

# ELECTION GUIDE



## RIVERSIDE COUNTY PRESIDENTIAL PRIMARY ELECTION MARCH 5, 2024

**County of Riverside Registrar Voters Office**

**Art Tinoco, Registrar of Voters**

**2720 Gateway Drive, Riverside, CA 92507**

**Mailing Address: 2724 Gateway Drive,**

**Riverside, CA 92507**

**[www.voteinfo.net](http://www.voteinfo.net)**

**Election Officers and Polls Division**

**(951) 486-7341 or (877) 663-9906**

**FAX (951) 486-7320**

**California Relay Service (Dial 711)**



*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,*

*Riverside County Registrar of Voters*

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.

**Non-Emergency Police Department Dispatch**

**1-800-950-2444**

Call this number for reporting non-emergency incidents. After reporting a non-emergency incident, contact the Registrar of Voters for further guidance.

## Leads

Fill in your Leads contact information below:

---

Lead Name

---

Phone Number

---

Lead Name

---

Phone Number

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# 1. ESSENTIAL INFORMATION



## **RIVERSIDE COUNTY**

### **PRESIDENTIAL PRIMARY ELECTION**

### **MARCH 5, 2024**

**County of Riverside Registrar Voters Office**

**Art Tinoco, Registrar of Voters**

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# Essential Information

**California's new open primary system does not apply to candidates running for U.S. President, county central committee, or local offices.** In a closed primary, only persons who are registered members of a political party may vote the ballot of that political party.

Political Parties allowing crossover for nonpartisan voters in this election are:

**Democratic  
American Independent  
Libertarian**

## Party-Nominated/Partisan Offices

Political parties may formally nominate candidates for party-nominated/partisan offices at the primary election. A nominated candidate will represent that party as its official candidate for the specific office at the general election and the ballot will reflect an official designation. The top vote-getter for each party at the primary election moves on to the general election. Parties also elect officers of county central committees at the primary election.

A voter can only vote in the primary election of the political party he or she has disclosed a preference for upon registering to vote. However, a political party may allow a person who has declined to disclose a party preference to vote in that party's primary election. To check on the status of a political party crossover, visit the California Secretary of State office website at [www.sos.ca.gov](http://www.sos.ca.gov) for more information.

Write-in candidates for voter-nominated offices can still run in the primary election. However, a write-in candidate can only move on to the general election if the candidate is one of the top two vote-getters in the primary election. Additionally, there is no independent nomination process for a general election.

## Nonpartisan Offices

As a voter registered with No Party Preference, if you want to vote for U.S. President, you must request a primary election ballot with presidential candidates. The default ballot for No Party Preference voters has no presidential candidates on it. If you want to vote for a presidential candidate, do NOT cast this ballot. You can request a replacement ballot with presidential candidates from your county elections office. To check on the status of a political party crossover, visit the California Secretary of State office website at [www.sos.ca.gov](http://www.sos.ca.gov) for more information.

Political parties are not entitled to nominate candidates for nonpartisan offices at the primary election, and a candidate at the primary election is not the official nominee of any party for the specific office at the general election. A candidate for nomination to a nonpartisan office may NOT designate his or her party preference, or lack of party preference, on the ballot. The top two vote-getters at the primary election move on to the general election for the nonpartisan office.



# Essential Information

## Voter-Nominated Offices

Proposition 198 changed the closed primary system in California, to what is known as a "blanket" or "open" primary, in which all registered voters may vote for any candidate, regardless of political affiliation and without a declaration of political faith or allegiance in California.

California's Top Two Candidates Open Primary Act requires that all candidates for a voter-nominated office be listed on the same ballot. Previously known as partisan offices, voter-nominated offices are state legislative offices, U.S. congressional offices, and state constitutional offices.

In this new open primary system, this means you can vote for any candidate, regardless of what party preference you indicated on your voter registration form. Only the two candidates receiving the most votes, regardless of party preference, move on to the general election regardless of vote totals. If a candidate receives a majority of the vote (50 percent +1), a general election still must be held. Even if there are only two candidates in the open primary, a general election is still required.

Political parties are not entitled to formally nominate candidates for voter-nominated offices at the primary election. A candidate nominated for a voter-nominated office at the primary election is the nominee of the people and not the official nominee of any party at the general election. A candidate for nomination to a voter-nominated office shall have his or her party preference, or lack of party preference, stated on the ballot, but the party preference designation is selected solely by the candidate and is shown for the information of the voters only. It does not mean the candidate is nominated or endorsed by the party designated, or that there is an affiliation between the party and candidate, and no candidate nominated by the voters shall be deemed to be the officially nominated candidate of any political party. In the county sample ballot booklet, parties may list the candidates for voter-nominated offices who have received the party's official endorsement.

Any voter may vote for any candidate for a voter-nominated office, if they meet the other qualifications required to vote for that office. The top two vote-getters at the primary election move on to the general election for the voter-nominated office even if both candidates have specified the same party preference designation. No party is entitled to have a candidate with its party preference designation move on to the general election, unless the candidate is one of the two highest vote-getters at the primary election.

You can check your voter registration status in Riverside County, including political party, at any time by visiting [www.voteinfo.net](http://www.voteinfo.net). You can also call our office toll free at (800) 773-VOTE (8683) or (951) 486-7200 for your status.

If you need to register to vote for the first time or update your voter registration information, including political party, go to any vote center in Riverside County or visit [RegisterToVote.ca.gov](http://RegisterToVote.ca.gov).

# Essential Information

## Voter Registration

### QUALIFICATIONS

Every registered or conditionally registered voter has a right to cast a ballot. A registered voter is a United States citizen who is a resident of California, is at least 18 years old, is not currently serving a state or federal prison term for the conviction of a felony, is not currently found to be mentally incompetent to vote by a court, and who is registered to vote at their current residence address. (California Elections Code § 2300(a)(1))

### 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 [www.voteinfo.net](http://www.voteinfo.net). The 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.

# Essential Information

## Voter Registration—Continued

### 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)

## 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).

## County Voter Information Guide

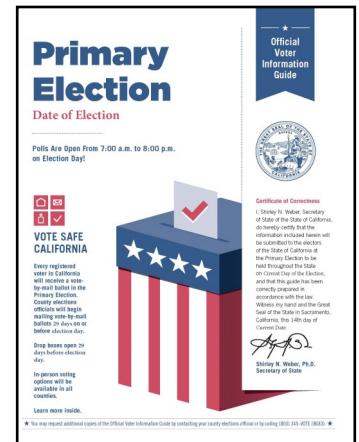
The Riverside County Voter Information Guide is mailed to all active registered voters. The guide will include information on what will be on the ballot, along with a sample ballot. Voters who conditionally register to vote can only receive this information at the Riverside County Registrar of Voters office or any voting location in the Riverside County. Guides can also be found on the Riverside County Registrar of Voters website at [www.voteinfo.net](http://www.voteinfo.net).



# Essential Information

## State Voter Information Guide

California State Voter Information Guide contains information about federal and statewide candidates and statewide ballot measures. The State Voter Information Guide is only mailed prior to a statewide election. One guide will be delivered per household, not per voter. Guides can also be found on the California Secretary of State website at [www.sos.ca.gov](http://www.sos.ca.gov).



## Voting Locations

All active registered voters in Riverside County will receive a ballot by mail beginning Monday, February 5, 2024. Voters have the following options for returning their Vote-by-Mail ballot:

- ✦ Mail their ballot (postage paid) so that it is postmarked by Election Day, March 5, 2024, 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 secure ballot drop off box located outside the building, open 24 hours per day, no later than 8:00 p.m. on Election Night, March 5, 2024.
- ✦ Drop off their ballot at one of the participating ballot box drop off locations, available beginning February 5, 2024.
- ✦ Drop off their ballot at any 11-day Vote Centers in Riverside County, including Election Day.
- ✦ Drop off their ballot at any 4-day Vote Centers in Riverside County, 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](http://www.voteinfo.net).

- ✦ March 5, 2024 (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 eligibility and provide them access to their unique ballot.

# Essential Information

## Voting Locations—Continued

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 the same day 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)

## 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:

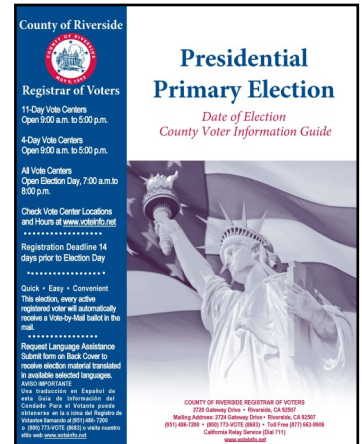
- ✦ Go to our website at [www.voteinfo.net](http://www.voteinfo.net)
- ✦ Download the application
- ✦ Mark their selections
- ✦ Print their selections
- ✦ Sign the envelope (using the envelope provided with the Vote-by-Mail ballot or the voter's own envelope)
- ✦ Return the printed ballot
- ✦ The return 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 **cannot** be returned electronically

# Essential Information

## Remote Accessible Vote-by-Mail (RAVBM) - Continued

- ✦ 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.



## Personal Protective Equipment (PPE)

While Riverside County has always promoted the safest voting experience possible, you play a critical role in this election.

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
- ✦ Disinfecting Wipes
- ✦ Electronic Wipes
- ✦ Face Masks
- ✦ Disinfectant Spray



# Essential Information

## Personal Protective Equipment (PPE) - Continued

Here are some guidelines you will implement for this election.

- ✦ Frequently wash your hands and use hand sanitizer.
- ✦ 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.

## Active Shooter Situations<sup>[1]</sup>

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

#### 1. Run

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe
- Prevent individuals from entering an area where the active shooter may be

# Essential Information

## Active Shooter Situations—Continued

### 2. Hide

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open

### 3. Fight against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions



# Essential Information

## Fentanyl Overdose Information<sup>[2]</sup>

Opioids are currently the leading cause of overdose deaths in the United States. During an overdose, breathing can be dangerously slowed or stopped, causing brain damage or death. You don't have to be a medical professional to identify the signs or help, the important thing is to act quickly.

### Opioid Overdose Signs Include:

- Small constricted "pinpoint" pupils
- Won't respond to stimuli such as a sternal rub or their name
- Choking, snoring, wheezing, or gurgling sounds
- Pale, blue or cold/clammy skin
- Reduced level/loss of consciousness
- Slow shallow or stopped breathing
- Limp body

**Taking opioids that you buy off the street or from a friend can increase the risk of opioid overdose as there's no certainty of how strong the drug is or what might be mixed in with it!**

It is at times difficult to tell whether a person is high or experiencing an overdose. If you aren't positive, it is best to treat it like an overdose.

1. **Call 9-1-1 immediately**, all you have to say is "Someone is unresponsive and not breathing" and provide a clear address and/or description of your location
2. **Administer Naloxone. Also known as "Narcan", you can find Naloxone in your vote center supplies. Follow the directions for administering Naloxone on the packaging.**
3. **Try to keep the person awake and breathing**, perform rescue breathing if needed. Administer another dose of naloxone 2-3 minutes after the first dose if they don't respond.
4. **Put the person on their side**, in a recovery position
5. **Stay with them** until the emergency workers arrive

**There are also some things that you want to make sure not to do for the risk of putting the individual at more harm such as:**

- Don't hit or try to forcefully wake or move the person - it will only potentially cause further harm.
- Don't put the person in a cold bath or shower. This increases the risk of falling, drowning or going into shock.

Don't try to make the person vomit. This increases the risk of choking or inhaling vomit into their lungs, which can cause a fatal injury.

# Essential Information

## Emergency Preparedness<sup>[3]</sup>

- Know your surroundings
- Identify exits
- Talk to facility Staff
- Have an incase emergency meet up location

## Non-Life Threatening Emergencies

### Fires/Wildfires

A wildfire is a natural disaster that starts in forests, deserts with heavy brush or other vegetated areas. They can be a great danger to people who live in or near such areas. Wildfires can be started by lightning, extremely dry vegetation in warm climates, human carelessness or intentionally. In the wilderness they can quickly burn thousands of square miles. In metropolitan cities such as Los Angeles, they can burn entire neighborhoods. Southern California is very prone to wildfires because of low annual rainfall, warm summers and dry vegetation.

### Power Outages/Blackouts

A power outage is the loss of electricity to an area. A power outage may be referred to as a blackout if power is lost completely, or as a brownout if some power supply is still present. Blackouts and brownouts are common in California because of extremely dense populations. Though power outages are not necessarily considered natural disasters, they often occur with natural disasters.

### Earthquakes

An earthquake is a sudden shift or movement of the plates in the earth's crust. On the surface, this moves and shakes the ground and can be very damaging to poorly built structures. The most powerful earthquakes can destroy even the best built structures. They can also cause other disasters, such as tsunamis and volcanic eruptions. Earthquakes occur along fault lines and are unpredictable. California is highly prone to earthquakes because of its many active fault lines.

### Floods

A flood is a natural disaster caused by too much rain or water in an area, and could be caused by many different conditions. In California, floods are most often caused by prolonged rainfall from a storm. Flooding is particularly dangerous because it often leads to landslides or mudslides.

**Call the Registrar of Voters at 951-486-7341 as soon as possible.**

**If your life is in danger, call 911 and report the incident to the Registrar of Voters as soon as possible.**

## Closing a Vote Center

If you need to evacuate your vote center in a non-life threatening emergency, follow the guidelines on page 20 to ensure you are taking all the essential items out of your vote center.

[3] (California Department of Public Health, [https://www.cdph.ca.gov/Programs/EPO/Pages/BI\\_Natural-Disaster\\_Know-and-Understand.aspx](https://www.cdph.ca.gov/Programs/EPO/Pages/BI_Natural-Disaster_Know-and-Understand.aspx))





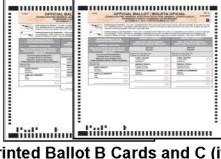
# Essential Information

## Returning Items

Incase of Non-Life-Threatening Emergency

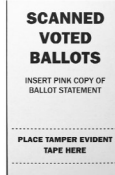



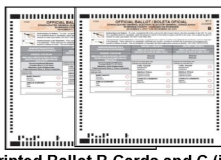
All election materials need to be stored as shown below to be returned to the Registrar of Voters office by the two Leads

**Unscanned Voted Ballot Carton**


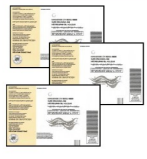


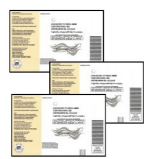
AVU Ballots      BOD Printed Ballot A Cards      BOD Printed Ballot B Cards and C (if applicable)

**Scanned Voted Ballot**


AVU Ballots      BOD Printed Ballot A Cards      BOD Printed Ballot B Cards and C (if applicable)

**Black VBM BOX**


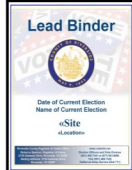



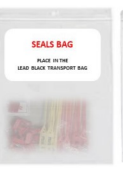


Vote-By-Mail Voted Ballots      CVR Voted Ballots      Spoiled & Surrendered      Vote By Mail Research Ballots

**Ballot Scanner**





**Do not close the polls and break A,B,C and D seals.**

**Lead Bag**

Lead Binder      Security Seals Log Binder      Ballot Request Bag      Broken Seals Bag      Seals Bag      Dymo Printer Label Bag      Completed Voters Registration cards

Official Returns Envelope (With 10 Activation Cards)      Riverside County Cell Phone

**Laptops (5)**  
(With matching set of Sign-In Rosters and CVR Sign-In Rosters)



**Items above are returned to the Registrar of Voters office in case of Non-Life-Threatening Emergency.**

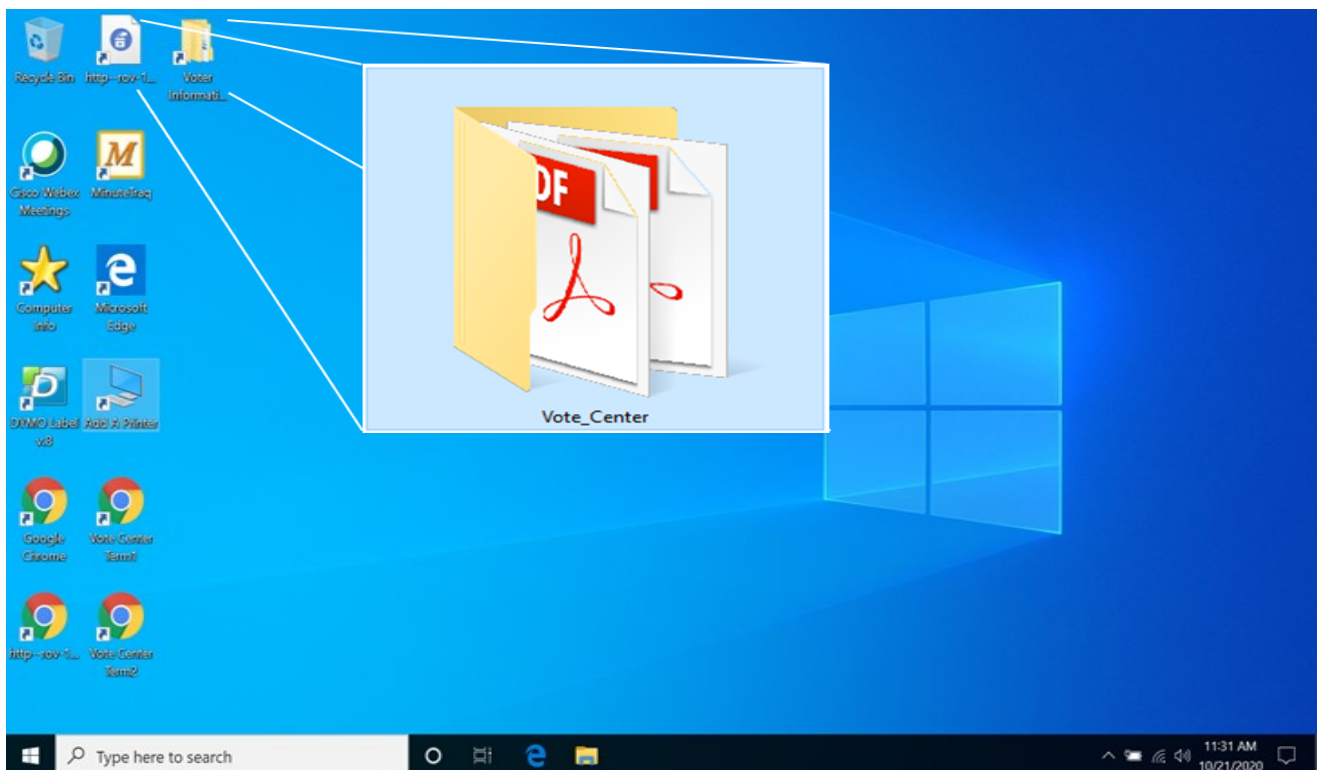
Follow the instructions given by the facility. Make sure the door to voting location is locked when leaving.

# Essential Information

## Printing Election Materials from the Shared Drive on the Laptops

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

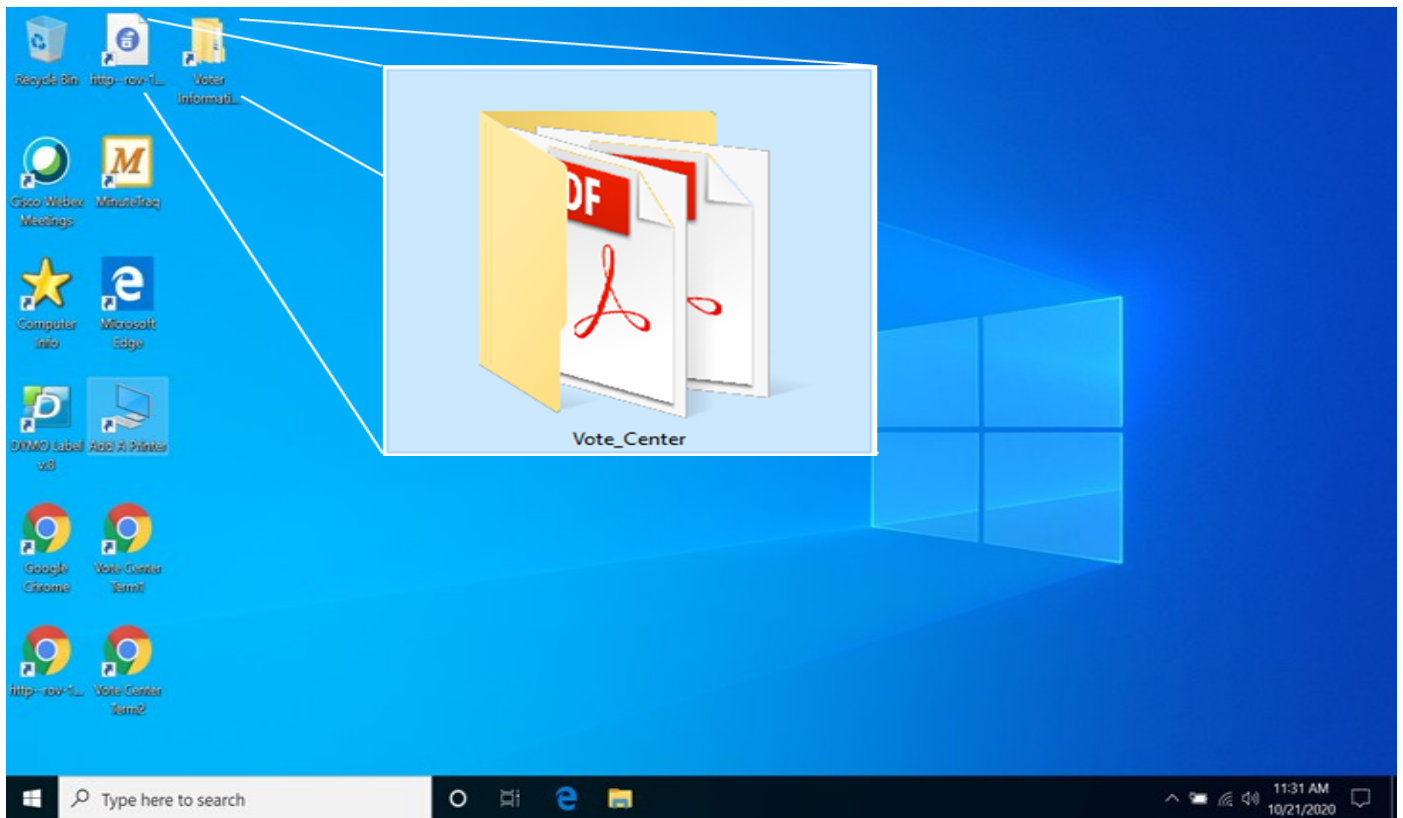
- ✦ Voter Information Guides
- ✦ W-9 Forms
- ✦ Alternate Language Ballots (Facsimile Ballots in Tagalog, Chinese, Korean, and Vietnamese)
- ✦ Compensation and Contact Information Forms
- ✦ Ballot Request Forms
- ✦ Election Officer Oath & Payroll
- ✦ Data Entry Route Slips
- ✦ Expense Reimbursement Claim Form
- ✦ Lead Reminders
- ✦ Add a Printer Information
- ✦ Roster Pages
- ✦ Dymo® Configurations
- ✦ Vote Center Locations
- ✦ Laptop Initialization
- ✦ Ballot Drop-Off Locations
- ✦ Printer Initialization
- ✦ Application to Provide Vote-by-Mail Ballot to Representative
- ✦ Supplies Inventory



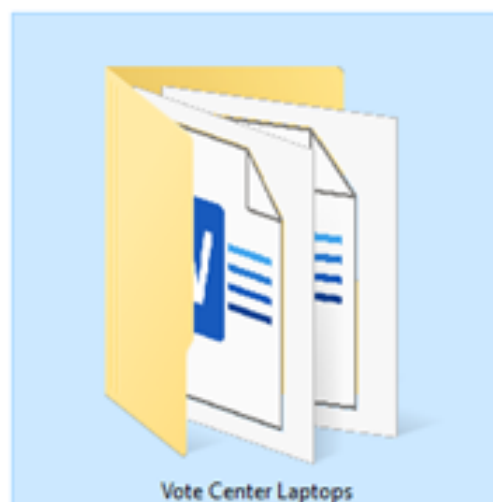
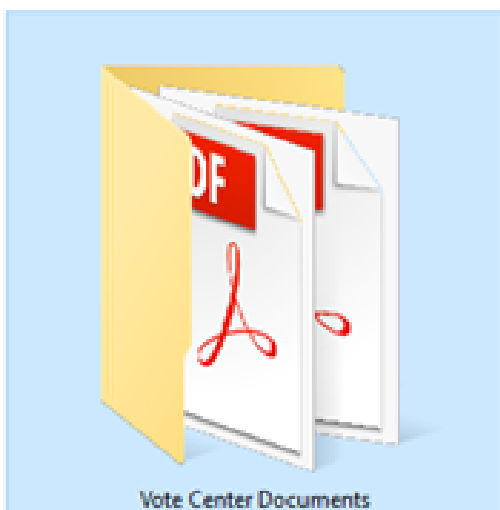
# Essential Information

## 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.

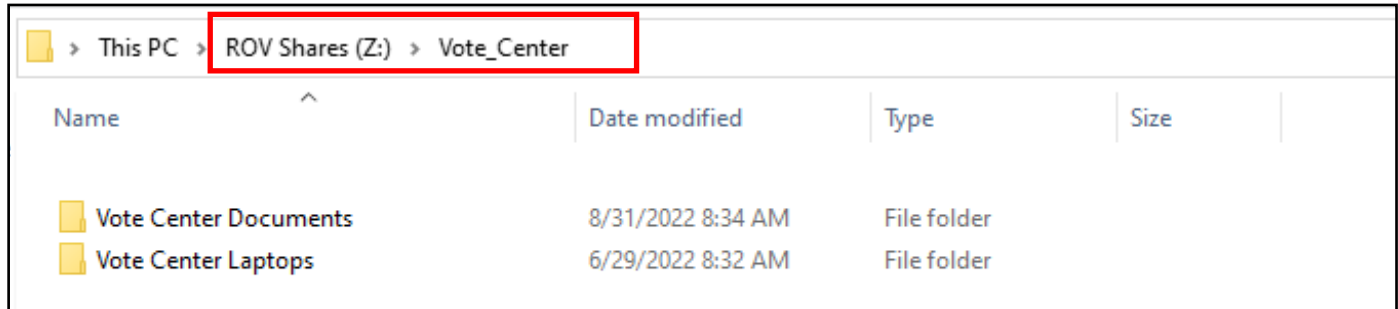




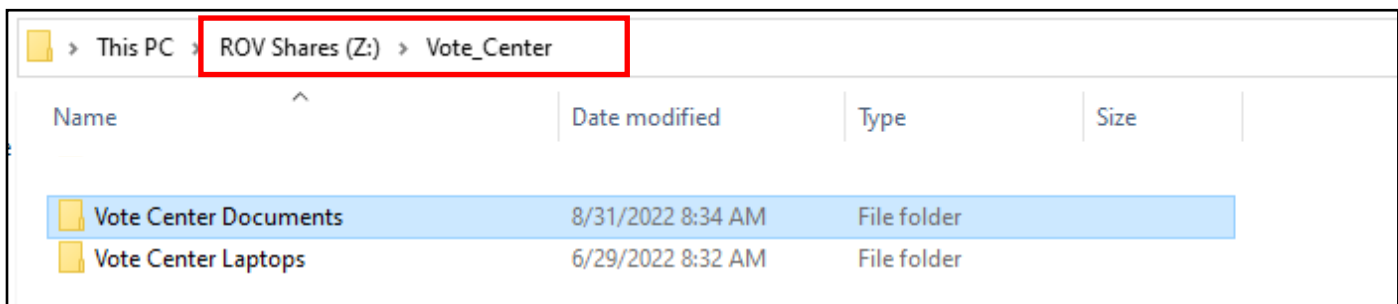
# Essential Information

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

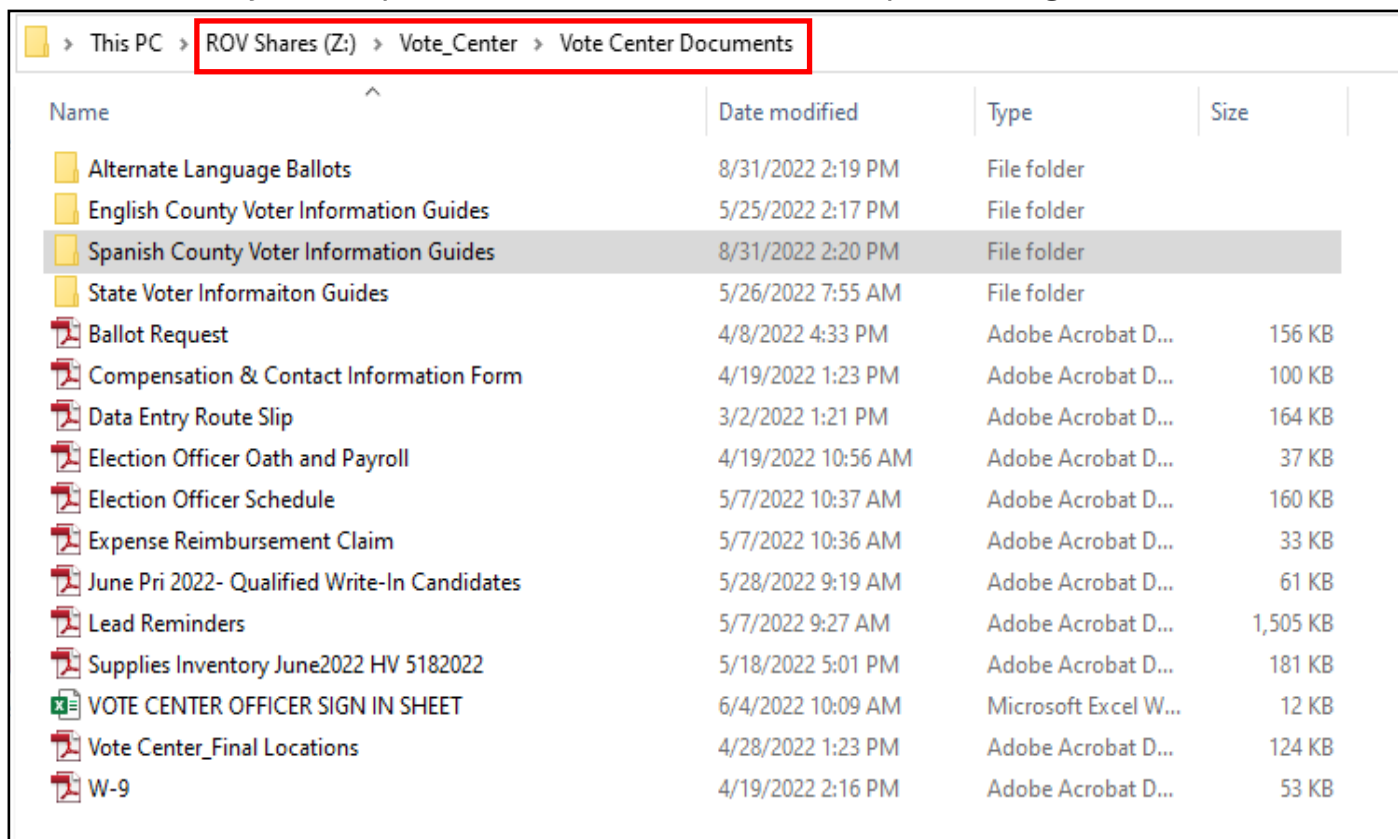
⇒ 3. When opening the “Vote\_Center” folder you will see file folders.



⇒ 4. Double click on the Voter Center Documents for access to several folders and documents.



⇒ 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.

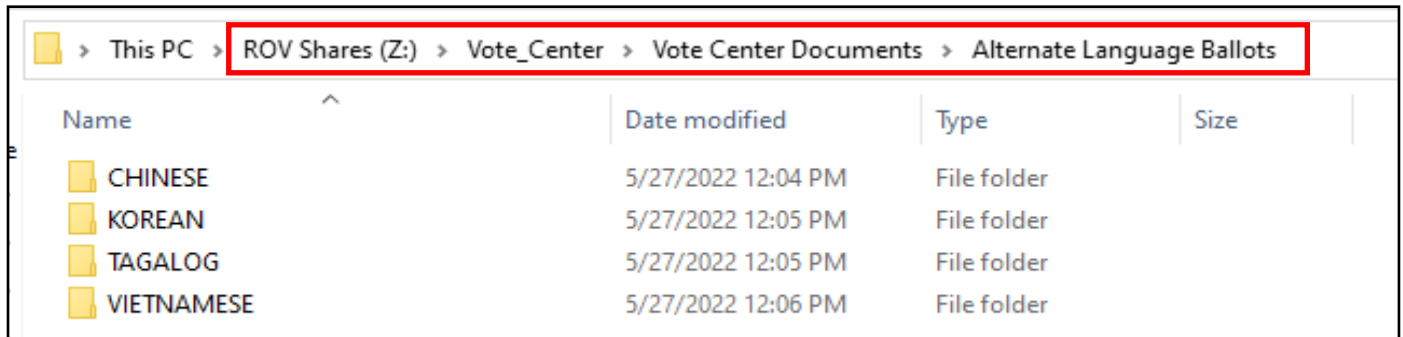




# Essential Information

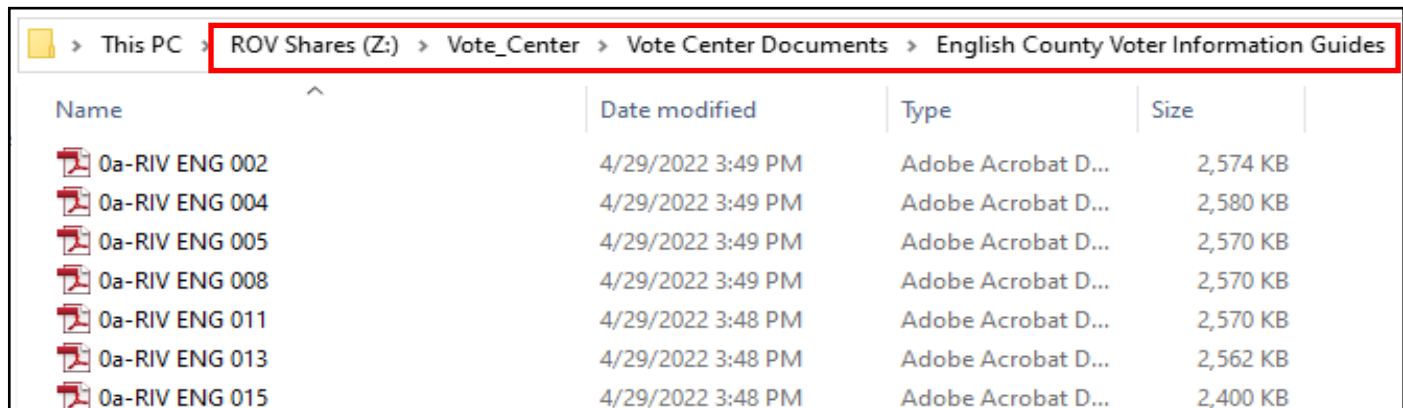
## Printing Election Materials from the Shared Drive on the Laptops — Continued

⇒ 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.



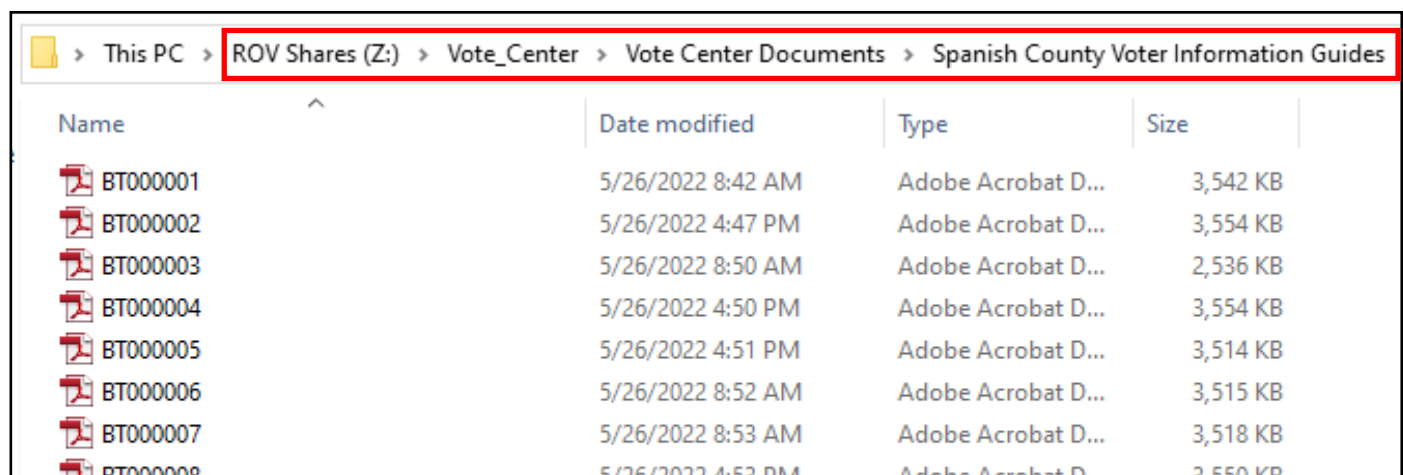
Name	Date modified	Type	Size
CHINESE	5/27/2022 12:04 PM	File folder	
KOREAN	5/27/2022 12:05 PM	File folder	
TAGALOG	5/27/2022 12:05 PM	File folder	
VIETNAMESE	5/27/2022 12:06 PM	File folder	

⇒ 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 “Processing 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

⇒ 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 “Processing Voters” section six of this guide.

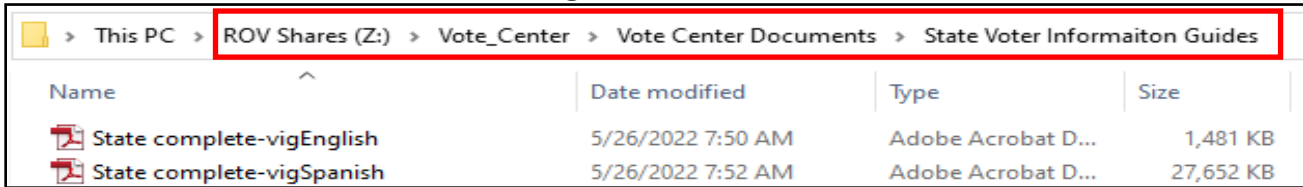


Name	Date modified	Type	Size
BT000001	5/26/2022 8:42 AM	Adobe Acrobat D...	3,542 KB
BT000002	5/26/2022 4:47 PM	Adobe Acrobat D...	3,554 KB
BT000003	5/26/2022 8:50 AM	Adobe Acrobat D...	2,536 KB
BT000004	5/26/2022 4:50 PM	Adobe Acrobat D...	3,554 KB
BT000005	5/26/2022 4:51 PM	Adobe Acrobat D...	3,514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

# Essential Information

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

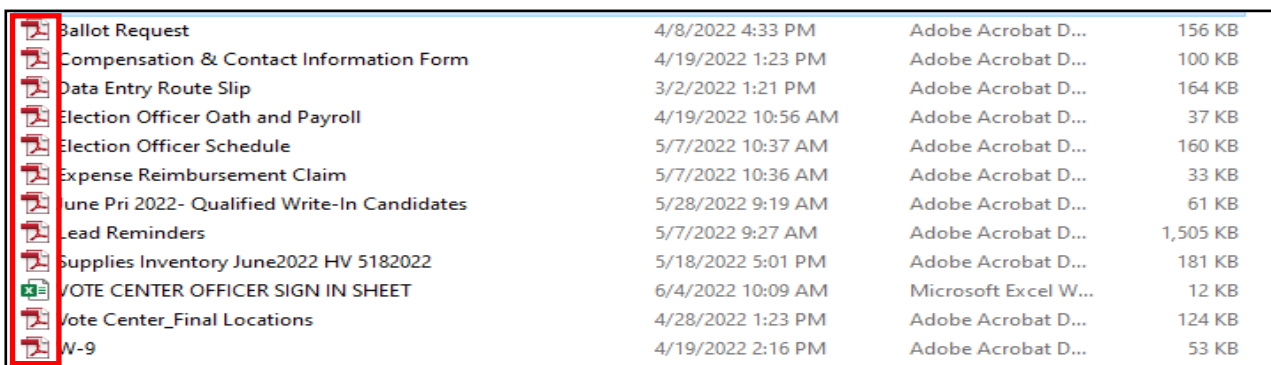
⇒ 9. The State Voter Information Guides will be available in English, Spanish, Tagalog, Korean, Vietnamese, and Chinese. You will not need a ballot type for this file because the State Guides are for all voters regardless of the voter’s residence address.



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.
- ⇒ **Application to Provide Vote-by-Mail Ballot to Representative** — for Authorized Agents picking up a replacement ballot for a registered voter



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

## Rovers

Riverside County Registrar of Voters office is committed to providing Election Officers with the training, supplies, assistance, and other support needed to have a successful election at the vote centers. Rovers are trained staff that support assigned voting locations throughout the election. Rovers work together with the Election Officers and the Riverside County Registrar of Voters office to help with policies and procedures that might arise at the vote centers. Each Rover covers several locations within a geographic area and is responsible for communicating with the vote centers, delivering extra supplies, and providing Election Officers with any additional information from the Election Officers (EO) Polls Division. Rovers report directly to the EO Polls Division of the Riverside County Registrar of Voters office. Spanish speaking Rovers will be available for locations as needed.

## 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. Voters have the option to scan their ballot through the Ballot Scanner, which 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 pages 52 and 88 of this guide.



# 2. ELECTION OFFICER INFORMATION



## RIVERSIDE COUNTY PRESIDENTIAL PRIMARY ELECTION MARCH 5, 2024

County of Riverside Registrar Voters Office

Art Tinoco, Registrar of Voters

2720 Gateway Drive, Riverside, CA 92507

Mailing Address: 2724 Gateway Drive,

Riverside, CA 92507

[www.voteinfo.net](http://www.voteinfo.net)

Election Officers and Polls Division

(951) 486-7341 or (877) 663-9906

FAX (951) 486-7320

California Relay Service (Dial 711)




# 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 in the guide has desired information on different types of situations. You may call the Registrar of Voters at (951) 486-7341 if you have additional questions.

### ELECTION GUIDE



**RIVERSIDE COUNTY**  
PRESIDENTIAL PRIMARY ELECTION  
MARCH 5, 2024

County of Riverside Registrar Voters Office  
Art Tinoco, 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 (977) 963-9906  
FAX (951) 486-7320  
California Relay Service (Dis) 711

## Training Class

California State Law requires that the Registrar of Voters conducts training for Election Officers prior to each election. 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.**

The image shows two forms side-by-side. The left form is a 'Compensation Form' with various fields for personal information, employment details, and tax information. The right form is a 'W-9 Tax Form' for reporting taxpayer identifying number and certification.

## 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.

The image shows a 'NOTICE OF APPOINTMENT' form. It is addressed to Beverly Jones at 7200 PLACER AVE, PALM DESERT, CA 92260. The appointment is for the position of Poll Officer at Cathedral City Hall, 8700 Avenida Lalo Guerrero, Cathedral City, CA 92234, on March 5, 2024. A table lists the assigned poll officers and their contact information.

ID#	Position	Name	Phone
N/A	Lead Election Officer	To Be Determined	
N/A	Assistant Lead Election Officer	To Be Determined	
52204	Poll Officer	Beverly Jones	(760)444-1234
43669	Poll Officer	Diana Chi	(760)333-1234
46200	Poll Officer	Diana L. Hurts	(760)333-1234
60770	Poll Officer	Faith Salazar	(760)888-1234
61319	Poll Officer	Grant E. Lomborg	(760)888-1234
54811	Poll Officer	James W. Cliff	(760)888-1234
60873	Poll Officer	Josiah P. Small	(951)255-1234
58328	Poll Officer	Lynne Gonz	(951)255-1234
54207	Poll Officer	Maria Amador	(951)760-1234

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

# 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. The Registrar of Voters staff may pick up the Oath of Allegiance and Election Officer Payroll sheet halfway through the election. It is important to fill out the sheet every day before leaving the vote center.



### 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: \_\_\_\_\_ County Employee ID# \_\_\_\_\_  
(Print) (if applicable)

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### ELECTION OFFICER PAYROLL

Date	Start Time	Lunch Break <small>1 Hour</small>	End Time	Total Hours	Comments
Example	6:00 am	1 Hour	9:00 pm	14	N/A
Set-Up		N/A			<i>Set-Up</i>
1 <sup>st</sup> Day		1 Hour <small>Mandatory</small>			
2 <sup>nd</sup> Day		1 Hour <small>Mandatory</small>			
3 <sup>rd</sup> Day		1 Hour <small>Mandatory</small>			
Election Day		1 Hour <small>Mandatory</small>			
4 <sup>th</sup> Day		1 Hour <small>Mandatory</small>			

**Compensation to be paid 6 to 8 weeks after the election.**

Election Officer Signature: \_\_\_\_\_

Election Officer Lead Signature: \_\_\_\_\_

Date of Current Election Name of Current 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.

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 Leads and up to eight Election Officers.

## 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 Rules of Conduct

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

# Election Officer Information

## Election Officer Rules of Conduct - Continued

- ✦ 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.** Conversations about political party activities or philosophies, observations about voting activities of individuals or groups, and any other political dialogue is prohibited within the vote center.

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.



THANK YOU  
FOR NOT SMOKING

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.

# Election Officer Information

Notes:

# 3. VOTE CENTER SUPPLIES



## RIVERSIDE COUNTY PRESIDENTIAL PRIMARY ELECTION MARCH 5, 2024

County of Riverside Registrar Voters Office

Art Tinoco, Registrar of Voters

2720 Gateway Drive, Riverside, CA 92507

Mailing Address: 2724 Gateway Drive,

Riverside, CA 92507

[www.voteinfo.net](http://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 Supplies

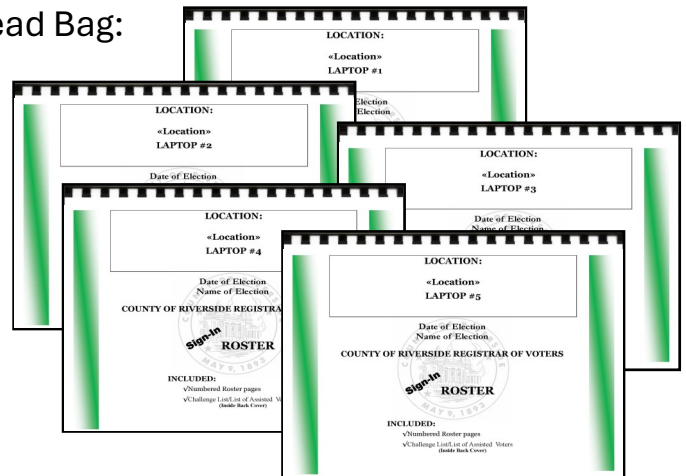
## Lead Bag

The Leads are given a black 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 black Lead Bag:

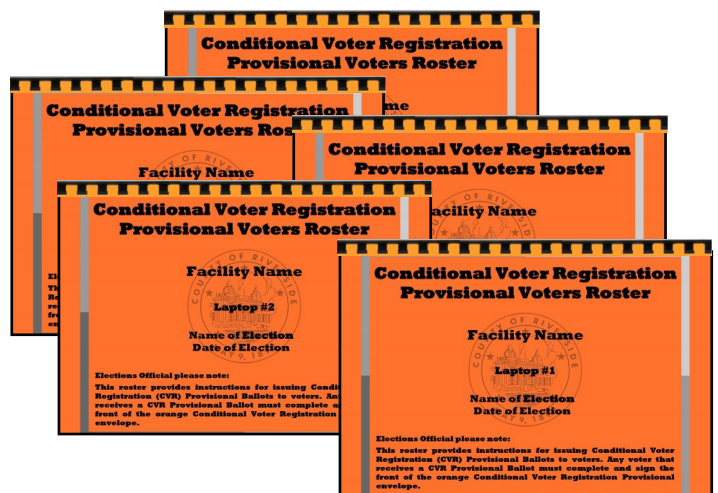
## Sign-In Rosters

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 black 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. With the voters precinct number, 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

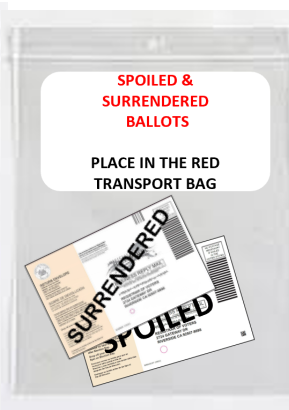
- Vote-by-Mail Voted Ballots Bag
- Conditional Voter Registration Voted Ballots Bag
- Spoiled & Surrendered Ballots Bag
- Completed Voter Registration Cards Bag
- Vote-by-Mail Research Ballots Bag



Vote-by-Mail Voted Ballots



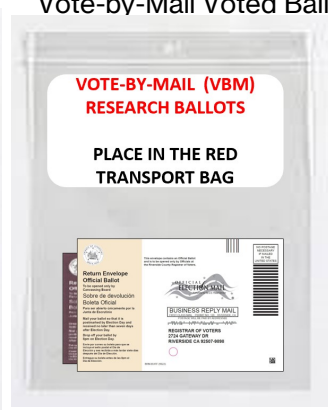
Conditional Voter Registration Voted Ballots



Spoiled & Surrendered Ballots



Completed Voter Registration Cards



Vote-by-Mail Research Ballots

## Seals Bag/Dymo Printer Label 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 broken seals, 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. It is important to keep them together each day and for each laptop. The Dymo Printer Label Bag is for voided Dymo Printer labels with voter information on them. Remember to place all of these bags back into the lead bag and return them to the Registrar of Voters each day.



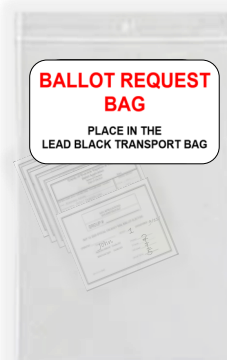
Seals Bag



Dymo Printer Label Bag



Broken Seals Bag



Ballot Request Bag

# Vote Center Supplies

## Lead Bag — Continued

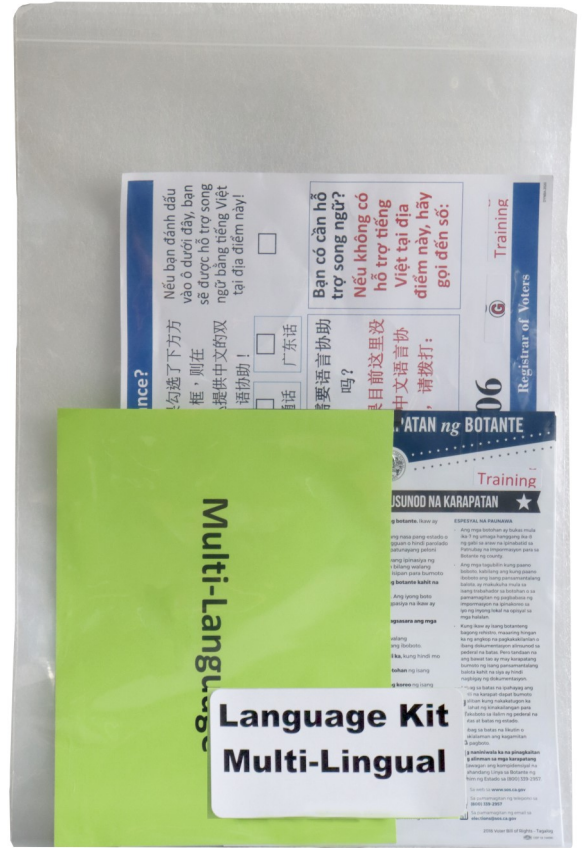
### Language Kit

Riverside County is required to provide bilingual assistance and voting materials at the voting location. Display the language 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.

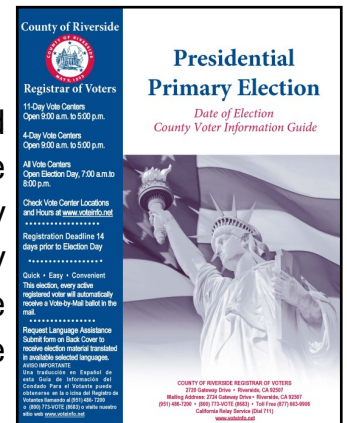
List of items in the Language Kit:

- ✦ Multilingual Name Badges
- ✦ Multilingual Voter Bill of Rights
- ✦ “Do You Need Bilingual Assistance?” poster
- ✦ English and Spanish “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.



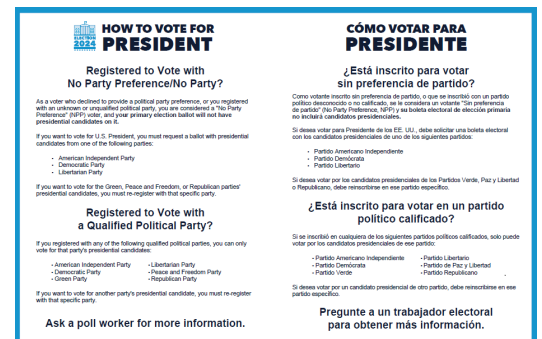
## County Voter Information Guide

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. Voting locations will have the capability of printing the Voter Information Guide at the voters request.



## How to Vote for President Poster

Each vote center will receive two (2) “How to Vote for President” posters. Post one outside the vote center and one inside the vote center.





# Vote Center Supplies

## Lead Bag — Continued

### Lead Binder

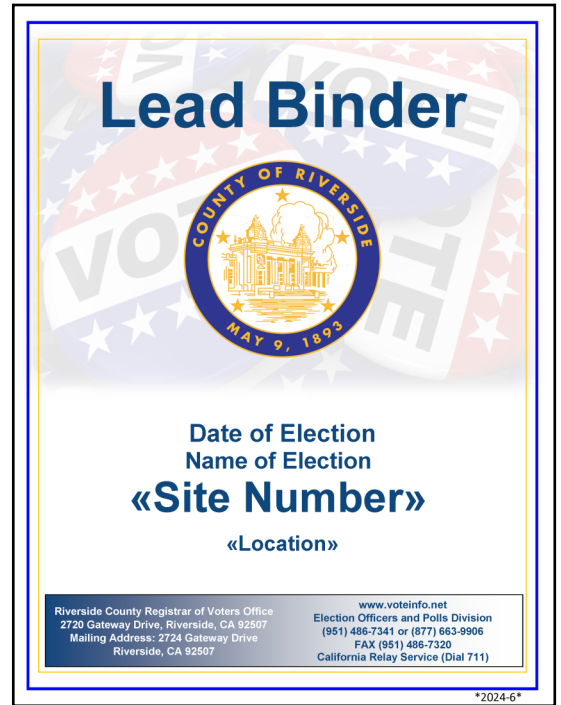
Inside the black Lead Bag will be a Lead Binder. The Lead Binder will have a plastic pouch with small items that will be needed for the voting location. Also in this binder are insert tabs with documents the voting location will utilize for the days the voting location is open. On the next page are the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

### Lead Binder Supplies

Items in the plastic pouch of the Lead Binder:

### Ballot Box Tags and Lapel Pin

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. Hand out one Lapel Pin to each Election Officer.

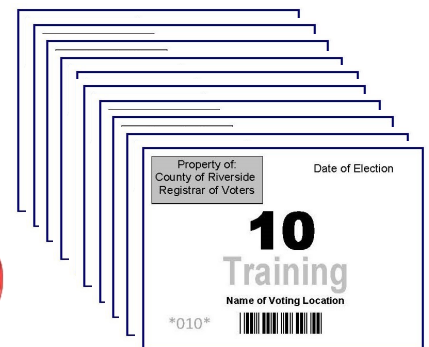


Date of Election  
Name of Election  
«Site Number»  
«Location»

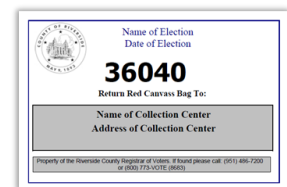
Riverside County Registrar of Voters Office  
2720 Gateway Drive, Riverside, CA 92507  
Mailing Address: 2724 Gateway Drive  
Riverside, CA 92507

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

\*2024-6\*



Ballot Box Tags



Red Transport Bag 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.

<b>RIVERSIDE COUNTY REGISTRAR OF VOTERS</b> <b>BALLOT REQUEST</b> <b>DATA ENTRY ROUTE SLIP</b>		
SITE NAME: _____		
Date of Current Election Name of Current Election		
OPERATOR: _____	BOOK # _____	DATE ENTERED: _____
AVU Issue _____		Re-Issue _____
CVR Provisional _____		CVR Provisional _____
BOD Issue _____	VBM Re-Issue _____	VBM Re-Issue _____
BALLOT ISSUED TOTAL _____	GROUP TOTAL _____	

Data Entry Route Slip

# Vote Center Supplies

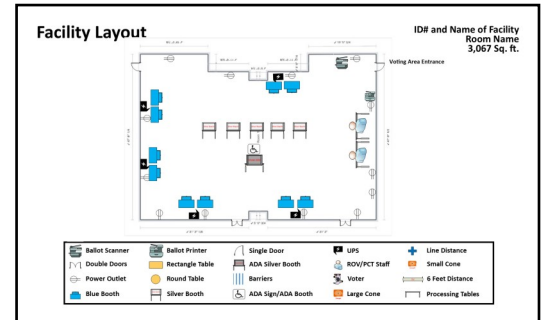
## Lead Bag — Continued

## Lead Binder Supplies — Continued

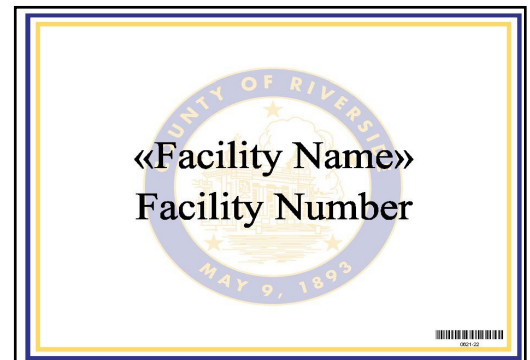
Items in the plastic pouch of the Lead Binder — Continued:

### Facility Layout Diagram

Registrar of Voters has surveyed voting locations to ensure equipment is setup properly at the voting location. This diagram illustrates 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. Do not adjust or change the layout in any way. If the location needs adjustment or change use the comment sheet to let the Registrar of Voters office know. The Registrar of Voters staff will revisit the site after the election.



Facility Layout Diagram



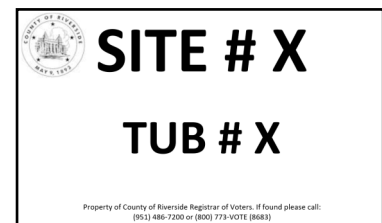
Site Location Sign

### Site Location Sign

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

### Tub Site ID Cards

These cards identify that the supply tubs the vote center received belong to that specific vote center. Place two of these cards on supply tubs 1 and 2.

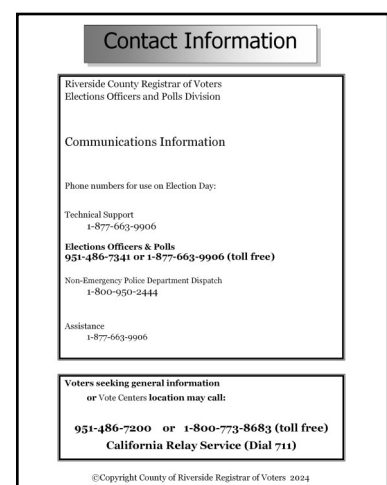


Tub Site ID Cards

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 Riverside County IT on connectivity issues or the Command Center for general procedures and information. 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.



# Vote Center Supplies

## Lead Bag — Continued

## Lead Binder — Continued

### Documents behind each insert tab in the Lead Binder — Continued:

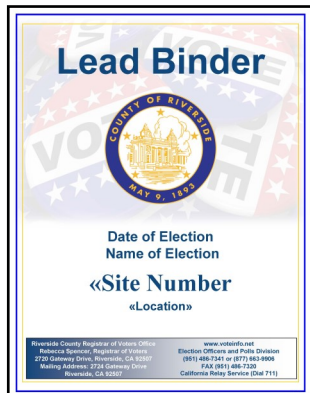
## Election Officer Oath and Payroll

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. The Registrar of Voters staff may collect the forms midway through the vote center being open. Make sure these forms are filled out each day before leaving the vote center.

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.



**ELECTION OFFICER OATH AND PAYROLL**

**OATH OF ALLEGIANCE**

Created by Chapter 8, Division 4, Title 1, Government Code, Section 3, Article XX, California Constitution  
STATE OF CALIFORNIA  
COUNTY OF RIVERSIDE )  
I, the undersigned, 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 reservation or purpose of evasion; and that I will not aid or abet any person who engages in activities which are inimical to the United States or the State of California.

Signature of Election Officer submitted and sworn \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Election Officer Signature \_\_\_\_\_  
Name \_\_\_\_\_ County Employee ID# \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_

**ELECTION OFFICER PAYROLL**

Date	Start Time	Leave/End	End Time	Total	Comments
Example	8:00 am	1 hour	8:00 pm	14	See #16
1 <sup>st</sup> Day		1 Hour			
2 <sup>nd</sup> Day		1 Hour			
3 <sup>rd</sup> Day		1 Hour			
4 <sup>th</sup> Day		1 Hour			

Compensation to be paid 8 to 8 weeks after the election.

Election Officer Signature \_\_\_\_\_ Date of Current Election Name of Current Election \_\_\_\_\_  
Election Officer Lead Signature \_\_\_\_\_

**BELIEF DECLARATION AND EMPLOYER COMPENSATION & CONTACT INFORMATION**

Belief Declaration: I believe in the principles of the United States Constitution and the Constitution of the State of California.

Employer Information: Name, Address, City, State, Zip, Phone, Fax, Email, Website.

Supervisor's Contact Information: Name, Address, City, State, Zip, Phone, Fax, Email, Website.

Signature of Election Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**W-9 Request for Taxpayer Identification Number and Certification**

Requester Information: Name, Address, City, State, Zip, Phone, Fax, Email, Website.

Recipient Information: Name, Address, City, State, Zip, Phone, Fax, Email, Website.

Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Recipient: \_\_\_\_\_ Date: \_\_\_\_\_

**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. Curbside Voters are considered regular voters at the voting location. Conditional Voter Registration is also available to curbside voters. The Curbside Roster is found in the Lead Binder.



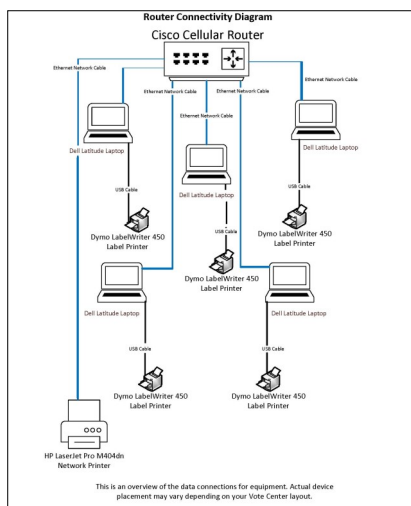
# Vote Center Supplies Lead Bag — Continued Lead Binder — Continued

Documents behind each insert tab in the Lead Binder — Continued:

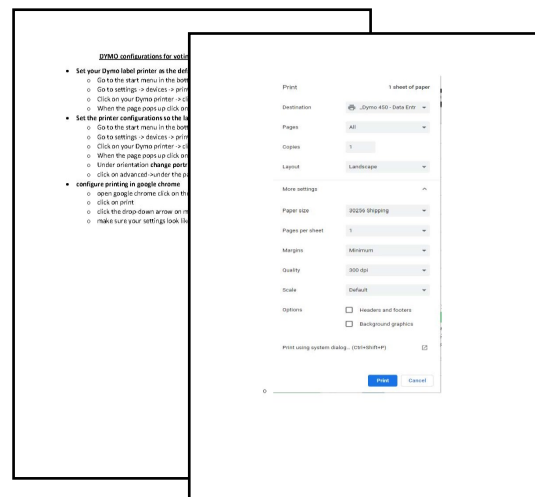
## Processing Table Set-up

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.**

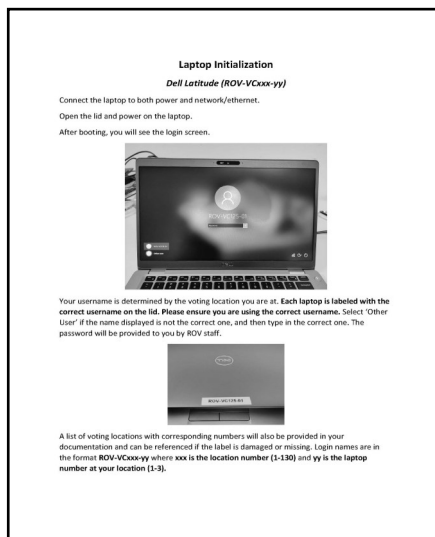
The Router Connectivity Diagram, Dymo® Configurations, Laptop Initialization, and Vote Center Printer Initialization instructions will allow for a seamless setup of each item needed to process voters throughout the day.



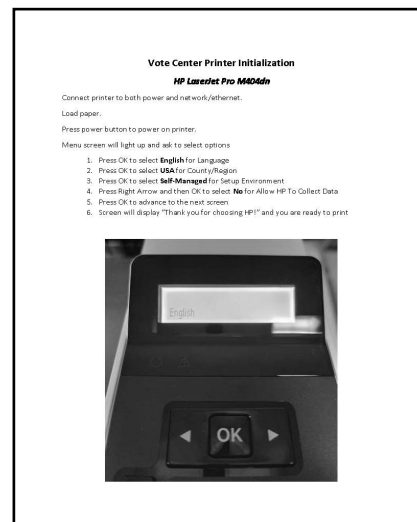
Router Connectivity Diagram



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



**RIVERSIDE COUNTY**  
**PRESIDENTIAL PRIMARY ELECTION**  
**MARCH 5, 2024**

County of Riverside Registrar Voters Office  
 Art Tinoco, 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)

## 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.

ELECTION SUPPLIES INVENTORY FOR THE MARCH 5, 2024 PRESIDENTIAL PRIMARY ELECTION	
<p>Lead and Assistant Lead will pick-up the following items at the Registrar of Voters office every morning.</p> <p>Check items received, call the Registrar of Voters office immediately if any items are missing.</p>	
<p><b>LEAD BLACK TRANSPORT BAG (Location Specific Items)</b></p> <ul style="list-style-type: none"> <li>Signs in Rollers(5)</li> <li>Conditional Voter Registration Rollers(5)</li> <li>Lead Binder(1)</li> <li>Security Seals Log Binder(1)</li> <li>Ballot Scanner Key(1)</li> <li>Ballot on Demand Key(1)</li> <li>Ballot Scanner and Ballot on Demand Security Code(1 Card)</li> <li>Election Officer Guide(1)</li> <li>Ballot Request Data Entry Route Slip(5 each day)</li> <li>Large Site Name Sign(2)(Place sign on Election Posters Display Board)</li> <li>Tab 1 and Tab Site ID Card(2 for each Tub)</li> <li>How to Vote for President Poster(5)</li> <li>Party Crossover List(5)( laminated)</li> </ul> <p><b>Official Returns Envelope</b></p> <ul style="list-style-type: none"> <li>Activation Cards on Black lanyards(10)</li> <li>Ballot on Demand Printer Pass(2)</li> <li>Ballot Activation Code (on the back of the site name card)</li> </ul> <p><b>Return Bags 1-Set Per Day</b></p> <ul style="list-style-type: none"> <li>Conditional Voter Registration Voted Ballots-return bag(1)</li> <li>Spotted and Surrendered (Do Not Count...) Ballots-return bag(1)</li> <li>Vote-by-Mail Voted Ballots return bag(2)</li> <li>Completed Voter Registration Card(1)</li> <li>Vote-by-Mail (VBM) Research Ballot return bag(1)</li> <li>Ballot Request bag(1)</li> <li>Used Dymo Printer Labels Bag(1)</li> </ul> <p><b>Language KR Bag</b></p> <ul style="list-style-type: none"> <li>Name Badges Multilingual(4)</li> <li>Do You Need Bilingual Assistance? Multilingual(1)</li> </ul> <p><b>Seals Bag</b></p> <ul style="list-style-type: none"> <li>1 bag containing red seals for Blue Ballot Box and Ballot Scanner(50), red AVU seals(25), yellow seals for AVU and Ballot Scanner(10), white padlock seals for Ballot Scanner(5), Elections Tamper Evident Tape(40), Large red Tamper Evident Ballot on demand Cabinet Seals(25), (14-seal) (1 card) red chamber seals to seal the red transport bag, and Inhibit seals bag(1)</li> </ul> <p><b>Note: SEE REVERSE SIDE FOR ADDITIONAL SUPPLIES AND POSTING INSTRUCTIONS.</b></p>	<p><b>DELIVERED TO THE SITE</b></p> <p><b>Tab #1 (Leave at Site)</b></p> <ul style="list-style-type: none"> <li>Supplies bag #1 (Bag)(Leave at Site)</li> <li>Magnifying Sheet(1)</li> <li>Election Officers Badges - English(40) Span(20)</li> <li>Mail Worker Application(5)</li> <li>Election Officers Digest Year 2022-2023(1)</li> <li>Black Sharpie Pens(Box of 36)</li> <li>Black Pencil Box of 24)</li> <li>Highlighter Markers(3)</li> <li>"I Voted", Sticker Roll - (Multilingual)(1)</li> <li>Masking Tape(1 roll)</li> <li>Yellow Bilingual Voter Information Pam(1)</li> <li>calculator(1)</li> <li>post-it(1 Pad)</li> <li>Rain Cover(1)</li> <li>Signature Guide(1)</li> <li>Non-Carbon(2)</li> <li>Screen Stylus(3)</li> </ul> <p><b>Tab #2 (Leave at Site)</b></p> <ul style="list-style-type: none"> <li>AVU Printer Toner(2)</li> <li>Vote Center Printer Toner(1)</li> <li>Vote Center Printer Paper(1,000 Sheets)</li> <li>Dymo Label Paper Roll(5)</li> <li>Ballot Scanner Paper Roll(4)</li> <li>Voter Registration Card(250)</li> <li>Ballot Request Forms(250)</li> <li>Ballot Request Forms(250 Goldenrod)</li> <li>CVR Envelopes(250)</li> <li>Vote-by-Mail Envelopes(250)</li> <li>Red Transport Bags(5)</li> <li>Tape Measure(1)</li> <li>Blue Painters Tape(1 Roll)</li> <li>Vote-by-Mail Voters Poster (Bilingual)(2)</li> </ul> <p><b>Tab #3 (Leave at Site)</b></p> <ul style="list-style-type: none"> <li>Audio Voting Instructions(1)</li> <li>Ballot Security Sleeves with Voting Instructions(25)</li> <li>Blue Electroforming Smock(1)</li> <li>Ballot Security Terminology (Bilingual)(1)</li> <li>Ballot Envelopes(25) Blue Ink</li> <li>CVR Envelopes(50) black ink</li> <li>Labels(20 Sheets)</li> <li>Change of Address/Change of Party(25)</li> </ul> <p><b>DELIVERED TO THE SITE</b></p> <p><b>Tab #2 (Leave at Site)</b></p> <ul style="list-style-type: none"> <li>Envelope Moistener(2)</li> <li>Flashlight(1)</li> <li>AVU Printer Paper(1,000 Sheets)</li> <li>Clip Board(5)</li> <li>Trash Bag(4)</li> <li>Wireless Alert System with Base(1)</li> <li>Electric Equipment Bag(1)</li> <li>Personal Protective Equipment (PPE)</li> <li>Face Masks(2 boxes of 50 masks)</li> <li>Hand Sanitizer(2)</li> <li>Disinfecting Screen Wipes(2)</li> <li>Disinfecting Wipes(1)</li> <li>Disinfecting Spray(1)</li> <li>Paper Towel(1 Roll)</li> <li>Narcain Nasal Spray(2 Doses)</li> <li>Blue Ballot Box(1)</li> <li>Flag/Frames</li> <li>"Vote Here" Directional Signs(5)</li> <li>American Flag(1)</li> <li>"Reserved Voter Parking" Sign(1)</li> <li>Frames (7 Sets)</li> </ul> <p><b>Election Equipment (Leave at Site)</b></p> <ul style="list-style-type: none"> <li>Accessible Voting Unit (AVU)(10)</li> <li>Ballot Scanner(1)</li> <li>Ballot on Demand Printer(1)</li> <li>AVU Printer(10)</li> <li>Vote Center Printer(2)</li> <li>UPS(5)</li> <li>AVU Blue Booth(10)</li> <li>ADA compliant Paper Ballot Booth(1)</li> <li>Silver Paper Ballot Booth(5)</li> <li>Blue Ballot Box(1)</li> <li>Brown Cardboard Ballot Boxes for VBM and Paper CVR Ballots(10)</li> <li>Accessibility KR(1) (If required at Facility)</li> <li>Accessibility Cardboard Privacy Divider Screen(1)</li> <li>Election Posters Display Board(1)</li> <li>Screenee Guards(5)</li> <li>Table Top Privacy Booths(3)</li> <li>Registration Tub(1) (If require at facility)</li> <li>Ballot on Demand Printer Paper(750 Sheets) (Located Inside Ballot on Demand Printer Cabinet)</li> </ul> <p><b>ELECTION POSTING INSTRUCTIONS (Leave at Site)</b></p> <p><b>HE SITE</b></p> <ul style="list-style-type: none"> <li>Post the door to the Polling Place(1)</li> <li>Posters (Multilingual)(1)</li> <li>at Assistance poster? (Multilingual)(1)</li> <li>Using the Voting Process is Prohibited Sign (Bilingual)(2)*</li> <li>Poster (Bilingual)(1)</li> <li>at the "Voter Parking" signs as needed.</li> </ul> <p><b>POST INSIDE THE SITE</b></p> <ul style="list-style-type: none"> <li>Large Site Name Sign(1) (Place sign on Election Posters Display Board on Election Eve)</li> <li>Electroforming / Computing the voting Process is Prohibited Sign (Bilingual)(2)*</li> <li>Voter Bill of Rights Poster (Multilingual)(1)*</li> <li>Do You Need Bilingual Assistance? (Multilingual)(1)*</li> <li>No Cell Phone Poster (Bilingual)(1)*</li> <li>Tampering with Voting Equipment Signs (Bilingual)(1)*</li> <li>Vote-by-Mail Voters Poster (Bilingual)(1)</li> </ul>

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.

**BALLOT STATEMENT**

DATE: 1st Day VCR: \_\_\_\_\_

**REGULAR PAPER BALLOTS**

The Number of Unscanned Voted Paper Ballots (Place in Unscanned Brown Voted Ballot Carton with yellow copy) **A** +

The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballot Carton with pink copy) **B** +

Total **C** = \_\_\_\_\_

The Number of Spoiled Voted Paper Ballot Envelopes (Place in Scanned White Voted Ballot Carton with pink copy) **D**

**BROWN VOTED BALLOT CARTON, VOTED BALLOT CARTON, RT BAG.**

\*2023-15\*

**BALLOT STATEMENT**

DATE: 4th Day-Election Day VCR: \_\_\_\_\_

**REGULAR PAPER BALLOTS**

The Number of Unscanned Voted Paper Ballots (Place in Unscanned Brown Voted Ballot Carton with yellow copy) **A** +

The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballot Carton with pink copy) **B** +

Total **C** = \_\_\_\_\_

The Number of Spoiled Voted Paper Ballot Envelopes (Place in Scanned White Voted Ballot Carton with pink copy) **D**

**BROWN VOTED BALLOT CARTON, VOTED BALLOT CARTON, RT BAG.**

\*2023-15\*

**BALLOT STATEMENT**

DATE: 1st Day VCR: \_\_\_\_\_

**REGULAR PAPER BALLOTS**

The Number of Unscanned Voted Paper Ballots (Place in Unscanned Brown Voted Ballot Carton with yellow copy) **A** +

The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballot Carton with pink copy) **B** +

Total **C** = \_\_\_\_\_

The Number of Spoiled Voted Paper Ballot Envelopes (Place in Scanned White Voted Ballot Carton with pink copy) **D**

**BROWN VOTED BALLOT CARTON, VOTED BALLOT CARTON, RT BAG.**

\*2023-15\*

**BALLOT STATEMENT**

DATE: 4th Day-Election Day VCR: \_\_\_\_\_

**REGULAR PAPER BALLOTS**

The Number of Unscanned Voted Paper Ballots (Place in Unscanned Brown Voted Ballot Carton with yellow copy) **A** +

The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballot Carton with pink copy) **B** +

Total **C** = \_\_\_\_\_

The Number of Spoiled Voted Paper Ballot Envelopes (Place in Scanned White Voted Ballot Carton with pink copy) **D**

**BROWN VOTED BALLOT CARTON, VOTED BALLOT CARTON, RT BAG.**

\*2023-15\*

**BALLOT STATEMENT**

DATE: 1st Day VCR: \_\_\_\_\_

**REGULAR PAPER BALLOTS**

The Number of Unscanned Voted Paper Ballots (Place in Unscanned Brown Voted Ballot Carton with yellow copy) **A** +

The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballot Carton with pink copy) **B** +

Total **C** = \_\_\_\_\_

The Number of Spoiled Voted Paper Ballot Envelopes (Place in Scanned White Voted Ballot Carton with pink copy) **D**

**BROWN VOTED BALLOT CARTON, VOTED BALLOT CARTON, RT BAG.**

\*2023-15\*

**CVR PROVISIONAL BALLOTS**

The Number of Voted Orange CVR Ballot Envelopes (Place the envelope in the plastic bag and into the Red Transport Bag with orange copy) **E**

The Number of Spoiled CVR Provisional Ballot Envelopes (Place envelopes with ORC in a plastic bag and into the Red Transport Bag with orange copy) **F**

**BROWN VOTED BALLOT CARTON, VOTED BALLOT CARTON, RT BAG.**

\*2023-15\*

**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**

**VOTE-BY-MAIL BALLOTS**

The Number of Dropped Off Vote-by-Mail Ballots (Place any envelope in the orange bag, orange plastic bag and any envelope in the red transport bag or the overflow (four-board) VBM Ballot Box, if needed with orange copy) **H**

**BROWN VOTED BALLOT CARTON, VOTED BALLOT CARTON, RT BAG.**

\*2023-15\*

**BALLOT STATEMENT**

DATE: 4th Day-Election Day VCR: \_\_\_\_\_

**REGULAR PAPER BALLOTS**

The Number of Unscanned Voted Paper Ballots (Place in Unscanned Brown Voted Ballot Carton with yellow copy) **A** +

The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballot Carton with pink copy) **B** +

Total **C** = \_\_\_\_\_

The Number of Spoiled Voted Paper Ballot Envelopes (Place in Scanned White Voted Ballot Carton with pink copy) **D**

**BROWN VOTED BALLOT CARTON, VOTED BALLOT CARTON, RT BAG.**

\*2023-15\*

**CVR PROVISIONAL BALLOTS**

The Number of Voted Orange CVR Ballot Envelopes (Place the envelope in the plastic bag and into the Red Transport Bag with orange copy) **E**

The Number of Spoiled CVR Provisional Ballot Envelopes (Place envelopes with ORC in a plastic bag and into the Red Transport Bag with orange copy) **F**

**BROWN VOTED BALLOT CARTON, VOTED BALLOT CARTON, RT BAG.**

\*2023-15\*

**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**

**VOTE-BY-MAIL BALLOTS**

The Number of Dropped Off Vote-by-Mail Ballots (Place any envelope in the orange bag, orange plastic bag and any envelope in the red transport bag or the overflow (four-board) VBM Ballot Box, if needed with orange copy) **H**

**BROWN VOTED BALLOT CARTON, VOTED BALLOT CARTON, RT BAG.**

\*2023-15\*

**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.**

\*2023-15\*

Date of Current Election Name of Current Election

Each Day Ballot Statement

Election Day Ballot Statement

# Vote Center Supplies

## Lead Bag — Continued

### Security Seals Log Binder

Each voting location will receive an additional binder with a plastic pouch containing the Ballot Scanner and Ballot on Demand security keys and passwords need to access the equipment and the seal checklists for the Accessible Voting Units (AVU's), Ballot on Demand (BOD), and the Ballot Scanner. 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 INSTRUCTION SHEET**  
Use the illustration below to identify the location for all seals that need to be verified.

Unit Number: 1000

**ACCESSIBLE VOTING UNIT SECURITY LOG**

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

**2<sup>ND</sup> DAY SEALS VERIFICATION**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials

**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 seal number below	
Replacement Seal	Replacement Seal
Replacement Seal	Replacement Seal
Replacement Seal	Replacement Seal

If the seal is not intact, or there are any signs of suspected tampering, take the unit out of service and contact the Registrar of Voters office at (951) 486-7217 or (951) 486-7341.

**SEALS VERIFICATION FOR VOTE CENTER SET-UP**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up						

**1<sup>ST</sup> DAY SEALS VERIFICATION**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

Date of Current Election Name of Current Election

Accessible Voting Unit Security Log

# Vote Center Supplies

## Lead Bag — Continued

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

Each voting location will have a “Ballot on Demand (BOD) Unit Security Log” for verifying seals on the BOD and Ballot Card Accounting Record — Log Sheet for counting the total amount of paper used each day. Logs must 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. This log will show the total number of days the voting location is open. 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 passwords will be found in the plastic pouch in the front of the Security Seals Log Binder. The Ballot Card Accounting Record — Log Sheet can be left in the binder or under the laptop on the BOD cart.

Ballot on Demand Unit Security Log

Riverside County  
Registrar of Voters

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

EC120235 Ballot Manufacturer: Danielson Voting Systems  
Vote Center Location: Name of Vote Center Ballot Printer Name: Registrar of Voters  
Vote Center #: Number of Vote Center 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 (SAB) (B+C)=E	Remaining Quantity of Ballot Paper Not Used (A-E)=G	Head Count of Unused Ballot Paper F (Should = G)	Diff (F-G)	Lead Initials
Set-Up Date	750							
1 <sup>st</sup> Date of Election								
2 <sup>nd</sup> Date of Election								
3 <sup>rd</sup> Date of Election								
4 <sup>th</sup> Date Election Day								

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 passwords 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.



**BALLOT SCANNER SECURITY LOG**  
Use the illustration below to identify the location

Administrator Seal (A)  
Poll Worker Seal (B)  
Seal any (C)  
Seal (D)  
Seal (E)  
Seal (F)  
Seal (G)

If the seal is not intact, or there are any signs of suspect contact the Registrar of Voters office at (95)

Election Date at

**BALLOT SCANNER SECURITY LOG**

Vote Center: Name of Vote Center Scanner #       

New Seal After First Voter November 5, 2022 (F)

**2<sup>ND</sup> DAY SEALS VERIFICATION**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name
Opening					
Mid-Day					
Closing					

New Seal After First Voter November 6, 2022 (F)

**3<sup>RD</sup> DAY SEALS VERIFICATION**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name
Opening					
Mid-Day					
Closing					

New Seal After First Voter November 7, 2022 (F)

**ELECTION DAY, 4<sup>TH</sup> DAY SEALS VERIFICATION**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name
Opening					
Mid-Day					
Closing					

Election Date and Title

**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	
(A)	(B)
(B)	(C)
(C)	(D)
(D)	(E)
(E)	(F)
(F)	(G)
(G)	(A)

**SEAL VERIFICATION FOR VOTE CENTER SET-UP**

Date Set-Up	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials

New Seals After Set-up (E)

**1<sup>ST</sup> DAY SEALS VERIFICATION**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

Election Date and Title

# 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.

On the first day (setup day) 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 and party code. Another officer will need to be available when printing the ballot to confirm the correct precinct was entered on the laptop.



Riverside County Registrar of Voters		BALLOT CARD ACCOUNTING RECORD - LOG SHEET NAME OF CURRENT ELECTION DATE OF CURRENT ELECTION						
EC520235		Ballot Manufacturer: Dominion Voting Systems		Ballot Printer Name: Registrar of Voters				
Vote Center Location: Name of Vote Center		Tint and Watermark Assignment: Yellow PMS Yellow/CA Bear						
Vote Center #: Number of Vote Center								
Activity Date	Quantity of Ballot Paper Received from BOD A	Quantity of Ballots Printed and Issued to Voters B	Quantity of Spoiled Ballots C	Quantity of Ballots Used and Spoiled (Total) D = (B + C)	Remaining Quantity of Ballot Paper Issued E = (A - D)	Hand Count of Unused Ballot Paper F (Should = E)	Diff (F - E)	Load Initials
Set-Up Date	750							
1 <sup>st</sup> Date of Election								
2 <sup>nd</sup> Date of Election								
3 <sup>rd</sup> Date of Election								
4 <sup>th</sup> Date of Election								
Election Day								





# 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 suitcase. The scanner is in the small suitcase 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.



**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 list 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

(A)	(B)
(C)	(D)
(E)	(F)
(G)	(G)

**SEAL VERIFICATION FOR VOTE CENTER SET-UP**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials

New Seals After Set-up (E)

**1<sup>ST</sup> DAY SEALS VERIFICATION**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

Election Date and Title

**BALLOT SCANNER SECURITY LOG**

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

New Seal After First Voter November 5, 2022 (F) (G)

**2<sup>ND</sup> DAY SEALS VERIFICATION**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

New Seal After First Voter November 6, 2022 (F) (G)

**3<sup>RD</sup> DAY SEALS VERIFICATION**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

New Seal After First Voter November 7, 2022 (F) (G)

**ELECTION DAY, 4<sup>TH</sup> DAY SEALS VERIFICATION**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

Election Date and Title

**BALLOT SCANNER SECURITY LOG INSTRUCTION SHEET**

Use the illustration below to identify the location for all seals that need to be verified.

**Seal A** should not be removed or tampered with unless:

- To access secondary power switch if the unit does not power on

**Seal B** should be:

- Removed to access the Primary 50 Watt Election Night after the polls have closed.

**Seal C** should not be removed or tampered with for any reason

**Seals D** should not be removed or tampered with unless:

- Troubleshooting thermal paper jam
- Replacing thermal paper roll

**Seal E** should be:

- Applied after the ballot box has been assembled during set-up.
- Removed to disassemble the equipment on Election Night after the polls have closed.

**Seal F** should be:

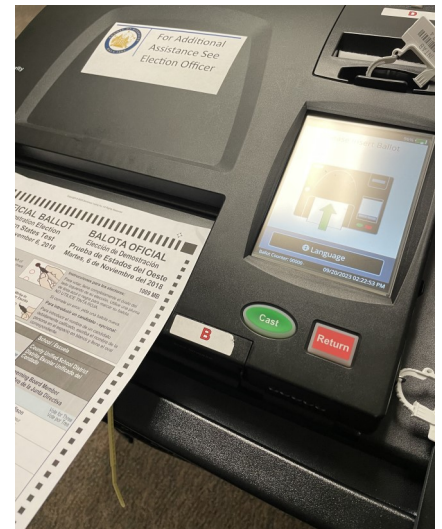
- Removed, daily to access non-tabulated ballots for counting
- Re-Sealed with a new seal every morning after completing the First Voter procedure

**Seal G** should be:

- Removed, daily to access tabulated ballots for return to Registrar of Voters office.
- Removed, to adjust ballot box or ballot scanner
- Re-Sealed with a new seal every morning after completing the First Voter procedure

If the seal is not intact, or there are any signs of suspected tampering, take the unit out of service and contact the Registrar of Voters office at (951) 486-7217 or (951) 486-7241.

Election Date and Title



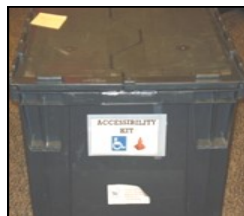
# Vote Center Supplies

## 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 Registrar of Voters conducts surveys of all vote center locations to determine which mitigation supplies are necessary for each specific site. Mitigation supplies received by each site will vary based on the needs of the site.

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.



**Accessibility Mitigation Inventory Distribution Sheet**  
Date of Current Election \_\_\_\_\_ Name of Current Election \_\_\_\_\_

You are being provided with the mitigation supplies listed below. Please check the items listed with the items you are given to ensure you have what you need to mitigate the Polling Place you have been assigned. If there are any discrepancies please notify the Registrar of Voters Staff immediately.

Item	Quantity Issued	Quantity Returned	Comments
Large Cones	1		
Small Cones	2		
Cone Toppers			
Voter ADA Parking Sign			
Van Accessible Sign	1		
Small Accessible Path of Travel Sign			
Large Accessible Path of Travel Sign			



ADA Voting Booth

Curbside Doorbell With Sign and Receiver

**Accessibility Kit**

Name of Voting Location \_\_\_\_\_  
Room Used \_\_\_\_\_ ID#0001  
Address \_\_\_\_\_  
City, State Zip Code \_\_\_\_\_

Mitigation Supplies Required:

- ◊ 1 Large Cone
- ◊ 2 Small Cones
- ◊ 1 Wireless Alert System with Receiver
- ◊ 1 Van Accessible Parking Sign



Place 1 large cone with sign and 2 small cones

# Vote Center Supplies

## Additional Supplies — Continued

Each voting location will have supplies delivered in multiple tubs. They will be labeled 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 Vote-By-Mail Envelopes
- 1000 Ballot Request Forms
- 5 Red Transport Bags
- 3 Ballot Scanner Paper Rolls
- 1 Tape Measure
- Supplies Bag #1
- Resource Materials Bag



### Supply Tub 2

- 1000 Sheets of AVU Printer Paper
- 2 Envelope Moisteners
- 1 Flashlight
- 5 Clipboards
- 4 Trash Bags
- 1 Wireless Alert System with Base
- 1 Electric Equipment Bag
- Personal Protective Equipment (PPE) containing: 2 bottles of Hand Sanitizer, and 2 tubs each of Disinfecting Wipes and Screen Wipes, 2 boxes of 50 Face Masks (Face Masks are optional and not required to be worn), 1 can of disinfecting spray, 1 roll of paper towels, and 1 box of Naloxone spray





# Vote Center Supplies

## Additional Supplies — Continued

### 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 Uninterruptible 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 Black Vote-By-Mail Ballot Box
- 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
- 1 Privacy Divider Screen
- 3 Tabletop Privacy Screens
- Tables and Chairs (if not supplied by the facility)





# 4. VOTE CENTER SETUP



## RIVERSIDE COUNTY PRESIDENTIAL PRIMARY ELECTION MARCH 5, 2024

County of Riverside Registrar Voters Office

Art Tinoco, Registrar of Voters

2720 Gateway Drive, Riverside, CA 92507

Mailing Address: 2724 Gateway Drive,

Riverside, CA 92507

[www.voteinfo.net](http://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

## 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.

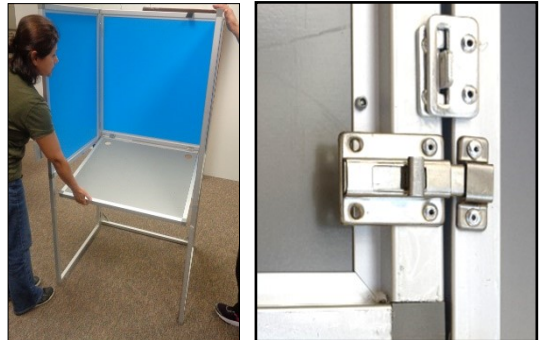
**2** Undo the Velcro® strap holding the sides in place.

**3** Open the left side of the booth, then open the right side of the booth. **Be careful not to pinch yourself when opening 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. **Be careful not to pinch yourself when securing the latches.**

**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.



**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 Uninterruptible 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.

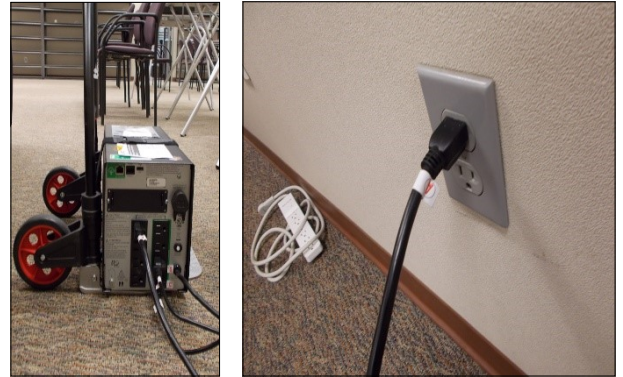




# Vote Center Setup

## Accessible Voting Unit (AVU) Setup — Continued

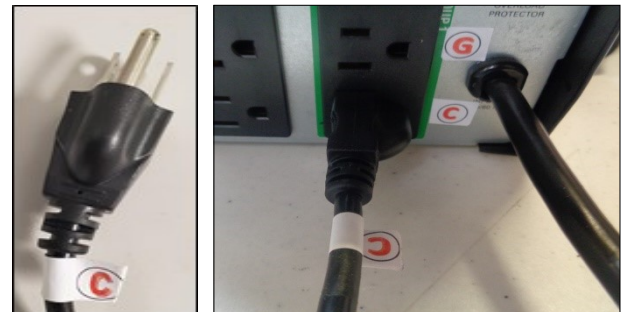
- 16** Connect power cord labeled “A” from the UPS directly into a power outlet on the wall. **DO NOT** plug the UPS into a power strip or surge protector.



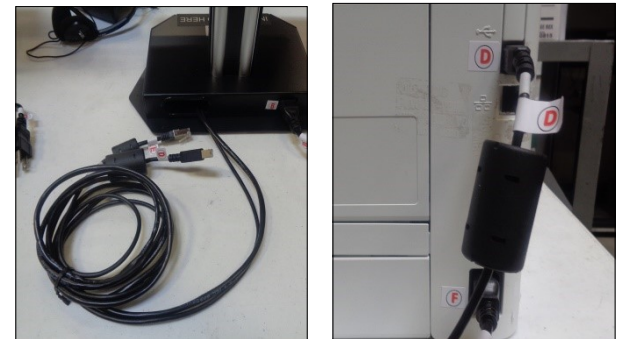
- 17** Connect the AVU power cord labeled “B” to the corresponding port labeled “B” on the bottom right side of the base of the tablet.



- 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.



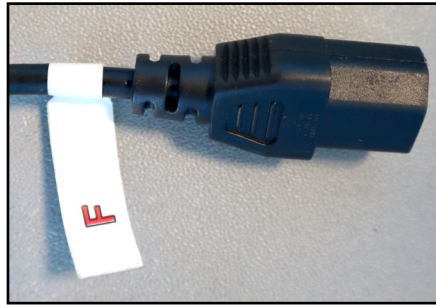
- 20** Connect the ethernet cable labeled “E” which is attached to the back of the (ICX) tablet into the corresponding port labeled “E” of the Audio Tactile Interface (ATI) controller. The light should illuminate green when the power is on.



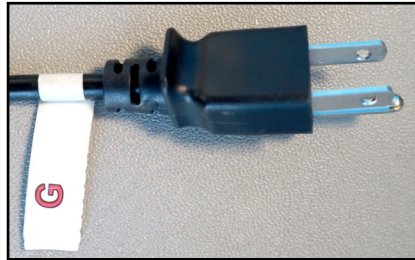
# Vote Center Setup

## Accessible Voting Unit (AVU) Setup — Continued

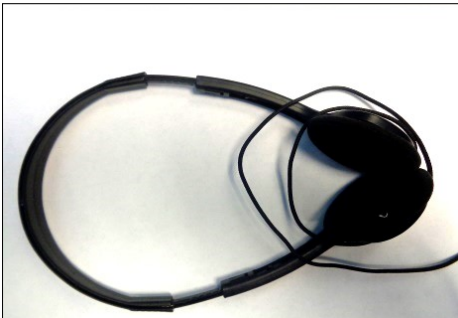
**21** Connect the printer power cord labeled “F” to the corresponding port labeled “F” on the bottom right side of the printer.



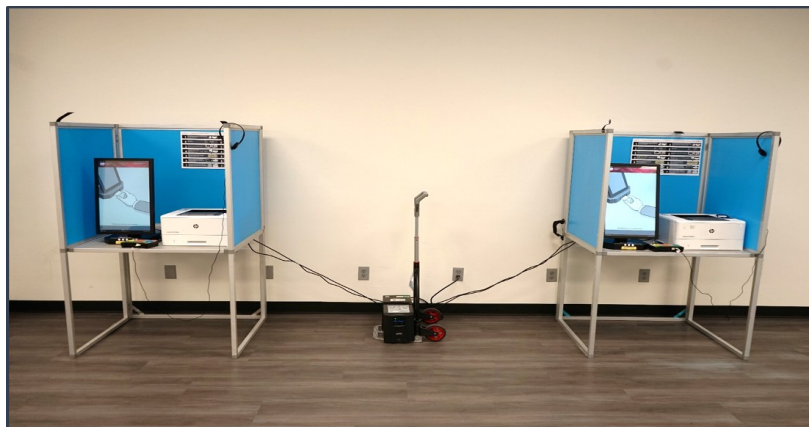
**22** Connect the printer power cord labeled “G” to the back of the UPS in the corresponding port labeled “G”.



**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.**

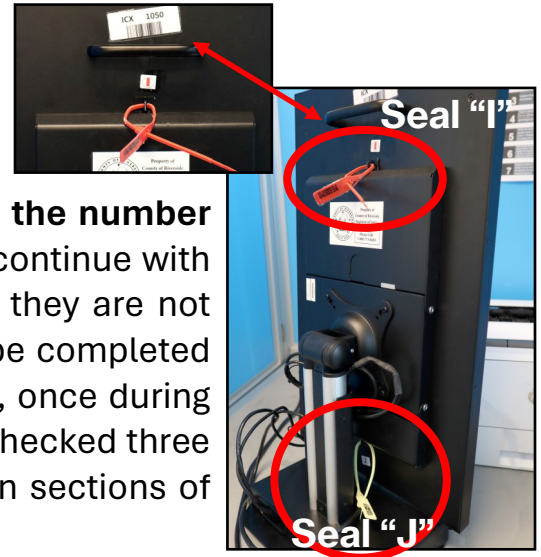


# Vote Center Setup

## 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 AVU Security Log.

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) ##### I	AVU Back Bottom Power Button Yellow Seal ##### J
If you must break a seal, replace it and record the new seal number below	
Replacement Seal I	Replacement Seal J
Replacement Seal I	Replacement Seal J
Replacement Seal I	Replacement Seal J

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.

# Vote Center Setup

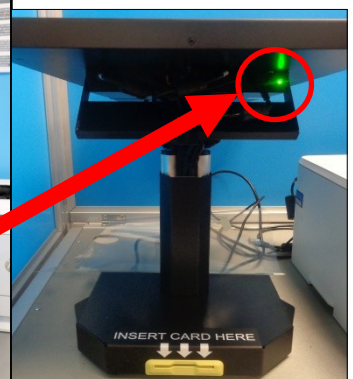
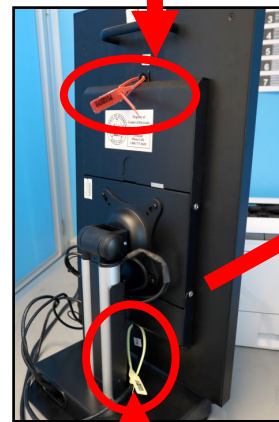
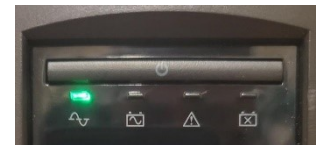
## Accessible Voting Unit Power and Testing

**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.

**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.”

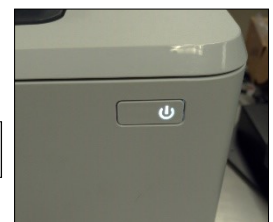
**4** After your AVU (ICX) tablet has powered on, insert a Poll Worker Ballot Activation Card with the gold chip facing up and toward the device. The “Login” dialogue box will display. Enter your “Administrator Login Code” found in the Official Returns Envelope pocket name tag (example: 01020304), located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



Seal “I”

Seal “J”

Ready Secure



**AVU Ballot Activation Code:**  
**Precinct #: 0001**  
(Use when activating a ballot session on the AVU)  
**Log In Pin Number:**  
**12345678**  
Use During:

- Election Setup
- AVU Testing
- Troubleshooting
- Current Elections
- Closing the Polls
- Powering Off the Unit

Login

Enter PIN number

1 2 3  
4 5 6  
7 8 9  
DEL 0 CLR

Login

Poll Administration

Tabulation:  
(15) ICX Early Vote 1

Close Poll

Info

Poll Status: OPEN Lifetime Counter: 12  
Time and Date: 2020-01-18 | Saturday | 02:09PM Public Counter: 12

Settings

AVS Controller [checked] Print  
Manual Session Activation [checked] Print Status [checked] WPA2 change user [checked] Print Report [checked]

Hardware

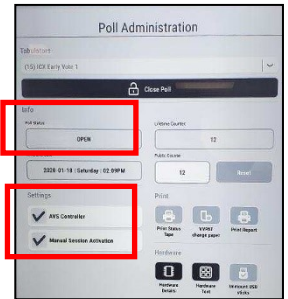
Hardware Details [checked] Hardware Test [checked] Hardware USB stick [checked]

# Vote Center Setup

## Accessible Voting Unit Power and Testing

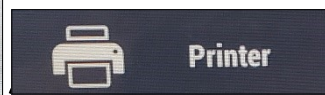
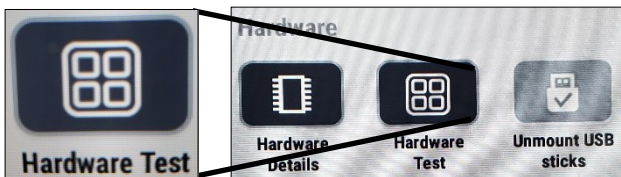
### — Continued

**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.

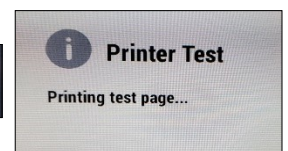
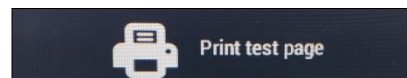


**6** While still under the “Poll Administration” screen, two Election Officers will now complete the AVU printer test and the Audio Tactile Interface (ATI) test using the touchscreen of the Accessible Voting Unit (ICX) tablet.

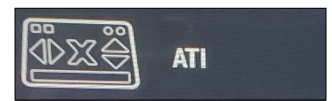
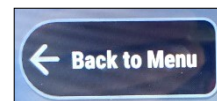
**7** Under the “Hardware” section touch the “Hardware Test” button on the “Poll Administration” screen. Another screen will appear displaying the “Functional Test” options. Touch the “Printer” button from the list.



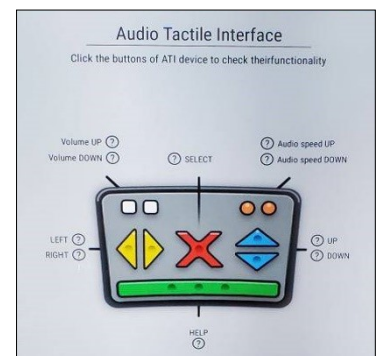
**8** Touch the “Print test page” button. After touching the “Print test page” button, a “Printer Test” dialogue box will display “Printing test page.”



**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.



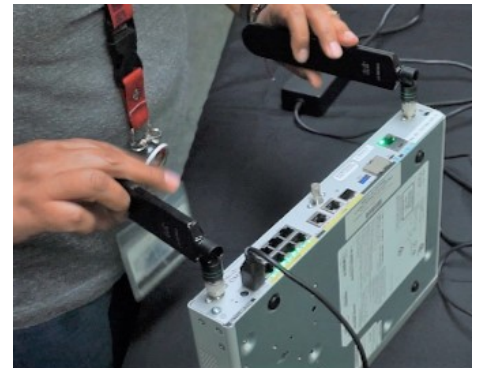
# Vote Center Setup

## Connecting to the Router

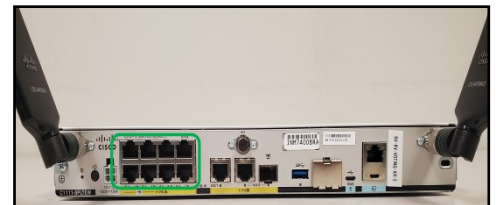
The router is for network connectivity to the Riverside County Registrar of Voters database. Be sure to follow the router layout diagram provided in the Lead Binder. **Do not turn on the laptops until they are connected to the router. The router will be taken on the day of setup in its own bag.** The 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.



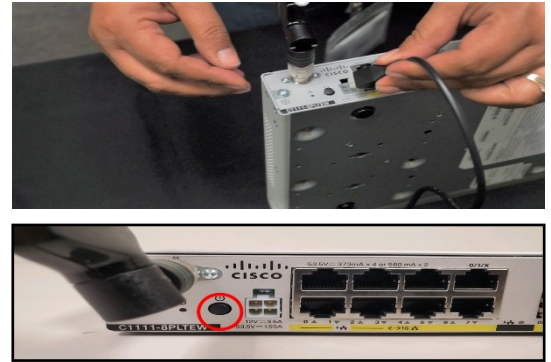
- 3 Connect the six ethernet cables to the back of the router. One for each of the laptops for a total of five and one for the VC Printer used on the processing table. Push the power button on the back of the router.



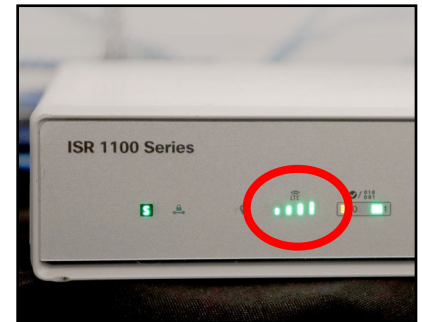
# Vote Center Setup

## Connecting to the Router — Continued

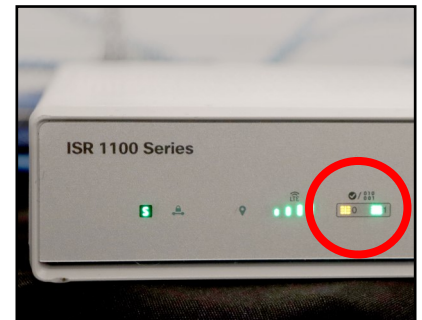
**4** Once the power is turned on, a light on the back of the router will flash and then a green light will appear.



**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.

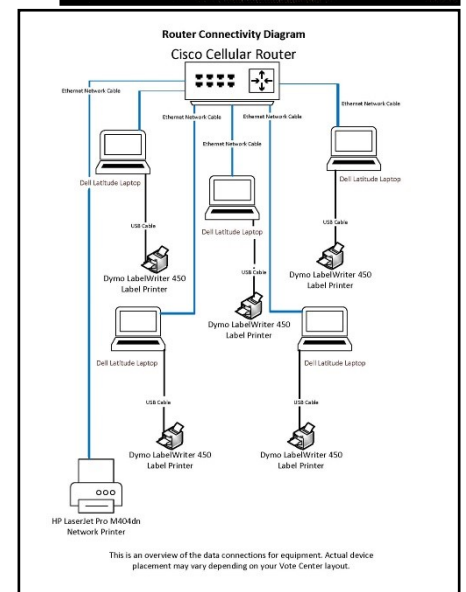


**6** On the front of the router the other lights on the right side of the network bars will have at least one green light on. However, in some locations both lights will be green. The router is now ready to connect the laptops and VC printer on the processing table.



**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.



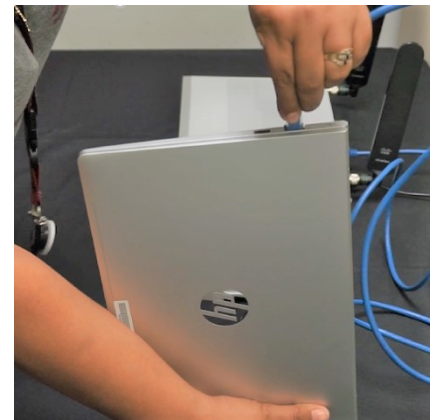
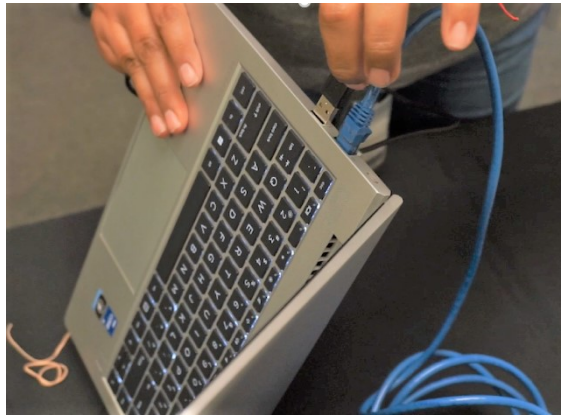
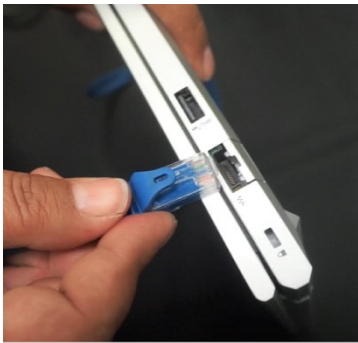
**If you require assistance or have connectivity issues, call RCIT for technical support at (951) 955-9900 option 7.**

# Vote Center Setup

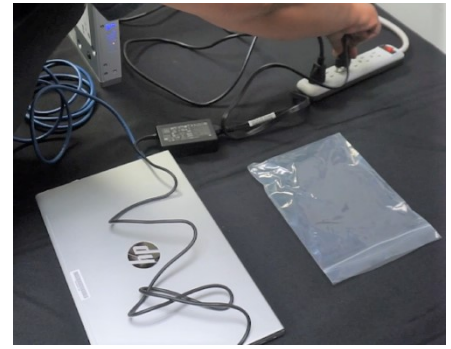
## Connecting to Vote Center (VC) Printers

HP Printers used for the AVUs 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.

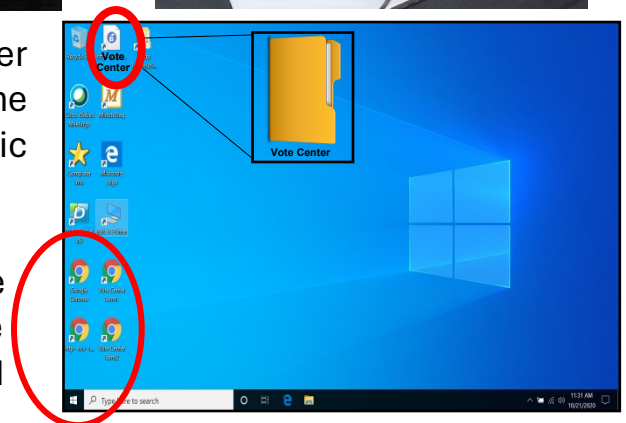


- 2 Plug the power cord into the laptop and into the power strip used for all the laptops. Open the cover of the laptop and push the power button on the top upper right hand corner (above the keypad.)



- 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.

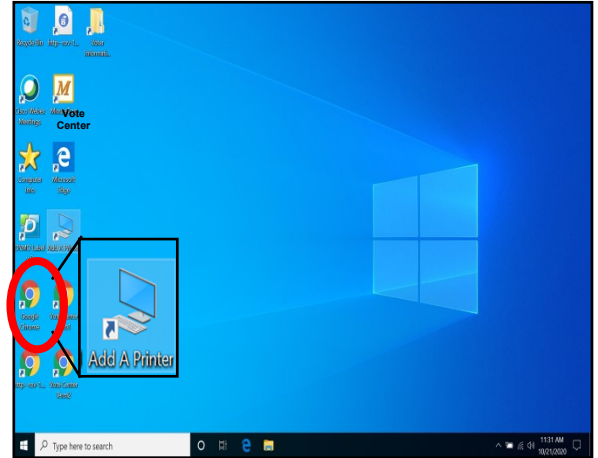




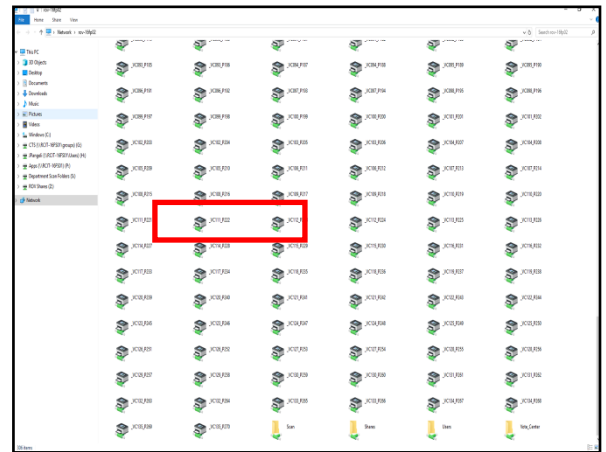
# Vote Center Setup

## 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.

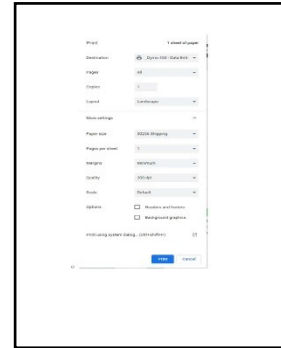
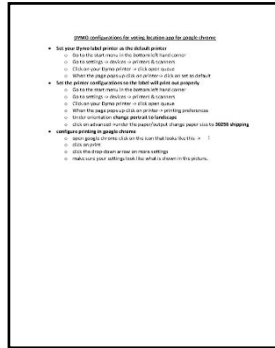


**If you require assistance or have connectivity issues, call RCIT for technical support at (951) 955-9900 option 7.**

# 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.

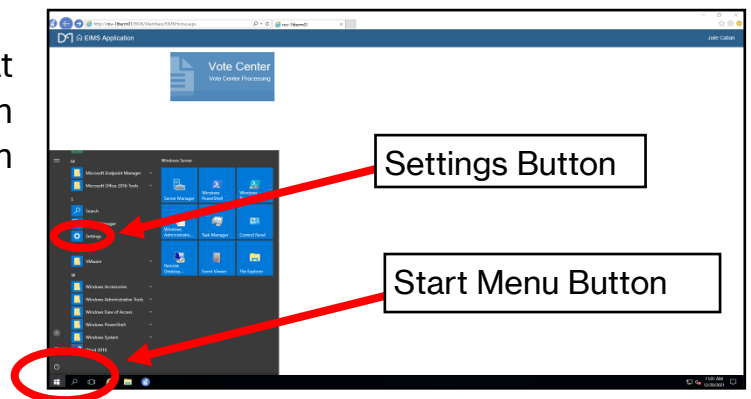


**1** Make sure the Dymo® Printer is plugged into the USB port on the left side of the laptop before powering on the laptop. Note: The printer must be put in the left side USB port in order to setup correctly.

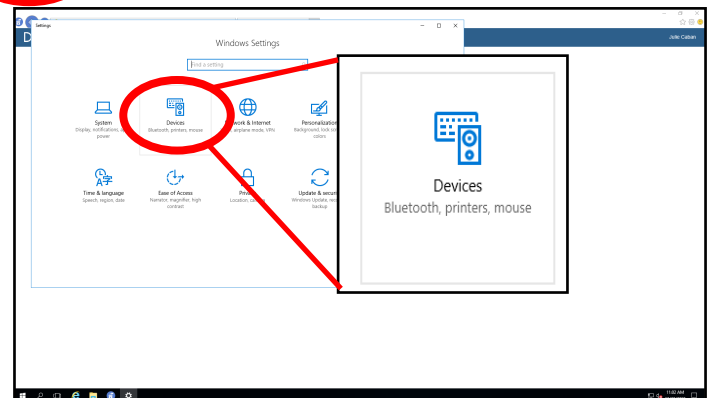


**2** Once the Dymo® Printer is connected to the laptop it will need to be setup on the laptop with the correct label size and name. Use the “Dymo® Configurations” instructions for setting up the size and name.

**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”.



**4** Click on “Devices (Bluetooth, printers, mouse)”. Another screen will appear.

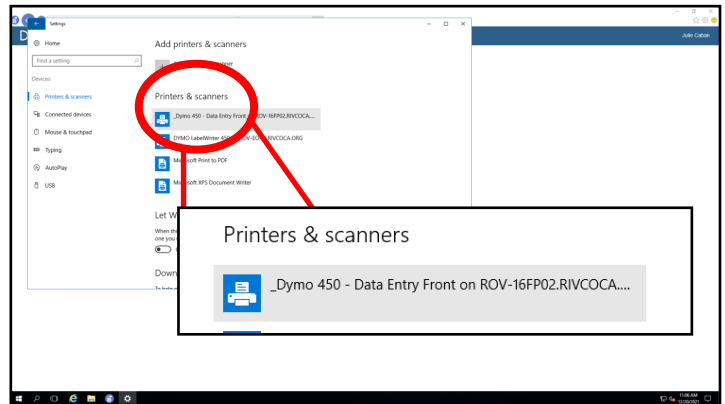




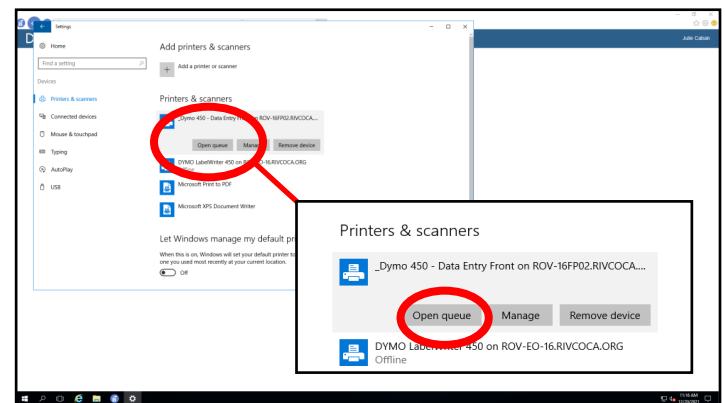
# Vote Center Setup

## Connecting to Dymo® Printers — Continued

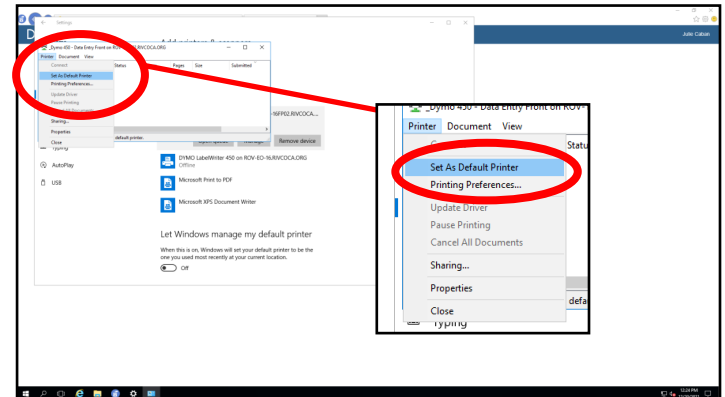
**5** The “Printers & scanners” screen will appear with a list of printers. Click on the Dymo® Printer from the list.



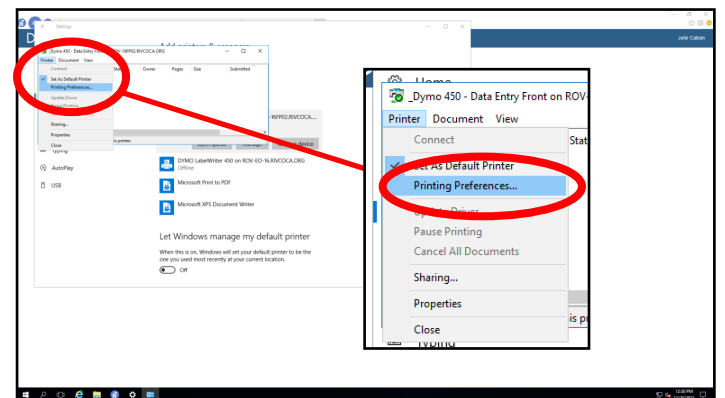
**6** Once selected the screen will show more options. Click on the box that says “Open queue”.



**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.

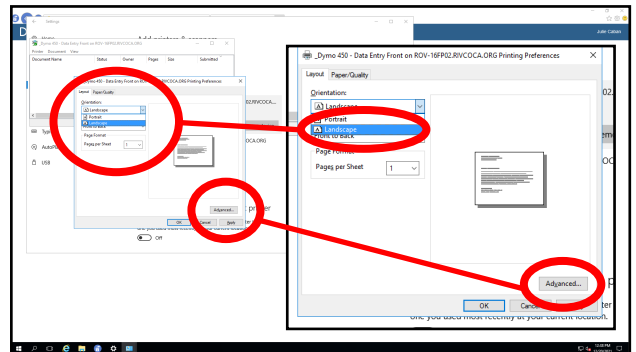


If you require assistance or have connectivity issues, call RCIT for technical support at (951) 955-9900 option 7.

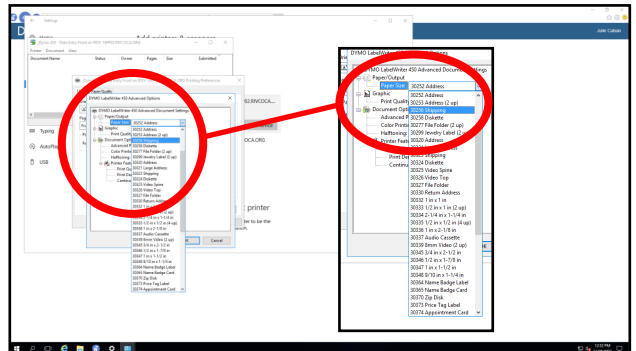
# Vote Center Setup

## Connecting to Dymo® Printers — Continued

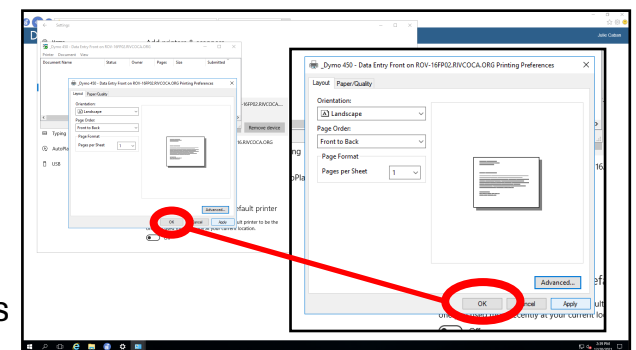
**9** Under the “Layout” tab, change the “Orientation” settings from “Portrait” to “Landscape”. The “Orientation” is now set to “Landscape”. On the same screen click on the “Advanced” button located on the bottom of the same window.



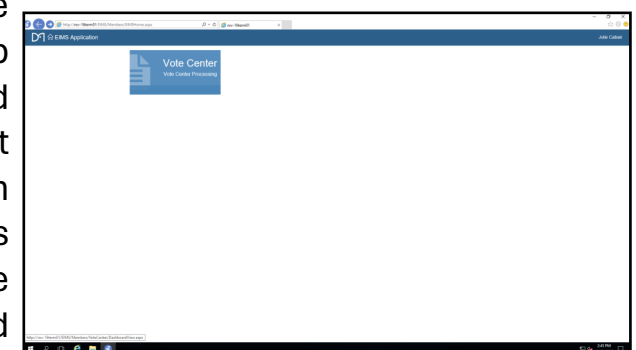
**10** A new window will appear. Under the “Paper/Output” tab click on the arrow tab next to the “Paper Size:”. It is currently set on “30252 Address” label. Change it to “30256 Shipping” label. Click “OK” and the Dymo® label size will be set.



**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. Print a test label using the “Vote Processing” screen in EIMS. Confirm that the printer settings in the browser match those shown on the “Dymo Configurations” instructions found in the lead binder.



**If you require assistance or have connectivity issues, call RCIT for technical support at (951) 955-9900 option 7.**

# Vote Center Setup

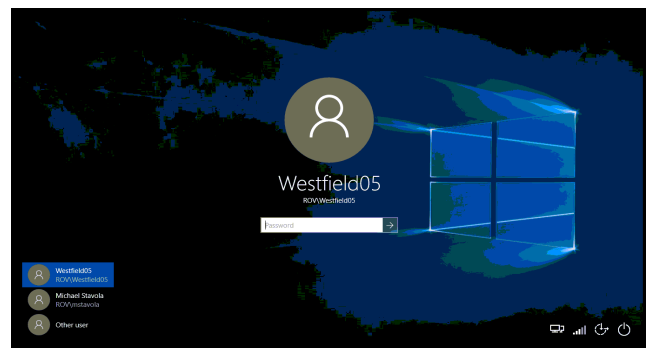
## Connecting to the Vote Center Application

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.

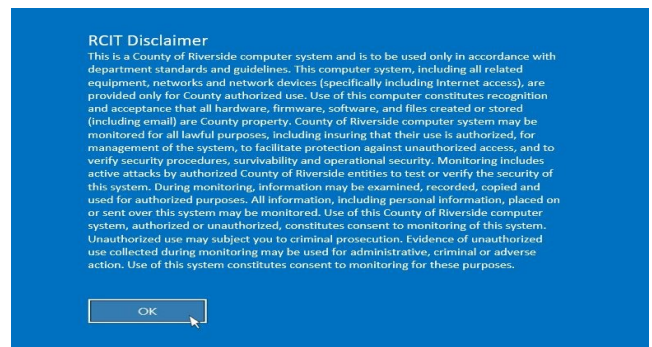


**2** Press the space bar and the screen will change to username and password.

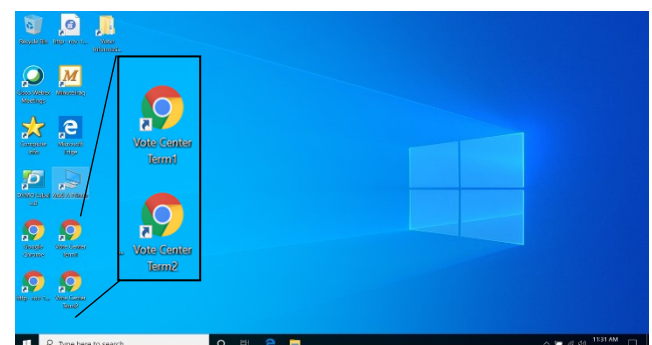


**3** The username will be on a name tag on the laptop cover and bag. The password will be given to the Leads for their voting location. Type in the password.

**4** The RCIT Disclaimer window will appear. Click "OK" and continue to the Vote Center desktop screen.



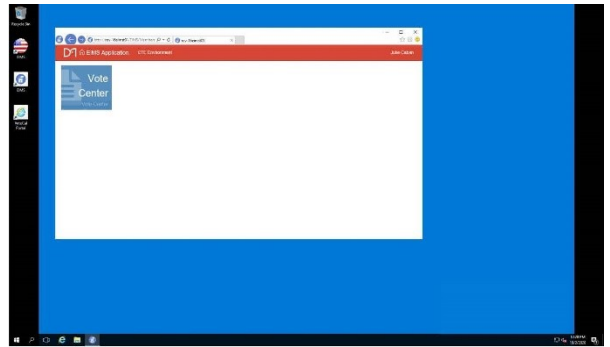
**5** A blue screen will appear with several icons on the left side of the screen. Click twice on either the Vote Center Term01 or Vote Center Term02 (EIMS) icons and the Vote Center Dashboard will appear. Note: Once you have chosen Term01 or Term02 in EIMS, use the same Term throughout the day. **Do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



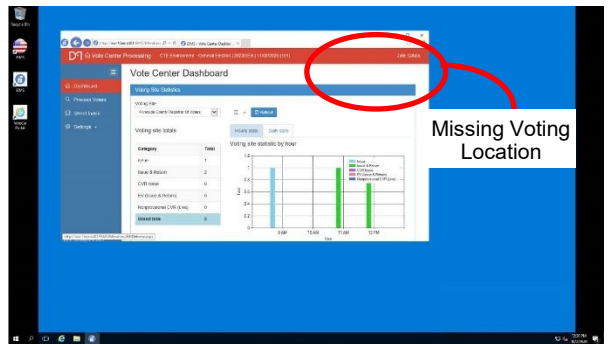
# Vote Center Setup

## Connecting to the Vote Center Application — Continued

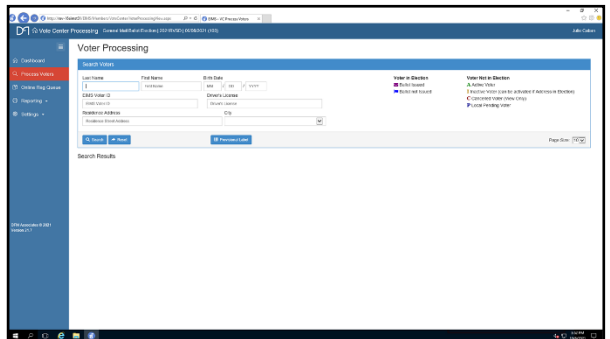
6 Click on the square titled “Vote Center” and another screen will appear.



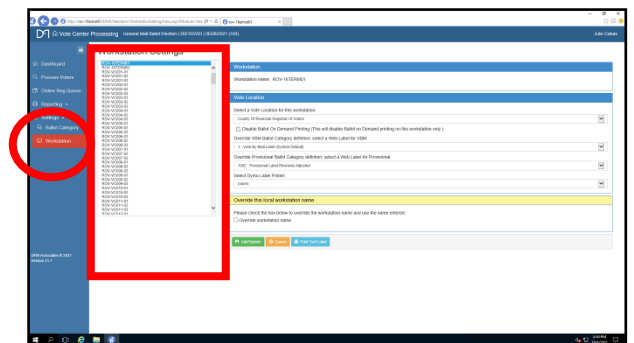
7 The next screen appearing will be the “Vote Center Processing” screen. The site location should be preset for each voting location on the top right side of the screen. **Continue through the following steps if the site location is not displayed on the upper right corner of the processing screen.**



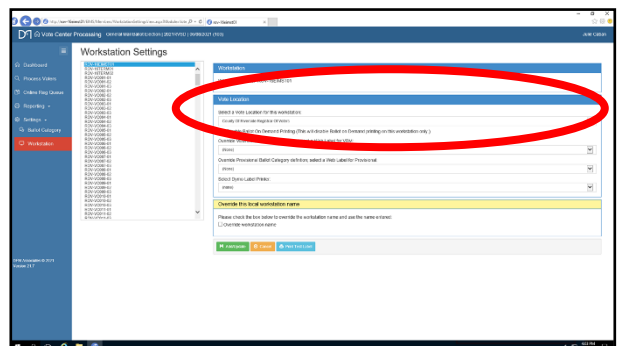
8 Maximize the screen. On the left side of the Vote Center Processing screen is a list of tabs. Go down to the “Settings” tab and click once. The sub menu will display “Workstation” from the list of options. Click once on the “Workstation” tab.



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.

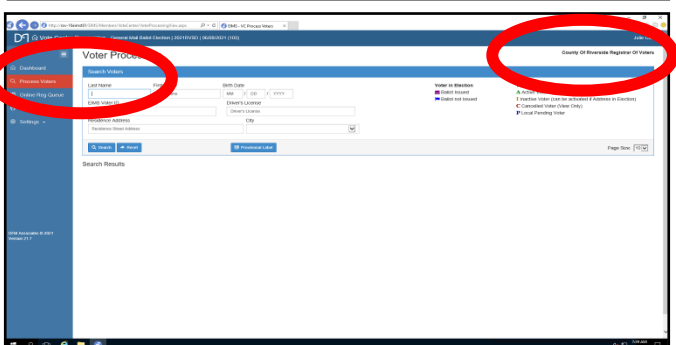
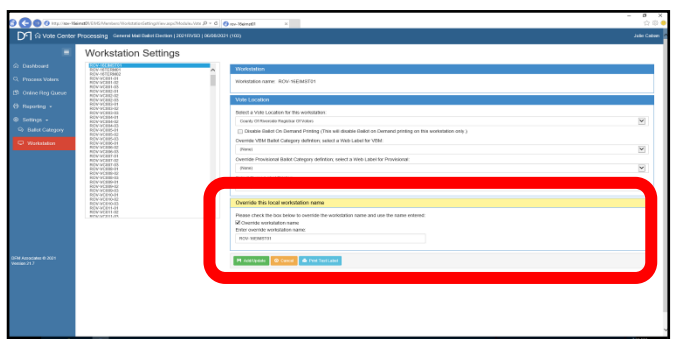
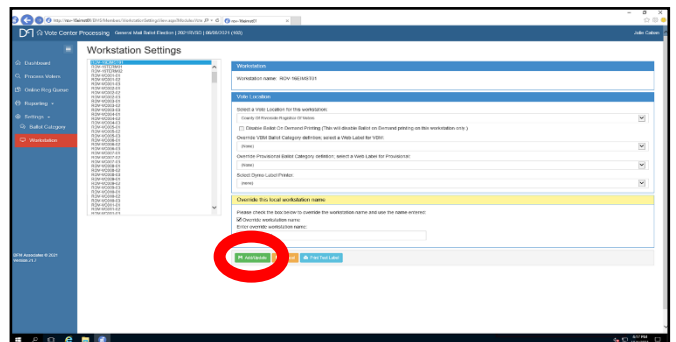
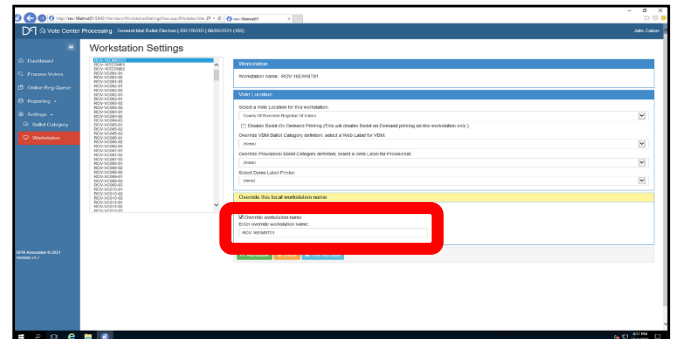
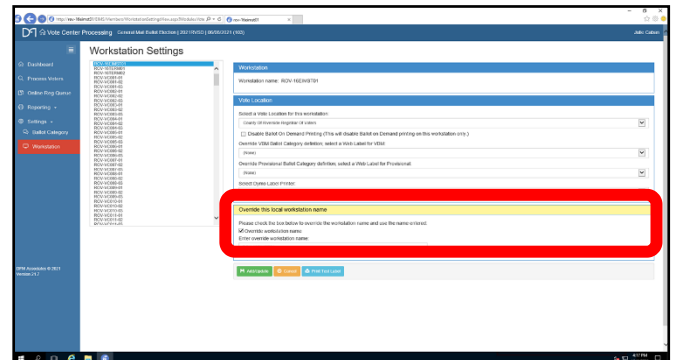
**12** Once checked a new box will appear.

**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.



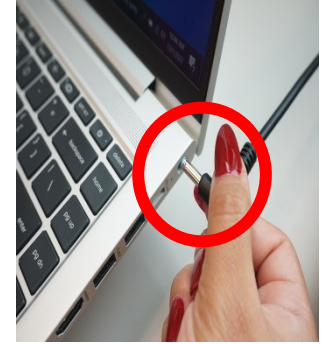
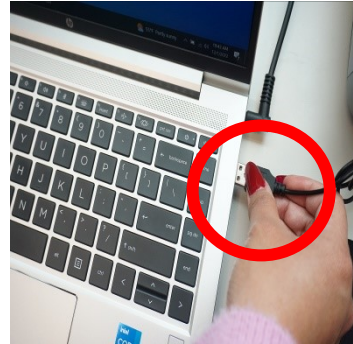
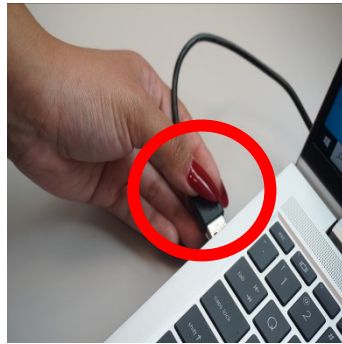
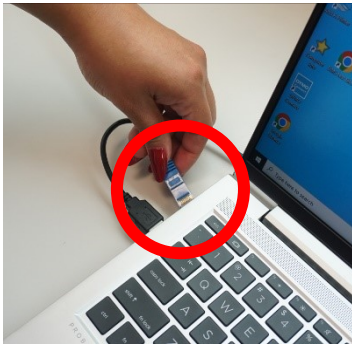
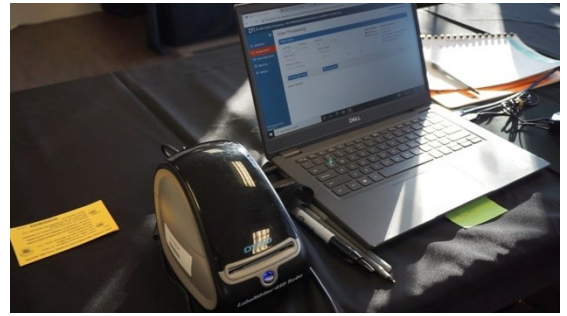


# Vote Center Setup

## Connecting to the Vote Center Application —

### Continued

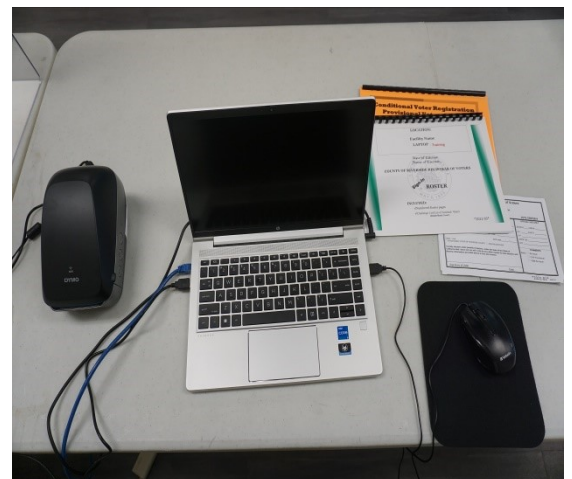
**17** Once the laptops are setup and ready. Disconnect the ethernet cord, Dymo® Printer, laptop mouse, and power cord from all the laptops. Leave the cords on the processing table.



**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 during 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.

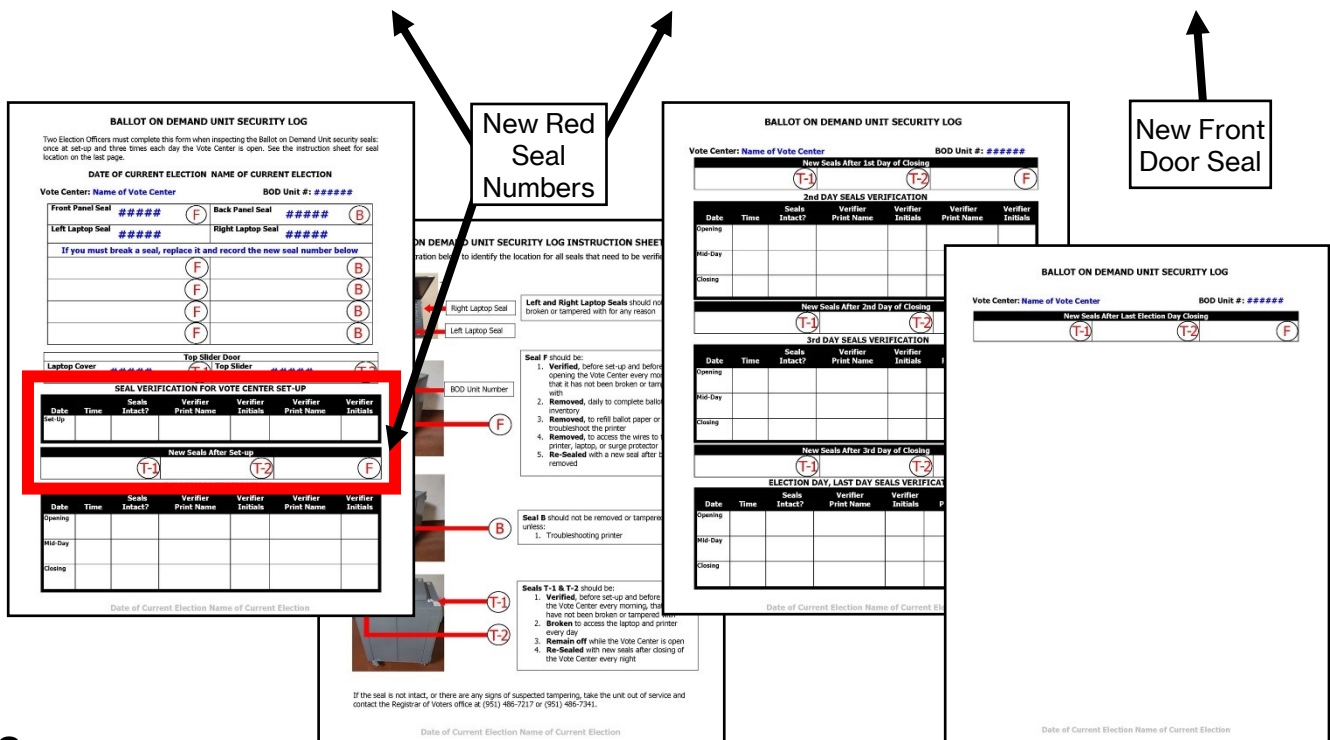


# Vote Center Setup

## 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 Officers 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 security 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 take two red 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)




# 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 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 Lead Binder under the tab titled the “Ballot on Demand Unit Security Log.” Use this log sheet to record the amount of paper you used in the BOD. **The printer tray will come empty. During setup, open and count one ream of BOD printer paper, and load the printer with 150 sheets of paper.** Additional reams of 250 sheets of paper can be found in the lower tray of the cart. A total of 750 sheets will be 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		<b>BALLOT CARD ACCOUNTING RECORD – LOG SHEET</b> NAME OF CURRENT ELECTION DATE OF CURRENT ELECTION						
EC§20235		Ballot Manufacturer: <b>Dominion Voting Systems</b>				Ballot Printer Name: <b>Registrar of Voters</b>		
Vote Center Location: <b>Name of Vote Center</b>		Ballot Printer Name: <b>Registrar of Voters</b>				Tint and Watermark Assignment: <b>Yellow PMS Yellow/CA Bear</b>		
Vote Center #: <b>Number of Vote Center</b>								
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	<b>750</b>							
1 <sup>st</sup> Date of Election								
2 <sup>nd</sup> Date of Election								
3 <sup>rd</sup> Date of Election								
4 <sup>th</sup> Date Election Day								

**Log Sheet Found in Security Seals Log Binder**



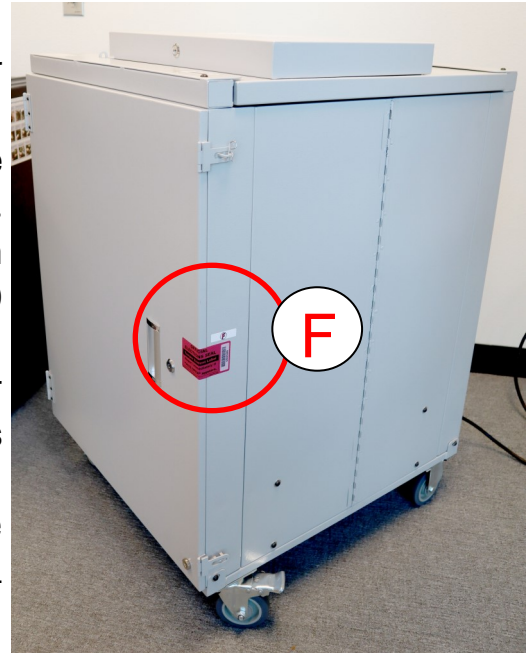
# Vote Center Setup

## Ballot on Demand Printer Setup

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

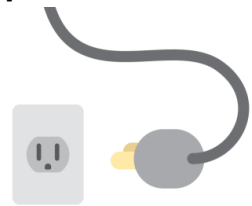
These ballots will be returned at the end of each day to the Registrar of Voters office. Paper ballots can be printed and given to voters upon request using the Ballot on Demand Printer.

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. **The printer will not come pre-loaded with any paper. When setting up the Ballot on Demand Printer, open one of the reams of ballot paper and place 150 sheets into the tray.** 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 and party 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.

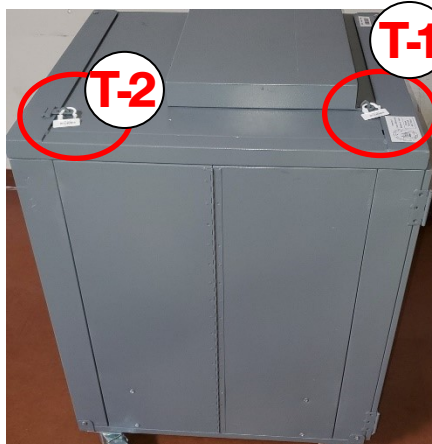


**Lock the laptop when not in use and do not write any passwords on the laptops or on post-it notes. Do not connect any external devices to the laptop.**

**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.





# Vote Center Setup

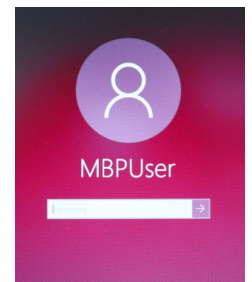
## Ballot on Demand Printer Setup — Continued

**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.

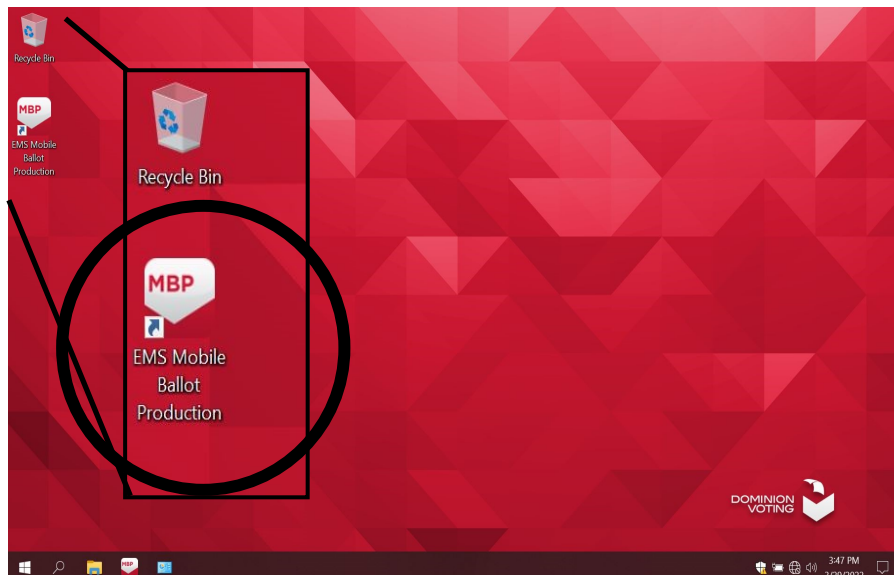


**4** On the top of the printer are the connections to the laptop (see picture in step 3 above). One connection is for the power cord to the laptop and the other cord is the USB connection to the laptop. Connect both cords to the laptop into the available ports.

**5** Power on the laptop. Select “MBPUser” which is preset on the laptop. Enter the given password into the password field.



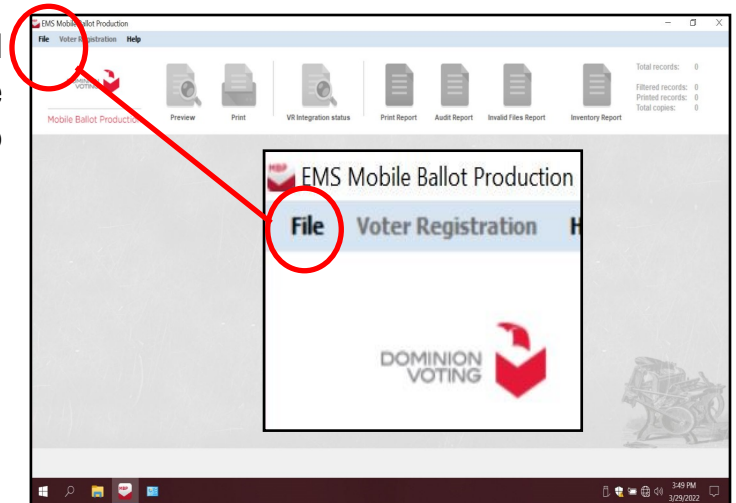
**6** On the desktop is another icon “MBP EMS Mobile Ballot Production.” Double click on the icon application to launch the file.



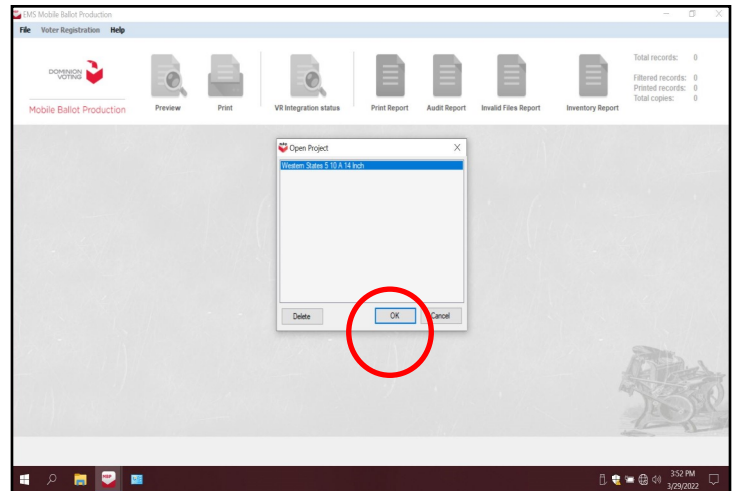
# Vote Center Setup

## Ballot on Demand Printer Setup — Continued

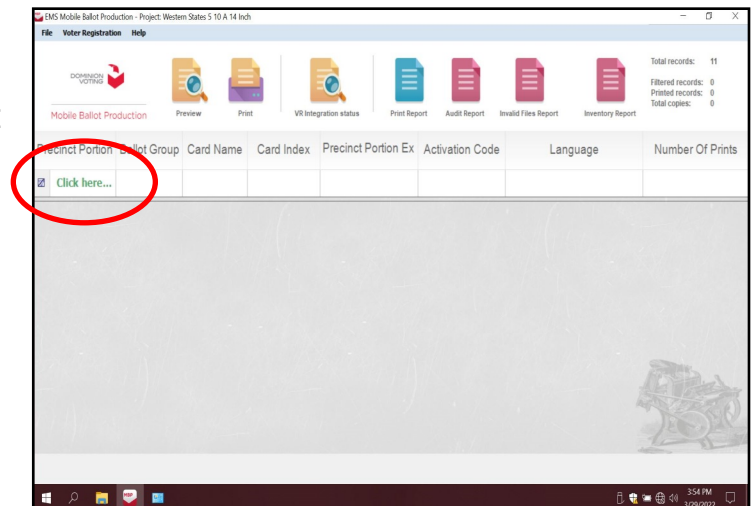
**7** Once opened, click on “File” located on the upper left hand corner of the screen and a window will appear to select “Open Project”.



**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.



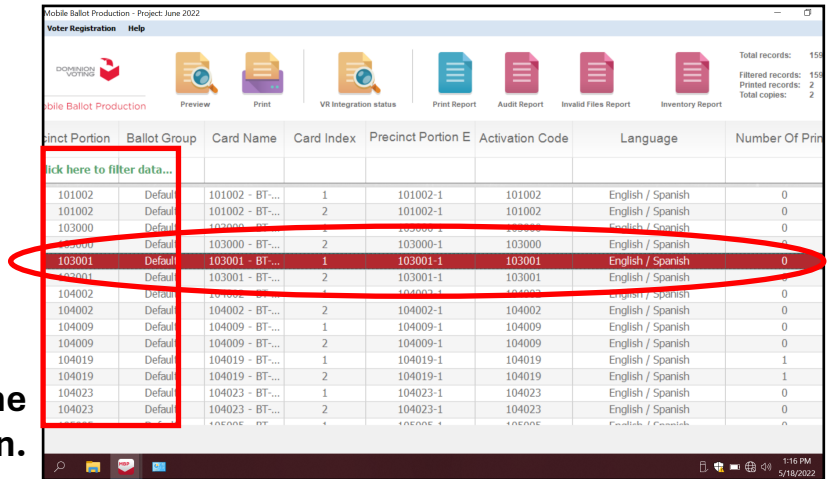
**9** To get the list of precincts for this election, click on the first column, next to the words “Click here”. A list of precincts for this election will appear.



# Vote Center Setup

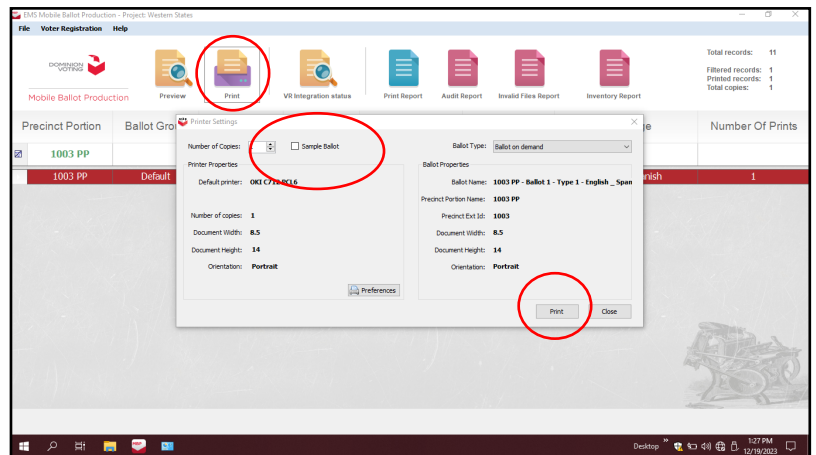
## Ballot on Demand Printer Setup — Continued

**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.

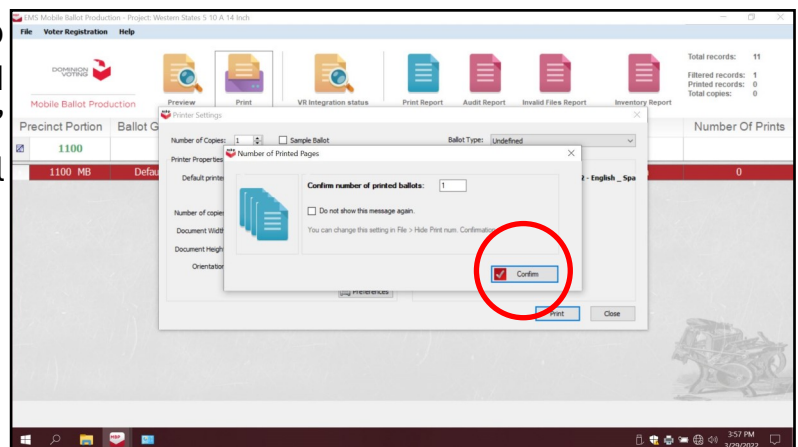


**DO NOT** double click on the highlighted precinct number screen. It will generate a PDF ballot and the “Inventory Report” at the end of setup will not show the correct number of ballots printed on the BOD.

**11** Click on the Print icon. The printer screen will ask for the number of copies. It is pre-selected for “1” copy. Next, make sure the “Sample Ballot” box is unchecked. Click “Print” for a sample ballot to print.



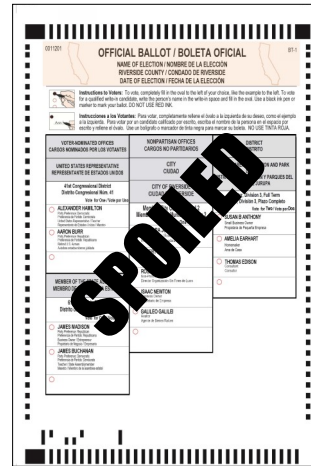
**12** The next screen will ask to “Confirm number of printed ballots.” Click on the “Confirm” button. A test sample ballot will now print.



# Vote Center Setup

## Ballot on Demand Printer Setup — Continued

**13** Write “SPOILED” on the sample ballot and place the sample ballot (“A” or “B” card-if applicable) in the “SPOILED & SURRENDERED BALLOTS” bag. The BOD Printer is now ready for printing ballots on the first day of opening the voting location.



Spilled & Surrendered Ballots

**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		Ballot Manufacturer: <b>Dominion Voting Systems</b>						
Vote Center Location: <b>Name of Vote Center</b>		Ballot Printer Name: <b>Registrar of Voters</b>						
Vote Center #: <b>Number of Vote Center</b>		Tint and Watermark Assignment: <b>Yellow PMS Yellow/CA Bear</b>						
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	MT
1 <sup>st</sup> Date of Election								
2 <sup>nd</sup> Date of Election								
3 <sup>rd</sup> Date of Election								
4 <sup>th</sup> Date of Election								
Election Day								

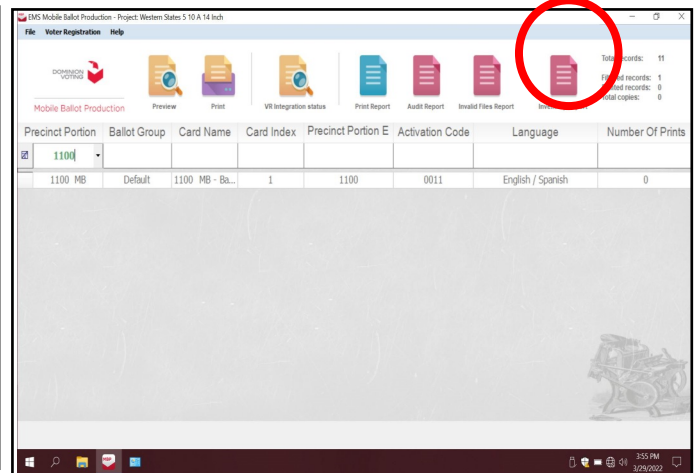


# Vote Center Setup

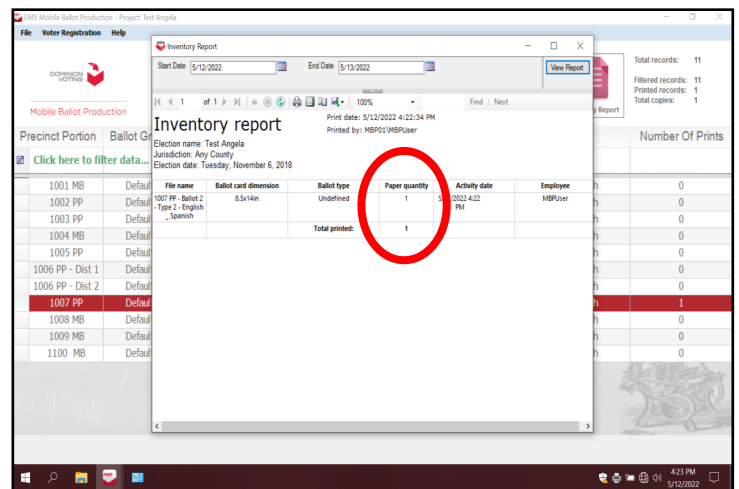
## Ballot on Demand Printer Setup — Continued

**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.

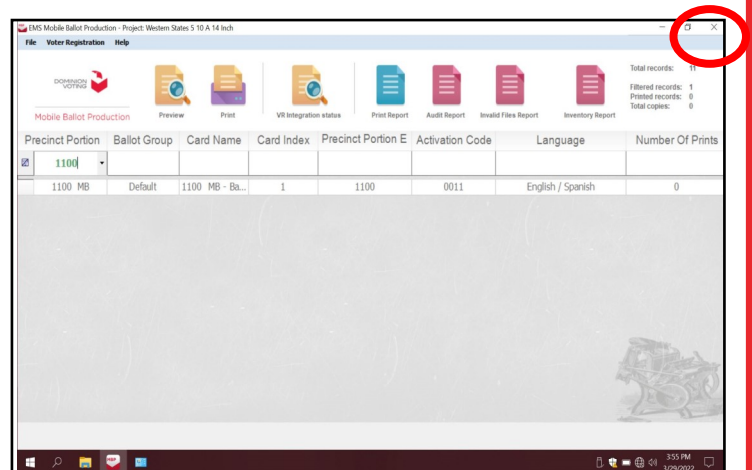
Riverside County Registrar of Voters		BALLOT CARD ACCOUNTING RECORD – LOG SHEET NAME OF CURRENT ELECTION DATE OF CURRENT ELECTION							
EC620235		Ballot Manufacturer: Dominion Voting Systems						Ballot Printer Name: Registrar of Voters	
Vote Center Location: Name of Vote Center		Tint and Watermark Assignment: Yellow PMS Yellow/CA Bear						Vote Center #: Number of Vote Center	
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 (F - E)	Lead Initials	
Set-Up Date	750	0	1	1	749	749	0	MJT	
1 <sup>st</sup> Date of Election									
2 <sup>nd</sup> Date of Election									
3 <sup>rd</sup> Date of Election									
4 <sup>th</sup> Date of Election									
Election Day									



**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.



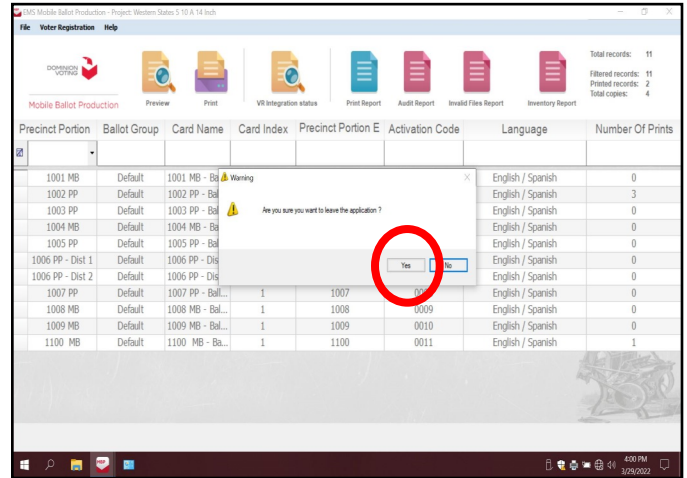
**17** After recording the totals on the “Ballot Card Accounting Record - Log Sheet” print and close the “Inventory Report” screen. Place the printed “Inventory Report” in the Security Seals Log Binder with the “Ballot Card Accounting Record - Log Sheet”. Shut down the laptop by clicking on the “x” located on the upper right hand corner of the screen.



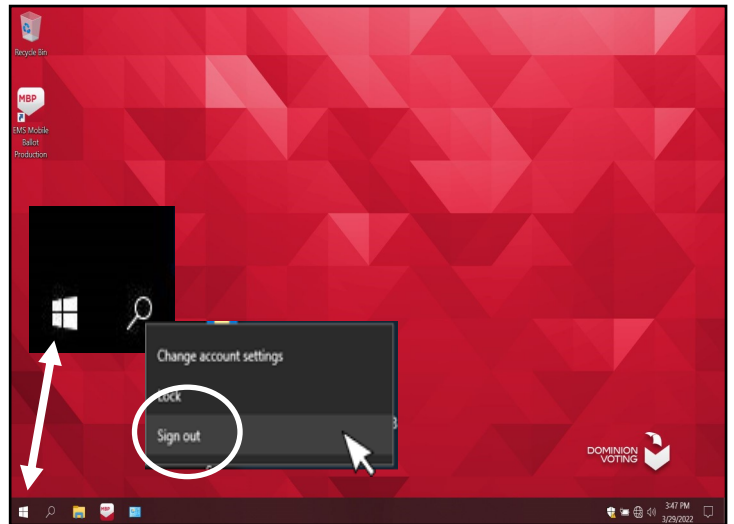
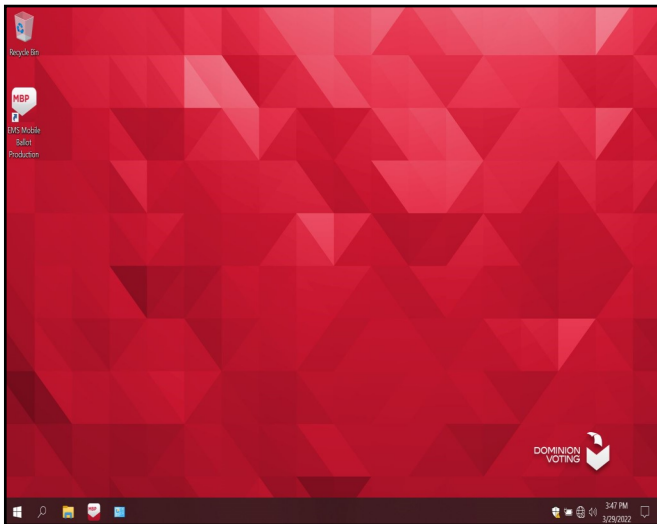
# Vote Center Setup

## 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.

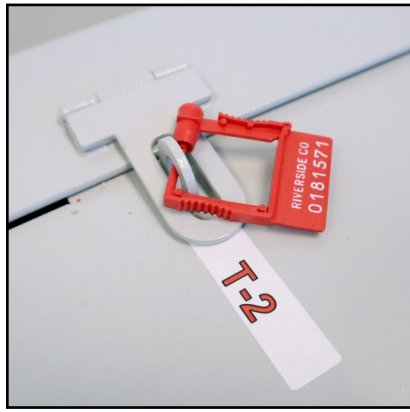
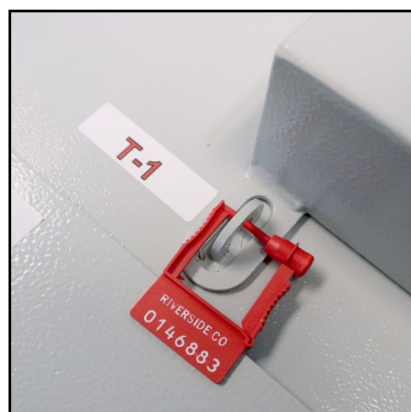
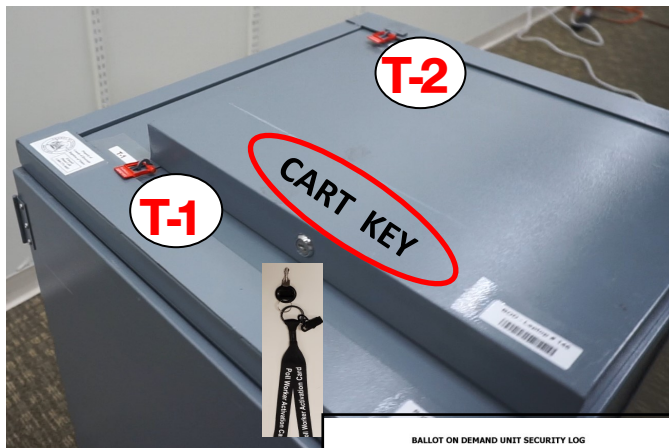
**21** If you need to add paper, the printer screen will let you know. In this election we are using “Tray 2” for printing ballots. This tray has specialized paper for printing the ballots.

**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.



**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 left 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	#####	(F)	Right Laptop Seal	#####	(B)

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

(F)	(B)
(F)	(B)
(F)	(B)
(F)	(B)

Laptop Cover: ##### Top Slider Door: ##### (T2)

**SEAL VERIFICATION FOR VOTE CENTER SET-UP**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
New Seals After Set-up						
		(T2)			(F)	

Date of Current Election Name of Current Election

**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 80-87 each day the voting location is open. **Place the broken “F” seal on the “Official Elections Seal” sheet inside the “Broken Seals” bag.**

**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 left page.

NOVEMBER 8, 2022 CONSOLIDATED GENERAL ELECTION

Vote Center: Name of Vote Center: \_\_\_\_\_ BOD Unit #: \_\_\_\_\_

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

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

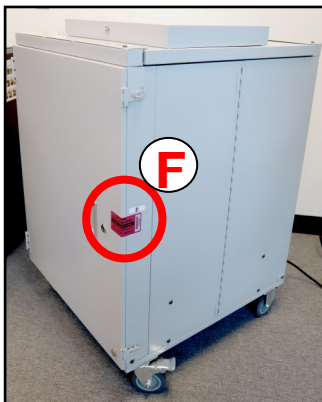
(F)	(B)
(F)	(B)
(F)	(B)
(F)	(B)

Laptop Cover: ##### Top Slider Door: ##### (T2)

**SEAL VERIFICATION FOR VOTE CENTER SET-UP**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
New Seals After Set-up						
		(F)			(B)	

NOVEMBER 8, 2022 CONSOLIDATED GENERAL ELECTION





# 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 voters to scan official ballots from the Accessible Voting Units (AVU's) and 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 to 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 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.



Scan to watch video demo.



Use the following steps for setting up the Ballot Scanner:

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

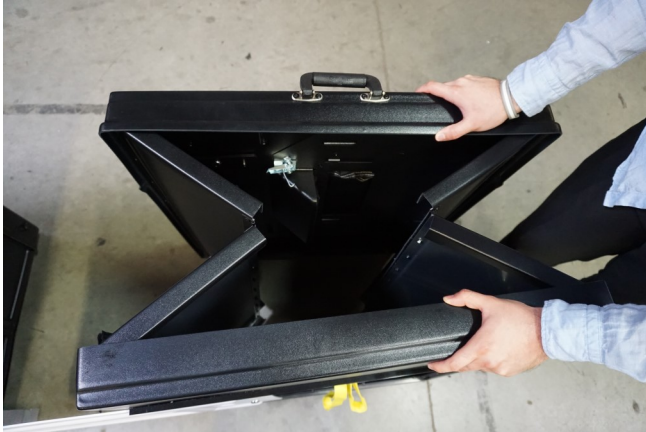




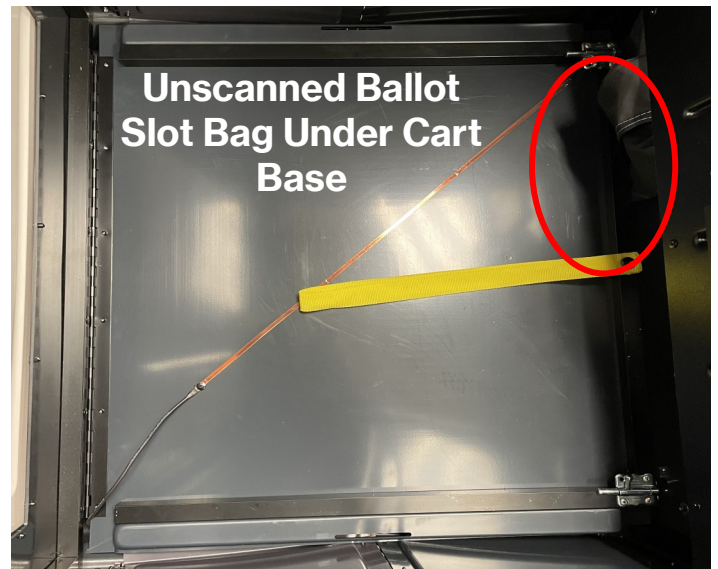
# Vote Center Setup

## Ballot Scanner Setup — Continued

**2** Push apart the two sides, unfolding the cart into a square position.



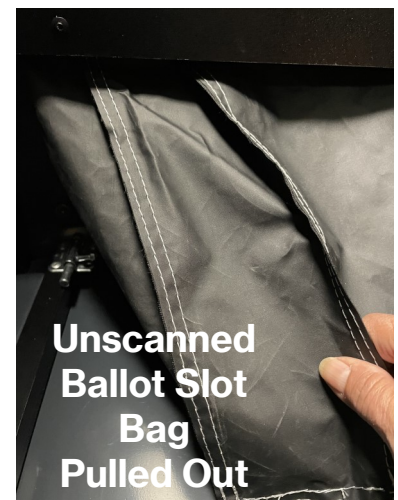
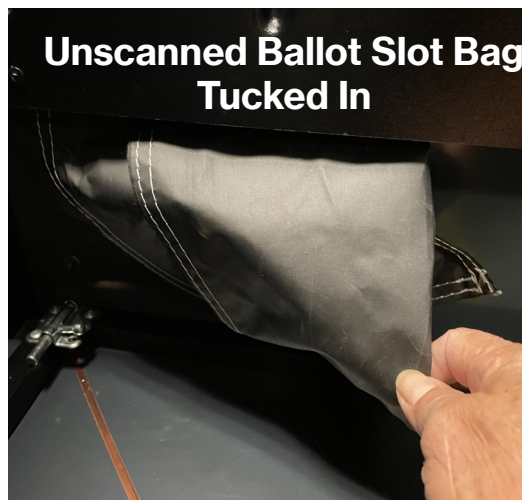
**3** The cart bottom base will swing down into the bottom position of the cart. Note: The unscanned ballot slot bag will interfere with the base of the cart.



**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.



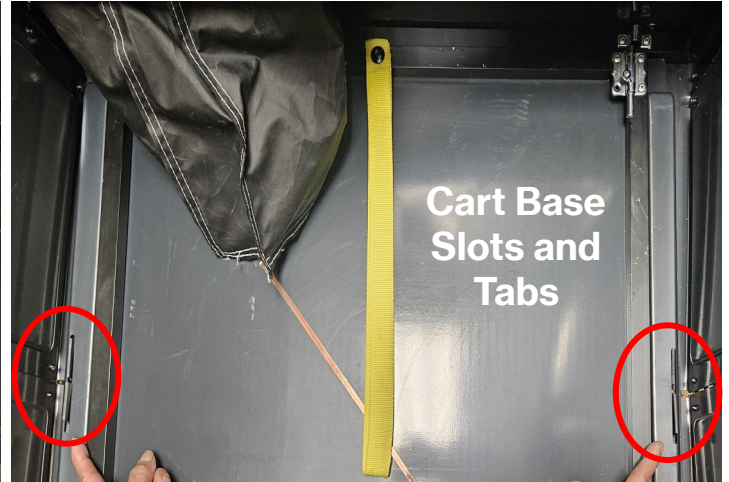
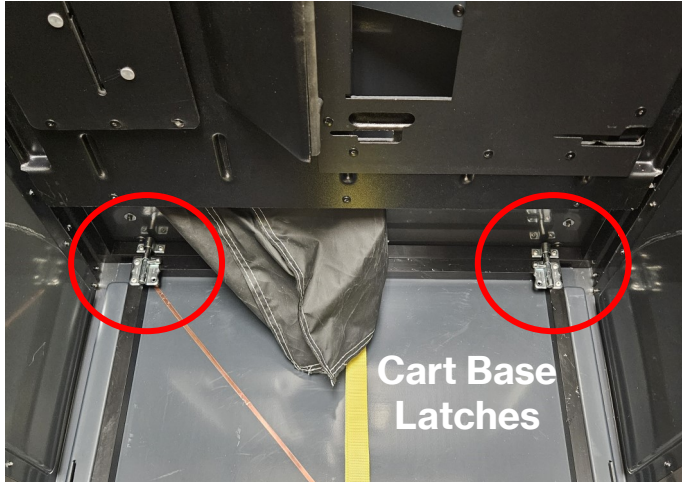
Security Seals Log Binder Plastic Pouch



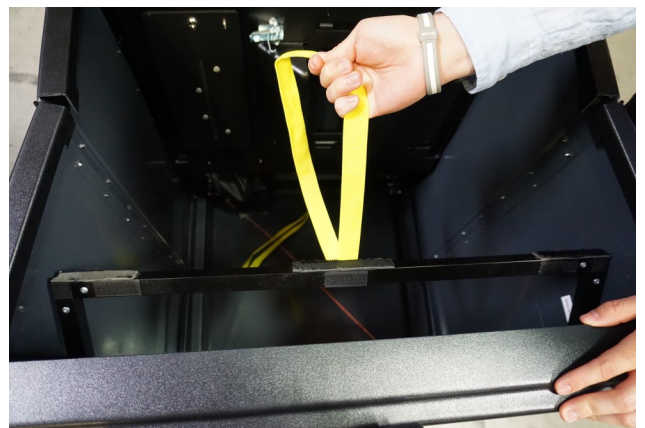
# Vote Center Setup

## 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. **Be careful not to pinch your fingers when aligning the latches.**



**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. **Be careful not to scrape yourself when grabbing edges on the top panel of the cart.**





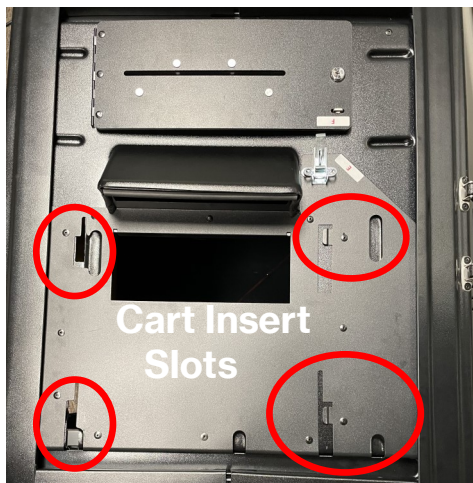
# Vote Center Setup

## Ballot Scanner Setup — Continued

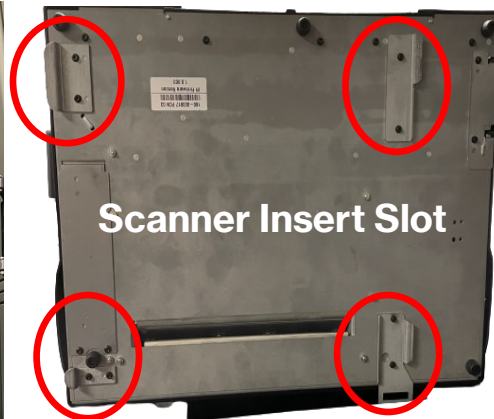
**8** Remove the scanner and power cord from the Ballot Scanner bag.



**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.



**Scanner Cart**

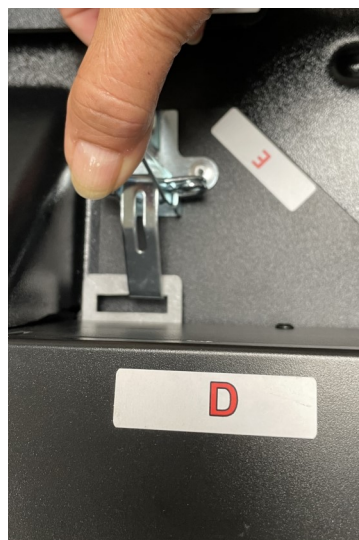


**Bottom of Scanner**



**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. **The Ballot Scanner latch is very tight, use caution when latching the scanner to the cart.**







# 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 unscanned ballot 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.



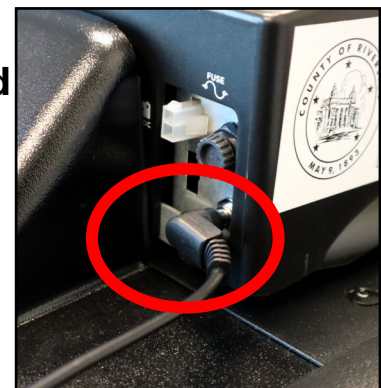
### Unscanned Ballot Slot Opening



**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.



### Power Cord Inserted into the Scanner



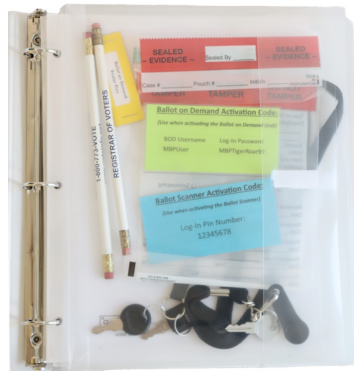
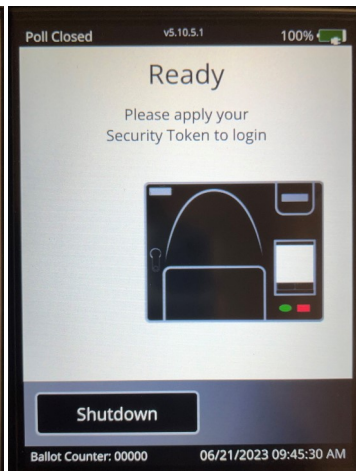
# Vote Center Setup

## 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 Token**

**Security Seals Log Binder  
Plastic Pouch**

**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.

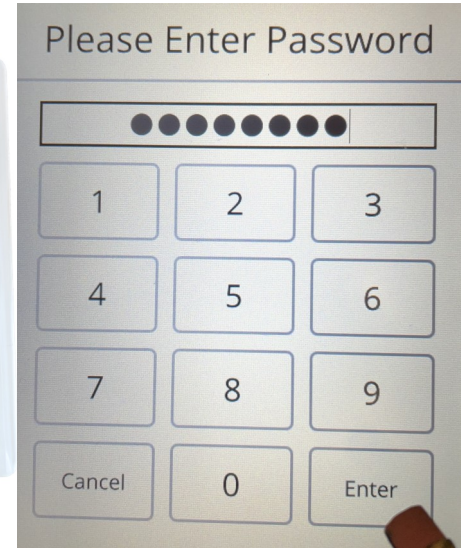
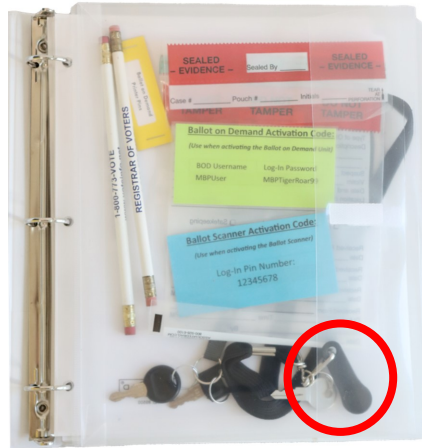
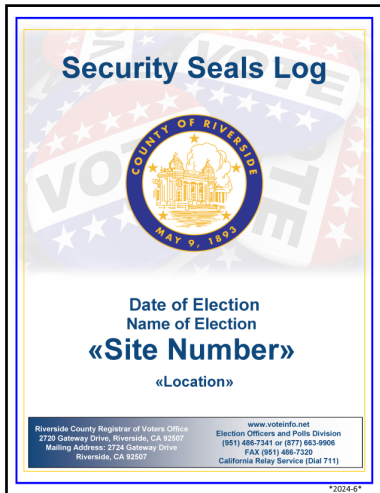




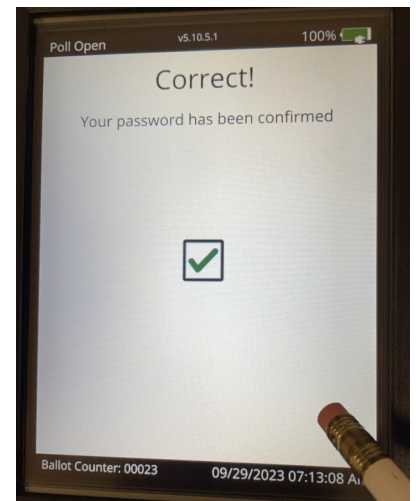
# Vote Center Setup

## Ballot Scanner Setup — Continued

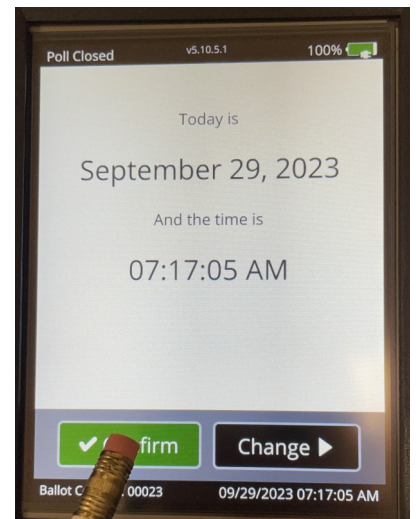
**19** Remove the “Security Token” from the “Security Key” holder. Using the stylus enter the password given to the Leads in the Security Seals Log Binder plastic pouch.



**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.



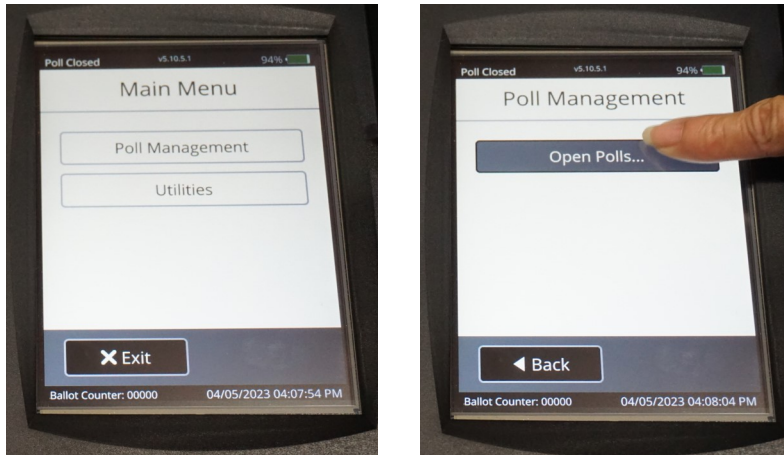
**21** Next confirm the date and time on the display screen. Select the “Confirm” button on the screen. If the date and time needs to be changed, contact the Registrar of Voters office at (951) 486-7341. Note: If the time is over or under by 5 minutes, contact the Registrar of Voters office.



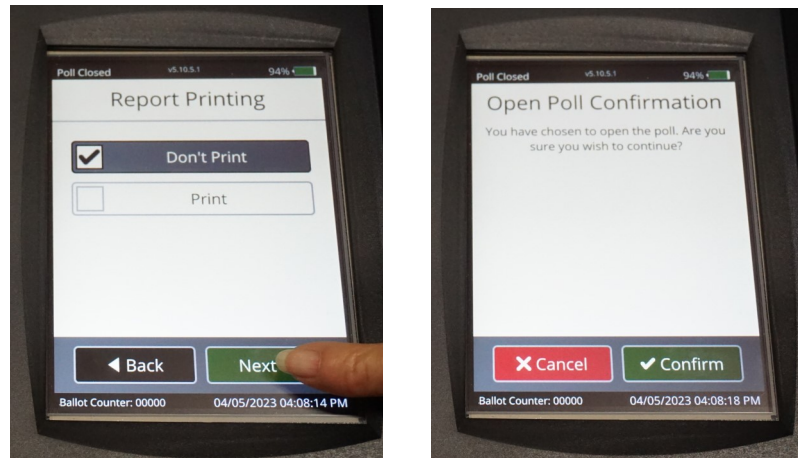
# Vote Center Setup

## Ballot Scanner Setup — Continued

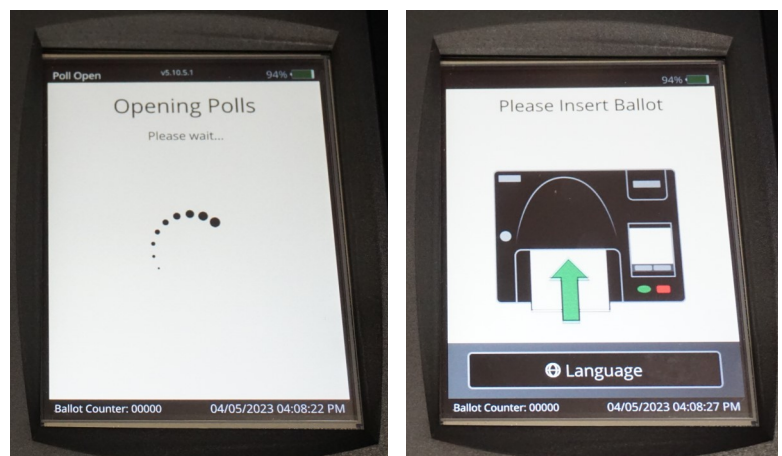
**22** The display screen will change to “Main Menu”. On the “Main Menu” screen select “Poll Management”. The display screen will change to the “Open Polls...” screen. Select “Open Polls...” on the display screen.



**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.





# 5. MORNING ROUTINE



## RIVERSIDE COUNTY PRESIDENTIAL PRIMARY ELECTION MARCH 5, 2024

County of Riverside Registrar Voters Office

Art Tinoco, Registrar of Voters

2720 Gateway Drive, Riverside, CA 92507

Mailing Address: 2724 Gateway Drive,

Riverside, CA 92507

[www.voteinfo.net](http://www.voteinfo.net)

Election Officers and Polls Division

(951) 486-7341 or (877) 663-9906

FAX (951) 486-7320

California Relay Service (Dial 711)

# 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

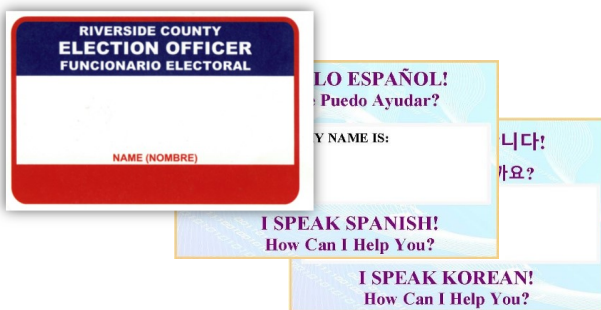
On the first day all officers working at the voting location will take the Oath of Allegiance. Officers that have helped setup the day before opening must take the Oath on that day. The Oath will only be taken once. The officers will fill in the day, month, and year the Oath was signed. On the same sheet 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. Payroll sheets may be picked up in the middle of the election process. It is important to keep this sheet updated every day before leaving the vote center.

# 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. 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).

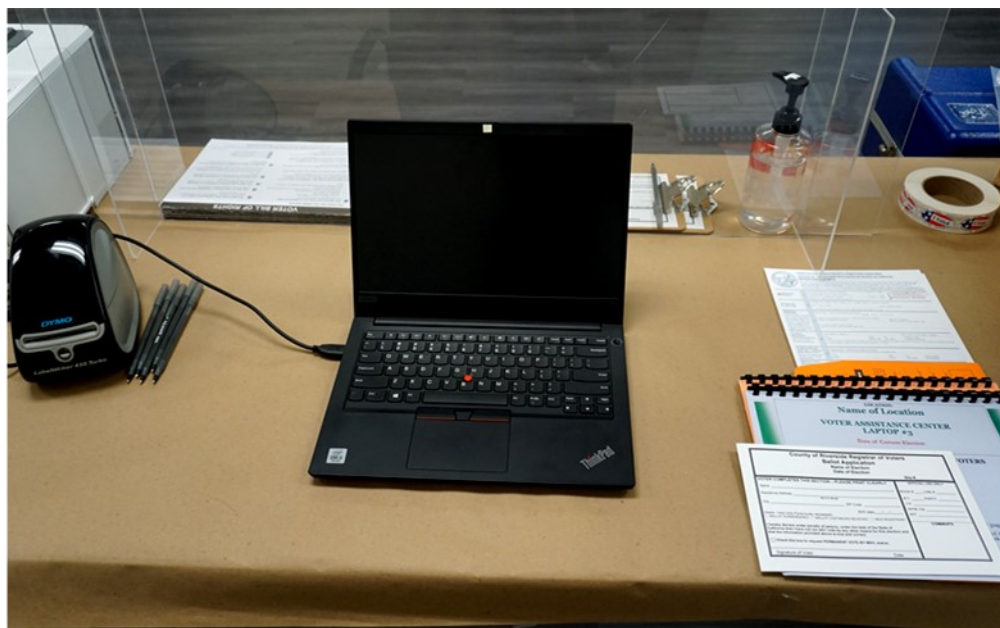
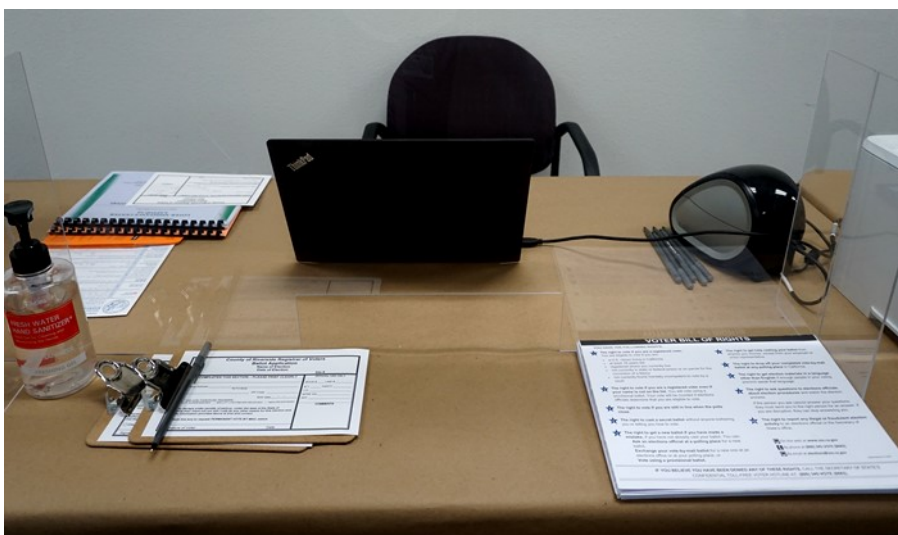


Ballot Box Tags

# 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 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, Dymo® labelers, VC Printer, and Router are plugged in to an electrical outlet. Make sure each laptop is displaying the correct site on the Vote Center Application screen before processing any voters.





# 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) ##### <b>I</b>	AVU Back Bottom Power Button Yellow Seal ##### <b>J</b>
---	--

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

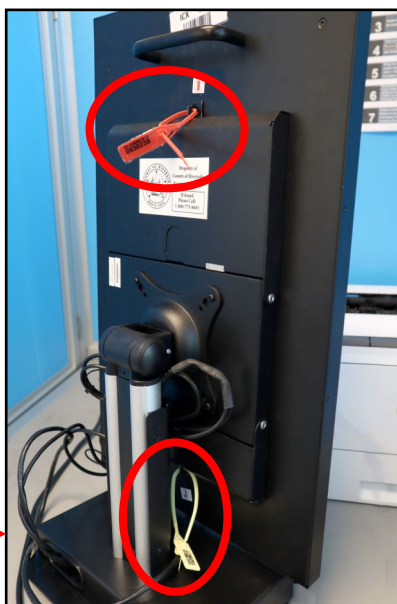
### 1<sup>ST</sup> DAY SEALS VERIFICATION

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

Seal "I"



Seal "J"







# 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 the Unscanned Ballot 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, Pages 94 to 96, 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 #: #####**

<b>Administrator Door Seal</b> ##### (A)	<b>Poll Worker Door Seal</b> ##### (B)
<b>Data Port Door Seal</b> ##### (C)	<b>Thermal Paper Door Seal</b> ##### (D)

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

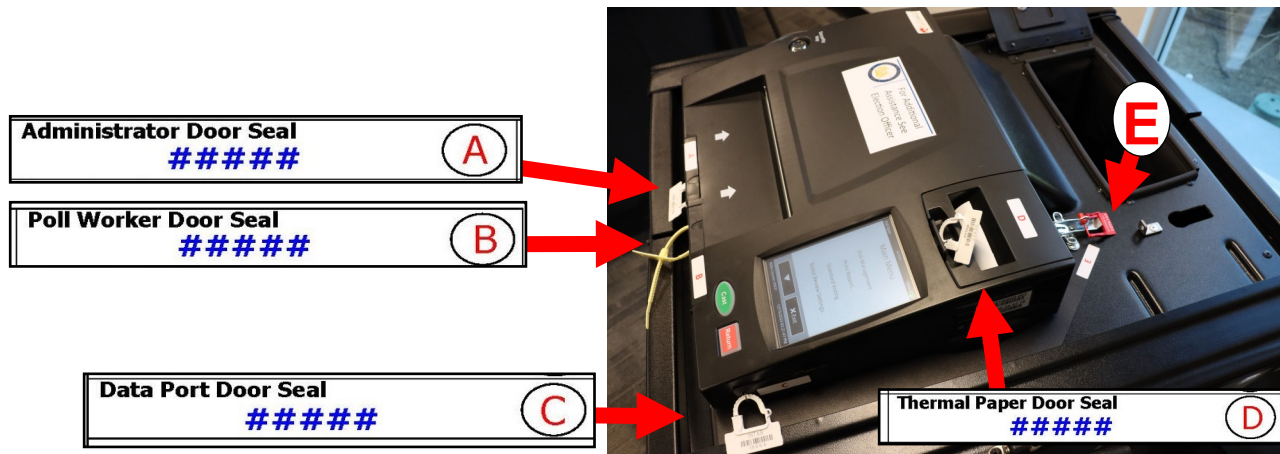
**New Seals After Set-up**

##### (E)

**1<sup>ST</sup> DAY SEALS VERIFICATION**

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

Election Date and Title



# Morning Routine

## Personal Protective Equipment (PPE)

Each voting location will receive Personal Protective Equipment (PPE) which will consist of hand sanitizer, face masks, disinfecting wipes, disinfectant spray, and electronic 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.



## 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 158 in this guide for the required procedure.

Black Vote-by-Mail Ballot



Unscanned Ballot Slot

Ballot Scanner Cart

First Voter Procedural Checklist

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 containers." 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 ballot boxes Empty?		
Are ballot boxes Sealed?		
Is the Ballot Scanner Cart Empty?		
Is the Ballot Scanner Cart Sealed?		

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 "Vote at the Vote Center-Do Not Count!" on the envelope to identify that the voter has surrendered their ballot.

First Voter: Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Month / Day / Year \_\_\_\_\_

Checklist completed by: \_\_\_\_\_ Lead Signature \_\_\_\_\_ Month / Day / Year \_\_\_\_\_

Date of Current Election Name of Current Election \_\_\_\_\_

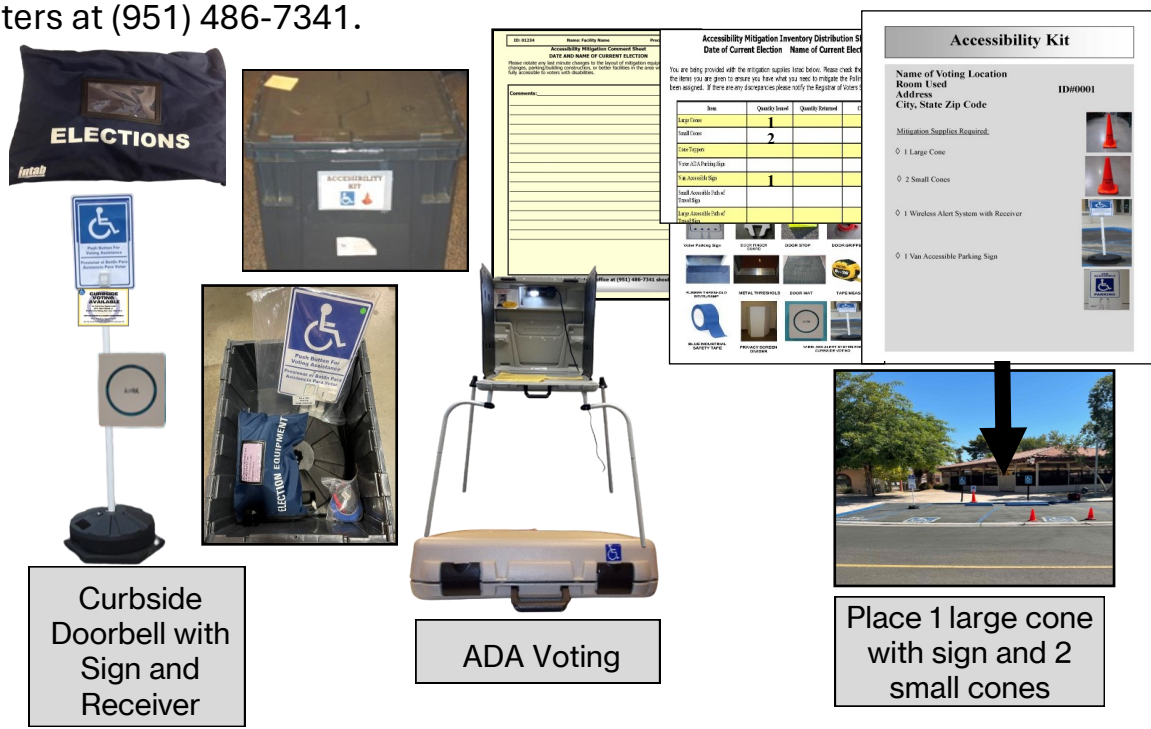
First Voter Procedural Checklist



# Morning Routine

## Mitigation Supplies

- ✦ Voting locations have curbside doorbells at each location. Assemble the doorbell based on the instructions given inside the Accessibility Kit. Place the doorbell in the accessible parking space at the voting location. Check the doorbell throughout the day to ensure 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 on setup 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.



**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.**



# 6. PROCESSING VOTERS



## RIVERSIDE COUNTY

### PRESIDENTIAL PRIMARY ELECTION

### MARCH 5, 2024

**County of Riverside Registrar Voters Office**

**Art Tinoco, Registrar of Voters**

**2720 Gateway Drive, Riverside, CA 92507**

**Mailing Address: 2724 Gateway Drive,**

**Riverside, CA 92507**

**[www.voteinfo.net](http://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

## Important Changes in Processing Voters

There are a few important changes in the way voters will be able to vote in this election. Voters will now be able to change their political party and/or residential address while still receiving a non-Conditional Voter Registration ballot. Voters will also be able to cast their vote-by-mail ballot at any vote center without a VBM envelope (Live VBM Return). Written instructions involving these new procedures can be found in the What's New Addendum. Pages in the following section which are impacted by these new procedures will be noted.

## Important Information About Primary Elections

California's Top Two Candidates Open Primary Act requires that all candidates for a voter-nominated office be listed on the same ballot. Previously known as partisan offices, voter-nominated offices include state legislative offices, U.S. congressional offices, and state

- American Independent\*
- Democratic\*
- Republican
- Green
- Peace and Freedom
- Libertarian\*

### **\*allows No Party Preference/Non-Partisan crossover**

constitutional offices.

U.S. Presidential candidates and County Central Committee candidates are not voter-nominated offices—a voter must be affiliated with the same political party as the presidential and Central Committee candidate in order to vote for that candidate. However, some political parties allow No Party Preference/Non-Partisan voters to request their party's presidential ballot.

There are 6 qualified political parties:

## No Party Preference/Non-Partisan Voters

No Party Preference/Non-Partisan voters are allowed to choose a different party ballot when the parties have allowed "crossover" to their party in a presidential primary. The ballots will be the same as a political party ballot but exclude Central Committee candidates. The Democratic No Party Preference ballot will be labeled "Democratic Crossover" to differentiate it from the ballot for registered Democrats. A poster will be available at your vote center with more details.

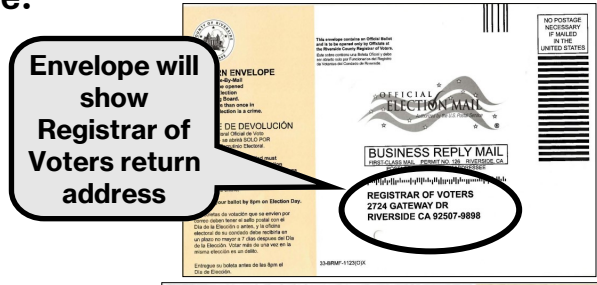
No Party Preference/Non-Partisan voters and voters from parties that have not qualified for a ballot will automatically receive a No Party Preference ballot which will have no presidential candidates listed. However, upon request, these voters may vote on one of the crossover party ballots.

# Processing Voters

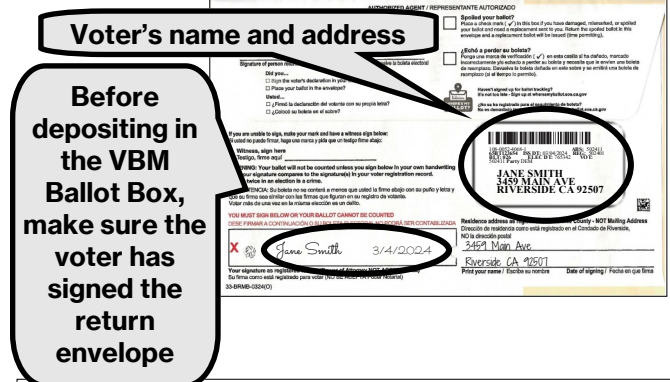
## Accepting Dropped Off Vote-by-Mail Ballots\*

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.

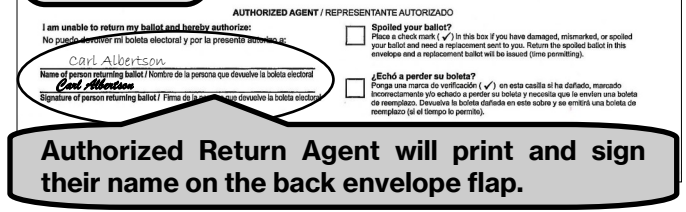
**1** All dropped off Vote-by-Mail (VBM) ballots will be inspected by an Election Officer before they are deposited into the VBM Ballot Box. VBM ballots can be dropped off at any voting location in the State of California.



**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 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.



**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 offer an “I Voted” sticker and thank the voter for voting.



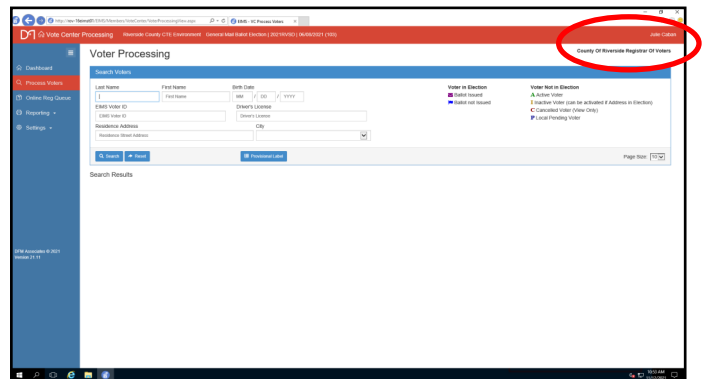
\*Refer to the What’s New Addendum for accepting Live VBM Return Ballots

# Processing Voters

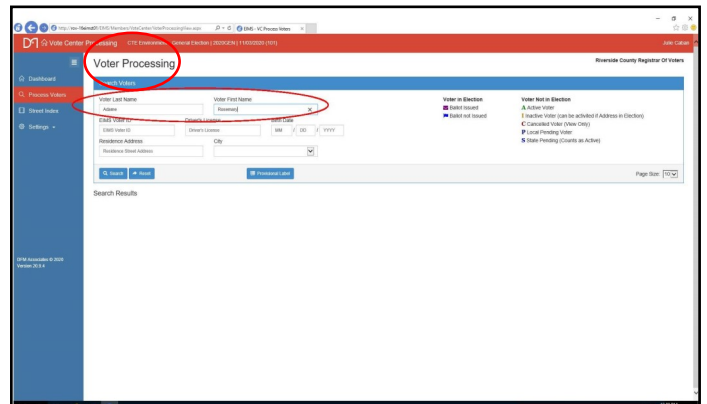
## Issuing a Vote-by-Mail Ballot

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. They can also ask for an envelope to put their VBM ballot. Use the following steps to issue a paper Vote-by-Mail Ballot.

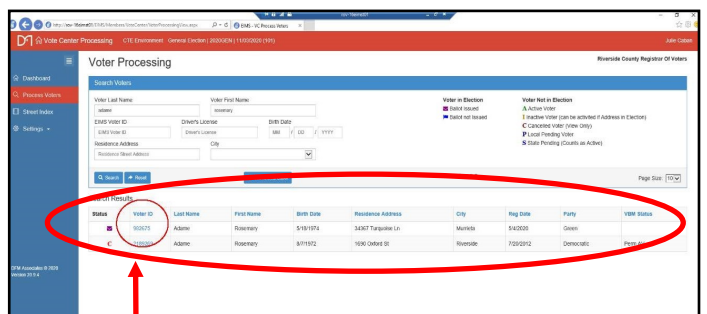
**1** The “Voter Processing” window should be open on the laptop to begin. Before issuing a ballot verify that your voting location is correct on the top right hand corner of the Vote Center Processing screen. **It is important to check the voting location before processing any voter.**



**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 select 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, select the verified voters “Voter ID” from the “Search Results” list.



**Riverside County Registrar of Voters**  
**Ballot Request**  
 Name of Election \_\_\_\_\_  
 Date of Election \_\_\_\_\_

VOTER COMPLETES THIS SECTION - PLEASE PRINT CLEARLY

Name Rosemary Adame  
 Residence Address 34367 Turquoise  
 City Murrieta ZIP Code 92563  
 Birth date 5/18/1944

I hereby declare under penalty of perjury, under the laws of the State of California that I have not and will not vote by any other means for this election and that the information provided above is true and correct.

Rosemary Adame Current Date \_\_\_\_\_  
 Signature of Voter Date

VOTE CENTER # \_\_\_\_\_

OFFICIAL USE ONLY

BOOK # \_\_\_\_\_ LINE # \_\_\_\_\_  
 B.T. \_\_\_\_\_ PARTY \_\_\_\_\_  
 V.P. \_\_\_\_\_  
 APPR VTS \_\_\_\_\_  
 APPR \_\_\_\_\_

COMMENTS

Ballot:  Re-Issue  
 CVR Provisional  
 VBM Re-Issue

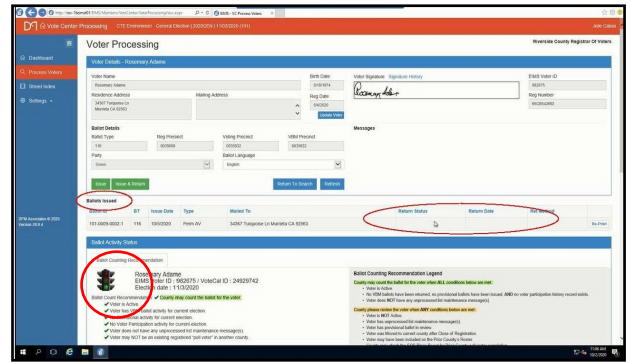
AVI Ballot  
 BCO Ballot



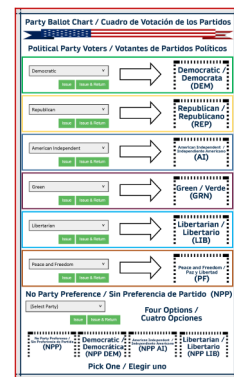
# Processing Voters

## Issuing a Vote-by-Mail Ballot—Continued

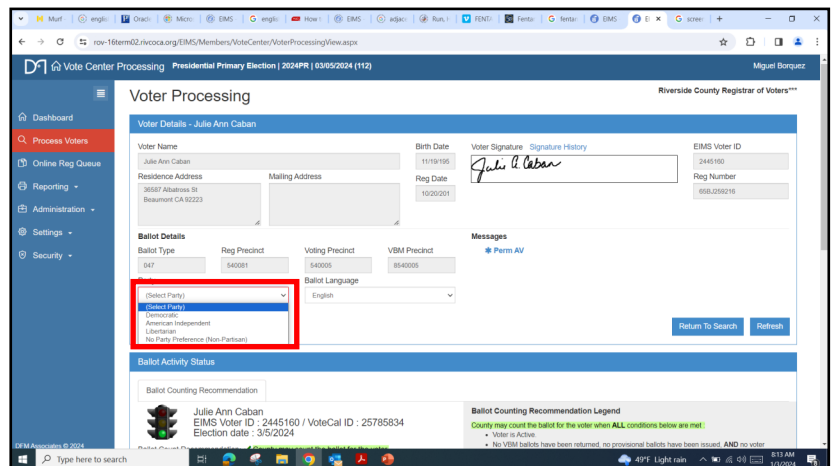
**4** With the “Ballot Request” form in hand, verify voters address, birthdate, and signature from the laptop screen. On the same screen, in the “Return Status” of the “Ballots Issued” verify a ballot has not been returned by the voter. A green signal light will verify the voters ballot has not been returned. If a red signal light is indicated then the voter **did** return their ballot.



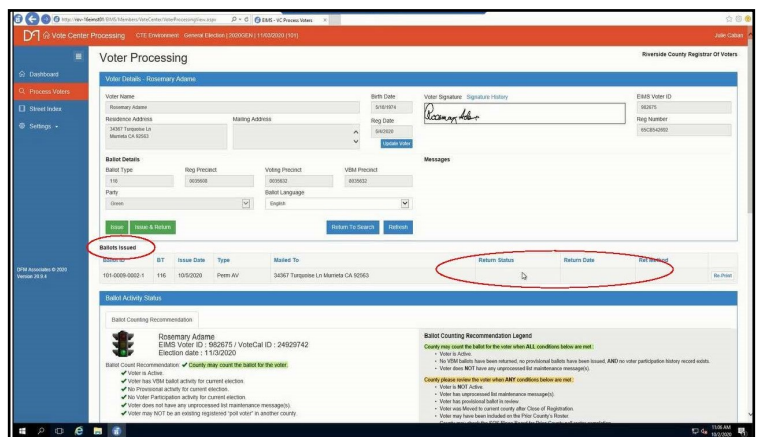
**5** If the voter is a No Party Preference/Non-Partisan voter, ask them if they would like to receive one of the crossover ballots from a party that allows “crossover”. If they have a party preference, confirm that their registered party is correct and continue to step 7. **If a voter wants to change their party registration, refer to the What’s New Addendum for instructions on the new process.**



**6** If the voter has decided they would like to vote on a crossover ballot, choose that ballot type on the drop-down menu.



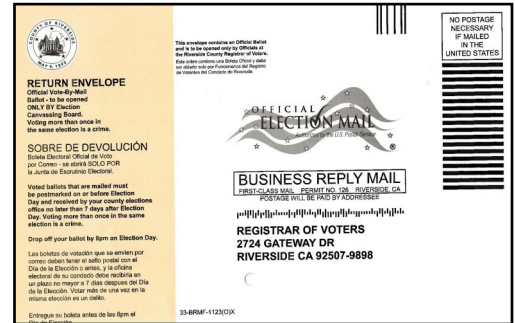
**7** Once verified that the voter did not return a ballot, select the “Issue” tab under the voters information. **Do not select the “Issue and Return” tab.** Because the voter is taking it home with them and they will only be issued a ballot. By selecting the “Issue and Return” button, it will indicate the voter is voting at your vote center.



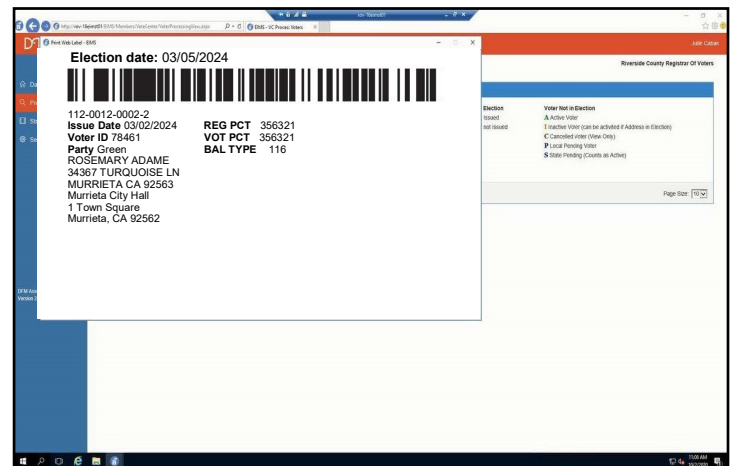
# Processing Voters

## Issuing a Vote-by-Mail Ballot — Continued

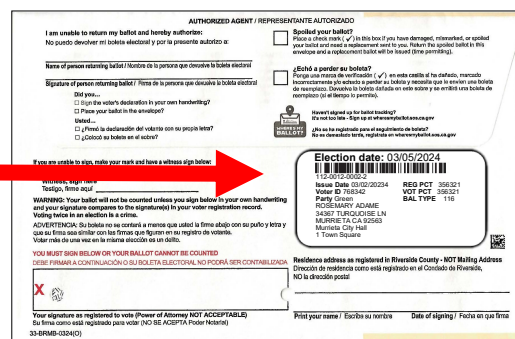
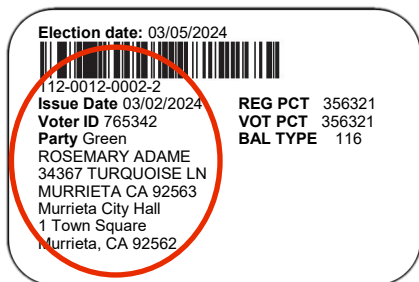
**8** The voting location will be able to issue a paper ballot from the Ballot on Demand Printer. Retrieve a Vote-by-Mail (VBM) envelope to issue to the voter with their printed ballot.



**9** 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.



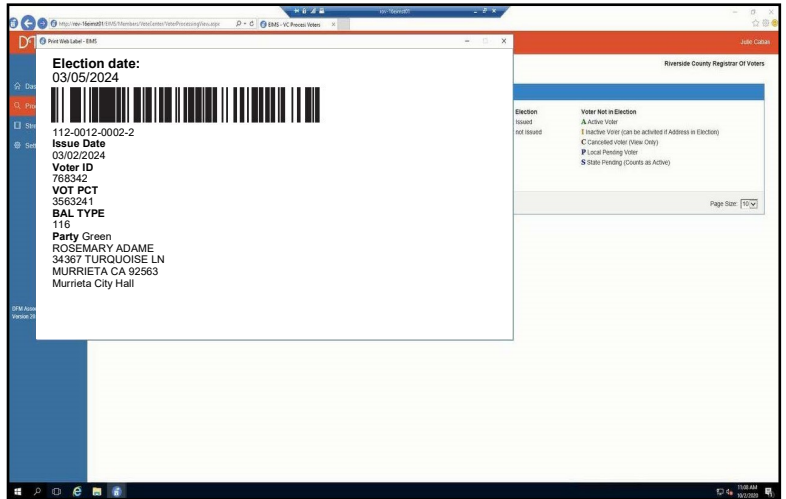
**10** Place the first label with the most information about the voter on the back of the Vote-by-Mail envelope.



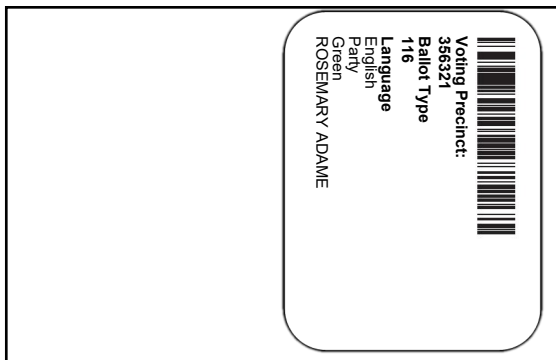
# Processing Voters

## Issuing a Vote-by-Mail Ballot — Continued

**11** The second screen will appear to print the second label. Select to print the label. This label will have less information about the voter.



**12** 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.



**AUTHORIZED AGENT / REPRESENTANTE AUTORIZADO**

I am unable to return my ballot and hereby authorize: No puedo devolver mi boleta electoral y por la presente autorizo a:

Name of person returning ballot / Nombre de la persona que devuelva la boleta electoral

Signature of person returning ballot / Firma de la persona que devuelva la boleta electoral

Did you... ¿Firmó la declaración del votante con su propia letra?

Witness, sign here Testigo, firme aquí

**WARNING: Your ballot will not be counted unless you sign below in your own handwriting and your signature compares to the signature(s) in your voter registration record. Votando twice in an election is a crime. ADVERTENCIA: Su boleta no se contará a menos que usted la firme abajo con su puño y letra y que su firma sea similar con las firmas que figuran en su registro de votante. Votar más de una vez en la misma elección es un delito.**

**YOU MUST SIGN BELOW OR YOUR BALLOT CANNOT BE COUNTED DEBE FIRMAR A CONTINUACIÓN O SU BOLETA ELECTORAL NO PODRÁ SER CONTABILIZADA**

Your signature as registered to vote (Power of Attorney NOT ACCEPTABLE) Su firma como está registrado para votar (NO SE ACEPTA Poder Notarial)

33-BRMB-0324(O)

**Spilled your ballot? ¿Se echó a perder su boleta?**

Have you signed up for ballot tracking? ¿Ha sido registrado para el seguimiento de boletas?

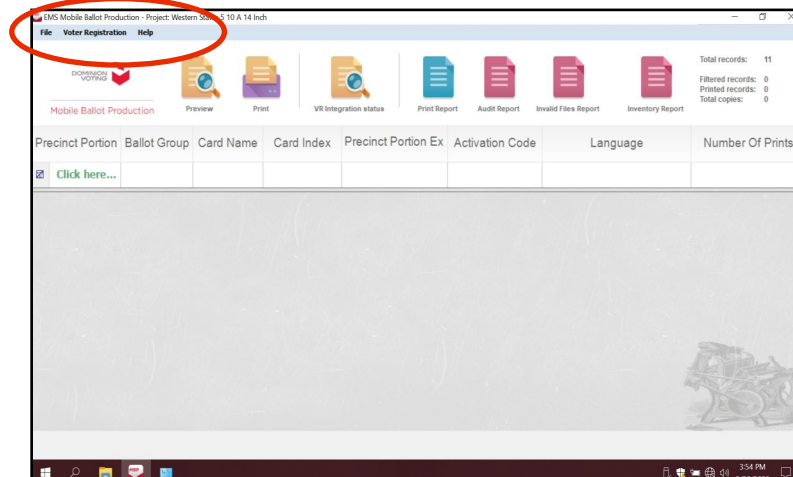
**Election date: 03/05/2024**  
**Issue Date: 03/02/2024**  
**Voter ID: 768342**  
**Party: Green**  
**ROSEMARY ADAME**  
**34367 TURQUOISE LN**  
**MURRIETA CA 92563**  
**Murrieta, CA 92562**

**REG PCT: 356321**  
**VOT PCT: 356321**  
**BAL TYPE: 116**

**Residence address as registered in Riverside County - NOT Mailing Address**  
 Dirección de residencia como está registrado en el Condado de Riverside, NO la dirección postal

Print your name / Escriba su nombre Date of signing / Fecha en que firma

**13** On the Ballot on Demand Printer the laptop screen will display the processing screen titled “Mobile Ballot Production”.

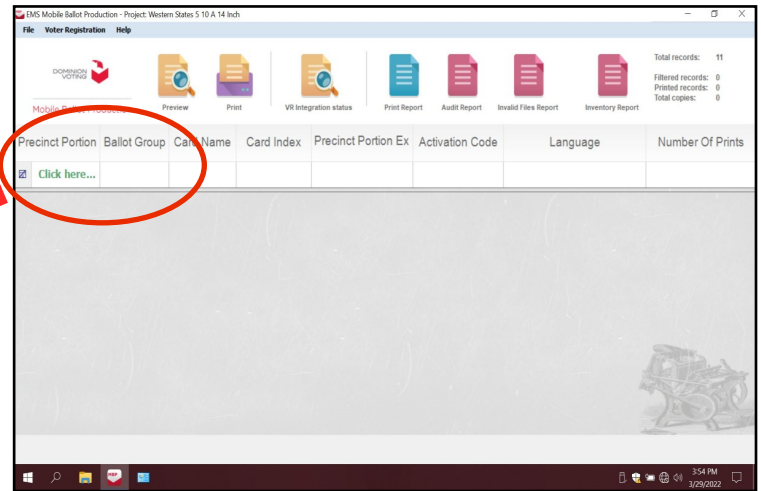


# Processing Voters

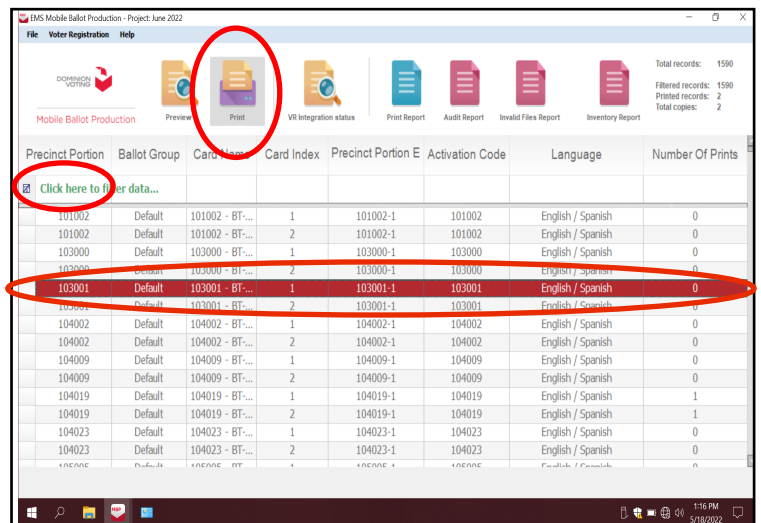
## Issuing a Vote-by-Mail Ballot — Continued

**14** On this screen under “Precinct Portion” is a section that reads “Click here...” and shows in green colored numbers. Click on that section. This is where you will be entering the voter’s precinct number based on the voter’s VBM envelope.

**Election date:** 04/05/2024  
**Issue Date:** 04/04/2024  
**Voter ID:** 765342  
**Party:** Green  
**REG PCT:** 356321  
**VOT PCT:** 356321  
**BAL TYPE:** 116



**15** Enter the voter’s precinct number from the voters VBM envelope. **After entering the precinct number, enter the party code number in the same field.** The party codes for each party can be found on the provided cards. The number will appear once or twice, depending on the number of ballot cards for the election. Highlight the precinct number with the number 1 under “Card Index” and select 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.**

**AVU / BOD Ballot Activation**

Enter Ballot Activation Code (Voting Precinct)  
Followed by the Party Code  
Example: 3604407

(Activation Code = Voting Precinct and Party Code)

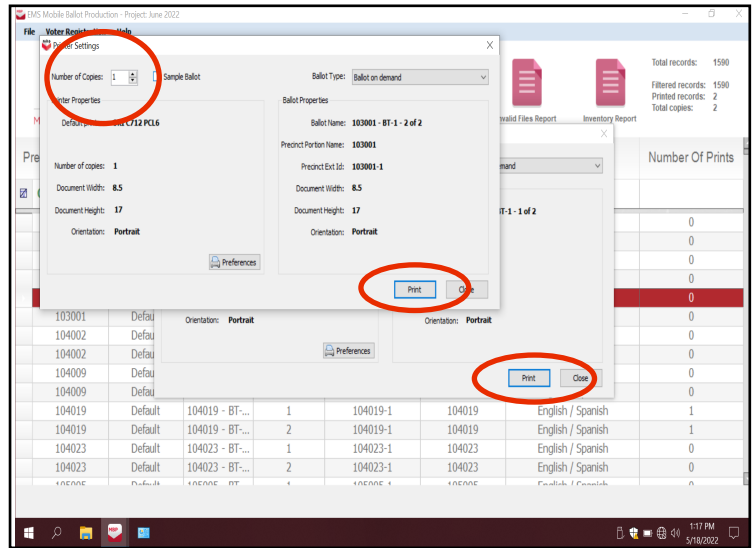
Party Name	Party Code
Democratic	0
Republican	1
American Independent	2
Green	3
Libertarian	4
Peace and Freedom	5
No Party Preference	6
No Party Preference Crossovers	
Democratic	7
American Independent	8
Libertarian	9



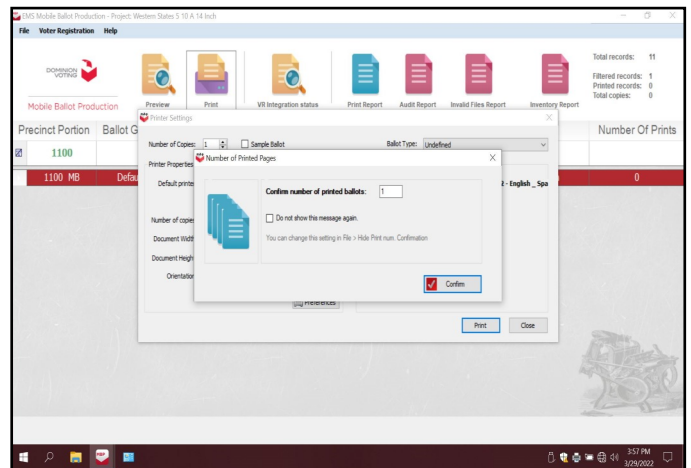
# Processing Voters

## Issuing a Vote-by-Mail Ballot — Continued

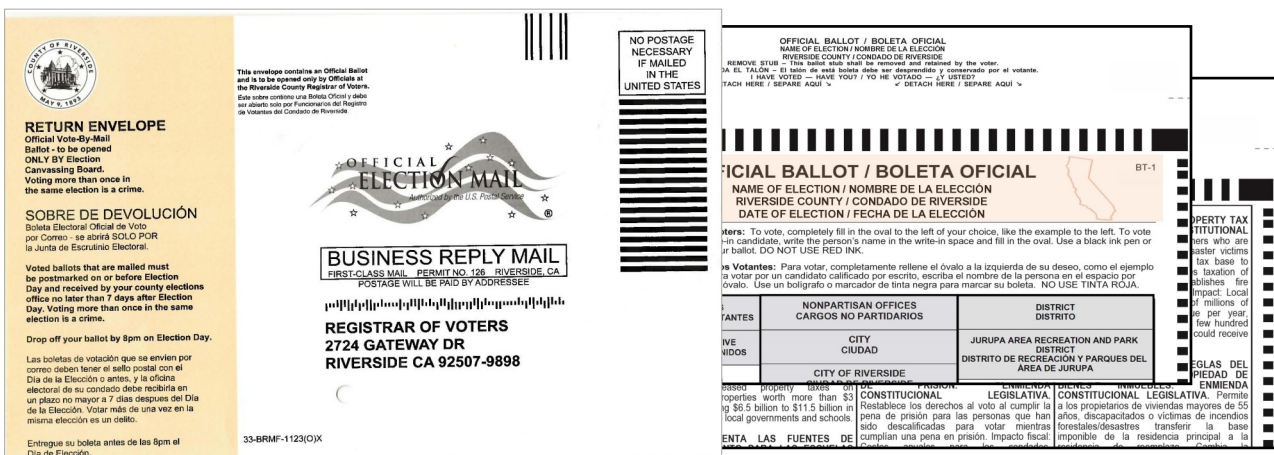
**16** The next window “Printer Settings” will ask for the number of “Copies” to print and gives a description of the ballot name. This window will appear once or twice, depending on the amount of ballot cards for the election. Select the “Print” button.



**17** The “Number of Printed Pages” screen will appear once or twice, depending on the number of ballot cards for the election. Select the “Confirm” button for as many ballot cards are for the election. Fold the ballot card(s) and place in the voter’s VBM envelope.



**18** Fold the ballot card(s) and place in the voter’s VBM envelope.



# Processing Voters

## Issuing a Vote-by-Mail Ballot — Continued

**19** Issue the voter the VBM envelope with the ballot inside. Remind the voter to sign the envelope before returning it, and to mail or bring the ballot back to any voting location or ballot drop off site on or before election day.

**AUTHORIZED AGENT / REPRESENTANTE AUTORIZADO**

I am unable to return my ballot and hereby authorize:  
No puedo devolver mi boleta electoral y por la presente autorizo a:


Name of person returning ballot / Nombre de la persona que devuelve la boleta electoral \_\_\_\_\_

Signature of person returning ballot / Firma de la persona que devuelve la boleta electoral \_\_\_\_\_

Did you...  
 Sign the voter's declaration in your own handwriting?  
 Place your ballot in the envelope?  
 Usted...  
 ¿Firmó la declaración del votante con su propia letra?  
 ¿Colocó su boleta en el sobre?

Spoiled your ballot?  
Place a check mark (✓) in this box if you have damaged, mismarked, or spoiled your ballot and need a replacement sent to you. Return the spoiled ballot in this envelope and a replacement ballot will be issued (time permitting).

¿Eché a perder su boleta?  
Ponga una marca de verificación (✓) en esta casilla si ha dañado, marcado incorrectamente y/o echado a perder su boleta y necesita que le envíen una boleta de reemplazo. Devuelva la boleta dañada en este sobre y se emitirá una boleta de reemplazo (si el tiempo lo permite).


 Haven't signed up for ballot tracking?  
It's not too late - Sign up at [wheremyballot.ca.gov](http://wheremyballot.ca.gov)  
¿No se ha registrado para el seguimiento de boleta?  
No es demasiado tarde, regístrate en [wheremyballot.ca.gov](http://wheremyballot.ca.gov)

If you are unable to sign, make your mark and have a witness sign below:  
Si usted no puede firmar, haga una marca y pida que un testigo firme abajo:

Witness, sign here  
Testigo, firme aquí \_\_\_\_\_

**WARNING: Your ballot will not be counted unless you sign below in your own handwriting and your signature compares to the signature(s) in your voter registration record. Voting twice in an election is a crime.**  
**ADVERTENCIA: Su boleta no se contará a menos que usted la firme abajo con su puño y letra y que su firma sea similar con las firmas que figuran en su registro de votante. Votar más de una vez en la misma elección es un delito.**

**YOU MUST SIGN BELOW OR YOUR BALLOT CANNOT BE COUNTED**  
**DEBE FIRMAR A CONTINUACIÓN O SU BOLETA ELECTORAL NO PODRÁ SER CONTABILIZADA**



Your signature as registered to vote (Power of Attorney NOT ACCEPTABLE)  
Su firma como está registrado para votar (NO SE ACEPTA Poder Notarial)

33-BRMB-0324(O)

**Election Date: 03/05/2024**

112-0012-0002-2  
 Issue Date 03/02/2024 REG PCT 356321  
 Voter ID 765342 VOT PCT 356321  
 Party Peace and Freedom BAL TYPE 116  
 ROSEMARY ADAME  
 34367 TURQUOISE LN  
 MURRIETA CA 92563  
 Murrieta City Hall  
 1 Town Square  
 Murrieta, CA 92562

Residence address as registered in Riverside County - NOT Mailing Address  
 Dirección de residencia como está registrado en el Condado de Riverside,  
 NO la dirección postal

Print your name / Escriba su nombre \_\_\_\_\_ Date of signing / Fecha en que firma \_\_\_\_\_



# 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. **Only the registered voter themselves may request a replacement ballot. A request for a replacement ballot that is made by any person other than the registered voter is a criminal offense.** (Elec. Code, § 3014(a).) **An Authorized Agent picking up a Vote-by-Mail Ballot for a voter will not sign any roster.** E.C. § 3017 (2) Use the following steps to issue a Vote-by-Mail Ballot to an Authorized Agent.

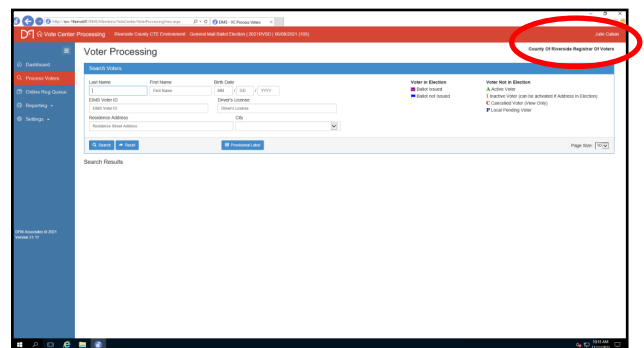
**1** When an Authorized Agent comes to your vote center, print an “Application to Provide Vote-by-Mail Ballot to Representative” from the shared drive in the voter’s preferred language.

**2** The Authorized Agent must bring the “Application to Provide Vote-by-Mail Ballot to Representative” to the voter to be completed. After the voter has completed the “Application to Provide Vote-by-Mail Ballot to Representative”, the Authorized Agent can bring the completed form to any Riverside County vote center for a replacement ballot to be issued.

The form is titled "Application to Provide Vote-By-Mail Ballot to Representative" and includes a section for "FOR OFFICIAL USE ONLY". It contains instructions for voters and a series of numbered sections for data entry:

- 1. PRINT NAME:** Fields for First, Middle or Initial, Last, and Date of Birth (Month/Day/Year).
- 3. RESIDENCE ADDRESS:** Fields for Number and Street (with a note that P.O. Boxes are not accepted), City, Zip Code, and California County.
- 4. TELEPHONE NUMBER (OPTIONAL):** A field for the phone number.
- 5. VOTER'S STATEMENT AND AUTHORIZATION:** A statement where the voter authorizes a representative to obtain the ballot.
- 6. YES, I WANT TO REQUEST A POLITICAL PARTY BALLOT FOR THE PRESIDENTIAL PRIMARY ELECTION.** A section where the voter can request a ballot for a specific party (American Independent, Democratic, or Libertarian) and includes a warning about disclosing preferences.
- 7. CERTIFICATION:** A section where the voter certifies the information is true and correct, with a signature and date line.
- 8. WITNESS (IF APPLICABLE):** A section for a witness signature.
- 9. REPRESENTATIVE'S STATEMENT:** A section for the representative to sign, acknowledging receipt of the ballot.

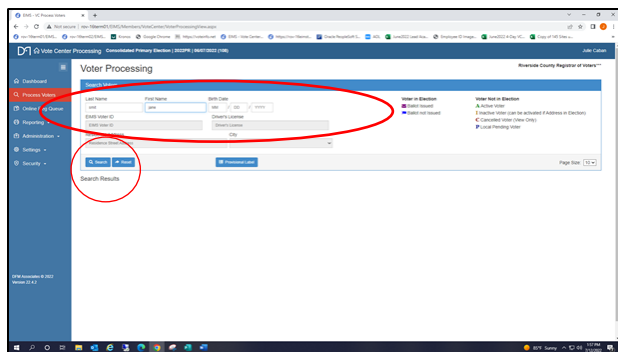
**3** The “Process Voter” window should be open on the laptop to begin. Before issuing a ballot verify that your voting location is correct on the top right hand corner of the Vote Center processing screen. Before processing a voter check the voting location.



# Processing Voters

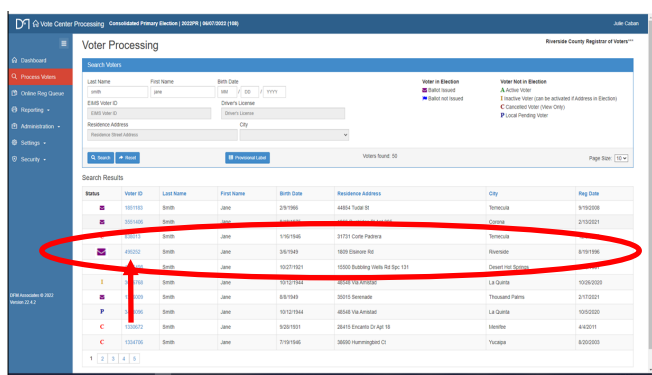
## Issuing a Ballot to an Authorized Agent—Continued

**4** Search for the voter’s information using the “Application to Provide Vote-by-Mail Ballot to Representative” 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 select the “Search” button.

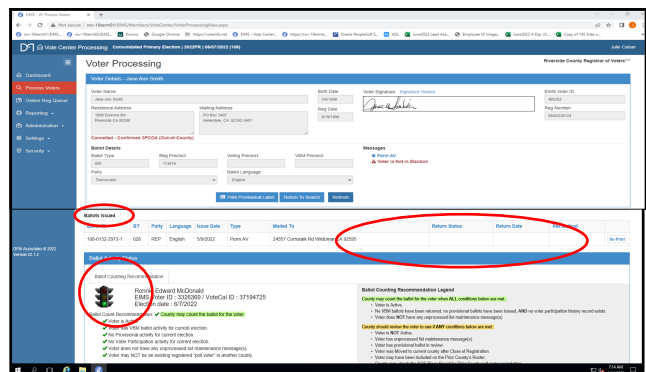


**Do not look up the Authorized Agent information.**

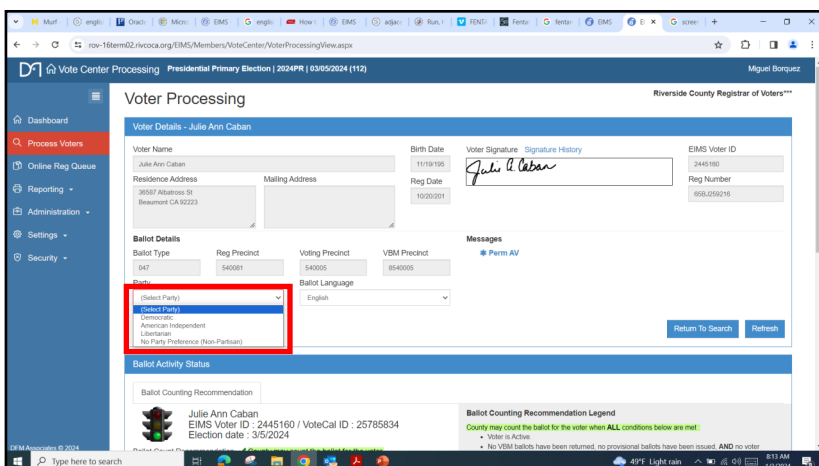
**5** Find the voter’s name from the list. Check address for verification by using the “Application to Provide Vote-by-Mail Ballot to Representative” form. Once confirmed select the verified voters “Voter ID” from the “Search Results” list.



**6** With the “Application to Provide Vote-by-Mail Ballot to Representative” form in hand, verify voter’s 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.



**7** If the voter is a No Party Preference/Non-Partisan voter and has indicated on the “Application to Provide Vote-By-Mail Ballot to Representative” that they would like a crossover ballot, choose that ballot on the drop-down menu.



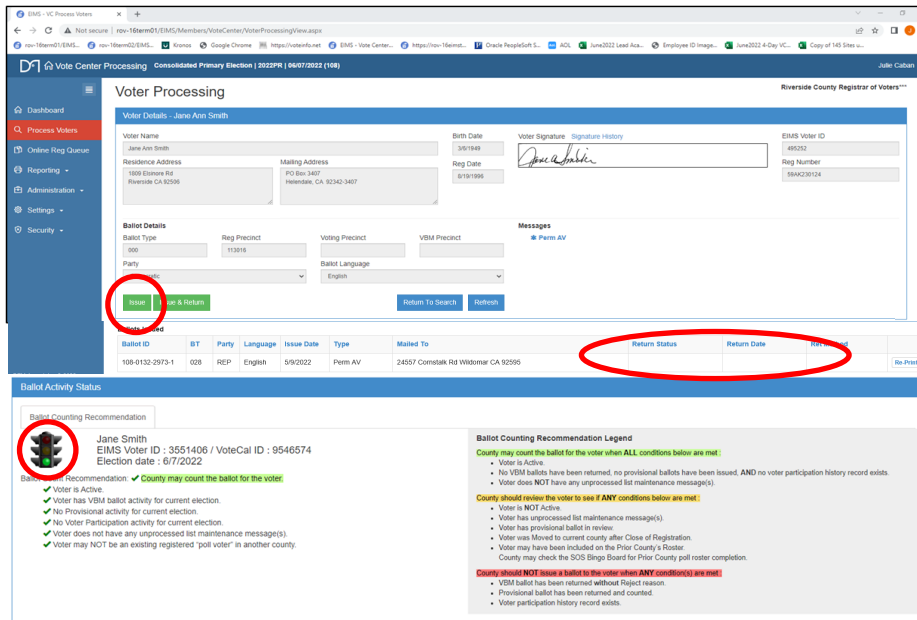


# Processing Voters

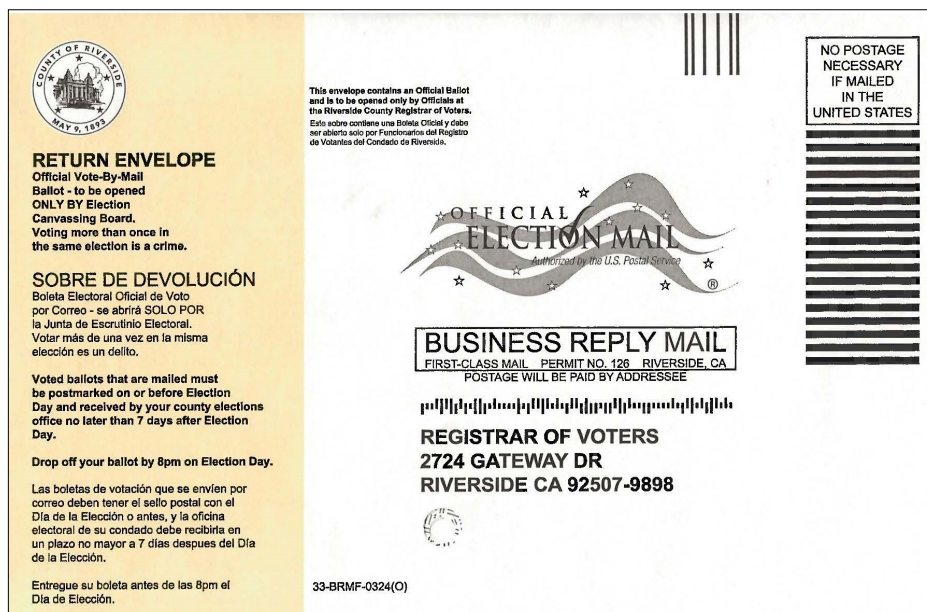
## Issuing a Ballot to an Authorized Agent

### — Continued

8 Once verified that the voter did not return a ballot, select the **“Issue”** tab under the voters information. **Do not select the “Issue and Return”** tab. Because the Authorized Agent is taking the voter’s ballot to the voter to return at a later time.



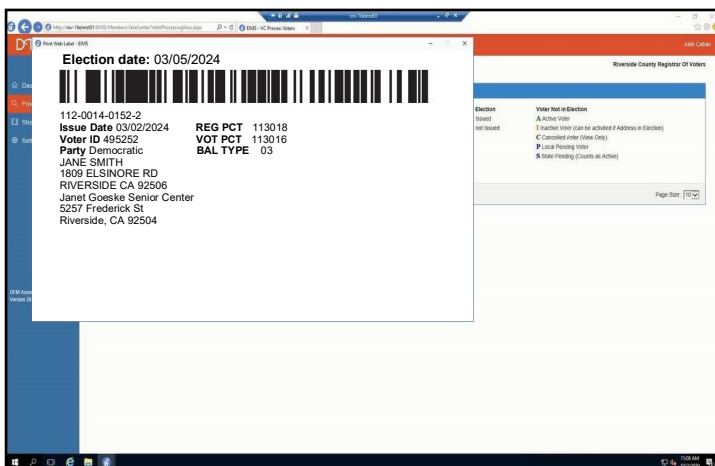
9 The voting location will be able to issue a paper ballot from the Ballot on Demand Printer. Retrieve a Vote-by-Mail (VBM) envelope to issue to the Authorized Agent with the printed ballot.



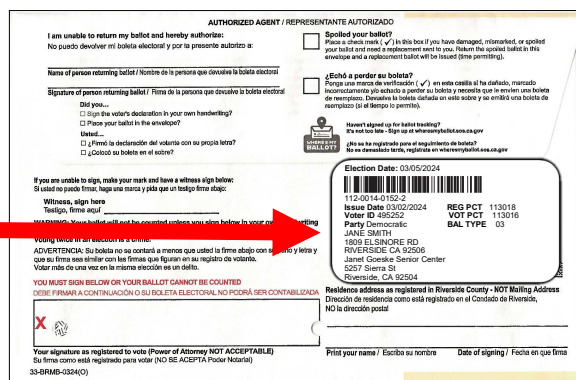
# Processing Voters

## Issuing a Ballot to an Authorized Agent —Continued

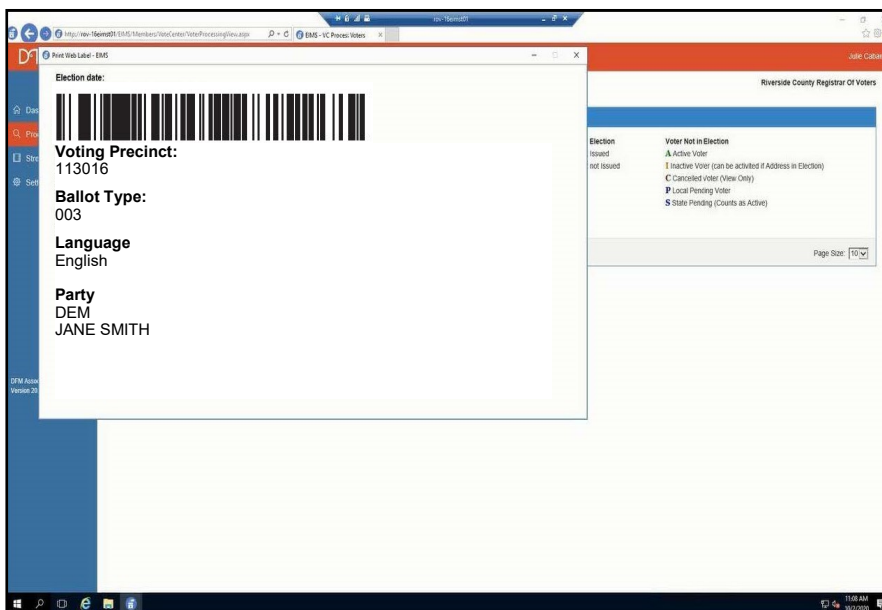
**10** The printer screen will appear and the voting location will allow you to print two labels from the Dymo® Printer. The first label will have the most information about the voter.



**11** On the back of the Vote-by-Mail envelope place the label with the most information.



**12** The second screen will appear to print the second label. Select to print the label. This label will have less information about the voter.





# Processing Voters

## Issuing a Ballot to an Authorized Agent—Continued

**16** Enter the voter’s precinct number from the voter’s VBM envelope. After entering the precinct number, enter the party code number in the same field. The party codes for each party can be found on the provided cards. The number may appear once or twice, depending on the number of ballot cards for the election. Highlight the precinct number with the number 1 under “Card Index” and select the “Print” icon and another window will appear.

**AVU / BOD Ballot Activation**  
Enter Ballot Activation Code (Voting Precinct)  
Followed by the Party Code  
Example: 360440 **7**  
(Activation Code = Voting Precinct and Party Code)

Party Name	Party Code
Democratic	0
Republican	1
American Independent	2
Green	3
Libertarian	4

EMS Mobile Ballot Production - Project: June 2022

File Voter Registration Help

Mobile Ballot Production Preview **Print** VR Integration status Print Report Audit Report Invalid Files Report Inventory Report

Total records: 1590  
Filtered records: 1590  
Printed records: 2  
Total copies: 2

Precinct Portion	Ballot Group	Card Name	Card Index	Precinct Portion E	Activation Code	Language	Number Of Prints
<input checked="" type="checkbox"/>	<a href="#">Click here to filter data...</a>						
101002	Default	101002 - BT...	1	101002-1	101002	English / Spanish	0
101002	Default	101002 - BT...	2	101002-1	101002	English / Spanish	0
103000	Default	103000 - BT...	1	103000-1	103000	English / Spanish	0
103000	Default	103000 - BT...	2	103000-1	103000	English / Spanish	0
103001	Default	103001 - BT...	1	103001-1	103001	English / Spanish	0
103001	Default	103001 - BT...	2	103001-1	103001	English / Spanish	0
104002	Default	104002 - BT...	1	104002-1	104002	English / Spanish	0
104002	Default	104002 - BT...	2	104002-1	104002	English / Spanish	0
104009	Default	104009 - BT...	1	104009-1	104009	English / Spanish	0
104009	Default	104009 - BT...	2	104009-1	104009	English / Spanish	0
104019	Default	104019 - BT...	1	104019-1	104019	English / Spanish	1
104019	Default	104019 - BT...	2	104019-1	104019	English / Spanish	1
104023	Default	104023 - BT...	1	104023-1	104023	English / Spanish	0
104023	Default	104023 - BT...	2	104023-1	104023	English / Spanish	0

**AUTHORIZED AGENT / REPRESENTANTE AUTORIZADO**

I am unable to return my ballot and hereby authorize:  Spoiled your ballot? Place a checkmark (✓) in this box if you have damaged, mismarked, or spoiled your ballot and need a replacement sent to you. Return the spoiled ballot in the envelope and a replacement ballot will be issued (time permitting).

No puedo devolver mi boleta electoral y por lo presente autorizo a:  ¿Eché a perder su boleta? Ponga una marca de verificación (✓) en esta casilla si ha dañado, marcado incorrectamente y/o echado a perder su boleta y necesita que le envíen una boleta de reemplazo. Devuelva la boleta dañada en esta sobre y se emitirá una boleta de reemplazo (si el tiempo lo permite).

Name of person returning ballot / Nombre de la persona que devuelve la boleta electoral: \_\_\_\_\_

Signature of person returning ballot / Firma de la persona que devuelve la boleta electoral: \_\_\_\_\_

Did you...  Sign the voter's declaration in your own handwriting?  Place your ballot in the envelope?  Used...  Firmó la declaración del votante con su propia letra?  Colocó su boleta en el sobre?

If you are unable to sign, make your mark and have a witness sign below:  If you are unable to sign, make your mark and have a witness sign below:

Witness, sign here / Testigo, firme aquí

**WARNING: Your ballot will not be counted unless you sign below in your own handwriting and your signature compares to the signature(s) in your voter registration record. Votando twice in an election is a crime. ADVERTENCIA: Su boleta no se contará a menos que usted la firme abajo con su puño y letra y que su firma sea similar con las firmas que figuran en su registro de votante. Votar más de una vez en la misma elección es un delito.**

**YOU MUST SIGN BELOW OR YOUR BALLOT CANNOT BE COUNTED. DEBE FIRMAR A CONTINUACIÓN O SU BOLETA ELECTORAL NO PODRÁ SER CONTABILIZADA.**

Resid. Direct. NO to \_\_\_\_\_

REG PCT 113016  
Issue Date 03/02/2024  
Voter ID 495252  
Party Democratic  
JANE SMITH  
1809 EL SQUIRE RD  
RIVERSIDE CA 92506  
Janet Giossio Senior Center  
5271 Sierra St  
Riverside, CA 92504

Print your name / Escriba su nombre \_\_\_\_\_ Date of signing / Fecha en que firma \_\_\_\_\_

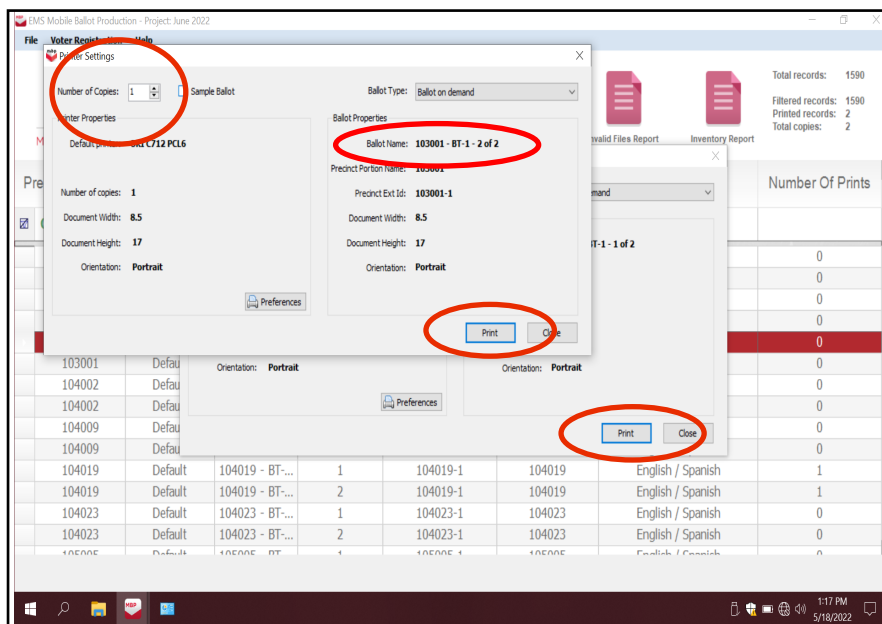
33-BNMB-1123(C)X



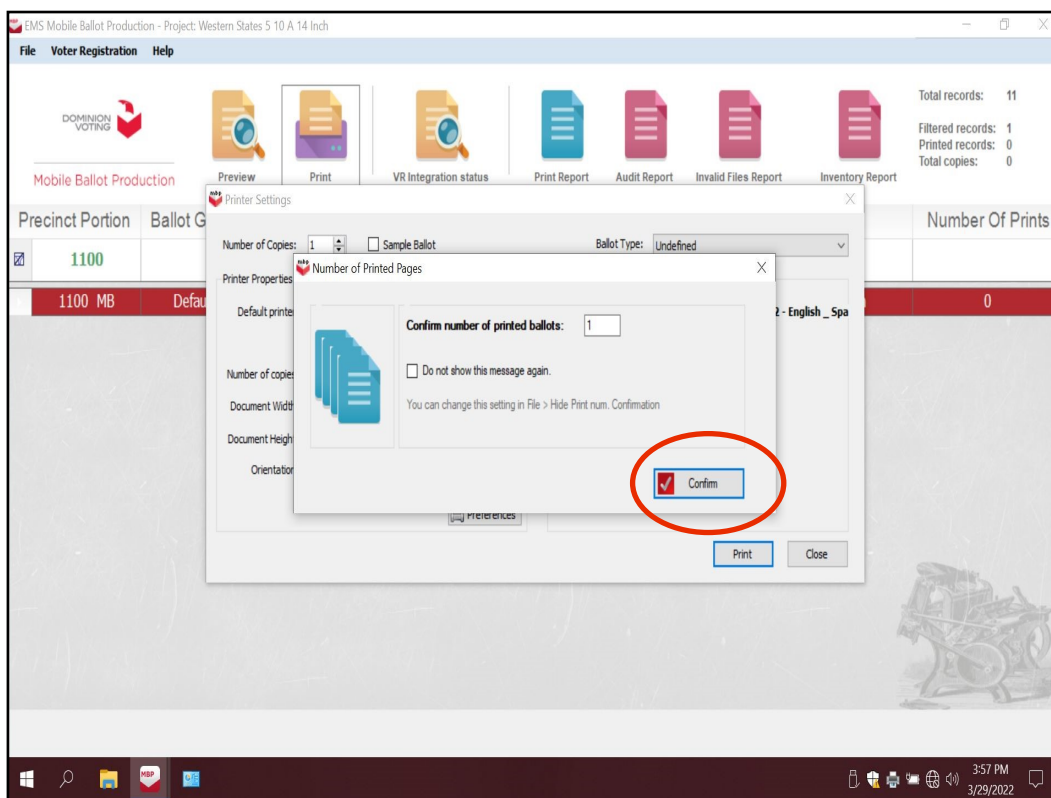
# Processing Voters

## Issuing a Ballot to an Authorized Agent—Continued

**17** 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 or twice to print the total amount of ballot cards needed for this election. Select the “Print” button.



**18** The “Number of Printed Pages” screen will appear once or twice depending on how many ballot cards are needed for this election. Select the “Confirm” button.



# Processing Voters

## Issuing a Ballot to an Authorized Agent—Continued

**19** Fold the ballot card(s) and place in the voters VBM envelope.

**RETURN ENVELOPE**  
Official Vote-By-Mail  
Ballot - to be opened  
**ONLY BY ELECTION**  
Canvassing Board.  
Voting more than once in  
the same election is a crime.

**SOBRE DE DEVOLUCIÓN**  
Boleta Electoral Oficial de Voto  
por Correo - se abrirá SOLO POR  
la Junta de Escrutinio Electoral.  
Votar más de una vez en la misma  
elección es un delito.

Voted ballots that are mailed must  
be postmarked on or before Election  
Day and received by your county elections  
office no later than 7 days after Election  
Day.

Drop off your ballot by 8pm on Election Day.

Las boletas de votación que se envían por  
correo deben tener el sello postal con el  
Día de la Elección o antes, y la oficina  
electoral de su condado debe recibirlas en  
un plazo no mayor a 7 días después del Día  
de la Elección.

Entregue su boleta antes de las 8pm el  
Día de Elección.

**NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES**

**OFFICIAL  
ELECTION MAIL**  
Authorized by the U.S. Postal Service

**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO. 126 RIVERSIDE, CA  
POSTAGE WILL BE PAID BY ADDRESSEE

**REGISTRAR OF VOTERS**  
2724 GATEWAY DR  
RIVERSIDE CA 92507-9898

**OFFICIAL BALLOT / BOLETA OFICIAL**  
NAME OF ELECTION / NOMBRE DE LA ELECCIÓN  
RIVERSIDE COUNTY / CONDADO DE RIVERSIDE  
Use the ballot only once. It is prepared and returned by the voter.  
El sobre de esta boleta debe ser depositado y devuelto por el votante.  
USE VOTED - HAVE YOU? / YO HE VOTADO - ¿Y USISTE? \*  
PREPARE AQUI \* \* DETACH HERE / SEPARAR AQUI \*

**BALLOT / BOLETA OFICIAL**  
OF ELECTION / NOMBRE DE LA ELECCIÓN  
SIDE COUNTY / CONDADO DE RIVERSIDE  
OF ELECTION / FECHA DE LA ELECCIÓN

Completely fill in the oval to the left of your choice, like the example to the left. To vote  
for a candidate, write the person's name in the write-in space and fill in the oval. Use a black ink pen or  
marker. Do NOT use RED INK.

Para votar, completamente rellene el óvalo a la izquierda de su deseo, como el ejemplo  
a la izquierda. Para votar por un candidato, escriba el nombre de la persona en el espacio por  
escribir y marque el óvalo con un bolígrafo o marcador de tinta negra para marcar su boleta. NO USE TINTA ROJA.

NONPARTISAN OFFICES CARGOS NO PARTIDARIOS	DISTRICT DISTRITO
CITY CIUDAD	JURUPA AREA RECREATION AND PARK DISTRICT DISTRITO DE RECREACION Y PARQUES DEL AREA DE JURUPA
CITY OF RIVERSIDE	

For more than \$3 million in more than \$3 million in  
to \$11.5 billion in Restablece los derechos al voto al cumplir la  
prison and schools. pena de prisión para las personas que han  
sido descalificadas para votar mientras forestales/desastres transferir la base  
cumplian una pena en prisión. Impacto fiscal imponible de la residencia principal a la

**PROPERTY TAX**  
TAXPayers who are  
voting by mail  
may be eligible for  
a ballot. Local  
elections are held  
every two years,  
except for the  
mayor and city  
council. The  
mayor and city  
council are elected  
every four years.  
The city council  
is made up of  
seven members.  
The mayor is  
elected every  
four years.

**LAS DEL**  
ELECTION DAY  
DE LA ELECCIÓN

33-BRMP-0324(O)

**20** 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 ballot drop off site on or before election day.

**AUTHORIZED AGENT / REPRESENTANTE AUTORIZADO**

I am unable to return my ballot and hereby authorize:  
No puedo devolver mi boleta electoral y por la presente autorizo a:

Name of person returning ballot / Nombre de la persona que devuelve la boleta electoral

Signature of person returning ballot / Firma de la persona que devuelve la boleta electoral

Did you...  
 Sign the voter's declaration in your own handwriting?  
 Place your ballot in the envelope?  
 Usted...  
 Firmó la declaración del votante con su propia letra?  
 Colocó su boleta en el sobre?

**WARNING: Your ballot will not be counted unless you sign below in your own handwriting and your signature compares to the signature(s) in your voter registration record. Voting twice in an election is a crime.**  
**ADVERTENCIA: Su boleta no se contará a menos que usted la firme abajo con su puño y letra y que su firma sea similar con las firmas que figuran en su registro de votante. Votar más de una vez en la misma elección es un delito.**

**YOU MUST SIGN BELOW OR YOUR BALLOT CANNOT BE COUNTED**  
**DEBE FIRMAR A CONTINUACIÓN O SU BOLETA ELECTORAL NO PODRÁ SER CONTABILIZADA**

Your signature as registered to vote (Power of Attorney NOT ACCEPTABLE)  
Su firma como está registrado para votar (NO SE ACEPTA Poder Notarial)

33-BRMB-0324(O)

**Spilled your ballot?**  
Place a check mark (✓) in this box if you have damaged, mismarked, or spoiled your ballot and need a replacement sent to you. Return the spoiled ballot in this envelope and a replacement ballot will be issued (time permitting).

**¿Echó a perder su boleta?**  
Ponga una marca de verificación (✓) en esta casilla si ha dañado, marcado incorrectamente y/o echado a perder su boleta y necesita que le envíen una boleta de reemplazo. Devuélvase la boleta dañada en este sobre y se emitirá una boleta de reemplazo (si el tiempo lo permite).

**Have not signed up for ballot tracking?**  
It's not too late - Sign up at [www.myballot.com](http://www.myballot.com) or [www.ballot.com](http://www.ballot.com)

**¿No se ha registrado para el seguimiento de boletas?**  
No es demasiado tarde, regístrate en [www.myballot.com](http://www.myballot.com) o [www.ballot.com](http://www.ballot.com)

**Election date: 03/05/2024**

112-0014-0152-2  
 Issue Date 03/02/2024 REG PCT 113018  
 Voter ID 495252 VOT PCT 113018  
 Party Democratic BAL TYPE 03  
 JANE SMITH  
 1809 ELSINORE RD  
 RIVERSIDE CA 92506  
 Janet Goske Senior Center  
 5257 Sierra St  
 Riverside CA 92504

**Residence**  
Dirección de residencia como está registrado en el Condado de Riverside, NO la dirección postal

Print your name / Escriba su nombre Date of signing / Fecha en que firma

# Processing Voters

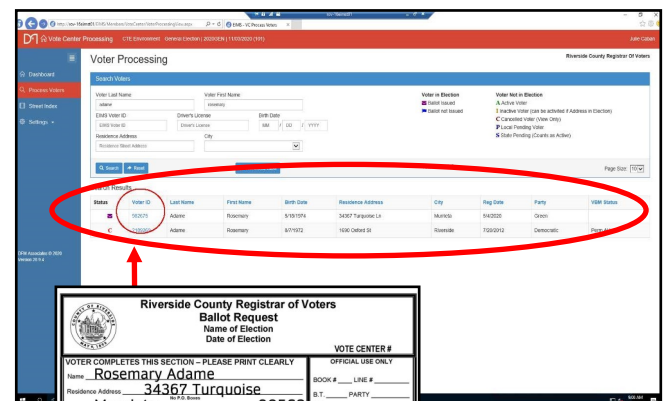
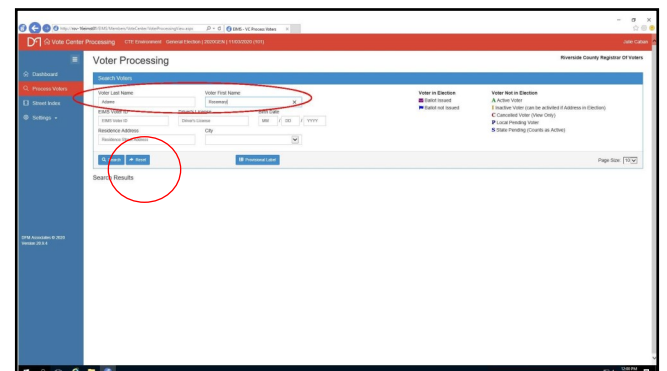
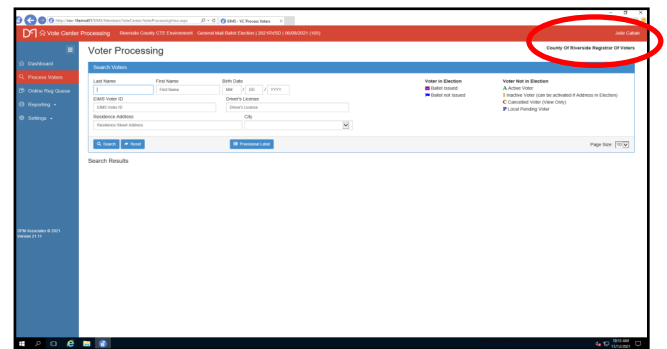
## Processing In The Vote Center Application\*

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 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 Vote Center 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. Select 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 select the verified voters "Voter ID" from the "Search Results" list.



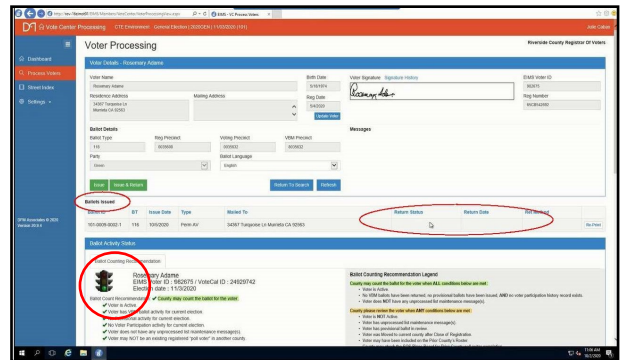
VOTER COMPLETES THIS SECTION - PLEASE PRINT CLEARLY		OFFICIAL USE ONLY	
Name	Rosemary Adame	BOOK #	LINE #
Residence Address	34367 Turquoise	B.T.	PARTY
City	Murrieta	V.P.	CLASS
ZIP Code	92563	APP#	110
Birth date	5/18/1946	APP#	110
Check one: <input type="checkbox"/> REGISTERED VOTER OF RIVERSIDE COUNTY <input type="checkbox"/> NEW REGISTRANT		COMMENTS	
I hereby declare under penalty of perjury, under the laws of the State of California that I have not nor will I vote by any other means for this election and that the information provided above is true and correct.		<input type="checkbox"/> Re-Issue <input type="checkbox"/> QRV Provisional <input type="checkbox"/> VEM Re-Issue	
Signature of Voter	Rosemary Adame	AVU Ballot	BOD Ballot
Date	Current Date		

\*Refer to the What's New Addendum for instructions on changing a voter's party or address

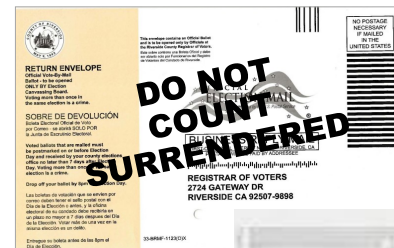
# Processing Voters

## Processing In The Vote Center Application

**4** With the “Ballot Request” form in hand, verify the voter’s address, birth date, 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 voter’s ballot has not been returned.

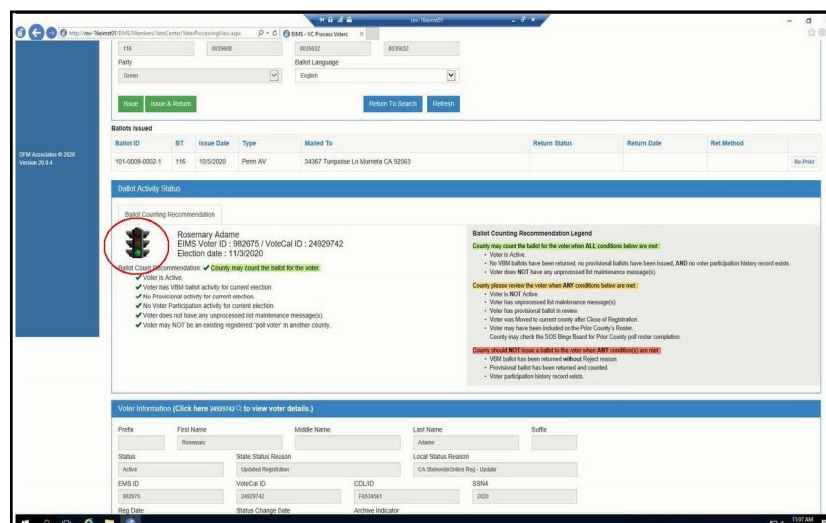


**5** If a voter surrenders their Vote-by-Mail ballot or spoiled their Vote-by-Mail ballot, write on the envelope “DO NOT COUNT SURRENDERED” and deposit it into the “Spoiled & Surrendered Ballots” zip lock bag (found in the red Transport Bag.) Spoiled or Surrendered VBM ballots are not counted at the 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”. Voters must have a green signal light in the “Ballot Counting Recommendations” tab to be issued a ballot.





# Processing Voters

## Processing In The Vote Center Application— Continued

**7** If the voter is a No Party Preference/Non-Partisan voter, ask them if they would like to receive one of the crossover ballots from a party that allows “crossover”. If they have a party preference, confirm that their registered party is correct and continue to step 9. **If a voter wants to change their party registration, they will need to fill out the updated ballot request and change of political party form. Refer to the What’s New Addendum for more details.**

Party	Issue & Return
Democratic (DEM)	Issue & Return
Republican (REP)	Issue & Return
American Independent (AI)	Issue & Return
Green (GRN)	Issue & Return
Libertarian (LIB)	Issue & Return
Peace and Freedom (PF)	Issue & Return

No Party Preference / Sin Preferencia de Partido (NPP)  
Four Options / Cuatro Opciones  
Pick One / Elegir uno

**8** If the voter requested a crossover ballot, choose that ballot type on the drop-down menu.

Voter Processing  
Voter Name: Julie Ann Caban  
Birth Date: 11/19/76  
Voter Signature: Julie Ann Caban  
EIMS Voter ID: 244100  
Residence Address: 3057 Alhambra St, Beaumont CA 92223  
Mailing Address: [Redacted]  
Reg Date: 10/20/21  
Reg Number: 055,056216

Ballot Details  
Ballot Type: Crossover  
Reg Precinct: 540081  
Voting Precinct: 540005  
VBM Precinct: 854005  
Ballot Language: English

Ballot Counting Recommendation  
Julie Ann Caban  
EIMS Voter ID: 2445160 / VoteCal ID: 25785834  
Election date: 3/5/2024

**9** Once verified, select the “Issue & Return” button under the voters information. All voters requesting to vote at the vote center must be processed using the “Issue & Return” button.

Voter Processing  
Voter Name: Rosemary Adams  
Birth Date: 02/24/42  
Voter Signature: Rosemary Adams  
EIMS Voter ID: 24920742  
Residence Address: 160275 L...  
Mailing Address: [Redacted]  
Reg Date: 11/20/20  
Reg Number: 00304300

Ballot Details  
Ballot Type: [Redacted]  
Reg Precinct: [Redacted]  
Voting Precinct: [Redacted]  
VBM Precinct: [Redacted]  
Ballot Language: English

Issue & Return

Ballot Counting Recommendation  
County may count the ballot for the voter when ALL conditions below are met

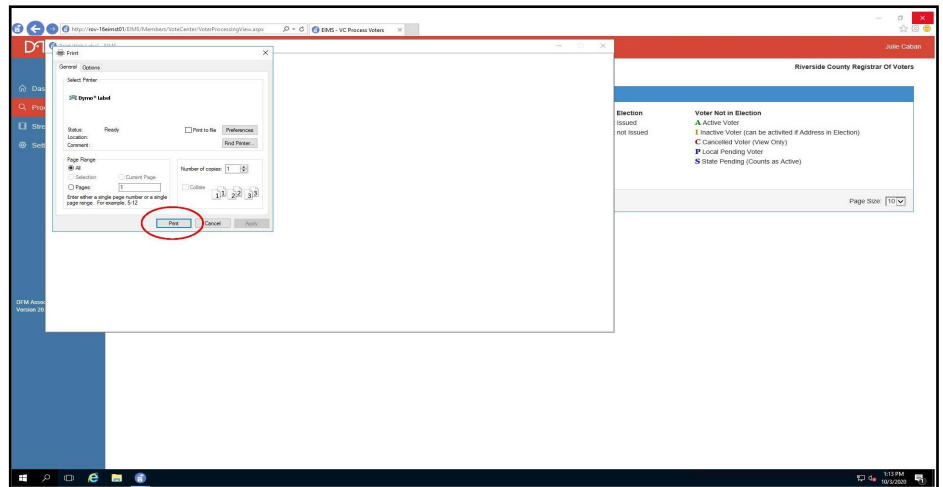
**The voter may also request a paper ballot at the voting location.**

If a voter requests a paper ballot, the second Dymo® label will identify which precinct, party, and ballot type the voter will receive. An Election Officer will need to submit the voter’s precinct number in the Ballot on Demand Printer to print out the correct ballot type for the voter.

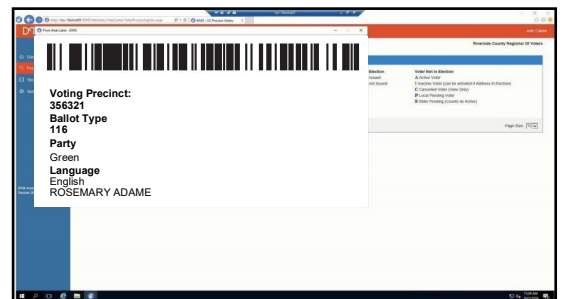
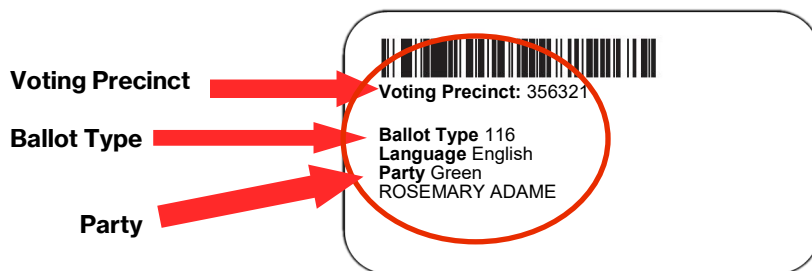
# Processing Voters

## Processing In The Vote Center Application— Continued

**10** The printer screen will appear to print the voter's labels. Select the Dymo® Printer and select 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.**



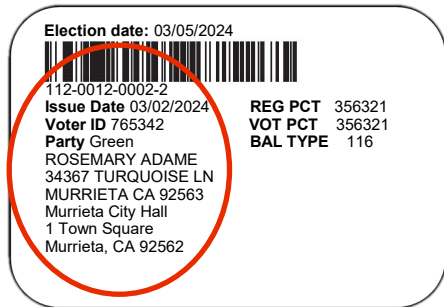
**11** The first label will have the Voting Precinct, Ballot Type, Language, and voter's name on the left side of the label. This label will be given to the Election Officer to activate a ballot session on the AVU, or taken to the Ballot on Demand station to print out a paper ballot. The label will show the voter's party, precinct, and ballot type. The voter will then sign the Sign-In Roster. **Make sure the voter signs the roster before leaving the processing table.**



# Processing Voters

## Processing In The Vote Center Application— Continued

**12** The next label will have the Election date, election UPC barcode with the group number of the voter, issue date, voter ID, voting precinct, ballot type, voter’s name, and address. This label will go on the back of the “Ballot Request” form.



Riverside County Registrar of Voters  
Ballot Request  
Name of Election  
Date of Election

VOTER COMPLETES THIS SECTION - PLEASE PRINT CLEARLY

Name Rosemary Adame  
Residence Address 34367 Turquoise  
City Murrieta ZIP Code 92563  
V.P. 356321  
Birth date 5/18/1944

Check one:  
 REGISTERED VOTER OF RIVERSIDE COUNTY  NEW REGISTRANT

I hereby declare under penalty of perjury, under the laws of the State of California that I have not nor will I vote by any other means for this election and that the information provided above is true and correct.

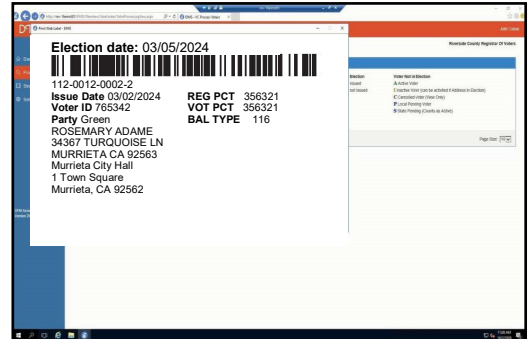
Rosemary Adame  
Signature of Voter

Current Date  
Date

OFFICIAL USE ONLY

BOOK # 1 LINE # 12  
B.T. 356321 PARTY  
APP# 112:  
AFF:

COMMENTS  
 Re-Issue  
 CVR Provisional  
 VBM Re-Issue  
 AVU Ballot  
 BOD Ballot



**13** 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.

**SIGN-IN ROSTER PAGE**

WARNING: It is a crime punishable by imprisonment in the state prison or in the county jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Sections 18560 & 14107).

ADVERTENCIA: Es un crimen que puede castigarse mediante encarcamiento en la prisión del estado o en la cárcel del condado a cualquier persona que fraudulentamente vota, fraudulentamente intenta votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intenta fingir que es un votante (Codigo de Elecciones Sección 18560 & 14107).

VOTER SEQ. #	SIGNATURE OF VOTER FIRMA DEL VOTANTE	PRINTED NAME NOMBRE LETRA DE MOLDE	PRESENT RESIDENCE ADDRESS DIRECCION ACTUAL
1	<i>Laura Adamantium</i>	Laura Adamantium	1820 Wolverine St Riverside
2	<i>Anne Murphy</i>	Anne Murphy	69 Roundtable Drive Maricopa
3	<i>Murray William</i>	Murray William	1980 Ghostbuster Ave Riverside
4	<i>Joran Kroll</i>	Joran Kroll	2019 Knalopsi Ave Lake Elsinore
5	<i>Henry Ford</i>	Henry Ford	4291 Mustang St Apt G
6	<i>Arturo Droid</i>	Arturo Droid	2580 Alderlin Ln Beaumont
7	<i>Erick Magana</i>	Erick Magana	1055 Marvelous Cir Temecula
8	<i>Luke Atkins</i>	Luke Atkins	1977 Galaxia Dr. Meind
9	<i>Minnie Mouse</i>	Minnie Mouse	1213 Disney Way Riverside CA
10	<i>John Q Adams</i>	John Q Adams	701 Celente Dr. Corona
11	<i>John Q Adams</i>	John Q Adams	197 Residential Rd Apt 212, Noris
12	<i>Rosemary Adame</i>	Rosemary Adame	34367 Turquoise Ln, Murrieta
13			
14			
15			
16			
17			

**14** 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.

Riverside County Registrar of Voters  
Ballot Request  
Name of Election  
Date of Election

VOTER COMPLETES THIS SECTION - PLEASE PRINT CLEARLY

Name Rosemary Adame  
Residence Address 34367 Turquoise  
City Murrieta ZIP Code 92563  
V.P. 356321  
Birth date 5/18/1944

Check one:  
 REGISTERED VOTER OF RIVERSIDE COUNTY  NEW REGISTRANT

I hereby declare under penalty of perjury, under the laws of the State of California that I have not nor will I vote by any other means for this election and that the information provided above is true and correct.

Rosemary Adame  
Signature of Voter

Current Date  
Date

OFFICIAL USE ONLY

BOOK # 1 LINE # 12  
B.T. 356321 PARTY  
APP# 112:  
AFF:

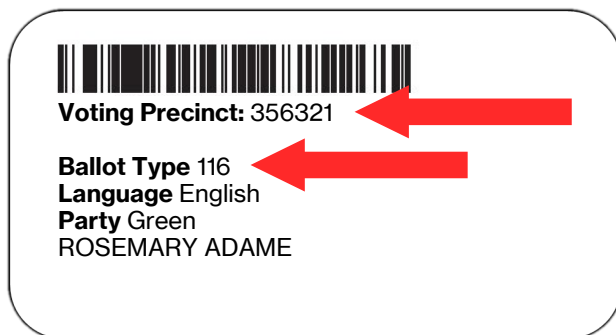
COMMENTS  
 Re-Issue  
 CVR Provisional  
 VBM Re-Issue  
 AVU Ballot  
 BOD Ballot

# Processing Voters

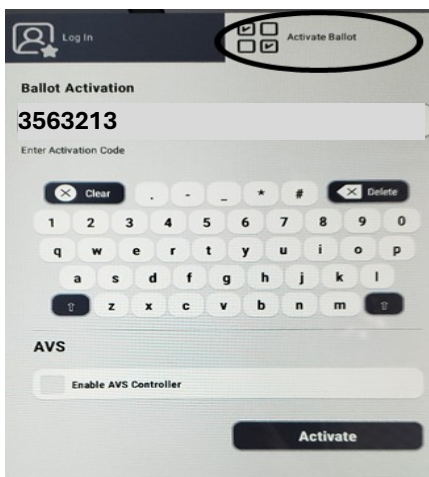
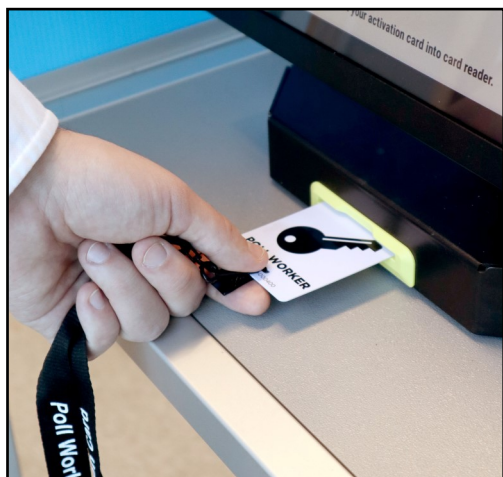
## Processing In the Vote Center Application — Continued

### Processing On Accessible Voting Unit (AVU)

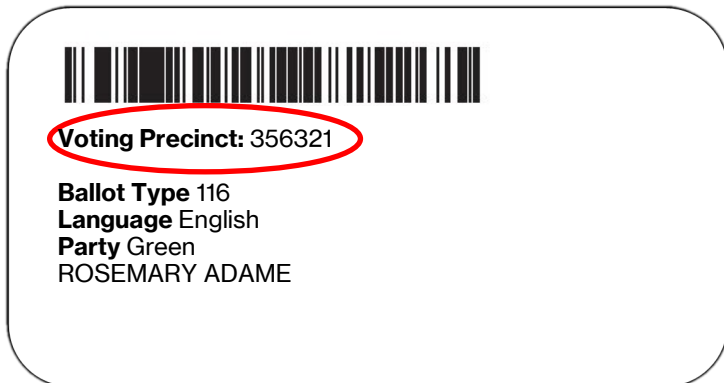
**1** Give the label with the voting precinct number on it to an Election Officer. The Election Officer will activate a ballot session for the voter on the AVU. The correct precinct, party, and ballot type for the voter is based on the information on the label.



**2** Insert the Poll Worker Ballot Activation Card into the AVU yellow slot. Enter the “Voting Precinct” number from the label. After the voting precinct number, enter the Party Code number corresponding to the voter’s party preference or crossover choice. Refer to the card with the Party Code numbers to determine which number selects the ballot for each party. You will receive one card for each AVU at your vote center.



AVU / BOD Ballot Activation	
Enter Ballot Activation Code (Voting Precinct) Followed by the Party Code Example: 360440 <b>7</b>	
(Activation Code = Voting Precinct and Party Code)	
Party Name	Party Code
Democratic	<b>0</b>
Republican	<b>1</b>
American Independent	<b>2</b>
Green	<b>3</b>
Libertarian	<b>4</b>
Peace and Freedom	<b>5</b>
No Party Preference	<b>6</b>
No Party Preference Crossovers	
Democratic	<b>7</b>
American Independent	<b>8</b>
Libertarian	<b>9</b>





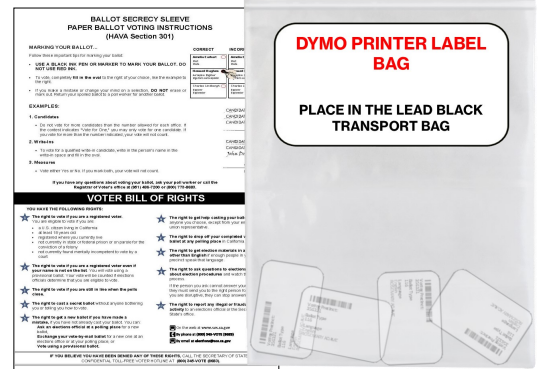
# Processing Voters

## Processing On Accessible Voting Unit — Continued

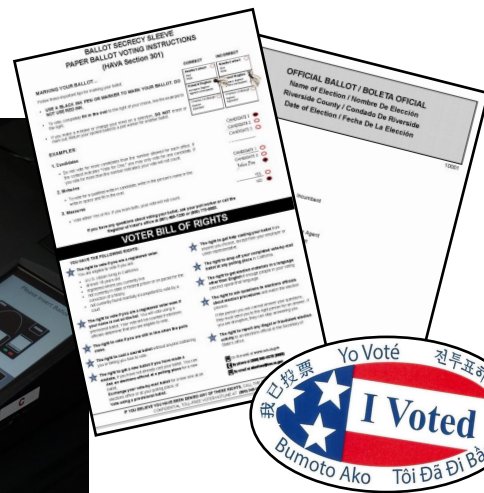
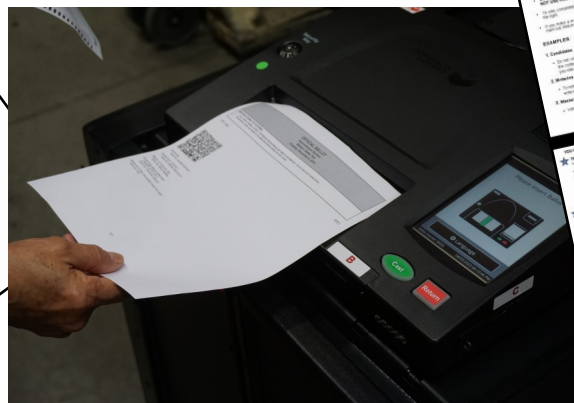
**3** The next screen will ask for the voter’s preferred language (English or Spanish). Have the voter select their language choice and remove the activation card.



**4** Issue 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 “Dymo Printer Label 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 offer the voter a secrecy sleeve for their ballot. Ask the voter if they would like to scan their ballot with the Ballot Scanner or cast it in the unscanned ballot slot. Retrieve the Secrecy Sleeve before the voter’s ballot has been cast and deposited. Offer the voter 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) 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

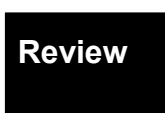


Text Size

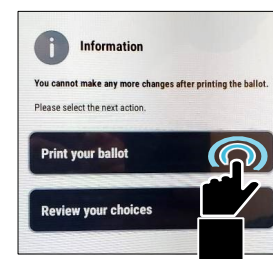


View

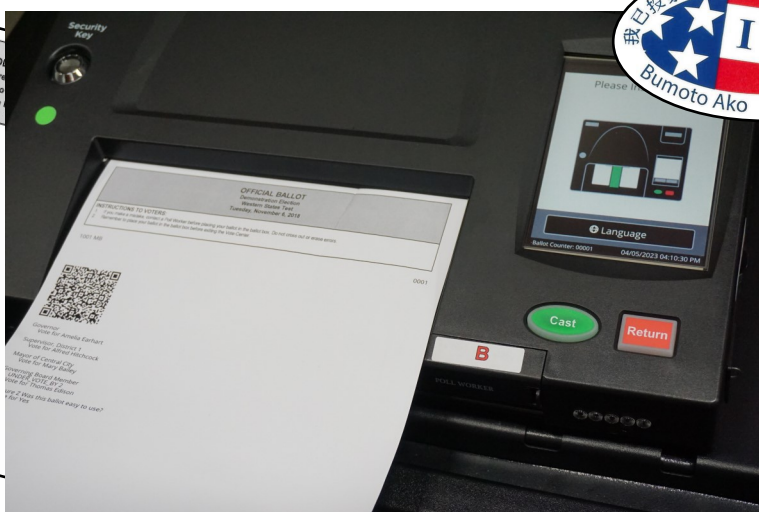
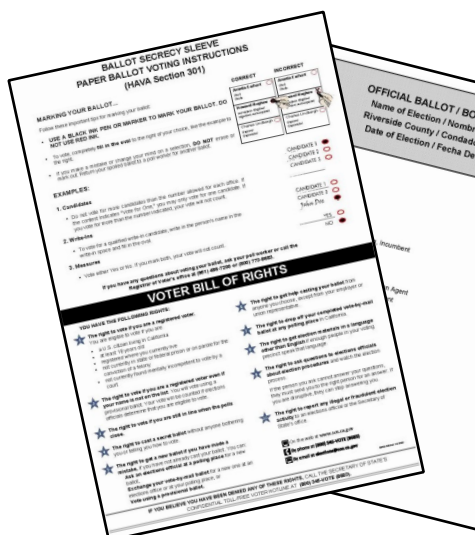
**2** The voter will touch their desired choice to vote. Instruct the voter to touch the “Review,” “Back to Ballot,” “Previous,” or “Next” buttons to navigate the screens.



**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.



**4 THE VOTER SHOULD NOT LEAVE THE ACCESSIBLE VOTING UNIT UNTIL THEIR BALLOT HAS PRINTED.** When the ballot has been printed offer the voter a secrecy sleeve for their ballot. Ask the voter if they would like to scan their ballot with the Ballot Scanner. Retrieve the Secrecy Sleeve before the voters ballot has been cast and deposited. Offer the voter an “I Voted” sticker to the voter and thank the voter for voting.







# 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:

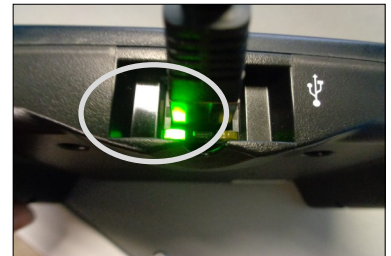
- 1 Verify that the ethernet cable labeled “E” from the AVU is connected to port “E” on the ATI. The light should be illuminated green on the ATI. Plug the headphone cable labeled “H” into the “H” port on the ATI.



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 voter’s precinct number found on the Dymo® label. **Remember to enter the Party Code number corresponding to the voter’s party preference or crossover choice.**

  
**Voting Precinct: 356321** ←

**Ballot Type 116**  
**Language** English  
**Party** Peace and Freedom  
ROSEMARY ADAME

AVU / BOD Ballot Activation	
Enter Ballot Activation Code (Voting Precinct) Followed by the Party Code Example: 3604407	
(Activation Code = Voting Precinct and Party Code)	
Party Name	Party Code
Democratic	0
Republican	1
American Independent	2
Green	3
Libertarian	4
Peace and Freedom	5
No Party Preference	6
No Party Preference Crossovers	
Democratic	7
American Independent	8
Libertarian	9

Log In

Activate Ballot

**Ballot Activation**

3563215

Enter Activation Code

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

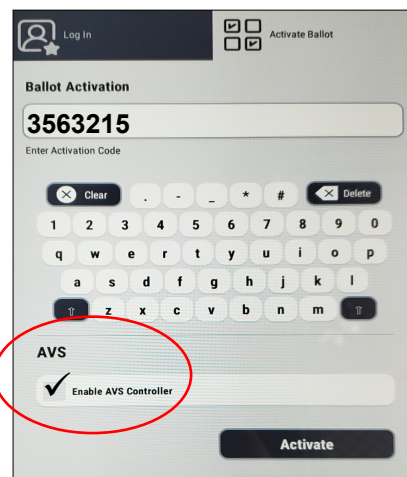
Activate

Activate Ballot

# Processing Voters

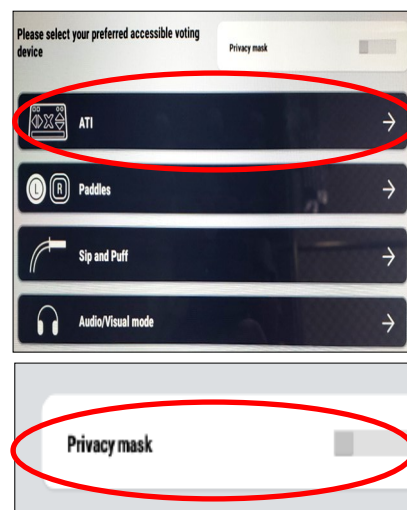
## Activating an Audio Voting Session — Continued

**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.



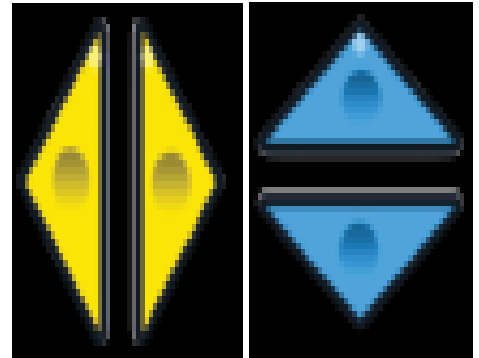
**Important:** If the ATI (Audio Tactile Interface) is not working, cancel the voting session and go back to step 5 to reactivate a ballot session for the voter. The “Enable AVS Controller” box must be checked in order for the voter to hear the ballot session on the AVU.

# Processing Voters

## Activating an Audio Voting Session — Continued

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

**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.”

# Processing Voters

## Activating an Audio Voting Session — Continued

**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. Ask the voter if they would like to scan their ballot using the Ballot Scanner, or cast their ballot directly into the unscanned ballot slot. Retrieve the Secrecy Sleeve before the voters ballot has been cast.

**16** Offer the voter an “I Voted” sticker and thank the voter for voting.





# Processing Voters

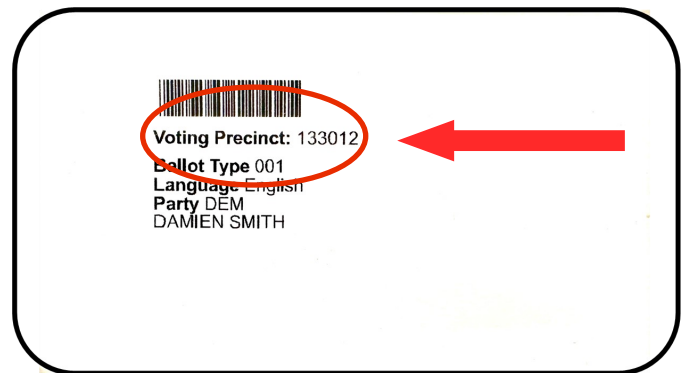
## Printing a Paper Ballot on the Ballot on Demand Printer

The Ballot on Demand (BOD) Printer offers the ability to provide a printed ballot to any eligible voter at any Vote Center throughout Riverside County. 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.

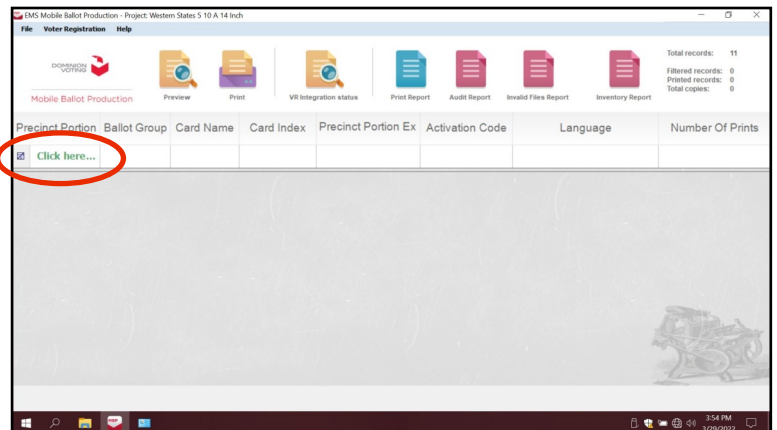


**1** When the voter requests a paper ballot, the processing table Election Officer will give the label with the voting precinct number on it to an Election Officer at the Ballot on Demand Printer station. The correct precinct, party, and ballot type for the voter is based on the information on the label.

**2** You will enter the “Voting Precinct” number and party code from the label.



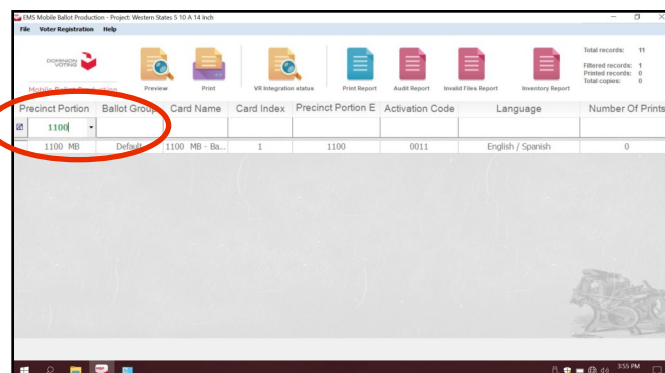
**3** On the Ballot on Demand Printer, the laptop screen should be ready to go. On the screen under “Precinct Portion” is a section that reads “Click here...” and shows in green colored numbers. Click on that section.



# Processing Voters

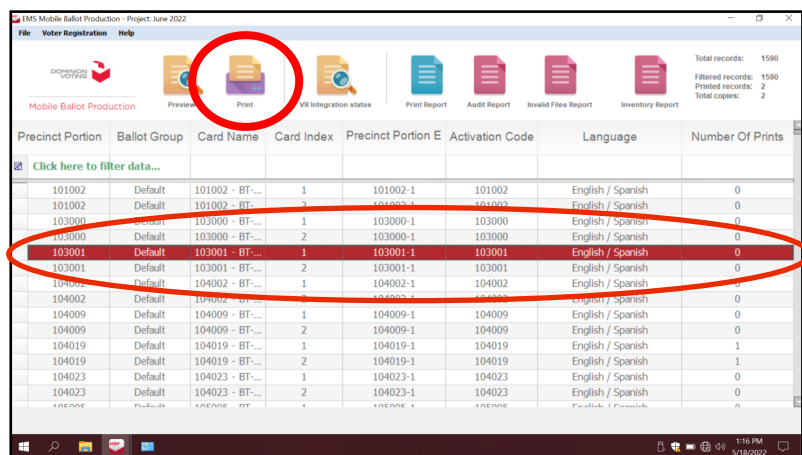
## Printing a Paper Ballot on the Ballot on Demand Printer — Continued

**4** Enter the voter's precinct number. After entering the precinct number, enter the party code number in the same field. The party codes for each party can be found on the provided cards.

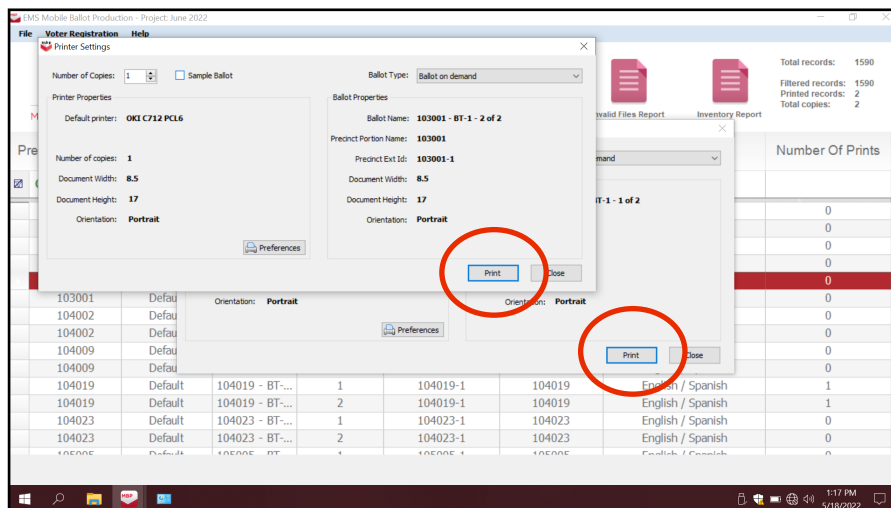


**5** The precinct number will appear once or twice times. This depends on how many ballot cards will be given to the voter. Highlight the precinct number with the number 1 under "Card Index" and select the "Print" icon and another window will appear.

**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 or twice depending on how many ballot cards the voter will receive. Select the "Print" button.





# Processing Voters

## Printing a Paper Ballot on the Ballot on Demand Printer — Continued

9 Retrieve the Secrecy Sleeve and pen before the ballot has been cast. Offer the voter an “I Voted” sticker and thank the voter for voting.



**BALLOT SECRECY SLEEVE  
PAPER BALLOT VOTING INSTRUCTIONS  
(HAVA Section 301)**

**MARKING YOUR BALLOT...**  
Follow these important tips for marking your ballot:

- **USE A BLACK INK PEN OR MARKER TO MARK YOUR BALLOT. DO NOT USE RED INK.**
- To vote, completely fill in the oval to the right of your choice, like the example to the right.
- If you make a mistake or change your mind on a selection, DO NOT erase or mark out. Instead, your spoiled ballot to a poll worker for another ballot.

**EXAMPLES:**

1. **Number of votes** for more candidates than the number allowed for each office. If you vote for "C" for "C" you may only vote for one candidate. If you mark more than one candidate, your vote will not count.
2. **Wrong mark** To vote for "A" for "A" in candidate, write in the person's name in the white space.
3. **Marking** Marking "Yes" or "No" in the "YES" or "NO" column will not count.

If you have any questions about your ballot, ask your poll worker or call the Registrar of Voters at (951) 486-7200 or (800) 772-8882.

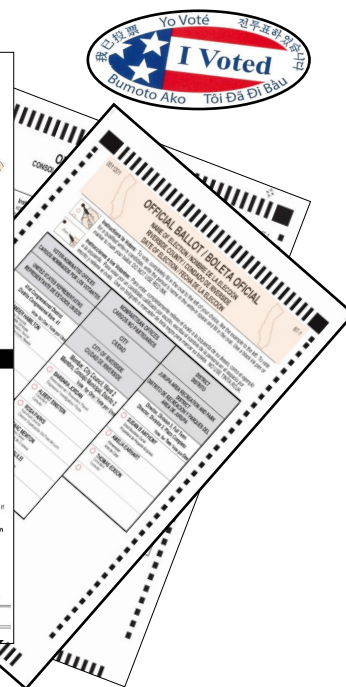
**VOTER'S RIGHTS**

**YOU HAVE THE FOLLOWING RIGHTS:**

- ★ **The right to vote if you are a registered voter.** You are eligible to vote if you are:
  - a U.S. citizen living in California
  - at least 18 years old
  - registered where you currently live
  - not currently in state or federal prison or on parole for the conviction of a felony
  - not currently have a mental incapacity to vote by a court.
- ★ **The right to vote if you are a registered voter even if your name is not on the list.** You will vote using a provisional ballot. Your vote will be counted if elections officials determine that you are eligible to vote.
- ★ **The right to vote if you are still in line when the polls close.**
- ★ **The right to cast a secret ballot** without anyone knowing your choice.
- ★ **The right to get a new ballot if you have made a mistake.** If you have not already cast your ballot, you can ask an elections official at a polling place for a new ballot. Exchange your vote-by-mail ballot for a new one at an elections office or at your polling place, or Vote using a provisional ballot.
- ★ **The right to get help** casting your ballot from someone you choose, except from your employer or immediate family.
- ★ **The right to drop off your completed vote-by-mail ballot in a secure drop box in California.**
- ★ **The right to request a ballot in a language other than English.** Although people in your voting precinct speak the same language.
- ★ **The right to ask questions** to elections officials about election procedures and watch the election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.
- ★ **The right to report any illegal or fraudulent election activity** to an elections official at the Secretary of State's office.

On the web at [www.elections.ca.gov](http://www.elections.ca.gov)  
 By phone at (951) 486-7200 (toll free)  
 By email at [election@soe.ca.gov](mailto:election@soe.ca.gov)

IF YOU BELIEVE YOU HAVE BEEN DENIED ANY OF THESE RIGHTS, CALL THE SECRETARY OF STATE'S CONFIDENTIAL TOLL-FREE VOTER HOTLINE AT (800) 946-VOTE (8828).



**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) process.



# Processing Voters


## Scanning a Ballot on the Ballot Scanner

The Ballot Scanner is equipped with options the voter can choose before officially casting their ballot(s) into the scanner. All voters should review and verify their ballot choices prior to 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 CVR Ballot will deposit their ballot with the envelope into the Vote-by-Mail Ballot Box. Voters casting a Live VBM Return ballot will deposit their ballot into the unscanned ballot slot on the ballot scanner cart. 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. **Voters have the option to scan their ballot or deposit it directly into the unscanned ballot slot; scanning the ballot is not mandatory.**

**1** Voters choosing to scan their ballot 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”.

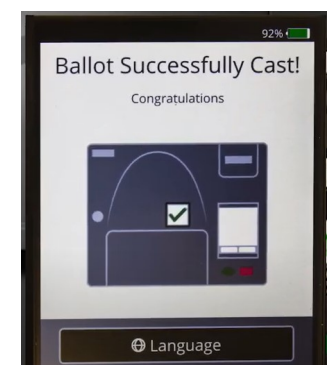
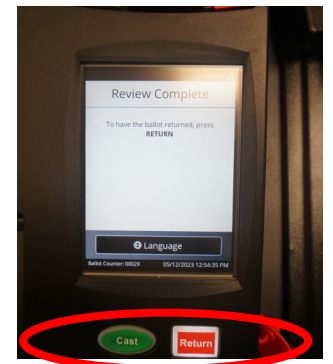
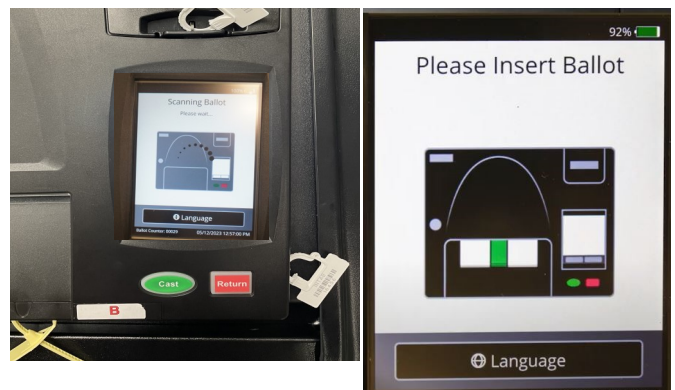
**2** Once inserted the scanner screen will display “Scanning Ballot”.

**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”  the ballot or the red button to “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 ballot card. The scanner display will return to the “Please Insert Ballot” screen. It will have the same instructions as the first ballot card.

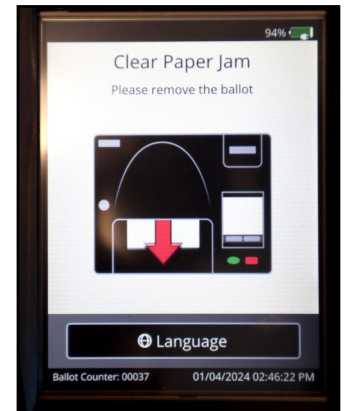


# Processing Voters

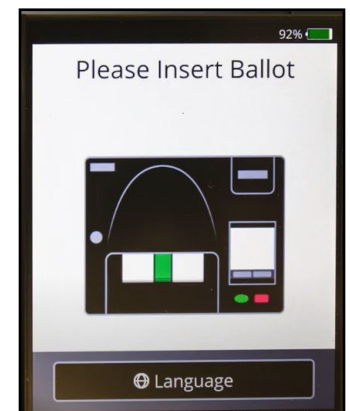
## Scanning a Ballot on the Ballot Scanner — Continued

**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 Unscanned Ballot Slot located on the cart behind the initial scanner.

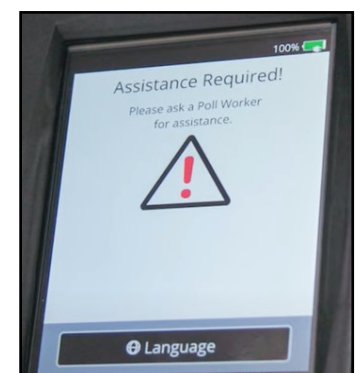
**7** If the scanner display screen reads “Clear Paper Jam” this means the ballot is jammed in the front paper slot. The ballot was partially inserted into the Ballot Scanner and was not able to move freely through the scanner.



**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.



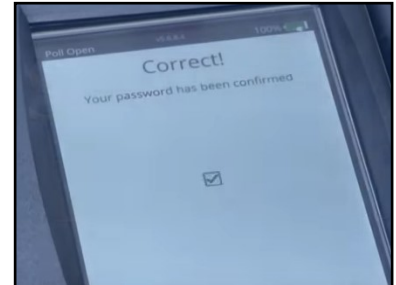
**9** If the scanner display screen reads “Assistance Required!” this means the ballot has jammed inside the ballot scanner in the rear slot. The ballot may or may not be cast. The scanner display screen will let you know if the ballot was read or not read.



# Processing Voters

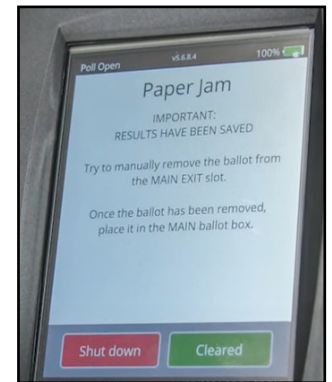
## Scanning a Ballot on the Ballot Scanner — Continued

- 10** Retrieve the Security Key from the Security Seals Log 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.

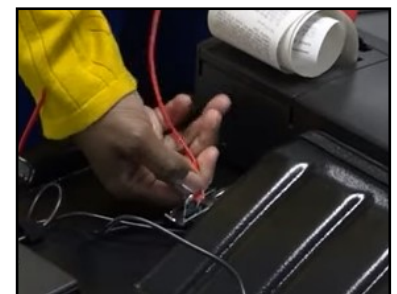


**Note:** If there is a paper jam or a problem with the password contact the Registrar of Voters office at (951) 486-7341 for further instructions.

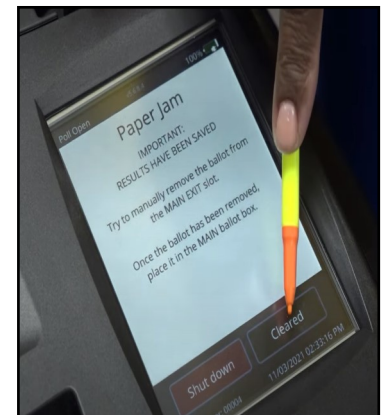
- 11** Read the message on the display screen. The message that displays on the screen will determine if the ballot was counted or not. If the display screen reads “Paper Jam IMPORTANT: RESULTS HAVE BEEN SAVED” Try to manually remove the ballot from the MAIN EXIT slot. Once the ballot has been removed, place it in the MAIN ballot box.” This means the ballot was jammed in the rear slot of the Ballot Scanner and the ballot has been cast.



- 12** Let the voter know their ballot has been cast. You will have to break the seal on the scanner latch to place the ballot in the main compartment of the Ballot Scanner Cart.



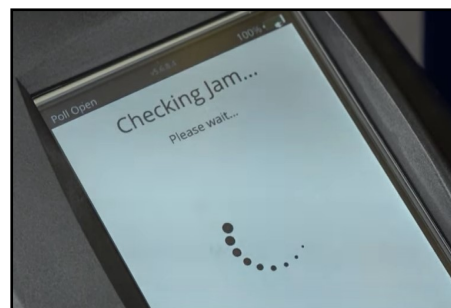
- 13** Move the scanner forward and gently pull the ballot out of the rollers and drop the ballot in the main compartment of the Ballot Scanner Cart. Once the ballot has cleared press the green button “Cleared” on the display screen.



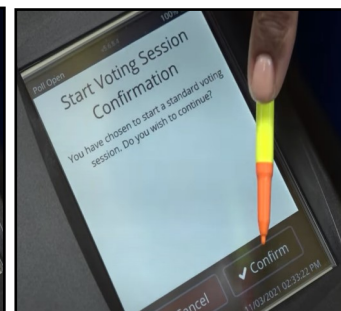
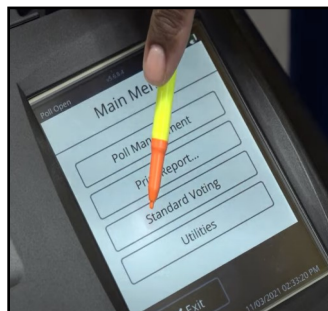
# Processing Voters

## Scanning a Ballot on the Ballot Scanner — Continued

**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?”. Touch the “Confirm” button.



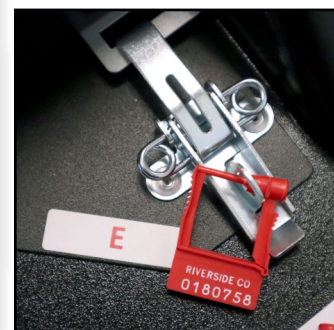
**16** The display screen will return to the “Please Insert Ballot” screen. If the ballot has not been cast or not been damaged reinsert it into the Ballot Scanner. If the ballot is damaged and not read by the scanner, spoil the ballot and issue another ballot to the voter. If the ballot has been read insert it into the bottom of the Ballot 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



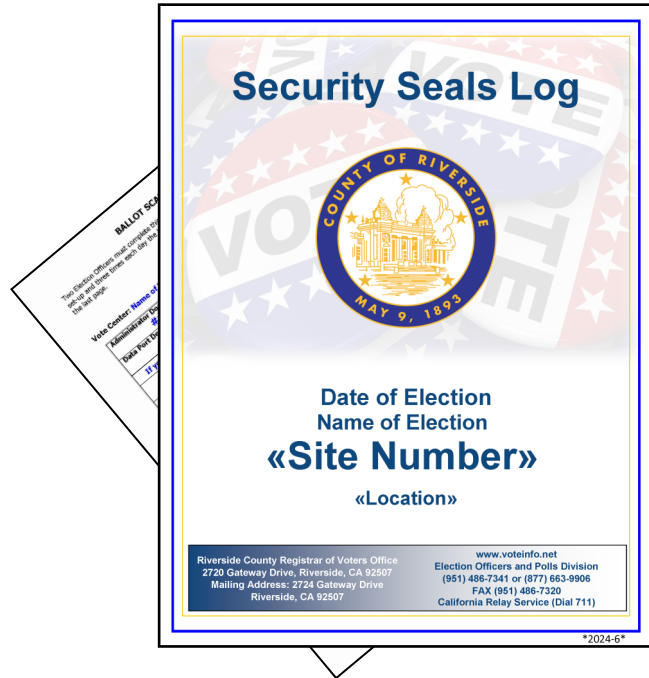
If you must break a seal, replace it and record the new seal number below		
(A)		(B)
(B)		(C)
(D)	#####	(E)
(F)		(F)
(G)		(G)



# Processing Voters

## Scanning a Ballot on the Ballot Scanner — Continued

**18** Place the broken seal in the “Broken Seals Bag” and place the Ballot Scanner seals log back into the “Security Seals Log” Binder.



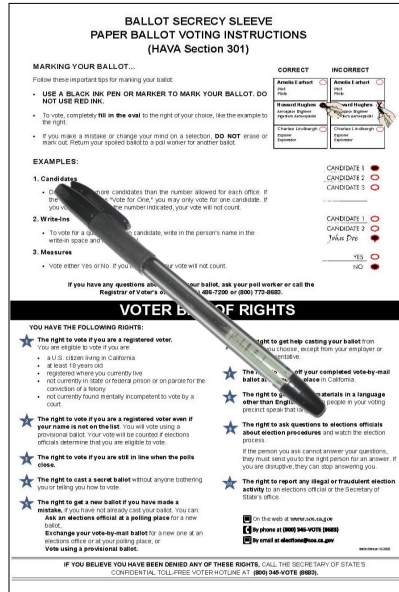
**19** Once the voter has scanned all their ballot(s) successfully. Retrieve the Secrecy Sleeve and pen. Offer the voter an “I Voted” sticker and thank the voter for voting.



# Processing Voters

## Scanning a Ballot on the Ballot Scanner — Continued

**20** Return the Secrecy Sleeve and pen to the processing table. Place the voter's Dymo® label in the “Dymo Printer Label” bag.



**Note:** Remind the voter to put only 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.

**21** If the Ballot Scanner cannot be unjammed by the Election Officer use the Unscanned Ballot 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.



**Unscanned Ballot Slot**

# Processing Voters

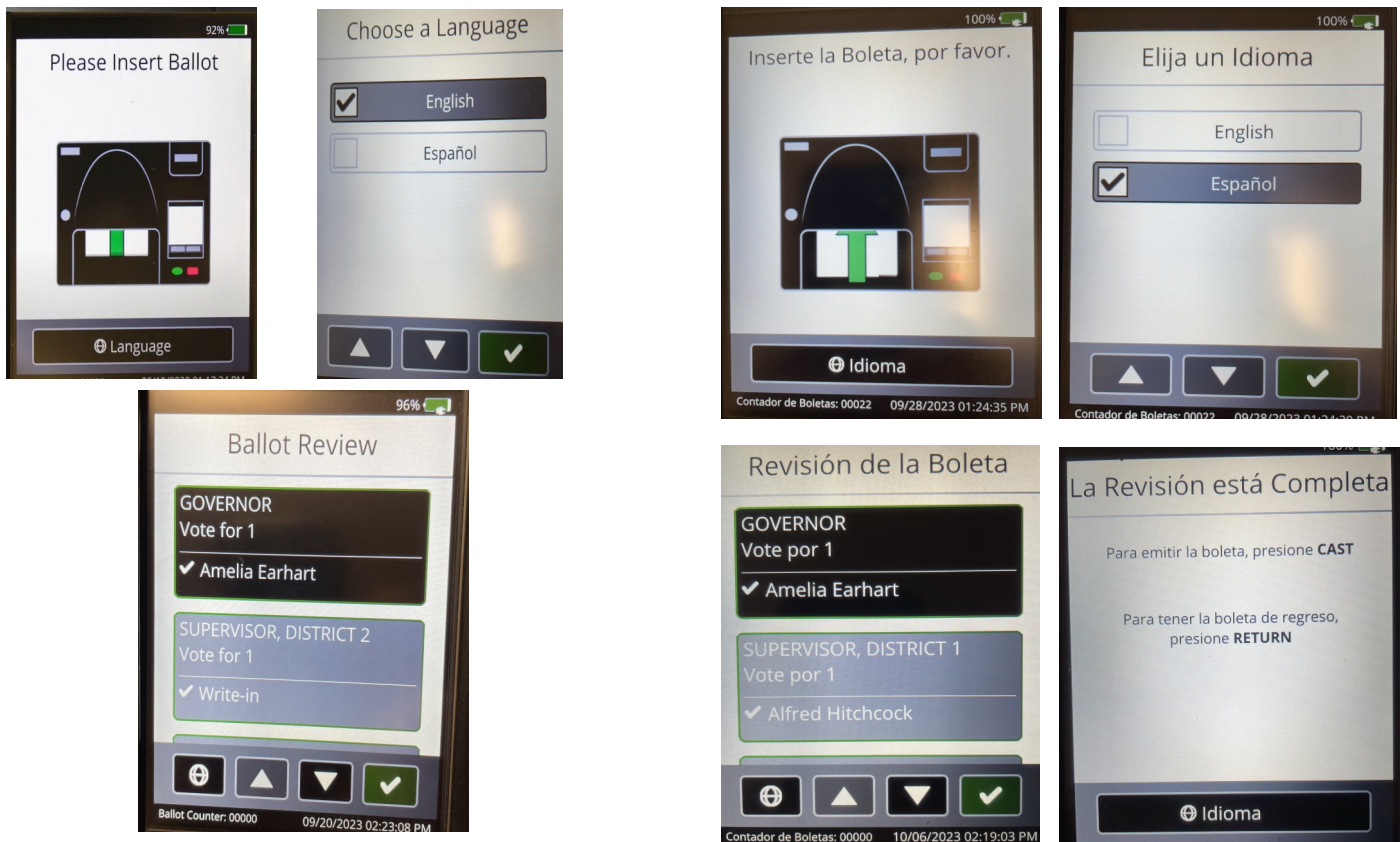
## Ballot Scanner Review Options

Voters will have the option to review their ballot before casting it into the Ballot Scanner. At the voter's 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. Conditional Voter Registration (CVR) Ballots will be placed in an envelope and not in the Ballot Scanner. Live VBM Return ballots will not be able to be scanned, and must be cast into the unscanned ballot slot on the ballot scanner cart. 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. An Election Officer will be stationed at the Ballot Scanner to properly instruct the voter on how to insert their ballot.

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.





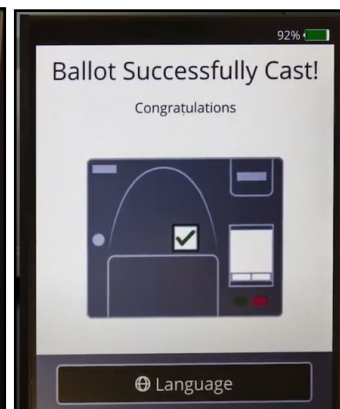
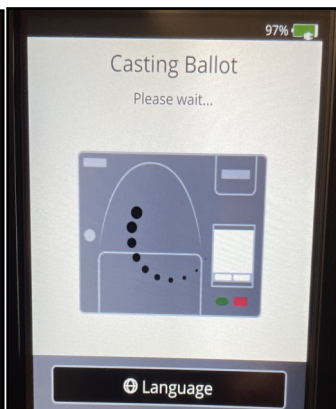
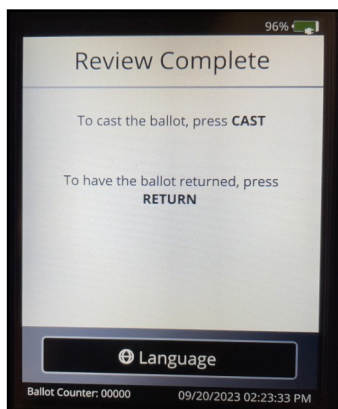
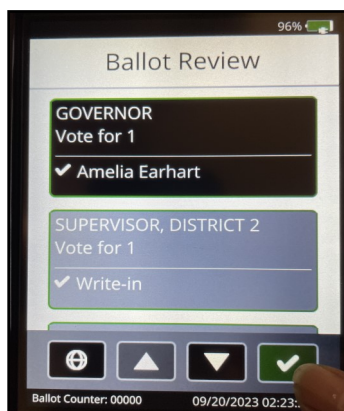
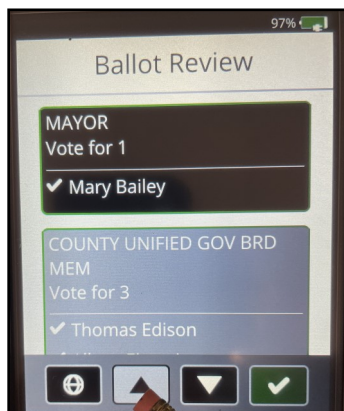
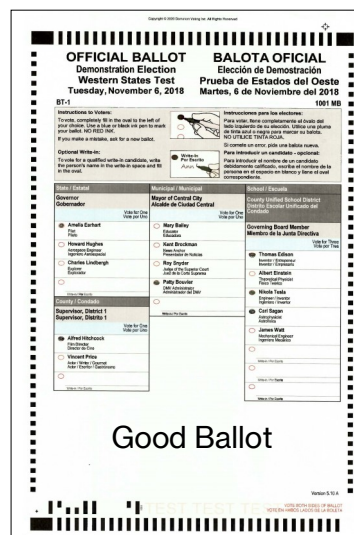
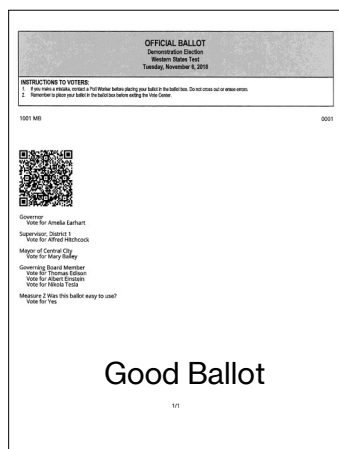
# Processing Voters

## 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.

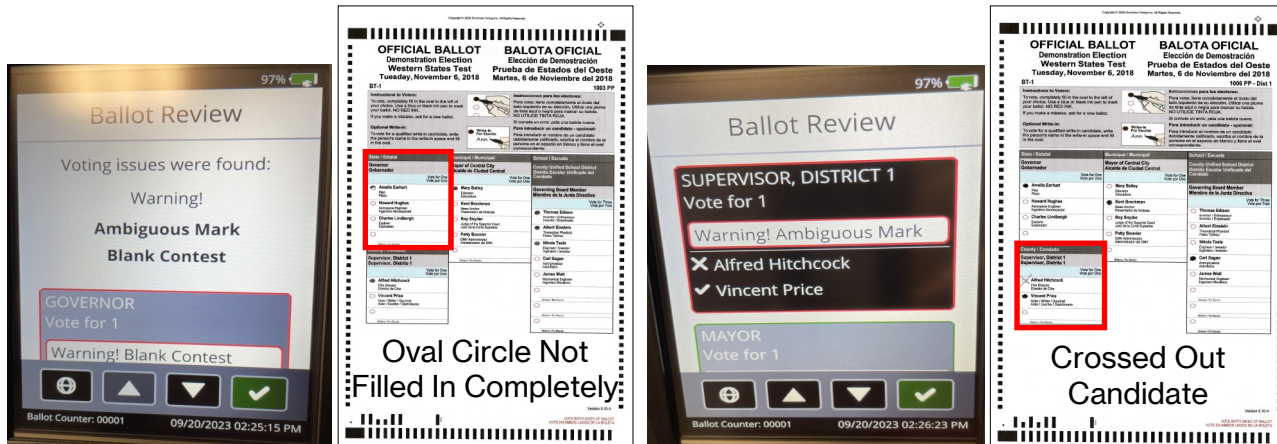




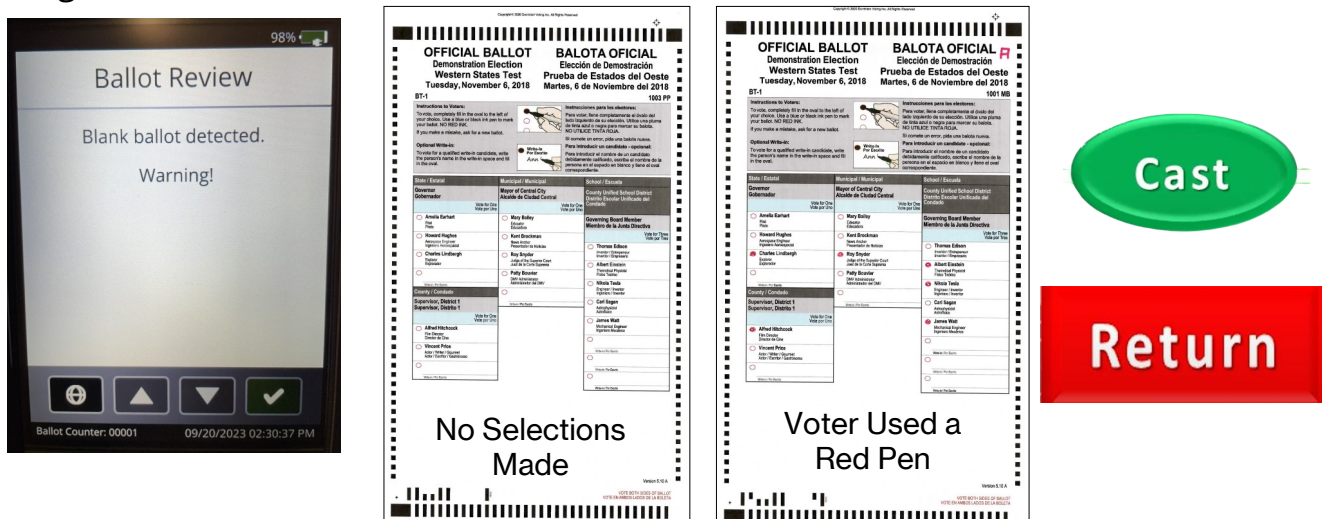
# Processing Voters

## Ballot Scanner Review Options — Continued

**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.



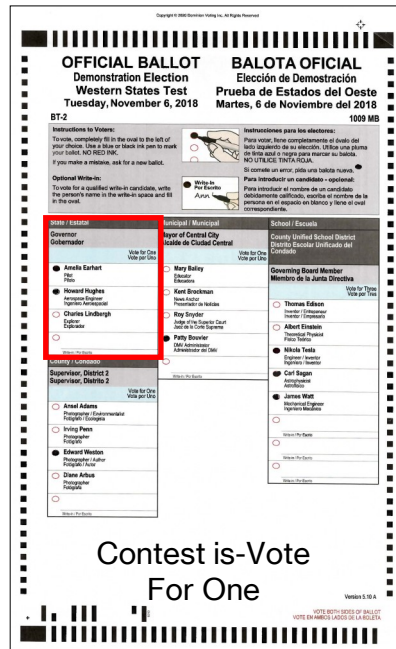
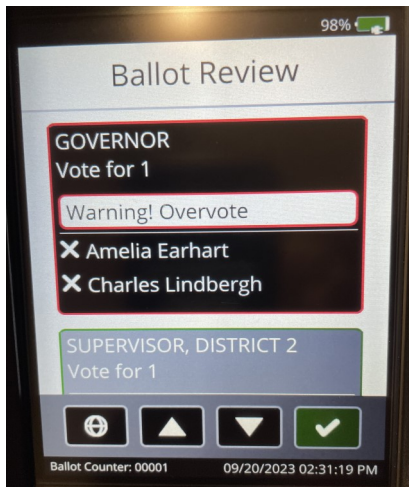
**Blank Ballot**– The scanner display screen will show a blank ballot was detected. The voter will have the option to return their ballot and correct the selection or cast the ballot as is. If the voter uses a red pen to make their selections the scanner does not recognize the markings on the ballot 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.*



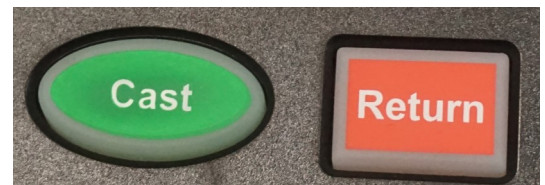
# Processing Voters

## Ballot Scanner Review Options — Continued

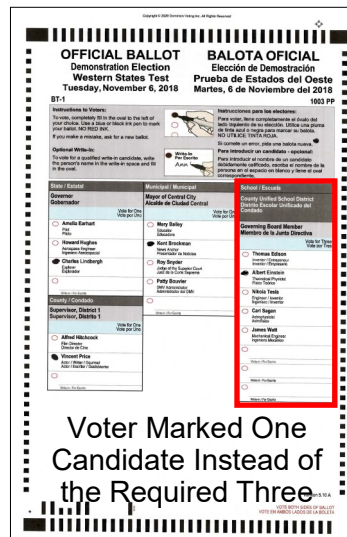
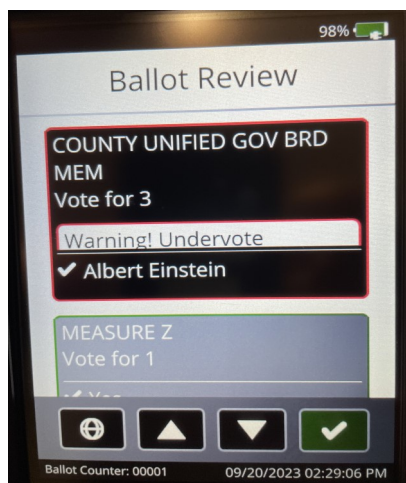
**Overvote Ballot**– The scanner display screen will show the contest that has an overvote. The voter will have the option to return their ballot and correct the selection or cast the ballot as is. If the voter chooses to cast their ballot as is, the voter selects the cast button on the scanner display 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



**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 direct them to an available voting booth.



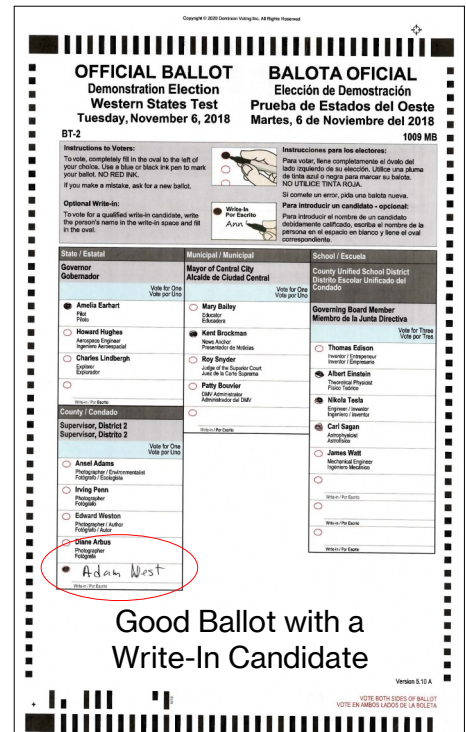
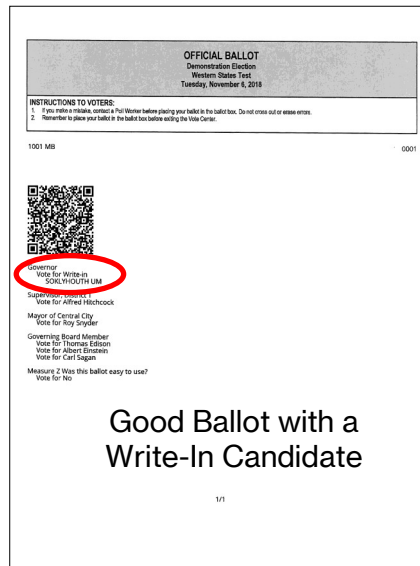
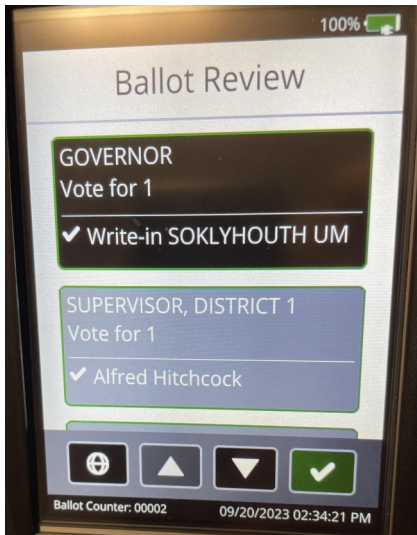
Voter Marked One Candidate Instead of the Required Three



# Processing Voters

## Ballot Scanner Review Options — Continued

**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 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.





# 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

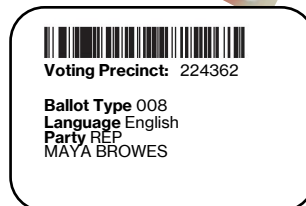
## Accessible Voting Unit for Regular Curbside Voters\*

**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 and party, a pen, a Secrecy Sleeve, and an “I Voted” sticker.

CURBSIDE VOTERS ROSTER (E.C. § 14282)				
«Site»				
LINE NO.	CVR VOTER	Print Name/Nombres Letra de Molde	Signature/Firma	Office Use Only/Usu Oficial Solamente
C 1	<input type="checkbox"/>			
C 2	<input type="checkbox"/>			
C 3	<input type="checkbox"/>			
C 4	<input type="checkbox"/>			
C 5	<input type="checkbox"/>			
C 6	<input type="checkbox"/>			
C 7	<input type="checkbox"/>			
C 8	<input type="checkbox"/>			
C 9	<input type="checkbox"/>			
C 10	<input type="checkbox"/>			





# Processing Voters

## Curbside Voters — Continued

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

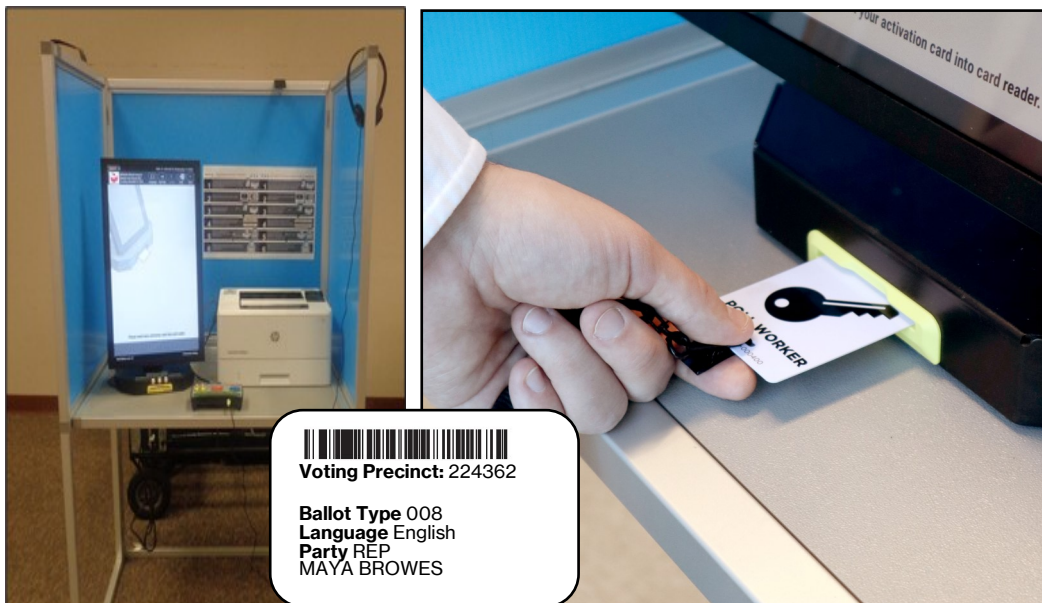
**4** With three Election Officers, carefully bring the unplugged UPS, the blue voting booth with the voting tablet and printer outside to the voter. The UPS will keep the voting tablet and printer functional.

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



LINE NO.	CVR VOTER	Print Name/Nombre Letra de Molde	Signature/Firma	Office Use Only/Usó Oficial Solamente
C 1	<input type="checkbox"/>	Maya Browes	<i>Maya Browes</i>	
C 2	<input type="checkbox"/>			
C 3	<input type="checkbox"/>			
C 4	<input type="checkbox"/>			
C 5	<input type="checkbox"/>			
C 6	<input type="checkbox"/>			

**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. **Remember to enter the Party Code after the voting precinct number corresponding to the voter's registered party preference or crossover choice if they are a No Party Preference/Non-Partisan voter.** Provide instructions on using the AVU. **REMAIN WITH THE VOTER UNTIL THE VOTER HAS VOTED AND THE BALLOT HAS PRINTED.**

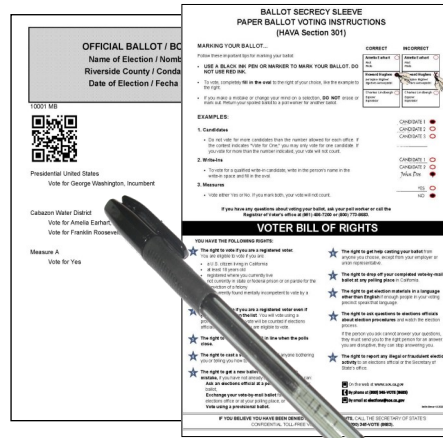


# Processing Voters

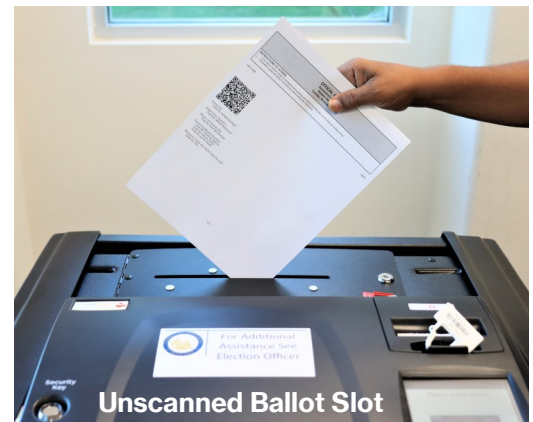
## Curbside Voters — Continued

### 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. Offer the voter an “I Voted” sticker and thank the voter for voting.



**8** Insert the voter’s 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 for the voter based on the Dymo® label information for the voter. Remember to enter the Party Code after the voter’s precinct number corresponding to the voter’s party preference or crossover choice if they are a No Party Preference/Non-Partisan 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 and party code), a pen, a Secrecy Sleeve, and an “I Voted” sticker.

LINE NO.	CUR. VOTER	Print Name/Nombre Letra de Nombre	Signature/Firma	Office Use Only/Usa Oficial Solamente
C1	<input type="checkbox"/>	Maya Brown	<i>[Signature]</i>	
C2	<input type="checkbox"/>			
C3	<input type="checkbox"/>			
C4	<input type="checkbox"/>			
C5	<input type="checkbox"/>			
C6	<input type="checkbox"/>			
C7	<input type="checkbox"/>			
C8	<input type="checkbox"/>			
C9	<input type="checkbox"/>			
C10	<input type="checkbox"/>			

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

\*Refer to the What’s New Addendum for changes of party or address







# Processing Voters

## Curbside Voters — Continued

### Paper Ballot for Regular Curbside Voters — Continued

**9** Return the Curbside Voters Roster to the Lead Binder.

**10** Place the Dymo® label with the voter’s information into the “Dymo Printer Label Bag”.

**CURBSIDE VOTERS ROSTER**  
(E.C. § 14282)

«Site»

**WARNING:** It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18560 & 14107).

**ADVERTENCIA:** Es un crimen que puede castigarse mediante encarcelamiento en la prisión del estado o en la cárcel del condado a cualquier persona que sin derecho para votar en una elección, fraudulenzamente vota, fraudulenzamente intenta votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intente fingir que es un votante (Código de Elecciones Sección 18560 & 14107).

LINE NO.	CVR VOTER	Print Name/Nombre Letra de Molde	Signature/Firma	Office Use Only/Usó Oficial Solamente
C 1	<input type="checkbox"/>	Maya Browes	Maya Browes	
C 2	<input type="checkbox"/>	Morty Adams	Morty Adams	
C 3	<input type="checkbox"/>			
C 4	<input type="checkbox"/>			
C 5	<input type="checkbox"/>			
C 6	<input type="checkbox"/>			
C 7	<input type="checkbox"/>			
C 8	<input type="checkbox"/>			
C 9	<input type="checkbox"/>			
C 10	<input type="checkbox"/>			

**Lead Binder**

COUNTY OF RIVERSIDE  
MAY 9, 1892

Date of Election  
Name of Election  
Site Number  
«Location»

www.voteinfo.net  
Election Officers and Polls Division  
(951) 486-7341 or (877) 663-8906  
FAX (951) 486-7320  
California Relay Service (Dial 711)

2724 Gateway Drive, Riverside, CA 92507  
Mailing Address: 2724 Gateway Drive  
Riverside, CA 92507

**DYMO PRINTER LABEL BAG**

PLACE IN THE LEAD BLACK TRANSPORT BAG

\*2024-6\*



# Processing Voters

## Processing CVR Provisional Voters\*

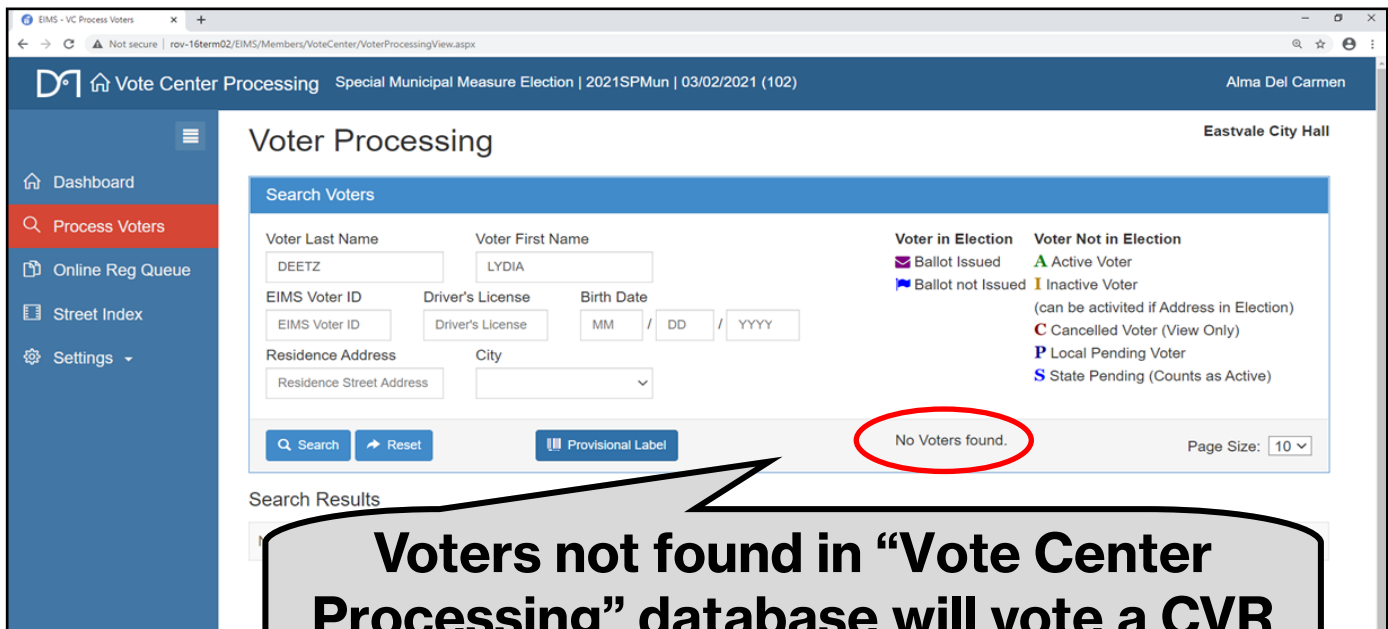
**CVR Provisional Voters** are individuals whose eligibility to vote cannot be verified in the “Vote Center Processing” database. These voters are issued an AVU Ballot or paper ballot which will be counted when their eligibility is verified by the Registrar of Voters office.

### 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 with a name change.
- ✦ Voters whose signature on their “Ballot Request” form does not match the signature in the “Vote Center Processing” database.

### 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 **ARE** 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](http://www.voteinfo.net) to find out the status (counted or not counted) of their CVR Provisional Ballot 30 days after the election.



\*Refer to the What’s New Addendum for instructions on changing a voter’s party or address. These voters will no longer need to go through the CVR process.



# 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 must be processed as CVR voters. **Voters who need to change their registered party or address will no longer 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.



# 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.**

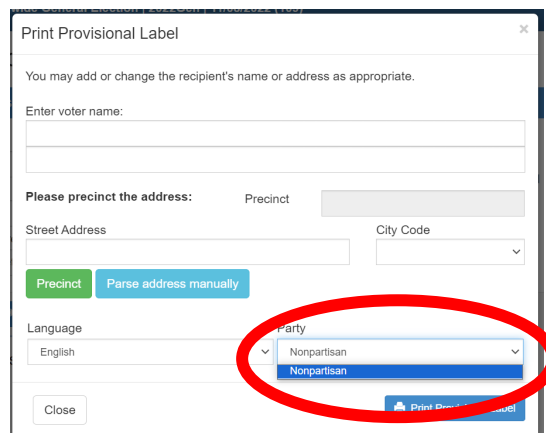
**5** The “Voter Processing” window should be on the laptop screen. You could not find the voter so you will have to process them as a Provisional voter. Select “Provisional Label” and the “Print Provisional Label” window will appear.

**6** Enter the voter’s name and residential address and select 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.

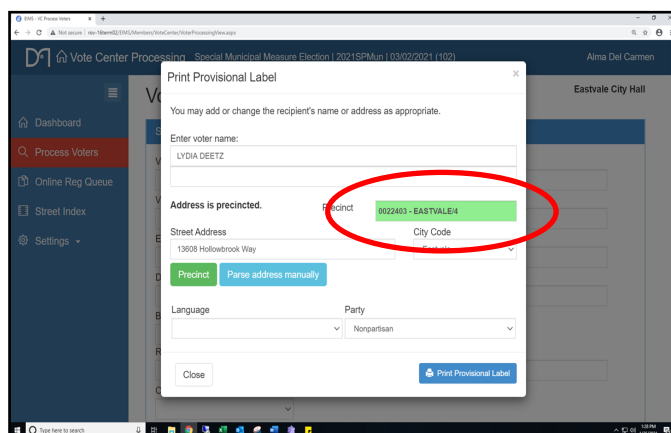
# Processing Voters

## Issuing a CVR Provisional Ballot — Continued

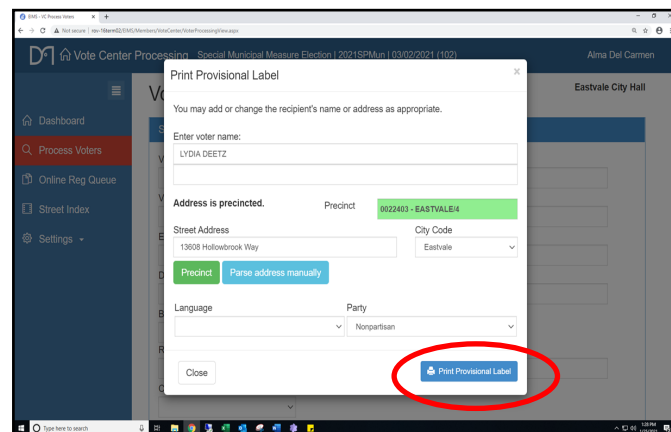
**7** In the “Party” dropdown menu, select the voter’s political party preference that they chose on their voter registration card. If they are a No Party Preference/Non-Partisan voter, ask them if they would like to crossover to one of the parties that allows crossover voting. If so, select the voter’s crossover choice in the same “Party” dropdown menu.



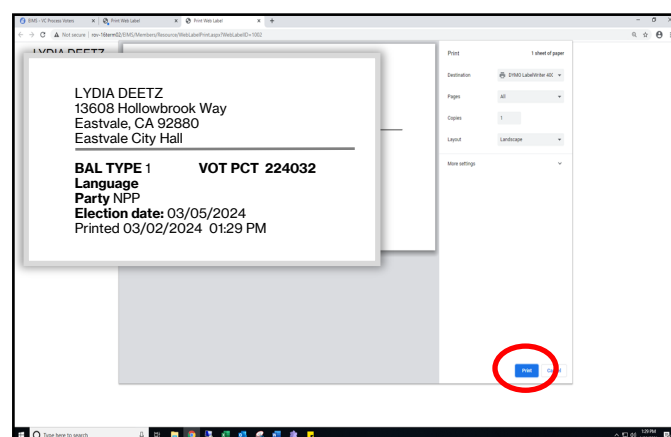
**8** If the voter’s residential address is valid, a green precinct number and the city name will appear. If the residential address is not able to precinct, ask the voter to give you a valid residential address. If the voter is sure it is a valid residential address, call the Registrar of Voters at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



**9** Next, select the blue “Print Provisional Label” and the printer screen will appear.



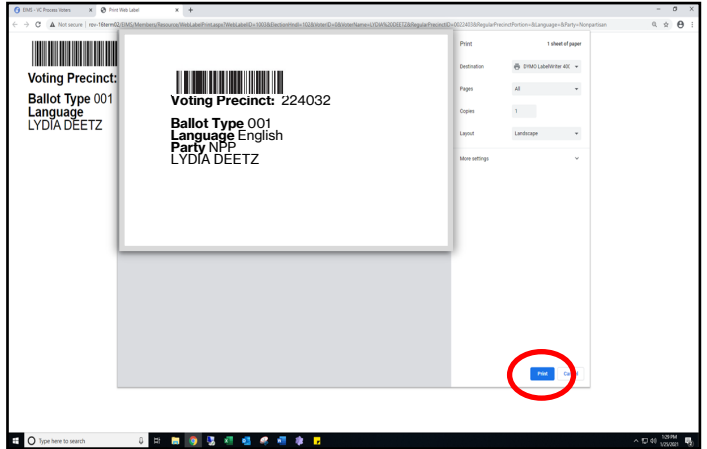
**10** The printer screen will appear twice. The first screen will have a picture of the label. It will have the voter’s name, address, ballot type, voting precinct, party, language, election date, date printed, and time printed. Select the blue “Print” button. Close out of this label and the next label image will appear.



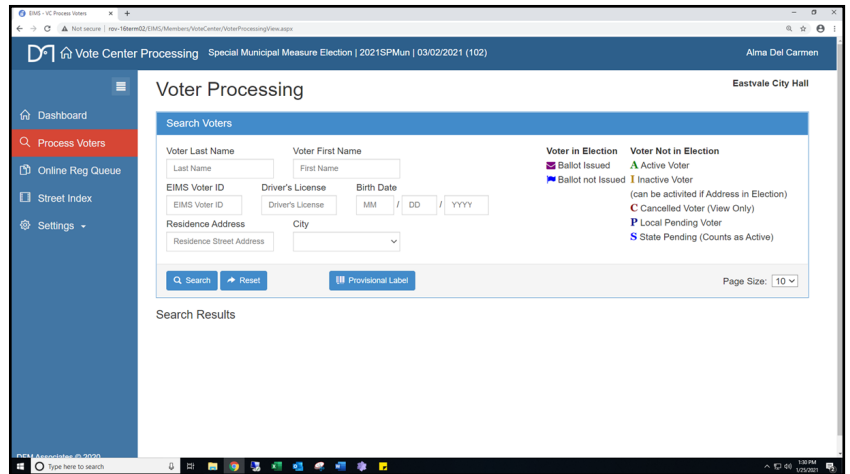
# Processing Voters

## Issuing a CVR Provisional Ballot — Continued

**11** The second label window will appear. This label will have the voting precinct, ballot type, party, language, and the voter's name. Select the blue "Print" button. Both labels will print on your Dymo® Printer. Close out of this screen.



**12** The "Vote Center Processing" database will return to the "Voter Processing" screen. It is now ready for the next voter.



**13** Place one of the two printed labels on the back of the voter "Ballot Request" form. This will be the label with the voter's precinct number, party, 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.



Riverside County Registrar of Voters	
<b>Ballot Request</b> Name of Election Date of Election	
VOTER COMPLETES THIS SECTION - PLEASE PRINT CLEARLY Name: <u>Lydia Deetz</u> Residence Address: <u>13608 Hollowbrook Way</u> <u>Eastvale</u> CA 92880 City: _____ ZIP Code: <u>92880</u> Birth date: <u>3/30/1988</u>	
I hereby declare under penalty of perjury that I am a citizen of the State of California that I am not voting by any other means for this election and the information provided above is true and correct.	
Signature of Voter <u>Lydia Deetz</u>	Date <u>Current Date</u>
VOTE CENTER CENTER # BOOK # _____ LINE # _____ B.T. _____ PARTY _____ V.P. _____ APP# 111 _____ AP# _____	
COMMENTS <input type="checkbox"/> CVR Provisional <input type="checkbox"/> VBM Re-Issue <input type="checkbox"/> AVU Ballot <input type="checkbox"/> BOD Ballot	

COUNTY OF RIVERSIDE / CONDADO DE RIVERSIDE	
<b>CVR PROVISIONAL BALLOT ENVELOPE / SOBRE PARA BOLETA PROVISIONAL DE ICV</b>	
REFERENCE # NUM. DE REFERENCIA 2194	ELECTIONS OFFICIAL LYDIA DEETZ 13608 Hollowbrook Way Eastvale, CA 92880 Eastvale City Hall
REASON FOR USING CVR PROVISIONAL ENVELOPE: <input checked="" type="checkbox"/> CVR Provisional Voter <input type="checkbox"/> Extended Voting (Court Order)	BAL TYPE: <b>VOT PCT 224032</b> Language: English Party: NPP Election Date: 03/05/2024 Printed: 03/04/2024 01:29 PM

WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave	
I declare: (1) I am at least 18 years of age, (2) I am a citizen of the United States, (3) I am not a convicted felon, (4) I am not a registered voter in California, (5) I have not voted previously in this election either by Vote-by-Mail ballot or at any other polling place.	
Lydia Deetz 3/30/1988 13608 Hollowbrook Way Eastvale, CA 92880	Lydia Deetz Wildomar, California Eastvale, CA 92880
Precinct: 2194 Ballot Type: NPP Reference #: NPP	T1934967 03/04/2024 01:29 PM

# Processing Voters

## Issuing a CVR Provisional Ballot — Continued

**14** 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.

**CVR PROVISIONAL ROSTER**

**CVR PROVISIONAL VOTERS MUST COMPLETE AND SIGN**

**WARNING:** It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18560 & 14110).

**ADVERTENCIA:** Es un crimen que puede castigarse mediante encarcelamiento en la prisión del estado o en la cárcel del condado fraudulenta y/o intencionalmente votar, votar más de una vez, intentar votar más de una vez, fingir ser un votante, o intentar ser un votante (Código de Elecciones Sección 14107).

VOTER SEQ. #	PRINTED NAME / NOMBRE LETRA DE MOLDE	SIGNATURE OF VOTER / FIRMA DEL VOTANTE	PRESENT RESIDENCE / DIRECCION
1	Kevin McCallister	<i>K McCallister</i>	200 Chickadee
2	Samuel Ramirez	<i>Samuel Ramirez</i>	7339 Garden St
3	Howard Lawson	<i>Howard Lawson</i>	8552 Todd Ct.
4	Lydia Deetz	<i>Lydia Deetz</i>	13608 Hollowbrook
5			
6			
7			
8			
9			
10			

**Riverside County Registrar of Voters**  
**Ballot Request**  
Name of Election \_\_\_\_\_  
Date of Election \_\_\_\_\_

VOTE CENTER # \_\_\_\_\_  
OFFICIAL USE ONLY

VOTER COMPLETES THIS SECTION – PLEASE PRINT CLEARLY

Name Lydia Deetz

Residence Address 13608 Hollowbrook Way

City Eastvale ZIP Code 92880

Date of Birth 3/30/1988

Check  REGISTERED VOTER OF RIVERSIDE COUNTY  NEW REGISTRANT

I hereby declare under penalty of perjury, under the laws of the State of California that I have not nor will I vote by any other means for this election and that the information provided above is true and correct.

*Lydia Deetz* Current Date  
Signature of Voter Date

BOOK # \_\_\_\_\_ LINE # \_\_\_\_\_  
B.T. \_\_\_\_\_ PARTY \_\_\_\_\_  
V.P. \_\_\_\_\_  
APP# 112- \_\_\_\_\_  
AFF \_\_\_\_\_

**COMMENTS**

Ballot:  Re-Issue  
 CVR Provisional  
 VBM Re-Issue  
 AVU Ballot  
 BOD Ballot

**15** 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 code. **This Pin is the “Voting Precinct” number on the printed label, located on the back of the CVR Provisional Envelope.** After entering the voting precinct number, remember to enter the “Party Code” corresponding to the voter’s party preference or crossover choice if they are a No Party Preference/Non-Partisan Voter. 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.

**WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave**

Este sobre contiene una boleta votada la cual sólo puede ser usada por los funcionarios electorales en la Oficina de Elecciones Central.

I declare: (1) I am at least 18 years of age, (2) I am a citizen of the United States, (3) I reside at the address listed below, (4) I am a registered voter in Riverside County, (5) I have not voted previously in this election either by Vote-by-Mail ballot or at any other polling place.

No declaro que: (1) Tengo por lo menos 18 años de edad, (2) Soy ciudadano de los Estados Unidos, (3) Resido en la dirección indicada abajo, (4) Soy un votante registrado en el Condado de Riverside, (5) No he votado anteriormente en esta elección ni con una boleta de votación por correo ni en alguna otra casilla electoral.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.

Lydia Deetz Current  
3/30/1988 Wildomar, California 7994967  
13608 Hollowbrook Way Eastvale, CA 92880

PRECINCT: Ballot Type: Party: AVU

**COUNTY OF RIVERSIDE / CONDADO DE RIVERSIDE**  
**CVR PROVISIONAL BALLOT ENVELOPE / SOBRE PARA BOLETA PROVISIONAL DE ICV**

NUM. DE REFERENCIA # 2194

**REMOVE THIS STUB / SEPARA ESTE TALÓN**

If you would like to know whether your Conditional Voter Registration Provisional Ballot was counted, please visit our website at [www.voteinfo.net](http://www.voteinfo.net) or call our office at 951-940-7200 or TTY 951-940-6860 during regular business hours at least 30 days after the election and provide the REFERENCE # on this stub.

Si desea saber si su boleta de inscripción Condicional de Votante provisional se contó, por favor visite nuestra página web en [www.voteinfo.net](http://www.voteinfo.net) o llame a nuestro oficina al 951-940-7200 o TTY 951-940-6860 durante las horas regulares de negocio y proporcione el número de referencia de esta boleta.

REASON FOR USING CVR PROVISIONAL ENVELOPE:  
 CVR Provisional Voter (Count Order)  
 Absent  
 Absent/Anxious V.P.  
 Invalid Precinct

ELECTIONS OFFICIAL  
NOTES: LYDIA DEETZ 13608 Hollowbrook Way Eastvale, CA 92880 Eastvale City Hall  
BAL TYPE 1 Language: English Party: NPP Election date: 03/05/2024 Printed: 03/02/2024  
VOT PCT 224032

**Ballot Activation**

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

**16** 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 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.

**WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Gravo**

This envelope contains a voted ballot and is to be opened only by election officials at Election Headquarters.  
Este sobre contiene una boleta votada la cual sólo puede ser abierta por los funcionarios electorales en la Oficina de Elecciones Central.

I declare: (1) I am at least 18 years of age, (2) I am a citizen of the United States, (3) I reside at the address listed below, (4) I am a registered voter in Riverside County, (5) I have not voted previously in this election either by Vote-by-Mail ballot or at any other polling place.  
Yo declaro que: (1) Tengo por lo menos 18 años de edad, (2) Soy ciudadano de los Estados Unidos, (3) Resido en la dirección indicada abajo, (4) Soy un votante inscrito en el Condado de Riverside, (5) No he votado anteriormente en esta elección ni con una boleta de Votación por Correo ni en alguna otra casilla electoral.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.  
Yo declaro bajo pena de perjurio que las declaraciones de la presente son verdaderas y correctas según mi mejor conocimiento y entendimiento.

Printed Name / Nombre en Letra de Molde: Lydia Deetz  
Signature / Firma: Lydia Deetz  
Current Date / Fecha: T7984967

Birth Date / Fecha de Nacimiento: 3/30/1988  
Birth Place (City and State) / Lugar de Nacimiento (Ciudad y Estado): Wildomar, California

Current Residence Address / Domicilio Actual: 13608 Hollowbrook Way, Eastvale, CA  
City / Ciudad: Eastvale, State / Estado: CA, ZIP Code / Código Postal: 92880

Previous Residence Address / Domicilio Anterior: Precinct: 2194  
Ballot Type: Reference #: Party: NP

Official Ballot / Boleta Oficial: Name of Election / Nombre de la Elección, Riverside County / Condado de Riverside, Date of Election / Fecha de la Elección

Instructions to Voters: To vote, completely fill in the oval to the left of your choice, like the example to the left. To vote for a qualified write-in candidate, write the person's name in the write-in space and fill in the oval. Use a black ink pen or marker to mark your ballot. DO NOT USE RED INK.  
Instrucciones a los Votantes: Para votar, completamente rellene el óvalo a la izquierda de su deseo, como el ejemplo a la izquierda. Para votar por un candidato calificado por escrito, escriba el nombre de la persona en el espacio por escrito y rellene el óvalo. Use un bolígrafo o marcador negro para marcar su boleta. NO USE TINTA ROJA.

MINISTERS / OFICIALES DE LOS VOTANTES	NONPARTISAN OFFICES / CARGOS NO PARTIDARIOS	DISTRICT / DISTRITO
ES REPRESENTATIVE / REPRESENTANTE DE LOS ESTADOS UNIDOS	CITY / CIUDAD	RECREATION AND PARK DISTRICT / DISTRITO DE RECREACIÓN Y PARQUES DEL

**17** 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.

**WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Gravo**

This envelope contains a voted ballot and is to be opened only by election officials at Election Headquarters.  
Este sobre contiene una boleta votada la cual sólo puede ser abierta por los funcionarios electorales en la Oficina de Elecciones Central.

I declare: (1) I am at least 18 years of age, (2) I am a citizen of the United States, (3) I reside at the address listed below, (4) I am a registered voter in Riverside County, (5) I have not voted previously in this election either by Vote-by-Mail ballot or at any other polling place.  
Yo declaro que: (1) Tengo por lo menos 18 años de edad, (2) Soy ciudadano de los Estados Unidos, (3) Resido en la dirección indicada abajo, (4) Soy un votante inscrito en el Condado de Riverside, (5) No he votado anteriormente en esta elección ni con una boleta de Votación por Correo ni en alguna otra casilla electoral.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.  
Yo declaro bajo pena de perjurio que las declaraciones de la presente son verdaderas y correctas según mi mejor conocimiento y entendimiento.

Printed Name / Nombre en Letra de Molde: Lydia Deetz  
Signature / Firma: Lydia Deetz  
Current Date / Fecha: T7984967

Birth Date / Fecha de Nacimiento: 3/30/1988  
Birth Place (City and State) / Lugar de Nacimiento (Ciudad y Estado): Wildomar, California

Current Residence Address / Domicilio Actual: 13608 Hollowbrook Way, Eastvale, CA  
City / Ciudad: Eastvale, State / Estado: CA, ZIP Code / Código Postal: 92880

Previous Residence Address / Domicilio Anterior: Precinct: 2194  
Ballot Type: Reference #: Party: NP

Official Ballot / Boleta Oficial: Name of Election / Nombre de la Elección, Riverside County / Condado de Riverside, Date of Election / Fecha de la Elección

Instructions to Voters: To vote, completely fill in the oval to the left of your choice, like the example to the left. To vote for a qualified write-in candidate, write the person's name in the write-in space and fill in the oval. Use a black ink pen or marker to mark your ballot. DO NOT USE RED INK.  
Instrucciones a los Votantes: Para votar, completamente rellene el óvalo a la izquierda de su deseo, como el ejemplo a la izquierda. Para votar por un candidato calificado por escrito, escriba el nombre de la persona en el espacio por escrito y rellene el óvalo. Use un bolígrafo o marcador negro para marcar su boleta. NO USE TINTA ROJA.

**REMOVE THIS STUB / SEPARE ESTE TALÓN**  
After your Conditional Voter Registration Provisional Ballot was counted, please visit our website at [www.votants.net](http://www.votants.net) or call our office at (951) 951-8969 during regular business hours at least 30 days after the election and provide the REFERENCE # on this stub.  
Tu boleta de Inscripción Condicional de Votantes provisional se contó, por favor visite nuestro sitio web en [www.votants.net](http://www.votants.net), o llame a nuestra oficina al (951) 951-8969 durante las horas regulares de negocio a partir de los 30 días después de la elección, y proporcione el NÚM. DE REFERENCIA # en esta boleta.

**18** Escort the CVR Provisional voter to the Vote-by-Mail Ballot Box to deposit their ballot. Offer the voter an “I Voted” sticker and thank them for voting.

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



# 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.

The form is titled "Riverside County Registrar of Voters Ballot Request". It contains the following information:  
Name: Lydia Deetz  
Residence Address: 13608 Hollinbrook Way  
City: Eastvale  
No P.O. Boxes  
ZIP: 92880  
Birth Date: 3/30/1988  
Signature: Lydia Deetz  
Date: Current Date  
Voter Status: REGISTERED VOTER OF RIVERSIDE COUNTY  
Comments: Re-Issue, CVR Provisional, VBM Re-Issue, U Ballot, BOD Ballot

**2** After checking the voter’s name and residential address and the voter is not registered or has a name change, process the voter as a CVR Provisional voter in the usual manner as a walk-in voter. Bring the voter a registration card, and an orange CVR envelope to complete. Make sure the voter has given you a valid residential address. The “Vote Center Processing” database will not be able to process a PO Box address. **If the voter has chosen “No Party” Preference on their voter registration card, ask them if they would like to receive a crossover ballot for the parties that allow crossover.**

The top part is a screenshot of the "California Voter Registration Application" for Lydia Deetz, showing her registration details and a warning label that reads: "WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave". Below the warning is a registration card for Lydia Deetz, dated 3/30/1988, with address 13608 Hollinbrook Way, Eastvale, CA 92880, and party preference "No Party".

**3** Check that all necessary information is filled out on the CVR Provisional Envelope and Voter Registration Application and matches the voter’s ballot request before accepting it and activating a ballot session. Retrieve the pen.

**4** On the processing screen of the laptop process the voter under the “Provisional Label” in the “Vote Center Processing” database.

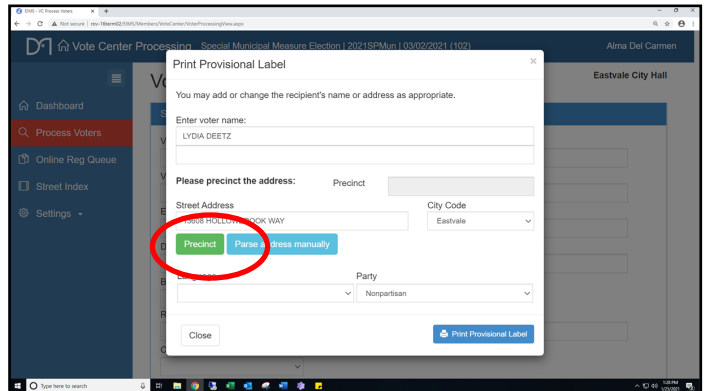
The screenshot shows the "Vote Center Processing" interface. The "Search Voters" section has a "Provisional Label" button circled in red. The search results show "No records returned, please modify your search criteria and search again."

# Processing Voters

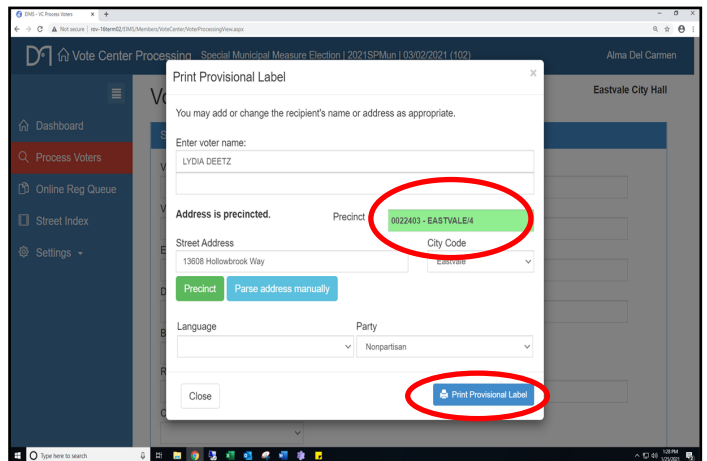
## Curbside Voters — Continued

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

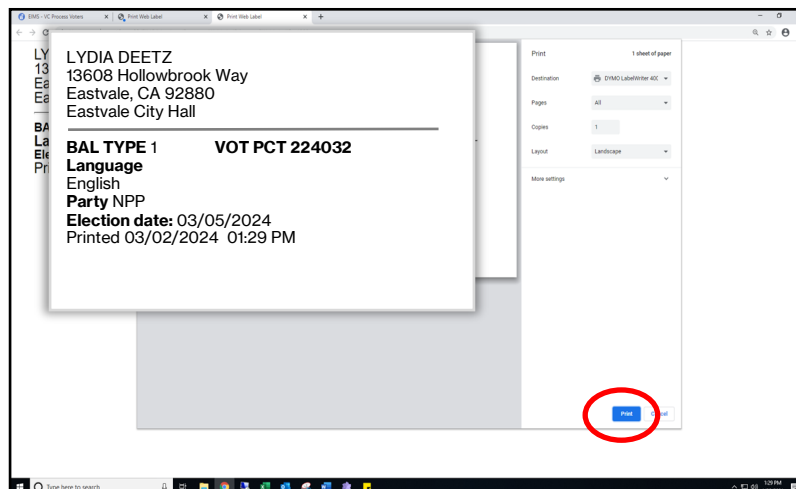
**5** Another screen will appear. From the “Ballot Request” form, enter the voter’s name, residential address, party and select the green “Precinct” button.



**6** A green precinct number and name of the city will appear. Select the blue “Print Provisional Label” button and the printer screen will appear twice.



**7** 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 and party. On the back of the CVR Provisional Envelope check the reason why the CVR Provisional Ballot is being issued.





# Processing Voters

## Curbside Voters — Continued

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

**8** 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.

**COUNTY OF RIVERSIDE / CONDADO DE RIVERSIDE**  
**CVR PROVISIONAL BALLOT ENVELOPE / SOBRE PARA BOLETA PROVISIONAL DE ICV**

REFERENCE # 218  
 NUM. DE REFERENCIA 218

REMOVE THIS STUB / SEPARAR ESTE TALÓN

REASON FOR USING CVR PROVISIONAL ENVELOPE:

- CVR Provisional Voter
- Extended Voting (Court Order)

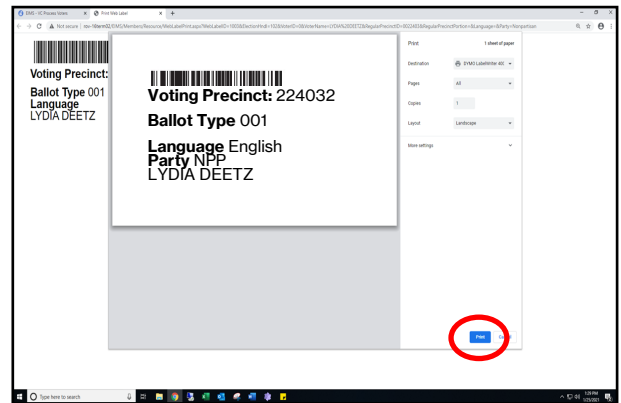
Qualified Political Parties for the March 5, 2024 Presidential Primary Election

- American Independent Party
- Democratic Party
- Green Party
- Libertarian Party
- Peace and Freedom
- Republican Party

NOTES:

LYDIA DEETZ  
 13608 Hollowbrook Way  
 Eastvale, CA 92880  
 Eastvale City Hall

BAL TYPE 1 VOT PCT 224032  
 Language Party NPP  
 Election date: 03/05/2024  
 Printed 03/02/2024 01:29 PM



**Riverside County Registrar of Voters**  
**Ballot Request**  
 Name of Election  
 Date of Election

VOTER COMPLETES THIS SECTION - PLEASE PRINT CLEARLY

Name: Lydia Deetz  
 Residence Address: 13608 Hollowbrook Way  
 City: Eastvale ZIP Code: 92880  
 Birth date: 3/30/1988

Check one:  
 REGISTERED VOTER OF RIVERSIDE COUNTY  NEW REGISTRANT

I hereby declare under penalty of perjury, under the laws of the State of California that I have not and will not vote for any other reason for this election and that the information provided above is true and correct.

Lydia Deetz Current Date  
 Signature of Voter Date

VOTE CENTER #44

OFFICIAL USE ONLY

BCOR Card # 3  
 RT # 3  
 V.P. # 224032  
 APP# 112  
 AFF

COMMENTS

Ballot  Re-Issue  
 CVR Provisional  
 VBM Re-Issue  
 AVU Ballot  
 BOD Ballot

Ballot Type 001  
 Language English  
 Party NPP  
 LYDIA DEETZ

**9** Assemble the following materials: 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.

**COUNTY OF RIVERSIDE / CONDADO DE RIVERSIDE**  
**CVR PROVISIONAL BALLOT ENVELOPE / SOBRE PARA BOLETA PROVISIONAL DE ICV**

REFERENCE # 218  
 NUM. DE REFERENCIA 218

REMOVE THIS STUB / SEPARAR ESTE TALÓN

REASON FOR USING CVR PROVISIONAL ENVELOPE:

- CVR Provisional Voter
- Extended Voting (Court Order)

Qualified Political Parties for the March 5, 2024 Presidential Primary Election

- American Independent Party
- Democratic Party
- Green Party
- Libertarian Party
- Peace and Freedom
- Republican Party

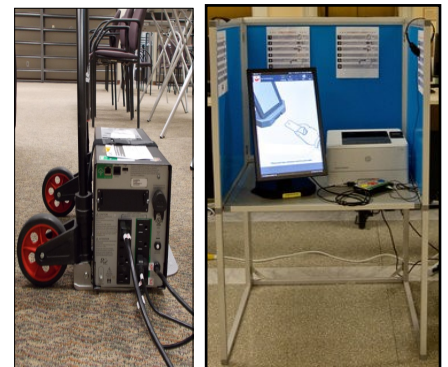
NOTES:

LYDIA DEETZ  
 13608 Hollowbrook Way  
 Eastvale, CA 92880  
 Eastvale City Hall

BAL TYPE 1 VOT PCT 224032  
 Language Party NPP  
 Election date: 03/05/2024  
 Printed 03/02/2024 01:29 PM



**10** 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.





# Processing Voters

## Curbside Voters — Continued

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

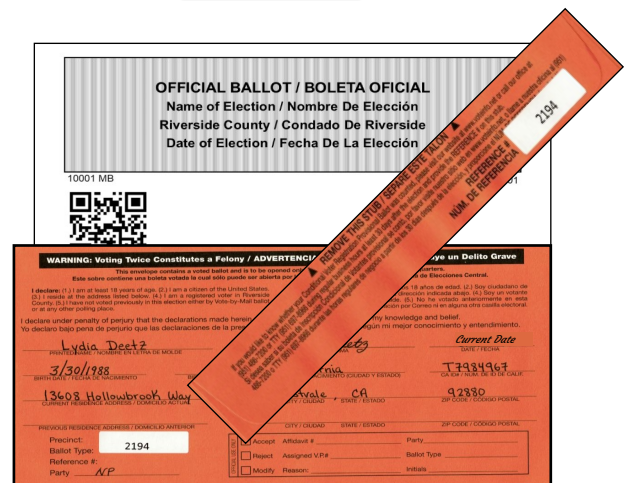
**11** Instruct the voter to sign and complete the next available line in the Curbside Voters Roster. Check the CVR box next to the voter's name in the Curbside Voters Roster.

CURBSIDE VOTERS ROSTER (E.C. § 14282)				
«Site»				
<p><b>WARNING:</b> It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18560 &amp; 14107).</p> <p><b>ADVERTENCIA:</b> Es un crimen que puede castigarse mediante encarcelamiento en la prisión del estado o en la cárcel del condado a cualquier persona que sin derecho para votar en una elección, fraudulentamente vota, fraudulentamente intenta votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intenta fingir que es un votante. (Código de Elecciones Sección 18560 &amp; 14107).</p>				
LINE NO.	CVR VOTER	Print Name/Nombre Letra de Molde	Signature/Firma	Office Use Only/Usó Oficial Solamente
C1	<input type="checkbox"/>	Maya Browes	<i>Maya Browes</i>	
C2	<input type="checkbox"/>	Morty Adams	<i>Morty Adams</i>	
C3	<input checked="" type="checkbox"/>	Lydia Deetz	<i>Lydia Deetz</i>	
C4	<input type="checkbox"/>			

**12** Use the Poll Worker Ballot Activation Card to activate a ballot session on the AVU based on the voter's precinct number and party code. Provide instructions on using the AVU. **REMAIN WITH THE VOTER UNTIL THE BALLOT HAS PRINTED.**



**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 offer an “I Voted” sticker. Thank the voter for voting.



# Processing Voters

## Curbside Voters — Continued

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

**16** Deposit the CVR Provisional envelope into the Vote-by-Mail Ballot Box and return the Curbside Voters Roster to the Lead Binder.



**CURBSIDE VOTERS ROSTER**  
(E.C. § 14282)

**WARNING:** It is a crime, punishable by imprisonment in the State Prison or in the County Jail, to vote fraudulently, to attempt to vote fraudulently, to vote more than once, to attempt to vote more than once, or to attempt to vote more than once.

**ADVERTENCIA:** Es un crimen que puede castigarse mediante encarcelamiento en la prisión del condado o en la prisión del estado, votar fraudulentamente, intentar votar fraudulentamente, votar más de una vez, intentar votar más de una vez, o intentar votar más de una vez.

LINE NO.	CVR VOTER	Print Name/Nombre Letra de Molde	Signature/ Firma
C1	<input type="checkbox"/>	Maya Browes	<i>[Signature]</i>
C2	<input type="checkbox"/>	Morty Adams	<i>[Signature]</i>
C3	<input checked="" type="checkbox"/>	Lydia Deetz	Lydia Deetz
C4	<input type="checkbox"/>		

**Lead Binder**



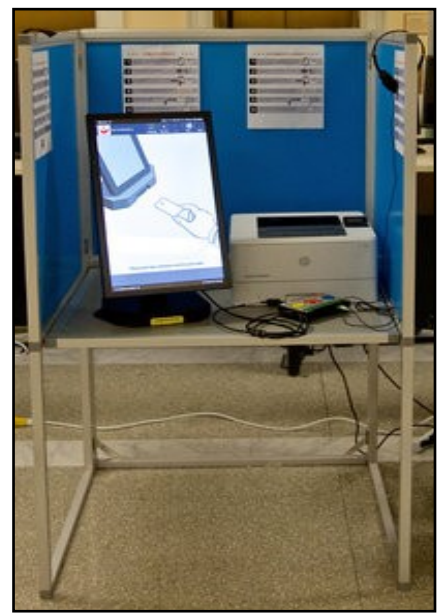
Date of Election  
Name of Election  
**«Site Number»**  
«Location»

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

www.voteinfo.net  
Election Officers and Polls Division  
(951) 486-7245 or (877) 863-9906  
FAX (951) 486-7320  
California Relay Service (Dial 711)



**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

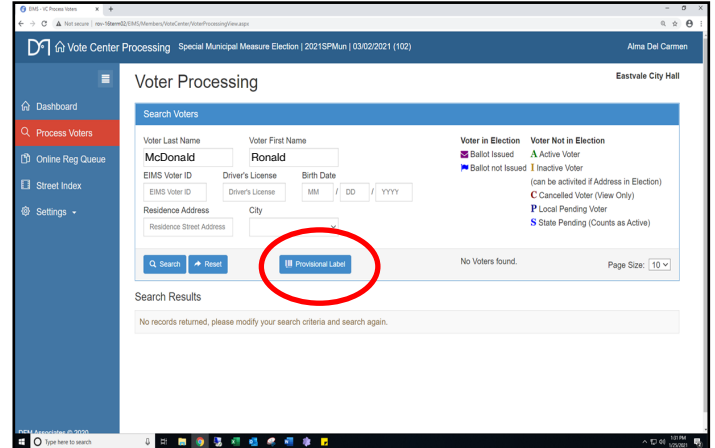
**1** An Election Officer will take a pen and a “Ballot Request” form out to the voter. Ask the voter if they are registered to vote and if they would like a paper ballot or the AVU. Voter has chosen a paper ballot.



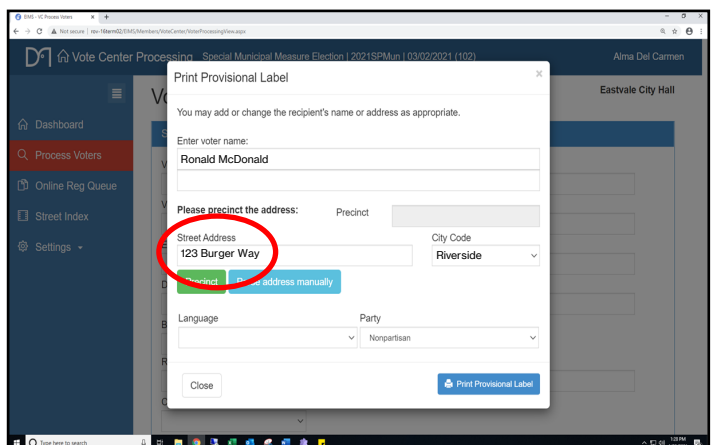
The image shows a "Ballot Request" form from the Riverside County Registrar of Voters. The form is titled "Riverside County Registrar of Voters Ballot Request" and includes fields for "Name of Election" and "Date of Election". The form is filled out with the following information: Name: Ronald McDonald, Residence Address: 123 Burger Way, City: Riverside, CA 92507, Date of Election: 11/18/63. The form also includes a "VOTE CENTER #" field, a "VOTER COMPLETES THIS SECTION - PLEASE PRINT CLEARLY" section, and a "SIGNATURE OF VOTER" field. A pen is shown writing on the form.

**2** After checking the voter’s name and residential address and the voter is not registered, or a name change, process the voter as a CVR Provisional voter in the usual manner as a walk-in voter. Bring the voter a registration card and an orange CVR envelope to complete. Make sure the voter has given you a valid residential address. The “Vote Center Processing” database will not be able to process a PO Box address. **If the voter has chosen “No Party” Preference on their voter registration card, ask the voter if they would like to receive a crossover ballot for the parties that allow crossover.**

**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, residential address and party, and select the green “Precinct” button. **If the voter is a “No Party” Preference/Non-Partisan voter, select their crossover choice in the party dropdown menu.**

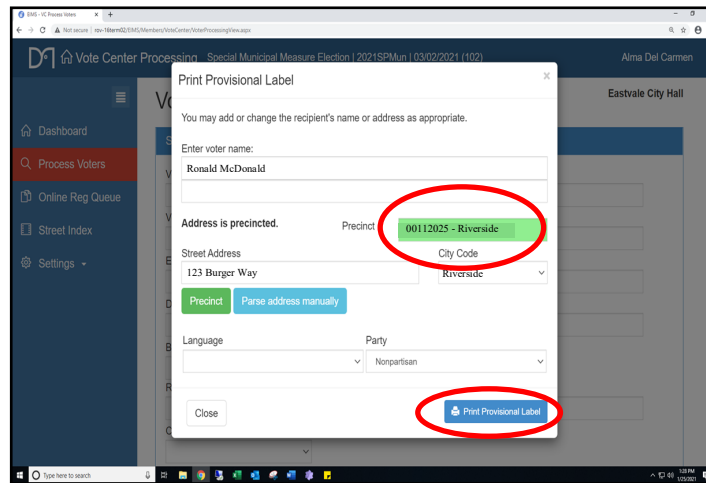


# Processing Voters

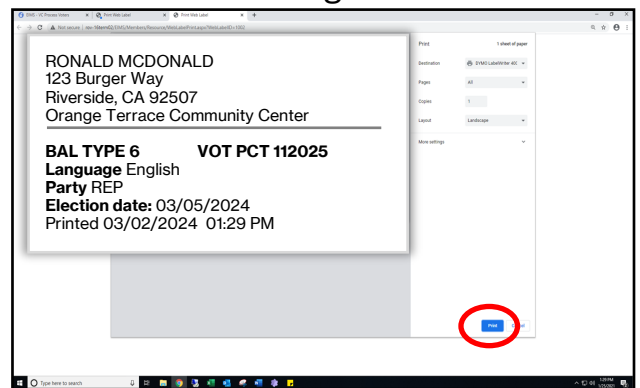
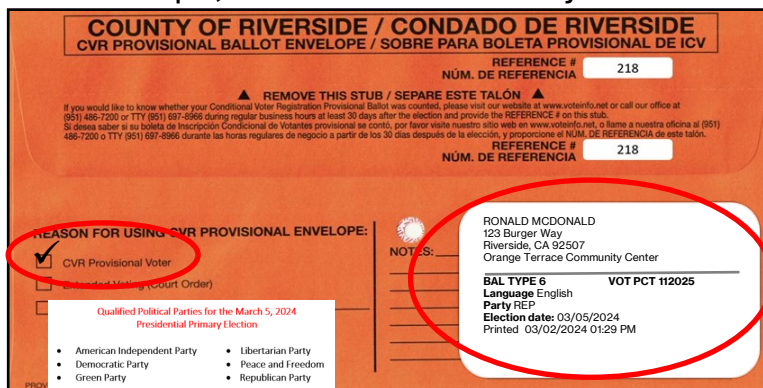
## Curbside Voters

### Paper Ballot for CVR Provisional Curbside Voters — Continued

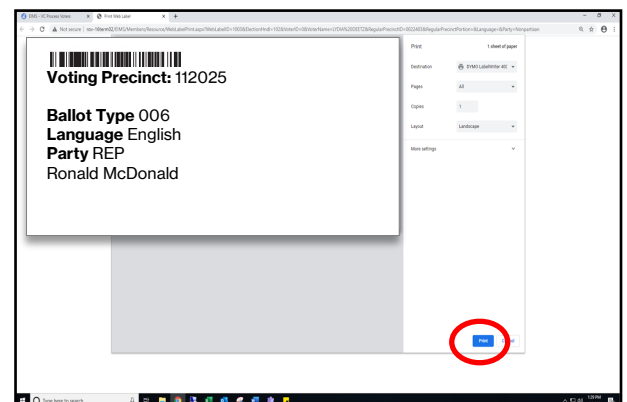
**5** A green precinct number and name of the city will appear. Select the blue “Print Provisional Label” button and the printer screen will appear twice.



**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 and party code. 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.



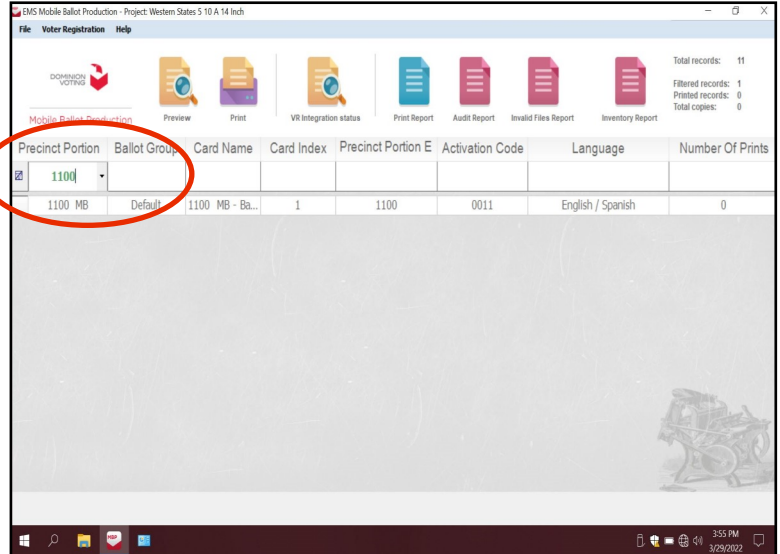


# Processing Voters

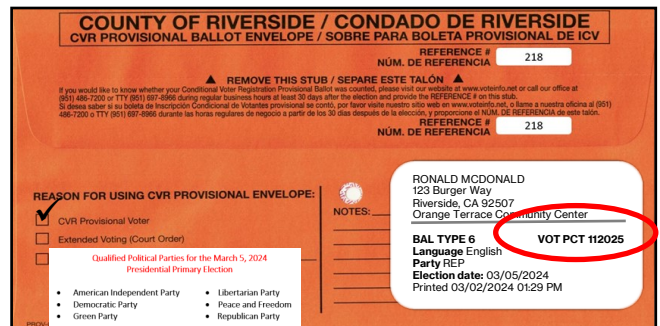
## Curbside Voters

### Paper Ballot for CVR Provisional Curbside Voters — Continued

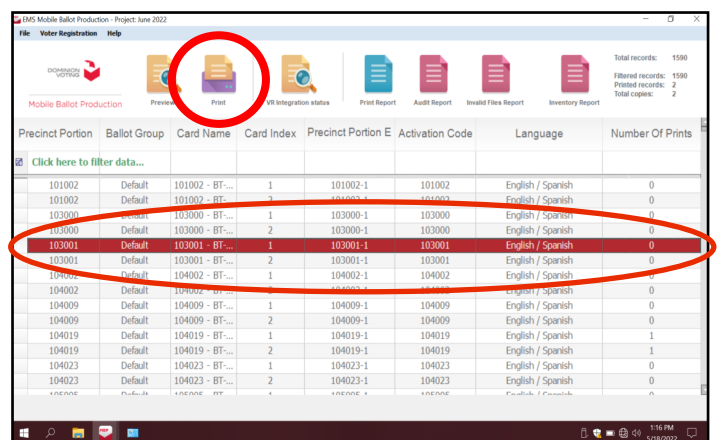
8 Take the CVR Envelope to the Ballot on Demand (BOD) Printer. On the BOD Printer the laptop screen should be ready to go. On the screen under “Precinct Portion” is a section that reads “Click here...” and shows in green colored numbers. Click on that section.



9 Enter the voter’s precinct number and party code corresponding to their party preference or crossover choice from the CVR Envelope.



10 The precinct number may appear once or twice depending on how many ballot cards there are for the election. Highlight the precinct number with the number 1 under the “Card Index” column on the screen. Select the “Print” icon and another window will appear.



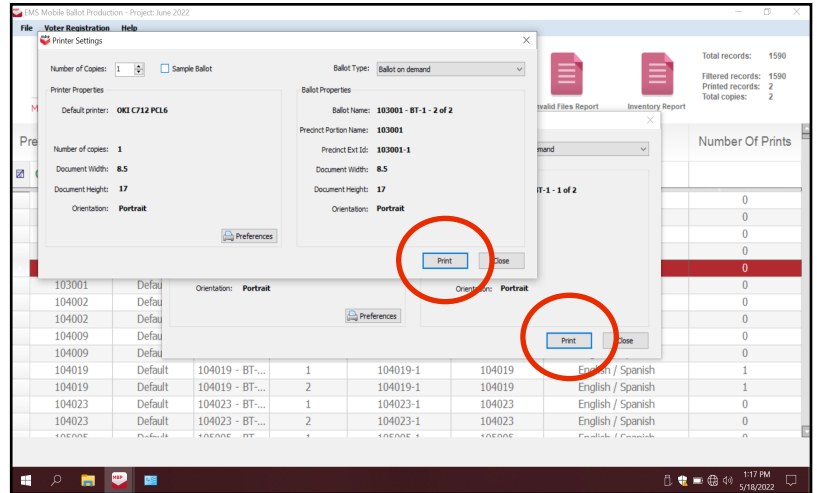
**DO NOT** double click on the highlighted screen. It will generate a PDF ballot and the “Inventory Report” at the end of the day doesn’t show the correct number of ballots printed on the BOD.

# Processing Voters

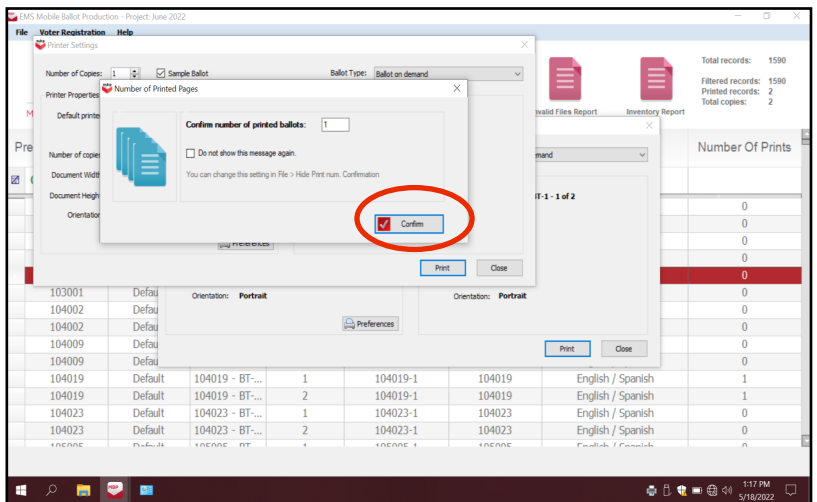
## Curbside Voters — Continued

### Paper Ballot for CVR Provisional Curbside Voters — Continued

**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 may appear once or twice depending on how many ballot cards there are for this election. Select the “Print” button.



**12** The “Number of Printed Pages” screen will appear several times to confirm the number of printed ballots. Select the “Confirm” button.



**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.

**BALLOT SECRECY SLEEVE  
PAPER BALLOT VOTING INSTRUCTIONS  
(HAVA Section 301)**

**MARKING YOUR BALLOT...**  
Please follow instructions carefully when marking your ballot.

**USE A BLACK INK PEN OR MARKER TO MARK YOUR BALLOT. DO NOT USE RED INK.**

- To vote completely fill in the oval to the right of your choice. In the examples, the correct way to fill in the oval is shown.
- If you wish to abstain or change your vote at a location, **DO NOT** write to mark them from your spotted ballot to a good voter for another ballot.

**EXAMPLES:**

- Candidates**
  - Do not vote for more candidates than the number allowed for each office. If the contest includes "write in" candidates, you may only vote for one candidate. If you vote for more than the number allowed, your vote will not count.
- Write-in**
  - To vote for a qualified write-in candidate, write in the person's name in the write-in space and fill in the oval.
- Measure**
  - Vote YES or NO. If you mark both, your vote will not count.

**YOU HAVE THE FOLLOWING RIGHTS:**

- The right to vote if you are a registered voter.** You are eligible to vote if you are:
  - at least 18 years old
  - registered in your county, and
  - not currently in the military or on parole for the conviction of a felony.
- The right to get election materials in a language you can understand.** If you are unable to read English, you may request materials in Spanish, Chinese, Vietnamese, or Vietnamese.
- The right to ask questions to election officials about election procedures** and when the election officials determine that you are eligible to vote.
- The right to vote if you are a registered voter even if your name is not on the list.** You will vote using a provisional ballot if your name is not on the list.
- The right to cast a secret ballot** without anyone observing you or how you vote.
- The right to get a new ballot if you have made a mistake.** A provisional ballot cannot be changed. You can ask an election official at a polling place for a new ballot.

**VOTER BILL OF RIGHTS**

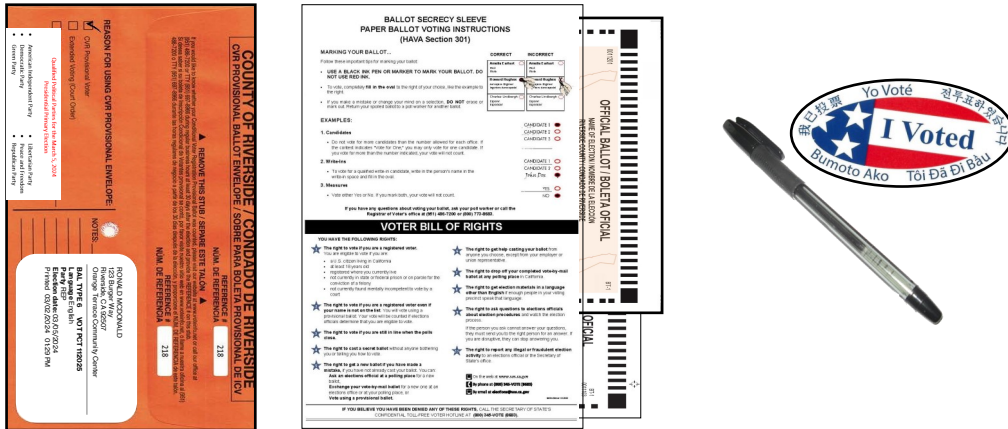
**IF YOU BELIEVE YOU HAVE BEEN DENIED ANY OF THESE RIGHTS, CALL THE SECRETARY OF STATE'S CONFIDENTIAL, TOLL-FREE VOTER HOTLINE AT (800) 364-VOTE (6862).**

# Processing Voters

## Curbside Voters — Continued

### Paper Ballot for CVR Provisional Curbside Voters — Continued

**14** Assemble the following materials: 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 front of the CVR Provisional Envelope.

**WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave**

This envelope contains a voted ballot and is to be opened only by election officials at Election Headquarters.  
Este sobre contiene una boleta votada la cual solo puede ser abierta por los funcionarios electorales en la Oficina de Elecciones Central.

I declare: (1) I am at least 18 years of age, (2) I am a citizen of the United States, (3) I reside at the address listed below, (4) I am a registered voter in Riverside County, (5) I have not voted previously in this election either by Vote-by-Mail ballot or at any other polling place.  
Yo declaro que: (1) Tengo por lo menos de 18 años de edad, (2) Soy ciudadano de los Estados Unidos, (3) Resido en la dirección indicada abajo, (4) Soy un votante inscrito en el Condado de Riverside, (5) No he votado anteriormente en esta elección ni con una boleta de votación por correo ni en alguna otra casilla electoral.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.  
Yo declaro bajo pena de perjurio que las declaraciones de la presente son verdaderas y correctas según mi mejor conocimiento y entendimiento.

**Ronald Mc Donald**  
PRINTED NAME / FIRMA EN LETRA DE MOLDE

**11/18/63**  
BIRTH DATE / FECHA DE NACIMIENTO

**LA-California**  
BIRTH PLACE (CITY AND STATE) / LUGAR DE NACIMIENTO (CIUDAD Y ESTADO)

**123 Burger Way**  
CURRENT RESIDENCE ADDRESS / DOMICILIO ACTUAL

**Riverside, CA**  
CITY / CIUDAD STATE / ESTADO

**92507**  
ZIP CODE / CÓDIGO POSTAL

PREVIOUS RESIDENCE ADDRESS / DOMICILIO ANTERIOR

Precinct: **218**

Ballot Type:  Accept Affidavit # \_\_\_\_\_ Party \_\_\_\_\_  
 Reject Assigned V.P.# \_\_\_\_\_ Ballot Type \_\_\_\_\_  
 Modify Reason: \_\_\_\_\_ Initials \_\_\_\_\_

**16** Check that all necessary information is filled out on the CVR Provisional envelope before giving the voter the ballot(s).

**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.

**CURBSIDE VOTERS ROSTER**  
(E.C. § 14282)

«Site»

**WARNING:** It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18560 & 18107).  
**ADVERTENCIA:** Es un crimen que puede castigarse mediante encarcelamiento en la prisión del estado o en la cárcel del condado a cualquier persona que sin derecho para votar en una elección, fraudulentamente vota, fraudulentamente intenta votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intenta fingir que es un votante (Código de Elecciones Sección 18560 & 18107).

LINE NO.	CVR VOTER	Print Name/Nombre Letra de Molde	Signature/Firma	Office Use Only/Usó Oficialmente
C 1	<input type="checkbox"/>	Maya Browes	<i>Maya Browes</i>	
C 2	<input type="checkbox"/>	Marty Ad-	<i>Marty Ad-</i>	
C 3	<input checked="" type="checkbox"/>	Lydia Deetz	<i>Lydia Deetz</i>	
C 4	<input checked="" type="checkbox"/>	Ronald McDon-	<i>Ronald McDon-</i>	
C 5	<input type="checkbox"/>			
C 6	<input type="checkbox"/>			
C 7	<input type="checkbox"/>			
C 8	<input type="checkbox"/>			
C 9	<input type="checkbox"/>			
C 10	<input type="checkbox"/>			

0021-13

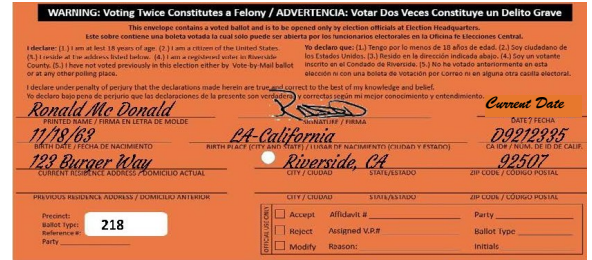
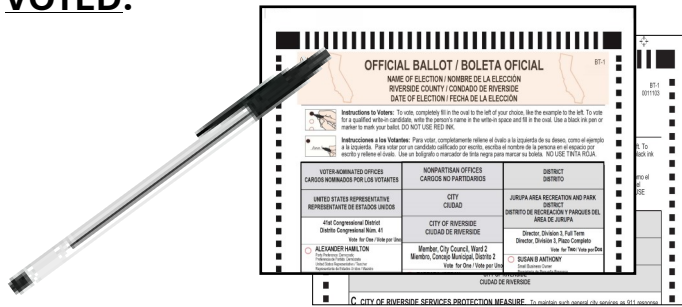


# Processing Voters

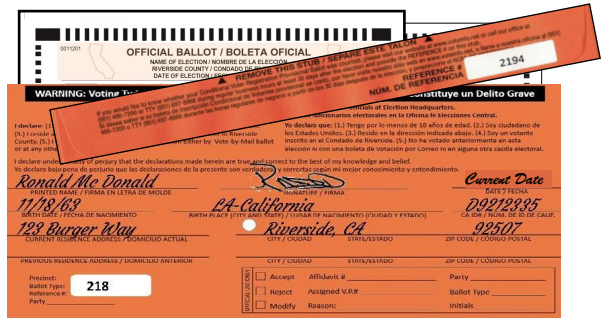
## Curbside Voters — Continued

### Paper Ballot for CVR Provisional Curbside Voters — Continued

**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.



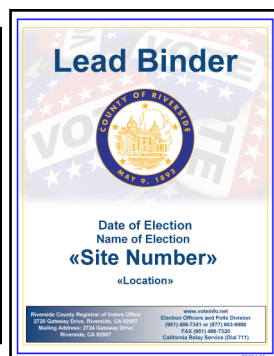
**20** Have the voter return the pen, Secrecy Sleeve, and CVR Envelope to you.

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



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

LINE NO.	CVR VOTER	Print Name/Nombre Letra de Mande	Signature/Firma	Office Use Only/Oficio Solamente
C1	<input type="checkbox"/>	Maya Beaves		
C2	<input type="checkbox"/>	Marty Adams		
C3	<input checked="" type="checkbox"/>	Lydia Deetz		
C4	<input checked="" type="checkbox"/>	Ronald McDonald		
C5	<input type="checkbox"/>			
C6	<input type="checkbox"/>			
C7	<input type="checkbox"/>			
C8	<input type="checkbox"/>			
C9	<input type="checkbox"/>			
C10	<input type="checkbox"/>			







**This page intentionally left blank.**

# 7. VOTERS REQUIRING ASSISTANCE



## RIVERSIDE COUNTY PRESIDENTIAL PRIMARY ELECTION MARCH 5, 2024

County of Riverside Registrar Voters Office

Art Tinoco, Registrar of Voters

2720 Gateway Drive, Riverside, CA 92507

Mailing Address: 2724 Gateway Drive,

Riverside, CA 92507

[www.voteinfo.net](http://www.voteinfo.net)

Election Officers and Polls Division

(951) 486-7341 or (877) 663-9906

FAX (951) 486-7320

California Relay Service (Dial 711)

# 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.<sup>[1]</sup>

## 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.

[1] Disability Sensitivity at the Polls, CA SOS, <https://elections.cdn.sos.ca.gov/voters-with-disabilities/disability-sensitivity.pdf>



# 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. Should you require additional assistance, call the Registrar of Voters office at (951) 486-7341.**

# 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](http://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.



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

Curbside Doorbell with Sign and Receiver



# Voters Requiring Assistance

## American Sign Language Interpretation Services

Should a voter require an ASL interpreter, the ROV is able to provide this service to them. **Refer to the What's New Addendum for more details.**

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# 8. ADDITIONAL INFORMATION



## **RIVERSIDE COUNTY**

### **PRESIDENTIAL PRIMARY ELECTION**

### **MARCH 5, 2024**

**County of Riverside Registrar Voters Office**

**Art Tinoco, Registrar of Voters**

**2720 Gateway Drive, Riverside, CA 92507**

**Mailing Address: 2724 Gateway Drive,**

**Riverside, CA 92507**

**[www.voteinfo.net](http://www.voteinfo.net)**

**Election Officers and Polls Division**

**(951) 486-7341 or (877) 663-9906**

**FAX (951) 486-7320**

**California Relay Service (Dial 711)**

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# 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.**

# 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.

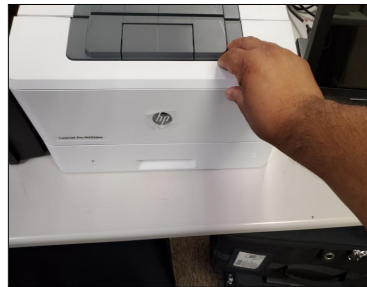


**2** Press the toner storage compartment release button which is located on the right hand side of the printer. This will release the toner storage compartment.



**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.

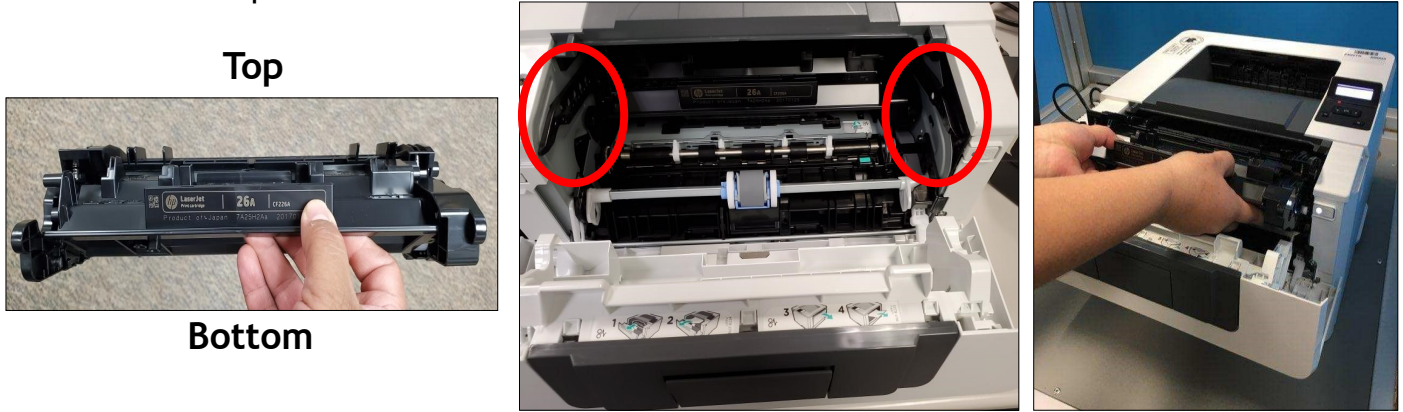




# Additional Information

## 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.

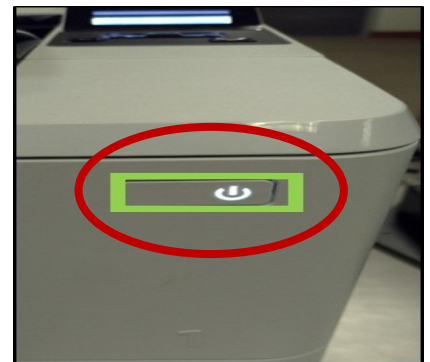


**8** Lift the toner storage compartment and push it until it locks closed.



**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

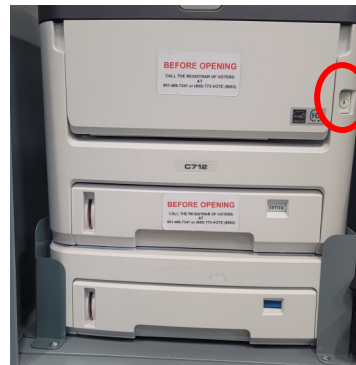
## Changing the Paper and Cartridge on the Ballot on Demand Printer

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”.

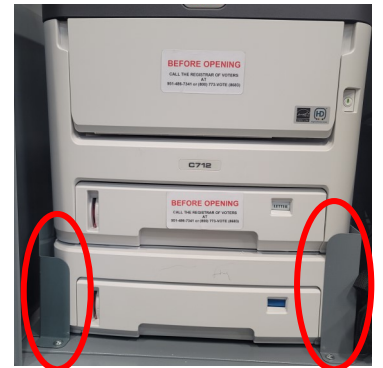
**1** The printer screen has made you aware of what needs to be added or changed. To gain access to the printer you will need to break the “F” seal on the front door of the BOD Cart. Open the front door of the cart to gain access to the printer.



**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.



# 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 **February 20, 2024**. 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.

## 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, and placed in the lead bag. Another Ballot Request 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 the vote center is open.

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# 9. CLOSING THE VOTE CENTER EACH DAY



## **RIVERSIDE COUNTY**

### **PRESIDENTIAL PRIMARY ELECTION**

### **MARCH 5, 2024**

**County of Riverside Registrar Voters Office**

**Art Tinoco, Registrar of Voters**

**2720 Gateway Drive, Riverside, CA 92507**

**Mailing Address: 2724 Gateway Drive,**

**Riverside, CA 92507**

**[www.voteinfo.net](http://www.voteinfo.net)**

**Election Officers and Polls Division**

**(951) 486-7341 or (877) 663-9906**

**FAX (951) 486-7320**

**California Relay Service (Dial 711)**

# 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.

The diagram illustrates the audit process for Step 1. On the left, there is a stack of 'SIGN-IN ROSTER PAGE' forms. In the middle, there is a 'CURBSIDE VOTERS ROSTER' form with handwritten signatures for 'Maggie Brown', 'Morty Adams', 'Lydia Deetz', and 'Ronald McDonald'. On the right, there is a 'Riverside County Registrar of Voters Ballot Request' form for 'Rosemary Adame' at '34367 Turquoise Murrieta, CA 92563'. The ballot request form includes fields for Name, Residence Address, City, ZIP Code, Birth date, and Signature. A plus sign is placed between the rosters, and an equals sign is placed between the ballot request form and the number 7.

**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.

The diagram illustrates the audit process for Step 2. On the left, there is a stack of 'Conditional Voter Registration Provisional Voters Roster' forms. On the right, there is a 'Riverside County Registrar of Voters Ballot Request' form for 'Lydia Deetz' at '13608 Hollowbrook Way Eastvale, CA 92880'. An equals sign is placed between the rosters, and another equals sign is placed between the ballot request form and the number 4.

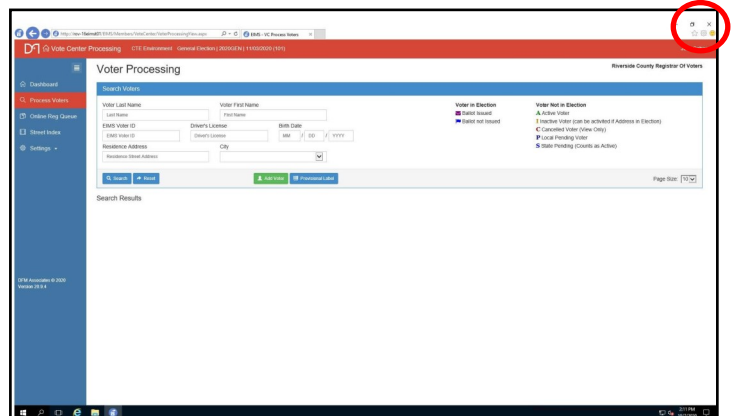
**3** On the “Ballot Request Data Entry Route Slip” from each processing laptop workstation, write the total amount of regular “Ballot Request” forms issued, CVR Provisional “Ballot Request” forms issued, and add together to obtain a combined sum on this slip. If totals do not match, match the names 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 VBM Re-Issue Ballots, 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.

The diagram illustrates the final audit process for Step 3. On the left, there is a 'BALLOT REQUEST BAG' with instructions: 'PLACE IN THE LEAD BLACK TRANSPORT BAG'. In the middle, there is a stack of 'Conditional Voter Registration Provisional Voters Roster' forms. On the right, there are two 'RIVERSIDE COUNTY REGISTRAR OF VOTERS BALLOT REQUEST DATA ENTRY ROUTE SLIP' forms. The first route slip is for '44 Registrar of Voters' and the second is for '44 Registrar of Voters'. An equals sign is placed between the rosters and route slips, and another equals sign is placed between the route slips and the number 11.

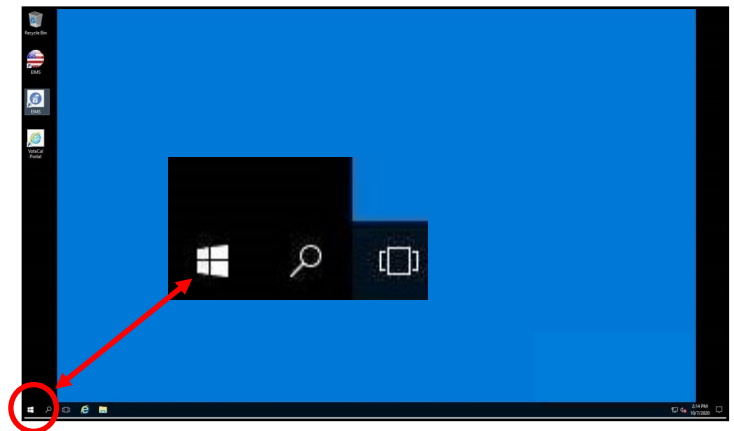
# Closing the Vote Center Each Day

## End of Each Day Audit Process — Continued

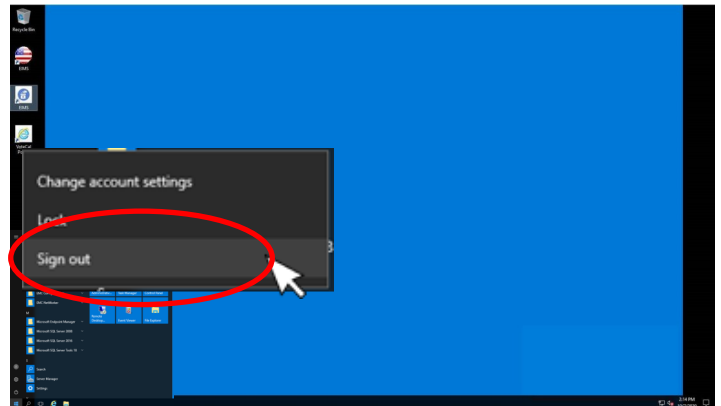
**4** After everything has been counted, return to each of the laptop screens, where you processed your last voter of the day and select the “X” box located on the upper right hand side of the processing screen.



**5** On the next screen on the bottom left side, select the “Windows” start button to close down.



**6** Once you selected the start button another window will appear. Select the “User” button and then select the “Sign out” button.



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



# 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. Select the “Power” button on the bottom right side of the screen and then select 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.





# 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 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.

**BALLOT STATEMENT**  
DATE: 1st Day VCR: \_\_\_\_\_  
REGULAR PAPER BALLOTS

**BALLOT STATEMENT**  
DATE: 1st Day VCR: \_\_\_\_\_  
REGULAR PAPER BALLOTS

**BALLOT STATEMENT**  
DATE: 1st Day VCR: \_\_\_\_\_  
REGULAR PAPER BALLOTS

**BALLOT STATEMENT**  
DATE: 1st Day VCR: \_\_\_\_\_  
REGULAR PAPER BALLOTS

The Number of Unscanned Voted Paper Ballots (Place in Unscanned Brown Voted Ballot Carton with orange copy) **A** +

The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballot Carton with pink copy) **B** +

Total **C** +

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 Determination Ballots.) **D**

**CVR PROVISIONAL BALLOTS**

The Number of Valid Orange CVR Ballot Envelopes (Place the envelopes in the plastic bag and into the Red Transport Bag with orange copy) **E**

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**

**ROSTER SIGNATURES**

Total Number of Voter Signatures (Check regular, 1, 2, 3, 4 & 6 CVR's, 5, 4 & 5 Signers & Curbside Voter History) **G**

**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 envelope attachments into the Red Transport Bag or the Brown (curbside) VBM Ballot Box, if needed with orange copy) **H**

**\*2023-15\***  
Date of Current Election Name of Current Election

**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.

**BALLOT ON DEMAND UNIT SECURITY LOG**  
This Election Officer must complete this form when inspecting the Ballot on Demand Unit security seals once at set-up and then three each day the Vote Center is open. See the instructions sheet for seal location on the set-up page.

**BALLOT SCANNER SECURITY LOG**  
This Election Officer must complete this form when inspecting the Ballot Scanner security seals once at set-up and then three each day the Vote Center is open. See the instructions sheet for seal location on the set-up page.

**ACCESSIBLE VOTING UNIT SECURITY LOG**  
This Election Officer must complete this form when inspecting the Accessible Voting Unit security seals once at set-up and then three each day the Vote Center is open. See the instructions sheet for seal location on the set-up page.

**AVU Instruction Sheet**  
If you are not sure how to use the AVU, please refer to this instruction sheet.

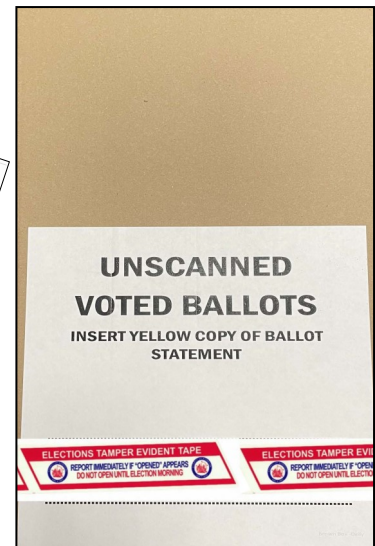
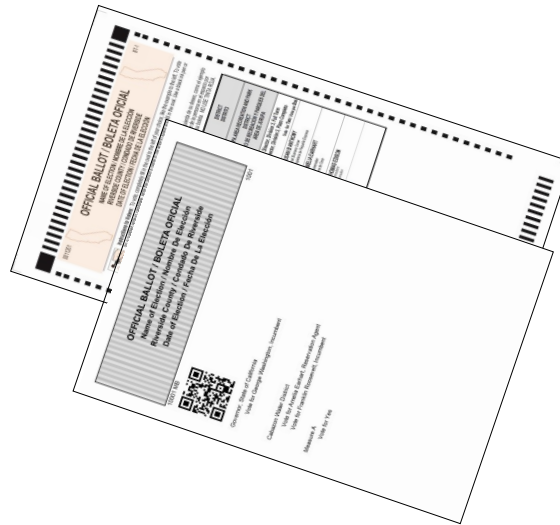


# Closing the Vote Center Each Day

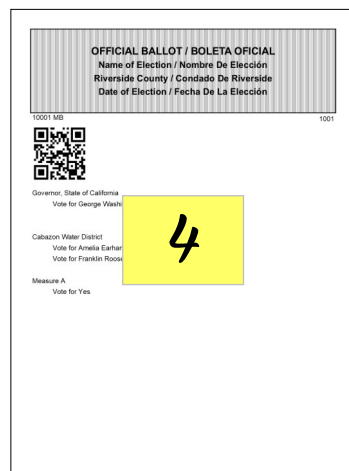
## Closing Steps Each Day — Continued

**5** Place the second or third card unscanned ballot into the Unscanned Voted Ballots Carton (do not count). Remove the post-it notes and place the Unscanned AVU (ICX) Ballots and the “A” card 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.**

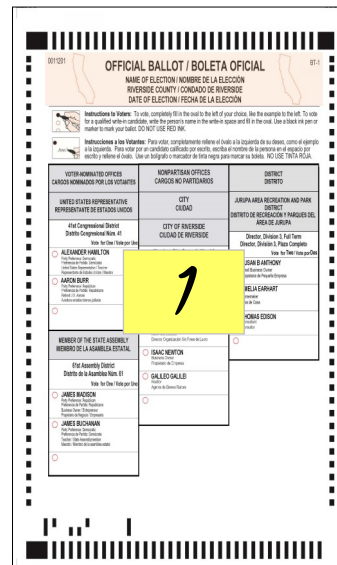
BALLOT STATEMENT	
DATE: 1st Day	VCE: 44
<b>REGULAR PAPER BALLOTS</b>	
The Number of Unscanned Voted Paper Ballots (Place in Unscanned Brown Voted Ballots Carton with yellow copy)	A 2
The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballots Carton with pink copy)	B 5
Total	C 7
<b>CVR PROVISIONAL BALLOTS</b>	
The Number of Voted Orange CVR Ballot Envelopes (Place the envelopes in the plastic bag and into the Red Transport Bag with orange copy)	D 4
The Number of Spoiled CVR Provisional Ballot Envelopes (Place envelopes with black ink in plastic bag and into the Red Transport Bag with orange copy)	F 1
<b>ROSTER SIGNATURES</b>	
Total Number of Voter Signatures (Count Lines 1, 2, 3, 4 & 5 Voters & Curable Voters Only)	G 11
<b>VOICE BY MAIL BALLOTS</b>	
The Number of Dropped Off Voice-by-Mail Ballots (Place the envelopes in the plastic bag. Place plastic bag and any envelope envelopes into the Red Transport Bag or the Brown cardboard VBM Ballot Box. If needed with orange copy)	H 25
<small>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.</small>	



**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 “A” card BOD paper Ballots on section “B” of the Ballot Statement. When there are more than one card ballot, only count the “A” card. **You must keep the Unscanned and Scanned Ballots separated.**



AVU Ballots



“A” Card BOD Paper Ballots

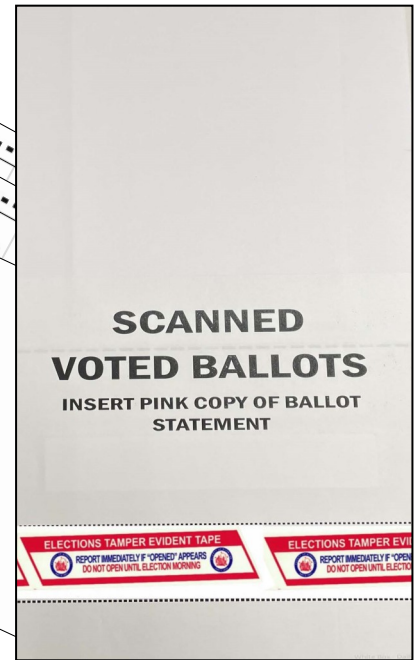
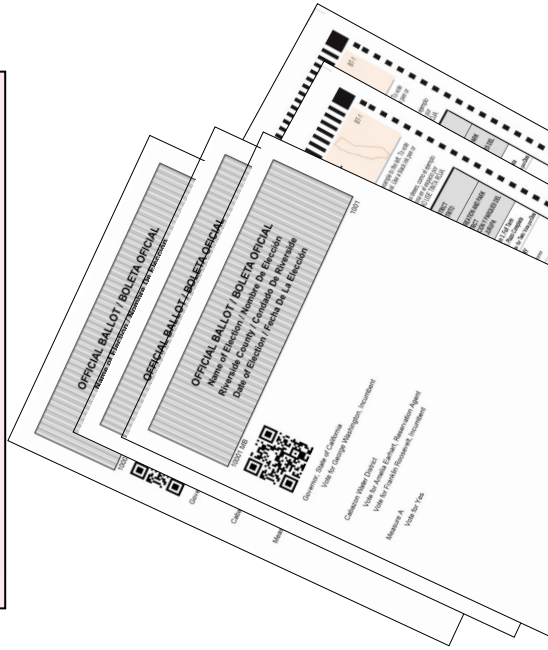


# Closing the Vote Center Each Day

## Closing Steps Each Day — Continued

**7** Place the second or third card ballot into the Scanned Voter Ballots Carton (do not count). Remove the post-it notes and place the Scanned AVU (ICX) Ballots and the “A” card 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: 1st Day	VIC#: 44
REGULAR PAPER BALLOTS	
The Number of Unscanned Voted Paper Ballots (Place in Unscanned Brown Voted Ballot Carton with yellow copy)	A + 2
The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballot Carton with pink copy)	B + 5
<b>Total</b>	<b>C = 7</b>
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 black ink in plastic bag and into the Red Transport Bag with orange copy)	F 1
ROSTER SIGNATURES	
Total Number of Voter Signatures (Check Envelopes 1, 2, 3, 4 & 5 CVR 1, 2, 3, 4 & 5 Rosters & Curbside Voters Rosters)	G 11
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
<small>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.</small>	
<small>Date of Current Election Name of Current Election</small>	



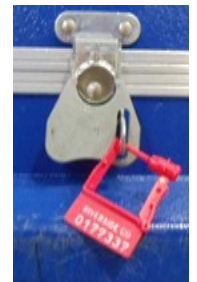
**8** Break the seals on the black Vote-by-Mail (VBM) Ballot Box(s) and the blue Ballot Box for any overflow Vote-by-Mail (VBM) Ballots and CVR Provisional Envelope Ballots.



VBM Ballot Box



Blue Ballot Box

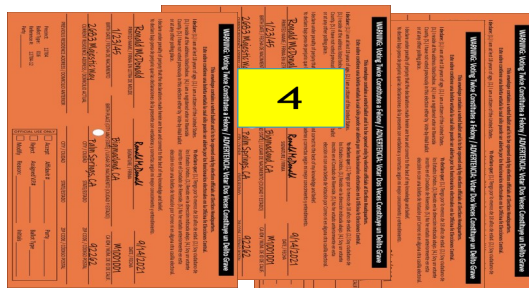




# Closing the Vote Center Each Day

## 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

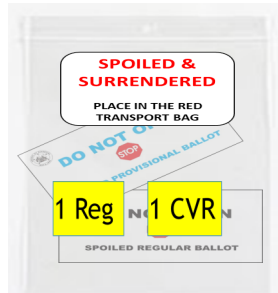
BALLOT STATEMENT	
DATE: 1st Day	YOC: 00
<b>REGULAR PAPER BALLOTS</b>	
The Number of Unopened Paper Ballots (After the Number of Spoiled Regular Ballots)	<input type="checkbox"/> 2
The Number of Spoiled Regular Ballots (After the Number of Spoiled Regular Ballots)	<input type="checkbox"/> 5
The Number of Spoiled CVR Provisional Ballots (After the Number of Spoiled CVR Provisional Ballots)	<input type="checkbox"/> 7
The Number of Spoiled CVR Provisional Envelopes (After the Number of Spoiled CVR Provisional Envelopes)	<input type="checkbox"/> 1
<b>CVR PROVISIONAL BALLOTS</b>	
The Number of Unopened CVR Provisional Envelopes (After the Number of Unopened CVR Provisional Envelopes)	<input type="checkbox"/> 4
The Number of Spoiled CVR Provisional Ballots (After the Number of Spoiled CVR Provisional Ballots)	<input type="checkbox"/> 1
<b>SPOTTER SIGNATURES</b>	
Total Number of Voter Register's (After the Number of Voter Register's)	<input type="checkbox"/> 11
<b>VOICE-BY-MAIL BALLOTS</b>	
The Number of Unopened VBM Ballots (After the Number of Unopened VBM Ballots)	<input type="checkbox"/> 25



Regular Spoiled Ballots



CVR Spoiled Ballots

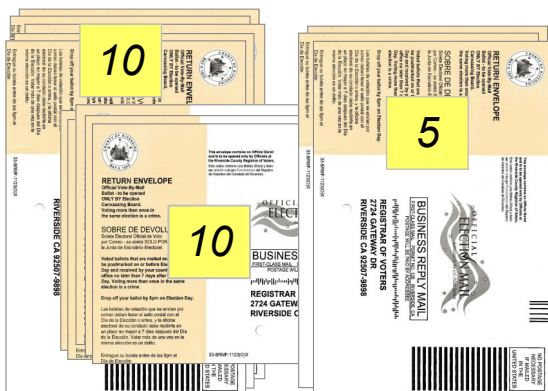


Spoiled Ballots



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.



# Closing the Vote Center Each Day

**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.



**BALLOT STATEMENT**

DATE: 1st Day VCF# 44

REGULAR PAPER BALLOTS	
The Number of Unscanned Voted Paper Ballots (Place in Unscanned Brown Voted Ballot Carton with yellow copy)	<b>A + 2</b>
The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballot Carton with pink copy)	<b>B + 5</b>
<b>Total</b>	<b>C = 7</b>
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)	<b>D 1</b>
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)	<b>E 4</b>
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)	<b>F 1</b>
ROSTER SIGNATURES	
Total Number of Voter Signatures (Check Laptop 1, 2, 3, 4 & 5 & CVR 1, 2, 3, 4 & 5 Rosters & Curbside Voters Roster)	<b>G 11</b>
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 other items envelopes in the Blue Transport Bag or the Brown (cardboard) VBM Ballot Box, if needed with orange copy)	<b>H 25</b>

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



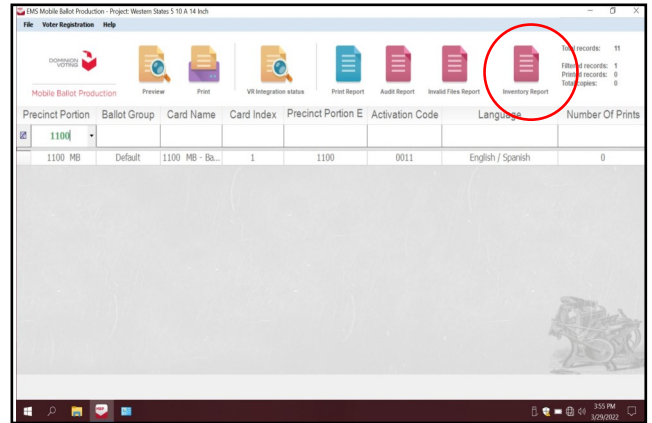
**12** If there is a large amount of Vote-by-Mail Ballots that will not fit in the red Transport Bag, place these ballots in the brown Vote-by-Mail Ballot Box and seal it with a Elections Tamper Evident Tape from the Seals Bag. Leave the orange copy of the Ballot Statement in the red Transport Bag even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



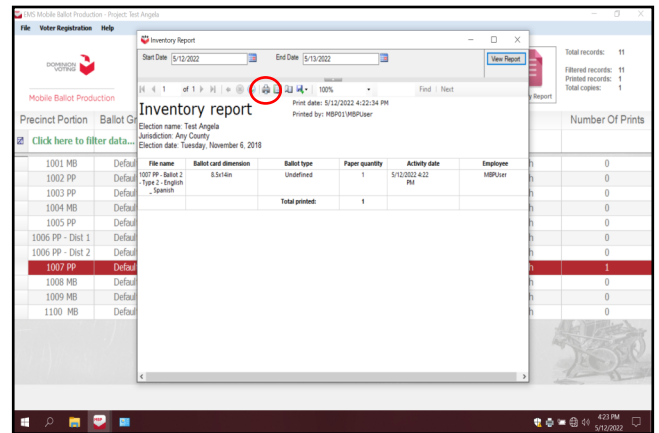
# Closing the Vote Center Each Day

## Closing Steps Each Day — Continued

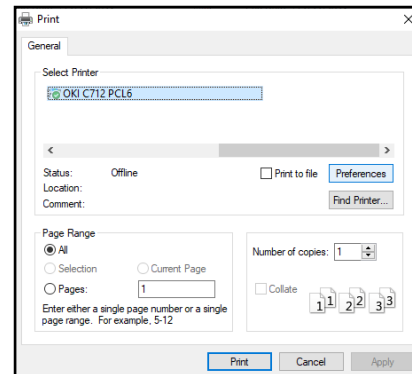
**13** Before doing the last seals check on the BOD you will need to look at the “Inventory Report” and count the ballot paper not used for the day. Print an “Inventory Report” at closing every day even if no ballots were printed on the BOD. The “Inventory Report” must be printed on standard paper from “Tray 1”, not on ballot paper. On the laptop screen select the top right icon titled “Inventory Report”.



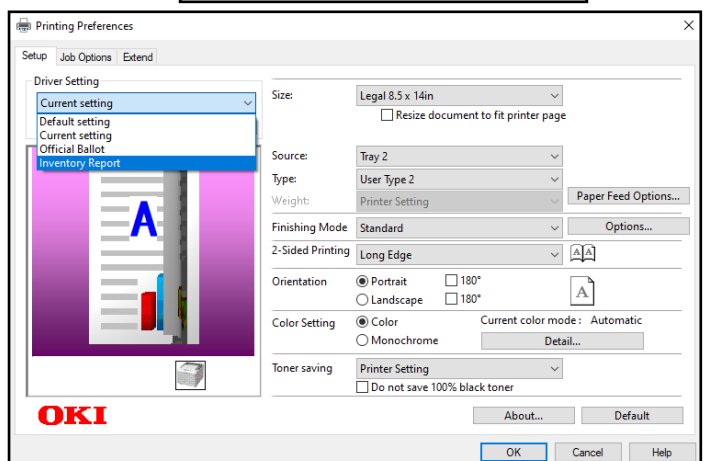
**14** A new screen will appear with the inventory of the total amount of sheets that were used. Verify the total amount of sheets used for the day. Each day you will check the total amount of sheets used. Record the totals on the “Ballot Card Accounting Record - Log Sheet” and count the total number of sheets left in the printer cart. Don’t forget to count the bundles of paper not used. Select 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 select the “Preferences” box.



**16** Select the arrow under the “Driver Setting” a drop down menu will appear. Select “Inventory Report”.

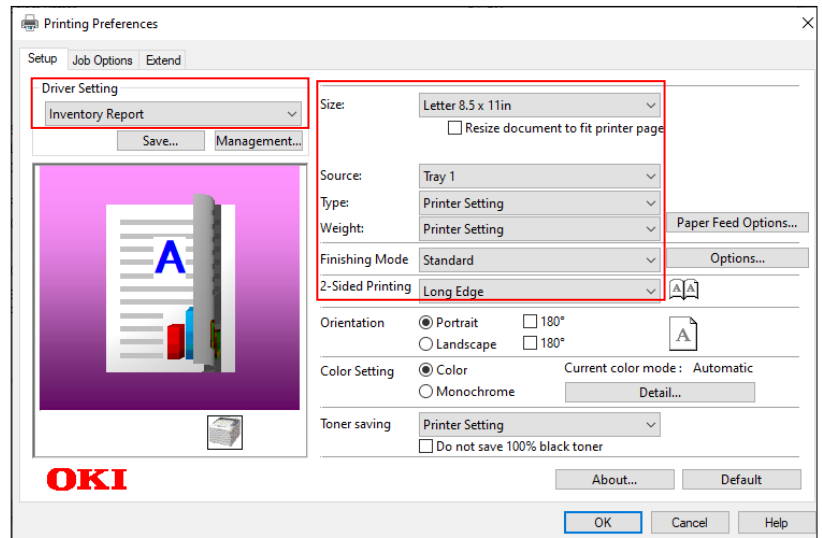




# Closing the Vote Center Each Day

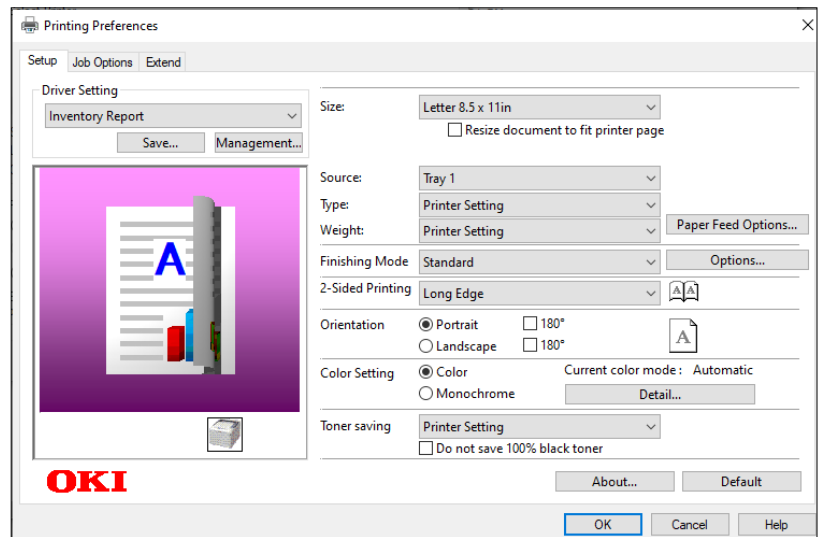
## Closing Steps Each Day — Continued

**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”.

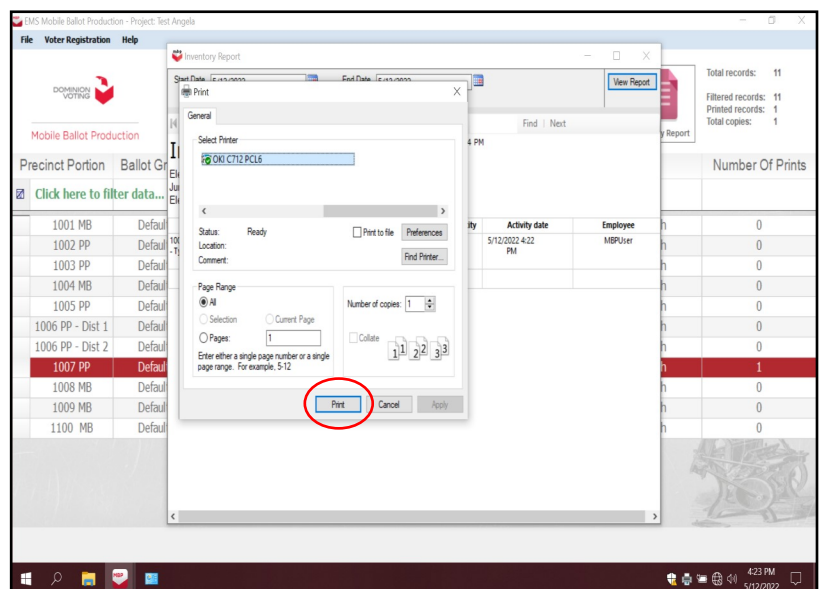


**18** Select the “OK” button.

**19** The printer screen will reappear. Select the “Print” button. **Do not select 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.**

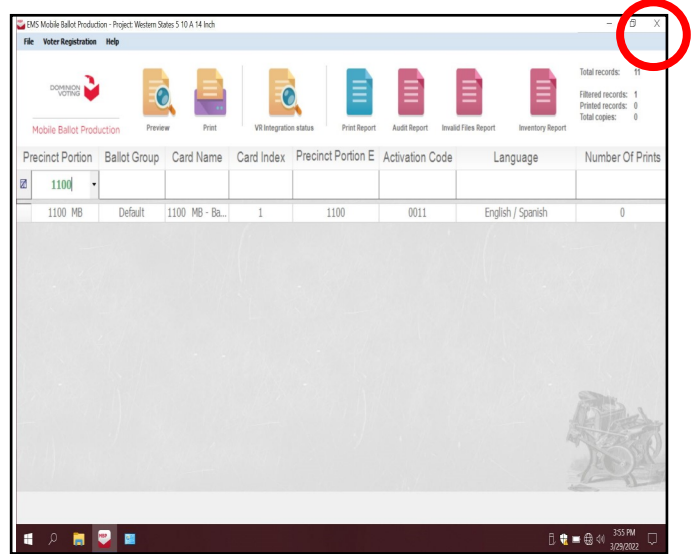




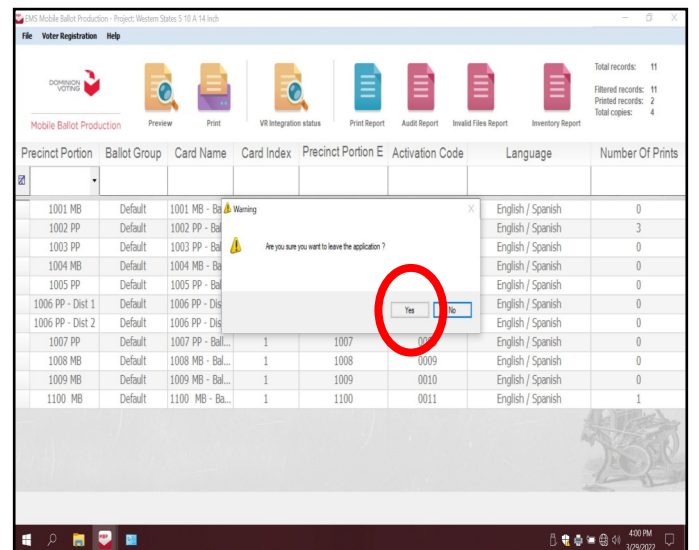
# Closing the Vote Center Each Day

## Closing Steps Each Day — Continued

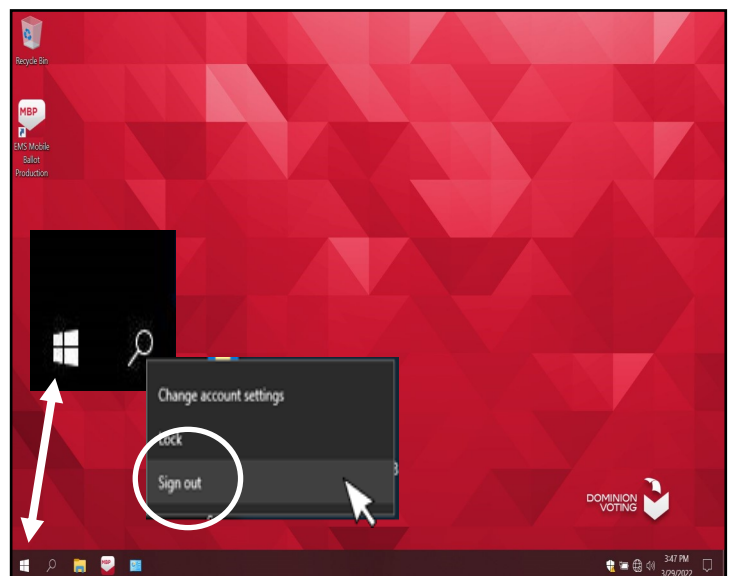
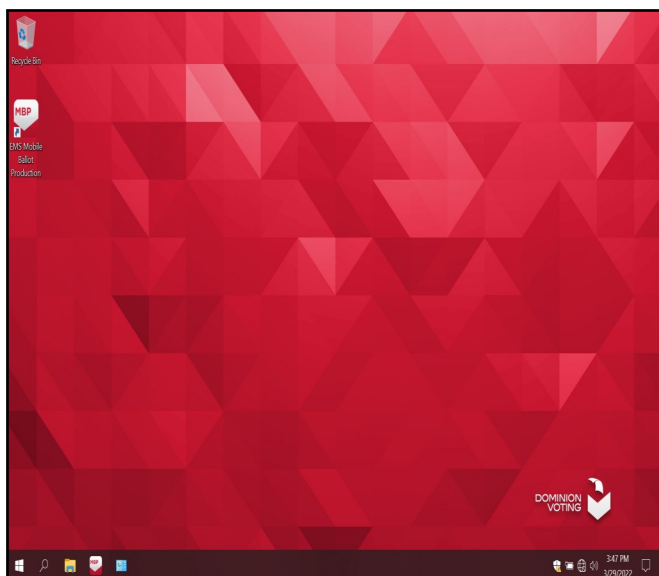
**21** After recording and printing the totals on the “Ballot Card Accounting Record - Log Sheet” close the “Inventory Report” screen. Shut down the laptop by selecting the “x” box located in the upper right hand corner of the screen.



**22** A new box will appear asking “Are you sure you want to leave this application?”, select “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 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”. If multiple ballot cards, multiply the total by the total number of ballot cards given to the voter. 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: 749 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.

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
1 <sup>st</sup> Date of Election	749	11	0	11	738	738	0	MJ
2 <sup>nd</sup> Date of Election								
3 <sup>rd</sup> Date of Election								
4 <sup>th</sup> Date Election Day								

Riverside County  
Registrar of Voters

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



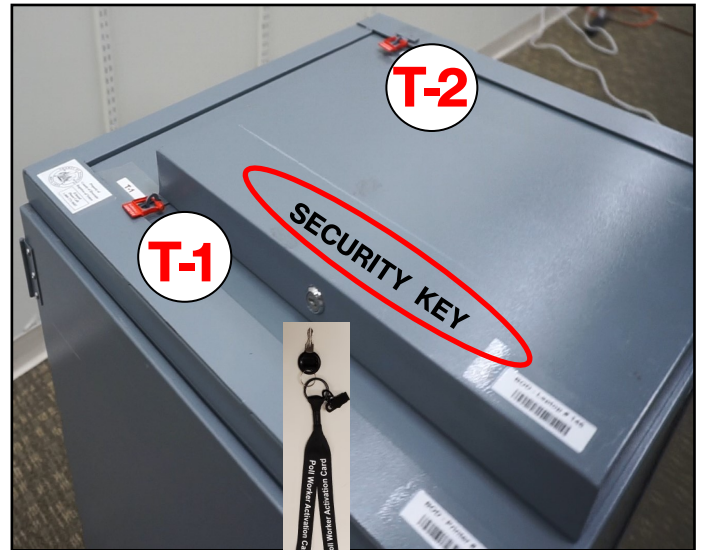
EC§20235  
Vote Center Location: **Name of Vote Center**  
Vote Center #: **Number of Vote Center**

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

# 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.



**BALLOT ON DEMAND UNIT SECURITY LOG**

Vote Center: Name of Vote Center Unit #: #####

New Seals After 1<sup>st</sup> Day Closing

(T-1) (T-2) (F)

**2<sup>ND</sup> DAY SEALS VERIFICATION**

Date	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening					
Mid-Day					
Closing					

New Seals After 2<sup>nd</sup> Day Closing

(T-1) (T-2) (F)

**3<sup>RD</sup> DAY SEALS VERIFICATION**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

New Seals After 3<sup>rd</sup> Day Closing

(T-1) (T-2) (F)

**ELECTION DAY, 4<sup>TH</sup> DAY SEALS VERIFICATION**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

Date of Current Election Name of Current Election

**BALLOT ON DEMAND UNIT**  
Use the illustration to identify the location of the seals.

Date of Current Election Name of Current Election

- Seals T-1 & T-2 should be:**
1. **Verified**, before set-up and before opening the Vote Center every morning, that they have not been broken or tampered with.
  2. **Broken** to access the laptop and printer every day.
  3. **Remain off** while the Vote Center is open.
  4. **Re-Sealed** with new seals after closing of the Vote Center every night.

If the seal is not intact, or there are any signs of suspected tampering, take the unit out of service and contact the Registrar of Voters office at (951) 486-7217 or (951) 486-7341.

Date of Current Election Name of Current Election





# 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.

**BALLOT ON DEMAND UNIT SECURITY LOG**

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

New Seals After 1<sup>st</sup> Day Closing (F)

2 <sup>nd</sup> DAY SEALS VERIFICATION		Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

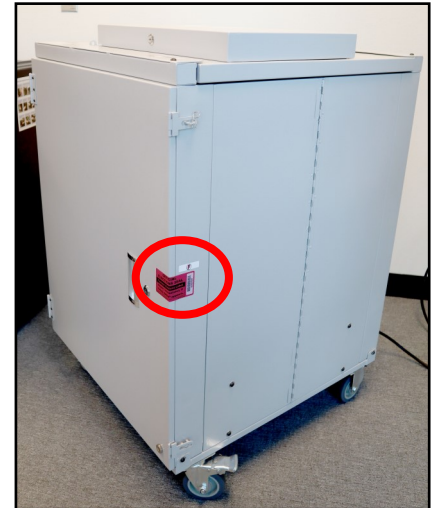
New Seals After 2<sup>nd</sup> Day Closing (F)

3 <sup>rd</sup> DAY SEALS VERIFICATION		Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

New Seals After 3<sup>rd</sup> Day Closing (F)

ELECTION DAY, 4 <sup>th</sup> DAY SEALS VERIFICATION		Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

Date of Current Election Name of Current Election



**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 voted ballots. New seals for “F” and “G” are put on after the first voter has verified that the scanner is empty.

**Security Seals Log**

DATE OF ELECTION  
NAME OF ELECTION  
«Site Number»  
«Location»

Riverside County Registrar of Voters Office  
7720 Gateway Drive, Riverside, CA 92507  
Mailing Address: 2724 Gateway Drive  
Riverside, CA 92507

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

\*2024\*

**BALLOT SCANNER SECURITY LOG INSTRUCTION SHEET**

Use the illustration below to identify the location for all seals that need to be verified.

**Seal A** should not be removed or tampered with unless:  
1. To access secondary power switch if the unit does not power on

**Seal B** should be:  
1. Removed, to access the Primary SD card Election Night after the polls have closed

**Seal C** should not be removed or tampered with for any reason

**Seals D** should not be removed or tampered with unless:

**BALLOT SCANNER SECURITY LOG**

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

New Seal After First Voter November 5, 2022

(F) (G)

**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

(A)	(B)
(C)	(D)
(E)	(F)
(G)	(G)

**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)

**1<sup>st</sup> DAY SEALS VERIFICATION**

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

Election Date and Title

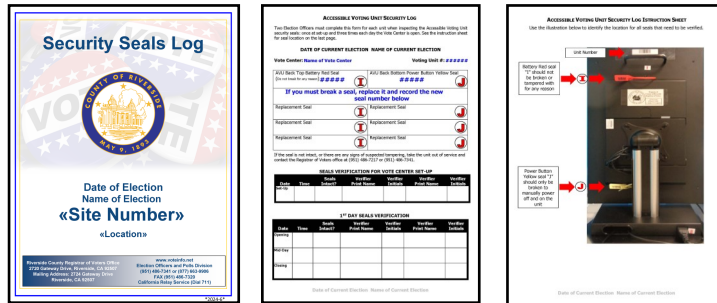




# Closing the Vote Center Each Day

## 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 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.



# 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

**BALLOT STATEMENT**

DATE: 1st Day	VCR: 444
<b>REGULAR PAPER BALLOTS</b>	
The Number of Unscanned Signed Paper Ballots (Place in Unscanned Brown Voted Ballot Carton with yellow copy)	A 2
The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballot Carton with orange copy)	B 5
Total	C 7
The Number of Spoiled Voted Paper Ballot Envelopes (Place in Spoiled White Voted Ballot Carton with orange copy)	D 1
<b>CVR PROVISIONAL BALLOTS</b>	
The Number of Signed Change CVR Ballot Envelopes (Place in Spoiled White Voted Ballot Carton with orange copy)	E 4
The Number of Spoiled CVR Provisional Ballot Envelopes (Place in Spoiled White Voted Ballot Carton with orange copy)	F 1
<b>ROSTER SIGNATURES</b>	
Total Number of Voter Signatures (Check Laptop 1, 2, 3, 4 & 5 & CVR 1, 2, 3, 4 & 5 Register & Cardstock when ready)	G 11
<b>VOTE-BY-MAIL BALLOTS</b>	
The Number of Dropped Off Vote-by-Mail Ballots (Place in Spoiled White Voted Ballot Carton with orange copy)	H 25

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

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

**Voter Registration**

LOCATION: \_\_\_\_\_

Facility Name: \_\_\_\_\_

DATE OF ELECTION: \_\_\_\_\_

COUNTY OF RIVERSIDE REGISTER OF VOTERS

**Conditional Voter Registration**

LOCATION: \_\_\_\_\_

Facility Name: \_\_\_\_\_

DATE OF ELECTION: \_\_\_\_\_

COUNTY OF RIVERSIDE REGISTER OF VOTERS

**Conditional Voter Registration**

LOCATION: \_\_\_\_\_

Facility Name: \_\_\_\_\_

DATE OF ELECTION: \_\_\_\_\_

COUNTY OF RIVERSIDE REGISTER OF VOTERS

**Conditional Voter Registration**

LOCATION: \_\_\_\_\_

Facility Name: \_\_\_\_\_

DATE OF ELECTION: \_\_\_\_\_

COUNTY OF RIVERSIDE REGISTER OF VOTERS

**Conditional Voter Registration**

LOCATION: \_\_\_\_\_

Facility Name: \_\_\_\_\_

DATE OF ELECTION: \_\_\_\_\_

COUNTY OF RIVERSIDE REGISTER OF VOTERS



# 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.

**UNSCANNED VOTED BALLOTS**  
INSERT YELLOW COPY OF BALLOT STATEMENT

**BALLOT STATEMENT**  
DATE: 1st Day VCR: 444

<b>REGULAR PAPER BALLOTS</b>	
The Number of Unscanned Voted Paper Ballots (Place in Unscanned Brown Voted Ballots Carton with yellow copy)	A) 2
The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballots Carton with pink copy)	B) 5
Total	C) 7
The Number of Voted Voted Paper Ballot Envelopes (Place envelopes in Voted Paper Ballot Envelopes Bag with orange copy. Do not include from other jurisdictions' ballots)	D) 1
<b>CVR PROVISIONAL BALLOTS</b>	
The Number of Voted Change CVR Ballot Envelopes (Place into envelopes in Voted Change CVR Ballot Envelopes Bag with orange copy)	E) 4
The Number of Scanned CVR Provisional Ballot Envelopes (Place envelopes in Scanned CVR Provisional Ballot Envelopes Bag with orange copy)	F) 1
<b>ROSTER SIGNATURES</b>	
Total Number of Voter Signatures (Check Signatures 1, 2, 4 & 2 CVR 1, 2, 4 & 2 Provisional & Candidate Voter Names)	G) 11
<b>VOTE-BY-MAIL BALLOTS</b>	
The Number of Dropped Off Vote-by-Mail Ballots (Place in envelopes in the Drop Off Vote-by-Mail Ballots container immediately on the Day of Election. Do not include from other jurisdictions' VBM Ballots. If received with orange copy)	H) 25

**ELECTIONS TAMPER EVIDENT TAPE**  
REPORT IMMEDIATELY IF OPENED / APARECE  
DO NOT OPEN UNTIL ELECTION MORNING

**SCANNED VOTED BALLOTS**  
INSERT PINK COPY OF BALLOT STATEMENT

**BALLOT STATEMENT**  
DATE: 1st Day VCR: 444

<b>REGULAR PAPER BALLOTS</b>	
The Number of Unscanned Voted Paper Ballots (Place in Unscanned Brown Voted Ballots Carton with yellow copy)	A) 2
The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballots Carton with pink copy)	B) 5
Total	C) 7
The Number of Voted Voted Paper Ballot Envelopes (Place envelopes in Voted Paper Ballot Envelopes Bag with orange copy. Do not include from other jurisdictions' ballots)	D) 1
<b>CVR PROVISIONAL BALLOTS</b>	
The Number of Voted Change CVR Ballot Envelopes (Place into envelopes in Voted Change CVR Ballot Envelopes Bag with orange copy)	E) 4
The Number of Scanned CVR Provisional Ballot Envelopes (Place envelopes in Scanned CVR Provisional Ballot Envelopes Bag with orange copy)	F) 1
<b>ROSTER SIGNATURES</b>	
Total Number of Voter Signatures (Check Signatures 1, 2, 4 & 2 CVR 1, 2, 4 & 2 Provisional & Candidate Voter Names)	G) 11
<b>VOTE-BY-MAIL BALLOTS</b>	
The Number of Dropped Off Vote-by-Mail Ballots (Place in envelopes in the Drop Off Vote-by-Mail Ballots container immediately on the Day of Election. Do not include from other jurisdictions' VBM Ballots. If received with orange copy)	H) 25

**ELECTIONS TAMPER EVIDENT TAPE**  
REPORT IMMEDIATELY IF OPENED / APARECE  
DO NOT OPEN UNTIL ELECTION MORNING

**33** 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 the box(s) with all the voted ballots 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.







# 10. CLOSING THE VOTE CENTER ELECTION



## **RIVERSIDE COUNTY**

### **PRESIDENTIAL PRIMARY ELECTION**

### **MARCH 5, 2024**

**County of Riverside Registrar Voters Office**

**Art Tinoco, Registrar of Voters**

**2720 Gateway Drive, Riverside, CA 92507**

**Mailing Address: 2724 Gateway Drive,**

**Riverside, CA 92507**

**[www.voteinfo.net](http://www.voteinfo.net)**

**Election Officers and Polls Division**

**(951) 486-7341 or (877) 663-9906**

**FAX (951) 486-7320**

**California Relay Service (Dial 711)**

# 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.

31 + 1 = 32

**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.

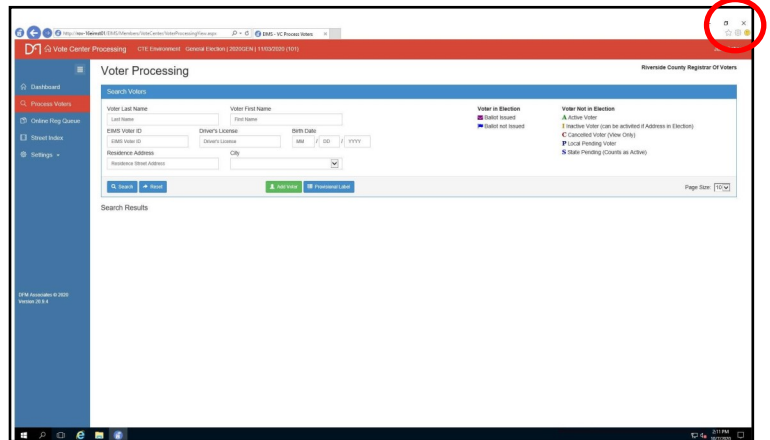
4 = 4

**3** Write total information on the “Ballot Request Data Entry Route Slip” from each processing laptop station. Attach and list “Ballot Request” forms issued, marked 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.** Place the “Ballot Request” forms with the route slips in the Ballot Request Bag and put them in the black Lead Bag.

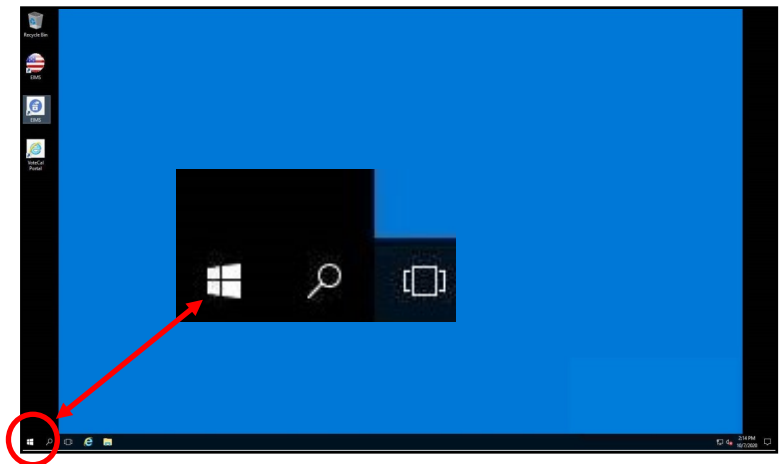
36 = 36

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

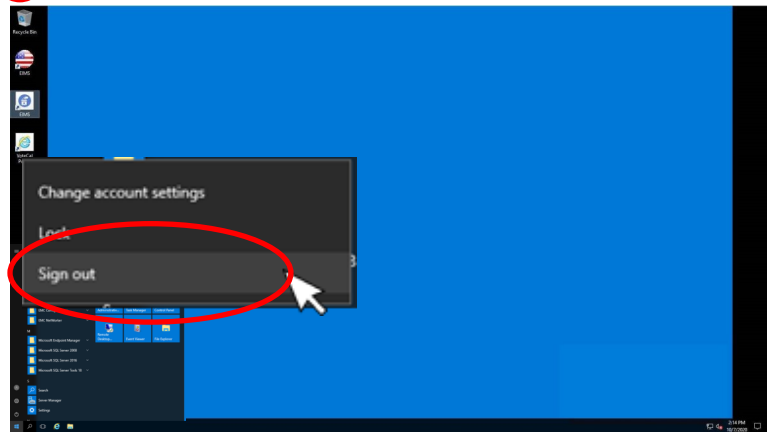
**4** After everything has been counted, return to each of the laptop screens, where you processed your last voter of the day and click on the “X” box located on the upper right hand side of the processing screen.



**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.



# Closing the Vote Center Election Day

## End of Election Day Audit Process — Continued

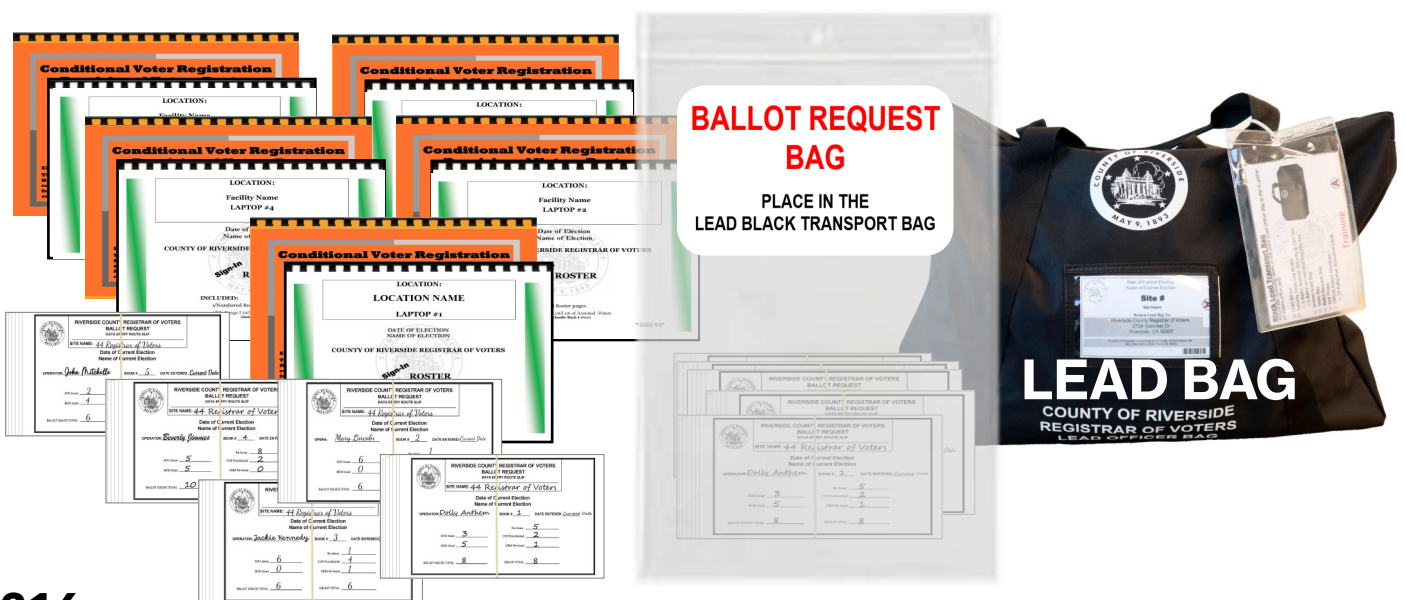
8 Another window will appear, push the space bar on the keyboard and the start window will appear. Click on the “Power” button on the bottom right side of the screen and then click on the “Shut Down” button. Once all laptops are turned off the window pane will disappear and the screen will turn black.



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.



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.





# 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.

**BALLOT STATEMENT**  
DATE: 4th Day-Election Day VCR#: \_\_\_\_\_  
REGULAR PAPER BALLOTS

**BALLOT STATEMENT**  
DATE: 4th Day-Election Day VCR#: \_\_\_\_\_  
REGULAR PAPER BALLOTS  
The Number of Unscanned Voted Paper Ballots (Place in Unscanned Brown Voted Ballot Carton with yellow copy) A +

**BALLOT STATEMENT**  
DATE: 4th Day-Election Day VCR#: \_\_\_\_\_  
REGULAR PAPER BALLOTS  
The Number of Scanned Voted Paper Ballots (Place in Scanned White Voted Ballot Carton with pink copy) B +

Total C =

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 absentee ballots) D

**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

The Number of Spoiled CVR Provisional Ballot Envelopes (Place envelopes with black ink in plastic bag and into the Red Transport Bag with orange copy) F

**ROSTER SIGNATURES**  
Total Number of Voter Signatures (Check category: 1, 2, 3, 4 & 5 CVR 1, 2, 3, 4 & 5 Rosters & Curbside Voters Rosters) G

**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 (on-board) VBM Ballot Box, if needed with orange copy) H

**\*2023-15\***  
Date of Current Election Name of Current Election

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.

**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 can be broken down once the seal 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 steps 13 to 21 to complete the inventory report.

**BALLOT ON DEMAND UNIT SECURITY LOG**  
Two Election Officers must complete this form when securing 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 unit page.

**BALLOT SCANNER SECURITY LOG**  
Two Election Officers must complete this form when securing 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 unit page.

**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 unit page.

**BALLOT ON DEMAND UNIT SECURITY LOG**  
DATE OF CURRENT ELECTION NAME OF CURRENT ELECTION  
Vote Center: Name of Vote Center BOD Unit #: #####  
Seal Verification for Vote Center Set-Up  
1st Day Seals Verification

**BALLOT SCANNER SECURITY LOG**  
DATE OF CURRENT ELECTION NAME OF CURRENT ELECTION  
Vote Center: Name of Vote Center Scanner #: #####  
Seal Verification for Vote Center Set-Up  
1st Day Seals Verification

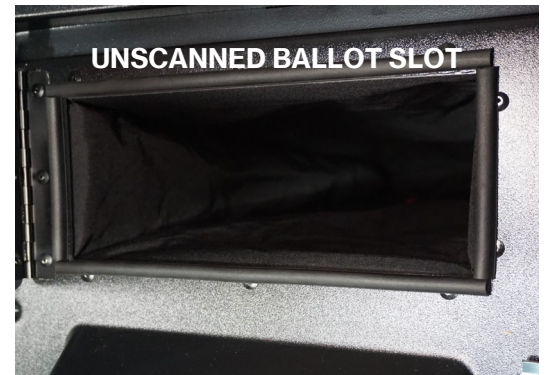
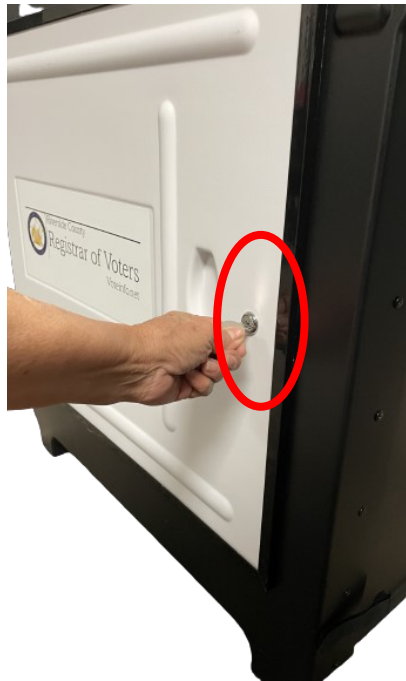
**ACCESSIBLE VOTING UNIT SECURITY LOG**  
DATE OF CURRENT ELECTION NAME OF CURRENT ELECTION  
Vote Center: Name of Vote Center Voting Unit #: #####  
Seal Verification for Vote Center Set-Up  
1st Day Seals Verification

If the seal is not intact, or there are any signs of suspected tampering, take the unit out of service and contact the Registrar of Voters office at (252) 486-7217 or (252) 486-7341.

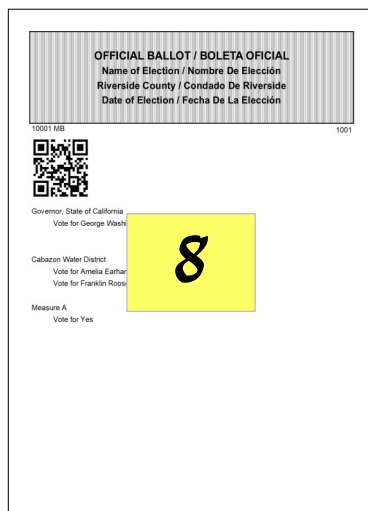
# Closing the Vote Center Election Day

## Closing Steps on Election Day — Continued

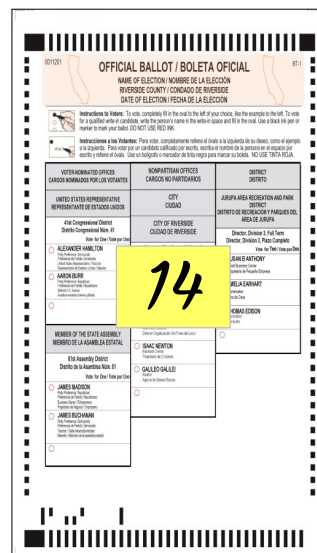
**3** Break the “G” Seal on the Ballot Scanner cart and unlock the door on the bottom of the Scanner cart. Break the “F” Seal for the Unscanned Ballots and unlock the Unscanned Ballot Slot located at the top of the cart. If there are no ballots are in the Unscanned Ballot Slot, lock the Unscanned Ballot Slot door.



**4** If there were any ballots placed in the Unscanned Ballot Slot and were not counted in the scanner, separate the “B” and/or “C” cards and place them in the brown Unscanned Voted Ballots Carton (do not count). Count the AVU (ICX) Ballots and the BOD “A” card 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

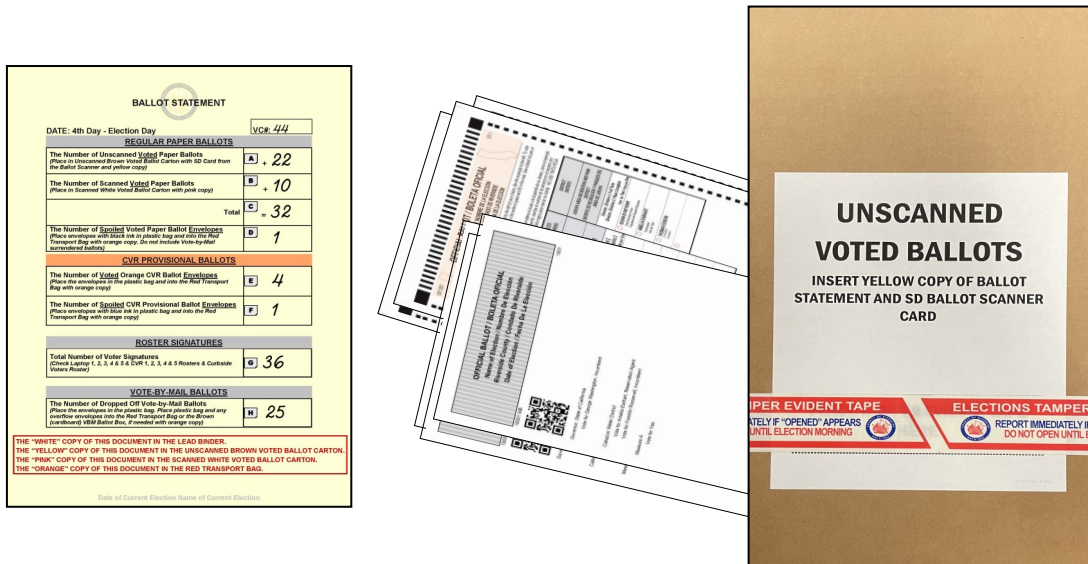


“A” Card BOD Paper Ballots

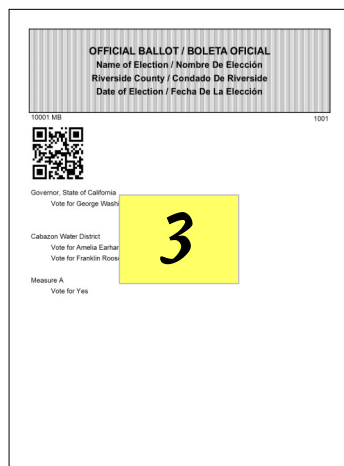
# Closing the Vote Center Election Day

## Closing Steps on Election Day — Continued

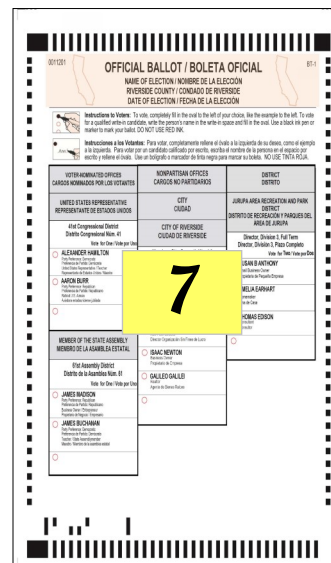
**5** Remove the post-it notes and place the Unscanned AVU (ICX) Ballots and the BOD “A” card paper Ballots into the brown Unscanned Voted Ballots Carton with the “B” and/or “C” card ballots and completed yellow copy of the Ballot Statement. Do not seal the carton until the SD Card Bag has been placed 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 brown Unscanned Voted Ballots Carton.**



**6** Remove the Scanned AVU (ICX) Ballots and the BOD paper Ballots from the bottom of the Ballot Scanner cart. Separate the “B” and/or “C” card ballots and place them in the white Scanned Voted Ballots Carton. Count the AVU (ICX) Ballots and the BOD “A” card paper Ballots 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 Election Day

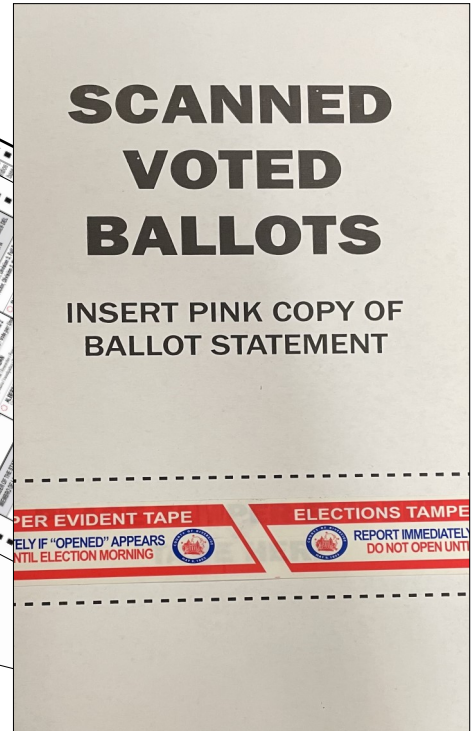
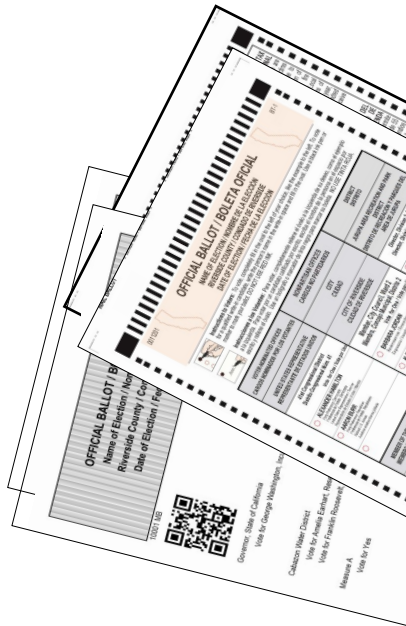
## Closing Steps on Election Day — Continued

**7** Remove the post-it notes and place the Scanned AVU (ICX) Ballots and the BOD “A” card 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	VCR#: 44
<b>REGULAR PAPER BALLOTS</b>	
The Number of Unscanned Voted Paper Ballots <i>(Place in Unscanned Brown Voted Ballot Carton with SD Card from the Ballot Scanner and yellow copy)</i>	<b>A</b> + 22
The Number of Scanned Voted Paper Ballots <i>(Place in Scanned White Voted Ballot Carton with pink copy)</i>	<b>B</b> + 10
<b>Total</b>	<b>C</b> = 32
<b>CVR PROVISIONAL BALLOTS</b>	
The Number of Voted Orange CVR Ballot Envelopes <i>(Place the envelopes in the plastic bag and into the Red Transport Bag with orange copy)</i>	<b>E</b> 4
The Number of Spoiled CVR Provisional Ballot Envelopes <i>(Place envelopes with blue ink in plastic bag and into the Red Transport Bag with orange copy)</i>	<b>F</b> 1
<b>ROSTER SIGNATURES</b>	
Total Number of Voter Signatures <i>(Check Category 1, 2, 3, 4 &amp; 5 CVR 1, 2, 3, 4 &amp; 5 Rosters &amp; Curbside Voters Roster)</i>	<b>G</b> 36
<b>NOTE-BY-MAIL BALLOTS</b>	
The Number of Dropped Off Vote-by-Mail Ballots <i>(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)</i>	<b>H</b> 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



**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, CVR Envelope Ballots, and Unscanned Ballots.



VBM Ballot Box



Blue Ballot Box

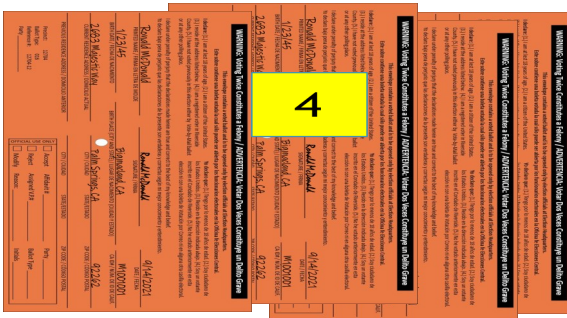




# Closing the Vote Center Election Day

## 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

BALLOT STATEMENT	
DATE: 4th Day - Election Day	
Voter ID#	
<b>REGULAR PAPER BALLOTS</b>	
The Number of Unopened Regular Paper Ballots	22
The Number of Spoiled Regular Paper Ballots	10
<b>Total</b>	<b>32</b>
<b>CVR PROVISIONAL BALLOTS</b>	
The Number of Unopened CVR Provisional Ballots	4
The Number of Spoiled CVR Provisional Ballots	1
<b>Total</b>	<b>5</b>
<b>POSTER SIGNATURES</b>	
Total Number of Voter Signatures (A + B + C + D + E + F + G + H)	36
<b>VOTE BY MAIL BALLOTS</b>	
The Number of Unopened Vote by Mail Ballots	25

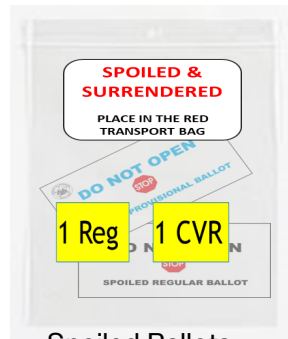
THE "WHITE" COPY OF THIS DOCUMENT IS THE LEAD BAGGER. THE "ORANGE" COPY OF THIS DOCUMENT IS THE INDICATED BROWN VOTED BALLOT CARTON. THE "ORANGE" COPY OF THIS DOCUMENT IS THE RED TRANSPORT BAG.



Regular Spoiled Ballots



CVR Spoiled Ballots

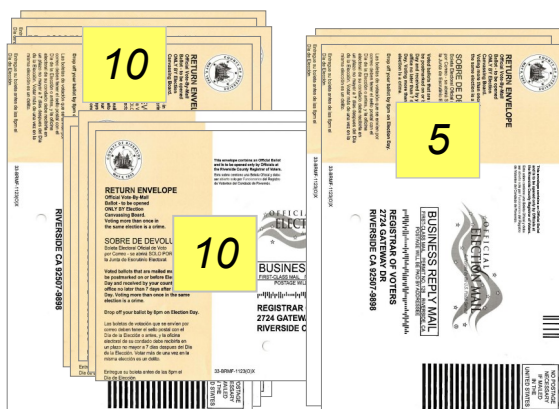


Spoiled Ballots



Broken Seals Bag

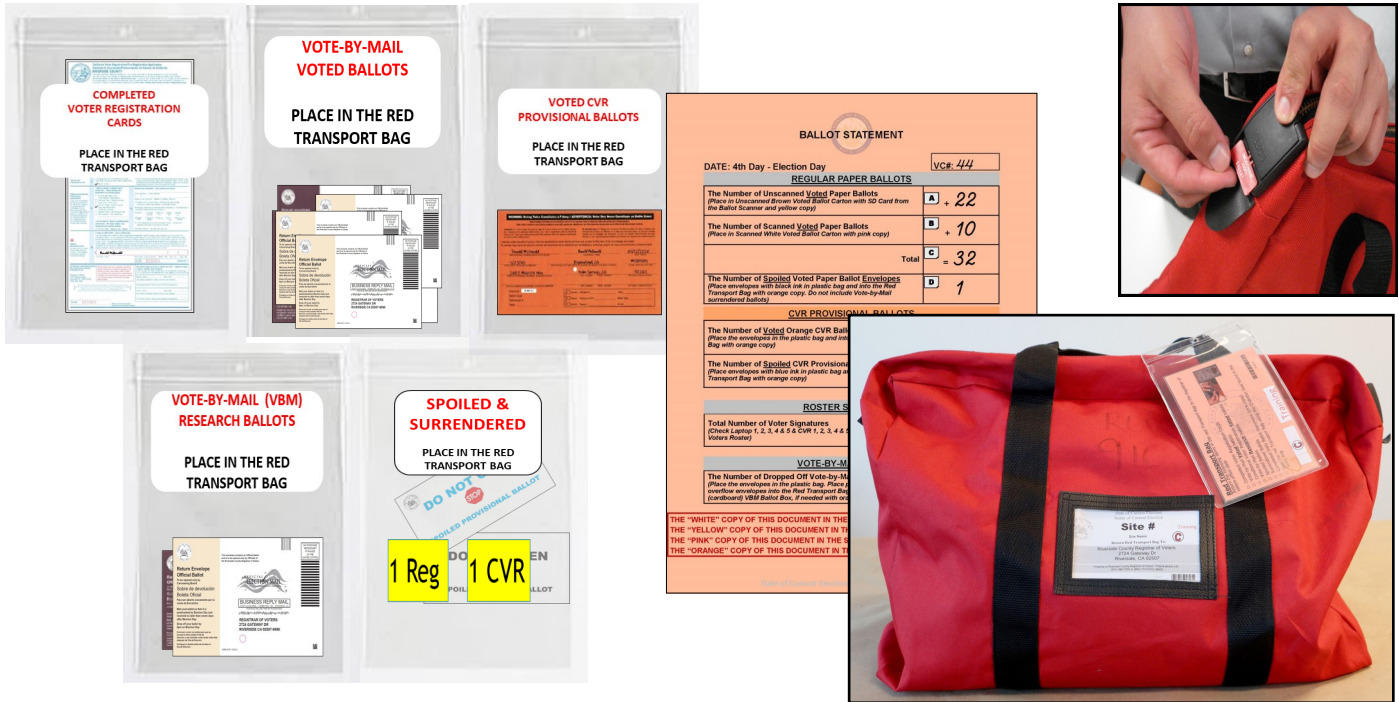
**10** Count the VBM ballot envelopes. If there are more than 10 ballots you can crisscross the piles and place a post-it note on each pile for easy counting. Record the total in section “H” on the Ballot Statement. Place the ballots in the zip lock bag and in the red Transport Bag with the orange copy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



# 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.



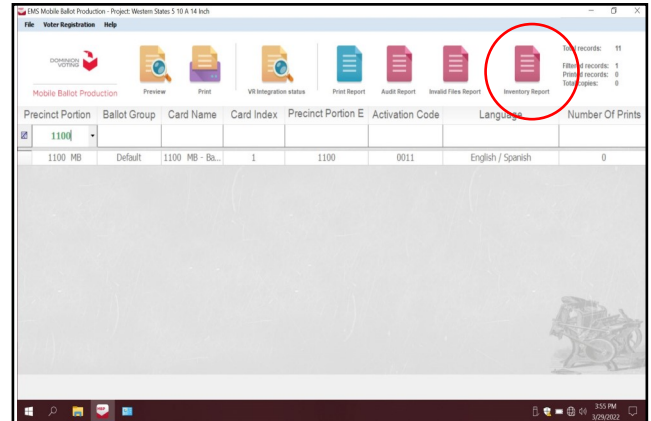
**12** If there is a large amount of Vote-by-Mail Ballots that will not fit in the red Transport Bag, place these ballots in the brown Vote-by-Mail Ballot Box and seal it with a Elections Tamper Evident Tape from the Seals Bag. Leave the orange copy of the Ballot Statement in the red Transport Bag even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



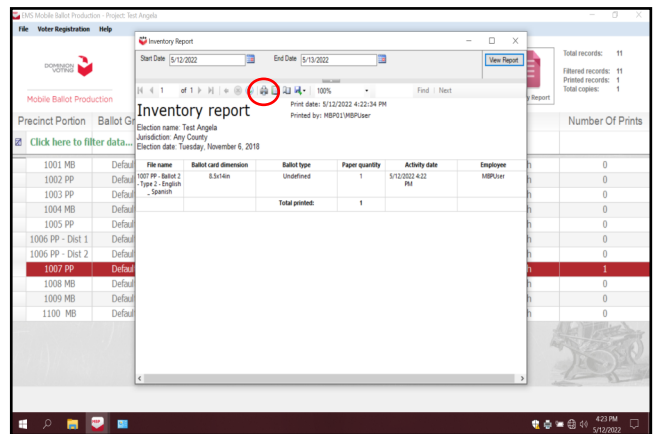
# Closing the Vote Center Election Day

## Closing Steps on Election Day — Continued

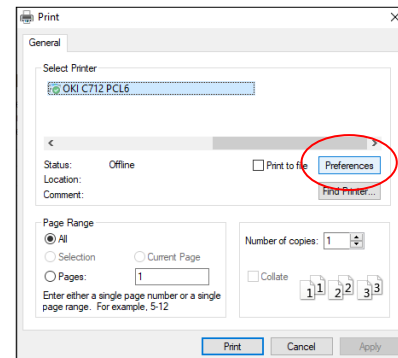
**13** After doing the last seals check on the BOD you will need to look at the “Inventory Report” and count the ballot paper not used for the day. Print an “Inventory Report” at closing even if no ballots were printed on the BOD. The “Inventory Report” must be printed on standard paper from “Tray 1”, not on ballot paper. On the laptop screen click on the top right icon titled “Inventory Report”.



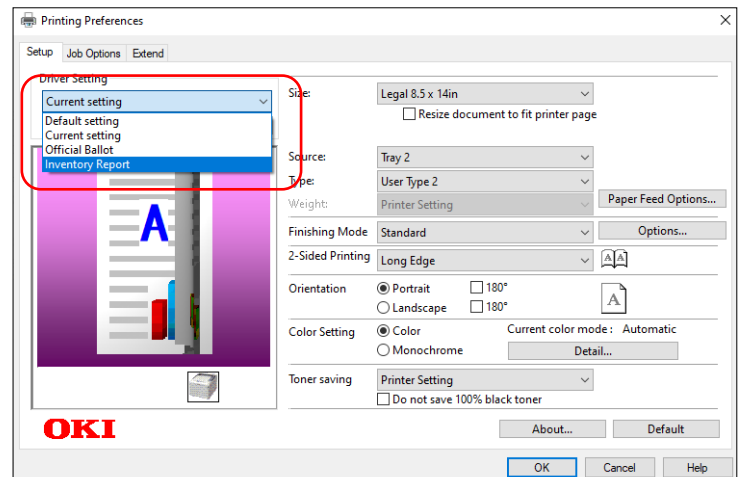
**14** A new screen will appear with the inventory of the total amount of sheets that were used. Verify the total amount of sheets used for the day. Record the totals on the “Ballot Card Accounting Record - Log Sheet” and count the total number of sheets left in the printer cart. Don’t forget to count 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”.

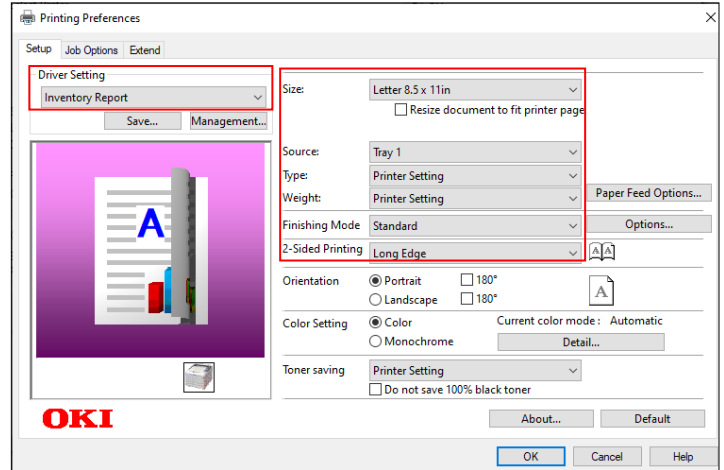




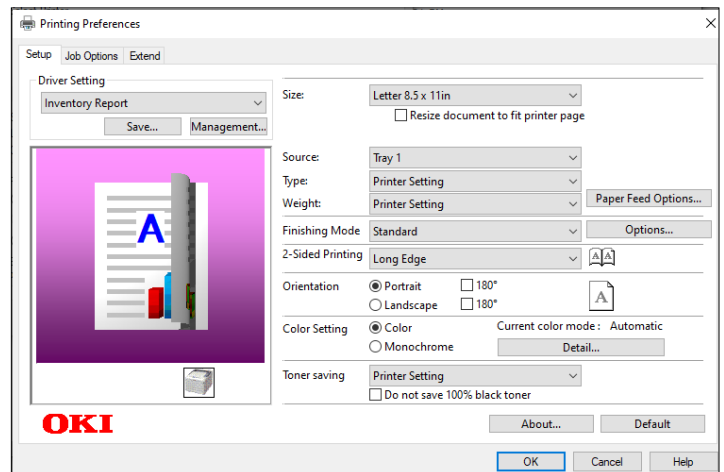
# Closing the Vote Center Election Day

## Closing Steps on Election 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”.

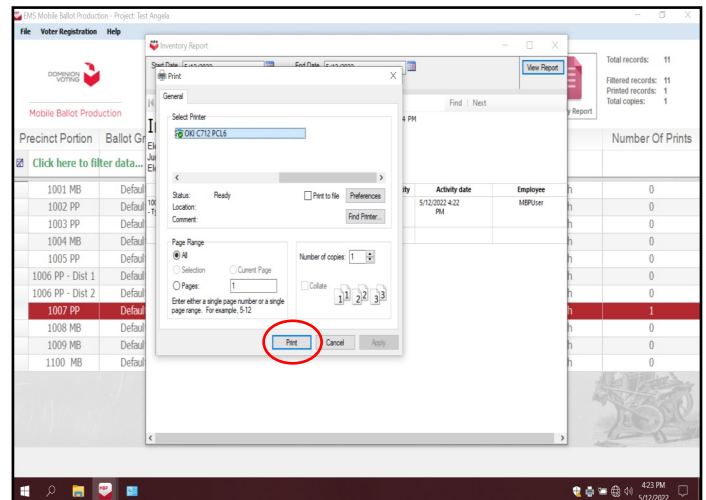


**18** Click on the “OK” button.



**19** The printer screen will reappear. Click on the “Print” button. **Wait until the report has printed.**

**20** After the printer has printed the “Inventory Report” place all the reports from the entire days the vote center was open 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.**






# 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” 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: 10 plus 0 equals 10. 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”).

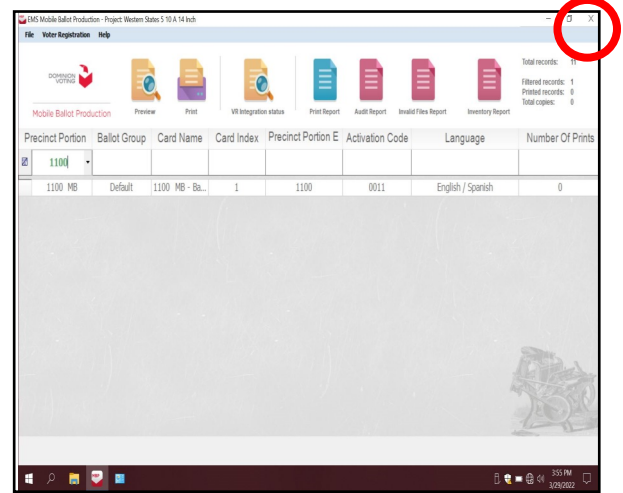
In column “F” break the “F” seal (front door seal) on the BOD cart and “Hand Count of Unused Ballot Paper” left in the printer tray. If there is a difference, list that total on the log sheet in column “Diff (=/-)” next to the column for the “Lead Initials”. Finally, initial the last column on the log sheet. **Place this sheet and the printed Inventory Reports in the Lead Binder under the tab in which it was received.**

Riverside County Registrar of Voters		<b>BALLOT CARD ACCOUNTING RECORD – LOG SHEET</b> NAME OF CURRENT ELECTION DATE OF CURRENT ELECTION						
EC§20235		Ballot Manufacturer: <b>Dominion Voting Systems</b>				Ballot Printer Name: <b>Registrar of Voters</b>		
Vote Center Location: <b>Name of Vote Center</b>		Ballot Printer Name: <b>Registrar of Voters</b>				Tint and Watermark Assignment: <b>Yellow PMS Yellow/CA Bear</b>		
Vote Center #: <b>Number of Vote Center</b>								
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	0	2	2	748	748	0	MJ
1 <sup>st</sup> Date of Election	748	5 Voters x 2 Ballot Cards = 10	0	10	738	738	0	MJ
2 <sup>nd</sup> Date of Election	738	28	2	30	708	708	0	MJ
3 <sup>rd</sup> Date of Election	708	22	0	22	686	686	0	MJ
4 <sup>th</sup> Date Election Day	686	68	0	68	618	618	0	MJ
<b>Completed Log Sheet Election Day</b>								
<b>Reminder: Place the Ballot Card Accounting Record – Log Sheet in the Lead Binder with the Inventory Reports printed and collected from the BOD throughout the days the vote center was open.</b>								

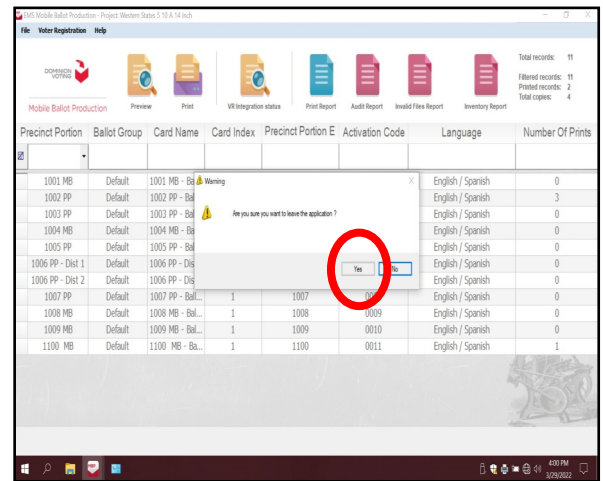
# Closing the Vote Center Election Day

## Closing Steps on Election Day — Continued

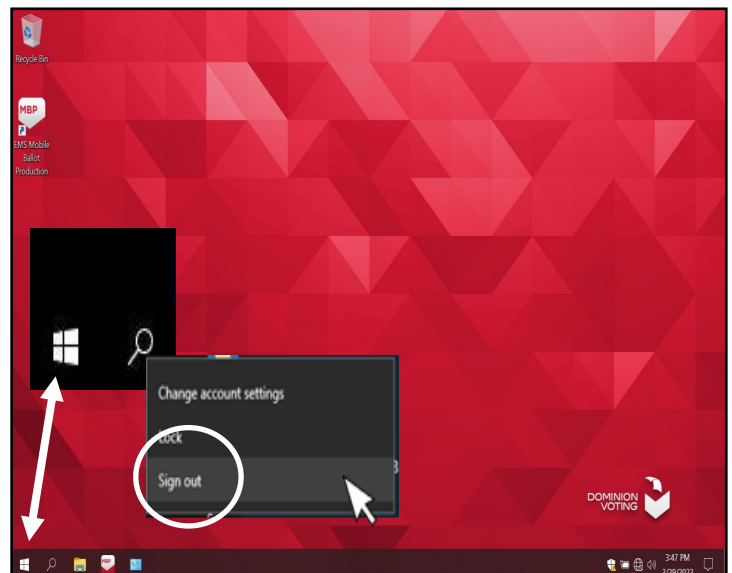
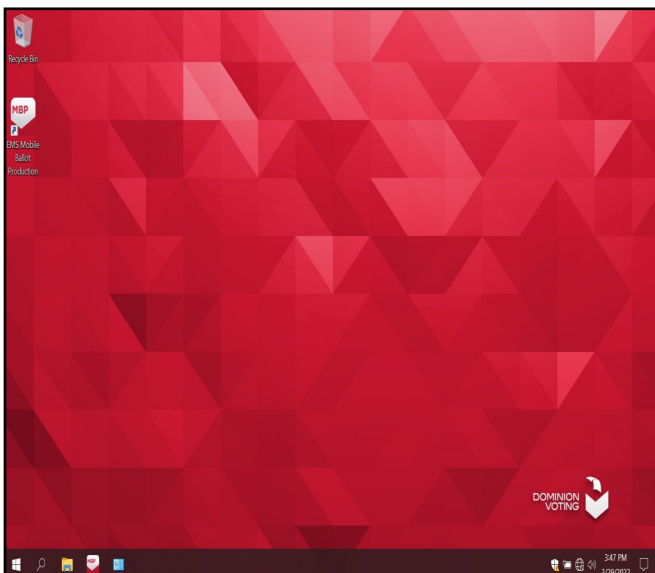
**22** After recording and printing the totals on the “Ballot Card Accounting Record - Log Sheet” close the “Inventory Report” screen. Shut down the laptop by clicking on the “x” box located in the upper right hand corner of the screen.



**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.



# Closing the Vote Center Election Day

## Closing Steps on Election Day — Continued

**25** Disconnect the laptop cords from the printer. Place the “Ballot Card Accounting Record - Log Sheet” and the printed “Inventory Reports” in the Lead Binder. 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 Security Key and two red seals from the Seals Bag. Record the red seals in the “Ballot on Demand Unit Security Log.”

**BALLOT ON DEMAND UNIT SECURITY LOG**

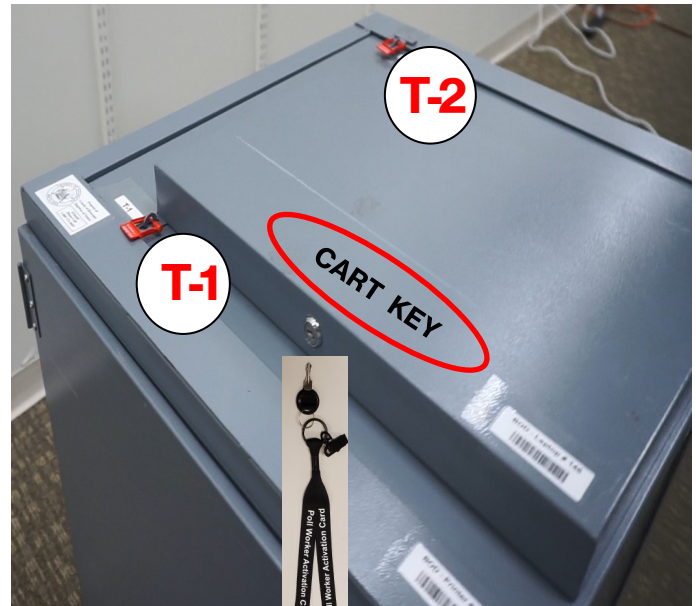
Vote Center: Name of Vote Center      BOD Unit #: #####

New Seals After 4<sup>th</sup> Day Election Day Closing

(T-1)      (T-2)      (F)

---

Date of Current Election Name of Current Election



**BALLOT ON DEMAND**  
Use the illustration below to

**Seal B** should not be removed or tampered with unless:

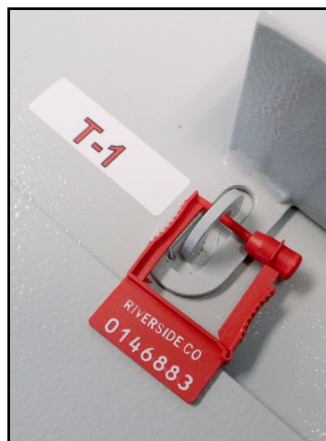
1. Troubleshooting printer

**Seals T-1 & T-2** should be:

1. **Verified**, before set-up and before opening the Vote Center every morning, that they have not been broken or tampered with
2. **Broken**, to access the laptop and printer every day
3. **Remain off** while the Vote Center is open
4. **Re-Sealed** with new seals after closing of the Vote Center every night

If the seal is not intact, or there are any signs of suspected tampering, take the unit out of service and contact the Registrar of Voters office at (951) 486-7217 or (951) 486-7341.

Date of Current Election Name of Current Election









# Closing the Vote Center Election Day

## Closing Steps on Election Day — Continued

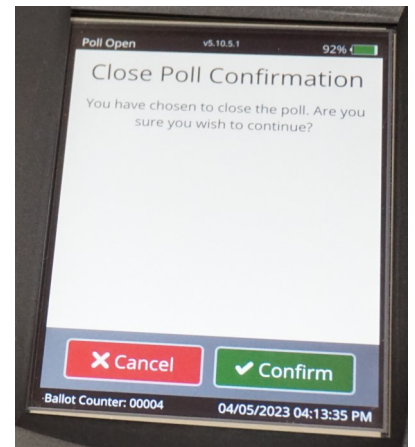
**29** Place the Security Key back into the “Official Returns Envelope”. Once the password is entered the scanner display screen will display “Correct-Your password has been confirmed” with a checked box. The next scanner display screen will display the “Main Menu” screen.



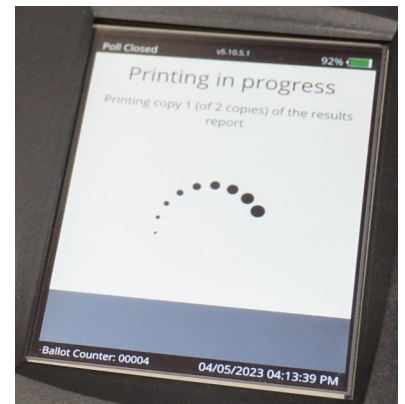
**30** On the “Main Menu” screen select “Poll Management”. Under “Poll Management” select “Close Poll...”. The scanner display screen will ask for the password again. Enter the given password.



**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 checked green “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 result report”. Wait until the scanner has finished printing.



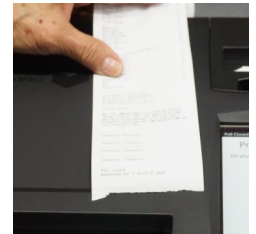
# Closing the Vote Center Election Day

## Closing Steps on Election Day — Continued

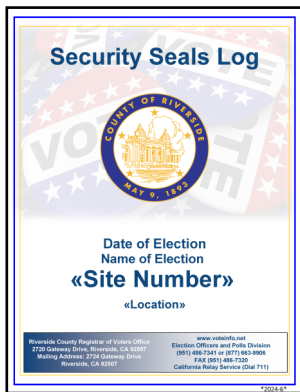
**33** Once scanner has finished printing the scanner display screen will read “Printing Complete-Do you want to print another copy of the results report?”. Select “Continue” this will **not** generate another results report. **DO NOT PRINT ANOTHER RESULTS REPORT.**



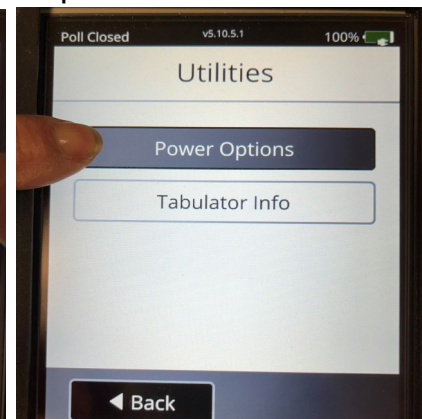
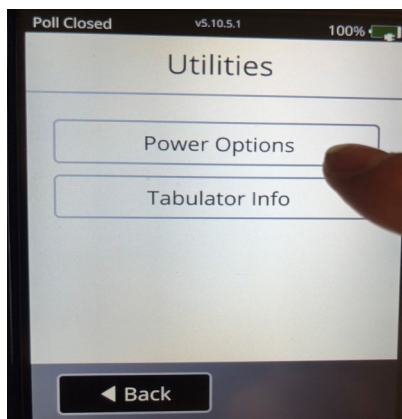
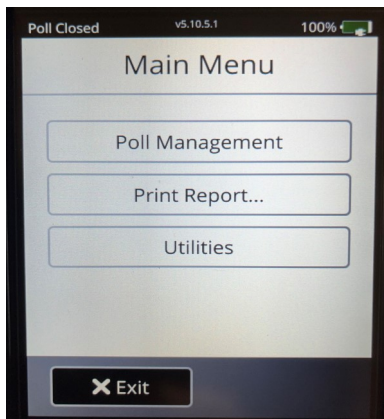
**34** At the end of each report is a place for the Leads and two Election Officers to sign their name. Tear the two reports apart from each other and sign both reports.



**35** Place one signed report inside the Evidence Bag found in the Security Seals Log Binder plastic pouch. Place the Evidence Bag inside the brown Unscanned Voted Ballot Carton. Place the other signed report on the outside of the exit door at 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”.

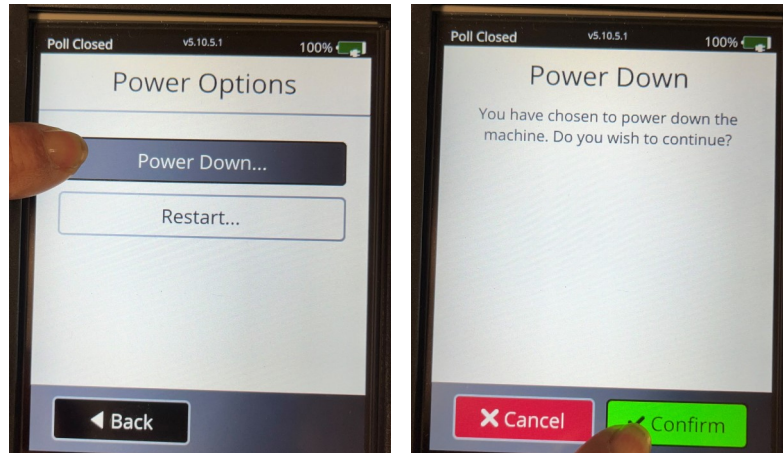




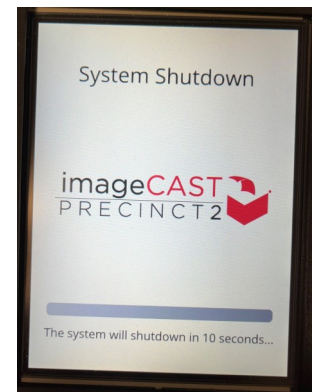
# Closing the Vote Center Election Day

## Closing Steps on Election Day — Continued

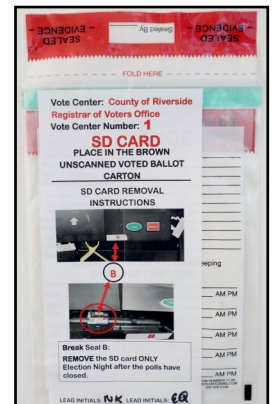
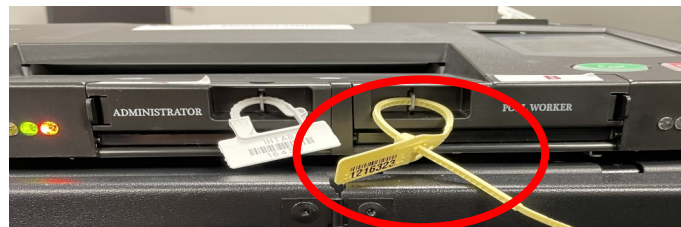
**37** Under the “Power Options” screen select “Power Down”. The scanner display screen will read “Power Down-You have chosen to power down the machine. Do you wish to continue?”. Select “Confirm” button.



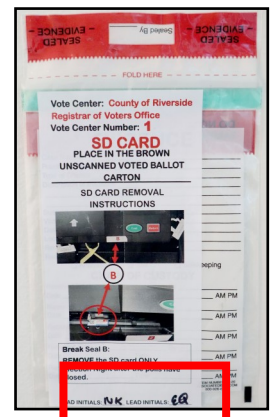
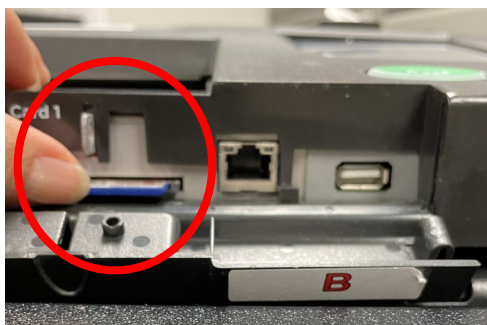
**38** The scanner display screen will read “System Shutdown-The system will shutdown in 10 seconds...” The scanner will beep several times and then the scanner display screen will go black.



**39** Break the “B” Poll Worker seal on the Ballot Scanner. Retrieve the SD Card Bag from the Security Seals Log Binder.



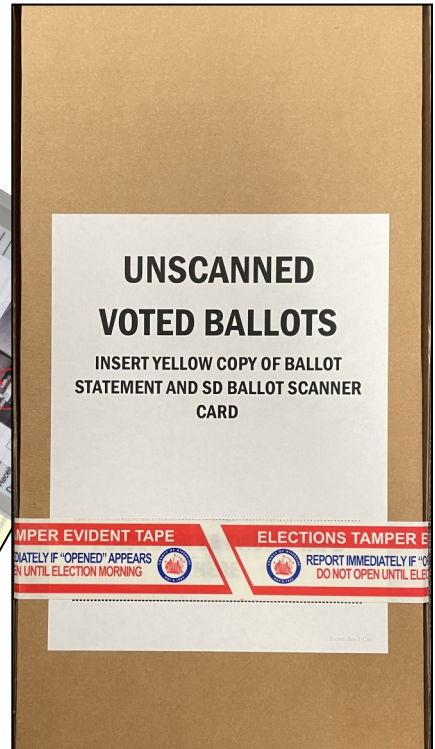
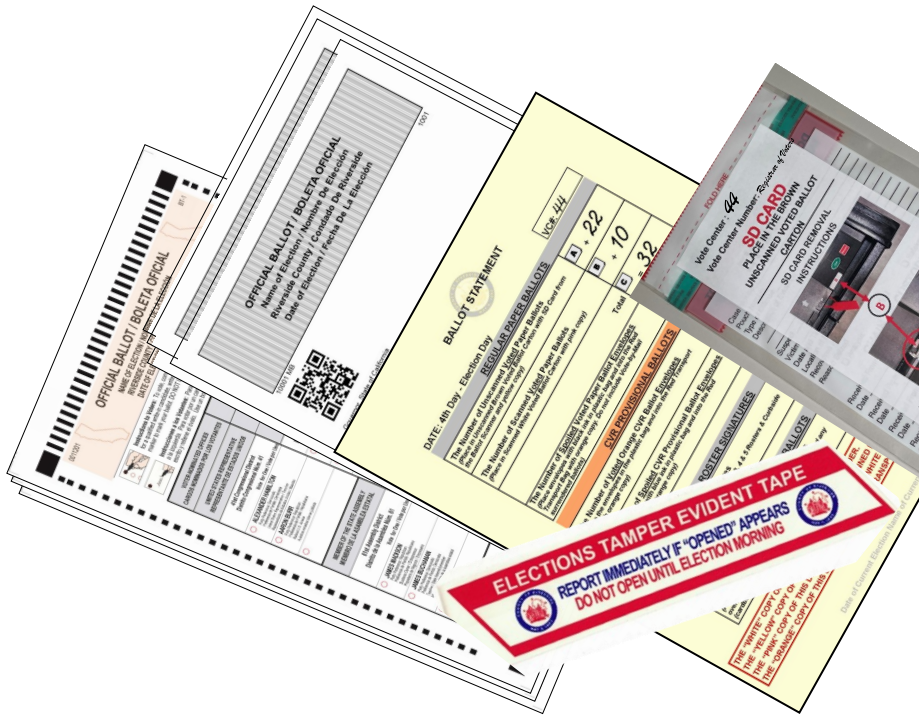
**40** Remove the SD Card from the scanner slot. Insert the SD Card into the SD Card Bag with the scanner Results Report. Two Leads will initial the SD Card Bag and seal it.



# 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 small suitcase it originally came in and zip it closed.



**44** Lock the unscanned Ballot Scanner slot with the scanner key.





# Closing the Vote Center Election Day

## Closing Steps on Election Day — Continued

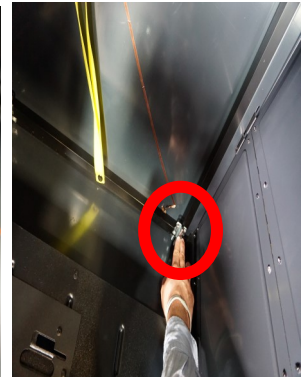
**45** Open the door on the Ballot Scanner cart. There is a yellow strap, hold on to the top of the cart and pull the strap to release the metal arm holding the top of the cart.



**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 Ballot Scanner suitcase with the other voting equipment items in a designated space for pick up by the transport company to bring back to the Registrar of Voters office.



# 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.

**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

BALLOT STATEMENT	
DATE: 4th Day - Election Day	VCR: 44
<b>REGULAR PAPER BALLOTS</b>	
The Number of Unscanned Voted Paper Ballots (Place in Unscanned Voted Ballots 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 SD Card in Spoiled and Surrendered Ballots Bag with orange copy)	D . 1
<b>CVR PROVISIONAL BALLOTS</b>	
The Number of Spoiled CVR Provisional Ballot Envelopes (Place envelopes with SD Card in Spoiled and Surrendered Ballots Bag with orange copy)	E . 4
The Number of Scanned CVR Provisional Ballot Envelopes (Place envelopes with SD Card in Scanned White Voted Ballot Carton with pink copy)	F . 1
<b>ROSTER SIGNATURES</b>	
Total Number of Voter Signatures (Check boxes 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36)	G . 36
<b>VOTE-BY-MAIL BALLOTS</b>	
The Number of Dropped CVR Vote-by-Mail Ballots (Place in envelope with SD Card in Spoiled and Surrendered Ballots Bag 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.

**50** Gather the brown Unscanned Voted Ballots Carton with the yellow copy of the Ballot Statement and the white Scanned Voted Ballot 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.

**UNSCANNED VOTED BALLOTS**  
INSERT YELLOW COPY OF BALLOT STATEMENT AND SD BALLOT SCANNER CARD

**SCANNED VOTED BALLOTS**  
INSERT PINK COPY OF BALLOT STATEMENT

**ELECTIONS TAMPER EVIDENT TAPE**  
REPORT IMMEDIATELY IF "OPENED" APPEARS UNTIL ELECTION MORNING

BALLOT STATEMENT	
DATE: 4th Day - Election Day	VCR: 44
<b>REGULAR PAPER BALLOTS</b>	
The Number of Unscanned Voted Paper Ballots (Place in Unscanned Voted Ballots 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 SD Card in Spoiled and Surrendered Ballots Bag with orange copy)	D . 1
<b>CVR PROVISIONAL BALLOTS</b>	
The Number of Spoiled CVR Provisional Ballot Envelopes (Place envelopes with SD Card in Spoiled and Surrendered Ballots Bag with orange copy)	E . 4
The Number of Scanned CVR Provisional Ballot Envelopes (Place envelopes with SD Card in Scanned White Voted Ballot Carton with pink copy)	F . 1
<b>ROSTER SIGNATURES</b>	
Total Number of Voter Signatures (Check boxes 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36)	G . 36
<b>VOTE-BY-MAIL BALLOTS</b>	
The Number of Dropped CVR Vote-by-Mail Ballots (Place in envelope with SD Card in Spoiled and Surrendered Ballots Bag 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.



# 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.



# Closing the Vote Center Election Day

## Closing Steps on Election Day — Continued

**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.



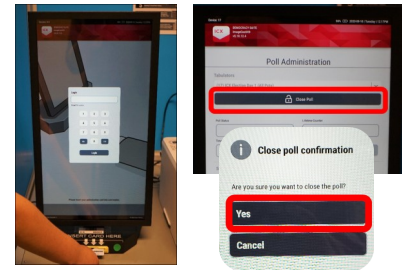


# Closing the Vote Center Election Day

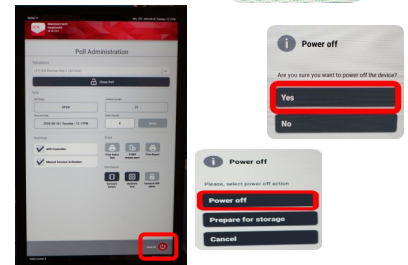
## Closing Steps on Election Day — Continued

**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.



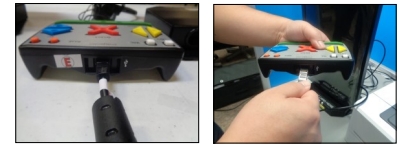
# Closing the Vote Center Election Day

## Closing Steps on Election Day — Continued

**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.

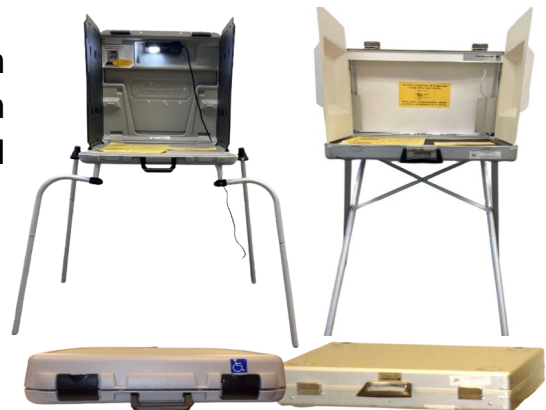


**c** Attach the Velcro® strap on the top of the blue voting booth in order to hold the sides in place. Store the blue voting booth with the other AVU equipment after completing disassembly.



**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, Ballot Scanner cart, and Ballot Scanner bag in the same designated area for pick up.

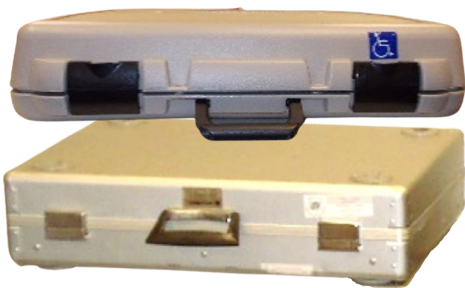


Ballot on Demand Cart



AVU Supplies

**2** Place the disassembled silver voting booths and gray ADA voting booths in the same area.



Ballot Scanner Bag with Cart

**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.



Mitigation Tub



# 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.

**Dropping off your Vote-by-Mail ballot?**  
**¿Desea entregar su boleta de Votación-por-Correo?**

**DON'T WAIT IN LINE! ¡NO ESPERE EN LÍNEA!**

- ★ See an Election Officer to submit your Vote-by-Mail ballot.
- ★ Vea a un Funcionario Electoral para depositar su boleta de Votación-por-Correo.
- ★ Make sure to sign the back of the envelope.
- ★ Asegúrese de firmar la parte posterior del sobre.
- ★ To surrender your Vote-by-Mail ballot for a new ballot, take your place in line.
- ★ Para entregar su boleta de por una boleta nueva, tome

**Do You Need Bilingual Assistance?**

Isi está marcada la casilla a continuación, indica que se ofrece asistencia en español aquí!

Kung may check ang kahon sa ibaba, nag-aalok dito ng bilingual na tulong sa Tagalog!

아래 상자를 선택할 경우 이곳에서 한국어 이중 언어 지원이 제공됩니다!

如果勾选了下方方框，则在此处提供中文的双语协助!

Nếu bạn đánh dấu vào ô dưới đây, bạn sẽ được hỗ trợ song ngữ bằng tiếng Việt tại địa điểm này!

¿Usted Necesita Ayuda Bilingüe? Si la asistencia en español no está disponible actualmente en esta ubicación, por favor llame:

Kailangan Mo Ba Ng Bilingual na Tulong? Kung walang makakatulong sa wikang Tagalog, tumawag sa:

이중 언어 지원이 필요합니까? 한국어 지원이 제공되지 경우 연

您需要语言协助吗? 如果您这里没

Bạn có cần hỗ trợ song ngữ? Nếu không có hỗ trợ tiếng

**1-877-60**

**RIVERSIDE COUNTY**  
**VOTE HERE**

**CONDADO DE RIVERSIDE**  
**VOTE AQUÍ**

**HOW TO VOTE FOR PRESIDENT**

**Registered to Vote with No Party Preference/No Party?**

As a voter who declined to provide a political party preference, or you registered with an unincorporated or unqualified political party, you are considered a "No Party Preference" (NPP) voter, and your primary election ballot will not have presidential candidates on it.

If you want to vote for U.S. President, you must request a ballot with presidential candidates from one of the following parties:

- American Independent Party
- Democratic Party
- Libertarian Party

If you want to vote for the Green, Peace and Freedom, or Republican parties' presidential candidates, you must re-register with that specific party.

**Registered to Vote with a Qualified Political Party?**

If you registered with any of the following qualified political parties, you can only vote for that party's presidential candidates:

- American Independent Party
- Libertarian Party
- Democratic Party
- Peace and Freedom Party
- Green Party
- Republican Party

If you want to vote for another party's presidential candidate, you must re-register with that specific party.

Ask a poll worker for more information.

**CÓMO VOTAR PARA PRESIDENTE**

¿Está inscrito para votar sin preferencia de partido?

Como votante que no se registró con un partido político determinado o que se registró con un partido no incorporado o no calificado, se le considera un votante "Sin preferencia de partido" (NPP) y su boleta electoral de elecciones primarias no incluirá candidatos presidenciales.

Si desea votar por los candidatos presidenciales de uno de los siguientes partidos:

- Partido Americano Independiente
- Partido Demócrata
- Partido Libertario

Si desea votar por los candidatos presidenciales de los Partidos Verde, Paz y Libertad o Republicanos, debe inscribirse en ese partido específico.

¿Está inscrito para votar en un partido político calificado?

Si se registró en cualquiera de los siguientes partidos políticos calificados, solo puede votar por sus candidatos presidenciales de ese partido:

- Partido Americano Independiente
- Partido Demócrata
- Partido Verde
- Partido Libertario
- Partido de Paz y Libertad
- Partido Republicano

Si desea votar por un candidato presidencial de otro partido, debe reinscribirse en ese partido específico.

Pregunte a un trabajador electoral para obtener más información.

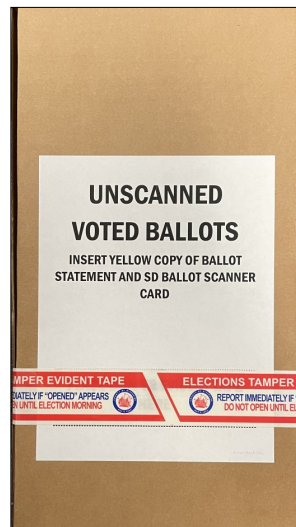
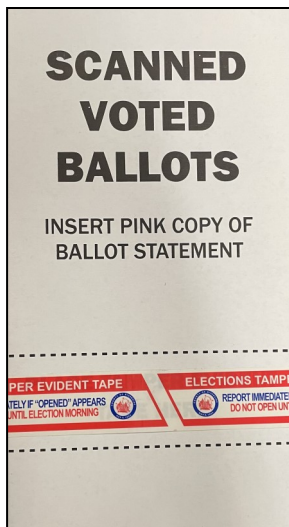




# Closing the Vote Center Election Day

## Securing the Location — Continued

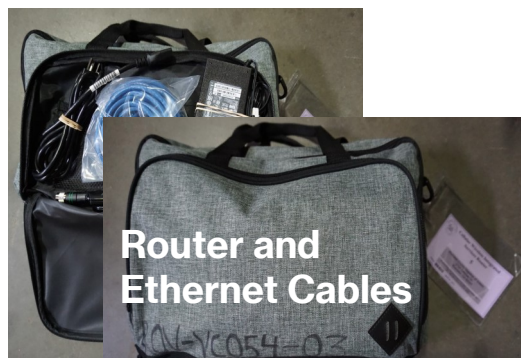
**11** In the same vehicle the Leads will load their vehicle with the sealed white Scanned Voted Ballot Carton, the sealed brown Unscanned Voted Ballot Carton, the overflow VBM and CVR Ballots (if any), red Transport Bag, the black Lead Bag, the black VBM Ballot Box with all the Dymo® Printers inside, 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.



**Red Transport Bag**



**Black VBM Ballot Box with Dymo® Printers**



**Router and Ethernet Cables**



**Laptops with power cord, mouse, and mouse pad**

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# 11. TRAINING RESOURCES



## RIVERSIDE COUNTY PRESIDENTIAL PRIMARY ELECTION MARCH 5, 2024

County of Riverside Registrar Voters Office

Art Tinoco, Registrar of Voters

2720 Gateway Drive, Riverside, CA 92507

Mailing Address: 2724 Gateway Drive,

Riverside, CA 92507

[www.voteinfo.net](http://www.voteinfo.net)

Election Officers and Polls Division

(951) 486-7341 or (877) 663-9906

FAX (951) 486-7320

California Relay Service (Dial 711)

# Training Resources

## March 2024 Lead Academy - Acronyms

<b>AVU</b>	<b>Accessible Voting Unit</b>
<b>ADA</b>	<b>American's with Disabilities Act</b>
<b>ATI</b>	<b>Audio Tactile Interface</b>
<b>AVS</b>	<b>Audio Voting Session</b>
<b>BCARLS</b>	<b>Ballot Card Accounting Record Log Sheet</b>
<b>BOD</b>	<b>Ballot On Demand</b>
<b>BT</b>	<b>Ballot Type</b>
<b>CVR</b>	<b>Conditional Voter Registration</b>
<b>E-Day</b>	<b>Election day</b>
<b>EIMS</b>	<b>Election Information Management System</b>
<b>EO</b>	<b>Election Officer</b>
<b>ICX</b>	<b>Image Cast X</b>
<b>NPP</b>	<b>No Party Preference</b>
<b>PPE</b>	<b>Personal Protective Equipment</b>
<b>ROV</b>	<b>Registrar Of Voters</b>
<b>RAVBM</b>	<b>Remote Accessible Vote-By-Mail</b>
<b>RCIT</b>	<b>Riverside County Information Technology</b>
<b>TAP</b>	<b>Temporary Assignment Program</b>
<b>UPS</b>	<b>Uninterruptible Power Supply</b>
<b>VC</b>	<b>Vote Center</b>
<b>VBM</b>	<b>Vote-By-Mail</b>
<b>VP</b>	<b>Voting Precinct</b>



# Training Resources

## Conditional Voter Registration Provisional Envelope Front

**WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave**

This envelope contains a voted ballot and is to be opened only by election officials at Election Headquarters.  
 Este sobre contiene una boleta votada la cual sólo puede ser abierta por los funcionarios electorales en la Oficina de Elecciones Central.

**I declare:** (1.) I am at least 18 years of age. (2.) I am a citizen of the United States. (3.) I reside at the address listed below. (4.) I am a registered voter in Riverside County. (5.) I have not voted previously in this election either by Vote-by-Mail ballot or at any other polling place.

**Yo declaro que:** (1.) Tengo por lo menos 18 años de edad. (2.) Soy ciudadano de los Estados Unidos. (3.) Resido en la dirección indicada abajo. (4.) Soy un votante inscrito en el Condado de Riverside. (5.) No he votado anteriormente en esta elección ni con una boleta de Votación por Correo ni en alguna otra casilla electoral.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.  
 Yo declaro bajo pena de perjurio que las declaraciones de la presente son verdaderas y correctas según mi mejor conocimiento y entendimiento.

PRINTED NAME / NOMBRE EN LETRA DE MOLDE

SIGNATURE / FIRMA

DATE / FECHA

BIRTH DATE / FECHA DE NACIMIENTO

BIRTH PLACE (CITY AND STATE) / LUGAR DE NACIMIENTO (CIUDAD Y ESTADO)

CA ID# / NUM. DE ID DE CALIF.

CURRENT RESIDENCE ADDRESS / DOMICILIO ACTUAL

CITY / CIUDAD STATE / ESTADO

ZIP CODE / CÓDIGO POSTAL

PREVIOUS RESIDENCE ADDRESS / DOMICILIO ANTERIOR

CITY / CIUDAD STATE / ESTADO

ZIP CODE / CÓDIGO POSTAL

Precinct:  
 Ballot Type:  
 Reference #:  
 Party

OFFICIAL USE ONLY			
<input type="checkbox"/> Accept	Affidavit # _____	Party _____	
<input type="checkbox"/> Reject	Assigned V.P.# _____	Ballot Type _____	
<input type="checkbox"/> Modify	Reason: _____	Initials _____	

**\* Refer to page 160**



# Training Resources

## Conditional Voter Registration Provisional Envelope Back

**COUNTY OF RIVERSIDE / CONDADO DE RIVERSIDE**  
**CVR PROVISIONAL BALLOT ENVELOPE / SOBRE PARA BOLETA PROVISIONAL DE ICV**

**REFERENCE #**  
**NÚM. DE REFERENCIA**

**▲ REMOVE THIS STUB / SEPARATE ESTE TALÓN ▲**

If you would like to know whether your Conditional Voter Registration Provisional Ballot was counted, please visit our website at [www.voteinfo.net](http://www.voteinfo.net) or call our office at (951) 486-7200 or TTY (951) 697-8966 during regular business hours at least 30 days after the election and provide the REFERENCE # on this stub.  
Si desea saber si su boleta de Inscripción Condicional de Votantes provisional se contó, por favor visite nuestro sitio web en [www.voteinfo.net](http://www.voteinfo.net), o llame a nuestra oficina al (951) 486-7200 o TTY (951) 697-8966 durante las horas regulares de negocio a partir de los 30 días después de la elección, y proporcione el NÚM. DE REFERENCIA de este talón.

**REFERENCE #**  
**NÚM. DE REFERENCIA**

**REASON FOR USING CVR PROVISIONAL ENVELOPE:**  
 CVR Provisional Voter  
 Extended Voting (Court Order)

**Qualified Political Parties for the March 5, 2024  
Presidential Primary Election**

- American Independent Party
- Democratic Party
- Green Party
- Libertarian Party
- Peace and Freedom
- Republican Party

**ELECTIONS OFFICIAL**

**NOTES:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROV

**\*Refer to page 160**

# Training Resources

## Spoiled Regular Ballot Envelope



***DO NOT OPEN***

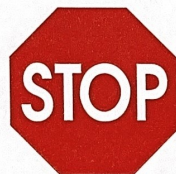


**SPOILED REGULAR BALLOT**

## Spoiled Provisional Ballot Envelope




**DO NOT OPEN**



**SPOILED PROVISIONAL BALLOT**

# Training Resources

## Vote-By-Mail Envelope Front



**RETURN ENVELOPE**  
Official Vote-By-Mail  
Ballot - to be opened  
**ONLY BY Election**  
Canvassing Board.  
Voting more than once in  
the same election is a crime.

**SOBRE DE DEVOLUCIÓN**  
Boleta Electoral Oficial de Voto  
por Correo - se abrirá SOLO POR  
la Junta de Escrutinio Electoral.  
Votar más de una vez en la misma  
elección es un delito.


Voted ballots that are mailed must  
be postmarked on or before Election  
Day and received by your county elections  
office no later than 7 days after Election  
Day.

Drop off your ballot by 8pm on Election Day.

Las boletas de votación que se envíen por  
correo deben tener el sello postal con el  
Día de la Elección o antes, y la oficina  
electoral de su condado debe recibirla en  
un plazo no mayor a 7 días después del Día  
de la Elección.

Entregue su boleta antes de las 8pm el  
Día de Elección.

This envelope contains an Official Ballot and is to be opened only by Officials at the Riverside County Registrar of Voters. Esto sobre contiene una Boleta Oficial y debe ser abierto solo por Funcionarios del Registro de Votantes del Condado de Riverside.



**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO. 126 RIVERSIDE, CA  
POSTAGE WILL BE PAID BY ADDRESSEE

**REGISTRAR OF VOTERS**  
**2724 GATEWAY DR**  
**RIVERSIDE CA 92507-9898**

33-BRMF-0324(O)

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

\*Refer to page 107

## Vote-By-Mail Envelope Back

**AUTHORIZED AGENT / REPRESENTANTE AUTORIZADO**

I am unable to return my ballot and hereby authorize:  
No puedo devolver mi boleta electoral y por la presente autorizo a:

\_\_\_\_\_  
Name of person returning ballot / Nombre de la persona que devuelve la boleta electoral

\_\_\_\_\_  
Signature of person returning ballot / Firma de la persona que devuelve la boleta electoral

**Did you...**


Sign the voter's declaration in your own handwriting?  
 Place your ballot in the envelope?

**Usted...**

¿Firmó la declaración del votante con su propia letra?  
 ¿Colocó su boleta en el sobre?

**Spoiled your ballot?**  
Place a check mark (✓) in this box if you have damaged, mismarked, or spoiled your ballot and need a replacement sent to you. Return the spoiled ballot in this envelope and a replacement ballot will be issued (time permitting).

**¿Echó a perder su boleta?**  
Ponga una marca de verificación (✓) en esta casilla si ha dañado, marcado incorrectamente y/o echado a perder su boleta y necesita que le envíen una boleta de reemplazo. Devuelva la boleta dañada en este sobre y se emitirá una boleta de reemplazo (si el tiempo lo permite).

 Haven't signed up for ballot tracking?  
It's not too late - Sign up at [wheresmyballot.sos.ca.gov](http://wheresmyballot.sos.ca.gov)


¿No se ha registrado para el seguimiento de boleta?  
No es demasiado tarde, regístrate en [wheresmyballot.sos.ca.gov](http://wheresmyballot.sos.ca.gov)

**If you are unable to sign, make your mark and have a witness sign below:**  
Si usted no puede firmar, haga una marca y pida que un testigo firme abajo:

**Witness, sign here**  
Testigo, firme aquí \_\_\_\_\_

**WARNING: Your ballot will not be counted unless you sign below in your own handwriting and your signature compares to the signature(s) in your voter registration record. Voting twice in an election is a crime.**  
**ADVERTENCIA:** Su boleta no se contará a menos que usted la firme abajo con su puño y letra y que su firma sea similar con las firmas que figuran en su registro de votante. Votar más de una vez en la misma elección es un delito.

**YOU MUST SIGN BELOW OR YOUR BALLOT CANNOT BE COUNTED**  
**DEBE FIRMAR A CONTINUACIÓN O SU BOLETA ELECTORAL NO PODRÁ SER CONTABILIZADA**

X


**Residence address as registered in Riverside County - NOT Mailing Address**  
Dirección de residencia como está registrado en el Condado de Riverside,  
NO la dirección postal

\_\_\_\_\_  
Print your name / Escriba su nombre

\_\_\_\_\_  
Date of signing / Fecha en que firma

Your signature as registered to vote (Power of Attorney NOT ACCEPTABLE)  
Su firma como está registrado para votar (NO SE ACEPTA Poder Notarial)

33-BRMB-0324(O)

\*Refer to page 107

250









# Training Resources


## Standard Ballot Request

 <p><b>Riverside County Registrar of Voters Ballot Request</b> Name of Election _____ Date of Election _____</p>		<p>VOTE CENTER # _____</p>
<p><b>VOTER COMPLETES THIS SECTION – PLEASE PRINT CLEARLY</b></p>		
<p>Name _____</p> <p>Residence Address _____ <small>No P.O. Boxes</small></p> <p>City _____ ZIP Code _____</p> <p>Birth date ____/____/____</p> <p>Check <i>✓</i> one:  <input type="checkbox"/> REGISTERED VOTER OF RIVERSIDE COUNTY    <input type="checkbox"/> NEW REGISTRANT</p> <p>I hereby declare under penalty of perjury, under the laws of the State of California that I have not <b>will</b> I vote by any other means for this election and that the information provided above is true and correct.</p>		<p>OFFICIAL USE ONLY</p> <p>BOOK # _____ LINE # _____</p> <p>B.T. _____ PARTY _____</p> <p>V.P. _____</p> <p>APP# 112- _____</p> <p>AFF _____</p> <p>COMMENTS  Ballot: <input type="checkbox"/> Re-Issue  <input type="checkbox"/> CVR Provisional  <input type="checkbox"/> VBM Re-Issue</p> <p><input type="checkbox"/> AVU Ballot  <input type="checkbox"/> BOD Ballot</p>
<p>Signature of Voter _____</p> <p>Date _____</p>		

## Change of Party/Address/ Live VBM Ballot Request


 <p><b>Riverside County Registrar of Voters Ballot Request</b> Presidential Primary Election March 5, 2024</p>		<p>VOTE CENTER # _____</p>
<p><b>VOTER COMPLETES THIS SECTION – PLEASE PRINT CLEARLY</b></p>		
<p>Name _____</p> <p>Residence Address _____ <small>No P.O. Boxes</small></p> <p>City _____ ZIP Code _____</p> <p>Birth date ____/____/____</p> <p>Check <i>✓</i> one:  <input type="checkbox"/> REGISTERED VOTER OF RIVERSIDE COUNTY    <input type="checkbox"/> NEW REGISTRANT</p> <p>I hereby declare under penalty of perjury, under the laws of the State of California that I have not <b>will</b> I vote by any other means for this election and that the information provided above is true and correct.</p>		<p>OFFICIAL USE ONLY</p> <p>BOOK # _____ LINE # _____</p> <p>B.T. _____ PARTY _____</p> <p>V.P. _____</p> <p>APP# 112- _____</p> <p>AFF _____</p> <p>COMMENTS  <input type="checkbox"/> Re-Issue  <input type="checkbox"/> CVR Provisional  <input type="checkbox"/> VBM Re-Issue  <input type="checkbox"/> AVU Ballot  <input type="checkbox"/> BOD Ballot  <input type="checkbox"/> Change of Address  <input type="checkbox"/> Change of Political Party  <input type="checkbox"/> Live VBM Return</p>
<p>Signature of Voter _____</p> <p>Date _____</p>		

## Data Entry Route Slip

	<p><b>RIVERSIDE COUNTY REGISTRAR OF VOTERS BALLOT REQUEST DATA ENTRY ROUTE SLIP</b></p>
<p>SITE NAME: _____</p>	
<p>Date of Current Election _____ Name of Current Election _____</p>	
OPERATOR: _____	BOOK # _____ DATE ENTERED: _____
AVU Issue _____	Re-Issue _____
BOD Issue _____	CVR Provisional _____
	VBM Re-Issue _____
BALLOT ISSUED TOTAL _____	GROUP TOTAL _____

\*Refer to page 194

## Ballot Statement—Everyday

BALLOT STATEMENT	
	
DATE: 1st Day	
REGULAR PAPER BALLOTS	
The Number of Unscanned Voted Paper Ballots <i>(Place in Unscanned Brown Voted Ballot Carton with yellow copy)</i>	VC#: <input type="text"/>
A	+
The Number of Scanned Voted Paper Ballots <i>(Place in Scanned White Voted Ballot Carton with pink copy)</i>	B
B	+
Total	C =
C	=
The Number of Spoiled Voted Paper Ballot Envelopes <i>(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)</i>	
D	D
CVR PROVISIONAL BALLOTS	
The Number of Voted Orange CVR Ballot Envelopes <i>(Place the envelopes in the plastic bag and into the Red Transport Bag with orange copy)</i>	E
E	E
The Number of Spoiled CVR Provisional Ballot Envelopes <i>(Place envelopes with blue ink in plastic bag and into the Red Transport Bag with orange copy)</i>	F
F	F
ROSTER SIGNATURES	
Total Number of Voter Signatures <i>(Check Laptop 1, 2, 3, 4 &amp; 5 &amp; CVR 1, 2, 3, 4 &amp; 5 Rosters &amp; Curbside Voters Roster)</i>	G
G	G
VOTE-BY-MAIL BALLOTS	
The Number of Dropped Off Vote-by-Mail Ballots <i>(Place the envelopes in the plastic bag. Place plastic bag and any overflow envelopes into the Red Transport Bag or the Brown cardboard VBIM Ballot Box. If needed with orange copy)</i>	H
H	H


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

\*2023-15\*

**\* Refer to page 197**

## Ballot Statement—Election Night

BALLOT STATEMENT	
	
DATE: 4th Day-Election Day	
REGULAR PAPER BALLOTS	
The Number of Unscanned Voted Paper Ballots <i>(Place in Unscanned Brown Voted Ballot Carton with SD Card from the Ballot Scanner and yellow copy)</i>	VC#: <input type="text"/>
A	+
The Number of Scanned Voted Paper Ballots <i>(Place in Scanned White Voted Ballot Carton with pink copy)</i>	B
B	+
Total	C =
C	=
The Number of Spoiled Voted Paper Ballot Envelopes <i>(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)</i>	
D	D
CVR PROVISIONAL BALLOTS	
The Number of Voted Orange CVR Ballot Envelopes <i>(Place the envelopes in the plastic bag and into the Red Transport Bag with orange copy)</i>	E
E	E
The Number of Spoiled CVR Provisional Ballot Envelopes <i>(Place envelopes with blue ink in plastic bag and into the Red Transport Bag with orange copy)</i>	F
F	F
ROSTER SIGNATURES	
Total Number of Voter Signatures <i>(Check Laptop 1, 2, 3, 4 &amp; 5 &amp; CVR 1, 2, 3, 4 &amp; 5 Rosters &amp; Curbside Voters Roster)</i>	G
G	G
VOTE-BY-MAIL BALLOTS	
The Number of Dropped Off Vote-by-Mail Ballots <i>(Place the envelopes in the plastic bag. Place plastic bag and any overflow envelopes into the Red Transport Bag or the Brown cardboard VBIM Ballot Box. If needed with orange copy)</i>	H
H	H

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

\*2023-15\*

**\* Refer to page 217**

# Training Resources

# Training Resources

## Sign-In Roster Cover


**LOCATION:**

«Location»

**LAPTOP #1**

Date of Election  
Name of Election

**COUNTY OF RIVERSIDE REGISTRAR OF VOTERS**



Sign-In  
ROSTER

**INCLUDED:**

- √Numbered Roster pages
- √Challenge List/List of Assisted Voters  
(Inside Back Cover)

**\*Refer to page 127**

## Sign-In Roster Page 1

**SIGN-IN ROSTER PAGE**

**WARNING:** It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18560 & 14107).

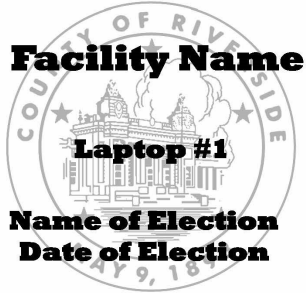
**ADVERTENCIA:** Es un crimen que puede castigarse mediante encarcelamiento en la prisión del estado o en la cárcel del condado a cualquier persona que sin derecho para votar en una elección, fraudulentamente vota, fraudulentamente intenta votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intente fingir que es un votante (Código de Elecciones Sección 18560 & 14107).

VOTER SEQ. #	PRINTED NAME <i>NOMBRE LETRA DE MOLDE</i>	SIGNATURE OF VOTER <i>FIRMA DEL VOTANTE</i>	PRESENT RESIDENCE ADDRESS <i>DIRECCIÓN ACTUAL</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

# Training Resources

## CVR Provisional Roster Cover

### Conditional Voter Registration Provisional Voters Roster



**Elections Official please note:**

**This roster provides instructions for issuing Conditional Voter Registration (CVR) Provisional Ballots to voters. Any voter that receives a CVR Provisional Ballot must complete and sign the front of the orange Conditional Voter Registration Provisional envelope.**

**\*Refer to page 164**

## CVR Provisional Roster Page 1

### CVR PROVISIONAL ROSTER

**CVR PROVISIONAL VOTERS MUST COMPLETE AND SIGN ONE OF THE LINES BELOW.**

**WARNING:** It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18560 & 14107).

**ADVERTENCIA:** Es un crimen que puede castigarse mediante encarcelamiento en la prisión del estado o en la cárcel del condado a cualquier persona que sin derecho para votar en una elección, fraudulentamente vota, fraudulentamente intenta votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intente fingir que es un votante (Código de Elecciones Sección 18560 & 14107).

VOTER SEQ. #	PRINTED NAME <i>NOMBRE LETRA DE MOLDE</i>	SIGNATURE OF VOTER <i>FIRMA DEL VOTANTE</i>	PRESENT RESIDENCE ADDRESS <i>DIRECCIÓN ACTUAL</i>	PREVIOUS RESIDENCE ADDRESS <i>DIRECCIÓN ANTERIOR</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
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12				
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20				
21				
22				





# Training Resources









## 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 #####	
<b>If you must break a seal, replace it and record the new seal number below</b>			
Replacement Seal		Replacement Seal	
Replacement Seal		Replacement Seal	
Replacement Seal		Replacement Seal	

If the seal is not intact, or there are any signs of suspected tampering, take the unit out of service and contact the Registrar of Voters office at (951) 486-7217 or (951) 486-7341.

### SEALS VERIFICATION FOR VOTE CENTER SET-UP

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up						

### 1<sup>ST</sup> DAY SEALS VERIFICATION

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

Date of Current Election Name of Current Election

**\*Refer to page 64**

# Training Resources

## 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	#####	
<b>If you must break a seal, replace it and record the new seal number below</b>					
		(F)			(B)
		(F)			(B)
		(F)			(B)
		(F)			(B)

<b>Top Slider Door</b>					
Laptop Cover Seal	#####	(T-1)	Top Slider Door Seal	#####	(T-2)

### 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						
		(T-1)		(T-2)		(F)

### 1st DAY SEALS VERIFICATION

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

Date of Current Election Name of Current Election

\*Refer to page 78

# Training Resources

## 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.

**DATE OF CURRENT ELECTION NAME OF CURRENT ELECTION**

**Vote Center: Name of Vote Center**

**Ballot Scanner #: #####**

<b>Administrator Door Seal</b> #####	(A)	<b>Poll Worker Door Seal</b> #####	(B)
<b>Data Port Door Seal</b> #####	(C)	<b>Thermal Paper Door Seal</b> #####	(D)
<b>If you must break a seal, replace it and record the new seal number below</b>			
<b>Administrator Door Seal</b>	(A)	<b>Poll Worker Door Seal</b>	(B)
<b>Poll Worker Door Seal</b>	(B)	<b>Data Port Door Seal</b>	(C)
<b>Thermal Paper Door Seal</b>	(D)	<b>Ballot Box Support Latch</b>	(E)
<b>Untabulated Ballot Storage Door</b>	(F)	<b>Untabulated Ballot Storage Door</b>	(F)
<b>Ballot Box Door</b>	(G)	<b>Ballot Box Door</b>	(G)

### SEAL VERIFICATION FOR VOTE CENTER SET-UP

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up						
<b>New Seals After Set-up</b>						
<b>Ballot Box Support Latch</b>						(E)

### FIRST DAY SEALS VERIFICATION

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

Date of Current Election Name of Current Election

**\*Refer to page 92**





# Training Resources

## Change of Political Party/Change of Address Form



**California Secretary of State**  
**CHANGE OF POLITICAL PARTY/CHANGE OF ADDRESS**  
(Elections Code §§ 2119.5, 2152)

This form may only be completed by a voter who is currently registered to vote in their current county of residence. This form is to request a change of political party preference and/or to request a change of address within the same county. This form may only be completed during the time period of the 14th day before an election up until the close of the polls on Election Day. This form must be provided in person to the county elections official's office, polling location, or satellite office.

\_\_\_\_\_  
First name Middle name

\_\_\_\_\_  
Last name (including suffix, such as Jr., Sr., III)

Date of birth                    
M M D D Y Y Y Y

\_\_\_\_\_  
Current residence address Apt or Unit #

\_\_\_\_\_  
City State CA Zip

**I want to change my political party preference.**

**I want to choose a political party preference**

- American Independent Party
- Democratic Party
- Green Party
- Libertarian Party
- Peace and Freedom Party
- Republican Party
- Other (specify): \_\_\_\_\_

**I do not want to choose a political party preference**

- No Party / None

**I want to change my address. My previous address was:**

\_\_\_\_\_  
Address Apt or Unit #

\_\_\_\_\_  
City State CA Zip

I declare under penalty of perjury under the laws of the State of California that the information I have provided on this request is true and correct.

X

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Date signed Month Day Year