

GREEN LINE ePollbook Helpful Tips

Follow the log in and voter processing procedures in the ePollbook manual.

PROCESSING unexpired OHIO DRIVER LICENSE VOTER:

“May I see your ID Please?”

(Check the **expiration** date)

Scan their Ohio State ID.

[Voter Identification Screen] appears.

“Could you please state your Name and Current Address?”

Does the information the voter stated match the information above in the ePollbook? Remember the address on the voter’s ID does not need to match the information in the ePollbook.

If what they say does **not** match the ePollbook... ***“Did you move? Did you change your name?”***

Hand-Off to the Yellow Provisional /Alternate ID Line.

“Let me get you over to a Specialist – they’ll be able to process you the quickest.”

If what they say **does match** the name and address in the ePollbook...

Touch the **YES, CONTINUE** button.

[Voter Eligibility Screen] appears saying in green,

“Voter is eligible to vote. Continue to next screen to process voter.”

Primary Elections only: Voter will select and confirm if they want a Democratic, Republican or Issues Only Ballot, if available in their precinct.

Touch the green **GET VOTER SIGNATURE** button.

[Voter Signature Screen] appears.

Rotate the Screen - Have the voter sign their name –

Then touch the green **DONE** button.

Verify the voter signed the ePollbook. It is OK that the signature does not match exactly.

Touch the green **Issue Ballot** button.

Issue Ballot Screen – Scan Ballot Camera screen – appears.

The Ballot Style will be listed at the bottom left in a gray box

(Runner is looking over your shoulder and has probably already retrieved it for you.)

Request the correct ballot precinct number and split (Primary Elections you will need party ballot type or issues only) from Ballot Table Runner.

The Runner will **get your ballot** and **verbally state** the “Ballot Style, PCT/Split and Ballot Stub #.”
i.e. “D, R or X Ballot Style, Precinct 61, Split 1, Ballot Number 58.”

Scan Ballot – And state “Scanned” for the Runner to hear.

[Processing Complete Screen] appears.

“Voter successfully checked in.” Great Job!

Hand Ballot to Voter – Face down

Instruct Voter: “Here is your ballot, be sure to check both sides. Fill in the circles, tear off the stub at the Stubs Table, and scan your ballot on your way out. Thank you for voting today!”

Touch the green **PROCESS NEXT VOTER** button.”

[Traffic Light Screen] appears - You are ready to process next voter.

REDIRECTING A VOTER WHO IS IN THE WRONG LOCATON:

When you scan the ID and the ePollbook says – “Wrong Location”

Ask the voter **“Could you please state your Name and Current Address?”**

If what they say **does match** the name and address in the ePollbook...

Touch the **YES, CONTINUE** button.

[Voter Eligibility Screen] appears RED BANNER Wrong Location

YellowMsg: Wrong Location, RedMsg “Voter is not eligible to vote regular ballot.”

“Just touch the Yellow **More Options** Button – Select **Re-Direct Voter** – and it will tell them the correct location to vote for their Precinct based off their current address. You will print the voter the polling location information.

Touch PROCESS NEXT VOTER

MISSION:

Deliver **accurate, efficient** elections providing an **excellent voter experience** for every voter.

VISION:

Every voter processed **quickly, accurately and consistently** across all locations and precincts resulting in **full voter confidence** that their vote will count.

OBJECTIVE:

Operational Excellence

GOAL:

An excellent Voter Experience