

STATION

1

GREETER / VOTER SIGN-IN

- 1 Greet voter.
- 2 Ask voter to loudly announce their name.
- 3 Locate voter in poll book
 - If ID required, verify ID first
 - If Affirmation required, fill out Affirmation of Elector form (see side 2)
 - If Assistance required and assistance box is NOT checked, fill out Declaration of Assistance form (see side 2)
 - If voter is not in the poll book, see side 2
- 4 If voter is eligible to vote on machine, enter voter number and instruct voter to sign the poll book.
- 5 **In a Primary Election only**, once voter has signed, their party should be announced and the voter should receive a card designating the party in which they are registered. Direct voter to the machine where the voter will hand the card to the machine inspector, who will set the machine to the correct party.
- 6 Record in-person voter's name, admission numbers and party affiliations in order.
- 7 Record provisional voters with the designation PROV in place of an admission number.

SUPPLIES

- Poll Book
- Supplemental Poll Book
- Pens
- Map of division boundaries
- QR Codes for voter polling place/registration lookup

- Smart phone (not provided)
- Accepted forms of ID list
- Affirmation Forms
- Assistance Forms

STATION

1

GREETER / VOTER SIGN-IN

SPECIAL PROCEDURES

If a voter arrives with a **mail-in or absentee ballot**, including the declaration envelope, the Judge can spoil the ballot and allow the voter to vote on a machine once the voter has filled out an "Elector's Declaration to Surrender Their Mail Ballot." The voter must then sign into the pollbook like normal.

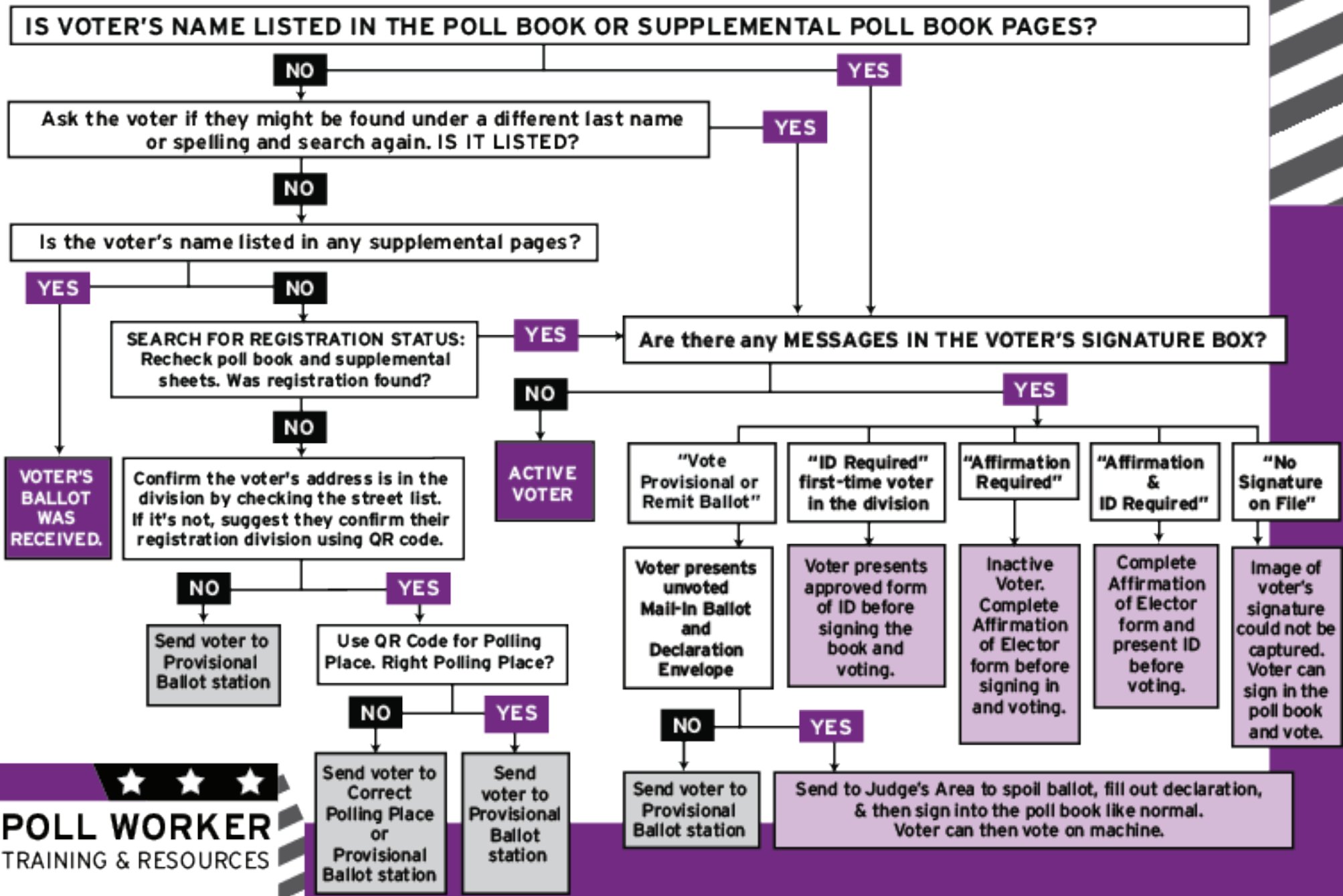
If a voter **does not appear in poll book or supplemental poll book**, suggest the voter use the QR code lookup to find correct registration and/or polling place. If voter is in the correct polling place, check the poll book listing voters who have returned ballots.

If **"affirmation required,"** locate the Affirmation of Elector form in the Judge's folder and allow voter to step out of line to fill it out. Before voting, voter must fill out section A or B then sign section C while a poll worker observes. Poll worker must then sign form.

If **assistance is required** and need **IS** indicated in the poll book, the voter may proceed.

If **assistance is required** and need is **NOT** indicated in the poll book, locate the Assistance Declaration form in Judge's folder. Voter must fill out and sign the form. Judge and person assisting voter must sign before the voter votes. Completed form goes back in the Judge's Box and voter's name, assistant, and reason for assistance is entered into the Record of Assistance stapled to the front of the No. 2 envelope.

VOTING PROCEDURE FLOW



ACCEPTED FORMS OF VOTER ID

If a voter's signature box says "ID Required" in light grey, then this person is voting in the Division for the first time since registering at their address. Federal and State laws require that first-time voters provide identification before voting. The voter must provide one of the following approved forms of identification BEFORE signing the poll book:

APPROVED FORMS OF PHOTO IDENTIFICATION (must be valid):

- PA Driver's License or ID card issued by PennDOT
- ID issued by U.S. Government
- ID issued by any Commonwealth of Pennsylvania Agency
- U.S. Passport
- Student ID
- Employee ID

If the first-time voter does not have any of the above forms of approved photo identification, then the voter may provide any of the following approved forms of non-photo identification.

APPROVED FORMS OF NON-PHOTO IDENTIFICATION (must include the voter's name and address of registration):

- Voter Registration Card issued by the Voter Registration Office
- Non-Photo ID issued by the Commonwealth of Pennsylvania
- Non-Photo ID issued by the U.S. Government
- Current bank statement
- Current utility bill
- Current paycheck
- Government check
- Firearm permit
- U.S. Armed Forces ID

STATION

2

GREETER / VOTER SIGN-IN

PROCEDURE

- 1 Greet voter.
- 2 Ask voter to loudly announce their name.
- 3 Locate voter in poll book
 - If ID required, verify ID first
 - If Affirmation required, fill out Affirmation of Elector form (see side 2)
 - If Assistance required and assistance box is NOT checked, fill out Declaration of Assistance form (see side 2)
 - If voter is not in the poll book, direct them to Station 1 to check the Supplemental Pages
- 4 If voter is eligible to vote on machine, enter voter number and instruct voter to sign the poll book.
- 5 **In a Primary Election only**, once voter has signed, their party should be announced and the voter should receive a card designating the party in which they are registered. Direct voter to the machine where the voter will hand the card to the machine inspector, who will set the machine to the correct party.
- 6 Record in-person voter's name, admission numbers and party affiliations in order.
- 7 Record provisional voters with the designation PROV in place of an admission number.

SUPPLIES

- Additional Poll Book - Ballot Returned/Not Eligible to Vote
- Affirmation Forms
- Assistance Forms
- Pens

If the voter's name appears in the additional Poll Book, their ballot has been received.

**Everybody has the right to vote on a PROVISIONAL ballot.
NO EXCEPTIONS!**

STATION

2

GREETER / VOTER SIGN-IN

SPECIAL PROCEDURES

If a voter arrives with a **mail-in or absentee ballot**, including the declaration envelope, the Judge can spoil the ballot and allow the voter to vote on a machine once the voter has filled out an "Elector's Declaration to Surrender Their Mail Ballot." The voter must then sign into the pollbook like normal.

If **"affirmation required,"** locate the Affirmation of Elector form in the Judge's folder and allow voter to step out of line to fill it out. Before voting, voter must fill out section A or B then sign section C while a poll worker observes. Poll worker must then sign form.

If **assistance is required** and need **IS** indicated in the poll book, the voter may proceed.

If **assistance is required** and need is **NOT** indicated in the poll book, locate the Assistance Declaration form in Judge's folder. Voter must fill out and sign the form. Judge and person assisting voter must sign before the voter votes. Completed form goes back in the Judge's Box and voter's name, assistant, and reason for assistance is entered into the Record of Assistance stapled to the front of the No. 2 envelope.

STATION

3

JUDGE / PROVISIONAL AREA

KEY DUTIES

- Judge assigns, and can fill in for, any role throughout the day. Judge should assist at the voter check-in table when necessary.
- Judge must be available to sign assistance forms, provisional ballots, repair forms, and other paperwork as needed and must also spoil ballots (machine and mail-in).
- Judge assists with “line management” - checking in with voters as they wait in line and making sure they are registered and are at the right polling place.
- Judge calls emergency numbers when there is an issue.
- Judge is primary person responsible for ensuring there is no electioneering and that everyone in the polling place is allowed in at any given time although all poll workers share this responsibility.
- Judge must assign breaks to other poll workers as the day allows.
- Judge should assign a poll worker to stand at the end of the line at 8:00 pm to turn away any voters that arrive AFTER polls close.

SUPPLIES

- Materials Box
- Judge's Folder containing Assistance Declarations, Affirmation of Electors, Challenge Affidavits & receipts and HAVA statements
- Spoiled Ballot Stickers (may vary)
- Black markers
- Spoiled Ballot Envelope
- Provisional Ballots
- Pens
- Extra and unused materials
- (not provided) Privacy barrier for voters filling out Provisional Ballots
- Table
- Chairs

Note: If a voter requests assistance, anyone other than the Judge of Election, the voter's employer, or a representative of the voter's labor union may provide assistance in the booth once the voter assistance declaration has been completed.

PROVISIONAL BALLOTS

STATION

3

PROCEDURE FOR POLL WORKER

1. Give the voter BOTH a Provisional Ballot Package and a Provisional Ballot (Judge of Elections). In a Primary, voters are to be provided with the party ballot of their choosing.
2. Witness proper completion of Section #1 of the Provisional Ballot Affidavit Envelope B (Both Judge of Elections and Minority Inspector).
3. Complete Section #2 of the Provisional Ballot Affidavit Envelope B **BEFORE** the ballot is marked by the voter (Judge of Elections and Minority Inspector).
4. Voter completes the Provisional Ballot in private following the instruction card. Ballot must be sealed in the Secrecy Envelope and the Secrecy Envelope sealed in the Provisional Ballot Affidavit Envelope B (Voter).
5. Voter returns the Provisional Ballot Affidavit Envelope B to the Election Board Official table and signs and dates Section #4 in the presence of the Judge of Elections or Inspector.
NOTE: The Judge of Elections MUST check to make certain the voter has completed all information, and signed both Section #1 and Section #4 of the Provisional Voter Affidavit Envelope B.
6. Affix the Ballot Identification Number to the Provisional Ballot Envelope to the bottom right hand corner of Provisional Voter Affidavit Envelope B (Judge of Elections).
7. Provide the voter with a receipt noting the website and phone number for tracking status of the ballot (Judge of Elections).
8. Place the voted Provisional Ballot in Provisional Voting Return Envelope C.
9. Enter the voter's name into the back of the Yellow #2 and #4 Books writing "PROV" instead of an admission number (Clerk). Reminder: provisional voters do not sign the poll book.

SUPPLIES

- Provisional Ballot Packages
 - One (1) Secrecy Envelope
 - One (1) Provisional Ballot Affidavit Envelope B
 - One (1) Provisional Ballot Instruction Card (white)
 - One (1) Provisional Ballot Receipt
- Provisional Ballots (white paper with a green stripe near the top)
- One (1) Provisional Voting Return Envelope C
- Voters may receive an English/Spanish or English/Chinese Ballot and Envelope set .

POLL WORKER
TRAINING & RESOURCES

If you are running low on Provisional Ballots on Election Day, call your designated materials hotline or county board office

SPOILING MAIL BALLOTS

STATION

3

BALLOT SURRENDER/CANCELLATION PROCEDURE

SUPPLIES

If a voter has previously applied for a mail-in ballot and requests to vote on the machine, they can do so if they have brought in both the paper ballot and the 'declaration' envelope. Otherwise, they may only vote provisionally.



Ballot Surrender/Cancellation Procedure:

1. Voter gives paper ballot and declaration envelope to the Judge.
2. The Judge places Spoiled Ballot sticker on the ballot and wraps a sticker around the mail in declaration envelope being sure to NOT COVER the bar code.
3. The Voter signs the front side of the 'Elector's Declaration to Surrender Their Mail Ballot'
4. The Judge signs the back side of the 'Elector's Declaration to Surrender Their Mail Ballot'
5. Place spoiled ballot, spoiled declaration envelope and 'Elector's Declaration to Surrender Their Mail Ballot' in the Surrender Mail Ballot Envelope.
6. Voter must then sign the poll book as normal and vote on machine. The "Ballot Remitted" option must be checked next to the voter's name in the poll book.

- Spoiled Ballot Stickers (may vary by county)
- 'Elector's Declaration to Surrender Their Mail Ballot'
- Surrendering Mail Ballot Envelope

Note: If you run out of declaration forms, Judge may handwrite the exact text for voters to sign, or print at home on break or before election, if possible.

If you run out of spoiled ballot stickers, Judge can thoroughly mark up the outside of the envelope with black marker but should avoid the bar code area.

STATION

4

MACHINE INSPECTOR(S)

KEY DUTIES

- Lead set-up of machines.
- **PRIMARY ONLY:** Insert voter's ballot and select political party based on the party card that was given to the voter at the check-in station - not what party the voter says - before voter enters the booth. Once the inspector sets the machine and the voter has cast their vote, the machine inspector can hand the card back to one of the workers at the table.
- Instruct voter from outside the voting machine on how to use the machine as needed.
- Ensure that no voter leaves the polling place without having completed their vote.
- Alert fellow poll workers if a voter in the booth requires assistance (Machine Inspector or any poll worker other than Judge may assist, once the Declaration of Assistance has been filled out).
- Lead take-down of machine when voting has ended.

SUPPLIES

- Pens
- Chair
- Blank Ballots

SPOILING MACHINE BALLOTS

STATION

4

SPECIAL PROCEDURE

SUPPLIES

If a Voter wishes to cancel their voting session:

1. Once the voter has selected "Spoil Ballot" on the screen, Machine Inspector enters and tells voter to look away while they enter the code.
2. Confirm reason for ending the voting session, tap "voter's request" then "accept".
3. Ballot will eject. Suggest to the voter that they review their selections one more time. If the voter still wishes to spoil the ballot, they should take it back to the Judge's table.
4. The Judge must give a spoiled ballot sticker and black marker to voter and give them private space to spoil their ballot.
5. Voter crosses out barcodes and selections and folds it and seals it with Spoiled Ballot sticker.
6. Voter gives ballot to Judge to place in the spoiled ballot envelope.
7. Ensure that "active voter" light goes off before next voter is permitted to enter the booth.
8. Voter can then return to the booth with a new ballot.
9. S1 is entered into the pollbook by the voter's name and recorded in the appropriate list of voters maintained by clerk.

- Spoiled Ballot Stickers (may vary)
- Black markers
- Spoiled Ballot Envelope