

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 Red Ballot Box

- Retrieve the **RED** and **GRAY** Ballot Boxes from the Transport Cart for all precincts and place on Ballot Table(s).
- Retrieve the Ballot Security Record from the **GREEN** Supply Bag.
- Verify the City/Ward/Precinct printed on the **RED** Ballot Box label.
- Record the serial numbers from the plastic seal located on the zipper of the **RED** Ballot Box in the designated box labeled under the Red Ballot Box section of the Ballot Security Record.

Ballot Security Record <Election Date>			
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.



- Break the side seal and open the **RED** Ballot Box.
- 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.
- !** **DO NOT** open the Ballot Packs.
- Return all Ballot Packs to the **RED** Ballot Box.
- Retrieve plastic seal from the Clear Plastic Envelope and record the serial number in Box C labeled “Monday Night Closing Seal” under the Red Ballot Box section of the Ballot Security Record.
- Close and seal the **RED** Ballot Box.



Inventory the Ballots in the Gray Ballot Box

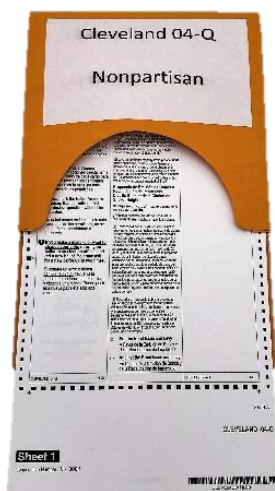
- Verify the City/Ward/Precinct printed on the **GRAY** Ballot Box label.
- Record the serial numbers from the plastic seal located on the **GRAY** Ballot Box in the designated box labeled under the Gray Ballot Box section of the Ballot Security Record for that precinct.

Ballot Security Record <Election Date>			
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.



- Break the side seal **A** and open the **GRAY** Ballot Box.
- 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.
- !** **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.

Unpack the Ballot Boxes

	Retrieve the Ballot Security Record from the Clear Plastic Envelope.	
	Compare all serial numbers on the RED and GRAY Ballot Boxes with the numbers recorded on the Ballot Security Record on Monday Night.	
	Remove the plastic side seal and open the first Ballot Box.	
Remove the BLUE EPB & 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 REMAINS at the Check-In Table until polls are closed.	<div style="border: 1px solid black; padding: 5px;"> <p>EPB & Ballot Scanner Reports Envelope</p> <p>Place the following reports printed from the Electronic Pollbooks and the Ballot Scanners in this envelope:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initial "Zero Report" printed from EACH Electronic Pollbook <input type="checkbox"/> Final "Check-In Totals" Report printed from EACH Electronic Pollbook <input type="checkbox"/> Initial "Totals Report" printed from EACH Ballot Scanner <input type="checkbox"/> Final "Totals Report" printed from EACH Ballot Scanner </div>	
	Remove the Authority to Vote Slip Envelope(s), Curbside Envelopes and Soiled/Voided Envelope and place on the Check-In Table(s).	
<div style="border: 1px solid black; padding: 5px;"> <p>Authority to Vote Slip Envelope</p> <p><u>During Voting Hours</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Place this envelope at each Check-In Table. <input type="checkbox"/> Place the Authority to Vote Slips printed from ALL Electronic Pollbooks at your Check-In Table in this envelope. <p>PLEASE NOTE: Refer to the BLUE EPB & Ballot Scanner Reports Envelope for instructions on all other reports.</p> <p><u>After the Polls Close</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Seal this envelope. <input type="checkbox"/> Deposit this envelope in any Gray Ballot Box. </div>	<div style="border: 1px solid black; padding: 5px;"> <p>Soiled/Voided Ballot Envelope</p> <p><u>During Voting Hours</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Place ALL Soiled/Voided Ballot Sheets inside this envelope. <input type="checkbox"/> Reasons include: <ul style="list-style-type: none"> ▪ 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. ▪ Voter abandoned the ballot without completing the scanning process in the Ballot Scanner. <p>NOTE: These ballot sheets must clearly be marked with the word "Void."</p> <p><u>After the Polls Close</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Count the page 1's in this envelope and record the total here: <input style="width: 50px;" type="text"/> </div>	<div style="border: 1px solid black; padding: 5px;"> <p>Curbside Ballot Envelope</p> <ul style="list-style-type: none"> <input type="checkbox"/> ONLY use this envelope if you were unable to scan the Curbside Ballot in the Ballot Scanner. <ul style="list-style-type: none"> ▪ NOTE: Use ONE envelope for each Curbside Ballot. <input type="checkbox"/> Write in the Polling Location, City, Ward, and Precinct of the Curbside Voter you are processing on this envelope. <input type="checkbox"/> Place the voted ballot from the Curbside Voter in this envelope. <input type="checkbox"/> Seal this envelope and sign on the signature lines below. <input type="checkbox"/> Deposit this envelope into the RED Curbside Poly Mailer inside the RED Ballot Box. </div>
	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.		
Place the Ballot Containment Folder onto the Ballot Table.		
<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">!</div> <div>All unopened ballot packs will remain in the Ballot Box until needed. The Ballot Boxes will remain behind the Ballot Table(s).</div> </div>		
	Repeat these steps for all RED and GRAY Ballot Boxes in the Polling Location.	
<div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">!</div> <div>Remember ballots are precinct specific and must be issued to the voter based on the information printed on the Authority to Vote Slip. ALL Ballot Containment Folders must be placed on the Ballot Table(s).</div> </div>		

Election Officials should sit between the Check-In and Ballot Tables.



Ballot Table

Check-In Table