



# Lehigh County, PA

## Poll Worker Procedure Manual

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Lehigh County Voter Registration Office  
Lehigh County Government Center  
17 S. 7<sup>th</sup> Street Allentown, PA 18101  
610-782-3194 (Office) or 610-782-3743 (Judge's Hotline)  
Last Revised September 27<sup>th</sup> , 2024



# **Introduction Letter**

Thank you for working with the Lehigh County Board of Elections

***With much appreciation, we welcome you as a representative of the election process in Lehigh County.***

Election Day is a very important day for all of us. It is the time when voters have the right to express their wishes about the way their country, state, county, and city are being run. We hope all of you will encourage your families and friends to take advantage of this opportunity.

November 2019 was the first election Lehigh County became an ALL-PAPER BALLOT County, as mandated by Governor Wolf. We will make revisions based on your input and will continue to revise processes to improve the voting experience for the public and for our poll workers.

Please remember, the law dictates that you cannot make suggestions or comments to voters about their choices. If you are cheerful, cooperative and helpful, electors will leave the precinct with a good feeling about coming out to vote.

We hope you enjoy your experience with the election process.

Timothy Benyo, Chief Clerk  
[timothybenyo@lehighcounty.org](mailto:timothybenyo@lehighcounty.org)

Stephanie Haldaman-Carrion, Deputy Chief Clerk  
[stephaniehaldaman-carrion@lehighcounty.org](mailto:stephaniehaldaman-carrion@lehighcounty.org)

## **Election Board of Lehigh County**

Phillips Armstrong, Chairman  
Dr. Jennifer Allen (D)  
Dennis Nemes (R)

☎ 610-782-3198 Tim  
☎ 610-782-3197 Stephanie  
☎ 610-782-3194 Office

**JUDGES ONLY HOT LINE ☎ 610-782-3743**



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## **OVERVIEW OF ELECTION BASICS/GENERAL INFORMATION:**

1. Polls Open – 7:00 a.m.

All workers are to arrive at 6a.m. to help in getting the polls set up to open by 7:00 a.m.

2. Polls Close – 8:00 p.m.

Voters who are in line either outside or inside of the polling place waiting to vote shall be permitted to do so if found qualified. The Judge of Election determines the length of the line of voters at 8:00 p.m. and then directs the constable to see that no other person enters said line. If no constable is present, then the Judge of Election determines who will be the place holder. Anyone who is in line at 8:00 p.m. MUST be allowed to vote.

3. Inside your space (your space is where the voting is taking place):

- All Election Board Members.
- Constables: if assigned, will have a letter from the court appointing them for the day.
- Watchers: will have a signed letter, with an embedded county seal from the Lehigh County Election Director, Timothy A. Benyo. Copies are NOT accepted. You have the right to ask for this certificate with identification to prove their identity.

4. Candidates are not allowed inside the polling place **EXCEPT** for the purpose of casting their own vote.

5. All partisan political activity must take place ten (10) feet from the outside entrance of the polling place. (ROVERS & JOES will have a copy of this in their supply box)

\*Some locations do not allow signs at all, even 10 ft away. If you are at a location that does not allow signs; the Judge of Elections, Poll Workers, Rovers and Constables can go and remove the signs at the locations that do not allow any signage.

6. Campaign leaflets, sample/party ballots, or other partisan materials may not be distributed inside the polls or stored there during the course of the election. To help prevent this, have a clerk do a walk thru of the polling location every so often to collect anything that might have been left behind.

7. Influencing voters – A judge, challenger, deputy sheriff, constable, police officer, or any other election official is not permitted to wear any badge, sign or other insignia indicating his or her preference for any candidate or issue or attempt to influence any voter to cast his ballot for or against any candidate or issue.

8. The voter is permitted to wear any badge, sign or other insignia indicating his or her preference for any candidate or issue only for the length of time it takes to vote. There is no loitering permitted by the voter inside the voting area.



9. Any voter may permit their minor children to accompany and assist them at the DS200 Scanner or Express Vote - ADA Machine.
10. **NO** cameras, video recorders, TV or radios are allowed inside the polling place by any voter on Election Day.
11. NO SMOKING/VAPING in any of the polling places.
12. NO Election Board member may **EVER** touch a voted ballot unless directed to do so, by a voter.

#### **POLL WORKER DUTIES:**

- Conduct the election properly and lawfully.
- Fulfill all duties assigned by the Judge of Election.
- Assist voters as necessary in a courteous manner.
- Although personal safety comes first, in the event of an emergency evacuation, remove the Memory Stick from the DS200 Scanner. Take all Voted Ballots, Provisional Ballots and ePollbooks/Ipads with you when leaving the building. Call the Board of Elections for additional instructions.
- DO NOT discuss your opinions with other poll workers or voters concerning candidates or ballot issues while fulfilling your work duties at the polls.
- All poll workers are to assist in the set-up of the voting equipment. Two (2) poll workers should work together to assemble the voting booth quad. They are to ensure that each quad is set up in a way that provides the voter the most privacy when voting on their paper ballot or using the Express Vote - ADA Machine.
- All poll workers, including the constable, must check in, sign and check out at the end of the day on the ePollbook/Ipads. Poll Worker Payroll can be found in the menu on the top right corner of poll book screen.
- No unlawful possession of election materials-During the receiving, counting, or canvassing of the vote. No judge, or Poll watcher is permitted to touch the USB/memory stick or Voted Paper Ballots; except in the discharge of his/her duties or the exercise of his/her individual right to vote.

#### **CALL THE BOARD OF ELECTIONS IF:**

- A poll worker does not show up to work on Election Day (You CAN NOT just pull in a friend or family member; you need to let us know)
- Missing supplies→ Go through your whole box of supplies the night before, so you know what you have! If you are missing anything, let us know, and we can send your Rover there with the missing items, first thing in the morning!
- You are having issues setting up the equipment
- When in doubt!



## **SPECIFIC ROLES AND RESPONSIBILITIES OF THE ELECTION BOARD:**

### **JUDGE OF ELECTIONS:**

1. This is an elected position and pays \$210 for the day. The Judge will also receive an additional \$30 for picking up and returning the election supplies to the Voter Registration Office at the end of the day. The Judge of Election is responsible for the following:
  - a. Pick up the election supplies at the Voter Registration Office the Saturday before the election.
  - b. Handle any problems that arise at the polls on Election Day.
  - c. Responsible for counting, tracking and recording of ALL Paper Ballots, received, voted, spoiled or provisional throughout the day.
  - d. In order for all poll workers to be paid for working Election Day, you are responsible for having ALL poll workers clock in, sign and clock out for the day on the ePollbook. Poll Worker Payroll can be found in menu, the top right corner on screen.
  - e. Assign duties of the day to the clerks.
  - f. Handle all issues/events of the day at the polls.

### **MAJORITY INSPECTOR:**

1. This is an elected position and pays \$195 for the day.
2. The Majority Inspector has control of the ePollbook. They will find the voter's name in the ePollbook. Once the voter is found and has signed the ePollbook the Majority Inspector will sign their initials in the box provided. This shows that the Majority Inspector has authorized the validity of the voter. In a primary, the voter's party affiliation will determine the correct ballot style (Party) to be given to the voter.

### **MINORITY INSPECTOR:**

1. This is an elected position and pays \$195 for the day.
2. The Minority Inspector has control of the ePollbook. They will find the voter's name in the ePollbook. Once the voter is found and has signed the ePollbook the Minority Inspector will sign their initials in the box provided. This shows that the Majority Inspector has authorized the validity of the voter. In a primary, the voter's party affiliation will determine the correct ballot style (Party) to be given to the voter.
3. Swears in Judge of Elections
4. Keeps "B" Envelope" for a period of one (1) year.



### **CLERKS:**

1. This position is appointed by the Voter Registration Office and pays \$195 for the day.
  - The Clerk's job will be assigned by the Judge of Election, on-Election Day.

### **INTERPRETER:**

1. The 2020 Census results indicated that 146 out of the 161 voting districts in Lehigh County fall under the Section 203 of the Voting Rights act and must provide all information in English and Spanish. These districts are required by this Act to have Spanish speaking bilingual interpreters assigned to them as required by law. The only districts that currently **DO NOT** fall under this category are:
  - Heidelberg
  - Lower Macungie 5
  - Lower Milford
  - Lowhill
  - Lynn-Jackson
  - Lynn-Lynnville
  - Lynn-New Tripoli
  - North Whitehall 5
  - Upper Milford-East
  - Upper Milford-West
  - Upper Saucon 1
  - Upper Saucon 6
  - Washington-East
  - Washington-South
  - Weisenberg
2. This position is an appointed position by the Voter Registration Office and pays \$195 for the day. An interpreter may also be a member of the Election Board, and are able to assist in any Clerk functions.
3. The primary function of an election interpreter is to assist Spanish-speaking voters in the electoral process when they go to a polling place to vote. Some examples of activities that fall under this category are:
  - Direct voters to the correct election official
  - Help election official locate the voter's name in the poll book
  - Instruct voters on how to complete and scan the paper ballot
  - Instruct voters how to cast a provisional ballot if necessary
  - Provide assistance to vote when a voter requests it
  - Help voters fill out all necessary forms if needed
  - Report to the Election Board any instances of intimidation, harassment, or discrimination towards voters, in particular Spanish-speaking or Hispanic voters, on behalf of election officers, political parties, watchers, voter protection groups or other voters
  - To assist the Election Board with Election Day Procedures, opening the polls, during the day activities and closing the polls.



## **INTERACTING WITH PEOPLE WITH DISABILITIES OR LANGUAGE BARRIERS:**

- Speak directly to the person rather than through a companion/interpreter or sign language interpreter who may be present.
- Always offer an appropriate greeting at introduction.
- Introduce yourself. If the person has a visual disability, not only introduce yourself, but others who may be with you. When conversing in a group, remember to identify the person to whom you are speaking.
- If you offer assistance, wait until the offer is accepted before helping. Whether the voter has a language barrier or a disability he or she may be offended that you assume he or she needs help.
- Treat adults as adults. Do not speak to them as though they are a child.
- Listen attentively to people who have difficulty speaking, whether it be a disability or a language barrier. Allow them to finish speaking. Ask short questions that require short answers, or a nod of the head. Never pretend to understand, instead repeat what you have understood and allow the person to respond. Be patient. Take as much time as necessary.
- Do not lean or hang on an individual's wheelchair. Any type of assisting device is considered an individual's personal space. This applies to people with guide or help dogs. Never distract a work animal from their job without the owner's permission.
- If possible, speak at eye level to someone who is in a wheelchair.
- Do not assume a person with a disability or a language barrier has a hearing problem. There is no need to shout at the person.
- Appropriately gain the attention of a deaf person. Look directly at the person and speak clearly, slowly, and expressively to establish if the person can read your lips. Never shout to a person. This compromises his right to privacy in voting. Just speak in a normal tone of voice. Have pen and paper handy to use as a means of communication.



## **BEFORE THE POLLS OPEN:**

1. The Election Board is to be at the polls by 6:00 a.m. The Judge of Election or a designated member of the Board will bring the election supplies to the polls.
2. The Judge of Election publicly opens the supply box furnished by the County Board of Elections.
3. The Minority Inspector swears in the Judge of Elections and the Judge of Elections swears in all the other members of the Election Board. All members of the Board complete and sign the oath in duplicate (yellow paper in the white supply box). One copy is returned to the Board of Elections at the end of the night, and one copy is kept by the Minority Inspector, in the "B" envelope, for one year.  
(See Distribution of Election Returns on Page 49).
4. I.D. OATH -This page needs to be signed by the appropriate poll workers. It states that ID was asked for wherever indicated. This sheet is pre-packed in the supply box. Once completed it should be placed inside the "A" Envelope.
5. Set up at the poll site and be ready to process voters by 7:00 a.m.
6. POST:
  - 2 Copies each of the ballot questions (if applicable)-in white supply box
  - 1 Sample Ballot-in white supply box
  - Provisional Ballot Instructions-in green provisional bag
  - Paper flag labeling polling place (on entrance door of poll site)-in white supply box
  - "Help Wanted" Sheet (on desk where voters sign in)-in white supply box
  - Set up U.S. Flag-in small red bag
7. P.I.T.(Posting Information Totem) Open and Display\*will be in the bottom of the DS200\*
  - 1 Copy - Penalties (Blue)
  - 1 Copy - Voting Rights (Pink)
  - 1 Copy - HAVA Laws (Yellow)
  - Voters Rights
  - No recording devices
  - Do you need an Interpreter?
  - How to cast your vote

**\*\*Important! If the polling place is used by more than one district, ensure you are using the correct DS200 scanner (marked on front) for your district when setting up!**

**\*\***



### **MORNING SET-UP:**

1. Remove the machine key ring from the Red Bag.
2. Locate the DS200 Scanner. Put in proper location and lock wheels in front with foot. Open the front bottom door with the silver key.
3. Remove the Blue Ballot Bag, record the red seal on the General Returns of Votes Cast. Remove and discard the seal. Open and remove the ballots from the bag, fold back the lid and reinsert the blue bag back into the DS200 for ballots to fall into the bag (black handle faces front), lock and seal the door. (Enter number of ballots given to you onto #1 of the General Returns of Votes Cast- 50 ballots in a pack, number of ballots on page in red bag)
4. Open the back of the DS200 Scanner with the silver key and plug it into an AC outlet. This door remains open all day during the voting process. Confirm silver bar is in lockdown position.
5. Open the top clamshell lid with the silver key. Unlock the front of the scanner with the barrel key, flip up the screen and the DS200 will automatically power up.
6. Record the seal number from the BLUE seal tape located on the memory stick door onto the General Returns of Votes Cast. DO NOT REMOVE.
7. Enter the Election Code. This can be found in the Red Bag, inside the Password envelope. 1 Configuration tape will print. TAKE YOUR TIME INPUTTING THE CODE!
8. Push the Open Poll Green Button on the bottom right of the screen. One (1) ballot status report tape and 3 "ZERO" tapes will print. Make sure the totals beside all the Candidates names are zero, and the voting district is correct. Remove all tapes. Each Election Board member must sign the tape for the "A" and "B" envelopes. You do not have to sign the third tape for your poll place door. You can place the extra tape in the "A" envelope. (Configuration and ballot status tape get placed in the "A" envelope.)
9. Push the Go to Voting Mode Green Button on the bottom right of the screen. Public Count in the middle of the screen should read "ZERO". Scanner is now ready for Election Day Voting.
10. Open and set up the red/white/blue Voting Booth Quad. Once upright attach the adapter for the ExpressVote ADA Machine onto the shelf in the ADA section of the quad. (Please use more than 1 person to open the quad.)
11. Open and set up one (1) Electronic Pollbook/Ipad at a time. Match the printer to the first ePollbook you are setting up. Numbers are on each piece. Follow the directions on the Precinct Central ePollbook SETUP. There are laminated picture instructions with your supplies. The Password will be provided for the ePollbooks for the 2024 General Presidential election. This password will change every election.
12. Once the first ePollbook/Ipad is set up, go to the menu at the top right corner of the ePollbook/Ipad, and complete poll place payroll. If any poll worker is missing from the list they will have to be added. All constables will have to be added as this list comes from the Lehigh County Clerk of Courts-Civil Division. The final list is usually given to the Election Office days before the election.
13. Open and set up the second ePollbook/Ipad and matching printer.

**\*\*You can always refer to the picture Opening and Closing Instructions in this manual\*\***



## **OPENING AND SET-UP OF THE EXPRESSVOTE - ADA MACHINE:**

1. Cut and record the seal from the black bag onto the General Returns of Votes Cast.
2. Unzip and remove the Express Vote, place on a table, face down. Remove the power cord and headphones from the side pocket.
3. Connect the round plug into the lower back of the machine. The sliding collar secures and locks the cord into the unit.
4. Record the seal number on the General Returns of Votes Cast and remove the blue seal tape from the left side door. Use the barrel key and open the door and attach the unit to the adapter on the voting quad, making sure the unit is securely locked in the adapter.
5. Plug the Express Vote power cord into an AC outlet.
6. Connect the headphones to the front of the unit. The headphones can also be kept with the Judge until needed by a voter.
7. The switch on the right must be in VOTER MODE. This is done at the warehouse, but check to be sure.
8. Press the Power Switch to the ON position. (You will hear a soft beep. This can take several minutes.)
9. Close the compartment, carefully fitting the cord through the hole provided. For accessible voting un-Velcro the key pad and set it alongside the unit.
10. Check the power light at the bottom. It should be GREEN.
11. Enter the Election Password (same as the one for the scanner) and then hit accept.  
On the Welcome Screen:
  - a. Confirm plugged into AC power.
  - b. Confirm the date, time, district and election are accurate.
  - c. Press OK.

You are ready to go!!!

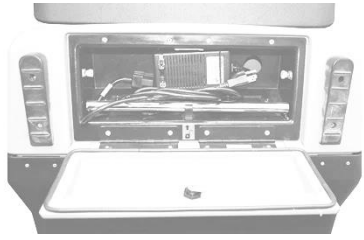
\*\*You can always refer to the picture Opening Instructions on pages 12. \*\*



# DS200 Opening Procedures



Before starting the DS200 Open Procedures be sure you have the set of keys from the red bag.



1. From the back of the unit, open the door and plug the DS200 power cord into an AC outlet.
2. Confirm silver bar is locked in the down position. (this is done in the warehouse before sending out.)



*The Silver Key Required for steps 1, 4 and 6.*

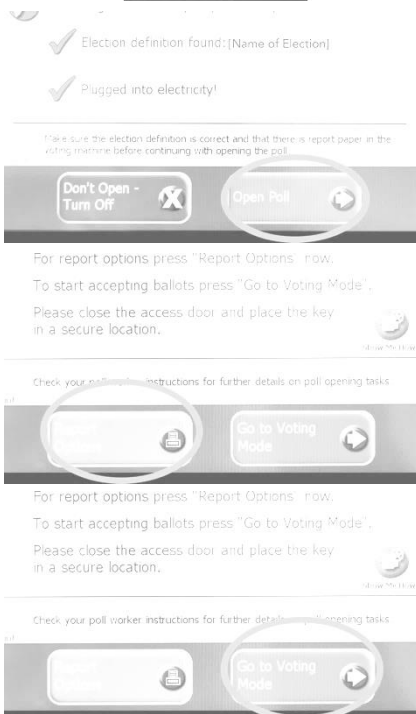
3. Put scanner in the proper location and lock wheels in front with foot.
4. Open the bottom front door and remove the ballots from the blue ballot bag.
5. Make sure the blue bag flaps are open in order to catch ballots. Once confirmed, lock lower door and apply seal. (Clear zip tie-no numbers to record)

6. Open the clamshell lid with silver key. Unlock the front, flip up the screen, and the DS200 will automatically power up (as long as it's plugged in).  
*(If the DS200 does not automatically power up, unlock the access door on the front left, and press the Power button. Barrel key required.)*

7. Enter Election Code, found in the Password Envelope in red bag.
8. The Configuration Report will automatically print.
9. Make sure the screen shows a green check mark before “Election definition found” and “Plugged into electricity.” Then press **Open Poll**.  
*(If the Election Definition shows “not found” and doesn’t have a green check — unlock the access door and make sure the Election Definition media stick is pushed in all the way. Then lock the access door. Barrel key required.)*

10. The Ballot Status and 3 “Zero” tapes will automatically print — if you have any issues with these tapes not printing, be sure to press **Report Options** to print these tapes. If you don’t get a zero tape, no ballots can be scanned until Rover fixes problem. Voters can vote, however. You must secure voted ballots in emergency bin until scanner is operational and scan emergency ballots at the end of the day.

11. Ensure that the Public Count is zero. If it’s not, call the Election Office for assistance. Make sure the date, time, election and poll districts are accurate. Press **Go to Voting Mode**.



**The DS200 is now ready for Election Day voting!**

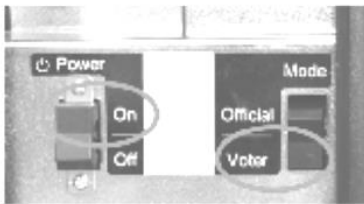


# ExpressVote Opening Procedures

ⓘ Before starting the ExpressVote Open Procedures, be sure you have the barrel key and election password.



1. Cut and record seal from black bag, unzip and place ExpressVote on a table.
2. Remove cord and headphones from side pocket.
3. Connect cord to round plug in lower back of machine (the sliding collar secures and locks the cord into the unit)
4. Record and remove the blue seal from left side door of the unit. Use the barrel key to open the door and attach the unit to the adapter on the voting quad.
5. Plug the ExpressVote power cord into an AC outlet.
6. Connect headphones to the front of the unit.



7. The switch on right must be in **Voter Mode**, which is done at the warehouse. But you should check it to be safe.
8. Press the Power Switch to the **On** position.  
*Note: The system startup takes several minutes.*



9. Close compartment, carefully fitting the cord through the hole provided. For accessible voting un-Velcro the keypad and set aside the unit.
10. Check the power light at the bottom of the BMD. It should be green.



11. Enter the Election Password on the screen and hit Accept.

## On the Welcome Screen:

- a. Confirm the unit is plugged into AC power. When plugged in, there will be a gray plug icon at the top of the screen and the green indicator light will be lit on the front of the unit (near the headphone jack).
- b. Confirm the date, time, election and poll names are accurate.
- c. Press OK.



12. Once at this screen the unit is ready to go.

Voter Office Hotline (610) 782-3743



# Voting on the Express Vote

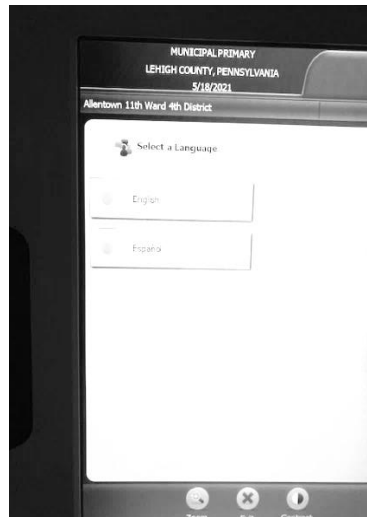
Any voters who may have a disability that would make it difficult for them to vote on paper can use the Express Vote (ADA Machine).

Using the Express Vote is simple.

## (1) Insert the Ballot Card



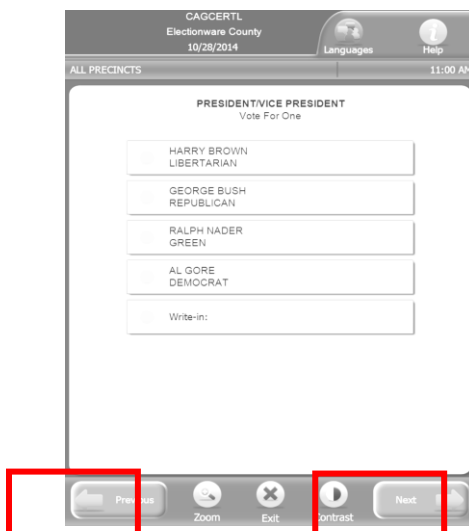
## (2) Select Language



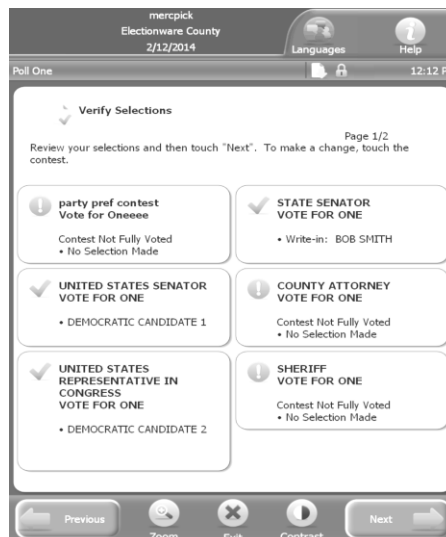
## (3) Confirm Ballot Type (Primaries)



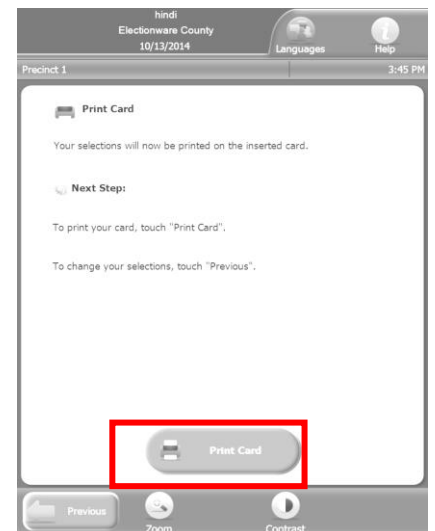
## (4) Mark Your Selections



## (5) Review Choices



## (6) Print



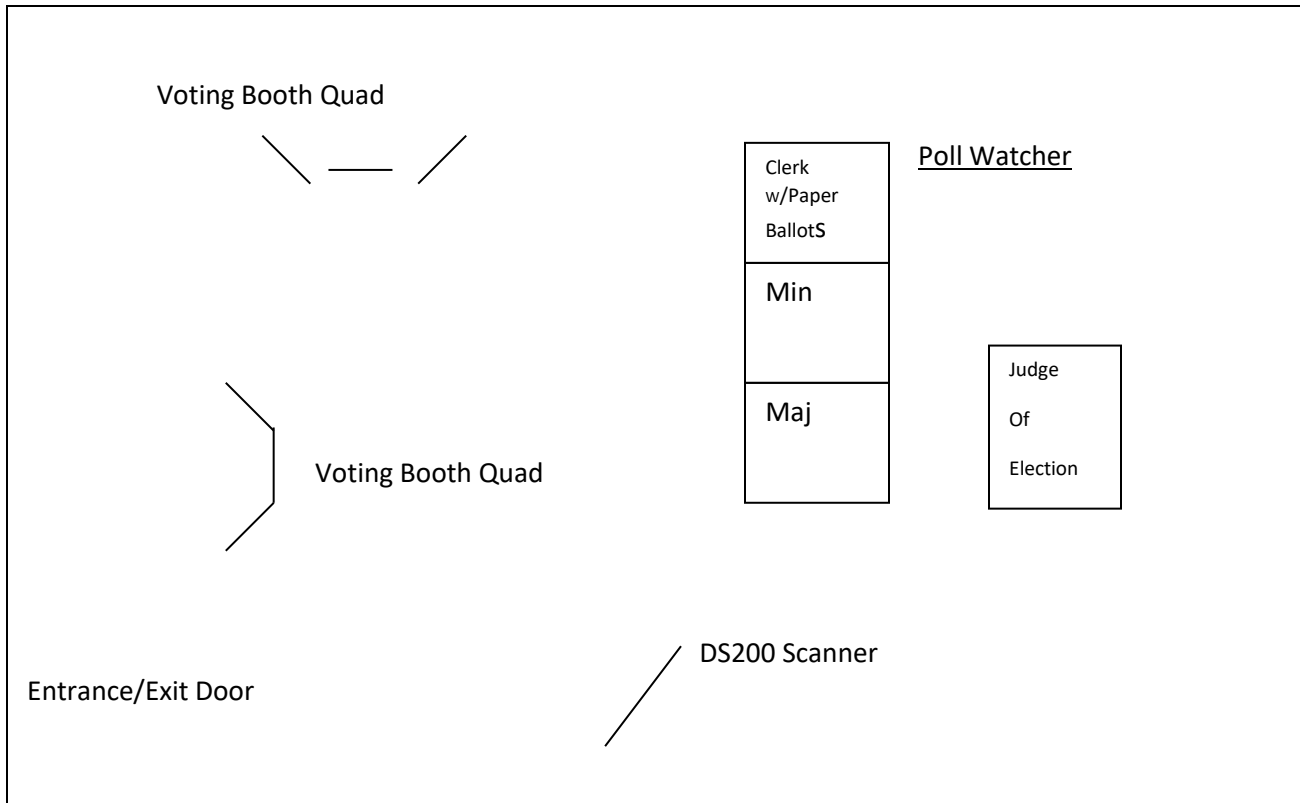


## **FACILITY LAYOUT:**

It is VERY important that your facility be set up in a similar manner in order for the proper flow of processing an elector. Also, that the Express Vote - ADA machine be set up in a way to avoid having the voter feel like someone else is able to see how he or she is voting.

Add tables and chairs with the voter privacy shields (pizza boxes) as needed.

## **SUGGESTED/EXAMPLE ROOM SET-UP BELOW**





# EPoll Book-Morning Set-Up:

## EPoll Book

### Morning Set-up

- Once IPAD is plugged in and turned on, you will see the home screen. Press the home screen button on the IPAD as indicated by the arrow.



- You will then hit the "EPB" Icon button where the arrow is pointing to





- You will then see the Lehigh County home screen. Press the start button.



- Once in the login screen, sign in. The person who signs in is usually the inspector who will be checking in voters.

1 2

Enter your name and touch Continue.

First Name Last Name

CONTINUE

Q W E R T Y U I O P

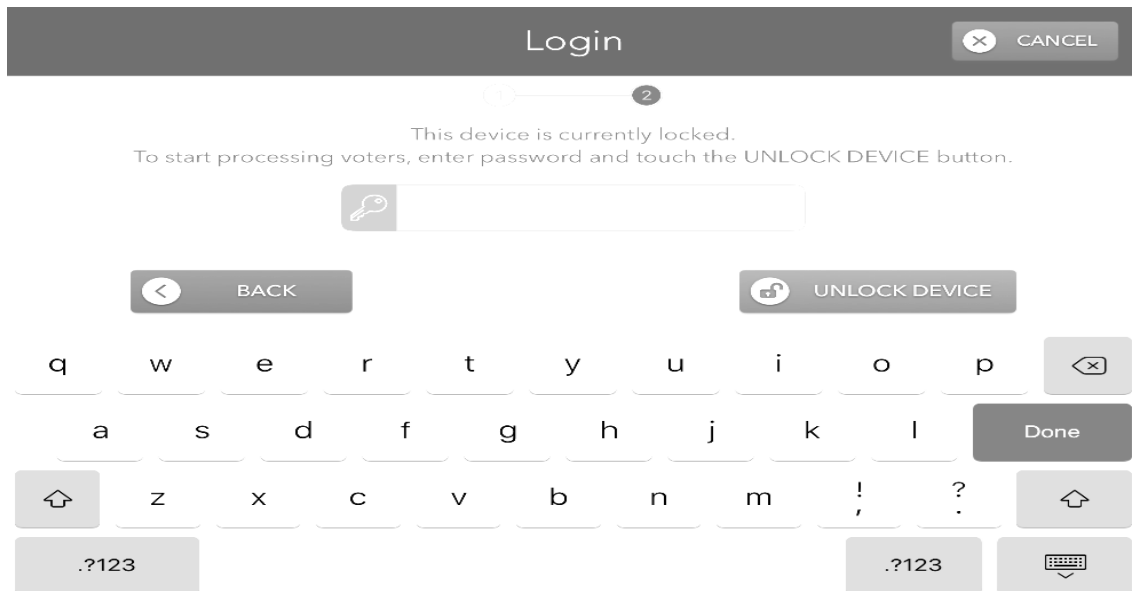
A S D F G H J K L Next

↑ Z X C V B N M ! , ? .

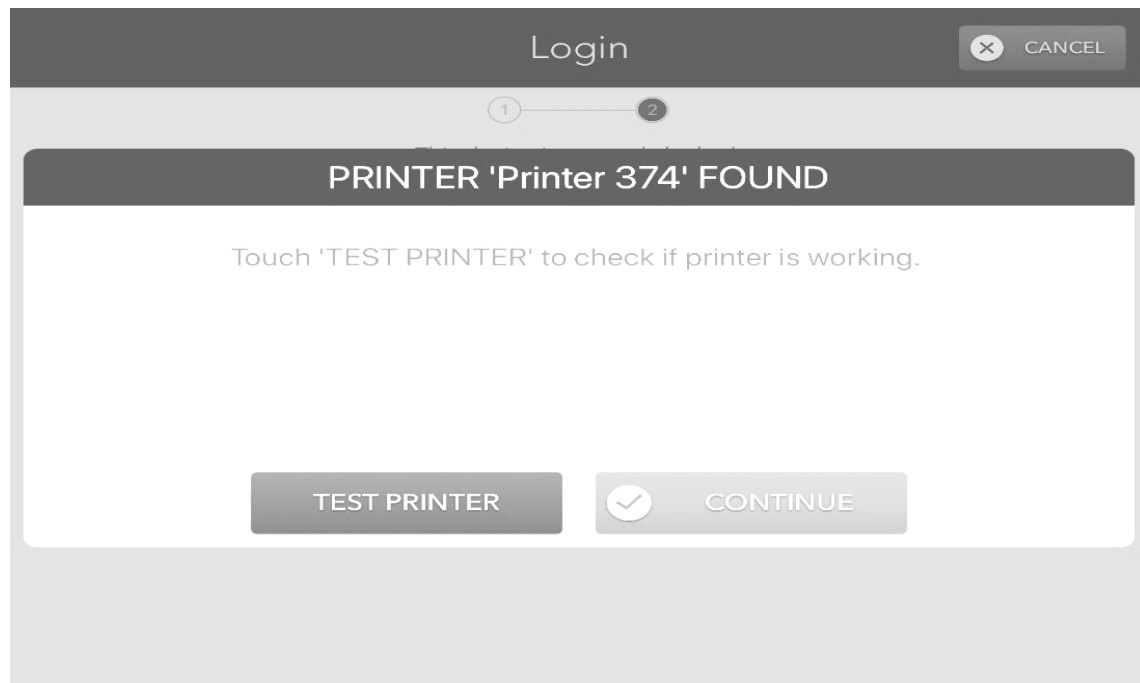
.?123 .?123

- Enter password. Password will be in a manilla mini envelope in the red bag and will be marked "password".



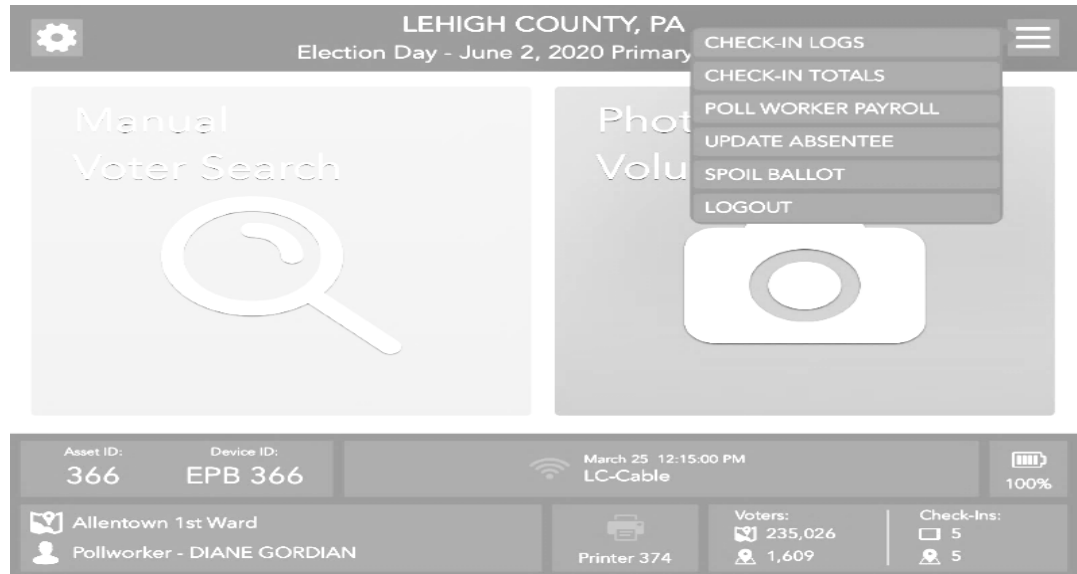


- Touch unlock device
- If you have your printer turned on, your printer will show up. At this point the IPAD should read the printer.

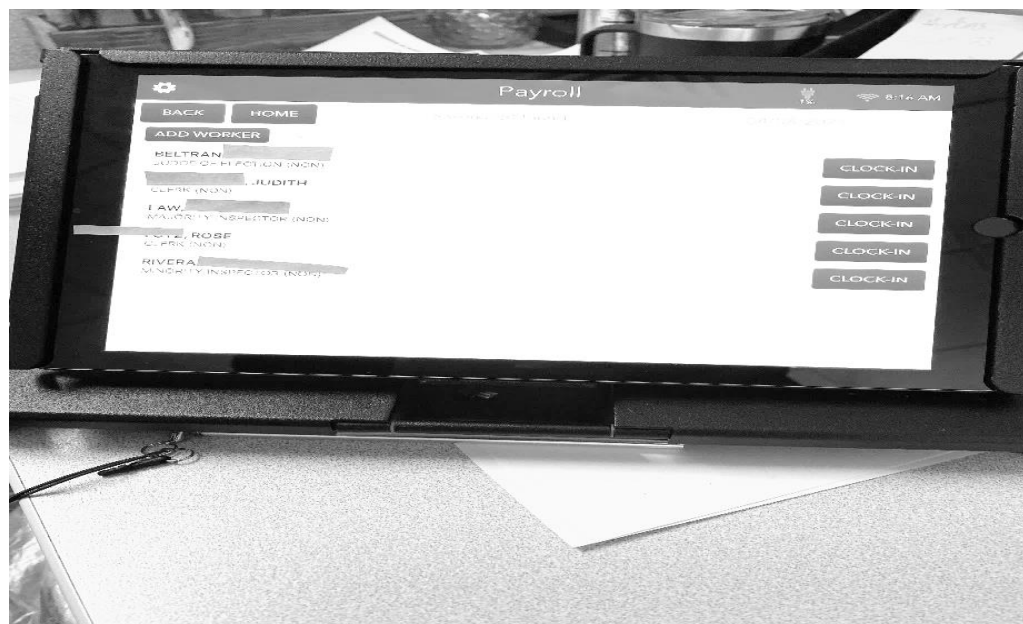


- Press "test printer" to print out a test paper from the printer to ensure it is working. Once done, proceed to the voting home screen.
- Before you start your day, you must ensure you clock in all your poll workers on payroll. This is how we confirm that you worked on election day. Failure to properly check in and out will delay poll worker payment. To check in your poll workers:
  - At the home screen, click on the icon box on the upper right hand corner;
  - The drop down will appear. Scroll down to "Poll Worker Payroll", third option down.

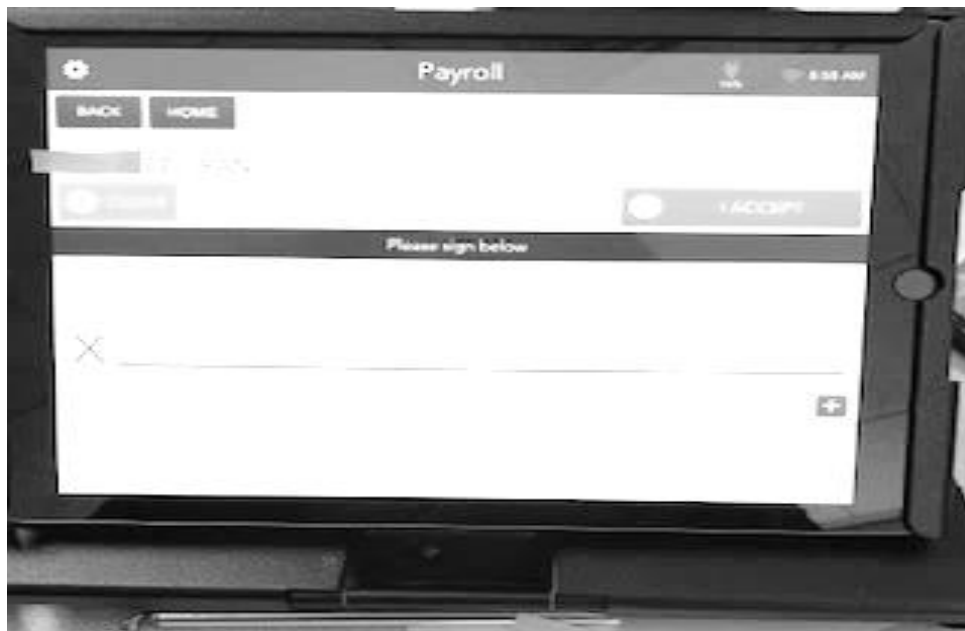
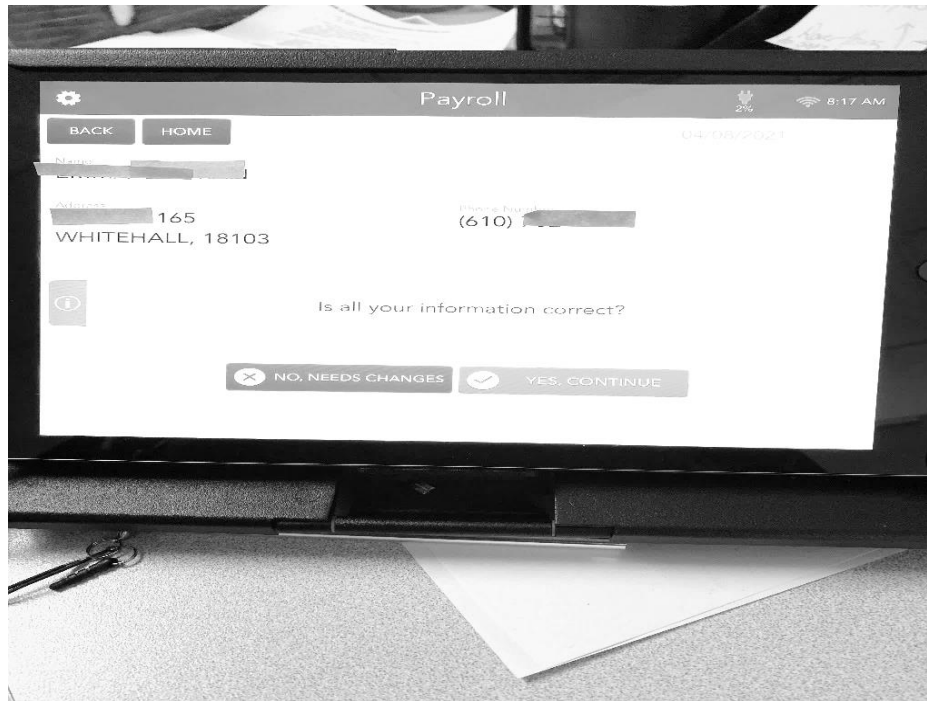




- On the payroll screen your poll workers should be listed here. Any poll workers added last minute and constables will not be shown here and will need to be added manually.
- To clock in a poll worker already listed, Click "clock in." The poll worker will have to verify their information is correct. If it is not, they can edit it right on the screen by pressing "No need changes" If no edits need to be made, the poll worker simply clicks "Yes, continue." Poll worker will then sign their name. If a name needs to be added, simply click on "Add worker" on the payroll screen.





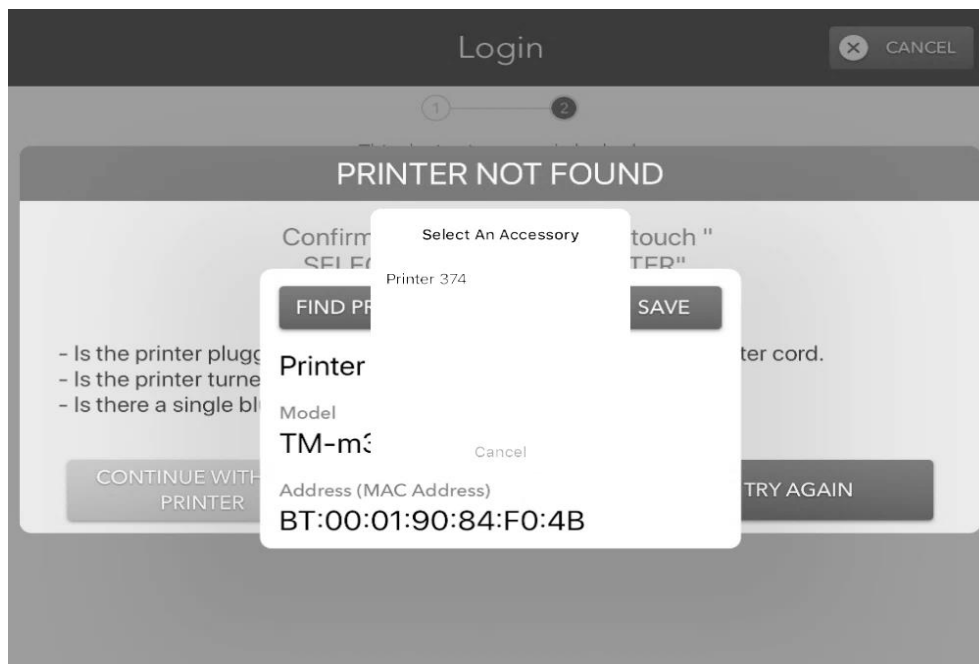
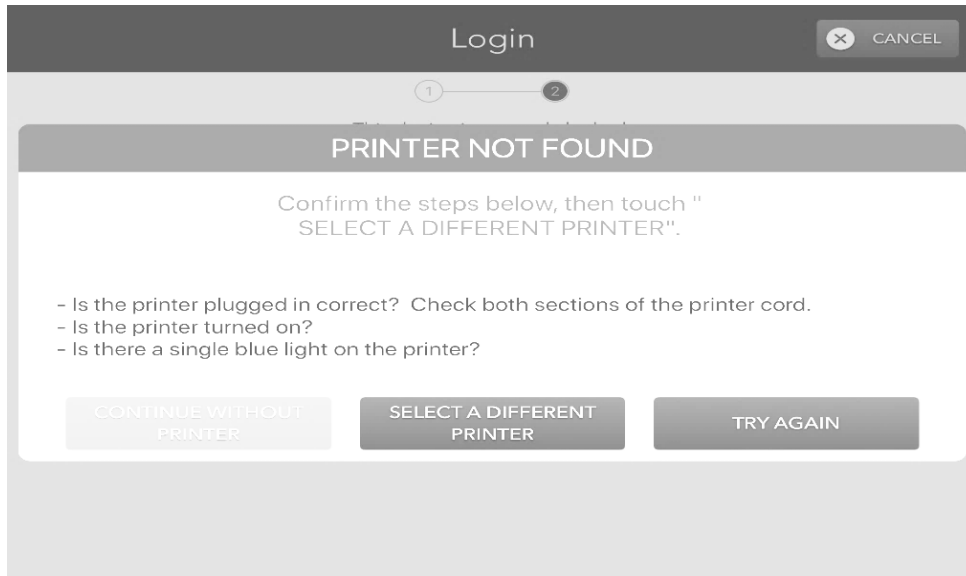


- Once you are done signing people in, you will be back at the payroll screen. Press the home button to go back to the Manual Voter Search screen.
- Once you are at the Manual Voter Search screen, you can then press that button and start processing voters.



## **Printer Troubleshooting:**

- If you receive an error message "printer not found" ensure that the printer is on. Once on, click the "try again" button. Once "printer found", do "test" to ensure printer works. Please note, if there are multiple printers; it will be listed. Click the printer number that coincides with your IPAD. This might happen if you are sharing a polling place. Coordinate with the other districts when connecting your printer so only one district is connecting at a time. Remember if multiple districts are trying to set up their printer at once, the IPAD is going to connect to the first printer it detects.





Login

1 — 2

### PRINTER NOT FOUND

Confirm the steps below, then touch "SELECT A DIFFERENT PRINTER"

**FIND PRINTER** **TEST** **SAVE**

- Is the printer plugged in?
- Is the printer turned on?
- Is there a single blue light on the printer?

**Printer 369**

Model  
**TM-m30 Bluetooth**

Address (MAC Address)  
**BT:00:01:90:84:F0:4B**

**CONTINUE WITHOUT PRINTER** **TRY AGAIN**

- If you are unable to connect to a printer, simply press the "continue without printer" button to proceed with the election process.

Login

1 — 2

### PRINTER NOT FOUND

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

- Is the printer plugged in correct? Check both sections of the printer cord.
- Is the printer turned on?
- Is there a single blue light on the printer?

**CONTINUE WITHOUT PRINTER** **SELECT A DIFFERENT PRINTER** **TRY AGAIN**



## **WARNING FLAGS IN THE EPOLLBOOK/IPAD:**

---

### **NEED CURRENT SIGNATURE**

If there is no signature in the signature box, the message “**Need Current Signature**” will be printed in bold lettering in the Signature Box. Have the voter sign in the blank signature box. These signatures will be updated after the election.

### **ABSENTEE/MAIL-IN**

If the phrase “**Absentee/Mail-In**” is flagged in the ePollbook/Ipad the voter has requested an absentee/mail in ballot.

1. A voter may remit/surrender their unvoted ballot to you and complete a declaration. Proceed to take their ballot and all of its contents, attach the completed declaration to the ballot. Place it into the blue absentee/mail-in bag to be returned to the Voter Office. Next mark the ePollbook/Ipad that the voter did remit their ballot to you. You then process as a regular voter, they must sign ePollbook/Ipad, and will receive a ballot and vote.  
(Flow Chart attached page 31)
2. If the voter does NOT have a ballot to surrender, they can **ONLY** vote by provisional ballot.
3. DO NOT TAKE ANY **VOTED-ON MAIL IN/ABSENTEE** BALLOTS FROM VOTERS! Those ballots must be returned to the Voters Office, 17 S 7<sup>th</sup> St, Allentown, PA 18101, by 8:00PM Election day.
4. You will receive one (1) list of voters who requested absentee/mail-in ballots to keep with the Judge of Elections to be displayed at the Judge’s table.

### **QUESTION ONLY (Primary Election Only)**

If the phrase “**Question Only**” is flagged in the ePollbook/Ipad it means that the voter belongs to a party other than Democrat or Republican and can only vote on a referendum question. This is done only in a primary election where the State of Pennsylvania allows a person to vote for a candidate only if the voter is a registered Democratic or Republican.

### **NOT ELIGIBLE**

If the phrase “**Not Eligible**” is Flagged in the ePollbook/Ipad it means the voter does not have a party affiliation of Democrat or Republican in a primary election and there is no question/referendum on the ballot for them to vote on. Therefore, they can’t vote in this particular primary.

### **ID REQUIRED**

If the phrase “**ID Required**” is flagged in the ePollbook/Ipad it means that the voter must show a form of ID before he/she is allowed to vote. This mostly occurs if a voter is a first-time voter in their voting district or a first time voter ever. If they don’t have the proper ID, a Provisional Ballot can be offered to him/her. (See Provisional Ballot Instructions page 29-30.)

### **ASSISTANCE**

If the letters “**ATV**” are flagged in the ePollbook/Ipad, it means that the voter may have assistance with no questions asked. These people have an assistance affidavit on file in the Voter Registration Office attached to their record. They **DO NOT** have to fill out a “Declaration of Assistance Form”, but must still be recorded on the “Record of Assisted Voters” (Sample on page 26-27.)

### **AFFIRMATION REQUIRED**

If “**Affirmation Required**” is flagged in the ePollbook/Ipad, it means that the voter must fill out an Affirmation Required Form to update their registration.  
(Sample on page 25.)



### **\*NOTES\***

1. If a voter's name is not found anywhere in the ePollbook/Ipad, the Judge of Elections can call the Voters Office for instructions on how to handle the situation. Bring the voter to the phone with you in case there are questions when calling in.
2. **In a primary election always use the PARTY indicated in the ePollbook/Ipad for the voter, not what a voter tells you.** If a problem occurs bring the voter to the phone and call the Voters Office.
3. The ePollbook/Ipad is designed to flip for the ease of a voter to sign his or her name. In the event a voter REFUSES to sign the ePollbook/Ipad, they **CANNOT** vote on the machine. They get a provisional ballot.

### **VOTER VERIFICATION PROCEDURE:**

1. Must be registered in the district.
  - a. If a voter's name does not appear anywhere in the ePollbook/Ipad, call the Voter Registration Office for further assistance. A voter will never be denied the right to vote. If the voter's name does not appear in the ePollbook/Ipad database, offer the voter a provisional ballot. DO NOT DENY THEM THE RIGHT TO VOTE.
  - b. If a voter moves within the district or outside the district but within the county and failed to notify the Voter Office of the change, they may vote in the district from which they moved (their OLD polling place) one more time. The voter must first sign the "Affirmation of Elector" form if indicated to do so in the ePollbook/Ipad to verify their address, and then be allowed to vote in their old district. Offer a voter registration form to the voter, or direct them to the QR codes to go online to update their registration.
  - c. If a voter has moved to another county, they may vote at their old polling place for one last time. An "Affirmation of Elector" must be completed by the voter if indicated in the ePollbook/Ipad so we can transfer their registration to the new county after the Election is complete. Offer a voter registration form to the voter, or direct them to the QR codes to go online to update their registration
  - d. If an address is changed by the Post Office or the Department of Transportation but the voter did not move, they must also complete the "Affirmation of Elector" form if indicated in the ePollbook/Ipad. This will verify their actual address for our files.
  - e. Any person wishing to change a name, address or party for a future election should be given a Voter Registration application. These are found in the supply box given to the Judge of Election.

**IMPORTANT:** NEVER DENY A PERSON THE RIGHT TO VOTE. CONTACT THE VOTER REGISTRATION OFFICE FOR AUTHORIZATION ON HOW TO HANDLE ANY PROBLEMS THAT OCCUR DURING THE DAY.



## ***DECLARATION SAMPLE***

### **Elector's Declaration to Surrender Their Mail Ballot**

#### **For the Voter:**

I hereby declare that I am a qualified registered elector who was issued an absentee or mail-in ballot for this election, but that I have not mailed or cast an absentee or mail-in ballot in this election. Instead, I am hereby remitting my absentee or mail-in ballot and its declaration envelope to the judge of elections at my polling place to be spoiled. I request that my absentee or mail-in ballot be voided, and that I be permitted to sign the poll book and vote a regular ballot.

I verify that the statements made in this declaration are true and correct to the best of my knowledge and belief. I understand that false statements made herein are subject to the criminal penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
(Today's Date)

\_\_\_\_\_  
(Printed Name of Elector)

\_\_\_\_\_  
(Signature of Elector)

\_\_\_\_\_  
(Address of Elector)

#### **For Election Officials Only:**

I hereby declare I have received the voter's ballot and envelope containing the voter's declaration from the voter and I am spoiling it and permitting the voter to sign the poll book and vote a regular ballot.

\_\_\_\_\_  
(Printed Name of Judge of Elections)

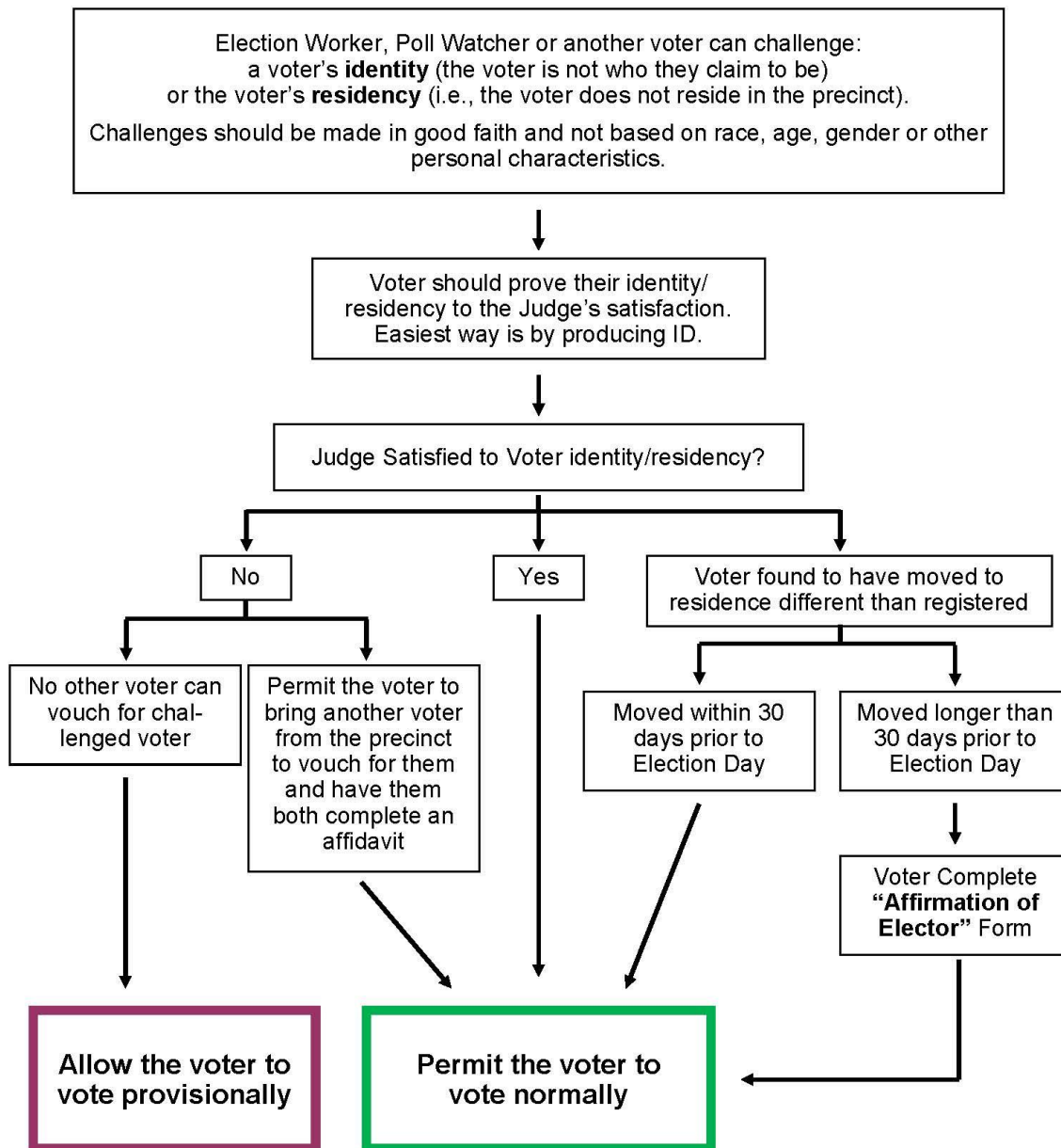
\_\_\_\_\_  
(Judge of Elections Signature)

\_\_\_\_\_  
(Precinct)

Instructions after completion: This form should be attached to the voter's surrendered balloting material and returned in the blue bag labeled "absentee ballots". Do not forget to check the "**BALLOT REMITTED?**" option next to the voter's name in the poll book. (See flow chart on pages 31-32)



## CHALLENGE OF VOTERS FLOWCHART





# AFFIRMATION SAMPLE

WPP Form- 007 •

## AFFIRMATION OF ELECTOR

For use in the polling place when an elector has changed addresses and has failed to notify the commission or when registration records incorrectly indicate that an elector has changed addresses.

\_\_\_\_\_ County Board of Elections  
City, Borough or Township \_\_\_\_\_ Ward \_\_\_\_\_ Precinct \_\_\_\_\_  
Date \_\_\_\_\_

*Please complete either Part A or Part B of this form, whichever is applicable, and sign and date Part C of this form before the election official.*

### A. Change of address:

*If you have changed addresses, please check one of the following boxes and list your new address:*

- ( ) I still reside in the same county and in the area covered by this polling place and wish to vote here.
- ( ) I still reside in the same county but in an area covered by a different polling place and wish to vote at this polling place for the last time.
- ( ) I now reside in a different county and wish to vote here for the last time. Please cancel my registration in this county. *(To register to vote at your new address, you should contact your local voter registration office.)*

**My previous residence address is:**

PRINT NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

**My new residence address is:**

PRINT NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_

### B. If you have not changed your address please check the following box:

- ( ) I have not changed my residence and wish to remain registered to vote in this county.

### C. Affirmation

I hereby swear or affirm that the information that appears above is true and correct to the best of my knowledge under penalty of perjury.

\_\_\_\_\_  
Signature of Elector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date of Birth

On the above date, the above elector came before me and affirmed the information contained herein to be true and correct.

\_\_\_\_\_  
Signature of Election Official

**Return in Affirmation of Electors Envelope - Form 118**



## **ASSISTANCE TO VOTE:**

1. A person without ATV next to his/her name, who needs assistance to vote, must sign a "Declaration of Assistance" form found in the supply box (see sample below).
2. The voter may be given assistance, by a person of their choice, as long as it is not their employer, a union representative or the Judge of Election.
3. The Judge must return all completed "Declarations" to the Voter Registration Office at the end of the night.
4. There is a fine line between "Help" and "Assistance". If someone simply asks a question about the voting process, that is "Help". But once you put yourself in front of the paper ballot, such that you are able to see how the individual is voting, it then becomes "Assistance" and a "Declaration of Assistance" form needs to be filled out. Please ensure the form is filled out correctly so it can be processed.
5. If your ePollbook has "ATV" (Assistance To Vote) next to the voter's signature, the voter may have assistance with their paper ballot, no questions asked, a declaration of assistance has already been completed for that voter and attached to their voting record in the voter office. They **do not** need to fill out a Declaration of Assistance but should be recorded on the list.

## **DECLARATION OF THE NEED FOR ASSISTANCE TO VOTE - Election Day**

### **SAMPLE SHOWN BELOW**

Primary and Election  
WPP Form 17A ©

WILLIAM PENN PRINTING COMPANY, PITTSBURGH, PA

<b>DECLARATION</b>	
Of the Need for Assistance to Vote	
<b>I</b> _____ (Printed name of elector requiring assistance)	_____ (Voter Reg./Serial Number)
_____ (Address of elector)	_____ (Birthdate)
<b>By reason of</b> _____ <b>am unable to vote without the</b>	
(Reason for needing assistance)	
<b>assistance of</b> _____	
_____ (Signature or mark of elector requiring assistance)	_____ (Date)
<b>Witnessed by</b> _____	
(Name of witness)	
_____ (Signature of Judge of Election)	_____ (District)

**RETURN WITH FORM 17 - RECORD OF ASSISTED VOTERS**



## W01234 : 01/01/1998 : 000000

INSTRUCTIONS FOR RETURNING AND  
FILING RECORD OF ASSURED VOTERS

After the primary or election this Record of Assisted Votes is to be placed in the envelope provided and returned, with other returns, to the County Board of Elections.

This record is not to be opened except upon a written order of a judge of the Court of Common Pleas except that it may be inspected by any registration commission without a court order. It is also subject to subpoena in other judicial proceedings.

City \_\_\_\_\_  
 Boro, or \_\_\_\_\_  
 Township \_\_\_\_\_  
 Ward \_\_\_\_\_  
 District \_\_\_\_\_

If an elector is unable to see or mark the ballot or operate the voting machine or to enter the voting compartment or voting machine booth without assistance, the elector may receive assistance if they complete a declaration of the need for assistance in vote at the polling place.

held \_\_\_\_\_, 20

**Judge of Election**

The low signal was measured for the receiver to be furnished with other paper to the County Board of Planning.

Any individual who is entitled to exercise absenteeism in voting under the provisions of this statute shall be permitted by the judge of election to select a person of the elector's choice to enter the voting compartment or voting machine booth with him in order to assist him in voting, such assistance to be rendered inside the voting compartment or voting machine booth except that the judge of election, elector's employer or an agent of the employer or an officer or agent of the elector's union shall not be eligible to assist the elector.

In every case of assistance under the provisions of this section, the judge of mention shall forthwith enter in writing in the record of assisted rulers;

1. The voter's name.
2. A statement of the facts which entitle him to assistance.
3. The name of the person furnishing the assistance.

William Penn Printing Co., Pittsburgh, Pa.

## WPP-Form 004 •

[illegible]

**Judge of Election**



## **VOTER RECORD CHANGES:**

### **NAME CHANGE - NO CHANGE OF ADDRESS:**

1. The voter fills out a Voter Registration form with his/her old and new name.
2. Voter signs ePollbook/Ipad with old name as it appears on their current record.
3. Voter is given a paper ballot and votes.

### **ADDRESS CHANGE:**

(Voter has moved, within the county, but their name remains in your ePollbook/Ipad)

1. Find voter's name in your ePollbook/Ipad.
2. Voter fills out a Voter Registration form to change their address, unless "Affirmation Required" is flagged by their name in the ePollbook/Ipad. Then he/she fills out an Affirmation.
3. Voter must update their information. Offer them a registration, or to go to [vote.pa.gov](http://vote.pa.gov)

### **ADDRESS CHANGE:**

(Voter has moved out of the county, but their name remains in your ePollbook/Ipad)

1. Find voter's name in your ePollbook/Ipad.
2. Voter may vote one last time at their old address.
3. Voter must register as a new voter in their new county. Offer the voter a registration form to register and mail to their new PA county, or to go to [vote.pa.gov](http://vote.pa.gov)



## **HAVA REQUIREMENTS FOR IDENTIFICATION – PROVISIONAL:**

What does HAVA mean? HAVA is a Federal and State law that requires voters who appear to vote in an election district for the first time to provide election officials with proof of identification. Most voters have already furnished the required information to the Board of Elections. However, if the ePollbook/Ipad states "ID Required", the voter is required to give additional forms of identification. If a voter fails to produce a form of ID, she/he is then offered a Provisional Ballot to vote.

Approved forms of **PHOTO** identification: (ID must be valid)

- a. PA Drivers' License or PA State ID card issued by PennDOT
- b. ID issued by any other Commonwealth agency
- c. ID issued by the U.S. Government
- d. U.S. Passport
- e. U.S. Armed Forces ID
- f. Student ID
- g. Employee ID

Approved form of **NON-PHOTO** identification: (ID must include the name and address of the voter and the address must match the address in the ePollbook/Ipad.)

- a. Voter Identification Card issued by the Voter Registration Office
- b. Non-photo ID issued by the Commonwealth
- c. Non-photo ID issued by the U.S. Government
- d. Firearm permit
- e. Current utility bill
- f. Current bank statement
- g. Current paycheck
- h. Government check

After the identification has been provided, the voter signs the ePollbook/Ipad and is given a paper ballot to continue with the voting process.

## **A PROVISIONAL BALLOT IS GIVEN WHEN**

1. A voter's name does not appear in the ePollbook/Ipad anywhere.
2. A voter has NO identification or refuses to show you ID.
3. A voter's identification does not match the address in the ePollbook/Ipad for non-Photo ID only.
4. A voter marked Absentee/Mail-In Ballot and does not remit/surrender a ballot to you.

### **NOTE:**

- a. The voter must vote in the correct precinct for their ballot to be counted in full. For example, if a voter is registered in Allentown 1<sup>st</sup> Ward, but ends up at Whitehall 12<sup>th</sup> District and fills out a provisional ballot with Whitehall 12, the vote for certain offices may not count, depending on the election. This is especially important during local elections. If the voter is a registered voter in Allentown 1<sup>st</sup> Ward and wants to vote for Allentown Mayor, this race would obviously not be in the Whitehall 12 ballot. Therefore, any local Whitehall race would not count since the voter is registered with Allentown 1<sup>st</sup> Ward. Federal elections where the race is statewide, the vote would count. An example of this election would be the presidential election.
- b. The validity of the voter will be determined and counted by the Board of Elections. The Board of Elections searches the voter's name in multiple ways. It is then determined if they are a registered voter and if they are voted in the correct precinct.
- c. In some cases, an "Affirmation of Elector" may need to be completed.



**\*\* DO NOT USE THE PROVISIONAL BUTTON ON THE IPAD! -VOTERS VOTING PROVISIONALLY WILL NOT GET CHECKED IN ON THE IPAD. \*\***

**STEPS FOR PROCESSING A PROVISIONAL VOTER:**

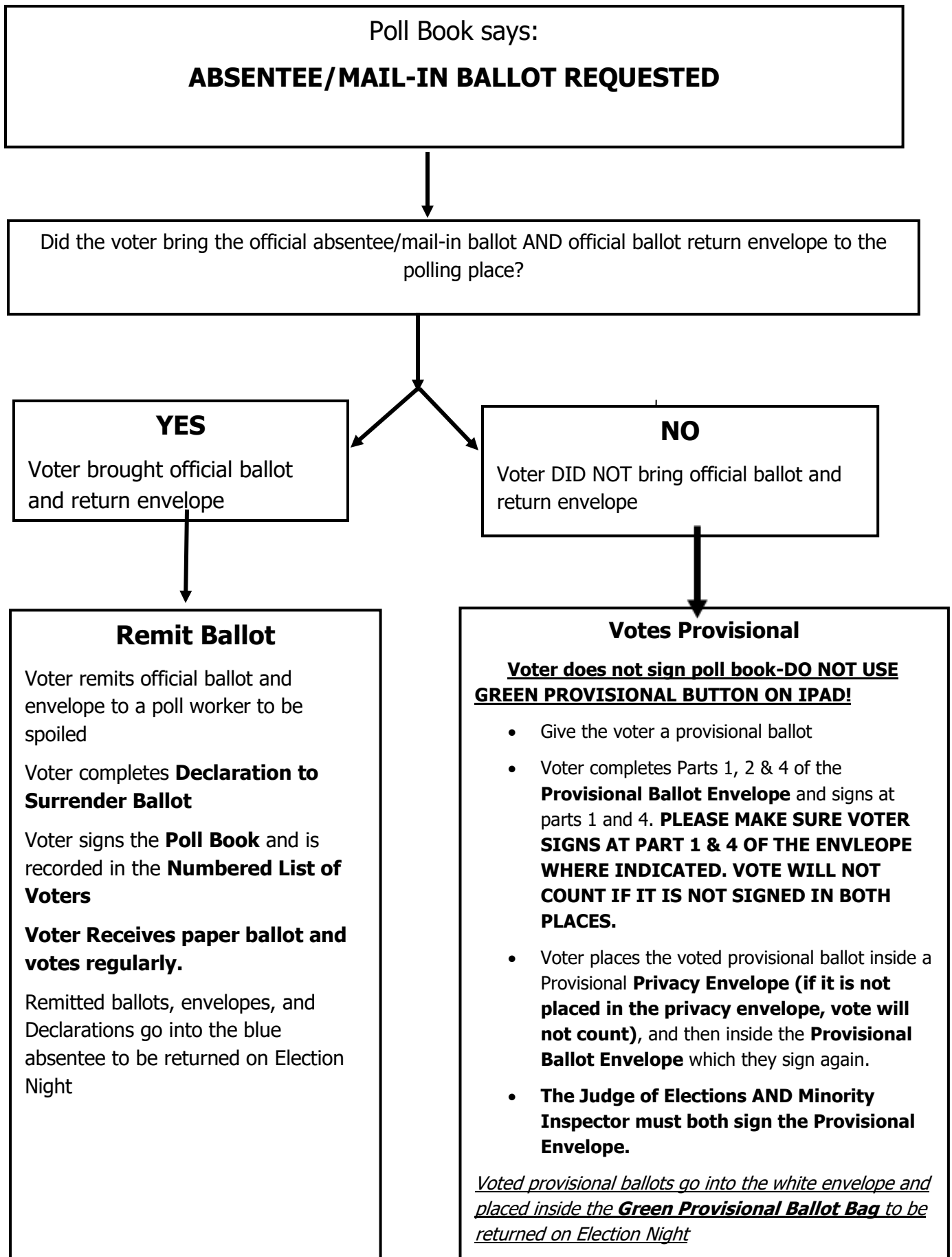
1. The Judge of Election and the Minority Inspector witness the voter complete the affidavit on the larger white/green envelope. (Declaration envelope) These same election officials will then sign the affidavit.
2. Along with the Declaration Envelope, issue a provisional ballot and secrecy envelope. Direct the voter to a place where the voting can be done in privacy.
3. After voting, the voter should place the ballot in the secrecy envelope and place that envelope in the (larger green) Declaration Envelope; complete and sign it. Everything is returned to the Judge of Election who will sign the bottom portion of the envelope.

**\*\*THE DECLARATION ENVELOPE MUST BE FILED OUT COMPLETELY AND SIGNED BY VOTER AND JUDGE OF ELECTIONS TO ENSURE VOTE IS COUNTED!! FAILURE TO DO SO COULD RESULT IN THE VOTE NOT BEING COUNTED.\*\***

4. The Judge of Election will take an adhesive label from the receipt (*Further voter instructions are on that receipt*) and place it on the green envelope before giving the provisional ballot receipt to the voter.
5. The Judge of Election shall indicate at the top of the large provisional envelope that there is indeed a provisional ballot enclosed.
6. The Judge of Election will hand carry in all VOTED provisional ballots in the large white envelope with the number enclosed on the front of said envelope. All unused provisional materials are to be returned to the large green bag and returned to the Election Office at the end of the day.

**\*\*PROVISIONAL BALLOTS ONCE SEALED ARE NOT TO BE OPENED OR COUNTED AT THE POLLS.\*\***







Poll Book says:  
**BALLOT CAST / NOT ELIGIBLE**



The County received the voter's absentee or mail-in ballot.  
The voter has already voted in this election.



However, the voter always has the right to vote a provisional ballot if they request it.



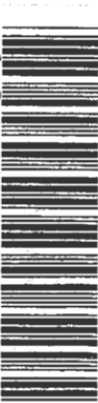
### **Provisional Ballot**

- Voter does not sign the Poll Book-**DO NOT** USE GREEN PROVISIONAL BUTTON ON IPAD
- Give the voter a provisional ballot
- Voter completes Parts 1, 2 & 4 of the **Provisional Ballot Envelope** and signs at parts 2 and 4.
- **\*\*PLEASE MAKE SURE VOTER SIGNS AT PART 2 & 4 OF THE ENVLEOPE WHERE INDICATED. VOTE WILL NOT COUNT IF IT IS NOT SIGNED IN BOTH PLACES. \*\***
- Voter places the voted provisional ballot inside a Provisional **Privacy Envelope (if it is not placed in the privacy envelope, vote will not count)**, and then inside the **Provisional Ballot Envelope** which they sign again.
- **The Judge of Elections AND Minority Inspector must both sign the Provisional Envelope.**

Voted provisional ballots go into the white envelope and then placed in the **Green Provisional Ballot Bag** to be returned on Election Night



# EXAMPLE OF HOW A PROVISIONAL BALLOT ENVELOPE SHOULD BE CORRECTLY FILLED OUT

<b>1. Voter Information</b> (Voter must complete this section in front of election officials BEFORE receiving ballot.) Print Voter Name <u>Joe Schme</u> Date of Birth <u>11/19/00</u> Phone <u>484 555-555T</u> Email <u>jschme@idl.com</u>	
<b>2. Voter Affidavit for Provisional Ballot</b> (Voter must complete and sign in front of election officials BEFORE receiving ballot.) Please print the address where voter is registered: Address <u>123 Lollipop Ave</u> City <u>Altemun, PA</u> Zip code <u>18161</u> Voter Municipality _____ Voter County _____ I do solemnly swear or affirm that my name and date of birth are as I have listed above, and at the time that I registered I resided at the address I have provided above, in the Commonwealth of Pennsylvania and that this is the only ballot that I have cast in this election. Voter Signature X <u>[Signature]</u> <u>47</u> MUST SIGN	
<b>Reasons for Ballot (for election officials only)</b> Check all boxes that apply: <input type="checkbox"/> Voter's name not on list <input type="checkbox"/> Court order (voter) <input type="checkbox"/> Voter identification not supplied <input type="checkbox"/> Court order (voting hours) <input type="checkbox"/> Voter's eligibility is challenged by an election official <input type="checkbox"/> Party (Primary only) <input checked="" type="checkbox"/> Which Party Ballot is enclosed? <input checked="" type="checkbox"/> Voter was Issued Mail-In ballot <input type="checkbox"/> Voter was issued Absentee ballot Signature of the Judge of Election <u>[Signature]</u> Date <u>11/18/22</u> Signature of the Minority Inspector <u>[Signature]</u> Date <u>11/18/22</u>	
<b>3. Current Address where the Voter Lives</b> (Voter must complete this section in front of election officials BEFORE receiving ballot if address is different than section 2.) Address (street) _____ City _____ Zip code _____	
<b>4. Voter Signature</b> (Voter must sign in front of election official AFTER receiving and voting ballot.) I declare, under penalty of law, that I am a properly registered voter in the election district indicated in my affidavit, and that I am eligible to vote in this election in this election district. Voter, sign or mark here <u>X</u> Voter, Print name here <u>Joe Schme</u> <u>47</u> MUST SIGN Date (MM/DD/YYYY) <u>11/18/2022</u>	
<b>This section is for election officials only</b> This space is reserved for voter registration verification by county board of elections.  3 9 0 0 1 3 5 7 6	



## **EMERGENCY BALLOT PROCEDURE:**

When the scanner is not working or there is NO electricity at the polls:

\*Voters will check in and receive a paper ballot to vote on.

\*Open the top emergency drawer on the DS200 Scanner and open the slot for voters to insert voted ballots.

\*At the end of the night **before** you close the polls open the emergency drawer, remove and scan the voted ballots that were put into the emergency slot. **DO NOT DO THIS DURING THE ELECTION DAY VOTING PROCESS AS YOU DO NOT WANT VOTERS THINKING YOU ARE "STUFFING THE BALLOT."**

\* If any Emergency ballots do not scan, you are to return them in the Large White Provisional Ballot envelope, along with any provisional ballots you may have, to the voter office. Mark accordingly.

## **COMPLAINTS:**

1. Federal and State laws provide voters with the opportunity to file a complaint based on the belief that a State or Local Election Official or employee has violated, is violating, or is about to violate provisions of Title III of the Federal Help America Vote Act of 2002 (relating to uniform and nondiscriminatory election technology and administration requirements).
2. If anyone approaches you with a complaint, simply hand them a form titled "Statement of Complaint," found in your supply box, and ask them to fill it out and mail it to the Department of State, whose address is on the last page of the complaint form.
3. Potential circumstances for filing a complaint are listed below:
  - a. An individual believes an official has violated the provisions of Title III that require a voter to provide an approved form of identification the first time he appears to vote.
  - b. An individual is denied the opportunity to cast a provisional ballot.
  - c. An individual believes a State or Local election official or employee has violated the provisional ballot procedure.
  - d. An individual believes information that is required by law to be posted in the polling place is incorrect, inaccessible or missing.
  - e. An individual believes that the mail-in registration application form is incomplete or missing required information.
4. As always you can give the voter the Election Director's phone number located in the manual. 610-782-3198.



## **CLOSING THE POLLS:**

1. Polls close - 8:00 p.m.
  - a. Present:
    - i. Inside enclosed area or guard rail (6 Ft. surrounding table):
      1. Judge
      2. Inspectors
      3. Clerks
      4. Rover (If needed)
    - b. Outside enclosed area or guard rail:
      - i. Constable or Deputy Constable (They **DO NOT** help with the count.)
      - ii. Poll Watchers (with certificates)
2. As soon as the last person votes and has left the building, if you have any Emergency Ballots, scan them at this time. Remove the blue seal from the top left access door of the DS200 scanner, using the barrel key to open the door.
3. Press and release the Close Poll button.
4. A confirmation screen will appear asking you if you are sure you are done voting. PRESS RED CLOSE POLL BUTTON.
5. The DS200 will automatically print 3 "Results" tapes. Remove tapes and distribute accordingly.
6. Press RED Finished - Turn Off Button on the screen to shut down the DS200. Once the screen goes dark, make sure the power button is dark also before moving to the next step. ***\*\*This is critical because if you remove the stick early, there will be NO RESULTS RECORDED!!!***
7. Remove the Election **Memory Stick in the B slot** after the power button is no longer lit and seal it in the **YELLOW** Bag. Close and lock the access door with the barrel key. If you have two DS200s at your location, you will have two USB Memory Sticks. Please put them in separate yellow bags.
8. Close and lock the scanner with the barrel key. Close, lock and seal the clam shell lid with the silver key. Unplug and return the power cord, close and lock the back door with the silver key.
9. Open the bottom front door. **Remove the blue ballot bag**, ensuring all voted ballots are inside the bag. Then add all used stubs and any OPENED pack of unused ballots with stubs still attached and the spoiled ballots envelope (if you had any) to the ballot bag. Zip closed, record and seal the blue ballot bag.
10. **PUT ALL UNUSED, NEW, UNOPENED** ballot packs back into the compartment in the DS200. Close, lock and seal (Clear zip tie-no numbers to records) the bottom door of the scanner. Any open packs must come back to the office.
11. Bring the sealed blue bag, which came from the bottom of the scanner/DS 200 with all VOTED on ballots and any UNWRAPPED ballots, PLUS the supply bag the Judge of Elections picked up from the Election office back to the Election Office. \*NEW-YELLOW small USB bag & PURPLE catalog folder with debit cards & signed list\*
12. Remove the ExpressVote from the quad and return it to the black bag. Take down the Red/white/blue voting quad. Take down, fold and return the P.I. Totem to its blue



bag. Fold and re-store the white a-frame sign. **All pieces stay at Poll site all together in one spot.**

13. Distribution of "Results" Tapes (The Results tape is what prints at the end of the night when shutting down the DS200. This has the election total):

- a. One "Results" tape goes in the "A" Envelope, signed by all poll workers.
- b. One "Results" tape goes in Envelope "B" for the Minority Inspector to keep for one year, signed by all poll workers.
- c. A results tape is NO LONGER required to be posted at the polling location. Reason being, due to Act77 and the introduction of mail in ballots, these results will no longer be anywhere near accurate. You can place this extra tape in the "A" envelope.

### **COMPLETING THE GENERAL RETURNS OF VOTES CAST:**

(Complete 2 copies)

- #1 = Total number of Paper Ballots Received from the County  
(Red Bag contains total # of ballots given to you will be in here. Verify total given to you)
- #2 = Total number of Used Paper Ballots (Voted On)
- #3 = Total number of Spoiled Ballots (Envelope "D")
- #4 = Total number of Unused Ballots

Ballot Totals -  $(2 + 3 + 4 = 1)$

#5 = Total ADA Ballots used (from Express Vote)

#6 = 2-3

#7 = 5

Grand Total Votes Cast -  $(6+7)$  \*\*This number must match total # List of Voters

Total Number List of Voters = ePollbooks/Ipad Check-Ins

Total Number of Provisional Ballots Issued = (if any given to voters)

### **Seals Recorded in the Morning:**

Blue Ballot Bag – Red Seal

Memory Stick Door Seal – Blue Tape (DO NOT REMOVE stays on until the close of polls)

ExpressVote Black Bag Seal – Lite Blue Seal

ExpressVote Memory Stick Door Seal – Lite Blue Tape (record and remove)

### **Seal Recorded at Night:**

Blue Ballot Bag – Red Seal (You use this seal to secure the ballot bag that contains the voted on ballots which you will bring with you back to the office.) \*\*This is the ballot bag that is in the DS200 already.



## **DISTRIBUTION OF GENERAL RETURNS OF VOTES CAST AND TAPES:**

(2 General Returns of Votes Cast – 3 Tapes)

1. One completed copy of the General Returns of Votes Cast Sheet + ONE configuration tape + one ballot status tape + one "Zero" tape + one signed "Results" Tape from the DS200 – Envelope "A" to be returned to the Voter Registration Office at the end of the night.
2. One completed copy of the General Returns of Votes Cast Sheet + one "Zero" tape + one signed "Results" Tape from the DS200 – Envelope "B" to be retained by the Minority Inspector for one (1) year.
3. The extra "Results" Tape place in Envelope "A".

**\*THIS IS A SAMPLE OF GENERAL VOTE CAST SHEET FOR GENERAL ELECTIONS\***

<b>STATEMENT:</b> We the Election Officials certify that; we have followed all procedures prescribed by law, and have enclosed the specified items from the Election held at:  <div style="border: 1px solid black; padding: 5px; text-align: center;">PRECINCT ID STICKER GOES HERE</div>		<b>PAPER BALLOTS:</b> 1. <u>500</u> 2. <u>250</u> 3. <u>5</u> 4. <u>245</u>	<b>EXPLANATION OF PAPER BALLOTS:</b> 1. TOTAL NUMBER OF BALLOTS (ON PAPER IN FRONT SLOT OF SMALL RED BAG) SENT FROM THE COUNTY *NOT PROVISIONALS* 2. TOTAL NUMBER OF USED PAPER BALLOTS 3. TOTAL NUMBER OF SPOILED BALLOTS *ENVELOPE D CONTAINING SPOILED BALLOTS* 4. TOTAL NUMBER OF UNUSED BALLOTS *EACH WRAPPED PACK CONTAINS 50 BALLOTS*  *TAKE THE SMALL BLUE BALLOT BAG THAT HAS THE VOTED-ON & ANY UNWRAPPED BALLOTS TO THE COUNTY - *SPOILED BALLOTS SHOULD BE INCLUDED INTO BLUE BALLOT BAG  *VOTED ON*-CHECK TAPE -EVERY BALLOT THAT WENT INTO THE DS 200 MACHINE* *LEAVE THE WRAPPED BALLOTS INSIDE THE DS200 MACHINE**
<b>ELECTION MORNING NUMBERS:</b>  BLUE BALLOT BAG SEAL NUMBER: _____ <small>GET FROM BLUE BAG INSIDE THE DS-200</small>  MEMORY STICK DOOR SEAL NUMBER: _____ <small>GET FROM BLUE SEAL ON DS200 MACHINE</small>  EXPRESS-VOTE BLACK BAG SEAL NUMBER: _____ <small>GET FROM LITE BLUE SEAL ON BLACK BAG CARRYING EXPRESS-VOTE MACHINE</small>  EXPRESS-VOTE MEMORY STICK DOOR NUMBER: _____ <small>GET FROM LITE BLUE SEAL ON EXPRESS VOTE MACHINE-WHERE POWER BUTTON</small>		<b>EXPRESS VOTE TOTAL:</b> ONLY VOTED ON <u>5</u>  <b>PROVISIONAL BALLOTS:</b> <small>(*50 IN A PACK*)</small> TOTAL GIVEN: <u>100</u> TOTAL USED: <u>10</u>	6. TOTAL PAPER BALLOTS USED (SAME AS 2.): <u>250</u> 7. TOTAL EXPRESS-VOTE MACHINE BALLOTS USED (SAME AS 5.): <u>5</u>  <b>GRAND TOTAL:</b> <u>250</u> (6.) + <u>5</u> (7.) = <u>255</u> (SHOULD MATCH NUMBERED LIST OF VOTERS)  <b>**DO NOT INCLUDE SPOILED BALLOTS &amp; PROVISIONAL**</b> <b>**BALLOTS INTO YOUR GRAND TOTAL**</b>
<b>SIGNATURES:</b> *PLEASE SIGN ALL COPIES*  JUDGE OF ELECTION _____  MIN INSPEC: _____ MIN INSPEC: _____ MAJ INSPEC: _____ MAJ INSPEC: _____  CLERK: _____ CLERK: _____ CLERK: _____ CLERK: _____ CLERK: _____ CLERK: _____ under: _____ CLERK: _____ INTED: _____		<b>NUMBERED LIST OF VOTERS:</b>  TOTAL NUMBER OF VOTERS CHECKED IN: _____  IN IPAD- TOTAL VOTERS!	<b>ELECTION NIGHT NUMBERS:</b>  1. BLUE BALLOT BAG SEAL NUMBER: _____ <small>*GET FROM RED BAG-RED PLASTIC SEAL</small> 2. SMALL YELLOW BAG SEAL NUMBER: _____ <small>*GET FROM RED BAG-RED PLASTIC SEAL</small>  2 COPIES NEED TO BE COMPLETED COMPLETELY -1 COPY INTO ENVELOPE A & 2 <sup>ND</sup> COPY INTO ENVELOPE B



**\*THIS IS THE GENERAL CAST VOTE SHEET FOR THE PRIMARY ELECTIONS\***

<p><b>STATEMENT:</b></p> <p>We the Election Officials certify that; we have followed all procedures prescribed by law, and have enclosed the specified items from the Election held at:</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;">                 PRECINCT ID STICKER GOES HERE             </div>	<p style="text-align: center;"><b>EXPLANATION OF PAPER BALLOTS:</b></p> <ol style="list-style-type: none"> <li>1. TOTAL NUMBER OF BALLOTS SENT FROM THE COUNTY <i>*NOT PROVISIONALS*</i></li> <li>2. TOTAL NUMBER OF USED PAPER BALLOTS <i>*VOTED ON*-CHECK TAPE -EVERY BALLOT THAT WENT INTO THE DS 200 MACHINE*</i></li> <li>3. TOTAL NUMBER OF SPOILED BALLOTS <i>*ENVELOPE D CONTAINING SPOILED BALLOTS*</i></li> <li>4. TOTAL NUMBER OF UNUSED BALLOTS <i>*EACH WRAPPED PACK CONTAINS 50 BALLOTS*</i></li> </ol> <p style="text-align: center; font-size: small;">**LEAVE THE WRAPPED BALLOTS INSIDE THE DS200 MACHINE**</p> <p style="text-align: center; font-size: small;"><b>*TAKE THE SMALL BLUE BALLOT BAG THAT HAS THE VOTED-ON &amp; ANY UNWRAPPED BALLOTS TO THE COUNTY*</b></p>															
<p><b>ELECTION MORNING NUMBERS:</b></p> <p>BLUE BALLOT BAG SEAL NUMBER: _____  <small>GET FROM BLUE BAG INSIDE THE DS-200</small></p> <p>MEMORY STICK DOOR SEAL NUMBER: _____  <small>GET FROM BLUE SEAL ON DS200 MACHINE</small></p> <p>EXPRESS-VOTE BLACK BAG SEAL NUMBER: _____  <small>GET FROM LITE BLUE SEAL ON BLACK BAG CARRYING EXPRESS-VOTE MACHINE</small></p> <p>EXPRESS-VOTE MEMORY STICK DOOR NUMBER: _____  <small>GET FROM LITE BLUE SEAL ON EXPRESS VOTE MACHINE-WHERE POWER BUTTON</small></p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>PAPER BALLOTS:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;">DEM:</th> <th style="text-align: center; border-bottom: 1px solid black;">REP:</th> <th style="text-align: center; border-bottom: 1px solid black;">OTHER:</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1. _____</td><td style="text-align: center;">1. _____</td><td style="text-align: center;">1. _____</td></tr> <tr><td style="text-align: center;">2. _____</td><td style="text-align: center;">2. _____</td><td style="text-align: center;">2. _____</td></tr> <tr><td style="text-align: center;">3. _____</td><td style="text-align: center;">3. _____</td><td style="text-align: center;">3. _____</td></tr> <tr><td style="text-align: center;">4. _____</td><td style="text-align: center;">4. _____</td><td style="text-align: center;">4. _____</td></tr> </tbody> </table> </div> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>EXPRESS VOTE TOTAL:</b></p> <p style="text-align: center; font-size: small;">ONLY VOTED ON</p> <p style="text-align: center;">5. DEM _____</p> <p style="text-align: center;">REP _____</p> <p style="text-align: center;">OTHER _____</p> </div> </div>	DEM:	REP:	OTHER:	1. _____	1. _____	1. _____	2. _____	2. _____	2. _____	3. _____	3. _____	3. _____	4. _____	4. _____	4. _____
DEM:	REP:	OTHER:														
1. _____	1. _____	1. _____														
2. _____	2. _____	2. _____														
3. _____	3. _____	3. _____														
4. _____	4. _____	4. _____														
<p><b>SIGNATURES:</b> *PLEASE SIGN ALL COPIES*</p> <p>JUDGE OF ELECTION _____</p> <p>MIN INSPEC: _____ MIN INSPEC: _____</p> <p>MAJ INSPEC: _____ MAJ INSPEC: _____</p> <p>CLERK: _____ CLERK: _____</p> <p>CLERK: _____ CLERK: _____</p> <p>CLERK: _____ CLERK: _____</p> <p>CLERK: _____ INTER: _____</p>	<p>6. TOTAL PAPER BALLOTS USED (SAME AS 2.): _____</p> <p>7. TOTAL EXPRESS-VOTE MACHINE BALLOTS USED (SAME AS 5.): _____</p> <p><b>GRAND TOTAL:</b></p> <p>_____ (6.) + _____ (7.) = _____</p> <p style="font-size: small;">(SHOULD MATCH NUMBERED LIST OF VOTERS)</p> <p style="font-size: x-small;">**DO NOT INCLUDE SPOILED BALLOTS &amp; PROVISIONAL** **BALLOTS INTO YOUR GRAND TOTAL**</p>															
<p style="text-align: center; font-size: small;">2 COPIES NEED TO BE COMPLETED COMPLETELY</p> <p style="text-align: center; font-size: x-small;">-1 COPY INTO ENVELOPE A &amp; 2<sup>ND</sup> COPY INTO ENVELOPE B</p>	<p style="text-align: center;"><b>PROVISIONAL BALLOTS:</b></p> <p style="text-align: center; font-size: small;">(*50 IN A PACK*)</p> <p>TOTAL GIVEN (by the county): _____</p> <p>TOTAL USED (voted on):</p> <p style="text-align: right;">DEM _____</p> <p style="text-align: right;">REP _____</p> <p style="text-align: right;">OTHER _____</p>															
	<p style="text-align: center;"><b>NUMBERED LIST OF VOTERS:</b></p> <p>TOTAL NUMBER OF VOTERS CHECKED IN:</p> <p style="text-align: right;">DEM _____</p> <p style="text-align: right;">REP _____</p> <p style="text-align: right;">OTHER _____</p> <p style="text-align: right; font-size: small;">IN IPAD- TOTAL VOTERS!</p>															
	<p style="text-align: center;"><b>ELECTION NIGHT NUMBERS:</b></p> <p>1. BLUE BALLOT BAG SEAL NUMBER: _____  <small>GET FROM RED BAG-RED PLASTIC SEAL</small></p> <p>2. SMALL YELLOW BAG SEAL NUMBER: _____  <small>GET FROM RED BAG-RED PLASTIC SEAL</small></p>															

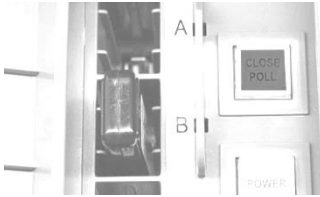


**\*THIS IS THE GENERAL VOTE CAST SHEET FOR GENERAL ELECTIONS\***

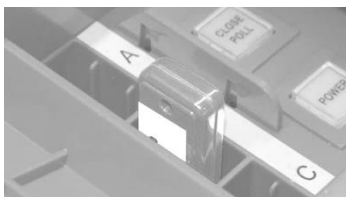
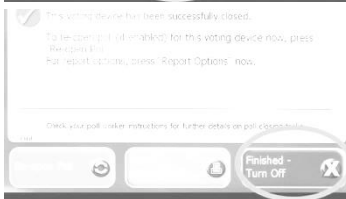
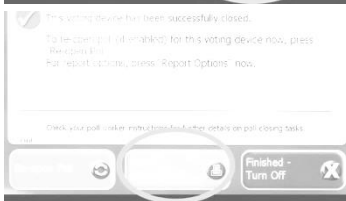
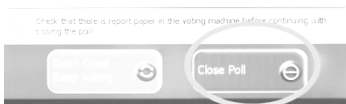
<p><b>STATEMENT:</b></p> <p>We the Election Officials certify that; we have followed all procedures prescribed by law, and have enclosed the specified items from the Election held at:</p> <div style="border: 1px solid black; height: 30px; margin-top: 10px; text-align: center; font-size: small;">PRECINCT ID STICKER GOES HERE</div>	<p><b>PAPER BALLOTS:</b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p>	<p style="text-align: center;"><b>EXPLANATION OF PAPER BALLOTS:</b></p> <p>1. TOTAL NUMBER OF BALLOTS (ON PAPER IN FRONT SLOT OF SMALL RED BAG) SENT FROM THE COUNTY <i>*NOT PROVISIONALS*</i></p> <p>2. TOTAL NUMBER OF USED PAPER BALLOTS <i>*VOTED ON*-CHECK TAPE -EVERY BALLOT THAT WENT INTO THE DS 200 MACHINE*</i></p> <p>3. TOTAL NUMBER OF SPOILED BALLOTS <i>*ENVELOPE D CONTAINING SPOILED BALLOTS*</i></p> <p>4. TOTAL NUMBER OF UNUSED BALLOTS <i>*EACH WRAPPED PACK CONTAINS 50 BALLOTS*</i>      <b><i>**LEAVE THE WRAPPED BALLOTS INSIDE THE DS200 MACHINE**</i></b></p> <p><b><i>*TAKE THE SMALL BLUE BALLOT BAG THAT HAS THE VOTED-ON &amp; ANY UNWRAPPED BALLOTS TO THE COUNTY* - *SPOILED BALLOTS SHOULD BE INCLUDED INTO BLUE BALLOT BAG</i></b></p>
<p><b>ELECTION MORNING NUMBERS:</b></p> <p>BLUE BALLOT BAG SEAL NUMBER: _____ <i>GET FROM BLUE BAG INSIDE THE DS-200</i></p> <p>MEMORY STICK DOOR SEAL NUMBER: _____ <i>GET FROM BLUE SEAL ON DS200 MACHINE</i></p> <p>EXPRESS-VOTE BLACK BAG SEAL NUMBER: _____ <i>GET FROM LITE BLUE SEAL ON BLACK BAG CARRYING EXPRESS-VOTE MACHINE</i></p> <p>EXPRESS-VOTE MEMORY STICK DOOR NUMBER: _____ <i>GET FROM LITE BLUE SEAL ON EXPRESS VOTE MACHINE-WHERE POWER BUTTON</i></p>	<p><b>EXPRESS VOTE TOTAL:</b></p> <p style="text-align: center;"><i>ONLY VOTED ON</i></p> <p>5. _____</p>	<p>6. TOTAL PAPER BALLOTS USED (SAME AS 2.): _____</p> <p>7. TOTAL EXPRESS-VOTE MACHINE BALLOTS USED (SAME AS 5.): _____</p> <p><b>GRAND TOTAL:</b></p> <p style="text-align: center;">(6.) + (7.) = _____</p> <p style="text-align: center;">(SHOULD MATCH NUMBERED LIST OF VOTERS)</p> <div style="text-align: center; margin-top: 10px;"> <b><i>**DO NOT INCLUDE SPOILED BALLOTS &amp; PROVISIONAL**</i></b> <b><i>**BALLOTS INTO YOUR GRAND TOTAL**</i></b></div>
<p><b>SIGNATURES: *PLEASE SIGN ALL COPIES*</b></p> <p>JUDGE OF ELECTION _____</p> <p>MIN INSPEC: _____ MIN INSPEC: _____</p> <p>MAJ INSPEC: _____ MAJ INSPEC: _____</p> <p>CLERK: _____ CLERK: _____</p> <p>CLERK: _____ CLERK: _____</p> <p>CLERK: _____ CLERK: _____</p> <p>CLERK: _____ INTER: _____</p>	<p><b>PROVISIONAL BALLOTS:</b></p> <p style="text-align: center;"><i>(*50 IN A PACK*)</i></p> <p>TOTAL GIVEN: _____</p> <p>TOTAL USED: _____</p>	<p><b>NUMBERED LIST OF VOTERS:</b></p> <p>TOTAL NUMBER OF VOTERS CHECKED IN: _____</p> <p style="text-align: center;">IN IPAD- TOTAL VOTERS!</p>
<p style="text-align: center;"><b>ELECTION NIGHT NUMBERS:</b></p> <p>1. BLUE BALLOT BAG SEAL NUMBER: _____ <i>*GET FROM RED BAG-RED PLASTIC SEAL</i></p> <p>2. SMALL YELLOW BAG SEAL NUMBER: _____ <i>*GET FROM RED BAG-RED PLASTIC SEAL</i></p> <p style="text-align: center;"><b>2 COPIES NEED TO BE COMPLETED COMPLETELY</b></p> <p style="text-align: center;">-1 COPY INTO ENVELOPE A &amp; 2<sup>ND</sup> COPY INTO ENVELOPE B</p>		



# DS200 Closing Procedures



To return to voting mode now, press "Don't Close - Keep Voting".  
To continue closing the poll, press "Close Poll".



1. At 8 p.m., once the polls are closed. Check emergency bin for ballots, if any; they must be scanned before closing polls.
2. Remove blue seal, unlock the access door, press and release the **Close Poll** button. (It will flash red briefly.)



Barrell Key Required

3. A confirmation screen will appear - press Red Close Poll on screen.

4. The DS200 will automatically print a Ballot Status report and 3 "Results" tapes.  
*If you need to print additional reports, press Report Options.*

5. Press **Finished - Turned Off** on screen to shut down the DS200. Once screen goes dark, make sure the power button is dark also before moving to next step.  
**\*\*This is critical because if you remove the stick early, there will be no results on it!\*\***

6. Remove the Election Memory Stick in the B slot **after** the power button is no longer lit and seal it in the YELLOW Bag. Shutdown is complete. Close and lock compartment door. If you have two DS200s, you will have two USB Memory Sticks. Put them in separate YELLOW bags.

7. Close, lock and seal the clamshell lid. Unplug and return the power cord, close and lock the back door.

8. Remove the blue bag, ensuring all unwrapped used/unused ballots are inside before sealing. Check the compartment to make sure no voted ballots are left behind. Add the stubs, the last pack of unused ballots with stubs still attached and the spoiled ballots envelope, if you had any, to the ballot bag.  
Record/Seal Blue Ballot Bag.

9. Return all WRAPPED/UNUSED ballot packs into the compartment in the DS200. **\*ALL WRAPPED BALLOTS STAY IN DS200\***

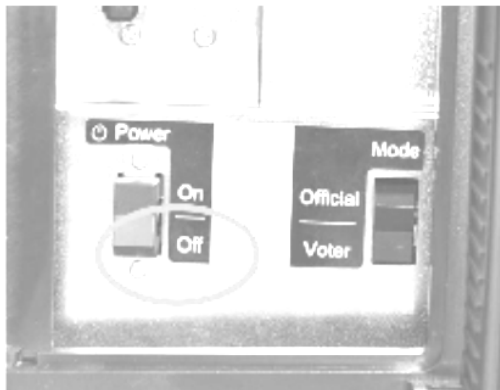
10. Close, lock and seal the bottom door.

11. Bring the small sealed blue bag and large blue supply bag to back to the Voter Office.

That's it! You're all done!

**\*\*DISCLAIMER: These procedures are guidelines. Any requirements outlined by the jurisdiction must be followed.**





1. To power off the unit, open the left side access compartment with the barrel key and flip the Power Switch to the **Off** position.
2. Close and lock the side compartment.



3. Unplug the unit and headphones (Remember sliding collar).
4. Carefully place cord first and then headphones in side pocket of the case.
5. Return the ExpressVote to the soft-sided case.
6. Return the Voting Quad to its original position as received. (adapter return to the DS200 with un-used ballots and all extension cords, etc.)



That's it! You're all done!

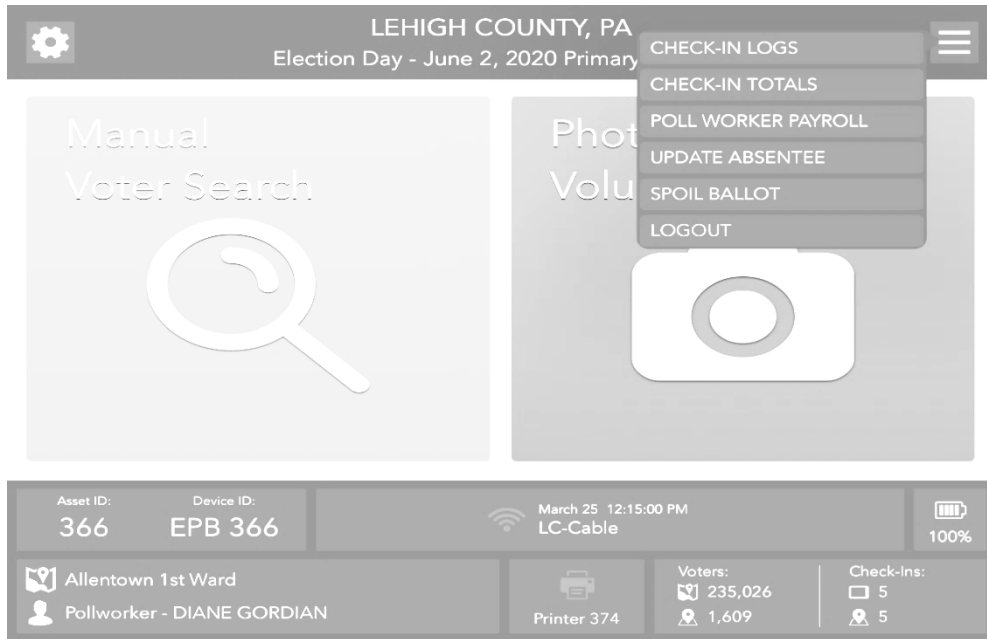
**\*\*DISCLAIMER:** These procedures are guidelines. Any requirements outlined by the jurisdiction must be followed.

*Voter Office Hotline (610) 782-3743*

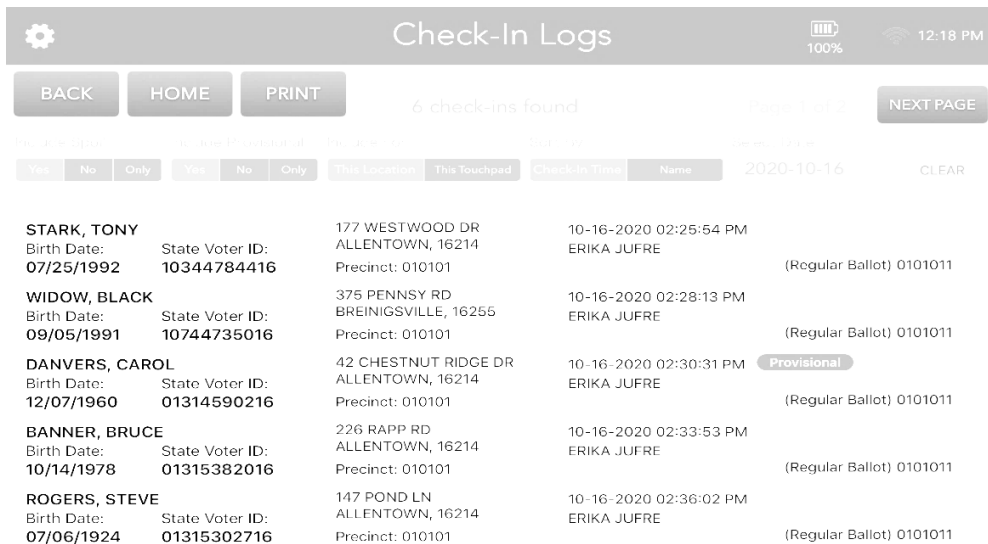


## **EPoll Book/IPAD** **Evening Closing Procedure:**

- On the home screen, go to the menu icon, on the drop down select the first choice "Check-In Logs".



- Once on the check-in log screen hit "print". You will need to do this part three (3) times so that you have three (3) copies of the log.





- This is also Called your “Numbered List of Voters”. Place one copy in the “A” envelope, one copy in the “B” envelope and third copy in the “Numbered List of Voters”. All poll workers sign this. Poll watchers may also ask for this list so they can see how many voters voted. They may NOT keep this and must give it back. ***They cannot take photos of it, but can write it down!***

LEHIGH COUNTY, PA  
Election Day - June 2, 2020 Primary

CHECK-IN LOG

POLL WORKER	PRECINCT
DAVID STARR	117 HUNTERDOWNS
BLAKE WILSON	117 HUNTERDOWNS
CAROL JAMBERS	117 HUNTERDOWNS
BRUCE SUMNER	117 HUNTERDOWNS
STEVE WOODS	117 HUNTERDOWNS
DAVID STARR	117 HUNTERDOWNS

Attester certify that the number of voters voting at this election was \_\_\_\_\_

Attest Signature \_\_\_\_\_

Attest of Election Signature \_\_\_\_\_

- Once the printing is done, click on “Home”.

### **CLOCKING OUT POLL WORKERS:**

- Then press the menu icon and scroll down to “Poll worker payroll.” It is now time to clock out your poll workers.

LEHIGH COUNTY, PA  
Election Day - June 2, 2020 Primary

Manual Voter Search

Photo Volume

CHECK-IN LOGS  
CHECK-IN TOTALS  
POLL WORKER PAYROLL  
UPDATE ABSENTEE  
SPOIL BALLOT  
LOGOUT

Asset ID: 366 Device ID: EPB 366

March 25 12:15:03 PM LC-Cable 100%

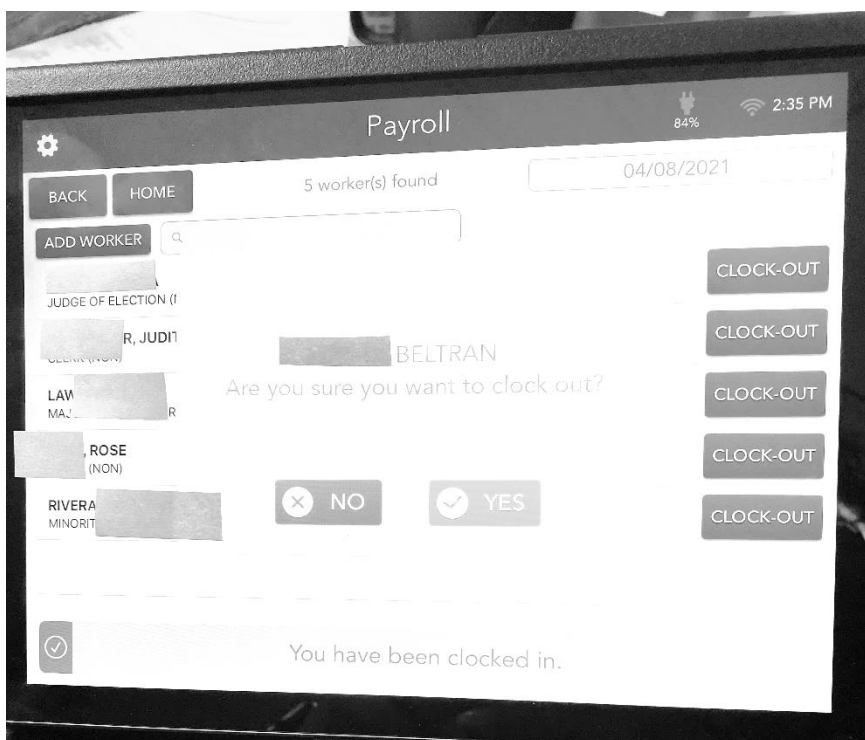
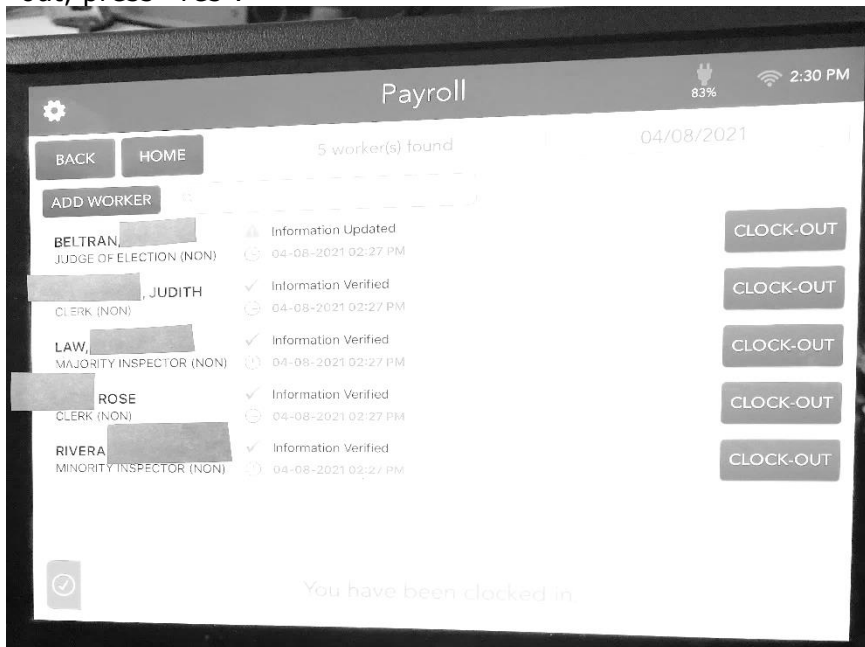
Allentown 1st Ward  
Pollworker - DIANE GORDIAN

Printer 374

Voters: 235,026  
Check-Ins: 5



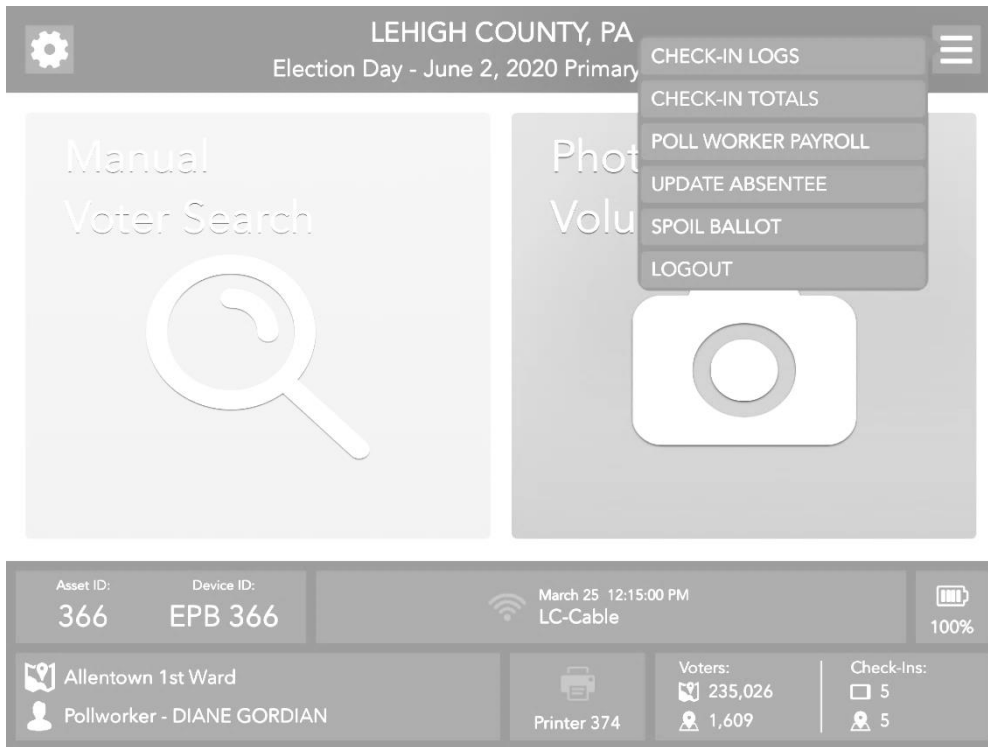
- Click on "Clock out" by each poll worker. It will ask if you are sure you want to clock out, press "Yes".





### **CLOSING IPADS AND ELECTION:**

- Once done, press the "home" button.
- Once on the home screen go back to the menu icon, scroll down the drop box and select "Logout".

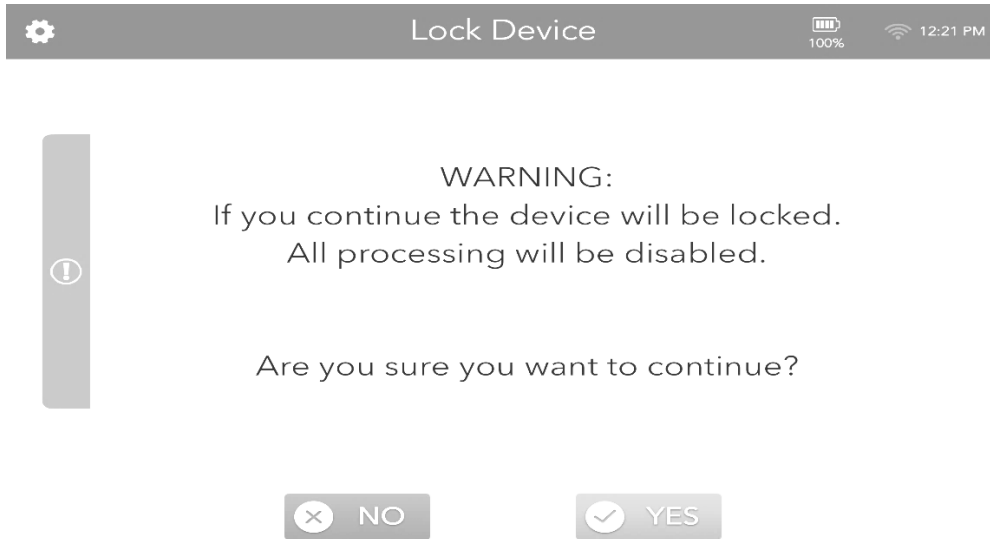


- The IPAD will ask if you are closing the election or just logging out temporarily. You will select the middle button "Close The election".

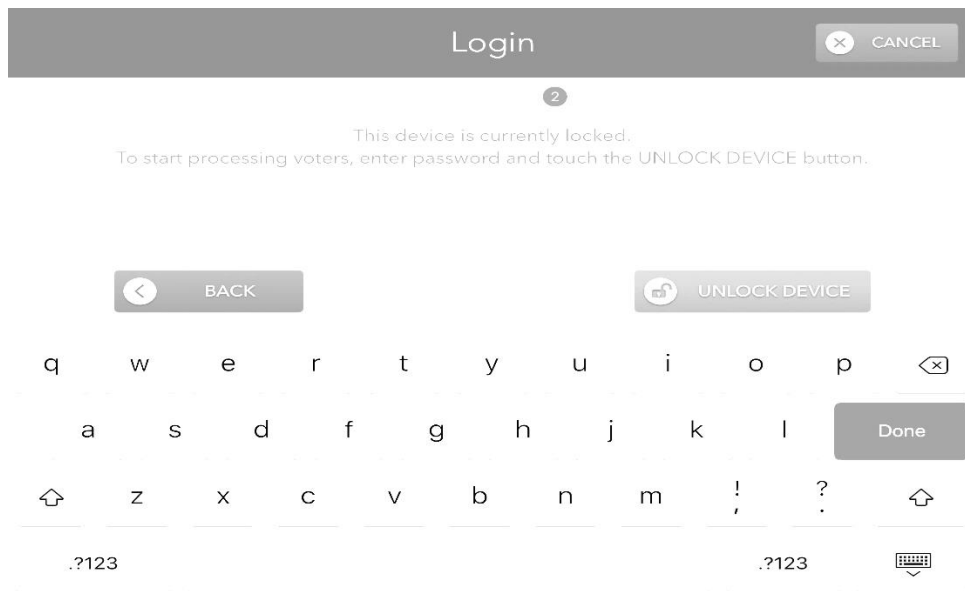




- A warning will pop up stating "if you continue, the device will be locked. All processing will be disabled. Are you sure you wish to continue?" You will click the "yes" button.



- The IPAD will then require you to enter the Password again. This is the same password you used to first log on to the IPAD.






- Once done, the "Synchronizing device" icon will appear.





- Then the “Device Locked” screen will appear.


Device Locked

 100%
  12:22 PM


BACK

HOME

PRINT

ACCOUNTING

26 Transactions Pending



RESYNC

ALLOW LOGIN AGAIN

Include Totals For  

This Location

This Device

Ballot Style	Asset ID	Ballot Type	Regular	Provisional	Spoil	Total
0101011	366	Regular Ballot	5	1	0	6
Total for: 0101011			5	1	0	6
Grand Total:			5	1	0	

- Once you see that screen, you have officially closed out your election. Please do NOT shut Down the IPAD. Simply press the home button on the top right hand of the IPAD itself to make the screen go dark.
- You have officially closed the IPAD!



## **DISTRIBUTION OF SUPPLIES:**

### **Red & Blue Supply Bag**

These supplies Judge of Elections picks up from the Voter Registration Office.

**(Must be Returned to Voter Registration Office at the end of the night)**

### **\*NEW\*-SMALL YELLOW USB BAG\***

- ☒ Judges Supply Box-In BIG BLUE supply bag
- ☒ Green Provisional Bag contains all Provisional Balloting materials
- ☒ Red Bag containing the supplies for the DS200 and the ExpressVote
- ☒ Blue Absentee Bag containing Mail In/Absentee Ballot Lists
- ☒ I Voted Stickers
- ☒ ePollbook Instruction Sheet
- ☒ Smaller blue bag from under the DS200 machine, with ALL UNWRAPPED ballots & ALL VOTED on ballots back to the office!

### **Electronic Poll Book Case**

Judge of Elections picks up from Voter Registration

- ☒ 2 ePollbooks - iPads
- ☒ 2 Printers and Power Cords
- ☒ 2 Charging Cords
- ☒ Styluses

**YOU WILL BRING IPADS BACK TO THE VOTER OFFICE AT THE END OF THE NIGHT**

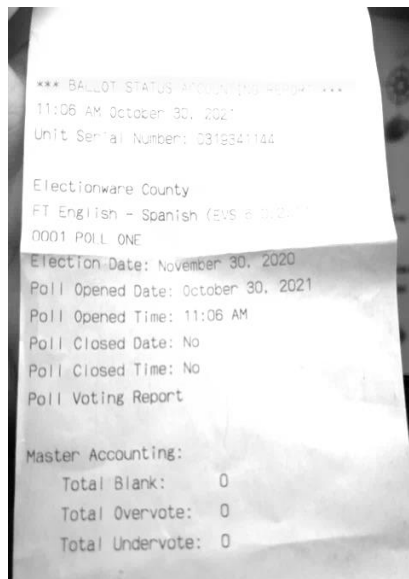
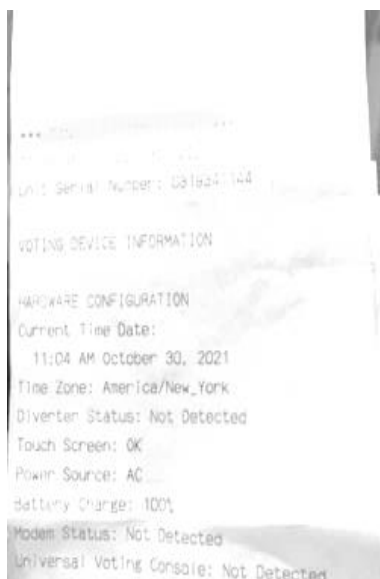
**\*THE ADA/EXPRESS VOTE MACHINE, THE DS200 MACHINE AND QUADS STAY THERE AT THE POLLING LOCATION! \***

## **Distribution of General Returns of Votes Cast Sheet & Machine Tapes**

- ☒ One completed General Returns of Votes Cast Sheet + one configuration tape + one ballot status tape + one "Zero" tape (these 3 tapes are all printed in one tape in the morning set up) + one "Results" tape from the DS200 (printed at the end of the night containing election totals) returned to Voter Office in **Envelope "A". Envelope "A" comes back to our office with the other supplies.**
- ☒ One completed General Returns of Votes Cast Sheet + one "Zero" tape + one "Results" tape from the DS200 in **Envelope "B" is given to and kept by the Minority Inspector for one year.** Place third tape in Envelope "B" as well.
- ☒ **Configuration tape**

### **Ballot Status Tape**

### **Zero Tape**





### Hand Carry Separately

#### Back to the Voter Registration Office at end of night

- ☒ Voted provisional ballots in large white envelope (envelope with the total used provisionals on the outside of it)
- ☒ Debit Card Paper FILLED OUT, along with any unused debit cards
- ☒ Key for your polling location (IF YOU HAVE ONE-you will know)
- ☒ Small Red Bag containing DS200 barrel key, and any keys to the polling location (if applicable).
- ☒ **\*NEW\*- *Small Yellow Bag: One USB Stick from the DS200 (2 sticks if you have 2 DS200s-If you have 2 sticks, you will put one in each Yellow bag) YOU MUST RETURN THE USB STICK FROM THE DS200. IF YOU DO NOT HAVE IT, YOU WILL NOT BE DISMISSED UNTIL WE HAVE IT.***

*\*THE USB THAT NEEDS TO COME BACK IS THE ONE UNDER WHERE THE SCREEN OF THE DS200 IS. In the B slot.*

*THE USB LOCATED BY THE "CLOSE POLLS" BUTTON. TAKE ONLY THAT USB\**

### Minority Inspector – Envelope "B"

**(To be kept for one year by Minority Inspector)**

- ☒ Oath of Office
- ☒ One Completed General Returns of Votes Cast Sheet
- ☒ One "Zero and one "Results" tape from the DS200
- ☒ One Numbered List of Voters printed from the ePollbook/Ipad



**When you arrive at your polling locations, these supplies will already be at the polling place.**

Delivered to Polls

DS200 – Front bottom Door (inside)

- ☒ ADA Machine Adapter
- ☒ Extension Cords/Power Strips (if applicable)
- ☒ Adaptors (if applicable)

ALL THIS STAYS AT POLLING LOCATION

- ☒ Ballots (leave **all wrapped ballots in the DS200 machine**. The smaller blue bag in the DS200 machine COMES BACK with all VOTED ON, and any UNWRAPPED ballots-even if it was a brand-new pack and haven't used one ballot, if it's unwrapped, it comes back!)

ExpressVote – ADA Machine

- ☒ Power Cord
- ☒ Headphones

Posting Information Totem-\*WILL BE INSIDE THE DS200 MACHINE\*

- ☒ Set up in the morning, fold P.I.T. and return to bag at the end of the night

White A-Frame – Handicapped Entrance

Privacy Shields

Red/White/Blue Voting Quad



## **What to bring back the night of Election Checklist:**

- **USB from the DS 200 machine-\*THIS WILL BE IN THE SMALL YELLOW BAG\***  
If your polling location has 2 DS200 machines, you will have 2 USBs and 2 Yellow bags, put one in each bag.  
**\*Make sure that you are taking the correct USB, the USB under the DS200 screen. Next to the “close polls” button. \***
- **IPADS in the gray case** with everything that came in the case (extra paper, printers, styluses, cords, etc.)
- **Large Blue bag with Supplies in it** -the one you picked up here with everything that came in that bag at pick up, put back in:
  - White Supply Box** with all contents that were received in it (all that is on the top inside of the supply box- HELP WANTED, SIGN IN SHEET & your 2 GENERAL RETURN SHEETS go into ENVELOPE A)
  - Green Provisional Bag**: with all provisional material back inside (Voted and unvoted ballots, even if it isn’t opened- keep your voted on provisionals handy, to hand to us at drop off)
  - Navy Blue Absentee Bag**: with the list of absentee/mail in voters inside, and any remitted mail in ballots (wrapped in the remit form the voter signed)
  - Small Red Bag**: with all contents inside: (Magnifying Glass, DS200 key, passwords, KEYS & FOBS-if you get a key or fob)
  - Big Manilla Envelope with Walking List** (The DO NOT OPEN one)
- **Small Blue Bag** that was in DS 200 Machine with ballots:  
**(This NEEDS to come back to our office-with ALL VOTED ballots, and ALL UNWRAPPED ballots-if you have wrapped ballots-leave those in the bottom of the DS200 machine)**
- **DEBIT CARD LIST with any \*UNUSED EXTRA DEBIT CARDS IN PURPLE CATALOG FOLDER\*** (KEEP THIS OUT AND HANDY, so you can hand it to us!)  
-If you didn’t have enough debit cards to give out to your poll workers (*this includes the Constable*), please write that worker’s name on the list and that they didn’t receive one!

## **THIS IS ALL THAT NEEDS TO COME BACK!**

Any parts of the quad, Express Vote Machine, etc.  
stays there at the polling location. Don’t make your lives any harder!



# ELECTION CLOSING: What Goes Where?



## Small Blue Bag from DS200 Scanner: must be sealed with red clip!

- All Voted Ballots + All UNWRAPPED Unvoted Ballots
- All Used Ballot Stubs
- The Spoiled Ballot Envelope
- The LAST PACK of unvoted ballots with stubs attached

Return  
to Voter  
Reg.  
Office

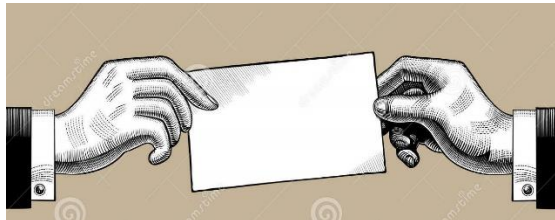
\*ZIP bag closed. **Seal** is in the Red Zip Pouch. **Record** number.



## Large Blue Bag:

- iPads in Case with all iPad supplies
- White Supply box with items that are listed in the lid (except General Returns Sheets)
- ADA Activation Cards
- Blue Absentee Ballot Bag with lists + Remitted Ballots
- Green Prov Ballot Bag with UNUSED materials
- Small Red Zip Bag (key, flag, etc.) —do not include the USB
- Manilla Envelope with Walking List (The “Do Not Open” one)
- Any misc. papers or supplies

Return  
to Voter  
Reg.  
Office



Home with Minority  
Inspector: Envelope B



## Hand Directly to the County Officer

at the drive-thru return:

- USB from the DS200 Scanner in YELLOW bag!
- VOTED Provisional Ballot Envelope
- Envelope A
- Debit Card List with Unused Extra cards PURPLE catalog Folder\*
- KEYS-if you have keys for polling location

Return  
to Voter  
Reg.  
Office

## Stays locked at the Polling Place:

- Scanner Machine -with all unvoted, wrapped ballots in bottom→ DS200
- Express Vote ADA Machine, power cord, headphones
- Posting Information Totem in its Bag
- White A-Frame Handicapped Entrance Sign
- Red Quad Table
- Privacy Shields in “pizza” box
- All extensions cords, adapters, power strips from the County



## **DISTRICT ELECTION BOARD MEMBERS:**

### **QUALIFICATIONS:**

- a. Must be a registered voter in district.
- b. Not eligible if employed (within 2 months) by Federal, State, County or City.  
Not eligible if holds another elected position.

### **DISTRICT BOARD SHALL CONSIST OF:**

- **Judge of Election (4 Yr. Term).** This is an elected position. If no one is elected in their district, someone will be appointed by the Voter Office.
- **One Majority Inspector (4 Yr. Term).** This is an elected position. If there is no elected official, someone will be appointed by the Voter Office.
  - Inspector receiving highest number of votes the year we elect local Election Board Officers.
- **One Minority Inspector (4 Yr. Term)**
  - Inspector receiving second highest number of votes the year we elect local Election Board Officers.
- **2 or more Clerks (based on registration totals)**
  - Appointed by the Voter Office (each election).
- **Interpreters**
  - Appointed by the Voter Office (each election).
  - They are bi-lingual and are at the polls to assist any Spanish speaking voter who does not speak English.
  - They also help at the polls where Judge deems needed.



## **PEOPLE YOU MIGHT SEE AT THE POLLS:**

### **CONSTABLE:**

(6 Year Term)

1. A Deputy Constable is appointed by The Court of Common Pleas on the recommendation of the elected Constable and must be able to produce "Certificate of Appointment" in order to serve at the polls. If they are the Elected Constable themselves, they do not need a certificate to work on Election Day.
2. They must be present during the continuance of the election and while the votes are being counted - for the purpose of preserving the peace when called upon by the Judge of Election.

### **COMMITTEEMEN AND COMMITTEEWOMEN:**

1. Elected at the Primary of each even-numbered year.
2. Each district elects two persons:
  - a. Democratic Party - One man and one woman. (4 Yr. Term)
  - b. Republican Party - Two, regardless of sex. (2 Yr. Term)
3. The Committee people usually work as poll watchers at the polls.

### **ROVERS:**

1. They provide technical assistance only to the poll workers. They are not there to give legal interpretation. Call the Voter Office for that advice.
2. Assure that the poll sites are set up correctly.
3. Make sure all equipment is set up properly and check all cords.
4. Work as a liaison between the Voter Office and the polling place.
5. Will have lists of all polling location that are not allowed to have signs 10ft. from building.



## **POLL WATCHERS:**

1. Must be a qualified voter in Lehigh County.
2. Watchers must have a certificate of appointment from the Voter Registration office. A Certificate that is signed by Timothy Benyo with their name on it and a raised seal. You may ask for ID to assure they are said person on appointment letter. **A COPY OF THE CERTIFICATE IS NOT VALID.**
3. Each candidate may appoint two (2) watchers for an election in each district (must have certificate issued by County Board of Elections).
4. Each party may appoint three (3) watchers in each district at any general, Municipal or special election in each district (Must have certificate issued by County Board of Election).
5. During voting hours, only one (1) watcher per candidate at primaries and one (1) watcher per party in November elections may remain inside room – outside enclosed area or guard rail-6 ft from Judge's area.
6. All are permitted outside enclosed area or guard rail from the time that the Election Board meets prior to the opening of the polls, until the time that the counting of the votes are complete.
7. Watchers are permitted to keep their own list of voters and may challenge any person making application to vote.
8. A watcher may inspect the ePollbook/Ipad and ask for a numbered list of voters at intervals when there are no voters present in the polling location, and only when the Judge of Election gives permission. If permission is given to the watcher, the Judge of Election shall supervise or delegate this inspection of any request. You can print this list or give them a verbal count off the IPAD.
9. Watchers may also check the seal numbers on the equipment upon request. The Judge of Election must accompany the watcher to the equipment and verify the numbers they are recording.
10. At NO time shall the watcher be permitted to be near the vote recorder (the DS200 Scanner) or near any voter in the process of voting. Watchers must stay in the area designated by the Judge of Election and are not permitted to wander within the polling place.
11. Any time a watcher interferes with the voting process, in action or verbal, the Judge of Election has the authority to ask the watcher to leave.
12. Poll Watchers are prohibited to be using cell phones. If they need to make a call, or text, they will have to step outside.
13. Watchers may use electronic equipment to manage any of their lists (laptop, tablet). All sounds need to be muted at all times.
14. No recording devices inside the polling location. Violators will be removed immediately and risk legal consequences.



### **MEMBERS OF THE PRESS:**

Poll workers are NOT allowed to speak to any member of the press without authorization from the Voter Office. The press is NEVER allowed inside the poll site to take pictures or video of voter's voting.

### **NOTE:**

No one except your Election Board members and the voters are allowed inside the building unless they have a letter signed and sealed by the Chief Clerk of Voter Registration, Timothy Benyo. If someone requests to be inside without authorization or I.D., call the Voter Office for authorization.

### **QUALIFICATIONS OF VOTERS AT PRIMARY (APRIL/MAY) ELECTIONS:**

The State of Pennsylvania is a closed Primary state. This means only voters who are registered as Republican or Democratic party may vote for their candidate to advance to the November election. An elector is allowed to vote only for candidates of the same party as registered.

**Any party affiliation other than Republican or Democratic, may only vote on referendum questions, if applicable. Meaning if there are questions on the ballot, all voters can vote on the questions.**

### **QUALIFICATIONS OF VOTERS AT GENERAL (NOVEMBER) ELECTIONS:**

All voters may vote for any candidate of their choice. Due to Act 77, as of November 2020, there is **NO LONGER** the option of voting "straight party." Straight party was an option a voter had that if they checked that box, it automatically was a vote for all the candidates in that party. A voter must now vote for every office listed.



### **WORKER/VOTER INJURY PROCESS:**

The Judge of Election should complete the following procedures if any one of the poll workers/voters is injured during the course of the workday. If the injury is to the Judge, the Majority Inspector should complete the following procedures.

1. If any injury occurs, you MUST call the Board of Elections and report the injury to the Chief Clerk as soon as possible.
2. If the injury is serious, or life threatening, call 911 immediately or seek medical attention, then follow the procedure written above.

### **COVID-19/FLU PROTOCOLS:**

TO HELP FIGHT AGAINST THE SPREAD OF COVID-19, WE ASK THAT THE POLL WORKERS DO THE FOLLOWING:

- Wipe down high touch surface areas.
- Have hand sanitizer readily available for voters.
- Sanitize used pens as voters return them from voting.

COVID-19 supplies will be provided to the poll workers. These supplies include:

- Disinfectant Spray/Wipes
- Paper towels
- Hand sanitizer



## **Mobile Device Policy:**

- Mobile phones and similar devices may be carried and used inside the polling place on Election Day, but their use cannot delay or distract from the orderly process of voting. The Judge of Elections may ask a voter, Watcher, or election worker to cease use of a mobile device if such use causes delay or dis-traction.
- Federal courts have ruled that voters have a First Amendment right to take a “selfie” photograph inside a polling place, but all other photographs or recordings inside a polling place are prohibited.

	<b>General Use</b>	<b>Phone Calls</b>	<b>Photo/Video</b>
<b>Voter</b>	<b>Permitted</b> , but only if the use does not delay or distract from the voting process and occurs away from the voting equipment.	<b>Permitted</b> , but only if the use does not delay or distract from the voting process and occurs away from the voting equipment.	<b>Prohibited</b> except for a “selfie” while a voter casts his or her ballot. Cannot delay or distract from the voting process. Voter must leave the polling place after casting his or her ballot.
<b>Watcher</b>	<b>Permitted</b> , but only if the use does not delay or distract from the voting process and occurs away from the voting equipment.	<b>Permitted</b> , but only if the use does not delay or distract from the voting process and occurs away from the voting equipment.	<b>Prohibited.</b>
<b>Election Worker</b>	<b>Permitted</b> , but only if the use does not delay or distract from the voting process and occurs away from the voting equipment.	<b>Permitted</b> , but only if the use does not delay or distract from the voting process and occurs away from the voting equipment.	<b>Prohibited.</b>



## **POLL WORKER PAYMENT DEBIT CARD PROGRAM**

- Debit Cards will be handed out by the Judge of Elections on election day. Every poll worker must sign for a specific card. Poll worker **MUST** make sure they are signing for the correct card number so that they are paid the correct amount.
- Judge will return the issuance form and any extra cards in the purple catalog envelope when returning supplies on election night. If a poll worker needs a card and there are no extra cards to give out, please have the poll worker print and sign their name on the issuance form and indicate **“NO CARD GIVEN”**. The office will make sure the poll worker is contacted to receive payment.
- Once the forms are received, the office can then confirm everyone that worked that day. Once that is done, money will be automatically loaded to the debit card within 3-4 weeks. If the office has an email address on file for you, an email will be sent once the money has been deposited to the card.
- **TO AVOID ANY MONTHLY FEES, MAKE SURE TO SPEND, TRANSFER, OR WITHDRAWAL YOUR MONEY WITHIN 30 DAYS OF DEPOSIT.**

**\*REMEMBER THE ISSUANCE FORM IS NEEDED AT THE  
END OF THE NIGHT\***



# Manage Your Money Your Way

Check your balance or change PIN (Personal Identification Number) three different ways:



**Register online at**  
[www.CourtFunds.com](http://www.CourtFunds.com)

—OR—



**Download the *currencie* mobile app**

—OR—



**Call 877-287-2448**

Funds are available immediately once the account has been loaded.

Use your card anywhere MasterCard® is accepted to make purchases.

Or register for more options to use your money such as transfer to a bank, PayPal, gift cards, or a paper check.



**Download the *currencie* App**  
from the App Store or Google Play Store to check your balance and transaction history.



App Store  
for iOS



Google Play Store  
for Android

COUPONS ARE NOT VALID FOR THE PURCHASE OF ANY OTHER COURT FUND CARDS. COUPONS ARE NOT VALID FOR THE PURCHASE OF ANY OTHER COURT FUND CARDS. COUPONS ARE NOT VALID FOR THE PURCHASE OF ANY OTHER COURT FUND CARDS. COUPONS ARE NOT VALID FOR THE PURCHASE OF ANY OTHER COURT FUND CARDS.

# FEES FOR COURTFUNDS PREPAID CARD

When using this prepaid card, there are no cash back or cash advance fees. Cash advances are subject to a 5% cash advance fee. Cash advances are subject to a 5% cash advance fee. Cash advances are subject to a 5% cash advance fee.

Monthly Fee	Per purchase	ATM withdrawal	Cash reload
<b>\$3.95*</b>	<b>\$0</b>	<b>\$0</b>	<b>N/A</b>

ATM balance inquiry \$0.99

Customer service \$0

Inactivity \$3.95†

**We charge other types of fees. Here are some:**

ATM Decline \$0

Card replacement \$0

\*Begins 100 calendar days after card is validated and then every 30 days thereafter. If card is not validated, this fee will not be charged.  
 †Free begins after 100 calendar days of no activity and then every 30 days thereafter, even if the card is not validated. If card is validated, this fee will not be charged.

## No overdraft/credit feature.

Your funds will be held on or transferred to Cache Valley Bank, an FDIC-insured institution.

For general information about prepaid accounts, visit [cfab.gov/prepaid](http://cfab.gov/prepaid). Obtain details and conditions for all fees and services in the Cardholder Agreement on the reverse side of this card carrier.

**Prepaid**

## WAYS TO AVOID FEES

**Do not use your card to "Pay at the Pump" at stations.** For gas, see the attendant inside and specifying how much you want to spend. Your card may be declined at the pump if you do not have adequate funds, which imposes a decline fee. **Know your balance** and check your balance online, through the app, or call before using an ATM or making a purchase.

**For best success,** run your card as credit to avoid potential fees.

**Use cash advance** to remove your entire card balance at no charge by visiting any MasterCard® principal financial institution.

**You can run your card as debit** when you make a transaction and ask for cash back.

**Utilize the direct deposit transfer** service to send funds from your card to your bank account.

**Check your balance online** or through customer service before using an ATM to avoid a decline fee.

**If your card is rejected at an ATM, never attempt over and over again.** Some ATM providers impose a fee even for declined transactions. The card provider also imposes a fee for declined transactions.

**Watch gratuity** as some merchants may authorize your card up to 25% more than the transaction to allow for gratuity, which can cause declined transactions and incur a decline fee.

**Update your temporary PIN before use.** Do this by calling 877-287-2448.

**To avoid maintenance fees,** use your card in a timely manner. See fee table for details.

**If you want to split your payment** between this card and another form of payment, you must specify to the cashier the amount you would like run on the card. Be sure you know the balance on your card before you do this kind of transaction.

**COURTFUNDS**  
POWERED BY RAPID FINANCIAL SOLUTIONS

## GET STARTED

with these options to receive your money.

### If You Want To Use Your Card:



• Use your card anywhere MasterCard® is accepted.



• Get cash back when you make a debit transaction.



• Download the **currencie** app to check your balance and transaction history or register for the options below.

### Your Card Is Inactive and must be validated. To validate:



• Call 877-287-2448



• Activate online by visiting the website on the back of your card.



• Use the card

### If You Do Not Want To Use Your Card:

Register online at the website on the back of your card or through the mobile app to use these options below at no cost.



• Move money to a **bank account**.



• Send money to **PayPal**.



• Buy **gift cards**.



• Request a **paper check**.




## **Important Phone Numbers:**

The Board of Election Telephone numbers are:

- Main Office Line: 610-782-3194
- Timothy Benyo- Chief Clerk of Elections: 610-782-3198
- Stephanie Haldaman-Carrion-Deputy-Chief Clerk of Elections: 610-782-3197
- Alexandra Sierra- Staffs all interpreters in the required precincts. Staffs poll workers in the following areas: Upper Macungie Area; Upper Milford East & West; Upper Saucon Area; Washington East, South & West; Weisenberg; All of Whitehall Area.  
Alex-Office Number: 610-782-3000 ext. 7012. Work Cell: 484-781-2918.
- Roblene Sebesta/Jessica Cabrerra-Staffs Poll workers for all of inner-City Allentown  
Rob- Office Number: 610-782-3000 ext. 3799 Work Cell: 484-781-2387  
Jess- Office Number: 610-782-3000 ext. 7015 Work Cell: 610-709-4912
- Stephanie Allen- Staffs poll workers for Bethlehem City; Catasauqua; Coplay, Emmaus, Fountain Hill, Macungie & Slatington.  
Stephanie- Number: 610-782-3000 ext.7013. Work Cell: 484-781-4730
- Nicole Conti/Isabel Onzua- Staff poll workers in the following areas: Hanover; Heidelberg; Lower Macungie; Lowhill; Lynn-Jacksonville; Lynn-Lynnville; Lynn-New Tripoli; North Whitehall; Salisbury; and South Whitehall.  
Nicole- Office Number: 610-782-3000 ext. 7011. Work Cell: 484-781-2595  
Isabel- Office Number: 610-782-3000 ext. 7070 Work Cell: 484-781-3360

## **JUDGES ONLY HOT LINE**

 **610-782-3743**



## Helpful resources:

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Check your voter registration status:



Polling Place Finder.

You will be directed to the Lehigh County Polling Place finder. Enter the address that is on record with the Lehigh County Elections Office to find your correct polling place.

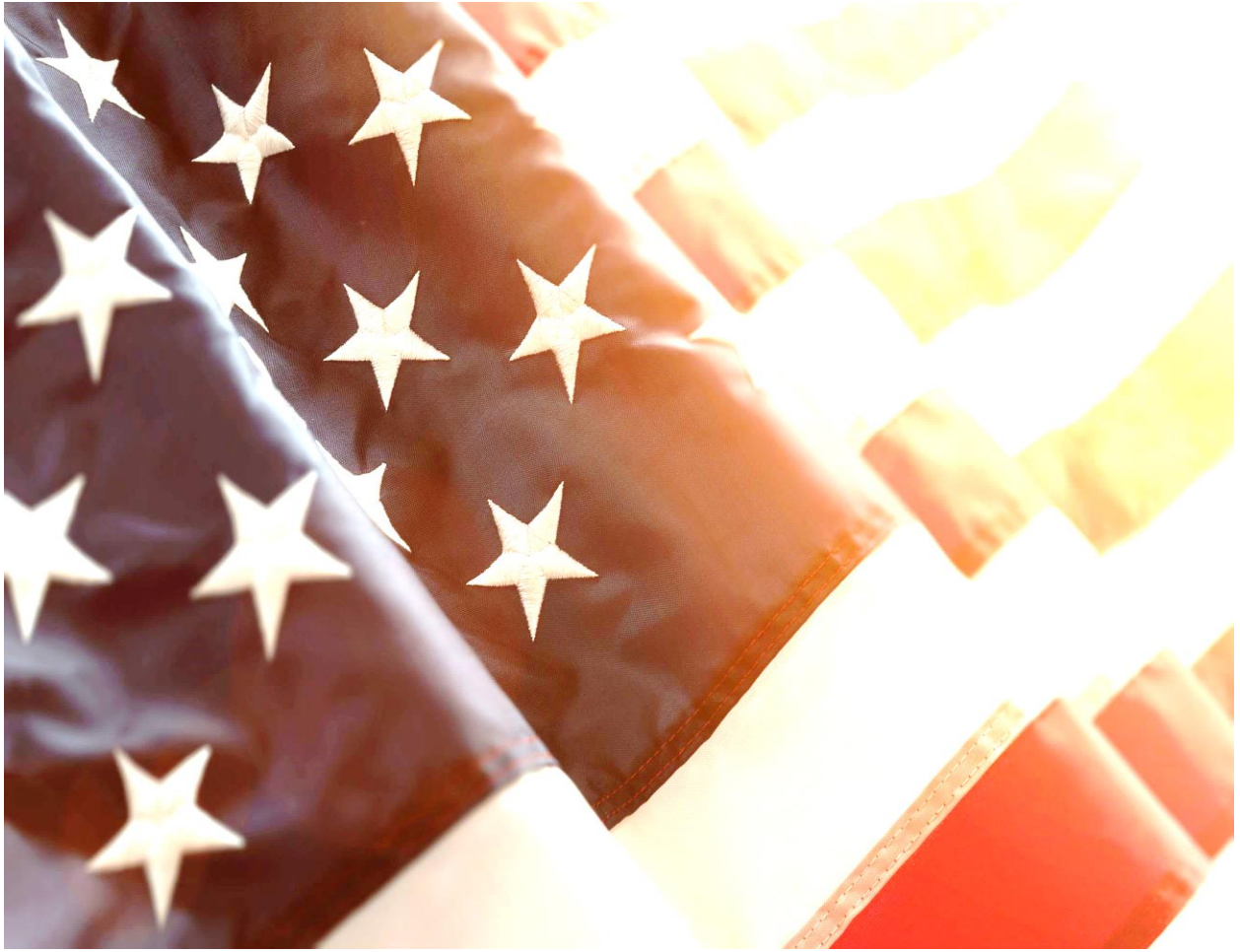
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To make any changes to your voter registration or to register to vote, scan the following barcode:







*Thank you for your service!*

*We couldn't do this without each & every one of you!*

