

**PASSAIC COUNTY BOARD WORKER  
TRAINING MANUAL GENERAL ELECTION**

**BOARD OF  
ELECTIONS  
11/5/2024**

**PHONE NUMBERS**

**County Phone Numbers**

- Voting Machine/e-Pollbook Malfunction..... 973-881-4996**
- Board of Elections ..... 973-569-2181
- Superintendent of Elections ..... 973-881-4515
- Dedicated Spanish Language Telephone Line ..... 973-225-3672
- County Clerk .....973-225-3632 ext.500

**Municipal Clerk’s Phone Numbers**

- Bloomingtondale ..... 973-838-0778 ext. 239
- Clifton .....973-470-5825
- Haledon ..... 973-595-7766
- Hawthorne ..... 973-427-1167
- Little Falls ..... 973-256-0170
- North Haledon ..... 973-427-7793
- Passaic ..... 973-365-5584
- Paterson..... 973-321-1310
- Pompton Lakes ..... 973-835-0143 ext. 529
- Prospect Park ..... 973-790-7902 ext.510
- Ringwood ..... 973-475-7102
- Totowa ..... 973-956-1004
- Wanaque ..... 973-839-3000 ext.7100
- Wayne ..... 973-694-1800 ext.3207
- West Milford ..... 973-728-7000
- Woodland Park ..... 973-345-8100

## Reminder for Primary Election Only

- Democrats must vote for Democrats
- Republicans must vote for Republicans
- Undeclared (UND) must declare Democrat or Republican to vote. This is done when you are processing them in the e-pollbook.

## **BOARD WORKER BEHAVIOR**

### **Code of Ethics**

- a) On Election Day, you must be impartial and not express any personal opinions or opinions about any candidate or topic on the ballot. You cannot take sides on any issue or try to persuade anyone to vote a certain way.
- b) If you do, you are in direct violation with Title 19 concerning “Electioneering” and will be dismissed as a poll worker and possibly charged with a crime of the third degree.

### **Etiquette**

- a) Treat each voter with courtesy, dignity, and respect. **Every voter should leave the polling place feeling positive about his or her experience.**
- b) Be polite, considerate, understanding of everyone.
- c) District board workers must also extend these same courtesies to their fellow board workers. Any disagreements should be resolved in a calm manner. If board workers cannot resolve an issue among themselves, they should call the County Board of Elections.
- d) Under no circumstances should any disagreement escalate into a loud and heated argument. While we all know Election Day is long, maintaining one’s patience will go a long way toward ensuring a smooth election.

### **Voter Assistance**

- a) Inform illiterate, physically disabled or blind voter that they have a right to assistance. The person assisting them may enter into the voting booth with them as long as a disability certificate for the voter has been completed.
- b) Speak in Spanish to Spanish language voters who are not able to speak in English or assist the voter to find a board worker who can process the voter in Spanish. If unable to locate a board worker to assist the voter in Spanish, locate a bilingual voter or use a telephone to obtain translation or Spanish language assistance for the voter.
- c) In the event I and another board worker of the opposite party are assisting a limited English language voter to cast a ballot, a disability certificate will be completed; read the entire ballot, including the names of the candidates. When providing assistance, I will show the voter how to cast the ballot for the candidate whom the voter requests.
- d) In the event I am assisting alone a limited English language speaking voter to cast a ballot, a disability certificate will be completed; I will read the entire ballot, including the names of all candidates. When providing assistance, I will show the voter how to cast the ballot for the candidate whom the voter requests.

## FREQUENTLY ASKED QUESTIONS

1. How do I know where I'm working?
  - An assignment letter will be mailed to you indicating the Name, Location, Address and Ward/District of where you are working. You must bring this assignment letter with you on Election Day.
2. How often must I attend board worker training?
  - Once every two years or **when new equipment or procedures are introduced.**
3. What if I did not receive my assignment letter?
  - Call the Board of Elections. No later than the Friday before the Election.
  - You may not be assigned to work.
  - If you are not assigned to work, you cannot work and will not be paid.
  - If you are assigned to work, arrangements will be made with you to receive your assignment letter.
4. If my polling site is not opened in the morning when I arrive, what do I do?
  - Call your Municipal Clerk.
5. If I don't have the proper number of board workers, what do I do?
  - Call your Municipal Clerk and continue to open the polls.
- 6. Breaks and Lunch.**
  - **You get a total of 1 hour for a break. You may take a ½ hour in the morning and a ½ hour in the afternoon or take the break all at one time. The time you go on break must be worked out with the other board workers. You must be considerate of your coworkers.**
  - **A majority of workers must always be present and working in your district.**
  - **Bilingual workers must not go on break at the same time.**
  - **All breaks must be finished before 5:00 pm.**
  - **No other breaks are allowed.**
7. How do I vote?
  - Vote at an in-person **early voting location** before Election Day
  - Go to your correct registered voting district during your break time
  - Vote by Mail-In Ballot.
  - Do not vote by Provisional Ballot at the location you are assigned.
8. When do I get paid?
  - Your check will be mailed to you after the Election.
- 9. What if I get sick or cannot work on Election Day?**
  - You must **call the Board of Elections** as soon as possible. **“Do not”** call anyone else.
  - Or you may email [KenH@passaiccountynj.org](mailto:KenH@passaiccountynj.org)
10. How do the supplies get to where I am assigned at the beginning of the Election and brought back to the Municipal Clerk at the end of the night?
  - A board worker from your district will be contacted before Election Day to pick up and or bring the supplies back at the end of the night to the Municipal Clerk on Election Day.

# POLLING PLACE CONDUCT

## **Campaigning, Electioneering, or Loitering is not allowed**

1. In the polling place
2. Within 100 feet of the outside entrance to the polling site
3. Campaign buttons, party insignia and campaign literature of any kind are prohibited.
4. Party workers who drive voters to the polls must be registered as an official challenger in order to enter the polling place during the day.

## **Who may be present in the Polling Site**

1. Board Workers
2. Master Board Workers
3. Voters who vote in the district and when finished voting they must leave.
4. Legal Challengers (those with proper **Certificate** and **Badge** issued by the Board of Elections)
5. Candidates whose name **appears on the ballot**. (Can only act as Challengers; sit at the Challenger table not campaign or speak to the voters. A Candidates driver or his /her staff are not allowed inside the polling district.)
6. Members of the County Board of Elections or their representatives.
7. Superintendent of Elections or their representatives.
8. Municipal Clerk
9. Police/ State Troopers
10. Voting machine mechanics (when necessary)
11. Minor children while the parent or guardian is voting

## **Examples of who is not allowed in the Polling Site**

1. Newspaper reporters
2. Newspaper photographers
3. Elected officials who are not on the ballot
4. Campaign staff without challenger credentials

## **Sample Ballot**

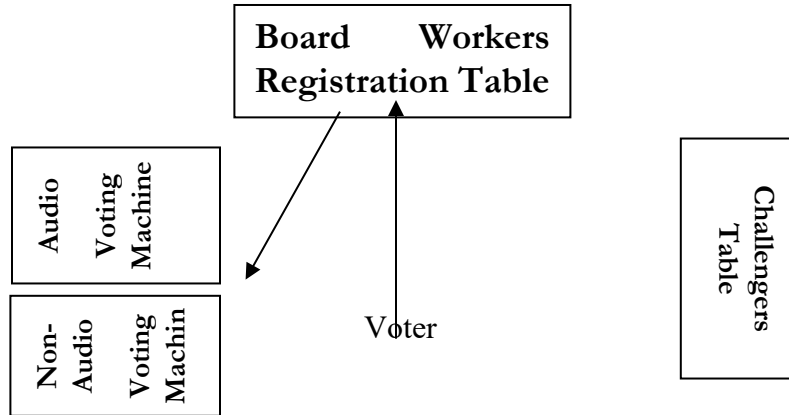
A voter is permitted to take his/her own “OFFICIAL SAMPLE BALLOT” into the polling place and in the machine. The voter cannot electioneer with it or display of the ballot in an electioneering way while waiting to vote. The ballot is for the voter’s reference only. It is not mandatory for the voter to bring their sample ballot.

## **Voter Complaint**

If a voter wishes to complain please provide the voter with a voter complaint form and return with supplies.

# SETTING UP THE POLLING SITE

## Sample set up diagram



## Set up Board Worker Registration Table

1. Place these items on your check in table. a, b and c are found in the E-Pollbook Case
  - a) e-Pollbooks (2 per District)
  - b) ExpressVote Printer (2 per District)
  - c) **Cradlepoint** Wireless Wi-Fi (1 per polling **location** only). The district that has the Cradlepoint inside the back of the Voting Machine sets it up. Take the Cradlepoint Wi-Fi out of its case and simply plug it in to an outlet.



- d) Power strip and extension cord (1 per District in Marron Bag)
- e) Blank Ballot Cards
- f) Voting authority books
- g) Orange Provisional Ballot Bag (**stays sealed, do not open** until needed by the first Provisional Ballot Voter) then complete the inventory form found in the front plastic window
- h) Voter complaint form

2. All Board Workers must complete the Board Worker Pay Sheet honestly and accurately.
3. Hang the U.S. flag at the outside entrance to the polling site. (Stars are always in the upper left corner)
4. Display all the signs from your supply bag.
5. Set up the privacy screens.
6. Make sure the table where the challengers are to be seated is away from and not connected to your board worker table. (See above diagram)
7. Vote Tally Sheet. Board Workers write the Voting Machine Serial Numbers on the Tally Sheet. Every two hours starting at 8:00 am, the Voting Machine Vote Count and total number of used Provisional Ballots must be written on the Tally Sheet in the spaces provides. Sample on Page 34 Tape the Vote Tally Sheet to the bottom of the Voting Rights Poster. It must be displayed there for the entire Election.

### \*\*\*Very Important\*\*\*

1. **Cradlepoint Wi-Fi** gets plugged into a power outlet **first**.
2. Plug in everything else. The plugs are color coded. Match the colors.
  - a. Set up the e-PollBook with the correct Express vote printer. The number on each will match.
  - b. **Power On** the ExpressVote printer.
  - c. **Power On** the E-PollBook.



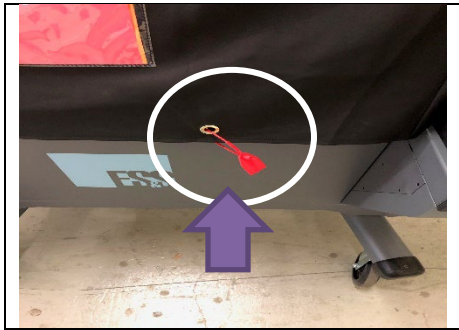
## Set up both Voting Machines

Get the voting machine keys from the Tan Machine Key Envelope in the maroon supply bag.

Get the two voting machines that are labeled for your district and move them to the proper location.

Use the following **OPEN VOTING MACHINE INSTRUCTIONS** on the following page to open and turn on the voting machines so they are ready for the Election. **You must have both voting machines opened and ready at the start of the Election.**

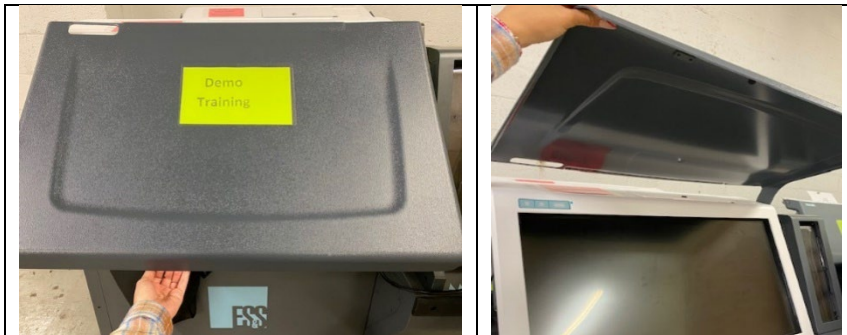
1. Get the Correct Voting Machines (2) labeled for your District.
2. Position the Voting Machines in the correct location.
3. Plug the Voting Machine into a wall outlet. You may plug one machine into another.
4. From the Maroon Supply Bag, get the Tan Seal Envelope. The seal envelope will also contain the Voting Machine Keys. The END of night seals for use at closing are in the voting machine storage compartment. As you confirm and remove the seals, place them in the Seal Envelope.
5. Confirm the Red **Voting Machine Cover Seal** Number with that on the Seal Envelope. Remove the Seal and place it in the Seal Envelope. Remove the leather cover from the voting machine. Fold and place in a secure area.



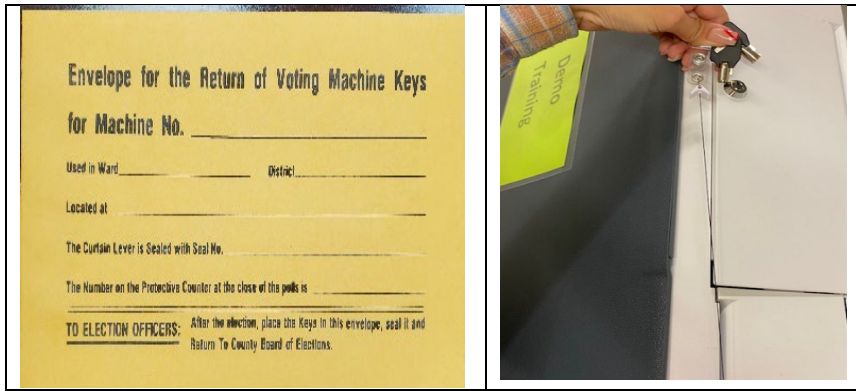
6. Go behind the voting machine and confirm the Red **Top Door Seal** with that on your Seal Envelope. Remove the seal and place it in the Seal Envelope.



7. Lift the Grey Lid completely.



8. Get the Keys from the **Key Envelope** inside your **Seal Envelope**. Use the Keys to unlock the top door.



9. Verify the Red USB tape seal with the Seal Envelope. **DO NOT REMOVE.** It stays on. Press & hold power button for 3 seconds to power on the voting machine.



10. Close and lock Top Door. The top door will stay locked until the end of night close.
11. While machine is powering on continue verifying seals
12. The Back door has a Green seal. Confirm the Seal Number. Then Remove and place it in the Seal envelope.



13. Use keys to Open the back door and remove audio kit and headphones. Place them on the back of the voting machine.





14. Close back the door. There is a small gap for audio wire to fit through.

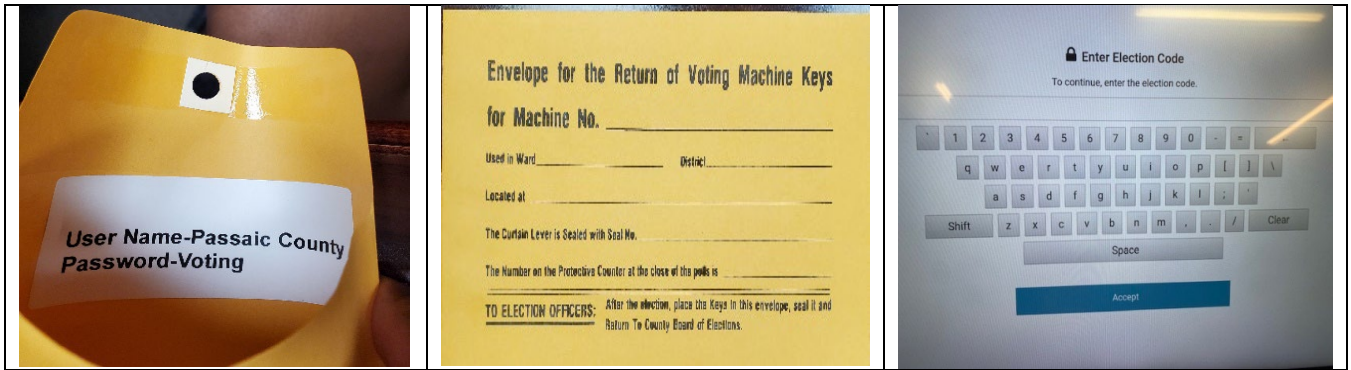


15. Put the Voting Machine Keys in Seal Envelope and put in the Maroon Supply bag

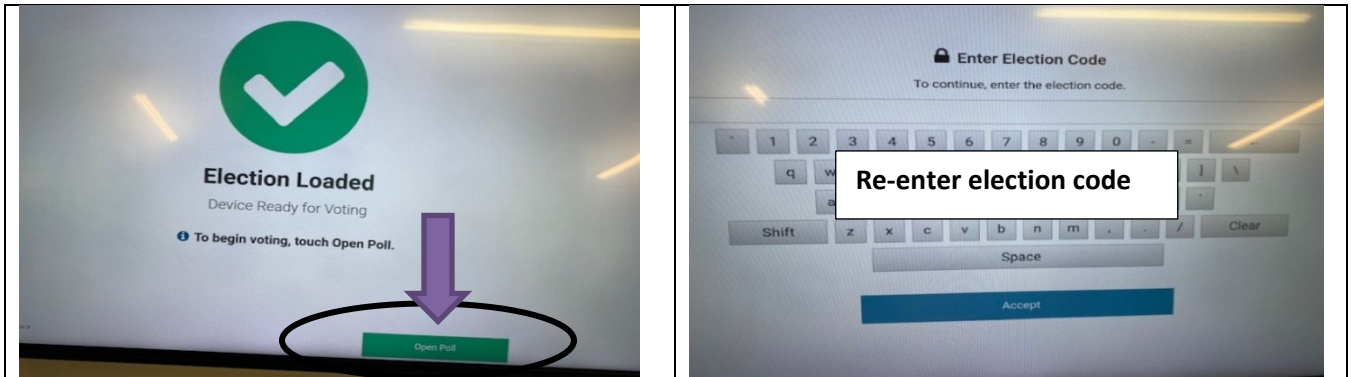
16. Verify the side door Red seal with Seal Envelope. The Seal **STAYS ON** till end of end night closing.



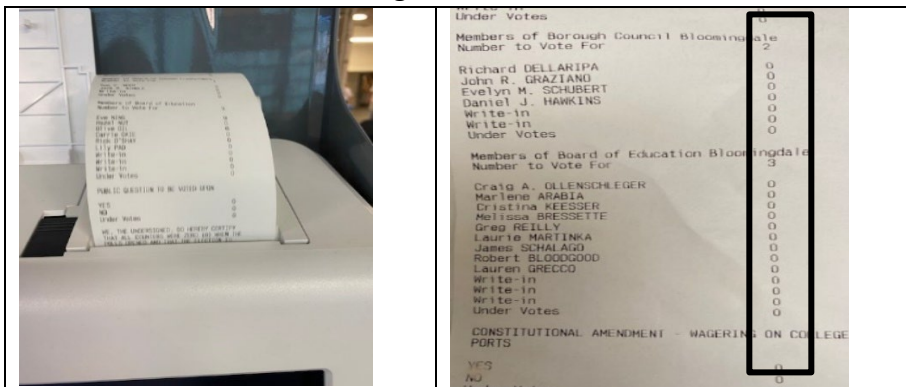
17. You will then enter election code which you will find the Seal Envelope.



18. Once entered tap **OPEN POLLS** and enter election code again



19. At this point 1 **OPEN POLLS TAPE** will print automatically, you must verify that all candidates have 0 votes and all Board Workers must sign.



20. Install the Light and Voting Machine Curtin located in the tube on the back of the machine.

21. Touch Continue and the Voting Machine is now ready for voting.

22. Get the Red Pouch. It will be in a white envelope labeled supplies found in the maroon supply bag and place the OPEN POLLS TAPE into the Red USB Pouch. Put the Red Pouch into the Maroon Supply bag.

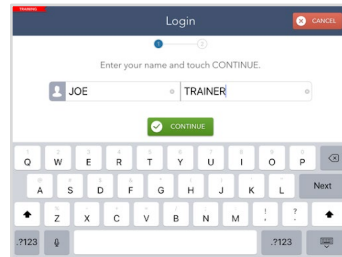


# Logging-In to the e-Pollbook

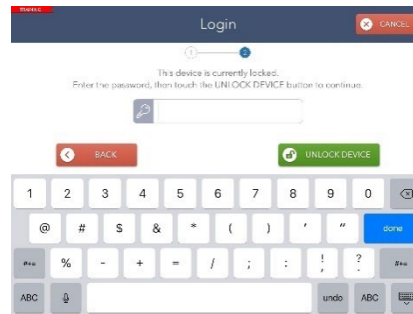
1. The Election application will automatically launch when the e-Pollbook is connected to power. Touch the green START button to begin logging in.



2. The Board Worker will enter their full first and last name using the pop-up keyboard and touch CONTINUE. (No Nicknames)



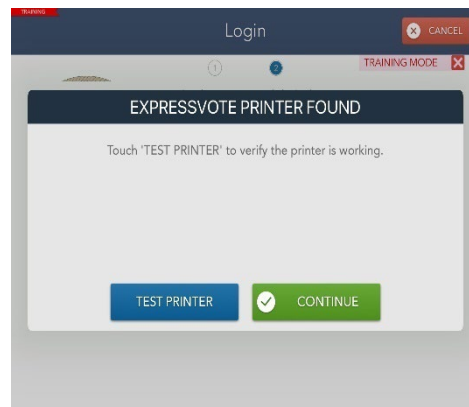
3. Enter the password located on the inside of the tan Key Envelope then touch UNLOCK DEVICE.



4. After the Touchpad has been unlocked, you will be redirected to the **Manual Voter Search** screen

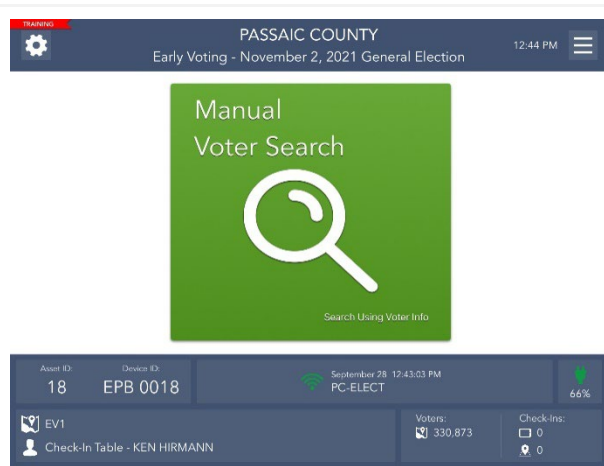


5. **Do a Printer test.** Insert a blank Ballot Activation Card into the Express Vote Printer. Notched corner to the right. Tap test print on the E-Poll Book...a test Ballot Activation Card should print. Write test on it and place the Ballot Activation Card in the spoiled ballot envelope.
6. If the Ballot Card does not print
  - a. Is the printer pugged in correctly.
  - b. Is the printer turned on.
  - c. Is the print server turned on
  - d. If you are still not able to print call **973-881-4996**

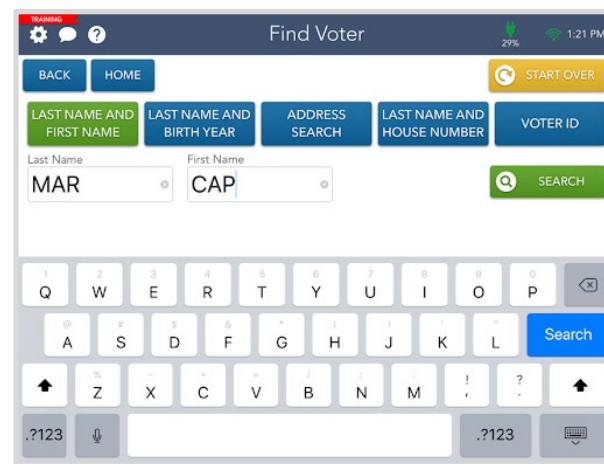


# Searching for a Voter

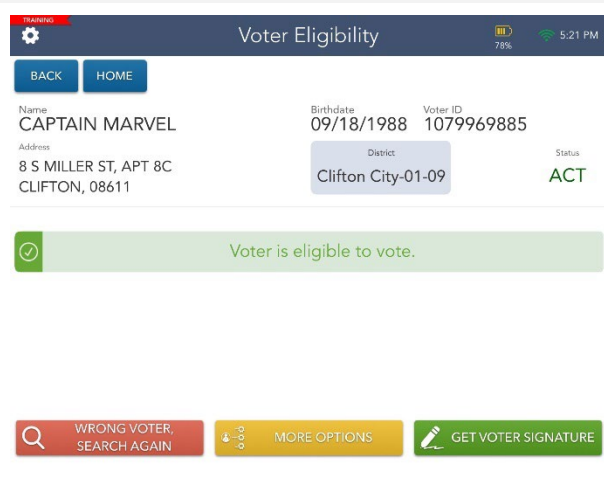
1. **Always** Insert a Ballot Activation Card into the express vote printer. Before you search for a voter.
2. To search for a voter, touch the Green Manual Voter Search button on the Launchpad screen.



3. Ask the voter their Name and Address. Enter the voter's **Last Name** then **First Name** into the search boxes and touch the green SEARCH button to continue.




4. If only one voter matches the search criteria, the Voter Identification screen will appear automatically with their Party. Continue checking in your voter. If more than one voter matches the search criteria, select the correct voter and press **CONTINUE** . Next press **GREEN GET VOTER SIGNATURE**. Follow Directions on E-PollBook



**PROVISIONAL BALLOT VOTERS DO NOT GET A VOTING AUTHORITY SLIP AND DO NOT SIGN THE E-POLLBOOK. ALL OTHERS DO.**

Sample Voting Authority Slip. For Primary Blue = Democratic and Pink = Republican

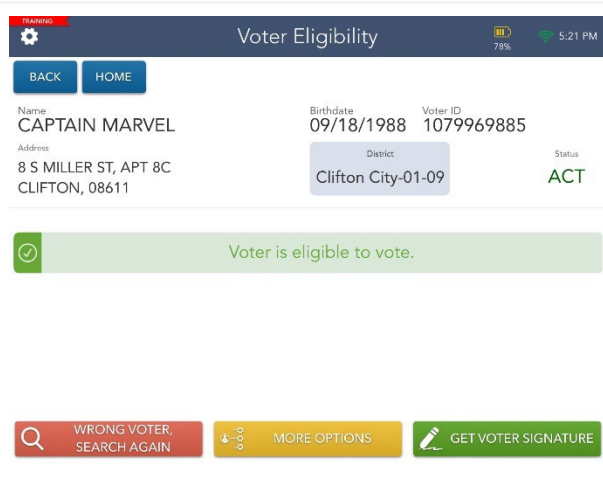
Clifton District 01	
SPECIAL SCHOOL ELECTION APRIL 20, 2021	
VOTING AUTHORITY SLIP	
	No. 0001
<hr/>	
Print Name of Voter	
<hr/>	
Signature of Voter	
<hr/>	
CLIFTON SPECIAL SCHOOL ELECTION APRIL 20, 2020	
VOTING AUTHORITY	
No 0001	
<hr/>	
THIS CERTIFICATE MUST BE HANDED TO THE ELECTION OFFICER IN CHARGE OF THE VOTING MACHINES IN ORDER TO VOTE.	
<hr/>	
Passaic County Board Of Elections	
John Currie Chairman	John Traier Secretary
Clifton 01	

# Checking-In an Eligible Voter

1. Insert a Blank Ballot Activation Card into the express Vote Printer
2. Once you have found the correct voter, their information will display on the Voter Eligibility screen.

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

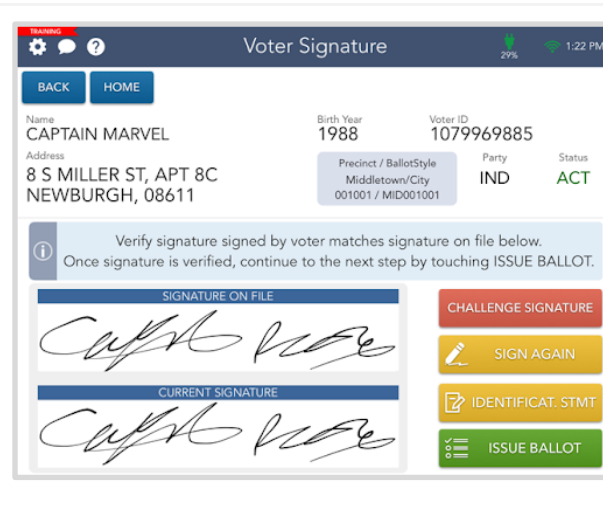
Select **GET VOTER SIGNATURE** to continue processing them.



The Voter Signature screen will appear and the voter will sign. The party the voter declared will show on the screen. Once they have signed, they will need to select the **DONE** button.



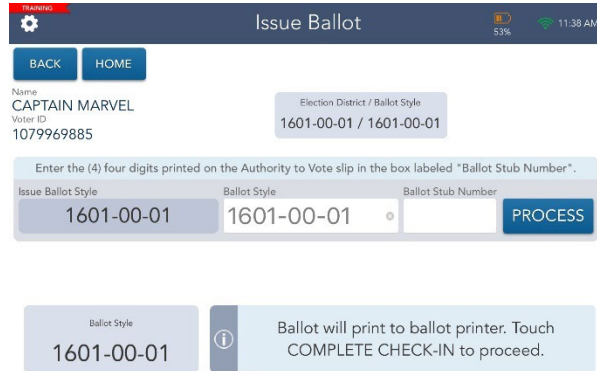
Flip the screen back toward you and verify that a complete and valid signature has been captured. Select the **ISSUE BALLOT** button to continue.



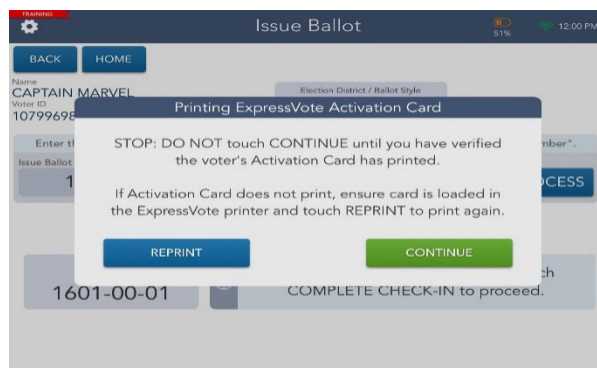
A popup will appear. Write Board Worker Initials in the box, then select **DONE**.



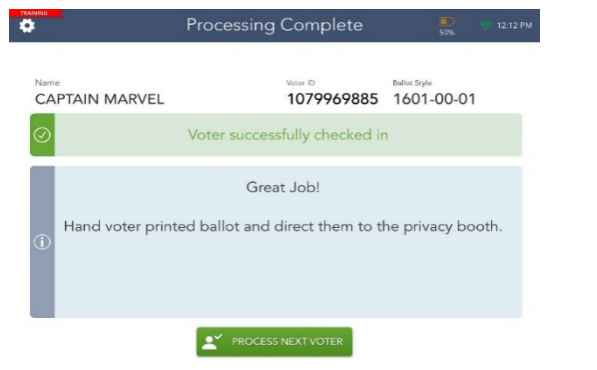
- Type in the 4 DIGIT Voting Authority Slip number in Ballot Stub Box and **PRESS PROCESS**.
- Ballot Activation Card will Print Automatically**



- If it did not print, ensure it is loaded properly and press **REPRINT**



- Place the Ballot Activation Card inside the Ballot Sleeve. Give it and the bottom half of the voting authority slip to the voter and instruct the voter to go to the voting machine. Press **PROCESS NEXT VOTER**
- Insert a Blank Ballot Activation Card into the express Vote Printer for next Voter**



# Checking-in a Provisional Ballot Voter

## How to use Provisional Ballots

1. Retrieve the orange nylon bag containing the Provisional ballot envelopes.
2. Remove the inventory sheet from the clear plastic window on the orange bag.
3. Remove the orange seal by the zipper and unzip the bag and place the seal inside.
4. Count the number of Provisional envelopes and record the count onto the inventory sheet.
5. Put the inventory sheet back inside the clear plastic window on the orange bag and place the envelopes back into the orange bag.
6. Give the ballot card and provisional ballot envelope to the voter and instruct the voter to go to the voting machine to vote their provisional ballot
7. Once finished, the voted ballot card will be ejected from the machine and the voter is to place the voted ballot inside the provisional ballot envelope
8. The Voter must complete the affirmation on the envelope and **sign**.
9. The voter is to put the voted ballot inside the affirmation envelope and seal it.
10. Once the envelope is completed and sealed the board worker will review for completeness. Pay special attention to Name and Address, Signed, Dated and Date of Birth
11. Place the completed envelope inside the orange provisional ballot bag.

If a voter tears off the affirmation statement from the envelope

1. You must tape the affirmation and ballot envelope together.
2. You must write spoiled on the affirmation and envelope.
3. Put the spoiled ballot envelope with tapped affirmation into the orange bag.
4. Re-Issue the voter a new ballot and affirmation/ envelope to vote.

## Sample Provisional Ballot Inventory Form

**PROVISIONAL BALLOT INVENTORY**

Do not break the orange seal and open the bag until you have your first provisional ballot voter.

Election district board workers should confirm the count of provisional ballots enclosed when the bag is opened for the first provisional ballot voter. A district board worker should inform other members of the board whenever a provisional ballot is issued and note this on this form if a voter fails to return a ballot. Provisional ballots both blank and those voted should be kept in the security of the district board workers at all times.

WE, THE UNDERSIGNED, CERTIFY THAT:

**(Do when opening for first provisional ballot voter.)**

\_\_\_\_\_ Provisional Ballots were enclosed in the bag.

\_\_\_\_\_ Provisional ballot envelopes were enclosed in the ballot bag.

**(Do during the day as needed.)**

\_\_\_\_\_ Additional Provisional Ballots were provided by an election official.

**(Do at the end of the night.)**

\_\_\_\_\_ Provisional Ballots were not returned by the voter.

\_\_\_\_\_ Provisional Ballots were voted during the election.

\_\_\_\_\_ Provisional Ballots were Spoiled.

\_\_\_\_\_ Unused Provisional Ballots are in the bag at the closing of the election.

**(At the end of the night record red seal # and all board workers must sign)**


If ballots were cast inventory and record the above information. Close the bag and seal with the RED seal. Record the RED Seal Number here \_\_\_\_\_.

_____ SIGNATURE OF JUDGE	_____ SIGNATURE OF INSPECTOR
_____ SIGNATURE OF CLERK	_____ SIGNATURE OF CLERK
_____ SIGNATURE OF CLERK	_____ SIGNATURE OF CLERK

DATE \_\_\_\_\_ MUNICIPALITY \_\_\_\_\_ WARD/DISTRICT \_\_\_\_\_



# Sample Provisional Ballot Affirmation



## New Jersey Provisional Ballot Affirmation Statement

FOR OFFICIAL USE ONLY

**1 Reason for Provisional Ballot (Check one)**

Moved within the county after registering without notifying election office

Registration information missing from poll book

Did not show required ID

Poll book indicates you are a Mail-In Ballot voter, but did not apply for, receive, or return such ballot

**2** I am a US citizen  Yes  No      **3** I am 18 or older  Yes  No

**4 Current Name**

Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Suffix \_\_\_\_\_

*If your name was changed after registering to vote, provide your former name*

Former Name \_\_\_\_\_

Signature of Former Name \_\_\_\_\_

**5 Current Home Address**

Municipality \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address, if different from above: \_\_\_\_\_

**6 Please Fill Out Only if You Moved within the County after Registering Without Notifying Election Office**

Previous Home Address \_\_\_\_\_

Municipality \_\_\_\_\_ County \_\_\_\_\_ Zip Code \_\_\_\_\_

**7** Date of Birth: Month  Day  Year  **8** Gender  Female  Male

**9** NJ Driver's License (DL#) or MVC Non-driver ID (ID#) Number \_\_\_\_\_

Telephone Number (Optional) \_\_\_\_\_

If No DL# or ID#, last four digits of your Social Security Number (SS#) \_\_\_\_\_

**10**  I affirm that I do not have a DL#/ID# or SS#

**11** Political Party \_\_\_\_\_

*Required for primary election; Optional for all other elections*


**12 Voter Declaration** — I swear or affirm that I am a U.S. citizen, live at the address above, am at least 18 years of age at the time of the election, have been a resident of the State and county at least 30 days before the election, am not on parole, probation or serving a sentence due to the conviction for an indictable offense under any federal or State laws, UNDERSTAND THAT ANY FALSE OR FRAUDULENT REGISTRATION MAY SUBJECT ME TO A FINE OF UP TO \$15,000, IMPRISONMENT UP TO FIVE YEARS, OR BOTH PURSUANT TO N.J.S. 19:34-1.

**X** \_\_\_\_\_ Signature of Voter \_\_\_\_\_ Date \_\_\_\_\_

Name of person providing assistance \_\_\_\_\_

DUPLICATE

No separate esta hoja



## Declaración de Afirmación para Boleta Provisional de New Jersey

PARA USO OFICIAL SOLOMENTE

**1 Razón de la boleta provisional: (Marque uno)**

Se mudó dentro del condado después de inscribirse sin informar a la oficina electoral

Falta información de inscripción en el libro electoral

No mostró la identificación requerida

El libro de votación sería que usted es un elector que vota por correo, pero no solicitó hacerlo, no lo recibió, ni devolvió el voto correspondiente.

**2** Soy ciudadano(a) estadounidense  Sí  No      **3** Tengo 18 años de edad o más  Sí  No

**4 Nombre actual**

Apellido \_\_\_\_\_ Primer \_\_\_\_\_ Inicial \_\_\_\_\_ Sufijo \_\_\_\_\_

*Si su nombre cambió después de inscribirse para votar, proporcione el nombre anterior*

Nombre anterior \_\_\_\_\_

Firma para el nombre anterior \_\_\_\_\_

**5 Domicilio actual**

Municipalidad \_\_\_\_\_ Condado \_\_\_\_\_ Código postal \_\_\_\_\_

Dirección postal, si es distinta a la anterior: \_\_\_\_\_

**6 Llenelo sólo si se mudó dentro del condado después de registrarse sin informar a la oficina electoral:**

Domicilio anterior \_\_\_\_\_

Municipalidad \_\_\_\_\_ Condado \_\_\_\_\_ Código postal \_\_\_\_\_

**7** Fecha de nacimiento: Mes  Día  Año  **8** Sexo  Femenino  Masculino

**9** No. de licencia de conductor de N.J. (DL#) o No. de ident. para el no conductor de MVC (ID#) \_\_\_\_\_

Número telefónico (Opcional) \_\_\_\_\_

Si no tiene DL# o ID#, los últimos cuatro dígitos de su Número de Seguro Social (SS#) \_\_\_\_\_

**10**  Afirmo que no tengo un DL#/ID# o SS#

**11** Partido político, si está afiliado a alguno (opcional): \_\_\_\_\_

**12 Declaración del Elector** — Juro o afirmo que soy ciudadano(a) estadounidense, vivo en el domicilio anterior, tengo al menos 18 años de edad en el momento de las elecciones, he resido en el Estado y condado durante un mínimo de 30 días antes de la elección, no estoy en libertad bajo palabra, libertad condicional ni cumpliendo una sentencia por haber sido condenado(a) por un acto ilícito bajo las leyes federales o estatales, ENTENDO QUE TODA INSCRIPCIÓN FALSA O FRAUDULENTAMENTE PUEDE SONETEAR A UNA MULTA DE HASTA \$15,000, ENCARCELAMIENTO DE HASTA CINCO AÑOS O AMBOS CONFORME A N.J.S. 19:34-1.

**X** \_\_\_\_\_ Firma del Elector \_\_\_\_\_ Fecha \_\_\_\_\_

Nombre de la persona que brinda asistencia \_\_\_\_\_

Confirm that the Affirmation Form is completed. Pay special attention to:

# 7 Date of Birth, # 9 Drivers License or Last four digits of Social Security # and # 11 Party Affiliation (for Primary Only). Must be Signed and Dated

## Checking-In a Voter That Shows **Wrong Election District**

The screenshot shows the 'Voter Eligibility' app interface. At the top, there is a 'TRAINING' indicator and a gear icon. The title 'Voter Eligibility' is centered, with battery (77%) and time (5:44 PM) on the right. Below the title are 'BACK' and 'HOME' buttons, and a large red banner that says 'Wrong Election District'. The voter's information is displayed: Name: SPIDER MAN, Birthdate: 10/04/1990, Voter ID: 375566, Address: 4 FRANK ST HEWITT, 08611, District: Clifton City-01-04, and Status: ACT. A yellow box highlights the 'Wrong Election District' error. Below this is a red warning message: 'Voter is not eligible to vote a regular ballot. Read instructions below.' A blue information box provides instructions: 'Voter is at the wrong voting location. Confirm the address on file is correct, then touch MORE OPTIONS and Re-Direct Voter. If the voter's current address is different than the address on file, the voter must vote a Provisional Ballot. Confirm their new address is in this Election District,'. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'PROCESS PROVISIONAL' (green).

Wrong Election District

! Voter is not eligible to vote a regular ballot. Read instructions below.

i Voter is at the wrong voting location. Confirm the address on file is correct, then touch MORE OPTIONS and Re-Direct Voter. If the voter's current address is different than the address on file, the voter must vote a Provisional Ballot. Confirm their new address is in this Election District,

Q WRONG VOTER, SEARCH AGAIN    MORE OPTIONS    PROCESS PROVISIONAL

If the message displayed is **Wrong Election District**. **DO NOT** TAP **GREEN PROVISIONAL BALLOT** button. **FOLLOW THE BELOW INSTRUCTIONS**

Search for the Voters correct district by tapping the **MORE OPTIONS** button. Select Re-Direct Voter. The voters correct voting district will show. Inform the voter of their correct voter district and location.

If the voter **can** go to their correct voting district tap Green **CONTINUE** button and PROCESS next voter

If they **cannot** go to the correct voting district tap the Back button to return to the voter's screen.

Tap **MORE OPTIONS** then Highlight **Manual Provisional**. On the next screen Highlight **Manual Provisional** Tap Green **CONTINUE** Button. Next Highlight the **current Ward District that is showing** and tap the **CONTINUE** button. Next tap **Green PROCESS PROVISIONAL**. Then Tap Green **COMPLETE CHECK-IN** to print the Provisional ballot. Follow Provisional Ballot directions on pages 16 &17.

## Checking-In a Voter That Shows **Already Voted**

The screenshot shows the 'Voter Eligibility' app interface. At the top, there is a 'TRAINING' indicator and a gear icon. The title 'Voter Eligibility' is centered, with battery (73%) and time (6:14 PM) on the right. Below the title are 'BACK' and 'HOME' buttons, and a red banner that says 'Already Voted'. The voter's information is displayed: Name: VICTOR STONE, Birthdate: 06/23/1947, Voter ID: 1084502834, Address: 18 LANDER ST, CLIFTON, 08611, District: Clifton City-01-09, and Status: ACT. A yellow box highlights 'Already Voted'. Below this is a red warning box: 'Voter is not eligible to vote a regular ballot. Read instructions below.' A blue information box follows: 'Voter has already voted in this election. If voter disputes, issue the voter a Provisional Ballot. Touch the green PROCESS PROVISIONAL button below to continue.' At the bottom are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'PROCESS PROVISIONAL' (green).

If the message displayed is **Already Voted** but the voter insists they did not, issue a Provisional Ballot. Touch the green **PROCESS PROVISIONAL** button bottom right of screen and follow instructions

## Checking-In a Voter That Shows **Mail-In Ballot Voter**

The screenshot shows the 'Voter Eligibility' app interface. At the top, there is a 'TRAINING' indicator and a gear icon. The title 'Voter Eligibility' is centered, with battery (73%) and time (6:17 PM) on the right. Below the title are 'BACK' and 'HOME' buttons, and a red banner that says 'Mail-In Ballot Requested'. The voter's information is displayed: Name: WADE WILSON, Birthdate: 05/29/1954, Voter ID: 1083940191, Address: 21 S MILLER ST, APT 3, CLIFTON, 08611, District: Clifton City-01-09, and Status: ACT. A yellow box highlights 'Mail-In Ballot Requested'. Below this is a red warning box: 'Voter is not eligible to vote a regular ballot. Read instructions below.' A blue information box follows: 'Voter has requested a Mail-In Ballot. If voter disputes, issue the voter a Provisional Ballot. Touch the green PROCESS PROVISIONAL button below to continue.' At the bottom are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'PROCESS PROVISIONAL' (green).

If the message displayed is **Mail-In Ballot Requested**. If voter disputes, issue a Provisional Ballot. Touch the **PROCESS PROVISIONAL** button bottom right of screen and follow instructions

## Checking-in a No Signature Voter

The screenshot shows the 'Voter Eligibility' app interface. At the top, there's a 'TRAINING' indicator and a gear icon. The title 'Voter Eligibility' is centered, with battery (73%) and time (6:35 PM) on the right. Below the title are 'BACK' and 'HOME' buttons, followed by a prominent red banner that reads 'No Signature On File'. The voter's details are listed: Name: GORILLA GRODD, Birthdate: 03/23/1966, Voter ID: 1085231008, Address: 100 JOHNSTON ST, CLIFTON, 08611, District: Clifton City-01-09, and Status: ACT. A yellow box highlights the 'No Signature On File' message. Below it, a red banner with an exclamation mark icon states: 'Voter is not eligible to vote a regular ballot. Read instructions below.' A light blue box with an information icon explains: 'Voter does not have a signature on file. The signature signed today will become the signature on file for this voter. The voter must vote a provisional ballot. Touch the green PROCESS PROVISIONAL button below to continue.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'PROCESS PROVISIONAL' (green).

If the message displayed is **No Signature On File**. The Voter does not have a signature on file. The signature signed today will become the signature on file for this voter. The voter must vote a provisional ballot. Touch the green **PROCESS PROVISIONAL** button bottom right of screen and follow instructions

The voter's official signature will be taken from the Provisional Ballot Affirmation

## Checking-in an ID Required Voter

The screenshot shows the 'Voter Eligibility' app interface. At the top, there's a 'TRAINING' indicator and a gear icon. The title 'Voter Eligibility' is centered, with battery (72%) and time (6:38 PM) on the right. Below the title are 'BACK' and 'HOME' buttons. The voter's details are listed: Name: CYRUS GOLD, Birthdate: 01/06/1994, Voter ID: 1197945148, Address: 88 JOHNSTON ST, CLIFTON, 08611, District: Clifton City-01-09, and Status: ACT. A yellow box highlights the 'ID Required' message. Below it, a green banner with a checkmark icon states: 'Voter is eligible to vote.' A light blue box with an information icon explains: 'This voter is required to present a form of ID. Touch the green VERIFY ID button below to continue.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'VERIFY ID' (green).

If the message displayed is **ID Required**. If voter disputes, issue a Provisional Ballot. Touch the **PROCESS PROVISIONAL** button bottom right of screen and follow instructions

# Checking-in an Affirm Address Voter

**TRAINING** Voter Eligibility 72% 6:42 PM

BACK HOME

Name: GREEN LANTERN Birthdate: 07/19/1976 Voter ID: 1179118859

Address: 191 LIBERTY ST, APT 3, CLIFTON, 08611 District: Clifton City-01-09 Status: ACT

**Affirm Address**

**Voter is eligible to vote.**

Voter must confirm address on file by completing the Affirmation of Residency Form. If the voter's current address is different than the address on file, the voter must vote a Provisional Ballot in their new Election District.

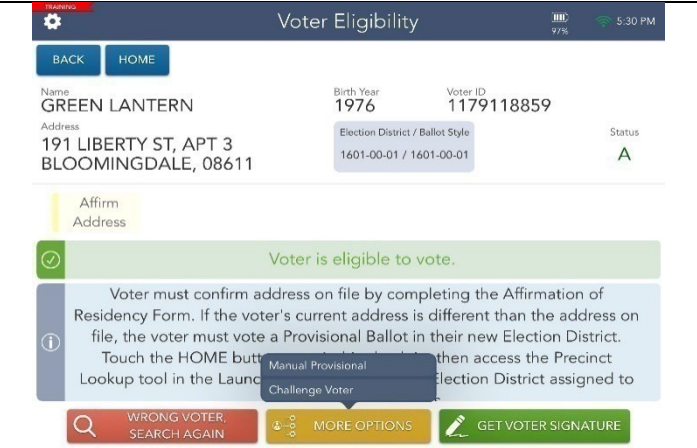
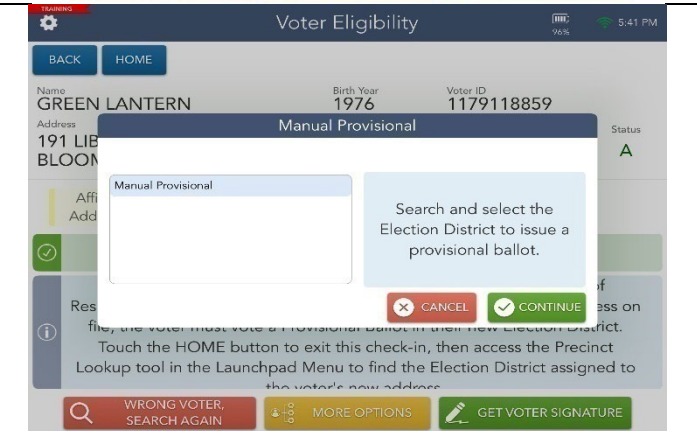
WRONG VOTER, SEARCH AGAIN MORE OPTIONS GET VOTER SIGNATURE

If the message displayed is **Affirm Address** the voter must confirm address on file by completing the Affirmation of Residency Form found in your Maroon Supply Bag. If the voter's current address is different than the address on file, the voter must vote a Provisional Ballot. Touch the yellow more options button in the bottom center of screen. Issue Manual Provisional Ballot.

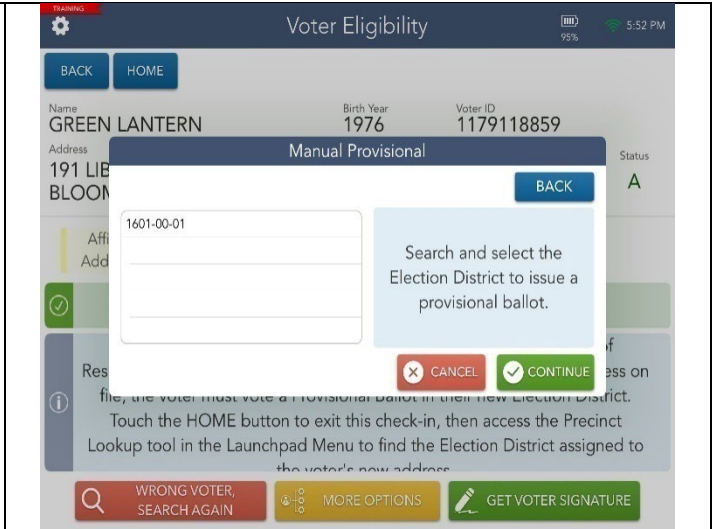
Sample Affirmation of Residency Form found in the Maroon supply bag.

AFFIRMATION OF RESIDENCY AFFIDAVIT	DECLARACION DE AFIRMACION DE RESIDENCIA
AFFIRMATION OF RESIDENCY:	AFIRMACION DE RESIDENCIA:
I, _____ affirm	Yo, _____ afirmo
(Print Name)	(Nombre en letra de molde)
<b>that I live at the following address:</b>	<b>que resido en la dirección abajo indicada:</b>
_____	_____
(Address)	(Dirección)
_____	_____
(Town)	(Ciudad)
_____	_____
(Signature)	(Firma)
AFFIRMATION OF TRANSFER:	AFIRMACION DE TRANSFERENCIA:
I, _____ affirm	Yo, _____ afirmo
(Print Name)	(Nombre en letra de molde)
<b>that I moved from the following address:</b>	<b>Que me mude de la siguiente dirección:</b>
_____ to	_____ para
(Old Address)	(Dirección Anterior)
_____	_____
(New Address)	(Dirección Nueva)
_____	_____
(Signature)	(Firma)
_____	_____
(Board Workers Signature)	(Firma Del Empleado De La Junta)
_____	_____
(Board Workers Signature)	(Firma Del Empleado De La Junta)

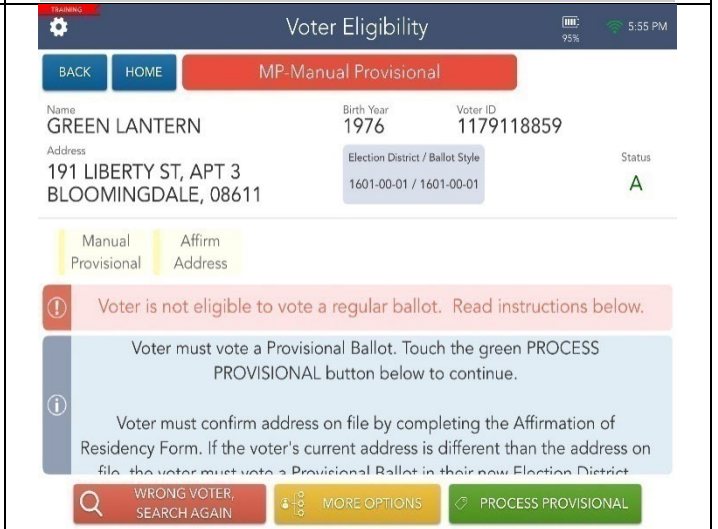
1. If the voter affirms their correct address on the paper affirmation of residency form in the booklet, the voter is eligible to vote. Issue Ballot by pressing the Green **GET VOTER SIGNATURE**. Follow e-pollbook instructions.
2. If the voter's address indicates that he or she has moved, but still resides within the Election district, the district board member must ask the voter to complete the affirmation form in the booklet and it will be used by the county to record the change of address. The voter is eligible to vote. Issue Ballot by pressing the Green **GET VOTER SIGNATURE**. Follow e-pollbook instructions
3. If the voter indicates that he or she has moved to another Election district within the county, the district board member should direct the voter to his or her new polling place where the voter will vote only by **Provisional ballot**. If the voter cannot go to the new polling place, manually issue a **Provisional ballot** by pressing the **Yellow MORE OPTIONS** button
4. If the voter indicates that he or she has moved outside of the county after the close of registration less than 21 days before the Election, and therefore could not register in the new county in time to vote in this Election, the voter can only vote provisional. Manually issue a provisional ballot by pressing the **Yellow MORE OPTIONS** button.
5. If the voter indicates that he or she has moved outside the county for more than 30 days before the Election, the voter may not vote in this county. Voter was required to register to vote in new county.

<p>Press Manual Provisional</p>	
<p>Highlight <b>Manual Provisional</b> and Tap <b>CONTINUE</b></p>	

Highlight the correct Election District and press **CONTINUE**



Press Green **PROCESS PROVISIONAL** and follow instructions



Once the Ballot Activation Card prints give the **ballot card and provisional ballot envelope** to the voter. Instruct the voter to go to the voting machine to vote their provisional ballot. Once finished, the voted ballot card will be ejected from the machine and the voter is to place the voted ballot inside the provisional ballot envelope and complete the affirmation on the envelope. Once the envelope is completed and sealed the board worker will place the envelope inside the orange provisional ballot bag.

## Checking-in Voter that Needs Assistance

1. Complete the Voter Disability form in your booklet.
2. Take the oath from the voter. (Only Blind, Physically Disabled and Cannot Read or write voters are considered disabled)
3. After taking the Oath from the voter, press GET VOTER SIGNATURE
4. Follow e-pollbook instructions

**1 Disability Certificates for Assistance**

To..... No.....  
 (Name of Voter) (Voter's No.)

**Do you solemnly swear [or affirm] that you are:**

Blind       Physically Disabled       Cannot read or write

**At that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting in this election, without assistance; so help me God.**

.....  
 Name of member of Board of Registry and Election taking oath.

**[R.S. 19:31 A-8]  
 Must be signed by 2 members of board of Registry and Election of opposite political party assisting voter.**

.....  
 Name of Voter assisting Voter with Disability

.....  
 Address of Voter assisting Voter with Disability

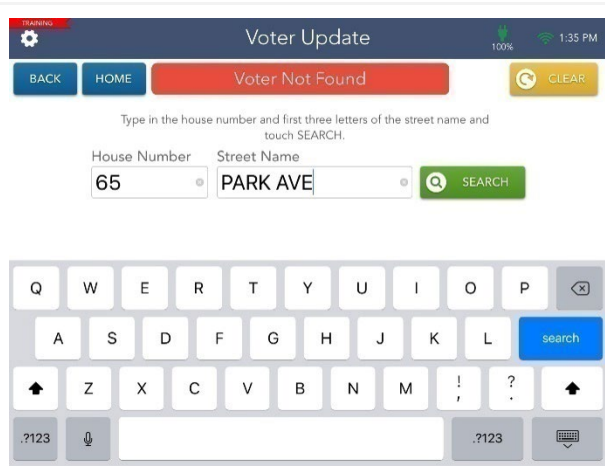
## Checking-in a No Voter Found

When Voter not found, be sure you spelled their name correctly. You may also press the search by last name and birth year. Otherwise press the Red "Voter Not Found" button

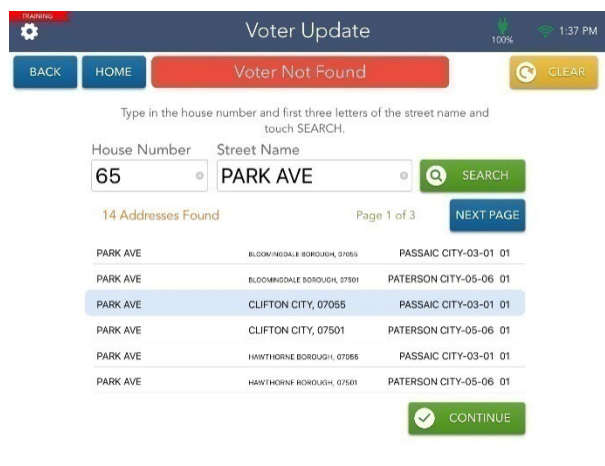
1. Enter the voter's date of birth and press continue



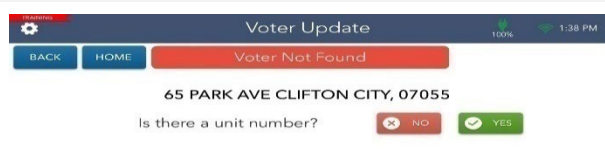
2. Enter the voter's street address press search



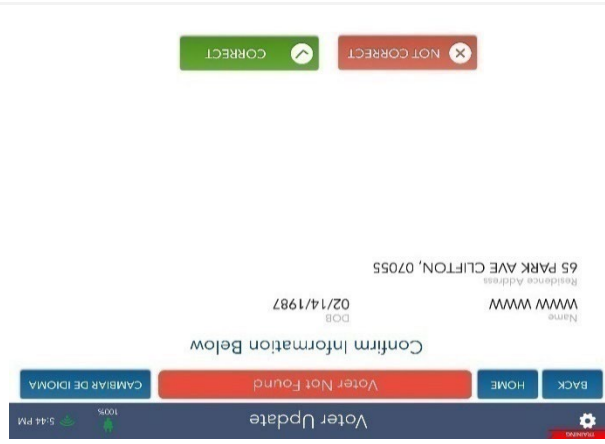
3. Highlight the correct address. If you don't see it press next to scroll the following pages. Press continue when you have found it.



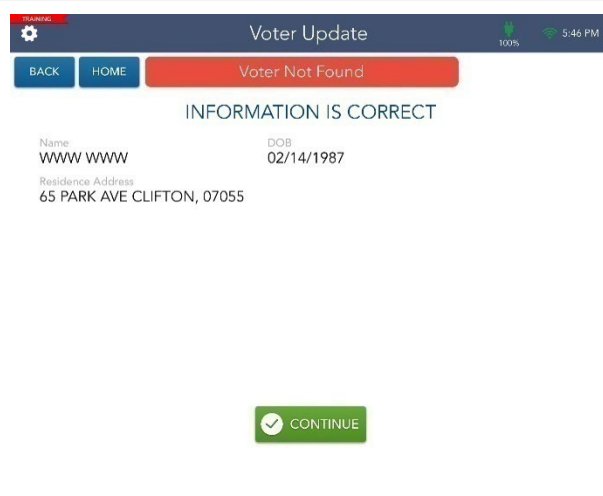
4. Self explanatory



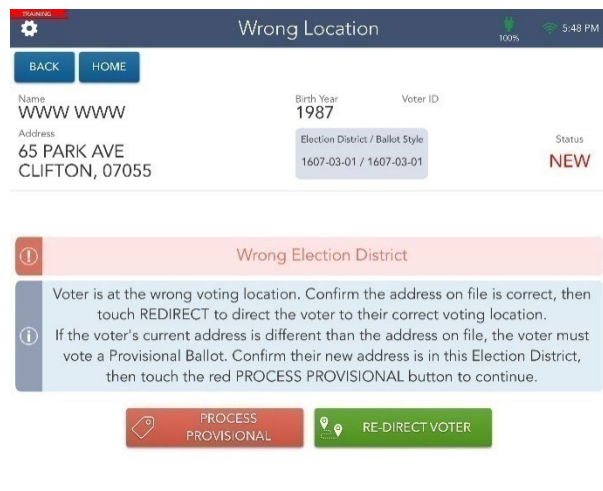
5. Flip screen to voter to confirm. Voter presses correct



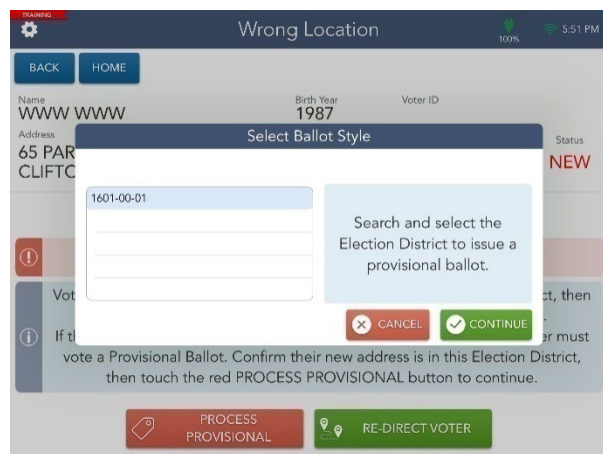
6. Board worker presses continue



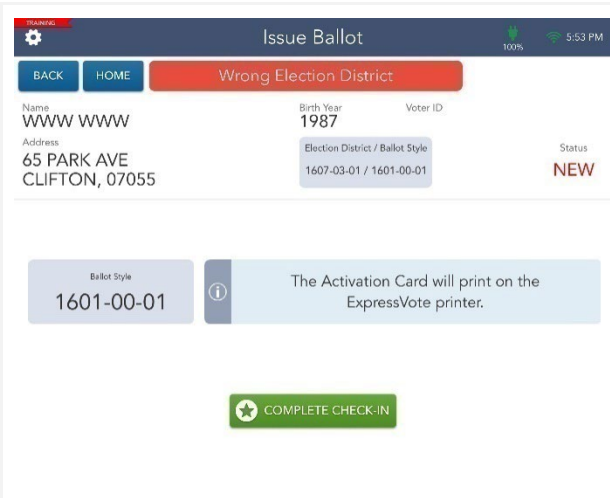
7. Board Worker presses Process Provisional



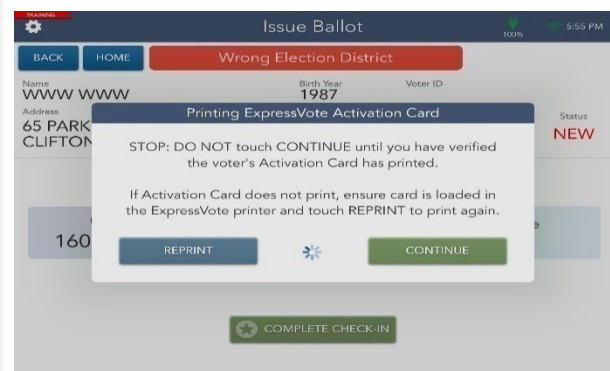
8. Highlight the correct ballot style and press continue



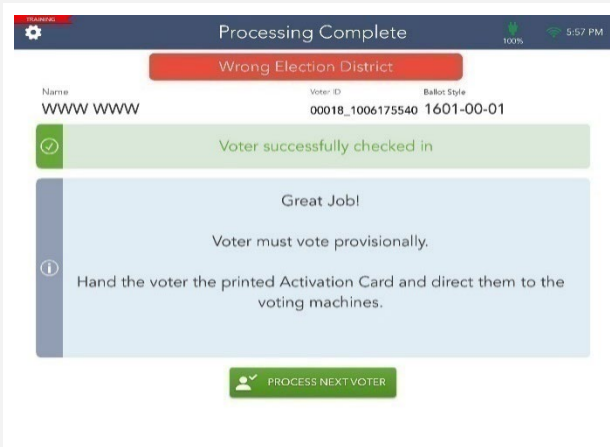
9. Complete Check In



10. Press Continue



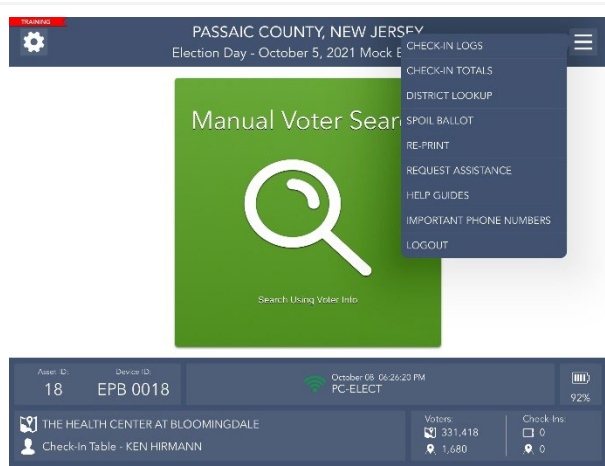
11. Press Process Next Voter



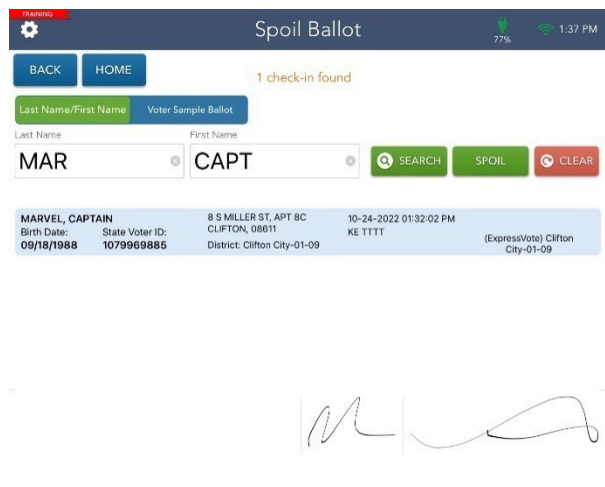
# Re-Issue a Ballot

The voter may want to change choices after reviewing the printed ballot card on the voting machine. They may change choices a maximum of 3 times.

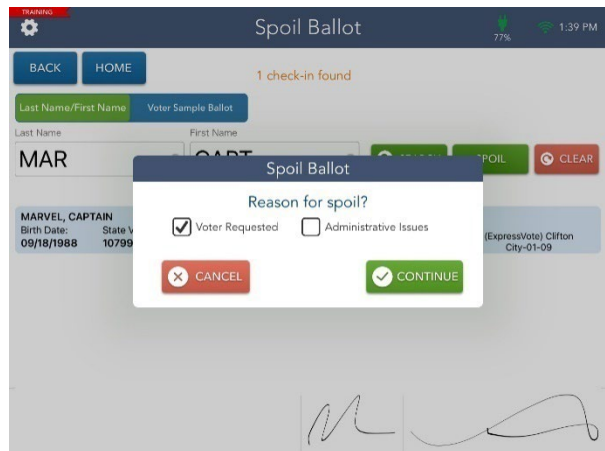
1. To spoil/cancel a check-in, open the Launchpad Menu and select the SPOIL BALLOT link.



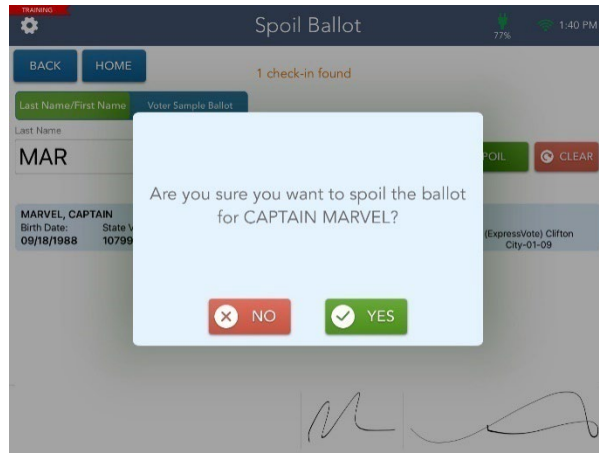
2. Search for and select the voter check-in you would like to spoil, then click the green SPOIL button.



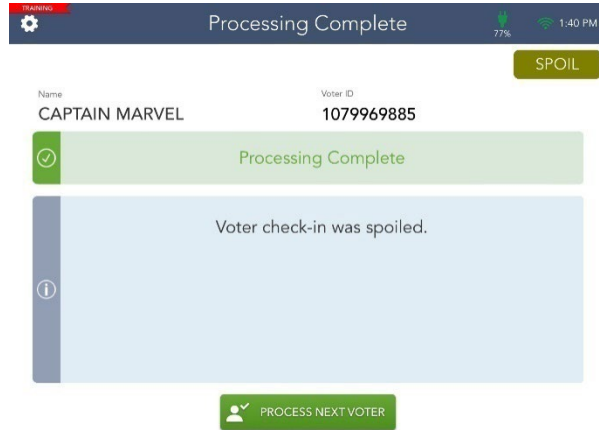
3. Select the reason the ballot is being spoiled. After you've done so, select CONTINUE.



4. Select YES to confirm that you would like to spoil the ballot.



5. Confirmation that the Voter's Ballot was spoiled is shown on the screen.



6. Re-Issue a new ballot by tapping the Green Manual Voter Search Button



7. Place the spoiled ballot into brown envelope labeled Spoiled Ballots.

# CHALLENGERS

## Who can be a Challenger

1. Candidates whose name is on the ballot and board workers are automatically Challengers. They are not issued credentials. If needed you may ask them for ID.
2. Challengers who show you the Official Challenger Certificates and Badge issued by the Board of Elections.
3. Every Challenger must show their Certificate and Badge to the board workers.
4. Every Challenger must submit their certificate to the board worker for safe keeping. It will be given back to the Challenger if the Challenger leaves the polling site.
5. Only people with Official Challenger Certificates and Badges are Challengers.

## How many Challengers are allowed in the polling district at a time

1. Only one Challenger **per candidate** is allowed in the polling district at a time.
2. If the Candidate and their Challenger are present, one must leave the district.

## Reason for a challenge (Personal knowledge of one of the following)

1. Voter is under 18 years of age.
2. Voter is not a citizen of the United States.
3. Voter does not reside within the election district.
4. Voter has moved out of county more than 30 days before Election Day.
5. Person is not registered to vote.

## Challenge Procedure (Must be followed. Affidavits will be found in the Maroon supply bag)

1. The Challenger must state to the board worker the reason for the challenge.
2. The board worker then gives the challenger the **Challengers Affidavit** to be completed and signed by the Challenger. If the Challenger does not sign the affidavit there is no challenge. The voter may vote. **ALL AFFIDAVITS ARE IN THE MAROON SUPPLY BAG**
3. Read to the voter the information for Challenged voters.
4. The voter must complete the **Challenged Voter Affidavit**.
5. Board workers complete the **Board Workers Affidavit**.
6. All affidavits must be completed.
7. Board workers vote and if it's a tie- **Voter Votes**
8. If a majority of the board workers vote in favor of the voter- **Voter Votes**
9. If a majority of the board workers vote in favor of the challenge- **Voter does not vote. Give the voter a copy of all affidavits and inform the voter they can see a Superior Court Judge located at 401 Grand Street in Paterson before the close of the Election.**

## Challengers Cannot

1. Cannot speak to the voters
2. Cannot sit with board workers at the registration table or touch any Election materials.
3. Cannot go to the voting machine.
4. Cannot challenge a voter directly (only the board workers can ask the voter questions)
5. Cannot wear any campaign buttons, signs, campaign clothing or name tags.
6. Cannot harass or intimidate any voters, board workers or cause any disturbances in the polling place.

### Sample Challenger Documents

**PASSAIC COUNTY BOARD OF ELECTION**  
**OFFICIAL CHALLENGE CERTIFICATE**


CANDIDATES NAME \_\_\_\_\_

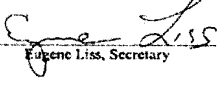
OFFICE \_\_\_\_\_

Having presented to the County Board of Election, of the County of Passaic, a paper appointing NAME OF CHALLENGER as one of the two agents or Challengers to represent Her/Him in the Election District No. \_\_\_\_\_ Ward \_\_\_\_\_ TOWN WORKING \_\_\_\_\_ County of Passaic at the TYPE OF ELECTION \_\_\_\_\_ to be held ELECTION DATE \_\_\_\_\_

The aforementioned is hereby permitted to act as such agent or challenger at the said Election District in accordance with the laws of this State.

In Witness whereof, the said County Board of Elections of the County of Passaic has caused this certificate to be signed by its Chairman and Secretary,

  
John Currie, Chairman

  
Eugene Liss, Secretary

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**OFFICIAL CHALLENGER**  
**OBJETOR OFICIAL**  
FOR / DE

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**GENERAL ELECTION**  
**NOVEMBER 3, 2009**

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Passaic County Board of Elections  
Consejo Electoral del Condado de Passaic

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John Currie, Chairman / Presidente  
Eugene Liss, Secretary / Secretario  
Lauren E. Murphy, Commissioner / Comisionada  
Arthur G. Soto, Commissioner / Comisionado

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# EMERGENCY BALLOTS

1. Call Superintendent of Elections 973-881-4996 for approval
2. Emergency Ballots are located in the Purple Bag in the back of the voting machine.
3. Emergency ballot tally sheet must be completed.
4. Return used and unused emergency ballot to the purple bag and place bag back inside voting machine storage area.
5. If Emergency ballots were used, you must tally the emergency ballot results on the tally sheet. They are in triplicate.
6. One completed tally sheet gets put into the purple bag and in the back of machine. Put the other two in the maroon supply bag.

## Sample Emergency Ballot Statement of Canvas



**EMERGENCY BALLOT  
STATEMENT OF CANVASS**  
GENERAL ELECTION  
TUESDAY, NOVEMBER 8, 2022  
PASSAIC COUNTY, NEW JERSEY

Borough of Woodland Park  
 Ward \_\_\_\_\_  
 District \_\_\_\_\_  
 Voting Machine No. \_\_\_\_\_  
 Total number of Emergency Ballots cast \_\_\_\_\_

*Danielle Ireland-Isbot*  
 Danielle Ireland-Isbot  
 Passaic County Clerk

Offices	Member of the House of Representatives Vote for Two	Sheriff Vote for One	Members of the Board of County Commissioners Vote for Two				Members of the Borough Council Vote for Three					
Representative A	Rita SHERGILL Democratic 1A	Richard BERONIK Democratic 3A	Terry DUFFY Democratic 3A	Leo LEPORE Democratic 4A	Christine TISEO Democratic 5A	Michael SICA Democratic 6A	Sam YODICE, Jr. Democratic 7A					
Representative B	Paul DEGRADY Republican 1B	Mark J. MAHER III Republican 3B	Alex CRUZ Republican 3B	Lisa OSWALD Republican 4B	Luigi SPAGNOLA VARGAS Republican 5B	Mary Ann PERRO Republican 6B	Ray A. AMATO Republican 7B					
Commissioner C	Joseph BIASCO Republican 1C											

Offices	Members of the Board of Education Passaic Valley Regional High School District Vote for Two			Members of the Board of Education Woodland Park School District Vote for Three				Member of the Board of Education Woodland Park School District Unexpired Term Vote for One
Candidate F	Lee DELUCA Democratic 1F	Daniel CASASNOVAS Democratic 2F	Justin LUKER For City Commission 3F	Gene ESPINOSA-RODRIGUEZ Democratic 4F	David AMANULLAH Democratic 5F	Joseph GIAMMARELLA Democratic 6F	Sangeet DESAI Democratic 7F	Mark SALEM Democratic 8F

— INSTRUCTIONS —

- 1 Write the Ward and/or District at top right.
- 2 Write the Voting Machine Number and Total Number of Emergency Ballots used in the upper right hand corner of the form.
- 3 Write the Total Number of Emergency Ballots Voted Cast under the Name of each candidate.
- 4 Fill in the Space for any Write-In Votes.
- 5 Fill in and Sign the Certificate at bottom right.

WHITE COPY - return to County Clerk.  
 YELLOW COPY - return to Municipal Clerk.  
 PINK COPY - place this copy in the emergency ballot box along with both used and unused Emergency Ballots.

WRITE-IN VOTES

OFFICE TITLE	PERSON VOTED FOR	NUMBER OF VOTES CAST

If additional space is required, use plain sheet of paper. But be sure to follow proper headings, signs and attach to this sheet.

— CERTIFICATE —

We do hereby certify that this Emergency Ballot Statement of Canvass and all numbers written in are a true, full and correct statement of the results of reading the Emergency Ballots of the election above mentioned.

In Witness Whereof, We have hereunto set our hands respectively, this Tuesday, November 8, 2022.

District Board of Registry and Election:

\_\_\_\_\_

\_\_\_\_\_

# EMERGENCY PROVISIONAL BALLOTS

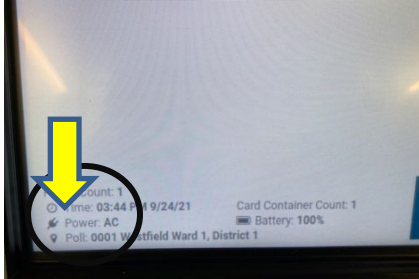
**(Not the Same as Regular Provisional Ballots voted in the Voting Machine.)**

1. Emergency Provisional Ballots only to be used when E-PollBook is not working
2. Emergency Provisional Ballots are located in a separate white envelope inside orange provisional ballot bag
3. Complete the inventory form on the outside of the White Envelope
4. Issue the Ballot and Yellow highlighted Affirmation Envelope to voter.
5. Voter votes ballot behind the privacy screen.
6. Voter puts the Ballot inside Yellow Highlighted Envelope and voter seals the envelope.
7. Board Worker places the sealed Emergency Provisional Ballot envelope with affirmation attached inside the White Envelope and back into the Orange Provisional Ballot bag.

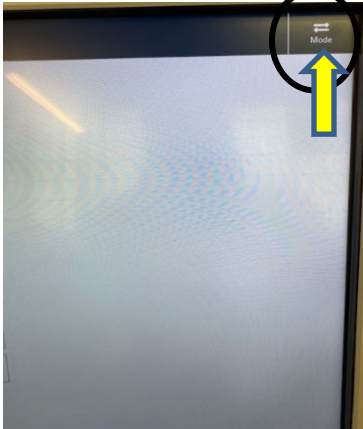


# CLOSE VOTING MACHINE INSTRUCTIONS

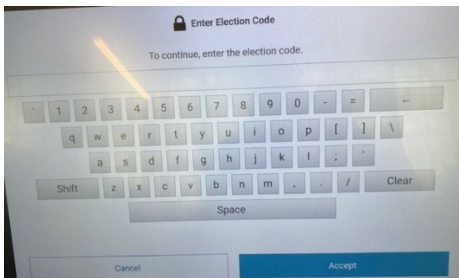
1. Tap bottom left corner of screen



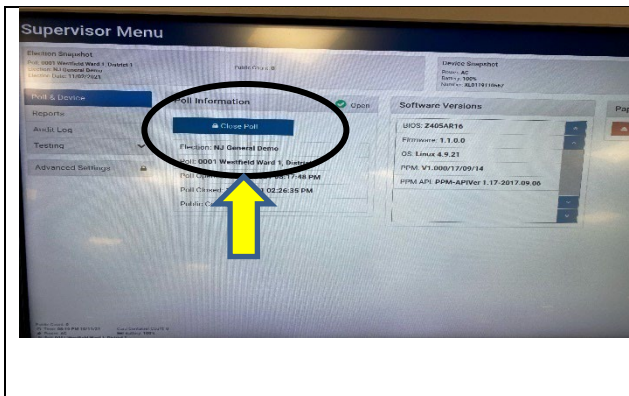
2. On top right corner of screen you will tap MODE



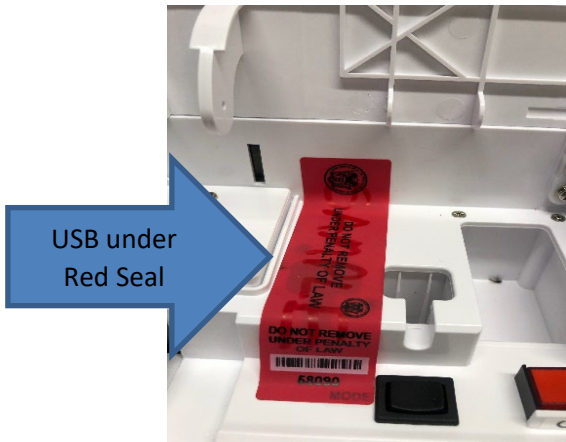
3. Then enter the Election Code & tap Accept



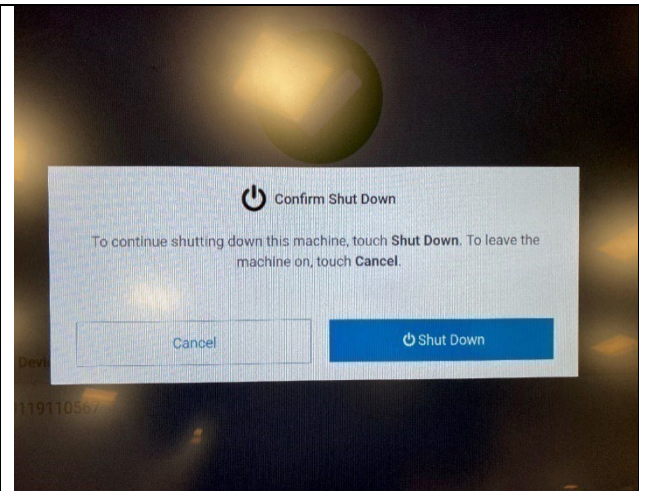
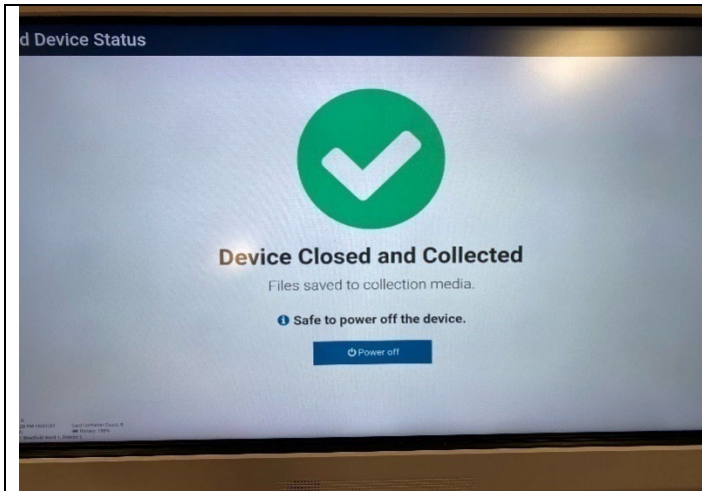
4. You will then tap **Close Polls** & 2 reports will print out automatically. From this print out Record the Protective & Public counter on closing envelope. **Use this report to announce the votes.** Reports will go inside the red zipper pouch that you will find inside the maroon supply bag .



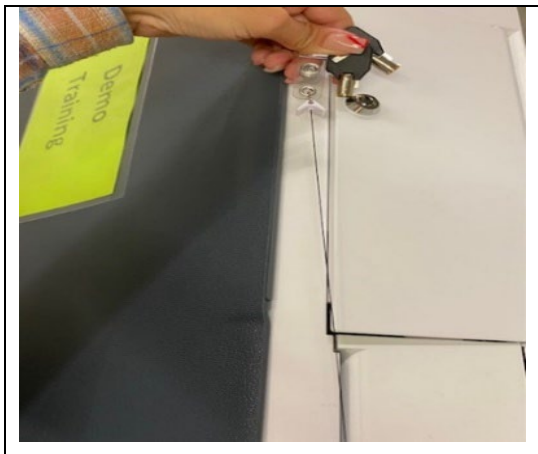
- Open Top Door and Remove the Red Seal and USB Memory Stick. Place both in the Red Pouch along with the Open Polls Statement of Canvas tape and Close Polls Statement of Canvas tape.



- Power off then then Press Shut Down.



- Next you will lock the top door and Go to the back of the machine and place Red Seal on Top Door Lock.



- Open the Back Door and place the Disability Voting kit into the back of the Voting machine. Place them in the same way as you took them out at the beginning of the day. Also place any unused activation cards inside.

- Seal the back door and record GREEN back door seal on the seal envelope.



10. Remove Red side door seal. Record the number on the Seal Envelope and place it inside the seal envelope.



11. Unlock side door and remove Ballot Bin



12. Verify and record YELLOW seal on the Seal Envelope. Yellow Seal Stays on. **Insert the White seal into the Top ballot bin & record on Seal Envelope**



13. The Ballot Bin will be returned with your supplies.

14. Put the Keys into the Key Envelope and place the key envelope back into the Tan Seal Envelope.

15. Unplug machine, wrap cord and put the machine cover on. Seal the cover and record the Seal Number on the Seal Envelope.



## **MASTER BOARD WORKERS**

1. Are Supervising board workers. They have received additional training
2. They travel to assigned districts during Election Day
3. They assist and supervise board workers

## **CLOSING THE POLLS**

The end of the night is a public event (after the polls are closed). People do not need Challenger Badges or Certificates to be present. They should not cause any disturbances or interfere with your closing procedures. They are there to hear you announce the final vote. Use the Closing Polls Procedures shown on the following page. It has been designed to help the board workers properly close down the polling location at the end of the Election.

**Return with Supplies at the end of Election**

Number of Voters Who Have Voted  
In Bloomingdale Borough 00 – 01  
**June 7, 2022**  
Primary Election

TIME	Voting Machine Serial Number	Voting Machine Serial Number	Provisional	TOTAL
8:00 AM				
10:00 AM				
12:00 PM				
2:00 PM				
4:00 PM				
6:00 PM				

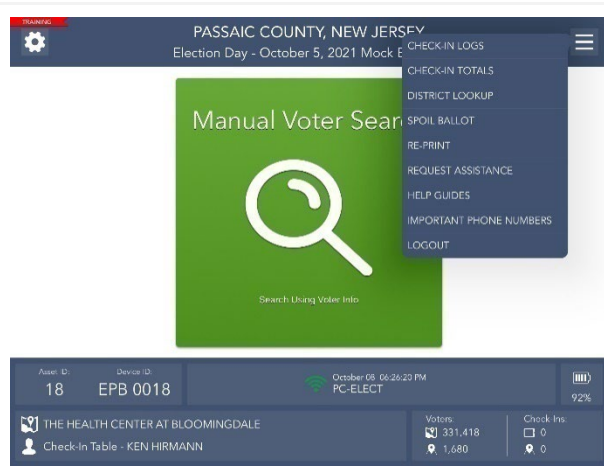
You must still announce the votes at the end of the Election as you normally do.

### Closing Polls Procedures

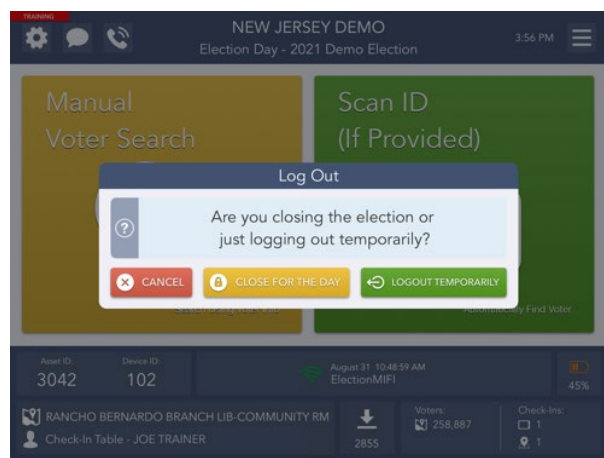
1. At 8:00 p.m. announce that the polls are now closed.
2. Bring in the U.S Flag. Fold it properly and place it in its box then in the supply bag.
3. Process all voters who arrived inside the voting location before the close of Election.
  - a. If necessary, a board worker should stand at the end of the line to make sure no one else gets in line after the 8:00 pm close of Elections. This is especially necessary if the line is out the door to the polling site.
4. Close both voting machines.
5. If Provisional Ballots were used, do the following:
  - a. Count the contents of the Orange Provisional Ballot bag and complete the Provisional Ballot Inventory form in full.
  - b. Place the Provisional Ballot Inventory form **inside** the Orange Provisional Ballot bag
  - c. **Seal** the Orange Provisional Ballot Bag with the Red Seal.
  - d. Place the Orange Provisional Ballot Bag inside the supply bag.
6. If Emergency Ballots were used follow the end of the night instructions for counting emergency ballots. Page 32 #5
7. **Announce the vote.** It is Mandatory that you read the final vote tally from the close polls tape to all that are present. (Include emergency ballot totals if used)

# CLOSING THE ELECTION E-POLLBOOK

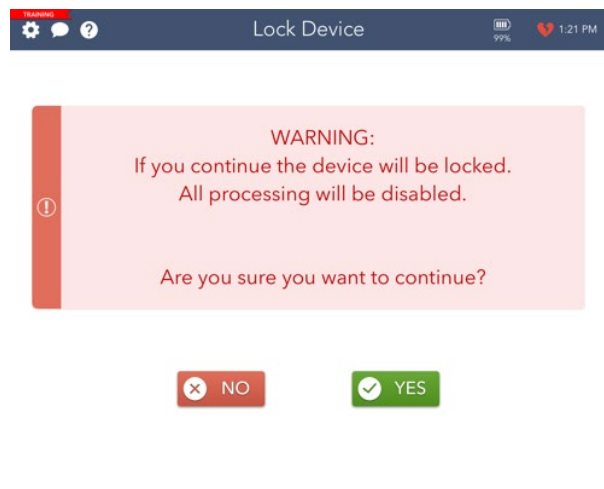
1. Once the election has ended, it is time to close the election on the Touchpads. From the Launchpad, open the Launchpad Menu and select LOGOUT.



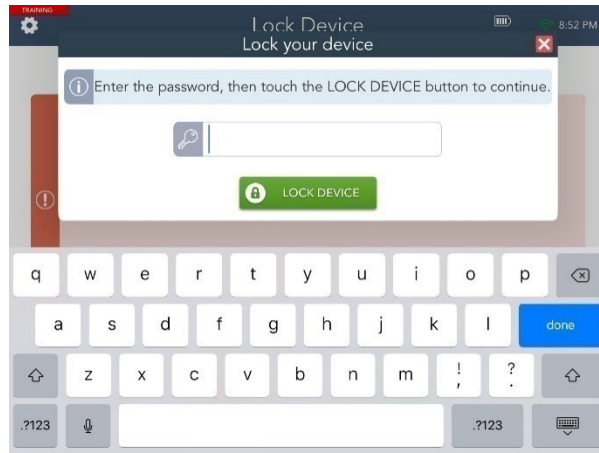
2. A pop-up will appear. Select the yellow CLOSE FOR THE DAY button to begin the closing process.



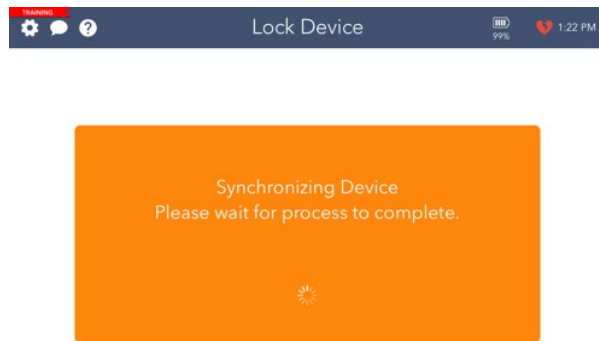
3. A warning screen will appear. If you are ready to close the election, select YES.



4. Enter the password you've been given to lock the device then select the LOCK DEVICE button.



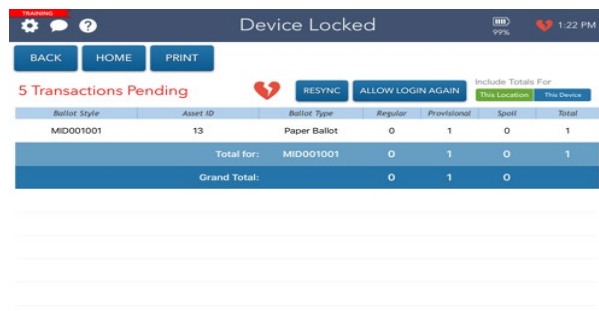
5. An orange screen will appear with a "Synchronizing Device" message. Wait for the message to disappear.



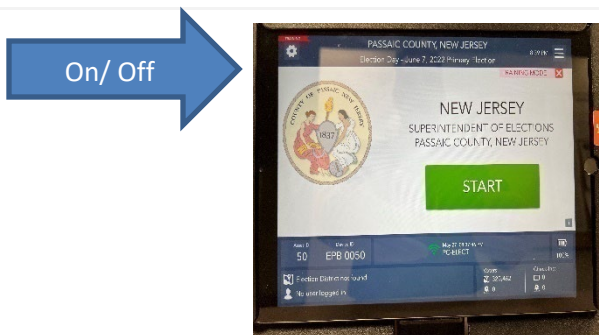
6. Congratulations, you have closed out your election!

If your Device has not sent all transactions, PENDING will appear in the left-hand corner.

Don't panic! This is normal. Complete the rest of your end-of-election procedures.



7. Power Off the E-Pollbook by pushing the (On/Off) Power Button on the left side of the E-Pollbook.
8. Swipe the "Slide to Power off" to the right
9. If after completing the following steps above, if you are still unable to close, please call 973-881-4996



- 10.

Very Important: **You must still announce the votes from the Voting Machine Close Polls Tape at the end of the Election as you normally do.**

### **Return to the Municipal clerk's office**

- a. Voting Machine Ballot Bins/Cartridges from each voting machine
- b. Place E-Pollbooks inside their black case and return them to the Municipal Clerk
- c. **Maroon Supply Bag.** Inside should be
  1. **Red Pouch containing the USB sticks from both voting machines, Open and Close Statement of Canvass Tapes, and Red seal from both Voting Machines.**
  2. All Tan Seal Envelopes with broken seals, Voting Machine Keys inside envelope.
  3. Two Hour Vote Tally Sheet
  4. Signs and Privacy Screen
  5. Voting Authority slips
  6. Orange Provisional Ballot Bag. Sealed with Red Seal and completed inventory Form inside.
  7. Pay Slip completed and signed by board workers
  8. Two Emergency Ballot Tally Sheets (Only if emergency ballots were used)
  9. Brown Spoiled Ballot Envelope get placed in the Maroon Supply Bag.

## **WHO TO CONTACT**

Superintendent of Elections - **Voting Machine/e-Pollbook Problems**      **973-881-4996**

Board of Elections - Procedure or ballot questions and **cannot work the assigned Election.**

Municipal Clerk- Campaigning, Electioneering or any other local polling site issues, supply issues or board worker shortage at your district. See page 1 for Phone Numbers

**If you can't work on Election Day Call the Board of Elections. "Do not" call anyone else.**