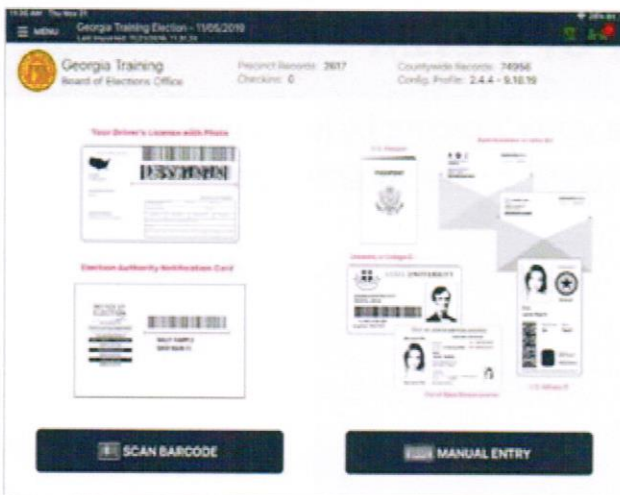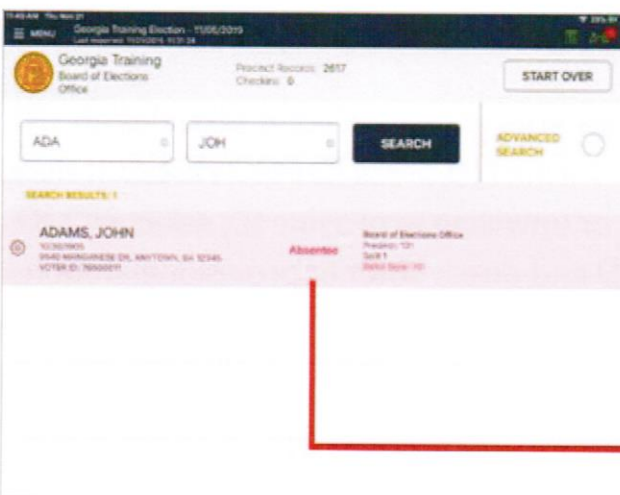# 1 LOOK UP VOTER

Lookup the voter's record by Manual Entry or Scan Barcode.

2 LOCATE VOTER'S RECORD

Records matching the search criteria display on screen. You'll notice the voter's record contains a status that reads "Absentee." Press voter record.
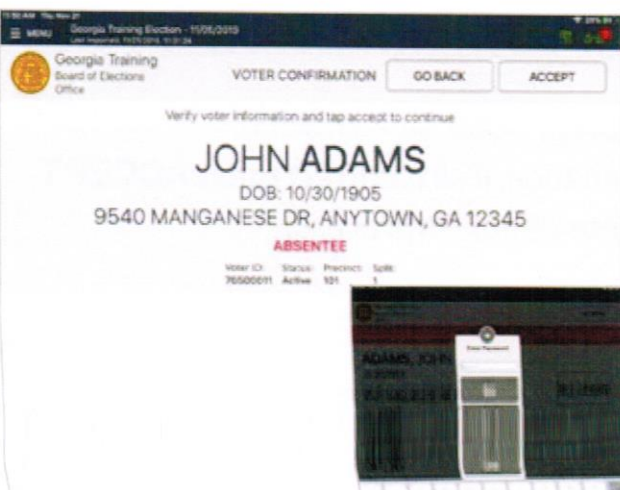
Absentee

3 FOLLOW PROMPT

A prompt will appear instructing you on how to process voter. To process the voter, press **BALLOT SURRENDERED.** Enter password to proceed with normal check-in.

To return to look-up screen, press **GO BACK.**

1 LOOK UP VOTER

Lookup the voter's record by Manual Entry or Scan Barcode. Press voter record.

2 FIRST TIME REGISTRANT

Read prompt in its entirety. If voter provides an acceptable form of ID, press **ID PROVIDED**. If they are unable or unwilling to provide ID, select **NO ID PROVIDED** and direct voter to provisional station.

3 VOTER CONFIRMATION

Screen displays voter's information. Verify information, if all is correct press **ACCEPT** and complete check-in process.

1 LOOK UP VOTER

Lookup the voter's record by ManualEntry or Scan Barcode. Press voter record.

2 POTENTIAL NON-CITIZEN

Read prompt in its entirety. If directed by County Registrar, press **UPDATE VOTER STATUS**. Otherwise, press **CLOSE** and issue the voter a challenged ballot.

3 VOTER CONFIRMATION

If the voter's status has been updated, screen will displays voter's information. Verify information, if all is correct press **ACCEPT** and complete check-in process.

① LOOK UP VOTER

Lookup the voter's record by Manual Entry or Scan Barcode. Press voter record.

② CHALLENGED STATUS

Read prompt in its entirety. If directed, contact Board of Elections.

Otherwise, press **CLOSE**.

1 VOTER ASSISTANCE

If a voter requires assistance, an Assistance Required box is found on the Poll Worker Confirmation page. Poll worker checks Assistance Required box.

2 ASSISTANT SIGNATURE

A pop-up will instruct the assistant to sign in the box below. Once signed poll worker presses **CONTINUE**. Poll worker then verifies voter's information and ballot style. If all is correct, press **SUBMIT**.

NOTE: The signature pop-up is an optional feature.
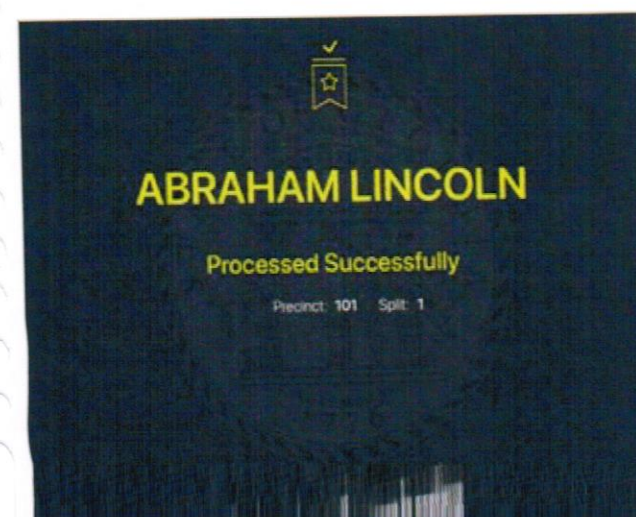
3 PROCESSED VOTER

Good Job! You successfully processed the voter. Follow polling place protocol to direct voter to next polling station.

1 LOOKUP VOTER

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.

2 LOCATE VOTER'S RECORD

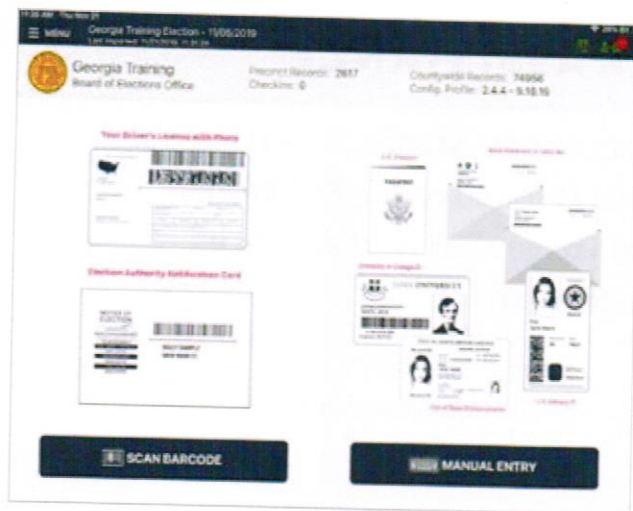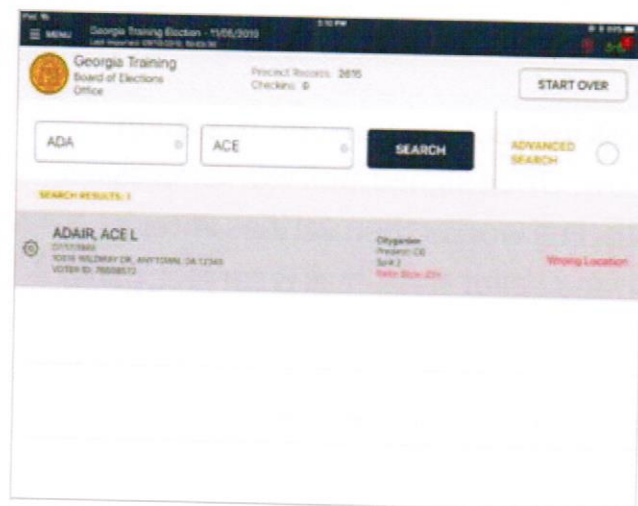If the voter is at the wrong polling location, their record will be highlighted in gray and contain a status that reads "Wrong Location." Touch voter record.

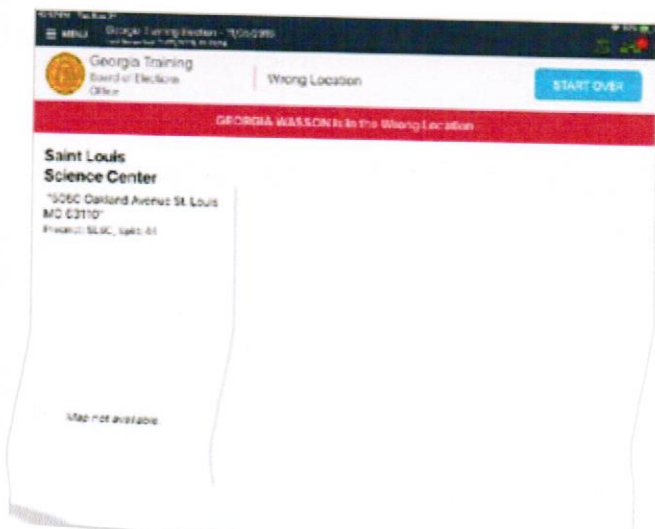Wrong Location

3 PROVIDE DIRECTIONS

A pop-up will appear reading, "(Voter's Name) is in the Wrong Location." Correct polling location name and address will be provided. Direct voter to correct polling location. Press **START OVER.**

NOTE: Map will appear if using WiFi connectivity in polling location.

1 LOOKUP VOTER

Lookup the voter's record using either Scan Barcode or Manual Entry instructions.

2 PARTY SELECTION

Rotate screen to voter for party selection. Once party has been selected, have voter tap **ACCEPT**. Voter to verify information and sign. Once completed, poll worker rotates screen and taps **DONE SIGNING**.
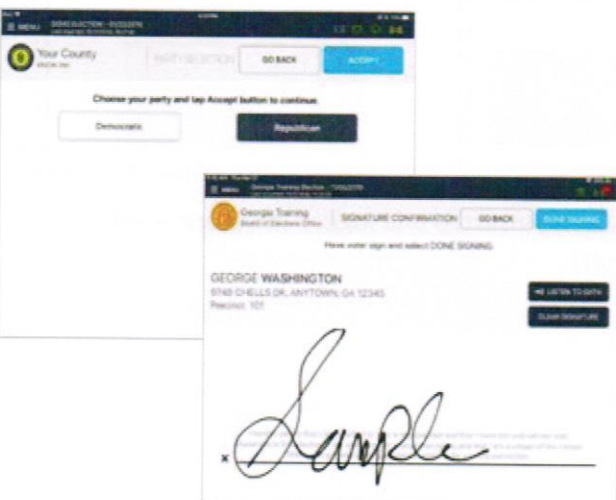
3 CONFIRMATION SCREEN

Poll worker to confirm information is correct. Once confirmed, press **SUBMIT** and create card using regular procedures.

NOTE: Poll worker to initial in box if applicable to jurisdiction.