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DEAR POLL WORKERS:

We at the Chicago Board of Elections are pleased to have you serve in the upcoming election. Your role on Election Day is extremely important.

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 trouble-shoot 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.

Again, we thank you for your service to your community—and for helping the citizens of Chicago exercise the right to vote!

Sincerely,

Lance Gough
**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?

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<td>Election Judges</td>
<td><strong>TYPES OF JUDGES:</strong>&lt;br&gt;Appointed Judges* (usually 5 per precinct)&lt;br&gt; <img src="image" alt="D D R R D/R" /></td>
<td>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. 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. 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.&lt;br&gt; <em>Appointed Judge</em> - A Judge who the Board assigned to a precinct before Election Day.</td>
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<td><strong>ADDITIONAL TYPES OF ELECTION JUDGES:</strong>&lt;br&gt;Substitute Judges&lt;br&gt; <img src="image" alt="D/R" />&lt;br&gt; As needed on Election Day</td>
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<td>Student Judges&lt;br&gt; <img src="image" alt="D/R" />&lt;br&gt; As assigned by the Board&lt;br&gt; Up to 2 High School Judges&lt;br&gt; Up to 2 College Judges</td>
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<td>Election Coordinators</td>
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<td>A Coordinator at each precinct manages the operations on Election Day and assists the Judges to make sure the Election Day runs smoothly.</td>
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<td>Stand-By Coordinator&lt;br&gt; <img src="image" alt="D" />&lt;br&gt; Assigned by Board as needed</td>
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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 $140 for successfully serving all day on Election Day. Substitute or late Judges may have their pay pro-rated.

Once you have successfully completed training during this appointment period, you will receive an additional $60 payment. 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 2,069 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 chipollworker.com.

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.com to find out more about voting before Election Day.

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.

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).

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**

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 theappointed 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 Swear-In Election 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.

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 must return to the Board’s office.

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**
According to the law, voters who speak Spanish, Chinese, and Hindi are eligible to have translation services to help them with the voting process on Election Day.

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. 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. In addition to Spanish, Hindi, and Chinese, there are translation services in Polish and Korean as well.

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**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.

**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

**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.

- 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?

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<tr>
<th>IF . . .</th>
<th>THEN . . .</th>
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<tbody>
<tr>
<td><strong>Situation #1</strong></td>
<td><strong>Situation #2</strong></td>
</tr>
<tr>
<td>A polling place room is in a public or private school, a church, a religious organization, or a private business <strong>AND</strong> the distance of 100 feet ends inside of the building . . .</td>
<td>The polling place is in a private or public building, but not a school, church, or private business <strong>AND</strong> the polling place room is on the ground floor . . .</td>
</tr>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td><strong>Situation #3</strong></td>
<td></td>
</tr>
<tr>
<td>The polling place is in a private or public building, but not a school, church or private business <strong>AND</strong> on a floor above or below the ground floor . . .</td>
<td>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.</td>
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</table>
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 will also receive an Election Coordinator Accessibility Checklist (Form 21-ADA) that shows the temporary remedies that must be performed at your polling place. Please refer to the Polling Place Accessibility Guide in the door of your ESC for further instructions. You and the Key Judge will also receive the equipment key and supplies the week before the election and information about contacting the other Judges and Coordinator.

Please refer to the Polling Place Accessibility Guide 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:

- Making sure the polling place is set up and functioning so that it is accessible to all voters with disabilities throughout the day
- Overseeing all areas of the polling place
- Closing the assigned precinct

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. They also assign at least five Judges to each polling place. 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.

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. Call the Board at 312-269-7967 or visit chicagoelections.com to find out more about voting before Election Day.

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 are taken back to Stand-by Central afterwards. 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.
- 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: have enough space 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 changing the paper tape rolls.
- 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 or paper rolls
- Sign closing forms or envelopes
- Return items to the Receiving Station

After the Polls Close

- Monitor the votes being consolidated. There are two systems - the paper ballot system and the touchscreen voting system. 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.

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 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 tapes 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 rolls on the voting equipment if needed
- Clearing jams in the printers or ballot scanner
- Clearing voting card jams in the touchscreen units

Please refer to the Polling Place Accessibility Guide 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 consolidation and transmission of election results
- Helping to prepare 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

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

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).
Chapter 1

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.

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 Judge, 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.

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
- Alderman/Committeeman
- 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

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?

**Before** the polls open, poll watchers may do the following:

- Watch you set up the equipment and polling place
- Look over the voting equipment
- View the election materials and forms, **but they may not handle the election materials**

**During** voting hours, poll watchers may do the following:

- Be close enough to you and the other Judges to watch all your actions
- 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
- Hear Judges call a voter’s name, address and party (for Primary Election only)
- Challenge if a person is eligible to vote
- Bring questions or concerns to poll workers

**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.

**After** the polls close, poll watchers may do the following:

- Watch as Judges consolidate the election results
- Get an official Election Results Report from you only after you have printed the results tapes that you need to complete closing duties

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**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.

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Do you have questions about poll watchers on Election Day? Call ELECTION CENTRAL at 312-269-7870 for help.
CHAPTER 2
MONITORING VISITORS AT THE POLLING PLACE

These are examples of poll watcher credentials you may see on Election Day. #1-6 are examples issued by the Chicago Board of Elections. #7 is an example issued by the State Board of Elections. #8 is the Field Investigator Credential. #9 is the Equip for Equality Credential.
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 and register voters. The e-poll books also include other important information you need. They must be set up by 5:15 am on Election Day.

PAPER VOTING

Ballot Scanner
The ballot scanner reads people’s paper 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.

The ballot will be rejected if there is a problem with the ballot:
• Overvoting (too many votes for an office or question)
• A defect such as 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 pages 75 on how to proceed if you see any of these ballot issues during voting hours.

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 two seals.
CHAPTER 3 UNDERSTANDING THE VOTING EQUIPMENT

TOUCHSCREEN VOTING AND END OF NIGHT TOTALS

Voter Card Activator
You will use the voter card activator to activate voter cards for people who choose to vote electronically using the touchscreen voting unit.

After the polls close, the voter card activator also totals up all of the votes that were cast in your precinct on Election Day from both paper ballots and touchscreen ballots. Then, it electronically sends those combined results to the Board.

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 voting electronically rather than on paper. 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 shows voters a printout of their completed ballot so they can review their votes before submitting them.
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.

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 and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.

REMEMBER: Ask the jeweler 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. In the envelope which the Key Judge has, there are 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.

The Key Judge and the Coordinator will each have an ESC key.
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) located inside the ESC door to check that all correct supplies are in the ESC.

Please refer to the Polling Place Accessibility Guide 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

**CHECK THIS LIST AGAINST THE SUPPLIES CONTAINED IN THE BLUE METAL ELECTRONIC VOTING SYSTEM CARRIER (ESC).**

- Official Ballot - White
- Ballot Privacy Sleeves (10)
- Karate Voting Privacy Sleeves (1)
- Electronic Poll Books (12) with stands (12)
- Inkpads (2) and ink (2) (white ink only, please)
- White Ballot Form 21A (for Ballot for Correction Request Form 10 in box for 10 and 35)
- Stamps for use (applications for ballot Form 10)
- ADA Accessibility Supply Bag (voting, check, and paper accessibility each, paper measuring tape, flagging tape for hard of hearing)
- Power Strip for Electronic Poll Book (1)
- Demonstration Ballots (Orange)
- Ballot Scanners
- Ballot Box (2 each)
- Touchscreen Voting Unit

Please refer to the Polling Place Accessibility Guide 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.

- 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 ELECTION FEBRUARY 26, 2019**

**CHECK THIS LIST AGAINST THE SUPPLIES CONTAINED IN THE BLUE METAL ELECTRONIC VOTING SYSTEM CARRIER (ESC).**

- Official Ballot - White
- Ballot Privacy Sleeves (10)
- Karate Voting Privacy Sleeves (1)
- Electronic Poll Books (12) with stands (12)
- Inkpads (2) and ink (2) (white ink only, please)
- White Ballot Form 21A (for Ballot for Correction Request Form 10 in box for 10 and 35)
- Stamps for use (applications for ballot Form 10)
- ADA Accessibility Supply Bag (voting, check, and paper accessibility each, paper measuring tape, flagging tape for hard of hearing)
- Power Strip for Electronic Poll Book (1)
- Demonstration Ballots (Orange)
- Ballot Scanners
- Ballot Box (2 each)
- Touchscreen Voting Unit

Please refer to the Polling Place Accessibility Guide 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.

- 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 ELECTION FEBRUARY 26, 2019**

**CHECK THIS LIST AGAINST THE SUPPLIES CONTAINED IN THE BLUE METAL ELECTRONIC VOTING SYSTEM CARRIER (ESC).**

- Official Ballot - White
- Ballot Privacy Sleeves (10)
- Karate Voting Privacy Sleeves (1)
- Electronic Poll Books (12) with stands (12)
- Inkpads (2) and ink (2) (white ink only, please)
- White Ballot Form 21A (for Ballot for Correction Request Form 10 in box for 10 and 35)
**Inside the Election Supply Carrier (ESC)**

<table>
<thead>
<tr>
<th>1</th>
<th>Campaign Free Zone Cones and 100 Foot String (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Envelopes 1, 2, 3, 3P, 4 &amp; 5 Forms and Demonstration Ballots</td>
</tr>
<tr>
<td>3</td>
<td>Clipboards</td>
</tr>
<tr>
<td>4</td>
<td>Lowered Voting Booth and Chair</td>
</tr>
<tr>
<td>5</td>
<td>Ballot Box Portion of ESC</td>
</tr>
<tr>
<td>6</td>
<td>Official Ballots</td>
</tr>
<tr>
<td>7</td>
<td>3 Part Collapsible Ballot Box (rear lower portion of ESC)</td>
</tr>
<tr>
<td>8</td>
<td>Plastic and Metal Voting Booths</td>
</tr>
<tr>
<td>9</td>
<td>Transfer Case/Black Return Bag and White Return Box</td>
</tr>
<tr>
<td>10</td>
<td>Registration (Folding) Table</td>
</tr>
<tr>
<td>11</td>
<td>Extension Cords and Power Strip</td>
</tr>
<tr>
<td>12</td>
<td>Flag</td>
</tr>
<tr>
<td>13</td>
<td>Blue Supply Box</td>
</tr>
<tr>
<td>14</td>
<td>Red Box containing Extra Paper Rolls (Ballot Scanner, Touchscreen and Card Activator) and Extra Ballot Markers</td>
</tr>
<tr>
<td>15</td>
<td>Ballot Scanner</td>
</tr>
<tr>
<td>16</td>
<td>Seal Accountability Forms, Bag of Unused Seals and Broken/Used Seal Bag</td>
</tr>
<tr>
<td>17</td>
<td>Supply List, Form 21 ADA, Accessibility Guide and Handbook</td>
</tr>
<tr>
<td>18</td>
<td>Voter Card Activator</td>
</tr>
<tr>
<td>19</td>
<td>Electronic Poll Books (2) with stands (2), keyboards (2) and jetpack (1)</td>
</tr>
<tr>
<td>20</td>
<td>Gray Supply Box</td>
</tr>
<tr>
<td>21</td>
<td>Touchscreen Voting Unit</td>
</tr>
<tr>
<td>22</td>
<td><strong>FOR USE WITH ELECTRONIC POLL BOOK</strong></td>
</tr>
<tr>
<td></td>
<td>□ White Blank Form 14 Applications for Ballot and Correction Report Form 15 at back of pad</td>
</tr>
<tr>
<td></td>
<td>□ Spindle for Used Applications</td>
</tr>
<tr>
<td></td>
<td>□ Form 14 S/C/H Appl. For Ballot (Spanish/Chinese/Hindi)</td>
</tr>
<tr>
<td></td>
<td>(in Env. 3)</td>
</tr>
<tr>
<td></td>
<td>□ Form 11 Precinct Notification (in Env. 3)</td>
</tr>
<tr>
<td>23</td>
<td>ADA Accessibility Supplies plastic bag: Election Coordinator Checklist (Form 21 ADA), Accessibility Guide, 60-inch paper Accessibility Circle, paper measuring tape</td>
</tr>
</tbody>
</table>

**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.

**REMARK: 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!
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.

### 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 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.

### 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 in the door of the ESC.
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 electronic touchscreen voting unit in compliance with the instructions in the Polling Place Accessibility Guide in the door of the ESC.
16. Set up the voter card activator.
17. Set up Judges’ Stations #1-4 and the Registration Table.
18. Post all signs found in Envelope 2.
19. Please refer to the Polling Place Accessibility Guide in the ESC for additional set-up requirements.
Detailed Instructions: Setting Up the Polling Place

To set up the polling place, carefully follow these detailed directions. 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 page 76 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 can move easily through the polling place and reach the voting equipment.

Please refer to the Polling Place Accessibility Guide 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 it easy for voters with disabilities to move through the polling place and to vote.

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

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.
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 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 and the precinct(s) and ward(s) where you’re working.
• 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, pages 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, pages 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.
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.

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 ward and precinct.

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 under the lid on the swivel stand. Thread the cord through the side of the stand first.

6. On 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).

7. 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 swivel 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 middle of the device. The screen will light up. Wait a few moments while the Jetpack connects. It's connected when you see 4G or 3G at the top of the screen, with bars indicating the strength of the connection.

3. Carry the Jetpack around the room to see where signal strength is best (4G with at least 2 bars). 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.
5. 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.

6. 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.

7. 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.

1. 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 on to Step 2.
   - If you see the word “Connecting” or “Error,” the e-poll book is not connected. Go to page 103 for troubleshooting instructions.

   ![Log In Screen]

2. 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.

3. Tap the Run Update button.

4. 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.

5. 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.

1. 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.

   ![Open the Poll Book Screen]

   ![Issue Ballots Tab]

   ![Continue Button]

   ![Poll Workers Tab]

   ![Start Time and Save]

   ![Register Voters will NOT be zero.]

   ![Remember: On the right side, Registered Voters will NOT be zero.]

   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 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.
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 and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.
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.
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.

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Please refer to the Polling Place Accessibility Guide 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. Using the Velcro straps, secure the box-bottom to the body. The **white** arrow and the Board logo are on the front of the box.

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. Using the Velcro straps, secure the top to the body.

F. Place the ballot scanner on top of the ballot box. Make sure that the front of both the ballot box and the scanner are on the same side, facing the same direction.

G. Attach the ballot scanner to the ballot box using two **blue** seals. You will do the following:
   - Remove two **blue** seals from the Unused Seal Bag.
   - Secure the scanner to both sides of the ballot box by threading the seals through the two holes on the top of the ballot box and then through the cable tie attached to both sides of the ballot box.
   - **You must record the seal numbers on the Seal Accountability Form (Form 3).**
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 front and rear diagrams on this page. In the scanner diagrams, look for the public counter, paper tape, memory pack door, and keypad.

- The **public counter** will show you the number of ballots accepted by the scanner.
- The **paper tape** will display messages, instructions, the zero report at the beginning of the day, and the scanner results at the end of the day.
- The **memory pack door** and the **keypad** are on the back of the scanner, locked inside the rear door. You’ll learn more about these soon.

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

A. Prepare the ballot scanner.
   1. With the scanner key from the Blue Supply Box, unlock the rear door of the ballot scanner.
   2. Find the seal on the memory pack door. **Don’t break the seal until the end of the day when polls have closed.**
   3. Verify that the seal number is the same as on the Seal Accountability Form. **If the seal number is not the same or if the seal is missing, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.**
   4. If the memory pack door is slightly open, push the door closed.
   5. Make sure the power cord is plugged into the rear of the scanner.
   6. Close the rear door of the scanner, and return the key to the Blue Supply Box in the ESC.

   **REMEMBER:** Don’t break the seal on the memory pack door yet. You’ll break it later, when you consolidate and transmit the results after the polls close.

B. Plug the power cord into a 3-hole electrical outlet, using an extension cord, if necessary. If you can’t find a 3-hole outlet, plug the cord into the special adapter, found in the Gray Supply Box, and then into a 2-hole wall outlet.

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

C. As soon as you plug it in, the scanner will turn on. Make sure the red power light on the front of the scanner is ON.
D. Wait while the scanner automatically prints the Morning Zero Tape. DON’T SIGN OR REMOVE THE MORNING ZERO TAPE. It must remain attached to the scanner until after the polls close.

E. Look at the Morning Zero Tape (but remember NOT to remove it). Make sure you see the message “ALL CHECKSUMS O.K.” printed under the date of the election and the time of day.

F. Review the bottom of the Morning Zero Tape. You’ll see the following information on the tape:
   - Date of election and time of day
   - Precinct and ward
   - Current ballots cast = 000
   - Polls open, OK to read ballots

If any of the above information on the tape is missing or different, call EQUIPMENT/SUPPLIES at 773-247-4065.

G. Make sure you know where the OVERRIDE BUTTON is. It also has the number 3 on it. You can see the button through the hole in the door on the back of the scanner. You’ll press this button if a voter wants to override an overvoted, undervoted, or blank ballot.

H. Check that the green Ready to Read Ballots light is ON. This means the scanner is ready to accept ballots.

I. Verify that the public counter is at 0000. If it isn’t, then call EQUIPMENT/SUPPLIES at 773-247-4065.

Know what to expect. Review this information about the counter and the paper tape:

- Once the voting begins, the public counter will tally the ballots that the scanner accepts.
- For the first ballot it accepts, the scanner will print a message on the paper tape and advance the paper.
- After the first ballot, the scanner won’t print or advance the paper tape unless it detects a ballot error.
- If it detects a ballot error, the scanner will print a message telling you that the ballot is overvoted, undervoted, blank, uninitialed, defective, or jammed. Read the message on the tape to find out how to process the problem ballot. Make every effort not to look at the voter’s ballot.
**Set up the touchscreen voting unit.**

Together, the Coordinator and one Judge must set up the touchscreen unit.

Here’s a quick overview of the steps:

- **A.** Remove the audio components, leg assembly, and power cord of the touchscreen voting unit.
- **B.** Assemble the legs.
- **C.** Open the touchscreen voting unit.
- **D.** Power up the touchscreen.
- **E.** Place the audio headphones on the back of the unit. Attach and use the headphones only when they’re needed.

Here are detailed directions for each step:

- **A.** Remove the audio components, leg assembly, and power cord of the touchscreen voting unit.
  1. Put the touchscreen on a table or floor, with the storage covers and the yellow and black holes facing up.

  **NOTE:** The storage covers are marked with the labels AUDIO, LEG ASSEMBLY, and POWER CORD.

  2. Remove each storage cover, take out the contents, and replace the covers. Leave the unit on the floor or table. Set aside the power cord, strap, and audio headphones.

- **B.** Assemble the legs.
  The leg assembly is a one-piece unit.
  1. Pull the leg assembly apart so that the upper brace is fully extended and the lower brace is bent upward. AT THIS POINT, THE UPPER AND LOWER BRACES ARE NOT CONNECTED.

  2. Place the black bottom ends into the black slots. Place the yellow bottom ends into the yellow slots. Press the legs into the slots until you hear a click.

  3. Once the legs are securely in place, insert the pin on the upper brace into the hole on the lower brace. The braces should look like an X.

  4. Extend the lower portions of each leg until the retention pins click into place. Make sure the legs are completely extended.

  5. Carefully roll the unit on its side with the main handle facing up. Lift the unit off the floor or table and onto its legs.

  **NOTE:** Both the Coordinator and a Judge must do this step together.
C. Open the touchscreen voting unit.

1. Unfasten the four latches. To unlock each latch, push the silver locking tab to the left. Remove the lid, and place the lid inside the ESC.

2. Remove the privacy panels and curtain from the unit, and set them aside.

3. Verify that the seal number on the printer is the same as on the Seal Accountability Form (Form 3). Don’t break the seal at this point. If the seal number is not the same or the seal is missing, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.

**NOTE:** The printer is attached to the touchscreen unit. Don’t try to separate them.

4. Gently raise the screen and printer, and place the positioning bar in the second position. Make sure the printer cable is plugged into both the printer and touchscreen.

5. Attach the left privacy panel to the left side of the touchscreen. Attach the right privacy panel to the right side of the printer.

6. Using the Velcro, attach the privacy curtain to the top portion of the privacy panels. Attach the curtain so that the flap covers the back of the touchscreen and printer.

7. Position the touchscreen so the voter will have privacy while voting. Make sure the front of the touchscreen faces a wall. There should be enough room between the touchscreen and the wall to allow for the voter to access the unit comfortably. For example, the voting area/voting equipment must be set up with a clear path at least 36 inches wide from the doorway to the registration table, check-in table, all the voting booths and throughout the room (a 36 inch measuring tape is provided).

Please refer to the Polling Place Accessibility Guide and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.
D. Power up the touchscreen.

1. Verify that the number on the red seal on the Cartridge Ports door is the same as on the Seal Accountability Form (Form 3). Don’t break the seal at this point. If the seal number is not the same or the seal is missing, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.

2. Verify that the number on the yellow seal on the Polls Open/Close door is the same as on the Seal Accountability Form (Form 3). Don’t break the seal at this point. If the seal number is not the same or the seal is missing, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.

3. Plug the power cord into the right side of the touchscreen and then into either a wall outlet or extension cord. Find the green AC ON light on the right side of the unit, above the plug. Make sure the green light is turned on; if not, make sure the cord is snugly plugged into the touchscreen. If that doesn’t fix the problem, plug the cord into a different outlet.

4. Press the red power switch on the back of the unit. Wait a few minutes while the unit powers up.

5. Wait until you see this message: “Ready to Open Official Election Polls. To begin voting, move the dial to OPEN.” Once you see the message, break the yellow seal on the Polls Open/Close door, and place it in the Broken/Used Seal Bag.

6. Then open the Polls Open/Close door and find the red seal underneath. Remove the red seal, and turn the dial to OPEN.

7. Verify the seal number on the red seal that was under the Polls Open/Close door with the Seal Accountability Form (Form 3).

8. Close the Polls Open/Close door. Then place the red seal on the Polls Open/Close door.

**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.

**IMPORTANT:** The polls must remain OPEN all day; in other words, keep the touchscreen dial set to OPEN. Make sure the Polls Open/Close door on the touchscreen is SHUT and the red seal is secured on this door.
9. Once you have turned the dial to OPEN, you’ll see the printer automatically print an Official Zero Proof Report (zero tape). **Don’t press the Zero Proof Report button.** Look at the report, but don’t remove it from the printer. Just check that your precinct and ward are correctly printed on the zero tape.

10. If you have any poll watchers in your precinct at this time, allow them to watch the zero tape as it prints.

11. After the Official Zero Proof Report finishes printing, you’ll see the screen display the message: “Waiting For First Voter.” Touch the **Start Voting** button.

13. Verify that the public counter at the bottom of the screen shows 0. If not, call EQUIPMENT/SUPPLIES at 773-247-4065.

14. Verify that an icon of a **green** power plug shows in the bottom right corner of the screen. If a battery icon is showing, ask the Coordinator to check the power source to which the touchscreen is connected.

15. The touchscreen 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 ESC and follow the instructions printed on the 60-inch diameter circle for measuring the proper accessible turning area.

**E.** Place the audio headphones on the back of the unit. Attach and use the headphones only when they’re needed.

**NOTE:** Attach the headphones **ONLY** when a voter needs to use the audio ballot. When the headphones aren’t in use, place them on the back of the unit. DON’T leave the headphones plugged in.

When a voter requests an audio ballot, follow these steps:

1. Get a set of headphone covers from the Blue Supply Box, and place them on the headphones. After a voter uses the headphones, dispose of the used covers, and replace with new covers so the headphones will be ready for another voter. Keep any unused headphone covers at Station #3 to use as needed throughout the day.

2. Lift the audio controller away from the unit, but leave it attached. Plug the headphones into the bottom of the audio controller. Tell the voter to hold the audio controller while voting.

3. When the voter is done, place the headphones on the back of the unit. See page 71 for information on activating an audio ballot.
16 Set up the voter card activator.

Remember that the voter card activator (or activator, for short) has multiple purposes. During Election Day, you’ll use the voter card activator to activate voter cards for the touchscreen unit.

Throughout the day you will receive important messages like: “Card Activated, Please Remove.” If the message hasn’t cleared by itself, you can clear it by pressing the YES or NO button.

When the polls close, you’ll insert the memory devices into the activator, and it will transmit the results from both the touchscreen and the ballot scanner. Don’t insert the memory devices until after 7:00 pm.

To set up the voter card activator, follow these steps:

A. Check the sticker on the voter card activator to verify that it shows the correct ward and precinct.

If the voter card activator is not for your precinct, immediately call EQUIPMENT/SUPPLIES at 773-247-4065.

B. Verify that the seal number on the printer is the same as on the Seal Accountability Form (Form 3). If the seal number is not the same or the seal is missing, immediately call EQUIPMENT/SUPPLIES at 773-247-4065. You will ONLY break this seal if there is a paper jam or you need to replace the paper.

C. Find the power cord and power supply attached to the activator. Make sure the power supply is plugged into the back of the unit, and plug the power cord into either a wall outlet or extension cord.
D. Raise the antenna, and turn the activator ON, using the power switch on the lower left side of the unit. **NOTE:** The voter card activator must remain ON all day. If the Board of Elections doesn’t receive a signal indicating the activator is ON, the Board will contact the Cell Phone Judge or Coordinator and instruct you to turn the unit ON.

E. Wait while the activator powers up. It may take a few minutes. The screen will say “Initializing, Please Wait”.

F. After the activator is powered up:
1. Press the **Menu** button, then the number 5 (print), then the number 4 (zero report), then the number 1 (all precincts), and then YES. (In other words: **Menu-> #5-> #4-> #1-> YES.**)
2. Wait while a Zero Report automatically prints.
3. Remove the Zero Report, and place it inside the Transfer Case. You do not need to sign this.

G. Remove the five (5) voter cards from the Blue Supply Box, and place them next to the activator. You’ll give an activated voter card to each voter who uses the touchscreen. You can reactivate the voter cards, and use them over and over.

**IMPORTANT:** Don’t pre-activate voter cards. You must verify each voter BEFORE you activate the voter card. Tell the voter to return the voter card after voting. You’ll reactivate the voter card when you verify the next voter.

H. Place the card of instructions next to the voter card activator.
17 Set up Judges’ Stations #1–4 and the Registration Table.

Make sure all the needed forms and materials are at Judges’ Stations #1-4 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 and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.

18 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).
CHAPTER 5
SETTING UP THE POLLING PLACE ON ELECTION DAY

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.

Election Day Registration & Voting
Registramiento y Votación en el Día de Elección

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.

Form 25 Need Help Voting? sign

Polling Place
Colegio Electoral 投票站  मतदान स्थल

6am - 7pm
Tuesday, February 26, 2019
Municipal General Election

6am-7pm
Martes, Febrero 26, 2019
Elección General Municipal

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

Form 177Reg Election Day Registration & Voting sign
Are you registered to vote at your current address?

1. Go to chicagoelections.com and click on "Your Voter Information".
2. Enter your address and your last name.
3. Hit Search.

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 acceptable IDs (including utility bills, credit/debit cards, and forms of mail) are available at the registration table.
### Judges’ Stations and Registration Table Checklist

Here is a list of items that should be at Stations #1–4 and the Registration Table.

#### Station #1 - Processing Voters
- Clipboards
- Electronic Poll Book (1)
- Large Ballot Viewer
- Pens
- Signature Guide
- Form 1 Consolidated Voter Affidavits (15 - Spanish; 1C - Chinese, if needed; 1H - Hindi, 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 emergency ballot box portion of the ESC)
- Form 15 Correction Report (located inside the Form 14 Application for Ballot pad)
- Envelope 47E Return of 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 (1)
- 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

#### Station #2 - Voting with Paper Ballots
- Ballot Markers
- Ballot Markers with Grippers
- Large Ballot Viewer
- Orange Demonstration Ballots
- Official Ballots
  - Official Ballots with Ballot Styles
  - Official Provisional 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 - Voting with the Touchscreen Units
- Card of Instructions for Voter Card Activator
- Headphone Covers for Audio Headphones
- “I Voted” Wristbands
- Plastic Pointers (Styluses)
- Voter Card Activator
- Voter Cards
- Spindle with White Cover for completed Applications for Ballot (Form 14 or top portion of Form 14Reg)

#### Station #4 - Using the Ballot Scanner for Paper Ballots
- “I Voted” Wristbands
MANAGING THE POLLING PLACE DURING VOTING HOURS

Election Day runs from 6:00 am to 7:00 pm. There are four 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 #1-4 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:
• “Wait for the voter card to eject.”
• “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 #1-4 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

Station #1 - Processing Voters
Make sure that you have all items you need at Station #1.
- Clipboards
- Electronic Poll Book (1)
- Large Ballot Viewer
- Pens
- Signature Guide
- Form 1 Consolidated Voter Affidavits (1S, Spanish; 1C, Chinese, if applicable; 1H, Hindi, if applicable)
- 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 emergency ballot box portion of the ESC)
- Form 15 Correction Report (located inside the Form 14 Application for Ballot pad)
- Envelope 47E Return of 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

CHECKING IN VOTERS AT THE POLLING PLACE

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)

<table>
<thead>
<tr>
<th>WHAT IF . . .</th>
<th>THEN . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>The voter needs assistance signing their name on the form?</td>
<td>The voter can use the signature guide to assist with signing in the box. Find the signature guide in the Gray Supply Box.</td>
</tr>
<tr>
<td>A voter cannot sign their name?</td>
<td>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.</td>
</tr>
<tr>
<td>A voter cannot complete a form or has a visual disability?</td>
<td>Ask the voter for the information on the form and complete the entire form for the voter, except for the signature.</td>
</tr>
</tbody>
</table>

REMEMBER: Do not ask for identification from voters unless the e-poll book instructs you to do so or the voter has been challenged.
2. Take the Application for Ballot (Form 14) from the voter. Make sure it is complete. 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.

3. 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.

4. 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), and Hindi (if needed in your precinct) in Envelope 3.

---

### Sample - Application for Ballot (Form 14)

**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:**

- Check box if the person:
  - [ ] Voted by Affidavit/Affirmation
  - [ ] Was Assisted in Voting
  - [ ] Was Challenged
  - [ ] Spoiled a ballot and received another
  - [ ] Voted a Provisional Ballot

- Registration & Signature verified by:
  - [ ] Election Judge Initials

- Board of Election Commissioners
  
- Lance Gough, Executive Director
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. If the voter is a Federal Offices Only voter, tap the Federal Voter box. More information about Federal voters is on page 51.

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 ISSUE BALLOT SIGNATURE ACCEPTED button. 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 Station #3 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 call Election Central at 312-269-7870 for the password.

To access the Voter’s Record to check the SSN, you will need to cancel the search and start it 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.
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.
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.

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), and Hindi (if needed) copies 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 B on the back of Form 1 or have the voter show you two pieces of acceptable identification.

The E-Poll Book Shows the Voter Requested a Vote By Mail Ballot – 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.

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 page 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 page 76-77 for information on assisting elderly voters and voters with disabilities and who may help these voters.

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

### Assisting Speakers of Languages Other Than English

According to the law, the Board must provide election materials in English, Spanish, Chinese, and Hindi.

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 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 Chinese or Hindi? The touchscreen can also provide the voter with Chinese or Hindi versions of the ballot. Do voters need to speak with someone who speaks the same language? There are speakers of Spanish, Chinese, Hindi, Polish, and Korean available. 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

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

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.

- 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 ballot, you must give the voter the choice to register in the correct precinct on Election Day. Please use the instructions on page 60. Please call the Board at 312-269-1604 if you need help issuing the correct provisional ballot.

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 plastic sleeve on the back side of the affidavit.
To issue a Provisional Voter Affidavit (Form 276P), complete steps #1-5:

1. Write the date of election on the top part of the affidavit. Include the precinct and ward of your polling 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.

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.

   **IMPORTANT:** Does the voter insist on voting in the wrong precinct? Please note in the comments portion of Section A that you advised the voter about voting in the correct precinct, and the voter chose to vote with a provisional ballot.

3. Next, you must determine the correct ballot style to give to the voter. Enter the voter into the e-poll book. Tap the **Voter Not Found, Issue Ballot** button on the e-poll book. Continue to enter the voter’s address and other information that the e-poll book requires. The e-poll book will give you the ballot style based on the voter’s address and available ballot styles in that precinct.

4. Have the voter complete Section B of the affidavit. Make sure it is filled out completely.

5. Give the Provisional Voter Affidavit (Form 276P) to the voter and have the voter go to Station #2.

You must give provisional voters a paper ballot that has the word **PROVISIONAL** printed at the top of the ballot (located in envelope 3P).

**REMEMBER:** 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

Envelope 3P (front and back)

Provisional Ballot

Provisional ballot must not be inserted into the ballot scanner
Provisional Voting Materials

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. Fill in the information on the Affidavit, 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
   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

For Early Voting only: Complete steps #1-2. Then, direct the voter to a voting booth.

Provisional Voter Affidavit

Form 276P - Provisional Voter Affidavit and Ballot Envelope

State of Ohio
County of __________

Date of Election __/__/20
Precinct _____ Ward _____ Ballot Style _____

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 voter file 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 says it hasn’t been returned to the Board or precinct.
☐ The voter made a mistake on the voting 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 __________________________________________
Apartment # __________ Zip Code __________
Date of Birth __/__/____ (month/day/year)
Sex Female [ ] Male [X] Telephone # ___-____-______

Signature [X] 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 eligible to vote age. ☐ I am eligible to vote in this election.

Voter Sign Here → X ______________ Board of Election Commissioners Original

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

Here are some common problems and solutions you may find.

<table>
<thead>
<tr>
<th>PROBLEM #1:</th>
<th>You can’t find the voter listed in the correct precinct in the e-poll book.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOLUTION:</strong></td>
<td>Try one of these ways to find the voter.</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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. You can share this information in one of the following ways:</td>
<td></td>
</tr>
<tr>
<td>• Text the information to the voter. Tell the voter that the Board doesn’t record voter phone numbers. Also tell the voter that standard text messaging rates will apply.</td>
<td></td>
</tr>
<tr>
<td>• Write the information on the Precinct Notification sheet, and hand it to the voter.</td>
<td></td>
</tr>
<tr>
<td>The voter will need to go to the correct precinct to vote. What if the voter still wants to vote at this polling place?</td>
<td></td>
</tr>
<tr>
<td>Issue the voter a Provisional Affidavit Form (276P) and provisional ballot. See page 51 for more information on provisional ballots.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROBLEM #2:</th>
<th>The voter lives outside of the City of Chicago and refuses to vote in the correct jurisdiction.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOLUTION:</strong></td>
<td>If the voter insists on voting in the wrong precinct, issue the voter a Provisional Affidavit Form (276P) and provisional ballot. See page 51 for more information on provisional ballots.</td>
</tr>
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<tr>
<th>PROBLEM #3:</th>
<th>The voter is registered in a different precinct.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOLUTION:</strong></td>
<td>Give the voter the correct precinct information with a text notification or the 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 ballot. See page 51 for more information on provisional ballots.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>PROBLEM #4:</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOLUTION:</strong></td>
<td>Tell the voter to go to the Registration Table. See page 60 for more information.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>PROBLEM #5:</th>
<th>A registered voter moved to a new address (where the voter is now registered) but is in the precinct of the old address.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SOLUTION:</strong></td>
<td>Give the voter the correct precinct information with a text notification or the Precinct Notification Slip (Form 11). If the voter insists on voting at your precinct, which is not the correct precinct, give the voter a Consolidated Voter’s Affidavit (Form 1). Tell the voter to go to Judges’ Station #3 for a Federal Offices Only voter activation card. A Federal Offices Only voter activation card allows the voter to vote for federal candidates, which are not affected by precinct. See page 51 for more information.</td>
</tr>
<tr>
<td>PROBLEM #6:</td>
<td>The voter lives outside the precinct and is not registered to vote.</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>SOLUTION:</td>
<td>Give the voter the correct precinct information with a text notification or the Precinct Notification Slip (Form 11). If voter insists on voting in the wrong precinct, issue voter a Provisional Affidavit Form 276P and provisional ballot. See page 54-57 for more information.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>PROBLEM #7:</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOLUTION:</td>
<td>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 60 for more information on voter registration. If a voter isn’t able to update registration information, the voter may vote a Federal Offices Only ballot. The voter must first complete Form 1 and check off Box #5. Tell voters who qualify to vote a Federal Offices Only ballot to go to Station #3. In this situation, voters may only vote using the touchscreen voting unit.</td>
</tr>
</tbody>
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<tr>
<th>PROBLEM #8:</th>
<th>A voter makes a mistake on the Application for Ballot (Form 14).</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOLUTION:</td>
<td>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.</td>
</tr>
</tbody>
</table>

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<tr>
<th>PROBLEM #9:</th>
<th>The voter’s record displays the following message: “Show ID.”</th>
</tr>
</thead>
</table>
| 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. |

<table>
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<tr>
<th>PROBLEM #10:</th>
<th>There is no signature on file in the e-poll book.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOLUTION:</td>
<td>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.</td>
</tr>
</tbody>
</table>

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<tr>
<th>PROBLEM #11:</th>
<th>You see that you accidentally chose the wrong voter in the e-poll book when you review the signature comparison screen.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOLUTION:</td>
<td>Tap the Cancel button on the signature screen. Call ELECTION CENTRAL at 312-269-7870 for the password to cancel a voter. Search again and select the correct voter.</td>
</tr>
</tbody>
</table>

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<tr>
<th>PROBLEM #12:</th>
<th>You selected the wrong voter, but you realize it after the voter casts a ballot.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOLUTION:</td>
<td>Please immediately call ELECTION CENTRAL at 312-269-7870 to fix the situation.</td>
</tr>
</tbody>
</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

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 63 for more information on acceptable forms of ID. The voter will still receive a paper ballot at Station #2 or a voter card at Station #3, depending on the voter’s preference.

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 p. 61.
   - **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.

**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. You can share this information in one of the following ways:
• Text the information to the voter. Tell the voter that the Board does not record voter phone numbers. Also tell the voter that standard text messaging rates will apply.
• Write the information on the Precinct Notification sheet 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.

4. Ask the voter for two forms of ID. At least one of which must show the voter’s registration address. Please see page 63 for the list of acceptable IDs. Compare the voter’s IDs to the information listed on the form.

5. 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.

6. 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.

7. 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 #3 for a voter card, depending on how the voter wants to vote. The Judge at those stations will number and spindle the top portion of the Form 14Reg.

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 #1-7.

1. 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.

2. Once you are in the voter’s record, you can make changes to addresses and names.

A. To change a voter’s address: tap Find 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. You can share this information in one of these ways:
• Text the information to the voter. Tell the voter that the Board does not record voter phone numbers. Also tell the voter that standard text messaging rates will apply.
• Write the information on the Precinct Notification sheet 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. 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 6, 2018. 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 63 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 Station #3 for a voter card, depending on the voter’s preference. The Election Judge at those stations will number and spindle the top portion of the Form 14Reg.
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

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.

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 page 54.

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 last checkbox on the front of the Provisional Affidavit (Form 276P) that the voter did not have the necessary documentation.

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

**IMPORTANT:** Give provisional voters a paper ballot that has the word PROVISIONAL printed at the top of the ballot (located in envelope 3P).
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 between Station #2 and Station #3. Process voters one at a time. There must never be voters at Station #2 and Station #3 at the same time. The numbers may get accidentally repeated on the Applications for Ballot if you help more than one voter at the same time.

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 between the first and second column. 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. Also, write the precinct and ward on the lines provided on the ballot.

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 #4 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 #4). A Judge will give the voter an “I Voted” wristband. Read more about Station #4 on page 74.

9. Does the voter need assistance? Help the voter as needed. See page 76 for the types of assistance you can provide voters.

Judges’ Station #2 - Ballots
Make sure that you have all items you need at Station #2.
- Official Ballots
- Provisional Ballots
- Privacy sleeves
- Ballot markers
- Ballot markers with grippers
- Orange demonstration ballots
- Large ballot viewer
- Spindle for completed Applications for Ballot (Form 14 or top portion of Form 14Reg)
- Envelope S for spoiled ballots
- Envelope P for completed Provisional Ballot Affidavits (Form 276P) with Provisional Ballot inside

Voters will take the ballot to the ballot scanner at Station #4 when they are done voting.
Paper Ballots

Make sure that you issue the correct ballot with the correct ballot style to the voter.

Here are two examples of ballots you might see on Election Day.
Issuing a Provisional Ballot

A provisional ballot is cast by certain voters but not counted on Election Day. The Board has 14 days after the Election Day to process provisional ballots. Voters who are voting provisional ballots received a Provisional Voter Affidavit/Ballot Envelope (Form 276P) at Station #1. Follow steps #1-10 to issue a provisional ballot.

1. The voter must give the completed Provisional Voter Affidavit/Ballot Envelope (Form 276P) to the Judge at Station #2. They should have filled this form out at Station #1 or the Registration Table.

2. Make sure the voter and the Judge from Station #1 or the Registration Table completed the Provisional Voter Affidavit/Ballot Envelope (Form 276P). Make sure the Judge filled out the following details:
   - The reason for voting the provisional ballot
   - The voter’s ballot style
   - The political party choice (Primary Election only)
   - The voter’s name, address, and signature

   **REMEMBER:** Include the precinct and ward where the voter is voting the provisional ballot. If the voter completed a Form 14 or Form 14Reg, place it inside the plastic sleeve of Form 276P.

3. 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.

4. Issue the correct Official Provisional ballot with the correct ballot style number to the voter. Remember, you must match the ballot style on the provisional ballot with the ballot style on the Provisional Voter Affidavit (Form 276P). Do you need help finding a voter’s correct ballot style? Call the Board at 312-269-1604.

   **IMPORTANT:** For all provisional voters, you must use the ballots that state PROVISIONAL at the top. Make sure voters don’t insert provisional ballots into the ballot scanner. Place provisional ballots inside the Provisional Voter Affidavit/Ballot Envelope (FORM 276P) after the voter has voted. Make sure voters know to return ballots to you.

5. Using the ballot marker, you, the Judge, should only initial the ballot being issued. Also, include the precinct and ward on the lines provided on the ballot.

6. Along with the Official Provisional ballot, give the voter the Provisional Voter Affidavit/Ballot Envelope (Form 276P).

7. Tell voters what to do after voting. Tell them they will vote. Then they will fold the ballot and place the ballot inside the Provisional Ballot Envelope (Form 276P). They will then seal the envelope and return the Provisional Ballot Envelope (Form 276P) to you.

8. Tell the voter to go to an available voting booth to vote. Do not give a provisional voter a privacy sleeve.

9. Once the voter has voted, the voter should return the sealed Provisional Voter Affidavit/Ballot Envelope (Form 276P) to you. Place the sealed Provisional Voter Affidavit/Ballot Envelope (Form 276P) in Envelope P – Provisional Ballot Carrier Envelope.

10. Do not issue a provisional voter an “I Voted” wristband.

   **IMPORTANT:** What if a voter spoils an Official Provisional ballot? The voter must return to Station #2. You will write “spoiled” across the ballot and place the Spoiled Provisional Ballot inside Envelope P.
Spoiled Ballot Procedures

A spoiled ballot is a ballot that has a mistake, is overvoted, or blank. If a voter makes a mistake or if the ballot is overvoted or blank, the voter may be issued a new ballot. Follow steps #1-5 for spoiling a ballot:

1. Print the word SPOILED clearly across the front and back of the ballot and write your initials.
2. Fold and place the spoiled ballot in Envelope S – Spoiled Ballots. Don’t seal Envelope S until after the close of the polls.
3. Go back to the voter’s spindled Application for Ballot (Form 14) and mark the box Spoiled a ballot and received another.
4. Initial a new ballot. Remember to fill in the precinct and ward. Give the new ballot to the voter.
5. Direct the voter to any open voting booth.
JUDGES’ STATION #3

At Judges’ Station #3, one Judge will tell voters how to use the touchscreen voting machine. The Judge can be from either party (D or R).

The duties include all of the following tasks:
• Activating voter cards
• Numbering the Applications for Ballot (Form 14 or top portion of Form 14Reg) and placing them on the white spindle
• Giving voters “I Voted” wristbands

IMPORTANT: The white spindle holds the completed Applications for Ballots (Form 14 or top portion of Form 14Reg). Place it between Station #2 and Station #3. Process voters one at a time. There must never be voters at Station #2 and Station #3 at the same time. The numbers may get accidentally repeated on the Applications for Ballot if you help more than one voter at the same time.

See pages 71 for instructions on activating voter cards for audio ballots.

Issuing Voter Cards for Touchscreen Units

NOTE: Don’t pre-activate voter cards. The voter cards should only be activated after a voter has been verified in the e-poll book.

Follow steps #1-6 for voters using the touchscreen units. You will need the Voter Card Activation Menu & Instructions found in the card activator bag and the Key Judge’s envelope.

1. Make sure that the Application for Ballot (Form 14 or top part of Form 14Reg) has been initialed by a Judge. If not, the voter must return to Station #1 so the Judge can verify the signature or initial the form.
4. After the application has been numbered, place it on the white spindle. If you have voided an Application for Ballot (Form 14 or top part of Form 14Reg), place it on the spindle, but do not number it.

5. Tell the voter what the voter should do next. 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 voter card ejects from the touchscreen and to return the card to Station #3 after voting. The voter is now ready to vote. Direct the voter to a touchscreen unit.

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 Electronic Touchscreen accessible machine, provide detailed verbal instructions as to where the machine is located. You may be asked to read the instruction panel out loud if the voter has a visual disability or cannot read well.

Do you need help in managing the touchscreen units? See page 107 for solutions to problems you may find with voters using the touchscreen voting units.

6. After voting, the voter must return the voter card to you or another Judge at Station #3. Issue an “I Voted” wristband once the voter gives you back the voter card.

**NOTE:** During the day, one Judge or Election Coordinator should regularly check for fingerprints or smudges on the touchscreen. There are anti-static wipes in the Gray Supply Box. You can use these wipes to clean the touchscreen. Don’t use any other product to clean the touchscreen.
Activating a Voter Card for an Audio Ballot

An audio ballot allows voters with visual impairments to vote privately. Follow steps #1-6 to activate a voter card for an audio ballot.

1. Make sure that a Judge initialed the Application for Ballot (Form 14 or top part of Form 14Reg). If not, the voter must return to Station #1 for signature verification and a Judge’s initials.

2. Number the completed Application 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. Activate the card on the card activator. Press Menu, then the number 2 button on the keypad (audio ballot), and follow the prompts:

   Prompt #1: “Insert card to be activated”
   Action: Insert voter card with arrow facing you and pointing down.

   Prompt #2: Enter ballot code and press YES.
   Action: Enter ballot code and press YES.

   Prompt #3: “Activating Card”
   Action: Wait until card is activated.

   Prompt #4: “Card activated please remove”
   Action: Remove card and issue to voter.

4. 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.

5. You or another Judge from Station #3 should tell the voter to go to the touchscreen unit. Assist with the audio controller and headphones, if needed. Make sure the voter has the headphones on. You must stay at the touchscreen until the voter inserts the voter card so you can follow the prompts on the screen. Once the voter inserts the card, you will follow the instructions on the screen to check the headphone connection and then press OK.

   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, unplug the headphones after the voter votes, remove and dispose of used covers and replace them with new covers.

   For voters with visual impairments, tell the voter that the lower right corner of the voter card is cut so that the voter will know how to insert it into the touchscreen unit. The cut corner should be on the lower right side when the voter inserts it into the machine.

6. After the voter has completed voting, the voter must return the voter card to you or another Judge at Station #3. The Judge at Station #3 may assist the voter in returning the voter card, if necessary. Give the voter an “I Voted” wristband once the voter has returned the voter card.

Activating the Touchscreen Unit for an Audio-Visual or Sip-and-Puff Ballot

There are two additional types of ballots voters may ask to use, audio-visual and sip-and-puff.

What is an audio-visual ballot?

This type of ballot is for a voter who chooses to vote a ballot that uses both the audio and visual ballot options. While using this function, the voters can hear the audio ballot but must make choices by touching the screen.

What is a sip-and-puff ballot?

Voters who use the sip-and-puff ballot will bring 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.

   NOTE: For these ballots, and like all ballots, you will need to know the voter’s ballot style in order to activate a ballot. Look at the Application for Ballot (Form 14 or top portion of Form 14Reg) to find the voter’s ballot style.

To activate the audio-visual or sip-and-puff ballots, follow steps #1-4:

1. Press and hold the green Activate button (pictured below) on the back of the touchscreen unit until you hear one beep.
2. Press Yes for Manual Activation. If this screen does not appear, press and hold the green 
 Activate button again until you hear a second and a third beep.

3. Press the button for Audio Visual Voting or Sip-and-Puff Audio Voting. If this voter is voting a provisional ballot, press Provisional Audio Visual or Provisional SIP & PUFF as needed.

**IMPORTANT:** Make sure the headphones are plugged into the audio controller. Ask the voter if they need help with the headphones.

4. Follow the instructions for audio-visual or sip-and-puff voting:
   a. For audio-visual voting, the voter may begin voting.
   b. For sip-and-puff audio voting, plug the sip-and-puff device into the audio controller.

After the voter finishes voting, you will return the touchscreen unit back to being activated with a voter card.

1. The screen will say the message “waiting for next voter” again.

2. Press and hold the green Activate button until you hear one beep. Release the button, and press and hold it again until you hear a second beep.

3. Press Yes for Auto Activation. If this screen does not appear, press and hold the green Activate button again until you hear a third beep.


Return to activating voter cards using the voter card activator.
Checking the Status of a Voter Card

You can check the status of a voter card by using the Card Status button on the card activator. Press the Card Status button and follow the prompts:

**Prompt #1:** “Insert card to be checked”
*Action:* Insert voter card with arrow facing you and pointing down.

**Prompt #2:** “To check card press YES”
*Action:* Press Yes.

Was the voter card activated and used? The following message will appear: “Used” and the actual date and time of the election.

Was the voter card activated but not used? The following message will appear: “Not Voted” and the ballot code and date and time of the election.

If a voter tries to insert a voter card into the touchscreen after voting, the following message will appear on the touchscreen: “The voter card is not valid. Please ask for assistance.”

To eject the voter card, the Judge must press and release the green button on the back of the touchscreen unit.
CHAPTER 6  MANAGING THE POLLING PLACE DURING VOTING HOURS

JUDGES’ STATION #4

One Judge from either party is assigned to Station #4. If you are assigned to Station #4, you will oversee the ballot scanner.

Judges’ Station #4 - Materials
Make sure these materials are at your station.
- “I Voted” Wristbands

After voting with a paper ballot, the voter should place the ballot inside the privacy sleeve and then go to the ballot scanner. The ballot should be inside the privacy sleeve. 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.

REMEMBER: Only feed one ballot at a time into the ballot scanner!

You should never stand directly over the ballot scanner when the voter is inserting the ballot. Give the voter privacy while inserting the ballot or when reviewing the ballot if it is rejected.

If the ballot scanner accepts the ballot, the public counter will increase by one. The paper tape will not advance.

The ballot scanner will reject ballots for the following reasons:
- **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.
- **Defective ballot** - The ballot was damaged and cannot be accepted by the ballot scanner.
- **Wrong ballot style** - The ballot style that was inserted was for a different precinct.

**IMPORTANT:** Provisional ballots must not be inserted in the ballot scanner.
# COMMON BALLOT SCANNER ERRORS

Below are the messages you will see on the paper tape if the ballot is rejected and what to do for each message.

<table>
<thead>
<tr>
<th>MESSAGE ON PAPER TAPE</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ballot Missing Initials or Precinct #</strong></td>
<td>The voter must take the ballot back to Station #2 for the Judge’s initials, precinct, and ward number. Be sure to tell the voter to place the ballot inside the privacy sleeve. You cannot override a ballot without Judge’s initials.</td>
</tr>
<tr>
<td><strong>Overvote</strong></td>
<td>If an overvote or blank ballot happens, do not remove the ballot from the ballot scanner. 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. The Judges must not review the voter’s ballot. If the voter wants the ballot to be processed the way it is, press the Override button (number 3) on back of the ballot scanner. If the voter wants to correct the ballot, the voter should remove the ballot from the ballot scanner. Tell the voter to return to Station #2 for a new ballot. The Judge at Station #2 should write SPOILED on the ballot, fold it, and place it in Envelope S.</td>
</tr>
<tr>
<td><strong>No Votes Recorded</strong></td>
<td>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. The Judges must not look at the voter’s ballot. 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 Override button (number 3) on the back of the ballot scanner. Does the voter want to correct the ballot? Then, the voter should remove it from the ballot scanner. Tell the voter to return to Station #2 for a new ballot. The Judge at Station #2 should write SPOILED on the ballot, fold it, and place it in Envelope S.</td>
</tr>
<tr>
<td><strong>Defective Ballot A</strong></td>
<td>This type of message means that a defective ballot cannot be read by the ballot scanner. The voter should pull the ballot out and insert it again in a different way into the ballot scanner. 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.</td>
</tr>
<tr>
<td><strong>Defective Ballot B</strong></td>
<td>This type of message means that a ballot with an incorrect ballot style was inserted into the ballot scanner. 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. If you have any problems with the ballot scanner, refer the problem to the Election Coordinator or call EQUIPMENT/SUPPLIES at 773-247-4065. 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” wristband. IMPORTANT: IF A BALLOT IS STUCK IN THE BALLOT SCANNER, YOU SHOULD REMOVE IT FROM THE MACHINE, NOT THE VOTER.</td>
</tr>
</tbody>
</table>

All messages above are found on the ballot scanner paper tape.
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 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 #4. 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 page 77)

**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.

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 must check the voter’s identification.
CHAPTER 6
MANAGING THE POLLING PLACE DURING VOTING HOURS

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 and the Election Coordinator Accessibility Checklist (Form 21-ADA) in the ESC for further instructions about your accessibility-related duties.

Stations #2 or #3
Judges will assist at Stations #2 or #3.
The voter will bring the Application for Ballot (Form 14 or Form 14Reg) to the Judge at Station #2 or #3. Remember: If Station #2 or Station #3 is busy, the voter will have to wait until both stations are free.

Judge at Station #2 or #3 (depending on which voting system the voter chooses) 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 or voter card to the voter. Remember to also include the precinct and ward on the ballot.

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. Then, the voter will insert headphones into the touchscreen voting unit. Judges may assist the voter with the audio controller and the headphones. The headphone jack is located on the bottom edge of the audio controller. There are disposable covers for the headphones, or the voter can bring their own headphones. Refer back to the touchscreen operation instructions on pg. 71 or 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 right of the port where the headphones are plugged in. A Judge must manually activate the touchscreen unit when using a sip-and-puff device. A Judge may place the headphones on the voter and set the audio controller either in the voter's lap or attach it to the voter's wheelchair.

Audio-Visual Ballot
Along with an audio ballot, the voter also can view their choices on the screen or having the screen stay blank. A Judge must manually activate the touchscreen unit for an audio-visual ballot. When using the audio-visual ballot, the voter must use the screen when making ballot choices. The voter cannot use the audio controller if the ballot is displayed on 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.

Ballot Marker Grippers
Two ballot markers for the ballots have pen grippers. These grippers make it easier for voters to mark choices on the ballot.

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
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, #1-20.

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 defective or damaged ballots.
4. Count and record the provisional ballots, spoiled provisional ballots, and spoiled affidavits.
5. Close the e-poll books.
6. Close the polls on the ballot scanner, and remove the memory pack.
7. Close the touchscreen, and remove the results cartridge.
8. Consolidate the results from the memory pack and results cartridge.
9. Transmit the results and print all copies of the Official Election Results Report.
10. Check for any valid write-in votes from the touchscreen voting.
11. Remove the voted ballots from the ballot box.
13. Put voted ballots in plastic bag; then seal and sign.
14. Separately count and record all spoiled, damaged, and unused ballots.
15. Complete, hand-copy, and sign the Certificate of Results (Form 80).
16. Put ballots, reports, and related items into the Transfer Case, to go back to the Receiving Station.
17. Put required equipment, envelopes, and other items in the Black Return Bag to go back to the Receiving Station.
18. Lock specified equipment and supplies back into the ESC.
19. Leave the polling place neat and clean.
20. Return all required equipment and materials to the Receiving Station; leave the rest locked in the polling place.
CHAPTER 7               CLOSING THE POLLS

DETAILED INSTRUCTIONS: CLOSING THE POLLS

To close the polls and complete all closing procedures, carefully follow these detailed directions. Each step is numbered (#1-20) 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 poll close, you must process these ballots. Here’s how:

A. Break the orange seal on the auxiliary ballot box, and place it inside the Broken/Used Seal Bag.
B. Remove voted ballots from the auxiliary ballot box in the ESC.
C. Insert each ballot into the scanner.
D. If the scanner rejects a ballot, press the Override button (number 3) on the back of the scanner.
E. 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.
F. If a ballot is defective or damaged, see page 81 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 82 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 page 113 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.

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 page 113 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.
D. Gather and count the spoiled provisional ballots, if any. Then record the information.
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 directions. 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). Check to make sure that none of the spoiled ballots are in the Form 276P envelopes.

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).

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. Now turn off the e-poll book. Push on the power button on the top of the e-poll book, and immediately swipe down on the screen to fully power it off.

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.

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6 Close the polls on the ballot scanner, and remove the memory pack.

**Before you close the ballot scanner:**
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 though.**
3. Make sure there aren’t any voted ballots inside the auxiliary ballot box in the ESC. If there are, refer to page 80.

**Now follow these steps to close the scanner.**
A. Unlock the rear door of the ballot scanner.
   1. Take the ballot scanner key from the Blue Supply Box.
   2. Unlock the rear door on the back of the scanner.
CHAPTER 7  CLOSING THE POLLS

B. Close the polls on the scanner.
1. Press the Print Totals button.
2. Wait for the following message to appear on the tape: “Ready to close polls? If YES, press 0; if NO, press 9.”
3. Press 0 (YES) to close the polls.
4. Wait while the Results Tape automatically prints out.

C. Record the total official voted ballots.
- Find the number of voted ballots on the public counter, and write this number on the master copy of the Certificate of Results (Form 80).
- REMINDER: Once you’ve finished all the steps and completely filled in Form 80, you’ll copy all the information onto other copies of Form 80.

D. Remove the Morning Zero/Report Tape from the ballot scanner.
- Tear the printed Morning Zero/Report Tape off the scanner, and place the tape inside the Transfer Case. NOTE: Don’t sign this tape
- DON’T GIVE copies of the Morning Zero/Report Tape to poll watchers.

E. Unplug the ballot scanner, and remove the memory pack.
You MUST UNPLUG the scanner from the wall outlet or extension cord before you remove the memory pack. To remove the memory pack:
1. UNPLUG the scanner from the wall outlet or extension cord.
2. Break the red seal on the memory pack door, and place it inside the Broken/Used Seal Bag.

3. Hold the memory pack door open. Then lift up the lever and slide it to the right. The memory pack will partially slide out.

4. Remove the memory pack.

5. Slide the lever back into its original position, and close the memory pack door.
6. Close and lock the rear door of the scanner.
7. Place the scanner key back inside the Blue Supply Box.

IMPORTANT: DON’T LEAVE the memory pack on a table, unattended. A Judge or Judges must hold onto the memory pack at all times.
7 Close the touchscreen, and remove the results cartridge.

A. Close the polls on the touchscreen.
   1. Break the red seal on the Polls Open/Close door, and open the door.
   2. Place the used seal in the Broken/Used Seal Bag.
   3. Move the dial to Close, and wait for the Results Tape to print automatically. (You don’t need to press the Results Report button.)

B. Record the total touchscreen voted ballots.
   1. Look at the public counter, located on the lower left side of the screen.
   2. Record the number from the public counter onto the master copy of the Certificate of Results (Form 80).

   REMINDER: Once you’ve finished all the steps and completely filled in Form 80, you’ll copy all the information onto other copies of Form 80.

C. TURN OFF the power on the Touchscreen.
   1. Press and release the power switch.
   2. Wait a few minutes while the unit completely powers down and the screen goes blank.

D. Remove the results cartridge.
   1. Make sure the touchscreen is completely powered down and the screen is blank BEFORE you remove the results cartridge.
   2. Break the red seal on the Cartridge Ports door, and open the door.
   3. Place the used/broken seal in the Broken/Used Seal Bag.
   4. Remove the results cartridge.

   IMPORTANT: DON’T LEAVE the results cartridge on a table, unattended. While in the polling place, a Judge or Judges must hold onto the results cartridge at all times.

E. Remove the paper roll from the touchscreen printer.

   IMPORTANT: DON’T REMOVE the printer. Leave the printer attached to the touchscreen.
   1. Break the red seal on the printer cover, and place the used seal in the Broken/Used Seal Bag.
   2. Twist off the wing nut, and set it aside.

   3. Remove the printer cover.
4. Tear or cut the paper between the two rollers on the face of the printer.

5. Push the yellow locking tab, and slide the used paper roll and black sleeve off the yellow reel.

6. Place the printer cover back on the printer, and screw the wing nut back on.

F. Sign the used paper roll, and place it inside the Transfer Case.

   1. All Judges must sign at the end of the used paper roll.
   2. Wind the used paper roll tightly and place inside the Transfer Case.

8 Consolidate the results from the memory pack and results cartridge.

Now you’ll consolidate, or put together, the results from the memory pack and the results cartridge. You’ll consolidate these so you can transmit the combined results of the memory pack and results cartridge TOGETHER.

In this way, you’ll be transmitting all the voting data from both the ballot scanner (paper ballots) and the touchscreen (electronic voting) AT THE SAME TIME.

Follow these steps to consolidate the results:

A. Find the adapter that’s connected to the voter card activator. Insert the memory pack into the adapter.

B. When the blue light goes on, push the memory pack into the adapter a little further. Check that the silver line on the memory pack is even with the adapter case.

   NOTE: Be sure to properly insert the Memory Pack into the adapter! Otherwise, the memory pack information could get corrupted and the consolidation would FAIL.

C. Open the left side door on the voter card activator, and find the USB 2 port.

D. Insert the results cartridge into the USB 2 port on the left side of the activator.

E. Check that both the memory pack and results cartridge are securely inserted into the activator.

F. Press the Consolidate button. The message window will read “Consolidating” and show the serial numbers of both the ballot scanner and the touchscreen.
G. Wait until the consolidation completes and the Consolidation Receipt prints out automatically. DON’T REMOVE THE RECEIPT. Review the receipt to see if the consolidation was successful. The receipt should read: “SUCCESS.”

H. If you see the word “SUCCESS” on the receipt for both the memory pack and the results cartridge, then the consolidation was successful, and you’re ready to transmit. Skip to Step 9.

**IMPORTANT:** Sometimes consolidation fails for both devices. Sometimes it succeeds for one memory device but fails for the other. If you see the word “FAILED” for one or both devices, then try again. See Step I.

I. If you see the word “FAILED” on the receipt, try one more time.
   1. First, double-check that both memory devices are inserted correctly.
   2. Turn the voter card activator OFF and then ON again. Wait while the activator powers up again (initializes) and prints another Consolidation Receipt.
   3. If the receipt says “SUCCESS” for both devices, go on to Step 9.
   4. If the receipt says “FAILED” for one or both devices, don’t attempt a third time. Even if the consolidation has failed for one or both devices, you’ll still move on to Step 9.

9 **Transmit the results and print all copies of the Official Election Results Report.**

A. Raise the antenna on the back of the voter card activator.

B. Press the Print/Transmit button.

C. You’ll see a question on the message window that says: “Did you consolidate both cartridges?” You’ll continue to transmit even if both cartridges didn’t consolidate. So press YES.

D. Look at the message window; it will read “Transmitting.” Wait while the transmission finishes and a Transmission Receipt prints automatically. The receipt will tell you if the transmission succeeded or failed.

E. DON’T REMOVE the receipt. Just review the receipt to see if it says “SUCCESS” or “FAILED.”

**NOTE:** Whether the transmission succeeded or failed, the activator will begin to print multiple copies of the Official Election Results Report.

F. If the transmission succeeded (it read “SUCCESS”), skip to step H.

G. If the transmission message read “FAILED,” then:
   1. Turn the activator OFF immediately. DON’T WAIT for it to finish printing the copies of the Official Election Results Report, and DON’T REMOVE any tapes from the printer.
   2. Now turn the activator back ON.
   3. Wait for the activator to power up (initialize), and then press Print/Transmit.
   4. The following message will show: “Did you consolidate both cartridges?” You'll will continue to transmit even if both cartridges didn’t not consolidate. So press YES.
   5. Wait while the transmission finishes and the Transmission Receipt automatically prints.
   6. If the transmission has failed once more, DON’T TRY to transmit again. Instead, go to Step H. If the transmission succeeded this time, also go on to Step H.

H. Wait for the copies of the Official Election Results Report to print automatically.
   • As soon as the Transmission Receipt has printed, the voter card activator will begin printing copies of the Official Election Results Report.
   • The Consolidation Report, Transmission Receipt, and the first Official Election Results Report should still be attached to each other. You will place in the White Return Box.
   • 11 additional copies of the Official Elections Results Report will print. Each copy is followed by two beeps, letting you know it has finished, so you can tear it off the printer. Remove each copy as it prints.
I. Now sign all copies of the Official Election Results Report. Each Judge must sign at the bottom of each copy of the Report. 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 Election Results Report inside the White Return Box, along with the Consolidation Receipt and the Transmission Receipt. These should still be connected.
- **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 Election Results Report with each of the three Certificates of Results (Form 80).
- **Copies #6-12:** Issue the remaining copies of the Report to the poll watchers, as needed.

**NOTE:** To print an additional copy of the Report:

- Press the Menu button, then the number 5, then the number 4, and then the number 1.
- Press YES.

You must repeat this process to print each additional copy that you need.

J. Turn the voter card activator OFF. Once the unit is off, remove the memory pack and results cartridge.

K. Put the following items into the White Return Box:

- Memory pack
- Results cartridge
- First copy of the Official Election Results Report (which is still attached to the Consolidation Receipt and Transmission Receipt)
- Verizon Jetpack (without the cord)

**IMPORTANT:** Before returning it to the Receiving Station, you’ll put the White Return Box into the Black Return Bag.
Check for any valid write-in votes from the touchscreen voting. Here’s how to check the touchscreen write-in votes:

A. Find the list of valid write-in candidates, which is 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.

REMEMBER: Write-in votes count ONLY for candidates who filed a Declaration of Intent with the Board of Elections.

B. Take a copy of the Official Election Results Report and look at the section labeled Write-In Detail (Edges). See if any names are printed in this section.

C. Look at any names that appear in the Write In Detail (Edges) section of the Report. Compare these names against the list of valid write-in candidates.
   - 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.

D. 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.

NOTE: You’ll check write-ins from paper ballots in a moment.

11 Remove the voted ballots from the ballot box.

A. Break the seals on the sides of the ballot scanner.

B. Lift the scanner off the ballot box and place it inside the ESC.

C. Unfasten the Velcro straps that connect the top of the ballot box to the collapsible body. Then lift the top of the ballot box off the body.

D. Remove the voted ballots from the front section of the Ballot Box, which contains ballots with write-in votes. See Step 12 below to process voted ballots with write-in votes.

E. Remove the voted ballots from the larger back section of the Ballot Box. These are regular ballots with no write-in votes. They should go in the plastic bag that is found in the Transfer Case. Do not seal this bag yet.
12 Process voted ballots with valid write-in votes.

During voting hours, the ballot scanner separated ballots with write-in votes and deposited them into the front section of the Ballot Box. Now that the polls are closed, your job is to review each write-in vote to see whether the write-in vote and candidate are valid.

**REMINDER:** Write-in votes count ONLY for candidates who filed a Declaration of Intent with the Board of Elections. You’ll find the list of valid write-in candidates in the Judges’ key envelope. Use this list to help you identify which write-in votes and candidates are valid on the ballots you review. You’ll count VALID write-in candidates ONLY.

Here’s how to review the ballots with write-in votes:

A. Take the ballots that you found in the front section of the Ballot Box. **Remember:** these are the ballots that have at least one write-in vote (valid or not).

B. Review each office to see if a write-in vote was cast. For each ballot in this group, notice where the voter wrote in a candidate. The voter may have written in a candidate for just one office or more than one.

C. Check to make sure that each ballot has:
   - Name of write-in candidate in one or more offices
   - A solid mark in the target area
   - A Judge’s initials on the ballot
   - No words or marks that could identify the voter

If you have questions about a write-in candidate, call the Board at 312-269-7870.

D. Consult the list of write-in candidates to see whether any write-in votes are valid. Here’s what to do next:
   - If a ballot has at least one write-in that’s VALID, go to step E.
   - If a ballot has one or more write-ins, but NONE are valid, then put the ballot in the plastic bag found in the Transfer Case and don’t record anything.

**IMPORTANT:** For ballots with valid write-in votes: place Envelope W with the valid write-in votes in the Transfer Case. They don’t go in the plastic bag with the other ballots.

E. For each write-in vote that’s a valid candidate, you must complete the information on the reverse side of the master copy of the Certificate of Results (Form 80); provide all the required information. If a ballot has valid write-in votes for two or more offices, be sure to record the information for each of the candidates.

F. Fold ballots with VALID write-in votes and place them in Envelope W. Write the number of ballots on the outside of the envelope. If there are none, write 0.

**NOTE:** Any ballot that has at least ONE valid write-in vote on it will go into Envelope W.

For assistance in processing valid write-in votes, call ELECTION CENTRAL at 312-269-7870.

13 Put any voted paper ballots (without valid write-in ballots) in the plastic bag; then seal and sign.

A. Take the plastic bag from the Transfer Case.

B. Place the voted ballots with no write-in candidates inside the plastic bag. Close the bag. In addition to the ballots with no write-in candidates, this may include ballots with invalid write-in candidates.

**IMPORTANT:** For ballots with valid write-in votes: place Envelope W with the valid write-in votes in the Transfer Case. They don’t go in the plastic bag with the other ballots.

C. Write the precinct and ward on the label of the plastic bag.

D. Place the Voted Ballots Security Seal over the reclosable seal.

E. Now write the precinct and ward on the seal.

F. Sign the Voted Ballots Security Seal. ALL Judges must sign it.
14 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.

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.

15 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 Election Results Report from the voter card activator 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 Election Results Report is also in the Transfer Case.

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**IMPORTANT**

The memory pack and results cartridge go into the White Supply Box, then into the Black Return Bag. DON’T PUT them in the ESC or Transfer Case.

- Memory Pack + Results Cartridge
- White Supply Box
- Black Return Bag
- ESC
- Transfer Case
16 **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 below. See also the List of Items to Be Returned to the Receiving Station in the plastic sleeve on the outside of the Transfer Case.

**Items to Put in the Transfer Case**
- Certificate of Results (Form 80) with Official Election Results Report attached
- Envelope D - Damaged Ballots
- Envelope S - Spoiled Ballots
- Envelope W - Write-In Ballots
- Official Zero Proof Report from the voter card activator
- Paper Roll(s) (from the touchscreen printer)
- Sealed plastic bag containing voted ballots
- Tape from the ballot scanner

B. Check again that all required items are in the Transfer Case.

C. Zip the Transfer Case closed. LEAVE THE PRINTER ATTACHED TO THE TOUCHSCREEN. The printer roll (but not the printer itself) should be placed in the Transfer Case.

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 to the below.

17 **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 right.

**To Place in Black Return Bag**

**White Return Box, containing:**
- Results Cartridge
- Memory Pack
- Verizon Jetpack
- 1st copy of the Official Election Results Report (with Consolidation and Transmission Receipts attached)

The following envelopes and forms:
- Envelope 14E – completed Applications for Ballot (Form 14) spindle with Correction Report (Form 15)
- Envelope 47E – completed Oaths, Affidavits and Credentials and Form 118, Election Judge Sign-up
- Envelope 48E – completed registration forms
- Envelope P – completed Provisional Affidavits/Ballots and Spoiled Provisional Ballots
- Envelopes 71E and 72E
- Form 194 – Judge of Election Pay Voucher
- Form 194EC – Election Coordinator Pay Voucher
- Election Coordinator Accessibility Checklist (Form 21 ADA)
- Form 202 – Investigator Sign-In Sheet
- Seal Accountability (Form 3)

The following equipment and supplies:
- TWO e-poll books in their black sleeves
- ESC Keys and seal cutters
- Broken/Used Seal Bag
B. Remove a gray seal from the Unused Seal Bag and record the seal number on the Seal Accountability Form (Form 3). Place Form 3 in the Black Return Bag.

C. Remove the Seal Accountability Form (Form 3) and the Broken/Used Seal Bag from the plastic sleeve on the ESC door. Record the seal number of the new ESC seal on the Seal Accountability Form (Form 3). The Seal Accountability Form (Form 3) and the Broken/Used Seal Bag go in the 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.

**18 Lock specified equipment and supplies back into the ESC.**

A. Place the voting booths, voter card activator, unused supplies, and other specified items back into the ESC. See the box to the right 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).

**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
- Box of extra paper rolls
- Broken/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 Voting Unit
- Voter Card Activator
- Voting aids
- All accessibility supplies as noted on the Election Coordinator Accessibility Checklist (Form 21-ADA).
B. Open the Unused Seal Bag, and remove a new green seal for the ESC.

C. Check again that all required items are in the ESC.

D. Close the auxiliary ballot box portion of the ESC. Latch this portion by turning the knob.

E. Close and lock the doors of the ESC with the ESC key.

F. Securely seal the ESC by threading the new seal through the handles of the locked ESC door.

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19 Leave the polling place neat and clean.

20 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!

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**End of Day Recap**

**What do we return to the Receiving Station?**
- Transfer Case (see list on page 92 for all items that go in Transfer Case)
- Black Return Bag (see list on page 92 for all items that go in Black Return Bag)

**What do we leave inside the locked polling place?**
- ESC (see list on page 93 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.
**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.

**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 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.

**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.

**Certificate of Results (Form 80)** - The form that Judges use to record the number of votes cast. Judges place a copy of the Official Election Results Report from the voter card activator 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 will share Coordinator(s). This is different than a *split precinct*.

**Consolidation** - The process that combines the votes from the ballot scanner and the touchscreen unit at the end of Election Day.

**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.

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. They are allowed to ask that their address be hidden. In some cases you will not see the address of these voters. 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 Pack - Records the votes cast on the ballot scanner. The memory pack will already be in the ballot scanner when it is delivered to the polling place. The Judges process all the ballots. Then, the Judges will remove the memory pack and consolidate the results with the results cartridge in the voter card activator.

Morning Zero/Report Tapes - Receipts that show no votes have been cast. You will turn on the touchscreen, voter card activator, and ballot scanner on Election Day morning. These machines will each print a receipt. The receipts, or Morning Zero/Report Tapes, will show that no votes have been cast yet for the election.

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 draw in the arrows for the candidates they choose.

Official Election Results Report - The tape that the voter card activator prints. It shows the consolidated results from the touchscreen unit and the ballot scanner.
Override Button - The #3 button on the back of the ballot scanner. The Judge uses this button to override ballots that contain overvotes or are blank, if the voter wants to override the ballot. The Judge will explain that the voter is choosing to override the ballot instead of getting a new ballot.

Overvoted Ballot - A ballot that contains more votes than allowed for an office.

Plastic Pointer - A stylus the Judge gives to voters who use the touchscreen voting unit.

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.

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.

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.

Results Cartridge - The device that records the votes cast on the touchscreen voting unit. The results cartridge will already be in the touchscreen unit when it is delivered to the polling place. After the polls close, the Judges remove the results cartridge. Then, they consolidate the results with the memory pack in the voter card activator.

Referenda - Questions on the ballot that voters vote on.

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 make sure to enter the ballot code that matches the ballot style on the voter card activation menu and instructions.

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 touchscreen unit contains a printer which makes a paper record of every vote cast on it.

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 voter card activator 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 with the ballot style of the voter. The Judge also uses the voter card to activate a provisional ballot and an audio ballot. The voter card does not contain any other information about the voter.

**Voter Card Activator** - The machine that does the following tasks:
1. Activates voter cards for the touchscreen unit
2. Consolidates the votes cast from the results cartridge in the touchscreen unit and the memory pack in the ballot scanner
3. Prints Official Election Results Reports and sends the results to the Board’s servers

In this handbook, it also may be called the *card activator* or *activator*.

**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 that is returned in the Black Return Bag at the end of the night. It should contain the results cartridge, memory pack, and Verizon Jetpack from the e-poll book. It also contains the first copy of Official Election Results Report (with Consolidation and Transmission Receipts attached).
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<thead>
<tr>
<th>FORMS AND ENVELOPES</th>
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<tr>
<td><strong>Form 1 Consolidated Voter’s Affidavit</strong> is used by voters who are required to</td>
<td>44, 46, 50, 51, 52, 58, 59, 77</td>
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<tr>
<td>complete an affidavit prior to voting. The reasons for completing the Form 1 are</td>
<td></td>
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<tr>
<td>outlined on the form. Make sure the affidavit is completed in full. Form 1 is</td>
<td></td>
</tr>
<tr>
<td>located in Envelope 3 and all completed Form 1’s must be returned in Envelope 47E.</td>
<td></td>
</tr>
<tr>
<td>Spanish, Chinese, and Hindi facsimiles are also available.</td>
<td></td>
</tr>
<tr>
<td><strong>Form 3 Seal Accountability Form</strong> - Form to be used to record and verify seal</td>
<td>18, 22, 25, 32, 36, 37, 39, 76,</td>
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<tr>
<td>numbers placed on the voting equipment. These forms are started at the Board’s</td>
<td>92-94, 116, 117</td>
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<tr>
<td>warehouse, where seals that are placed on equipment are recorded. The Judges</td>
<td></td>
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<tr>
<td>must verify that the seals placed on the equipment by Board of Elections’ staff has</td>
<td></td>
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<tr>
<td>not been removed or tampered with in any way, by reviewing and confirming the</td>
<td></td>
</tr>
<tr>
<td>seal numbers on the Seal Accountability Forms. Form 3 must be completed by the</td>
<td></td>
</tr>
<tr>
<td>Judges and returned, with the Broken/Used Seal Bag, to the Receiving Station in</td>
<td></td>
</tr>
<tr>
<td>the Black Return Bag.</td>
<td></td>
</tr>
<tr>
<td><strong>Form 14 Application for Ballot</strong> is required to be completed by all voters who</td>
<td>20, 44, 46, 47, 48, 52, 55, 59,</td>
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<tr>
<td>vote on Election Day. The application is a generic form that the voter completes</td>
<td>64, 65, 66, 67, 68, 69, 70, 71,</td>
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<td>with his or her information. When a voter applies to vote, they will sign the</td>
<td>76, 77, 78, 82, 92</td>
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<td>form and the Judges will compare the voter’s signature to that stored in the</td>
<td></td>
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<tr>
<td>electronic poll book. Once the comparison is made, a Judge at Station #1 will</td>
<td></td>
</tr>
<tr>
<td>fill in the precinct, ward and ballot style and initial the application. A Judge</td>
<td></td>
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<tr>
<td>at Station #2 or #3 will number it and place it on the spindle.</td>
<td></td>
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<tr>
<td><strong>Form 14Reg Combined Registration Application/Application for Ballot</strong> is</td>
<td>10, 44, 60, 61, 62, 63, 64, 65,</td>
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<tr>
<td>required to be completed by all voters who are not yet registered to vote or who</td>
<td>66, 68, 69, 71, 76, 77, 78, 82, 83.</td>
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<tr>
<td>need to edit their registration. When registering for the first time or editing a</td>
<td></td>
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<tr>
<td>registration, the voter needs to show two forms of ID, one of which must have</td>
<td></td>
</tr>
<tr>
<td>their registration address. The Judge at Station #2 or #3 numbers and spindles the</td>
<td></td>
</tr>
<tr>
<td>top part of Form 14Reg as the voter’s Application for Ballot. The bottom part is</td>
<td></td>
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<tr>
<td>retained in Envelope 48E at the registration table.</td>
<td></td>
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<tr>
<td><strong>Form 21 Supply List</strong> contains the equipment, supplies and materials located in</td>
<td>17, 19, 21, 22, 93</td>
</tr>
<tr>
<td>the Election Supply Carrier (ESC), all of which the Judges will need to run the</td>
<td></td>
</tr>
<tr>
<td>polling place on Election Day. If the phrase “if applicable” appears next to an</td>
<td></td>
</tr>
<tr>
<td>item, it means that your ESC may not contain that particular item.</td>
<td></td>
</tr>
<tr>
<td><strong>Form 21 ADA – Election Coordinator Accessibility Checklist</strong></td>
<td>8, 9, 10, 17, 19, 20, 22, 23, 31,</td>
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<td></td>
<td>36, 41, 78, 92, 93</td>
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<tr>
<td>Form Reference</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Envelope 47E Envelope</td>
<td>for Return of Credentials, Oaths and Affidavits – This includes all completed Consolidated Voters’ Affidavits (Form 1) and Pollwatcher Credentials.</td>
</tr>
<tr>
<td>Envelope 48E Registration Forms</td>
<td>- This includes all completed voter registration forms (the bottom portion of Form 14Reg).</td>
</tr>
<tr>
<td>Form 80 Certificate of Results</td>
<td>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. 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.</td>
</tr>
<tr>
<td>Form 118 Election Judge Sign-up</td>
<td>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.</td>
</tr>
<tr>
<td>Form 11 Precinct Notification</td>
<td>is a slip of paper to be completed by an Election Judge/Coordinator to redirect voters who are in the wrong precinct.</td>
</tr>
<tr>
<td>Form 194 Election Judge Pay Voucher</td>
<td>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.</td>
</tr>
<tr>
<td>Form 194EC Election Coordinator Pay Voucher</td>
<td>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.</td>
</tr>
<tr>
<td>Form 255 Voting Instructions Sign</td>
<td>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.</td>
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## FORMS AND ENVELOPES

<table>
<thead>
<tr>
<th>FORM</th>
<th>DESCRIPTION</th>
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<tr>
<td><strong>Form 276P Provisional Voter Affidavit/Ballot Envelope</strong></td>
<td>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.</td>
<td>44, 46, 54, 55, 57, 58, 59, 60, 63, 64, 66, 82, 114</td>
</tr>
<tr>
<td><strong>Ballot Privacy Sleeve</strong></td>
<td>– 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.</td>
<td>44, 64, 66, 74, 75, 76</td>
</tr>
<tr>
<td><strong>Official Election Results Report</strong></td>
<td>is the tape produced by the voter card activator once the results from ballot scanner memory pack and touchscreen results cartridges have been consolidated. The tape is attached to each Certificate of Results (Form 80). All Judges must sign at the bottom of the Official Election Results Report.</td>
<td>13, 79, 87, 88, 89, 91, 92, 93, 114</td>
</tr>
<tr>
<td><strong>Correction Report, Form 15</strong></td>
<td>– 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.</td>
<td>20, 44, 46, 49, 92</td>
</tr>
<tr>
<td><strong>Morning Zero/Report Tape</strong></td>
<td>– The morning zero tape will automatically print once the ballot scanner is plugged in on election morning and must remain attached to the ballot scanner all day. When the ballot scanner is closed after all the ballots have been processed, the report tape will print. The report tape will contain the ballot error messages that occurred during Election Day and the unofficial results from the ballots processed by the unit. The morning zero/report tape should be removed from the ballot scanner and placed inside the transfer case. Do not give copies of this tape to anyone inside the polling place.</td>
<td>34, 84</td>
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## FORMS INDEX

**FORMS AND ENVELOPES**

<table>
<thead>
<tr>
<th>Seals – 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.</th>
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<td>15, 18, 20, 22, 25, 32, 33, 36, 37, 39, 66, 76, 80, 84, 85, 89, 92, 93, 94</td>
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<tr>
<th>Ballots – There are two (2) different voting methods in each precinct. Official paper ballots are used for voters who choose to vote using the ballot scanner AND Official electronic ballots are on the touchscreen. Each voter can only choose one method of voting.</th>
<th>PAGE REFERENCES</th>
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<tr>
<td>15, 16, 19, 20, 44, 51, 52, 56, 58, 59, 64, 65, 66, 67, 68, 70, 71, 74, 76, 79, 80, 81, 82, 83, 89, 90, 91, 92, 93</td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Ballots in Split Precincts – 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.</th>
<th>PAGE REFERENCES</th>
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<td>65, 70</td>
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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.

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 scanner power cord is accidentally unplugged from AC outlet or from the back of the unit.
Action: Plug the power cord back into the electrical outlet or the back of the unit. Header information will print and scanner is ready to continue processing ballots.

Scenario: After the unit is plugged in, the scanner will not print the morning zero tape and the public counter shows 0000. The red and green lights may or may not be on.
Action: Check cord connection to the electrical outlet and check that the cord is connected to the ballot scanner in the rear access compartment. You will need to use key to unlock door on ballot scanner.
Plug the ballot scanner into a different electric outlet.
Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

Scenario: Power failure/outage at the polling place.
Action: Proceed with the election, process ballots using the ballot box portion of the ESC until power is restored. (Refer to page 76 for instructions.)
When power is restored, plug in ballot scanner.
Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

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 page 76 for instructions.)
Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

FIRST BALLOT CAST IS REJECTED

Scenario: First ballot cast on election morning is rejected and message “jammed ballot” is printed on the tape.
Action: Check to make sure that the slots on the bottom of the ballot scanner correspond with the slots on the top of the ballot box. You will need to break the seal in order to lift ballot scanner.
Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

THE BALLOT SCANNER DOES NOT ACCEPT BALLOTS

Scenario: During voting hours the ballot scanner stops accepting ballots.
Action: Check to make sure that the red and green lights are on, if not, check that the power cord is plugged into outlet or extension cord. If the power cord is plugged in, try another outlet. If power is not restored, continue election process using the ballot box portion of the ESC. (Refer to page 76 for instructions.)
Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

BALLOT ERROR

Scenario: Ballots marked incorrectly by the voter and returned to the voter with the message “Overvoted Office” or “Blank Ballot.”
Action: Voter has choice of correct-ing their ballot or leaving it “as is” (override the message). To override, press the override button (number 3) on the back of the ballot scanner.

Scenario: “No Initials”
Action: Voter must remove ballot from ballot scanner and return to Judge at Station #2 for initials. You cannot override a ballot that has not been initialed by an election Judge.

Scenario: Ballots that have physical ballot errors such as light printing, torn, or wrinkled.
Action: To avoid ballot jams, ballots that are torn or wrinkled should be duplicated and not inserted into ballot scanner. Ballots that are returned due to light printing, should be surrendered and the voter receive a new ballot to vote.
Scenario: “Defective ballot” or “Startbar detect”  
**Action:** When the ballot is returned with a “Startbar detect” or defective ballot error, the defective ballot should be re-inserted in a different orientation, the ballot may have entered the ballot scanner skewed and the tabulator was not able to read it correctly. If the ballot continues to be rejected, you should spoil the ballot and issue the voter a new one.

There may be marks on the ballot which are creating the defective ballot message, which include 1) marks made outside the target area; 2) a line drawn under the Judge’s initials’ box; and 3) a vote for a write-in candidate where no write-in area appears on the ballot.

You should spoil the ballot and issue the voter a new one.

1) Marks made outside target area

![Image of marks made outside target area]

2) Line drawn under Judge's initials' box

![Image of line drawn under Judge's initials box]

3) A vote for a write-in candidate where no write-in area appears on the ballot

![Image of write-in candidate ballot]

**Scenario:** “Wrong security ID”  
**Action:** “Wrong Security ID” message means that the ballot does not match the ballot coding for that precinct or split, The voter surrenders the ballot and receives correct ballot for their precinct or split.

**BALLOT JAM**

**Scenario:** Ballot is jammed and cannot be removed or is torn inside the ballot scanner.  
**Action:** Carefully try to remove the ballot.

Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

Continue voting process by placing ballots into the ballot box portion of the ESC. (Refer to page 76 for instructions.)

**Scenario:** Ballot is jammed in the process of voting.  
**Action:** The ballot scanner will print the message that the ballot “has been processed” or that the “ballot has not been processed”.

**Scenario:** “Ballot Has Been Processed”  
**Action:** If the ballot has been processed, pull the ballot from the slot and drop into the corresponding bin of the ballot box.

**Scenario:** “Ballot Has Not Been Processed”  
**Action:** If the ballot has not been processed, pull the ballot from the slot and re-insert the ballot into the ballot scanner to be counted.

**BALLOT SCANNER PAPER CHANGING INSTRUCTIONS**

1. Cut or tear the printed tape off the ballot scanner and place inside the transfer case.
2. Retrieve a new paper roll from the box (located on the top shelf of the ESC).
3. Remove the ballot scanner key from the blue box and unlock the rear door of the ballot scanner.
4. Cut the seals on each side of the ballot scanner and place in the Broken/Used Seal Bag. Slide the ballot scanner forward on ballot box, release the two cover latches and open the cover (do not expose the ballot box openings).
5. One Judge must hold the cover while another Judge changes the paper roll.

6. Move the grey lever all the way back to release the paper roll from the rubber wheel.

7. Unscrew the black paper roll knob and remove from the empty paper roll (exposing the silver rod).

8. Slowly pull the paper away from the rubber wheel and discard empty paper roll.

9. Slide new paper roll onto silver rod, reinstall paper roll by rotating black knob and tighten until snug.

10. Feed paper roll under the rubber wheel making sure it lines up with the wheel.

11. Using your thumb, roll the rubber wheel until the paper advances.

12. Gently pull the advance paper up far enough so that it can be fed through the paper tape slot.

13. IMPORTANT: Return the grey lever to the forward (locked) position.

14. Feed the excess paper through the paper slot and close the cover and latches. (Do not forget to slide ballot scanner back into place on the top of the ballot box.) Take two new seals from the Unused Seal Bag and seal the ballot scanner to the ballot box on both sides. Record the new seal numbers on the Seal Accountability Form.

15. Close and lock rear door.

16. Return key to the blue supply box.
## Troubleshooting Guide For Touchscreen Unit

### POWER

**Scenario:** The power switch is accidentally flipped to OFF.
**Action:** Flip the power switch back to ON.

**Scenario:** The green power light on the back of the touchscreen is not lit.
**Action:** Check the power cord connections. The touchscreen may need to be plugged into a different outlet.

**Refer the problem to the Election Coordinator OR call Equipment/Supplies at 773-247-4065.**

**Scenario:** A power failure/outage occurs at the Polling Place.
**Action:** The touchscreen has a back-up battery that will keep it operating for 1 hour after the power failure.

Immediately call ELECTION CENTRAL at 312-269-7870.

### VOTE SAVE ERROR

**Scenario:** “Vote save error. Ballot Cast” message appears.
**Action:** To remove the voter card, press and release the green activate button on the back of the touchscreen.

Confirm to the voter that the ballot has been completed and cast. Wipe the voter card chip (on the reverse side of the voter card) with a soft cloth.

**Scenario:** “Vote save error. Ballot Not Cast” message appears.
**Action:** To remove the voter card, press and release the green activate button on the back of the touchscreen.

Activate a new voter card, and have the voter re-vote. Wipe the old voter card chip (on the reverse side of the voter card) with a soft cloth.

### INCORRECT BALLOT

**Scenario:** The voter receives the wrong ballot style.
**Action:** Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

### DIRTY TOUCHSCREEN

**Scenario:** The screen of the touchscreen is dirty.
**Action:** Clean the screen with an anti-static wipe provided in the grey supply box. Do not use any other product to clean the screen.

### TOUCHSCREEN PRINTER

**Scenario:** “Printer offline” or a printer error message appears.
**Action:** Ensure that the cable is securely plugged into the printer and the body of the touchscreen. Press Retry on the screen (if available).

**Scenario:** A printer jam occurs.
**Action:** Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

**Scenario:** The printer doesn’t stop feeding paper.
**Action:** Unplug the printer power cord and then reattach it.

**Refer the problem to the Election Coordinator OR call Equipment/Supplies at 773-247-4065.**
TOUCHSCREEN PAPER CHANGING INSTRUCTIONS

1. Retrieve a new paper roll, a black sleeve and the roll of scotch tape from the cardboard box (located on the top shelf of the ESC). Make sure it is the paper roll for the Touchscreen voting unit.

2. Remove the right privacy panel and curtain.

3. When changing the paper roll, do not remove printer from unit.

4. Break the red seal and place inside the Broken/Used Seal Bag. You will then A) twist off the wing nut and B) remove the printer cover. C) Tear or cut the paper between the two rollers (on the face of the printer). D) Push the yellow locking tab and slide the used paper roll and black sleeve off the yellow reel.

5. All Judges must sign at the end of the used paper roll. Tape the loose end of the paper to the roll and place the used paper roll inside the transfer case.

6. Unlock the green paper release lever by pulling it towards you (this will release the pressure on the paper roll). The green light on the printer will flash when the paper release lever is unlocked.

7. Remove and discard the empty paper roll.

8. Place new black sleeve on yellow reel making sure the yellow locking tab is seated properly and the cut-out notches on the black sleeve are in line with the white raised notches.

9. Place the new paper roll on white plastic rod. The paper should be coming over the roll (not under).
10. Feed the paper under the black rubber wheel making sure it lines up correctly. Then pull it around the silver rod.

11. Pull enough paper out so that it can be taped to the black sleeve at the top of the printer.

12. Feed paper between the grey bar (upgraded revision co.3) and the silver rod.

13. Using a piece of scotch tape, secure the end of the paper roll to the black sleeve. At this point, the paper will be loose.

14. Lock the green paper release lever by pushing it down. The green light will become steady when the paper release lever is locked.

15. Tighten the loose paper by pressing the black paper feed button (above the green light) and advance the paper until it is tight (it should wrap around the black sleeve three complete turns).

16. Replace the printer cover and tighten the wing nut. Remove a red seal from the Unused Seal Bag and seal the printer cover. You must record the new red seal number on the Seal Accountability Form.

**What If:**

**Q:** Green light is not steady when paper release lever is locked?

**A:** Paper was not fed under the black rubber wheel.

**Q:** When the paper feed button is pressed, the paper becomes loose around the black sleeve?

**A:** The yellow locking tab is not seated over the black sleeve. Move the black sleeve around until the tab is seated.
**MANUAL ACTIVATION**

If the card activator fails you will need to manually activate the touchscreen unit.

1. Press and hold the green activate button until you hear one beep, release the button very briefly and immediately hold it again until you hear a second beep. If the Change of Manual Activation screen as shown below does not appear, repeat this two-beep process with an even briefer release time between the first and second time you hold the button. The release time between the two holds must be as brief as possible.


4. The screen ‘waiting for next voter’ will appear.

5. Press and release (do not hold) the green button and the ballot style screen will appear. Refer to the Application for Ballot, Form 14, and the Voter Card Activation Menu and Instructions to determine the voter’s proper ballot code (which will include the ballot style).

6. When the language screen appears, allow the voter to begin voting.

**AUTO ACTIVATION:**

If the card activator resumes operating, you must return the touchscreen unit to auto activation.

1. The “waiting for next voter” screen will appear.

2. Press and hold the green activate button until you hear one beep, release the button very briefly and immediately hold it again until you hear a second beep. If the Change to Auto Activation screen as shown below does not appear, repeat this two-beep process with an even briefer release time between the first and second time you hold the button. The release time between the two holds must be as brief as possible.

3. When the Change to Auto Activation screen appears, press Yes for Auto Activation.

**Troubleshooting Guide For Voter Card Activator**

**VOTER CARD ACTIVATOR PAPER CHANGING INSTRUCTIONS**

1. Retrieve a new paper roll from the cardboard box (located on the top shelf of the ESC).

2. Break the red seal and place inside the Broken/Used Seal Bag.

3. Remove the card activator key from the blue supply box and unlock the printer door.

4. Press back on the green lever to release the paper roll from the rubber wheel.

5. Lift empty paper roll out of cradle and remove silver rod. Discard empty paper roll.

6. Slide a new paper roll onto the silver rod and place back into cradle.

7. Feed paper under the rubber wheel making sure it lines up with the wheel.

8. Using your thumbs, roll the rubber wheel until the paper advances.

9. Gently pull the advanced paper up far enough so that it can be fed through the paper tape slot.

10. **IMPORTANT:** Return green lever back to the forward (locked) position.

11. Feed the excess paper through the paper tape slot.

12. Close and lock the cover and return the card activator key to the blue supply box.

13. Remove a red seal from the Unused Seal Bag and seal the printer cover. You must record the new red seal number on the Seal Accountability Form.
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. 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 “Override” button (number 3) on the back 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 Emergency 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 Emergency Ballot Box (inside the ESC);

3. Review the ballots for write-in votes and, if any, process the write-in votes are 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, 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.

DO NOT TURN OFF THE VOTING EQUIPMENT UNTIL LINES 10 AND 11 HAVE BEEN COMPLETED.

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 provisional ballots delivered to the Polling Place in the ESC (inside Envelope 3P.) The number of provisional ballots is included on the Ballot Picking List located inside Envelope 1. Remember, the provisional ballots have the word PROVISIONAL printed across the top.

3 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).

4. 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.

5. Total UNUSED Ballots Count the number of UNUSED (not voted) ballots that remain after the polls close.

6. Total UNUSED Provisional Ballots Same as #5, but this number is of the UNUSED Provisional Ballots.

7. Total Spoiled Ballots Count the number of SPOILED ballots inside the Envelope S – Spoiled Ballots.

8. Total Damaged Ballots Count the number of DAMAGED ballots inside the Envelope D – Damaged Ballots.

9. Total Spoiled Provisional Ballot Count the number of SPOILED provisional ballots inside the Envelope P – Provisional Ballots.

10. Total number of voters who voted on the Ballot Scanner Look at the number on the public counter on the ballot scanner.

11. Total number of voters who voted on the touchscreen Look at the number on the public counter on the touchscreen (this is located in the bottom left corner of the touchscreen)

Lines 12, 13, and 14 These numbers will come from the Official Election Results Report from the Voter Card Activator.

12. Total Votes

13. Total Qualified Votes

14. Total Provisional Votes
Form 80 - Certificate of Results

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 Election Results Report (results tape printed from the card actuator).
4. Each Judge must sign their name on each copy of the Official Election Results Report. Sign on the back of the form at the bottom (3 copies of Official Election Results Report - results label).
5. In each envelope and in the Transfer Case, you will find a set of two documents:
   - one copy of Form 80;
   - one Official Election Results Report.
   Make sure that Form 80’s complete and that both documents are signed. Don’t attach them together. You will have 3 sets:
6. Put 3 sets in each of these 2 envelopes plus the Transfer Case:
   - 71E
   - 71W
   - Transfer Case

STATE OF ILLINOIS
COUNTY OF COOK

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 the 26th day of February, 2019. 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 Packet List in Envelope I.)
1. Total number of Official Ballots: ________________________________

Number of Official Provisional Ballots (Paper) Received from the Board of Election Commissioners:
(To find the number of Provisional Ballots you received, look at Ballot Packet List in Envelope J.)
2. Total number of Official Provisional Ballots: ________________________________

Number of Voters, Regular or Provisional
3. 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 Ballots printed.)
4. Total number of voters who voted a Provisional Ballot: ________________________________
(To find this number, count the total completed Provisional Voter Affidavits, Form 37EP)

Number of Unvoted Ballots Returned in the ESC
5. Total Unvoted Ballots left in the ESC: ________________________________
6. Total Unvoted Provisional Ballots (Envelope M) left in the ESC: ________________________________

Number of Spoiled/Damaged Ballots Returned in the Transfer Case
7. Total Spoiled Ballots (in Envelope S): ________________________________
8. Total Damaged Ballots (in Envelope D): ________________________________
9. Total Spoiled Provisional Ballots (in Envelope P): ________________________________

Number of Ballots Cast from Public Counters
10. Total Official voted ballots (copy the number directly from the Ballot Scanning Public Counters): ________________________________
11. Total Touchscreen voted ballots (in Touchscreen Public Counters): ________________________________

Number of Ballots Cast from the Official Election Results Report (from Card Actuator)
For #1-14, use the numbers on the Official Election Results Report from Card Actuator:
12. Total Votes Cast: ________________________________
13. Total Qualified Votes: ________________________________
14. Total Provisional Votes: ________________________________

Fill in all the boxes in the shaded and unshaded areas. Do not add the lines together.

Dated this 26th day of February, 2019
JUDGES OF THE MUNICIPAL GENERAL ELECTION

Signature: ________________________________
Address: ________________________________

Larry Gough – Executive Director
Board of Election Commissioners for the City of Chicago
Seals

The Seal Accountability Forms must be completed as instructed and returned to the Receiving Station in the Black Return Bag.

<table>
<thead>
<tr>
<th>SEAL ACCOUNTABILITY FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELECTION SUPPLY CARRIER</strong> (Seal is GREEN)</td>
</tr>
<tr>
<td>1. PRIOR TO ELECTION DAY:</td>
</tr>
<tr>
<td>SEAL # VERIFIED BY: BOARD AGENT</td>
</tr>
<tr>
<td>SEAL # VERIFIED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td>2. ELECTION DAY</td>
</tr>
<tr>
<td>Before 6 a.m.: SEAL # VERIFIED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td>After 7 p.m.: SEAL # ATTACHED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td><strong>AUXILIARY BALLOT BOX – INSIDE ESC</strong> (Seal is ORANGE)</td>
</tr>
<tr>
<td>3. ELECTION DAY (if needed because ballot scanner stopped operating): SEAL # ATTACHED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td><strong>TOUCHSCREEN</strong></td>
</tr>
<tr>
<td>4. PRINTER: (Section Day, Seal is RED)</td>
</tr>
<tr>
<td>SEAL # VERIFIED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td>If replacement is needed SEAL # ATTACHED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td>5. POLLS OPEN/CLOSE DOOR: (Section Day)</td>
</tr>
<tr>
<td>YELLOW SEAL: # VERIFIED (ATTACHED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td>RED SEAL: # VERIFIED (ATTACHED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td>6. CARTRIDGE PORTS DOOR: (Section Day, Seal is RED)</td>
</tr>
<tr>
<td>SEAL: # VERIFIED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td><strong>VOTER CARD ACTIVATOR</strong></td>
</tr>
<tr>
<td>7. PRINTER: (Section Day, Seal is RED)</td>
</tr>
<tr>
<td>SEAL # VERIFIED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td>If replacement is needed SEAL # ATTACHED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td><strong>BALLOT SCANNER</strong></td>
</tr>
<tr>
<td>8. MEMORY PACK DOOR: (Section Day, Seal is RED)</td>
</tr>
<tr>
<td>SEAL # VERIFIED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td>9. BALLOT SCANNER/BALLOT BOX: (Section Day, Seal is BLUE)</td>
</tr>
<tr>
<td>SEAL # ATTACHED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td>10. If replacements are needed SEAL: # ATTACHED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td>SEAL: # ATTACHED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td>SEAL: # ATTACHED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td><strong>ELECTRONIC POLL BOOK CASE</strong> (Seal is YELLOW)</td>
</tr>
<tr>
<td>11. SEAL: # VERIFIED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td>SEAL: # ATTACHED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td><strong>ELECTRONIC POLL BOOKS</strong> (Seal is a sticker)</td>
</tr>
<tr>
<td>12. SEAL: # VERIFIED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td>SEAL: # VERIFIED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td><strong>TRANSFER CASE</strong> (After 7 p.m.) on Election Day (Seal is CLEAN/BLACK)</td>
</tr>
<tr>
<td>13. SEAL: # ATTACHED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td><strong>BLACK RETURN BAG</strong> (After 7 p.m.) on Election Day (Seal is GRAY)</td>
</tr>
<tr>
<td>14. SEAL: # ATTACHED BY: (E/ SIGNATURE)</td>
</tr>
<tr>
<td><strong>WAREHOUSE EMPLOYEE:</strong></td>
</tr>
</tbody>
</table>

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 Board Agent. New seal attached by Board Agent upon
delivery of the Election book. New seal 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. Printer
   Seal attached by warehouse employee and verified by an election judge on election day. If a replacement seal is
needed, an election judge will attach a new seal on the printer and record the new seal #.

5. Polls Open/Closed Door
   A yellow seal is attached by warehouse employee and verified by an election judge. A red seal is placed
underneath the door by a warehouse employee. An election judge will then verify the seal # and attach the seal
to the outside of the door, after moving the switch from Closed to Open.

6. Cartridge Ports Door
   Seal attached by warehouse employee and verified by an election judge.

VOTER CARD ACTIVATOR

7. Printer
   Seal attached by warehouse employee and verified by an election judge. If a replacement seal is needed, an
election judge will attach a new seal on the printer and record the new seal #.

BALLOT SCANNER

8. Memory Pack Door
   Seal attached by warehouse employee and verified by an election judge.

9. Ballot Scanner/Balot Box
   An election judge must secure the ballot scanner to the ballot box by using two blue seals (one on each side).
   An election judge must record the seal #s.

10. If the seals need to be replaced, an election judge must record the new seal #s.

ELECTRONIC POLL BOOK CASE

11. Seal attached by warehouse employee and verified by election judge before opening on election morning. After
the case is passed 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

12. Seal attached by warehouse employee and verified by an election judge.

TRANSFER CASE

13. 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

14. After all the required items are placed inside the transfer case, an election judge must attach a seal and record
the seal #.

All election judges that verify and attach seals must sign on the appropriate lines.
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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.

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<tr>
<th>WARDS</th>
<th>SCHOOL</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 &amp; 2</td>
<td>Andersen/LaSalle II School</td>
<td>1148 N. Honore St.</td>
</tr>
<tr>
<td>3 &amp; 4</td>
<td>M. L. King Jr. High School</td>
<td>4450 S. Ellis Ave.</td>
</tr>
<tr>
<td>5 &amp; 20</td>
<td>Hyde Park Career Center</td>
<td>6220 S. Stony Island Ave.</td>
</tr>
<tr>
<td>6 &amp; 8</td>
<td>Arthur Ashe School</td>
<td>8505 S. Ingleside Ave.</td>
</tr>
<tr>
<td>7 &amp; 10</td>
<td>Bright School</td>
<td>10740 S. Calhoun Ave.</td>
</tr>
<tr>
<td>9 &amp; 34</td>
<td>Lavizzo Elementary School</td>
<td>138 W. 109th St.</td>
</tr>
<tr>
<td>11 &amp; 12</td>
<td>McClellan School</td>
<td>3527 S. Wallace St.</td>
</tr>
<tr>
<td>13 &amp; 23</td>
<td>Mariano Azuela School</td>
<td>4707 W. Marquette Rd.</td>
</tr>
<tr>
<td>14 &amp; 22</td>
<td>Gunsaulus School</td>
<td>4420 S. Sacramento Ave.</td>
</tr>
<tr>
<td>15 &amp; 16</td>
<td>Gage Park High School</td>
<td>5630 S. Rockwell St.</td>
</tr>
<tr>
<td>17 &amp; 21</td>
<td>Mahalia Jackson School</td>
<td>917 W. 88th St.</td>
</tr>
<tr>
<td>18 &amp; 19</td>
<td>Owen Academy</td>
<td>83rd &amp; Spaulding Ave.</td>
</tr>
<tr>
<td>25 &amp; 27</td>
<td>Galileo Scholastic Academy</td>
<td>820 S. Carpenter St.</td>
</tr>
<tr>
<td>26 &amp; 35</td>
<td>Funston School</td>
<td>2010 N. Central Park Ave.</td>
</tr>
<tr>
<td>29 &amp; 37</td>
<td>Frederick Douglass Jr. High Academy</td>
<td>543 N. Waller Ave.</td>
</tr>
<tr>
<td>30 &amp; 31</td>
<td>Nixon School</td>
<td>2121 N. Keeler Ave.</td>
</tr>
<tr>
<td>32 &amp; 47</td>
<td>Coonly School</td>
<td>4046 N. Leavitt Ave.</td>
</tr>
<tr>
<td>33 &amp; 39</td>
<td>Haugan School</td>
<td>4540 N. Hamlin Ave.</td>
</tr>
<tr>
<td>36 &amp; 38</td>
<td>Foreman High School</td>
<td>3235 N. Leclaire Ave.</td>
</tr>
<tr>
<td>40 &amp; 48</td>
<td>Jamieson School</td>
<td>5650 N. Mozart Ave.</td>
</tr>
<tr>
<td>41 &amp; 45</td>
<td>Farnsworth School</td>
<td>5414 N. Linder Ave.</td>
</tr>
<tr>
<td>42 &amp; 43</td>
<td>Walter Payton College Prep</td>
<td>1034 N. Wells St.</td>
</tr>
<tr>
<td>44 &amp; 46</td>
<td>Inter-American Magnet School</td>
<td>851 W. Waveland Ave.</td>
</tr>
<tr>
<td>49 &amp; 50</td>
<td>Sullivan High School</td>
<td>6631 N. Bosworth Ave.</td>
</tr>
</tbody>
</table>
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
Disability 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
TTY (for the hearing impaired and deaf) ...........................................(312) 269-0027

2019 ELECTION HANDBOOK