BALLOT TEAM | MONDAY NIGHT

Ballot Team: Two Election Officials from opposite political parties. The following steps must be completed on ALL RED and GRAY Ballot Boxes in your location. NO EXCEPTIONS!

Inventory the Ballots in the Re	ed Ballot Box
Retrieve the RED and GRAY Ballo	ot Boxes from the Transport Cart for all precincts and place on Ballot Table(s).
Retrieve the Ballot Security Reco	rd from the GREEN Supply Bag.
Verify the City/Ward/Precinct pri	inted on the RED Ballot Box label.
	the plastic seal located on the zipper of the RED Ballot Box in the designated box section of the Ballot Security Record.
Ballot Security Reco	ord <election date=""></election>
Beginning Seal Closing Seal Be A. B. C. Gray Ballot Box 1. EUCLID-02-C Monday Night Monday Night	Jesday Morning Tuesday Night Closing Seal D. esday Morning iginning Seal Tuesday Night Closing Seal Tuesday Night Closing Seal D. D.
2. EUCLID-04-C Monday Night Monday Night Tu	esday Morning Tuesday Night
Break the side seal and open the	RED Ballot Box
Remove the Ballot Containment ballot pack and verify the City/W the folder label and on the cover Remove the remaining Precinct E	Vard/Precinct/Party on
DO NOT open the Ballot Packs.	
Return all Ballot Packs to the REE	Ballot Box.
	ear Plastic Envelope and record the serial number in Box C labeled "Monday Night ot Box section of the Ballot Security Record.
Close and seal the RED Ballot Box	х.
Inventory the Ballots in the Gr	ray Ballot Box
Verify the City/Ward/Precinct pri	inted on the GRAY Ballot Box label.
	the plastic seal located on the GRAY Ballot Box in the designated box labeled under e Ballot Security Record for that precinct.
Ballot Security Record <election date=""> Red Ballot Box Monday Night Monday Night Tuesday Morning Tuesday Morning Beginning Seal Cosing Seal Closing Seal Closing Seal A B. C. D. Seal Cosing Seal Closing Seal Deginning Seal Closing Seal Closing Seal Beginning Seal Closing Seal Closing Seal A B. C. D. Z EUCLD-02-C Monday Night Tuesday Morning Tuesday Night Monday Night Monday Night Tuesday Night Tuesday Night Tuesday Night Beginning Seal Closing Seal Closing Seal Closing Seal Closing Seal A B. C. D. 3. Tuesday Night Tuesday Night Monday Night Monday Night Monday Night Tuesday Night Tuesday Night Closing Seal A B. C. D. 3. Tuesday Night Tuesday Night Monday Ni</election>	Pre Pre Pre Pre Pre

Break the side seal A and open the GRAY Ballot Box.

	and open the	
--	--------------	--

Remove the Ballot Containment Folder with the first ballot pack and verify the City/Ward/Precinct/Party on the folder label and on the cover sheet.

Remove the remaining Precinct Ballot Packs and verify the City/Ward/Precinct/Party printed on each cover sheet.

П **DO NOT** open the Ballot Packs.

Return all Ballot Packs to the GRAY Ballot Box. Ensure the Ballot Packs are placed in numeric order.

Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in Box B, labeled "Monday Night Closing Seal," under the Gray Ballot Box section of the Ballot Security Record for that precinct.

Close and seal the GRAY Ballot Box.

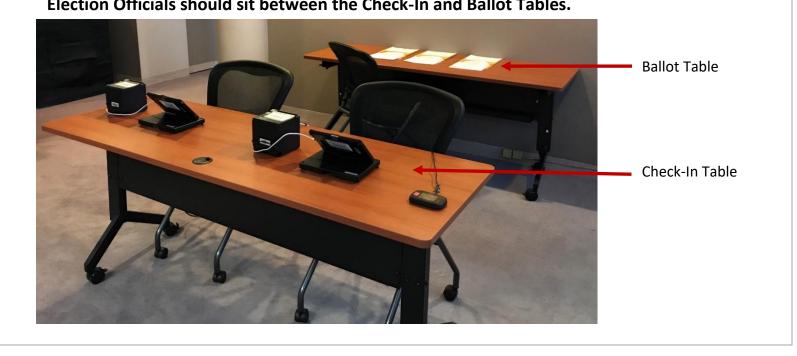
This process must be completed for EACH GRAY Ballot Box in the Polling Location.

Place the Ballot Security Record into the Clear Plastic Envelope.

Side 1

BALLOT TEAM | TUESDAY MORNING

The Zero Reports from each EPB and each Ballot Scanner are packed inside and this folder REMAINS at the Check-In Table until polls are closed. Imilial "Totak Report" printed from EACH Balconic Pallock in Ballot Scanner Remove the Authority to Vote Slip Envelope(s), Curbside Envelopes and Soiled/Voided Envelope and place or Check-In Table(s). Imilial "Totak Report" printed from EACH Balconic Pallock in Ballot Scanner Mathematic to the Slip Envelope Scied/Voided Balot Envelopes and Soiled/Voided Envelope and place or Check-In Table(s). Image: Slip Envelope Image: Slip Envelope Image: Slip Envelope Image: Slip Envelo	Retrieve the Ballot Secu	rity Record from the Clear Plastic E	nvelope.		
Remove the BLUE EPB & Ballot Scanner Reports Envelope and place it on the Check-in Table. EFB & Ballot Scanner Reports Envelope and place it on the Check-in Table. The Zero Reports from each EPB and each Ballot Scanner are packed inside and this folder REEMAINS at the Check-In Table until polls are closed. Initial Table (Bactonic Follow) and the Bactonic Stateware in the evelope: Initial Table (Bactonic Follow) and the Bactonic Stateware in the evelope: Initial Table (Bactonic Follow) and the Bactonic Stateware in the evelope: Initial Table (Bactonic Follow) and the Bactonic Stateware in the evelope: Initial Table (Bactonic Follow) and the Bactonic Stateware in the evelope: Initial Table (Bactonic Follow) and the Bactonic Stateware in the evelope: Initial Table (Bactonic Follow) and the Bactonic Stateware in the evelope: Initial Table (Bactonic Follow) and the Bactonic Stateware in the evelope: Initial Table (Bactonic Follow) and the Bactonic Stateware in the evelope: Initial Table (Bactonic Follow) and the Bactonic Stateware in the evelope: Initial Table (Bactonic Follow) and the stateware Initial Table (Bactonic Follow) and the stateware Initial Table (Bactonic Follow) and the stateware Initial Table (S). Automity to vote Silp Envelope Initial Table (S). Stateware initial Container Initial Table (S). Initial Table (S) Initial Table (S) Initial Table (S). Mathematics and the Ballot Containment Folden systematics and the Ballot Containment Folder with the first pack of ballots for that precinct. Initial Table (S) Initial Tab			oxes with the num	nbers recorded on the Ballot Security	
and place it on the Check-in Table. The Zero Reports from each EPB and each Ballot Scanner are packed inside and this folder REMAINS at the Check-In Table until polls are closed. Image: Check-In Table (State Check-In Table (Stat	Remove the plastic side	seal and open the first Ballot Box.			
The Zero Reports from each EPB and each Ballot Scanner are packed inside and this folder REMAINS at the Check-in Table until polls are closed. Imid Tare Report privated from EAEI Electronic Pollooi Imid Tare Report Pollooi Imid Tare Pollooi Imid Tare Report Po			Place the fo	Place the following reports printed from the Electronic Pollbooks and the	
Check-In Table(5). Authority to Vote Silp Envelope Environment Field Silps Envelope Check-In Table(5). Solid/Voide Salid Envelope Check-In Table(5). Solid/Voide Salid Envelope Check-In Table(5). Solid Voide Salid Envelope Check-In Table(5). Solid Voide Salid Envelope Check-In Table(5). Solid Voide Salid Envelope Check-In Table(5). Solid Voide Salid Envelope Check-In Table(5). Solid Voide Salid Envelope Check-In Table(5). Solid Voide Salid Envelope Solid Voide Voide Salid Envelope <td colspan="2">are packed inside and this folder REMAINS at the Check-In</td> <td>□ Initial "Z □ Final "Cł □ Initial "T</td> <td>Zero Report" printed from <u>EACH</u> Electronic Pollbook heck-In Totals" Report printed from <u>EACH</u> Electronic Pollbook Fotals Report" printed from <u>EACH</u> Ballot Scanner</td>	are packed inside and this folder REMAINS at the Check-In		□ Initial "Z □ Final "Cł □ Initial "T	Zero Report" printed from <u>EACH</u> Electronic Pollbook heck-In Totals" Report printed from <u>EACH</u> Electronic Pollbook Fotals Report" printed from <u>EACH</u> Ballot Scanner	
Wind Voltage House In Cardina House In Cardin House In Cardina House <t< td=""><td>-</td><td>Vote Slip Envelope(s), Curbside E</td><td>velopes and Soil</td><td>ed/Voided Envelope and place on the</td></t<>	-	Vote Slip Envelope(s), Curbside E	velopes and Soil	ed/Voided Envelope and place on the	
Mare the Polis Gase Not: The set ballot dearly be marked with the word 'Ved.' Seat this envelope: Deposit this envelope in any Gray Ballot Box. Remove the Stub A Envelopes and hand them to the Scanner Officials. Remove the Ballot Containment Folder with the first pack of ballots for that precinct. Remove the plastic shrink wrap from this ballot pack and place the ballots back inside the Ballot Containment Folder onto the Ballot Table. Place the Ballot Containment Folder onto the Ballot Table. All unopened ballot packs will remain in the Ballot Box until needed. The Ballot Boxes will remain behind the	During Voting Hours Place this envelope at each Check-In Table. Place the Authority to Vote Slips printed from ALL Ele Pollbooks at your Check-In Table in this envelope. PLEASE NOTE: Refer to the BLUE EPB & Ballot Scanner for the BLUE EPB & Ballot	During Voting Hours Place ALL Soiled/Voided Ballot Sheets in Reasons include: Voter made an error in marking the be issued. Extra ballot sheets that are not need reissued to a voter.) Ballot is torn or otherwise damaged. Voter abandoned the ballot without	ballot and a new ballot had to	 ONLY use this envelope if you were unable to scan the Curbside Ballo in the Ballot Scanner. NOTE: Use <u>ONE</u> envelope for each Curbside Ballot. Write in the Polling Location, City, Ward, and Precinct of the Curbside Voter you are processing on this envelope. Place the voted ballot from the Curbside Voter in this envelope. 	
Remove the Ballot Containment Folder with the first pack of ballots for that precinct. Remove the plastic shrink wrap from this ballot pack and place the ballots back inside the Ballot Containment Folder. Place the Ballot Containment Folder onto the Ballot Table. All unopened ballot packs will remain in the Ballot Box until needed. The Ballot Boxes will remain behind the	 Seal this envelope. Deposit this envelope in any Gray Ballot Box. 	"Void." <u>After the Polls Close</u> Count the page 1's in this envelope and	record the total here:	Deposit this envelope into the RED Curbside Poly Mailer inside the	
place the ballots back inside the Ballot Containment Folder. Place the Ballot Containment Folder onto the Ballot Table. All unopened ballot packs will remain in the Ballot Box until needed. The Ballot Boxes will remain behind the	Remove the Ballot Conta	ainment Folder with the first pack		Cleveland 04-Q	
Place the Ballot Containment Folder onto the Ballot Table. All unopened ballot packs will remain in the Ballot Box until needed. The Ballot Boxes will remain behind the	place the ballots back inside the Ballot Containment				
	Place the Ballot Contain	ment Folder onto the Ballot Table.		Company, a collective So 20024	
Table(s).	All unopened ballot pack Table(s).	s will remain in the Ballot Box unti	l needed. The Ba	llot Boxes will remain behind the Ballo	
Repeat these steps for all RED and GRAY Ballot Boxes in the Polling Location.	Repeat these steps for a	ll RED and GRAY Ballot Boxes in th	e Polling Location	1.	
Remember ballots are precinct specific and must be issued to the voter based on the information printed on Authority to Vote Slip. ALL Ballot Containment Folders must be placed on the Ballot Table(s).					



PEO 4050_9.1.23

Side 2