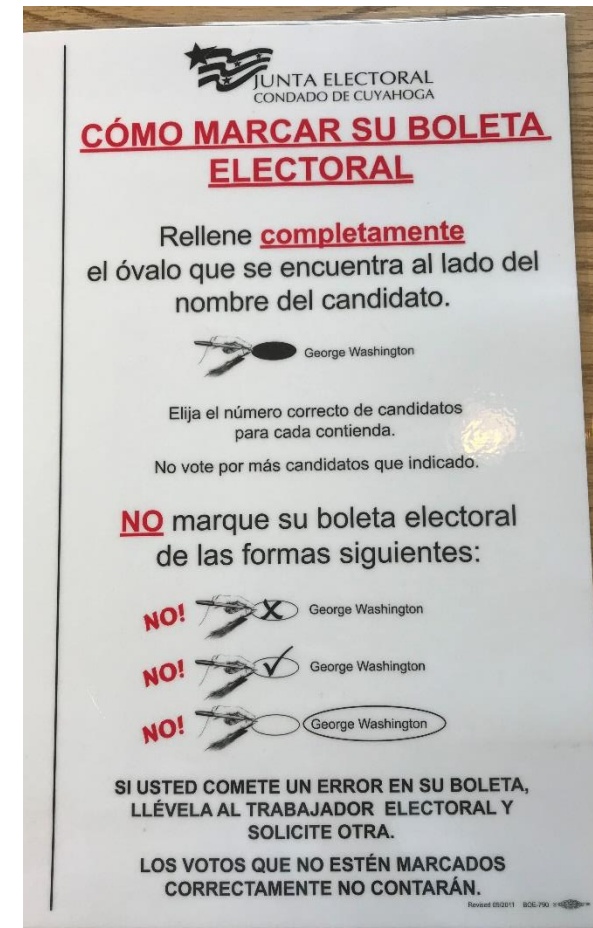
Name: BRAD PITT Birth Year: 1931 Voter ID: 16983 County: CUY
Address: 1931 KING JAMES PKY WESTLAKE, 44145 Precinct - Split: WESTLAKE-01-A-01 Party: REP

CLEAR CAMBIAR IDIOMA DONE

Please sign below

X Brad Pitt

A voter can switch the Electronic Pollbook to Spanish by clicking the **CAMBIAR IDIOMA** button



How to Mark Your Ballot-Spanish

Voting Machines



- ✓ The Ballot Scanner will display messages in both English and Spanish

- ✓ If a voter needs to use the ADA Ballot Marking Device, alert VLM



Final Items



Professionalism

Attire

NO...

- ✗ Clothing with inappropriate messages or graphics
 - Including political items
- ✗ Distressed or ripped jeans
- ✗ Shorts
- ✗ Hats
- ✗ Flip Flops
- ✗ Low cut or strapless shirts
- ✗ Athletic attire
- ✗ Unwashed clothing


Language/Behavior

NO...

- ✗ Foul or abusive language
- ✗ Comments on race, ethnicity, sexuality, gender, disabilities, or political affiliation
- ✗ Harassment/discrimination
- ✗ Firearms or Illegal substances
- ✗ Mistreatment of the facilities
- ✗ Personal cell phone usage prohibited while processing a voter

Safety of location

- ✓ The safety of Election Officials, voters and anyone else inside the Polling Location is always the highest priority.
- ✓ Call 911!
- ✓ After proper authorities have been notified, call Board of Elections to report the incident.
- ✓ Only if time permits, take all election sensitive materials outside of the Polling Location with you during the evacuation.

HOW TO RESPOND	HOW TO RESPOND
WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY	WHEN LAW ENFORCEMENT ARRIVES
1. RUN	<ul style="list-style-type: none">• Remain calm and follow instructions• Put down any items in your hands (i.e., bags, jackets)• Raise hands and spread fingers• Keep hands visible at all times• Avoid quick movements toward officers such as holding on to them for safety• Avoid pointing, screaming or yelling• Do not stop to ask officers for help or direction when evacuating
<ul style="list-style-type: none">• Have an escape route and plan in mind• Leave your belongings behind• Keep your hands visible	
2. HIDE	
<ul style="list-style-type: none">• Hide in an area out of the shooter's view• Block entry to your hiding place and lock the doors• Silence your cell phone and/or pager	
3. FIGHT	
<ul style="list-style-type: none">• As a last resort and only when your life is in imminent danger• Attempt to incapacitate the shooter• Act with physical aggression and throw items at the active shooter	
CALL 911 WHEN IT IS SAFE TO DO SO	
COPING	PROFILE
WITH AN ACTIVE SHOOTER SITUATION	OF AN ACTIVE SHOOTER
<ul style="list-style-type: none">• Be aware of your environment and any possible dangers• Take note of the two nearest exits in any facility you visit• If you are in an office, stay there and secure the door• Attempt to take the active shooter down as a last resort	<p>An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.</p>
	CHARACTERISTICS
	OF AN ACTIVE SHOOTER SITUATION
	<ul style="list-style-type: none">• Victims are selected at random• The event is unpredictable and evolves quickly• Law enforcement is usually required to end an active shooter situation
<p>Contact your building management or human resources department for more information and training on active shooter response in your workplace.</p>	
CALL 911 WHEN IT IS SAFE TO DO SO	

Security of Election Equipment

- Questions about the security of election equipment (i.e. hacking), refer to the VLM first.
- In most cases, the VLM will instruct the voter to call the Board of Elections with questions.
- Do not engage with a voter on this topic.
- There will be more information about the security of our election equipment on our website.

Rumor Control Center

The screenshot shows the website for the Rumor Control Center. At the top, there is a navigation bar with the logo for the Cuyahoga County Board of Elections and a search bar. Below the navigation bar, the page title "Rumor Control Center" is displayed. A short introductory paragraph explains the purpose of the center: to provide facts about election processes and dispel rumors. The main content is organized into three sections: "Facts vs. Myths", "Videos", and "Downloadable Posters".

Facts vs. Myths

- + Vote-by-Mail
- + Drop Boxes
- + Voting Equipment and Handling of Ballots
- + Election Results
- + Voting
- + Voter "Fraud"
- + Election Accuracy (Audits)
- + Provisional Ballots
- + Voter Rolls and Voting Eligibility

Videos

- Election Security
- Ohio's Post-Election Audits
- Post-Election Process at BDE Warehouse

Downloadable Posters

- Journey of a Vote-by-Mail Ballot
- Frank LaRose: Ohio's Elections are Secure
- Safely Storing Voting Equipment
- Testing
- Ballots Stay Secure
- Voter List Accuracy

- Facts vs Myths
- Questions about the security of election equipment (i.e. hacking), refer to the VLM first
- In most cases, the VLM will instruct the voter to call the Board of Elections with questions
- <https://boe.cuyahogacounty.gov/voters/rumor-central>

BOE Website: 443vote.us



Election Day Workers

Apply Today

Ever wonder what it would be like to help conduct an election? People are needed on Election Day to help staff the polls, transport ballots and materials, and maintain political balance. Be a part of history, support democracy, and have fun by becoming an Election Day Worker. Starting pay is \$220.

Your community needs you!

[Apply to be an Election Day Worker](#)

[View all Election Day Positions](#)

Requirements

- You must be a registered voter in Cuyahoga County.
- You must never have been convicted of a felony.
- You cannot be a candidate for an office or a position and serve as an election official in any precinct where your name appears on the ballot.

[Check your voter registration status](#)

Returning Workers

Training Materials

[Access Training Materials](#)



Questions?
If you have any questions, please contact us.

Phone
216-443-3277

Online
electionofficials@cuyahogacounty.gov

- Apply at Board of Election website
- www.443vote.us
- Call 216-443-3277

Final Week Preparation

- The BOE will send email(s) during the week leading up to Election Day with further details about the election, additional training resources and Zoom sessions.
- Zoom sessions are scheduled March 10-16 @ 10am, 2pm, 7pm. Email and link will be sent to Election Officials .
- We train all workers on every job duty as the VLM may ask you to work multiple positions on Election Day.

Thank You for your service!

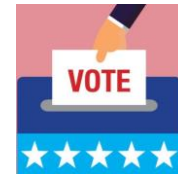
Why be a Precinct Election Official? (PEO)



967 Precincts
889,095 Registered Voters



You'll deepen your own understanding of the democratic process.



Ambassador to Democracy



You'll be compensated for volunteering!

"Elections are the mechanics of our republic — elections are a way for each individual to express his or her voice in selecting leaders and making decisions for communities. Studies have shown that if voters believe their precinct election officials did their jobs well, then voters have increased confidence in the process." ~SOS

Assessment

