

Check-In

Election Judge Manual

Election Judge Department
847.377.2408

Election Day Hotline
847.377.2328

Voter Registration
847.377.2410

General Office
847.377.2400

[ElectionJudge.info](mailto:ElectionJudge@LakeCountyIL.gov)
ElectionJudge@LakeCountyIL.gov



LakeCounty
Anthony Vega
County Clerk

18 N. County Street
Room 101
Waukegan, IL 60085

Prepared under the guidelines of
The Illinois State Board of Elections



Anthony Vega
Lake County Clerk

18 North County Street, Room 101
Waukegan, Illinois 60085-4364
LakeCountyClerk.info
Phone 847 377 2400
Fax 847 360 3608

August 15, 2024

Dear Lake County Election Judge:

As the Lake County Clerk, I want to take this opportunity to thank you for serving as an election judge. Our entire election process is founded on the willingness of individuals like you to serve the community in this important role.

New in 2024 is our Tenex Touchpad Pollbooks along with ballot-on-demand printing capabilities – which will allow for full sized ballots to be printed on-demand as voters are being processed. These new changes will streamline our operation, make the voting experience more efficient, and allow for a thorough audit trail of the voting processes.

This manual will introduce you to the terminology and procedures of Election Day activities and will acquaint you with the requirements of the Illinois Election Code. It will also serve as a reference tool for training classes and quality control on Election Day. Use this manual as your guide during your service. In addition to this manual, you will receive training pursuant to Illinois law requiring that each election judge receive training every two years (in even years) to maintain a compliant trained status.

Additionally, there are judges who are specially trained for verifying qualified voters, attending to the ballot box, voter services, and empowering voters who may prefer to use ADA-compliant ballot-marking system to mark their ballots in private.

Site Managers serve as a liaison for our office while they support each station as needed, work with poll watchers, help with voter traffic flow and assist with special circumstances. Site Managers are either assigned to a specific voting site or will be assigned to cover several voting sites throughout Election Day.

You are at the heart of our democracy, and, on behalf of the Lake County Clerk's Office, I thank you for your service.

I look forward to meeting each one of you and to seeing you at training or on Election Day. Do not hesitate to reach out if you have suggestions, questions, or concerns at anthony.vega@lakecountyil.gov.

Respectfully,

Anthony Vega
Lake County Clerk

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Basic Election Information

Even-Numbered Years

General Primary Election—3rd Tuesday in March

- ▶ Nominees for Federal, State, Legislative, Judicial, County, and North Shore Water Reclamation District (NSWRD)
- ▶ Election of Precinct Committeepersons and Lake Forest Municipal candidates and referenda

General Election—1st Tuesday after the first Monday in November

- ▶ Federal, State, Legislative, Judicial, County, NSWRD candidates and referenda

Odd-Numbered Years

Consolidated Primary Election—last Tuesday in February

- ▶ Municipal nominees for established political party candidates and referenda

Consolidated Election—1st Tuesday in April

- ▶ Municipal, Township, Park, and Library Districts
- ▶ Schools, Colleges, other special purpose district candidates and referenda



.....
A voter must declare a political party preference to vote in a primary.

No Party Registration

Illinois does not allow a voter to register by party; however in a primary election, a voter is required to declare a party before receiving a ballot. The voter may select any party, regardless of how they voted in the past. If the voter does not wish to declare a party in the primary, and a public question is on the ballot, a nonpartisan ballot might be available.

Primary vs. General Elections

At a primary election, voters select nominees. Candidates are elected in general and consolidated elections. Voters also elect a party precinct committeeperson in even year primaries. Illinois does not permit primaries where names of candidates for multiple parties appear on the same ballot.

Spanish Language Requirements under Voting Rights Act

As a result of 2010 U.S. Census data, 5% or more of Lake County's voting age population responded as having limited proficiency in the English language. According to §203 of the Voting Rights Act (42 USC §1973aa-1a), the U.S. Department of Justice now requires Lake County to provide all English/Spanish bilingual election materials including ballots, affidavits, signs, legal notices, and web services.

Election Judges

At the voting site, the election judges are responsible for the proper and legal conduct of the election. As officers of the Circuit Court, they affirm to uphold the Constitutions of the United States and Illinois. All persons in the voting site or within 100 feet of the entrance to the room where voting occurs must obey the lawful orders of the judges and refrain from campaigning or electioneering. If there are problems, try to resolve them honestly, fairly and as quickly as possible. Judges establish the tone and level of service. Remember to smile and let voters know you are glad they are participating. The judges have the authority to evict any person creating a disturbance. If the problem escalates rapidly or becomes physically threatening, seek assistance from local law enforcement officers or the State's Attorney.

Selection and Appointment

Election judges are appointed to serve as representatives of the Democratic or Republican parties. The Central Committee Chairman of each major political party furnishes the Lake County Clerk a certified list of persons for each precinct to serve as election judges. At its July meeting in even-numbered years, the Lake County Board approves judges from these lists. The Circuit Court confirms appointment of election judges for a two-year term.

Once commissioned, election judges perform their duties as officers of the court. An individual commissioned to serve as an election judge is obligated to be available for each election during the two-year period. In addition to the five regular judges appointed, alternate judges may be appointed and commissioned in the same manner.

Training

The Lake County Clerk offers election judge training classes as required by state statute. Every two years, judges are required to complete training in even-numbered years to maintain trained status.

Pay

A judge's pay rate is determined by the level of election judge class completed and assignment. Attending a Basic or Advanced class trains a person to work as a Check-In Judge. Judges can increase their earning power by completing specialty certification training and have the Lake County Clerk's office assign additional responsibilities on or before Election Day. Judges who are willing to serve outside of their township receive additional compensation. Paychecks are mailed 3 to 4 weeks after Election Day.

"Trained" - Basic or Advanced class	\$225
Ballot Box Judge (certified and assigned)	\$285
Voter Services Judge (certified and assigned)	\$240
Serving out of township	+\$10
Bilingual Judge	+\$10

Scheduling

The two major political parties rank their judges as “regular” or “alternate.” Regular judges receive preference in scheduling over alternate judges. The judges’ availability forms must be returned to the Lake County Clerk’s Office before the stated deadlines to receive priority in the scheduling process.

During the months prior to the election, judges are emailed a link to the election judge portal to select their availability and training classes. Election Day and Early Voting assignments will be posted on the portal.

Hours

Illinois law requires that the polls be open from 6:00 AM until 7:00 PM in order to finalize setup, all judges should arrive at the polls by 5:15 AM. At a minimum, one judge from each party must be present in the voting site at all times. When the polls are open, judges are asked to remain on-site the entire day.

Judges work as a team and remain until each closing procedure is completed. Two Ballot Box Judges (one from each party), or a Ballot Box Judge and one additional judge from the opposite major party, will then leave for the Transfer Site.

Replacement Judges

On Election Day, if a judge fails to appear, contact the Lake County Clerk’s Office for a replacement. If the Lake County Clerk’s Office cannot provide a replacement judge, and the number of judges present is insufficient to process voters, the judges may appoint a voter as a replacement judge. The replacement must be a registered voter and, if possible, of the same political affiliation as the judge being replaced. **A precinct committeeperson or candidate may not serve as an election judge.**

Equal Authority

All election judges have equal authority and responsibility to uphold the law on Election Day. All the judges act as a board in making decisions on voter qualification. There is no “head” judge. No one judge may overrule a majority opinion.

Pre-Election Preparation

A number of pre-election planning steps will help ensure all polls open on time and are prepared to serve voters well.

- ▶ Be sure to vote early or by mail. Last minute cancellations by scheduled election judges can create urgent shortages. You may need to travel to a different voting site with very short notice. Visit LakeVoterPower.info for voting by mail or early voting information.
- ▶ Become familiar with your assigned voting site. Plan a test drive prior to Election Day to help gauge travel time and to get familiar with parking options.
- ▶ When the Ballot Box Judge calls to confirm you are able to work, ask if meals are potluck or brown bag. Dress in layers to be ready for changing temperatures.
- ▶ Review your *Election Judge Manual*, especially opening polls, closing polls, and special voter circumstances.
- ▶ Attend training class.
- ▶ Visit ElectionJudge.info to access Election Judge portal in order to review *Election Judge Manuals*, checklists, classroom and presentations in the online reference library.

Roles for Election Workers

Judges work as a team during setup, while processing voters, and after the polls close. Closing procedures cannot be started until voters are served and all ballots are cast.

Check-In Judge

After verifying the voter's name and address on the Pollbook, Check-In Judge will verify voter's signature with a second judge, initial on the Pollbook, print the voters ballot on-demand, verify the voter's ballot style against the receipt that prints from the Pollbook, and initial the ballot. Also helps with some special voter circumstances, including surrendered ballots issued by mail.

Ballot Box Judge (BBJ)

Two Ballot Box Judges pick up election materials a few days before the election. Judges will contact voting site to confirm building access and assigned judges to verify they are working. Normally on election eve, Ballot Box Judges set up and prepare the voting site. While the polls are open, the Ballot Box Judge stands 4 feet from ballot bin and checks each voted ballot for judge's initials. Delivery of election materials to Transfer Site after the polls have closed is also part of the duties.

Voter Services Judge (VSJ)

Voter Services Judges may assist with the voting site setup on election eve and log onto the Pollbooks to begin the update of voter data if there are not two Ballot Box Judges scheduled at the voting site. Judges use the Pollbook to assist voters with special circumstances, spoiled ballots, grace registration, and provisional voting, as well as checking in routine voters as time allows.

Site Manager

Many voting sites are assigned a Site Manager who serves as a liaison to the Lake County Clerk's Office. The Site Manager's duties include directing voter flow; checking in pollwatchers; assisting with and monitoring election judge procedures; assisting with special circumstances; resolving voter or pollwatcher concerns; and reviewing opening, closing, and packing procedures.

Technical Representatives

Technical Representatives provide support in operating the electronic equipment in the voting site. Technicians assist with operator mistakes, general error messages, paper jams or replace equipment that is not functioning properly. Technicians are not trained to answer legal or procedural questions about processing voters.

Handling Election Materials

No one other than election judges, representatives of the Lake County Clerk's Office (including Site Manager or Technical Representatives) and State's Attorney staff (when assistance with affidavits is requested) may handle the election materials, supplies or ballots. Attorney General staff, pollwatchers, and candidates with pollwatcher credentials may only observe the voting process to ensure laws are being followed but not touch or handle any election materials.

Food and Beverages in the Voting Site

To protect the electronic equipment and ballots, please refrain from having food and beverages at the election judge tables.

Oath or Affirmation of Judge of Election

After setup is complete and before the polls open, the Site Manager will administer the judges' oath and ask each election judge to sign the oath form located in the Site Manager's binder. If no Site Manager is present, the Voter Services Judge will administer the oath. A replacement judge or a judge arriving late must take the oath and sign the form.

Name Tag

The Site Manager will supply name tags. Judges must wear name tags to identify themselves as election officials. Judges should print their names legibly. Name tags will have unique identifier for each judge, pursuant to Public Act 103-0600.

Clean and Safe

Special effort must be made by all judges to be vigilant about keeping the voting site clean and safe. Be sure to pick up any papers on the floor, secure loose cords, or notify the Lake County Clerk's Office of any unusual doorway thresholds.

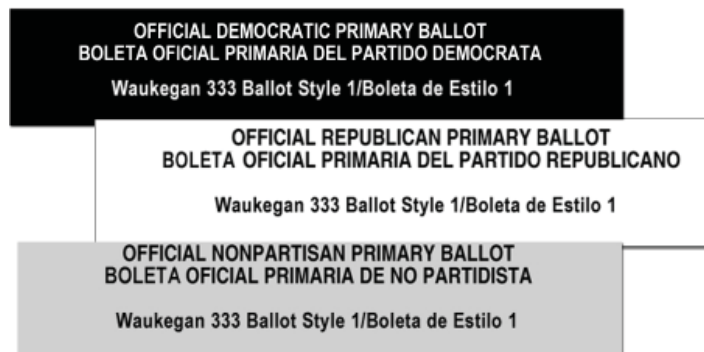
Ballots

Voters are grouped into a district called a precinct. Since school, park district, library, municipal, and township boundaries overlap and intersect the precinct boundaries, every precinct voter may not have the same ballot. Each voter receives a ballot listing only the candidates or public questions for the units of government that serve their address.

Voters may vote on a question of public policy in a primary election without choosing a party by requesting a nonpartisan ballot.

Ballot Colors in a Primary

- ▶ Democratic ballots have a black heading
- ▶ Republican ballots have a white heading
- ▶ Nonpartisan ballots have a gray heading



Types of ballots

- ▶ Precinct ballot
 - Issued to the active voter at Check-In or Voter Services Table.
 - Contains all candidates and public questions.
- ▶ Federal ballot
 - Issued at the Voter Services Table by using the ExpressVote terminal.
 - Contains only federal offices such as President and U.S. Senate.
 - For voters that have moved more than 30 days and less than 4 years prior to the election and are not updating their registration when voting.
- ▶ Provisional
 - Issued only by the Voter Services Judge.
 - Contains all offices and public questions for precincts in that voting site.
 - Ballot is voted, but not cast on Election Day.
 - If voter does not have required documentation while in the voting site, voter has 7 days to provide the required documentation to the Lake County Clerk's Office.

Under- and Over-Vote Alerts

Under-Votes

The Illinois General Assembly requires voters be alerted by the ballot counter if any of the statewide constitutional offices (Governor, Lt. Governor, Attorney General, Secretary of State, Comptroller and Treasurer) are not voted. An explanation poster will be displayed at every voting site.

Resolution

Voters are not required to vote in every race.

If voter wants to cast the ballot as marked, select "Cast" on the ballot counter screen, and ballot is tabulated and deposited into the bin.

If voter wants to change the ballot, select "Return" on the ballot counter screen. Ballot will be returned to the voter, and voter will return to the voting booth to finish voting.

Over-Votes

Voters who have marked too many choices in one race will also be alerted to the over-vote by the ballot counter.

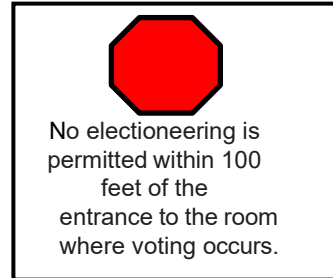
Resolution

If voter wants to cast the ballot as marked, select "Cast" on the ballot counter screen, and ballot is tabulated and deposited into the bin. Only the over-voted race(s) will not count.

If voter wants to change the ballot, select "Return" on the ballot counter screen. Ballot will be returned to the voter and directed to the Voter Services Judge or Check-In Judges where the marked ballot will be collected and marked as "spoiled." Voter will receive a new ballot and return to the voting booth.

Electioneering

Electioneering is defined as working for or against the interest of a party, candidate or proposition (public question). The “No Electioneering Zone” begins 100 feet from the entrance to the room where voting occurs and is marked by an orange sign on a cone. No one is permitted to wear campaign clothing, campaign badges or buttons, openly display political literature/signs or engage in any political discussion within this designated zone. Beyond the 100-foot radius, state law allows candidates to place signs, hand out flyers and talk to voters.



If the voting room is located within a public or private school, campaigning is restricted to the outside of the building, even if the 100 feet falls inside the building.

Private schools and places of worship may ban electioneering on their entire premises. Ballot Box Judges will be advised if electioneering is banned at the location they are serving.

Voters

To register, any U.S. citizen must be 18 years of age by the date of a general or consolidated election, meet the 30 day residency requirement, and provide two forms of valid identification.

17-year-olds may register and vote in a primary, if their 18th birthday occurs on or before the General or Consolidated Election.

Registration with a deputy registrar is available at many municipal, park district, and township offices until 28 days before each election. When voter registration is open, online voter registration is available at Illinois State Board of Elections' website (ova.elections.il.gov) or LakeCountyClerk.info under “Voter Services.” Applicants must provide Illinois Driver's License or Illinois State identification number, date the license or identification was issued, last four digits of Social Security number, and birth date. After registration closes, grace registration is available at the Lake County Clerk's office and at each early or Election Day voting site. Registration and voting on Election Day must be at the voter's correct voting site or a vote center.

Who May be in the Voting Site

The people allowed in the voting site before opening, while polls are open, and after closing the polls are:

- ▶ Election judges, representatives of the Lake County Clerk's Office or the State Board of Elections with identification,
- ▶ Pollwatchers or candidates with valid credentials, or
- ▶ Law enforcement officials with identification from the Lake County Sheriff's Office, Lake County State's Attorney's Office, Illinois Attorney General's Office or United States Justice Department.

Those who are allowed in the voting site ONLY while polls are open include:

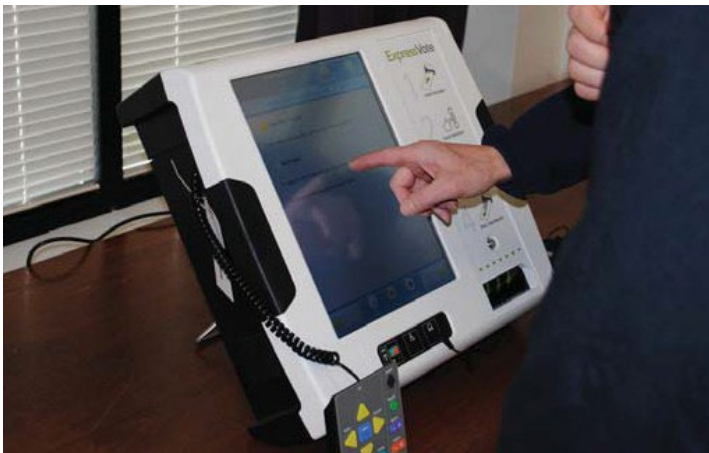
- ▶ Voters registered in the voting site, their children and persons qualified to take oath to assist voter, or
- ▶ Press with identification who may film (with voter permission). Press may not interview candidates or voters in voting site but may do so outside the room for voting.

Who May be with Voter at Voting Booth

Only one voter at a time is allowed in a single voting booth. Young children may accompany their parent to the voting booth.

Voters who have a disability or cannot read or write English or Spanish qualify for assistance and an *Assisted Voter Affidavit* must be completed. The person providing help to a voter is selected by the voter, must take an oath to mark the ballot as directed by the voter and sign the affidavit.

ExpressVote® and other ADA Equipment



The ExpressVote is an Americans with Disabilities Act (ADA) compliant, print-on-demand, ballot-marking system available at every Election Day voting site. It enables voters who are blind, vision-impaired, or have a physical disability to navigate and mark a ballot without assistance through touch-screen technology, an audio-tactile keypad, or a sip-and-puff device. There is a special needs voting booth which accommodates a wheelchair. Some voting sites may receive additional equipment including the Big Bell and handicap ramps.

Using a Phone in the Voting Site

A sign titled *Telephone Usage* is included in the Ballot Box Judge envelope and is posted at the voting room's entrance.



Voters are requested to not make or receive calls in the voting site unless it is to call for emergency service, as voters could unintentionally electioneer during the course of their phone conversation. If a voter's cell phone rings, politely ask the voter to return the call when outside the voting site. Voters are allowed to discreetly look up information on their phones in the voting booth. Pollwatchers are also requested to make their calls from outside the voting site.

Election Judges may use cell phones when no voters are present in the voting site, to call the Lake County Clerk's Office for assistance, and to call for emergency assistance. Please remember to put away cell phones when voters are in the voting site.

General Information Appendix

Oath or Affirmation of Judge of Elections

Found in Site Manager green binder. Printed in red ink.

10 ILCS 5/13-8

Anthony Vega, Lake County Clerk

MANDATED
Revised June, 2002
CCO No. J-10

OATH OR AFFIRMATION OF JUDGE OF ELECTIONS March 19, 2024 General Primary Election

Antioch Township Office
Precinct(s): 10 11 14 155 156 157

STATE OF ILLINOIS }
LAKE COUNTY } SS

I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of Judge of Election, according to the best of my ability, and that I am entitled to vote and/or serve as a judge at this election.

**THE ELECTION JUDGES HAVE, in groups of two, one from each political party:
Make an "X" in each box when the procedure is completed.**

- 1. On Election Eve, Judges compared the official ballots to the specimen ballots to ensure all candidates and referenda are listed on ballot, and precinct number(s) and ballot style(s) are correct.
- 2. On Election Morning, Ballot Box Judges have turned on the Ballot Counter, printed zero tape and Check-In Judge verified that all candidates and referenda appear on the tape with "0" votes and screen on ballot counter reads "0" voters. **DO NOT TEAR OFF OR REMOVE PRINTOUT TAPE.**
- 3. On Election Morning, one Check-In Table Judge and one Ballot Box Judge have signed printout tape and secured it in the key compartment.

I certify that to the best of my knowledge all specific instructions prescribed by the County Clerk have been followed and the polling place is in proper order and ready to be opened at 6:00 a.m.

NOTE: Before any vote is taken, each judge of election shall subscribe to this oath.

<u>Judith Shurdlen</u> 5:48	_____
(Judge of Election) (Time)	(Judge of Election) (Time)
<u>Joe Stamer</u> 5:48	_____
(Judge of Election) (Time)	(Judge of Election) (Time)
<u>Donna Sumner</u> 5:49	_____
(Judge of Election) (Time)	(Judge of Election) (Time)
<u>William Morrissey</u> 5:49	_____
(Judge of Election) (Time)	(Judge of Election) (Time)
<u>Peter Hook</u> 5:51	_____
(Judge of Election) (Time)	(Judge of Election) (Time)
_____	_____
(Judge of Election) (Time)	(Judge of Election) (Time)
_____	_____
(Judge of Election) (Time)	(Judge of Election) (Time)

Check-In Judge Duties

Before the Polls Open on Election Morning

Locate Check-In Table Supplies Needed for Setup

- ▶ Pollbooks designated for Check-In Table
- ▶ Extra rolls of paper for ballot receipt printer
- ▶ Check-In Table envelope from black rolling case
 - Check-In Table sign
 - Purple felt tip pens for initialing ballots
 - Election judge recruitment cards
 - Surrendered ballot envelopes
- ▶ Supply box (delivered in ballot bin)
- ▶ Black Binder:
 - Pollbook password card
 - Ballot Supply Inventory Confirmation
 - Certificate of Write-In Votes
 - Ballot Stock Inventory Sheet
 - *Check-In Checklist*
 - *Voter Information Guide*
 - *Pollwatcher Guide*
 - *Bilingual Assistance Sheet*
 - *Voter Registration Information Sheet*

Procedures

To Get Started, You Will Need:

- ▶ Scissors in the supply box
- ▶ Pollbook password card

Pollbook Setup

Judges setting up the voting site on election eve will place the Pollbooks on the Check-In and Voter Service Tables, secure power cords, log-in to initiate the download of voter data, connected Pollbooks to printers, and verify ballot inventory. Before leaving for the evening, judges will power down the Pollbooks, pack the Pollbooks in the Pollbook cases, and pack the Pollbook cases with the Pollbooks inside in the cage. The printers and cords will stay in place overnight.

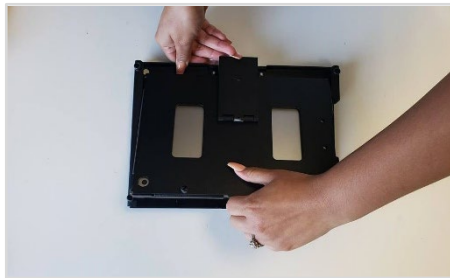
1. Retrieve the Pollbook cases which will have the Pollbooks packed inside.



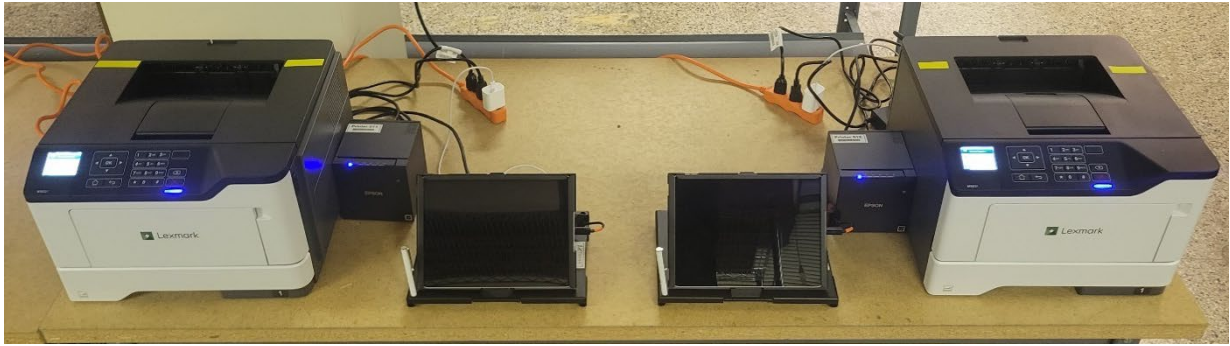
2. Next, remove the Pollbooks from the case by unlatching the two locks at the top of the case.



3. There will be two Pollbooks (on rare occasions, one Pollbook in a case is possible) packed in the case. The materials should be split to form two Check-In Judge (and/or Voter Services Judge) stations.
4. To open your Pollbook, insert your finger under the tab opposite of the hinge. Open the case as if opening a book by breaking the binding and flipping it open. Then set up the Pollbook on the table.



5. Plug the Pollbooks into the splitter cable. Make sure to turn on all printers. There are many cords as part of the setup process. Please do your best to arrange the cords in such a manner that they look presentable but will not be a tripping hazard for voters or election judges.



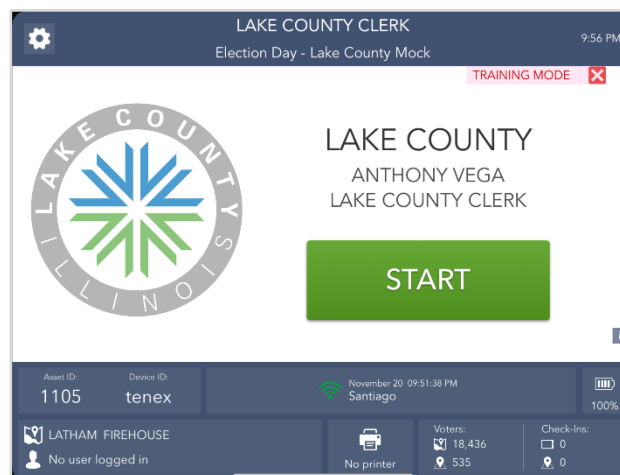
6. Retrieve legal-sized paper to use as ballot stock for the printer. Please only open one ream at a time.



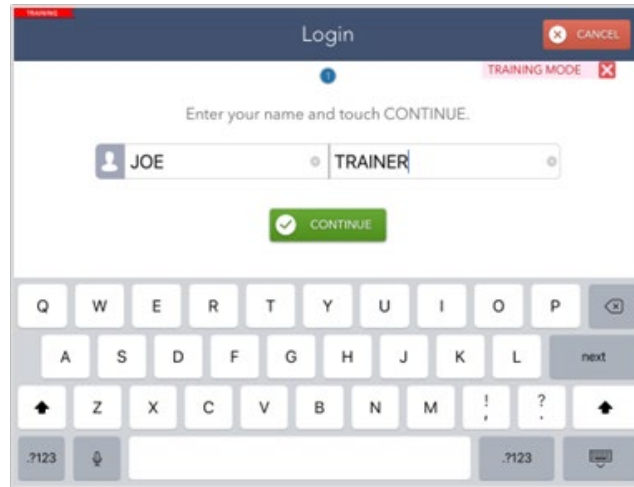
Log into Pollbook

The Pollbook is an iPad, so selections are made by pressing the button on the screen.

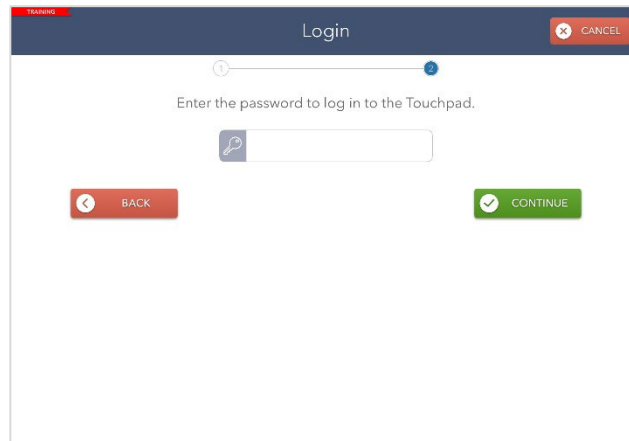
1. Once the Pollbook is powered on, it will look similar to the image below (excluding the red "Training Mode" icon). Touch the green START button to log in.



2. Enter your first and last name and touch the green CONTINUE button.



3. Enter the password from the Pollbook login information card which is packed in the black binder, then touch continue.



4. The Pollbook will connect to the Ballot on Demand ("Airballot Printer") first.



- To test the Ballot on Demand printer, choose TEST PRINTER and click PRINT on the pop-up box. The printed test ballot can be stored in the red Ballot Box Judge bag.

PRINT

Dummy ballots

11" 14" 17" 19"

Live test ballots

379R_Prov.pdf

369D.pdf

154D_Prov.pdf

362D_Prov.pdf

Duplex

OFF LONG EDGE SHORT EDGE

Tray

MP TRAY TRAY 1 TRAY 2

- If you are not able to connect to the Ballot on Demand printer, then there are additional troubleshooting steps to take. First choose SELECT PRINTER.

AIRBALLOT PRINTER NOT FOUND

Confirm the steps below, then touch "SELECT PRINTER".

- Is the Air Ballot printer plugged in correctly?
- Is the Air Ballot printer turned on?
- Is there an error message on the screen of the Air Ballot printer?

CONTINUE WITHOUT PRINTER SELECT PRINTER TRY AGAIN

- Choose FIND PRINTER and look for a printer labeled "Lexmark MS521dn..." Depending on your site, there may be other wireless printers available.

Select Printer

Lexmark MS521dn
ET788C77415C0C.local.

Brother QL-820NWB
BRWBCF4D407DA25.local.

Cancel

- If the printer is available: select it and then choose TEST to print a test ballot. Then SAVE. Place printed test ballot in red Ballot Box Judge bag.

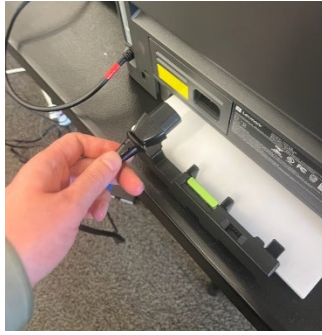
FIND PRINTER TEST SAVE CLEAR

Name
Lexmark MS521dn

Address
ET788C77415C0C.local.

- If the printer is not available, choose "Cancel," then ensure that the (red) ethernet cable is plugged in to the back of the printer and to the Pollbook splitter.

10. Turn off the printer and unplug the (yellow) power cord from the back of the printer.



11. Plug the printer back in and power the printer back on.

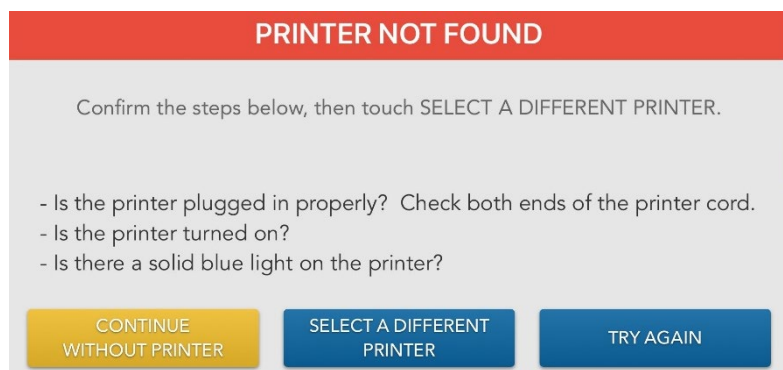


12. Wait for a minute after the printer fully powers on, then repeat steps 7 and 8. If you are still unable to connect, call the County Clerk's Office.

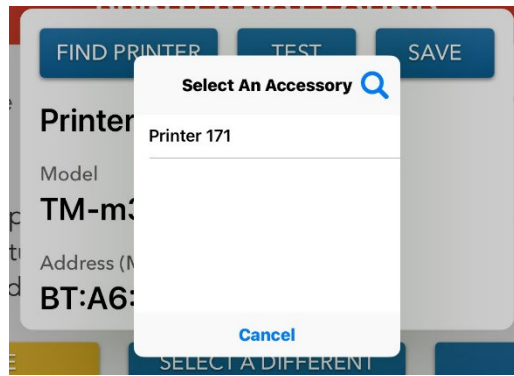
13. The Pollbook will next try to connect to the ballot receipt printer.



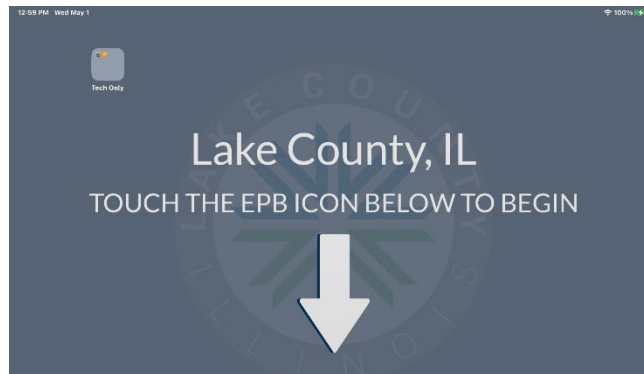
14. If you are not able to connect to the ballot receipt printer, check to make sure that the device is fully turned on (turned on and no blinking lights), then choose SELECT A DIFFERENT PRINTER.



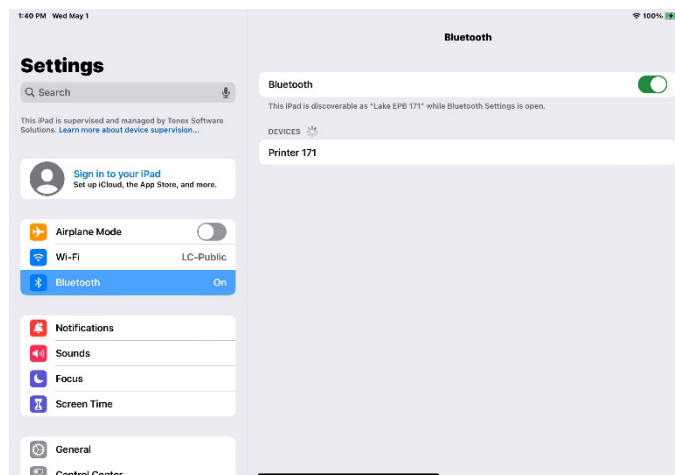
15. On the pop-up screen, choose FIND PRINTER. You will want to choose the printer that corresponds to the number listed on the base of the Pollbook.



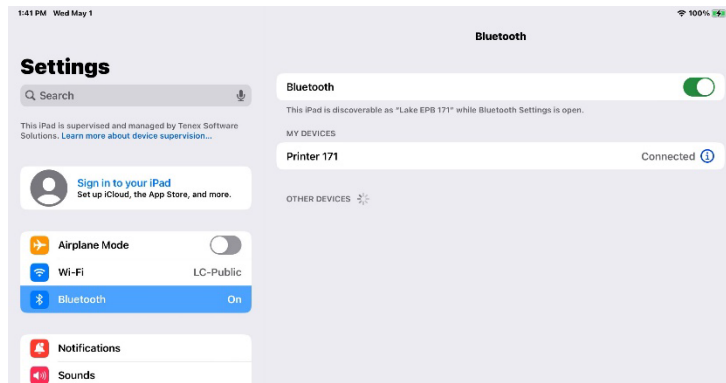
16. If you still cannot connect to the printer, choose “Cancel” then swipe your finger up on the screen so that you return to the desktop. Search for the “Tech Only” folder by swiping your finger to your left on the screen.



17. Click on the folder and choose “Settings” (which looks like a gear). On the left side of the screen, select the “Bluetooth” option. Give the Pollbook a few minutes to search for the printer.



18. Click on the appropriate printer (the one that corresponds with the number on the base of the Pollbook) and allow it to connect. Then return to the EPB program and repeat steps 11 and 12. If you are still unable to connect, call the Lake County Clerk's Office.



19. Once you log in, you will see the home screen.



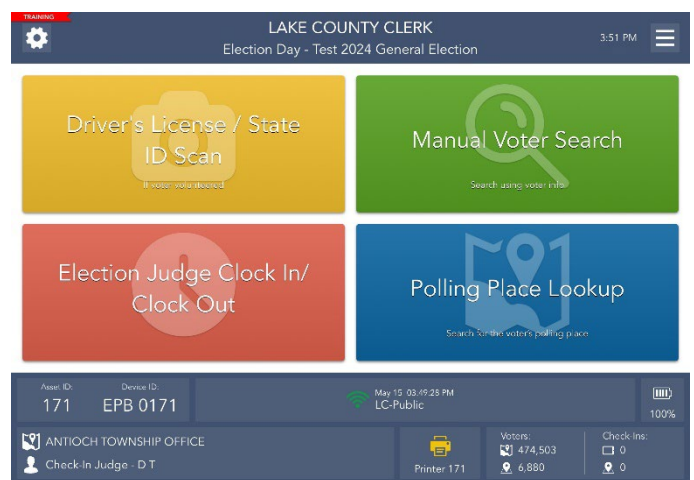
20. Clock in on Pollbook. See next section for Pollbook instructions.
21. Return red bag to Ballot Box Judge once all Ballot on Demand printers have been connected and tested.

Election Judge Clock-In

- 1 Begin by selecting ELECTION JUDGE CLOCK IN from the “hamburger menu” from the Main Menu screen.

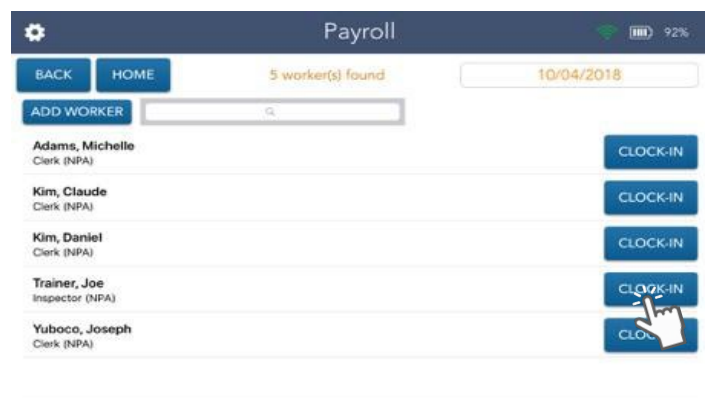


- 2 There is also an option to select **Election Judge Clock In/Clock Out** from the Launchpad screen.



- 3 Look for your name and when you find it, select **CLOCK-IN**. If you cannot find your name on the list, check to see if there is a **NEXT PAGE** option at the top right. If you find your name, skip to step five.

If you cannot find your name on any page, continue to step four.



4

If you are unable to find your name, select **ADD WORKER** then **I AM NOT ON THE LIST**. From this screen, you can manually add your information.

TRAINER Payroll 100% 1:30 PM
04/17/2024
BACK HOME
First Name Middle Name Last Name Phone Number
JOE TRAINER 8473772456
Address Unit Type Unit No
18 N COUNTY ST APT 101
City Zip Code
WAUKEGAN 60085
CONTINUE

5

Confirm your information. If it is correct, choose **YES, CONTINUE**. If it is incorrect, choose **NO, NEEDS CHANGES**, and make the necessary changes.

TRAINER Payroll 100% 1:32 PM
04/17/2024
BACK HOME
Name
JOE TRAINER
Address Phone Number
18 N COUNTY ST, APT 101 (847) 377-2456
WAUKEGAN, 60085
Is all your information correct?
NO, NEEDS CHANGES YES, CONTINUE

6

You will then be asked to swear the election judge oath. You can click on the + button at the bottom right to make the oath larger. Sign and touch **I ACCEPT** to finish signing in.

TRAINER Payroll 100% 1:31 PM
04/17/2024
BACK HOME
Name
JOE TRAINER
CLEAR I ACCEPT
Please sign below
X Joe Trainer
I do solemnly swear or affirm under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge, to the best of my ability, the duties of The Precinct Election Official in and for this precinct at the election to be held on 03/19/2024 as required by law and the rules and instructions of the Board of Election of said County; and that I will endeavor to prevent fraud in such election, and will report immediately to said board any violations of the election laws which come to my attention, and will not disclose any information as to how any elector voted which is gained by me in the discharge of my official duties. I hereby also acknowledge that I have received training from the Board of Elections regarding the Secretary of State's ethics policy and state

Remaining Opening Procedures

Ballot Stock Inventory Sheet

Ballot Stock Inventory sheet, located in the green Site Manager binder, should have been completed during election eve setup. Verify that it has been completed before the polls open.

Verify Ballot Counter's *Zero Totals Report*

The night before, the Ballot Box Judge verified that all races, candidates, and public questions listed on the specimen ballot also appear on the ballot counter's *Zero Totals Report*. Election morning, one Check-In Judge and one Ballot Box Judge will sign the tape after confirming both the ballot counter and tape still show zero votes.

Deliver Voter Services Table Supplies

Remove these supplies from the black rolling case and deliver to the Voter Services Table, if the Voter Services Judge has not yet collected them:

- ▶ Voter Services Table envelope
- ▶ Blue provisional ballot case
- ▶ Pollbook paper rolls

Complete Check-In Table Setup

Judges set up Check-In Table with materials from envelope and rolling case.

- ▶ Place "Check-In Here" sign on chrome stand
- ▶ Retrieve flags from the banker box in the cage and put on tables
- ▶ Purple felt tip pens for initialing ballots
- ▶ Surrendered ballot envelopes
- ▶ Individual spoiled ballot envelopes (located in Check-In Judge envelope) and manilla spoiled ballot collection envelope (located in Check-In Judge black binder)
- ▶ Election judge recruitment cards
- ▶ Black binder containing:
 - *Voter Registration Information Sheet*
 - *Pollwatcher Guide*
 - *Voter Information Guide*



Assist the Ballot Box Judge

If help is needed, please move outside signs to the curb or street. Should you have additional time, be sure to help any judge who needs it.

After All Other Duties Are Completed

- ▶ Take oath administered by Site Manager or Voter Services Judge (if no Site Manager present) and sign affirmation form.
- ▶ Retrieve name tag from green Site Manager binder.
- ▶ Review the "Polls Are Open" section for processing voter instructions.

Polls Are Open

Declare Polls are Open

Promptly at 6:00 a.m., Ballot Box Judge shall announce, “The polls are open,” and welcome voters into the site.

Processing a Regular Voter

Most voters are first served at the Check-In Table where judges should work as a team and sit next to each other to verify signatures. Direct any voters needing to register to the Voter Services Table.

Check-In Voter

1. Greet voter and ask voter to state their name.
2. See “Pollbook Instructions for Voter Check In” in the next section. Please note that even though Driver’s License/State ID scan is available, no voter should be asked to show identification unless it is statutorily required. If the voter presents their Driver’s License, State Identification card, or Voter Card; it can be used to scan. If the voter is not found using the Driver’s License/State ID scan, the voter must be looked up manually.

Voter not found?

If the voter is not found on initial search, select “Not in this Location” on Search Results screen. The voter may be in the wrong voting site.

3. Type only the first three letters of voter’s last and first names in Pollbook fields. Do not type in the voter’s entire name as this takes additional time and increases the chances of spelling errors. The Pollbook performs a “smart search” and finds all voters that match the entry.
4. In a primary election, Illinois law requires the voter to choose a partisan (Republican or Democratic) or nonpartisan ballot. The voter will select their party choice on the Pollbook. Partisan ballots will list both candidates and referenda. Nonpartisan ballots will only list referenda. There is one exception as The City of Lake Forest alderperson candidates are nonpartisan. If the Nonpartisan choice is not available, that means there are no public questions for that voter.
5. If pollwatchers are present, and not able to see voter’s information from the Pollbook, announce the voter’s name and address in an audible and clear voice. In a primary election, also announce the voter’s party choice.
6. Together, two judges compare the voter’s signature with the one on the Pollbook screen before choosing ISSUE BALLOT. Judges will then indicate whether the voter wants an “AirBallot” (from Ballot on Demand printer) or “ADA” (ExpressVote) ballot. If the voter will use the ExpressVote terminal, they should be directed to the Voter Services Judge to load the ballot after being checked in.

Signature Doesn’t Match?

Since we rarely sign our names the exact way every time, evaluate the signatures for some common elements and similarities between the signature on the application and the image on the Pollbook screen. Observe carefully as signature match is the only verification permitted in Illinois. If signature does not match, select “SIGN AGAIN” and ask the voter to try signing again. If the signature still does not match, then select “SIGNATURE/VOTER CHALLENGE.” Voter will need to present two valid pieces of identification with current name and physical street address or a witness who is a registered voter. Once the voter completes the affidavit, their signature on the pollbook will be the signature on file with the County Clerk’s Office until they reregister. If the voter uses a witness, a paper form will need to be completed by the witness in the black binder.

Issue Voter's Ballot

1. If you selected "Airballot," the voter's ballot will print from the Ballot on Demand printer. With a second judge, verify the voter's ballot style based on the information on the header of the ballot against the information from the voter's ballot receipt.

2. Initial the ballot with the purple felt tip pen.

3. Give the voter their ballot and the receipt that printed from the ballot receipt printer. Notify the voter that they should check both sides of the ballot and that the Ballot Box Judge will be checking the top right of the front side of the ballot for judge's initials to ensure that the ballot is valid.

Direct Voter to Pen and Privacy Sleeve Table

4. After providing the voter with their ballot, direct the voter to the Pen and Privacy Sleeve Table. The voter is not required to use a privacy sleeve, but many voters choose to use one to protect the secrecy of their ballot.

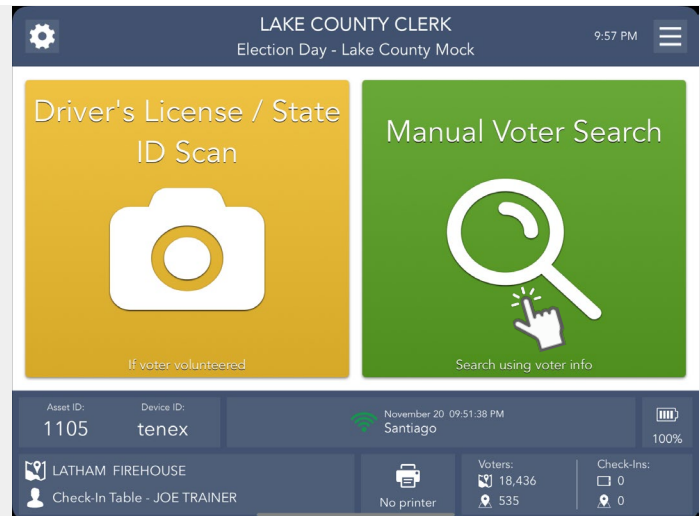
5. Select "Next Voter" from screen and you are ready to process the next person in line.

Pollbook Instructions for Voter Check-In.

Searching for a Voter (Manual Search)

1

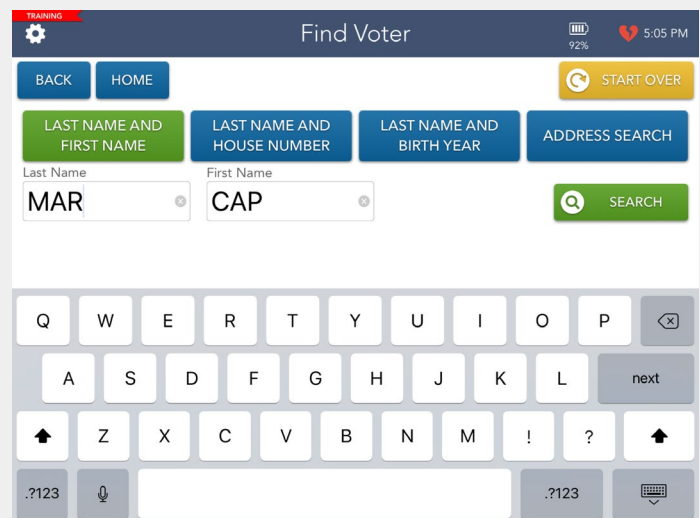
To Search for a Voter using a Valid ID type:
Touch the **MANUAL VOTER SEARCH** button on the Launchpad screen.



2

Using information provided by the voter, use one of the available search options to search for the voter's record.

- Last Name & First Name
- Last Name & House #
- Last Name & Birth Year
- Address Search



3

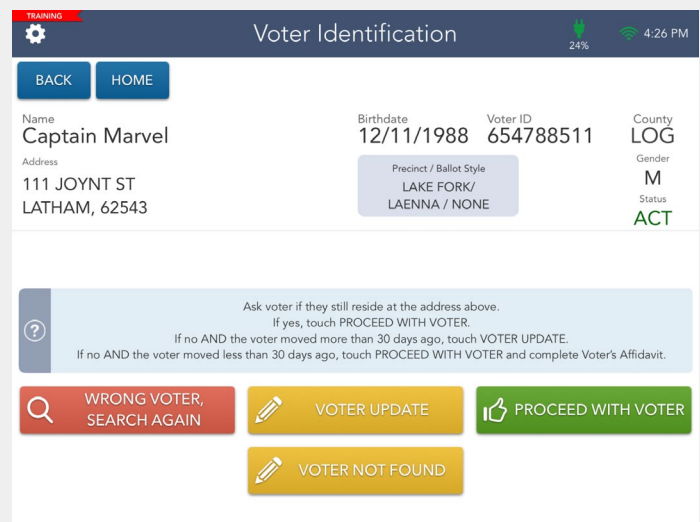
Enter the voter's information into the search fields chosen by using the on-screen keyboard, when finished proceed to touch **SEARCH** to continue.

4

If only one voter matches the search criteria, the **Voter Identification** Screen will appear automatically. Continue checking in your voter and get their signature.



If more than one voter matches the search criteria, your screen will show a list of all possible matches. Touch the correct voter from the list and then touch the **CONTINUE** button.



Searching for a Voter (Driver's License / State ID Scan)

1

Election Judges **MAY NOT** ask for identification unless there is a special circumstance. If a voter chooses to provide their Illinois Driver's License, Illinois State ID, or Voter Card; feel free to use the scan function.

To Search for a Voter using a State ID:

Touch the yellow **Driver's License /State ID Scan** button on the Launchpad screen.



When Scanning a Voter's ID:

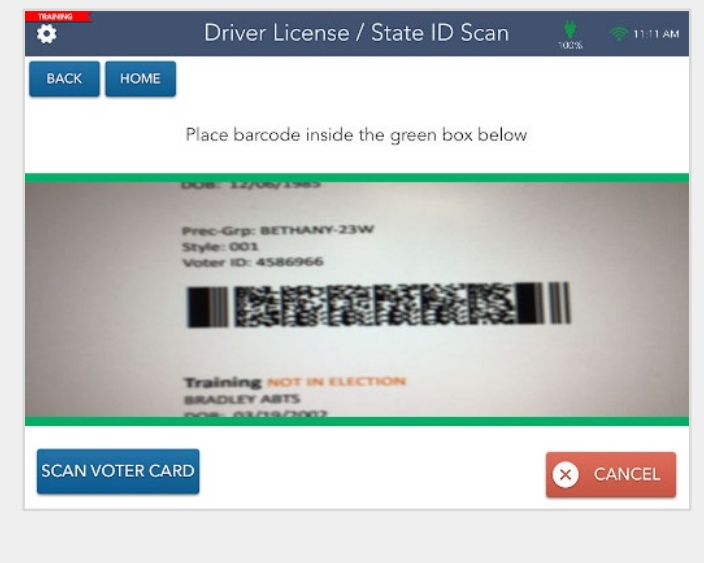
Hold the voter's ID in front of the camera lens located at the back of the Pollbook.

2



Make sure that the correct option for Driver's License or Voter Card option is chosen, then ensure the barcode printed on the back of the ID is inside the green box displayed on the screen. The Pollbook will then proceed to begin scanning automatically.

After you've scanned the voter's ID, you will be redirected to the **Voter Identification** screen. Please verbally verify the address.



General Election Voter Check-In

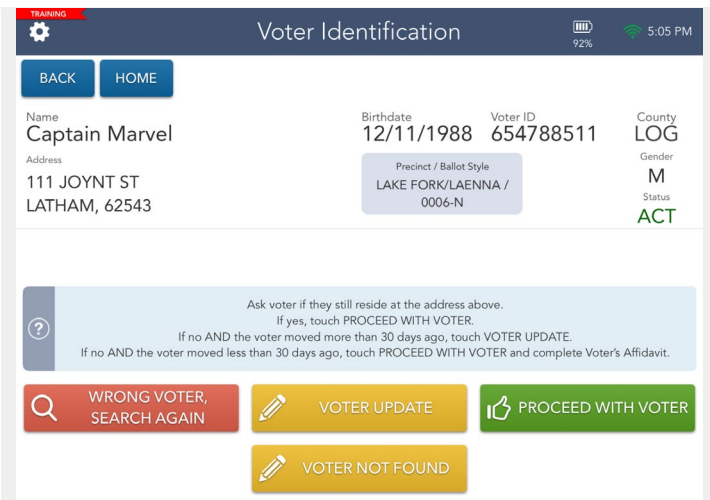
1

Search for the voter.

Once you have found the correct voter, their information will display on the **Voter Identification** screen.

Ask the voter for their address, if correct, touch **PROCEED WITH VOTER**.

Review the blue box for further instructions.

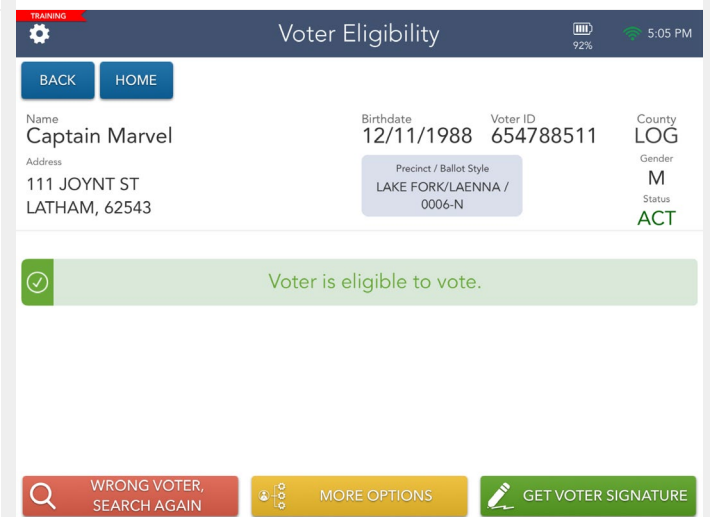


2

The **Voter Eligibility** screen will be displayed.

If the voter is eligible to vote via a regular ballot, the screen will display a green "**Voter is eligible to vote**" message.

Touch **GET VOTER SIGNATURE** to continue.

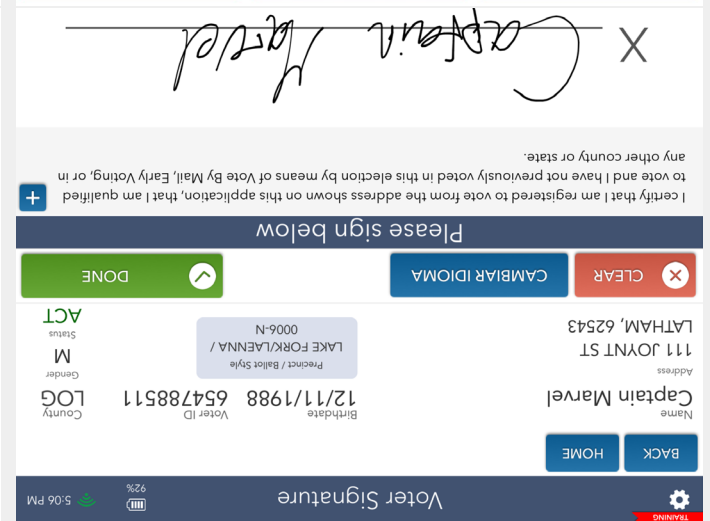


3

The **Voter Signature** screen will appear.

Tilt the Pollbook screen toward the voter and have them sign with the stylus pen.

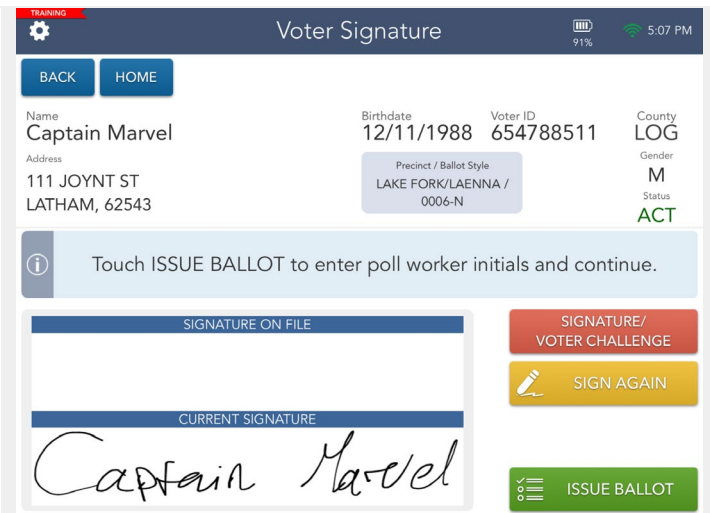
Once they have signed, they will need to touch the green **DONE** button.



4

Flip the screen back toward you and verify that a valid signature has been captured.

Touch **ISSUE BALLOT** to continue.



5

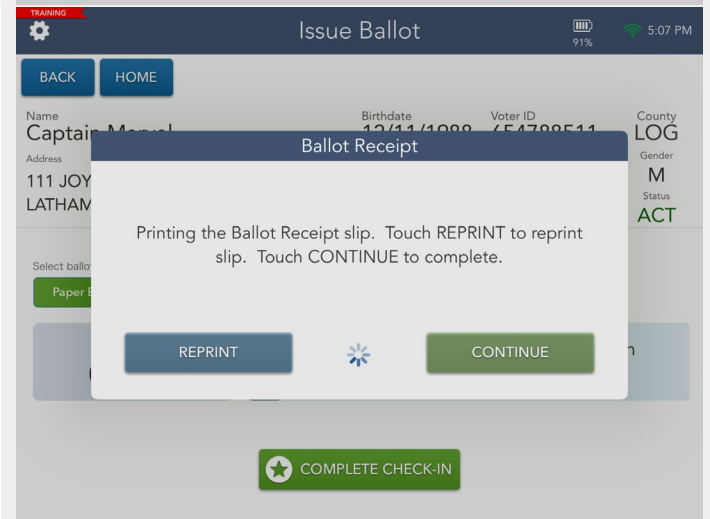
The **Poll Worker Initials Below** pop-up will appear.

Sign it with the stylus pen and touch **DONE**.



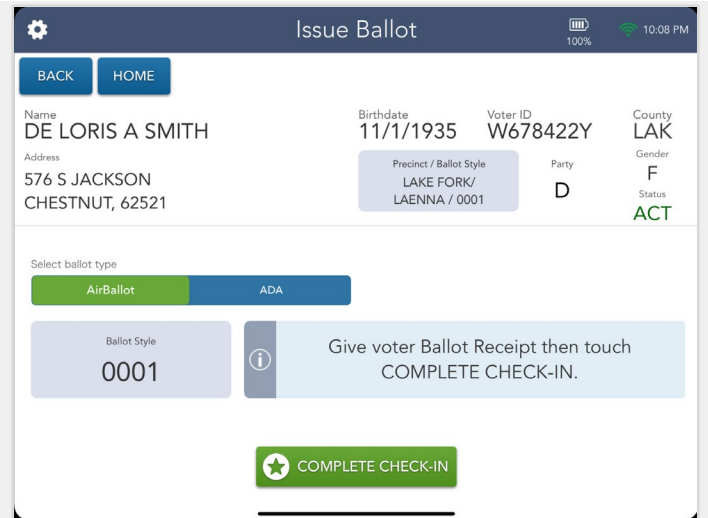
6

The Ballot Receipt will print. Touch **CONTINUE** to complete the check-in.



7

Select “AirBallot” to print ballot from Ballot on Demand Printer or “ADA” for voters who wish to use the ExpressVote ballot marking equipment. Then proceed to touch **COMPLETE CHECK-IN**.

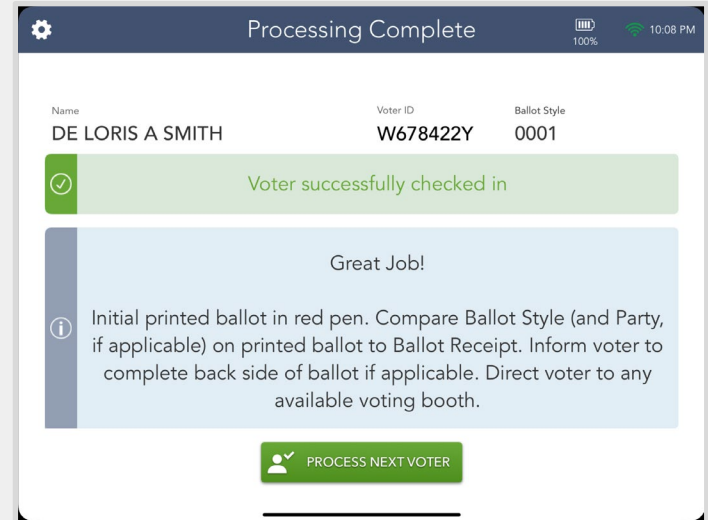


8

Congratulations!

The voter has been successfully checked in.

Verify any additional instructions in the blue box, then touch **PROCESS NEXT VOTER** and move on to the next voter.



Primary Election Voter Check-In

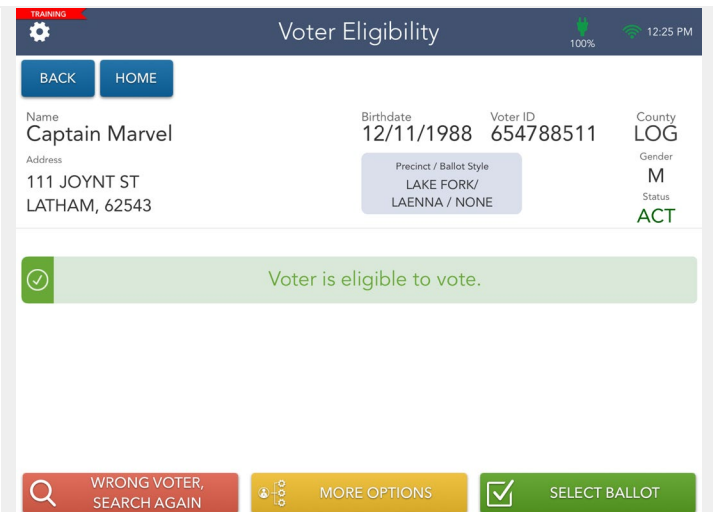
Search for the voter and proceed with the voter on the Voter Identification screen.

The **Voter Eligibility** screen will be displayed.

1

If the voter is eligible to vote via a regular ballot, the screen will display a green “**Voter is eligible to vote**” message.

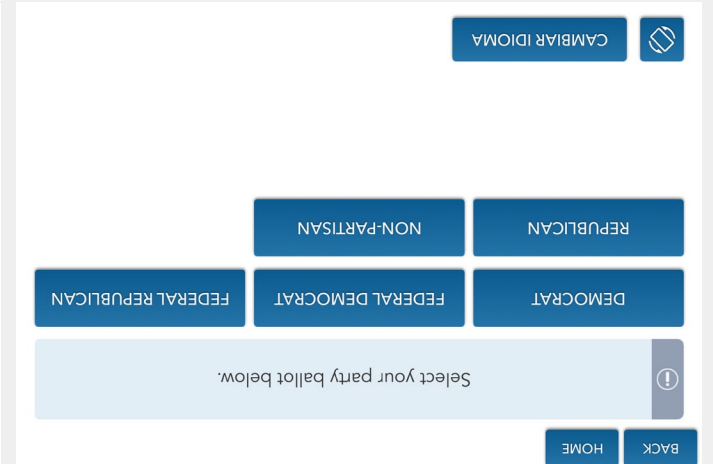
Touch **SELECT BALLOT** to continue.



2

The **Ballot Selection** screen will appear.

Tilt the Pollbook screen toward the voter and have them touch their desired party ballot.



3

The voter must verify the party ballot selected, then touch **YES, CONTINUE** to be taken to the Voter Signature screen.

Continue processing the voter check-in as in a General Election as above.

If a pollwatcher is present, you must provide the pollwatcher with voter's name, address, and party selection if requested by the pollwatcher.



Special Voter Circumstances

Most special circumstance voters can be processed with the Check-In Table's Pollbook decision technology. Carefully read the screen prompts and answer appropriately for each voter. If an affidavit is required, it can be processed on the Pollbook.

Assisted Voter

Under Illinois law, only voters who are blind, physically disabled, or unable to read or write the English or Spanish language qualify for receiving assistance in marking their ballot. The voter is free to select a family member, election judges, or any person to assist them as long as that person is not an agent of the voter's employer or union.

The *Assisted Voter Affidavit* can be processed on the Pollbook. Pre-printed paper forms are only required for voters who are assisted by two election judges. The form is offered in both English and Spanish, and judges can select the voter's preferred language. See next section for Pollbook instructions for processing a voter who requests assistance.

If voter chooses a friend, family member, or person other than an Election Judge

The judge will instruct the designated assistant to read the text on the Pollbook for the affidavit, which states that the person assisting agrees to read the full content of the ballot without emphasis or prejudicial inflection and mark the ballot exactly as instructed by the voter. The person providing the assistance and the judge must sign on the Pollbook. No preprinted form is required.

If voter chooses Election Judges

Two election judges, one from each political party, must read the full content of the ballot without emphasis or prejudicial inflection and mark the ballot exactly as instructed by the voter. The voter should be processed as an assisted voter on the Pollbook, but a preprinted form must also be completed. The preprinted form can be filed in the front pocket of the black binder.

STATE OF ILLINOIS } **Assisted Voter Affidavit**
 LAKE COUNTY } SS. Township of _____ Precinct No. _____

I, _____, do solemnly swear (or affirm) that I am a citizen of the United States; that I am 18 years of age or over; that I have resided in this State and in this election precinct 30 days next preceding this election; that I have not voted at this election; that I am a duly qualified voter in every respect; that I now reside at _____ town, city or village of _____ in this election precinct.

Mark an "X" in the appropriate square.

A. I cannot read or write the English language and hereby request assistance (10 ILCS 5/7-48, 17-14).
 B. By reason of physical disability of _____, I am unable to mark my ballot and hereby request assistance (10 ILCS 5/7-48, 17-14).

This I do solemnly and sincerely affirm _____
 Signature of Voter

Signed and affirmed by _____ before me, on _____
 First Name of Voter Insert Month, Day, Year

Signature of Election Judge

TO THE PERSON PROVIDING ASSISTANCE TO VOTER: You have been selected by a voter to provide voting assistance. Under Illinois law, only voters who are blind, physically disabled, or unable to read or write the English language may be assisted by a relative or friend. Individuals who cannot assist the voter include the voter's employer or agent of that employer or officer or agent of the voter's union.

You must mark the ballot as directed by the voter. Individuals who make any attempt to influence the voter's choice of candidates, party, votes in relation to a public question, or to mark the ballot other than as directed by the voter may be guilty of a class 3 felony. If you cannot tell the voter's intent, you must not mark the ballot in any way. You may not subsequently divulge the candidate(s) or public questions for whom the voter instructed you to cast ballots.

OATH OF ASSISTANCE: I state that I am/are qualified and gave assistance to whose sworn statement appears above. I further state that I did not attempt to influence the voter's choice of candidates, party or votes in relation to any public question and have cast the ballot as directed by the voter. Under the penalties prescribed in Article 29 of the Election Code, the undersigned certifies that the statements set forth in this certification are true and correct.

Signature of Individual Rendering Assistance _____ OR Signature of Assisting Democratic Judge _____
 Signature of Assisting Republican Judge _____

Signature of Election Judge Administering Oath _____ REV 1/2016

ESTADO DE ILLINOIS } **Declaración Jurada de Votante Asistido**
 CONDADO DE LAKE } SS. Township of _____ Precinct No. _____

Yo, _____, solemnemente juro (o afirmo) que soy un(a) ciudadano(a) de los Estados Unidos; que tengo 18 años de edad o más; que he residido en este estado y en este distrito electoral por 30 días que preceden a esta elección; que no he votado en estas elecciones; que soy un votante debidamente calificado en todos los sentidos; que ahora resido en _____ ciudad o pueblo de _____ en este distrito electoral.

Mark an "X" in the appropriate square. / Marque con una "x" el cuadrado correspondiente.

A. No puedo leer o escribir el idioma español y por este medio solicito asistencia (10 ILCS 5/7-48, 17-14).
 B. Por razón de incapacidad física de _____, soy incapaz de marcar mi boleta y por este medio solicito asistencia (10 ILCS 5/7-48, 17-14). Reason of Physical Disability _____

Esto solemnemente y sinceramente lo afirmo _____
 Signature of Voter / Firma del votante

Signed and affirmed by _____ before me, on _____
 First Name of Voter Insert Month, Day, Year

Signature of Election Judge

A LA PERSONA QUE PRESTA ASISTENCIA A LOS VOTANTES: Usted ha sido seleccionado(a) por un votante para prestar asistencia electoral. Bajo la ley de Illinois, solo los votantes que están ciegos, que tienen una discapacidad física o que no saben leer ni escribir el español pueden ser asistidos por un familiar o amigo. Personas que no pueden asistir a los votantes incluyen el empleador del votante o agente de este empleador u oficial o agente del sindicato del votante.

Usted deber marcar la boletas como el votante se lo dirige. Los individuos que hagan cualquier intento de influenciar la decisión del votante con respecto a los candidatos, partidos o los votos en relación a una pregunta pública, o de marcar la boleta de manera diferente a lo indicado por el votante, pueden ser culpables de un delito grave de clase 3. Si no puede determinar la intención del votante, no debe marcar la boleta de ninguna manera. Posteriormente, usted no debe divulgar a los candidato(s) o preguntas públicas para quien el votante le instruyo que votar.

OATH OF ASSISTANCE / JURAMENTO DE ASISTENCIA: Declaro que soy/sonos calificado(s) y asistencia fue provieda a _____ cuya declaración jurada aparece en la parte de arriba. Además, declaro que no intenté influir en la decisión del votante con respecto a los candidatos, partidos o votos en relación a cualquier pregunta pública y ha emitido la boleta como fue dirigido por el votante. Bajo las penas prescritas en el Artículo 29 del Código de Elección, el firmante a continuación certifica que las declaraciones establecidas en esta certificación son verdaderas y correctas.

Signature of Individual Rendering Assistance / Firma del individuo que prestó asistencia _____ OR Signature of Assisting Democratic Judge _____
 Signature of Assisting Republican Judge _____

Signature of Election Judge Administering Oath _____

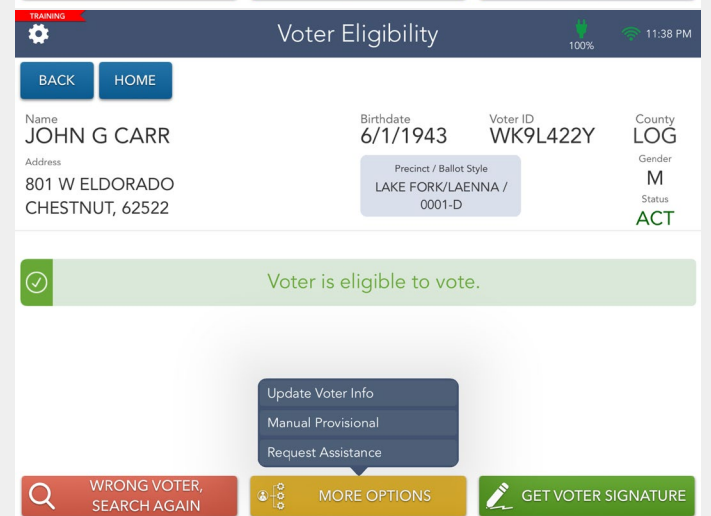
Pollbook Instructions for Assisted Voter

Request Assistance During Check In

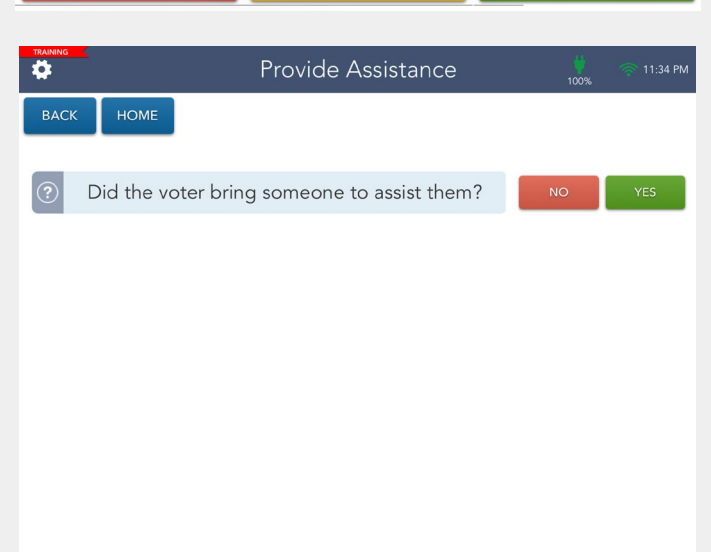
1 If a voter needs assistance voting, touch **MORE OPTIONS** on the Voter Eligibility screen.



2 On the pop-up menu, touch **Request Assistance**.
A screen will appear saying, "Is this voter requesting assistance?" Select **YES**.
The voter will be flagged with a yellow Needs Assistance flag. Touch **PROCESS ASSISTANCE** to continue.

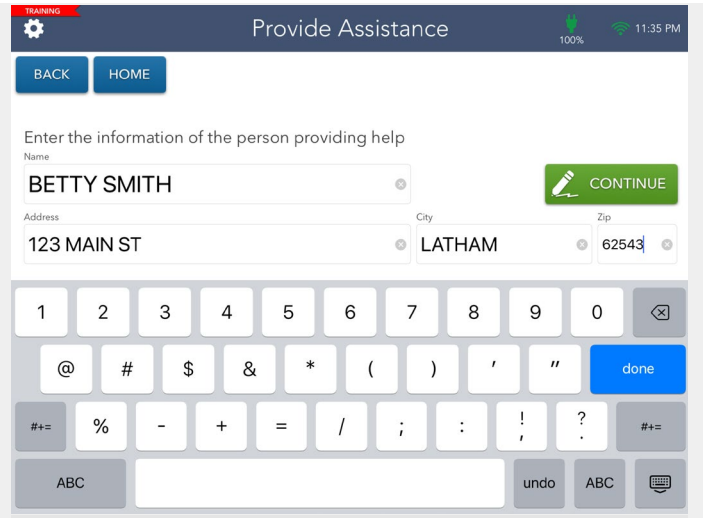


3 Next you will be asked if the voter brought someone to assist them.
If they did not, touch **NO** if the voter needs assistance from two election judges (one from each party). The paper Assisted Voter Affidavit must be completed after the voter is checked in. Touch **CONTINUE** and review the blue boxes of instructions on the next screens. On the Issue Ballot screen, touch **COMPLETE CHECK-IN** to print ballot. Follow the instructions in the blue box.
If someone did come with the voter, touch **YES** to record their information. Continue to step 4.



4

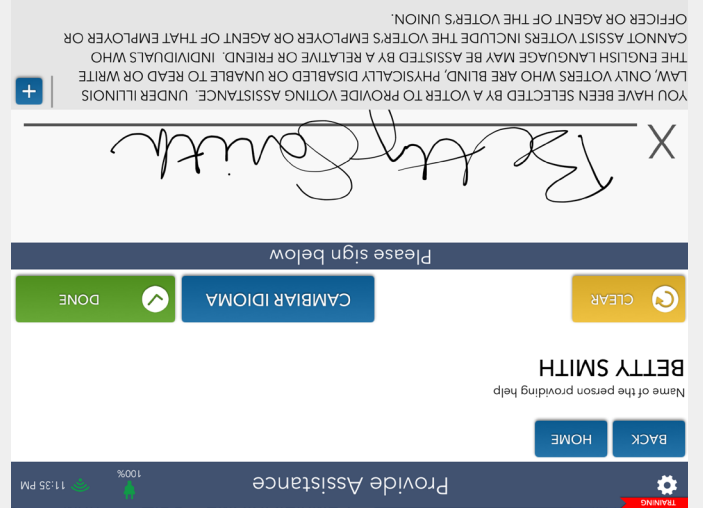
Enter the information of the person providing help, then touch **CONTINUE**.



5

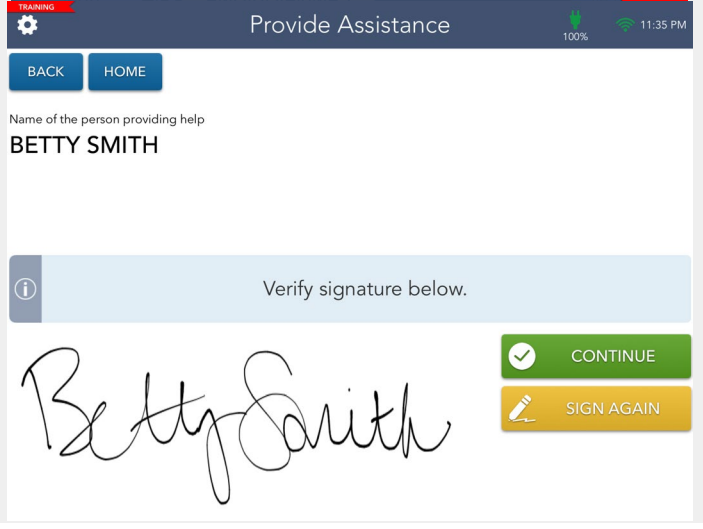
Tilt the Pollbook screen toward the person for them to read and sign the assistance oath.

Once confirmed, they will need to touch the green **DONE** button.



6

Verify a signature has been captured and touch **CONTINUE**.



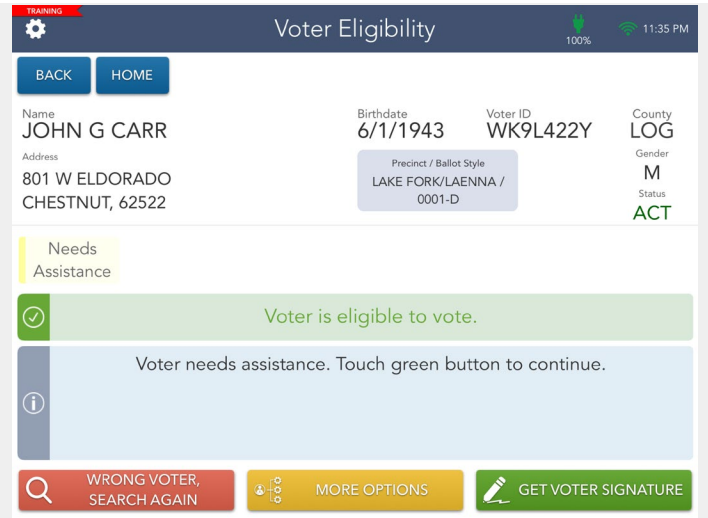
The **Voter Eligibility** screen will be displayed.

7

If the voter is eligible to vote via a regular ballot, the screen will display a green “**Voter is eligible to vote**” message.

Review the blue box for further instructions.

Touch **GET VOTER SIGNATURE** to continue.



Request Assistance After Voter Check-In

1

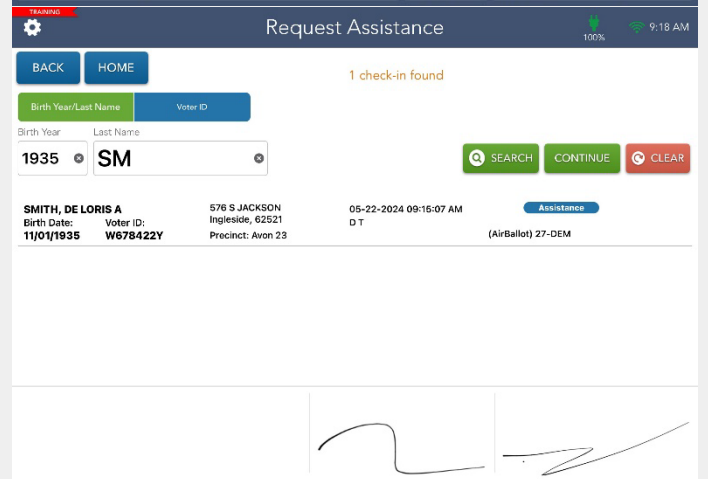
If a voter realizes they need assistance after being checked in, they can still be marked as requiring assistance in the Pollbook.

From the Launchpad screen, select **REQUEST ASSISTANCE** from the “hamburger menu.”



2

Enter the first few letters of their **Last Name** then their **First Name**, then select **SEARCH**. Select the voter's name beneath the search area, then select **CONTINUE**.

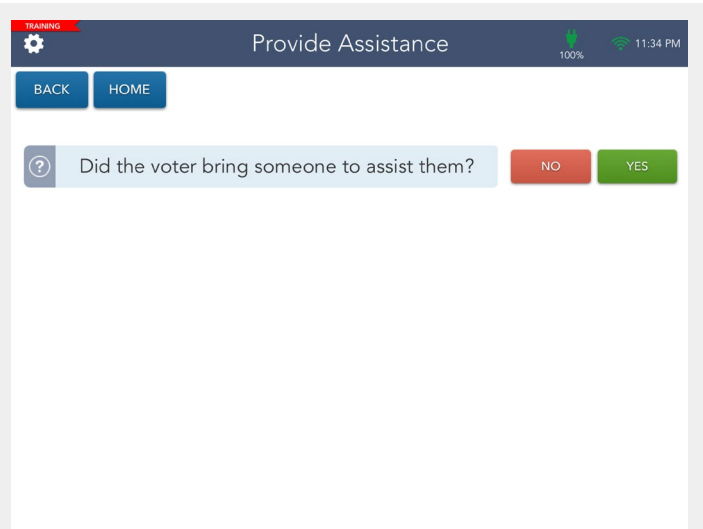


3

Next you will be asked if the voter brought someone to assist them.

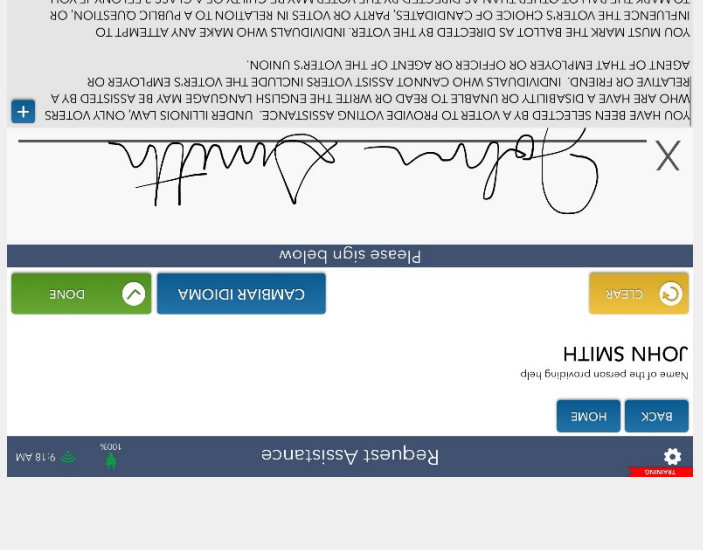
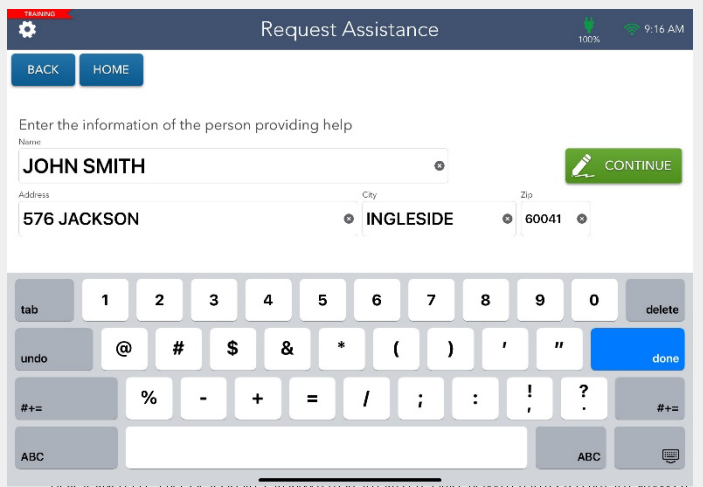
If they did not, touch **NO** if the voter needs assistance from two election judges (one from each party). The paper Assisted Voter Affidavit must be completed after the voter is checked in. Touch **CONTINUE** and review the blue boxes of instructions on the next screens. On Issue Ballot screen, touch **COMPLETE CHECK-IN** to print ballot. Follow instructions in blue box.

If someone did come with the voter, touch **YES** to record their information. Continue to step 4.



4

Enter the information of the person providing help, then touch **CONTINUE**.



5

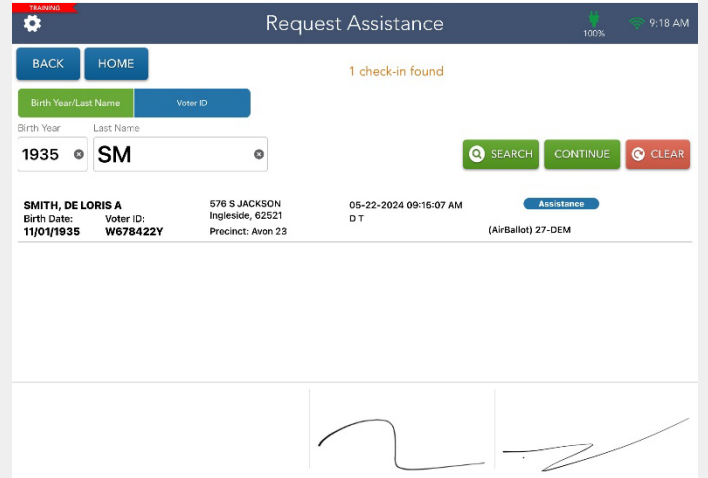
Tilt the Pollbook screen toward the person for them to read and sign the assistance oath.

Once confirmed, they will need to touch the green **DONE** button.

6 Verify a signature has been captured and touch **CONTINUE**.



7 You will be turned to the Request Assistance screen. Voter will be marked with a tag next to their info labeled **ASSISTANCE**. Select **HOME** to process next voter.



Cancel/Spoil Voter's Ballot

Cancel Voter's Check-In

If the voter's check-in has been fully recorded and their ballot has **not** been cast, a voter's check-in can be cancelled with a Check-In Judge. Ideally, the voter should return to the judge who checked them in. See next page for Spoiled Ballot instructions and choose to not issue a replacement ballot. If a ballot has been cast, call the Election Day hotline at (847) 377-2328.

Spoiled Voter's Check-In

Voter should be reprocessed by the same Pollbook where the original application for a ballot was issued. If more than five minutes have passed since the voter was checked in, all Pollbooks should be able to process a spoiled ballot.

1. The judge will complete a white spoiled ballot security envelope with the ballot style and precinct (and party in a primary).
2. Give the voter the envelope with instructions to the fold the ballot, insert it in the envelope, and seal it.
3. See Pollbook instructions on next page.
4. File the white spoiled ballot security envelope into the manilla spoiled ballot collection envelope.

Note: If the Ballot Box Judge finds a voted ballot has not been initialed before it's inserted into the bin, the ballot must be spoiled.

Pollbook Instructions for Cancel/Spoil

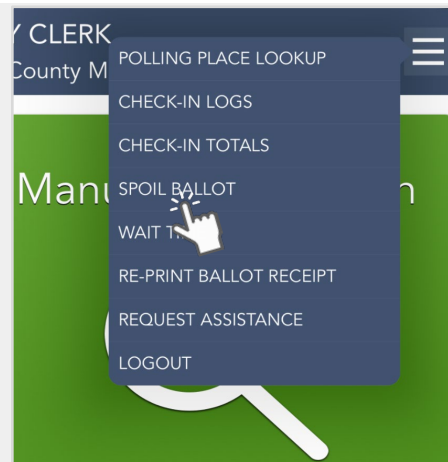
In case a Check-in needs to be reversed, use the **SPOIL BALLOT** function of the **Launchpad Menu**.

1

All judges can spoil a ballot. If the voter was checked in within the past five minutes, best practices are for the judge who performed the check-in to spoil the ballot:

A voter may request for a replacement ballot if an error was made on their first election.

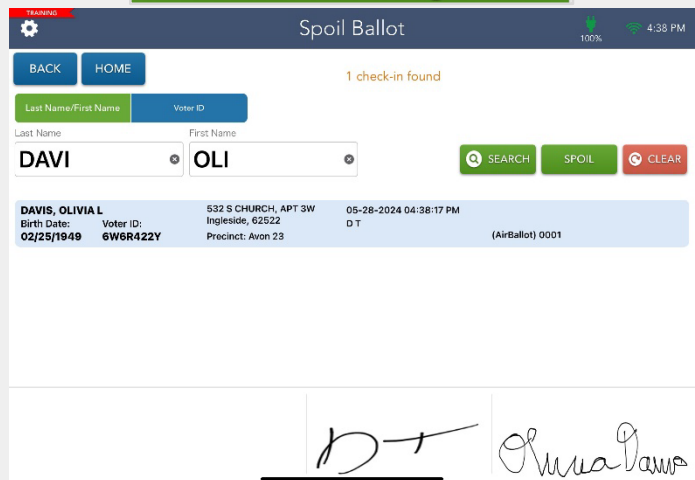
Open the **Launchpad Menu** and select **SPOIL BALLOT**.



2

Type the first letters of the **Last Name** then the **First Name**, then touch **SEARCH**.

Select the voter check-in you would like to spoil, then touch **SPOIL**.



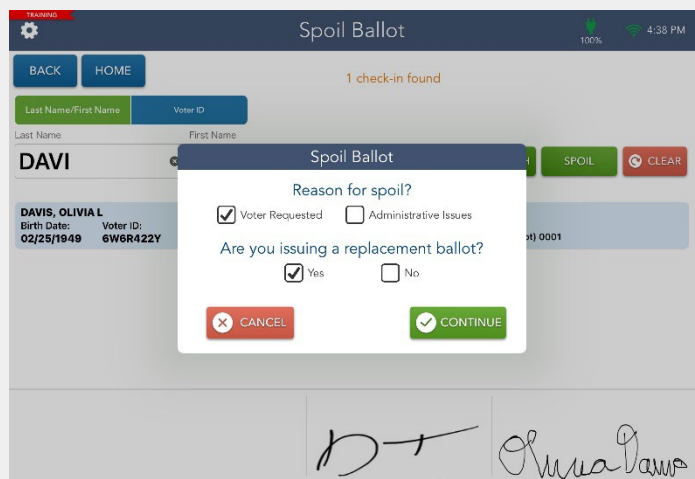
A Pop-up will appear:

Select the reason the ballot is being spoiled. Voter Requested would be if the voter marked their ballot in error and is requesting a new ballot. Administrative Issues would be if the voter's ballot was not initialed or if the ballot bin cannot read the ballot after it has been inserted in all four orientations.

3

Select whether a replacement ballot will be issued or not. To cancel a voter's check-in (if the wrong voter was selected or the voter will not cast their ballot), choose No.

After selections have been made, touch **CONTINUE**.



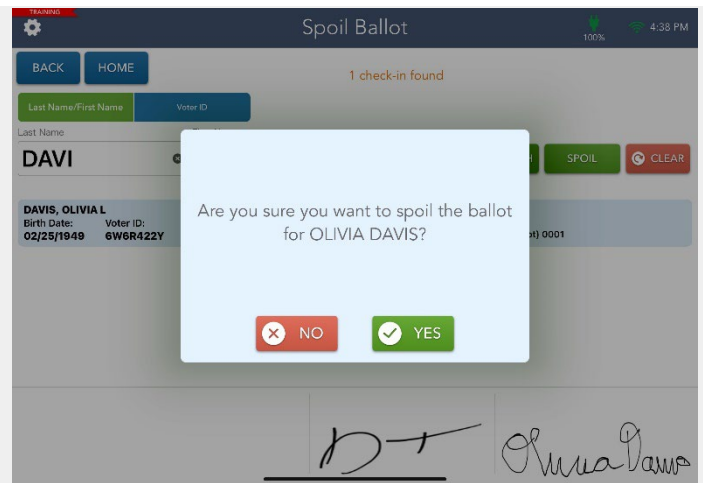
If you select a replacement ballot, the **Voter Signature** screen will be displayed. Finish processing the re-issued ballot as normal.

4

A pop-up will appear:

Touch **YES** to confirm that you would like to spoil the ballot.

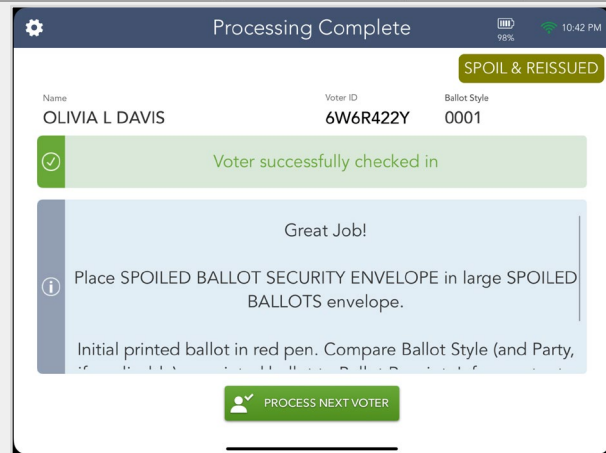
Complete additional check-in steps if reissuing ballot.



5

Once you come to the **Processing Complete** screen:

- Review any additional instructions for spoiling and reissuing paper ballots in the blue info box.
- Touch **PROCESS NEXT VOTER** to continue.



Voter Registration Information Sheet

A sheet will be provided in the black binder with information on how the voter can correct their voter registration information in a statutorily-compliant manner.

Voters Moved or Deceased

- In order to cancel a voter's record who has moved out of the county, the County Clerk's Office needs a signed notification from the voter.
- In order to cancel a voter's record who is deceased, the County Clerk's Office needs a copy of the death record for the voter.

This information is also available on the Voter Registration page of our website in the "Cancelling Voter Registration" section:



Typographical Error

- If you believe that there may be a typographical error on the voter's record, please call the Election Day hotline at 847-377-2328. The voter's most recent registration application will need to be checked. This information is not viewable on the pollbook.

Signature Capture

- If the voter completed the Verification Required Affidavit and they provided two forms of ID with their current name and address or a witness, their signature will be captured on the pollbook and used for future elections.

Vote by Mail

The voter may surrender the ballot received by mail in exchange for a ballot at the voting site. Ballots received by mail may not be cast in the Election Day voting site.

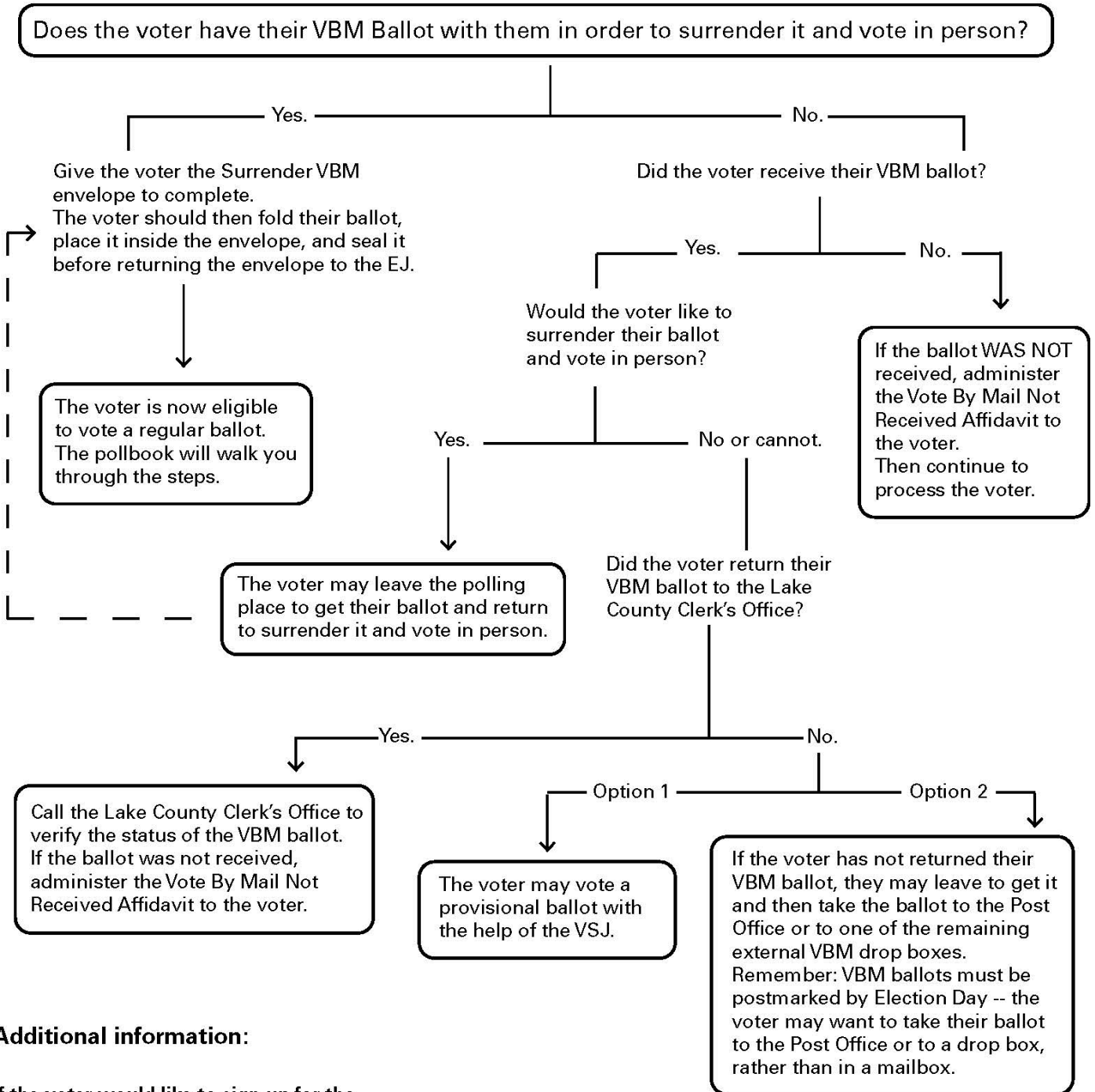
- ▶ Surrendering ballot
 - Processed at the Check-In or Voter Services Table.
 - Accept ballot from voter and place in surrendered ballot envelope.
 - Complete label on front of envelope.
 - Voter signs the envelope, and judge places it the collection envelope.
- ▶ Received ballot, but voter did not return and cannot surrender
 - Send to the Voter Services Table to process as a provisional voter.
- ▶ Applied for, but voter never received ballot
 - Processed at the Check-In or Voter Services Table. Voter will attest to an affidavit and sign on the Pollbook.
- ▶ Completed and returned, but ballot not received by Lake County Clerk
 - Processed at the Check-In or Voter Services Table. Voter will attest to an affidavit and sign on the Pollbook.

See next section for Pollbook instructions.

A Voter Brings Their Vote by Mail Ballot to the Voting Site

A Vote by Mail ballot can only be surrendered at an Election Day voting site. If a voter would like to cast a ballot in the ballot bin, they may surrender their Vote by Mail ballot for a ballot from the voting site. The voter may not cast their Vote by Mail ballot in the ballot bin. Any voter who brings in a Vote by Mail ballot that does not want to surrender the ballot in exchange for a ballot from the voting site can mail their ballot in through the USPS, deliver the ballot to one of the remaining external drop boxes, or deliver their ballot personally to the Lake County Clerk's office (18 N County St Rm 101, Waukegan). No Vote by Mail ballots can be collected at an Election Day voting site, as there is no process to ensure proper chain of custody of the Vote by Mail ballots at voting sites on Election Day.

If the voter is marked "Ballot Requested" on the Pollbook



Additional information:

If the voter would like to sign up for the permanent VBM program, they can request to do so on the Lake County Clerk's Office website or call our office. (If the voter wants to call, we ask that they please wait at least 1 week following the Election.)

If the voter believes they signed up for the program, but did not receive a VBM ballot, it is possible they requested to VBM for only one election and/or to only receive ballots for General/Consolidated elections, NOT Primaries.

A voter CANNOT leave a voted VBM ballot at an Election Day voting site for collection by Election Judges, like they can at an Early Voting site. They may take it to the Post Office or to one of the remaining external VBM drop boxes.

A voter CANNOT cast a voted VBM ballot in a tabulator. **Voters MUST** mail, take to a remaining external drop box, or surrender their VBM ballot.

Pollbook Instructions for Vote by Mail Voters

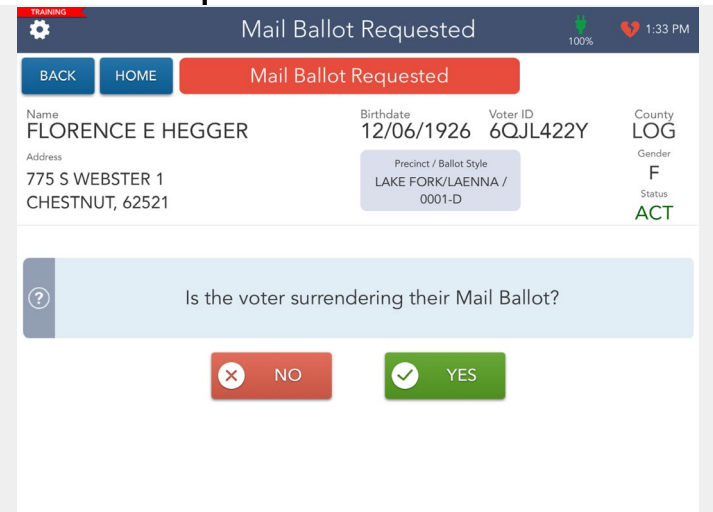
This section will contain Pollbook instructions for Vote by Mail voters who surrender their ballot and voters who do not surrender their ballot but attest to an affidavit to receive a precinct ballot. Please make sure you are completing the steps for the appropriate circumstance. Voters who need to be issued a provisional ballot should be sent to the Voter Services Table.

Pollbook Instructions for Vote by Mail Ballot Requested - Surrender

1

If a voter has requested a Mail Ballot and is surrendering the ballot at the time of check-in, touch **YES** to continue processing the voter check-in.

Surrendered ballots and/or certification envelopes will be placed in individual surrendered ballot envelopes with the information on the envelope completed, then placed in the collection envelope. Once the voter has surrendered their ballot or certification envelope, they are processed as a routine voter.



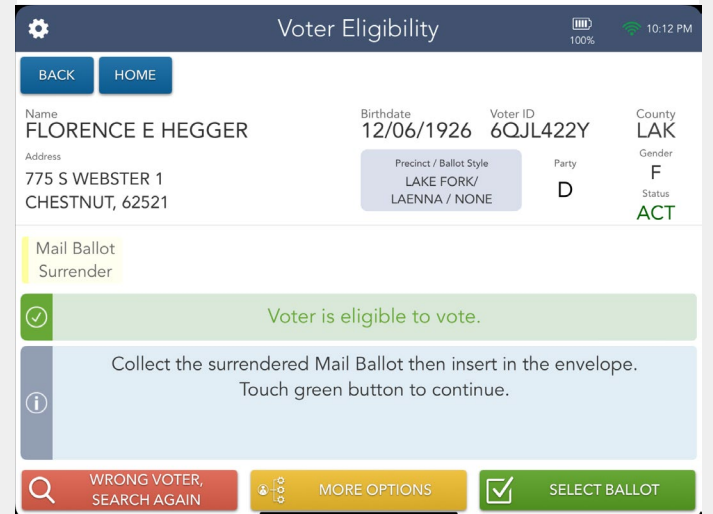
2

The **Voter Eligibility** screen will be displayed.

The screen will display a green **“Voter is eligible to vote”** message.

Review the blue box for further instructions.

Touch **SELECT BALLOT** (in a primary election) or **GET VOTER SIGNATURE** (in a general/consolidated election) to continue.



3

The **Voter Signature** screen will appear.

Tilt the Pollbook screen toward the voter and have them sign with the stylus pen.

Once they have signed, they will need to touch the green **DONE** button.

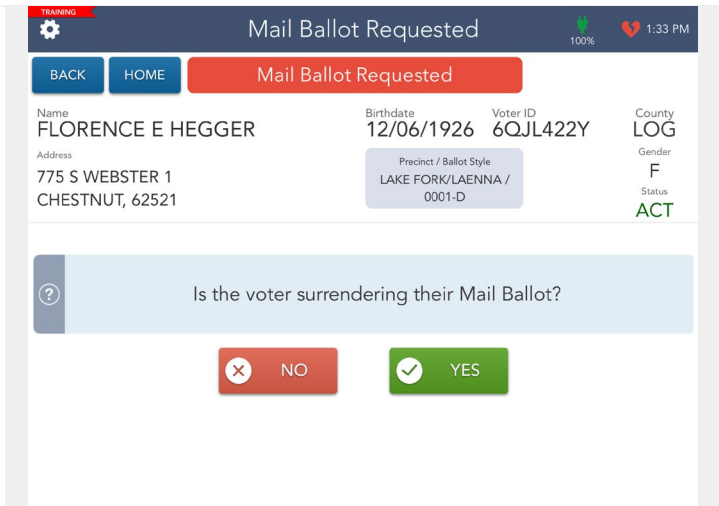
Continue processing the voter check-in as normal.



Mail Ballot Requested - Not Surrendered with Voter Affidavit

1

If a voter has requested a Mail Ballot and is not surrendering the ballot at the time of check-in, touch the red **NO** button.



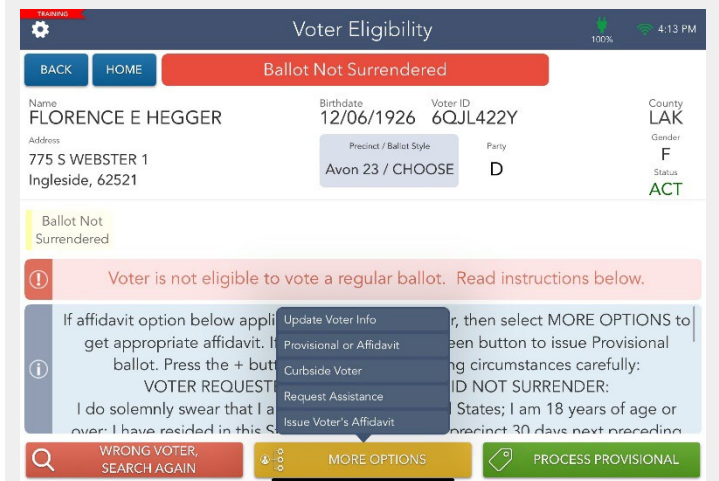
2

The **Voter Eligibility** screen will be displayed.

The screen will display a red **“Voter is not eligible to vote a regular ballot...”** message.

Read the instructions in the blue box at the bottom of the screen. Scroll down in the blue box to read full text.

If the voter is eligible to complete an affidavit, allow the voter to read affidavit, touch **MORE OPTIONS**. Then choose “Issue Voter’s Affidavit.”



A popup screen will ask you to verify issuing the affidavit, select YES.

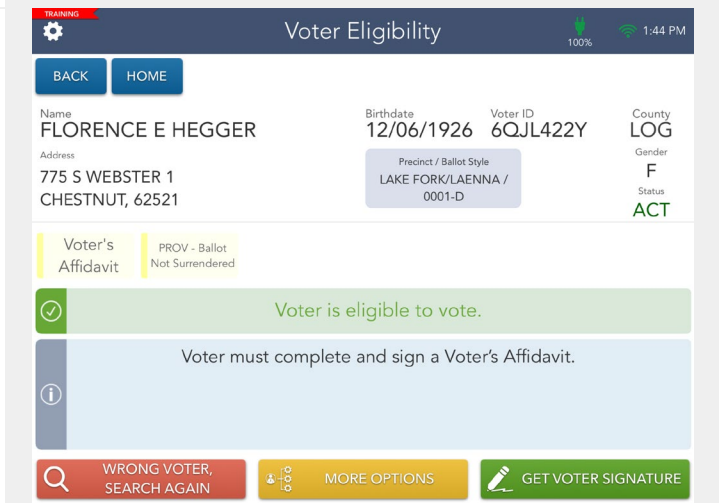
3

The **Voter Eligibility** screen will be displayed.

The screen will display a green **“Voter is eligible to vote”** message.

Review the blue box for further instructions.

Touch **GET VOTER SIGNATURE**, or **SELECT BALLOT** in a primary, to continue.



In a primary, voter will make their party selection.

The **Voter Signature** screen will appear.

4

Tilt the Pollbook screen toward the voter and have them sign with the stylus pen.

Once they have signed, they will need to select the green **DONE** button.

Continue processing the voter check-in as normal.



Voter Cannot Enter Voting Site

Any voter with a temporary or permanent disability who is unable to access or enter the voting site because of the building's structural features may request 2 election judges (one of each party) to deliver a ballot to him or her within 50 feet of the entrance to the building. The electioneering zone would be suspended to avoid interfering with the voter's curbside voting location.

The voter must notify the Lake County Clerk's Office and complete the required request form at least one day in advance of Election Day. If notice was given, the Lake County Clerk's Office will advise the voting site of those voters requesting this service. If no notice was given, we ask that election judges work diligently to accommodate the voter's request on Election Day.

If assistance in marking the ballot is needed due to a disability, an *Assisted Voter Affidavit* must be completed.

Two judges (one from each party):

1. Detach the cords from the Pollbook to process the voter outside.
2. Greet voter at the car or curbside to obtain the voter's name and address (party preference if primary election).
3. Enter the voter's information on the Pollbook.
4. Have the voter sign on the Pollbook. (Tell the voter the signature will be compared to the voter registration signature.)
5. Complete the check-in process to the "Issue Ballot" screen.
6. Return to the voting site to plug the Pollbook back into the printers, then select **COMPLETE CHECK-IN**. A voter receipt and ballot should print for the voter.
7. Verify that the correct ballot printed with two judges and initial the ballot.
8. Take initialed ballot, privacy sleeve, and ballot marking pen to the voter. Step aside allowing the voter to privately mark the ballot. Instruct voter to place the marked ballot in the privacy sleeve and return all the items.
9. Take ballot still in the privacy sleeve into polling site and cast the ballot into the bin.
10. Return the privacy sleeve and ballot marking pen to the Pen and Privacy Sleeve Table.

Voter Cannot Sign on Pollbook

Some voters may require ADA accommodations for being able to sign. For voters who are unable to sign on the Pollbook due to a disability (for example, blind voters may need to use a signature guide to sign), direct the voter to the Voter Services Judge. This is specifically for voters who require ADA accommodations, not for voters who do not want to sign on the Pollbook.

Inactive

Voters become inactive when they no longer reside at their registration address or the Lake County Clerk's Office has been notified by the U.S. Postal Service that mail is no longer deliverable to the voter's registration or mailing address.

Inactive - Moved

See "Moved" section.

Inactive – Did not move

- ▶ Voter must provide two forms of valid identification both showing current name and Lake County physical street address or a witness who is a registered voter residing in the same precinct; complete an affidavit; and provide current address to Check-In or Voter Services Judge. Voter's status will be updated for next election. See Pollbook instructions below.
- ▶ If no identification or witness who is a registered voter residing in the same precinct, direct the voter to Voter Services Table.

Pollbook Instructions for Inactive Voter

An inactive voter is a voter who had mail returned as undeliverable by the United States Postal Service. Voter was sent an address confirmation letter but it was not returned to Clerk's Office.

Inactive Voters must show two forms of identification with name and residential address to vote or a witness from their precinct. If they are unable to provide either, they can be processed at the Voter Services Table as a provisional and have 7 days to provide identification to Clerk's Office.

Voter is processed as normal until the Voter Eligibility screen, which will indicate voter is inactive. Read blue text box for additional information. You may need to scroll down. Turn the screen around for the voter to read or read the affidavit to the voter aloud.

The screenshot shows a mobile application interface for "Voter Eligibility". At the top, there is a status bar with "Voter Eligibility", signal strength, 100% battery, and 7:07 PM. Below the status bar are navigation buttons: "BACK", "HOME", "Status Not Valid" (highlighted in red), and "VOTER CHANGES". The main content area displays voter information: Name: SYLVESTER JAMES, Birthdate: 04/07/1960, Voter ID: 4468957, County: LAK, Address: 96 W SPRUCEWOOD LN, Round Lake Beach, 60073, Precinct / Ballot Style: Avon 23 / CHOOSE, Party: NA, Gender: (blank), Status: INA. Below this information, there are two status indicators: "Status Not Valid" and "Name Change". A red warning box with an exclamation mark icon contains the text: "Voter is not eligible to vote a regular ballot. Read instructions below." Below the warning box is a blue text box with an information icon containing the text: "Voter is Inactive. If voter has not moved & provides 2 forms of ID with name & address or a witness from the precinct, voter must complete Voter's Affidavit. If voter attests to affidavit below, issue Voter's Affidavit. Turn screen to voter or read: I do solemnly swear that I am a citizen of the US; I am 18 years of age or over; I have resided in this State and in this precinct 30 days next preceding this election; I have not voted at this election; I am a duly qualified voter in every respect; I now reside at the". At the bottom, there are three buttons: "WRONG VOTER, SEARCH AGAIN" (red), "MORE OPTIONS" (yellow), and "PROCESS PROVISIONAL" (green).

1

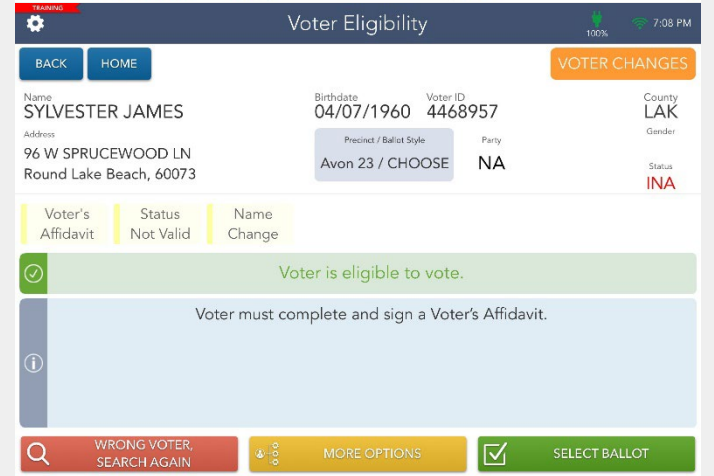
2

Once voter has provided two forms of identification with name and residential address and attested to the affidavit, select **MORE OPTIONS** then “Issue Voter’s Affidavit.”



3

Voter Eligibility screen will show voter is now eligible to vote a precinct ballot. Choose **SELECT BALLOT** (in a primary election) or **GET VOTER SIGNATURE** (in a general/consolidated election) to continue.



4

Process voter as normal to issue voter’s ballot.



Moved

Within Precinct within 27 Days

- ▶ Register at Voter Services Table.

Outside Precinct within 30 Days

- ▶ Voters will need to go to the voting site assigned to their old address. At the site that corresponds to the old address, voter can be processed at the Voter Services or Check-In Table. See next section for Pollbook instructions.
- ▶ If no identification or witness who is a registered voter residing in the same precinct, voter can be processed to vote provisionally at the Voter Services Table.

Outside Precinct more than 30 Days and Less than 4 Years

- ▶ Register at Voter Services Table.
 - If voter's new address is serviced at this voting site, voter can register with the Voter Services Judge.
 - If voter's new address is serviced at a different voting site, offer to direct them to that site to that site. See "Wrong Voting Site" section below. If the voter insists on voting, direct the voter to the Voter Services Table to vote provisionally.
- ▶ Process at Voter Services Table at voting site serving **old** address.
 - Voter may receive a federal ballot (available only in even years). Voter can be processed with an affidavit to vote on the ExpressVote terminal at the Voter Services Table.

More than 4 Years

- ▶ Register with Voter Services Judge at voting site servicing voter's new address.

Has there been a change to the voter's information?

Has appropriate form(s) of ID?

Yes.

No.

Process as a regular voter.

Name Changed? Signature Changed? Address Changed?

The voter will go to the VSJ to complete a Grace Period Name Change.

If a voter has a signature change, they MUST be processed as a "Signature Challenge" and present the EJs with 2 forms of ID. Note: Pay extra attention to the affidavits! There is a step where you must go backwards on the pollbook to ensure the voter receives a ballot which is not Provisional.

The voter will sign an affidavit and receive a ballot style for their old address, due to moving so close to the election.

Less than 30 days before the election?

More than 30 days before the election?

Voter at the polling place for their PRIOR address?

Voter at the polling place for their CURRENT address?

The voter has two options: they may either vote a Provisional Ballot with the VSJ or travel to the appropriate polling place for their prior address. This is due to moving so close to the election.

No.

Voter at the polling place for their PRIOR address?

Voter at the polling place for their CURRENT address?

The voter goes to the VSJ to be processed as a Provisional Ballot voter.

If it is a federal election and the voter has moved out of their precinct more than 30 days, but less than 4 years before the Election, they are entitled to vote a ballot with only federal offices. The voter must see the VSJ, as they must cast their federal ballot on the ExpressVote. Only the ExpressVote will have the option for a federal ballot. If it is NOT a federal election year, the voter cannot receive a federal ballot. If the voter wants to cast a ballot this election, they must go to the polling place for their new address and utilize the process for a Grace Period Address Change OR they may see the VSJ and vote a Provisional Ballot.

Voter at the polling place for their CURRENT address?

Voter at the polling place for their PRIOR address?

The Voter will go to the VSJ to complete a Grace Period Address Change. Note: be careful NOT to type "Street," "Road," etc., when searching for the voter's address. If you do, you will NOT be able to find their residence.

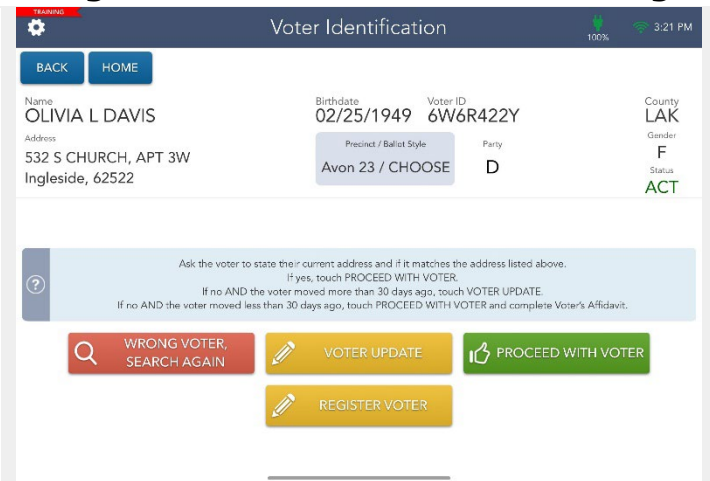
Pollbook Instructions for Voter Moved Outside Precinct Less Than 30 Days Before Election Day

1

If voter has moved outside their precinct less than 30 days prior to Election Day, voter will not meet residency requirement in Illinois to update their address. The voter must go to the voting site servicing their old address.

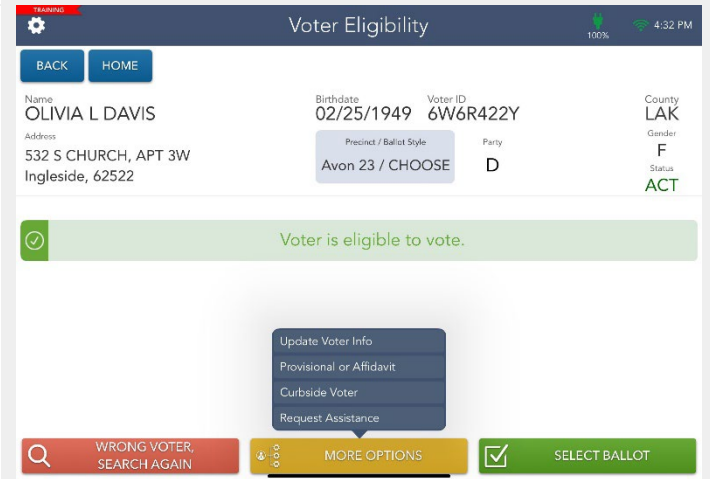
This circumstance is one of two circumstances in which the voter's new address information is not entered on the Pollbook.

On the Voter Identification screen, select **PROCEED WITH VOTER**.



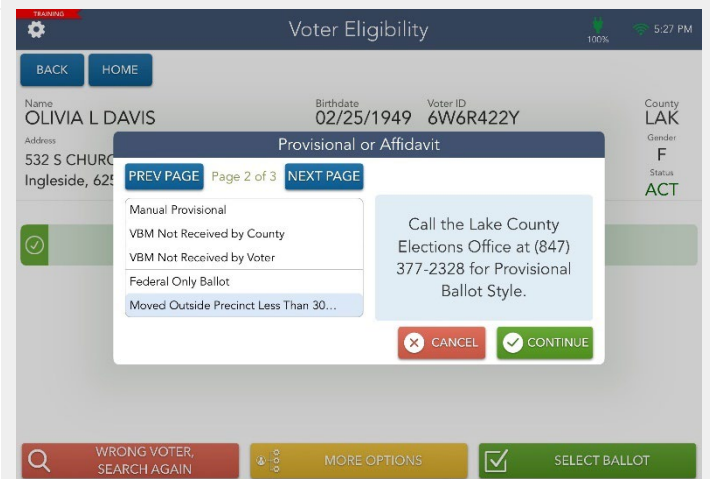
2

On the Voter Eligibility screen, select **MORE OPTIONS** then "Provisional or Affidavit."



3

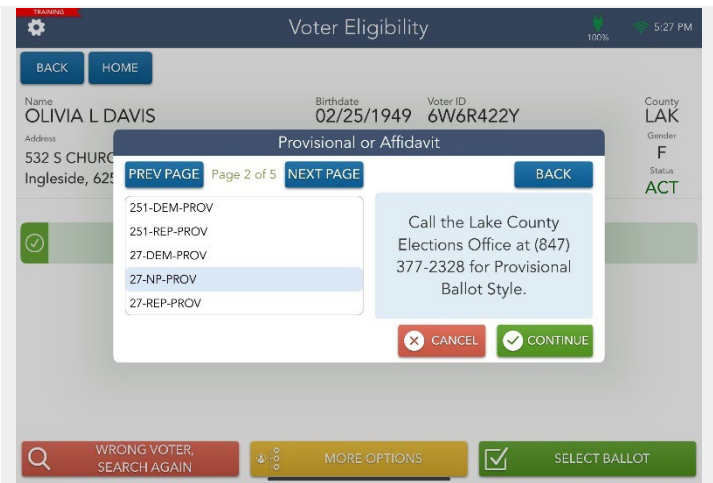
On the Provisional or Affidavit pop-up screen, choose "Moved Outside Precinct Less Than 30 Days" then select **CONTINUE**.



4

Select any ballot style (and party in a primary). Provisional information will be cleared on Ballot Selection screen. Then select **CONTINUE**.

Then choose **MORE OPTIONS** again, and select "Issue Voter's Affidavit."

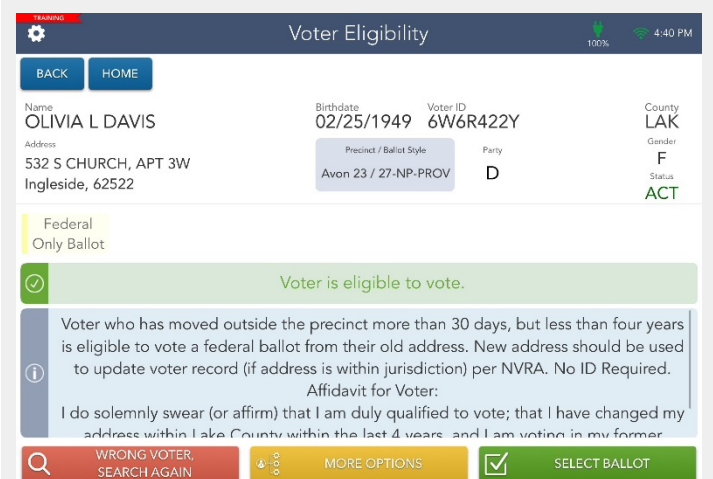


5

Voter eligibility screen will display. Read text box. You may need to scroll down. Turn the screen around for the voter to read or read the affidavit to the voter aloud.

Complete *Additional Voter Affidavit Information* in the black binder so that voter's address can be updated after the election. Then select **SELECT BALLOT** (in a primary election) or **GET VOTER SIGNATURE** (in a general/consolidated election) to continue.

Process voter as normal from this point. Ballot will be printed for voter's old address.



Wrong Voting Site

Wrong Voting Site and Insists on Voting

Voter should be encouraged to go to the voting site serving their address. This ensures that the voter will be presented with a ballot containing all the offices and ballot measures for which they are entitled to vote. If voter insists on voting, direct the voter to the Voter Services Judge.

Wrong Voting Site and Wants to Vote in Correct Site

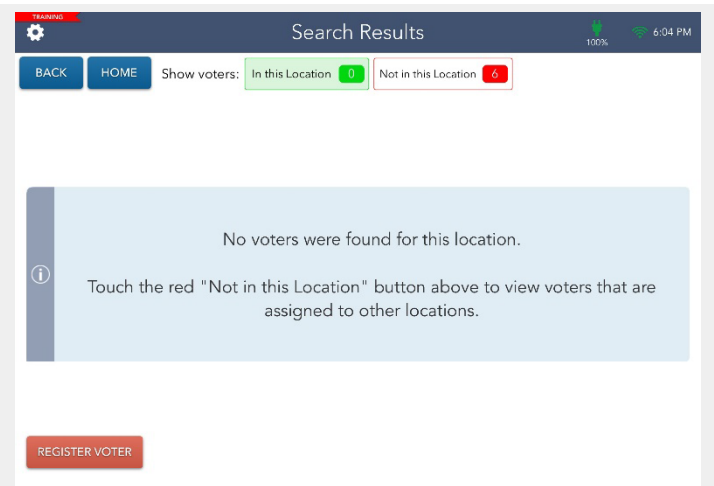
See Pollbook instructions below.

Pollbook Instructions for Wrong Location (Re-Direct)

1

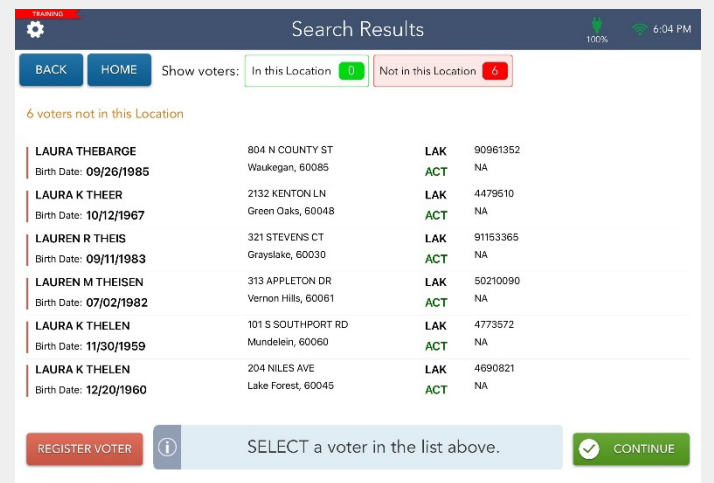
If a voter tries to check in at the wrong location on Election Day, the Pollbook will show no voters for the location.

Click the red "Not in this Location" button to see if voter is at the wrong voting site.



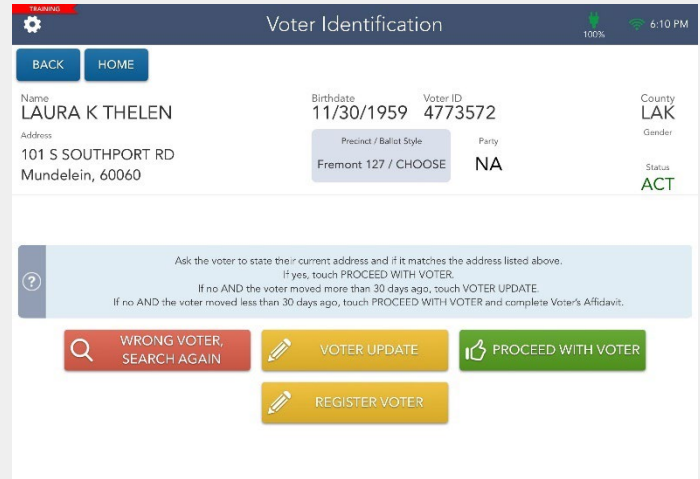
2

Scroll through list of voters. If voter is found, select their name and press continue.



3

Verify voters address then press **PROCEED WITH VOTER.**

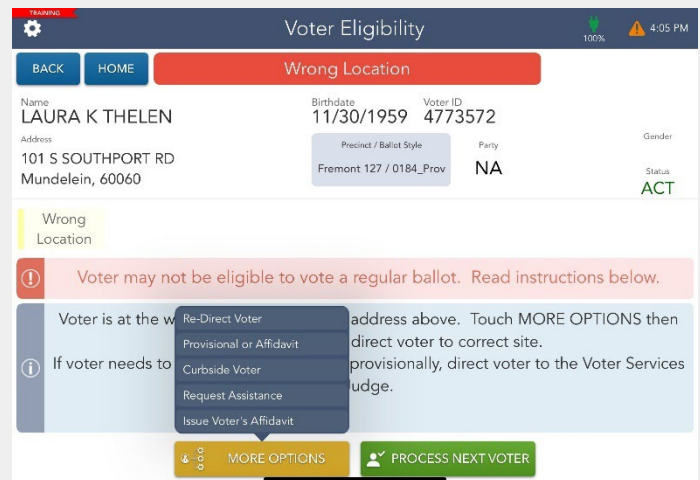


4

On the Voter Eligibility screen, voter will be notified that they are in the wrong location.

If voter will go to their assigned voting location, select **MORE OPTIONS** then “Re-Direct Voter.” See next step for further instructions.

If voter is at the wrong location and insists on voting, direct voter to Voter Services Table.



The voter’s correct voting location name and address will appear. There will also be several blue buttons for sharing details:

1 - Flip Icon: Changes orientation of the screen when tilting the screen for voters to view.

2 - Window Icon: Increases view of map and access to turn by turn directions.

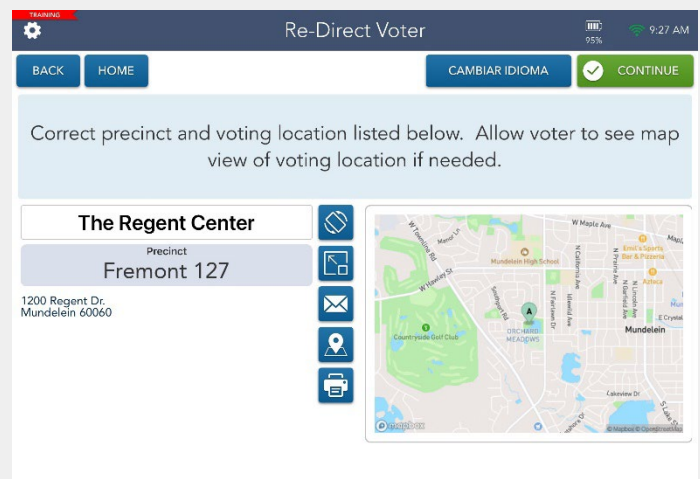
3 - Message Icon: Send polling location details to the voter via text or email.

4 - Map Icon: Use this to return to the map view after sending a message.

5 - Print Icon: Prints the Precinct and Polling Place Lookup slip.

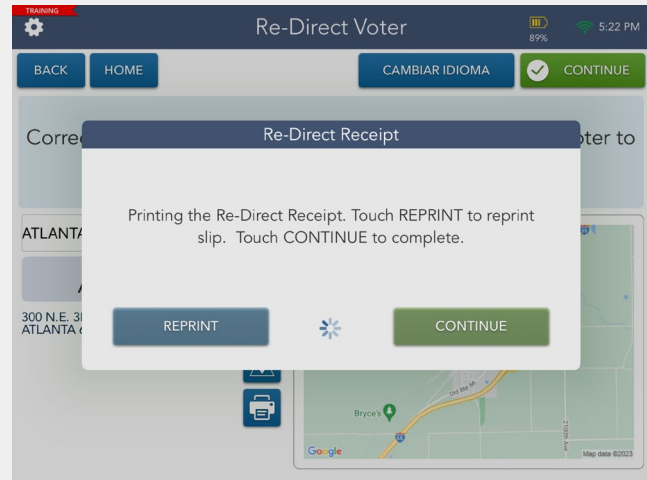
Share the information with the voter using one of the methods above.

If the voter wishes to be re-directed, touch **CONTINUE** to print a Re-Direct Receipt.



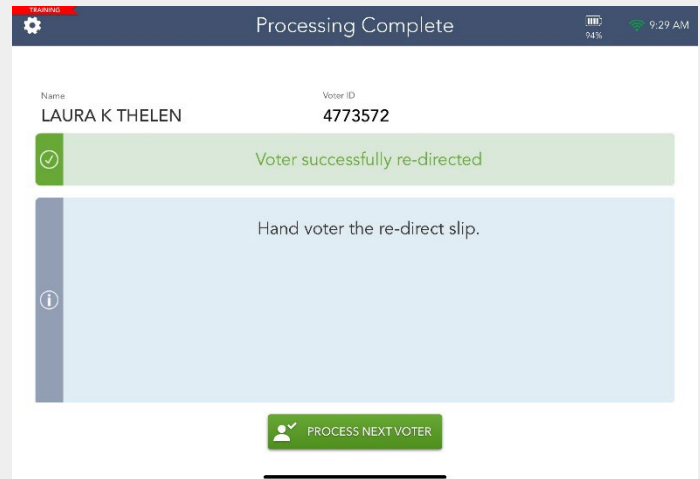
6

Hand voter the printed Re-Direct slip to assist with their navigation.
Touch **CONTINUE** to finish the process.



7

Voter has been successfully re-directed.
Touch **PROCESS NEXT VOTER**.



Registered by Mail – ID Required

Some voters who register to vote by mail will have an “Record ID” tag alert displayed on the Voter Eligibility screen. This occurs when a voter registers by mail and their identity cannot be confirmed by an Illinois driver’s license, state identification or a Social Security number, and the voter did not include a copy of valid identification with their registration application. These voters are known as “First Time Federal Voters.”

Voter has three options:

1. Present 1 form of valid identification with current name and Lake County physical street address or a witness who is a registered voter residing in the same precinct and vote a precinct ballot after signing affidavit. See Pollbook instructions on the next page.
2. May leave voting site to return with required documentation to vote a precinct ballot.
3. No identification? Direct the voter to the Voter Services Table. Voter may be processed as a provisional voter and then has 7 days to provide the required documentation to the Lake County Clerk’s Office.

Pollbook Instructions for First Time Federal Voter (ID Required)

1

Voters whose identity was not verified by the County Clerk's Office when initially registering to vote are required to show one form of identification with their name and address.

Voter is processed as normal until you reach the Voter Eligibility screen. Read blue box for additional information. Then select **RECORD ID**.

The screenshot shows the 'Voter Eligibility' screen for Carlos Alba. The voter's name is CARLOS ALBA, birthdate is 12/26/1990, and voter ID is 91006223. The address is 1602 ROUND LAKE DR, Round Lake Beach, 60073. The ballot style is Avon 23 / CHOOSE, and the party is 0. The county is LAK and the status is ACT. A green bar indicates 'Voter is eligible to vote.' Below this, a blue box contains the text: 'Voter's identity was not able to be verified based on the ID number provided when the voter registered. They must show one acceptable form of ID with name and address. Note the voter's ballot style. While the voter is not required to swear an affidavit, select "More Options" then "Manual Provisional" then "Voter's Affidavit" to proceed.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'RECORD ID' (green).

2

A list of acceptable forms of identification will be on the subsequent screen. Ask the voter for one form of identification with name and address. Click on the form the voter provides.

If the voter cannot provide a form of identification with their name and address, direct the voter to the Voter Services Judge to be processed as provisional.

The screenshot shows the 'Select Reason' screen. At the top right, there are buttons for 'CAMBIAR IDIOMA' and a refresh icon. Below these are several buttons representing different forms of identification: 'Other', 'Mail with Name and Address', 'Car Registration or Proof of Insurance', 'Personalized check or bank statement', 'Firearm Owner's ID (FOID) Card', 'Utility or Service Bill', 'State of Illinois ID Card', 'Illinois Driver's License', and 'Not Provided'. A blue box at the bottom contains the text: 'Select identification type from list below.' At the very bottom, there is a 'CANCEL' button.

3

Click YES on the pop-up screen if you have selected the correct form. From this point, voter is processed as normal.

The screenshot shows the 'Select Reason' screen with a confirmation pop-up. The pop-up is a light blue box with the text: 'You have selected: "Illinois Driver's License" Is this correct?' There are two buttons in the pop-up: 'YES' (green) and 'NO' (red). The background shows the same 'Select Reason' screen as in the previous screenshot, with the 'Illinois Driver's License' button highlighted. At the bottom, there is a 'CANCEL' button.

Signature/Voter is Challenged

A voter's identity or address can be challenged by a

- ▶ Pollwatcher,
- ▶ Registered voter, or
- ▶ Election judge.

The challenger must state one of three specific reasons for challenging the person's right to vote:

- ▶ Voter no longer resides at the given address,
- ▶ Person attempting to vote is not the same person as registered, or
- ▶ Signature does not match.

The voter must produce:

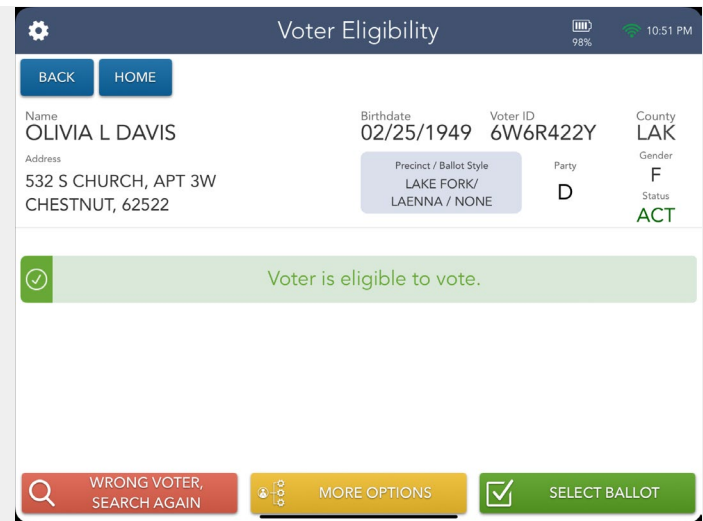
- ▶ Two forms of valid identification both showing current name and Lake County physical street address, or
- ▶ A registered voter residing in the same precinct.

If the voter can provide two forms of identification with their address or a witness, the voter can complete an affidavit. To decide a challenge, judges act as a board. If a majority of the judges agree with the challenger, the voter must provide identification and sign appropriate affidavit. If the majority does not agree with the challenger, the voter is permitted to vote as though a challenge had not been issued. The judges' decision is final. If the voter is using a witness to verify their identity, have the witness complete the Witness Information sheet in the black binder. See Pollbook instructions on the next page for completing the affidavit on the Pollbook. If the voter is successfully challenged and cannot provide identification, direct the voter to the Voter Services Judge to be processed as a provisional voter. The voter then has 7 days to provide the required documentation to the Lake County Clerk's Office.

Pollbook Instructions for Signature/Voter Challenge with Voter's Affidavit

1

A voter may have their signature challenged. The check-in will begin normally.

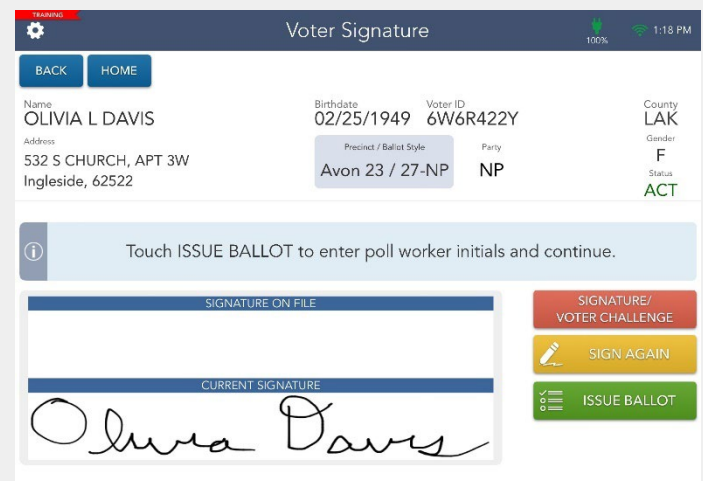


On the **Voter Signature** screen if the voter signature is challenged, tap the red **SIGNATURE/VOTER CHALLENGE** button.

Please note that during voting, the voter's signature from their voter registration record will be in the SIGNATURE ON FILE box.

2

If the voter has two forms of ID with name and address or a witness from the same precinct, press **NO** and select **BACK** at the top left of the screen to return to the Voter Eligibility Screen to start the affidavit process.



If the voter does not have two forms of ID, direct the voter to the Voter Services Judge to complete a Provisional Ballot.

3

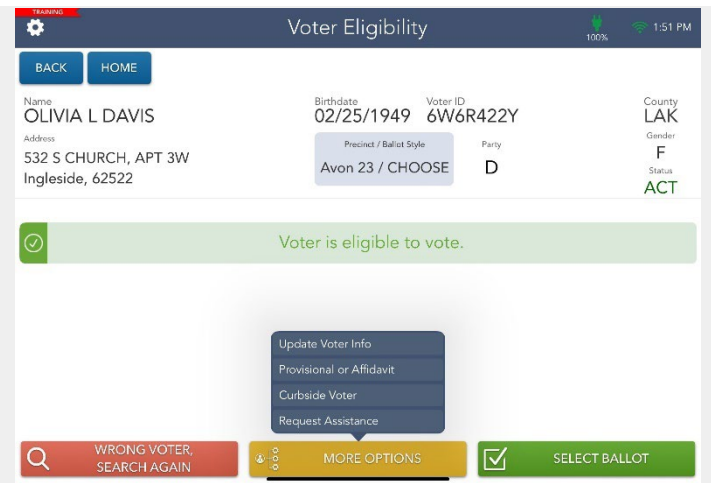
If the voter has two forms of ID or a witness from the same precinct, the voter can complete an affidavit.

A popup will appear to confirm you want to go back. Tap **YES**. Return to Voter Eligibility screen.



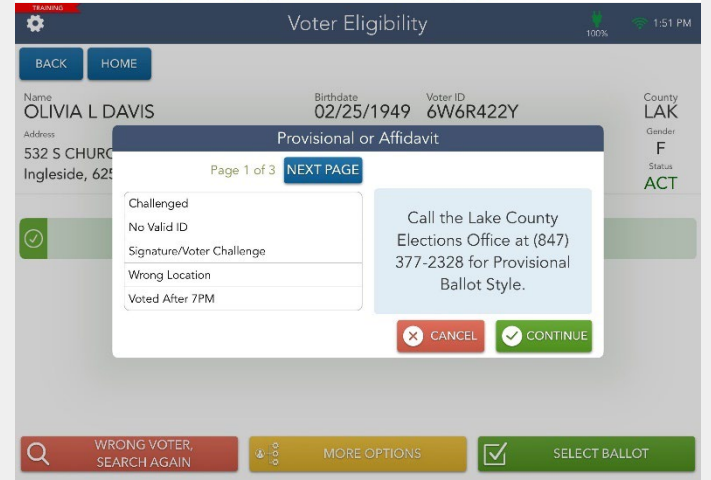
4

From Voter Eligibility screen, select **MORE OPTIONS** then “Provisional or Affidavit” to start the affidavit process.



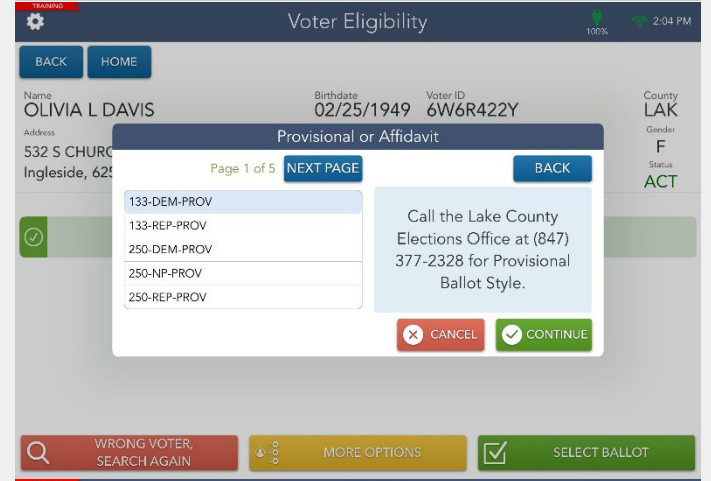
5

This will bring up a pop-up window with all provisional or affidavit options. Select “Signature/Voter Challenge” then click **CONTINUE**.



6

The pollbook will ask you to choose the voter’s provisional ballot option. Please note: the ballot selected on this screen only applies to provisional circumstances. For affidavits, this provisional ballot style will be cleared out when you mark the voter completing an affidavit.

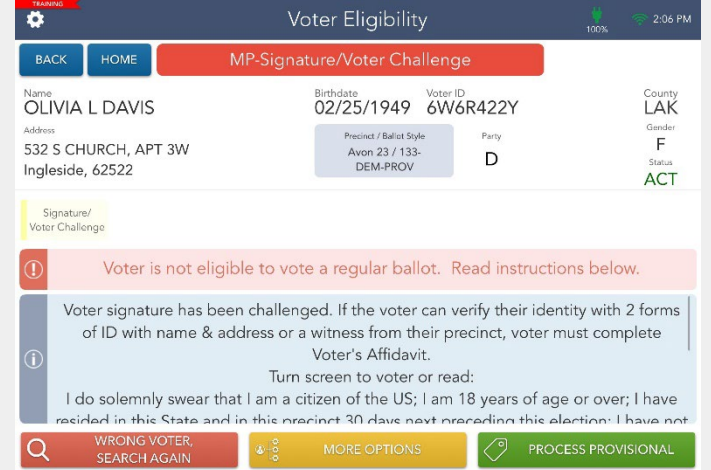


Choose any option, as it will not be utilized, and select **CONTINUE**.

7

The voter will be marked as provisional at this point as you have indicated the voter has a special circumstance.

Please read the blue box beneath the red box at the bottom of the screen. Text box will further explain voter’s circumstance. Either turn screen around or read affidavit to voter. As many affidavits in Illinois are lengthy, you may need to scroll the text box down to view entire affidavit.



Processed by Voter Services Judge

Grace Registration

On Election Day, voters must go to the assigned voting site serving their current address and be processed at the Voter Services Table or to a vote center. Voters can register anew, update their name, and/or update their address at all Election Day polling places. A voter will not be able to register at multiple locations on the same day. The Pollbooks sync throughout the county.

Not Listed on Pollbook

When the voter cannot be found on the Pollbook after searching by name, try a second search and select "Not in this Location" on Search Results screen. Direct voter to Voter Services Judge to register if not found after the multiple searches. Note: If the entire voter's name is entered and it is misspelled, the Pollbook will not find the voter.

Marked as Already Voted

If voter insists on voting, refer the voter to the Voter Services Judge.

Military

Refer military voter to Voter Services Judge.

Provisional Voters

If a red box pop-up notification that the voter needs to be processed as Provisional, refer the voter to the Voter Services Judge.

Acceptable Forms of Identification

Each person applying for registration must provide two forms of identification. At least one, in any circumstance requiring identification, must include the applicant's current name and Lake County physical street address. A voter can pull up a document for identification on their smart phone, so long as they pull it up on an app or log into a portal. Pictures of documents are not acceptable as they can be photoshopped.

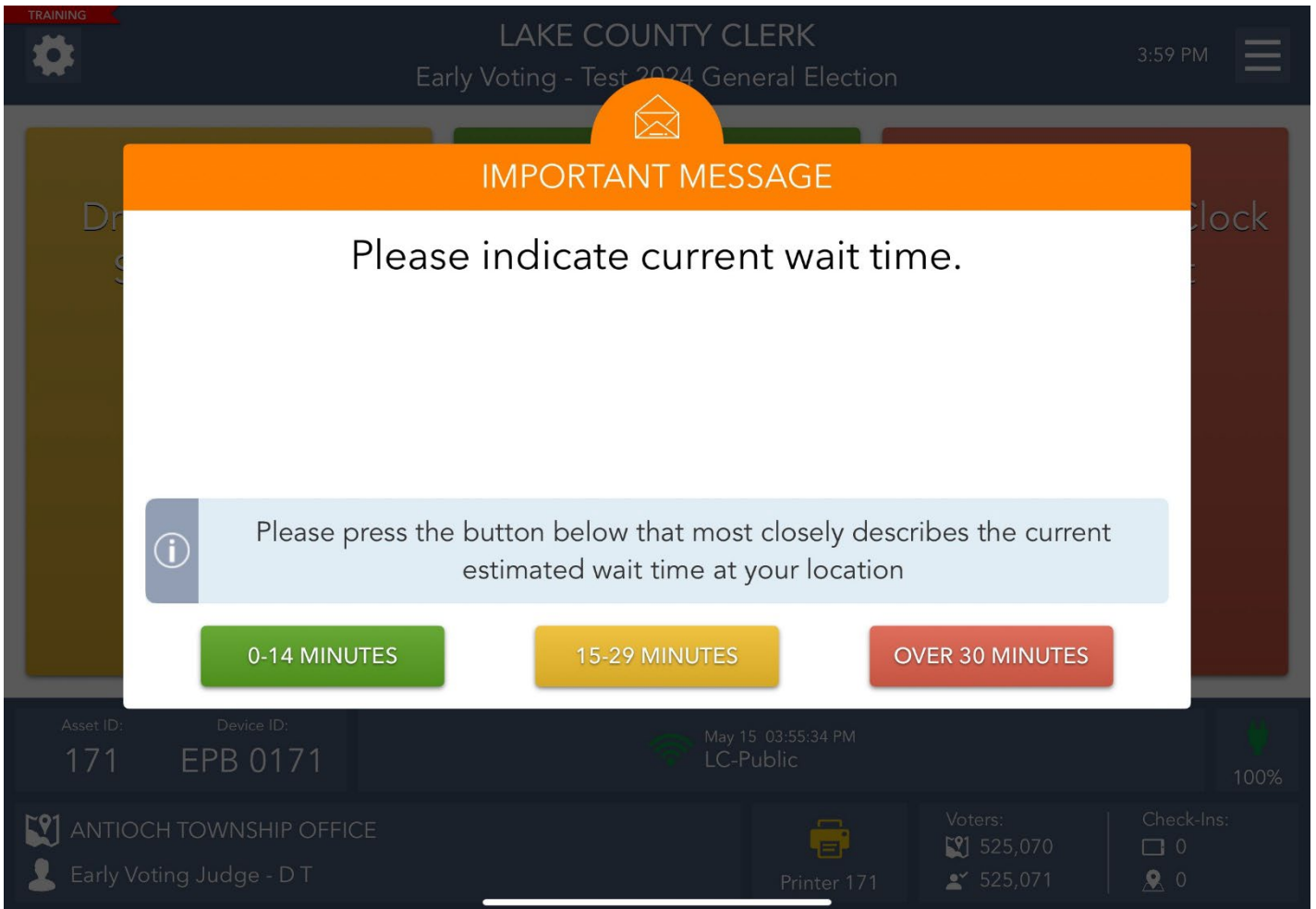
Any identification presented by the voter must be current and valid. Expired documents are not acceptable. When completing an affidavit that requires identification and valid identification is not possible, the voter may produce a witness who is a registered voter residing in the same precinct.

Primary Forms of Acceptable Identification for an Affidavit:

- ▶ Illinois driver's license
- ▶ State of Illinois identification card
- ▶ Utility or contract service bill addressed to applicant at physical address postmarked no more than 30 days prior
- ▶ Firearm Owner's Identification (FOID) card
- ▶ Personalized check or bank statement
- ▶ Car registration or proof of insurance bearing the applicant's name and address
- ▶ One piece of mail displaying the voter's name and address (in situations requiring two forms of identification, only one can be a piece of mail)

Additional Pollbook Functions

Wait Time



Approximately every hour, you will receive a notification to indicate the current wait time. Ask the voter in front of you how long they have been waiting and make the appropriate selection.

Report Incident

If you encounter an incident that is not urgent that you would like to report, feel free to use the report incident feature on the Pollbook. Urgent issues require a phone call to the Early Voting hotline at 847-377-2456.

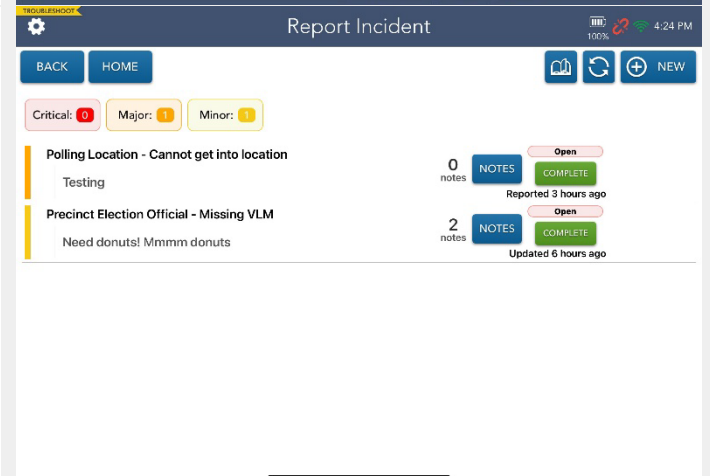
1

Click on the “hamburger menu” at the top right of the main menu screen. Choose **REPORT INCIDENT**.



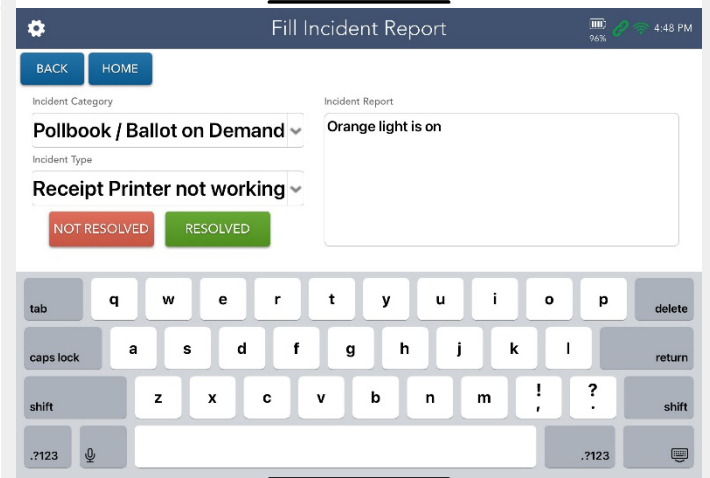
2

To add a new issue, click the **NEW** button.



3

Select the “Incident Category” and “Incident Type” from the drop-down menu. Please put a description in the “Incident Report.” Then click **RESOLVED** (if the issue does not require further attention) or **NOT RESOLVED** (if the issue requires further attention).



Polls Are Closed

Supplies Needed to Close Polls

- ▶ *Check-In Checklist* (Closing Section)
- ▶ *Certificate of Write-In Votes* forms (Black Binder)

Closing Procedures

Follow the closing procedures on the *Check-In Checklist*. Judges will remain in the voting site until all voters are served and closing procedures are completed.

Close Election on Pollbooks and Clock Out

Once the final voter has been processed, judges can close the election on the Pollbooks and clock out. See next section for Pollbook instructions.

The Voter Services Judge will complete the Statement of Ballots (Ballot Accounting), but at least five judges must sign before the Statement of Ballots is submitted.

Closing the Election

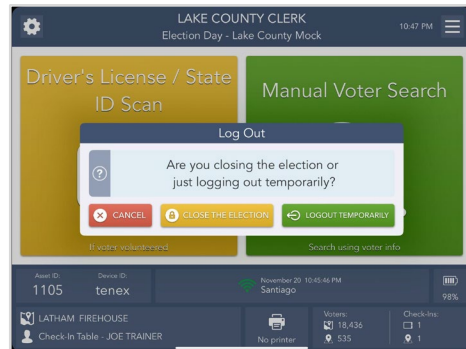
1 Check-In Judges must close Pollbooks for election. Ballot accounting is done by the Voter Services Judge on Election Day:

Once the election has ended, the election has to be closed in the Pollbooks.

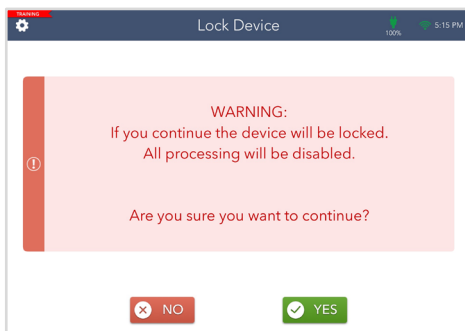
Open the **Launchpad Menu** and touch **LOGOUT** on all deployed Pollbooks.



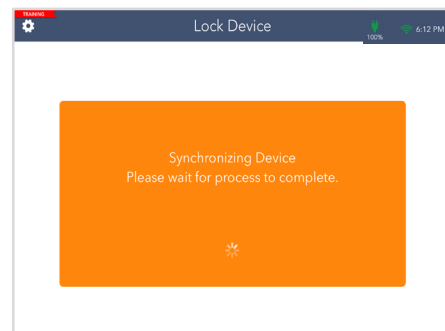
2 A pop-up will appear. Touch the **CLOSE THE ELECTION** button to begin the closing process.



3 A warning screen will appear. If you are ready to close the election, touch **YES**.



4 An orange screen will appear displaying a "Synchronizing Device" message. Wait for the message to disappear.



5 If your Pollbook has not sent all of its transactions, a **TRANSACTIONS PENDING** message will appear in the left-hand corner. If there are pending transactions, touch **RESYNC** to try and force the Pollbook to send the transactions.

Once complete, select **HOME** to clock out.

The screenshot shows a mobile application interface with a dark blue header. At the top, it says "Device Locked" and shows a battery icon at 89% and the time 10:55 AM. Below the header are three buttons: "BACK", "HOME", and "PRINT". A red banner at the top left says "WARNING". Below the buttons, it says "14 Transactions Pending" with a Wi-Fi icon and a "RESYNC" button. To the right, there are buttons for "ALLOW LOGIN AGAIN", "Include Totals For", "This Location", and "This Device". Below this is a table with the following data:

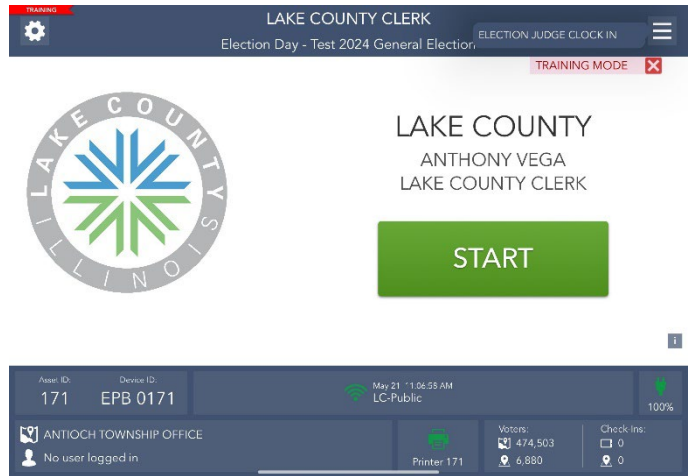
Ballot Style	Asset ID	Ballot Type	Regular	Provisional	Spoil	Total
12-REP	171	AirBallot	1	0	0	1
		Total for: (12-REP)	1	0	0	1
15-DEM	171	AirBallot	1	0	0	1
		Total for: (15-DEM)	1	0	0	1
234-DEM	171	AirBallot	1	0	0	1
		Total for: (234-DEM)	1	0	0	1
235-REP	171	AirBallot	1	0	0	1
		Total for: (235-REP)	1	0	0	1
		Grand Total:	4	0	0	4

At the bottom right of the screen, there is a button labeled "ACCOUNTING".

Election Judge Clock-Out

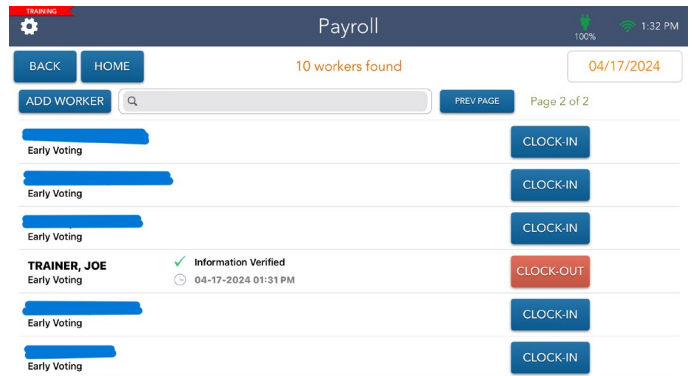
1

Begin by selecting ELECTION JUDGE CLOCK IN from the “hamburger menu” from the Main Menu screen.



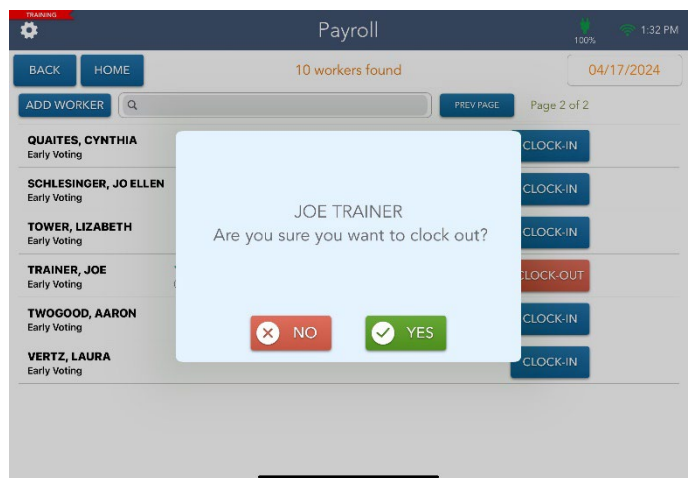
2

Select **CLOCK-OUT** next to your name.



3

Confirm that you would like to clock out by selecting **YES**.



Empty Ballot Bin and Sort Ballots

1. Ballot Box Judge(s) will unlock the emergency ballot slot door and verify that compartment is empty. If there are any ballots present, insert them into the counter accepting any on-screen error messages.
2. While the Ballot Box Judge initiates the printing of the *Voting Results Report*, all Check-In Judges should witness the unlocking of the ballot bin door.
3. Together, at least two judges remove the voted ballots and bring them to a clear table for sorting.
4. Separate ballots by precinct, which is listed on the ballot header. Ballots are no longer initialed with colored ink specific to a precinct, so judges will need to verify the ballot's precinct based upon what is printed on the header.
5. Wait to seal ballot transfer cases until ballot accounting is completed.

Sign Voting Results Report

After the Voting Results Report tape is completely printed from each ballot bin, Check-In Judges sign the tape in the signature block towards the bottom.

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT THE ABOVE RESULTS ARE A TRUE
AND ACCURATE ACCOUNT OF THE ELECTION
AND THAT ALL COUNTERS WERE ZERO (0)
WHEN THE POLLS OPENED AND THAT THE
ELECTION WAS HELD IN ACCORDANCE WITH
THE LAWS OF THE STATE OF ILLINOIS.

Abby A. Adams
ELECTION JUDGE

Leonard Akori
ELECTION JUDGE

Christopher Carlson
ELECTION JUDGE

Christina Jones
ELECTION JUDGE

John Handy
ELECTION JUDGE

Certificate of Write-In Votes

RECORD VALID WRITE-IN VOTES BELOW:	Tally Votes Marked	Total Votes Recorded
CONTEST/CONTESTANT		
EXAMPLE: CANDIDATE NAME	JIF	5
Charles Miller Contestant/Prepared 103		
Municipality of Warsaw Chicago's 4th District Election 103		

If no valid write-in votes were cast in this precinct, place an "X" in the box.

RETURN THIS FORM IN THE BLACK BINDER

The *Certificate of Write-In* forms will list all declared write-in candidates for each precinct.

If the *Certificate of Write-In* form does not list any declared candidates, the form must still be completed by placing an "X" in the box at the bottom of the form and having all Check-In Judges sign the form.

Check-In Judges must examine the Write-in Review Report, provided by the Ballot Box Judge, to look for any valid write-in candidate's names. Images of Write-in votes will be displayed by contest, in the order in which those contest appear on the ballot. Only the correctly marked write-in votes will appear on this report (over votes are not valid write-in votes).

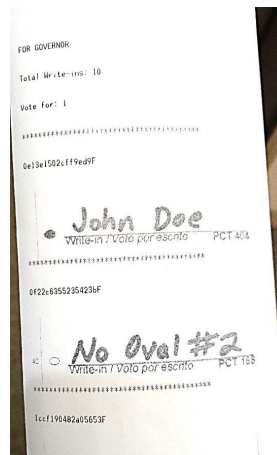


Each precinct's *Certificate of Write-In Form* must be completed even if you don't have any valid write-in votes.

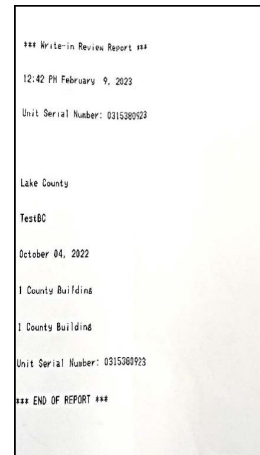
Write-in Review Report

Looking at the write-in review report, for each precinct, record the total number of valid write-in votes for each candidate on the Certificate of Write-In Votes form. Non-declared candidates are invalid and not recorded on the form. A tally area has been added to the form to help judges keep track of how many votes they find.

Write-in Review Report with votes



Write-in Review Report with no votes



How the tabulator determines a valid write-in entry

<input type="radio"/>	George Washington
<input type="radio"/>	Theodore Roosevelt
<input type="radio"/>	Paul Revere
<input type="radio"/>	Abraham Lincoln
<input checked="" type="radio"/>	John Smith Write-in Voto por escrito

It is an acceptable write-in vote when the candidate's name is on the write-in line and the oval is darkened.

<input type="radio"/>	George Washington
<input type="radio"/>	Theodore Roosevelt
<input type="radio"/>	Paul Revere
<input type="radio"/>	Abraham Lincoln
<input type="radio"/>	John Smith Write-in Voto por escrito

As long as the candidate's name is written on the write-in line it remains acceptable even if the oval is NOT darkened.

Over-votes - Non valid write-in votes

VOTE FOR ONE	
<input checked="" type="radio"/>	George Washington
<input type="radio"/>	Theodore Roosevelt
<input type="radio"/>	Paul Revere
<input type="radio"/>	Abraham Lincoln
<input type="radio"/>	John Smith Write-in Voto por escrito

Ballot counter already tallied filled-in oval.

VOTE FOR ONE	
<input checked="" type="radio"/>	George Washington
<input type="radio"/>	Theodore Roosevelt
<input type="radio"/>	Paul Revere
<input checked="" type="radio"/>	Abraham Lincoln
<input type="radio"/>	John Smith Write-in Voto por escrito

Ballot counter would have alerted voter of an over-vote giving them the opportunity to correct or cast. The voter's intent is not clear.

Document Write-In Votes

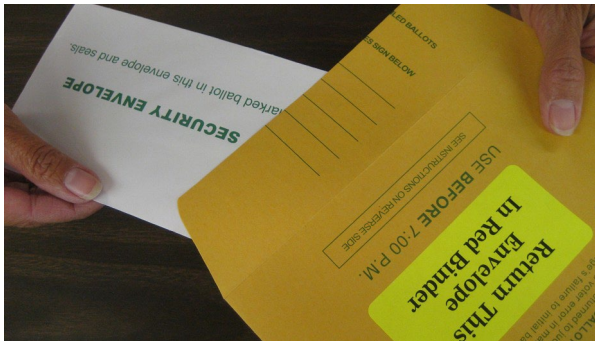
The *Certificate of Write-In Votes* form must be completed and signed whether there were any valid write-in votes or not.

1. For each precinct, record the total number of valid write-in votes for each candidate on the *Certificate of Write-In Votes* form. Non-declared candidates are invalid and not recorded on form. A new tally area has been added to the form to help judges keep track of how many votes they find.
2. If no write-in votes were cast in the precinct, place an "X" in the appropriate box on the bottom of the form.
3. Judges sign the form on the designated lines.
4. Return the completed *Certificate of Write-In Votes* form to black binder.
5. Separate ballots by precinct and pack in ballot transfer cases.
6. Deliver the Write-In Review Report to the Ballot Box Judge.

Spoiled Ballot Accounting

Count and Record Spoiled Ballots

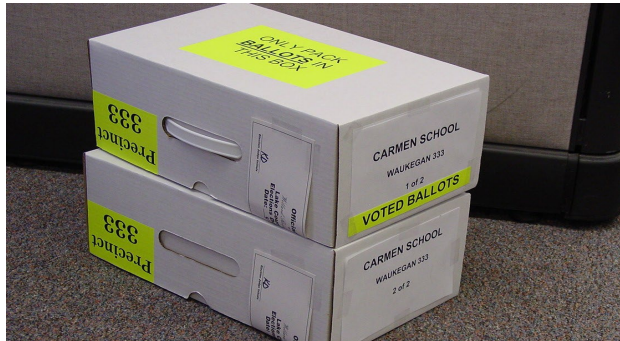
1. Retrieve the manilla spoiled ballot collection envelope. White spoiled ballot security envelopes contain ballots that are mis-marked, damaged, or found not initialed during the day before cast in ballot counter.



2. Count all white spoiled ballot security envelopes placed in each precinct manila envelope.
3. Record the total number of spoiled ballots for each precinct on the back of the manila spoiled ballot envelope. Return white security envelopes to the manila envelope.
4. Do not seal and sign manila envelope until all ballot accounting is complete. Provide spoiled ballot total for all precinct manila spoiled ballot envelopes to Voter Services Judge.
5. The *Statement of Ballots* is completed by the Voter Services Judge.
6. Once all ballot accounting is complete, seal the manila envelope and write the total number of spoiled ballots on the back of the envelope, then have judges sign over the flap.
7. Place sealed and signed manila spoiled ballot envelope in black binder.

Seal ballot transfer cases

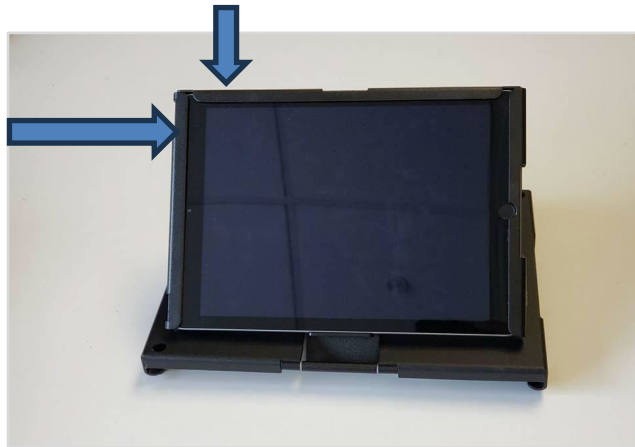
1. Once the ballots have been sorted by precinct, place them into the ballot transfer case. Please remember to **ONLY pack ballots (including ExpressVote ballots) in the ballot transfer case(s)**. Do not pack provisional ballots in the ballot transfer case(s). Leftover blank ballot stock does not need to be placed in the ballot transfer case(s).
2. Sign and date official seals found in white ballot transfer case's lid before attaching to outside of each case. Do not cover the barcode on the end of the case.
3. If you have more than one ballot transfer case in a precinct, distribute the voted ballots between the two. You do not have to pack unvoted ballots, as there are not any, so you do not have to make one transfer case too heavy.



4. Give white ballot transfer cases to Ballot Box Judge for Transfer Site.
5. Return any blank ballot stock (legal size paper) to the cage. Any loose ballot stock should be placed in the banker box in the cage.
6. Write-in votes will be reviewed from the Write-In Review Report tape provided to check-in judges by the BBJ after the results tape has been printed. The Write-In report will only be available after the polls are closed.

Packing the Pollbooks for the Movers

1. Once Pollbook procedures have been completed, you can shut down and pack up the Pollbooks.
2. Press and hold the buttons on the upper left side and top left of the Pollbook to turn it off. A "Slide to Power Off" popup will appear. Slide with finger to power off.



3. Disconnect the cords from the pollbook and the printers (both Ballot on Demand and receipt printer). Remove paper from Ballot on Demand printer and place loose paper in banker box in cage. Return printer tray to original size so it does not stick out the back.

- Remember that each case holds material for two Pollbooks. Place the cords for two Pollbooks at the bottom of the Pollbook case below where the Pollbooks will be returned.



- Place the Pollbooks and receipt printers in their designated areas in the case.



- Close and latch the case.



7. Return Pollbook cases, Ballot on Demand printers, ExpressVote terminal, privacy sleeves, purple felt tip pens, unused ballot stock (legal size paper), and (if applicable to the voting site) the big bell to the cage. Any loose ballot stock should be placed in the banker box. Make sure Ballot Box Judge locks cage with cage key. Lock cage.



8. Place extension cords and power strips in the ballot bin.

Final Packing

Packing

1. Take down booths and common area signs. Place chrome stands next to ballot bins.
2. Pack all the supplies as listed on each case, envelope, or box. Before securing black rolling case, be sure all Voter Services supplies are packed inside.
3. Items that remain at the voting site and items going to transfer site are listed on the black rolling case.
4. The supplies that are packed in the ballot bin are listed on the inside of the bin door. Be sure all ballot bin doors are locked.

Close the Voting Site

After the polls close, all judges must remain until all closing procedures are completed and election materials are packed. Do not place any garbage into cases, boxes, envelopes, or bins. If there is no trash receptacle, please ask someone at the facility to provide one. Make sure the outside doors to the voting site are locked or will be locked by building security.

Check-In Judge Appendix

Witness Information sheet - found in black binder

Witness Information Sheet

Witnesses,

By acting as a witness for a voter, you are attesting to the following:

I do solemnly swear that I am a resident of this election precinct and entitled to vote at this election, and that I have been a resident of the State for 30 days last past, and am well acquainted with the person whose vote is now offered, that he/she is an actual and bona fide resident of this election precinct, and has resided herein 30 days, and as I verily believe, in this State 30 days next preceding this election.

Voter Information

Election Judge, please fill out the information for the voter who is utilizing a witness

Voter Name _____

Voter Address _____

Voter Date of Birth _____

Witness Information

Witness, please fill out your information and sign below

Witness Name _____

Witness Address _____

Witness Signature

X

Voter Information

Election Judge, please fill out the information for the voter who is utilizing a witness

Voter Name _____

Voter Address _____

Voter Date of Birth _____

Witness Information

Witness, please fill out your information and sign below

Witness Name _____

Witness Address _____

Witness Signature

X

Ballot Supply Inventory Confirmation

Found in Site Manager green binder.

Ballot Paper Supply Inventory Confirmation for:

Antioch Public Library

I, _____ confirm that
(Name of Check-in Judge)

this election-day polling site has received **7** reams of legal-size
(8½" x 14") ballot stock, as well as **1 pack** of 50 ExpressVote
(4¼" x 14") ballot stock.

If there are any issues or ballot stock is running low (on the final ream), please contact the Election Day Hotline (847-377-2328).

Check-In Checklist

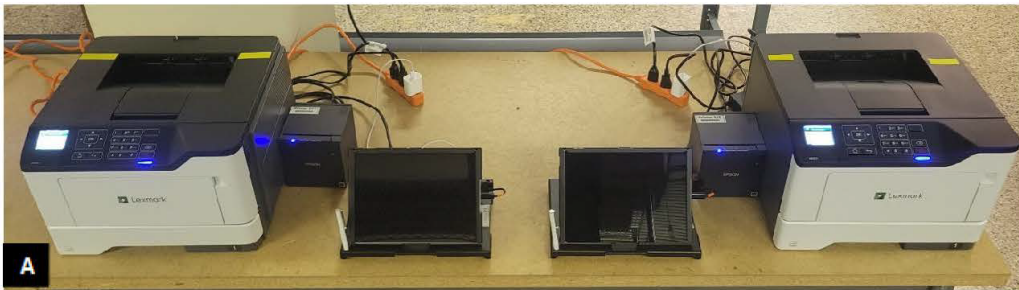
Found in Check-In Table black binder.

CHECK-IN CHECKLIST

BEFORE POLLS OPEN — USE AT 5:15 AM

Set up Check-In Table

- Retrieve the Pollbook cases, with the Pollbooks inside, from the cage. The cage key can be obtained from the security materials pouch in the BBJ red bag.
- Match the Pollbook to the ballot receipt printer with the same number. Connect Pollbooks from Pollbook case to splitter cable. Set up the Check-In table so that two Pollbooks are next to each other (where the two Check-In Judges will sit), the thermal receipt printer is to the outside of each judge and the Ballot on Demand printer is farthest to the outside of each judge. (Photo A)



- Do your best to manage the cords so that they do not present a tripping hazard to the judges or voters. It may be helpful to use the Velcro straps on the cords, the legs of the table, and/or the yellow tape from the ballot bin to prevent tripping hazards.
- Fill Ballot on Demand printer with legal sized paper from the cage. Please open one ream of paper at a time.
- Power on the printers and Pollbook.
- Log onto Pollbook using password on card delivered in black binder delivered in the black rolling case.
- Test ballot receipt printer and Ballot on Demand printer connectivity. Place test ballots printed in red Ballot Box Judge bag.
- Verify Pollbook is designated for the current polling place and election. Clock in on pollbook, see Check-In Judge Manual [page 23](#).
- Return red Ballot Box Judge bag to Ballot Box Judge once Ballot on Demand printers have been tested and connected.

Ballot Inventory Stock

- Verify that the *Ballot Inventory Stock* sheet was completed during election eve setup. Sheet is in green Site Manager binder.

One Check-In Table Judge and Ballot Box Judge

- Verify and sign ballot counter tape showing zero votes for all candidates and public questions.

Check-In Table Setup

- Deliver Voters Services supplies from the black rolling case if the Voter Services Judge has not yet collected their supplies.
- Set up voter processing materials found in Check-In Table envelope in the black rolling case to include pens, signs, surrendered ballot envelopes, and election judge recruitment cards.

Set Up Pen and Privacy Sleeve Table

- Place ballpoint pens, "I Voted" stickers, and privacy sleeves from banker box on Pen and Privacy Sleeve Table. Retrieve and assemble the flags from the banker box in the cage. Place flags on check-in and voter services tables.

If assistance is needed

- Help Ballot Box Judge move large outside signs to curb or street.
- Place ADA parking or entrance signs, if delivered.
- If time allows, check with other judge roles to see if they need any assistance.

After all other duties are completed

- Take election judge oath and sign affirmation form.
- Obtain name tag from Site Manager green binder.

Check-In Checklist (Back)

PROCESSING VOTERS — USE WHILE POLLS ARE OPEN

- Ask voter's name and look up voter by typing in only three letters of first and last name in Pollbook.
- See Check-In Judge Manual [pages 29-34](#) for instructions on processing voters. Remember that two judges verify the voter's signature.
- In a primary, voter will select their party on the Pollbook.
- If pollwatcher is present and not able to see voter's information on Pollbook, announce voter's name and address (party in a primary).
- The voter's ballot will print from the Ballot on Demand printer. With a second judge, verify the voter's ballot style based on the information on the header of the ballot against the information from the voter's ballot receipt. Initial ballot in black ink.
- Hand ballot receipt and ballot to voter. Direct them to the Pen and Privacy Sleeve table, then to any open booth.

CLOSING POLLS — USE AT 7 PM

Voters in line by 7 PM must be served. All judges will remain until closing procedures are completed.

Pollbook

- Close the Election on the Pollbook, then clock out on Pollbook (see Check-In Judge Manual [page 71-73](#)). Press and hold the buttons on the upper left side and top left of the Pollbook to turn it off. A "Slide to Power Off" popup will appear. Slide with finger to power off.

Empty ballot bins

- Verify that no ballots remain in bin's emergency slot.
- Remove ballots from ballot bins as *Voting Results Reports* are running.

Sort ballots and complete *Certificate of Write-In Votes* form

- Take ballots to a cleared table and sort by precinct (based on precinct number in ballot header).
- Locate each precinct's *Certificate of Write-In Votes* in black binder that lists all declared write-in candidates.
- Ballot Box Judge will provide *Write-in Review Report* from ballot bin for assistance in tallying write-in votes.
- Complete and sign the *Certificate of Write-In Votes* form and return to black binder. Place black binder in black rolling case.
- **If no valid write-in votes are found, this form still must be completed.** Check the "no valid write-in" box at the bottom of the *Certificate of Write-In Votes* form and sign.

Sign results tape

- When all results have been printed, Check-In Judges sign each ballot bin's tape at the bottom.

Pack Pollbooks, Printers, and Cords

- Disconnect cords from Pollbook and printers. Pack Pollbooks, ballots receipt printers and cords in Pollbook case.
- Return Pollbook cases, Ballot on Demand printers, privacy sleeves, pens, and unused ballot stock in the cage. Please ensure that the numbers of both Pollbooks and ballot receipt printers match the numbers on the Pollbook case.
- Make sure Ballot Box Judge locks cage with cage key.
- Place power strips and extension cords in ballot bin.

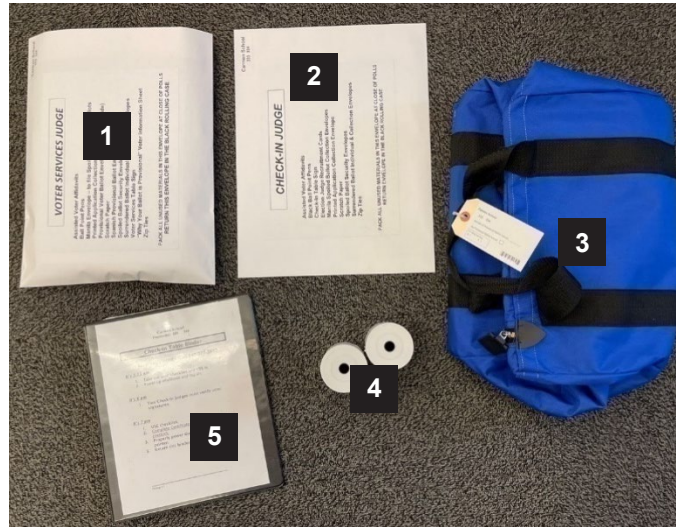
Other closing procedures

- Count all white spoiled ballot security envelopes in manila collection envelope. Write number on back of envelope. Wait until ballot accounting is completed to seal envelope.
- Once ballot accounting is completed, seal ballot transfer cases using official seals found in lid of ballot transfer case. **Remember to only pack ballots (excluding provisional ballots) in the ballot transfer case.**
- Leftover blank ballot stock should be returned to the cage. Loose ballot stock should be packed in the banker box in the cage.
- Pack supplies from Pen and Privacy Sleeve Table in the banker box in the cage.
- Take down booths and common area signs. Separate any defective voting booths to be taken to transfer site by Ballot Box Judge. Place chrome stands next to ballot bins.
- Pack all supplies using lists on binder, envelope, black rolling case, cage, and inside ballot bin door.
- Wait for Voter Services Table supplies before securing black rolling case with white security tie from yellow envelope. Give rolling case to Ballot Box Judge.

REV 7/2024

Black Rolling Case Contents

- 1) Voter Services Table envelope
- 2) Check-In Table envelope
- 3) Blue provisional ballot case
- 4) Pollbook paper rolls
- 5) Check-In Table black binder



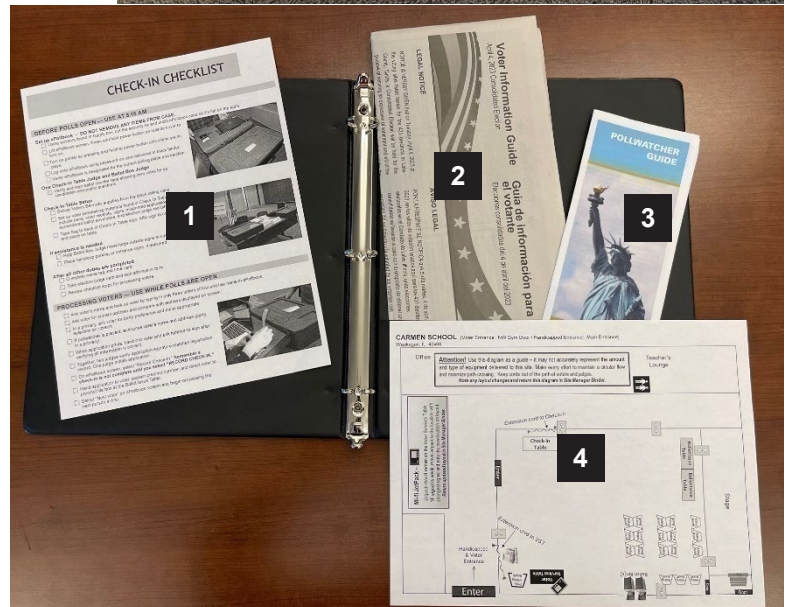
Black Binder Contents

Front Pocket

- 1) *Check-In Checklist*

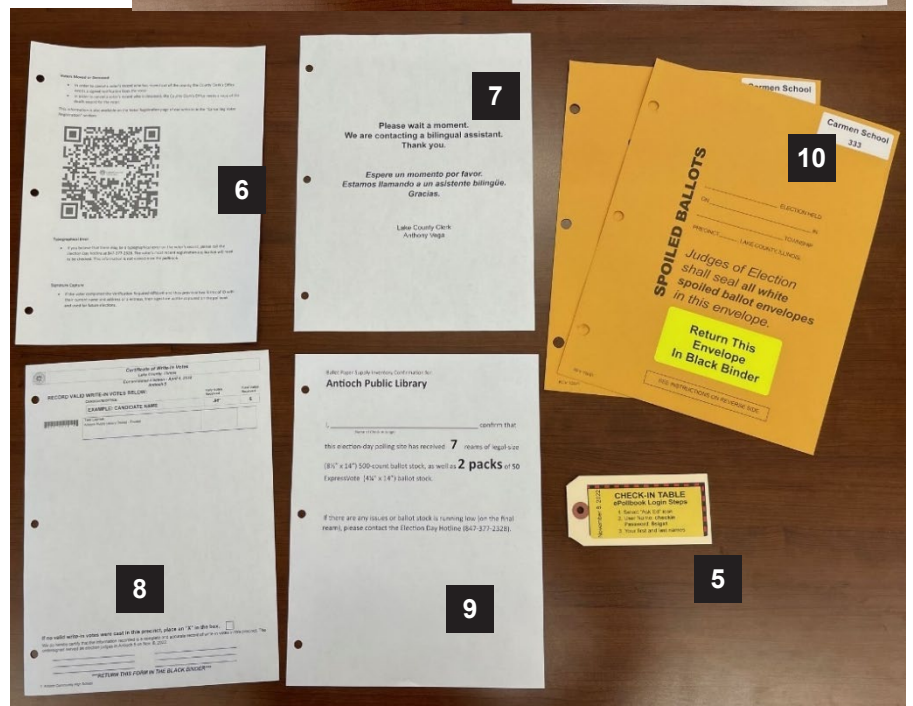
Back Pocket

- 2) *Voter Information Guide*
- 3) *Pollwatcher Guide* brochure
- 4) *Voting Site Layout*



On binder rings

- 5) *Pollbook user name and password card*
- 6) *Voter Registration Information Sheet*
- 7) *Bilingual assistance sheet*
- 8) *Certificate of Write-In Votes form*
- 9) *Ballot Stock Inventory sheet*
- 10) *Spoiled Ballot Collection Envelope*
- 11) *Additional Voter Affidavit Information* (not pictured, see next page)



Additional Voter Information - found in black binder

If voter moved within 30 days outside of precinct or is voting a federal ballot, voter must complete *Additional Voter Information* sheet in the black binder.

Additional Voter Affidavit Information sheet

Election Judges: Please use this form for voter's who moved outside of their precinct within 30 days of Election Day or are voting a federal ballot only.

Voter Information

Election Judge, please fill out the information for the voter who has moved outside of their precinct within 30 days or is voting a federal ballot.

Voter Name _____

Voter Old Address _____

Voter New Address _____

Voter Date of Birth _____

Voter Signature

X

Voter Information

Election Judge, please fill out the information for the voter who has moved outside of their precinct within 30 days or is voting a federal ballot.

Voter Name _____

Voter Old Address _____

Voter New Address _____

Voter Date of Birth _____

Voter Signature

X

Voter Information

Election Judge, please fill out the information for the voter who has moved outside of their precinct within 30 days or is voting a federal ballot.

Voter Name _____

Voter Old Address _____

Voter New Address _____

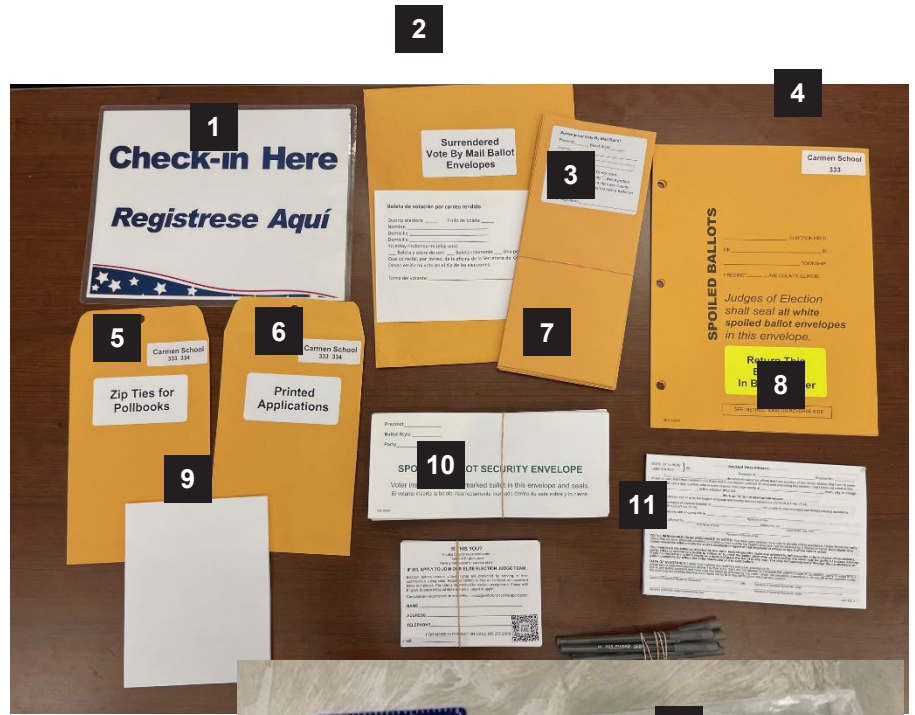
Voter Date of Birth _____

Voter Signature

X

Envelope Contents

- 1) Check-In Table sign (English and Spanish)
- 2) Surrendered ballot collection envelope
- 3) Surrendered ballot individual envelope
- 4) Manila spoiled ballot envelope
- 5) Manila envelope with security ties for rolling case and Pollbooks
- 6) Printed Applications Envelope
- 7) White spoiled ballot envelopes
- 8) Paper Assisted Voter Affidavits
- 9) Scratch paper
- 10) Election judge recruitment cards
- 11) Purple felt tip pens for initialing ballots (set of 5)



Supply Box (delivered in Ballot Bin)

- 1) Magnifier lens
- 2) Post-It Notes
- 3) Paperclips
- 4) Scissors
- 5) Masking tape
- 6) Rubber finger tips
- 7) Calculator



Items Delivered in Cage

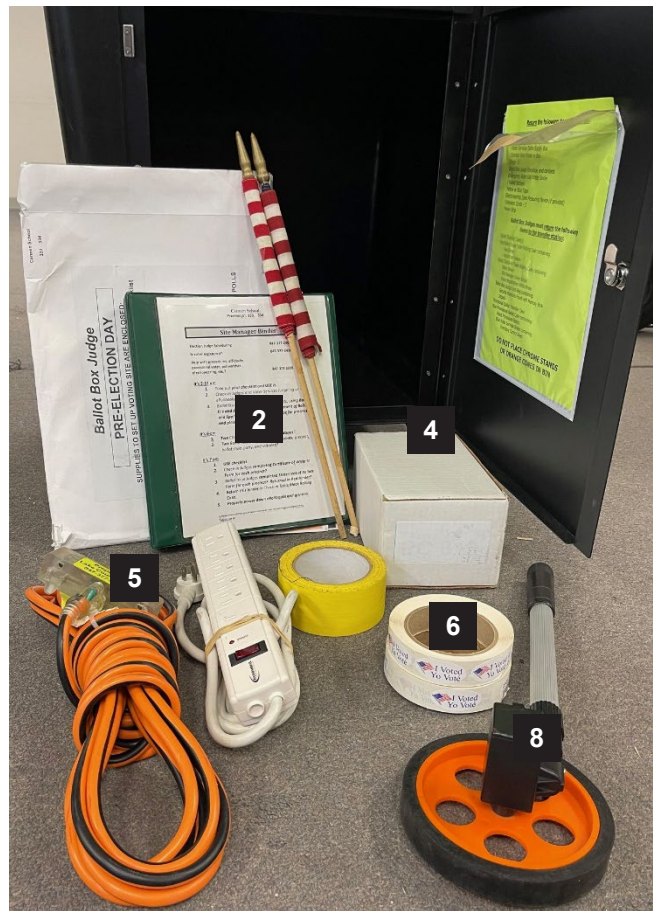
- 1) Blank legal size paper for ballot stock
- 2) ExpressVote Terminal
- 3) Pollbooks
- 4) Banker box with pens, ExpressVote ballot stock, privacy sleeves, and demonstration ballots.
- 5) Ballot on Demand Printers
- 6) ADA Equipment, if necessary



Items Arriving in Bin

- 1) Ballot Box Judge Envelope
- 2) Site Manager Binder
- 3) Supply Box
- 4) Power Cords
- 5) Yellow tape
- 6) Election Zone Measuring Wheel

NOTE: Flags and "I Voted" stickers are now packed in the banker box in the cage.



Spoiled Ballot Security Envelope

Delivered with Voter Services materials.

Precinct _____
Ballot Style _____

SPOILED BALLOT SECURITY ENVELOPE

Voter inserts incorrectly marked ballot in this envelope and seals.
El votante inserta la boleta incorrectamente marcada dentro de este sobre y lo cierra.

REV 11/2013

Manila Spoiled Ballot Envelope

Found in Check In Judge Envelope. Return in black binder.

Carmen School
333

SPOILED BALLOTS

_____ ELECTION HELD
ON _____ IN
_____ TOWNSHIP
PRECINCT _____, LAKE COUNTY, ILLINOIS.

*Judges of Election
shall seal all white
spoiled ballot envelopes
in this envelope.*

**Return This
Envelope
In Black Binder**

SEE INSTRUCTIONS ON REVERSE SIDE

REV 1/2021

Manila Spoiled Ballot Envelope (Back)

SPOILED BALLOTS

JUDGES SIGN BELOW

Judges of Election shall seal envelope and sign on flap **ONLY IF USED**.

THIS ENVELOPE CONTAINS: _____

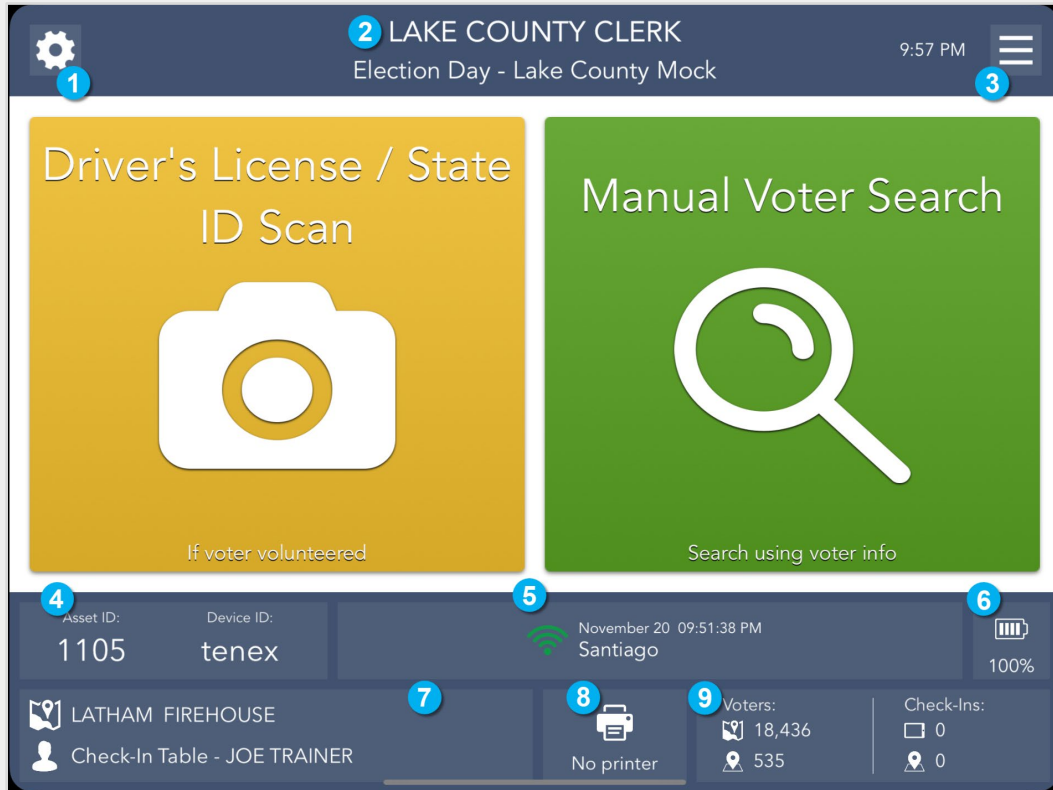
OF SPOILED
BALLOTS

ENTER THE TOTAL # OF SPOILED BALLOTS
ON LINE C OF THE
STATEMENT OF BALLOTS FORM.

Pollbook Main Menu and Icons

The Launchpad

This is your Home Screen. After every check-in, you should arrive back at this screen.



1	Troubleshooting Menu
2	Jurisdiction Name (Election Day)
3	Launchpad Menu
4	Asset ID and Device ID
5	Date, time, Wi-Fi connectivity
6	Battery status
7	Location you are logged into, job title, and name.
8	Printer connectivity
9	Numbers of Voters and Check-ins (sorted by location total and device total)

Launchpad Menu

The Launchpad Menu provides menu options to access additional system functions.

The Launchpad Menu options:

1	ELECTION JUDGE CLOCK IN	Tool for judges to clock in
2	POLLING PLACE LOOKUP	Opens tool to search polling place locations by address.
3	CHECK-IN LOGS	Displays the "Check-In's" history. Include voters' names & data.
4	CHECK-IN TOTALS	Displays the numeric log of all the check-ins.
5	REPORT INCIDENT	Allows judges to enter report an issue. Please call hotline for immediate concerns
6	SPOIL BALLOT	Gives the option to spoil a ballot and reverse a check-in.
7	WAIT TIME	Allows poll workers to track wait times at a polling place.
8	RE-PRINT BALLOT RECEIPT	Search for a check-in and reprint the check-in slip for a voter.
9	REQUEST ASSISTANCE	Allows a voter who has checked in to request assistance with voting.
10	LOGOUT	Provides the Temporary Log Out or Close Election page.

Searching for a Voter

Manual Voter Search

1 To Search for a Voter using a Valid ID type:
Touch the **MANUAL VOTER SEARCH** button on the Launchpad screen.

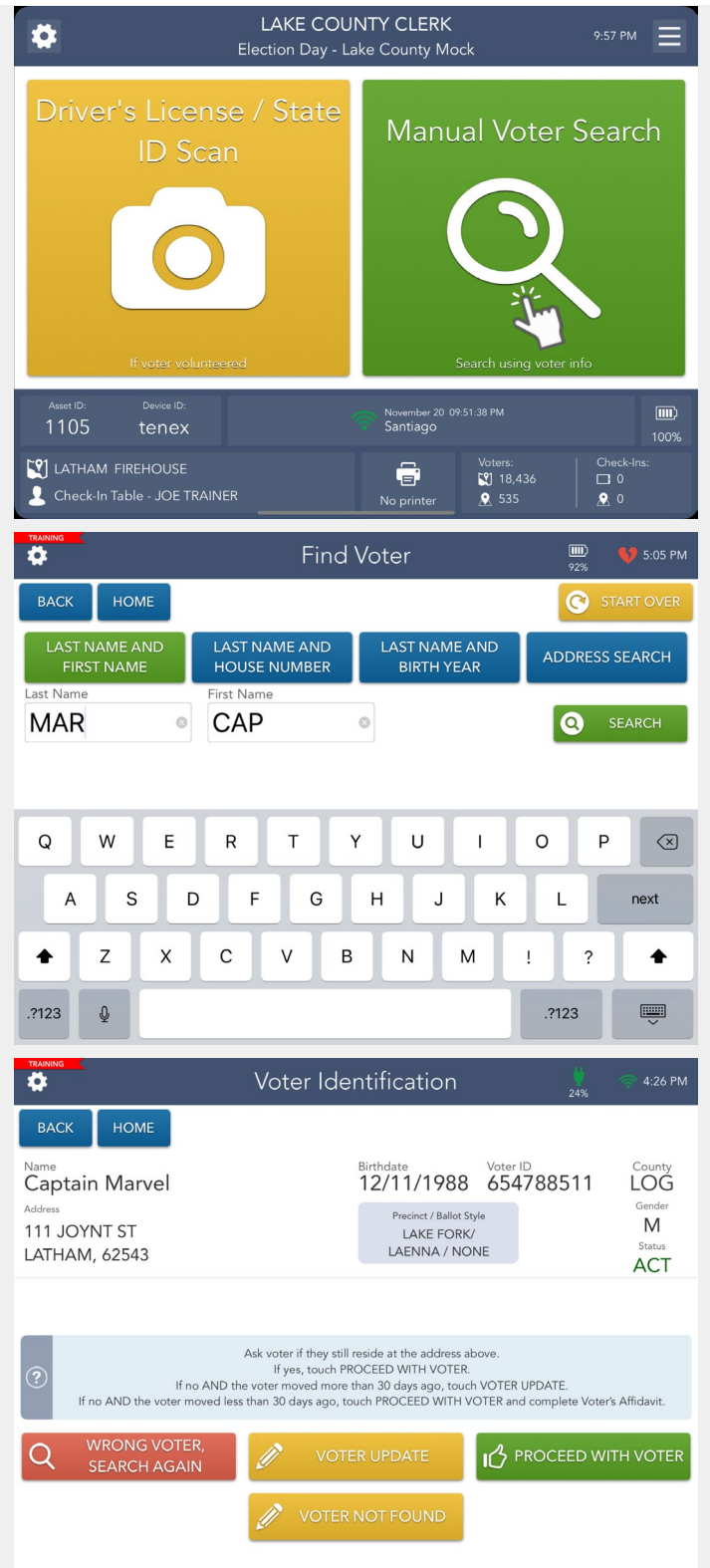
2 Using information provided by the voter, use one of the available search options to search for the voter's record.

- Last Name & First Name
- Last Name & House #
- Last Name & Birth Year
- Address Search

3 Enter the voter's information into the search fields chosen by using the on-screen keyboard, when finished proceed to touch **SEARCH** to continue.

4 If only one voter matches the search criteria, the **Voter Identification** Screen will appear automatically. Continue checking in your voter and get their signature.

If more than one voter matches the search criteria, your screen will show a list of all possible matches. Touch the correct voter from the list and then touch the **CONTINUE** button.



Driver License / State ID Scan

Election Judges **MAY NOT** ask for identification unless there is a special circumstance. If a voter chooses to provide their Illinois Driver's License, Illinois State ID, or Voter Card; feel free to use the scan function.

1

To Search for a Voter using a State ID:

Touch the yellow **Driver's License /State ID Scan** button on the Launchpad screen.

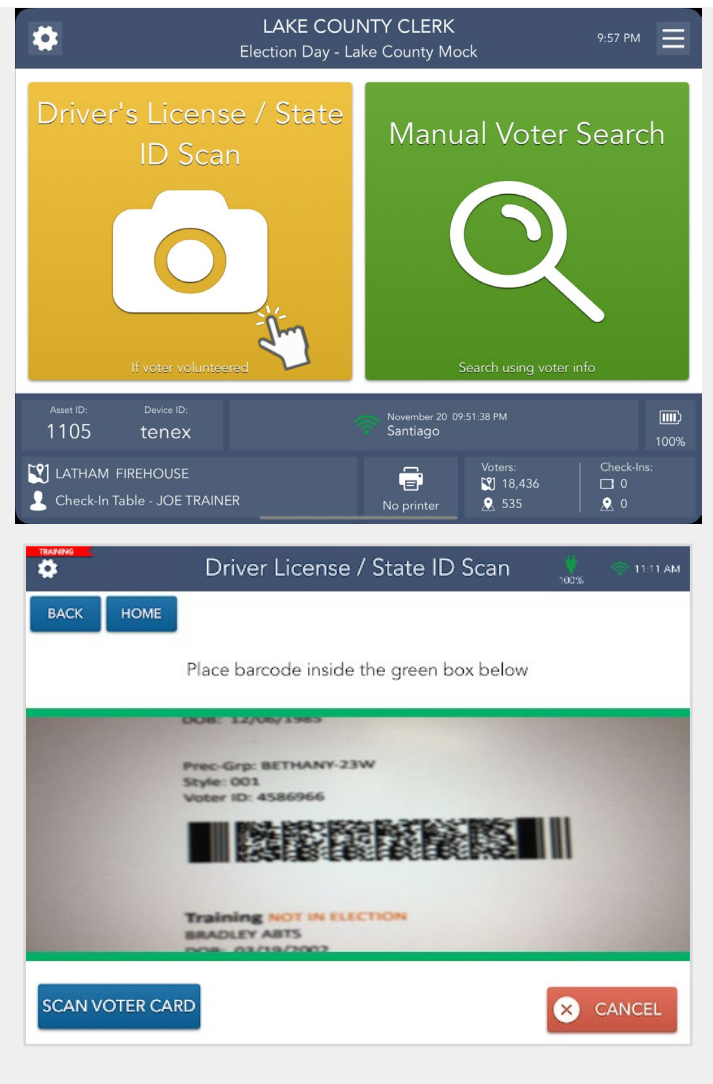
When Scanning a Voter's ID:

Hold the voter's ID in front of the camera lens located at the back of the Pollbook.

2

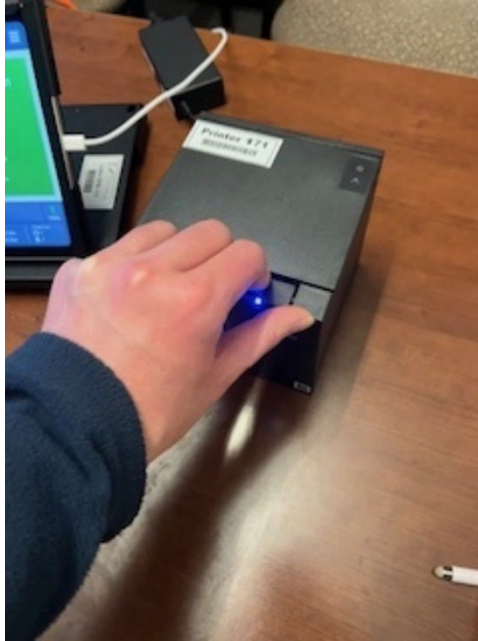
Make sure that the correct option for Driver's License or Voter Card option is chosen, then ensure the barcode printed on the back of the ID is inside the green box displayed on the screen. The Pollbook will then proceed to begin scanning automatically.

After you've scanned the voter's ID, you will be redirected to the **Voter Identification** screen. Please verbally verify the address.



Ballot Receipt Printer

When you need to change the paper roll, there is a small lever to the right of the blue lights on the ballot receipt printer.



Pull the lever up to open the paper compartment.



Remove empty roll and insert new roll into ballot receipt printer



Close lid, Orange “!” light should turn off.



Printer uses thermal paper, so ink will not need to be changed on ballot receipt printer.

Voter Application - Ballot Receipt for Regular Voter

ANTHONY VEGA, LAKE COUNTY CLERK

Asset ID: 171
2024-02-05 09:43

Ballot Receipt

2024 General Primary - 03/19/2024

OLIVIA L DAVIS

Voter ID: 6MR4221

Township/Precinct: Avon
23

Ballot Style: 27-NP

Verify the ballot style shown appears on
your ballot.

Compare Precinct, Ballot Style, and Party (in primary) to ballot from Ballot on Demand printer to verify ballot.

Voter Registration Information Sheet

Found in Check-In Table black binder.

Voters Moved or Deceased

- In order to cancel a voter's record who has moved out of the county, the County Clerk's Office needs a signed notification from the voter.
- In order to cancel a voter's record who is deceased, the County Clerk's Office needs a copy of the death record for the voter.

This information is also available on the Voter Registration page of our website in the "Cancelling Voter Registration" section:



Typographical Error


- If you believe that there may be a typographical error on the voter's record, please call the Election Day hotline at 847-377-2328. The voter's most recent registration application will need to be checked. This information is not viewable on the pollbook.

Signature Capture

- If the voter completed the Verification Required Affidavit and they provided two forms of ID with their current name and address or a witness, their signature will be captured on the pollbook and used for future elections.

Certificate of Write-In Votes

Found in Check-In Table black binder.



Certificate of Write-In Votes
 Lake County, Illinois
 Consolidated Primary Election - February 26, 2019
 Waukegan 333

RECORD VALID WRITE-IN VOTES BELOW:


CANDIDATE/OFFICE	Tally Votes Received	Total Votes Received
EXAMPLE: CANDIDATE NAME		5
No Valid Write-in Candidates		

If no valid write-in votes were cast

We do hereby certify that the information recorded is a complete and accurate record of write-in votes in this precinct.


The undersigned served as election judges in Waukegan 333 on February 26, 2019.

*****RETURN THIS FORM IN THE BLACK BINDER*****



Certificate of Write-In Votes
 Lake County, Illinois
 Consolidated Primary Election - February 26, 2019
 Waukegan 333

RECORD VALID WRITE-IN VOTES BELOW:

CANDIDATE/OFFICE	Tally Votes Received	Total Votes Received
EXAMPLE: CANDIDATE NAME		5
 <div style="display: flex; justify-content: space-between;"> <div> <p>Charles Miller Committeeman Precinct 333</p> <p><i>Municipio de Warren Delegado del Distrito Electoral 333</i></p> </div> <div> <p>Rep</p> </div> </div>		

If no valid write-in votes were cast in this precinct, place an "X" in the box.

We do hereby certify that the information recorded is a complete and accurate record of write-in votes in this precinct.

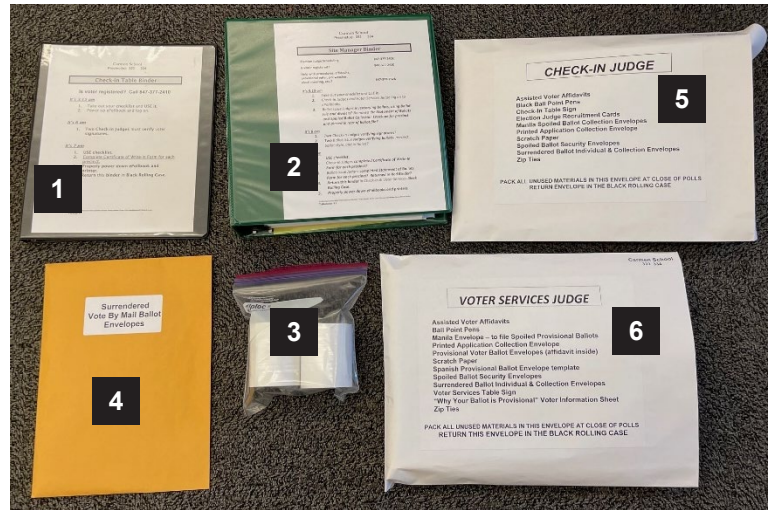
The undersigned served as election judges in Waukegan 333 on February 26, 2019.

*****RETURN THIS FORM IN THE BLACK BINDER*****

Final Packing of Voting Site

Use list on front of black rolling case to pack items inside:

- 1) Check-In Table black binder
- 2) Site Manager green binder
- 3) Pollbook paper rolls
- 4) Surrendered by Mail collection and individual envelopes
- 5) Check-In Table envelope packed with contents listed on envelope
- 6) Voter Services envelope packed with contents listed on envelope



Ballot bin:

1. Ensure all items listed on ballot bin's access door are packed inside the bin.
2. Pack Yellow Tape, Extension Cords and Power Strips, Election Zone Measuring Wheel, and Supply Box.
3. Close front access door.
4. Confirm all doors are locked and latches are secured.



Items Left at Voting Site for Movers

- 1) 4-up voting booth
- 2) Ballot bins
- 3) Voting booths
- 4) Chrome stands for flag/table signs
- 5) "Electioneering Zone" cone
- 6) ExpressVote table
- 7) ExpressVote terminal
- 8) "Vote Here" sign and other "A Frame" signage
- 9) Cage (See next picture)



Items Returned in Cage

- 1) Blank legal size paper for ballot stock
- 2) ExpressVote Terminal and blank ExpressVote ballot stock
- 3) Pollbooks
- 4) Banker box with pens, ExpressVote ballot stock, "I Voted" stickers, privacy sleeves, demonstration ballots, flags, and loose paper.
- 5) Ballot on Demand Printers
- 6) ADA Equipment, if necessary



First Amendment Auditors and Pollwatchers

First Amendment Auditors

“First Amendment Auditors” (or FAAs) are individuals who record their surroundings and people within public buildings. They want to “test” the reactions and responses of workers, so the encounter can be shared on social media or YouTube. As the goal is to provoke a negative reaction, remaining calm will garner far less attention.

In Illinois, no explicit legal authority bars a First Amendment Auditor from a public building housing a polling site. A First Amendment Auditor is not able to step inside the room where voting is occurring, as court decisions have upheld restrictions against video recording in the designated voting room, considering it a nonpublic forum. Reasonable, non-discriminatory restrictions are permissible in nonpublic forums to protect ballot secrecy. Private buildings are subject to the discretion of the owner.

Auditors May:

- Film from outside the door of the voting room (as long as the casting of a ballot by a voter is not visible.)
- Take pictures of the polling place from outside the door to the voting room.
- Talk to Election Judges or voters outside the voting room.
- Post videos or pictures online.

Auditors May Not:

- Prevent a voter from voting by force, intimidation, threat, deception or forgery. (10 ILCS 5/29-4) (*Felony*)
- Threaten a public official or their immediate family. (720 ILCS 5/12-9) (*Felony*)
- Knowingly fail or refuse to comply with any lawful order of an election authority. (10 ILCS 5/29-11) (*Misdemeanor*)
- Electioneer within the ‘No Electioneering’ zone. (10 ILCS 5/17-29) (10 ILCS 5/19A-70) (*Contempt of Court*)

Should your voting site be visited by a First Amendment Auditor, it may be necessary to let the auditor know what is not permissible (entering the voting room, filming voters when they are casting a ballot, and filming pollbook screens). If you need assistance, feel free to contact the Lake County Clerk’s Office at (847) 377-2328 on Election Day or (847) 377-2456 during Early Voting. Should you feel threatened, unsafe, or if the auditor is preventing voters from voting; call 911.

Who are Pollwatchers?

Pollwatchers

Pollwatchers are official election process observers in the voting site before, during and after voting on Election Day. Pollwatchers may also be present during other election events including early and nursing home voting and vote-by-mail and provisional ballot processing.

Qualifications and Credentials

Pollwatchers

Pollwatchers must be registered to vote in Illinois and must be affiliated with the political party or the organization for which they are poll watching (10 ILCS 5/7-34; 5/17-23).

Pollwatchers must have proper credentials which are issued by the local election authority or the Illinois State Board of Elections after being first authorized by one of the following (10 ILCS 5/7-34; 5/17-23):

- ▶ The state or local political party; or
- ▶ A candidate; or
- ▶ The presiding officer of a civic organization; or
- ▶ The chairman of the proponent or opponent group (of a public questions).

Candidates

The actions of candidates in the polling place are governed by the same privileges and limitations that apply to pollwatchers. All candidates must also have proper candidate or pollwatcher credentials. If a candidate is using the “candidate” credential, he or she is not required to have an appointing authority. (10 ILCS 5/7-34, 17-23, 18-6)

Admittance to Polls

Pollwatchers and substitute pollwatchers must present their credentials to the election judges at both primary and general elections. (10 ILCS 5/7-34; 5/17-23)

All credentials remain in the possession of the election judges and are returned to the Lake County Clerk’s office after the polls close. Pollwatchers must sign the register each time they enter or leave the voting site.

Pollwatcher Rights

The pollwatcher may:

- ▶ Observe all proceedings and view all reasonably requested records at both primary and general elections including judges making signature comparisons. Each candidate and political party is entitled to two pollwatchers per precinct on Election Day; civic organizations, one per precinct. (10 ILCS 5/7-34; 5/17-23)
- ▶ Inspect list of early, grace, and vote-by-mail voters. (10 ILCS 5/17-9)
- ▶ Accompany election judges when assisting disabled curbside voters. (10 ILCS 5/17-13)
- ▶ Challenge a voter’s status at pre-Election Day voting at the Lake County Clerk’s office, during early voting, on Election Day, and during nursing home voting. (10 ILCS 5/19-10; 5/19A-60; 5/20-10; 5/19-12.2)
- ▶ Observe process of validating provisional ballots. (10 ILCS 5/18A-15)



Candidates political parties, civic organization, and organized proponents and opponents of a ballot proposition may appoint pollwatchers.

- ▶ Observe in-person, early voting at both permanent and temporary sites with one pollwatcher per candidate, political party and qualified civic organization at each early polling location. (10 ILCS 5/19-10; 5/19A-60)
- ▶ Observe processing of vote-by-mail ballots (including military and overseas ballots) with one pollwatcher per candidate, political party and qualified civic organization for each panel of judges. (10 ILCS 5/19-8; 5/20-8; 5/20-10)
- ▶ Observe voting in nursing homes in compliance with other statutory provisions applicable to pollwatchers. (10 ILCS 5/19-12.2)
- ▶ Observe the election judges as they conduct preparations to open the voting site on Election Day including comparing the displays on the marking device with the specimen ballots to confirm agreement and performing an operational check of the optical scan equipment to ensure a zero count. (10 ILCS 5/24B-8)
- ▶ Leave and re-enter the polling place once credentials are surrendered as long as such activity is not disruptive. (10 ILCS 5/7-34; 5/17-23)
- ▶ Observe closing procedures and completion of canvass by remaining in the voting site until after the polls close. (10 ILCS 5/7-34; 5/17-23)

The pollwatcher may not:

- ▶ Get close enough to the voters/voting booths as to observe a voter casting a ballot and impinge the secrecy of the ballot or handle any election materials. (10 ILCS 5/7- 34; 5/17-23; 5/19-10; 19A-60; 5/24B-5)
- ▶ Disrupt any of the election activities and procedures on any Election Day. (10 ILCS 5/19A-60; 5/7-34; 5/17-23)

Number of Pollwatchers Allowed in Precinct at any Given Time

	Consolidated Primary/ General Primary	Consolidated Election/ General Election
Candidate	Two	Two
Political Party	One	Two
Qualified Civic Organization	One	One
Proponents and Opponents of a Ballot Proposition	One	One

- ▶ Participate in the discussion and decision following a challenge to a voter's status as it is solely the decision of the election judges. (10 ILCS 5/19-10; 5/19A-60)
- ▶ Interfere with election judges as they maintain legal authority to conduct elections. (10 ILCS 5/7-34; 5/17-23)
- ▶ Enter the voting site after the polls have closed. (10 ILCS 5/7-34; 5/17-23)
- ▶ Engage in a political discussion/electioneering within 100 feet of the door to the polling locations. (10 ILCS 5/17-29)

Credentials Issued by the Lake County Clerk



POLLWATCHER CREDENTIAL

(Please see reverse side for instructions)

April 4, 2023 Consolidated Election



Type of Pollwatcher: Candidate Pollwatcher Party Pollwatcher
(Check one) Civic Organization Proponent/Opponent of a Referendum

In accordance with the Provisions of the Election Code, the undersigned hereby appoints the person named below to act as a pollwatcher at this voting site. Under the penalties provided by law pursuant to section 29-10 of the Election Code, the signer of this credential certifies that they live at the below address in the State of Illinois, and is duly registered to vote in this state.

Paul E. Wachter
Name of Pollwatcher

Paul E. Wachter
Signature of Pollwatcher

18 N County Street
Physical Street Address

Waukegan
City/Village

Clayton Elementary School
Name of Voting Site

Candy Date for Clerk
Name of Candidate, Party or Organization

Candy Date
Signature of Candidate, Party or Organization Official

Attention Election Judges!

Only accept this credential if it is fully completed and signed.
Place this credential in the front pocket of the Green Binder.

Anthony Vega

Anthony Vega
Lake County Clerk

Credentials Issued by Illinois State Board of Elections

10 ILCS 5/7-34, 17-23, 29-10

Suggested
Revised August, 2014
SBE No. M-2

POLLWATCHER CREDENTIALS

TO THE JUDGES OF ELECTION:

Pollwatcher Information		Authorized to act as a pollwatcher in:	
Name		Name of Precinct	
Street Address		Ward (if applicable)	
County of Residence		Township or Municipality	
Township or Municipality of Residence		Election	
		Date of Election	

In accordance with the provisions of the Election Code, the undersigned hereby appoints the individual listed above to act as a pollwatcher in the precinct and at the election also listed above.

Signature of Election Authority

TITLE: (County Clerk, Executive Director)

Under penalties of law pursuant to 10 ILCS 5/29-10, the undersigned hereby certifies that the individual listed above is duly registered to vote at:

Address

County

Precinct and/or Ward in which Pollwatcher resides

www.elections.il.gov
Form may be reproduced

10 ILCS 5/7-34, 17-23,

Suggested
Revised August, 2014
SBE No. M-2A

CANDIDATE CREDENTIALS

TO THE JUDGES OF ELECTION:

Pollwatcher Information		Authorized to seek admittance to:	
Name of Candidate		Name of Precinct	
Name of Office		Ward (if applicable)	
		Township or Municipality	
		Election	
		Date of Election	

In accordance with the provisions of the Election Code, the undersigned hereby seeks admittance to above polling location and stated election.

(Signature of Candidate)

(Office for which candidate seeks nomination or election)

(Signature of Election Authority)

TITLE: (County Clerk, Executive Director)

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