

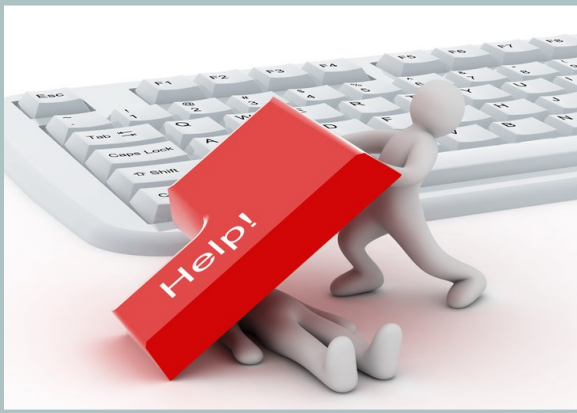
Precinct Election Official Manual



**November 5, 2024
GENERAL ELECTION**



Butler County
— BOARD OF ELECTIONS —



OPEN HOUSE

Open House provides a great opportunity for extra **hands-on practice** with our voting equipment and e-poll books. You can use this time to ask questions, process sample voters, view and use the voting units, familiarize yourself with election forms, or review specific procedures.

IMPORTANT PHONE NUMBERS

Technical Problems

or

Voter's Address Not
Found

(513) 785-6699

Report Missing Precinct
Election Officials

513-785-5711

Voter/Election
Questions or Missing
Materials

(513) 887-3700

Who: Any PEO working the upcoming election

Where: Butler County Board of Elections
1802 Princeton Rd., Ste. 600
Hamilton, Ohio 45011

When: Thursday, October 24, 2024
Friday, October 25, 2024
Saturday, October 26, 2024

Time: 10:00am - 2:00pm



Key Points

Work Schedule

- Monday Night Meeting: 6:30pm - 8:30pm (estimated ending time)
- Election Day: 5:30am - 8:30pm (estimated ending time)
- Driving Judge (DJ) - Monday Night Pickup Time: 5:00pm - 5:30pm

For those of you who already worked an election, we want to thank you for returning. We are always impressed with your professionalism and willingness to work a long day. After every election, we like to assess what went well in addition to what areas we need to address in more detail. The following is a list of procedures we need to make sure every PEO is applying on Election Day.

Paper Ballots

- **All paper ballots (Regular, Provisional, and Curbside) must be processed and scanned through the e-poll book.** Verify with your partner that you have selected the correct precinct ballot before scanning it, and make sure you write the complete precinct name on the white or yellow envelope, not just a portion of it. For example, if you pull a HAM12WD1 ballot, **do not** just write HAM or WD1 on the envelope, especially since we have several different Hamilton precincts and several other precincts that end in WD1. Write out the entire precinct name, so HAM12WD1 is the correct way to write the name of the precinct in this example. Since this is a general election, you **will not** write the party affiliation on the envelope.
- **Paper ballots must be used in numerical order.** The ballots for each precinct must be used in numerical order. Always pull from the top of a pad and from the correct pad. Every check-in judge must work from the same ones (one pad per precinct) until they are depleted.
- **Ballot stubs should remain attached to the ballot.** It is always best practice to keep the top stub attached to the ballot. Once the ballot is scanned, a torn or completely removed stub will not invalidate the ballot. Just inform the voter to place the torn piece(s) or removed stub inside the yellow provisional or white regular paper ballot envelope.

Provisional Envelopes

- Please take a moment to view the information regarding provisional envelopes on **pgs. 63-64**. The box on the right-hand side of section 5 must be completed by a Check-In Judge. There are two questions that must be marked appropriately before handing the envelope to the provisional voter.
 - A provisional voter with **no ID, an expired ID, or a religious objection** cannot write a driver's license or state ID number in section 5 of the provisional envelope. None of the four ID boxes can be checked unless the voter claims to have a religious objection (box 4 only). Refer to **pg. 64** if the voter makes an error in section 5. Encourage the voter to complete **section 6** while standing in front of you. This is the only place this voter can provide ID information.
-

Table of Contents

| | |
|---|-----------|
| Key Points/Election Report Times | 3 |
| Elections and Key Duties | 6 |
| Elections 101: Types of Elections | 7 |
| The Basics of Serving as a Precinct Election Official | 8 |
| Monday Night | 15 |
| Monday Election Supply Checklists | 17 |
| Setting Up Your Location | 19 |
| Ensuring Location Is Accessible for All Voters | 20 |
| Setting Up Voting Units | 22 |
| Navigating and Setting Up the E-Poll Books | 26 |
| Setting Up Tables | 33 |
| Tuesday Morning: Opening the Polls and Checklist | 36 |
| Opening the Polls – Voting Units | 37 |
| Logging Into the E-Poll Book | 38 |
| Types of Voters | 40 |
| Definition of a Regular Voter | 41 |
| Definition of a Provisional Voter | 42 |
| Processing Voters | 43 |
| Issuing Paper Ballots | 47 |
| Manual Voter Search | 48 |
| Valid ID Not Provided | 51 |
| Voter Not Found | 52 |
| Voter’s Address is Not Current | 55 |
| Voter’s Name is Not Current | 57 |
| Redirecting a Voter to the Correct Polling Location | 61 |
| Processing Provisional Voters | 62 |
| Confidential Voters | 68 |
| Curbside Voters | 69 |
| Reissues | 70 |
| Special Ballot Considerations | 71 |
| Tuesday Night: Closing the Polls | 74 |
| End ICX Voting Checklist | 75 |
| Removing the ICX USB Drives | 76 |
| Ballot Accounting | 77 |
| Supplies to Return to the Board of Elections | 81 |
| Supplies that Remain at the Polling Location | 83 |
| Appendix | 84 |
| Sample ICX Ballots Voted Tally Log | 85 |
| Voter Identification Requirements | 86 |
| Poll Observers | 90 |
| 11 am and 4 pm Posting Lists | 92 |
| If Court Order Is Issued to Keep Polls Open after 7:30 p.m. | 93 |
| Emergency Planning Guide | 94 |
| Frequently Asked Questions (FAQs) | 97 |

Introduction & Welcome!

We are delighted to have you working as part of our team for the upcoming election. **The Butler County Board of Elections** is committed to conducting fair and impartial elections that are well-organized and professionally managed. This would be impossible without you, one of the hundreds of dedicated, community-minded Precinct Election Officials (PEOs) who staff and operate the polling locations each Election Day.

As a **Precinct Election Official (PEO)**, it is your job to assist voters to help ensure the election is conducted lawfully.

In addition, you will:

- Work as part of a team to properly set up the polling location so Election Day runs smoothly and successfully.
- Help keep the entrance to the polling location open and unobstructed.
- Make certain all voters are able to check in and vote freely by preventing any attempts to obstruct, intimidate, or interfere with their rights.
- Ensure all forms, ballots, and voting units remain available, safe, and free from tampering.
- Complete other duties as required by the Ohio Secretary of State and Ohio Revised Code Title 3 (Ohio Election Laws).

We at the Butler County Board of Elections continue to take precautions to keep our staff, Precinct Election Officials (PEOs), and voters safe. Each location will be provided with a Personal Protective Equipment (PPE) bag which includes, but is not limited to:

- Lysol
- Sanitizer
- First Aid Kit



Please take some time to complete our online **Precinct Election Official Survey** after the election. The information you provide helps us improve the election experience for you and our voters. An email will be sent with the link no later than two weeks after the election, or you may access the survey directly from our website.

To locate the link, please visit:

elections.bcoho.gov/feedback/

Elections and Key Duties

Elections 101: The Board of Elections' Role

Before you set foot in your polling location:

The staff at the Board of Elections have been busy preparing for a successful election.

- Candidates and issue committees file paperwork to be on the ballot at least ninety days before Election Day.
 - The Board certifies that the candidates/issue committees have met the requirements under the law.
 - During Election season, preparation kicks into gear: ballots are created, voting equipment tested, supplies are ordered, absentee ballot requests are processed, and early voting begins the day after the close of registration.
 - Voter registration rolls are updated as new voters register and as existing voters update their names and addresses.
 - Polling locations are inspected and secured.
 - Precinct Election Officials (PEOs) are recruited and trained.
 - Equipment and units are packed and delivered to all polling locations in time for you to set up on Monday.
-

Precinct Election Officials (PEOs) are an important part of holding successful elections.

After the polls close and you return the ballots and supplies to the Board of Elections, our work continues:

- We immediately and efficiently receive all the bags and materials you accurately packed.
- Flash Drives are uploaded, paper ballots are scanned, and results are posted to our website.
- Following Election Night, our staff verifies provisional ballots and continues to receive and process absentee ballots postmarked by the day before Election Day.
- The 11th day following the election, we can begin our official count, including valid provisional ballots and remaining absentee ballots. Again, the work you perform on Election Day helps us ensure provisional ballots are valid and every eligible voter's vote is counted.
- Finally, the Board certifies the official results before the 21st day after Election Day.

This manual serves as a resource for everything you, as a **Precinct Election Official**, need to do to set up your location, process voters, and open/close the polls. The staff at the Board of Elections will continue to assist by answering questions and providing help when needed.

Elections 101: Types of Elections

Primary Elections

- Are held on the first Tuesday after the first Monday in May of each year, except in years in which a presidential primary election is held.
 - Determine who will be nominated as candidates by political parties to run for offices at the general election.
 - Elect members of the controlling committees of political parties, and delegates and alternates to the conventions of political parties.
 - May include issues on the ballot.
 - By requesting a political party's ballot, the voter becomes affiliated with the political party for which ballot the person votes. This designation can be changed by requesting a different political party's ballot at the next partisan primary election which is every two years.
-

General Elections

- Are held on the first Tuesday after the first Monday in November.
 - Determine who will be elected to represent the people at a given level of government.
 - Federal, state, and county candidate elections are held in even-numbered years.
 - City, village, township, and board of education candidate elections are held in odd - numbered years.
 - State, county, district, or local questions or issues may also be on the ballot.
-

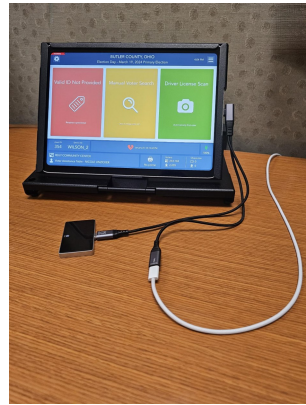
Special Elections

- Are held on the first Tuesday after the first Monday in May or November, or on a day authorized by a particular municipal or county charter for the holding of an election.
- Can be held on the same day as a primary or general election. However, during a presidential primary year, no special election is held in May, except those authorized by a municipal or county charter.
- Sometimes the law calls for a special election when there is a vacancy in an office. In that event, a primary or general election for the election of a candidate to the vacant office may fall on a different date than the election date for other candidates.



E-Poll Book(s)

E-poll book iPads are used to look up registered voters, check them in for voting, direct voters to the correct polling location, and encode **voter access cards** needed to vote on the ICX voting units. All paper ballots requested by voters or issued to provisional voters **must** be scanned using the i-Pad as well.



The Basics of Serving as a Precinct Election Official

You are Part of a Team

Teamwork is critical to making our elections successful. Each team at each polling location will consist of a **Location Supervisor (LS)**, who is the lead technical and administrative manager for your location; a **Driving Judge (DJ)** who helps pick up and return supplies to the Board of Elections; **and Judges** who assist voters at the check-in table, provisional review table, voting units, or serve as greeters.

Your responsibilities will be outlined in detail throughout this manual. Below is a brief job description for each of the roles.

Location Supervisor (LS)

The LS is a designated **Precinct Election Official (PEO)** who is responsible for the overall conduct of the election at your polling location and is trained to troubleshoot technical issues.

- Arrives by 5:30pm on Monday to begin setting up the location
- Formulates a work schedule for Election Day
- Trains and supervises all PEOs in setting up the voting equipment and all voter check-in tables
- Ensures all paperwork is completed properly and verifies chain of custody of all ballots and voting materials
- Keeps detailed log of all technical and administrative problems and reports issues as needed to the Board of Elections
- Troubleshoots any technical and administrative problems
- Administers the Oath to all PEOs
- Officially opens and closes the polls
- Processes voters and handles all soiled and reissued ballots
- Reports absent PEOs around 7:00am after the Polls open at 6:30am
- With the Driving Judge, returns all ballots and other designated supplies listed on **pgs. 81-83** to the Board of Elections

Elections 101: Key Terms

Precinct

A district within the county established by the Board of Elections within which all qualified electors who reside therein may vote at the same polling location. By law, a precinct cannot have more than 1,400 registered voters.

Location Supervisor (LS)

The Precinct Election Official (PEO) designated by the Board of Elections to be responsible for managing the location, including supervising the team of Precinct Election Officials at their assigned location, formulating a work plan for Election Day including work assignments and schedules, returning supplies for their location, troubleshooting equipment problems, and overseeing their location to ensure the election is run properly.

Precinct Election Officials (PEOs)

Qualified electors residing in the county and appointed by the county board of elections to conduct the elections in a polling location in that county (also referred to as Judges and Poll Workers). By law, the Board of Elections appoints Precinct Election Officials.

Provisional Ballot

A **provisional ballot** is used to record a vote if a voter's eligibility is in question and the voter would otherwise not be permitted to vote at their polling place. The content of a provisional ballot is no different from a regular ballot, but it is cast "provisionally" until election officials can verify the voter's eligibility to vote in a particular precinct at a designated polling location. There are several situations in which a voter may cast a provisional ballot. A provisional ballot may be used on Election Day if a voter's eligibility is in question, or before (or on) Election Day if a voter has recently changed their address and precinct after the close of registration. A name change after the close of registration will lead to a provisional ballot if the voter cannot provide legal proof of their name change. See **pg. 42** for a complete list of eligible provisional scenarios. Provisional voting ensures that no eligible elector is denied the right to vote.

Elections 101: Election Equipment

ICX Voting Unit(s)

The electronic voting unit is the machine on which voters mark and cast their ballots. Voters may view their selections on both a summary screen on the voting unit and on a voter-verified paper audit trail that prints and is stored in a secure compartment next to the screen. The votes are also stored on a USB flash drive.



DID YOU
KNOW



Ohio's voting units or tabulators are never connected to the internet.

Driving Judge (DJ)

The DJ is the **Precinct Election Official (PEO)** who is responsible for picking up supplies on Monday from the Board of Elections and returning ballots and supplies to the Board of Elections with the Location Supervisor after polls close on Election Night.

- Picks up supplies at the Board of Elections' warehouse on Monday evening between 5:00pm and 5:30pm
- Takes home a locked blue bag repacked with specific materials Monday night to return to the polling location on Tuesday morning (Refer to **pgs. 33-35**)
- Maintains second log-in password for e-poll books
- Drives the Location Supervisor to the Board of Elections with ballots and supplies after polls close and returns with the LS to the polling location so that the LS and DJ can drive home in their own vehicles

Check-In Judge

The Check-In Judge works with a partner to process all voters on the e-poll book.

- Verifies voter identification requirements
- Verifies with partner that correct voter is processed
- Ensures voters are correctly issued regular or provisional ballots
- Instructs the voter on how to complete the provisional envelope (See additional instructions on **pgs. 63-64** regarding sections 5 and 6 of the envelope.)

Provisional Review Judge

The Provisional Review Judge works with a partner to assist provisional voters.

- Verifies with a partner the information on the envelope is completed properly
- Initials each provisional envelope to acknowledge the verification is complete
- Hands each provisional voter a Provisional Review Notice (Form 12-H)

Voter Assistance Judge

The Voter Assistance Judge works with a partner to assist voters as needed and monitors the voting units and paper voting privacy tables.

- Assists voters needing help voting, including voters with mobility impairments, voters using the **Visually-Impaired Voting ADA Unit (ICX #1)**, or any voters who request assistance marking a ballot
- Monitors voting units to ensure they are operational and assists voters reporting problems
- Approaches ICX units with the LS to determine if a ballot can be reissued



All partner pairs, including the LS and DJ, must be of two different party affiliations. A nonpartisan judge, however, can be paired with either a Republican or a Democratic Judge.

Shared Duties of all PEOs

All Precinct Election Officials share some duties as part of the overall team.

- Report to their assigned location by 6:30pm on Monday and 5:30am on Tuesday
- Set up voting equipment and run printer tests to ensure they are operational before Tuesday morning
- Set up designated tables with the correct supplies
- Verify location is accessible to all voters by setting up supplemental equipment to designate accessible parking spaces and by removing obstructions near voting area entrances and exits
- On Tuesday, run a Zero Report on voting equipment and secure all equipment to ensure there is no tampering
- Make the LS aware of any issues/problems
- After the close of polls on Tuesday evening, run End Total Reports on voting equipment, remove memory devices, secure equipment and ballots, pack up supplies and all unused paper ballots for return to the Board of Elections



Ethics for All Precinct Election Officials (PEOs)

All employees of the Board of Elections of the State of Ohio must familiarize themselves and comply with Ohio ethics laws at all times. Follow these guidelines as a Precinct Election Official:

Ohio Revised Code prohibits Precinct Election Officials from serving in any precinct where the Precinct Election Official is a candidate on the ballot, except for unopposed candidates for a political party county central committee.



Precinct Election Officials may not serve in any precinct in which a family member or business associate is a candidate for elected office or whose name appears on the Write-In Candidate List unless the candidate is unopposed.

Precinct Election Officials shall not wear or distribute shirts, buttons, stickers, or other campaign paraphernalia for or against any candidate or issue at the office of the Secretary of State, at the office of the Board of Elections, or at any polling places. **Recent clarification from the Ohio Secretary of State's Office indicated that voters can wear school or team spiritwear such as jackets, jerseys, shirts, hats, buttons, pins, etc., that state the name of a school, a school team's nickname, or mascot even if the school has a bond or levy issue on the ballot since these items are not clearly advocating for the passage of a bond or levy.**

Precinct Election Officials shall not engage in any political activity while on Board of Elections' time.

Precinct Election Officials shall not introduce into the polling location, or use during their working time, items that might distract them from managing the polls (i.e., laptops not provided by the board of elections, newspapers, iPods or other music players, cell phones for personal use, radios, televisions, etc.)

Precinct Election Officials who violate this policy may be reported to the director or deputy director of the Board of Elections. Reports may also be made anonymously by mailing or delivering a written statement, in a sealed envelope, to the Board of Elections to the attention of the director or deputy director.

Copies of the complete **Ohio Ethics Law**, Chapter 102 of the Ohio Revised Code, are available at the Board of Elections' Office or on our website at elections.bcoho.gov. When you take your Oath of Office on Monday evening, you will sign an acknowledgment that you have read these ethics requirements and will abide by them.



A Democratic and Republican official must be present at the polling location at all times.

Your Work Schedule

| | | |
|--------------|------------------------------|----------|
| Monday Night | 6:30pm* - 8:30pm (estimated) | 2 Hours |
| Election Day | 5:30am - 8:30pm (estimated) | 15 Hours |

* **Location Supervisors** must report to their polling locations by 5:30pm on Monday

We know that Election Day is a long day, but keep in mind that if you do not work the whole day (except for designated breaks) and remain to help close the polls until your Location Supervisor dismisses you, the Board of Elections will not be able to pay you total compensation as a Precinct Election Official. Please notify the BOE of any issues relating to attendance. A portion of your pay will be deducted if you do not attend the setup meeting on Monday evening. Since most jobs at the polling locations require teams of two, please make sure your calendar is free of appointments on Election Day.

Breaks

Your Location Supervisor will develop a schedule for lunch and other breaks throughout the day. All Precinct Election Officials may take a one hour break for lunch, but it is highly recommended that you bring food for lunch and do not plan to leave your location in the event of higher-than-anticipated turnout.

Be Professional

Precinct Election Officials should act in a professional manner, work efficiently, and resolve problems so voters can vote with ease.



Do's and Don'ts

Do:

- Bring enough food and medicine for the day;
- Treat all voters and fellow PEOs in a professional and respectful manner;
- Dress professionally, but comfortably;
- Treat your polling location in a respectful manner;
- Report any problems to your Location Supervisor or to the Board of Elections as needed;
- Try to de-escalate tense situations. Instruct voters to call the BOE if they have in-depth questions regarding the election process, voting equipment, procedures regarding the integrity of the election, etc. The number to call is (513) 887-3700. If you are not 100% sure of an answer to a voter's question, simply inform the voter that the BOE would be happy to address their questions or concerns. Avoid a heated back-and-forth exchange of having to defend why there are certain practices in place.



Don't:

- Campaign or wear any campaign paraphernalia;
- Engage in political talk with coworkers or voters
- Use your cell phone, tablet, etc., for personal business or otherwise become distracted while on duty;
- Do anything illegal or inappropriate or in any way impede the election process;
- Place food or drinks near electronic equipment;
- Offer anything for sale;
- Use vulgar language

Monday Night Checklist

Polling Location Setup and Supplies

- Report Location Arrival:** LS calls **Board of Elections at 513-785-6699**.
- Locate Supplies:** Confirm voto carts, supply bags, etc., are at the correct location.
- Set Up Polling Location:** voting units, tables, chairs (See location diagram in red folder for general guidelines)
- Organizational Meeting:** All Precinct Election Officials (PEOs) report to assigned polling location.
- Set Up E-Poll Books:** Refer to the laminated Quick Reference Guide.
- LS Reads Oath:** LS reads Oath out loud to all PEOs.
- PEOs Clock In:** All PEOs must clock in individually and sign the Oath statement in the e-poll book. If a PEO does not show up or if a PEO's name does not appear in the e-poll book, the LS must call the Board of Elections.



Setup, Supplies, and Printer Tests

- Open Blue Bag(s):** Locate the white binder in the front pocket. LS and judge of opposite party verify seal on bag matches the Paper Ballot Verification Form (located in the Monday tab section of white binder). Remove seal and open bag.
- Verify Paper Ballots:** LS completes the Paper Ballot (Optical Scan) Verification Form. See Monday tab section.
- Check Supplies:** Use the supply checklists to account for all supplies from the blue bag(s), large red bag, and small red bag (**pgs. 17-19**). Most polling locations will have only one blue bag.
- Perform Printer Tests on Voting Units:** Refer to the Quick Reference Guide located in the blue bag or to (**pgs. 25-26**) in the manual.
- Set Up Supplies:** Set supplies on Check-In Tables, Ballot Table, Provisional Review Table, and Return Voter Access Card Table according to diagrams (**pgs. 33-35**). Once all materials have been located, refer to the highlighted items to see which items must be repacked into the blue bag(s) to go home with the Driving Judge Monday evening.
- Complete Voting Unit Activity Log:** Attach forms to corresponding voting units. Update absentee data on e-poll book using the directions on the Quick Reference Guide.

Final Election Prep and Plans

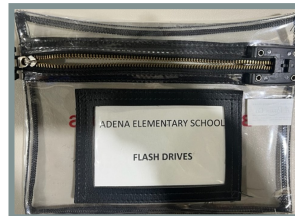
- Post "Election Materials":** Use the blue painter's tape to avoid damaging walls.
- Hang Withdrawal Candidate List:** Post Candidate Withdrawal List (if applicable) on all of the ICX privacy screens and on the Paper Ballot Voting Table.
- Review Election Day Work Plan:** LS reviews the schedule for Tuesday with all PEOs. (See sample work plan in red folder.)
- Blue Bag(s)/Paper Ballots:** Pack paper ballots and all highlighted materials listed on (**pgs. 33-35**), lock blue bag(s), and record the lock number(s) on the Paper Ballot Verification Form. Transfer this form to the Tuesday tab. Place white binder inside the front pocket of the blue bag.
- Driving Judge Instructions:** The DJ **must** take home the blue bag(s) and bring back on time on Tuesday morning.
- Pack Remaining Supplies:** Place the yellow and red bags into a voto cart.
- PEOs Clock Out:** Touch the blue Menu button, select "PEO Payroll " (Every PEO must Clock out.)
- Report Location Complete:** LS must call Board of Elections and report location setup is complete in order to be released (**513**) **785-6699**.

Return Voter Access Card Table

- Clear Envelope Containing “Help Wanted” PEO Recruitment Posters and Applications
- Voting Stickers

Paper Tape Results Bag (Located Inside Large Red Bag)

- USB Drive Bag (empty)
- ICX Voting Unit Keys
- 8-Voter Access Cards per Precinct (minimum)
- Poll Worker Cards with PIN Number



Posting Materials Plastic Sleeve

- Voting Rights Information Poster
- Form 10-V Poster
- Special Voting Instructions Poster
- No Cell Phone Zone Notice
- Notice Regarding Campaign Paraphernalia
- 5-“Vote Here” Signs
- Voting Instructions
- Ohio Secure Elections Notice



Blue Binder with Election Forms (Located Inside Blue Supply Bag)

- Incident Report
- Emergency Safety and Planning Guide
- Ethics Policy
- Voter Identification Requirements
- Provisional Voting
- Affidavit of Religious Objection
- Examination of Person Challenged
- Statements of Persons Challenged as to Party Affiliation
- Provisional Voter Precinct Verification Form
- Death Notices

Polling Location Election Forms

1. Form 450 - Incident Report
2. Emergency Safety & Planning Guide
3. Ethics Policy
4. Voter Identification Requirements (Refer to pgs. 86-89 in the PEO Manual)
5. Provisional Voting
6. Form 12-O Affidavit of Religious Objection
7. Form 10-U Affidavit - Oath - Examination of Person Challenged
8. Form 10-X Statements of Persons Challenged as to Party Affiliation
9. Form 12 -D Provisional Voter Precinct Verification Form
10. Form 255-D Notice of Death of Registered Voter

Attach a completed Affidavit of Religious Objection Form (Form 12 - O) to the back of the individual voter's provisional ballot. All other forms from this binder must be placed into the Yellow Ballot Bag.

Monday Election Supply Checklists (subject to last-minute updates)

Blue Bag

- Sample Ballots
- Supplemental Absentee Voter List
- Green Driving Judge Folder (contains second e-poll book log-in)
- Write-In/Withdrawal Candidate List Folder (if applicable)
- Laminated Quick Reference Guides for Voting Units and E-Poll Book
- State Driver's License Poster
- VVPAT Sign
- Statewide Mailing Absentee Ballot Application Poster (if applicable)
- State Issue Poster (if applicable)



Additional Blue Bag Items to Place on the Following Tables:

Ballot Table Supplies

- Paper Ballots (includes all precincts at the location; during a primary election, they are listed by *precinct* and *party*)
- Official Voter Registration List/Paper Poll Book Backup
- White Regular Paper Ballot Envelopes
- Yellow Provisional Envelopes
- Gray or Green Soiled/Defaced Ballot Envelope
- Large Ballot Magnifier
- Clipboard
- Blue Binder

Check-In Table Supplies

- Voter Registration Forms
- Laminated Precinct Maps
- PEO Manual
- SOS Quick Reference Guide

Provisional Review Table Supplies

- PEO Manual and SOS Quick Reference Guide (placed at Check-In Table also)
- Completed Provisional Envelope Examples
- Form 12-H Provisional Ballot Notices
- Black Pens
- Voting Stickers
- Yellow Bag(s)

White Binder (Front Pocket of Blue Bag)

Front Sleeve of Binder

- LS Lanyard
- PEO Name Tags
- Temporarily Unavailable Signs
- Last Minute Instructions (if applicable)
- Used Seal/Lock Bag

Monday Tab

- Paper Ballots (Optical Scan) Verification Form

Tuesday Tab

- Judges' Comments
- ICX Ballots Voted Tally Log

Back Sleeve of Binder

- Bag Supply Checklist



Yellow Ballot Bag(s)



Yellow ballot bag(s) will be delivered empty and unsealed.

Large Red Election Supply Bag(s)

- 100-ft Measuring Tape
- Power Strip(s)
- Extension Cord(s)
- Small Red Set-Up Supply Bag
- Paper Tape Results Bag
- ADA Envelope
- PPE Bag



Small Red Set-Up Supply Bag (In Large Red Bag)

- Scissors
- Blue Painter's Tape
- Security Seals and Locks
- Note Pads, Rubber Bands, Black Ink Pens
- Scotch Tape
- Glue Sticks
- Voting Stickers



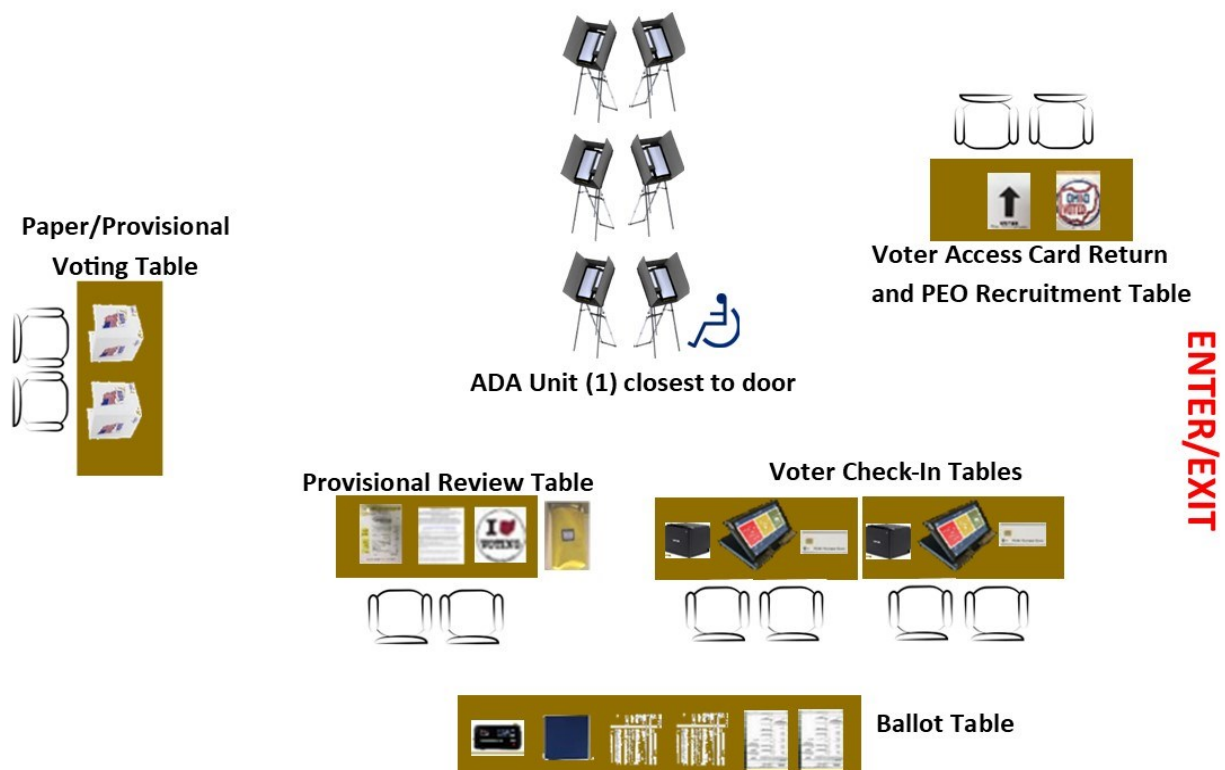
Setting Up Your Location

Basics of a Perfect Polling Location

Set up your location to ensure the following:

- Precinct Election Officials (and voters) can observe the traffic flow within the location.
- Electrical cords are taped down to prevent tripping hazards.
- All voters, including voters with disabilities, can easily get into and out of the location.
- Voters can easily move to the Check-In Table and voting area and then to the exit.
- Voters can vote with privacy and without fear that anyone can observe how they are voting.

Sample Polling Location Setup



Ensure Location is Accessible to All Voters

State and Federal law requires that voters with disabilities have access to polling locations. Location Supervisors and all Precinct Election Officials should visually inspect the polling location and remove potential barriers so that people with disabilities (including those using a wheelchair, scooter, walker, crutches, cane, service animal, etc.) can easily enter and move around the polling location.



Use the checklist on the following page to guide you as you inspect your location for accessibility. Your **LS** will also have a diagram designating where additional equipment must be placed.

Outside the Polling Location

Travel the route from the accessible parking spaces, through the accessible entrance, and all the way inside the polling location to make sure there are no barriers.

Specifically, check for the following:

- Vertical parking signs are posted with at least one van-accessible sign.
- Accessible parking spaces have access aisles (striped area or cones).
- Accessible parking space is closest to the accessible entrance.
- No Precinct Election Officials have parked in the accessible parking spaces designated for voters.
- Directional signs are posted, guiding voters to the nearest accessible entrance.
- Door handles are operational and can be manipulated with a closed fist.
- If an alternate/separate entrance is being used specifically for people with disabilities, ensure that it is unlocked.



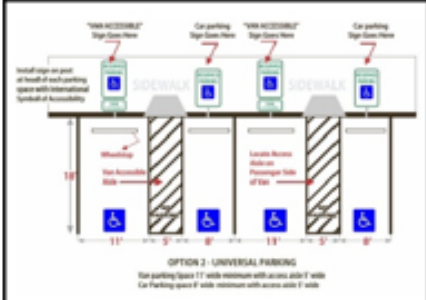

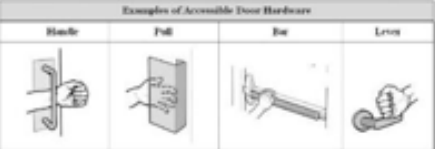
If you find any of these are lacking, you should notify the Board of Elections and be on alert that persons with disabilities may need additional assistance in accessing the polling location.

Inside the Polling Location

Once you have checked the route from the parking lot into the polling location, make sure the route to the voting area is also accessible. Voters with disabilities should be able to easily move from the entrance to the voting area and have access to all of the voting stations without obstruction. Make sure there is a 36-inch wide path through the voting area, accessible tables, and accessible voting unit with adequate privacy provided.

Inspect the floors to ensure all tripping hazards are removed. All cords should be taped or covered or removed from walkways and aisles. Prop open doors that are heavy or not operable with a closed fist.

Verifying the Accessibility of the Location

| These Items Must Be in Place | If Not, Correct the Situation |
|--|---|
| <p>Accessible parking spaces with vertical parking accessibility signs, including fine rates up to \$500</p> <p>Van signs should designate van parking spaces with access aisles</p> | <p>There should be signs to post if needed with your ADA equipment. If not, please call the Board of Elections at (513) 887-3700.</p>   |
| <p>Access aisles marked for Van-Accessible Parking Spaces</p> | <p>Use parking cones to designate access aisles.</p>  |
| <p>Directional signs to guide voters to the nearest accessible entrance</p> | <p>Yard signs should be included in your ADA equipment. Make sure arrows point in correct direction.</p>  |
| <p>Curb cuts, level transitions, or temporary ramps that allow voters to get from the parking lot to the sidewalk</p> | <p>Call the Board of Elections if you find any of these deficient.</p> |
| <p>Walkways and doorways to the polling place that are at least 36" wide</p> | <p>Find a new route to the polling place if possible, or remove obstructions. Post signs directing voters around the area as needed and contact the Board of Elections.</p> |
| <p>Door handles that can be opened with a closed fist</p>  | <p>Prop doors open.</p> |
| <p>No locked doors at alternate entrances</p> | <p>Unlock doors. Prop open if necessary.</p> |
| <p>Seats available for elderly, ill, pregnant, or disabled voters</p> | <p>Place extra chairs in the voting area and near where voters will line up.</p> |
| <p>No tripping hazards like loose cords or mats</p> | <p>Secure loose mats and cords using blue painter's tape. Call the Board of Elections with any difficulties.</p> |
| <p>No objects attached to the wall that protrude more than 4 inches if located between 27" & 80" off the floor</p> | <p>Place chairs, trash cans or cones beneath protruding objects to make them detectable.</p> |

Reminders When Assisting Voters with Disabilities

- Be courteous and respectful.
- Do not underestimate people with disabilities. Disability does not equal inability.
- Allow a little extra time. It is considerate to give unhurried attention to the elderly, those with disabilities, and those who have difficulty speaking or hearing.
- Always speak directly to the voter and not to their companion, aide, or interpreter.
- Never distract service animals; they are working.
- Ask before you help. The person may not want or need assistance. Do not insist; respect the voter's wishes.
- Offer assistance discreetly; your courtesy will be appreciated.
- Once assistance is offered, wait until the offer is accepted. Then listen and wait for instructions.
- Treat adults like adults. Never patronize people in wheelchairs by patting them on the shoulder or head.
- Relax. Common expressions like "see you later" or "walk over here" are unlikely to make a person with a disability uncomfortable; do not be embarrassed if you use one.
- If your voting location is in a building with several routes/hallways, be sure there are sufficient signs to direct people to the most accessible way around the facility.

Setting Up Voting Units

Key Reminders

- Voting units are packed in numerical order, beginning with **ADA unit #1**.
- This particular unit must be placed closest to the accessible entrance. It contains the keypad and headset for visually-impaired voters.
- Set units up at least 24 inches apart.
- Angle the units to ensure privacy.
- Refer to the diagram in the LS folder.
- Call the **Board of Elections at (513) 887-3700** if you encounter difficulties.
- Make sure power cords are taped down to avoid tripping hazards.



ICX Unit Overview



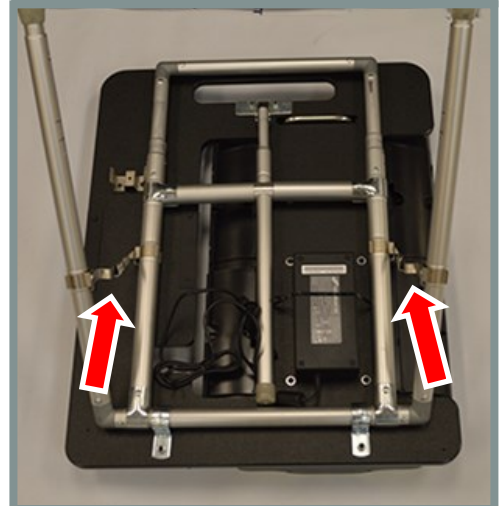
ADA unit #1 should be set up as close to the entrance of the polling location as possible.

Voting Unit Setup

Place the units in order, starting with **ADA unit #1**, according to the diagram located in the **Location Supervisor Folder**.

Arrange units at least 24 inches apart and at an angle to ensure privacy.

1. With a partner, carefully remove the **ADA unit** from the voto ICX storage cart. Lay a privacy screen on a table and place the unit on it with the screen side facing down. The yellow card reader should be hanging off the table.
2. Remove the power cords from the accessory box located inside the voto storage cart.
3. Extend the telescopic legs fully. Pull the outside legs away from the base making sure the brackets are fully extended and locked.



Voting Unit Setup Continued

4. Carefully stand the unit upright. To adjust the angle, lift up on the handle while pressing the push pin on the support bar.
5. Remove the printer from the voto cart and install on the ICX backboard.
6. Align the 4 keyholes on the printer to the 4 screws on the backboard; push down to secure.
7. Feed the printer power cable and printer USB cable through the opening in the backboard.
8. Connect the printer and power cord to the ICX unit.
9. Verify all 4 seals on the ICX unit match the "Voting Unit Activity Log" form for each ICX unit.



The **ATI headset and keypad** must be attached to ADA unit #1 **before** turning on the unit (see next page). Additional pictures can be found in the LS Supplemental.

ADA Setup

1. Attach the ATI on unit #1 (found in the voto cart). Remove seal on the Accessories door.
2. Plug USB cable from ATI into the USB port located inside the Accessories door.
3. Plug the 1/8th inch cable into the green headphone jack.
4. Plug the cable from the headphones into the right port of the ATI controller.
5. Place a new seal and record seal number on the “Voting Unit Activity Log.”

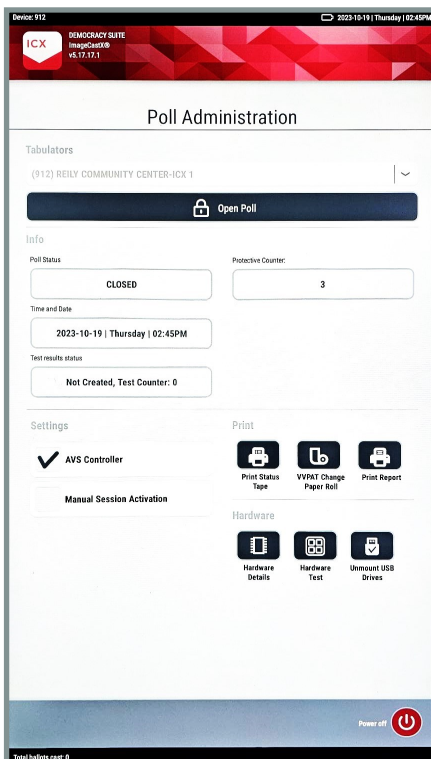
Powering on ICX Units

1. Plug in to power on the ICX unit.
2. Insert the battery found in the voto cart after unit has booted.
3. Replace and record new seal number.



Verify Information and Perform Printer Test

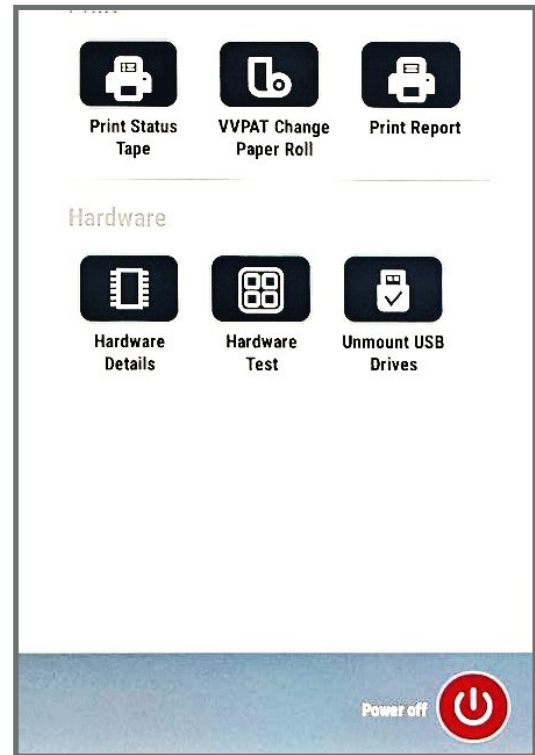
1. Insert Poll Worker Card and enter the Supervisor pin number on the screen.
2. Touch “Login.”



3. At the confirmation window, touch “Confirm.”
4. Verify date and time. Adjust accordingly. Refer to **Pg. 16** in the LS Supplemental for more detail.
5. Verify the tabulator name (polling location) and ICX number match the label on top of the unit.
6. Verify “AVS Controller” is checked.

Performing a Printer Test

1. Touch “Print Status Tape.”
2. Print Report.
3. Touch “OK” and verify that you can view the report through the VVPAT printer window.
4. Remove Poll Worker Card.
5. After completing the printer test, attach a “Voting Unit Activity Log” to the back of each voting unit. Verify the security seal on the Election Data door matches the “Voting Unit Activity Log.”
6. Install privacy screens by snapping them onto the ICX backboards.



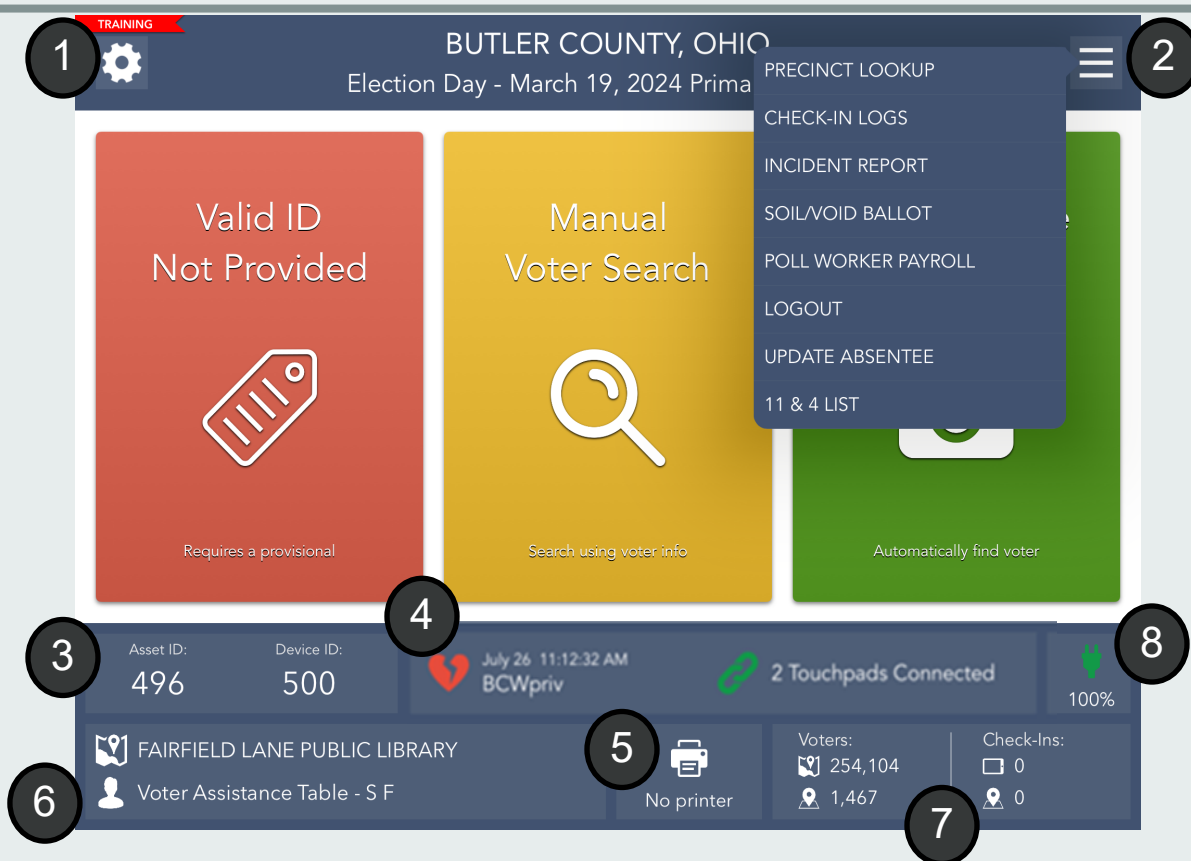
Set Up the E-Poll Book

Unpacking the Case

1. Confirm the e-poll books are at the correct location.
2. Remove the e-poll book touchpads and printers.
3. Check that the printer and touchpad names and numbers match. (Do not power on yet.)
4. Remove all additional items: MiFi, cords, cleaning cloths, styluses, and antenna (if applicable). Some of these items are stored under the e-poll books. Refer to **pg. 28** for a more detailed illustration.



If anything is missing or not in working order, contact the **Board of Elections at (513) 887-3700**. *Supplies have a way of moving around! If you do not locate materials where you think they should be, try checking the other bags or around the tables before calling the Board of Elections.*

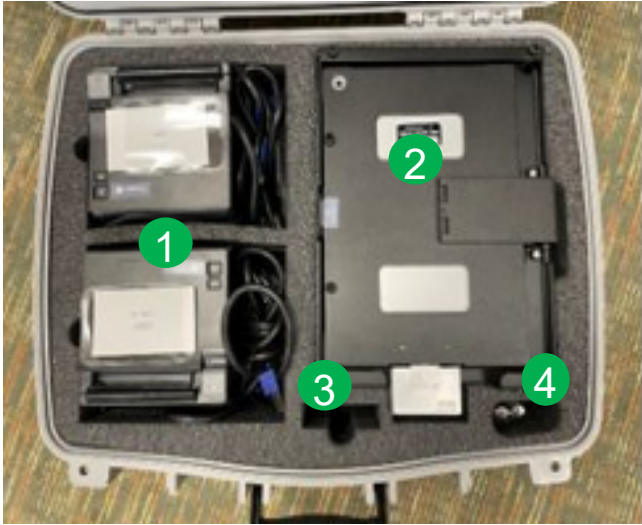


The Blue Menu button on the Launchpad shows additional functionality. This functionality includes:


- **Precinct Lookup** – Search for a voter’s precinct by address
- **Check-In Logs** – Use under the guidance of a staff member from the BOE to resolve an issue
- **Incident Report** – Report a problem or incident to the Board of Elections
- **Soil/Void Ballot** – Soil and reissue a voter’s ballot
- **Poll Worker Payroll** – Use to clock-in and clock-out on Monday and Tuesday
- **Logout** – Go back to the My Session Screen, logout, and/or close the election
- **Update Absentee** – Scan absentee barcodes to update the latest absentee statuses
- **11 & 4 List** – Print the hanging lists at 11am and 4pm

- 1 Trouble Shooting Menu
- 2 Blue Admin Menu
- 3 Asset ID / Device ID
- 4 Heartbeat/ Sideways/ Network Status
- 5 Printer Status
- 6 Voting Location / PEO Logged In
- 7 Number of Voters and Check-Ins
- 8 Battery Life

Mandatory E-Poll Book Setup



5 and 6 are located in compartments under the e-poll books. Look for the MiFi, MiFi charging block and cord, MiFi Antenna (if applicable), and portable battery charger in the e-poll book case with the yellow sticker. Other cases assigned to the same polling location will not have these items.

- 1** Printers w/ Power Cables (2)
- 3** MiFi Hotspot (1) 
- 5** Charging Blocks/Cords (2)
- 2** Electronic E-Poll Books (2)
(also called touchpads)
- 4** Stylus Pens (1 or 2)
- 6** Card Encoder and USB C Cord/May Include a Portable Battery Charger

Step 1: Turn on MiFi

1. Connect antenna (if applicable) and plug in the MiFi.
2. Hold down the power button for two seconds and release until you see the MiFi screen turn on.
3. Verify MiFi shows 4G LTE (MiFi reading HELLO does not mean it is turned on).



Step 2: Turn on the Printers

1. Remove the printers from the case. Assemble the power cords and chargers.

Important: Verify the printers and e-poll book numbers match.

2. Plug in each printer. Extension cords and power strips are located in the red election supply bag.
3. Press the power button on top of the printers. You will know they are turned on when you see a steady blue light displayed on the front.

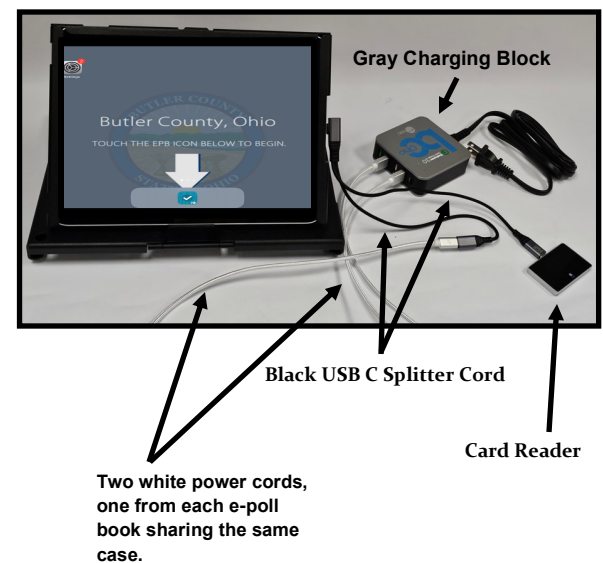
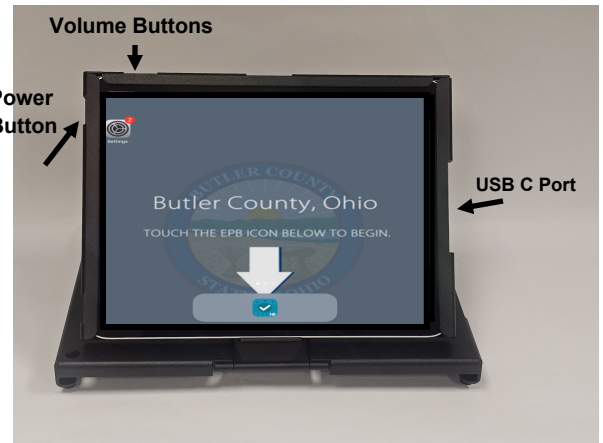


Step 3: Set Up and Turn on the E-Poll Books



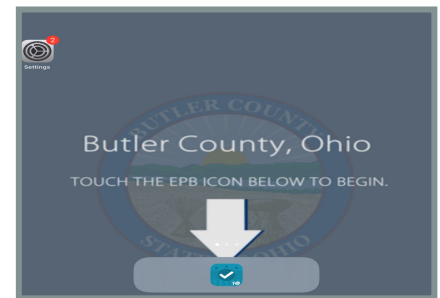
DO NOT plug in the charging cords yet. Follow the instructions in the order stated below.

1. Turn on the e-poll books by pressing down on the white power button on the left side until the Apple logo appears and then swipe the screen upward with your finger. Do not touch the EPB icon below until step 4 below. In order for the e-poll books to continue charging properly, they must be turned on before the power cords are plugged in.
2. Remove all additional items: cords, cleaning cloths, styluses, etc.
3. Plug two white power cords (one from each e-poll book) into the gray charging block and plug gray block into the power strip. E-poll book pairs share the same gray power block.
4. Working with one of the two e-poll books, plug black USB C splitter cord into the e-pollbook USB C Port (see first picture) and plug a white power cord into the USB C splitter side that says "Charge." Plug the card reader into the other USB C splitter side that says "Encoder." Repeat for the other e-pollbook.



Step 4: Verify the E-Poll Book (EPB) Application Status is Functioning.

1. Touch the "EPB" icon to launch e-poll book application.
2. Check on the following:
 - Correct printer is attached and is green
 - Touchpads are connected indicated by a green link with correct number of touchpads for location
 - Heartbeat is green and says "Butler BOE Zone #"
 - Location is correct
 - No check-ins have occurred



E-Poll Book Icon



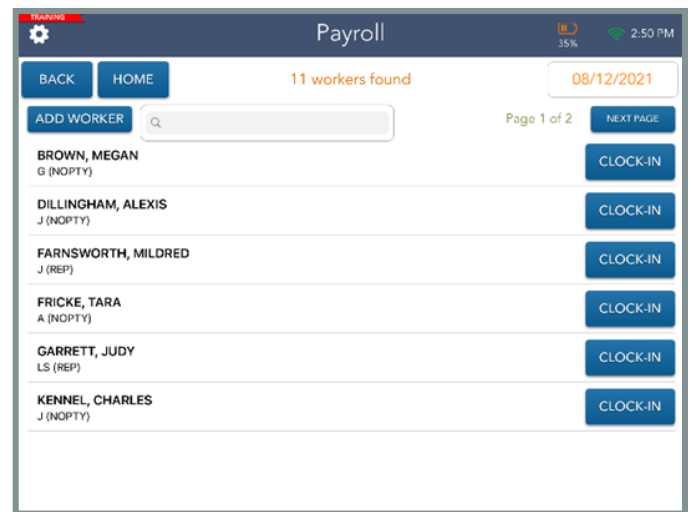
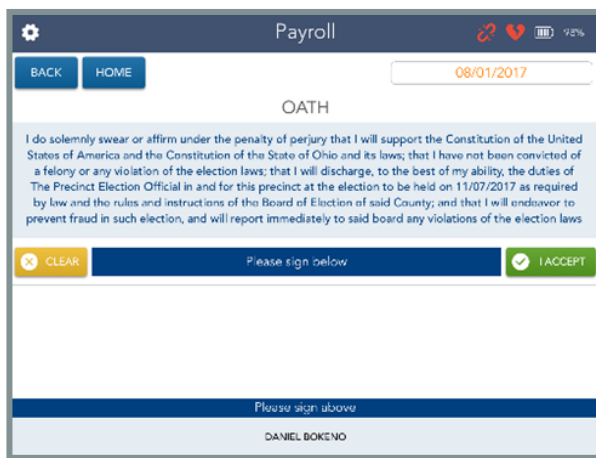
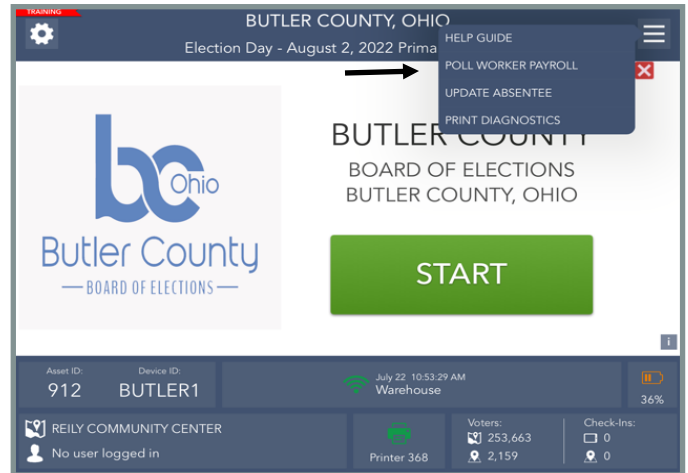
Check the EPB Settings button to see that the lightning encoder utilities is functioning (See *LS Supplemental for further instructions.*)

Step 5: All PEOs Clock-In using one of the E-Poll Books

The LS clocks-in first by selecting “Poll Worker Payroll” from the Admin Menu.



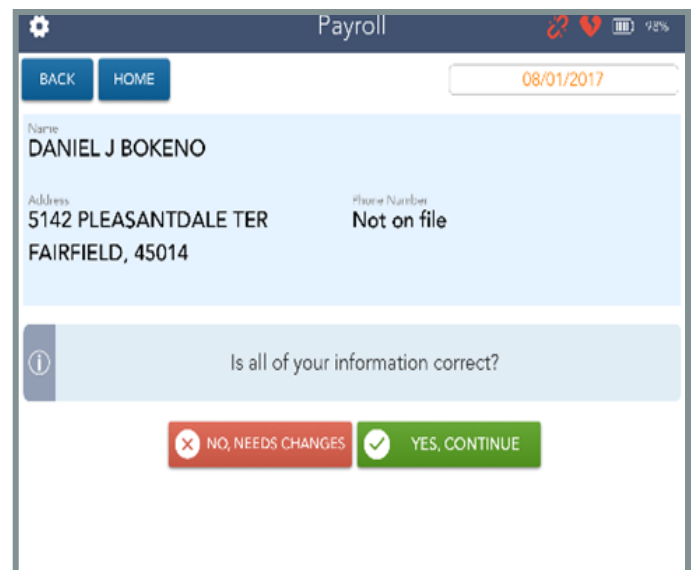
After the LS reads the oath out loud, the Location Supervisor will check the ID of every poll worker in attendance.



Every PEO who is assigned to the location:

- Should be listed
- Should clock-in and clock-out on both Monday and Tuesday (Never clock-in or clock-out anyone but yourself.)
- Should verify name, address, and phone number are correct

1. Touch “Clock-In” next to correct name
2. Select the appropriate button.
 - Touch the green “Yes, Continue” button if no changes are needed.
 - Touch the red “No, Needs Changes” button if any edits are needed. Make necessary revisions and follow the prompts.
 - Sign and touch the green, “I Accept” button under the oath statement.

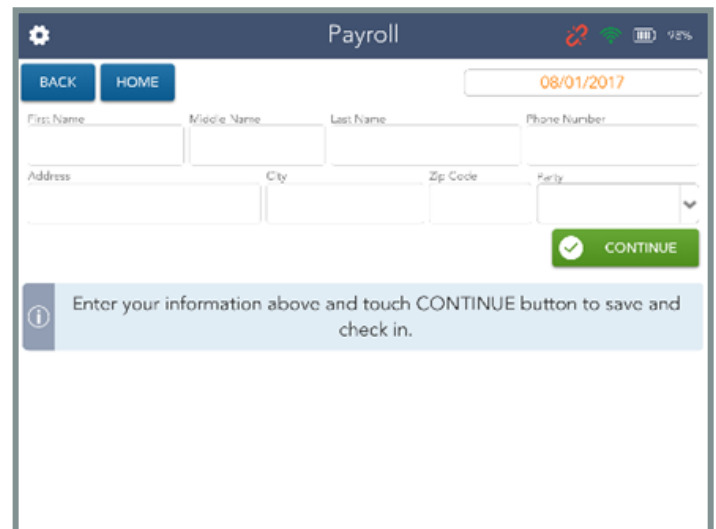
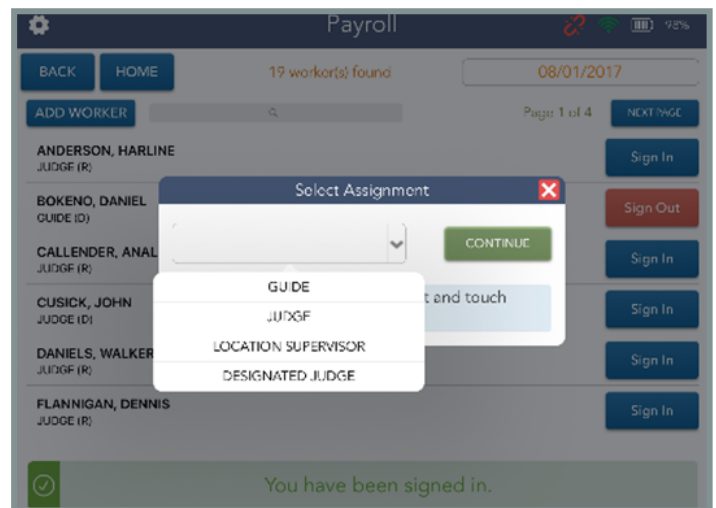
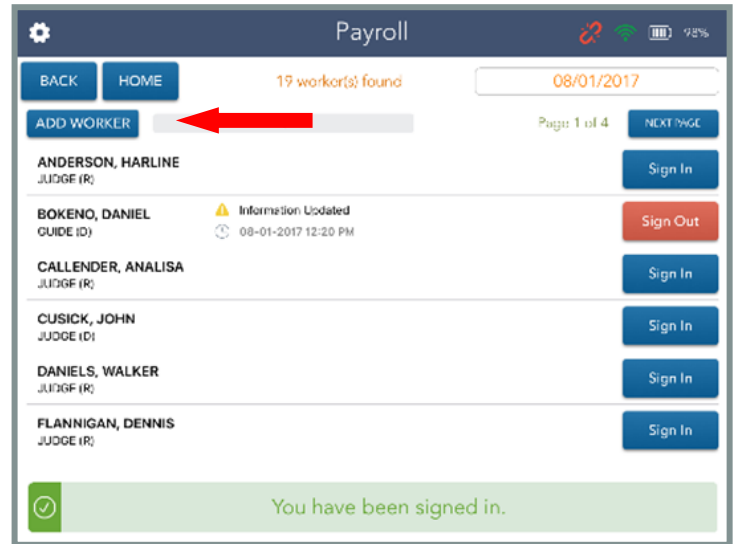




If a **replacement worker** who does not appear on the list arrives at the location, the LS **must** call the Board of Elections to verify the worker is actually assigned there; the worker could be at the incorrect location.

Once Verified:

1. Touch the “Add Worker” button (a list of substitute workers will display).
2. Instruct the worker to touch and highlight their name and then touch “Continue.”
3. Select the correct job title.
4. If the worker’s name does not appear, touch the “I Am Not on the List” button.
5. The PEO will be prompted to add their name, address, and phone number.
6. Touch “Continue” to get to the oath statement screen.
7. Once all PEOs have completed the clock-in process and have signed the oath statement, touch the “Home” button to return to the Start screen. Contact the BOE at (513) 785-5711 if a poll worker does not agree to the terms of the oath.

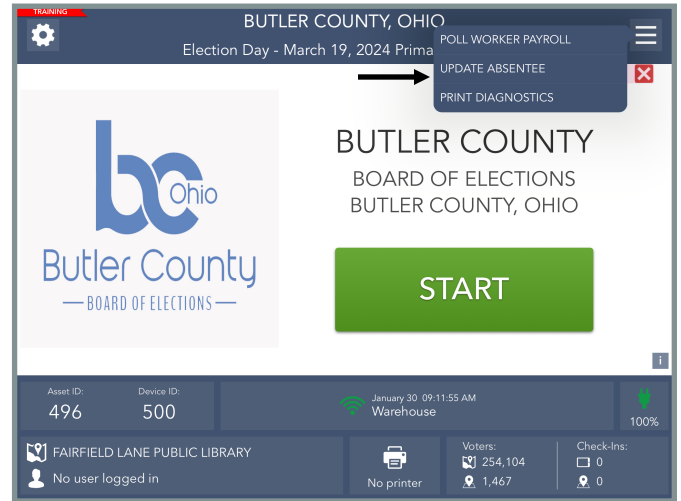


Step 6: Update Absentee Data

The Board of Elections will upload the absentee voter list to the e-poll book. However, the LS must verify each page was transferred successfully.

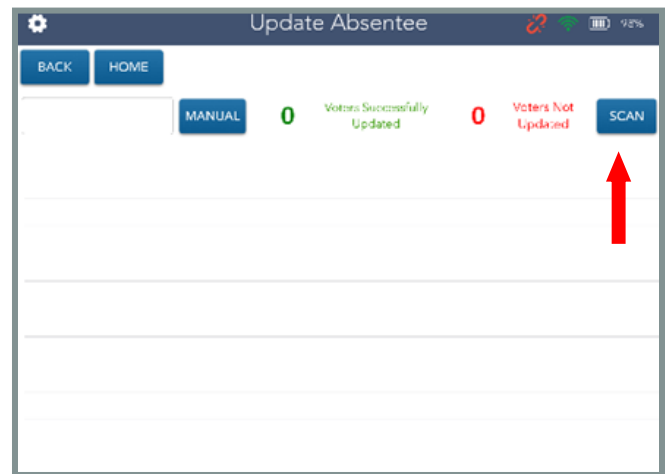
Note: It is only necessary to do this on **one e-poll book in your location.**

1. Touch the Admin Menu button in the upper right corner.
2. Touch “Update Absentee” from the menu while on the Start screen.

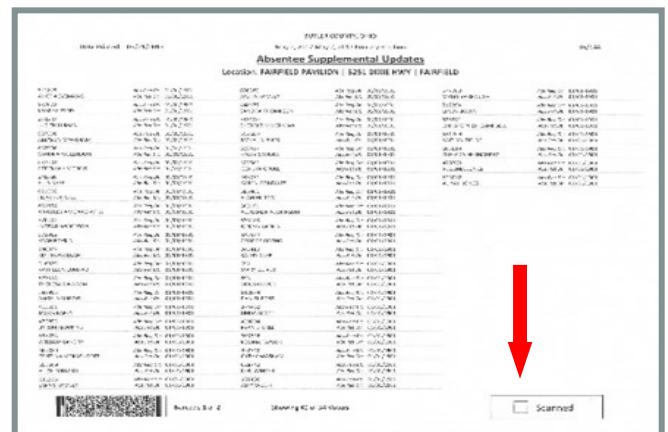


3. Touch the “Scan” button and hold the barcode located in the bottom left-hand corner of each page of the Absentee Supplemental List under the camera lens of the e-poll book.

If you see “**Update Failed: Voter Status Already Absentee**” on the screen, no additional action is needed. It means you have either already scanned that page or that particular page was successfully downloaded from the BOE. Move on to scanning the next page.



4. Place a checkmark in the box in the lower right of the Supplemental List to indicate you have scanned each particular page. Once the page is scanned, verify the total number of voters appearing on the screen matches the total number of voters listed on the page.
5. Repeat for each page until all pages have been scanned.
6. When finished, touch the “Home” button to return to the Start screen.



Set Up All Other Supplies

Check-In Table Setup (Monday Night)

Temporary Monday Night Setup/Final Setup on Tuesday Morning



Check-In Table Inventory

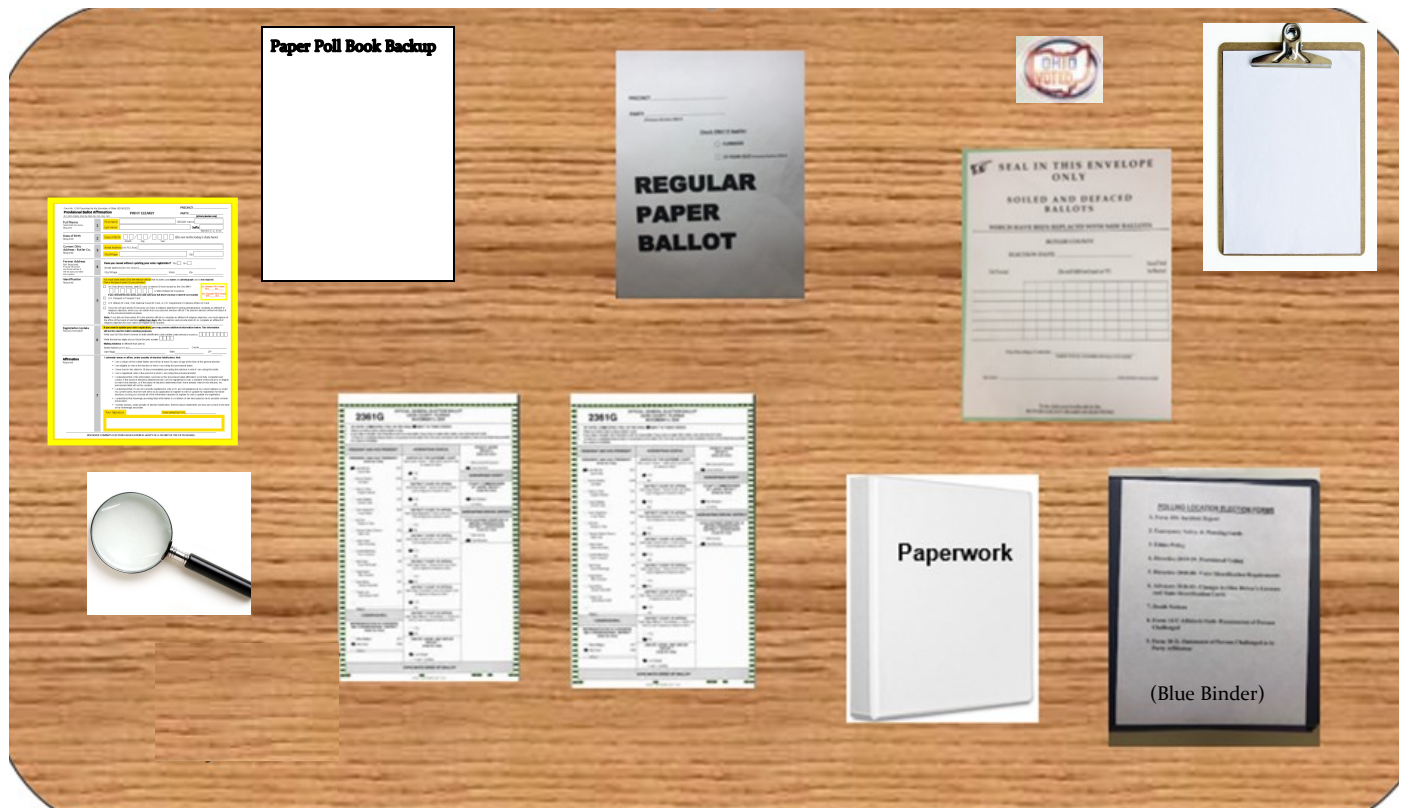
- E- Poll Book
- E- Poll Book Printer
- Voter Access Cards (eight per precinct)
- **Write-In Candidates List (face down) – if available**
- Note Pad
- **Black Pens**
- **PEO Manual & SOS Quick Reference Guide**
- **Voter Registration Forms**

Please check all supplies are present on Monday night. Report missing supplies to your LS. Repack all of the highlighted items on **pgs. 33-35** into the blue bag(s) to go home with the DJ Monday evening. All other supplies may remain on the table. Once all highlighted items are repacked, a new lock must be placed on the blue bag with the lock numbers recorded on the Paper Ballot Verification Form in the white binder.

***** Remember to repack the 4 highlighted items back into the blue bag Monday evening. *****
(Write-In Candidates List—if available, black pens, PEO Manual and Quick Reference Guide, and Voter Registration Forms)

Ballot Table Setup

(Temporary Monday Night Setup/Final Setup on Tuesday Morning)



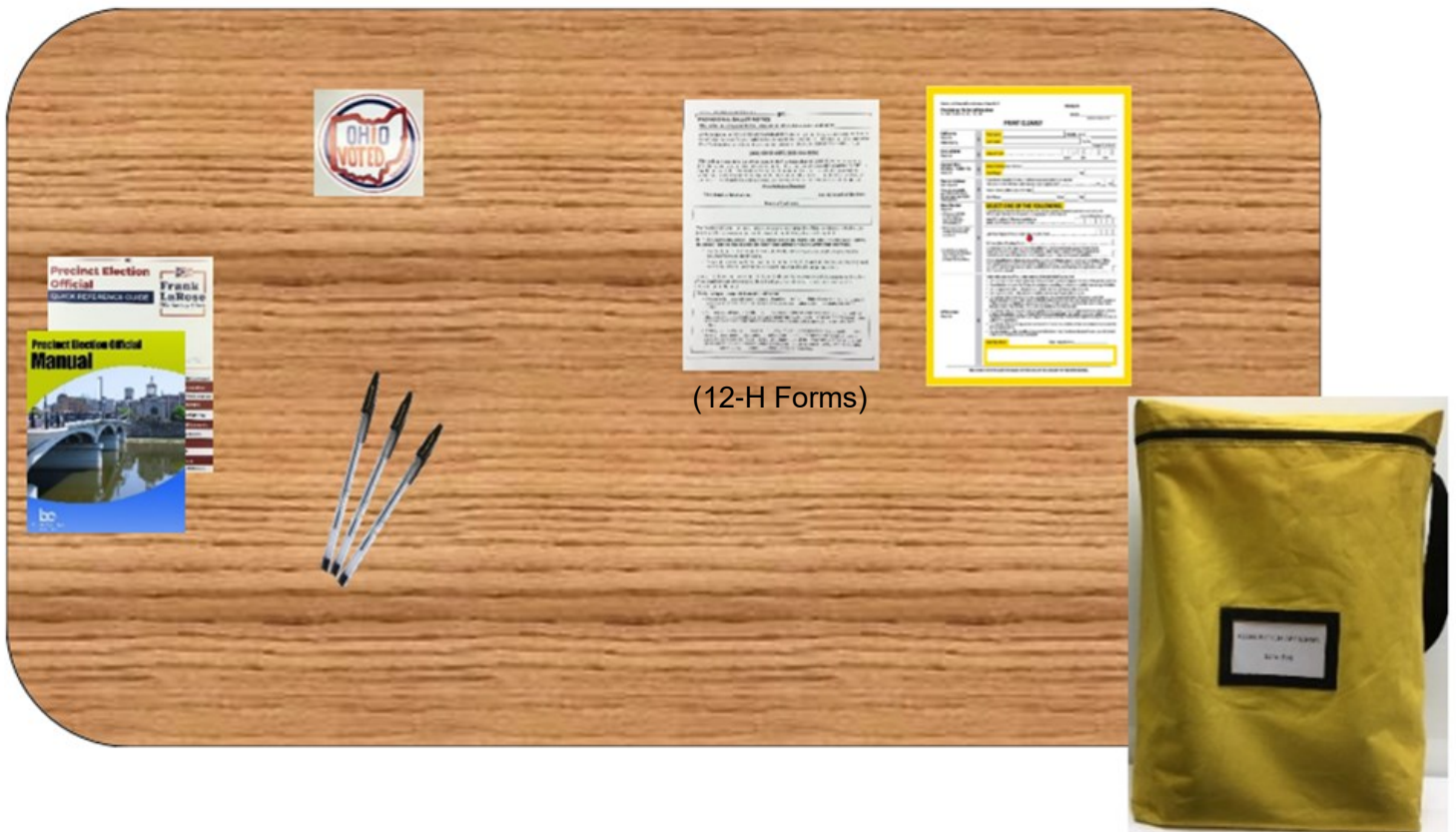
Once all of these items have been located, please repack all of the materials into the blue bag to go home with the DJ on Monday evening.

Ballot Table Inventory

- Blank Provisional Envelopes
- White Regular Paper Ballot Envelopes
- Paper Ballots for all precinct locations
- Gray or Green Soiled and Defaced Envelope
- Blue Election Forms Binder
- White Binder
- Large Ballot Magnifier
- Clipboard – for use by voters who vote curbside
- Voting Stickers to take out to curbside voters
- Paper Poll Book Backup

*** Remember to repack all of these items into the blue bag Monday evening. ***

Provisional Review Table Setup (Temporary Monday Night Setup/Final Setup on Tuesday Morning)



Provisional Review Table Inventory

- PEO Manual and SOS Quick Reference Guide
- Completed Provisional Envelope Examples
- Form 12-H Provisional Ballot Notices
- Black Pens
- Voting Stickers
- Yellow Bag(s)

*** Repack the first 4 items listed above into the blue bag on Monday night. ***

Return Voter Access Card Table (Monday Night Setup)

- Voting Stickers (divided and placed on the Ballot and Provisional Review Tables also)
- PEO Recruitment Applications and Posters (Keep all of these items here Monday night.)

Note: Please verify the following items are still in the blue bag to go home with the DJ:
(Supplemental Absentee Voter List and Sample Ballots)

Last Items to Add to the blue bag: two glue sticks from the small red supply bag

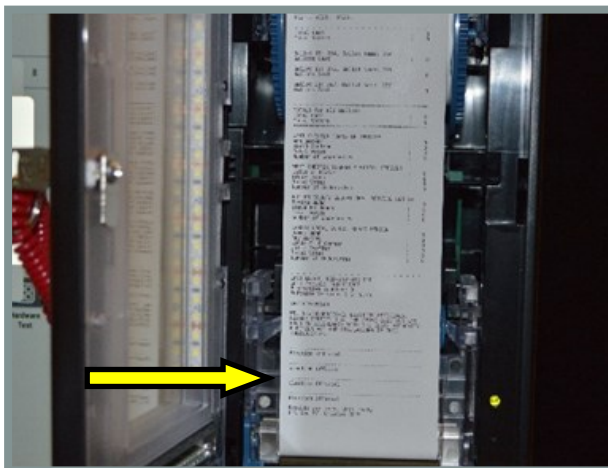
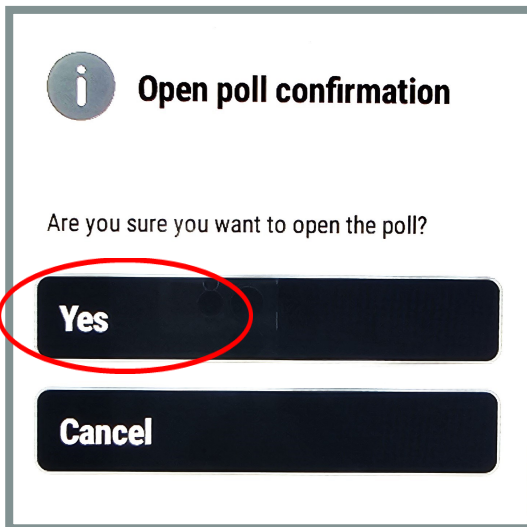
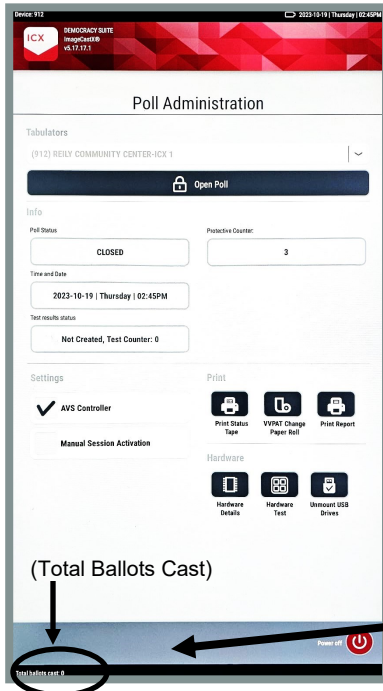
Tuesday Morning: Opening the Polls Checklist

- At 5:30am, all PEOs report to assigned polling location.**
- If LS or DRIVING JUDGE does not arrive by 5:45am, call the **Board of Elections immediately at 513-785-5711**. If a PEO does not arrive by 7:00am on Tuesday morning, call the Board of Elections.
- All PEOs clock-in on e-poll book following steps on **(pgs. 30-31)**. Use only one e-poll book to clock-in PEOs.
- Remove the red and yellow bags from the voting storage cart.
- LS removes white binder from the blue bag front pocket and retrieves the Paper Ballot (Optical Scan) Verification Form. LS and judge of opposite party verify the lock on the blue bag matches the lock number on the form.
- PEOs set up materials from the blue bag onto the correct tables.
- PEOs check supplies, e-poll books, and voting units for tampering.
- LS assigns judges of opposite parties to run Zero Total Reports on voting units using the steps on **pg. 37**.
- Place a security lock on the yellow bag and place the bag near the Provisional Review Table and in sight of a PEO at all times. You do not need to record the seal number. The yellow bag is for deposit of voted paper ballots inside yellow or white envelopes, voter registration forms, Form 10-L Slips, injury reports, and any other completed blue binder forms.
- By 6:00am, all PEOs working the first shift at the Check-In Tables must log into the e-poll books to print e-poll book Poll Open Slips. Place these slips inside the front pocket of the white binder. Follow the instructions on **pgs. 38-39**.
- LS confirms all e-poll books are connected.
- Place flags 100 feet from entrance to the location marking the campaign-free zone. Use the 100' tape measure in your large red bag.
- Check to ensure accessible parking spaces are marked and that no PEOs have parked in those spaces.
- Polls open at **6:30am**. Post the official Voter Registration List, Supplemental Absentee Voter List, and sample ballots found in the blue bag in a visible place near the location entrance.



The most critical task Tuesday morning is to verify zero ballots are issued on the e-poll books and zero ballots are cast on the voting units.

Opening the Polls-Voting Units



1. Inspect all seals on ICX for tampering.
2. Insert the Poll Worker Card (chip face down) into the card reader located at the bottom of the ICX.
3. Enter the LS pin number to access the poll Worker menu. Then select “Login.”
4. Verify date and time. Refer to the LS Supplemental (pg.16) if either needs to be updated.
5. Verify the polling location and ICX number listed on the screen are correct.
6. Verify total ballots cast on the ICX is “0.”
7. Touch “Open Poll” button and select “Yes” to confirm.

The Zero Total Report confirms whether or not ballots have been cast.

8. Zero Report prints. Remove printer seal, unlock, and open the printer door.
9. Two PEOs (opposite parties) must sign the Zero Report.
10. Close and lock the printer door and remove key. Replace and record new seal number on the “Voting Unit Activity Log.”

11. Touch “OK.”

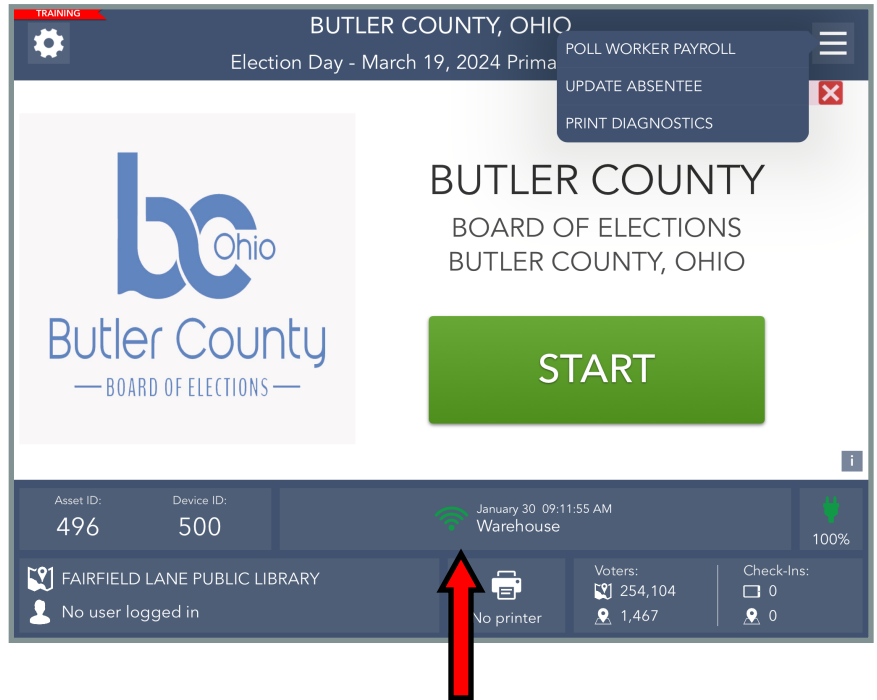
12. Remove the Poll Worker Card.

The ICX unit is ready for voting. Repeat process on every ICX unit.

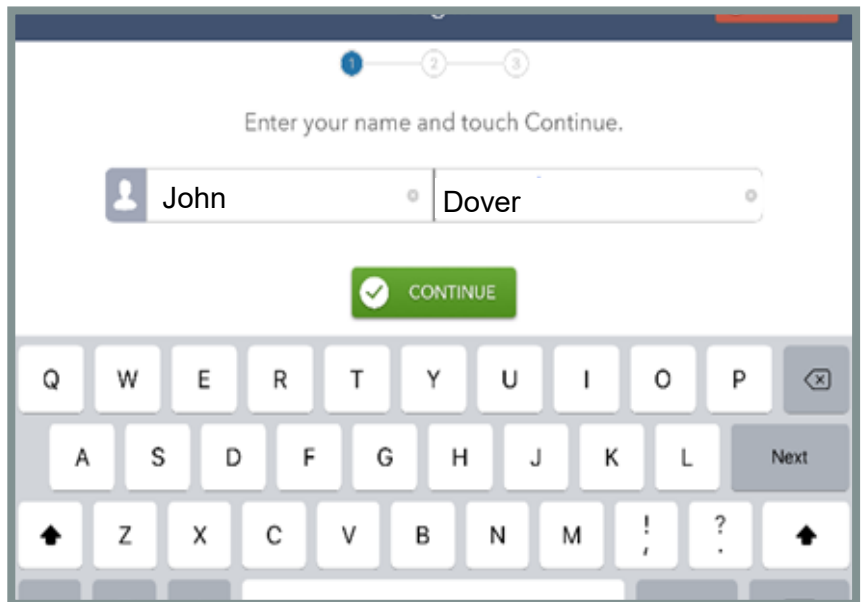
13. Give printer key and Poll Worker Card to the LS after all Zero Reports have printed.

Logging Into the E-Poll Book

1. Check all connections show green and you are on AC power.
2. Touch the “Start” button.



3. Enter your first and last name. This should be the PEO who is processing voters on the e-poll book.
4. Touch “Continue.”

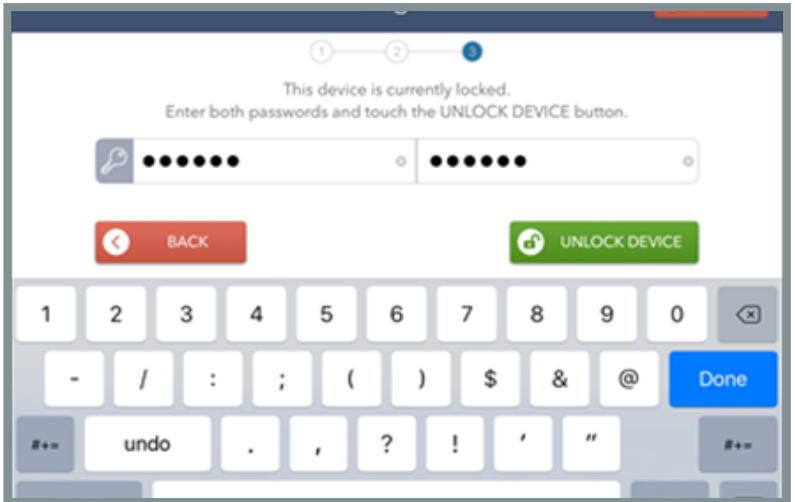


5. Select “Yes” when you see the question, “Is this e-poll book being used at the VAT (Voter Assistance Table)?”



6. The LS and DJ will enter their passwords. (The LS password is found in the red LS folder and the DJ password is found in the green DJ folder.)

7. Touch “Unlock Device.”



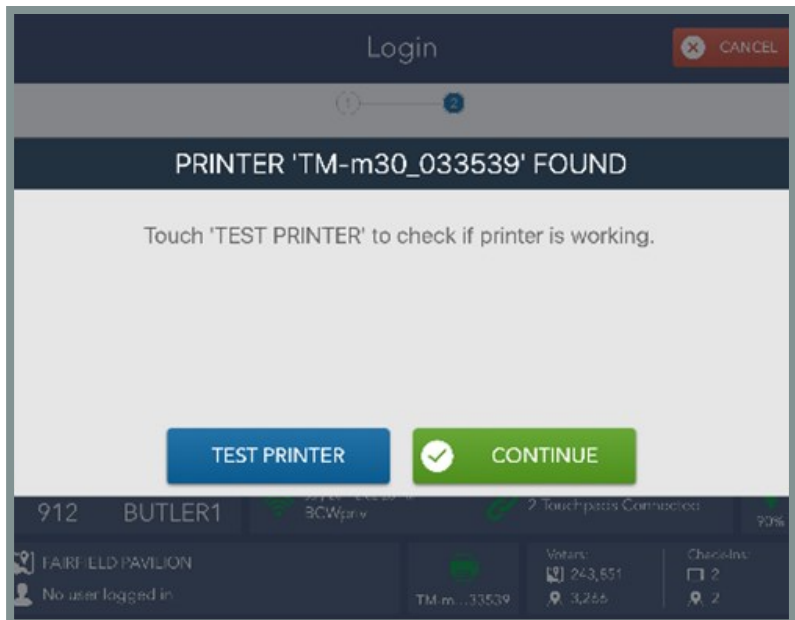
8. The e-poll book will search for a printer. Once it is located, touch “Continue.”


9. A “Poll Opening Slip” will print. PEOs of opposite parties must verify zero soiled ballots, provisional ballots, check-ins, and total issued ballots have been cast.

10. Place the “Poll Opening Slip” inside the front pocket of the white binder.

11. Touch “Continue” to proceed.

12. Repeat steps 1-11 on all e-poll books.



 If any of the “Poll Opening Slips” display a number other than “0,” immediately call the Board of Elections at (513) 785-6699.

Types of Voters



The screenshot displays the home screen of an e-poll book for Butler County, Ohio. The interface is dark-themed with a blue header. At the top left, there is a 'TRAINING' indicator and a gear icon. The header text reads 'BUTLER COUNTY, OHIO' and 'Election Day – November 5, 2024 General Election'. The time is shown as '9:00 AM' with a menu icon on the right. The main content area features three large, colored tiles: a red tile for 'Valid ID Not Provided' (with a tag icon and the note 'Requires a provisional'), a yellow tile for 'Manual Voter Search' (with a magnifying glass icon and the note 'Search using voter info'), and a green tile for 'Driver License Scan' (with a camera icon and the note 'Automatically find voter'). The bottom status bar includes: 'Asset ID: 346', 'Device ID: WC_TWP_HALL_2', a Wi-Fi signal icon, the date and time 'January 31 08:57:02 AM', the location 'Warehouse', a battery icon at '100%', 'WEST CHESTER TWP HALL - ADMIN', 'Voter Assistance Table - S F', a printer icon with 'No printer', 'Voters: 254,205' and '2,381', and 'Check-Ins: 1' and '1'.

This is your **Home screen** on the e-poll book. After every **check-in**, you should arrive back at this screen in order to process the next voter. The bottom of the screen will contain information that is unique to each polling location.

New Identification Requirements

The following documents will be acceptable as long as the ID is not expired and includes the voter's name and photograph. The U.S. Department of Veterans Affairs ID is the only ID that can be shown digitally. All other forms of ID must be the actual physical version.

- Ohio Driver's License
- Ohio State ID Card
- Ohio Interim ID Form issued by the BMV
- U.S. Passport or Passport Card
- U.S. Military ID
- Ohio National Guard ID Card
- U.S. Department of Veterans Affairs ID Card (physical or digital format)



Types of Voters

Regular Voters

Represent 90% of all Voters

Any voter who meets all of the following requirements:

- Voter provides a valid, unexpired picture photo ID
- Name is correctly listed in the e-poll book (unless the voter has legal proof of a name change such as a marriage license, court order, or other legal document that includes both the voter's former and current name)
- Address is correctly listed in the e-poll book (unless the voter's new address is within the exact same precinct as their former address)
- Voter is at the correct polling location
- Voter's record in the e-poll book does not display a red code



All forms of photo ID **cannot be expired**. For a regular voter, a photo ID does not have to have the voter's current name if the voter provides legal proof of their name change and completes Form 10-L. The voter will become a provisional voter, however, if the voter cannot provide proper name change documentation or if the voter has moved to a different precinct and has not updated their address by the registration deadline date.

Provisional Voters

What is a Provisional Ballot?

A **provisional ballot** is used to record a vote if a voter's eligibility is in question and the voter would otherwise not be permitted to vote at their polling place. The content of a provisional ballot is no different from a regular ballot, but it is cast "provisionally" until election officials can verify the voter's eligibility to vote in a particular precinct for the current election.

Eligibility for a Provisional Ballot to be Counted

- The affirmation statement on the provisional ballot envelope is completed and correct.
- The voter provided a valid, unexpired photo ID or signed an "Affidavit of Religious Objection."
- The voter is a registered voter in the state of Ohio at least 30 days before the election.
- The voter has not cast any other ballot in the election that has already counted.

DID YOU
KNOW



If a voter has already cast another ballot such as an absentee ballot, the board will reject the provisional ballot.

Reasons for providing a Provisional Ballot

- The voter's name is not listed anywhere in the e-poll book.
- The voter does not provide or is unable to provide photo identification.
- The voter has changed their name and is unable to provide the legal proof required to complete a Notice of Change of Name (Form 10-L).
- The voter has moved from one Ohio precinct to another precinct without updating their voter registration by the registration deadline date.
- A message appears in the e-poll book stating the voter requested an absentee ballot.
- A message appears in the e-poll book stating a "Voter Notification Card" (VNC) was returned as undeliverable, therefore the voter's address could not be verified.
- The voter's eligibility to cast a ballot has been challenged by the Precinct Election Official, and the voter refuses to make the required statement (Form 10-U).
- A voter is in the wrong polling location and insists on voting in the wrong location or in the wrong precinct within the correct polling location. In this case, the Board of Elections will need to be contacted so that the LS can be instructed on how to process this voter. A Provisional Voter Precinct Verification (Form 12-D) slip will generate from the e-poll book printer for the Check-In Judge to complete and attach to the back of the provisional envelope. If a slip does not generate, the Provisional Voter Precinct Verification (Form 12-D) can be retrieved from the blue binder located on the Ballot Table. Inform the voter that all or a portion of the votes on their ballot will not count.



For a provisional voter, an unexpired photo ID does not have to have the voter's current name as long as the picture on the ID matches the voter. The voter and Check-In Judge can mark that ID was shown in section 5 of the provisional envelope. This means the voter **does not** have to return to the Board of Elections to provide proof of a name change. The Board of Elections will determine the validity of the information provided on the envelope.

Searching for Voters from the Launchpad

There are three search options you will use to check in voters:

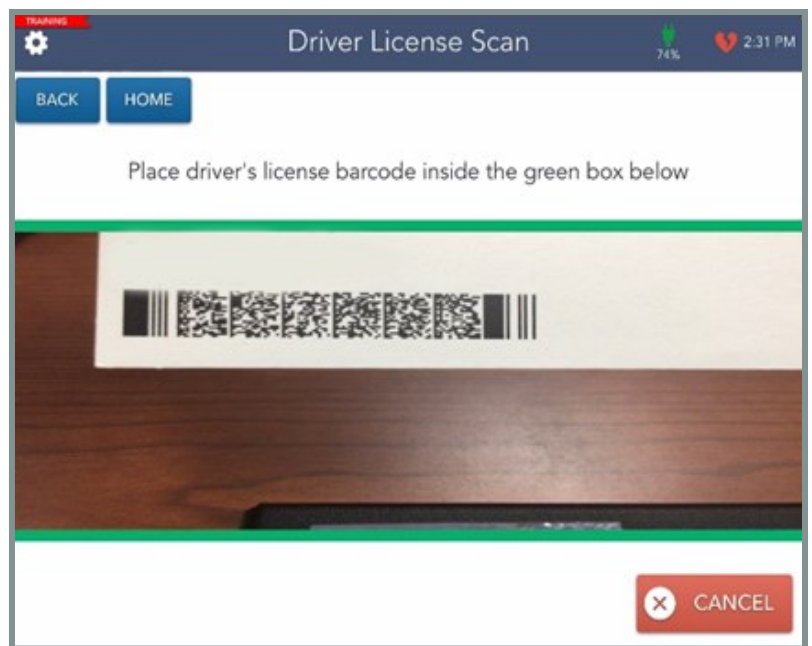
- Green “Driver License Scan” for voters with an unexpired Ohio driver’s license or state ID card
- Yellow “Manual Voter Search” for voters with other valid, unexpired photo ID, for photo IDs that will not scan, or for voters that have a religious objection of being photographed
- Red “Valid ID Not Provided” for voters with no ID or an expired ID



Regular Voters

ID Scan-Voters with a Driver’s License or State ID Card


1. Ask for the voter’s identification. If the voter hands you an Ohio driver’s license or Ohio state ID card, immediately check the expiration date on the ID. If the ID is expired, hand the ID back to the voter to let the voter know that an expired ID is not a valid form of ID. Do not scan an expired ID. See **pg. 51** for further instructions on how to process this voter provisionally using a different search option.
2. For a current, unexpired Ohio driver’s license or state ID, touch the green “Driver License Scan” button.
3. Place the ID barcode inside the green box as shown. The scanner is located on the back of the e-poll book.
4. Hold the ID parallel to the e-poll book screen to ensure a successful scan.



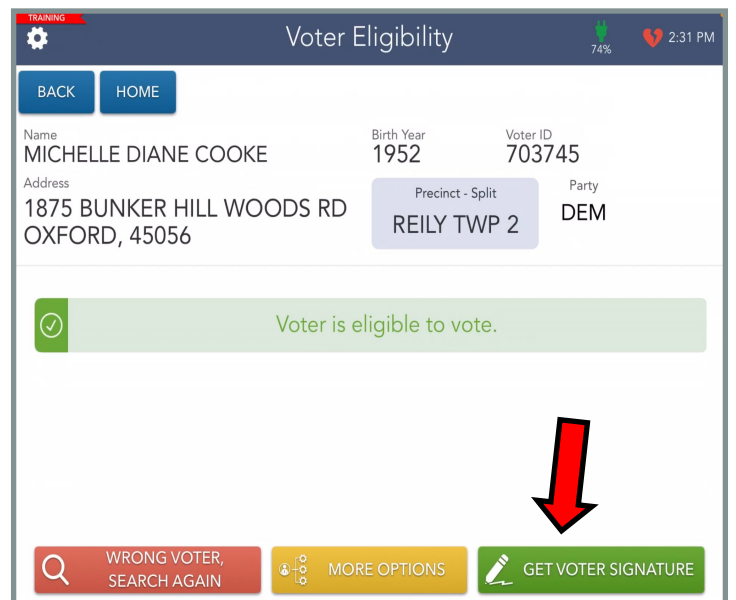
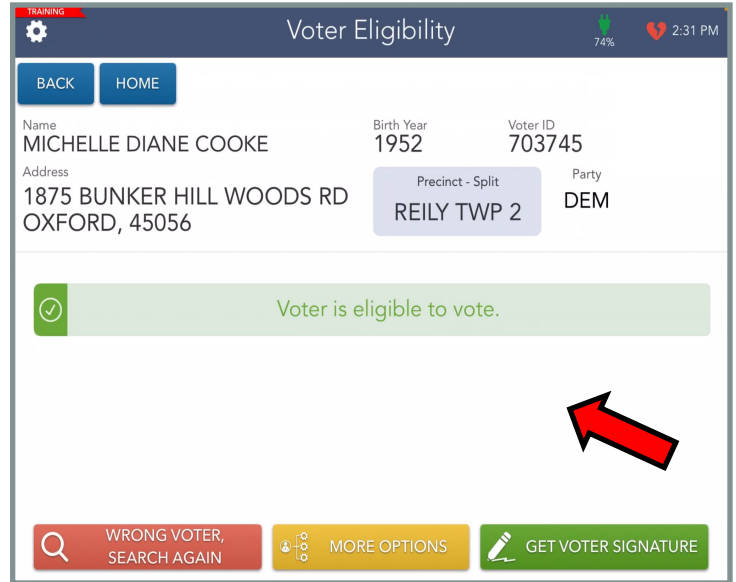
Voter Eligibility Screen

1. After you have scanned the ID barcode, make sure the name that generates in the e-poll book is actually the voter that is standing in front of you and not a family member with the same name (Jr. vs. Sr.) or different family member residing in the same household. This is the time when you ask the voter to state their name and address. Refer to **pg. 55** if the voter's address in the e-poll book does not match or to **pg. 57** if the voter's last name does not match what the voter is currently telling you. It is **absolutely mandatory** to update an outdated address or name change to make the voter's information current, but you must make sure you are making edits on the correct person. This will help identify the voter as either a regular voter or a provisional voter and will verify if the voter is at the correct polling location. Do not make updates to a middle name, date of birth, or suffix such as Jr., Sr., I, II, etc. The voter or LS can notify the BOE via phone call so that we can research possible discrepancies.

2. Once all required information is current in the e-poll book, check to make sure the screen says "Voter is eligible to vote" before proceeding to the next step.

 If a message in red appears stating the voter is not eligible to vote a regular ballot, refer to the provisional instructions on **pg. 62**.

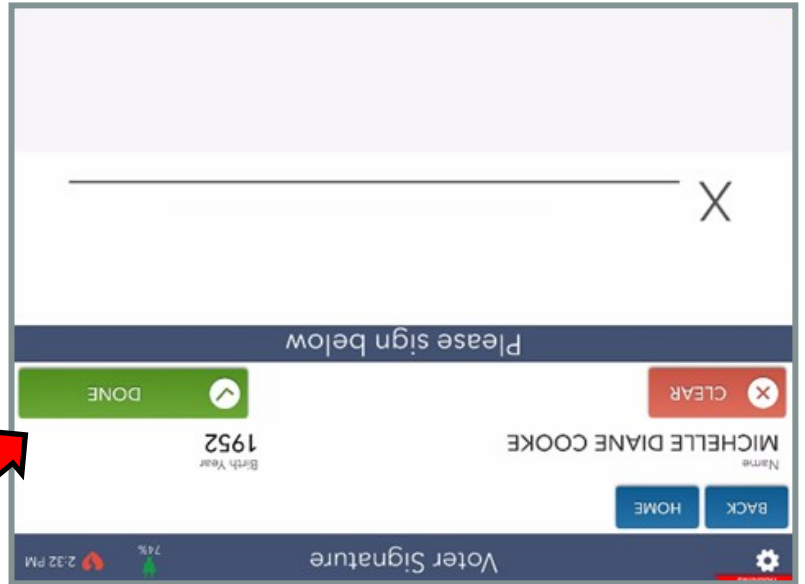
3. If the screen shows "Voter is eligible to vote," touch the green "Get Voter Signature" button. The e-poll book screen will flip upside down. Invert the e-poll book to face the voter so that the voter can sign on the signature line.



- After the voter signs on the line, instruct the voter to touch the green “Done” button. Flip the screen back to you.

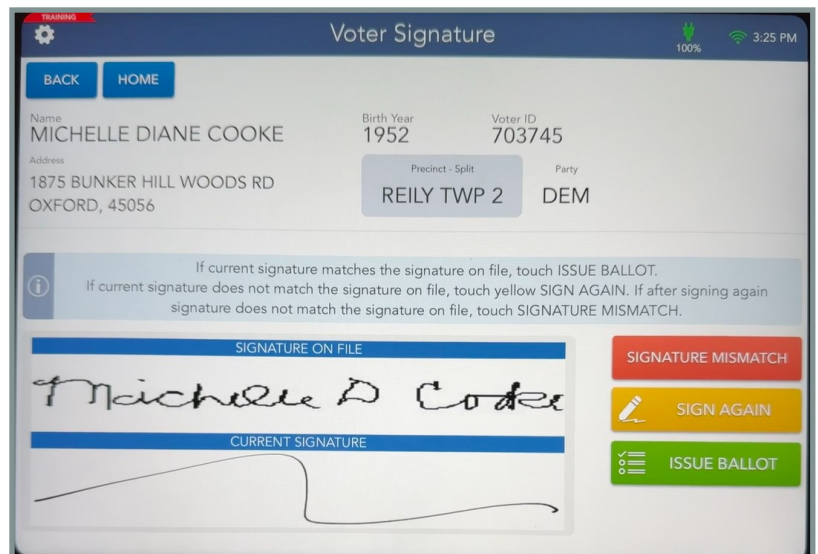


If a voter cannot physically sign, see your Location Supervisor (LS).



- Compare the signature with the Signature on file.

- If the signature matches, select the green “Issue Ballot” button. In the case of a name change, it is okay if part of the name does not match.
- If the signature needs to be attempted again, select the yellow “Sign Again” button.
- If the signatures clearly do not match after a second attempt, talk to your Location Supervisor before choosing the red **“Signature Mismatch”** button. This option is rarely used, especially if the voter standing in front of you matches the picture on their ID. The “Signature Mismatch” button will lead to a provisional ballot.



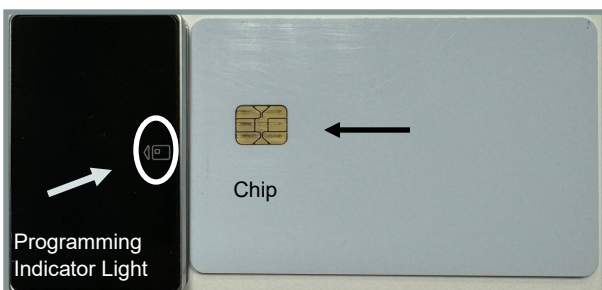
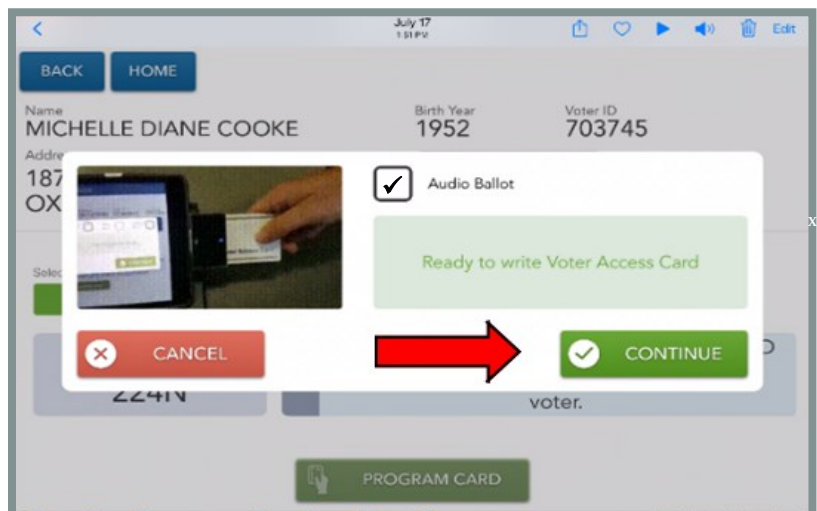
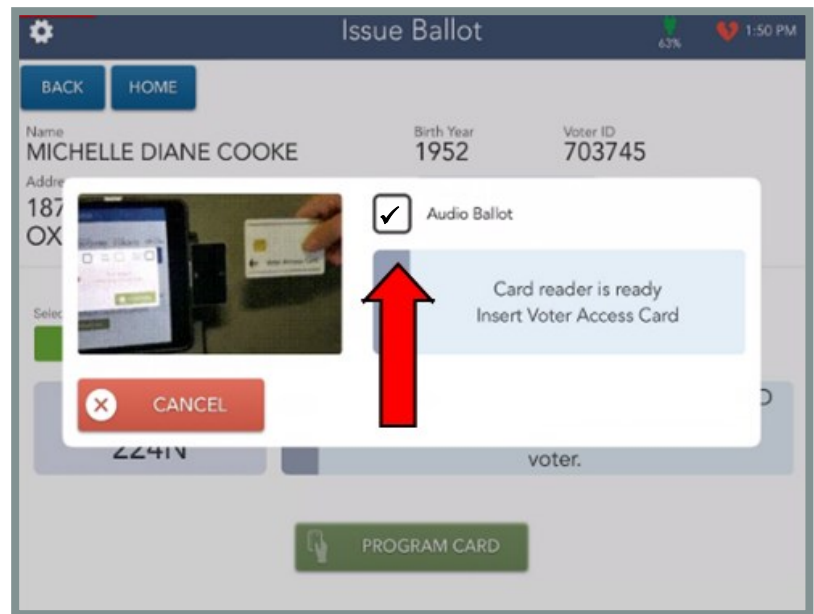
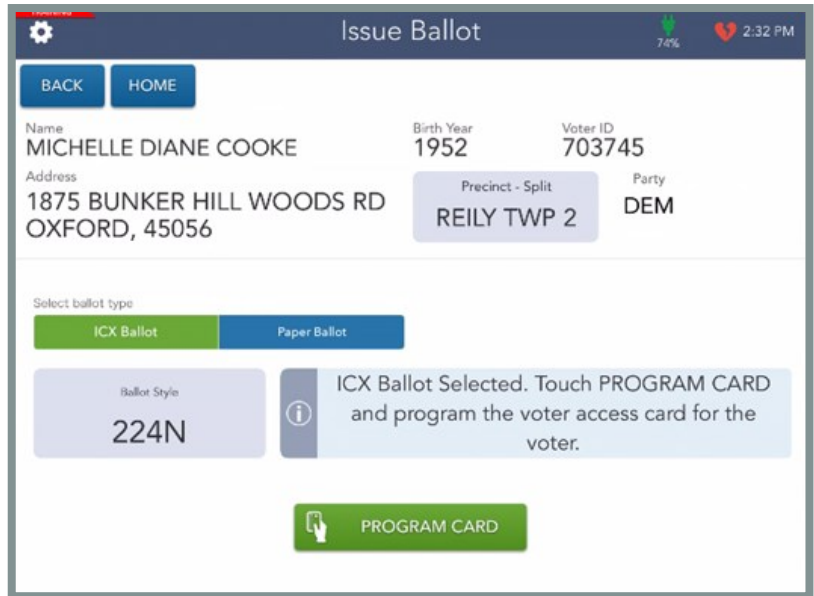
Issue Ballot Screen

If the voter requests a paper ballot, continue with step 1 on **pg. 47**. Otherwise, touch the green “Program Card” button.

To issue an audio ballot for the **ADA #1** voting unit, touch the “Audio Ballot” box to make a “✓” appear. Only do this if a voter requests to vote on the ADA unit. For a regular voter, the e-poll book defaults to an ICX ballot unless the voter requests a paper ballot or the use of the ADA #1 unit specifically. Insert the voter access card into the encoder and select “Continue.” A steady blue light should appear. Do **not** tap the “Continue” button more than once or remove the card until it is finished programming.

Leave the Audio Ballot box unchecked if the voter does not request to use the ADA #1 unit.

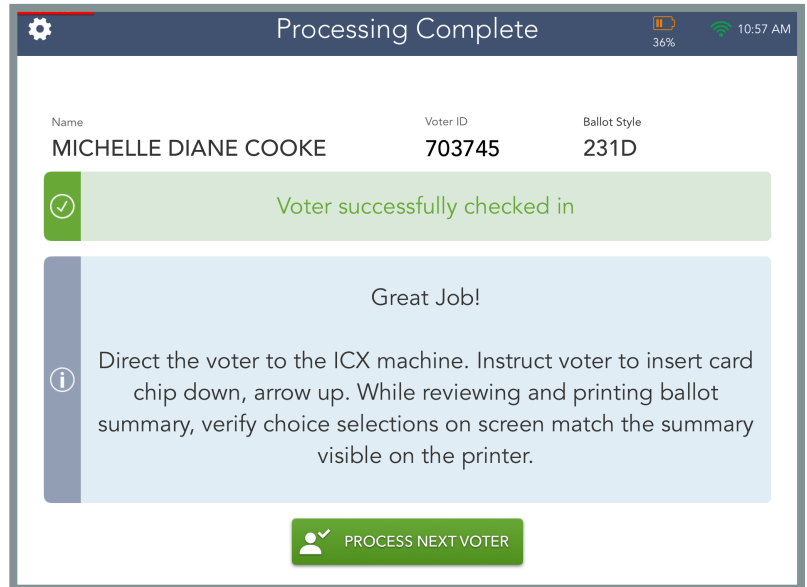
Note: The programming video on the e-poll book will show you how to insert the voter access card into the encoder. Our new e-poll books, however, use a split cord with the encoder now resting on the table. Insert the voter access card (chip side up) into the encoder slot towards the indicator light icon.



Card Encoder

Voter Access Card

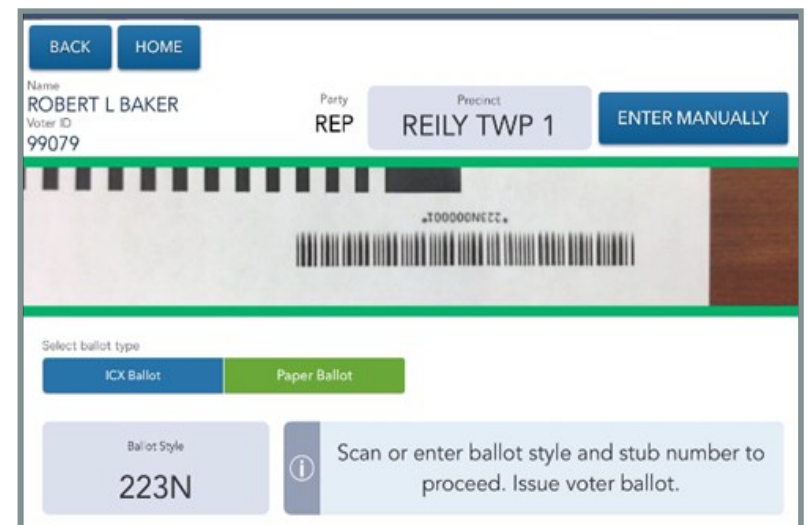
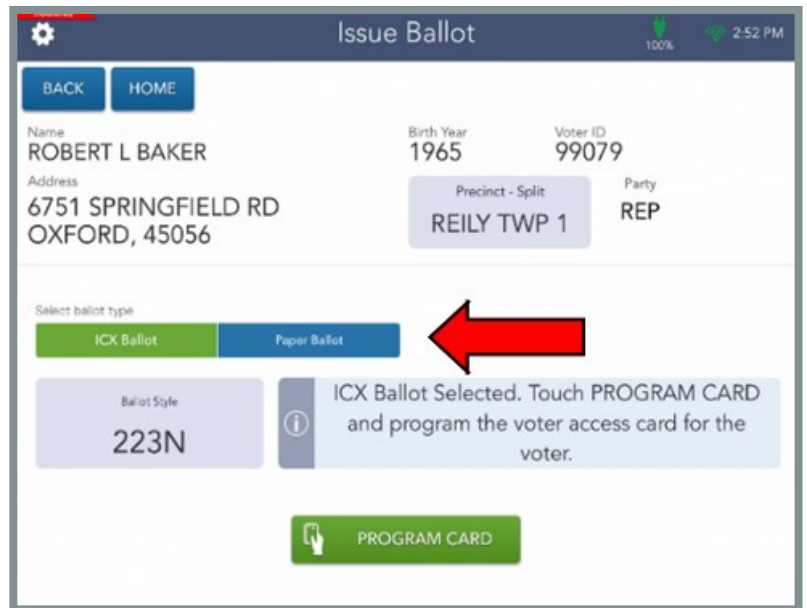
2. Direct the voter to a voting unit. For voters requesting an audio ballot, direct the voter to the **ADA (#1)** voting unit which has the headphones and audio tactile interface.
3. Touch the green “Process Next Voter” button.



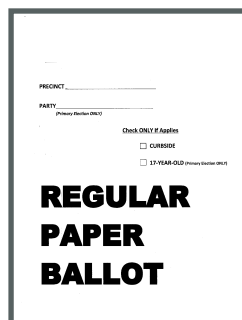
Paper Ballots to Eligible Voters

Regular voters who request to vote a paper ballot instead of on the voting units **do not** complete a provisional envelope. They will seal their voted ballot inside a white **Regular Paper Ballot** envelope and place it in the yellow bag located at the Provisional Table.

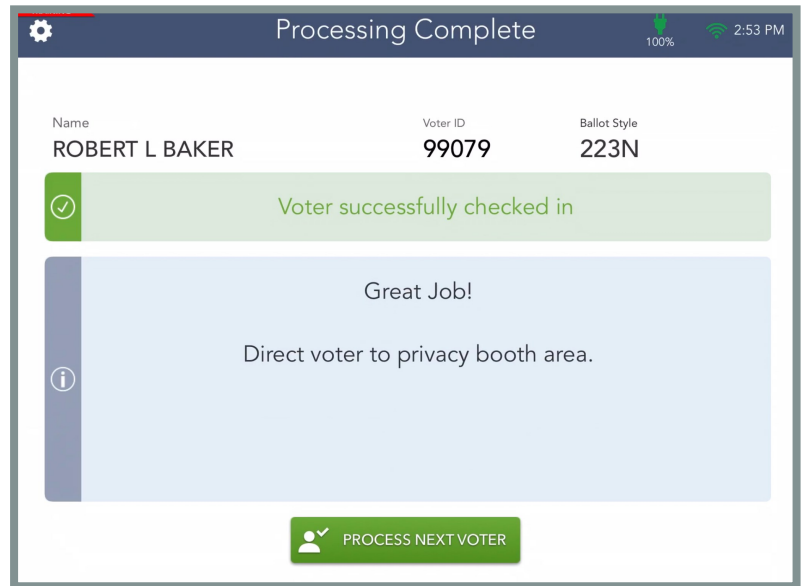
1. On the “Issue Ballot” screen, select the blue “Paper Ballot” button. The button should turn green.
2. Retrieve the correct precinct ballot and a white Regular Paper Ballot envelope.
3. Write the voter’s **precinct** in the upper left corner of the white envelope. The **party** is left blank in a general election. Hold the paper ballot upside down to scan the barcode parallel to the camera on the e-poll book.



White Regular Paper Ballot Envelope



- Hand the voter the ballot, white envelope, and a black or blue pen.
- Afterwards, instruct the voter to seal their voted ballot inside the white **Regular Paper Ballot** envelope before dropping it into the yellow bag at the Provisional Review Table.

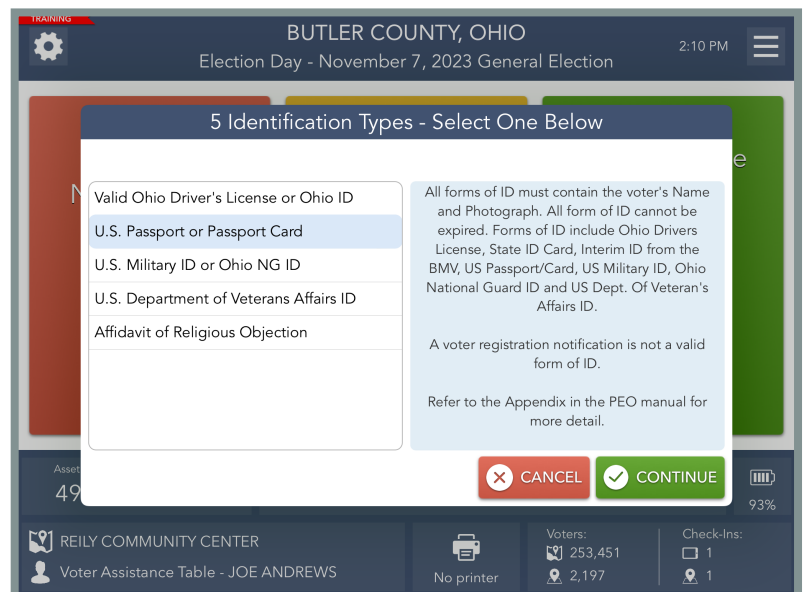


Manual Voter Search -Voters with Another Type of Valid ID, Religious Objection, or a Valid ID that will not Scan

- If a voter has a religious objection of being photographed, has a different valid ID other than a driver's license or state ID, or has any valid ID that will not scan, touch the yellow "Manual Voter Search" button on the Home screen. Make sure the ID is not expired first. The red "Valid ID Not Provided" button must be used for all expired IDs (**Refer to pg. 51.**)

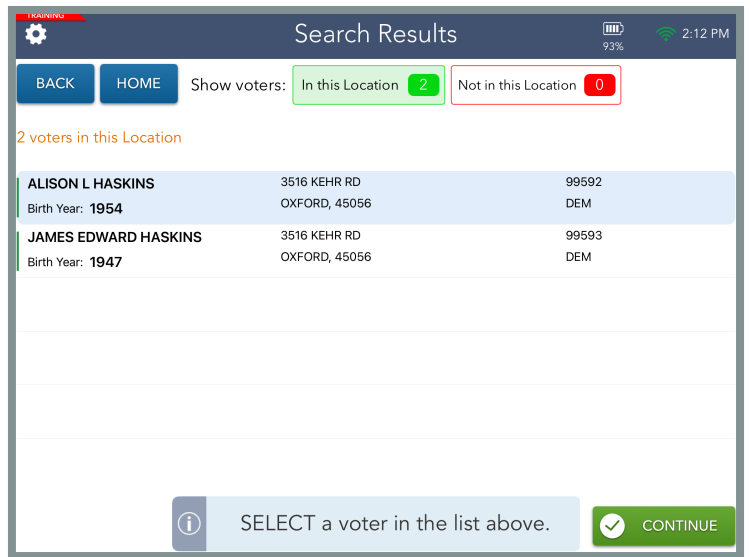


- After you confirm the ID is not expired, select the yellow "Manual Voter Search" button. A list of five identification types will appear. Select the type of ID the voter presents.
- Touch "Continue."




4. Ask for voter's current name and address.
5. Enter the first three letters of the voter's last name and full house number.
6. Touch "Search."
7. Select the correct voter by touching the voter's name.
8. Touch "Continue." Move on to step 9.

If the voter is not found, refer to **pg. 52** for additional instructions. It is important that you familiarize yourself with the most current instructions.



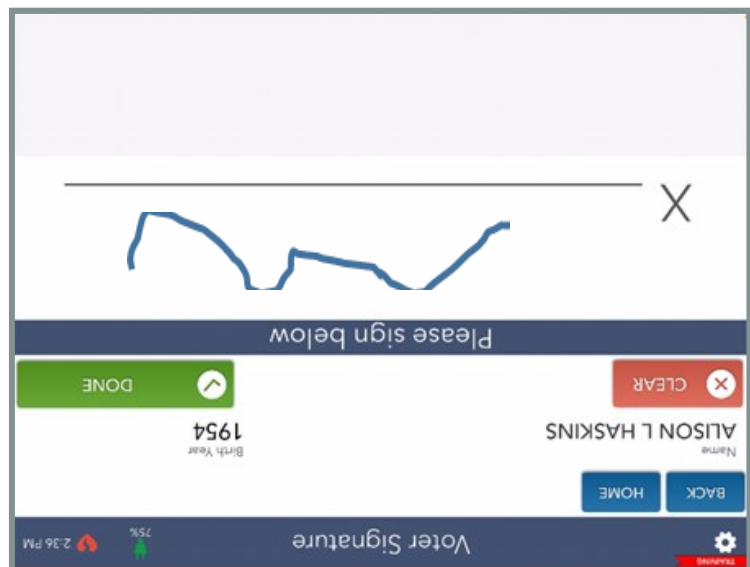
9. Before proceeding to the next step, make sure the screen says "Voter is eligible to vote." If so, continue to step 10.

 If a message in red appears stating the voter is not eligible to vote a regular ballot, refer to the provisional instructions on **pg. 62**. If a message appears stating "Wrong Location," follow the steps on **pg. 61** to redirect the voter to the correct polling location.

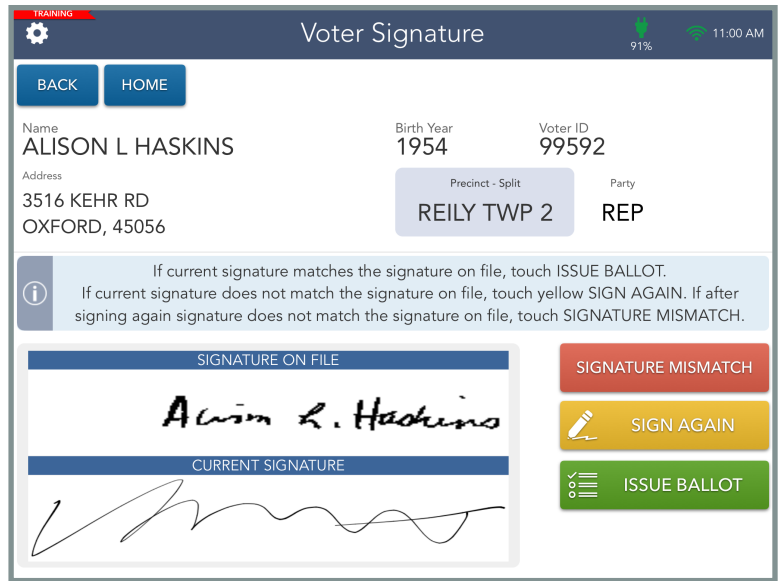


10. Select the green "Get Voter Signature" button.

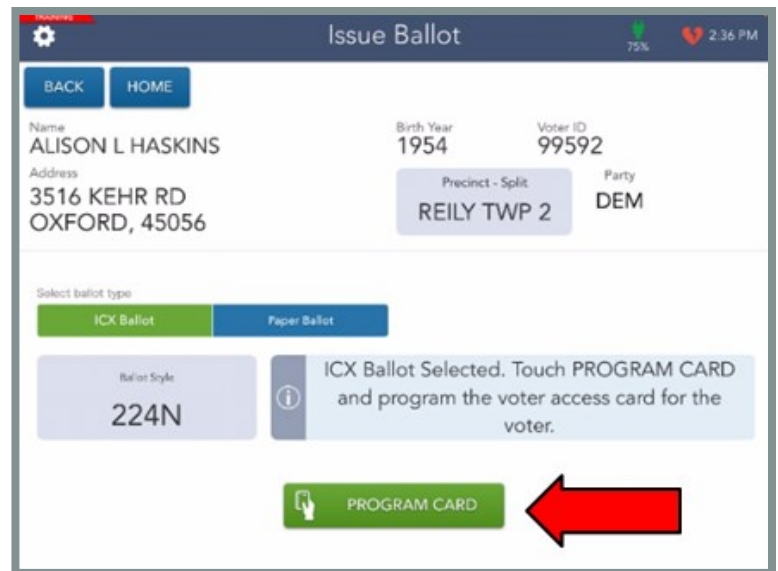
11. Flip the e-poll book to face the voter so that the voter can sign on the line. After the voter touches the "Done" button, flip the e-poll book back to you.



12. Compare the signature with the signature on file.
 - If the current signature matches, select the green “Issue Ballot” button. A name change will not match 100%.
 - If the signature needs to be attempted again, select the yellow “Sign Again” button.
 - If the signatures clearly do not match after a second attempt, talk to your Location Supervisor before choosing The red “Signature Mismatch” button. This option is rarely used, especially if the voter standing in front of you matches the picture on their ID.



13. Touch the green “Program Card” button unless the voter has requested to vote a paper ballot. If the voter requests a paper ballot, refer to **pg. 48**.

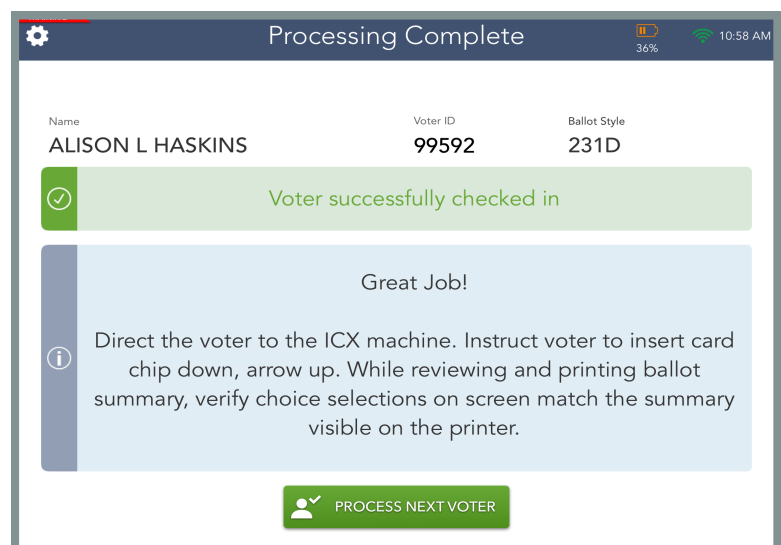


14. Insert the voter access card into the encoder. Select “Continue.” The encoder light will turn blue.

15. You will know when the card is programmed when the e-poll book screen advances and says, “Voter successfully checked in.”

16. Instruct voter on how to insert the card into the ICX voting unit and how to verify their choices.

17. Direct the voter to the ICX unit.



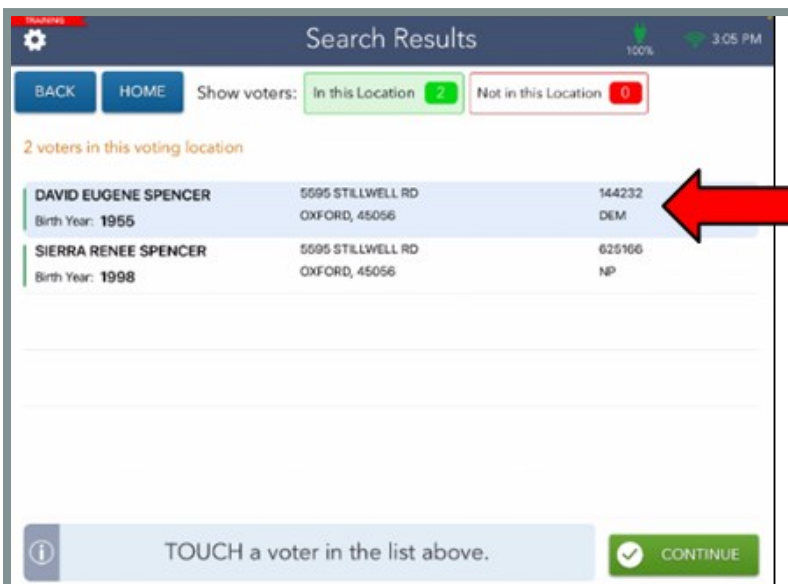
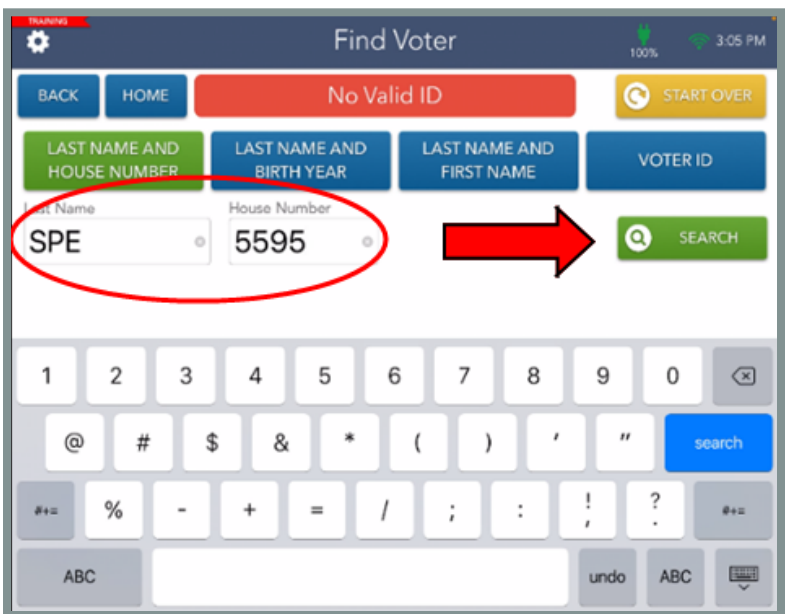
Valid ID Not Provided - Voters with an Expired ID, No Photo ID, and No Religious Objection

When you are searching for a voter, there are three commonly used options:

- Last Name & House Number
 - Last Name & Birth Year
 - Last Name & First Name
1. If a voter has an expired ID or no ID and **does not** have a religious objection of being photographed, touch the red “Valid ID Not Provided” button.

Remember, use the yellow “Manual Voter Search” option if the voter **does have** a religious objection of being photographed.

2. Enter a few letters of the voter’s last name and full house number. Tap the “Search” button.
4. Select the correct voter by touching the voter’s name. It will highlight in blue. If you do not find your voter, refer to **pg. 52** for additional instructions.
5. Touch the “Continue” button.
6. If the voter is at the correct polling location, select the green “Process Provisional” button and follow the prompts. Refer to **pg. 62** regarding provisional processing if needed. If the voter is at the wrong location, direct the voter to their correct polling location. See **pg. 61** for details.



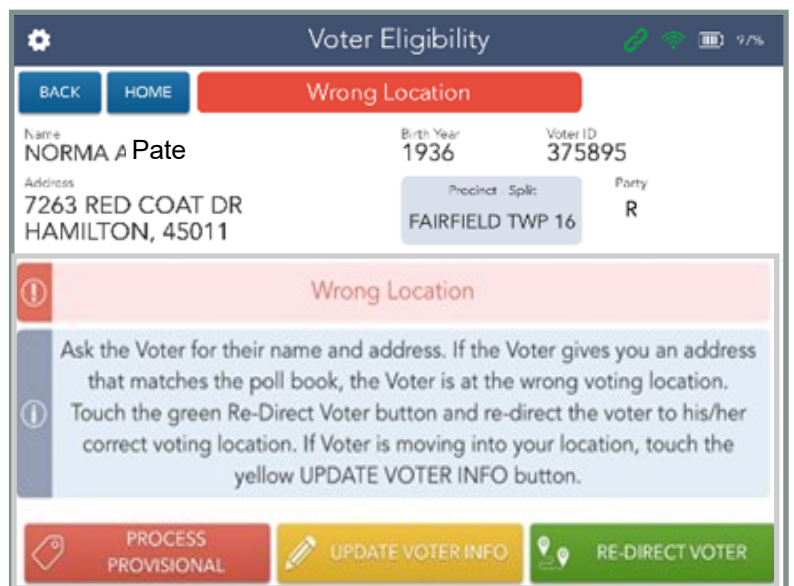
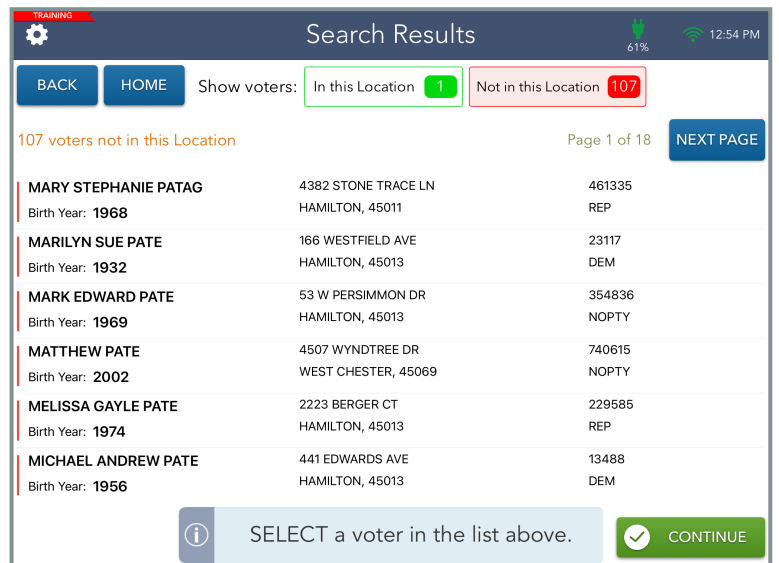
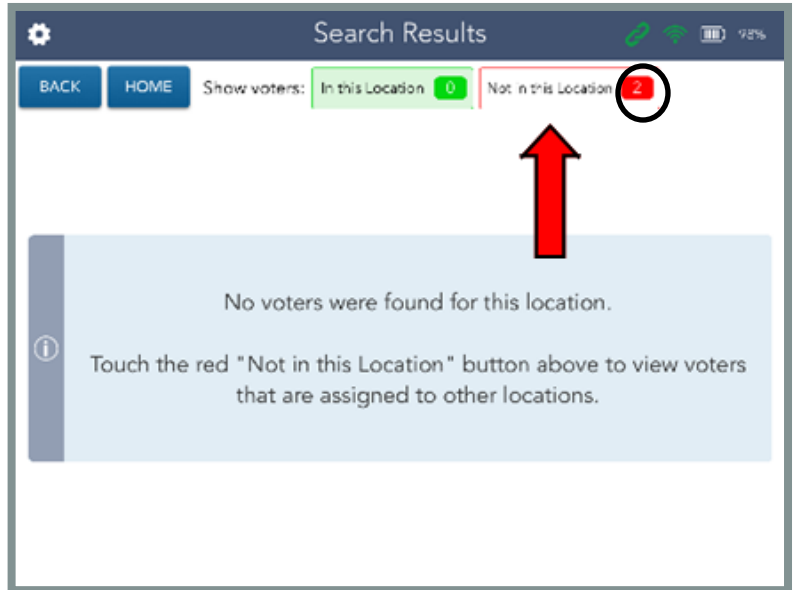
Voter Not Found

When you are searching for a voter that does not seem to be found, attempt the following three search options:

- Last Name & House Number
- Last Name & Birth Year
- Last Name & First Name

If you cannot find your voter while using the red “Valid ID Not Provided” or the yellow “Manual Voter Search” options, follow the steps below. As you are searching for the voter’s record, do not select the red “Voter Not Found” button until after you have attempted all three search options listed above and have talked to the LS. The LS must attempt one more set of directions before the “Voter Not Found” button can be used. Otherwise, a duplicate voter record could be made in error. Ask your LS for assistance if you are having trouble locating a voter. All voters must be processed through the e-poll book. The BOE may have to be contacted to manually enter a voter.

1. If the voter is not found after attempting the “Last Name and House Number” search, select the red “Not in This Location” button in the top right corner of the screen only if you are given this option and only if a number besides “0” appears in the box. A “0” means that no other names will generate with this current search option. If a large list of names generate and your voter is not in the list, you may have to select the “Home” button at the top to exit the screen. At this point, you can start over using a different search option.
2. If you locate your voter, click on the voter’s name. If the voter’s name is found under the heading “Wrong Location,” follow the prompts in the e-poll book.



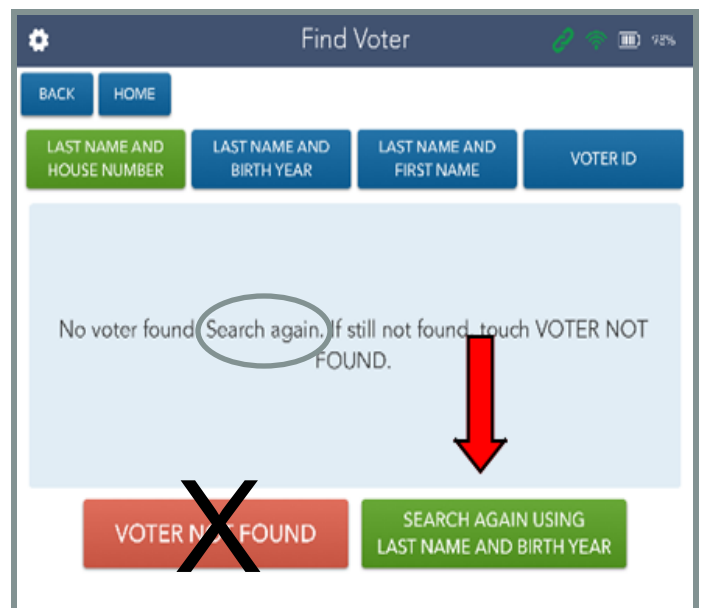
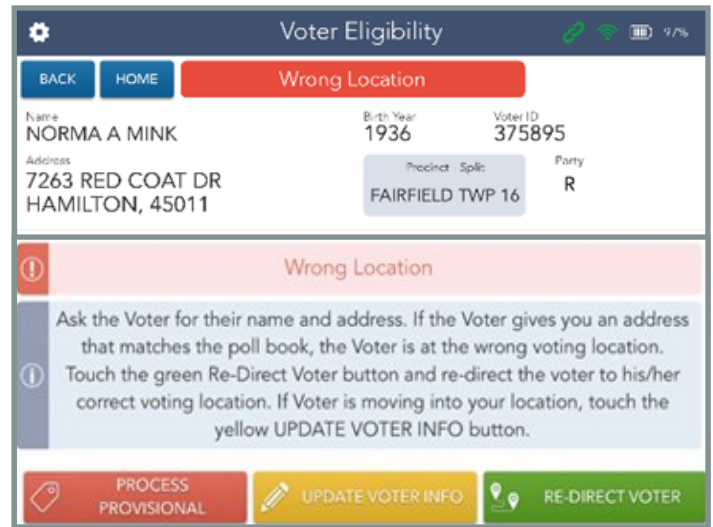
Voter Not Found—Continued

Verify with the voter whether or not the name and address that appear in the e-poll book are actually current. If so, the e-poll book directions will tell you to redirect the voter to the correct polling location. If the voter's information is not current, follow the e-poll book prompts to update the voter's information. If the screen does not have a visible option that says "Update Voter Info," select the Yellow "More Options" button first to find "Update Voter Info." Refer to **pgs. 55 and 57** for additional help on address and/or name changes.

3. If these directions still do not find your voter, ask the voter if they could possibly be registered under a different last name. Select the "Last Name and Birth Year" button at the bottom of the screen. You may have to touch the blue "Back" button to find this search option or touch the blue "Home" button to start over. Enter the voter's previous last name and current birth year. If the voter has not changed names, enter their current last name and birth year.

4. Touch "Search." If more than one voter appears, touch the correct voter by name and then press the "Continue" button. If the voter's old name has generated, update the voter's name to what it should be.

5. There are several different ways to search for a voter. Try using the "Last Name and First Name" option as well. Do not click on the Red "Voter Not Found" button until after you have spoken to the LS.



Remember, do not select "Voter Not Found," even if the e-poll book prompts you to use it. You must first attempt all three search options listed on **pg. 52** to avoid creating a duplicate voter record. Ask your LS for assistance if you are having difficulty locating a voter.

Voter Not Found-Continued

When trying to find a voter, do only what you are comfortable doing and ask for help when needed. As you get repetitive practice with the e-poll books, you will be able to navigate through different scenarios more quickly. Remember, the LS will take over if you get stuck. Your LS will have one more set of directions to follow before the “Voter Not Found” button is used.



Note: If the LS is on lunch break or not currently in the location, you must call the Board of Elections to help you process a voter that you cannot locate.



All voters must be processed through the e-poll book. All voters at the correct polling location must be given the opportunity to vote. This includes voters who have recently moved into your polling location area. The Board of Elections will determine the validity of all provisional ballots, so never tell a voter they are not registered or not eligible to vote.



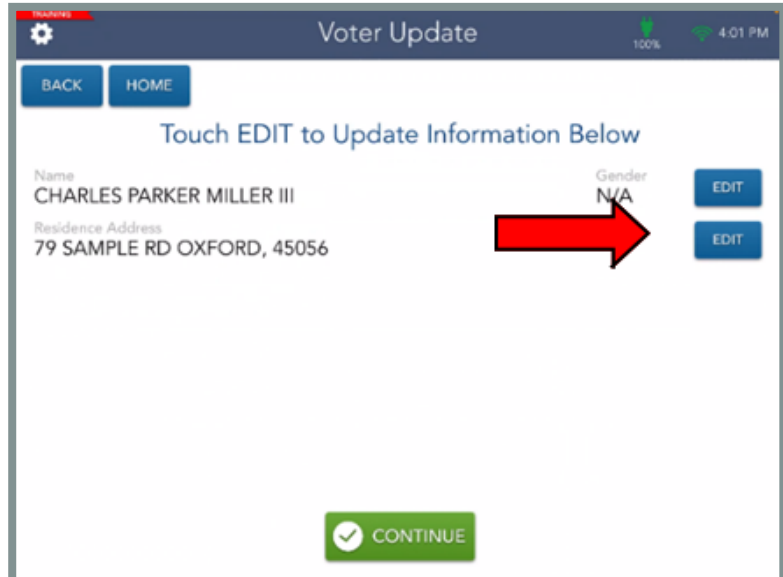
Voter's Address is Not Current

1. Touch the Yellow “More Options” button on the “Voter Eligibility” screen.
2. Touch “Update Voter Info.”

Note: If both the last name and address of the voter are no longer current, edit the voter’s name first before the address.



3. Touch the “Edit” button next to the voter’s address.

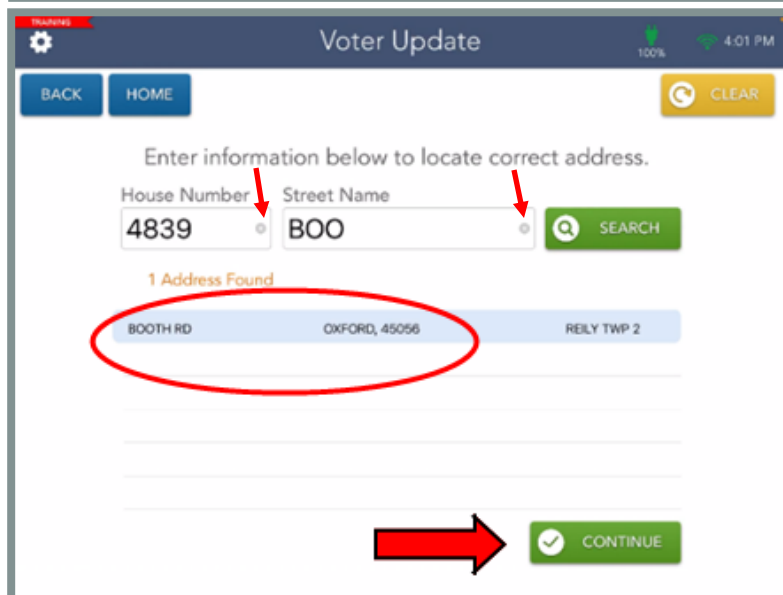


4. Touch the small gray “x” in each address field to clear out the old address information. Enter the voter’s new house number and the first three letters of the new street name in the space provided.

5. Touch “Search.”

A list of addresses will appear.

6. Locate the voter’s new street and touch the street name to highlight it.
7. Touch “Continue.”



You will be asked if there is a unit number. This question also applies to an apartment number.

8. Touch “Yes” if applicable and enter the unit/apartment number. Otherwise, touch “No.”

The screen will automatically flip for the voter’s view. Invert the screen towards the voter.

9. Direct the voter to confirm the new address.
10. Instruct the voter to touch “Correct” if everything is correct. Flip the screen back to you.
11. If the voter touches “Not Correct,” touch “Edit” next to the new address to retype. If the voter is still eligible to vote a regular ballot, select “Continue.” This will only happen if the voter moved into the exact same precinct as their previously-registered address. Obtain the voter’s signature by selecting the green “Get Voter Signature” button. Continue to encode the voter access card. See **pg. 62** if the voter needs to be processed as a provisional voter. This is usually the case with an address change.
12. If the voter is eligible to vote a regular ballot, give the voter a voter registration form to complete so that the BOE can update the voter’s address before the next election. If the voter has to vote a provisional ballot, do not give the voter a voter registration form since the information on the provisional ballot can be used to update the voter’s registration.





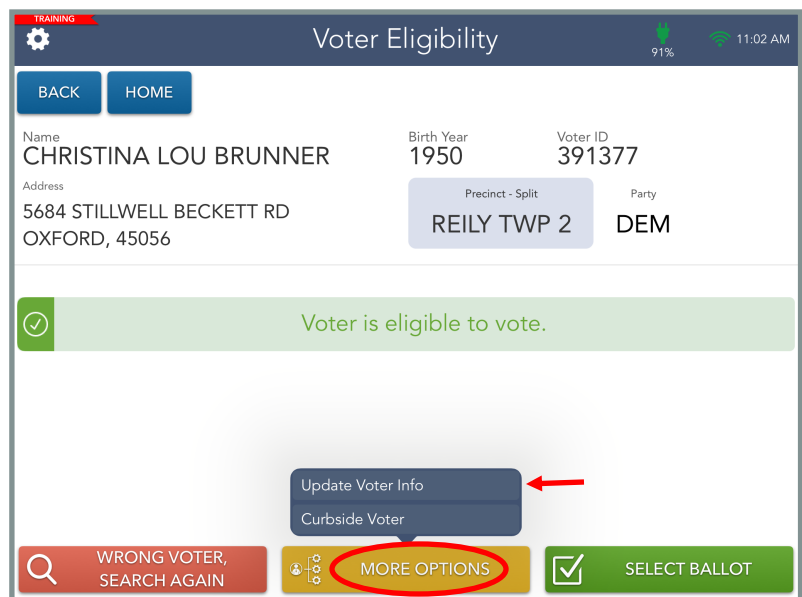
Note: The **only** time an address update will allow a voter to cast a regular ballot is if the new address is located in the **exact same precinct** as the voter's formerly-registered address.

13. If the voter is **not eligible** to vote a regular ballot but is in the correct location, touch the green "Process Provisional" button and refer to **pg. 62** to review provisional procedures. Remember, the majority of address updates will lead to a provisional ballot.
14. If the voter is at the wrong location, touch the green "Re-Direct Voter" button and refer to **pg. 61** for more detailed instructions. Even a provisional voter must cast their provisional ballot at the correct polling location.

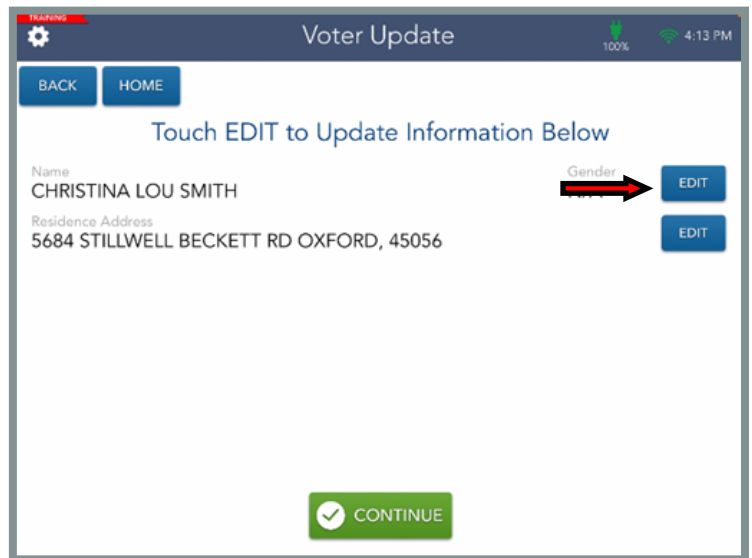
Provisional voters do not need to fill out a voter registration form. The provisional envelope serves as a voter registration, change of address, and/or change of name form. The voter, however, must write their Ohio driver's license, Ohio state identification number, or the last four digits of their social security number in section 6 on the provisional envelope so that the provisional envelope can be used to register or update the voter's information.

Voter's Name is Not Current

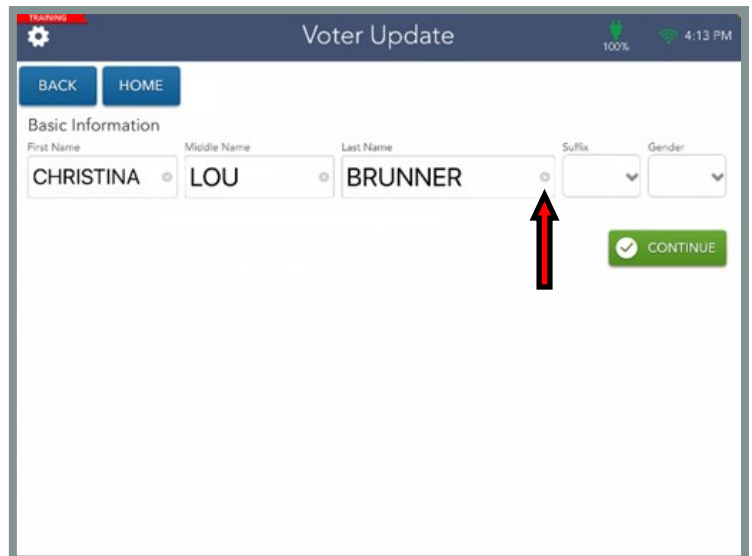
1. Touch the yellow "More Options" button on the "Voter Eligibility" screen.
2. Touch "Update Voter Info."



3. Touch the “Edit” button next to the voter’s name.



4. Touch the gray “x” to clear the voter’s previous last name and type the voter’s new name.

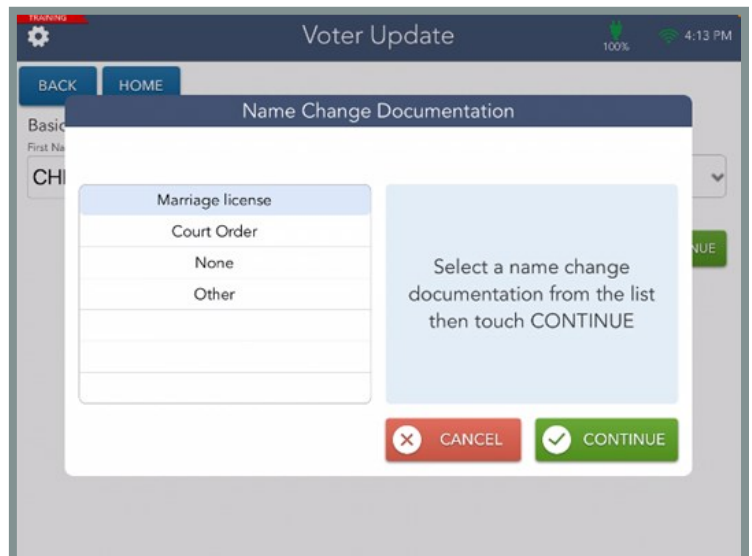


5. Touch “Continue.”

6. You will be prompted to select what type of documentation the voter presents as proof of the name change. The legal document must include the voter’s former name and current name.

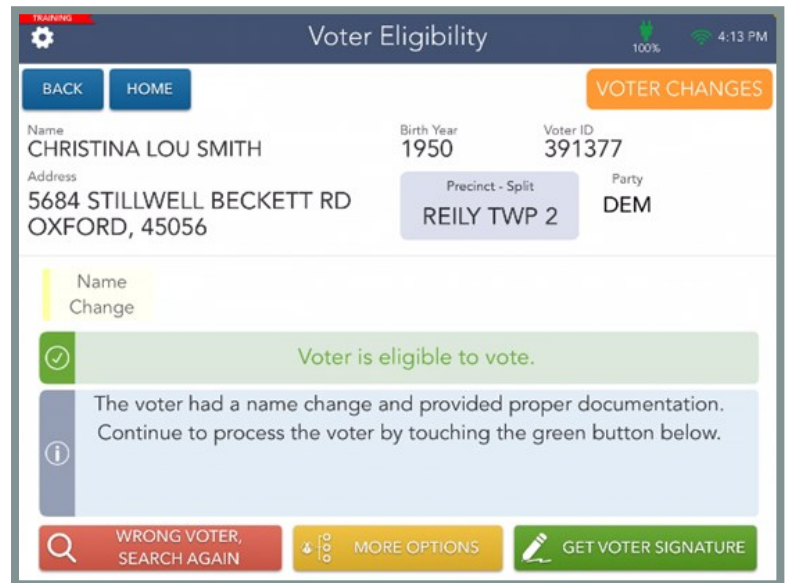
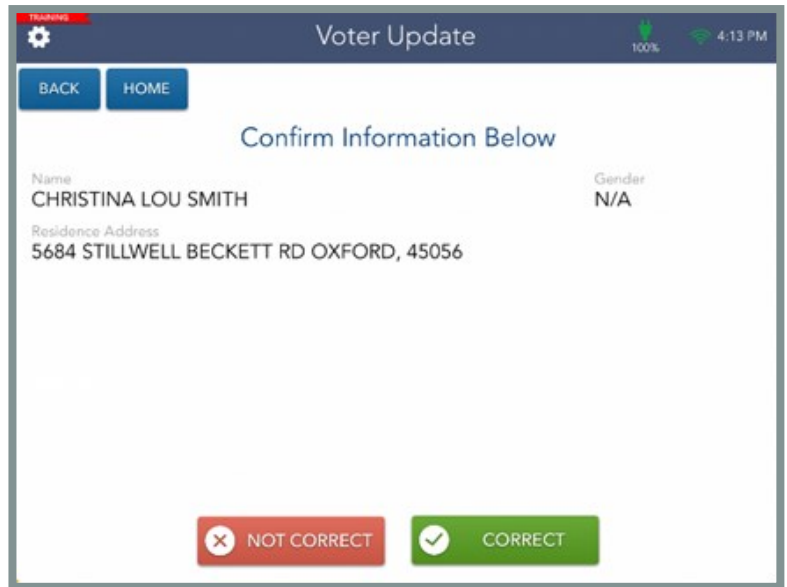


An updated driver’s license, state ID card, or interim form cannot be used as proof of a name change since the voter’s previous name is not included on any of these documents.

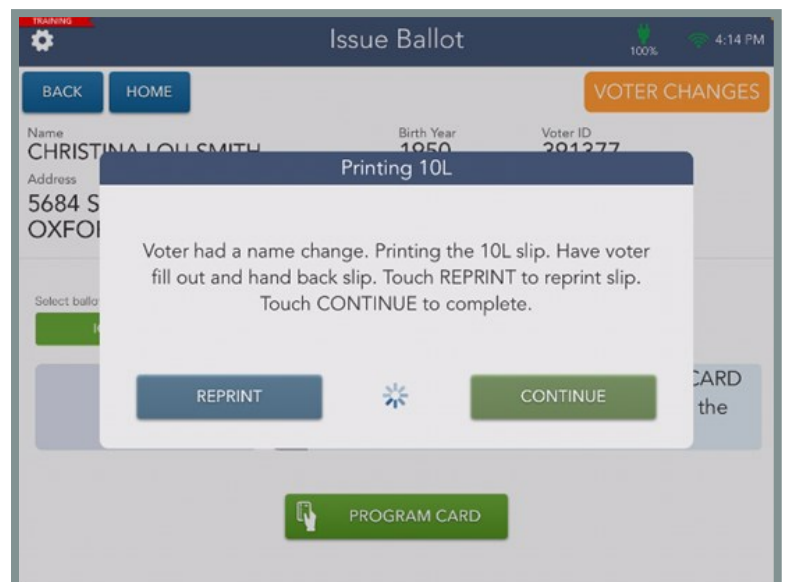


7. Touch “Continue.”

8. Touch “Continue” on the next screen if the name has been entered correctly. Touch “Edit” if the name needs to be retyped. You can also edit an address at this time if the voter’s address has changed.
9. Flip the screen and instruct the voter to confirm “Correct” or “Not Correct.” Follow the prompts.
10. On the “Information is Correct” screen, select “Continue.” The “Voter Eligibility” screen will appear.
11. Obtain the voter’s new signature by selecting the green “Get Voter Signature” button. Keep in mind that the new signature with the name change will not match the signature on file 100%.
12. Touch the green “Issue Ballot” button.



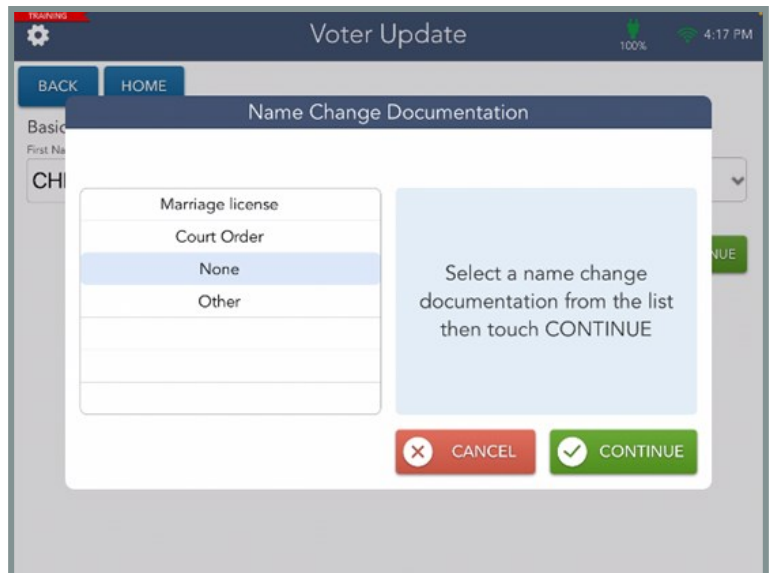
Direct the voter to complete and sign the **Form 10-L** slip before you program the voter’s card or before you issue a paper ballot. This slip will print automatically.



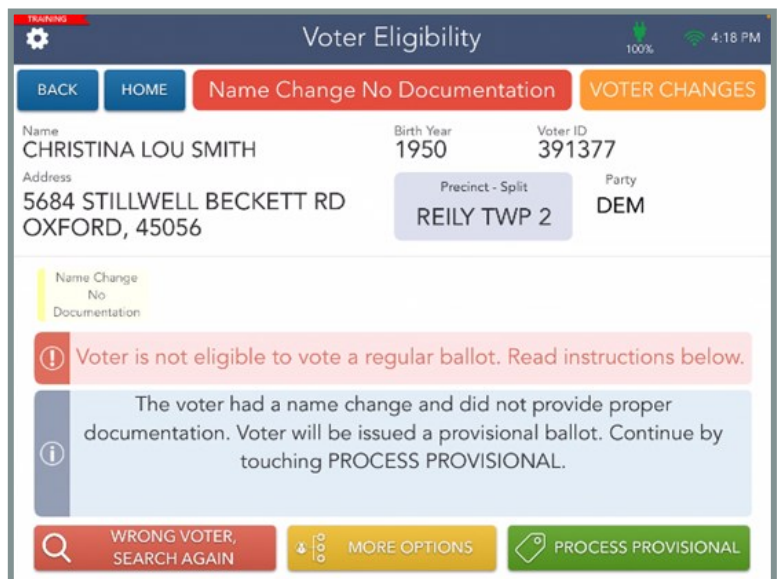
Review the 10-L for completion, check the type of proof provided for the name change, and sign your name verifying you have looked over the information. Deposit the completed Form 10-L into the **yellow bag** located at the Provisional Review Table.

If the voter does not have proof of a name change:

1. On the “Name Change Documentation” screen, select “None” and touch “Continue.” Follow the prompts until you get to the “Voter Eligibility” screen. The voter will be marked as not eligible to vote a regular ballot and must be processed as a provisional voter.



2. Touch the green “Process Provisional” button and refer to **pg. 62** for step-by-step instructions.



DID YOU KNOW



Votes cast in **the wrong polling location** cannot be counted under Ohio law. If a voter is at the wrong location, send them to the correct polling place. If a voter insists on voting in the wrong polling location, refer to the last bullet point on **pg. 42**, and call the Board of Elections for assistance.

Redirecting a Voter to the Correct Polling Location

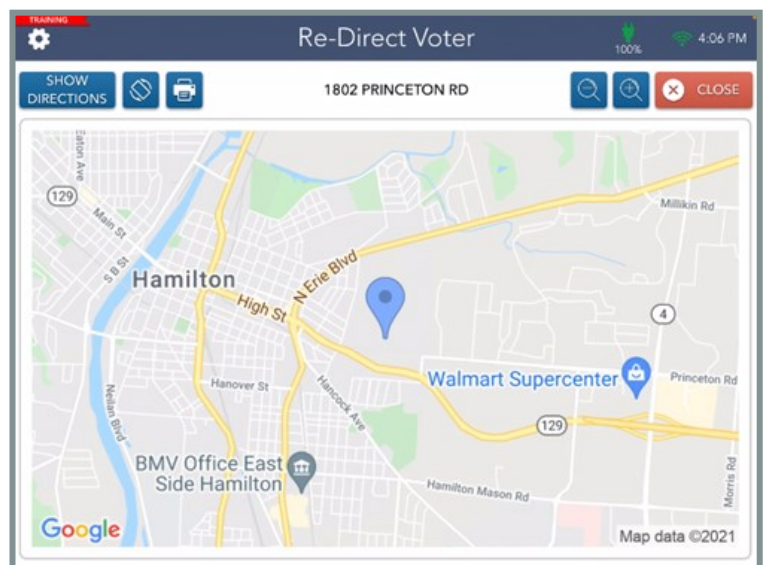
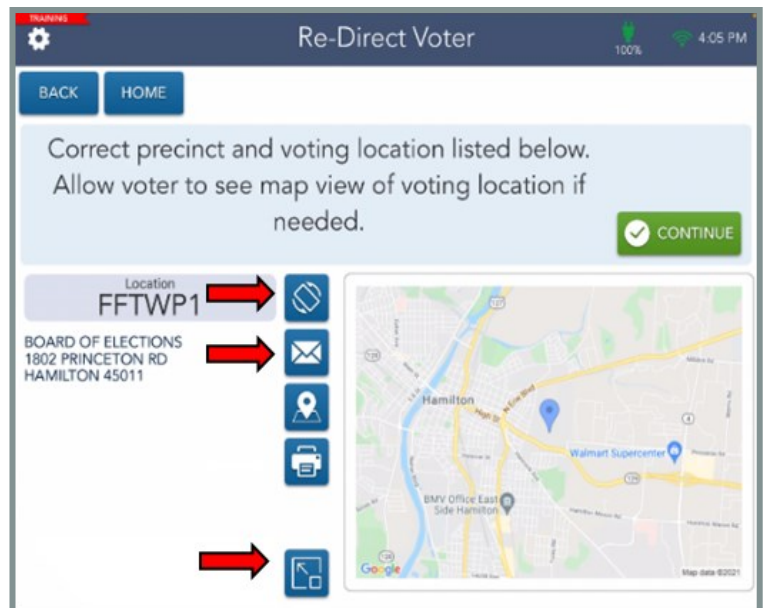
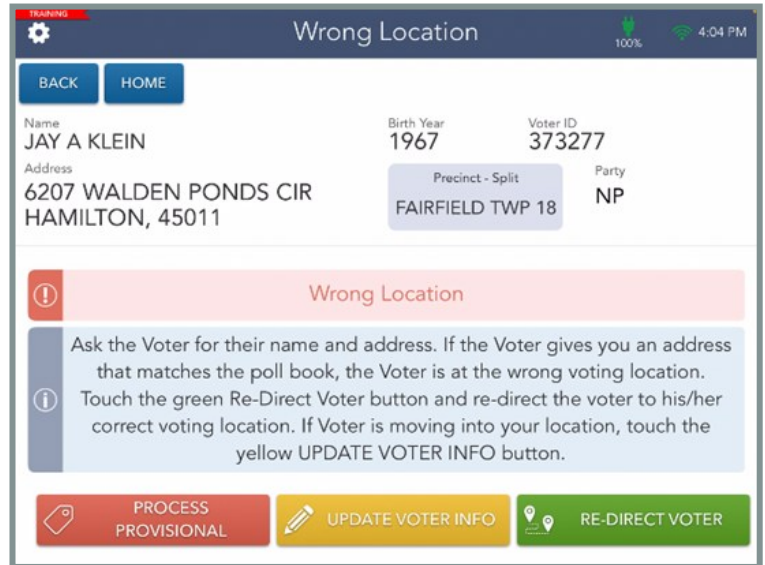
Once the voter's record has been found, voters in the wrong location must be redirected to their correct polling location.

1. If the voter's address under the "Wrong Location" heading in the e-poll book is current, touch the green "Re-Direct Voter" button.

A map with the voter's correct polling location will appear.

2. Touch the top blue icon box on the left side of the map to flip the screen towards the voter and/or the blue envelope button to text or email the voting location information to the voter. Follow the prompts. The bottom blue box with the arrow will enlarge the picture of the map for better viewing.
3. To print out turn-by-turn directions, first press the blue arrow box to enlarge the screen. Touch the "Show Directions" button and then press the blue printer icon. Touch "Close" to return to the main screen.
4. Once the voter has received the information needed to get to their assigned polling location, touch "Continue" to print a Redirect Slip. Hand this to the voter to take to the correct polling location. Most of the time, the voter only wants the redirect slip that automatically prints.

If you look up a voter's new street name and full house number and no results appear, call the **Board of Elections at (513) 785-6699** for research assistance. The voter's address may be in a new development that is not yet in our system.



Processing Provisional Voters

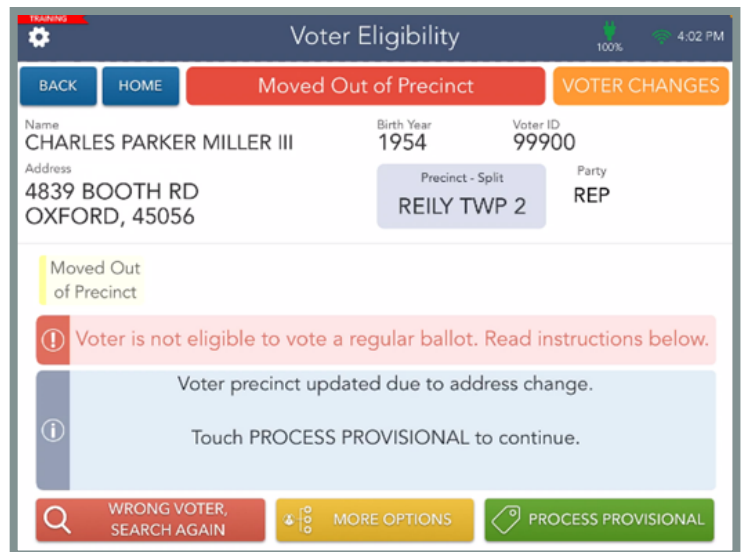
Remember These Key Points

Provisional voters must vote on paper and complete a provisional envelope.

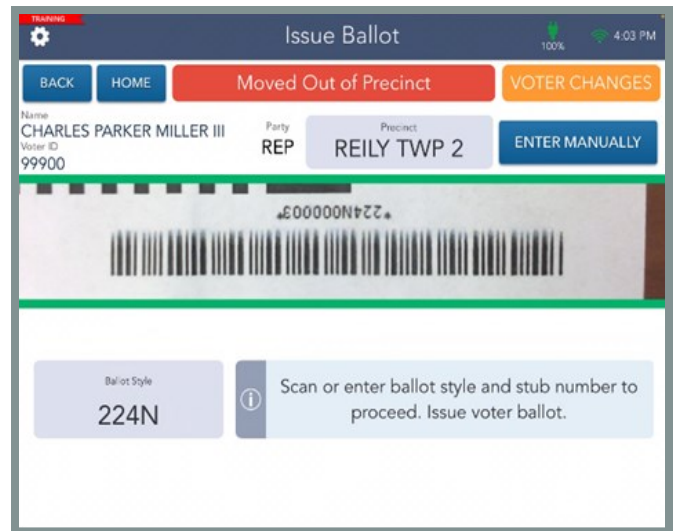
- Yes, provisional ballots are always included in the official results.
- A voter's provisional ballot is reviewed at the Board of Elections to determine if the voter is eligible to vote in this election. Once a voter's eligibility is confirmed, the provisional ballot is counted in the Official Results of the election.
- In order for a provisional voter's vote to count, the blank paper ballot must be scanned into the e-poll book, the provisional envelope must be completed correctly, and it must be cast in the correct polling place.
- It is the responsibility of two Provisional Review Judges of different affiliations to review each envelope carefully to ensure the voter completed everything required. The Provisional Review Judges will also check to see if the Check-In Judges remembered to answer the two questions in box 5. The only time the second question will be left blank is if the voter did not bring in an ID or if the voter has a religious objection. See **pg. 64**.

Issuing Provisional Ballots to Voters

1. Touch the green "Process Provisional" button to issue the voter a paper provisional ballot.
2. Flip the screen and instruct the voter to sign their name on the signature line. Press "Done" when finished signing.



- Verify the signature matches and touch the green "Issue Ballot" button.
- Retrieve a **provisional envelope** and the correct precinct ballot. Since this is a general election, there will not be a party listed on the ballot.
- Flip the ballot upside down and scan the barcode into the e-poll book. This step is absolutely mandatory. Ask the LS for assistance if you are having issues.
- Write the voter's precinct in the upper right corner of the provisional envelope. Make sure you copy the exact spelling of the precinct name listed on the ballot. **Do not leave out or shortcut any part of the wording.** For example, if the ballot says HAM1WD5, you must write HAM1WD5 on the provisional envelope. Also answer the two questions in the small box on the right-hand side of section 5 by using checkmarks to indicate the correct answers.
- The **voter** is responsible for checking which valid, unexpired form of picture ID was provided by checking one of the four boxes in section 5. If the voter does **not** have a religious objection of being photographed and does **not** provide photo ID or the ID is expired, the voter will be instructed to leave section 5 blank. If the voter checks the fourth box in section 5, the voter must also fill out an Affidavit of Religious Objection form (located in the blue binder on the Ballot Table). The completed form must be taped to the back of the provisional envelope.
- While at the Check-In Table, the voter should be strongly encouraged to complete section 6 of the envelope as well. This gives the Board of Elections permission to use the information on the envelope to update the voter's registration.



Sample Provisional Envelope at the Check-In Table for voter with a current driver's license, interim document, or state ID.

Form No. 12-B Prescribed by the Secretary of State (02/24/2023)
 R.C. 3501.01 (R/A), 35.03.16, 35.05.16, 187, 182, 183

Provisional Ballot Affirmation PRINT CLEARLY

PRECINCT: HAM1WD5
 PARTY: _____ (primary election only)

Full Name
 Clearly print your name.
 1 First name _____ Middle name _____
 Last name _____ Suffix _____ (example Sr., Jr., III, etc.)

Date of Birth
 Required
 2 Date of Birth _____ (Do not write today's date here)
 Month _____ Day _____ Year _____

Current Ohio Address - Butler Co.
 Required
 3 Street Address (not P.O. Box) _____
 City/Village _____ Zip _____

Former Address
 Not Required
 4 Have you moved without updating your voter registration? Yes No
 Street Address (No P.O. Boxes) _____
 City/Village _____ State _____ Zip _____

Identification
 Required
 5 You must show photo ID to the election official that includes your name and photograph and is not expired.
 Check the type of photo ID you provided:
 An Ohio driver's license, state ID card, or interim ID form issued by the Ohio BMV.
 U.S. Military ID Card, Ohio National Guard ID Card, or U.S. Department of Veterans Affairs ID Card
 If you do not have photo ID because you have a religious objection to being photographed, complete an affidavit of religious objection, which you can obtain from your precinct election official. The precinct election official will attach it to the provisional ballot envelope.
 Note: If you did not show photo ID to the election official or complete an affidavit of religious objection, you must appear at the office of the board of elections within four days after the election and provide photo ID or complete an affidavit of religious objection for your vote to be eligible to be counted.
 I.D. Show? P.E.O. Check YES _____ NO _____
 I.D. Expired? P.E.O. Check YES _____ NO _____

Registration Update
 Recommended
 6 If you need to update your voter registration, you may provide additional information below. This information will not be used for ballot counting purposes.
 Write your full Ohio driver's license or state identification card number (2 letters followed by 6 numbers): RS487321
 Mailing Address (if different than above)
 Street Address (or P.O. Box) _____ County _____
 City/Village _____ State _____ ZIP _____

Affirmation
 Required
 7 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 am eligible to vote in the election in which I am voting this provisional ballot.
 • 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 understand that, if the information I provide on this provisional ballot affirmation is not fully, corrected 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.
 Your Signature _____ Date (MM/DD/YYYY) _____

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

FAQ Regarding the Yellow Provisional Envelope

1. If the voter makes a mistake completing Sections 5 on a provisional envelope, what should the Check-In Judge do?

The answer depends on the type of error made. A PEO should never cross out or change any information on the envelope that was completed by a voter. The voter must make the correction(s) and initial next to their correction(s). For example, if the voter checked the incorrect box in section 5, the **voter** can draw a line through the incorrect box and make a darker checkmark in the correct box with their initials next to it.

If the voter does not have an ID or has an expired ID, the voter should not check any of the boxes in section 5 of the provisional envelope unless the voter has a religious objection of being photographed. In this case, only box 4 should be checked. The voter should be informed not to write their driver's license or state ID number in this section since they did not have a valid ID with them. If the voter writes their driver's license/state ID number in error, do **not** tell the voter to cross out the mistake. Just make sure you have correctly answered the questions in the box on the right-hand side indicating whether or not ID was shown and whether or not the ID was expired. The BOE will proof the envelope to see how these questions were answered to help clarify a discrepancy with information the voter provided on the envelope. Refer to the examples below on how to answer the two questions in section 5.

I.D. Shown? PEO Check
Yes No

I.D. Expired? PEO Check
Yes No

Voter provided a current picture ID. A driver's license, state ID, or interim document must be issued from the state of Ohio.

I.D. Shown? PEO Check
Yes No

I.D. Expired? PEO Check
Yes No

Voter provided an expired picture ID.

I.D. Shown? PEO Check
Yes No

I.D. Expired? PEO Check
Yes No

Voter had no ID or had a religious objection of being photographed. Notice that the answer to the second question was left blank since there was no ID available to check for an expiration date.

Provisional Review Table

Key Steps in Reviewing a Provisional Voter's Envelope:

- Check to make sure the Precinct is filled in by the Check-In Judges in the upper right corner of the envelope. The voter's party is also needed in a primary election.
 - If this information is not filled out, take the envelope back to a Check-In Judge to look it up under "Check-In Logs" from the Blue Menu.
1. Full Name (printed)
 2. Date of Birth – Look to make sure the voter did not write the current date.
 3. Current Address in Butler County, including full house number and street name (Repeat current address out loud to voter to ensure the voter did not write their previous address.)
 4. Former Address if voter has moved (optional)
 5. Verify the voter checked the box next to the photo ID that was shown.
 - An unexpired Ohio driver's license, state ID card, or interim ID form issued by the Ohio BMV (An interim ID is the paper copy document issued to a person who has just applied for a driver's license or state ID card). **The voter must write their full driver's license or state ID Number (2 letters followed by 6 numbers). The voter cannot check the first box if their ID is expired.**
 - U.S. Passport or Passport Card
 - U.S. Military ID Card, Ohio National Guard ID Card, or Department of Veterans Affairs ID Card
 - If you do not have photo ID because you have a religious objection to being photographed, complete an affidavit of religious objection which you can obtain from your precinct election official.

If the fourth box is checked, verify the affidavit is attached to the back of the provisional ballot envelope. If the voter does not have a religious objection of being photographed and cannot provide a valid ID, none of the four boxes should be checked. Make sure, however, the questions inside the small box on the right side of section 5 have been completed by a Check-In Judge.

Note: Voters who do not show a **photo ID or have an expired ID must** appear at the Board of Elections' office within **four days** after the election to either provide an unexpired photo ID or complete an "Affidavit of Religious Objection" form in order for their ballot to become eligible to count. See the next page for procedures regarding an affidavit of religious reasons.

*****Provisional voters who show valid, unexpired identification or who sign an affidavit at the polling location do not need to appear at the Board of Elections. This includes voters who do not provide proof of a name change. They do not need to return to the Board of Elections either since their information provided on the envelope will be checked. *****

6. Registration Update (Recommended) - If section six has been left blank, the PEO should encourage the voter to list their Ohio driver's license or state identification number and/or last four digits of their social security number.
7. Voter signs and dates.

Provisional Review Table – Continued

8. Give the completed envelope to your partner to provide a second check to ensure the voter completed each required section. Make sure the information is legible.
9. If the voter needs to complete any section they missed, direct the voter to do so.
10. Initial with your partner in the bottom right corner of the envelope under the signature box indicating you have checked the envelope for completion. Instruct the voter to place their sealed, completed envelope into the yellow bag.
11. Give the voter a voting sticker and a Provisional Ballot Notice (Form 12-H) with the toll free number the voter may call to verify whether or not their ballot was accepted and counted.

Do not hesitate to call the Board of Elections if you have any questions or concerns when assisting a provisional voter. Please also record any concerns or issues about a specific voter in the Judges' Comments in the white binder. These comments often help assist the Board of Elections and can help ensure every eligible voter's vote counts. The LS can also write specific details regarding why a provisional ballot was cast on the back of the envelope if the situation surrounding the provisional is more complex than usual.

If a voter does not have a photo ID due to a religious objection of being photographed, the voter must complete an "Affidavit of Religious Objection" form which is located in the blue binder on the Ballot Table. The Provisional Review Judges must confirm the affidavit is attached to the back of the provisional ballot envelope.

Form No. 12-O Prescribed by Secretary of State (02/07/2023).

Affidavit of Religious Objection

R.C. 3505.19

I, _____ (voter's first and last name),
declare under penalty of election falsification that I do not have photo identification because I
have a sincere religious objection to being photographed.

The last four digits of my Social Security number are: _____

My date of birth is: _____

Signature X _____

Today's Date: _____

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

Sample Completed Provisional Envelope

- PEO writes the voter's **correct** precinct which matches the ballot.
- Step 1:** Voter prints formal name.
- Step 2:** Voter writes date of birth.
- Step 3:** Voter writes current Butler County residential address.
- Step 4:** Former Address (optional)
- Step 5:** Voter must check the box next to the unexpired photo ID that was presented. If a driver's license or state ID was shown, the voter must provide their driver's license or state ID number (**2 letters followed by 6 numbers**). A Check-In Judge, with the verification of a partner, will complete the two questions in the small box on the right.
- Step 6:** PEOs should encourage the voter to provide their driver's license, state ID number, or the last four digits of their social security number for the purpose of using the information on the envelope to update their voter registration.
- Step 7:** Voter signs and dates.
- Provisional Review Judges write their initials.

Form No. 12-B Prescribed by the Secretary of State (02/24/2023)
Provisional Ballot Affirmation PRINT CLEARLY
 R.C. 3501.01(A), 3503.16, 3505.18, 181, 182, 183

PRECINCT: Ham1wd5 PARTY: _____ (primary election only)

1 Full Name
 Clearly print your name. Required
 First name George Middle name E.
 Last name Jetson Suffix _____
 Example: Sr., Jr., III, etc.

2 Date of Birth
 Required
 Date of Birth 09/23/1962 (Do not write today's date here)
 Month Day Year

3 Current Ohio Address - Butler Co.
 Required
 Street Address (not P.O. Box) 1771 S. Erie Boulevard
 City/Village Hamilton Zip 45011

4 Former Address
 Not Required
 If you do not provide your former address it will not cause your ballot to be rejected.
 Have you moved without updating your voter registration? Yes No
 Street Address (No R.O. Boxes) _____
 City/Village _____ State _____ Zip _____

5 Identification
 Required
 You must show photo ID to the election official that includes your name and photograph and is not expired. Check the type of photo ID you provided.
 An Ohio driver's license, state ID card, or interim ID form issued by the Ohio BMV. **LD. Showed? PEO Check YES NO**
RE407321 (2 letters followed by 6 numbers). **LD. Expired? PEO Check YES NO**
 If you checked the box above, you must write your full driver's license or state ID card number
 U.S. Passport or Passport Card
 U.S. Military ID Card, Ohio National Guard ID Card, or U.S. Department of Veterans Affairs ID Card
 If you do not have photo ID because you have a religious objection to being photographed, complete an affidavit of religious objection, which you can obtain from your precinct election official. The precinct election official will attach it to the provisional ballot envelope.
Note: If you did not show photo ID to the election official or complete an affidavit of religious objection, you must appear at the office of the board of elections **within four days** after the election and provide photo ID or complete an affidavit of religious objection for your vote to be eligible to be counted.

6 Registration Update
 Recommended
 If you need to update your voter registration, you may provide additional information below. This information will not be used for ballot counting purposes.
 Write your full Ohio driver's license or state identification card number (2 letters followed by 6 numbers): RE407321
 Write the last four digits of your Social Security number: 0632
Mailing Address (if different than above)
 Street Address (or P.O. Box) _____ County _____
 City/Village _____ State _____ ZIP _____

7 Affirmation
 Required
 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 am eligible to vote in the election in which I am voting this provisional ballot.
 • 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 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.
 Your Signature George E. Jetson Date (MM/DD/YYYY) Current Election Date

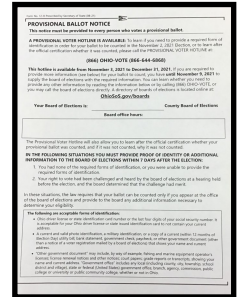
WHOEVER COMMITS ELECTION FALSIFICATION IS GUILTY OF A FELONY OF THE FIFTH DEGREE. **CB/MT**

If the voter cannot check any of the 4 boxes in section 5 of the envelope due to not having ID or only having an expired form of ID, the voter must return to the Board of Elections within 4 days after Election Day to provide a valid, unexpired photo ID to make their ballot eligible to be counted. A voter who has a religious objection of being photographed must mark box 4 and complete an Affidavit of Religious Objection form which is located in the blue binder on the Ballot Table. The Check-In Judge must tape this form to the back of the envelope.

Provisional Review Judges will initial below the signature box after they have checked all required sections are complete.
 All provisional voters must be given a 12-H Provisional Ballot Notice before they leave the location.

12-H Provisional Ballot Notice

It is the job of the Provisional Review Judges to give this form to all provisional voters before they exit the polling location.



Confidential Voters

Safe at Home Program

A Safe at Home participant is an individual who is a survivor of, or who lives in the same household as a survivor of specific crimes. Safe at Home program participants may register to vote with a confidential voter registration record. The registration information of a program participant with a confidential voter registration record will not be accessible to the public.

Public Safety Professionals

Under Ohio law, certain public safety professionals may petition to redact their home address from Ohio's online voter registration database if the voter serves in one of the following professions:

- Peace Officer
- Firefighter
- Emergency Medical Technician
- Prosecuting Attorney or Assistant Prosecuting Attorney
- Correctional Employee
- Parole Officer
- Probation Officer
- Bailiff
- Youth Services Employee
- Investigator with the Bureau of Criminal Identification and Investigation

See your LS if a voter's address shows "Confidential Voter." The LS will call the Board of Elections to discretely verify the voter's address. Confidential voters must vote at the correct polling location just like any other voter.

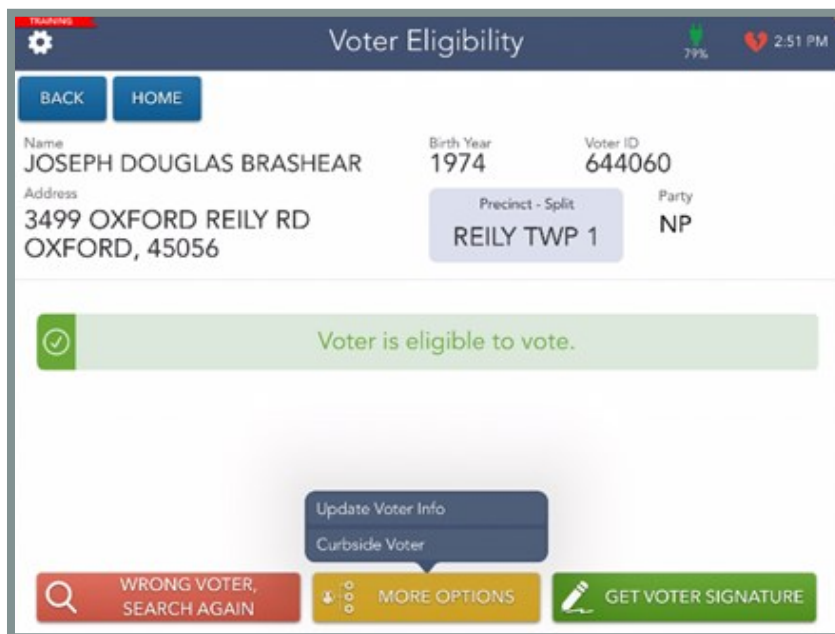
The screenshot shows the 'Voter Eligibility' app interface. At the top, there is a 'TRAINING' indicator and a gear icon. The title 'Voter Eligibility' is centered, with a battery level of 77% and the time 6:03 PM on the right. Below the title are 'BACK' and 'HOME' buttons. The voter's information is displayed in a grid: Name (LOIS L ADKINS), Birth Year (1951), and Voter ID (115535). The Address field is highlighted with a red box and contains the text 'Confidential Voter'. To the right of the address, there are buttons for 'Precinct - Split' (REILY TWP 1) and 'Party' (NP). A green bar with a checkmark icon and the text 'Voter is eligible to vote.' is displayed below the information. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (with a magnifying glass icon), 'MORE OPTIONS' (with a list icon), and 'GET VOTER SIGNATURE' (with a pen icon).

Curbside Voters

If a person approaches and informs you that they have a voter with a disability who is physically unable to enter the polling location, follow these steps to assist that voter. A voter is not permitted to vote curbside under any other circumstance.

Note: A PEO must not challenge a voter's claim that they are physically unable to enter a polling location.

1. Two Judges of opposite party should unplug one e-poll book and carry it out to the voter.
2. Search for the voter using the same procedures as any other voter.
3. Once you locate the voter, verify the voter's name and address are current and that the voter is at the correct location and eligible to vote.
4. If the voter is eligible, touch the Yellow "More Options" button and select "Curbside Voter." You will be prompted to answer "Yes, voter wishes to vote curbside."



If the voter is marked as not eligible to vote a regular ballot, you will be prompted to touch the green "Process Provisional" button. Follow the same steps, but remember to retrieve a yellow provisional envelope instead of a white Regular Paper Ballot envelope, a voting sticker, and a 12-H Provisional Ballot Notice from the Provisional Review Table.

5. Verify the signature and touch "Issue Ballot."
6. Eligible voters: Touch the "Paper Ballot" tab. Provisional voters: Move on to step 7.
7. You and your partner must return inside the polling place to retrieve the correct precinct ballot.
8. Scan the barcode of the paper ballot.
9. Retrieve a corresponding white paper ballot envelope or yellow provisional envelope and write the voter's precinct on it. Include "Party" or "Issues Only" during a primary election. Remember to grab a voting sticker on the way back out to the voter.
10. With a partner of opposite party, take the correct ballot, mark the curbside box on the white **Regular Paper Ballot** envelope, and hand the voter a black pen. Before giving the voter a provisional envelope, answer the two questions in section 5. Instruct the voter to complete the rest of the sections prior to handing the voter the ballot.
11. Tell the voter to complete and seal their voted ballot inside the envelope.
12. If the voter is required to vote a provisional ballot, the information the voter provides on the provisional envelope must be checked by you and your partner to verify all highlighted sections have been completed. Remember, you and your partner must initial the bottom right-hand corner of the envelope to verify you have checked it over. Hand the voter a 12-H form.
13. Return and place the sealed envelope into the yellow bag at the Provisional Review Table.

Problems

Unit Problems

Notify your Location Supervisor immediately of any problems with voting equipment or e-poll books. Your Location Supervisor is trained to handle the most common problems.

If a problem cannot be resolved promptly or if your Location Supervisor is not available (at lunch or on break), tape a “Temporarily Unavailable” sign to the unit and contact the Board of Elections for further instructions.

Ballot Reissues

A voter may be reissued a ballot for any of the following reasons:

- Wrong ballot type issued by poll worker (e.g. voter access card issued instead of paper ballot)
- Voter needs an accessible ballot instead of a regular ballot
- Wrong party ballot selected by voter (**during a primary election**)
- Mistake made on paper ballot (Be sure to write “Defaced” on the back of the ballot and place soiled ballot into the Soiled/Defaced envelope located on the Ballot Table)
- Voter Access Card not encoded properly
- Voting Unit problem
- Voting Unit timed out



Your Location Supervisor is the only PEO in your location authorized to reissue ballots. If your LS is not in the building, you must call the Board of Elections at (513) 785-6699. The Board of Elections will assist you with the process of reissuing the ballot.

The law only allows for **three attempts** to cast a ballot. No voter may be reissued a ballot more than twice, including either a paper ballot or a voter access card.

Special Ballot Considerations

Split Precincts

Split precincts occur when the boundaries of a precinct do not match the boundaries of another district.

It is very important that voters receive the correct ballot for their split, as there are candidates and issues specific to the district in the split precinct. The e-poll book will prompt you if you attempt to issue a paper ballot to a regular or provisional voter from the wrong precinct split.

Write-In Candidates

The Board of Elections will provide a list of names of eligible write-in candidates (if applicable) for precincts in your location. These candidates' names do not appear on the ballot, whether printed or electronic, but the voter may request the list. This list is not posted and must be kept face down on the Check-In Table but must be shown to voters if they request to see it.

If a voter wants to vote for a write-in candidate on an ICX unit, they must select "Write-In." A keyboard will appear on the screen for the voter to enter the name of the candidate.

Assisting Voters

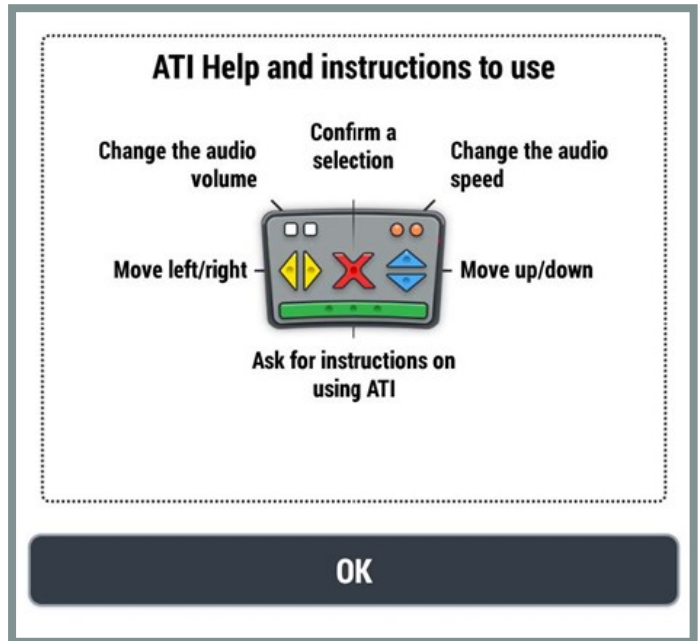
Voters needing assistance reading or marking the ballot due to blindness, disability, or illiteracy may ask for assistance from the individual of their choice with the exception of:

- Their employer
- An agent of their employer
- An officer or agent of their union
- A candidate on the precinct's ballot

Voters may also receive assistance from two precinct election officials, each from a different political party. Voters do not need to complete a form to request assistance with voting.

Using the Visually-Impaired Ballot Station

The following illustrates the functions of the keypad on the **ADA (#1) Unit**. Refer to these pictures if a voter with a visual impairment requests assistance voting on the **ADA (#1) Unit**.



Voters Who Have Mobility Impairments

Key Guidelines

- Make sure signs are posted both inside and outside regarding parking and other conveniences.
- Do not push or touch a person's wheelchair without prior consent.
- Do not lean or hang on a person's wheelchair; adaptive equipment is an extension of the body and part of someone's personal space.
- Place yourself at eye level by sitting or kneeling when speaking with someone in a wheelchair so that they do not have to look up at you to communicate.
- Ask before helping. Grabbing someone's elbow might throw them off balance. Opening the door for someone leaning on a door might cause them to fall.
- Fasten mats and throw rugs securely or move them out of the way.
- Keep floors as dry as possible on rainy or snowy days.
- Keep the ramps and wheelchair-accessible doors to the voting location unlocked and barrier-free.

Wait Time and Back-Up Paper Ballots

Your job as the **Voter Assistance Judge** is to monitor how long voters must wait to vote at a voting unit. This does not include the time they are waiting to check in at the e-poll book Check-In Table, but rather only if a line is forming to use a voting unit. There are certain situations where back-up paper ballots must be offered.

Situations Where Back-Up Paper Ballots Must Be Offered:

- Long Lines (Voter Assistance Judges are responsible for monitoring the wait time for voting units and reporting if the wait time exceeds 10 minutes. If the wait time for voting units exceeds 10 minutes, inform the Location Supervisor, who must announce the availability of paper ballots to voters every half hour until the wait time is reduced to below 10 minutes.)
- Problems with voting units or e-poll books (If voting units malfunction, break down, run out of power, etc., you must offer voters back-up paper ballots. If an e-poll book breaks down and cannot issue voter access cards, first direct the voter to another Check-In Judge. If a voter access card still cannot be provided, you must offer voters back-up paper ballots.)

Situations Where Back-Up Paper Ballots May Be Offered:

- Voter Preference: Regular voters may opt to vote a paper ballot. Precinct Election Officials are **not required** to ask each voter whether or not they would like a paper ballot. A regular voter requesting to vote on paper must place their ballot in a white Regular Paper Ballot envelope, **not** in a Provisional envelope.

Key Reminders Concerning Back-Up Paper Ballots:

- Back-up paper ballots cast for any of the reasons listed above are regular ballots that are sealed inside a white **Regular Paper Ballot** envelope and placed by the voter into the yellow bag located at the Provisional Table.



Call the Board of Elections if your supply of paper ballots runs low.

Voting Unit Time Limits

The permissible time limit for a voter to use a voting unit or vote a paper ballot is 10 minutes. However, a voter should be given a reasonable amount of time to mark and check their ballot. The 10-minute time limit **does not apply** to any voter requiring the use of the **ADA (#1) voting unit**.

If a voter seems to be taking an unusually long period of time while voting, the Voter Assistance Judge and a judge of opposite party may inquire, in a polite and professional manner, if the voter requires assistance.

Tuesday Night: Closing the Polls

Polls in Ohio close at **7:30pm** unless a court order and directive from the Secretary of State provided to you by the Board of Elections requires otherwise. See the Appendix on **pg. 93** for more information about court orders.

If there is a long line of voters at your polling place at about 7:00pm (wait time for check-in exceeds 5 minutes), the Location Supervisor at your polling place should assign one Precinct Election Official to hand-carry an e-poll book through the line to check the voters' names to ensure they are in the correct polling location. This will give the voters adequate time to get to the correct location before the polls close.

At 7:30pm, the Location Supervisor announces to everyone, "Polls are now closed."

Anyone who is in line may still vote. Give the voter the benefit of the doubt at 7:30pm. Voters arriving after 7:30pm will not be able to vote. One Precinct Election Official needs to go to the end of the voting line to prevent any additional voters from lining up.

When all voters have left, close and lock the doors (when possible). The location is now in "Lock-Down Mode." Only Precinct Election Officials, any Board of Elections' personnel, and certified observers may be in the polling location.

All Precinct Election Officials in the location must stay until all work is completed and the Location Supervisor and Driving Judge are ready to leave. The Location Supervisor will organize the closing and give assignments to all the judges to complete.

Tasks that Must be Completed When Closing the Polls:

- Print End Total Reports on the voting units - **(Refer to Laminated Instructions)**
- Remove and count USB drives and Paper Results and seal for transport - refer to **pg. 76**
- Complete the Ballot Accounting Report - refer to **pgs. 77-80**
- Pack the voting units **(See picture inside a voto cart)**
- Pack e-poll books - refer to **pg. 82**
- Pack all ADA equipment, signs, and flags back into the ADA tub



DID YOU
KNOW



According to **State Law (R.C.3501.26)**, each polling location must attempt to submit a **Ballot Accounting Report** that reconciles the total number of ballots issued and voted at the location. The report must be signed electronically by the Location Supervisor and Driving Judge.

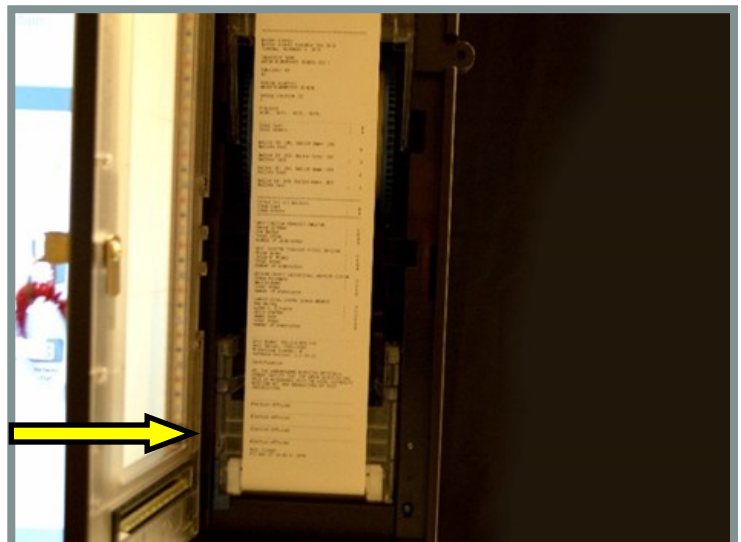
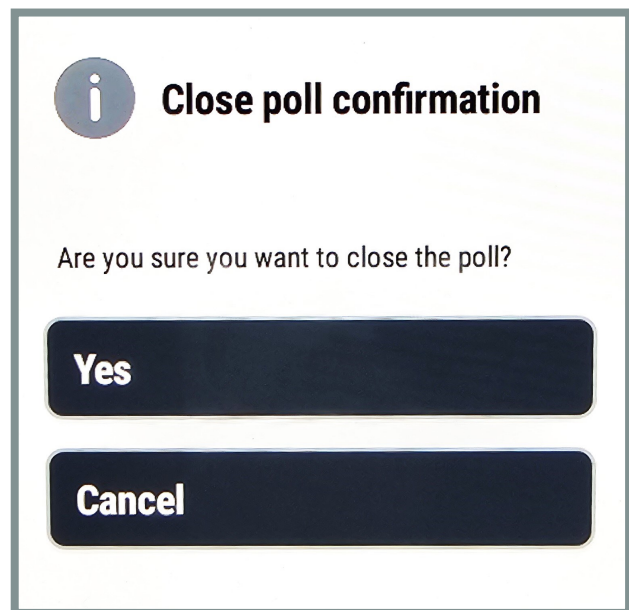
End ICX Voting Checklist

1. Insert Poll Worker Card, enter the Supervisor pin, and then choose “Login.”
2. Select “Admin Menu.”
3. Touch “Close Polls” and touch “Yes” to confirm.
4. A summary report will run.



A dialog box will appear with **three** options. **Do not select an option.**

5. Remove seal, unlock and open printer door; two **PEOs (opposite parties)** must sign the Summary Report.
6. Close printer door.
7. Return to the screen and touch “OK.” The privacy seal will automatically print.
8. Touch “Print Report” button; then select “print another report” (a second summary report will run).
9. Unlock and open printer door, tear paper between privacy seal and second report. Hang second report on outside door of polling location.
10. Remove paper from spindle and rubber band the signed Summary Report.
11. Return empty blue spindle to printer housing; close and lock door, replace and record new seal number on ICX Chain of Custody form.
12. Place **signed reports** in the Paper Tape Results Bag.
13. Place lock on Paper Tape Results Bag.
14. Attach the second Summary Report outside the door of the polling location using blue painter’s tape.
15. Repeat process on all ICX units.

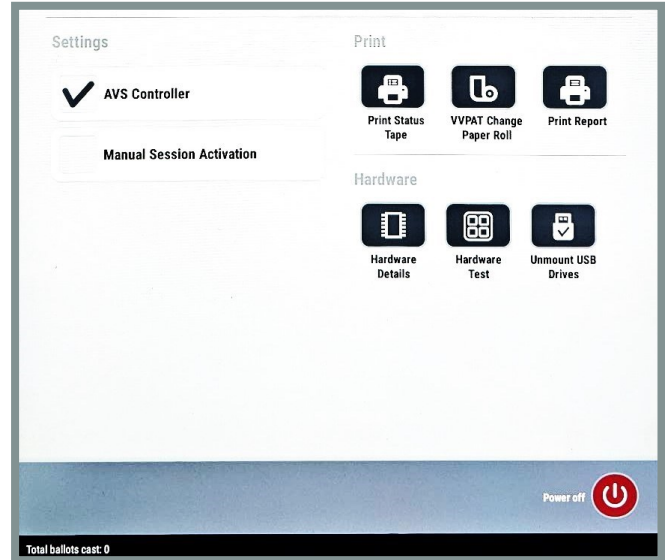


Removing the USB Drives



ALL of the **ICX USB DRIVES** must be accounted for and returned to the BOE at the end of Election Night.

If they are **NOT** returned in total, the LS and DJ are **required** to go back to the **polling location** to retrieve them and deliver them to the BOE.



1. Record total ballots cast on each unit using the ICX Ballots Voted Tally Log - **pg. 85**
2. Remove the security seal from the Election Data Door.
3. Remove the USB Drives from the ICX units and place with their matching results tape on table.
4. Once all USB Drives have been removed, count them **three times** to confirm there is one USB drive for each unit.
5. Place USB Drives into USB Drive Bag and lock.
6. Close and lock ICX Election Data Door and place a new seal over it.
7. Record seal number on Voting Unit Activity Log.
8. Touch power button located at bottom right of screen to turn off ICX units.
9. Remove Voting Unit Activity Log from every ICX unit and count to confirm one log for each unit.
10. Place Voting Unit Activity Logs in red LS folder to be returned to BOE on Election Night.
11. Take down ICX units and pack into assigned voto carts in numerical order from left to right. The screens should face each other. Legs should never face the screen of an adjacent unit. Refer to the picture in each voto cart.

Ballot Accounting



Do not turn off the MiFi device until finished with Ballot Accounting.

The Location Supervisor and Driving Judge or other Precinct Election Official of opposite party should follow the instructions below to complete the report on the e-poll book.

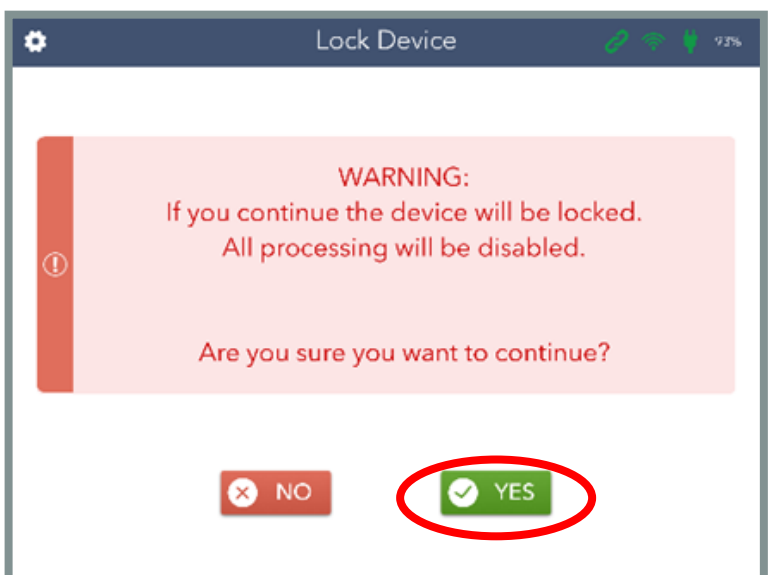
Direct **two Judges of opposite parties** to complete the ICX Ballots Voted Tally Log. This can be completed as End Total Reports are run.

Log out on all e-poll books at location.

1. Select “Logout” from the Blue Admin Menu on the Launchpad screen.
2. Touch “Close the Election.”



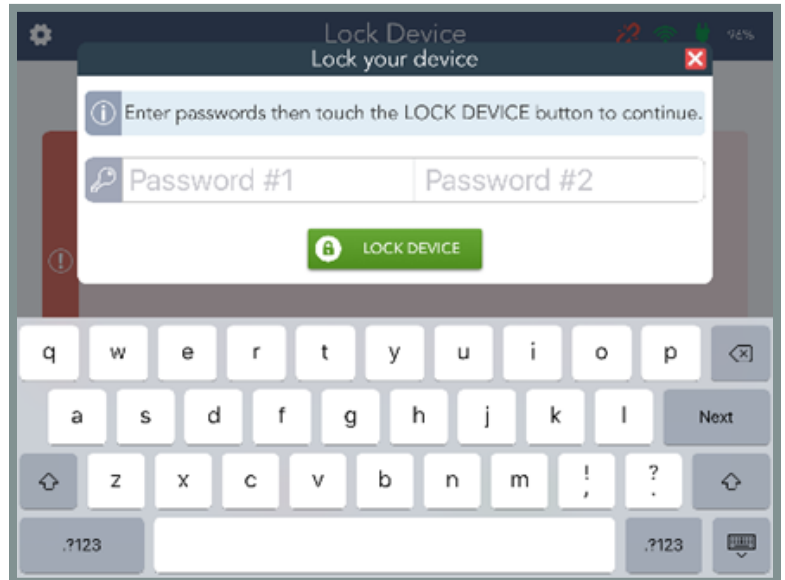
3. Touch “Yes” on the Warning screen.



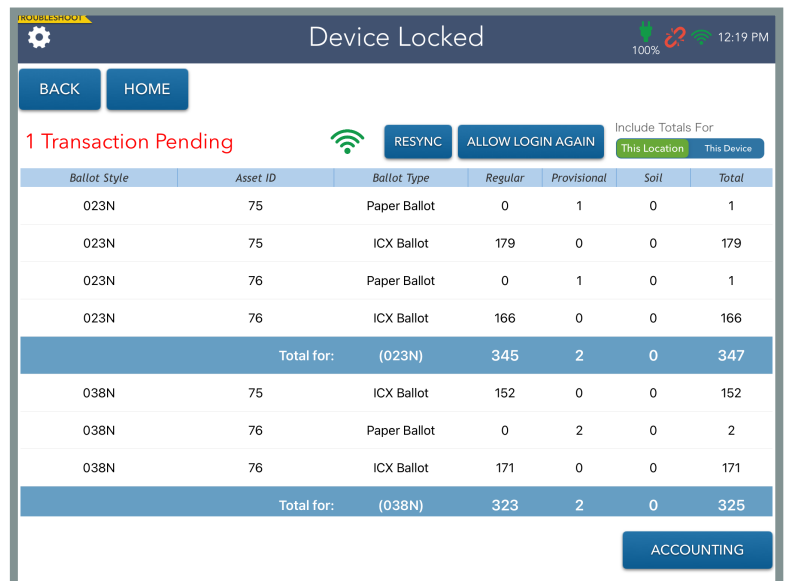
4. Enter the LS and DJ passwords and touch "Lock Device."



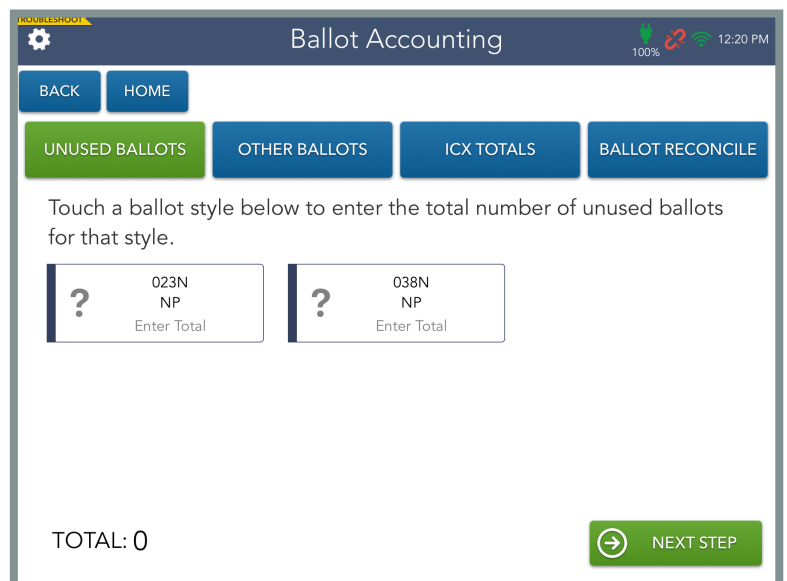
Repeat the above steps for each e-poll book.



5. Gather completed ICX Tally Log, yellow bag, and unused ballot pads.
6. On one of the e-poll books, touch "Accounting" in the bottom right corner of the "Device Locked" screen.



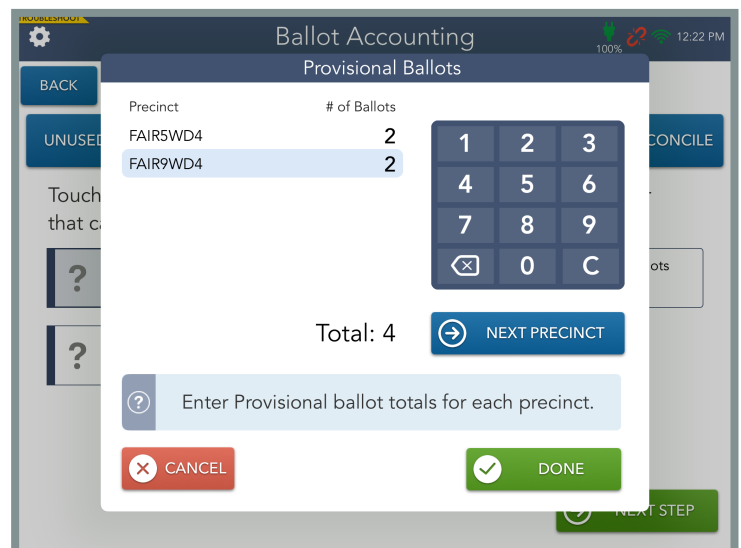
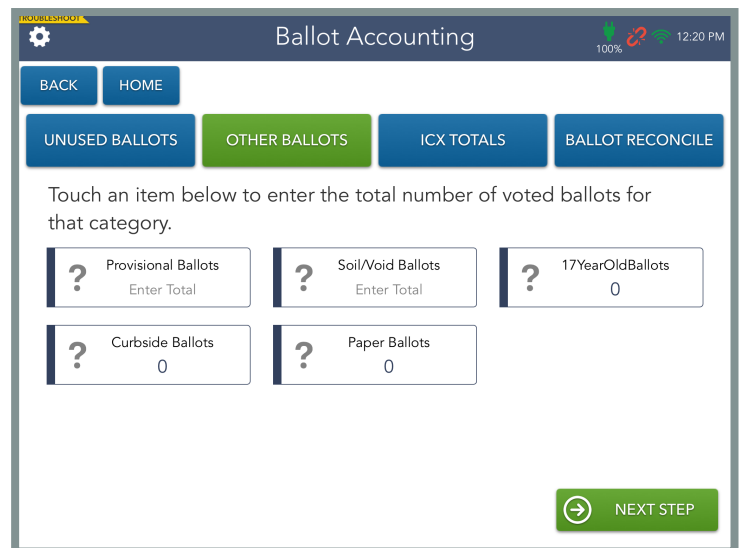
7. Enter total unused ballots. Touch each precinct box on the screen and enter the stub number of the next ballot for each precinct.
8. Touch "Done." Repeat for each ballot style.
9. When finished, touch "Next Step."



10. Enter “Other Ballots” totals. The “Other Ballots” tab is all voted paper ballots by precinct. Open the yellow bag and remove all contents.
11. Sort the contents of the bag by
 - Types of ballots - Regular Paper Ballots (white envelopes) vs. Provisional Paper Ballots (yellow envelopes)
 - Sort the white envelopes even further based on whether the envelope contains a curbside ballot, 17-year-old ballot (during a primary election), or just a regular paper ballot (no checkmarks)
 - Group same precincts together
 - Group by Party also during a primary election
12. Touch the “Provisional Ballots” button. Count and enter the total number of provisional ballots by precinct. Also sort by party during a primary election. Touch “Next Precinct” until every precinct is filled in with either a “0” or greater. If you happen to have a curbside provisional ballot, count it as a provisional. Do not count it again as a curbside, though. When finished, select “Done.”
13. Repeat the previous step for each type of ballot; “Soil/Void”, “17-Year-Old” (during a primary election), “Curbside,” and “Paper.”

Note: Group the ICX soiled and paper soiled ballots together by precinct. Refer to the “Soiled and Defaced” envelope on the Ballot Table to help you with these numbers.

14. When finished entering, touch “Next Step.”
15. Enter total ICX ballots voted.
16. Touch the “Scanner” button (a number pad will appear).
17. Enter total number of ICX ballots cast from the “ICX Ballot Voted Tally Log.”
18. Touch “Enter.”
19. Touch “Next Step.”



The Ballot Reconcile screen will appear to notify you if you are balanced or not.

- If you do not balance, verify if your numbers were entered correctly.
- If you have more “Total Pollbook Signatures” than “Total Ballots Issued,” you might have a soiled/voided ballot issue or a fleeing voter.
- If you have more “Total Ballots Issued” than “Total Pollbook Signatures,” double check the “ICX Totals” and “Other Ballots” tabs. Ensure you didn’t duplicate provisional and paper ballots. They are separate ballots. Double check your math on “ICX Ballot Voted Tally Log” using public counter on paper tapes.
- If your numbers are correct, touch “Get Signatures.”

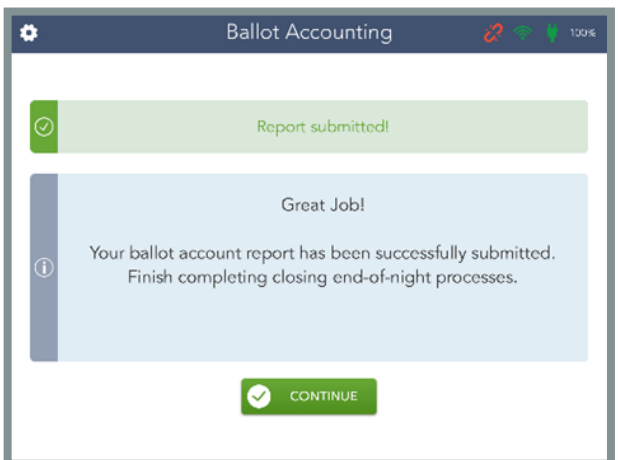
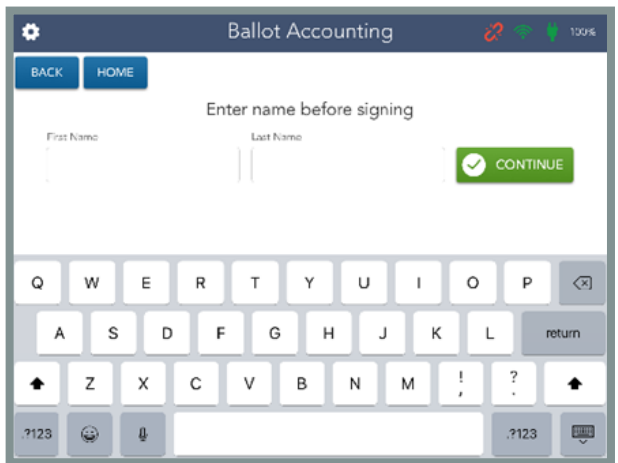
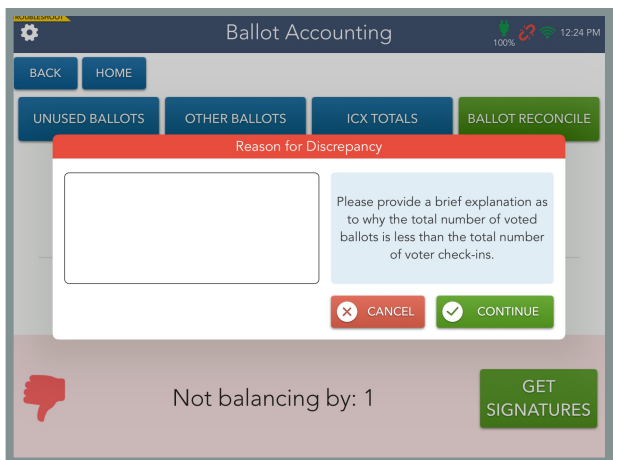
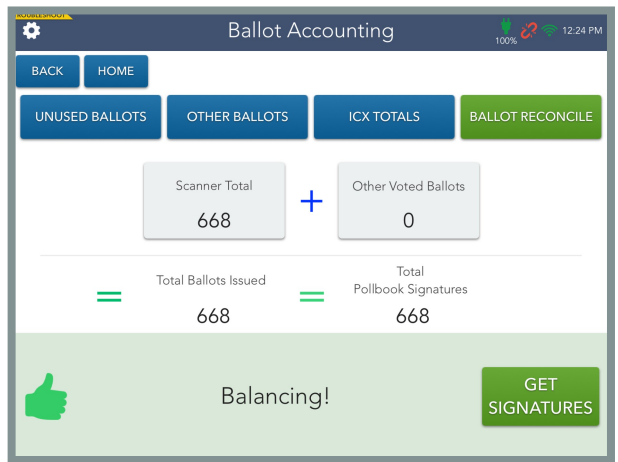
If you do not balance, you will be prompted to provide an explanation.

20. Touch “Continue” after providing a possible reason for the discrepancy.
21. **LS** and **Driving Judge** sign and submit.
22. **LS** - Enter first and last name and touch “Continue.” Sign on the signature screen and touch “I Accept.”
23. Touch “Add Another Signature.”
24. **Driving Judge** - Repeat the last step.
25. When both have signed, touch “Submit.”

Ballot Accounting has been completed!

26. Touch “Continue” to return to the “Device Locked” screen.
27. Touch “Home.” You may now shut down the e-poll book.
28. Place all voted ballots, provisional envelopes, curbside envelopes, and voter forms inside the yellow bag.

Place a **new seal** on the bag and record the seal number on the “**Yellow Bag Seal Verification Form**” at the bottom of the “Paper Ballot Verification Form.” The form is under the Tuesday Tab in the white binder.



Close of Polls -Supplies to Return to the BOE Tuesday Night

Yellow Ballot Bag(s) (Locked)

- Voted “Regular Paper” Ballots
- Voted “Curbside” Ballots
- Voted “Provisional” Ballots
- Voted “17-Year-Old” Ballots (**Primary Election Only**)
- All other completed voter forms such as voter registrations, 10-L slips, injury/accident forms, and various other forms taken from the blue binder.

Note: If applicable, a completed 12-D Provisional Voter Precinct Verification or a 12-O Affidavit of Religious Objection form should be taped to the back of a voter’s provisional envelope.



Blue Supply Bag(s)

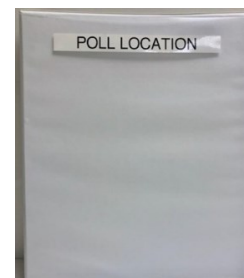
- Unused Paper Ballots and Envelopes
- Gray Soiled/Defaced Envelope Containing Voided Ballots
- Activity Logs for the ICX Voting Units (inside Red LS folder)
- Red Location Supervisor Folder
- Green DRIVING JUDGE Folder
- Write-In/Candidate Withdrawal Folder (if applicable)
- Official Voter Registration List/Paper Poll Book Backup
- Blue Binder



All **unused paper ballots** and envelopes **must** be returned to the Board of Elections.

White Binder (Front Pocket of Blue Bag)

- Polling Location Key (if applicable)



E-Poll Book Cases

- E-Poll Books, Printers, Cords, Styluses, and Laminated Packing Checklist

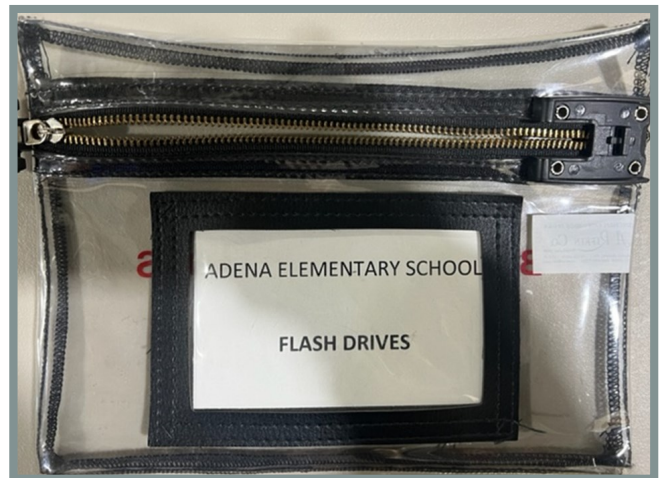
Packing the E-Poll Book Checklist

- Be sure to have Precinct Election Officials **clock-out** for payroll.
- **Log out of all e-poll books before you begin packing them.**
- Complete the E-Poll Book Packing Checklist in each case, ensuring you have all chargers, charging cords, styluses, and other items as you pack.
- Turn off the printers, unplug the cords, and pack them into the e-poll book cases (**Remember:** 2 printers per case.)
- Turn off e-poll books, fold them closed, and pack them into the cases. (**Remember:** 2 tablets per case.)
- Unplug the MiFi device and pack into the suitcase with the yellow sticker.

Tuesday Night Supply Bag Checklists

Flash Drive Bag (Locked)

- **Flash Drives:** There **must** be one USB flash drive per voting unit.
- Flash Drive Trouble Sleeves (if applicable)



Paper Tape Results Bag (Locked)

- ICX Paper Tape Results (**Do not include unused rolls of ICX paper**)



Return to the Board of Elections Continued

Location Supervisor and Driving Judge bring the following supplies **back to the Board of Elections**:

- Sealed Flash Drive Bag with **all voting unit USB flash drives** (counted 3x)
- USB Drive Trouble Sleeves (if applicable)
- Sealed Yellow Ballot Bag (containing voted ballots, completed 10-L slips, completed voter registrations, incident/accident reports, and other completed forms from the blue binder)
- Sealed ICX Paper Tape Results Bag
- Blue Supply Bag with White Binder in front pocket (unvoted ballots)
- E-Poll Book Cases
- Key(s) to the polling location if given to the LS

Supplies that Remain at the Polling Location

Large Red Supply Bag

- 100-ft Measuring Tape
- Power Strips
- Extension Cords
- Small Red Set-Up Supply Bag
- Cleaning Supplies
- ADA Envelope
- Used Seal/Lock Bag



Small Red Set-Up Supply Bag (Found in Large Red Bag)

- Voter Access Cards
- Poll Worker Cards
- Scissors
- Blue Painter's Tape
- ICX Voting Unit Keys
- Security Seals and Locks
- Note Pads, Rubber Bands, Black Ink Pens, and Scotch Tape
- Glue Sticks



Sample ICX Ballots Voted Tally Log

ICX Ballots Voted Tally Log

Polling Location: NAME OF LOCATION

After polls close, use this form to record the total number of ballots voted on each electronic voting unit (ICX machine) at your polling location. This form is to be completed before flash drives are removed from the voting units.

Locate the number of ballots on each voting unit at the bottom left of each machine. See the picture at the bottom for reference.

| Machine No. | Ballot Count | Machine No. | Ballot Count | Machine No. | Ballot Count | Machine No. | Ballot Count |
|-------------|--------------|-------------|--------------|-------------|--------------|-------------|--------------|
| 1 | | 13 | | | | | |
| 2 | | 14 | | | | | |
| 3 | | 15 | | | | | |
| 4 | | 16 | | | | | |
| 5 | | 17 | | | | | |
| 6 | | 18 | | | | | |
| 7 | | 19 | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |

Total Ballot Count = _____

Date: _____

(Add all ballot count numbers and record on Ballot Accounting Report; place this form in the White Binder when finished.)

Ballot Count located in bottom left of Voting Unit Screen.



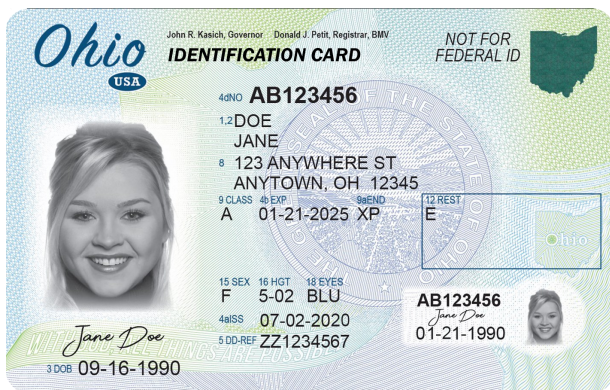
Voter Identification Requirements

Photo identification issued by the **U.S. government** or **State of Ohio** are acceptable for voting as long as **all** of the following criteria are met:

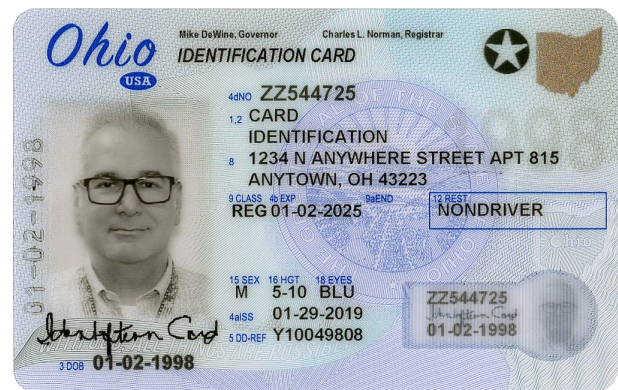
- An expiration date that has not passed
- A photograph of the voter
- The voter's form of identification provided may or may not contain the voter's reported change of name. **NOTE: If the voter's name on the photo ID does not match the voter's name in the e-poll book, the voter will have to cast a provisional ballot unless the voter can provide legal proof of the name change.** Legal proof includes a court document, marriage license, or other legal document that includes the voter's former name and current name. Please see **pg. 55** regarding address changes.

Examples of Acceptable Photo Identification

State Identification Card Non Federal



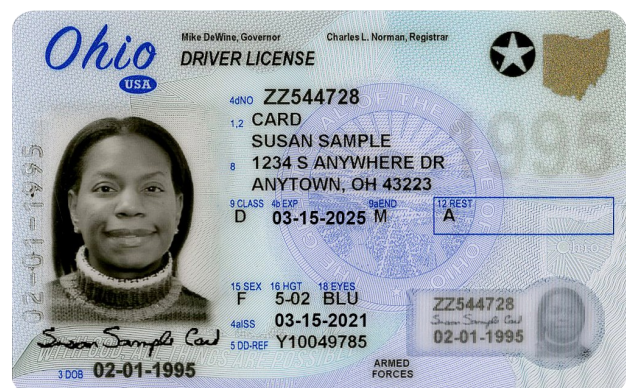
State Identification Card Federal



Ohio Driver's License Non Federal



Ohio Driver's License Federal



An Ohio driver's license issued by the Bureau of Motor Vehicles ("BMV")

Includes:

- Commercial driver's license
- Motorcycle operating's license
- Probationary or restricted license
- Temporary instruction permit

Ohio Interim Documentation

An Ohio Interim Documentation that displays an expiration date that has not passed is a valid form of identification for voting purposes.

A **hole-punched** Ohio Driver's License or State Identification Card in the old format that displays an expiration date that has not passed is a **valid** form of identification for voting purposes.

Note: Both of these forms of ID must be the actual, original versions (photocopies or pictures of these IDs are not acceptable)

OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

OHIO INTERIM DOCUMENTATION

OHIO **BMV**

DRIVER LICENSE

Name: BUCKEYE
BETTY
Address: 1970 W BROAD STREET
COLUMBUS, OH 43223

DOB: 4/22/1949
License/ID No.: AB123456
Issued On: 12/15/2022
Class: D Expires On: 4/22/2026

Height: 5'6"
Gender: F
Eye Color: BRO
Hair Color: BLK
Weight: 135

TYPE:
COMPLIANT

9911/ZA123456

Amend Forces
Organ Donor
Health Care PGA
Life Sustaining Equipment

Endorsements:
Restrictions: 3

Betty Buckeye

This document is issued to the person identified and pictured as a temporary credential for use while a new permanent driver license or identification card is being manufactured and mailed.
Law enforcement may verify through LEADS.

WARNING: THE PRODUCTION, DISTRIBUTION, OR POSSESSION OF A FORGED IDENTIFICATION CARD IS PROHIBITED PURSUANT TO OHIO REVISED CODE 2913.31.

1970 W BROAD STREETAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
COLUMBUS, OH 43218 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA_50

- You must carry this interim documentation until you have received your new card.
- Your new driver license or identification card will be processed and mailed to this address within 10 business days:

1970 W BROAD STREETAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
COLUMBUS, OH 43218 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA_50

- Your new driver license or identification card will be mailed in a plain, white envelope to the address above.
- To monitor and track your mail, the U.S. Postal Service offers a free service called Informed Delivery. To learn more or to sign up for the service, please visit <https://informedelivery.usps.com>
- If you have not received your driver license or identification card within 21 days, you may contact the BMV through LIVEDCHAT at www.bmv.ohio.gov or call 1-844-OHIO-BMV (1-844-644-6268) to check the status of your card.
- If you have applied for a driver license or temporary instruction permit, this document will allow you to operate a motor vehicle.
- Interim documentation is not valid as a stand-alone document when applying for a CDL or temporary CDL instruction permit.
- This interim documentation only serves as confirmation that an application is pending.

<http://www.bmv.ohio.gov/NewDL-ID>

BMV2443 [760-1057] 1/18

U.S. Passport or Passport Card

Passport or Passport Cards are acceptable as long as the identification shows the following:

- Person's name
- Photograph
- Current (not expired)

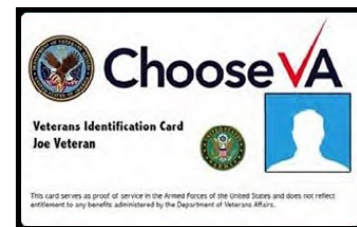


U.S. Military Identification

Military identification cards are acceptable as long as the identification shows the voter's name and photograph. The U.S. Department of Veterans Affairs ID is the only form of picture ID that can be shown digitally.

Military ID is specifically defined as one of the following:

- U.S. Military ID card;
- Ohio National Guard ID card; or
- U.S. Department of Veterans Affairs ID card (physical or digital format)



Digital Version of VIC

Note: The U.S. Department of Veterans Affairs issues Veteran ID Cards (VIC) and Veteran Health Identification Cards (VHIC), both of which include a name and photograph. As a general rule, an in-person voter must present photo ID in physical form. However, beginning in September of 2022, the U.S. Department of Veterans Affairs discontinued issuing physical VIC and now issues only digital VIC. PEOs must accept the digital VIC if the voter presents it.

Unacceptable Forms of Identification

- A veteran ID card issued by the County Recorder
- Ohio Mobile ID
- Global Entry Card
- Driver's license or photo identification card issued by a state other than Ohio
- Ohio noncitizen identification (See **pg. 99**)
- Concealed Carry Permit or License
- Bank Statements
- Government Checks
- Paycheck, including direct deposit receipt, from any public or private employer
- Social Security Card
- Birth Certificate
- Insurance Cards
- School Transcripts or other State college/university documents
- Any Registration Acknowledgement from the Butler County Board of Elections
- Utility Bills, including, but not limited to:
 - Water Bills
 - Electric/Gas Bills
 - Cable or Internet Bills
 - Telephone or Cell Phone Bills

Managing the Polling Location

Precinct Election Officials need to be aware of who is in the polling location. It is important to know and understand who is permitted to be inside a polling location and what the rules are governing electioneering and observing.

Individuals Permitted In the Polling Location with Credentials

- Poll observers who have a certificate of appointment (see below for more information about observers)
- Runners and other credentialed Board of Elections personnel
- Credentialed members of the media (please notify the Board of Elections at (513) 887-3700 upon arrival)
- Police officers and resource officers
- Employee(s) of the facility housing the polling location

Individuals Permitted In the Polling Location without Credentials

- Voters
- Children of voters not yet of voting age
- A person who will be assisting a voter in the voting process at the voter's request
- Persons checking the official Precinct Voter Registration Lists

Individuals Not Permitted In the Polling Location

- Candidates or campaign workers who are campaigning or electioneering
- Pollsters
- Anyone of voting age who is not voting, who does not have credentials, and is not viewing the official Precinct Voter Registration List

DID YOU
KNOW



*All electioneering must occur beyond the **100-ft neutral zone**. Candidates and their supporters must remain outside of the flags marking the 100-ft zone. Call the **Board of Elections** if you experience any difficulty with a candidate or campaign worker.*

Poll Observers

Poll observers may be appointed by political parties, groups of candidates, or issue committees at least 11 days prior to Election Day to observe the conduct of the election in a polling location. If an observer arrives, your Location Supervisor will confirm their appointment and administer the oath. Observers are allowed to be in the polling location before, during, and after hours of voting as long as PEOs of different party affiliations are also present.

Poll Observers - Continued

- Upon arriving at the polling location, observers must have their Certificate of Appointment of Observer (**Form 215-B, Form 216-B, or Form 220**) verified by the LS.

The LS will administer the Observer's Oath prescribed as follows:

You do solemnly swear that you will faithfully and impartially discharge the duties as an official observer, assigned by law; that you will not cause any delay to persons offering to vote; and/or that you will not disclose or communicate to any person how any elector has voted at such election.

- Observers are permitted to move freely about the polling location to the extent that they do not engage in political activity. They are not permitted to observe at locations where they have not been appointed.
- Observers must not interfere with precinct election officials doing their jobs or otherwise slow down the operation of the polling location or interact with voters in a manner that interferes with or disrupts an election. Please contact the **Board of Elections at (513) 887-3700** for instructions if this situation arises.
- Observers may use electronic or communication devices or any audio/visual recording device as long as they do not impede, interfere with, or disrupt an election, or in any way intimidate a voter, risk violating the secrecy of the ballot or a voter's right to privacy. Observers using a cellular or digital telephone, walkie-talkie, or any other wired, wireless, or satellite audio communication device to audibly discuss the election or a perceived problem with the administration of the election may **not** do so within the polling location.
- Observers, however, may use communication devices and audio/video devices in and about the polling location subject to the following conditions:
 - ❖ The devices must be silenced (low volume vibration settings are permitted).
 - ❖ The devices may not be used to take photographs, videos, or to record or transcribe any conversations inside the polling location.
 - ❖ The observer may send and receive text messages, e-mail communications, instant messages and similar other non-verbal, electronic communications, but the observer may not have an audible conversation inside the polling location while using a device.



Pollsters

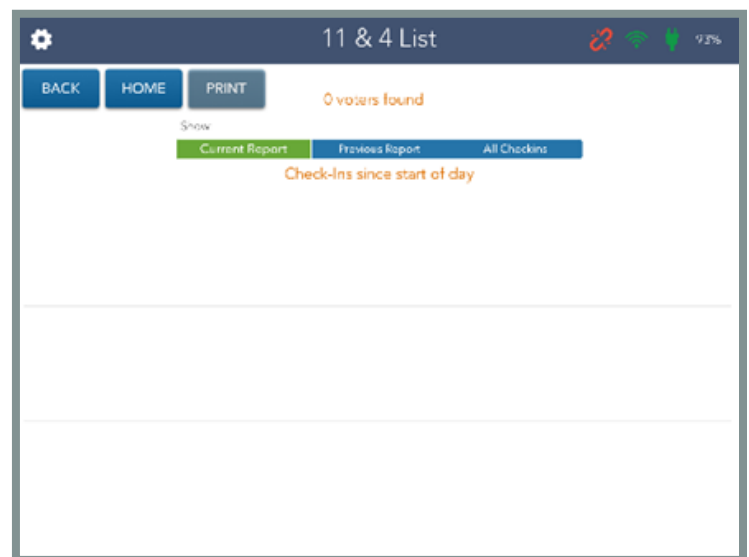
Pollsters conducting exit polling are not allowed inside the polling location. They are permitted to be outside the polling location – even within 100 feet of the entrance – but they should not interfere with or disrupt the election, or otherwise violate the law. Further, persons conducting exit polls at a polling location may not wear anything that may be construed as campaigning for or against any candidate or issue on the ballot.

Posting the 11:00 a.m. and 4:00 p.m. Lists

The updated copies of the Official Precinct Voter Registration List must be posted throughout the day so that the public can see which registered voters in the precinct or in the precincts within the polling location have voted.

The **Location Supervisor (LS)** will print the 11am and 4pm posting lists by following the directions below:

1. Open the Blue Menu on the Launchpad and touch “11 & 4 List.”
2. The screen will default to the current report.
3. Touch “Print” to print the list. If a reprint of an earlier report is needed, select “Previous Report” and touch “Print.”
4. When finished, touch “Home” to return to the Launchpad.
5. After report prints, post in a visible place on a table within sight at all times.



Court Orders

If there is a **court order** to keep a polling location open past 7:30pm, you must be able to distinguish the last person in line at 7:30pm.

- Voters who were already **in line at 7:30pm** should be processed like all other voters.
- All voters who arrive at the polling location to vote between 7:30pm and the court-ordered closing must vote a provisional ballot.
- These provisional ballots **MUST** be kept separate from other provisional ballots voted during regular voting hours in case the court decision is later overturned. Note on each individual's yellow provisional envelope that the provisional ballot was cast after 7:30 p.m. pursuant to a court order. To do so, write "After Close of Polls by Order of the Court" on the provisional envelope.
- Make sure the voter is voting at the correct polling location. Redirect voters to their correct polling place if they are at the wrong location.
- The BOE will contact all Location Supervisors with specific procedures to follow if a court order is issued.



Emergency Planning Guide

Medical Emergency

Call 911

Once the medical emergency is under control, contact the Board of Elections at (513) 887-3700. In the event of a voter or precinct election official emergency, follow the procedures below.

Precinct Election Official or Voter Injury

Location Supervisors should complete the following procedures if a voter or precinct election official is injured during the course of the workday:

- If the injury is serious or life threatening, seek medical attention immediately by calling 911.
 - Call the **Board of Elections at (513) 887-3700** and report the injury to Administration as soon as possible.
 - Collect all information concerning the injury from all witnesses and get witnesses' names, telephone numbers and addresses in case further investigation is needed.
 - Complete an Election Day Precinct Incident Report (Form 450) and place in the yellow bag.
-

If the Electricity Goes Out—Call the BOE Immediately

Location Supervisors should perform the following procedures:

- Power down one-half of the voting units.
 - Change security seals and record the seal numbers on the Voting Unit Activity Log.
If batteries on the voting units begin to weaken, call the Board of Elections at (513) 887-3700.
 - If e-poll books are not working, use the **Paper Poll Book Backup**.
-

Paper Poll Book Backup

In the event of an emergency where the e-poll books are not working, use the Paper Poll Book Backup. This option is only to be used if all e-poll books fail to operate and after the Location Supervisor has been in contact with the BOE. Separate the Poll Book into equal parts (keeping the pages in order) and place at each e-poll book station. Voters should check in to the correct table based on their last name. Voters should show proper ID and verify their address before signing on the line next to their name on the Paper Poll Book Backup. The list also indicates what type of ballot and precinct is needed for each voter.

Evacuation of your Voting Location

If you must leave your voting location due to an emergency like a fire or tornado, *do not panic*. Your safety and the safety of your co-workers and the voters is our first concern. If possible, gather and secure the following:

- Yellow Ballot Bag
- All USB flashdrives from all voting units
- At least one e-poll book and printer
- Blank Paper Ballots and Provisional Envelopes
- Official Voter Registration List
- Paper Poll Book Backup
- Go to a safe location as instructed by public safety officials or as determined by the LS.
- As soon as you can, contact the Board of Elections at (513) 887-3700 for further instructions.

Precinct Election Official Code of Conduct

Policy

The PEO Code of Conduct outlines expectations regarding a PEO's behavior towards the Board of Elections' staff, fellow PEOs, and voters. Violations of this policy may result in dismissal from serving as a Precinct Election Official.

Professionalism

- Show integrity and always act in a professional manner.
 - Engage in respectful communication with fellow Precinct Election Officials and voters.
 - Follow all applicable laws and instructions.
 - Do not use insulting, offensive, or threatening language
-

Conflict of Interest

- Serve in an impartial and nondisruptive manner.
 - Avoid any personal opinions regarding elections and voting equipment.
 - Do not influence or attempt to influence any voter for or against any candidate or issue.
 - Do not intimidate or harass voters.
 - Do not spread disinformation that creates disruption or disorder (including aspects of the election and election equipment).
 - Do not engage in any political activity while on Board of Elections' time.
 - Do not wear or distribute any campaign paraphernalia at the polling location.
-

Election Equipment

- Treat election equipment with respect and care.



OHIO'S ELECTIONS ARE SECURE

VOTING EQUIPMENT IS CERTIFIED

Federal & bipartisan state experts test, examine, and certify all voting equipment as secure.



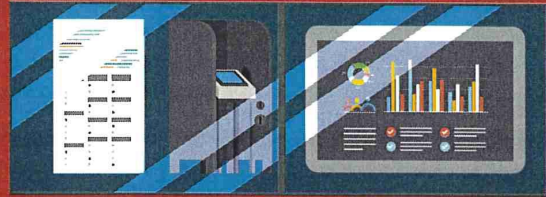
The U.S. Election Assistance Commission



Ohio Board of Voting Machine Examiners

SAFELY STORING VOTING EQUIPMENT

Ballots and machines are all locked with tamper proof seals and stored behind double locked doors that may only be accessed when unlocked together by Republican and Democratic election officials.

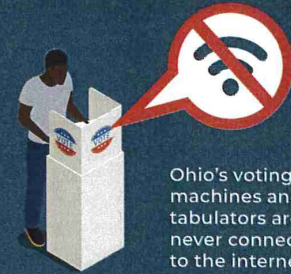


TESTING

Before voting begins, voting machines and tabulators go through a full battery of logic and accuracy testing by a bipartisan team to ensure they work properly and have not been manipulated.



Regardless of how you vote every Ohio ballot is recorded in hard-copy on paper.



Ohio's voting machines and tabulators are never connected to the internet.

BALLOTS STAY SECURE



Each of Ohio's 88 county boards of elections has **TWO REPUBLICAN** members and **TWO DEMOCRATIC** members. Any handling of ballots or voting equipment must take place by bipartisan team of election officials.

All precincts are staffed by a bipartisan group of poll workers and open to the media and poll observers.



VoteOhio.gov

Absentee voters can track the status of their ballot just like a package at VoteOhio.gov.

Absentee voters must then complete and sign the identification envelope.



To vote absentee, a ballot **MUST** be requested by a voter. Ohio does not send absentee ballots to every registered voter.

VOTER LIST MAINTENANCE



As required by federal and state law, Ohio has a robust voter registration list that goes through a regular maintenance process to ensure out-of-date and abandoned registrations are removed from the voter rolls.

AUDITS ENSURE ACCURACY



Throughout the election, boards reconcile voter lists and ensure no votes were counted twice. Any attempts to do so are referred for prosecution.

After an election, every county conducts a post-election audit. All audits are open to the public.



STATEWIDE RESULTS SHOW A **99.98% ACCURACY RATE** IN THE 2020 PRESIDENTIAL ELECTION

(09/2021) SOS 2278 Printed In-House

Frequently Asked Questions

1. Must a voter show an election official an acceptable proof of identification to vote a regular ballot?

Yes. If the voter is at the correct polling location and does not have acceptable ID, they must vote a provisional ballot. Voters with expired IDs must also vote a provisional ballot.

2. How should a Precinct Election Official respond when a voter asks specific questions about candidates or issues?

Precinct Election Officials should respond that they cannot advise, instruct, or educate voters on candidates or issues.

3. If a voter arrives by 7:29 p.m., can they still vote?

Yes. Allow any voter in line at 7:30 pm to vote. Lock the doors, if possible, or direct a Precinct Election Official to stand at the end of the line and inform any voters arriving after 7:30 p.m. that the polls are closed.

4. Is there a time limit for voters to vote?

Yes. There is a 10-minute time limit when all machines or voting compartments are in use and voters are waiting to use them. However, Precinct Election Officials should be flexible in enforcing that time limit and ask voters who are taking longer than normal if they need assistance. The 10-minute time limit for occupying a voting compartment does not apply to any voter requiring the use of an accessible voting machine (ICX unit #1)

5. Can I refuse to allow an irate person or an individual under the influence of drugs or alcohol to vote?

No. If necessary, the sheriff, police, or other peace officers may be called upon for assistance, but all electors should be allowed to vote. Use common sense, prudent judgment, and superior customer service when dealing with difficult voters.

6. What should a Precinct Election Official do with a list of eligible write-in candidates provided by the board of elections?

The list should be shown to any voter who inquires about write-in candidates. Precinct Election Officials may not post the list. It should be placed face down on a Check-In Table after each request to view it.

Frequently Asked Questions Continued

7. A voter enters the polling location wearing campaign attire. What should a Precinct Election Official do?

Politely ask the voter to remove or cover the items, because, by law, the polling location must be free of any campaign paraphernalia, including attire. If the voter refuses, the voter can still vote, but the BOE must be made aware of the incident. Remain calm and professional at all times.

A voter brings an absentee ballot to the polling location. How should that be handled?

Absentee ballots **cannot** be accepted at the polling location on Election Day. Advise the voter that they can take their completed absentee ballot to the Butler County Board of Elections by 7:30 p.m. on Election Day. The voter can deliver it in person inside the BOE office or drop it into the large mailbox in front of the BOE building. **Note: The BOE mailbox will be checked at 7:30 p.m. Afterwards, a sign will be posted stating that the polls are closed. Absentee ballots dropped into this mailbox after 7:30 p.m. will not be counted.** If the voter would rather vote while at their polling location, the voter can keep their absentee ballot and vote a provisional ballot instead. A poll worker should never take a voter's absentee ballot. When processing this voter, the e-poll book will identify this voter as having to vote provisionally since an absentee ballot was originally requested. Remember, the BOE will check all provisional ballots to make sure a voter did not cast both ballot types.

9. Will edits made in the e-poll book by a Precinct Election Official on Election Day automatically update a voter's registration?

No. When a Check-In Judge edits a voter's name or address in the e-poll book, it does not edit a voter's actual registration information. The edits are only temporary to determine whether or not the voter is a regular voter or a provisional voter and whether or not the voter is at the correct polling location. Even provisional ballots have to be cast at the voter's correct polling place. An address update in the e-poll book will make this determination. It is actually the "Notice of Change of Name (10-L)" slips, the correctly completed yellow provisional envelopes, and the submitted new registration forms that can update a voter's registration information, so never tell a voter that you have updated their information for them. This does not happen until after the BOE receives the items listed above.

EXAMPLES OF UNACCEPTABLE FORMS OF IDENTIFICATION

The State of Ohio noncitizen identification, also known as a Non Renewable/ Non Transferable credential, is not acceptable.



Ohio Mobile ID is not a valid form of photo identification when casting a ballot.



Notes

Remember!

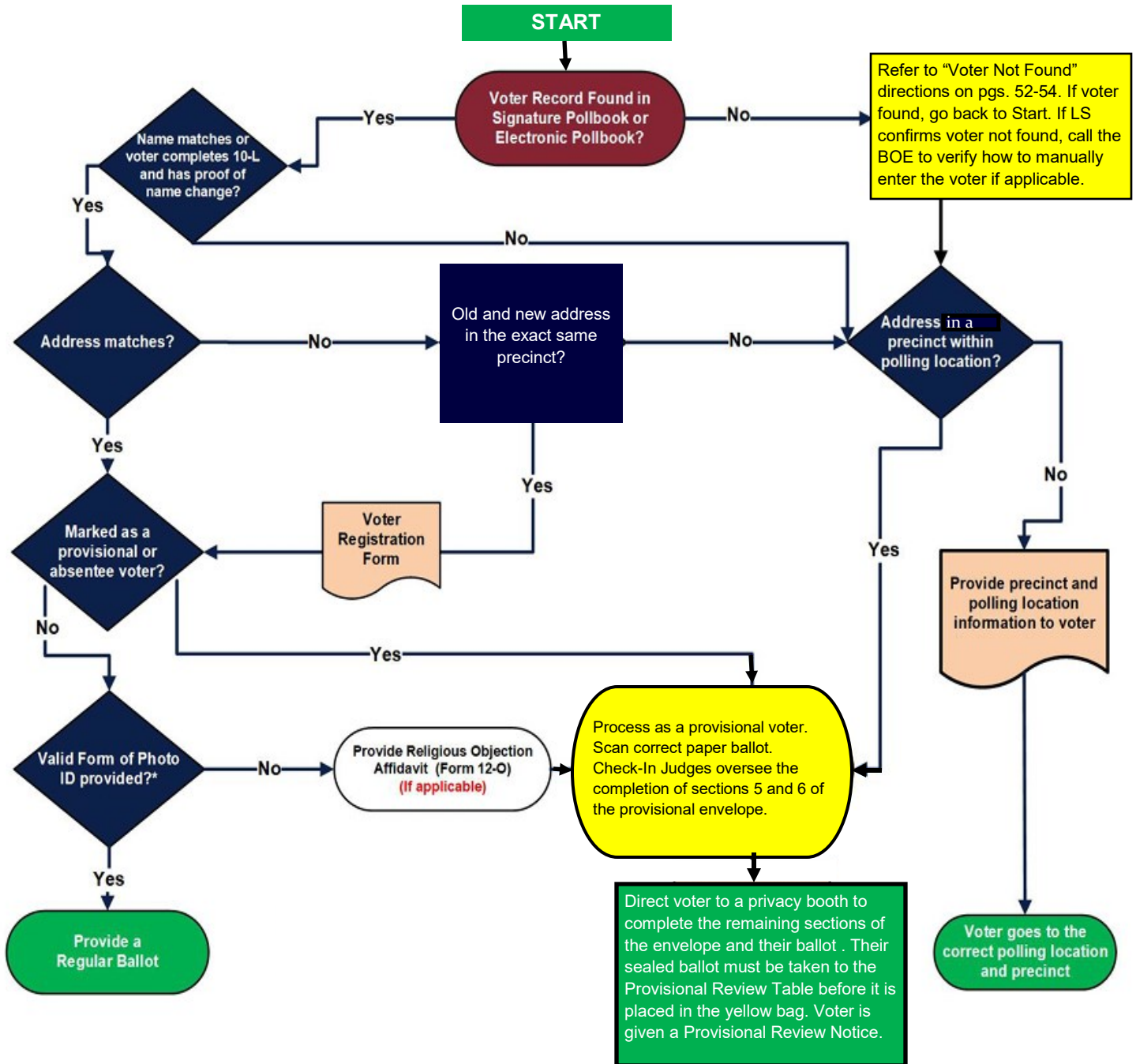
After all closing duties are complete on Election Night, Location Supervisors and Driving Judges returning to the **Board of Elections** for ballot drop-off **must** ride in the same vehicle and have ***all*** of the listed items below:

- Sealed Flash Drive Bag with **all voting unit USB flash drives** (counted 3x)
- USB Drive Trouble Sleeves (if applicable)
- Sealed Yellow Ballot Bag (containing voted ballots, completed 10-L slips, completed voter registrations, and other completed forms from the blue binder)
- Sealed ICX Paper Tape Results Bag
- Blue Supply Bag with White Binder in front pocket (unvoted ballots)
- E-Poll Book Cases
- Key(s) to the polling location if given to the LS

ALL remaining supplies, bags, ADA, etc., should be packed and staged at the polling location for Wednesday morning pickup.



Processing Voters Flow Chart



Note: A voter who has an outdated address in the e-poll book can vote a regular ballot only if the voter’s new address is in the exact same precinct as the address listed in the e-poll book. This is what it means when a voter moves within the precinct. Their old and new precinct match. In this case, the voter must be given a voter registration to complete before they vote. When you edit the voter’s address in the e-poll book, a prompt will tell you to give the voter a registration form. If the voter’s new address resides in a different precinct, the e-pollbook will identify the voter as a provisional voter or a voter that must be redirected to a different polling location.

A registered voter with a name change can vote a regular ballot only if the voter provides legal proof of their name change, completes a Notice of Change of Name (Form 10-L), and has not moved to a different precinct than what is listed in the e-poll book. After a voter shows you a valid, unexpired picture ID, remember to make any name and/or address edits in the e-poll book. The e-poll book will provide prompts on what to do next.