



# Processing Voters

FOR MORE INFORMATION, SEE  
*ELECTION INSPECTORS' PROCEDURE MANUAL*

\*THIS DOCUMENT IS FOR GENERAL REFERENCE, PLEASE SEE THE  
ABOVE-MENTIONED RESOURCE AND YOUR CLERK FOR SPECIFIC DIRECTION\*

The instructions in this section apply to voters who are already registered to vote in the precinct and require no special processing.



## STEP 1: Identify Voter

- Ask the voter to complete the Application to Vote
- Compare info to the ePollbook
- Ask the voter to show acceptable picture ID (voters unable to show acceptable picture ID may vote by signing an affidavit)
- Check the picture and name and confirm that the name on the ID matches the name on the Application to Vote and the voter standing in front of you
- Check the ePollbook to see if the voter's record includes a status flag
- Initial the Application to Vote



## STEP 2: Record the Voter in the ePollbook

- Process the voter in the ePollbook and enter the ballot number issued to the voter. (Refer to the Electronic Pollbook User's Manual.) In addition, record the ballot number and voter number next to the voter's name on the Application to Vote.



## STEP 3: Offer Instruction

- Offer instructions (i.e. complete voting – front and back, completely darken the oval or box) to each voter on the voting process. Be consistent and do not attempt to influence the voter's choices



## STEP 4: Issue Ballot

- Give the voter the ballot, ballot secrecy sleeve, and the completed Application to Vote and direct them to the next available voting station



## STEP 5: Verify Ballot Number and Instruct Voter to Insert Ballot into Tabulator

- Ensure that the voted ballot remains inside the sleeve showing only the numbered stub and verify that the number on the stub of the voter's ballot matches the ballot number recorded on the Application to Vote
- Tear off the stub, spindle the Application to Vote, and instruct the voter to feed the ballot into the tabulator. If the tabulator indicates an error and returns the ballot to the voter, refer to the screen on the tabulator and script provided to direct the voter on their option to make a correction or cast a new ballot
- Retain or dispose of stubs as directed by the clerk

*Thank you* for ensuring the security of our elections.