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:

<table>
<thead>
<tr>
<th>Lockout – By Ballot Style if… (recommended by BOE)</th>
<th>Lockout – None/Unchecked, if…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Democratic ballots 1001-1500</td>
<td>Democratic ballots 1001-1500</td>
</tr>
<tr>
<td>Republican ballots 2001-2500</td>
<td>Republican ballots 1001-1500</td>
</tr>
<tr>
<td>Ballot w/o Presidential Primary 3001-3500</td>
<td>Ballot w/o Presidential Primary 1001-1500</td>
</tr>
</tbody>
</table>
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.
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.
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.

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.