

EO Manual Updates June 2023 Dual Primary Election

- **Page 14 first paragraph**

The Chief is responsible for the overall management of the precinct. They are also responsible for all materials and equipment provided (ballots, electronic devices, etc.) and all aspects of provisional voting in the precinct, **to include completing Green Provisional Ballot Log**. The Chief determines if a voter needs to complete a Provisional Ballot.

- **Page 40 Admit Poll Watchers**

Allow **one** authorized representative of each party and each independent candidate present at 5:00 am to observe opening procedures.

- **Page 41 Set up/open the Ballot Scanner**

Print three Zero Reports, **tape one copy on wall and put two copies in envelope #2.**

- **Page 41 Set up/open the Touch Writer**

Print **one Zero Report and tape to the wall.**

- **Page 55 Setup the Pollbook: Step 7**

At the **Windows Login Screen** select "ePollTAB" User. Password can be found in your Chief Binder EPB (Pollbook) codes section.



- **Page 56 Merlin key**

An adapter, with Backup Merlin Key (flash drive), will be issued for each pollbook to be connected for the entire day. Plug hand scanner directly to adapter of corresponding hand scanner.

Adapters are NOT tablet specific.

- **Page 65 Chief Duties, third bullet from bottom**

Maintain the Provisional Ballot Log throughout the day. No electronic (Tallypoint) log!

- **Page 71 How to Check in a Voter**

Step 1: Ask voter for ID. (If voter does not have valid ID use ID statement.)

Step 2: Locate voter's name on the pollbook.

Step 3: Ask voter for full legal name and current residence. (If voter states, "you have it in writing," continue with the check-in process.)

Step 4: Verify the information on the pollbook is correct. If address does not match pollbook, determine voter's eligibility. (Direct voter to chief if unsure.)

Step 5: State aloud the name of the voter only (do not say the address).

Step 6: Select the correct voter on the pollbook.

Step 7: Check the voter in on the pollbook.

Step 8: Give the voter a ballot in a privacy folder.

- **Page 76 Voter has brought ballot but wants to vote in person.**

The voter can surrender their ballot. The Pollbook Officer takes the ballot, checks in the voter, and gives the voter a new ballot. The officer should then take the surrendered absentee ballot to the Chief, **the Chief then places the ballot in Envelope 4.**

- **Page 77 Special ID Situation**

There is one type of Driver's License that is not acceptable because it is given only to non-citizens. It's called a Driver's Privilege Card. To identify this type of license, **you must see ALL the following –**

- (1) "Federal Limits Apply" in the top right corner,
- (2) "9" listed under Restrictions in the bottom middle of the license, and
- (3) on the back under Restrictions "Limited Duration."



If ALL 3 conditions are present, ask voter for another acceptable form of ID. They can use the ID Confirmation Statement if needed. If the voter is on the pollbook and acceptable ID has been presented they will vote on the machine.

- **Page 92 Provisional Voter – Voter not in Pollbook**

Voter is not in the pollbook - The voter can vote a Same-Day registration provisional ballot. Use the "Street File Lookup" option to determine if the voter is in the correct location.