

## Ballot Inspector Quick Reference - SIDE 1

### **1. CHECK-IN - LICENSE SCAN (MAY I USE THIS TO LOOK YOU UP?)**

- Ask Voter for ID and Verify Voter's Photo
- After asking Voter's permission; Place the license in the license tray with the barcode facing you
- Select Scan Barcode
- The camera will focus, read the barcode to identify the matching Voter
- *PRIMARY ONLY – Notify the Voter which ballot they will be receiving or for Undeclared ask which ballot type*
- Select Accept or Continue with Check-in
- You are now on the POLL WORKER CONFIRMATION SCREEN
- Ask the Voter to state their name and address; if it matches the Poll Pad, repeat the information back to them (PRIMARY ONLY – Including the Ballot Style)
- Select SUBMIT and the Voter is checked in; hand the ID back to the voter
- Give the check-in receipt to the Ballot Inspector seated next to you. They will provide the voter with their ballot and file the receipt.

### **2. CHECK-IN - MANUAL ENTRY**

- Ask Voter for ID and Verify Voter's Photo
- Select Manual Entry
- Enter the first 3 letters of the Last Name and the first 3 letters of the First Name
- Select Search
- Select the correct Voter by tapping the box containing the Correct Voter information
- *PRIMARY ONLY – Notify the Voter which ballot they will be receiving or for Undeclared ask which ballot type*
- Select Accept or Continue with Check-in
- You are now on the POLL WORKER CONFIRMATION SCREEN
- Ask the Voter to state their name and address; if it matches the Poll Pad, repeat the information back to them (PRIMARY ONLY – Including the Ballot Style)
- Select SUBMIT and the Voter is checked in; hand the ID back to the voter
- Give the check-in receipt to the Ballot Inspector seated next to you. They will provide the voter with their ballot and file the receipt.

### **3. CVA - (VOTER DOES NOT HAVE PHOTO ID - **YELLOW FORM**)**

- Select Manual Entry
- Enter the first 3 letters of the Last Name and the first 3 letters of the First Name
- Select Search
- Select the correct Voter by tapping the box containing the Correct Voter information
- *PRIMARY ONLY – Notify the Voter which ballot they will be receiving or for Undeclared ask which ballot type*
- Select Accept or Continue with Check-in
- Ask the Voter to state their name and address
- Select the box marked CVA – Yellow Form
- Select CONTINUE
- Repeat the Voters Name and Address to them
- Select SUBMIT and the Voter is checked in; hand the ID back to the voter
- Give the check-in receipt to the Ballot Inspector seated next to you. They will provide the voter with their ballot and file the receipt.
- File the Yellow Form in the folder provided at your station

## Ballot Inspector Quick Reference - SIDE 2

### **4. NAME CHANGE ONLY (MUST HAVE GREEN FORM FROM SUPERVISORS)**

- Search for the Voter's previous name by using Manual Entry (DO NOT SCAN ID)
- From the POLL WORKER CONFIRMATION SCREEN select Registration located at the BOTTOM of the screen
- Update the part of the Voters name that has changed
- Select NEXT
- If there is no change to the address Select NEXT
- Registration has been updated; select ACCEPT and a white updated receipt will print
- Select Voter from the Search Screen and Continue with the Check in Process
- PRIMARY ONLY – Notify the Voter which ballot they will be receiving or for Undeclared ask which ballot type
- Select Accept or Continue with Check-in
- You are now on the POLL WORKER CONFIRMATION SCREEN
- Ask the Voter to state their name and address; if it matches the Poll Pad, repeat the information back to them
- (PRIMARY ONLY – Including the Ballot Style)
- Select SUBMIT and the Voter is checked in; Staple both receipts together with check-in on top
- Hand the ID back to the Voter
- Give the check-in receipts to the Ballot Inspector seated next to you. They will provide the voter with their ballot and file the receipts.
- File the Green Form in the folder provided at your station

### **5. UPDATE VOTER ADDRESS WITHIN WARD - (NO FORM NEEDED)**

*Check Street Directory to verify within Ward. If voter has moved to different Ward, direct the voter to the new location and to check in with the Supervisor/Registration Table in that Ward.*

- Search for the Voter by using Manual Entry (Be sure to select the correct voter by verifying the previous address)
- Select the correct Voter by tapping the box containing the Correct Voter information
- PRIMARY ONLY – Notify the Voter which ballot they will be receiving or for Undeclared ask which ballot type
- Select Accept or Continue with Check-in
- From the POLL WORKER CONFIRMATION SCREEN select Registration located at the BOTTOM of the screen
- Select NEXT on the Update Registration Name Screen
- On the Voter Address Screen, update the address starting with the house #, then the street name
- Select NEXT
- Registration has been updated; select ACCEPT and a white updated receipt will print
- Select Voter from the Search Screen and Continue with the Check in Process
- PRIMARY ONLY – Notify the Voter which ballot they will be receiving or for Undeclared ask which ballot type
- Select Accept or Continue with Check-in
- You are now on the POLL WORKER CONFIRMATION SCREEN
- Confirm the information back to the voter (PRIMARY ONLY – Including the Ballot Style)
- Select SUBMIT and the Voter is checked in; Staple both receipts together with check-in on top
- Hand the ID back to the Voter
- Give the check-in receipts to the Ballot Inspector seated next to you. They will provide the voter with their ballot and file the receipts.