

# Polltab Walkthrough

## Current Pollbook on ePollTab:

**Id:** 6692aa64-

dcec-4af1-9278-35acd2a1f79a

**Filename:** June 2023 Dual

Training\_2023\_04\_19\_14\_16\_05\_2023\_04\_19\_14\_16\_11.pollbook

**Name:** June 2023 Dual Training

**Election Date:** 2023/06/20

**Description:** June 2023 Dual Training

Load from File

Open

Archive

Upload to Merlin

## Pollbook on Merlin:

**Id:** 6692aa64-

dcec-4af1-9278-35acd2a1f79a

**Filename:** June 2023 Dual

Training\_2023\_04\_19\_14\_16\_05\_2023\_04\_19\_14\_16\_11.pollbook

**Name:** June 2023 Dual Training

**Election Date:** 2023/06/20

**Description:** June 2023 Dual Training

Download

Archive

Pollbooks match



## Current Pollbook on ePollTab:

**Id:** 6692  
dcec-4a

**Filename:**  
Training  
9\_14\_16

**Name:**

**Election**

**Descrip**

Load

Al

## Pollbook on Merlin:

### Pollbook Keys

#### Waiting for Pollbook Key

The preferred method is to wait for the Merlin to send the keys. Insert the USB stick with the Pollbook Key into the Merlin. This popup will automatically close and the pollbook will open.

Alternatively, you can insert the USB stick with the Pollbook Key into this device. Select 'Load Keys from USB' and select the Pollbook Key file.

Load Keys from USB

Alternatively, you can contact the main office to get a key to open the pollbook.

Get Key

Cancel

## Primary User

Log In

**Polls not Open**

**The polls need to be  
opened before  
checking voters in.**

OK



Type Search or Scan ID

Search Type

Last Name, First Name, Year of Birth

Search All



Advanced Search

Last Name

First Name

Middle Name

Suffix

Year of Birth

Voter ID



a



Search Type

Last Name, First Name, Year of Birth

Search All



Advanced Search

Last Name

First Name

Middle Name

Suffix

Year of Birth

Voter ID



ADAMS

JULIANNA

1966

989571318



ADAMSON

RAYMOND

ALEXANDER

1981

460236629



ADHIKARI

TERESA

JOY

2002

741496589



Prv Ovr ?

ALBERTSON

ANNA

BONNY

1995

064770879



ALCANTARA

DANESHA

LYNN

1978

919813975



ALCANTARA

GWENDOLYNE

JOHN

1968

919194695



AMRANI

DANESHI

ANNETTE

1960

000217040



ANDERSON

JULIANNE

ALYSSA

1981

919070450



ANDERSON

RAYMOND

ALLEN

1994

011345585



?

anderson

TERESA

marie

1963

981453118



## VOTER INFORMATION

**NAME: ADAMS, JULIANNA**

**Suffix:**

**Voter ID: 989571318**

**Year of Birth: 1966**

**Absentee:**

**Status: Active**

**Mailing Address:**

**Mailing City:**

**Address: 2406 Little River Rd**

**City: Haymarket**

**Precinct: 401 - EVERGREEN**

**Congress: 10**

**Senate: 030**

**House: 021**

**Town:**

[Add Voter Note](#)

[Edit Voter](#)

[Voter History](#)

[Print Directions](#)

[Return to Search](#)



Ready to Check-In.





## VOTER INFORMATION

**NAME: ADAMS, JULIA**

**Suffix:**







**Year of Birth: 1966**

**Address: 2406 Little River**





**City: Haymarket**

**House: 021**

### System

-  Log Out of Pollbook
-  Peripheral Devices
-  Import Audits
-  Export Audits
-  Import Live Backup
-  Sync Status






### Polls

-  Open Polls
-  Suspend Polls
-  Close Polls
-  Complete Election

### Summary

-  Pollbook Summary
-  Location Summary
-  Add Location Note

### Utilities

-  Street Look-up
-  Polling Locations
-  Print Ballot
-  Add Voter
-  Device Voter Activity

Close

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search



Ready to Check-In.



## VOTER INFORMATION

**NAME: ADAMS, JULIANNA**

**Suffix:**

**Voter ID: 989571318**

**Year of Birth: 1966**

**Absentee:**

**Status: Active**

**Mailing Address:**

**Mailing City:**

**Address: 2406 Little River Rd**

**City: Haymarket**

**Precinct: 401 - EVERGREEN**

**Congress: 10**

**Senate: 030**

**House: 021**

**Town:**

**Add Voter Note**

**Edit Voter**

**Voter History**

**Print Directions**

**Check Voter In**

**Return to Search**

## VOTER INFORMATION

NAME: ADA

Suffix

Year of Birth:

Address: 240

City: Hay

### Select Party

**Which Primary are  
you voting in today?**

Select party from the  
dropdown list below

OutsidePolls

Affidavit

Select

Democratic

Republican

Cancel

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search



Ready to Check-In.

Check Voter In





## VOTER INFORMATION

NAME: ADA

Suffix

Year of Birth:

Address: 240

City: Hay

### Select Party

**Which Primary are you voting in today?**

Select party from the dropdown list below

OutsidePolls

Affidavit

Select

Democratic

Submit

Cancel

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search



Ready to Check-In.

Check Voter In



## VOTER INFORMATION

**NAME: ADAMS, JULIANNA**

**Suffix:**

**Voter ID: 989571318**

**Year of Birth: 1966**

**Absentee:**

**Status: Active**

**Mailing Address:**

**Mailing City:**

**Address: 2406 Little River Rd**

**City: Hay**

**Please give Voter Ballot**

**No Ballot**

OutsidePolls

Affidavit

Continue

Cancel

Add Voter Note

Edit Voter

Voter History

Print Directions

Check Voter In

Return to Search

## VOTER INFORMATION

**NAME: ADAMS, JULIAN**

**Suffix:**

**Year of Birth: 1966**

**Address: 2406 Little River**

**City: Haymarket**

**House: 021**

Success

**Voter has been  
checked-in and is to  
be given a ballot.**

Ok

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search



Ready to Check-In.

Check Voter In





Type Search or Scan ID

Search Type

Last Name, First Name, Year of Birth

Search All



Advanced Search

Last Name

First Name

Middle Name

Suffix

Year of Birth

Voter ID



ADAMS

JULIANNA

1966

989571318



ADAMSON

RAYMOND

ALEXANDER

1981

460236629



ADHIKARI

TERESA

JOY

2002

741496589



ALBERTSON

ANNA

BONNY

1995

064770879



ALCANTARA

DANESHA

LYNN

1978

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JOHN

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DANESHI

ANNETTE

1960

000217040



ANDERSON

JULIANNE

ALYSSA

1981

919070450



ANDERSON

RAYMOND

ALLEN

1994

011345585



anderson

TERESA

marie

1963

981453118



beach



Search Type

Last Name, First Name, Year of Birth

Search All



Advanced Search

Last Name

First Name

Middle Name

Suffix

Year of Birth

Voter ID

Last Name	First Name	Middle Name	Suffix	Year of Birth	Voter ID
[Empty table body]					



beach



Search Type

Last Name, First Name, Year of Birth

Search All



Advanced Search

Last Name

First Name

Middle Name

Suffix

Year of Birth

Voter ID

BEACH

NICHOLE

MICHAEL

2001

518292162

BEACH

JOHN

RILEY

2000

152818292

BEACH

STEPHANIE

CARTER

1949

920123766

BEACH

KAINE

CAROL

1961

918408344

BEACH

THOMAS

MICHELLE

1991

485053986

BEACH

RODNEY

LYNN

1970

405000479

BEACH

MICHAEL

DAVID

Jr.

1971

917546972

BEACH

DENNIS

SMITH

1977

695973450

BEACHY

TYLER

LYNN

1968

903014271

2023/05/19  
11:54:00 AM

Total Voters  
564

Check In  
4

0401  
tng0401a

Poll Status  
Open

0

98%





## VOTER INFORMATION

**NAME: BEACH, JOHN RILEY**

**Suffix:**

**Voter ID: 152818292**

**Year of Birth: 2000**

**Absentee:**

**Status: Active**

**Mailing Address:**

**Mailing City:**

**Address: 12926 Vixen Ct**

**City: Bristow**

**Precinct: 114 - BRISTOW RUN**

**Congress: 10**

**Senate: 030**

**House: 022**

**Town:**

[Add Voter Note](#)

[Edit Voter](#)

[Voter History](#)

[Print Directions](#)

[Return to Search](#)



Voter is in the wrong precinct.



## VOTER INFORMATION

**NAME: BEACH, JOHN**

**Suffix:**

**Year of Birth: 2000**

**Address: 12926 Vixen Ct**

**City: Bristow**

**House: 022**

### System

Log Out of Pollbook    Peripheral Devices    Import Audits    Export Audits    Import Live Backup    Sync Status

### Polls

Open Polls    Suspend Polls    Close Polls    Complete Election

### Summary

Pollbook Summary    Location Summary    Add Location Note

### Utilities

Street Look-up    Polling Locations    Print Ballot    Add Voter    Device Voter Activity

Close

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search



Voter is in the wrong precinct.



VOTER INFORMATION

NAME: BEACH, JAMES

Suffix:

Year of Birth: 2000

Address: 12926 VANDERBILT DR

City: Bristow

### Street Look-Up

Street Number:

401 - EVERGREEN (L153-P0401)

Pre-Direction:

Street Name:

Street Type:

Post-Direction:

City:

State:

Zip:

Search

Add Voter

Print

Address

City, State Zip

Polling Place

4120 to 4335 PADGETT DR

20169

401 - EVERGREEN (L153-P0401)

Add Voter Note

Edit Voter

Voter History

Print Directions

Return to Search

Close



Voter is in the wrong precinct.





## VOTER INFORMATION

**NAME: DEL RIO YBARRA, ANNA RAUL**

**Suffix:**

**Voter ID: 917014310**

**Year of Birth: 1967**

**Absentee: ISSUED**

**Status: Active**

**Mailing Address:**

**Mailing City:**

**Address: 4508 Jennifer Ln**

**City: Haymarket**

**Precinct: 401 - EVERGREEN**

**Congress: 10**

**Senate: 030**

**House: 021**

**Town:**

**Add Voter Note**

**Edit Voter**

**Voter History**

**Print Directions**

**Override**

**Return to Search**

**This voter requires the Chief's attention to vote.**

**ABI**

A ballot was mailed to this voter and must be returned in order to vote.



# ENVELOPE #2

Prince William County  
**Special Election**  
February 21, 2023

Precinct:

**TO: Clerk of Circuit Court**

**ON THE DAY AFTER THE ELECTION:**  
Give this Envelope to the Prince William County Electoral Board.

**AFTER THE EXPIRATION OF THE RECOUNT OR CONTEST PERIOD, WITH NEITHER PENDING, DELIVER TO THE GENERAL REGISTRAR:**  
-Oath Forms (All copies)  
-Pollbook Summary Reports (All Copies)

**RETENTION OF REMAINING ITEMS:**  
All Elections = 2 Years

**DISPOSITION:**  
Destroy

Verify Scan Voting Equipment	<p><b>ENCLOSE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> OFFICER OF ELECTION OATH</li> <li><input type="checkbox"/> STATEMENT OF RESULTS (Enclose both copies)</li> </ul> <p>Attach to each SOR:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Zero Report Tape from Scan – All OFFICERS must sign</li> <li><input type="checkbox"/> Tally Tape from Scan – All OFFICERS must sign.</li> <li><input type="checkbox"/> All OFFICERS must sign both SORs</li> <li><input type="checkbox"/> Pollbook Summary Report</li> <li><input type="checkbox"/> Ballot Receipt</li> <li><input type="checkbox"/> Part F</li> </ul> <p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>1. TWO OFFICERS verify all contents before sealing.</li> <li>2. Seal with signature label. Signed and dated by all officers.</li> </ol>
2	

**PLACE ALL CONTENTS INSIDE ENVELOPE AND SEAL WITH SIGNATURE LABEL**

CONTENTS		
<b>2 SORs</b>	<b>2 Tally Tapes per ballot scanner</b>	<b>2 Zero Tapes per ballot scanner</b>
<b>Ballot Receipt</b>	<b>Pollbook Summary</b>	<b>Pollbook Summary</b>
<b>Part F(s)</b>	<b>Election Day Oath</b>	<b>2 Part X - Hand Count Tally Sheets (If used)</b>



Prince William County  
**Special Election**  
**February 21, 2023**

Precinct:

**TO: Clerk of Circuit Court**

**ON THE DAY AFTER THE ELECTION:**  
Make this document and attached  
tapes available for public inspection  
for 60 days.

**RETENTION:**  
All Elections = 2 Years

**DISPOSITION:**  
Destroy

**YELLOW PRINTED RETURN SHEET**  
Verify Scan Voting Equipment

**ENCLOSE:**

Yellow Printed Return Sheet  
with the following attached:

Zero Report Tape from Scan – at precinct's main sign.

Tally Tape from Scan – at precinct's main sign.

**INSTRUCTIONS:**

1. ALL OFFICERS MUST SIGN the Yellow Printed Return Sheet, the Tally Tape, and Zero Tape.
2. TWO OFFICERS verify all contents before sealing
3. Seal with signature label. Signed and dated by all officers.

**2A**

**PLACE ALL CONTENTS INSIDE ENVELOPE AND SEAL  
WITH SIGNATURE LABEL**

# ENVELOPE # 2A

## CONTENTS

**YELLOW PRINTED RETURN SHEET**  
February 21, 2023  
Date of Election

COUNTY: **PRINCE WILLIAM COUNTY**

THIS FORM MUST BE SIGNED BY ALL OFFICERS OF ELECTION AND PLACED IN ENVELOPE #2A.  
THE CLERK OF THE CIRCUIT COURT MUST MAKE IT AVAILABLE FOR PUBLIC INSPECTION ON THE DAY FOLLOWING THE ELECTION AND FOR 60 DAYS THEREAFTER.  
WRITE-INS ONLY: The attached Zero Report and Tally Tape copy of the election results printed out by the Verity Scan Voting Equipment used in this precinct.

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
15.	_____

Scan  
↑  
Staple  
**ZERO TAPE**  
and  
**RESULTS TAPE**  
from Scan  
Write Scan Form Number:  
0  
**WRITE-IN TAPE**  
(if a Write-In Election)

NOTE: Staple 2023 on bottom SHEET in envelope #2A. Do not staple. Place this tape in Box 2.

Yellow Printed Return Sheet



**1 Zero Tape per Ballot Scanner**

**1 Tally Tape per Ballot Scanner**



# ENVELOPE (BOX) #3

<h1>3</h1>	<p><b>COUNTED BALLOTS</b> Verity Scan Voting Equipment</p>	<p>Prince William County <b>Special Election</b> February 21, 2023</p>
	<p><b>ENCLOSURE:</b> Counted Ballots removed from the Verity Ballot Box after polls closed.</p> <p><b>IMPORTANT:</b> Check the Emergency Ballot Bag within the Verity Ballot Box. No ballots are to be left in the Emergency Ballot Bag.</p> <p><b>INSTRUCTIONS:</b> 1. After polls close, remove all <b>COUNTED</b> ballots from the Verity Ballot Box and place ballots in this package. 2. Complete required fields below and seal box with tamper evident tape.</p> <p>Ballot Quantity: _____</p>	<p><b>COUNTED BALLOTS</b> Precinct:</p> <p>_____</p> <p>Please signature label(s) HERE.</p> <p>_____</p>
<p><b>ALL OFFICERS MUST SIGN</b> and date signature label for sealed Envelope 3.</p>		
<p><b>TO: CLERK OF THE CIRCUIT COURT</b></p>		
<p>OPEN THIS ENVELOPE ONLY ...</p>	<ul style="list-style-type: none"> <li>ON ORDER OF A COURT, OR</li> <li>WITH AUTHORIZATION OF THE VIRGINIA DEPARTMENT OF ELECTIONS § 24.2-669, CODE OF VIRGINIA</li> </ul>	
<p>RETENTION ...</p>	<ul style="list-style-type: none"> <li>FEDERAL ELECTIONS - Two (2) Years</li> <li>ALL OTHER ELECTIONS - ONE (1) YEAR</li> </ul>	

**PLACE ALL BALLOTS INSIDE ENVELOPE, OR BOX, ATTACH SIGNATURE LABEL AND SEAL WITH TAMPER TAPE**

CONTENTS	
<p><b>Counted Ballots From Scanner(s)</b></p>	<p><b>Seal with Tamper Tape</b></p>
<p><b>INSTRUCTIONS:</b></p> <ol style="list-style-type: none"> <li>After polls close, remove all <b>COUNTED</b> ballots from the Verity Ballot Box and place ballots in this package.</li> <li>Complete required fields below and seal box with tamper evident tape.</li> </ol> <p>Ballot Quantity: _____</p>	
<p><b>Write Ballot Quantity on Label</b></p>	





# ENVELOPE #4

Prince William County  
**Special Election**  
February 21, 2023

Place signature label(s) HERE.

**4** **SPOILED, ABANDONED, AND SPOILED ABSENTEE BALLOTS**

**ENCLOSE:**

- SPOILED BALLOTS
- ABANDONED - Voided BALLOTS
- SPOILED ABSENTEE BALLOTS

Voter tags issued, unvoided ABSENTEE ballot and exchanges if for an Election Day ballot to vote in person.

**INSTRUCTIONS:**

1. After polls close, ensure all Spoiled and Abandoned (Voided) Ballots are in this envelope.
2. Seal with tamper tape and place signature label on designated area.

**TO: CLERK OF THE CIRCUIT COURT**

OPEN THIS ENVELOPE ONLY . . .


- ON ORDER OF A COURT, OR
- WITH AUTHORIZATION OF THE VIRGINIA DEPARTMENT OF ELECTIONS § 24.2-968, CODE OF VIRGINIA

RETENTION . . .


- FEDERAL ELECTIONS = TWO (2) YEARS
- ALL OTHER ELECTIONS = ONE (1) YEAR

**PLACE ALL CONTENTS IN ENVELOPE, ATTACH SIGNATURE LABEL, AND SEAL WITH TAMPER TAPE**


**CONTENTS**



**SPOILED AB BALLOT**



**Seal with Tamper Tape**



**SPOILED & ABANDONED BALLOTS**



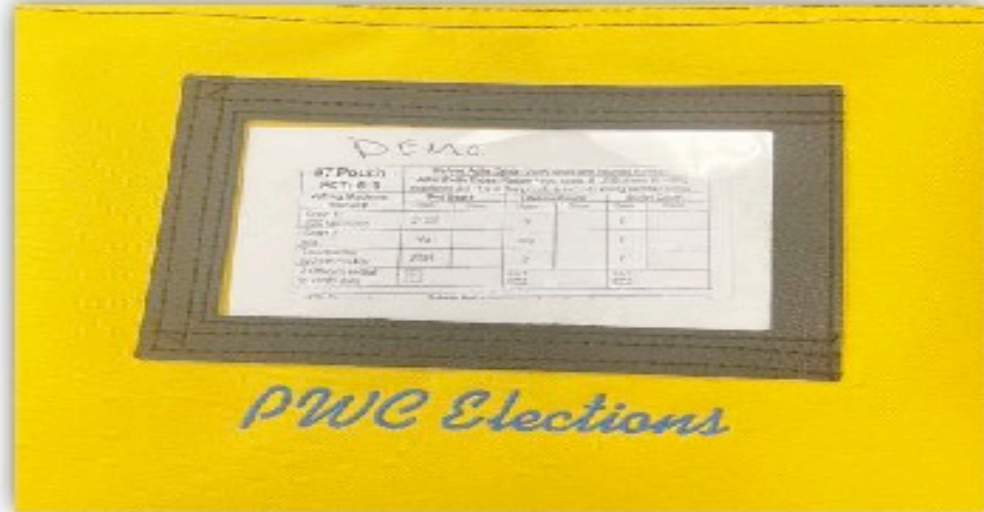


# ENVELOPE (BOX) #6

<b>6</b>	<p><b>UNUSED BALLOTS</b> Verify Scan Voting Equipment</p> <p>UNCLASSED: UNUSED BALLOTS</p> <p>Total Parcel Quantity: <u>2500</u></p> <p>Package: 1 of 4</p> <p>Quantity in this Package: 000</p> <p><b>AFTER POLLS CLOSE</b></p> <p><b>INSTRUCTIONS:</b></p> <p>1. Count UNUSED ballots in this package and write quantity in field below.</p> <p>UNUSED Ballot Quantity: <input type="text"/></p> <p>2. Seal package with tamper evident tape.</p> <p><b>ALL OFFICERS MUST SIGN and date signature label for sealed Box #6.</b></p>	<p>Prince William County <b>Special Election</b> <b>February 21, 2023</b></p> <p>Precinct: 409</p> <p>Ballot Style: 409 Tyler</p> <p>Place signature label(s) HERE.</p>
	<p><b>TO: CLERK OF THE CIRCUIT COURT</b></p> <p><b>OPEN THIS BOX ONLY:</b></p> <ul style="list-style-type: none"> <li>• ON ORDER OF A COURT, OR</li> <li>• WITH AUTHORIZATION OF THE VERGEMOUNT DEPARTMENT OF HEALTH SERVICES, DIVISION OF VOTING</li> </ul> <p><b>AFTER EXPIRATION OF CONTEST/RECOUNT PERIOD WITH NEITHER PENDING:</b></p> <ul style="list-style-type: none"> <li>• DESTROY</li> </ul>	

CONTENTS	
<b>Ballots</b>	<b>Ballot Stubs</b>
<p>1. Count UNUSED ballots in this package and write quantity in field below.</p> <p>UNUSED Ballot Quantity: <input type="text"/></p> <p>2. Seal package with tamper evident tape.</p>	
<b>Write Ballot Package Quantity on Label</b>	<b>Seal with Tamper Tape</b>

**PLACE ALL UNUSED BALLOTS INSIDE ENVELOPE, ATTACH SIGNATURE LABEL, AND SEAL WITH TAMPER TAPE**



**PLACE ALL CONTENTS INSIDE POUCH**

# POUCH #7

## CONTENTS



**USB Drives from Scanner and Merlin**



**Precinct Keys**



**Used and Unused Red and Yellow Seals**





# ENVELOPE #8

Election Date: \_\_\_\_\_  
 City OR \_\_\_\_\_  
 County OR Town: \_\_\_\_\_  
 Precinct: \_\_\_\_\_  
 District: \_\_\_\_\_  
DO NOT WRITE LEGAL OPINIONS, COMMENTS OR VOTES

**ALL LOCALITIES ENCLOSE USE FORMS...**

VA VOTER REGISTRATION APPLICATIONS  
 AFFIRMATIONS OF ELIGIBILITY  
 REQUESTS FOR ASSISTANCE  
 PROVISIONAL BALLOT LOG

**INSTRUCTIONS TO OFFICERS OF ELECTION**  
 ■ RETURN ENVELOPE TO THE GENERAL REGISTRAR

**8**

**REV 1/22**

**TO: CLERK OF THE CIRCUIT COURT**

**AFTER THE ELECTION:**

■ GIVE THIS ENVELOPE TO THE GENERAL REGISTRAR

## CONTENTS

<b>Request for Assistance</b>	<b>Affirmation of Eligibility</b>	<b>ID Confirmation Statement</b>
<b>Voter Registrations</b>	<b>Voter Registrations (SDR)</b>	<b>Provisional Log</b>
<b>Pink Compensation Form</b>	<b>Authorized Rep Letter</b>	<b>Extra Machine Tapes</b>

**PLACE ALL CONTENTS INSIDE ENVELOPE DO NOT SEAL**

**Remember:** *If you're unsure where to return a form(s), please return in this envelope*