

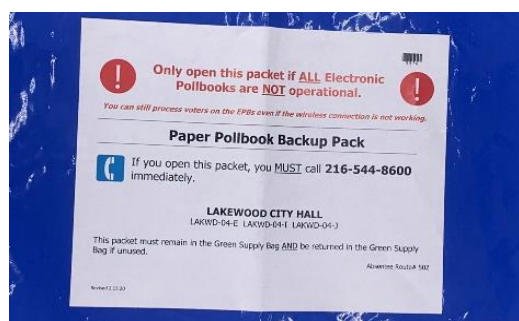
Each Polling Location is provided with a Paper Alphabetical Pollbooks for use only if **ALL** Electronic Pollbooks in the Polling Location are not functional. **NO EXCEPTIONS!**

## Contact the Board of Elections at 216-544-8600

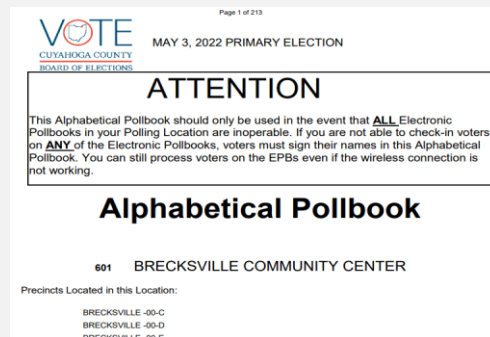
**!** If you are forced to use the Paper Alphabetical Pollbooks to check in voters, you must immediately call the **Board of Elections at 216-544-8600** and notify the operator of your situation. Specifically, request to have a current **Absentee Supplemental Updates, Provisional Voter Record Update, and Precinct Voter List** reports brought to you by a Rover.

## Locating the Paper Alphabetical Pollbooks

Locate the **GREEN** Supply Bag. Retrieve the **BLUE** envelope labeled **Paper Pollbook Backup Pack**. Remove the Paper Alphabetical Pollbook.



The Paper Alphabetical Pollbooks contain the name, address, and pre-printed signature of every voter who is registered to vote in your Polling Location.



One Paper Alphabetical Pollbook is designated per Electronic Pollbook in the Polling Location.

Books	Book 1	Book 2	Book 3	Book 4	Book 5	Book 6	Book 7	Book 8	Book 9	Book 10
2	A-M	N-Z								
3	A-H	I-Q	R-Z							
4	A-F	G-L	M-S	T-Z						
5	A-E	F-J	K-O	P-T	U-Z					
6	A-D	E-H	I-L	M-P	Q-U	V-Z				
7	A-D	E-G	H-K	L-N	O-R	S-V	W-Z			
8	A-C	D-F	G-I	J-L	M-O	P-R	S-V	W-Z		
10	A-C	D-F	G-I	J-L	M-N	O-P	Q-R	S-T	U-W	X-Z

Retrieve the **Absentee Supplemental Update** report that was provided with the Paper Alphabetical Pollbooks. For each name appearing on the list mark **MVP** (Must Vote Provisional) in the voter's signature line of the Paper Alphabetical Pollbook. Use **BLUE** ink when performing this task.

CUYAHOGA COUNTY, OHIO  
November 3, 2020 November 3, 2020 Presidential Ele

Date Printed: 11/02/2020

**Absentee Supplemental Update**

Location: ABRAHAM LINCOLN ELEMENTARY SCHOOL | 6009 DU

Name	Abs Reg Dt	Abs Reg Dt	Abs Reg Dt
2788031 ALBERT BANKS	10/31/2020	2894881 VALITA COLTON	10/29/2020
2961681 RONALD FERRARA	10/31/2020	1002146 EBONY DOSTER	11/01/2020
2733860 RONALD HAMILTON	10/30/2020	2839006 SHANQUEA FALLS	10/30/2020
222180 KAREN HAMILTON	10/30/2020	2204599 LAUREN HAIRSTON	10/31/2020
2577998 TIM HOLLIFIELD	10/30/2020	2617965 AKEENAH HILL	11/02/2020
1793835 SHELDON JOHNSON	10/31/2020	2977016 SARA IBARRA	10/30/2020
3680481	10/30/2020	3680481	10/30/2020

When the **current Absentee Supplemental Update** and **Provisional Voter Record Update** reports are delivered by the Rover, mark **MVP** in the voter's signature line of the Paper Alphabetical Pollbook whose names appear on the current list. This must be done for all lists. Use **BLUE** ink when performing this task.

Name & Address	Pre-Printed Signature	Signature	Stub # & Voter ID
PINKETT, JADA 800 Brick Mill Run Westlake 01-C 1946	<i>Jada Pinkett</i>	X <b>MVP</b> Rep Dem Non	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 125263

**!** The Paper Alphabetical Pollbook **must** be signed by each voter after their current address and identification are verified, prior to being issued all correct pages of a precinct ballot.

## Processing a Regular Voter

The Voter Greeter asks the voter their last name, and based on the first letter of the voter's last name, then directs the voter to the appropriate Check-In Table for that letter range. The Check-in Official then asks the voter to present an acceptable form of identification.

The Check-In Official inspects the voter's identification for validity and proceeds to look the voter up in the Paper Alphabetical Pollbook. The voter's name, address and year of birth will appear in the first column of the Paper Alphabetical Pollbook.

Name & Address	Pre-Printed Signature	Signature	Stub # & Voter ID
PITT, BRAD 1931 King James Pkwy Westlake 01-A-01 1931	<i>Brad Pitt</i>	X _____ Rep Dem Non	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 16983
RYAN, MEG 1333 Cobblestone Chase Westlake-01-B 1950	<b>MUST VOTE PROVISIONAL</b> Requested Absentee Ballot. Direct Voter to the Voter Assistance Table		

Once the voter's name is located, the Check-In Official asks the voter to sign their name in the signature box located in the third column of the Paper Alphabetical Pollbook. The Check-In Official verifies the voter's signature matches the pre-printed signature located in the second column of the Paper Alphabetical Pollbook.

If a voter's name does not appear in the Paper Alphabetical Pollbook, refer to the **Additional List of Registered Voters**.

The Check-In Official determines the appropriate ballot to issue the voter by verifying the voter's city, ward, and precinct printed below the name and address in the first column of the Paper Alphabetical Pollbook. The Check-In Official then requests the appropriate ballot type from the Ballot Official.

The Ballot Official hands all pages of the voter's correct precinct ballot to the Check-In Official, who records the ballot stub number and party selection (Primary only) in the space provided in the fourth column of the Paper Alphabetical Pollbook next to the voter's signature and reviews all ballot pages for accuracy.

The Check-In Official hands the ballot to the voter and directs them to the voting booth area.


The Check-In Official checks off the voter's name on the Precinct Voter List. The Precinct Voter List(s) must be posted at 11:00 a.m. and 4:00 p.m.

# PAPER ALPHABETICAL POLLBOOK PROCESS

## Referrals to the Voter Assistance Table

	The Check-In Official will refer all voters who do not have a signature line in the Paper Alphabetical Pollbook to the VAT Table.
	In the column next to the voter's name will be a reason the voter must cast a Provisional Ballot.
	If a voter's name does not appear in the Paper Alphabetical Pollbook or the Additional List of Registered Voters, they must be referred to the VAT Table.

## Return to the Electronic Pollbooks

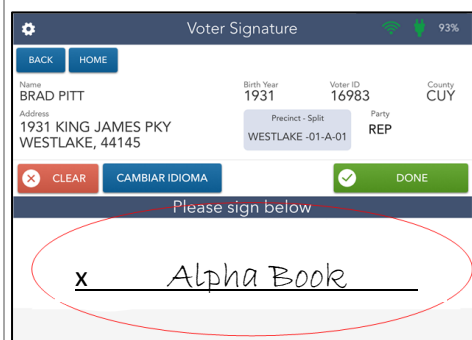
	When at least one (1) Electronic Pollbook is functioning in the Polling Location, the Precinct Election Officials will stop using the Paper Alphabetical Pollbooks to check voters in.
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## Data Entry for Electronic Pollbooks

	Needed: One (1) EPB and <b>ALL</b> Paper Alphabetical Pollbooks. Relocate to separate table for data entry. The Election Official should review the Paper Alphabetical Pollbook starting with Book 1. Locate the first signature box located in the third column of the Paper Alphabetical Pollbook.
	Follow the instructions on page 3 of the <b>Electronic Pollbook (EPB)   Election Day QRG for Other ID Manual Search</b> to enter signatures from the Paper Alphabetical Pollbooks into the EPB.

## Voter Signature screen - Sign Alpha Book

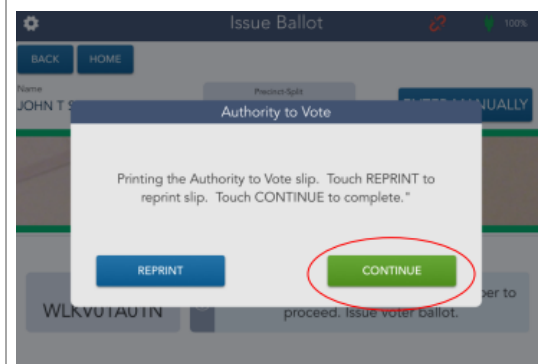
The display on the screen will automatically flip upside down. Physically tilt the screen towards you. On the signature line write **"ALPHA BOOK"** and press the **DONE** button. The display on the screen will automatically flip back to the original orientation. Press the **ISSUE BALLOT** button.



## Authority to Vote Slip

The "Authority to Vote" window will appear. After the voter's Authority to Vote Slip has printed from your printer, press the **CONTINUE** button.

If your slip does not print, press the **REPRINT** button.



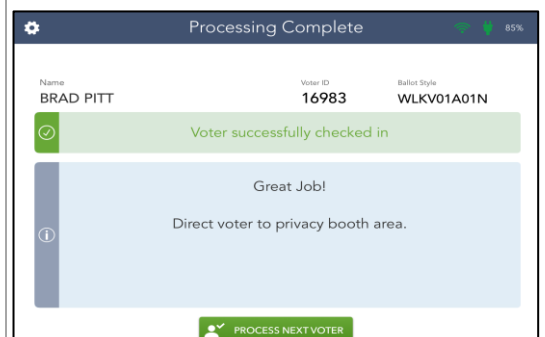
## Entering Stub Number Manually

Press the **ENTER MANUALLY** button in the right-hand corner of the screen. A keyboard will appear. Enter the voter's ballot style and ballot stub number found on left side of screen and the fourth column of the Paper Alphabetical Pollbook into the text fields. Once you have entered the required information, press the **PROCESS** button.



## Complete the Process

The next screen is Processing Complete screen. Congratulations! You have completed the check-in process. Press the **PROCESS NEXT VOTER** button to return to the Home Screen and process the next voter in the Paper Alphabetical Pollbook.



## Packing the Paper Alphabetical Pollbooks

The Paper Alphabetical Pollbooks and all related materials must be placed in the **PURPLE Paper Pollbook Backup Pack Return Envelope**, found inside the original **BLUE** envelope in which they were packed. This envelope is sealed and placed in any **GRAY** Ballot box.



The Precinct Election Officials are to note on the **PINK** Memo Sheet that the Alphabetical Pollbooks were used and returned to their proper location.

