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- **Appendix A: Verity Field Guide**
- **Appendix B: Polling Place Field Guide**
What to do in an Emergency

• In the event of an emergency, the first priority is to make sure everyone is safe and to call 911.

• If, and only if, it is possible to safely do so, try to take the following items (in order of importance):
  1. Voted ballots from the Ballot Box
  2. Verity Scan
  3. VBM Dropbox
  4. Poll Pads and used forms such as Provisional Carrier Pouch and Voter Authorization Receipt Envelope

• Secure supplies left behind as well as possible. Once in a safe place, call the Election Division at (630) 407-5577 for instructions.
Pollwatchers

- ALL Pollwatchers must turn in a valid Pollwatcher Credential
- The Pollwatcher Credential will be placed into the Pollwatcher Credential Envelope and each Pollwatcher will sign in and out on the envelope
- Pollwatchers may come and go, but must continue to sign in and out on the Pollwatcher Credential Envelope. They only need to provide one Pollwatcher Credential per Polling Place per day.
- Once the Polls have closed, a Pollwatcher may not reenter the Polling Place
Pollwatchers

• Pollwatchers may NOT touch any Election Equipment or Materials
• Pollwatchers may NOT Electioneer
• Pollwatchers may NOT interfere with the voting process
• If there are questions regarding Pollwatchers at your Polling Place, please do not hesitate to contact the Election Division at 630-407-5577
Electioneering

• No one (including Judges of Election) is permitted to wear a campaign button, politically embellished garment, display political literature, place signage or engage in any political discussion within the Campaign Free Zone.

• Follow the aerial layout provided in the Judges Pickup Envelope to place the blue NO Electioneering cones. Electioneering is not allowed within 100 feet of the polling room. If 100 horizontal feet ends inside the building, NO electioneering is allowed within. This is the Campaign Free Zone; the blue NO Electioneering cones should be placed outside the front door.

• The broken blue line on the aerial layout indicates cone placement for all other distances from the front door.
Electioneering

- A **private** entity (including churches or private schools) can choose to make their entire property a Campaign Free Zone. This means that electioneering is not allowed anywhere on their property. The facility will need to display their NO Electioneering shield sign. The Judges should not remove these signs. These signs stay at the site.

- **NOTE:** Any Private Site with NO Electioneering shield signs will not have blue cones.

- If questions arise, contact Election Authority at (630) 407-5577.
Provisionals

Provisional Scenarios:
1. Voter does not have the Proper ID to register or update their registration.
2. When voter registered, they failed to provide the proper ID, and do not have the proper ID with them now.
3. Voter is Inactive and does not have the proper ID.
4. Voter is challenged and does not have the proper ID.
5. Voter has been issued a Vote By Mail Ballot and does not have it with them but wishes to vote in person.
6. Voter has returned a Vote By Mail Ballot but wishes to vote in person.
7. Voter has Already Voted/Voted Early but claims not to have and wishes to vote in person.
8. When there is a court order to extend the hours of voting at a Polling Place, anyone that votes after 7:00 pm (when the Polls were supposed to close), must vote Provisionally. Please note, this scenario is rare and in the event that it happens, we will know early in the Election Day and will be able to instruct the affected Polling Place as well as send out additional Provisional Supplies in a timely manner.

• For Scenarios 1-4: Voter must bring the proper ID to the Election Division Office within 7 days in order for their ballot to be counted.
• For Scenarios 5-8: Voter does not need to do anything further. The Election Division Staff verifies all records and determines validity accordingly.
Voter Assistance

• A voter qualifies to receive assistance if a voter (1) cannot read or write the English language or (2) are physically unable to mark the ballot.
• A voter can receive assistance from a person of their choosing or from a team of bipartisan election judges.
• The only exception is the person may not be a voter’s boss or union leader.
• Complete the Affidavit of Assisted Voter in the Poll Pad
Bipartisanship

- All aspects of the Election are done with a bipartisan team of judges
- All Signature Verification and Forms Sign Offs are done by both parties
- Election Night Supply Return MUST be done by a bipartisan team riding in the same vehicle
- Your Polling Place MUST have representation from both parties in order to be operating. If you are missing representation of a party:
  - Call the Election Division immediately at 630-407-5577
  - Attempt to recruit a voter of that party to serve as an Election Judge
Call the Election Division

• If you are ever unsure of how to proceed, call the Election Division at 630-407-5577
Supply Box A

- For Setup Envelope
- During Election Envelope
- After Polls Close Envelope
- Provisional Envelope
- Miscellaneous Supplies
For Setup Envelope

- Attention Voters – Start Here Sign
- Spanish Voter Assistance Sign
- Polling Place Sign
- Polling Place Directional Sign
- No Electioneering Sign
- No Cell Phones Sign
- No Firearms Sign
- Wheelchair Accessible Sign
- Not Registered? No Problem Poster
- Voter Information Poster
- Voter Instructions Poster
- Verity Scan Quick Guide
- Verity Touch Writer Quick Guide
- Verity Print Quick Guide
- Poll Pad Quick Guide
Attention Voters – Start Here Sign

• Place on the table near the Poll Pads
Spanish Voter Assistance Sign

• Hang the two sided sign accordingly with how your Polling Place is staffed
Polling Place Sign

• Hang near the entrance of the Polling Place
Polling Place Directional Sign

• Hang accordingly within the Polling Place
No Electioneering Sign

• Hang near the entrance of the Polling Place
No Cell Phones Sign

- Hang near the entrance of the Polling Place and around the voting booths
No Firearms Sign

- Hang near the entrance of the Polling Place
Wheelchair Accessible Sign

• Hang by the ADA Entrance of the Polling Place
Not Registered? No Problem Poster

- Hang near the entrance of the Polling Place
Voter Information Poster

- Hang within the Polling Place
- You will receive two copies of this poster. Hang one with the English side showing and the other with the Spanish side showing.
Voter Instructions Poster

• Hang within the Polling Place
• You will receive two copies of this poster. Hang one with the English side showing and the other with the Spanish side showing.
Verity Scan Quick Guide

• Use the Verity Scan Quick Guide as a reference to setup and take down the Verity Scan and Ballot Box.

• As a reminder: only the Ballot Box is setup during the Night Before Setup. The Verity Scan is not setup until Election Morning.
Verity Touch Writer Quick Guide

• Use the Verity Touch Writer Quick Guide as a reference to setup and take down the Verity Touch Writer, Ballot Printer, Verity Touch Writer Table, and Verity Touch Writer Printer Table.

• As a reminder: only the Verity Touch Writer Table and Verity Touch Writer Printer Table are setup during the Night Before Setup. The Verity Touch Writer and Ballot Printer are not setup until Election Morning.
Verity Print Quick Guide

• Use the Verity Print Quick Guide as a reference to setup and take down the Verity Prints and Ballot Printers.

• As a reminder: the Verity Prints and Ballot Printers are not setup until Election Morning.
During Election Envelope

• Report to Election Authority by Judges of Election
• Judge of Election Suggestion Sheet
• Pollwatcher Credentials Envelope
• Voter’s Spoiled Ballot Security Envelope
• Spoiled Ballot Envelope
• Voter Authorization Receipt Envelope
• Vote By Mail Carrier Pouch
• Ballot Privacy Cover
• Demonstration Ballot
• Narrative for Verity Scan
• Narrative for Verity Touch Writer
• Poll Pad Quick Guide
Report to Election Authority by Judges of Election

• To be filled out by the Election Judges when a voter indicates additional information about another voter. This form is then reviewed by the Election Division and proper statutory follow-up occurs.
Judge of Election Suggestion Sheet

• To be filled out by the Election Judges regarding suggestions for the Election Division. Please note: many things that happen in the Polling Place are statutorily dictated and cannot be changed.
Pollwatcher Credentials Envelope

• Kept within view and reach of the Election Judges. Pollwatchers must surrender their Pollwatcher Credentials and sign in and out on the Pollwatcher Register.
Voter’s Spoiled Ballot Security Envelope

• Every Spoiled Ballot is placed inside this envelope by the voter. The Election Judge then places the envelope in the large Spoiled Ballot Envelope.
Spoiled Ballot Envelope

- Place all used Voter’s Spoiled Ballot Security Envelopes inside. Once the Polls have closed, complete the outside of the Envelope and place in Supply Box A.
Voter Authorization Receipt Envelope

• Place all Voter Authorization Receipts in envelope when the Polls Close. Seal and complete the envelope. Place in Blue Rolling Case for return to Election Division.
Vote By Mail Carrier Pouch

• Once the Polls have closed, a bipartisan team of Election Judges will empty the Vote By Mail Dropbox. Place a Polling Place label on each Vote By Mail Ballot and place them in the Vote By Mail Carrier Pouch. Complete and Seal the envelope and return in the Blue Rolling Case.

• Please note: Only Vote By Mail Ballots being returned are to be placed in the Vote By Mail Carrier Pouch. All Surrendered Vote By Mail Ballots should be placed in a Spoiled Ballot Envelope.
Ballot Privacy Cover

• Offer all voters a Ballot Privacy Cover to afford the voter privacy as they mark their ballot and carry it to the Verity Scan.

• Before the voter places their ballot in the Verity Scan, instruct the voter to move their Ballot Privacy Cover over so that the Judge’s Initials can be seen on the top right corner of the ballot.
Demonstration Ballot

- The Demonstration Ballot and a dry erase marker are provided in the event a voter needs further instruction on how to complete a ballot.
Narrative for Verity Scan

• Step by step instructions for voters on how to use the Verity Scan
Narrative for Verity Touch Writer

- Step by step instructions for voters on how to use the Verity Touch Writer
Poll Pad Quick Guide

• Use the Poll Pad Quick Guide as a reference to setup and take down the Poll Pads.

• As a reminder: Polls Pads may NOT be setup until Election Morning.
After Polls Close Envelope

• Election Procedures Checklist
• Election Forms Return Envelope 2
• Election Official Sign
• Return of Supplies Certification
**Election Procedures Checklist**

- At the end of the night, use the Election Procedures Checklist to ensure that you have completed every step of the process.
Election Forms Return Envelope 2

• The outside of the envelope references what needs to be placed in Election Forms Return Envelope 2.

• Election Forms Return Envelope 2 is placed in the Blue Rolling Case for return to the Election Division.
Election Official Sign

• Place the Election Official Sign in the front window of the car that is returning the Election Results to the Election Division on Election Night. As a reminder, the Bipartisan Team of Election Judges MUST be in the same car.

• Please note: All Rules of the Road still apply
Return of Supplies Certification

• Complete and sign the Return of Supplies Certification. Place in the Blue Rolling Case for return to the Election Division.
Provisional Envelope

- Provisional Ballot Carrier Pouch
- Provisional Instructions
- Provisional Envelope 1
- Provisional Envelope 2
Provisional Ballot Carrier Pouch

- Place all completed Provisional Envelopes in the Provisional Ballot Carrier Pouch
- After the Polls have closed, complete and seal the envelope and place in the Blue Rolling Case to be returned to the Election Division
Provisional Instructions

• Provisional Instructions break down the Provisional Process step by step for each voter.

As a reminder: if a voter voted Provisionally because they were missing proper ID, they will need to bring their ID to the Election Division Office no later than 7 days after the Election.

• Accepted Provisional Ballots are counted 14 days after the Election.
Provisional Envelope 1

• Have the Voter fully complete Provisional Envelope 1. An incomplete Provisional Affidavit (envelope) may disqualify a voter from having their ballot count.
Provisional Envelope 2

• Once the voter has been processed through the Poll Pad and completed Envelope 1, direct the voter to a voter booth with Provisional Envelope 2 and their ballot. Once the voter has finished voting, they will place their ballot into Provisional Envelope 2. They will then return Provisional Envelope 2 to the Election Judges and it will be placed inside Envelope 1 and then placed inside the Provisional Ballot Carrier Pouch.

• In the event the voter attempts to put their ballot in the Verity Scan, it will be rejected as the Verity Scan will not accept Provisional Ballots.
Supplemental Supply Envelope

- Official Ballot Record (OBR)
- Polling Place Aerial View
- Polling Place Layout
- Sample Ballots and Newspaper Publication
- Valid Write In List
- Polling Place Labels
- Ballot Surrendered Labels
Official Ballot Record (OBR)

• Complete and sign the OBR. The OBR is returned in Election Results Envelope 1.

• Be sure to read the OBR carefully. It will ask for a variety of different numbers that can be found on the equipment after the Polls Close and before the equipment is taken down.
Polling Place Aerial View

• This map will show an aerial view of your Polling Place including a Blue Line indicating the Campaign Free Zone.

• Place the blue No Electioneering Cones where indicated. Please note: some Private Property Polling Places choose to make their entire property a Campaign Free Zone and will use a red shield instead of the blue cones.
Polling Place Layout

• This layout map will show you the suggest way to setup up your polling place. You may adjust if needed.
Sample Ballots and Newspaper Publication

• ALL Sample Ballots must be displayed for voters to view

• You will have Sample Ballots for the precincts assigned to your polling place

• The provided Newspaper Publication will include all county races
Valid Write In List

• This list will contain all Valid Write In Candidates for all races throughout the county
Polling Place Labels

• You will receive a sheet of Polling Place Labels. Places Polling Place Labels on all indicated Election Forms. You will also place a Polling Place Label on each Returned Vote By Mail Ballot from the Vote By Mail Dropbox.
Ballot Surrendered Labels

• You will receive a sheet of Ballot Surrendered Labels. When a Vote By Mail Ballot is surrendered (ie, the voter wishes to surrender their Vote By Mail Ballot and vote in person), place a Ballot Surrender Label on the flap of the envelope and place in a Voided Ballot Envelope.
Judge’s Pickup Envelope

• Judge’s Oath/Payroll Sheet
• Last Minute Instructions
• Election Results Envelope 1
• Judge of Election Supply Return Receipt
Judge’s Oath/Payroll Sheet

- All Judge’s must take the Judge of Election Oath and sign the Payroll Sheet.
- If you do not sign, payroll will be delayed
- County Payroll requires your full Social Security number. We have your information if it listed as XXX-XX-1234. A complete blank indicates that you will need to provide the County with your information.
Last Minute Instructions

• Please read the Last Minute Instructions provided as they may include any updates or additional important information

• Equipment Passwords will be listed on here
Election Results Envelope 1

- The outside of the envelope references what needs to be placed in Election Results Envelope 1.
- Election Results Envelope 1 is placed in the Blue Rolling Case for return to the Election Division.
Judge of Election Supply Return Receipt

• The Democrat and Republican Judges that together return the Election Supplies on Election Night, will complete this form.
Poll Pad Scenarios

DuPage County Clerk – Election Division
Once the Polls have opened, begin by pressing GET STARTED.
Voter Check In

Begin by typing the last 3 letters of both the last name and first name in the appropriate fields.

Once you have done this, press the Search button.
Voter Check In

The matching voters will populate on the screen below. Select the appropriate voter to begin the Check in Process.
Voter Verification

Verify the Voter’s Name, DOB, and Address before proceeding. To proceed press the Regular Ballot button.
Primary Election Party Selection

During a Primary Election, you will need to select the Voter’s requested party before proceeding.

Proceed by selecting the appropriate party.

Please note: A voter must make a party ballot choice in order to vote. A primary ballot will have candidates of that party along with any applicable referenda. When available, a voter may select a Non-Partisan ballot which will only have any applicable referenda and no candidates.
Voter Signature Confirmation

Have the Voter confirm their Name, Address, and party selection.

At this point, have the Voter sign on the bottom of the screen using the provided stylus.

When the Voter has finished signing, press DONE SIGNING.
As a Bipartisan Team of Election Judges, verify the information on the screen is correct as well as matching the signature on file to the signature from the voter.

Once approved, both judges will need to initial in the appropriate box. Then, press SUBMIT.
Voter Check In Successful

Once submitted you will receive the following Processed Successfully screen as well as the printed Voter Verification Receipt. The Voter Verification Receipt is then used to print the appropriate ballot off of the Verity Print or Verity Touch Writer.

Please note: Once a ballot is issued, place all Voter Authorization Receipts in the Voter Authorization Receipt Box.
Registering a Voter

Before registering a new voter, check to ensure they are not already registered in DuPage County.

Once you receive the No Records Found popup, you can select the REGISTER button in the top right of the screen.

Please note: In order to register, a Voter will need to have two forms of ID with them, one with their current name and current address and one with their current name or current address. If they do not have the appropriate IDs on Election Day, they will need to vote Provisionally. If they do not have the appropriate IDs during Early Voting, they will need to return at a later time.
Registering a Voter

Ask the Voter the questions prompted on the screen regarding age and citizenship.

If Yes has been selected for all questions, click the next button in the top right corner.

If No has been selected for any or all of the questions, call the Election Division at 630-407-5577 for further assistance and instruction.

Please note: A Voter may vote in the corresponding Primary Election if they will be 18 by the General Election Date.
Registering a Voter

Carefully enter the Voter’s Information.

Once complete, select Next.
Registering a Voter

Begin by entering the Voter’s House# of their address. Then, begin entering the first few letters of their Street Name. A matching address list will begin to appear. Select the appropriate address and the rest of Vote Address will fill in appropriately.

Please note: If an address does not appear, check to confirm that only the House # and Street Name fields have been used. If you are still unable to proceed, call the Election Division at 630-407-5577 for further instruction.
Registering a Voter

Confirm the populated information is correct with the Voter.

Select Next.
Registering a Voter

All Voter’s registering must provide either:
- IL Driver’s License (or State ID) number
- Last four of SSN

Please note: A Voter does not need to show you either of these pieces of identification, they just must provide the number. If a Driver’s License number is being provided, it must be issued by the state of Illinois.
Registering a Voter

Type in the ID number from the appropriate ID.

Select Next.
Registering a Voter

Select the Voter’s presented ID types. There will be a drop down of acceptable ID types. One ID must have the Voter’s current name and current address. The other ID can have the Voter’s current name and current address.

If the Voter does not have the appropriate IDs with them, they will need to vote Provisionally.

Please note: A Photo ID is NOT required.
Registering a Voter

Have the Voter review all information on the Poll Pad screen and verify all information is correct. The voter will then sign using the provided stylus.

Select Next.
Registering a Voter

The Election Judge processing the Poll Pad will initial the screen and press Submit.

Press Accept.
Registering a Voter

If the voter has provided the correct IDs, you can proceed with the Voter Check In.

If they have NOT provided IDs it is imperative that you go back to Check In and check them in provisionally.
Updating a Voter’s Registration

If a Voter needs to update their name or address, their registration will need to be updated.

Begin by locating the Voter in the Poll Pad.
Updating a Voter’s Registration

On the Judge of Election Confirmation Screen, select the Update Registration Button located at the bottom right of the screen.
Updating a Voter’s Registration

Next proceed to the portion of the Voter’s information that needs to be updated.
Updating a Voter’s Registration

Make the change to the record and click Next.
Registration Identification

As this is a Registration, the Voter will still need to provide the appropriate IDs to confirm the change just like a new registration.
Registration Identification

If the Voter does not have the appropriate ID(s) with them, they will need to vote Provisionally.
Once you have reviewed the information and confirmed that it is correct, initial the box on the right of the screen.

Select Submit.
Inactive Voter Check In

If a Voter is listed as Inactive, they will need to provide ID. If the Voter’s name and address are still the same, they just need to show one ID with their current name and current address. Select IDS Presented and proceed. If the Voter has moved or changed their name, they will need to update their Registration. Any Registration update requires two forms of ID. Someone who is an inactive voter can vote and check in when they provide identification. Select RE-REGISTER VOTER and proceed. If the Voter does not have any ID(s), they will need to vote Provisionally. Select NO IDS PRESENTED and proceed.
If a Voter is being processed provisionally due to missing or invalid ID, the voter has 7 days to bring their ID(s) to the Election Division so their ballot can be counted.

When a Provisional Ballot is issued, the Voter does not feed the ballot through the Verity Scan. The Voter will place the ballot in the Provisional Envelope 2. The Election Judge will place Provisional Envelope 2 in Provisional Envelope 1.
In a Primary Election, the Voter will still need to declare what party they could like their ballot for.

Select Democratic or Republican. Select ACCEPT.
Processing Provisionally

Have the Voter review and confirm that their information is correct. The Voter will then need to sign the Poll Pad.

Please note: the Provisional Envelope still needs to be completed. If not completed, the Voter’s ballot may not be able to be counted.
Two Election Judges will verify the Voter’s signature and registration.

Have each Judge initial on the screen. Select SUBMIT
Mail Ballot Issued

If a Voter has been issued a Vote By Mail Ballot but has not yet returned it to the election office, you will see a tag showing Mail Ballot Issued.

Please note: Next steps vary depending on if this is happening at Early Voting or on Election Day at a Polling Place. Since a Voter cannot vote Provisionally at Early Voting, Election Judges will need to call the Election Division if the Voter does not have the VBM Ballot to surrender.
Mail Ballot Issued

If the Voter has their VBM Ballot with them, they can surrender it and be processed normally. The Election Judge will take the Surrendered VBM Ballot and place it in a Spoiled Ballot Envelope. Select BALLOT SURRENDERED and process the Voter normally. If the Voter does not have their VBM Ballot with them, they will need to be vote Provisionally on Election Day. Select PROCESS PROVISIONALLY. When returned, the Election Division will confirm that no VBM Ballot has been returned, and the Provisional Ballot will be counted.

If the Voter has voted their VBM Ballot and wishes to turn it in, they may drop it in the VBM Drop Box for return to the Election Division to be counted. Select CLOSE.
Surrendered Ballot

When the Voter surrenders their VBM Ballot, you will reach this screen.

Follow the Poll Pad prompts on the screen and select ISSUE NEW BALLOT.

If the Voter’s information is incorrect and they need to reregister, select RE-REGISTER.
Surrendered Ballot

When Surrendering a VBM Ballot, the Voter will need to read and sign the Surrendered Ballot Affidavit.

Have the Voter sign the screen. Press ACCEPT AND SIGN.
Mail Ballot Returned

If the Voter has returned their VBM Ballot, they will show as Mail Ballot Returned.

For Election Day: The Voter may vote Provisionally if they insist. The Provisional Ballot will be reviewed for its legitimacy.

For Early Voting: Call the Election Division if the Voter does not accept that their VBM Ballot has been returned.
Mail Ballot Returned

If the Voter chooses to vote Provisionally, select PROCESS PROVISIONALLY.

Voter was issued and returned a Vote By Mail ballot and may not vote again.

If voter maintains they have not voted provisionally, Select Process Provisionally.
Voter Early Voted

If a Voter has already voted during Early Voting, then they will be marked as Voted Early.

For Early Voting: Call the Election Division if the Voter does not believe that they Early Voted.

For Election Day: The only option to proceed will be to vote them provisionally if they attest to not voting early.
If the Voter wants to vote Provisionally on Election Day, select Process Provisionally.
Spoiling a Ballot

There are a few situations in which a ballot might be spoiled.

In the event a ballot needs to be spoiled, first look up the Voter’s Check In Record.

Click the gear icon to the left of the record.
Spoiling a Ballot

In order to receive a barcode to reprint a new ballot, select REPRINT VOTER RECEIPTS.
Spoiling a Ballot

Next, while still on the record, Select SPOIL BALLOT.
Spoiling a Ballot

Next select the ballot below their name that you are spoiling.

Next, Choose the Reason that the ballot is being spoiled:
- Soiled Ballot
- Ballot Destroyed
- Other
Spoiling a Ballot

After selecting the Spoil Reason, follow the instructions on the screen. You will receive a Voter Authorization Receipt for Spoiled Ballot. Place this receipt with the other Authorization Receipts.
Spoiling a Ballot

Scan the barcode on the Verity Print, initial the ballot, and give it to the Voter.

Place the Voter Authorization Receipt that you have into the Voter Authorization Receipt Box.
Voter Assistance Required

If a Voter requires assistance, you will need to complete the Affidavit of Assisted Voter in the Poll Pad.

Please note: A Voter can only receive assistance if they (1) do not speak or read the English language or (2) are not able to mark the ballot.

Assistance can be provided by either a bipartisan team of Election Judges or an individual of the Voter’s choosing. The only exception is that the individual may not be the Voter’s boss of Union Rep.
Voter Assistance Required

Follow the prompts on the Assistance Required screen. Be sure to select the reason for assistance.

Have the Voter sign the Poll Pad. If they are unable to sign, they still need to make a mark on the screen.

Select CONTINUE and proceed.
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Verity Print

Verity Print is an on-demand ballot printing device; using Verity Print, you can print and issue blank paper ballots to voters using an attached ballot printer. The voter then hand-mark their ballot and casts it either using Verity Scan, or into a ballot box to be scanned centrally.

NOTE: Software startup for each unit may take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting System to verify the authenticity of the software before allowing it to operate.
setting up Verity Print

setting up the ballot printer

1. Set up the ballot printer on the table.

2. Plug in the square end of the USB printer cable into the printer. (The flat end will be plugged into the Verity Print.)

3. Insert the printer power cord into the printer and the other end into an outlet or UPS/battery backup.

4. Load the ballot printer with appropriate ballot paper. Note that the paper size will vary by election, and that the printer tray used may vary depending on the types of printers and accessories used in your jurisdiction. Follow local procedures.

Loading ballot paper in the main tray (Tray 1)

a) Pull out the tray 1 drawer on the printer.

b) Load paper in the tray. If necessary, push the blue tab and pull the paper guide to the appropriate setting.
c) Reinsert and close the paper tray.

5. Do not power on the printer at this time.
setting up the Verity Print

1. Position the Verity Print on a table next to the ballot printer.

2. Remove the power brick and power cord from the purple cord bag.

3. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Print (flat side up).

   **IMPORTANT:** Do not plug the power cord into the wall yet.

4. Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity Print, with the notch facing up.
5. Open the Verity Print case and lock the lid brace in place.

   IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.

6. Unlock (A), unlatch (B), and remove the tablet (C).

7. Seat the tablet in the cradle (A), tilt it back (B), and lock it in place (C).

8. Verify the Verity Print device seals, per local procedure.
9. Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present.

10. Press the switch on the bottom right side of the ballot printer to power it on.

11. Press the red button on the back of the Verity Print to power it on.
    - During the power on process, a Power-On Self Test report will print on Verity Print’s built-in printer. This report will indicate any hardware or connection issues; if any issues are noted, check connections and power off the printer and the Verity Print. Power the printer on first before powering on the Verity Print.

12. Wait until the Verity Print finishes powering up and displays the Enter Poll Worker Code screen, and then connect the AutoBallot barcode reader to the USB connection located on the vDrive compartment above the report printer.
Verity Print orientation

screen orientation

When powered up for the first time the device is used during a voting event, Verity Print should display the Enter Poll Worker Code screen.

In addition to the date and time, the following appears at the bottom of the screen:

1:32 PM Friday 5/1/2020

- **Ballots:** The number of ballots printed using the Verity Print for the current election; at the start of a voting event, this number should be zero.
- **Lifetime:** The number of ballots printed using the Verity Printed for the lifetime of the device (for all elections).
- **Battery and AC power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level is found on the Verity Print Power-On Self Test report.

**NOTE:** If AC power is not available, the device will automatically switch over to battery power, and a warning message will display. To dismiss the message and continue operating on battery power, touch “If the power is out, touch here to use battery”.

*When battery power is low, and AC power is disconnected, a warning message will appear on the device screen. Reconnect the device to AC power.*
report printer operation

1. The thermal report printer is located on the right-hand side of the Verity Print.

2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you and lift up to open the paper compartment.

3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom.

4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper.
printing ballots

1. Setup and power on the Verity Print. **Confirm that you are running on AC power** (see page 9). Verify that the printer displays READY TO PRINT. ▶

   If the printer is offline, or in power save/sleep mode, press the ONLINE button to wake up the printer. ▶

2. When prompted, enter the Poll Worker Code and select **Accept**. ▶

3. The Ready to issue ballots screen will display. ▶

   Use the barcode reader attached to the Verity Print to scan barcode labels produced by Poll Pad.
4. Choose English and Spanish (Bilingual), and then select OK.

5. Verify that the correct precinct and language are displayed on the screen (and party, if this is a primary election), and then select **Yes, print the ballot**.

- For a provisional ballot on Election Day, confirm **Mark as provisional** is selected. **Verity Scan will not accept provisional ballots from Verity Print.**
6. Wait while the ballots print on the attached ballot printer. Wait until both sides are finished printing.

7. Confirm correct ballot style (and party in a primary) has been printed and initial ballot in the top right corner.
other tasks and features

resolving printing errors

If an error occurs during printing (for example, the printer is out of paper), the nature of the error will be displayed on the screen. Follow the directions on the screen to resolve the issue. If you are unable to resolve the issue, contact your elections office.

spoiling printed paper ballots

To spoil a printed paper ballot, place spoiled ballot in spoiled ballot envelope and process through Poll Pad.
printing Ballot Count or Ballots Issued reports

You can print a Ballot Count or Ballots Issued report on Verity Print at any time.

1. On the Ready to issue ballots screen, select Print Ballot Count report or Print Ballots Issued report. The Ballot Count report provides a total number of ballots printed for each precinct/ballot style. The Ballots Issued report provides a reordered list of the ballot unique identifiers printed (for tracking ballot allocation).

2. Wait while the report prints on Verity Print’s built-in report printer. File the report according to local jurisdiction rules.

accessing Verity Print help

Verity Print is equipped with built-in help text that can be accessed from the touchscreen. The content of the Help screen will vary depending on the context.

1. Select Help at the top right of the Verity Print screen to access the Help screen.

2. To exit the help screen and resume issuing ballots, select Exit Help on the bottom right of the Help screen.
shutting down Verity Print

1. When you have finished printing ballots and reports, press the red power button on the back of the Verity Print to power it off.

   IMPORTANT: Wait for the Verity Print to be completely powered down if you will be unlocking and removing the tablet. Wait for a black screen and the green light on the left side of the report printer to turn off. When stowing the tablet, make sure to lock it in place with the key and pull the blue latch down to secure it in place.

   NOTE: The Verity power cord has a locking connector. When inserting the connector into a Verity device, it will make a small “click.” To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Verity device, and slide back the sleeve. This will unlock the connection so that the cord may be removed.

2. Follow your local jurisdiction’s guidelines, including chain-of-custody procedures, when transferring equipment to your central counting location. If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door. You may use the space below to document local transfer procedures.
Appendix B:
Polling Place
Field Guide

VERITY®
Polling Place Field Guide

VERSION 2.6
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Verity Scan

Verity Scan is a polling place-based digital scanner for scanning and casting ballots. Verity Scan can be used with hand-marked ballots or with ballots marked and printed using Verity Touch Writer (see page 25). Verity Scan deposits scanned ballots into its ballot box for secure storage.

NOTE: Software startup for each unit may take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting System to verify the authenticity of the software before allowing it to operate.
setting up Verity Scan

setting up the ballot box

1. Position the folded ballot box as shown.

2. Unlatch the four clips (two on each side).

3. Pull open the ballot box.

4. Press the side panels outward until they are flat, being careful not to pinch your hands or fingers.
5. Lower the bottom panel but do not press down.

6. Release the lid by unhooking the 3 straps.

7. Pull the string on the underside of the lid upward to unlock the lid latch.

8. Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended. Lay the lid across the top of ballot box, and then press it down. Do not force it.
9. Unlock the front door with the ballot box key.

10. Press firmly on bottom panel to lock it in place.

11. Place open ballot bag inside ballot box.
setting up the Verity Scan

1. Assemble the ballot box, if this has not been done already (see page 4).

2. Place the Verity Scan on the ballot box, aligning footpads with the indentations. The handle on the Verity Scan must face the front of the ballot box.

3. Reach inside the ballot box and pull the cord down and away from you to lock the lid and the Verity Scan in place.

4. Close and lock the front ballot box door.

5. Remove the power brick and power cord from the purple cord bag.
6. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Scan (flat side up).

   IMPORTANT: Do not plug the power cord into the wall yet.

7. Open the Verity Scan case and lock the lid brace in place.

   IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.

8. Unlock (A), unlatch (B), and remove (C) the tablet.
9. Seat the tablet in the cradle (A), tilt it back (B), and lock it in place (C).

10. Verify the Verity Scan device seals, per local procedure. Attach privacy screens to each side of the ballot box, if applicable.

11. Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present.

12. Press the red button on the back of the Verity Scan to power it on.

- During the power on process, a Power-On Self Test report will print on Verity Scan’s built-in printer. This report will indicate any hardware or connection issues; if any issues are noted, check connections and restart the device using the red power button.
Verity Scan orientation

screen orientation

When powered up for the first time the device is used during a voting event, Verity Scan should display the Print Zero Report screen. ▶

**NOTE:** If you are reopening polls during subsequent days of a multiple-day voting event, then you will not print a Zero report. See page 14.

In addition to the date and time, the following appears at the bottom of the screen:

- **Ballots:** The number of ballots scanned and cast on the Verity Scan for the current election; at the start of a voting event, this number should be zero.
- **Sheets:** The number of ballot sheets scanned on the Verity Scan for the current election; at the start of a voting event, this number should be zero.
- **Lifetime:** The number of ballots cast on the Verity Scan for the lifetime of the device (for all elections).
- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Scan Power-On Self Test report.

**NOTE:** If AC power is not available, the device will automatically switch over to battery power, and a warning message will display. To dismiss the message and continue operating on battery power, touch “If the power is out, touch here to use battery”. If a voting session is in progress, this message will not appear until the session is completed.

*When battery power is low, and AC power is disconnected, a warning message will appear on the device screen. Reconnect the device to AC power.*
poll worker button

The blue poll worker button is located on the back of Verity Scan. This button is used when suspending or closing polls.

report printer operation

1. The thermal report printer is located on the right-hand side of Verity Scan.

2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you, and then lift up to open the paper compartment.

3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom.

4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper.
opening polls

You must open polls on the first day that voting will occur on that device. For instructions on reopening polls on the second or subsequent day of multiple-day voting events, see page 14.

1. Set up and power on the Verity Scan. Confirm that you are running on AC power (see page 10).


   **NOTE:** If you are reopening polls during subsequent days of a multiple-day voting event, then you will not print a Zero report. See page 14.

3. Wait while the Zero report prints (on the built-in report printer). Using the Zero report, check the following:
   - Verify the ballot count total on the Zero report is ZERO.
   - Verify that the polling place on the report is correct.

   **IMPORTANT:** If these items are incorrect, contact your elections office.

4. Verify that the clock in the bottom left corner of the screen displays the correct time.

   **IMPORTANT:** If the clock is incorrect, contact your elections office.
5. Select **Open the Polls**.

   IMPORTANT: Once you open polls, you can no longer print a Zero report.

6. Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print.

7. Wait while the Open Polls report prints. File the Zero and Open Polls reports according to local guidelines.
reopening polls
(Early Voting)

1. To reopen polls after polls have been suspended, power on the Verity Scan.

   **NOTE:** When reopening polls, you will not print a Zero report.

2. Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print.

3. Wait while the Open Polls report prints. File the Open Polls report according to local guidelines.
voting with Verity Scan

overview: Verity Scan

Verity Scan is a polling place-based scanner used to scan and cast paper ballots whether they are hand-marked, or marked using Verity Touch Writer (for Touch Writer instructions, see page 25).

instructions for hand-marking ballots

1. The voter fills in the selection box to the left of their choices completely using blue or black ink.

2. When the voter has finished marking their ballot, they take the ballot to Verity Scan to cast their ballot.

scanning ballots with Verity Scan

1. Verity Scan is ready to scan when you see the Ready for Use screen.

   IMPORTANT: In elections with multi-sheet ballots, voters must receive all sheets for their ballot. Voters should be instructed to scan all sheets of their ballot, even if they have made no choices on a particular sheet. See page Error! Bookmark not defined. for more information.

2. The voter removes the ballot privacy sleeve and inserts the voted ballot into Verity Scan. Flashing green arrows indicate the location and direction of the scanner feed. Ballots must be fed short edge first but may otherwise be scanned in any orientation.
3. After scanning their ballot, the voter waits a moment while the ballot is processed.

4. The voter’s ballot has been cast when Verity Scan displays the American flag. If enabled, an audible chime will also sound.

Verity Scan help and features

The **Help** button is located at the top right of the Verity Scan screen. This button provides the voter with help text for the voting step currently underway. Select **Exit Help** on the bottom right of the Help screen to return to scanning ballots.

If multiple languages are available, Verity Scan will also display a **Language** button in the upper left. Selecting the language button will allow the voter to choose from a list of available languages in which to display any instructions or messages.

**troubleshooting**

If there is a problem with the Verity Scan, follow the error instructions on the screen (if applicable), and/or contact your elections office for assistance.
**spoiling printed paper ballots**

To spoil a printed paper ballot, place spoiled ballot in spoiled ballot envelope and process through Poll Pad.

**undervotes, overvotes, and blank ballots on Verity Scan**

If scanning hand-marked paper ballots, and the voter has *overvoted* (marked more than the allowed number of choices in a contest), Verity Scan will prompt the voter to choose whether to:

- **a)** Remove their ballot and request a new ballot from the poll worker, or
- **b)** Cast their ballot as-is (overvoted contests will not be counted)

If the voter has left a ballot or contest blank, the voter may be prompted to choose whether to:

- **a)** Remove their ballot and make changes, or
- **b)** Cast their ballot as-is (blank contests will not be counted)

The voter prompts that appear on Verity Scan will vary depending on how the election was set up. Follow the directions on the Verity Scan screen.

**provisional ballots**

- IMPORTANT: Verity Scan will not accept provisional ballots.
- Provisional ballots are required to be placed in a provisional ballot envelope, which is brought to the election office on Election Night.
the emergency ballot bag and emergency ballot slot

The emergency ballot slot is on the top of the ballot box and feeds into the emergency ballot bag. This slot should remain sealed unless the Verity Scan device cannot accept ballots.

A separate, secure bag for unscanned ballots is included inside the ballot box. It is accessible through an additional locking door located on the back of the Verity Scan ballot box.
suspending polls
(Early Voting)

1. Press the *blue* poll worker button on the back of the Verity Scan.

2. Select **Suspend Polls**.

3. Enter the Suspend Polls Code and select **Accept**. A Suspend Polls report will print automatically.
4. Polls are now suspended. Record the number of ballots cast from the Suspend Polls report on the Official Ballot Record.

5. Collect voted ballots from the ballot box. Verify the number of ballots cast and place in Official Ballot Delivery Case.

6. When you have finished printing reports, **wait at least 10 seconds**, and then press the *red* power button on the back of the Verity Scan to power it off. 

   IMPORTANT: Wait for the Verity Scan to be completely powered down if you will be unlocking and removing the tablet. Wait for a black screen and the illuminated feed arrows to turn off. When stowing the tablet, make sure to lock it in place with the key and pull the blue latch down to secure it in place.

7. If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door.
closing polls

IMPORTANT: Wait until the close polls time to close polls. Once polls have been closed, they cannot be reopened on that device.

1. Press the blue poll worker button on the back of the Verity Scan.

2. Select Close Polls.

3. Select Yes, close the polls.

IMPORTANT: Do not close polls until the proper time. Once polls have been closed, they cannot be reopened on that device.
4. Enter the Close Polls Code and select **Accept**.

   **IMPORTANT:** If you attempt to close the polls before the proper time, you will be prompted to enter an Administrator passcode. Contact your Elections office before proceeding.

   The Close Polls report will print automatically. A Tally Report will print.

5. The polls are now closed. Print and file reports available on the screen as required by your jurisdiction. The available reports may vary and are configured by the election officials in your jurisdiction. You may use the space below to document local requirements.

   **local reporting requirements**
6. When you have finished printing reports, wait at least 10 seconds, and then press the red power button on the back of the Verity Scan to power it off. ▶

   **IMPORTANT:** Wait for the Verity Scan to be completely powered down if you will be unlocking and removing the tablet. Wait for a black screen and the illuminated feed arrows to turn off. When stowing the tablet, make sure to lock it in place with the key and pull the blue latch down to secure it in place.

   **NOTE:** The Verity power cord has a locking connector. When inserting the connector into a Verity device, it will make a small “click.” To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Verity device, and slide back the sleeve. This will unlock the connection so that the cord may be removed.

7. Return Verity Scan to Election Division Office on Election Night along with all other required supplies.
Verity Touch Writer

Verity Touch Writer is an accessible ballot marking device; any voter may use Touch Writer to make their ballot selections using either the touchscreen, or the Verity Access (described below). Once a voter has finished voting and reviewed their choices, they will then print a paper ballot, marked with their choices, from the attached printer. The voter then retrieves and casts the ballot, either using Verity Scan, or into a ballot box to be processed centrally.

Verity Access is an Audio-Tactile Interface (ATI) intended for voters that cannot, or prefer not to, use the touchscreen. Verity Access includes two connection ports: the left connection port for headphones, and the right connection port for any dual-switch input device (such as tactile switches or sip-and-puff devices).

NOTE: Software startup for each unit may take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting System to verify the authenticity of the software before allowing it to operate.
setting up Touch Writer

setting up the ballot printer

1. Set up the ballot printer table and set the ballot printer on the table.

2. Plug in the square end of the USB printer cable into the printer. (The flat end will be plugged into the Verity Touch Writer.)

3. Insert the printer power cord into the printer and the other end into an outlet or UPS/battery backup.

4. Load the ballot printer with appropriate ballot paper. Note that the paper size will vary by election, and that the printer tray used may vary depending on the types of printers and accessories used in your jurisdiction. Follow local procedures.

   Loading ballot paper in the main tray (Tray 1)

   a) Pull out the tray 1 drawer on the printer.

   b) Load paper in the tray. If necessary, push the blue tab and pull the paper guide to the appropriate setting.
c) Reinsert and close the paper tray.

5. Do not power on the printer at this time.
setting up the voting booth

1. Remove booth parts from the transport bag. A complete set of booth parts includes the booth table, rear leg assembly, front leg extensions, and privacy screens.

2. Release bungee cords holding the booth legs, if present. Unfold the legs from booth table. Pull on the handle and lift to lock the legs into place.
3. Attach the rear leg assembly. Press the metal buttons to attach and lock it into place.

4. Attach the front leg extensions. Press the metal buttons to attach each leg and lock them into place.

5. Turn the booth over to set up the Verity Touch Writer.
setting up the Verity Touch Writer

1. Set the Verity Touch Writer on top of the booth, aligning footpads with the indentations (the handle on the front of the Touch Writer should face the same direction as the handle on the booth).

2. Stand at the front of the booth. Reach under the front of the booth top and push the latch away from you to secure the Touch Writer to the booth.

3. Remove the power brick and power cord from the purple cord bag.

4. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Touch Writer (flat side up).

   **IMPORTANT:** Do not plug the power cord into the wall yet.
5. Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity Touch Writer, with the notch facing up.

6. Open the Verity Touch Writer case and lock the lid brace in place.  
   IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.

7. Unlock (A), unlatch (B), and remove the tablet (C).
8. Seat the tablet in the cradle (A), tilt it back (B), and lock it in place (C).

9. Verify the Verity Touch Writer device seals, per local procedure. Attach privacy screens to both sides of the booth.

10. Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present.

11. Press the switch on the bottom right side of the ballot printer to power it on.
12. Press the red button on the back of the Verity Touch Writer to power it on.

- During the power on process, a Power-On Self Test report will print on Touch Writer’s built-in report printer. This report will indicate any hardware or connection issues; if any issues are noted, check connections and power off the printer and the Touch Writer. Power the printer on first before powering on the Touch Writer.

13. Wait until the Verity Touch Writer finishes powering up and displays the Print Zero Report screen, and then connect the AutoBallot barcode reader to the USB connection located on the vDrive compartment above the report printer.
Touch Writer orientation

screen orientation

When powered up for the first time the device is used during a voting event, the Verity Touch Writer should display the Print Zero Report screen.

NOTE: If you are reopening polls during subsequent days of a multiple-day voting event, then you will not print a Zero report. See page 39.

In addition to the date and time, the following appears at the bottom of the screen:

- **Ballots**: The number of ballots printed using the Verity Touch Writer for the current election; at the start of a voting event, this number should be zero.
- **Lifetime**: The number of ballots printed using the Verity Touch Writer for the lifetime of the device (for all elections).
- **AC and battery power indicators**: A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Touch Writer Power-On Self Test report.

NOTE: If AC power is not available, the device will automatically switch over to battery power, and a warning message will display. To dismiss the message and continue operating on battery power, touch “If the power is out, touch here to use battery”. If a voting session is in progress, this message will not appear until the session is completed.

When battery power is low, and AC power is disconnected, a warning message will appear on the device screen. Reconnect the device to AC power.
poll worker button

The blue poll worker button is located on the back of Verity Touch Writer. This button is used for certain actions such as printing reports and activating ballots.

about Verity Access

Verity Access is intended for voters that cannot, or prefer not to, use the touchscreen. Verity Access includes two connection ports: the left connection port for headphones, and the right connection port for any dual-switch input device (such as tactile switches or sip-and-puff devices). With Verity Access, a voter can:

- Navigate through a ballot with the Move wheel
- Make selections on a ballot with the Select button
- Activate help text using the Help button

installing headphones and tactile switches

1. Lift the Verity Access from its cradle.

2. Plug the headphones into the headphone port on the top left of the Verity Access.

3. Plug the tactile switches, sip-and-puff, or any other dual-switch input device into the port on the top right of the Verity Access.
report printer operation

1. The thermal report printer is located on the right-hand side of the Verity Touch Writer.

2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you and lift up to open the paper compartment.

3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom.

4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper.
opening polls

You must open polls on the first day that voting will occur on that device. For instructions on reopening polls on the second or subsequent day of multiple-day voting events, see page 39.

1. Setup and power on the Verity Touch Writer. **Confirm that you are running on AC power** (see page 34).

2. Select **Print Zero Report**.

   **NOTE:** If you are reopening polls during subsequent days of a multiple-day voting event, then you will not print a Zero report. See page 39.

3. Wait while the Zero report prints (on the built-in report printer). Using the Zero report, check the following:
   - Verify the ballot count total on the Zero.
   - Verify that the polling place on the report is correct.

   **IMPORTANT:** If these items are incorrect, contact your elections office.

4. Verify that the clock in the bottom left corner of the screen displays the correct time.

   **IMPORTANT:** If the clock is incorrect, contact your elections office.
5. Select **Open the Polls**.  

   **IMPORTANT:** Once you open polls, you can no longer print a Zero report.

6. Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print.

7. Wait while the Open Polls report prints. File the Zero and Open Polls reports according to local guidelines.
reopening polls
(Early Voting)

1. To reopen polls after polls have been suspended, power on the Verity Touch Writer.

   **NOTE:** When reopening polls, you will not print a Zero report.

2. Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print.

3. Wait while the Open Polls report prints. File the Open Polls report according to local guidelines.
voting with Touch Writer

overview: Verity Touch Writer

Verity Touch Writer is an accessible ballot marking device. On Verity Touch Writer, poll workers will activate a ballot, and then allow the voter to begin voting. When they are finished voting, the voter will print the marked ballot. The voter will cast their ballot using Verity Scan, or into a ballot box to be processed centrally.

activating a ballot

1. When the device is ready to be used for marking ballots, the “Ready for Use” screen will display.

2. Press and hold your finger on the Ready for Use button to continue (or, alternately, press the blue poll worker button on the back of the Touch Writer).

3. Enter the Poll Worker Code and select Accept.
4. Select **Activate ballot**.

After activating the ballot, use the barcode reader attached to the Verity Touch Writer to scan barcode labels produced by Poll Pad.

5. Confirm the selections made against the Voter Authorization receipt, and then select **Yes, activate this ballot**.

- If the precinct and/or party are incorrect, select **No, cancel** to return to the main menu.
- For a provisional ballot on Election Day, confirm **Mark as provisional** is selected; for more information on provisional voting, see page 49.
marking ballots with Verity Touch Writer

Once a poll worker has activated a ballot (page 40):

1. The voter selects **To get started, touch here** (or turns the Move wheel on Verity Access clockwise).

   - If multiple languages are available, a “get started” button will appear in multiple languages. The voter selects the button with their preferred language.
   - The language selected applies to both the device instructions and the ballot.
   - The language settings can be changed at any time by accessing the language menu (see page 47).

2. The voter chooses whether they would like to use the Verity Access accessibility features.

   - If the voter chooses **Yes, help me change the settings**, they will proceed to the next step.
   - If the voter chooses **No, skip straight to voting**, they will be taken to the About Your Ballot screen (page 45, step 5)
3. The voter selects whether to use the screen, audio, or both to complete their ballot, and then adjusts their audio and/or screen settings.

- If the voter chooses to use both the screen and audio, they will then be walked through the audio settings and screen settings before proceeding. The voter selects **OK, it sounds good/OK, it looks good** in the bottom right to proceed.
- If the voter chooses to use the screen only and turn off the audio, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will then be walked through the screen settings before proceeding. The voter selects **OK, it looks good** in the bottom right to proceed.
- If the voter chooses to use the audio only, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will proceed through their ballot using the Access device with headphones. The voter can select **Touch here to enable the screen** to turn the screen display on at any time.

4. The voter is presented with three screens of instructions that orient them to the Touch Writer device. The voter can select **Next** to view each instructional page or select **Skip Instructions** to go to their ballot.

- On the last page of instructions, the voter selects **Start** in the bottom right to begin marking their ballot.
- The Language (if applicable), Audio, and Screen settings and the Help button are also available (see page 47).
5. The voter can start voting (by selecting **Begin Voting**), learn how to use the ballot, or view a list of contests on the ballot.

6. The voter makes their choices; The voter can make ballot choices using the touchscreen, or by using the Move wheel and Select button on the Verity Access.

   - A selected choice will display a green box with check mark to the left of the choice.
   - The voter can review ballot choices by selecting **Review your choices**.
   - The **Next** or **Skip** button advances to the next contest on the ballot.

7. When the voter has reached the end of the ballot, the **Review your ballot** screen appears.
   The voter can select a specific contest to return to that contest, or select **Return to ballot** to go to the last contest visited.

8. After reviewing and confirming their choices, the voter selects **Print** to print the ballot.
9. The voter selects **Yes, print my ballot.**

10. The voter retrieves the printed ballot from the laser printer next to their Verity Touch Writer.  

   - The voter will take their printed ballot to the Verity Scan device to cast their ballot.

11. Judge initials printed ballot.
making write-in choices

To vote for a write-in candidate on the ballot (if applicable):

1. On the page for that contest, the voter selects **To enter a write in, touch here**.

2. The voter types the name of the desired write-in, using the touchscreen or Verity Access, and then selects **Accept**.

3. The voter’s write-in choice will appear with a green box with check mark to its left, along with the write-in candidate name that the voter typed.

**NOTE:** If a voter attempts to deselect a marked write-in choice, they will be asked to confirm before proceeding.

printing blank ballots

If the voter has marked no choices and selects the Print button, Verity Touch Writer will ask the voter to confirm before printing the blank ballot.

substitutions in <n of m> contests

In a contest with more than one valid choice (e.g. ‘vote for one, two or three’): If the voter has already selected the allowed number of choices, and then selects an additional choice, Touch Writer will indicate which previous choice is being changed, and which new selection is being added.

voting session idle timeout

If the ‘idle session’ setting has been activated by election officials, then a warning will appear after 5 minutes of inactivity; if the voter does not respond to the warning within 45 seconds, the Touch Writer will display the “Session Locked” screen. When the session is locked, a poll worker may either spoil the ballot, or unlock the session and allow the voter to continue voting.
Verity Touch Writer help and features

Each Verity Touch Writer is equipped with context-specific help text and settings that can be accessed from the touchscreen or using Verity Access. To exit help or settings screens and resume voting, select Exit Help or Return to ballot on the bottom right.

- If multiple languages are available, a Language button is located at the top left of the screen. Voters can select this button to change the language of the instructions and ballot.
- Voters can select the Screen button to change the screen settings (contrast and text size), or to turn the screen off (if using headphones only).
- Voters can select the Audio button to change the audio settings (volume and speed) for the headphones.
- The Help button is at the top right of the screen. Voters can select this button to see help text for the voting step currently underway.

troubleshooting

If there is a problem with the Touch Writer, follow the error instructions on the screen (if applicable), and/or contact your elections office for assistance.
spoiling a ballot on Verity Touch Writer

The Spoil Current Ballot menu allows you to spoil (discard) the current active ballot before it is printed.

1. Press the *blue* poll worker button on the back of the Verity Touch Writer.

2. Enter the Poll Worker Code and select **Accept**.

3. Select **Spoil current ballot**.

4. Select **Yes, spoil the ballot**.

5. Select **OK**. Fill out and file any paperwork required by your jurisdiction.

spoiling printed paper ballots

To spoil a ballot that has already been printed from Verity Touch Writer, or to spoil a preprinted paper ballot, follow your local procedures (for example, filling out a spoiled ballot log and envelope).
printing a summary report

You can print a ballot marking session summary report on Verity Touch Writer at any time. This report lists the number of ballots printed, active sessions, sessions in progress, and ballots spoiled.

1. Press and hold your finger on the Ready for Use button on the Touch Writer screen, or alternately, press the blue poll worker button on the back of the Verity Touch Writer.

2. Enter the Poll Worker Code and select **Accept**.

3. Select **Print summary report.**

provisional voting on Verity Touch Writer

Follow local procedures for provisional voting, as determined by local and state rule and code.

If your jurisdiction procedures permit, poll workers may activate a provisional ballot using Verity Touch Writer by selecting **Mark as provisional** on the Confirm Selections screen. A provisional voter will then use Touch Writer to vote and print a provisional ballot.

**IMPORTANT:** Verity Scan will not accept provisional ballots printed from Verity Touch Writer. Provisional ballots must be placed in a provisional ballot envelope, which is brought to the election office on Election Night.
suspending polls
(Early Voting)

1. Press and hold your finger on the **Ready for Use** button on the Touch Writer screen, or, alternately, press the blue poll worker button on the back of the Verity Touch Writer.

2. Select **Menu** at the top of the screen.

3. Select **Suspend Polls**.

4. Enter the Suspend Polls Code and select **Accept**. A Suspend Polls report will print automatically.
5. The polls are now suspended. Print and file reports available on the screen as required by your jurisdiction. Available reports may vary and are configured by the election officials in your jurisdiction. You may use the space below to document local requirements.

**local reporting requirements**

6. When you have finished printing reports, **wait at least 10 seconds**, and then press the red power button on the back of the Verity Touch Writer to power it off. ▶

   **IMPORTANT:** Wait for the Verity Touch Writer to be completely powered down if you will be unlocking and removing the tablet. Wait for a black screen and the green light on the left side of the report printer to turn off. When stowing the tablet, make sure to lock it in place with the key and pull the blue latch down to secure it in place.

7. Follow your local jurisdiction’s guidelines, including chain-of-custody procedures, when transferring equipment, vDrives, and/or ballots to your central counting location. If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door. You may use the space below to document local transfer procedures.

**local procedures**
closing polls

IMPORTANT: Wait until the close polls time to close polls. In most jurisdictions, once polls have been closed, they cannot be reopened on that device.

1. Press and hold your finger on the Ready for Use button on the Touch Writer screen, or, alternately, press the blue poll worker button on the back of the Verity Touch Writer.

2. Select Menu at the top of the screen.

4. Select **Yes, close the polls.**

   IMPORTANT: In most jurisdictions, once polls have been closed, they cannot be reopened on that device.

5. Enter the Close Polls Code and select **Accept.**

   IMPORTANT: If you attempt to close the polls before the proper time, you will be prompted to enter an Administrator passcode. Contact your Elections office before proceeding.

   The Close Polls report will print automatically.

6. The polls are now closed. Print and file reports available on the screen as required by your jurisdiction. The available reports may vary and are configured by the election officials in your jurisdiction. You may use the space below to document local requirements.

   **local reporting requirements**
7. When you have finished printing reports, **wait at least 10 seconds**, and then press the red power button on the back of the Verity Touch Writer to power it off. ➤

   **IMPORTANT:** Wait for the Verity Touch Writer to be completely powered down if you will be unlocking and removing the tablet. Wait for a black screen and the green light on the left side of the report printer to turn off. When stowing the tablet, make sure to lock it in place with the key and pull the blue latch down to secure it in place.

   **NOTE:** The Verity power cord has a locking connector. When inserting the connector into a Verity device, it will make a small “click.” To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Verity device, and slide back the sleeve. This will unlock the connection so that the cord may be removed.

8. Follow your local jurisdiction’s guidelines, including chain-of-custody procedures, when transferring equipment, vDrives, and/or ballots to your central counting location. If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door. You may use the space below to document local transfer procedures.

   **local procedures**