

# ELECTION JUDGE/ ELECTION COORDINATOR **2023 HANDBOOK**



**MUNICIPAL GENERAL ELECTION FEBRUARY 28, 2023**  
**MUNICIPAL RUNOFF AND SUPPLEMENTARY ALDERMANIC ELECTIONS**  
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*Issued by the*

**Board of Election Commissioners**

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## TABLE OF CONTENTS

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<b>Chapter 1:</b>	Understanding the Roles at the Polling Place . . . . .	3
<b>Chapter 2:</b>	Monitoring Visitors at the Polling Place . . . . .	11
<b>Chapter 3:</b>	Understanding the Voting Equipment . . . . .	15
<b>Chapter 4:</b>	Checking the Election Supplies Before Election Day . . . . .	17
	Opening the ESC. . . . .	18
	Checking the ESC . . . . .	19
	Securing the ESC. . . . .	20
<b>Chapter 5:</b>	Setting Up the Polling Place on Election Day . . . . .	21
<b>Chapter 6:</b>	Managing the Polling Place During Voting Hours . . . . .	45
	<b>Setting Up Station #1</b> . . . . .	46
	Processing Voters . . . . .	46
	Understanding Who Is Eligible to Vote . . . . .	50
	Issuing Provisional Ballots. . . . .	54
	Issuing Touchscreen Voter Cards . . . . .	58
	Activating Audio Ballot . . . . .	59
	Registering Voters: New Voters, Change of Address and Change of Name . . . . .	62
	<b>Setting Up Station #2</b> . . . . .	66
	Issuing Paper Ballots . . . . .	66
	Understanding Split Precinct Instructions . . . . .	67
	<b>Setting Up Station #3</b> . . . . .	68
	Processing Paper Ballots through the Ballot Scanner . . . . .	68
	Providing Assistance for Voters with Disabilities and Other Voters. . . . .	70
<b>Chapter 7:</b>	Closing the Polls . . . . .	73
	Closing Down the Polling Place and Equipment . . . . .	74
	Items Returned in Transfer Case. . . . .	82
	Items Returned in Black Return Bag . . . . .	83
	Items Left in the ESC . . . . .	84
<b>Chapter 8:</b>	Polling Place Accessibility Guide . . . . .	85
<b>Election Terms</b>	. . . . .	93
<b>Forms Index:</b>	Understanding the Forms and Envelopes You Need on Election Day . . . . .	97
<b>Troubleshooting Instructions:</b>	E-Poll Book Troubleshooting Guide. . . . .	101
	Ballot Scanner Troubleshooting Guide	
	Touchscreen Voting Unit Troubleshooting Guide	
	Voter Card Activator Troubleshooting Guide	
	Emergency Ballot Scanner Instructions	
<b>Certificate of Results Instructions</b>	. . . . .	112
<b>Seal Accountability Form Instructions</b>	. . . . .	114
<b>Index</b>	. . . . .	116
<b>Receiving Stations:</b>	Knowing Where to Take Election Materials . . . . .	inside back cover
<b>Important Phone Numbers</b>	. . . . .	back cover

## DEAR POLL WORKERS:

We at the Chicago Board of Elections are pleased to have you serve in the upcoming election. Your role is extremely important—as the frontline workers for free and fair elections, you help us defend democracy and safeguard the rights of all voters in our city.

Please read this entire handbook. Inside, you will find information to help your team properly:

- Set up your polling place so that it's user friendly;
- Complete your paperwork;
- Serve our customers, the voters of Chicago;
- Answer questions, solve problems and troubleshoot equipment; and,
- Close the polls and report the results.

At the back of this book, you will find samples of forms you will use, as well as a map of Receiving Stations where materials should be submitted after the polls are closed.

If you have more questions on Election Day, call ELECTION CENTRAL at 312-269-7870. Additional phone numbers are on the back cover of this book for specific types of help.

We appreciate your dedication to this critical mission, and we thank you for your service and for helping the voters of Chicago.

Sincerely,

Charles Holiday, Jr.

**The following symbols are used throughout this handbook to alert you to key information:**



Note



Call



Important

























Accessibility



# ELECTION JUDGES AND COORDINATORS

In this handbook, we use the titles *Judge* or *Coordinator* for Election Judges or Election Coordinators. *Poll worker* refers to Judges and Coordinators together as one group.

What are the roles at the precinct?						
ROLE	POSITIONS	MAJOR TASKS OR DUTIES	FIND OUT MORE ON PAGE(S):			
Election Judges	<b>TYPES OF JUDGES:</b> <b>Appointed Judges* (usually 5 per precinct)</b> <div><div> D</div><div> D</div><div> R</div><div> R</div><div> D/R</div></div> <div>.....</div> <b>ADDITIONAL TYPES OF ELECTION JUDGES:</b>	<p>Judges make sure that a fair election is held and that all election rules are followed. As a group, the Judges make important decisions when needed at the polling place.</p> <p>The Board also assigns one Judge from each precinct to be the Key Judge. The Key Judge will pick up the key for the ESC the week before Election Day.</p> <p>The Board also assigns one Judge from each precinct to be the Cell Phone Judge. This Judge will bring a charged cell phone available to use on Election Day. Then, the poll workers can call the Board with questions, and the Board can call the poll workers, too.</p> <p><i>*Appointed Judge</i> - A Judge who the Board assigned to a precinct before Election Day.</p>	3 - 7			
	<table><tr><td><b>Substitute Judges</b></td><td><div> D/R</div></td><td>As needed on Election Day</td></tr></table>			<b>Substitute Judges</b>	<div> D/R</div>	As needed on Election Day
	<b>Substitute Judges</b>			<div> D/R</div>	As needed on Election Day	
	<table><tr><td><b>Stand-By Judges</b></td><td><div> D/R</div></td><td>Assigned by the Board as needed</td></tr></table>			<b>Stand-By Judges</b>	<div> D/R</div>	Assigned by the Board as needed
	<b>Stand-By Judges</b>			<div> D/R</div>	Assigned by the Board as needed	
<table><tr><td><b>Student Judges</b></td><td><div> D/R</div></td><td>As assigned by the Board Up to 2 High School Judges Up to 2 College Judges</td></tr></table>	<b>Student Judges</b>	<div> D/R</div>	As assigned by the Board Up to 2 High School Judges Up to 2 College Judges			
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<table><tr><td><b>Bilingual Judges</b></td><td><div> D/R</div></td><td>As assigned by the Board</td></tr></table>	<b>Bilingual Judges</b>	<div> D/R</div>	As assigned by the Board			
<b>Bilingual Judges</b>	<div> D/R</div>	As assigned by the Board				
Election Coordinators	<b>TYPES OF COORDINATORS:</b>	<p>A Coordinator at each precinct manages the operations on Election Day and assists the Judges to make sure the Election Day runs smoothly. Ensures that the polling place is accessible to voters with disabilities.</p>	8 - 10			
	<table><tr><td><b>Election Coordinator</b></td><td><div> D/R</div></td><td>One Coordinator per precinct</td></tr><tr><td><b>Stand-By Coordinator</b></td><td><div> D/R</div></td><td>Assigned by Board as needed</td></tr></table>			<b>Election Coordinator</b>	<div> D/R</div>	One Coordinator per precinct
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<b>Stand-By Coordinator</b>	<div> D/R</div>	Assigned by Board as needed				



# 1 UNDERSTANDING THE ROLES AT THE POLLING PLACE

This chapter explains the different types of Election Judges and Election Coordinators and important things to know about these roles. You should read Chapter 1 completely whether you are a Judge or Coordinator so that you understand all of the roles at the polling place.

## ELECTION JUDGES

### Being an Election Judge

As an Election Judge, you have a very important role on Election Day. You will receive an assignment letter about ten days before Election Day. In your assignment letter from the Board of Elections (Board), there is information about your assigned precinct and important tasks leading up to Election Day. One Judge, the Key Judge, will also receive the equipment key and other supplies the week before the election and information about contacting the other Judges and Coordinator.

The Board assigns at least 5 Election Judges to serve in each election precinct. In even-numbered precincts like 2nd, 4th, or 6th, there are at least 3 Democratic Judges and 2 Republican Judges. In odd-numbered precincts like 1st, 3rd, or 5th, there are at least 3 Republican Judges and 2 Democratic Judges. A precinct may have more than 5 Judges if the Board appoints any Student or Bilingual Judges. The Board may also appoint extra Judges to very large precincts.

You will receive payment of \$170 for successfully serving all day on Election Day. Substitute, late or Judges who leave before completing the assignment may have their pay pro-rated.

Once you have successfully completed training this appointment period, you will receive an additional \$60 payment. You must serve Election Day to receive training payment, if you don't work Election Day you will not be paid for training. If you have been a Judge before and attended training already, the Board will let you

know when you are due to attend a refresher class. You will receive \$25 for completing a refresher class. You must complete the entire training. You will not be paid if you do not complete the entire training. You should receive payment by mail within 4 to 6 weeks after Election Day.



**NOTE:** Everyone is responsible for their own food and drink on Election Day. You should plan to bring or buy what you will need for the whole day.

### Your Assignment on Election Day

There are 1,290 precincts in Chicago. The Board will assign you to work in a specific precinct. It is very important that you go to the precinct listed on your assignment letter. If you go to a different precinct, you might not get paid or your pay might be delayed.

#### Do you have questions about your assignment?

Call the Election Judge department at 312-269-7984 or visit [pollworker.chicagoelections.gov](http://pollworker.chicagoelections.gov).

If your assigned precinct is also your home precinct, you may vote during a break in your poll worker duties. **Are you assigned to work outside the precinct where you live? You will need to vote before Election Day.** Call the Board at 312-269-7967 or visit [chicagoelections.gov](http://chicagoelections.gov) to find out more about voting **before** Election Day.

**REMINDER:** On Election Day, don't forget to do the following tasks:

- **Arrive by 5:00 am** to the polling place. It is very important that you are on time.
- **Wear the appropriate badge** for the political party you represent. Make sure to fill in your name and the assigned precinct and ward information.
- **Read and sign the Oath of Office** for Assigned Election Judge (Form 9).
- **Sign in and out of the e-poll book** using the **Poll Workers** tab.
- **Complete and sign the Judge of Election Pay Voucher** (Form 194).



**Do you have an Election Judge assignment, but you cannot serve as a Judge? Please call the Election Judge department at 312-269-7984 before Election Day to tell the Board.**

### Primary Election Voting Rules for Election Judges

The law requires you must request a ballot in the Primary Election for candidates of the same political party you represent on Election Day if you are eligible to vote. For example, if you serve as a Republican Judge, you must request a Republican ballot in the Primary Election. If you do not request the ballot of the political party you are representing, that political party may not select you as an Election Judge in future elections.

## OTHER TYPES OF JUDGES

### Substitute Judges

#### If an Appointed Judge is Late or Does Not Appear

If an appointed Election Judge does not report to the polling place on Election Day, the other Judges may “swear-in” a person to serve as a Substitute Judge in the appointed Judge’s place.

This replacement person must fulfill both of the following requirements:

- Be a registered voter in the same precinct as the polling place
- Represent the same political party as the appointed Judge who has not arrived

You cannot swear-in a person before 6:15 am. The appointed Judge may be running late. If the appointed Judge arrives, the Substitute Judge must leave and the appointed Judge must begin working. Both of these people will sign the Pay Voucher (Form 194), writing in the exact hours worked. For example, a Pay Voucher might include the following:

Substitute Judge from 6:15 am to 8:30 am		Appointed Judge from 8:30 am to the close of the polls	
Time Arrived 6:15	Time Departed 8:30	Time Arrived 8:30	Time Departed 7:00

If a Substitute Judge keeps working in the polling place after the appointed Judge reports to duty, the Board will only pay the Substitute Judge for the time they worked before the appointed Election Judge arrived.

**IMPORTANT:** If at least five (5) Judges have reported to the polling place, you may not swear-in any additional Substitute Judges.

### Swearing in a Substitute Judge

The Substitute Judge must complete all sections of the **Application for Substitute Judge and Oath of Office (Form 4)**, including the checklist in the middle of the form. Once the Substitute Judge completes the form, the Election Judge who gives the oath must call the Board at 312-269-7984. The Election Judge must provide all of the following information from the Substitute Judge:

- name
- birth date
- last two digits of their social security number

**The Judge will get a verification ID number from the Board over the phone if the Board approves the Substitute Judge to serve.** The Judge who gave the oath must note the verification ID number on the Payroll Voucher (Form 194) for the Substitute Judge. Failure to verify the eligibility of a Substitute Judge may result in reduced payment.

Substitute Judges must also enter their contact information into the e-poll book in the **Poll Workers** tab.

The Substitute Judge may work while the Board reviews the above information. If the Board decides a Substitute Judge is not eligible to serve, the Board will send a Field Investigator to the polling place to follow up.



**NOTE:** A high school student or Election Coordinator cannot be sworn-in as a Substitute Election Judge.

### Stand-by Judges

#### Do You Have at Least 5 Judges, but Your Polling Place Needs Additional Help?

Stand-by Judges are trained representatives of the Board. They do not represent a political party. They are available to work at any precinct in any polling place if appointed Judges have not reported and you are not able to swear-in another person to work. They may also help address a busy period at a polling place, such as opening or closing. Please call ELECTION CENTRAL at 312-269-7870 if you need help from a Stand-by Judge. They are available to help once approved by the Board. Once the Stand-by Judges have assisted your polling place as needed, they will be directed to another precinct or to return to the Board’s office if needed.

If you need a Coordinator at your precinct, see page 8 about Stand-by Coordinators.

### Student Judges

#### High School Student Judges

A Student Judge is a high school junior or senior who may or may not be 18 years of age. A Student Judge also may or may not be a registered voter.

Before Election Day, Student Judges must turn in a Student Judge application. The application must be signed by a parent/guardian and a representative from their high school. Student Judges must also be assigned to a polling place by the Board.

There can only be two High School Student Judges per precinct, one Democrat and one Republican.



**IMPORTANT:** High School Student Judges cannot return any election materials to the Receiving Station after the polls close.

### College Student Judges

A college student may also serve as an Election Judge if the student submitted a proper application to the Board before Election Day. These college students may or may not be registered voters.

### Bilingual Election Judges

The Board assigns Judges to serve as translators for voters as needed. If your precinct requires translators, you will find the Language Assistance Notice in Envelope 1 and in the Key Judge Envelope. The Bilingual Judge(s) must wear the Language Assistance badge found in Envelope 1 on Election Day.

At all polling places, there are informational signs in Envelope 2 in English, Spanish, Chinese, and Hindi. At some polling places you may have additional signs in other languages. You must arrange the signs so that they are easily seen by voters while in the polling place and so that they know assistance is available to them.



**IMPORTANT: Do you have a voter who needs translation help, but there is no Bilingual Judge at your polling place?** Contact ELECTION CENTRAL at 312-269-7870 and ask to speak with a translator.

## UNDERSTANDING YOUR RESPONSIBILITIES AS AN ELECTION JUDGE

No matter what type of Judge you are, it is important that you understand your responsibilities on Election Day.

### 1 Conduct a Fair and Proper Election

Election Judges must follow the instructions in this handbook. **If you aren't sure about any instructions or procedures in this handbook, please call the Board at 312-269-7984 before Election Day or ELECTION CENTRAL at 312-269-7870 on Election Day.**

**What if another Judge is not following the rules or is behaving unprofessionally?**

Contact ELECTION CENTRAL at 312-269-7870 immediately. The Board will send an investigator to the polling place to observe the situation and report back to the Board. On Election Day, the Board can and will remove an Election Judge from the polling place if needed.



**IMPORTANT: Don't wait until after Election Day to report a problem.** It is very important that you let the Board know if there is a problem on your team during Election Day. It is much harder to remove an Election Judge after the election.

### 2 Provide Quality Customer Service To All Voters

As a Judge, it is your responsibility to make sure all voters have a satisfactory voting experience. See Chapter 6 for more information on providing services to voters who may need special assistance or voters with disabilities.

### 3 Manage the Polling Place

As an Election Judge, you must manage the polling place. Managing the polling place includes the following tasks:

- Managing the lines of voters
- Making sure only authorized people are at the polling place
- Making sure the polling place is safe
- Helping Election Day run smoothly
- Keeping the noise level of the polling place to a minimum



**IMPORTANT: If there is an unsafe situation, call 911.** Report any problems to ELECTION CENTRAL at 312-269-7870.

### 4 Monitor the Equipment, Supplies, and Space

It is important you oversee all aspects of the polling place. You must make sure that all voting equipment is set up properly and that no one tampers with any voting equipment during voting hours.

**REMINDER: CALL EQUIPMENT/SUPPLIES** at 773-247-4065 immediately if you notice any equipment or materials are damaged or working incorrectly.

Please be respectful and courteous. Before you leave, please also return any items you borrow from the polling place like extension cords, tables, chairs, etc. You must leave the polling place in the same condition as when you arrived in the morning. **The Board may reduce your pay to cover the cost of cleaning a polling place or repairing damage caused by the Election Judges.**

## 5 Share Election Duties

All Judges, including appointed, Substitute, Stand-by, Student, and Bilingual Judges, must share all responsibilities. Rotate duties during the day. All decisions must be made by a majority vote of all judges. **There is not a chief or head Judge. All Judges have the same authority.**



**NOTE:** If, after voting, Judges cannot agree on a decision, call ELECTION CENTRAL at 312-269-7870.

## 6 Keep the polling place open during assigned hours

The polling place must be open from 6:00 am to 7:00 pm on Election Day. **You must report to your assigned polling place no later than 5:00 am on Election Day.** The polling place must open promptly at 6:00 am and not close until 7:00 pm. Voters who are in line by 7:00 pm must be allowed to vote.

If needed, Judges may leave the polling place, **one at a time** for a reasonable amount of time. You must talk to other Judges before leaving the polling place. Make any decisions necessary, even if a Judge has left temporarily.

## 7 Maintain the Campaign-Free Zone

An important part of your job is to make sure there is no electioneering at the polling place.

Electioneering is publicly favoring one candidate or political party or side of a public question on the ballot, etc. **It isn't allowed within 100 feet of a polling place by anyone.** The area outside the polling place where electioneering is not allowed is called the Campaign-Free Zone.

Electioneering includes the following behaviors:

- Trying to get votes for a certain candidate
- Wearing candidate buttons or badges, stickers, etc.
- Hanging or posting campaign posters
- Giving out sample ballots or campaign materials
- Talking about candidates, political parties and/or referenda (public questions on the ballot)

To make this clear, each polling place will have two 18" blue cones with the wording: **"No electioneering beyond this point."** This wording is printed on each cone in English, Spanish, Chinese, and Hindi. You will have a 100 foot string to measure and mark off the 100 foot area. If there is more than one entrance, you can use one blue cone at the main entrance and the other cone at the other entrance. The 100 feet is measured from the room where people vote. Here are some common situations in the box below.

### How Do You Mark Off the Campaign-Free Zone?

	IF . . .	THEN . . .
<b>Situation #1</b>	A polling place room is in a public or private school, a church, a religious organization, or a private business <b>AND</b> the distance of 100 feet ends inside of the building . . .	Place the cones outside the building at each entrance used by voters.  Note: A church, place of worship, or private school can decide to make its whole property a Campaign-Free Zone. Then, place the cones near the edge of the property near the entrances that the voters use.
<b>Situation #2</b>	The polling place is in a private or public building, but not a school, church, or private business <b>AND</b> the polling place room is on the ground floor . . .	Place the cones 100 feet from each entrance to the polling place room. If the 100 feet ends inside the building, place the cones at the exact spot where the 100 feet ends.
<b>Situation #3</b>	The polling place is in a private or public building, but not a school, church or private business <b>AND</b> on a floor above or below the ground floor . . .	Find the elevator or stairs that the voters will use to get to the polling place. On the ground floor of the building, place the cones 100 feet from the elevator or stairs. If the 100 feet ends inside the building, place the cones at the exact spot where the 100 feet ends. Place them toward the direction of the entrance.

The law allows electioneering outside the Campaign-Free Zone during the time the polls are open on Election Day. Anyone has the right to discuss politics, pass out political information, etc. on any polling place property, **as long as they are outside of the Campaign-Free Zone.**



Board staff are available to help you on Election Day if you have trouble marking off the Campaign-Free Zone. Please call ELECTION CENTRAL at 312-269-7870 if you need help or have questions.

**REMINDER:** You are not required to manage or supervise the area outside of the Campaign-Free Zone. Only the area within the Campaign-Free Zone is your responsibility.

## Following the Code of Conduct

As an Election Judge, you must follow the rules of the election to hold a free and fair election in your precinct on Election Day. It is very important that you follow the Election Judge Code of Conduct.

Anyone who breaks the rules in the Code of Conduct may face disciplinary action, including termination, loss of pay, or other actions as stated in state and federal laws.

## CODE OF CONDUCT

- **Be on time.** Arrive at the polling place by 5:00 am. Make sure the polling place is set up completely and ready to open at 6:00 am.
- **Be professional at the polling place.** At the polling place when voters are present, **don't do any of the following activities:**
  - ❖ Use cell phones for personal use\*
  - ❖ Engage in political discussions
  - ❖ Watch tv, including movies/shows on handheld devices or laptop computers
- \* EXCEPTION: Judges may use a cell phone to make calls to the Board for help.
- **Be respectful, friendly, and helpful with voters.** Give clear and consistent instructions during the hours that the polling place is open for voting.
- Work in a **cooperative way with all Judges and any poll worker who is** assigned to the polling place by the Board.
- Remember, **each voter has the right to a secret ballot.** Do not look at the voter's ballot choices, even if the ballot scanner rejects the ballot.
- **Use the e-poll book and other paper records of voter information only to help voters at the polling place where you are assigned.** Do not use the e-poll book or other sources for random searches or personal use.
- Use voters' personal information only to process a voter's ballot application. **Never share any personal voter information outside the polling place.**
- **Follow all rules** about Election Day in this handbook or the e-poll book.
- Use the Election Judge Handbook and/or directions from Election Central if you have questions. **Call ELECTION CENTRAL at 312-269-7870 if you need help.**



## ELECTION COORDINATORS

### Being an Election Coordinator

As an Election Coordinator, you have a very important role on Election Day. You will receive an assignment letter the week before Election Day. In your assignment letter from the Board, there is information about your assigned precinct and important tasks leading up to Election Day. You and the Key Judge also will receive the equipment key and supplies the week before the election and information about contacting the other Judges and Coordinator. You will also receive an Election Coordinator Accessibility Checklist (Form 21-ADA) in the ADA Accessibility Supply Bag located in the ESC that shows the temporary remedies that must be performed at your polling place. Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) for further instructions.



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

On Election Day, your job as an Election Coordinator includes the following tasks:

- Set up the polling place so that it is functioning and accessible to all voters with disabilities throughout the day using Form 21-ADA
- Overseeing all areas of the polling place
- Closing the assigned precinct – ensuring that Form 21-ADA is completed, placed in Envelope 47E and returned to the Receiving Station

As an Election Coordinator, you represent the Board in the polling place. If you have questions on Election Day, call ELECTION CENTRAL at 312-269-7870.



**NOTE:** Everyone is responsible for their own food and drink on Election Day. You should plan to bring or buy what you will need for the whole day.

### Your Assignment on Election Day

The Board assigns one Coordinator to each of the 2,069 precincts throughout the City of Chicago. The Board also assigns at least five Judges to each precinct. If there is more than one precinct in a polling place, you, as the Coordinator, will provide assistance to ALL precincts. It is very important that you go to the precinct listed on your assignment letter. If you go to a different precinct, you might not get paid or your pay might be delayed.

**Do you have questions about your assignment?**  
Call the Election Coordinator Department at 312-269-0876.



**Do you have an Election Coordinator assignment, but you cannot serve as an Election Coordinator? Please call the Election Coordinator department at 312-269-0876 before Election Day to tell the staff.**

If your assigned precinct is also your home precinct, you may vote during a break in your Coordinator duties. **Are you assigned to work outside the precinct where you live?** You will need to vote before Election Day. Visit [chicagoelections.gov](http://chicagoelections.gov) to find and Early Voting location or request a Vote By Mail ballot.

### Stand-By Election Coordinators

#### If Your Polling Place Needs a Coordinator

Stand-by Coordinators are trained like other Election Coordinators. Stand-by Coordinators must report to **Stand-by Central** on election morning at 5:00 am. Whenever a polling place needs an Election Coordinator, the Board sends a Stand-by Coordinator. Stand-by Coordinators serve at the polling place until the polls close, the equipment is put away, and paperwork is complete. They receive the same pay as other Election Coordinators.



**Does your polling place need the help of a Stand-by Coordinator? Please call ELECTION CENTRAL at 312-269-7870.**



## UNDERSTANDING YOUR RESPONSIBILITIES AS AN ELECTION COORDINATOR

### Before Election Day

- **Pick up Election Day materials in the week before Election Day.** You will get the location, dates, and times of where to get the materials in an email.
- **Contact the Election Judges in your assigned precinct(s) before Election Day.** Help them check the voting equipment on the Monday before Election Day. The contact information for the Election Judges in your precinct(s) is on your assignment letter.

### On Election Day

- **Serve all day on Election Day** from 5:00 am until all work is completed after the polls close. The work is not finished until the Election Judges have gathered everything they need and leave to deliver those materials to the Receiving Station.
- **Serve all precincts** in a polling place.
- **Wear the Election Coordinator ID badge** (located in the Election Coordinator packet).
- **Sign in and out** on the Election Coordinator payroll sheet (Form 194EC) located in Envelope 1, and the e-poll book.
- **Know all Election Day Registration procedures.** Oversee voter registration on the electronic poll book (e-poll book) in the precinct.
- **Help the Election Judges** with any and all processes and procedures on Election Day. This may include setting up voting equipment, setting up voting booths, powering up the voting equipment and completing other necessary tasks.

- **Make sure the polling place is set up and functioning** so that it is accessible to all voters, including those with disabilities. Position the registration table, accessible voting machine (touchscreen unit) and accessible lowered booth so that voters with disabilities: 1) have “a 36" path” (use the 36" measuring tape provided in the ESC) to maneuver and turn throughout the voting area (use the 60" paper circle in the ESC to measure proper spacing around the touchscreen machine and lowered booth); and 2) are ensured of privacy when they vote.
- **Troubleshoot problems** with equipment and make minor repairs, such as clearing paper jams.
- **Have your cell phone available** to make and receive calls and text messages between the polling place and Election Central. Don't forget to bring your phone charger. You will need to call Election Central if there are questions, equipment problems, or serious malfunctions on Election Day.
- **Follow Board instructions** to complete all required tasks.

**REMINDER: As an Election Coordinator, you CANNOT:**

- ❌ Serve as an Election Judge
- ❌ Initial paper ballots
- ❌ Verify voters' signatures
- ❌ Make decisions on challenges
- ❌ Sign affidavits
- ❌ Sign tapes
- ❌ Sign closing forms or envelopes
- ❌ Return items to the Receiving Station

### After the Polls Close

- **Monitor the votes being transmitted.** You will oversee that all the votes are transferred to the Board's computer system.
- **Help Election Judges with completing required forms** after you close the polls.
- **Help Election Judges gather everything** so they can deliver materials to the Receiving Station.
- **Make sure Form 21-ADA is completed and returned** to the Receiving Station in Envelope 47E.

You may leave after all Judges have left. Judges must take the election materials to the Receiving Station.



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

## More Election Day Tasks

As an Election Coordinator, your job is to help the Election Judges with the processes and procedures of Election Day. You should work closely with the Election Judges to make sure voter registration and other Election Day procedures run smoothly.

### You will help with various tasks:

- Assisting with setting up the polling place to make sure that it is accessible for voters and that voters have privacy
- Setting up the voting booths
- Hanging signs and posters
- Printing and reviewing the zero tape with the Judges and poll watchers
- Helping manage crowds

### You will also help with the equipment:

- Setting up and turning on the voting equipment
- Making sure that the voting equipment remains plugged in all day
- Changing printer paper on the voting equipment if needed
- Clearing jams in the printer or ballot scanner
- Clearing error messages on the touchscreen unit



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

### At the end of the day, you will also assist with closing tasks:

- Closing the polls on the ballot scanner and touchscreen
- Helping with the transmission of election results
- Preparing materials for delivery to the Receiving Station
- Overseeing the checklist at the end of the night to make sure all required materials are sent to the receiving station in their proper carriers



#### VOTER REMINDERS

Remember to remind voters while they wait in line to do the following:

- Take their ballot from the touchscreen printer to the ballot scanner
- Make sure the Judges have initialed their paper ballot
- Use the ballot marker to mark the paper ballot

Please assist in every way possible to keep the polling place running smoothly.

Form 21-ADA

### Where Should You Be During Election Day?

You should sit in the polling place wherever it is most helpful. If the Election Judges need help managing voter registration, sit at the Registration Table. If you need to check on the electronic voting equipment, an Election Judge should conduct voter registration while you work to fix any problems.

Remember to always respect voter privacy – don't sit or stand where you can see their votes.

If there is more than one precinct in the polling place, sit in a neutral location. Then, you can see everything happening with each precinct and assist if needed. If the equipment is working and the Judges need help with procedures, you may stand near the Judges' table to help them.

Remember, **you aren't allowed** to process voters, verify signatures, or sign or initial any paperwork, including ballots. You are able to read instructions to the Judges from the handbook. You can also call ELECTION CENTRAL at 312-269-7870 with any questions.

**EXCEPTION:** As a Coordinator, you may sign the voter registration form (Form 14Reg).

# 2 MONITORING VISITORS AT THE POLLING PLACE

This chapter explains who is allowed at the polling place and what kind of credential or special paperwork they need to show the Judges and Coordinator.

## VISITORS AT THE POLLING PLACE

### Monitoring visitors on Election Day is an important responsibility of the Election Judges and Coordinators.

As an Election Judge or Coordinator, it is important that you are aware of who is in the polling place at all times. It is your responsibility to make sure that everyone at the polling place has the right to be there.

Voters, while registering at the polling place or voting, are allowed in the polling place without any type of credential. Anyone else must have a credential or letter of authority to enter and stay inside the polling place.

### Board of Elections Field Investigators or Agents

Field Investigators and other agents are representatives of the Board of Elections (Board). Board Field Investigators have an official credential to show Election Judges. Field Investigators keep this credential. They do not give it to the Judges. However, if a Field Investigator handles election materials, then they must give a letter of authority from the Board to the Judges. The Judges must return the letter of authority to the Board in Envelope 47E.

The Field Investigator will regularly check the polling place during the day. Other agents from the Board may appear at your polling place. All Board agents must show proper credentials to the Judges. This may include a Board ID.

The Field Investigator must sign in and out each time he or she visits the polling place. The Investigator Sign-In Sheet (Form 202) is located in Envelope 1. Please make sure the investigator completes this form. It is reviewed after the election.

### Equip for Equality

Representatives from Equip for Equality will conduct inspections to ensure the polling place is accessible to voters with disabilities. They have an official credential to show Judges. They do not give it to the Judges.

### Other Government Officials

Representatives from the following offices are allowed at the polling place after they show their official identification badges:

- Department of Justice
- United States Attorney's Office
- Cook County State's Attorney's Office
- The Illinois Attorney General's Office
- The Chicago Corporation Counsel's Office
- The Illinois State Board of Elections

They are allowed to do the following activities:

- Enter the polling place
- View the polling place and election procedures
- Sit or stand where they can see the information on the e-poll book screen and applications for ballot

- Handle and inspect the applications for ballot, affidavits, poll watcher credentials, and voting equipment

### Do government officials want to handle election materials at your precinct?

Before a government official may handle materials, the government official must give the Election Judges a copy of a letter of authority from the Board with the government official's name on it. **No representative from any other offices other than those mentioned in this chapter are allowed to handle election materials.** The Judges must return the letter of authority to the Board in Envelope 47E.



Call ELECTION CENTRAL at 312-269-7870 if you have any questions about who is allowed at the polling place or what activities they may carry out.

### Chicago Police Officers and Other Emergency Personnel

**If there is an issue with public safety, call 911 immediately.** Once emergency services have been called, you must also call ELECTION CENTRAL at 312-269-7870. You must let them know about any time a Chicago Police officer or any other emergency personnel are called to the polling place.

## Media and Exit Pollsters

Members of the news media such as journalists have special media credentials from the Board that allow them to be in the polling place. People with these credentials may do any the following activities:

- Film activities in the polling place, as long as they do not interfere with any election processes
- Film any and all Election Judges, Election Coordinators or poll watchers
- Ask the Judges to tell them how many ballot applications have been completed
- Film voters, but the filming can not interfere with the secret ballot or voter's wishes



**IMPORTANT: The media should respect any voters who ask not to be filmed.**

Members of the news media and those who show exit polling credentials to the Election Judges may interview voters outside the polling place even if they are in the Campaign-Free Zone. They may also interview people inside the building as long as they are outside of the room where voting happens.

## POLL WATCHERS

### Who are poll watchers?

A poll watcher is a person who represents a candidate, political party, or citizens' organization or advocates for or against a question of public policy. Some examples of poll watchers include the following:

- Candidate
- Precinct Captain
- Alderperson/Committeeperson
- Checker/Watcher
- Members of a campaign team

They may use these other titles for their roles, but they are all poll watchers.

### What does the poll watcher need to enter the polling place?

A poll watcher must have a credential to stay in the polling place and watch. The credential is a special form from either the Chicago Board of Elections or the Illinois State Board of Elections. The credential must include all of the following information:

- Precinct and ward where the poll watcher is present
- Name and address of the poll watcher
- Signature of the poll watcher
- Signature or stamp of the Candidate, Party Chairman, or Organization Representative
- Office which the candidate is seeking or the name of the organization the person represents



Poll watchers may call ELECTION CENTRAL at 312-269-7870 with questions.

All poll watchers must be registered voters in the State of Illinois. **The poll watcher must give the credential to the Judges when they enter the polling place.** The Judge will return all credentials in Envelope 47E to the Board. If poll watchers leave and return throughout the day, they do not need to bring the Judges a new credential. Poll watchers must have a separate credential for each precinct they visit though.

### The following number of poll watchers are allowed in the precinct at the same time:


- Two (2) poll watchers per candidate\*  
\*The candidate's name must appear on the ballot in the precinct where the poll watcher is present.
- One (1) poll watcher per qualified citizens' organization (There is a list of the qualified citizen organizations in the Key Judge envelope.)
- One (1) poll watcher per side (for or against) a policy question on the ballot
- One (1) poll watcher per political party

See the instructions on page 13 if you believe the polling place has become overcrowded with poll watchers.

### What may poll watchers do at the polling place?

Poll watchers who have the correct credentials may stay in the polling place all day. They may sit or stand where they can see what the Judges are doing. Poll watchers are not allowed to touch any supplies or materials. They should never be so close to the Judges that they interfere with the election. Poll watchers may inform Judges about violations of the law or improper procedures they witness.

## What May Poll Watchers Do?

<p><b>Before</b> the polls open, poll watchers may do the following:</p>	<ul style="list-style-type: none"> <li>• Watch you set up the equipment and polling place</li> <li>• Look over the voting equipment</li> <li>• View the election materials and forms, <b>but they may not handle the election materials or voting equipment</b></li> </ul>
<p><b>During</b> voting hours, poll watchers may do the following:</p>	<ul style="list-style-type: none"> <li>• Be close enough to you and the other Judges to watch all your actions</li> <li>• View all reasonably requested records relating to the election, but they also must always maintain the secrecy of the ballot and make sure voter privacy is not affected</li> <li>• Hear Judges call a voter's name, address and party (for Primary Election only)</li> <li>• Challenge if a person is eligible to vote</li> <li>• Bring questions or concerns to poll workers</li> </ul> <p> <b>NOTE: Poll watchers may not be within 5 feet of the ballot scanner or touchscreen unit while voters are voting. They should not be able to see voter's choices.</b></p>
<p><b>After</b> the polls close, poll watchers may do the following:</p>	<ul style="list-style-type: none"> <li>• Watch as Judges transmit the election results</li> <li>• Get an Official Results Tape from you only after you have printed the results tapes that you need to complete closing duties</li> </ul>

### Final Notes on Poll Watchers:

Poll watchers may substitute for each other during the day. The number of poll watchers in a precinct at the same time can't be more than the number allowed for each category. Each poll watcher must still give their own credential to the Election Judges.

A majority of the Election Judges may decide that the polling place has too many poll watchers, and it interferes with managing the election. The Judges may vote to limit poll watchers to a reasonable number. However, you must allow at least one poll watcher for each candidate, political party, citizen's organization or advocate representing both sides of a question of public policy to stay in the polling place.



**Do you have questions about poll watchers on Election Day? Call ELECTION CENTRAL at 312-269-7870 for help.**



## Sample Credentials

1

**POLLWATCHER CREDENTIAL FOR THE REPUBLICAN PARTY FORM 242R**

To the Judges of Election \_\_\_\_\_ Precinct \_\_\_\_\_ Ward – City of Chicago \_\_\_\_\_, who resides at \_\_\_\_\_, in the County of \_\_\_\_\_, Illinois, and who is duly registered \_\_\_\_\_.

2

**POLLWATCHER CREDENTIAL FOR THE DEMOCRATIC PARTY FORM 242D**

To the Judges of Election \_\_\_\_\_ Precinct \_\_\_\_\_ Ward – City of Chicago \_\_\_\_\_, who resides at \_\_\_\_\_, in the County of \_\_\_\_\_, Illinois, and who is duly registered \_\_\_\_\_.

3

**POLLWATCHER CREDENTIAL FOR THE GREEN PARTY FORM 242G**

To the Judges of Election \_\_\_\_\_ Precinct \_\_\_\_\_ Ward – City of Chicago \_\_\_\_\_, who resides at \_\_\_\_\_, in the County of \_\_\_\_\_, Illinois, and who is duly registered \_\_\_\_\_.

4

**POLLWATCHER CREDENTIAL FOR A CITIZEN'S ORGANIZATION FORM 242CO**

Name of Organization \_\_\_\_\_ Precinct \_\_\_\_\_ Ward – City of Chicago \_\_\_\_\_

To the Judges of Election \_\_\_\_\_, who resides at \_\_\_\_\_, in the County of \_\_\_\_\_, Illinois, and who is duly registered \_\_\_\_\_.

5

**POLLWATCHER CREDENTIAL FOR A CANDIDATE FORM 242C**

To the Judges of Election \_\_\_\_\_ Precinct \_\_\_\_\_ Ward – City of Chicago \_\_\_\_\_, who resides at \_\_\_\_\_, in the County of \_\_\_\_\_, Illinois, and who is duly registered to vote in Illinois, to act as a Pollwatcher in the \_\_\_\_\_ Precinct of the \_\_\_\_\_ Ward, of the City of Chicago, at the **Municipal General Election on February 28, 2023**. Under penalties provided by law pursuant to Section 29-10 of the Election Code, the undersigned pollwatcher certifies that he or she resides at \_\_\_\_\_, in the County of \_\_\_\_\_, municipality of \_\_\_\_\_, State of Illinois, and is duly registered to vote in Illinois.

Signature of Pollwatcher \_\_\_\_\_ Signature of Candidate Issuing Credential \_\_\_\_\_

Office that the candidate is seeking \_\_\_\_\_

The foregoing is in accordance with the laws of Illinois. The Judges of Election shall permit the above named person to be within the polling place as such pollwatcher and allow the representative to:

1. Inspect the Touchscreen Voting Unit, the Ballot Scanner and each Voting Booth before the polls open and before the polls close.
2. Inspect the Touchscreen Voting Unit, the Ballot Scanner and each Voting Booth during the hours of voting when not being used by the voters.
3. Observe all procedures and records of the judges, before and after the polls close.

The bearer of this credential is permitted in the Polling Place for the purpose of observing the conduct of the election. The pollwatcher may not stand or sit closer than 5 ft. from any voting booth or device at any time a ballot is being marked or cast. The pollwatcher may protest to the judges of election against any action which he/she regards as a violation of the law, but he/she must abide by the decision of the judges. He/she shall not handle the election materials and shall not interfere under any circumstances with the orderly conduct of the election. After a protest is made, the pollwatcher must not vocally persist in the protest, if the judges take no action. The pollwatcher should call ELECTION CENTRAL at (312) 269-7870 with the information. The pollwatcher must surrender this credential to the judges of election and he/she may leave and re-enter the polling place provided that such continuing action does not disrupt the conduct of the election. After the polls have closed, the pollwatcher shall be allowed to remain until the judges of election have completed their duties but may leave and re-enter only in cases of necessity; provided that such action is not so frequent that it disrupts the judges in concluding their work. (See section of "Pollwatcher Rights" in the Judges of Election handbook for further instructions.)

**BOARD OF ELECTION COMMISSIONERS  
CITY OF CHICAGO**

*Charles E. Cobb*  
Executive Director

Rv. 2/23 This Form Must Be Returned in Envelope 47E

6

**STATE BOARD OF ELECTIONS  
STATE OF ILLINOIS**

2529 S. MacArthur Blvd.  
Springfield, Illinois 62754-4000  
217/782-4141 TTY: 217/782-1516  
Fax: 217/782-0459

James R. Thompson Center  
180 W. Randolph St., Ste 14-136  
Chicago, Illinois 60601-3232  
312/814-6483 TTY: 312/814-6431  
Fax: 312/814-6483

**BOARD MEMBERS**  
James R. Stuart, Chairman  
Charles W. Scholtz, Vice Chairman  
Harold D. Byers  
Betty J. Coffin  
Ernest L. Goren  
William M. McQuillan  
Bryan A. Schneider  
Cassandra S. Watson

**EXECUTIVE DIRECTOR**  
Robert S. Bungenbier

**POLLWATCHER CREDENTIALS**

TO THE JUDGES OF ELECTION

Pollwatcher Information		Authorized to act as a pollwatcher in:	
Name		Name of Precinct	
Street Address		Ward (if applicable)	
County of Residence		Township or Municipality	
Township or Municipality of Residence		Election	Municipal General Election
		Date of Election	February 28, 2023

In accordance with the provisions of the Election Code, the undersigned hereby appoints the individual listed above to act as a pollwatcher in the precinct and at the election also listed above.

Appointing Party or \_\_\_\_\_

7

**Chicago**  
Board of Election Commissioners

**FIELD INVESTIGATOR CREDENTIAL**

Name \_\_\_\_\_

The bearer of this credential is an appointed agent of the Board of Election Commissioners for the City of Chicago, duly charged by law with the proper conduct of the Election process. Judges of Election shall recognize the bearer as a duly authorized representative of the Board of Election Commissioners.

Signature of holder \_\_\_\_\_ Expires: \_\_\_\_\_

*Marisel A. Hernandez*  
Marisel A. Hernandez, Chair  
Board of Election Commissioners

8

**Chicago**  
Board of Election Commissioners

**Equip for Equality Credential**

Name \_\_\_\_\_

The bearer of this credential is a representative of Equip For Equality ("EFE"), an accessibility-advocacy group that is working on behalf of the Chicago Board of Election Commissioners ("Board") to survey the accessibility of Chicago polling places under the Americans with Disabilities Act. This EFE field investigator and polling place surveyor shall be permitted as a duly authorized representative of the Board to enter, survey, measure and photograph all areas inside and outside of polling places during Early Voting and on Election Day.

Signature of holder \_\_\_\_\_ Expires: \_\_\_\_\_

*Marisel A. Hernandez*  
Marisel A. Hernandez, Chair  
BOARD OF ELECTION COMMISSIONERS

These are examples of poll watcher credentials you may see on Election Day. #1-5 are examples issued by the Chicago Board of Elections. #6 is an example issued by the State Board of Elections. #7 is the Field Investigator Credential. #8 is the Equip for Equality Credential.



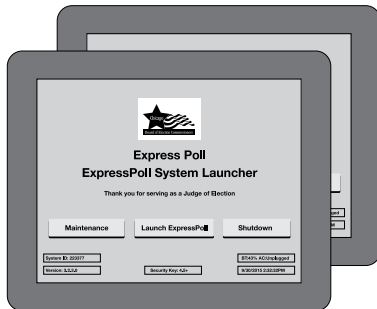
# 3 UNDERSTANDING THE VOTING EQUIPMENT

As an Election Judge or Election Coordinator, you must read this handbook so that you are familiar with the equipment and procedures that will be used in the election. This chapter focuses on important equipment that you need to know how to use on Election Day.

## VOTER CHECK-IN AND REGISTRATION

### Electronic Poll Books (E-Poll Books)

The two e-poll books provide you with voter information for the precinct and the whole city of Chicago. They allow you to check in, register voters and activate voter cards for people who choose to vote electronically using the touch-screen voting unit. The e-poll books also include other important information you need. **They must be set up by 5:15 am on Election Day.**



2 Electronic Poll Books (e-poll books)

## VOTING EQUIPMENT

### Ballot Scanner

The ballot scanner reads people's votes and stores them electronically for tallying later. It lets you catch ballot issues in the moment so that voters can submit a correct and admissible paper ballot on Election Day. After the polls close, you'll connect a modem to the ballot scanner to transmit results to the Board.

The ballot scanner will notify the voter if there is a problem with the ballot:

- Overvoting (too many votes for an office or question)
- A misread ballot caused by a defect such as an extra mark, rip, tear, or other damage to the ballot
- Undervoting for the following statewide offices: Governor, Lt. Governor, Attorney General, Secretary of State, Comptroller, and Treasurer

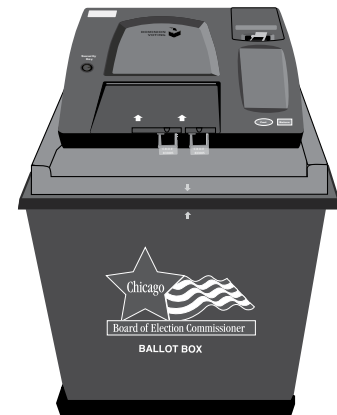
See page 69 on how to proceed if you see any of these ballot issues during voting hours.



Ballot Scanner

### Ballot Box

The ballot box ensures a secret ballot. It gives you a secure place to keep the paper ballots so they can be compared to electronic records after the election if there is a recount or other issue. **It must always be secured with seals.**



Ballot Box

## TOUCHSCREEN VOTING



### Touchscreen Voting

The touchscreen voting unit gives people with disabilities an accessible way to vote. It also provides a convenient option for any voter who prefers marking their ballot electronically in every available language (English, Spanish, Chinese, Hindi and others). Any voter who chooses to may use the touchscreen voting unit but, like the priority seating on a public bus, voters with disabilities shall be given priority use of the accessible touchscreen unit.

The touchscreen voting unit can be used in audio mode for voters who have visual disabilities.

The touchscreen voting unit will print the voter's voted ballot. The voter must insert this ballot into the ballot scanner to finish casting their ballot.



**IMPORTANT:** The voter's ballot is not cast until they have inserted it into the ballot scanner.



Touchscreen Voting Unit

# 4 CHECKING THE ELECTION SUPPLIES BEFORE ELECTION DAY

This chapter includes an overview of the tasks you need to do leading up to Election Day:


- Contacting the rest of your Election Day team
- Reviewing the supplies and equipment on the Monday before Election Day
- Understanding the Election Supply Carrier (ESC)
- Following important security procedures

## BEFORE ELECTION DAY

### The Week Before Election Day

The week before Election Day, one Judge, also known as the Key Judge, and the Election Coordinator will each get an envelope from the Board with the ESC key and other supplies. That Key Judge should contact the Election Coordinator and other Judges to arrange to **visit the polling place on the Monday before Election Day** and check the election equipment, materials, and supplies.

If you aren't contacted by the Key Judge in a reasonable time, you have the phone numbers for the other Judges on your assignment letter to set up a meeting time. You can also contact the Board at 312-269-0876 to get the phone number for the Coordinator. If you cannot reach the Coordinator or Key Judge, you can still visit the polling place to make sure the ESC has been delivered.

 **NOTE:** Verify with the proprietor which door will be open at 5:00 am to enter the polling place.

### The Monday Before Election Day

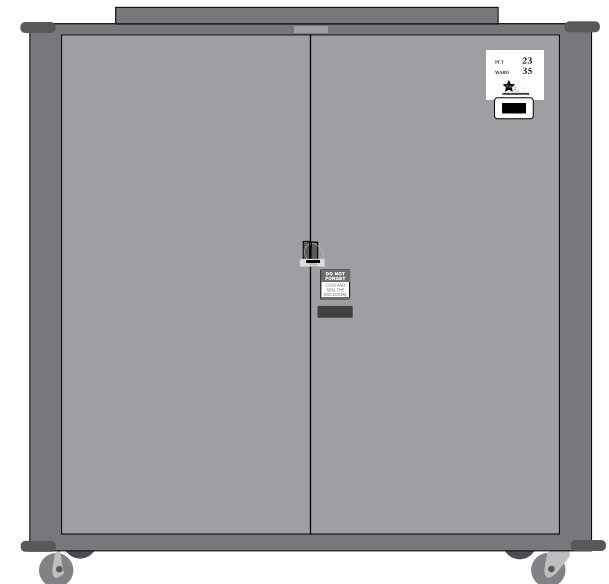
Election Day always falls on a Tuesday. The day before the Election (Monday), all the Election Judges and Coordinator will meet at the polling place.

First, the Judges and Coordinator must report to the office of the person in charge of the building or speak to a person who works at the location. You must get permission before entering the polling place room to access the ESC. Once you have permission, your team will open, check, and then secure the ESC for Election Day.

You will find all the supplies and equipment for Election Day at the polling place in the blue Election Supply Carrier (ESC). The ESC is on wheels. The wheels can be locked to stay in place. You will use the Supply List (Form 21) and the Accessibility Checklist (Form 21-ADA) to check that all the supplies are in the ESC.



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**



Election Supply Carrier (ESC)

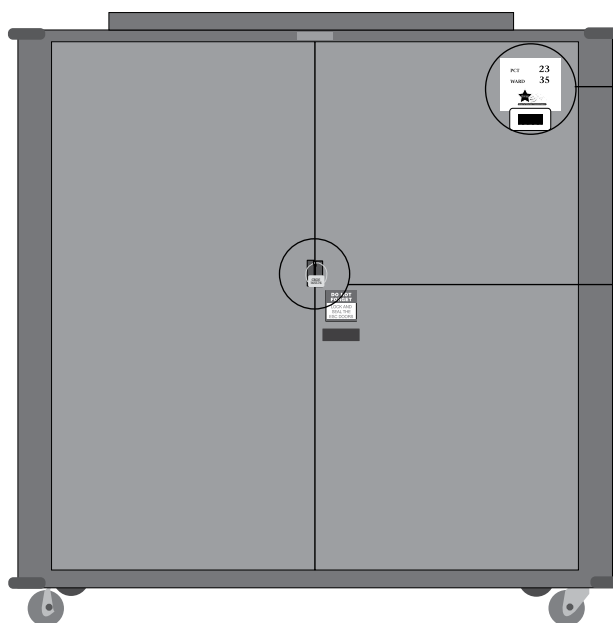
**REMINDER:** Ask the proprietor about what entrance to use on election morning

## OPENING, CHECKING, AND SECURING THE ESC

### Opening the ESC

- 1 Make sure that the ESC at the polling place is for your assigned precinct and ward. Check the label on the ESC in the upper right hand corner. The label shows the precinct and ward.
- 2 The Key Judge and Coordinator will each have seal cutters. Use the seal cutters to break the green seal on the ESC doors. **You must save the seal.**
- 3 To open the door, push on the area where the key is inserted. Pushing this area will release the latch and open the doors. **Do not break the lock on the ESC.**
- 4 When you open the ESC, remove the Seal Accountability Form (Form 3), which is located in the plastic sleeve inside the ESC door. Check that the number on the green seal you just removed from the ESC door is the same seal number that appears on the Seal Accountability Form. **If the seal number is not the same as the number recorded on the form or if the ESC seal is missing, you must call EQUIPMENT/SUPPLIES at 773-247-4065 immediately.**
- 5 You will see that the Broken/Used Seal Bag is located inside the sleeve on the right ESC door. Place the broken, used seal inside the Broken/Used Seal Bag. The Broken/Used Seal Bag holds all the broken and used seals. It is returned to the Board at the end of the day on Election Day in the Black Return Bag.
- 6 You will replace the seal on the ESC with a new green seal after you complete your check today. **Make sure to write down the new ESC seal number on the Seal Accountability Form.**

### Closed Election Supply Carrier (ESC)



The precinct and ward information is located here in the upper right hand corner of the ESC.

SEAL ACCOUNTABILITY FORM	
ELECTION SUPPLY CARRIER (ESC)	
1. PRECINCT TO ELECTION DAY	2. WARD TO ELECTION DAY
3. SEAL NUMBER	4. SEAL NUMBER
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You will find the Seal Accountability Form (Form 3) in the door of the ESC. The seal number (#) on the form should match the seal number (#) you find on the green seal on the door.



Using the seal cutters, you will cut off the seal. Don't forget to verify the seal number of the green seal you remove on the Seal Accountability Form. You will also add a new seal before you leave. You must also record the number of the new green seal on the Seal Accountability Form.

The Key Judge and the Coordinator will each have an ESC key.

## Supply List Form 21

## Checking the Supplies and Equipment in the ESC

- 1 Make sure that the supplies and equipment inside the ESC are for your assigned precinct and ward.
- 2 Don't open any equipment. Don't unwrap, sign, or initial any forms (except the Seal Accountability Form). Don't try to test any of the voting equipment. All items have been tested by Board staff.
- 3 Use the Supply List (Form 21) and the Accessibility Checklist (Form 21-ADA) to check that all correct supplies are in the ESC.



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**



**IMPORTANT! Are there items missing from the ESC? Call EQUIPMENT/SUPPLIES at 773-247-4065 immediately.**

- 4 You are allowed to set up voting booths and hang signs the night before the election between 5:00 pm and 7:00 pm. You are NOT allowed to unpack ballots, set up the electronic equipment, or set up/unpack any other equipment or supply that is not a voting booth or a sign.

## SUPPLY LIST FORM 21

MUNICIPAL GENERAL ELECTION FEBRUARY 28, 2023

## CHECK THIS LIST AGAINST THE SUPPLIES CONTAINED IN THE BLUE METAL ELECTION SUPPLY CARRIER (ESC).

- ☐ Official Ballots – White
- ☐ Ballot Privacy Sleeves (10)
- ☐ Touchscreen Ballot Privacy Sleeve (1)
- ☐ Provisional Ballot Privacy Sleeve (1)
- ☐ Electronic Poll Books (2) with stands (2), keyboard (2) and jetpack (1) in black plastic case
- ☐ White Blank Form 14 Applications for Ballot and Correction Report Form 15
- ☐ Spindle for used Applications for Ballot Form 14
- ☐ Election Judge/Coordinator Handbook
- ☐ Extension Cords (5)
- ☐ Power Strips (2)
- ☐ Demonstrator Ballots (Orange)
- ☐ Ballot Box (3 parts)
- ☐ Touchscreen Voting Unit, Quick Reference Guide and Ballot Code Sheet
- ☐ Touchscreen Voting Booth
- ☐ Touchscreen Printer
- ☐ Extra Ballot Paper for Touchscreen Printer
- ☐ ADA Accessibility Supply bag: Election Coordinator Checklist (Form 21 ADA), 60-inch paper Accessibility Circle, paper measuring tape, Form 177A "Accessible Entrance" sign (if applicable), Form 177AE "Accessible Entrance w/arrow" sign (if applicable)
- ☐ Red Box containing Ballot Scanner and power cord, security key, plastic pointer, modem, modem power cord, modem antenna, scanner and touchscreen password, Quick Reference Guide and touchscreen poll worker card
- ☐ Blue Transfer Case with Form 84 Voted Ballot plastic bag and Black Return Bag with White Return Box, Form 83 and orange sticker to note ballots not counted by the ballot scanner
- ☐ No Electioneering Cones (2) (if applicable)
- ☐ 100 foot string (if applicable)
- ☐ Metal Voting Booths
- ☐ Plastic Voting Booths
- ☐ Lowered Voting Booth with chair
- ☐ Folding Registration Table
- ☐ American Flag
- ☐ Bag of Unused Seals green (3), red (6), black (2), gray (2), orange (2), Red tie (14), zip tie (1) and yellow (2)
- ☐ Form 3 Seal Accountability Form (1)
- ☐ Broken/Used Seal Bag (1)
- ☐ Clipboards (5)
- ☐ Gray Supply Box with: pens (5), outlet adapters (2), masking tape (1), scissors (1), rubber fingers (2), economy lights (2), large ballot viewers (2), signature guides (3), "I Voted" Stickers (300), paper rolls (2) and stylus (2)
- ☐ Blue Supply Box with: Voter Cards (5), headphone covers and ballot marker boxes (2)
- ☐ PPE Bag with Bottles of Hand Sanitizer (5), packets of Disinfectant Wipes (2), Box of Polyethylene Gloves (1), Box of Surgical Masks (1), and Container of Screen Cleaning Wipes (1)
- ☐ Plexiglass Shield (2)

## ENVELOPE 1 CONTAINING INFORMATION FOR THE PRECINCT

- ☐ Form 4 Oath of Office and Application for Substitute Judges
- ☐ Form 9 Oath of Office for Assigned Judges
- ☐ Form 36J Judge of Election Badges
- ☐ Judge of Election Language Support Badges (if applicable)
- ☐ Form 194/EC Judge of Election and Election Coordinator Pay Voucher
- ☐ Form 202 Investigator Sign-In Sheet
- ☐ Envelope 47E
- ☐ Form 118 Election Judge Signup
- ☐ Specimen Ballots
- ☐ Precinct Address Outline
- ☐ Ward Map/Receiving Station Location Map
- ☐ Precinct Poll Sheet
- ☐ Ballot Packing List

## ENVELOPE 2 CONTAINING SIGNS

- ☐ Form 25 "Need Help Voting?" sign
- ☐ Form 177 "Polling Place" sign
- ☐ Form 251 "When Voters Do (And Don't) Need ID" sign
- ☐ Form 253 "Voter's Bill of Rights" sign
- ☐ Form 255 "Voting Instructions" sign
- ☐ Form 256 "Are you registered to vote at your current address?" sign
- ☐ Form 177Reg "Election Day Registration & Voting" sign

## ENVELOPE 3 CONTAINING VOTING FORMS

- ☐ Form 1 Consolidated Voter's Affidavits
- ☐ Form 1S Consolidated Voter's Affidavit (Spanish)
- ☐ Form 1C Consolidated Voter's Affidavit (Chinese, if applicable)
- ☐ Form 1H Consolidated Voter's Affidavit (Hindi, if applicable)
- ☐ Form 1A "Notice to Person Providing Assistance"
- ☐ Form 14 S/C/H Appl. For Ballot (Spanish/Chinese/Hindi)
- ☐ Envelope S "Spoiled Ballots"
- ☐ Touchscreen Instructions (English/Spanish)
- ☐ Touchscreen Instructions (Chinese/Hindi) (if applicable)
- ☐ Form 11 Precinct Notification

## ENVELOPE 3P CONTAINING PROVISIONAL VOTING MATERIALS

- ☐ Form 276P Provisional Voter Affidavits
- ☐ Form 276PS Provisional Voter Affidavits (Spanish)
- ☐ Form 276PC Provisional Voter Affidavits (Chinese, if appl.)
- ☐ Form 276PH Provisional Voter Affidavits (Hindi, if appl.)
- ☐ Envelope P Provisional Voter Affidavit Carrier Env.
- ☐ Spanish/Chinese/Hindi Provisional Affidavit Receipt

## ENVELOPE 4 CONTAINING CLOSING ITEMS

- ☐ Envelope W "Write-In Votes"
- ☐ Envelope D "Damaged Ballots"
- ☐ Envelope 14E
- ☐ Envelopes 71E & 72E
- ☐ Form 80 Certificate of Results (3)

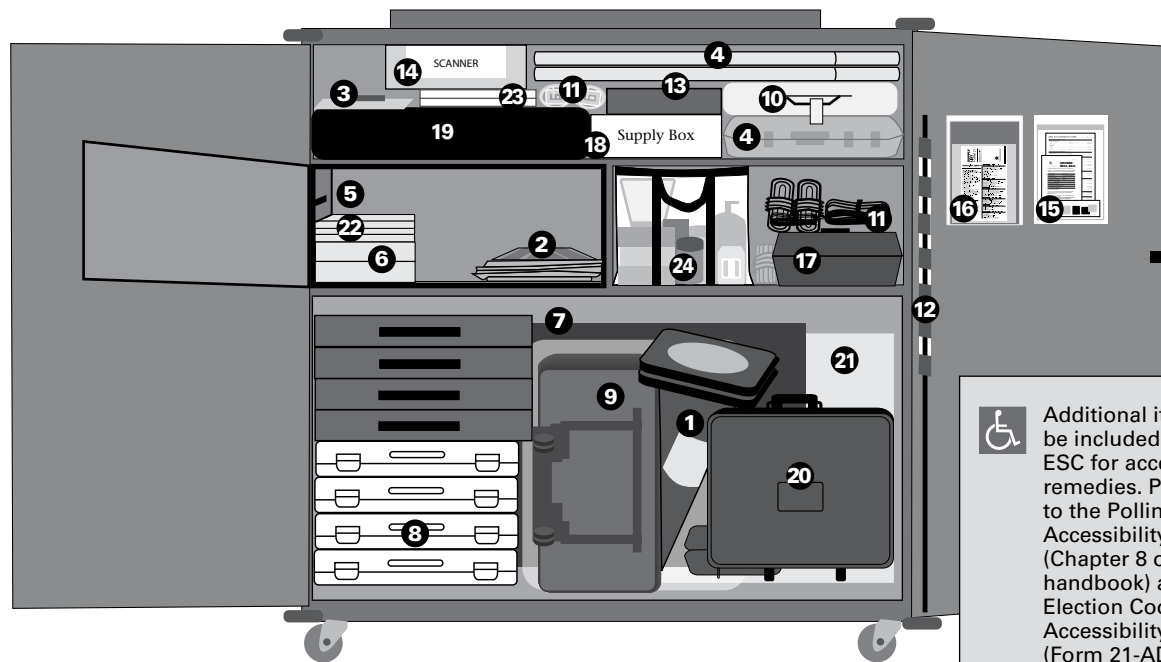
## ENVELOPE 5 CONTAINING REGISTRATION MATERIALS

- ☐ List of acceptable identification
- ☐ Form 14Reg, package of 100, Applications for Ballot-Registered Voter
- ☐ Form 14Reg S/C (Spanish/Chinese)
- ☐ Form 14Reg Hindi (where applicable)
- ☐ Registration Table Sign and holder
- ☐ Registration Table Instructions
- ☐ Envelope 48E for Return of Registration Forms



### Inside the Election Supply Carrier (ESC)

- 1 Campaign Free Zone Cones and 100 Foot String (if applicable)
- 2 Envelopes 1, 2, 3, 3P, 4 & 5 Forms, Demonstration Ballots and Privacy Sleeves
- 3 Clipboards
- 4 Lowered Voting Booth and Chair
- 5 Ballot Box Portion of ESC
- 6 Official Ballots and Extra Ballot Paper for Touchscreen Printer
- 7 3 Part Collapsible Ballot Box (rear lower portion of ESC)
- 8 Plastic and Metal Voting Booths
- 9 Transfer Case/Black Return Bag and White Return Box
- 10 Registration (Folding) Table
- 11 Extension Cords and Power Strips
- 12 Flag
- 13 Blue Supply Box
- 14 Red Box containing Ballot Scanner and power cord, security key, plastic pointer, modem, modem power cord, modem antenna, scanner and touchscreen password, Quick Reference Guide and touchscreen poll worker card
- 15 Seal Accountability Forms, Bag of Unused Seals and Broken/Used Seal Bag
- 16 Supply List and Handbook
- 17 Electronic Poll Books (2) with stands (2), keyboards (1), and jetpack (1)
- 18 Gray Supply Box
- 19 Touchscreen Voting Unit, Quick Reference Guide and Ballot Code Sheet
- 20 Touchscreen Printer
- 21 Touchscreen Voting Booth
- 22 **FOR USE WITH ELECTRONIC POLL BOOK**
  - ☐ White Blank Form 14 Applications for Ballot and Correction Report Form 15
  - ☐ Spindle for Used Applications
- 23 ADA Accessibility Supplies plastic bag: Election Coordinator Checklist (Form 21-ADA), 60-inch paper Accessibility Circle, and paper measuring tape
- 24 PPE Bag



Additional items may be included in your ESC for accessibility remedies. Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA).

### Securing and Sealing the ESC

- 1 Remove a new seal from the Unused Seal Bag. Record the seal number on the Seal Accountability Form.
- 2 Return the Seal Accountability Form to the plastic sleeve on the inside door of the ESC.
- 3 Return all supplies to the ESC.
- 4 Close both doors and lock the ESC using the key. Make sure the latch is secured.
- 5 The Key Judge or Coordinator must take the seal cutter home and bring it back on Election Day. **Do not leave the seal cutter inside the ESC.** You will need it to open the ESC on Election Day morning.
- 6 Place the new seal through both holes in the middle of the doors and secure the seal. **Make sure the seal is secured.** The door should be locked and sealed so that no one can open the ESC.

**REMINDER: Call EQUIPMENT/SUPPLIES at 773-247-4065 immediately to report any of the following problems:**

- A missing ESC seal
- Incorrect numbers on the Seal Accountability Form
- Any missing items from the ESC
- Equipment labeled for a different precinct and ward

**Don't forget to save the green ESC seal in the Broken/Used Seal Bag!**



# 5 SETTING UP THE POLLING PLACE ON ELECTION DAY

## ELECTION DAY - 5:00 AM TO 6:00 AM

Chapter 5 includes step-by-step instructions on all the procedures you need to know to set up the polling place on Election Day. Please review this chapter very carefully. You only have one hour on Election Day to set up and organize all the equipment and materials.



**IMPORTANT!** Before you open the doors to the polling place, you **MUST** do the following:

- Set up the e-poll books (see step 8).
- Begin the update of the e-poll books by 5:15 am.
- Check the equipment is labeled for your precinct and ward.

### Rules for Election Coordinators & All Judges

- You **MUST** report to the polling place by 5:00 am and no later.
- Let poll watchers with proper credentials enter at 5:00 am and watch as you set up the polling place.
- The Coordinator will lead the Judges in setting up the polling place. All poll workers should work together to make sure that all the tasks on the list are completed in a cooperative way.
- Don't let anyone vote before 6:00 am. No one, including Judges, may vote before you open the doors to the polling place.



**IMPORTANT:** What if you can't get into the polling place? If you have tried all the entrances at the polling place, then **immediately call ELECTION CENTRAL at 312-269-7870** to let the Board know.

**What if the Coordinator or Key Judge has not arrived to unlock the ESC?** Call ELECTION CENTRAL at 312-269-7870 to let the Board know.

## SETTING UP THE POLLING PLACE - STEP BY STEP

### Do you have all the materials and equipment?

Review the diagram of the ESC in Chapter 4 on page 20 to see where materials and equipment are located. For a listing of Election Day materials and equipment, see the Supply List (Form 21) in the sleeve of the door of the ESC.

### Do you know what you need to do?

First, read the quick overview of all the procedures, steps #1-18. Then, go on to the detailed instructions for each of the steps starting on the next page.

### Quick Overview: Setting Up the Polling Place

- ☐ 1. Check the polling place for a portable ramp.
- ☐ 2. Open the Election Supply Carrier (ESC), and check the contents.
- ☐ 3. Place the American flag.
- ☐ 4. Find and arrange the furniture.
- ☐ 5. For Judges: Sign the Oath and put on the badge.
- ☐ 6. For the Coordinator: Put on the Coordinator badge.
- ☐ 7. Set up the Campaign-Free Zone materials.
- ☐ 8. Set up the e-poll books and run the morning update by 5:15 am.
- ☐ 9. Assemble the metal voting booths.
- ☐ 10. Assemble the plastic voting booths.
- ☐ 11. Assemble the lowered voting booth in compliance with the instructions in the Polling Place Accessibility Guide (Chapter 8 of this handbook).
- ☐ 12. Arrange and connect the voting booths in the polling place, ensuring accessibility.
- ☐ 13. Assemble the ballot box for the ballot scanner.
- ☐ 14. Set up the ballot scanner.
- ☐ 15. Set up the touchscreen voting unit in compliance with the instructions in the Polling Place Accessibility Guide (Chapter 8 of this handbook).
- ☐ 16. Set up Judges' Stations #1-3 and the Registration Table.
- ☐ 17. Post all signs found in Envelope 2.
- ☐ 18. Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) for additional set-up requirements.

## Detailed Instructions: Setting Up the Polling Place

To set up the polling place, carefully follow these detailed instructions. Each step is numbered (#1-18) and is printed in **bold type**.

### 1 Check the polling place for a portable ramp.

In some instances, the Board will deliver a ramp to a polling place to make it accessible to voters who can't use stairs or a step. If the Board is able to deliver a ramp, you will receive it by 5:45 am. Be sure the ramp is set up in the proper place before the polling place opens. Don't remove the ramp until you close the polling place and all voters in line have voted.



**NOTE:** A few polling places may not be accessible to voters with disabilities. If your polling place has stairs, but the Board cannot deliver a ramp, follow the instructions on pages 70-71 to make sure that voters with disabilities are still able to vote using curbside voting.

### 2 Open the Election Supply Carrier (ESC), and check the contents.

Before Election Day, the Coordinator and the Key Judge will have picked up envelopes containing the ESC key and seal cutters, which are needed to open the ESC.

- A.** First, check that you have the correct ESC. Look at the ESC doors. There is a label in the upper right hand corner. Make sure it is marked with the polling place precinct and ward.

- B.** Use the seal cutters to break the seal on the ESC doors. **Keep the broken seal – don't throw it away.** You'll need it in a moment.

**If the seal is missing, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.**

- C.** Use the ESC key to unlock the door. To open the lock, insert the key and push on the area where the key was inserted. This will release the latch and open the doors. After you open the doors, remove the key. Be careful not to break the lock. If you don't have a key to the ESC – don't break the lock! Call ELECTION CENTRAL at 312-269-7870.

- D.** Verify the ESC seal number. Remove the Seal Accountability Form (Form 3) from the plastic sleeve on the inside of the ESC door. Look at the number on the broken seal, and make sure it matches the number on the form.

**If the seal number isn't the same, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.**

- E.** Place the broken seal inside the Broken/Used Seal Bag. The bag is on the inside of the ESC door.

- F.** Check that the ESC contains the required equipment and supplies. Use the Supply List (Form 21) to check off each item that you find in the ESC. **If any item is missing from the ESC, call EQUIPMENT/SUPPLIES at 773-247-4065.**



**Immediately call EQUIPMENT/SUPPLIES at 773-247-4065:**

- If any supplies are missing
- If you don't have the correct equipment

**REMINDER:** Find the Supply List (Form 21) attached to the inside of the ESC door. You'll also see Form 21 on page 19 of this handbook. Look in the Key Judge Envelope or Envelope 1 to find instructions about any materials special to your precinct.

### 3 Place the American flag.

Remove the American flag from the ESC, and tape it up at the door of the polling place. Tape is in the Gray Supply Box in the ESC.

### 4 Find and arrange the furniture.

- If there are no tables and chairs, immediately call the Polling Place Department at 312-269-7976.
- Arrange the tables and chairs. Choose an arrangement that helps you manage the flow of voters and protect voters' privacy. Review the suggested arrangements on the next page.
- As you set up the tables and chairs, consider the needs of voters who use a wheelchair, walkers, or other assistive devices. Make sure voters with disabilities have "a 36" path" (use the 36" measuring tape provided in the ESC) and can move easily through the polling place and reach the voting equipment.



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

## Suggested Polling Place Arrangements

Position the equipment to make sure voters with disabilities have “a 36” path” (use the 36” measuring tape provided in the ESC) to move through the polling place and to vote.

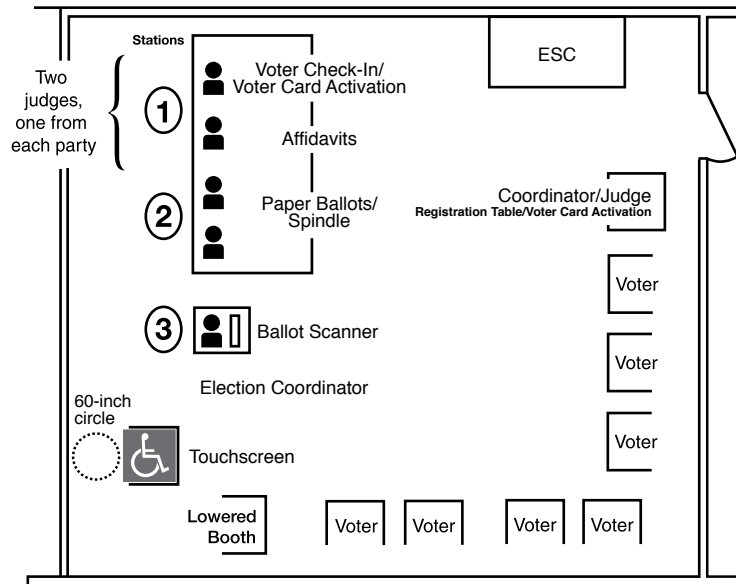


Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.

Single Precinct Polling Place

Combination Polling Place

**REMINDER:** The Coordinator will lead the Judges in determining the best layout of the polling place. Arrange the booths to give people **privacy** when they’re voting. Position the equipment to make it easy for voters with disabilities to move through the polling place and to vote.



### ELECTION CENTRAL

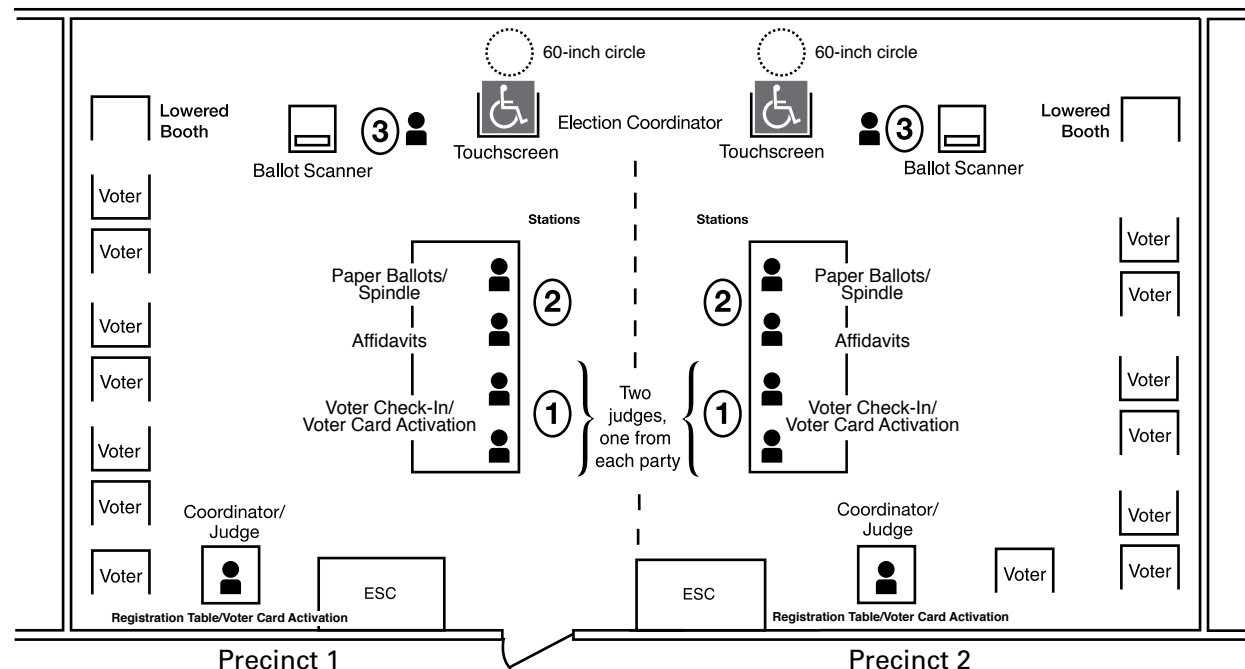
For questions about voting laws and regulations, procedures, or language problems:  
**312-269-7870**  
 Election Day only 5:00 am – 10:00 pm

### EQUIPMENT/SUPPLIES

For problems with equipment or missing supplies:  
**773-247-4065**  
 Election Eve (Monday) 5:00 pm – 7:00 pm  
 Election Day 5:00 am – 10:00 pm

### POLLING PLACE DEPARTMENT (TABLES/CHAIRS)

For missing tables and chairs:  
**312-269-7976**



## 5 For Judges: Sign the Oath and put on the badge.

If you're a Judge, you must do the following:

- Read and sign the Oath of Office for Assigned Judges (Form 9).
- Find a badge of the political party you're representing. Fill in your name and the precinct and ward where you're working. Put on the badge and wear it until you leave the polling place at the end of the day.

**REMINDER:** If your precinct swears-in a Substitute Judge, the Substitute Judge must complete the checklist and sign the Application For Substitute Election Judge and Oath of Office (Form 4). If you're the appointed Judge who administers the Oath to the Substitute Judge, you must follow the procedures on Form 4. As noted on Form 4, you must call the Board of Elections (Board) and verify the eligibility of the Substitute Judge. See Chapter 1, page 4 for more information on swearing in a Substitute Judge.

## 6 For the Coordinator: Put on the Coordinator badge.

If you're the Coordinator, you must do the following:

- Take the badge and fill in your name.
- Put on the badge and wear it until you leave the polling place at the end of the day.

## 7 Set up the Campaign-Free Zone materials.

**If your polling place has only one precinct:**

In the ESC, find the Campaign-Free Zone materials:

- 2 blue cones (**No Electioneering** cones)
- 100-foot string (for measuring)

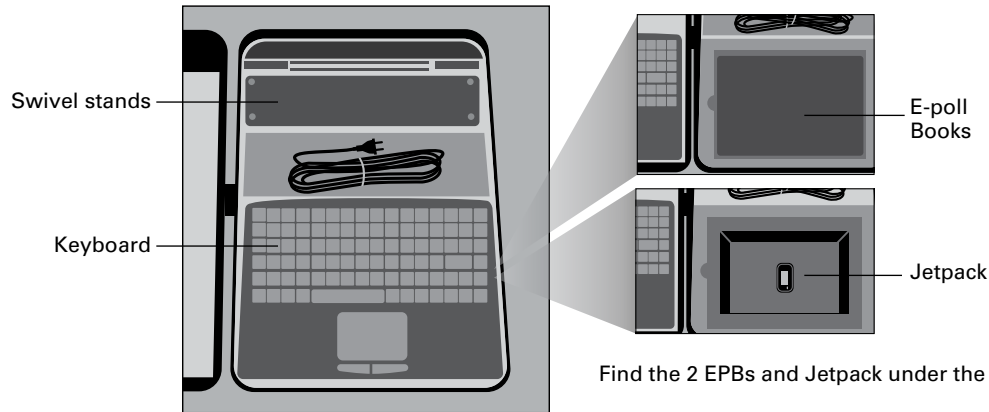
Set up the blue cones to mark off the Campaign-Free Zone. You'll use the 100-foot string to help you measure the space. See detailed instructions in Chapter 1, page 6.

**If your polling place has more than one precinct:**

For each polling place, there is only one set of Campaign-Free Zone materials—even if there's more than one precinct.

- If you find the Campaign-Free Zone Materials in your ESC, set up the blue cones according to instructions in Chapter 1, page 6.
- If your ESC doesn't have the Campaign-Free Zone materials, check with the other precinct(s) in your polling place to be sure the Judges have these materials to set up.

### The Electronic Poll Books & Accessories



## 8 Set up the electronic poll books (e-poll books) and run the morning update by 5:15 am.

You'll use **one** e-poll book to search registered voters in the precinct and check them in electronically. The person working at the Registration Table will register voters on **the other** e-poll book. Both e-poll books will also be used to activate voter cards for people who choose to vote using the touchscreen voting unit.

Follow these steps to set up and launch the two e-poll books:

### A. Start to set up the e-poll books and accessories.

1. Find two e-poll books and the accessories in the black plastic case inside the ESC.
2. To confirm that you received the correct e-poll books, make sure the tag on the handle of the black plastic case shows your precinct and ward.

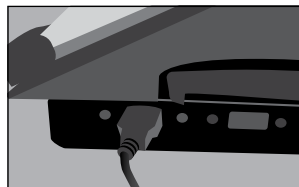
3. Now verify the seal number on the latch of the case. Compare the number on the seal with the Seal Accountability Form (Form 3). If the seal number matches, break the seal and place it in the Broken/Used Seal Bag. If the seal number doesn't match **or the tag on the e-poll book is for a different precinct and ward, immediately call EQUIPMENT & SUPPLIES at 773-247-4065.**

4. Remove all contents from the case.

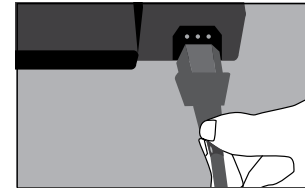


**NOTE:** Connecting devices are color-coded.

5. Plug in the keyboard for each e-poll book device using the USB port on the side of the base of the stand.



6. Plug power cord into the adaptor on the side of the stand. The adaptor is marked with a red dot.

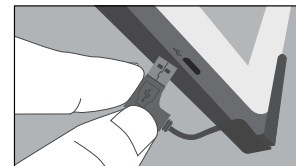


7. On the left side of each e-poll book, find the seal covering the memory card port. Make sure the seal number on each device matches the Seal Accountability Form (Form 3).



8. Set up **one** e-poll book at **Station #1** and **one** e-poll book at the **Registration Table**. For each e-poll book, do the following:

- Set the black stand on the table, and place the e-poll book on top.
- Plug the mini-USB cord found on the left side of the stand into the mini-USB port on the left side of the e-poll book.



- Plug the red power cord into a power source (extension cord or power strip).

**REMINDER:** Do not turn on the e-poll book until you have completed the next step.

### B. Turn on the Verizon Jetpack and find the strongest signal.

The Jetpack is a portable hotspot device that provides the internet connection for each e-poll book.

1. Find the Jetpack in the same case that holds the e-poll books.
2. Turn on the Jetpack by holding down the power button on the top of the device. The screen will light up. Wait a few moments while the Jetpack connects. It's connected when you see **4G** at the top of the screen, with bars indicating the strength of the connection.



**NOTE:** Once the Jetpack is connected, the screen will go into power save mode and turn black. But the Jetpack is still powered on. To light up the screen again, tap the power button.

3. Carry the Jetpack around the room to see where signal strength is best. The Jetpack must stay within 30 feet of the e-poll books. You may find the strongest signal closer to a window.
4. Once you find the part of the room with the best signal, plug in the Jetpack with the yellow power cord into an outlet.



**NOTE:** If there's more than one precinct in your polling place, make sure the Jetpacks are at least 3 feet apart.

### C. Launch the e-poll books.

1. Make sure the Jetpack is ON and has a strong connection. **The Jetpack MUST have a strong connection BEFORE you turn on the e-poll books.**
2. For each e-poll book, press and hold the power button on the top left edge of the device until you see the word "Toshiba" appear on the screen.



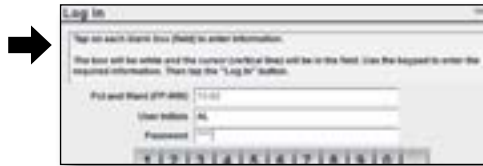
3. Wait a few seconds for the launch screen to appear. From the launch screen, use the stylus to tap the **Launch Express Poll** button.


As you proceed, always follow the instructions on the screen.

4. Enter the password found in the e-poll book case. Tap **Continue**.




- Follow the instructions on the screen. Ensure the precinct and ward are correct. Type your initials and the password again. Tap the **Log In** button.



 **NOTE:** As you rotate duty stations throughout the day, you must log out and log back in with your initials each time.

- Make sure the precinct information is correct. If so, tap **OK This is Correct Poll**.

 If the precinct is incorrect, immediately call ELECTION CENTRAL at 312-269-7870.

- Now look at the bottom left of the screen. Confirm that the statistics for ballots and provisional ballots are all at zero.

**Exception:** The number of registered voters listed on the screen won't be zero.

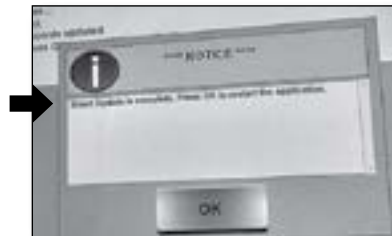
#### D. Run the morning update.

- Check for connectivity, making sure each e-poll book shows a connection to the internet. Here's how to check the connection:
  - Tap the **Status** tab at the top right of the screen.
  - Look at the bottom of the screen. If you see the words "Connected," "Idle," or "Synchronizing," this means the e-poll book is connected. Go to Step 2.
  - If you see the word "Connecting" or "Error," the e-poll book is not connected. Go to page 93 for troubleshooting instructions.

- You **MUST** run the morning update on **EACH** e-poll book. **You must run the update on one e-poll book at a time. To run the morning update, tap the Poll Book Update tab and the Poll Book Update button at the bottom of the screen.**

- Tap the **Run Update** button.

- Wait while the e-poll book updates its files with new voter information. Once the file update is complete, you'll see the following message: "Smart Update is complete. Press OK to restart the application." Tap **OK** and the unit will restart automatically.



- Once the unit has restarted, relaunch the e-poll book, and enter your user initials and the password.

#### E. Open the polls on the e-poll book.

- Again, verify that the statistics are all set to zero and the Poll Book Update shows today's date. If the statistics are not zero or the time/date are wrong, call EQUIPMENT/SUPPLIES at 773-247-4065.

**Remember:** On the right side, **Registered Voters** will NOT be zero.

- Tap the **Open the Poll Book** button. You'll see the Poll Status change to the color green and display the word "OPENED."



- Tap the **Poll Workers** tab. Find and tap on your name. Tap start time. Then tap save. ALL Judges and Election Coordinators must sign in. If the time is wrong, you may change the time.

#### F. Prep the e-poll book for voter check-in and registration.

- Tap the **Issue Ballots** tab at the top of the screen.
- Tap the **Continue** button.



**Congratulations! The e-poll books are ready for voter check-in and registration.**



## 9 Assemble the lowered voting booth.

The lowered voting booth is designed for voters who are sitting down — whether in a wheelchair or on the voting chair. Any voter may use it. The lowered voting booth is made of gray plastic.

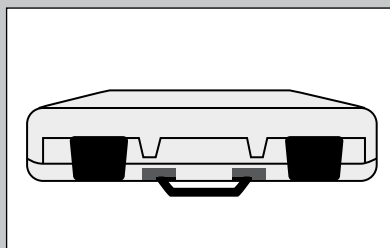
- A. Remove the gray plastic case from the ESC, and place the booth on a table with the Board of Elections sticker facing up. Now open the case.
- B. Remove the legs and plastic extenders from the lid; then close and lock the lid.
- C. Put together each leg section.
- D. Turn the case over on the table. Insert the extenders in the holes at the front of the booth (the side with the handle). Insert the legs, one at a time, into the two holes on the bottom of the booth and the two holes in the extenders. Using a twisting motion, push the legs in tightly until snug.
- E. Pick up the booth, turn it over, and stand it on its legs. Open the lid; then lift and secure the side panels.
- F. Make sure the Voting Instructions Sign (Form 255) is attached to the privacy screen. If it isn't, remove Form 255 from Envelope 2, and tape it to the privacy screen.
- G. The lowered booth must provide a 60-inch diameter circle in front of the booth that will provide an accessible turning space

for people in wheelchairs or with other mobility disabilities. Please use the 60-inch diameter circle provided in the plastic bag inside the ESC and follow the instructions printed on the 60-inch diameter circle for measuring the proper accessible turning area.

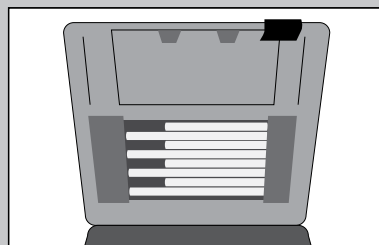
- H. Unwrap the electrical cord, and plug it into the receptacle to the right of the light unit. But don't plug the cord into an outlet until you find the best spot for the booth (wait until you get to Step 12).
- I. To assemble the chair for the lowered booth, pull out on the arms and press down on the seat.



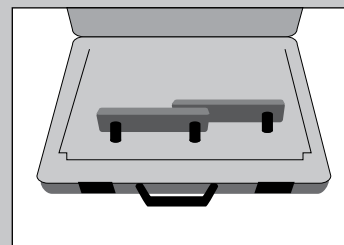
**NOTE:** Don't allow voters to apply weight or lean on the voting booth.



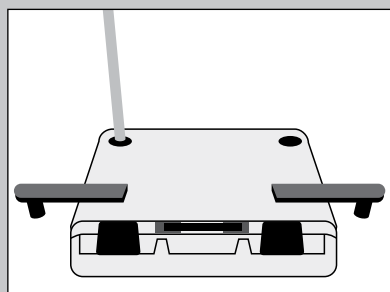
9-A



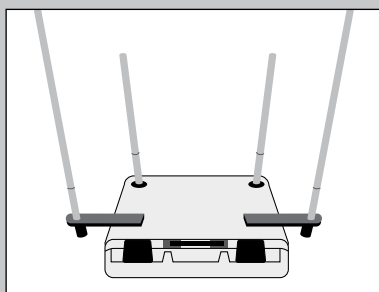
9-B (1)



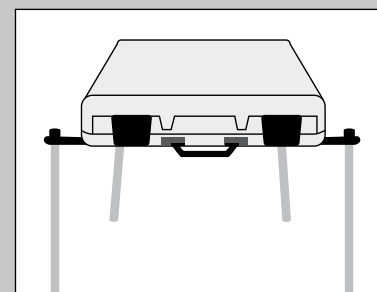
9-B (2)



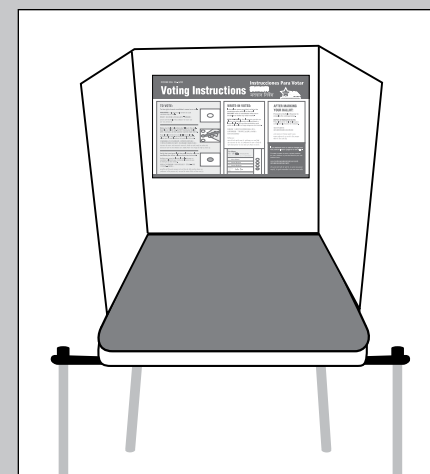
9-D (1)



9-D (2)



9-E (1)



9-E/F

Not pictured: Step 9-C  
Step 9-G  
Step 9-H  
Step 9-I

## 10 Assemble the plastic voting booths.

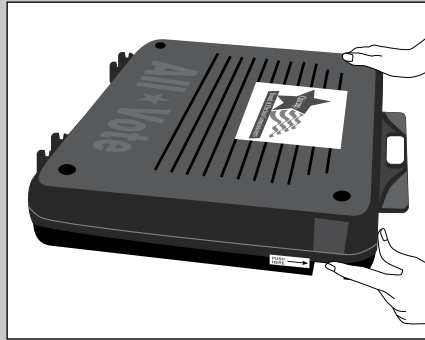
- A. Remove all plastic voting booths from the ESC.
- B. Place a booth on a table with the Board of Elections sticker facing up; open the case.
- C. Remove the legs from the lid, and then close and lock the lid.
- D. Put together each leg section.
- E. Turn the case over on the table. One by one, insert each leg into a hole in the bottom of the booth. Using a twisting motion, push the legs in tightly until snug.
- F. Pick up the booth, turn it over, and stand it on its legs. Open the lid; then lift and secure the side panels.
- G. For each unit, make sure the Voting Instructions Sign (Form 255) is attached to the privacy screen. If it isn't, remove Form 255 from Envelope 2, and tape it to the privacy screen.
- H. Unwrap the electrical cord, and plug it into the receptacle to the right of the light unit.



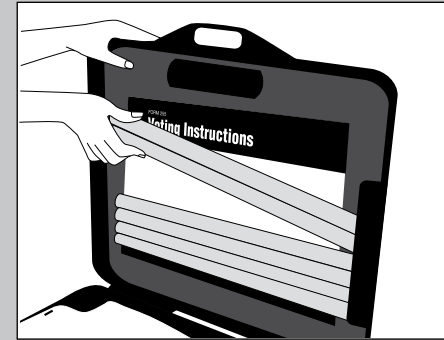
**NOTE:** As mentioned in the metal booth instructions, you'll plug each unit into the next unit and so on. You'll end up with a chain of metal and plastic booths, all connected to one another with electrical cords. You'll plug the last cord into a wall outlet or extension cord.



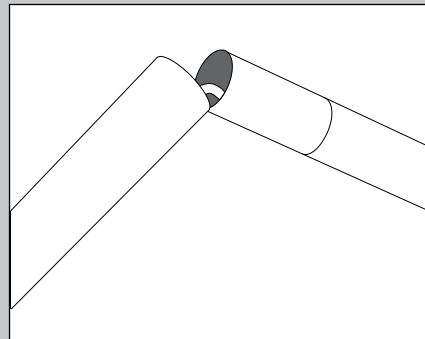
**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**



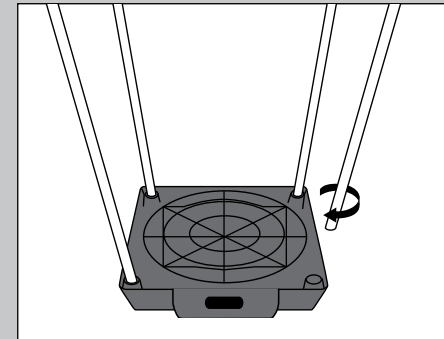
10-A/B



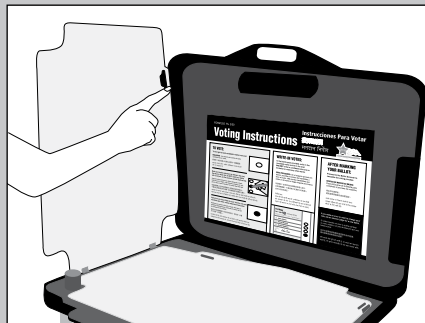
10-C



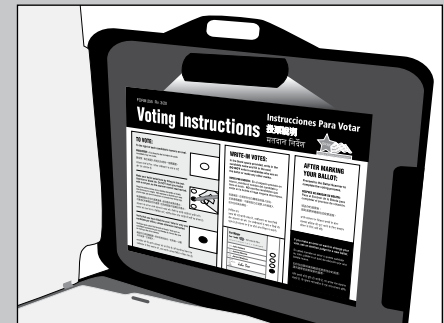
10-D



10-E



10-F



10-G

Not pictured: Step 10-H

## 11 Assemble the metal voting booths.

Every ESC will contain metal and plastic voting booths, as well as a lowered booth. Set up every booth, unless your polling place is too small. Even if the polling place is too small to set up all voting booths, it *must* include both the Lowered Booth and the Electronic Touchscreen Accessible Booth.

Here are instructions for the metal booths:

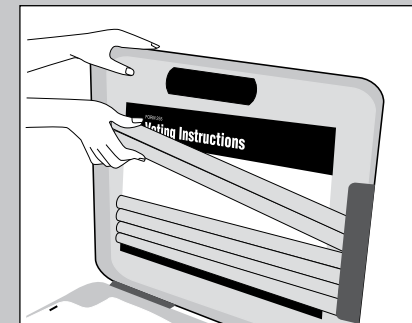
- A.** Remove all metal voting booths from the ESC.
- B.** Place each booth on a table, with the Board of Elections sticker facing up. Now open the case.
- C.** Remove the legs from the lid. Close and lock the lid.
- D.** Put together each leg section.
- E.** Turn the case over on the table. One by one, insert each leg into a hole in the bottom of the booth. Using a twisting motion, push the legs in tightly until snug.
- F.** Pick up the booth, turn it over, and stand it on its legs. Open the lid; then lift and secure the side panels.
- G.** For each booth, make sure the Voting Instructions Sign (Form 255) is attached to the privacy screen. If it isn't, remove Form 255 from Envelope 2 and tape it to the privacy screen.
- H.** Unwrap the electrical cord, and plug it into a receptacle on the side of the voting unit. There are receptacles on both sides of the unit.



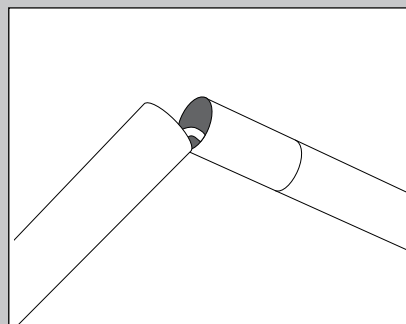
**NOTE:** Later, you'll plug this unit into the next unit and so on. You'll end up with a chain of metal and plastic booths, all connected to one another with electrical cords. You'll plug the last cord into a wall outlet or extension cord.



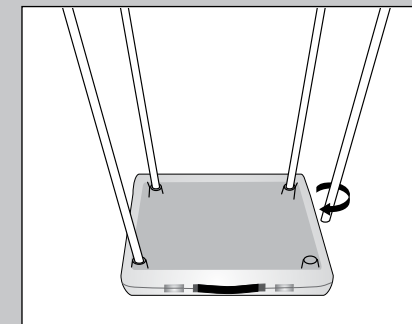
11-A/B



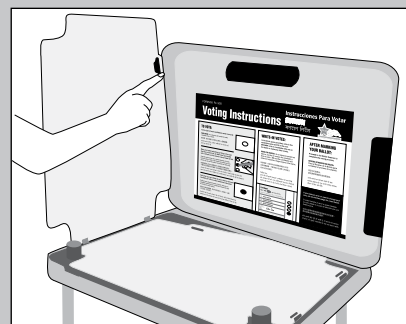
11-C



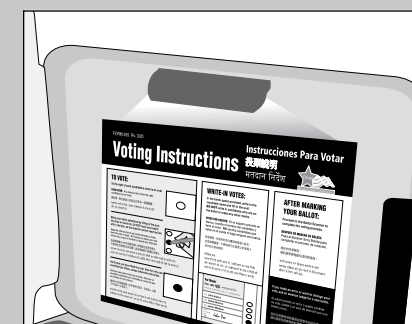
11-D



11-E



11-F



11-G

Not pictured: Step 11-H

## **12 Arrange and connect the voting booths in the polling place, ensuring accessibility.**

- A.** As you arrange the booths, consider the voters' privacy. If possible, put the open side of each voting booth towards a wall. (See diagram on page 23.)
- B.** For metal and plastic booths:
- Plug in the electrical cords and plug booths into one another. As noted earlier, you'll end up with a chain of booths connected to one another with electric cords.
  - Plug the last cord into a wall outlet or extension cord.
- C.** For the lowered booth:
- Find a place for the lowered booth and chair where a voter with disabilities or limited mobility may easily use it. As needed, you'll move aside the chair to allow a voter with a wheelchair to use the booth.
  - Plug the electrical cord from the lowered booth directly into an outlet or an extension cord.
- D.** Check for tripping hazards or obstacles. You may need to tape down electrical cords so wheelchairs can move over them and people don't trip.



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

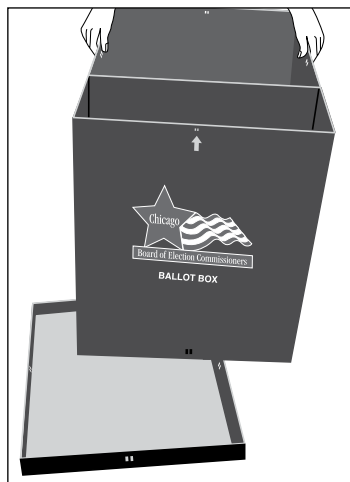


### 13 Assemble the ballot box for the ballot scanner.

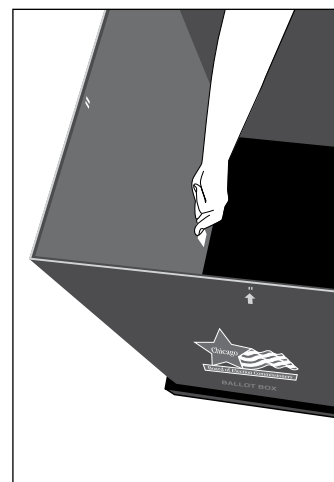
To set up the ballot box and ballot scanner correctly, carefully follow the instructions and diagrams. You'll find the ballot scanner and the parts for the ballot box in the ESC.

When we talk about the *ballot scanner*, we sometimes use the term *scanner* for short.

- A. Start with the ballot box. Remove the three parts of the ballot box (top, bottom, and collapsible body) from the ESC.
- B. Place the box-bottom on the floor.
- C. Unfold the collapsible body into a box, and place it on the box-bottom. The white arrow and the Board logo are on the front of the box. Make sure the front of the box bottom with the white arrow and the front of the box body are facing the same direction. Secure the box-bottom to the body of the box with red tie seals on all four sides. **You must record the seal numbers on the Seal Accountability Form (Form 3).**
- D. Place the box-top on the body. The white arrow on the top must line up with the white arrow on the body.
- E. Locate the ballot scanner inside the red ballot scanner box. Place the ballot scanner on top of



13-C(1)

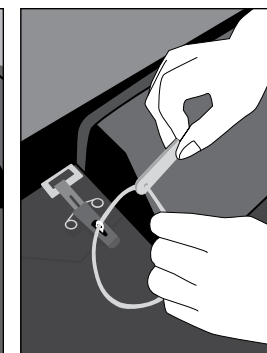
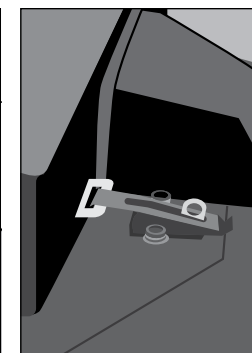
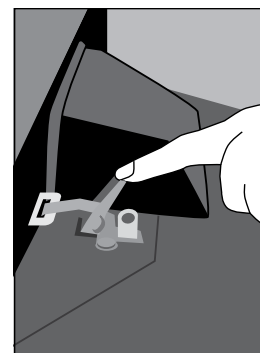
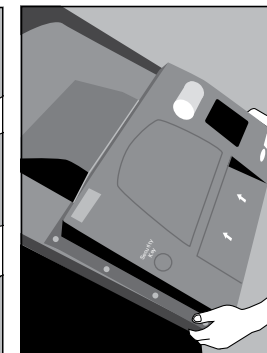
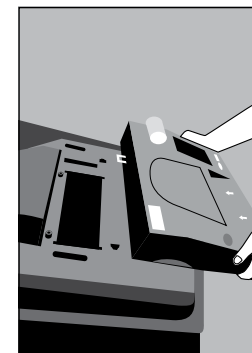


13-C(2)



13-D

the ballot box and lock it into place. Make sure that the front of both of the ballot box and the scanner are on the same side, facing the same direction. Use the latch on the top of the ballot box to securely lock the ballot scanner into place. **Secure the latch with a red tie seal.** Secure the box-top to the body of the box with red tie seals on all four sides. **You must record the seal numbers on the Seal Accountability Form (Form 3).**



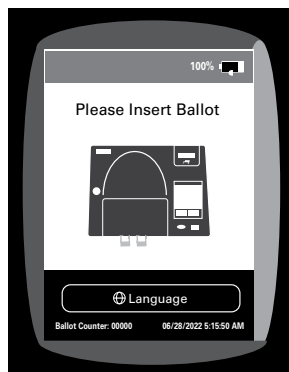
On the top and body of the ballot box, the arrows must point toward each other. The front of the scanner and the front of the ballot box must be on the same side, facing the same direction.

## 14 Set up the ballot scanner.

**IMPORTANT:** The ballot scanner must remain plugged in **ALL DAY**. If there's a power outage, immediately call ELECTION CENTRAL at 312-269-7870.

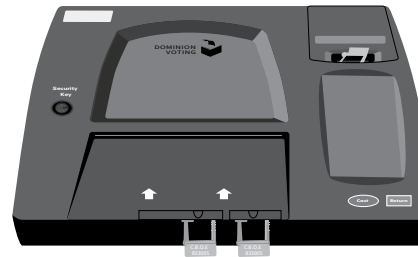
Before you set up the scanner, take a look at the diagrams on this page. In the scanner diagram, look for the public counter on the display screen, paper tape, security key and memory card doors.

- The **public counter** will show you the number of ballots accepted by the scanner.
- The **paper tape** will display the zero report at the beginning of the day, the scanner results and transmission report at the end of the day.
- The **security key** will be used to log in to the ballot scanner in the morning and to connect the modem in the morning, to send a signal to the Board and in the evening when polls close, to send a transmission report.
- The **memory card doors** are on the front of the scanner, sealed inside the administrator and poll worker doors. They will store vote totals and will be returned to the Receiving Station at the end of the night.

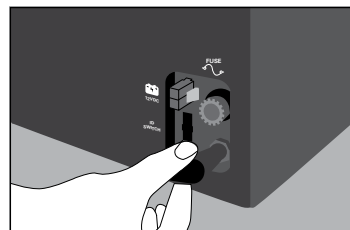


**Now you're ready to set up the ballot scanner. Follow these steps:**

- A. Prepare the ballot scanner.**
1. Verify that the seal numbers on the administrator, poll worker, printer and modem port door are the same as on the Seal Accountability Form (Form 3). **If the seal numbers are not the same or if the seals are missing, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.**



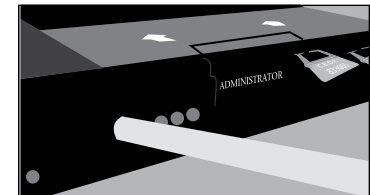
2. Plug the power cord into the rear of the scanner. Run the power cord through the grooves of the ballot box. Ensure that the power cord does not present a tripping hazard by taping it to the ballot box and floor, if necessary. Then plug it into a power outlet. An amber light will turn on the front of the scanner when it is plugged into a working outlet.



**NOTE:** You'll find an extension cord and the adapter in the Gray Supply Box in the ESC.

**REMEMBER:** Don't break the seals on the administrator and poll worker doors at any point in the day. You'll break these at the end of Election Day when it's time to go to the Receiving Station.

- B. Powering on the ballot scanner.**
1. With a plastic pointer press and hold the power button, located on the front left side, and release once you hear a beep. Look for a solid green light on the front left of the scanner. Wait for the scanner to turn on.



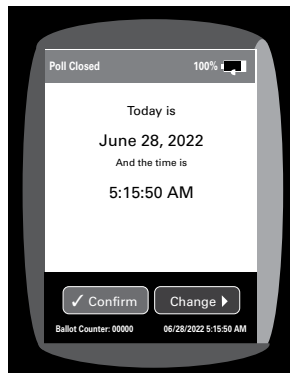
2. Find the security key inside the plastic sleeve located inside the red ballot scanner box. Place the security key on the security key port found on the left side of the scanner and hold for at least two seconds. Once the password screen appears, remove the security key from the security key port.



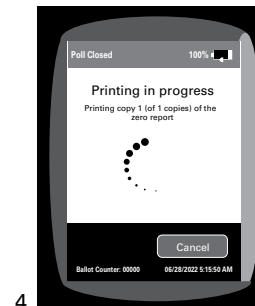
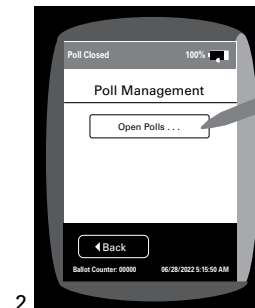
3. Using the plastic pointer, enter the password located inside the red ballot scanner box and press enter.



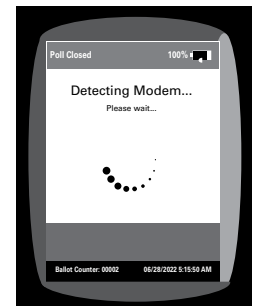
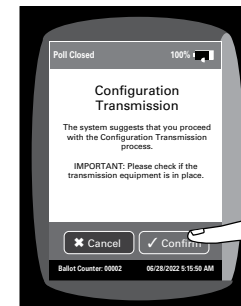
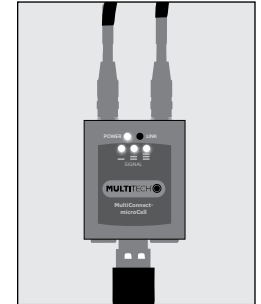
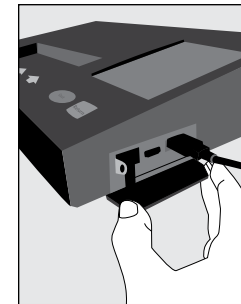
4. On the ballot scanner screen confirm that the date of the election and the time of day are correct. **If any of the information is incorrect, immediately call ELECTION CENTRAL at 312-269-7870.** Press confirm if correct.



5. From the main menu screen select poll management. Tap open polls and select confirm. The ballot scanner will automatically print a Morning Zero Tape. Don't remove the Morning Zero Tape, it must remain attached to the scanner until after the polls close. All Judges must sign the Morning Zero Tape after it is done printing. Press continue once the Morning Zero Tape is finished printing.

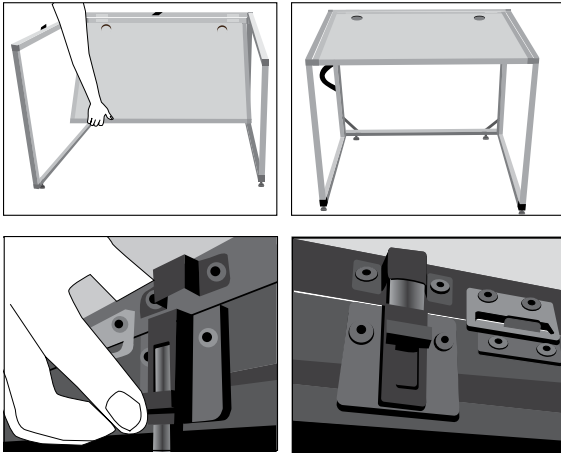


6. Break the yellow seal on the right side of the scanner and open the modem port door. Place the broken seal in the Broken/Used Seal Bag. Connect the modem found in the red ballot scanner box to the USB port. Once the modem is connected select confirm on the screen.





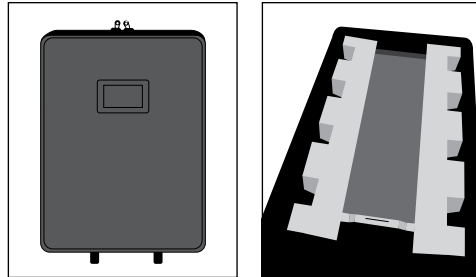
4. Raise the table top up and secure the latches underneath the table to the left and right.



5. Position the booth so the voter will have privacy while voting. Make sure the front of the booth faces a wall. There should be a 60-inch turning diameter between the wall and the booth. Use the circle in the ADA supplies.

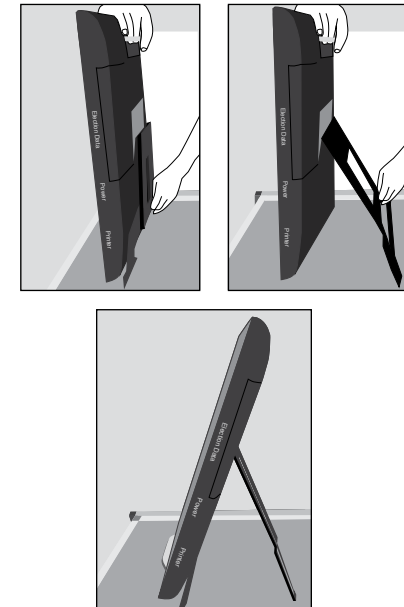
### B. Open the touchscreen voting unit.

1. Remove the touchscreen voting unit from the black case. Place on top of touchscreen voting booth. Store foam and black case in ESC.



The card of instructions and the VCA Menu will be inside the touchscreen case.

2. Gently raise the screen and place the bar in an upright position.

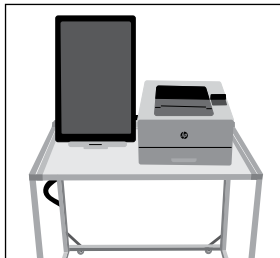
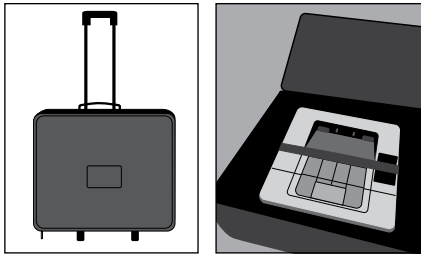



3. Verify that all four seal numbers are the same as on the Seal Accountability Form (Form 3). If the seal numbers are not the same or the seals are missing, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.



**C. Set up printer.**

1. Remove the touchscreen printer and power cord from the black case. Place next to touchscreen voting unit inside of touchscreen voting booth.

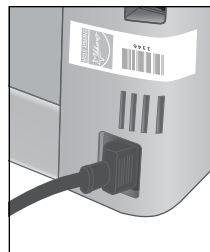
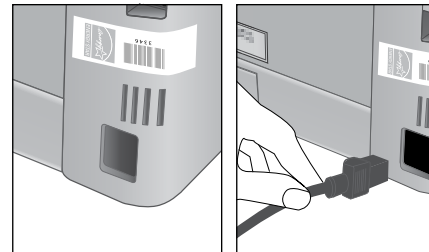
**D. Connecting touchscreen voting unit and printer.**

 **NOTE: Cords and connections are color coded.**

1. Connect the printer cord (purple) into the back of the printer.




2. Plug power cord for printer (orange) into back of the printer and into a power outlet.



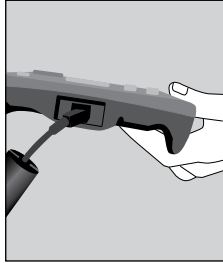
3. Plug the touchscreen power cord into a power outlet.

4. Run touchscreen and printer power cords through the openings on the back of the touchscreen voting booth.

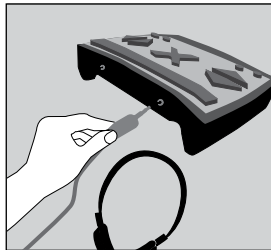
 **NOTE: Check for tripping hazards or obstacles. You may need to tape down electrical cords so wheelchairs can move over them and people don't trip.**

**E. Connecting audio controller to touchscreen voting unit**

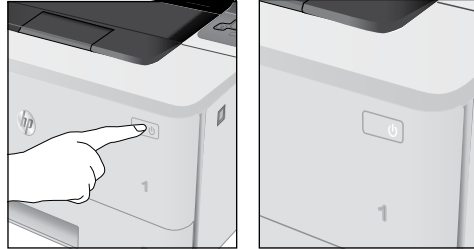
1. Verify that the accessories cord is plugged into the back of the audio controller.



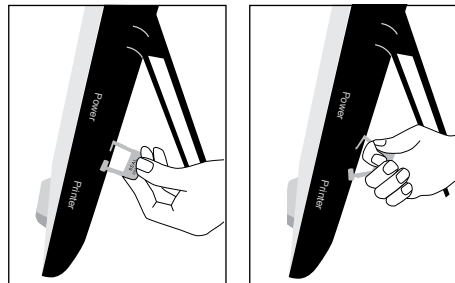
2. Verify the green headphone cord is plugged into the front right side of the audio controller.

**F. Powering on the touchscreen voting unit and touchscreen printer.**

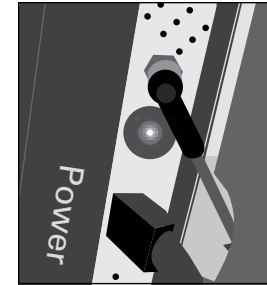
1. Turn the printer on (power button is located on the front of the printer). Press and release.



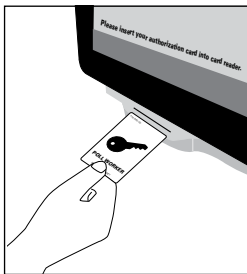
2. Break yellow seal on Power/Printer door located on bottom right side. Place the broken seal in the Broken/Used Seal Bag.



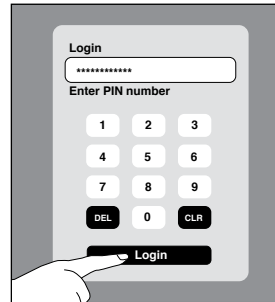
3. Press the on switch inside the Power/Printer doors located on the bottom right side.



4. Wait for touchscreen to initialize.
5. Re-seal door with a red seal and record seal number on the Seal Accountability Form (Form 3).
6. Insert poll worker card found inside the red ballot scanner box into card slot with chip facing down.



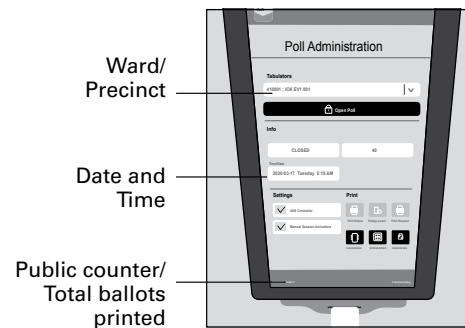
7. Enter password located in the red ballot scanner box and press login.



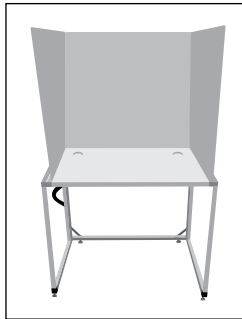
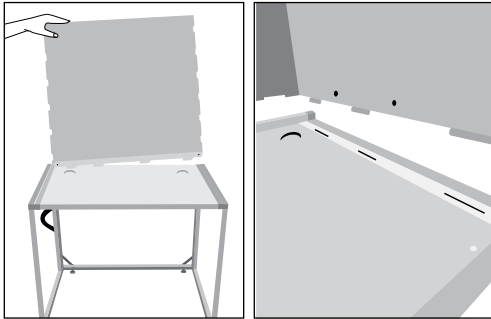
8. On Poll Administration Screen verify:
  - Ward and precinct
  - Date of the election and current time
  - Public counter/Total ballots printed in the lower left corner is at 0

**If any of the information is incorrect, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.**

9. Select open poll and press yes.



10. Remove poll worker card. Ensure that your poll worker card is in your possession at all times.
11. Unfold the privacy screen and latch it to the metal slots on top of the touchscreen voting booth by sliding it into place.



12. Touchscreen is ready for voters.



**NOTE:** Do not open the Batteries or Election Data doors at any time. Those are to remain closed and sealed with a red seal throughout the entire Election Day.



**IMPORTANT:** The voter's ballot is not cast until they have inserted it into the ballot scanner.

## 16 Set up Judges' Stations #1–3 and the Registration Table.

Make sure all the needed forms and materials are at Judges' Stations #1–3 and the Registration Table.

Use the checklist on page 44 to place the correct forms and materials at each station as well as at the Registration Table.

Once you have completed all of the steps in this chapter, you will be ready to open the polls at 6:00 am.



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

## 17 Post all signs found in Envelope 2.

**Using the tape from the Gray Supply Box, post the following signs where voters can easily see them as they check in:**

- ☐ Form 25 **Need Help Voting?** sign
- ☐ Form 177 double-sided **Polling Place** sign (Use the **Accessible** side only if a polling place is accessible by wheelchair.)
- ☐ Form 177A **Accessible Entrance** sign (Use only if applicable. Before you post this sign, ensure the entrance is accessible by wheelchair. Post at the height someone using a wheelchair will see.)
- ☐ Form 177AE **Accessible Entrance w/ arrow** sign (if applicable)
- ☐ Form 177Reg **Election Day Registration & Voting** sign
- ☐ Form 251 **When Voters Do (And Don't) Need ID** sign
- ☐ Form 253 **Voter's Bill of Rights** sign
- ☐ Form 255 **Voting Instructions** sign
- ☐ Form 256 **Are you registered to vote at your current address?** sign



See images of these signs on the next two pages (pages 42 and 43).



Form 25  
Rev. 6/22

## Need Help Voting?

### Notice to Voters Who May Need Physical, Reading or Language Assistance

**A voter who wants help reading or marking a ballot may receive help from:**

- A relative
- A neighbor or other trusted friend
- A coworker (who is **not** an employer or union official)
- Two Election Judges: one Democratic and one Republican.

Help can include translating the ballot.

Before helping read or mark ballots, the voter and the person(s) who give assistance must:

- Review instructions on Form 1A,
- Complete the "Assisted Voter" section on the front side of Form 1, and
- Complete Affidavit B on the back side of Form 1.

Voters who need help may use the Touchscreen Voting Unit or Paper Ballots.

**¿NECESITA AYUDA PARA VOTAR? Aviso a votantes que necesitan ayuda física, o para leer o de idioma**

Un votante que quiera ayuda para leer o marcar una boleta puede recibir ayuda de:

- Un pariente
- Un vecino o amigo de confianza
- Un compañero de trabajo (que **no** sea un empleador o oficial de sindicato)
- Dos jueces electorales uno democrata y uno republicano

La ayuda puede incluir traducir la boleta.

Antes de ayudar a leer o marcar boletas, el votante y la(s) persona(s) que ayude tiene(n) que:

- Revisar instrucciones en la Forma 1A
- Completar la sección "Votante Asistido" en el lado frente de la Forma 1, y
- Completar el Affidavit B en el reverso de la Forma 1.

Los votantes que necesiten ayuda pueden usar la unidad con pantalla de tacto o las boletas de papel.

**需要投票幫助？**

可能接受身體、閱讀或語言幫助的選民須知

需要閱讀或語言幫助的選民可從以下方面獲得幫助：

- 一位親屬
- 一位鄰居或可信的朋友
- 一位同事（不是僱主或工會官員）
- 兩位選舉官員：一位民主黨及一位共和黨

可以包括翻譯選票的幫助。

在幫助閱讀或標記選票之前，選民及提供協助者必須：

- 審閱說明書（Form 1A）
- 填寫在表格正面上的「被協助選民」部分，及
- 填寫在表格背面的「宣誓書 B」。

需要幫助的選民可使用觸摸屏選票裝置及選票紙張選票。

मतदान में मदद की आवश्यकता है? विन लोगों को शारीरिक और पढ़ने में या भाषा महत्वता की आवश्यकता है, उन मतदाताओं के लिए नोटिस

एक मतदाता, जिसे मतदान को पढ़ने या चिह्नित करने में मदद की आवश्यकता है,

को सहायता प्राप्त हो सकती है:

- एक रिश्तेदार
- एक पड़ोसी या अन्य विश्वसनीय मित्र
- एक सहकर्मी (जो एक नियोक्ता या यूनियन ऑफिशल नहीं है)
- दो चुन चुने हुए निर्वाचक जो एक डेमोक्रेटिक और एक रिपब्लिकन

सहायता मतदान का प्रत्यक्ष सहित हो सकता है

मतदान को पढ़ने या चिह्नित करने में मदद करने से पहले, मतदाता और सहायता प्रदान करने वाले व्यक्ति (व्यक्तियों) को:

- सूची 1A को देखना और समझना पड़ेगा
- सूची 1 के फॉर्म की पृष्ठ पर मतदान का मतदान सेक्शन में पूरा करना पड़ेगा, और
- सूची 1 के फॉर्म की पृष्ठ पर मतदान के पृष्ठ पर मतदान

यदि मतदाता को सहायता की आवश्यकता है तो निर्वाचक मतदान के पृष्ठ पर मतदान का मतदान कर सकते हैं

Judges: Immediately post this sign in a prominent position in the polling place.

Form 25 Need Help Voting? sign

Form 177Reg  
Rev. 10/18

## Election Day Registration & Voting

### Registración y Votación en el Día de Elección


### 選舉日登記及投票

### चुनाव के दिन पंजीकरण और मतदान

**Chicago voters who reside in this precinct may:**

- Register to vote for the first time
- File a change of address
- File a name change, and
- Cast a ballot during the same visit.

Each voter needs two forms of ID, at least one showing the current address. After the registration is complete and processed, the voter may cast a ballot.



**Votantes de Chicago que residen en este precinto pueden:**

- Registrarse para votar por primera vez
- Registrar un cambio de dirección
- Registrar un cambio de nombre, y
- Someter una boleta durante la misma visita.

Cada votante necesita dos formas de identificación por lo menos una con una dirección de dirección presente. Después de que la registración esté completa y procesada, el votante puede someter una boleta.

**居住在這個分區的芝加哥市選民可以:**

- 作首次登記投票
- 辦理更改地址
- 辦理更改姓名, 及
- 在辦理的同時一併投票。

每位選民需要兩樣身份證明, 其中至少一樣顯示目前地址。

完成登記及處理後, 選民可投選票。

Judges: Immediately post this sign in a prominent position by the Registration table in the polling place.

Form 177Reg Election Day Registration &amp; Voting sign

Form 177  
Rev. 2020

## Polling Place

### Colegio Electoral 投票站 मतदान स्थल



**6am - 7pm**

**Tuesday, February 28, 2023**

**Municipal General Election**

6am-7pm  
Martes, 28 de febrero  
de 2023  
Elección General Municipal

上午6時至下午7時  
2023年2月28日・星期二  
市政普選

सुबह 6 बजे से शाम 7 बजे तक  
मंगलवार, 28 फरवरी, 2023  
नगर विधान आम चुनाव

Charles Holley, Jr., Executive Director

Judges: Immediately post this sign in a prominent position in the polling place.

Form 177  
Rev. 2020

## Polling Place

### Colegio Electoral 投票站 मतदान स्थल



**6am - 7pm**

**Tuesday, February 28, 2023**

**Municipal General Election**

6am-7pm  
Martes, 28 de febrero  
de 2023  
Elección General Municipal

上午6時至下午7時  
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मंगलवार, 28 फरवरी, 2023  
नगर विधान आम चुनाव

Charles Holley, Jr., Executive Director

Judges: Immediately post this sign in a prominent position in the polling place.


Form 177 double-sided Polling Place sign (Use the Accessible side only if a polling place is accessible by wheelchair.)

FORM 255 Rev. 3/20

# Instrucciones Para Votar

## 投票說明

## मतदान निर्देश



State of Nevada

### TO VOTE:

To the right of each candidate's name is an oval.

**PARA VOTAR:** A la derecha del nombre de cada candidato hay un óvalo.

要投票，每位候選人的姓名右邊有一個橢圓。

मतदान करने के लिए, प्रत्येक उम्मीदवार के नाम के दाईं ओर एक अंडाकार है।

**Make your ballot selections by filling in the oval.**

Use blue or black ink. Do NOT mark your ballot with a red pen, as the scanner cannot read red ink.

Haga las selecciones de su boleta llenando el óvalo. Use tinta azul o negra. No marque su boleta con una pluma roja, ya que el escáner no puede leer tinta roja.

निर्वाचकों को वोटदान करने के लिए, नीला या काला रंग का इस्तेमाल करें। लाल रंग का इस्तेमाल न करें, क्योंकि स्कैनर लाल रंग नहीं पढ़ सकता है।

### WRITE-IN VOTES:

In the blank space provided, write in the candidate's name and fill in the oval.

**DO NOT** write in candidates who are on the ballot or make any other marks.

**VOTOS POR ESCRIBIR:** En el espacio provisto en blanco, escriba el nombre del candidato y llene el óvalo. No escriba candidatos que están en la boleta ni haga ninguna otra marca.

निर्वाचक के नाम के साथ खाली स्थान पर लिखें और वोटदान करने के लिए नीला या काला रंग का इस्तेमाल करें। वोटदान करने के लिए लाल रंग का इस्तेमाल न करें, क्योंकि स्कैनर लाल रंग नहीं पढ़ सकता है।

### TO VOTE:

To the right of each candidate's name is an oval.

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要投票，每位候選人的姓名右邊有一個橢圓。

मतदान करने के लिए, प्रत्येक उम्मीदवार के नाम के दाईं ओर एक अंडाकार है।

### WRITE-IN VOTES:

In the blank space provided, write in the candidate's name and fill in the oval.

**DO NOT** write in candidates who are on the ballot or make any other marks.

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निर्वाचक के नाम के साथ खाली स्थान पर लिखें और वोटदान करने के लिए नीला या काला रंग का इस्तेमाल करें। वोटदान करने के लिए लाल रंग का इस्तेमाल न करें, क्योंकि स्कैनर लाल रंग नहीं पढ़ सकता है।

### AFTER MARKING YOUR BALLOT:

Proceed to the Ballot Scanner to complete the voting process.

**DESPUES DE MARCAR SU BOLETA:** Pase al Escáner de la Boleta para completar el proceso de votación.

वोटदान करने के बाद, वोटदान करने के लिए वोटदान करने के लिए जाएं।

Form 253 **Voter's**  
**Bill of Rights** sign

# Are you registered to vote at your current address?

Form 256 Rev. 2/23

**1 At [chicagoelections.gov](https://chicagoelections.gov), click on “Your Voter Information”**

**2 Enter your address and your last name**

**3 Hit Search**

**Your Voter Information:**  
February 28, 2023 Election

Address

House Number

Street Name

Street Suffix

Last Name

- If your name appears, click on the name to access your Registration Status, Sample Ballot and Vote By Mail/Early Vote status.
- If your name doesn't appear, you're not registered at that address.

If you are not registered at your current address, ask to register or update your record. You must present two forms of ID, at least one of which shows your current address, Lists of all potential IDs (including utility bills, credit/debit cards and forms of mail) are available at the registration table.

## ¿Está usted registrado para votar en su dirección actual?

1 En [chicagoelections.gov](https://chicagoelections.gov), haga clic en “Su información de votante”

2 Presione Búsqueda

■ Si su nombre aparece, haga clic en el nombre para acceder a su estatus de registración, boleta de muestra y voto por correo/elección temprana.

■ Si su nombre no aparece, usted **no** está inscrito en esa dirección.

Si usted no está registrado en su dirección actual, pida que lo registren o actualice su registro de voto. Usted debe dos formas de identificación, por lo menos una de ellas mostrando su dirección actual. Listas de todas las identificaciones aceptadas (incluyendo recibos de servicios públicos, tarjetas de credencialidad, y formas de correo) están disponibles en la mesa de registración.

## 您是否用您現在地址登記投票？

1 在 [chicagoelections.gov](https://chicagoelections.gov) 點擊“您的選民資料”

2 輸入您的地址及您的姓氏

3 點擊查詢

■ 如果您的姓名顯示，請點擊姓名可獲取您的登記狀態、

選票樣本及投票方式等相關資訊。

■ 如果您的姓名未顯示，則您**未**用現地址登記。

如果您想更改或更新您的登記，請向選民登記處索取登記表。您必須提供兩張身份證明文件，至少其中一張要顯示您的當前地址。所有可接受的證明文件清單（包括公用事業帳單、信用/債務卡及郵件等）均在登記處提供。

क्या आप अपने वर्तमान पते पर माइडन करने के लिए पंजीकृत हैं?

1 [chicagoelections.gov](https://chicagoelections.gov) पर, “आपकी जानकारी” पर क्लिक करें

2 अपना पता दर्ज करें

3 अपना नाम दर्ज करें

■ यदि आपका नाम प्रदर्शित है, तो आप नाम पर क्लिक करें और अपने पंजीकरण के स्थिति, नमूना वोट कार्ड और वोटिंग बिल्डिंग/प्रारंभिक वोटिंग पर क्लिक करें

■ यदि आपका नाम प्रदर्शित नहीं होता है, तो आप वर्तमान में वहाँ नहीं पंजीकृत हैं।

यदि आप अपने पंजीकरण को अपडेट करना चाहते हैं, तो आप वोटिंग बिल्डिंग या अपने वोटिंग बिल्डिंग के स्थिति, नमूना वोट कार्ड और वोटिंग बिल्डिंग/प्रारंभिक वोटिंग पर क्लिक करें। आपको अपने वर्तमान पते पर क्लिक करने के लिए कम से कम दो पहचान प्रमाणों की आवश्यकता होगी, जिनमें से एक पर आपका वर्तमान पता होना चाहिए। सभी स्वीकार्य पहचान प्रमाणों की सूची और स्वीकार्य पहचान प्रमाणों की सूची वोटिंग बिल्डिंग में दी जाएगी।

## Judges' Stations and Registration Table Checklist

Here is a list of items that should be at Stations #1–3 and the Registration Table.

### Station #1 - Processing Voters and Activating Cards for Touchscreen

- ☐ Clipboards and Pens
- ☐ Electronic Poll Book with Card Activator (1)
- ☐ Voter Cards
- ☐ Large Ballot Viewer
- ☐ Signature Guide
- ☐ Headphone Covers for Audio
- ☐ **Form 1** Consolidated Voter Affidavits (1S – Spanish; 1C – Chinese, if needed; 1H – Hindi, if needed; and other languages if needed)
- ☐ **Form 1A** Notice of Person Providing Assistance Form
- ☐ **Form 11** Precinct Notification slips for redirecting voters in the wrong precinct
- ☐ **Form 14** Applications for Ballot (a pad of blank, white forms located inside the auxiliary ballot box portion of the ESC)
- ☐ **Form 14 S/C/H**
- ☐ **Form 15** Correction Report (located inside the Form 14 Application for Ballot pad)
- ☐ **Envelope 47E** Return of Cancelled Vote-by-Mail Ballots, Completed Oaths, Affidavits and Pollwatcher Credentials
- ☐ **Form 118** Election Judge Sign-up for voters to sign up to receive information on serving as an Election Judge (to be returned in Envelope 47E)
- ☐ **Form 276P** Provisional Voter Affidavit/Ballot Envelope

### Registration Table - Registering Voters

- ☐ Clipboards and Pens
- ☐ Electronic Poll Book with Card Activator (1)
- ☐ Voter Cards
- ☐ List of Acceptable IDs
- ☐ Voter Registration Table Signage
- ☐ **Form 11** Precinct Notification slips for redirecting voters in the wrong precinct
- ☐ **Form 14Reg** Combined Registration Application/Application for Ballot
- ☐ **Envelope 48E** for returning registration forms
- ☐ **Form 276P** Provisional Voter Affidavit/ Ballot Envelope
- ☐ Headphone Covers for Audio

### Station #2 - Voting with Paper Ballots

- ☐ Ballot Markers
- ☐ Large Ballot Viewer
- ☐ Orange Demonstration Ballots
- ☐ Official Ballots with Ballot Styles
- ☐ Privacy Sleeves
- ☐ **Spindle** for completed Applications for Ballot (Form 14 or top portion of Form 14Reg)
- ☐ **Envelope P** – Provisional Ballot Carrier Envelope
- ☐ **Envelope S** – Spoiled Ballots

### Station #3 - Using the Ballot Scanner

- ☐ Ballot Markers
- ☐ "I Voted" Stickers

# 6 MANAGING THE POLLING PLACE DURING VOTING HOURS

Election Day runs from 6:00 am to 7:00 pm. There are three stations at the precinct as well as the Registration Table. This chapter has information about who should be at each station, what materials the Judges need at each station, and what the responsibilities are at each station. There are also instructions for the Registration Table. Additionally, you will find information for helping voters.

Before the polls open at 6:00 am, the polling place must be set up. This includes setting up Judges' Stations #1-3 and the Registration Table. Judges should decide who will work at which station. Coordinators should go where they will be most helpful. See Chapter 1 for more information about Coordinator tasks. All poll workers should oversee the polling place to make sure it is a safe and welcoming environment.



**IMPORTANT:** Make sure the stations are set up thoroughly but quickly. You must open the polls at 6:00 am exactly.

## OPENING THE POLLS

At 6:00 am, announce that the polls are open. The Judges' Stations and Registration Table should be set up and ready for voters.

### Greeting Voters and Overseeing the Polling Place

Make sure that a poll worker is welcoming voters as they enter the polling site on Election Day. If lines form, make sure that voters know where to stand while they are waiting. Is there a Judge or Coordinator who isn't currently helping a voter or working with equipment? That Judge or Coordinator can check in with the voters in line. The following are helpful suggestions:

- Make sure voters are in the correct precinct.
- Check if voters are registered.
- Thank voters for their patience if there are long waits.

Throughout the day as voters move through the stations, you may give gentle reminders such as the following:

- "Take your ballot from the touchscreen printer to the ballot scanner."
- "Make sure the Judge initialed your paper ballot."
- "Please ask for help if needed."

It is important the voters have a pleasant voting experience. Pay attention to the flow of voters and anything that might need your attention throughout the day outside of Stations #1-3 and the Registration Table.

## JUDGES' STATION #1

Two Judges (one Democrat and one Republican) must sit at Station #1. Their duties include the following activities:

- Searching for voters in the e-poll book
- Issuing Applications for Ballot (Form 14)
- Processing affidavits (sworn statements showing voters have the qualifications to vote)
- Verifying voters' signatures
- Activating voter cards for touchscreen

### Station #1 - Processing Voters and Activating Cards for Touchscreen

**Make sure that you have all items you need at Station #1.**

- ☐ Clipboards and Pens
- ☐ Electronic Poll Book with Card Activator (1)
- ☐ Voter Cards
- ☐ Large Ballot Viewer
- ☐ Signature Guide
- ☐ Headphone Covers for Audio
- ☐ **Form 1** Consolidated Voter Affidavits (1S – Spanish; 1C – Chinese, if needed; 1H – Hindi, if needed; and other languages if needed)
- ☐ **Form 1A** Notice of Person Providing Assistance Form
- ☐ **Form 11** Precinct Notification slips for redirecting voters in the wrong precinct
- ☐ **Form 14** Applications for Ballot (a pad of blank, white forms located inside the auxiliary ballot box portion of the ESC)
- ☐ **Form 14 S/C/H**
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- ☐ **Form 118** Election Judge Sign-up for voters to sign up to receive information on serving as an Election Judge (to be returned in Envelope 47E)
- ☐ **Form 276P** Provisional Voter Affidavit/Ballot Envelope

## CHECKING IN VOTERS AND ACTIVATING VOTER CARDS FOR TOUCHSCREEN

### Filling out the Application for Ballot (Form 14)

Station #1 is the first station that voters will approach. You should greet voters in a friendly and professional manner. When voters approach Station #1, it is very important to communicate clearly. Remember, some voters may need additional help. Complete steps #1-4 to check in voters.

1. First, give the voter a blank Application for Ballot (Form 14) and a clipboard and pen. Voters will fill out the following information about themselves:

- Name
- Address
- Year of birth
- Party preference (in Primary Elections only)

Then, voters should also sign their name after filling out the other information.

Do you need additional information to check the identity of a voter? In the **Identification** tab of the e-poll book, there is a list of things you can ask the voter, like the last two digits of the voter's social security number (SSN).

### Assisting Voters with the Application for Ballot (Form 14)

WHAT IF . . .	THEN . . .
The voter needs assistance signing their name on the form?	The voter can use the signature guide to assist with signing in the box. Find the signature guide in the Gray Supply Box.
A voter cannot sign their name?	The voter can make a mark on the Application for Ballot (Form 14). This mark should match the image of the voter's mark in the e-poll book.
A voter cannot complete a form or has a visual disability?	Ask the voter for the information on the form and complete the entire form for the voter, except for the signature.

**REMEMBER:** Do not ask for identification from voters unless the e-poll book instructs you to do so or the voter has been challenged.

## Sample - Application for Ballot (Form 14)

2. Take the Application for Ballot (Form 14) from the voter. Make sure it is complete. Call out the voter's name, address and party affiliation (for Primary Elections only).

3. Then look up the voter in the e-poll book using the 2-1 method: Enter the first two (2) letters of the voter's last name and the first (1) letter of the voter's first name.



**NOTE:** The e-poll book doesn't recognize apostrophes in names. For example: O'BRIEN must be entered as OBRIEN.

You can use spaces or hyphens for last names. SMITH-JONES or SMITH JONES is okay.

4. Look for the voter's name in the e-poll book. Tap the side arrows to move the screen down to look through the names to find the voter you are looking for. To choose a name, tap anywhere in the row with that voter's name.

5. Get the information you need for the Application for Ballot (Form 14). Once you've selected the correct voter, you will see the following voter information:

- Voter's precinct and ward
- Voter's ballot style
- Voter's Voter Registration Number (VRN)

Write this information in the upper right hand corner of the Application for Ballot (Form 14).



**NOTE:** You can find Applications for Ballot (Form 14) in Spanish, Chinese (if needed in your precinct), Hindi (if needed in your precinct) and other languages if needed in Envelope 3.

**CITY OF CHICAGO**  
**APPLICATION FOR BALLOT**  
**CERTIFICATE OF REGISTERED VOTER**

**MUNICIPAL GENERAL ELECTION**  
**TUESDAY, FEBRUARY 28, 2023**

FORM 14

JUDGES USE ONLY	
PCT:	Application Number
WARD:	
BALLOT STYLE:	
VRN:	

**SECTION I - TO BE COMPLETED BY VOTER - PLEASE PRINT**

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

Year of Birth \_\_\_\_\_

Sign this certificate and return it to the judge. After your signature has been verified the judge will return the form to you. You must then present the form to the judge issuing the official ballot. I hereby certify that I reside at and am registered from the address above and am qualified to vote.

Signature of Voter

**SECTION II - ELECTION JUDGE COMPLETE THIS SECTION:**

<p><b>Check box if the person:</b></p> <p><input type="checkbox"/> Voted by Affidavit/Affirmation</p> <p><input type="checkbox"/> Was Assisted in Voting</p> <p><input type="checkbox"/> Was Challenged</p> <p><input type="checkbox"/> Spoiled a ballot and received another</p> <p><input type="checkbox"/> Voted a Provisional Ballot</p>	<p><b>Registration &amp; Signature verified by:</b></p> <p>_____</p> <p>Election Judge Initials</p>
--	---

Board of Election Commissioners

Charles Holiday, Jr., Executive Director

Judge MUST complete this section

Voter signs here

Judge initials here



## Issuing the Voter Application for Ballot (Form 14)

Is the voter's information correct and the voter is eligible to vote? Then, complete steps #1-4 below. Voter eligibility starts on page 50.

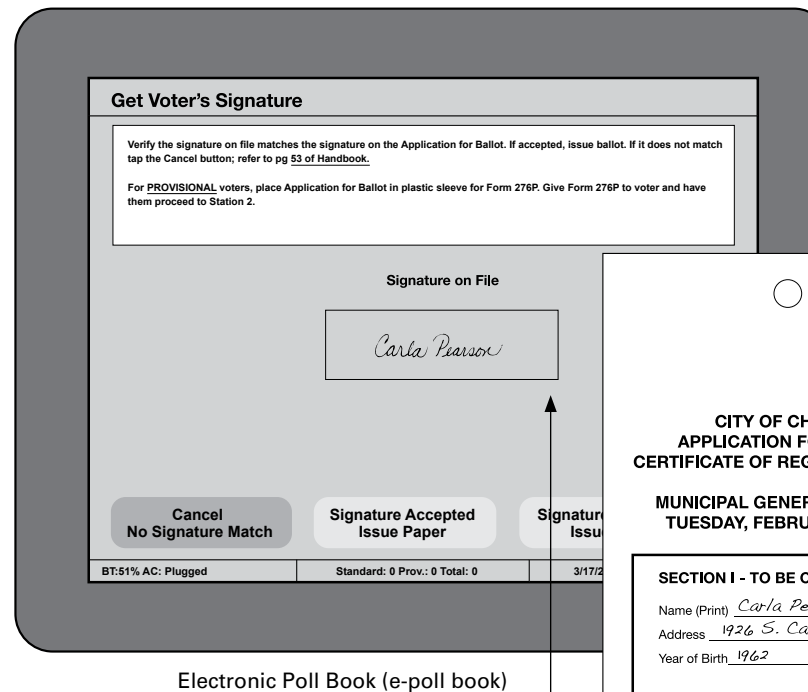
1. Tap the **Issue Standard Ballot** button. You will see the voter's ballot style. If it is a Primary Election, you will also choose the voter's party from the menu.
2. Next, tap **Issue Ballot**. Compare the signature on the Application for Ballot (Form 14) and the signature of the voter shown on the screen, pictured right.
3. **Do the signatures match?** If the two signatures match, tap **Signature Accepted Issue Paper** button or **Signature Accepted Issue Card** button for voters that choose to use the touchscreen. Initial the Application for Ballot (Form 14) in the bottom right hand corner.
4. Tell the voter to go to Station #2 to get a paper ballot or activate a voter card if voter chooses to use the touchscreen voting unit. It's the voter's choice. Don't forget to ask voters if they need additional help. Please provide additional help to voters as needed.

**Congratulations! You have checked in the voter.**

### What if the signatures don't match?

If the signatures don't match, you may ask the voter for the last two digits of the voter's social security number (SSN).

If you chose the wrong voter, tap **CANCEL** and enter the password located in the red



Electronic Poll Book (e-poll book)

ballot scanner box. If you need assistance, call ELECTION CENTRAL at 312-269-7870.

To access the **Voter's Record** to check the SSN, you will need to cancel the search and start over. When you again reach the **Voter's Record** for this voter, go to the **Identification** tab in the **Voter's Record** on the e-poll book. Verify the last two digits of the SSN. Then, click the **Issue Ballot** button. Sometimes, there is no SSN listed.

### What if the signatures don't match and you cannot verify the voter's SSN?

Then, please see page 53 to handle this situation as a challenge. What is a *challenge*? A challenge happens when you, another Judge, another voter, or a poll watcher questions if someone is eligible to vote.

FORM 14

JUDGES USE ONLY	
PCT: <b>1</b>	Application Number
WARD: <b>3</b>	
BALLOT STYLE: <b>3</b>	
VRN: <b>1 2 3 4 5 E B</b>	

**CITY OF CHICAGO  
APPLICATION FOR BALLOT  
CERTIFICATE OF REGISTERED VOTER**

**MUNICIPAL GENERAL ELECTION  
TUESDAY, FEBRUARY 28, 2023**

---

**SECTION I - TO BE COMPLETED BY VOTER - PLEASE PRINT**

Name (Print) Carla Pearson

Address 1926 S. Canalport Ave

Year of Birth 1962

Sign this certificate and return it to the judge. After your signature has been verified the judge will return the form to you. You must then present the form to the judge issuing the official ballot. I hereby certify that I reside at and am registered from the address above and am qualified to vote.

Signature of Voter

---

**SECTION II - ELECTION JUDGE COMPLETE THIS SECTION:**

<p><b>Check box if the person:</b></p> <p><input type="checkbox"/> Voted by Affidavit/Affirmation</p> <p><input type="checkbox"/> Was Assisted in Voting</p> <p><input type="checkbox"/> Was Challenged</p> <p><input type="checkbox"/> Spoiled a ballot and received another</p> <p><input type="checkbox"/> Voted a Provisional Ballot</p>	<p><b>Registration &amp; Signature verified by:</b></p> <p>_____</p> <p>Election Judge Initials</p>
--	---

Board of Election Commissioners
 Charles Holiday, Jr., Executive Director

Application for Ballot (Form 14)

## Making Corrections to the Registration Record with Correction Report (Form 15)

Do you need to make certain types of corrections to a voter's registration record in the e-poll book? Then use the Correction Report (Form 15) found in the back of the Applications for Ballot (Form 14) book.

### Documenting Minor Corrections

Have you or the voter found a mistake in the voter's registration record? Then use the Correction Report (Form 15) to note minor corrections for the Board to review.

Minor corrections may include:

- Misspelled name
- Typo in the address
- Incorrect year of birth
- Incorrect last 2 digits of SSN

On the Correction Report (Form 15), the Judge should fill out:

- The name and address exactly as it appears in the e-poll book
- The type of correction needed on the correction line and any related information such as the correct spelling, etc.

### Making Corrections Because A Voter's Registration Status Has Changed

Do you know that a voter's registration status has changed? Has the voter moved or died? Then you will also use the Correction Report (Form 15) to note that information.

Do the following steps:

1. Write the name and address that appears in the e-poll book.
2. Provide any other information you or another poll worker have, if it is available. Here are some examples:
  - Do you know the new address of a voter? Write the new address so that the Board can send a notice to the voter.
  - Do you know that a voter has died? You should make a note on Form 15. The Board will contact the Illinois Vital Records System or send a notice to the deceased voter's family to check if this is true. If the Board can't confirm that the voter has died, the voter's registration status will be challenged in future elections.



**NOTE: What if the voter has a name or address change, but the voter still lives in the precinct?** Don't use the Correction Report (Form 15) in those situations. Tell the voter to go to the Registration Table to update the information.

### After the Polling Place Closes

After the polling place closes, all Judges must sign the bottom of the Correction Report (Form 15). Take the report from the back of the Application for Ballot (Form 14) pad. Place it on the Used Application for Ballot spindle at the end of the night.

## Sample Correction Report (Form 15)

**CORRECTION REPORT**  
**FEBRUARY 28, 2023 MUNICIPAL GENERAL ELECTION**

Pct: \_\_\_\_\_ Ward: \_\_\_\_\_

Use this form to report any errors found in the electronic poll book. Enter deceased, duplicate, misspelled name, etc below. This report should be removed and must be placed on top of the Application Spindle.

NAME
ADDRESS
CORRECTION

NAME
ADDRESS
CORRECTION

NAME
ADDRESS
CORRECTION

NAME
ADDRESS
CORRECTION

**Each Judge of Election must sign his/her name below.**

_____ Signature Judge of Election	_____ Signature Judge of Election	_____ Signature Judge of Election
_____ Signature Judge of Election	_____ Signature Judge of Election	_____ Signature Judge of Election

(Use reverse side if necessary)

FORM 15

## STATION #1: UNDERSTANDING WHO MAY VOTE



**NOTE:** The voters in these categories may vote without registering on Election Day. Anyone else who needs to register should go to the Registration Table.

### 17-Year-Old Voters

In Primary elections, 17-year-olds may register and vote as long as they will be 18 years old by the General Election and meet all other voter eligibility requirements.

### Voters Registered in the Correct Precinct

Any voter listed in the e-poll book as a registered voter in the precinct and who currently lives at the address listed in the e-poll book **may vote**. **These voters don't need to sign an affidavit**, or sworn statement, about why they are allowed to vote.

Other people who fall into one of the categories listed in this section may also vote without registering in the precinct on Election Day. **These voters will need to complete an affidavit**, or sworn statement. The statement explains the voters' qualifications to vote. See the sample Consolidated Voter's Affidavit (Form 1) on pages 51-52.

**REMINDER:** Do not ask for identification from voters unless the e-poll book instructs you to do so or the voter has been challenged.

### Voters Who Must Use the Consolidated Voter's Affidavit (Form 1)

You, as the Judge, must fill out the affidavit. The voter must sign to verify the information is correct. Mark the appropriate box (#1-5) with a check mark on the front of the form. Also, make sure the supporting sections on the back are signed as needed. Do you live within the precinct and are you acquainted with the voter? Then, you, as Judge, can sign the matching affidavit on the back of Form 1 as the **Registered Voter**.

You can find Spanish, Chinese (if needed), Hindi (if needed) and other languages if needed of Form 1 in Envelope 3.

### Use the Consolidated Voter's Affidavit (Form 1) for any of the situations below:

#### The Voter Has Moved in the Last 30 Days – See Box # 1

Has the voter moved within 30 days before the election but still lives in the State of Illinois? Then, the voter must complete Form 1, and write a check mark in Box #1. Complete the Supporting Affidavit A on the back of Form 1 or have the voter show you two pieces of acceptable identification.

#### The E-Poll Book Shows VBM Issued or VBM Rejected – See Box #2

Does the e-poll book show the voter requested a vote by mail ballot? Then, the voter must complete Form 1 and write a check mark in Box #2. The voter must also write a check mark on the form next to the reason that applies:

- ☐ I have submitted my Vote By Mail ballot, or a portion of my torn or mutilated Vote By Mail ballot, to the Election Judges for cancellation.
- ☐ I have applied for, but never received my Vote By Mail ballot.
- ☐ I received a notice that the Board rejected my Vote By Mail ballot.
- ☐ I returned my Vote By Mail ballot, but the Board did not receive it.



**NOTE:** Place cancelled Vote by Mail ballots in Envelope 47E along with the voter's completed Form 1, Consolidated Voter's Affidavit.

### A Voter Needs Assistance in Voting – See Box #3 or #4

Does the voter qualify for assistance in voting? Then the voter may ask the Judges for help. The voter can also bring someone to help with the process.

A voter who is unable to speak, read, or write the English language must complete Form 1 and write a check mark in Box #3. Make sure Supporting Affidavit B on the back of the form is completed. See pages 51-52 about language assistance and who may help these voters.

A voter who is unable to mark a ballot because of a physical disability must complete Form 1 and write a check mark in Box #4. Make sure Supporting Affidavit B on the back of the form is completed. See pages 70-72 for information on assisting elderly voters and voters with disabilities and who may help these voters.

Intoxication is not a valid reason for a voter to get help voting.

**Reminder:** A voter who uses the audio ballot, audio-visual ballot, or sip-and-puff ballot is not required to complete Form 1. Do you have questions about these types of ballots? Call the Board's Disability number at 312-578-8816.

### A Voter Moved More Than 30 Days Ago Within the City of Chicago – Box #5

Did the voter move to a new address within the City of Chicago more than 30 days before the election? They must update their voter registration. If the voter insists on voting without updating their voter registration, they must vote a provisional ballot using Form 276P, NOT Form 1. Federal Offices Only ballots (Not available for Municipal election.)

### Assisting Speakers of Languages Other Than English

Does a voter not speak English? The voter may bring someone to help with voting. These people aren't allowed to assist voters:

- A voter's employers
- Representatives of the voter's employer
- Officers or agents of the voter's union

What if the voter needs help but didn't bring anyone to help? Then, two Judges total, one (1) Democrat and one (1) Republican, should help the voter.

You or the person who the voter brought with them to help must complete the Supporting Affidavit B on the back of the Affidavit (Form 1). Give a copy of Form 1A to the person who will help. You must also note that

### Sample – Consolidated Voter's Affidavits Form 1 (front)

**CHICAGO BOARD OF ELECTION COMMISSIONERS**  
**CONSOLIDATED VOTER'S AFFIDAVIT**

STATE OF ILLINOIS )  
COUNTY OF COOK ) SS.

**FORM 1**  
Rv. 2/2023

Pct. \_\_\_\_\_  
Wd. \_\_\_\_\_

I, \_\_\_\_\_, do solemnly swear (or affirm) that I am a citizen of \_\_\_\_\_  
the United States, of legal voting age, that I have resided in this State and in this precinct and ward for 30 days next preceding this election (or I have moved as indicated below), that I have not voted at this election, that I am a duly qualified voter in every respect and that I reside at \_\_\_\_\_.

**CHECK APPROPRIATE BOXES AND COMPLETE SUPPORTING AFFIDAVITS ON REVERSE SIDE (if necessary)**  
(Refer to Judge of Election Handbook for complete instructions)

**1. CHANGE OF ADDRESS less than 30 days**  
I have changed my address within the last 30 days from \_\_\_\_\_ to the address shown above.  
**Complete Supporting Affidavit A on back OR two forms of I.D. required.**  
If Supporting Affidavit A on back is not completed, then two pieces of identification must be presented, both with current residence address, one postmarked within the last 30 days. Specify the type of I.D. and record the number.  
Identification: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**2. VOTE BY MAIL BALLOT**  
I am listed on the Vote By Mail Voter List but  
☐ I have submitted my Vote By Mail Ballot, or a portion of my torn or mutilated Vote By Mail Ballot, to the judges of election for cancellation.  
☐ I applied for, but never received, my Vote By Mail Ballot.  
☐ I received a notice that the Board rejected my Vote By Mail Ballot. (Judges: Confirm using the e-poll book. Ballot status is rejected.)  
☐ I returned my Vote By Mail Ballot, but the Board did not receive it. (Judges: Confirm using the e-poll book. Ballot status is issued.)

**ASSISTED VOTER**  
**3. CANNOT READ, WRITE OR SPEAK ENGLISH OR**  
I cannot read, write or speak the English language and hereby request assistance.  
**Complete Supporting Affidavit B on back.**  
**OR**  
**4. PHYSICAL DISABILITY**  
By reason of a physical disability of \_\_\_\_\_, I am unable to mark my ballot and hereby request assistance.  
**Complete Supporting Affidavit B on back.**

**FEDERAL OFFICES ONLY BALLOT (MUST VOTE ON TOUCHSCREEN)**  
**5. CHANGE OF ADDRESS more than 30 days ago within the City of Chicago**  
I formerly resided at \_\_\_\_\_, Chicago, I am registered to vote at that address, I have moved more than 30 days prior to the election, and I now reside at the address listed above. (Voter must be at the precinct for the former address and must complete Application for Ballot)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ A.D.  
\_\_\_\_\_  
Judge of Election

Date of Birth (optional) \_\_\_\_\_  
Signature of Voter \_\_\_\_\_

**RETURN THIS AFFIDAVIT IN ENVELOPE 47E**

Judge Checks Appropriate Box

Judge Signs Here

Judge Completes Name and Address

Voter Signs Here

## Sample – Consolidated Voter's Affidavits Form 1 (back)

STATE OF ILLINOIS ) ) SS. COUNTY OF COOK )	<b>SUPPORTING AFFIDAVITS</b> <b>Judge of Election - you must</b> <b>complete and sign box B at bottom.</b>
<b>A</b>	<b>Complete when box 1 on the front is checked if voter does not present two forms of I.D.</b>
	I, _____, do solemnly swear (or affirm), that I am a resident of this precinct and entitled to vote at this election; that I am well acquainted with the person whose vote is now offered; that I verily believe such person to have been an actual bona fide resident and registered voter of this precinct and that he/she maintained a legal residence therein at some time within the 30 days next preceding this election.  <div style="text-align: right;">_____ Signature of Registered Voter</div>
<b>B</b>	<b>Complete when box 3 or 4 on the front is checked.</b>
	I/we do hereby certify that at this election, I/we are qualified and gave assistance to _____ whose sworn statement appears on the reverse side. I further state that I did not attempt to influence the voter's choice of candidate(s), party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">           _____            Signature of Person Selected by Voter for Assistance         </div> <div style="font-size: 3em; margin: 0 10px;">           OR {         </div> <div style="text-align: center;">           _____            Signature of Democratic Judge             _____            Signature of Republican Judge         </div> </div>
<b>C</b>	<b>Judge of Election - you must complete and sign where indicated.</b>
	Signed and sworn to before me this _____ day of _____, _____.
Judge Signs Here	_____ <b>Judge of Election</b> (Cannot be either judge who signed box B affidavit)

the voter received help. Write a check mark in the **Was Assisted in Voting** box on the Application for Ballot (Form 14) in Section II.

Complete Form 1 before you help a voter (or allow someone else to help a voter) on the ballot scanner or touchscreen unit.

What if your precinct doesn't have paper ballots in a language requested by the voter? The touchscreen can also provide the voter with Chinese or Hindi versions of the ballot along with other languages. Do voters need to speak with someone who speaks the same language? There are speakers of various languages available in Election Central. Call ELECTION CENTRAL at 312-269-7870.

### Voters Who Are Experiencing Homelessness

Are you checking in a voter who may be experiencing homelessness? Under Illinois law, individuals who are homeless may vote. A voter who is experiencing homelessness may have a non-traditional residence.

What is a non-traditional residence? This could be a:

- Day shelter
- Park bench
- Private residence
- Shelter
- Space under a bridge
- Street corner
- Tent

A person who is homeless uses their mailing address to vote. This mailing address is recognized as the residence for voting purposes. This residence could include a shelter or private residence, for example. The mailing address must match the address of the voter's registration.

Do you or another Judge know that a building like a shelter or a church is not usually used as a residence? The building may still be used as a residence for voting purposes.

## CHALLENGING A PERSON'S RIGHT TO VOTE

Judges, poll watchers, or other voters (called *challengers* here) may challenge a voter's right to vote based on the voter's qualifications or identity.



**NOTE:** The fact that a voter has a disability or is perceived to have a disability or has a guardian does not affect a voter's right to vote and is not a legal basis to challenge a voter's qualifications.

What happens in a challenge situation? The challenger must give a reason for objecting. The challenger must tell the objection to the Judges. The challenger shouldn't talk to the person being challenged. Then, the Judges vote on the challenge.

### How to Decide a Challenge

The Judges must be fair and impartial when they decide to uphold or deny a challenge. A voter must have the chance to show proof of their identity or qualifications to vote before the Judges decide on the challenge.

Judges should do the following in the case of a challenge:

- Ask the voter to show current identification with the voter's name, address, and photograph, if available.
- Ask the voter to verify information in the voter's file in the e-poll book (year of birth or last two digits of their social security number).
- Ask the challenger to give proof for the challenge, if the challenge is not based on information that you, the Judge, have.

After the Judges have reviewed all the information they have, all Judges must vote on the challenge.

- **Do the majority of judges agree that the voter is qualified to vote?** Then, the voter may vote. The voter doesn't need to complete an affidavit. The challenge is rejected.
- **Do the majority of the Judges agree that the voter is not qualified to vote in the precinct?** Then, the Judges must tell the voter the reason for their decision. You must still allow the voter to vote with a provisional ballot.



**NOTE:** Election Coordinators do not have the right to vote on these challenges.

### What if someone challenges a voter who may be homeless?

Judges, poll watchers, or other voters (called *challengers* here) may challenge a voter's right to vote based on the voter's qualifications or identity. What happens in a challenge situation? The challenger must give a reason for objecting. The challenger must tell the objection to the Judges. The challenger shouldn't talk to the person being challenged. Then, the Judges vote on the challenge. **Read more about this process in the next column. You will decide if the voter is eligible to vote like you would with any other voter. But the type of identification might be different.**

Do you need to check the identification items of a person who may be homeless? One of the identification items must prove the voter's mailing address matches the voter's registration address.

To prove the mailing address and registration address are the same, a voter who is homeless may show you:

- A piece of mail addressed to the voter and mailed to the address on the registration card
- A statement or a letter from a person like a case manager, homeowner, or religious leader that states the voter is allowed to use the mailing address
- An ID card issued by a homeless shelter showing the name and mailing address of the voter

You can accept a post office box as a mailing address. But it must include a specific street address.



**IMPORTANT:** Do you have questions about helping voters who may be experiencing homelessness? Call ELECTION CENTRAL at 312-269-7870.



## VOTING A PROVISIONAL BALLOT


 **IMPORTANT:** Provisional voters must vote using the touchscreen voting unit.

Provisional ballots are cast by certain voters but not counted on Election Day. The Board has 14 days after Election Day to process provisional ballots. Voters who are voting provisional ballots will receive a Provisional Voter Affidavit/Ballot Envelope (Form 276P) at Station #1 or the Registration Table.

Any voter who falls into one (or more) of the following categories below must be offered a provisional ballot and allowed to vote a provisional ballot if the voter chooses. All provisional voters must vote using the touchscreen voting unit.

- The voter isn't found in the e-poll book, and the voter refused to register in the voter's precinct.
- Someone challenged a voter's status, and the Election Judges agree with the challenge. In other words, the Judges agree that the voter isn't eligible to vote in that precinct.
- The voter registered to vote by mail, was required to show ID before voting, and was unable to do so.
- The voter's record shows they voted during the early voting period, but the voter claims not to have voted during early voting.
- The voter received a Vote By Mail ballot but did not return the Vote By Mail ballot to the Board. The voter also didn't return it to the Judges.
- The voter tried to register to vote on Election Day but didn't have the correct documentation.
- A Federal or State Court has ordered the extension of voting hours past 7 pm.\*

\*If your precinct needs to stay open late, the Board will tell you before the polling place closes. They will give you instructions on what to do.

 **IMPORTANT:** Before you issue a person a provisional voter card, you must give the voter the choice to register in the correct precinct on Election Day. Please use the instructions on page 62. Please call the Board at 312-269-1604 if you have questions about provisional voting.

If the voter's address is outside of the precinct boundaries, you must instruct the voter to go to the correct polling place. If the person insists on voting a provisional ballot in the wrong precinct, the person must be allowed to do so.

**Does the polling place have more than one precinct?** Make sure the voter is at the correct precinct.

### Completing a Provisional Voter Affidavit


The voter wants to continue on and vote using a provisional ballot. The voter must complete a special affidavit first. An affidavit is a sworn statement that someone has the qualifications to vote. The voter and a Judge must complete the 3-part Provisional Voter Affidavit (Form 276P) before the voter may vote. The voter must also fall into one of the categories mentioned. The voter may give information to the Judges to support the claim that they are a registered voter. Place additional proof from the voter, including the Application for Ballot, in the clear plastic sleeve on the back side of the affidavit.

### To issue a Provisional Voter Affidavit (Form 276P), complete steps #1-9:


1. Have the voter complete Section B of the affidavit. Make sure it is filled out completely.
2. Complete Section A of the affidavit. Include the reason that the voter is voting a provisional ballot. Make sure to include any facts that support or oppose the reason. If the voter is in the incorrect precinct and insists on voting in the incorrect precinct after being re-directed, tap Voter in wrong precinct issue provisional. Tap Provisional and enter the voter's information from Section B. Once you've entered all the required information, tap Issue Ballot.
3. The voter's Application for Ballot (Form 14) should be placed in the clear plastic sleeve on the back of the Form 276P. Do not number or spindle Applications for Ballot (Form 14) for provisional voters.
4. Write the provisional ID # from the e-poll book onto Section A, the date of the Election and the precinct and ward of your polling place site **where the voter is attempting to vote. If you determine the voter is registered in another precinct and ward, don't write that precinct and ward on the Provisional Affidavit.** Write your precinct's information.
5. Tap Issue Provisional Ballot. The e-poll book will give you the ballot style based on the voter's address and available ballot styles in that precinct. Record the ballot style found in the e-poll book on the Provisional Voter Affidavit (Form 276P). Select the reason you are issuing a provisional ballot from the drop down menu. If it is a Primary Election, you will choose the voter's party from the menu. Tap Issue Provisional Ballot. Tap Signature Accepted Issue Card. Insert card into the voter card activator. Wait for the card to activate.

## Sample Provisional Voter Affidavit

6. Give the Provisional Affidavit (Form 276P) and the voter card to the voter. Then direct the voter to Station #2 for the purple provisional privacy sleeve.
7. **Provisional voters must vote using the touchscreen.**

 **NOTE:** Never insert a provisional ballot into the ballot scanner.

8. Once the voter has finished voting, they must take their printed ballot inside a privacy sleeve to Station #2 for a Judge's initials. After their ballot has been initialed the voter must fold their ballot and place their ballot inside the Provisional Ballot Envelope (Form 276P). Remove the pink carbon copy of the Provisional Voter Affidavit. Give it to the voter. Tell the voter to read the information on the pink copy.
9. Place the sealed Provisional Voter Affidavit/ Ballot Envelope (Form 276P) in Envelope P – Provisional Ballot Carrier Envelope.

 **IMPORTANT:** What if a voter spoils an Official Provisional ballot? The voter must return to Station #2 to spoil their ballot. The Judge at Station #2 will write "spoiled" across the ballot and place the spoiled provisional ballot inside Envelope P. The voter will need to return to Station #1 or the Registration Table for a new provisional voter card. Refer to steps #1-5 on page 54 for issuing a new provisional voter card.

State of Illinois )  
County of Cook )

FORM 276P  
Rv. 2/2023

### Provisional Voter Affidavit

**Section A - Election Judge must complete Section A**

Date of Election 2 / 28 / 20 23 Precinct 01 Ward 01 Ballot Style: 1

Provisional ID # 011349007

For Primary Only → Political party requested by voter \_\_\_\_\_

**Mark the reason(s) this person is voting a provisional ballot:**

- ☐ The voter wasn't found in the e-poll book and didn't want to register in the correct precinct or at a grace period registration site.
- ☐ The voter received a Vote By Mail ballot. The voter did not bring the ballot and says the ballot wasn't returned to the Board.
- ☐ The voter mailed in the voter registration form and needed to show a valid ID but couldn't show a valid ID.
- ☐ The voter tried to register to vote but didn't have two forms of ID.
- ☐ Records show that the voter already voted in this election. The voter disagrees.
- ☐ A voter's voting status was challenged, and the Election Judges agree with the challenge.
- ☐ A court ordered voting hours to continue past 7 p.m.

Tell the Board any other details about why this person is eligible or ineligible to vote: \_\_\_\_\_

Signature and Printed Name of Judge → Kristi Thomas Printed name of Judge Kristi Thomas

**Section B - Voter must complete Section B**

**Directions for Voter:** You must include all of the information below and sign your name. Your provisional ballot might not count if this Affidavit is not **correct, clear, and complete.**

Last Name <u>Jones</u>	First Name <u>Kathleen</u>	Middle <u>M</u>
Street Address <u>2538 Holmes St</u>		Apt or Unit # ____ Zip Code <u>60625</u>
Date of Birth <u>08 / 14 / 58</u> (month/day/year)	Female <input checked="" type="checkbox"/> Male <input type="checkbox"/> Non-binary <input type="checkbox"/>	Telephone # ( <u>312</u> ) <u>809 6442</u>
Email (optional) _____		
Choose One: SS# (Last 4 digits) <u>XXXX-XX-XXXX</u> OR IL State ID # <u>1123-3456-6789</u> OR IL Driver's License # _____		

I swear or affirm that the following statements are true:

- I am a United States citizen.
- I am a registered voter.
- I am of legal voting age.
- I have not already voted in this election.
- I have lived in this precinct for at least 30 days.
- I am eligible to vote in this election.

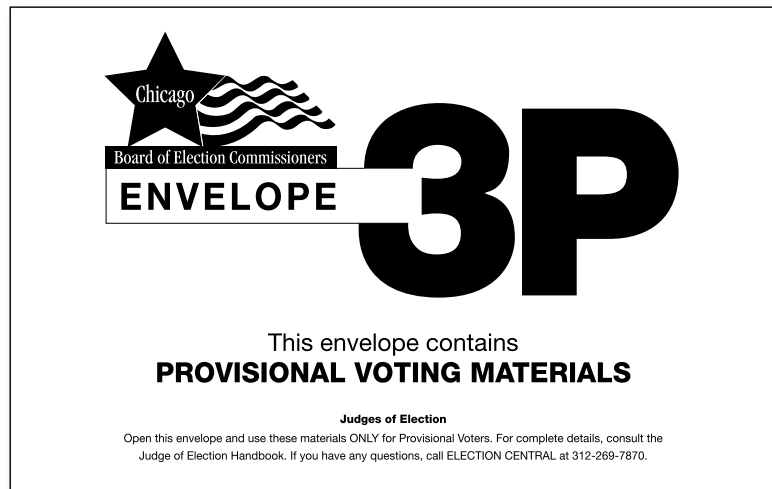
Voter Sign Here → Kathleen M. Jones

Board of Election Commissioners Original

The completed Provisional Ballot (Form 276P) must be placed inside the Provisional Affidavit/Ballot Envelope by the voter.

**REMINDER:** Never attempt to insert a provisional ballot into the ballot scanner. The voter must place their provisional ballot inside of the Provisional Voter Affidavit (Form 276P). Their Application for Ballot (Form 14) is placed in the clear plastic sleeve of the form. Do not number or spindle Applications for Ballot (Form 14) for provisional voters.

## Provisional Voting Materials



**PROVISIONAL BALLOT CARRIER ENVELOPE**

**P**

Chicago Board of Election Commissioners

Precinct \_\_\_\_\_ Ward \_\_\_\_\_

Date of Election \_\_\_\_\_

THIS ENVELOPE MUST REMAIN ON THE JUDGE'S TABLE AT STATION 2.

**Instructions to Judges of Election:**

- 1) Fill in Precinct, Ward and Date of Election above.
- 2) Place only the VOTED Provisional Ballots sealed inside the Provisional Ballot Envelope (Form 276P) in this envelope. After 7:00 pm, count the number of Provisional Ballot Envelopes inside this envelope.

**NUMBER OF VOTED PROVISIONAL BALLOTS (FORM 276P) ENCLOSED?**  
This number must be recorded on the Form 80—Certificate of Results. \_\_\_\_\_

- 3) Place any "SPOILED" Provisional Ballots inside this envelope. Do not place "Spoiled" ballots in the Provisional Ballot Envelope 276P.

**NUMBER OF SPOILED PROVISIONAL BALLOTS ENCLOSED?** \_\_\_\_\_

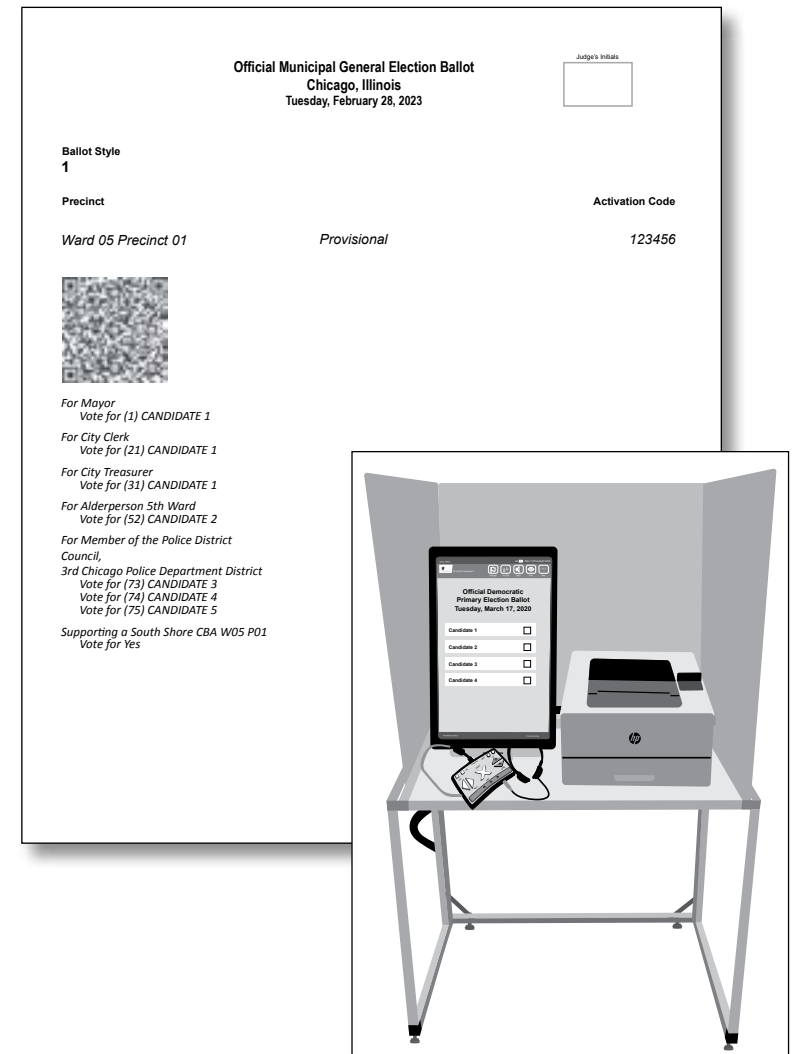
- 4) Seal this envelope and each judge must sign his/her name across the flap.
- 5) Return this envelope to the designated Receiving Station for your Ward along with other materials to be returned.

**ONLY VOTED PROVISIONAL BALLOTS (SEALED INSIDE THE PROVISIONAL BALLOT ENVELOPE - FORM 276P) AND SPOILED PROVISIONAL BALLOTS ARE TO BE PLACED INSIDE THIS ENVELOPE.**

UNUSED PROVISIONAL VOTING MATERIALS MUST BE PLACED INSIDE THE ESC.

Rv. 2/10

Envelope 3P (front and back)

Provisional Ballot  
Provisional ballots must **not** be inserted into the ballot scanner

## Provisional Voting Materials

Insert Provisional Ballot and Fold Here

Provisional Voter Affidavit / Ballot Envelope

FORM 276P  
Rv. 2/2023

↓ Plastic Sleeve – For Judge ↓

Open the flap here to insert Application for Ballot and any supporting documentation.  
Reminder: The ballot goes inside the envelope, not this plastic sleeve.

## Provisional Ballot Directions for Election Judges

Complete Section A on the Affidavit on the back of this envelope. The voter completes Section B. Then:

1. Make sure the information on the Affidavit is correct, complete, and clear. It must include:
  - The reason for voting a provisional ballot
  - The voter's ballot style
  - Political party choice (Primary Election Only)
  - The voter's name, address, and signature as well as the Judge's signature
  - Provisional ID#

**Note:** Make sure to insert the following into the plastic sleeve:

  - Application for Ballot
  - Any documentation that supports that the voter is eligible to vote
2. Give the voter the pink copy of the Provisional Voter Affidavit as a receipt. Tell the voter to read the instructions on the back of it. Make sure the original Affidavit (white top copy) stays attached to this envelope.
3. Activate a provisional voter card. Give the voter the provisional voter card, this envelope and a provisional privacy sleeve. Direct the voter to the touchscreen voting unit.
 

**Note:** Make sure to remind the voter not to seal the envelope and return it to you after voting and to return the ballot to you inside the privacy sleeve.
4. After the voter returns the ballot to you inside the privacy sleeve, initial the ballot. Give the ballot back to the voter and have them fold and seal it inside the envelope. Place it in Envelope P with any other provisional ballots.

State of Illinois )  
 ) SS.  
County of Cook )

FORM 276P  
Rv. 2/2023

## Provisional Voter Affidavit

## Section A - Election Judge must complete Section A

Date of Election \_\_\_\_/\_\_\_\_/20\_\_\_\_ Precinct\_\_\_\_ Ward\_\_\_\_ Ballot Style: \_\_\_\_

Provisional ID # \_\_\_\_\_

For Primary Only → Political party requested by voter \_\_\_\_\_

## Mark the reason(s) this person is voting a provisional ballot:

- ☐ The voter wasn't found in the e-poll book and didn't want to register in the correct precinct or at a grace period registration site.
- ☐ The voter received a Vote By Mail ballot. The voter did not bring the ballot and says the ballot wasn't returned to the Board.
- ☐ The voter mailed in the voter registration form and needed to show a valid ID but couldn't show a valid ID.
- ☐ The voter tried to register to vote but didn't have two forms of ID.
- ☐ Records show that the voter already voted in this election. The voter disagrees.
- ☐ A voter's voting status was challenged, and the Election Judges agree with the challenge.
- ☐ A court ordered voting hours to continue past 7 p.m.

Tell the Board any other details about why this person is eligible or ineligible to vote: \_\_\_\_\_

Judge Sign Here → X \_\_\_\_\_ Printed name of Judge \_\_\_\_\_

## Section B - Voter must complete Section B

**Directions for Voter:** You must include all of the information below and sign your name. Your provisional ballot might not count if this Affidavit is not **correct, clear, and complete**.

Last Name		First Name		Middle
Street Address			Apt or Unit #	Zip Code
Date of Birth ____/____/____ (month/day/year)		Female <input type="checkbox"/> Male <input type="checkbox"/> Non-binary <input type="checkbox"/>		Telephone # ( ) -
Email (optional)				
SS# (Last 4 digits)		OR	IL State ID #	OR IL Driver's License #
Choose One: XXX-XX-____				

I swear or affirm that the following statements are true:

- I am a United States citizen.
- I have not already voted in this election.
- I am a registered voter.
- I have lived in this precinct for at least 30 days.
- I am of legal voting age.
- I am eligible to vote in this election.

Voter Sign Here → X \_\_\_\_\_

Board of Election Commissioners Original

## Issuing Voter Cards for Touchscreen Voting Unit

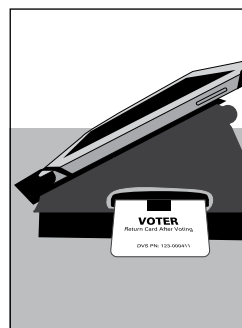
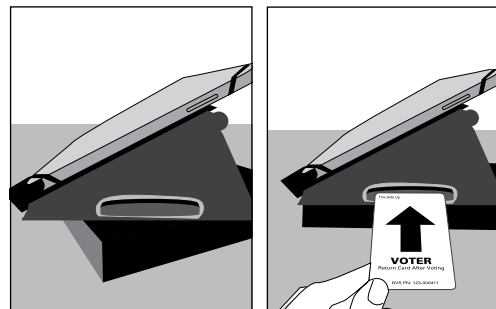
If a voter chooses to vote using the touchscreen voting unit one of the Judges at Station #1 or the Registration Table will activate a voter card and provide instructions to the voter.

### Activating a Voter Card

Follow steps #1 - 9 for voters using the touchscreen voting unit.

1. Find the voter in the e-poll book
2. Verify voter's name, address and year of birth
3. Record the precinct, ward, ballot style and VRN on the voter's Form 14, Application for Ballot. Tap Issue Ballot.
4. Select the voter's party from the menu (for Primary Elections only). Tap Issue Ballot.

5. Verify the signature on the voter's Form 14, Application for Ballot matches the signature on the e-poll book. Tap Signature Accepted Issue Card. Insert voter card into card activator with chip facing down.



6. Wait for voter card to activate. Remove card and issue to voter.

7. Place the Application for Ballot (Form 14 or top portion of Form 14Reg) on the white spindle.
8. Give the voter a privacy sleeve. Tell the voter to go to the touchscreen voting unit. Tell the voter to review the instruction card on the right privacy panel of the touchscreen voting unit. Finally, tell the voter to wait until the ballot is printed before removing the voter card. The voter will then take the printed ballot inside a privacy sleeve to the ballot scanner to be initialed by the Judge at Station #3, page 68. After the ballot is initialed, tell the voter to insert their ballot into the ballot scanner.



**IMPORTANT: You aren't allowed to show voters how to use the touchscreen unit. They must review the instruction panel.**

You may be asked to read the instruction panel out loud if a voter has a visual disability or cannot read well.

Do you need help in managing the touchscreen unit? See pages 106-109 for solutions to problems you may find with voters using the touchscreen voting units.

9. After voting, the voter must return the voter card and privacy sleeve to you or another Judge at Station #3. Issue an "I Voted" sticker once the voter gives you back the voter card and privacy sleeve.

### Activating a Voter Card for an Audio or Sip-and-Puff Ballot

An audio ballot allows voters with visual impairments to vote privately. A sip-and-puff ballot allows voters to vote privately using their own sip-and-puff device. Sip-and-puff technology is used to send signals to the touchscreen using air pressure by inhaling or exhaling on a straw, tube, or wand. Follow steps #1-9 to activate a voter card for an audio ballot.

1. Find the voter in the e-poll book
2. Verify voter's name, address and year of birth
3. Record the precinct, ward, ballot style and VRN on the voter's Form 14, Application for Ballot. Tap Issue Ballot.
4. Select the voter's party from the menu (for Primary Elections only). Tap the audio ballot checkbox and then tap Issue Ballot.

5. Verify the signature on the voter's Form 14, Application for Ballot matches the signature on the e-poll book. Tap Signature Accepted Issue Card. Insert voter card into card activator with chip facing down. Wait for voter card to activate.
6. Place the Application for Ballot (Form 14 or top portion of Form 14Reg) on the white spindle. If you have voided an Application for Ballot, place it on the spindle, but do not number it.
7. You should tell the voter to go to the touchscreen unit. Assist with the audio controller, headphones or sip-and-puff device if needed. Make sure the voter has the headphones on or their sip-and-puff device connected to the audio controller. You must stay at the touchscreen while the voter inserts the voter card and select the language and device for the voter. Ask the voter if they would like the screen to be black while they vote, this is called a privacy mask. Instruct the voter to contact a poll worker once they have finished voting.



**NOTE:** If the voter would like to use their own headphones, the Judge should plug the voter's headphones into the audio controller.

If the voter didn't bring headphones, dispose of used covers and replace them with new covers.

If a voter has a visual impairment, ask the voter if he or she would like to be guided and how the voter wishes to be guided. Before physically guiding the voter to the touchscreen voting unit, provide detailed verbal instructions as to where the touchscreen is located.

For voters with visual impairments, tell the voter that the chip should be at the bottom of the card when inserting it into the touchscreen card slot.

8. After the voter has printed their ballot, ask if you can assist them in removing the ballot from the printer, placing it in a privacy sleeve and bringing it to Station #3 (ballot scanner) to be initialed by a Judge. Make every effort not to view the voter's ballot choices. After the ballot is initialed, tell the voter to insert their ballot into the ballot scanner.



**IMPORTANT: The voter's ballot is not cast until they have inserted it into the ballot scanner.**

9. After voting, the voter must return the voter card and privacy sleeve to you or another Judge at Station #3. Issue an "I Voted" sticker once the voter gives you back the voter card and privacy sleeve.

### Activating a Voter Card for Provisional Ballot

Follow activating a voter card instructions and select Issue Provisional Ballot. Refer to pages 54 - 57.

### Manual Activation

Refer to page 109.



## COMMON E-POLL BOOK PROBLEMS AND SOLUTIONS AT STATION #1

Here are some common problems and solutions you may find.

### PROBLEM #1: You can't find the voter listed in the correct precinct in the e-poll book.

**SOLUTION:** Try one of these ways to find the voter.

1. First, **check the spelling** of the voter's name. Then, expand the search by selecting **Search City**. If you find the voter, tap in the voter's row to open the **Voter Record** screen. Tap the **Precinct Details** tab at the top to find the voter's correct precinct information.
2. **What if that doesn't work?** Tap the **Find By Address** tab and type the voter's address. If nothing comes up, tap the checkbox under the address to search for alternate street names for the voter's street. Tap on the correct voter from the list.
3. **What if you still can't find the voter?** You can also check the precinct poll sheet found in Envelope 1 that lists all registered voters.

#### The voter lives in this precinct but the voter is not registered to vote.

Send them to the Registration Table. By law, voters may use Election Day Registration with the correct forms of identification.

**What if you found the voter's information, but the voter is in the wrong precinct?** Tell the voter to go to the correct precinct shown on the e-poll book in the **Precinct Details** tab. Write the information on a Precinct Notification slip (Form 11), and hand it to the voter.

#### The voter will need to go to the correct precinct to vote. What if the voter still wants to vote at this polling place?

Issue the voter a Provisional Affidavit Form (276P) and provisional voter card. See pages 54-57 for more information on provisional ballots.

### PROBLEM #2: The voter lives outside of the City of Chicago and refuses to vote in the correct jurisdiction.

**SOLUTION:** If the voter insists on voting in the wrong precinct, issue the voter a Provisional Affidavit Form (276P) and provisional voter card. See pages 54-57 for more information on provisional ballots.

### PROBLEM #3: The voter is registered in a different precinct.

**SOLUTION:** Give the voter the correct precinct information on a Precinct Notification slip (Form 11). If the voter insists on voting in the wrong precinct, issue the voter a Provisional Affidavit Form 276P and provisional voter card. See pages 54-57 for more information on provisional ballots.

### PROBLEM #4: The voter moved to a new address and is in the precinct of the new address, but the voter is still registered at the former address in the former precinct.

**SOLUTION:** Tell the voter to go to the Registration Table. See page 62 for more information.

### PROBLEM #5: A registered voter moved to a new address and did not update their registration but is in the precinct of the old address.

**SOLUTION:** Give the voter the correct precinct information on a Precinct Notification slip (Form 11). If the voter insists on voting in the wrong precinct, issue the voter a Provisional Affidavit Form 276P and provisional voter card. See pages 54-57 for more information on provisional ballots.

## COMMON E-POLL BOOK PROBLEMS AND SOLUTIONS (CONTINUED)

**PROBLEM #6:** The voter lives outside the precinct and is not registered to vote.

**SOLUTION:** Give the voter the correct precinct information on a Precinct Notification slip (Form 11). If voter insists on voting in the wrong precinct, issue voter a Provisional Affidavit Form 276P and provisional voter card. See pages 54-57 for more information.

**PROBLEM #7:** The voter's status is listed as inactive in the e-poll book. There will be a pink screen in the voter's record to show the voter is inactive.

**SOLUTION:** If a voter registration card is mailed but sent back to the Board, the voter may be listed as inactive. Does the voter still live at the address listed in the e-poll book? Then they don't need to produce identification or complete Form 1. Ask the voter if the voter still lives at the address listed in the e-poll book. If the voter does still live there, make sure the voter has filled out Form 14.

**Has the voter moved to another address within the City of Chicago?** The voter may update the voter's registration and vote. Tell the voter to go to the Registration Table. See page 62 for more information on voter registration.

**PROBLEM #8:** A voter makes a mistake on the Application for Ballot (Form 14).

**SOLUTION:** Write *void* across the incorrect Application for Ballot (Form 14). Give the voter a new Application for Ballot (Form 14). Place the incorrect application with the correct application on the spindle. Only number the correct application.

**PROBLEM #9:** The voter's record displays the following message: "Show ID."

**SOLUTION:** The voter must show identification before voting. Acceptable identification includes one of the following items:

- A current and valid government issued photo ID
  - A current utility bill, bank statement, government check, paycheck, or other government document (federal, state, or local) that shows the voter's name and address
  - A photo ID issued by a school, college or university with either of the following items:
    - ❖ A copy of the applicant's lease for a residence
    - ❖ Any postmarked mail delivered to the voter at the voter's current residence
- This voter isn't required to complete an affidavit after showing you the acceptable identification. You also don't need to note what type of identification the voter showed you. **Is the voter unable to show identification?** Then, see pages 54-57 for procedures on provisional ballots.

**PROBLEM #10:** There is no signature on file in the e-poll book.

**SOLUTION:** Ask the voter to provide you with the last two digits of the voter's social security number (SSN) or year of birth. Compare to the information in the e-poll book.

**PROBLEM #11:** You see that you accidentally chose the wrong voter in the e-poll book when you review the signature comparison screen.

**SOLUTION:** If you chose the wrong voter, tap **CANCEL** and enter the password located in the red ballot scanner box. If you need assistance, call ELECTION CENTRAL at 312-269-7870. Search again and select the correct voter.

**PROBLEM #12:** You selected the wrong voter, but you realize it after the voter casts a ballot.

**SOLUTION:** Please immediately call ELECTION CENTRAL at 312-269-7870 to fix the situation.

**PROBLEM #13:** You already checked in a voter but voter wants to vote on touchscreen.

**SOLUTION:** Manually activate touchscreen voting unit, see page 109.

## REGISTERING VOTERS AT THE REGISTRATION TABLE

The Coordinator or Judge at the Registration Table will complete the following duties:

- Register new voters
- Edit a voter's address
- Edit a voter's name
- Activate voter cards

Voters who are registering for the first time, editing their names, or editing their addresses will need to show two forms of ID. At least one form of ID must show the address that matches the voter's address on the voter's Registration Application/Application for Ballot (Form 14Reg). Please see page 65 for more information on acceptable forms of ID. The voter will still receive a paper ballot at Station #2 or a voter card at the Registration Table, depending on the voter's preference.

### Registration Table - Registering Voters

**Make sure you have all these items at the Registration Table.**

- ☐ Clipboards and Pens
- ☐ Electronic Poll Book with Card Activator (1)
- ☐ Voter Cards
- ☐ List of Acceptable IDs
- ☐ Voter Registration Table Signage
- ☐ Form 11 Precinct Notification slips for redirecting voters in the wrong precinct
- ☐ Form 14Reg Combined Registration Application/Application for Ballot,
- ☐ Envelope 48E for returning registration forms
- ☐ Form 276P Provisional Voter Affidavit/Ballot Envelope
- ☐ Headphone Covers for Audio

### Registering New Voters

If the Judges at Station #1 are unable to find the voter in the e-poll book or the precinct list of voters and the voter lives in the precinct, you will register the voter to vote. See steps #1-7.

1. **Double-check the e-poll book.** Ask for the voter's name and enter it into the e-poll book to double-check the voter's registration status.
  - If the voter is found and the information is correct, process the voter using the Application for Ballot, (Form 14). No registration is necessary.
  - If the voter is found and the voter has moved to a new address in this voting precinct, follow instructions for **Editing Names and Addresses** on pages 63-64.
  - If the voter is not found in the precinct or citywide, tap the **Voter Not Found, Issue Ballot** button. Then go to Step #2.

2. **Find the address.** Tap **Find Address** and type in the voter's house number, street direction, and all or part of the street name. Choose the correct address from the list. If voter has an apartment number, you will need to type it in on the address tab.
3. **Issue the voting forms.** If the address is within the precinct, issue the voter a combined Registration Application/Application for Ballot (Form 14Reg).

**Top part:** Have the voter select the voter's party (for use in Primary elections only). The voter should write their name, address, and year of birth.

Form 14Reg - Combined Registration Application /Application for Ballot

**Bottom part:** The voter should mark the box for new voters, answer the citizenship question, and answer the age question.

The voter will also complete all fields on the bottom part. If the voter was registered at another address before, the voter should include that previous address on the form. They will then sign and date the form. The voter should return the form when it is completed.

If the voter is unable to complete the form or has a visual disability, ask the voter for this information and complete the form for them, except for the signature. They should sign their own signature. Please be patient when waiting for a response.

### What if the address is not in the precinct?

Tell the voter to go to the correct precinct shown on the e-poll book. Write the information on a Precinct Notification slip (Form 11), and hand it to the voter.

If the voter is visually impaired or is unable to read a written notice, tell the voter the address or ask if you can provide it in a different way.

- Ask the voter for two forms of ID. At least one of which must show the voter's registration address. Please see page 65 for the list of acceptable IDs. Compare the voter's IDs to the information listed on the form.
- Use the Form 14Reg to complete the **Address**, **Name**, and **Previous Address** tabs on the e-poll book. You will write the VRN found in the e-poll book on the Form 14Reg.

Address		Name		Previous Address (Optional)	
Last Name	FULTON	Suffix			
First Name	ALICE	Mid. Name	A		
Gender	FEMALE	DOB	05/11/1990		
IL DL/ID		Or SSN	1234		
VRN	99909EB				

ILLINOIS VOTER REGISTRATION APPLICATION	
<input type="checkbox"/> New voter registration	<input type="checkbox"/> Voter registration change of name
<input type="checkbox"/> Voter registration change of address	
<p><b>PRINT CLEARLY</b></p> <p>VRN (found on poll book) _____ Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will you be 18 years of age by election day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>First Name: <u>Fulton</u> Middle Name or Initial: <u>A</u> Suffix: <u>Circle One</u></p> <p>City/County/State: <u>Chicago, IL</u> Zip Code: <u>60602</u></p> <p>Address where you live (House No., Street Name, Apt. No.): <u>1407 W Greenleaf Ave.</u></p> <p>Former Residence Address (Include City, State and Zip): <u>68 W Washington Evanston, IL 60201</u></p> <p>Former Name (if changed): _____</p> <p>Date of Birth: MM/DD/YYYY <u>5/11/1990</u></p> <p>Gender: <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Nonbinary</p> <p>Signature: _____</p> <p>Signature Date: <u>2/28/2023</u></p>	

- Tap **Issue Ballot** on the e-poll book. Use the information found on the **Voter Details** screen to complete the precinct, ward, ballot style, and VRN on the top part of Form 14Reg.

appear. Write VRN, PCT-WARD, ballot style on Appl for Ballot. Select "Issue Stand"

Ballot Style 49 YOB 1990 Age 25  
VRN 99909EB

**CITY OF CHICAGO APPLICATION FOR BALLOT CERTIFICATE OF REGISTERED VOTER**  
ELECTION DATE: 2/28/2023

Name (Print): Alice Fulton  
Address: 1407 W Greenleaf Ave  
Year of Birth: 1990

**ELECTION OFFICIAL USE ONLY**  
PCT: 20 Application Number: \_\_\_\_\_  
WARD: 49 Election Official Initials: B.F.  
BALLOT STYLE: 49  
Voter Registration Number from poll book: 99909EB

- Separate the bottom from the top part of the form. Place the bottom part in the Registration Envelope (Envelope 48E). Hand the voter the top part of Form 14Reg. Then, tell the voter to go to Station #2 for a paper ballot or activate a voter card if voter chooses to use the touchscreen voting unit. The top portion of Form 14Reg will be numbered and spindled at Station #2 by a Judge.

**CITY OF CHICAGO APPLICATION FOR BALLOT CERTIFICATE OF REGISTERED VOTER**  
ELECTION DATE: 2/28/2023

Name (Print): Alice Fulton  
Address: 1407 W Greenleaf Ave  
Year of Birth: 1990

**ELECTION OFFICIAL USE ONLY**  
PCT: 20 Application Number: \_\_\_\_\_  
WARD: 49 Election Official Initials: B.F.  
BALLOT STYLE: 49  
Voter Registration Number from poll book: 99909EB

Sign this certificate and give it to the election official. After your identity and registration status have been verified, you must then present this form to the judge issuing the official ballot.

Check box if this person:  
☐ Qualified voter - registered anywhere  
☐ Was qualified in voting  
☐ Used a Provisional Ballot

**ILLINOIS VOTER REGISTRATION APPLICATION**  
☐ New voter registration ☐ Voter registration change of name ☐ Voter registration change of address

**PRINT CLEARLY**

VRN (found on poll book) \_\_\_\_\_ Are you a citizen of the United States of America? ☐ Yes ☐ No

Will you be 18 years of age by election day? ☐ Yes ☐ No

First Name: Fulton Middle Name or Initial: A Suffix: Circle One

City/County/State: Chicago, IL Zip Code: 60602

Address where you live (House No., Street Name, Apt. No.): 1407 W Greenleaf Ave.

Former Residence Address (Include City, State and Zip): 68 W Washington Evanston, IL 60201

Former Name (if changed): \_\_\_\_\_

Date of Birth: MM/DD/YYYY 5/11/1990

Gender: ☒ Female ☐ Male ☐ Nonbinary

Signature: \_\_\_\_\_

Signature Date: 2/28/2023

## Editing Addresses and Names

Is the voter already registered to vote but moved within the City of Chicago or changed names? You will also update these address and name changes at the Registration Table. Voters will need to update these changes to vote a standard, full ballot on Election Day. Follow steps #1-8.

- Ask the voter for the voter's former registration information (name, address) and search for the voter citywide. Verify the voter's former registration address/name and year of birth. Then, choose the correct voter. Once you have chosen the correct voter, tap the **Edit Voter** button.
- Once you are in the voter's record, you can make changes to addresses and names.

**A. To change a voter's address:** tap **Edit Address** and type in the voter's current house number, street direction, and all or part of the street name. Select the correct address from the list. If voter has an apartment number, you will need to type it in on the address tab.

If the address falls within the same precinct where the voter is trying to register, go to step 3.

### What if the voter's current address is not in the precinct?

Then tell the voter to go to the correct precinct shown on the e-poll book. Write the information on a Precinct Notification slip (Form 11), and hand it to the voter.

## Form 14Reg

If the voter is visually impaired or is unable to read a written notice, tell the voter the address or ask if you can provide it in a different way. **The voter will need to go to the correct precinct to vote.**

3. **To change a voter's name:** Tap on the Name tab to change the voter's name. Change the voter's name and go to step 4.

4. Have the voter complete Form 14Reg.

**Top part:** Have the voter select their party (for use in Primary elections only). The voter should write their name, address, and year of birth.

**Bottom part:** The voter marks that they are changing their address or name, answers if they are a citizen and answers if they will be 18 years old by the next General Election on November 8, 2022. The voter should also complete the rest of the form. Then they should sign, date, and return it to you.

If the voter is unable to complete the form or has a visual disability, ask the voter for this information and complete the form for them, excluding the signature portion. Please be patient when waiting for a response.

5. Ask the voter for two forms of ID. At least one form of ID must show their current address. Please see the list on page 65 for acceptable IDs. Compare the voter's IDs to the information listed on the form. If the voter is changing their name, at least one ID must show the new name.

6. Confirm the voter's information in the **Address, Name, and Previous Address** tabs in the e-poll book. You will write the VRN found in the e-poll book on the Form 14Reg.

7. Tap **Issue Ballot** on the e-poll book. Use the information found on the Voter Details screen to complete the precinct, ward, ballot style and VRN on the top portion of Form 14Reg.

8. Separate the bottom from the top part of the form. Place the bottom part in the Registration Envelope. Hand the voter the top part of Form 14Reg. Tell the voter to go to Station #2 for a paper ballot or activate a voter card if voter chooses to use the touchscreen voting unit. The top portion of Form 14Reg will be numbered and spindled at Station #2 by a Judge.

Voter takes to Station #2 for paper ballots

Judge/Coordinator places in Envelope 48E



## Acceptable Identification

Voters who are registering for the first time or editing names or addresses must show two forms of ID. At least one form of ID must include the registration address. These forms of ID may include:

- Passport or Military ID
- Driver's License or State ID card
- College/University/School/Work ID
- Vehicle registration card
- Lease, mortgage or deed to home
- Credit or debit card
- Social Security, Medicaid or Medicare card
- Insurance card
- Civic, union or professional membership card
- LINK/Public Aid/Department of Human Services card
- Illinois FOID card
- Municipal ID

**Other types of acceptable identification include mail addressed to a voter, such as:**

- Bill, transcript, or report card from school
- Bank statement, pay stub, or pension statement
- Utility, medical or insurance bill
- Official mail from any government agency

**What if the voter does not have two forms of ID?** Then, the voter must vote a provisional ballot. See pages 54-57.

You will enter the provisional voter in the e-poll book. On the **Voter Record** screen, tap the **Issue Provisional Ballot** button.

**Do not place the Form 14REG on the spindle for a provisional voter.** Instead, insert the completed Form 14Reg into the plastic sleeve on the Provisional Affidavit (Form 276P). Mark the checkbox on the front of the Provisional Affidavit (Form 276P) that the voter did not have the necessary documentation.



**IMPORTANT:** Provisional voters can only use the touchscreen for voting.

## Registering a Voter Who is Experiencing Homelessness

Are you assisting a voter who may be experiencing homelessness? **Under Illinois law, individuals who are homeless may vote.** A voter who is experiencing homelessness may have a non-traditional residence. What is a non-traditional residence? This could be a:

- Day shelter
- Park bench
- Private residence
- Shelter
- Space under a bridge
- Street corner
- Tent

To register to vote, the individual must show a mailing address used as a residence for voting purposes. This mailing address can include places such as a shelter, private residence, or day shelter, for example. The applicant must complete Form 14Reg and must provide two forms of identification containing the applicant's name. At least one of the two forms of ID must show proof that the applicant may use the mailing address.

To prove the mailing address and registration address are the same, a voter who is homeless may show you:

- A piece of mail addressed to the voter and mailed to the address on the registration card
- A statement or a letter from a person like a case manager, homeowner, or religious leader that states the voter is allowed to use the mailing address
- An ID card issued by a homeless shelter showing the name and mailing address of the voter

**NOTE:** By law, a voter may use Election Day Registration and cast a ballot if the voter registers in the correct precinct with the correct types of identification.



## JUDGES' STATION #2

A Judge from either party may sit at Station #2. The duties at this station include all of these tasks:

- Initialing and issuing paper ballots
- Numbering Applications for Ballot (Form 14 or top portion of Form 14Reg)
- Placing the Applications for Ballot on the white spindle.



**IMPORTANT:** The white spindle holds the completed Applications for Ballots (Form 14 or top portion of Form 14Reg). Place it at Station #2.

### Judges' Station #2 - Voting with Paper Ballots

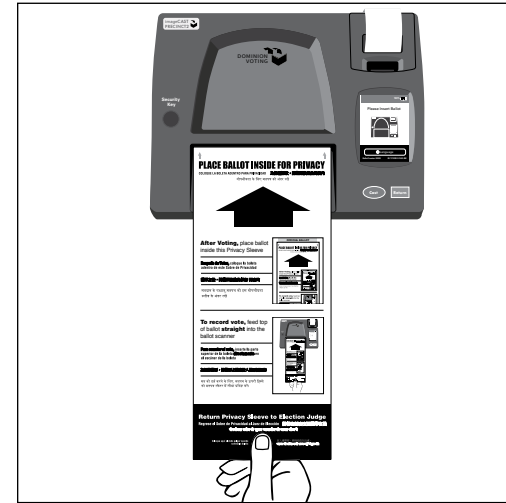
**Make sure that you have all items you need at Station #2.**

- ☐ Ballot Markers
- ☐ Large Ballot Viewer
- ☐ Orange Demonstration Ballots
- ☐ Official Ballots with Ballot Styles
- ☐ Privacy Sleeves
- ☐ Spindle for completed Applications for Ballot (Form 14 or top portion of Form 14Reg)
- ☐ Envelope P – Provisional Ballot Carrier Envelope
- ☐ Envelope S – Spoiled Ballots

## Issuing Paper Ballots

Follow steps #1-9 to issue a paper ballot.

1. Make sure a Judge has initialed the Application for Ballot (Form 14 or top part of Form 14Reg). If not, the voter must return to Station #1 or the Registration Table for signature verification and Judge's initials.
2. Number the completed **Applications for Ballot** (Form 14 or top part of Form 14Reg). Numbers should be placed in the **Application Number** box beginning with the number 1 or the next consecutive number.
3. After the application has been numbered, place it on the white spindle with the application marked #1 being on the bottom. If you have voided an Application for Ballot, place it on the spindle. **Don't number the voided application.**
4. Find the ballot with the same ballot style (and party in Primary elections) that matches the ballot style (and party in Primary elections) on the Application for Ballot (Form 14) or top part of Form 14Reg.
5. Find the **Judge's Initials** box in the upper right corner. Use the ballot marker to write your initials. Only complete one ballot at a time. The initials must be contained within the box. Don't mark outside the box.
6. Give the voter a privacy sleeve, a ballot marker, and the ballot. Tell the voter to place the ballot inside the sleeve after they leave the voting booth. Point out where the ballot scanner is and tell the voter to go to the ballot scanner at Station #3 when they are done voting. Tell them they will also return the privacy sleeve and ballot marker to the Judge there when they are done.
7. Offer to show the voter how to correctly mark the ballot. Use the orange demonstration ballot to allow the voter to practice. The demonstration ballots must stay at the Judges' table. Then direct the voter where to vote.
8. After voting, the voter should go to the ballot scanner (Station #3). A Judge will give the voter an "I Voted" sticker. Read more about Station #3 on page 68.
9. Does the voter need assistance? Help the voter as needed. See page 70-72 for the types of assistance you can provide voters.



Voters will take the ballot to the ballot scanner at Station #3 when they are done voting.



## JUDGES' STATION #3

One Judge from either party is assigned to Station #3. If you are assigned to Station #3, you will oversee the ballot scanner. You will initial ballots and instruct voters to cast ballots using the ballot scanner. The Judge can be from either party (D or R).

### Judges' Station #3 - Using the Ballot Scanner

**Make sure these materials are at your station.**

- ☐ Ballot Markers
- ☐ "I Voted" Stickers

After voting, the voter should place the ballot inside the privacy sleeve and then go to the ballot scanner. The voter must hold the sleeve at the bottom and insert the ballot into the ballot scanner. See image at right. Tell the voter not to hold the ballot too tightly as they feed it into the ballot scanner.

After using the touchscreen voting unit, the voter will bring their printed ballot to Station #3, inside a privacy sleeve. You, the Judge must initial the paper ballot with the ballot still inside the privacy sleeve. The voter then must hold the sleeve at the bottom and insert the ballot into the ballot scanner.

**! IMPORTANT:** The ballot scanner will not accept a ballot without a Judge's Initials.

**REMEMBER:** Only feed one ballot at a time into the ballot scanner!

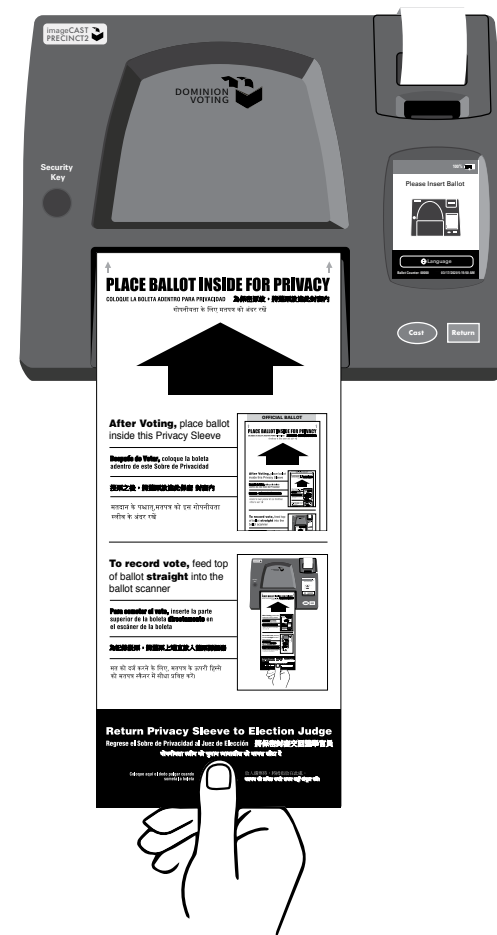
Instruct the voter to stay at the ballot scanner until their ballot is accepted. You should never stand directly over the ballot scanner when the voter is inserting the ballot. Give the voter privacy while they're inserting the ballot or when they're reviewing the ballot if it is returned. The screen will notify the voter if there is anything wrong with their ballot. If the voter wishes to correct their ballot, the Judge should press return for the ballot to eject.

If the ballot scanner accepts the ballot, the public counter will increase by one. The paper tape will not advance.

The ballot scanner will notify the voter of the following issues:

- **No Judge's initials** - There were no Judge's initials.
- **Overvoted ballot** - The voter voted for too many candidates for an office.
- **Blank ballot** - No votes were cast for any candidate or ballot questions or the ballot was improperly marked.
- **Misread ballot** - The ballot was damaged and cannot be accepted by the ballot scanner.
- **Invalid ballot style** - The ballot style that was inserted was for a different precinct.
- **Ambiguous Mark ballot** - A mark was detected that was not clear enough to show the voter's intent.
- **Provisional ballot** - The ballot must be taken to Station #2.

**! IMPORTANT:** Provisional ballots must not be inserted in the ballot scanner.



Ballot Scanner

## COMMON BALLOT SCANNER ERRORS

Below are the messages you will see on the ballot scanner screen if the ballot is rejected and what to do for each message.

MESSAGE ON BALLOT SCANNER SCREEN	
<b>Ballot Missing Initials or Precinct #</b>	<p>If this is a ballot from the touchscreen printer, instruct the voter to place the ballot inside the privacy sleeve so that you, the Judge at Station #3 can initial their ballot. If this is a ballot issued at Station 2, instruct the voter to place the ballot inside the privacy sleeve and return to Station 2 for the Judge's initials. You cannot cast a ballot without Judge's initials.</p>
<b>Overvote</b>	<p>If an overvote happens, make sure to read the message on the ballot scanner screen. First, ask the voter if they want to correct the ballot or leave it the way it is. Explain to the voter that, if the ballot is processed the way it is, the votes for the office/referenda where the overvote occurred won't be counted. All other votes cast correctly will be counted.</p> <p><b>The Judges must not review the voter's ballot.</b></p> <p>If the voter wants the ballot to be processed the way it is, press the <b>green Cast</b> button.</p> <p>If the voter wants to correct the ballot, press the <b>red Return</b> button and have the voter remove the ballot from the ballot scanner. Tell the voter to return to Station #2 for a new ballot.</p> <p>The Judge at Station #2 should write <i>SPOILED</i> on the ballot, fold it, and place it in Envelope S.</p>
<b>Undervote</b>	<p>If the ballot scanner did not read a vote for Governor, Lt. Governor, Attorney General, Secretary of State, Comptroller, and Treasurer, it will notify the voter that an undervote has occurred. <b>The Judges must not look at the voter's ballot.</b></p> <p>If the voter wants the ballot to be processed the way it is, press the <b>green Cast</b> button. All other votes recorded will be read.</p> <p>If the voter wants to correct the ballot, press the <b>red Return</b> button and have the voter remove the ballot from the ballot scanner. Tell the voter to return to the voting booth to finish marking the ballot.</p>
<b>Blank Ballot</b>	<p>Make sure that the voter followed the instructions on how to correctly mark ballot choices. If needed, have the voter return to Station #2 for a demonstration.</p> <p><b>The Judges must not look at the voter's ballot.</b></p> <p>Ask the voter if they want to correct the ballot or leave it the way it is. Does the voter want to process the ballot the way it is? Then, press the <b>green Cast</b> button.</p> <p>Does the voter want to correct the ballot? Then, press the <b>red Return</b> button and have the voter remove the ballot from the ballot scanner. Tell the voter to return to Station #2 for a new ballot.</p> <p>The Judge at Station #2 should write <i>SPOILED</i> on the ballot, fold it, and place it in Envelope S.</p>
<b>Misread Ballot</b>	<p>This type of message means that a defective ballot cannot be read by the ballot scanner.</p> <p>The voter should pull the ballot out and insert it again in a different way into the ballot scanner.</p> <p>There may be marks on the ballot which are causing the defective ballot message. Tell the voter to check that no marks have been made outside the target areas, including the Judge's initials' box. If the ballot error message still appears, pull the ballot out of the ballot scanner. Have the voter return to Station #2 for a new ballot. The voter will need to vote again.</p>
<b>Provisional Ballot</b>	<p>This type of message appears when a Provisional Ballot has been inserted into the ballot scanner. The voter returns to Station 2 where the judge will initial the ballot, the voter folds and insert the ballot into Provisional Voter Affidavit, Form 276P. Voter receives the pink carbon copy of Provisional Affidavit.</p>
<b>Invalid Ballot</b>	<p>This type of message means that a ballot with an incorrect ballot style was inserted into the ballot scanner.</p> <p>If this is a polling place with more than one precinct, make sure the voter is at the correct ballot scanner. If they are at the wrong ballot scanner, pull the ballot out and tell the voter to go to the correct ballot scanner.</p> <p>If you have any problems with the ballot scanner, refer the problem to the Election Coordinator or call EQUIPMENT/SUPPLIES at 773-247-4065.</p> <p>Once the ballot is accepted by the ballot scanner, the voter must return the privacy sleeve and ballot marker to Station #2. Then, you should issue an "I Voted" sticker.</p> <p><b>IMPORTANT: IF A BALLOT IS STUCK IN THE BALLOT SCANNER, YOU SHOULD REMOVE IT FROM THE MACHINE, NOT THE VOTER.</b></p>

All messages above are found on the ballot scanner screen.

### Emergency Instructions: The Ballot Scanner Stops During Voting Hours

If there is a power outage, immediately call ELECTION CENTRAL at 312-269-7870.

If the ballot scanner stops working correctly, refer the problem to the Election Coordinator.

While the Coordinator examines the ballot scanner, you should:

1. Make sure the ballot box portion of the ESC is empty.
2. Take an orange seal from the Unused Seal Bag, and record the seal number on the Seal Accountability Form (Form 3). Seal the auxiliary ballot box closed using the orange seal.
3. As voters finish voting, they must drop ballots into the ballot box on the left side of the ESC. The privacy sleeve is not deposited into the ballot box. Voters should leave the privacy sleeves at Station #3.
4. Do not remove these ballots until after the polls close. See pages 74-75 for instructions on processing these ballots.

## ASSISTING ELDERLY AND VOTERS WITH DISABILITIES

You should ask voters whether they need assistance and what kind of assistance they will need. Always ask permission before touching a person or a person's mobility device, such as a wheelchair, or other assistive device.

### Accessibility at Polling Places

An elderly voter or a voter with a disability who cannot enter a polling place may request:

- Assistance in entering the polling place
- Curbside voting, or registering/voting outside the polling place

Has a voter asked for assistance in entering the polling place? Judges may give such assistance if it can be given safely. Such assistance may include, but is not limited to:

- Opening doors
- Escorting the voter to an alternate building entrance that is accessible

Under no circumstances should a voter be lifted or carried into the polling place.

Is a voter requesting to vote outside of the polling place? Two Judges, one from each political party, must give the following items to the voter:

- An Application for Ballot (Form 14 or Form 14Reg if they are not registered to vote)
- A ballot
- A ballot marker
- A curbside voting privacy sleeve

The voter must be at the nearest point to the entrance of the polling place that the voter can reach. That point may be in a car at the street curb or in a parking lot nearest the polling place. You can't deliver a ballot to the voter more than 50 feet from the entrance to the polling place building.

The voter must still complete the entire voting process. This includes completing the Application for Ballot (Form 14 or Form 14Reg if they are not registered to vote). The Judges should then return to the polling place. They will compare the voter's signature with the signature on file for the voter in the e-poll book. See page 48 for more information. One of the Judges must fill in the precinct and ward and initial the ballot before giving it to the voter. The voter must still be allowed to mark the ballot in secret.

The voter will complete voting and place the ballot inside the privacy sleeve. Then, the two Judges must return to the polling place. They must not open the privacy sleeve or look at the ballot. They should give it to the Judge at Station #3. This Judge will insert it into the ballot scanner.

Does the voter need assistance marking a ballot? Follow the procedures for "Assistance in Voting." (See pages 50-52)

### Before Election Day

Any elderly voter, a voter with a disability, or any voter with limited mobility who would like help entering the polling place or who needs to vote outside the polling place may make a request to the Board before Election Day.

If the voter makes this request and the voter gives the hour when the voter expects to arrive to vote, the Board will tell the Judges at that precinct about this voter. The Judges should check the building entrance every ten minutes during the expected hour of the voter's arrival.



## Treating Voters with Courtesy and Respect

Be alert to the needs of voters with disabilities, the elderly, and all other voters. Be aware that not all disabilities are visible and be available to help any voter who needs your assistance.

- Be considerate of the extra time it might take for the elderly or a person with a disability to complete the voting process.
- Provide unhurried attention to a person who has difficulty speaking or writing.
- Speak calmly, slowly, and directly to a person who is deaf or hard of hearing. Do not shout or speak in a person's ear. If full understanding is doubtful, write a note to the person who is deaf or hard of hearing.
- Speak directly to the person who has a disability rather than to a companion.
- Ask someone how they prefer to be assisted, and then follow their instructions. Before you provide assistance to a voter using a wheelchair, ask if you may do so and how you should proceed.
- Greet a person who is blind or visually impaired by letting the person know who and where you are. (E.g. "My name is Joe. I'm standing to your right, behind a table.")

## Providing Additional Assistance On Election Day

An elderly voter, a voter with a disability, or any voter with limited mobility may ask for assistance from the Judges. A person may call, ring the doorbell, or send someone into the polling place to let the Judges know that the voter needs assistance.

## Increasing Access

### Signs Showing an Alternate Entrance to the Polling Place

If the accessible entrance to the polling place is different from the one used by other voters, make sure the Alternate Entrance Sign (Form 177AE) has been posted. If you realize it has not been posted already by the polling site staff, immediately remove the sign from Envelope 2. Post it with the arrow facing in the correct direction in a position near the polling place sign where voters are likely to see it. Also, post the Accessible Entrance Sign (Form 177A) at the accessible entrance.

One Judge should follow the same path that voters will follow from the entrance(s). Make sure that voters are properly directed to the polling place and signs are posted clearly.

The Need Help Voting? Sign (Form 25) in Envelope 2 is printed in very large type so that voters with visual impairments can read it. Post the sign on the wall of the polling place in a place where it can be easily seen and read.

### Door Bells

Some polling places that are inaccessible will have doorbells to allow a voter to let the Judges know a voter is outside. The Coordinator will find out ahead of time if your polling place has a doorbell and is required to answer the doorbell promptly when alerted.

### Threshold Ramps

At polling places where the 'natural' threshold of the door is more than ½ inch in height, a threshold ramp can be used to aid voters who use wheelchairs or other mobility devices in crossing the threshold.

Judges assigned to a polling place that is not physically accessible should check the entrance often to determine if there are voters in need of assistance.

## Providing Assistance in Voting

The touchscreen voting unit is equipped with an audio ballot and headphones. It has ports for headphones. The audio controller also has ports for a sip-and-puff device, which the voter will bring with them to the polling place.

A voter may also choose to vote the audio-visual ballot, which allows the voter to hear the ballot through the headphones and see the ballot on the screen. While voting an audio-visual ballot, the voter must make selections on the screen. They cannot use the audio controller.

A voter with a disability may also ask for help from a person of his or her choice or by two Judges, one from each political party. No voter may be helped by an employer or a representative of that employer or an officer or agent of the voter's union.

Please note: Intoxication is not regarded as a disability.

## Reminders About Procedures for Voters Who Ask for Assistance

### Station #1/Registration Table

At Station #1 or the Registration Table, the voter completes the Application for Ballot (Form 14) or Combined Registration Application/ Application for Ballot (Form 14Reg). Then, the Judges compare the voter's signature (if the voter is already registered). The Judge also initials the application. Is the voter registering to vote or editing name or address information? Then, a Judge or Election Coordinator must check the voter's identification.



**What if the voter is unable to complete the form or has a visual disability?** Then, the Judge will need to ask the voter for this information. The Judge will complete the form for them, except for the signature portion. The voter should sign their own name. Please be patient when waiting for a response.

**What if a voter cannot sign their name?** Then the person can make a mark on the Application for Ballot (Form 14). Do you need more information to verify the identity of the voter? You can ask for more information found in the **Identification** tab, like year of birth and last two digits of the SSN.

The voter receiving assistance must complete Box #4 on Form 1. Anyone providing assistance must also complete Form 1. Other than Judges, a person who gives assistance must also get a copy of Form 1A.



**Please refer to the Polling Place Accessibility Guide (Chapter 8 of this handbook) and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.**

### **Stations #1, #2 or Registration Table** **Judges will assist at Stations #1, #2 or Registration Table.**

The voter will bring the Application for Ballot (Form 14 or Form 14Reg) to the Judges at Station #2 for a paper ballot. If a voter chooses to use the touchscreen voting unit, their voter card will be activated at Station #1 or the Registration Table.

Judge at Station #2 must number the Application for Ballot (Form 14 or Form 14Reg). The Judge will place it on the white spindle. Then, the judge will initial and issue a paper ballot. Remember to also include the precinct and ward on the ballot. If voter chooses to vote on the touchscreen voting unit, a voter card will be issued at Station #1 or Registration Table.

The Judge should tell the voter to use any open voting booth or the touchscreen voting unit. In the voting booth or at the touchscreen voting unit, anyone providing assistance cannot try to influence the voter's choice of candidates, party, or issues on the ballot. That person must mark the ballot as directed by the voter. All vote choices must remain confidential.

### **Understanding Available Voting Aids**

This type of assistance is not formal assistance in voting and no affidavit is needed. If the voter requests formal assistance, follow the procedures for Assistance on the previous page.

#### **Touchscreen Voting Unit with Audio Ballot and Headphones**

Judges will activate the audio ballot on the voter card using the e-poll book. Then, the Judge will direct the voter to the touchscreen voting unit. Judges may assist the voter with the audio controller and the headphones. The headphone jack is located on the bottom right of the audio controller. There are disposable covers for the headphones, or the voter can bring their own headphones. The Judge will select the voter's preferred language and device on the screen. Refer back to the touchscreen operation instructions on page 59 for activating the device.

#### **Sip-and-Puff Device**

While using the audio ballot and headphones, a voter may also use a sip-and-puff device, which the voter will bring. The sip-and-puff device should be plugged into the audio controller to the left of the port where the headphones are plugged in. At the request of the voter, a Judge may place the headphones on the voter and ask where to place the audio controller.

The voter also can view their choices on the screen or have the screen stay blank. When the screen is visible, the voter can use the screen or controller when making ballot choices. To make the screen blank, select the privacy mask button on the top right of the screen.

#### **Large Ballot Viewers**

Ballot viewers enlarge the print on the ballot. They are available in all polling places in the Gray Supply Box. To use properly, tell the voter to hold the blue ball handle.

#### **Signature Guides**

Each precinct has signature guides to assist a voter when signing their name to the Application for Ballot (Form 14) or other forms that need a signature. The Judge should place the signature guide over the signature line and direct the voter where to write their signature. The signature guides will be located in the Gray Supply Box.

**Do you have questions about assisting voters with disabilities?** Call the Board's Disability number at 312-578-8816.

# 7 CLOSING THE POLLS

## Election Day 7:00 pm

Chapter 7 gives step-by-step instructions on closing the polls, reporting the voting, and completing end of night procedures.

### CLOSING THE POLLING PLACE – STEP BY STEP

First, read the quick overview of all the procedures to close the polls. Then, see the detailed instructions that follow for each of the steps, #1-16.

#### Quick Overview: Closing the Polls

---

- ☐ 1. Close the polls.
- ☐ 2. Find the Certificate of Results (Form 80) and a set of envelopes. You will fill it in as you work through all closing procedures.
- ☐ 3. Process any ballots in the auxiliary ballot box (if necessary).
- ☐ 4. Count and record the provisional ballots affidavits, spoiled provisional ballots, and spoiled affidavits.
- ☐ 5. Close the e-poll books.
- ☐ 6. Close the polls on the touchscreen.
- ☐ 7. Close polls on the ballot scanner and print all copies of the Official Results Tape
- ☐ 8. Transmit the results and remove the memory cards from the ballot scanner.
- ☐ 9. Process voted ballots with valid write-in votes.
- ☐ 10. Separately count and record all spoiled, damaged, and unused ballots.
- ☐ 11. Complete, hand-copy, and sign the Certificate of Results (Form 80).
- ☐ 12. Put ballots, reports, and related items into the Transfer Case, to go back to the Receiving Station.
- ☐ 13. Put required equipment, envelopes, and other items in the Black Return Bag to go back to the Receiving Station.
- ☐ 14. Lock specified equipment and supplies back into the ESC.
- ☐ 15. Leave the polling place neat and clean.
- ☐ 16. Return all required equipment and materials to the Receiving Station; leave the rest locked in the polling place.

## DETAILED INSTRUCTIONS: CLOSING THE POLLS

To close the polls and complete all closing procedures, carefully follow these detailed directions. Each step is numbered (#1-16) and printed in **bold type**.

### 1 Close the polls.

At 6:30 pm:

- Make this announcement: “The polls will close at 7:00 pm. But if you’re in line now, you’ll get to vote.”

At 7:00 pm:

- Make this announcement: “*The polls are now closed. But if you’re in line now, you can stay until you finish voting.*”
- Bring in the American flag.
- Lock the polling place door.



**IMPORTANT:** If there’s a line of voters out the door, at least one Judge must stand at the end of the line to stop additional people from getting in line.

- Continue to process any voters who remain in line and let them vote.

**NOTE:** Know which people may stay or re-enter after the polls close:

- Let all voters stay in line to finish voting as long as they got in line by 7:00 pm.
- Let poll watchers with proper credentials remain inside the polling place after the polls close. However, if they leave after 7:00 pm, inform them that they aren’t permitted to come back in.
- Let the following people remain in, enter, or re-enter the polling place before and after the polls close: Field Investigators, Stand-by Judges, Stand-by Election Coordinators, and any federal, state, county, or city law enforcement official on Election Day assignment.

### EMERGENCY INSTRUCTIONS - AFTER POLLS CLOSE

The auxiliary ballot box inside the ESC holds any ballots that didn’t go through the ballot scanner. If the scanner stopped working during voting hours, the voters had to put their ballots into the auxiliary ballot box. After the polls close, **you must process these ballots**. Here’s how:

- Break the orange seal on the auxiliary ballot box, and place it inside the Broken/Used Seal Bag.
- Remove voted ballots from the auxiliary ballot box in the ESC.
- Insert each ballot into the scanner.
- If the scanner rejects a ballot, press the **Cast** button on the front of the scanner.
- If the scanner rejects a ballot because there are no Judge’s initials, check to see if the ballot was issued properly. If the ballot was issued properly, initial the ballot with the ballot marker, and re-insert it into the scanner.
- If a ballot is defective or damaged, see page 75 for *Processing Defective or Damaged Ballots*.

**NOTE:** Make sure there are no provisional ballots in the auxiliary ballot box in the ESC. If there are provisional ballots in the auxiliary ballot box, see Section 4 on page 76 for further instructions. **Never try to insert provisional ballots into the ballot scanner.**

**IMPORTANT:** If the ballot scanner isn’t working and ballots cannot be processed, use the Orange Sticker, included in the Transfer Case. Place the Orange Sticker on the outside of the Transfer Case lid over the Board logo. The Orange Sticker will let the staff at the Receiving Station know that there are unprocessed ballots in the Transfer Case.

**Please refer to pages 110-111 for more information about these procedures.**

## 2 Find the Certificate of Results (Form 80) and a set of envelopes. You will fill it in as you work through all closing procedures.

As you proceed with closing the polls, you'll need to record information on the Certificate of Results (Form 80) and on a set of envelopes.

- A. Find Envelope 4, and remove all items, including the Certificate of Results (Form 80).
- B. Find 3 copies of the Certificate of Results (Form 80). Keep one copy of Form 80 with you as you go through the closing procedures; we'll call this the **master** copy of Form 80.



**IMPORTANT:** You must record information on **ALL** lines of Form 80.

- C. Set aside the other 2 copies of Form 80; you'll need these later. Once you finish all the closing procedures and have completely filled in the master copy of Form 80, you'll hand copy the information onto the other 2 copies. At the end, you'll have 3 identical copies of Form 80, completely filled in.
- D. Gather the other items that you removed from Envelope 4 (Envelope W, Envelope D, Envelope 14E, Envelopes 71E and 72E). You'll take these items with you and record information on them as you move from step to step.



### NOTE:

- If you prefer, you can take all 3 copies of Form 80 with you as you work through all the closing procedures.
- Record information on each copy of Form 80 as you go from step to step. Make sure you fill in all lines on each copy.
- At the end, you'll have 3 identical copies of Form 80, completely filled in.

## 3 Process any defective or damaged ballots.

- If there are *no defective or damaged ballots*, skip to Step 4.
- If there are defective or damaged ballots, see the text below for instructions.

### If the Ballot Scanner Stopped Working: How Do We Process Defective Or Damaged Ballots in the ESC?

Remember that some ballots didn't go through the scanner during voting hours. The voters had to put them in the auxiliary ballot box in the ESC because the scanner stopped working.

If the scanner is currently working, try to insert the ballots one more time. If the scanner is now working but some ballots still won't go through, then consider these ballots to be defective or damaged.

For every defective or damaged ballot, two Judges (one from each political party), must make a duplicate ballot. For each ballot that can't be read by the ballot scanner, complete the following tasks:

- A. Use a pen to write *Damaged Ballot* on the ballot, and add a number, starting with 1. For example, you'll write *Damaged Ballot 1*, *Damaged Ballot 2*, etc.
- B. Choose a blank ballot of the same ballot style as the damaged or defective ballot.
- C. At the top of the new ballot, write the words *Duplicated Damaged Ballot*, and give it the same number as the damaged ballot. For example, you'll write *Duplicated Damaged Ballot 1*, *Duplicated Damaged Ballot 2*, etc. **NOTE:** Don't cover up or write over the area showing the candidates' names or any referenda.
- D. Initial the duplicated damaged ballot, fill in the precinct and ward, and mark the same choices as on the damaged ballot. **IMPORTANT:** Both Judges must initial the ballot.
- E. Insert the duplicated damaged ballot into the ballot scanner.
- F. Place the damaged ballot inside Envelope D – Damaged Ballots.

**IMPORTANT:** If the ballot scanner is still broken after the polls close and ballots can't be processed, use the Orange Sticker from the Transfer Case to notify the Receiving Station of unprocessed ballots. See pages 102-103 for more information about these procedures.

#### 4 Count and record the provisional ballots, spoiled provisional ballots, and spoiled affidavits.

You'll find detailed instructions in steps A-H below, but first look at this overview. You will:

- A. Gather any completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P) that were used by voters.
- B. Count the number of completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P).
- C. Record the number of completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P). If you had no provisional voters in your precinct, you'll write 0. Then record on Form 80.
- D. Gather and count the spoiled provisional ballots, if any. Then record the information on Form 80.
- E. Gather any spoiled affidavits, but don't count them.
- F. On the front of Envelope P, write the precinct, ward, and date of election.
- G. Put the Provisional Voter Affidavit Ballot Envelopes (Form 276P) into Envelope P. (They should have the provisional ballots inside of them already.)
- H. Place all UNUSED provisional voter materials inside the ESC.

Now read the detailed instructions. To count and record the provisional ballots, spoiled provisional ballots, and spoiled affidavits, follow the steps below.



**NOTE:** If you had no provisional voters in your precinct, start with Step C.

- A. Gather any completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P) that were used by voters. Make sure the following are inside the plastic sleeve on the affidavit:
  - The voter's completed Application for Ballot (Form 14 or 14Reg)
  - The voter's supporting documentation (if any)

- B. Count the number of completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P). Right now, count only completed provisional ballots, not spoiled ones.

- C. Record the number of completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P). You'll write this number in two places:
  - On Envelope P\*
  - On the master copy of the Certificate of Results (Form 80)\*

\*If you had no provisional voters in your precinct, you'll write 0.

**REMEMBER:** Right now, just record the number on the master copy of Form 80. Once you've fully filled in the master copy of Form 80, you'll copy all the information onto the other 2 copies of Form 80.

- D. Gather and count the spoiled provisional ballots, if any. Then record the information.
  - Write the number of spoiled provisional ballots on the front of Envelope P.
  - If there are no spoiled provisional ballots, write 0 on Envelope P.



**NOTE:** Spoiled ballots don't go in Provisional Voter Affidavit/Ballot Envelopes (Form 276P).

- E. Gather any spoiled affidavits, but don't count them. **NOTE:** A spoiled affidavit happens if a voter or Judge makes a mistake on a Provisional Voter Affidavit (Form 276P). Place in Envelope P.

- F. On the front of Envelope P, write the precinct, ward, and date of election.

- G. Put the Provisional Voter Affidavit Ballot Envelopes (Form 276P) into Envelope P. (They should have the provisional ballots inside of them already.) Specifically put the following into Envelope P:
  - All completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P)
  - All spoiled provisional ballots
  - All spoiled affidavits

- H. Place all UNUSED provisional voter materials inside the ESC.

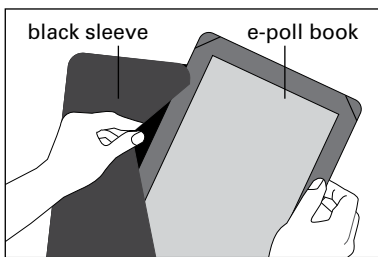


**NOTE:** You'll return Envelope P, inside the Black Return Bag, to the Receiving Station.

## 5 Close the e-poll books.

Follow these steps to close each e-poll book.

- A.** On the voter search screen, tap the **Return to Main** button. Sign out by tapping the **Poll Workers** tab and then **End Time**.
- B.** Tap the **Manage Polls** tab at the top of the screen. Tap the **Close the Polls** button at the bottom of the screen.
- C.** Tap **OK** when the notice screen appears.
- D.** Verify that **Poll Status** has changed to "CLOSED."
- E.** Tap the **Log Out** button. Then tap **Yes**.  
A message appears asking: Are you sure you want to shut down? Tap **Yes**.
- F.** Put e-poll books in their black sleeves, and gently place them in the Black Return Bag to be returned to the Receiving Station.



- G.** Turn off the Verizon Jetpack, and place it in the White Return Box (without the cord). You still need to add other items to the White Return Box later on during closing.

## 6 Close the polls on the touchscreen.

### A. Close polls and turn off the touchscreen.

1. Find the poll worker card and insert into the card slot with the chip facing down.
2. Enter the password located in the red ballot scanner box and press login.
3. Select admin menu.
4. Select close poll and press yes on the close poll confirmation screen.
5. Now that polls are closed, press the power off button on the bottom right corner of the screen and select yes.
6. Wait for screen to go completely blank.

### B. Turn off the touchscreen printer.

1. Press and release the power button on the front of the printer.

## Sample – Form 80

Form 80 Precinct: \_\_\_\_\_ Ward: \_\_\_\_\_

**BOARD OF ELECTION COMMISSIONERS FOR THE CITY OF CHICAGO**  
**CERTIFICATE OF RESULTS**  
 MUNICIPAL GENERAL ELECTION - TUESDAY, FEBRUARY 28, 2023

<b>INSTRUCTIONS</b> 1. Fill in all requested information on each copy of Form 80 (3 copies total). Fill in both the shaded and unshaded parts. Complete both sides of each copy. 2. Each Judge must sign their name and write their address on the back of each copy of Form 80 (3 copies total). 3. Print out 3 copies of the Official Results Tape (results tape printed from the Ballot Scanner). 4. Print three copies of the Write-In Tape. 5. Each Judge must sign their name on each copy of the Official Results Tape at the bottom (3 copies) and sign on the back at the bottom of this form.	6. Place the following required items in the envelopes below: <b>Envelope 71E</b> ■ one signed Official Election Results Report ■ one copy of a completed and signed Form 80 ■ one copy of the Write-In Tape <b>Envelope 72</b> ■ one signed Official Election Results Report ■ one copy of a completed and signed Form 80 ■ one copy of the Write-In Tape 7. Place the following required items in the Transfer Case ■ one signed Official Election Results Report ■ one copy of a completed and signed Form 80 <b>Envelope W</b> ■ One copy of the Write-In Tape ■ Ballots with valid write-in votes
--	--

STATE OF ILLINOIS )  
 COUNTY OF COOK ) ss.

We, the judges of the Municipal General Election, do hereby certify that the polls were open from 6:00 a.m. to 7:00 p.m. on this 28th day of February, 2023. We further certify:

**Number of Official Ballots (Paper) Received from the Board of Election Commissioners:**  
 (To find the number of Official Ballots you received, look at Ballot Packing List in Envelope 1.)

1. Total number of Official Ballots \_\_\_\_\_

**Number of Voters, Regular or Provisional**

2. Total number of voters who cast a ballot (NOT including Provisional) \_\_\_\_\_  
 (To find this number, look at the last number on the Used Applications for Ballot spindles.)

3. Total number of voters who voted a Provisional Ballot \_\_\_\_\_  
 (To find this number, count the total completed Provisional Voter Affidavits, Form 276P.)

**Number of Unused Ballots Returned in the ESC**

4. Total Unused Ballots left in the ESC \_\_\_\_\_

**Number of Spoiled/Damaged Ballots Returned in the Transfer Case**

5. Total Spoiled Ballots (in Envelope S) \_\_\_\_\_

6. Total Damaged Ballots (in Envelope D) \_\_\_\_\_

7. Total Spoiled Provisional Ballots (in Envelope P) \_\_\_\_\_

**Number of Ballots Cast from the Official Results Tape from Ballot Scanner**  
 For #8-10, use the numbers on the Official Results Tape from Ballot Scanner.

8. Total Cast \_\_\_\_\_  
 (Find number on results tape from Ballot Scanner.)

9. Total Regular Cast \_\_\_\_\_  
 (Find number on results tape from Ballot Scanner.)

10. Total Provisional Cast \_\_\_\_\_  
 (Find number on results tape from Ballot Scanner.)

Fill in all the boxes in the shaded and unshaded areas.  
 Do not add the lines together.

Scan over for Write-In Ballot instructions.



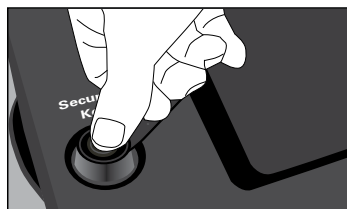
## 7 Close polls on the ballot scanner and print all copies of the Official Results Tape.

1. Make sure that there are no voters left in the precinct before you close the polls on the ballot scanner.
2. Check that all voted ballots have been inserted into the scanner. If not, run any remaining ballots through the ballot scanner. **Don't run provisional ballots through the scanner.**
3. Make sure there aren't any voted ballots inside the auxiliary ballot box in the ESC. If there are, refer to page 75.
4. Remove the Morning Zero Tape and place inside the Transfer Case. The Morning Zero Tape should be signed by all Judges.

Now follow these steps to close the scanner.

### A. Locate security key inside the red ballot scanner box.

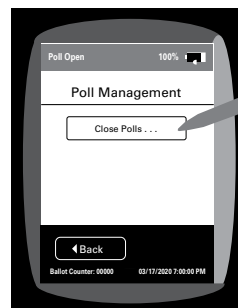
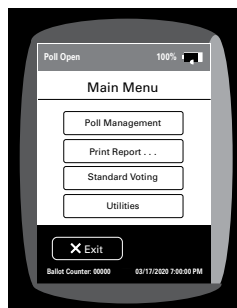
1. Place the security key on the security key port found on the left side of the scanner and hold for at least two seconds.



2. Once the password screen appears, remove the security key from the security key port. Enter the password located in red ballot scanner box and press enter.



3. From the main menu screen select poll management, press close poll button, enter password, press enter and press next.



4. On the close poll confirmation screen press confirm.

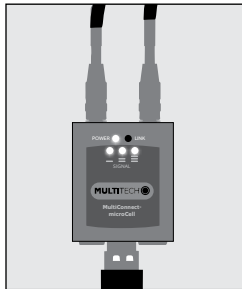
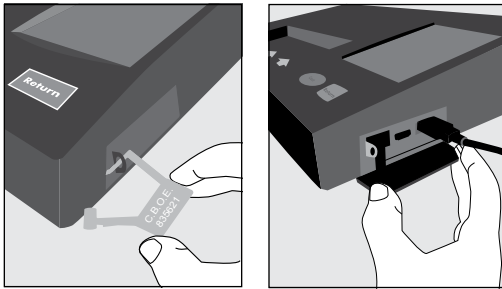


5. The ballot scanner will print 8 copies of the Official Results Tape. Once the 8 tapes are printed, you may select print again for additional tapes.

### B. Press continue to print the Write-In Tapes.

## 8 Transmit the results, complete paperwork and remove the memory cards.

- A.** Break the red seal on the modem port door on the right side of the scanner. Place the broken seal in the Broken/Used Seal Bag. Open door and plug modem into USB port.



- B.** From the main menu screen select transmit results and press confirm.



- C.** If the screen says “Results transfer completed successfully”:
1. Press continue.
  2. Wait for transmission report to print.
  3. Go to Step E.
- D.** If the screen says “Transfer Failed”:
1. Move the antenna closer to a window or a door.
  2. On the Transfer Failed screen press Retry.
  3. Attempt transmission again.
  4. If the transmission has failed once more, DON'T TRY to transmit again. Tear off Results Transmission Tape and place inside White Return Box along with the first Official Results Tape.
- E.** Now sign all copies of the Official Results Tape. Each Judge must sign at the bottom of each copy of the tape. Once ALL the Judges have signed, here's what to do with each copy:
- Copy #1: You'll place this first copy of the Official Results Tape inside the White Return Box.
  - Copy #2: Tape the second copy to a wall where all poll watchers can view it.
  - Copies #3 – 5: Place one of the copies of the Official Results Tape with each of the three Certificates of Results (Form 80).
  - Copies #6 – 8: Issue the remaining copies of the tape to the poll watchers, as needed.

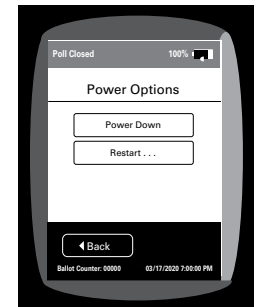
- F.** Place one copy of the Write-In Tape in Envelope W, place the other copy of the Write-In Tape in Envelope 71E.

- G.** Place the Results Transmission Tape in the White Return Box with the first Official Results Tape.

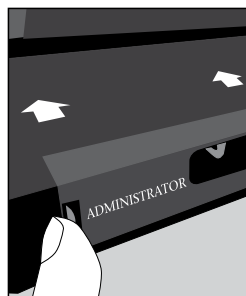
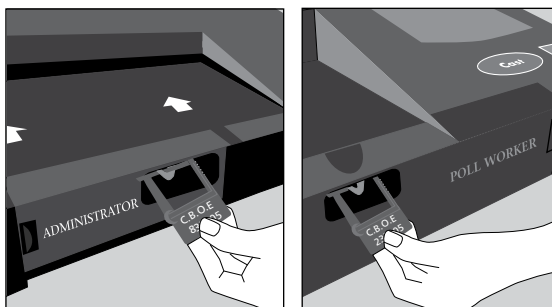
- H.** Turn off the ballot scanner and remove the memory cards.

You must TURN OFF the scanner before you remove the memory cards. To remove the memory cards:

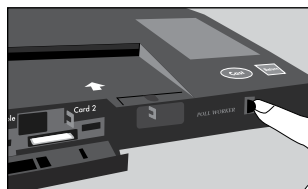
1. From the main menu screen select utilities, then select power options, press power down and confirm. Wait until scanner is completely off. The unit will beep before shutting down.



2. Break the red seals on the administrator and poll worker doors, and open doors by pressing on the latches on the side of each door.



3. Place the used/broken seals in the Broken/Used Seal Bag.
4. Remove the memory cards by lightly pressing and releasing each memory card.

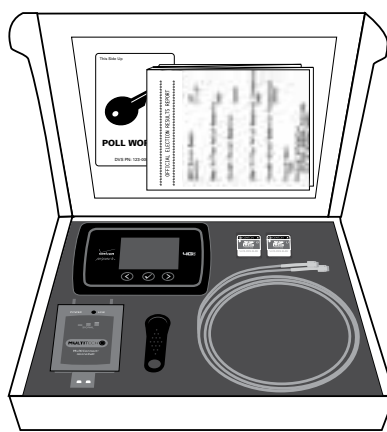


**IMPORTANT:** DON'T LEAVE the memory cards on a table, unattended. The Judges must place memory cards in the White Return Box immediately upon removal. While in the polling place, a Judge or Judges must maintain custody of the White Return Box at all times.

1. Put the following items into the White Return Box:

- Memory Cards (2)
- First copy of the Official Results Tape
- Results Transmission Tape
- Poll Worker Card
- Modem & Modem Antenna
- Verizon Jetpack (without the cord)
- Ballot Scanner Security Key

**IMPORTANT:** Before returning it to the Receiving Station, you'll put the White Return Box into the Black Return Bag.



White Return Box

## 9 Process voted ballots with valid write-in votes.

### A. Process valid write-in votes

1. Find the list of valid write-in candidates in the Judges' key envelope. It lists the offices and the candidates' names of anyone who filed a Declaration of Intent to be a Write-In Candidate.

**REMINDER:** Write-in votes count **ONLY** for candidates who filed a Declaration of Intent with the Board of Elections.

2. Locate a copy of the Write-In Tape that printed from the Ballot Scanner.
3. Look at any names that appear on the Write-In Tape. Compare those names against the list of valid write-in candidates. If there are no valid write-in votes on the write-in tape proceed to step B.
  - You'll accept a write-in candidate **ONLY** if that name appears on the list of **VALID** write-in candidates.
  - If the voter misspelled the name of a valid write-in candidate, you, as a Judge, can accept it as long as you can clearly tell who the voter meant.
4. Record the **VALID** write-in votes:
  - If you see that one or more names are **VALID** write-in candidates, then record the requested information on the back page of Certificate of Results (Form 80).
  - If a write-in name is **NOT VALID**, don't record it on Form 80.
  - If there are no valid write-ins or no write-ins at all, leave that section on Form 80 blank.

- B.** Break the seals on the ballot scanner and all four sides of the ballot box. Remove the ballot scanner from the ballot box and place it in the red ballot scanner box and place it in the ESC.
1. If there are any valid write-in votes, fold ballots and place in Envelope W. Write the number of ballots on the outside of the envelope. If there are none, write 0.
  2. Place the Write-In Tape that printed from the ballot scanner into Envelope W.
  3. All Election Judges must sign across the sealed flap of Envelope W.
  4. Place Envelope W into the Transfer Case.
- C.** Remove voted ballots from the ballot box.
1. Take the plastic bag from the Transfer Case.
  2. Place the voted ballots with no write-in candidates inside the plastic bag. In addition to the ballots with no write-in candidates, this may include ballots with invalid write-in candidates.
  3. Write the precinct and ward on the label of the plastic bag.
  4. Place the Voted Ballots Security Seal over the reclosable seal.
  5. Now write the precinct and ward on the seal.
  6. Sign the Voted Ballots Security Seal. ALL Judges must sign it.
  7. Place the plastic bag with voted ballots inside the Transfer Case.

## 10 Separately count and record all spoiled, damaged, and unused ballots.

- A.** Count and record all spoiled ballots.
1. Remove the ballots marked *Spoiled* from Envelope S and count them.
  2. Enter the number of spoiled ballots on the master copy of the Certificate of Results (Form 80).
  3. Return the ballots to Envelope S and seal the envelope. Write the number of ballots on the outside of the envelope. If there are none, write 0.
  4. All Election Judges must sign across the sealed flap of Envelope S.
  5. Place Envelope S into the Transfer Case.

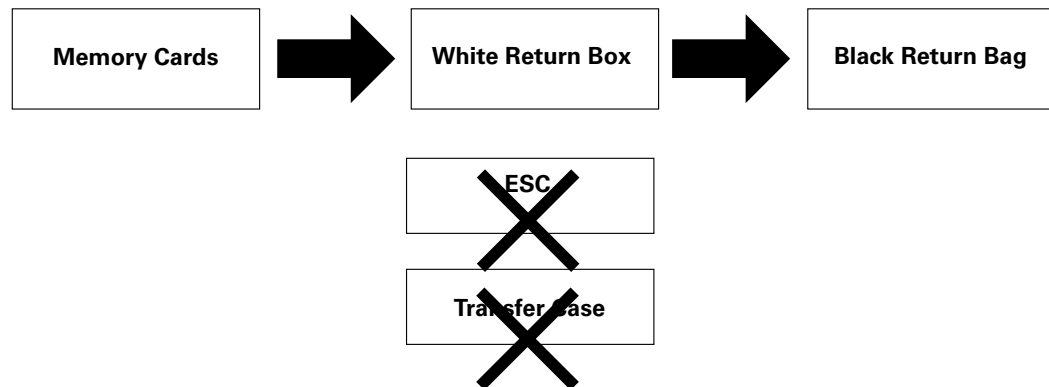


**NOTE:** Spoiled provisional ballots go inside Envelope P.

- B.** Count and record all damaged ballots.
1. Remove the ballots marked *Damaged Ballot* from Envelope D and count them.
  2. Enter the number of damaged ballots on the master copy of the Certificate of Results (Form 80).
  3. Return the ballots to Envelope D and seal the envelope. Write the number of ballots on the outside of the envelope. If there are none, write 0.
  4. All Election Judges must sign across the sealed flap.
  5. Place Envelope D into the Transfer Case.
- C.** Count and record all UNUSED ballots.
1. Count the number of unused official ballots (but don't include the orange demonstration ballots). There are 50 ballots to a bundle.
  2. Enter the number of unused official ballots on the master copy of the Certificate of Results (Form 80).
  3. Place unused ballots inside the ESC.

## IMPORTANT

The memory cards from the ballot scanner go into the White Return Box, then into the Black Return Bag. **DON'T PUT them in the ESC or Transfer Case.**



## 11 Complete, hand-copy, and sign the Certificate of Results (Form 80).

- A. Make sure the master copy of the Certificate of Results (Form 80) is completed. Don't leave any lines blank. **Remember:** If you don't have any spoiled, provisional, or damaged ballots, write 0 on those lines.
- B. Copy all the information from the completed master copy of Form 80 onto the other 2 copies of Form 80. You'll end up with a total of 3 identical copies of Form 80: the master copy plus the 2 you've copied by hand. **Make sure all 3 copies of Form 80 are completely filled in with no blanks.**
- C. Sign each of the 3 copies of the Certificate of Results (Form 80) where indicated. All Judges must sign all copies.
- D. Place a copy of the Certificate of Results (Form 80) in each of these 2 envelopes: Envelopes 71E and 72E. Make sure that a copy of the Official Results Tape from the ballot scanner and the Write-In Tape is also in each envelope.
- E. Seal the envelopes and sign across each flap. All Judges must sign all the envelopes.
- F. Put the last copy of the completed Certificate of Results (Form 80) inside the Transfer Case. Make sure that a copy of the Official Results Tape is also in the Transfer Case.

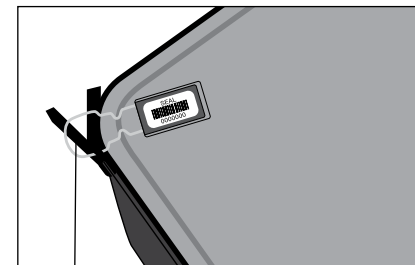
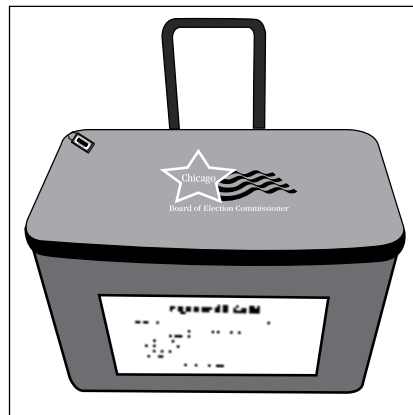
## 12 Put ballots, reports, and related items into the Transfer Case to go back to the Receiving Station.

- A. Place the specified ballots, reports, and related items into the Transfer Case. See the list in the box on the right. See also the List of Items to Be Returned to the Receiving Station in the plastic sleeve on the outside of the Transfer Case.
- B. Check again that all required items are in the Transfer Case.
- C. Zip the Transfer Case closed.
- D. Remove a **black** seal from the Unused Seal Bag, and record the seal number on the Seal Accountability Form.
- E. Seal the Transfer Case by connecting the two zippers on the case. See image below.

### Items to Put in the Transfer Case

- ☐ Certificate of Results (Form 80) with Official Results Tape
- ☐ Envelope D - Damaged Ballots
- ☐ Envelope S - Spoiled Ballots
- ☐ Envelope W - Write-In Ballots and Write-In Tape
- ☐ Sealed plastic bag containing voted ballots
- ☐ Morning Zero Tape from the ballot scanner

Transfer Case



Transfer Case Seal

### Items to Put in the Black Return Bag

- ☐ **E-Poll Books (2)** in their black sleeves (no hard case)
- ☐ **White Return Box** containing
  - Ballot Scanner Memory Cards (2)
  - First copy of the Official Results Tape
  - Results Transmission Tape
  - Verizon Jetpack (without cord)
  - Modem (from the Ballot Scanner) & Modem antenna
  - Poll Worker Card
  - Ballot Scanner Security Key
- ☐ **Envelope 14E** containing completed Applications for Ballot **Form 14** and Correction Report **Form 15** on spindle
- ☐ **Envelope 71E** and **Envelope 72E** containing Certificate of Results **Form 80**, **Write-In Tape** and **Official Results Tape**
- ☐ **Envelope 47E** containing completed oaths, affidavits, pollwatcher credentials, **cancelled Vote By Mail ballots**, Election Judge Signup, **Form 118** and Election Coordinator Accessibility Checklist (**Form 21 ADA**)
- ☐ **Envelope 48E** containing registration forms
- ☐ **Envelope P** containing completed Provisional Voter Affidavits/Ballot Envelopes **Form 276P** and spoiled **Provisional Voter Affidavits/Ballot Envelopes**
- ☐ **Election Judge/Election Coordinator Pay Vouchers Forms 194 & 194 EC** (pink and blue)
- ☐ **Investigator Sign-In Sheet Form 202** (yellow)
- ☐ **ESC Keys** from Key Judge and EC
- ☐ **Seal Cutters** from Key Judge and EC
- ☐ **Broken/Used Seal Bag** and **Seal Accountability Form (Form 3)**
- ☐ **Voter Cards**

### 13 Put required equipment, envelopes, and other items in the Black Return Bag to go back to the Receiving Station.

- A. Place the White Return Box, e-poll books, specified envelopes, and other items in the Black Return Bag. See the full list to the left.
- B. Remove a gray seal from the Unused Seal Bag and record the seal number on the Seal Accountability Form (Form 3).
- C. Remove the Seal Accountability Form (Form 3) and the Broken/Used Seal Bag from the plastic sleeve on the ESC door. Remove a new green seal for the ESC and record the seal number on the Seal Accountability Form (Form 3). Once you finish packing you'll use the green seal to secure ESC doors. The Seal Accountability Form (Form 3) and the Broken/Used Seal Bag go in the Black Return Bag.

Black Return Bag



- D. Check again that all required items are in the Black Return Bag.
- E. Zip the Black Return Bag closed.

- F. Place the gray seal on the Black Return Bag.



### 14 Lock specified equipment and supplies back into the ESC.

- A. Place the voting booths, unused supplies, and other specified items back into the ESC. See page 84 for a full list.



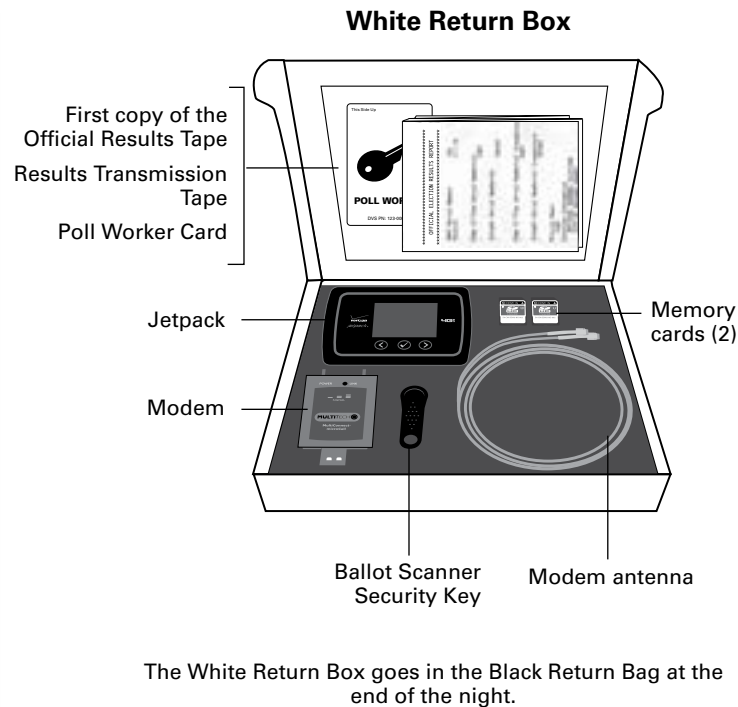
#### NOTES:

- You'll need to take apart the equipment you assembled before you put it back.
  - Try to arrange all items back in the same location inside the ESC as when you received the ESC in the morning (check the Supply List, Form 21 or page 19).
- B. Check again that all required items are in the ESC.
  - C. Close the auxiliary ballot box portion of the ESC. Latch this portion by turning the knob.
  - D. Close and lock the doors of the ESC with the ESC key.
  - E. Securely seal the ESC by threading the green seal through the handles of the locked ESC door.



### Items to Put in the ESC

- ☐ All clipboards
- ☐ All extension cords
- ☐ All orange demonstration ballots
- ☐ All unused official ballots
- ☐ All unused provisional materials
- ☐ All unused supplies
- ☐ American flag (on door)
- ☐ Ballot Box (top, bottom and collapsible body)
- ☐ Ballot Scanner
- ☐ Ballot privacy sleeves and curbside voter privacy sleeve
- ☐ Blue Supply Box
- ☐ Blue cones and measuring string
- ☐ Unused Seal Bag
- ☐ E-Poll Book case containing keyboards, swivel stands, and all cords
- ☐ Gray Supply Box
- ☐ Metal, economy, and lowered voting booths
- ☐ Registration Table
- ☐ Touchscreen Printer
- ☐ Touchscreen Voting Booth
- ☐ Touchscreen Voting Unit
- ☐ Voting aids
- ☐ All accessibility supplies as noted on the Election Coordinator Accessibility Checklist (Form 21-ADA).



**15** Leave the polling place neat and clean.

**16** Return all required equipment and materials to the Receiving Station; leave the rest locked in the polling place.

- Return all required equipment and materials to the Receiving Station but leave the ESC and other items locked in the polling place.
- See the reminder below about what to deliver to the Receiving Station and what to leave in the locked polling place.
- Let the polling place staff person know you are all done at the polling place site. They will need to lock up the facility after you are done.

**THANK YOU FOR SERVING!**

### End of Day Recap

#### What do we return to the Receiving Station?

- Transfer Case (see list on page 82 for all items that go in Transfer Case)
- Black Return Bag (see list on page 83 for all items that go in Black Return Bag)

#### What do we leave inside the locked polling place?

- ESC (see list on the left for all items that go in the ESC)
- Any furniture or equipment that belongs to the polling place site

Let the polling place staff person know you are all done at the polling place site. They will need to lock up the facility after you are done.

# 8

## POLLING PLACE ACCESSIBILITY GUIDE

Use this chapter to help make voting accessible for voters with disabilities. Though you may not be able to eliminate all the possible barriers, you can be prepared to make accommodations for voters with disabilities.

### POLLING PLACE ACCESSIBILITY GUIDE

#### SECTION I

The Chicago Board of Election Commissioners (Board) is responsible for providing all voters in the City of Chicago with an equal opportunity to vote at every polling place. In 2016, the Department of Justice (DOJ) conducted an Americans with Disabilities Act (ADA) review to determine if the Board's polling places are accessible to voters with disabilities. As a result of accessibility surveys performed at all Chicago polling places, and as part of an ongoing settlement agreement with the DOJ, the Board has agreed to perform temporary remedies and additional accessibility set-up procedures at polling places to give equal opportunity to all voters.

The Board has designated its Election Coordinators (EC's) to carry out these duties in addition to the duties stated previously in the Election Judge/ Election Coordinator Handbook.

This Polling Place Accessibility Guide was created to explain the details associated with each duty. A new accessibility checklist (Form 21-ADA) was also created listing the supplies, remedies and locations pertaining to each polling place that must be performed prior to the opening of the polls on Election Day. The accessibility checklist (Form 21-ADA) will be filled out by Board staff for each polling place, based on data from the accessibility surveys. Form 21-ADA will be located inside the Election Supply Carrier (ESC) for each polling place, and the Board asks that you follow the instructions in this Accessibility Guide and on Form 21-ADA to perform any and all indicated temporary remedies. The EC's must then sign Form 21-ADA to certify that the polling place was set up properly and all remedies were performed for accessibility purposes. After signing Form 21-ADA, EC's should return the form to the Board in the envelope specified at the bottom of the form.

Failing to perform accessibility duties, including set-up procedures and temporary accessibility remedies, may exclude an EC from being selected to perform any future duties for the Board and may result in withholding of part or all of an EC's compensation. (Compensation for EC's was increased for the November 2018 election in consideration of the additional accessibility training and duties.)



**Before Election Day**, please ensure that the Election Supply Carrier (ESC) contains the following items, in addition to the items on the regular supply list (Form 21):

- Election Coordinator Accessibility Checklist (Form 21-ADA)
  - The temporary remedy items listed on Form 21-ADA will be located in the ESC or will be provided by the polling place proprietor. If you are unable to locate any of these items, please notify Election Central immediately at 312-269-7870.
- A lowered voting booth
- An electronic accessible voting booth (touch screen unit) that is operational
- A 36 inch measuring tape
- A 60" diameter circle

If a polling place is too small for all of the voting booths provided in the ESC to be set up with proper spacing, the EC must make sure that an accessible touchscreen booth and a lowered booth are set up with proper spacing for each precinct, even if one of the regular voting booths cannot be set up due to the limited size of the voting room.

**On or before Election Day**, please make sure the polling place is set up correctly, is functioning and is accessible to all voters, including those with disabilities. See below:

■ **Voting Area Set-Up**

- There must be a clear path at least 36 inches wide from the doorway to the registration table, check-in table, and all the voting booths and throughout the room (please use the measuring tape provided)

■ **Registration and check-in table**

- These tables must have a writing surface between 28-34 inches above the floor with knee space under the table at least 27 inches high and at least 30 inches wide (please use the measuring tape provided)

■ **Touchscreen accessible voting machine**

- The accessible touchscreen voting machine **must** be set up, plugged in, turned on and functioning
- It must be positioned to provide all voters with adequate privacy
- The legs of the touchscreen machine **must** be set up correctly. Please contact Election Central immediately if the legs are broken and/or if the machine is not functioning.

- The accessible touch screen unit must also have a writing surface between 28-34 inches above the floor with knee space under the table at least 27 inches high and at least 30 inches wide (please use the measuring tape provided)
- **There must be at least a 60-inch diameter circle in front of the touchscreen machine that will provide an accessible turning space for people in wheelchairs or with other mobility disabilities. Please use the 60-inch diameter circle provided in the ESC and follow the instructions printed on the 60-inch diameter circle for measuring the proper accessible turning area.**

■ **Lowered voting booth**

- The lowered booth must have a writing surface between 28-34 inches above the floor with knee space under the table at least 27 inches high and at least 30 inches wide (please use the measuring tape provided)
- Must have the removable folding chair present and available to voters
- It must be positioned to provide all voters with adequate privacy

- The lowered booth must also provide a 60-inch diameter circle in front of the booth that will provide an accessible turning space for people in wheelchairs or with other mobility disabilities. Please use the 60-inch diameter circle provided in the ESC and follow the instructions printed on the 60-inch diameter circle for measuring the proper accessible turning area.
- If the polling place is too small for both the touchscreen booth and lowered booth to have a 60-inch turning area, then take down one of the regular voting booths to make additional space for the touchscreen and lowered booths.
- In the event there is still not enough room to provide the proper set-up for both booths, the EC must ensure the electronic accessible touchscreen booth is set up with the 60-inch diameter turning space and provide the **maximum turning space available** for the lowered voting booth.

#### ■ Temporary accessibility remedies

- In addition to the previously mentioned accessibility set-up procedures, there may be temporary remedies to perform in your polling place to ensure it is accessible to all voters. Such temporary remedies may include things like:
  - Placing a cone underneath a drinking fountain, fire extinguisher or other object that protrudes off a wall;
  - Placing a temporary ramp or doorway threshold wedge for wheelchair accessibility;
  - Placing a battery-operated doorbell at the accessible entrance
- Any temporary remedies that must be performed in your polling place will be checked on the Accessibility Checklist (Form 21-ADA) provided in your ESC. You are only required to address the items the Board pre-checked on Form 21-ADA.
- The items to be used when performing temporary remedies, such as cones, ramps, wedges and doorbells, will either be provided in your ESC, or by your polling place proprietor.
- If you cannot locate any of the temporary remedy items identified on your Form 21-ADA either inside the ESC or provided by the polling place proprietor, please call Election Central immediately at (312) 269-7870.

The EC's must verify throughout the day that all accessibility remedies (including the required spacing for the booths previously mentioned) remain in place until the polling place officially closes. All items must be placed back inside the ESC (i.e. doorbells, cones, doorstoppers, measuring tape, 60-inch circle, ramps, and wedges) when the polling place is officially closed.



## SECTION 2

The below grid shall serve as additional guidance to assist voters with disabilities throughout Election Day:

**Use this guide to help make voting accessible for voters with disabilities. Though you may not be able to eliminate all the possible barriers, you can be prepared to make accommodations for voters with disabilities.**

### ACCESS TO VOTING FACILITY

Check	Action
Is the path to the building free of obstructions?	See if path can be cleared. If not, plan on ways to enable voters who can't enter to vote.
Is the path of travel into the polling place clear of snow or ice?	Call Chicago Board of Election's (CBOE) Office at 312-269-7863 if no one is available to clear path of travel.
Is there accessible parking—a "handicap" space available?	Know that someone might need to double park to use van lift and negotiate a wheelchair. If temporary signage is provided to mark an accessible parking space, be sure it is clearly posted before the polls open.
Can a person enter at least one entrance to the building without having to go up or down stairs?	If no, plan on using curbside voting. Please see pages 76-77.
Have you determined how you will communicate with the person who needs curbside voting?	Determine a good method to receive notification that someone is requesting curbside voting.

**ACCESS TO VOTING FACILITY** (CONTINUED)

Check	Action
Is the accessible entrance unlocked and open?	Unlock entrance; keep open if it doesn't block the path of travel for anyone. Also: see below.
Are there heavy doors to open to enter the exterior or interior of the building or are there door handles that cannot be opened using a closed fist?	Prop doors open or decide on a notification process when someone has trouble opening the doors. If a temporary doorbell is provided for the exterior or interior door assign a worker to watch the door or listen for the doorbell to assist voters who need help.
Are accessible and alternative entrance signs posted outside the building?	Post signs where they can be clearly seen by voters. Be sure that all signs are posted before the polls open and that directional signs point voters in the right direction.
If there is a temporary ramp, is it in place?	Place ramp so there are no obstructions for a person using a wheelchair. If you are not sure where/how to place a ramp—or any other accessibility equipment or signs—call CBOE immediately at 312-269-7863.
Have you located and set-up the assistive portable voting equipment listed in your manual?	Locate any assistive voting equipment and place out on a table, so voters can see them. Examples are large ballot viewers, signature guides and ballot markers with grippers.



**ACCESS DURING SIGN-IN**

Check	Action
Are you prepared to communicate with people who are deaf or hard of hearing?	Write notes, gesture, demonstrate procedures. Speak naturally and clearly. If an interpreter is present, speak directly to the voter.
Are you prepared to communicate with people with speech impairments?	Ask the person to please repeat until you understand, write a note, use an alternate word or spell it. Ask another poll worker for help interpreting if needed.
Are you prepared to communicate with people who have cognitive or mental health disabilities?	Speak slowly, repeat instructions, use concrete language, demonstrate procedures and remain calm.
Are you prepared to help people who are unable to write or need help to sign their name?	Offer manual assistance and use of the signature guide for people who cannot see to sign or cannot sign. People who cannot sign their name can also make a mark or use their own signature stamp.
<i>Most voters do not need to show ID, their signature is sufficient.</i> But, do you know the alternate forms of ID (besides a driver's license) that are acceptable for identification, if needed?	Alternate forms: State ID, library card, utility bill, credit card, social security card, student or employee ID, birth certificate, public aid card, civic, union or professional organization membership card. Please see page 63 for more examples.

## ACCESS IN THE FACILITY AND VOTING BOOTH

Check	Action
<p>Have you set up the lowered voting booth for voters using wheelchairs, little persons and people who need to sit to vote?</p>	<p>Set up before polling place opens; There must be a 36" wide route of travel to the lowered voting booth. Please set up the lowered booth to provide a 60" diameter in front of the lowered booth pursuant to the instructions listed on the 60-inch diameter template provided in the Election Supply Carrier (ESC) for people using wheelchairs and anyone else who needs to use the booths; have chairs available. Be sure to properly install extenders on legs of lowered voting booth to provide adequate room for wheelchair users.</p> <p>If a polling place is too small for all the voting booths provided in the ESC, the EC may remove one of the regular voting booths to ensure the lowered booth and the electronic accessible voting booths are set up correctly. In the event there is still not enough room to provide the proper set-up for both booths, the EC must ensure the electronic accessible touch screen booth is set up with the 60-inch diameter turning space and provide the <b>maximum turning space available for the lowered voting booth.</b></p>
<p>Have you set up the electronic accessible voting booth? Is there clear access to the electronic accessible voting booth—can a voter using a wheelchair or walker get to and around the voting equipment? Do voters have privacy when using the electronic accessible booths and all other machines to vote?</p>	<p>Set up before polling place opens. There must be enough room for voters using wheelchairs to navigate around the polling place, including a 36" wide route of travel and a 60" clearance area in front of the electronic accessible voting booth pursuant to the instructions listed on the 60-inch diameter template provided in the ESC. Also, ensure that the electronic accessible voting booth and voting machines are equipped with privacy panels and that the location of the accessible booths and machines in the voting area allows voters privacy when voting.</p>
<p>Are you prepared to help someone who is blind or has limited vision? <i>(Remember, a service animal is allowed to enter any public building with the voter they are assisting.)</i></p>	<p>Introduce yourself as a poll worker and explain the room layout. Ask if the voter needs help navigating the room. Let the person take your arm if he or she wants you to guide them. Explain the assistance and assistive equipment that is available—including help in the voting booth.</p>

**ACCESS IN THE FACILITY AND VOTING BOOTH** (CONTINUED)

Check	Action
Did you know that voters have a right to ask anyone they want to assist them in the voting booth?	Check to ensure the person assisting is NOT the voter's employer or an officer of the union to which the person belongs.
Did you know that if the voter doesn't have anyone to help them in the voting booth, the election judges need to help as a team?	Ensure that one election judge from each party (Democratic and Republican) together assist the voter in the voting booth or outside the polling place if curbside voting is requested. Remember the voter must fill out a Consolidated Voter's Affidavit (Form 1).
Do you know how you will help a voter verify and cast their ballot?	Ensure that the privacy of the ballot is maintained with the ballot sleeve while you give assistance.

**If you have any questions about these accessibility duties, please call Election Central at (312) 269-7870.**

# ELECTION TERMS

**Affidavit** - A written statement about someone's qualifications to vote. The statement is also signed by the person, who promises that the information is true.

**Ambiguous Marked Ballot** - A mark was detected that was not clear enough to show the voter's intent.

**Application for Ballot (Form 14)** - The form a voter signs to apply for a ballot. It contains the signature of the voter and information about the identity of the voter. The voter and the Election Judge must complete the form. The voter cannot receive a ballot until the Judge makes sure that the Form 14 is complete and the Judge processes the voter in the e-poll book.

**Appointment Period** - The two year period that a Judge is considered active. The Judge must attend a training class at the beginning of each appointment period. During this period, the Circuit Court of Cook County confirms the Judge.

**Assistance in Voting** - The act of helping a person to vote. Voters with a physical disability or voters who cannot speak, read, or write English may ask for help voting. Use the Consolidated Voter's Affidavit (Form 1). Mark boxes 3 or 4 if you or someone else helps a voter cast a ballot.

**Audio Ballot with Headphones** - A type of ballot that voters with visual impairments can use to vote privately and independently. It includes an audio ballot and headphones on the touchscreen voting

unit. The Judges will activate a voter card with the audio ballot. Voters who use a sip-and-puff device can also use the audio ballot and headphones.

**Ballot Box** - The box that holds the votes. The ballot box has three parts: top, bottom, and the main part, which collapses down. The Judges put together the ballot box. Once put together, the ballot box has two sections: the front section for ballots with write-in votes and the back section for ballots without write-in votes. The ballot scanner will separate ballots into the front and back sections of the ballot box. The ballot scanner sits on top of the ballot box.

**Ballot Missing Judge's Initials** - The ballot scanner will not accept any ballots without a Judge's initials. Ballots printed by the touchscreen must be initialed by a Judge before the voter inserts their ballot into the scanner.

**Ballot Scanner** - The machine that records the votes cast on the paper ballots. The ballot scanner will reject ballots that aren't initialed by a Judge or are overvoted, blank, or defective. It is sometimes called a scanner in this handbook.

**Ballot Style** - The three digit number that tells the Judges which ballot the Judges should give the voter. The ballot style is in the voter's record in the e-poll book.

**Ballot Viewer** - A plastic magnifier that makes the print on the Official Ballots larger.

**Bilingual Judge** - A Judge who can provide language assistance to voters who don't speak English.

**Black Return Bag** - The large black bag with handles and wheels. A Judge uses this bag to return materials to the Receiving Station. There is a list of the materials that shows what needs to go in the Black Return Bag at the end of the day. This list can be found inside the Black Return Bag. The Judge must seal the Black Return Bag before leaving the polling place.

**Blank Ballot** - A ballot with no votes cast on it or a ballot with marks that the ballot scanner cannot read.

**Campaign-Free Zone** - The area outside the polling place room where electioneering is not allowed. This area must be marked off by the two blue cones found in the ESC.

**Card Activator** - The device attached to the e-poll book stand that will activate voter cards for the touchscreen voting unit.

**Cast Button** - A green button on the front of the ballot scanner. The Judge uses this button to cast ballots that contain overvotes or are blank, if the voter wants to cast the ballot despite the issue. The Judge will explain that the voter is choosing to cast the ballot instead of getting a new ballot.

**Certificate of Results (Form 80)** - The form that Judges use to record the number of votes cast. Judges place a copy of the Official Results Tape from the ballot scanner with each copy of Form 80.

**Challenge** - When a Judge, poll watcher, other voter, or anyone else objects to the Judges about a person's identity or qualification to vote.

**Combination Polling Place** - A polling place that has more than one (1) precinct. Each precinct has its own Judges but may share Coordinator(s). This is different than a **split precinct**.

**Credential** - An official document all poll watchers must show poll workers to be in the polling place. For government officials, it may be their official government badges.

**Curbside Voting** - A type of voting used by a voter who is unable to enter a polling place. Two Judges, one from each political party, will bring the voting materials to the voter if the voter can't make it to the polling place. Judges are never allowed to go 50 ft or more from the entrance of the polling place in curbside voting.

**Defective ballot** - A ballot that was misprinted or has a tear and the ballot scanner cannot read it.

**Early Voting** - A time when voters can vote before Election Day. This time is from the 15th day before the election through the Monday before the election. A voter does not need a reason to vote early. People who voted during Early Voting can't vote in the polling place on Election Day. They already voted.

**Election Day Registration** - The process to register voters on Election Day. The voter must:

- Have the correct voter registration identification
- Be in the correct precinct
- Have lived at the registration address for at least 30 days before the election

**Electioneering** - When someone tries to persuade other people at the polling place about who or what to vote for. It also includes wearing buttons or badges or having signs for a candidate, party, or ballot question. None of this is allowed within the Campaign-Free Zone at the polling place.

**Election Supply Carrier (ESC)** - The big blue box on wheels. It is delivered to the polling place before Election Day. It holds all the equipment, supplies, and materials for the election.

**Electronic Poll Books (e-poll books)** - The tablets used to find and register voters on Election Day. There are two (2) e-poll books in each precinct. Place one e-poll book with accessories at Station #1. Place another e-poll book with accessories at the Registration Table. Judges use e-poll books to process and register voters. You can look up voters in the e-poll book registered within the precinct and anywhere in the City of Chicago. Any voter who receives a ballot should be checked in on the e-poll book.

**Federal Office Only Ballot** - A type of ballot for a voter who meets all three of these requirements:

- Moved more than 30 days before the election
  - Still lives in the City of Chicago
  - Doesn't want to update their registration
- The voter can choose to vote for only federal candidates. Can only be voted on the touchscreen. NOT available in MUNICIPAL elections.

**Hybrid Ballots** - Ballots that have candidates for either the Democratic OR Republican parties and also the Green Party.

**Judicial Privacy** - The privacy of judicial judges and their families. At their request their address is hidden on the E-Poll Book. They are not required to provide an address on the Form 14. They vote a regular ballot; no additional Forms are required. *Judicial privacy does not apply to Election Judges.*

**Key Judge** - A Judge who gets an envelope with the key to the ESC and other supplies such as the seal cutters. The Key Judge will work with the Coordinator to contact all the Judges before Election Day.

**Letter of Authority** - A special letter that allows a poll watcher to look at and touch election materials on Election Day.

**Lowered Voting Booth** - A voting booth designed for voters who use a wheelchair or need to sit in a chair while voting. Voters who use the lowered voting booth will vote on a paper ballot. The lowered voting booth also has a chair for voters who cannot stand for long periods of time. The booth can also be used by any other voters.

**Memory Cards** - They are located in the front of the ballot scanner behind the administrator and poll worker doors. They record all votes cast. The memory cards will already be in the ballot scanner when it is delivered to the polling place. Then, the Judges will transmit the results, remove the memory cards and place inside White Return Box.

**Modem** - A device that the Judges attach to the ballot scanner that securely connects the scanner to our server. The Judges must attach the modem in the morning for a connection test, and then again after the polls close to transmit results.

**Morning Zero Tape** - Receipt from the ballot scanner that shows how many votes have been cast.

**Official Ballots** - The paper ballot that has the names of the candidates, offices, and questions on the ballot. The voters use a ballot marker to fill in the circles for the candidates, offices, and questions they choose.

**Official Results Tape** - The tape that the ballot scanner prints after the polls are closed. It shows the results from the ballots that were cast on Election Day.

**Overvoted Ballot** - A ballot that contains more votes than allowed for an office.

**Plastic Pointer** - A stylus that a Judge uses to turn on the ballot scanner.

**Polling Place** - The building/room where voting happens.

**Poll Watcher** - A representative of a candidate, political party or civic organization who is allowed, by law, to be in the precinct and watch the election process. All poll watchers must give a credential, or special paperwork, to the Judges.

**Poll Worker Card** - This card give Judges and Coordinators administrative access to the touchscreen. They will use it to open and close polls on the touchscreen. They may also use this card to clear error messages or manually activate the touchscreen.

**Precinct** - A political and geographic boundary that voters live in. Your address determines which precinct you vote at on Election Day.

**Provisional Ballot** - A ballot that is cast by certain types of voters. These ballots aren't counted on Election Day. The Board of Elections has 14 days after the election to process provisional ballots. A provisional voter can contact the Board to find out if the provisional ballot was accepted or rejected. Voters will use the touchscreen to vote provisionally.

**Receiving Station** - The place where all the required election materials are taken at the end of the night. See the back cover of the handbook to find your Receiving Station.

**Referenda** - Questions on the ballot that voters vote on.

**Results Transmission Tape** - The tape that prints from the ballot scanner after transmitting results. This tape must be returned in the White Return Box.

**Return Button** - A button on the scanner that the Judge will use if the voter wishes to correct an issue with their ballot such as an overvote or blank ballot.

**Security Key** - Black plastic key used on the ballot scanner to open and close polls. This key will also be used to clear any ballot jams on scanner.

**Split Precinct** - Areas where people live in the same precinct but may live across different political boundaries. A split precinct has more than one ballot style.

**If the Judge issues a paper ballot:**

The ballot must match the ballot style from the Application for Ballot (Form 14) to the ballot style on the Official Ballot.

**If a voter uses the touchscreen voting unit:**  
Judges must activate a voter card using the e-poll book.

**Spoiled Ballot** - An Official Ballot that a voter made a mistake on. The Official Ballot must be returned to the Judges. The Judge should give the voter a new Official Ballot.

**Stand-by Central** - A place during Election Day where extra Coordinators and Judges wait until they are needed at a polling place.

**Touchscreen Printer** - The printer connected to the touchscreen voting unit that will print a voters ballot if they choose to vote on the touchscreen. The voter will then insert that ballot into the ballot scanner.

**Touchscreen Voting Unit** - The voting unit designed for voters with disabilities. Voters with visual impairments can vote privately and independently by using the audio ballot and headphones. Voters who use a sip-and-puff device also can use the audio ballot on the touchscreen. Other voters may also choose to use the touchscreen voting unit.

**Transfer Case** - The large blue case with a handle and wheels. It is used to return materials to the Receiving Station on election night. There is a list of the materials that need to be returned in the plastic window on the outside of the Transfer Case. The Transfer Case must be sealed before leaving the polling place.

**Transmission** - Sending the votes from the ballot scanner to the Board's servers.

**Undervote** - What happens when a ballot is missing a vote for certain offices. These offices include the offices of Governor, Lieutenant Governor, Attorney General, Secretary of State, Comptroller, or Treasurer. A voter can correct an undervoted ballot or decide to keep it the way it is.



**Used/Broken Seal Bag** - The bag that holds all the seals from any election equipment as the Judges remove them. The bag with the seals is returned to the Receiving Station in the Black Return Bag.

**Verizon Jetpack** - Connects the e-poll books to the Board's computer servers.

**Voter Card** - The card used to activate the touchscreen voting unit. The Judge activates the voter card using the e-poll book. The Judge also uses the voter card to activate a provisional ballot, an audio ballot and a federal offices only ballot. The voter card does not contain any other information about the voter.

**Voter Registration Number** - The number assigned to the voter by the Board's Voter Registration Department. It is made up of a combination of 7 letters or numbers.

**Ward** - Chicago is divided into 50 areas called wards. There are many precincts in a ward.

**White Return Box** - This box is returned in the Black Return Bag at the end of the night. It should contain the memory cards (2) from the ballot scanner, the first copy of the Official Results Tape, the Results Transmission Tape, Poll worker card, modem, Verizon Jetpack (without cord) and the security key.

**Write-In Tape** - Prints two copies after the Official Results Tape. One copy must be returned to the Receiving Station in Envelope W and the other in Envelope 71E.

# FORMS INDEX

FORMS AND ENVELOPES	PAGE REFERENCES
<p><b>Form 1 Consolidated Voter's Affidavit</b> is used by voters who are required to complete an affidavit prior to voting. The reasons for completing the Form 1 are outlined on the form. Make sure the affidavit is completed in full. Form 1 is located in Envelope 3 and all completed Form 1's must be returned in Envelope 47E. Spanish, Chinese, and Hindi facsimiles are also available.</p>	44, 46, 50, 51, 52, 60, 85
<p><b>Form 3 Seal Accountability Form</b> - Form to be used to record and verify seal numbers placed on the voting equipment. These forms are started at the Board's warehouse, where seals that are placed on equipment are recorded. The Judges must verify that the seals placed on the equipment by Board of Elections' staff has not been removed or tampered with in any way, by reviewing and confirming the seal numbers on the Seal Accountability Forms. Form 3 must be completed by the Judges and returned, with the Broken/Used Seal Bag, to the Receiving Station in the Black Return Bag.</p>	18, 22, 25, 32, 33, 35, 36, 39, 70, 83, 95, 96, 98, 98, 99, 102
<p><b>Form 14 Application for Ballot</b> is required to be completed by all voters who vote on Election Day. The application is a generic form that the voter completes with his or her information. When a voter applies to vote, they will sign the form and the Judges will compare the voter's signature to that stored in the electronic poll book. Once the comparison is made, a Judge at Station #1 will fill in the precinct, ward and ballot style and initial the application. A Judge at Station #2 or #3 will number it and place it on the spindle.</p>	20, 44, 46, 47, 48, 52, 54, 55, 58, 59, 61, 66, 67, 70, 71, 72, 76, 83, 85, 87, 104
<p><b>Form 14Reg Combined Registration Application/Application for Ballot</b> is required to be completed by all voters who are not yet registered to vote or who need to edit their registration. When registering for the first time or editing a registration, the voter needs to show two forms of ID, one of which must have their registration address. The Judge at Station #2 or #3 numbers and spindles the top part of Form 14Reg as the voter's Application for Ballot. The bottom part is retained in Envelope 48E at the registration table.</p>	10, 44, 58, 59, 62, 63, 64, 65, 66, 67, 70, 71, 72
<p><b>Form 21 Supply List</b> contains the equipment, supplies and materials located in the Election Supply Carrier (ESC), all of which the Judges will need to run the polling place on Election Day. If the phrase "if applicable" appears next to an item, it means that your ESC may not contain that particular item.</p>	17, 19, 21, 22, 83
<p><b>Form 21-ADA – Election Coordinator Accessibility Checklist</b></p>	8, 9, 10, 17, 19, 20, 22, 23, 29, 31, 36, 41, 72, 83, 84, 92, 93

FORMS AND ENVELOPES	PAGE REFERENCES
<b>Envelope 47E Envelope</b> Return of Cancelled Vote-by-Mail Ballots, Completed Oaths, Affidavits and Pollwatcher Credentials.	11, 12, 44, 46, 51, 83
<b>Envelope 48E Registration Forms</b> - This includes all completed voter registration forms (the bottom portion of Form 14Reg).	44, 62, 63, 64, 83
<p><b>Form 80 Certificate of Results</b> is used to keep track of all ballots and votes cast. An Official Election Results Report (from the card activator) must be attached to each Form 80. The reverse side of the form contains information regarding write-in candidates and votes and must be completed by the Judges. All Election Judges must sign the Form 80.</p> <p>Once completed, these forms are placed in Envelopes 71E and 72E. A completed Form 80, with an Official Election Results Report attached, must also be placed inside the transfer case.</p>	73, 75, 76, 77, 78, 80, 81, 82, 85, 104, 105
<b>Form 118 Election Judge Sign-up</b> is to be affixed to the table at Station #1 and to the Registration Table. It is to be used for voters to express interest in serving as an Election Judge in future elections.	44, 46, 83
<b>Form 11 Precinct Notification</b> is a slip of paper to be completed by an Election Judge/Coordinator to redirect voters who are in the wrong precinct.	20, 44, 46, 60, 61, 62
<b>Form 194 Election Judge Pay Voucher</b> must be completed by all Judges in order for the Board to issue payment for working on Election Day. The payroll voucher is located in Envelope 1 and must be returned to the receiving station in the Black Return Bag.	3, 4, 9, 83, 90
<b>Form 194EC Election Coordinator Pay Voucher</b> is to be completed by the Election Coordinator for the precinct. If there are multiple precincts and only one Election Coordinator, the EC is to complete a Form 194EC for each precinct. Return in the Black Return Bag.	9, 83, 90
<b>Form 255 Voting Instructions Sign</b> is placed, by the Judges, in the metal, economy and lowered voting booths. Use tape to secure the signs to the booths. The sign is located in Envelope 2 and can remain in the voting booths when closing the polls.	28, 29, 30, 41, 43, 90

FORMS AND ENVELOPES	PAGE REFERENCES
<p><b>Form 276P Provisional Voter Affidavit/Ballot Envelope</b> is used by voters who fall into certain categories. The affidavit is a 3-part form and must be completed by both the voter and a Judge. The pink copy of the affidavit is given to the voter as a receipt. Form 276P also contains an envelope which will hold the voted Official Provisional ballot. On the reverse side of the affidavit is a plastic sleeve in which any supporting documentation (supplied by the voter) and the Application for Ballot (Form 14 or top part of 14Reg, if any) should be placed. The Provisional Voter Affidavit/Ballot Envelope (Form 276P) is located in Envelope 3P. NOTE: Provisional voters must be issued an Official Provisional ballot (paper ballot) located in Envelope 3P.</p>	<p>44, 46, 54, 55, 57, 60, 61, 62, 65, 76, 91, 101, 104, 108, 114</p>
<p><b>Ballot Privacy Sleeve</b> – Used to provide secrecy of the ballot once the voter has completed voting. The privacy sleeves are located inside the ESC and should be returned to the ESC when the polls close.</p>	<p>44, 55, 58, 59, 66, 68, 69, 70, 84, 91</p>
<p><b>Official Results Tape</b> is the tape produced by the Ballot Scanner once the polls are closed. The tape is attached to each Certificate of Results (Form 80). All Judges must sign at the bottom of the Official Results Tape.</p>	<p>84, 90, 91, 104, 109, 114</p>
<p><b>Correction Report, Form 15</b> – This form is included at the bottom of the Applications for Ballot pad. If a voter or a Judge finds an error on a voter's application for ballot, the Judge must make note of the error on the correction report. After the polls close, the Judges must sign at the bottom of the completed report, tear at the perforated line and place at the top of the used Application for Ballot, Form 14 and 14Reg, spindle.</p>	<p>20, 44, 46, 49, 83, 91</p>
<p><b>Morning Zero Tape</b> – The morning zero tape will print once the ballot scanner is turned on, on election morning and must remain attached to the ballot scanner all day. The Morning Zero Tape must be removed from the ballot scanner after all ballots have been processed but before the polls are closed on the machine. Judges must sign the Morning Zero Tape and place inside the Blue Transfer Case. Do not give copies of this tape to anyone inside the polling place.</p>	<p>34, 35, 78, 82, 86, 91</p>

FORMS AND ENVELOPES	PAGE REFERENCES
<p><b>Seals</b> – There are various seals included with the supplies and on the equipment. There is a Unused Seal Bag, located in the plastic sleeve on the ESC door, that contains the seals that you will use on Election Day. Also is the Broken/Used Seal Bag, located in the plastic sleeve on the ESC door, where seals that are removed must be placed and returned to the Receiving Station.</p>	<p>20, 32, 33, 36, 80, 81, 88, 89, 92, 106, 109</p>
<p><b>Ballots</b> – There are two (2) different methods for marking a ballot in each precinct. Voters can mark their choices with a ballot marker on a pre-printed ballot or use the touchscreen to print a ballot with their selections. Each voter can only choose one method of voting.</p>	<p>6, 9, 10, 15, 19, 20, 23, 27, 33, 39, 44, 52, 54, 60, 61, 64, 66, 67, 68, 73, 75, 76, 77, 78, 80, 81, 82, 83, 84, 85, 86, 87, 90, 91, 92, 94, 95, 98, 100, 102, 103, 104, 108, 109,</p>
<p><b>Ballots in Split Precincts</b> – Split Precincts have more than one Ballot Style, which are created numerically. In Split Precincts, the Election Judges must ensure that the proper ballot style is issued to the voter. The Application for Ballot, Form 14, includes the ballot style for each voter. Match the ballot style on the Form 14 to the ballot style on the Official Ballot. It is imperative that each voter is issued the correct ballot style.</p>	<p>67</p>

## Troubleshooting Guide for E-Poll Book

### CHANGING USERS ON THE E-POLL BOOK

Changing Users on the E-poll Book

1. Tap **Return to Main** button on the voter search screen.
2. Tap on the **Manage Polls** tab in the top left corner.
3. Tap the **Log Off** button.
4. When the screen appears asking if you are sure, tap **yes**.
5. When the screen appears asking if you want to shutdown, tap **No**.
6. The next user can then enter their initials and the password.

### CARD ACTIVATOR

If you are attempting to activate a voter card but get a message that says “Smart Card Reader not detected.” complete the following:

1. Verify that the micro USB cord on the bottom left side of the e-poll book stand is plugged into the bottom left side of the e-poll book.
2. Open the e-poll book stand and verify that all cords are connected.

If you are still unable to resolve the problem, call Election Central at 312-269-7870. Activate the touchscreen manually, refer to page 109.

### SCREEN IS FROZEN

If you are in the middle of the update when this happens, it means the machine is still updating. Do not turn off the unit – you must wait for the update to finish. If the screen freezes when you are checking in voters, turn off the unit and turn back on.

### WRONG PRECINCT/WARD

You must call Election Central.

### WHERE IS THE PASSWORD?

The password will be printed on a bright pink card and can be found inside the e-poll book case. If you cannot find the password, call Election Central at 312-269-7870.

### CHECKING NETWORK CONNECTION

Tap on the **Status** tab at the top right of the screen. Look at the bottom of the screen. If you see the word “Connected,” “Idle” or “Synchronizing”, this means the poll book is connected. If you see the word “Connecting” or “Error”, the poll book is not connected.

1. Check to ensure the Verizon Jetpack is on. It is on when the blue light near the screen is lit (the screen may be black). If the battery is low, plug into the nearest outlet.
2. Check the number of bars on the Jetpack screen – 4G with three or more bars is ideal. You may move the Jetpack to other parts of the room where connectivity is best. This may be close to a window.
3. Remember that you should power on the Jetpack before either of the e-poll books is turned on.
4. If you are still unable to connect, please call Election Central at 312-269-7870.



## Troubleshooting Guide For Ballot Scanner

### POWER

**Scenario:** The ballot scanner does not power on.

**Action:** Verify the power connections.

- Power cable is connected to a live outlet.
- Power cable is firmly connected to the power adapter.
- Power adapter is connected to the scanner.
- Check that the fuse on the right side of the rear of the scanner is screwed in clockwise until it is secure.
- If the power cable is connected to a power strip/surge protector, verify that the power strip/surge protector is on.
- Hold the power button down for 2 seconds using a plastic pointer.

When plugged in there should be a green light in the front of the ballot scanner.

**Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.**

**Scenario:** Power failure/outage at the polling place.

**Action:** The ballot scanner has a battery that will last for approximately two hours. If the battery runs out, proceed with the election, process ballots using the ballot box portion of the ESC until power is restored. (Refer to pages 110-111 for instructions.) **Immediately call ELECTION CENTRAL at 312-269-7870.**

### SECURITY KEY

**Scenario:** Cannot locate security key.

**Action:** **Immediately call Election Central at 312-269-7870.** If your polling place has more than one precinct, borrow a security key from another precinct until you receive a replacement. Proceed with the election, process ballots using the ballot box portion of the ESC until you receive a replacement security key. (Refer to pages 110-111 for instructions.)

**Scenario:** Problem reading the security key. When applying the security key, the password screen does not come up.

**Action:** Complete the following.

- Place and hold the security key in the security key port for at least two seconds. Do not place and remove it quickly. Ensure that the outer edge of the security key makes contact with the inner edge of the security key port.
- Try rotating the security key slightly, while holding it in the correct position.

### PASSWORD

**Scenario:** When entering the password, the message, "Password incorrect! Please try again" is displayed.

**Action:** Ensure that you are using the password from the red ballot scanner box. Try entering the password again, slowly using the plastic pointer.

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

### PUBLIC COUNTER

**Scenario:** When opening the polls on election morning, the public counter shows a number instead of 0000.

**Action:** The ballot scanner may not have been initialized. Proceed with the election using the ballot box portion of the ESC. (Refer to pages 110-111 for instructions.)

**Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.**

### THE BALLOT SCANNER DOES NOT ACCEPT BALLOTS

**Scenario:** Ballot scanner will not read first ballot.

**Action:** You must open polls on the ballot scanner, refer to pages 33-34 for instructions. Verify that the display screen reads "Please insert ballot."

**Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.**

**Scenario:** When powering on, the display screen reads: "Verification failed – Results on SD1 and SD2 are not equal. Please check election cards." or "Startup Error – When the error is resolved please restart the machine."

**Action:** **Immediately call Election Central at 312-269-7870.** Proceed with the election, process ballots using the ballot box portion of the ESC until a technician arrives. (Refer to pages 110-111 for instructions.)

**Scenario:** When powering on, the display screen reads: “Audit log file error – Audit log file mismatch is detected. Mismatched file has been renamed and replaced. Press OK to proceed.”

**Action:** The message is informational, and no action needs to be taken. Press “Accept.”

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

### BALLOT ERRORS:

**Scenario:** Ballot marked incorrectly by the voter and the screen indicates that the voter “Overvoted” or inserted a “Blank” ballot.

**Action:** Voter has the choice of correcting their ballot by pressing return or casting it as is by pressing cast.

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** No initials, ballot is automatically rejected by the scanner.

**Action:** Voter must place their ballot back inside the privacy sleeve and the Judge at Station #3 must initial the ballot. Ballots without a Judge’s initials will not be accepted by the ballot scanner.

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** Ballot misread.

**Action:** Ballot was inserted incorrectly or has a physical error such as a tear or wrinkle. Instruct the voter to reinsert the ballot in a different orientation. If the ballot does not scan, the voter must spoil their ballot and receive a new ballot at Station #2 or a voter card at Station #1/Registration Table. If this happens for several ballots, the scanner may be dirty or damaged. **Immediately call Election Central at 312-269-7870.**

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** Invalid ballot.

**Action:** The voter inserted a ballot that is from a different precinct. If you are in a combination polling place, instruct the voter to remove their ballot and take it to the ballot scanner for the correct precinct.

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** Ambiguous mark.

**Action:** A mark was detected that was not clear enough to show the voter’s intent. The voter must spoil their ballot and receive a new ballot at Station #2. If the voter is voting a paper ballot, the Judge at Station #2 should provide a demonstration on how to properly mark a ballot.

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

### BALLOT JAM

**Scenario:** Front slot paper jam. Display screen reads “Clear Paper Jam.”

**Action:** The ballot was partially inserted but not drawn into the scanner or the ballot is partially drawn into the scanner but is unable to move freely. A Judge or Election Coordinator should gently remove the ballot and wait for the message to clear. Once the “Please insert ballot” screen returns, instruct the voter to reinsert the ballot. Voters should be instructed to lightly hold the bottom of the privacy sleeve as they insert their ballot to avoid this type of jam.

**Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.**

**Scenario:** Display screen reads “Assistance Required.”

**Action:** The ballot is jammed inside the scanner, usually in the rear slot. The ballot may or may not be cast. Locate the security key, place it on the security key port and enter password. **STOP!!!** **READ THE MESSAGE ON THE SCREEN** to determine what action to take next.

- If the screen says “**IMPORTANT: RESULTS HAVE BEEN SAVED. Try to manually remove the ballot from the MAIN EXIT slot. Once the ballot has been removed, place it in the MAIN ballot box.**”

Break the seal on the latch and pull the scanner forward. Gently pull the ballot out of the rollers and drop it in the main compartment of the ballot box. Once the jam has been cleared press Cleared on the display screen. From the main menu screen, press Standard Voting then press Confirm. Close

the latch on top of the ballot box to securely lock the ballot scanner into place. Secure the latch with a red tie seal. Record the new seal number on the Seal Accountability Form (Form 3).

- If the screen says **“IMPORTANT: RESULTS HAVE BEEN SAVED. Try to manually remove the ballot from the DIVERTER EXIT slot. Once the ballot has been removed, place it in the DIVERTER ballot box.”**

Break the seal on the latch and pull the scanner forward. Gently pull the ballot out of the rollers and drop it in the write-in compartment of the ballot box. Once the jam has been cleared press Cleared on the display screen. From the main menu screen, press Standard Voting then press Confirm. Close the latch on top of the ballot box to securely lock the ballot scanner into place. Secure the latch with a red tie seal. Record the new seal number on the Seal Accountability Form (Form 3).

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

- If the display screen says **“IMPORTANT: RESULTS HAVE NOT BEEN SAVED. Try to manually remove the ballot from the device. Once the ballot has been removed, DO NOT place it in the ballot box.”**

The ballot jammed while attempting to reverse and **HAS NOT BEEN CAST.**

If the ballot is accessible from the front of the scanner, gently pull the ballot from the front slot. Once the jam has been removed, press Cleared on the display screen. From the main menu screen, press Standard Voting then press Confirm. If the ballot is not damaged, instruct the voter to reinsert it into the scanner. If the ballot is damaged, the voter must spoil their ballot and receive a new ballot at Station #2 or a voter card at Station #1/Registration Table.

If the ballot is not accessible from the front of the scanner, break the seal on the latch and pull the scanner forward. Gently pull the ballot from the rollers. If the ballot is not damaged, the voter will reinsert their ballot into the scanner. If the ballot is damaged, the voter must spoil their ballot and receive a new ballot at Station #2 or a voter card at Station #1/Registration Table. Once the jam has been cleared press Cleared on the display screen. From the main menu screen, press Standard Voting then press Confirm. Close the latch on top of the ballot box to securely lock the ballot scanner into place. Secure the latch with a red tie seal. Record the new seal number on the Seal Accountability Form (Form 3).

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL 312-269-7870.**

**Scenario:** The ballot is jammed and cannot be removed or is torn inside the ballot scanner.

**Action:** Immediately call Election Central at 312-269-7870. Proceed with the election using the ballot box portion of the ESC. (Refer to pages 110-111 for instructions.)

## PRINTER ERRORS

**Scenario:** Error: Thermal printer head is up.

**Action:** When attempting to print, the pressure roller on the thermal printer is not securely seated. Break the red seal on the printer door and place it in the Broken/Used Seal Bag. Open the printer door. Remove the roller and reconnect it ensuring that both ends of the roller are firmly in place. When facing the scanner, the white wheel on the roller should be on the left. Feed the printer paper through the opening of the printer door and close the door. Press reprint on the display screen. Attach a new red seal to the printer door and record the seal number on the Seal Accountability Form (Form 3).

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** Error: Thermal printer is out of paper.

**Action:** The printer is out of paper. Find a new paper roll in the Gray Supply Box. Break the red seal on the printer door and place it in the Broken/Used Seal Bag. Open the printer door and remove the roller. Insert the new paper roll with the paper coming from underneath the roll. Reconnect the roller ensuring that both ends are firmly in place. When facing the scanner, the white wheel on the roller should be on the left. Feed the printer paper through the opening of the printer door and close the door. Press reprint on the display screen. Attach a new red seal to the printer door and record the seal number on the Seal Accountability Form (Form 3).

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** The printer paper is not advancing and/or the printer is making a grinding sound. No error message is displayed.

**Action:** The paper roll is not installed correctly and the printer may be jammed. Break the red seal on the printer door and place it in the Broken/Used Seal Bag. Open the printer door and remove the roller. If there is a paper jam, clear it by tearing off any paper that has wrapped around the paper roll. Reconnect the roller ensuring that both ends are firmly in place. When facing the scanner, the white wheel on the roller should be on the left. Feed the printer paper through the opening of the printer door and close the door. Press reprint on the display screen. Attach a new red seal to the printer door and record the seal number on the Seal Accountability Form (Form 3).

**Refer the problem to the Election Coordinator  
OR call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** The printer paper is advancing but no text appears on the tape.

**Action:** The thermal printer paper is installed backwards. Only one side of the paper can be printed on. Break the red seal on the printer door and place it in the Broken/Used Seal Bag. Open the printer door and remove the roller. Reinsert the paper roll with the paper coming from underneath the roll. Reconnect the roller ensuring that both ends are firmly in place. When facing the scanner, the white wheel on the roller should be on the left. Feed the printer paper through the opening of the

printer door and close the door. Press reprint on the display screen. Attach a new red seal to the printer door and record the seal number on the Seal Accountability Form (Form 3).

**Refer the problem to the Election Coordinator  
OR call ELECTION CENTRAL at 312-269-7870.**

### TRANSMISSION ERRORS

**Scenario:** “Port Protector – Could not discover device, port will be protected.”

**Action:** The scanner was unable to detect the modem. Verify that the modem is connected to the USB port inside the modem port door and retry transmission.

**Refer the problem to the Election Coordinator  
OR call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** “USB Device Monitor – The application detected that the USB device is unplugged.”

**Action:** The modem or USB cord was disconnected during the morning or results transmission. Verify the USB connections and retry transmission.

**Refer the problem to the Election Coordinator  
OR call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** “Connection Error – Unable to create communication channel.”

**Action:** The modem failed to connect to the wireless network. Verify that both cables to the antenna are securely connected. Verify that there is sufficient signal strength in the location. If possible, move the antenna closer to a window or door. The modem has three lights under the “Signal” label, which indicate the signal strength. At least one light should be lit. If transmission fails, do not attempt transmission more than two times.

**Refer the problem to the Election Coordinator  
OR call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** “Transfer Failed – Failed to transmit results to server: Client socket error.”

**Action:** The scanner failed to connect to the server. Verify that both cables to the antenna are securely connected. Verify that there is sufficient signal strength in the location. If possible, move the antenna closer to a window or door. The modem has three lights under the “Signal” label, which indicate the signal strength. At least one light should be lit. Press “Retry” to attempt transmission again. If transmission fails, do not attempt transmission more than two times.

**Refer the problem to the Election Coordinator  
OR call ELECTION CENTRAL at 312-269-7870.**

## Troubleshooting Guide For Touchscreen Voting Unit

### POWER

**Scenario:** The touchscreen voting unit loses power.

**Action:** Verify the power connections. The battery icon in the top right corner should have a lightning bolt icon indicating that the touchscreen voting unit is connected to a power source and the battery is charging.

- Power cable is connected to a live outlet.
- Power cable is firmly connected to the power adapter.
- Power adapter is connected to the touchscreen voting unit.
- If the power cable is connected to a power strip/surge protector, verify that the power strip/surge protector is on.

**Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.**

**Scenario:** Power failure/outage at the polling place.

**Action:** Immediately call ELECTION CENTRAL at 312-269-7870. Voters can continue voting on pre-printed ballots until a technician arrives. The touchscreen printer cannot print ballots without a power source.

### VOTER/POLL WORKER CARD

**Scenario:** “Smart card reader detached” message

**Action:** Break the seal on the Power/Printer door and press the power button. Place the broken seal in the Broken/Used Seal Bag. Press Power Down in the upper right corner of the screen. Wait for the touchscreen to finish powering off and then wait at least 10 seconds. Press the power button again to turn the unit back on. If the problem persists after powering on, **immediately call Election Central at 312-269-7870**. If the problem is resolved close the Power/Printer door and apply a new red seal. Record the new seal number on the Seal Accountability Form (Form 3).

**Scenario:** A voter/poll worker card is inserted into the card slot and nothing happens.

**Action:** The touchscreen may be frozen. Verify the animation on the screen is running. Break the seal on the Power/Printer door and press the power button. Place the broken seal in the Broken/Used Seal Bag. Press Power Down in the upper right corner of the screen. Wait for the touchscreen to finish powering off and then wait at least 10 seconds. Press the power button again to turn the unit back on. If the problem persists after powering on, **immediately call Election Central at 312-269-7870**. If the problem is resolved close the Power/Printer door and apply a new seal. Record the new red seal number on the Seal Accountability Form (Form 3).

**Scenario:** Voter removes the voter card from the card slot before printing their ballot.

**Action:** If a voter removes the voter card from the card slot before printing their ballot, the touchscreen voting unit will beep. Instruct the voter to re-insert the voter card to continue their voting session.

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** Voter leaves the polling place while in the process of voting.

**Action:** Remove the voter card from the card slot, the touchscreen voting unit will begin beeping. Insert the poll worker card and enter the password. Remove the poll worker card.

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**



**Scenario:** A voter/poll worker card is inserted and a message is displayed: **“Unable to read smart card data – Unable to read from smart card. Please check if smart card is valid and inserted correctly.”**

**Action:** The voter card or poll worker card was misread by the touchscreen voting unit. There are several possible causes:

- The voter/poll worker card was inserted too quickly or too slowly.
  - Remove the voter/poll worker card and insert it again.
- The voter/poll worker card is inserted with the chip facing up, with the chip outside the reader, or the voter/poll worker card is not fully inserted.
  - Remove the voter/poll worker card and insert it with the chip facing down. Ensure the voter/poll worker card is fully inserted.
- The voter/poll worker card’s chip is dirty.
  - Wipe the chip with a cloth and insert the voter/poll worker card again.

If the issue persists, **refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** A poll worker card is inserted and a message is displayed: **“Warning - Data on the smart card is not valid”**

**Action:** Immediately call ELECTION CENTRAL at 312-269-7870.

**Scenario:** A voter/poll worker card is inserted and a message is displayed: **“Activation code is not valid”**

**Action:** If you are in a combination polling place, ensure that the voter is using the touchscreen voting unit for the correct precinct. If the voter is in the correct precinct and the problem persists, **immediately call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** A poll worker card is inserted and a message is displayed: **“Error - you exceeded admin pin tries, please re-write smart card”**

**Action:** Immediately call ELECTION CENTRAL at 312-269-7870.

## AUDIO CONTROLLER/PRINTER

**Scenario:** The audio controller device is not responding to key presses. The audio controller device is not connected properly or is damaged.

**Action:** Verify the cord connections. Break the seal on the Accessories door. Place the broken seal in the Broken/Used Seal Bag. When plugged in correctly there should be a solid green light on top of the audio controller. If the problem persists, **immediately call EQUIPMENT/SUPPLIES at 773-247-4065.** If the problem is resolved close the Accessories door and apply a new red seal. Record the new seal number on the Seal Accountability Form (Form 3).

**Scenario:** The audio controller is not playing audio.

**Action:** Verify the headphones are properly connected to the audio controller and that an audio voter card was activated at Station #1 or the Registration Table. Verify the cord connections. Break the seal on the Accessories door. Place the broken seal in the Broken/Used Seal Bag. When plugged in correctly there should be a solid green light on top of the audio controller. If the problem persists, **immediately call ELECTION CENTRAL at 312-269-7870.** If the problem is resolved close the Accessories door and apply a new red seal. Record the new seal number on the Seal Accountability Form (Form 3).



**Scenario:** A cord becomes disconnected and a message is displayed: “USB device change detected.”

**Action:** If the audio controller or printer cords are disconnected or the printer is turned off the touchscreen voting unit will beep. Insert the poll worker card and enter the password to determine which device was disconnected. If the screen indicates that the printer became disconnected verify that the printer is on and all cords are connected to the printer and touchscreen. If the screen indicates that the audio controller became disconnected verify cord connections from the audio controller to the touchscreen. If the problem persists, **immediately call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** The touchscreen printer jams while printing a voter’s ballot.

**Action:** An error message will be displayed on the screen instructing the voter to contact a poll worker. Insert the poll worker card and enter the password. Press the Cancel (X) button on the printer. Clear the paper jam by gently removing the jammed ballot from the printer. Spoil the jammed ballot and place it inside Envelope S. After the jam is cleared, printing can resume when the green light is displayed on the printer. Press Reprint on the touchscreen. Once the ballot is successfully printed, remove the poll worker card. The voter should take their printed ballot to the ballot scanner.

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

**Scenario:** The touchscreen printer runs out of paper and stops printing ballots. An error message displays on the touchscreen: “Load Paper.”

**Action:** An error message will be displayed on the screen instructing the voter to contact a poll worker. Insert the poll worker card and enter the password. On the touchscreen printer, open tray 2. Add paper and press the Cancel (X) button on the printer. After the paper is loaded, printing can resume when the green light is displayed on the printer. Press Reprint on the touchscreen. Once the ballot is successfully printed, remove the poll worker card. The voter should take their printed ballot to the ballot scanner.

**Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

**MANUAL ACTIVATION**

If the card activator fails you will need to manually activate the touchscreen voting unit for voters who wish or must use the touchscreen.

1. Insert the poll worker card, chip facing down, into the touchscreen card slot
2. Enter the password and select ballot activation. The password can be found in the red ballot scanner box
3. Enter the ballot code from the Ballot Code Menu and Instructions by finding the voter's ballot style and party (for Primary Elections only). Each ballot style and party will have a corresponding ballot code. If the voter would like to vote an audio or sip-and-puff ballot, select the "Enable AVS Controller" checkbox. Select the voter's device and language
4. Select "Regular Ballot"
5. Remove poll worker card
6. Voter proceeds to vote their ballot.

**MANUAL ACTIVATION – PROVISIONAL BALLOT**

If the card activator fails you will need to manually activate the touchscreen voting unit for voters who must vote a provisional ballot. Refer to pages 54-57 for information about provisional voting.

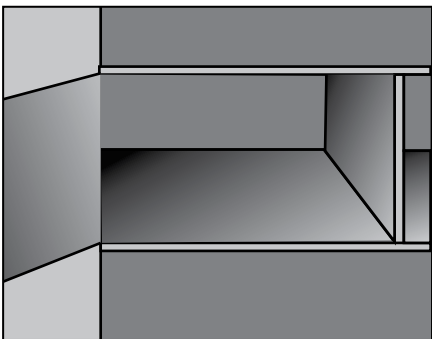
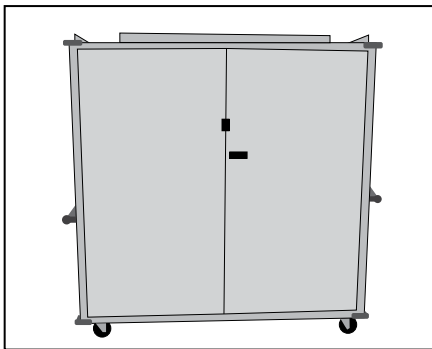
1. Insert the poll worker card, chip facing down, into the touchscreen card slot
2. Enter the password and select ballot activation. The password can be found in the red ballot scanner box
3. Enter the ballot code from the Ballot Code Menu and Instructions by finding the voter's ballot style and party (for Primary Elections only). Each ballot style and party will have a corresponding ballot code. If the voter would like to vote an audio or sip-and-puff ballot, select the "Enable AVS Controller" checkbox. Select the voter's device and language
4. Select "Provisional"
5. The screen will display a Provisional ID number that you must record on the Provisional Voter Affidavit (Form 276P)
6. Remove poll worker card
7. Voter proceeds to vote their ballot

## Emergency Instructions: What If the Ballot Scanner Stops Working During Election Day?

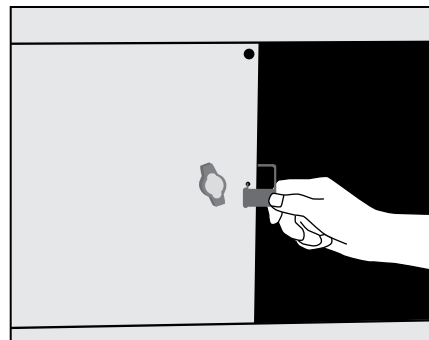
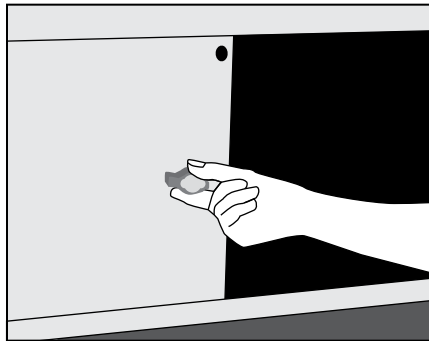
### During Voting Hours

If the ballot scanner stops operating, voters **MUST** continue voting by using the paper ballot and the ballot box portion of the ESC.

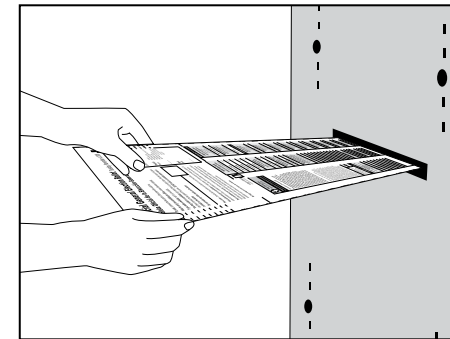
1. Make sure the ballot box portion of the ESC is empty.



2. Take an orange seal from the Unused Seal Bag and record the seal number on the Seal Accountability Form (Form 3). Seal the auxiliary ballot box closed using the orange seal.



3. Once a voter finishes voting, they must drop the ballot inside the ballot box portion of the ESC using the slot located on the left side of the ESC. The privacy sleeve is not deposited into the ballot box.



4. Do not remove these ballots until after 7:00 pm when the polls are closed. Follow the instructions on how to process these ballots after 7:00 pm.

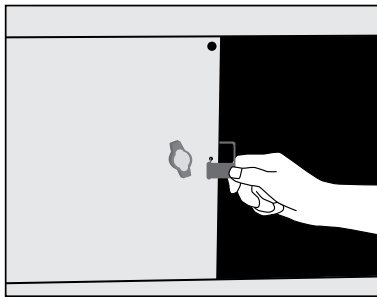
**REMINDER:** No Provisional ballot should be inserted into the ballot box.

## Emergency Instructions: What Happens to the Ballots That Were Dropped into the ESC Ballot Box?

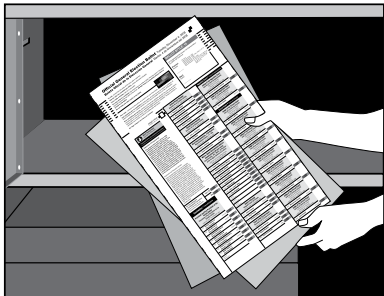
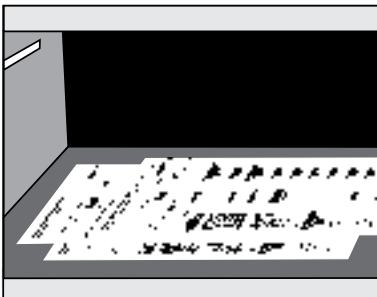
### After the Polling Place Closes

If the ballot scanner stopped operating during voting hours and voted ballots were dropped into the ballot box portion of the ESC, you must:

1. Break the orange seal and place inside the Broken/Used Seal Bag.



2. Remove the voted ballots from the ballot box.



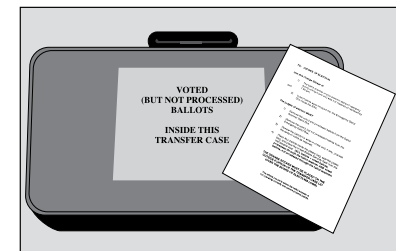
3. Insert each ballot into the ballot scanner.
4. If a ballot is rejected, press the "Cast" button on the front of the ballot scanner.
5. If a ballot is rejected because of no Judge's initials, determine if the ballot was properly issued and, if so, initial the ballot and re-insert it into the ballot scanner.
6. If a ballot is defective or damaged, see page 75 for Processing Defective or Damaged Ballots.
7. If the ballot scanner is inoperable and ballots cannot be processed, use the Orange Sticker, located in the transfer case. The procedures for using the Orange Sticker are:
  1. The ballot scanner in your precinct stopped operating during voting hours and was not repaired or replaced by 7:00 pm;  
AND
  2. Voted ballots were dropped into the auxiliary ballot box inside the ESC.

The Election Judges MUST:

1. Remove the voted and processed ballots from the Ballot Scanner Box;
2. Remove the voted, but not processed ballots from the auxiliary ballot box (inside the ESC);
3. Review the ballots for write-in votes and, if any, process the write-in votes as required;

4. Place ALL ballots inside the plastic bag; seal the plastic bag and place the Voted Ballots Security Seal over the recloseable seal. (ALL ballots = voted ballots without valid write-in votes, processed through the ballot scanner AND voted ballots not processed through the ballot scanner)

The Orange Sticker must be placed on the outside portion of the transfer case lid (over the Board of Elections logo)



**REMINDER:** The Official Ballots must be inserted into the Ballot Scanner.

## CERTIFICATE OF RESULTS, FORM 80

It is important to remember that all ballots must be accounted for on Election Day. The numbers given on the Certificate of Results must be accurate. The explanation below is where this information comes from.

You will need to start using this form as soon as the polling place closes. Make sure this form is available to you when you begin closing the voting equipment and processing the results.

- 1. Total number of ballots delivered to the Polling Place in the ESC (inside the Auxiliary Ballot Box.)**  
The number of ballots is included on the Ballot Picking List located inside Envelope 1.
- 2. Total number of voters who cast a ballot.**  
This number can be found on the last completed Application for Ballot, Form 14, on the used spindle. THIS NUMBER CANNOT BE 0 (unless you had no one vote in the polling place on Election Day).
- 3. Total number of voters who cast a Provisional Ballot**  
Count the number of completed Provisional Voter Affidavit, Form 276P, and include that number on this line. This number must also be included on the front of the Envelope P.
- 4. Total UNUSED Ballots**  
Count the number of UNUSED (not voted) ballots that remain after the polls close.
- 5. Total Spoiled Ballots**  
Count the number of SPOILED ballots inside the Envelope S – Spoiled Ballots.
- 6. Total Spoiled Provisional Ballots**  
Count the number of SPOILED ballots inside the Envelope P – Provisional Ballots
- 7. Total Damaged Ballots**  
Count the number of DAMAGED ballots inside the Envelope D – Damaged Ballots.
- 8. Total Cast**  
Look at the Official Results Tape and find Total Cast.
- 9. Total Regular Votes**  
Look at the Official Results Tape and find Total Regular Votes.
- 10. Total Provisional Votes**  
Look at the Official Results Tape and find Total Provisional Votes. This number only applies to voters who used an Audio/Provisional Ballot on the touchscreen.

Form 80 - Certificate of Results

Form 80

Precinct: \_\_\_\_\_ Ward: \_\_\_\_\_

BOARD OF ELECTION COMMISSIONERS FOR THE CITY OF CHICAGO

CERTIFICATE OF RESULTS

MUNICIPAL GENERAL ELECTION - TUESDAY, FEBRUARY 28, 2023

INSTRUCTIONS

1. Fill in all requested information on each copy of Form 80 (3 copies total). Fill in both the shaded and unshaded parts. Complete both sides of each copy.

2. Each Judge must sign their name and write their address on the back of each copy of Form 80 (3 copies total).

3. Print out 3 copies of the Official Results Tape (results tape printed from the Ballot Scanner).

4. Print three copies of the Write-In Tape.

5. Each Judge must sign their name on each copy of the Official Results Tape at the bottom (3 copies) and sign on the back at the bottom of this form.

6. Place the following required items in the envelopes below:

Envelope 71E

one signed Official Election Results Report

one copy of a completed and signed Form 80

one copy of the Write-In Tape

Envelope 72: Official Election Results Report

one signed and completed and signed Form 80

one copy of the Write-In Tape

7. Place the following required items the Transfer Case

one signed Official Election Results Report

one copy of a completed and signed Form 80

Envelope W

One copy of the Write-In Tape

Ballots with valid write-in votes

STATE OF ILLINOIS )

COUNTY OF COOK ) ss.

We, the judges of the Municipal General Election, do hereby certify that the polls were open from 6:00 a.m. to 7:00 p.m. on this 28th day of February, 2023. We further certify:

Number of Official Ballots (Paper) Received from the Board of Election Commissioners: (To find the number of Official Ballots you received, look at Ballot Packing List in Envelope 1.)

1. Total number of Official Ballots

Number of Voters, Regular or Provisional

2. Total number of voters who cast a ballot (NOT including Provisional)

6. (To find this number, look at the last number on the Used Applications for Ballot Spindle.)

3. Total number of voters who voted a Provisional Ballot

7. (To find this number, count the total completed Provisional Voter Affidavits, Form 276P)

Number of Unused Ballots Returned in the ESC

4. Total Unused Ballots left in the ESC

Number of Spoiled/Damaged Ballots Returned in the Transfer Case

5. Total Spoiled Ballots (in Envelope S)

6. Total Damaged Ballots (in Envelope D)

7. Total Spoiled Provisional Ballots (in Envelope P)

Number of Ballots Cast from the Official Results Tape (from Ballot Scanner)

For #6-10, use the numbers on the Official Results Tape from Ballot Scanner.

8. Total Cast

9. Total Regular Cast

10. Total Provisional Cast

Fill in all the boxes in the shaded and unshaded areas. Do not add the lines together.

Turn over for Write-In Ballot Instructions

ate of Ballot, Form 80

In Record

Precinct: \_\_\_\_\_ Ward: \_\_\_\_\_

by names that appear on the Write-In Tape from the ballot scanner. Compare these names against the list of write-in candidates located in Key Judge Envelope. Fill in the write-in names in the write-in offices and votes ONLY for names on that list. (Don't count a name that's not on list of valid write-in names.)

Write-In Candidate Name	Office Title/Party	Grand Total of VOTES

allots with valid write-in votes and the Write-In Tape from the ballot scanner, in Envelope W.

ber of ballots cast with valid write-in votes

ed more space to record the write-in votes, place an "X" in the box to the right.

paper for extra names if you run out of space in the write-in form above.

the blank paper, neatly hand-copy the above write-in form and fill it in with any

ra valid write-in names. You will create 3 copies.

ch judge must sign the bottom of each added page.

it one copy of this additional form together with each copy of Form 80 and the Results Tape in

ch of the 2 envelopes plus the Transfer Case. (No staples or clips.)

OTHER CERTIFY that each candidate received the number of votes set forth opposite his or her

y the Official Election Results Report affixed hereto and that all of the above and foregoing is

correct.

Dated this 28<sup>th</sup> day of February, 2023.

JUDGES OF THE MUNICIPAL GENERAL ELECTION

Signature	Address

Charles Holliday, Jr. - Executive Director

Board of Election Commissioners for the City of Chicago

113

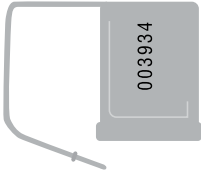


Seals

The Seal Accountability Forms must be completed as instructed and returned to the Receiving Station in the Black Return Bag.



Green



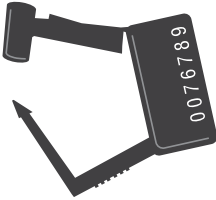
Orange



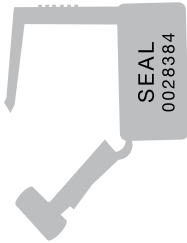
Black



Grey



Red



Yellow



Red Tie

SEAL ACCOUNTABILITY FORM

Pdt \_\_\_\_\_ Wtd \_\_\_\_\_  
Form 3 Rev 2/23

ELECTION SUPPLY CARRIER (Seal is GREEN)

1. PRIOR TO ELECTION DAY:

SEAL # \_\_\_\_\_ VERIFIED BY \_\_\_\_\_ (BOARD AGENT)  
SEAL # \_\_\_\_\_ VERIFIED BY \_\_\_\_\_ (EJ SIGNATURE)

2. ELECTION DAY

Before 6 am  
SEAL # \_\_\_\_\_ VERIFIED BY \_\_\_\_\_ (EJ SIGNATURE)  
After 7 pm  
SEAL # \_\_\_\_\_ ATTACHED BY \_\_\_\_\_ (EJ SIGNATURE)

AUXILIARY BALLOT BOX - INSIDE ESC (Seal is ORANGE)

3. ELECTION DAY (If needed because ballot scanner stopped operating)  
SEAL # \_\_\_\_\_ ATTACHED BY \_\_\_\_\_ (EJ SIGNATURE)

TOUCHSCREEN (Seals are RED and YELLOW)

4. ACCESSORIES DOOR Election Day (Seal is RED)  
RED SEAL # \_\_\_\_\_ VERIFIED BY \_\_\_\_\_ (EJ SIGNATURE)

5. ELECTION DATA DOOR Election Day (Seal is RED)  
SEAL # \_\_\_\_\_ VERIFIED BY \_\_\_\_\_ (EJ SIGNATURE)

6. BATTERY DOOR Election Day (Seal is RED)  
SEAL # \_\_\_\_\_ VERIFIED BY \_\_\_\_\_ (EJ SIGNATURE)

7. POWER/PRINTER DOOR Election Day  
YELLOW SEAL # \_\_\_\_\_ VERIFIED BY \_\_\_\_\_ (EJ SIGNATURE)  
RED SEAL # \_\_\_\_\_ VERIFIED/ATTACHED BY \_\_\_\_\_ (EJ SIGNATURE)

BALLOT SCANNER

8. POLL WORKER DOOR Election Day (Seal is RED)  
SEAL # \_\_\_\_\_ VERIFIED BY \_\_\_\_\_ (EJ SIGNATURE)

9. ADMINISTRATOR DOOR Election Day (Seal is RED)  
SEAL # \_\_\_\_\_ VERIFIED BY \_\_\_\_\_ (EJ SIGNATURE)

10. MODEM PORT DOOR Election Day  
YELLOW SEAL # \_\_\_\_\_ VERIFIED BY \_\_\_\_\_ (EJ SIGNATURE)  
RED SEAL # \_\_\_\_\_ VERIFIED/ATTACHED BY \_\_\_\_\_ (EJ SIGNATURE)

11. BALLOT BOX Election Day (RED TIE SEAL)  
SEAL #s \_\_\_\_\_ & \_\_\_\_\_ VERIFIED BY \_\_\_\_\_ (EJ SIGNATURE)  
SEAL #s \_\_\_\_\_ & \_\_\_\_\_ ATTACHED BY \_\_\_\_\_ (EJ SIGNATURE)  
SEAL #s \_\_\_\_\_ & \_\_\_\_\_ ATTACHED BY \_\_\_\_\_ (EJ SIGNATURE)

12. BALLOT SCANNER LATCH Election Day (RED TIE SEAL)  
SEAL # \_\_\_\_\_ ATTACHED BY \_\_\_\_\_ (EJ SIGNATURE)

13. If replacements are needed  
SEAL #s \_\_\_\_\_ / \_\_\_\_\_ ATTACHED BY \_\_\_\_\_ (EJ SIGNATURE)

ELECTRONIC POLL BOOK CASE (Seal is YELLOW)

14. SEAL # \_\_\_\_\_ VERIFIED BY \_\_\_\_\_ (EJ SIGNATURE)

ELECTRONIC POLL BOOKS (Seal is a sticker)

15. SEAL # \_\_\_\_\_ VERIFIED BY \_\_\_\_\_ (EJ SIGNATURE)  
SEAL # \_\_\_\_\_ VERIFIED BY \_\_\_\_\_ (EJ SIGNATURE)

TRANSFER CASE (after 7 pm) on Election Day (Seal is CLEAR/BLACK)

16. SEAL # \_\_\_\_\_ ATTACHED BY \_\_\_\_\_ (EJ SIGNATURE)

BLACK RETURN BAG (after 7 pm) on Election Day (Seal is GRAY)

17. SEAL # \_\_\_\_\_ ATTACHED BY \_\_\_\_\_ (EJ SIGNATURE)

WAREHOUSE  
EMPLOYEE: \_\_\_\_\_

RETURN THIS FORM AND THE BROKEN/USED SEAL BAG TO THE RECEIVING STATION

INSTRUCTIONS FOR VERIFYING, ATTACHING AND RECORDING SEAL NUMBERS.  
**UNUSED SEALS ARE LOCATED IN THE UNUSED SEAL BAG.**

**ESC**

- 1. Prior to Election Day**  
Seal attached by warehouse employee and verified by Election Judge checking the supplies the evening before the election.  
An Election Judge will attach an additional seal on the ESC and record the new seal # when checking supplies.
- 2. Election Day**  
An Election Judge will verify that the seal # recorded on this form is the same that was placed on by  
1) warehouse employee, 2) Board Agent or 3) Election Judge the evening before the election.  
An Election Judge will place a new seal on the ESC before leaving the polling place.

**AUXILIARY BALLOT BOX**

- 3.** If the ballot scanner stops working on Election Day, the auxiliary ballot box must be emptied and a seal attached to the door. The seal # is recorded by an Election Judge.

**TOUCHSCREEN**

- 4. Accessories Door**  
Seal is attached by a warehouse employee and verified by an Election Judge on Election Day. Seal remains attached all day.
- 5. Election Data Door**  
Seal is attached by a warehouse employee and verified by an Election Judge on Election Day. Seal remains attached all day.
- 6. Battery Door**  
Seal is attached by a warehouse employee and verified by an Election Judge on Election Day. Seal remains attached all day.
- 7. Power/Printer Door**  
A yellow seal is attached by a warehouse employee and verified by an Election Judge. A yellow seal is removed by an Election Judge at the beginning of Election Day. A red seal is attached and recorded by an Election Judge before the polls open.

**BALLOT SCANNER**

- 8. Poll Worker Door**  
Seal is attached by a warehouse employee and verified by an Election Judge. Seal remains attached all day.
- 9. Administrator Door**  
Seal is attached by a warehouse employee and verified by an Election Judge. Seal remains attached all day.
- 10. Modem Port Door**  
A yellow seal is attached by a warehouse employee and verified by an Election Judge. A yellow seal is removed by an Election Judge at the beginning of Election Day. A red seal is attached and recorded by an Election Judge before the polls open.
- 11. Ballot Box**  
An Election Judge must use 8 red tie seals to secure the box bottom and top to the ballot box. An Election Judge must record the seal #s.
- 12. Ballot Scanner Latch**  
An Election Judge must use 1 red tie seal to secure the ballot scanner latch to the ballot box top.
- 13.** If the seals need to be replaced, an Election Judge must record the new seal #s.

**ELECTRONIC POLL BOOK CASE**

- 14.** Seal attached by warehouse employee and verified by Election Judge before opening on election morning. After the case is packed at the end of the night, an Election Judge attaches a new YELLOW seal before placing the case back in the ESC.

**ELECTRONIC POLL BOOKS**

- 15.** Seal attached by warehouse employee and verified by an Election Judge. Tape seals placed over memory card door.

**TRANSFER CASE** (Seal is BLACK)

- 16.** After all the required items are placed inside the transfer case, an Election Judge must attach a seal and record the seal #.

**BLACK RETURN BAG** (Seal is GRAY)

- 17.** After all the required items are placed inside the black return bag, an Election Judge must record the seal # on the Seal Accountability Form, place the form in the black return bag and attach the seal.

**All Election Judges that verify and attach seals must sign on the appropriate lines.**

**ALL BROKEN/USED SEALS MUST BE PLACED INSIDE THE BROKEN/USED SEAL BAG AND  
TAKEN TO THE RECEIVING STATION IN THE BLACK RETURN BAG.**

# Index

## A

Affidavits	
Form 1 .....	50
Form 276P .....	54
Application for Ballot	
checking signatures.....	48
illustration.....	47
initialed by Judge.....	48
numbered.....	66
spindled.....	66
spoiled ballot.....	67
Appointment of Judges .....	3
Arranging of Polling Place .....	23
Assistance for the Elderly and Voters with Disabilities.....	70
Assistance	
affidavit for .....	51
who may be assisted .....	70, 71
who may assist.....	70, 71

## B

Ballot	
counting unused.....	81
damaged .....	68, 69, 75
defective.....	68, 69, 75
demonstration .....	66
duty stations .....	44
initialed by Judge.....	66
privacy sleeve.....	66
spoiled .....	67
uninitialed.....	68, 69

## Ballot Box

after polls close .....	91
before polls open.....	32
description .....	15
Emergency Instructions.....	70, 74, 75, 102

instructions not to remove overvoted or blank ballots .....	69
placing ballot scanner .....	32
removing ballots.....	81
sealing.....	32

## Ballot Scanner

ballot box .....	32
misread ballot.....	69
Emergency Instructions.....	70, 74, 75, 102
green cast button .....	69
no Judges initials .....	69
overvote .....	69
results tape .....	78
sealing.....	32
setting up.....	33
troubleshooting .....	94
zero tape .....	34

## C

Campaign Free Zone .....	6, 12, 13
Card Activator .....	"See Voter Card Activator"
Certificate of Results (Form 80)	
completing .....	75-82
recording write-in votes.....	80
signing.....	82
Challenge	
affidavit .....	53
by pollwatcher.....	13
decided by Judges .....	53
homeless voter .....	53
identification .....	53
mail canvass.....	61
provisional ballot.....	54

Checking of Supplies..	17, 18, 19, 20
------------------------	----------------

## Credentials

Pollwatchers .....	12, 14
retained by Judges .....	12
who needs them .....	11, 12

## D

Damaged Ballot.....	68, 69, 75
Defective Ballot.....	68, 69, 75
Disabled Voters Aids.....	71, 72

## E

Election Day	
Registration .....	62-65

## Election Judges

arrive.....	3
badges.....	3
code of conduct .....	7
control of polling place .....	5
decisions .....	6
equality .....	6
oath of office .....	3
removal .....	7
standby.....	4
student .....	4
substitute.....	4

## Election Supply Carrier (ESC)

checking supplies .....	17, 18, 20
closing.....	84
auxiliary ballot box.....	70, 74, 75
opening.....	18, 22

Electioneering.....	6
---------------------	---

## Electronic Poll Book

location.....	19
issuing applications for ballot.....	46-48
provisional voters .....	54-57
split precincts .....	67

## F - G

Field Investigator .....	11
--------------------------	----

H - K			
Homeless Voters .....	52, 53, 65		
Jetpack .....	20, 25, 26, 77, 80, 3, 84, 93		
L			
Law Enforcement Official .....	11		
M - N			
Memory Cards			
receiving station .....	80, 81, 83		
removing from scanner.....	80		
white return box .....	80, 81, 83		
O			
Official Election Results Report			
additional reports .....	78		
Certificate of Results .....	75, 82		
pollwatchers.....	13, 78		
Opening Polls			
Ballot Scanner .....	34		
Electronic Poll Book .....	26, 27		
Touchscreen .....	39		
P - Q			
Pollwatchers .....	12, 13, 78		
Provisional Ballot			
affidavit .....	55		
issuing.....	54-57		
reasons for.....	54		
voting.....	54-57		
R			
Receiving Station			
what to take.....	82, 83		
where are they.....	inside back cover		
S			
Seals-Equipment & Supplies			
auxiliary ballot box			
(ESC).....	70, 74, 75, 102		
ballot box/ballot scanner .	32, 33		
ballot scanner.....	32		
black return bag .....	83		
ESC.....	17, 18		
touchscreen.....	37		
transfer case .....	82		
Seal Accountability			
Form.....	106		
Signatures of voters comparison .	48		
Signatures of Judges			
Certificate of Results.....	82		
envelopes .....	82		
payroll voucher .....	3, 4		
oath of office .....	3		
Split Precinct .....	67		
Spoiled.....	67		
Supplies			
Form 21, Supply List.....	19		
missing.....	19		
return to receiving			
station .....	82, 83		
Substitute.....	4		
T - U			
Touchscreen			
after polls close .....	77		
audio voting .....	59		
before polls open.....	35		
open/close polls .....	39		
printer .....	38		
privacy panels .....	35, 40		
sealing.....	38		
voter card .....	58		
troubleshooting .....	98		
Transfer Case			
items placed inside.....	82		
return to receiving station .....	82		
sealing.....	82		
Transmitting.....	79		
Troubleshooting Guide			
ballot scanner.....	94		
E-poll book.....	93		
touchscreen.....	98		
V			
Valid Write-In Vote .....	80		
Vote			
challenge of right to.....	53		
official paper ballot .....	67		
provisional ballot.....	56		
touchscreen .....	58		
Vote By Mail Ballots			
Cancel .....	50		
Voter Card			
activating.....	58		
audio ballot.....	59		
duty station.....	58		
Voter Registration .....	62		
W - Z			
Write-in Votes			
recording.....	80		

## NOTES

[illegible]

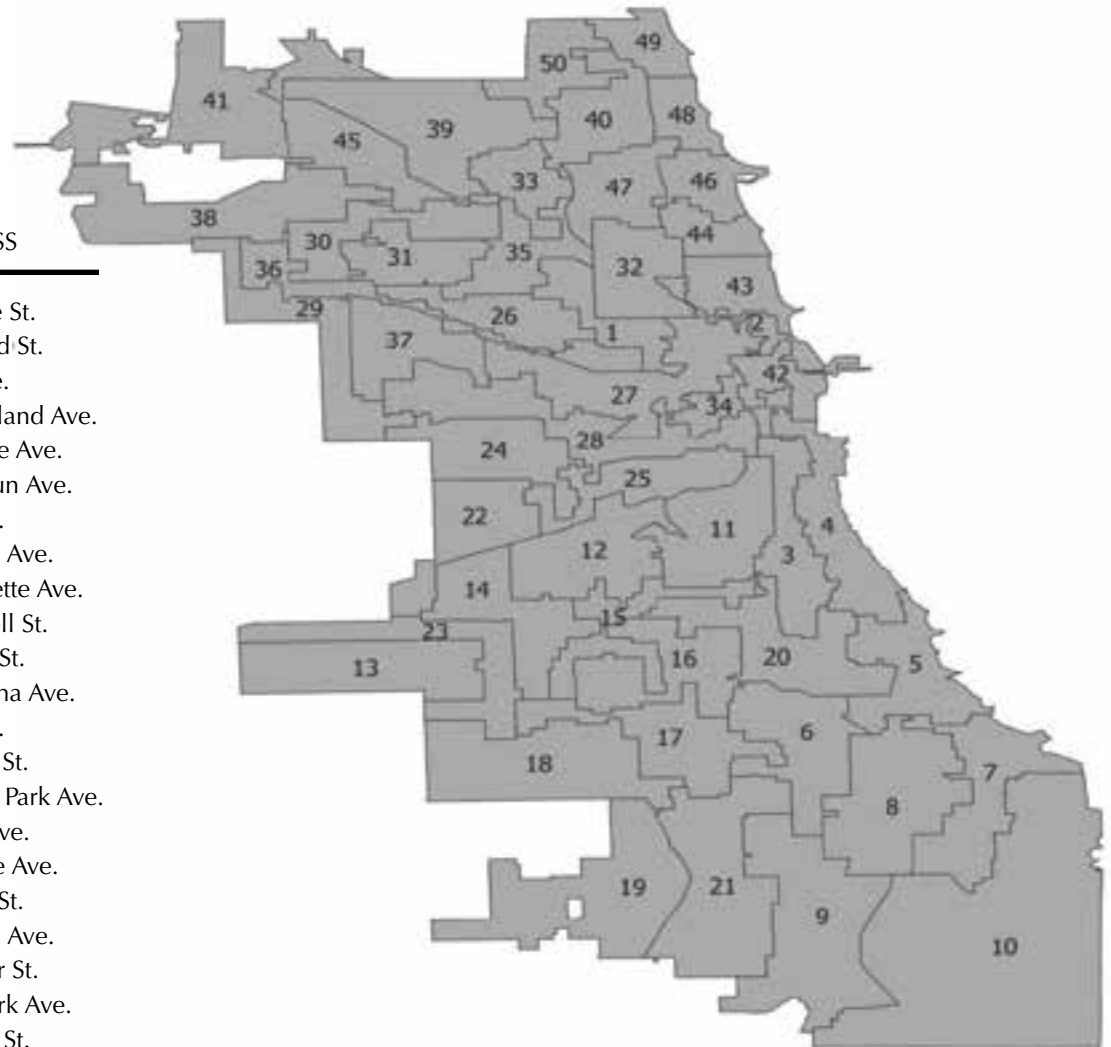
## Receiving Stations

Receiving Stations are locations where Judges return the required election materials after closing the polls. Two Judges, one from each political party, should return the materials together.

Receiving Stations are determined by ward. Find your precinct's ward number on the list below. Take the materials to the assigned school.

**IMPORTANT: High School Student Judges and Election Coordinators CANNOT return the election supplies to the Receiving Station.**

WARDS	SCHOOL	ADDRESS
1 & 27	Anderson / Lasalle School	1148 N. Honore St.
2 & 43	Lincoln Park High School	2001 N. Orchard St.
3 & 4	M. L. King Jr. High School	4450 S. Ellis Ave.
5 & 20	Hyde Park Career Academy	6220 S. Stony Island Ave.
6 & 8	Arthur Ashe School	8505 S. Ingleside Ave.
7 & 10	Bright School	10740 S. Calhoun Ave.
9 & 21	Lavizzo Elementary School	138 W. 109th St.
11 & 12	McClellan School	3527 S. Wallace Ave.
13 & 23	Mariano Azuela School	4707 W. Marquette Ave.
14 & 15	Gage Park High School	5630 S. Rockwell St.
16 & 17	Miles Davis School	6740 S. Paulina St.
18 & 19	Owen School	8247 S. Christiana Ave.
22 & 25	Francisco Madero Middle School	3202 W. 28th St.
24 & 28	Marshall Metro High School	3250 W. Adams St.
26 & 35	Funston School	2010 N. Central Park Ave.
29 & 37	Douglass School	543 N. Waller Ave.
30 & 31	Foreman School	3235 N. Leclair Ave.
32 & 47	Coonley School	4046 N. Leavitt St.
33 & 39	Haugan School	4540 N. Hamlin Ave.
34 & 42	Gaileo Scholastic Academy	820 S. Carpenter St.
36 & 38	Locke Elementary School	2828 N. Oak Park Ave.
40 & 50	Jamieson School	5650 N. Mozart St.
41 & 45	Farnsworth School	5414 N. Linder Ave.
44 & 46	Inter-American School	851 W. Waveland Ave.
48 & 49	Sullivan High School	6631 N. Bosworth Ave.





# ELECTION JUDGE/ ELECTION COORDINATOR 2023 HANDBOOK

## IMPORTANT PHONE NUMBERS

### ELECTION CENTRAL

Legal, equipment, investigative and language assistance

from 5 a.m. to 10 p.m. Election Day only .....(312) 269-7870

Accessibility Consultant .....(312) 578-8816

### EQUIPMENT & SUPPLIES

Problems with equipment and missing supplies from

5 p.m. to 7 p.m. on election eve (Monday) and from

5 a.m. to 10 p.m. on Election Day.....(773) 247-4065

Election Judges Department.....(312) 269-7984

Polling Places Department.....(312) 269-7976

Registration Department.....(312) 269-7960

To verify proper Precinct Polling Place.....(312) 269-7976

Vote By Mail Department.....(312) 269-7967

**VERIFICATION OF REGISTRATION STATUS** .....(312) 269-1604 

