

VOTE



CUYAHOGA COUNTY

BOARD OF ELECTIONS

Voting Location Manager & Deputy Training
March 19, 2024
Primary Election

2023 Lessons Learned

Based on your survey comments, inquiries, and observations the Board of Elections created a session to help Voting Location Managers/Deputies alleviate concerns that arose during 2023.

VLM/VLD Training

Tools & Resources

Primary Election

New EPB (Scenarios)

Ballot Scanner

ADA Ballot Marking Device

Hands-On Practice

VLM/VLD Training

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

VLM Checklist

Hands – On Materials To Be Used in Class:

(please do not write on or take away)

Sample ID Cards

Sample Ballots

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.

APPLICATION & ETHICS POLICY

Tools & Resources

Pre-Election



Online Resources



Election Training Manual



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

Acceptable Forms of ID

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

HAVE YOUR ID READY

▼ Acceptable Forms of Photo Identification ▼

Driver's License

State ID

US Passport

Interim ID

US Passport Card

US Military ID or Ohio National Guard ID

US Department of Veterans Affairs ID



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 	<p>Includes commercial Driver's License, Motorcycle Operator's License, probationary or restricted license</p>
<ul style="list-style-type: none"> U.S. Passport Passport Card 	<p>Must NOT be expired.</p>
<ul style="list-style-type: none"> U.S. Military Photo ID 	<p>Must have photo of voter. Must NOT be expired.</p>



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?

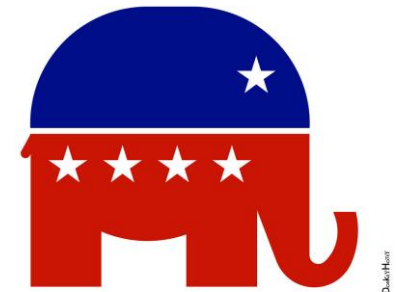
- Any voter may vote in a Primary Election.
- It does not matter what political party a voter was previously. Every voter has the right to select to vote for any parties' candidates at a Primary Election (or select to be nonpartisan).

Ballot styles
March 2024
Primary
Election

Democrat
Republican
Nonpartisan



Democrat



Republican

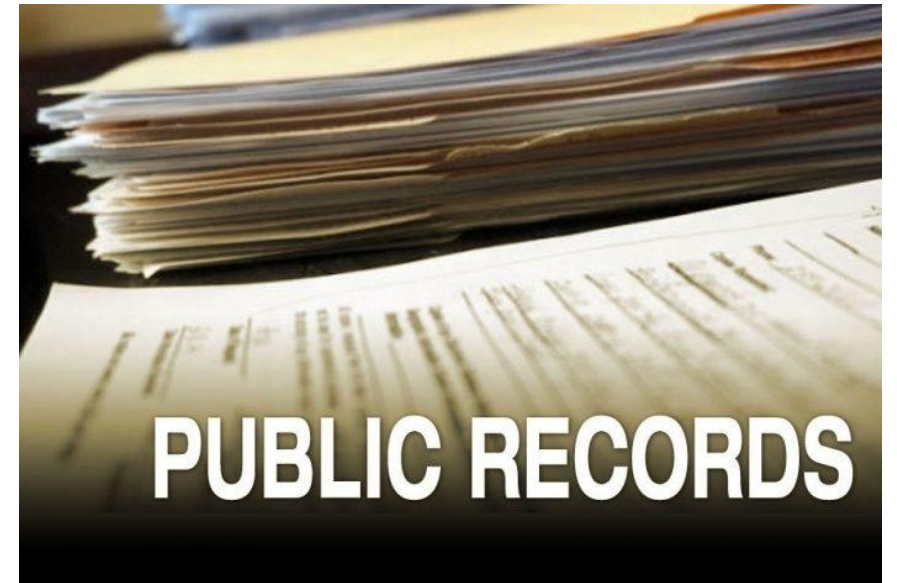
What Does Choosing a Political Party Actually Mean?

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.

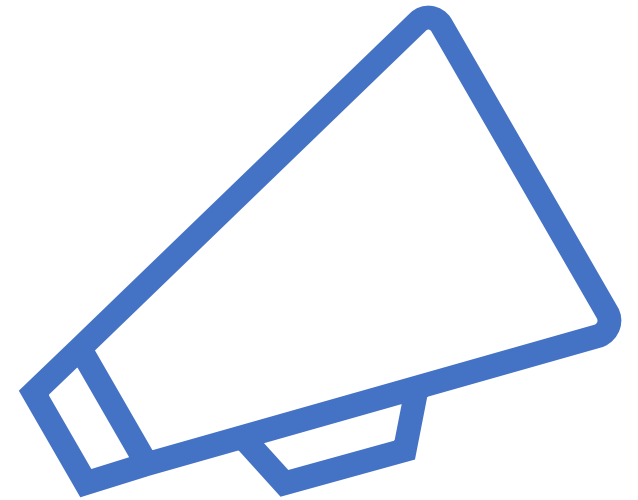
Political Party is Public Record

- 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



Election Manual Page 50

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

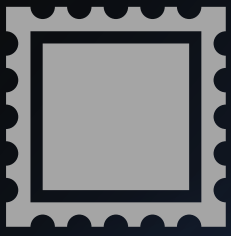
Must be 18 years old on or before the next General Election.

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

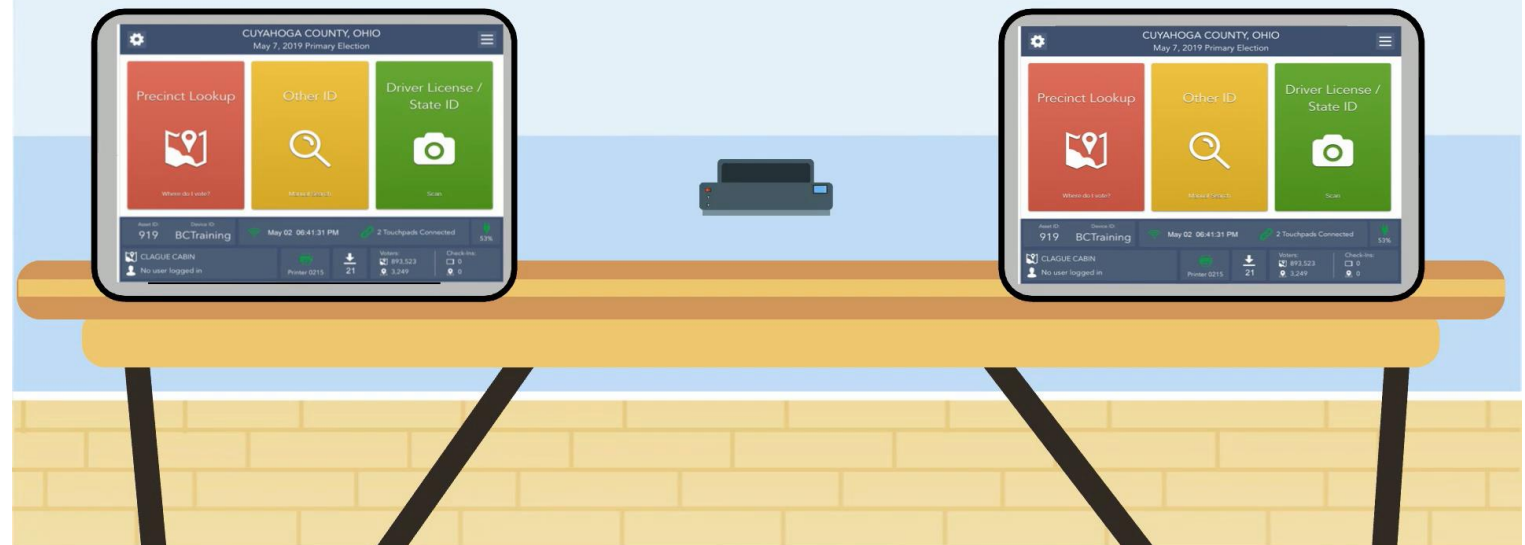
- 1. Stamp the top left corner of all ballot sheets with the 17-year-old stamp.**
- 2. Provide the voter with the stamped ballot and a 17-year-old voter envelope.**
- 3. Review the written instructions with voter.**
- 4. Sign 17-Year-Old voter envelope once returned by voter.**
- 5. Place 17-year-old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

NEW EPB Primary Election



Processing a
Voter
Primary
Election

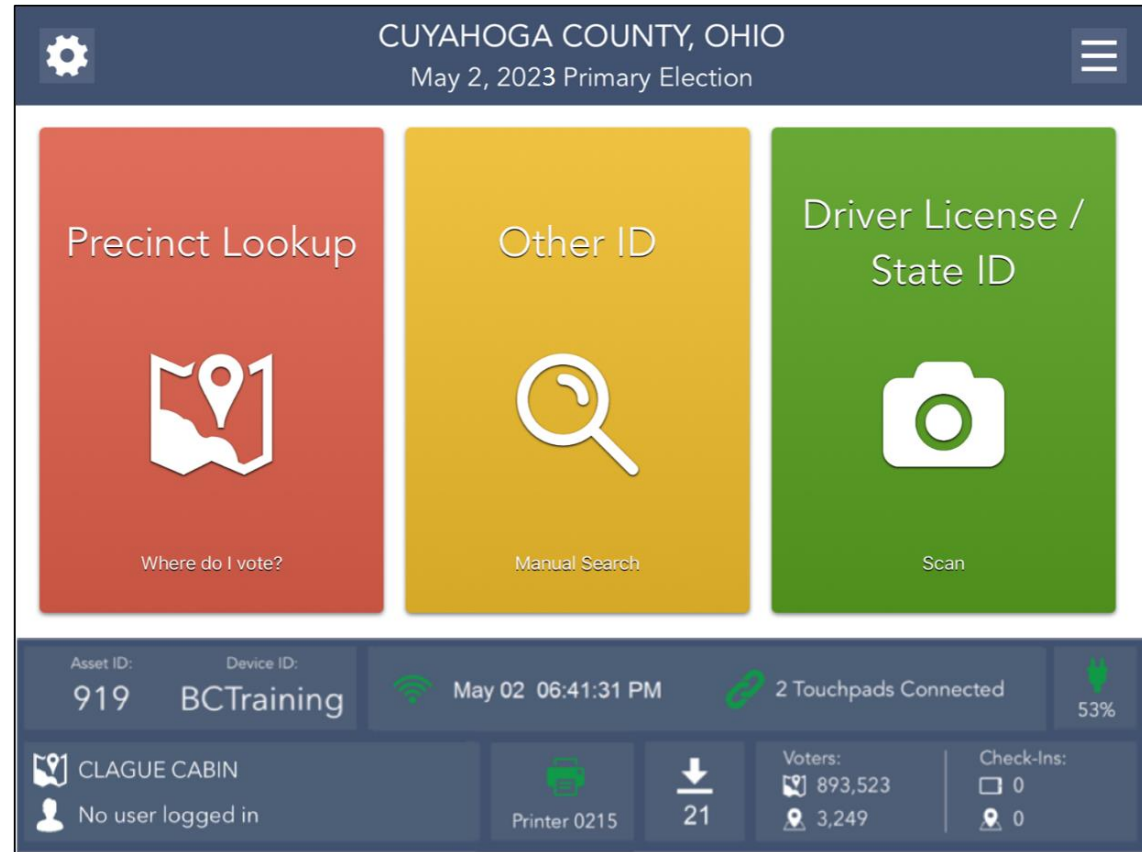
Primary Election Processing a Registered Voter with Acceptable ID



Regular Voter

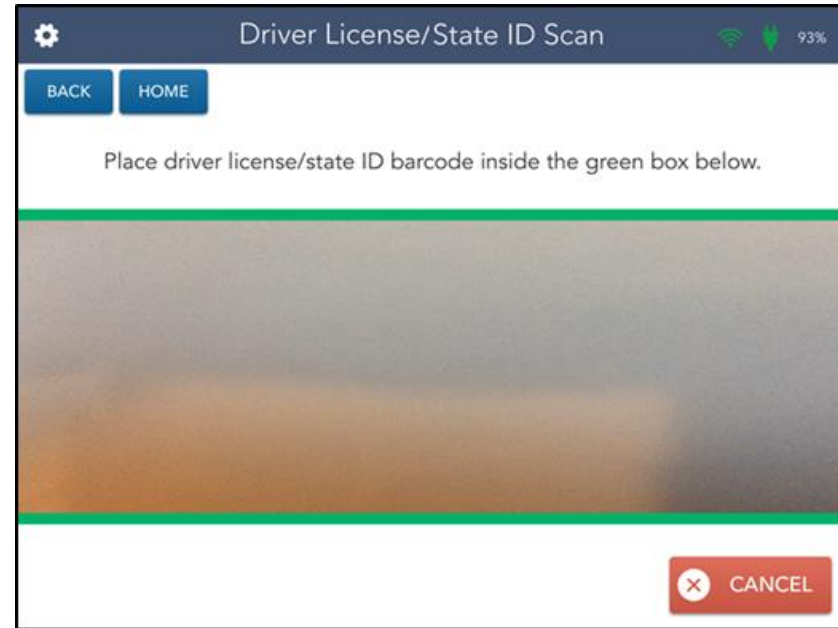
EPB SCENARIO #1: Regular Voter

Brad Pitt
Regular voter
Democrat



Election Official Manual page 30

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, 1) and 'Not in this Location' (red, 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 birth year '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

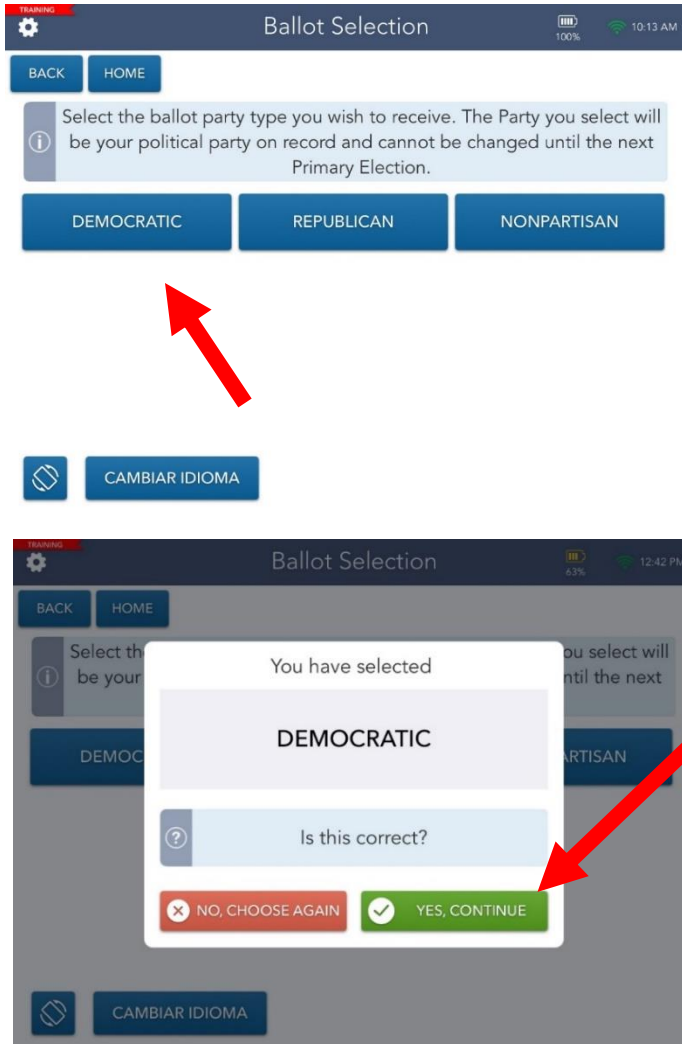
Voter is eligible to vote.

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 shows the 'Voter Signature' app interface. At the top, there is a dark blue header with a gear icon, the title 'Voter Signature', and a battery status of 100%. 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, 44145), Precinct - Split (WESTLAKE -01-A-01), and Party (REP). A red arrow points to the 'DONE' button. Below the information are three buttons: 'CLEAR' (red with an 'X' icon), 'CAMBIAR IDIOMA' (blue), and 'DONE' (green with a checkmark icon). A dark blue bar with the text 'Please sign below' is positioned above a signature line. The signature line shows a handwritten signature 'Brad Pitt' next to an 'X' mark. Below the signature line is a light gray rectangular area.

- 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



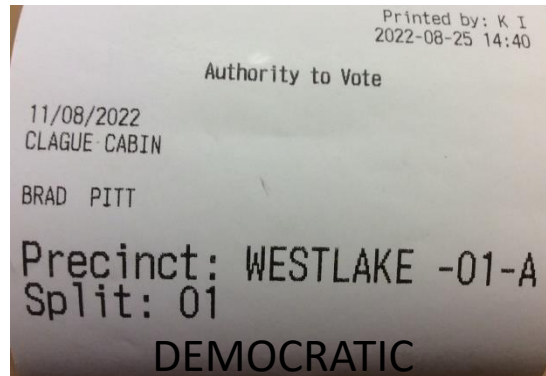
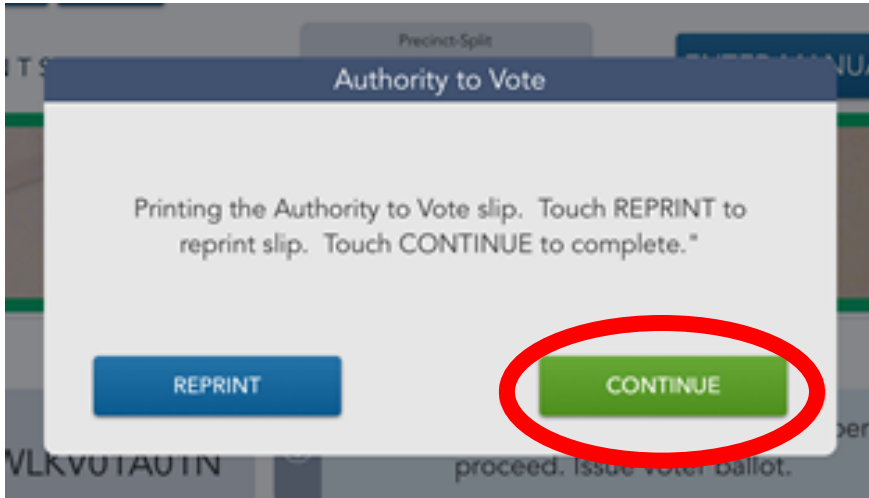
CHALLENGE SIGNATURE

SIGN AGAIN

ISSUE BALLOT

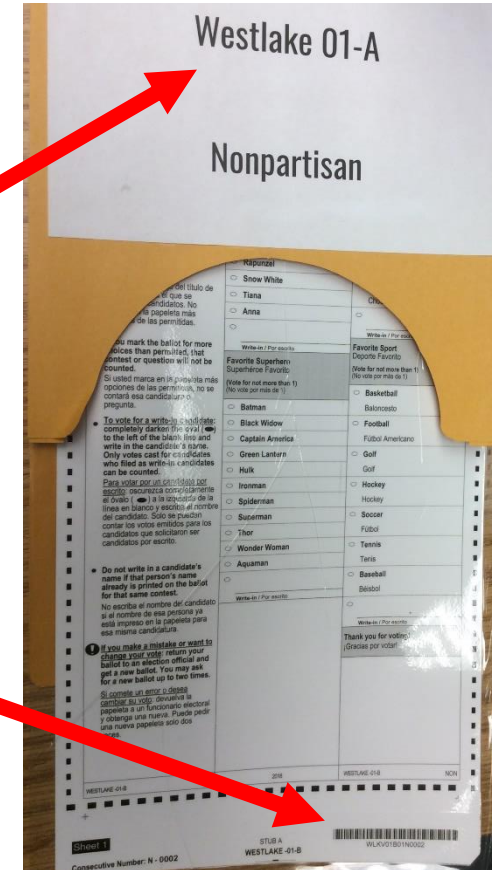
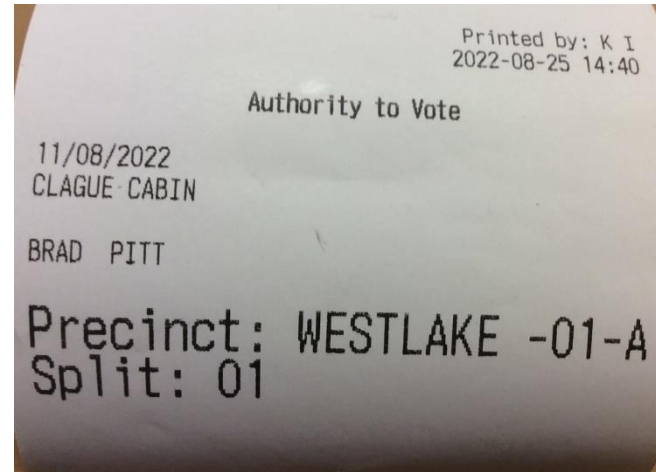
- Compare voter's signatures.
- Select **ISSUE BALLOT** button.

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



Ballots are precinct specific. The city, ward, precinct and party (ballot type) on the ballot must match the city, ward, precinct and party on the Authority to Vote Slip.
NO EXCEPTIONS!

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

Issue Ballot

BACK HOME

Name
BRAD PITT
Voter ID
16983

Party
REP

Precinct - Split
WESTLAKE -01-A-01

ENTER MANUALLY

Select ballot type

Paper Ballot Clear Access

Ballot Style
WLKV01A01R

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

Processing Complete

Name
BRAD PITT

Voter ID
16983

Ballot Style
WLKV01A01N

Voter successfully checked in

Great Job!
Direct voter to privacy booth area.

PROCESS NEXT VOTER

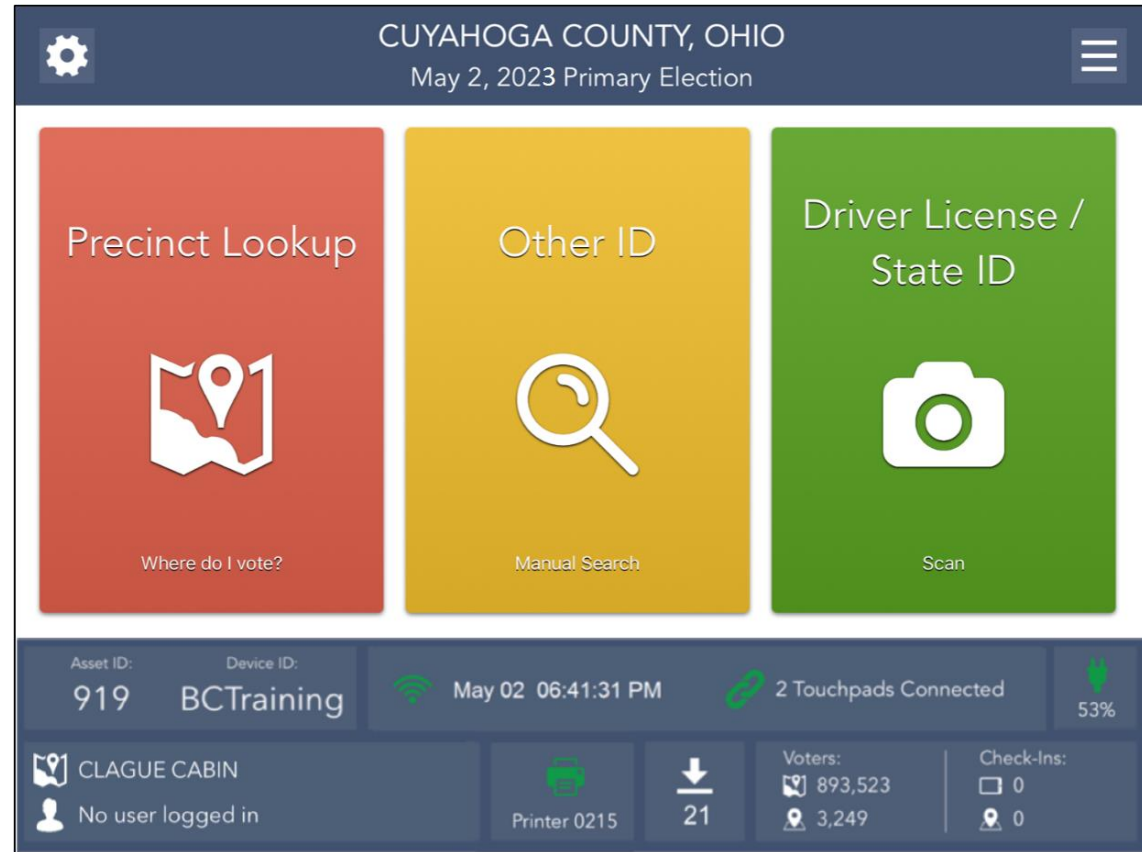
Soil/Void Voter

EPB SCENARIO #2: Soil/Void Voter

Brad Pitt

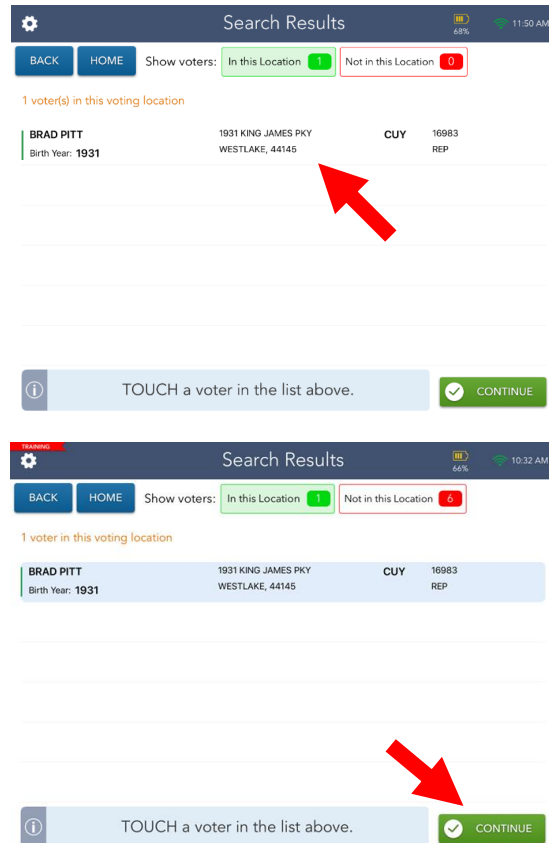
Regular voter

Non-Partisan



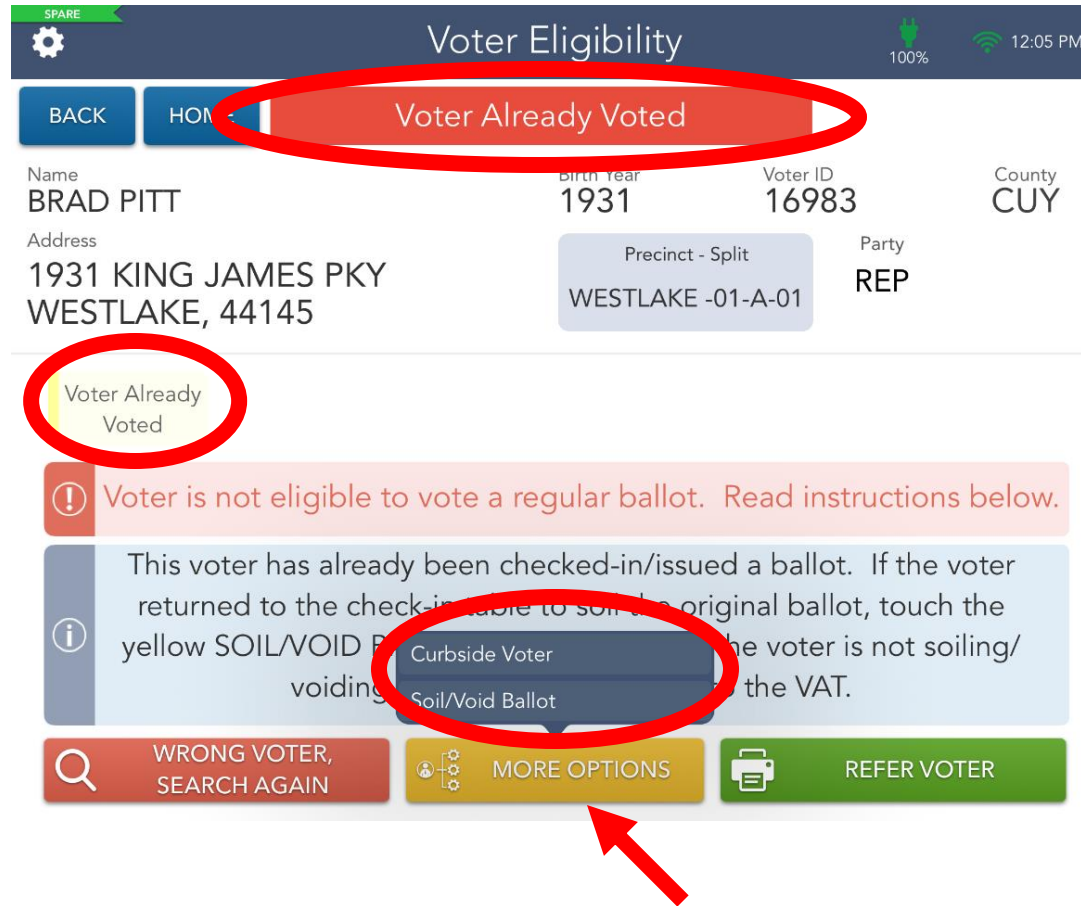
Election Official Manual page 36

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.

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

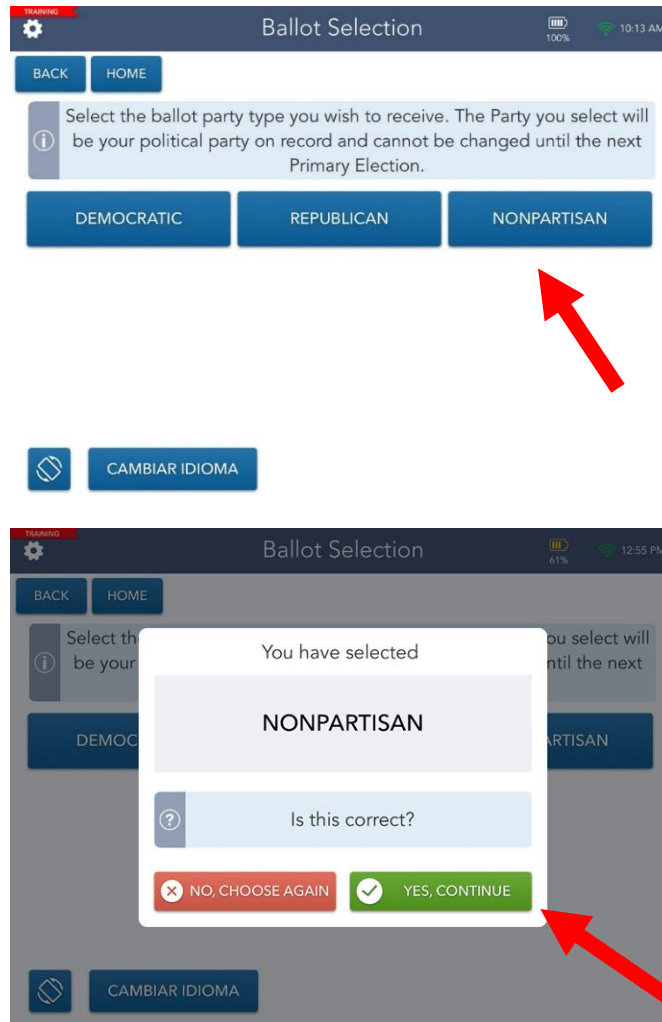
Sheet 1 Sheet 2

- 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)

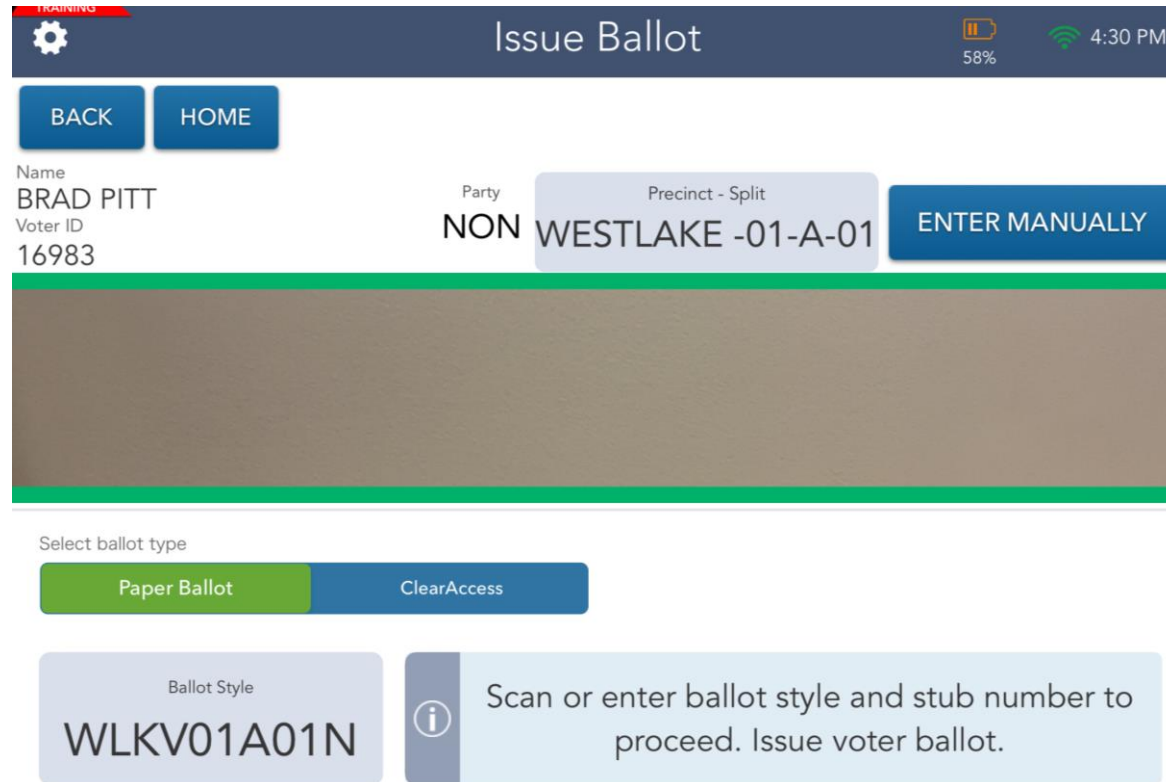
The screenshot shows the 'Voter Signature' app interface. At the top, there are navigation buttons for 'BACK' and 'HOME', and a 'SOIL & REISSUED' button. The user's name is 'BRAD PITT' and their birth year is '1931'. Below this, there are buttons for 'CLEAR', 'CAMBIAR IDIOMA', and 'DONE'. A red arrow points to the 'DONE' button. The main area displays 'Please sign below' with a handwritten signature 'Brad Pitt' on a line. Below the signature is a large empty grey box.

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

The screenshot shows the 'Voter Signature' app interface after the signature is entered. At the top, there are navigation buttons for 'BACK' and 'HOME', and a 'SOIL & REISSUED' button. The user's name is 'BRAD PITT', birth year is '1931', voter ID is '16983', and county is 'CUY'. Below this, there are buttons for 'PRECINCT - SPLIT' and 'PARTY REP'. A message box contains the text: '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' and 'CURRENT SIGNATURE'. The 'CURRENT SIGNATURE' area shows the handwritten signature 'Brad Pitt'. To the right of these areas 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

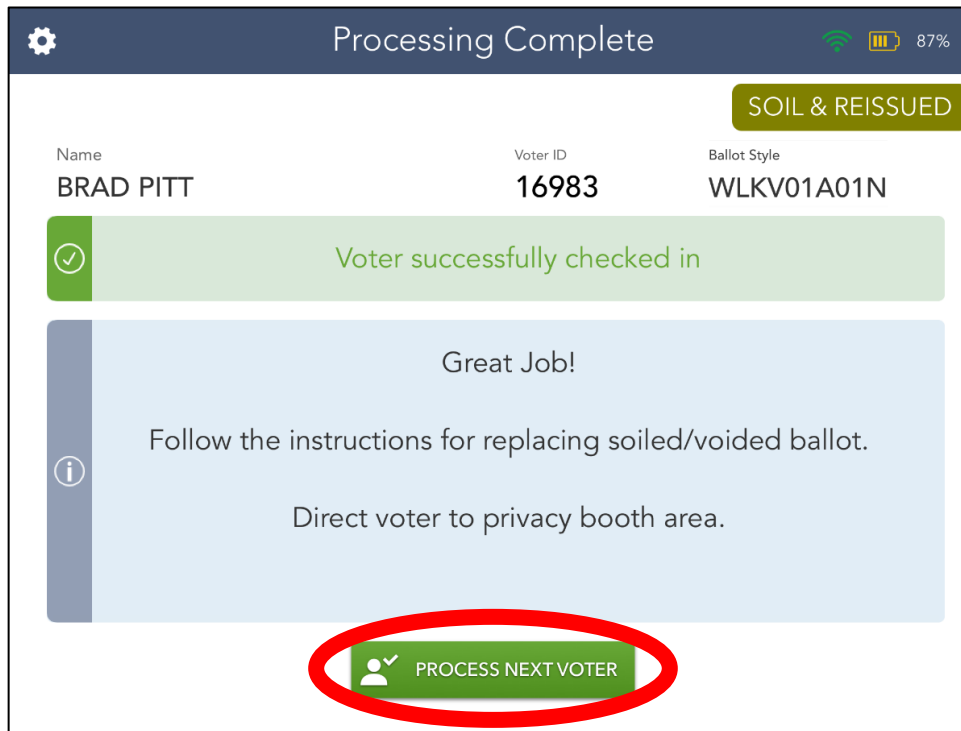
Paper Ballot ClearAccess

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)



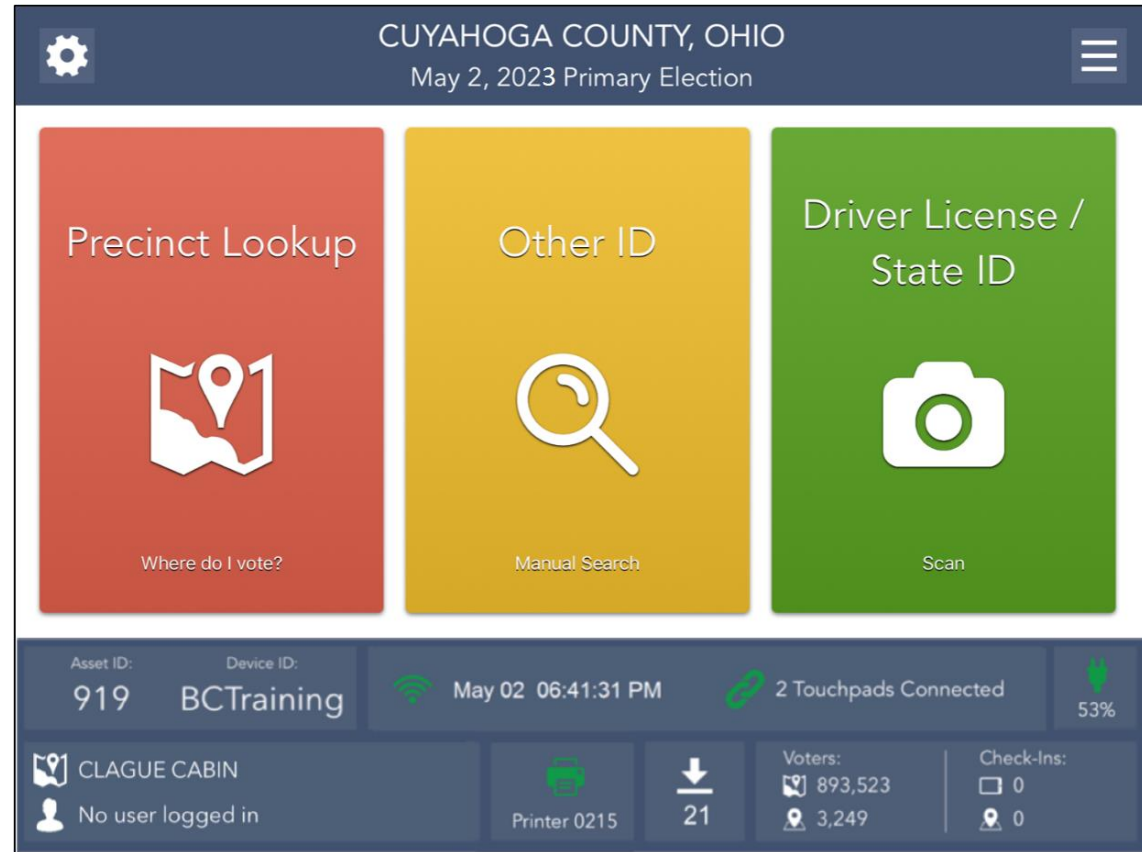
✓ Select the **PROCESS NEXT VOTER** button.

Precinct Lookup

Sean Penn

Lives at
1333 Cobblestone

EPB SCENARIO #3: Precinct Lookup



Election Official Manual page 40

Search Results

- No voters were found for this location.
- Select the **RED** Not in this Location option.

TRAINING

Search Results

100% 2:55 PM

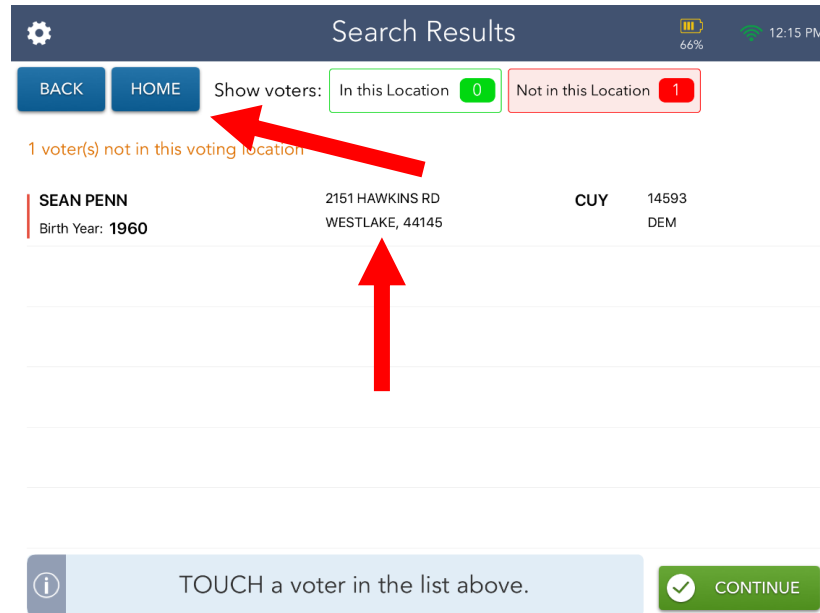
BACK HOME

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

No voters were found for this location.

Touch the red "Not in this Location" button above to view voters that are assigned to other locations.

Search Results



- ✓ **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

CUYAHOGA COUNTY, OHIO
May 2, 2023 Primary Election

Precinct Lookup Other ID Driver License / State ID

Where do I vote? Manual Search 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 3,249 Check-Ins: 0

Precinct Lookup 57% 11:14 AM

BACK HOME

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

House Number Street Name

1333 COBB SEARCH

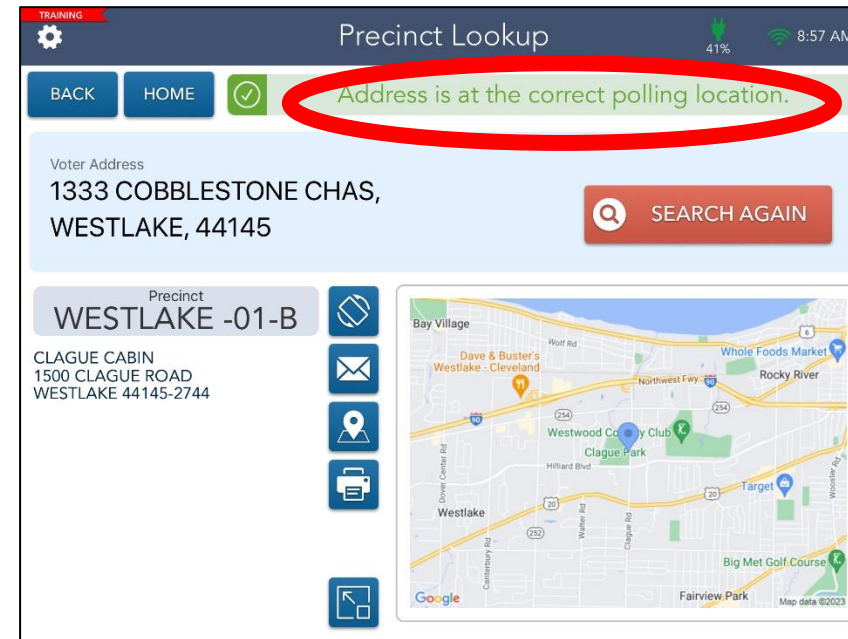
Q W E R T Y U I O P
A S D F G H J K L Search
Z X C V B N M ! ?
.?123 .?123

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

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 #3: ACCOUNTING

Ballot Accounting

The screenshot shows the 'Ballot Accounting' app interface. At the top, there are navigation buttons for 'BACK' and 'HOME'. Below that are four main menu buttons: 'UNUSED BALLOTS', 'OTHER BALLOTS', 'SCANNER TOTALS', and 'BALLOT RECONCILE'. The main display area shows a calculation: 'Scanner Total' (5) plus 'Valid Unscanned Ballots' (1) equals 'Total Ballots Issued' (6), which also equals 'Total Pollbook Signatures' (6). A green thumbs-up icon and the text 'Balancing!' are displayed at the bottom. A 'GET SIGNATURES' button is located in the bottom right corner.



Election Official Manual page 58-63

The EPB Team must complete the Ballot Accounting process with the VLM on **ONE EPB UNIT ONLY**.

UNUSED BALLOTS

Press the **BLUE ACCOUNTING** button on the Device Locked screen.

Gather the current opened pack of ballots for each ballot style from the Ballot Table(s) and place them on the Check-In Table.

Find the ballot pack for the ballot style listed in the first box. Press the box for the first ballot style.

Use the **BLUE** keypad to enter the stub number of the next available ballot of the open ballot pack. It will automatically calculate how many ballots are remaining.

Press the **GREEN DONE** button.

Press the box for the next ballot style, then enter the stub number for the next available ballot of that ballot style. Press the **GREEN DONE** button. Repeat this process for the remaining ballot styles. When finished, place the Unused Ballots inside any **GRAY** Ballot Box. Each precinct will have a **GREEN ✓** when complete. Press the **GREEN NEXT STEP** button to move to the section – **OTHER BALLOTS**.

OTHER BALLOTS

Provisional Ballots

Enter the total number of Voted Ballots for each precinct in every category.

Gather the Clear Provisional Precinct Pouches from each precinct. The total number of voted **YELLOW** Provisional Envelopes inside the Clear Provisional Precinct Pouch is recorded on the pouch label.

Press the **Provisional Ballots** button. A list of precincts is displayed with the first precinct selected (highlighted blue).

Use the **BLUE** keypad on the screen to enter the number of Provisional Envelopes for the selected precinct. Press the **BLUE NEXT PRECINCT** button.

Repeat this step for all remaining precincts and then press the **GREEN DONE** button when complete.

Pack all Clear Provisional Precinct Pouches in the **YELLOW** Provisional Bag.

Curbside Ballots

If you were not able to scan all Curbside Ballots at your location, gather any voted **RED** Curbside Envelopes from the **RED** Ballot Bag and separate the envelopes by precinct.

Press the **Curbside Ballots** button. A list of precincts is displayed with the first precinct selected (highlighted blue).

Use the **BLUE** keypad on the screen to enter the number of Curbside Ballot Envelopes for the selected precinct. Press the **BLUE NEXT PRECINCT** button. If there are no **RED** Curbside Envelopes with voted ballots inside, enter "0" for that precinct.

Repeat this step for all remaining precincts and then press the **GREEN DONE** button when complete.

Pack the **RED** Curbside Poly Mailer and pack the **RED** Curbside Poly Mailer in the **RED** Ballot Bag.

Soiled/Voiled Ballots

Gather the Soiled/Voiled Ballot Envelope for your location and separate the ballots by precinct. Ensure each ballot is marked "Void."

Press the **Soiled/Voiled Ballots** button. A list of precincts will be displayed with the first precinct selected (highlighted blue).

Use the **BLUE** keypad on the screen to enter the number of Soiled/Voiled Ballots (include Sheet 1s only) for the selected precinct. Press the **BLUE NEXT PRECINCT** button.

Repeat this step for all remaining precincts and then press the **GREEN DONE** button when complete.

Place the Soiled/Voiled Ballot Envelope into any **GRAY** Ballot Box.

17-Year-Old Ballots (Primary Elections Only)

Gather the 17-Year-Old Ballot Envelopes (with voted ballots inside) and separate the envelopes by precinct.

Press the **17-Year-Old Ballots** button. A list of precincts is displayed with the first precinct selected (highlighted blue).

Use the **BLUE** keypad on the screen to enter the number of 17-Year-Old Ballot Envelopes for the selected precinct. Press the **BLUE NEXT PRECINCT** button.

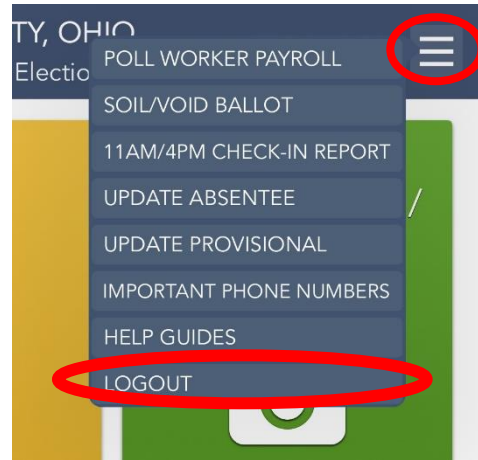
Repeat this step for all remaining precincts and then press the **GREEN DONE** button when complete.

Place the 17-Year-Old Ballot Envelopes into the **RED** Ballot Box.

All four types of Other Ballots should have a **GREEN ✓**. Press the **GREEN NEXT STEP** button to move to the section – **SCANNER TOTALS**.

Closing Election on EPB

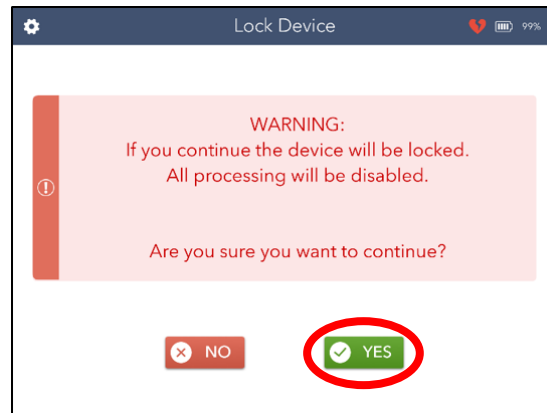
STEP 1: LOGOUT OF THE EPB APPLICATION



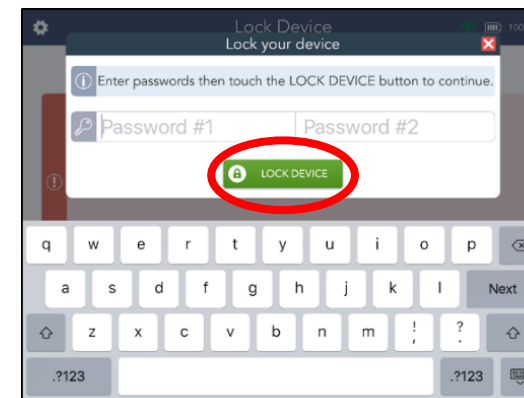
STEP 2: CLOSE THE ELECTION



STEP 3: LOCK DEVICE

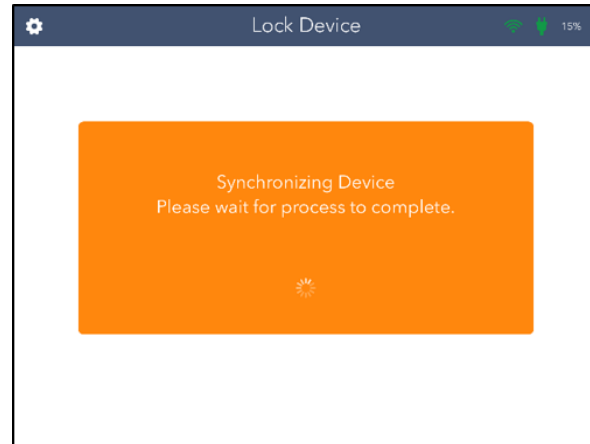


STEP 4: ENTER PASSWORDS

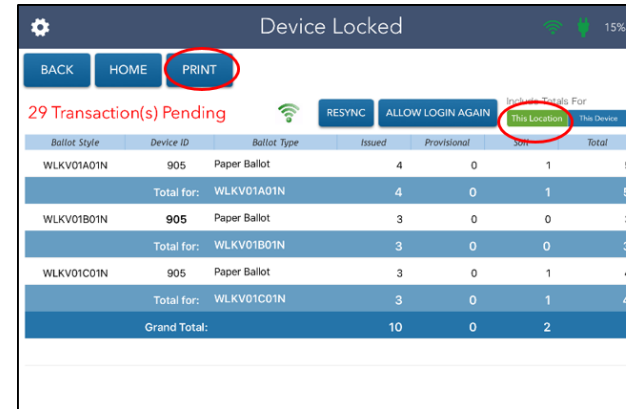


Closing Election on EPB

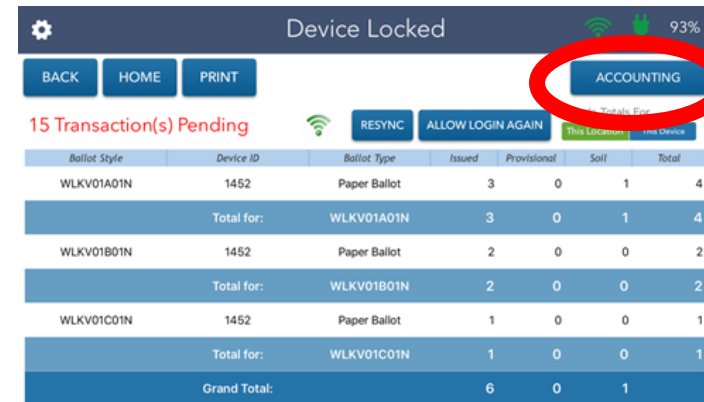
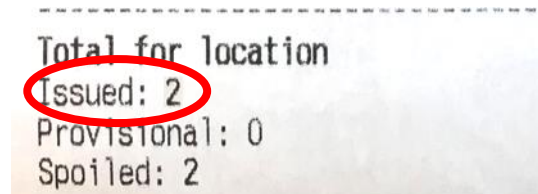
STEP 5: SYNCHRONIZE DEVICES



STEP 6: PRINT CHECK-IN TOTALS REPORT



STEP 7: COMPLETE BALLOT ACCOUNTING PROCESS



Ballot Accounting Numbers

UNUSED BALLOTS

WLK01**A**01D
? DEM
Enter: **3**

WLK01**A**01R
? REP
Enter: **5**

WLK01**A**01N
? NON
Enter: **1**

WLK01**B**01D
? DEM
Enter: **9**

WLK01**B**01R
? REP
Enter: **8**

WLK01**B**01N
? NON
Enter: **1**

WLK01**C**01D
? DEM
Enter: **2**

WLK01**C**01R
? REP
Enter: **7**

WLK01**C**01N
? NON
Enter: **1**

Ballot Accounting Numbers

OTHER BALLOTS

PROVISIONAL BALLOTS

- WESTLAKE-01-A 0
- WESTLAKE-01-B 2
- WESTLAKE-01-C 0

SOIL/VOID BALLOTS

- WESTLAKE-01-A 1
- WESTLAKE-01-B 0
- WESTLAKE-01-C 0

17-YEAR-OLD BALLOTS

- WESTLAKE-01-A 0
- WESTLAKE-01-B 0
- WESTLAKE-01-C 0

CURBSIDE BALLOTS

- WESTLAKE-01-A 0
- WESTLAKE-01-B 0
- WESTLAKE-01-C 0

--> NEXT STEP

SCANNER TOTALS

- SCANNER #1 1
- SCANNER #2 0
- SCANNER #3 0

Troubleshooting Guide

VOTING EQUIPMENT | ELECTION UPDATE GUIDE

Thank you for your service and commitment to Cuyahoga County elections as an Election Day Worker. Your hard work and dedication during each election is critical to a successful Election Day.

The training you receive will equip you with the necessary skills to provide voters with a satisfactory voting experience. Your professionalism, knowledge, and pleasant interactions with each voter is what makes their voting experience great.

Table of Contents

1.1	BALLOT SCANNER LOADING PAPER ROLL	2
1.2	BALLOT SCANNER EMPTY BALLOT COMPARTMENTS	3
1.3	TROUBLESHOOTING THE BALLOT SCANNERS	4
1.4	ADA BALLOT MARKING DEVICE ERROR MESSAGES	5
1.5	ADA BALLOT MARKING DEVICE VOTER GUIDE	6

ADA Ballot
Marking
Device



**ADA Ballot Marking Device
Monday Night Setup**

Ballot
Scanner
MNOM

Two black carrying cases for ClearCast Go Ballot Scanners are shown side-by-side. Each case has a silver metal frame and a handle. A green banner is overlaid across the center of the image, containing the text "ClearCast Go Ballot Scanner Monday Night Setup".

**ClearCast Go Ballot Scanner
Monday Night Setup**

Ballot
Scanner
Tuesday AM



**ClearCast Go Ballot Scanner
Tuesday Morning Setup**

Ballot
Scanner
Tuesday
Closing

**ClearCast Go Ballot Scanner
Tuesday Night Closing**



Hands-On Ballot Scanner & ADA Ballot Marking Device

Troubleshooting

Load Paper
Troubleshooting
Clean Scanner
Midday Clean Out



Common Error Messages

Resume Voting
Error Messages

