

JUDGE GUIDE

POLL PAD OPERATOR

NOVEMBER 3, 2020

GENERAL ELECTION

REVISION: 1014202 0631P



1225 FALLON STREET, RM. G-1
OAKLAND, CA 94612
Tel - (510) 272-6973

ALAMEDA COUNTY
Registrar of Voters



WHO TO CALL

NEED ASSISTANCE?

I'M A STAFF MEMBER

WHO DO I CALL FOR HELP?

URGENT QUESTIONS

ALAMEDA COUNTY
REGISTRAR OF VOTERS

BEFORE ELECTION DAY:
(510) 272-6971

ELECTION DAY:
(510) 835-0320

Video Conferencing is available on Election Day. Solve issues quickly and ask to start a video conference when you call the Inspector Hotline.

I'M A VOTER

WHO DO I CALL FOR HELP?

ALAMEDA COUNTY
REGISTRAR OF VOTERS
(510) 272-6973

VOTER FRAUD:
CA Secretary of State
(916) 657-2166

WELCOME!

ELECTION WORKER ETIQUETTE

ATTENTION ELECTION WORKERS!

The following guidelines are intended to help you on Election Day and help us maintain a good working relationship with all of our Accessible Voting Location (AVL) organizers.

PLEASE REMEMBER: The manner in which you communicate with the AVL organizers directly affects whether or not we are able to continue using a facility. Please show consideration for the person(s) allowing us to use their facility. Please keep the following suggestions in mind on Election Day when you are working at the AVL.

- **ELECTION WORKERS ARE NOT ALLOWED TO BRING CHILDREN TO THE AVL!**
- We are guests in the AVL facility. The Election Workers should familiarize themselves with the rules. Use tape carefully on the floors, walls, or woodwork so that you do not permanently damage the facility. If in doubt, ask first.
- Be polite to the other occupants sharing the space. If major problems occur, call the Registrar of Voters' Office.
- Bilingual Election Workers are present in order to assist the language communities. The Bilingual Election Workers are placed in each AVL based on the number of language Voters in that area.
- Do not move large furniture without permission.
- The AVL organizers are not required to give Election Workers access to bathroom facilities, telephones, and kitchens. If they are offered, please keep them neat. If they are not available, please make other arrangements.
- All Election Workers are an extension of the Registrar of Voters' Office. The manner in which you perform your duties is a direct reflection of our office.
- We hope these guidelines will be helpful on Election Day.

THANK YOU FOR SERVING AT THE AVL!

SERVING THE COMMUNITY

VOTER BILL OF RIGHTS

The Help America Vote Act (HAVA) requires a Voter Bill of Rights to be posted both inside and outside the AVL. The Alameda County Registrar of Voters is required to post English, Chinese, Spanish, Tagalog, and Vietnamese versions of this Bill. All AVLs will be required to post additional versions in Punjabi, Khmer, Korean, Hindi, Mongolian, Laotian, Burmese, Mien and Telugu. It is your duty to ensure these rights are extended to all Voters.

1. You have the right to cast a Ballot if you are a valid Registered Voter.
2. You have the right to cast a Conditional/Provisional Ballot if your name is not listed on the voting rolls.
3. You have the right to cast a Ballot if you are present and in line at the AVL prior to the close of the polls.
4. You have the right to cast a secret Ballot, free from intimidation.
5. You have the right to receive a new Ballot if, prior to casting your Ballot, you believe you made a mistake.
6. You have the right to receive assistance in casting your Ballot, if you are unable to vote without assistance.
7. You have the right to return a completed Vote by Mail Ballot to any 24-hour Ballot Drop Box or AVL in the county.
8. You have the right to Election Materials in another language, if there are sufficient residents in your precinct to warrant production.
9. You have the right to ask questions about Election procedures and observe the Election process.
10. You have the right to report any illegal or fraudulent activity to a local Elections Official or to the Secretary of State's Office.

VOTER ASSISTANCE: ACCESSIBILITY ASSISTANCE

The **Americans with Disabilities Act (ADA)** and **Help America Vote Act (HAVA)** require that assistance, equipment, and voting machines be provided to make the voting process available to Voters with a range of needs. For more information on working with Voters requiring assistance, refer to the Voters with Disabilities section (*pg. 42*) of the Election Worker Guide.

INTRODUCTION

WHAT'S NEW

Vote by Mail:

- Every registered voter will receive a Vote by Mail Ballot for this Election
- Vote by Mail Replacement envelope

100 Accessible Voting Locations:

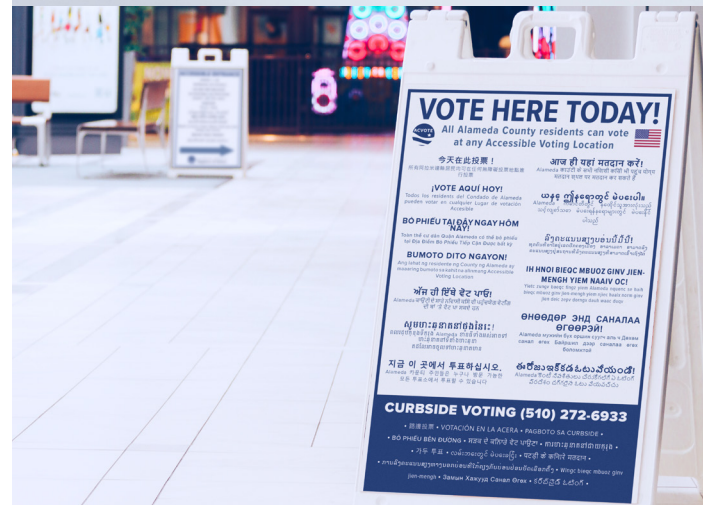
- Open for 4 (four) days.
- Available to all Voters that want to vote or drop off their Vote by Mail Ballot, as well as Voters that need assistance, or if damaged or lost Vote by Mail Ballots
- No need to surrender Vote by Mail Materials to vote

New Voting Equipment:

- Electronic Poll Pad replaces Roster Index
- Voter Information Guide (VIG) On Demand Printing
- Ballot On Demand (BOD) Printing
- Touchscreen Ballot Marking Devices

Conditional Provisional Registration Form:

- Register and vote the same day
- Conditional Voter Registration and Provisional use one combined envelope called Conditional/Provisional Ballot/Voter Registration Form



INTRODUCTION

COVID-19 SAFETY PROTOCOL

COVID-19 & YOU

KNOWING WHEN YOU ARE SICK

Election workers should stay home and contact the Election Worker Recruiting Department.

- If you are not feeling well or have any symptoms of COVID-19 or other illnesses: frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, and/or recent loss of taste or smell.
- If you or someone you live with has been diagnosed with COVID-19.

STAYING HEALTHY PRIOR TO SERVICE

There are many things you can do to prevent yourself and others from becoming sick. These include:

- Self-screening including temperature and symptom checks.
- Seeking medical attention if the symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.
- Frequent handwashing, scrubbing with soap and water for at least twenty (20) seconds.
- Using hand sanitizer with at least 70% isopropyl alcohol when hand washing with soap and water is not an option.
- Practicing physical distancing of at least six (6) feet both at work and away from work.
- Avoiding touching of your eyes, nose, or mouth.
- Wearing a face covering over your mouth and nose when you go out.

HANDLING VOTERS SAFELY

There are several key points where Election Workers interact with voters at the Accessible Voting Location, including upon arrival, at check-in, and while moving throughout the routine voting process. In addition, there will be critical points of interaction, and special processes, when assisting Voters with special requirements, such as Accessible Curbside Voters and Voters not wearing a face covering. With the new challenges of physical distancing and ensuring the Accessible Voting Location is as safe as possible for all, it is important that safety and clear communications be at the forefront of all of our interactions.

1. The first stop for Voters, and maybe point of closest contact, will be check-in. Provide the voter with a pair of disposable gloves and minimize proximity by asking the Voter to remain 6 feet away, and only step forward when procedures require.
2. When the Voter is ready to vote on the touchscreen or has their printed Paper Ballot, direct them to an open voting booth and indicate a path that keeps them distanced from other Voters. Also indicate the appropriate path from the Voting Booth to where they will deposit their Voted Ballot.
3. If there is a line, remind Voters to keep a distance of 6 feet between them and the next Voter in line, and to stand on any floor markings to maintain a distance of 6 feet.
4. In the event a Voter needs assistance, maintain proper distance while the issue is being addressed.
5. When the Voter is finished marking their ballot, ask the Voter to insert their own Ballot into the appropriate trolley.
6. Prior to the Voter leaving the Accessible Voting Location, place an "I Voted" sticker on a surface where the voter can pick it up without touching other stickers.
7. Ask the Voter to dispose of their gloves, and then use hand sanitizer then direct the Voter to the best exit.

INTRODUCTION

COVID-19 SAFETY PROTOCOL

VOTERS WITHOUT FACE COVERINGS

A Voter may enter the Accessible Voting Location without a face covering. Many will be forgetful, or at any rate unwilling to use a face covering. Here are some simple messages to address this.

- “Do you have a face covering you can use?”
- “If you do not have one, we’d be happy to provide one!”

Voters who do not comply **STILL MUST BE ALLOWED TO VOTE**, so Election Workers must take measures that can keep the situation calm.

Remember that face coverings and physical distancing are to some degree overlapping measures, with the goal of avoiding breathing air others have exhaled. Election Workers can improve health and safety by keeping the interaction calm and maintaining distance.

Voters are likely to be reassured once they know they will be allowed to vote. Let them know:

- We do respect your right to vote, you will be allowed to vote as quickly as possible. We will need you to maintain physical distance of 6 feet from others. Please give us a bit of time to organize the voting area to allow additional physical distance between you, our Election Workers, and other Voters.
- Calmly repeating that “you will be allowed to vote,” perhaps more than once, may help receipt of the message.

Discretely communicate to other Election Workers that a voter without a face covering will be checking in.

After checking in, the Voter can be sent to a Voting Booth at an appropriate distance from other booths.

Election Workers must be aware that other Voters may try to talk to the Voter, which could escalate the situation.

Election Workers should contact the Help Desk for guidance. In the event of an emergency contact 911 Emergency Services.

ELECTION WORKERS & COVID-19

PERSONAL PREVENTION IN THE VOTING SITE

Once inside the Accessible Voting Location, there are many precautions that you should take to keep yourself and others as safe as possible. These precautions include:

- Practicing physical distancing by staying at least 6 feet away from other Election Workers, Voters, and Observers.
- Avoiding touching your eyes, nose, or mouth.
- Wearing a face covering over your mouth and nose.
- Washing or sanitizing your hands frequently, including upon arrival at the Accessible Voting Location, after using the restroom, after blowing your nose or sneezing, after eating, and before leaving the Accessible Voting Location.

INTRODUCTION

COVID-19 SAFETY PROTOCOL

ORGANIZING THE ACCESSIBLE VOTING LOCATION FOR HEALTH AND SAFETY

ACCESSIBLE VOTING LOCATION SETUP AND TRAFFIC FLOW

When setting up the Accessible Voting Location, careful consideration must be given for placement of stations and equipment to minimize close contact and keep people in their own “air space.” This can be done primarily through physical distancing.

Accessible Voting Location should be configured to ensure people can remain 6 feet apart from one another, when standing or moving. An element critical to making this happen is creating a one-way circuit that traffic flows around.

1. The first-place Voters will go is the Poll Pad station, this station should be near or at the entrance.
 - Stations should be 6 feet from each other.
2. From the check-in stations, voters next go to a Voting Booth. Booths should be placed 6 feet apart, and also 6 feet from other stations.
 - Voting Booths should be placed more deeply into the room, continuing the circular flow of traffic.
 - Sites will receive plexiglass partitions, which can block direct air flow.
3. The final station will be the completed Ballot Trolleys (Turquoise or Blue), which should be near an exit, ideally a different doorway than the entrance, or on the opposite side of the entrance.

PHYSICAL DISTANCING AND VISUAL CUES

Signs to encourage people to stay at least 6 feet from each other.

- Floor markings will show stopping points in lines and in front of stations. Markings should be placed on the floor before the entrance to the room so that Voters stand 6 feet from each other while they are waiting to enter the Accessible Voting Location.
- Painters tape can indicate routes from one area to another, so Voters recognize the best path that keeps them away from others.

The goal of physical distancing is to keep people far enough apart that they’re less likely to inhale air someone else breathed out.

VENTILATION

Fresh air is also helpful in combating the virus, so maximizing ventilation by keeping doors and windows open is a healthy option where possible.

CLEANING AND DISINFECTING

Routine cleaning of commonly used surfaces (at minimum every hour)

- Doorknobs
- Tables
- Poll Pads
- Stylus (after each use)
- Secrecy Sleeves
- Voting Booths

Monitor cleaning and disinfecting supply inventory and notify the AVL Captain if you foresee running out.

INTRODUCTION

COVID-19 SAFETY PROTOCOL

ELECTION OBSERVERS

As in all Elections, Observers must be accommodated. Space should be made for observation, while allotting for 6 feet of physical distancing.

Observers are members of the public engaged in observing activities at the AVL. Department of Justice Observers will identify themselves; they are allowed to touch Voting Equipment and Documents.

Observers will need to be able to view the Accessible Voting Location process and may periodically ask to look at the voting equipment.

Interaction between Observers and others in the Accessible Voting Location should be minimized.

Observers must wear a face covering, maintain physical distancing, and observe all health guidelines.

An Observer may not have a face covering. Here are some simple messages to address this.

- “Do you have a face covering you can use?”
- “If you do not have one, we would be happy to provide one!”

If an Observer refuses to respect the rules, the AVL Captain must notify the Help Desk immediately.

Observers are limited to:

- Two (2) Observers inside the AVL at a time (one (1) per campaign at a time).
- Fifteen (15) minute observation window.
- If a line of Voters is present only one 15 minute window is allowed per Observer inside the AVL, allowing for maximum Voter occupancy.

GUIDELINES FOR OBSERVERS

Observers are allowed to:

- Observe activity at the AVL including Opening and Closing procedures.
- Ask questions, and/or allowed to be directed to the Registrar of Voters, (510) 272-6933, for Election process related questions.
- With an Election Worker escorting them, they may visually inspect the integrity of external Security Seals used to secure Voting Equipment.
 - Such Inspection can only be done when it does not interfere with the privacy of any Voter.

Observers are NOT allowed to:

- Talk to Voters within one hundred (100) feet of the room where voting is taking place.
- Sit at any table.
- Use cameras, video recording devices, telephones, or two-way radios.

INTRODUCTION

AVL STAFF



AVL CAPTAIN

- ROV Staff Member that leads Accessible Voting Location



Poll Pad Operators



On Demand Operators



Ballot Trolley Officers

- Election Workers that will be operating the Electronic Poll Pads, BOD Printing, and VIG On Demand Printing. Also being Ballot Trolley Officers.



AVL Entry Officer



Demonstration Officers



AVL Queuing Officers



VBM Ballot Drop Stop Officers

- Election Workers that will be Demonstration, Queuing, Entry, and VBM Ballot Drop Stop Officers.

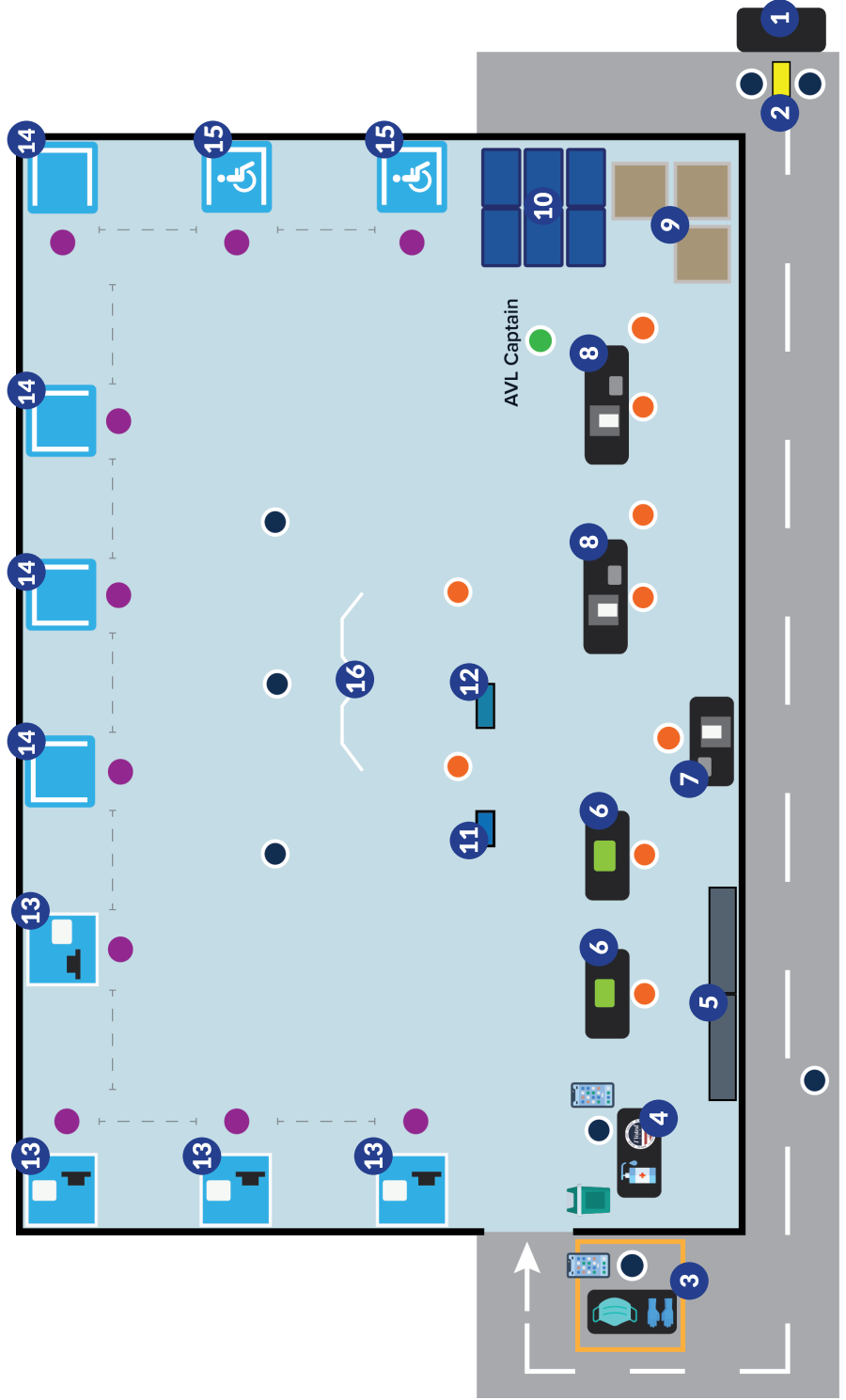
OPENING PROCEDURE

AVL CAPTAIN

DIRECT AVL SET-UP — *First Day*

CREATE A CLEAR PATH for Voters who may use a wheelchair to maneuver inside the AVL. Mandatory 6 feet Social Distancing rule apply to Staff, Voters, and Voting Booths. **USE** the Measuring Tape from the Opening Supply Bag and Blue Tape from the Official Table Supply Bag to mark spaces where Voters should stand.

- | | |
|---|---|
| 1. VBM Ballot Drop Stop | 9. Supply Delivery Boxes |
| 2. Yellow Vote by Mail Ballots Trolley | 10. Official Ballots Delivery Carts |
| 3. Check-in Tent | 11. Blue Provisional Ballots Trolley |
| 4. Sanitation Tent | 12. Turquoise Official Ballots Trolley |
| 5. Voter Information Guide (VIG) Rack | 13. Touchscreen Voting Booths |
| 6. Electronic Poll Pad Tables | 14. Standard Voting Booths |
| 7. VIG On Demand Printer | 15. Accessible Voting Booths |
| 8. Ballot On Demand (BOD) Printers | 16. Voter Information Center (VIC) |

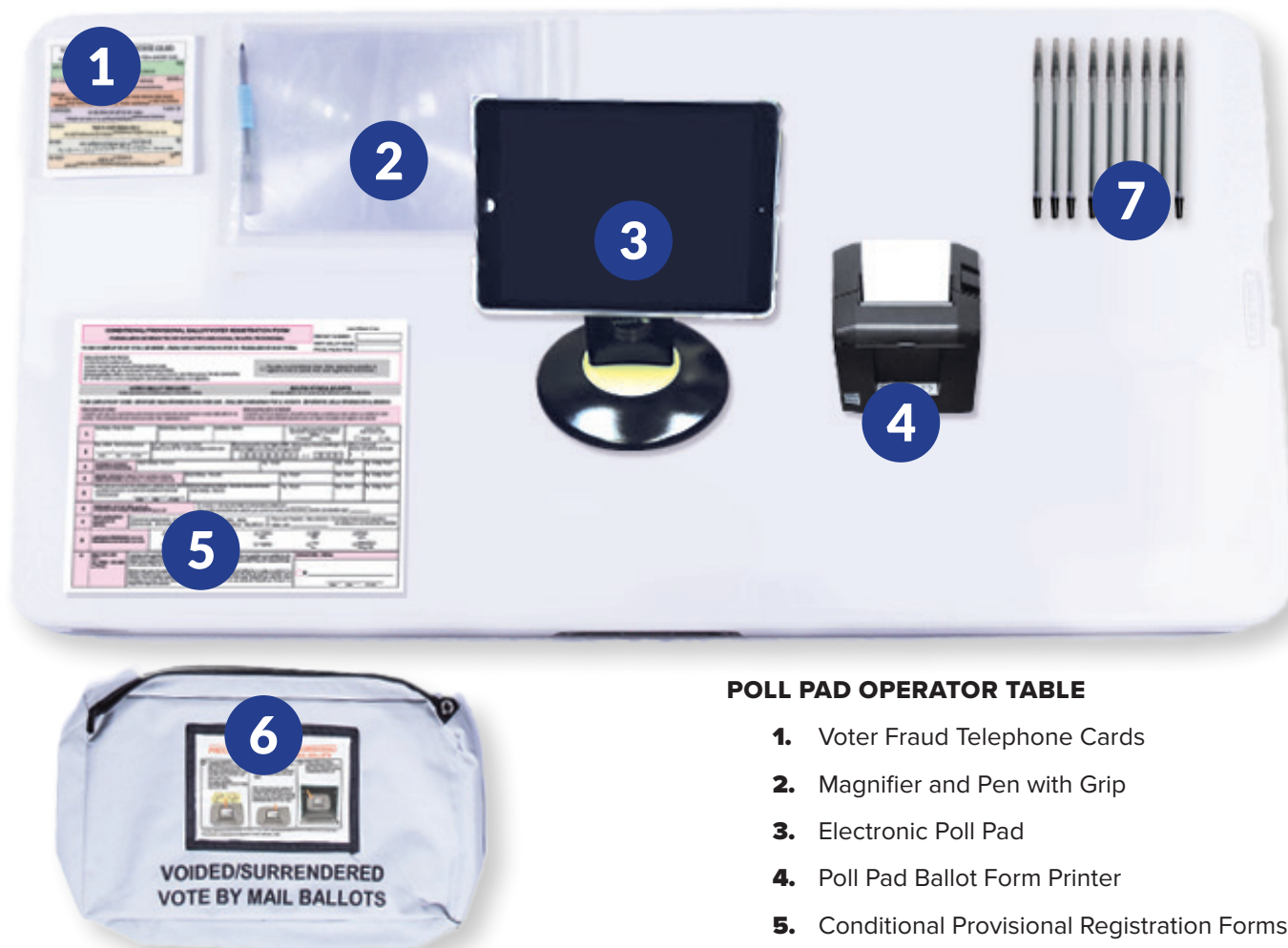


- Disinfectant wipes and hand sanitizer for regular cleaning and disinfecting are located in Official Ballots Delivery Cart.
- **VOTER SHOULD WEAR FACE MASKS AND GLOVES TO VOTE INSIDE THE AVL. PLACE** Voter PPEs at the Voter Check-In Station.

OPENING PROCEDURE

JUDGES

SET UP TABLES - DIAGRAM — *Daily*



POLL PAD OPERATOR TABLE

1. Voter Fraud Telephone Cards
2. Magnifier and Pen with Grip
3. Electronic Poll Pad
4. Poll Pad Ballot Form Printer
5. Conditional Provisional Registration Forms
6. Gray Voided/Surrendered Vote by Mail Ballots Bag*
7. Pens

*Place underneath table

OPENING PROCEDURE

JUDGES

TASK 2 CRADLEPOINT SET UP — *Daily*



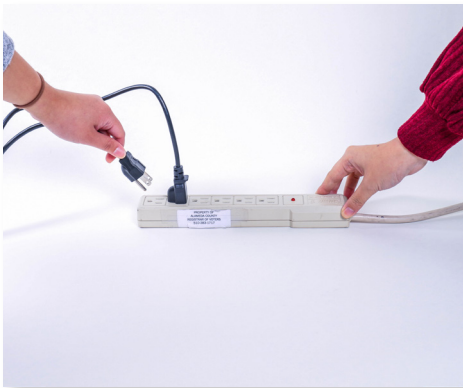
1. REMOVE Cradlepoint carrying case from the Official Ballots Delivery Cart.



2. REMOVE Cradlepoint Internet Router from the Cradlepoint carrying case. **PLACE** router on one of tables.



3. CONNECT the power cable to the port, *marked above*.



4. CONNECT Cradlepoint Internet Router to a surge protector.



5. CONNECT Cradlepoint antennas by screwing it in.

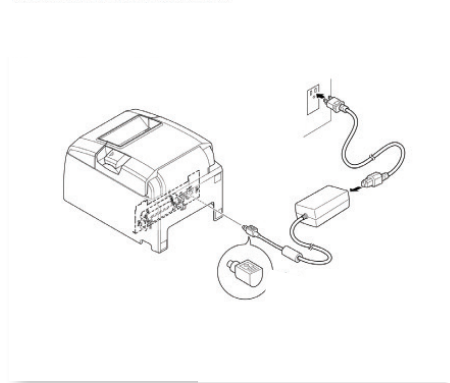
OPENING PROCEDURE

JUDGES

TASK 3 POLL PAD SET UP — *Daily*



1. **RETRIEVE** the Poll Pad transport case from the Official Ballots Delivery Cart.



2. **REMOVE** Ballot Form Printer, adapter, and power cord.



3. **CONNECT** the printer power cord to the power adapter.



4. **PLUG** the connector into the back of the printer. Then **PLUG** the printer power cord into a power outlet/surge protector.



5. The ON/OFF switch is located on the left side of the printer. If you do not see a green power light on the front panel, **CHECK** the power cord connections and make sure the outlet has power.



6. **ATTACH** the stand arm to the Poll Pad shell by pressing the buttons on the side of the arm then place in circular opening. **RELEASE** buttons and **ROTATE** the arm until it clicks.

NOTE: ID Tray is not required for this Setup nor will be used for this Election.

OPENING PROCEDURE

JUDGES

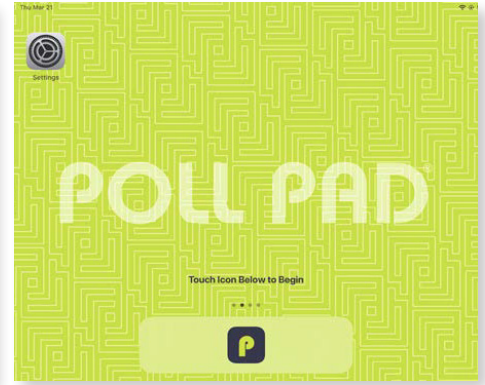
TASK 3 POLL PAD SET UP — *Daily*



7. **PLACE** stand arm into Poll Pad base. Once attached, **ROTATE** Poll Pad oriented in a landscape position.



8. **PRESS** the power button on the top left edge of the unit until you see the Apple icon, then **RELEASE**. The Poll Pad will power on, and the Poll Pad application will launch automatically.



9. **PRESS** the application icon at the bottom of the screen. When the application launches, you will be directed to the homepage.

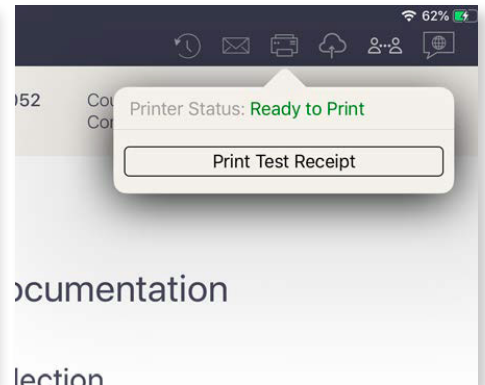


10. **PLUG** the lightning connector into the Poll Pad, then **PLUG** the power adapter into a power source.



11. CHECK THE FOLLOWING:

- Name of jurisdiction
- Election name and date
- **IMPORTANT:** Verify the AVL is correct
- Checkin Count = 0
- Battery life is close to full (90% or greater)



12. A green printer icon on the Poll Pad means you are connected to the printer. **PRESS** the green printer icon, then **PRESS** Print Test Receipt and a sample receipt will print.



Poll Pad is paired with the printer. A receipt will print out for checked-in voter.



Poll Pad recognizes the printer and is currently in the process of pairing with the device.



Poll Pad is not paired with the printer. Select the printer icon, followed by Pair and Connect.

AVL ROLES

POLL PAD OPERATOR

TASK 1 GREET VOTER



“Good morning/afternoon!”

We would like to inform you that language assistance is available and if we can help you in any way, kindly let us know.”

IF VOTER SAYS “NO”

Proceed to locate Voter on the Poll Pad.

IF VOTER SAYS “YES”

ASK VOTER:

“How can I be of assistance?”

IF VOTER NEEDS LANGUAGE ASSISTANCE:

- Ask Bilingual Election Worker who speaks the same language to help Voter.

In case of no Bilingual Election Workers present, use AVL Captain’s ROV Cell Phone to call Language Hotline for assistance. *Refer to Cell Phone contacts on back page of Election Worker Guide.*

IF VOTER WITH DISABILITY REQUESTS ASSISTANCE:

- Do **NOT** ask about or mention a Voter’s disability.
- Etiquette guidelines regarding **Disability Sensitivity at the Polls** are available in the Election Worker Guide.
- Facilitate assistance from other Election Workers.

VOTER SURRENDERS VBM MATERIALS

NOTE: It is not required for Voters to surrender their Vote by Mail Ballot.



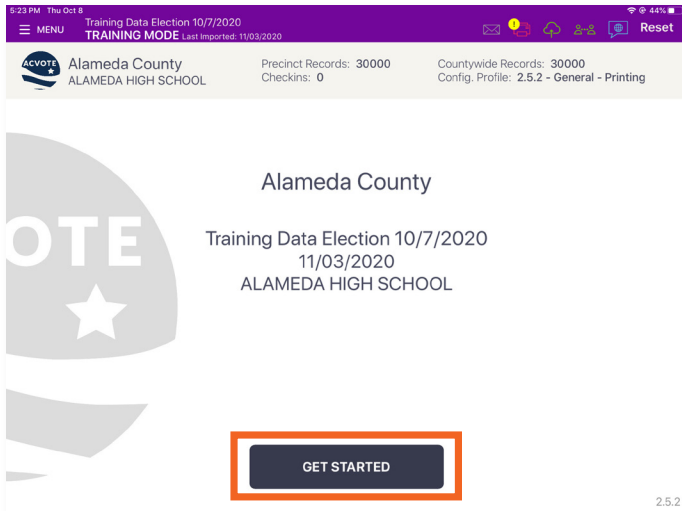
1. WRITE “VOID” on VBM Envelope and **PARTIALLY TEAR.**

2. PLACE Voided VBM into **Gray Voided/Surrendered VBM Ballots Bag.** **CONTINUE** processing Voter.

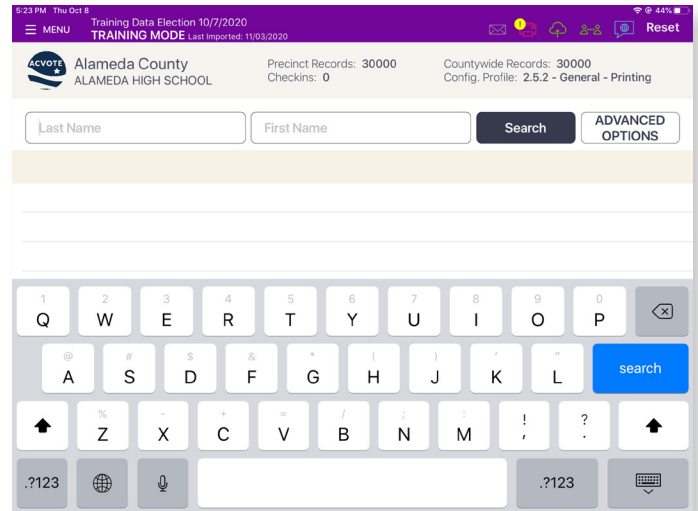
AVL ROLES

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

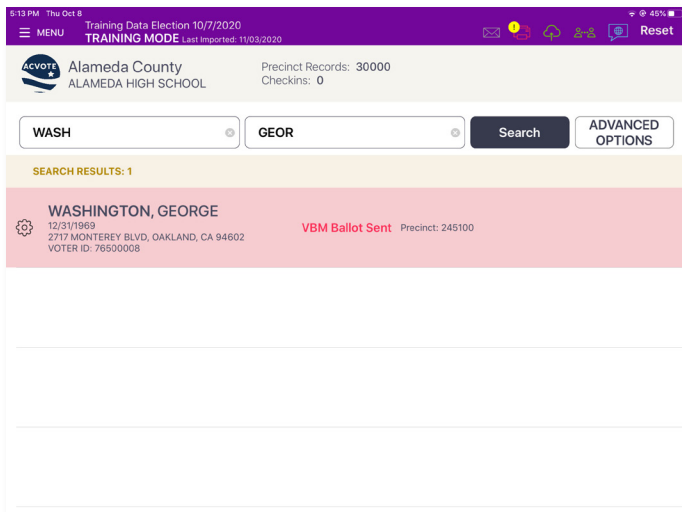


1. **PRESS** "Get Started" to locate the Voter by using their first and last name.

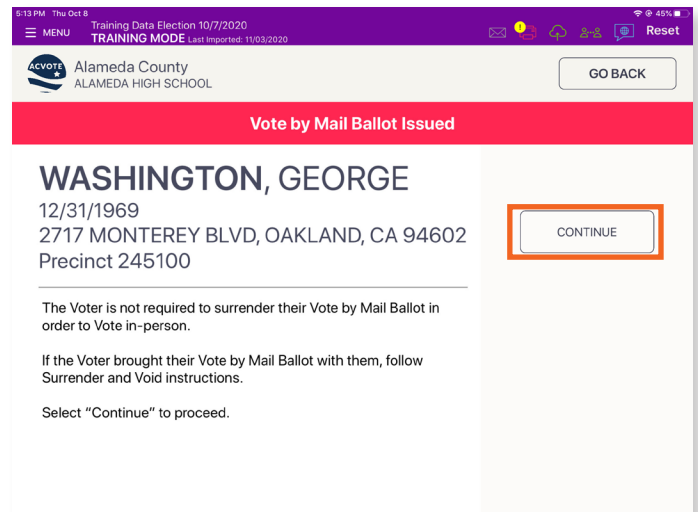


2. **USE** the on-screen keyboard to enter the first three (3) letters of the voter's last and first name, then **PRESS** Search.

NOTE: To narrow search results, **USE** "ADVANCED OPTIONS".



3. Records matching the search criteria display onscreen. The Voter's record may contain a status that reads "VBM Ballot Sent" because all registered Voters will receive a VBM Ballot this Election. **SELECT** the Voter by touching their record.



4. A prompt will display with instructions on how to process the Voter. **SELECT** the appropriate button option to proceed. If all the Voter's information is correct, proceed by **SELECTING** "CONTINUE".

AVL PROCEDURE

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

5:13 PM Thu Oct 8 Training Data Election 10/7/2020
Alameda County ALAMEDA HIGH SCHOOL VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

SPEAK **GEORGE WASHINGTON**
DOB: 12/31/1969
2717 MONTEREY BLVD, OAKLAND, CA 94602
VBM BALLOT SENT
Voter ID: 76500008 Status: Active Precinct: 245100

Update Registration Info

5. **ROTATE** the Poll Pad to the Voter to confirm their information is correct. Once complete, **ROTATE BACK** and **PRESS "ACCEPT"**.

NOTE: **PRESS "SPEAK"** to play audio of the Voter's information through Poll Pad speakers.

5:13 PM Thu Oct 8 Training Data Election 10/7/2020
Alameda County ALAMEDA HIGH SCHOOL Ballot Language GO BACK ACCEPT

Select Ballot Language

English Spanish
Chinese Tagalog
Vietnamese

6. **INFORM VOTER** of their Ballot Language options. **SELECT** their choice then **PRESS "ACCEPT"** to proceed.

5:13 PM Thu Oct 8 Training Data Election 10/7/2020
Alameda County ALAMEDA HIGH SCHOOL SIGNATURE CONFIRMATION GO BACK DONE SIGNING

Have voter sign and select DONE SIGNING.

GEORGE WASHINGTON
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100

LISTEN TO OATH
CLEAR SIGNATURE

G

WARNING: It is a crime punishable by imprisonment in the state prison or county jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Sec. 18560, Elections Code).

x _____

7. **ROTATE** the Poll Pad to the Voter to confirm their information is correct and sign. Once complete, **ROTATE BACK** and **PRESS "DONE SIGNING"**.

NOTE: **PRESS "LISTEN TO OATH"** to play audio of oath through Poll Pad speakers.

5:13 PM Thu Oct 8 Training Data Election 10/7/2020
Alameda County ALAMEDA HIGH SCHOOL POLL WORKER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100 DOB: 12/31/1969
Status: Active Voter ID: 76500008

Ballot Type: 19 English

☐ Assistance Required ☐ Curbside

Voting Method

8. **ASK VOTER**, "Would you like to vote on the Touchscreen?"
If yes, **SELECT "Electronic"** under "Voting Method".
If no, **SELECT "Paper"**, then **PRESS "SUBMIT"**.

AVL PROCEDURE

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER



7. This screen will indicate that the Voter has been successfully processed.



8. Once successfully processing the Voter, a Ballot Form will print out.

PAPER BALLOT VOTER

GIVE the Ballot Form to one of the On Demand Operators.

TOUCHSCREEN VOTER

GIVE the Ballot Form to the Voter. **INFORM** the Voter to give the receipt to one of the Demonstration Officers to activate their Ballot.

NOTE: The Ballot Form **CANNOT** be reprinted.
LOOK UP the Voter's Address using precinct Finder to retrieve Precinct and Ballot type.

AVL PROCEDURE

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

VOTER ASSISTANCE REQUIRED

5:13 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

POLL WORKER
CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100 DOB: 12/31/1969
Status: Active Voter ID: 76500008

Signature on Election Day

Ballot Type: 19 English

☒ Assistance Required ☐ Curbside

Voting Method

1. If the Voter requests assistance, **SELECT** the Voting Method first, then "Assistance Required".

5:13 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

POLL WORKER
CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100 DOB: 12/31/1969
Status: Active Voter ID: 76500008

Signature on Election Day

Ballot Type: 19 English

☒ Assistance Required ☐ Curbside

Voting Method

2. **SELECT** the reason for assistance from the drop-down menu.

5:14 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

POLL WORKER
CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100 DOB: 12/31/1969
Status: Active Voter ID: 76500008

Signature on Election Day

Ballot Type: 19 English

☒ Assistance Required ☐ Curbside

Voting Method

3. **THE ELECTION WORKER SIGNS** after reason for assistance has been selected.

5:13 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

POLL WORKER
CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

GEORGE WASHINGTON
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100 DOB: 12/31/1969
Status: Active Voter ID: 76500008

Signature on Election Day

Ballot Type: 19 English

☐ Assistance Required ☒ Curbside

Voting Method

For Curbside Voters, **SELECT** the Voting Method first, then "Curbside".

AVL PROCEDURE

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

VOTER ALREADY VOTED AT AVL

5:34 PM Thu Oct 8 Training Data Election 10/7/2020 TRAINING MODE Last Imported: 11/03/2020

Alameda County ALAMEDA HIGH SCHOOL Precinct Records: 30000 Checkins: 1

WASHINGTON GEORGE Search ADVANCED OPTIONS

SEARCH RESULTS: 1

WASHINGTON, GEORGE
12/31/1969
2717 MONTEREY BLVD, OAKLAND, CA 94602
VOTER ID: 76500008

Voted Precinct: 245100 Ballot Type: 19 English CHK: 10/08/2020, 17:33:59

1. Records matching the search criteria display onscreen. The Voter's record contains a status that reads "Voted" with the Voter's signature and time stamp, **SELECT** the Voter by touching their record to continue.

5:34 PM Thu Oct 8 Training Data Election 10/7/2020 TRAINING MODE Last Imported: 11/03/2020

Alameda County ALAMEDA HIGH SCHOOL

GO BACK

VOTER HAS ALREADY VOTED

WASHINGTON, GEORGE
12/31/1969
2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct 245100

CANCEL

This voter shows they have already voted at an AVL.

If voter wishes to vote they may vote provisionally, use the precinct number above to fill out the provisional envelope.

2. A prompt below the Voter's name will display with instructions on how to process the voter. If the Voter chooses to vote at the AVL, **SELECT** the "GO BACK" and **PROCESS** the Voter Provisionally.

VOTER BALLOT RECEIVED

5:17 PM Thu Oct 8 Training Data Election 10/7/2020 TRAINING MODE Last Imported: 11/03/2020

Alameda County ALAMEDA HIGH SCHOOL Precinct Records: 30000 Checkins: 1

MADISON JAMES Search ADVANCED OPTIONS

SEARCH RESULTS: 1

MADISON, JAMES
03/16/1901
4015 ELSTON AVE, OAKLAND, CA 94602
VOTER ID: 76500013

Voted Precinct: 224500

1. Records matching the search criteria display onscreen. The Voter's record contains a status that reads "Voted", **SELECT** the Voter by touching their record to continue.

5:17 PM Thu Oct 8 Training Data Election 10/7/2020 TRAINING MODE Last Imported: 11/03/2020

Alameda County ALAMEDA HIGH SCHOOL

GO BACK

VOTER HAS RETURNED A VBM BALLOT

MADISON, JAMES
03/16/1901
4015 ELSTON AVE, OAKLAND, CA 94602
Precinct 224500

This voter has returned their Vote by Mail Ballot.

If voter wishes to vote they may vote provisionally, use the precinct number above to fill out the provisional envelope.

2. A prompt below the Voter's name will display with instructions on how to process the voter. If the Voter chooses to vote at the AVL, **SELECT** the "GO BACK" and **PROCESS** the Voter Provisionally.

AVL PROCEDURE

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

VOTER ID REQUIRED

5:35 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

GO BACK

ID REQUIRED

HARRISON, WILLIAM HENRY
02/09/1903
1019 VIA GRANADA, LIVERMORE, CA 94550
Precinct 501410

SHOWED CORRECT ID

CLOSE

ID Required - Voter must provide one of the Valid ID's listed in the H.A.V.A. ID requirements found in the Election Worker Guide.

Select SHOWED CORRECT ID button on the right to proceed.

If voter unable to provide Valid ID. Select CLOSE and process as provisional voter.

1. After selecting the Voter, it may indicated "ID REQUIRED". The Voter is required to show Valid ID (a list of examples required are on the HAVA).
2. **SELECT** "SHOWED CORRECT", if Voter is able to provide the correct identification. If the Voter cannot provide ID, **SELECT** "CLOSE" and **PROCESS** the Voter Provisionally.

VOTER INACTIVE

5:35 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

Precinct Records: 30000
Checkins: 0

LINCOLN First Name Search ADVANCED OPTIONS

SEARCH RESULTS: 6

LINCOLN, ABRAHAM 02/12/1909 22 BRET HARTE RD, BERKELEY, CA 94708 VOTER ID: 76500010	Inactive	Precinct: 200100
LINCOLN, BODIE 10/25/1902 1327 BRECKENRIDGE ST, SAN LEANDRO, CA 9457900... VOTER ID: 76509650	VBM Ballot Sent	Precinct: 450200
LINCOLN, HADLEIGH 09/22/1994 2746 WINCHESTER DR, HAYWARD, CA 94541 VOTER ID: 76517578	VBM Ballot Sent	Precinct: 491300
LINCOLN, HARMONY 08/25/1924 3206 ENGINAL AVE, ALAMEDA, CA 945014805 VOTER ID: 76525267	Inactive	Precinct: 301200

1. Records matching the search criteria display onscreen. The Voter's record contains a status that reads "Inactive", **SELECT** the Voter by touching their record to continue.

5:35 PM Thu Oct 8 Training Data Election 10/7/2020
TRAINING MODE Last Imported: 11/03/2020

Alameda County
ALAMEDA HIGH SCHOOL

GO BACK

Inactive Voter

LINCOLN, ABRAHAM
02/12/1909
22 BRET HARTE RD, BERKELEY, CA 94708
Precinct 200100

Follow CVR instructions in the Election Worker Guide.

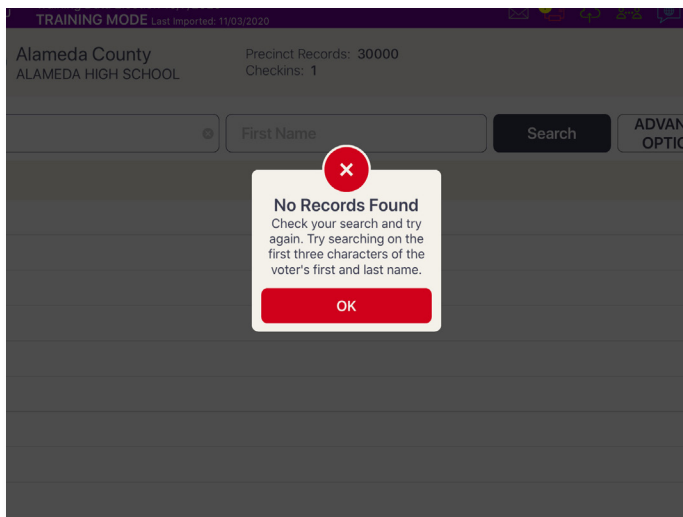
2. A prompt below the Voter's name will display with instructions on how to process the voter. If the Voter chooses to vote at the AVL, **SELECT** the "GO BACK" and **PROCESS** the Voter Provisionally.

AVL PROCEDURE

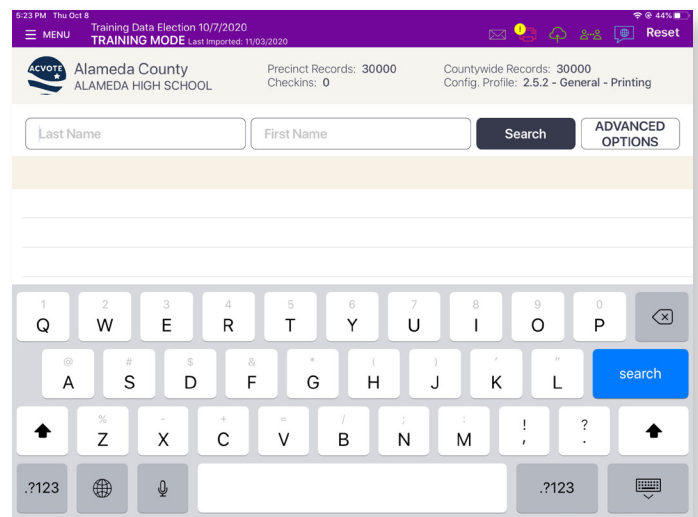
POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

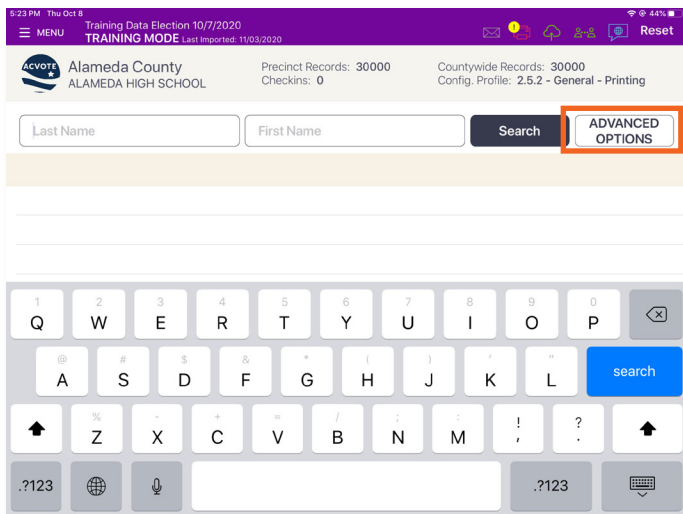
VOTER NOT FOUND



1. If the Voter cannot be found, a pop-up displays: No Records Found. **PRESS** "OK" to go back to VOTER LOOKUP.



2. From the VOTER LOOKUP screen, **PRESS** the "ADVANCED OPTIONS" button.



3. **LOOK UP** the Voter by using DOB (DATE OF BIRTH) or ADDRESS. **PRESS** "DONE" on the keyboard, then Search.
 - If Voter's information is found using "ADVANCED OPTIONS", follow same process a Regular Voter.
 - If Voter's information is **NOT** found using "ADVANCED OPTIONS", follow Conditional Voter procedures.

AVL PROCEDURE

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

UPDATE VOTER ADDRESS/PARTY

5:18 PM Thu Oct 8 Training Data Election 10/7/2020
Alameda County VOTER CONFIRMATION
ALAMEDA HIGH SCHOOL
Verify voter information and tap accept to continue
SPEAK
GEORGE WASHINGTON
DOB: 12/31/1969
2717 MONTEREY BLVD, OAKLAND, CA 94602
VBM BALLOT SENT
Voter ID: 76500008 Status: Active Precinct: 245100
Update Registration Info

1. If the Voter's address information/Party Preference needs to be updated, **PRESS** "Update Registration Info". If the Voter wants to change their name, **GIVE** Voter a Conditional Provisional Form.

5:18 PM Thu Oct 8
Update Party Preference
Scan
Enter Voter Information
NO PARTY PREFERENCE
Party
American Independent
Democratic
GREEN
Libertarian
NO PARTY PREFERENCE
Peace and Freedom
Republican
* Indicates a required field

2. **SELECT** the Voter's Party Preference from the drop-down menu.

5:18 PM Thu Oct 8
Update Residence Address
Address Type
2717 MONTEREY BLVD
House # * Suffix Pre Direction Street Name * Street Type Post Direction
OAKLAND CA 94602
Unit Type Unit Number City * State * Zip *
CLEAR FORM Same Mailing Address YES NO
* Indicates a required field

3. **UPDATE** the Voter's address. The Voter's address will automatically populate. **SELECT** the appropriate answer for Same Mailing Address. If applicable, **ENTER** Voter's Mailing Address. **PRESS** "Next".

5:52 PM Fri Oct 2
Jurisdiction Details
Address not found. EXIT and process as Conditional Voter.
Precinct
Split
* Indicates a required field

If the address entered is not found, **EXIT & PROCESS** the Voter as a Conditional Voter.

AVL PROCEDURE

POLL PAD OPERATOR

TASK 2 PROCESSING VOTER

UPDATE VOTER ADDRESS/PARTY

5:19 PM Thu Oct 8

< Previous Step

Voter Signature of Confirmation

1 2 3

Submit

Please confirm all of this.

George Washington
12/31/1969 NO PARTY PREFERENCE
Residential: 2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100

Clear Signature

x _____

4. **ROTATE** the Poll Pad to face the Voter. Voter must confirm that the changes are correct.

5:19 PM Thu Oct 8

< Previous Step

Voter Signature of Confirmation

1 2 3

Submit

Please confirm all of this.

George Washington
12/31/1969 NO PARTY PREFERENCE
Residential: 2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100

Clear Signature

x _____

5. **VOTER SIGNS** the Poll Pad. **ROTATE** the Poll Pad to back to face the Operator, then **PRESS** "Submit".

5:19 PM Thu Oct 8

< Previous Step

Voter Signature of Confirmation

1 2 3

Submit

Please confirm all of this.

George Washington
12/31/1969 NO PARTY PREFERENCE
Residential: 2717 MONTEREY BLVD, OAKLAND, CA 94602
Precinct: 245100

Clear Signature

x _____

Updated
George Washington
Accept

6. A pop-up will indicate that the Voter's information has been updated. **PRESS** "Accept" to continue processing the Voter.

AVL PROCEDURE

POLL PAD OPERATOR

CONDITIONAL PROVISIONAL REGISTRATION FORM

CONDITIONAL VOTER

If the Voter wants to **change their name** or the Voter wants to **register and vote the same day**, the Voter will have to vote **Conditionally**.

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM
FORMULARIO DE REGISTRO DE VOTANTE/CONDICIONAL/BOLETA PROVISIONAL

Insert Affidavit # here

PRECINCT NUMBER: _____

PARTY BALLOT ISSUED: _____
(Primary Election Only)

TO BE COMPLETED BY POLL WORKER - PARA SER COMPLETADO POR EL TRABAJADOR ELECTORAL

Instructions for Poll Worker:
1) Print Precinct number above.
2) Print the Party Ballot issued (Primary election only).
3) Issue a ballot with this Provisional/Conditional Envelope.
4) Demonstration Officer: Review envelope, confirm that the voter filled out the "TO BE COMPLETED BY VOTER" section below, including the current residence address and signature.

☐ The voter is a Conditional Voter. (Voter missed the deadline to register to vote or update their voter registration information.)

VOTED BALLOT ENCLOSED
(To Be Opened by Canvassing Board at Election Office)

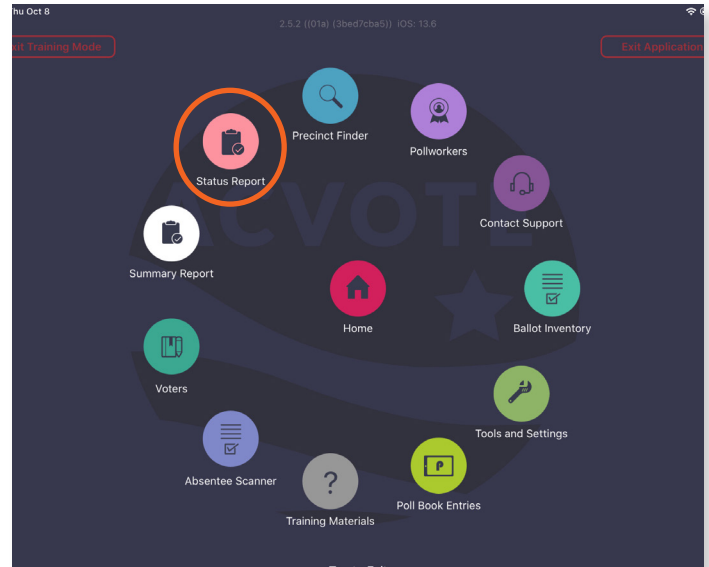
BOLETA VOTADA ADJUNTA
(Para ser Abierta por la Junta de Escrutinio en la Oficina Electoral)

TO BE COMPLETED BY VOTER - IMPORTANT: READ INFORMATION ON OTHER SIDE - PARA SER COMPLETADO POR EL VOTANTE - IMPORTANTE: LEA LA INFORMACIÓN AL REVERSO

Instructions for Voter:
Complete and sign the form below and enclose your ballot into this envelope or your ballot will not be counted. This envelope will also serve as a new voter registration form.

Instructions para el Votante:
Completa y firma el siguiente formulario e incluye su boleto en este sobre o su boleto no será contado. Este sobre también servirá como un nuevo formulario de registro de votante.

1	First Name - Primer Nombre	Middle Name - Segundo Nombre	Last Name - Apellido	I am a U.S. citizen and resident of California. Soy ciudadano/residente de EE.UU. y residente de California.	I am 18 or older. Tengo 18 años o más.
2	Date of Birth - Fecha de Nacimiento	U.S. state or foreign country of birth. Estado en los EE. UU. o país extranjero donde nació	Driver's License # or Last 4 digits of SSN - Número de su Licencia de Manejar o los últimos 4 dígitos de su Número de Seguro Social	YES/ SI	NO
3	RESIDENCE ADDRESS - DIRECCIÓN RESIDENCIAL	Street Address - Dirección	City - Ciudad	State - Estado	Zip - Código Postal
4	MAILING ADDRESS (if different from residence address) - DIRECCIÓN POSTAL (si es diferente a la dirección residencial)	Street Address - Dirección	City - Ciudad	State - Estado	Zip - Código Postal
5	When did you move to the residence address shown above? ¿Cuándo se mudó a la dirección residencial indicada anteriormente?	Previous Residence Address - Dirección Residencial Anterior	City - Ciudad	State - Estado	Zip - Código Postal
6	PERMANENT VOTE BY MAIL (optional) VOTACIÓN POR CORREO PERMANENTE (opcional)	To receive a vote-by-mail ballot in all elections, initial here: Para recibir una boleta de votación por correo en todas las elecciones, escriba sus iniciales aquí: _____			
7	PARTY AFFILIATION - APLICACIÓN DE PARTIDO	American Independent - Americano Independiente Democratic - Democrático Libertarian - Libertario Republican - Republicano Other - Otro			
8	LANGUAGE PREFERENCE (optional) - PREFERENCIA DE IDIOMA (opcional)	English - Inglés Spanish - Español Chinese - Chino Hmong - Hmong Tagalog - Tagalo Vietnamese - Vietnamita Tagalog-Viet			
9	READ, SIGN, AND DATE LEA, FIRME, Y ESCRIBA LA FECHA	SIGNATURE - FIRMA			



1. **INFORM VOTER** to fill out the Conditional Provisional Registration Form.

2. Using the Poll Pad, **LOOK UP** the Voter's address to find their precinct. **SELECT** "Precinct Finder".

6:54 PM Fri Oct 2

10/12/2020 New Alameda Test Election - 10/13/2020

Last Imported: 10/02/2020, 15:59:14

Alameda County
2309 - ***ALL MAIL

Find a Precinct

GO BACK

12 FAGUNDES ST, HAYWARD CA 94544

Driving

SEARCH CLEAR

Precinct: 432200

Ballot type: 0103

3870 - ***ALL MAIL
8000 CAPWELL DR,
OAKLAND, CA, 94621

Driving Directions

PRINT LOCATION

TEXT LOCATION

EMAIL LOCATION

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM
FORMULARIO DE REGISTRO DE VOTANTE/CONDICIONAL/BOLETA PROVISIONAL

Insert Affidavit # here

PRECINCT NUMBER: _____

PARTY BALLOT ISSUED: _____
(Primary Election Only)

TO BE COMPLETED BY POLL WORKER - PARA SER COMPLETADO POR EL TRABAJADOR ELECTORAL

Instructions for Poll Worker:
1) Print Precinct number above.
2) Print the Party Ballot issued (Primary election only).
3) Issue a ballot with this Provisional/Conditional Envelope.
4) Demonstration Officer: Review envelope, confirm that the voter filled out the "TO BE COMPLETED BY VOTER" section below, including the current residence address and signature.

☒ The voter is a Conditional Voter. (Voter missed the deadline to register to vote or update their voter registration information.)

VOTED BALLOT ENCLOSED
(To Be Opened by Canvassing Board at Election Office)

BOLETA VOTADA ADJUNTA
(Para ser Abierta por la Junta de Escrutinio en la Oficina Electoral)

TO BE COMPLETED BY VOTER - IMPORTANT: READ INFORMATION ON OTHER SIDE - PARA SER COMPLETADO POR EL VOTANTE - IMPORTANTE: LEA LA INFORMACIÓN AL REVERSO

Instructions for Voter:
Complete and sign the form below and enclose your ballot into this envelope or your ballot will not be counted. This envelope will also serve as a new voter registration form.

Instructions para el Votante:
Completa y firma el siguiente formulario e incluye su boleto en este sobre o su boleto no será contado. Este sobre también servirá como un nuevo formulario de registro de votante.

2	Date of Birth - Fecha de Nacimiento	U.S. state or foreign country of birth. Estado en los EE. UU. o país extranjero donde nació	Driver's License # or Last 4 digits of SSN - Número de su Licencia de Manejar o los últimos 4 dígitos de su Número de Seguro Social	YES/ SI	NO
3	RESIDENCE ADDRESS - DIRECCIÓN RESIDENCIAL	Street Address - Dirección	City - Ciudad	State - Estado	Zip - Código Postal
4	MAILING ADDRESS (if different from residence address) - DIRECCIÓN POSTAL (si es diferente a la dirección residencial)	Street Address - Dirección	City - Ciudad	State - Estado	Zip - Código Postal
5	When did you move to the residence address shown above? ¿Cuándo se mudó a la dirección residencial indicada anteriormente?	Previous Residence Address - Dirección Residencial Anterior	City - Ciudad	State - Estado	Zip - Código Postal
6	PERMANENT VOTE BY MAIL (optional) VOTACIÓN POR CORREO PERMANENTE (opcional)	To receive a vote-by-mail ballot in all elections, initial here: Para recibir una boleta de votación por correo en todas las elecciones, escriba sus iniciales aquí: _____			
7	PARTY AFFILIATION - APLICACIÓN DE PARTIDO	American Independent - Americano Independiente Democratic - Democrático Libertarian - Libertario Republican - Republicano Other - Otro			
8	LANGUAGE PREFERENCE (optional) - PREFERENCIA DE IDIOMA (opcional)	English - Inglés Spanish - Español Chinese - Chino Hmong - Hmong Tagalog - Tagalo Vietnamese - Vietnamita Tagalog-Viet			
9	READ, SIGN, AND DATE LEA, FIRME, Y ESCRIBA LA FECHA	SIGNATURE - FIRMA			

3. **ENTER** the voter's residential address. Once the house number and first 3 characters of street name are entered, the address will autopopulate. **SELECT** the correct address from the populated drop-down list. Then **PRESS** "SEARCH".

4. **FILL OUT** Precinct Number and **MARK** the checkbox indicating that the Voter is a Conditional Voter. **INFORM VOTER** of their voting options: voting on a Paper Ballot or Touchscreen.

AVL ROLES

POLL PAD OPERATOR

CONDITIONAL PROVISIONAL REGISTRATION FORM

CONDITIONAL VOTER

PAPER VOTER

- 5. GIVE BOD OPERATOR** the Conditional Provisional Registration Form to provide the correct printed Ballot.

TOUCHSCREEN VOTER

- 5. GIVE VOTER** the Conditional Provisional Registration Form.
- 6. INFORM VOTER** to give the Conditional Provisional Registration Form to the Demonstration Officer to activate their Touchscreen Ballot.

AVL ROLES

POLL PAD OPERATOR

CONDITIONAL PROVISIONAL REGISTRATION FORM

PROVISIONAL VOTER

If the Voter's status on the Poll Pad indicates that the Voter has **already voted**, **cannot provide ID** when their status says "ID REQUIRED", or the Voter **provides an out of county residence address**, the Voter will have to vote **Provisionally**.

CONDITIONAL/PROVISIONAL BALLOT/VOTER REGISTRATION FORM FORMULARIO DE REGISTRO DE VOTANTE/CONDICIONAL/BOLETA PROVISIONAL				Insert Affidavit # here	
TO BE COMPLETED BY POLL WORKER - PARA SER COMPLETADO POR EL TRABAJADOR ELECTORAL				PRECINCT NUMBER :	
Instructions for Poll Worker: 1) Print Precinct number above. 2) Print the Party Ballot Issued (Primary election only). 3) Issue a ballot with this Provisional/Conditional Envelope. 4) Demonstration Officer: Review envelope, confirm that the voter filed out the "TO BE COMPLETED BY VOTER" section below, including the current residence address and signature.				PARTY BALLOT ISSUED (Primary Election Only):	
☐ The voter is a Conditional Voter. (Voter missed the deadline to register to vote or update their voter registration information.)					
VOTED BALLOT ENCLOSED (To Be Opened by County Board of Elections Office)				BOLETA VOTADA ADJUNTA (Para ser Abierta por la Junta de Escrutinio en la Oficina Electoral)	
TO BE COMPLETED BY VOTER - IMPORTANT: READ INFORMATION ON OTHER SIDE - PARA SER COMPLETADO POR EL VOTANTE - IMPORTANTE: LEA LA INFORMACIÓN AL REVERSO					
Instructions for Voter: Complete and sign the form below and enclose your ballot into this envelope or your ballot will not be counted. This envelope will also serve as a new voter registration form.					
Instrucciones para el Votante: Complete y firme el siguiente formulario e incluya su boleto en este sobre o su boleto no será contado. Este sobre también servirá como un nuevo formulario de registro de votante.					
1	First Name - Primer Nombre	Middle Name - Segundo Nombre	Last Name - Apellido	I am a U.S. citizen and resident of California Soy ciudadano de los EE. UU. y residente de California	I am 18 or older Tengo 18 años o más
2	Date of Birth - Fecha de Nacimiento	U.S. state or foreign country of birth Estado en los EE. UU. o país extranjero donde nació	Driver's License # or Last 4 digits of SSN - Número de su Licencia de Manejar o los últimos 4 dígitos de su Número de Seguro Social	Phone # (optional) - Número de teléfono (opcional)	
3	RESIDENCE ADDRESS - DIRECCIÓN RESIDENCIAL	Street Address - Dirección	City - Ciudad	State - Estado	Zip - Código Postal
4	MAILING ADDRESS (if different from residence address) - DIRECCIÓN POSTAL (si es diferente a la dirección residencial)	Street Address - Dirección	City - Ciudad	State - Estado	Zip - Código Postal
5	When did you move to the residence address shown above? (Cuándo se mudó a la dirección residencial indicada anteriormente?)	Previous Residence Address - Dirección Residencial Anterior	City - Ciudad	State - Estado	Zip - Código Postal
6	PERMANENT VOTE BY MAIL (optional) - VOTACIÓN POR CORREO PERMANENTE (opcional)	To receive a vote-by-mail ballot in all elections, initial here: Para recibir una boleto de votación por correo en todas las elecciones, escriba sus iniciales aquí: _____			
7	PARTY AFFILIATION - AFILIACIÓN DE PARTIDO	I am a U.S. citizen and resident of California Soy ciudadano de los EE. UU. y residente de California			
8	LANGUAGE PREFERENCE (optional) - PREFERENCIA DE IDIOMA (opcional)	I am 18 or older Tengo 18 años o más			
9	READ, SIGN AND DATE - LEA, FIRME Y ESCRIBA LA FECHA	SIGNATURE - FIRMA			

1. **INFORM VOTER** to fill out the Conditional Provisional Registration Form.

ER REGISTRATION FORM ONAL/BOLETA PROVISIONAL			Insert Affidavit # here	
TO BE COMPLETED BY POLL WORKER - PARA SER COMPLETADO POR EL TRABAJADOR ELECTORAL			PRECINCT NUMBER :	
Instructions for Poll Worker: 1) Print Precinct number above. 2) Print the Party Ballot Issued (Primary election only). 3) Issue a ballot with this Provisional/Conditional Envelope. 4) Demonstration Officer: Review envelope, confirm that the voter filed out the "TO BE COMPLETED BY VOTER" section below, including the current residence address and signature.			PARTY BALLOT ISSUED (Primary Election Only):	
☐ The voter is a Conditional Voter. (Voter missed the deadline to register to vote or update their voter registration information.)				
BOLETA VOTADA ADJUNTA (Para ser Abierta por la Junta de Escrutinio en la Oficina Electoral)				
TO BE COMPLETED BY VOTER - PARA SER COMPLETADO POR EL VOTANTE - IMPORTANTE: LEA LA INFORMACIÓN AL REVERSO				
Instructions for the Voter: Complete y firme el siguiente formulario e incluya su boleto en este sobre o su boleto no será contado. Este sobre también servirá como un nuevo formulario de registro de votante.				
First Name - Apellido			I am a U.S. citizen and resident of California Soy ciudadano de los EE. UU. y residente de California	
I am 18 or older Tengo 18 años o más			I am 18 or older Tengo 18 años o más	
Driver's License # or Last 4 digits of SSN - Número de su Licencia de Manejar o los últimos 4 dígitos de su Número de Seguro Social			Phone # (optional) - Número de teléfono (opcional)	
City - Ciudad			State - Estado	
Zip - Código Postal				

2. **FILL OUT** Precinct Number from their Voter Profile on the Poll Pad. **INFORM VOTER** of their voting options: voting on a Paper Ballot or Touchscreen.

NOTE: For out of County addresses, use Precinct number "200100".

PAPER VOTER

3. **GIVE ON DEMAND OPERATOR** the Conditional Provisional Registration Form to provide the correct printed Ballot.

TOUCHSCREEN VOTER

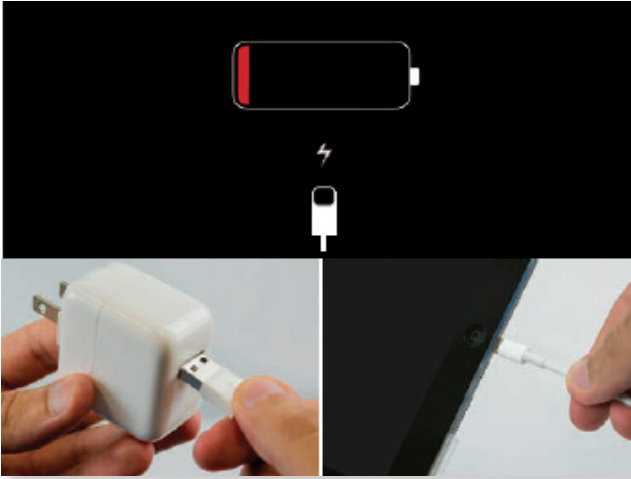
3. **GIVE VOTER** the Conditional Provisional Registration Form.

4. **INFORM VOTER** to give the Conditional Provisional Registration Form to the Demonstration Officer to activate their Touchscreen Ballot.

AVL PROCEDURE

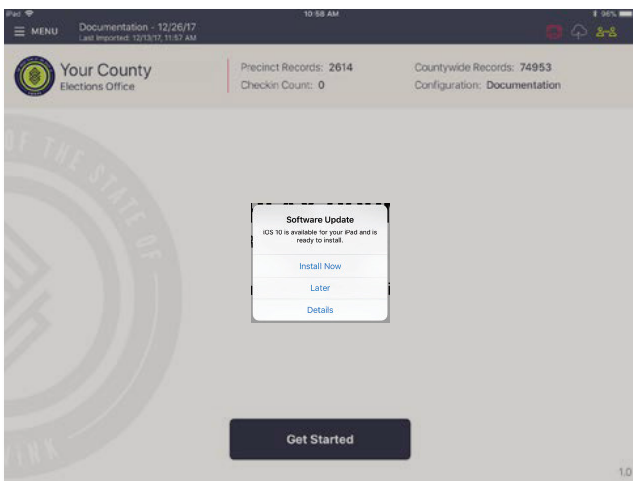
POLL PAD OPERATOR

POLL PAD TROUBLESHOOTING



CHARGING POLL PAD

1. **PLUG** USB end of power cable into power cube.
2. **PLUG** power cube into an AC wall outlet.
3. **PLUG** power cable into lightning connector on Poll Pad.
4. Wait about five minutes for the Poll Pad to charge.
5. With sufficient power, Poll Pad will auto power on.
6. Resume normal operations.



iOS SOFTWARE UPDATE

DO NOT PERFORM a software update on the Poll Pad. In the unlikely event that an iOS update prompt displays on the device, perform the following steps:

1. From the list of on-screen options, **SELECT** Later.
2. **PRESS** the Home button and verify Poll Pad App remains open.



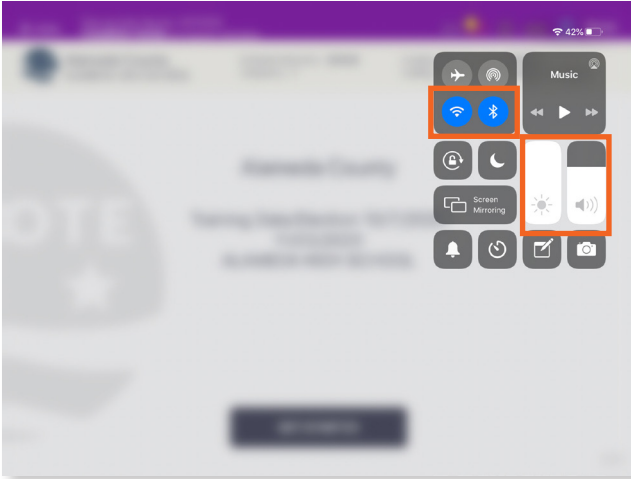
POLL PAD SCREEN IS UNRESPONSIVE

1. **UNPLUG** unit from power source.
2. **HOLD DOWN** the Sleep/Wake and Home buttons simultaneously.
3. **RELEASE** both buttons once the Apple logo displays onscreen.
4. After application launches, return to previous activity.

AVL PROCEDURE

POLL PAD OPERATOR

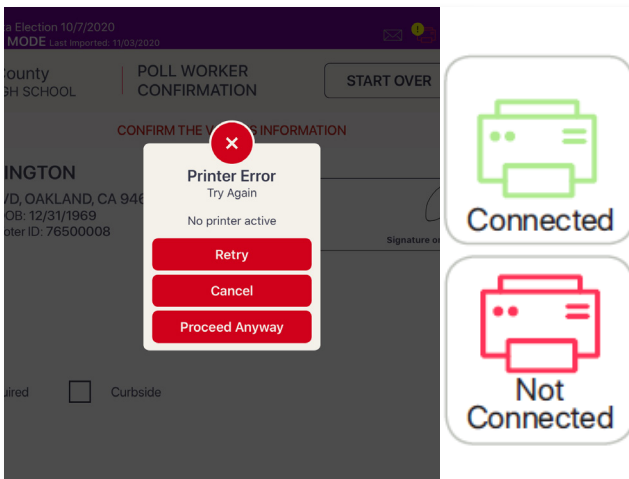
POLL PAD TROUBLESHOOTING



WIFI & BLUETOOTH CONNECTION

WIFI and Bluetooth connection must stay on at all times.

1. **SWIPE DOWN** from the top-right corner of the screen.
2. **MAKE SURE** the WIFI and Bluetooth is on and highlighted blue.
3. **MAKE SURE** the Brightness and Volume is all the way up.



NOT PRINTING / STOPS PRINTING

1. **MAKE SURE** the printer is turned on.
2. **CONFIRM** the printer is plugged into outlet and cords are securely connected.
3. **VERIFY** paper is installed correctly.
4. **CONFIRM** connection with Poll Pad (green icon).



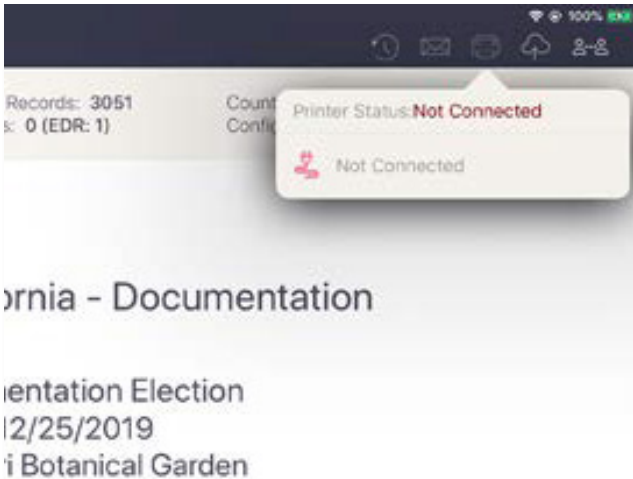
CHANGING PAPER

1. **OPEN** printer.
2. **RELOAD PAPER** with the paper flap toward you, feeding from the bottom/underneath roll.
3. **CLOSE** and **PRINT** Test Receipt.

AVL PROCEDURE

POLL PAD OPERATOR

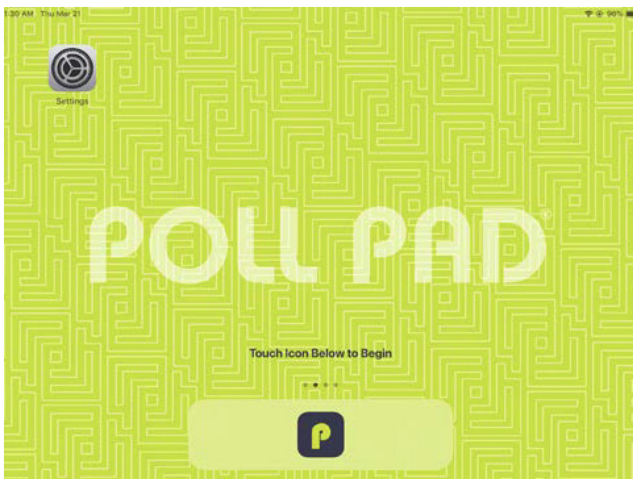
PAD TROUBLESHOOTING



LOST PRINTER CONNECTION

Printer icon will turn red if printer has lost connection to Poll Pad. Press the printer icon, a status box will display, Printer Status: Not Connected.

1. **CLOSE AND REOPEN** Poll Pad app, by double clicking the Home button and swiping the app up or by navigating to Exit Application on the MENU screen.

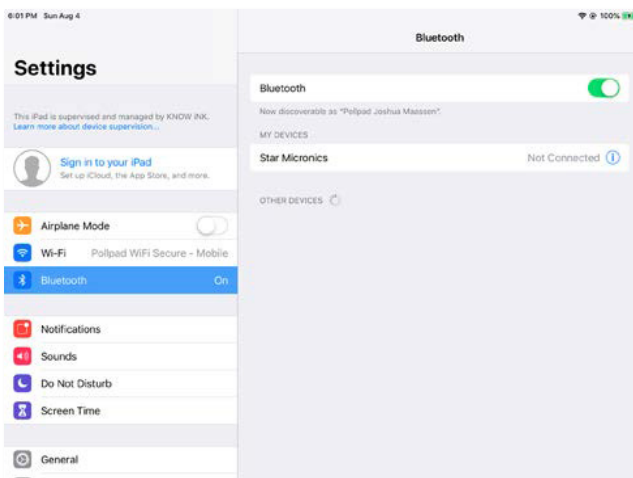


PRINTER BLUETOOTH CONNECTION

If previous troubleshooting steps do not reestablish printer connection, check Bluetooth settings.

1. **NAVIGATE** to the Home screen and **SELECT** the Settings app.

NOTE: If Poll Pad is in guided access mode you will need to end guided access mode in order to access home screen.



2. **SELECT** Bluetooth from the left, **VERIFY** Bluetooth toggle switch is on. **TURN ON if toggle switch is off.**
3. **CHECK** the status of the Star Micronics printer. **If Not Connected, PRESS** on Star Micronics to attempt reestablishing bluetooth connection to printer.

AVL PROCEDURE

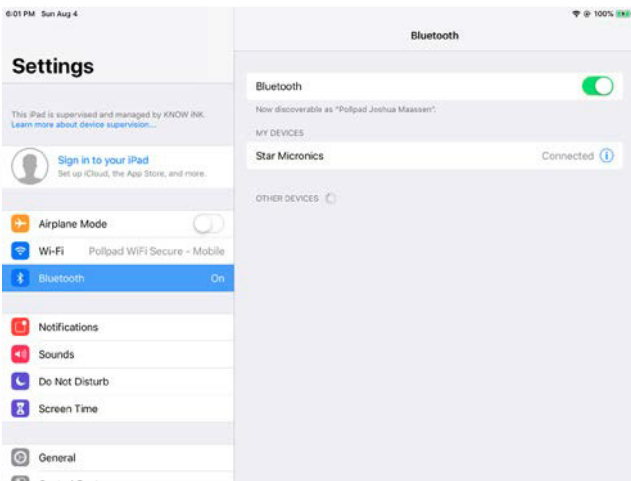
POLL PAD OPERATOR

POLL PAD TROUBLESHOOTING



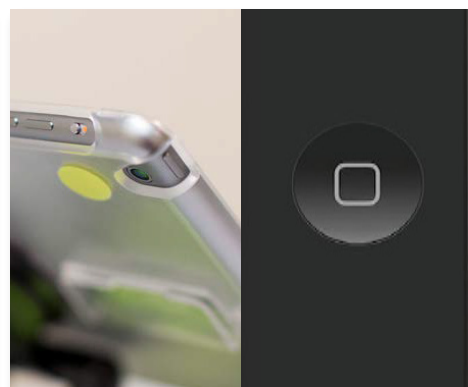
PRINTER BLUETOOTH CONNECTION

- On the back of the printer, **PRESS** and **HOLD** the “Pair” button for approximately six (6) seconds. The green LED will flash. **RELEASE** the Pair button; the LED will continue to flash green, then change to flashing blue.
- From the Bluetooth settings, **SELECT** the Star Micronics printer. The light will change to solid blue when connection is successful.
- In the Bluetooth settings, the Star Micronics printer will now display Connected.
- OPEN** the Poll Pad app and **VERIFY** printer icon is green. **COMPLETE** a Test Print to ensure printer is working.



CLOSING TIMELINE

CLOSING POLL PAD — *Daily*



-
- The image displays the components of the Poll Pad system. On the left is a green Pelican hard-shell case with black latches and a handle, featuring custom-cut black foam inserts. To its right are the following items: a grey tablet with yellow corner markers; a black power supply unit with two cables; a black printer with a blue label; a black tablet with a yellow circular sticker that says 'POLL PAD'; a CD-ROM with a yellow center and 'POLL PAD' text; a white manual titled 'POLL PAD USER MANUAL' with a yellow arrow pointing to the tablet; two yellow pens; a white USB cable; a small white USB adapter; and a black tablet with a yellow circular sticker that says 'POLL PAD'.

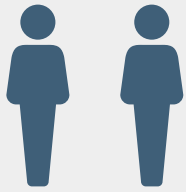


- NOTE:** Power off 30 minutes after the last Voter has been processed.

TOUCHSCREEN SETUP

TWO (2) PERSON RULE

2 PERSON RULE



California Elections Code Section 19240 requires that California voting system standards and elections comply with the provisions of the federal Help America Vote Act (HAVA) that require voting systems be accessible for individuals with disabilities.

California Secretary of State Guidelines require two (2) Election Workers perform the following procedures:

SETTING UP THE TOUCHSCREEN BOOTH

SUPPLIES LOCATED IN THE SUPPLY DELIVERY CART



1. REMOVE Velcro and **UNFOLD** Booth.



2. LIFT table from back.



3. LINE UP latch from underneath and **LOCK** to secure.

TOUCHSCREEN SETUP

SETTING UP THE TOUCHSCREEN

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



1. PLACE the Touchscreen case on a flat surface with the rolling handle on the bottom. **OPEN** the case.



2. REMOVE the power cord and ATI (*Audio Tactile Interface*) with headphones attached from the case.



3. REMOVE the Touchscreen out of the case using the handle behind the screen.



4. REMOVE the protective packaging.



5. PLACE the Touchscreen in Touchscreen Voting Booth.



6. PLACE the packaging back in the case, then **CLOSE**.



7. RETURN the Touchscreen case to the Official Ballots Delivery Cart.

TOUCHSCREEN SETUP

SETTING UP THE PRINTER

SUPPLIES LOCATED IN THE OFFICIAL BALLOTS DELIVERY CART



1. **PLACE** the Printer case on a flat surface with the rolling handle on the bottom. **OPEN** the case.



2. **REMOVE** the power cord from the case.



3. **REMOVE** the Velcro strap from the Printer.



4. **REMOVE** the Printer from case using the side handles.



5. **PLACE** the Printer in the Touchscreen booth to the right of the Touchscreen.



6. **RETURN** the Printer case to the Official Ballots Delivery Cart.

RED SECURITY SEAL CHECK			
2 PERSON RULE			
1. VERIFY the Red Security Seal is intact at the appropriate times.			
2. Poll Workers MUST COMPLETE the "Verified By" section.			
If the seal is compromised or removed, call the Registrar of Voters immediately at (510) 835-0100.			
12:00 PM		5:30 PM	
DAY	VERIFIED BY	DAY	VERIFIED BY
DAY 1	VERIFIED BY	DAY 1	VERIFIED BY
DAY 2	VERIFIED BY	DAY 2	VERIFIED BY
DAY 3	VERIFIED BY	DAY 3	VERIFIED BY
DAY 4	VERIFIED BY	DAY 4	VERIFIED BY
ORANGE SEALS REMOVED FROM PRINTERS		RED SECURITY SEALS REMOVED FROM TOUCHSCREENS	
Alameda County REGISTRAR OF VOTERS			

7. **REMOVE** the Orange Security Seal covering both the Printer and paper tray and **CHECK** that the paper inside the tray is lying flat. **PLACE** the old Orange Security Seal onto the back of the Seal Verification Form.



8. **PLACE** a new Orange Security Seal on both the Printer and paper tray ensuring the paper tray cannot be opened.

TOUCHSCREEN SETUP

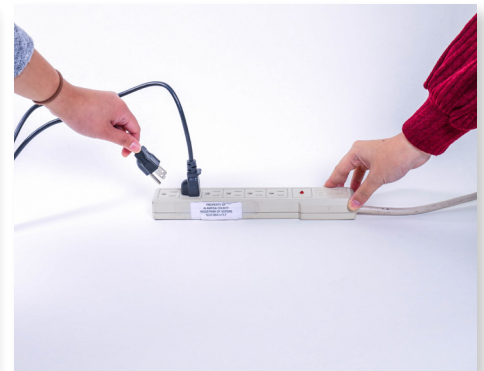
POWERING ON



1. **CONNECT** the Touchscreen power cord (*marked orange*) to the base of the Touchscreen.



2. **CONNECT** the Printer power cord (*marked green*) to the back of the Printer.



3. **PLUG** both the Printer and the Touchscreen into the surge protector.



4. **CONNECT** the end of Printer cable (*marked red*) to the TOP port of the Printer.



5. **CONNECT** the cable of the Touchscreen into the port on the top of the ATI.



6. **PRESS** the power button on the front side of the Printer.



7. **VERIFY** Blue Security Seal is intact. **INITIAL** section on the back of Seal Verification Form.



8. While holding the base, **ROTATE** the Touchscreen upwards.



9. **VERIFY** Red Security Seal serial number matches with Seal Verification Form.

TOUCHSCREEN SETUP

POWERING ON



- 10.** While holding the base, **ROTATE** the Touchscreen back to the upright position.

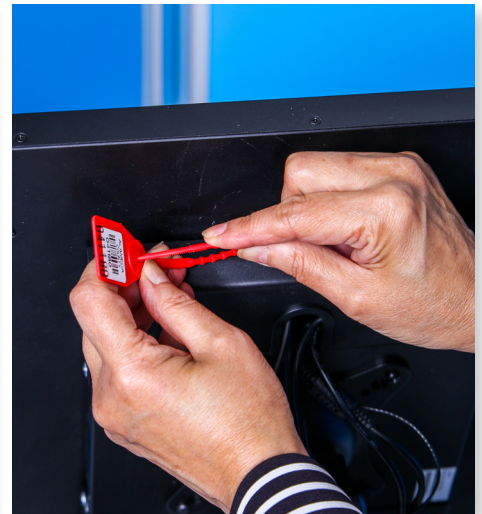
IF TOUCHSCREEN DOES NOT POWER ON AUTOMATICALLY



- 1. REMOVE & PLACE** Red Security Seal onto Seal Verification Form.



- 2. OPEN** latch door. **PRESS & HOLD** Power button until the button lights up green.



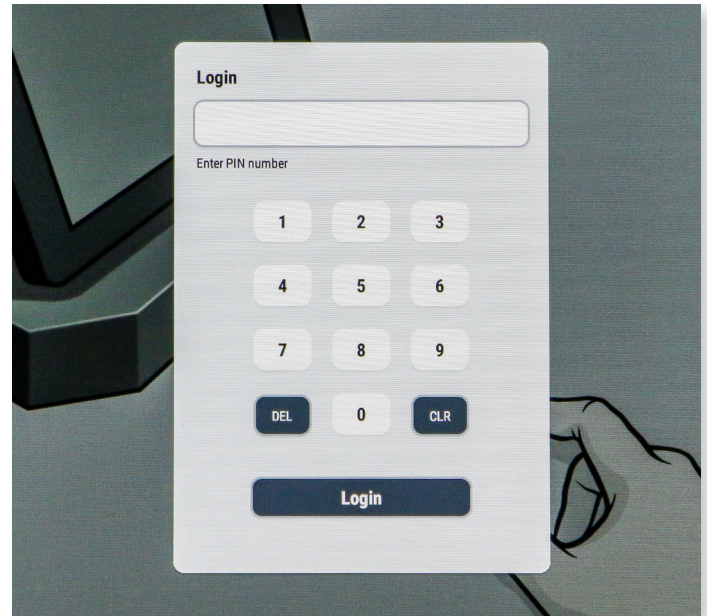
- 3. CLOSE** latch door and **PLACE** new Red Security Seal. **ADD** new Red Security Seal number to Seal Verification Form. Be sure to follow steps on Seal Verification Form.

TOUCHSCREEN SETUP

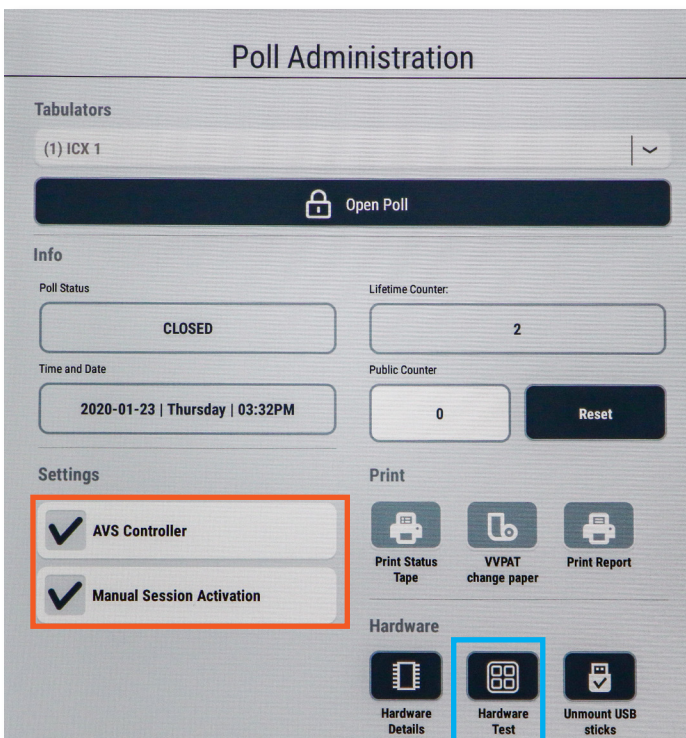
OPENING THE POLLS ON THE TOUCHSCREEN



1. **INSERT** the Poll Worker Card (*located in the Touchscreen Case*) into the yellow slot at the bottom of the Touchscreen with the gold chip facing up and toward the Touchscreen.

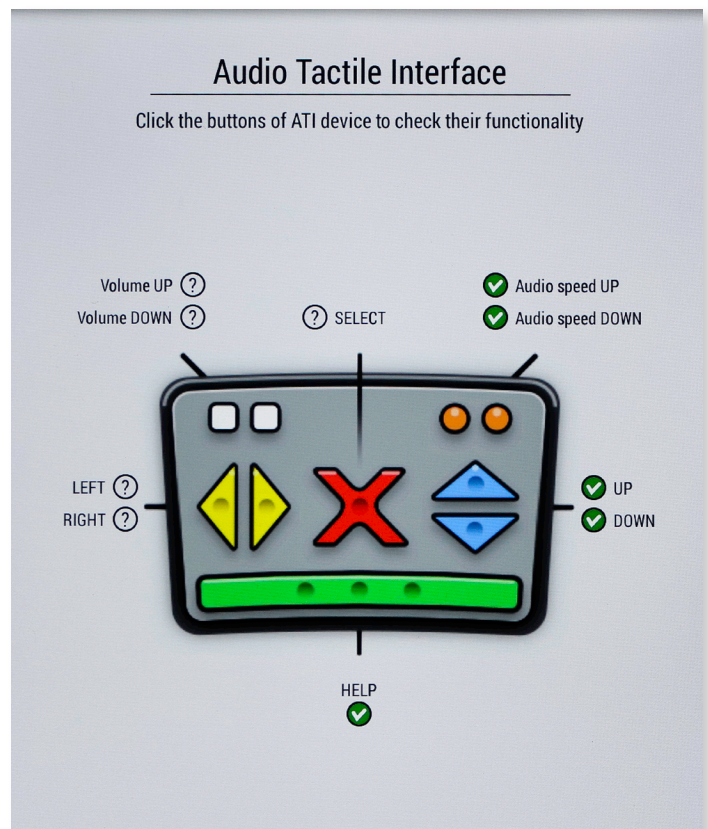


2. **ENTER** the Administrator Login number found on the Touchscreen Codes List in the Operations Sleeve on the left-hand side of the booth. **PRESS** "Login" then Touchscreen will begin Administrative Mode.



3. **CONFIRM** the "AVS Controller" and "Manual Session Activation" checkboxes (*marked orange*) are both selected.

4. **PRESS** the "Hardware Test" button (*marked blue*).



5. **PRESS** the ATI button on screen and follow on-screen instructions. **PRESS** "Back to Menu" once finished.

TOUCHSCREEN SETUP

OPENING THE POLLS ON THE TOUCHSCREEN



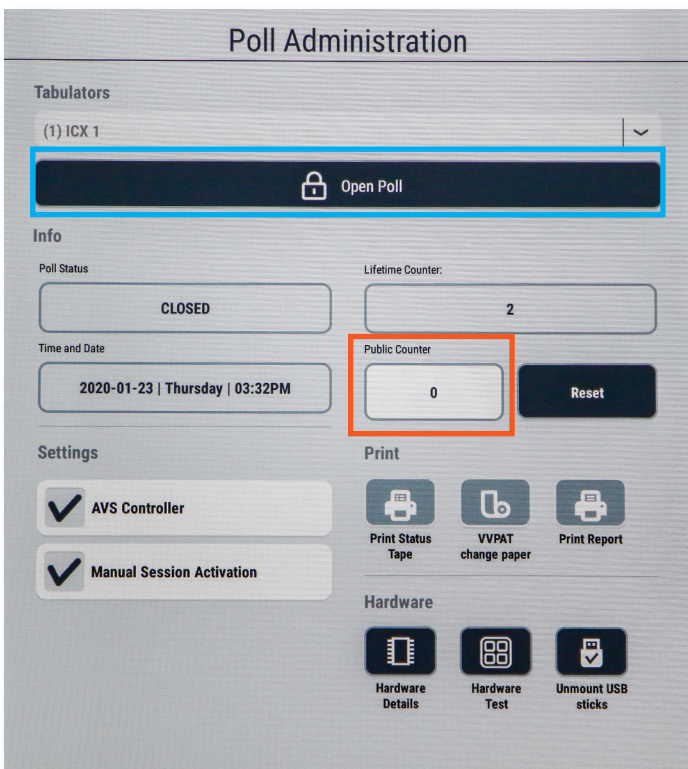
6. **PRESS** the "Printer" button on the Touchscreen to continue.



7. **PRESS** "Print test page" button to print a test page verifying the Printer is connected properly.

SPOIL the test page, then **PLACE** into Purple Spoiled Ballots Bag. **PRESS** the Close button when finished.

NOTE: If a Test Page **DOES NOT** print, double check the Printer's connections to the surge protector and Touchscreen, and that the paper is lying flat.



8. **CONFIRM** the Public Counter is "0" (marked orange).
9. **PRESS** "Open Polls" button (marked blue), then "Yes" to confirm.

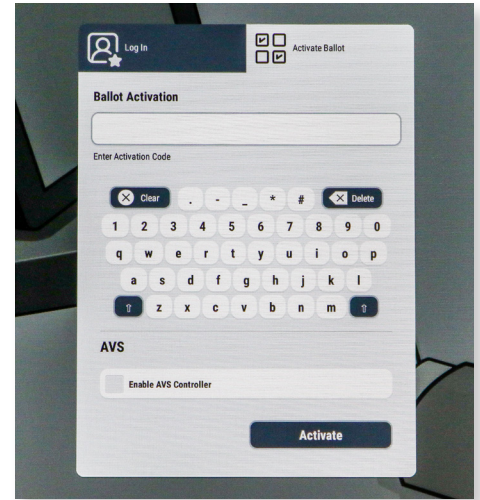


10. **REMOVE** the Poll Worker Card from the Touchscreen and keep it with the Demonstration Officers for use throughout the day.

TOUCHSCREEN VOTING

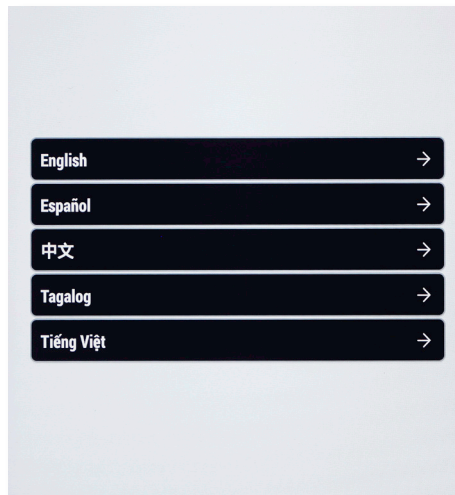
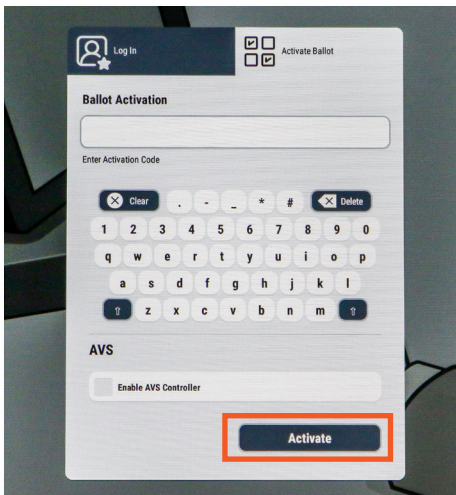
OPERATING INSTRUCTIONS

BALLOT ACTIVATION



- 1. INSERT** Poll Worker Card in the Card Reader Slot. Keep Card inserted.
- 2. RETRIEVE** Ballot Form from Voter.
- 3. USE** the Ballot Form to select the correct Ballot and language. **SPOIL** after activation by placing it into the Purple Spoiled Ballots Bag.

STANDARD VOTING ACTIVATION



- 1. PRESS** "Activate" to continue after the Precinct has been typed on screen.
- 2. SELECT** Voter's preferred language to continue.
- 3. REMOVE** Poll Worker Card.

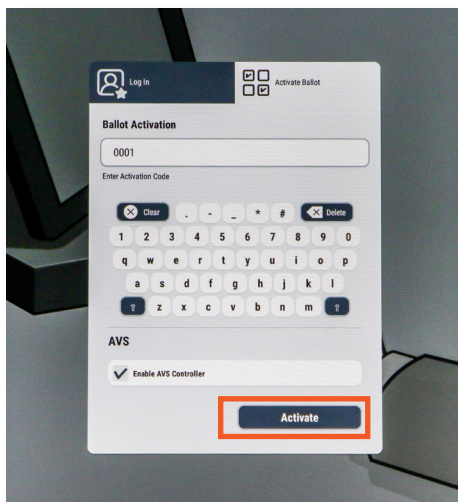
TOUCHSCREEN VOTING

OPERATING INSTRUCTIONS

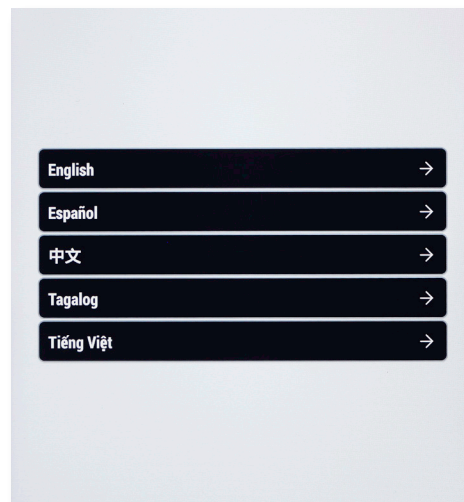
ACCESSIBLE VOTING ACTIVATION



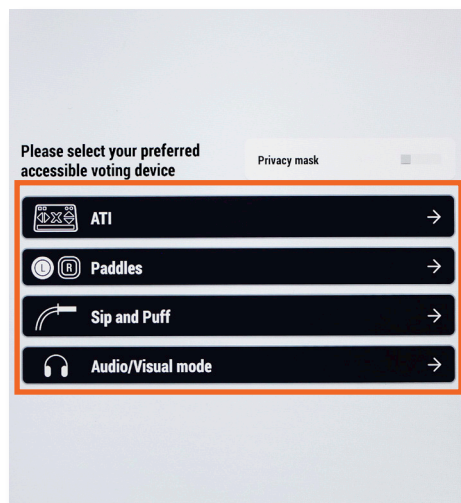
1. PRESS “Enable AVS Controller” checkbox to enable an Accessible Voting Session.



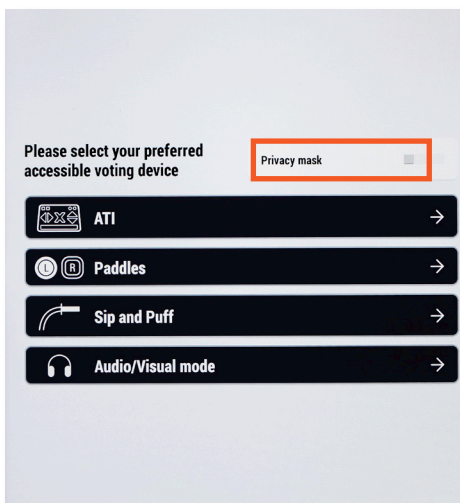
2. PRESS “Activate” to continue.



3. SELECT Voter’s preferred language to continue.

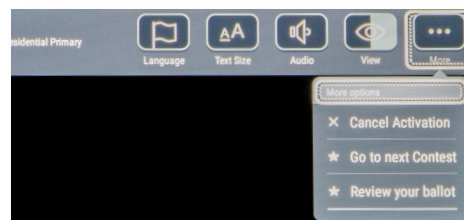


4. ASK VOTER:
“What is your preferred mode of accessible voting?”



5. INFORM THE VOTER about the following options:

- The “Privacy Mask” option can be switched “On” or “Off” for Voter.



- Language and Text size can be adjusted to the Voter’s preference, located on the upper right-hand corner of the screen.
 - “View” button will provide some options for Ballot viewing preference, located on the upper right-hand corner of the screen.
 - “More” button will provide the following options:
 - Cancel Activation
 - Proceed to the next contest, if the Privacy Mask is on.
- 6. OFFER** the Voter the use of a chair.

TOUCHSCREEN VOTING

OPERATING INSTRUCTIONS

AUDIO TACTILE INTERFACE (ATI)

1. INFORM VOTER:

“This will provide audio guidance allowing you to navigate and make selections.”

2. Voter should be comfortably positioned with Audio Tactile Interface and headphones.

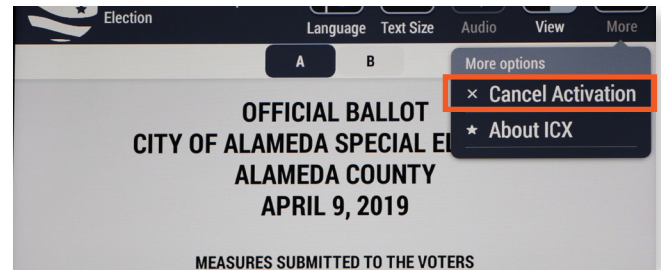
3. SELECT “ATI” option on the screen.

NOTE: Assist Voter with Voting Process if requested.

CANCELING ACTIVATION

If the Voter would like to cancel or has abandoned the voting session:

- 1. SELECT** “More” on the top right of the screen.
- 2. SELECT** the “Cancel Activation.”
- 3. SELECT** the “Yes, Cancel Activation” on the pop-up selection window.



SANITIZATION

- 1. INSERT** the Poll Worker Card into the bottom of the Touchscreen.
- 2. PRESS** “Log in” on the upper left of the menu. **ENTER** the Administrator Login number, then **PRESS** the “Login” button.
- 3. POWER OFF** the Touchscreen by pressing the Power button in the right corner of the Poll Administration screen. **DO NOT CLOSE POLLS.**
- 4. PRESS** "Power off" on the screen to complete shut down of the Touchscreen.
- 5. UNPLUG** all Power cables from any power source.
- 6. WIPE THE TOUCHSCREEN** with a Germisept wipe, *pictured on the right.*
- 7. WIPE DOWN** other handheld accessories such as Poll Worker Cards, ATI, headset, and Printer.
- 8. PLUG IN** all Power cables to a surge protector. **POWER ON** by following the Power On Instructions starting from Step #8



TOUCHSCREEN VOTING

OPERATING INSTRUCTIONS

TROUBLESHOOTING

USB CHANGE IS DETECTED

1. **MAKE SURE** the Touchscreen Printer cable is plugged into the Printer.
2. **MAKE SURE** the cable on top of the ATI is plugged in securely.
3. **INSERT** Poll Worker Card into the Touchscreen, then enter Administration Login number.
4. **PERFORM** Hardware Test on both the ATI and Printer. *(Follow Steps 5-7, on pg. 40)*
5. **REMOVE & RE-INSERT** Poll Worker Card to re-activate Voting Session.*
**This will require Voter to start from the beginning of the session.*
6. If the problem(s) persist, **CONTACT** the Registrar of Voters' AVL Hotline for further assistance.

ATI HAS NO AUDIO

1. **MAKE SURE** the headphones are plugged into the correct port and plugged in completely.
2. **MAKE SURE** the cable on top of the ATI is plugged in securely.
3. **ACTIVATE** new Accessible Voting Session ensuring that "Enable AVS Controller" check-box is selected when activating.
4. If the problem(s) persist, **CONTACT** the Registrar of Voters' AVL Hotline for further assistance.

TOUCHSCREEN NOT FUNCTIONAL

1. **DIRECT** the Voter to use the second Touchscreen.
NOTE: If voter does not wish to use the another touchscreen or all are not functional:
 - The Voter may leave the AVL and must return by 8:00 pm; and
 - The Voter may call (510) 272-6933 with any questions and concerns.
2. **GIVE VOTER** the 4 (four) following options on how to proceed:
 - **OFFER** the use of **another Touchscreen** and **EXPLAIN** that it may take up to 2 (two) hours.
 - **OFFER** a **Paper Ballot** and **OFFER** assistance.
 - **OFFER** the option of voting on a Touchscreen at an **Accessible Voting Location (AVL)**.
 - **OFFER** the option of voting on a Touchscreen located at **the Registrar of Voters' Office, 1225 Fallon Street, Room G-1, Oakland, CA 94612** (Public entrance on 12th Street).
3. **CONTACT** the AVL Hotline for a resolution.

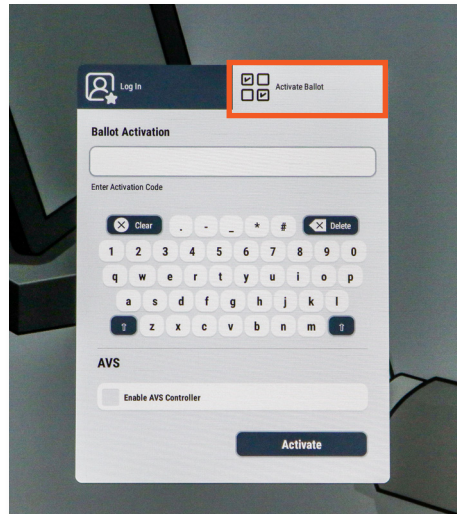
TOUCHSCREEN CLOSING

CLOSING POLLS

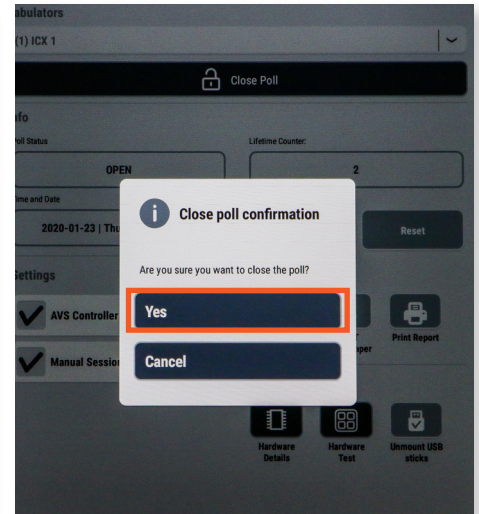
TWO (2) PERSON RULE



1. **INSERT** the Poll Worker Card into the bottom of the Touchscreen.



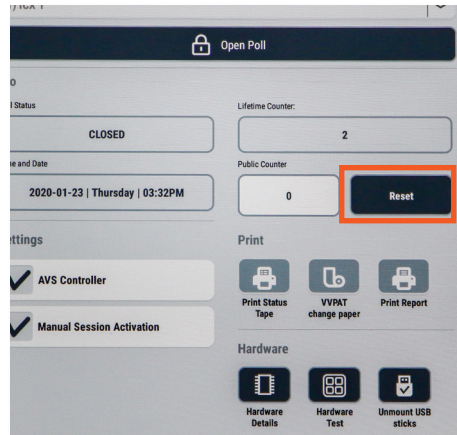
2. **PRESS** "Log in" on the upper left of the menu. **ENTER** the Administrator Login number, then **PRESS** the "Login" button.



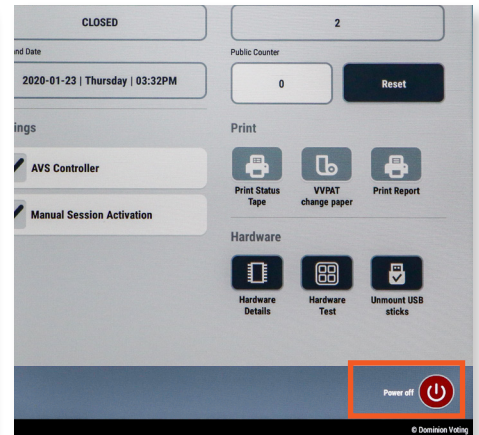
3. **PRESS** the "Close Poll" button, then **PRESS** "Yes" button to confirm closing the Poll.

TOUCHSCREEN DAILY LOG SHEET				
COUNTY OF ALAMEDA GENERAL ELECTION 2020				
AVL PRECINCT: 1				
AVL ADDRESS: 1275 HARBOR BAY PKWY, ALAMEDA				
IMPORTANT: CALIFORNIA SECRETARY OF STATE GUIDELINES REQUIRE (2) ELECTION WORKERS PERFORM THE FOLLOWING PROCEDURES:				
DATE/TIME	DATE	ELECTION WORKER #1	PRINT NAME	SIGNATURE
Nov 3, 2020	Nov 3, 2020	ELECTION WORKER #1		
	Nov 3, 2020	ELECTION WORKER #2		
	Nov 3, 2020	ELECTION WORKER #3		
Oct 31, 2020	Oct 31, 2020	ELECTION WORKER #1		
	Oct 31, 2020	ELECTION WORKER #2		
	Oct 31, 2020	ELECTION WORKER #3		
Nov 1, 2020	Nov 1, 2020	ELECTION WORKER #1		
	Nov 1, 2020	ELECTION WORKER #2		
	Nov 1, 2020	ELECTION WORKER #3		
Nov 2, 2020	Nov 2, 2020	ELECTION WORKER #1		
	Nov 2, 2020	ELECTION WORKER #2		
	Nov 2, 2020	ELECTION WORKER #3		
Oct 31, 2020	Oct 31, 2020	ELECTION WORKER #1		
	Oct 31, 2020	ELECTION WORKER #2		
	Oct 31, 2020	ELECTION WORKER #3		
Nov 1, 2020	Nov 1, 2020	ELECTION WORKER #1		
	Nov 1, 2020	ELECTION WORKER #2		
	Nov 1, 2020	ELECTION WORKER #3		
Nov 2, 2020	Nov 2, 2020	ELECTION WORKER #1		
	Nov 2, 2020	ELECTION WORKER #2		
	Nov 2, 2020	ELECTION WORKER #3		
Oct 31, 2020	Oct 31, 2020	ELECTION WORKER #1		
	Oct 31, 2020	ELECTION WORKER #2		
	Oct 31, 2020	ELECTION WORKER #3		
Nov 1, 2020	Nov 1, 2020	ELECTION WORKER #1		
	Nov 1, 2020	ELECTION WORKER #2		
	Nov 1, 2020	ELECTION WORKER #3		
Nov 2, 2020	Nov 2, 2020	ELECTION WORKER #1		
	Nov 2, 2020	ELECTION WORKER #2		
	Nov 2, 2020	ELECTION WORKER #3		

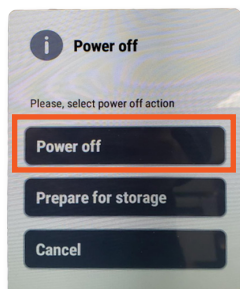
4. **FILL OUT** the Early Voting Log Sheet.



5. **PRESS** the "Reset" button by Public Counter.



6. **POWER OFF** the Touchscreen by pressing the Power button in the right corner of the Poll Administration screen.



7. **PRESS** "Power off".



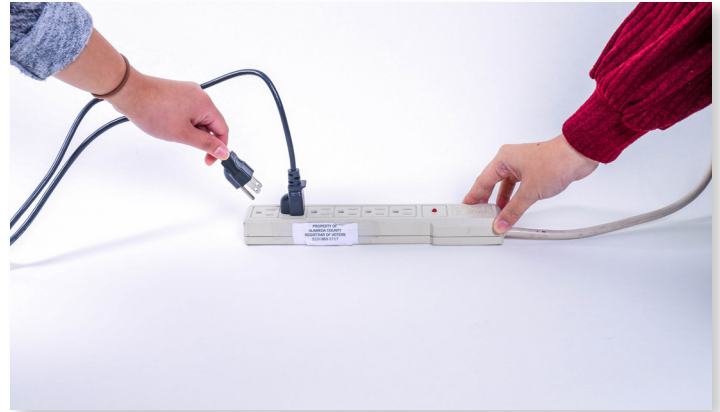
8. **REMOVE** the Poll Worker Card then **PLACE** inside Cell Phone pouch.

TOUCHSCREEN CLOSING

POWERING OFF



1. **PRESS** and **HOLD** the Power button on the front side of the Printer to power off.



2. **DISCONNECT** both Printer and Touchscreen power cords from the surge protector.



3. **DISCONNECT** both Printer power cord and Printer cable from the back of the Printer.



4. **DISCONNECT** the Touchscreen power cord from the base of the Touchscreen.



5. **DISCONNECT** the ATI cable of the Touchscreen from the top of the ATI.

TOUCHSCREEN CLOSING

DISASSEMBLING PRINTER



1. **RETRIEVE** the Printer case and place flat on a surface with the rolling handle on the bottom. **UNZIP** and **OPEN** the case.



2. **PLACE** the Printer in the Printer case using the handle on the side.



3. **FOLD** and **PLACE** the power cord and Printer cable in the Printer case. **SECURE** the Velcro strap around the Printer.



4. **CLOSE** the case, **STAND** upright, and **PLACE** back into the Official Ballots Delivery Cart.

DISASSEMBLING TOUCHSCREEN



1. **RETRIEVE** the Touchscreen case and place flat on a surface. **UNZIP** and open the case.



2. **LIFT** the Touchscreen up using the handle behind the screen. **PLACE** protective packaging on Touchscreen.

TOUCHSCREEN CLOSING

DISASSEMBLING TOUCHSCREEN



3. PLACE the Touchscreen in the Touchscreen case. **PLACE** the ATI with headphones into the Touchscreen case.



4. CLOSE the case, **STAND** upright, then **PLACE** back into the Official Ballots Delivery Cart. **SEAL** the Official Ballots Delivery Cart when finished.

DISASSEMBLING THE TOUCHSCREEN BOOTH



1. UNLATCH the lock from underneath the table of the Touchscreen.



2. CAREFULLY lower the table.



3. FOLD the sides, then **VELCRO** together.

Thank You!

*Your efforts to serve
the Voters of Alameda County are
sincerely appreciated!*



FOR VOTER ASSISTANCE, CALL:

English: (510) 272-6973

Spanish: (510) 272-6975

Khmer: (510) 272-5038

Tagalog: (510) 272-6952

Hindi: (510) 272-5035

Laotian: (510) 208-0926

Mongolian: (510) 208-0928

Korean: (510) 272-5037

Vietnamese: (510) 272-6956

Punjabi: (510) 272-5035

Chinese: (510) 208-9665

Burmese: (510) 208-0925

Mien: (510) 208-0927

Telugu: (510) 208-0929