

POLLPAD JUDGES QUICK REFERENCE GUIDE

SUPPLIES

1. "Start Here" sign w/ base and flag
2. Yellow Expandable Folder
3. Spindles for Applications to Vote
4. Red Pens for Judges & Black Pens for Voters
5. Pollwatcher Register Envelope
6. Stapler
7. Blank Ballot Paper
8. Sample Ballots
9. Magnifying Sheets
10. Write-In Reports
11. Secrecy Folders

PROCEDURES FOR PROCESSING VOTERS

1. Election Judges **MUST** ask each voter to state their name and address. It is the law!
2. **DO NOT ask for ID unless: ID required is noted on the Pollpad, a voter is challenged, an affidavit requires it, or the voter is registering to vote.**
3. Search for the voter. We recommend searching by date of birth or the first 3 letters of the last name and first 3 letters of the first name.
4. Any voters that match the search will appear on the screen.
5. Find the correct voter from the list and touch their name to view their registration details.
6. Verify the voter's name and address is correct.
7. Ask the voter their party preference if a Primary Election
8. Ask the voter to sign a blank WHITE Application to Vote.
9. Have one Democrat and one Republican compare the wet signature on the Application to Vote to the signature image on the Pollpad screen. If the signature matches, touch 'Yes'.
10. Staple the label to the voter's signed Application to Vote.
11. Number and spindle the Application to Vote.
12. Initial the printed ballot somewhere at the top of the ballot.
13. Touch 'Voter Check-in Search' to return to the main search screen.

SAME DAY VOTER REGISTRATION OR REGISTRATION UPDATES WITHIN THE POLLING PLACE

To qualify for Same Day Voter Registration or a Registration Update at the Polling Place the following qualifications must be met:

Same Day Voter Registration (New Registration)

1. U.S. Citizen
2. 18 years of age on or before the next General Election
3. Present two (2) forms of identification, one (1) of which must show current address
4. Provide last four digits of Social Security Number or Illinois Secretary of State Identification Card

Registration Update

1. U.S. Citizen
2. 18 years of age on or before the next General Election

PROCEDURES FOR PROCESSING A REGISTRATION

- No record of the voter from the search.
- Touch the 'Same Day Reg' button.
- Use the drop downs to select the two forms of identification the voter showed. Remember one must show current name and address. Touch 'Continue'.
- Complete the required fields, highlighted in red, for the voter.
- Type the voter's new address into the search bar. A drop down will appear. As you type the drop down selections will become more specific. The hope is that typing the house number will provide the correct address in the drop down.
- Touch the correct address from the drop down.
- Verify all new data collected for the voter is correct.
- Touch 'Yes' to continue.
- Place the printed label on a GREEN Application to Vote.
- Ask the voter to sign the Application to Vote. *Remember, there will be no signature on the label for this voter. You are verifying eligibility through the voter's two forms of identification.
- Number and spindle the Application to Vote in a green application pile.

Application to Vote Color Code Cheat Sheet

Ideal Voter = WHITE

Inactive Voter with ID = WHITE

Inactive Voter with no ID, voting Provisional = WHITE

ID Required with ID = WHITE

ID Required with no ID, voting Provisional = WHITE

Voter with Cancel VBM Affidavit = WHITE

New Registration = GREEN

New Registration with no ID, voting Provisional = GREEN

Voter with Spelling Error Update = GREEN

Voter with Name Change = GREEN

Voter with Name Change with no ID, voting Provisional = GREEN

Voter with Address Change = GREEN

WHAT TO DO IF...

If the voter's address is not correct:

- Touch 'No' to confirm the address is not correct from the Voter Verification screen.
- The registration update screen appears.
- Complete the required fields, highlighted in red, for the voter.
- Update the fields that are incorrect for the voter. In this example the voter's address is incorrect.
- Type the voter's new address into the search bar. A drop down will appear. As you type the drop down selections will become more specific. The hope is that typing the house number will provide the correct address in the drop down.
- Touch the correct address.
- Verify all new data collected for the voter is correct.
- Touch 'Yes' to continue.
- Ask the voter to sign a blank GREEN Application to Vote.
- Have one Democrat and one Republican compare the wet signature on the Application to Vote to the signature image on the Pollpad screen. If the signature matches, touch 'Yes'.
- Staple the label to the voter's signed Application to Vote.
- Number and spindle the Application to Vote in the green pile.

If the voter is Inactive and/or ID is required to vote

- A pop up will appear stating the voter must show ID. Use the drop downs to select the two forms of ID the voter provides. If the voter does not have ID, follow the instructions for processing the voter as provisional.

If the voter's wet signature on the Application to Vote does not match the signature on the Pollpad screen:

- Since the signature does not match touch 'No'.
- Ask the voter for identification to prove eligibility.
- If ID is sufficient, use the drop down to select the type of ID shown.
- Touch 'Continue' to process the voter.
- Two labels will print.
- Have the voter sign at the 'x' on the long 'Signature Mismatch' label. Staple this label in the Black Binder under the Incident Report tab.
- Place the Voter label on the front of the voter's Application to Vote.

NOTE: If the identification is not sufficient, touch 'No Valid ID' and the voter will be given a Provisional Ballot.

If the voter has already voted in this election, you will be taken to the Provisional processing screen.

If the voter (1) surrenders their vote by mail ballot, (2) states they never received the vote by mail ballot, or (3) states the election office notified the voter the ballot has not been received are they entitled to vote a regular ballot in the Polling Place. Otherwise, the voter will vote provisionally.

- Staple the 'Cancel Vote by Mail Ballot' ticket to the voter's Application to Vote.
- Both voter and judge must sign the 'Cancel Vote by Mail Ballot' ticket.
- Write "SURRENDERED" on the purple envelope and file in the Yellow Expandable Folder.

If the voter mismarks or overvotes and needs a new ballot issued:

- On the Pollpad, touch Voter Info Search (bottom right corner)
- Search for the Voter
- Touch Reprint Ballot
- Give the voter a Spoiled Ballot Envelope from the Yellow Expandable Folder
- Once the voter has sealed the spoiled ballot in the envelope, file in the Yellow Expandable Folder

If the voter wants a different party ballot issued, call the office at 309.324.2300 to have the voter reset.

PROCEDURES FOR PROCESSING PROVISIONAL VOTERS (A PROVISIONAL BALLOT IS A FULL BALLOT!)

1. The pollpad has determined this voter needs a provisional ballot. At the Provisional Ballot Entry screen, you will need to enter a tracking number. This number is pre-printed on the blank Provisional Envelopes. Pull a blank Provisional Envelope from the yellow expandable folder. Enter the number printed in red and then again to confirm. Touch OK. The pollpad will print 3 labels, 1 voter label and 2 Provisional labels. The voter label is stapled to the voter's Application to Vote and spindled.
2. Staple one of the Provisional labels to the blank Provisional Envelope. Be sure to sign and have the voter sign as well.
3. Staple the remaining Provisional label to the back of a Provisional Voter Handout. This handout can be found in the yellow expandable folder. Give this to the voter. It explains why they are voting provisionally and gives them contact information to determine if their provisional ballot was counted.
4. Pass the Voter to the Affidavit Judge.
5. The Affidavit Judge will then walk the voter with completed Provisional Envelope to the Touch Writer.
6. At the Touch Writer, enter the Poll Worker Code and activate the voter's ballot (date of election). Select the correct ballot style for the voter. This can be found on Provisional label stapled to the Provisional Envelope. There will be a series of letters and numbers. This is the ballot style. (ex. PE02-1 Rep)
7. On the Confirm Selection screen, touch the 'Mark as Provisional' button.
8. The activation tape will print and needs to be put in the Provisional Envelope. No need to sign this tape.
9. Once the voter has finished voting and their ballot has printed, the election judge needs to initial the ballot and then have the voter seal the ballot in the Provisional Envelope.
10. Drop the sealed Provisional Envelope in the blue ballot bag. Be sure to put a tick mark in the Provisional column.