

VOTING A PROVISIONAL BALLOT


 **IMPORTANT:** Provisional voters must vote using the touchscreen voting unit.

Provisional ballots are cast by certain voters but not counted on Election Day. The Board has 14 days after Election Day to process provisional ballots. Voters who are voting provisional ballots will receive a Provisional Voter Affidavit/Ballot Envelope (Form 276P) at Station #1 or the Registration Table.

Any voter who falls into one (or more) of the following categories below must be offered a provisional ballot and allowed to vote a provisional ballot if the voter chooses. All provisional voters must vote using the touchscreen voting unit.

- The voter isn't found in the e-poll book, and the voter refused to register in the voter's precinct.
- Someone challenged a voter's status, and the Election Judges agree with the challenge. In other words, the Judges agree that the voter isn't eligible to vote in that precinct.
- The voter registered to vote by mail, was required to show ID before voting, and was unable to do so.
- The voter's record shows they voted during the early voting period, but the voter claims not to have voted during early voting.
- The voter received a Vote By Mail ballot but did not return the Vote By Mail ballot to the Board. The voter also didn't return it to the Judges.
- The voter tried to register to vote on Election Day but didn't have the correct documentation.
- A Federal or State Court has ordered the extension of voting hours past 7 pm.*

*If your precinct needs to stay open late, the Board will tell you before the polling place closes. They will give you instructions on what to do.

 **IMPORTANT:** Before you issue a person a provisional voter card, you must give the voter the choice to register in the correct precinct on Election Day. Please use the instructions on page 62. Please call the Board at 312-269-1604 if you have questions about provisional voting.

If the voter's address is outside of the precinct boundaries, you must instruct the voter to go to the correct polling place. If the person insists on voting a provisional ballot in the wrong precinct, the person must be allowed to do so.

Does the polling place have more than one precinct? Make sure the voter is at the correct precinct.

Completing a Provisional Voter Affidavit

The voter wants to continue on and vote using a provisional ballot. The voter must complete a special affidavit first. An affidavit is a sworn statement that someone has the qualifications to vote. The voter and a Judge must complete the 3-part Provisional Voter Affidavit (Form 276P) before the voter may vote. The voter must also fall into one of the categories mentioned. The voter may give information to the Judges to support the claim that they are a registered voter. Place additional proof from the voter, including the Application for Ballot, in the clear plastic sleeve on the back side of the affidavit.

To issue a Provisional Voter Affidavit (Form 276P), complete steps #1-9:

1. Have the voter complete Section B of the affidavit. Make sure it is filled out completely.
2. Complete Section A of the affidavit. Include the reason that the voter is voting a provisional ballot. Make sure to include any facts that support or oppose the reason. If the voter is in the incorrect precinct and insists on voting in the incorrect precinct after being re-directed, tap **Process provisional** in the e-poll book.
3. The e-poll book will give you the ballot style based on the voter's address and available ballot styles/parties in that precinct. Record the ballot style found in the e-poll book and voter's party choice on the Provisional Voter Affidavit (Form 276P).
4. Write the provisional ID # from the e-poll book onto Section A, the date of the Election and the precinct and ward of your polling place site where the voter is attempting to vote.
If you determine the voter is registered in another precinct and ward, don't write that precinct and ward on the Provisional Affidavit. Write your precinct's information.
5. Activate the provisional voter card following the instructions on the screen.
6. Give the Provisional Affidavit (Form 276P) and the voter card to the voter. Then direct the voter to Station #2 for the purple provisional privacy sleeve.

7. Provisional voters must vote using the touchscreen.



NOTE: Never insert a provisional ballot into the ballot scanner.

- Once the voter has finished voting, they must take their printed ballot inside a privacy sleeve to Station #2 for a Judge's initials. After their ballot has been initialed the voter must fold their ballot and place their ballot inside the Provisional Ballot Envelope (Form 276P). Remove the pink carbon copy of the Provisional Voter Affidavit. Give it to the voter. Tell the voter to read the information on the pink copy.
- Place the sealed Provisional Voter Affidavit/ Ballot Envelope (Form 276P) in Envelope P – Provisional Ballot Carrier Envelope.



IMPORTANT: What if a voter spoils an Official Provisional ballot? The voter must return to Station #2 to spoil their ballot. The Judge at Station #2 will write "spoiled" across the ballot and place the spoiled provisional ballot inside Envelope P. The voter will need to return to Station #1 or the Registration Table for a new provisional voter card. Refer to steps #1-5 on page 54 for issuing a new provisional voter card.

Sample Provisional Voter Affidavit

State of Illinois)
County of Cook)

FORM 276P
Rv. 2/2023

Provisional Voter Affidavit

Section A - Election Judge must complete Section A

Date of Election 3 / 19 / 20 24 Precinct 01 Ward 01 Ballot Style: 1

Provisional ID # 011349007

For Primary Only → Political party requested by voter _____

Mark the reason(s) this person is voting a provisional ballot:

☐ The voter wasn't found in the e-poll book and didn't want to register in the correct precinct or at a grace period registration site.

☐ The voter received a Vote By Mail ballot. The voter did not bring the ballot and says the ballot wasn't returned to the Board.

☐ The voter mailed in the voter registration form and needed to show a valid ID but couldn't show a valid ID.

☐ The voter tried to register to vote but didn't have two forms of ID.

☐ Records show that the voter already voted in this election. The voter disagrees.

☐ A voter's voting status was challenged, and the Election Judges agree with the challenge.

☐ A court ordered voting hours to continue past 7 p.m.

Tell the Board any other details about why this person is eligible or ineligible to vote: _____

Judge Sign Here → Kristi Thomas Printed name of Judge Kristi Thomas

Section B - Voter must complete Section B

Directions for Voter: You must include all of the information below and sign your name. Your provisional ballot might not count if this Affidavit is not **correct, clear, and complete**.

Last Name <u>Jones</u>	First Name <u>Kathleen</u>	Middle <u>M</u>
Street Address <u>2538 Holmes St</u>		Apt or Unit # Zip Code <u>60625</u>
Date of Birth <u>08 / 14 / 58</u> (month/day/year)	Female <input checked="" type="checkbox"/> Male <input type="checkbox"/> Non-binary <input type="checkbox"/>	Telephone # (<u>312</u>) <u>809 6442</u>
Email (optional)		
Choose One: SS# (Last 4 digits) OR IL State ID # OR IL Driver's License # One: XXX-XX-____ <u>8123-3456-6789</u>		

I swear or affirm that the following statements are true:

- I am a United States citizen.
- I have not already voted in this election.
- I am a registered voter.
- I have lived in this precinct for at least 30 days.
- I am of legal voting age.
- I am eligible to vote in this election.

Voter Sign Here → Kathleen M. Jones

Board of Election Commissioners Original

The completed Provisional Ballot (Form 276P) must be placed inside the Provisional Affidavit/Ballot Envelope by the voter.

REMINDER: Never attempt to insert a provisional ballot into the ballot scanner. The voter must place their provisional ballot inside of the Provisional Voter Affidavit (Form 276P). Their Application for Ballot (Form 14) is placed in the clear plastic sleeve of the form. Do not number or spindle Applications for Ballot (Form 14) for provisional voters.

Provisional Voting Materials

Insert Provisional Ballot and Fold Here

FORM 276P
Rv. 2/2023

Provisional Voter Affidavit / Ballot Envelope

↓ Plastic Sleeve – For Judge ↓

Open the flap here to insert Application for Ballot and any supporting documentation.
Reminder: The ballot goes inside the envelope, not this plastic sleeve.

Provisional Ballot Directions for Election Judges

Complete Section A on the Affidavit on the back of this envelope. The voter completes Section B. Then:

1. Make sure the information on the Affidavit is correct, complete, and clear. It must include:

- The reason for voting a provisional ballot
- The voter's ballot style
- Political party choice (Primary Election Only)
- The voter's name, address, and signature as well as the Judge's signature
- Provisional ID#

Note: Make sure to insert the following into the plastic sleeve:

- Application for Ballot
- Any documentation that supports that the voter is eligible to vote

2. Give the voter the pink copy of the Provisional Voter Affidavit as a receipt. Tell the voter to read the instructions on the back of it. Make sure the original Affidavit (white top copy) stays attached to this envelope.

Note: Make sure to remind the voter not to seal the envelope and return it to you after voting and to return the ballot to you inside the privacy sleeve.

3. Activate a provisional voter card. Give the voter the provisional voter card, this envelope and a provisional privacy sleeve. Direct the voter to the touchscreen voting unit.

4. After the voter returns the ballot to you inside the privacy sleeve, initial the ballot. Give the ballot back to the voter and have them fold and seal it inside the envelope. Place it in Envelope P with any other provisional ballots.

State of Illinois)
) SS.
County of Cook)

FORM 276P
Rv. 2/2023

Provisional Voter Affidavit

Section A - Election Judge must complete Section A

Date of Election ____/____/20____ Precinct____ Ward____ Ballot Style: ____

Provisional ID # _____

For Primary Only → Political party requested by voter _____

Mark the reason(s) this person is voting a provisional ballot:

- ☐ The voter wasn't found in the e-poll book and didn't want to register in the correct precinct or at a grace period registration site.
- ☐ The voter received a Vote By Mail ballot. The voter did not bring the ballot and says the ballot wasn't returned to the Board.
- ☐ The voter mailed in the voter registration form and needed to show a valid ID but couldn't show a valid ID.
- ☐ The voter tried to register to vote but didn't have two forms of ID.
- ☐ Records show that the voter already voted in this election. The voter disagrees.
- ☐ A voter's voting status was challenged, and the Election Judges agree with the challenge.
- ☐ A court ordered voting hours to continue past 7 p.m.

Tell the Board any other details about why this person is eligible or ineligible to vote: _____

Judge Sign Here → X _____ Printed name of Judge _____

Section B - Voter must complete Section B

Directions for Voter: You must include all of the information below and sign your name. Your provisional ballot might not count if this Affidavit is not correct, clear, and complete.

Last Name		First Name		Middle
Street Address			Apt or Unit #	Zip Code
Date of Birth ____/____/____ (month/day/year)		Female <input type="checkbox"/> Male <input type="checkbox"/> Non-binary <input type="checkbox"/>		Telephone # () -
Email (optional)				
SS# (Last 4 digits) Choose One: XXX-XX-____		OR	IL State ID #	OR IL Driver's License #

I swear or affirm that the following statements are true:

- I am a United States citizen.
- I am a registered voter.
- I am of legal voting age.
- I have not already voted in this election.
- I have lived in this precinct for at least 30 days.
- I am eligible to vote in this election.

Voter Sign Here → X _____

Board of Election Commissioners Original

Issuing Voter Cards for Touchscreen Voting Unit

If a voter chooses to vote using the touchscreen voting unit one of the Judges at Station #1 or the Registration Table will activate a voter card and provide instructions to the voter.

Activating a Voter Card

Follow steps #1 - 9 for voters using the touchscreen voting unit.

1. Find the voter in the e-poll book
2. Verify voter's name, address and year of birth
3. Record the precinct, ward, ballot style and VRN on the voter's Form 14, Application for Ballot.
4. Select the voter's party from the menu (for Primary Elections only).
5. Verify the signature on the voter's Form 14, Application for Ballot matches the signature on the e-poll book.
6. Tap **Touchscreen** and insert card into the card activator, follow the on screen video to properly insert the card.

7. Place the Application for Ballot (Form 14 or top portion of Form 14Reg) on the white spindle. If you have voided an Application for Ballot, place it on the spindle, but do not number it.
8. Give the voter a privacy sleeve. Tell the voter to go to the touchscreen voting unit. Tell the voter to review the instruction card on the right privacy panel of the touchscreen voting unit. Finally, tell the voter to wait until the ballot is printed before removing the voter card. The voter will then take the printed ballot inside a privacy sleeve to the ballot scanner to be initialed by the Judge at Station #3, page 68. After the ballot is initialed, tell the voter to insert their ballot into the ballot scanner.



IMPORTANT: You aren't allowed to show voters how to use the touchscreen unit. They must review the instruction panel.

You may be asked to read the instruction panel out loud if a voter has a visual disability or cannot read well.

Do you need help in managing the touchscreen unit? See pages 106-109 for solutions to problems you may find with voters using the touchscreen voting units.

9. After voting, the voter must return the voter card and privacy sleeve to you or another Judge at Station #3. Issue an "I Voted" sticker once the voter gives you back the voter card and privacy sleeve.

Activating a Voter Card for an Audio or Sip-and-Puff Ballot

An audio ballot allows voters with visual impairments to vote privately. A sip-and-puff ballot allows voters to vote privately using their own sip-and-puff device. Sip-and-puff technology is used to send signals to the touchscreen using air pressure by inhaling or exhaling on a straw, tube, or wand. Follow steps #1-9 to activate a voter card for an audio ballot.

1. Find the voter in the e-poll book
2. Verify voter's name, address and year of birth
3. Record the precinct, ward, ballot style and VRN on the voter's Form 14, Application for Ballot.
4. Select the voter's party from the menu (for Primary Elections only).
5. Verify the signature on the voter's Form 14, Application for Ballot matches the signature on the e-poll book. Tap Signature Accepted Issue Card.
6. **Tap Program Card** and insert card into the card activator. Tap the **audio ballot checkbox**. Follow screen prompts to finish activating a voter card. Tap the Audio Ballot checkbox.

7. You should tell the voter to go to the touchscreen unit. Assist with the audio controller, headphones or sip-and-puff device if needed. Make sure the voter has the headphones on or their sip-and-puff device connected to the audio controller. You must stay at the touchscreen while the voter inserts the voter card and select the language and device for the voter. Ask the voter if they would like the screen to be black while they vote, this is called a privacy mask. Instruct the voter to contact a poll worker once they have finished voting.



NOTE: If the voter would like to use their own headphones, the Judge should plug the voter's headphones into the audio controller.

If the voter didn't bring headphones, dispose of used covers and replace them with new covers.

If a voter has a visual impairment, ask the voter if he or she would like to be guided and how the voter wishes to be guided. Before physically guiding the voter to the touchscreen voting unit, provide detailed verbal instructions as to where the touchscreen is located.

For voters with visual impairments, tell the voter that the chip should be at the bottom of the card when inserting it into the touchscreen card slot.

8. After the voter has printed their ballot, ask if you can assist them in removing the ballot from the printer, placing it in a privacy sleeve and bringing it to Station #3 (ballot scanner) to be initialed by a Judge. Make every effort not to view the voter's ballot choices. After the ballot is initialed, tell the voter to insert their ballot into the ballot scanner.



IMPORTANT: The voter's ballot is not cast until they have inserted it into the ballot scanner.

9. After voting, the voter must return the voter card and privacy sleeve to you or another Judge at Station #3. Issue an "I Voted" sticker once the voter gives you back the voter card and privacy sleeve.

Activating a Voter Card for Provisional Ballot

Follow activating a voter card instructions and select Issue Provisional Ballot. Refer to pages 54 - 57.

Manual Activation

Refer to page 109.

COMMON E-POLL BOOK PROBLEMS AND SOLUTIONS AT STATION #1

Here are some common problems and solutions you may find.

PROBLEM #1: You can't find the voter listed in the correct precinct in the e-poll book.

SOLUTION: Try one of these ways to find the voter.

1. First, **check the spelling** of the voter's name. Then, expand the search by selecting **Not in this Location**. If you find the voter, tap in the voter's and the **Continue** button to see **the voter's information**. The voter's ward and precinct will be listed. Tap **proceed** and **redirect voter** to see their polling place information.
2. **What if that doesn't work?** Tap the Address Search button and type the voter's address. Tap on the correct voter from the list.
3. **What if you still can't find the voter?** You can also check the precinct poll sheet found in Envelope 1 that lists all registered voters.

What if you found the voter's information, but the voter is in the wrong precinct? Tell the voter to go to the correct precinct shown on the e-poll book. You can print a receipt with their polling place information or send them a text with the address.

The voter will need to go to the correct precinct to vote or go to one of the 51 Election Day Vote Centers. What if the voter still wants to vote at this polling place? Issue the voter a Provisional Affidavit Form (276P) and provisional voter card. See pages 54-57 for more information on provisional ballots.

PROBLEM #2: The voter lives outside of the City of Chicago and refuses to vote in the correct jurisdiction.

SOLUTION: If the voter insists on voting in the wrong precinct, issue the voter a Provisional Affidavit Form (276P) and provisional voter card. See pages 54-57 for more information on provisional ballots.

PROBLEM #3: The voter is registered in a different precinct.

SOLUTION: Give the voter the correct precinct information either by printing the polling place receipt or sending the voter a text message. If the voter insists on voting in the wrong precinct, issue the voter a Provisional Affidavit Form 276P and provisional voter card. See pages 54-57 for more information on provisional ballots.

PROBLEM #4: The voter moved to a new address and is in the precinct of the new address, but the voter is still registered at the former address in the former precinct.

SOLUTION: Tell the voter to go to the Registration Table. See page 62 for more information.

PROBLEM #5: A registered voter moved to a new address and did not update their registration but is in the precinct of the old address.

SOLUTION: You can find the voter's new precinct by tapping **Polling Place Lookup** on the home screen. Give the voter the correct precinct information either by printing the polling place receipt or sending the voter a text message. If the voter insists on voting in the wrong precinct, issue the voter a Provisional Affidavit Form 276P and provisional voter card. See pages 54-57 for more information on provisional ballots.

COMMON E-POLL BOOK PROBLEMS AND SOLUTIONS (CONTINUED)

<p>PROBLEM #6: The voter lives outside the precinct and is not registered to vote.</p> <p>SOLUTION: You can find the voter's new precinct by tapping Polling Place Lookup on the home screen. Give the voter the correct precinct information either by printing the polling place receipt or sending the voter a text message. If the voter insists on voting in the wrong precinct, issue the voter a Provisional Affidavit Form 276P and provisional voter card. See pages 54-57 for more information on provisional ballots.</p>	<p>PROBLEM #9: The voter's record displays the following message: "Show ID."</p> <p>SOLUTION: The voter must show identification before voting. Acceptable identification includes one of the following items:</p> <ul style="list-style-type: none"> • A current and valid government issued photo ID • A current utility bill, bank statement, government check, paycheck, or other government document (federal, state, or local) that shows the voter's name and address • A photo ID issued by a school, college or university with either of the following items: <ul style="list-style-type: none"> ❖ A copy of the applicant's lease for a residence ❖ Any postmarked mail delivered to the voter at the voter's current residence <p>This voter <u>isn't</u> required to complete an affidavit after showing you the acceptable identification. You also don't need to note what type of identification the voter showed you. Is the voter unable to show identification? Then, see pages 54-57 for procedures on provisional ballots.</p>
<p>PROBLEM #7: The voter's status is listed as inactive in the e-poll book.</p> <p>SOLUTION: If a voter registration card is mailed but sent back to the Board, the voter may be listed as inactive. Does the voter still live at the address listed in the e-poll book? Then they don't need to produce identification or complete Form 1. Ask the voter if the voter still lives at the address listed in the e-poll book. If the voter does still live there, make sure the voter has filled out Form 14.</p> <p>Has the voter moved to another address within the City of Chicago? The voter may update the voter's registration and vote. Tell the voter to go to the Registration Table. See page 62 for more information on voter registration.</p>	<p>PROBLEM #10: There is no signature on file in the e-poll book.</p> <p>SOLUTION: Ask the voter to provide you with their year of birth. Compare to the information in the e-poll book.</p>
<p>PROBLEM #8: A voter makes a mistake on the Application for Ballot (Form 14).</p> <p>SOLUTION: Write <i>void</i> across the incorrect Application for Ballot (Form 14). Give the voter a new Application for Ballot (Form 14). Place the incorrect application with the correct application on the spindle. Only number the correct application.</p>	<p>PROBLEM #11: You see that you accidentally chose the wrong voter in the e-poll book when you review the signature comparison screen.</p> <p>SOLUTION: If you chose the wrong voter, tap BACK. If you noticed after you saved the voter-checkin, you will need to remove the checkin in the e-poll book menu on the home screen. If you need assistance, call ELECTION CENTRAL at 312-269-7870. Search again and select the correct voter.</p>
<p>PROBLEM #12: You selected the wrong voter, but you realize it after the voter casts a ballot.</p> <p>SOLUTION: You will need to remove the check-in in the e-poll book menu on the home screen. If you need assistance, call ELECTION CENTRAL at 312-269-7870. Search again and select the correct voter.</p>	<p>PROBLEM #13: You already checked in a voter but voter wants to vote on touchscreen.</p> <p>SOLUTION: Manually activate touchscreen voting unit, see page 109.</p>

REGISTERING VOTERS AT THE REGISTRATION TABLE

IMPORTANT: Make sure the stations are set up thoroughly but quickly. You must open the polls at 6:00 am exactly.

OPENING THE POLLS

At 6:00 am, announce that the polls are open. The Judges' Stations and Registration Table should be set up and ready for voters.

Greeting Voters and Overseeing the Polling Place

Make sure that a poll worker is welcoming voters as they enter the polling site on Election Day. If lines form, make sure that voters know where to stand while they are waiting. Is there a Judge or Coordinator who isn't currently helping a

Registration Table - Registering Voters

Make sure you have all these items at the Registration Table.

- ☐ Clipboards and Pens
- ☐ Electronic Poll Book with Card Activator and Printer (1)
- ☐ Voter Cards
- ☐ List of Acceptable IDs
- ☐ Voter Registration Table Signage
- ☐ Form 14Reg Combined Registration Application/Application for Ballot,
- ☐ Envelope 48E for returning registration forms
- ☐ Form 276P Provisional Voter Affidavit/Ballot Envelope
- ☐ Headphone Covers for Audio

voter or working with equipment? That Judge or Coordinator can check in with the voters in line. The following are helpful suggestions:

- Make sure voters are in the correct precinct.
- Check if voters are registered.
- Thank voters for their patience if there are long waits.

Throughout the day as voters move through the stations, you may give gentle reminders such as the following:

- “Take your ballot from the touchscreen printer to the ballot scanner.”
- “Make sure the Judge initialed your paper ballot.”
- “Please ask for help if needed.”

It is important the voters have a pleasant voting experience. Pay attention to the flow of voters and anything that might need your attention throughout the day outside of Stations #1-3 and the Registration Table.

JUDGES' STATION #1

Two Judges (one Democrat and one Republican) must sit at Station #1. Their duties include the following activities:

- Searching for voters in the e-poll book
- Issuing Applications for Ballot (Form 14)
- Processing affidavits (sworn statements showing voters have the qualifications to vote)
- Verifying voters' signatures
- Activating voter cards for touchscreen

Filling out the Application for

Form 14Reg - Combined Registration Application /Application for Ballot

Ballot (Form 14)

Station #1 is the first station that voters will approach. You should greet voters in a friendly and professional manner. When voters approach Station #1, it is very important to communicate clearly. Remember, some voters may need additional help. Complete steps #1-4 to check in voters.

1. First, give the voter a blank Application for Ballot (Form 14) and a clipboard and pen. Voters will fill out the following information about themselves:
 - Name
 - Address
 - Year of birth
 - Party preference (in Primary Elections only)
 Then, voters should also sign their name after filling out the other information.
2. Take the Application for Ballot (Form 14) from the voter. Make sure it is complete. Call out the

voter's name, address and party affiliation (for Primary Elections only).


3. Then look up the voter in the e-poll book using the **2-1 method**: Enter the **first two (2) letters of the voter's last name** and the **first (1) letter of the voter's first name**.

NOTE: You can include apostrophes, spaces and hyphens in your manual voter name search but it's not necessary. The e-poll book will give you names with the closest match.

4. **Look for the voter's name in the e-poll book.** Tap the **MANUAL VOTER SEARCH** button on the Launchpad screen.

Using the information provided by the voter on the Form 14, Application for Ballot, you will look up voters using the **2-1 method**: Enter the **first two (2) letters**

of the voter's last name in the

 **LAST NAME field and the first (1) letter of the voter's first name** in the FIRST NAME field.

Tap **SEARCH** to continue.

NOTE: You may also use one of the following search methods to search for a voter:

- Last Name & House Number
- Last Name & Birth Year
- Address Search

Enter the voter's information into the search fields chosen by using the on-screen keyboard, then tap **SEARCH** to continue.

5. **Get the information you need for the Application for Ballot (Form 14).** Once you've selected the correct voter, you will see the following voter information:
 - Voter's precinct and ward
 - Voter's ballot style
 - Voter's Voter Registration Number (VRN)

Write this information in the upper right hand corner of the Application for Ballot (Form 14).

NOTE: You can find Applications for Ballot (Form 14) in Spanish, Chinese (if needed in your precinct), Hindi (if needed in your precinct) and other languages if needed in Envelope 3.


Issuing the Voter Application for Ballot (Form 14)

Is the voter's information correct and the voter is eligible to vote? Then, complete steps #1-4 below. Voter eligibility starts on page 50.

1. Tap the **Proceed with voter** button and follow the instructions on the screen.
2. Select the party the voter chose (in Primary Elections only) on the Application for Ballot (Form 14). The e-poll book will display the ballots available in your precinct. The

Application for Ballot (Form 14) may list more parties than are available.

3. Compare the signature on the Application for Ballot (Form 14) with the signature provided in the e-poll book. Do the signatures match? If the two signatures match, continue to check in the voter. Initial the Application for Ballot (Form 14) in the bottom right hand corner.
4. Ask the voter if they would like to vote with a paper ballot or on the touchscreen ("ICX") and select the choice on the screen. If the voter chooses paper ballot, a paper ballot slip will print with the voter's ballot style. They are to give the slip to the Judge at Station #2. If the voter chooses touchscreen ("ICX") you will activate a voter card on the e-poll book.
5. **Make sure you complete the check-in on the e-poll book by following the instructions on the screens.** The message "Voter successfully checked in" will appear in green when you have finished processing a voter.

6. Tell the voter to go to Station #2 to get a paper ballot or activate a voter card if voter chooses to use the touchscreen voting unit. It's the voter's choice. Don't forget to ask voters if they need additional help. Please provide additional help  voters as needed.

Congratulations! You have checked in the voter.

What if the signatures don't match?

If the signatures don't match, you may ask the voter for their birth year.

If you chose the wrong voter, tap **HOME** to go back to the search screen.

What if the signatures don't match and you cannot verify the voter's birth year?

Then, please see page 53 to handle this situation as a challenge. What is a challenge? A challenge happens when you, another Judge, another voter, or a poll watcher questions if someone is eligible to vote.

Making Corrections to the Registration Record with Correction Report (Form 15)

Do you need to make certain types of corrections to a voter's registration record in the e-poll book? Then use the Correction Report (Form 15) found in the back of the Applications for Ballot (Form 14) book.

Documenting Minor Corrections

Have you or the voter found a mistake in the voter's registration record? Then use the Correction Report (Form 15) to note minor corrections for the Board to review.

Minor corrections may include:

- Misspelled name
- Typo in the address
- Incorrect year of birth
- Incorrect last 2 digits of SSN

On the Correction Report (Form 15), the Judge should fill out:

- The name and address exactly as it appears in the e-poll book
- The type of correction needed on the correction line and any related information such as the correct spelling, etc.

Making Corrections Because A Voter's Registration Status Has Changed

Do you know that a voter's registration status has changed? Has the voter moved or died? Then you will also use the Correction Report (Form 15) to note that information.

Do the following steps:

1. Write the name and address that appears in the e-poll book.
2. Provide any other information you or another poll worker have, if it is available. Here are some examples:
 - Do you know the new address of a voter? Write the new address so that the Board can send a notice to the voter.

Acceptable Identification

Voters who are registering for the first time or editing names or addresses must show two forms of ID. At least one form of ID must include the registration address. These forms of ID may include:

- Passport or Military ID
- Driver's License or State ID card
- College/University/School/Work ID
- Vehicle registration card
- Lease, mortgage or deed to home
- Credit or debit card
- Social Security, Medicaid or Medicare card
- Insurance card
- Civic, union or professional membership card
- LINK/Public Aid/Department of Human Services card
- Illinois FOID card
- Municipal ID

Other types of acceptable identification include mail addressed to a voter, such as:

- Bill, transcript, or report card from school
- Bank statement, pay stub, or pension statement
- Utility, medical or insurance bill
- Official mail from any government agency

What if the voter does not have two forms of ID? Then, the voter must vote a provisional ballot. See pages 54-57.

You will enter the provisional voter in the e-poll book. On the **Voter Record** screen, tap the **Issue Provisional Ballot** button.

Do not place the Form 14REG on the spindle for a provisional voter. Instead, insert the completed Form 14Reg into the plastic sleeve on the Provisional Affidavit (Form 276P). Mark the checkbox on the front of the Provisional Affidavit (Form 276P) that the voter did not have the necessary documentation.



IMPORTANT: Provisional voters can only use the touchscreen for voting.

- Do you know that a voter has died? You should make a note on Form 15. The Board will contact the Illinois Vital Records System or send a notice to the deceased voter's family to check if this is true. If the Board can't confirm that the voter has died, the voter's registration status will be challenged in future elections.

NOTE: What if the voter has a name or address change, but the voter still lives in the precinct?

Don't use the Correction Report (Form 15) in those situations. Tell the voter to go to the Registration Table to update the information.

After the Polling Place Closes

After the polling place closes, all Judges must sign the bottom of the Correction Report (Form 15). Take the report from the back of the Application for Ballot (Form 14) pad. Place it on the Used Application for Ballot spindle at the end of the night.

NOTE: The voters in these categories may vote without registering on Election Day. Anyone else who needs to register should go to the Registration Table.

17-Year-Old Voters

In Primary elections, 17-year-olds may register and vote as long as they will be 18 years old by the General Election and meet all other voter eligibility requirements.

Voters Registered in the Correct Precinct

Any voter listed in the e-poll book as a registered voter in the precinct and who currently lives at the address listed in the e-poll book **may vote. These voters don't need to sign an affidavit**, or sworn statement, about why they are allowed to vote.

Other people who fall into one of the categories listed in this section may also vote without

registering in the precinct on Election Day. **These voters will need to complete an affidavit**, or sworn statement. The statement explains the voters qualifications to vote. See the sample Consolidated Voter's Affidavit (Form 1) on pages 51-52.

Voters Who Must Use the Consolidated Voter's Affidavit (Form 1)

You, as the Judge, must fill out the affidavit. The voter must sign to verify the information is correct. Mark the appropriate box (#1-5) with a check mark on the front of the form. Also, make sure

Judges' Station #2 - Voting with Paper Ballots

Make sure that you have all items you need at Station #2.

- ☐ Ballot Markers
- ☐ Large Ballot Viewer
- ☐ Orange Demonstration Ballots
- ☐ Official Ballots with Ballot Styles
- ☐ Privacy Sleeves
- ☐ Spindle for completed Applications for Ballot (Form 14 or top portion of Form 14Reg)
- ☐ Envelope P – Provisional Ballot Carrier Envelope
- ☐ Envelope S – Spoiled Ballots

the supporting sections on the back are signed as needed. Do you live within the precinct and are you acquainted with the voter? Then, you, as Judge, can sign the matching affidavit on the back of Form 1 as the **Registered Voter**.

You can find Spanish, Chinese (if needed), Hindi (if needed) and other languages if needed of Form 1 in Envelope 3.

Use the Consolidated Voter's Affidavit (Form 1) for any of the situations below:

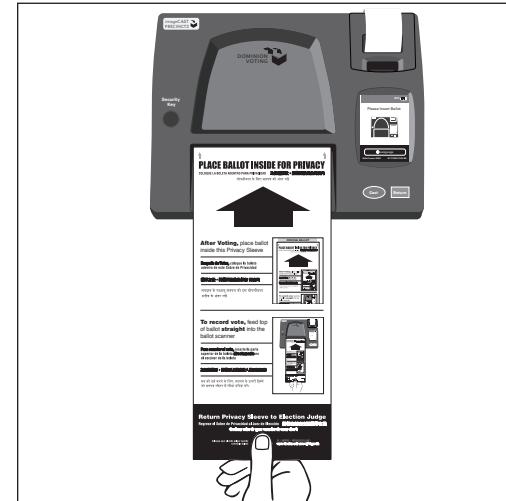
The Voter Has Moved in the Last 30 Days – See Box # 1

Has the voter moved within 30 days before the election but still lives in the State of Illinois? Then, the voter must complete Form 1, and write a check mark in Box #1. Complete the Supporting Affidavit A on the back of Form 1 or have the voter show you two pieces of acceptable identification.

The E-Poll Book Shows VBM Issued or VBM Rejected – See Box #2

Does the e-poll book show the voter requested a vote by mail ballot? Then, the voter must complete Form 1 and write a check mark in Box #2. The voter must also write a check mark on the form next to the reason that applies:

- ☐ I have submitted my Vote By Mail ballot, or a portion of my torn or mutilated Vote By Mail ballot, to the Election Judges for cancellation.



Voters will take the ballot to the ballot scanner at Station #3 when they are done voting.

- ☐ I have applied for, but never received my Vote By Mail ballot.
- ☐ I received a notice that the Board rejected my Vote By Mail ballot.
- ☐ I returned my Vote By Mail ballot, but the Board did not receive it.

NOTE: Place cancelled Vote by Mail ballots in Envelope 47E along with the voter's completed Form 1, Consolidated Voter's Affidavit.

A Voter Needs Assistance in Voting – See Box #3 or #4

Does the voter qualify for assistance in voting? Then the voter may ask the Judges for help. The voter can also bring someone to help with the process.

A voter who is unable to speak, read, or write the English language must complete Form 1 and write a check mark in Box #3. Make sure Supporting Affidavit B on the back of the form is completed. See pages 51-52 about language assistance and who may help these voters.

Issuing Ballots in Split Precincts

In some precincts, there is more than one election district within the precinct boundary. For example, two voters may be voting at your precinct but have different ballots with different candidates because they may live in different congressional districts. This means there is more than one ballot style you will be giving out to voters. These precincts are called *split precincts*. It is important that you issue each voter the correct ballot style.

In split precincts, there will be a plastic sleeve attached to the ballot box portion of the ESC. Inside the plastic sleeve, there will be a special list that shows all ballot styles for the precinct and a map. During set-up, a Judge or Coordinator should have placed all the ballot styles (and parties in Primary elections) at Station #2.

Every voter's ballot style is found in the e-poll book. The Judges then write the ballot style on the Application for Ballot (Form 14) or on the top part of Form 14Reg, as appropriate.

Are you having problems identifying a voter's correct ballot style number? Contact the Board at 312-269-1604.

A voter who is unable to mark a ballot because of a physical disability must complete Form 1 and write a check mark in Box #4. Make sure Supporting Affidavit B on the back of the form is completed. See pages 70-72 for information on assisting elderly voters and voters with disabilities and who may help these voters.

Intoxication is not a valid reason for a voter to get help voting.



Assisting Speakers of Languages Other Than English

Does a voter not speak English? The voter may bring someone to help with voting. These people aren't allowed to assist voters:

- A voter's employers

Here are examples of a ballots you might see on Election Day

The image displays several examples of official primary election ballots for the 2024 Primary Election. The ballots are organized into two rows. The top row shows three ballots: 176 GRN, 176 LIB, and 801 NON. The bottom row shows two ballots: 176 DEM and 176 REP. Each ballot is a form with a header section containing election information, a 'Begin Voting Here' section with instructions, and a main section with various contests and candidates. The ballots are designed to be clear and easy to read, with checkboxes for each candidate.

- Representatives of the voter's employer
- Officers or agents of the voter's union

What if the voter needs help but didn't bring anyone to help? Then, two Judges total, one (1) Democrat and one (1) Republican, should help the voter.

You or the person who the voter brought with them to help must complete the Supporting Affidavit B

Judges' Station #3 - Using the Ballot Scanner

Make sure these materials are at your station.

- ☐ Ballot Markers
- ☐ "I Voted" Stickers

on the back of the Affidavit (Form 1). Give a copy of Form 1A to the person who will help. You must also note that the voter received help. Write a check mark in the **Was Assisted in Voting** box on the Application for Ballot (Form 14) in Section II.

Complete Form 1 before you help a voter (or allow someone else to help a voter) on the ballot scanner or touchscreen unit.

What if your precinct doesn't have paper ballots in a language requested by the voter? The touchscreen can also provide the voter with Chinese, Hindi, Urdu, Gujarati, Polish, Korean, Tagalog, Arabic, Ukrainian and Russian versions of the ballot.

Do voters need to speak with someone who speaks the same language? There are speakers of various languages available in Election Central. Call ELECTION

CENTRAL at 312-269-7870.

Voters Who Are Experiencing Homelessness

Are you checking in a voter who may be experiencing homelessness? Under Illinois law, individuals who are homeless may vote. A voter who is experiencing homelessness may have a non-traditional residence.

What is a non-traditional residence? This could be a:

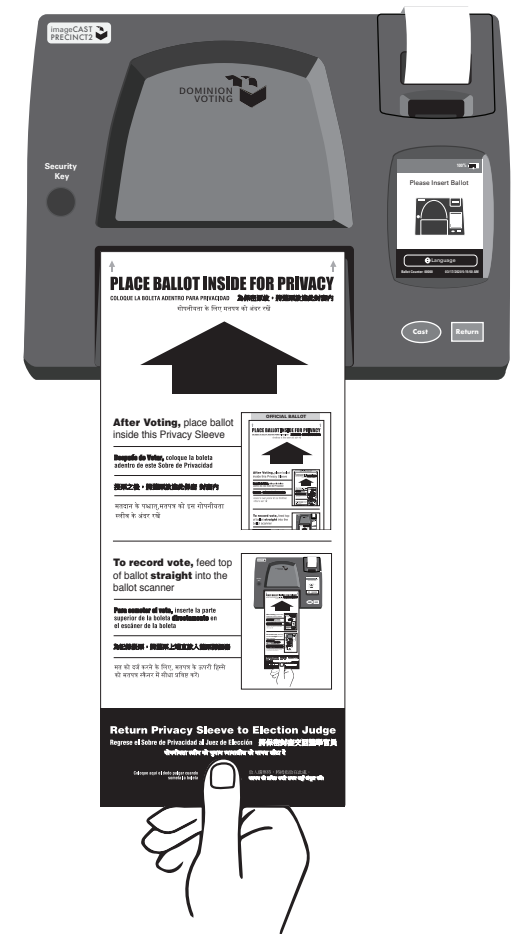
- Day shelter
- Park bench
- Private residence
- Shelter
- Space under a bridge
- Street corner
- Tent

A person who is homeless uses their mailing address to vote. This mailing address is recognized as the residence for voting purposes. This residence could include a shelter or private residence, for example. The mailing address must match the address of the voter's registration.

Do you or another Judge know that a building like a shelter or a church is not usually used as a residence? The building may still be used as a residence for voting purposes.

Judges, poll watchers, or other voters (called *challengers* here) may challenge a voter's right to vote based on the voter's qualifications or identity.

NOTE: The fact that a voter has a disability or is perceived to have a disability or has a guardian does not affect a voter's right to



Ballot Scanner

COMMON BALLOT SCANNER ERRORS

Below are the messages you will see on the ballot scanner screen if the ballot is rejected and what to do for each message.

MESSAGE ON BALLOT SCANNER SCREEN	
Ballot Missing Initials or Precinct #	<p>If this is a ballot from the touchscreen printer, instruct the voter to place the ballot inside the privacy sleeve so that you, the Judge at Station #3 can initial their ballot. If this is a ballot issued at Station 2, instruct the voter to place the ballot inside the privacy sleeve and return to Station 2 for the Judge's initials. You cannot cast a ballot without Judge's initials.</p>
Overvote	<p>If an overvote happens, make sure to read the message on the ballot scanner screen. First, ask the voter if they want to correct the ballot or leave it the way it is. Explain to the voter that, if the ballot is processed the way it is, the votes for the office/referenda where the overvote occurred won't be counted. All other votes cast correctly will be counted.</p> <p>The Judges must not review the voter's ballot.</p> <p>If the voter wants the ballot to be processed the way it is, press the green Cast button.</p> <p>If the voter wants to correct the ballot, press the red Return button and have the voter remove the ballot from the ballot scanner. Tell the voter to return to Station #2 for a new ballot.</p> <p>The Judge at Station #2 should write <i>SPOILED</i> on the ballot, fold it, and place it in Envelope S.</p>
Undervote	<p>If the ballot scanner did not read a vote for Governor, Lt. Governor, Attorney General, Secretary of State, Comptroller, and Treasurer, it will notify the voter that an undervote has occurred. The Judges must not look at the voter's ballot.</p> <p>If the voter wants the ballot to be processed the way it is, press the green Cast button. All other votes recorded will be read.</p> <p>If the voter wants to correct the ballot, press the red Return button and have the voter remove the ballot from the ballot scanner. Tell the voter to return to the voting booth to finish marking the ballot.</p>
Blank Ballot	<p>Make sure that the voter followed the instructions on how to correctly mark ballot choices. If needed, have the voter return to Station #2 for a demonstration.</p> <p>The Judges must not look at the voter's ballot.</p> <p>Ask the voter if they want to correct the ballot or leave it the way it is. Does the voter want to process the ballot the way it is? Then, press the green Cast button.</p> <p>Does the voter want to correct the ballot? Then, press the red Return button and have the voter remove the ballot from the ballot scanner. Tell the voter to return to Station #2 for a new ballot.</p> <p>The Judge at Station #2 should write <i>SPOILED</i> on the ballot, fold it, and place it in Envelope S.</p>
Misread Ballot	<p>This type of message means that a defective ballot cannot be read by the ballot scanner.</p> <p>The voter should pull the ballot out and insert it again in a different way into the ballot scanner.</p> <p>There may be marks on the ballot which are causing the defective ballot message. Tell the voter to check that no marks have been made outside the target areas, including the Judge's initials' box. If the ballot error message still appears, pull the ballot out of the ballot scanner. Have the voter return to Station #2 for a new ballot. The voter will need to vote again.</p>
Provisional Ballot	<p>This type of message appears when a Provisional Ballot has been inserted into the ballot scanner. The voter returns to Station 2 where the judge will initial the ballot, the voter folds and insert the ballot into Provisional Voter Affidavit, Form 276P. Voter receives the pink carbon copy of Provisional Affidavit.</p>
Invalid Ballot	<p>This type of message means that a ballot with an incorrect ballot style was inserted into the ballot scanner.</p> <p>If this is a polling place with more than one precinct, make sure the voter is at the correct ballot scanner. If they are at the wrong ballot scanner, pull the ballot out and tell the voter to go to the correct ballot scanner.</p> <p>If you have any problems with the ballot scanner, refer the problem to the Election Coordinator or call EQUIPMENT/SUPPLIES at 773-247-4065.</p> <p>Once the ballot is accepted by the ballot scanner, the voter must return the privacy sleeve and ballot marker to Station #2. Then, you should issue an "I Voted" sticker.</p> <p>IMPORTANT: IF A BALLOT IS STUCK IN THE BALLOT SCANNER, YOU SHOULD REMOVE IT FROM THE MACHINE, NOT THE VOTER.</p>

All messages above are found on the ballot scanner screen.

Emergency Instructions: The Ballot Scanner Stops During Voting Hours

If there is a power outage, immediately call ELECTION CENTRAL at 312-269-7870.

If the ballot scanner stops working correctly, refer the problem to the Election Coordinator.

While the Coordinator examines the ballot scanner, you should:

1. Make sure the ballot box portion of the ESC is empty.
2. Take an orange seal from the Unused Seal Bag, and record the seal number on the Seal Accountability Form (Form 3). Seal the auxiliary ballot box closed using the orange seal.
3. As voters finish voting, they must drop ballots into the ballot box on the left side of the ESC. The privacy sleeve is not deposited into the ballot box. Voters should leave the privacy sleeves at Station #3.
4. Do not remove these ballots until after the polls close. See pages 74-75 for instructions on processing these ballots.

ASSISTING ELDERLY AND VOTERS WITH DISABILITIES

vote and is not a legal basis to challenge a voter's qualifications.

What happens in a challenge situation? The challenger must give a reason for objecting. The challenger must tell the objection to the Judges. The challenger shouldn't talk to the person being challenged. Then, the Judges vote on the challenge.

How to Decide a Challenge

The Judges must be fair and impartial when they decide to uphold or deny a challenge. A voter must have the chance to show proof of their identity or qualifications to vote before the Judges decide on the challenge.

Judges should do the following in the case of a challenge:

- Ask the voter to show current identification with the voter's name, address, and photograph, if available.
- Ask the voter to verify information in the voter's file in the e-poll book (year of birth or last two digits of their social security number).
- Ask the challenger to give proof for the challenge, if the challenge is not based on information that you, the Judge, have.

After the Judges have reviewed all the information they have, all Judges must vote on the challenge.

- **Do the majority of judges agree that the voter is qualified to vote?** Then, the voter may vote. The voter doesn't need to complete an affidavit. The challenge is rejected.
- **Do the majority of the Judges agree that the voter is not qualified to vote in the precinct?** Then, the Judges must tell the voter the reason for their decision. You must still allow the voter to vote with a provisional ballot.

NOTE: Election Coordinators do not have the right to vote on these challenges.

What if someone challenges a voter who may be homeless?

Judges, poll watchers, or other voters (called *challengers* here) may challenge a voter's right to vote based on the voter's qualifications or identity. What happens in a challenge situation? The challenger must give a reason for objecting. The challenger must tell the objection to the Judges. The challenger shouldn't talk to the person being challenged. Then, the Judges vote on the challenge. **Read more about this process in the next column. You will decide if the voter is eligible to vote like you would with any other voter. But the type of identification might be different.**

Do you need to check the identification items of a person who may be homeless? One of the identification items must prove the voter's mailing address matches the voter's registration address.

To prove the mailing address and registration address are the same, a voter who is homeless may show you:

- A piece of mail addressed to the voter and mailed to the address on the registration card
- A statement or a letter from a person like a case manager, homeowner, or religious leader that states the voter is allowed to use the mailing address
- An ID card issued by a homeless shelter showing the name and mailing address of the voter

You can accept a post office box as a mailing address. But it must include a specific street address.

IMPORTANT: Do you have questions about helping voters who may be experiencing homelessness? Call ELECTION CENTRAL at 312-269-7870.

IMPORTANT: Provisional voters must vote using the touchscreen voting unit.

Provisional ballots are cast by certain voters but not counted on Election Day. The Board has 14 days after Election Day to process provisional ballots. Voters who are voting provisional ballots will receive a Provisional Voter Affidavit/ Ballot Envelope (Form 276P) at Station #1 or the Registration Table.

Any voter who falls into one (or more) of the following categories below must be offered a provisional ballot and allowed to vote a provisional ballot if the voter chooses. All provisional voters must vote using the touchscreen voting unit.

- The voter isn't found in the e-poll book, and the voter refused to register in the voter's precinct.
- Someone challenged a voter's status, and the Election Judges agree with the challenge. In other words, the Judges agree that the voter isn't eligible to vote in that precinct.
- The voter registered to vote by mail, was required to show ID before voting, and was

unable to do so.

- The voter's record shows they voted during the early voting period, but the voter claims not to have voted during early voting.
- The voter received a Vote By Mail ballot but did not return the Vote By Mail ballot to the Board. The voter also didn't return it to the Judges.
- The voter tried to register to vote on Election Day but didn't have the correct documentation.
- A Federal or State Court has ordered the extension of voting hours past 7 pm.*

*If your precinct needs to stay open late, the Board will tell you before the polling place closes. They will give you instructions on what to do.

IMPORTANT: Before you issue a person a provisional voter card, you must give the voter the choice to register in the correct precinct on Election Day. Please use the instructions on page 62. Please call the Board at 312-269-1604 if you have questions about provisional voting.

If the voter's address is outside of the precinct boundaries, you must instruct the voter to go to the correct polling place. If the person insists on voting a provisional ballot in the wrong precinct, the person must be allowed to do so.

Does the polling place have more than one precinct?
Make sure the voter is at the correct precinct.

Completing a Provisional Voter Affidavit

The voter wants to continue on and vote using a provisional ballot. The voter must complete a special affidavit first. An affidavit is a sworn statement that someone has the qualifications to vote. The voter and a Judge must complete the 3-part Provisional Voter Affidavit (Form 276P) before the voter may vote. The

voter must also fall into one of the categories mentioned. The voter may give information to the Judges to support the claim that they are a registered voter. Place additional proof from the voter, including the Application for Ballot, in the clear plastic sleeve on the back side of the affidavit.

To issue a Provisional Voter Affidavit (Form 276P), complete steps #1-9:

1. Have the voter complete Section B of the affidavit. Make sure it is filled out completely.
2. Complete Section A of the affidavit. Include the reason that the voter is voting a provisional ballot. Make sure to include any facts that support or oppose the reason. If the voter is in the incorrect precinct and insists on voting in the incorrect precinct after being re-directed, tap **Process provisional** in the e-poll book.
3. The e-poll book will give you the ballot style based on the voter's address and available ballot styles/parties in that precinct. Record the ballot style found in the e-poll book and voter's party choice on the Provisional Voter Affidavit (Form 276P).
4. Write the provisional ID # from the e-poll book onto Section A, the date of the Election and the precinct and ward of your polling place site where the voter is attempting to vote.
If you determine the voter is registered in another precinct and ward, don't write that precinct and ward on the Provisional Affidavit. Write your precinct's information.
5. Activate the provisional voter card following the instructions on the screen.
6. Give the Provisional Affidavit (Form 276P)

and the voter card to the voter. Then direct the voter to Station #2 for the purple provisional privacy sleeve.

7. **Provisional voters must vote using the touchscreen.**

NOTE: Never insert a provisional ballot into the ballot scanner.

8. Once the voter has finished voting, they must take their printed ballot inside a privacy sleeve to Station #2 for a Judge's initials. After their ballot has been initialed the voter must fold their ballot and place their ballot inside the Provisional Ballot Envelope (Form 276P). Remove the pink carbon copy of the Provisional Voter Affidavit. Give it to the voter. Tell the voter to read the information on the pink copy.
9. Place the sealed Provisional Voter Affidavit/ Ballot Envelope (Form 276P) in Envelope P – Provisional Ballot Carrier Envelope.



IMPORTANT: What if a voter spoils an Official Provisional ballot? The voter must return to Station #2 to spoil their ballot. The Judge at Station #2 will write "spoiled" across the ballot and place the spoiled provisional ballot inside Envelope P. The voter will need to return to Station #1 or the Registration Table for a new provisional voter card. Refer to steps #1-5 on page 54 for issuing a new provisional voter card.

The Coordinator or Judge at the Registration Table will complete the following duties:

- Register new voters
- Edit a voter's address

- Edit a voter's name
- Activate voter cards

Voters who are registering for the first time, editing their names, or editing their addresses will need to show two forms of ID. At least one form of ID must show the address that matches the voter's address on the voter's Registration Application/Application for Ballot (Form 14Reg). Please see page 65 for more information on acceptable forms of ID. The voter will still receive a paper ballot at Station #2 or a voter card at the Registration Table, depending on the voter's preference.

Registering New Voters

If the Judges at Station #1 are unable to find the voter in the e-poll book or the precinct list of voters and the voter lives in the precinct, you will register the voter to vote. See steps #1-7.

1. **Double-check the e-poll book.** Ask for the voter's name and search the e-poll book to make sure they are not already registered.
 - **If you find the voter and their information is correct,** process the voter at Station #1 using an Application for Ballot (Form 14). No registration required.
 - **If you find the voter and the voter has moved to a new address in this voting precinct,** follow instructions for **Editing Names and Addresses** on pages 63-64.
 - **If the voter is not found in the precinct or citywide, the next step is to make sure they're in the correct precinct for registration.**
 - Tap **Home** to return to the home screen. Tap **Polling Place Lookup.** Enter the voter's address to confirm the address is in your precinct.

2. **Issue the voting forms.** If the address is within

the precinct, issue the voter a combined Registration Application/Application for Ballot (Form 14Reg).

Top part: Have the voter select the voter's party (for use in Primary elections only). The voter should write their name, address, and year of birth.

Bottom part: The voter should mark the box for new voters, answer the citizenship question, and answer the age question.

The voter will also complete all fields on the bottom part. If the voter was registered at another address before, the voter should include that previous address on the form. They will then sign and date the form. The voter should return the form when it is completed.

If the voter is unable to complete the form or has a visual disability, ask the voter for this information and complete the form for them, except for the signature. They should sign their own signature. Please be patient when waiting for a response. What if the address is not in the precinct? Tell the voter to go to the correct precinct shown on the e-poll book. You can print a receipt from the e-poll book with the polling place information or you can send the voter a text message.

If the voter is visually impaired or is unable to read a written notice, tell the voter the address or ask if you can provide it in a different way.

3. Ask the voter for two forms of ID. At least one of which must show the voter's registration address. Please see page 65 for the list of acceptable IDs. Compare the voter's IDs to the information listed on the form.

4. **Enter the voter's information into the e-poll book.** Start the voter search again using the voter's first and last names. Tap **Voter Not**

7 CLOSING THE POLLS

Election Day 7:00 pm

Chapter 7 gives step-by-step instructions on closing the polls, reporting the voting, and completing end of night procedures.

CLOSING THE POLLING PLACE – STEP BY STEP

First, read the quick overview of all the procedures to close the polls. Then, see the detailed instructions that follow for each of the steps, #1-16.

Quick Overview: Closing the Polls

- ☐ 1. Close the polls.
- ☐ 2. Find the Certificate of Results (Form 80) and a set of envelopes. You will fill it in as you work through all closing procedures.
- ☐ 3. Process any ballots in the auxiliary ballot box (if necessary).
- ☐ 4. Count and record the provisional ballots affidavits, spoiled provisional ballots, and spoiled affidavits.
- ☐ 5. Close the e-poll books.
- ☐ 6. Close the polls on the touchscreen.
- ☐ 7. Close polls on the ballot scanner and print all copies of the Official Results Tape
- ☐ 8. Transmit the results and remove the memory cards from the ballot scanner.
- ☐ 9. Process voted ballots with valid write-in votes.
- ☐ 10. Separately count and record all spoiled, damaged, and unused ballots.
- ☐ 11. Complete, hand-copy, and sign the Certificate of Results (Form 80).
- ☐ 12. Put ballots, reports, and related items into the Transfer Case, to go back to the Receiving Station.
- ☐ 13. Put required equipment, envelopes, and other items in the Black Return Bag to go back to the Receiving Station.
- ☐ 14. Lock specified equipment and supplies back into the ESC.
- ☐ 15. Leave the polling place neat and clean.
- ☐ 16. Return all required equipment and materials to the Receiving Station; leave the rest locked in the polling place.

DETAILED INSTRUCTIONS: CLOSING THE POLLS

To close the polls and complete all closing procedures, carefully follow these detailed directions. Each step is numbered (#1-16) and printed in **bold type**.

1 Close the polls.

At 6:30 pm:

- Make this announcement: “The polls will close at 7:00 pm. But if you’re in line now, you’ll get to vote.”

At 7:00 pm:

- Make this announcement: “*The polls are now closed. But if you’re in line now, you can stay until you finish voting.*”
- Bring in the American flag.
- Lock the polling place door.



IMPORTANT: If there’s a line of voters out the door, at least one Judge must stand at the end of the line to stop additional people from getting in line.

- Continue to process any voters who remain in line and let them vote.

NOTE: Know which people may stay or re-enter after the polls close:

- Let all voters stay in line to finish voting as long as they got in line by 7:00 pm.
- Let poll watchers with proper credentials remain inside the polling place after the polls close. However, if they leave after 7:00 pm, inform them that they aren’t permitted to come back in.
- Let the following people remain in, enter, or re-enter the polling place before and after the polls close: Field Investigators, Stand-by Judges, Stand-by Election Coordinators, and any federal, state, county, or city law enforcement official on Election Day assignment.

EMERGENCY INSTRUCTIONS - AFTER POLLS CLOSE

The auxiliary ballot box inside the ESC holds any ballots that didn’t go through the ballot scanner. If the scanner stopped working during voting hours, the voters had to put their ballots into the auxiliary ballot box. After the polls close, **you must process these ballots**. Here’s how:

- Break the orange seal on the auxiliary ballot box, and place it inside the Broken/Used Seal Bag.
- Remove voted ballots from the auxiliary ballot box in the ESC.
- Insert each ballot into the scanner.
- If the scanner rejects a ballot, press the **Cast** button on the front of the scanner.
- If the scanner rejects a ballot because there are no Judge’s initials, check to see if the ballot was issued properly. If the ballot was issued properly, initial the ballot with the ballot marker, and re-insert it into the scanner.
- If a ballot is defective or damaged, see page 75 for *Processing Defective or Damaged Ballots*.

NOTE: Make sure there are no provisional ballots in the auxiliary ballot box in the ESC. If there are provisional ballots in the auxiliary ballot box, see Section 4 on page 76 for further instructions. **Never try to insert provisional ballots into the ballot scanner.**

IMPORTANT: If the ballot scanner isn’t working and ballots cannot be processed, use the Orange Sticker, included in the Transfer Case. Place the Orange Sticker on the outside of the Transfer Case lid over the Board logo. The Orange Sticker will let the staff at the Receiving Station know that there are unprocessed ballots in the Transfer Case.

Please refer to pages 110-111 for more information about these procedures.

2 Find the Certificate of Results (Form 80) and a set of envelopes. You will fill it in as you work through all closing procedures.

As you proceed with closing the polls, you'll need to record information on the Certificate of Results (Form 80) and on a set of envelopes.

- A. Find Envelope 4, and remove all items, including the Certificate of Results (Form 80).
- B. Find 3 copies of the Certificate of Results (Form 80). Keep one copy of Form 80 with you as you go through the closing procedures; we'll call this the **master** copy of Form 80.



IMPORTANT: You must record information on **ALL** lines of Form 80.

- C. Set aside the other 2 copies of Form 80; you'll need these later. Once you finish all the closing procedures and have completely filled in the master copy of Form 80, you'll hand copy the information onto the other 2 copies. At the end, you'll have 3 identical copies of Form 80, completely filled in.
- D. Gather the other items that you removed from Envelope 4 (Envelope W, Envelope D, Envelope 14E, Envelopes 71E and 72E). You'll take these items with you and record information on them as you move from step to step.



NOTE:

- If you prefer, you can take all 3 copies of Form 80 with you as you work through all the closing procedures.
- Record information on each copy of Form 80 as you go from step to step. Make sure you fill in all lines on each copy.
- At the end, you'll have 3 identical copies of Form 80, completely filled in.

3 Process any defective or damaged ballots.

- If there are *no defective or damaged ballots*, skip to Step 4.
- If there are defective or damaged ballots, see the text below for instructions.

If the Ballot Scanner Stopped Working: How Do We Process Defective Or Damaged Ballots in the ESC?

Remember that some ballots didn't go through the scanner during voting hours. The voters had to put them in the auxiliary ballot box in the ESC because the scanner stopped working.

If the scanner is currently working, try to insert the ballots one more time. If the scanner is now working but some ballots still won't go through, then consider these ballots to be defective or damaged.

For every defective or damaged ballot, two Judges (one from each political party), must make a duplicate ballot. For each ballot that can't be read by the ballot scanner, complete the following tasks:

- A. Use a pen to write *Damaged Ballot* on the ballot, and add a number, starting with 1. For example, you'll write *Damaged Ballot 1*, *Damaged Ballot 2*, etc.
- B. Choose a blank ballot of the same ballot style as the damaged or defective ballot.
- C. At the top of the new ballot, write the words *Duplicated Damaged Ballot*, and give it the same number as the damaged ballot. For example, you'll write *Duplicated Damaged Ballot 1*, *Duplicated Damaged Ballot 2*, etc. **NOTE:** Don't cover up or write over the area showing the candidates' names or any referenda.
- D. Initial the duplicated damaged ballot, fill in the precinct and ward, and mark the same choices as on the damaged ballot. **IMPORTANT:** Both Judges must initial the ballot.
- E. Insert the duplicated damaged ballot into the ballot scanner.
- F. Place the damaged ballot inside Envelope D – Damaged Ballots.

IMPORTANT: If the ballot scanner is still broken after the polls close and ballots can't be processed, use the Orange Sticker from the Transfer Case to notify the Receiving Station of unprocessed ballots. See pages 102-103 for more information about these procedures.

4 Count and record the provisional ballots, spoiled provisional ballots, and spoiled affidavits.

You'll find detailed instructions in steps A-H below, but first look at this overview. You will:

- A. Gather any completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P) that were used by voters.
- B. Count the number of completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P).
- C. Record the number of completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P). If you had no provisional voters in your precinct, you'll write 0. Then record on Form 80.
- D. Gather and count the spoiled provisional ballots, if any. Then record the information on Form 80.
- E. Gather any spoiled affidavits, but don't count them.
- F. On the front of Envelope P, write the precinct, ward, and date of election.
- G. Put the Provisional Voter Affidavit Ballot Envelopes (Form 276P) into Envelope P. (They should have the provisional ballots inside of them already.)
- H. Place all UNUSED provisional voter materials inside the ESC.

Now read the detailed instructions. To count and record the provisional ballots, spoiled provisional ballots, and spoiled affidavits, follow the steps below.



NOTE: If you had no provisional voters in your precinct, start with Step C.

- A. Gather any completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P) that were used by voters. Make sure the following are inside the plastic sleeve on the affidavit:
 - The voter's completed Application for Ballot (Form 14 or 14Reg)
 - The voter's supporting documentation (if any)

- B. Count the number of completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P). Right now, count only completed provisional ballots, not spoiled ones.

- C. Record the number of completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P). You'll write this number in two places:
 - On Envelope P*
 - On the master copy of the Certificate of Results (Form 80)*

*If you had no provisional voters in your precinct, you'll write 0.

REMEMBER: Right now, just record the number on the master copy of Form 80. Once you've fully filled in the master copy of Form 80, you'll copy all the information onto the other 2 copies of Form 80.

- D. Gather and count the spoiled provisional ballots, if any. Then record the information.
 - Write the number of spoiled provisional ballots on the front of Envelope P.
 - If there are no spoiled provisional ballots, write 0 on Envelope P.



NOTE: Spoiled ballots don't go in Provisional Voter Affidavit/Ballot Envelopes (Form 276P).

- E. Gather any spoiled affidavits, but don't count them. **NOTE:** A spoiled affidavit happens if a voter or Judge makes a mistake on a Provisional Voter Affidavit (Form 276P). Place in Envelope P.

- F. On the front of Envelope P, write the precinct, ward, and date of election.

- G. Put the Provisional Voter Affidavit Ballot Envelopes (Form 276P) into Envelope P. (They should have the provisional ballots inside of them already.) Specifically put the following into Envelope P:

- All completed Provisional Voter Affidavit/Ballot Envelopes (Form 276P)
- All spoiled provisional ballots
- All spoiled affidavits

- H. Place all UNUSED provisional voter materials inside the ESC.



NOTE: You'll return Envelope P, inside the Black Return Bag, to the Receiving Station.

5 Close the e-poll books.

Follow these steps to close each e-poll book.

- A. Once the election has ended, the election has to be closed in the e-poll books. Open the Launchpad Menu and tap **LOGOUT**.
- B. A pop-up will appear. Tap the **CLOSE THE ELECTION** button to begin the closing process.
- C. A warning screen will appear. If you are ready to close the election, tap **YES**.
- D. An orange screen will appear, displaying a “Synchronizing Device” message. Wait for the message to disappear.
- E. If your e-poll book has not sent all its transactions, a **TRANSACTIONS PENDING** message will appear in the left-hand corner. Leave the e-poll book turned on and connected until the message is replaced with a green **DEVICE LOCKED**. You can take the e-poll book and Jetpack to an area of the building with a stronger signal if the signal is weak in the polling place room.
- F. Once transactions are complete, power off by holding down the volume down button and the lock button with the power labels on the edge of the device.
- G. Pack the e-poll books in the Black Return Bag to be taken to the receiving station. Pack the printers, card encoders and other materials into the gray case and return to the ESC..

6 Close the polls on the touchscreen.

A. Close polls and turn off the touchscreen.

1. Find the poll worker card and insert into the card slot with the chip facing down.
2. Enter the password located in the red ballot scanner box and press login.
3. Select admin menu.
4. Select close poll and press yes on the close poll confirmation screen.
5. Now that polls are closed, press the power off button on the bottom right corner of the screen and select yes.
6. Wait for screen to go completely blank.

B. Turn off the touchscreen printer.

1. Press and release the power button on the front of the printer.

Sample – Form 80

Form 80 Rev. 07/23 Precinct: _____ Ward: _____

BOARD OF ELECTION COMMISSIONERS FOR THE CITY OF CHICAGO
CERTIFICATE OF RESULTS
 PRIMARY ELECTION - TUESDAY, MARCH 19, 2024

INSTRUCTIONS	
1. Fill in all requested information on each copy of Form 80 (3 copies total). Fill in both the shaded and unshaded parts. Complete both sides of each copy.	6. Place the following required items in the envelopes below: Envelope 71E ■ one signed Official Election Results Report ■ one copy of a completed and signed Form 80 ■ one copy of the Write-In Tape Envelope 72 ■ one signed Official Election Results Report ■ one copy of a completed and signed Form 80 ■ one copy of the Write-In Tape Envelope W ■ One copy of the Write-In Tape ■ Ballots with valid write-in votes
2. Each Judge must sign their name and write their address on the back of each copy of Form 80 (3 copies total).	
3. Print out 3 copies of the Official Results Tape (results tape printed from the Ballot Scanner).	
4. Print three copies of the Write-In Tape.	
5. Each Judge must sign their name on each copy of the Official Results Tape at the bottom (3 copies) and sign on the back at the bottom of this form.	

STATE OF ILLINOIS)
 COUNTY OF COOK) ss.

We, the judges of the Primary Election, do hereby certify that the polls were open from 6:00 a.m. to 7:00 p.m. on this 19th day of March, 2024. We further certify:

Number of Official Ballots (Paper) Received from the Board of Election Commissioners:
 (To find the number of Official Ballots you received, look at Ballot Packing List in Envelope 1.)

1. Total number of Official Ballots _____

Number of Voters, Regular or Provisional
 2. Total number of voters who cast a ballot (NOT including Provisional) _____
 (To find this number, look at the last number on the Used Applications for Ballot Spindle.)

3. Total number of voters who voted a Provisional Ballot _____
 (To find this number, count the total completed Provisional Voter Affidavits, Form 278P.)

Number of Unused Ballots Returned in the ESC
 4. Total Unused Ballots left in the ESC _____

Number of Spoiled/Damaged Ballots Returned in the Transfer Case
 5. Total Spoiled Ballots (in Envelope S) _____
 6. Total Damaged Ballots (in Envelope D) _____
 7. Total Spoiled Provisional Ballots (in Envelope P) _____

Number of Ballots Cast from the Official Results Tape (from Ballot Scanner)
 For #8-10, use the numbers on the Official Results Tape from Ballot Scanner.

8. Total Cast _____
 (Find number on results tape from Ballot Scanner.)

9. Total Regular Cast _____
 (Find number on results tape from Ballot Scanner.)

10. Total Provisional Cast _____
 (Find number on results tape from Ballot Scanner.)

Fill in all the boxes in the shaded and unshaded areas.
 Do not add the lines together.

Turn over for Write-In Ballot instructions.

7 Close polls on the ballot scanner and print all copies of the Official Results Tape.

1. Make sure that there are no voters left in the precinct before you close the polls on the ballot scanner.
2. Check that all voted ballots have been inserted into the scanner. If not, run any remaining ballots through the ballot scanner. **Don't run provisional ballots through the scanner.**
3. Make sure there aren't any voted ballots inside the auxiliary ballot box in the ESC. If there are, refer to page 75.
4. Remove the Morning Zero Tape and place inside the Transfer Case. The Morning Zero Tape should be signed by all Judges.

Now follow these steps to close the scanner.

A. Locate security key inside the Black Scanner Bag.

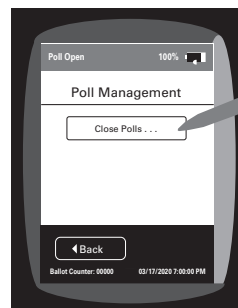
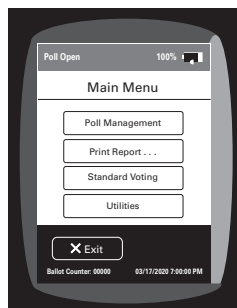
1. Place the security key on the security key port found on the left side of the scanner and hold for at least two seconds.



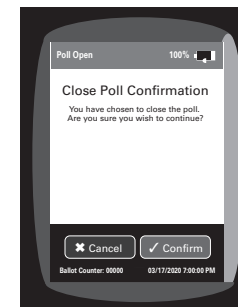
2. Once the password screen appears, remove the security key from the security key port. Enter the password located in Black Scanner Bag and press enter.



3. From the main menu screen select poll management, press close poll button, enter password, press enter and press next.



4. On the close poll confirmation screen press confirm.

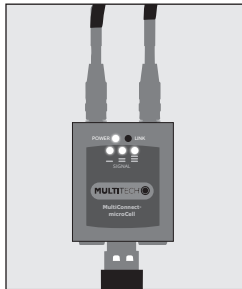
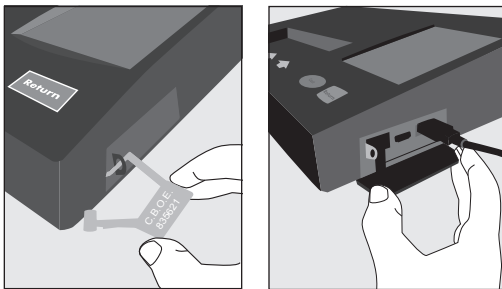


5. The ballot scanner will print 8 copies of the Official Results Tape. Once the 8 tapes are printed, you may select print again for additional tapes.

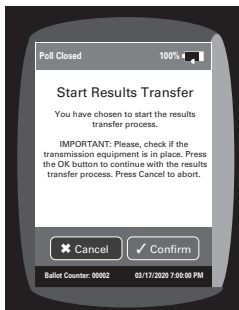
B. Press continue to print the Write-In Tapes.

8 Transmit the results, complete paperwork and remove the memory cards.

- A.** Break the red seal on the modem port door on the right side of the scanner. Place the broken seal in the Broken/Used Seal Bag. Open door and plug modem into USB port.



- B.** From the main menu screen select transmit results and press confirm.



- C.** If the screen says “Results transfer completed successfully”:
1. Press continue.
 2. Wait for transmission report to print.
 3. Go to Step E.
- D.** If the screen says “Transfer Failed”:
1. Move the antenna closer to a window or a door.
 2. On the Transfer Failed screen press Retry.
 3. Attempt transmission again.
 4. If the transmission has failed once more, DON'T TRY to transmit again. Tear off Results Transmission Tape and place inside White Return Box along with the first Official Results Tape.
- E.** Now sign all copies of the Official Results Tape. Each Judge must sign at the bottom of each copy of the tape. Once ALL the Judges have signed, here's what to do with each copy:
- Copy #1: You'll place this first copy of the Official Results Tape inside the White Return Box.
 - Copy #2: Tape the second copy to a wall where all poll watchers can view it.
 - Copies #3 – 5: Place one of the copies of the Official Results Tape with each of the three Certificates of Results (Form 80).
 - Copies #6 – 8: Issue the remaining copies of the tape to the poll watchers, as needed.

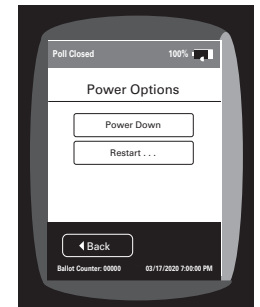
- F.** Place one copy of the Write-In Tape in Envelope W, place the other copies of the Write-In Tapes in Envelopes 71E and 72E.

- G.** Place the Results Transmission Tape in the White Return Box with the first Official Results Tape.

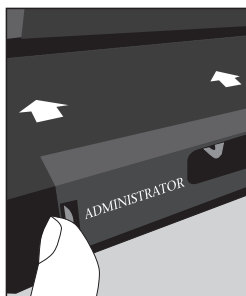
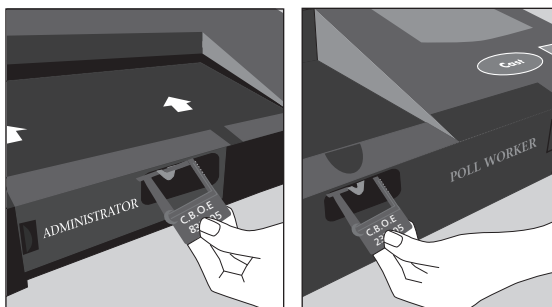
- H.** Turn off the ballot scanner and remove the memory cards.

You must TURN OFF the scanner before you remove the memory cards. To remove the memory cards:

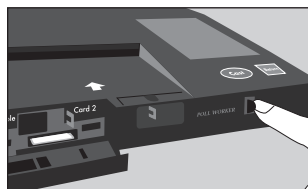
1. From the main menu screen select utilities, then select power options, press power down and confirm. Wait until scanner is completely off. The unit will beep before shutting down.



2. Break the red seals on the administrator and poll worker doors, and open doors by pressing on the latches on the side of each door.



3. Place the used/broken seals in the Broken/Used Seal Bag.
4. Remove the memory cards by lightly pressing and releasing each memory card.

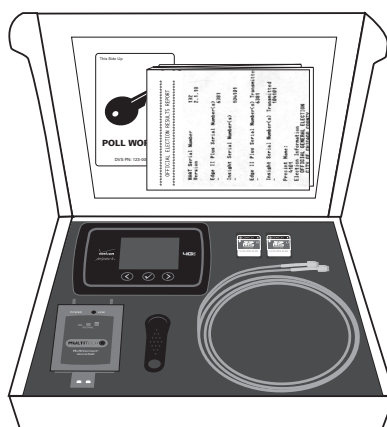


IMPORTANT: DON'T LEAVE the memory cards on a table, unattended. The Judges must place memory cards in the White Return Box immediately upon removal. While in the polling place, a Judge or Judges must maintain custody of the White Return Box at all times.

1. Put the following items into the White Return Box:

- Memory Cards (2)
- First copy of the Official Results Tape
- Results Transmission Tape
- Poll Worker Card
- Modem & Modem Antenna
- Verizon Jetpack (without the cord)
- Ballot Scanner Security Key

IMPORTANT: Before returning it to the Receiving Station, you'll put the White Return Box into the Black Return Bag.



White Return Box

9 Process voted ballots with valid write-in votes.

A. Process valid write-in votes

1. Find the list of valid write-in candidates in the Judges' key envelope. It lists the offices and the candidates' names of anyone who filed a Declaration of Intent to be a Write-In Candidate.

REMINDER: Write-in votes count **ONLY** for candidates who filed a Declaration of Intent with the Board of Elections.

2. Locate a copy of the Write-In Tape that printed from the Ballot Scanner.
3. Look at any names that appear on the Write-In Tape. Compare those names against the list of valid write-in candidates. If there are no valid write-in votes on the write-in tape proceed to step B.
 - You'll accept a write-in candidate **ONLY** if that name appears on the list of **VALID** write-in candidates.
 - If the voter misspelled the name of a valid write-in candidate, you, as a Judge, can accept it as long as you can clearly tell who the voter meant.
4. Record the **VALID** write-in votes:
 - If you see that one or more names are **VALID** write-in candidates, then record the requested information on the back page of Certificate of Results (Form 80).
 - If a write-in name is **NOT VALID**, don't record it on Form 80.
 - If there are no valid write-ins or no write-ins at all, leave that section on Form 80 blank.

- B.** Break the seals on the ballot scanner and all four sides of the ballot box. Remove the ballot scanner from the ballot box and place it in the Black Scanner Bag and place it in the ESC.
1. If there are any valid write-in votes, fold ballots and place in Envelope W. Write the number of ballots on the outside of the envelope. If there are none, write 0.
 2. Place the Write-In Tape that printed from the ballot scanner into Envelope W.
 3. All Election Judges must sign across the sealed flap of Envelope W.
 4. Place Envelope W into the Transfer Case.
- C.** Remove voted ballots from the ballot box.
1. Take the plastic bag from the Transfer Case.
 2. Place the voted ballots with no write-in candidates inside the plastic bag. In addition to the ballots with no write-in candidates, this may include ballots with invalid write-in candidates.
 3. Write the precinct and ward on the label of the plastic bag.
 4. Place the Voted Ballots Security Seal over the reclosable seal.
 5. Now write the precinct and ward on the seal.
 6. Sign the Voted Ballots Security Seal. ALL Judges must sign it.
 7. Place the plastic bag with voted ballots inside the Transfer Case.

10 Separately count and record all spoiled, damaged, and unused ballots.

- A.** Count and record all spoiled ballots.
1. Remove the ballots marked *Spoiled* from Envelope S and count them.
 2. Enter the number of spoiled ballots on the master copy of the Certificate of Results (Form 80).
 3. Return the ballots to Envelope S and seal the envelope. Write the number of ballots on the outside of the envelope. If there are none, write 0.
 4. All Election Judges must sign across the sealed flap of Envelope S.
 5. Place Envelope S into the Transfer Case.

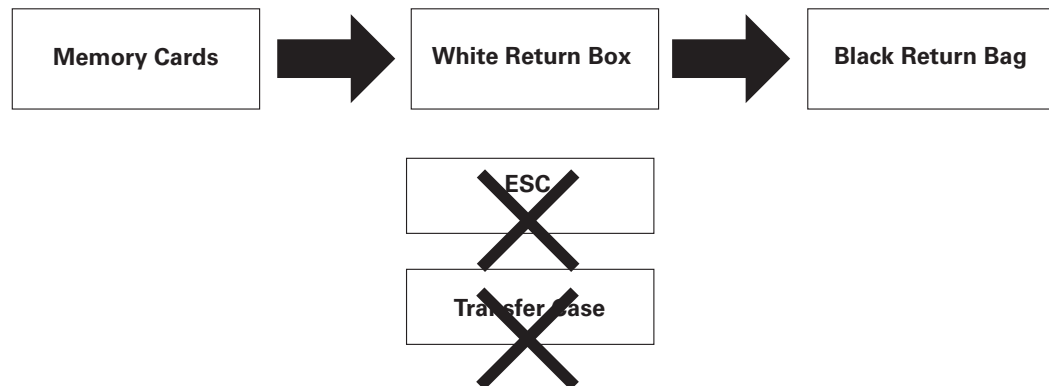


NOTE: Spoiled provisional ballots go inside Envelope P.

- B.** Count and record all damaged ballots.
1. Remove the ballots marked *Damaged Ballot* from Envelope D and count them.
 2. Enter the number of damaged ballots on the master copy of the Certificate of Results (Form 80).
 3. Return the ballots to Envelope D and seal the envelope. Write the number of ballots on the outside of the envelope. If there are none, write 0.
 4. All Election Judges must sign across the sealed flap.
 5. Place Envelope D into the Transfer Case.
- C.** Count and record all UNUSED ballots.
1. Count the number of unused official ballots (but don't include the orange demonstration ballots). There are 50 ballots to a bundle.
 2. Enter the number of unused official ballots on the master copy of the Certificate of Results (Form 80).
 3. Place unused ballots inside the ESC.

IMPORTANT

The memory cards from the ballot scanner go into the White Return Box, then into the Black Return Bag. **DON'T PUT them in the ESC or Transfer Case.**



11 Complete, hand-copy, and sign the Certificate of Results (Form 80).

- A. Make sure the master copy of the Certificate of Results (Form 80) is completed. Don't leave any lines blank. **Remember:** If you don't have any spoiled, provisional, or damaged ballots, write 0 on those lines.
- B. Copy all the information from the completed master copy of Form 80 onto the other 2 copies of Form 80. You'll end up with a total of 3 identical copies of Form 80: the master copy plus the 2 you've copied by hand. **Make sure all 3 copies of Form 80 are completely filled in with no blanks.**
- C. Sign each of the 3 copies of the Certificate of Results (Form 80) where indicated. All Judges must sign all copies.
- D. Place a copy of the Certificate of Results (Form 80) in each of these 2 envelopes: Envelopes 71E and 72E. Make sure that a copy of the Official Results Tape from the ballot scanner and the Write-In Tape is also in each envelope.
- E. Seal the envelopes and sign across each flap. All Judges must sign all the envelopes.
- F. Put the last copy of the completed Certificate of Results (Form 80) inside the Transfer Case. Make sure that a copy of the Official Results Tape is also in the Transfer Case.

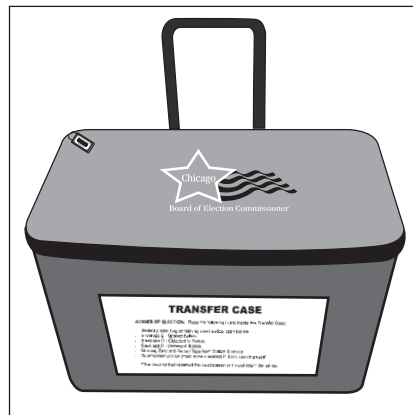
12 Put ballots, reports, and related items into the Transfer Case to go back to the Receiving Station.

- A. Place the specified ballots, reports, and related items into the Transfer Case. See the list in the box on the right. See also the List of Items to Be Returned to the Receiving Station in the plastic sleeve on the outside of the Transfer Case.
- B. Check again that all required items are in the Transfer Case.
- C. Zip the Transfer Case closed.
- D. Remove a **black** seal from the Unused Seal Bag, and record the seal number on the Seal Accountability Form.
- E. Seal the Transfer Case by connecting the two zippers on the case. See image below.

Items to Put in the Transfer Case

- ☐ Certificate of Results (Form 80) with Official Results Tape
- ☐ Envelope D - Damaged Ballots
- ☐ Envelope S - Spoiled Ballots
- ☐ Envelope W - Write-In Ballots and Write-In Tape
- ☐ Sealed plastic bag containing voted ballots
- ☐ Morning Zero Tape from the ballot scanner

Transfer Case



Transfer Case Seal

Items to Put in the Black Return Bag

- ☐ **E-Poll Books (2)**
- ☐ **White Return Box** containing
 - Ballot Scanner Memory Cards (2)
 - First copy of the Official Results Tape
 - Results Transmission Tape
 - Verizon Jetpack (without cord)
 - Modem (from the Ballot Scanner) & Modem antenna
 - Poll Worker Card
 - Ballot Scanner Security Key
- ☐ **Envelope 14E** containing completed Applications for Ballot **Form 14** and Correction Report **Form 15** on spindle
- ☐ **Envelope 71E** and **Envelope 72E** containing Certificate of Results **Form 80**, **Write-In Tape** and **Official Results Tape**
- ☐ **Envelope 47E** containing completed oaths, affidavits, pollwatcher credentials, **cancelled Vote By Mail ballots**, Election Judge Signup, **Form 118** and Election Coordinator Accessibility Checklist (**Form 21 ADA**)
- ☐ **Envelope 48E** containing Registration Forms - Form 14Reg
- ☐ **Envelope P** containing completed Provisional Voter Affidavits/Ballot Envelopes **Form 276P** and spoiled **Provisional Voter Affidavits/Ballot Envelopes**
- ☐ **Election Judge/Election Coordinator Pay Vouchers Forms 194 & 194 EC** (pink and blue)
- ☐ **Investigator Sign-In Sheet Form 202** (yellow)
- ☐ **ESC Keys** from Key Judge and EC
- ☐ **Seal Cutters** from Key Judge and EC
- ☐ **Broken/Used Seal Bag** and **Seal Accountability Form (Form 3)**
- ☐ **Voter Cards**

13 Put required equipment, envelopes, and other items in the Black Return Bag to go back to the Receiving Station.

- A. Place the White Return Box, e-poll books, specified envelopes, and other items in the Black Return Bag. See the full list to the left.
- B. Remove a gray seal from the Unused Seal Bag and record the seal number on the Seal Accountability Form (Form 3).
- C. Remove the Seal Accountability Form (Form 3) and the Broken/Used Seal Bag from the plastic sleeve on the ESC door. Remove a new green seal for the ESC and record the seal number on the Seal Accountability Form (Form 3). Once you finish packing you'll use the green seal to secure ESC doors. The Seal Accountability Form (Form 3) and the Broken/Used Seal Bag go in the Black Return Bag.

Black Return Bag



- D. Check again that all required items are in the Black Return Bag.
- E. Zip the Black Return Bag closed.

- F. Place the gray seal on the Black Return Bag.



14 Lock specified equipment and supplies back into the ESC.

- A. Place the voting booths, unused supplies, and other specified items back into the ESC. See page 84 for a full list.

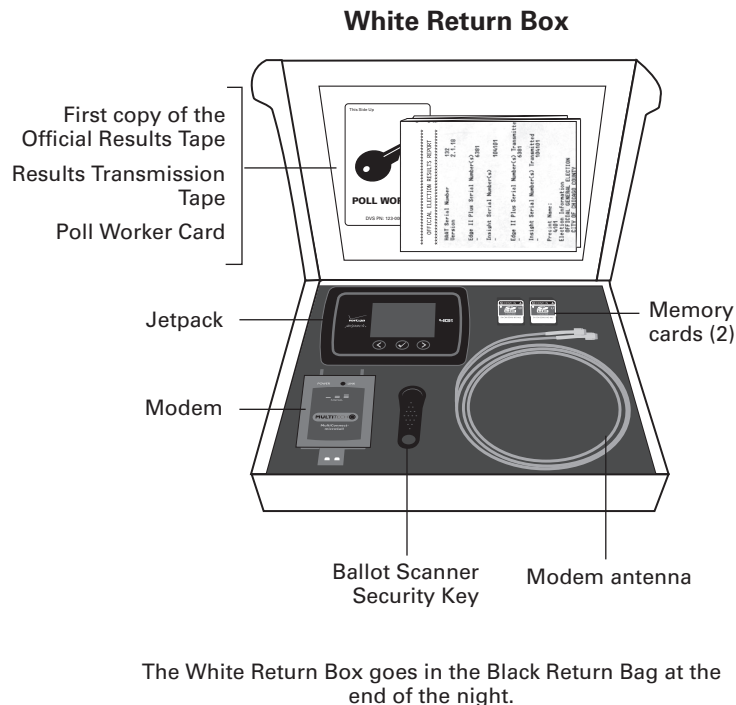


NOTES:

- You'll need to take apart the equipment you assembled before you put it back.
 - Try to arrange all items back in the same location inside the ESC as when you received the ESC in the morning (check the Supply List, Form 21 or page 19).
- B. Check again that all required items are in the ESC.
 - C. Close the auxiliary ballot box portion of the ESC. Latch this portion by turning the knob.
 - D. Close and lock the doors of the ESC with the ESC key.
 - E. Securely seal the ESC by threading the green seal through the handles of the locked ESC door.

Items to Put in the ESC

- ☐ All clipboards
- ☐ All extension cords
- ☐ All orange demonstration ballots
- ☐ All unused official ballots
- ☐ All unused provisional materials
- ☐ All unused supplies
- ☐ American flag (on door)
- ☐ Ballot Box (top, bottom and collapsible body)
- ☐ Ballot Scanner
- ☐ Ballot privacy sleeves and curbside voter privacy sleeve
- ☐ Blue Supply Box
- ☐ Blue cones and measuring tape
- ☐ Unused Seal Bag
- ☐ E-Poll Book case containing thermal printers (2), charging cords (2), stylus (2) and card activator (2)
- ☐ Gray Supply Box
- ☐ Metal, economy, and lowered voting booths
- ☐ Registration Table
- ☐ Touchscreen Printer
- ☐ Touchscreen Voting Booth
- ☐ Touchscreen Voting Unit
- ☐ Voting aids
- ☐ All accessibility supplies as noted on the Election Coordinator Accessibility Checklist (Form 21-ADA).



15 Leave the polling place neat and clean.

16 Return all required equipment and materials to the Receiving Station; leave the rest locked in the polling place.

- Return all required equipment and materials to the Receiving Station but leave the ESC and other items locked in the polling place.
- See the reminder below about what to deliver to the Receiving Station and what to leave in the locked polling place.
- Let the polling place staff person know you are all done at the polling place site. They will need to lock up the facility after you are done.

THANK YOU FOR SERVING!

End of Day Recap

What do we return to the Receiving Station?

- Transfer Case (see list on page 82 for all items that go in Transfer Case)
- Black Return Bag (see list on page 83 for all items that go in Black Return Bag)

What do we leave inside the locked polling place?

- ESC (see list on the left for all items that go in the ESC)
- Any furniture or equipment that belongs to the polling place site

Let the polling place staff person know you are all done at the polling place site. They will need to lock up the facility after you are done.

8

POLLING PLACE ACCESSIBILITY GUIDE

Use this chapter to help make voting accessible for voters with disabilities. Though you may not be able to eliminate all the possible barriers, you can be prepared to make accommodations for voters with disabilities.

POLLING PLACE ACCESSIBILITY GUIDE

SECTION I

The Chicago Board of Election Commissioners (Board) is responsible for providing all voters in the City of Chicago with an equal opportunity to vote at every polling place. In 2016, the Department of Justice (DOJ) conducted an Americans with Disabilities Act (ADA) review to determine if the Board's polling places are accessible to voters with disabilities. As a result of accessibility surveys performed at all Chicago polling places, and as part of an ongoing settlement agreement with the DOJ, the Board has agreed to perform temporary remedies and additional accessibility set-up procedures at polling places to give equal opportunity to all voters.

The Board has designated its Election Coordinators (EC's) to carry out these duties in addition to the duties stated previously in the Election Judge/ Election Coordinator Handbook.

This Polling Place Accessibility Guide was created to explain the details associated with each duty. The accessibility checklist (Form 21 – ADA) lists supplies, remedies and locations pertaining to each polling place that must be performed prior to the opening of the polls on Election Day. Form 21-ADA will be located inside the Election Supply Carrier (ESC) for each polling place, and the Board asks that you follow the instructions in this Accessibility Guide and on Form 21-ADA to perform any and all indicated temporary remedies. The EC's must then sign Form 21-ADA to certify that the polling place was set up properly and all remedies were performed for accessibility purposes. After signing Form 21-ADA, EC's should return the form to the Board in the envelope specified at the bottom of the form.

Failing to perform accessibility duties, including set-up procedures and temporary accessibility remedies, may exclude an EC from being selected to perform any future duties for the Board and may result in withholding of part or all of an EC's compensation.



Before Election Day, please ensure that the Election Supply Carrier (ESC) contains the following items, in addition to the items on the regular supply list (Form 21):

- Election Coordinator Accessibility Checklist (Form 21-ADA)
 - The temporary remedy items listed on Form 21-ADA will be located in the ESC or will be provided by the polling place proprietor. If you are unable to locate any of these items, please notify Election Central immediately at 312-269-7870.
- A lowered voting booth
- An electronic accessible voting booth (touch screen unit) that is operational
- A 36 inch measuring tape
- A 60" diameter circle

If a polling place is too small for all of the voting booths provided in the ESC to be set up with proper spacing, the EC must make sure that an accessible touchscreen booth and a lowered booth are set up with proper spacing for each precinct, even if one of the regular voting booths cannot be set up due to the limited size of the voting room.

On or before Election Day, please make sure the polling place is set up correctly, is functioning and is accessible to all voters, including those with disabilities. See below:

■ Voting Area Set-Up

- There must be a clear path at least 36 inches wide from the doorway to the registration table, check-in table, and all the voting booths and throughout the room (please use the measuring tape provided)

■ Registration and check-in table

- These tables must have a writing surface between 28-34 inches above the floor with knee space under the table at least 27 inches high and at least 30 inches wide (please use the measuring tape provided)

■ Touchscreen accessible voting machine

- The accessible touchscreen voting machine **must** be set up, plugged in, turned on and functioning
- It must be positioned to provide all voters with adequate privacy
- The legs of the touchscreen machine **must** be set up correctly. Please contact Election Central immediately if the legs are broken and/or if the machine is not functioning.

- The accessible touch screen unit must also have a writing surface between 28-34 inches above the floor with knee space under the table at least 27 inches high and at least 30 inches wide (please use the measuring tape provided)
- **There must be at least a 60-inch diameter circle in front of the touchscreen machine that will provide an accessible turning space for people in wheelchairs or with other mobility disabilities. Please use the 60-inch diameter circle provided in the ESC and follow the instructions printed on the 60-inch diameter circle for measuring the proper accessible turning area.**

■ Lowered voting booth

- The lowered booth must have a writing surface between 28-34 inches above the floor with knee space under the table at least 27 inches high and at least 30 inches wide (please use the measuring tape provided)
- Must have the removable folding chair present and available to voters
- It must be positioned to provide all voters with adequate privacy

- The lowered booth must also provide a 60-inch diameter circle in front of the booth that will provide an accessible turning space for people in wheelchairs or with other mobility disabilities. Please use the 60-inch diameter circle provided in the ESC and follow the instructions printed on the 60-inch diameter circle for measuring the proper accessible turning area.
- If the polling place is too small for both the touchscreen booth and lowered booth to have a 60-inch turning area, then take down one of the regular voting booths to make additional space for the touchscreen and lowered booths.
- In the event there is still not enough room to provide the proper set-up for both booths, the EC must ensure the electronic accessible touchscreen booth is set up with the 60-inch diameter turning space and provide the **maximum turning space available** for the lowered voting booth.

■ Temporary accessibility remedies

- In addition to the previously mentioned accessibility set-up procedures, there may be temporary remedies to perform in your polling place to ensure it is accessible to all voters. Such temporary remedies may include things like:
 - Placing a cone underneath a drinking fountain, fire extinguisher or other object that protrudes off a wall;
 - Placing a temporary ramp or doorway threshold wedge for wheelchair accessibility;
 - Placing a battery-operated doorbell at the accessible entrance
- Any temporary remedies that must be performed in your polling place will be checked on the Accessibility Checklist (Form 21-ADA) provided in your ESC. You are only required to address the items the Board pre-checked on Form 21-ADA.
- The items to be used when performing temporary remedies, such as cones, ramps, wedges and doorbells, will either be provided in your ESC, or by your polling place proprietor.
- If you cannot locate any of the temporary remedy items identified on your Form 21-ADA either inside the ESC or provided by the polling place proprietor, please call Election Central immediately at (312) 269-7870.

The EC's must verify throughout the day that all accessibility remedies (including the required spacing for the booths previously mentioned) remain in place until the polling place officially closes. All items must be placed back inside the ESC (i.e. doorbells, cones, doorstoppers, measuring tape, 60-inch circle, ramps, and wedges) when the polling place is officially closed.



SECTION 2

The below grid shall serve as additional guidance to assist voters with disabilities throughout Election Day:

Use this guide to help make voting accessible for voters with disabilities. Though you may not be able to eliminate all the possible barriers, you can be prepared to make accommodations for voters with disabilities.

ACCESS TO VOTING FACILITY

Check	Action
Is the path to the building free of obstructions?	See if path can be cleared. If not, plan on ways to enable voters who can't enter to vote.
Is the path of travel into the polling place clear of snow or ice?	Call Chicago Board of Election's (CBOE) Office at 312-269-7863 if no one is available to clear path of travel.
Is there accessible parking—a "handicap" space available?	Know that someone might need to double park to use van lift and negotiate a wheelchair. If temporary signage is provided to mark an accessible parking space, be sure it is clearly posted before the polls open.
Can a person enter at least one entrance to the building without having to go up or down stairs?	If no, plan on using curbside voting. Please see pages 76-77.
Have you determined how you will communicate with the person who needs curbside voting?	Determine a good method to receive notification that someone is requesting curbside voting.

ACCESS TO VOTING FACILITY (CONTINUED)

Check	Action
Is the accessible entrance unlocked and open?	Unlock entrance; keep open if it doesn't block the path of travel for anyone.
Are there heavy doors to open to enter the exterior or interior of the building or are there door handles that cannot be opened using a closed fist?	Prop doors open or decide on a notification process when someone has trouble opening the doors. If a temporary doorbell is provided for the exterior or interior door assign a worker to watch the door or listen for the doorbell to assist voters who need help.
Are accessible and alternative entrance signs posted outside the building?	Post signs where they can be clearly seen by voters. Be sure that all signs are posted before the polls open and that directional signs point voters in the right direction.
If there is a temporary ramp, is it in place?	Place ramp so there are no obstructions for a person using a wheelchair. If you are not sure where/how to place a ramp—or any other accessibility equipment or signs—call CBOE immediately at 312-269-7863.
Have you located and set-up the assistive portable voting equipment listed in your manual?	Locate any assistive voting equipment and place out on a table, so voters can see them. Examples are large ballot viewers, signature guides and ballot markers with grippers.

ACCESS DURING SIGN-IN

Check	Action
Are you prepared to communicate with people who are deaf or hard of hearing?	Write notes, gesture, demonstrate procedures. Speak naturally and clearly. If an interpreter is present, speak directly to the voter.
Are you prepared to communicate with people with speech impairments?	Ask the person to please repeat until you understand, write a note, use an alternate word or spell it. Ask another poll worker for help interpreting if needed.
Are you prepared to communicate with people who have cognitive or mental health disabilities?	Speak slowly, repeat instructions, use concrete language, demonstrate procedures and remain calm.
Are you prepared to help people who are unable to write or need help to sign their name?	Offer manual assistance and use of the signature guide for people who cannot see to sign or cannot sign. People who cannot sign their name can also make a mark or use their own signature stamp.
<i>Most voters do not need to show ID, their signature is sufficient.</i> But, do you know the alternate forms of ID (besides a driver's license) that are acceptable for identification, if needed?	Alternate forms: State ID, library card, utility bill, credit card, social security card, student or employee ID, birth certificate, public aid card, civic, union or professional organization membership card. Please see page 63 for more examples.

ACCESS IN THE FACILITY AND VOTING BOOTH

Check	Action
<p>Have you set up the lowered voting booth for voters using wheelchairs, little persons and people who need to sit to vote?</p>	<p>Set up before polling place opens; There must be a 36" wide route of travel to the lowered voting booth. Please set up the lowered booth to provide a 60" diameter in front of the lowered booth pursuant to the instructions listed on the 60-inch diameter template provided in the Election Supply Carrier (ESC) for people using wheelchairs and anyone else who needs to use the booths; have chairs available. Be sure to properly install extenders on legs of lowered voting booth to provide adequate room for wheelchair users.</p> <p>If a polling place is too small for all the voting booths provided in the ESC, the EC may remove one of the regular voting booths to ensure the lowered booth and the electronic accessible voting booths are set up correctly. In the event there is still not enough room to provide the proper set-up for both booths, the EC must ensure the electronic accessible touch screen booth is set up with the 60-inch diameter turning space and provide the maximum turning space available for the lowered voting booth.</p>
<p>Have you set up the electronic accessible voting booth? Is there clear access to the electronic accessible voting booth—can a voter using a wheelchair or walker get to and around the voting equipment? Do voters have privacy when using the electronic accessible booths and all other machines to vote?</p>	<p>Set up before polling place opens. There must be enough room for voters using wheelchairs to navigate around the polling place, including a 36" wide route of travel and a 60" clearance area in front of the electronic accessible voting booth pursuant to the instructions listed on the 60-inch diameter template provided in the ESC. Also, ensure that the electronic accessible voting booth and voting machines are equipped with privacy panels and that the location of the accessible booths and machines in the voting area allows voters privacy when voting.</p>
<p>Are you prepared to help someone who is blind or has limited vision? <i>(Remember, a service animal is allowed to enter any public building with the voter they are assisting.)</i></p>	<p>Introduce yourself as a poll worker and explain the room layout. Ask if the voter needs help navigating the room. Let the person take your arm if he or she wants you to guide them. Explain the assistance and assistive equipment that is available—including help in the voting booth.</p>

ACCESS IN THE FACILITY AND VOTING BOOTH (CONTINUED)

Check	Action
Did you know that voters have a right to ask anyone they want to assist them in the voting booth?	Check to ensure the person assisting is NOT the voter's employer or an officer of the union to which the person belongs.
Did you know that if the voter doesn't have anyone to help them in the voting booth, the election judges need to help as a team?	Ensure that one election judge from each party (Democratic and Republican) together assist the voter in the voting booth or outside the polling place if curbside voting is requested. Remember the voter must fill out a Consolidated Voter's Affidavit (Form 1).
Do you know how you will help a voter verify and cast their ballot?	Ensure that the privacy of the ballot is maintained with the ballot sleeve while you give assistance.

If you have any questions about these accessibility duties, please call Election Central at (312) 269-7870.

ELECTION TERMS

Affidavit - A written statement about someone's qualifications to vote. The statement is also signed by the person, who promises that the information is true.

Ambiguous Marked Ballot - A mark was detected that was not clear enough to show the voter's intent.

Application for Ballot (Form 14) - The form a voter signs to apply for a ballot. It contains the signature of the voter and information about the identity of the voter. The voter and the Election Judge must complete the form. The voter cannot receive a ballot until the Judge makes sure that the Form 14 is complete and the Judge processes the voter in the e-poll book.

Appointment Period - The two year period that a Judge is considered active. The Judge must attend a training class at the beginning of each appointment period. During this period, the Circuit Court of Cook County confirms the Judge.

Assistance in Voting - The act of helping a person to vote. Voters with a physical disability or voters who cannot speak, read, or write English may ask for help voting. Use the Consolidated Voter's Affidavit (Form 1). Mark boxes 3 or 4 if you or someone else helps a voter cast a ballot.

Audio Ballot with Headphones - A type of ballot that voters with visual impairments can use to vote privately and independently. It includes an audio ballot and headphones on the touchscreen voting

unit. The Judges will activate a voter card with the audio ballot. Voters who use a sip-and-puff device can also use the audio ballot and headphones.

Ballot Box - The box that holds the votes. The ballot box has three parts: top, bottom, and the main part, which collapses down. The Judges put together the ballot box. Once put together, the ballot box has two sections: the front section for ballots with write-in votes and the back section for ballots without write-in votes. The ballot scanner will separate ballots into the front and back sections of the ballot box. The ballot scanner sits on top of the ballot box.

Ballot Missing Judge's Initials - The ballot scanner will not accept any ballots without a Judge's initials. Ballots printed by the touchscreen must be initialed by a Judge before the voter inserts their ballot into the scanner.

Ballot Scanner - The machine that records the votes cast on the paper ballots. The ballot scanner will reject ballots that aren't initialed by a Judge or are overvoted, blank, or defective. It is sometimes called a scanner in this handbook.

Ballot Style - The three digit number that tells the Judges which ballot the Judges should give the voter. The ballot style is in the voter's record in the e-poll book.

Ballot Viewer - A plastic magnifier that makes the print on the Official Ballots larger.

Bilingual Judge - A Judge who can provide language assistance to voters who don't speak English.

Black Return Bag - The large black bag with handles and wheels. A Judge uses this bag to return materials to the Receiving Station. There is a list of the materials that shows what needs to go in the Black Return Bag at the end of the day. This list can be found inside the Black Return Bag. The Judge must seal the Black Return Bag before leaving the polling place.

Blank Ballot - A ballot with no votes cast on it or a ballot with marks that the ballot scanner cannot read.

Campaign-Free Zone - The area outside the polling place room where electioneering is not allowed. This area must be marked off by the two blue cones found in the ESC.

Card Activator - The device attached to the e-poll book stand that will activate voter cards for the touchscreen voting unit.

Cast Button - A green button on the front of the ballot scanner. The Judge uses this button to cast ballots that contain overvotes or are blank, if the voter wants to cast the ballot despite the issue. The Judge will explain that the voter is choosing to cast the ballot instead of getting a new ballot.

Certificate of Results (Form 80) - The form that Judges use to record the number of votes cast. Judges place a copy of the Official Results Tape from the ballot scanner with each copy of Form 80.

Challenge - When a Judge, poll watcher, other voter, or anyone else objects to the Judges about a person's identity or qualification to vote.

Combination Polling Place - A polling place that has more than one (1) precinct. Each precinct has its own Judges but may share Coordinator(s). This is different than a **split precinct**.

Credential - An official document all poll watchers must show poll workers to be in the polling place. For government officials, it may be their official government badges.

Curbside Voting - A type of voting used by a voter who is unable to enter a polling place. Two Judges, one from each political party, will bring the voting materials to the voter if the voter can't make it to the polling place. Judges are never allowed to go 50 ft or more from the entrance of the polling place in curbside voting.

Defective ballot - A ballot that was misprinted or has a tear and the ballot scanner cannot read it.

Early Voting - A time when voters can vote before Election Day. This time is from the 15th day before the election through the Monday before the election. A voter does not need a reason to vote early. People who voted during Early Voting can't vote in the polling place on Election Day. They already voted.

Election Day Registration - The process to register voters on Election Day. The voter must:

- Have the correct voter registration identification
- Be in the correct precinct
- Have lived at the registration address for at least 30 days before the election

Electioneering - When someone tries to persuade other people at the polling place about who or what to vote for. It also includes wearing buttons or badges or having signs for a candidate, party, or ballot question. None of this is allowed within the Campaign-Free Zone at the polling place.

Election Supply Carrier (ESC) - The big blue box on wheels. It is delivered to the polling place before Election Day. It holds all the equipment, supplies, and materials for the election.

Electronic Poll Books (e-poll books) - The tablets used to find and register voters on Election Day. There are two (2) e-poll books in each precinct. Place one e-poll book with accessories at Station #1. Place another e-poll book with accessories at the Registration Table. Judges use e-poll books to process and register voters. You can look up voters in the e-poll book registered within the precinct and anywhere in the City of Chicago. Any voter who receives a ballot should be checked in on the e-poll book.

Hybrid Ballots - Ballots that have candidates for either the Democratic OR Republican parties and also the Green Party.

Judicial Privacy - The privacy of judicial judges and their families. At their request their address is hidden on the E-Poll Book. They are not required to provide an address on the Form 14. They vote a regular ballot; no additional Forms are required. *Judicial privacy does not apply to Election Judges.*

Key Judge - A Judge who gets an envelope with the key to the ESC and other supplies such as the seal cutters. The Key Judge will work with the Coordinator to contact all the Judges before Election Day.

Letter of Authority - A special letter that allows a poll watcher to look at and touch election materials on Election Day.

Lowered Voting Booth - A voting booth designed for voters who use a wheelchair or need to sit in a chair while voting. Voters who use the lowered voting booth will vote on a paper ballot. The lowered voting booth also has a chair for voters who cannot stand for long periods of time. The booth can also be used by any other voters.

Memory Cards - They are located in the front of the ballot scanner behind the administrator and poll worker doors. They record all votes cast. The memory cards will already be in the ballot scanner when it is delivered to the polling place. Then, the Judges will transmit the results, remove the memory cards and place inside White Return Box.

Modem - A device that the Judges attach to the ballot scanner that securely connects the scanner to our server. The Judges must attach the modem in the morning for a connection test, and then again after the polls close to transmit results.

Morning Zero Tape - Receipt from the ballot scanner that shows how many votes have been cast.

Official Ballots - The paper ballot that has the names of the candidates, offices, and questions on the ballot. The voters use a ballot marker to fill in the circles for the candidates, offices, and questions they choose.

Official Results Tape - The tape that the ballot scanner prints after the polls are closed. It shows the results from the ballots that were cast on Election Day.

Overvoted Ballot - A ballot that contains more votes than allowed for an office.

Plastic Pointer - A stylus that a Judge uses to turn on the ballot scanner.

Polling Place - The building/room where voting happens.

Poll Watcher - A representative of a candidate, political party or civic organization who is allowed, by law, to be in the precinct and watch the election process. All poll watchers must give a credential, or special paperwork, to the Judges.

Poll Worker Card - This card give Judges and Coordinators administrative access to the touchscreen. They will use it to open and close polls on the touchscreen. They may also use this card to clear error messages or manually activate the touchscreen.

Precinct - A political and geographic boundary that voters live in. Your address determines which precinct you vote at on Election Day.

Provisional Ballot - A ballot that is cast by certain types of voters. These ballots aren't counted on Election Day. The Board of Elections has 14 days after the election to process provisional ballots. A provisional voter can contact the Board to find out if the provisional ballot was accepted or rejected. Voters will use the touchscreen to vote provisionally.

Receiving Station - The place where all the required election materials are taken at the end of the night. See the back cover of the handbook to find your Receiving Station.

Referenda - Questions on the ballot that voters vote on.

Results Transmission Tape - The tape that prints from the ballot scanner after transmitting results. This tape must be returned in the White Return Box.

Return Button - A button on the scanner that the Judge will use if the voter wishes to correct an issue with their ballot such as an overvote or blank ballot.

Security Key - Black plastic key used on the ballot scanner to open and close polls. This key will also be used to clear any ballot jams on scanner.

Split Precinct - Areas where people live in the same precinct but may live across different political boundaries. A split precinct has more than one ballot style.

If the Judge issues a paper ballot:

The ballot must match the ballot style from the Application for Ballot (Form 14) to the ballot style on the Official Ballot.

If a voter uses the touchscreen voting unit:
Judges must activate a voter card using the e-poll book.

Spoiled Ballot - An Official Ballot that a voter made a mistake on. The Official Ballot must be returned to the Judges. The Judge should give the voter a new Official Ballot.

Stand-by Central - A place during Election Day where extra Coordinators and Judges wait until they are needed at a polling place.

Touchscreen Printer - The printer connected to the touchscreen voting unit that will print a voters ballot if they choose to vote on the touchscreen. The voter will then insert that ballot into the ballot scanner.

Touchscreen Voting Unit - The voting unit designed for voters with disabilities. Voters with visual impairments can vote privately and independently by using the audio ballot and headphones. Voters who use a sip-and-puff device also can use the audio ballot on the touchscreen. Other voters may also choose to use the touchscreen voting unit.

Transfer Case - The large blue case with a handle and wheels. It is used to return materials to the Receiving Station on election night. There is a list of the materials that need to be returned in the plastic window on the outside of the Transfer Case. The Transfer Case must be sealed before leaving the polling place.

Transmission - Sending the votes from the ballot scanner to the Board's servers.

Undervote - What happens when a ballot is missing a vote for certain offices. These offices include the offices of Governor, Lieutenant Governor, Attorney General, Secretary of State, Comptroller, or Treasurer. A voter can correct an undervoted ballot or decide to keep it the way it is.

Used/Broken Seal Bag - The bag that holds all the seals from any election equipment as the Judges remove them. The bag with the seals is returned to the Receiving Station in the Black Return Bag.

Verizon Jetpack - Connects the e-poll books to the Board's computer servers.

Voter Card - The card used to activate the touchscreen voting unit. The Judge activates the voter card using the e-poll book. The Judge also uses the voter card to activate a provisional ballot, an audio ballot and a federal offices only ballot. The voter card does not contain any other information about the voter.

Voter Registration Number - The number assigned to the voter by the Board's Voter Registration Department. It is made up of a combination of 7 letters or numbers.

Ward - Chicago is divided into 50 areas called wards. There are many precincts in a ward.

White Return Box - This box is returned in the Black Return Bag at the end of the night. It should contain the memory cards (2) from the ballot scanner, the first copy of the Official Results Tape, the Results Transmission Tape, Poll worker card, modem, Verizon Jetpack (without cord) and the security key.

Write-In Tape - Prints three copies after the Official Results Tape. One copy must be returned to the Receiving Station in Envelope W and in Envelopes 71E & 72E.

FORMS INDEX

FORMS AND ENVELOPES	PAGE REFERENCES
<p>Form 1 Consolidated Voter's Affidavit is used by voters who are required to complete an affidavit prior to voting. The reasons for completing the Form 1 are outlined on the form. Make sure the affidavit is completed in full. Form 1 is located in Envelope 3 and all completed Form 1's must be returned in Envelope 47E. Spanish, Chinese, and Hindi facsimiles are also available.</p>	44, 46, 50, 51, 52, 60, 85
<p>Form 3 Seal Accountability Form - Form to be used to record and verify seal numbers placed on the voting equipment. These forms are started at the Board's warehouse, where seals that are placed on equipment are recorded. The Judges must verify that the seals placed on the equipment by Board of Elections' staff has not been removed or tampered with in any way, by reviewing and confirming the seal numbers on the Seal Accountability Forms. Form 3 must be completed by the Judges and returned, with the Broken/Used Seal Bag, to the Receiving Station in the Black Return Bag.</p>	18, 22, 25, 32, 33, 35, 36, 39, 70, 83, 95, 96, 98, 98, 99, 102
<p>Form 14 Application for Ballot is required to be completed by all voters who vote on Election Day. The application is a generic form that the voter completes with his or her information. When a voter applies to vote, they will sign the form and the Judges will compare the voter's signature to that stored in the electronic poll book. Once the comparison is made, a Judge at Station #1 will fill in the precinct, ward and ballot style and initial the application. A Judge at Station #2 or #3 will number it and place it on the spindle.</p>	20, 44, 46, 47, 48, 52, 54, 55, 58, 59, 61, 66, 67, 70, 71, 72, 76, 83, 85, 87, 104
<p>Form 14Reg Combined Registration Application/Application for Ballot is required to be completed by all voters who are not yet registered to vote or who need to edit their registration. When registering for the first time or editing a registration, the voter needs to show two forms of ID, one of which must have their registration address. The Judge at Station #2 or #3 numbers and spindles the top part of Form 14Reg as the voter's Application for Ballot. The bottom part is retained in Envelope 48E at the registration table.</p>	10, 44, 58, 59, 62, 63, 64, 65, 66, 67, 70, 71, 72
<p>Form 21 Supply List contains the equipment, supplies and materials located in the Election Supply Carrier (ESC), all of which the Judges will need to run the polling place on Election Day. If the phrase "if applicable" appears next to an item, it means that your ESC may not contain that particular item.</p>	17, 19, 21, 22, 83
<p>Form 21-ADA – Election Coordinator Accessibility Checklist</p>	8, 9, 10, 17, 19, 20, 22, 23, 29, 31, 36, 41, 72, 83, 84, 92, 93

FORMS AND ENVELOPES	PAGE REFERENCES
Envelope 47E Envelope Return of Cancelled Vote-by-Mail Ballots, Completed Oaths, Affidavits and Pollwatcher Credentials.	11, 12, 44, 46, 51, 83
Envelope 48E Registration Forms - This includes all completed voter registration forms (the bottom portion of Form 14Reg).	44, 62, 63, 64, 83
<p>Form 80 Certificate of Results is used to keep track of all ballots and votes cast. An Official Election Results Report (from the card activator) must be attached to each Form 80. The reverse side of the form contains information regarding write-in candidates and votes and must be completed by the Judges. All Election Judges must sign the Form 80.</p> <p>Once completed, these forms are placed in Envelopes 71E and 72E. A completed Form 80, with an Official Election Results Report attached, must also be placed inside the transfer case.</p>	73, 75, 76, 77, 78, 80, 81, 82, 85, 104, 105
Form 118 Election Judge Sign-up is to be affixed to the table at Station #1 and to the Registration Table. It is to be used for voters to express interest in serving as an Election Judge in future elections.	44, 46, 83
Form 194 Election Judge Pay Voucher must be completed by all Judges in order for the Board to issue payment for working on Election Day. The payroll voucher is located in Envelope 1 and must be returned to the receiving station in the Black Return Bag.	3, 4, 9, 83, 90
Form 194EC Election Coordinator Pay Voucher is to be completed by the Election Coordinator for the precinct. If there are multiple precincts and only one Election Coordinator, the EC is to complete a Form 194EC for each precinct. Return in the Black Return Bag.	9, 83, 90
Form 255 Voting Instructions Sign is placed, by the Judges, in the metal, economy and lowered voting booths. Use tape to secure the signs to the booths. The sign is located in Envelope 2 and can remain in the voting booths when closing the polls.	28, 29, 30, 41, 43, 90

FORMS AND ENVELOPES	PAGE REFERENCES
<p>Form 276P Provisional Voter Affidavit/Ballot Envelope is used by voters who fall into certain categories. The affidavit is a 3-part form and must be completed by both the voter and a Judge. The pink copy of the affidavit is given to the voter as a receipt. Form 276P also contains an envelope which will hold the voted Official Provisional ballot. On the reverse side of the affidavit is a plastic sleeve in which any supporting documentation (supplied by the voter) and the Application for Ballot (Form 14 or top part of 14Reg, if any) should be placed. The Provisional Voter Affidavit/Ballot Envelope (Form 276P) is located in Envelope 3P. NOTE: Provisional voters must be issued an Official Provisional ballot (paper ballot) located in Envelope 3P.</p>	<p>44, 46, 54, 55, 57, 60, 61, 62, 65, 76, 91, 101, 104, 108, 114</p>
<p>Ballot Privacy Sleeve – Used to provide secrecy of the ballot once the voter has completed voting. The privacy sleeves are located inside the ESC and should be returned to the ESC when the polls close.</p>	<p>44, 55, 58, 59, 66, 68, 69, 70, 84, 91</p>
<p>Official Results Tape is the tape produced by the Ballot Scanner once the polls are closed. The tape is attached to each Certificate of Results (Form 80). All Judges must sign at the bottom of the Official Results Tape.</p>	<p>84, 90, 91, 104, 109, 114</p>
<p>Correction Report, Form 15 – This form is included at the bottom of the Applications for Ballot pad. If a voter or a Judge finds an error on a voter's application for ballot, the Judge must make note of the error on the correction report. After the polls close, the Judges must sign at the bottom of the completed report, tear at the perforated line and place at the top of the used Application for Ballot, Form 14 and 14Reg, spindle.</p>	<p>20, 44, 46, 49, 83, 91</p>
<p>Morning Zero Tape – The morning zero tape will print once the ballot scanner is turned on, on election morning and must remain attached to the ballot scanner all day. The Morning Zero Tape must be removed from the ballot scanner after all ballots have been processed but before the polls are closed on the machine. Judges must sign the Morning Zero Tape and place inside the Blue Transfer Case. Do not give copies of this tape to anyone inside the polling place.</p>	<p>34, 35, 78, 82, 86, 91</p>

FORMS AND ENVELOPES	PAGE REFERENCES
<p>Seals – There are various seals included with the supplies and on the equipment. There is a Unused Seal Bag, located in the plastic sleeve on the ESC door, that contains the seals that you will use on Election Day. Also is the Broken/Used Seal Bag, located in the plastic sleeve on the ESC door, where seals that are removed must be placed and returned to the Receiving Station.</p>	<p>20, 32, 33, 36, 80, 81, 88, 89, 92, 106, 109</p>
<p>Ballots – There are two (2) different methods for marking a ballot in each precinct. Voters can mark their choices with a ballot marker on a pre-printed ballot or use the touchscreen to print a ballot with their selections. Each voter can only choose one method of voting.</p>	<p>6, 9, 10, 15, 19, 20, 23, 27, 33, 39, 44, 52, 54, 60, 61, 64, 66, 67, 68, 73, 75, 76, 77, 78, 80, 81, 82, 83, 84, 85, 86, 87, 90, 91, 92, 94, 95, 98, 100, 102, 103, 104, 108, 109,</p>
<p>Ballots in Split Precincts – Split Precincts have more than one Ballot Style, which are created numerically. In Split Precincts, the Election Judges must ensure that the proper ballot style is issued to the voter. The Application for Ballot, Form 14, includes the ballot style for each voter. Match the ballot style on the Form 14 to the ballot style on the Official Ballot. It is imperative that each voter is issued the correct ballot style.</p>	<p>67</p>

PAGE INTENTIONALLY LEFT BLANK.
FOR E-POLL BOOK TROUBLESHOOTING, PLEASE REFER TO THE E-POLL BOOK SUPPLEMENT.

Troubleshooting Guide For Ballot Scanner

POWER

Scenario: The ballot scanner does not power on.

Action: Verify the power connections.

- Power cable is connected to a live outlet.
- Power cable is firmly connected to the power adapter.
- Power adapter is connected to the scanner.
- Check that the fuse on the right side of the rear of the scanner is screwed in clockwise until it is secure.
- If the power cable is connected to a power strip/surge protector, verify that the power strip/surge protector is on.
- Hold the power button down for 2 seconds using a plastic pointer.

When plugged in there should be a green light in the front of the ballot scanner.

Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

Scenario: Power failure/outage at the polling place.

Action: The ballot scanner has a battery that will last for approximately two hours. If the battery runs out, proceed with the election, process ballots using the ballot box portion of the ESC until power is restored. (Refer to pages 110-111 for instructions.) **Immediately call ELECTION CENTRAL at 312-269-7870.**

SECURITY KEY

Scenario: Cannot locate security key.

Action: **Immediately call Election Central at 312-269-7870.** If your polling place has more than one precinct, borrow a security key from another precinct until you receive a replacement. Proceed with the election, process ballots using the ballot box portion of the ESC until you receive a replacement security key. (Refer to pages 110-111 for instructions.)

Scenario: Problem reading the security key. When applying the security key, the password screen does not come up.

Action: Complete the following.

- Place and hold the security key in the security key port for at least two seconds. Do not place and remove it quickly. Ensure that the outer edge of the security key makes contact with the inner edge of the security key port.
- Try rotating the security key slightly, while holding it in the correct position.

PASSWORD

Scenario: When entering the password, the message, "Password incorrect! Please try again" is displayed.

Action: Ensure that you are using the password from the red ballot scanner box. Try entering the password again, slowly using the plastic pointer.

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

PUBLIC COUNTER

Scenario: When opening the polls on election morning, the public counter shows a number instead of 0000.

Action: The ballot scanner may not have been initialized. Proceed with the election using the ballot box portion of the ESC. (Refer to pages 110-111 for instructions.)

Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

THE BALLOT SCANNER DOES NOT ACCEPT BALLOTS

Scenario: Ballot scanner will not read first ballot.

Action: You must open polls on the ballot scanner, refer to pages 33-34 for instructions. Verify that the display screen reads "Please insert ballot."

Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

Scenario: When powering on, the display screen reads: "Verification failed – Results on SD1 and SD2 are not equal. Please check election cards." or "Startup Error – When the error is resolved please restart the machine."

Action: **Immediately call Election Central at 312-269-7870.** Proceed with the election, process ballots using the ballot box portion of the ESC until a technician arrives. (Refer to pages 110-111 for instructions.)

Scenario: When powering on, the display screen reads: “Audit log file error – Audit log file mismatch is detected. Mismatched file has been renamed and replaced. Press OK to proceed.”

Action: The message is informational, and no action needs to be taken. Press “Accept.”

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

BALLOT ERRORS:

Scenario: Ballot marked incorrectly by the voter and the screen indicates that the voter “Overvoted” or inserted a “Blank” ballot.

Action: Voter has the choice of correcting their ballot by pressing return or casting it as is by pressing cast.

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

Scenario: No initials, ballot is automatically rejected by the scanner.

Action: Voter must place their ballot back inside the privacy sleeve and the Judge at Station #3 must initial the ballot. Ballots without a Judge’s initials will not be accepted by the ballot scanner.

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

Scenario: Ballot misread.

Action: Ballot was inserted incorrectly or has a physical error such as a tear or wrinkle. Instruct the voter to reinsert the ballot in a different orientation. If the ballot does not scan, the voter must spoil their ballot and receive a new ballot at Station #2 or a voter card at Station #1/Registration Table. If this happens for several ballots, the scanner may be dirty or damaged. **Immediately call Election Central at 312-269-7870.**

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

Scenario: Invalid ballot.

Action: The voter inserted a ballot that is from a different precinct. If you are in a combination polling place, instruct the voter to remove their ballot and take it to the ballot scanner for the correct precinct.

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

Scenario: Ambiguous mark.

Action: A mark was detected that was not clear enough to show the voter’s intent. The voter must spoil their ballot and receive a new ballot at Station #2. If the voter is voting a paper ballot, the Judge at Station #2 should provide a demonstration on how to properly mark a ballot.

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

BALLOT JAM

Scenario: Front slot paper jam. Display screen reads “Clear Paper Jam.”

Action: The ballot was partially inserted but not drawn into the scanner or the ballot is partially drawn into the scanner but is unable to move freely. A Judge or Election Coordinator should gently remove the ballot and wait for the message to clear. Once the “Please insert ballot” screen returns, instruct the voter to reinsert the ballot. Voters should be instructed to lightly hold the bottom of the privacy sleeve as they insert their ballot to avoid this type of jam.

Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

Scenario: Display screen reads “Assistance Required.”

Action: The ballot is jammed inside the scanner, usually in the rear slot. The ballot may or may not be cast. Locate the security key, place it on the security key port and enter password. **STOP!!!** **READ THE MESSAGE ON THE SCREEN** to determine what action to take next.

- If the screen says “**IMPORTANT: RESULTS HAVE BEEN SAVED. Try to manually remove the ballot from the MAIN EXIT slot. Once the ballot has been removed, place it in the MAIN ballot box.**”

Break the seal on the latch and pull the scanner forward. Gently pull the ballot out of the rollers and drop it in the main compartment of the ballot box. Once the jam has been cleared press Cleared on the display screen. From the main menu screen, press Standard Voting then press Confirm. Close

the latch on top of the ballot box to securely lock the ballot scanner into place. Secure the latch with a red tie seal. Record the new seal number on the Seal Accountability Form (Form 3).

- If the screen says **“IMPORTANT: RESULTS HAVE BEEN SAVED. Try to manually remove the ballot from the DIVERTER EXIT slot. Once the ballot has been removed, place it in the DIVERTER ballot box.”**

Break the seal on the latch and pull the scanner forward. Gently pull the ballot out of the rollers and drop it in the write-in compartment of the ballot box. Once the jam has been cleared press Cleared on the display screen. From the main menu screen, press Standard Voting then press Confirm. Close the latch on top of the ballot box to securely lock the ballot scanner into place. Secure the latch with a red tie seal. Record the new seal number on the Seal Accountability Form (Form 3).

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

- If the display screen says **“IMPORTANT: RESULTS HAVE NOT BEEN SAVED. Try to manually remove the ballot from the device. Once the ballot has been removed, DO NOT place it in the ballot box.”**

The ballot jammed while attempting to reverse and **HAS NOT BEEN CAST.**

If the ballot is accessible from the front of the scanner, gently pull the ballot from the front slot. Once the jam has been removed, press Cleared on the display screen. From the main menu screen, press Standard Voting then press Confirm. If the ballot is not damaged, instruct the voter to reinsert it into the scanner. If the ballot is damaged, the voter must spoil their ballot and receive a new ballot at Station #2 or a voter card at Station #1/Registration Table.

If the ballot is not accessible from the front of the scanner, break the seal on the latch and pull the scanner forward. Gently pull the ballot from the rollers. If the ballot is not damaged, the voter will reinsert their ballot into the scanner. If the ballot is damaged, the voter must spoil their ballot and receive a new ballot at Station #2 or a voter card at Station #1/Registration Table. Once the jam has been cleared press Cleared on the display screen. From the main menu screen, press Standard Voting then press Confirm. Close the latch on top of the ballot box to securely lock the ballot scanner into place. Secure the latch with a red tie seal. Record the new seal number on the Seal Accountability Form (Form 3).

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL 312-269-7870.

Scenario: The ballot is jammed and cannot be removed or is torn inside the ballot scanner.

Action: Immediately call Election Central at 312-269-7870. Proceed with the election using the ballot box portion of the ESC. (Refer to pages 110-111 for instructions.)

PRINTER ERRORS

Scenario: Error: Thermal printer head is up.

Action: When attempting to print, the pressure roller on the thermal printer is not securely seated. Break the red seal on the printer door and place it in the Broken/Used Seal Bag. Open the printer door. Remove the roller and reconnect it ensuring that both ends of the roller are firmly in place. When facing the scanner, the white wheel on the roller should be on the left. Feed the printer paper through the opening of the printer door and close the door. Press reprint on the display screen. Attach a new red seal to the printer door and record the seal number on the Seal Accountability Form (Form 3).

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

Scenario: Error: Thermal printer is out of paper.

Action: The printer is out of paper. Find a new paper roll in the Gray Supply Box. Break the red seal on the printer door and place it in the Broken/Used Seal Bag. Open the printer door and remove the roller. Insert the new paper roll with the paper coming from underneath the roll. Reconnect the roller ensuring that both ends are firmly in place. When facing the scanner, the white wheel on the roller should be on the left. Feed the printer paper through the opening of the printer door and close the door. Press reprint on the display screen. Attach a new red seal to the printer door and record the seal number on the Seal Accountability Form (Form 3).

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

Scenario: The printer paper is not advancing and/or the printer is making a grinding sound. No error message is displayed.

Action: The paper roll is not installed correctly and the printer may be jammed. Break the red seal on the printer door and place it in the Broken/Used Seal Bag. Open the printer door and remove the roller. If there is a paper jam, clear it by tearing off any paper that has wrapped around the paper roll. Reconnect the roller ensuring that both ends are firmly in place. When facing the scanner, the white wheel on the roller should be on the left. Feed the printer paper through the opening of the printer door and close the door. Press reprint on the display screen. Attach a new red seal to the printer door and record the seal number on the Seal Accountability Form (Form 3).

**Refer the problem to the Election Coordinator
OR call ELECTION CENTRAL at 312-269-7870.**

Scenario: The printer paper is advancing but no text appears on the tape.

Action: The thermal printer paper is installed backwards. Only one side of the paper can be printed on. Break the red seal on the printer door and place it in the Broken/Used Seal Bag. Open the printer door and remove the roller. Reinsert the paper roll with the paper coming from underneath the roll. Reconnect the roller ensuring that both ends are firmly in place. When facing the scanner, the white wheel on the roller should be on the left. Feed the printer paper through the opening of the

printer door and close the door. Press reprint on the display screen. Attach a new red seal to the printer door and record the seal number on the Seal Accountability Form (Form 3).

**Refer the problem to the Election Coordinator
OR call ELECTION CENTRAL at 312-269-7870.**

TRANSMISSION ERRORS

Scenario: "Port Protector – Could not discover device, port will be protected."

Action: The scanner was unable to detect the modem. Verify that the modem is connected to the USB port inside the modem port door and retry transmission.

**Refer the problem to the Election Coordinator
OR call ELECTION CENTRAL at 312-269-7870.**

Scenario: "USB Device Monitor – The application detected that the USB device is unplugged."

Action: The modem or USB cord was disconnected during the morning or results transmission. Verify the USB connections and retry transmission.

**Refer the problem to the Election Coordinator
OR call ELECTION CENTRAL at 312-269-7870.**

Scenario: "Connection Error – Unable to create communication channel."

Action: The modem failed to connect to the wireless network. Verify that both cables to the antenna are securely connected. Verify that there is sufficient signal strength in the location. If possible, move the antenna closer to a window or door. The modem has three lights under the "Signal" label, which indicate the signal strength. At least one light should be lit. If transmission fails, do not attempt transmission more than two times.

**Refer the problem to the Election Coordinator
OR call ELECTION CENTRAL at 312-269-7870.**

Scenario: "Transfer Failed – Failed to transmit results to server: Client socket error."

Action: The scanner failed to connect to the server. Verify that both cables to the antenna are securely connected. Verify that there is sufficient signal strength in the location. If possible, move the antenna closer to a window or door. The modem has three lights under the "Signal" label, which indicate the signal strength. At least one light should be lit. Press "Retry" to attempt transmission again. If transmission fails, do not attempt transmission more than two times.

**Refer the problem to the Election Coordinator
OR call ELECTION CENTRAL at 312-269-7870.**

Troubleshooting Guide For Touchscreen Voting Unit

POWER

Scenario: The touchscreen voting unit loses power.

Action: Verify the power connections. The battery icon in the top right corner should have a lightning bolt icon indicating that the touchscreen voting unit is connected to a power source and the battery is charging.

- Power cable is connected to a live outlet.
- Power cable is firmly connected to the power adapter.
- Power adapter is connected to the touchscreen voting unit.
- If the power cable is connected to a power strip/surge protector, verify that the power strip/surge protector is on.

Refer the problem to the Election Coordinator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

Scenario: Power failure/outage at the polling place.

Action: Immediately call ELECTION CENTRAL at 312-269-7870. Voters can continue voting on pre-printed ballots until a technician arrives. The touchscreen printer cannot print ballots without a power source.

VOTER/POLL WORKER CARD

Scenario: “Smart card reader detached” message

Action: Break the seal on the Power/Printer door and press the power button. Place the broken seal in the Broken/Used Seal Bag. Press Power Down in the upper right corner of the screen. Wait for the touchscreen to finish powering off and then wait at least 10 seconds. Press the power button again to turn the unit back on. If the problem persists after powering on, **immediately call Election Central at 312-269-7870**. If the problem is resolved close the Power/Printer door and apply a new red seal. Record the new seal number on the Seal Accountability Form (Form 3).

Scenario: A voter/poll worker card is inserted into the card slot and nothing happens.

Action: The touchscreen may be frozen. Verify the animation on the screen is running. Break the seal on the Power/Printer door and press the power button. Place the broken seal in the Broken/Used Seal Bag. Press Power Down in the upper right corner of the screen. Wait for the touchscreen to finish powering off and then wait at least 10 seconds. Press the power button again to turn the unit back on. If the problem persists after powering on, **immediately call Election Central at 312-269-7870**. If the problem is resolved close the Power/Printer door and apply a new seal. Record the new red seal number on the Seal Accountability Form (Form 3).

Scenario: Voter removes the voter card from the card slot before printing their ballot.

Action: If a voter removes the voter card from the card slot before printing their ballot, the touchscreen voting unit will beep. Instruct the voter to re-insert the voter card to continue their voting session.

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

Scenario: Voter leaves the polling place while in the process of voting.

Action: Remove the voter card from the card slot, the touchscreen voting unit will begin beeping. Insert the poll worker card and enter the password. Remove the poll worker card.

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

Scenario: A voter/poll worker card is inserted and a message is displayed: **“Unable to read smart card data – Unable to read from smart card. Please check if smart card is valid and inserted correctly.”**

Action: The voter card or poll worker card was misread by the touchscreen voting unit. There are several possible causes:

- The voter/poll worker card was inserted too quickly or too slowly.
 - Remove the voter/poll worker card and insert it again.
- The voter/poll worker card is inserted with the chip facing up, with the chip outside the reader, or the voter/poll worker card is not fully inserted.
 - Remove the voter/poll worker card and insert it with the chip facing down. Ensure the voter/poll worker card is fully inserted.
- The voter/poll worker card’s chip is dirty.
 - Wipe the chip with a cloth and insert the voter/poll worker card again.

If the issue persists, **refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.**

Scenario: A poll worker card is inserted and a message is displayed: **“Warning - Data on the smart card is not valid”**

Action: Immediately call ELECTION CENTRAL at 312-269-7870.

Scenario: A voter/poll worker card is inserted and a message is displayed: **“Activation code is not valid”**

Action: If you are in a combination polling place, ensure that the voter is using the touchscreen voting unit for the correct precinct. If the voter is in the correct precinct and the problem persists, **immediately call ELECTION CENTRAL at 312-269-7870.**

Scenario: A poll worker card is inserted and a message is displayed: **“Error - you exceeded admin pin tries, please re-write smart card”**

Action: Immediately call ELECTION CENTRAL at 312-269-7870.

AUDIO CONTROLLER/PRINTER

Scenario: The audio controller device is not responding to key presses. The audio controller device is not connected properly or is damaged.

Action: Verify the cord connections. Break the seal on the Accessories door. Place the broken seal in the Broken/Used Seal Bag. When plugged in correctly there should be a solid green light on top of the audio controller. If the problem persists, **immediately call EQUIPMENT/SUPPLIES at 773-247-4065.** If the problem is resolved close the Accessories door and apply a new red seal. Record the new seal number on the Seal Accountability Form (Form 3).

Scenario: The audio controller is not playing audio.

Action: Verify the headphones are properly connected to the audio controller and that an audio voter card was activated at Station #1 or the Registration Table. Verify the cord connections. Break the seal on the Accessories door. Place the broken seal in the Broken/Used Seal Bag. When plugged in correctly there should be a solid green light on top of the audio controller. If the problem persists, **immediately call ELECTION CENTRAL at 312-269-7870.** If the problem is resolved close the Accessories door and apply a new red seal. Record the new seal number on the Seal Accountability Form (Form 3).

Scenario: A cord becomes disconnected and a message is displayed: “USB device change detected.”

Action: If the audio controller or printer cords are disconnected or the printer is turned off the touchscreen voting unit will beep. Insert the poll worker card and enter the password to determine which device was disconnected. If the screen indicates that the printer became disconnected verify that the printer is on and all cords are connected to the printer and touchscreen. If the screen indicates that the audio controller became disconnected verify cord connections from the audio controller to the touchscreen. If the problem persists, **immediately call ELECTION CENTRAL at 312-269-7870.**

Scenario: The touchscreen printer jams while printing a voter’s ballot.

Action: An error message will be displayed on the screen instructing the voter to contact a poll worker. Insert the poll worker card and enter the password. Press the Cancel (X) button on the printer. Clear the paper jam by gently removing the jammed ballot from the printer. Spoil the jammed ballot and place it inside Envelope S. After the jam is cleared, printing can resume when the green light is displayed on the printer. Press Reprint on the touchscreen. Once the ballot is successfully printed, remove the poll worker card. The voter should take their printed ballot to the ballot scanner.

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

Scenario: The touchscreen printer runs out of paper and stops printing ballots. An error message displays on the touchscreen: “Load Paper.”

Action: An error message will be displayed on the screen instructing the voter to contact a poll worker. Insert the poll worker card and enter the password. On the touchscreen printer, open tray 2. Add paper and press the Cancel (X) button on the printer. After the paper is loaded, printing can resume when the green light is displayed on the printer. Press Reprint on the touchscreen. Once the ballot is successfully printed, remove the poll worker card. The voter should take their printed ballot to the ballot scanner.

Refer the problem to the Election Coordinator OR call ELECTION CENTRAL at 312-269-7870.

MANUAL ACTIVATION

If the card activator fails you will need to manually activate the touchscreen voting unit for voters who wish or must use the touchscreen.

1. Insert the poll worker card, chip facing down, into the touchscreen card slot
2. Enter the password and select ballot activation. The password can be found in the red ballot scanner box
3. Enter the ballot code from the Ballot Code Menu and Instructions by finding the voter's ballot style and party (for Primary Elections only). Each ballot style and party will have a corresponding ballot code. If the voter would like to vote an audio or sip-and-puff ballot, select the "Enable AVS Controller" checkbox. Select the voter's device and language
4. Select "Regular Ballot"
5. Remove poll worker card
6. Voter proceeds to vote their ballot.

MANUAL ACTIVATION – PROVISIONAL BALLOT

If the card activator fails you will need to manually activate the touchscreen voting unit for voters who must vote a provisional ballot. Refer to pages 54-57 for information about provisional voting.

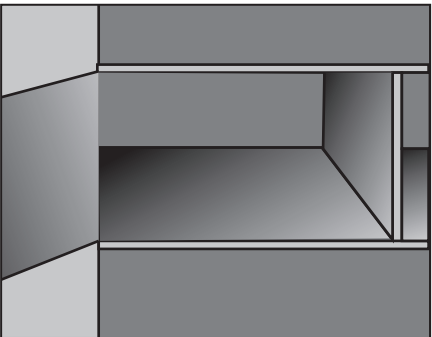
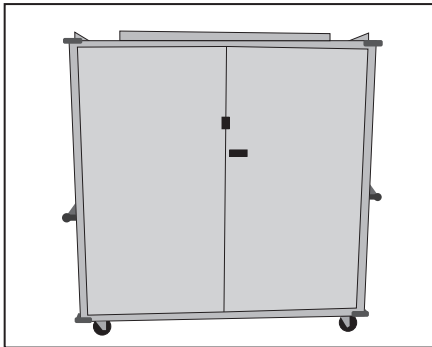
1. Insert the poll worker card, chip facing down, into the touchscreen card slot
2. Enter the password and select ballot activation. The password can be found in the red ballot scanner box
3. Enter the ballot code from the Ballot Code Menu and Instructions by finding the voter's ballot style and party (for Primary Elections only). Each ballot style and party will have a corresponding ballot code. If the voter would like to vote an audio or sip-and-puff ballot, select the "Enable AVS Controller" checkbox. Select the voter's device and language
4. Select "Provisional"
5. The screen will display a Provisional ID number that you must record on the Provisional Voter Affidavit (Form 276P)
6. Remove poll worker card
7. Voter proceeds to vote their ballot

Emergency Instructions: What If the Ballot Scanner Stops Working During Election Day?

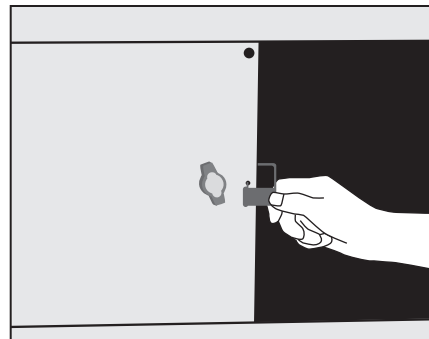
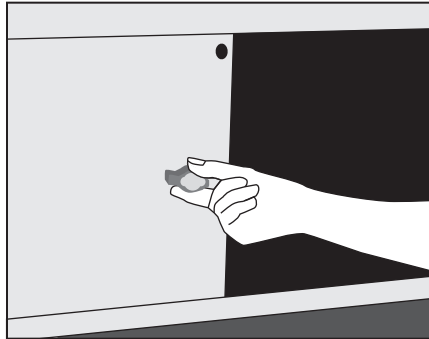
During Voting Hours

If the ballot scanner stops operating, voters **MUST** continue voting by using the paper ballot and the ballot box portion of the ESC.

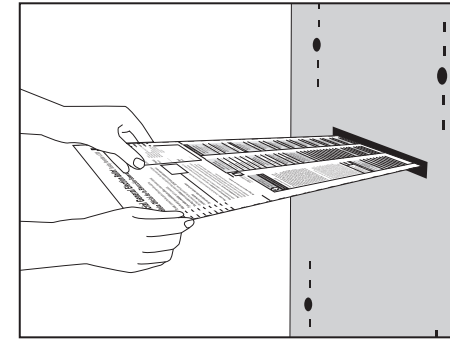
1. Make sure the ballot box portion of the ESC is empty.



2. Take an orange seal from the Unused Seal Bag and record the seal number on the Seal Accountability Form (Form 3). Seal the auxiliary ballot box closed using the orange seal.



3. Once a voter finishes voting, they must drop the ballot inside the ballot box portion of the ESC using the slot located on the left side of the ESC. The privacy sleeve is not deposited into the ballot box.



4. Do not remove these ballots until after 7:00 pm when the polls are closed. Follow the instructions on how to process these ballots after 7:00 pm.

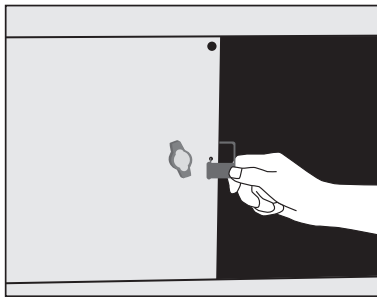
REMINDER: No Provisional ballot should be inserted into the ballot box.

Emergency Instructions: What Happens to the Ballots That Were Dropped into the ESC Ballot Box?

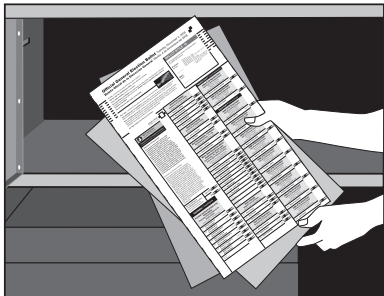
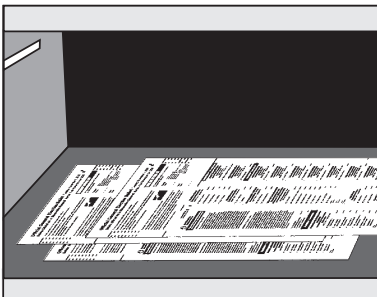
After the Polling Place Closes

If the ballot scanner stopped operating during voting hours and voted ballots were dropped into the ballot box portion of the ESC, you must:

1. Break the orange seal and place inside the Broken/Used Seal Bag.



2. Remove the voted ballots from the ballot box.



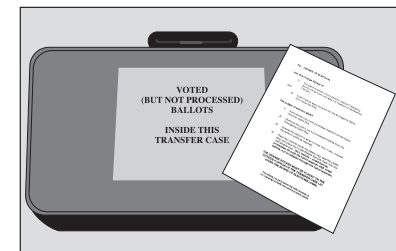
3. Insert each ballot into the ballot scanner.
4. If a ballot is rejected, press the "Cast" button on the front of the ballot scanner.
5. If a ballot is rejected because of no Judge's initials, determine if the ballot was properly issued and, if so, initial the ballot and re-insert it into the ballot scanner.
6. If a ballot is defective or damaged, see page 75 for Processing Defective or Damaged Ballots.
7. If the ballot scanner is inoperable and ballots cannot be processed, use the Orange Sticker, located in the transfer case. The procedures for using the Orange Sticker are:
 1. The ballot scanner in your precinct stopped operating during voting hours and was not repaired or replaced by 7:00 pm;
 - AND
 2. Voted ballots were dropped into the auxiliary ballot box inside the ESC.

The Election Judges MUST:

1. Remove the voted and processed ballots from the Ballot Scanner Box;
2. Remove the voted, but not processed ballots from the auxiliary ballot box (inside the ESC);
3. Review the ballots for write-in votes and, if any, process the write-in votes as required;

4. Place ALL ballots inside the plastic bag; seal the plastic bag and place the Voted Ballots Security Seal over the recloseable seal. (ALL ballots = voted ballots without valid write-in votes, processed through the ballot scanner AND voted ballots not processed through the ballot scanner)

The Orange Sticker must be placed on the outside portion of the transfer case lid (over the Board of Elections logo)



REMINDER: The Official Ballots must be inserted into the Ballot Scanner.

CERTIFICATE OF RESULTS, FORM 80

It is important to remember that all ballots must be accounted for on Election Day. The numbers given on the Certificate of Results must be accurate. The explanation below is where this information comes from.

You will need to start using this form as soon as the polling place closes. Make sure this form is available to you when you begin closing the voting equipment and processing the results.

- 1. Total number of ballots delivered to the Polling Place in the ESC (inside the Auxiliary Ballot Box.)**
The number of ballots is included on the Ballot Picking List located inside Envelope 1.
- 2. Total number of voters who cast a ballot.**
This number can be found on the last completed Application for Ballot, Form 14, on the used spindle. THIS NUMBER CANNOT BE 0 (unless you had no one vote in the polling place on Election Day).
- 3. Total number of voters who cast a Provisional Ballot**
Count the number of completed Provisional Voter Affidavit, Form 276P, and include that number on this line. This number must also be included on the front of the Envelope P.
- 4. Total UNUSED Ballots**
Count the number of UNUSED (not voted) ballots that remain after the polls close.
- 5. Total Spoiled Ballots**
Count the number of SPOILED ballots inside the Envelope S – Spoiled Ballots.
- 6. Total Spoiled Provisional Ballots**
Count the number of SPOILED ballots inside the Envelope P – Provisional Ballots
- 7. Total Damaged Ballots**
Count the number of DAMAGED ballots inside the Envelope D – Damaged Ballots.
- 8. Total Cast**
Look at the Official Results Tape and find Total Cast.
- 9. Total Regular Votes**
Look at the Official Results Tape and find Total Regular Votes.
- 10. Total Provisional Votes**
Look at the Official Results Tape and find Total Provisional Votes. This number only applies to voters who used an Audio/Provisional Ballot on the touchscreen.

Form 80 - Certificate of Results

Form 80

Rv. 07/23

Precinct: _____ Ward: _____

BOARD OF ELECTION COMMISSIONERS FOR THE CITY OF CHICAGO

CERTIFICATE OF RESULTS

PRIMARY ELECTION - TUESDAY, MARCH 19, 2024

INSTRUCTIONS

1. Fill in all requested information on each copy of Form 80 (3 copies total). Fill in both the shaded and unshaded parts. Complete both sides of each copy.

2. Each Judge must sign their name and write their address on the back of each copy of Form 80 (3 copies total).

3. Print out 3 copies of the Official Results Tape (results tape printed from the Ballot Scanner).

4. Print three copies of the Write-In Tape.

5. Each Judge must sign their name on each copy of the Official Results Tape at the bottom (3 copies) and sign on the back at the bottom of this form.

6. Place the following required items in the envelopes below:

Envelope 71E

- one signed Official Election Results Report
- one copy of a completed and signed Form 80
- one copy of the Write-In Tape

Envelope 72

- one signed Official Election Results Report
- one copy of a completed and signed Form 80
- one copy of the Write-In Tape

7. Place the following required items the Transfer Case

Envelope W

- one signed Official Election Results Report
- one copy of a completed and signed Form 80
- One copy of the Write-In Tape
- Ballots with valid write-in votes

STATE OF ILLINOIS)
COUNTY OF COOK) ss.

We, the Judges of the Primary Election, do hereby certify that the polls were open from 6:00 a.m. to 7:00 p.m. on this 19th day of March, 2024. We further certify:

Number of Official Ballots (Paper) Received from the Board of Election Commissioners:
(To find the number of Official Ballots you received, look at Ballot Packing List in Envelope L.)

1. Total number of Official Ballots

Number of Voters, Regular or Provisional

2. Total number of voters who cast a ballot (NOT including Provisional)

(To find this number, look at the last number on the Used Applications for Ballot spindle.)

3. Total number of voters who voted a Provisional Ballot

(To find this number, count the total completed Provisional Voter Affidavits, Form 276P)

Number of Unused Ballots Returned in the ESC

4. Total Unused Ballots left in the ESC

Number of Spoiled/Damaged Ballots Returned in the Transfer Case

5. Total Spoiled Ballots (in Envelope S)

6. Total Damaged Ballots (in Envelope D)

7. Total Spoiled Provisional Ballots (in Envelope P)

Number of Ballots Cast from the Official Results Tape (from Ballot Scanner)

For #8-10, use the numbers on the Official Results Tape from Ballot Scanner.

8. Total Cast

(Find number on results tape from Ballot Scanner)

9. Total Regular Cast

(Find number on results tape from Ballot Scanner)

10. Total Provisional Cast

(Find number on results tape from Ballot Scanner)

Fill in all the boxes in the shaded and unshaded areas.
Do not add the lines together.

Turn over for Write-In Ballot instructions.

Certificate of Ballot, Form 80

Write-In Record

at any names that appear on the Write-In Tape from the ballot scanner. Compare those names against the list of write-in candidates located in Key Judge EnvelopeJ. Fill in the write-in names offices and votes ONLY for names appear on that list. (Don't count a name that's not on list of valid write-in names.)

Signature

Address

Dated this 19th day of March, 2024,
JUDGES OF THE PRIMARY ELECTION

URTHER CERTIFY that each candidate received the number of votes set forth opposite his or her on the Official Election Results Report affixed hereto and that all of the above and foregoing is and correct.

the ballots with valid write-in votes and the Write-In Tape from the ballot scanner, in Envelope W.
number of ballots cast with valid write-in votes

need more space to record the write-in votes, place an "X" in the box to the right.
blank paper for extra names if you run out of space in the write-in form above.
On the blank paper, neatly hand-copy the above write-in form and fill it in with any extra valid write-in names. You will create 3 copies.
Each judge must sign the bottom of each added page.
Put one copy of this additional form together with each copy of Form 80 and the Results Tape in each of the 2 envelopes plus the Transfer Case. (No staples or clips.)

Charles Holiday, Jr., – Executive Director
Board of Election Commissioners for the City of Chicago

INSTRUCTIONS FOR VERIFYING, ATTACHING AND RECORDING SEAL NUMBERS.
UNUSED SEALS ARE LOCATED IN THE UNUSED SEAL BAG.

ESC

- 1. Prior to Election Day**
Green seal attached by warehouse employee and verified by Election Judge checking the supplies the evening before the election.
An Election Judge will attach an additional seal on the ESC and record the new green seal # when checking supplies.
- 2. Election Day**
An Election Judge will verify that the green seal # recorded on this form is the same that was placed on by 1) warehouse employee, 2) Board Agent or 3) Election Judge the evening before the election.
An Election Judge will place a new green seal on the ESC before leaving the polling place.

AUXILIARY BALLOT BOX

- 3.** If the ballot scanner stops working on Election Day, the auxiliary ballot box must be emptied and an orange seal attached to the door. The orange seal # is recorded by an Election Judge.

TOUCHSCREEN

- 4. Accessories Door**
Red seal is attached by a warehouse employee and verified by an Election Judge on Election Day. Red seal remains attached all day.
- 5. Election Data Door**
Red seal is attached by a warehouse employee and verified by an Election Judge on Election Day. Red seal remains attached all day.
- 6. Battery Door**
Red seal is attached by a warehouse employee and verified by an Election Judge on Election Day. Red seal remains attached all day.
- 7. Power/Printer Door**
A yellow seal is attached by a warehouse employee and verified by an Election Judge. A yellow seal is removed by an Election Judge at the beginning of Election Day. A red seal is attached and recorded by an Election Judge before the polls open.

BALLOT SCANNER

- 8. Poll Worker Door**
Red seal is attached by a warehouse employee and verified by an Election Judge. Red seal remains attached all day.
- 9. Administrator Door**
Red seal is attached by a warehouse employee and verified by an Election Judge. Red seal remains attached all day.
- 10. Modem Port Door**
A yellow seal is attached by a warehouse employee and verified by an Election Judge. A yellow seal is removed by an Election Judge at the beginning of Election Day. A red seal is attached and recorded by an Election Judge before the polls open.

- 11. Ballot Box**
An Election Judge must use 8 red tie seals to secure the box bottom and top to the ballot box. An Election Judge must record the seal #s.

- 12. Ballot Scanner Latch**
An Election Judge must use 1 red tie seal to secure the ballot scanner latch to the ballot box top.

- 13.** If the seals need to be replaced, an Election Judge must record the new seal #s.

ELECTRONIC POLL BOOK CASE

- 14.** Yellow seal attached by warehouse employee and verified by Election Judge before opening on election morning.

TRANSFER CASE (Seal is BLACK)

- 15.** After all the required items are placed inside the transfer case, an Election Judge must attach a black seal and record the seal #.

BLACK RETURN BAG (Seal is GRAY)

- 16.** After all the required items are placed inside the black return bag, an Election Judge must record the gray seal # on the Seal Accountability Form, place the form in the black return bag and attach the seal.

All Election Judges that verify and attach seals must sign on the appropriate lines.
ALL BROKEN/USED SEALS MUST BE PLACED INSIDE THE BROKEN/USED SEAL BAG AND
TAKEN TO THE RECEIVING STATION IN THE BLACK RETURN BAG.

Index

A

Affidavits	
Form 1	50
Form 276P	54
Application for Ballot	
checking signatures.....	48
illustration.....	47
initialed by Judge.....	48
numbered.....	66
spindled.....	66
spoiled ballot.....	67
Appointment of Judges	3
Arranging of Polling Place	23
Assistance for the Elderly and Voters with Disabilities.....	70
Assistance	
affidavit for	51
who may be assisted	70, 71
who may assist.....	70, 71

B

Ballot	
counting unused.....	81
damaged	68, 69, 75
defective.....	68, 69, 75
demonstration	66
duty stations	44
initialed by Judge.....	66
privacy sleeve.....	66
spoiled	67
uninitialed.....	68, 69

Ballot Box

after polls close	91
before polls open.....	32
description	15
Emergency Instructions.....	70, 74, 75, 102

instructions not to remove overvoted or blank ballots	69
placing ballot scanner	32
removing ballots.....	81
sealing.....	32

Ballot Scanner

ballot box	32
misread ballot.....	69
Emergency Instructions.....	70, 74, 75, 102
green cast button	69
no Judges initials	69
overvote	69
results tape	78
sealing.....	32
setting up.....	33
troubleshooting	94
zero tape	34

C

Campaign Free Zone	6, 12, 13
Card Activator	"See Voter Card Activator"
Certificate of Results (Form 80)	
completing	75-82
recording write-in votes.....	80
signing.....	82
Challenge	
affidavit	53
by pollwatcher.....	13
decided by Judges	53
homeless voter	53
identification	53
mail canvass.....	61
provisional ballot.....	54

Checking of Supplies ..	17, 18, 19, 20
-------------------------	----------------

Credentials

Pollwatchers	12, 14
retained by Judges	12
who needs them	11, 12

D

Damaged Ballot.....	68, 69, 75
Defective Ballot.....	68, 69, 75
Disabled Voters Aids.....	71, 72

E

Election Day	
Registration	62-65

Election Judges

arrive.....	3
badges.....	3
code of conduct	7
control of polling place	5
decisions	6
equality	6
oath of office	3
removal	7
standby.....	4
student	4
substitute.....	4

Election Supply Carrier (ESC)

checking supplies	17, 18, 20
closing.....	84
auxiliary ballot box.....	70, 74, 75
opening.....	18, 22

Electioneering.....	6
---------------------	---

Electronic Poll Book

location.....	19
issuing applications for ballot.....	46-48
provisional voters	54-57
split precincts	67

F - G

Field Investigator	11
--------------------------	----

H - K			
Homeless Voters	52, 53, 65		
Jetpack	20, 25, 26, 77, 80, 3, 84, 93		
L			
Law Enforcement Official	11		
M - N			
Memory Cards			
receiving station	80, 81, 83		
removing from scanner.....	80		
white return box	80, 81, 83		
O			
Official Election Results Report			
additional reports	78		
Certificate of Results	75, 82		
pollwatchers.....	13, 78		
Opening Polls			
Ballot Scanner	34		
Electronic Poll Book	26, 27		
Touchscreen	39		
P - Q			
Pollwatchers	12, 13, 78		
Provisional Ballot			
affidavit	55		
issuing.....	54-57		
reasons for.....	54		
voting.....	54-57		
R			
Receiving Station			
what to take.....	82, 83		
where are they.....	inside back cover		
S			
Seals-Equipment & Supplies			
auxiliary ballot box (ESC).....	70, 74, 75, 102		
ballot box/ballot scanner .	32, 33		
ballot scanner.....	32		
black return bag	83		
ESC.....	17, 18		
touchscreen.....	37		
transfer case	82		
Seal Accountability Form.....	106		
Signatures of voters comparison .	48		
Signatures of Judges			
Certificate of Results.....	82		
envelopes	82		
payroll voucher	3, 4		
oath of office	3		
Split Precinct	67		
Spoiled.....	67		
Supplies			
Form 21, Supply List.....	19		
missing.....	19		
return to receiving station	82, 83		
Substitute.....	4		
T - U			
Touchscreen			
after polls close	77		
audio voting	59		
before polls open.....	35		
open/close polls	39		
printer	38		
privacy panels	35, 40		
sealing.....	38		
voter card	58		
troubleshooting	98		
Transfer Case			
items placed inside.....	82		
return to receiving station	82		
sealing.....	82		
Transmitting.....	79		
Troubleshooting Guide			
ballot scanner.....	94		
E-poll book.....	93		
touchscreen.....	98		
V			
Valid Write-In Vote	80		
Vote			
challenge of right to.....	53		
official paper ballot	67		
provisional ballot.....	56		
touchscreen	58		
Vote By Mail Ballots			
Cancel	50		
Voter Card			
activating.....	58		
audio ballot.....	59		
duty station.....	58		
Voter Registration	62		
W - Z			
Write-in Votes			
recording.....	80		

NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

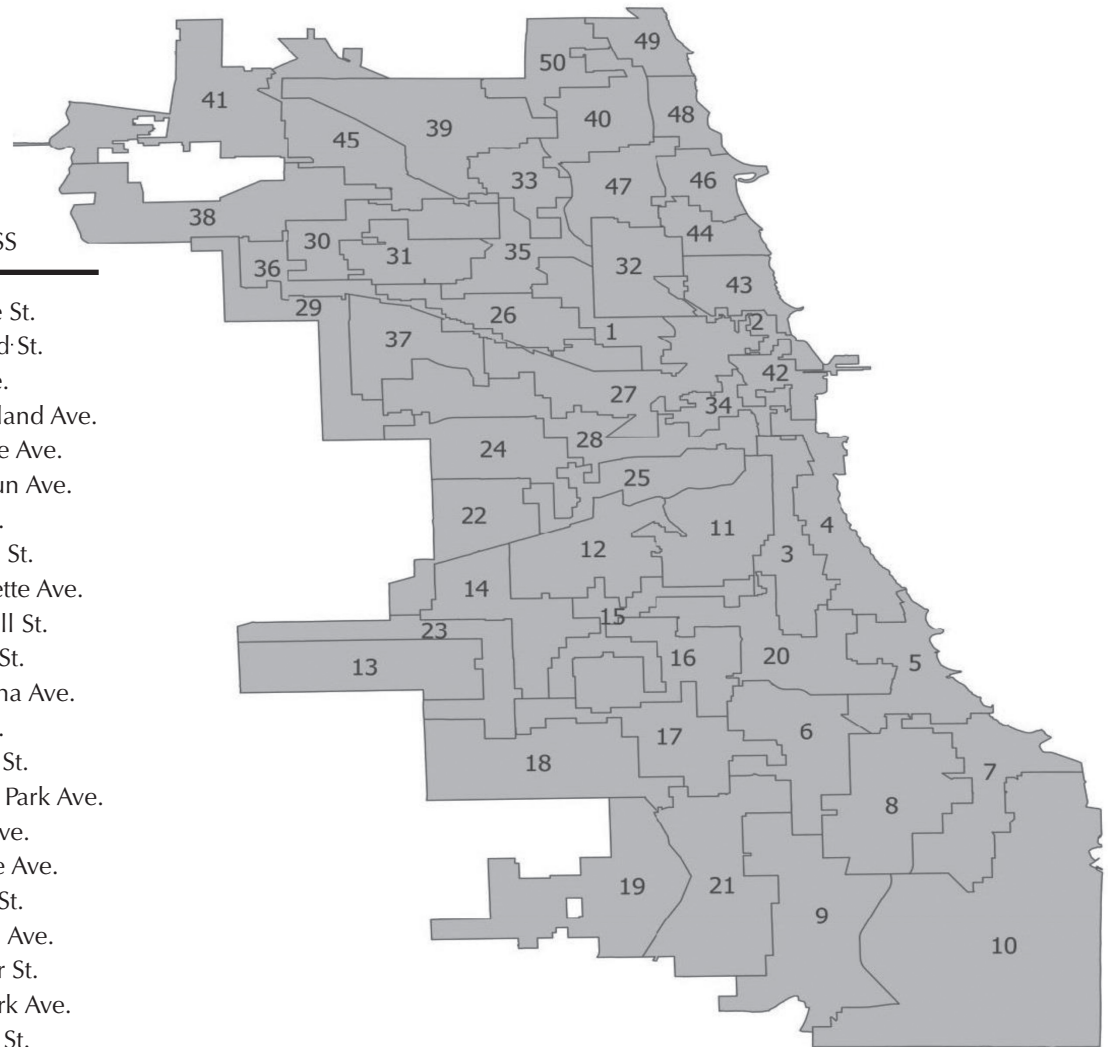
Receiving Stations

Receiving Stations are locations where Judges return the required election materials after closing the polls. Two Judges, one from each political party, should return the materials together.

Receiving Stations are determined by ward. Find your precinct's ward number on the list below. Take the materials to the assigned school.

IMPORTANT: High School Student Judges and Election Coordinators CANNOT return the election supplies to the Receiving Station.

WARDS	SCHOOL	ADDRESS
1 & 27	Anderson / Lasalle School	1148 N. Honore St.
2 & 43	Lincoln Park High School	2001 N. Orchard St.
3 & 4	M. L. King Jr. High School	4450 S. Ellis Ave.
5 & 20	Hyde Park Career Academy	6220 S. Stony Island Ave.
6 & 8	Arthur Ashe School	8505 S. Ingleside Ave.
7 & 10	Bright School	10740 S. Calhoun Ave.
9 & 21	Lavizzo Elementary School	138 W. 109th St.
11 & 12	Minnie Miñosa Academy	3527 S. Wallace St.
13 & 23	Mariano Azuela School	4707 W. Marquette Ave.
14 & 15	Gage Park High School	5630 S. Rockwell St.
16 & 17	Miles Davis School	6740 S. Paulina St.
18 & 19	Owen School	8247 S. Christiana Ave.
22 & 25	Francisco Madero Middle School	3202 W. 28th St.
24 & 28	Marshall Metro High School	3250 W. Adams St.
26 & 35	Funston School	2010 N. Central Park Ave.
29 & 37	Douglass School	543 N. Waller Ave.
30 & 31	Foreman School	3235 N. Leclair Ave.
32 & 47	Coonley School	4046 N. Leavitt St.
33 & 39	Haugan School	4540 N. Hamlin Ave.
34 & 42	Gaileo Scholastic Academy	820 S. Carpenter St.
36 & 38	Locke Elementary School	2828 N. Oak Park Ave.
40 & 50	Jamieson School	5650 N. Mozart St.
41 & 45	Farnsworth School	5414 N. Linder Ave.
44 & 46	Inter-American School	851 W. Waveland Ave.
48 & 49	Sullivan High School	6631 N. Bosworth Ave.



ELECTION JUDGE/ ELECTION COORDINATOR 2024 HANDBOOK



IMPORTANT PHONE NUMBERS

ELECTION CENTRAL

Legal, equipment, investigative and language assistance
from 5 a.m. to 10 p.m. Election Day only(312) 269-7870
Accessibility Consultant(312) 578-8816

EQUIPMENT & SUPPLIES

Problems with equipment and missing supplies from
5 p.m. to 7 p.m. on election eve (Monday) and from
5 a.m. to 10 p.m. on Election Day.....(773) 247-4065

Election Judges Department.....(312) 269-7984
Polling Places Department.....(312) 269-7976
Registration Department.....(312) 269-7960
To verify proper Precinct Polling Place.....(312) 269-7976
Vote By Mail Department.....(312) 269-7967

VERIFICATION OF REGISTRATION STATUS(312) 269-1604 