

YELLOW LINE ePollbook Helpful Tips

The Yellow Line is designed for any voter that presents with anything other than a valid, unexpired Ohio Driver License or State ID. These voters are further grouped into Regular or Provisional, according to their specific situation. It is possible, the voter could have a combination of situations.

Most, if not all, voters in the Yellow Line will be processed through the **Yellow Manual Voter Search** or **Red Valid ID Not Provided** option on the Traffic Light Screen.

Regular Voter

- Valid ID Other than Ohio Driver License
- Address Change WITHIN Precinct
- Name Change WITH Proof
- Voting Regular Ballot with Physical Accommodations (ADA Machine)
- Soiled or Defaced Ballot
- Curbside Voter
- 17-Year-Old Voter

Provisional Voter

- Invalid Ohio Driver License or Ohio State ID
- Expired Ohio Driver License or Ohio State ID
- Incorrect Name in ePollbook
- Incorrect Address in ePollbook
- Provisional Voter Statement in ePollbook
- Name Change WITHOUT Proof

Other Voter

- Voter in Wrong Location

These voters often require more time and we want to separate them from the faster moving Green Line.

NOTE: If the Yellow Line is free and there is a line at the Green Line, please process Green Line voters.

Yellow Line Situations – Vote Regular Ballot

Voter with Valid ID (other than Ohio Driver License ID) (See ePollbook Manual p. 65)

Voter presenting with one of the following IDs is not considered a Provisional Voter on the basis of this ID alone. They are processed using the **Yellow Manual Voter Search** option.

- Ohio Temporary Driver License (paper copy with photo)
- US Passport or Passport Card
- US Military, Ohio National Guard, and US Department of Veterans Affairs
 - US Department of Veterans Affairs can be physical or digital card

Voter Moves Within Precinct (See ePollbook Manual p. 55)

Voter will vote a regular ballot if they move within the precinct (ePollbook will indicate **Moved Within Precinct**) without updating their address. Update their address on the ePollbook when processing them.

- Give Voter a Voter Registration Card and have them complete and return it
 - Voter Registration Card goes in the Clear Blue Returned Forms Envelope

Voter Name Change WITH Proof (See ePollbook Manual p. 53)

Voter with proof of a name change IS processed using the **Yellow Manual Voter Search** option, followed by the **NO, NEEDS CHANGES** option. The following paper (not digital) documents are valid:

- Marriage Certificate
- Court Order

The PS Runner will give the voter:

- Notice of Name Change Form (updates Voter Registration)
 - Place completed Name Change Form in the Blue Returned Forms Envelope

Curbside Voter (See Processing a Curbside Voter p. 11 of Helpful Tips)

Voter may request to vote with a Curbside Team. Curbside Voters are processed through the Yellow Line.

Voters Requesting the ADA Machine (See ePollbook Manual p. 77)

Any voter using the ADA Machine is processed through the Yellow Line.

The Provisional Specialist and Location Coordinator work together to provide the appropriate ballot to the voter. A voter can have assistance from family, friend, or a bipartisan PEO team if they prefer to vote their ballot without using the ADA.

- PS Runner gets the **ADA Voter Slip** from the Yellow Provisional Binder.
- Record the **Voter's Name, PCT#, Split#, Provisional Voter: YES NO** (circle one), **and PEO Initials**
- Place completed **ADA Voter Slip** in the Clear Blue Forms Envelope in the Blue Voted Ballot Bag
- PS Runner or LC – guides voter to ADA Machine and stays available to assist voter as needed

17-Year-Olds

- 17-Year-Olds have a special ballot, which is clearly marked.
- They can vote a Democrat or Republican ballot. They CANNOT vote an Issues Only ballot.
- Each location will have a listing of the total number of 17-year-olds registered to vote by precinct.
- They can vote a Regular or Provisional ballot (eg, move, name change, no valid ID).
- They CANNOT vote a Provisional ballot if they are not registered.

Yellow Line Situations - Vote Provisional Ballot

Voters can present with several situations that require them to vote provisionally. Voters with the following situations should vote a Provisional Ballot:

- Invalid ID (No ID, Expired Driver License, Invalid Form of ID)
- Address Change (Within County, Out of County, Out of State)
- Name Change with No Proof
- ePollBook indicated Voter Should Vote Provisionally
 - Requested Absentee Ballot/Voted Early In-Person
 - Acknowledgement Card Returned

Voter with Invalid ID

(See ePollbook Manual p. 21)

If a voter presents with no Valid ID or an expired or invalid ID, offer them the opportunity to go home and retrieve it. If they prefer to vote provisionally, remind them to bring the valid, unexpired ID to the BOE within 4 days of the election.

Select **Red Valid ID Not Provided** on the Traffic Light Screen and follow on-screen instructions.

Address Change (Within County, Out of County, Out of State) (See ePollbook Manual p. 55)

Voter tells you they moved or the address they verbally state doesn't match the ePollbook must vote provisionally. In these situations the voter may not be found in the ePollbook.

- Voter moves within Warren County
 - Look voter up and re-direct them to correct polling location, if appropriate
 - **Re-Direct Voter** from **More Options**
- Voter moves to Warren County from another county in Ohio
 - Voter not found in ePollbook
 - Voter votes provisional ballot
- Voter moves to Ohio from another state
 - Voter not found in ePollbook
 - Voter fills out Voter Registration Card
 - Place Voter Registration Card in Clear Blue Returned Forms Envelope
 - Voter does not need to vote provisionally unless they insist (ballot will not count because not registered in Ohio 30 days prior to election)

Name Change with NO proof

(See ePollbook Manual p. 53)

Registered voter who changed their name since the last election and has no proof (eg, marriage license, court order)

- Select **None** on the **Name Change Documentation** screen and then follow the directions to vote them provisionally

If they have an unexpired valid ID (either with their old name **or** their new name)

- Indicate you saw their unexpired ID on the Provisional Envelope
- They **DO NOT have to bring an ID** to the BOE

The Provisional Envelope updates their name change and they will be able to vote a regular ballot in the next election.

THE RULE: The **only thing** a voter **ever needs to bring** to the BOE within 4 days is an unexpired valid ID if they didn't present one at the polls.

Note: If they don't have proof of a name change, offer them the opportunity to go home and get it so they can vote a regular ballot.

ePollbook Indicated the Voter Must Vote Provisionally (See ePollbook Manual p. 52)

The ePollbook will indicate a voter must vote provisionally for the following:

- Requested an Absentee Ballot/Early Voted
- Acknowledgement Card Returned

If an **Absentee Ballot** was requested by the voter, the ePollbook indicates the voter needs to vote provisionally. They can either **bring the Absentee Ballot to the BOE** today by 7:30 pm, OR **vote a Provisional Ballot**. If the absentee ballot doesn't arrive postmarked yesterday, in the next 4 days, the Provisional Ballot will count as your vote.

Yellow Line Situation – Soiled and Defaced – Regular or Provisional Ballot

(See ePollbook Manual p. 75 and p. 10 in Helpful Hints)

Anyone with a soiled or defaced ballot is processed through the Yellow Line. They may be casting a regular or a provisional ballot based on their unique situation. Soiled and Defaced is selected through the Sandwich (3-line) Icon in the upper right corner of the Traffic Light Screen.

Yellow Line Situation – Voter in Wrong Location

(See ePollbook Manual p. 65)

A voter can be in the wrong location for two reasons:

- Not listed in the location in the ePollbook
- Listed at the wrong address and the correct address is at another location

These scenarios are processed differently. See the ePollbook Manual to process these voters correctly.

Abbreviations

The following abbreviations are used in training materials, the ePollbook, and throughout an election:

- Ballot
 - Ballot Styles
 - X – Issues Only for Primary
 - Default for all elections other than Primary
 - D – Democrat
 - R – Republican
 - Ballot Numbering
 - Letter (X, D, R) + 3 digit Precinct Number (eg, 024) + 2 digit Split Number
 - For example, D02401 = Democrat ballot, precinct 24, split 1
 - Stub Number – 4 digits (eg, 0001)
 - Entire Ballot Stub Number – D024010001
- Roles/Positions
 - LC – Location Coordinator
 - PEO – Precinct Election Official
 - PS – Provisional Specialist (at least 1 D & 1 R per location; they work as a team for the day)
 - TS – Trouble Shooter
 - VLM – Voting Location Manager
- Other
 - BVBB – Blue Voted Ballot Bag
 - BOE – Warren County Board of Elections
 - BMV, DL#, DR LIC# - Driver License Number
 - 2 letters followed by 6 numbers
 - For example, AA123456
 - HSE# - House Number
 - PCT - Precinct

Provisional Voter Ballot Processing Overview

Provisional Specialist ePollbook

- **Process** the voter in the ePollbook
- **Confirm** that they are in fact a provisional voter
 - Follow the instructions in the ePollbook manual or refer to the Helpful Tips for the appropriate situation

Provisional Specialist Runner

The PS Runner **retrieves** the voter's ballot **stating Ballot Style (D, R, Issues only) PCT, Split, and Stub Number**. Once the Regular ballot has been scanned or the Provisional ballot has been given to the voter, the PS Runner takes the voter to the Provisional Table where the voter fills out their ballot and the PS Runner completes the Provisional Envelope (if ballot is Provisional).

Provisional Envelope

There are two parts to properly completing the Provisional Envelope – the information the Provisional Specialist completes and the information the Voter completes.

PS-ePollbook Completes Prior Voting:

The PS-ePollbook completes the following sections of the Provisional Envelope **BEFORE** giving it to the voter or PS-Runner:

- In the upper right section titled **Precinct Election Official**, enter the following information:
 - Precinct Number
 - Reason the voter is voting Provisional
 - Ballot Style/Party
 - Verified the Valid ID was either Not-Expired or Expired
 - PEO Name

PS-Runner Instructs the Voter:

- **How** to complete the Yellow Provisional Envelope
- **Check** both sides of the ballot
- **Fill** in the circles for the candidates and issues that you want to vote for
- Once you have finished marking your ballot:
 - Place your Ballot with the Stub still attached into the Yellow Provisional Envelope
 - Seal the envelope
 - Return to the Provisional Table with your Provisional Envelope

Voter Completes:

- Full Name
- Date of Birth
- Current Ohio Address
- Former Address (not required, but helpful)
- Identification (Valid unexpired OH DL or State ID – will have to bring in this valid ID to the Board of Elections within 4 days if it is not listed on Provisional Envelope)
- Affirmation
- Signature
- Date

PS-Runner Completes Provisional Envelope When Voter Returns with Provisional Envelope:

- The PS-Runner completes the following **while** the voter filling out the Provisional Envelope, inserted their voted ballot (with the stub attached), and sealed the Provisional Envelope:
 - **Witness** the voter's accepted unexpired ID if applicable (so they need not come to the BOE) by writing your initials next to their DL #
 - **Provisional Log**

Provisional Log

Fill out the **PROVISIONAL LOG while the voter** is filling out the Yellow Provisional Envelope.

- Voter Name and Precinct they are voting in
- Reason for voting a Provisional Ballot (eg, expired ID, moved into county, etc)
- Provisional Specialist Name
- Confirm you saw a Valid Unexpired ID (if applicable); note the ID type and expiration status
- Confirm you gave the voter a Provisional Ballot Notice
- Confirm you reviewed the Provisional Envelope with the Voter for accuracy
- Add helpful notes
- Offer to take the voter's phone number. The phone number is **optional for the voter**, not mandatory.

Provisional Ballot Notice

- **Give** the Provisional Ballot Notice form to the voter when they finish voting.
- **Tell** the voter they **MUST** come to the Board of Elections Office to provide a valid ID if they do not list a valid OH Driver License or State ID number (eg, AA123456) on their Provisional Envelope.
 - If they list a valid, unexpired OH DL or State ID #, they do not come to the BOE.

Following Up with the Voter

- **Keep** an eye on the voter – they should never scan a Provisional Ballot in the ClearCast Scanner
- **When they return** with their Sealed Envelope:

- **Receive** the Sealed Ballot from the voter
- **Give** them a **Provisional Ballot Notice** & I Voted Sticker
- **Remind** them they **ONLY** to come to the BOE within 4 days after the election to provide valid ID, **ONLY** if they did not provide a valid, unexpired ID. **If they provided valid ID they do NOT need to go to the BOE.** They do not need to bring a proof of name change to the BOE.

Provisional Ballot Envelope Placement

- **Place** the Sealed Provisional Ballot Envelope with the Precinct-Specific Yellow Cover Sheet (rubber band together) in the Yellow Canvas Bag in the Blue Voted Ballot Bag at the Ballot Station.

Voter Registration Cards

- Voter Registration Cards are in the Provisional Specialist Binder
- Completed Voter Registration Cards go in the Blue Returned Forms Envelope

PROCESSING SOILED AND DEFACED BALLOT

Likely a Floater will usher a voter to the Yellow Line to assist with a Soiled Ballot. Ballots need to be soiled and re-issued at the voter's request (eg, marked wrong, selected wrong ballot, etc) or because of an administrative issue (eg, accidentally ripped ballot, selected wrong ballot). A voter will have only 3 chances to have a ballot re-issued at their request. Administrative issues do not affect the number of times a ballot can be re-issued.

- **PS Runner**

- Tell the voter they only have 3 chances to request a ballot be re-issued – tell them at each request how many chances they have left
- Marks an X on the whole first page of the ballot
- Write “Soiled & Defaced” on the front of the ballot
- Place Soiled Ballot in the Green Soiled & Defaced Envelope
- Put Green Soiled & Defaced Envelope in the Blue Voted Ballot Bag

Note: If the voter comes back again for a 3rd Ballot (having soiled their second ballot) – follow the same steps above and when entering their **NAME** and **SEARCH** – it will list their name twice including their first paper ballot, and their second paper ballot. Select the **First Paper Ballot Issued option** displayed (not the second ArmyGreen Reissued banner). Soiling the 1st ballot again lets you choose the same Reason, and YES are you issuing a (2nd) replacement.

Inform the Voter – *This is the 3rd ballot issued – by law our limit. If you wish we can have a D&R assist you to be sure your wishes are captured correctly. We just by law are not able to issue you another ballot.* If the voter comes back again-the same steps will result in MSG: “Cannot continue – only 3 ballots can be issued per voter.” **Touch the OK** button.

PROCESSING A CURBSIDE VOTER

Curbside Voters will vote a Regular or Provisional Ballot, depending on their situation.

If someone informs you of a **Curbside Voter** Request

- Retrieve the **Curbside Voter Form** from the Yellow Provisional Binder
- Assign bipartisan team (PS or regular PEO-1 D/1 R) to help
- Bipartisan team takes the Curbside Voter Form to the voter's car to get voter's identification info
 - Valid ID votes regular ballot
 - Invalid votes provisional ballot
- Do not take the voter's ID inside the polling location to process
- Enter all the information onto the form while at the voter's vehicle
 - Bipartisan team completes the top half of the Curbside Voter Form (Voter's Name, Address, Date of Birth, DR LIC# or other ID, ballot style)
 - Bipartisan team brings the form to the Yellow Line ePollbook to process the voter.
- Curbside Voters are processed through the **Yellow Manual Voter Search** option.
 - Select **More Options**, then **Curbside Voter**
 - Process as a voter with the type of ID provided
- PS-ePollbook hands the Bipartisan Team the ballot
 - Bipartisan team enters the following ballot information on the Curbside Voter Form:
 - PCT#
 - Stub#
 - Ballot Style (if Primary – Dem, Rep, or Issues Only - Circle one)
 - Bipartisan team signs form as Democrat and Republican
- Bipartisan team takes ballot and form in a Secrecy Sleeve to the Curbside Voter
 - Voter signs form
 - Voter fills out ballot
- Bipartisan team takes ballot (inside secrecy sleeve) & form inside
 - Give completed form to PS, who puts it in the Clear Blue Returned Forms Envelope
 - Regular Ballot
 - Bipartisan team scans ballot
 - Provisional Ballot
 - Bipartisan team helps voter complete provisional ballot
 - Gives voter Provisional Notice
 - Give completed Provisional Envelope with ballot sealed inside to Provisional Specialist
- PS puts completed Curbside Voter Authorization Form in the Clear Blue Returned Forms Envelope