Single Precinct

Station 1 - Check-in
1. Complete Application to Vote
2. Verify Pct./Polling Location
3. Check Voter ID/Affidavit
4. Offer voting instructions
5. Traffic control

Station 2 - Processing
1. Locate Voter and enter in EPB
2. Issue ballot/record number and initial Application to Vote
3. Place ballot in secrecy sleeve

Station 3 - Tabulator
1. Verify ballot serial number/ remove stub and retain
2. Spindle Application to Vote
3. Assist with ballot jams and rejected ballots
4. Facilitate "Spoiled Ballot" procedure

Help Desk
1. If name not on list, contact clerk; complete Provisional Ballot form and Security Envelope
2. Resolve QVF Status Flags (V, CH, ID, AV) issues
3. Complete Change of Address / Cancellation Authorization Form

10 Foot Restricted Area
Tabulator
Public Area

Front
Front
Front