LEBANON COUNTY ELECTION OFFICIALS
STEP-BY-STEP INSTRUCTIONS AND REFERENCE GUIDE
MUNICIPAL PRIMARY – MAY 21, 2019

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YOUR LOCAL ELECTION BOARD

Please note: Typically the sort of folks who volunteer their time to ensure that their local polling place is adequately staffed—i.e., you and the other members of your local election board—are also the sort of folks who care about their community and pay attention to the workings of government and politics. We all have opinions—often strong opinions—on the issues and candidates of the day. Feel free to air those opinions 365 days of the year. But on Election Day, when you are serving as a poll worker, it is essential that you conduct yourself in a non-political manner, both in action and appearance. Therefore, please note that the following is prohibited while serving as a poll worker at the polls on Election Day:

- Speaking for or against any party, candidate, or issue—even in a joking way—regardless of whether or not it is actually on the ballot
- Wearing any campaign paraphernalia
- Giving advice on who to vote for or what to vote for to anyone, even if you are asked by a voter
- Answering a voter’s questions, unless you are 100% certain you are correct. Otherwise please refer them to the Judge of Election.

JUDGE OF ELECTION: The Judge of Election is in charge of all Election Day activities and personnel inside the polling place (including the Constable or Deputy Constable). The Judge is responsible for picking up the supply box before Election Day (unless they designate that responsibility to someone else) and contacting the polling place prior to Election Day to ensure that the polling place will be accessible beginning at 6:00 a.m. on Election Day. The Judge is also responsible for opening and closing the voting terminals, for completing all paperwork, and for delivering the election supplies to the County Elections Office after the polls close.

INSPECTORS OF ELECTION: The Inspectors will normally manage the poll book(s) and/or the Numbered List of Voters tablet(s) and grant Voter Ready cards to the eligible voters. The Majority Inspector is so named as the Inspector receiving the most votes at the previous election for that position or assigned by the Director of Elections.

CLERK: A Clerk (or clerks) may be assigned to some of the larger voting districts and typically fills in the “Numbered List of Voters” tablet.

MACHINE OPERATOR(S): The Machine Operators are responsible for activating the voting terminal for each voter. The number of voting terminals determines the number of Machine Operators permitted.

ELECTION DAY CONSTABLES AND DEPUTY CONSTABLES: Some boroughs, townships, or wards have elected Constables who serve at the polls on Election Day. Although Constables may not perform any of the functions described for the positions above, they are responsible for “keeping the peace” at the polls on Election Day. The Constable serves at the direction of the Judge of Election and, if the Constable serves a full day at the polls, he or she should sign the pay sheet in order to be compensated. In some circumstances the Constable may appoint a Deputy Constable to serve in his/her place at the polls on Election Day. This appointment must be approved by the County Court of Common Pleas prior to Election Day and the Deputy Constable must be able to produce a certificate or court order to this effect. Under no circumstances are Deputy Constables appointed the day of the election either by the elected Constable or the Judge of Election.
SETTING UP THE POLLS AND OPENING THE VOTING TERMINALS

- Setup on the night before the Election if possible (but don’t break the seals until Election Day morning!). Setup the terminals so that the public or other voters CANNOT walk behind the voter or view the ballot. Also ensure that there is enough room at the ADA terminal so that an individual in a wheelchair can operate it. It is also a good idea to plug the terminals into the nearest AC outlet the night before (but no earlier than the night before), just to make sure they are all powered up for Election Day. Make sure the amber light inside the power cord casing (in the back of the booth) is on. This is also a good time to take care of posting all of the required voter info notices (see Step 13 on page 5).

- All poll workers are due at the polling place by 6:00 a.m. Election Day!
  1. Minority Inspector swears in the Judge and the Judge swears in the rest of the Board; ALL sign the Election Officers’ Oath (and the duplicate form)
  2. Judge breaks the seals on the terminals and records the seal numbers on the “General Returns iVotronic form” (as well as on the duplicate form)
  3. Pay sheets - All must sign – make necessary corrections. REVIEW to make sure everything is correct, including the amount and address! This is what will be paid!

- Opening the terminals must begin no later than 6:15 a.m. because the terminals must be ready to be voted on when the polls open at 7:00 a.m.

OPENING THE TERMINALS IN THE PRECINCTS BY THE POLL WORKERS

Step 1: Locate your Master PEB (it has a yellow band and is labeled as such)

Step 2: Insert the Master PEB into the voter terminal. The screen will warn you to keep the PEB inserted until the process is completed. It may take a few minutes. (If you think you might be tempted to remove the PEB before you are prompted to, put your hands in your pockets.)

Step 3: In the lower right hand corner of the screen you will see the progress bar displaying the status of the current processes.

Step 4: The terminal will then display the “Verify Polling Location” screen. If the polling location name is correct, select YES. If it is not correct, select NO and contact the Elections Office IMMEDIATELY.

Step 5: If “Yes” was selected the terminal will display the following message: “WARNING: Do not remove the PEB until notified. This process may take a few minutes.” (Again—hands in pockets!)

Step 6: After a few minutes, the terminal will eventually display the message: “You must remove the PEB now to continue opening the terminal”.

Step 7: Remove the Master PEB. The terminal will continue to open.
Step 8: The screen will then display: “Terminal opening successful. Insert PEB to print Zero tape or Press VOTE Button to exit.”

Step 9: If you have more terminals to open press the VOTE button and the screen will go blank; continue to open the remaining terminals, making sure to follow Step 10 (which covers the printing of zero tapes) only when you start opening the last terminal. **NOTE:** You will only print zero tapes when you have opened the last iVotronic terminal for your polling place.

Step 10: Open the last terminal the same way that you opened up all the other terminals, as described above in Steps 2 through 7; the only difference is at the end of the opening process, when the screen will display the message: “Terminal opening successful. Insert PEB to print Zero tape or Press VOTE Button to exit” (as mentioned above in Step 8). Because you want to print the zero tape on the last terminal, this time you want to re-insert the Master PEB to print the zero tape. When the report printing options are displayed on the screen, select “Print polling location zero tape now” and follow the instructions below:

a. The screen will instruct you on how to connect the printer to the terminal. Remove the printer, power cord, and data transfer cable from the printer box, and connect both the power cord and the data transfer cable into the printer at the appropriate places. Then connect the other end of the power cord into an AC outlet and the other end of the data transfer cable into the top of the terminal.

b. To turn on the printer, press and hold the small black button on the printer until the green light turns on. **NOTE** If the printer does not turn on using your finger, try using the tip of a closed pen to push the button.

c. Press the PRINT button on the terminal screen to print the Zero Tape. After the programmed number of tapes has printed (3), you will be asked “Do you want to print another?” If the desired number of tapes (3) has been printed, answer “NO.”

d. The terminal will then display the report printing options screen again. If you are through printing, select Done.

e. The terminal will then prompt you to turn off the printer; do so by pressing the small black button on the printer until the green light goes off. Then unplug the power cord from the AC outlet and the data transfer cable from the terminal, and place the printer, power cord, and data transfer cable back into the printer box, setting the box aside in a secure place (you will not need the printer supplies again until you close the polls).

f. The screen will then prompt you to press the screen to continue. Do so.

g. The lower right-hand corner of the terminal screen will then read: “Please remove PEB. Terminal is now open for voting.” At this point, remove the Master PEB.

Step 11: Store the Master PEB in the printer box until the polls close. (You won’t be using it again until you close the voting terminals at 8 p.m.)

Step 12: Have the appropriate election officials—Judge, Majority Inspector, Minority Inspector, and Clerk (if applicable)—sign the Zero Tapes; post one on the polling place door, place one in the A Envelope... (“Return Election Envelope”), and place one in the B Envelope (even though it isn’t listed on the outside of the B Envelope).
Step 13: **Post the following notices in the voting room (this may be done the evening before!):**

a. Three copies of the "General Information and Instructions" form (pink form)
b. Three copies of the "Notice of Prohibitions and Penalties" form (blue form)
c. Three copies of the "Notice of Voter's Rights" form (pink form)
d. One copy of the blue sample (specimen) ballot FOR EACH PARTY
e. The Absentee Voters List (Post this only the day of election!)
f. Posters or instruction sheets regarding provisional balloting and identification requirements
g. All other miscellaneous signs and instructions from the supply box; **DON'T FORGET ABOUT THE VOLUNTEER POLL WORKER SIGN-UP SHEET!**
   - Post one sign-up sheet at each poll book sign-in area
   - If your polling place has some current (or you are anticipating future) vacancies, here's your ticket to a FULL STAFF! This is really important!

- Judge of Election assigns Election Day duties (refer to page 2 of this manual, or the "Election Day Digest," if needed). **If there are any unexpected vacancies on the Election Board notify the Elections Office immediately!**

**NOTES ON THE JUDGE'S SUPPLY BOX AND POLL WORKER PAYSHEETS:**

- No one except the Judge of Election is to have access to this box

- In order to be paid, **each individual must sign the pay sheet** by his or her name

- When the Judge signs his or her name on the pay sheet at the end of the evening, he or she is attesting to the fact that the people listed on that pay sheet (who have already signed by their respective names) have fully completed their duties

- Judges: Please note that if anyone works who is not listed on the pay sheet (either as a last minute substitution, or a student poll worker whose information didn't make it onto the pay sheet in time), the poll worker's address and phone number must be listed by their name (so their paycheck can be mailed out), as well as the hours that they worked. Please print this information legibly! And don't forget that these poll workers need to sign the pay sheet by their names, as well.
Calibrating the iVotronic Touch Screen (Do it now AND do it later!!)

☐ 1. Press the VOTE button while inserting the PEB. The Terminal Menu is displayed.

☐ 2. In the middle of the Terminal Menu, highlighted in black, the terminal displays, "Press the VOTE button to calibrate the screen." Press the VOTE button.

☐ 3. The next screen confirms you want to calibrate the screen. Either “Press the VOTE button to calibrate the screen.” Or “Touch the screen to skip calibration.” Press the VOTE button.

☐ 4. To begin calibrating the screen press the center of the first small X displayed in the upper left hand corner of the screen. This target (X) will move around the outside and middle of the screen to help triangulate the calibration of every area of the touch screen. There are a total of 20 targets (X) to press.

☐ 5. When complete, the final step allows the user to test the calibration by having the user touch any area of the screen an X will appear under the user’s finger or stylus. If the X does not appear under the touch, recalibrate the screen.

☐ 6. When complete, press the VOTE button to complete the calibration.

☐ 7. You are returned to the initial calibration screen. Choose “Touch the screen to skip calibration.” You are returned to the Terminal Menu.

☐ 8. Remove the PEB from the iVotronic terminal

☐ 9. Power down the iVotronic terminal by pushing the VOTE button.

**The iVotronic Touch Screens should be calibrated throughout the day**

POLLING PLACE REGULATIONS

- **POLLS OPEN FOR VOTING AT 7:00 a.m.; the doors must be unlocked and opened at this time, and voters must be admitted to the polling place!**

1. Those individuals who are permitted Inside the Enclosed Area (10 feet surrounding the voter sign-in table(s) and the voting machines):
   a. Election Board
   b. Beginning of the line of voters

2. Those individuals who are permitted Outside the Enclosed Area:
   a. Additional voters waiting to vote
   b. Constable (usually placed within 10 feet of the voter sign-in tables with the Poll Watchers (see below) but as directed by the Judge of Election)
   c. **Poll Watchers**
      - Must have a current Watcher’s Certificate from the County Board
      - May be in attendance from when the polling place is being setup until when the counting of the votes is complete
      - There may only be one Poll Watcher per candidate in the polling place at any given time
      - Names of voters need to be announced clearly for their benefit
      - Poll Watchers may only inspect the “Numbered List of Voters” when there is no line and when the Judge gives them permission
• If a Poll Watcher interferes with the voting process, by word or by action, the Judge has the right to ask the Poll Watcher to leave
• REMEMBER: Poll Watchers MAY NOT ask a voter his or her name or ask to see ID

3. **Prohibited** from the polling room:
   • Candidates (unless they are in line to vote)
   • Electioneering; please note the following, however...
     (1) Wearing of **political or candidate buttons, tee shirts, hats, etc.** are not to be interpreted as "electioneering" and such items...are **permitted to be worn in the polling place** if the voter is in the process of exercising his or her right to vote
     (2) Political or candidate items are **not permitted** to be worn in the polling place by **election officials, poll workers, or poll watchers** (Greater access = Greater responsibility!)
     (3) **Voicing an opinion** in favor of or against any party, candidate, or ballot question, or voicing an opinion that could be interpreted as such, or **distributing literature...is prohibited** within the polling place

• **POLLS CLOSE AT 8:00 p.m.** However, any voters waiting in line to vote at 8:00 p.m. may vote; if there are voters waiting in line at that point, the Judge is to mark the end of the line at 8:00 p.m. by standing in line after the last eligible voter. See page 19 ("Voting after Scheduled Poll Closing Time") for instructions on how to activate ballots for voters still waiting in line to vote at 8:00 p.m.

**VOTING PROCEDURES**

• **VOTER CHECK-IN PROCEDURES**

  Step 1: Ask the voter to identify him or herself by name. A voter registration card does not assure eligibility—the voter's name **MUST** appear in the poll book. This is a primary election, therefore **only Democrats and Republicans will be in the poll book and can vote in this election in every precinct EXCEPT Cleona.** Cleona has a referendum questions therefore **ALL** voters can vote in the Primary in Cleona. Call the office if there is an issue with a voter.

  Step 2: Locate the voter's name in the poll book and confirm the voter's address with what is printed in the poll book. If you cannot find the voter's name in the poll book, follow the instructions for "Voter Check-in Exceptions" found in the next section (Section B-1) on page 7.

  Step 3: Repeat the voter's name (remember: you do **not** call out the political party anymore!) so that the Pol Watchers are able to hear the name. (Note the **SIGN**, which allows you to blame the Election Code for this!)

  Step 4: Cover the reproduced signature and point to where the voter is to sign. **(NOTE: If there is no signature by the voter's name—don't worry! That is a computer mistake and the voter should still be permitted to vote.)**

  Step 5: Compare the signatures.
Step 6: Write the name on the "Numbered List of Voters" tablet.

Step 7: In the poll book space marked "NO____", next to the signature, write the number that corresponds with the voter's name from the "Numbered List of Voters" tablet and place your initials on the line indicating "Insp. Init."

Step 8: Give the voter a Voter Ready card and direct them to a holding area within the Enclosed Area where they will wait until they are escorted to a terminal to vote by a Machine Operator (see "Machine Operator Instructions" in Section C on page 11, if necessary). The Voter Ready card will indicate the correct party affiliation (D and R only) since this is a Primary. Cleona will have a 3rd card for 3rd party and independent voters with just the ballot question.

VOTER CHECK-IN EXCEPTIONS

- VOTER'S NAME CANNOT BE FOUND IN THE POLL BOOK
  
a. If the voter's name cannot be found in the poll book, check the alphabetical "PA Street List" found in the supply box. Please note: while the "Street List" is easier to navigate than the poll book and thus may be helpful in locating a voter's name, finding the person's name in the "Street List" alone is not enough to permit him or her to vote. However, if the name is found in the "Street List," most likely the person is registered and you should take a closer look at the poll book. REMINDER: This primary election is for Democrat and Republican voters only, there is no ballot or referendum questions in 59 of 60 precincts. Only Democrats or Republicans will appear in the poll book unless you work in the Cleona precinct and all registered voters will appear.

b. If a person cannot be found in the ordinary alphabetical sequence in the poll book, check the very back of the book (after the Zs) to see if he or she was added there manually by Elections Office staff. If the person's name is there, he or she is registered in your district and must be permitted to vote, following all the same instructions listed earlier on page 7 (recording the voter's name on the "Numbered List of Voters" tablet, recording this number and initialing by the voter's name in the poll book, etc.)

c. If the name cannot be found anywhere in the poll book, call the Voter Registration Office (717-228-4428) immediately. Have the voter with you in case we need to ask him or her a question. If the individual is determined to be eligible to vote in your district by the Voter Registration Office, follow the same instructions listed earlier on page 7 (recording the voter's name on the "Numbered List of Voters" tablet, etc.), but be sure to go to the very back of the poll book (after the Zs) and print the voter's name and address and have the voter sign there. Also be sure to record there the "Voter Authorization Number" provided by the Voter Registration Office. Remember: Under no circumstances may an ineligible person be permitted to vote on a voting terminal.
• ADDRESS OR NAME CHANGES – Do not make any changes or marks in the poll books indicating deceased or moved voters or voter name changes.

a. All voters are entitled to vote one final time in their old voting district prior to changing the address at which they are registered to vote, even if the voter has actually moved from that address already. If the voter indicates that he or she has moved when the poll worker attempts to confirm his or her address (see Step 2 on page 7), ask the voter to complete and sign Sections A and C of an “Affirmation of Elector” form (these forms are located in the supply box). Then permit him or her to vote as usual, following the same instructions listed earlier on page 7. Completed forms are returned to the County Elections Office at the end of evening in the envelope marked “Affirmation of Electors.” Please note:

- If the voter has moved from one location to another within Lebanon County, this will revise his or her address for the future.
- However, if the voter has moved to a different county, it will not. In this instance, be sure to give the voter a voter registration form; while the “Affirmation of Elector” form will cancel this voter in Lebanon County for future elections, he or she will be responsible for submitting the voter registration form to his or her new county in order to be registered to vote there in future elections.

b. If a voter has changed his or her name (usually through marriage) but the change is not reflected in the poll book, have the voter fill out one of the voter registration forms found in the supply box. Return these completed voter registration forms to the County Elections Office by placing them in the envelope marked “Affirmation of Electors” at the end of the evening. However, the voter must still sign the poll book the way his or her name appears in the poll book.

c. Please note: if a voter moves within Lebanon County and changes his or her name, he or she would be required to complete both an “Affirmation of Elector” form and a voter registration form.

• INACTIVE VOTERS – If the words “INACTIVE: AFFIRM REQ” appear in the voter’s signature block, the voter must sign in the applicable space by their name in the poll book and must complete and sign Sections B and C of an “Affirmation of Elector” form (which are found in the supply box). These completed forms are returned to the County Elections Office at the end of the evening in the envelope marked “Affirmation of Electors.”

• ASSISTED VOTERS

a. If a letter code appears as a notation by the voter’s block in the poll book (such as “PD” (for “physically disabled”), “VSL” (for “visually impaired”), and “OT” (for “other disability”)), the voter is eligible to receive assistance and does not need to fill out the “Declaration for Assistance” form. However, the voter’s name, reason for assistance, and name of the person furnishing the assistance must still be entered onto the “Record of Assisted Voters” (which is found in the supply box).
b. However, voters who need assistance do not need to have it indicated in the poll book. In a circumstance such as this, see the directions below:

(1) Ask the voter to fill out a “Declaration of the Need for Assistance to Vote” certificate (which also is found in the supply box)
(2) Fill out the “Record of Assisted Voters” with voter’s name, reason for assistance, and name of the person furnishing the assistance
(3) Allow the voter to vote with assistance

c. Note: The voter may choose whomever they want to have assist them with the following exceptions: the Judge of Election, a candidate, the voter’s employer, or an officer of the voter’s union.

- ABSENTEE VOTERS WHO SHOW UP AT THE POLLS TO VOTE – You will know that an absentee ballot has been issued to (although not necessarily voted and returned by) the voter because the poll book will indicate “ABSENTEE” in the voter’s signature block. To see if an absentee ballot was returned for this voter, consult the Absentee Ballot List.

a. If the Absentee Ballot List indicates that an absentee ballot was issued for this voter BUT NOT RETURNED, allow the voter to sign-in the poll book as usual and permit him or her to vote on a voting terminal.

b. However, if the Absentee Ballot List indicates that an absentee ballot was issued AND RETURNED, do the following:

(1) Locate the voter’s unopened absentee ballot in the large manila Absentee Ballot Return Envelope
(2) Mark “VOID - VOTED IN PERSON” on the voter’s unopened white absentee ballot envelope
(3) Have the voter sign the green slip titled “Temporary Registration Card – This voter has been issued an Absentee Ballot” and attach to the voter’s unopened and voided absentee ballot envelope
(4) Allow the voter to sign-in the poll book as usual and permit him or her to vote on a voting terminal
(5) Return all unopened, voided absentee ballots and the attached forms to the County Elections Office in the manila Absentee Ballot Return Envelope at evening’s end, noting on the Absentee Ballot Return Envelope the number of absentee ballots marked “VOID”

- VOTERS REQUIRED TO PRODUCE IDENTIFICATION

a. All voters appearing to vote in your voting district for the first time, regardless of registration history, are required to produce identification. There will be a message in the poll book indicating this: “ID REQUIRED.”

b. Acceptable forms of identification include: Valid voter registration card, driver’s license, passport, government (including military) ID card or a student or employee identification card. For questions about other acceptable forms of identification (including both photo and non-photo ID), please check the HAVA poster. (Note: for forms of non-photo ID, the name and address of the voter must match this info as it is found in the poll book.)
c. At the end of the night, make sure that the Judge, Majority and Minority Inspectors, and Clerks sign the “Affidavit of Voter Identification” and return this form to the County Elections Office in the A Envelope.

PROVISIONAL BALLOTS

d. You must call the Voter Registration Office at 717-226-4428 for approval before issuing a provisional ballot.

e. Provisional ballots are issued to those voters who are unable to provide proof of registration in a voting district but who are willing to sign an affidavit that he or she is registered to vote in that district. This may include voters who claim to be registered in the district, but:

(1) The voter’s name is not found in the poll book and cannot be verified by the Voter Registration Office
(2) The poll book indicates that the voter must show identification, but the voter is unable to produce proper ID (review the HAVA poster)
(3) The voter claims to be affiliated with a different political party than the political party listed in the poll book for that voter

f. Voters who vote by provisional ballot may not sign the poll book.

INSTRUCTIONS FOR PROVISIONAL BALLOTS:

Step 1: The Judge of Election and the Minority Inspector witness the voter complete the provisional voter affidavit on the back of the larger green envelope. These election officials will then sign the affidavit.

Step 2: Along with this (larger green) provisional ballot envelope, issue the voter a provisional ballot and secrecy envelope. Be sure to give the voter a provisional ballot for the party they claim to be registered with! Direct the voter to the place where the privacy booth has been set up.

Step 3: After voting, the voter should place the ballot in the secrecy envelope and place that envelope in the (larger green) provisional ballot envelope and sign the front of that envelope. Everything is returned to the Judge of Election, who will check all boxes that apply to this specific provisional ballot on the bottom portion of the front of the envelope.

Step 4: The Judge of Election will give the attached receipt to the voter. Further voter instruction is on that receipt.

Step 5: The Judge of Election will return all voted provisional ballot materials to the County Elections Office in the white and green envelope marked “Provisional Voting – Return Envelope.” At the end of the evening the Judge needs to fill in all blank No._____ spaces on this white and green envelope based on the number of provisional ballots voted and returned unvoted. The envelope must then be signed by the Judge and the Minority Inspector, and returned with Envelopes A, C, and Absentee Return to the County Election staff at the end of the night.

NOTE: PROVISIONAL BALLOTS MAY NOT BE COUNTED AT THE POLLS.
MACHINE OPERATOR INSTRUCTIONS

Step 1: Collect the Voter Ready card from the voter. This card indicates that the voter has signed the poll book after being judged eligible to vote by the Inspectors at the sign-in table.

Step 2: The poll worker escorts the voter to an available voting terminal. If there are any items left by the previous voter in the voting booth (e.g., campaign literature) this should be removed before the ballot is loaded for the next voter.

Step 3: The poll worker must activate a ballot for each voter. To do so, the poll worker inserts the red Supervisor PEB (which is always in the poll worker’s possession) into the voting terminal. DO NOT REMOVE THE PEB until prompted to do so by the voting terminal screen.

Step 4: The terminal screen will then prompt the poll worker to “Please Remove Supervisor PEB”. Do so.

Step 5: Although all actions on the voting machine are now done solely by the voter, the poll worker’s job isn’t finished. Actually, it begins his or her most important job, which is informing the voter of what to expect:
- The voter will need to select English or Spanish on the language-selection screen
- The instruction screen: when this is reviewed, the voter should press the yellow “Go to Ballot” button at the bottom of the screen
- When all votes have been cast, the voter needs to scroll through and examine the review screens to see how they have voted
- When the review screens have been scrolled through, the voter will need to press the flashing red “VOTE” button at the top of the terminal or the green “CAST BALLOT” button on the screen.
- The voter then confirms the vote by pressing the “VOTE” button again (or the confirmation button on the screen), when prompted
- Remind the voter that only when their screen reads: “Your vote has been cast” and matches the color poster inside their voting booth are they done voting; also, let them know they can ask you for help at any point in the process, if necessary

Step 6: At this point the poll worker must leave the voter to vote in private. However, after the poll worker has returned the “Voter Ready” card to the sign-in table so that it can be reused; he or she should be available to help any voters who may have questions. A poll worker may not, however, go back behind the voting booth to help a voter with a problem. (See page 14 for a more detailed screen-by-screen description of what the voter is seeing from his or her perspective.)
MACHINE OPERATOR INSTRUCTIONS FOR THE ADA VOTING TERMINAL

Each polling place has one ADA (handicapped-accessible) voting terminal. While this voting terminal contains the same regular (visual) ballot as found on all other voting terminals in the polling place, it also has an audio ballot that can be activated to allow visually-impaired voters to vote without assistance. To activate a ballot on the ADA terminal (whether for a regular (visual) ballot... ...or for an audio ballot) insert the Supervisor PEB into the voting machine, as usual. The next step depends on which type of ballot is desired by the voter:

1. **If the voter desires a regular (visual) ballot,** the process is not very different from the procedure for activating a ballot on any other voting terminal. After the PEB has been inserted an instruction screen gives the poll worker the option of removing the PEB to activate a regular (visual) ballot or pressing the diamond-shaped button at the bottom of the voting machine to activate an audio ballot. **To activate a regular (visual) ballot simply remove the PEB** and leave the voter to vote in private, as usual.

2. **To activate an audio ballot for a visually-impaired voter,** however, the poll worker needs to plug the headset for the voter into the lower-right side of the terminal and then press the diamond-shaped button at the bottom-center of the terminal. When prompted on the screen to remove the PEB, do so. The screen will then display the message: “Audio Assisted Ballot is Selected” and from this point on all instructions will be communicated to the voter through the headset. Offer the voter a chair (it will take approximately 30 to 45 minutes for the voter to complete the audio ballot) and the Braille Instruction Book (found in the supply box) and permit the voter to vote in private. (See page 16 for a more detailed description of what the voter encounters from his or her perspective when voting with an audio ballot.)

**Please note:** the ADA voting terminal MAY BE USED AND SHOULD BE USED for BOTH regular (visual) ballots AND audio ballots throughout the day

CANCELLED BALLOTS

Ballots may need to be cancelled for a number of reasons, such as:

1. The audio ballot was mistakenly activated on the ADA voting terminal
2. The voter has mistakenly selected a ballot language he or she cannot read
3. The voter has left without completing his or her ballot (the “fleeing voter”)

**INSTRUCTIONS FOR CANCELLING A BALLOT:**

Step 1: The poll worker serving as Machine Operator should get the Judge of Election (and if the Judge is of the same political party as the poll worker, preferably another poll worker of a different political party, as well) to return with them to the voting terminal.
Step 2: **Reinsert a Supervisor PEB** into the voting terminal. The screen will display the message: “Last ballot was not cast.” Options are “Cast Blank Ballot” or “Cancel Ballot”. **Select “Cancel Ballot”**.

Step 3: The next screen will ask to confirm the previous choice and select either YES or NO. If cancelling the ballot, select the reason why the ballot is being cancelled from the list.

Step 4: The screen will then display the cancellation reason you chose; select “proceed with vote cancellation.”

Step 5: **Remove the Supervisor PEB** from the terminal when prompted.

Step 6: The Judge will then **tally each cancelled iVotronic ballot**, as well as recording the Time and Circumstances/Reason for Cancellation, on the (somewhat new) “Listing of Cancelled iVotronic Ballots” form (see Appendix on page 27) found in the supply box. Then, at the end of the evening, you will need to record the total number of cancelled iVotronic ballots you tallied on both copies of the General Returns iVotronic form. And—**this is important**—be sure to return the completed “Listing of Cancelled iVotronic Ballots” in the **A Envelope**.

Step 7: While the Judge is busy with Step 6, what the Machine Operator is simultaneously doing depends on why the vote was cancelled:

a. **If the voter is still present** (for example, the audio ballot was activated by mistake on the ADA terminal or the wrong language was chosen by the voter) activate another ballot for the voter (as you would for any other voter) and **allow the voter to vote**.

b. **If the voter leaves before completely casting his or her vote** (the “fleeing voter”), by State law **the voter is not permitted to return to vote** once he or she has left the polling place. (An open ballot left unattended (no screen activity) will begin “chirping” after a set amount of time—this is typically how a Machine Operator realizes that a voter has left prematurely.)

**VOTER INSTRUCTIONS**

These instructions are from the voter's perspective once they enter the voting booth. However, they should be reviewed by all poll workers so that they may better assist the voter with any questions that arise.

Step 1: The voter is escorted to the voting terminal by a Machine Operator. Once the Machine Operator has activated the voter's ballot, he or she will leave the terminal to ensure the voter's privacy while voting.

Step 2: The first screen will prompt the voter to select an English-language ballot or a Spanish-language ballot. The voter should select the language of his or her choice.
Step 3: The next screen will be the instructions. The voter should review these before looking for the yellow button at the bottom of the screen indicating “Go to Ballot”. When the voter presses this yellow on-screen button the ballot will appear.

Step 4: The voter should then make their selections by touching the name of each candidate on the screen for whom they wish to vote. Use the “Next” and “Back” buttons to navigate between multiple ballot pages.

Step 5: Continue on to the review pages to review all selections. Touch the applicable contest or candidate on the screen to make any changes.

Step 6: After reviewing the review pages, the voter casts their vote by going to the top of the terminal (above the screen) and touching the flashing red “VOTE” button or the “VOTE” button on the screen.

Step 7: The final screen will ask the voter to press the “Confirm” button on the screen or to again press the “VOTE” button at the top of the terminal to finish casting the ballot. To make further changes the voter should press the “Return to Ballot” button on the screen.

Step 8: Only when the screen reads: “Your ballot has been cast. Thank you for voting” has the voter actually finished voting.

WRITE-IN PROCEDURES FOR VOTER

These instructions are from the voter’s perspective once they enter the voting booth. However, as voters often ask poll workers about the procedure for casting a write-in vote, these instructions should be reviewed by all poll workers so that they are better able to assist the voter with any questions that may arise.

Step 1: To cast a write-in vote, the voter must press the Write-In button for the chosen office on the voting terminal screen.

Step 2: A keyboard will appear on the voting terminal screen and the voter should press the applicable letters to spell out the name they wish to write-in, using the “Space” bar and the “Backspace” bar as necessary.

Step 3: When finished, the voter should press the “Accept” button to submit the write-in name or the “Cancel” button to delete the write-in name.

Step 4: If “Accept” was selected, the write-in name will appear under the office chosen. (If “Cancel” was chosen, the name will not appear.)

Step 5: To change or cancel a write-in name that was submitted, a voter must press the name to deselect it and start again or continue voting.
VOTER INSTRUCTIONS FOR VOTING WITH AN AUDIO BALLOT

These instructions are from the voter’s perspective once the audio ballot has been activated. However, they should be reviewed by all poll workers so that they are better able to assist the voter with any questions that may arise.

Step 1: The voter begins by selecting the language of his or her choice by pressing the diamond-shaped button.

Step 2: After listening to the instructions, the voter presses the diamond-shaped button to begin voting.

Step 3: To move from contest to contest, the voter uses the arrow-shaped buttons to move through the contest titles.

Step 4: To vote in a contest, the voter locates the contest and presses the diamond-shaped button. The first candidate or selection will be read.

Step 5: The voter also uses the up and down arrow buttons to move from one candidate or write-in selection to the next within a specific office.

Step 6: When the voterlocates the candidate/selection of his or her choice, the voter presses the diamond-shaped button to vote for that candidate/selection. As on the regular (visual) ballot, the voter may change his or her vote at any time up until the ballot is actually cast.

Step 7: To move to the next contest, the voter uses the down arrow button to scroll through the remaining selections in the current contest.

Step 8: When the voter reaches the end of the ballot, he or she will automatically enter “Summary Ballot Mode,” which is the review section. The voter uses the arrow buttons to navigate through the review section and the diamond-shaped button to change or deselect a particular selection previously-made.

Step 9: When the review section of the ballot is completed, the voter will be prompted to press the flashing red “VOTE” button at the top-center of the terminal in order to cast his or her vote.

NOTE: When scrolling through contests, candidates, or the audio alphabet for write-ins, it is not necessary for the voter to wait for the entire voice file to play before proceeding to the next option. The voter may press the arrow buttons several times to “skip ahead” to get to a desired contest, candidate, or alpha character.

EMERGENCY BALLOTS

Emergency ballots are not to be opened unless you are directed to do so by the County Elections Office. **ONLY FOLLOW THE INSTRUCTIONS ON THE FOLLOWING PAGES IF INSTRUCTED TO DO SO BY THE COUNTY ELECTIONS OFFICE!**
EMERGENCY BALLOT INSTRUCTIONS:

1. Close the doors on the voting booths for any iVotronic voting terminals that are not currently working. The closed doors on these booths will act as “tables” on which voters can vote with paper emergency ballots.

2. Open up the plastic bag and remove the emergency ballots. Place the paper emergency ballots at the sign-in table where they can be distributed by either the Majority or Minority Inspector.

3. When a voter signs the poll book, if any of the iVotronic terminals are still working, give the voter the option of voting on one of the working iVotronic terminals or voting with a paper emergency ballot.
   a. **If the voter chooses to vote on a still-working iVotronic terminal,** hand them a “Voter Ready” card and they will wait for an available working terminal, just as they usually would. When a working terminal opens up, the voter will then be escorted by the Machine Operator to that terminal, who will then take their “Voter Ready” card, activate the ballot for the voter with the PEB, and let them vote as they usually would.
   b. **If the voter chooses to vote with a paper emergency ballot,** either the Majority or Minority Inspector (whomever the Judge gives this responsibility to) will hand them a paper emergency ballot and the voter will wait until either the privacy booth or a non-working iVotronic booth becomes available. (There is no need to give a “Voter Ready” card to a voter choosing the paper emergency ballot.) Once a non-working iVotronic or the privacy booth becomes available, a Machine Operator will take the voter there and allow them to vote their ballot there. (To maintain order in the enclosed area, the number of paper emergency ballots being voted at any given time should not exceed the total number of non-working iVotronic booths plus the privacy booth. Just because some terminals are not working doesn’t mean that the process should turn into a paper ballot free-for-all. And just as voters who would have signed the poll book would wait in the enclosed area until a terminal is available in normal conditions, so too should voters who have chosen to vote with a paper emergency ballot wait until an available non-working iVotronic booth or the privacy booth has opened up before starting to vote their ballot. We can’t have everyone with a paper emergency ballot in their hands using the walls as a desk to vote, and just as in normal circumstances, voting may only occur in the enclosed area.)
   c. The plastic bag in which the manila emergency ballot envelope came to you will need to initially serve as a temporary “ballot box.” Once paper emergency ballots are issued, a poll worker should be designated to have the plastic bag in his or her possession, and this should be visible to all voters. When an individual has completed voting a paper emergency ballot, they should fold the ballot once and place the ballot into the plastic bag being held by the designated poll worker. Obviously, the plastic bag is only so large and will only be able to hold a limited number of ballots; however, your rover will be dispatched to you with a **Collapsible Aluminum Ballot Box.** When the Aluminum Ballot Box arrives, you and the rover will need to follow the instructions to set it up. The already-voted paper emergency ballots, placed thus far in the plastic bag, will need to be transferred to the now-setup Aluminum Ballot Box, the lid closed, and secured with the lock that will come with the ballot box. From this point on, all voted paper emergency ballots will be placed by the voter through the slot into the Aluminum Ballot Box.
d. If more than 50% of the iVotronic terminals eventually become workable again, paper emergency ballots are to then be NO LONGER OFFERED. The unused paper emergency ballots should be put back into the plastic bag in which you originally received them and all voted paper emergency ballots should remain in the Aluminum Ballot Box, in a secure location, to be counted at the main office.

e. Note the total number of paper emergency ballots cast and record this on both of your “General Returns iVotronic” forms (there is no line to record this currently, so please write this in as “Emergency Ballots” and record the number under the “Ballot” column as line #4).

f. Place all unused emergency ballots in the plastic sealed bag in which you originally received them. At the end of the evening, then, return the Ballot Box (containing the voted emergency ballots), and the plastic bag containing the manila envelope of unused emergency ballots, back to the County Elections Office.

ELIGIBLE VOTERS VOTING AFTER SCHEDULED POLL CLOSING TIME

Step 1: When the voting terminal’s internal clock reaches the pre-programmed official poll closing time (8:00 p.m.) and a PEB is inserted, the screen will display the Close Option Menu. ONLY IF qualified voters are still waiting in line should the Machine Operator select the box next to “Exit This Menu” to activate a ballot for the voter.

Step 2: Let the voter cast his or her vote as usual.

Step 3: The Close Option Menu will come up each time a PEB (Supervisor or Master) is inserted past the scheduled poll closing time. Select “Exit This Menu” each time to activate a ballot for each qualified voter who was in line at 8:00 p.m. so that they may be allowed to vote.

CLOSING THE POLLS – 8:00 p.m.

- THOSE WHO MAY BE PRESENT

  - Inside the Enclosed Area
    a. Judge of Election
    b. Majority and Minority Inspectors
    c. Clerk and Machine Operators

  - Outside the Enclosed Area
    a. Constable
    b. Poll Watchers
    c. Candidates (but not until the last qualified voter has finished voting!)
CLOSING THE VOTING TERMINALS

When the poll closing time is reached and all voters have voted, put away the Supervisor PEBs (into the plastic bag in which you received them) and follow the steps below to close each terminal:

Step 1: Remove the Master PEB from the secured location, and insert the Master PEB into the first voting terminal.

Step 2: When the terminal displays the Close Option Menu, select “Close the Polls.”

Step 3: The terminal will then display the following message: “WARNING DO NOT REMOVE PEB...Please wait...This process may take a few minutes.” (Remember—hands in pockets!)  

Step 4: When the terminal displays the message: “You must remove the PEB now to continue closing the terminal,” Remove the Master PEB ONLY at that point. The terminal will then continue to close.

Step 5: The screen will eventually display the message: “Terminal Closing is Complete.” Touch the screen and the terminal will power down.

Step 6: Continue closing all terminals following steps 1-5 until all terminals are closed.

PRINTING THE RESULTS TAPES

Step 1: After closing the last terminal (using steps 1-5 as detailed above in the “Closing the Voting Terminals” section) insert the Master PEB again into the last terminal. When the terminal screen eventually displays the message: “Print totals now?” press the box next to YES. The terminal will then read: “Warning do not remove PEB...Please wait...This process may take a few minutes.”

NOTE: If all terminals that were opened earlier in the day have not been closed, a message will appear specifying the yet-to-be-closed terminal(s). Take the Master PEB and find the yet-to-be-closed terminal(s) and insert the Master PEB; then follow Steps 1-5 from the “Closing the Polls” section. When this terminal has been closed, this is the new last terminal and you will print the results tapes from this terminal. Follow the “Print totals now?” instructions above in Step 1, and then go on to Step 2 below.

Step 2: The terminal will eventually prompt you with instructions for setting up the printer. Set it up just like you did when opening the polls:

a. Remove the printer from its box, along with the power cord and the data transfer cable, and connect both the power cord and the data transfer cable into the printer at the appropriate places. Then connect the other end of the power cord into an AC outlet and the other end of the data transfer cable into the top of the machine.
b. To turn on the printer, **press and hold the small black button** on the printer until the green light turns on. If the printer does not turn on using your finger, try using the tip of a closed pen to push the button.

Step 3: **Press the PRINT button** on the terminal screen to print the Results Tapes.

Step 4: When the predetermined number of Results Tapes have been printed (4), the screen will display the message: "Do you want to print another?" **When finished, select “NO.”**

Step 5: **Turn the printer button OFF.** Disconnect the printer, power cord, and data transfer cable, and place these items back in the printer box.

**NOTE:** Store your printer box with the closed-up voting terminals at the end of the night...these supplies are picked up later in the week by County Maintenance staff.

Step 6: **Press the iVotronic screen to continue.** A message will be displayed reading: “Do you want to re-collect this terminal?”

Step 7: **Select NO.** A message in the lower left corner will now display: “Please remove PEB. Re-collection not chosen.”

Step 8: Have the appropriate poll workers sign the Results Tapes and then:
- Place **One copy** of the Results Tape collected from all terminals in Envelope A (Election Return Envelope)
- Place **One copy** of the Results Tape collected from all terminals in Envelope B (Minority Inspector Envelope)
- Place **One copy** of the Results Tape collected from all terminals in Envelope C (Elections Office Drop-Off Envelope)
- One copy of the Results Tape collected from all terminals is to be posted at the polls; **THIS IS IMPORTANT!!!**

**ABSENTEE BALLOT INSTRUCTIONS**

Absentee ballots are found in the unsealed **Absentee Voting Return Envelope** inside a plastic sealed zipped bag along with the Absentee Voters List. (For smaller precincts this sealed bag may be the same as the one in which the poll books are contained, and for larger precincts this will be a separate sealed bag found within the canvas carry bag.) **The absentee ballots will be counted at the Election office. We will NO LONGER hand count absentee ballots.**

**IT IS A VIOLATION OF ELECTION LAW FOR ANYONE OTHER THAN THE LOCAL BOARD TO HANDLE THE ABSENTEE BALLOTS AT THE POLLS!**
Step 1: Examine the Absentee Voters List. This list represents the voters who applied for an absentee ballot, but in some cases the voter may not have returned the voted ballot. If a voter on this list voted in person and returned a voted absentee ballot, the absentee ballot envelope should be marked “VOID - VOTED IN PERSON” (see directions on pages 9-10 regarding Absentee Voters who vote at the polls).

Step 2: If poll workers have knowledge of an absentee voter who returned a voted absentee ballot but who died sometime prior to 7 a.m. on Election Day, mark the envelope “VOID – DECEASED.”

Step 3: Announce the names loud enough for Poll Watchers to challenge. Challenges may be made on the following grounds:
   c. The absentee is not a qualified voter
   d. The absentee voter was in the municipality during the time the polls were open
   e. The absentee voter was physically able to come to the polls

Step 4: If there is a challenge:
   a. A deposit of $10.00 cash must be made by the challenger
   b. A poll worker should mark the ballot “Challenged”
   c. The challenger must fill out the “Challenge of Absentee Elector” form that is found in the supply box
   d. Attach the form to the unopened absentee ballot envelope and return along with the $10.00 deposit in the Absentee Voting Return Envelope

Step 5: Place all unopened absentee ballot envelopes for those voters who voted at the polls (along with any applicable “Temporary Registration Cards”), died prior to the opening of the polls, or were challenged (along with any applicable “Challenge of Absentee Elector” forms or cash deposits for challenges) in the Absentee Voting Return Envelope.

Step 6: After all names have been read and any challenges addressed, open the outside envelopes and set aside the inside (privacy) envelopes.

Step 7: Shuffle all the inside (privacy) envelopes.

Step 8: Open the inside (privacy) envelopes, remove the absentee ballot and unfold them.

Step 9: Place the open privacy envelope, the unfolded absentee ballots, and the Absentee Elector’s Declaration inside the Absentee Voting Return Envelope and complete the form on the outside of the envelope.

Step 10: The results of each precincts absentee ballot results can be found on the Lebanon County website once all the ballots are counted on Election night.
• Complete and sign both **GENERAL RETURNS iVOTRONIC** forms, noting:
  ▪ Total number of Absentee Ballots Received
  ▪ Total number of Absentee Ballots that were voided
  ▪ Total number of Ballots that were Cancelled in iVotronic
  ▪ If necessary, the Total Emergency Ballots Voted – You will have to create a line #4 for this, as this line does not currently exist on the General Returns iVotronic form
  ▪ Total Provisional Ballots Voted
  ▪ Signed Statement
  ▪ Seal Numbers Before Polls Opened
  ▪ Seal Numbers After Polls Closed

**FINAL DUTIES BEFORE LEAVING THE POLLING PLACE**

• **ONLY when all the voting terminals have been closed and the Results Tapes printed**, cut the seal at the top of each voting terminal and **PULL OUT THE FLASH CARD**. Place the flash cards in **Envelope C-1 (Flash Card Return Envelope)** and then place the smaller **Envelope C-1 into the larger Envelope C (Elections Office Drop-Off Envelope)**.

• Also place the following additional items into **Envelope C (Elections Office Drop-Off Envelope)**: the Master PEB, one Results Tape, the Pay sheet. Be ready to hand **Envelope C** over to the Elections Office staff at the table outside the County Elections Office upon returning to the Elections Office when returning the rest of your materials at the end of the evening.

• Close the terminals’ doors and seal each booth by placing one of the numbered seals from the supply box through the holes at the bottom of the doors. **Press the green latch on the right side of the machine while holding the display so it doesn’t drop, then gently fold up the terminals and place them where they were delivered along with the printer (in its box), any permanent signage, and any electrical cords.**

• Ensure all clutter is picked up and the room is put back how you found it.

**RETURN ENVELOPES AND POSTING CHECKLIST TO COUNTY ELECTIONS STAFF LOCATED AT THE TABLE OUTSIDE THE ELECTIONS OFFICE**

**All supplies must be returned in the following manner:**

• **ENVELOPE A (Used to Certify the Election) must be sealed – THIS ENVELOPE WILL NOW BE RETURNED** (along with the C Envelope, Absentee Ballot Voting Return Envelope, and Provisional Return Envelope))
  a. One Results Tape
  b. One Zero Tape
  c. One General Returns iVotronic sheet, completed and signed (**not listed on the outside of Envelope A, but still needed here!**)
  d. **ENVELOPE A-1 – One Numbered List of Voters**
  e. **ENVELOPE A-2 – One Oaths of Election Officers**
f. ENVELOPE A-3 – One Record of Assisted Voters
g. Signed Affidavit of Voter Identification (NOTE: this single-page form goes here, NOT in the “Affirmation of Electors” envelope!)
h. One Listing of Cancelled iVotronic Ballots (not listed on the outside of Envelope A, but still needed here!)

- **ENVELOPE B (Kept by the Minority Inspector for one year)**
  a. One Results Tape
  b. One Zero Tape (not listed on Envelope B, but still needed here!)
  c. One General Returns iVotronic sheet, completed and signed (not listed on the outside of Envelope B, but still needed here!)
  d. ENVELOPE B-1 – One Numbered List of Voters
  e. ENVELOPE B-2 – One Oaths of Election Officers

- **ENVELOPE C (Elections Office Drop-Off Envelope)**
  THIS ENVELOPE MUST BE RETURNED (along with the A Envelope and the Absentee Ballot Voting Return Envelope and the Provisional Return Envelope)
  TO COUNTY ELECTIONS STAFF LOCATED AT THE TABLE OUTSIDE THE ELECTIONS OFFICE
  a. Master PEB
  b. One Results Tape
  c. Pay sheet, completed and signed by ALL poll workers
  d. ENVELOPE C-1 – Flash Card Return Envelope

- **ORANGE PROVISIONAL BALLOT BAG**
  a. All blank Provisional ballots received from the Elections Office
  b. All unused green provisional ballot envelopes
  **Any voted Provisional Ballots should NOW be returned in the Provisional Return Envelope to the County Elections staff located at the Table outside the Election Office**

- **ABSENTEE VOTING RETURN ENVELOPE (make sure to complete the form on the envelope!) – **THIS ENVELOPE WILL NOW BE RETURNED** (along with the A Envelope and the C Envelope and Provisional Return Envelope) TO COUNTY ELECTIONS STAFF LOCATED AT THE TABLE OUTSIDE THE ELECTIONS OFFICE
  a. Voted Absentee Ballots unfolded from privacy envelope
  b. Outside Envelopes containing affidavits and addresses from the voted Absentee Ballots
  c. Voided Absentee Ballots in their original envelopes
  d. Any signed green “Temporary Registration Cards” attached to voided absentee ballots of voters who voted at the polls
  e. Challenged Absentee Ballots, Challenge Forms, and Fees

- **AFFIRMATION OF ELECTORS ENVELOPE** – All completed Affirmation of Electors forms and completed Voter Registration forms.
• **SUPERVISOR PEBs** – Place all red-banded, non-master PEBs in the PEB bag and return the PEB bag in the supply cart

• **POSTED OUTSIDE POLLS**
  a. One Total Results Tape

*Judge of Election returns all supplies to the County Elections Office A.S.A.P.*!

• When arriving at the table setup outside the County Elections Office, be ready to hand to Elections Office Staff the following envelopes: **ENVELOPE A (Election Return Envelope), ENVELOPE C (Elections Office Drop-off Envelope), ABSENTEE VOTING RETURN ENVELOPE, AND PROVISIONAL RETURN ENVELOPE**

• All other miscellaneous items and all other envelopes are to be packed inside the supply box or in the supply cart. (PLEASE BE SURE NOT TO OVERSTUFF THE SUPPLY BOX...THAT'S WHAT THE SUPPLY CART IS FOR!) All supplies (with the exception of the voting terminals, printers, electrical supplies, chairs, tables, and signage) must be returned to the County Elections Office Election night!

• Make sure the polling location is CLEAN on the way out! Please make sure the area is the way you found it. Report any spills or issues to the polling location contact and the Voter Registration Office.

**REMINDER** – There is a ramp available at the back entrance, just hit the buzzer if there is not a security guard at that entrance. We have been told that there will be a security guard at both entrances. Security has told us that they are **NOT** able to help you lift your supply cart up the stairs. 😊
ELECTION DAY TELEPHONE NUMBERS FOR QUESTIONS & EMERGENCIES

1. THE WAR ROOM: (717) 675-2659
   Call this extension for all Machine problems.

2. VOTER REGISTRATION OFFICE: (717) 228-4428
   Call the Voter Registration Office for questions about individual voter registration questions - have the voter with you by the phone in case more information is needed by the office to assist you.

3. DIRECTOR OF ELECTIONS: (717) 228-4428
   Call the Director of Elections for polling place problems, election staff problems, and any other difficulties.

4. EMERGENCY CONTACT ONLY: (717) 639-1508
   This number should only be used in case of an emergency!

THANK YOU FOR YOUR ASSISTANCE, AND WE LOOK FORWARD TO WORKING WITH YOU THIS COMING ELECTION.

WE HOPE THAT YOU HAVE A FANTASTIC ELECTION DAY!
IF YOU HAVE ANY QUESTIONS PLEASE DO NOT HESITATE TO GIVE US A CALL.

THANKS AGAIN!!!