

2020 Presidential Primary – e-Pollbook Addendum

The March 10, 2020 Michigan Presidential Primary requires tracking the voter’s ballot selection (Democratic, Republican, or a ballot without a Presidential Primary where applicable). This requires temporary changes to certain election and Electronic Pollbook (EPB) procedures detailed below.

Summary of EPB software changes and procedure:

- **Auto-Increment/Auto Advance:** must be turned **off** for the Presidential Primary. The EPB Auto Advance feature does not have the capability to track Presidential Primary ballot types.
 - Each ballot number must be carefully typed into the Electronic Pollbook. This procedure is the same as the last Presidential Primary.
- **Lockout:** can be changed at download and under File>Options.
- **Ballot Type Selection:** an additional selection of Ballot Type must be recorded when assigning a ballot to a voter

Note: Ballot Summary procedures have not changed. Ballot summary number ranges need to be recorded for each ballot style and type.

The **Auto-Increment/Auto Advance** feature must be turned **off** (box left unchecked) for the Presidential Primary since the EPB Auto Advance feature does not have the capability to track Presidential Primary ballot types.

The **Lockout** feature may be enabled if the different ballot types were numbered with unique number sequences in accordance with closed presidential primary ballot production standards.

For example:

Lockout – By Ballot Style if... (recommended by BOE)		Lockout – None/Unchecked, if...	
Democratic ballots	1001-1500	Democratic ballots	1001-1500
Republican ballots	2001-2500	Republican ballots	1001-1500
Ballot w/o Presidential Primary	3001-3500	Ballot w/o Presidential Primary	1001-1500

Processing Voters – Information for Election Inspectors

Voters must select a ballot type for the Presidential Primary. The e-pollbook (EPB) has been modified to record the ballot type with a simple selector screen. Besides the Application to Vote, this is the only place a voter's ballot type should be recorded. The recording of the ballot type will transfer to QVF during the voting history upload performed by the Clerk after the election. No further steps are necessary for logging ballot type.

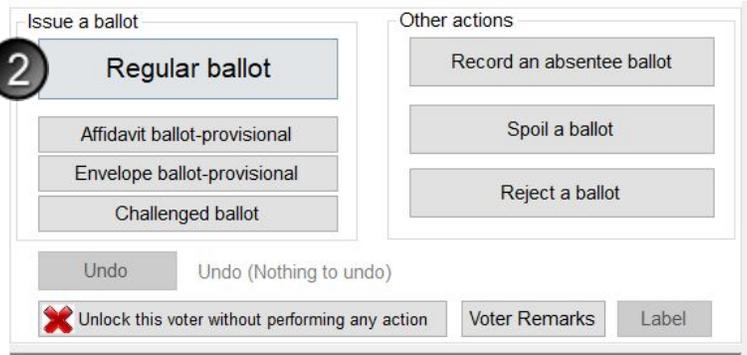
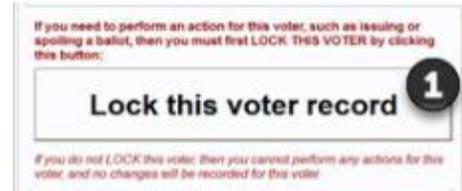
Completing the Application to Vote/Ballot Selection Form

The Application to Vote has been modified to record the voter's ballot type selection for the Presidential Primary. The voter must complete the **SELECT BALLOT TYPE HERE** section in order to receive a ballot. If the voter refuses to check a box in this section, a ballot **CANNOT** be issued.

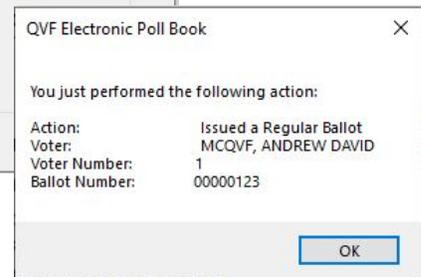
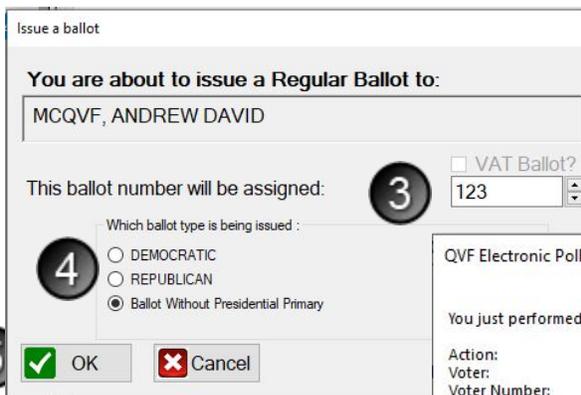
Application to Vote/Ballot Selection Form																			
Picture ID must be shown unless it's not in the voter's possession. A voter without ID may instead complete the Affidavit of Voter Not in Possession of Picture ID below and vote a regular ballot.																			
March 10, 2020 Presidential Primary		Precinct _____																	
<table border="1"><tr><td>ELECTION INSPECTOR COMPLETES</td></tr><tr><td><input type="checkbox"/> ID AFFIDAVIT COMPLETED</td></tr><tr><td>ELEC INDR. INITIAL</td></tr><tr><td>BALLOT STYLE</td></tr><tr><td>BALLOT NO.</td></tr><tr><td>VOTER NO.</td></tr></table>	ELECTION INSPECTOR COMPLETES	<input type="checkbox"/> ID AFFIDAVIT COMPLETED	ELEC INDR. INITIAL	BALLOT STYLE	BALLOT NO.	VOTER NO.	<table border="1"><tr><td>PRINT NAME: _____</td></tr><tr><td>DATE OF BIRTH: _____</td></tr><tr><td>RESIDENCE ADDRESS: _____</td></tr><tr><td>I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.</td></tr><tr><td>SIGN HERE <input checked="" type="checkbox"/> _____ SIGNATURE OF VOTER</td></tr></table>	PRINT NAME: _____	DATE OF BIRTH: _____	RESIDENCE ADDRESS: _____	I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.	SIGN HERE <input checked="" type="checkbox"/> _____ SIGNATURE OF VOTER	<table border="1"><tr><td>SELECT BALLOT TYPE HERE</td></tr><tr><td>I hereby request the ballot type marked below for this election. (You must select one ballot type. If you do not select a ballot type, a ballot will not be issued.)</td></tr><tr><td>SELECT ONLY ONE BALLOT TYPE:</td></tr><tr><td><input type="checkbox"/> Democratic Party Presidential Primary Ballot</td></tr><tr><td><input type="checkbox"/> Republican Party Presidential Primary Ballot</td></tr><tr><td><input type="checkbox"/> Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on other proposals or candidates (if on ballot).</td></tr></table>	SELECT BALLOT TYPE HERE	I hereby request the ballot type marked below for this election. (You must select one ballot type. If you do not select a ballot type, a ballot will not be issued.)	SELECT ONLY ONE BALLOT TYPE:	<input type="checkbox"/> Democratic Party Presidential Primary Ballot	<input type="checkbox"/> Republican Party Presidential Primary Ballot	<input type="checkbox"/> Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on other proposals or candidates (if on ballot).
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<hr/> AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION																			
I, _____ hereby affirm that I am (Print Name)																			
not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.																			
By signing this affidavit, I swear/affirm that the statements made above are true.																			
SIGNATURE OF VOTER: <input checked="" type="checkbox"/> _____																			
Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.																			
<hr/> To be completed by Election Inspector																			
Sworn and subscribed to before me this _____ day of _____																			
I certify that the elector named above has completed the above affidavit in my presence.																			
<input checked="" type="checkbox"/> _____ Signature of Election Inspector																			

Assigning a Ballot in the e-Pollbook

1. Swipe the voter's driver's license through the magnetic card reader or type the voter's name into the DLN/Name field. If typing, select the correct voter and click "Lock this voter record."
2. Verify that the voter's information provided on the Application to Vote is the same as the information in the EPB. When this verification is complete, click on regular ballot (or Provisional (envelope) or Challenged ballot, if applicable)



3. Find the next available ballot of the voter's selected ballot type and **carefully type** that ballot number in the ballot number box
4. Select which ballot type the voter requested
5. Click OK
 - a. If the confirmation window is enabled, the ballot number and ballot type recorded will display in the confirmation screen. Click OK to continue processing the next voter.
6. Complete the ELECTION INSPECTOR COMPLETES portion of the Application to Vote with the election inspector's initials, the ballot style type, ballot number and voter number (see example at right)



If absent voter ballots are processed in the precinct, the Ballot Type recorded will show along with the Ballot Number assigned by the clerk in QVF.

Note: If the wrong ballot type is selected in the EPB, the election inspector must go back into the voter's record, select undo, and repeat the steps above selecting the correct ballot type.

Application to Vote/Ballot Selection Form

Picture ID must be shown unless it's not in the voter's possession. A voter without ID may instead complete the Affidavit of Voter Not in Possession of Picture ID below and vote a regular ballot.

March 10, 2020 Presidential Primary Precinct _____

<p>6 ELECTION INSPECTOR COMPLETES</p> <p><input type="checkbox"/> ID AFFIDAVIT COMPLETED</p> <p>ELEC INSP. INITIAL: <u>ED</u></p> <p>BALLOT STYLE: <u>1AL</u></p> <p>BALLOT NO.: <u>123</u></p> <p>VOTER NO.: <u>1</u></p>	<p>PRINT NAME: <u>Andrew David McQvf</u></p> <p>DATE OF BIRTH: <u>5/7/1943</u></p> <p>RESIDENCE ADDRESS: <u>1234 Pine St Mass City MI 49948</u></p>	<p>SELECT BALLOT TYPE HERE</p> <p>I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.)</p> <p>SELECT ONLY ONE BALLOT TYPE:</p> <p><input type="checkbox"/> Democratic Party Presidential Primary Ballot</p> <p><input type="checkbox"/> Republican Party Presidential Primary Ballot</p> <p><input checked="" type="checkbox"/> Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on other proposals or candidates (if on ballot).</p>
	<p>I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.</p> <p>SIGN HERE <u>x</u> <u>Andrew McQvf</u> SIGNATURE OF VOTER</p>	

Changing the Ballot Type

If the voter decides they want a different ballot type after a ballot has been issued, the voter must change his or her Application to Vote and the new ballot should be processed under the normal spoiled ballot procedures. The voter should initial their correction, and the inspector should correct the ballot style/type and ballot number.

Application to Vote/Ballot Selection Form

Picture ID must be shown unless it's not in the voter's possession. A voter without ID may instead complete the Affidavit of Voter Not in Possession of Picture ID below and vote a regular ballot.

March 10, 2020 Presidential Primary Precinct _____

ELECTION INSPECTOR COMPLETES <input type="checkbox"/> ID AFFIDAVIT COMPLETED ELEC INSP. INITIAL JAE IAD BALLOT STYLE 85 1051 BALLOT NO. 1 VOTER NO.	PRINT NAME: Andrew David McQVF DATE OF BIRTH: 5/7/1943 RESIDENCE ADDRESS: 1234 Pine St Mass City MI 49948 I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election. SIGN HERE  SIGNATURE OF VOTER	SELECT BALLOT TYPE HERE I hereby request the ballot type marked below for this election. (You must select one ballot type below. If you do not select a ballot type, a ballot will not be issued to you.) SELECT ONLY ONE BALLOT TYPE: <input checked="" type="checkbox"/> Democratic Party Presidential Primary Ballot <input type="checkbox"/> Republican Party Presidential Primary Ballot <input checked="" type="checkbox"/> Ballot without Presidential Primary (if available). Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on other proposals or candidates (if on ballot)
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Spoiling a Ballot

1. Swipe the voter's driver's license through the magnetic card typing, select the correct voter and then you must click on "Lock this voter record"
2. Click Spoil a Ballot
3. Confirm the ballot number being spoiled and click OK
4. "Lock this voter record" again.
5. Click a button for the kind of ballot being issued: regular ballot (or Provisional (envelope) or Challenged ballot if applicable)
6. Record the next available ballot number for the ballot type selected and the ballot type
7. Click OK

Ballot Summary

The EPB Ballot Summary has not changed from previous versions. The Presidential Primary ballot types should be recorded the same way as multiple ballot styles (for example, two or three school districts in one precinct).

Each ballot type is entered on one line in both "A. Number of ballots delivered to precinct" and "J. Number of UNUSED BALLOTS". **Use the Tab key to create a new line.** Remember, the ballot style line will not calculate until after the cursor is on a new line and/or in a different box.

Ballot Summary Report
Close

Style	Party	Starting No.	Ending No.	Count
1A	D	00001051	00001500	450
1A	L	00000123	00000500	378
▶ 1A	R	00002051	00002500	450

Delete

Total =

B: Number of AV return envelopes received by board

C: Total

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D: Number of ballots tabulated (Enter Tabulator Public Counter reading)

E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason

F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots)

G: Number of ballots rejected

H: Number of ballots used by election inspectors for ballot duplication

I: Number of provisional envelope ballots issued

J: Number of UNUSED BALLOTS:

Style	Party	Starting No.	Ending No.	Count
1A	D	00001052	00001500	449
1A	L	00000124	00000500	377
1A	R	00002051	00002500	450
▶				

Delete

Total =

K: Total of Lines D, E, F, G, H, I and J

L: Difference

Preview