

Electronic Pollbook (EPB) – Tips for Success

I. Practice - The Bureau of Elections encourages clerks and election staff to practice using the encrypted flash drive, installation and setup of the EPB software, and overall operation of the EPB software and laptop several weeks prior to an election, in order to gain confidence and familiarity with the software and any updates made since the last election. Election inspectors should also be given the opportunity to practice using the EPB prior to Election Day to boost user confidence and reduce the stress of Election Day. EPB election files are available in the Qualified Voter File (QVF) and the Elections Management Portal (EMP) to facilitate practice throughout the year. In addition, generic practice files which contain specific Election Day instructions and scenarios are available for download in the Elections eLearning Center.

Resources: *McQVF Database - Elections eLearning Center, key word "McQVF"*

II. Perform Microsoft software updates frequently - All EPB laptops should be connected to the internet multiple times prior to an election to check for updates from Microsoft. We advise checking for Microsoft updates on a quarterly basis, at a minimum. Downloading and installing updates requires an internet connection and it may be a long process. The sequence of updates is important and may require the computer to be rebooted to check for additional updates triggered by previous updates.

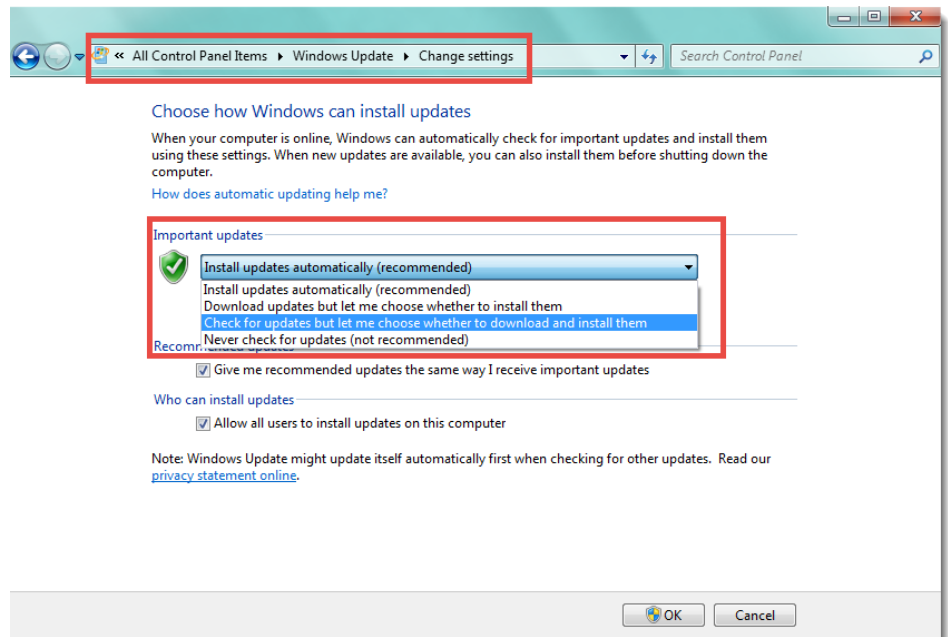
Resources: *Laptop Preparation and Maintenance Guide - Elections eLearning Center, key word "laptop maintenance"*

To ensure that your computer does not download or try to install updates on Election Day, we recommend taking the following steps:

1. Connect the laptop to the Internet and check for updates, then download and install updates. Reboot the laptop, and repeat until all updates have been downloaded, installed, and configured.

2. Once the laptop is updated, change the update options so that they do not automatically update; but rather, notify you when an update is available.

This action allows you to choose when it is appropriate to download and install updates. From the Action Center in the Control Panel, choose Windows Update, then Change Settings. See image.



III. Disable the laptops' Wi-Fi connection on Election Day - The steps to disable the Wi-Fi connection on the laptop vary depending on the model laptop used for the EPB. In most cases, there is a button or a key on the keyboard that can be pressed on Election Day to disable the Wi-Fi connectivity.

Resources: *Laptop Preparation and Maintenance Guide - Elections eLearning Center, key word "laptop maintenance"*

IV. Login to the Privacy Zone - If using a Verbatim flash drive with V-Safe100 encryption software, the first thing you must do *every time* you plug the drive into a computer is open the V-Safe100 program and enter the flash drive's password. You might load the EPB software onto the flash drive from a different computer, but you must log back into the Privacy Zone once you plug the flash drive into your EPB laptop to load the software for Election Day. Also, you must open the V-Safe100 program and enter the flash drive's password to login to the Privacy Zone each time you shut down the EPB laptop.

V. Printing reports at the end of the night - Before Election Day, make sure that the election inspectors will be able to print the necessary reports. If inspectors are printing from the EPB laptop at the close of polls, make sure the printer works with the laptop and that it has sufficient ink to print the reports. Printing reports should be practiced ahead of time to avoid submitting an incomplete record on Election Day.

Resources: *Laptop Preparation and Maintenance Guide - Elections eLearning Center, key word "laptop maintenance"*

VI. A precinct list and paper pollbook components must be available as a back-up to the EPB

Never turn voters away or ask them to return later because of technical problems. If there is ever a problem with the laptop on Election Day, it is important for election inspectors to revert to paper as a means of processing voters. Therefore, jurisdictions using the EPB should have paper precinct lists from the QVF and traditional paper pollbook components (blank List of Voters pages, Ballot Summary, and Remarks page). Precincts reverting to paper can create a physical paper pollbook and record the List of Voters utilizing the applications to vote. They will also need to manually record Remarks and a Ballot Summary.

VII. Unable to record Absent Voter ballots or fill in Line B of the Ballot Summary - Should you find that the 'Record an absentee ballot' button is grayed out and inactive or you are unable to manually enter the number of absent voter ballot envelopes sent to the precinct for processing in Line B of the Ballot Summary, resolve with the following steps: click File, click Options, click "Enable recording of absentee ballots".

VIII. Recording electronic ballots - The absent voter was issued an electronic ballot is processed in the EPB with the same ballot number originally recorded by the clerk. Electronically issued MOVE ballots returned by the voter on 8-1/2 x 11 paper are recorded in the EPB using the original "ET#". The ballot number of the ballot to which the original votes are duplicated is NEVER assigned to the absent voter in the EPB. Simply use the duplication process established for other absent voter ballots that require duplication.

Resources: *Videos – Elections eLearning Center, key word "duplicating"*

Recommended Timeline for E-Pollbook & Election Preparation

10-8 weeks before Election

- If desired, assign Ballot Style Aliases to precinct splits in QVF's Global Geography module
- Practice using the EPB

6-4 weeks before Election

- Connect the laptop to the internet and perform Microsoft and antivirus software updates
- Record dates of absent voter ballot applications received, absent voter ballots sent, and absent voter ballots received in QVF or EMP through Election Day
- Practice using the EPB

1 week-1 day before Election

- Print precinct list(s) from QVF or obtain the list(s) from the County Clerk's office if you do not have access to the QVF software*
Note: Printing a precinct list before 4pm Monday may result in incomplete absent voter ballot information at the polls
- Uninstall any practice EPB from the laptop and delete related EPB files from the flash drive

4 pm Monday before Election Day

- Print precinct list(s) from QVF or obtain the list(s) from the County Clerk's office if you do not have access to the QVF software
- Export the EPB files from the QVF or EMP to the flash drive, install the EPB software on the EPB laptop, then set up options and user accounts