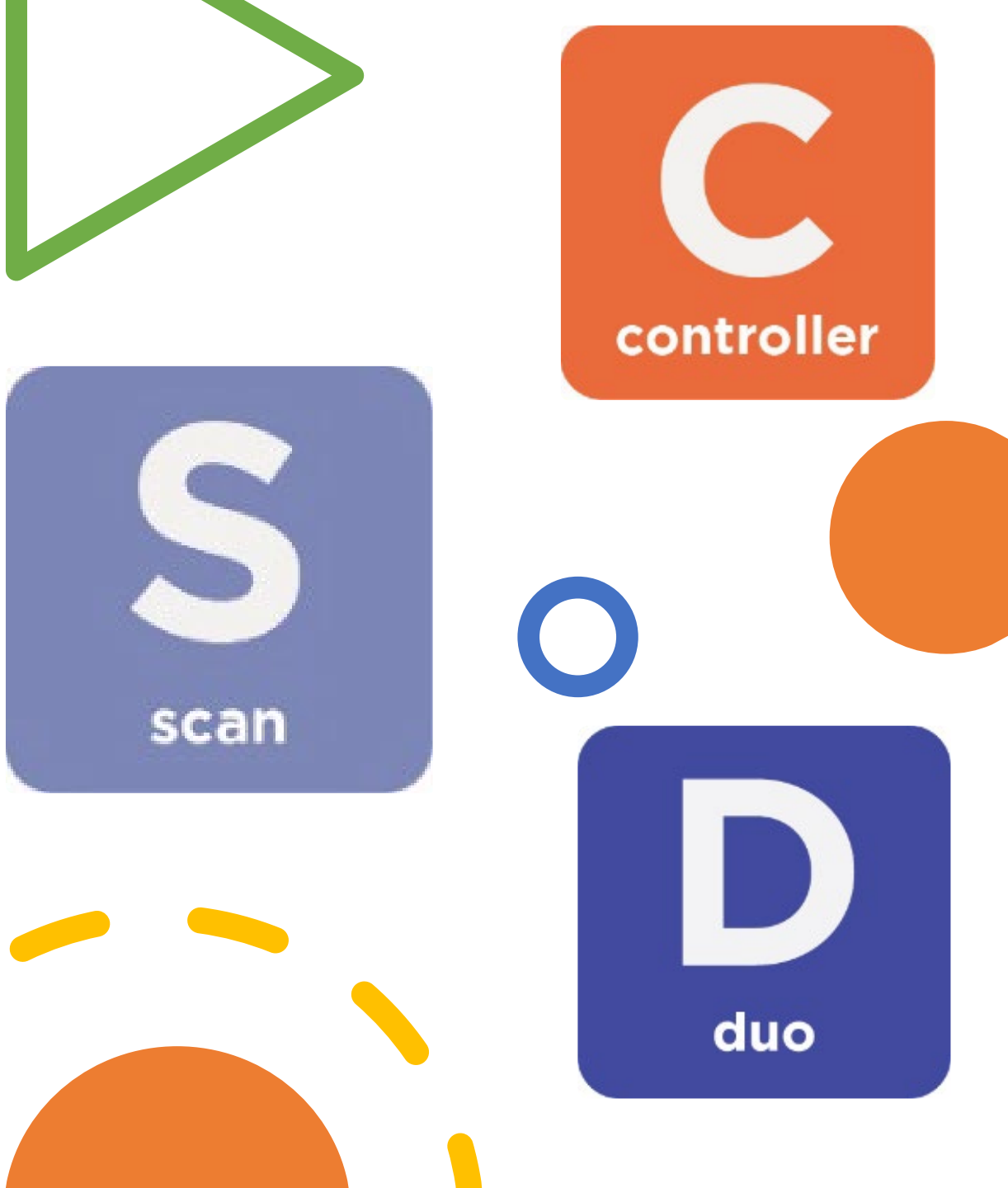
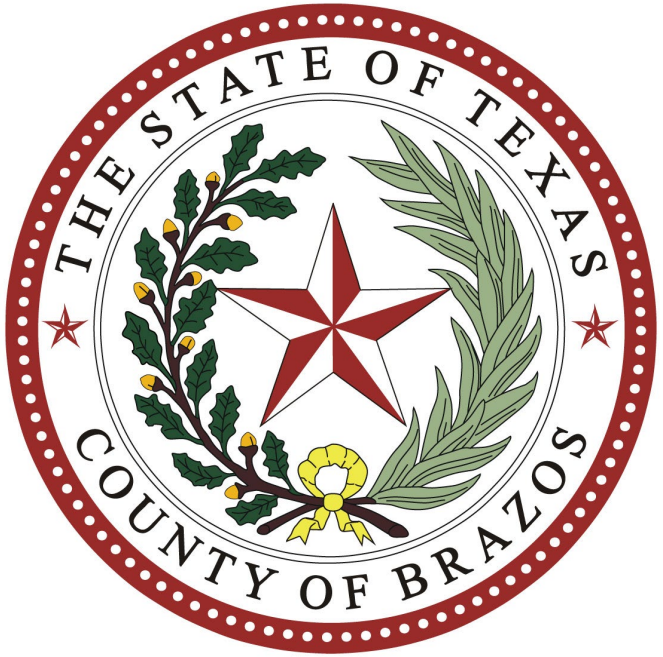
ELECTION DAY WORKER TRAINING





Trudy Hancock, REO, CERA- Elections Administrator

Krystal Ocon – Elections Coordinator

Kathy Schuetze – Voter Registration Coordinator

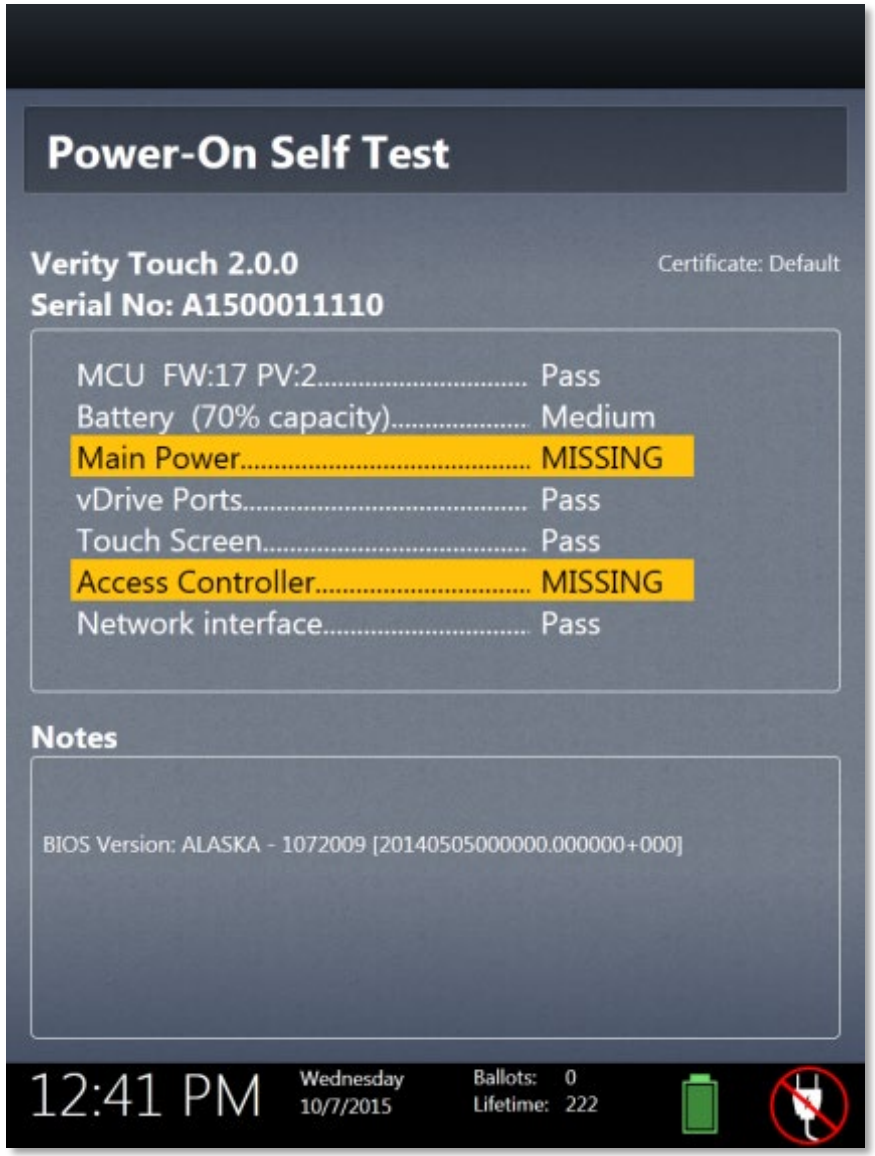
Ray Rodriguez – Warehouse Manager

SETTING UP THE VOTE CENTER

Setting up Vote Center

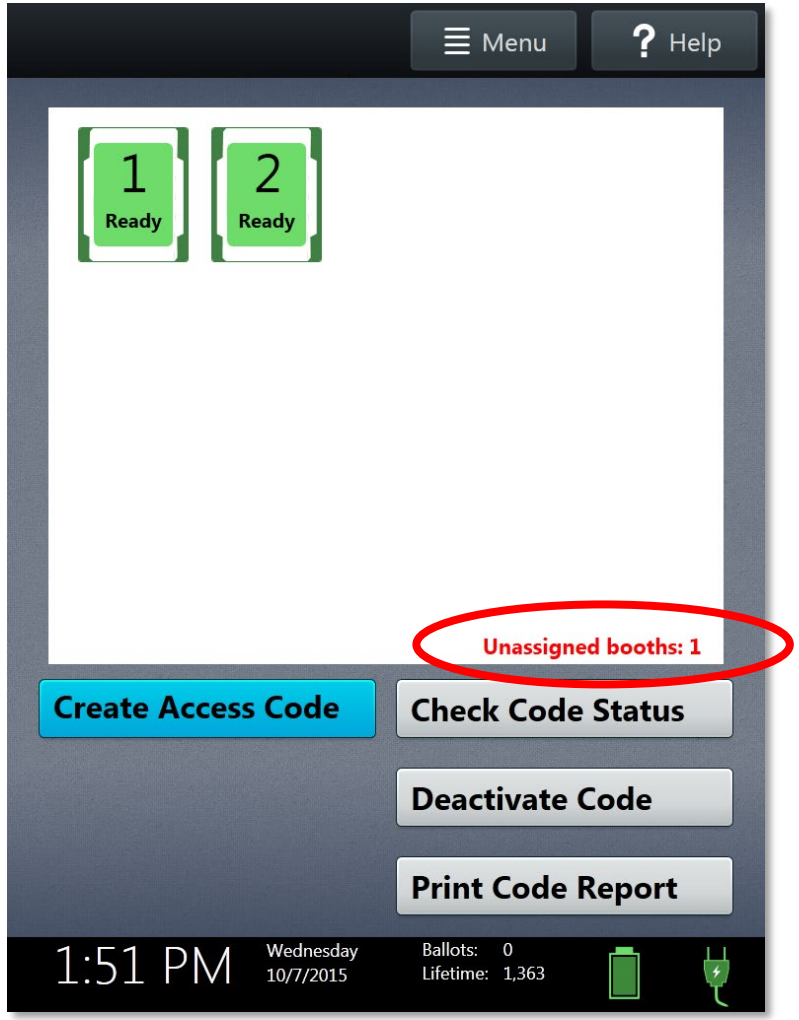
Perform	Set up	Put out	Hang up	Prepare	Plug in
Take the Oath and assign duties;	Set up Controller and Pollpads; turn on the equipment;	Put out distance markers (100 feet from entrance of building);	Hang up required signage and notices;	Prepare all paperwork, including initialing each paper ballot;	Plug in the Go to power outlet.

7) Check the Power-On Self Test screen.



Polling Place Operations

- You will need to assign booths once the Controller and DUOs have powered up.



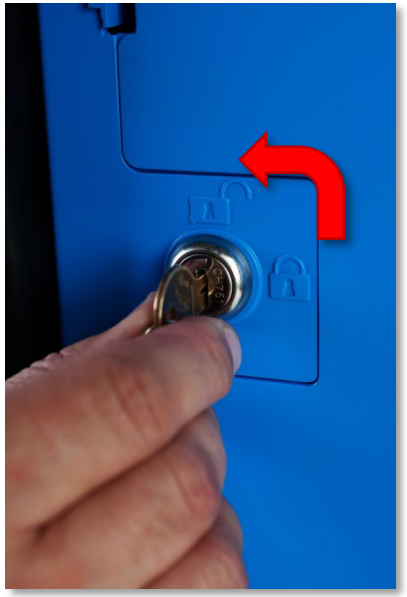
- Set up Verity Scan

1) Check the seal number.

2) Plug the power cord into the back of Verity Scan (flat part up). **DO NOT PLUG INTO WALL YET.**

3) Open the case and lock the lid brace in place.

4) Unlock, unlatch, and remove the tablet from storage compartment.



5) Seat tablet in cradle, tilt it back, and lock it in place. **Tablet must be locked to operate.**

Polling Place Operations

6) Verify device seals.
7) Plug the power cord into a power strip/outlet.
8) Press the red button on the back to power on Scan.

SETTING UP POLLPADS

OPENING POLLS

- Judge will Open the Polls on the Controller and the Scanner. Run the Zero tape. Remove the tapes and place them in Reconciliation Log.

GENERAL INFORMATION

Approved IDs List "A"

LIST "A" Brazos County Election Judge Guide for Photo ID
ACCEPTABLE CREDENTIALS FOR VOTING IN PERSON

Effective 1-1-18 (SB 5); Form updated 1-2022

The following forms of photo identification (List "A") will be accepted at the poll for voting purposes. A voter will be required to show one of the forms of photo identification at the polling location before the voter will be permitted to cast a vote.

NEW LAW (SB 5): Persons over 70 years old may use List "A" ID for the purpose of voting no matter how long it has expired.

If a voter does not possess and cannot reasonably obtain an ID from List "A" below, see reverse side of this document.

Texas driver license and DPS Receipts issued by the Texas Department of Public Safety (DPS)
- unexpired or expired less than 4 years before the date of presentation
- Not accepted if "Limited Term" or "Temporary Visitor" appears on the face of the card, which indicates this person is not a U.S. Citizen.

Texas Election Identification Certificate (EIC) issued by DPS — unexpired or expired less than 4 years before the date of presentation
- EICs do not expire for persons' age 70 or older

(For more information on the EIC application process www.txdps.state.tx.us/DriverLicense/electionID.htm)

Texas personal identification card issued by DPS — unexpired or expired less than 4 years before the date of presentation Note: some Personal ID cards may not Expire
- Persons aged 60 or older may be permanent and marked "INDEF"
- Not accepted if "Limited Term" or "Temporary Visitor" appears on the face of the card, which indicates this person is not a U.S. Citizen.

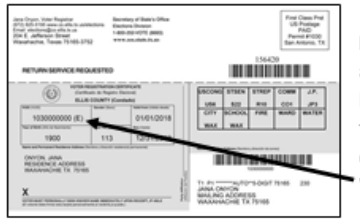
Texas handgun license issued by DPS — unexpired or expired less than 4 years before the date of presentation
- Concealed License are still valid if unexpired or expired less than 4 years before the date of presentation

United States military identification card containing the person's photograph —unexpired, marked "INDEF" or expired less than 4 years before the date of presentation.
Includes: Department of Defense (DoD) Common Access Card (CAC) or Uniformed Services ID cards or DoD Civilian Retiree Card or Veterans Affairs ID cards (VIC) or Veteran Health ID card (VHIC)

United States citizenship or naturalization certificate containing the person's photograph

— these certificates do not expire

United States passport and passport card — unexpired or expired less than 4 years before the date of presentation



Permanent Exemption — If the voter has applied for and received permanent Exemption to the Photo ID requirement, they will provide a voter registration certificate with an (E) notation next to VUID number. Example: 1030000000 (E)

***If a voter has obtained an acceptable form of photo ID, but did not bring it to the polling place, the voter may vote provisionally. The voter may "cure" by appearing to the Brazos County voter registrar's office within six (6) calendar days of election day and present an acceptable form of photo ID, or qualify for one of the exemptions (disability, natural disaster, or religious objection to being photographed).**

List “B”
To be used with Reasonable Impediment Declaration

LIST “B” Brazos County Election Judge Guide for Photo ID

Effective 1-1-18 (SB 5), Form updated 1-2022

SUPPORTING FORMS OF ID AND “REASONABLE IMPEDIMENT DECLARATION” IN ORDER TO VOTE A REGULAR BALLOT

If a voter does not possess and cannot reasonably obtain an ID from List “A”, they may present one of the following forms of ID and execute (fill out and sign) the “Reasonable Impediment Declaration” to vote a regular ballot.

REMEMBER:

A. The **address** on the supporting ID does not have to match the voter’s registration address. However, per §63.0011, the voter should be asked if the address on the list of registered voters is current. For example, “Do you still live on Main Street?” (If yes, they vote; If no, they fill out Statement of Residence and then vote.)

B. If the **voter’s name** appears on the list of registered voters in the precinct, but does not match exactly to the ID provided, a “Substantially Similar Name Affidavit” must be completed by the voter (Initial the portion of the combination form).

C. Must be **issued by** the federal government, a federally recognized tribal government, or a state or local government in the U.S.

1. Valid voter registration certificate

- Voter certificates expire every December 31 of odd years
- MUST include voter’s name and an address. (SB 5)
- “A” and “B” above applies

2. Certified Birth Certificate

- (SB 5) Copy of or original **(a)** a certified domestic (from a U.S. state or territory) birth certificate **(b)** a document confirming birth admissible in a court of law which establishes the voter’s identity (which may include a foreign birth document)
- “B” above applies

3. Current Utility Bill

- It may be a copy of or original.
- To be current, the utility bill must be the most recent version or at least dated within two (2) months of the date it is presented to an election official.
- “A” and “B” above applies

4. Bank statement

- It may be a copy of or original.
- “A” and “B” above applies

5. Government check

- It may be a copy of or original.
- “A” and “B” above applies

6. Paycheck

- It may be a copy of or original.
- “A” and “B” above applies

7. Other Government Documents

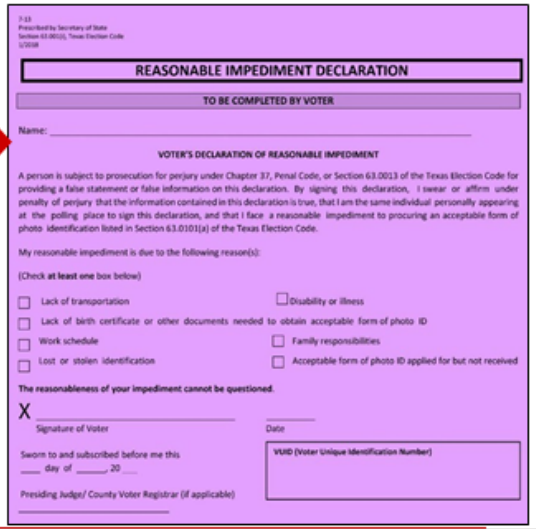
- MUST include voter’s name and an address.
- It may be a copy of or original document (including those with photos) (SB 5)
- “A”, “B” and “C” above applies
- Examples of Other Government Documents:
  - Driver’s licenses from other states
  - ID cards issued by federally recognized Native American tribes.
  - DPS Receipts (without a photo)
  - Expired voter registration certificates
  - Expired Texas DPS-issued driver licenses or personal ID cards (over 4 years).

The voter must fill out the “Reasonable Impediment Declaration” new form (SB 5) in order to vote a regular ballot.

Judge will need to fill out bottom portion of form.

******DO NOT question or challenge the voter regarding their lack of List “A” ID or the reason for the impediment on the declaration.******

Examples of Documents NOT included in List “B”:
- Social Security Cards
- Public College/University IDs
- State/Federal Employee ID Cards
- Library Cards



REASONABLE IMPEDIMENT DECLARATION

TO BE COMPLETED BY VOTER

Name: _____

VOTER'S DECLARATION OF REASONABLE IMPEDIMENT

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

My reasonable impediment is due to the following reason(s):

(Check **at least one** box below)

- ☐ Lack of transportation
- ☐ Disability or illness
- ☐ Lack of birth certificate or other documents needed to obtain acceptable form of photo ID
- ☐ Work schedule
- ☐ Family responsibilities
- ☐ Lost or stolen identification
- ☐ Acceptable form of photo ID applied for but not received

The reasonableness of your impediment cannot be questioned.

X _____ _____
Signature of Voter Date

Sworn to and subscribed before me this ___ day of _____ 20___

Presiding Judge/ County Voter Registrar (if applicable)

VUID (Voter Unique Identification Number)

V Polling Place Operations

- Cell phones and recording devices are prohibited!
- Voter may bring in materials to help them vote.
  - Media is also prohibited within 100 feet.
  - Do not issue an access code until there is an open booth.
  - No political advertising of any kind
    (hats, buttons, shirts, etc)

What is Electioneering?

- Advocating for or against a candidate, measure, party or issue within the protective legal boundary surrounding a polling place.
- 100 ft. from any outside door of the building.
- Amplification device is 1,000 ft. from building.
- Judge may not enforce outside the 100 ft. marker.
- Class C misdemeanor

Polling Place Operations

Employee # | BRAZOS COUNTY, TEXAS | VOTE CENTER NO.

ELECTION PAYROLL FORM and OATH

This is a Legal Document that will be filed with the County Auditor. Print neatly in ink and fill out only the areas. This form **must** be completed and signed in order to receive payment.

OATH OF ELECTION JUDGES AND CLERKS:

"I swear (or affirm) that I will not in any manner request or seek to persuade or induce any voter to vote for against any candidate or measure to be voted on, and that I will faithfully perform my duty as an officer of election and guard the purity of the election. I swear (or affirm) that I will not suggest, by word, sign or how the voter should vote; I will confine my assistance to answering the voter's questions, to stating the propositions on the ballot, and to naming candidates and, if listed, their political parties; and I will prepare voter's ballot as the voter directs."

CERTIFICATION OF ELIGIBILITY TO SERVE AS AN ELECTION OFFICIAL:

I am a registered voter of Brazos County, Texas or a Student Election Clerk,
I am not an elected public officer (Precinct Chair is not considered a public office),
I am not a candidate for a public office or an opposed Precinct Chair in the current election,
I am not an employee or relative of any opposed candidate in the current election, and
I am not a campaign treasurer or manager of a candidate in the current election.

DATE	Description	Time In	Time Out	Time In	Time Out	Total Hours
	Equipment Set Up	AM PM	AM PM			
	Election Day Worker	AM PM	AM PM	AM PM	AM PM	

•Hourly wage for Election Workers: Presiding Judge - $8.50; Alternate Judge and Clerks - $8.50
•Set up time is limited to 2 poll workers (or 1 tech and 1 poll worker) per Polling Location for a maximum of 2 hours each. Time begins when you arrive and time ends when you leave the polls. You must have prior approval to claim more than 14 hours on Election Day.

PICKUP AND DELIVERY FEE - Put your portion of $25.00 (May be split) $

Were you the Presiding Election Judge? Yes No

Did you attend Election Law Training or complete the Online Law Course Yes No

** You must work at least 7 hours on Election Day to be paid for any training.*

Are you Bilingual? Yes No Language?

CERTIFICATION: Under penalties of perjury, I certify that: (1) the number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and (3) I am a U. S. citizen or other U.S. person. I also certify that I have taken the above OATH. I am eligible to serve as an Election Official, and my information and hours worked are accurate.

SIGNATURE:		DATE:	
PRINTED LEGAL NAME:			
PRINT ADDRESS:			
CITY, STATE, ZIP:			
EMAIL & TELEPHONE #			
DATE OF BIRTH:		SOCIAL SECURITY #:	

Is this a new address? Yes No

I state that the above is a true and correct statement of the name, address and hours served of the above Election Official conducting the above named election and of the other expenses incurred in this election.

SIGNATURE OF PRESIDING JUDGE:

STOP! Leave everything below this line blank for the office to complete!

Total Hours:	_____	X	$_____	$_____
Delivery Fee:				$_____
Training:	_____	X	$_____	$_____
			Total Invoice:	$_____

APPROVAL | BUDGET LINE TO CHARGE

STATEMENT OF COMPENSATION

All workers must fill out a Statement of Compensation form completely including the hours you worked.

MUST be signed by the Judge.

<u>Very Important</u>: Attach W-4 Forms and place in envelope #2 (only for new workers)

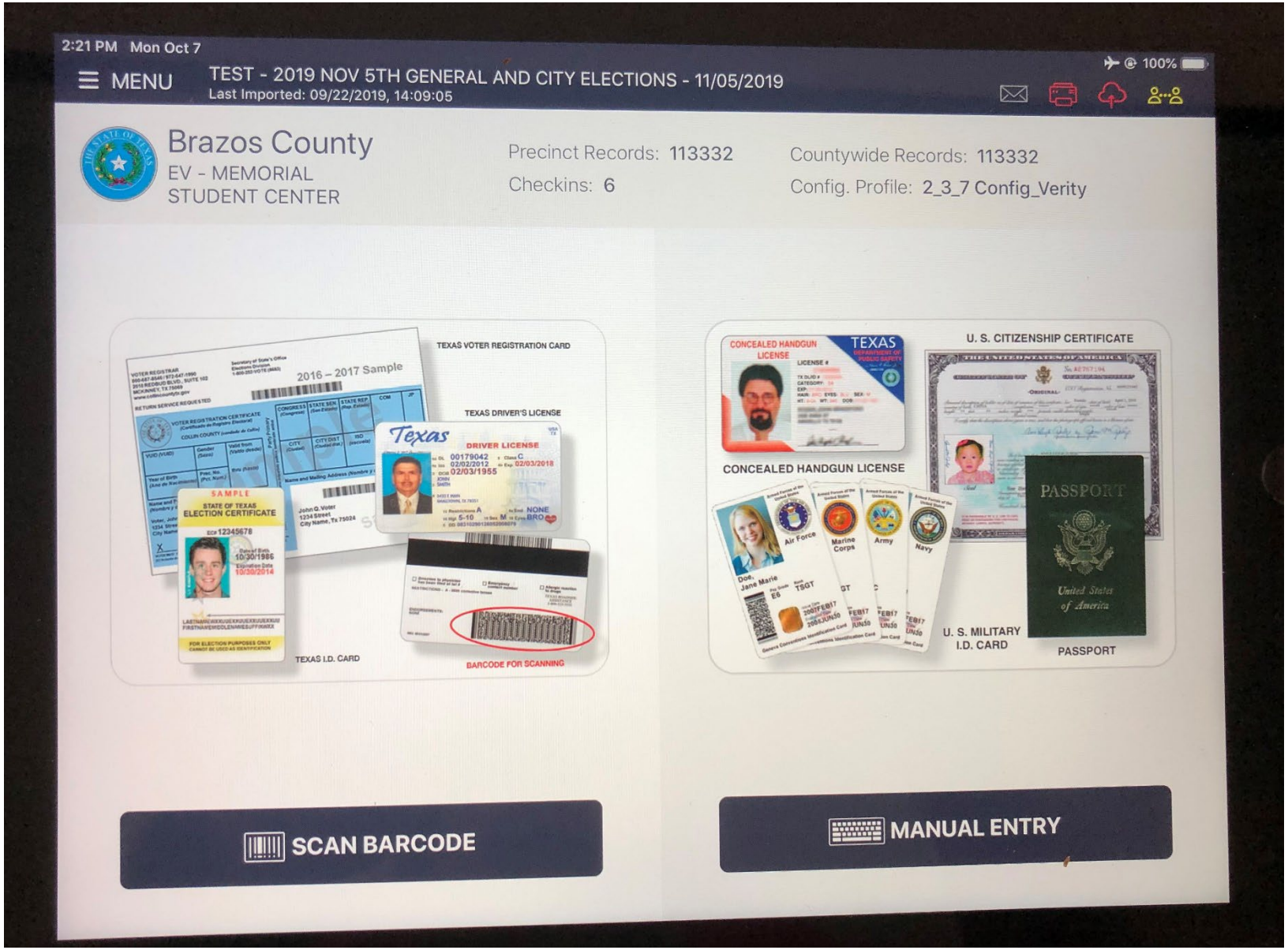
Pollwatcher

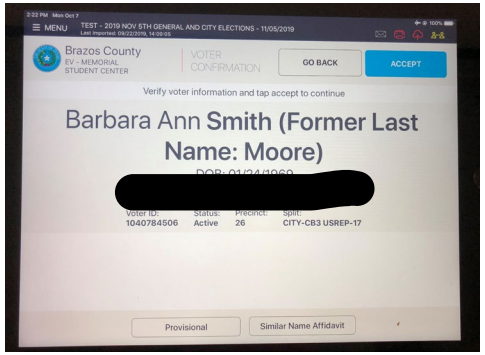
- They can come in at any time, 33.052
- They must present their Appointment of Pollwatcher and Certificate of Completion of training to the Judge, 33.051
- They must wear a badge stating “Pollwatcher”, 33.051(f)
- They may not talk to any of the voters nor wear any political advertisement, 33.058
- They can take notes, 33.056
- They must turn off their cell phone, 33.051(c)

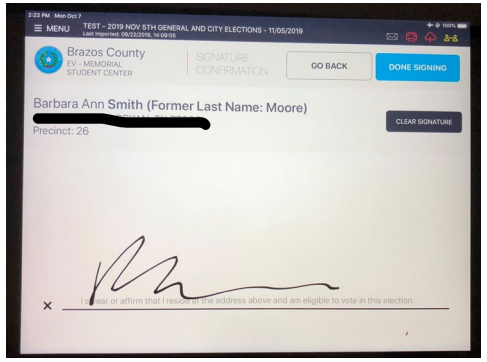
- The five hour rule was lifted in the last legislative session

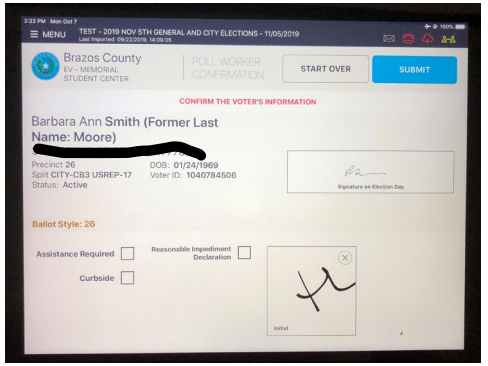
CHECKING IN VOTERS

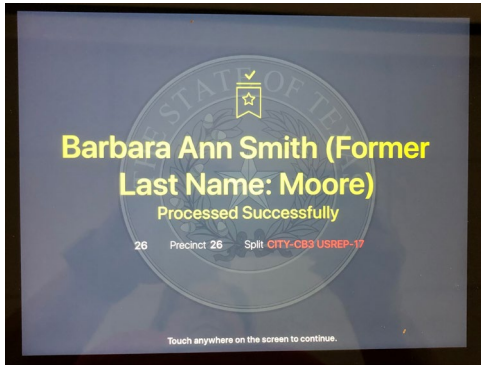
Polling Place Operations



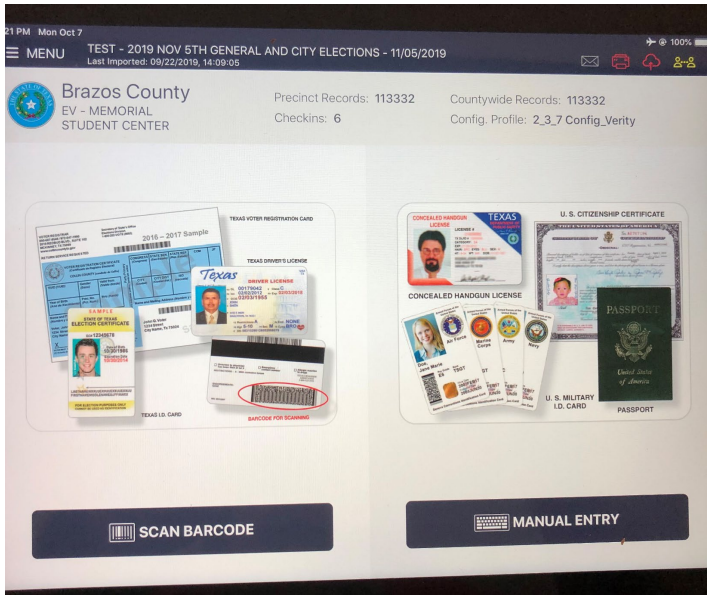


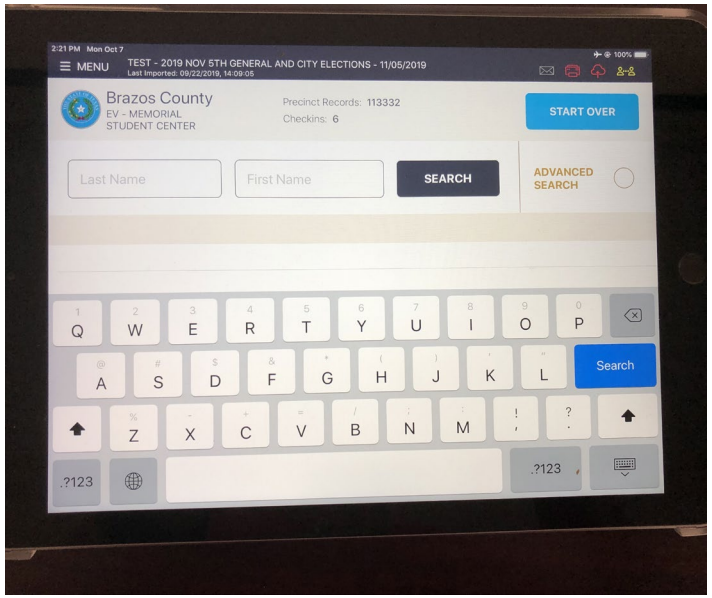


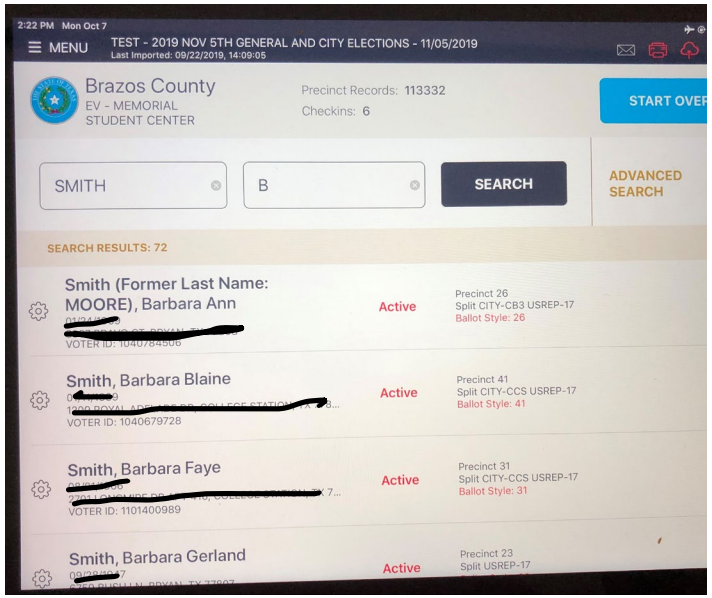




- When DL is scanned the voters name will populate, verify the address with the voter, touch “Accept”, the voter will sign, touch “Done Signing”, enter your initials in box and touch “Submit”.







You CAN NOT required a voter to use their drivers license as ID

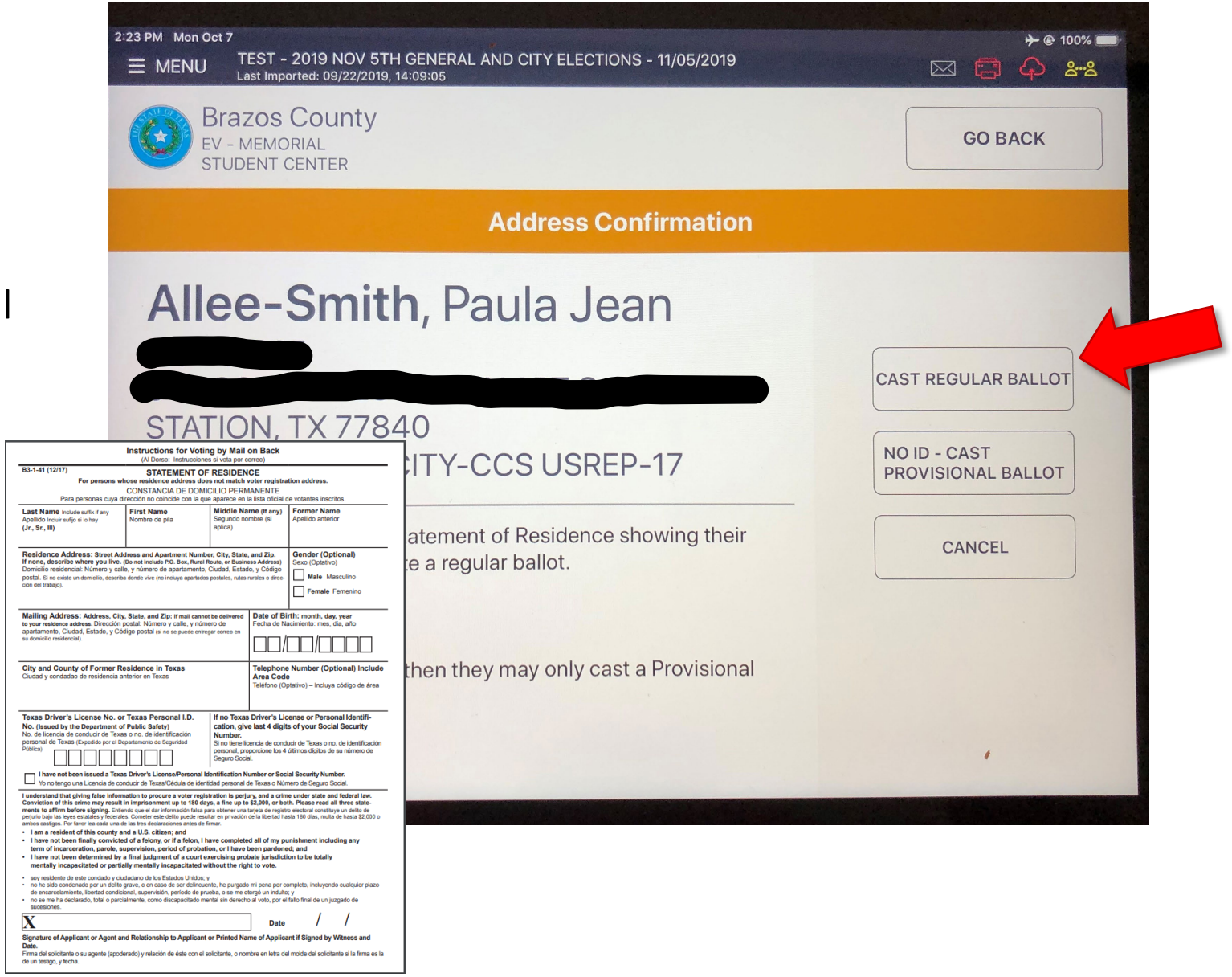
- If the voter does not use their DL to check in, touch “Manual Entry”, type last name and first 3 letters of first name, touch “Search”, touch the correct name in the list.

Suspense Voter

Suspense Voter

When the “Address Conformation” banner appears that means the voter is in SUSPENSE. They must fill out a Statement of Residence prior to casting their ballot.

After the SOR is completed, touch the “Cast Regular Ballot”



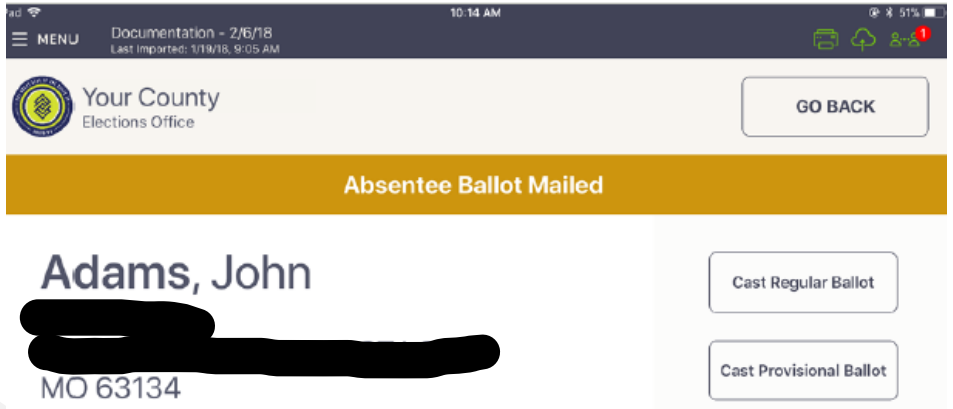
Ballot By Mail

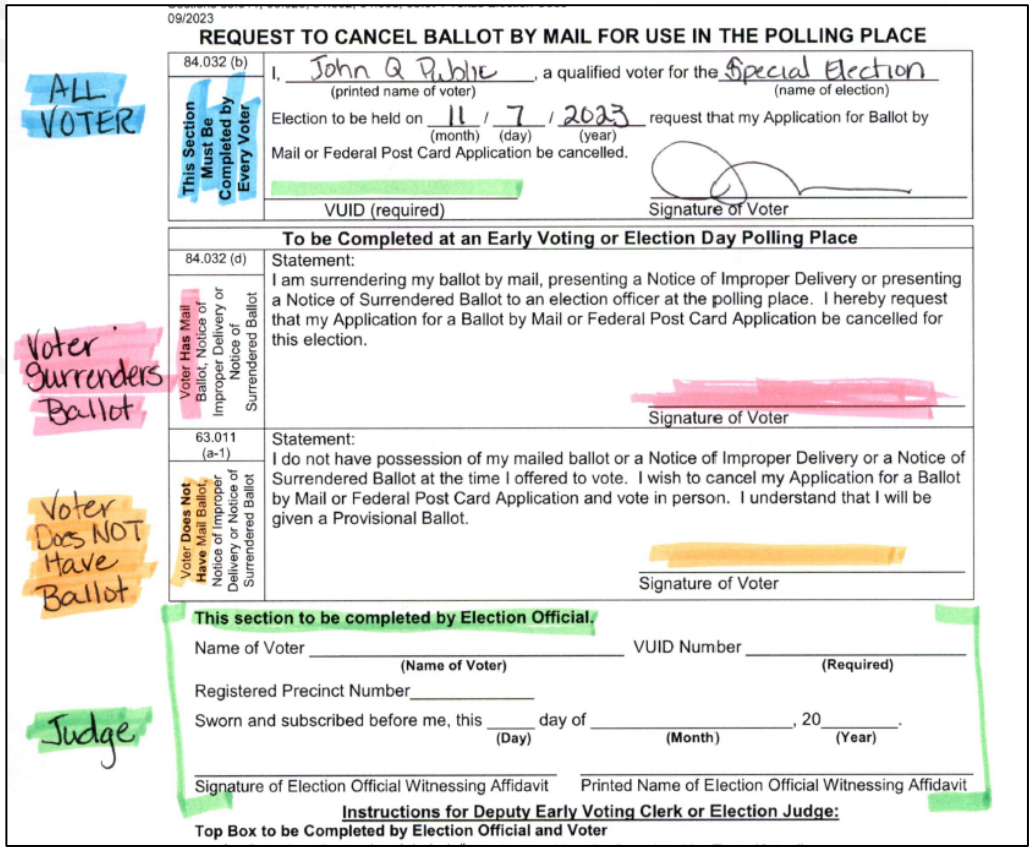
Ballot by Mail - MAILED

When the "Absentee Ballot Mailed" banner appears, the voter has requested and been mailed a ballot.

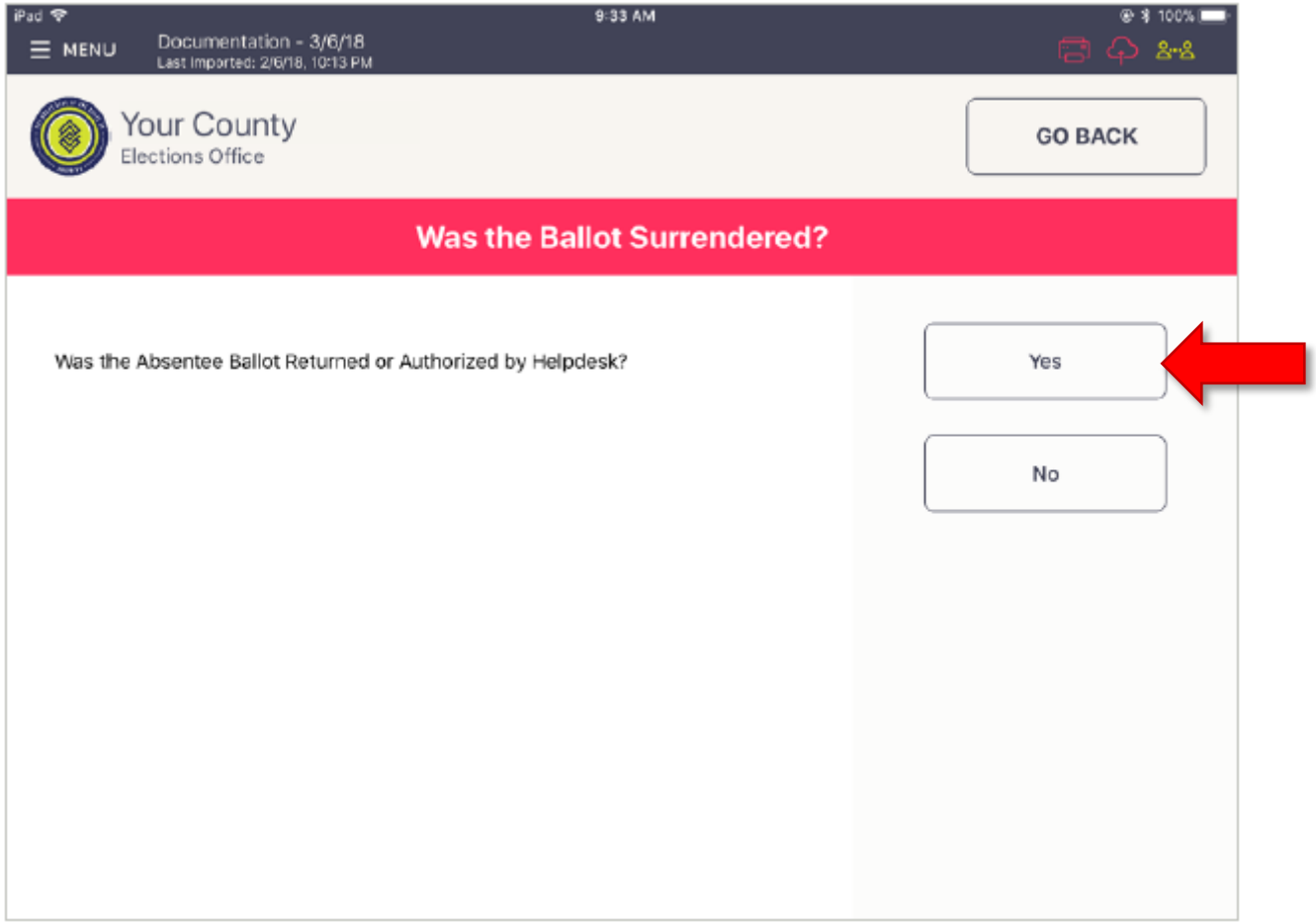
The voter MUST fill out a Request to Cancel BBM form. If the voter surrenders the ballot they sign in the top box and the second box. Votes a **regular** ballot.

If the voter does not have the ballot, they sign the top box and third box. Votes a **Provisional** ballot.



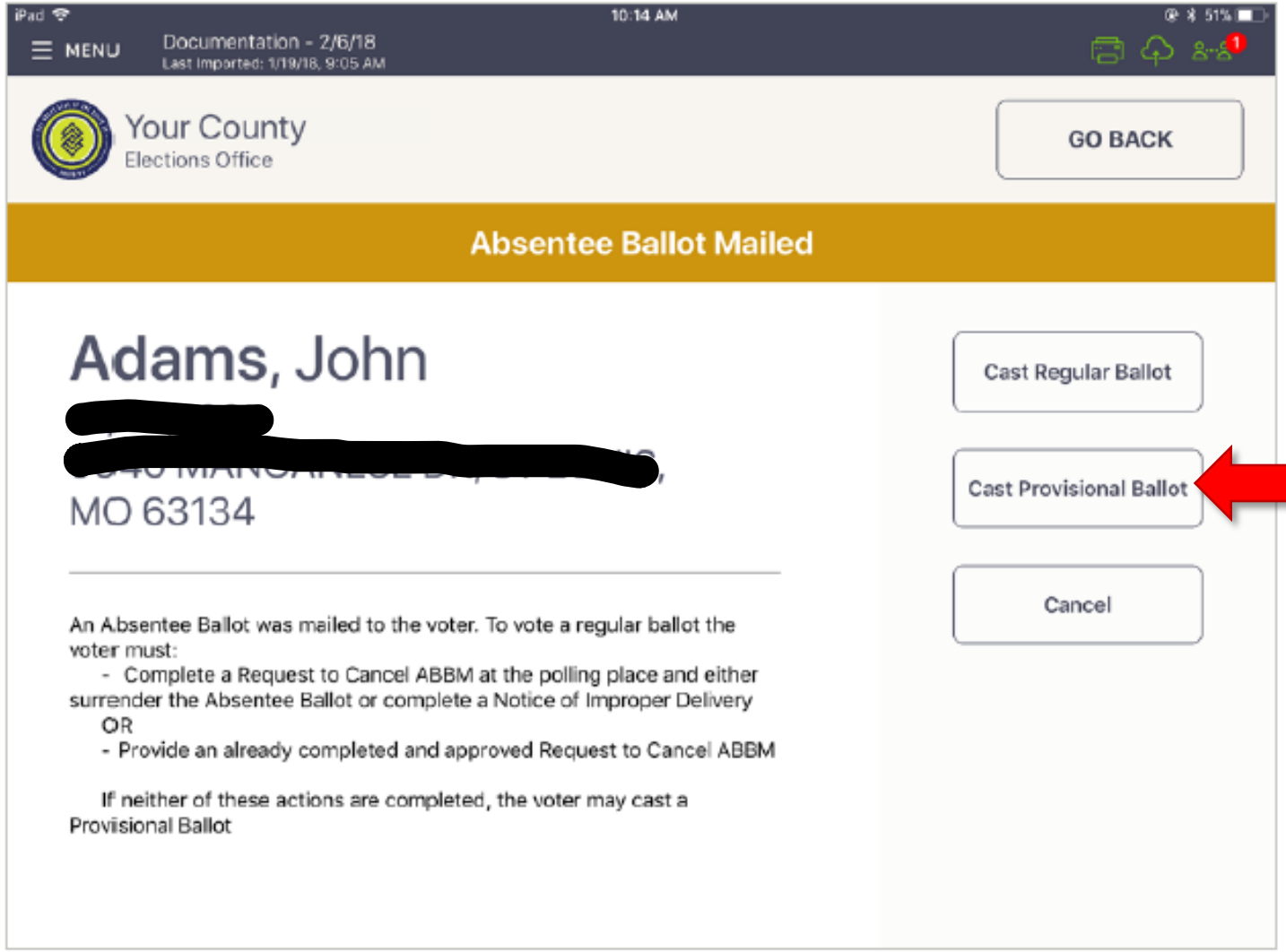


Polling Place Operations



If the voter surrendered the ballot and you touched “Cast Regular Ballot”, you touch “Yes”

- If the voter did NOT surrender their ballot, touch “Cast Provisional Ballot” and follow all procedures for casting a Provisional Ballot.



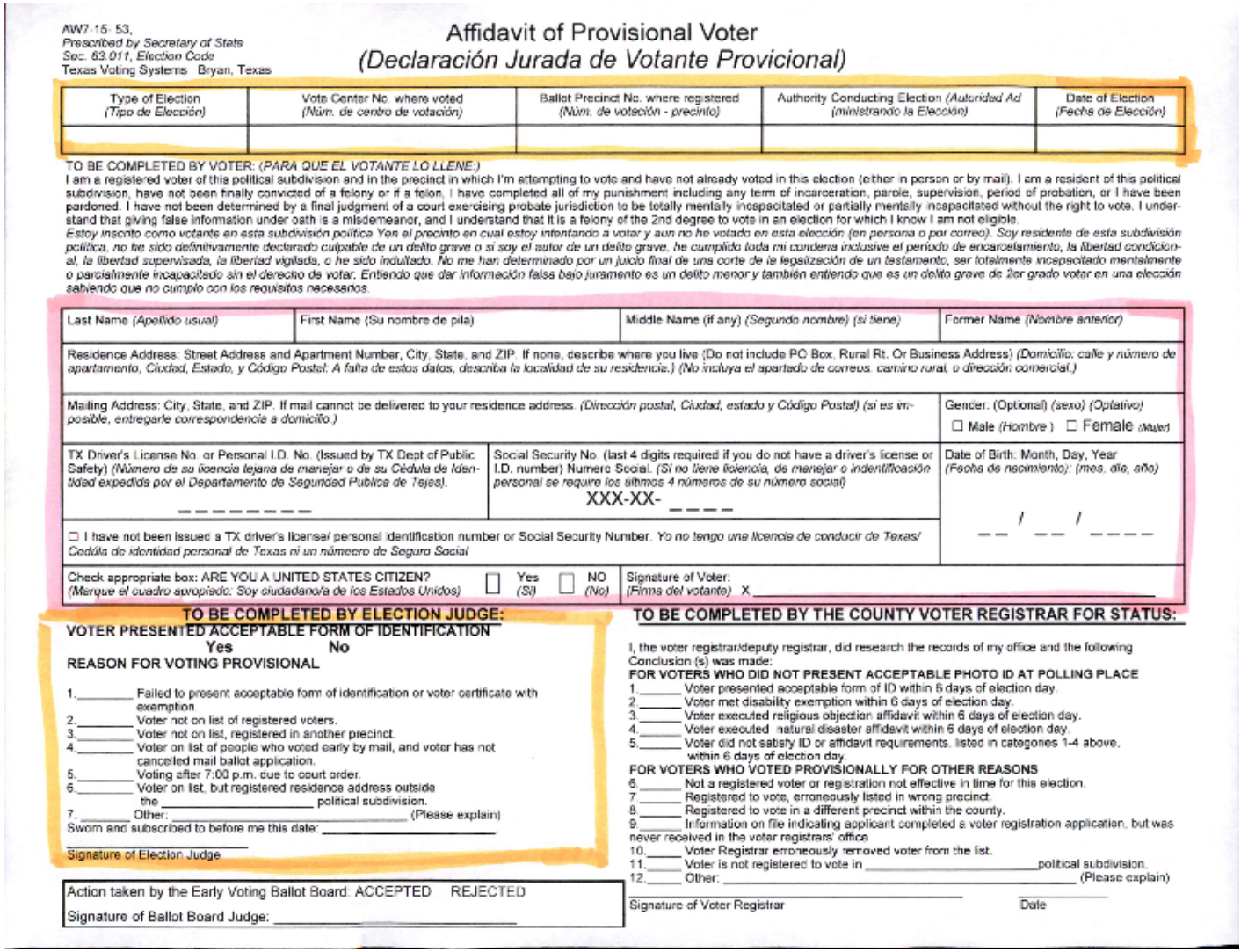
Provisional Ballots

Provisional Voting

Judge fills out top
(Call office to determine precinct)

Voter MUST fill out completely and sign

Judge completes and signs the bottom



AW7-15-53,
Prescribed by Secretary of State
Sec. 63.011, Election Code
Texas Voting Systems Bryan, Texas

Affidavit of Provisional Voter
(Declaración Jurada de Votante Provicional)

Type of Election (Tipo de Elección)	Vote Center No. where voted (Núm. de centro de votación)	Ballot Precinct No. where registered (Núm. de votación - precinto)	Authority Conducting Election (Autoridad Ad (ministrando la Elección)	Date of Election (Fecha de Elección)

TO BE COMPLETED BY VOTER: (PARA QUE EL VOTANTE LO LLENE:)
I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (other in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2nd degree to vote in an election for which I know I am not eligible.
Estoy inscrito como votante en esta subdivisión política Yen el precinto en cual estoy intentando a votar y aun no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplido toda mi condena inclusive el periodo de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y también entiendo que es un delito grave de 2er grado votar en una elección sabiendo que no cumplo con los requisitos necesarios.

Last Name (Apellido usual)	First Name (Su nombre de pila)	Middle Name (if any) (Segundo nombre) (si tiene)	Former Name (Nombre anterior)
Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include PO Box, Rural Rt. Or Business Address) (Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal: A falta de estos datos, describa la localidad de su residencia.) (No incluya el apartado de correos, camino rural, o dirección comercial.)			
Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address. (Dirección postal, Ciudad, estado y Código Postal) (si es imposible, entregarte correspondencia a domicilio.)			Gender. (Optional) (sexo) (Optativo) ☐ Male (Hombre) ☐ Female (Mujer)
TX Driver's License No. or Personal I.D. No. (Issued by TX Dept of Public Safety) (Número de su licencia tejana de manejar o de su Cédula de identidad expedida por el Departamento de Seguridad Publica de Tejas). _ _ _ _ _ _ _ _	Social Security No. (last 4 digits required if you do not have a driver's license or I.D. number) Numero Social. (Si no tiene licencia, de manejar o identificación personal se requre los últimos 4 números de su número social) XXX-XX- _ _ _ _		Date of Birth: Month, Day, Year (Fecha de nacimiento): (mes, día, año) _ _ / _ _ / _ _ _ _
☐ I have not been issued a TX driver's license/ personal identification number or Social Security Number. *Yo no tengo una licencia de conducir de Texas/ Cedúla de identidad personal de Texas ni un número de Seguro Social*			
Check appropriate box: ARE YOU A UNITED STATES CITIZEN? (Marque el cuadro apropiado: Soy ciudadano/a de los Estados Unidos) ☐ Yes (Si) ☐ NO (No)		Signature of Voter: (Firma del votante) X _____	

TO BE COMPLETED BY ELECTION JUDGE:
VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION
Yes No
REASON FOR VOTING PROVISIONAL

1._____ Failed to present acceptable form of identification or voter certificate with exemption
2._____ Voter not on list of registered voters.
3._____ Voter not on list, registered in another precinct.
4._____ Voter on list of people who voted early by mail, and voter has not cancelled mail ballot application.
5._____ Voting after 7:00 p.m. due to court order.
6._____ Voter on list, but registered residence address outside the _____ political subdivision.
7._____ Other: _____ (Please explain)
Sworn and subscribed to before me this date: _____
_____
Signature of Election Judge

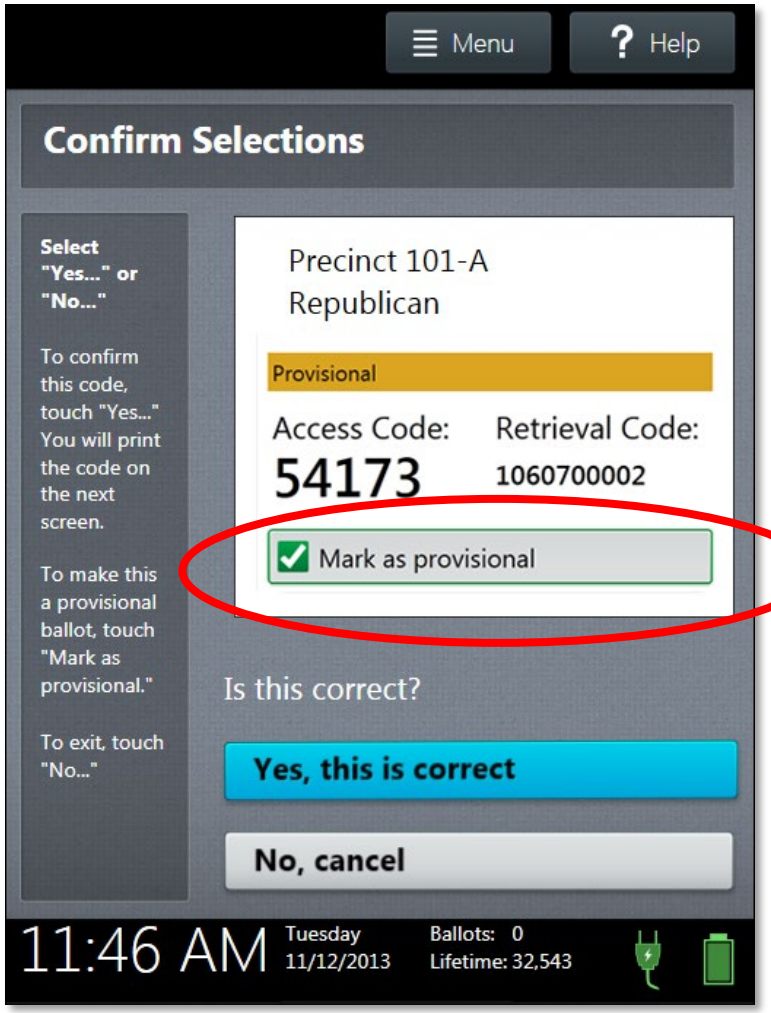
TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:
I, the voter registrar/deputy registrar, did research the records of my office and the following Conclusion (s) was made:
FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO ID AT POLLING PLACE
1._____ Voter presented acceptable form of ID within 6 days of election day.
2._____ Voter met disability exemption within 6 days of election day.
3._____ Voter executed religious objection affidavit within 6 days of election day.
4._____ Voter executed natural disaster affidavit within 6 days of election day.
5._____ Voter did not satisfy ID or affidavit requirements. listed in categories 1-4 above, within 6 days of election day.
FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS
6._____ Not a registered voter or registration not effective in time for this election.
7._____ Registered to vote, erroneously listed in wrong precinct.
8._____ Registered to vote in a different precinct within the county.
9._____ Information on file indicating applicant completed a voter registration application, but was never received in the voter registrars' office.
10._____ Voter Registrar erroneously removed voter from the list.
11._____ Voter is not registered to vote in _____ political subdivision.
12._____ Other: _____ (Please explain)
_____ _____
Signature of Voter Registrar Date

Action taken by the Early Voting Ballot Board: ACCEPTED REJECTED
Signature of Ballot Board Judge: _____

Polling Place Operations

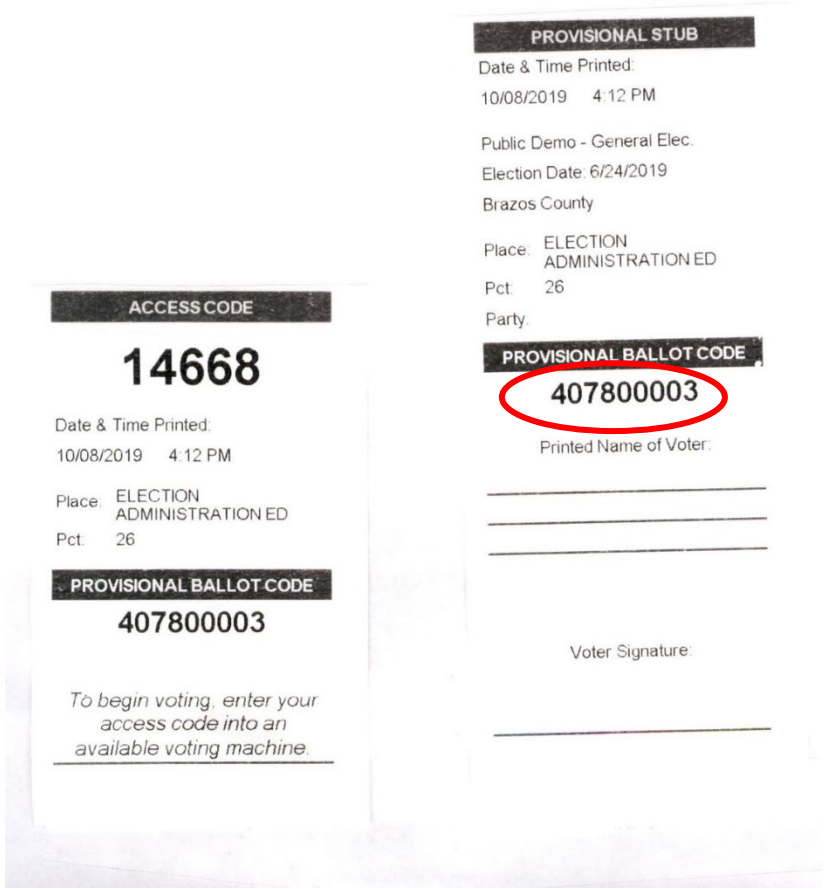
- To issue a PROVISIONAL access code:*

1) On the Controller, select **Mark as provisional** when creating the access code.
2) Select "**Yes, Print Code**".



Provisional Voting

When the Provisional Access Code is issued, Top portion (Access Code) goes to the voter, bottom portion is signed by the voter. Once voter has voted they place their ballot in the envelope with the signed stub and return the envelope to the judge.



Provisional Voting

- Judge enters the name of the voter on the List of Provisional Voters then places the envelope in the Pink Provisional Ballot Bag

9-6
Prescribed by Secretary of State
Section 63.011, Texas Election Code
9/2023

Type of Election *(Tipo de Elección)*	Precinct. No. *(Núm. de Precinto)*
Date of Election *(Fecha de la Elección)*	Authority Conducting Election *(Autoridad Administrando la Elección)*

List of Provisional Voters

To be Completed by the Election Judge	To be Completed by the Ballot Board Judge	
Name of Provisional Voter	Accepted for Counting	Rejected for Counting
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

IF provisional ballot cast because of ID give the voter the Notice to Provisional Voter

NOTICE TO PROVISIONAL VOTER

(For provisional voter that did not (1) present an acceptable form of photo ID and (2) complete a reasonable impediment declaration)

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

Voter must appear before Voter Registrar by:

_____
Date

If you are voting in the correct precinct, **in order to have your provisional ballot accepted**, you will be required to visit your local county voter registrar's office (information below) within **six days of the date of the election** to either present one of the below forms of photo ID OR if you do not possess and cannot reasonably obtain one of the below forms of photo ID, execute a Reasonable Impediment Declaration and present one of the below forms of supporting ID OR submit one of the temporary forms addressed below (e.g., religious objection or natural disaster exemption) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. The process can be expedited by taking this notice with you to the county voter registrar at the time you present your acceptable form of photo identification (or if you do not possess and cannot reasonably obtain one of the below acceptable forms of photo ID, execute your Reasonable Impediment Declaration and present one of the below forms of supporting ID, or execute your temporary affidavit or provide your paperwork for your permanent exemption); however, taking this notice is not a requirement.

Acceptable Forms of Photo Identification

- Texas Driver's License issued by the Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS*;
- Texas Personal Identification Card issued by DPS;
- Texas Handgun License issued by DPS;
- United States Military Identification Card containing the person's photograph;
- United States Citizenship Certificate containing the person's photograph; or
- United States Passport (book or card).

*If you do not have another acceptable form of photo identification you may apply for a free Election Identification Certificate at your local Texas Department of Public Safety office.

With the exception of the U.S. citizenship certificate, the identification must be **current** or, for voters aged 18-69 years, have expired no more than 4 years before being presented for voter qualification at the polling place. A person 70 years of age or older may use a form of identification listed above that has expired if the identification is otherwise valid.

Reasonable Impediment Declaration: If you do not possess one of the forms of acceptable photo identification listed above, and cannot reasonably obtain such identification, you may execute a Reasonable Impediment Declaration and present a copy or original of one of the following supporting documents: (1) a government document that shows your name and an address, including your voter registration certificate; (2) current utility bill; (3) bank statement; (4) government check; (5) paycheck; or (6) (a) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

The address on an acceptable photo identification or a supporting document does not have to match your address on the list of registered voters.

PERMANENT EXEMPTION

During the cure period, voters with a disability may apply with the county voter registrar for a **permanent exemption** to presenting an acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing the applicant's disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. The applicant must also state that he/she does not have a form of identification prescribed by Section 63.0101 of the Texas Election Code. Those who obtain a disability exemption will be allowed to vote upon display of their voter registration certificate reflecting the exemption.

TEMPORARY EXEMPTION

During the cure period, a voter may apply for a temporary exemption at the county voter registrar's office for voters who have a consistent religious objection to being photographed **OR** who do not present an acceptable form of photo identification listed above or follow the Reasonable Impediment Declaration procedure because of certain natural disasters as declared by the President of the United States or the Texas Governor.

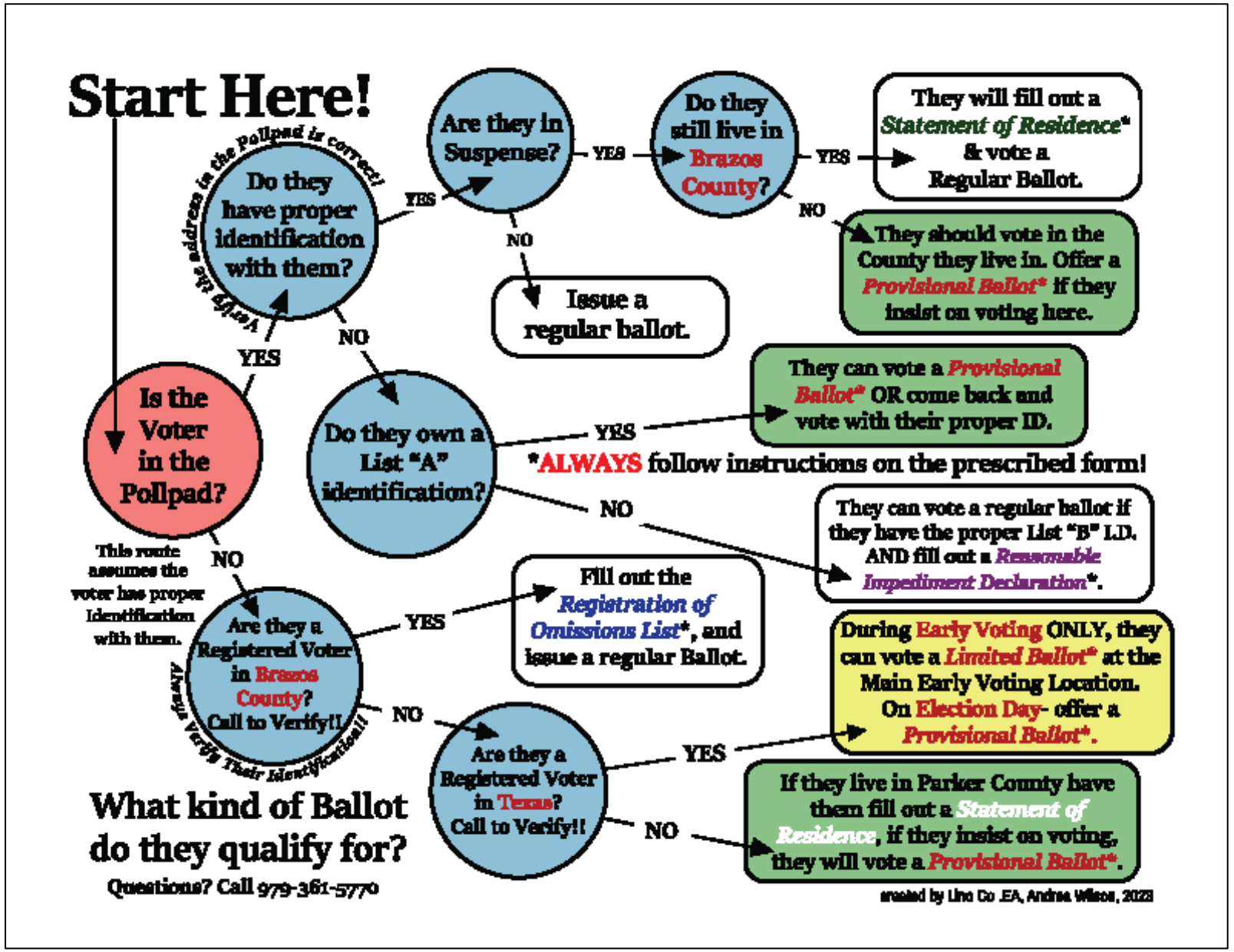
(Insert Map to Voter Registrar's office here.)

_____ **County Voter Registrar's Office**

(Insert Address of Voter Registrar's office here)

Completed by Polling Place Official:
Voter's Last Name: _____
Voter's First Name: _____
VUID #: _____
Precinct No. _____

Polling Place Operations

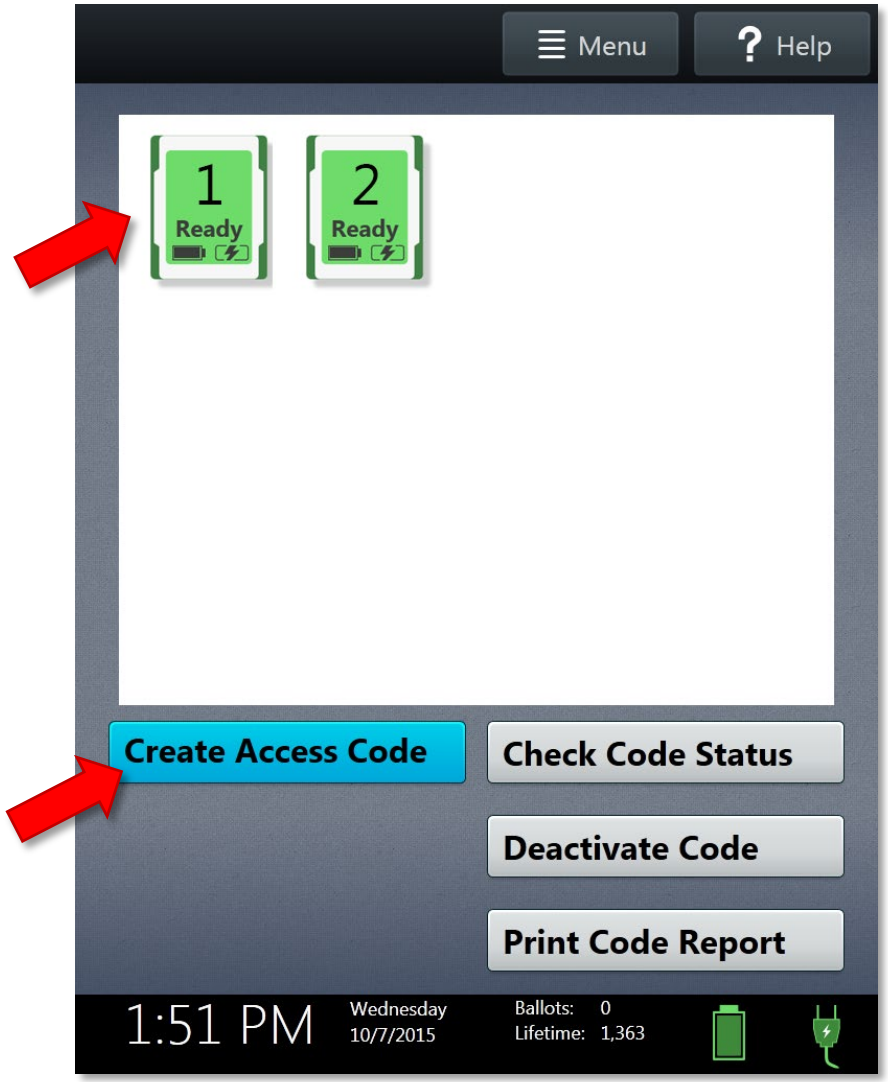


CREATING ACCESS CODES

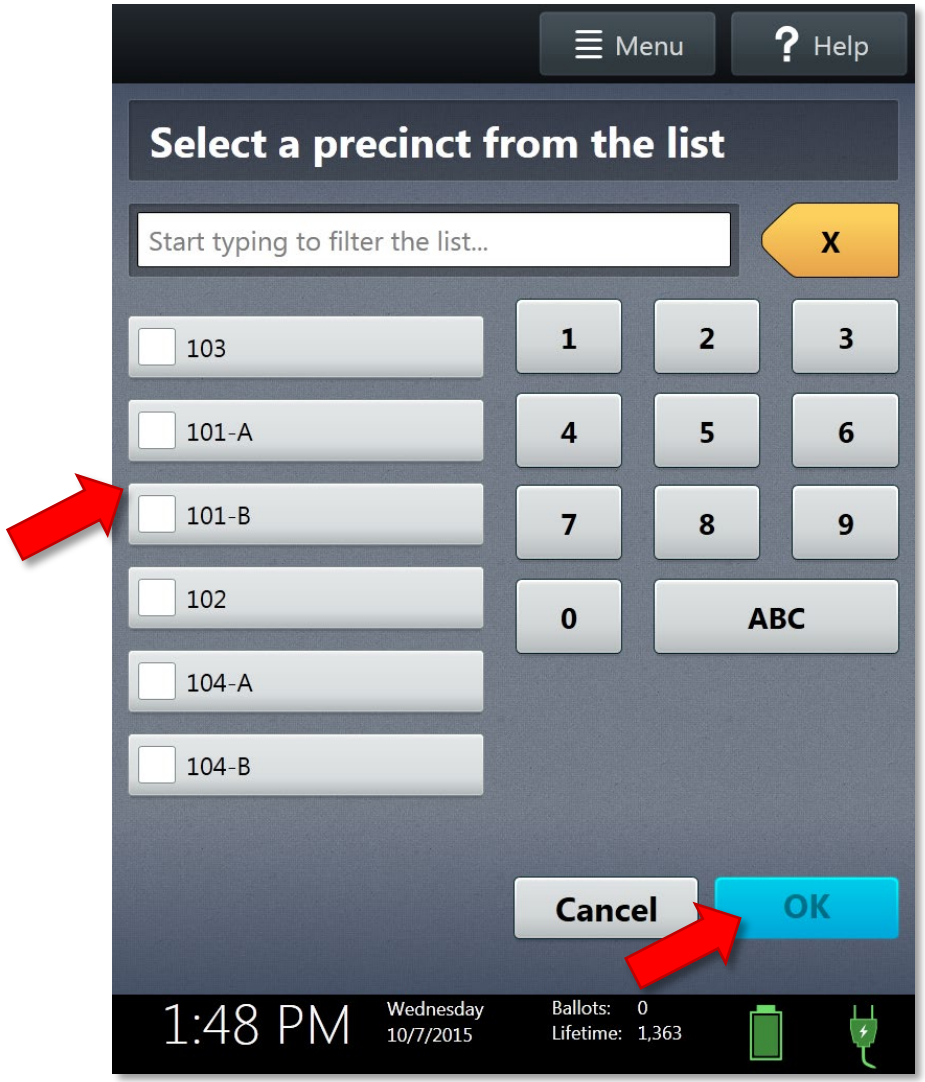
Creating an Access Code

1) On Controller, make sure there is an available booth ("Ready").
2) Select **Create Access Code** or use **Bar Code Scanner**.

If you use the Bar Code Scanner you do not need to touch “Create Access Code”



3) Choose the correct precinct from the list, and then select **OK**.*



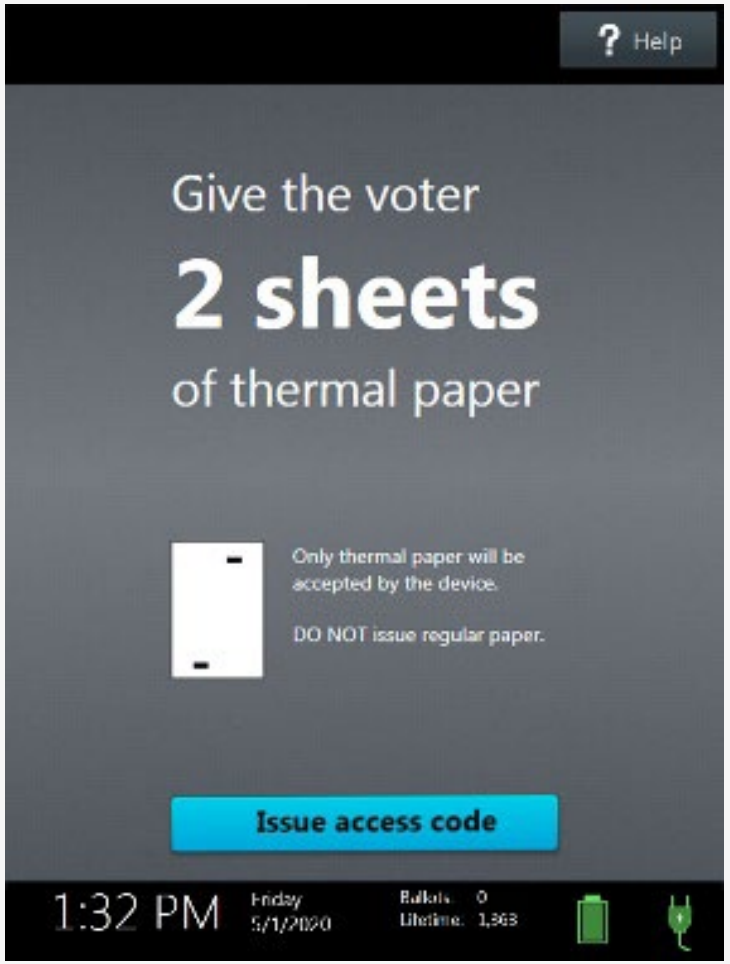
Polling Place Operations

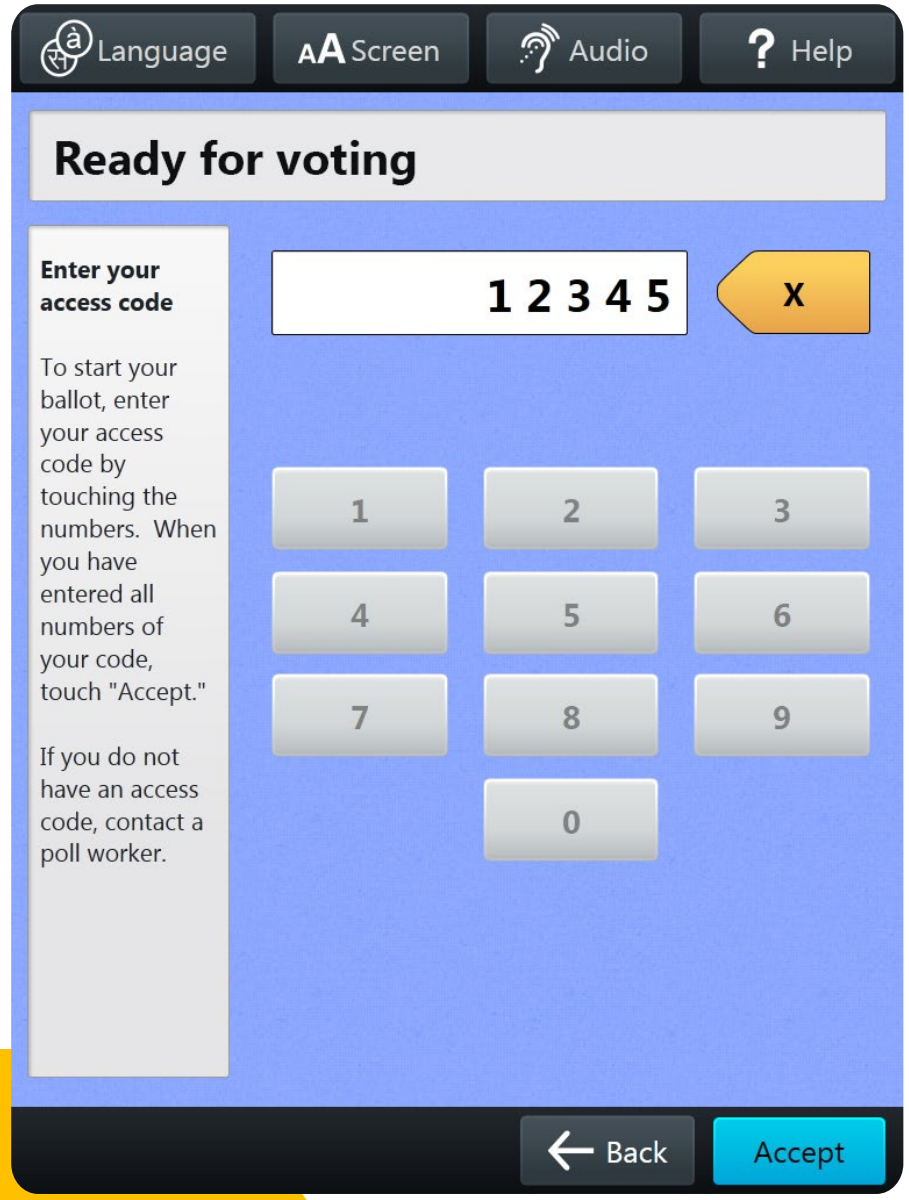
4) Confirm the precinct information, then select **Yes, print the code**.

   - To issue a provisional ballot, select **Mark as provisional**.

Polling Place Operations

5) Wait while the Access Code prints. Hand the access code and the required number of thermal sheets to the voter, let them take a pencil out of the box and direct them to an open Verity DUO booth.



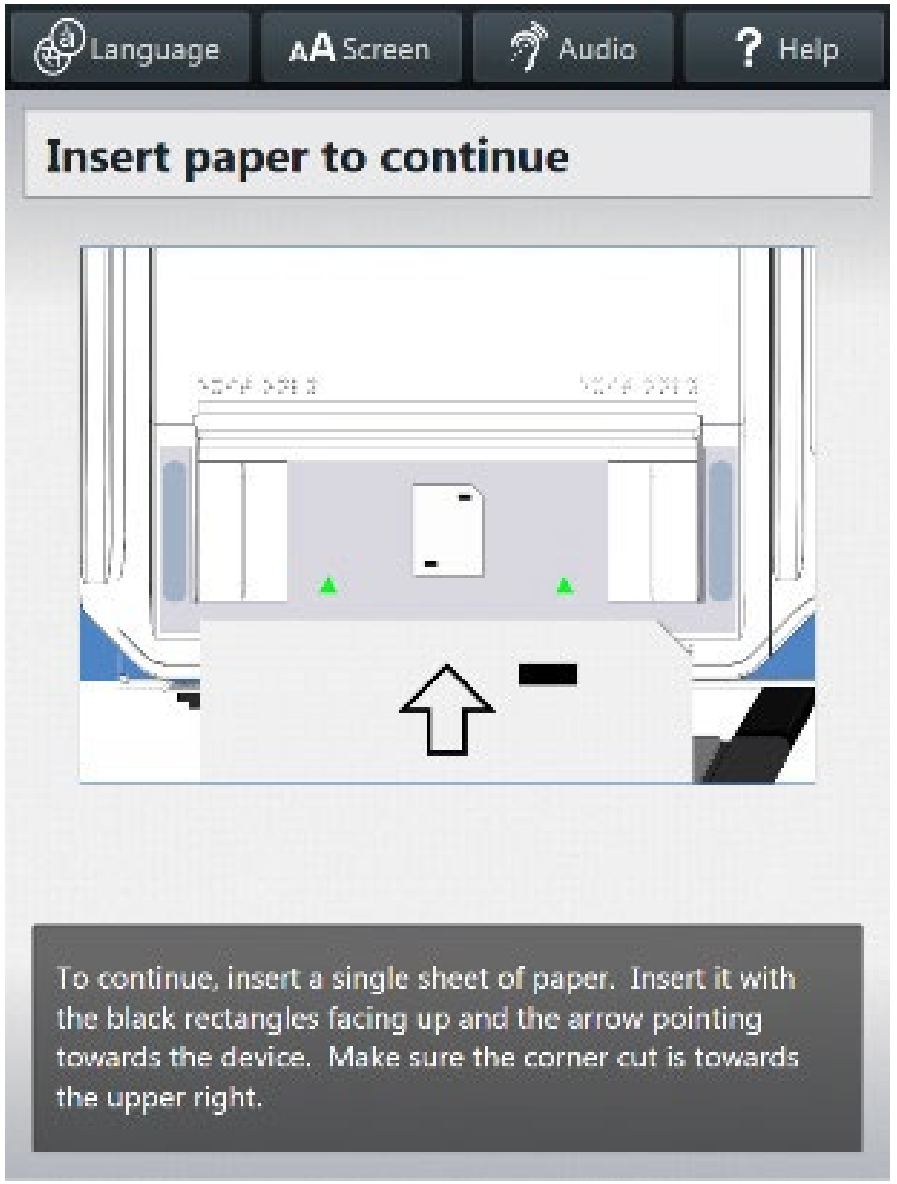


issuing ballots & voting

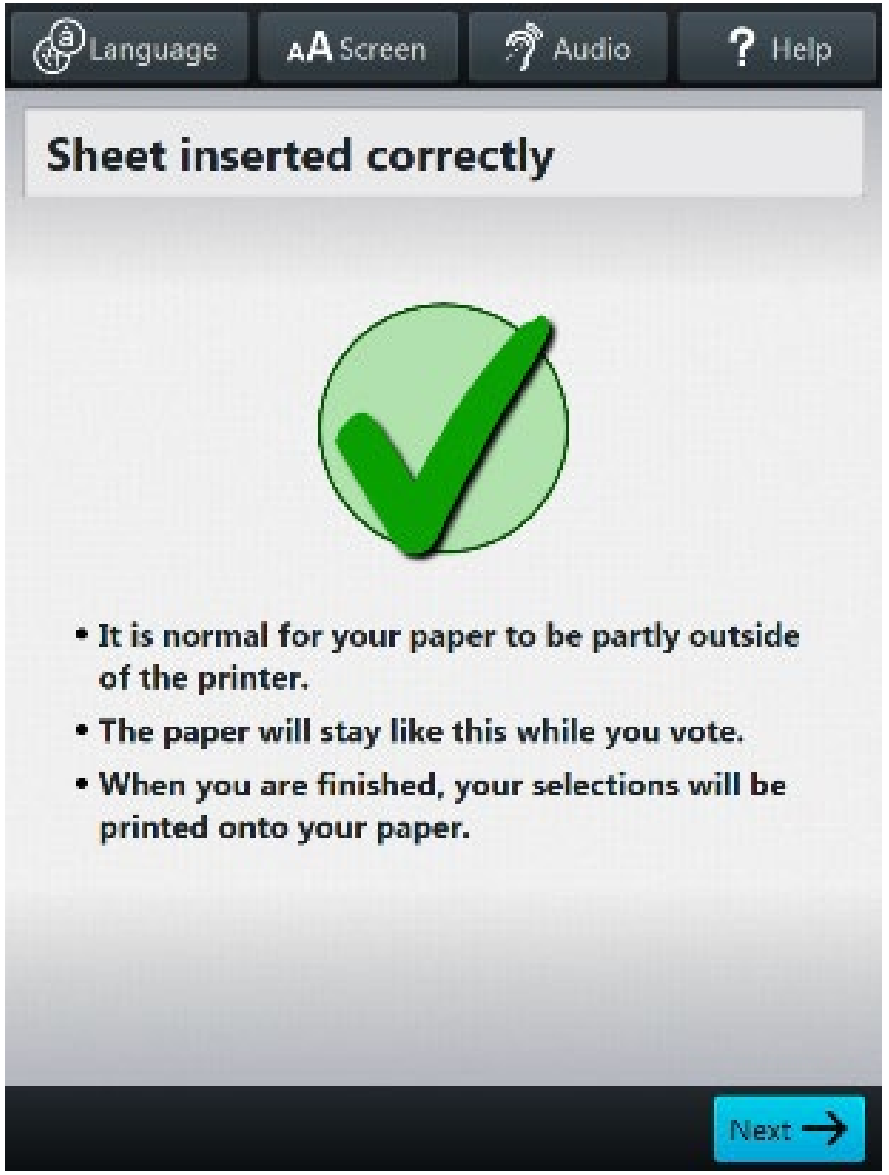
- voting with Verity DUO

On Verity DUO, the voter enters their Access Code, and then selects **Accept**.

The voter inserts one sheet of thermal paper, in the orientation shown on the screen (black rectangles facing up, and arrow pointing toward the device).



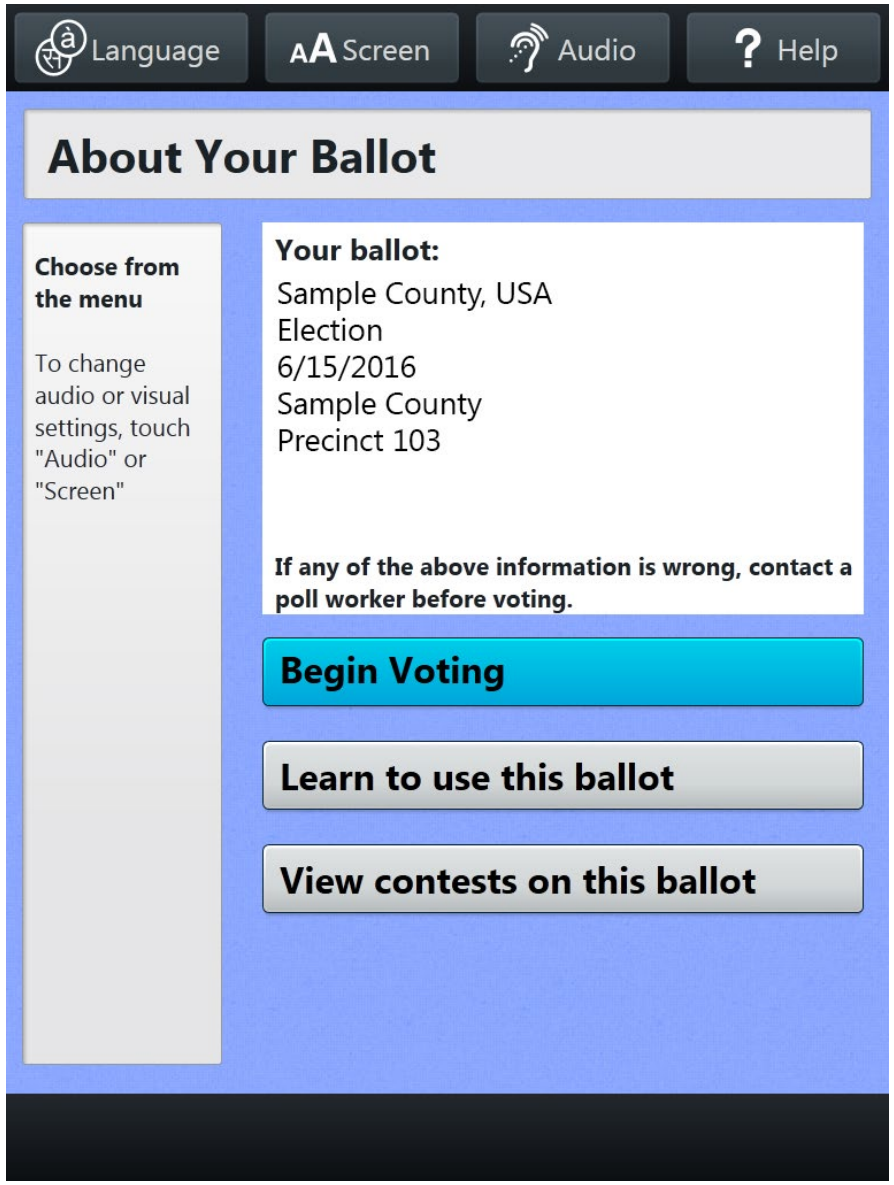
- When the Duo displays the confirmation screen shown, the voter selects **Next** to continue.

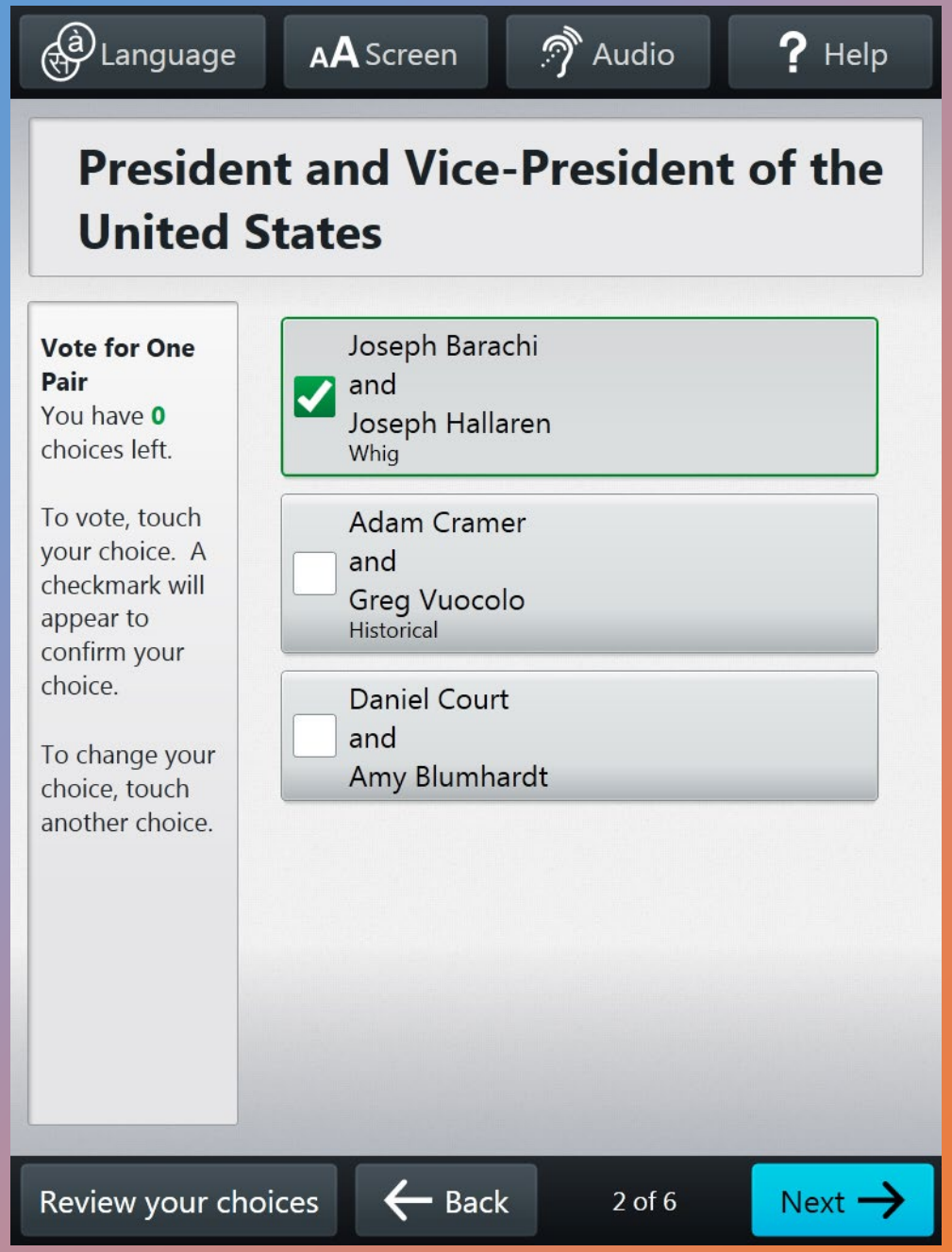


- voting with Verity DUO

The voter can then:

  - Select **Begin Voting** to start voting.
  - Learn how to use the ballot.
  - View a list of contests on the ballot.





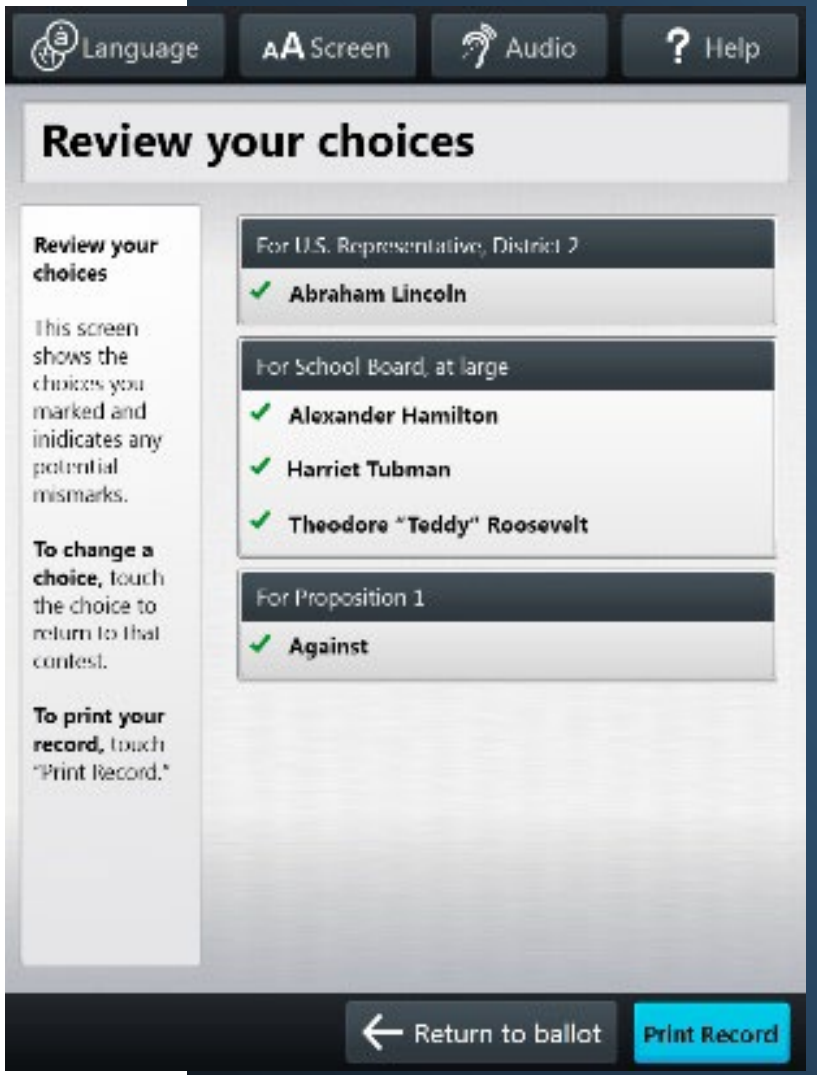
The voter makes their choices using the touch screen (or Verity DUO with Access, if available).

- A selected choice displays a green box with check mark to the left of the choice.
- The voter can review ballot choices by selecting **Review your choices**.
- The Next/Skip button advances to the next contest on the ballot.

When the voter has reached the end of the ballot, the **Review your ballot** screen appears.

- The voter can select a specific contest to return to that contest, or select **Return to ballot** to go to the last contest visited.

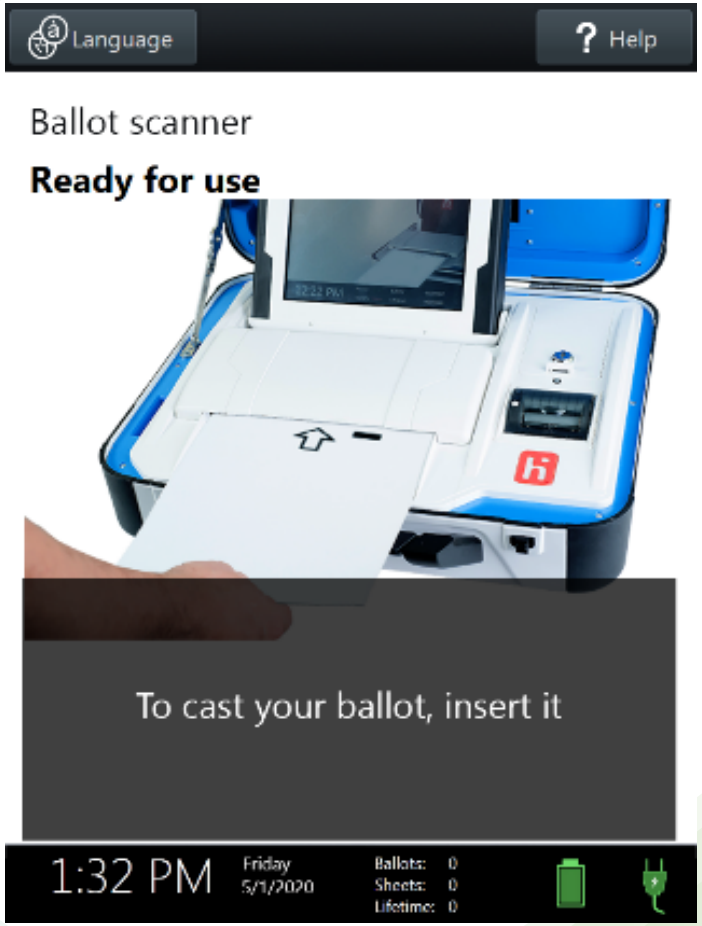
- After reviewing and confirming their choices, the voter selects **Print Record** to print their vote record.



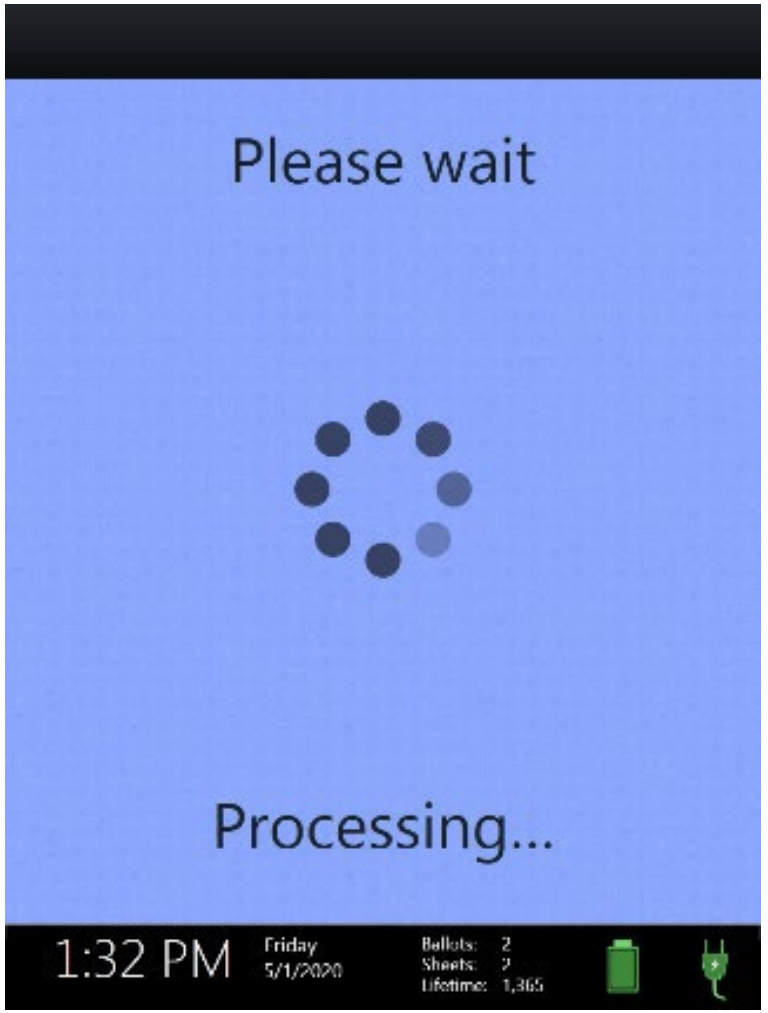
- The voter is asked to confirm they want to print their vote record, and then selects **Yes, print my record**

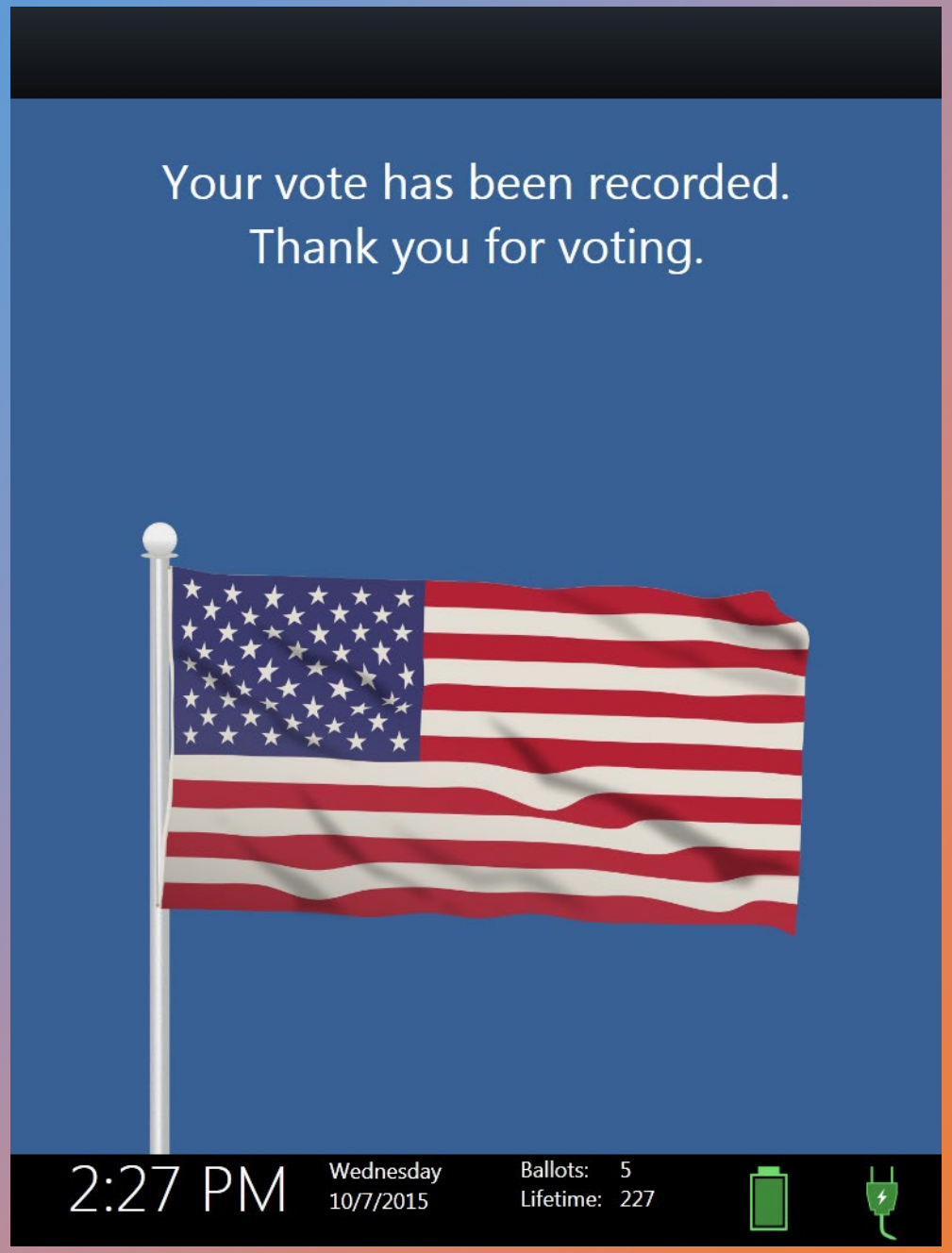
- The device will instruct the voter to remove their printed record and take it to the Verity Scan to cast their ballot.

- Verity Scan is ready to scan when you see the **Insert Ballot** screen



- After scanning their ballot, the voter waits a moment while the ballot is processed





- The voter's ballot has been cast when the Scan screen displays the American flag.

Assistance

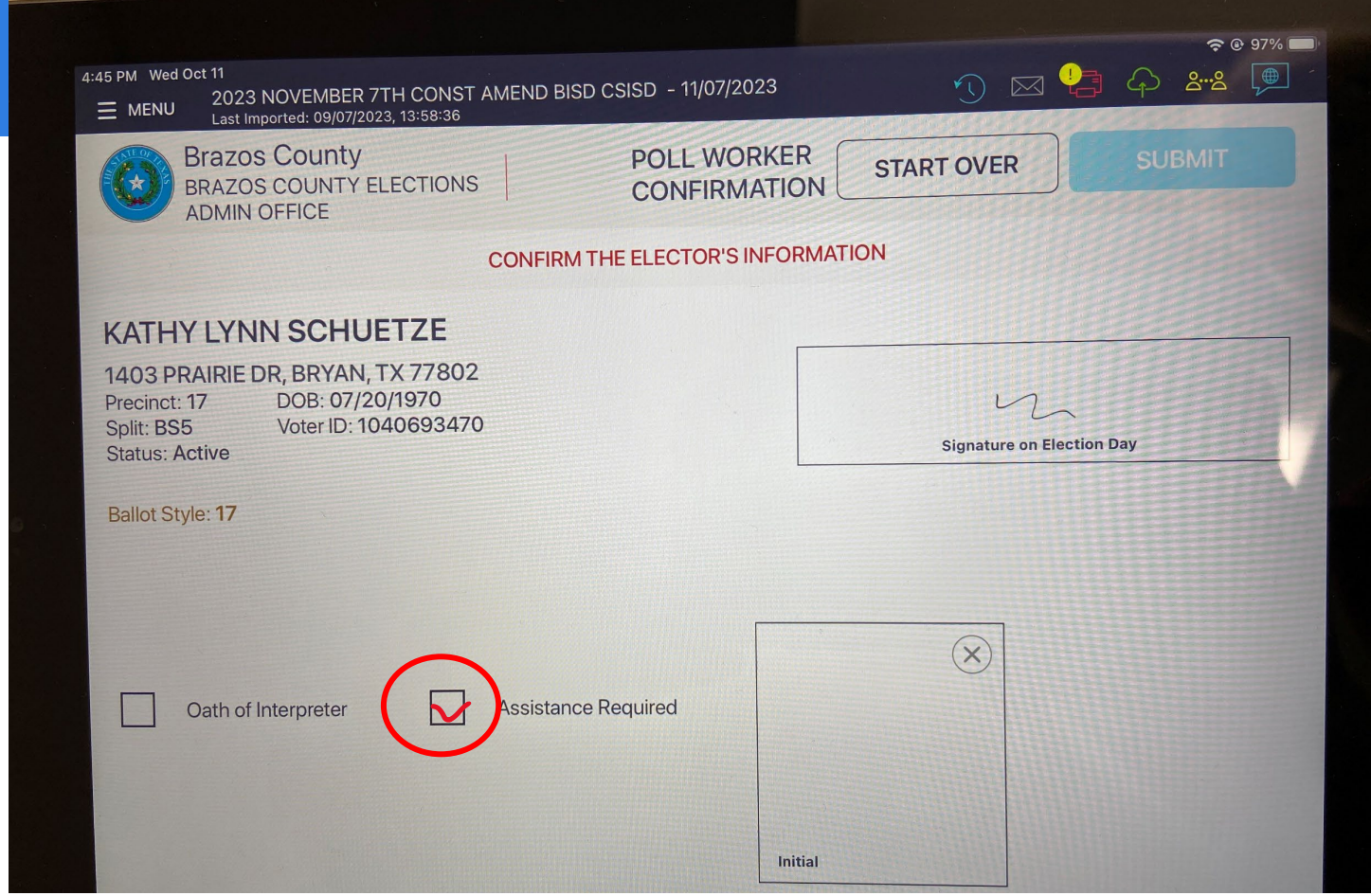
Voter Needing Assistance

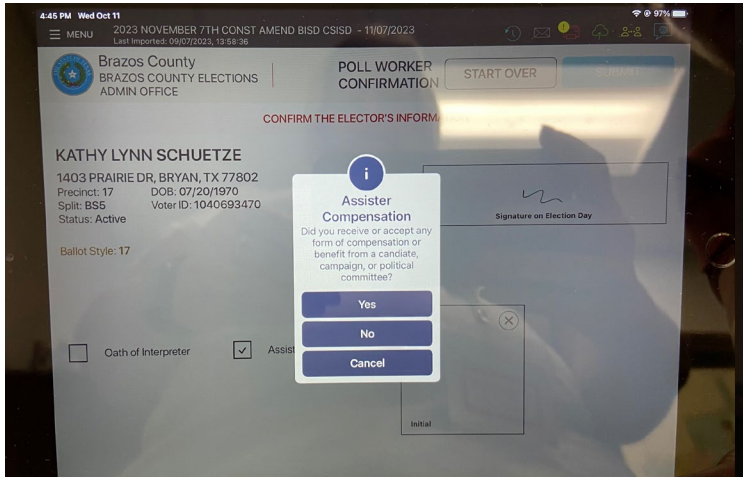
A voter can use anyone of their choosing to assist them

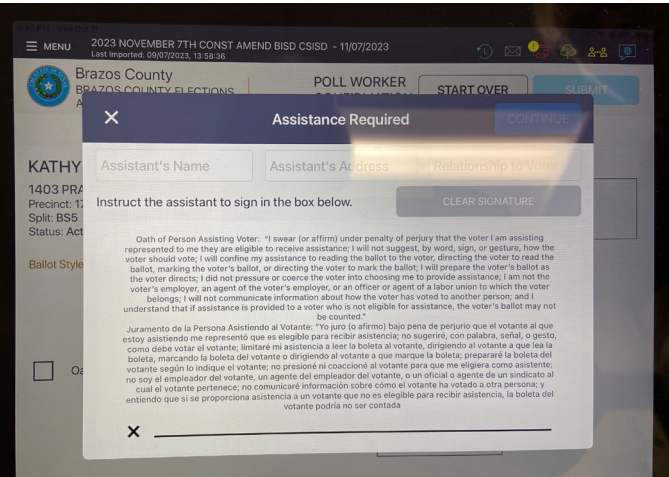
Assistant must take the oath and sign the form

Polling Place Operations

On the screen where voter signs, touch the box “Assistance Required”, question will appear “Did you receive compensation….”, assistant should answer “No”, oath will appear, instruct assistant to read the oath and sign.





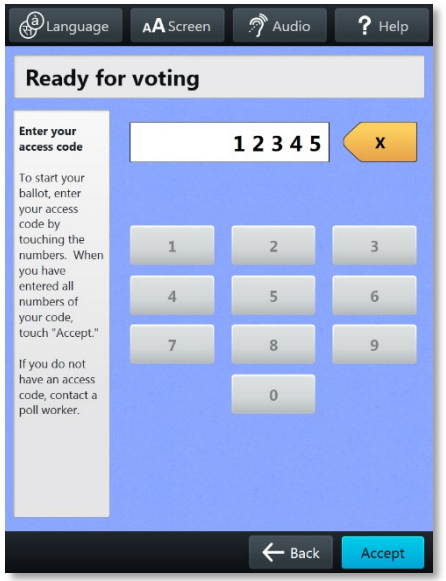


Curbside Voting

Polling Place Operations

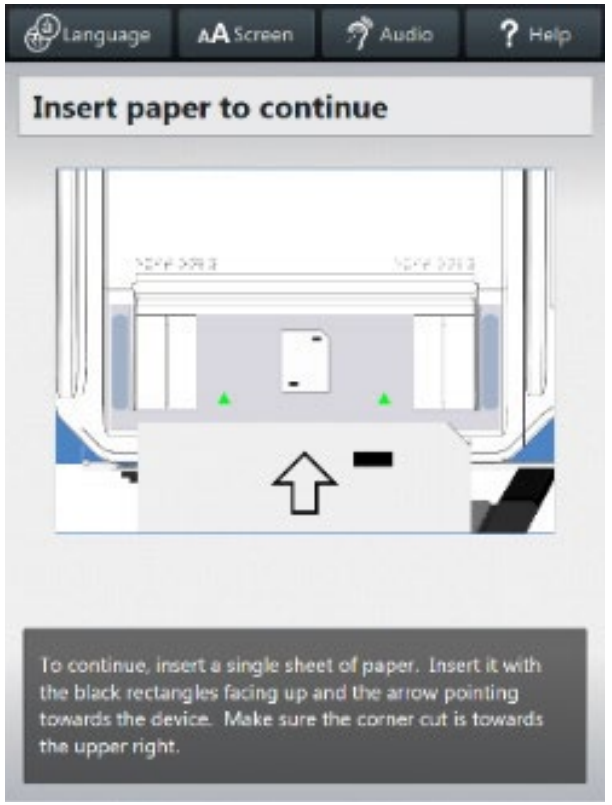
On Verity Controller, issue an Access Code for the voter.

Poll worker selects the Language and enters the Access Code on Verity DUO.



- When the screen displays **Insert paper to continue**, unlock and remove the tablet from the Duo device.

- **IMPORTANT: Do not remove the tablet until you have reached this screen.**



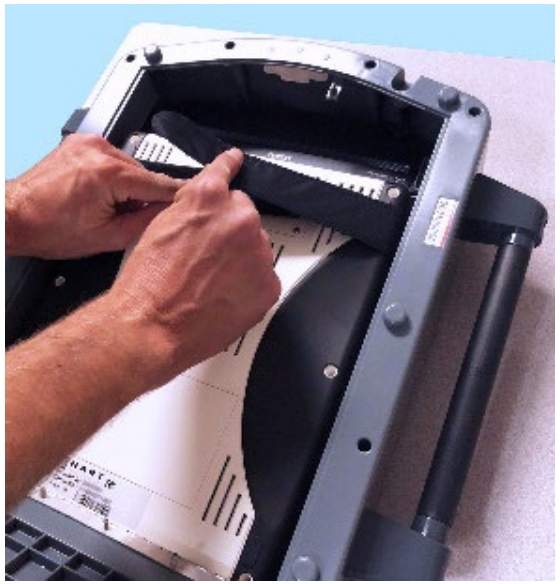
Polling Place Operations

- Unlock the back panel on the Duo Go carrier and open the back panel door

- Verify that the printer inside the Duo Go carrier is powered on. The power button is located on the upper left of the printer.

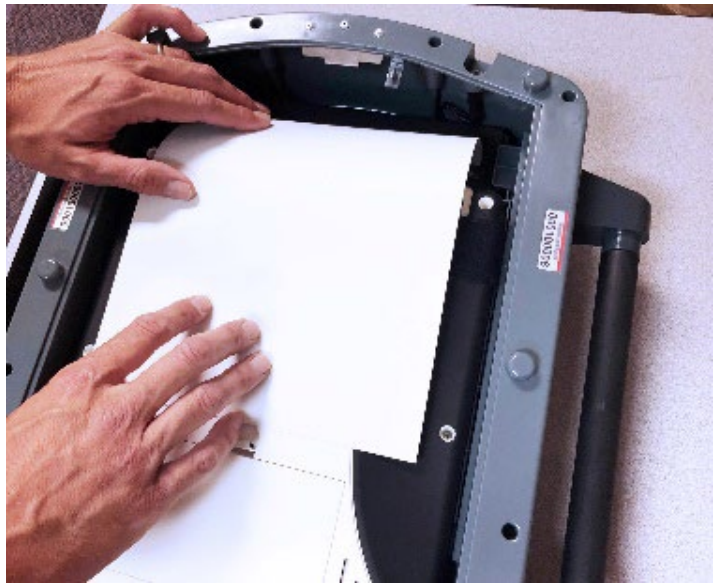
Polling Place Operations

- Connect the USB cable on the inside of the Duo Go carrier to the port on the side of the tablet.
- Seat the tablet inside the carrier and secure the Velcro straps around the tablet.



Polling Place Operations

- Insert one sheet of thermal paper. Once the paper has fed into the printer, lay the sheet flat as shown.



- Close the back panel of the Duo Go carrier and remove the key.

Polling Place Operations

- Disconnect the Duo Go carrier from AC power.
- Take the Duo Go carrier to the voter. When the voter has finished making their selections, they may print their vote record. The printed vote record will emerge from the slot above the screen.
- When the sheet has printed, the screen displays **Your ballot has printed**. The voter will place the printed sheet into a privacy envelope. Take the voter's ballot to the Verity Scan to cast their ballot.

- Unlock the back of the Duo Go carrier to disconnect and remove the Duo tablet. Seat the tablet in the cradle, tilt it back, and lock it in place.

- **IMPORTANT: Don't forget to plug the Duo Go carrier back into AC power so that it is ready for the next voter.**

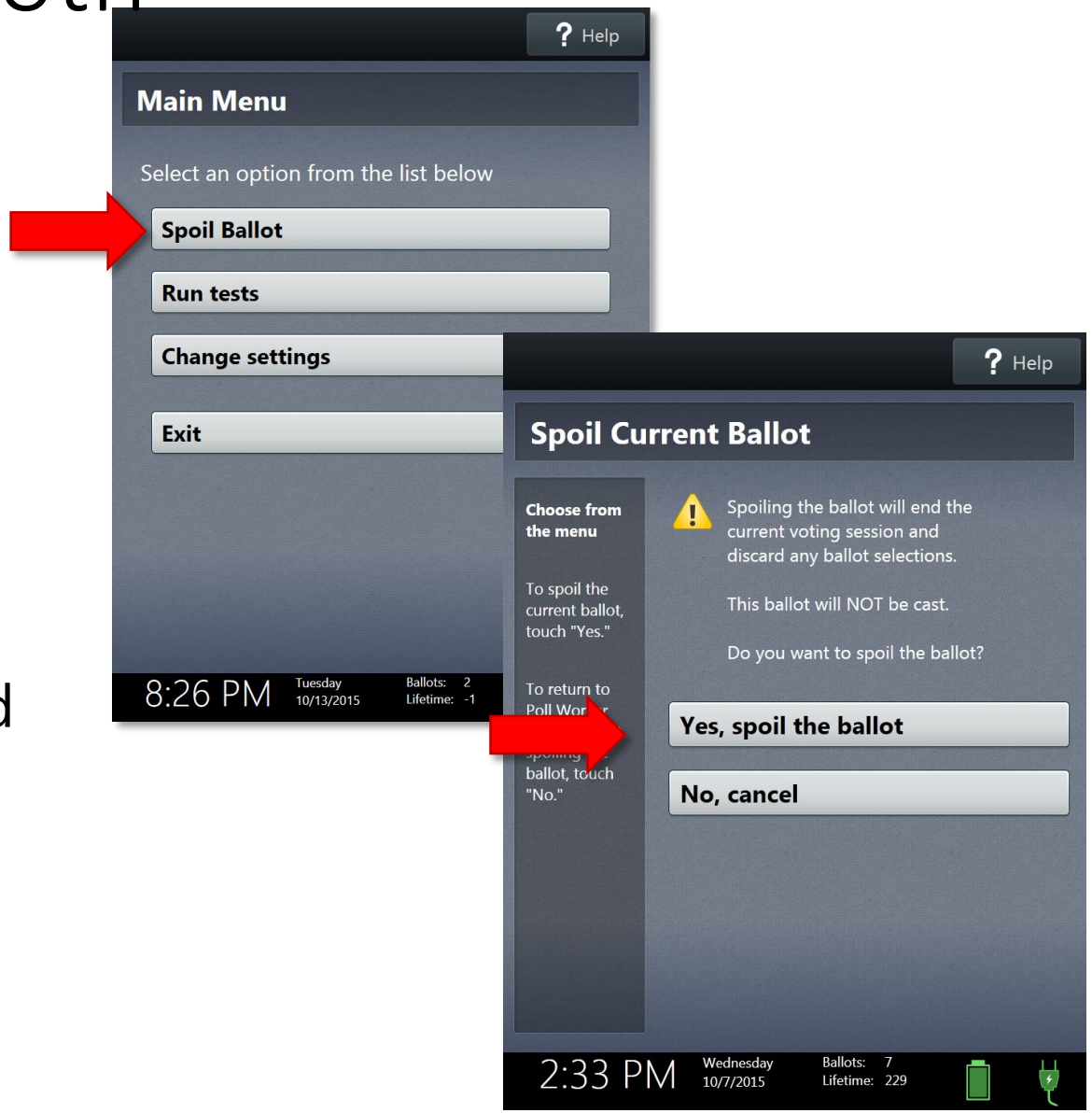
Spoiling a Ballot/Cancel a Booth

Spoil Ballot/Cancel a Booth

- **poll worker button**
- To spoil a ballot/cancel a booth you push the blue poll worker button on the back of the booth, then follow instructions on the screen.

Spoil ballot/Cancel a Booth

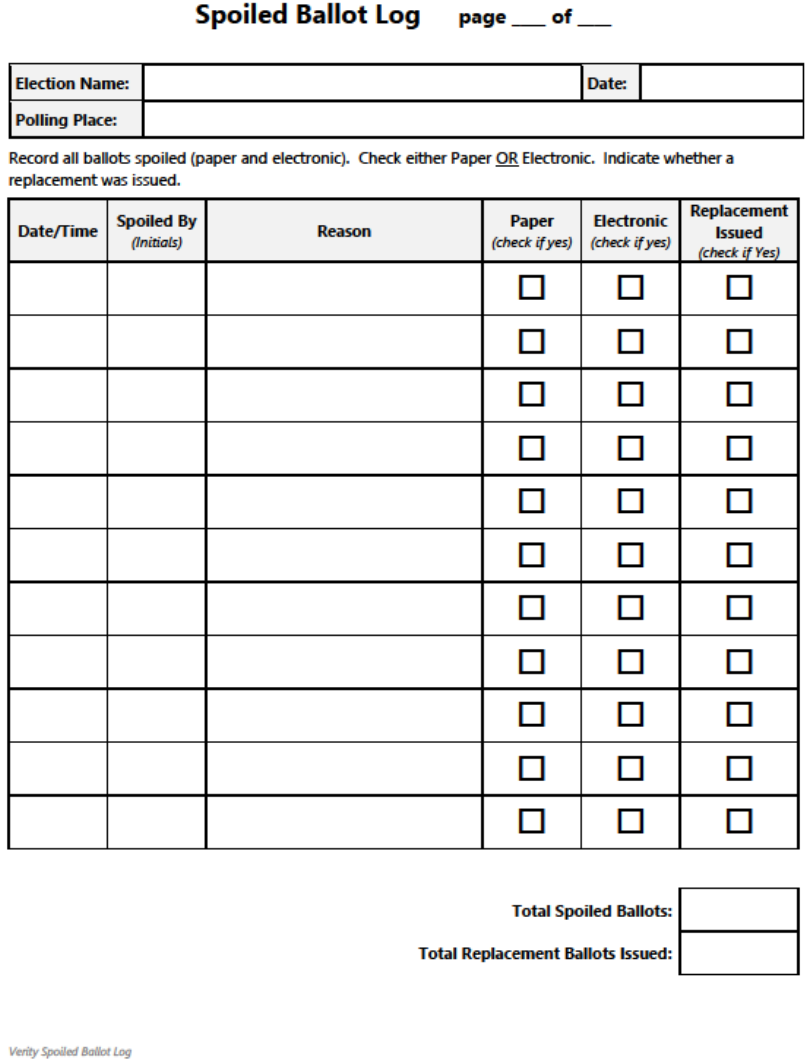
1) Press the poll worker button on the back of Verity DUO.
2) Select **Spoil Ballot**.
3) Enter the Poll Worker code and select **Accept**.
4) Select **Yes, spoil the ballot**, then select **OK**.
5) Enter the information on the Spoiled Ballot Log.



Spoil ballot/Cancel a Booth

Enter name of election, polling place, date of election.

Enter the time the booth was cancelled, your name and reason for cancelling the booth and/or spoiling the paper ballot. Check “Paper”, “Electronic” or “Replacement Issued”.



Spoiled Ballot Log page ___ of ___

Election Name:		Date:	
Polling Place:			

Record all ballots spoiled (paper and electronic). Check either Paper OR Electronic. Indicate whether a replacement was issued.

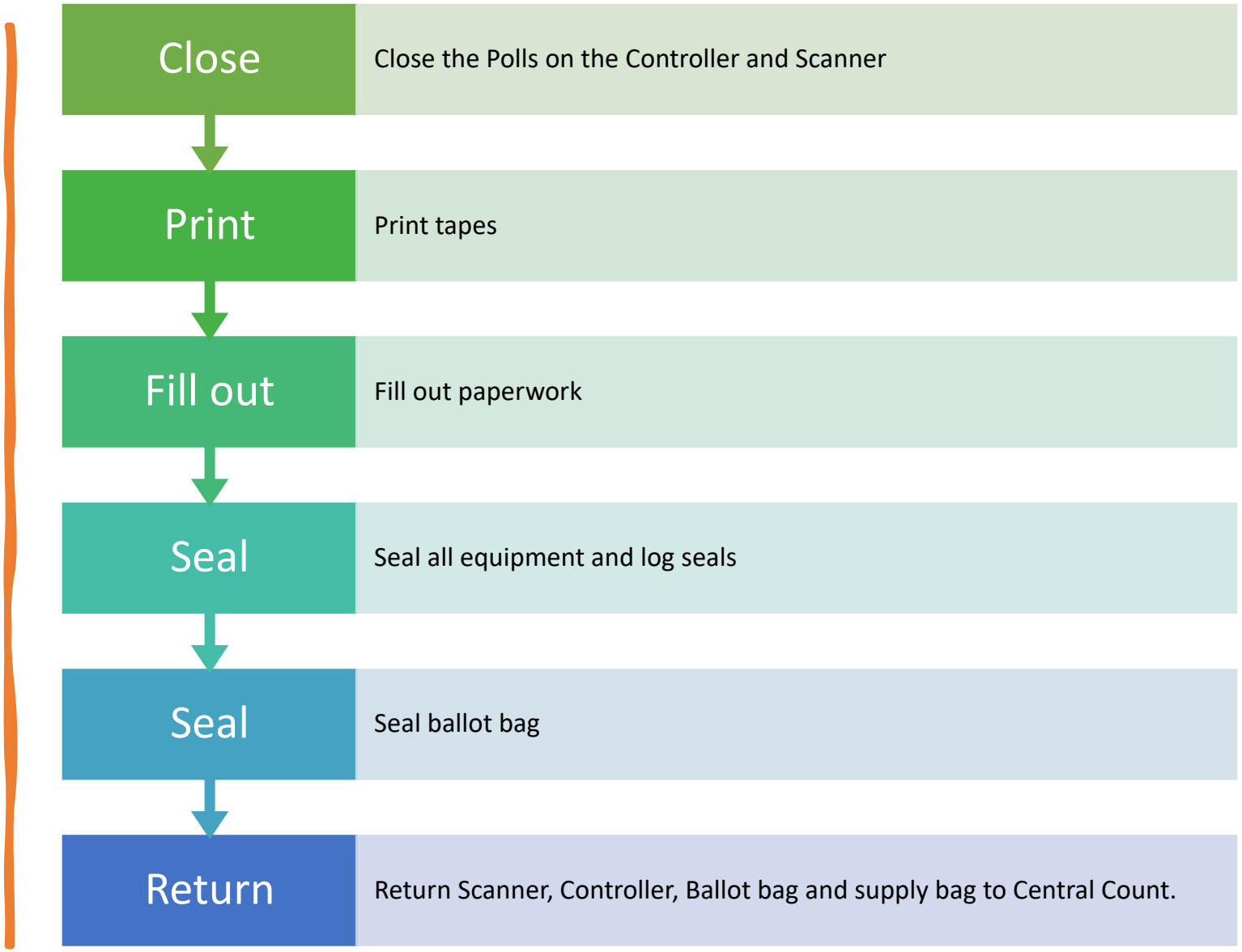
Date/Time	Spoiled By *(Initials)*	Reason	Paper *(check if yes)*	Electronic *(check if yes)*	Replacement Issued *(check if Yes)*
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐
			☐	☐	☐

Total Spoiled Ballots:	
Total Replacement Ballots Issued:	

Verity Spoiled Ballot Log

CLOSING POLLS

Judge


Close
Close the Polls on the Controller and Scanner
Print
Print tapes
Fill out
Fill out paperwork
Seal
Seal all equipment and log seals
Seal
Seal ballot bag
Return
Return Scanner, Controller, Ballot bag and supply bag to Central Count.

Clerks

1. Help close down all equipment
2. Pick up distance markers
3. Take down all postings
4. Clean up the area
5. Assist judge, if needed

questions?

THANK YOU!

- Krystal Ocon – 979-361-4135 or 979-446-6171
- Kathy Schuetze – 979-361-5773 or 979-446-6189 (Pollpads/Registration)
- Regina White 979-361-5774 (Voter Registration)
- Ray Rodriguez – 979-450-8230 (Equipment/Technical issues)