

OPENING THE POLLS

- ☐ All inspectors report for duty at 6:00 A.M.
- ☐ Administer the Oath of Office and have **all inspectors sign inside the cover of the 2 Ring Poll Book.**
- ☐ Have **everyone sign the Payroll list** and inform them that **checks will be mailed in approximately 3-4 weeks.**
- ☐ The Payroll list is returned to City Hall in the City Clerk's Envelope.
- ☐ Use the phone numbers given to the chairperson to contact any missing inspectors from your precinct. If you cannot reach a worker, please contact City Hall.
- ☐ The Ballot bag, secrecy sleeves, extension cords & driver license scanner are stored in the ballot tabulator side compartment in the bottom of the tabulator. Use the key to unlock. Voting surrounds are in the blue ADA cart, a separate cardboard box or a separate bag with your tabulator.
- ☐ **Ballots are in the navy ballot bag. Remove ballot bag and look at ballots. The precinct number at the top of the ballot should be your precinct.** Arrange the ballots in ballot number order. **Remove the ballot packaged marked "Use this package first". Please NOTE: If using dual poll books, each laptop will be assigned separate ballots. Please make sure to use the correct ballots for the corresponding laptop.** This will be the lowest number ballot pack. Leave the rest shrink wrapped and in the ballot bag until you need them.
- ☐ Cut blue seal, unlock and remove the lid from the top of Ballot Tabulator. Store the lid under a table, out of the way of the path of voters and workers. All compartments should be empty. Use your key to check all doors on the Tabulator.
- ☐ Check your equipment making sure it belongs to your precinct. Verify the serial and seal numbers on the Ballot Tabulator (ICP) and the ADA equipment (ICX) against the numbers written on the cover of the paper Poll Book.
- ☐ Plug in the Ballot tabulator. Consider the 10' rule when choosing a location. You must maintain voter privacy.
- ☐ **The Ballot Tabulator will automatically turn on when you plug it into a power source and start the boot process. This will take a few minutes.**
- ☐ When you see the screen **"Please insert Security Key to authenticate election files."** – hold the iButton (security key) on the pad and enter the password on the LCD screen (8 digit number, chairperson will have this). Press Enter.

- ☐ When the ***“Is this the correct time.”*** screen appears, check the time and press **“Yes”** if it is correct. If it is not correct, make a note of that in your “Remarks” section of the Electronic Poll Book. Then press **“Yes”** and proceed, you may call us after everything is set up.
- ☐ Press **“Open Poll”**.
- ☐ Press **“Zero”** on the screen that says ***“Results are Zero, would you like to print a status report or a zero report?”***
- ☐ The Zero tape will begin printing.
- ☐ When the Zero tape is done printing. Remove the tape, **have all election inspectors sign the tape** and put the tape in the “White Tapes Envelope” located inside the City Clerk Envelope.
- ☐ Press **“No”** when the screen asks ***“Would you like to print more copies of this report?”***
- ☐ Set up your **Electronic Poll Book(s)** and do your first **Back-up** of the day. Mark an initial comment in the EPB, stating start of the day. ***(If you run into problems while setting up, DO NOT delay the processing of voters. Process voters at 7 AM by using the paper Precinct List and Poll Book if necessary! Call City Hall to alert us to any difficulties.)*** Electronic Poll Book instructions are located in the laptop computer bag. An additional copy is located in your 3-ring binder.
- ☐ Arrange voting area. Set up voting booths, post signs & sample ballots and instructions. Set up your work stations; check in table with Applications to Vote, your EPB laptop(s), and the secrecy sleeves and the first set of ballots, etc.
- ☐ Complete the check marks on the inside cover of the 2 Ring Paper Poll Book. ***(Election Inspector’s Preparation Certificate)***
- ☐ One blank test ballot will be printed at each location (not precinct but location) on the ADA equipment (ICX). **The Test Ballot will be returned in the City Clerk Envelope. DO NOT send it through the tabulator! *(this is printed on pink paper)***
- ☐ Your ADA/VAT equipment (ICX) should be the last thing you set up. If you have to wait until after 7:00 AM that is okay. The ICX should be up and available all day until polls close. **ICX instructions are located in the large black case. An additional copy is located in your 3-ring binder.**
- ☐ **It’s 7:00 AM ~ Open your precinct and start processing voters!**