



# PLS CLASS **1**

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**S.A.F.E VOTING SYSTEM & 2020 PRIMARY**

# CLASS GOALS

<b>2019</b>	Lessons Learned
<b>Review</b>	Election & 2020 Presidential Primary Rules
<b>S.A.F.E.</b>	S.A.F.E. Voting System & Equipment
<b>2020</b>	2020 Primary Election Day Procedures
<b>Close &amp; Go</b>	Closing the Polls & Returning Data to Board of Elections



**MONTGOMERY COUNTY**  
**BOARD OF ELECTIONS**

**SAFE**

**Secure. Accurate. Fair. Efficient.**

**THANK YOU**



# **2019 LESSONS LEARNED**

Photo credit: AP 12/13/19



# POST-ELECTION feedback

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## PEO & PLS

- More signage – interior & exterior
- More Digital Select booths
- More set-up time in the morning
- Equipment power issues
- Increased training for Polling Location team members
- Sign-in station issues
- Continuing to refine & simplify procedures & instructions

## VOTERS

- Digital Selection booth privacy
- Provisional voting
- Acceptable ID confusion

# 2020 SOLUTIONS signage

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## More Signage

- Additional interior “VOTE” signs in File Box
- Make sure using ALL exterior signage in Location Box



# 2020 SOLUTIONS

## digital booths

### More Digital Selection Booths

- March 2020
  - 39 Largest Polling Locations = 2 SAFEs
- November 2020
  - 50% of Polling Locations = 2 SAFEs
  - EVERY Polling Location will get at least 1 additional Digital Select Unit



# 2020 SOLUTIONS setup time

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## More Set-up Time

- Streamlining 5:45 a.m. procedures
  - Generic Emergency Vote Kit
  - LAST “50” ballots in Burgundy Bag
- CAN begin set-up at 5:30 a.m. as long as both Parties are represented
- Plan what *you* need to do to open ON TIME
  - One Sign-in station?
  - One Digital Select booth?
  - One Scanner



# 2020 SOLUTIONS

## power issues

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## Equipment Power Issues

- SAFEs have been rewired & secured
- Double check that all connections are tight
  - Digital Select booths
  - Sign-in stations
  - SAFE Submit scanners



# 2020 SOLUTIONS training

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Increased training for *all*  
Polling Location team  
members

- All VLMs getting additional class
  - Lecture
  - Hands-on with Sign-in Stations
- New PEOs
  - Lecture
  - Hands-on with Sign-in Stations
- November 2020
  - All PEOs

# 2020 SOLUTIONS sign-in

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## Issues Addressed

- Training mode disabled
- Test ballot printing improved & very obvious
- Voters will choose own Partisan ballot *style*
- Drop-down menu for ballot *type* defaults to blank
- Ballot re-print disabled
- App notifies if no blank ballot stock in printer
- App stability improved

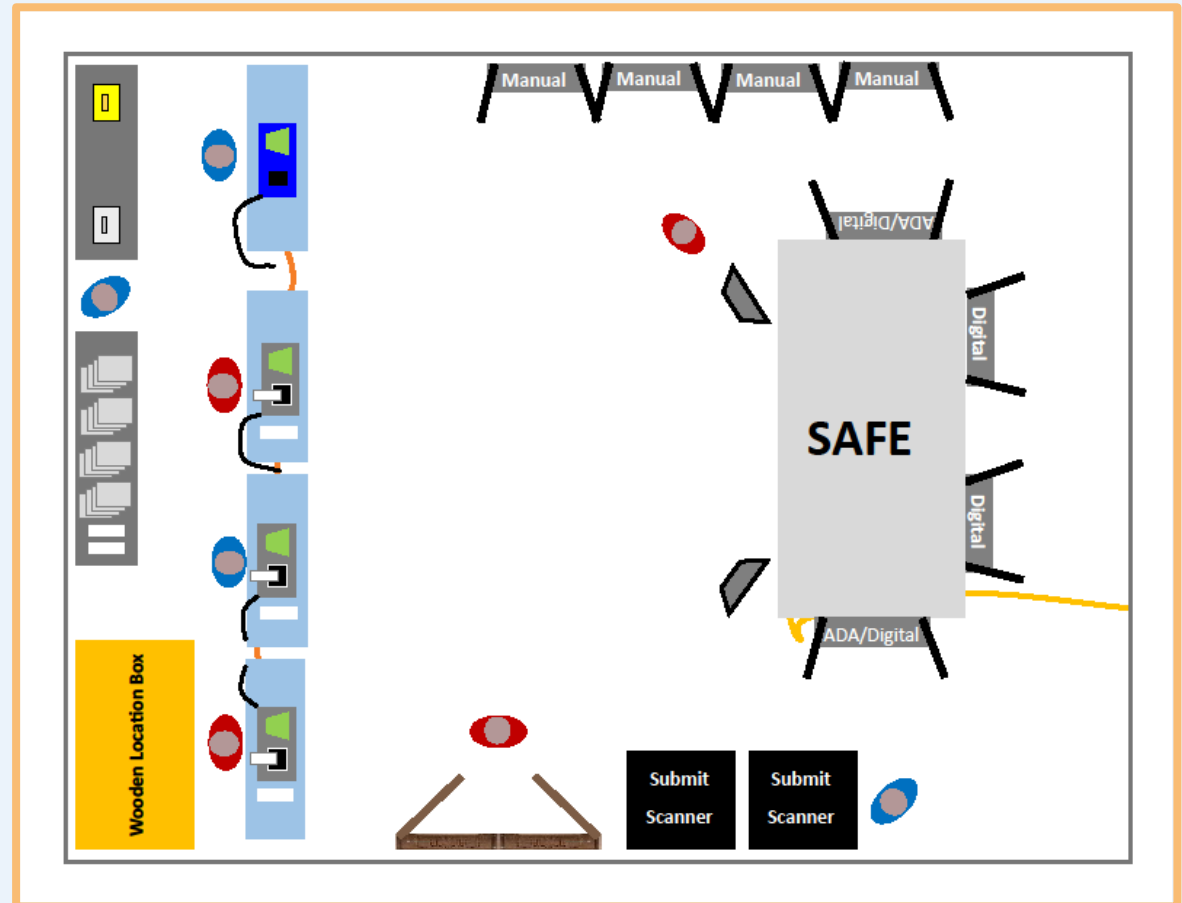




# 2020 SOLUTIONS privacy

## Digital Select booth Privacy

- Turn it around!
- Additional Signage on new front side





# 2020 SOLUTIONS provisional envelopes

## Provisional Stats:

- 608 Cast Countywide
- 523 Valid (86%)
- 85 Invalid (14%)
  - 40 (6.5%) Not Registered
  - 30 (5%) Date of Birth left **BLANK**
  - 11 (2%) Wrong Location

## Provisional Envelope Confusion

- 30 failed due to blank DOB = fatal flaw
- Increase PEO training
- Retrain & enforce **2<sup>nd</sup> PEO review**

The image shows a sample of a 2020 Provisional Ballot Affirmation form. A red arrow points to the Date of Birth field, which is currently blank. The form includes sections for Precinct, Full Name, Date of Birth, Current Ohio Address, Former Address, Identification, and Affirmation. The Date of Birth field is labeled '2' and has a note '(Do not write today's date here)'. The Identification section (5) lists options for providing identification, including Ohio driver's license, Social Security number, Military Identification Card, or a photo identification. The Affirmation section (6) contains a sworn statement and a list of eligibility requirements.

**PRECINCT** \_\_\_\_\_

ID# \_\_\_\_\_ ABSENTEE? Y/N RET? Y/N  
SIGNED ENV? Y/N ID GIVEN? Y/N DOB GIVEN? Y/N  
CURRENT PREC? \_\_\_\_\_ VOTED W/P? Y/N  
(CIRCLE ONE) COUNTABLE/REJECTED INITIALS \_\_\_\_\_  
NO SIG \_\_\_\_\_ SUPERVISOR REVIEW \_\_\_\_\_  
NO ID \_\_\_\_\_ REG STATEWIDE? Y/N  
W/P NON NEOCH \_\_\_\_\_ CO? \_\_\_\_\_  
NR/DELETED \_\_\_\_\_ W/P NEOCH? Y/N  
NO/BAD.ADD. APP # \_\_\_\_\_ INITIALS \_\_\_\_\_

**Provisional Ballot Affirmation**  
# C. 2019-16, 2019-18, 181, 182, 183 Form No. 10-6 Prescribed by the Secretary of State (20-17)  
print clearly

**Full Name Required** 1 First \_\_\_\_\_ Middle \_\_\_\_\_  
Last \_\_\_\_\_ Suffix \_\_\_\_\_

**Date of Birth Required** 2 Date of Birth (Do not write today's date here) \_\_\_\_\_  
MM/YY

**Current Ohio Address Required** 3 Street Address (Do not include P.O. boxes) \_\_\_\_\_  
City/Village \_\_\_\_\_ ZIP \_\_\_\_\_

**Former Address** Not Required  
If you do not complete this step, it will not cause your ballot to be rejected.  
Have you moved without updating your voter registration? ☒ Yes ☐ No  
If you do not provide your former address it will not cause your ballot to be rejected.  
4 Street Address (Do not include P.O. boxes) \_\_\_\_\_  
City/Village \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Identification Required** If you do not provide identification at this time, you must go to the board of elections on or before the 7th day after this election to provide a qualifying form of identification.  
Use one of the following:  
(If more than one is checked, all must be provided.)  
• Write your full Ohio driver's license or state identification card number, or  
• Write the last four digits of your Social Security number, or  
• Check the box next to the form of identification you showed to the precinct election official.  
5 ☐ Your Ohio driver's license number or state identification card number \_\_\_\_\_  
(If more than one is checked, all must be provided.)  
☐ Last four digits of your Social Security number \_\_\_\_\_  
☐ Military Identification Card \_\_\_\_\_  
☐ Current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document, other than a notice of voter registration mailed by a board of elections, that contains your name and current address.  
☐ Photo identification that was issued by the United States government or the State of Ohio, that contains your name and current address (or your former address if the identification is an Ohio driver's license or state identification card), and that has an expiration date that has not passed.

**Affirmation Required** 6 I solemnly swear or affirm, under penalty of election falsification, that:  
• I am a citizen of the United States and will be at least 18 years of age at the time of the general election.  
• I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.  
• I am a registered voter in the precinct in which I am voting this provisional ballot.  
• I am eligible to vote in the election in which I am voting this provisional ballot.  
• I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.  
• I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.  
• I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.  
• I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

WHOMEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

# **ELECTION BASICS**

# **&**

# **2020 PRIMARY RULES**

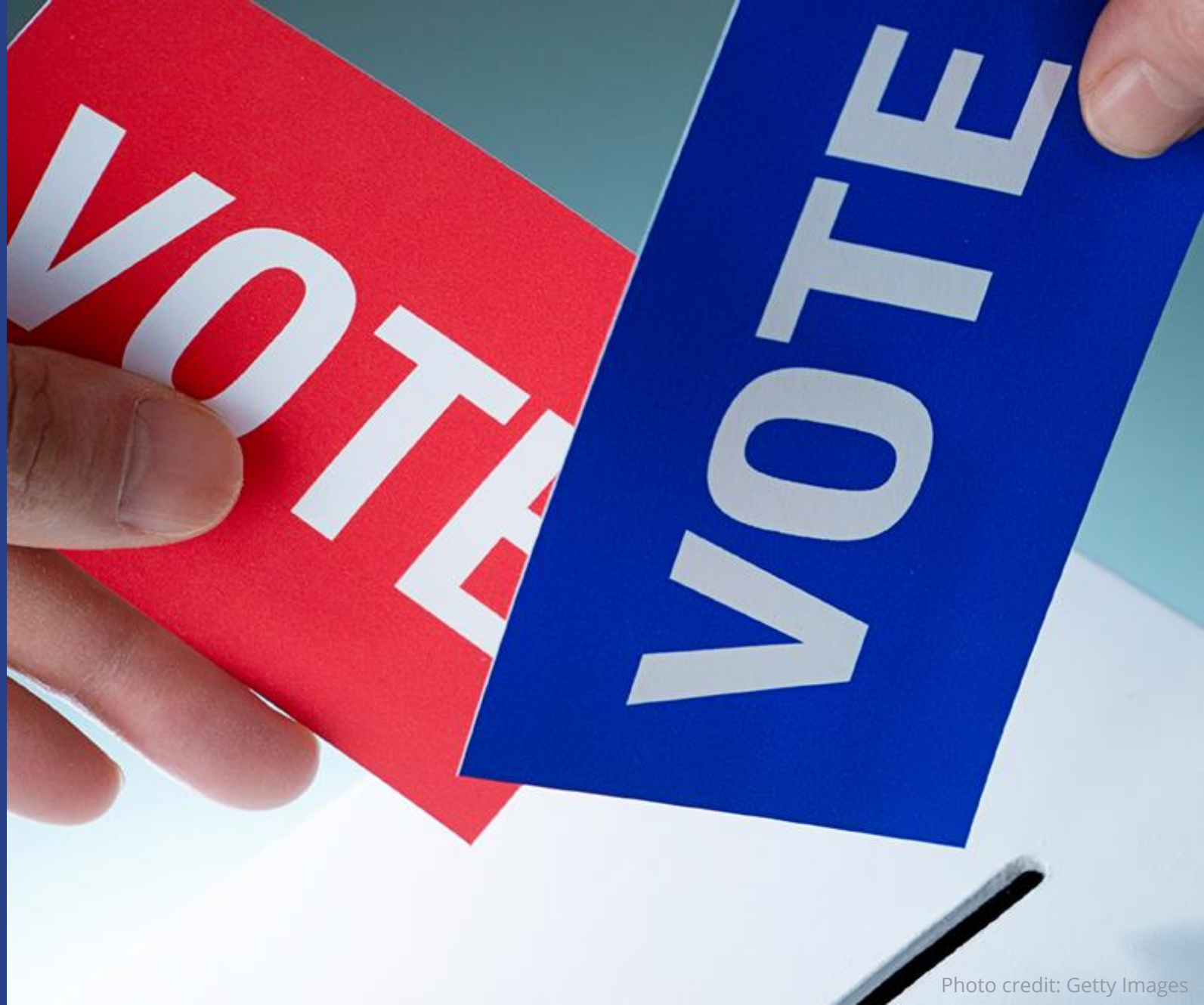


Photo credit: Getty Images

# VOTERS

- Resident of the State of Ohio
- 18 years old by Election Day
- Registered in the State of Ohio at least 30 days prior to Election
- Vote in the Precinct they live in
- Has proper I.D. when voting



# PRECINCT ELECTION OFFICIALS

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- PEOs ensure that the election is conducted lawfully and assist voters with a courteous and respectful manner
- PEOs work as a team to conduct an election at their assigned precinct or voting location
- Ohio law provides that the county board of elections selects, generally, four registered voters, who are residents of the county in which the precinct is located, to serve as PEOs
- Each precinct must have no more than half of its 4 PEOs from the same political party
  - Ohio law is structured to place equal numbers of people from the two major political parties at work together for a checks-and-balances system to ensure fairness

– Precinct Election Official Manual  
Ohio Secretary of State

# RESPONSIBILITIES of a PEO

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**Drive to your polling location  
prior to election day**



**Arrive on time - 5:45am**



**Assist in setting up the  
precinct polling location**



**Process Voters and assist  
them as necessary**



**Record important information  
as necessary**



**Pack up election supplies at the  
end of Election Day**



**Conduct Election properly,  
professionally, & lawfully**

# POLLING LOCATION team

- **Four Precinct Election Officials (PEOs)**
  - Two Republican & Two Democrats
- **One Official acts as the Voting Location Manager (VLM)**
  - Leads the Team
  - Party of Voting Manager is determined by which candidate for governor in the last gubernatorial election received the most votes in that precinct
- **Polling Location Supervisor (PLS)**
  - One per location
  - Sets up location the day before
  - Manages location, assigns tasks, on-site equipment troubleshooter







## PRECINCT ELECTION OFFICIALS MAY NOT:

- Discuss candidates or politics while serving at the precinct
- Wear campaign buttons, clothing, hats, or jewelry with a company or group logo or political message
- Use cell phones for personal reasons
- Be distracted from assisting voters by personal electronic devices or other reading material
- Work in the same precinct where you or a family member is on the ballot

# PROFESSIONALISM

***DOES YOUR LOCATION  
INSPIRE CONFIDENCE?***

***ARE YOU PROJECTING  
COMMITMENT,  
TRUSTWORTHINESS, &  
AUTHORITY?***

***IS YOUR TEAM  
SERIOUS & HELPFUL?***



# 2020 ELECTIONS

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## PRIMARY – MARCH 17, 2020

- Multiple ***Ballot Styles*** for every voter
  - Issues-Only
  - Democratic
  - Republican
- *Nominations* for major party candidates
  - President
  - County Offices
  - Congress
  - Judges
- Some local issues, levies & liquor license options

## GENERAL – NOVEMBER 3, 2020

- One ***Ballot Style*** for every voter
- Choose the “winner”
- Turnout will be high

# 2020 Primary *ballot styles*

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## Precincts, Splits, Etc.

- All 360 Precincts Open
- 18 Precincts with Open Splits
- 14 Local Issues on the Ballot
  - Liquor Options
  - School Levies
  - Fire & Police Levies

## Partisan

- 3 Parties qualified statewide
  - Democrats
  - Republicans
  - *Libertarians*
    - **NO LIBERTARIAN BALLOT STYLES in Montgomery County**
- Issues-Only

**Each precinct or split will have 3 ballot  
*styles* & 3 Ballot Separator Sheets**

# 2020 Primary *ballot styles* (continued)

9:06 AM Fri Jan 31  
MENU Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

Montgomery County  
ST. PAUL CATHOLIC CHURCH

PARTY SELECTION

GO BACK ACCEPT

Choose your party and tap Accept button to continue.

Democratic

Issues Only

Republican

9:06 AM Fri Jan 31  
MENU Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

Montgomery County  
ST. PAUL CATHOLIC CHURCH

POLL WORKER  
CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

FATIMA SHARAZZ


1021 SUNSET DR, ENGLEWOOD, OH 45322  
Precinct: ENGLEWOOD H DOB: 1981  
Split: 1 Voter ID: 10010758  
Status: Active

Signature on File

Signature on Election Day

Ballot Style: RENG-H-I

☐ Curbside

Ballot Type 

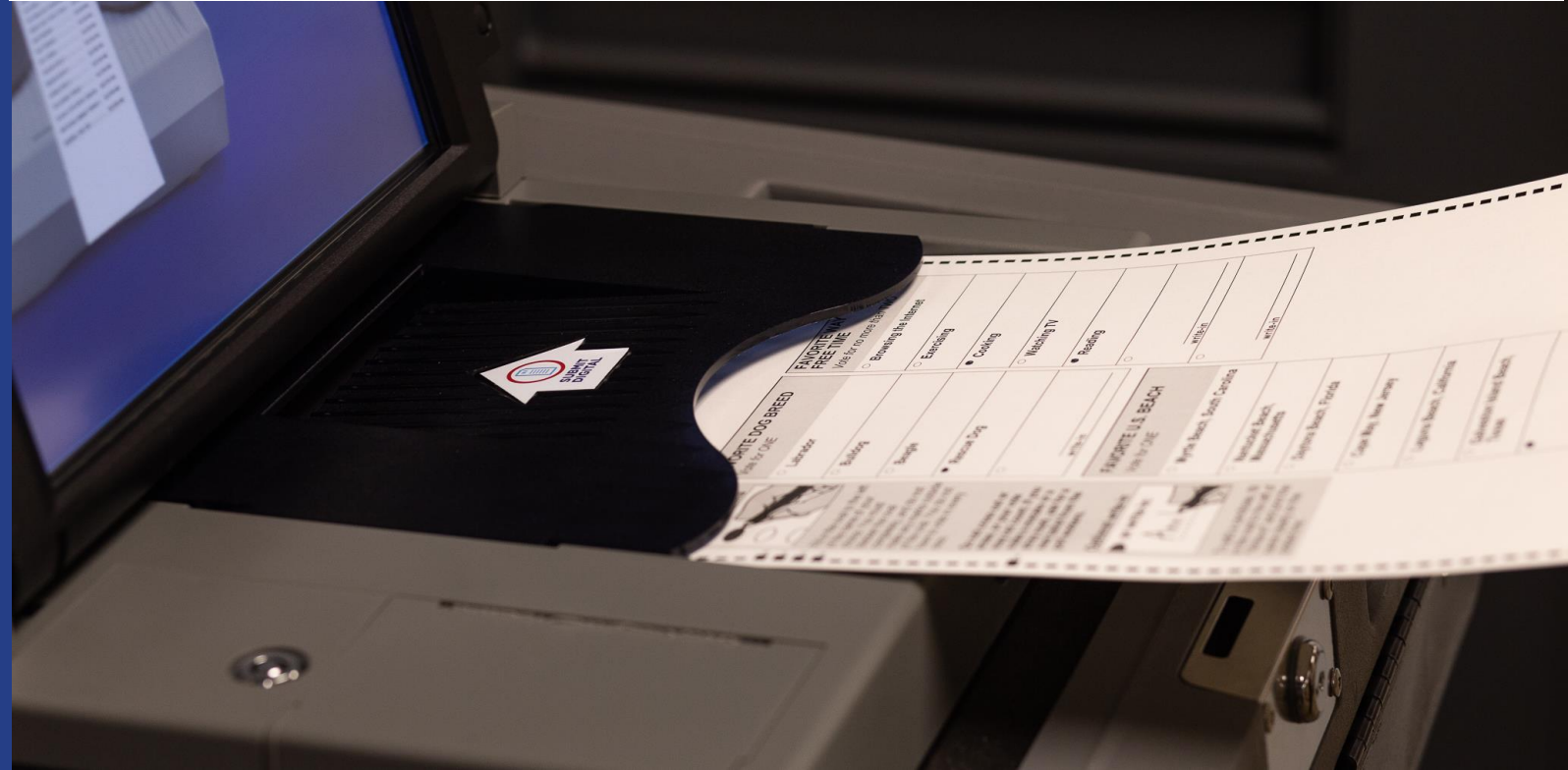
# S.A.F.E. VOTING SYSTEM & EQUIPMENT



**MONTGOMERY COUNTY**  
BOARD OF ELECTIONS

**S A F E**

Secure. Accurate. Fair. Efficient.



Read the Screens  
Follow the Steps

It's all there, we just have to  
take it bit by bit



**MONTGOMERY COUNTY**  
BOARD OF ELECTIONS



# **ELECTION** **“day”**

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Monday

Opening Polls

Voting

Closing Polls





Photo credit: Getty Images

# **2020 PRIMARY ELECTION DAY PROCEDURES**

**MONDAY**

Meeting

Location Set-up

Supply Pick-up



# **MONDAY meeting**

TIME TBD  
16 March 2020

Partisan Pairings

Pick-up

- BOE Cell Phone
- Location Information
- Equipment Keys

Last-minute adjustments &  
announcements

# LOCATION set-up

Both Locations

Monday Folder

- Monday Set-up
- Monday Set-up Form
- Equipment Checklist

Plan circular traffic

Set-up Equipment



# VERIFY equipment

- Open SAFE
- Monday folder
- Equipment Checklist
- Complete Monday Setup Form





# REVIEW checklist

Equipment Checklist  
has been updated to  
reflect current  
procedures & equipment

## 1.B EQUIPMENT CHECKLIST

### SAFE CART

- ☐ 2 – Black Scanner Carts containing:
  - ☐ 2 – Blue Ballot Boxes (inside Scanners) each containing:
    - ☐ Printed Ballots – *must be removed to Ballot Table on Tuesday morning*
    - ☐ Printed Ballot Style Separator Tabs – with printed ballots
- ☐ 4 – Digital selection units with ADA peripherals
- ☐ 1 – I Voted Sticker Box
- ☐ 1 – Miscellaneous Box containing BLACK ink pens, tape, spare paper rolls
- ☐ 1 – Seal Number Recording Chart on a clip board in right-hand door
- ☐ 1 – Spare set of keys
- ☐ 1 – Backup Burgundy Bag
- ☐ 1 – File Box containing:
  - ☐ Acceptable ID forms
  - ☐ ADA Access to Voting Handout
  - ☐ Ballot Stub Bags
  - ☐ Closing Scanners
  - ☐ Closing SAFE/Digital Booths
  - ☐ Closing Sign-in Stations
  - ☐ Closing Totals Reports Envelope
  - ☐ Digital Ballot Stock (11 packets, 250 ea.)
  - ☐ Directive 2008-90
  - ☐ Do's and Do Not's
  - ☐ Frequent Problem and Solutions
  - ☐ Injury Report
  - ☐ Location Inspection Form
  - ☐ Magnifiers
  - ☐ Manila Envelopes
  - ☐ Name Change Forms
  - ☐ Name Tags
  - ☐ Opening Scanners
  - ☐ Opening SAFE/Digital Booths
  - ☐ Opening Sign-in Stations
  - ☐ PEO Evaluation Form
  - ☐ PLS Suggestions/Comments
  - ☐ Precinct Incident Log
  - ☐ Printed "Ballot END" Sheets (2)
  - ☐ Running Voter Activity Reports
  - ☐ Sign-in Station Password Env. (Red & Blue)
  - ☐ SOS Evaluation Form
  - ☐ SOS Flip Chart
  - ☐ VOTE Arrows (10)
  - ☐ Voting Machine Event Log
  - ☐ Voter Registration Forms
  - ☐ Security seals (3 types, 5 each)
  - ☐ Zero Reports Envelopes
- ☐ 1 – Provisional Box containing:
  - ☐ Provisional Envelopes

(Continued on Back)



MONTGOMERY COUNTY  
BOARD OF ELECTIONS  
v. 1.2

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(Continued from Front – 1.1 Monday Location Setup)

### SAFE CART (continued)

- ☐ 2 – Stand-up signs pre-loaded with:
  - ☐ Double Voting Notice
  - ☐ ID Poster/Change of Address
  - ☐ ID Requirement
  - ☐ Place of Election Sign
  - ☐ Precinct Map(s)
  - ☐ Precinct Sign
  - ☐ Sample Ballot
  - ☐ Special Voting Instructions
  - ☐ Valid ID Poster
  - ☐ Voting Rights Info
  - ☐ Withdrawal Notice (if applicable)
- ☐ 2 – Stand-up Sign frame bags (black, cylindrical) containing:
  - ☐ 2 – Pop-up sign frames
  - ☐ Flags
- ☐ 3 to 6 – Sign-in Station Boxes
  - ☐ 1 – Blue Provisional Table Station containing iPad & wireless printer
  - ☐ 2 to 5 – Black Regular Sign-in Stations containing iPad & Digital Ballot Printer
- ☐ Blue Privacy Screen Bag containing
  - ☐ 8 – Privacy Screens
  - ☐ 4 – Cross Bars

### WOODEN LOCATION BOX

Locations receiving 2 SAFE Carts will not have Location Box. All contents will be in #2 SAFE.

- ☐ 100 Ft Signs
- ☐ Cones
- ☐ Polling Place Signs
- ☐ Free-standing Manual Booth Privacy Booths (13)
- ☐ White Table top Privacy Shields (10)
- ☐ Voter Parking Signs
- ☐ Green Electrical Bag containing:
  - ☐ 1 – Yellow Extension cord – SAFE
  - ☐ 3 – Orange Extension cords – Scanners & Sign in stations
  - ☐ 3 – Outlet strips
  - ☐ 3 – 3-prong adapters

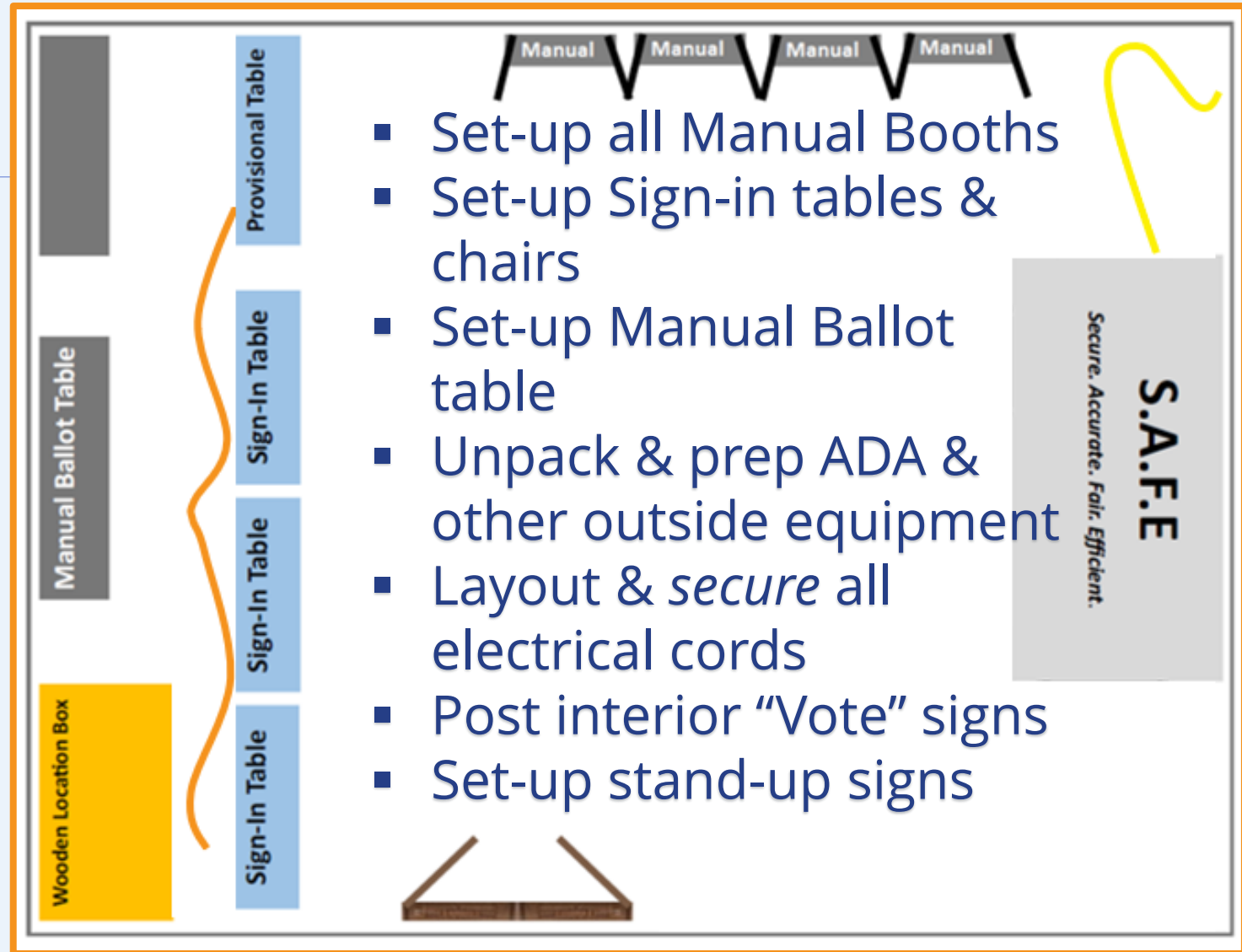


MONTGOMERY COUNTY  
BOARD OF ELECTIONS  
v. 1.2

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# PLAN location & BEGIN set-up

Monday Setup Form



# **SUPPLY pick-up**

4:00 p.m.  
16 March 2020

## Check- in

- MONDAY SETUP  
FORM

## Pick- up

- Burgundy Bag
- Payroll
- Chain of Custody

# BURGUNDY bag

- Red Media Box
  - Black PLS Password Envelope
- Generic Emergency Vote Kit
  - Last 50 Ballots
  - Yellow Provisional Bags
- Chain of Custody Envelope
  - PEO Phone Numbers
  - Payrolls Sheet & Oath
  - 1-Part List
  - Manual

**PRECINCT** \_\_\_\_\_

ID# \_\_\_\_\_ ABSENTEE? Y/N RET? Y/N  
 SIGNED ENV? Y/N ID GIVEN? Y/N DOB GIVEN? Y/N  
 CURRENT PRECT? \_\_\_\_\_ VOTED WIP? Y/N  
 SINGLE-ONLY COUNTABLE/REJECTED INITIALS \_\_\_\_\_  
 NO SIG \_\_\_\_\_ SUPERVISOR REVIEW \_\_\_\_\_  
 NO ID \_\_\_\_\_ REG STATEWIDE? Y/N  
 NO/NO NEEDCH \_\_\_\_\_ COP? \_\_\_\_\_  
 NO/DELETED \_\_\_\_\_ WIP NEEDCH? Y/N  
 NO/BAD ADD, APP # \_\_\_\_\_ INITIALS \_\_\_\_\_

**Provisional Ballot Affirmation**  
P.O. 3803-10, 3806-10, 191, 192, 193 Form No. 12-06 Prescribed by the Secretary of State (20-17)  
 print clearly

Full Name Required: 1 First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
 Date of Birth Required: \_\_\_\_\_  
 Current Ohio Address Required: \_\_\_\_\_  
 Former Address Not Required: \_\_\_\_\_  
 Identification Required: \_\_\_\_\_  
 Affirmation Required: \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

Ballot layout showing a grid of circles and lines, with a dashed border. A black box labeled "PLS PASSCODES" is overlaid on the bottom right.





# PEO calls

Will be emailed in a spreadsheet  
weekend before

Must be made by  
Monday Evening at latest

Phone numbers will also be on Payroll  
Sheet in Chain of Custody envelope





# OPENING POLLS

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5:45 a.m. folder

01

Setting up  
Location

02

Opening  
Sign-in  
Stations

03

Opening  
Scanners

# **OPENING POLLS launch & complete**

## **#1 PRIORITY: OPEN FOR VOTERS BY 6:30 A.M.**

Do what you need to do to have:

- 1 Sign-in station ready
- 1 Digital Select booth ready
- 1 Submit scanner open for polling



**Unlock SAFE**

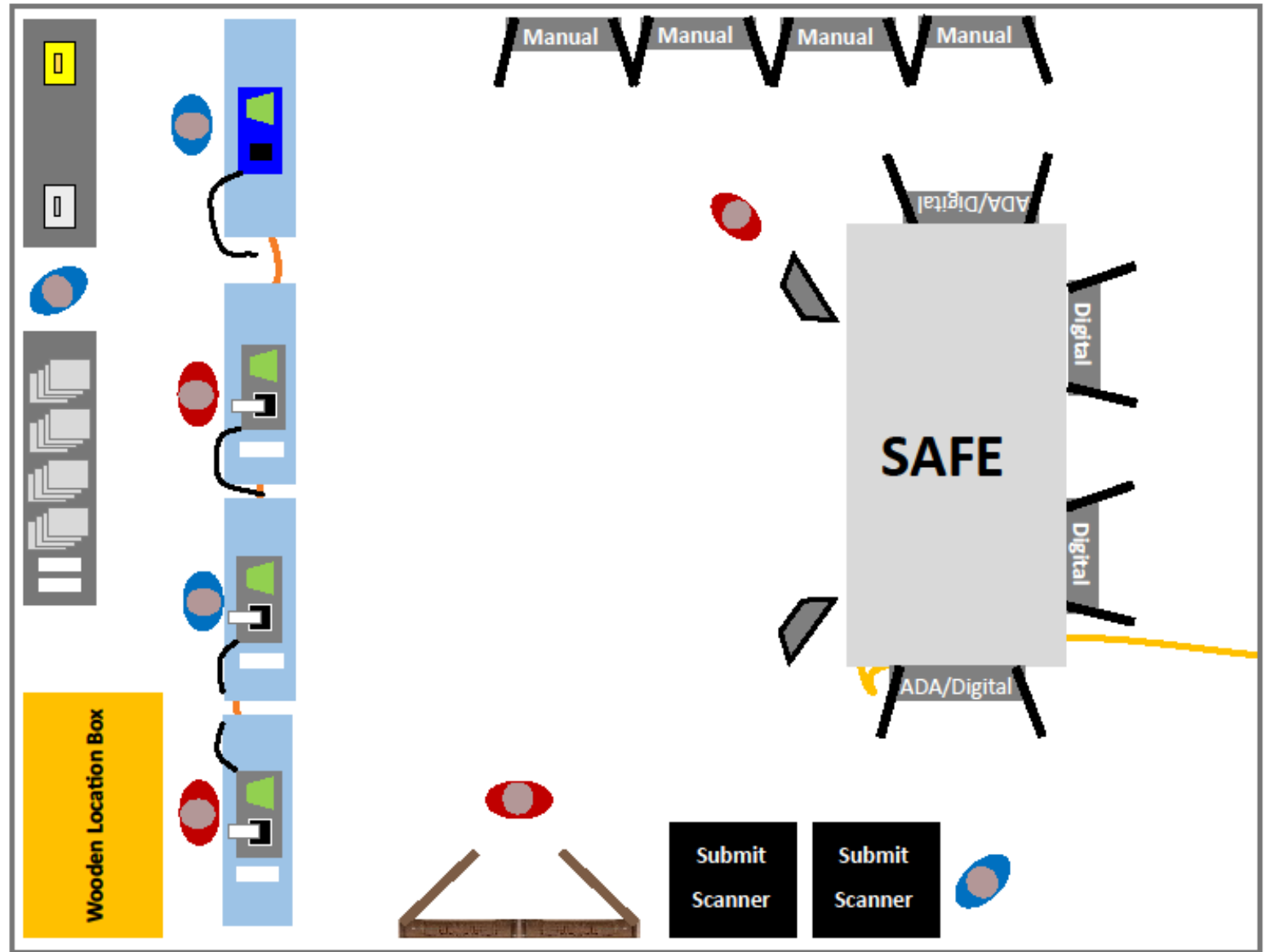
**Record Seal Number on Seal Recording Chart (on right-hand door)**

**Remove File Box**

**Take out 5:45 a.m. folder**

# LOCATION

- Open SAFE Cart
- Remove supplies
- Create Sign-in area/Ballot Table
- Place Scanners near Exit
- Establish 100' Neutral Zone
- Place ADA Equipment *if needed*
- NEW PROCEDURE:** Turn SAFE Cart so digital units **face wall**
- Turn on & Set up Digital Booths





# MONDAY SET-UP

## 1. VERIFY YOUR SAFE CART EQUIPMENT

- ☐ Unlock brass padlock (squeeze hasp & lock together while turning brass key)
- ☐ Break red door seal (behind brass padlock)
- ☐ Initial Seal Recording Chart (clipboard inside SAFE) to verify red door seal matches last seal number
- ☐ Verify the following items are in the SAFE, but DO NOT REMOVE THEM:
  - ☐ Two Submit Scanners
  - ☐ One Black Sign-in Station for each precinct assigned to your location
  - ☐ One Blue Provisional Sign-in Station



## 2. STAGE EQUIPMENT WHERE IT WILL BE NEEDED ON ELECTION DAY

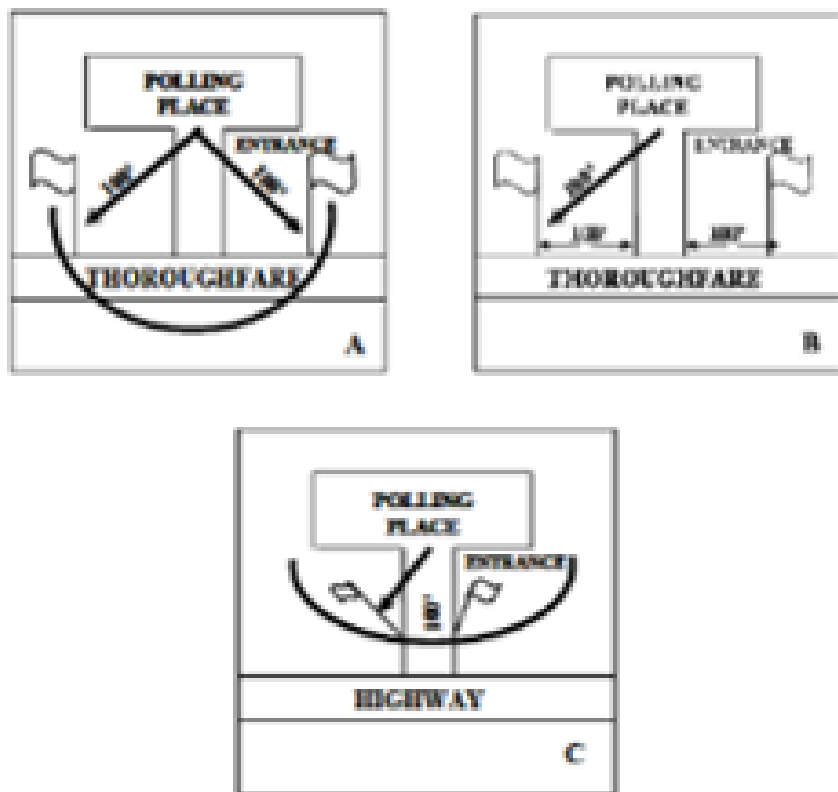
- ☐ Setup Manual Ballot Booths (inside wooden location box)
- ☐ Setup Tables and Chairs for sign-in stations
- ☐ Remove green bag from inside wooden Location Box and layout cords where needed for E-Day
  - ☐ Orange Extension Cords and Power Strips for Sign-in tables
  - ☐ Yellow Extension Cord for SAFE Cart
- ☐ Remove Sign Stands (2) from left-hand door and setup near entrance (frames in black cylindrical bags)
- ☐ Stage "100 foot from Polls" signs, flags, & ADA equipment near entrance
- ☐ Position SAFE Cart – Near an outlet on a wall

## 3. SECURE EQUIPMENT & LOCATION

- ☐ Remove red seal from File Box lid
- ☐ Record SEAL NUMBER on Seal Recording Chart on clipboard
- ☐ Complete Form [A](#) Monday Setup form & bring back to BOE at 4 p.m. pick-up
- ☐ Return File Box to SAFE cart
- ☐ Place & lock seal & padlock (seal behind padlock)
- ☐ Double check padlock is locked



(Continued on Back)



### (Continued from Front – 2.1 Opening Location)

#### ☐ **Provisional Sign-in Table - Blue sign-in station**

- ☐ **Place** Provisional File Box On/Nearby
- ☐ **Place** Provisional Binder in Provisional Box
- ☐ **Place** File Box On/Nearby

#### ☐ **Digital Selection Units on SAFE**

- ☐ **Unlock & Open** digital booth doors on SAFE cart – **PLS** green keychain, round **silver** key
- ☐ **Pull Down** Digital Booth Machines
  - ☐ **UNLOCK** left side panel – **PLS** red keychain **black** barrel key
  - ☐ **FLIP** power switch to ON
  - ☐ **CHECK** that Mode switch is flipped to "Voter"
  - ☐ **Verify** 4 green check marks on screen
  - ☐ **Tap** OK icon

Screen will read: **Please insert ballot**
- ☐ **Remove** Blue Privacy Screen bag from SAFE (lower right-hand compartment)
- ☐ **Install** Privacy Screens and brackets

***Will take 3-5 minutes for Digital Booth Machines to fully power on***

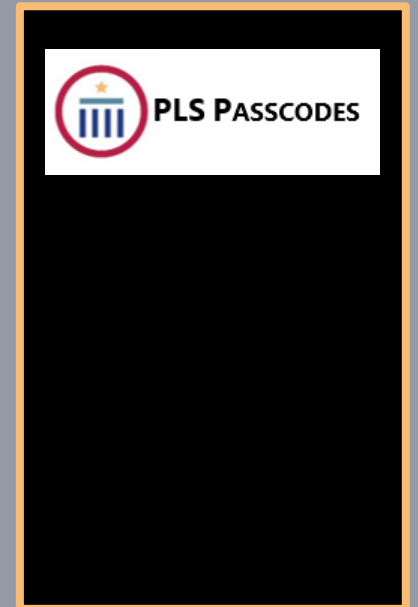
#### ☐ **LOCATION SET-UP: OUTSIDE Flags & 100' Sign Placement (Inside wooden location box)**

- ☐ **Place** the large flag at the entrance to Polling Location and smaller flags & stands 100 feet from entrance of Polling Location.
- ☐ **Place** flags according to A, B or C below (100-foot chalk line is in wooden Location Box or #2 SAFE)



# UNPACK burgundy bag

- Red media Box & iSync
- Black PLS Password envelope
- Stays in Burgundy Bag:
  - Emergency Vote Kit
  - *Last 50 Ballots* – all styles
  - Spare Yellow Bag





# SIGN-IN area & BALLOT table

One Black Regular  
Sign-in Station for *each  
precinct* assigned  
to your Location

## Manual Ballots

### NEW PROCEDURES

- Manual Ballots & Ballot Separator sheets in Blue Ballot Boxes in Scanners in SAFE
- *Last 50 ballots* in Emergency Vote Kit in Burgundy Bag

One Blue Provisional  
Sign-in Station at every  
Location

Digital Ballot Stock:  
Lower-left side of SAFE

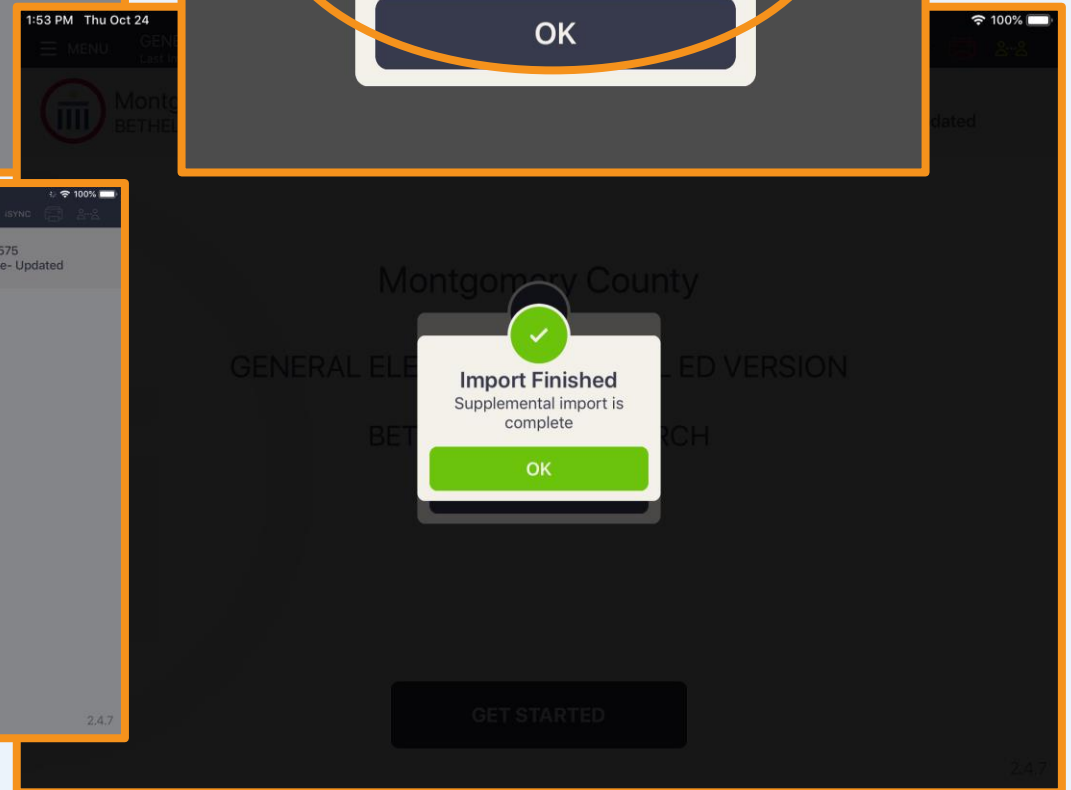
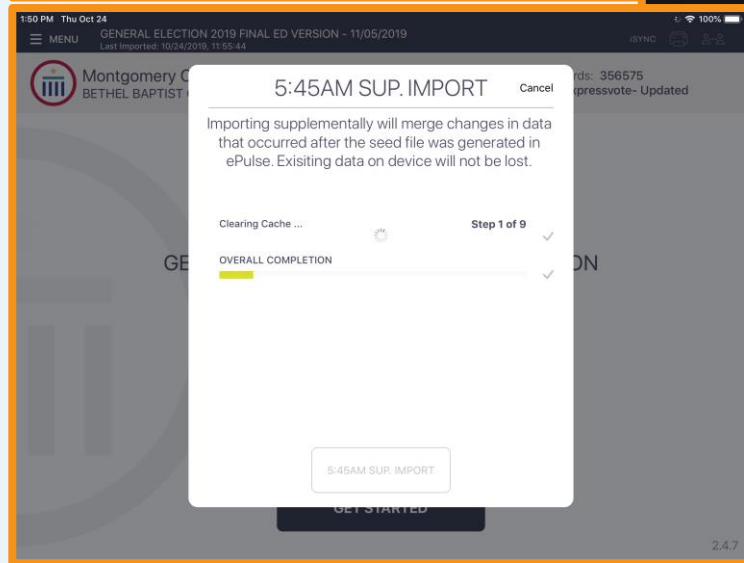
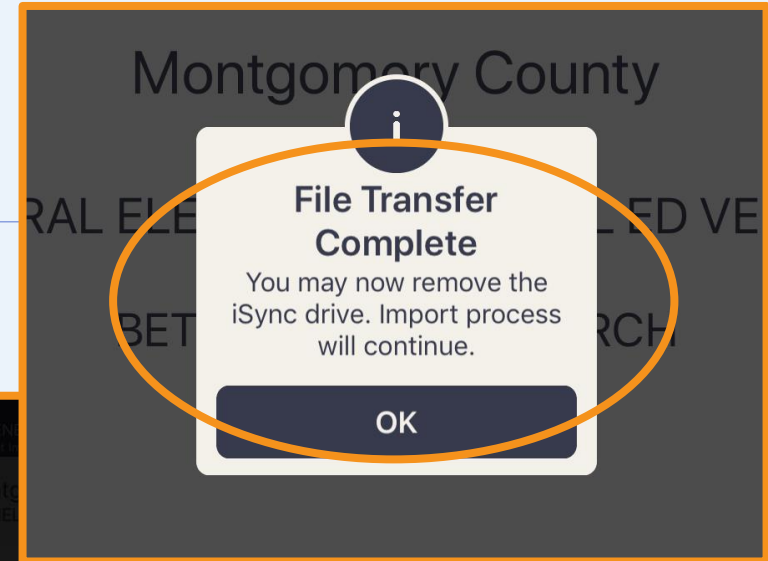
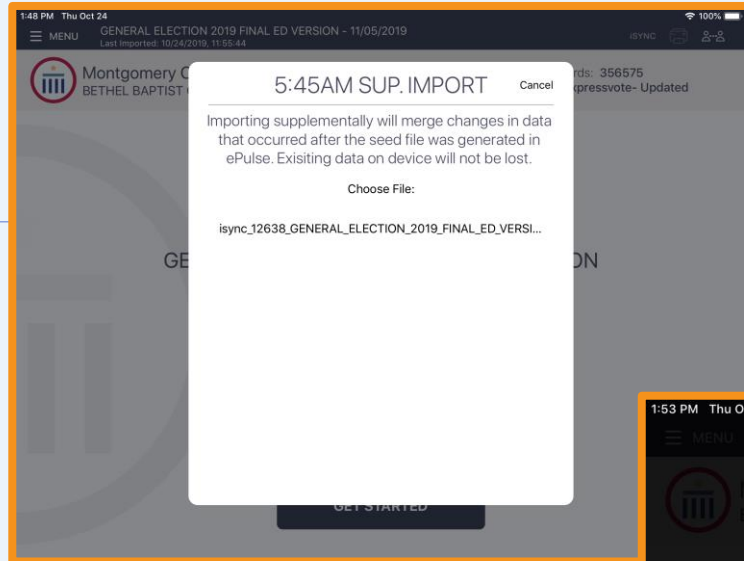
# OPENING sign-in stations

- Set-up Boxes & Plug In
- Partisan Passwords – 5:45 a.m. folder
- Supplemental List Upload on **ALL iPads**
- Printer Tests
- Barcode Scan & Manual Search Tests



# SUPPLEMENTAL Upload

2020 PRIMARY PROCEDURES  
IN PROGRESS. WILL HAVE  
FINALIZED PLAN BY CLASS 2



# OPENING POLLS submit scanners

## Placement & Power

- Place Scanners near Exit door from Location
- Plug in both Scanners
- When you open the screens, the scanners will power on, and Configuration Reports will immediately begin to print



# OPENING POLLS submit scanners (continued)

Manual Ballots & Ballot  
Boxes



## Manual Ballots

### NEW PROCEDURE:

- Remove main set of Manual Ballots & Ballot Separator Sheets from Ballot Boxes in Scanner Carts
- Keep Emergency Vote Kit ballots wrapped



## Ballot Boxes

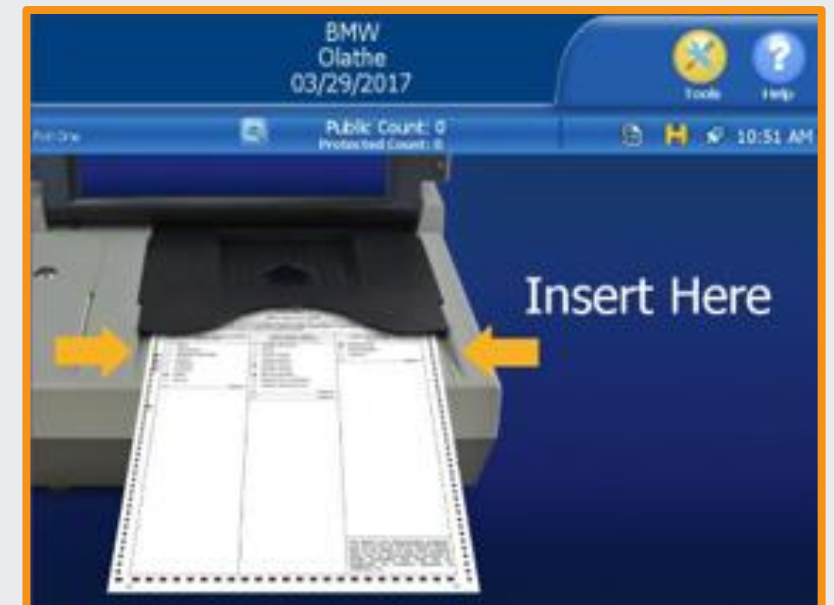
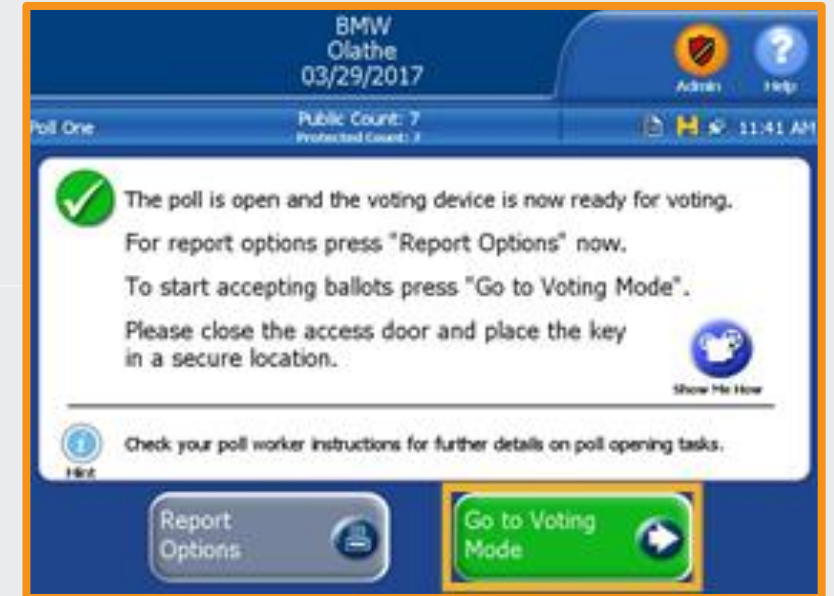
- Re-place in Scanner Cart
- Open lids on both Ballot Boxes
- Lock Ballot Box compartment on Scanner Cart



# OPENING polls submit scanners

(continued)

- Touch OPEN POLL icon on screen
- Official Zero Reports will print
- Tear off all reports
- Touch GO TO VOTING MODE





# VOTING

**1** SIGN-IN

**2** SELECT

**3** SUBMIT

# VOTE.

It's as easy as 1, 2, 3!



**MONTGOMERY COUNTY**  
BOARD OF ELECTIONS

**SAFE**  
Secure. Accurate. Fair. Efficient.

**1** SIGN-IN



Voters proceed to **Sign-In** where voter identification is confirmed.

**2** SELECT



Voters **Select** candidates and issues on a **Manual** or **Digital** ballot.

**3** SUBMIT



Voters cast their ballot through **S.A.F.E. Submit** by inserting their ballot in the appropriate tray.



1

SAFE  
Secure, Accurate, Fair, Efficient.

SIGN-IN



PLACE BAR CODE  
IDENTIFICATION  
HERE



## 2020 Primary **SIGN-IN**

Just before the Signature Screen,  
Voters will choose their *Partisan*  
Ballot *Style* using button

The drop-down menu for Ballot  
*Type* defaults to blank so the PEO  
must choose either a **Manual** or  
**Digital** *Ballot Type* for *each* voter



# begin SIGN-IN process


SCAN BARCODE or  
MANUAL ENTRY

- Barcode scan works ONLY on Ohio Drivers License
- Use Manual Entry for all other types of ID

9:01 AM Fri Jan 31

MENU Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36



100%









Montgomery County  
ST. PAUL CATHOLIC CHURCH

Precinct Records: 2898  
Checkins: 1

Countywide Records: 357903  
Config. Profile: Express Vote 2.5.0



Unexpired Ohio Driver's License or State ID Card



Paycheck


Government Paycheck


Military ID Card

Utility Bill

Other Government Document

Bank Statement

SCAN BARCODE

MANUAL ENTRY



Montgomery County  
ST. PAUL CATHOLIC CHURCH

Precinct Records: 2898  
Checkins: 1

START OVER

SH

F

Search

House Number

Street Name

ADVANCED  
OPTIONS




# LOOKUP voter – 2 methods

9:05 AM Fri Jan 31

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Last Imported: 01/24/2020, 16:15:36

100%

MENU



Montgomery County  
ST. PAUL CATHOLIC CHURCH

Precinct Records: 2898  
Checkins: 1

START OVER

SH

F


Search

House Number

Street Name

ADVANCED  
OPTIONS


SEARCH RESULTS: 39



SHABAZZ, FATIMA A

1981  
1021 SUNSET DR, ENGLEWOOD, OH 45322  
VOTER ID: 10010758

ST. PAUL CATHOLIC CHURCH  
Precinct: ENGLEWOOD H  
Split 1




SHADD, FRANK

1971  
1007 CLOVER ST, DAYTON, OH 45410  
VOTER ID: 9049614

ST. MARY CATHOLIC CHURCH  
Precinct: DAYTON 12-D  
Split 1

Wrong Location




SHADOWENS, FRANKLIN JOSEPH

1954  
4866 LODGEVIEW DR, HUBER HEIGHTS, OH 45424  
VOTER ID: 9645978

NEW SEASON MINISTRY  
Precinct: HUBER HEIGHTS 1-A  
Split 1

Wrong Location



SHAH, FAROOQ

1972  
0730 TIBBALS CT, CENTERVILLE, OH 45459

CENTERVILLE CHURCH OF CHRIST  
Precinct: CENTERVILLE O

Wrong Location

CHOOSE  
voter



# VERIFY acceptable identification

Choose ID presented  
from list on left


Answer on-screen  
questions to determine if  
ID is acceptable in Ohio

Tap CONTINUE

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Last Imported: 01/24/2020, 16:15:36

100%

 **Montgomery County**  
ST. PAUL CATHOLIC CHURCH

Precinct Records: 2898  
Checkins: 1

START OVER

Identification Types

SELECT ID TYPE

OH Drivers License/State ID

Military ID

Utility Bill

Pay Check

Government Check

Other Government Document

Other Photo ID

Utility Bill

Fatima A Shabazz 04/18/1981  
1021 SUNSET DR, ENGLEWOOD, OH 45322

Does the Voter's Address Match the Identification?  
YES ☒ NO ☐

Does the Voter's Name Match the Identification?  
YES ☒ NO ☐

CONTINUE

# VERIFY acceptable identification (continued)

Make sure to read all on-  
screen information

Tap OK

Fri Jan 31  
ENU Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

Montgomery County  
ST. PAUL CATHOLIC CHURCH


Precinct Records: 2898  
Checkins: 1

START OVER

### Identification Types

SELECT ID TYPE
OH Drivers License/State ID
Military ID
Utility Bill
Pay Check
Government Check
Other Government Document
Other Photo ID

### Utility Bill

Utility Bill 

The Utility Bill Must have the voters current name and address on it and it must be within the last 12 months

OK

# VERIFY voter name & address

Ask the voter:

- What is your name?
- Can you please verify your address?

Tap ACCEPT

Fri Jan 31  
Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36


Montgomery County  
ST. PAUL CATHOLIC CHURCH

VOTER CONFIRMATION

GO BACK

ACCEPT

Verify voter information and tap accept to continue

 SPEAK

**FATIMA A SHABAZZ**

DOB: 1981

1021 SUNSET DR, ENGLEWOOD, OH 45322


Voter ID:	Status:	Precinct:	Split:
10010758	Active	ENGLEWOOD H	1

# VOTER CHOOSES ballot style

9:06 AM Fri Jan 31

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Last Imported: 01/24/2020, 16:15:36

100%

 Montgomery County  
ST. PAUL CATHOLIC CHURCH

PARTY SELECTION

GO BACK

ACCEPT

Choose your party and tap Accept button to continue.

Democratic


Issues Only

Republican

9:06 AM Fri Jan 31

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Last Imported: 01/24/2020, 16:15:36

100%

 Montgomery County  
ST. PAUL CATHOLIC CHURCH

PARTY SELECTION

GO BACK

ACCEPT

Choose your party and tap Accept button to continue.

Democratic

Issues Only


Republican

# VOTER signs

9:06 AM Fri Jan 31

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Last Imported: 01/24/2020, 16:15:36

100%

 Montgomery County  
ST. PAUL CATHOLIC CHURCH

SIGNATURE  
CONFIRMATION

GO BACK

DONE SIGNING

Have voter sign and select DONE SIGNING.

FATIMA A SHABAZZ  
1021 SUNSET DR, ENGLEWOOD, OH 45322  
Precinct: ENGLEWOOD Split: 1  
H

CLEAR SIGNATURE


I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election.

x \_\_\_\_\_

9:06 AM Fri Jan 31

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Last Imported: 01/24/2020, 16:15:36

100%

 Montgomery County  
ST. PAUL CATHOLIC CHURCH

SIGNATURE  
CONFIRMATION

GO BACK


DONE SIGNING

Have voter sign and select DONE SIGNING.

FATIMA A SHABAZZ  
1021 SUNSET DR, ENGLEWOOD, OH 45322  
Precinct: ENGLEWOOD Split: 1  
H

CLEAR SIGNATURE

I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election.

x \_\_\_\_\_  


# CONFIRM ballot style & type

Compare signatures

Correct precinct/split

Correct partisan ballot  
style

CHOOSE ballot type

9:06 AM Fri Jan 31



MENU

Primary Election Learning 03172020 - 03/17/2020

Last Imported: 01/24/2020, 16:15:36

100%



Montgomery County  
ST. PAUL CATHOLIC CHURCH

POLL WORKER  
CONFIRMATION

START OVER

SUBMIT

## CONFIRM THE VOTER'S INFORMATION

FATIMA A SHABAZZ

1021 SUNSET DR, ENGLEWOOD, OH 45322

Precinct: ENGLEWOOD H

DOB: 1981

Split: 1

Voter ID: 10010758

Status: Active



Signature on File



Signature on Election Day

Ballot Style: **RENG-H-I**



Curbside

Ballot Type



# CONFIRM


## ballot style & type (continued)

9:06 AM Fri Jan 31

MENU

Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

100%



Montgomery County  
ST. PAUL CATHOLIC CHURCH

POLL WORKER  
CONFIRMATION

START OVER

SUBMIT

CONFIRM THE VOTER'S INFORMATION


FATIMA A SHABAZZ


1021 SUNSET DR, ENGLEWOOD, OH 45322

Precinct: ENGLEWOOD H DOB: 1981

Split: 1 Voter ID: 10010758

Status: Active

  
Signature on File

  
Signature on Election Day

Ballot Style: RENG-H-I

☐ Curbside


Digital▼

9:07 AM Fri Jan 31

MENU

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Last Imported: 01/24/2020, 16:15:36

100%



Montgomery County  
ST. PAUL CATHOLIC CHURCH

POLL WORKER  
CONFIRMATION

START OVER

SUBMIT

CONFIRM THE VOTER'S INFORMATION


FATIMA A SHABAZZ


1021 SUNSET DR, ENGLEWOOD, OH 45322

Precinct: ENGLEWOOD H DOB: 1981

Split: 1 Voter ID: 10010758

Status: Active

  
Signature on File

  
Signature on Election Day

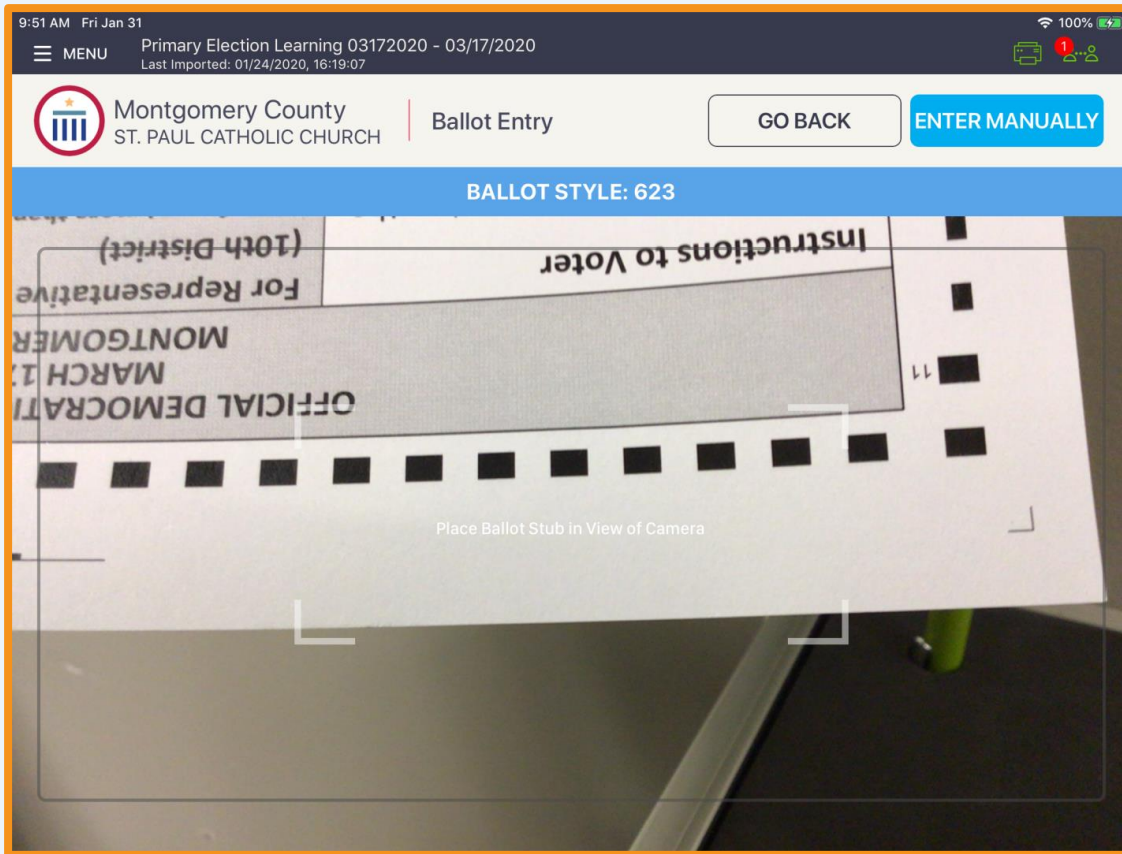
Ballot Style: RENG-H-I

☐ Curbside

Printing ...  
Please Wait

Digital▼

# ISSUE ballot



# DIGITAL BALLOT printing

2020 software upgrade  
includes onscreen notice  
if the blank ballot stock is  
NOT in the printer

Once printed, a ballot  
cannot be re-printed  
without additional steps  
and password

9:07 AM Fri Jan 31

MENU Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

Montgomery County  
ST. PAUL CATHOLIC CHURCH

POLL WORKER  
CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

**FATIMA A SHABAZZ**  
1021 SUNSET DR, ENGLEWOOD, OH 4532  
Precinct: ENGLEWOOD H DOB: 1981  
Split: 1 Voter ID: 1001075  
Status: Active

Ballot Style: **RENG-H-I**

☐ Curbside

Digital

**Printer Error**  
Try Again  
Paper not inserted

Retry  
Cancel  
Proceed Anyway

Signature on File

Signature on Election Day

# VOTER ACTIVITY reports

Producing & Posting  
+  
Additional Documentation



## Voter Activity Reports

- 4.1 VOTER ACTIVITY REPORTS in both 11 a.m. & 4 p.m. folders
- Reports produced on Blue Provisional Station printer
- Post just outside entrance to Voting Room



## Additional Documentation

- 11 a.m.
  - 4.A POLLING LOCATION FORM
- 4 p.m.
  - 5.A PEO EVALUATION FORM
  - 5.B PLS SUGGESTION FORM

Use this time to review 7:30 p.m. folder & work with VLMs/PEOs to plan Close & Go responsibilities

# VOTER ACTIVITY reports (continued)

Must be created on Blue  
Provisional Sign-in  
station with the receipt  
printer

Choose menu from  
upper left corner

9:01 AM Fri Jan 31  
MENU  
Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

**Montgomery County**  
ST. PAUL CATHOLIC CHURCH

Precinct Records: 2898  
Checks: 1

Countywide Records: 357903  
Config. Profile: Express Vote 2.5.0



Unexpired Ohio Driver's License or State ID Card



Paycheck



Government Paycheck



Military ID Card



Utility Bill



Other Government Document



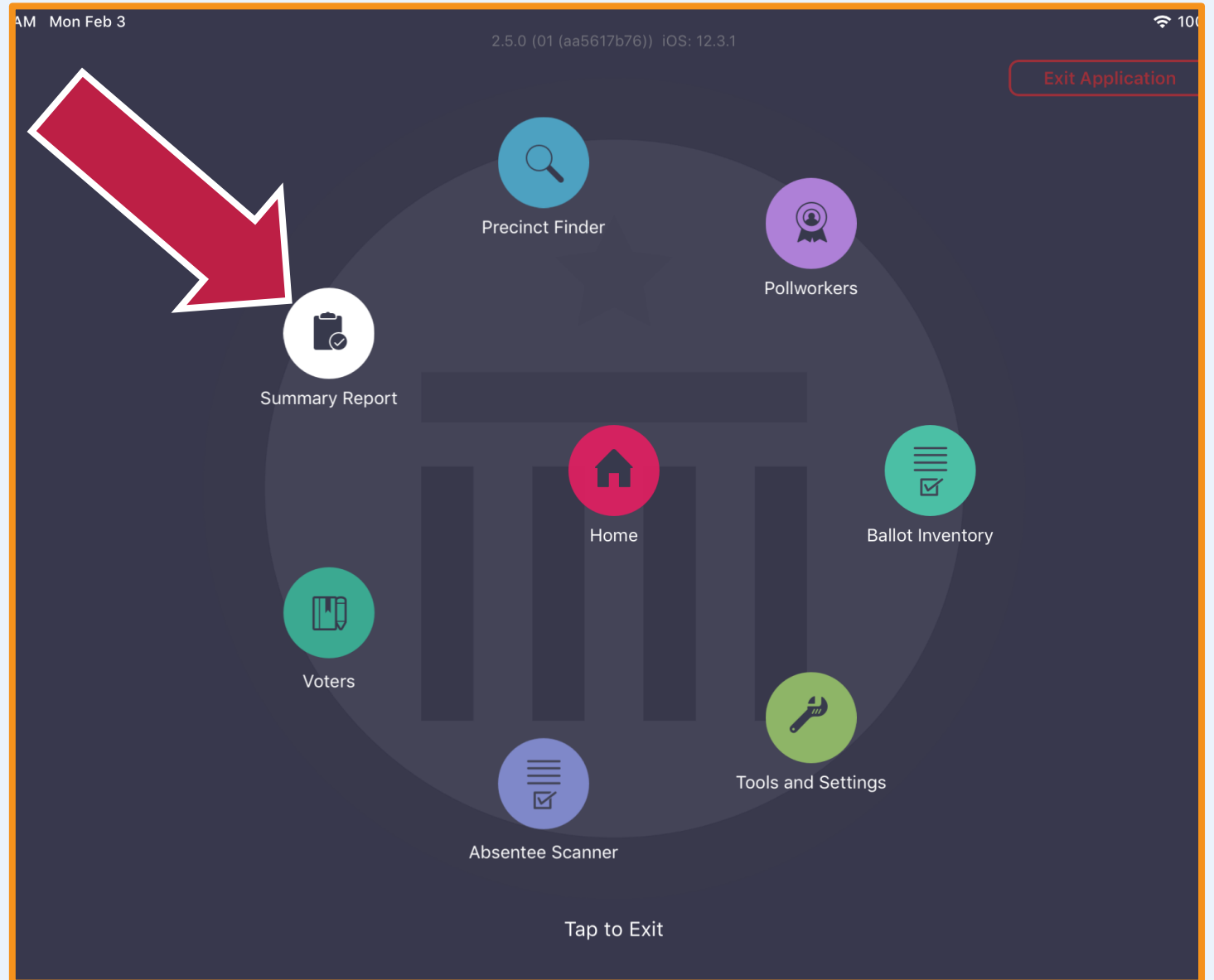
Bank Statement

 **SCAN BARCODE**

 **MANUAL ENTRY**

# VOTER ACTIVITY reports (continued)

Tap white Summary  
Report icon (clipboard)





# VOTER ACTIVITY reports (continued)


Main Screen

Tap CHECK-INS tab

50 AM Mon Feb 3

MENU

Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

 **Montgomery County**  
ST. PAUL CATHOLIC CHURCH

SUMMARY REPORT

SUMMARY

CHECK-INS

PROVISIONAL

ALL VOTERS

ABSENTEE

Check-ins

Check-ins: 5  
Provisional: 0  
Spoiled: 8  
Cancelled: 7  
Added Voters: 0

Parties

Democratic: 3  
Issues Only: 0  
Republican: 2  
No Party: 0

CONFIGURE

PRINT

# VOTER ACTIVITY reports (continued)

Check-in activity screen


Tap print

9:50 AM Mon Feb 3

Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

100%

MENU

 **Montgomery County**  
ST. PAUL CATHOLIC CHURCH

SUMMARY REPORT

HOME

SUMMARY

CHECK-INS

PROVISIONAL

ALL VOTERS

ABSENTEE

ADDED VOTERS

Total Checkins: 5

NAME	ADDRESS	CHECK-IN TIME	DETAILS
NATHAN D VALENTINE	4305 FORESTVIEW CT, ENGLEWOOD, OH 45322	01/31/2020, 09:46:22	BALLOT STYLE NAME: RENG-E-1 BALLOT PARTY: REPUBLICAN
NICKOLAS C SHISSIAS	105 BUCKCREEK CT, ENGLEWOOD, OH 45322	01/31/2020, 09:35:28	BALLOT STYLE NAME: RENG-H-I BALLOT PARTY: REPUBLICAN
DIANE SHACKLEFORD	811 SIPOS CIR, ENGLEWOOD, OH 45322	01/31/2020, 09:31:24	BALLOT STYLE NAME: DENG-D-1 BALLOT PARTY: DEMOCRATIC...

CONFIGURE

PRINT

# VOTER ACTIVITY reports

(continued)

2020 software upgrade  
includes fix to how  
reports printed

Summary section

Full activity report on a  
single receipt tape

Only cut is between  
summary & full report

Post at entrance to  
Location

ST. PAUL CATHOLIC CHURCH  
0154 POLLPAD MONTGOMERY COUNTY OH

01/30/2020, 10:35:53

JURISDICTION COUNTS  
TOTAL VOTERS: 357903  
TOTAL CHECK-INS: 4  
TURNOUT: 0.0%

LOCAL COUNTS  
Check-Ins: 4  
Provisional: 0  
Spoiled: 0  
Cancelled: 0  
Added Voters: 0

0154 POLLPAD MONTGOMERY COUNTY OH  
MONTGOMERY COUNTY  
03/17/2020  
PRINTED ON 01/30/2020, 10:35:55

Precinct: ENGLEWOOD H

NEWBURG, CHLOE ELIZABETH  
908 SUNSET DR, ENGLEWOOD, OH 45322  
Voted on: 01/30/2020, 10:35:11

Precinct: ENGLEWOOD E

MANGER, RYAN M  
511 RUBYTHROAT LN, CLAYTON, OH 45315  
Voted on: 01/30/2020, 10:30:59

Precinct: ENGLEWOOD D

VAUGHN, LAUREN KAY  
507 ROHR LN, ENGLEWOOD, OH 45322  
Voted on: 01/30/2020, 10:28:44

# PROVISIONAL voters

NEW PROCEDURE:  
Provisional Binder  
arrives in Provisional  
Box in SAFE

PROVISIONAL VOTERS

&

CURBSIDE VOTERS are  
*inside* Provisional Binder

VOTING  
DOESN'T  
NEED  
TO BE  
CONFUSING.



LET US SHOW YOU.





# PROCESSING provisionals

SIGN-IN station will notify PEO if a voter should be sent to Provisional Table

- **WRONG LOCATION**
- No ID
- Not registered
- **REQUESTED OR RETURNED ABSENTEE**
  - **Pink = Absentee**
  - **Green = Voted in-person on Election Day**
- **ELECTION MAIL RETURNED TO BOE**
  - **Confirmation Status**
- Name change
- Signature doesn't match
- Voting rights being challenged

**Top Screenshot:**

1:17 PM Mon Feb 3  
Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

Montgomery County  
ST. PAUL CATHOLIC CHURCH  
Precinct Records: 2898  
Checkins: 5 (SB: 8)

START OVER

Search: C, First Name, House Number, Street Name

ADVANCED OPTIONS

SHOWING TOP RESULTS. PLEASE NARROW YOUR SEARCH CRITERIA.

Name	Age	Address	Voter ID	Status	Precinct
CHOICE, PAMELA LYNN	1948	1014 SUNSET DR, ENGLEWOOD, OH 45322	8759375	Confirmation	ST. PAUL CATHOLIC CHURCH Precinct: ENGLEWOOD H Split 1
CHRYSTAL, BARBARA A	1948	107 BUCKCREEK CT, ENGLEWOOD, OH 45322	9541845	Confirmation	ST. PAUL CATHOLIC CHURCH Precinct: ENGLEWOOD H Split 1
CHRYSTAL, JAMES R JR	1951	107 BUCKCREEK CT, ENGLEWOOD, OH 45322	9563741	Confirmation	ST. PAUL CATHOLIC CHURCH Precinct: ENGLEWOOD H Split 1

CLARK, ANGELA LYNN ST. PAUL CATHOLIC CHURCH

**Bottom Screenshot:**

9:37 AM Fri Jan 31  
Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

Montgomery County  
ST. PAUL CATHOLIC CHURCH  
Precinct Records: 2898  
Checkins: 5 (SB: 6)

START OVER

Search: V, N, House Number, Street Name

ADVANCED OPTIONS

SEARCH RESULTS: 104

Name	Age	Address	Voter ID	Status	Precinct	Notes
VALENTINE, NATHAN D	1981	4305 FORESTVIEW CT, ENGLEWOOD, OH 45322	10135691	Voted	ST. PAUL CATHOLIC CHURCH Precinct: ENGLEWOOD E Split 1	CHK: 01/31/2020, 09:36:52
DEL VALLE DORTA, NINOTCHSKA MICHELLE	1991	50 BLOSE CT, SPRINGBORO, OH 45066	10380839		AIRPORT - AVIATION SALES INC. Precinct: MIAMI TWP T Split 2	Wrong Location
MENDOZA DE VASQUEZ, NEYDA A	1935	1313 BLACK FOREST DR, WEST CARROLLTON, OH 45...	10360693		BETHEL BAPTIST CHURCH Precinct: W CARROLLTON G Split 1	Wrong Location
ROSALES VALDEZ, NEREYDA	1985	1313 BLACK FOREST DR, WEST CARROLLTON, OH 45...			THE CHURCH AT EASTMONT Precinct: RIVERSIDE L	Wrong Location

# PROCESSING provisionals

(continued)

CONFIRMATION STATUS

If Address is NOT Correct

1:17 PM Mon Feb 3

MENU Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

Montgomery County  
ST. PAUL CATHOLIC CHURCH

GO BACK

Please Verify the Voters Address

**CHOICE, PAMELA LYNN**  
1948  
1014 SUNSET DR, ENGLEWOOD, OH 45322  
Precinct ENGLEWOOD H, Split 1

BOE records indicate the voter may have moved. Please verify the voters address before proceeding.

ADDRESS IS CORRECT

ADDRESS IS NOT CORRECT

CLOSE

1:18 PM Mon Feb 3

MENU Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

Montgomery County  
ST. PAUL CATHOLIC CHURCH

GO BACK

Please Verify the Voters Address

**CHOICE, PAMELA LYNN**  
1948  
1014 SUNSET DR, ENGLEWOOD, OH 45322  
Precinct ENGLEWOOD H, Split 1

BOE records indicate the voter may have moved. Please verify the voters address before proceeding.

ADDRESS IS CORRECT

ADDRESS IS NOT CORRECT

CLOSE

**Sorry!**  
This feature is currently unimplemented.  
OK



# PROCESSING provisionals

(continued)

CONFIRMATION  
STATUS (continued)


If Address IS Correct

Fri Jan 31

MENU

Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

100%

 **Montgomery County**  
ST. PAUL CATHOLIC CHURCH

Precinct Records: 2898  
Checkins: 1

START OVER

Identification Types

SELECT ID TYPE

OH Drivers License/State ID

Military ID

Utility Bill

Pay Check

Government Check

Other Government Document

Other Photo ID

Utility Bill

Fatima A Shabazz 04/18/1981  
1021 SUNSET DR, ENGLEWOOD, OH 45322

Does the Voter's Address Match the Identification?

YES ☒ NO ☐

Does the Voter's Name Match the Identification?

YES ☒ NO ☐

CONTINUE

# PROCESSING provisionals (continued)


WRONG LOCATION

If looking up on BLUE Sign-in station, can PRINT  
LOCATION

1:20 PM Mon Feb 3

MENU Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

100%

 **Montgomery County**  
ST. PAUL CATHOLIC CHURCH

Precinct Records: 2898  
Checkins: 5 (SB: 8)

START OVER

Search

ADVANCED  
OPTIONS

SHOW TOP RESULTS. PLEASE NARROW YOUR SEARCH CRITERIA.

1:19 PM Mon Feb 3

MENU Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

100%

 **Montgomery County**  
ST. PAUL CATHOLIC CHURCH

Wrong Location

START OVER

AMANDA CALDWELL is in the Wrong Location

**BASORE GRACE  
BRETHREN CHURCH**


Precinct: CLAYTON 2-C, Split: 1

Driving

PRINT LOCATION

Map not available.

9:05 AM Fri Jan 31  
MENU Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

 **Montgomery County**  
ST. PAUL CATHOLIC CHURCH

Precinct Records: 2898  
Checkins: 1

**START OVER**

SH F Search

House Number Street Name **ADVANCED OPTIONS**

1 2 3 4 5 6 7 8 9 0  
Q W E R T Y U I O P

@ # \$ % & \* ( ) ' " Search  
A S D F G H J K L

↑ % - + = / ; : ! ?  
Z X C V B N M , .

.?123 .?123

# VOTER lookup

Scan ID

Manual name search


Manual address search

1:20 PM Mon Feb 3

MENU

Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

1



Montgomery County  
ST. PAUL CATHOLIC CHURCH

Find a Precinct

GO BACK

House Num...

Street Name e.g. 'Broadway'

Driving

SEARCH

CLEAR

1234567890

€£¥\_&^\*[]{}',;"return

#+=§%|~...\/<>!,?#+=

ABCglobeundoABC



**VOTER**  
**lookup**  
(continued)

**PRECINCT FINDER**  
Teal Magnifying Glass

# VOTER lookup (continued)

VOLUSIA AVE, DAYTON OH 45409

VONDALE CT, DAYTON OH 45404

Driving

SEARCH

CLEAR

1q2w3e4r5t6y7u8i9o0

@# \$% &\* ( ) ^ \_ { } | \ : ; ' " , . / > ? [ ] \ ` ~


↑ % - + = < > & " ? & " ?

.?123 & " ? & " ?

1:20 PM Mon Feb 3

MENU Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

100%

 Montgomery County  
ST. PAUL CATHOLIC CHURCH

Find a Precinct

GO BACK

Driving

SEARCH

CLEAR



Montgomery County  
ST. PAUL CATHOLIC CHURCH

Find a Precinct

GO BACK

509

VOLUSIA AVE, DAYTON OH 45409

Driving

SEARCH

CLEAR

Precinct: OAKWOOD A

Ballot Style: DOAK-A-1, Unknown, ROAK-A-1 Split: 1

**OAKWOOD  
MUNICIPAL BUILDING**  
30 PARK AVE OAKWOOD OH 45419

PRINT LOCATION

# VOTER lookup (continued)

Can print correct location  
receipt from BLUE sign-in  
station



# PROVISIONAL binder

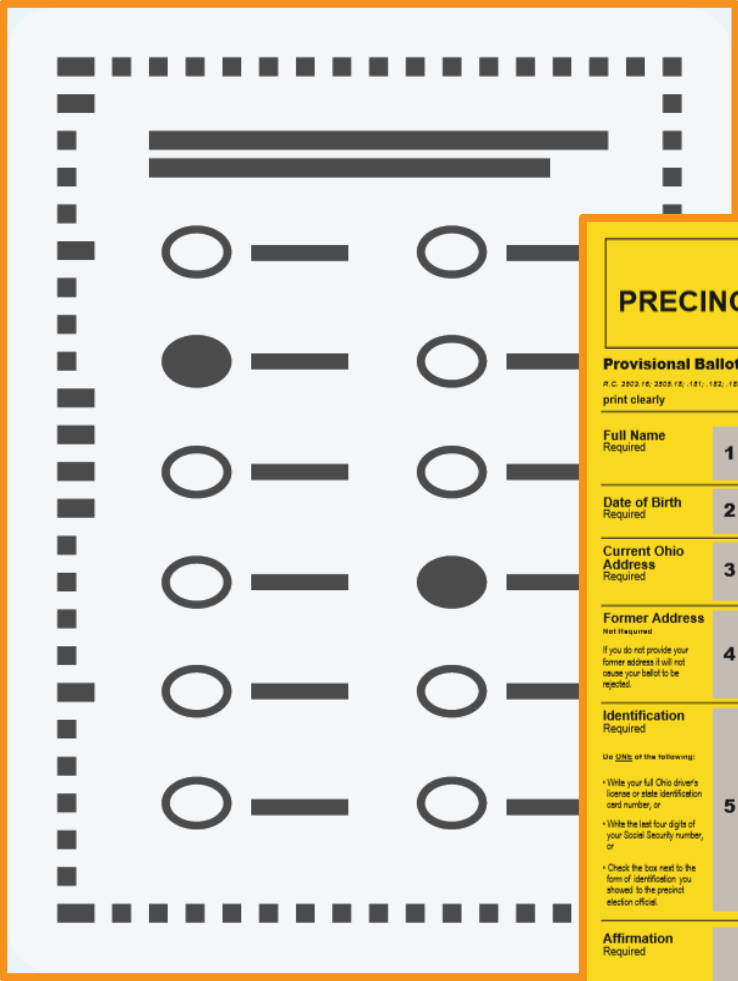
Record Voter's information in the  
Provisional Binder

Check ID, if necessary/possible

Have voter sign Provisional Binder

Select proper Manual Ballot

Give voter Manual Ballot & Yellow  
Provisional envelope



PRECINCT \_\_\_\_\_

ID# \_\_\_\_\_ ABSENTEE? Y/N RET? Y/N  
SIGNED ENV? Y/N ID GIVEN? Y/N DOB GIVEN? Y/N  
CURRENT PREC? \_\_\_\_\_ VOTED W/P? Y/N  
(CIRCLE ONE) COUNTABLE/REJECTED INITIALS  
NO SIG \_\_\_\_\_ SUPERVISOR REVIEW  
NO ID \_\_\_\_\_ REG STATEWIDE? Y/N  
W/P NON NEOCH \_\_\_\_\_ CO? \_\_\_\_\_  
NR/DELETED \_\_\_\_\_ W/P NEOCH? Y/N  
NO/BAD ADD. APP # \_\_\_\_\_ INITIALS \_\_\_\_\_

Provisional Ballot Affirmation

# C. 2023 16, 2023 18, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

print clearly

Full Name  
Required

1

First \_\_\_\_\_ Middle \_\_\_\_\_  
Last \_\_\_\_\_ Suffix \_\_\_\_\_

Date of Birth  
Required

2

Date of Birth (Do not write today's date here) \_\_\_\_\_  
MM/DD/YY

Current Ohio  
Address  
Required

3

Street Address (No P.O. Boxes) \_\_\_\_\_ County \_\_\_\_\_  
City/Village \_\_\_\_\_ ZIP \_\_\_\_\_

Former Address  
Not Required

4

If you do not complete this step, it will not cause your ballot to be rejected.  
Have you moved without updating your voter registration? ☐ Yes ☐ No  
Street Address (No P.O. Boxes) \_\_\_\_\_  
City/Village \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Identification  
Required

5

If you do not provide identification at this time, you must go to the board of elections on or before the 7th day after the election to provide a qualifying form of identification.  
Use ONE of the following:  
☐ Your Ohio driver's license number or state identification card number \_\_\_\_\_  
(2 lines for last 4 numbers)  
☐ Last four digits of your Social Security number \_\_\_\_\_  
☐ Military identification Card \_\_\_\_\_  
☐ Current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document, other than a notice of voter registration mailed by a board of elections, that contains your name and current address.  
☐ Photo identification that was issued by the United States government or the State of Ohio, that contains your name and current address (or your former address if the identification is an Ohio driver's license or state identification card), and that has an expiration date that has not passed.

Affirmation  
Required

6

I solemnly swear or affirm, under penalty of election falsification, that:  

- I am a citizen of the United States and will be at least 18 years of age at the time of the general election.
- I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.
- I am a registered voter in the precinct in which I am voting this provisional ballot.
- I am eligible to vote in the election in which I am voting this provisional ballot.
- I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.
- I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.
- I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.
- I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.

# PROVISIONAL envelope

DOUBLE CHECK that all necessary information is completed on the yellow Provisional envelope

PEO of opposite party must ALSO check the accuracy/completeness of the envelope

PRECINCT _____		ID# _____	ABSENTEE? <u>Y/N</u>	RET? <u>Y/N</u>	
<b>Provisional Ballot Affirmation</b> <small>R.C. 2503.16, 2505.16, .181, .182, .183, Form No. 12-B Prescribed by the Secretary of State (05-17) print clearly</small>		<b>NO SIG</b> <b>NO ID</b> <b>W/P NON NEOCH</b> <b>NR/DELETED</b> <b>NO/BAD.ADD. APP #</b>			<b>INITIALS</b> <b>SUPERVISOR REVIEW</b> <b>REG STATEWIDE? <u>Y/N</u></b> <b>CO? _____</b> <b>W/P NEOCH? <u>Y/N</u></b> <b>INITIALS _____</b>
<b>Full Name Required</b>	<b>1</b>	First _____ Last _____	Middle _____ Suffix _____		
<b>Date of Birth Required</b>	<b>2</b>	Date of Birth (Do not write today's date here) _____ <small>MM/DD/YY</small>			
<b>Current Ohio Address Required</b>	<b>3</b>	Street Address (No P.O. Boxes) _____ City/Village _____	ZIP _____		
<b>Former Address Not Required</b> <small>If you do not provide your former address it will not cause your ballot to be rejected.</small>	<b>4</b>	If you do not complete this step, it will not cause your ballot to be rejected. Have you moved without updating your voter registration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Street Address (No P.O. Boxes) _____ City/Village _____ State _____ ZIP _____			
<b>Identification Required</b> <small>Use <u>ONE</u> of the following:</small>	<b>5</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Your Ohio driver's license number or state identification card number (2 zeros followed by 6 numbers) _____</li><li><input type="checkbox"/> Last four digits of your Social Security number _____</li><li><input type="checkbox"/> Military Identification Card _____</li><li><input type="checkbox"/> Current (within the last 12 months) utility bill, bank statement, government check, paycheck or other government document, other than a notice of voter registration mailed by a board of elections, that contains your name and current address.</li><li><input type="checkbox"/> Photo identification that was issued by the United States government or the State of Ohio, that contains your name and current address (or your former address if the identification is an Ohio driver's license or state identification card), and that has an expiration date that has not passed.</li></ul>			
<b>Affirmation Required</b>	<b>6</b>	I solemnly swear or affirm, under penalty of election falsification, that: <ul style="list-style-type: none"><li>I am a citizen of the United States and will be at least 18 years of age at the time of the general election.</li><li>I have lived in this state for 30 days immediately preceding this election in which I am voting this ballot.</li><li>I am a registered voter in the precinct in which I am voting this provisional ballot.</li><li>I am eligible to vote in the election in which I am voting this provisional ballot.</li><li>I understand that, if the information I provide on this provisional ballot affirmation is not fully completed and correct, if the board of elections determines that I am not registered to vote, a resident of this precinct, or eligible to vote in this election, or if the board of elections determines that I have already voted in this election, my provisional ballot will not be counted.</li><li>I understand that, if I am not currently registered to vote or if I am not registered at my current address or under my current name, this form will serve as an application to register to vote or update my registration for future elections, as long as I provide all of the information required to register to vote or update my registration.</li><li>I understand that knowingly providing false information is a violation of law and subjects me to possible criminal prosecution.</li><li>I hereby declare, under penalty of election falsification, that the above statements are true and correct to the best of my knowledge and belief.</li></ul>			
<b>SIGNATURE</b>		_____		<b>DATE</b> _____	
<small>WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE.</small>					

# **CURBSIDE procedures**

The voter is physically unable to get out of a car that is driven to the Polling Location

The driver of the vehicle stands in line and informs the PEO that curbside assistance is required

Bi-Partisan Team

Look voter up in Sign-in station

Copy information to Provisional Binder

Bi-Partisan Team takes Provisional Binder to voter

- Signs
- Provides ID

Voter signs, team brings Provisional Binder back to Sign-in station to verify ID & signature

Team takes correct Manual ballot & curbside envelope to voter

Voter completes both

Team provides sticker, places sealed envelope in Yellow Provisional Bag

# 2020 PRIMARY: 17-year-old voters

Will be 18 by on or before  
General Election  
November 3, 2020

May only vote for nomination  
of candidates seeking  
election & Presidential  
convention delegates

May NOT vote on

- State Party Central Committee
- County Party Central Committee
- Questions & Issues

- 17 Year Old Envelopes & List will be included with the Chain of Custody Envelope
- 17 Year Old Voters should be signed in using the Provisional Binder, mark their record as a 17 Year Old Voter
- Once they have voted, completed & sealed envelope goes in the Yellow Provisional Bag

# 2020 PRIMARY: soiled & defaced ballots

## NEW PROCEDURE:

2020 Software upgrade  
includes ability to re-issue **both**  
Digital & Manual ballots

Start by re-looking voter up in  
Sign-in station

An election day voter will  
appear light green

Tap the sprocket to the left

9:37 AM Fri Jan 31  
Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36





Montgomery County  
ST. PAUL CATHOLIC CHURCH  
Precinct Records: 2898  
Checkins: 5 (SB: 6)

START OVER

V N Search

House Number Street Name ADVANCED OPTIONS

SEARCH RESULTS

	<b>MONTGOMERY, NATHAN D</b> 4305 FORESTVIEW CT, ENGLEWOOD, OH 45322 VOTER ID: 10135691	Voted	ST. PAUL CATHOLIC CHURCH Precinct: ENGLEWOOD E Split 1 Ballot Style: DENG-E-1	CHK: 01/31/2020, 09:36:52
	<b>DEL VALLE DORTA, NINOTCHSKA MICHELLE</b> 1991 50 BLOSE CT, SPRINGBORO, OH 45066 VOTER ID: 10380839		AIRPORT - AVIATION SALES INC. Precinct: MIAMI TWP T Split 2	Wrong Location
	<b>MENDOZA DE VASQUEZ, NEYDA A</b> 1935 1313 BLACK FOREST DR, WEST CARROLLTON, OH 45... VOTER ID: 10360693		BETHEL BAPTIST CHURCH Precinct: W CARROLLTON G Split 1	Wrong Location
	<b>ROSALES VALDEZ, NEREYDA</b> 1985 1057 ENKEDD, DAYTON, OH 45422		THE CHURCH AT EASTMONT Precinct: RIVERSIDE L	Wrong Location

# 2020 PRIMARY: & defaced ballots


(continued)

Voter record light brown

3 options appear

Tap SPOIL BALLOT

9:49 AM Mon Feb 3  
Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

 **Montgomery County**  
ST. PAUL CATHOLIC CHURCH


Precinct Records: 2898  
Checkins: 5 (SB: 8)


**START OVER**


**Search**

**ADVANCED OPTIONS**


SHOWING TOP RESULTS. PLEASE NARROW YOUR SEARCH CRITERIA.

**KENNETH EDWARD DABNEY SR** 


**Mark Voter Absentee**  **CANCEL VOTER CHECKIN** **SPOIL BALLOT**

 **DAFLER, THOMAS J**  
1967  
835 RIDGE RD, ENGLEWOOD, OH 45322  
VOTER ID: 7807848

ST. PAUL CATHOLIC CHURCH  
Precinct: ENGLEWOOD H  
Split 1

 **DAGLEY, RICHARD JEFFREY**  
1983  
406 OVERLA BLVD, ENGLEWOOD, OH 45322  
VOTER ID: 10106995

ST. PAUL CATHOLIC CHURCH  
Precinct: ENGLEWOOD D  
Split 1

 **DAGLEY, SHANNON MICHELLE**  
1988

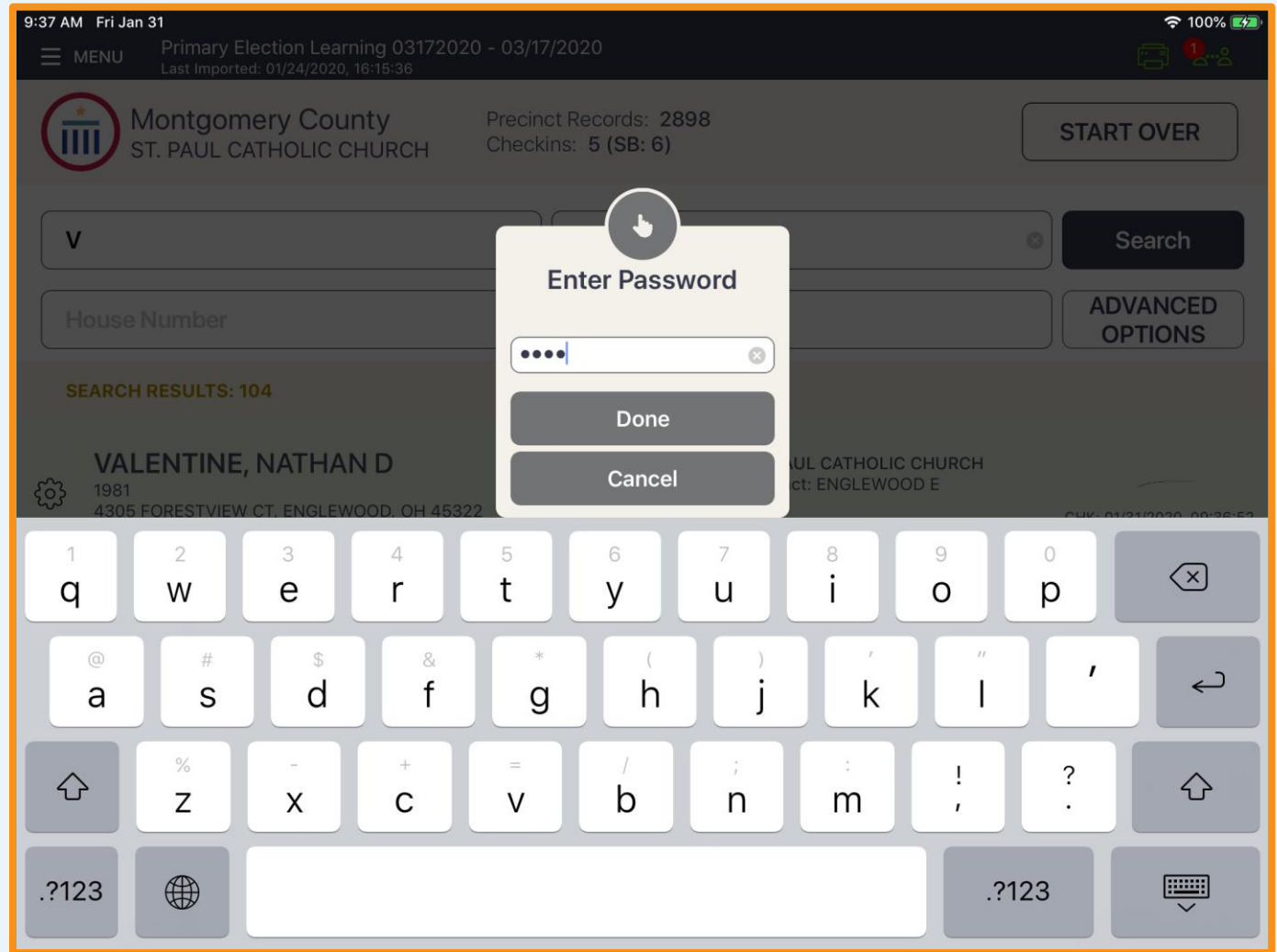
ST. PAUL CATHOLIC CHURCH



# 2020 PRIMARY: soiled & defaced ballots (continued)

Enter Advanced Functions  
Passcode

- From black PLS Passcode envelope from Burgundy bag



# 2020 PRIMARY: soiled & defaced ballots (continued)


Spoil Ballot Screen

Notice turquoise SPOIL  
BALLOT button greyed out

9:49 AM Mon Feb 3

MENU Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

100%

 Montgomery County  
ST. PAUL CATHOLIC CHURCH

START OVER

SPOIL BALLOT

Spoil Ballot

**DABNEY, KENNETH EDWARD SR**  
601 W WENGER RD APT 26, ENGLEWOOD, OH 45322

Choose Reason

Soiled Ballot

Choose the ballot(s) to spoil:

DENG-D-1

Spoiled Ballots Remaining:

• DENG-D-1 ballot style: 2

CHANGE PARTY▼

Voters who mishandle their ballot are only entitled to one additional ballot and must cast the replacement ballot.

# 2020 PRIMARY: soiled & defaced ballots (continued)

Select ballot to spoil


Select reason

SPOIL BALLOT button will  
not activate unless both  
buttons selected

9:49 AM Mon Feb 3

MENU Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

100%

 Montgomery County  
ST. PAUL CATHOLIC CHURCH

START OVER

SPOIL BALLOT

Spoil Ballot

**DABNEY, KENNETH EDWARD SR**  
601 W WENGER RD APT 26, ENGLEWOOD, OH 45322

Choose the ballot(s) to spoil:

DENG-D-1

Spoiled Ballots Remaining:

• DENG-D-1 ballot style: 1

CHANGE PARTY

Voters who mishandle their ballot are only entitled to one additional ballot and must cast the replacement ballot.

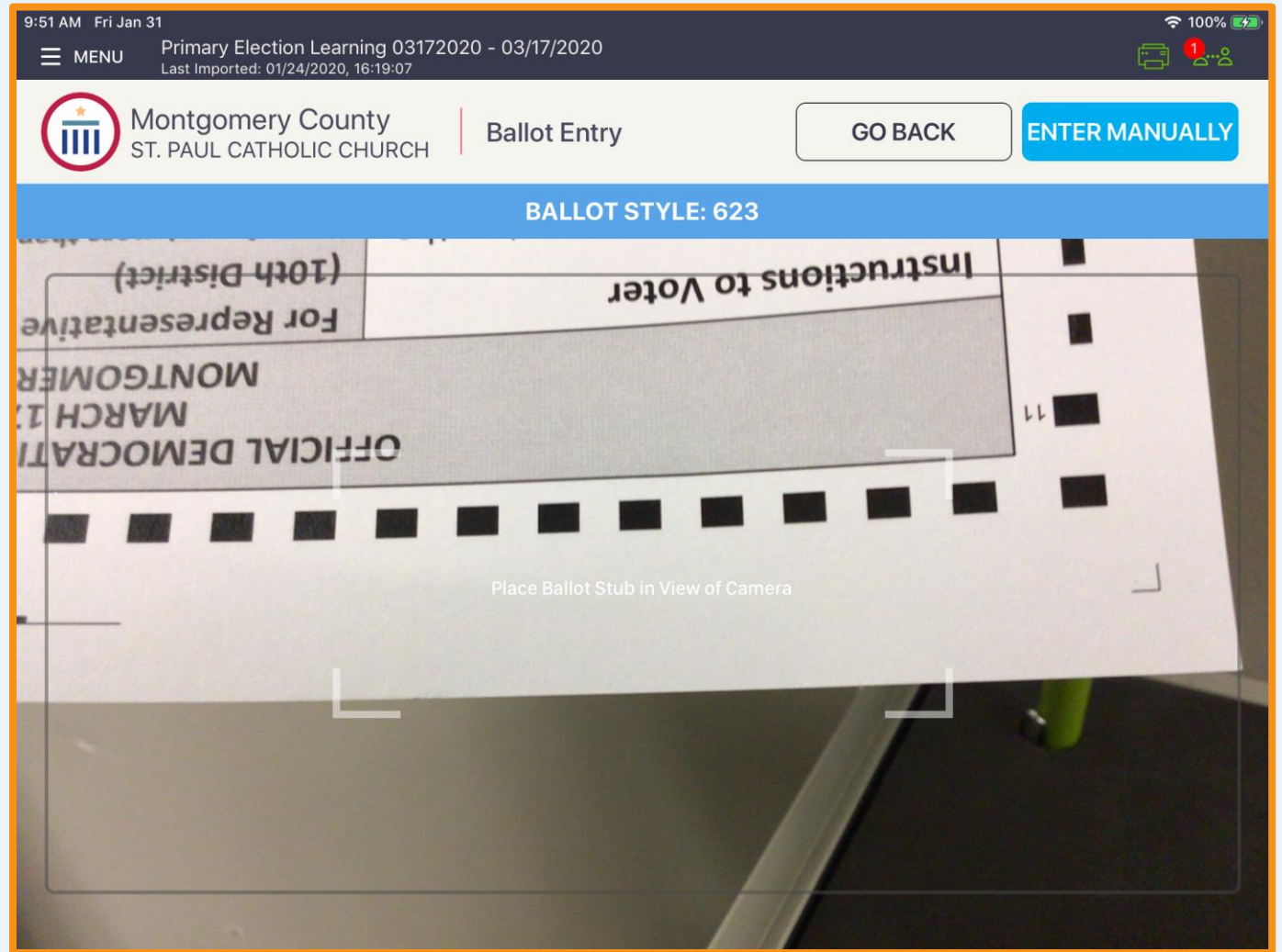
Choose Reason

Soiled Ballot

# 2020 PRIMARY: soiled & defaced ballots (continued)

## RE-ISSUE MANUAL BALLOT

Camera automatically pops  
up ready to scan the QR  
code on the ballot stub



# 2020 PRIMARY: soiled & defaced ballots (continued)

RE-ISSUE DIGITAL BALLOT

Enter ballot number or  
code

Tap SUBMIT

Digital Ballot will print on  
the Black Box

The screenshot shows a mobile application interface for ballot entry. At the top, the status bar displays the time as 9:48 AM on Monday, February 3, and the battery level at 100%. The app header includes a menu icon, the text "Primary Election Learning 03172020 - 03/17/2020", and "Last Imported: 01/24/2020, 16:15:36". Below the header, the Montgomery County logo is shown next to the text "Montgomery County ST. PAUL CATHOLIC CHURCH". To the right of the logo is the text "Ballot Entry". Further right are two buttons: "GO BACK" and "SUBMIT". A blue banner below the header displays "BALLOT STYLE: 173". The main input area shows the number "999" entered into a field, with a clear button (X) to the right. Below the input field is the prompt "Enter Ballot Number". At the bottom of the screen is a virtual keyboard with various keys, including numbers, symbols, and a "Continue" button.



# 2020 PRIMARY: soiled & defaced ballots (continued)

IF NO PAPER IN PRINTER

2020 Software upgrade  
WILL notify you of missing  
blank ballot stock

9:07 AM Fri Jan 31

MENU Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

Montgomery County  
ST. PAUL CATHOLIC CHURCH

POLL WORKER  
CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

FATIMA A SHABAZZ  
1021 SUNSET DR, ENGLEWOOD, OH 45321  
Precinct: ENGLEWOOD H DOB: 1981  
Split: 1 Voter ID: 1001075  
Status: Active

Signature on File

Signature on Election Day

Ballot Style: RENG-H-I

☐ Curbside

Digital

**Printer Error**  
Try Again  
Paper not inserted

Retry

Cancel

Proceed Anyway

# 2020 PRIMARY: soiled & defaced ballots

(continued)


System WILL track number  
of ballots issued

If voter selected wrong  
Party during sign in  
process, this can be  
corrected here

9:38 AM Fri Jan 31

Primary Election Learning 03172020 - 03/17/2020  
Last Imported: 01/24/2020, 16:15:36

100%

 **Montgomery County**  
ST. PAUL CATHOLIC CHURCH

START OVER

SPOIL BALLOT

**Spoil Ballot**

**VALENTINE, NATHAN D**  
4305 FORESTVIEW CT, ENGLEWOOD, OH 45322

Choose Reason

Soiled Ballot

**Choose the ballot(s) to spoil:**

DENG-E-1

**Spoiled Ballots Remaining:**

- DENG-E-1 ballot style: 1

CHANGE PARTY▼

Voters who mishandle their ballot are only entitled to one additional ballot and must cast the replacement ballot.

**CLOSE  
& GO**



# **CLOSING LOCATION**

---

7:30 p.m. folder

01

Close & Go

02

Closing  
Location

# **CLOSE & GO**

---

## 6.1 CLOSE & GO

**Sign-in Stations**



**Scanners**



**Ballots & Burgundy  
Bag**





# CLOSE & GO

- 1 COLLECT DATA & SUPPLIES
- 2 RELEASE THE RUNNERS
- 3 CLOSE THE LOCATION



# CLOSE & GO sign-in stations



# DOWNLOAD voter activity data

2020 PRIMARY PROCEDURES  
BEING FINALIZED, WILL BE  
COMPLETE BY CLASS 2

*Unplug iPad power cord in any **Black Station***

*Remove iSync drive from Red Media Box*

*Insert drive into Sign-In Station*

*Tap 7:30 Export*

*Tap 7:30 Export again*

*Screen will display: VOTER CHECK-INS  
EXPORTED*

*Remove iSync drive from iPad & place in  
Red Media Box*



# Remove iSync Drive

- Place in Red Media Box
- Sign-in Stations may now be powered down & packed for transport





# CLOSE & GO scanners



# SCANNERS

Closing Voting must be completed on BOTH Scanners

- Unlock Media compartment near screen
- Press "Close Polls" button
- Tap Close Election icon on screen
- Closing Totals Reports will immediately begin printing
- When printing complete, tap Finished – Turn Off
- DO NOT REMOVE YELLOW DATA DRIVES UNTIL SCANNERS ARE COMPLETELY POWERED DOWN

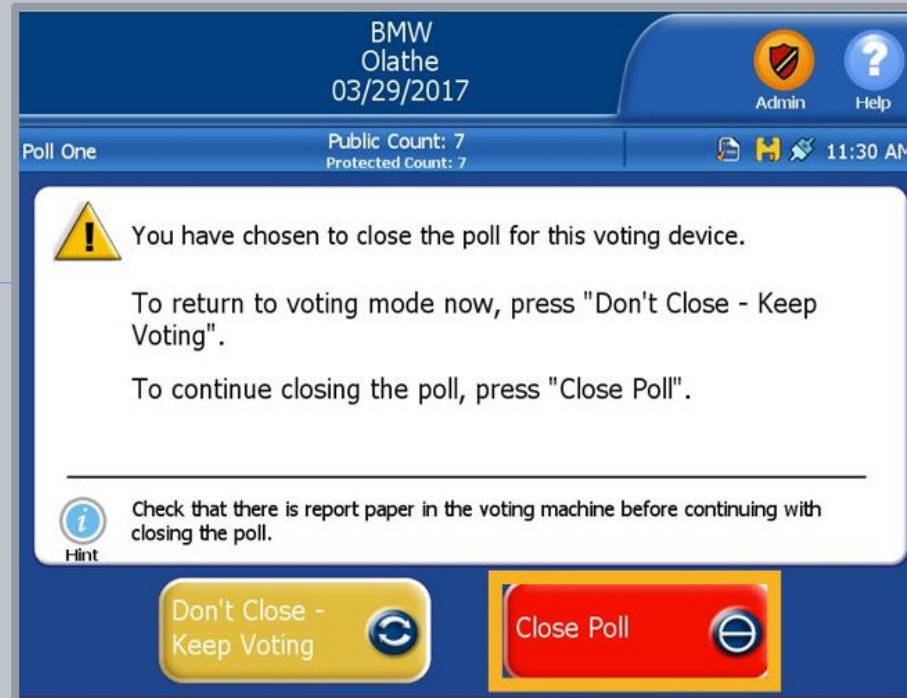




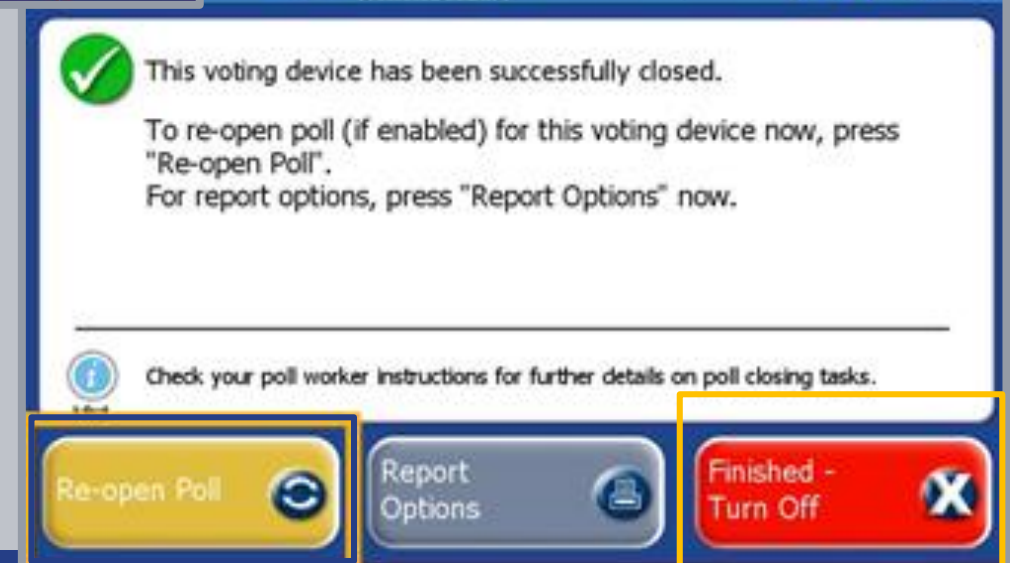
Tap  
Close Poll icon

Tap  
Finished – Turn Off

DO NOT REMOVE YELLOW DATA  
DRIVES UNTIL SCANNERS ARE  
COMPLETELY POWERED DOWN



- Closing Totals Reports will immediately begin printing
- When printing complete, tap Finished – Turn Off





Remove Yellow  
Data Drives  
Place in Red Media  
Box  
Close & Lock  
Media  
compartment on  
Scanner

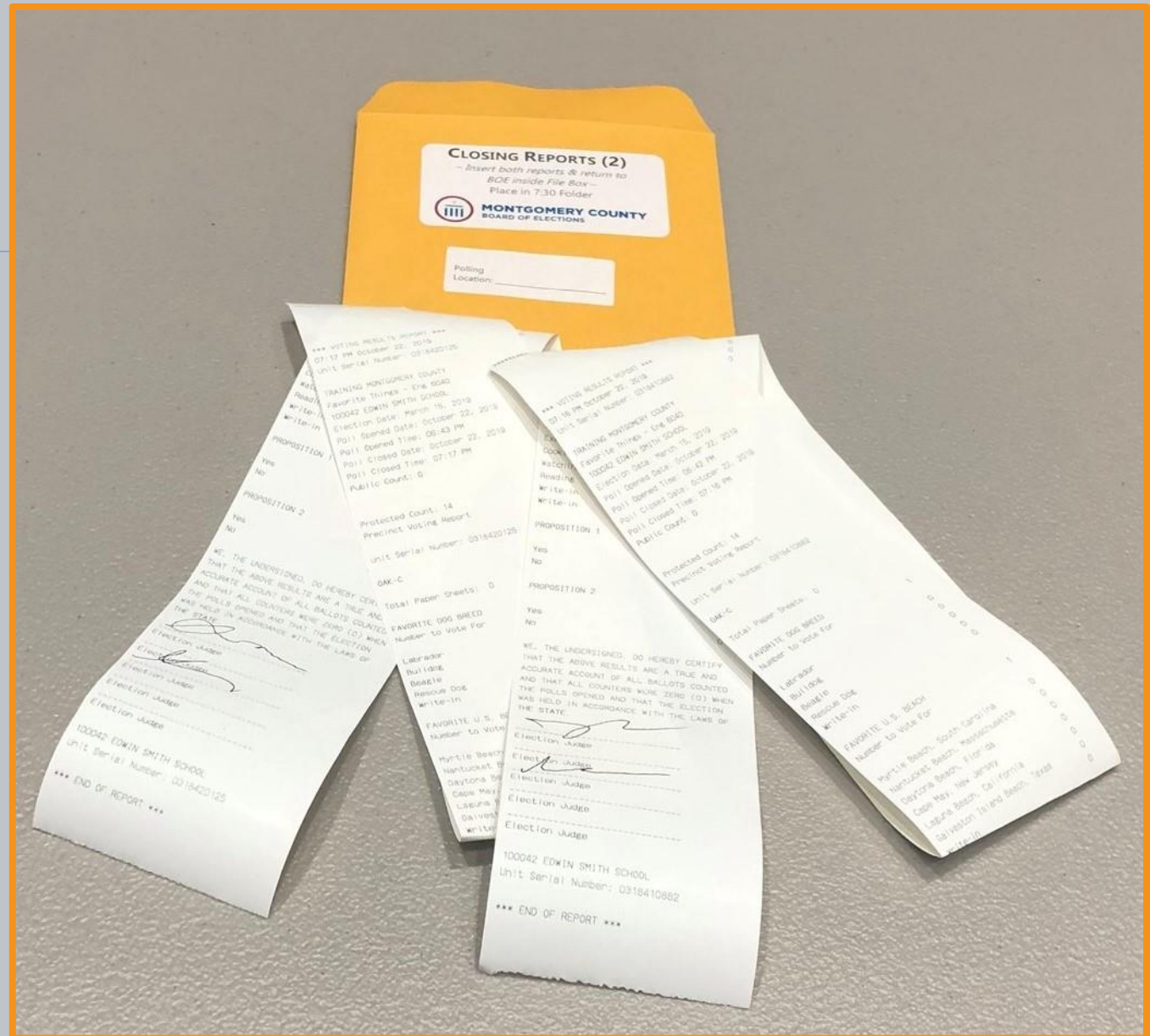


Remove Closing  
Totals Reports

Separate  
Have both sets signed

Place one set in  
Closing Totals Reports  
envelope

Post one set outside  
Polling Location Door



# BALLOTS

## Prepare Blue Ballot Boxes

Must be completed on  
BOTH Scanners

Unlock Ballot Compartment  
Doors

Close lids on Blue Ballot Boxes &  
remove from Scanner Carts

Re-Lock Ballot Compartment  
Doors

Drop “Voted Ballots End Here”  
sheets in both boxes

Lock & Seal both Ballot Boxes





# BURGUNDY BAG

Gather Unvoted Ballots, Provisional Bags & Supplies

Lock & Seal

Chain of Custody Log

Payroll Sheet

Red Media Box

- Silver iSync Drive
- Yellow Scanner Drives (2)

Yellow Provisional Bags (2)

- Voted Provisional Envelopes
- Voted Curbside Envelopes

Provisional Binder

Green Soiled & Defaced Envelope

Ballot Accounting Chart

Unvoted Ballots - may use additional Burgundy Bag(s)



# RELEASE YOUR RUNNERS

Bi-partisan pair  
One vehicle

☐ Chain of Custody Log

☐ Payroll Sheet

☐ Red Media Box

- Silver iSync Drive
- Yellow Scanner Drives (2)

☐ Yellow Provisional Bags (2)

- Voted Provisional Envelopes
- Voted Curbside Envelopes

☐ Provisional Binder

☐ Green Soiled & Defaced Envelope

☐ Ballot Accounting Chart

☐ Unvoted Ballots - may use additional Burgundy Bag(s)

☐ Blue Ballot Boxes(2)

- Voted ballots
- "Voted Ballots End" Sheet

# **CLOSING LOCATION**

## 6.2 Closing Location

**Digital Selection Units**

```
graph TD; A[Digital Selection Units] --> B[Sign-in Station Boxes]; B --> C[SAFE Cart]; C --> D[Wooden Location Box];
```

**Sign-in Station Boxes**

**SAFE Cart**

**Wooden Location Box**



# Digital Selection Units

Unlock left security compartment

Press power button to OFF

Close & re-lock left security compartment

Stow & Lock Digital Selection Units in their compartments

Place Privacy Shields & brackets in Blue Bag

**DO NOT REMOVE BLUE DATA DRIVES FROM DIGITAL SELECTION UNITS**



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# Securing Sign-in Stations

- **Click power button**  
Click **once**, do not hold
- **Remove** clear ID tray from back of iPad & **Stow** in Sign-in Box Lid
- **Unplug** Sign-in Box power cord from power strip
- **Wrap** power cord and secure with Velcro strip
- **Confirm** that iPad power cord is unplugged
- **Lay** iPad screen flat
- **Rotate** iPad so home button (button on screen) points toward *voter side*
- **Stow** Sign-in Box Power cord *completely* underneath left side of iPad
- **Place** Sign-in Station Box Lid on top  
Handle should be on *Voter side* with "Sign-in" sticker  
Feet will line up on Official side  
**NEVER PRESS DOWN ON BOX LID.**  
If lid does not completely close, **lift up** to find obstruction
- **Lock All** 4 butterfly locks



**Sign-in boxes are very snug to protect equipment.**  
**It is very important to pack equipment carefully to avoid damaging cords, etc.**



# Loading SAFE Cart

- Unplug yellow extension cord, place in green bag
- Turn SAFE Cart around
- Open rear doors, reload SAFE cart
- Clean Up other forms and miscellaneous items & return to File, Provisional & Misc. Boxes
- Place equipment key sets in pocket on right door

**REFER TO PHOTO INSIDE  
RIGHT DOOR**

**WHEN IN DOUBT, PUT IT BACK  
WHERE YOU FOUND IT**





# Loading Wooden Location Box

- Remove & Stow Legs, and Close all Manual Privacy booths
- Place Manual Privacy Booths in Wooden Location Box
- Wrap neatly & Place all extension cords & power strips in green bag & Place in Location Box
- Collect all cones, 100' Foot signs, etc. from outside location & Place in Location Box
- Lock Wooden Location Box using silver padlock

**IF YOU HAVE 2 SAFES YOU  
WILL NOT HAVE A WOODEN  
LOCATION BOX**





# **CLOSE & SECURE POLLING LOCATION**

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**DOUBLE-CHECK ALL DOORS  
& ALARM SYSTEMS**



# CLARIFICATIONS



**8:30 p.m.** Call BOE if you have NOT released Runners

**9:30 p.m.** Call BOE if you have NOT closed Polling Location

**Know someone  
who would be a  
good P.E.O.?**

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# QUESTIONS

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