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.

3. **FOLLOW PROMPT**

A prompt will appear instructing you on how to process voter. To process the voter, press **BALLOTSURRENDERED**. 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 ManualEntry 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 Manual Entry 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 display 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**

This Voter is in a Challenged status.

WRIGHT, STEVEN  
10/12/7923  
8040 RACE AVE, ANYTOWN, GA 12345  
Precinct 101, Split 1  

This voter is in a challenged status. Please contact the Board of Elections to verify this information and further instructions.

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.

**Abraham Lincoln**

Processed Successfully

Record: 101 Split: 1
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.

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.