Election Guide

COUNTY OF RIVERSIDE
MAY 9, 1893

November 7, 2023
City of Perris
Special Measure Election

Thank you for volunteering to facilitate in the election process. By being a part of the Riverside County elections team you are helping your fellow community members exercise their right to vote. Elections are extremely important because they closely impact issues that affect our daily lives.

With each election we will continue to honor our commitment to make the voting locations as safe as possible. Your work in assisting these elections will help to reduce the risk.

This Election Guide is a resource to help you find answers to questions you may have while delivering in-person services to voters throughout Riverside County. It is not intended to be read cover to cover, but it can be. The detailed Table of Contents will direct you to the desired information. Use this Guide to assist you in the proper procedures and remind you of the tasks you have been trained to complete and in what order they should be completed.

Thank you once again for your service. This election would not be possible without you.

Sincerely,

County of Riverside Registrar of Voters Office

Questions about election policies may be directed to the Registrar of Voters office by calling: (951) 486-7341 or toll free (877) 663-9906.

This is Your Guide.
You may make any margin notes, highlights, underlines, etc.

Contact List

Command Center - EO Polls Division   **(951) 486-7341**

Contact the Command Center if you need immediate assistance. The call should come from the Leads.

Emergency Assistance   **911**

Dial 911 for a medical or life threatening emergency. Contact the Registrar of Voters office once the situation is under control.

Riverside County IT
Main Line   **(951) 955-9900 option 7**

Issues with Router, Laptops, Dymo® Printers, and Vote Center (VC) Printers.

Leads

Fill in your Leads contact information below:

_____   _____
Lead Name   Phone Number

_____   _____
Lead Name   Phone Number

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www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)

Essential Information
Personal Protective Equipment (PPE)

While Riverside County has always promoted the safest voting experience possible, you play a critical role in this election. Face Masks and Face Shields are optional and are not required to be worn by Election Officers, voters and the general public.

The Registrar of Voters provides a supply of Personal Protective Equipment (PPE) to help you achieve this goal. The PPE includes the following supplies:

- ✦ Hand Sanitizer
- ✦ Hand Sanitizing Wipes
- ✦ Sanitizing Wipes
- ✦ Face Shields
- ✦ Face Masks

Here are some guidelines you will implement for this election.

- ✦ Frequently wash your hands and use hand sanitizer.
- ✦ Face Shields and Face Masks are optional and not required to be worn.
- ✦ Please be sure to wipe down and sanitize all equipment after each use.
- ✦ Offer sanitary supplies to voters. Voters are not required to use the sanitary supplies.

Every election volunteer plays a valuable role in keeping our voters, their families, and our visitors safe. By washing our hands and avoiding large gatherings we can achieve this.

1.1

Essential Information
Voter Registration

QUALIFICATIONS

A person may become a registered voter of Riverside County if he/she is a resident of California, a citizen of the United States, and at least 18 years of age (or will be 18 by the date of the next election). No person may be registered or vote, however, while mentally incompetent, or imprisoned or on parole for a felony conviction. (Cal. Constitution, Art. II, Section 2 and 4; E.C. § 2000)

REGISTRATION

Registration is a simple procedure. The person registering certifies under penalty of perjury that he or she meets the qualifications for registration and that the information entered on the registration affidavit is true and correct. No documentary proof of residence, citizenship or age is required; there is no charge for registration; and there are no language or literacy requirements. (A California resident may register with an affidavit of registration form obtained in any California county or online at voteinfo.net or sos.ca.gov. The state or county receiving it will forward it to the county of the voter's residence.) (E.C. §§ 2102, 2114, 2150)

PRE-REGISTRATION

Online pre-registration is now available for eligible 16 and 17 year olds. Their registration will become active once they turn 18 years old. It does not change the voting age, which is 18. Instead, it allows for completing the online voter registration form providing sufficient time and opportunity to get ready to vote. (National Voters Registration Act of 2003)

PERMANENT VOTER REGISTRATION

California has permanent voter registration. Unless a voter's registration is cancelled for one of the reasons given below, the voter will not need to re-register except to change his/her address, name or political party preference. A new registration must be executed for an out-of-county address or for a change of name or political party. If the address change is within the county, the voter may either re-register or simply notify the Registrar of Voters in writing of the change of address. (E.C. §§ 2115, 2116, 2118, 2119, 2152, 2200)

CANCELLATION OF REGISTRATION

A voter's registration may be canceled due to one of the following reasons: notice of death, mental incompetency, conviction of a felony, written request from voter, or receipt of out-of-county address change information from DMV, agencies, or other election officials, when that change was initiated by the voter.

INACTIVE VOTER FILES

Voters in the Inactive Voter File do not receive election materials, are not included in determining the number of signatures required on petitions, or in determining the number of vote centers, ballots or voting machines required to service voters. (National Voters Registration Act of 1993)

Essential Information
Vote-by-Mail Drop Off Sites

Voters can drop off their Vote-by-Mail ballot at a participating City Clerk's office or designated Ballot Drop-off Locations within Riverside County starting 29 days before the election. Voters can check their Riverside County Voter Information Guide or call their City Clerk's office for available dates and times.

Conditional Voter Registration

Those who miss the voter registration deadline still have a chance to exercise their right to vote once the voter registration deadline passes, 15 days before Election Day. An individual can go to the Registrar of Voters office or any voting location to conditionally register to vote. Conditional Voter Registration (CVR) is treated and processed the same as other voter registrations, however, the individual will have to register at the Registrar of Voters office or at a voting location and vote a CVR Provisional Ballot. Once the Registrar of Voters office has determined the individual's eligibility, the CVR Provisional Ballot will be counted (E.C. § 2170 through 2171).

Voter Information Guide

The Riverside County Voter Information Guide is mailed to all eligible voters. The guide will include information on what will be on the ballot, along with a sample ballot. Voters who conditionally register to vote can only receive this information at the Riverside County Registrar of Voters office or any voting location in the Riverside County.

Essential Information
Voting Locations

All active registered voters in Riverside County will receive a ballot by mail beginning Tuesday, October 10, 2023. Voters have the following options for returning their Vote-by-Mail ballot:

- ✦ Mail their ballot (postage paid) so that it is postmarked on or before Election Day, November 7, and received by the Registrar of Voters no later than seven days after Election Day.

- ✦ Drop off their ballot at the Riverside County Registrar of Voters office ballot drop off box located outside the building, open 24 hours per day, no later than 8:00 p.m. on Election Night, November 7, 2023.

- ✦ Drop off their ballot at one of the participating ballot box drop off locations, available beginning October 10, 2023.

- ✦ Drop off their ballot at a 11-day Vote Center in Riverside County, including Election Day.

- ✦ Drop off their ballot at any 4-day Vote Centers in Riverside County, including Election Day.

Voting locations will be available at selected locations for 4 days, including Election Day. A full list of participating ballot drop off locations and voting locations, with their days and hours of operation, can be found on the Riverside County Registrar of Voters website at www.voteinfo.net.

- ✦ November 4, 2023 to November 6, 2023: voting locations, open from 9 a.m. to 5 p.m.

- ✦ November 7, 2023 (Election Day): all locations, open from 7 a.m. to 8 p.m.

Voting locations offer multiple electronic check-in stations where Election Officers are able to verify a voter's identity easily and provide them access to their unique ballot.

Citizens can do the following at any of the in-person voting locations:

- ✦ Vote on the Accessible Voting Unit or receive a printed paper ballot with their ballot type.

- ✦ Register and vote at the desired Vote Center utilizing Conditional Voter Registration.

- ✦ Drop off their completed and signed Vote-by-Mail ballot envelope.

- ✦ Cast a ballot using a facsimile reference ballot in multiple languages.

- ✦ Have an Authorized Agent pick-up a ballot for the voter. E.C. § 3017 (2)

Essential Information
## Remote Accessible Vote-by-Mail (RAVBM)

The Remote Accessible Vote-by-Mail (RAVBM) system is open to all voters and designed specifically to meet the needs of elderly voters, voters with disabilities, emergency responders, overseas voters, and voters unable to make it to their voting location on election day. E.C. § 3016.7 Voters can go online and mark their ballot using any web enabled computer, tablet, or smartphone. The site is compatible with all screen readers, tactile switches, closed captioning, and sip and puff systems. Once selections are made voters **must** print and mail their ballot to the Registrar of Voters office.

The Remote Accessible Vote-by-Mail (RAVBM) system allows voters to mark their selections using their own compatible technology to vote independently and privately in the comfort of their own home.

To use a RAVBM system in the County of Riverside, a voter must:

✦ Go to our website at www.<u>voteinfo.net</u>

✦ Download the application

✦ Mark their selections

✦ Print their selections

✦ Sign the envelope (using the envelope provided with the Vote-by-Mail ballot or the voter's own envelope)

✦ Return the printed ballot and signed declaration

✦ Either mail or drop off their ballot at a voting location

✦ The return envelope used by the voter, must have the voter's signature on the outside of the envelope

✦ Apply appropriate postage if the voter uses their own envelope to return their ballot

✦ Return their ballot selections by mail, in person to a voting location, a ballot drop off location, or one of the secure drop boxes available 24 hours/7 days a week located at the Registrar of Voters office

✦ The selections **<u>cannot</u>** be returned electronically

✦ **A voter cannot submit their selections online. The marked ballot must be mailed with the voter's signature on the outside of the envelope or returned in person**

For more information refer to the Riverside County Voter Information Guide or call the Riverside County Registrar of Voters office at (951) 486-7200 or (toll free) at (877) 663-9906.

1.5
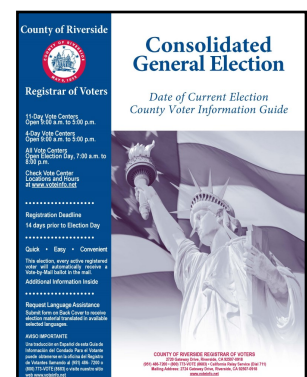
Essential Information
Printing Election Materials from the Shared Drive on the Laptops

Election Officers can print various documents on the processing table HP Printer. Documents on the shared drive available to print are:

- ✦ Voter Information Guides
- ✦ Alternate Language Ballots (Facsimile Ballots in Tagalog, Chinese, Korean, and Vietnamese)
- ✦ Ballot Request Forms
- ✦ Data Entry Route Slips
- ✦ Lead Reminders
- ✦ Roster Pages
- ✦ Vote Center Locations
- ✦ Ballot Drop-Off Locations

- ✦ W-9 Forms
- ✦ Compensation and Contact Information Forms
- ✦ Election Officer Oath & Payroll
- ✦ Expense Reimbursement Claim Form
- ✦ Add a Printer Information
- ✦ Dymo® Configurations
- ✦ Laptop Initialization
- ✦ Printer Initialization
- ✦ Supplies Inventory
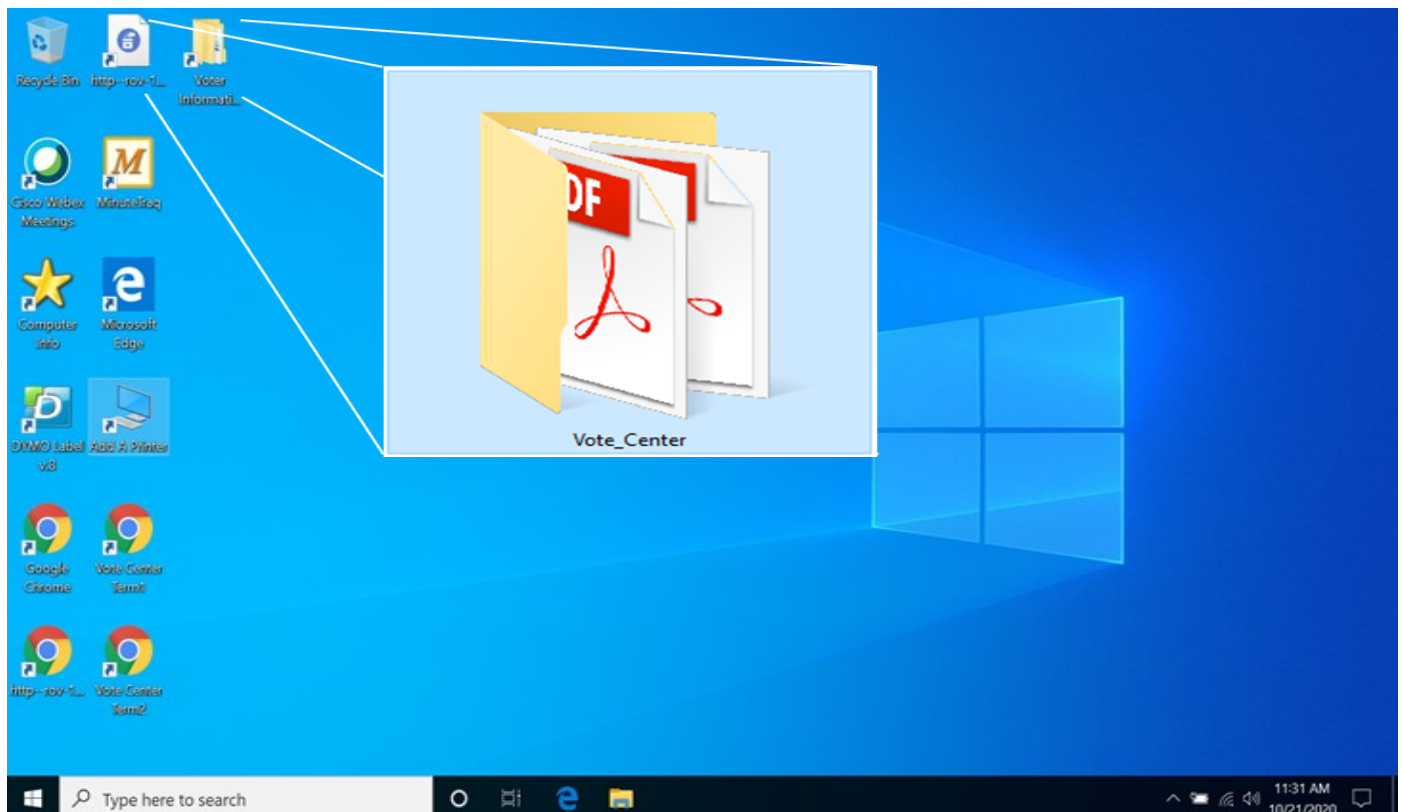
Vote_Center

Essential Information
Printing Election Materials from the Shared Drive on the Laptops — Continued

⇒ 1. On the desktop screen there are several icons. Open the folder titled "Vote Center" icon.
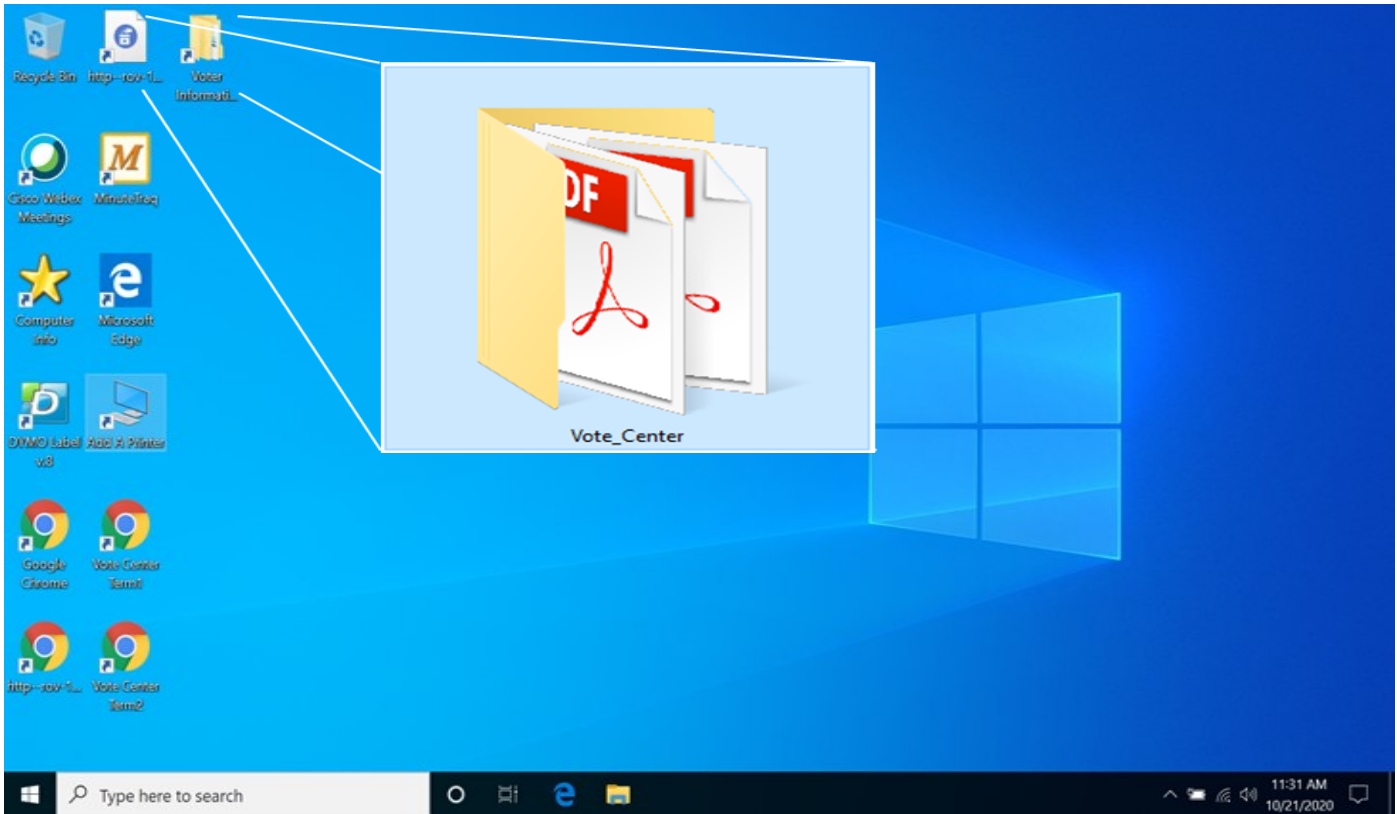
⇒ 2. Inside two folders will be two additional folders. One for the "Vote Center Documents" that will contain Language Facsimile Ballots, etc. The second folder is the "Vote Center Laptops" that will have laptop setup information. Each folder has documents needed at each voting location.
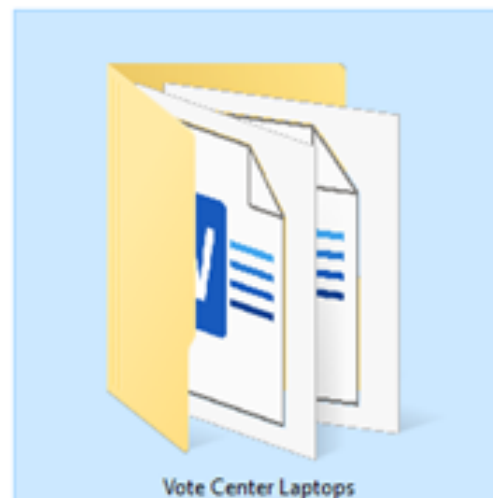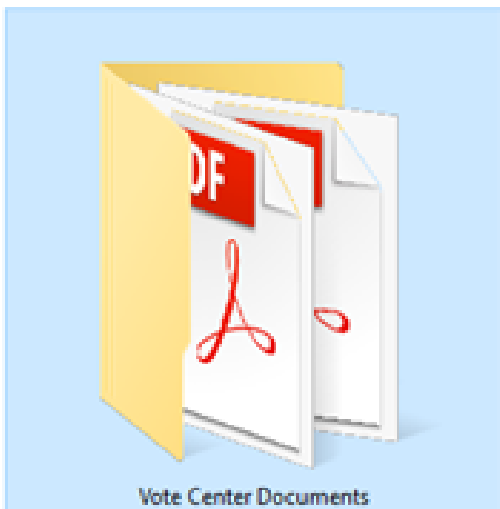
1.7

Essential Information

Printing Election Materials from the Shared Drive on the Laptops — Continued

⇒ 3. When opening the "Vote_Center" folder you will see file folders.

This PC > ROV Shares (Z:) > Vote_Center			
Name	Date modified	Type	Size
Vote Center Documents	8/31/2022 8:34 AM	File folder	
Vote Center Laptops	6/29/2022 8:32 AM	File folder	
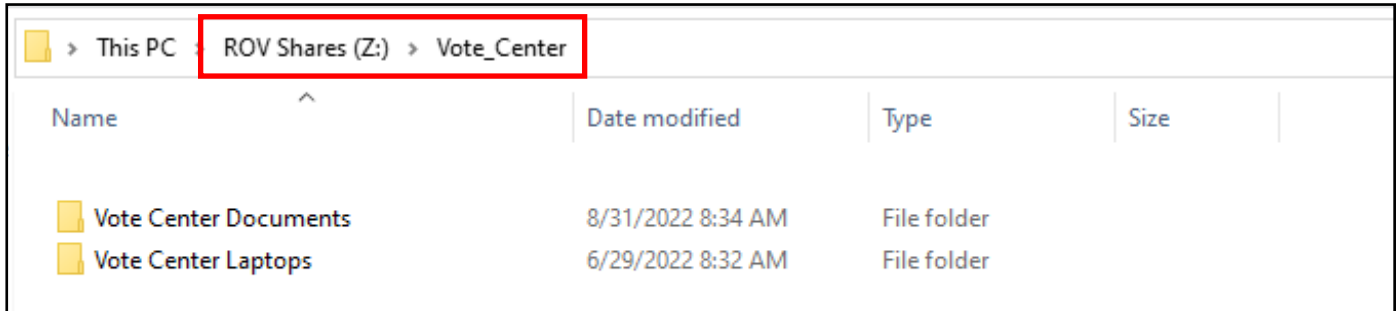
⇒ 4. Double click on the Voter Center Documents for access to several folders and documents.

This PC > ROV Shares (Z:) > Vote_Center			
Name	Date modified	Type	Size
Vote Center Documents	8/31/2022 8:34 AM	File folder	
Vote Center Laptops	6/29/2022 8:32 AM	File folder	
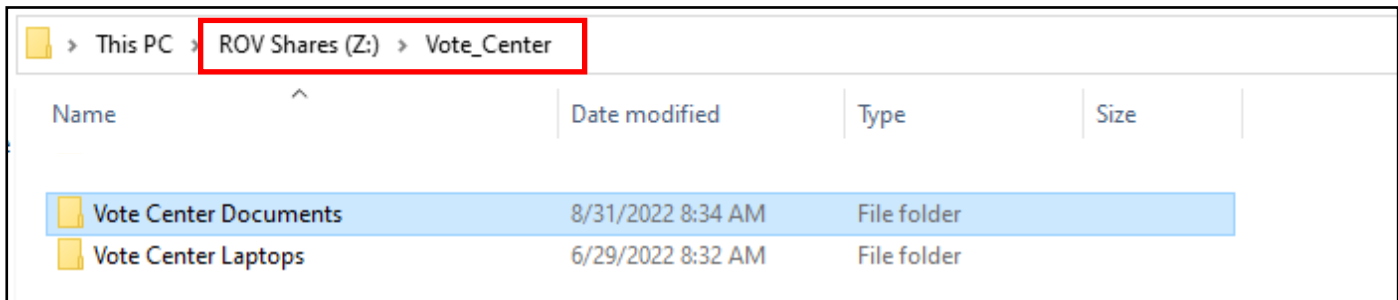
⇒ 5. Double click on the file you will need to access the document. Each file will have documents you can print from the HP Printer on the processing table.

This PC > ROV Shares (Z:) > Vote_Center > Vote Center Documents			
Name	Date modified	Type	Size
Alternate Language Ballots	8/31/2022 2:19 PM	File folder	
English County Voter Information Guides	5/25/2022 2:17 PM	File folder	
Spanish County Voter Information Guides	8/31/2022 2:20 PM	File folder	
State Voter Informaiton Guides	5/26/2022 7:55 AM	File folder	
Ballot Request	4/8/2022 4:33 PM	Adobe Acrobat D...	156 KB
Compensation & Contact Information Form	4/19/2022 1:23 PM	Adobe Acrobat D...	100 KB
Data Entry Route Slip	3/2/2022 1:21 PM	Adobe Acrobat D...	164 KB
Election Officer Oath and Payroll	4/19/2022 10:56 AM	Adobe Acrobat D...	37 KB
Election Officer Schedule	5/7/2022 10:37 AM	Adobe Acrobat D...	160 KB
Expense Reimbursement Claim	5/7/2022 10:36 AM	Adobe Acrobat D...	33 KB
June Pri 2022- Qualified Write-In Candidates	5/28/2022 9:19 AM	Adobe Acrobat D...	61 KB
Lead Reminders	5/7/2022 9:27 AM	Adobe Acrobat D...	1,505 KB
Supplies Inventory June2022 HV 5182022	5/18/2022 5:01 PM	Adobe Acrobat D...	181 KB
VOTE CENTER OFFICER SIGN IN SHEET	6/4/2022 10:09 AM	Microsoft Excel W...	12 KB
Vote Center_Final Locations	4/28/2022 1:23 PM	Adobe Acrobat D...	124 KB
W-9	4/19/2022 2:16 PM	Adobe Acrobat D...	53 KB

Essential Information
Printing Election Materials from the Shared Drive on the Laptops — Continued

⇒ 6. The Alternate Language Ballots file contains the facsimile ballots in Chinese, Korean, Tagalog, and Vietnamese. By opening the file you will have access to the ballot types that are available in the four additional languages in our county.

Name	Date modified	Type	Size
CHINESE	5/27/2022 12:04 PM	File folder	
KOREAN	5/27/2022 12:05 PM	File folder	
TAGALOG	5/27/2022 12:05 PM	File folder	
VIETNAMESE	5/27/2022 12:06 PM	File folder	

This PC > ROV Shares (Z:) > Vote_Center > Vote Center Documents > Alternate Language Ballots

⇒ 7. The English County Voter Information Guides file will contain guides with different ballot types. You will need to know which ballot type to give the voter based on the voter's residence address. Refer to the "Process Voters" section six of this guide.

Name	Date modified	Type	Size
0a-RIV ENG 002	4/29/2022 3:49 PM	Adobe Acrobat D...	2,574 KB
0a-RIV ENG 004	4/29/2022 3:49 PM	Adobe Acrobat D...	2,580 KB
0a-RIV ENG 005	4/29/2022 3:49 PM	Adobe Acrobat D...	2,570 KB
0a-RIV ENG 008	4/29/2022 3:49 PM	Adobe Acrobat D...	2,570 KB
0a-RIV ENG 011	4/29/2022 3:48 PM	Adobe Acrobat D...	2,570 KB
0a-RIV ENG 013	4/29/2022 3:48 PM	Adobe Acrobat D...	2,562 KB
0a-RIV ENG 015	4/29/2022 3:48 PM	Adobe Acrobat D...	2,400 KB

This PC > ROV Shares (Z:) > Vote_Center > Vote Center Documents > English County Voter Information Guides

⇒ 8. The Spanish County Voter information Guides file will contain different ballot types in Spanish. You will need to know which ballot type to give the voter based on the voter's residence address. Refer to the "Process Voters" section in the Vote Center database.

Name	Date modified	Type	Size
BT000001	5/26/2022 8:42 AM	Adobe Acrobat D...	3,542 KB
BT000002	5/26/2022 4:47 PM	Adobe Acrobat D...	3,554 KB
BT000003	5/26/2022 8:50 AM	Adobe Acrobat D...	2,536 KB
BT000004	5/26/2022 4:50 PM	Adobe Acrobat D...	3,554 KB
BT000005	5/26/2022 4:51 PM	Adobe Acrobat D...	3,514 KB
BT000006	5/26/2022 8:52 AM	Adobe Acrobat D...	3,515 KB
BT000007	5/26/2022 8:53 AM	Adobe Acrobat D...	3,518 KB
BT000008	5/26/2022 4:53 PM	Adobe Acrobat D...	3,550 KB

This PC > ROV Shares (Z:) > Vote_Center > Vote Center Documents > Spanish County Voter Information Guides

Essential Information
Printing Election Materials from the Shared Drive on the Laptops — Continued

⇒ 9. The State Voter Information Guides will be available in English, Spanish, Tagalog, Korean, Vietnamese, and Chinese. You will not need a ballot type for this file because the State Guides are for all voters regardless of the voter's residence address.

> This PC >	ROV Shares (Z:) > Vote_Center > Vote Center Documents > State Voter Informaiton Guides		
Name ^	**Date modified**	**Type**	**Size**
State complete-vigEnglish	5/26/2022 7:50 AM	Adobe Acrobat D...	1,481 KB
State complete-vigSpanish	5/26/2022 7:52 AM	Adobe Acrobat D...	27,652 KB

⇒ 10. The other documents will be:

⇒ **Ballot Request forms**-filled out by the voter and processed for voting eligibility.

⇒ **Compensation & Contact Information Form**-Election Officers compensation worksheet.

⇒ **Data Entry Route Slip**-for days end totals on all the laptops used.

⇒ **Election Officer Oath and Payroll sheet**-for Election Officers hours of pay at the voting location.

⇒ **Election Officer Schedule worksheet-**for Leads to schedule breaks and lunches for the Election Officers.

⇒ **Expense Reimbursement Claim form**-for mileage reimbursement.

⇒ **Qualified Write-In Candidates**-available to show voters the qualified candidates.

⇒ **Lead Reminders**-are reminders of the items to bring back to the Registrar of Voters office each night and on Election Day.

⇒ **Supply Inventory sheet**-lists all the items delivered to the location for this election.

⇒ **Vote Center Sign In Sheet**-for the Leads only. The Rover team will pick up this sheet each day.

⇒ **Vote Center Final Locations**-accessible list of vote centers in Riverside County.

⇒ **W-9 forms**-if needed will be submitted to the Registrar of Voters office for compensation money.

Ballot Request	4/8/2022 4:33 PM	Adobe Acrobat D...	156 KB
Compensation & Contact Information Form	4/19/2022 1:23 PM	Adobe Acrobat D...	100 KB
Data Entry Route Slip	3/2/2022 1:21 PM	Adobe Acrobat D...	164 KB
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Vote Center_Final Locations	4/28/2022 1:23 PM	Adobe Acrobat D...	124 KB
W-9	4/19/2022 2:16 PM	Adobe Acrobat D...	53 KB

Essential Information
Ballot Scanner Introduction

Ballot Scanners will be introduced at this election. One scanner will be delivered to each voting location to scan voted ballots. A foldable cart and small suitcase make it easy to deliver and setup. The Ballot Scanner safely stores and tabulates ballots from the Ballot on Demand Printer and the Accessible Voting Unit (AVU). Voters will have an opportunity to retrieve their ballot for any missing contests, over-voting, and under-voting before completing the scanning process. It is important to remember that these are official ballots and once the ballot has been cast the voter cannot retrieve their ballot. The Ballot Scanner tabulates and stores the results onto a memory card known as an SD Card. The SD Card is returned on the last day (election night) once the vote center has closed the polls. The SD Card must be pulled by two team Leads and placed inside the SD Card Bag found in the Security Seals Log Binder pouch. Instructions for setting up the scanner can also be found on the scanner cart side panel. For more information regarding the Ballot Scanner refer to page 3.14 of this guide.

Election Officer Information 2.0

COUNTY OF RIVERSIDE
MAY 9, 1893

Election Officer Information
Election Guide

This guide is a resource used for following procedures, processing voters, reminders, checklists and answering questions that may arise at a voting location. Everyone will be given this guide before or at training class for writing notes. The Table of Contents will help you find the desired information on different types of situations. You may call the Registrar of Voters at (951) 486-7341 if you have additional questions.
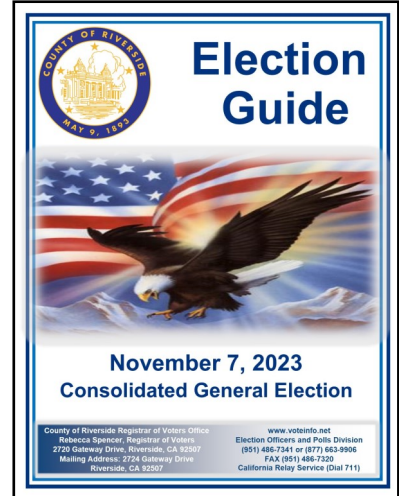
Training Class

California State Law requires that the Registrar of Voters conduct training for Election Officers prior to each election. E.C. § 12309.5 Training provides volunteers the knowledge, skills, confidence, preparedness to appropriately handle unexpected situations, and the opportunity to ask questions of the Registrar of Voters staff. Learning new policies and procedures, proper use of equipment, and setting up of voting equipment will be reviewed in training class. We strive to ensure that Election Officers are extensively familiar with the policies and procedures required to run a successful election.

All Election Officers are required to fill out a Compensation Form and W-9 Tax Form.

Appointment Letter

The Registrar of Voters office will mail or email an appointment letter to Election Officers selected to work at a voting location. The letter contains the name and address of the assigned facility where the Election Officer will work and the location, date, and time of their training session. Election Officers are asked to report to the assigned voting location one hour before the polls open for the day to assist with the Accessible Voting Unit (AVU) seals verification, Ballot on Demand (BOD) setup with seals verification, Ballot Scanner seals verification, and setting up the voting location processing table. E.C. § 12307

Note: Call the Registrar of Voters office immediately if a change of schedule is needed at (951) 486-7341.

2.1

Election Officer Information
Election Officer Oath and Payroll

All Election Officers must sign the Oath of Allegiance and Election Officer Payroll. Not signing the Oath and Payroll sheet will cause delays in compensation. If any information is incorrect, cross it out and write the correct information.

The Oath of Allegiance is for the Leads and Election Officers to swear their loyalty to the electoral process. They will process voters in the voting location to the best of their ability. The Oath of Allegiance also asks you to support the Constitution and to defend and uphold these values by being willing to serve at the voting location. When you take the Oath, it should be something you are choosing to do. No one should be forcing you.

All Election Officers must sign their name on the Oath of Allegiance and Election Officer Payroll. The Election Officer Oath and Payroll sheets must stay in the Lead Binder. The Leads must confirm all Election Officers (that participated in this election) sign the Oath of Allegiance and Election Officer Payroll.

The Election Officer Payroll section on this sheet will be completed by the Leads, for the Election Officers, with the hours worked each day including setup hours. If Election Officers are scheduled to setup the location, the Lead must write their hours worked and total hours worked. Each day they are at the voting location the Lead will write in their start time minus their lunch time and the end of the day time. Total all hours each day worked.

ELECTION OFFICER OATH AND PAYROLL

OATH OF ALLEGIANCE

(Required by Chapter 8, Division 4, Title 1, Government Code; Section 3, Article XX, California Constitution)

STATE OF CALIFORNIA   )
) ss
COUNTY OF RIVERSIDE   )

The employee, for himself/herself alone, do hereby take and subscribe to the following oath of allegiance:

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of Election Officer subscribed and sworn _____ day of _____, 20____.

Election Officer Signature _____

Name: _____   Employee ID#_____
                              (Print)   (if applicable)
Address: _____

City: _____   Zip Code: _____

ELECTION OFFICER PAYROLL

Date	Start Time	Lunch Time	End Time	Total Hours	Comments
Example	6:00 am	1 Hour	9:00 pm	14	N/A
Set-Up		N/A			Set-Up
Date		1 Hour Mandatory			
Date		1 Hour Mandatory			
Date		1 Hour Mandatory			
Election Day Date		1 Hour Mandatory			

Election Officer Signature: _____

Election Officer Lead Signature: _____

Date of Election Name of Election

Election Officer Information
Shared Expectations

As partners, Election Officers and the Registrar of Voters office have the legal duty and responsibility to conduct elections according to the procedures in this Election Guide and the California Elections Code. E.C. § 12309.5. For more information refer to the Secretary of States website for "Poll Worker Training Standards". Volunteers are expected to think critically and use problem solving skills and common sense to resolve issues within the framework of these procedures and laws.

Election Officers can expect the Registrar of Voters office to:

✦ Provide prompt and accurate responses to questions.

✦ Extend professional courtesy and respect.

✦ Follow through and resolve any issues.

✦ Arrange reasonable accommodations for Election Officers.

✦ Coordinate the delivery of all election supplies and equipment.

✦ Provide adequate staff and locations.

✦ Provide timely compensation to all officers. E.C. 12310

Election Officers are expected to:

✦ Be punctual each day.

✦ Take guidance from the Leads.

✦ Locate their assigned voting location to ensure officers know where to go, how to get there, and how long it will take to arrive on time.

✦ Review training materials and familiarize themselves with procedures.

✦ Abide by all election procedures provided to them.

✦ Attend all required training in order to work this election.

✦ Perform all duties assigned to the best of their ability.

✦ Treat each other with dignity and respect.

✦ Communicate with the Registrar of Voters office on completed set-up, when starting the day, throughout the day, and when leaving the site at closing.

✦ Respond promptly to phone calls and emails.

✦ Provide superior customer service.

Election Officer Information
Election Officer Duties

Officers must arrive at their assigned location at least one hour before voting begins to assist with Accessible Voting Unit (AVU) seals verification, Ballot on Demand (BOD) setup with seals verification, Ballot Scanner seals verification, and setting up the voting location processing tables.

Voting locations are staffed with two <u>Leads</u> and up to eight <u>Election Officers</u>.

Leads

Leads are responsible for communicating with the Registrar of Voters office on opening and closing times and additional information throughout the day. Information is provided to them concerning location access and/or duties. A Lead will need to communicate with the facility contact person to gain access into the voting location each day. They are also responsible for all Election Officer duties.

Election Officers

Election Officers will meet and greet voters, process voter "Ballot Request" forms, verify voter eligibility, activate Poll Worker Ballot Activation Cards, and direct voters to an available Accessible Voting Unit, Ballot Scanner or voting booth. Print a Ballot on Demand Ballot for the voter. Assist in scanning a voted ballot in the Ballot Scanner. Assist in checking seals on the Accessible Voting Units, Ballot Scanner, and Ballot on Demand printer. They may also be responsible for watching the Accessible Voting Units, Ballot Scanner, Ballot on Demand Printer, answer voter questions, sanitize the Accessible Voting Units, and voting booths after each use.

Election Officer Etiquette

In addition to resolving issues within the framework of this Election Guide and the California Elections Code, officers must also behave in an appropriate manner. Remember, you are representing Riverside County Registrar of Voters office out in the community.

Election Officers must do the following:

✦ Act appropriately as a public official in this election.

✦ Always remain professional and politically neutral.

✦ Never discuss the election, candidates, politics, or religion with each other or the public at the voting location.

✦ Follow the Lead's directions.

✦ Should a conflict arise between the officers, call the Registrar of Voters office as soon as possible.

Election Officer Information
Election Officer Etiquette - Continued

✦ Use diplomacy and tact when working with the public. Use sound judgment when resolving conflicts.

✦ Groom and dress appropriately and practice good hygiene.

✦ Never eat or drink at the processing table.

✦ Remain calm at all times and ask for help, if needed. Use respectful, positive communication. Be patient and offer assistance.

✦ Wear comfortable and suitable clothing.

✦ Be prepared for long days by bringing enough food, drink, and any medications needed.

✦ The Leads will arrange breaks and lunch times based on staffing needs and work flow. Election Officers are entitled to breaks and lunch and may leave the voting area during these times.

✦ Bring appropriate items to pass the time when voter volume is low, such as knitting or other handiwork, nonpolitical reading material, electronic devices, crossword puzzles, etc. None of these activities should interfere with voting or disrupt other Election Officers.

✦ Work as a team. Each Election Officer is expected to participate fully, accept all Lead assignments, and help others when needed.

✦ Keep the voting location clean, clutter-free and compliant with accessibility standards throughout each day.

✦ Ensure that these standards are followed, protect the rights of every voter, and report violations immediately to the Command Center or the Registrar of Voters office.

Dress and Demeanor

Election Officers are expected to dress and groom in a manner which represents the Registrar of Voters office in their community. Clothing should be clean, tasteful, and in good repair (no missing buttons, tears, etc.). T-shirts, oversized pants, and midriff-baring tops, are examples of inappropriate garments. Hair should be clean and combed or styled in a manner which respects the Election Officers role as a representative of the Registrar of Voters office.

It is expected that Election Officers be polite and courteous in all interactions with voters. **Be mindful of conversations in the presence of voters** about political party activities or philosophy, observations about voting activities of individuals or groups, and any other political dialogue is prohibited within the voting location.

On occasion, it may be necessary to remind a fellow Election Officer about a regulation, procedure, or policy. If this occurs, take the Election Officer aside, be polite, tactful, and non-confrontational. This maintains an upbeat and cooperative spirit among the Election Officers. **Always treat one another with respect and dignity. Remember that you are performing a very important civic function.**

Election Officer Information
Environment and Atmosphere

The voter processing tables are for confirming voter eligibility, obtaining voter signatures, and providing voter assistance. Therefore, the tables should only be limited to those items issued by the Registrar of Voters office. Do not place any other items on these tables without authorization. **Never eat, drink, or place food or drink on the voter processing tables!**

Eating and drinking is to be done outside the presence of voters. If you are remaining on the premises during food breaks, please eat your meals away from the voting area.

Smoking, vaping, or consumption of any tobacco product is prohibited at the voting location. This applies to all voters, Election Officers, Poll Watchers, and Observers.
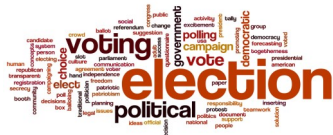
Political materials of any sort may not be posted nor distributed within 100 feet of the voting location in which the immediate vicinity of a person in line to cast their ballot or within 100 feet of the entrance, curbside voting or drop box.

Audio and/or video broadcast, (i.e., radios, CD players, etc.,) must be kept at background volume. Viewing talk shows, political commentary programs, and news broadcasts of election activities are not permitted.

It is a violation of law to permit individuals other than Election Officers to sit or loiter at the voter processing tables (E.C. § 14223). This includes infants and small children. Election Officers may not be engaged in childcare while serving at the voting location.

Conduct a visual inspection outside the voting location every couple of hours to ensure that all signs are still in their original locations and that no tampering of the signs has occurred.

Please remind all voters that **NO** cell phone use is permitted in the voting area. Due to the "Ballot Selfie Law" voters are allowed to take a ballot selfie as long as the voluntary act does not violate any other law (E.C. § 14291). Election Officers are allowed to call the Registrar of Voters office when needed.

2.6

Election Officer Information

Notes:

Vote Center Supplies 3.0

Vote Center Supplies
Lead Bag

The Leads are given a Lead Bag which will contain items and documents you will use at the voting location. Each voting location is assigned specific items for their location and cannot be shared with other voting locations.

These are items you will receive in the Lead Bag:

Sign-In Rosters

Each voting location will receive five Sign-In Rosters, one for each laptop. These rosters are voting location specific and are not to be shared with other voting locations.
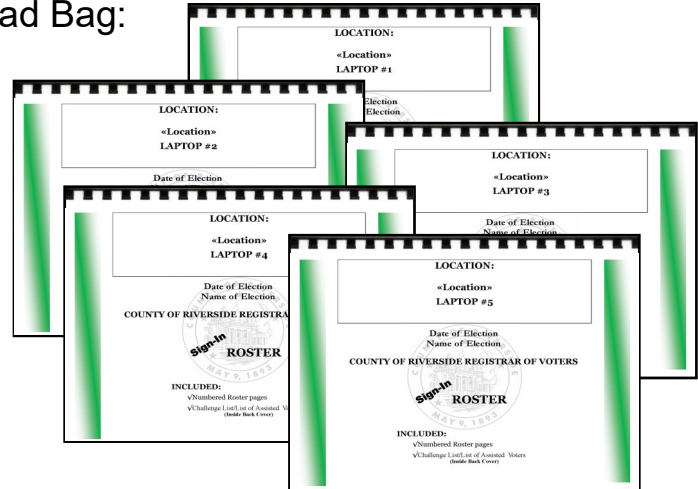
Conditional Voter Registration (CVR) Rosters

Each voting location will receive five Conditional Voter Registration Rosters, one for each laptop. These rosters are voting location specific and are not to be shared with other voting locations.
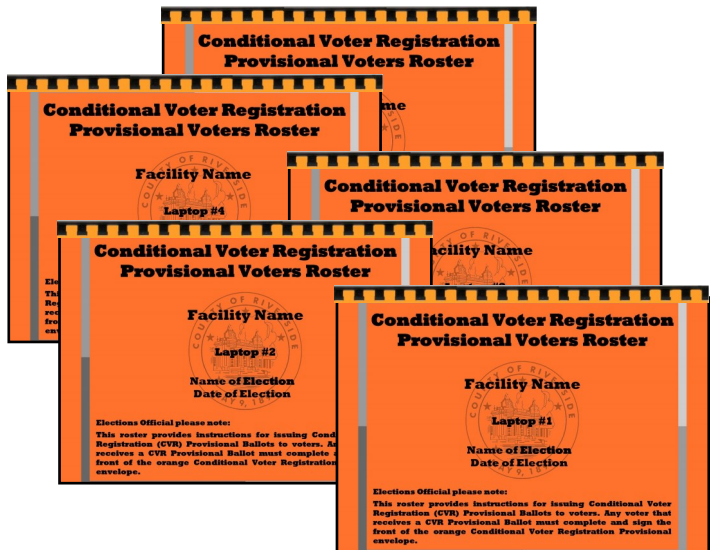
Official Returns Envelope with Poll Worker Ballot Activation Cards

This envelope is found in the Lead Bag and contains Poll Worker Ballot Activation Cards for the Accessible Voting Units (AVU's). The activation information for the AVU's will be found on the bag identification label. Use the information to access the AVU's on setup day. Use the Poll Worker Ballot Activation Cards to activate a ballot session on the Accessible Voting Unit (AVU).

Official Return Envelope with Poll Worker Ballot Activation Cards

Vote Center Supplies
Lead Bag—Continued

Return Bags

- Vote-by-Mail Voted Ballots Bag
- Conditional Voter Registration Voted Ballots Bag
- Spoiled & Surrendered Ballots Bag
- Completed Voter Registration Cards Bag
- Vote-by-Mail Research Ballots Bag

Vote-by-Mail
Voted Ballots

Conditional Voter Registration
Voted Ballots

Spoiled &
Surrendered
Ballots

Completed Voter
Registration Cards
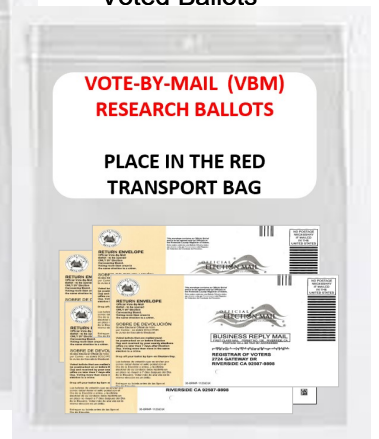
Vote-by-Mail
Research Ballots

Seals Bag/Broken Seals Bag/Ballot Request Bag

The Seals Bag is found in the black Lead Bag and will contain Riverside County seals needed to secure voting equipment. The Broken Seals Bag is for any voided Dymo® labels, broken seals, and voided "Ballot Request" forms or voided Voter Registration Applications. The Ballot Request Bag is for "Ballot Request" forms collected each day and is returned at the end of the election inside the black Lead Bag. The "Ballot Request" forms maybe collected in the middle of the election when the vote center is open.

Seals Bag

Broken Seals Bag

Ballot Request Bag

Vote Center Supplies
Lead Bag — Continued
Language Kit

Riverside County is required to provide bilingual assistance and voting materials at the voting location. Display the Voter Bill of Rights Poster and the "Do You Need Bilingual Assistance?" poster inside and outside the voting location. Check the appropriate box when an Election Officer is able to assist with the language checked on the poster. All voting locations will have Language Kits. There are six languages required in our county:

English, Spanish, Tagalog, Korean, Chinese (Mandarin/Cantonese), and Vietnamese.

List of items in the Language Kit:

- Multilingual Name Badges
- Multilingual Voter Bill of Rights
- "Do You Need Bilingual Assistance?" poster
- Multilingual "No Electioneering" posters
- Facsimile language ballots can be found in the "Vote Center" shared drive on the laptop designated to the HP Printer on the processing table.
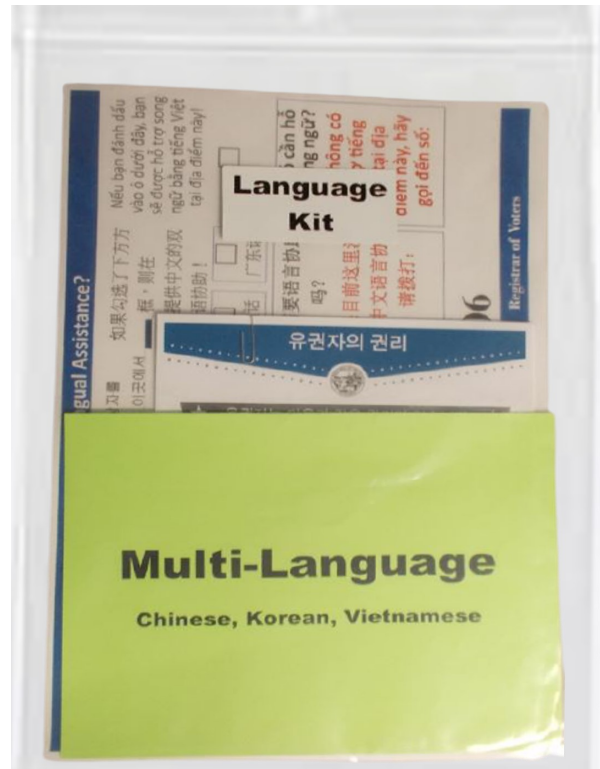
Voter Information Guide

Riverside County Voter Information Guide is mailed to all registered voters. The guide will include information on what will be on the ballot, along with a sample of the ballot. Voters who conditionally register to vote can only receive this guide at the Riverside County Registrar of Voters office, online, or any voting location in Riverside County.
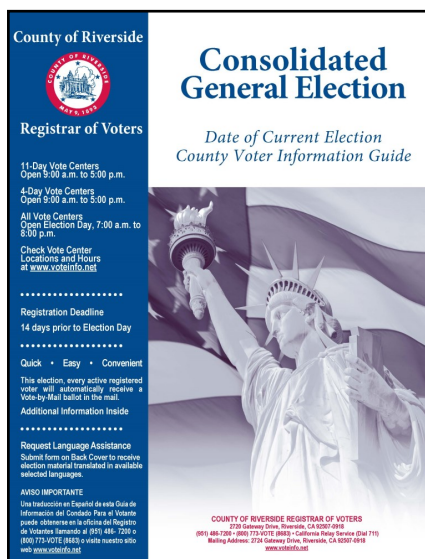
Vote Center Supplies
Lead Bag — Continued
Lead Binder

Inside the Lead Bag will be a Lead Binder. The Lead Binder will have a plastic pouch with small items that will be needed for the voting location. Also in this binder are insert tabs with documents the voting location will utilize for the days the voting location is open. On the next page are the items in the Lead Binder.

Lead Binder

COUNTY OF RIVERSIDE
MAY 9, 1893

Date of Election
Name of Election

«Site Number
«Location»

Riverside County Registrar of Voters Office
Rebecca Spencer, Registrar of Voters
2720 Gateway Drive, Riverside, CA 92507
Mailing Address: 2724 Gateway Drive
Riverside, CA 92507

www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)

2022-6

Lead Binder Supplies

Items in the plastic pouch of the Lead Binder:

Ballot Box Tags

There are several Ballot Box Tags. Box tags will be used on the Vote-by-Mail Ballot Boxes and red Transport bag. Put these tags into the slot of the ballot boxes and the slot opening on the red Transport bag.

Property of:
County of Riverside
Registrar of Voters

Date of Election

10
Training

Name of Voting Location

010

Ballot Box Tags

Ballot Request Data Entry Route Slip

All Election Officers will complete this route slip for each laptop used at the voting location each day by using the information from the "Ballot Request" forms processed and the "Sign-In Roster" signatures. This slip can also be found in the "Vote Center" shared drive on the laptop designated to the HP Printer on the processing table.

RIVERSIDE COUNTY REGISTRAR OF VOTERS
BALLOT REQUEST
DATA ENTRY ROUTE SLIP

SITE NAME:

Date of Current Election
Name of Current Election

OPERATOR: _____ BOOK # _____ DATE ENTERED: _____

Re-Issue _____

AVU Issue _____ CVR Provisional _____

BOD Issue _____ VBM Re-Issue _____

BALLOT ISSUED TOTAL _____ GROUP TOTAL _____

Data Entry Route Slip

Vote Center Supplies
Lead Bag — Continued
Lead Binder Supplies — Continued

Items in the plastic pouch of the Lead Binder — Continued:

Facility Layout Diagram

Registrar of Voters has surveyed voting locations to ensure equipment is setup properly at the voting location. This diagram is how your voting location will be setup. Use the diagram for setting up the processing tables, AVUs, BOD Printer, Ballot Scanner, silver voting booths, gray ADA voting booths and all the other equipment needed for the voting location.
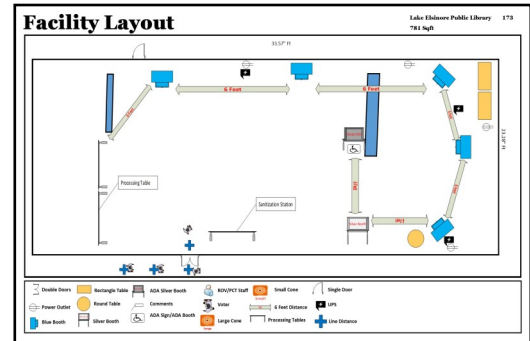
Facility Layout Diagram

Site Location Sign

Install this sign in the designated slot on the Poster Display Board prior to opening the voting location.
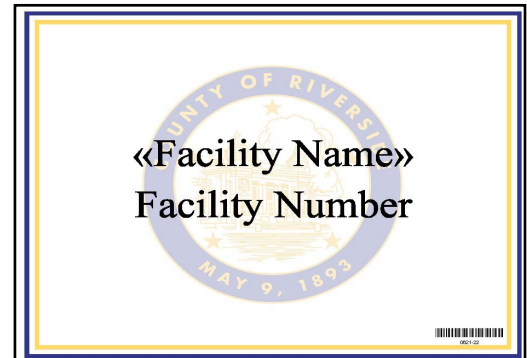
Site Location Sign

Documents behind each insert tab in the Lead Binder:

Contact List

Each voting location will have a list of contacts for the Leads or Election Officers to contact when needing help from the Command Center or Riverside County IT on connectivity issues or general procedures. Follow the contact information so as not to delay getting the help needed.

Contact List

Vote Center Supplies
Lead Bag — Continued
Lead Binder Supplies — Continued
Documents behind each insert tab in the Lead Binder — Continued:

Comment Sheet

This sheet is important for communicating occurrences such as materials that would be helpful, suggestions for the next election, mistakes that have occurred, and voter dissatisfaction with the vote location.

Comment Sheet

Lead Checklist

Each vote center will get a checklist found in the Lead Binder to remind the Lead and Election Officers of the tasks they will complete on setup and each day including election day. Refer to the checklists as often as needed to make sure assigned tasks are not forgotten.

Return Items (Reminders)

There are four pages (double sided) of reminder sheets with diagrams and pictures to follow for returning items each night and on election night. On the second and fourth page are return items to be brought back each night when there are large amounts (overflow) of VBM Ballots received. These reminders can also be found in the "Vote Center" shared drive on the laptop designated to the HP Printer on the processing table.

1st Page

3rd Page

2nd Page

4th Page

Vote Center Supplies
Lead Bag — Continued
Lead Binder — Continued
Documents behind each insert tab in the Lead Binder — Continued:
Election Officer Oath and Payroll

All Election Officers must sign the Oath of Allegiance and Election Officer Payroll before performing any election duties. It is located under one of the tabs in the Lead Binder. Do not remove it from the Lead Binder.

Election Officers must take and sign the Oath of Allegiance and Election Officer Payroll. Each Election Officer will fill in their name, county employee ID# (if applicable), and address information. Each officer must take the Oath of Allegiance once. At the bottom of the sheet is the payroll information. Write in the hours worked minus one hour for lunch and the total hours for each day. Sign the form confirming your Oath and hours worked. A Lead must also sign confirming the Oath was given to the officer and the hours worked are correct.

Extra Compensation Forms, W-9 Forms, and Oath of Allegiance and Election Officer Payroll will be in the Lead Binder and in the "Vote Center" shared drive on the laptop designated to the HP Printer on the processing table.

In the event a new Election Officer is sent to the voting location, Compensation and W-9 forms need to be filled out completely. Have the Election Officer fill out the form. If the Election Officer fails to do so, it could result in delay of their compensation. It is the responsibility of the Leads to make sure Election Officers sign their form. Leave the Oath of Allegiance and Election Officer Payroll, W-9 forms, and Compensation forms in the Lead Binder.

If Election Officers fail to show up to work, call the Registrar of Voters office to report the vacancy. You may be provided a backup Election Officer if needed.

Vote Center Supplies
Lead Bag — Continued
Lead Binder — Continued
Documents behind each insert tab in the Lead Binder — Continued:

First Voter Procedural Checklist

This checklist will be completed at the beginning of each day before the polls are open. After the first eligible voter has been processed and completed all required documentation, explain to them that they must verify that no ballots are in the Ballot Scanner Cart and the Vote-by-Mail Ballot Box(s). After verification, the Lead must seal the Ballot Scanner and VBM Ballot Box(s) and have the voter confirm the scanner and ballot box(s) are empty and sealed by signing this checklist.

First Voter Procedural Checklist

Curbside Voters Roster

These voters can use the doorbell receiver or the phone number on the doorbell sign to call the Registrar of Voters office to let the voting location know they will be voting curbside. Election Officers will have to take a printed paper ballot or AVU voting booth, election materials, and supplies to the voter. The Curbside Roster is found in the Lead Binder.

Curbside Voters Roster

Vote Center Supplies
Lead Bag — Continued
Lead Binder — Continued
Documents behind each insert tab in the Lead Binder — Continued:

Expense Reimbursement Claim Form

This log will be found in the Oath & Payroll insert tab in the binder. Leads are required to fill out the Reimbursement form when the Leads are using their own vehicle. In order to receive compensation for using their own vehicle the Leads mileage is for the total amount of mileage used for the each day used. Mileage is for leaving the Registrar of Voters pick up site to the voting location and from the voting location back to the Registrar of Voters drop off site.

Expense Reimbursement Claim Form

Vote Center Incident Report

This report will be filled out if there is an accident, injury, emergency, or property damage of the location. This report must have detailed information of the incident. Any incident that requires immediate attention, contact the Registrar of Voters office.

Incident Report

Voting Equipment Incident Log Sheet

This log sheet will be filled out if the voting equipment malfunctions or if the voting equipment was damaged during transport. Provide as many details as possible and report the incident to the Registrar of Voters office immediately at (951) 486-7217.

Voting Equipment Incident Log Sheet

Vote Center Supplies
Lead Bag — Continued
Lead Binder — Continued
Documents behind each insert tab in the Lead Binder — Continued:

Processing Table Set-up

The processing table will require several items to be set-up each day. Use the instructions for setting up the Router, Dymo® Printer for each laptop, the Laptops, and the HP printer on the processing table. The HP Printer on the processing table allows for additional documents to be printed as needed at the voting location. Designate one laptop for printing any additional documents. **Documents can be found on the "Vote Center" shared drive of the designated laptop.**

The Router Connectivity Diagram, Dymo® Configurations, Laptop Initialization, and Vote Center Printer Initialization instructions will allow for a seamless setup of each item needed to process voters throughout the day.
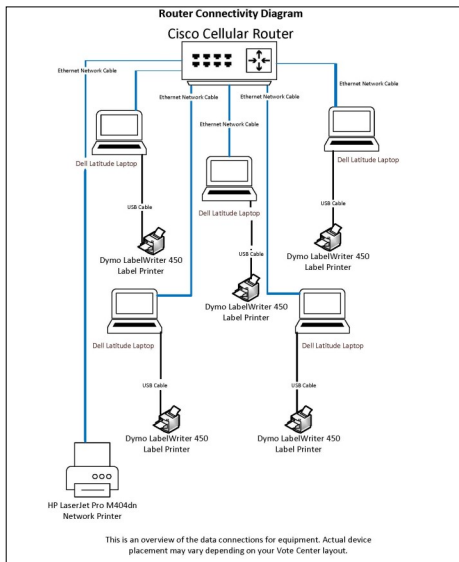
Router Connectivity Diagram
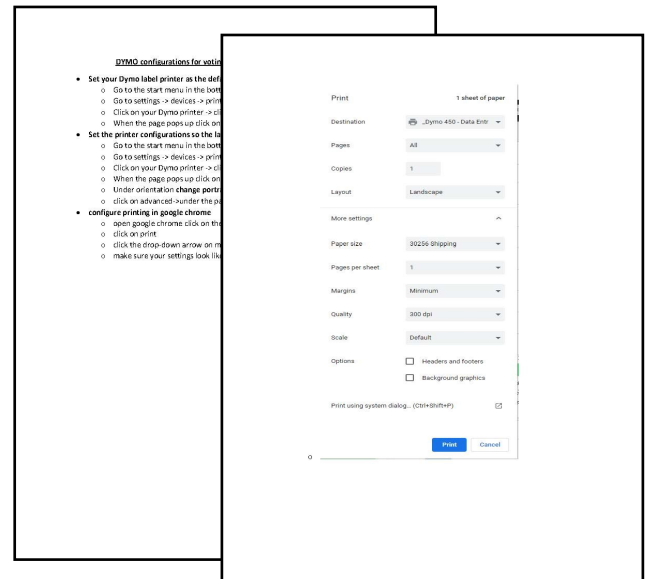
Dymo® Configurations
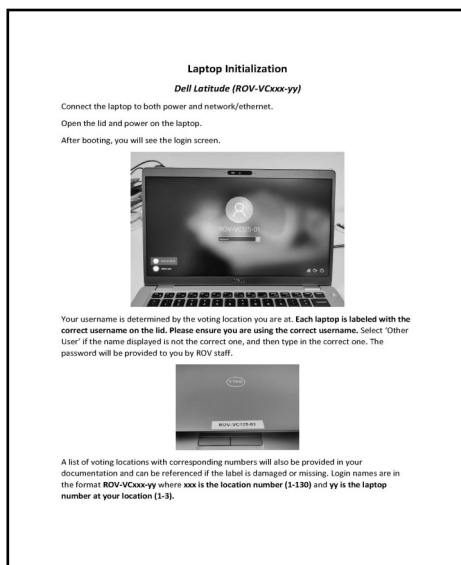
Laptop Initialization
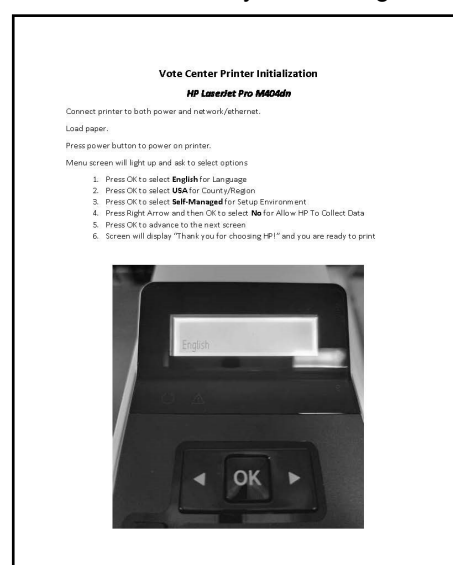
Printer Initialization

Vote Center Supplies
Lead Bag — Continued
Lead Binder — Continued
Documents behind each insert tab in the Lead Binder — Continued:

Election Guide

This guide has been developed for Leads and Election Officers on the proper policies and procedures for managing a voting location. Refer to this guide as often as necessary.
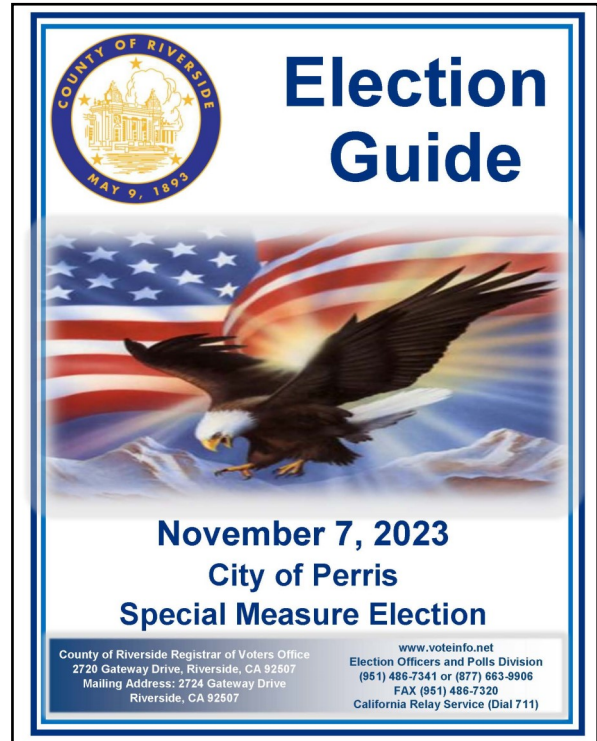
Election Guide

Supplies Checklist

Verify and refer to the supplies list of items received. All items will be in several bins. Please contact the Registrar of Voters office if any items are missing. This checklist can also be found in the "Vote Center" shared drive on the laptop designated to the HP Printer on the processing table.

Supplies Checklist

Vote Center Supplies
Lead Bag — Continued
Lead Binder — Continued
Documents behind each insert tab in the Lead Binder — Continued:

Ballot Statement

This form will be filled out at the end of each day including election day. Separate the unscanned voted paper ballots, scanned voted paper ballots, BOD spoiled printed paper ballots, CVR Provisional ballots, CVR spoiled printed paper ballots, and Vote-by-Mail ballots. Record the total on the Ballot Statement for each day.

Also count and record the total number of signatures in the Sign-In Roster, Curbside Voters Roster, and the CVR Provisional Roster on the Ballot Statement.

The white copy will stay in the Lead Binder. The yellow copy of the statement will go into the brown Unscanned Voted Ballot Carton. The pink copy of the statement will go into the white Scanned Voted Ballot Carton. The orange copy will go with the Vote-by-Mail ballots and CVR Provisional ballots in the red Transport Bag or the VBM overflow box.

Each Day Ballot Statement

Election Day Ballot Statement

Vote Center Supplies
Lead Bag — Continued
Security Seals Log Binder

Plastic Pouch

Each voting location will receive an additional binder with a plastic pouch containing the Ballot Scanner cart key and Security Token with password, SD Cartridge Bag, Ballot on Demand security keys and password needed to access the equipment. The seal checklists for the Accessible Voting Units (AVU's), Ballot on Demand (BOD), and the Ballot Scanner. Below are the documents found behind their own insert tab. Follow the checklist for each unit when checking the security seals.

Documents behind each insert tab in the Security Seals Log Binder:

Accessible Voting Unit Security Log

Each assigned Accessible Voting Unit (AVU) will have a seals log for verifying seals on the AVU. Logs have to be completed by two Election Officers, once at setup and three times each day the voting location is open. This log will show the total number of days the voting location is open. Voting locations will be open four days and in some areas voting locations will be open for eleven days. Logs will show the date the seals need to be checked. Use the "Accessible Voting Unit Security Log Instruction Sheet" for the seal locations on the AVU.

Accessible Voting Unit Security Log

Ballot on Demand (BOD) Unit Security Log and Ballot Card Accounting Record - Log Sheet

Each voting location will have a "Ballot on Demand Unit Security Log" for verifying seals on the BOD. Logs have to be completed by two Election Officers, once at setup and three times each day the voting location is open. Two BOD seals will have to be broken at the beginning of each day and resealed at the end of each day. One seal will be broken at the end of each day to count the unused sheets of paper and enter totals on the Ballot Card Accounting Record - Log. Each log will show the total number of days the voting location is open. Voting locations will be open four days and in some areas the voting locations will be open for eleven days. Logs will show the date the seals need to be checked. Use the "Ballot on Demand Security Log Instruction Sheet" for the seal locations on the BOD. BOD password and security key will be found in the plastic pouch in the front of the Security Seals Log Binder.

Ballot on Demand Unit Security Log

Ballot Card Accounting Record - Log Sheet

Vote Center Supplies
Lead Bag — Continued
Security Seals Log Binder — Continued
Documents behind each insert tab in the Security Seals Log Binder — Continued:
Ballot Scanner Security Log

Each voting location will have a "Ballot Scanner Security Log" for verifying seals on the Ballot Scanner. The Ballot Scanner password, cart key, Security Token and SD Cartridge Bag will be found in the plastic pouch in front of the binder. Seal logs have to be completed by two Election Officers, once at setup and three times each day the voting location is open. Two seals will have to be broken at the end of each day and resealed the next day after the first voter has assured that the Ballot Scanner slot and the bottom of the Ballot Scanner cart is empty. Each voting location will be open four days and in some areas the voting locations will be open for eleven days. Logs will show the date the seals need to be checked. Use the "Ballot Scanner Security Log Instruction Sheet" for the seal locations on the Ballot Scanner.

Vote Center Supplies
Additional Supplies

Ballot on Demand Printer

Ballot on Demand (BOD) System is a self-contained system that allows Election Officers to print ballot cards on an as needed basis. The simple interface controls on the laptop make it easy for Election Officers to print the correct ballot type based on the voter's precinct number for each voter entering the voting location.

When setting up the printer, a sample page will need to be printed to ensure the printer is working properly. An Inventory Report will need to be printed from the BOD Printer to ensure the correct amount of paper was used. Use the "Ballot Card Accounting Record — Log Sheet" to account for the amount of paper sheets that were used from the printer.

The BOD Printer is delivered in a mobile cart for easy maneuverability. Place the BOD Printer next to the processing table. Assign an Election Officer to print the ballot for the voter using the voter's precinct number. Another officer will need to be available when printing the ballot to confirm the correct precinct was entered on the laptop.

Vote Center Supplies
Additional Supplies — Continued

Ballot Scanner

Each voting location will receive a Ballot Scanner. This scanner will allow voters to scan their official voted ballot from the Accessible Voting Unit (AVU) or the Ballot on Demand (BOD) Printer. It is important to understand that the ballots going into the Ballot Scanner are official ballots.

Each scanner will be delivered in a fold up cart and small scanner bag. The scanner is in the small scanner bag and will have to be assembled to the folded cart.

Each scanner also comes with a "Ballot Scanner Security Log" for checking the seals each day. The log is located in the Security Seals Log Binder in the black Lead Bag.

Vote Center Supplies
Additional Supplies — Continued

Mitigation Supplies

Mitigation is a modification technique used to temporarily remove a barrier to accessibility. Utilizing an Accessibility Checklist provided by the California Secretary of State, we are able to mitigate any potential obstacles a voter may encounter. The most common accessibility barriers at voting location sites are doors, doorways, thresholds, and parking stalls. Any voting location that requires mitigation equipment will be provided an Accessibility Kit. The mitigation supplies will be delivered to the voting location.

The Accessibility Kit Folder includes a "Accessibility Mitigation Inventory Distribution Sheet" that lists the total number of items needed at the voting location in the "Quantity Issued" column. Once you confirm the contents of the Accessibility Kit, an Election Officer and a Lead must sign this sheet. These kits have very clear instructions and pictures to help the Lead identify how and where to place the proper mitigation equipment. Use the setup instructions found in this folder to assemble the curbside doorbell. Place the mitigation equipment at the voting location each morning the voting location is open and remove the supplies each night before going back to the Registrar of Voters office.

Curbside Doorbell With Sign and Receiver

ADA Voting Booth

Place 1 large cone with sign and 2 small cones

Vote Center Supplies
Additional Supplies — Continued

Each voting location will have supplies delivered in several tubs. There is a Tub 1 and Tub 2.

Supply Tub 1

- 2 Printer Toner for AVU Printers and 1 Printer Toner for Vote Center Printers
- 1000 Sheets of Vote Center Printer Paper
- 5 Dymo® Printer Paper Rolls
- 250 CVR Envelopes
- 250 Voter Registration Cards in Plastic Bag
- 1 Blue Painters Tape
- 250 Authorized Agent Applications
- 250 Ballot Request Forms Bag
- 4 Red Transport Bags

Supply Tub 2

- 1000 Sheets of AVU Printer Paper
- 2 Envelope Moisteners
- Flashlight
- 5 Clipboards
- Personal Protective Equipment (PPE) containing: 4 bottles of Hand Sanitizer, and 2 tubs of Sanitizer Wipes (Face Masks are optional and not required to be worn)

Blue Ballot Box

Each voting location will receive a blue Ballot Box containing voter signs. Use this box to place a large amount of enveloped ballots that are received at the voting location.

Vote-by-Mail Ballot Boxes

Vote-by-Mail Ballot Boxes will store five Dymo® Printers in a black bag or in the printer's original box. This ballot box will be picked up when setting up the voting location and will be returned to the Registrar of Voters on election night or if needed for any overflow of VBM ballots. VBM and CVR voters will be dropping off their ballot in this ballot box so it must be emptied before accepting any VBM or CVR ballots each day the vote center is open.
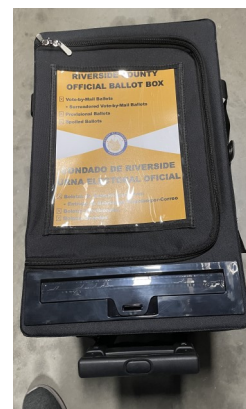
Vote Center Supplies
Additional Supplies — Continued
Voting Equipment

The voting locations will receive supplies delivered by a transport company. They will include:

- 10 AVU Blue Voting Booths
- 10 AVU Tablets
- 10 AVU Printers
- 5 Shared Uninterrupted Power Supplies (UPS)
- 1 Tub of Mitigation Supplies (including Curbside Doorbell & Sign)
- 2 Supply Tubs
- 1 Blue Ballot Box with Voter Signs
- 10 Brown Vote-by-Mail Ballot Boxes (given out throughout the 4 days)

- 1 ADA Paper Voting Booth
- 5 Silver Paper Voting Booths
- 1 Ballot on Demand Printer
- 1 Ballot Scanner with Cart
- 2 Vote Center HP Printers
- 1 Poster Display Board
- 2 Privacy Divider Screens
- 1 Tabletop Privacy Screen
- Tables and Chairs (if not supplied by the facility)

Vote Center Setup 4.0

www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)

Vote Center Setup
Voting Equipment

Use the Vote Center Lead Checklist from the Lead Binder to complete the required tasks on setup day. Answer each question on the checklist once the tasks have been completed at setup. The voting location will be set up by the Leads and Election Officers. They will set up the voter processing tables, ADA voting booths, silver voting booths, Ballot on Demand Printer, Ballot Scanner, and assemble all Accessible Voting Units (AVUs) the day before the voting location is scheduled to open.

Registrar of Voters staff has completed surveys of equipment placement at the voting location. They have completed a diagram (Facility Layout Diagram) of the voting room. It is important that the Leads maintain the voting location setup and mitigation setup (if applicable) at the voting location. The Lead must bring the Security Seals Log Binder found in the Lead Bag on setup day to verify seals on the AVU, Ballot on Demand Printer, and Ballot Scanner. On the morning prior to opening of the voting location, verify the Ballot on Demand Printer, Ballot Scanner, and all AVU seals are intact using the seals log found in the Security Seals Log Binder. Test the audio device on the AVU and the AVU printers. Place the AVU printer test page in the Broken Seals Bag.

Each facility will receive AVU's with printers, blue voting booths, shared Uninterrupted Power Supplies (UPSs). Two Vote Center (VC) printers with a VC tag number on the case. These printers will be included for printing needed documents at the voting location. The facility will also receive a Ballot Scanner and a Ballot on Demand Printer that will be delivered by a transport company. The Leads will be picking up laptops with dedicated Sign-In Rosters and Conditional Voter Registration (CVR) Sign-In Rosters, a Router, VBM Bag with Dymo® Printers, and a Lead Bag with supplies and documents needed at the voting location.
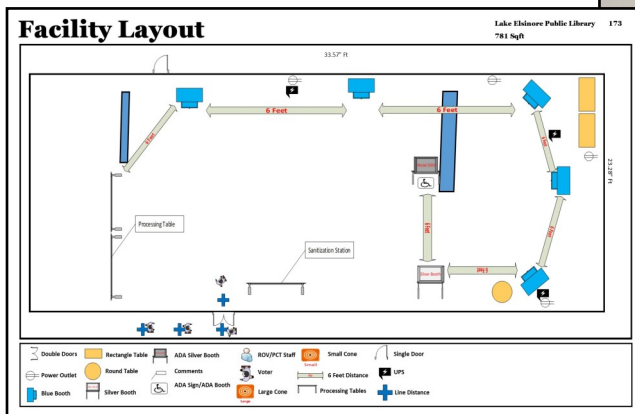
Note: Keep each of the AVUs, ADA voting booth and the silver voting booths setup and wipe down after each use with the sanitary supplies provided in the Personal Protective Equipment (PPE).

4.1

Vote Center Setup
Accessible Voting Unit (AVU) Setup

1 The assembly process must be performed by two officers at the voting location. Place the blue voting booth in a location which provides adequate privacy and power between the blue voting booths, paper voting booths, Ballot on Demand Printer, Ballot Scanner, and the processing tables.

2 Undo the Velcro® strap holding the sides in place.

3 Open the left side of the booth, then open the right side of the booth.

4 Lift the center of the booth table up and then secure the latches on the bottom of the left and right sides.
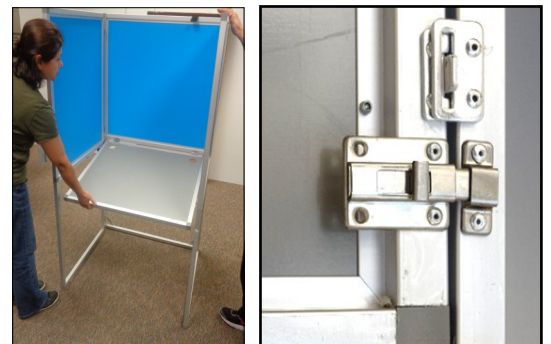
5 Verify the table is secure before placing any items on it. The blue voting booth is now assembled.

6 The following pages will display the steps necessary for setting up the Accessible Voting Unit (ICX) tablet, Uninterrupted Power Supply, and printer for each AVU.

Reminder: AVUs, silver voting booths, and ADA Voting booth should be wiped down with the Personal Protective Equipment (PPE) after each use.

Vote Center Setup
Accessible Voting Unit (AVU) Setup — Continued

The large (ICX) tablet case and the small printer case are paired up by matching numbers. Match both cases with the same number when setting up.

AVU PRINTER 1050

TRAINING

Name of Current Election
Date of Current Election

AVU 1050

TRAINING

Name of Current Election
Date of Current Election

7 Place the tablet case on a flat and stable surface (large rolling case) with the rolling handle side down.

8 Open the case. Remove the power cord and Audio Tactile Interface (ATI) controller with headphones from the case; place them on the blue voting booth.
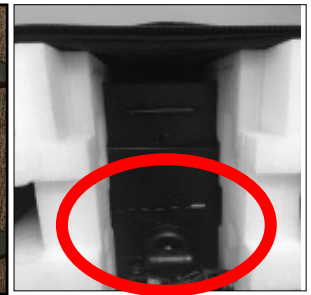
9 Using the handle on the back of the tablet, remove the unit out of the case.

10 Stand the (ICX) tablet case up on the left side of the blue voting booth and remove the protective packaging.

Vote Center Setup
Accessible Voting Unit (AVU) Setup — Continued

11 Place the protective packaging back in the case. Close the case and place it away from the voting area.
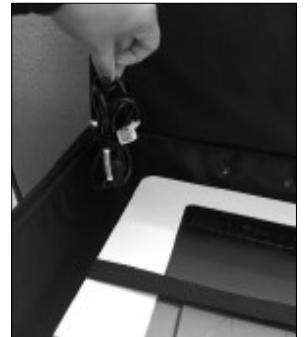
12 Place the printer case on a flat and stable surface (small rolling case) with the rolling handle side down. Unzip and open the case. Remove the power cord from the case.

13 Remove the Velcro® strap from around the printer. Use the side handles on the bottom of the printer to pick it up from the case.
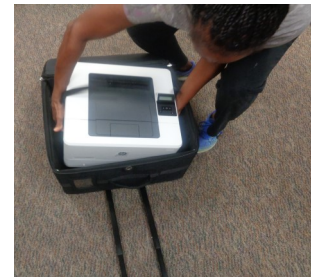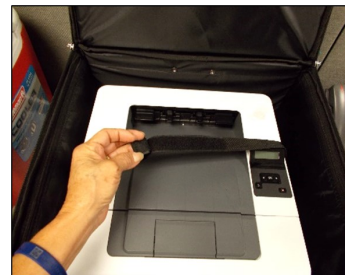
14 Place the printer on the right side of the blue voting booth. Close the case and store it with the tablet (ICX) case.

15 Place the rolling cart with the attached Uninterrupted Power Supply (UPS) between two AVU blue voting booths. Both AVU and printer must be connected to the green section of the UPS power source located on the back right side.
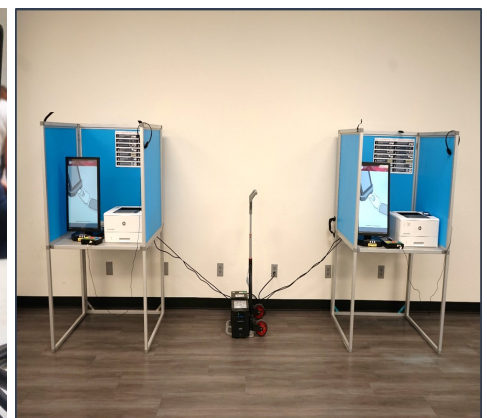
Vote Center Setup
Accessible Voting Unit (AVU) Setup — Continued

16 Connect power cord labeled "A" from the UPS directly into a power outlet on the wall. **DO NOT** plug the UPS into a power strip or surge protector.

17 Connect the AVU power cord labeled "B" to the corresponding port labeled "B" on the bottom right side of the base of the tablet.

18 Connect the (ICX) tablet power cord labeled "C" to the back of the UPS in the corresponding outlet labeled "C."

19 Connect the printer USB cord labeled "D" which is attached to the back of the (ICX) tablet into the corresponding top USB port labeled "D" on the top right side of the back of the printer.

20 Connect the ethernet cable labeled "E" which is attached to the back of the (ICX) tablet into the corresponding port labeled "E" of the Audio Tactile Interface (ATI) controller. The light should illuminate green when the power is on.

4.5
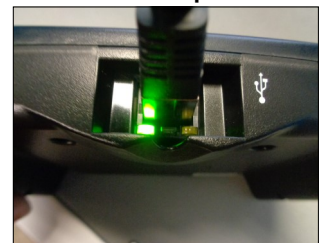
Vote Center Setup
Accessible Voting Unit (AVU) Setup — Continued

21 Connect the printer power cord labeled "F" to the corresponding port labeled "F" on the bottom right side of the printer.
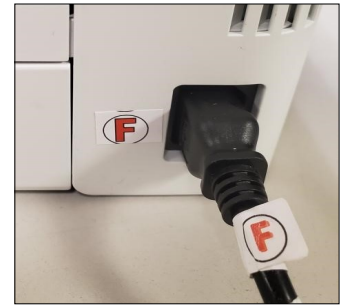
22 Connect the printer power cord labeled "G" to the back of the UPS in the corresponding port labeled "G".

23 Connect the headphone's cable labeled "H" into the corresponding port labeled "H" on the ATI.
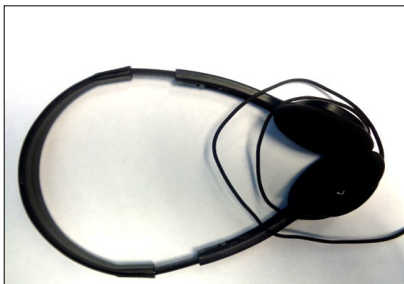
After completing the connection assembly steps, the UPS, (ICX) tablet, and printer are now ready to be powered on and tested. **Repeat these steps for all units before testing the units. Remember, two units will be connected to one UPS.**
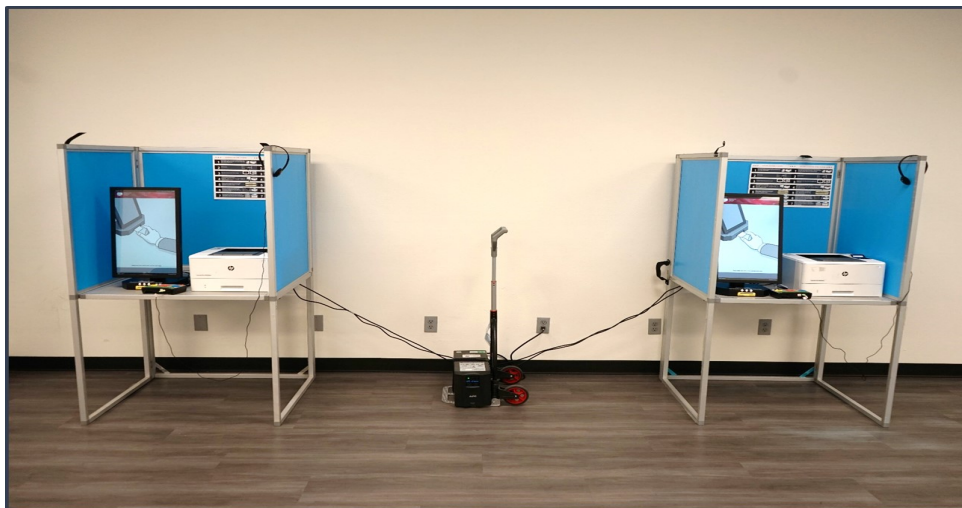
If any of the power cables are missing or damaged, call the Registrar of Voters office immediately at (951) 486-7341.

Vote Center Setup
Accessible Voting Unit Security Log

Use the following instructions to properly verify the **voting location and Voting Unit Number** on all AVUs on the AVU seals log found in the Security Seals Log Binder.

At setup, two Election Officers **must inspect the seals on the Accessible Voting Unit (AVU) for tampering. First, verify that the "Voting Unit #"** on the upper back side of the AVU screen matches the AVU **seals log. Verify that the seal numbers "I" and "J" match the number on the seals log.** Once the seals have been verified, continue with the next AVU. At setup, seals will need to be verified they are not compromised. The seals check for "I" and "J" has to be completed three times throughout each day: once in the morning, once during the day, and at closing. On election day, seals will be checked three times throughout the day. Follow the seals verification sections of the seals log for each day and on election day.
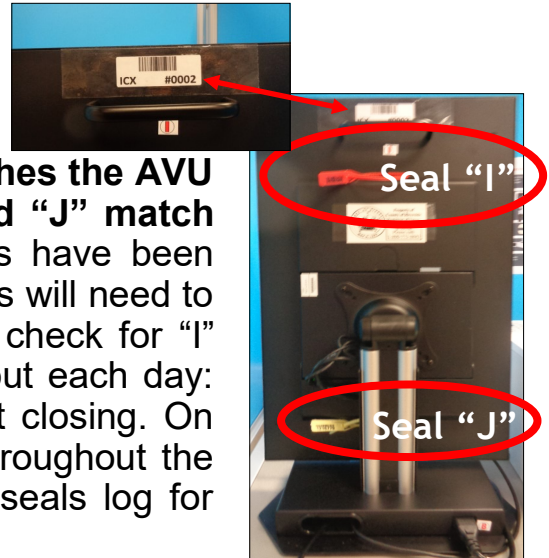
- ☐ AVU Back Top Battery Red Seal "I" (Do not break for any reason)
- ☐ AVU Back Bottom Power Button Yellow Seal "J" (Should only be broken if needed to manually power off and on the unit)

Should an Election Officer need to power on the AVU (ICX) tablet manually, it will be necessary to break the "J" seal and record the replacement "J" seal number in the log in the space provided on the Accessible Voting Unit Security Log.

Two Election Officers will complete the "Seals Verification For Vote Center Set-Up" section of the log. Record the date and time of verification and answer the "Seals Intact?" question box. Both Election Officers print their name in the "Verifier Name" box and initial in the "Verifier Initials" box for each operating AVU setup.

SEALS VERIFICATION FOR VOTE CENTER SET-UP

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up Setup Day	8:00 am	YES	Mary Lincoln	ML	Jackie Kennedy	JK

If a seal is broken, tampered with or if the numbers do not match on the log, call the Registrar of Voters office immediately at (951) 486-7341.

4.7

Vote Center Setup
Accessible Voting Unit Power and Testing

1 Verify that the two AVUs and two printers are plugged into the UPS before turning the power on. Press and hold the power button located on the front of the Uninterrupted Power Supply (UPS) for 15 seconds. You will hear a beep after initially pressing the power button and a second beep 15 seconds later.
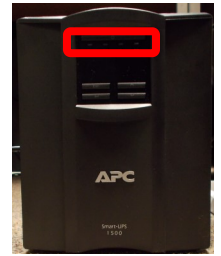
2 When the UPS is powered on, the AVU (ICX) tablet and the printer will automatically power on. A "Dominion Voting" logo will display on the touchscreen about 20-30 seconds later. If the AVU (ICX) tablet does not automatically power on, tilt the screen until you see the yellow "J" seal on the power button cover. Break the yellow "J" seal, open the panel, and hold the button for 1-2 seconds until the light is illuminated green. Apply a new yellow seal to the power button cover and record the new yellow seal number in the "Replacement Seal" entry box "J" of the "Accessible Voting Unit Security Log". Place the broken "J" seal in the Broken Seals Bag.

Seal "I"
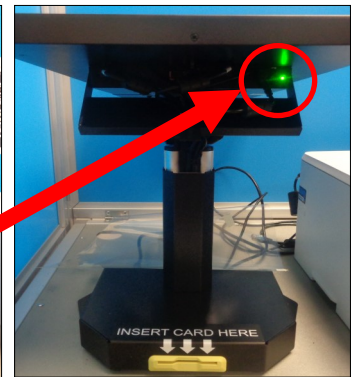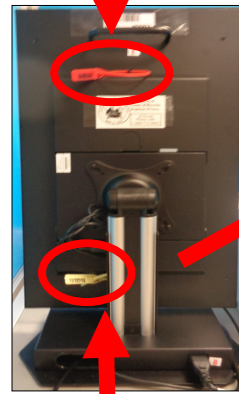
Seal "J"
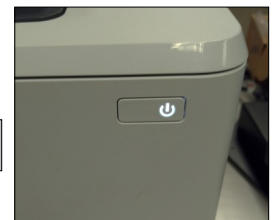
Ready   Secure

3 If the printer does not automatically power on, check the connections and press the power button on the front of the printer. When the printer is on, it will display "Ready" then "Secure."

Ballot Activation Code:

Voter Precinct Number (VOT:)

(Use when Activating a Ballot Session for Voter)

Administrator Login Code:

01020304

Use During:
- AVU Testing
- Closing the Polls
- Powering Off the Unit

4 After your AVU (ICX) tablet has powered on, insert a Poll Worker Ballot Activation Card with the gold chip facing up and toward the device. The "Login" dialogue box will display. Enter your "Administrator Login Code" found in the Official Returns Envelope pocket name tag (example: 01020304), located in the Lead Bag. Touch "Login" and the AVU touchscreen will turn to the "Poll Administration" screen.

4.8
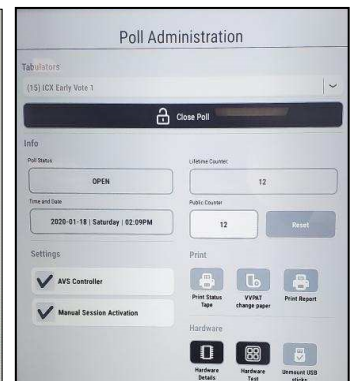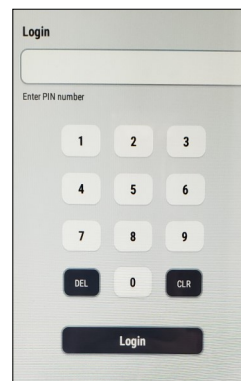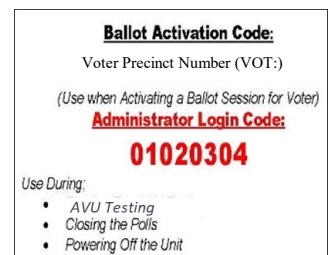
Vote Center Setup

Accessible Voting Unit Power and Testing — Continued

5 While on the "Poll Administration" screen, verify the polls are open in the "Info" section under the "Polls Status" tab. Also, verify under the "Settings" section that the "AVS Controller" and "Manual Session Activation" tab has a check mark in the box.
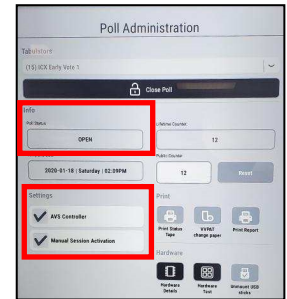
6 While still under the "Poll Administration" screen, two Election Officers will now complete the AVU printer test and the Audio Tactile Interface (ATI) test using the touchscreen of the Accessible Voting Unit (ICX) tablet.

7 Under the "Hardware" section touch the "Hardware Test" button on the "Poll Administration" screen. Another screen will appear displaying the "Functional Test" options. Touch the "Printer" button from the list.
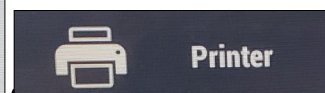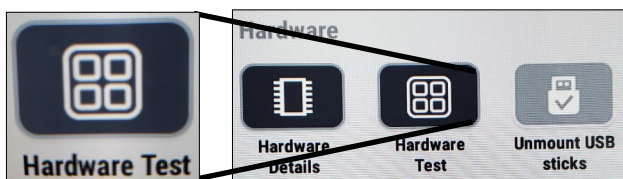
8 Touch the "Print test page" button. After touching the "Print test page" button, a "Printer Test" dialogue box will display "Printing test page."
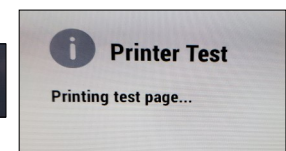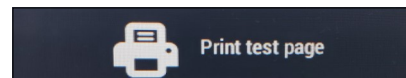
9 After the test page has completed printing, remove it from the printer and place it in the Broken Seals Bag. Touch the "Back to Menu" button on the bottom left portion of the AVU touchscreen to return to the "Functional Test" screen. In the "Functional Test" screen, touch the "ATI" button from the options list.
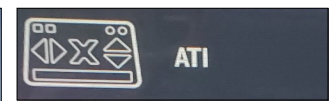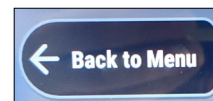
10 To perform the ATI test, press each button on the device. A green bubble and white check mark will appear on every button icon on the screen. When finished, touch the "Close" button on the bottom right portion of the AVU (ICX) touchscreen. Remove the Poll Worker Ballot Activation Card. The screen will now display the voting screen. You are now ready for the first voter.
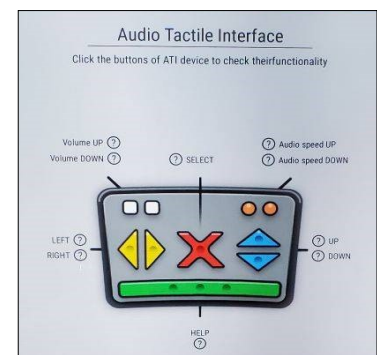
Note: Repeat all the steps for each AVU being used at the voting location. After the setup and testing has been completed, **DO NOT** power off the equipment throughout the election process.

Vote Center Setup
Connecting to the Router

The router is for network connectivity to the Riverside County Registrar of Voters database. Be sure to follow the router layout diagram provided in the Lead Binder. **Do not turn on the laptops until they are connected to the router. The router will be taken on the day of setup in its own bag.** The router will be setup on the processing table near your laptops and Vote Center (VC) printer. Make sure the power cord is plugged into the electrical outlet at your facility. There is a cooling vent at the top of the router, **please do not block or place anything on top of it**. Otherwise, the router could overheat and shut down your network connection.

1 Remove the router, power cord, ethernet cables, and antennas from the router bag. Place the bag into one of the supply tubs. Connect both antennas to the back of the router. Connect the power cord on the left side of the router back. Plug the other end of the power cord into the facilities electrical outlet.
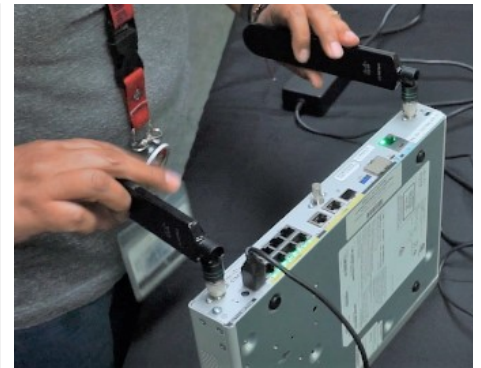
2 On the back of the router are ethernet connection ports. There are eight ports all together. The ethernet cables will be connected to the laptops and VC printer. If you connect the ethernet cables into any other port you will not get a network connection.
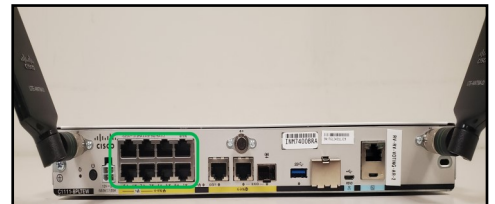
3 Connect the six ethernet cables to the back of the router. One for each of the laptops for a total of five and one for the VC Printer used on the processing table. Push the power button on the back of the router.

Vote Center Setup
Connecting to the Router — Continued

4 Once the power is turned on, a light on the back of the router will flash and then a green light will appear.
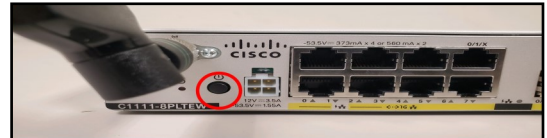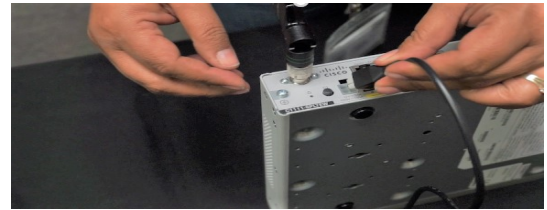
5 On the front of the router green lights will appear. The four bars are your network signal bars. If you fall under three bars for an extended period of time you will lose your network connection. Call the RCIT team at (951) 955-9900 option 7 for further instructions.
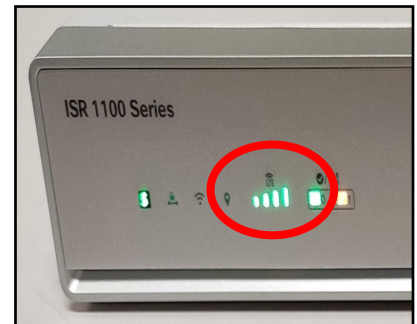
6 On the front of the router the other lights on the right side of the network bars will have at least one green light on. However, in some locations both lights will be green. The router is now ready to connect the laptops and VC printer on the processing table.
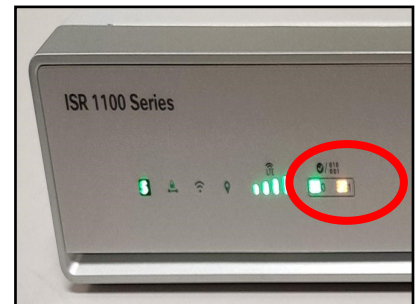
7 Use the router connectivity diagram found in the Lead Binder. Each laptop and VC printer has its own ethernet cord going into the router. Make sure each laptop and VC printer is connected to its own ethernet port according to the diagram. You can now connect the ethernet cables to the five laptops and the VC Printer.
Note: There are two VC printers, use one on the processing table and save the second one as a back-up printer for the processing table.
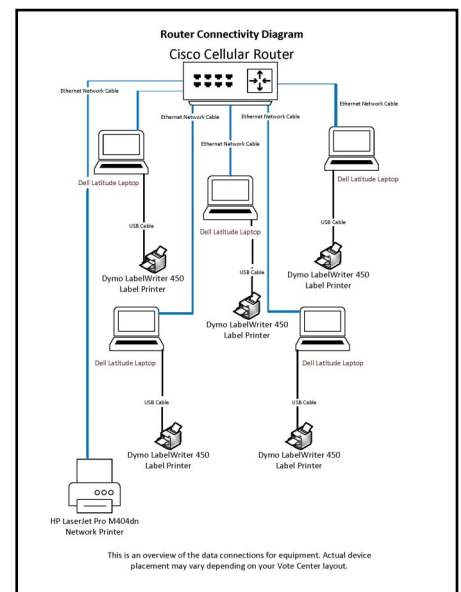
If you require assistance or have connectivity issues, call RCIT for technical support at (951) 955-9900 option 7.

Vote Center Setup
Connecting to Vote Center (VC) Printers

HP Printers used for the AVU's and the laptops look the same. However, an AVU Printer is paired up with the AVU tablet. The HP Printer used on the processing table has a VC number tag on the case and the unique number is based on the voting location and is only used for the processing table. These printers are used to print documents needed at the voting location. These documents will be found in the "Vote Center" shared drive on the laptops. Use one dedicated laptop to print these documents.

1 The router must be plugged in and ready to go before plugging in the laptop ethernet cable and the VC Printer cable. Connect the ethernet cable into the ethernet port on the left side of the laptop.
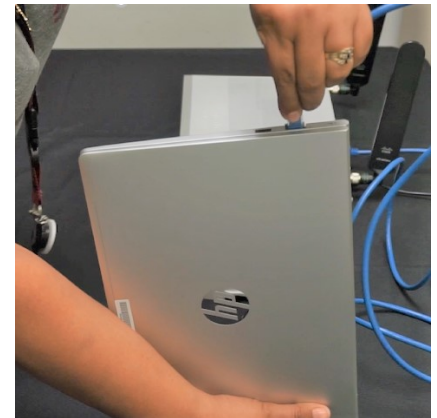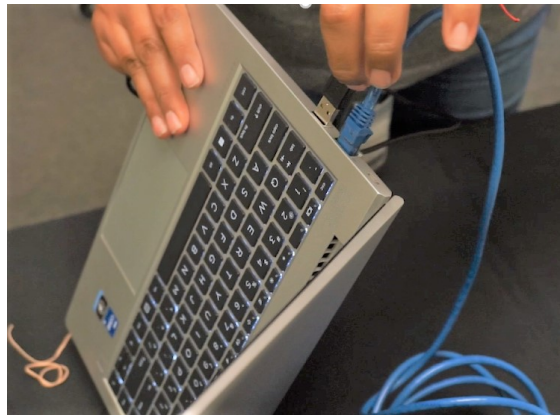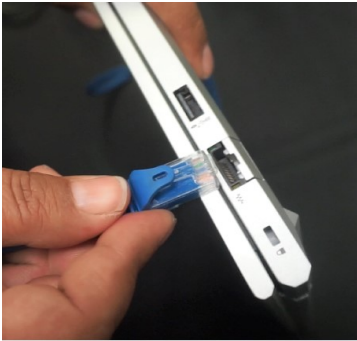
2 Plug the power cord into the laptop and into the power strip used for all the laptops. Open the cover of the laptop and push the power button on the top upper right hand corner (above the keypad.)
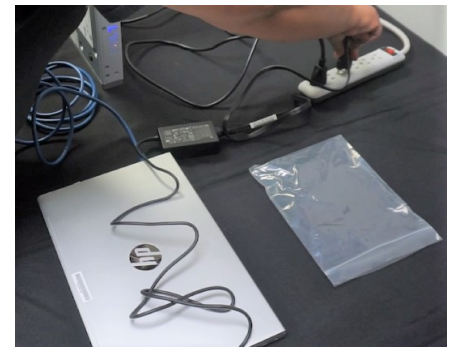
3 The username is the name on the laptop cover and bag (Example ROV-VC010-01). Enter the password given in the Lead Binder plastic pouch. The desktop will appear.

4 The laptop desktop will have several file folders including the EIMS database (Vote Center Term01 and Vote Center Term02) and the Vote Center file folder.
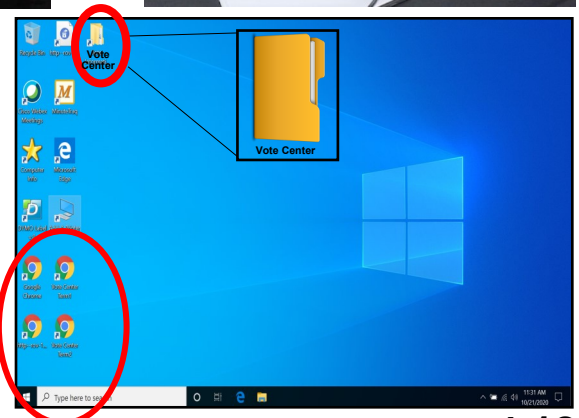
Vote Center Setup
Connecting to Vote Center (VC) Printers — Continued

5 On the laptop desktop is a "Add a Printer" icon. Double click the icon and a new window will appear.
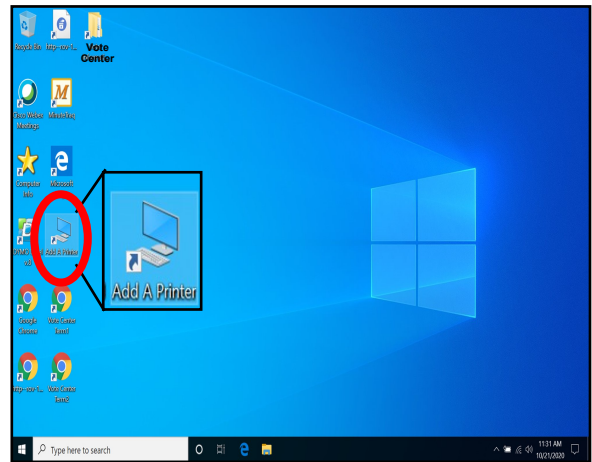
6 The new window will have a list of VC Printers being used for this election. On the top of the VC printer is the printer number for your site. Each printer has a VC number label.
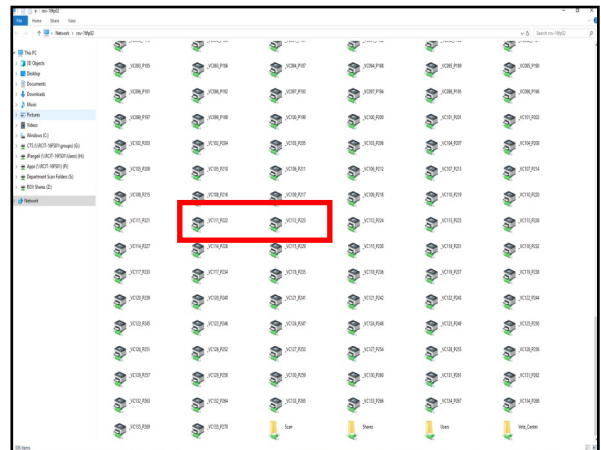
7 Double click on the VC printer based on your voting location. The VC printer number will be found on the top of the VC printer based on your voting location.
For example: VC100_P200, this is based on your voting location.

8 Both of your VC printers will have a different number located on the top of the printer case and printer.

9 Dedicate the VC printer on one laptop. The VC Printer is now ready to be used as needed. Save the second VC Printer as a back-up.

Use the "Vote Center Printer Initialization" instructions for the printer setup. The instructions will be found in the Lead Binder.
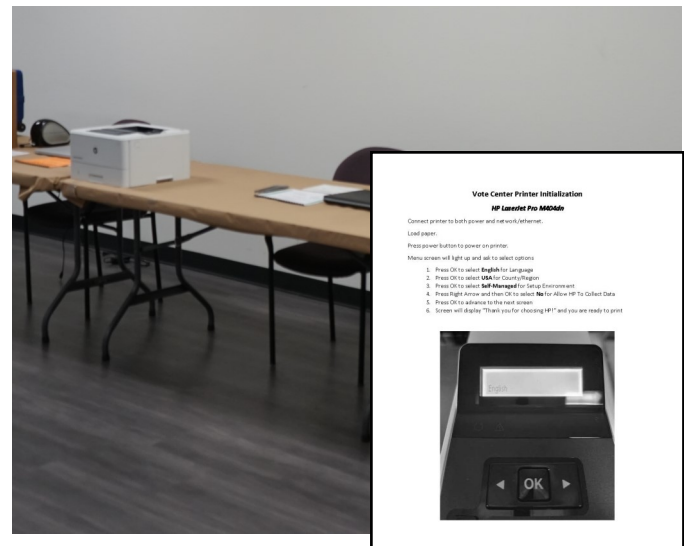
If you require assistance or have connectivity issues, call RCIT for technical support at (951) 955-9900 option 7.

4.13

Vote Center Setup
Connecting to Dymo® Printers

Only one type of Dymo® printer will be used this election. The function buttons are on the side of the printer. Locate the instructions in the Lead Binder under "Dymo® Configurations." It is a two-sided sheet with instructions on one side and a picture of the printer setup on the other side.
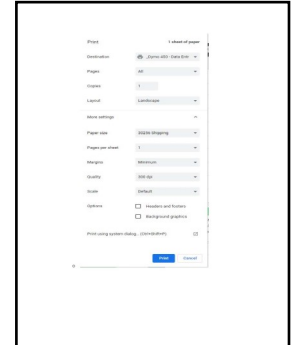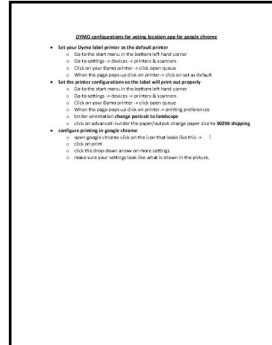
1 Make sure the Dymo® Printer is plugged into the USB port on the left side of the laptop before powering on the laptop. Note: The printer must be put in the left side USB port in order to setup correctly.

2 Once the Dymo® Printer is connected to the laptop it will need to be setup on the laptop with the correct label size and name. Use the "Dymo® Configurations" instructions for setting up the size and name.

3 Set the Dymo® Printer as the default printer. Go to the start menu button on the bottom left hand corner, go down the list to "Settings".

Settings Button

Start Menu Button
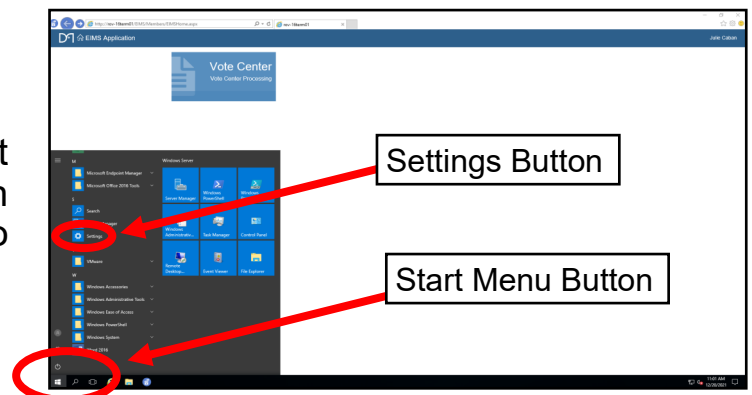
4 Click on "Devices (Bluetooth, printers, mouse)". Another screen will appear.

Devices
Bluetooth, printers, mouse
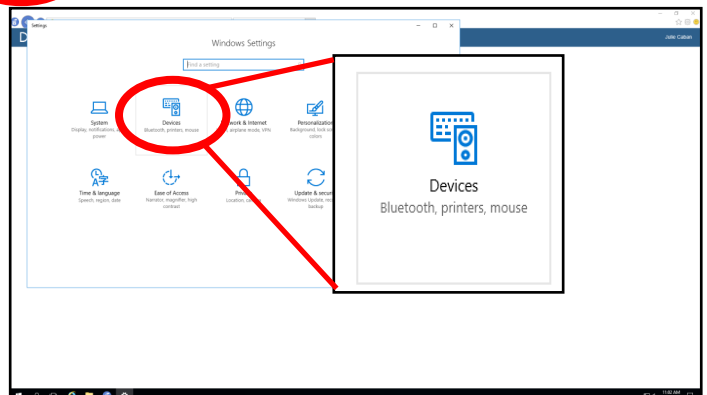
Vote Center Setup
Connecting to Dymo® Printers — Continued

5 The "Printers & scanners" screen will appear with a list of printers. Click on the Dymo® Printer from the list.
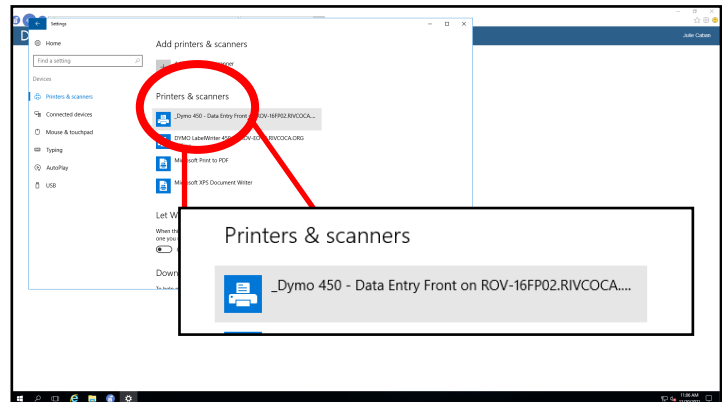
6 Once selected the screen will show more options. Click on the box that says "Open queue".
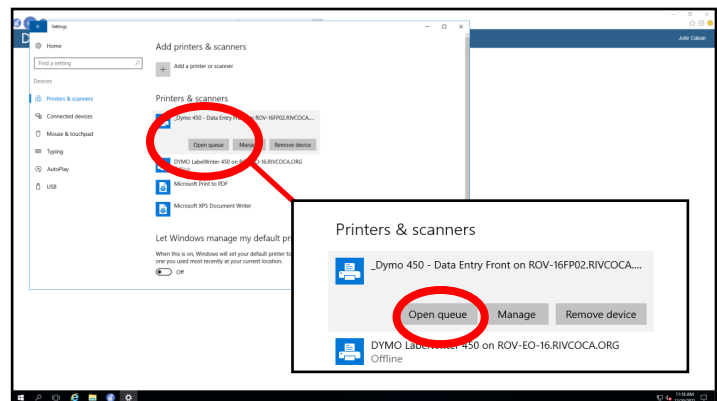
7 A new window will appear. Click on the "Printer" tab and a drop down window will appear. Click on "Set As Default Printer" and a check mark will appear next to it.
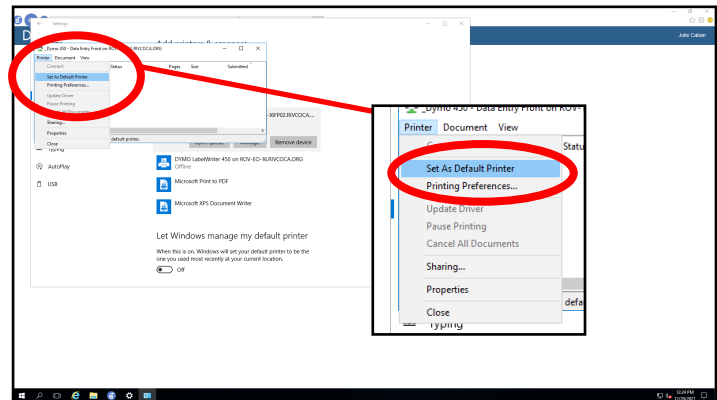
8 Click on the "Printer" tab again and from the drop down window select "Printing Preferences". A new window will appear.
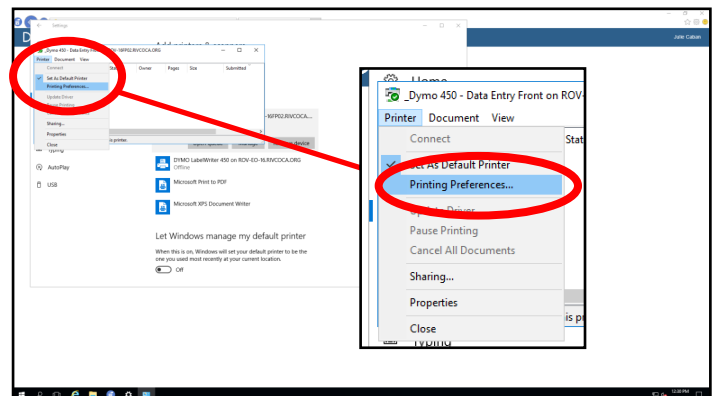
If you require assistance or have connectivity issues, call RCIT for technical support at (951) 955-9900 option 7.

Vote Center Setup
Connecting to Dymo® Printers — Continued

9 Under the "Layout" tab, change the "Orientation" settings from "Portrait" to "Landscape". The "Orientation" is now set to "Landscape". On the same screen click on the "Advanced" button located on the bottom of the same window.
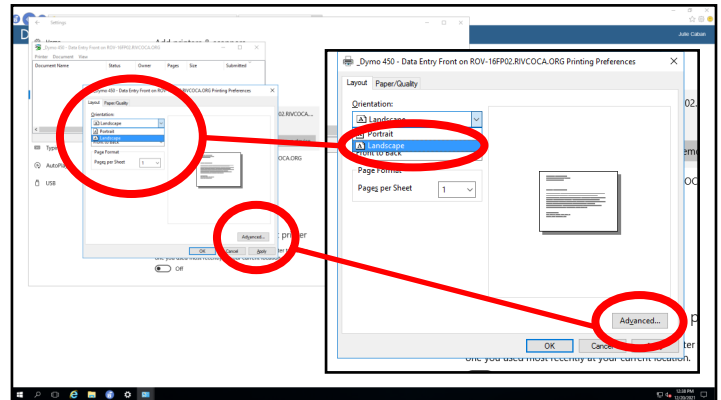
10 A new window will appear. Under the "Paper/Output" tab click on the arrow tab next to the "Paper Size:". It is currently set on "30252 Address" label. Change it to "30256 Shipping" label. Click "Ok" and the Dymo® label size will be set.
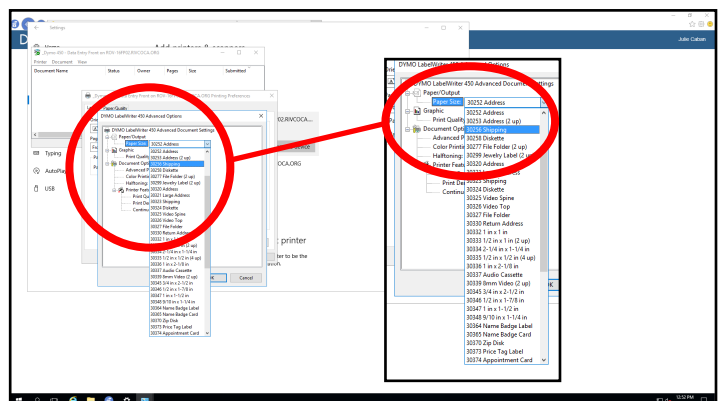
11 The "Advanced" window will disappear and return to the "Printing Preferences" window. Click on the "Apply" button under the "Advanced" button. Then click "OK". Your Dymo® Printer is now set to distribute the correct label name and size.
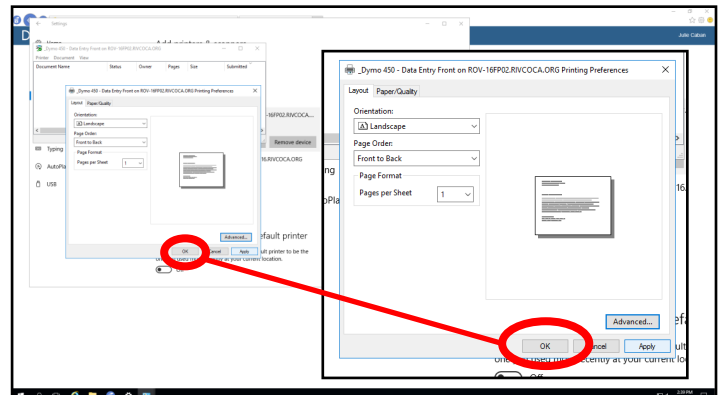
12 Exit out of all the Dymo® Printer screens and return to the Vote Center screen. Should you unplug the Dymo® Printer for any reason be sure to plug it back into the same USB port of the laptop or the laptop will not recognize the Dymo® Printer and will have to be reconfigured.
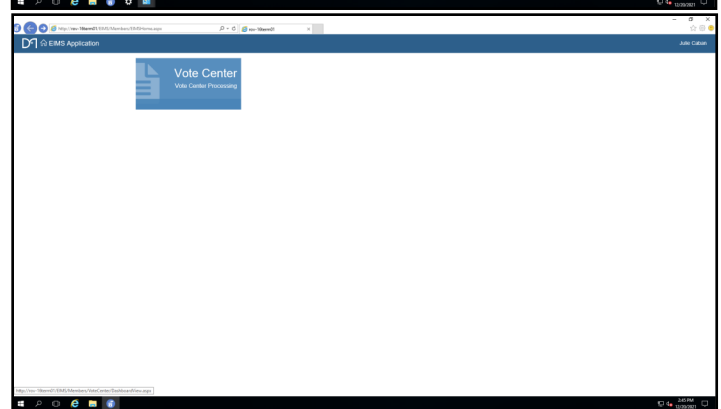
If you require assistance or have connectivity issues, call RCIT for technical support at (951) 955-9900 option 7.

Vote Center Setup
Connecting to the Vote Center Application

Election Officers must verify each voter; a process which includes verifying the voter's name, residence address, birthdate, and voter's signature to determine eligibility. In order to accomplish this process, Election Officers must establish a connection to the Registrar of Voters database known as Election Information Management System (EIMS). You will receive laptops to connect to the Vote Center database. Use the following steps to establish a connection:

1 Once your laptop is turned "ON" the window pane will appear showing the home screen.

2 Press the space bar and the screen will change to username and password.

3 The username will be on a name tag on the laptop cover and bag. The password will be given to the Leads for their voting location. Type in the password.

4 The RCIT Disclaimer window will appear. Click "OK" and continue to the Vote Center desktop screen.
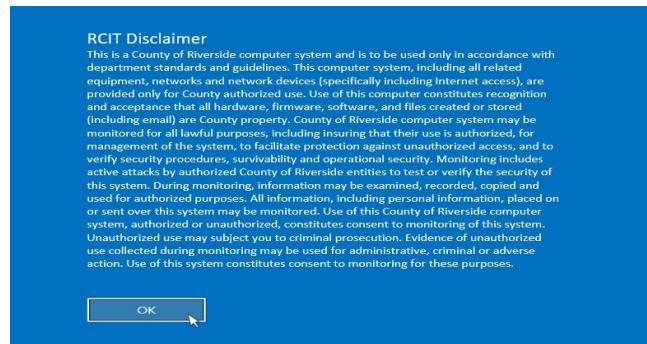
5 A blue screen will appear with several icons on the left side of the screen. Click twice on either the Vote Center Term01 or Vote Center Term02 (EIMS) icons and the Vote Center Dashboard will appear. Note: Once you have chosen Term01 or Term02 in EIMS, use the same <u>Term</u> throughout the day. **Do not change the <u>Term</u> or you will have to reset your Dymo® Printer configuration.**

4.17
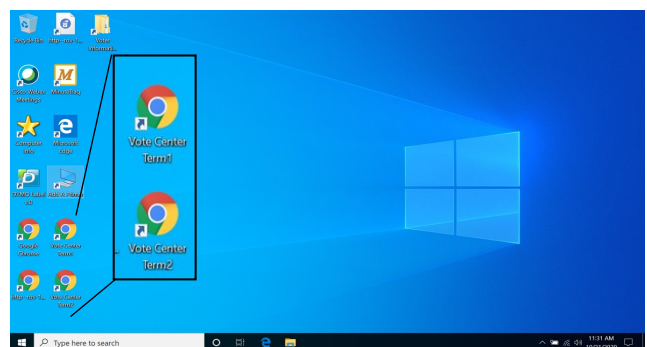
Vote Center Setup
Connecting to the Vote Center Application — Continued

6 Click on the square titled "Vote Center" and another screen will appear.
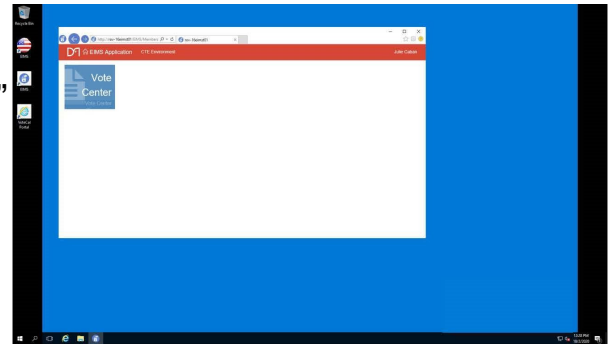
7 The next screen appearing will be the "Vote Center Processing" screen. The site location should be preset for each voting location on the top right side of the screen. **Continue through the following steps if the site location is not displayed on the upper right corner of the processing screen.**

Missing Voting Location
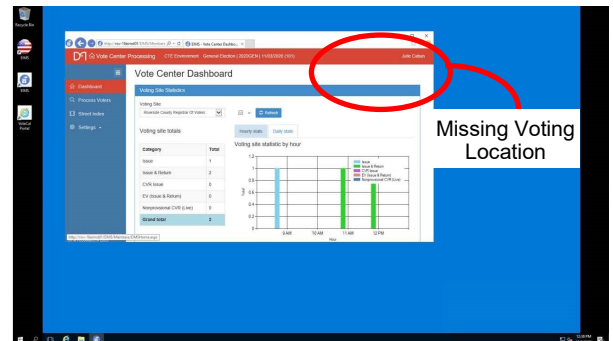
8 Maximize the screen. On the left side of the Vote Center Processing screen is a list of tabs. Go down to the "Settings" tab and click once. The sub menu will display "Workstation" from the list of options. Click once on the "Workstation" tab.
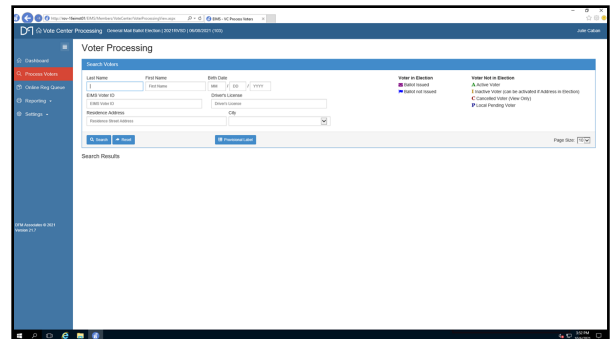
9 Another screen will appear. On the left middle of the screen is a list of Vote Center locations being used for this election. Choose your VC location from the list. Once the location is selected the laptop name will appear under the "Workstation" section.
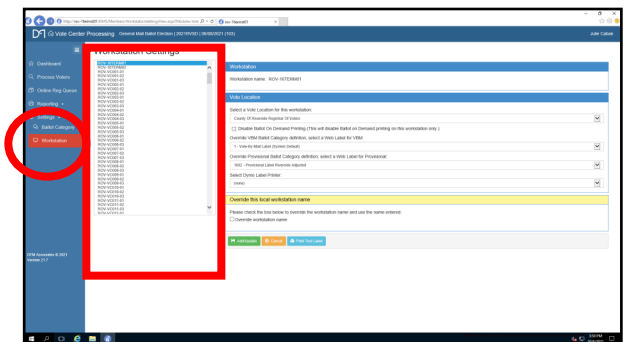
10 Continue to the "Vote Location" tab and from the drop down list "Select a Vote Location for this Workstation:" This list contains all the voting locations being used in the election. Click on your location from the list.
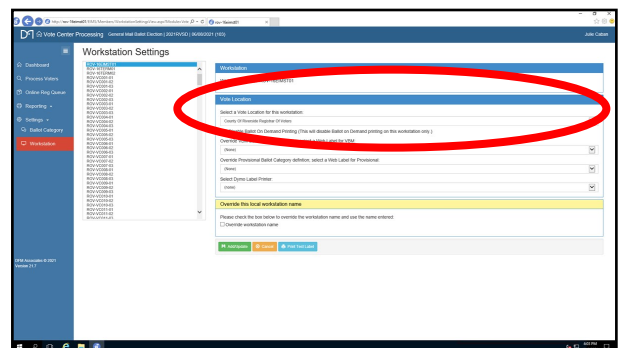
Vote Center Setup
Connecting to the Vote Center Application — Continued

11 Continue to the bottom of the page and under the "Override this local workstation name" tab is a box that reads "Override workstation name". Put a check mark in this box.
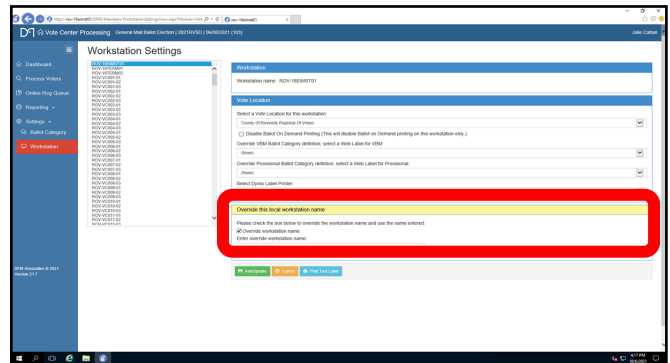
12 Once checked a new box will appear.
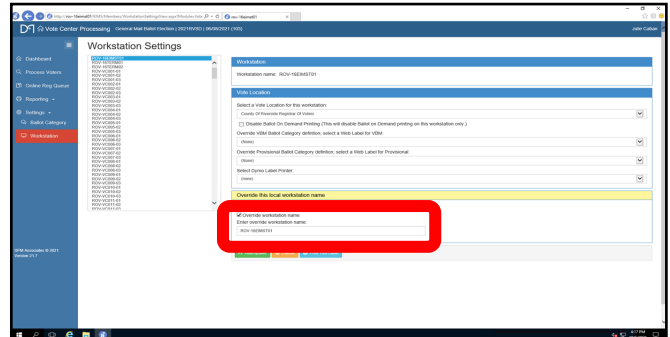
13 Click on the green tab button titled "Add/Update". A new box will appear showing the laptop name.
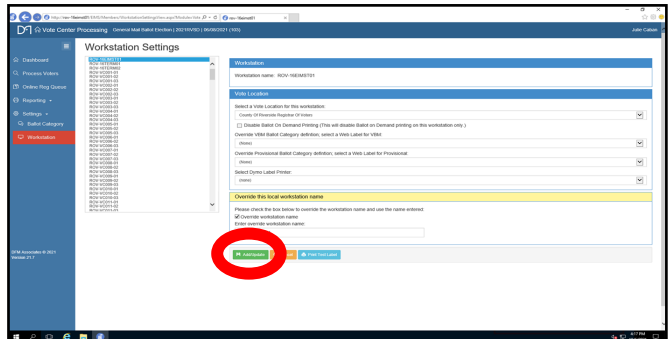
14 Once checked a new box will appear showing the laptop name.

15 Click on the "Process Voters" from the list of options on the left side of the screen and another screen will appear. You are now ready to process voters. This is the screen you will keep on the laptop to process voters throughout the day.
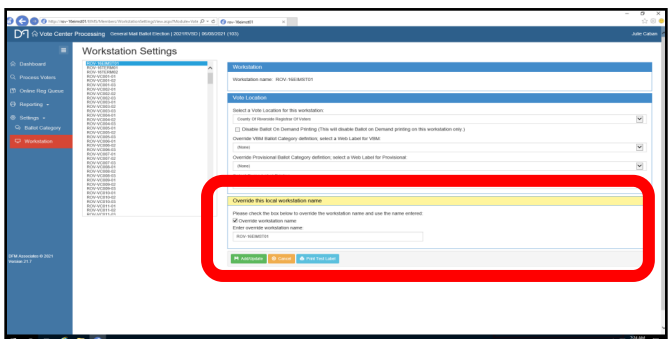
16 Before processing any voter, make sure the voting location is the correct voting location on each of the laptops. This information is on the right hand corner of the "Process Voters" screen.
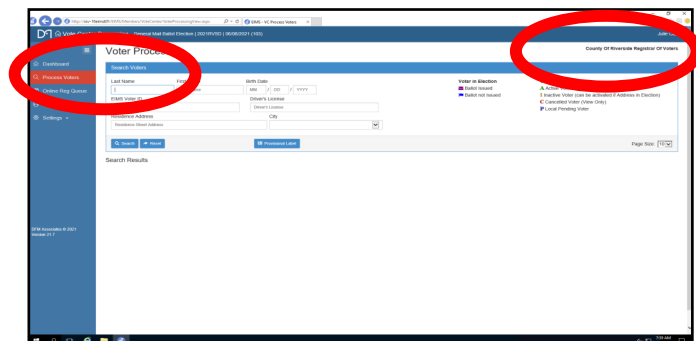
Vote Center Setup
Connecting to the Vote Center Application — Continued

17 Once the laptops are setup and ready. Disconnect the ethernet cord, Dymo® Printer, laptop mouse, and power cord from all the laptops. Leave the cords on the processing table.
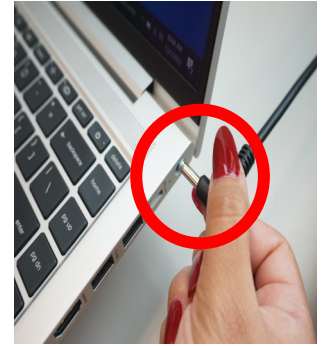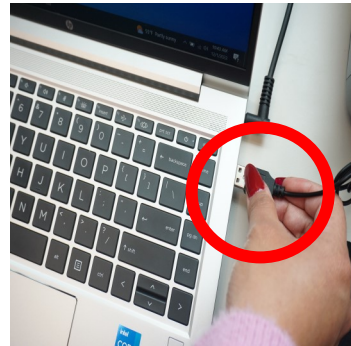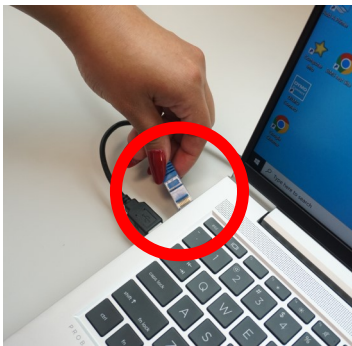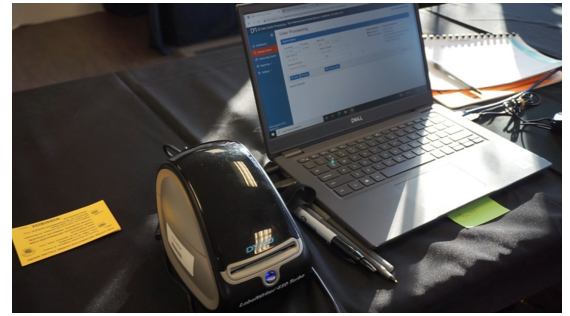
18 Bring back the laptops with the sign-in rosters in there designated bag to the Registrar of Voters office each night.
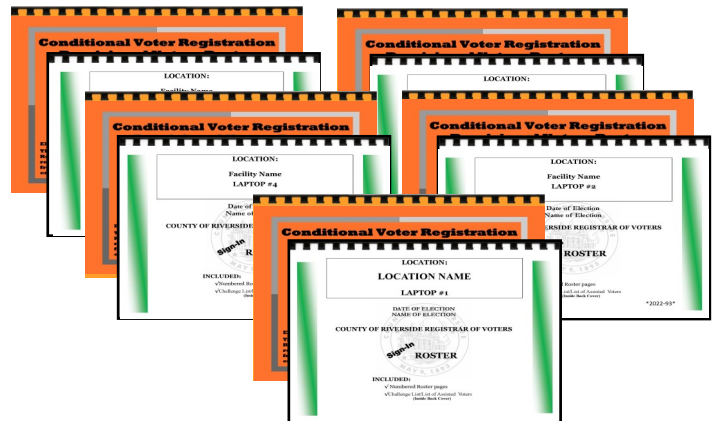
19 Make sure to place the laptops in the same position on the processing table as you did on setup. Number the spaces on the processing table for each laptop if it helps to remember which position they were in. This will ensure the laptops will be ready for the first day the voting location is open. If laptops are not in the same position when first setup you will have to reconfigure the Dymo® Printer.
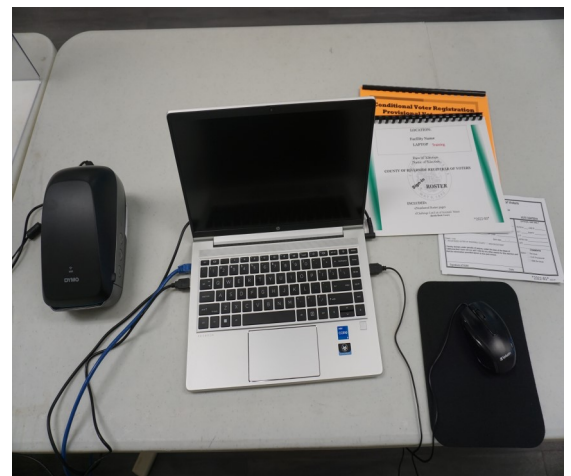
Vote Center Setup
Ballot on Demand Unit Security Log

At setup, each day, and on election morning two Election Officers will have to check and confirm that the Ballot on Demand (BOD) Printer seals were not compromised. Use the "Ballot on Demand Unit Security Log" found in the Security Seals Log Binder and verify the seals on the BOD. Two Election Officer's must complete each day the "Seal Verification For Vote Center Set-Up" section of the log. Election Officers will record the time and if the seals are intact at the time of verification. They must also print their names and place their initials in the appropriate box. Seals "T-1 and T-2" will need to be broken each day to have access to the printer and the laptop. The BOD laptop cover will have a cart key found in the "Official Returns Envelope" used to unlock and gain access to the laptop. If a seal is broken, tampered with, or does not match the log, do not use the BOD until told to do so. Call the Registrar of Voters office immediately. Once setup is complete you will have to take two red padlock seals from the Seals Bag and seal the top of the cart ("T-1 and T-2"). Record the new seal numbers on the "Ballot on Demand Unit Security Log." These checks must be done three times each day.

SEAL VERIFICATION FOR VOTE CENTER SET-UP

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up						
Setup Day	8:00am	YES	Mary Lincoln	ML	Jackie Kennedy	JK

New Seals After Set-up

245687 (T-1)	246810 (T-2)	257956 (F)

New Red Seal Numbers

New Front Door Seal

4.21

Vote Center Setup
Ballot on Demand Printer
Ballot Card Accounting Record — Log Sheet

Each voting location will have to account for the amount of paper the Ballot on Demand (BOD) Printer has printed. An Inventory Report will need to be printed out each night to ensure the amount of paper was used at the voting location. **Note: To get an accurate count of paper used DO Not print a PDF ballot from the BOD Printer. The BOD Printer does not recognize a PDF ballot.** A "Ballot Card Accounting Record - Log Sheet" will be in the Security Seals Log Binder under the tab titled the "Ballot on Demand Unit Security Log." Use this log sheet to record the amount of paper you used on the BOD. The printer tray will have 250 sheets pre-loaded into the BOD printer. Additional packages of 250 sheets of paper are in the lower tray of the cart for a total of 750 sheets that are given to each voting location. If additional paper is needed, call the Registrar of Voters office at (951) 486-7341.

Riverside County
Registrar of Voters

BALLOT CARD ACCOUNTING RECORD – LOG SHEET
NAME OF CURRENT ELECTION DATE OF CURRENT ELECTION

EC§20235
Vote Center Location: **Name of Vote Center**
Vote Center #: **Number of Vote Center**

Ballot Manufacturer: **Dominion Voting Systems**
Ballot Printer Name: **Registrar of Voters**
Tint and Watermark Assignment: **Yellow PMS Yellow/CA Bear**

Activity Date	Quantity of Ballot Paper Received from ROV A	Quantity of Ballots Printed and Issued to Voters B	Quantity of Spoiled Ballots C	Quantity of Ballots Issued and Spoiled (SUM) D = (B + C)	Remaining Quantity of Ballot Paper Not Used E = (A - D)	Hand Count of Unused Ballot Paper F (Should = E)	Diff (=/-)	Lead Initials
Set-Up	*750*							
Date								
Date								
Date								
Date								

Log Sheet Found in Security Seals Log Binder

Vote Center Setup
Ballot on Demand Printer Setup

Each voting location will receive a Ballot on Demand (BOD) Printer. This device will allow Election Officers to print official ballots for the voter based on the voters precinct number.

These ballots will be returned at the end of each day to the Registrar of Voters office. Paper ballots can be printed and given to voters upon request using the Ballot on Demand Printer.

It is important you understand that Ballot on Demand Ballots are official ballots given to the voter. The paper used for the Ballot on Demand Printer is blank card stock paper and there are 250 sheets per ream. Three reams of paper will be given to each voting location, 250 sheets will be placed in the printer tray and 2 additional reams of 250 sheets under the printer in the cart. A total of 750 sheets will be given to each location. All ballot paper must be accounted for and kept secure. Make sure you are aware of the voter's precinct when distributing these ballots. Using the voters Dymo® Printer label will ensure the voter gets the correct ballot type. CVR Provisional ballots can also be printed from this system. Remember all CVR Provisional Ballots must be placed in the orange color CVR Provisional Envelope by the voter.

Lock the laptop when not in use and do not write any passwords on the laptops or on post-it notes. Do not connect any external devices to the laptop.

1 Place the BOD printer near the processing table. Connect the power cord located on the back of the cart to an available electrical outlet.

2 Break the two seals ("T-1" and "T-2") on the top of the BOD cart to expose the laptop and the printer behind the sliding door cover.
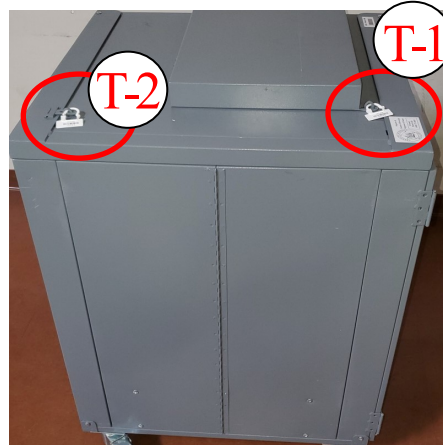
3 Open the top box of the cart to access the laptop. Slide the top door cover open on the cart to access the printer. Take the laptop out of the bag and place it inside the cart next to the printer.
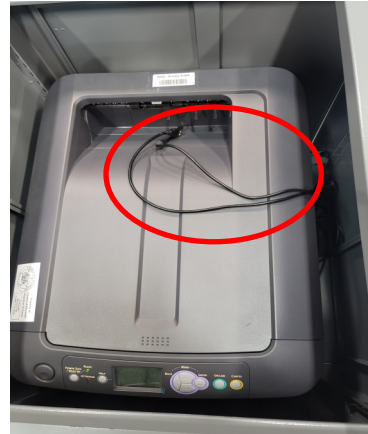
4 On the top of the printer are the connections to the laptop (see picture in step 3 above). One connection is for the power cord to the laptop and the other cord is the USB connection to the laptop. Connect both cords to the laptop into the available ports.

5 Power on the laptop. Select "MBPUser" which is preset on the laptop. Enter the given password into the password field.
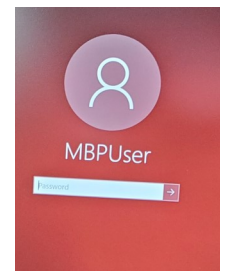
6 On the desktop is another icon "MBP EMS Mobile Ballot Production." Double click on the icon application to launch the file.
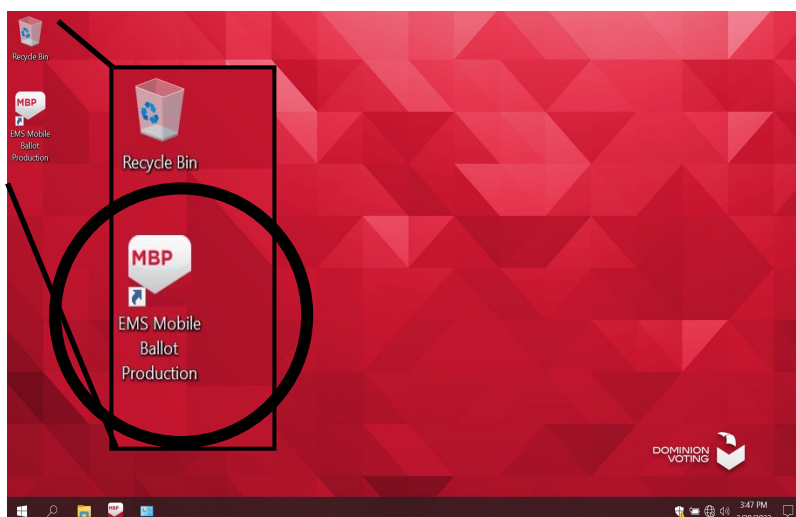
Vote Center Setup
Ballot on Demand Printer Setup — Continued

7 Once opened, click on "File" located on the upper left hand corner of the screen and a window will appear to select "Open Project".
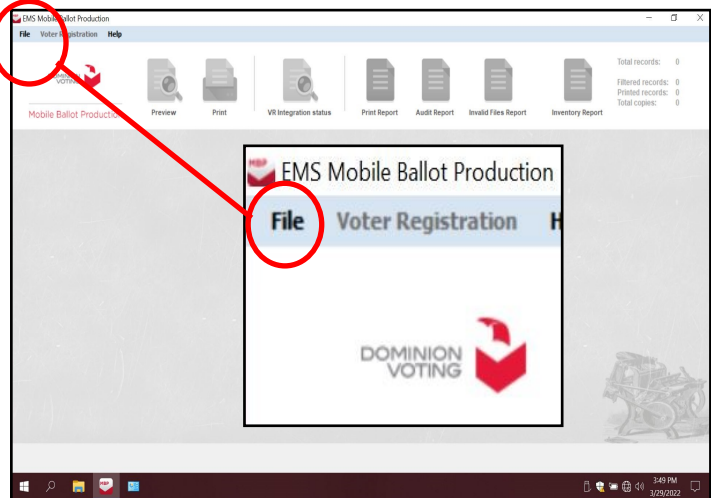
8 The "Open Project" screen will display the name of the election. The buttons to preview and print a ballot will not be available until the "Open Project" button is selected to open the correct election. Highlight the file, which is the name of the current election and click on the "OK" button.
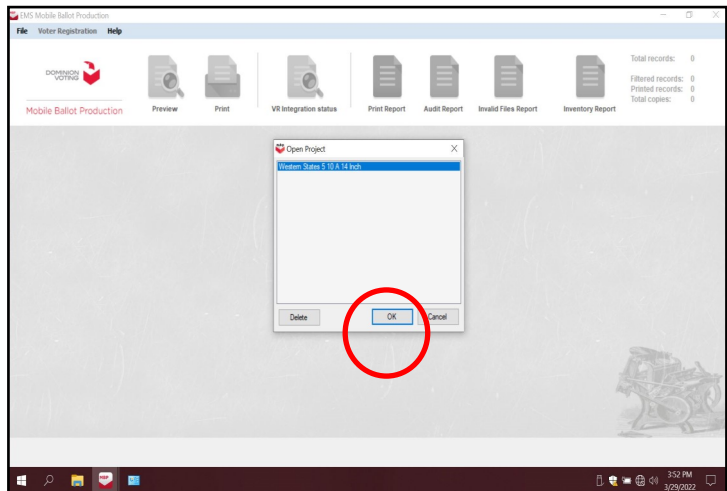
9 To get the list of precincts for this election, click on the first column, next to the words "Click here". A list of precincts for this election will appear.
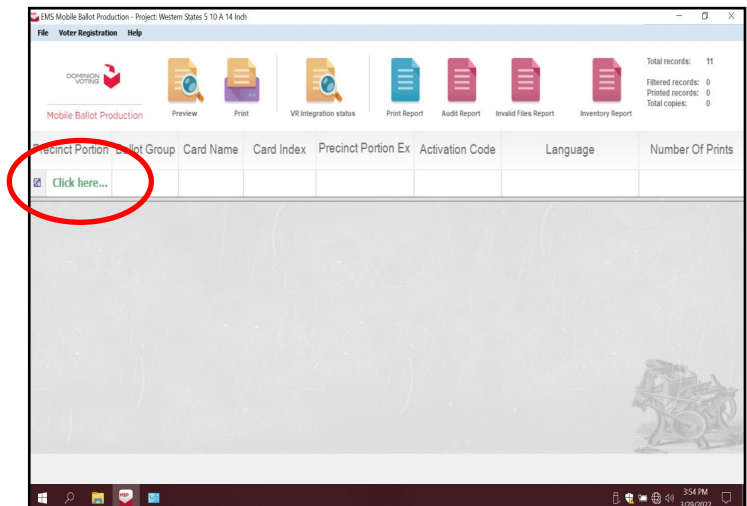
Vote Center Setup
Ballot on Demand Printer Setup — Continued

10 You will need to test the printer during setup of the equipment. Click on any precinct number from the list to highlight. Make sure the precinct selected is highlighted.

DO NOT double click on the highlighted precinct number screen. It will generate a PDF ballot and the "Inventory Report" at the end of the setup will not show the correct number of ballots printed on the BOD.
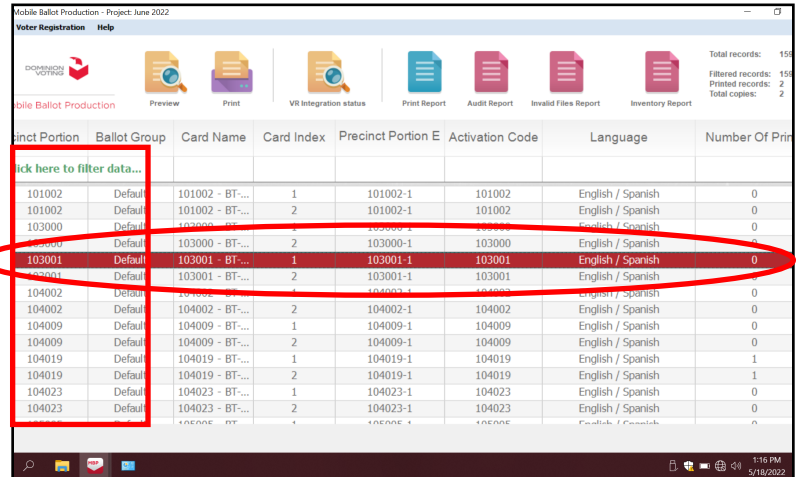
11 Click on the Print icon. The printer screen will ask for the number of copies. It is pre-selected for "1" copy. Next click on the box that reads "Sample Ballot." Click "OK" for a sample ballot to print.
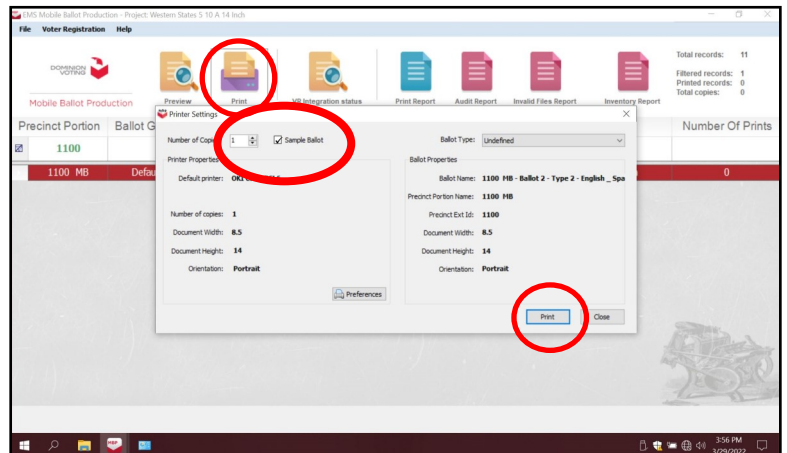
12 The next screen will ask to "Confirm number of printed ballots." Click on the "Confirm" button. A test sample ballot will now print.
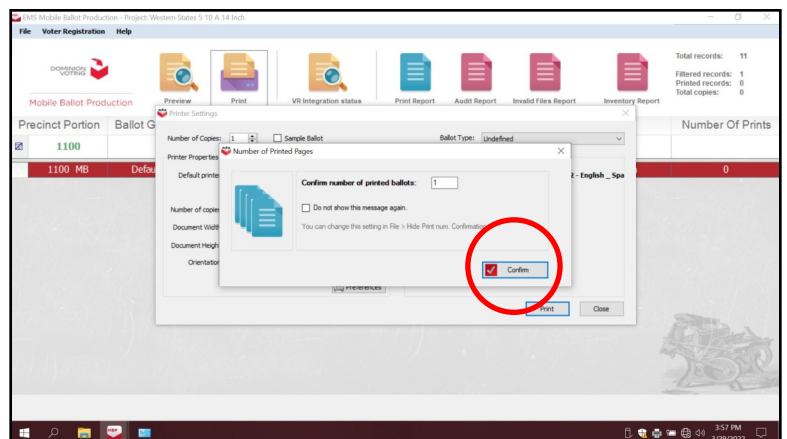
Vote Center Setup
Ballot on Demand Printer Setup — Continued

13 Place the sample ballot ("A" or "B" or "C" card-if applicable) in the Broken Seals Bag. The BOD Printer is now ready for printing ballots on the first day of opening the voting location.
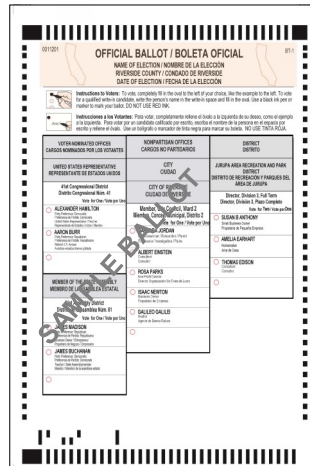
Broken Seals Bag

14 Remove the "Ballot Card Accounting Record—Log Sheet" from the Security Seals Log Binder. The "Activity Date" and "Quantity of Ballots Received from ROV" (column A) is pre-printed. In column "B" list the "Quantity of Ballots Printed and Issued to Voters." At set-up this amount will be zero. In column "C" list the "Quantity of Spoiled Ballots." This quantity will include the sample ballot printed using the amount of ballot cards used for this election. In column "D" are the "Quantity of Ballots Issued and Spoiled," the sum of column "B" and "C." Example: 0 plus 1 equals 1. In column "E" is the "Remaining Quantity of Ballot Paper Not Used." "A" column minus "D" column equals "E" column. Example: 750 issued in column "A" minus the amount spoiled in column "D" equals 749 for "E" column. In column "F" list the "Hand Count of Unused Ballot Paper." For column "F," break the "F" seal (front door seal) on the BOD cart and count all the paper left in the printer tray. If there is a difference, list that total on the log sheet in the "Diff" column. Then initial the last column on the log sheet.

Riverside County
Registrar of Voters

BALLOT CARD ACCOUNTING RECORD – LOG SHEET
NAME OF CURRENT ELECTION DATE OF CURRENT ELECTION

EC§20235
Vote Center Location: **Name of Vote Center**
Vote Center #: **Number of Vote Center**

Ballot Manufacturer: **Dominion Voting Systems**
Ballot Printer Name: **Registrar of Voters**
Tint and Watermark Assignment: **Yellow PMS Yellow/CA Bear**

Activity Date	Quantity of Ballot Paper Received from ROV A	Quantity of Ballots Printed and Issued to Voters B	Quantity of Spoiled Ballots C	Quantity of Ballots Issued and Spoiled (SUM) D = (B + C)	Remaining Quantity of Ballot Paper Not Used E = (A - D)	Hand Count of Unused Ballot Paper F (Should = E)	Diff (=/-)	Lead Initials
Set-Up Date	750	0	1	1	749	749	0	MJ
1st Date of Election								
2nd Date of Election								
3rd Date of Election								
4th Date Election Day								

Vote Center Setup
Ballot on Demand Printer Setup — Continued

15 On the laptop screen click on the top right icon titled "Inventory Report". At setup write on the "Ballot Card Accounting Record - Log Sheet" the one ballot that was spoiled in column "C" "Quantity of Spoiled Ballots". Place the "Ballot Card Accounting Record - Log Sheet" in the Security Seals Log Binder or under the laptop of the BOD.

16 A new screen will appear with the inventory of the total amount of sheets that were used. Verify the total amount of sheets used for the day. Each day you will check the total amount of sheets used. Record the totals on the "Ballot Card Accounting Record - Log Sheet" each day and count the total amount of sheets left in the printer tray and the reams of paper in the lower tray of the cart.
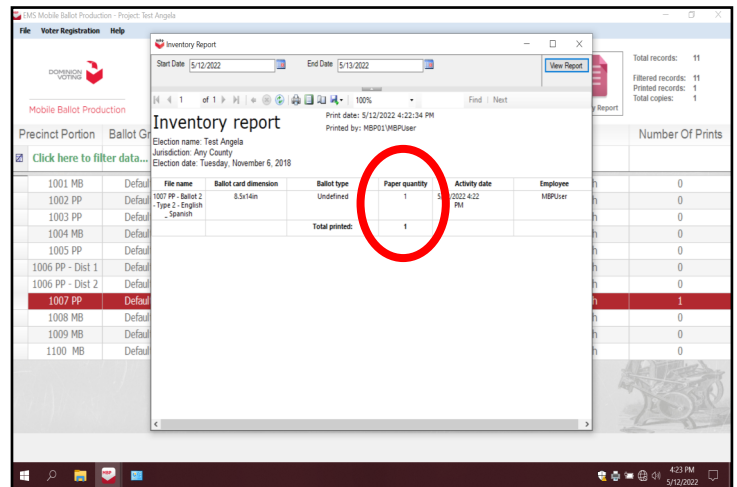
17 After recording the totals on the "Ballot Card Accounting Record - Log Sheet" print and close the "Inventory Report" screen. Place the printed "Inventory Report" in the Security Seals Log Binder with the "Ballot Card Accounting Record - Log Sheet". Shut down the laptop by clicking on the "x" located on the upper right hand corner of the screen.
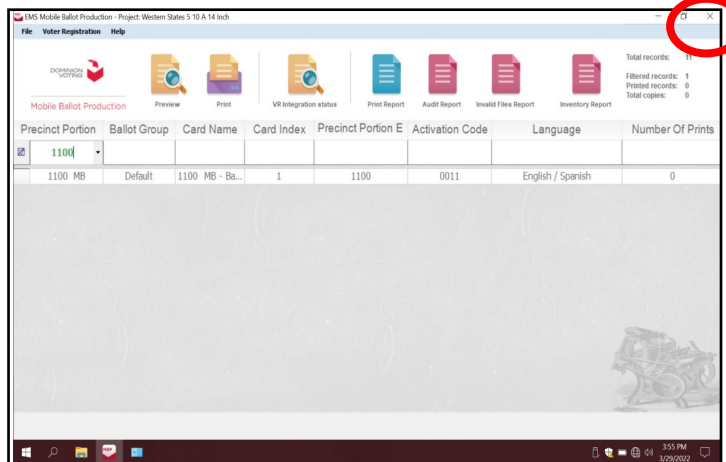
Vote Center Setup
Ballot on Demand Printer Setup — Continued

18 A new box will appear asking "Are you sure you want to leave this application?", click "YES".
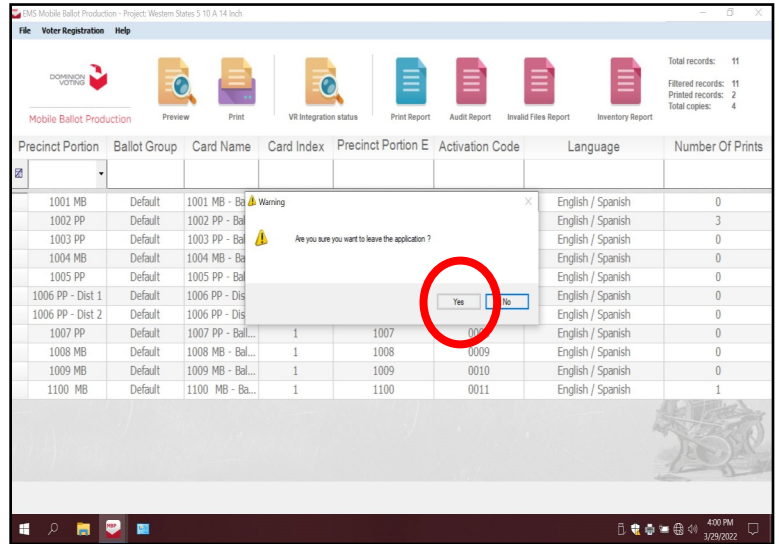
19 The start up window will appear. Shut down the laptop and unplug it from the BOD Printer until the next day the voting location is open. Leave the BOD cart plugged in and the printer will go into power saver mode. The BOD Printer will now be ready to print ballots for voters on the first day of opening the voting location.
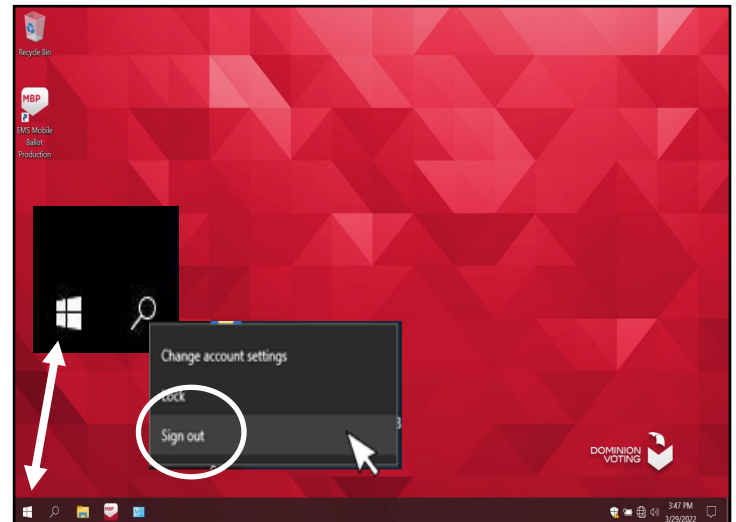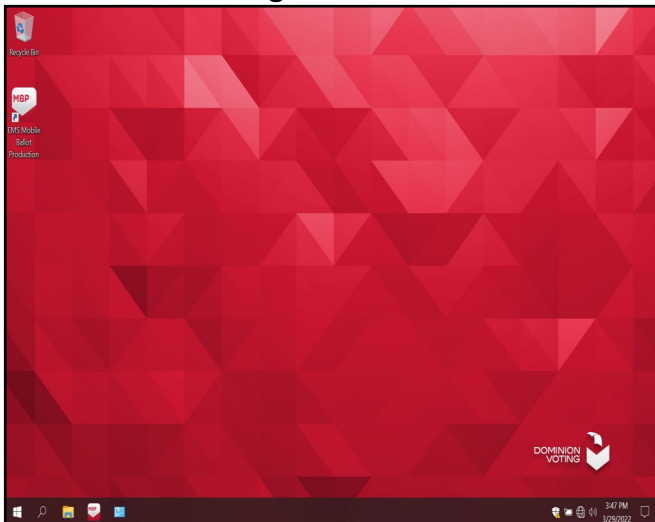
20 If you need to change the printer cartridge call the Registrar of Voters office. The number is located on the inside cover of the printer.

21 If you need to add paper, the printer screen will let you know. In this election we are using "Tray 2" for printing ballots. This tray has specialized paper for printing the ballots.

22 In "Tray 1" is regular 8 1/2 by 11 paper. This tray is used to print the inventory report at the end of each day. If additional paper is needed you will find it in the supply tubs.

Vote Center Setup
Ballot on Demand Printer Setup — Continued

23 At the end of each day of voting, disconnect the laptop cords from the printer. Close and reseal the printer and laptop with the cart key and two red padlock seals from the seals bag. Record the red seals in the "Ballot on Demand Unit Security Log." The next time you open the voting location you will break the red padlock seals and unlock the cover to the laptop with the cart key to gain access to the printer and laptop.

24 Close and lock the front door on the BOD cart. Reseal the front door with a new padlock seal found in the Seals Bag. Record the new "F" seal on the "Ballot on Demand Unit Security Log." Repeat steps found on pages 4.23 through 4.30 each day the voting location is open.

Vote Center Setup
Ballot Scanner Setup

Each voting location will receive a Ballot Scanner with a Security Token and a cart key. This scanner will allow Election Officers to scan official ballots from the Accessible Voting Units (AVU's) and the printed ballots from the Ballot on Demand (BOD) Printer. These ballots will be returned to the Registrar of Voters office at the end of each day. It is important you understand that the ballots going into the Ballot Scanner are official ballots. They must be accounted for and kept secure. Vote-by-Mail (VBM) voters and CVR Provisional voters are placed in their own envelope and in the VBM Ballot Box not in the scanner.

The Ballot Scanner cart and QR code setup directions can also be found on the outside of the cart panel.

Use the following steps for setting up the Ballot Scanner:

1 Unfasten the four Velcro® straps on the two sides of the folded cart.

4.31

Vote Center Setup
Ballot Scanner Setup — Continued

2 Push apart the two sides, unfolding the cart into a square position.
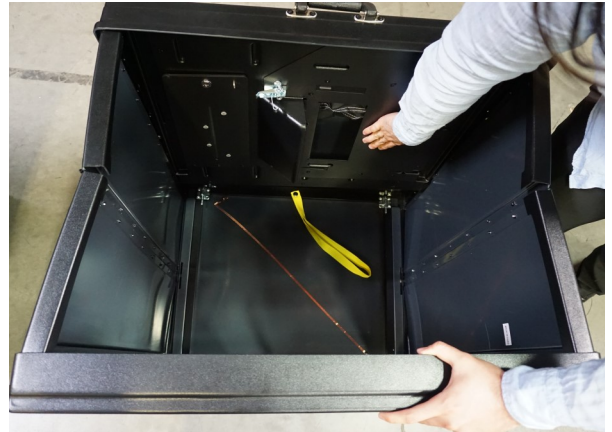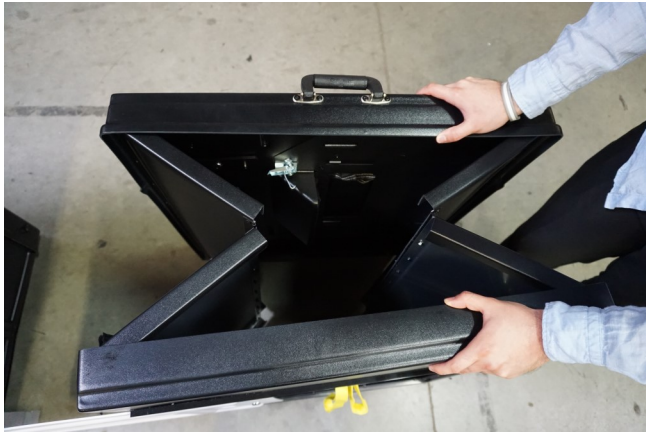
3 The cart bottom base will swing down into the bottom position of the cart. Note: The unscanned ballot slot bag will interfere with the base of the cart.

Unscanned Ballot Slot Bag Under Cart Base
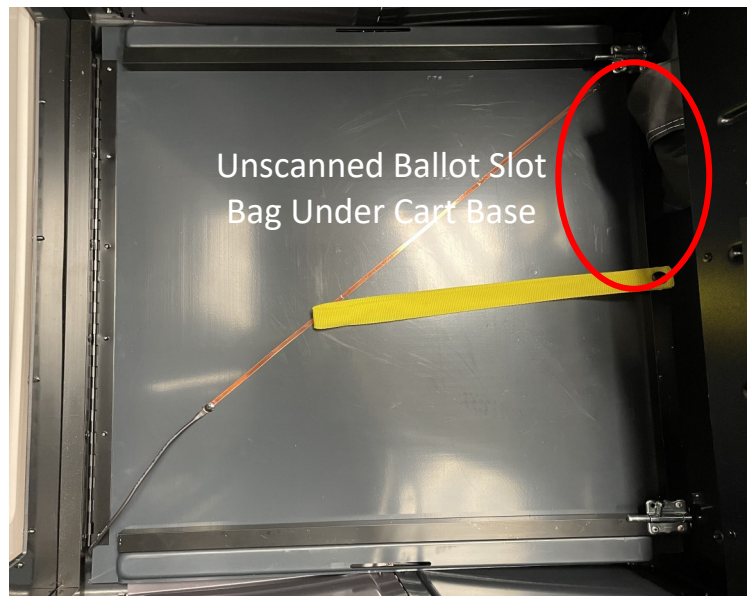
4 Unlock and open the cart base door using the cart key found in the Security Seals Log Binder plastic pouch. Pull the unscanned ballot slot bag forward to allow the bottom base of the cart to position into place.
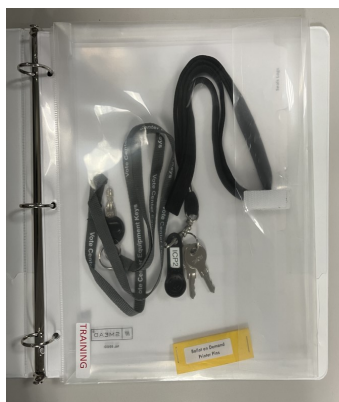
Security Seals Log Binder Plastic Pouch

Unscanned Ballot Slot Bag Tucked In

Unscanned Ballot Slot Bag Pulled Out
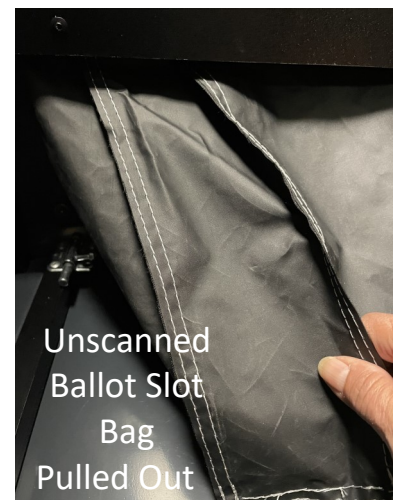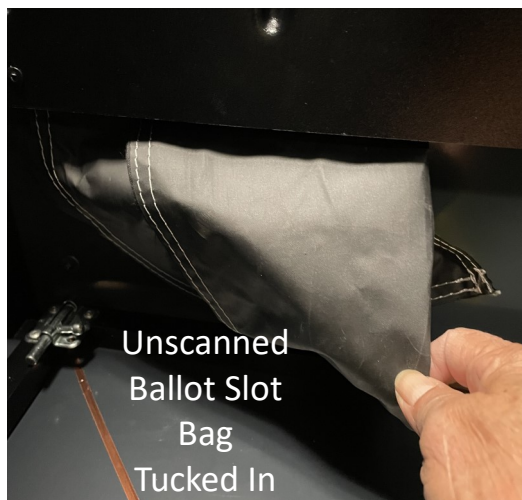
Vote Center Setup
Ballot Scanner Setup — Continued

5 With the cart door open, reach inside the base of the cart and latch the two latches into the bottom base side panel of the cart. Make sure the base slot lines up with the base cart tabs.

Cart Base Latches

Cart Base Slots and Tabs
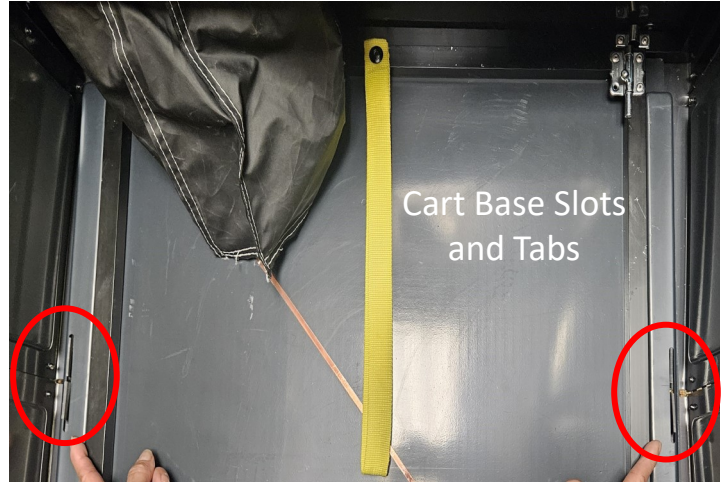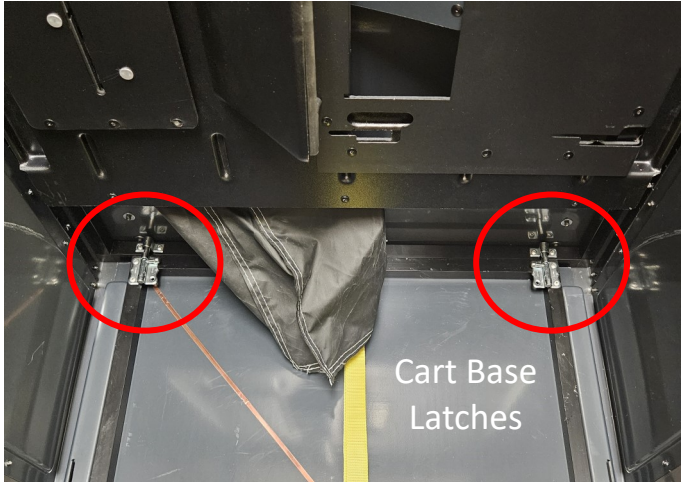
6 Pull the yellow strap hanging from inside the cart door to release the swinging arm. Velcro® binding is holding the swing arm next to the inside cart panel so it may be a little tight to pull apart.

7 Once the swing arm is down pull the top panel of the cart into the top position of the cart. Put the swinging arm back into position as originally found to hold up the top panel of the cart. If the swinging bar is not in position with the Velcro® binding in place, it will not hold the scanner on the top panel of the cart.

Vote Center Setup
Ballot Scanner Setup — Continued

8 Remove the scanner and power cord from the Ballot Scanner bag.

9 The scanner will be placed on the top panel opening of the cart. The top of the cart has four insert slots and the scanner has four insert slot tabs. Place the four insert slot tabs into the four insert slot openings of the top of the cart and push the scanner into position.

Cart Insert Slots

Scanner Cart

Scanner Insert Slot Tabs
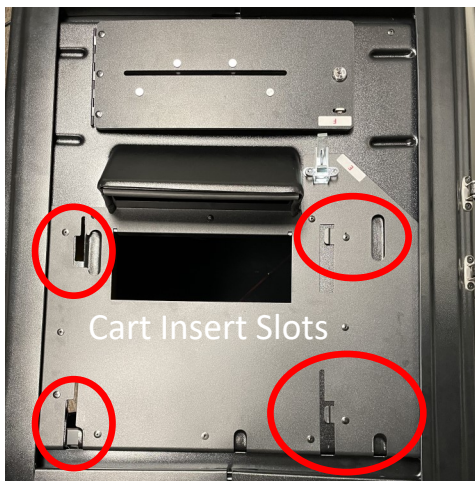
Bottom of Scanner

Scanner in Position

10 Once the scanner is in position, latch the scanner to the top of the assembled cart using the latch on the back right side of the scanner. Ballot Scanner latch is very tight, use caution when latching the scanner to the cart.

Vote Center Setup
Ballot Scanner Setup — Continued

11 Place a red seal on the latch that holds the scanner on the cart and record the seal number in section "E" on the Ballot Scanner Security Log.

SEAL VERIFICATION FOR VOTE CENTER SET-UP

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up						
New Seals After Set-up						
						E

12 Verify the given seals for position A, B, C, and D on the Ballot Scanner Security Log. Refer to the Ballot Scanner Security Log Instruction Sheet for placement of the seals, found in the Security Seals Log Binder.

BALLOT SCANNER SECURITY LOG

Two Election Officers must complete this form when inspecting the Ballot Scanner security seals: once at set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the last page.

ELECTION DATE AND TITLE

Vote Center: **Name of Vote Center**   Scanner #: **#####**

Administrator Door Seal #####	A	Poll Worker Door Seal #####	B
Data Port Door Seal #####	C	Thermal Paper Door Seal #####	D

If you must break a seal, replace it and record the new seal number below.

Security Seals Log

Date of Current Election
Name of Current Election

«Site
«Location»

Administrator Door Seal — A

Data Port Seal — C

Poll Worker Door Seal — B

Thermal Paper Door Seal — D

4.35

Vote Center Setup
Ballot Scanner Setup — Continued

13 Place the Ballot Scanner cart near an electrical outlet and in a secure location for Election Officers to view and direct voters to the scanner. An Election Officer should be assigned to the Ballot Scanner at all times. Voters will be inserting their official ballot into the scanner so they will need to have access. The scanner does not need to be next to the processing table.

14 Unlock the cart door and unscanned ballot slot. On the "F" seal position, place a red seal on the unscanned ballot slot opening after the first voter has verified that the scanner slot bag is empty. On the "G" seal position place a red seal on the cart door once the first voter has verified there are no ballots inside the cart. **DO NOT** lock the scanner. Wait for the first voter on opening day.

Unscanned Ballot Slot Opening

F

G

15 Insert the power cord behind the scanner and plug the Ballot Scanner into an available outlet. The lights will luminate showing the scanner has electrical power. It can be plugged into a surge protector or an extension cord.

ADMINISTRATOR

FUSE

Power Cord Inserted into the Scanner
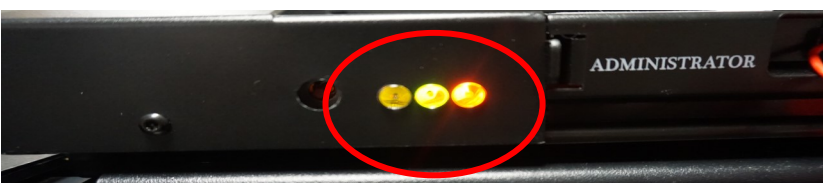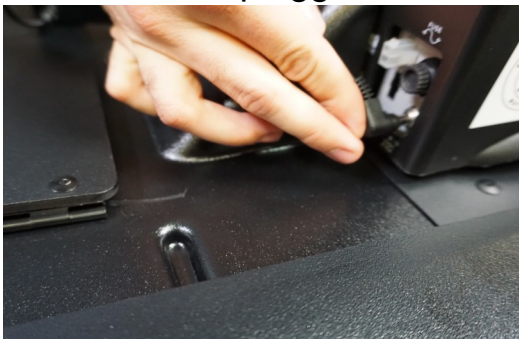
Vote Center Setup

Ballot Scanner Setup — Continued

16 Insert a stylus or pen into the slot in front of the scanner to turn on the scanner. The scanner display screen will power on.
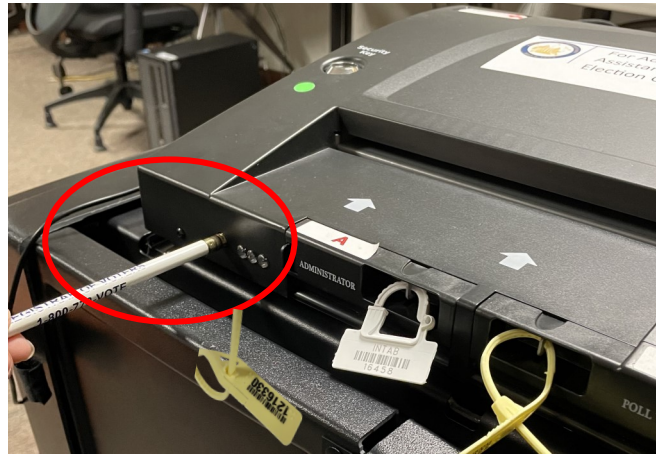
17 Once the scanner has powered on, the display screen will change to "Ready Please apply your Security Token to login". Remove the "Security Token" from the plastic pouch in the Security Seals Log Binder.

Security Seals Log Binder Plastic Pouch
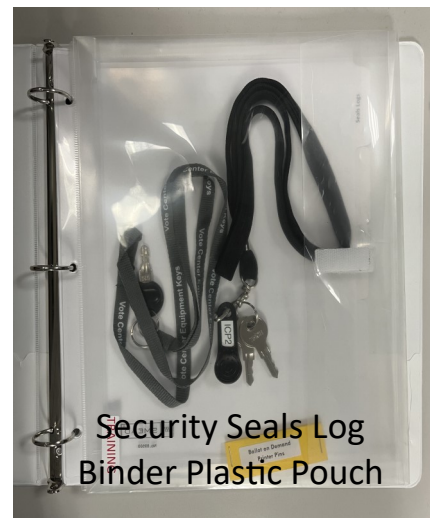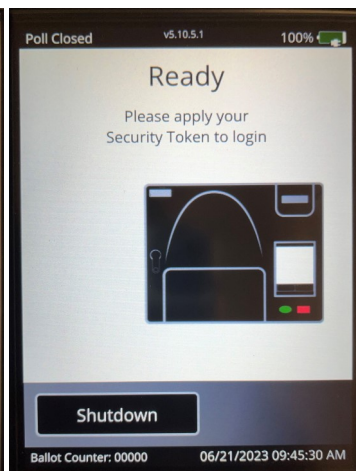
Security Token

18 Insert the "Security Token" into the "Security Key" holder on the top of the scanner. Hold into position for 15 seconds or swivel back and forth.
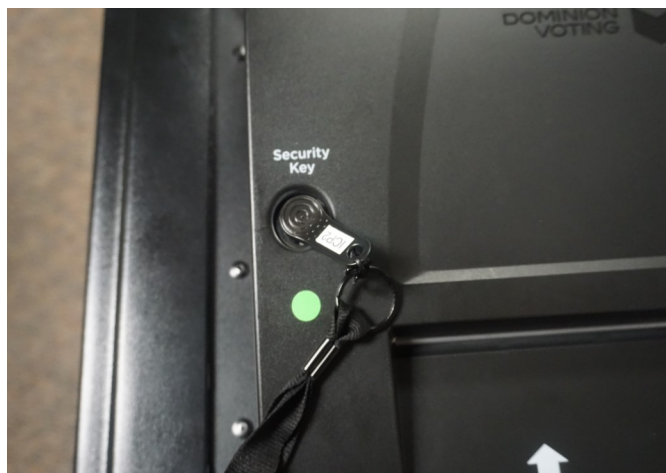
Vote Center Setup
Ballot Scanner Setup — Continued

19 Remove the "Security Token" from the "Security Key" holder. Using the stylus enter the password given to the Leads in the Security Seals Log Binder plastic pouch.
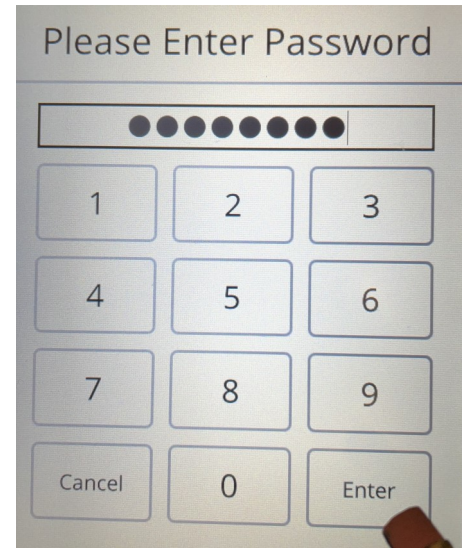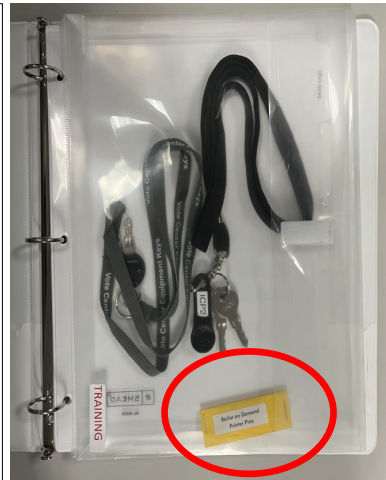
20 The scanner display screen will let you know if the password is correct. If the password is not correct try again making sure each number is inserted.
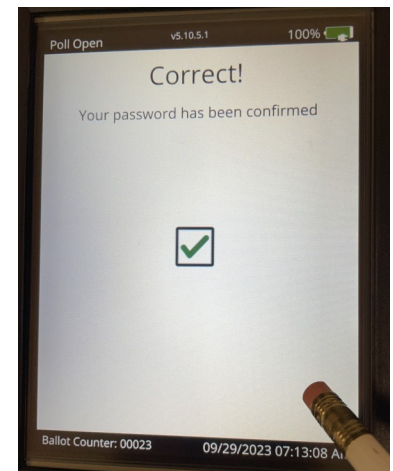
21 Next confirm the date and time on the display screen. Select the "Confirm" button on the screen. If the date and time needs to be changed, contact the Registrar of Voters office at (951) 486-7341. Note: If the time is over or under by 5 minutes, contact the Registrar of Voters office.
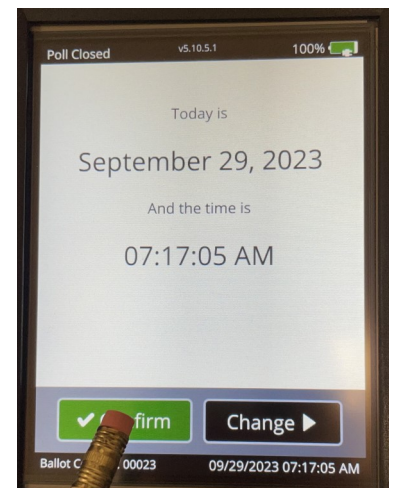
Vote Center Setup
Ballot Scanner Setup — Continued

22 The display screen will change to "Main Menu". On the "Main Menu" screen select "Poll Management". The display screen will change to the "Open Polls…" screen. Select "Open Polls…" on the display screen.
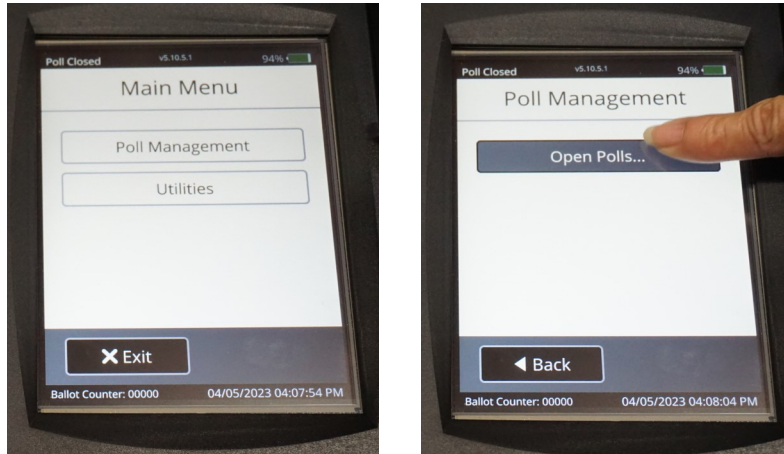
23 The display screen will change to "Report Printing". Select "Don't Print" and then the "Next" button. The screen will change to "Open Poll Confirmation". Select "Confirm" button.
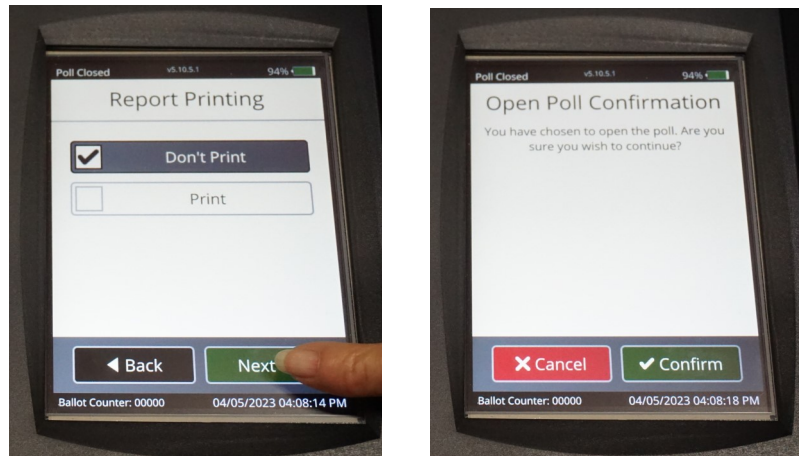
24 The display screen will initiate and change to "Please Insert Ballot". The scanner is now ready to scan ballots on the first day and throughout the election process. Note: **DO NOT** power off the scanner until the last day of voting at the voting location.
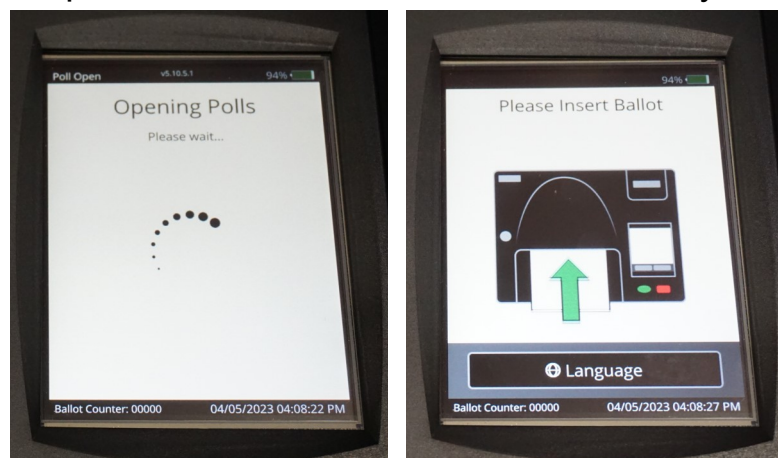
4.39

Morning Routine 5.0

Morning Routine

Each day use the Vote Center Lead Checklist to remind you to complete daily tasks. Use this checklist as often as needed for morning setup, opening, and closing on assigned tasks needed daily throughout the election process.

Election Officer Oath and Payroll

On the first day all officers working at the voting location will take the Oath of Allegiance. Officers that have helped setup the day before opening must take the Oath on that day. The Oath will only be taken once. The officers will fill in the day, month, and year the Oath was signed. On the same sheet are the hours the officer worked at the location. Each morning Election Officers enter the voting location the Lead must fill in the time they started and ending their duties. Each officer is required to take an hour lunch except on election day they can split their hour between lunch and dinner. Each officer will have their own Oath and Payroll Sheet and the Leads will need to sign off on the officers time before returning to the Registrar of Voters.

Work Schedule

The Leads will discuss the work schedule with the Election Officers. Work schedule is created to allow proper coverage at the voting location. Each officer working at the voting location will be given a time for their breaks and lunch. It is the officers responsibility to take and return from their breaks and lunch on time. The Leads will assign the voting location duties. Such as, greeters, process table assignments, Ballot on Demand Printer assignment, and voters exiting the voting location. It is imperative that Election Officers be cooperative in their work duties.

Name Badges and Ballot Box Tags

The name badges and lapel pins will be handed out to the officers. Make sure bilingual name badges are being worn by Election Officers that can speak the language indicated on the name badge found in the Language Kit. Make sure Ballot Box Tags are placed on the Vote-by-Mail Ballot Box(s).

Ballot Box Tags

5.1

Morning Routine
Processing Table

The majority of the voting locations will be setup the day before opening. Leads are required to bring the laptops at setup and each day the voting location is open. The processing table will be setup with the laptops, Dymo® Printers, VC Printers, and a Router, turned on each day. On the processing table the Router, Dymo® Printers, and VC Printers are placed at setup. Place the laptops in the same position as the setup the day before. Take out the rosters associated with each laptop. Turn on and plug in the router ethernet cords, Dymo® Printer USB cords, and laptop mouse USB to the laptops in the same position as setup. Remember to plug in the Dymo® Labeler into the left side of the USB port on the laptop or you will have to reconfigure the labeler. It is the only USB port on the left side of the laptop. Sign into the laptops using the same steps at setup. Make sure all the laptops are plugged in and displaying the correct site on the Vote Center Application screen.
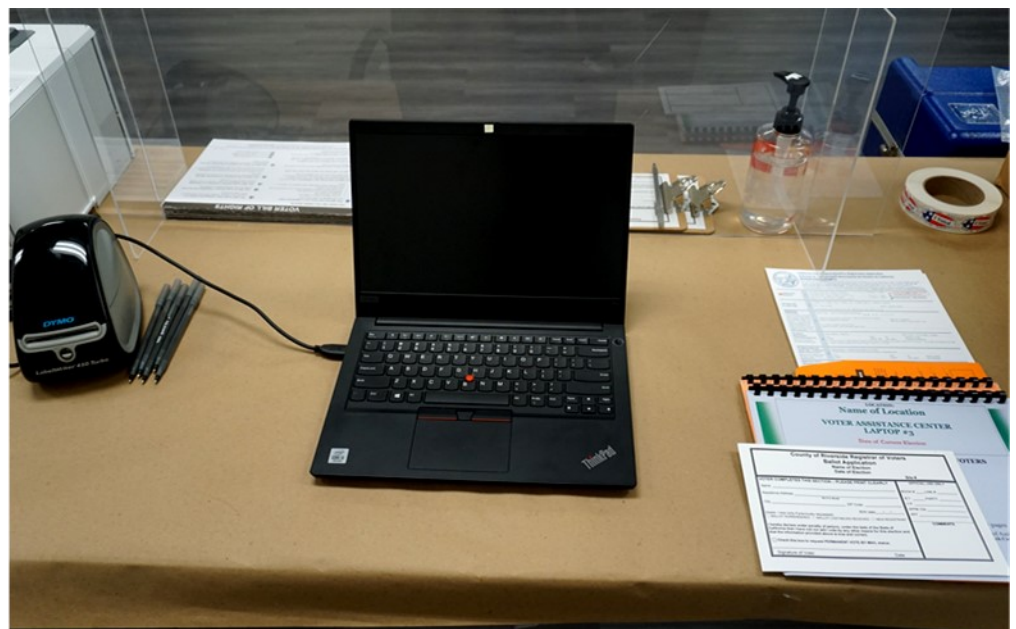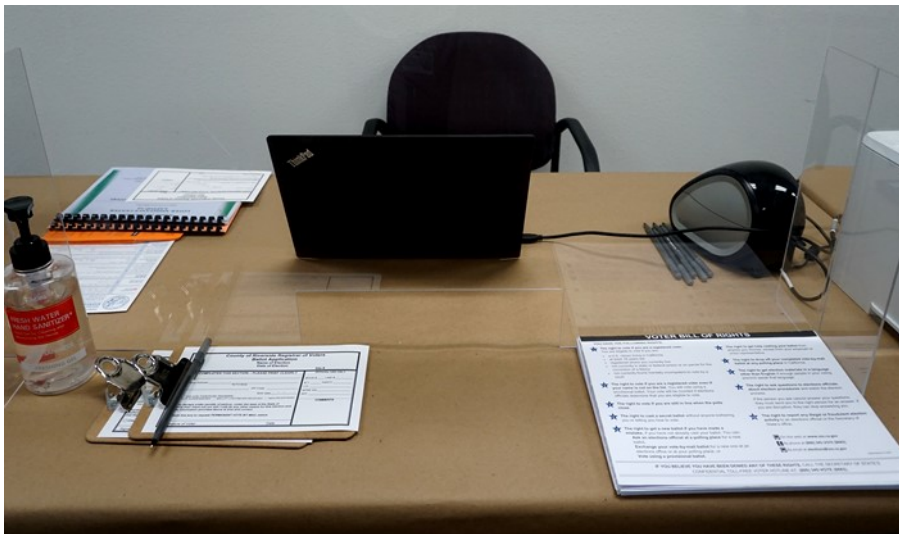
Morning Routine
Accessible Voting Unit (AVU) Seals Check

Have two Election Officers check the AVU's seals. The AVU's Seals Logs are in the Security Seals Log Binder. Check all the AVU's setup by checking seals "I" and "J" behind each AVU tablet. Remember the seals check needs to be done three times each day the voting location is open. Each day the seals log will be available for checks to be done on the required day. Two officers must sign off that the seals are intact, then print and initial the appropriate line.

ACCESSIBLE VOTING UNIT SECURITY LOG

Two Election Officers must complete this form for each unit when inspecting the Accessible Voting Unit security seals: once at set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the last page.

DATE OF CURRENT ELECTION NAME OF CURRENT ELECTION

Vote Center: Name of Vote Center   **Voting Unit #: ######**

AVU Back Top Battery Red Seal (Do not break for any reason) ##### Ⓘ	AVU Back Bottom Power Button Yellow Seal ##### Ⓙ

If you must break a seal, replace it and record the new

1ST DAY SEALS VERIFICATION

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening 1st Day	8 am	YES	James Madison	JM	Joan Ark	JA
Mid-Day						

Seal "I"

Seal "J"

5.3
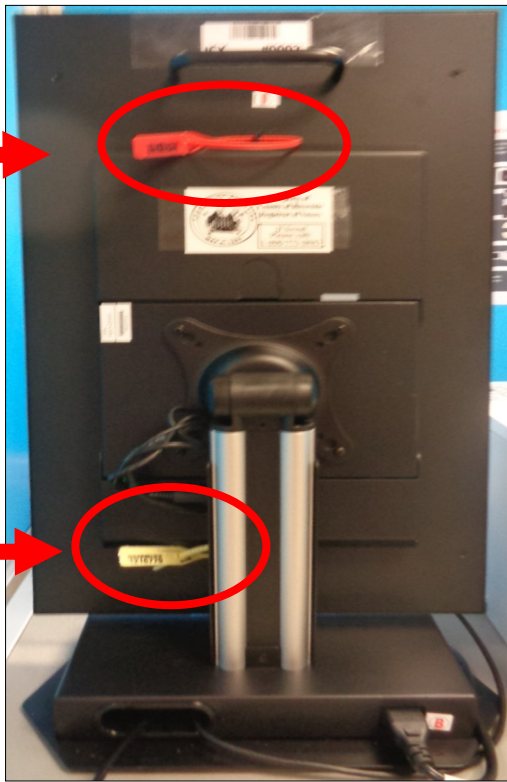
Morning Routine
Ballot on Demand Printer Seals Check

Make sure the Ballot on Demand Printer is next to the processing table. Verify the seals are intact by using the Ballot on Demand Unit Security Log found in the Security Seals Log Binder. Sign the morning seals log once the seals have been verified. Break the red seals on "T-1 and T-2" and unlock the top cover to expose the laptop. Open the laptop cover and slide the top of the cart door open. Plug the laptop power cord and USB cord from the printer into the laptop. Log into the laptop using the information given to the Leads on setup.

BALLOT ON DEMAND UNIT SECURITY LOG

Two Election Officers must complete this form when inspecting the Ballot on Demand Unit security seals: once at set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the last page.

DATE OF CURRENT ELECTION   NAME OF CURRENT ELECTION

Vote Center: **Name of Vote Center**   **BOD Unit #: ######**

Front Panel Seal	#####	(F)	Back Panel Seal	#####	(B)
Left Laptop Seal	#####		Right Laptop Seal	#####	

If you must break a seal, replace it and record the new seal number below

New Seals After Set-up

245687 (T-1)	246810 (T-2)	257956 (F)

1ST DAY SEALS VERIFICATION

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening 1st Day	8 am	YES	Dolly Washing	DW	George Adams	GA

5.4
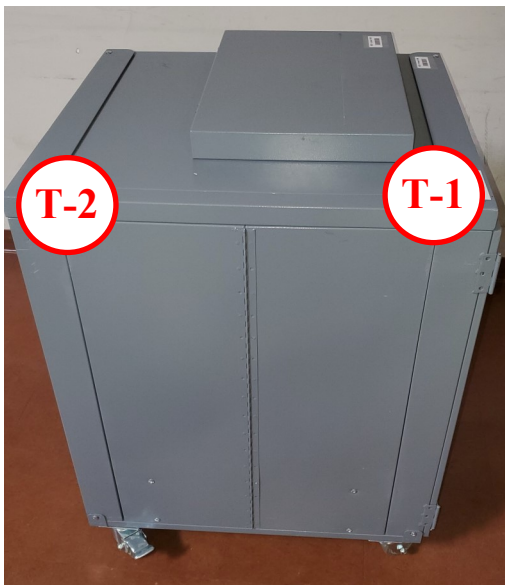
Morning Routine
Ballot Scanner Seals Check

Make sure the Ballot Scanner is close to an electrical outlet near the exit of the vote center. This will ensure the voters have access to scan their voted ballot before exiting the vote center. Verify the seals are intact by using the Ballot Scanner Security Log found in the Security Seals Log Binder. Verify and sign the morning seals log. Leave the base of the cart and top slot behind the scanner unsealed until the first voter has verified there are no ballots inside. If the scanner has gone into power mode, there maybe a chance you will have to login again. Use steps in Section 4, Page 4.37 to 4.39, Steps 16 to 24.

BALLOT SCANNER SECURITY LOG

Two Election Officers must complete this form when inspecting the Ballot Scanner security seals: once at set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the last page.

ELECTION DATE AND TITLE

Vote Center: Name of Vote Center   **Scanner #: ######**

Administrator Door Seal #####	A	Poll Worker Door Seal #####	B
Data Port Door Seal #####	C	Thermal Paper Door Seal #####	D

If you must break a seal, replace it and record the new seal number below

New Seals After Set-up

E

1ST DAY SEALS VERIFICATION

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening 1st Day	8 am	YES	Dolly Washing	DW	George Adams	GA
Mid-Day						
Closing						

Election Date and Title

Administrator Door Seal #####	A

Poll Worker Door Seal #####	B

Data Port Door Seal #####	C

Thermal Paper Door Seal #####	D

5.5

Morning Routine
Personal Protective Equipment (PPE)

Each voting location will receive Personal Protective Equipment (PPE) which will consist of Hand Sanitizer, Face Shield, Face Masks, and Sanitizing Wipes for wiping down the equipment after each use. This includes wiping down the AVU's, ADA voting booth, and silver voting booths. It is optional and not required for Election Officers and voters to use a Face Mask or Face Shield.

First Voter Procedural Checklist

This checklist will be completed at the beginning of each day before the polls are open. Have one of the First Voter Procedural Checklist forms ready. Have one red seal for the black Vote-by-Mail ballot box, and two seals next to the Ballot Scanner. After the first eligible voter has been processed and completed all required documentation, explain to them that they must verify that no ballots are in the black Vote-by-Mail Ballot Box and the Ballot Scanner cart. Once the first voter has verified the scanner cart and ballot boxes are empty. The Lead will initial the "Yes" question on the form. After verification, the Lead must seal the ballot boxes and scanner with the red seals found in the Seals bag. The Lead will initial the "Yes" question on the form. Have the first voter confirm the scanner and ballot boxes were empty and sealed. The Lead and first voter will print and sign their name on the First Voter Procedural Checklist. There will be a First Voter Procedural Checklist for each day the vote center is open. Refer to the correct date on each of the forms. Additional forms will be found in the Vote Center hard drive on the processing table laptops. Refer to page 6.36 in this guide for the required procedure.

First Voter Procedural Checklist

Black Vote-by-Mail Ballot Box

Scanner Slot

Ballot Scanner Cart

Morning Routine
Mitigation Supplies

✦ Voting locations have curbside doorbells at each location. Assemble the doorbell based on the instructions given inside the Accessiblity Kit. Place the doorbell in the accessible parking space at the voting location. Check the doorbell throughout the day to insure it can be heard inside the voting location. Make sure the signage on the doorbell is easily displayed on the doorbell.

✦ Follow the Accessibility Kit instructions and ensure the equipment is placed exactly as shown in the available pictures. This will guarantee the equipment is placed as intended and that the non-accessible barrier has now been made accessible.

✦ Place the mitigation equipment at the voting location each morning. Check the voting location to ensure equipment has been collected at the end of each day and election night.

✦ Sign the "Accessibility Mitigation Inventory Distribution Sheet" when all items have been received and collected each day and on election day.

✦ Place all items back in the Accessibility Kit crate or bag with the provided Accessibility Kit Folder.

✦ Do not deviate from the given instructions. Voting locations will only be provided with the supplies that are needed.

✦ If modifications need to be made, write the information on the yellow "Accessibility Mitigation Comment Sheet" found in the Accessibility Kit folder and call the Registrar of Voters at (951) 486-7341.

Curbside Doorbell with Sign and Receiver

ADA Voting Booth

Place 1 large cone with sign and 3 small cones

Note: If you need additional instruction on where or how mitigation equipment should be setup at the voting location, please call the Registrar of Voters office at (951) 486-7341.

5.7

Processing Voters 6.0

Processing Voters
Accepting Dropped Off Vote-by-Mail Ballots

Remember all persons dropping off Vote-by-Mail ballots DO NOT sign any roster. The Leads will collect Vote-by-Mail ballots at the end of the day and deliver them to the Registrar of Voters office before going home.

1 All dropped off Vote-by-Mail (VBM) ballots will be inspected by an Election Officer before they are deposited into the VBM Ballot Box. VBM ballots can be dropped off at any voting location in the State of California.

2 Voters returning their Vote-by-Mail ballot to the voting location will be asked "Is this your ballot?". If the voter responds "Yes", the Election Officer will check that the voter has signed the envelope. If it is signed, the ballot will be deposited into the VBM Ballot Box.

3 When a voter responds "No," the Election Officer will ask the "Authorized Return Agent" to read the envelope flap. If the Authorized Agent agrees with the conditions they will fill out their relationship to the voter and then print and sign their name on the flap where indicated. The Election Officer will check that the voter has signed the ballot envelope. If everything is correct, the ballot can be deposited into the VBM Ballot Box.

> **Envelope will show Registrar of Voters return address**

> **Voter's name and address**

> **Before depositing in the VBM Ballot Box, make sure the voter has signed the return envelope**

> **Authorized Return Agent will print, sign their name, and state their relationship to the voter.**

AUTHORIZED RETURN AGENT: A person designated to return a vote by mail ballot shall not receive any form of compensation based on the number of ballots that the person returns and an individual, group, or organization shall not provide compensation on this basis (E.C. §3017(e)(1)).

If the Authorized Return Agent refuses to complete the envelope flap of the VBM ballot, the Election Officer shall place the ballot into the "Vote-by-Mail Research" Bag. The Registrar of Voters office will determine how or if the ballot will be processed. Any questions can be directed to the Registrar of Voters office at (951) 486-7341. The Election Officer will issue an "I Voted" sticker and thank the voter for voting.

Processing Voters
Issuing a Vote-by-Mail Ballot

Voters requesting a Vote-by-Mail Ballot will not sign any roster. Voters will have the opportunity to ask for a paper ballot to take home and bring back at a later date or time. Use the following steps to issue a Vote-by-Mail Ballot.

1 The "Process Voters" window should be open on the laptop to begin. Before issuing a ballot verify that your voting location is correct on the top right hand corner of the "Voter Processing" screen. **Before processing a voter check the voting location.**

2 Search for the voter's information using the "Ballot Request" form. Type in the voter's last name in the "Last Name" field and the voter's first name in the "First Name" field. Then click on the "Search" button.

3 Find the voter's name from the list. Check address and birthdate for verification by using the "Ballot Request" form. Once confirmed click on the verified voters "Voter ID" from the "Search Results" list.

4 With the "Ballot Request" form in hand, verify voters address, birthdate, and signature from the laptop screen. On the same screen, in the "Return Status" of the "Ballots Issued" verify a ballot has not been returned by the voter. A green signal light will verify the voters ballot has not been returned.

6.2

Processing Voters
Issuing a Vote-by-Mail Ballot — Continued

5 Once verified that the voter did not return a ballot, click on the "Issue" tab under the voters information. **Do not click on the "Issue and Return" tab.** Because the voter is taking it home with them and they will only be issued a ballot.
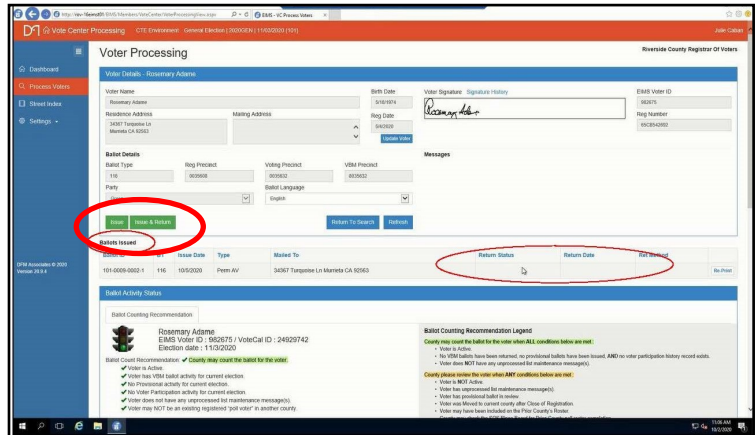
6 The voting location will be able to issue a paper ballot from the Ballot on Demand Printer. Retrieve a Vote-by-Mail (VBM) envelope to issue to the voter with their printed ballot.
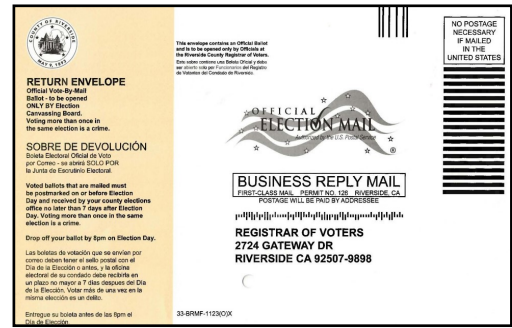
7 The printer screen will appear and the voting location will allow you to print two labels from the Dymo® Printer. The first label will have the most information about the voter. This label will go on the back of the VBM envelope.
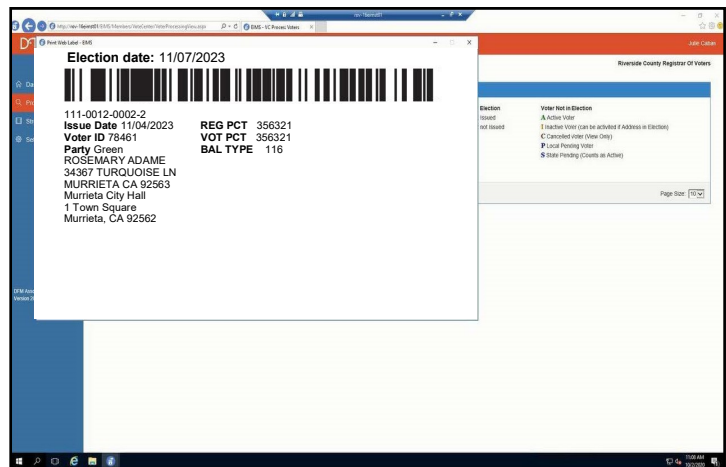
8 On the back of the Vote-by-Mail envelope place the label with the most information.
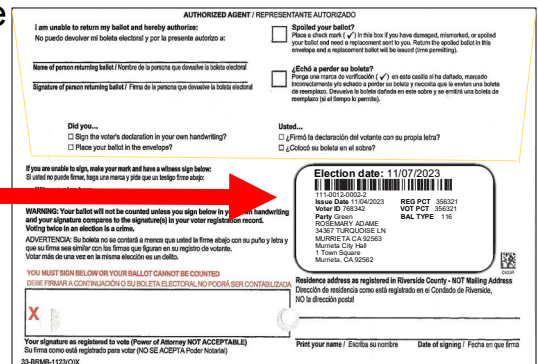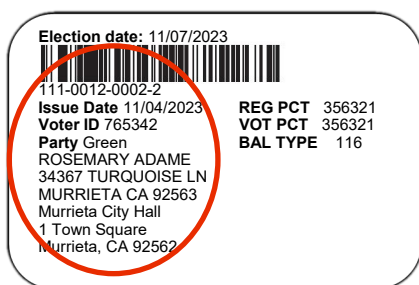
Processing Voters
Issuing a Vote-by-Mail Ballot — Continued

9 The second screen will appear to print the second label. Click to print the label. This label will have less information about the voter.
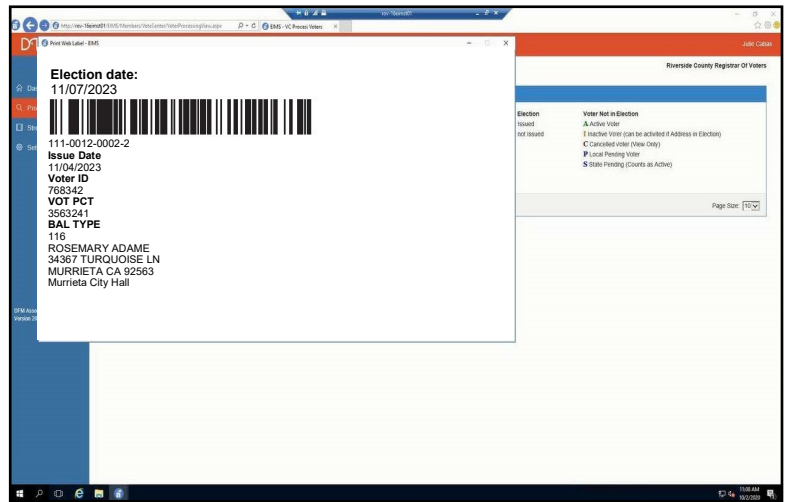
10 The second label will go on the back of the Ballot Request form. Place the Ballot Request on the side of your laptop. Do not count this request because the voter did not sign the roster. The VBM envelope will go to the Election Officer printing the paper ballot from the Ballot on Demand Printer.

11 On the Ballot on Demand Printer the laptop screen will display the processing screen titled the "Mobile Ballot Production".

Processing Voters
Issuing a Vote-by-Mail Ballot — Continued

12 On this screen under "Precinct Portion" is a section that reads "Click here…" in green text. Click on that section. This is where you will be entering the voters precinct number based on the voters VBM envelope.
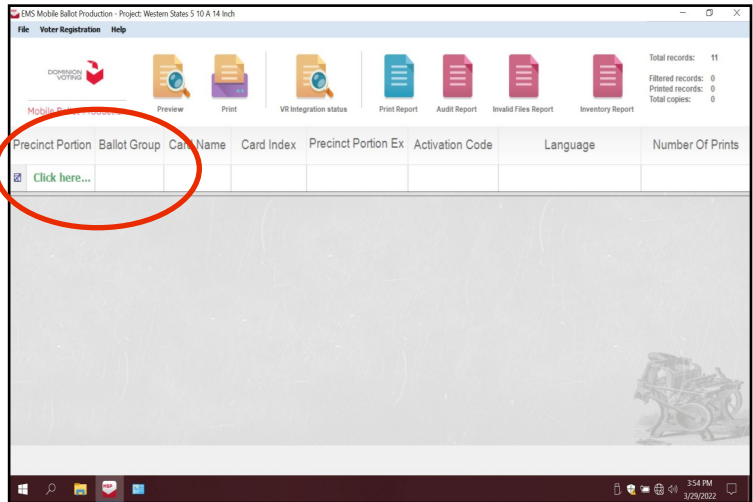
13 Enter the voters precinct number from the voters VBM envelope. The number could appear once, twice, or three times depending on the amount of ballot cards for the election. Highlight the precinct number with the number 1 under "Card Index" and click on the "Print" icon and another window will appear.

DO NOT double click on the highlighted screen. It will generate a PDF ballot and the "Inventory Report" at the end of the day doesn't show the correct number of ballots printed on the BOD.

14 The next window "Printer Settings" will ask for the number of "Copies" to print and gives a description of the ballot name. This window will appear once, twice, or three times depending on the amount of ballot cards for the election. Click on the "Print" button.

6.5

15 The "Number of Printed Pages" screen will appear once, twice, or three times, depending on the number of ballot cards for the election. Click on the "Confirm" button for as many ballot cards are for the election.
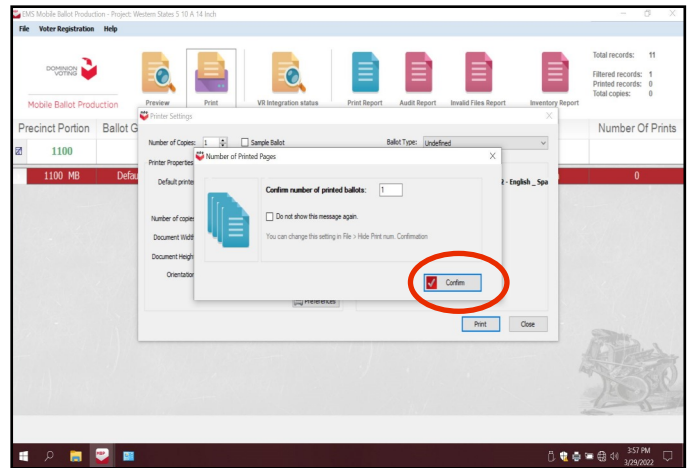
16 Fold the ballot card(s) and place it in the voters VBM envelope.
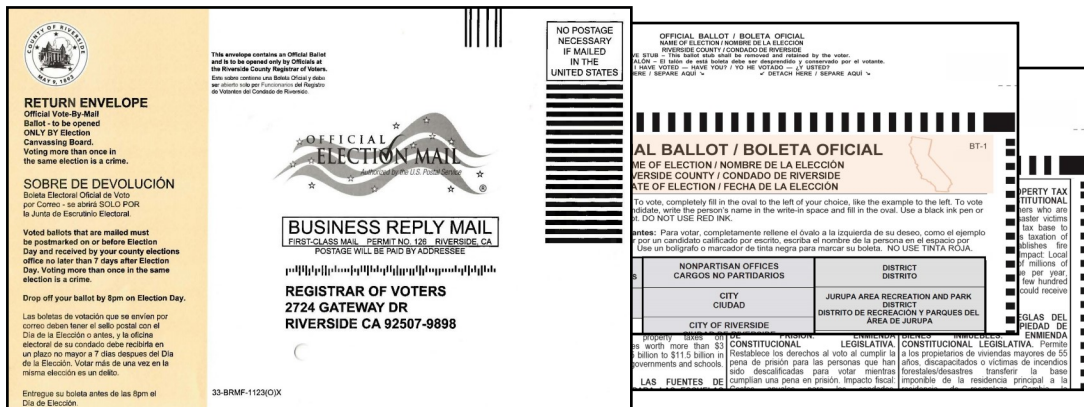
17 Hand the voter the VBM envelope. Remind the voter to sign the envelope before returning it. They must also mail or bring the ballot back to any voting location or drop off site on or before election day.

Processing Voters
Issuing a Ballot to an Authorized Agent

An Authorized Agent is a person who has been authorized by the voter to pick up or return a VBM ballot. The voter is unable to pick up their ballot or did not receive their ballot in the mail and has authorized a person to pick up a ballot for them. E.C. § 3017 (2)**An Authorized Agent picking up a Vote-by-Mail Ballot for a voter will not sign any roster.** Use the following steps to issue a Vote-by-Mail Ballot to an Authorized Agent.

1 The "Process Voter" window should be open on the laptop to begin. Before issuing a ballot verify that your voting location is correct on the top right hand corner of the "Voter Processing" screen. **Before processing a voter check the voting location.**

2 Search for the voter's information using the "Authorized Agent Ballot Request" form. Type in the voter's last name in the "Last Name" field and the voter's first name in the "First Name" field. Then click on the "Search" button.
Do not look up the Authorized Agent information.

3 Find the voter's name from the list. Check address for verification by using the "Authorized Agent Ballot Request" form. Once confirmed click on the verified voters "Voter ID" from the "Search Results" list.

4 With the "Authorized Agent Ballot Request" form in hand, verify voters address, from the laptop screen. On the same screen, in the "Return Status" of the "Ballots Issued" verify a ballot has not been returned by the voter. A green signal light will verify the voters ballot has not been returned.

Processing Voters
Issuing a Ballot to an Authorized Agent
— Continued

5 Once verified that the voter did not return a ballot, click on the **"Issue"** tab under the voters information. **Do not click on the "Issue and Return" tab.** Because the Authorized Agent is taking the voters ballot to the voter to return at a later time.
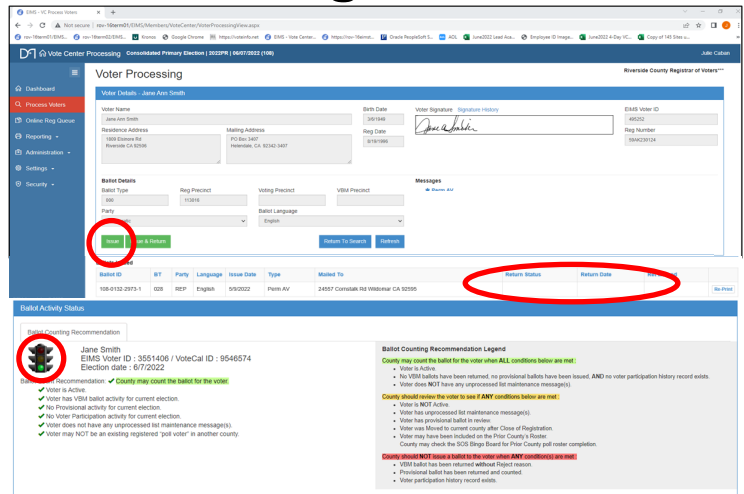
6 The voting location will be able to issue a paper ballot from the Ballot on Demand Printer. Retrieve a Vote-by-Mail (VBM) envelope to issue to the Authorized Agent with the printed ballot.
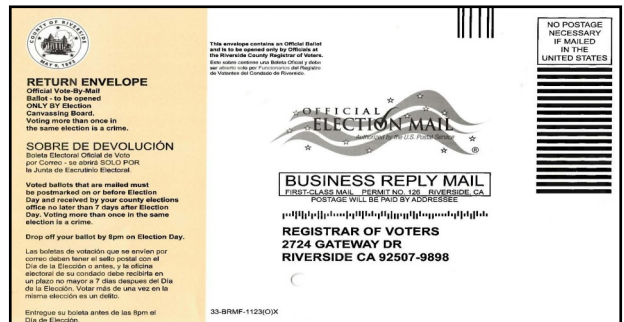
7 The printer screen will appear and the voting location will allow you to print two labels from the Dymo® Printer. The first label will have the most information about the voter. This label will go on the back of the VBM envelope.
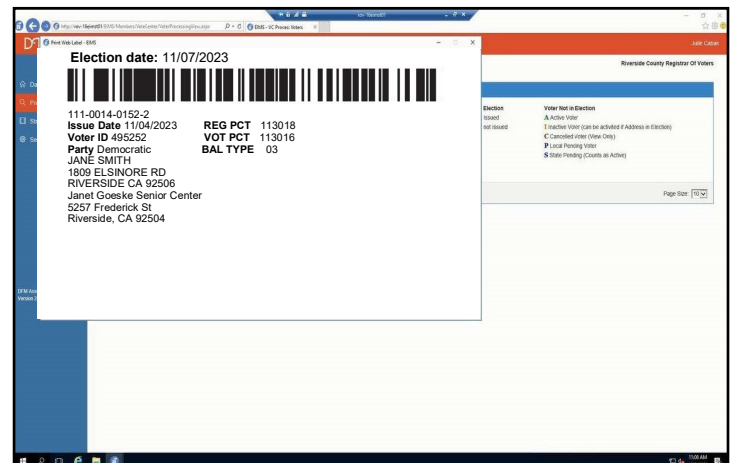
8 On the back of the Vote-by-Mail envelope place the label on the back of the envelope with the most information.
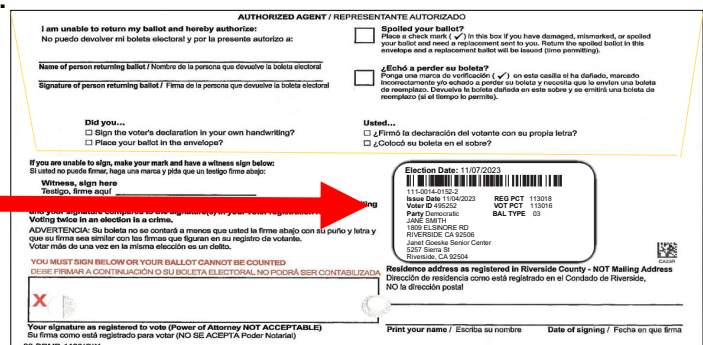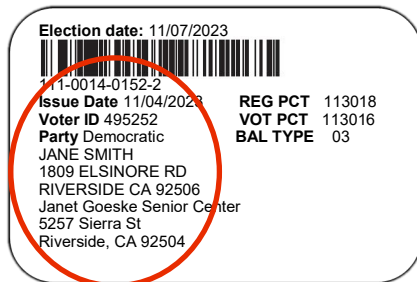
Processing Voters
Issuing a Ballot to an Authorized Agent
— Continued

9 The second screen will appear to print the second label. Click to print the label. This label will have less information about the voter and will be needed to print a ballot on the Ballot on Demand Printer.

10 Place the second label on the back of the Ballot Request form. Place the Ballot Request on the side of your laptop. Do not count this request because the voter did not sign the roster. The VBM envelope will go to the Election Officer printing the paper ballot from the Ballot on Demand Printer.

11 The Election Officer on the Ballot on Demand Printer will have the laptop setup and ready to go on the processing screen titled the "Mobile Ballot Production".
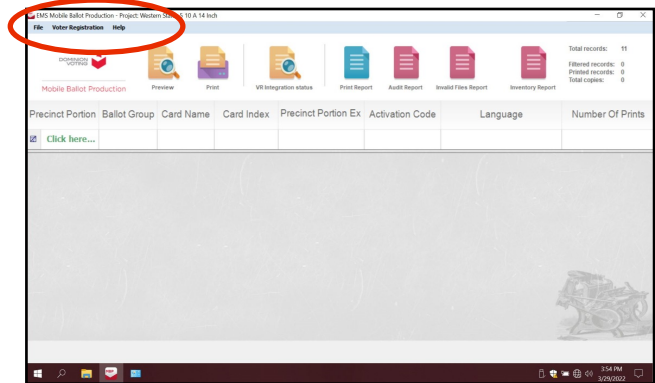
12 On this screen under "Precinct Portion" is a section that reads "Click here…" in green text. Click on that section. This is where you will be entering the voters precinct number based on the voters VBM envelope.
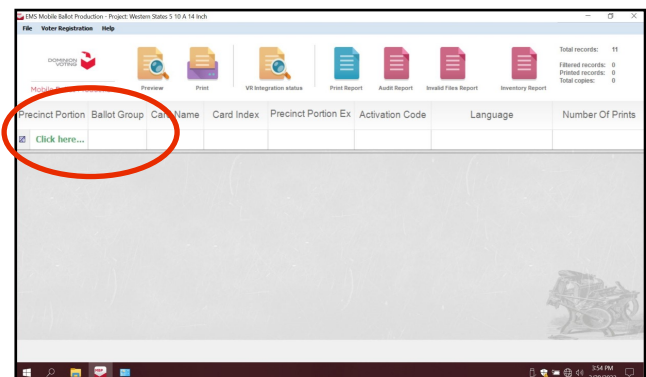
Processing Voters
Issuing a Ballot to an Authorized Agent
— Continued

13 Enter the voters precinct number from the voters VBM envelope. The number could appear once, twice, or three times depending on how many ballot cards there will be for this election. Highlight the precinct number with the number 1 under "Card Index" and click on the "Print" icon and another window will appear.

DO NOT double click on the highlighted screen. It will generate a PDF ballot and the "Inventory Report" at the end of the day doesn't show the correct number of ballots printed on the BOD.

14 The next window "Printer Settings" will ask for the number of "Copies" to print and gives a description of the ballot name. This window will appear once, twice, or three times to print the total amount of ballot cards needed for this election. Click on the "Print" button.
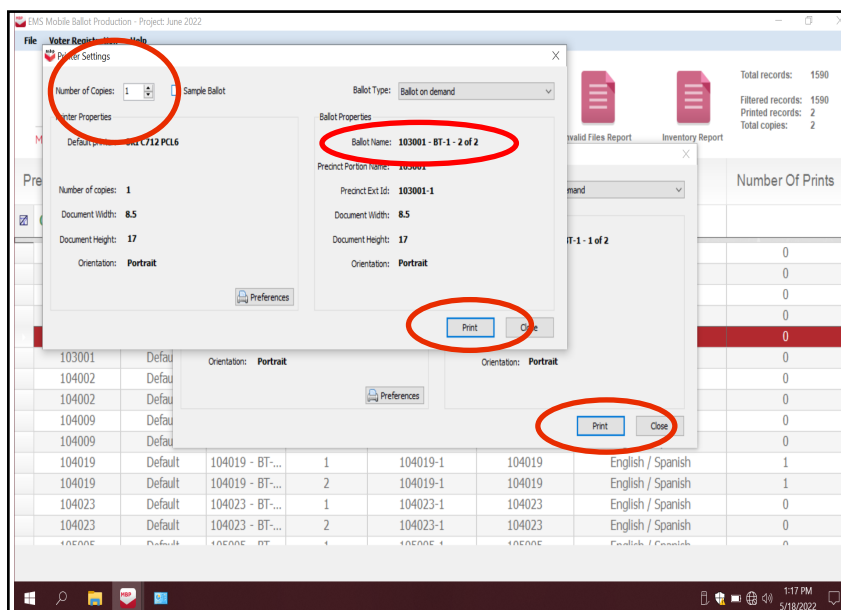
15 The "Number of Printed Pages" screen will appear once, twice, or three times depending on how many ballot cards are needed for this election. Click on the "Confirm" button.
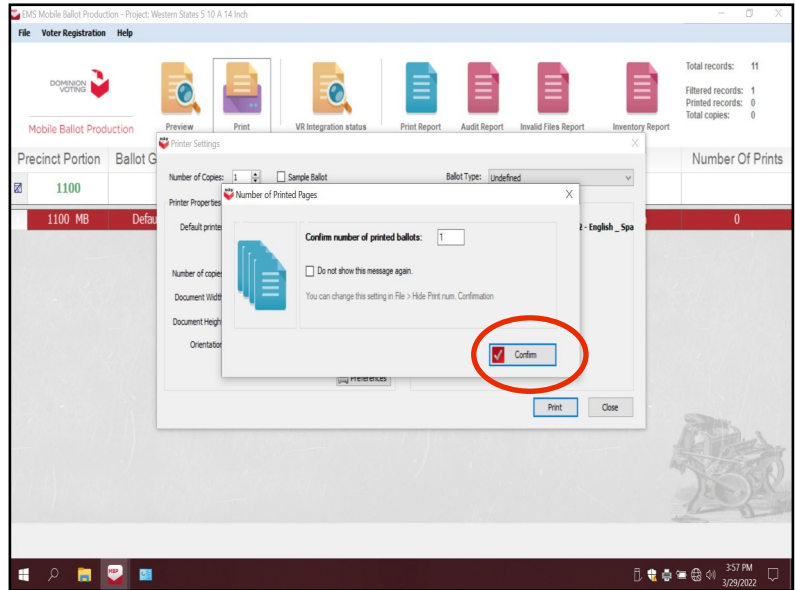
16 Fold the ballot card(s) and place it in the voters VBM envelope.
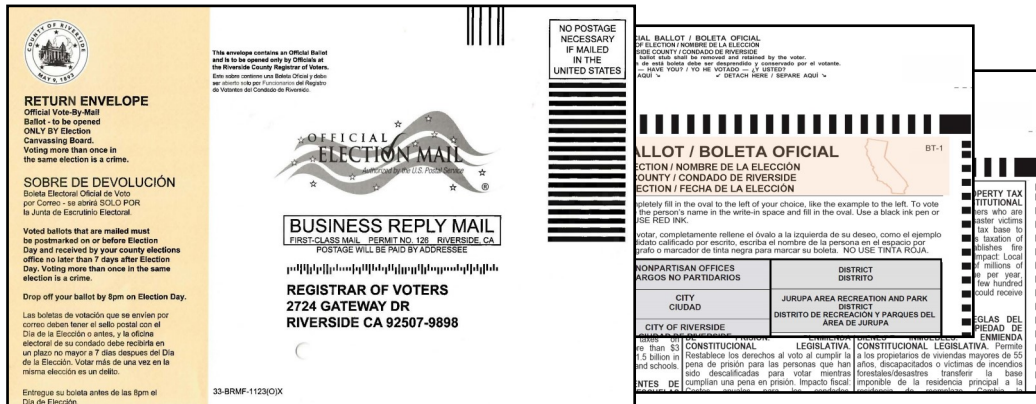
17 Hand the Authorized Agent the VBM envelope. Remind the Authorized Agent that the voter must sign the envelope before returning it. The voter or the Authorized Agent can mail or bring the ballot back to any voting location or drop off site on or before election day.

Processing Voters
Processing In The Vote Center Application

To verify a voter's eligibility in the Vote Center database, have the voter fill out a "Ballot Request" form before going to the processing table. On the laptop in the processing screen you will need to check the **"Return Status"** before issuing an AVU ballot or paper ballot. On this screen a green light signal will have to appear in the "Ballot Activity Status." Use the following steps to verify voter eligibility:

1 The "Process Voter" window should be open on the laptop to begin. Before issuing a ballot verify that your voting location is correct on the top right hand corner of the "Voter Processing" screen. **Before processing a voter check the voting location.**

2 Search for the voter's information using the "Ballot Request" form. Type in the voter's last name in the "Last Name" field and the voter's first name in the "First Name" field. Then click on the "Search" button.

3 Find the voter's name from the list. Check address and birthdate for verification by using the "Ballot Request" form. Once confirmed click on the verified voters "Voter ID" from the "Search Results" list.

4 With the "Ballot Request" form in hand, verify voters address, birthdate, and signature from the laptop screen. On the same screen, in the "Return Status" of the "Ballots Issued" verify a ballot has not been returned by the voter. A green signal light will verify the voters ballot has not been returned.

Processing Voters
Processing In The Vote Center Application — Continued

5 If a voter surrenders their Vote-by-Mail ballot or spoiled their Vote-by-Mail ballot, write on the envelope "DO NOT COUNT SURRENDERED" and deposit it into the "Spoiled & Surrendered Ballots" zip lock bag (found in the red Transport Bag.) Spoiled or Surrendered VBM ballots are not counted at the end of the day.
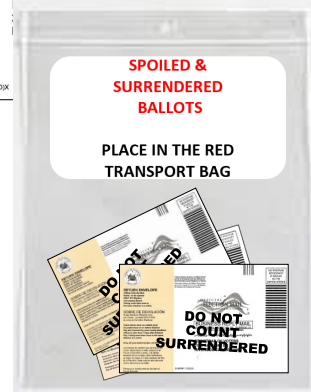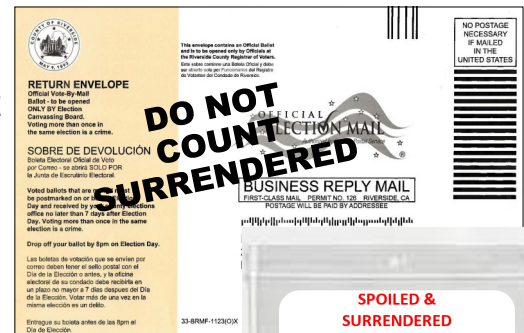
Reminder: In the Vote Center application you are able to see the voter return status so it is not necessary for the voter to surrender a Vote-by-Mail ballot.

6 Scroll down to the bottom of the screen and there is information in the "Ballot Activity Status". Voter must have a green signal light in the "Ballot Counting Recommendations" tab in order for you to issue a ballot.
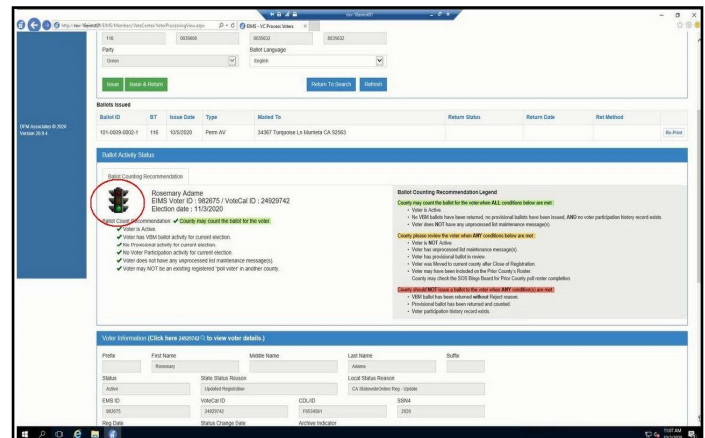
7 Once verified, click on the "Issue & Return" tab under the voters information. All voters wanting to vote at the voting location must be processed using the "Issued & Return" tab.

The voter may also request a paper ballot at the voting location.
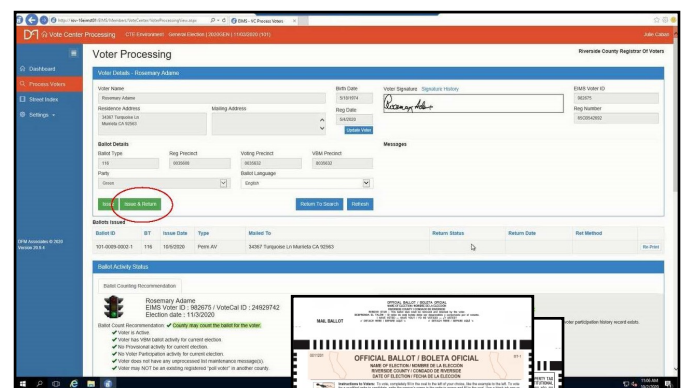
If a voter requests a paper ballot, the second Dymo® label will identify which precinct and ballot type the voter will receive. An Election Officer will need to submit the voters precinct number in the Ballot on Demand Printer to print out the correct ballot type for the voter.

6.13
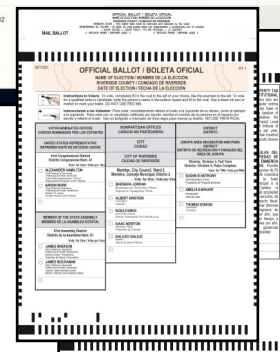
Processing Voters
Processing In The Vote Center Application — Continued

8 The printer screen will appear to print the voter's labels. Select the Dymo® Printer and click on the print button and the printer will print two labels from the Dymo® Printer. The labels will be slightly different. **It is important to put the correct label on the voter's "Ballot Request" form.**
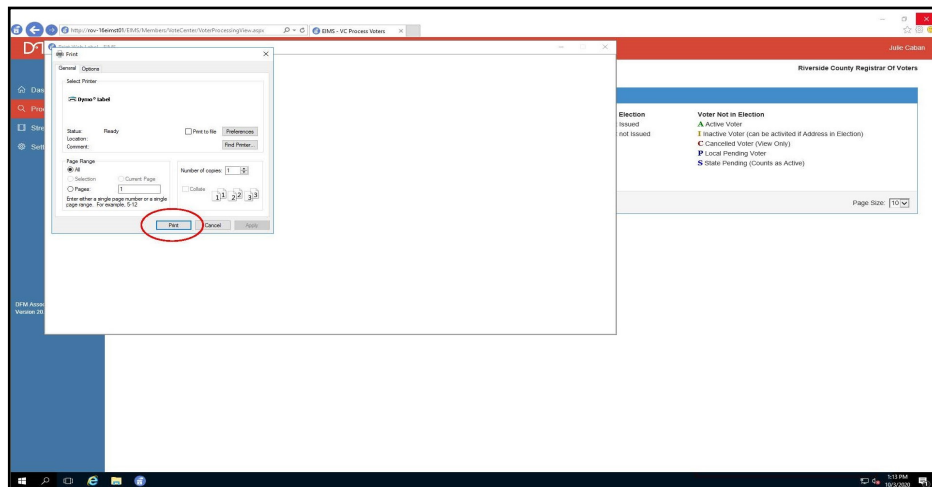
9 The first label will have the Voting Precinct, Ballot Type, Language, and voters name on the left side of the label. This label will be given to the Election Officer to activate a ballot session on the AVU or taken to the Ballot on Demand station to print out a paper ballot. The label will show which precinct and ballot type the voter will receive. The voter will then sign the Sign-In Roster. **Make sure the voter signs the roster before walking away from the processing table.**

Voting Precinct →

Ballot Type →

Voting Precinct:
356321
Ballot Type
116
Language
English
ROSEMARY ADAME
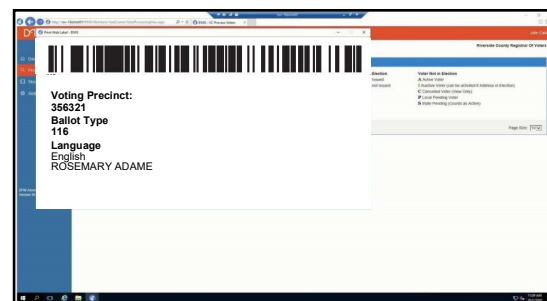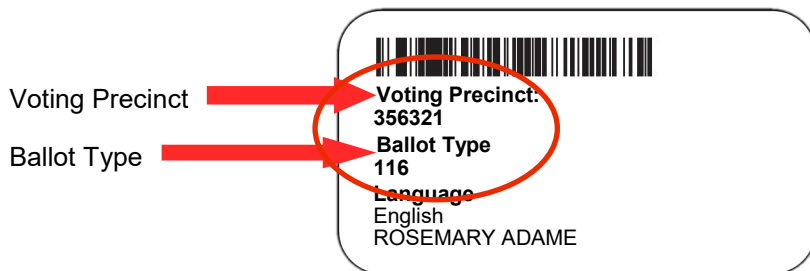
10 The next label will have the Election date, election UPC barcode with the group number of the voter, issue date, voter ID, VOT PCT, BAL TYPE, voters name, and address. This label will go on the back of the "Ballot Request" form.

Election date: 11/07/2023

111-0012-0002-2
Issue Date 11/04/2023   **REG PCT** 356321
Voter ID 765342   **VOT PCT** 356321
Party Green   **BAL TYPE** 116
ROSEMARY ADAME
34367 TURQUOISE LN
MURRIETA CA 92563
Murrieta City Hall
1 Town Square
Murrieta, CA 92562

Processing Voters
Processing In the Vote Center Application — Continued

11 Have the voter sign on the next available line in the Sign-In Roster. **Make sure the voter signs the Sign-In Roster before walking away from the processing table.**

12 Write the "VOTE CENTER #" and the "Book#, "Line#", and V.P. (voting precinct number) on the voters "Ballot Request" form in the "Official Use Only" section. In most cases a voter may have received a ballot in the mail. The return status in the database will determine if the ballot was returned. If not returned you can issue a ballot. Check mark the "AVU Ballot" or "BOD Ballot" in the   appropriate box in the "Comment" section of the "Ballot Request" form.

Processing On Accessible Voting Unit (AVU)

1 Give the label with the voter precinct number on it to an Election Officer. The Election Officer will activate a ballot session for the voter on the AVU. The correct precinct and ballot type for the voter is based on the information on the label.

2 Insert the Poll Worker Ballot Activation Card into the AVU yellow slot. Enter the "Voting Precinct:" number from the label.

Processing Voters
Processing On Accessible Voting Unit — Continued

3 The voters screen will appear asking for a language preference (English or Spanish). Have the voter select their language choice and remove the activation card.

4 Hand the voter a Secrecy Sleeve and move away from the AVU and let the voter vote. Be available to assist if necessary. Place the label in the Broken Seals Bag once the voter has completed voting.
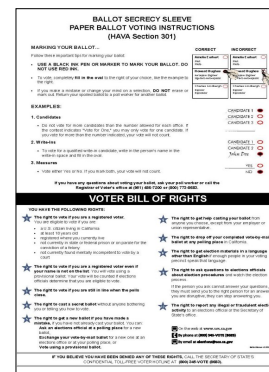
5 **THE VOTER SHOULD NOT LEAVE THE ACCESSIBLE VOTING UNIT UNTIL THEIR BALLOT HAS PRINTED.** When the ballot has been printed instruct the voter to put their voted ballot into the Secrecy Sleeve. Direct the voter to the Ballot Scanner. Retrieve the Secrecy Sleeve before the voters ballot has been cast and deposited into the Ballot Scanner. Issue an "I Voted" sticker to the voter and thank the voter for voting.

Note: If a voter requests a ballot and they are not in the "Vote Center Processing" database as a registered voter in the County of Riverside, they must follow the CVR (Conditional Voter Registration) Provisional voting process.

Processing Voters
Navigating an Accessible Voting Unit Ballot Session

This page will guide you through the voter process of marking a ballot on the AVU.

1 The voter has the option to change the "Language," "Text Size," and screen "View" as needed.

Language   **Text Size**   **View**

2 The voter will touch their desired choice to vote. Instruct the voter to touch the "Review," "Back to Ballot," "Previous," or "Next" buttons to navigate the screens.

Review   **Back to Ballot**   ← **Previous**   **Next** →
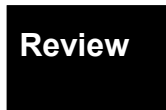
3 Once the voter is satisfied with their selections, they touch "Print Ballot." A confirmation screen will appear to "Print your ballot" or "Review your choices." Select "Print your ballot" to print ballot. If the voter has reviewed their choices and changes their mind they can go back to the contest and deselect the choice and then select the updated choice.

ⓘ Information

You cannot make any more changes after printing the ballot.
Please select the next action.

Print your ballot

Review your choices
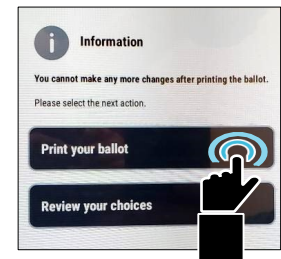
4 **THE VOTER SHOULD NOT LEAVE THE ACCESSIBLE VOTING UNIT UNTIL THEIR BALLOT HAS PRINTED.** When the ballot has been printed instruct the voter to put their voted ballot into the Secrecy Sleeve. Direct the voter to the Ballot Scanner. Retrieve the Secrecy Sleeve before the voters ballot has been cast and deposited into the Ballot Scanner. Issue an "I Voted" sticker to the voter and thank the voter for voting.
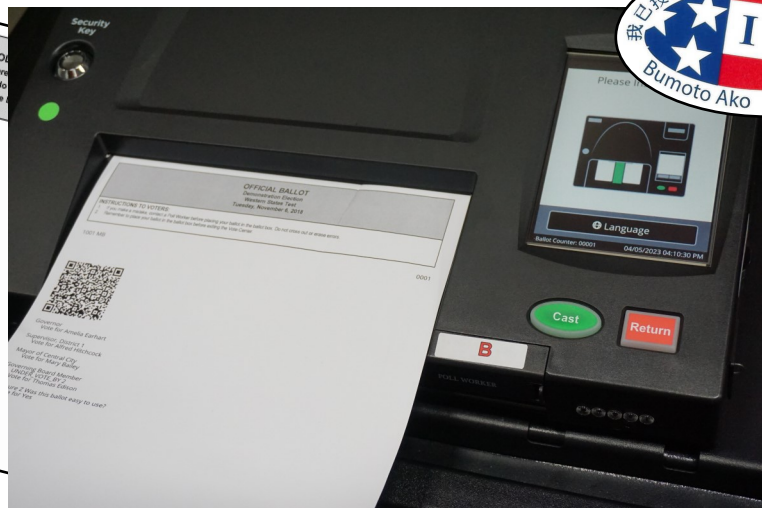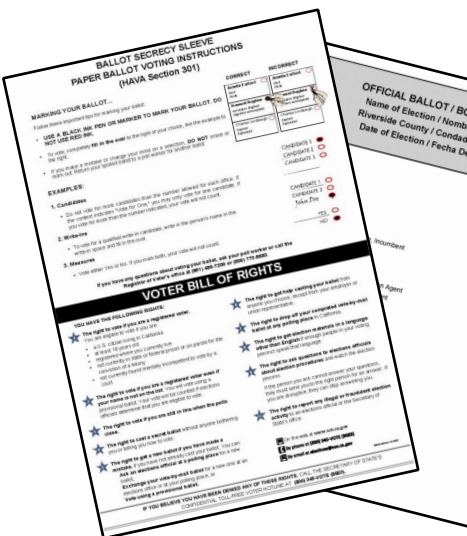
Processing Voters
Audio Voting and Assisting Audio Voters

Never question a voter as to why they wish to be an audio voter on the Accessible Voting Unit (AVU). Simply allow the voter to use the AVU.

To ensure the privacy of the voter, provide 48 inches of clear space in front of the AVU voting booths. Position the booths in such a way that the voter has the same level of privacy as any other voter. For additional privacy, a Privacy Screen is available at the voting location.

Audio Voters

Voters using the audio feature will have to use the AVU to vote. The AVU is equipped to provide an Audio Voting Session. Voters may request an Audio Voting Session due to visual problems, low literacy proficiency, or other reasons.
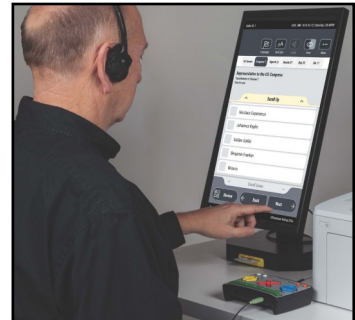
Assisting Audio Voters

The **Audio Voting Instructions** booklet provides instruction on placing the Accessible Voting Unit into the Audio Voting Session. It also provides instructions to the voter on how to use the keypad device on the AVU which is known as the Audio Tactile Interface (ATI). Selections should be performed **only** by the voter unless the voter specifically asks for assistance. If assistance is requested, the voter's name is recorded by an Election Officer and the voter initials in the **List of Assisted Voters** which is found at the back of each regular Sign-In Roster.

> **If a voter requests to vote an Audio Voting Session, follow the instructions located on pages four through six in the Audio Voting Instructions booklet.**

Processing Voters
Activating an Audio Voting Session

The Accessible Voting Unit (AVU) is equipped with an **audio feature** for voters who request their ballots using the **Audio Voting Session.** A device known as the Audio Tactile Interface (ATI) is provided to assist voters with making their selections. **Instruct the voter on how to use the ATI prior to activating a voting session**. In order for the audio feature to function, the AVU must be placed into the **Audio Voting Session**. Follow these instructions to place the AVU into the Audio Voting Session:

1 Verify that the ethernet cable labeled "E" from the AVU is connected to port "E" on the ATI. The light should be illuminated green on the ATI. Plug the headphone cable labeled "H" into the "H" port on the ATI.
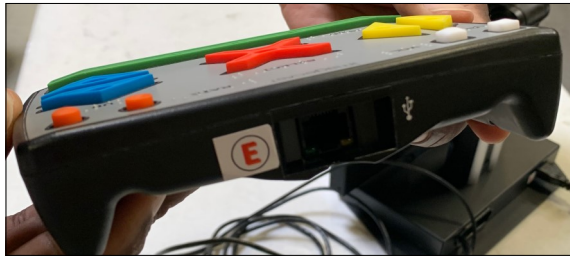
Ethernet cable "E"　　　　　　Ethernet port "E"　　　　　　Power light
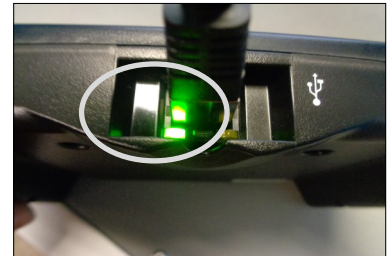
Headphone cable "H"　　　　　Headphone port "H"

2 Hand the voter the ATI. Explain the ATI functions to the voter. An audio session of the ATI device and visual prompt will also explain the function buttons to the voter.

White square buttons = VOLUME

Orange circle buttons = RATE (SPEED)

Yellow triangle buttons = LEFT/RIGHT

Red "X" button = SELECT

Blue triangle buttons = UP/DOWN

Green rectangle button = HELP
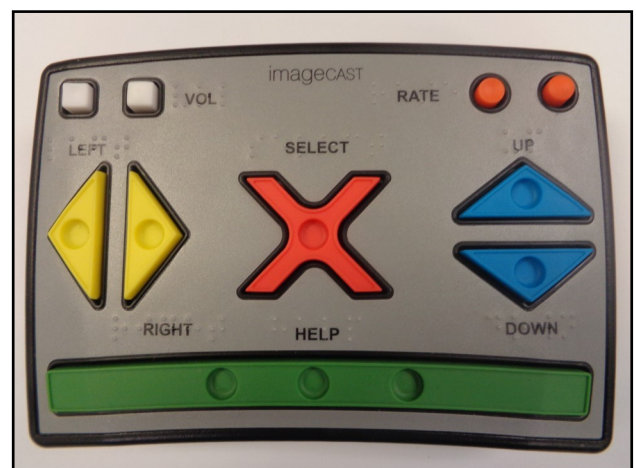
Processing Voters
Activating an Audio Voting Session — Continued

3 Insert the Poll Worker Ballot Activation Card into the AVU. With the logo facing up and the chip at the top, place the card in the yellow slot at the base of the AVU.
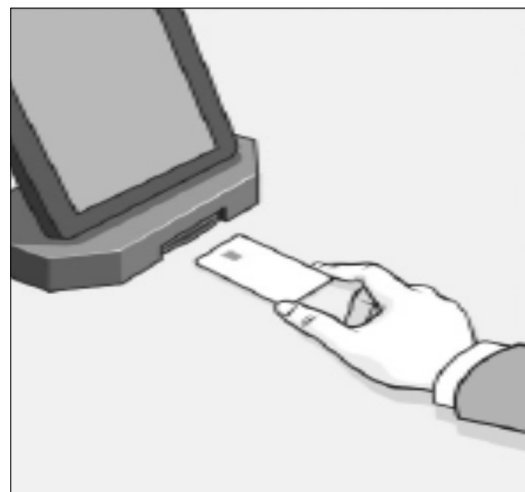
4 When the Poll Worker Ballot Activation Card is fully inserted, a keyboard will display. At the "Ballot Activation" prompt, enter the activation code. This is the voters precinct number found on the Dymo® label.

Voting Precinct:
356321
Ballot Type
116
Language
English
ROSEMARY ADAME

Ballot Activation

356321

Enter Activation Code

Activate Ballot

Clear . - _ * # Delete

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l

⇧ z x c v b n m ⇧

AVS

✓ Enable AVS Controller
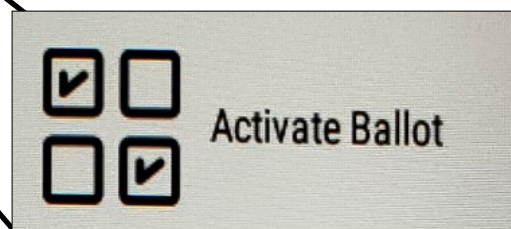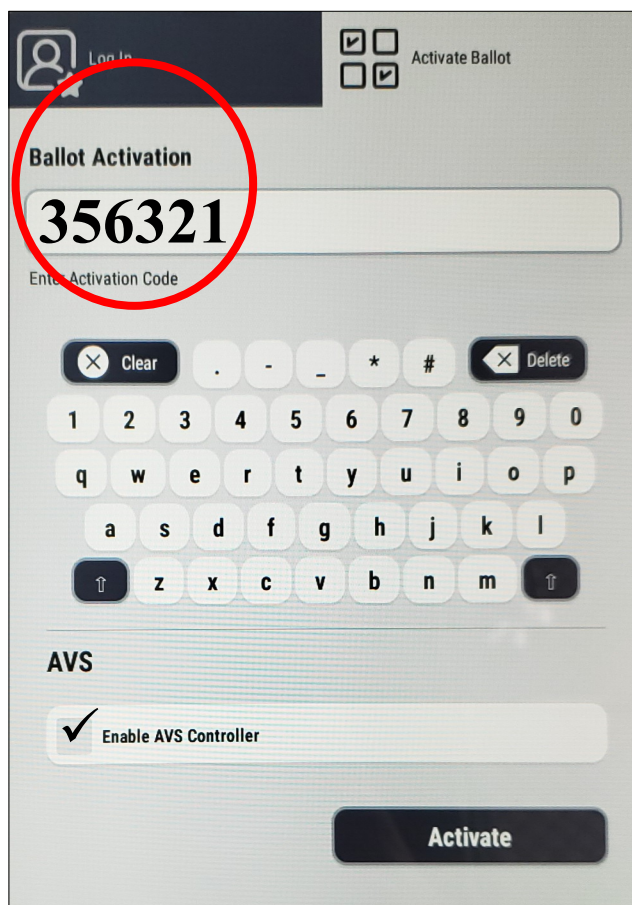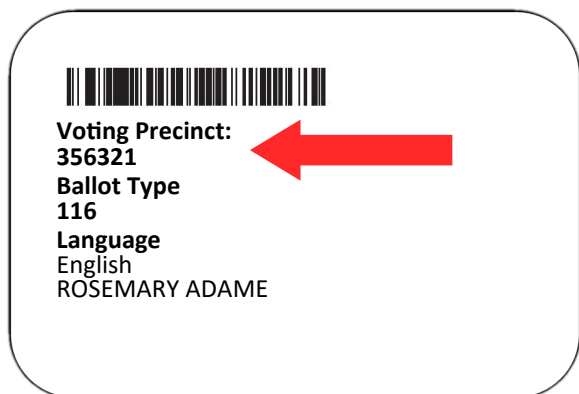
Activate

Processing Voters
Activating an Audio Voting Session — Continued

5 Touch the "Enable AVS Controller" box on the AVS section of the touchscreen. A check mark will appear in the box. To activate the ballot and the ATI controller you must ensure the "Enable AVS Controller" box has a check mark. To continue touch "Activate" and remove the Poll Worker Ballot Activation Card.
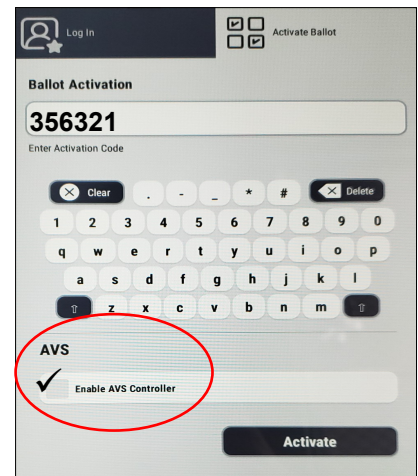
6 The AVU can now be placed into Audio Voting Mode by touching the "ATI" button. If a voter has their own device, they may select that mode by touching the appropriate button displayed on the touchscreen.

Note: The voter can engage the privacy mask by touching the **"Privacy Mask"** button on the screen prior to selecting the voting device. With the privacy mask on, a black screen will appear throughout the voting session. However, the privacy mask can be turned off or on later at a voter's request.
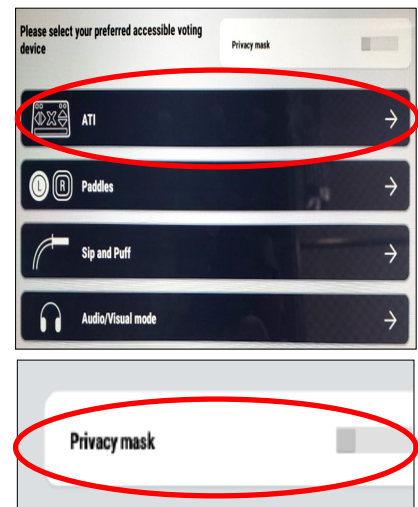
7 The voter chooses their desired language by touching twice on the language button of their choice or selecting the red "X" button once on the ATI device. To use the touchscreen on the AVU the voter will have to touch the screen twice. If using the ATI device the voter will use the buttons provided on the ATI.

8 After listening to the ATI instructions, the voter can press the red X-shaped button or touch the image on the screen twice, to advance to the ballot.

9 After advancing to the ballot, an audio prompt will provide the voter information and instructions regarding navigating the ballot on the ATI device.

Important: If the ATI (Audio Tactile Interface) is not working, cancel the voting session and go back to step 5 to reactivate a ballot session for the voter. The "Enable AVS Controller" box must be checked in order for the voter to hear the ballot session on the AVU.

6.21

Processing Voters
Activating an Audio Voting Session — Continued

10 To navigate through the current contest or move to the next/previous contest, the voter will press the yellow, "LEFT/RIGHT" triangular buttons or the blue, "UP/DOWN" triangular buttons on the ATI. The voter will press the red X-shaped "SELECT" button to make their selection(s). The voter will repeat these steps for selecting their choices for the entire ballot session.
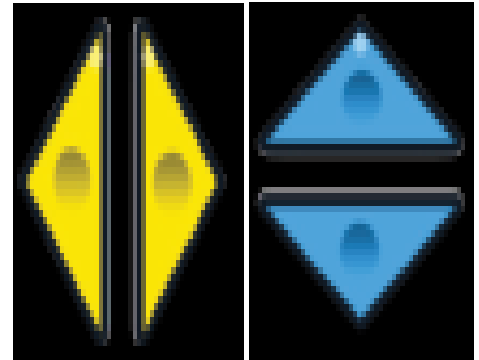
Yellow Buttons   Blue Buttons

11 The voter can also make their selections by touching the buttons displayed on the touchscreen. The voter must touch the desired button twice to navigate through the ballot session when using the touchscreen on the AVU.

12 After navigating through the entire ballot session, the voter will press the yellow, "LEFT/RIGHT" triangular buttons or the blue, "UP/DOWN" triangular buttons until they hear the "Review" audio prompt and then they will press the red X-shaped "SELECT" button. If any contests do not have the required amount of selections made, warning prompts will notify the voter if they would like to return to the ballot.

13 The voter will be prompted to use the yellow, "LEFT/RIGHT" triangular buttons or the blue, "UP/DOWN" triangular buttons to navigate through the blank contest or print their ballot. At this time the voter can change their selection(s).

14 Once the voter has made their selection(s) and reviewed their ballot, they will press the yellow, "LEFT/RIGHT" triangular buttons or the blue, "UP/DOWN" triangular buttons until they hear the "Print Ballot" audio prompt and then they will press the red X-shaped "SELECT" button. The voter will again be notified if there are any blank contest(s). If there are no blank contest(s), an "Information" dialogue box will display with the options to "Print your ballot" or "Review your choices."

15 When the voter is satisfied with their selection(s), they will select "Print your ballot" and their ballot will print. Instruct the voter to put the printed ballot into the Secrecy Sleeve. Direct the voter to the Ballot Scanner. Retrieve the Secrecy Sleeve before the voters ballot has been cast and deposited into the Ballot Scanner.

16 Issue an "I Voted" sticker and thank the voter for voting.

Processing Voters
Printing a Paper Ballot on the Ballot on Demand Printer

The Ballot on Demand (BOD) Printer offers the ability to provide a printed ballot to any eligible voter at any Vote Center Location. The BOD application is configured with the current election database and all ballot types for the election. Always keep the laptop secure when not in use.

1 When the voter requests a paper ballot the processing table Election Officer will give the label with the voting precinct number on it to an Election Officer at the Ballot on Demand Printer station. The correct precinct and ballot type for the voter is based on the information on the label.

2 You will enter the "Voting Precinct:" number from the label.

Voting Precinct:
356321
Ballot Type
116
Language
English
ROSEMARY ADAME
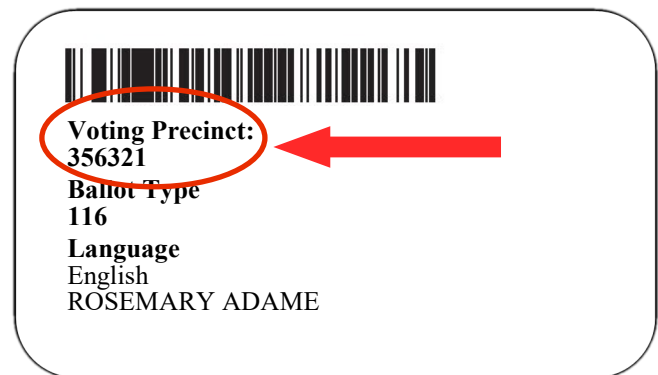
3 On the Ballot on Demand Printer the laptop screen should be ready to go. On the screen under "Precinct Portion" is a section that says "Click here…" in green writing. Click on that section.
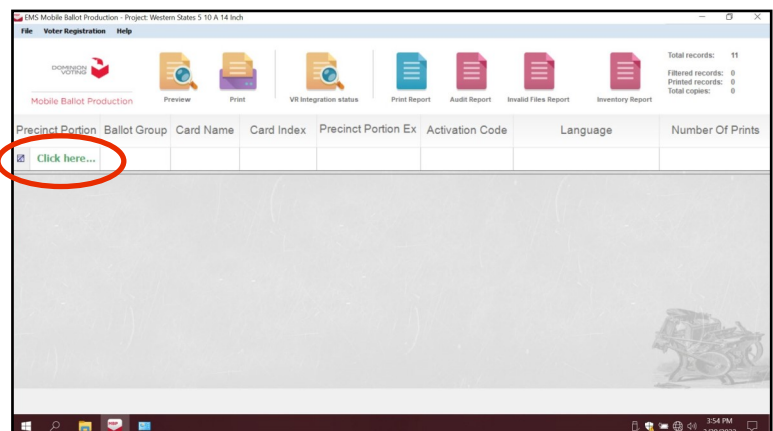
Processing Voters
Printing a Paper Ballot on the Ballot on Demand Printer — Continued

4 Enter the voter's precinct number.
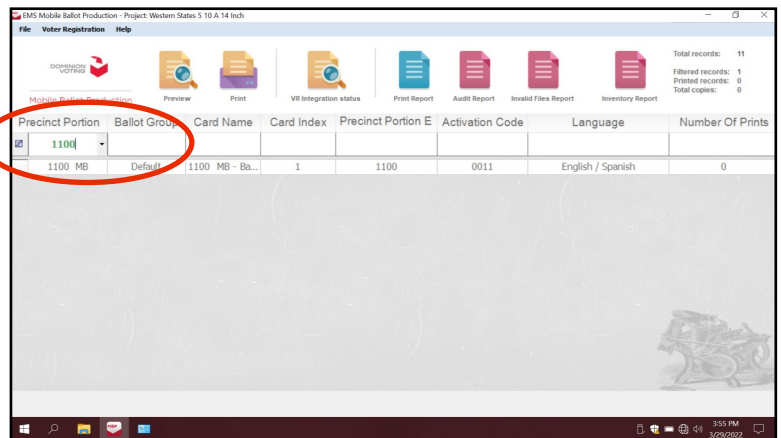
5 The precinct number will appear once, twice, or three times. This is dependent on how many ballot cards will be given to the voter. Highlight the precinct number with the number 1 under "Card Index" and click on the "Print" icon and another window will appear.

DO NOT double click on the highlighted screen. It will generate a PDF ballot and the "Inventory Report" at the end of the day doesn't show the correct number of ballots printed on the BOD.
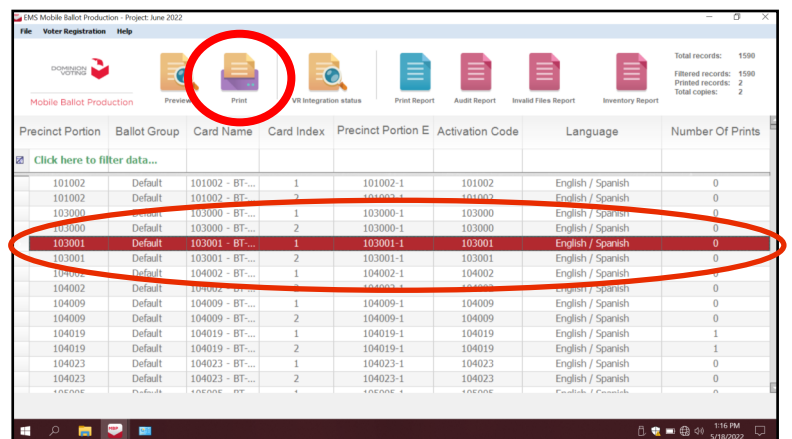
6 The next window "Printer Settings" will ask for the number of "Copies" to print and gives a description of the ballot name. This window will appear once, twice, or three times depending on how many ballot cards the voter will receive. Click on the "Print" button.
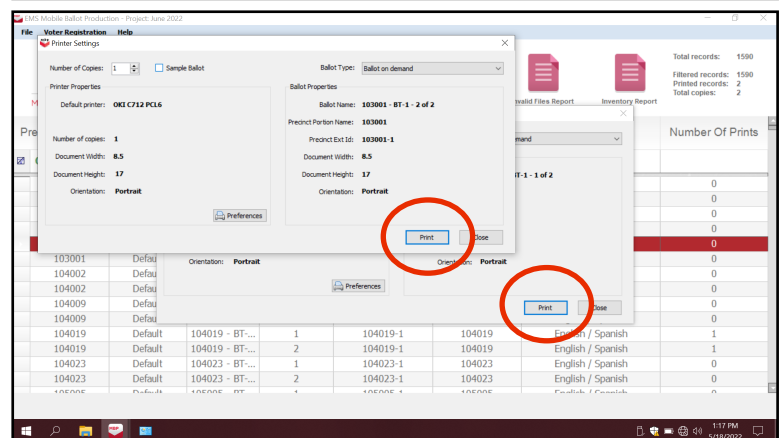
7 The "Number of Printed Pages" screen will appear and show the number of times the voter is given a ballot card. Click on the "Confirm" button. The ballot cards are dependent on how many contests are on the ballot for the election.
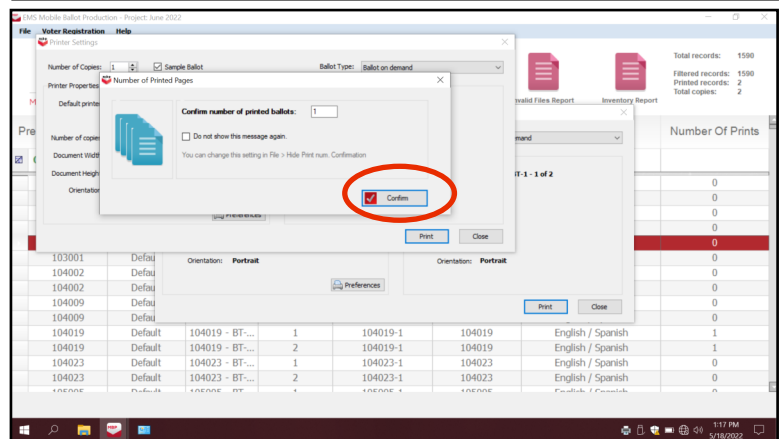
8 After the ballot(s) has printed. Hand the voter the printed paper ballot(s), a Secrecy Sleeve and a pen. Direct the voter to an available silver voting booth and move away from the voter. Let the voter vote and instruct the voter after voting to scan their voted ballot(s) into the Ballot Scanner. Be available to assist if necessary. Place the label in the Broken Seals Bag once the voter has finished voting.
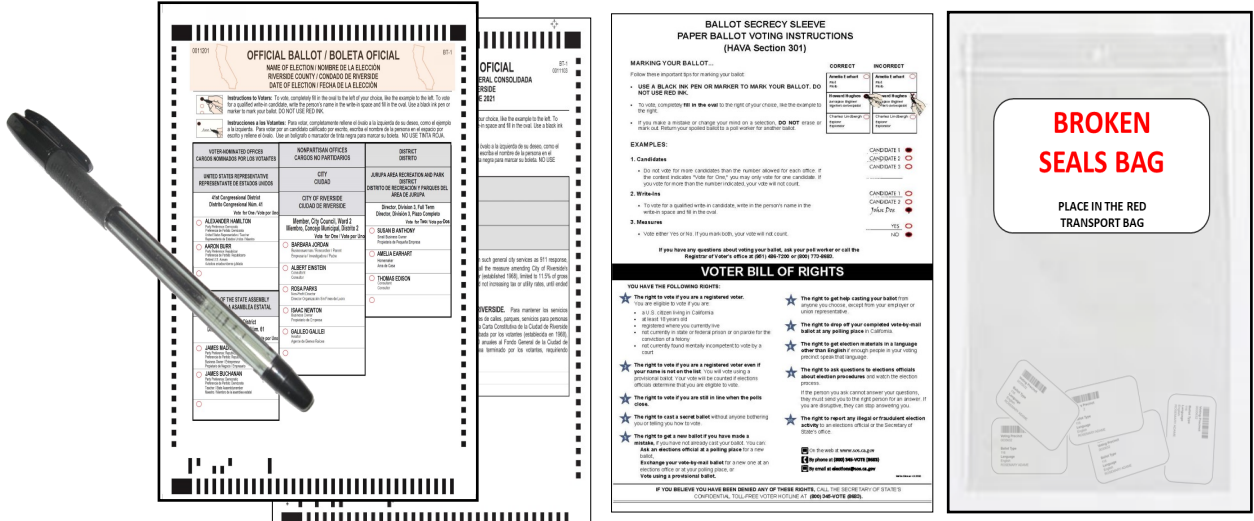
9 Retrieve the Secrecy Sleeve and pen before the ballot has been scanned and cast into the Ballot Scanner. Issue an "I Voted" sticker and thank the voter for voting.
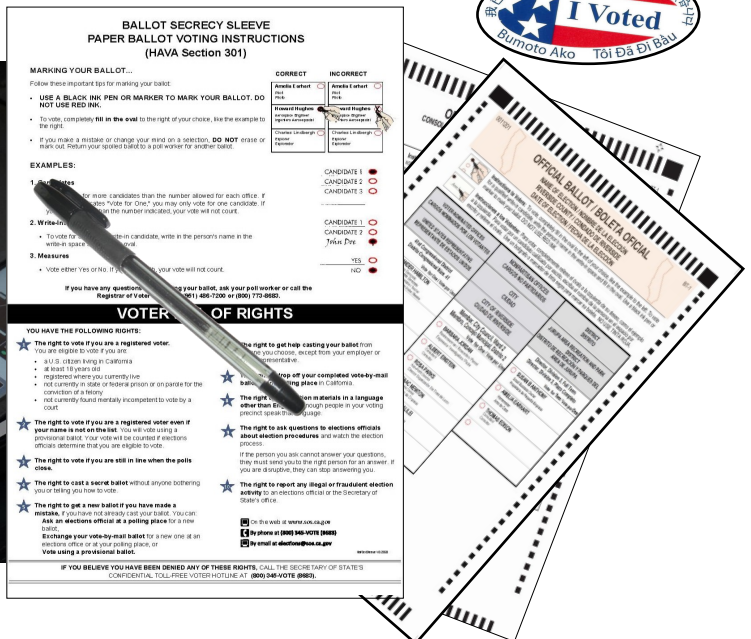
Note: If a voter requests a ballot and they are not in the "Vote Center Processing" database as a registered voter in the County of Riverside, they must follow the CVR (Conditional Voter Registration) Provisional voting process.

Processing Voters
Scanning a Ballot on the Ballot Scanner

The Ballot Scanner is equipped with ballot review options the voter can chose before officially casting their ballot(s) into the scanner. All voters voting should review and verify their ballot choices prior to finalizing and casting their ballot. Once the ballot is cast, this paper record of the ballot is retained inside the Ballot Scanner SD Card. The SD Card is part of the election audit trail to verify the accuracy of the votes recorded. In accordance with California law, voters do not get a printed paper record of their vote choices. Flat ballots from the AVU and Ballot on Demand can be cast on the Ballot Scanner. Voters with a Vote-by-Mail Ballot or CVR Ballot will deposit their ballot with the envelope into the Vote-by-Mail Ballot Box. The Election Officer assigned to the Ballot Scanner will have to pay close attention to which ballots are going into the Ballot Scanner. If there is a paper jam call (951) 486-7341 at the Registrar of Voters office to get further instructions.

1 Voter will take their ballot to the Ballot Scanner. Insert one ballot at a time in any orientation. The Ballot Scanner screen will display "Please Insert Ballot".
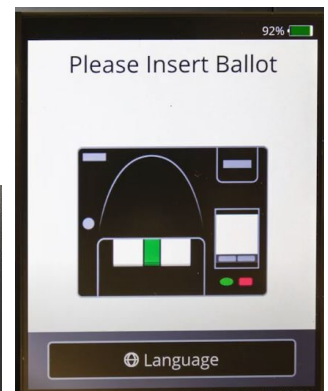
2 Once inserted the scanner screen will display "Scanning Ballot".

3 If the ballot is marked correctly the scanner screen will display "Review Complete". The voter can have the ballot returned or they can cast their ballot.
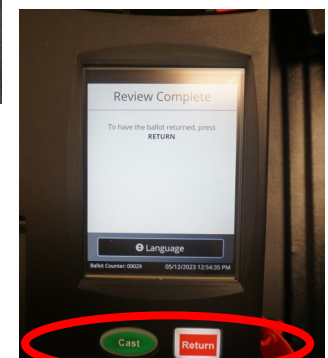
4 Push the green button to "Cast" [Cast] the ballot or the red button to "Return" [Return] the ballot to the voter for review.

5 If the voter cast their ballot the scanner screen will display "Ballot Successfully Cast! Congratulations".
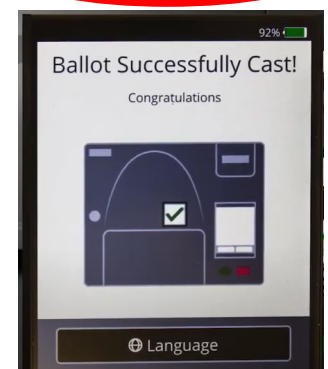
6 The voter can now insert the second or third card ballot. The scanner display will return to "Please Insert Ballot". It will have the same instructions as the first card ballot.

Note: If the voter does not wait to insert the next ballot card an error message will appear on the screen as a "Clear Paper Jam". The voter can insert their ballot(s) into the scanner slot.

Processing Voters
Scanning a Ballot on the Ballot Scanner — Continued

7 If the scanner display screen reads "Clear Paper Jam" this means the ballot is jammed in the front paper slot. This means the ballot was partially inserted into the Ballot Scanner and was not able to move freely through the scanner.

8 The Election Officer will gently pull on the ballot so as not to tear it in any way. Wait for the message on the scanner display screen to clear. When the display screen displays "Please Insert Ballot" have the voter reinsert the ballot.
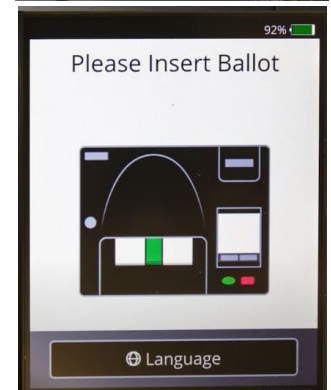
9 If the scanner display screen reads "Assistance Required!" this means the ballot has jammed inside the ballot scanner. Usually in the rear slot. The ballot may or may not be cast. The scanner display will let you know if the ballot was read or not.
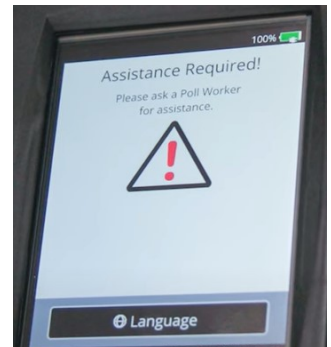
10 Retrieve the Security Key from the Lead Binder. Place the Security Key on the security key port and enter the password from the Lead Binder. The display screen will alert you if the password is correct or incorrect.
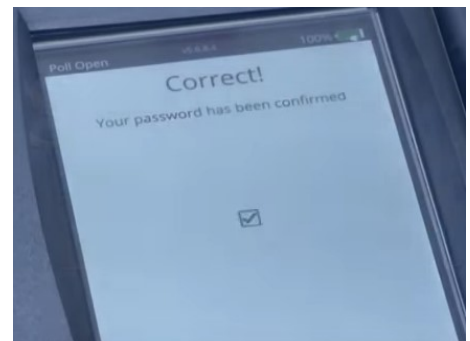
Note: If there is a paper jam or a problem with the password contact the Registrar of Voters office at (951) 486-7341 for further instructions.

Processing Voters
Scanning a Ballot on the Ballot Scanner — Continued

11 Read the message on the display screen. The message that displays on the screen will determine if the ballot was counted or not. If the display screen reads "**Paper Jam IMPORTANT: RESULTS HAVE BEEN SAVED Try to manually remove the ballot from the MAIN EXIT slot. Once the ballot has been removed, place it in the Main ballot box** ." This means the ballot is jammed in the rear slot of the Ballot Scanner and the ballot has been cast (counted).
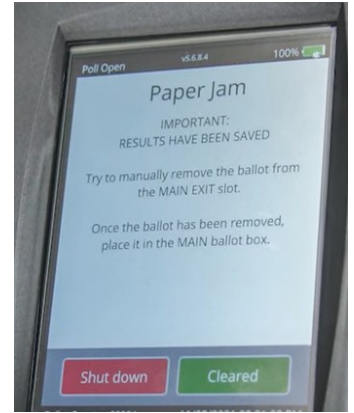
12 Let the voter know their ballot has been cast. You will have to break the red seal on the scanner latch to place the ballot in the main bottom compartment of the ballot scanner cart.

13 Move the scanner forward and gently pull the ballot out of the rollers and drop the ballot in the main bottom compartment of the ballot cart. Once the ballot has cleared press the green button "Cleared" on the display screen.
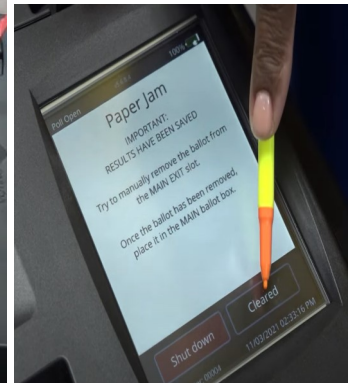
14 The display screen will read "Checking Jam… Please wait". Once confirmed that the ballot has cleared, the "Main Menu" screen will appear.
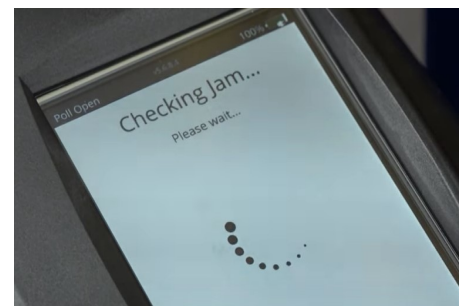
15 On the "Main Menu" screen press "Standard Voting" and then press confirm on the next screen to "Start Voting Session Confirmation The screen will display "You have chosen to start a standard voting session. Do you wish to continue?".

6.28
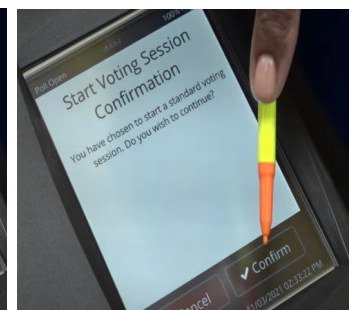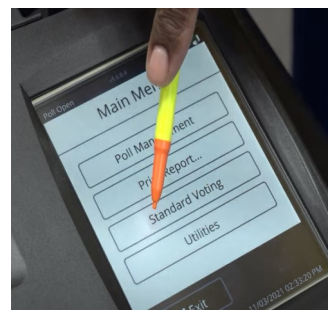
Processing Voters
Scanning a Ballot on the Ballot Scanner — Continued

16 The display screen will return to the "Please Insert Ballot" screen. If the ballot has not been cast or not been damaged reinsert it into the Ballot Scanner. If the ballot is damaged and not read by the scanner, spoil the ballot and issue another ballot for the voter. If the ballot has been read insert it into the bottom of the scanner cart.
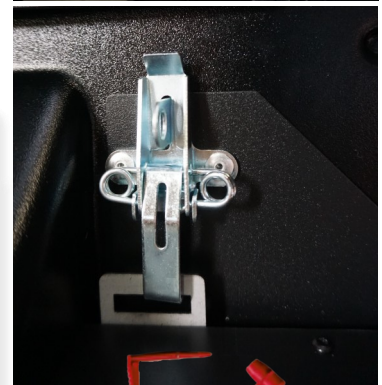
17 Retrieve a red padlock seal from the Seals Bag and place it on the scanner latch. Record the new seal on the "E" seal section of the seals log.

Seals Bag

If you must break a seal, replace it and record the new seal number below		
	Ⓐ	Ⓑ
	Ⓑ	Ⓒ
	Ⓓ	# # # # # # Ⓔ
	Ⓕ	Ⓕ
	Ⓖ	Ⓖ

18 Place the broken red seal in the Broken Seals Bag and place the Ballot Scanner Seals Log back into the Security Seals Log Binder.

Broken Seals Bag
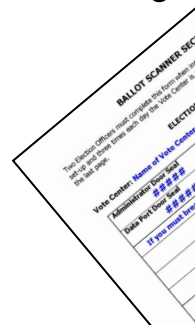
Security Seals Log

Date of Current Election
Name of Current Election

«Site

«Location»

Riverside County Registrar of Voters Office
Rebecca Spencer, Registrar of Voters
2720 Gateway Drive, Riverside, CA 92507
Mailing Address: 2724 Gateway Drive
Riverside, CA 92507

www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)

Processing Voters
Scanning a Ballot on the Ballot Scanner — Continued

19 Once the voter has scanned all their ballot(s) successfully. Retrieve the Secrecy Sleeve and pen. Hand the voter an "I Voted" sticker and thank the voter for voting.

20 Return the Secrecy Sleeve and pen to the processing table. Deposit the voters Dymo® label in the Broken Seals bag.
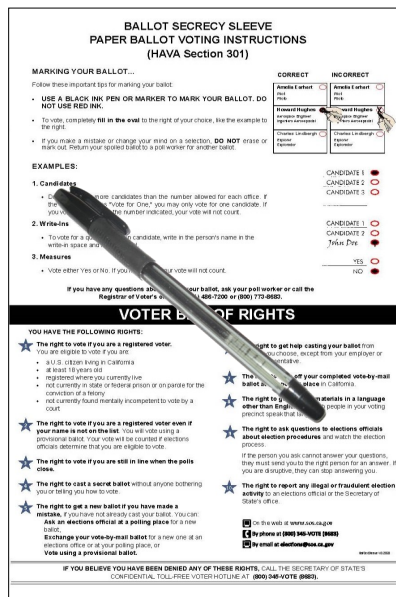
21 If the Ballot Scanner cannot be unjammed by the Election Officer use the Ballot Scanner slot located on the cart behind the initial scanner. These ballots are unscanned and will be counted and placed in the brown Unscanned Voted Ballots Carton at the end of the day.

Note: Remind the voter to put one ballot card in the Ballot Scanner at a time. This will decrease any system jams that may occur. If there is a problem with unjamming the Ballot Scanner or wondering if the ballot was scanned successfully on the Ballot Scanner contact the Registrar of Voters office at (951) 486-7341 for further instructions.

Processing Voters
Ballot Scanner Review Options

Voters will have the option to review their ballot before casting it into the Ballot Scanner. At the voters request the Election Officer can also review the ballot before the voter places their ballot into the scanner while keeping the privacy of the ballot. The scanner will accept Accessible Voting Unit (AVU) Ballots and Ballot on Demand (BOD) Ballots. Vote-by-Mail Ballots and Conditional Voter Registration (CVR) Provisional Ballots will be placed in an envelope and not in the Ballot Scanner. The Ballot Scanner only recognizes marks that are made inside of the selected ovals on the ballot. The voter will be instructed to place one ballot card in at a time.

Although the AVU ballots will allow the voter to review their ballot before printing it on the AVU, the voter can review their ballot at the Ballot Scanner before casting it.

There are several different scenarios that can be reviewed by the voter.

Language Selection– The scanner is equipped with two language options, English and Spanish. The voter will need to select "Language" before scanning their ballot. Once the voter selects Spanish the scanner display screen will display Spanish. The voter can review their ballot selections in Spanish. Once the voter has cast their ballot the display screen will revert back to English.

6.31
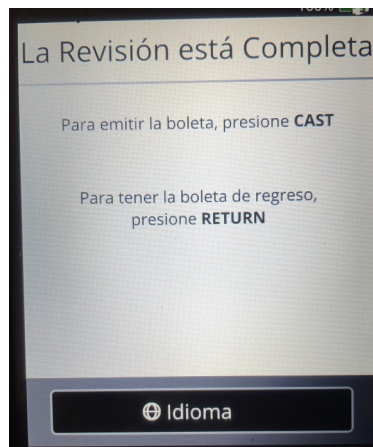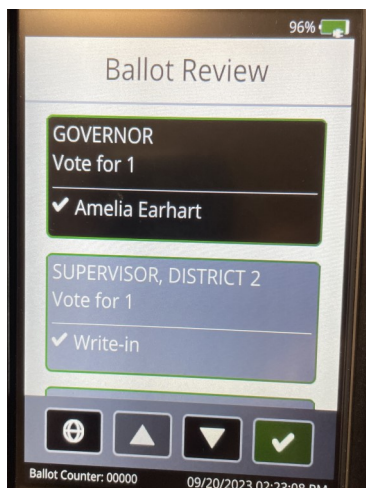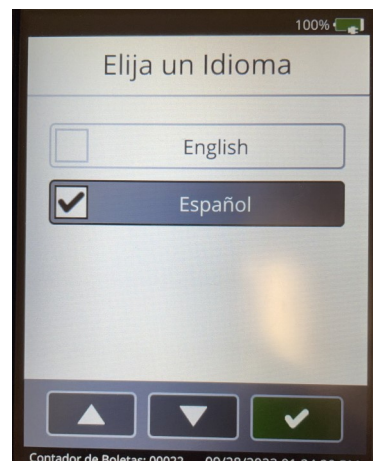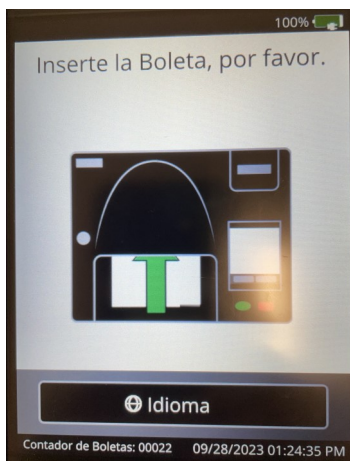
Processing Voters
Ballot Scanner Review Options — Continued
These are the Ballot Review options:

Good Ballot– Is a correctly marked ballot. The voter has correctly filled in the oval circle for all the contests on a printed ballot or on the AVU ballot.

The scanner display screen will show the review screen. There will be no warning signs on the scanner display screen. The voter can scan up or down with the arrow buttons on the scanner display to review their selections. Once the voter is okay with the review of their ballot selections they can touch the check button and the scanner will change to the Review Complete screen. The voter can now cast their ballot. The display screen will show that the ballot is in the process of casting their ballot. Once cast the display screen will say "Ballot Successfully Cast!". The ballot will be deposited into the bottom of the locked Ballot Scanner cart.

Good Ballot

Good Ballot
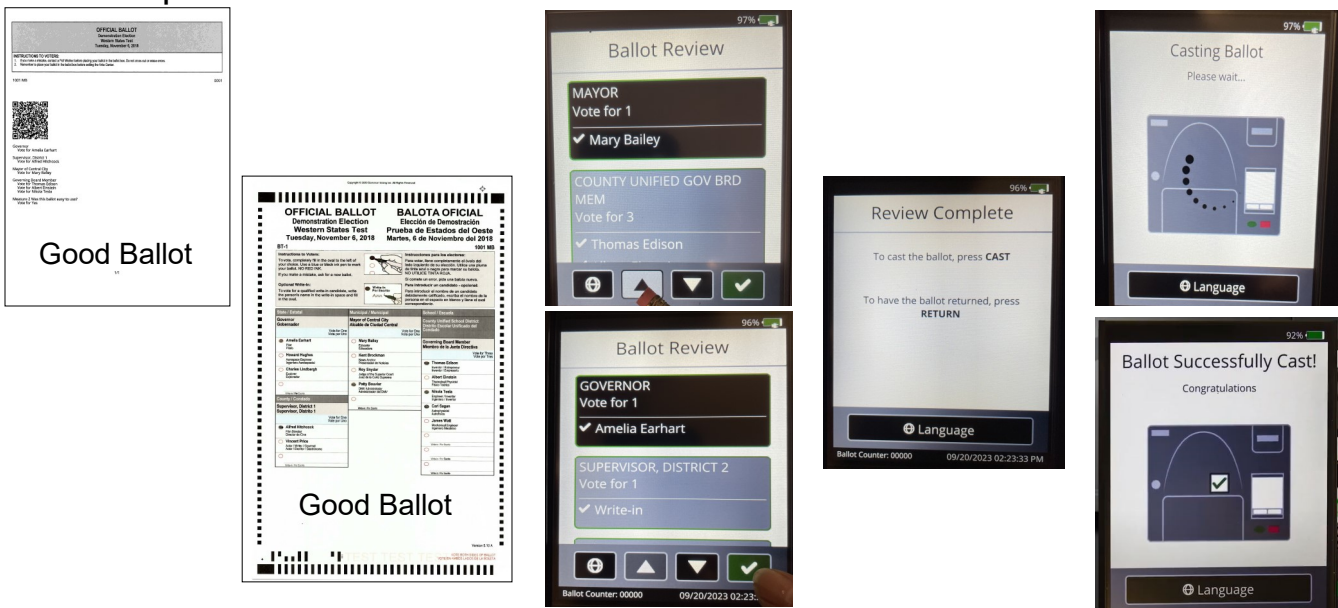
Ambiguous Ballot– Is a mark on the ballot when the voter mismarked the ballot and the scanner did not recognize the mark on the ballot. The voter may have not filled in the oval completely so the scanner recognized it as a blank contest. Return the ballot to the voter and have them fill in the oval circle completely. The voter marked their ballot with a crossed out selection but the voters intent was clearly identified by filling out the oval circle on the correct selection. Spoil the ballot and give the voter another ballot from the BOD.

Oval Circle Not Filled In Completely

Crossed Out Candidate
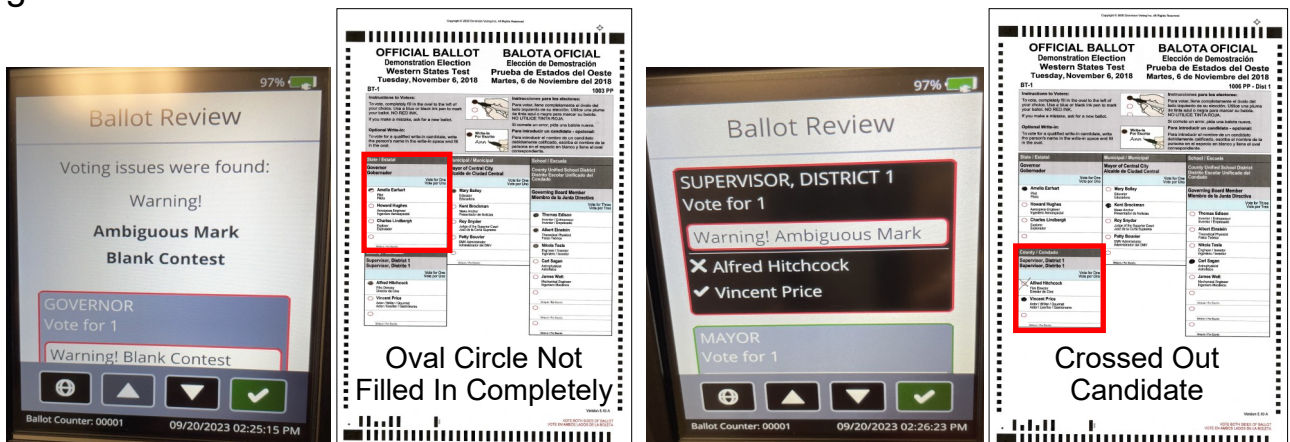
Processing Voters
Ballot Scanner Review Options — Continued

Blank Ballot– The scanner display screen will show a blank ballot was detected. The voter will have the option to return their ballot and correct the selection or cast the ballot as is. If the voter uses a red pen to make their selections the scanner does not recognize the markings on the ballot even though the ballot is clearly marked. Give the ballot back to the voter and have them place the markings with a black or blue pen to correct their selections. If the voter chooses to cast their ballot as is, all the ballot selections will not count on the ballot. If the voter chooses to return their ballot and correct the blank ballot selections, the voter will be given back the blank ballot and directed to an available voting booth.

No Selections Made

Voter Used a Red Pen
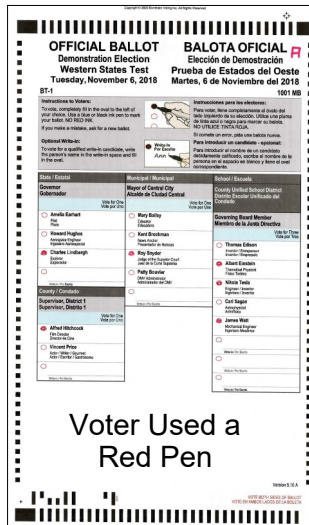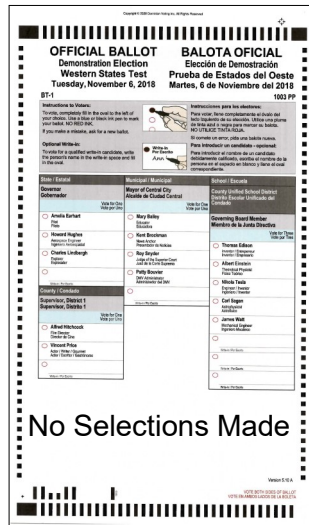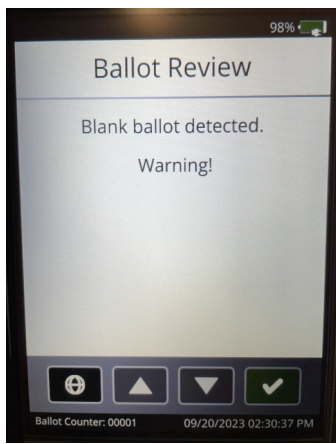
Overvote Ballot– The scanner display screen will show the contest that has an overvote. The voter will have the option to return their ballot and correct the selection or cast the ballot as is. If the voter chooses to cast their ballot as is, the voter selects the cast button on the scanner display screen. Let the voter know that the contest that has the overvote will not count on the ballot. If the voter chooses to return their ballot and correct the overvote, the voter will have to spoil the ballot and get another ballot from the BOD. An AVU Ballot will not allow the voter to overvote.

Contest is-Vote For One

6.33
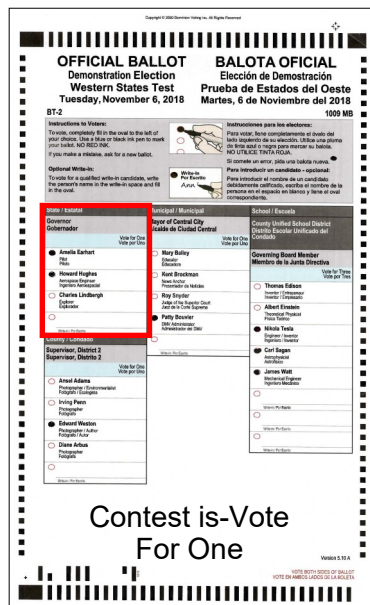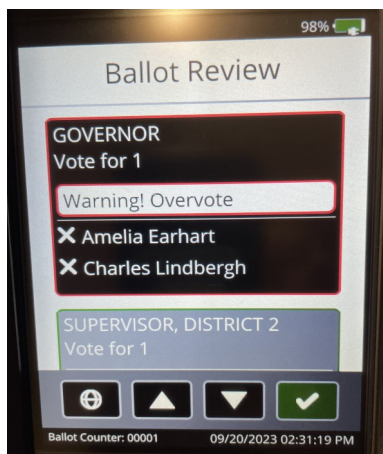
Processing Voters
Ballot Scanner Review Options — Continued

Undervote Ballot– If the voter did not mark the ballot for all the contests on the ballot. The scanner display screen will alert the voter that a contest on the ballot was undervoted. The voter can choose to cast their ballot as is by selecting the cast button or select the return button for the ballot to be returned to the voter to make additional selections. If the voter chooses to make additional selections instruct the voter to select the return button on the scanner and return the ballot to the voter and direct them to an available voting booth.

Voter Marked One Candidate Instead of the Required Three
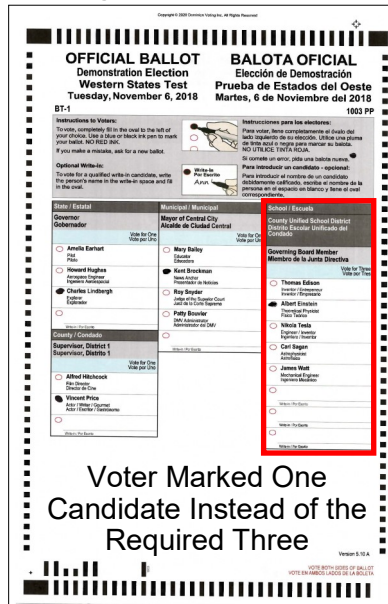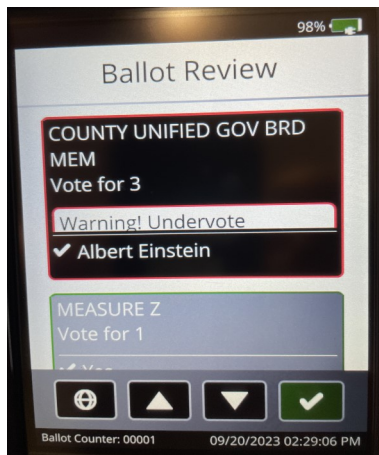
Write-In Ballot– Voters have the option to write in a qualified write in candidate name on their ballot. The AVU ballot allows voters to type in a qualified write in candidate name on the AVU ballot. This will not affect the ballot from scanning the ballot unless it is it is an overvote, undervote, or ambiguous marked ballot. The voter will have to fill in the oval circle of the write in candidate in order for it to scan.

Good Ballot with a Write-In Candidate

Good Ballot with a Write-In Candidate

6.34
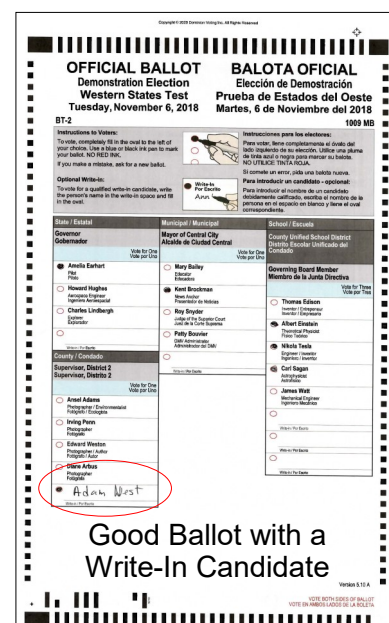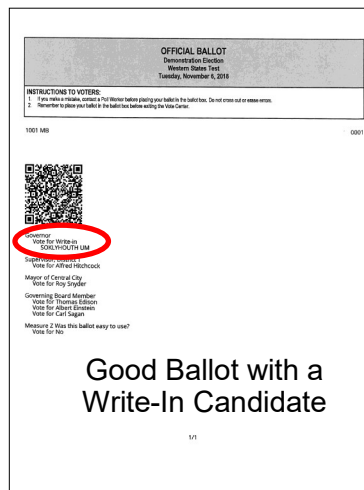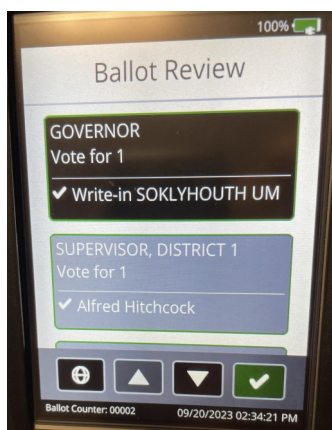
Processing Voters
Curbside Voters

Curbside Voters are voters who are unable to leave their vehicle to enter the voting location. Each voting location will receive a curbside doorbell with a phone number to call when voters need assistance from their vehicle. They are processed in the same manner as any voter at the voting location. Based on the voters request, they can either drop off their VBM ballot, vote on an Accessible Voting Unit or request a paper ballot. Voting materials and or equipment will be taken out to the voter to complete and vote in their vehicle.
E.C. § 14282 (d)

Curbside Doorbell with Sign and Receiver

Accessible Voting Unit for Regular Curbside Voters

1 An Election Officer will take a pen and a "Ballot Request" form out to the voter. Ask the voter if they are registered to vote.

2 Once the Election Officer has confirmed that the voter is eligible to vote. Process the voter in the same manner as a walk in voter in the "Vote Center Processing" database.

3 Take the Curbside Voters Roster found in the Lead Binder and assemble the following materials: a Poll Worker Ballot Activation Card, voters Dymo® label with their precinct number, a pen, a Secrecy Sleeve, and an "I Voted" sticker.

Voting Precinct: 224362
Ballot Type
008
Language
English
Maya Browes

Processing Voters
Curbside Voters — Continued
Accessible Voting Unit for Regular Curbside Voters — Continued

4 With three Election Officers, carefully bring the unplugged UPS, the blue voting booth with the voting tablet and printer outside to the voter. The UPS will keep the voting tablet and printer functional.

5 Instruct the voter to sign and complete the next available line in the Curbside Voters Roster.

6 Use the Poll Worker Ballot Activation Card to activate a ballot session on the AVU based on the voter's precinct number located on the Dymo® label. Provide instructions on using the AVU. **REMAIN WITH THE VOTER UNTIL THE VOTER HAS VOTED AND THE BALLOT HAS PRINTED.**

Processing Voters
Curbside Voters — Continued
Accessible Voting Unit for Regular Curbside Voters — Continued

7 At the completion of voting, have the voter place their ballot(s) inside the Secrecy Sleeve and return it to you. Issue an "I Voted" sticker to the voter and thank the voter for voting.
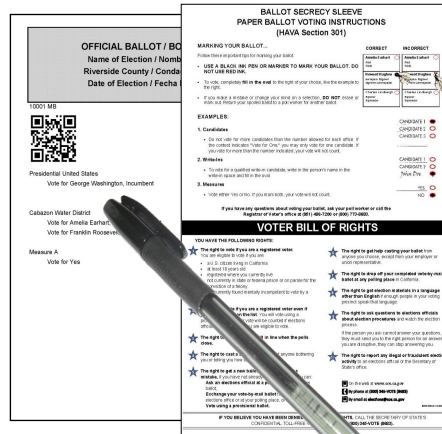
8 Place the voters ballot into the Ballot Scanner Unscanned Ballot Slot. Return the pen and Secrecy Sleeve to the processing table. Return the Curbside Voters Roster to the Lead Binder.
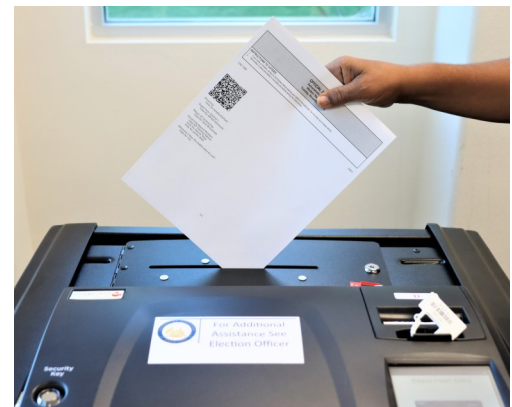
9 Return the blue voting booth with the voting tablet, printer, and UPS to its original location inside the voting location. Plug the shared AVU back into the UPS and **plug the UPS back into the power outlet.**

Processing Voters
Curbside Voters — Continued
Paper Ballot for Regular Curbside Voters

1 An Election Officer will take a pen and a "Ballot Request" form out to the voter. Ask the voter if they are registered to vote.

2 Once the Election Officer has confirmed that the voter is eligible to vote. Process the voter in the same manner as a walk in voter.

3 Go to the Ballot on Demand Printer and print a ballot or ballots for the voter based on the Dymo® label information for the voter.

4 Take the Curbside Voters Roster found in the Lead Binder and assemble the following materials: the printed paper ballot or ballots (based on the voter's precinct number), a pen, a Secrecy Sleeve, and an "I Voted" sticker.

5 Instruct the voter to sign and complete the next available line in the Curbside Voters Roster.

6 Give the voter the printed paper ballot or ballots, Secrecy Sleeve and a pen. **REMAIN WITH THE VOTER UNTIL THE VOTER HAS VOTED.**

Processing Voters
Curbside Voters — Continued
Paper Ballot for Regular Curbside Voters — Continued

7 At the completion of voting, have the voter place the ballot inside the Secrecy Sleeve and return it to you. Issue an "I Voted" sticker to the voter and thank the voter for voting.

8 Place the voters ballot into the Ballot Scanner Unscanned Ballot Slot and return the pen and Secrecy Sleeve to the processing table.

9 Return the Curbside Voters Roster to the Lead Binder.

10 Place the Dymo® label with the voters information into the Broken Seals Bag.

Processing Voters
First Voter Procedural Checklist

When the first eligible voter has been processed and completed all required documentation, explain to them that they must verify that no ballots are in the Ballot Scanner and the Vote-by-Mail Ballot Box. **Note: A Lead is required to process the first voter.**

This procedure is to be accomplished as follows:

Using the "First Voter Procedural Checklist," located in the **Lead Binder**. Retrieve three red padlock seals from the Seals Bag. Verify the first voter is registered in the "Vote Center Application" on the laptop. Once verified, escort the voter to the Ballot Scanner and ask if it is empty. After confirmation, close and seal the Ballot Scanner slot and Ballot Scanner cart sliding door with two red padlock seals. Ask the first voter if the Ballot Scanner is sealed. Escort the first voter to the Vote-by-Mail Ballot Box and ask if it is empty. After confirmation, close and seal the box with one red padlock seal (place seal on the zipper clasp). Ask the first voter if it is sealed. Upon confirmation of Ballot Scanner and Vote-by-Mail Ballot Box, initial in the appropriate box (Yes or No) in the "Ballot Box Verification" section. At the bottom of the sheet sign and date your name. Have the first voter print their name, sign their name, and date on the First Voter Procedural Checklist (E.C. § 14215). They can now proceed to vote. Note: The First Voter Procedural Checklist must be completed at the beginning of each day the voting location is open.

First Voter Procedural Checklist

«Location»

Date: Current Election

California Elections Code 14215 requires that "before receiving any ballots, the precinct board, in the presence of any persons assembled at the Vote Center, shall open and exhibit and close the ballot container(s)." The following procedural checklist must be completed by the Lead for the "First Voter" that arrives at the Vote Center once their eligibility has been determined.

After processing and obtaining all required documentation from the first eligible voter, have the voter verify that all of the Ballot Boxes and Ballot Scanner Cart are empty and sealed, then the Lead must initial in the "Lead Initials" boxes below.

Ballot Box Verification	Lead Initials	
	Yes	No
Are all ballot boxes Empty?	DA	
Are all ballot boxes Sealed?	DA	
Ballot Scanner Cart Empty?	DA	
Ballot Scanner Cart Sealed?	DA	

Please note that a voter dropping off their Vote-by-Mail ballot may be your First Voter. Voters dropping off their Vote-by-Mail ballot are not required to sign in the Sign-in Roster and should only sign on this form to identify them as the First Voter.

If the Vote-by-Mail voter wishes to surrender their ballot and vote at the Vote Center, they must sign on this sheet and on an available line in the Sign-In Roster. Remember to write the words "Voted at the Vote Center-Do Not Count!" on the envelope to identify that the voter has surrendered their ballot.

First Voter: _Jon Jamie_ _Jon Jamie_ _Current Date_
Print Name   Signature   Month / Day / Year

Checklist completed by: _Dolly Anthem_ _Current Date_
Lead Signature   Month / Day / Year

Date of Current Election Name of Current Election

Processing Voters
Processing CVR Provisional Voters

CVR Provisional Voters are individuals whose eligibility to vote cannot be verified in the "Vote Center Processing" database. These voters are issued an AVU Ballot or paper ballot which will be counted when their eligibility is verified by the Registrar of Voters office.

Situations which require the issuance of a CVR Provisional Ballot are:

✦ Voters not found in the "Vote Center Processing" database as a registered voter.

✦ Voters who are listed in the "Vote Center Processing" database with a different residence address or name than what they wrote on their "Ballot Request" form.

✦ Voters with a name change.

✦ Voters whose signature on their "Ballot Request" form does not match the signature in the "Vote Center Processing" database.

✦ Voters who would like to change their recorded political party preference.

Inform voters of the following reasons for issuing a CVR Provisional Ballot:

✦ Their information in the "Vote Center Processing" database is Cancelled, Inactive, or Pending.

✦ CVR Provisional Ballots <u>**ARE**</u> counted after the voter's eligibility is confirmed.

✦ CVR Provisional Voters must retain the stub from the CVR Provisional Envelope in order to check on the status of their CVR Provisional Ballot.

✦ A CVR Provisional Ballot **must be** placed in the CVR Provisional Envelope and put into the Vote-by-Mail Ballot Box in order to be processed.

✦ Voters may call (800) 773-VOTE (8683) or go online at www.voteinfo.net to find out the status (counted or not counted) of their CVR Provisional Ballot 30 days after the election.

Voters not found in "Vote Center Processing" database will vote a CVR Provisional Ballot

Processing Voters
Issuing a CVR Provisional Ballot

Use the following steps to issue a CVR Provisional Ballot once the voter has filled out the "Ballot Request" form and eligibility to vote cannot be verified in the "Vote Center Processing" database. Any voter who is Inactive, Canceled, or not found in database are to be processed as CVR Voters.

1 On the back of a CVR Provisional Envelope, check the reason why the CVR Provisional Ballot is being issued.

2 Give a CVR Provisional Envelope and Voter Registration Application to the voter. Instruct the voter to complete the envelope and Registration Application. Instruct the voter to return to the processing table after they have completed the documents.

3 When the voter is ready to be processed, verify the voter has completed and signed the envelope and Registration Application. All required information must be filled out by the voter on the CVR Provisional Envelope and Voter Registration Application, otherwise their vote may be delayed or possibly not counted.

6.42

Processing Voters
Issuing a CVR Provisional Ballot — Continued

4 Instruct the voter to remove the stub from the completed Voter Registration Application. Completed Voter Registration Applications go into a provided zip lock bag for returning to the Registrar of Voters office. **Voters do not need an extra CVR Provisional Envelope for their Voter Registration Application.**

Note: Voters must provide a residential address, NOT a P.O. Box. The voters address given must be able to precinct. If the address does not precinct, call the Registrar of Voters office at (951) 486-7341.

5 The "Voter Processing" window should be on the laptop screen. You could not find the voter so you will have to process them as a Provisional voter. Select "Provisional Label" and the "Print Provisional Label" window will appear.

6 Enter the voter's name and residential address and click on the green "Precinct" button. The voter must provide a valid residential address in order to get a precinct number. A PO Box address will not precinct. You will not be able to give the voter a ballot unless they have a valid resident address.

Processing Voters
Issuing a CVR Provisional Ballot — Continued

7 If the voter's residence address is valid, a green precinct number and the city name will appear. If the residential address is not able to precinct, ask the voter to give you a valid residential address. If the voter is sure it is a valid residential address, call the Registrar of Voters at (951) 486-7341 and get a precinct number before proceeding to the next step.

8 Next click on the blue "Print Provisional Label" and the printer screen will appear.

9 The printer screen will appear twice. The first screen will have a picture of the label. It will have the voter's name, address, ballot type, voting precinct, language, election date, date printed and time printed. Click on the blue "Print" button. Close out of this label and the next label image will appear.

10 The second label window will appear. This label will have the voting precinct, ballot type, language and the voter's name. Click on the blue "Print" button. Both labels will print on your Dymo® Printer. Close out of this screen.
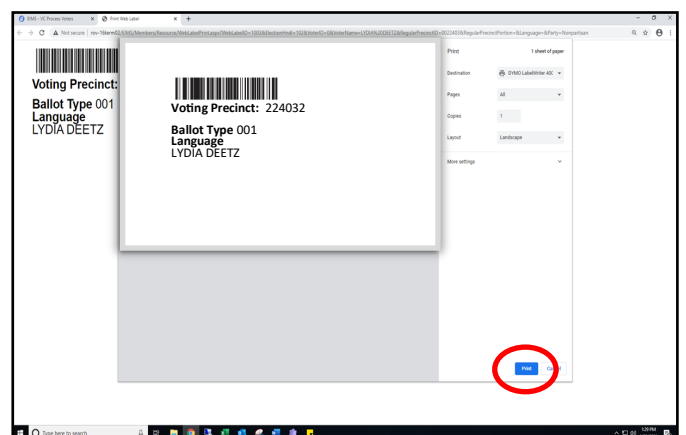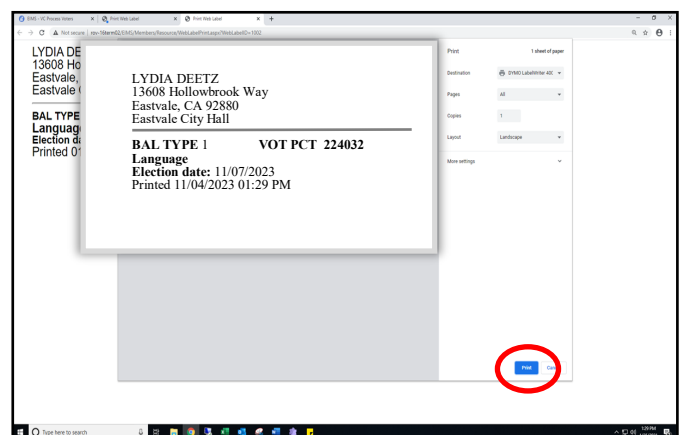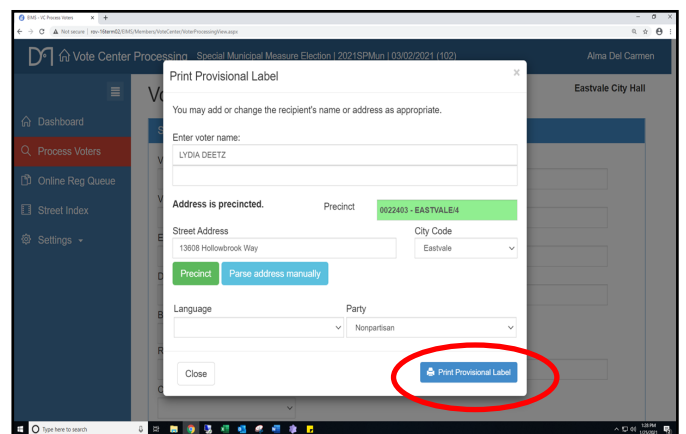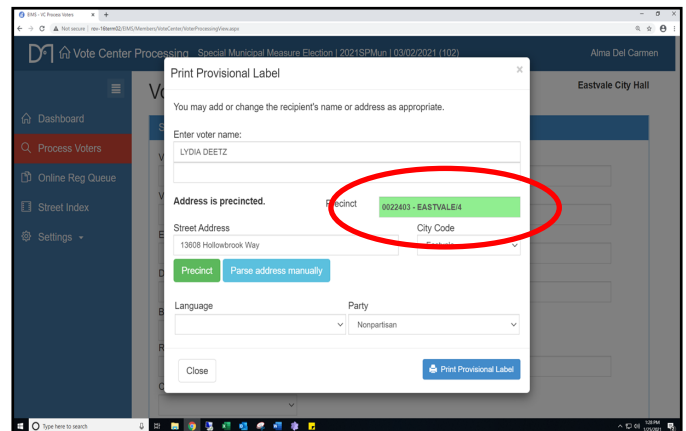
Processing Voters
Issuing a CVR Provisional Ballot — Continued

11 The "Vote Center Processing" database will return to the "Voter Processing" screen. It is now ready for the next voter.
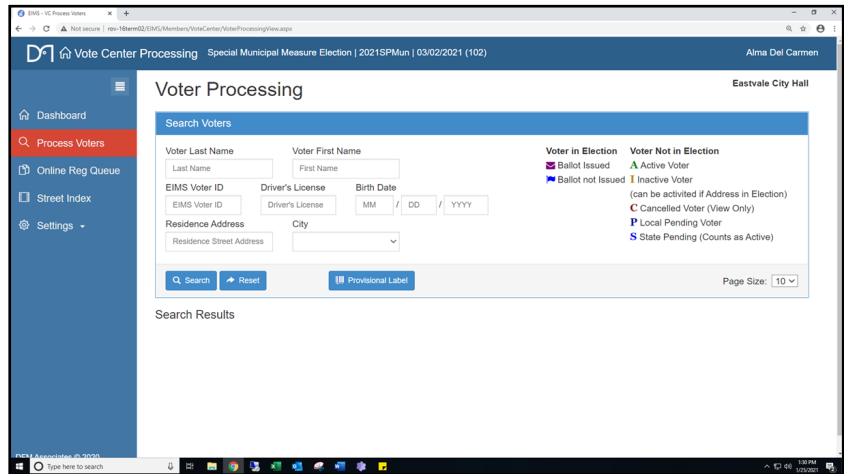
12 Place one of the two printed labels on the back of the voter "Ballot Request" form. This will be the label with the precinct number and ballot type. Place the second label on the back of the voter's CVR Provisional Envelope. This is the label with the voter's name and address.

Processing Voters
Issuing a CVR Provisional Ballot — Continued

13 Have the CVR Provisional Voter sign the CVR Sign-In Roster on the next available line. Write the "Book#", "Line#" and "V.P." (Voting Precinct) number on the voters "Ballot Request" form and check the "CVR" box and "AVU Ballot" box in the "Comments" section on the "Ballot Request" form.

14 After the voter signs the CVR Sign-In Roster, hand the CVR Provisional Envelope to an Election Officer and they will accompany the voter to the AVU and activate a ballot session. Once at the AVU enter the "Ballot Activation Pin". **This Pin is the "Voting Precinct" number on the printed label, located on the back of the CVR Provisional Envelope.** Hand the voter the CVR Provisional Envelope and let the voter know to fold their voted ballot in half and put their folded voted ballot into the CVR Provisional Envelope. The Election Officer will walk away to give the voter privacy but be available if needed.

Ballot Activation Pin

Remind the voter to fold their ballot and put it in the envelope before depositing it into the ballot box.

Processing Voters
Issuing a CVR Provisional Ballot — Continued

15 If the voter requests a paper ballot, hand the voter a pen, the CVR Provisional envelope, Provisional paper ballot from the Ballot on Demand printer and direct them to an available silver voting booth. Remind them to fold their ballot or ballots and put their folded voted ballot into the CVR Provisional Envelope. The Election Officer will walk away to give the voter privacy but be available if needed.
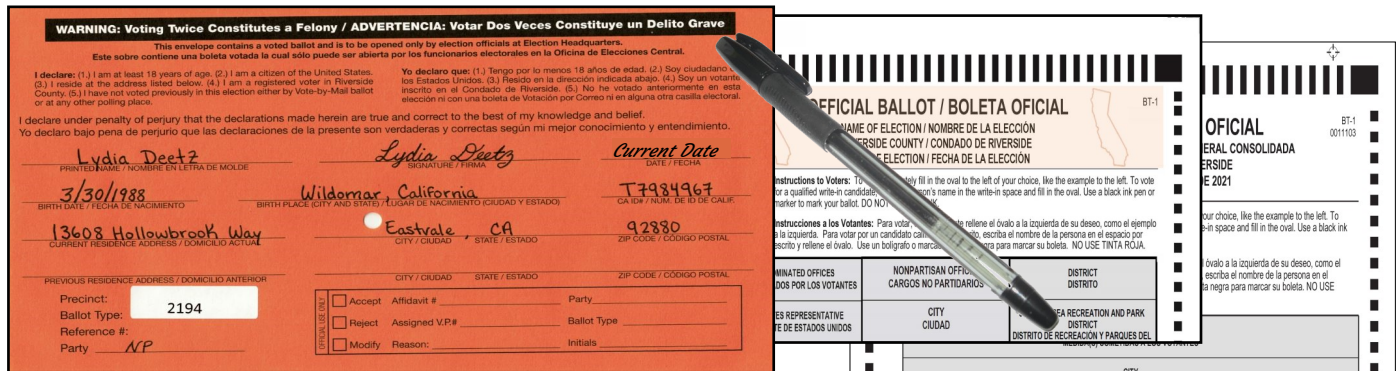
16 At the completion of voting, remind the voter to put their folded voted AVU ballot or paper ballot or ballots into the CVR Provisional Envelope, and seal the envelope. Remind the voter to remove and retain the stub from the CVR Provisional Envelope.
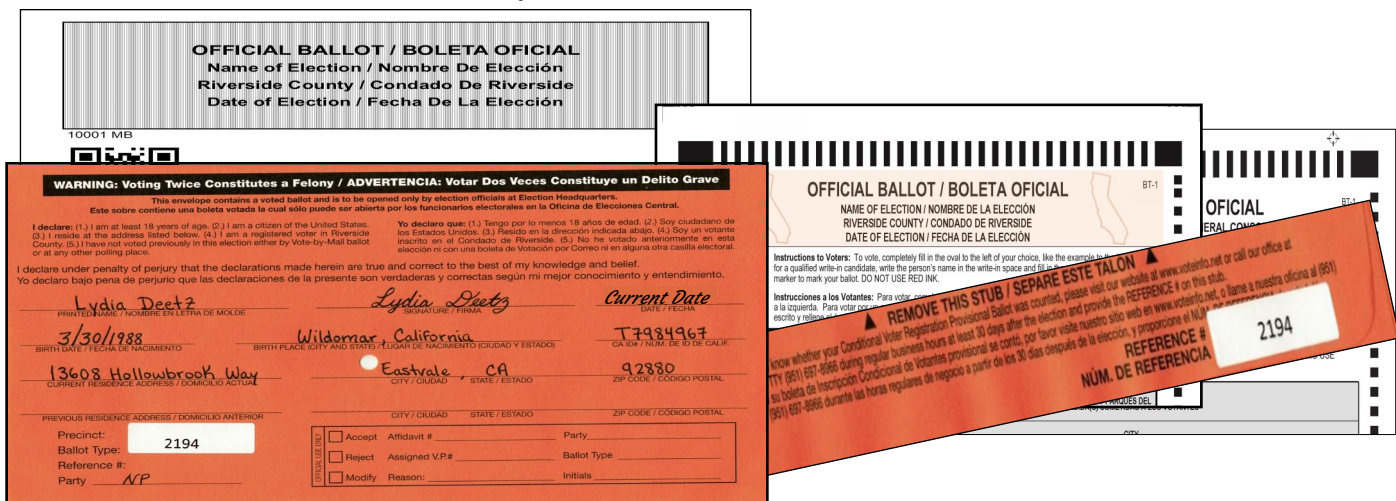
17 Escort the CVR Provisional voter to the Vote-by-Mail Ballot Box to deposit their ballot. Issue an "I Voted" sticker and thank the voter for voting.

Remind the voter to fold their ballot and put it into the envelope before depositing it into the ballot box.

6.47

Processing Voters
Curbside Voters
Accessible Voting Unit for CVR Provisional Curbside Voters

1 An Election Officer will take a pen and a "Ballot Request" form out to the voter. Ask the voter if they are registered to vote.

2 After checking the voter's name and residential address and the voter is not registered, or has an address change, or a name change, process the voter as a CVR Provisional voter in the usual manner as a walk-in voter. Make sure the voter has given you a valid residence address. The "Vote Center Processing" database will not be able to process a PO Box address.

3 On the processing screen of the laptop process the voter under the "Provisional Label" in the "Vote Center Processing" database.

4 Another screen will appear. From the "Ballot Request" form, enter the voter's name and residential address and click on the green "Precinct" button.

5 A green precinct number and name of the city will appear. Click on the blue "Print Provisional Label" button and the printer screen will appear twice.

Processing Voters
Curbside Voters — Continued

Accessible Voting Unit for CVR Provisional Curbside Voters — Continued

6 Print and retrieve the Dymo® label and place the first label on the back of the CVR Provisional envelope. The label with the most voter information goes on the CVR Provisional envelope. With the voter's residential address on the "Ballot Request" form you can active a ballot session on the AVU with the voter's precinct number. On the back of the CVR Provisional Envelope check the reason why the CVR Provisional Ballot is being issued.

7 Close the first printer screen and the second label will appear. Print and place the second label on the back of the "Ballot Request" form.

8 Assemble the following materials: a Voter Registration Application, the CVR Provisional Envelope, a Poll Worker Ballot Activation Card, a pen, and an "I Voted" sticker. On the back of a CVR Provisional Envelope, check the reason why the Provisional Ballot is being issued.

Processing Voters
Curbside Voters — Continued
Accessible Voting Unit for CVR Provisional Curbside Voters — Continued

9 With three Election Officers, carefully bring the unplugged UPS, the blue voting booth with the voting tablet and printer outside to the voter. The UPS will keep the voting tablet and printer functional.

10 Instruct the voter to sign and complete the next available line in the Curbside Voters Roster. Check the CVR box next to the voter's name in the Curbside Voters Roster.

11 Instruct the voter to sign and complete the CVR Provisional Envelope and Voter Registration Application.

12 Check that all necessary information is filled out on the CVR Provisional Envelope and Voter Registration Application before accepting it and activating a ballot session. Retrieve the pen.

13 Use the Poll Worker Ballot Activation Card to activate a ballot session on the AVU based on the voters precinct number. Provide instructions on using the AVU. **REMAIN WITH THE VOTER UNTIL THE BALLOT HAS PRINTED.**

6.50

Processing Voters
Curbside Voters — Continued

Accessible Voting Unit for CVR Provisional Curbside Voters — Continued

14 At the completion of voting, have the voter remove the envelope stub, fold the ballot and place the ballot into the CVR Provisional Envelope.

15 Have the voter return it to you and issue an "I Voted" sticker. Thank the voter for voting.
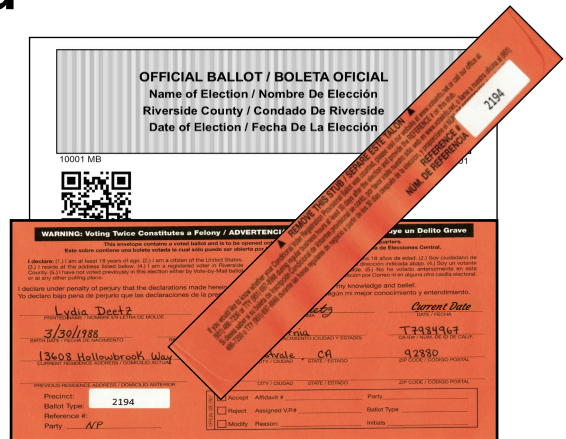
16 Deposit the CVR Provisional envelope into the Vote-by-Mail Ballot Box and return the Curbside Voters Roster to the Lead Binder.

17 Return the blue voting booth with the voting tablet, printer, and UPS to its original location inside the facility. Plug the shared AVU back into the UPS and **plug the UPS back into the power outlet.**
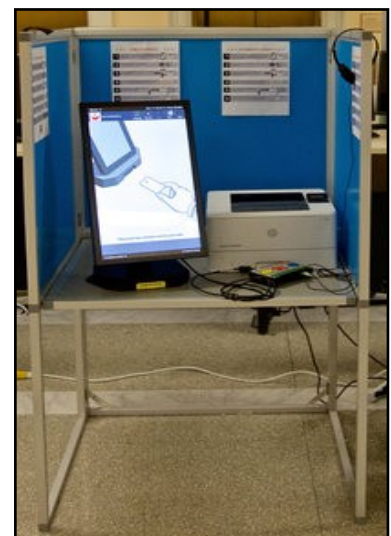
Processing Voters
Curbside Voters

Paper Ballot for CVR Provisional Curbside Voters

1 An Election Officer will take a pen and a "Ballot Request" form out to the voter. Ask the voter if they are registered to vote and if they would like a paper ballot or the AVU. Voter has chosen a paper ballot.

2 After checking the voter's name and residential address on the "Voter Processing" screen and the voter is not registered, or has an address change, or a name change, process the voter as a CVR Provisional voter in the usual manner as a walk-in voter. Make sure the voter has given you a valid residence address. The "Vote Center Processing" database will not be able to process a PO Box address.

3 On the processing screen of the laptop process the voter under the "Provisional Label" in the "Vote Center Processing" database.

4 Another screen will appear. From the "Ballot Request" form, enter the voter's name and residential address and click on the green "Precinct" button.

5 A green precinct number and name of the city will appear. Click on the blue "Print Provisional Label" button and the printer screen will appear twice.

6.52

Processing Voters
Curbside Voters

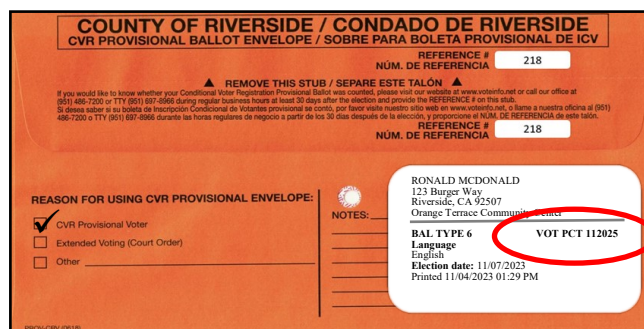## Paper Ballot for CVR Provisional Curbside Voters — Continued

6 Print and retrieve the Dymo® label with the most voter information. This label goes on the CVR Provisional envelope. With the voter's residential address on the "Ballot Request" form you can print a ballot on the Ballot on Demand (BOD) Printer with the voter's precinct number. On the back of the CVR Provisional Envelope check the reason why the CVR Provisional Ballot is being issued.
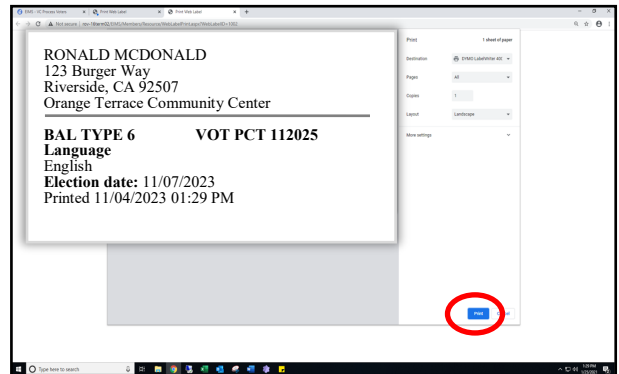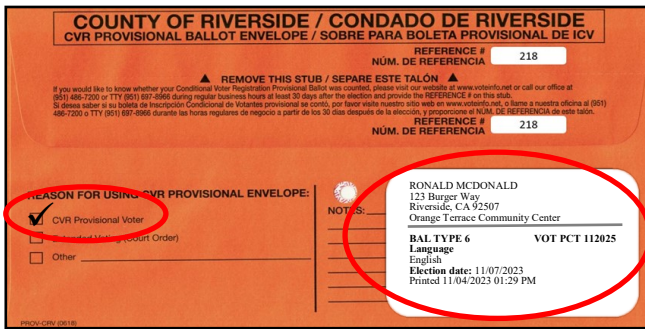
7 Close the first printer screen and the second label will appear. Print and place the second label on the back of the "Ballot Request" form.
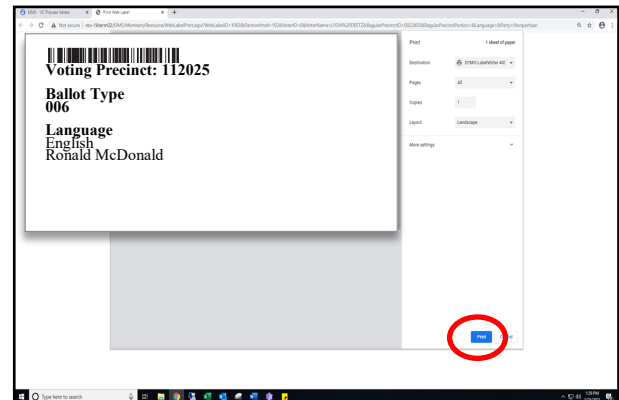
8 Take the CVR Envelope to the Ballot on Demand (BOD) Printer. On the BOD Printer the laptop screen should be ready to go. On the screen under "Precinct Portion" is a section that reads "Click here…" and shows green colored numbers. Click on that section.
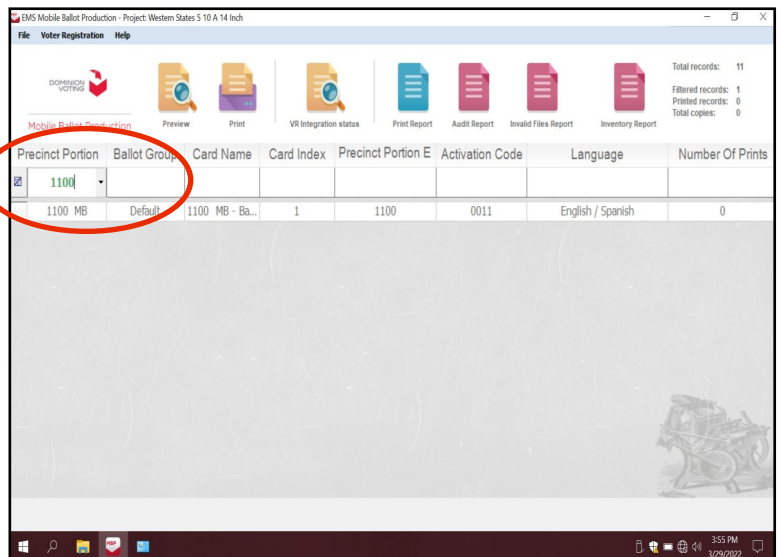
Processing Voters
Curbside Voters

Paper Ballot for CVR Provisional Curbside Voters — Continued

9 Enter the voter's precinct number from the CVR Envelope.

10 The precinct number could appear several times. This is depending on how many ballot cards there are for this election. Highlight the precinct number with the number 1 under "Card Index" column on the screen. Click on the "Print" icon and another window will appear.

DO NOT double click on the highlighted screen. It will generate a PDF ballot and the "Inventory Report" at the end of the day doesn't show the correct number of ballots printed on the BOD.

11 The next window "Printer Settings" will ask for the number of "Copies" to print and gives a description of the ballot name. This window could appear several times depending on how many ballot cards there are for this election. Click on the "Print" button.

12 The "Number of Printed Pages" screen will appear several times to confirm the number of printed ballots. Click on the "Confirm" button.
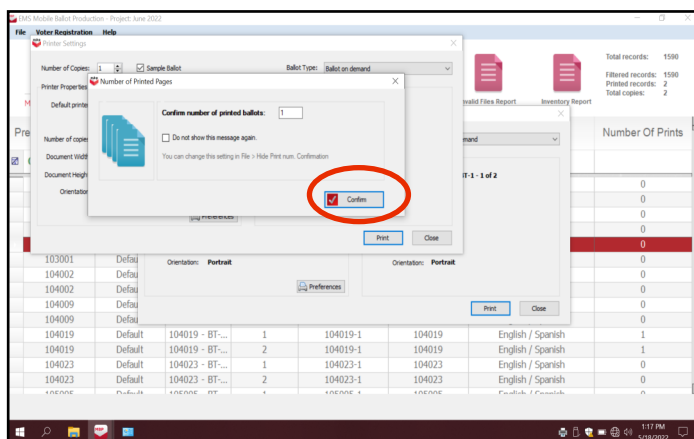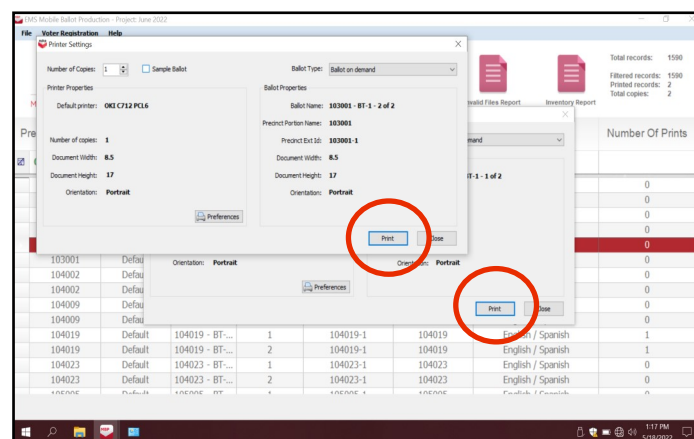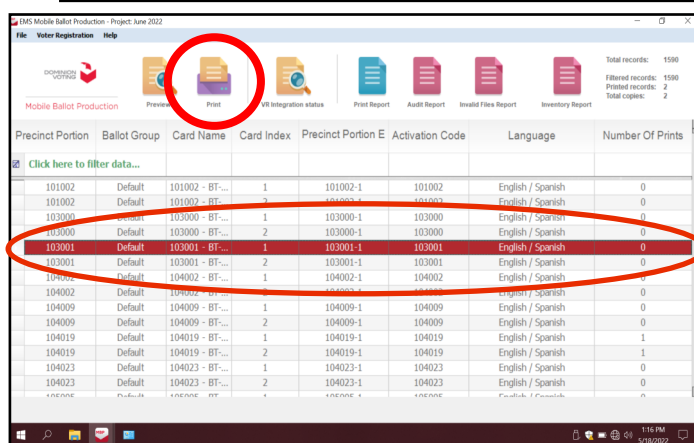
Processing Voters
Curbside Voters — Continued

Paper Ballot for CVR Provisional Curbside Voters — Continued

13 The ballot(s) will print. Fold the ballot(s) and place them in the Secrecy Sleeve. The voter will need to put the folded ballot(s) in their CVR Envelope.
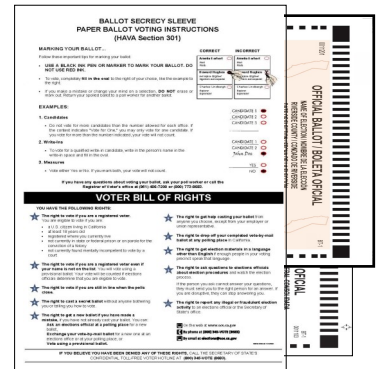
14 Assemble the following materials: a Voter Registration Application, a CVR Provisional Envelope, the paper ballot(s) from the Ballot on Demand Printer with the Secrecy Sleeve, a pen, and an "I Voted" sticker.

15 Instruct the voter to sign and complete the CVR Provisional Envelope and Voter Registration Application.

16 Check that all necessary information is filled out on the CVR Provisional Envelope and Voter Registration Application before giving the voter the ballot(s).

Processing Voters
Curbside Voters — Continued

Paper Ballot for CVR Provisional Curbside Voters — Continued

17 Instruct the voter to sign and complete the next available line in the Curbside Voters Roster. Check the CVR box next to the voter's name in the Curbside Voters Roster.

18 Hand the voter the folded printed paper ballot(s) with the Secrecy Sleeve, the CVR envelope and a pen. **REMAIN WITH THE VOTER UNTIL THE VOTER HAS VOTED**.

19 At the completion of voting, have the voter remove the envelope stub and place the folded ballot(s) into the CVR Provisional Envelope.

20 Have the voter return the pen, Secrecy Sleeve, and CVR Envelope to you.

21 Issue an "I Voted" sticker to the voter and thank the voter for voting.

22 Deposit the CVR Envelope into the Vote-by-Mail Ballot Box, place the Voter Registration Application in the return zip lock bag, and return the Curbside Voters Roster to the Lead Binder.

Processing Voters
Assisted and Challenged Voters

The List of Assisted Voters and the Challenge List are found at the back of the Sign-In Rosters.

Assisted Voters

Occasionally, voters may require assistance in marking their ballots. When voters ask to be accompanied to the AVU or silver voting booth and assisted with marking their ballot, an Election Officer must notate voters names on the List of Assisted Voters and have the voter initial next to their printed name.

Once voters are documented as an "Assisted Voter," they may be helped in whatever manner they require. Voters can be assisted by up to two people of the voter's choice. The person(s) providing assistance may be of any age, do not have to be registered to vote, and are not required to be noted or identified. When asked, an Election Officer can provide the needed assistance to the voter. This may include, but is not limited to, translation, reading the ballot, marking the voters' choices on the ballot and AVU touchscreen, etc. (E.C. § 14282).

Challenged Voters

Contact the Registrar of Voters office prior to challenging any voter.

A person attempting to vote may be challenged **only** by an Election Officer upon any of the following grounds:

✦ That the voter is not the person whose name appears on the "Ballot Request" form

✦ That the voter is not a resident of the County of Riverside

✦ That the voter is not a citizen of the United States

✦ That the voter has voted that day

NOTE: Please contact the Elections Officers and Polls Division immediately at (951) 486-7341 before making a challenge to any voter.

Voters Requiring Assistance 7.0

Voters Requiring Assistance

Etiquette and good manners apply when working with every voter who enters a voting location. The following guidelines may be helpful when interacting with voters with disabilities.

Disability Rights California Guidelines to Assisting Voters with Disabilities

✦ There are over 5.9 million people with disabilities in California (Mobility, Visual, Hearing, Cognitive & Mental Health impairments).

✦ A person assisting a person with a disability to vote must keep all information about the person's choices confidential (E.C. § 14282(b)).

Meeting a Voter With a Disability

✦ Greet everyone with a smile, eye contact, and a verbal greeting. Some people are uncomfortable with shaking hands or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept if applicable.

✦ Keep your communication simple. Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you are speaking with them, as they may be using body language to communicate.

✦ When communicating with someone who is deaf, hard of hearing, or uses an assistive hearing device let the person take the lead in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).

✦ Speak directly to a voter with a hearing disability even if interpreters are present. Make direct eye contact and look at the voter. Don't assume that voters can lip read. If the voter does lip read, face him or her directly and speak at a moderate pace. Face shields will need to be worn in order for the voter to see your lips.

✦ Offer assistance but do not insist on providing it. It is best to ask all voters if they need assistance or would like to use an Accessible Voting Unit instead of assuming who may or may not have a disability. Always ask how you may best assist before acting. Wait until the offer is accepted and then listen or ask for instructions. For example, it may be unsafe to grab a walker, cane, or other aid devices used by a person who has a disability.

✦ Don't ask about or mention a person's disability unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.

7.1

Voters Requiring Assistance

Service Animals

✦ People with disabilities may be accompanied by a guide or service animal.

✦ Do not pet or distract these animals. The animal is responsible for the owner's safety and is working.

✦ People with visual impairments often use guide or service animals. However, be aware that people with other disabilities may use these animals as well.

✦ Service animals to assist voters with disabilities must be permitted at the voting location.

Common Barriers

✦ Ensure parking is clearly designated; place a cone if required.

✦ Prop doors open as instructed in the Accessibility Kit or have a staff monitor the door and assist voters entering a voting location.

✦ Check for tripping hazards (cords, loose rugs, etc.) and objects protruding from the walls more than four inches (fire hydrants, drinking fountains, etc.)

✦ Make sure there are adequate signs to clearly direct the voter into the voting location.

✦ Ensure the Accessible Voting Units have enough clear space for the voter to enter and exit. Make sure the units are also positioned to provide **PRIVACY** while restricting access to the rear of the unit.

Using Appropriate Language

✦ Instead of disabled person, handicapped, or crippled, say **person with a disability.**

✦ Instead of an able-bodied person, say **person without a disability.**

✦ Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability.**

✦ Instead of a blind person, say **person who is blind or visually impaired.**

✦ Instead of hearing-impaired, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf.**

✦ Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has a disability, uses a wheelchair, is blind, or is deaf, etc.**

✦ Instead of epileptic, say **person with epilepsy.**

✦ Instead of a Down's or Mongoloid person, say **person with Down Syndrome.**

Voters Requiring Assistance

Interacting With a Voter With Restricted Mobility or Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)

Voters with mobility restrictions, crutches, walkers, canes, wheelchairs, etc., may require assistance to enter the voting location. Use the following guidelines in assisting voters with restricted mobility:

✦ Do not push, lean on, or hold onto a person's mobility device unless the person asks. Remember, the mobility device is part of the voter's personal space.

✦ Remove obstacles from the path of travel by making sure the processing tables and voting booths are clear before the polls open and remain clear throughout the day. Make sure there are four feet of clear space along the path of travel at all times.

✦ When giving directions to someone using a mobility device, consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

✦ Offer a chair to voters that cannot stand for extended periods of time.

✦ Adjust the ballot touchscreen tablet to accommodate the voter.

✦ Offer an Audio Voting Session when appropriate (limited motion is required to operate the Audio Tactile Interface (ATI) device).

✦ Prop open heavy and difficult to open doors.

Meeting a Voter With a Disability That Affects Speech

✦ Pay attention and be patient. Wait for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.

✦ Understand a person may use assistive technology such as an alphabet board or computer to communicate.

Offer your assistance as often as necessary

Voters Requiring Assistance

Voters Who Are Deaf

✦ Have writing materials available to assist with communication.

✦ Wait until the voter can see you before speaking. It may be helpful or necessary to touch the voters shoulder or arm to get their attention.

✦ Use good lighting but do not stand in front of a light source.

✦ Use gestures. When pointing at something, such as a different area of the room or preprinted information, be sure you maintain or regain eye contact before speaking.

✦ Repeat and rephrase your question or statement, if necessary.

✦ Do not assume that deaf people can read, write, or read lips.

✦ Be patient and courteous.

Voters Who Are Hard of Hearing

Voters who are hard of hearing have similar guidelines as deaf voters. The way you speak to the voter is slightly different. Be sure to speak clearly face-to-face at a normal rate and minimize background noise or third-party conversations.

Voters With Visual Impairments

Visually-impaired voters may or may not require assistance. They may ask for assistance in reading and/or marking the ballot. They may also request to vote using an Audio Voting Session on the Accessible Voting Unit. **Never assume visually-impaired voters require assistance**.

✦ Speak directly to the voter.

✦ Never touch a voter or their keypad without requesting and/or receiving permission to do so.

✦ Identify yourself and introduce anyone else that may be with you. Also, don't leave the person without saying you are leaving.

✦ If asked to be a guide, place your arm against their hand, close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.

✦ Offer the voter access to either a ballot session or an Audio Voting Session on the AVU.

✦ Provide instruction on Audio Voting Session when requested.

✦ Have the voter describe situations and ask questions when encountering problems or not understanding instructions while in the Audio Voting Session. Assist with the correct course of action.

✦ Place the plastic signature guide on the appropriate signature line on the roster page so visually-impaired voters can sign their name.

✦ Offer the supplied magnifier sheet to voters with limited vision.

Voters Requiring Assistance
Voters With Language, Literacy, and Comprehension Needs

Voters who are unable to speak, read, or write the English language, have comprehension or communication problems, or are unable to understand how to complete their ballot, may need assistance. Use the following guidelines to assist the voter in these situations:

✦ Offer the voter the option of an Audio Voting Session when unable to read or comprehend the text ballot.

✦ Address comprehension (including non-English speakers) and literacy issues by using the graphics from the County of Riverside Voter Information Guide.

✦ Use oral communication to demonstrate voting procedures.

✦ Go to our website at www.voteinfo.net to print election information.

✦ Voter Information Guides or facsimile ballots can be printed on the HP Printer at the processing table in the "Vote Center" shared drive on the designated laptop in Spanish, Chinese (Mandarin), Vietnamese, Korean and Tagalog for voter referencing.

✦ Assure the voter that you are there to assist.

Curbside Voting

Curbside voting is available at all voting locations. Election Officers can provide curbside voters with a ballot by using the Accessible Voting Unit (AVU) or a paper ballot from the Ballot on Demand (BOD) Printer. Curbside voters can also drop off their Vote-by-Mail ballot. E.C. § 14282 (d)

✦ Offer the voter the option of the AVU or paper ballot.

✦ Print election materials for the voter to assist with voting. Such as: County Voter Information Guide or State Voter Information Guide (if applicable).

✦ Use printed election information given to each voting location from the shared drive on the laptops.

Curbside Doorbell with Sign and Receiver

Offer your assistance as often as necessary. Should you require additional assistance, call the Registrar of Voters office at (951) 486-7341.

7.5

Additional Information 8.0

Additional Information
Poll Watchers

Anyone may be a Poll Watcher, but most often Poll Watchers are people who work with a political party or a campaign. A Poll Watcher is someone who observes the procedures at voting locations where ballots are being cast and/or they monitor who has, or who has not voted. Although the law allows poll watching, the following rules and guidelines must be followed:

✦ Poll Watchers are **NOT** permitted to disturb voters or interfere with the election process in any way.

✦ Poll Watchers may **NOT** sit at the processing table.

✦ Poll Watchers are **NOT** permitted behind the voting equipment or in the "voting area." Do not allow anyone other than a voter to touch the voting equipment unless they show you a County of Riverside Registrar of Voters ID.

✦ Poll Watchers may **NOT** remove any processing documents from the voting room. Documents may be viewed, but they must be returned. (Ex: Sign-In Roster)

✦ Poll Watchers may **NOT** at any time, handle ballots.

✦ Poll Watchers may **NOT** photograph or videotape voters for the purpose of intimidation (E.C. §18541(3).

Poll Watchers may ask for a list of voters who have not voted in a particular precinct. This list is referred to as the "Street Index" and is found in the "Vote Center Processing" database. **It can only be viewed on the laptop.** The Poll Watcher would have to know which district they would like to see. In the "Street Index" on the laptop you can show them the list of voters based on the district's precincts. Poll Watchers cannot video or take a picture of the processing table laptop screen.

Press/Media

Members of the press/media may come by your location to observe and speak with staff or voters. As with Poll Watchers, they may not interfere with the voting process. Ensure that they observe the rules concerning Exit Polling by staying **25 feet** beyond the entrance of the voting location.

Media may film or take pictures inside the voting location, however, **all present voters and Election Officers must give permission before being photographed or filmed (Mandated by the Secretary of State)**. Call the Registrar of Voters office with any questions.

When speaking to the media, please refer any questions about which you have no direct knowledge to the Registrar of Voters office at (951) 486-7341.

8.1

Additional Information
Electioneering

Electioneering includes any effort to influence opinion, for or against, an issue or candidate. Electioneering is prohibited within the immediate vicinity of a person in line to cast their ballot or within **100 feet** of the voting room entrance, curbside voting or drop box. Some forms of electioneering are unintentional such as wearing a garment, sticker, pin, etc. depicting a candidate, political party, or a measure. In such cases, politely ask the voters to remove or cover the articles before entering the voting room. A blue smock is provided in the "Resource Materials" bag to cover clothing. Other types of electioneering include circulating a petition, posting of signs (on stakes, fences, on or in automobiles, etc.), approaching or yelling at voters, or distributing campaign literature.

Remain composed when asking those engaged in electioneering to move the activity past the 100 foot boundary. A 100-foot long string will be included in the "Resource Materials" bag to measure the boundary. Note that within 100 feet of a voting location means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting a ballot.

If a situation occurs that threatens the security of you, your staff, or voters contact the Registrar of Voters office and if necessary contact your local authorities at 911 (E.C. §18370 and E.C. §18540 -18541).

Exit Polling

Exit Polling is a brief interview of a voter when **leaving** the voting location. Voters are under no obligation to speak to anyone engaged in Exit Polling. Interviews are conducted by either members of the media, campaign staff, or interest groups. Exit Polling is not permitted within **25 feet** of the exit door of the voting room.

Exit Polling differs from electioneering in that voters are addressed **as they leave** the voting location. Occasionally, the media will contact the Registrar of Voters office and advise them that they intend to do Exit Polling at a particular voting location. When the Registrar of Voters is so advised, we will notify the Leads (Mandated by the Secretary of State).

Additional Information
AVU Printer Cartridge Replacement

If the printer toner cartridge needs to be replaced at the voting location for the AVU or printer on the processing table, follow the steps below for toner cartridge replacement. If you experience any printer issues after replacing the toner cartridge, contact the Registrar of Voters office at (951) 486-7341.

1 Turn off the printer by pressing the power button on the front of the printer.
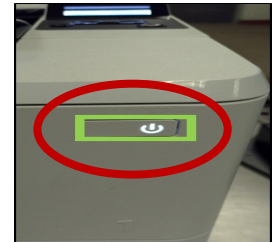
2 Press the toner storage compartment release button which is located on the right hand side of the printer. This will release the toner storage compartment.

3 Pull the toner storage compartment open in order to gain access to the toner cartridge.
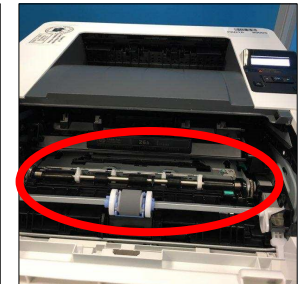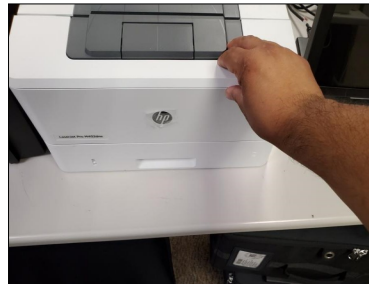
4 Release the toner cartridge by pulling the toner cartridge up. Use two hands to remove the used toner cartridge.

5 Place the used printer toner cartridge aside until you are ready to store it in an empty box.

6 Remove the new printer toner cartridge from the box after you have removed the used printer toner cartridge from the printer.

8.3

Additional Information
AVU Printer Cartridge Replacement — Continued

7 With the printer toner cartridge facing up, align the printer toner cartridge with the guides on the left and right side of the printer and insert the cartridge until it is locked into place.

Top

Bottom
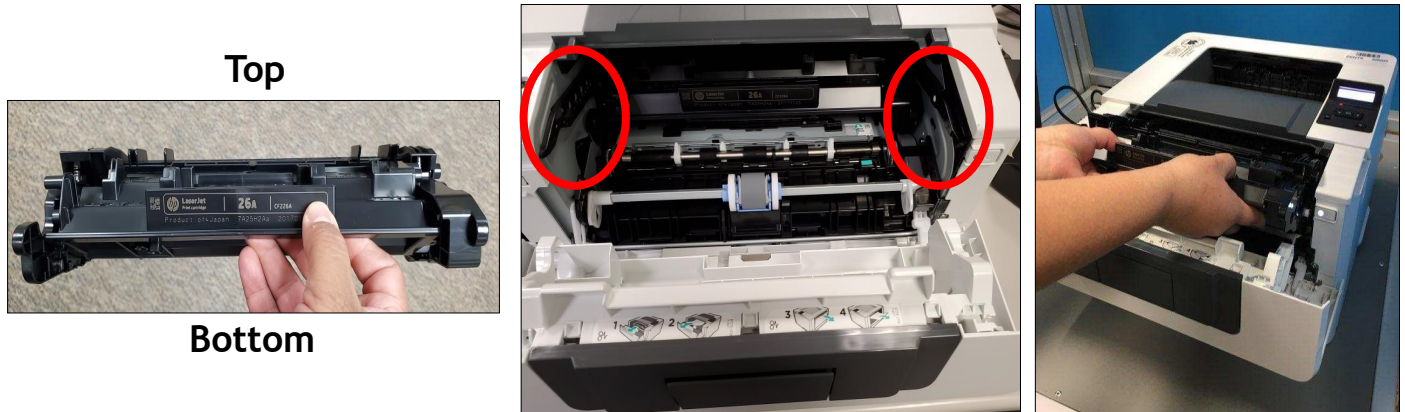
8 Lift the toner storage compartment and push it until it locks closed.

9 Turn the printer back on by pressing the power button.
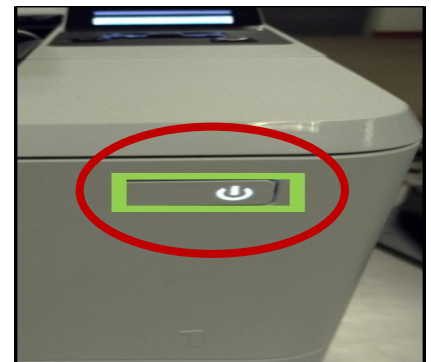
10 Place the used printer cartridge in the empty box that you took out the new printer cartridge and place it in the return supply tubs in which it was originally received. Write "USED" on the cartridge box.

Additional Information
Changing the Paper and Cartridge on the Ballot on Demand Printer

If the Ballot on Demand Printer needs more paper or the toner cartridge needs to be replaced at the voting location the paper and cartridges will be inside the cart. **DO NOT CHANGE THE TONER CARTRIDGE UNLESS INSTRUCTED BY THE REGISTRAR OF VOTERS OFFICE. Changing the toner could cause damage to the printer.** The following steps is a guide for changing the toner. If you experience any printer issues after replacing the paper or the toner cartridge, contact the Registrar of Voters office at (951) 486-7341. Do not replace the cartridge or add paper until the printer display says "Toner Empty" and "Tray 2 Empty".

1 The printer screen has made you aware of what needs to be added or changed. To gain access to the printer you will need to break the "F" seal on the front door of the BOD cart. Open the front door of the cart to gain access to the printer.

2 On the front of the printer turn off the printer by pressing the power button on the front right hand side of the printer.
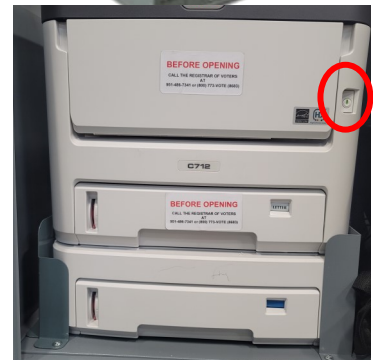
3 The bottom tray is "Tray 2", open the tray. Be careful not to hit the holding guards for the printer. This could damage the tray for the paper. Insert the paper and close the tray.
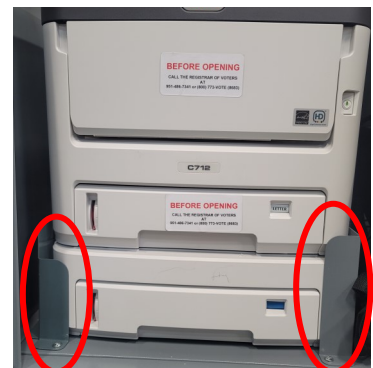
4 To change a toner cartridge, push the last button on the left top side of the printer to release the door to open the printer. Be careful not to hit the cart slider door with the printer opening. Open the printer top.

8.5

Additional Information
Changing the Paper and Cartridge on the Ballot on Demand Printer—Continued

5 There are four cartridges in the printer. Pull the toner cartridge storage compartment open in order to gain access to the toner cartridge. Note the positions of the four cartridges. There are several different color toner cartridges. It is essential they go back in the same order.

6 With two hands pull on the toner cartridge on the printer. This will release the toner cartridge from the printer.

7 Inside one of your supply tubs is the toner cartridge. Open the box of the new cartridge color that needs to be replaced.

8 Place the used printer toner cartridge aside until you are ready to store it in an empty box.

9 Remove the new toner cartridge from the box and remove the cartridge wrapping material. Gently shake the new cartridge from end to end several times.

10 Hold the cartridge in the center with two hands and insert the new cartridge into the cartridge carriage.

11 Gently press on the cartridge to ensure that it is in firmly.

12 Close the cartridge cover on the printer, firmly on both sides until you hear a click. Gently pull on cartridge cover to ensure it has closed completely.

13 Turn on the power button on the right hand side of the printer. Reseal the front doors of the cart with a red seal from the Seals Bag. Printer is now ready to print additional paper ballots.

Call the Registrar of Voters office at (951) 486-7341 before changing the toner cartridge on the Ballot on Demand Printer. No exceptions.

Additional Information
Important Dates

The last day to register for this election is **October 23, 2023.** However, Conditional Voter Registration (CVR) is available to voters who miss the deadline. Voters will be able to vote a CVR Provisional Ballot at the voting location. Registered voters may request an additional ballot due to not received, spoiled or any other reason.

Vote Center Lead Checklist

This checklist will be found in the Lead Binder for setup tasks, and daily tasks. This checklist is to remind the Leads of the daily tasks they are required to complete. Answer each question as they are being done throughout the day the vote center is open. The checklist is for morning set-up, opening, and closing. Review this checklist as often as needed.

Ballot Selfie Law

The ballot **"selfie"** law allows voters to take a ballot selfie or disclose how they voted as long as the voluntary act does not violate any other law (E.C. § 14291). Ballot selfies cannot interfere with other voters and the voting location operation. All other restrictions on cell phones at the voting location remain in effect.

Vote-by-Mail Ballot Issued

Registered voters in Riverside County are allowed to receive another paper ballot from the voting location to take home and return at another day, provided they have not returned another ballot. Voting locations are to give the voter another VBM envelope with the replacement ballot. All ballots issued to the voter must be returned on or before election day. Authorized Agents can also pick up a ballot for a registered voter.

Ballot Request Bag

Important: Ballot Request Bags may be picked up by the Registrar of Voters staff half way through the vote center being open. Make sure the Ballot Requests are kept together by each day received. Another bag will be given for the remainder of the days the vote center is open.

Election Officer Oath and Payroll

All Election Officers must sign their name on the Oath of Allegiance and Election Officer Payroll. They must stay in the Lead Binder and the Leads must verify these sheets have been completed. If a W-9 is needed the recruiters will notify the Leads. If additional sheets are needed, they will be found in the "Vote Center" shared drive on the designated laptop on the processing table.

Important: Payroll sheets may be picked up by the Registrar of Voters staff half way through the vote center being open. Make sure to fill out sheets each day and sign the sheets at the beginning of the vote center being open.

Closing the Vote Center Each Day 9.0

Closing the Vote Center Each Day
End of Each Day Audit Process

1 At the end of the day Election Officers will count the total amount of signatures in the regular Sign-in Roster, and the Curbside Voters Roster. This total should match the total amount of "Ballot Request" forms received at each laptop workstation. Do not count the "Ballot Request" forms for Vote-by-Mail voters.

2 Count the total amount of signatures in the CVR Provisional Voters Roster and the CVR "Ballot Request" forms. These totals should match. Do not count the "Ballot Request" forms for Vote-by-Mail voters.

3 On the "Ballot Request Data Entry Route Slip" from each processing laptop workstation, write the total amount of regular "Ballot Request" forms issued, CVR Provisional "Ballot Request" forms issued, and add together to obtain a combined sum on this slip. If totals do not match, match the names on the roster with the names on the "Ballot Request" forms. **If there are any discrepancies, write a comment on the comment sheet provided in the Lead Binder and inform the Registrar of Voters office.** Also, write the total amount of AVU voters and BOD voters. Place the "Ballot Request" forms with the route slips in the Ballot Request Bag and put them in the Black Lead Bag.

Ballot Request Bag

9.1

Closing the Vote Center Each Day
End of Each Day Audit Process — Continued

4 After everything has been counted, return to each of the laptop screens, where you processed your last voter of the day and click on the **"X"** box located on the upper right hand side of the processing screen.

5 On the next screen on the bottom left side, click on the "Windows" start button to close down.

6 Once you click on the start button another window will appear. Click on the "User" button and then click on the "Sign out" button.

7 Once signed out of the Vote Center Application the laptops will return to the desktop screen.

5:05 PM
Saturday, 1st Day of Vote Center

Closing the Vote Center Each Day
End of Each Day Audit Process — Continued

8 Another window will appear, push the space bar on the keyboard and the start window will appear. Click on the "Power" button on the bottom right side of the screen and then click on the "Shut Down" button. Once all laptops are turned off the window pane will disappear and the screen will turn black.

9 After all the laptops have shut down, remove the ethernet cord, laptop mouse, Dymo® Printer, and power cord from each of the laptops. Leave the ethernet cord , laptop mouse, laptop mouse pad, Dymo® Printer, and laptop power cord on the processing table until the next day.

10 Place each of the laptops in their designated bag with the Sign-In Rosters assigned to the laptop. The Leads will take these laptops and rosters back to the Registrar of Voters office each night. Remember to place the laptops in the same position on the processing table as originally setup or you will have to reconfigure the Dymo® Printer on the laptops.

9.3

Closing the Vote Center Each Day
Closing Steps Each Day

The following closing steps can be done by breaking up the Election Officers into several teams of two officers:

1 Retrieve the Ballot Statement with the correct date from the Lead Binder. There are three additional carbon copies of the Ballot Statement (a yellow, a pink copy, and an orange copy). Make sure to press down hard when writing on the statement so that the text will go through to the carbon copies. The Lead will write the total numbers on each section of the Ballot Statement. There are eight sections on the statement that need to be completed. Do not skip any section on the statement. If there are no ballots to report on the statement write zero in that section. "A" section is for Unscanned Voted Ballots, "B" section is for Scanned Voted Ballots, "C" section is for the totals of "A" and "B" Ballots, "D" section is for the Spoiled Paper Ballots. "E" section is for Voted Orange CVR Provisional Ballot Envelopes and "F" section is for Spoiled CVR Provisional Ballot Envelopes. "G" section is for Roster Signatures from regular Sign-In Rosters, CVR Rosters, and Curbside Roster. "H" section is for Vote-by-Mail (VBM) Ballots and Research VBM Ballots. Research VBM Ballots get counted with the VBM Voted Ballots.

2 Check the last seals for the day on the Ballot on Demand (BOD) Printer, Ballot Scanner, and all the AVU's being used. The Ballot Scanner and the AVU's being used can be left on and plugged in throughout the election process. Refer to the information sheet on the Ballot Scanner and AVU's to locate the security seals. Leave the Ballot Scanner cart open. It must be verified by the first voter the next day. The BOD needs the "Inventory Report" printed before it can be locked up and closed for the day.

Closing the Vote Center Each Day
Closing Steps Each Day — Continued

3 Break the "G" Seal on the Ballot Scanner cart and unlock the door on the bottom of the Scanner cart. Break the "F" Seal for the Unscanned Ballots and unlock the Scanner slot located at the top of the cart. If no ballots are in the scanner slot, leave the scanner slot door open.

SCANNER SLOT

4 If there were any ballots placed in the scanner slot and were not counted in the scanner, count the AVU (ICX) Ballots and the BOD paper Ballots and place a post-it note on each pile. Record the total of the AVU Ballots and the BOD paper Ballots in section "A" on the Ballot Statement. **You must keep the Unscanned and Scanned Ballots separated.**

AVU Ballots

"A" Card BOD Paper Ballots

9.5
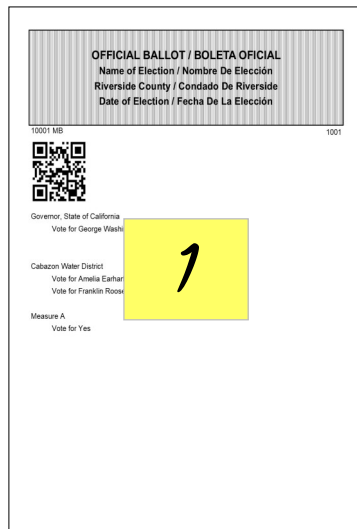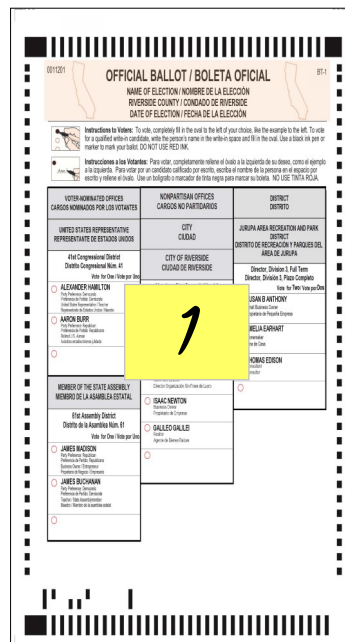
Closing the Vote Center Each Day
Closing Steps Each Day — Continued

5 Remove the post-it notes and place the Unscanned AVU (ICX) Ballots and the BOD paper Ballots into the brown Unscanned Voted Ballots Carton with the completed yellow copy of the Ballot Statement. Seal the carton with a Elections Tamper Evident Tape located in the Seals Bag once the Ballot Statement has been completed of all sections. **Note: If there were no Unscanned Voted Ballots seal the brown carton with the yellow copy of the Ballot Statement and bring back to the Registrar of Voters office.**

6 Remove the Scanned AVU (ICX) Ballots and the BOD paper Ballots from the bottom of the Ballot Scanner cart. Count and place a post-it note on each pile. Record the total of the AVU Ballots and the BOD paper Ballots on section "B" of the Ballot Statement. **You must keep the Unscanned and Scanned Ballots separated.**

AVU Ballots

"A" Card BOD Paper Ballots

Closing the Vote Center Each Day
Closing Steps Each Day — Continued

7 Remove the post-it notes and place the Scanned AVU (ICX) Ballots and the BOD paper Ballots into the white Scanned Voted Ballots Carton with the pink copy of the Ballot Statement. Seal the carton with a Elections Tamper Evident Tape located in the Seals Bag once the Ballot Statement has been completed of all sections.

8 Break the seals on the black Vote-by-Mail (VBM) Ballot Box(s) and the blue Ballot Box for any overflow Vote-by-Mail (VBM) Ballots and CVR Provisional Envelope Ballots.

VBM Ballot Box

Blue Ballot Box

Closing the Vote Center Each Day
Closing Steps Each Day — Continued

9 Separate and count the Spoiled Regular Ballots, CVR Provisional Envelopes, and Spoiled CVR Provisional Ballots. Place a post-it note on each pile and record totals on section "C" for Spoiled regular Ballots, "E" for CVR Provisional Envelopes, and "F" for the Spoiled CVR Provisional Ballots on the Ballot Statement. Place the CVR Provisional Envelopes in the CVR zip lock bag. Place the Spoiled and Surrendered Ballots in the Spoiled and Surrendered zip lock bag. Place all items in the red Transport Bag with the orange copy of the Ballot Statement once all sections of the Ballot Statement have been completed. Place the broken seals from the blue Ballot Box and VBM Ballot Box in the Broken Seals Bag and place the Broken Seals Bag in the black Lead Bag.

CVR Provisional Envelopes

CVR Provisional Envelopes

Regular Spoiled Ballots

CVR Spoiled Ballots

Spoiled Ballots

Broken Seals Bag

10 Count the VBM Envelopes. If there are more than 10 ballots you can crisscross the piles and place a post-it note on each pile for easy counting. Record the total in section "H" on the Ballot Statement. Place the ballots in the zip lock bag and in the red Transport Bag with the orange copy of the Ballot Statement with the Spoiled Regular Ballots, CVR Provisional Envelopes, and Spoiled CVR Provisional Ballots.

VBM Envelopes

Closing the Vote Center Each Day
Closing Steps Each Day — Continued

11 Place the completed Voter Registration Applications, VBM Voted Ballots (if no overflow of VBM ballots), Voted CVR Provisional Ballots, Vote-by-Mail Research Ballots, and Spoiled & Surrendered Ballots in their individually labeled zip lock bags. Place all the items into the red Transport Bag with the orange copy of the Ballot Statement. Seal the red Transport Bag with a red Chamber Seal found in the Seals Bag.

12 If there is a large amount of Vote-by-Mail Ballots that will not fit in the red Transport Bag, place these ballots in the brown Vote-by-Mail Ballot Box and seal it with a Elections Tamper Evident Tape from the Seals Bag. Leave the orange copy of the Ballot Statement in the red Transport Bag even if there are several boxes of VBM Ballots.

Closing the Vote Center Each Day
Closing Steps Each Day — Continued

13 The BOD laptop screen should be open. Before doing the last seals check on the BOD you will need to look at the "Inventory Report" on the laptop and count the ballot paper not used for the day. Print an "Inventory Report" at closing every day even if no ballots were printed on the BOD. The "Inventory Report" must be printed on standard paper from "Tray 1", not on ballot paper. Click on "Inventory Report" to open the next screen.

14 A new screen will appear with the inventory of the total amount of sheets that were used. Verify the total amount of sheets used for the day. Each day you will check the total amount of sheets used. Record the totals on the "Ballot Card Accounting Record - Log Sheet" and count the total number of sheets left in the printer cart. Don't forget to count the bundles of paper not used. Click on the "Print Icon".

15 The "Inventory Report" must be printed on standard size paper from "Tray 1". Not on ballot paper. On the pop up screen click on the "Preferences" box.

16 Click on the arrow under the "Driver Setting" a drop down menu will appear. Select "Inventory Report".

Closing the Vote Center Each Day
Closing Steps Each Day — Continued

17 Once the "Inventory Report" has been selected and the Size:, Source:, and 2-Sided Printing settings have changed. It is important to print the report on "Size: Letter 8.5 x 11in" from "Tray 1".
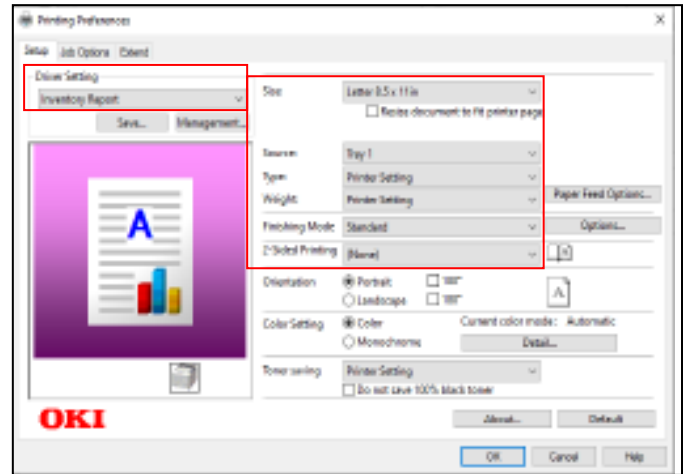
18 Click on the "OK" button.
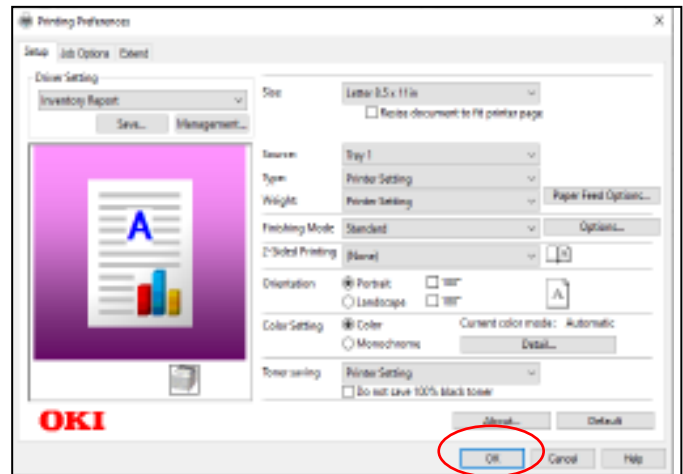
19 The printer screen will reappear. Click on the "Print" button. **Do not click on the "Apply" button otherwise the settings will stay on "Tray 1" and not revert back to "Tray 2" for printing the ballots.**

20 After the printer has printed the "Inventory Report" place it in the Lead Binder with the "Ballot Card Accounting Record - Log Sheet" or under the BOD laptop until the end of the election. If a PDF Ballot was printed, the "Inventory Report" will not reflect that total. **Never print a PDF Ballot.**

9.11

Closing the Vote Center Each Day
Closing Steps Each Day — Continued

21 After recording and printing the totals on the "Ballot Card Accounting Record - Log Sheet" close the "Inventory Report" screen. Shut down the laptop by clicking on the "x" box located in the upper right hand corner of the screen.
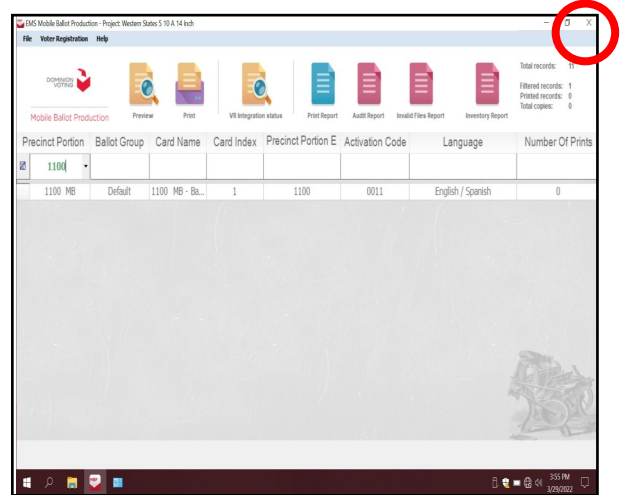
22 A new box will appear asking "Are you sure you want to leave this application?", click "YES".
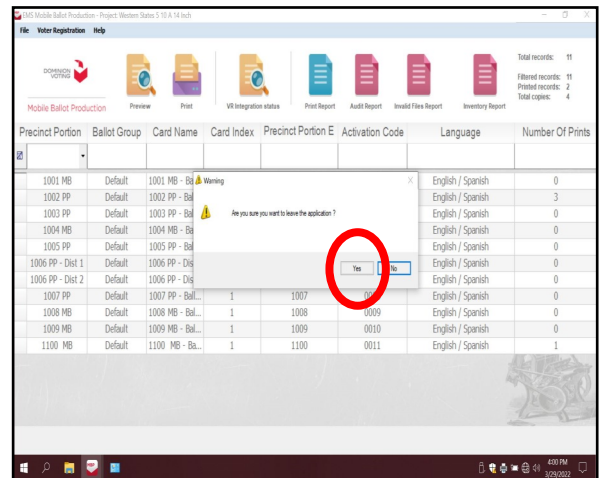
23 The start up window will appear. Shut down the laptop and unplug it from the BOD Printer until the next day the voting location is open. Leave the BOD cart plugged in and the printer will go into power saver mode.
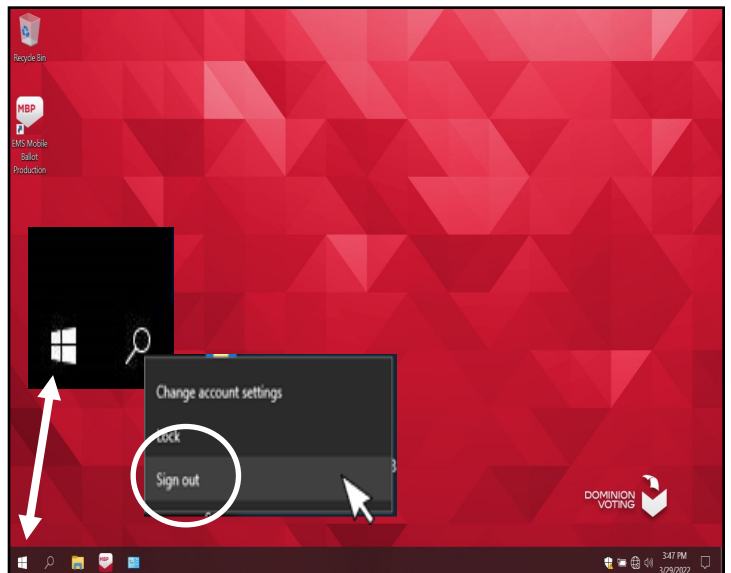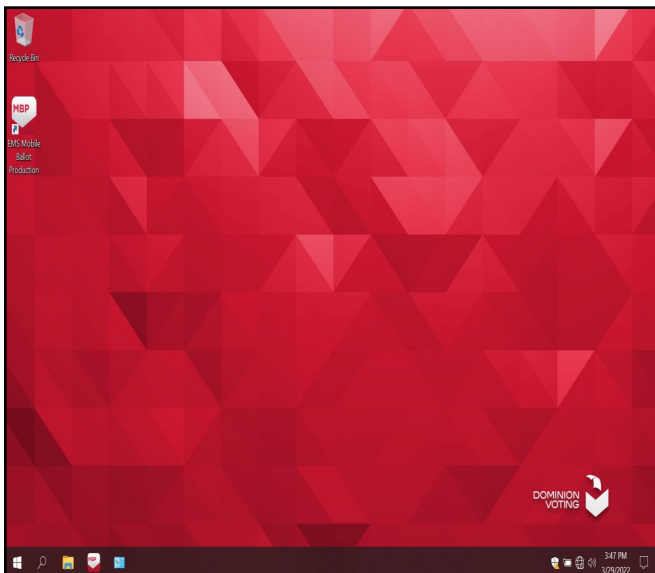
Closing the Vote Center Each Day
Closing Steps Each Day — Continued

24 Use the "Ballot Card Accounting Record - Log Sheet" located under the Ballot on Demand (BOD) laptop or in the Lead Binder. The "Activity Date" and "Quantity of Ballot Paper Received from ROV" (column A) was added on set-up day. In column "B" list the "Quantity of Ballots Printed and Issued to Voters" multiply times two for the two ballot cards. In column "C" list the "Quantity of Spoiled Ballots." In column "D" include the "Quantity of Ballots Issued and Spoiled (SUM)" from columns "B and C". Example: 11 plus 0 equals 11. In column "E" include the "Remaining Quantity of Ballot Paper Not Used" (column 'A" minus column "D" equals column "E". Example: 748 is the "Quantity of Ballot Paper Received from ROV" in column "A" minus the "Quantity of Ballots Issued and Spoiled (SUM)" in column "D" equals 738 for column "E".)

In column "F" break the "F" seal (front door seal) on the BOD cart and "Hand Count of Unused Ballot Paper" left in the printer tray. If there is a difference, list that total on the log sheet in column "Diff (=/-)" next to the column for the "Lead Initials". Finally, initial the last column on the log sheet. Leave the sheet under the laptop or place it in the Lead Binder under the tab in which it was received for the next day.

Riverside County
Registrar of Voters

BALLOT CARD ACCOUNTING RECORD – LOG SHEET
NAME OF CURRENT ELECTION DATE OF CURRENT ELECTION

EC§20235

Vote Center Location: **Name of Vote Center**

Vote Center #: **Number of Vote Center**

Ballot Manufacturer: **Dominion Voting Systems**

Ballot Printer Name: **Registrar of Voters**

Tint and Watermark Assignment: **Yellow PMS Yellow/CA Bear**

Activity Date	Quantity of Ballot Paper Received from ROV A	Quantity of Ballots Printed and Issued to Voters B	Quantity of Spoiled Ballots C	Quantity of Ballots Issued and Spoiled (SUM) D = (B + C)	Remaining Quantity of Ballot Paper Not Used E = (A - D)	Hand Count of Unused Ballot Paper F (Should = E)	Diff (=/-)	Lead Initials
Set-Up Date	**750**	0	1	1	749	749	0	*MJ*
1ˢᵗ Date of Election	749	11	0	11	738	738	0	*MJ*
2ⁿᵈ Date of Election								
3ʳᵈ Date of Election								
4ᵗʰ Date Election Day								

Completed Log Sheet First Day

Closing the Vote Center Each Day
Closing Steps Each Day — Continued

25 Disconnect the laptop cords from the printer. Close and reseal the printer and laptop with the Security Key and two red seals from the Seals Bag. Record the red seals in the Ballot on Demand Unit Security Log. The next time you open the voting location you will break the red seals and unlock the cover to the laptop with the Security Key to gain access to the printer and laptop.

Closing the Vote Center Each Day
Closing Steps Each Day — Continued

26 Close and lock the front door on the BOD cart. Reseal the front door with a new seal found in the Seals Bag. Record the new seal on the Ballot on Demand Unit Security Log. Leave the BOD next to the processing table and plugged in.

27 Check the seals on the Ballot Scanner. Refer to the Ballot Scanner Security Log Instruction Sheet found in the Security Seals Log Binder. Each seal is labeled according to the information sheet. "F" and "G" seals are broken each day to retrieve the Scanned and Unscanned ballots. New seals for "F" and "G" are put on after the first voter has verified that the scanner cart is empty.

Closing the Vote Center Each Day
Closing Steps Each Day — Continued

28 Check the seals on all the AVU's being used. Refer to the Accessible Voting Unit Security Log Instruction Sheet found in the Security Seals Log Binder. Each seal is labeled according to the information sheet.
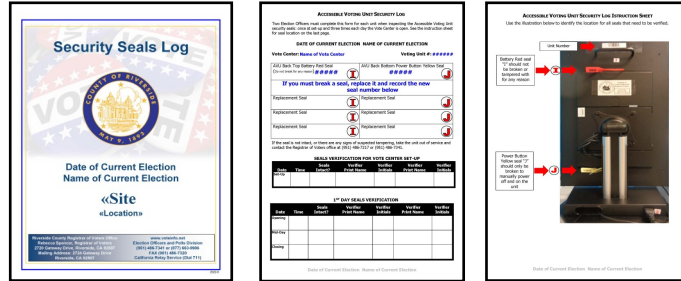
29 In the black Lead Bag place the Lead Binder with the white copy of the Ballot Statement and all the documents and items that were originally received. The Security Seals Log Binder with the Ballot on Demand Printer Security Key and the Ballot Scanner Security Token and cart key. Collect the Poll Worker Ballot Activation Cards and place them in the Official Returns Envelope. Collect the voter Ballot Request forms with the attached "Ballot Request Data Entry Route Slip" and place in the zip lock bag. Collect the Broken Seals Bag and Seals Bag. Collect the work cell phone with the charging cord. Place all these items in the black Lead Bag for returning to the Registrar of Voters office.

Official Returns Envelope

BALLOT REQUEST BAG
PLACE IN THE LEAD BLACK TRANSPORT BAG

BROKEN SEALS BAG
PLACE IN THE LEAD BLACK TRANSPORT BAG

SEALS BAG
PLACE IN THE LEAD BLACK TRANSPORT BAG

LEAD BAG
COUNTY OF RIVERSIDE
REGISTRAR OF VOTERS
LEAD OFFICER BAG

Closing the Vote Center Each Day
Closing Steps Each Day — Continued

30 Gather the sealed red Transport Bag with the Vote-by-Mail Voted Ballots Bag, Conditional Voter Registration Voted Ballots Bag, Spoiled and Surrendered Ballots Bag, Vote-by-Mail Research Ballots Bag, Completed Voter Registration Cards, and the orange copy of the Ballot Statement.

VOTE-BY-MAIL VOTED BALLOTS
PLACE IN THE RED TRANSPORT BAG

SPOILED & SURRENDERED BALLOTS
PLACE IN THE RED TRANSPORT BAG

COMPLETED VOTER REGISTRATION CARDS
PLACE IN THE RED TRANSPORT BAG

CONDITIONAL VOTER REGISTRATION VOTED BALLOTS
PLACE IN THE RED TRANSPORT BAG

VOTE-BY-MAIL (VBM) RESEARCH BALLOTS
PLACE IN THE RED TRANSPORT BAG

31 Gather the five laptop bags with the regular Sign-In Voters Rosters and the CVR Voters Rosters. Mark the processing table with post-it numbers of the laptops. Place them in the same position when returning the next day.

9.17

Closing the Vote Center Each Day
Closing Steps Each Day — Continued

32 Gather the brown Unscanned Voted Ballots Carton with the yellow copy of the Ballot Statement and the white Scanned Voted Ballots Carton with the pink copy of the Ballot Statement. Make sure both cartons are sealed with a Elections Tamper Evident Tape from the Seals Bag.

33 If there is a large amount of Vote-by-Mail Ballots, Conditional Voter Registration Provisional Envelope Ballots, and Vote-by-Mail Research Ballots that will not fit in the red Transport Bag, place them in the brown VBM Ballot Box(s) for transporting back to the Registrar of Voters office.

34 Retrieve the mitigation supplies (if any) including the Curbside Doorbell and voter directional signs from outside.


Curbside Doorbell with Sign and Receiver

Closing the Vote Center Each Day
Closing Steps Each Day — Continued

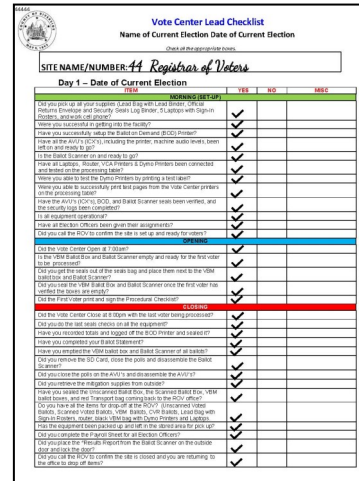**35** Use the Return Items (Reminders) Checklist and the Vote Center Lead Checklist found in the Lead Binder to ensure all items are returned to the Registrar of Voters office. Refer to the back side of the Return Items (Reminders) Checklist for overflow VBM Ballots.
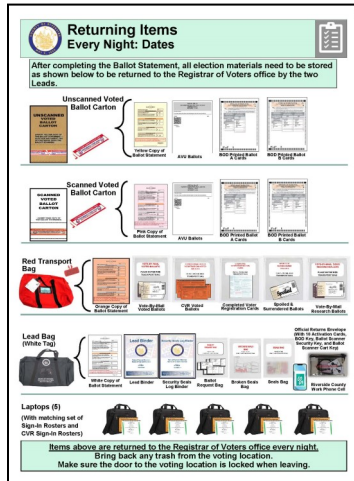
Return Items Checklist
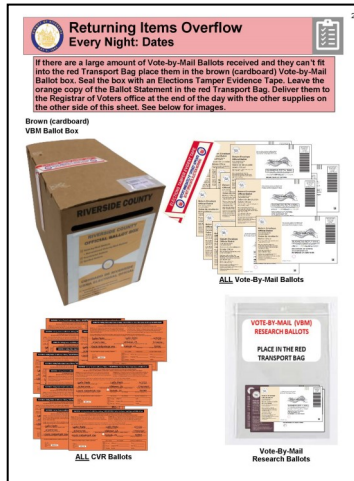
Return Items Overflow Checklist

Vote Center Lead Checklist

36 The Leads will load their vehicle with the brown Unscanned Voted Ballots Carton, the white Scanned Voted Ballots Carton, five laptop bags, the red Transport Bag, the Black Lead Bag and the overflow brown Vote-by-Mail Ballot Box(s), if any. These items will be returned to the Registrar of Voters office each night. When returning the next day, make sure to put the laptops back in the same position on the processing table.

37 Make sure all officers have retrieved their personal belongings. Pick up and throw away any trash that needs to be returned to the Registrar of Voters office. Secure the location as instructed by the facility.

Closing the Vote Center Election Day 10.0

Closing the Vote Center Election Day
End of Election Day Audit Process

1 At the end of the day Election Officers will count the total amount of signatures in the regular Sign-in Roster, and the "Curbside Voters Roster." This total should match the total amount of "Ballot Request" forms received at their laptop workstation. Do not count the "Ballot Request" forms for Vote-by Mail voters.

2 Count the total amount of signatures in the CVR Sign-in Roster and the CVR "Ballot Request" forms. These totals should match. Do not count the "Ballot Request" forms for Vote-by-Mail voters.
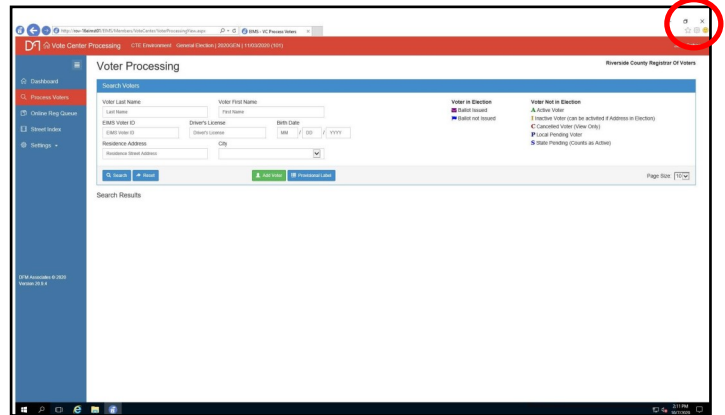

3 On the "Ballot Request Data Entry Route Slip" from each processing laptop workstation, write the total amount of regular "Ballot Request" forms issued, CVR Provisional "Ballot Request' forms issued, and add together to obtain a combined sum on this slip. If totals do not match, match the names on the roster with the names on the "Ballot Request" forms. **If there are any discrepancies, write on the comment sheet provided in the Lead Binder and inform the Registrar of Voters office.** Also, write the total amount of AVU voters and BOD voters. Place the "Ballot Request" forms with the route slips in the Ballot Request Bag and put them in the black Lead Bag.
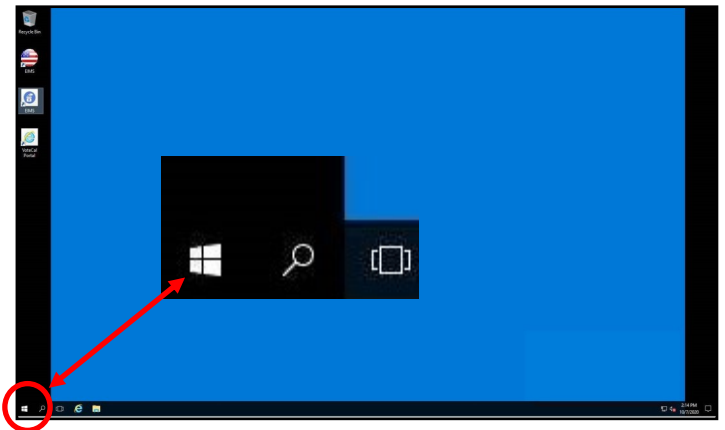

Ballot Request Bag

10.1

Closing the Vote Center Election Day
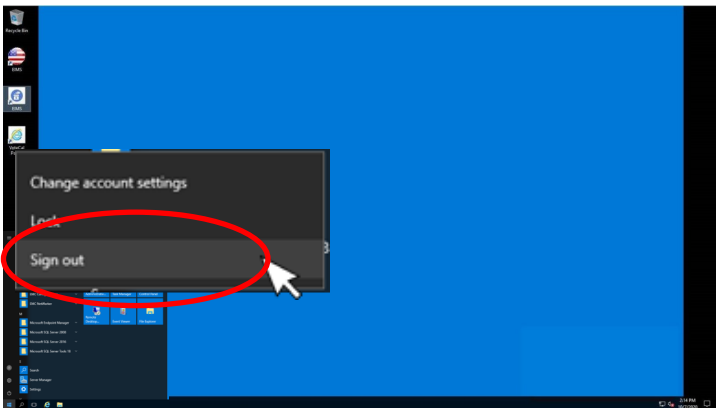## End of Election Day Audit Process — Continued

4 After everything has been counted, return to each of the laptop screens, where you processed your last voter of the day and click on the **"X"** box located on the upper right hand side of the processing screen.

5 On the next screen on the bottom left side, click on the "Windows" start button to close down.

6 Once you click on the start button another window will appear. Click on the "User" button and then click on the "Sign out" button.

7 Once signed out of the Vote Center Application the laptops will return to the desktop screen.

8:15 PM
Tuesday, Election Day

Closing the Vote Center Election Day
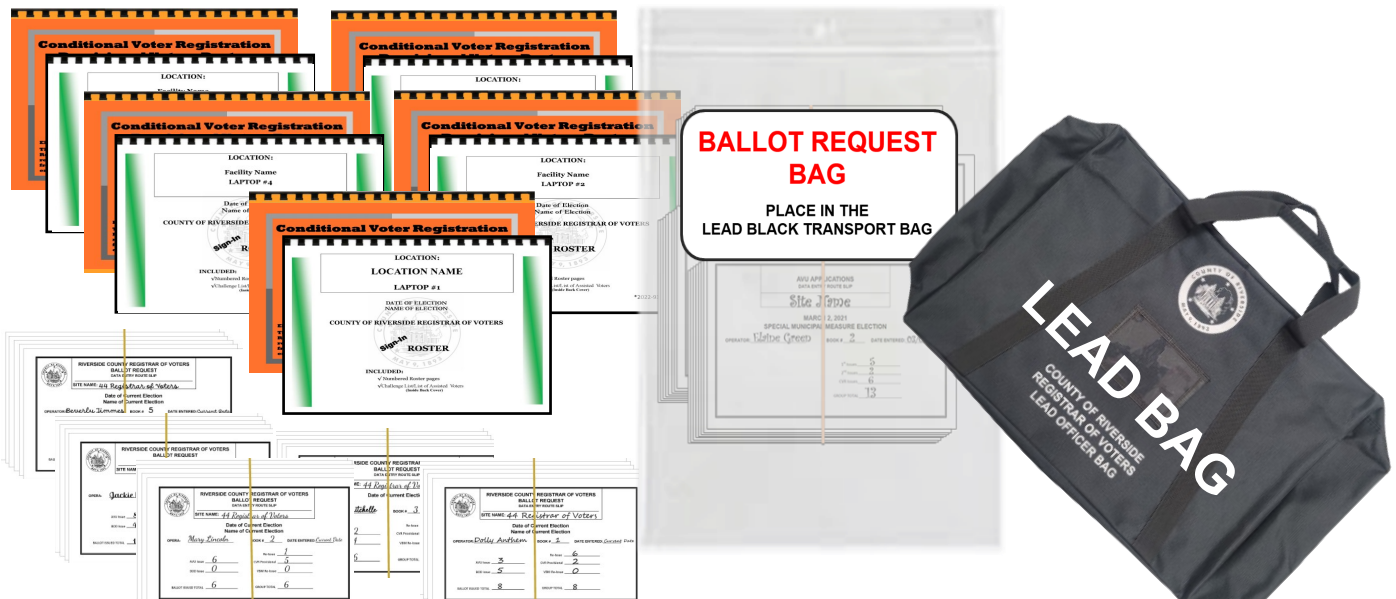## End of Election Day Audit Process — Continued

8 Another window will appear, push the space bar on the keyboard and the start window will appear. Click on the "Power" button on the bottom right side of the screen and then click on the "Shut Down" button. Once all laptops are turned off the window pane will disappear and the screen will turn black.

9 After all the laptops have shut down, remove the ethernet cord, laptop mouse, Dymo® Printer, and power cord from each of the laptops. Place each of laptops in their designated bag with the laptop mouse, laptop mouse pad, and power cord.

Laptop Bag

10 Place the bundled "Ballot Request-Data Entry Route Slip" with the "Ballot Request" forms attached, from all the laptops and place them in the "Ballot Request Bag". Place the regular Sign-In Rosters, the CVR Rosters from all the laptops and the Ballot Request Bag into the black Lead Bag.

BALLOT REQUEST BAG

PLACE IN THE
LEAD BLACK TRANSPORT BAG

LEAD BAG
COUNTY OF RIVERSIDE
REGISTRAR OF VOTERS
LEAD OFFICER BAG

Closing the Vote Center Election Day
Closing Steps on Election Day

The following closing steps can be done by breaking up the Election Officers into several teams of two officers.

1 Retrieve the Ballot Statement with the correct date from the Lead Binder. There are three additional carbon copies of the Ballot Statement (a yellow, a pink copy, and an orange copy). Make sure to press down hard when writing on the statement so that the text will go through to the carbon copies. The Lead will write the total numbers on each section of the Ballot Statement. There are eight sections on the statement that need to be completed. Do not skip any section on the statement. If there are no ballots to report on the statement write zero in that section. "A" section is for Unscanned Ballots, "B" section is for Scanned Ballots, "C" section is for the totals of "A" and "B" sections, and "D" section is for the Spoiled Paper Ballots. "E" section is for Voted Orange CVR Ballot Envelopes and "F" section is for Spoiled CVR Provisional Ballots. "G" section is for Roster Signatures from regular Sign-In Rosters, CVR Rosters, and Curbside Roster. "H" section is for Vote-by-Mail (VBM) Ballots and Research VBM Ballots. Research VBM Ballots get counted with the VBM Voted Ballots.

2 Check the last seals on the Ballot on Demand (BOD) Printer, Ballot Scanner, and all the AVU's being used. The Ballot Scanner and the AVU's being used can be broken down once the seals checks have been completed. Refer to the information sheet on the Ballot on Demand, Ballot Scanner, and AVU's to locate the security seals. The BOD needs the "Inventory Report" printed before it can be packed up and closed for the day. Use the following steps to complete the BOD inventory report.

Closing the Vote Center Election Day
Closing Steps on Election Day

3 Break the "G" Seal on the Ballot Scanner cart and unlock the door on the bottom of the scanner cart. Break the "F" Seal for the Unscanned Ballots and unlock the Unscanned Ballot slot located at the top of the cart. It there are no ballots in the Unscanned Ballot slot, lock the Unscanned Ballot slot door.

"G" SEAL

"F" SEAL

UNSCANNED BALLOT SLOT
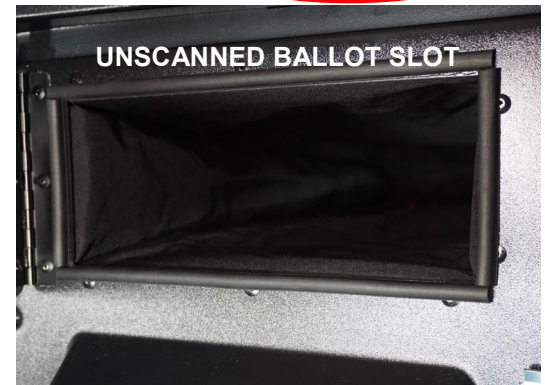
4 If there were any ballots placed in the Unscanned Ballot slot and were not counted in the scanner, count the AVU (ICX) Ballots and the BOD paper Ballots and place a post-it note on each pile. Record the total of the AVU and the BOD paper Ballots in section "A" on the Ballot Statement. **You must keep the Unscanned and Scanned Ballots separated.**

AVU Ballots

"A" Card BOD Paper Ballots

10.5

Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

5 Take off the post-it notes and place the Unscanned AVU (ICX) Ballots and the BOD paper Ballots into the brown Unscanned Voted Ballots Carton with the completed yellow copy of the Ballot Statement. Do not seal the carton until the SD Card Bag has been placed into the carton and the Ballot Statement has been completed of all sections. **Note: If there were no Unscanned Voted Ballots in the Unscanned Ballot slot, place the yellow copy of the Ballot Statement in the Unscanned Voted Ballots carton.**

6 Remove the Scanned AVU (ICX) Ballots and the BOD paper Ballots from the bottom of the Ballot Scanner cart. Count and place a post-it note on the AVU (ICX) Ballots and the BOD paper Ballots. Record the total of the AVU (ICX) Ballots and BOD paper Ballots on section "B" of the Ballot Statement. **You must keep the Unscanned and Scanned Ballots separated.**

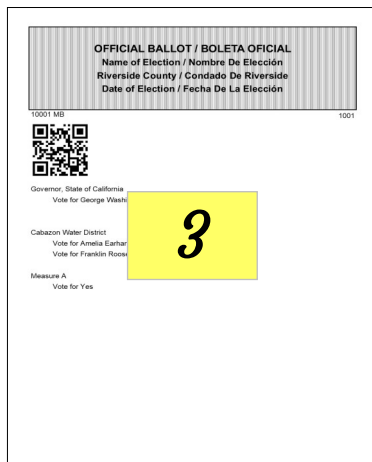AVU Ballots
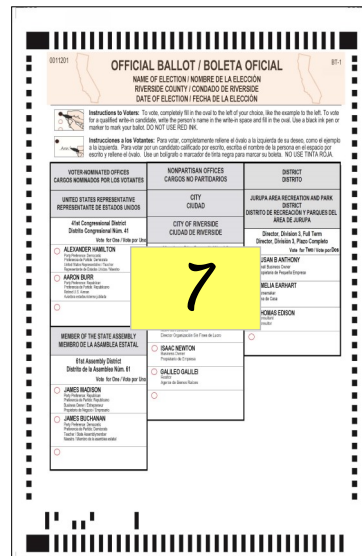
"A" Card BOD Paper Ballots

Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

7 Remove the post-it notes and place the Scanned AVU (ICX) Ballots and the BOD paper Ballots into the white Scanned Voted Ballots Carton with the pink copy of the Ballot Statement. Seal the carton with a Elections Tamper Evident Tape located in the Seals Bag once the Ballot Statement has been completed of all sections.

BALLOT STATEMENT

DATE: 4th Day - Election Day   VC#: _44_

REGULAR PAPER BALLOTS

The Number of Unscanned Voted Paper Ballots (Place in Unscanned Brown Voted Ballot Carton with SD Card from the Ballot Scanner and yellow copy)	**A**	+ 22
The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballot Carton with pink copy)	**B**	+ 10
Total	**C**	= 32
The Number of Spoiled Voted Paper Ballot Envelopes (Place envelopes with black ink in plastic bag and into the Red Transport Bag with orange copy. Do not include Vote-by-Mail surrendered ballots)	**D**	1

CVR PROVISIONAL BALLOTS

The Number of Voted Orange CVR Ballot Envelopes (Place the envelopes in the plastic bag and into the Red Transport Bag with orange copy)	**E**	4
The Number of Spoiled CVR Provisional Ballot Envelopes (Place envelopes with blue ink in plastic bag and into the Red Transport Bag with orange copy)	**F**	1

ROSTER SIGNATURES

Total Number of Voter Signatures (Check Laptop 1, 2, 3,4 & 5 & CVR 1, 2, 3, 4 & 5 Rosters & Curbside Voters Roster)	**G**	36

VOTE-BY-MAIL BALLOTS

The Number of Dropped Off Vote-by-Mail Ballots (Place the envelopes in the plastic bag. Place plastic bag and any overflow envelopes into the Red Transport Bag or the Brown (cardboard) VBM Ballot Box, if needed with orange copy)	**H**	25

THE "WHITE" COPY OF THIS DOCUMENT IN THE LEAD BINDER.
THE "YELLOW" COPY OF THIS DOCUMENT IN THE UNSCANNED BROWN VOTED BALLOT CARTON.
THE "PINK" COPY OF THIS DOCUMENT IN THE SCANNED WHITE VOTED BALLOT CARTON.
THE "ORANGE" COPY OF THIS DOCUMENT IN THE RED TRANSPORT BAG.

Date of Current Election Name of Current Election
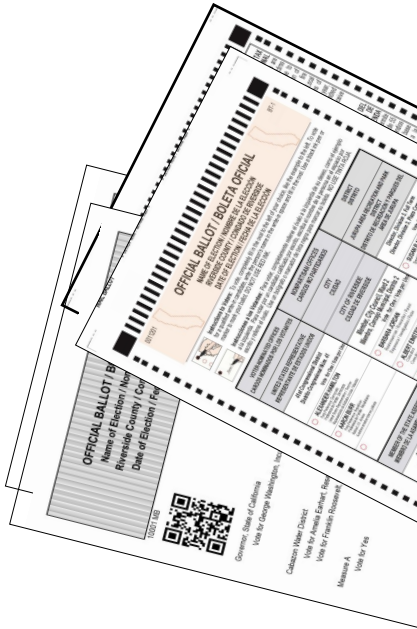
SCANNED VOTED BALLOT CARTON

(INSERT PINK COPY OF THE BALLOT STATEMENT)

ELECTIONS TAMPER EVIDENT TAPE
REPORT IMMEDIATELY IF "OPENED" APPEARS
DO NOT OPEN UNTIL ELECTION MORNING

8 Break the seals on the black Vote-by-Mail (VBM) Ballot Box(s) and the blue Ballot Box for any overflow Vote-by-Mail (VBM) Ballots and CVR Envelope Ballots.

VBM Ballot Box

Blue Ballot Box

10.7

Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

9 Separate and count the Spoiled Regular Ballots, CVR Envelopes, and Spoiled CVR ballots. Place a post-it note on each pile and record totals on section "C" for Spoiled regular Ballots, "E" for CVR Envelopes, and "F" for the Spoiled CVR Ballots on the Ballot Statement. Place the CVR Envelopes in the CVR zip lock bag. Place the Spoiled and Surrendered Ballots in the Spoiled and Surrendered zip lock bag. Place all items in the red Transport Bag with the orange copy of the Ballot Statement once all sections of the Ballot Statement has been completed. Place the broken seals from the blue Ballot Box and VBM Ballot Box in the Broken Seals Bag and place the Broken Seals Bag in the black Lead Bag.
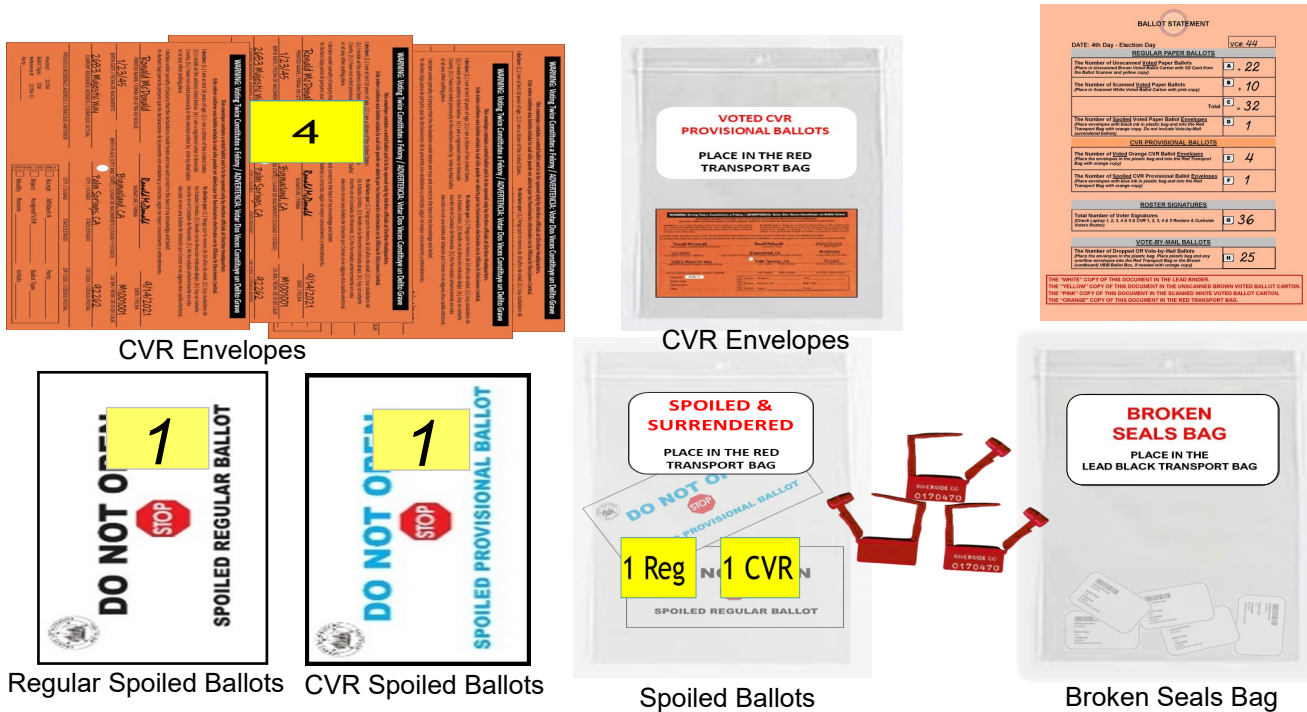
CVR Envelopes

CVR Envelopes
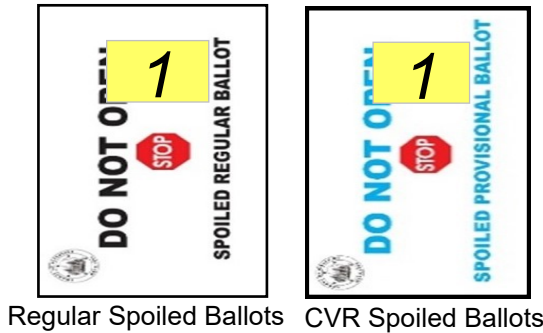
Regular Spoiled Ballots

CVR Spoiled Ballots
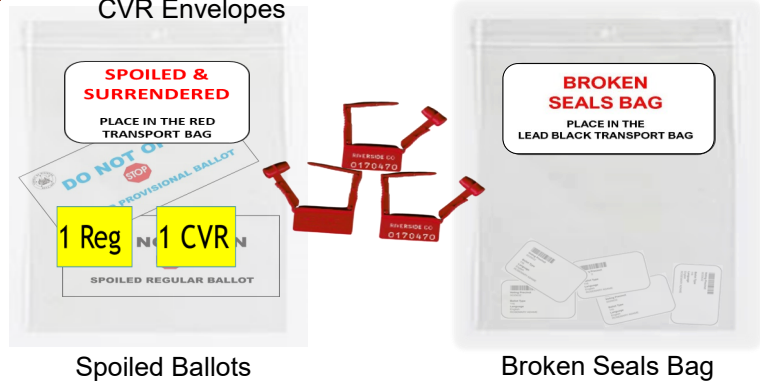
Spoiled Ballots

Broken Seals Bag

10 Count the VBM ballot envelopes. If there are more than 10 ballots you can crisscross the piles and place a post-it note on each pile for easy counting. Record the total in section "H" on the Ballot Statement. Place the ballots in the zip lock bag and in the red Transport Bag with the orange copy of the Ballot Statement. Place the Spoiled Regular Ballots, CVR Provisional Envelopes, and CVR Provisional Spoiled Ballots in the red Transport Bag.

VBM Envelopes

Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

11 Place the completed Voter Registration Applications, VBM Voted Ballots (if no overflow of VBM ballots), Voted CVR Provisional Ballots, Vote-by-Mail Research Ballots, and Spoiled & Surrendered Ballots in their individually labeled zip lock bags. Place all the items into the red Transport Bag with the orange copy of the Ballot Statement. Seal the red Transport Bag with a red Chamber Seal found in the Seals Bag.

12 If there is a large amount of Vote-by-Mail Ballots that will not fit in the red Transport Bag, place these ballots in the brown Vote-by-Mail Ballot Box and seal it with a Elections Tamper Evident Tape from the Seals Bag. Leave the orange copy of the Ballot Statement in the red Transport Bag even if there are several boxes of VBM Ballots.

10.9

Closing the Vote Center Each Day
Closing Steps on Election Day — Continued

13 After doing the last seals check on the BOD you will need to look at the "Inventory Report" and count the ballot paper not used for the day. Print an "Inventory Report" at closing even if no ballots were printed on the BOD. The "Inventory Report" must be printed on standard paper from "Tray 1", not on ballot paper. On the laptop screen click on the top right icon titled "Inventory Report".
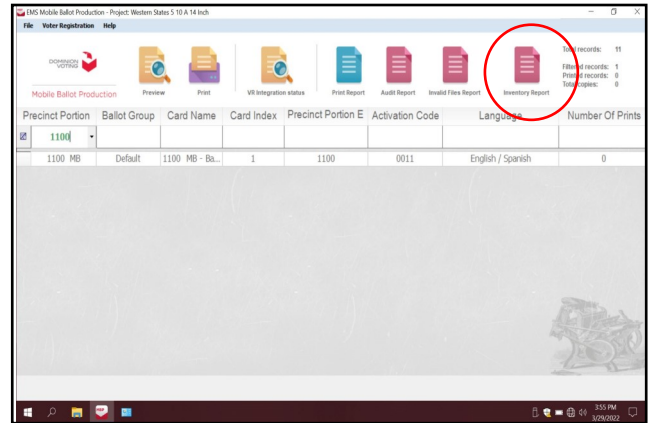
14 A new screen will appear with the inventory of the total amount of sheets that were used. Verify the total amount of sheets used for the day. Record the totals on the "Ballot Card Accounting Record - Log Sheet" and count the total number of sheets left in the printer cart. Don't forget to count the bundles of paper not used. Click on the "Print Icon".

15 The "Inventory Report" must be printed on standard size paper from "Tray 1". Not on ballot paper. On the pop up screen click on the "Preferences" box.

16 Click on the arrow under the "Driver Setting" a drop down menu will appear. Select "Inventory Report".

17 Once the "Inventory Report" has been selected and the Size:, Source:, and 2-Sided Printing settings have changed. It is important to print the report on "Size: Letter 8.5 x 11in" from "Tray 1".

18 Click on the "OK" button.

19 The printer screen will reappear. Click on the "Print" button. **Do not click on the "Apply" button otherwise the settings will stay on "Tray 1" and not revert back to "Tray 2" for printing the ballots.**

20 After the printer has printed the "Inventory Report" place it in the Lead Binder with the "Ballot Card Accounting Record - Log Sheet". If a PDF Ballot was printed, the "Inventory Report" will not reflect that total. **Never print a PDF Ballot.**

10.11

Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

21 Use the "Ballot Card Accounting Record - Log Sheet" located under the BOD laptop or in the Lead Binder. The "Activity Date" and "Quantity of Ballot Paper Received from ROV" (column A) was added on set-up day. In column "B" list the "Quantity of Ballots Printed and Issued to Voters" for a one card ballot. In column "C" list the "Quantity of Spoiled Ballots." In column "D" include the "Quantity of Ballots Issued and Spoiled (SUM)" from columns "B and C". Example: 36 plus 0 equals 36. In column "E" include the "Remaining Quantity of Ballot Paper Not Used" (column 'A" minus column "D" equals column "E". Example: At the beginning of the day the quantity was 686 in column "A" (Quantity of Ballot Paper Received from ROV) minus the "Quantity of Ballots Issued and Spoiled (SUM)" of 36 in column "D" equals 650 for column "E".)

In column "F" break the "F" seal (front door seal) on the BOD cart and "Hand Count of Unused Ballot Paper" left in the printer tray. If there is a difference, list that total on the log sheet in column "Diff (=/-)" next to the column for the "Lead Initials". Finally, initial the last column on the log sheet. Place the sheet in the Lead Binder under the tab in which it was received.

Riverside County
Registrar of Voters

BALLOT CARD ACCOUNTING RECORD – LOG SHEET
NAME OF CURRENT ELECTION DATE OF CURRENT ELECTION

EC§20235
Vote Center Location: **Name of Vote Center**
Vote Center #: **Number of Vote Center**

Ballot Manufacturer: **Dominion Voting Systems**
Ballot Printer Name: **Registrar of Voters**
Tint and Watermark Assignment: **Yellow PMS Yellow/CA Bear**

Activity Date	Quantity of Ballot Paper Received from ROV A	Quantity of Ballots Printed and Issued to Voters B	Quantity of Spoiled Ballots C	Quantity of Ballots Issued and Spoiled (SUM) D = (B + C)	Remaining Quantity of Ballot Paper Not Used E = (A - D)	Hand Count of Unused Ballot Paper F (Should = E)	Diff (=/-)	Lead Initials
Set-Up Date	**750**	0	1	1	749	749	0	MJ
1st Date of Election	749	11	0	11	738	738	0	MJ
2nd Date of Election	738	28	2	30	708	708	0	MJ
3rd Date of Election	708	22	0	22	686	686	0	MJ
4th Date Election Day	686	36	0	36	650	650	0	MJ
		Completed Log Sheet Election Day						

Closing the Vote Center Each Day
Closing Steps on Election Day — Continued

22 After recording and printing the totals on the "Ballot Card Accounting Record - Log Sheet" close the "Inventory Report" screen. Shut down the laptop by clicking on the "x" box located in the upper right hand corner of the screen.
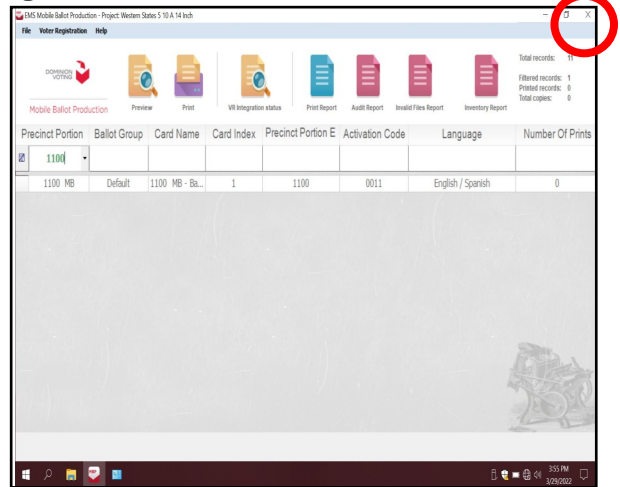
23 A new box will appear asking "Are you sure you want to leave this application?", click "YES".
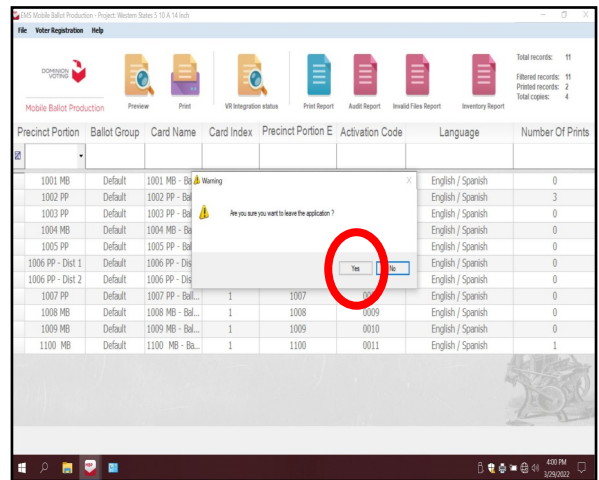
24 The start up window will appear. Shut down the laptop and unplug it from the BOD Printer.
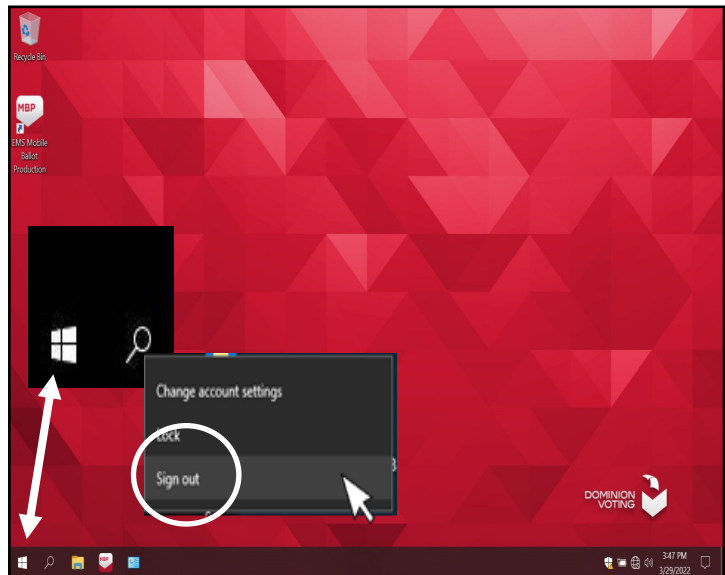
25 Disconnect the laptop cords from the printer. Place the laptop in the bag in which it was received and slide and close the top cover on the cart.

26 Close and reseal the printer with the cart key and two red seals from the Seals Bag. Record the red seals in the "Ballot on Demand Unit Security Log."

Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

27 Close and lock the front door on the Ballot on Demand (BOD) cart. Reseal the front door with a new seal found in the Seals Bag. Record the new seal on the BOD Seals Log. Unplug the unit and place the power cord back inside the cart. Place the BOD unit with the supplies for transport back to the Registrar of Voters office. Place the BOD cart key in the plastic pouch inside the Security Seals Log Binder.

Lanyard with Cart Key

28 Closing the Ballot Scanner, you will need to retrieve the scanner Security Token from the plastic pouch inside the Security Seals Log Binder. Insert the Security Token into the Security Key holder. Hold in position until the scanner display screen reads "Please Enter Password". Remove the Security Token and place it in the plastic pouch of the Security Seals Log Binder and enter the password given in the plastic pouch of the Security Seals Log Binder.

Security Token

Lanyard with Cart Key and Security Token

10.15
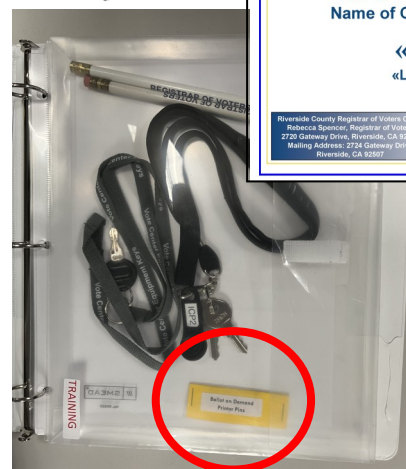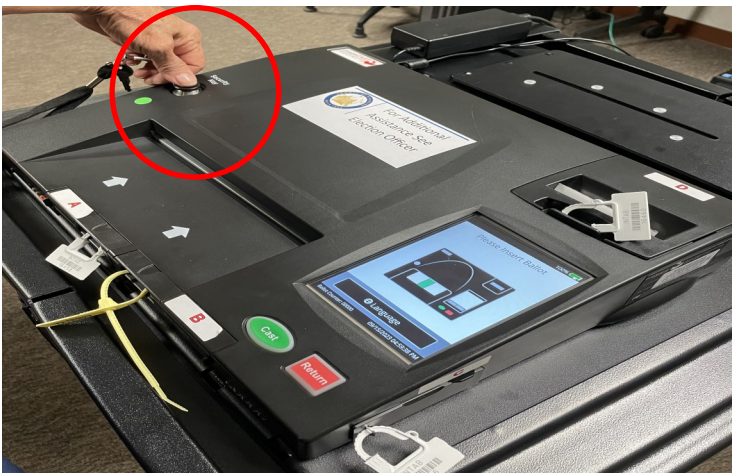
Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

29 Once the password is entered the scanner display screen will display "Correct-Your password has been confirmed" with a checked box. Next the scanner display screen will display the "Main Menu" screen.

30 On the "Main Menu" screen select "Poll Management". Under "Poll Management" select "Close Poll…". The scanner display screen will ask for the password again. Enter the given password.
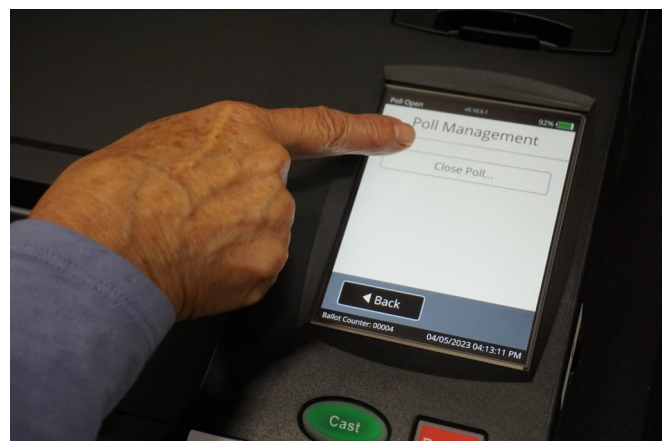
31 After entering the password again the scanner display screen will display "Close Poll Confirmation You have chosen to close the poll. Are you sure you wish to continue?". Select the "Confirm" button.
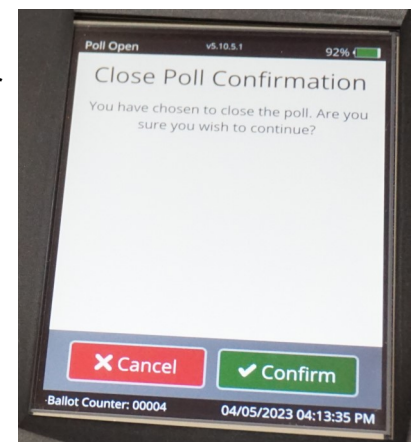
32 The scanner will refer to printing two Result Reports. The scanner display screen will read "Printing in progress Printing copy 1 of 2 copies of the results report". Wait until the scanner has finished printing.
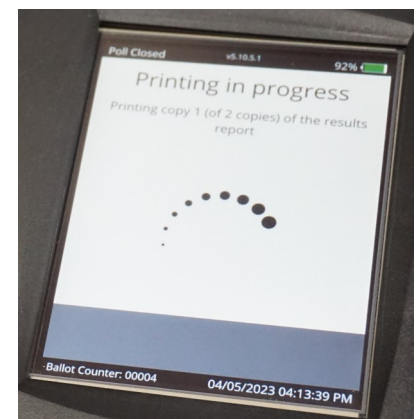
Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

33 Once scanner has finished printing the scanner display screen will read "Printing Complete Do you want to print another copy of the results report?". Select "Continue" this will **not** generate another Results Report. **DO NOT PRINT ANOTHER RESULTS REPORT.**

34 At the end of each report is a place for the Leads and two Election Officers to sign their name. Tear the two reports apart from each other and sign both reports.
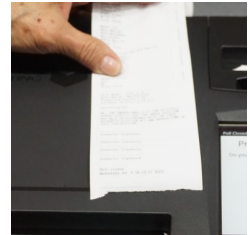
35 Place one signed report inside the SD Card Bag found in the Security Seals Log Binder plastic pouch. Place the SD Card Bag inside the brown Unscanned Voted Ballots Carton. Place the other signed report on the outside exit door of the Vote Center.
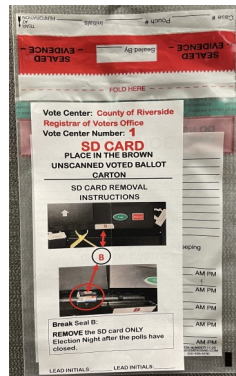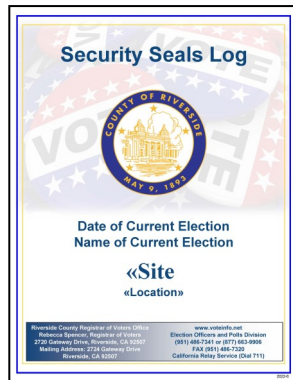
36 The scanner display screen will go back to the "Main Menu" screen. Select "Utilities". Under the Utilities screen select "Power Options".
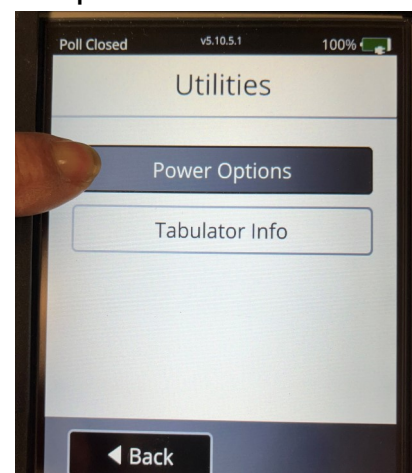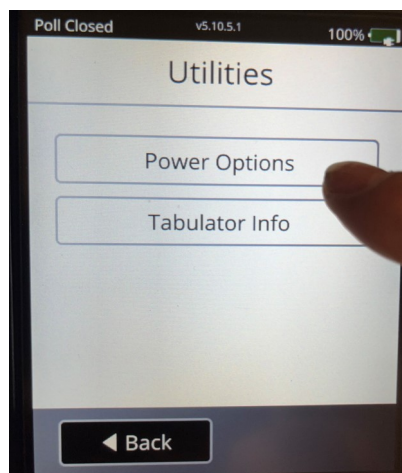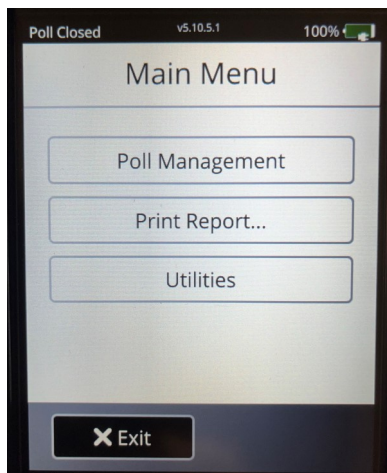
Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

37 Under the "Power Options" screen select "Power Down". The scanner display screen will read "Power Down-You have chosen to power down the machine. Do you wish to continue?". Select "Confirm" button.
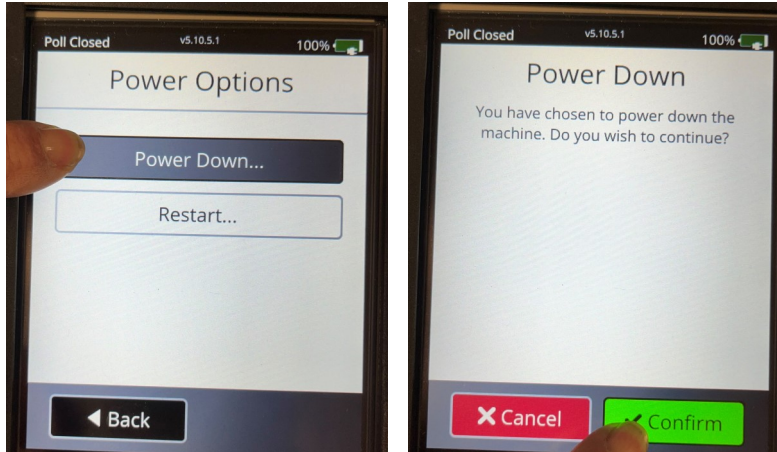
38 The scanner display screen will read "System Shutdown-The system will shutdown in 10 seconds..." The scanner will beep several times and then the scanner display screen will go black.
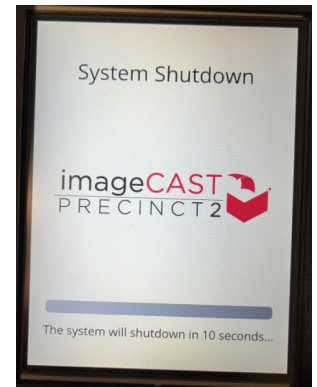
39 Break the "B" Poll Worker seal on the Ballot Scanner. Retrieve the SD Card Bag from the Security Seals Log Binder.
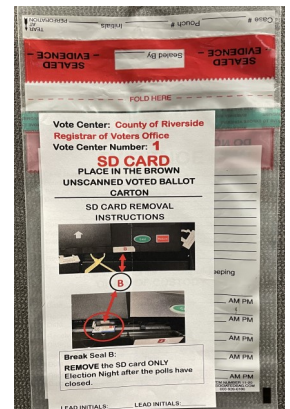
40 Remove the SD Card from the scanner. Insert the SD Card into the SD Card Bag with the scanner Results Report. Two Leads will initial the SD Card Bag and seal it.

10.18
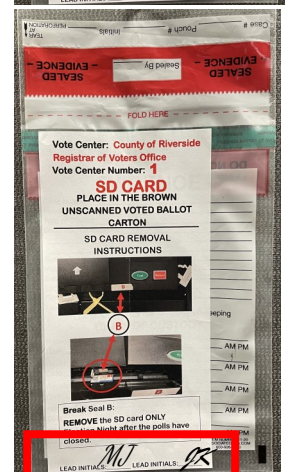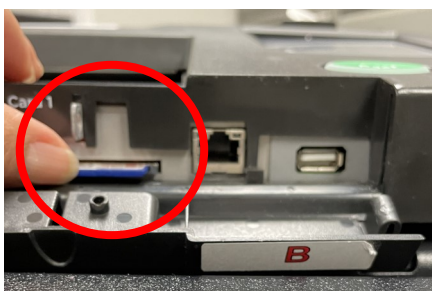
Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

41 Place the Evidence Bag with the report and the SD Card inside the brown Unscanned Voted Ballots Carton with Unscanned Ballots from the scanner and the yellow copy of the completed Ballot Statement. Seal with a Elections Tamper Evident Tape from the Seals Bag.
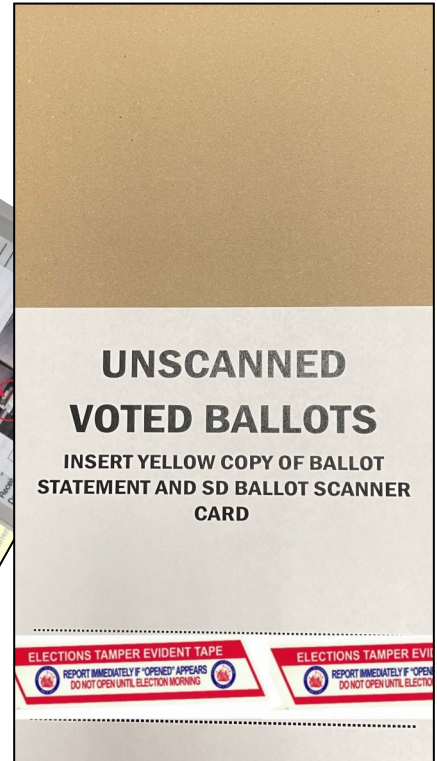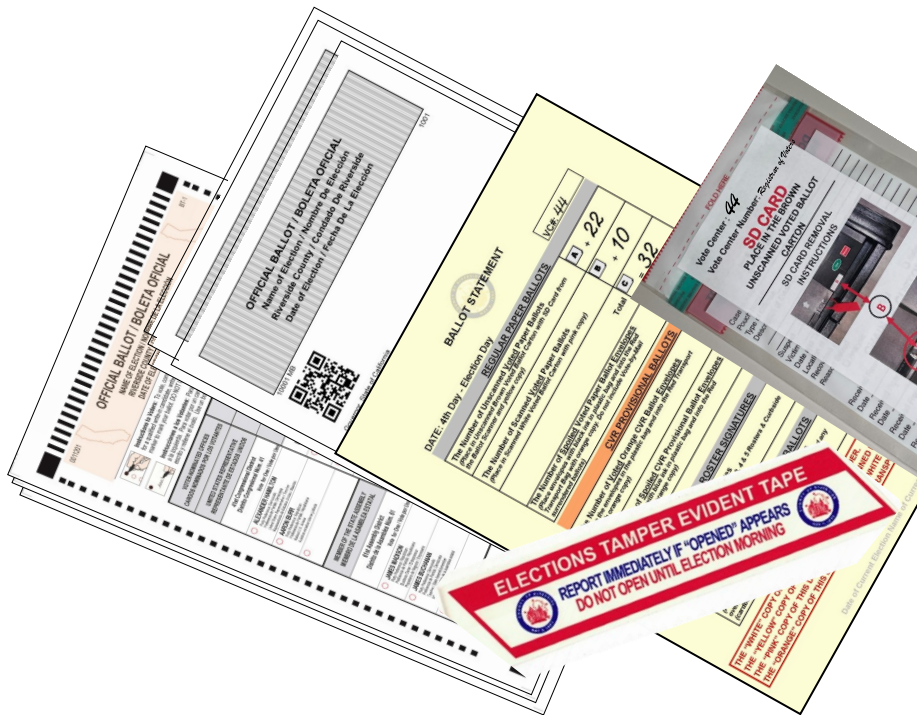
42 Break the seal "E" on the scanner latch. Refer to the Ballot Scanner Security Log Instruction Sheet found in the Security Seals Log Binder. Place the broken seal in the Broken Seals Bag.

43 Unplug and remove the scanner (tabulator) from the scanner cart. Place the scanner and the plug into the ballot scanner bag it originally came in and zip it closed.

44 Make sure the Unscanned Ballot slot is locked with the scanner key.

Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

45 Open the door on the Ballot Scanner cart. There is a yellow strap, hold on to the top of the cart and pull the strap to release the metal arm holding the top of the cart.

46 Gently let the top of the cart fall into place on the inside of the cart. Put the metal arm back into place after the top of the cart is inside the cart.
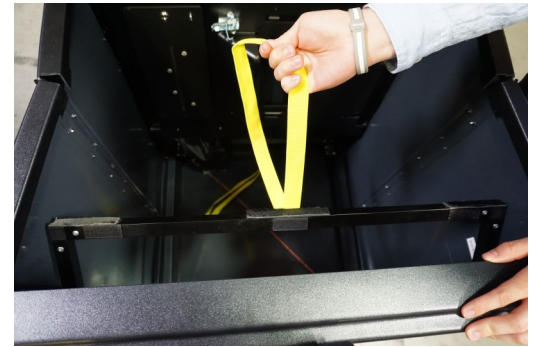
47 There are two latches on the bottom base of the cart. Unlatch them and pull the bottom base of the cart upward and into position on the side of the cart.
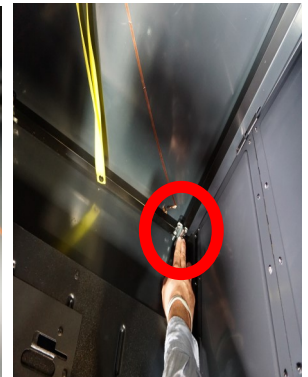
48 Close the cart into a folding position and lock the cart door. Attach the four Velcro© straps to keep the cart in the closed position. Place the cart and the Ballot Scanner suitcase with any other voting equipment items in a designated space for pick up by the Registrar of Voters or the assigned transport company.

Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

49 Gather the sealed red Transport Bag with the Vote-by-Mail Voted Ballots Bag, Conditional Voter Registration Voted Ballots Bag, Spoiled and Surrendered Ballots Bag, Vote-by-Mail Research Ballots Bag, Completed Voter Registration Cards, and the pink copy of the Ballot Statement.

50 Gather the brown Unscanned Voted Ballots Carton with the yellow copy of the Ballot Statement and the white Scanned Voted Ballots Carton with the pink copy of the Ballot Statement. Make sure both cartons are sealed with a Elections Tamper Evident Tape from the Seals Bag.

Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

51 If there is a large amount of Vote-by-Mail Ballots and CVR Provisional Ballots that will not fit in the red Transport Bag, place them in cardboard Vote-by-Mail box(s) and seal the box(s) with a Elections Tamper Evident Tape found in the Seals Bag. Place the box(s) with all the voting materials the Leads will bring back to the Registrar of Voters office.

52 Gather the five laptop bags and place the laptops into their tote bag with the power cord, mouse pad, and mouse. The Leads will dropped off the laptops with the other items on election night.

53 Place the Dymo® Printers into their tote bag or supply box. Place the Dymo® Printers in the black VBM Ballot Box in which they were received. They will be dropped off by the Leads with the supplies on election night.

54 In the black Lead Bag place the Lead Binder with the documents and items that were originally received. The Security Seals Log Binder with the Ballot on Demand Printer key and the Ballot Scanner Security Key and cart key. Collect the Poll Worker Ballot Activation Cards and place them in the Official Returns Envelope. Collect the voter Ballot Request forms with the attached "Ballot Request Data Entry Route Slip" and place in the zip lock bag. Collect all the Sign-In Rosters, CVR Sign-In Rosters, Broken Seals Bag, Seals Bag, and the work cell phone with the charging cord. Place all these items in the black Lead Bag.

BALLOT REQUEST BAG
PLACE IN THE
LEAD BLACK TRANSPORT BAG

BROKEN SEALS BAG
PLACE IN THE
LEAD BLACK TRANSPORT BAG

SEALS BAG
PLACE IN THE
LEAD BLACK TRANSPORT BAG

LEAD BAG
COUNTY OF RIVERSIDE
REGISTRAR OF VOTERS
LEAD OFFICER BAG

10.23

Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

55 Follow the steps below to close the polls and power off the "Accessible Voting Unit" (AVU), printer, and UPS on election night.

a On the AVU, insert the activation card and on the administration screen, enter the "Administrator Login Code", which is located on a label on the back of the name card inside the "Official Returns Envelope." Press the "Close Polls" button and then press "Yes" on the pop-up window to confirm.
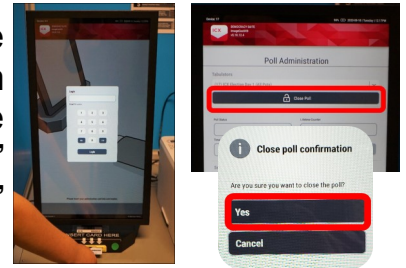
b Press the "Power Off" button on the lower right corner. A pop-up window will appear to "Power Off". Press "Yes" on the pop-up window to confirm. The screen will turn to a black screen.
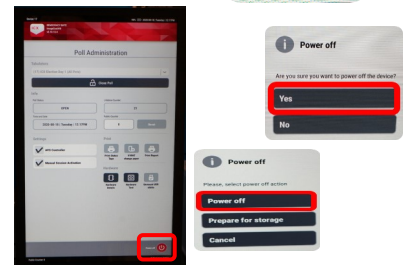
56 To power off the printer, press the power button located on the top right-hand side on the printer.

57 To power off the "Uninterrupted Power Supply" (UPS), press and hold the power button located on the front of the UPS for 15 seconds. Release the button after you hear the second beep.

58 Verify that the UPS is secured to the cart with the black or white tie straps and begin the power cord disassembly.

a Disconnect the UPS power cord labeled "A" from the wall power outlet.

b Disconnect the UPS power cord labeled "B" from the bottom right side of the tablet.

c Disconnect tablet power cord labeled "C" from the UPS. Wrap the cord neatly for storage.

10.24

59 Disconnect the printer USB cable labeled "D" from printer port "D" on the top right side on the rear of the printer.

60 Disconnect the ethernet cable labeled "E" from port "E" of the ATI.
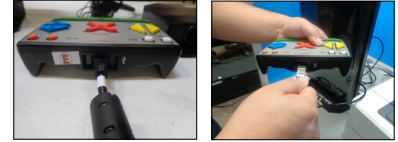
61 Disconnect the printer power cord labeled "F" from printer port "F" on the bottom right side of the back of the printer.

62 Disconnect the printer power cord labeled "G" from UPS port "G" and wrap the cord neatly.

63 Disconnect the headphones cable labeled "H" from port "H" of the Audio Tactile Interface (ATI).

64 Place the AVU case on a flat stable surface. Apply the protective packaging to the AVU tablet. The protective packaging has an arrow designating the right and left sides.

65 Once secured, place the AVU tablet in its case with the **screen facing down.**
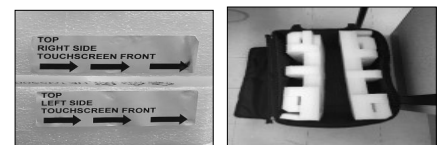
66 Return the power cord, ATI, and headphones to the AVU tablet case. Secure the items mentioned in any available space in the protective packaging. Zip the AVU tablet case closed.

Repeat all the steps for each AVU

67 Place the printer case on a flat stable surface.

68 Use the handles on the side of the printer and place the printer into the case. Return the printer power cord into the case next to the printer.

Closing the Vote Center Election Day
Closing Steps on Election Day — Continued

69 Secure the printer with the Velcro® strap. Zip the printer case closed.

Repeat all the steps for each printer on the AVU and on the processing table

70 Disassemble the AVU blue voting booth by following the steps listed below.

a Detach the latches from the bottom of the left and right sides of the voting booth. Lower the table until it is completely flat against the rear of the booth.

b Close the right side of the booth all the way. Close the left side of the booth all the way.
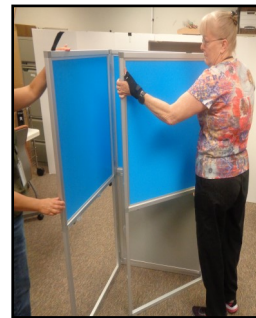
c Attach the Velcro® strap on the top of the blue voting booth in order to hold the sides in place. Store the blue voting booth with the other AVU equipment after completing disassembly.
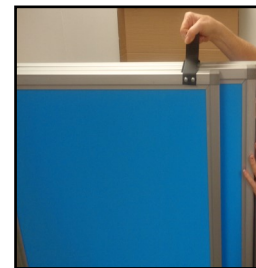
Repeat all the steps for each AVU blue voting booth

71 Disassemble the gray ADA voting booth and the silver voting booths. Place them in a designated area where they can be picked up by the Registrar of Voters staff.

Closing the Vote Center Election Day
Securing the Location

1 Leave the disassembled Accessible Voting Units (AVUs), printers, blue voting booths and Uninterrupted Power Supply units in the area designated for pick up. Place the locked and sealed Ballot on Demand cart and the Ballot Scanner cart and Ballot Scanner bag in the same designated area for pick up.

AVU Supplies

Ballot on Demand Cart

Ballot Scanner with Cart

2 Place the disassembled silver voting booths and gray ADA voting booth in the same area.
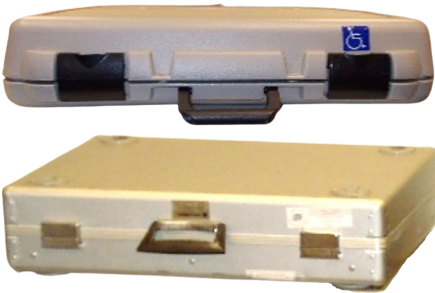
3 If necessary, fold the tables and chairs and place them along with the voting equipment or if borrowed from the facility; place them as instructed by the facility.

4 Retrieve all mitigation supplies, including the Curbside Doorbell, and PPE materials. Repack them into the bins that were originally received and place them with the election equipment for pickup.

ELECTIONS
intab

Mitigation Tub

10.27

Closing the Vote Center Election Day
Securing the Location — Continued

5 Place the Poster Display Board and Privacy Divider Screen with the remainder of the items for pickup.

6 Place all the equipment supplies and election supplies in their designated Tub 1 and Tub 2. Place with all the other items for pickup.

Tub 1

Tub 2

7 Make sure all outdoor signs and posters have been retrieved and put into the empty blue Ballot Box or supply tubs.

Closing the Vote Center Election Day
Securing the Location — Continued

8 Election Officers should verify they signed the Election Officer Oath and Payroll sheet and any other compensation documents (W-9 etc…). If not signed it could delay their compensation.

9 Use the Return Items Checklist (Reminders) and the Vote Center Lead Checklist found in the Lead Binder to ensure the items are returned properly to the Registrar of Voters office. Refer to the back side of the Return Items checklist for overflow Vote-by-Mail (VBM) Ballots.

10 The Leads will secure the location in the manner instructed by the location contact. If you need to locate someone on the grounds to lock the doors, be sure you do so. If you have been instructed to simply close the door behind you, check that the door locked securely behind you. Leave the Ballot Scanner Results Report on the outside door.

Closing the Vote Center Election Day
Securing the Location — Continued

11 In the same vehicle the Leads will load their vehicle with the sealed white Scanned Voted Ballots Carton, the sealed brown Unscanned Voted Ballots Carton, the overflow VBM and CVR Ballots (if any), red Transport Bag, the black Lead Bag, the black VBM Ballot Box with all the Dymo® Printers inside, the Router in the return bag with the Antennas and Ethernet Cables, and the Laptops in their tote bags. The Leads will return these items to the Registrar of Voters office on election night.

SCANNED **VOTED BALLOTS** INSERT PINK COPY OF BALLOT STATEMENT

UNSCANNED **VOTED BALLOTS** INSERT YELLOW COPY OF BALLOT STATEMENT AND SD BALLOT SCANNER CARD

Overflow of VBM and CVR Envelopes

Red Transport Bag

LEAD BAG COUNTY OF RIVERSIDE REGISTRAR OF VOTERS LEAD OFFICER BAG

Black VBM Ballot Box with Dymo® Printers

Router and Ethernet Cables

Laptops with power cord, mouse, and mouse pad