



Election Day Guide

FOR POLL WORKERS

**MUNICIPAL ELECTION
Tuesday, November 4, 2025**

Where to Turn When You Need Help

RESOURCE	CONTACT INFO	WHEN TO USE
Voter Registration 6:30AM until final vote cast	(610) 891-4659 Select option 1	Questions on voter registration, affirmations, Provisional ballots, voter verification, etc.
Voting Machine Warehouse 5:30AM until approx. 10:30PM	(610) 874-8780 (484) 229-3385	Questions on voting machines, equipment or precinct-related issues.
Voter Services - Bureau of Elections 6:00AM until approx. 10:00PM	(610) 891-4673 or (610) 891-VOTE (8683)	<ul style="list-style-type: none"> - Questions on ballots and processes. - Ask for a solicitor for legal clarification or if suspected voter fraud, voter intimidation, etc. is being committed.
Poll Worker Hotline 5:30AM to 10:30PM	(484) 460-3750	Urgent questions on paperwork, staffing, Poll Pads and poll worker needs.
	Delcopollworkers @co.delaware.pa.us	Non-urgent questions, comments/observations.
Poll Worker Coordinator 5:30AM to 10:30PM	Call or Text (484) 609-9038	Report staffing vacancies and request assistance.

TIP: Save these numbers in your phone under “Election Day” for quick access.

Table of Contents

Where to Turn When You Need Help.....	2
INTRODUCTION	6
Shared Duties and Responsibilities.....	7
Prohibited Activities	7
Poll Watcher and Candidate Guidance	8
Poll Watcher Removal.....	8
POLL OPENING & SETUP.....	9
Precinct Overview	10
Shared Polling Place Overview	10
Task List: Setting up the Precinct	11
Item Inventory – Equipment Cage	14
Cage Manifest Sheet.....	15
Green Tote & Black Pouch	16
White Supply Box & Poll Pad	17
Lemon Pay Sheet Instructions	18
EQUIPMENT SETUP GUIDE	19
Setting up the Ballot Printer	20
Setting up the Touch Writer.....	20
Touch Writer Screen Orientation	23
Opening the Polls	24
Scanner Overview	25
Setting up the Ballot Box	26
Setting up the Scanner	29
Scanner Screen Orientation	32
Opening the Polls.....	32
Poll Pad Setup.....	34
Filling out the Return Sheets: Certificate 1.....	38

WORKING WITH VOTERS	41
Voter Check-In Overview	42
Voters: Allowed and Prohibited Behaviors	42
Poll Pad: Voter Check-in Procedure	43
Directions to Reprint Poll Pad Ticket	46
Instructions: Numbered List of Voters	47
Ballot Scanner Procedure	48
Scanner Messages and Voter Instructions	49
How to Spoil a Ballot	50
How to Log an Abandoned Ballot	50
Messages & Situations Poll Workers May Encounter	51
Address Does Not Match	51
Inactive Voter: Affirmation Required	51
Unlisted Voter	52
ID Required	53
Voter is at the Wrong Location	54
Wrong Voter is Checked In	54
Voter Requires Assistance	55
Return Absentee or Mail-In Ballot or Vote Provisionally	56
Returning Ballot or Voting Provisionally Flowchart	56
How to Return a Mail-in/Absentee Ballot	57
Absentee or Mail-In – Ballot Cast / Not Eligible	58
Voter May Cast a Provisional Ballot If	59
Provisional Ballot Instructions	60
Guidance for Challenges	62
Voting with the Touch Writer	63
Overview: Touch Writer and Verity Access	63
About Verity Access	63
Installing Headphones and Tactile Switches	63
Poll Workers Activate the Ballot	64
Marking Ballots with the Touch Writer	65
Making Write-in Choices	68
Substitutions & Troubleshooting	68
Spoiling Touch Writer Ballots	69

CLOSING THE POLLS	71
Task List: Closing the Precinct and Polls.....	72
Closing the Polls: Scanner.....	74
Scanner Report Filing Instructions	75
Closing the Polls: Touch Writer	76
Closing the Polls: vDrive Removal and Return.....	77
Closing the Polls: Packing up the Poll Pad	78
Sample Return Sheet.....	79
Filling Out the Return Sheets: Certificate 2	80
Filling Out the Return Sheets: Certificate 3	82
Security Seal Locations	84
Return Guide.....	84
Sealed Gray Scanner Ballot Bag w/ vDrive Envelope.....	84
Closing Inventory: Green Tote & White Supply Box	85
Provisional Vote – Return Envelope Instructions	86
Lemon BOE and Lime Green Poll Pad Envelopes	86
Equipment Cage, Aqua MW & Pink Minority Inspector Envelopes	87
Drop Off Rules and Information	88
Appendix A: Voter Intimidation and Electioneering.....	89
Appendix B: De-Escalation Guidance	90
Appendix C: Emergency Information.....	91
Appendix D: Emergency Ballot Box Procedure.....	92
Appendix E: Replacing Machine Tapes	93
Appendix F: Voters with Specific Needs	94
Appendix G: Poll Pad Issues	95
Appendix H: Poll Worker Positions	96
Appendix I: Machine Reports	97
Election Day – Poll OPENING Checklist.....	99
Election Day – Poll CLOSING Checklist	100

Remember: Whether you are a new or experienced poll worker, always review your guide; there are always changes from election to election!

Introduction

Dear Election Board Members,

We are continuing to try to refine and simplify your service to the voters of Delaware County.

Based partly on your feedback, here's what's new this fall:

- Poll Pad tickets will be last-name/first-name to simplify entries on numbered lists.
- There will be lime green Poll Pad sleeves for returning ONLY the Poll Pad tablet(s) in your Green Tote on Election Night. (The rest of the Poll Pad gear and the green cases will continue to be returned in the cages.) In May, we tested this system in all Chester City precincts, and it worked perfectly.
- New provisional envelopes, redesigned to be simpler and clearer for all involved.
- No paper poll books/baby-blue bags in the Green Totes. The paper poll books will be delivered only when needed.

This Election Day Guide is your user manual. Inspectors, Clerks and Machine Operators may use this book to train, pass the test, and then qualify to receive training pay after serving successfully on Election Day. Judges of Election may qualify for training pay by: (1) passing the test, (2) serving successfully AND, (3) having attended in-person training for this election or at least once for: April 2024, Nov. 2024 or May 2025. If you are a Judge and do not know the last time you attended in-person training, please call the Poll Worker Hotline.

Especially Important for the Nov. 4, 2025 Municipal Election:

- Get voters to the correct precinct table if you work where there are two or more precincts in the same room. Use the precinct names/numbers/color codes on the Poll Pad tickets and the color-coded signs at the tables where the ballots are issued.
- Issue Provisional Ballots ONLY when required. Remember: inactive voters sign affirmations and receive normal ballots, not Provisional Ballots.
- Print any Provisional Ballots on the Touch Writer and hand each provisional voter the reusable provisional instruction sheet.
- Keep your precinct a "campaign-free zone," with candidates and campaigns handing out literature outside, at least 10 feet from the door. (Reminder: poll workers running for JOE or Inspector can serve but not campaign inside the precinct.)

Although we are making headway on precinct consolidations, we still need more time on the review process with the Department of State. This means no consolidations are occurring this fall.

Thank you for your service. We look forward to working with you on another smooth election for Delaware County's voters – and receiving and working with your feedback ahead of next May.

Regards,

James P. Allen
Elections Director

Shared Duties and Responsibilities

- Complete in-person or online training and pass the poll worker test to understand how to operate the equipment and process voters.
- Arrive at polling location at 6:00AM to set up the precinct.
- Conduct the election lawfully and ensure that all voters have privacy while voting and are treated with courtesy.
- Wear a supplied name tag.
- Close the precinct after all voters in line at 8:00PM have voted.

Elected, court-appointed and emergency appointed Judges of Elections (JOE) and Inspectors must serve the entire Election Day, 6:00AM to approximately 9:00PM. ONLY Clerks and Machine Operators may serve ½ day shifts from 6:00AM to 1:00PM or 1:00PM to close.

TIP: PREPARE FOR A FULL DAY! Bring everything you need for a very long day. Including snacks, water, coffee, meds, chargers, comfortable shoes, extra clothing layers and more.

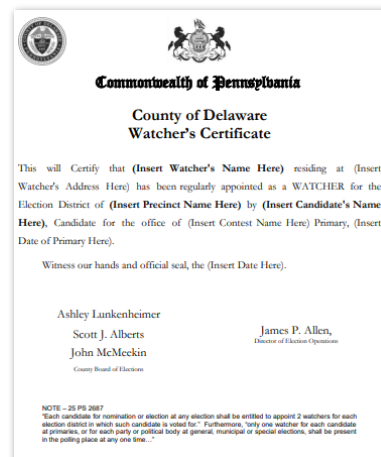
Prohibited Activities

- Poll workers must **NOT** engage in partisan activity, distribute literature or electioneer voters.
- Poll workers must **NOT** wear apparel, buttons or ribbons for or against a candidate, party or question on the ballot.
- Poll workers must **NOT** pre-fill any sections of the voter's ballot, tell voters how to vote or answer questions about candidates.
- Poll workers must **NOT** participate in or allow unlawful hand counts of the scanned ballots. Poll workers **MUST** follow chain of custody rules for closing the polls.
- Do not allow anyone who is **NOT** a poll worker (anyone that has not taken the Election Officer's Oath nor signed the Pay Sheet) to sit at the poll worker table. Candidates, greeters, visiting family and friends and poll watchers are **NOT** poll workers.
- Poll watchers, elected officials, greeters and candidates **CANNOT** approach, talk with or electioneer voters in the polling place or within 10 feet of the entrance while polls are open.
- Poll workers **CANNOT** be under the influence of or consume drugs or alcohol while working. Violators are subject to removal without pay.
- Poll workers **CANNOT** hold an elected office (mayor, township supervisor, commissioner, etc.) and cannot be a municipal, state or county employee.

Poll Watcher and Candidate Guidance

Poll Watchers must present a valid, official Delaware County Watcher Certificate with a raised, embossed seal issued by the Bureau of Elections to the JOE upon entering the precinct. **No certificate = no entry.** The Watcher Certificate may list a specific precinct, but that watcher is able to visit any precinct where that candidate or party is on the ballot.

- Poll watchers are allowed to ask the poll workers (preferably the JOE) questions.
- Poll watchers must keep a respectful distance from voters, especially where they are marking the ballot.
- Allow only one watcher per candidate or a party in a precinct at any time. (There can be a poll watcher for Candidate A, another for Candidate B, but **NOT** two watchers for Candidate A in the same precinct at once.) NOTE: If the number of watchers is interfering with an orderly election, the JOE may set reasonable limits so that both political parties are represented.
- Poll watchers may leave and return.
- Poll watchers may keep a list of voters. Poll watchers may inspect or photograph the Numbered List of Voters – but only while supervised by the JOE and when their inspection does not slow down or interfere with the voting process.
- Challenges to voter's identity or residence **MUST** be made in good faith with the JOE. See page 62.
- Candidates may NOT be poll watchers in a polling location where they are on the ballot.
- ****Candidates may only be present in the polling location during opening, closing and while voting.****
- Candidates may ask for the count once the polls are closed.



Poll Watcher Removal

A Judge of Election is required by law to remove a watcher who engages in any of the following activities that are prohibited in the Campaign-Free Zone:

1. The watcher becomes abusive or needlessly argumentative.
2. The watcher repeatedly challenges voters' rights to receive a ballot without cause or makes challenges based on party affiliation, race, religion, appearance, surname, gender, age or ethnicity.
3. The watcher engages in electioneering within the polling place or within 10 feet of entrance.
4. The watcher wears any clothing or other item (including their badge) that promotes a candidate or party or displays an election slogan inside the polling place or within 10 feet of entrance.
5. The watcher takes photos or videos of voters or workers.
6. The watcher marks, alters or destroys any official election records or touches them without permission.
7. The watcher reviews or accesses the contents of ballot boxes and other election records.
8. The watcher interferes with the orderly process of voting, which includes but is not limited to blocking the entrance, asking for ID and disseminating false or misleading information.

Once removed for cause, that watcher may NOT return.



POLL OPENING & SETUP

PREPARING YOUR POLLING PLACE

- ❖ **NEW:** The paper poll books and supplemental pages are not in the Green Tote. Contact the Poll Worker Hotline or Voter Registration (Voter Reg) to have them delivered if needed.
- ❖ Poll workers arrive at 6:00AM to open the polls by 7:00AM. Call the Equipment Warehouse and the Poll Worker Hotline, if the location is not open at 6:00AM. JOEs will be given precinct location contact information prior to Election Day.
- ❖ Do NOT open the cage or Poll Pad until the JOE and at least 1 other poll worker are present.
- ❖ Poll watchers and candidates are permitted to be in the precinct during opening. They must not disrupt the poll workers.
- ❖ All poll workers, including ½ day shift poll workers, **MUST** sign the Oaths and the Pay Sheet.

Precinct Overview

- The size and layout of precincts vary.
- Set up the precinct to ensure privacy at all stages of voting including checking in, marking the ballot, using the Touch Writer, casting ballots and ensuring accessibility for all voters.
- The path of travel inside the precinct should be free of hazardous conditions for all voters, including those using walkers, service animals and wheelchairs. Hazardous conditions could include chairs, power cords or any other loose objects that are in the path of travel.
- Promptly report any unsafe or hazardous conditions to the Voting Machine Warehouse.
- Use the tape in the equipment cage to mark the flow of voter traffic.
- Promptly report any incidents at the polling place, such as someone falling or needing an ambulance, to the Poll Worker Hotline.
- Each precinct will receive a color-coded metal stand sign for their precinct table where voters receive their ballot, names are added to the Numbered List of Voters, spoil ballots, etc.
- A poll watcher must be able to observe every stage of the voting process – from voter check-in at the Poll Pad to casting the ballot - all within the same room.

Shared Polling Place Overview

- Confirm each precinct has the correct cage by checking the cage's label. If it is not your precinct's cage, call the Voting Machine Warehouse immediately.
- Set up a combined check-in table with all the Poll Pads where **ALL** voters will check in. Voters will then be directed to their precinct table to receive and cast their ballot.
- Carefully review the voter's Poll Pad ticket to verify you are giving them the correct precinct ballot.
- Ballots are precinct specific. They will be accepted **ONLY** in the scanner for that precinct.
- Judges of Election decide how poll workers will work together and how to set up and run the polling place. Poll workers can only be paid for working in 2 precincts.

Task List: Setting up the Precinct

- ☐ JOE confirms all poll workers have arrived. If you are missing poll workers, contact them and if unable to contact them, call or text the Poll Worker Hotline and/or Coordinator immediately.
- ☐ Open the **White Supply Box** (inside the **Green Tote**) and find the blue Precinct Forms Checklist Folder as well as the 3 colored (**Lemon, Pink and Aqua**) **Return Envelopes**.
- ☐ Administer Election Board Oaths and sign both copies of the ELECTION OFFICERS' OATH. The Minority Inspector swears in the JOE. The JOE swears in all other poll workers. Place 1 copy in the **Lemon Bureau of Elections Envelope (BOE)** and place the other copy in the **Pink Minority Inspector Envelope**. **Reminder:** ANY afternoon workers MUST be sworn in by the JOE and sign both copies of the Oaths upon arrival.
- ☐ Fill out **Lemon Pay Sheet** according to the instructions on page 18. After all workers have signed PAY SHEET, file it in the **Lemon BOE Envelope**. **Reminder:** ANY afternoon workers MUST complete the **Lemon Pay Sheet**.
- ☐ JOE will assign tasks to poll workers and determine the layout of the precinct. If in a shared polling place, you may work together to open all precincts. Use the tape in the cage to direct voter flow and spacing for privacy.
- ☐ **Important:** The setup must allow a Poll Watcher to have clear visibility of the entire voting process, starting at the Poll Pad check-in to casting a ballot, all within the same room.
- ☐ Verify the equipment cage is for your precinct. Immediately call the Voting Machine Warehouse if it is NOT. Break the **Red Security Seal** (see **TIP** below) and record its **Number** on all 3 Return Sheets – Certificate 1 (Page 38). **NEW:** Break the 2nd seal and place both seals in the **Aqua Machine Warehouse Envelope**. The 2nd seal's number is NOT recorded. IMPORTANT: If the **Red Security Seal** is missing or both seals are broken, note it on the Manifest Sheet and verify the equipment and ballots have not been tampered with.
- ☐ **TIP:** To remove seals, hold the seal's tag [A], grasp the chimney/tail of the tag [B] and pull away from the tag [C].

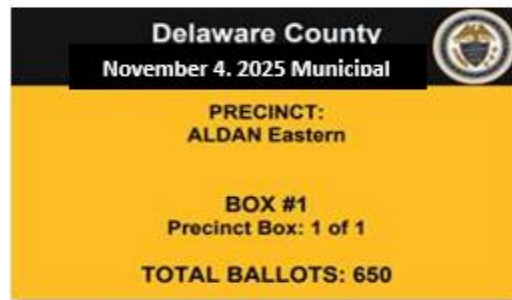


- ☐ Use the Manifest Sheet from the cage's door sleeve to inventory all cage supplies and note any missing or broken supplies (Page 15). The JOE must complete the top of the Manifest Sheet with their name and contact information.

Task List: Setting up the Precinct (Continued)

- ❑ Confirm the paper ballots in the cardboard ballot boxes in the equipment cage belong to your precinct. Count the packs of plastic-wrapped ballots and verify the total matches the boxes' labels and the pre-printed totals on all 3 Return Sheets – Certificate 3.

TIP: Each batch contains 50 ballots. Do NOT unwrap until needed.



- ❑ Verify all other inventory is for YOUR precinct, including the **Green Tote**, **Black Pouch**, **White Supply Box** and their contents on pages 16-17. If not, contact the Voting Machine Warehouse or Poll Worker Hotline.
- ❑ Unseal the Poll Pad case, record the seal number and place it in the **Lime Poll Pad envelope** in the Numbered List of Voters Binder. Set up the Poll Pad per steps on page 34.
- ❑ **Precincts in a shared polling location:**
 - Set up a central Poll Pad check-in table where all voters can check in on any of the Poll Pads. This table will also include pens, styluses, the yellow Affirmation of Elector forms and pink Assistance to Vote forms.
 - Set up a separate precinct table with ballots, pens, the Numbered List of Voters in the White Binder, Spoiled/Remitted Envelope and privacy folders.
 - Place the metal sign stand and hang the precinct color-coded signs (shown below) on or around the precinct table. Hang the small precinct sign on or near the scanner.

Middletown 1-1
[Beige]

Middletown 1-2
[Gray]

Middletown 1-3
[Gold]

- ❑ Stand-alone precincts will set up the voter check-in area with pens, the Poll Pad, ballots, privacy folders, forms, Spoiled/Remitted Envelope, "I Voted" stickers and the Numbered List of Voters in the White Binder.

Task List: Setting up the Precinct (Continued)

- ☐ Set up the Touch Writer, its printer, the scanner and ballot box. Detailed setup instructions begin on page 19.
- ☐ Place tape about 6 feet from the scanner to mark the start of the scanner waiting line. Position the tape to maintain voter privacy.
- ☐ Use the cage's tape for taping down any cords, directing traffic flow and maintaining voter privacy and hanging notices.
- ☐ Record **Blue Seal Numbers** from the scanner and Touch Writer's vDrive compartments on all 3 Return Sheets – Certificate 1. Do **NOT** remove vDrive Seals until polls are closed.
- ☐ Deposit all removed **Blue and Red Security Seals** in the **Aqua Machine Warehouse Envelope**.
- ☐ Set up privacy voting booths and any additional ballot marking areas (tables/desks etc.) with the white plastic privacy trifolds.
- ☐ Remove POSTING NOTICES from envelope in the **White Supply Box**. Post notices where voters may review them before voting. **TIP 1:** If wall space is limited, at minimum, post 1 complete set of notices so that they are visible to all precincts. **TIP 2:** You may use your cage as wall space to display a set of notices.
- ☐ Each precinct receives 3 sample ballots. All must be displayed. Hang 1 set outside the precinct's 10-foot campaign-free zone, 1 set near the area where you can instruct new voters on how to mark a ballot and 1 set near the ballot marking area.
- ☐ Set up JOE table with Provisional Voting and Remitted Ballot materials, pens and blank poll book pages.
- ☐ Set up the **White Supply Box** lid with the **neon pink** "Return Pens Here" sign near the scanner/exit for voters to return their pens and privacy folders and receive an "I Voted" sticker.
- ☐ Complete Certificate 1 on all 3 Return Sheets and confirm that all necessary forms, reports and seals have been properly filed in the colored envelopes per pages 38-39.

Doors must open at 7:00AM sharp!

Item Inventory

EQUIPMENT CAGE



IMPORTANT: The equipment cage and Poll Pad CANNOT be opened until Election Day morning and the JOE and at least 1 other poll worker are present.

Item Inventory (Continued)

CAGE MANIFEST SHEET

2025 MUNICIPAL ELECTION		UPPER DARBY 5-3	DC120 - SLOT #024 MEZZ
JUDGE OF ELECTIONS:		PHONE:	
ADDRESS:		EMAIL:	
DESCRIPTION	QTY / SERIAL NUMBER	COMMENTS	
SCANNER SERIAL #	S1903226810		
SCANNER BLUE SEAL	30784		
SCANNER BLUE RETURN SEAL (IN BLUE BAG)	30550		
TOUCH WRITER SERIAL #	W2013624801		
TOUCH WRITER vDRIVE COMPARTMENT BLUE SEAL	30783		
TOUCH WRITER PRINTER PORT BLUE SEAL	30782		
TOUCH WRITER vDRIVE COMPARTMENT BLUE RETURN SEAL (IN BLUE BAG)	30549		
TOUCH WRITER PRINTER PORT RETURN BLUE SEAL (IN BLUE BAG)	30548		
PRINTER SERIAL #	AK99003547C0		
BALLOT BOX	1		
TOUCH WRITER TABLE	1		
PRINTER TABLE	1		
PRIVACY BOOTH (QUAD)	1		
PRIVACY BOOTH (SINGLE)	0		
PRIVACY SCREENS (BLACK NYLON)	4		
PRIVACY MANILLA FOLDERS	10		
PRIVACY TRIFOLDS (WHITE PLASTIC)	5 (MINIMUM)		
BALLOT BAG (GREY)	1		
BALLOTS			
HEADPHONES FOR TOUCH WRITER (IN BLUE BAG)	1		
CLOSING SEAL (RED)	11797		
CLOSING RED RETURN SEAL (IN BLUE BAG)	11798		
PRINTER POWER CORD (IN BLUE BAG)	1		
USB CORD CONNECTS FROM TOUCH WRITER TO PRINTER (IN BLUE BAG)	1		
EXTENSION CORD	1		
POWER STRIP	1		
EXTENSION CORD (FOR POLL PADS)	1		
POWER STRIP (FOR POLL PADS)	1		
GREEN TAPE (FOR POLL PADS)	1		
THERMAL TAPE - 3 ROLLS (IN BLUE BAG)	3		
TAPE (MASKING OR BLUE)	1		
BLUE BAG	1		
METAL SIGN STAND	1		
LAMINATED PRECINCT SIGNS	UP TO 3		
IMPORTANT NOTES FOR JUDGE OF ELECTIONS & ALL POLL WORKERS			
THE FOLLOWING MATERIALS ARE TO BE PLACED IN THE CAGE AT THE END OF ELECTION:			
AQUA MACHINE WAREHOUSE ENVELOPE			
NUMBERED LIST OF VOTERS BINDER			
SPOILED/REMITTED BALLOTS ENVELOPE			
(1) POLL PAD, EXTENSION CORD & POWER STRIP WITH GREEN LABELS			
(1) SIGN HOLDER FOR POLL PADS			
ALL UNUSED BALLOTS & BOXES INCLUDING ANY EMPTY BOXES			
ADDITIONAL NOTES:			

The cage includes the White Binder with Numbered List of Voters.

NOTE: If you have any issues with cage equipment, the seal or cage supplies, please note it in the COMMENTS column. Precincts receive the same cage and equipment each election.

Item Inventory (Continued)

GREEN TOTE



- Election Day Guide
- **Black Pouch** (contents, see right)
- 3 Sample Ballots
- **White Supply Box** (contents, see right)
- Pens for voters in large bag or boxes
- Unused Forms manila envelope containing:
 - Yellow Affirmation of Elector forms
 - Neon Pink Declaration of Assistance forms
 - Blank Poll Book pages
- Used Forms manila envelope
- Voter reading lights - certain precincts
- **NEW: Lime green Poll Pad sleeve** with instruction sheet for tablet return

Provisional Items (in large zip-lock bag)

- **NEWLY Redesigned:** Provisional Ballot Envelopes
- Green secrecy envelopes
- Barcoded receipts
- 1 White Provisional Voting Return Envelope
- Instructions
- 3 Voter Instruction sheets

BLACK POUCH

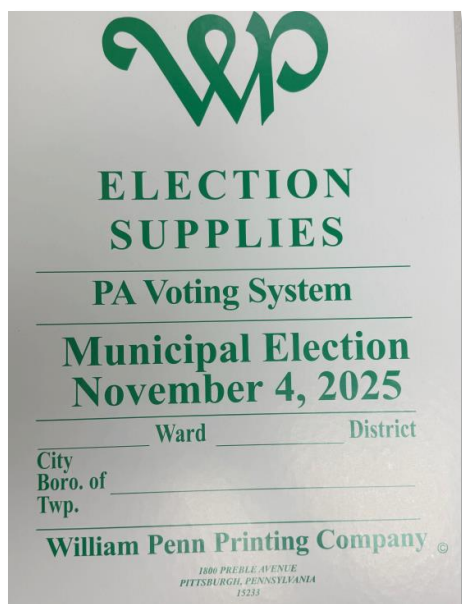


- Equipment keys & ID badge on lanyard
- Equipment Access Code card
- **White vDrive Security Return Envelope**
- **Closing Green Seal** for **Gray Ballot Bag**
- Extra **Green Seal** to replace any seals that break during closing
- **Closing White Seal** for **Green Tote**
- 2 Magnifying glasses
- Laminated Marking the Ballot key

TIP: Review the **Green Tote's** contents for completeness and accuracy prior to Election Day.

Item Inventory (Continued)

WHITE SUPPLY BOX



- Blue Precinct Forms Folder
 - o **Lemon Pay Sheet**
 - o 2 Election Officers' Oath
 - o **Updated** Affidavit of Voter Identification
 - o 3 colored Return Sheets (**Aqua, Pink and White**)
- Spoiled/Remitted Ballot manila envelope
- Elector's Declaration to Return Mail Ballot pad
- Posting Notices envelope
- **White** Record of Assisted Voters Log
- Poll Worker name tags
- Statement of Complaint – Title III
- 3 colored Return Envelopes (**Lemon, Pink and Aqua**)
- Election Day Digest
- Challenges Elector's Affidavits
- Bag with tape and pens for poll workers
- "I Voted" stickers

POLL PAD



- **Lime Green** Case with Blue Luggage Tag
- Metal flip-stand and case
- Tablet
- 2 **lime green** styluses for poll workers
- 10 **green** styluses for voters
- 18" power cord & brick
- Printer with roll of paper and **lime green** cable to attach to iPad
- Screen cleaning cloth
- Extra roll of printer paper
- White charger and cord (at least one precinct in a shared location will have one)

Lemon Pay Sheet Instructions

The County's Accounting Department verifies ALL information on the Pay Sheet before issuing a check.

- The Pay Sheet is 2-sided. Do NOT add extra workers solely because there is additional space on the Pay Sheet. Additional workers may be assigned by the Poll Worker Hotline based on precinct size. The legal staffing standard is 5 Election Officials in each precinct.
- Workers **CANNOT** be paid for serving more than one role in a single precinct. Poll workers who serve in 2 precincts **MUST** be documented on both precincts' Pay Sheets, Oaths and Affidavits to be eligible for payment.
- If someone is handling ballots, setting up voting equipment, signing in voters, etc., they are a poll worker and must be included on the Pay Sheet. There are NO poll worker "volunteers." The County is required by PA state law to pay its poll workers.
- Note No-Shows and if they contacted you in the designated box.

This side is ONLY for poll workers that have been approved by the Poll Worker Hotline. If you curbside-appoint a poll worker, contact the PW Hotline for approval.

If your precinct is over-staffed, pay will be reduced accordingly.

Official Use Only

Circle Your Assigned Role

Election Officer Pay Sheet Nov 4, 2025 - ALDAN PRECINCT EAST

Print CLEARLY. No signature = delayed pay. Use one block per worker. Use the back side for additional **APPROVED** workers. If the pay sheet is not properly filled out and signed, payment will be delayed.

Role	Signature	City and ZIP code	Address	Age	Shift	Full Day	Half Day
CLERK	X						
MACHINE OPERATOR	X						
CLERK	X						
MACHINE OPERATOR	X						
CLERK	X						
MACHINE OPERATOR	X						
CLERK	X						
MACHINE OPERATOR	X						
LIST ANY NO SHOW POLL WORKERS							
JUDGE OF ELECTION	X						
MAJORITY INSPECTOR	X						
MINORITY INSPECTOR	X						
CLERK	X						
MACHINE OPERATOR	X						
CONSTABLE	X						
RENTAL FEES							

Under penalty of perjury, I swear the above information is true and accurate. Judge of Election **MUST SIGN** below:

X

USE the checklist to make sure the form is complete.

PRINT clearly.

USE proper names.

SIGN the lavender box under your printed name.

SELECT box indicating shift worked, full or half day.

Poll workers **must** be registered voters of Delaware County. Using an address outside of the county may forfeit payment.

IMPORTANT: Any missing signatures or incorrect information will delay check processing for all precinct workers.

WARNING: If your precinct is overstaffed and the Poll Worker Hotline did not place or approve the extra poll worker, we will reduce payment accordingly.



EQUIPMENT SETUP GUIDE

BALLOT PRINTER, TOUCH WRITER, SCANNER BALLOT BOX, SCANNER & POLL PAD

- ❖ Boot-up times for the Touch Writer and scanner are both approximately 10 minutes. The screen will appear black at times – do not reboot.
- ❖ In shared polling places, verify the Poll Pads are properly synced.
- ❖ **NEW:** All ballot boxes have a new metal ring and string to prevent breakage
- ❖ Set up the precinct to optimize voter traffic flow, ensure voter privacy and avoid tripping hazards.

If you encounter ANY issues during Touch Writer and scanner setup, call the Voting Machine Warehouse at (610) 874-8780.

If you have Poll Pad issues, call the Poll Worker Hotline at (484) 460-3750.

Setting Up the Ballot Printer

1. Set up the ballot printer table next to where you will set up the Touch Writer and set the ballot printer on the table.
2. Plug the square end of the USB printer cable (from the blue bag in cage) into the printer. Note: The flat end will be plugged into the Touch Writer. [A] ▶
3. Insert the printer power cord (from the blue bag in cage) into the printer and the other end into an electrical outlet. **Do NOT turn on the printer yet.** The printer should be powered on **ONLY** after setting up the Touch Writer. [B] ▶

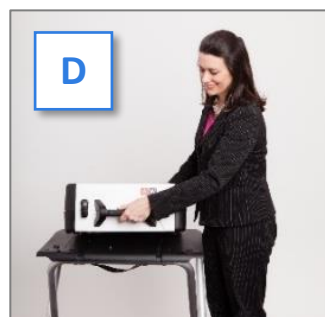
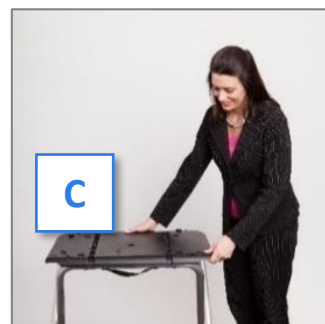
Printer will come pre-loaded with paper. BE CAREFUL with the extendable paper tray when unpacking and packing the printer.



Setting up the Touch Writer

IMPORTANT: Do NOT remove Blue Security Seal on vDrive compartment until polls close.

1. Remove the Touch Writer stand from the cage. Release bungee cords. Pull on the handle and lift and lock the legs into place. [C] ▶
2. Pick a location that does not create a tripping hazard with the power cords.
3. Place the Touch Writer on top of the stand, aligning footpads with the stand's indentations. The handle on the Touch Writer must face the same direction as the handle on the stand. [D] ▶



4. Stand at the front of the stand. Reach under the front of the stand top and push the latch away from you to secure the Touch Writer to the stand. Check that the Touch Writer is attached by trying to lift it up. [E] ▼



5. Open the case and remove the power brick and power cord from the storage compartment. [F] ►



IMPORTANT: Do NOT remove the *Blue Security Seal* from the vDrive compartment until closing. Record the seal's number on all 3 Return Sheets' Certificate 1.

Close the compartment and case.

6. Remove the **Blue Security Seal** from the printer port on the back of the Touch Writer (see directions to remove seal on page 11) [G]► and record the security seal number on all 3 Return Sheets' Certificate 1. Place the seal in the **Aqua Machine Warehouse Envelope**.



7. Plug the power cord into the power brick [H].▼ Slide the base of the black connector molding back. [I]▼ Then plug it into the back of the Touch Writer (flat side up). [J] ▼

IMPORTANT: Do NOT plug the power cord into an outlet yet.



8. Slide the door covering the printer port to the right. Plug the flat end of the USB printer cable into the back of the Touch Writer, with the notch facing up. [K] ►



9. Open the Touch Writer case and lock the lid brace in place. [L] ►

IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device or cause damage to the device itself.

10. Release the tablet from the case by unlocking with the key [M] from the **Black Pouch**, rotate the latch counterclockwise [N] and remove tablet [O]. ▼



11. Seat the tablet in the cradle [P], tilt it back [Q] and lock it in place [R]. ▼



12. Attach privacy screens to both sides of the stand. [S] ►



13. Plug the power cord into AC power. A green light will illuminate on the power brick when AC power is present.

14. Press the switch on the bottom right side of the ballot printer to power it on. [T] ►

IMPORTANT: Do NOT move on to the next step until the printer is powered on!



15. Press the **Red Power Button** on the back of the Touch Writer to power it on. [U] ►

A Power-On Self-Test report will automatically print on Touch Writer's built-in report printer. This report will indicate any hardware or connection issues. If any issues are noted, call the Voting Machine Warehouse at **(610) 874-8780**.



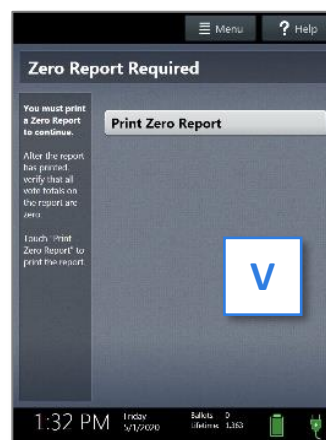
16. File the unsigned Power-On Self-Test report in the **Aqua Machine Warehouse Envelope**.

Touch Writer Screen Orientation

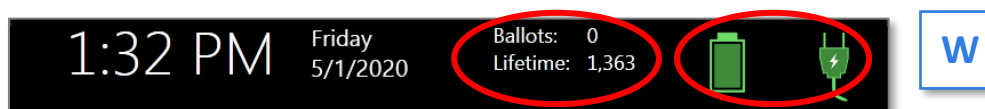
Once powered up, the Touch Writer will display the Print Zero Report screen. [V] ►

Please review the information bar [W] ▼ at the bottom of the screen which includes the date and time, plus the following:

- **Ballots:** The number of ballots printed using the Touch Writer for the current election. This should be zero!
- **Lifetime:** The number of ballots printed using the Touch Writer for the lifetime of the device (for all activity).
- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Touch Writer Power-On Self-Test report. The battery does NOT recharge when plugged in. **See page 91 for more information on using battery power during a power outage.**



Verify the displayed information is correct and the Touch Writer is running on AC Power.



Opening the Polls

IMPORTANT: If the ballot count total, precinct or clock are incorrect, or the Touch Writer is not running on AC Power or the battery is low, contact the Voting Machine Warehouse at (610) 874-8780.

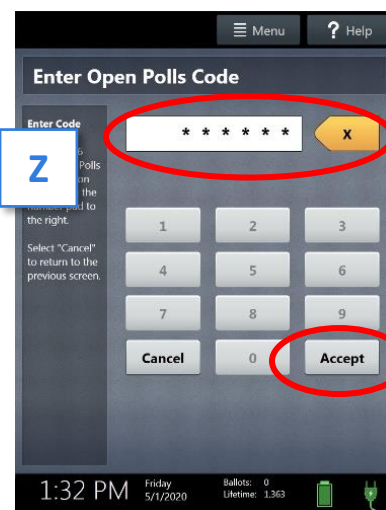
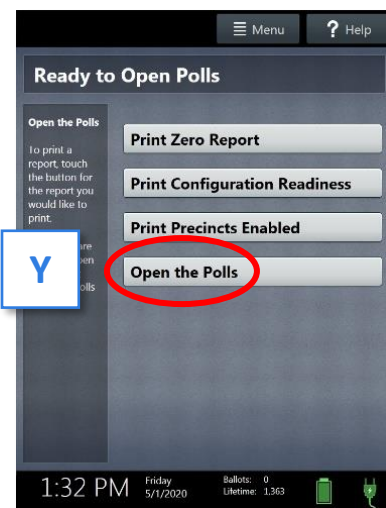
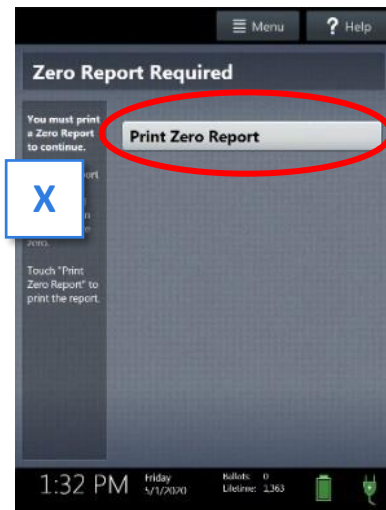
1. Select **Print Zero Report**. Print 2 copies of the Zero Report. Using the Zero Report, check the following: [X] ▶
 - Verify the ballot count total on the Zero Report is ZERO.
 - Verify that the precinct on the report is correct.
 - Use the Zero Report information to fill out all 3 Return Sheets with the Touch Writer serial number and lifetime counter on Certificate 1. See page 38.
 - File 1 signed report in the ***Pink Minority Inspector Envelope*** and the other signed report in the ***Aqua Machine Warehouse Envelope***.

2. Select **Open the Polls** [Y] ▶

IMPORTANT: Once you open polls, you can no longer print a Zero Report.

3. Enter the **Open Polls Code** from the ***Black Pouch***, and then select **Accept**. The Open Polls Report will automatically print. [Z] ▶
4. Sign and file the Open Polls Report in the ***Aqua Machine Warehouse Envelope***.

The Touch Writer is now ready to be used by voters!



Scanner Overview



The scanner is a polling place-based digital scanner for scanning and casting paper ballots.

The scanner can be used with hand-marked paper ballots or with paper ballots marked by and printed from the Touch Writer.

The scanner deposits scanned paper ballots into its ballot box and **Gray Ballot Bag** for secure storage. It will not accept paper ballots from other precincts, Provisional ballots or mail-in/absentee ballots.



vDrives are used to transfer digital ballot styles from the Verity election definition software to the scanner and Touch Writer and to transfer voted paper ballots from the scanner to Verity software for tabulation.

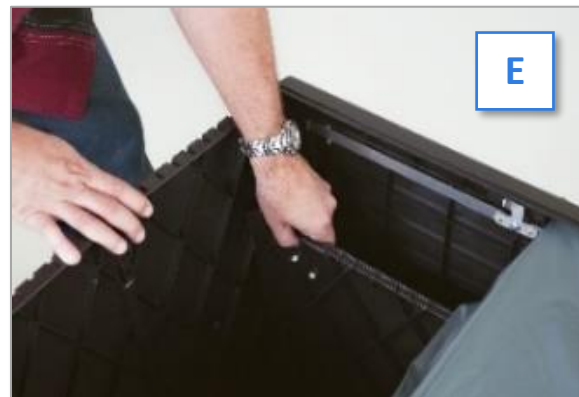
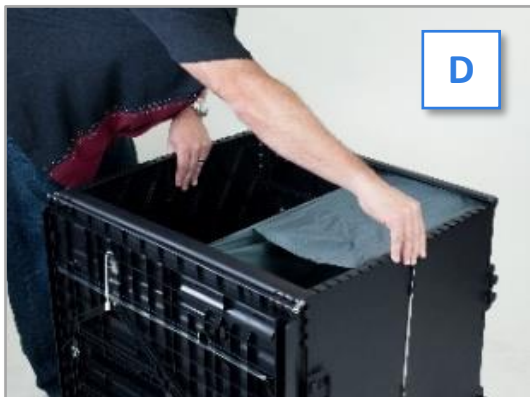
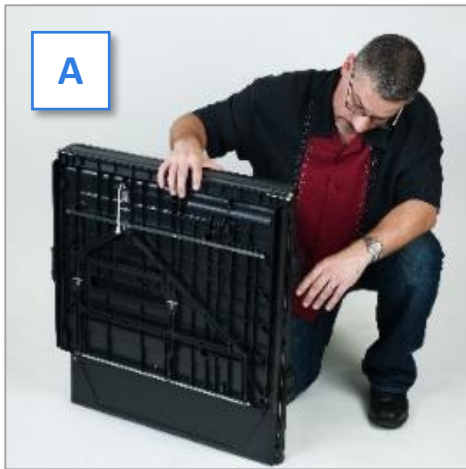
vDrives are inserted into a standard USB port located in a locked and sealed compartment; each scanner and Touch Writer has its own vDrive.

Note: Software startup for each unit will take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting System to verify the authenticity of the software before allowing it to operate.

Setting up the Ballot Box

UPDATE: The cotton string that locked the scanner into place has been replaced with a metal ring and nylon string to prevent breakage and jams.

1. Position the folded ballot box as shown below. [A] ▼
2. Unlatch the four clips (two on each side). [B] ▼
3. Pull open the ballot box. [C] ▼
4. Press the side panels outward until they are flat, being careful not to pinch your hands or fingers. [D] ▼
5. Lower the bottom panel but do **NOT** press down. [E] ▼

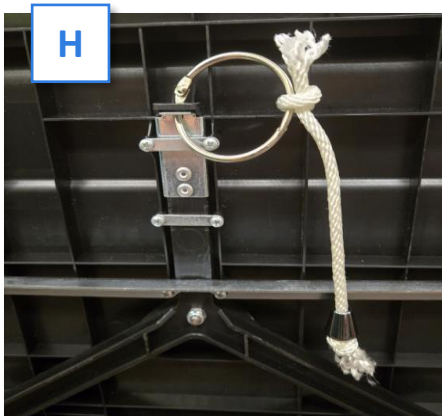


Setting up the Ballot Box (Continued)

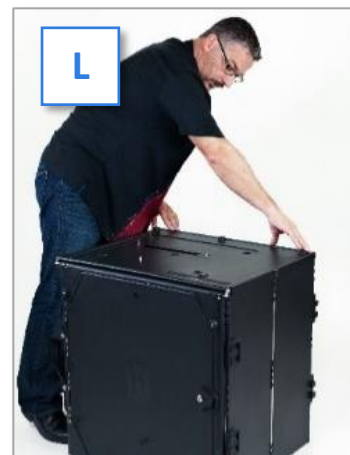
6. Release the lid by unhooking the 3 black straps. [F, G] ▼



7. Pull the string on the underside of the lid upward to unlock the lid latch. [H, I] ▼



8. Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended. Lay the lid across the top of ballot box and press it down. Do **NOT** force it. Instead drop the lid back down to release the double hinge and try again. [J, K, L] ▼



Setting up the Ballot Box (Continued)

9. Unlock the front door with the ballot box key from the **Black Pouch**. [M] ▼

10. Press firmly on bottom panel to lock it in place. [N] ▼



11. To assemble the folded **Gray Ballot Bag**, **push the metal brackets to the bottom of the bag and secure them using the Velcro flaps**. Ballot bags will have **precinct labels** in the clear sleeve on top and on the side with the handle. Verify the labels are for the correct precinct. [O] ▼ **DO NOT REMOVE THESE LABELS.**



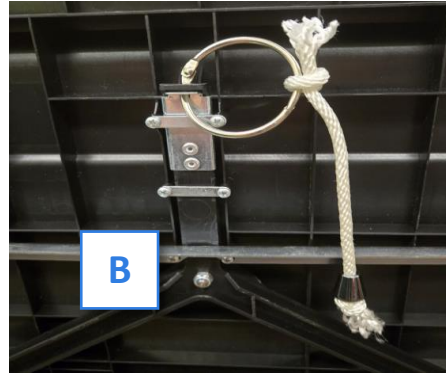
12. Place the unzipped ballot bag inside the ballot box with the top flap positioned on outside of the bag with the handle and label facing outward. Ensure the bag is snug against the side of the ballot box.

13. Keeping the voter's privacy in mind, position the ballot box near an electrical outlet and do not create a tripping hazard.

Setting up the Scanner

IMPORTANT: Do NOT remove *Blue Security Seal* on vDrive compartment until polls close.

1. Place the scanner on the assembled ballot box, aligning its footpads with the box's indentations. The handle on the scanner must face the front of the ballot box. [A] ▼
2. Reach inside the ballot box and pull the cord down and away from you to lock the lid and the scanner in place. [B] ▼ Check that the scanner is locked in place by trying to lift it up.
3. Close and lock the front ballot box door with the key from the black pouch. [C] ▼
4. Open the scanner case and remove the power brick and power cord from the storage compartment. Close the compartment and case. [D] ▼



5. Plug the power cord into the power brick [E] ▼. Slide the base of the black connector molding back and then plug it into the back of the scanner (flat side up). [F] ▼

IMPORTANT: Do NOT plug the power cord into the outlet yet.



Setting up the Scanner (Continued)

6. Open the scanner case and lock the lid brace in place. [G] ▼
7. Release the tablet from the case by unlocking with the key from the **Black Pouch** [H], rotate the latch counterclockwise [I], and remove the tablet. [J] ▼

IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.



8. Seat the tablet in the cradle [K], tilt it back [L] and lock it in place [M]. ▼



Setting up the Scanner (Continued)

9. Attach privacy screens to each side of the ballot box. [N] ▼

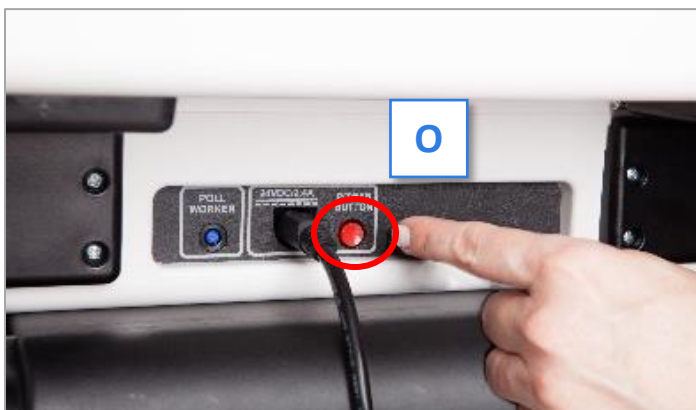


10. Plug the power cord into AC power. A green light will illuminate on the power brick when AC power is present.

11. Press the **Red Power Button** on the back of the scanner to power it on. [O] ▼

The Power-On Self-Test report will automatically print on the scanner's built-in report printer. This report will indicate any hardware or connection issues. If any issues are noted, call the Voting Machine Warehouse at **(610) 874-8780**.

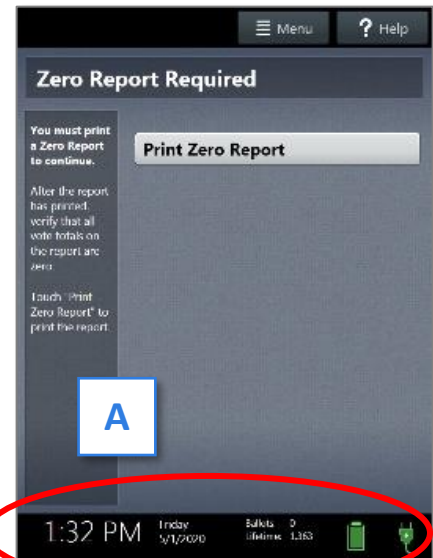
12. File the unsigned Power-On Self-Test report in the **Aqua Machine Warehouse Envelope**.



Scanner Screen Orientation

Once powered up, the scanner will display the **Print Zero Report** screen. [A] ▶ Please review the information bar [B] ▼ at the bottom of the screen which includes the date and time, plus the following:

- **Ballots:** The number of ballots scanned and cast on the scanner for current election. This should be zero!
- **Sheets:** The number of ballot sheets scanned on the scanner for the current election. In some elections, ballots are 2 separate pages. This should be zero.
- **Lifetime:** The number of ballots cast on the scanner for the lifetime of the device (for all activity).
- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Scanner Power-On Self-Test report. The battery does NOT recharge when plugged in. **See page 91 for more information on using battery power during a power outage.**



Verify the displayed information is correct and the scanner is running on AC Power.



Opening the Polls

IMPORTANT: If the ballot count total, precinct or clock are incorrect, or the scanner is not running on AC Power or the battery is low, contact the Voting Machine Warehouse at (610) 874-8780.

1. Select **Print Zero Report**. [C] ▶ Print 2 copies of the Zero Report. Using the Zero Report, check the following:
 - Verify the ballot count total on the Zero Report is **ZERO**.
 - Verify that the precinct on the report is correct.
 - Use the Zero Report information to fill out all 3 Return Sheets with the scanner serial number and lifetime counter on Certificate 1. See page 38.



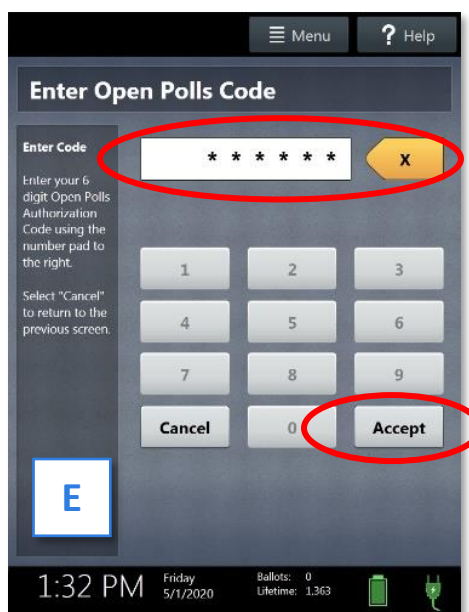
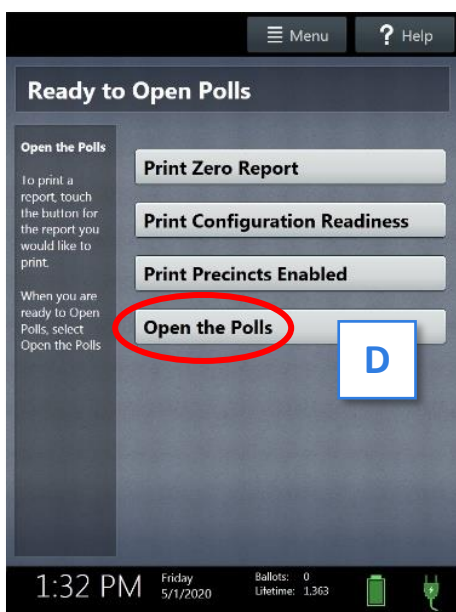
Opening the Polls (Continued)

- File 1 signed Zero Report in the *Pink Minority Inspector Envelope* and the other signed Zero Report in the *Aqua Machine Warehouse Envelope*.

- Select **Open the Polls**. [D] ▼

IMPORTANT: Once you open polls, you can no longer print a Zero Report.

- Enter the **Open Polls Code** from the *Black Pouch*, and then select **Accept**. The Open Polls report will automatically print. [E] ▼
- Sign and file the signed Open Polls reports in the *Aqua Machine Warehouse Envelope*.



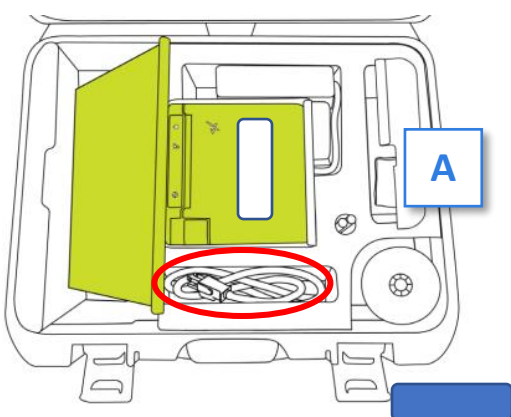
The scanner is now ready to be used by voters!

Poll Pad Setup

What is a Poll Pad? Poll Pads are electronic poll books also referred to as e-pollbooks. They have replaced the paper poll books and the supplemental pages. The information on each Poll Pad contains very recent information on Delaware County's entire 400,000+ registered voters.

They allow for faster check-in, the ability to direct voters to their correct precinct, to search for voters by birthdate and address, consistent voter instructions and enhanced transparency. During Primary elections, they also identify the voter's party.

With the Poll Pad, you can check in voters from any precinct in a shared room. It will log that voter as checked in at all the Poll Pads in the same room. It will not allow you to check in voters from other precincts in different rooms or locations. If the voter is at the wrong precinct, a ticket with the correct precinct's address can be printed.



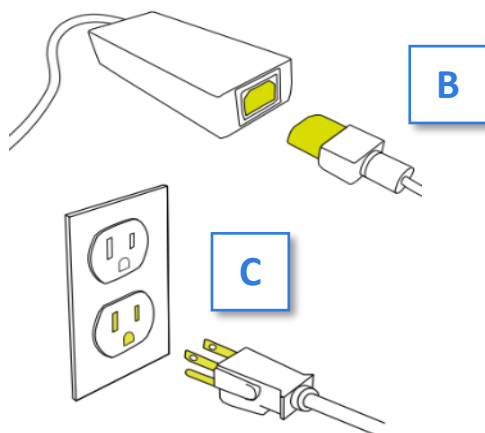
1. Remove the seal. Record the number on the **Lime Poll Pad Envelope** and place the seal in the envelope. Verify that the case's blue luggage tag number matches the printer's sticker number.

NOTE: The Poll Pad and its printer are housed in a blue metal case, i.e., the Poll Pad device, with the power brick and green cable attached. [A]

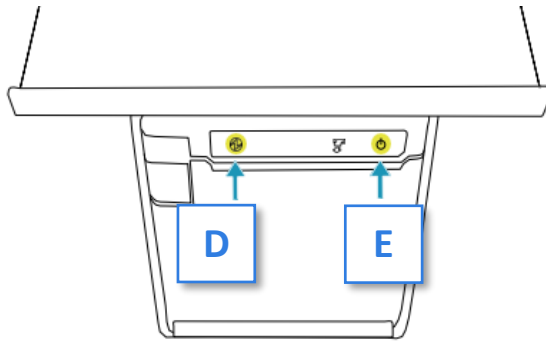
2. Drape the power brick and the green cable over the right side of the case, then gently lift the entire Poll Pad device out of the case using both hands. Stand the device on the table on the printer base with sticker facing you.

Remove the black power cord from the case and securely connect it into the power brick. [B]

3. Next, plug the power cord into a wall outlet or extension cord. [C]

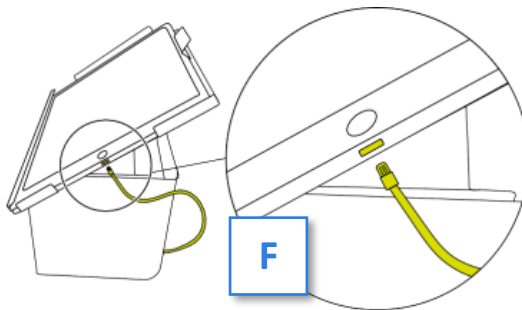


Poll Pad Setup (Continued)



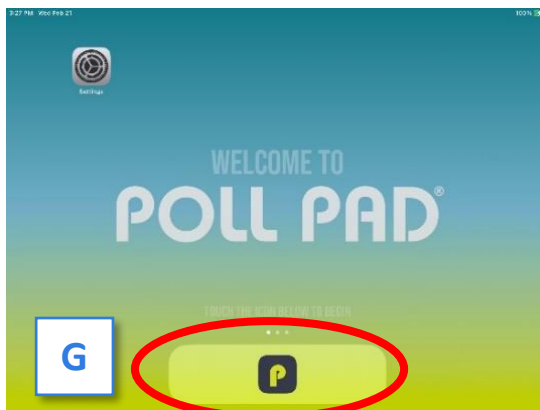
4. A blue light indicates the printer is powered on. [D]

If there is no blue light, push the power button 1 time. [E]



5. Plug the green cable into the charging port located on the right side of the Poll Pad. [F]

The Poll Pad should power on automatically.



6. Press the application icon at the bottom of the screen [G] to open Delaware County's homepage.

NOTE: Do **NOT** use wet wipes or any liquids on the screen. Use only the supplied screen cloth.

Poll Pad Setup (Continued)

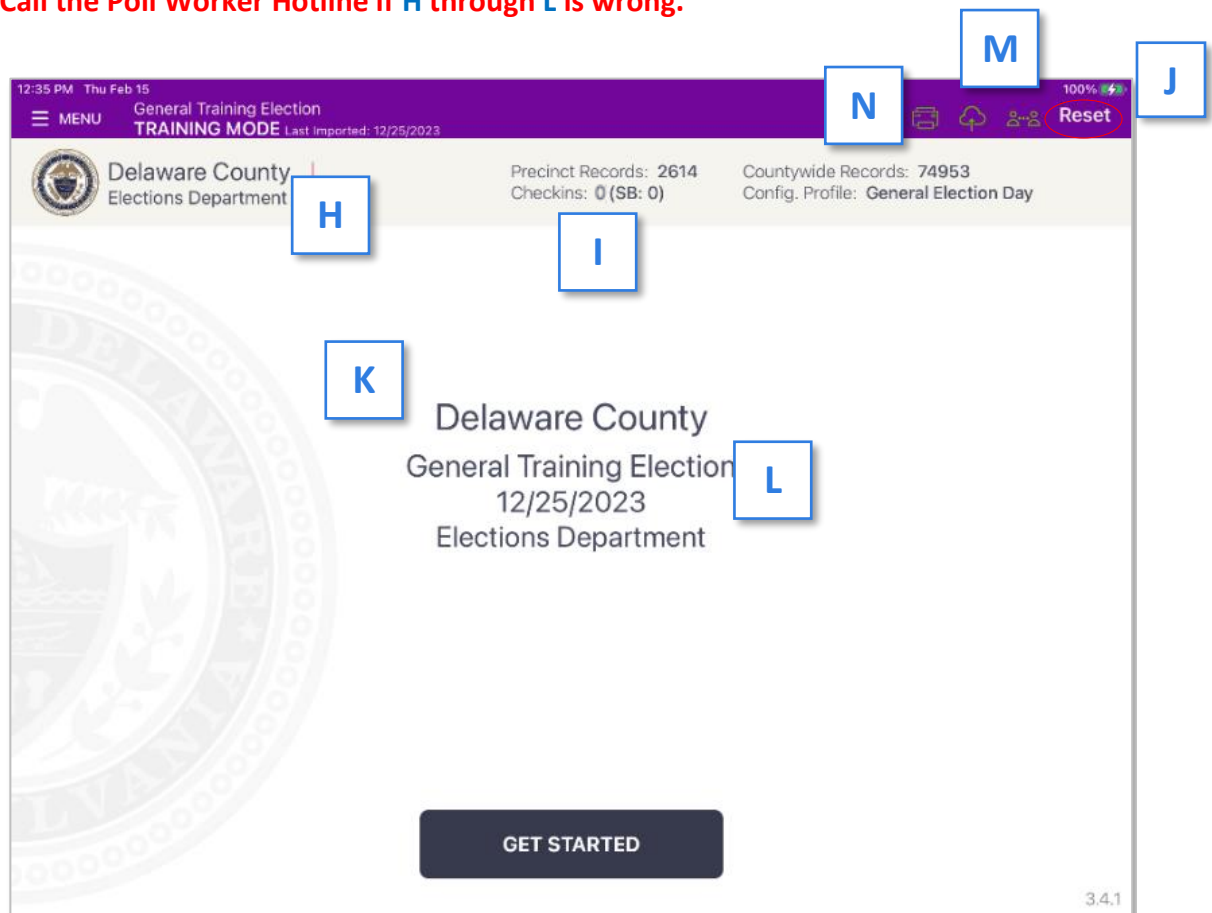
IMPORTANT: All the following screen shots and examples are from the training mode; therefore, the top bar is purple and displays a Reset option. On Election Day, confirm the top bar is navy blue and that the Reset option is not available.

Call the Poll Worker Hotline immediately at (484) 460-3750 if your Poll Pad is in training mode.

7. Verify the following is correct:

- Polling place[H], i.e., Aldan Elementary School Gym
- Check-in Count = 0 [I]
- Battery life is close to full (90% or greater) See page 95 to charge. [J]
- Name of jurisdiction [K]
- Election name and date [L]

Call the Poll Worker Hotline if H through L is wrong.



Poll Pad Setup (Continued)

8. **IMPORTANT:** Verify the multi-peer icons correctly reflect the setup of your polling place. For instance, if your polling place has 3 total precincts, your Poll Pad would indicate it is syncing with 2 in the red circle. [M] Call the Poll Worker Hotline if this number is incorrect.

MULTI-PEER ICONS



Poll Pad is currently connected and synchronizing with the other precinct Poll Pads.

M



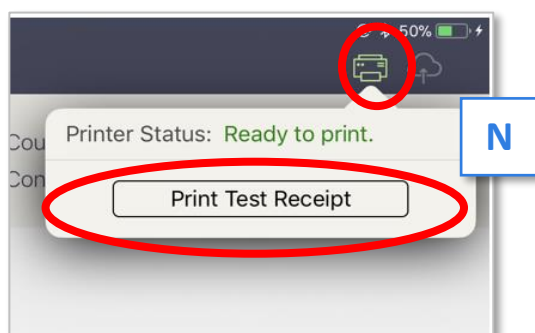
The number inside the red circle indicates the number of precinct units the Poll Pad is connected to.



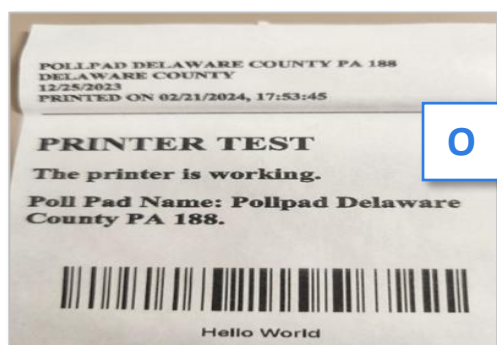
Poll Pad recognizes the presence of other precinct Poll Pads but is not connected or synchronizing with these units.



Poll Pad is currently disconnected and not synchronizing with the other precinct Poll Pads. **Contact the Poll Worker Hotline.**



9. Verify the paper is properly loaded. Tap the Printer Icon then tap Print Test Receipt bar. [N] If the test receipt prints properly, i.e., it did not jam – file the test receipt in the **Lime Poll Pad envelope** at the front of the White Binder. [O] If the paper jams, see page 95 to resolve.



10. Use the tape from the cage to tape down any loose cords.

IMPORTANT: The County does not call these “receipts” – they are **TICKETS!** This screen is hard coded on the Poll Pad and unchangeable. This is the only time we will use the term “receipt.”

The Poll Pad is now ready to be used by voters.

Filling out the Return Sheets: Certificate 1

There are 3 Return Sheets (*Pink, Aqua and White*) and all 3 must be filled out completely and identically. The term “certificate” refers to a specific section of the Return Sheet. See page 79. There are no individual certificates.

Certificate 1 is a record of Poll Opening security measures. Use these instructions, along with the infographic on the opposite page, to fill out Certificate 1.

- Record the seal numbers from **Blue Security Seals** on the vDrive compartments inside the scanner and the Touch Writer. These should agree with the Manifest Sheet. These seals are **NOT** removed until polls are closed.
- Record the serial numbers (abbreviated S/N) from the Open Polls Reports for both the scanner and the Touch Writer. These should agree with the Manifest Sheet.
- Record the Lifetime Counter numbers from the Open Polls Reports for both the scanner and the Touch Writer.
- Record the seal number from the **Red Security Seal** removed from the equipment cage. This should agree with the Manifest Sheet. The cage has a 2nd seal for stability – you do not need to record this number. Place both seals in the **Aqua Machine Warehouse Envelope**.
- Record the seal number from the **Blue Security Seal** removed from the printer port on the back of the Touch Writer. This should agree with the Manifest Sheet. Place the seal in the **Aqua Machine Warehouse Envelope**.
- The JOE and all present poll workers **MUST** sign all machine reports except for the Power-On Self-Test Reports.
- Place both the scanner and the Touch Writer’s Power-On Self-Test Reports in the **Aqua Machine Warehouse Envelope**.
- Place 1 Zero Report from both the scanner and the Touch Writer in the **Aqua Machine Warehouse Envelope**.
- Place 1 Zero Report from both the scanner and the Touch Writer in the **Pink Minority Inspector Envelope**.
- Place the Open Polls Report from both the scanner and the Touch Writer in the **Aqua Machine Warehouse Envelope**.

Filling out the Return Sheets: Certificate 1

POLL OPENING - CERTIFICATE 1 <i>Before opening the polls, record these numbers from the equipment and the tapes.</i> Verify all "Zero & Open Polls Report Tapes" show zero votes cast. Call warehouse if incorrect.			
ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment <i>Unseal at Poll Closing</i>	Serial Number from Machine Tape	Lifetime Counter from Machine Tape
Verity Ballot Scanner	1 0005224	2 1903221810	3 5689
Verity TouchWriter	0054557	4 1913547412	5 77
RED Seal # on Cage: 6 0005226 BLUE Seal # Back of TouchWriter: 7 003546			



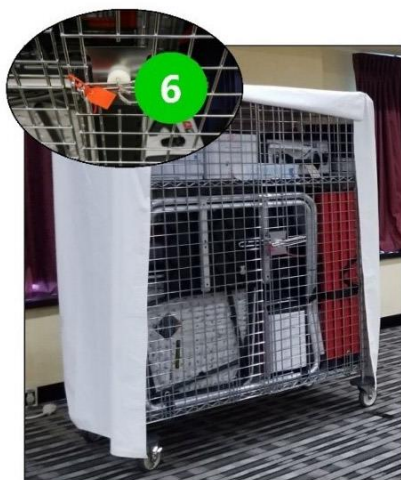
Blue Security Seals from both vDrive Compartments.
DO NOT REMOVE UNTIL POLLS CLOSE

Election Header	
Poll Worker Training - General	
Election Date: 10/31/2021	
Delaware County, Pennsylvania	
Delco Elementary School	
Election Day	
Verity Scan	
S/N: S1903221810	2
Version: 2.3.1	
Ballot Counter:	0
Lifetime Counter:	3 5689
Open Polls Report	

Election Header	
Poll Worker Training - General	
Election Date: 10/31/2021	
Delaware County, Pennsylvania	
Delco Elementary School	
Election Day	
Verity Touch Writer	
S/N: W1913547412	4
Version: 2.3.4	
Ballot Counter:	0
Lifetime Counter:	5 77
Open Polls Report	

"Zero" & "Open Polls" Report Tapes from Scanner and TouchWriter
NOTE: Ballot Counter is ZERO.

Remember to sign the bottom of all machine tapes where indicated.



Equip. Cage with Red Security Seal
Removed when opening the cage.



Blue Security Seals from Printer Port on TouchWriter (rear near power button). Removed when setting up.

MINORITY INSPECTOR ENVELOPE																															
Machine Number																															
City / State / Zone																															
Section Date																															
Month / Year																															
Machine Warehouse Envelope																															
<table border="1"> <thead> <tr> <th>Machine Number</th> <th>City / State / Zone</th> <th>Section Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Machine Number	City / State / Zone	Section Date																											
Machine Number	City / State / Zone	Section Date																													
Signature of District Supervisor Signature of Minority Inspector																															

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USE PAGE FOR NOTES



WORKING WITH VOTERS

ENSURING A GREAT VOTER EXPERIENCE

- ❖ **NEW:** The Provisional Ballot Envelope has been redesigned to reduce rejections by improving clarity and usability for both voters and poll workers.
- ❖ **NEW:** Poll Pad tickets will print last name, first name and are time stamped.
- ❖ ALL Provisional Ballots will be printed on the Touch Writer and are NOT scannable.
- ❖ ANY voter may use the Touch Writer, if requested.
- ❖ **IMPORTANT:** Never deny a citizen the right to vote. If you cannot contact Voter Registration at 610-891-4659 within a reasonable amount of time to verify a person's eligibility, have them vote by Provisional Ballot.
- ❖ Throughout the day, compare the numbered list of voters to the number of ballots scanned to verify the precinct's numbers agree.
- ❖ Keep phone usage to a bare minimum.
- ❖ During a power outage, continue to check in voters on the Poll Pad. Print Poll Pad tickets once the power is restored. Call the Poll Worker Hotline at 484-460-3750 for guidance.

Voter Check In Overview

- All voters will check in at Poll Pads. At shared polling places, voters may check in at **ANY** Poll Pad. If your precinct is larger or busy, use tape to manage traffic.
- If resolving a voter's issue requires calling the county for more information, pull voter from the line to work with the JOE to resolve the issue while continuing to serve other voters.
- Control the flow of voters at the check-in table to prevent overcrowding at available voting booths.
- The ballot marking area **MUST** offer privacy, accessibility and adequate lighting.
- **TIP:** You may write the voter's number from the numbered list on their Poll Pad ticket to keep them straight and to assist in line management. Or bundle them
- **IMPORTANT:** If at any point a voter becomes angry or upset, try to move them to a quieter area and do the following: remain calm and actively listen. Do NOT debate or become confrontational. Do NOT cross your arms. Offer what can be done. See De-escalation Tips in Appendix B, page 90.

Voters may:

- Talk respectfully among themselves while in line.
- Take "I Voted" pictures or selfies that do not include other voters, other voters' ballots, the equipment, the poll workers or the poll watchers.
- Use their phones to research candidates for their own personal purposes.
- Wear clothing or accessories with political messaging.
- Deliver their sealed mail-in ballot to a secure Delaware County Drop Box by 8:00PM on Election Day.

Voters may not:

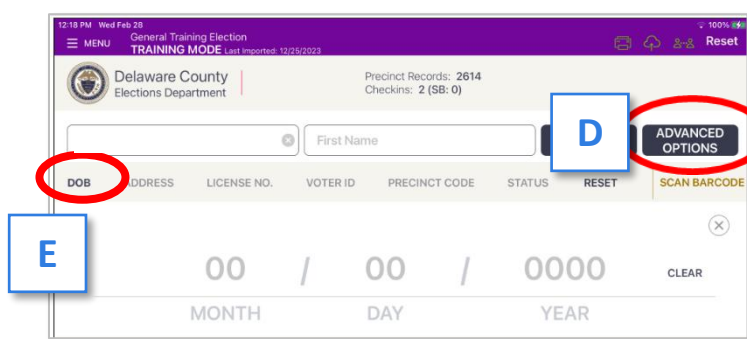
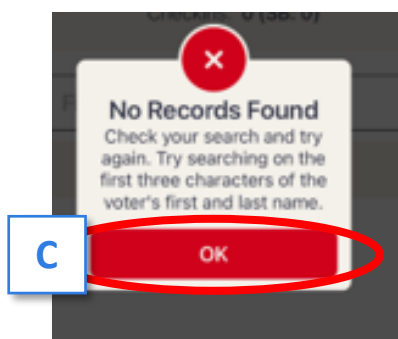
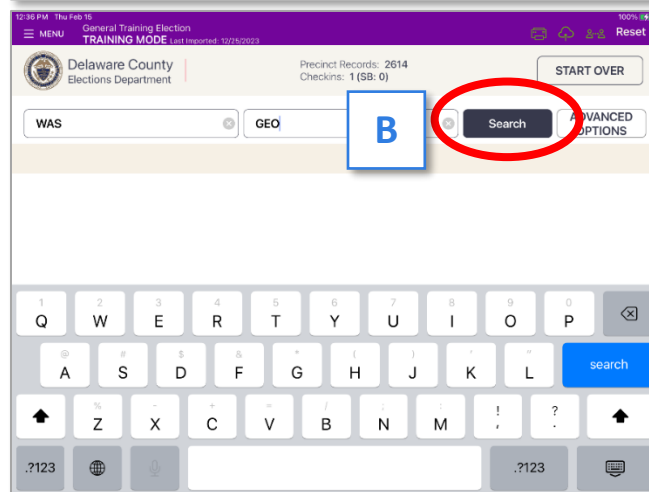
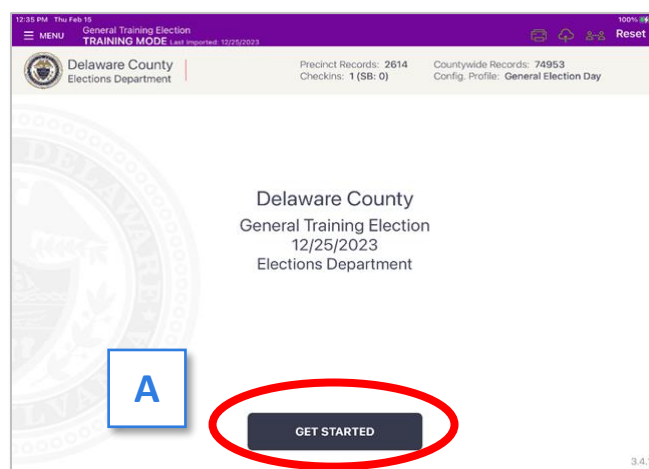
- Remove ballots from the precinct to fill out elsewhere.
- Engage in politicking inside the precinct.
- Intimidate other voters.
- Take photos of other voters or poll workers. Privacy and safety must be respected.
- Leave the polling place before voting once they have signed the Poll Pad (or poll book, if needed) unless they want to forfeit their vote.
- Leave their sealed mail-in ballot with a poll worker and expect it be counted.

Poll Pad: Voter Check-in Procedure

This section will review checking in a voter with no messages or exceptions which represents a majority of your voters. All examples are from the training base.

If the Poll Pad stops working, call the Poll Worker Hotline immediately!

1. Greet the voter. Ask the voter for their name. Repeat the name aloud for any poll watchers.
2. Tap **GET STARTED**. [A]
3. Search for voters by using their last and first name. Use the onscreen keyboard to enter the first 3 letters of the voter's last and first names, and then tap **Search**. [B]
 - Use the Rule of 3's – it maximizes the search and minimizes typing errors.
 - If they have a name like D'Adam or Mc Cloud – only type up to the special character or space.
 - Use the stylus, not your finger. It keeps the screen cleaner.
4. **IMPORTANT:** If "No Records Found" appears, first verify voter has not had a recent name change, is not using a nickname and that 1st name is not an initial. Then tap **OK** [C], **clear** both name boxes, select **ADVANCED OPTIONS** [D], choose and enter the voter's Date of Birth (**DOB**) [E] and then tap **Search**. (There are other Advanced Options. Use DOB. Using voter's address requires it to be entered identically to their record).



Poll Pad: Voter Check-in Procedure (Continued)

- Select the voter's record that matches the voter's name. [F]

- Note out-of-precinct voters will be shaded gray with the message "Wrong Location." [G] See page 54 for directions.

- Ask the voter to verify their address AND birthdate. If both match the Poll Pad, tap **ACCEPT**. [H]

- If it is the correct voter, but the address does not match, see page 51 before proceeding.
- If it is the wrong voter, tap **GO BACK** and search again and/or use **ADVANCED OPTIONS (DOB)**. If you cannot find the voter, see page 52.

- Flip the screen towards the voter by pressing the metal Poll Pad tab. Ask the voter to sign the screen with the stylus or their finger. [I]

Once the voter is satisfied with their signature, flip screen back and tap **DONE SIGNING**. [J]

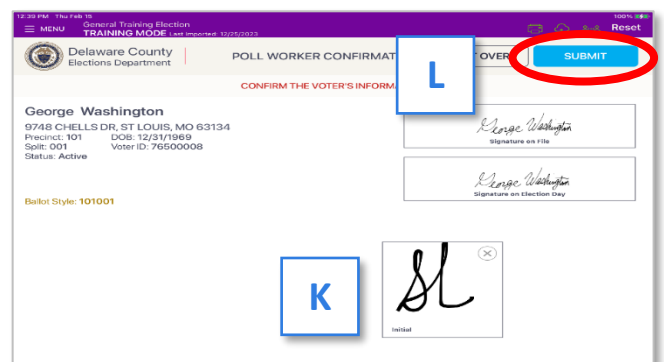
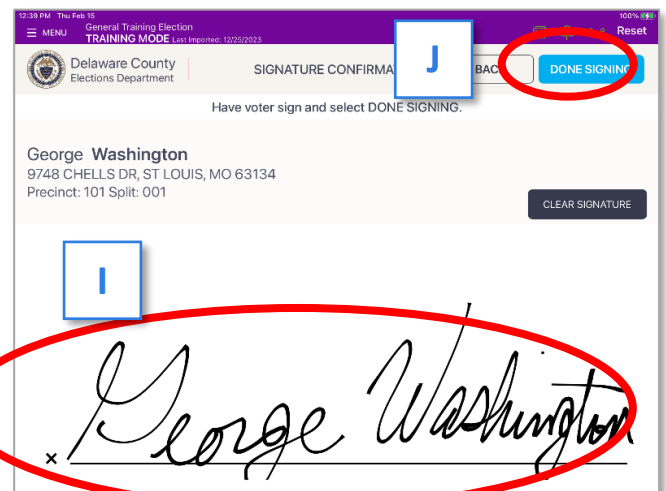
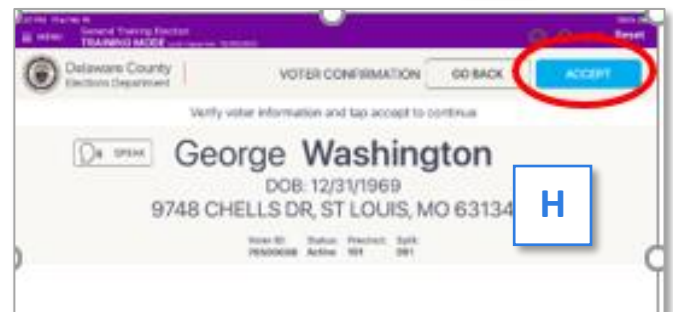
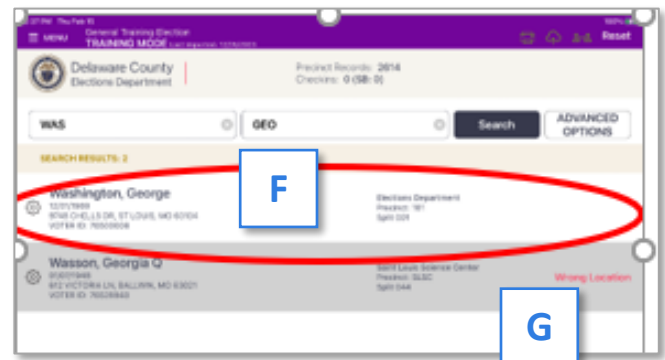
PAY ATTENTION! Delco's entire voter registration database is loaded on EVERY Poll Pad.

- The Poll Worker Confirmation page will appear. Review the page for accuracy. Verify the voter has signed the correct record.

AVOID checking in a voter on the wrong record.

- NOTE:** If the voter's signature does not match the one on file, but they confirmed their address and birthdate and signed the Poll Pad with the stylus or their finger and they may proceed to vote

- Initial in the box [K] and tap **SUBMIT**. At any point prior to tapping submit, you can exit the voter's record. [L] See page 54 if wrong voter is accidentally checked in.



Poll Pad: Voter Check-in Procedure (Continued)

11. The voter has been successfully processed and the Poll Pad immediately prints their ticket. If the voter checked in at a shared polling place, all the synced Poll Pads will automatically update that they have voted.

IMPORTANT: The voter's record will immediately update to **Voted**. [M] But, the voter has not actually cast their vote – they have only checked in which is equivalent to signing the paper poll book. The voter cannot leave the precinct after check-in and return later to vote. If the voter leaves the precinct before scanning their ballot (a fleeing voter), they forfeit their chance to vote. Do NOT include a fleeing voter on the Numbered List of Voters. Make a note of any votes forfeited on the Return Sheets' Note Box and include a note in the BOE envelope.

NOTE: If the voter's ticket did NOT properly print or it was destroyed before receiving their ballot, print a duplicate ticket per the instructions on the next page.

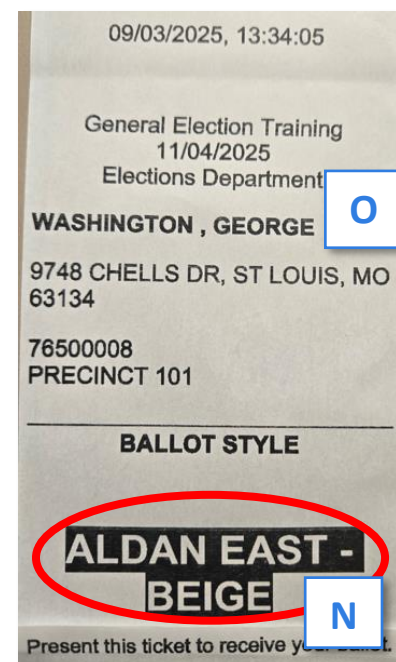
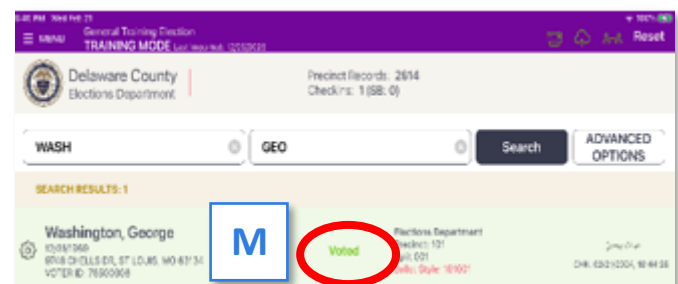
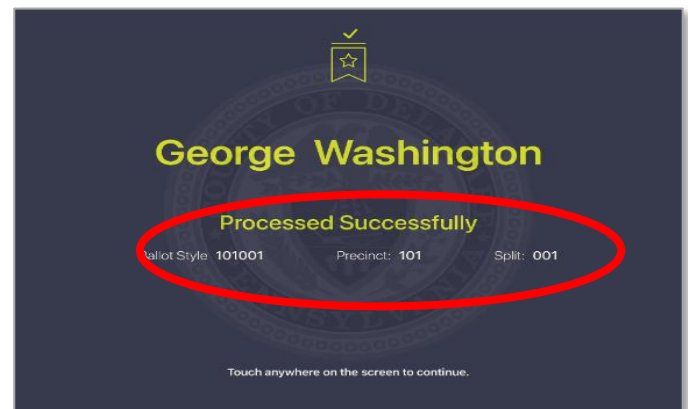
12. Hand the voter their ticket.

- At standalone precincts, the voter will move along the check-in table.
- In shared polling places, direct the voter to the correct precinct table by asking them to locate the precinct signs matching the color and precinct name printed on the ticket. [N]

13. **IMPORTANT:** Confirm the voter is at the correct precinct and use the ticket to legibly PRINT the voter's name in the **Numbered List of Voters in the White Binder**. [O] **NEW:** The voter's name prints last name, first name. See page 47 for instructions.

NEW: The time now prints on the ticket. Use the time to keep the tickets in order and to assist in line management.

14. Give the voter the correct precinct ballot, a pen and a privacy folder. The voter may now vote. Place the ticket in the **Lime Poll Pad Envelope** in front of the binder.



Poll Pad: Voter Check-in Procedure (Continued)

15. Instruct the voter to individually select each candidate on the ballot. Explain how to properly mark the ballot, point out the directions at the top of the ballot [P] and the laminated **Marking the Ballot** key. Then direct the voter to the privacy booths/area to manually mark their ballot.



To vote, fill in the box to the left of your choice. To vote for a candidate who is not listed, print the name in the Write-in space and fill in the box to the left. Do NOT use Write-in space for a candidate who is already listed for that office.

If you are voting in your precinct and make a mistake, ask for a new ballot.

Use only blue or black ink.

Board of Elections

16. After marking the ballot, the voter proceeds to the ballot scanner to cast their ballot. See page 48.

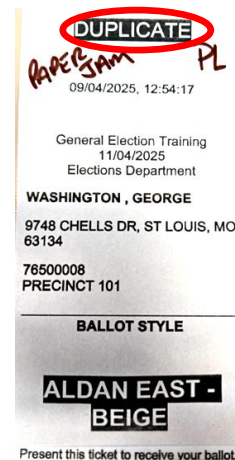
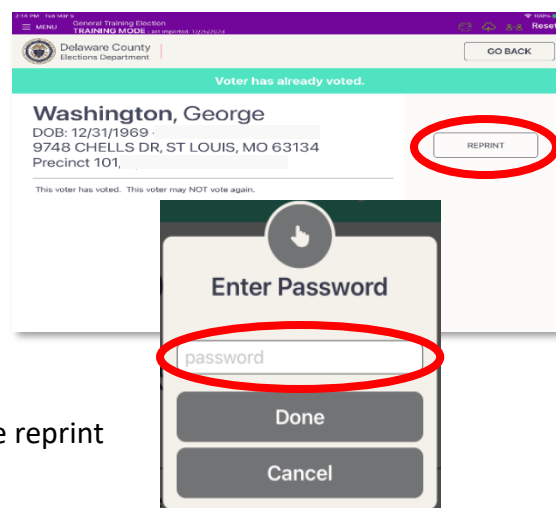
17. If the voter makes a mistake marking their ballot, they may spoil it and request a new ballot. See page 50.

NOTE: Any voter who is unable or feels uncomfortable voting by manually marking the paper ballot can use the ADA compliant Touch Writer to mark the ballot digitally. **ANY** voter may use the Touch Writer. They are not necessarily asking for assistance; they may have forgotten their reading glasses, etc. See page 63. (If they received a regular ballot, spoil it before using the Touch Writer. See page 50.)

Acceptable Inside the box	
Acceptable Inside the box	
Acceptable Inside the box	
Not Recommended Outside the box lines	
Not Recommended Outside the box lines	

Directions to Reprint Poll Pad Ticket

- Use the **ORIGINAL** Poll Pad the voter checked in on to reprint a voter's ticket.
- Pull up their record and tap **REPRINT**. Enter the password from the **Black Pouch** and tap **DONE**.
- A **DUPLICATE** ticket will reprint.
- Initial and briefly note the reason for the reprint on the ticket.
- **NOTE:** Always remember to print a test receipt after fixing the printer or replacing paper and then reprint the voter's ticket.



Instructions: Numbered List of Voters

The White Binder contains a carbonless list with a top white page and bottom yellow page. [Q] Each page set is divided by a separation page. Each page is numbered 1 to 100. The page numbers will be prefilled beginning with page 0 (zero).

NEW: The ticket displays the time and the voter's name in the format: last name, first name.

IMPORTANT: Before adding a name to the list, verify the voter is at the correct precinct and is not a provisional voter.

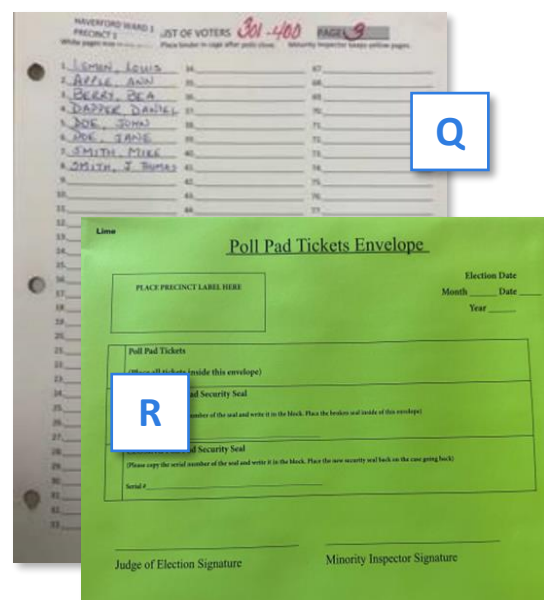
- Use the voter's ticket to announce the voter's name clearly.
- Use the voter's ticket to print last name first neatly on the list.
- Place the ticket in the **Lime Poll Pad Tickets Envelope** [R] in front of the binder. Larger precincts may have extra envelopes supplied to hold all the tickets.
- If a voter's name is accidentally added to the list, boldly cross out the number and name of the voter. **DO NOT REUSE THIS LINE OR RENUMBER THE LIST.**
- **TIP:** Use the time on the ticket to keep them straight and to assist in line management. During a quieter period write the names on the list.
- **IMPORTANT: Throughout the day, verify that the last number on the list, minus any cross outs is equal to the number of ballots scanned on the scanner.**

For example, the last number is 308, with 2 cross outs and 3 voters marking their ballots, the actual number of voters that checked in is 306 (308 - 2). The scanner would show 303 ballots scanned (306-3) because those 3 voters have not yet scanned their ballots. If the numbers do NOT match, investigate the reason and note it to make closing smoother.

Mark the line where you reconciled counts. You will only need to review voters after the mark if the counts do not agree.

- Poll Watchers may inspect and photograph this list only while supervised by a poll worker and when the polling place is not busy. Poll Watcher activities **CANNOT** slow down or interfere with the voting process.

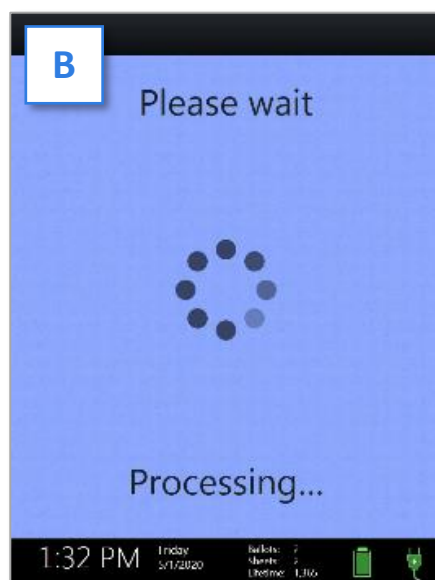
Reminder: No provisional voters are included on the numbered list. There is NO separate list for provisional voters.



Ballot Scanner Procedure

RESPECT THE VOTER'S PRIVACY AT THE SCANNER. DO NOT LOOK AT THE BALLOT. NEVER TOUCH THE VOTER'S BALLOT.

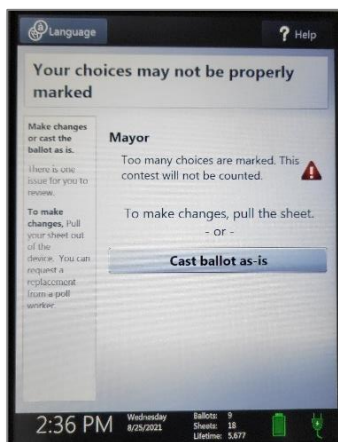
1. Instruct the voter to remove their ballot from the privacy folder, if using.
2. Voter inserts their marked ballot into the scanner as directed by the flashing green arrows (ballots must be fed in short edge first but can otherwise be inserted in any direction). [A] ▼
3. Voter must wait for the scanner to finish processing. "Please wait" message will be displayed on screen. [B] ▼
4. When the scanner has accepted a ballot, the screen will flash the American flag along with a brief message that the vote has been recorded.
[C] ▼
 - Once the ballot is accepted, thank the voter, ask them to please return their pen and privacy folder, give them an "I Voted" sticker and direct the voter to the exit.
 - If the scanner rejects the ballot, it will spit back out and an error message will display on the screen. Review the message and assist the voter. See examples on the next page.
5. **IMPORTANT:** Throughout the day, verify that the last used number on the numbered list — minus any cross outs — equals the number of ballots scanned.



IMPORTANT: If the scanner rejects multiple ballots (for reasons other than overvotes or blanks), you may try a different package of ballots. If you do, note this on the 3 Return Sheets.

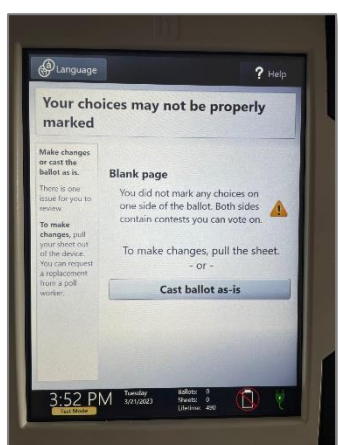
Scanner Messages and Voter Instructions

**PRECINCT 1-2 SCANNER WILL ONLY ACCEPT BALLOTS FROM PRECINCT 1-2.
ALL OTHERS WILL BE REJECTED.**



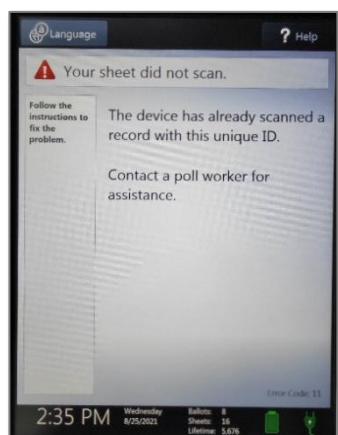
Overvote:

- Too many choices were marked on a contest on the ballot.
- The voter has two options:
 - Spoil the ballot with a poll worker and receives a new ballot to correct the error. See page 50.
 - Tap “Cast ballot as-is” on the screen. The overvoted contest will **NOT** be counted, but all other contests will be counted.



Blank Page:

- The scanner is not reading **ANY** marked boxes on one side of the ballot, i.e., no contests were voted on 1 side.
- The voter has three options:
 - Tap “Cast ballot as-is” on the screen.
 - Take the ballot to the voting booth to mark more choices and then return to scan ballot.
 - Spoil the ballot and vote on a new ballot.



Error Codes 6, 11 or 14:

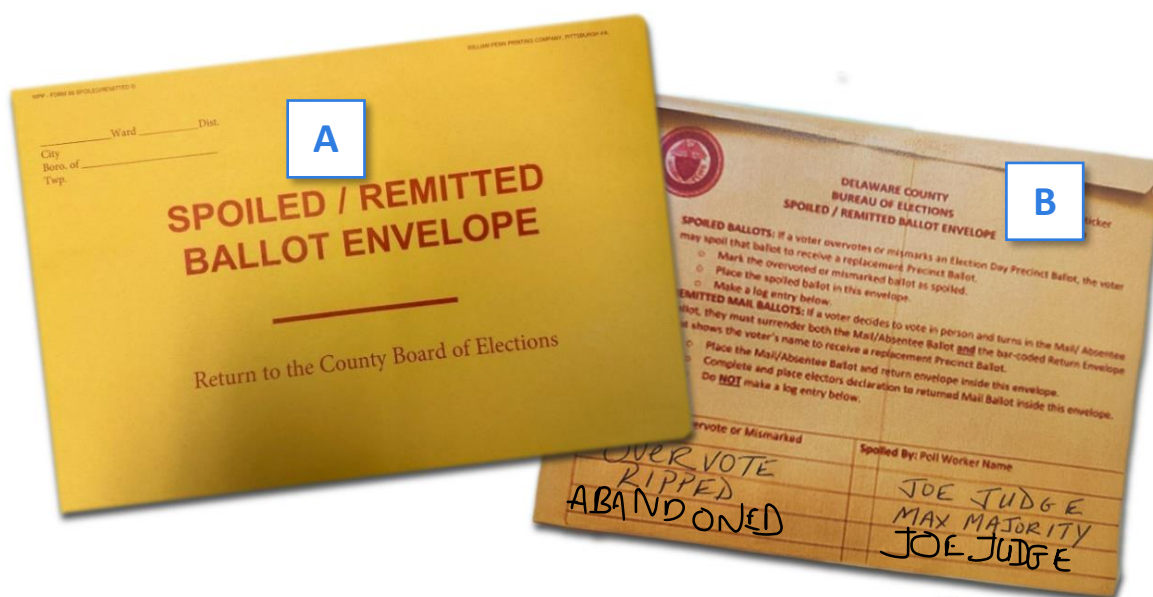
Note: This code is listed in the lower right corner.

- Code 6: The ballot is from a different precinct than the scanner. Direct the voter to their correct precinct scanner.
- Code 11: This ballot has already been scanned. Take the voter out of line. Record the voter’s name and contact info and call Voter Services at **(610) 891-4673** and ask for a solicitor. Voters may continue to use the scanner.
- Code 14: The Provisional Ballot **CANNOT** be scanned. See JOE to properly process the Provisional Ballot per pg. 60.

Remember to maintain eye contact with the voter. Do **NOT** look at how the ballot is marked.

How to Spoil a Ballot

- Do **NOT** look at the voter's ballot!
- Ask the voter to write SPOILED on the ballot and place it in the Spoiled/Remitted Ballot Envelope. [A] ▼
- Complete an entry on the Spoiled Ballot Log on the envelope's back printing the reason spoiled per the voter and **YOUR** name (**NOT** the voter's name). [B] ▼
- If a regular ballot (i.e., not a provisional ballot) was printed on the Touch Writer, write that on the log.
- Give the voter a new ballot to complete and cast. Do NOT add their name again to the Numbered List.
- **IMPORTANT: DO NOT PLACE spoiled PROVISIONAL BALLOTS in this envelope. Place them in the White Provisional Voting – Return Envelope.**



How to Log an Abandoned Ballot

If an abandoned ballot is found, do NOT scan it. Write “ABANDONED” across the ballot in large print.

Place in Spoiled/Remitted Ballot Envelope and write “Abandoned” as the reason and your own name on the log.

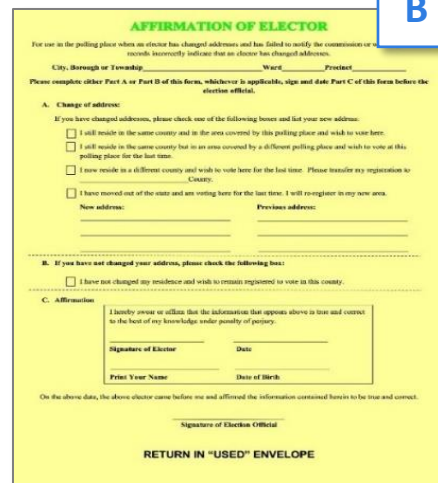
Messages & Situations Poll Workers May Encounter

REMIND ALL VOTERS TO FILL OUT FORMS COMPLETELY AND NEATLY WITH PROPER NAMES, ETC.

Address Does Not Match

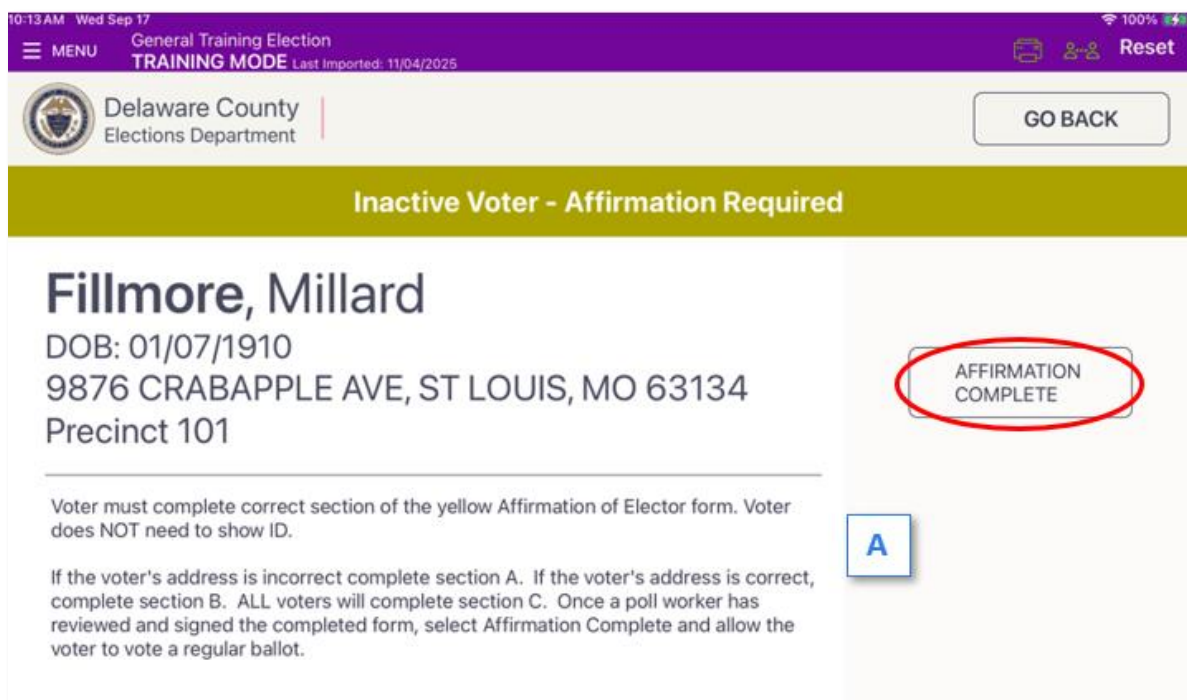
- If the voter's address is not properly listed in the Poll Pad, ask the voter if they have moved. If they have moved, have the voter complete sections A and C of the yellow Affirmation of Elector Form [B] to vote. ID is **NOT** required.
- Review and sign the form and process the voter as usual.
- If the voter's address has a typo or error, they should call Voter Reg to correct. If unable to contact Voter Reg, complete the yellow form and proceed as usual.
- File the form in the Used Form Envelope.

IMPORTANT: A voter in the Poll Pad is a registered Delco voter and is entitled to vote. This form will be used to determine whether this voter should be removed from the rolls.

A yellow form titled "AFFIRMATION OF ELECTOR". It contains instructions for voters who have moved or changed their address. Section A asks if the voter has changed their address and provides checkboxes for different scenarios (same county, different polling place, different county). Section B asks if the voter has not changed their address. Section C is for the poll worker to verify the information and sign the form. The form includes fields for City, Borough or Township, Ward, Precinct, New address, and Previous address. It also has a section for the poll worker's signature and date. A blue box with the letter "B" is in the top right corner.

Inactive Voter: Affirmation Required

- Follow the directions on the Poll Pad screen. [A] ID is **NOT** required.
- File the completed and signed Affirmation of Elector Form [B] in the Used Forms Envelope.

A screenshot of a mobile application interface for the Delaware County Elections Department. The screen displays the name "Fillmore, Millard" and their address "9876 CRABAPPLE AVE, ST LOUIS, MO 63134". Below the address, it says "Precinct 101". A red circle highlights a button labeled "AFFIRMATION COMPLETE". A blue box with the letter "A" is in the bottom right corner. The screen also includes a "GO BACK" button and a "Reset" button. The top of the screen shows the time "10:13 AM Wed Sep 17" and the status "General Training Election TRAINING MODE Last Imported: 11/04/2025".

Messages & Situations Poll Workers Encounter (Continued)

Unlisted Voter

- If the voter's name cannot be found in the Poll Pad after using the Advanced Options, DOB, and verifying their name has not changed, they are not using a nickname or their 1st name is not an initial, send the voter to work with the JOE and to call Voter Reg.
- If Voter Reg determines that the voter is at the correct precinct and properly registered, they will give you an **AUTHORIZATION NUMBER**. [A]
- The JOE will legibly complete an entry in the Blank Poll Book Pages [B] (found in the manila Unused Forms Envelope) based on Voter Reg's information. Ask the voter to sign the entry. [C]
- The JOE will walk the voter over to the precinct table to enter the voter's name on the Numbered List of Voters and the voter will be given a regular ballot.
- Record the Voter's Number from Numbered list and initial the entry [D]. This voter does NOT sign the Poll Pad.

Blank Poll Book Pages

DO NOT USE WITHOUT AUTHORIZATION # FROM VOTER REGISTRATION
PLEASE CALL VOTER REGISTRATION 610-891-4659

ALDAN BOROUGH

Eastern Precinct

0100000E-1

[B]

Delaware County General Election November 4, 2025 ALDAN PRECINCT EAST

[D] Voter # 101 Insp. Int PL

Name Jane Voter
Address 123 Main St
City MEDIA State PA Zip 19063
Party Other Date of Birth 1/1/20

[C] X Jane Voter

Authorization # given by Voter Reg. Clerk 123 123 123-23

[A]

Voter #
Insp. Int

Name
Address
City State Zip
Party Date of Birth

X

Authorization # given by Voter Reg. Clerk

Voter #
Insp. Int

Name
Address
City State Zip
Party Date of Birth

X

Authorization # given by Voter Reg. Clerk

Voter #
Insp. Int

Name
Address
City State Zip
Party Date of Birth

X

Authorization # given by Voter Reg. Clerk

Voter #
Insp. Int

Name
Address
City State Zip
Party Date of Birth

X

Authorization # given by Voter Reg. Clerk

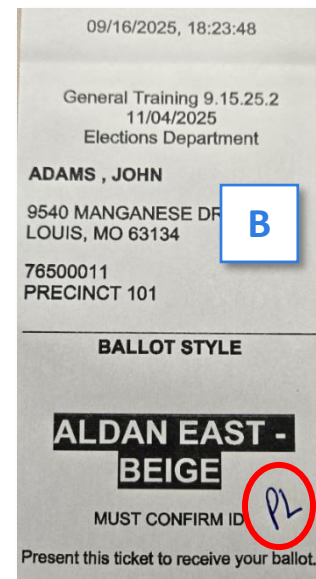
Entries on this page MUST FIRST RECEIVE AUTHORIZATION from Voter Registration (610) 891-4659.

IMPORTANT: By law, if Voter Reg does **NOT** give an Authorization Number because the voter cannot be found in the SURE system in Delco, the voter is **NOT** a registered voter in Delaware County and **CANNOT** vote a **regular ballot**. If the voter insists on voting allow the voter to cast a Provisional Ballot. See page 60.

Messages & Situations Poll Workers Encounter (Continued)

ID Required

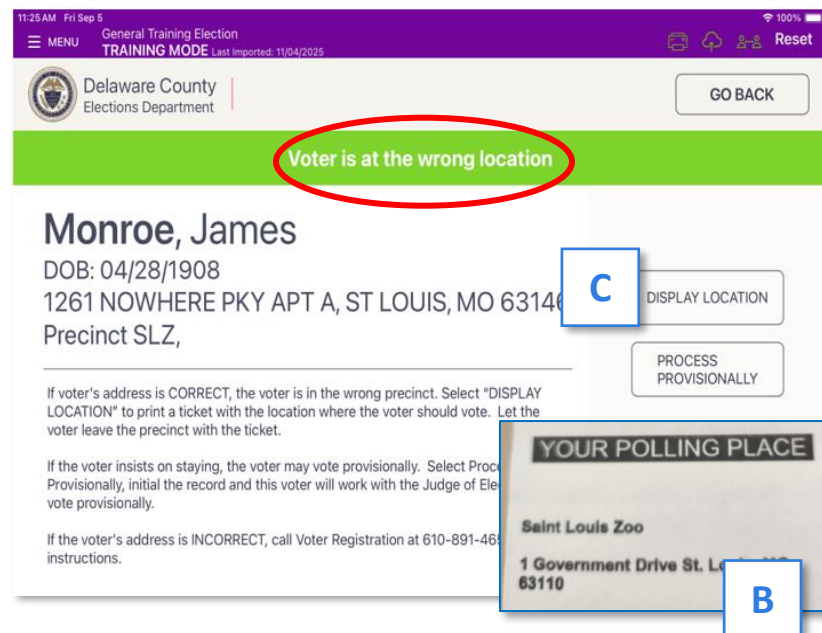
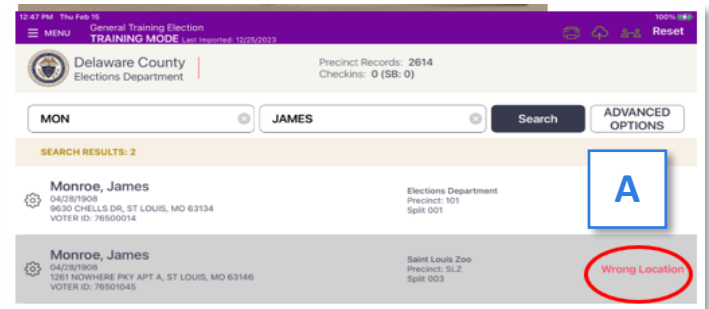
- ID is required if a voter is voting for the first time at that precinct. Photo IDs do NOT need to match the address on the Poll Pad. Non-Photo IDs MUST match the address on the Poll Pad.
- When the voter shows one of the approved IDs listed on the Poll Pad screen, tap **ID CONFIRMED** [A].
- The voter's ticket will display "MUST CONFIRM ID." Initial the ticket to notify the poll worker managing the numbered list that their ID has been confirmed. [B] The voter will proceed to vote normally.
- If the voter is unable to provide approved ID or return with one by 8:00PM, select **UNABLE TO CONFIRM ID** [C] and direct the voter to the JOE to vote provisionally. Remind them that they must present their approved ID to Voter Reg in Media by the following Monday at **4:30PM** to have their vote to be counted. See p. 60.
- If the voter leaves the precinct for ID, tap **GO BACK** [D], clear the voter's name and continue to check in other voters.



Messages & Situations Poll Workers Encounter (Continued)

Voter is at the Wrong Location

- If a voter is at the wrong location [A], direct them to vote at their correct/home precinct. Provide the voter with a “**YOUR POLLING PLACE**” ticket [B] by selecting the DISPLAY LOCATION [C] option.
- **NOTE:** This is the **ONLY** instance where a Poll Pad ticket is permitted to leave the precinct.
- If voter votes provisionally because they will not or cannot go to their correct/home precinct, stress that **NOT** all contests will count and it is a very time intensive process. Check Other and write “In wrong precinct” as reason on the Provisional Ballot envelope. See page 60 for instructions.



Wrong Voter is Checked In

What to do if Jane A Smith signs Jane B Smith's Poll Pad record and it is accepted.

If the mistake is caught while Jane A is still in the polling place, the JOE will do the following:

- Have Jane A properly check in on her record. She will then proceed to vote normally.
- Call the Poll Worker Hotline for directions to cancel Jane B's incorrect check-in.
- Write cancelled on the Jane B's incorrect check-in Poll Pad ticket. File in the **Lemon BOE envelope**.
- If Jane B is in the precinct or comes in later, she'll check in and vote normally.

If the mistake is NOT caught until later when Jane B attempts to sign in, do the following:

- Pull Jane B out of line to work with the JOE and have her vote provisionally. See page 60.
- The JOE will choose Other and write “Another voter signed the record” as the reason on the Provisional Ballot envelope.

TIP: To prevent the wrong voter from being checked in, confirm the voter's address and birth date and ask the voter to review their record before signing the Poll Pad.

Messages & Situations Poll Workers Encounter (Continued)

Voter Requires Assistance

A voter with the **NEW ORANGE** banner for Previous Assistance Requested [D] **ONLY** needs to be added to the **white RECORD OF ASSISTED VOTERS Log**. [A] Do **NOT** ask these voters to complete the **neon pink** Assistance Form! Follow the directions on the Poll Pad.

3:55 PM Fri Sep 5
General Training Election
TRAINING MODE Last Imported: 11/04/2025
Delaware County
Elections Department
GO BACK
Previous Assistance Requested **D**
Jefferson, Thomas
DOB: 04/13/1903
9460 COURT JESTER DR, ST LOUIS, MO 63134
Precinct 101, Split 001
LOG COMPLETED
This voter's name must be added to the RECORD OF ASSISTED VOTERS log ONLY.
If the voter needs assistance, record the initials printed on their ticket as the reason on the log. The person providing assistance may not be the Judge of Election, the voter's employer, a poll watcher or an agent or officer of the voter's union. **B**
If the voter does not need assistance, write "NOT NEEDED" on the ticket and the log. Once the log is completed, the voter will vote normally. **C**

General Training 9.15.25.2
11/04/2025
Elections Department
JEFFERSON, THOMAS
9460 COURT JESTER DR, ST
LOUIS, MO 63134
76500012
PRECINCT 101
BALLOT STYLE
ALDAN EAST -
BEIGE **B**
ASSISTANCE REQUESTED (IL)
Present this ticket to receive your ballot.

A

RECORD OF ASSISTED VOTERS			
Serial #	Name of Voter	Reason for Assistance	Name of Person Furnishing Assistance
122	Thomas Jefferson	IL B	Martha Jefferson
185	John Doe	NOT NEEDED C	

E

COMPLETE: When voter needs assistance for the first time.
NOT COMPLETE: When voter assistance already listed in PollPad (or Poll Book)

Declaration of the Need of Assistance to Vote

I, _____ (Print name of voter who needs assistance)
of _____ (Address of voter who needs assistance) in _____ (Voter Precinct/City)
by reason of _____ (Print reason that voter needs assistance - see list below)
I am unable to vote without the Assistance of _____ (Name and person giving assistance)
of _____ (Address of person giving assistance) in _____ (Precinct/City of person giving assistance)
Signature or mark of voter _____
Voter's Date of Birth: ____/____/____ Today's Date: ____/____/____
☐ Check for permanent listing ☐ Check if temporary condition
We Recommend: _____
Signature of Witness _____
Signature of Judge of Elections _____
Voting Precinct _____
Reasons to receive assistance:
• Hearing impaired • Physically disabled
• Literacy (reading/printing issue) • Visually impaired
• Language • Wheelchair

TIPS: Use the voter's number from the Numbered List of Voters for the Serial #. Use the initials [B] on the ticket for the reason. See p. 94 for information to respectfully work with voters with specific needs.

If a voter requests or receives assistance and their record does **NOT** have the **ORANGE** banner[D], have them complete the **neon pink Declaration of the Need of Assistance to Vote** form. [E] The form must be signed by both the helper and the JOE. Check the appropriate box for a permanent or temporary condition[F], then place completed form in the Used Forms Envelope. Add the voter to the Log. [A]

The person helping cannot be the JOE, a poll watcher or the voter's employer or union agent/officer.

IMPORTANT: Explaining how the voting process works, offering the magnifying glass, setting up the Touch Writer, etc. are **NOT** "assistance" and do not need to be recorded. Assistance refers only to situations where the voter is unable to vote independently.

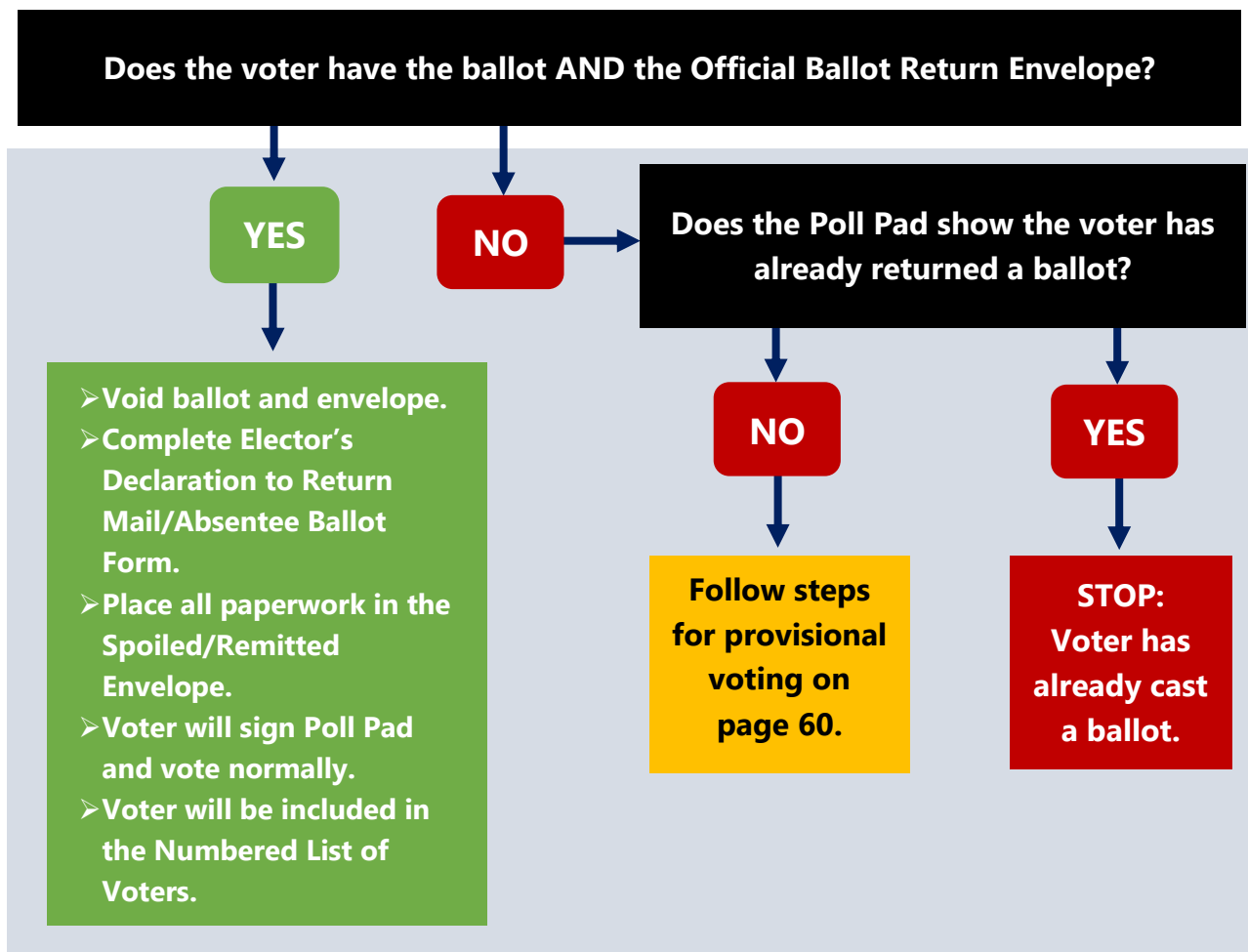
Messages & Situations Poll Workers Encounter (Continued)

Returning Ballot or Voting Provisionally Flowchart Return Absentee or Mail-In Ballot or Vote Provisionally

When **ABSENTEE/MAIL-IN BALLOT REQUESTED** appears on a voter's record, the voter was issued an absentee or mail-in ballot that has not been received by the county. Always remove this voter from the line to work with the JOE to resolve. Use the flowchart below to assist with the decision.

If this voter wants to vote in person at the precinct, they may either:

- Return BOTH the mail ballot AND the Official Ballot Return Envelope with the purple stripe and their name to the JOE and vote a regular ballot in-person. See next page for instructions.
- Or vote provisionally if they cannot return BOTH the ballot and the Official Ballot Return Envelope with the purple stripe and their name. See page 60.



How to Return a Mail-in/Absentee Ballot

A voter who returns both their mail ballot **AND** their Official Ballot Return Envelope [C] with the purple stripe and their name will receive a replacement regular ballot and vote in the precinct. All others will vote provisionally. The JOE will do the following:

- Verify the address on the Return envelope matches the Poll Pad record. The Secrecy Envelope is **NOT** required. If sealed, verify their ballot is inside the envelope while respecting their privacy.
- Complete the onscreen directions below and walk the voter back to the check-in table and select **BALLOT/ENVELOPE REMITTED** [A] and the voter will vote normally.
- Place the voter's mail ballot, Return Envelope and Elector's Declaration[B] in the Spoiled/Remitted Ballot Envelope [D].
- Do **NOT** list the voter's name on the envelop log.

Delaware County Elections Department

Absentee/Mail-In Ballot Requested

Roosevelt, Franklin
DOB: 10/12/1922 - Party: Republican
9790 CHELLS DR, ST LOUIS, MO 63134
Precinct 101, Split 001

This voter has been issued an Absentee/Mail-In Ballot. Voters who requested these ballots are NOT eligible to vote a regular ballot UNLESS they remit BOTH the ballot and the Ballot Return Envelope with the purple stripe. [B]

If the voter would like to vote, the Judge of Election must:

- Have the voter sign the Elector's Declaration to Return Mail/Absentee Ballot,
- Review the form and sign off,
- Write VOID on the Absentee/Mail-In Ballot and the Ballot Return Envelope with the purple stripe, [C]
- Place all the above in the Spoiled/Remitted Envelope and
- Select Ballot/Envelope Remitted and allow the voter to vote a regular ballot.

If the voter does NOT have their ballot or their Ballot Return Envelope with the purple stripe, the voter may vote provisionally. Select Process Provisionally, initial the record and this voter will work with the Judge of Elections to vote provisionally.

BALLOT/ENVELOPE REMITTED [A]

PROCESS PROVISIONALLY

Official Ballot Return Envelope [C]

DELAWARE COUNTY BUREAU OF ELECTIONS
2501 SEAPORT DR STE B#120
CHESTER, PA 19013-2267

Elector's Declaration to Return Mail Ballot [B]

I hereby declare that I am a qualified registered elector who has obtained an absentee ballot or mail-in ballot, I further declare that I have not cast my absentee ballot or my mail-in ballot, and that instead I remitted my absentee ballot or mail-in ballot to the Judge of Election at the polling place to be spoiled and therefore request that my absentee ballot or mail-in ballot be voided and I be permitted to vote a regular Election Day ballot. I make this declaration subject to the penalties of 19 PA C.S. 4804 (related to unsworn falsification to authorities).

Today's Date: ____/____/202____
Voter, Sign Here: _____ Voter's Printed name: _____
Voter's address: _____
Judge of Election, Sign Here: _____ Judge of Election - Printed name: _____

SPOILED / REMITTED BALLOT ENVELOPE [D]

Return to the County Board of Elections

NOTE: Follow the same directions if the Ballot Return Envelope is stamped **"REPLACEMENT"** in red. A replacement ballot is issued if a voter makes a mistake on the Official Return Envelope, such as not to signing it.

Absentee/Mail-In – Ballot Cast/Not Eligible

This voter must NOT cast a regular ballot because their mail ballot has already been received by the County and will be counted on Election Day.

If the voter insists on voting or received a notice-and-cure letter, call or email from the County, they must be processed provisionally. Notice-and-cure means an error with the Ballot Return Envelope was noticed and needs to be corrected. See page 60.

The screenshot shows a software interface for the Delaware County Elections Department. At the top, a purple header bar displays the time (12:46 PM), date (Thu Feb 15), and system status (General Training Election, TRAINING MODE, Last Imported: 12/25/2023). A 'MENU' icon is on the left, and 'Reset' and a battery status icon (100%) are on the right. Below the header, the Delaware County Elections Department logo and name are on the left, and a 'GO BACK' button is on the right. A prominent red banner across the middle reads 'Absentee/Mail-In Received'. Below this, the voter's name 'Van Buren, Martin' is displayed in large text, followed by their details: 'DOB: 12/05/1902 - Party: Democratic', '9704 CHELLS DR, ST LOUIS, MO 63134', and 'Precinct 101, Split 001'. To the right of these details is a button labeled 'PROCESS PROVISIONALLY', which is circled in red. At the bottom, a paragraph explains that the voter's ballot has been received and that they must be processed provisionally if they insist on voting or receive a notice-and-cure letter, instructing the user to select 'Process Provisionally' to initial the record.

A Voter May Cast a Provisional Ballot If:

- Voter was sent an Absentee/Mail-In ballot but did not return it to the county and does not have the mail ballot **AND** the Official Ballot Return Envelope.
- Voter's name does not appear in the Poll Pad and Voter Reg cannot determine their registration status or Voter Reg cannot be contacted within a reasonable amount of time to verify a person's eligibility.
- A court order has been issued to the voter.
- If a voter is at the wrong precinct, and the voter is unable or unwilling to go to the correct precinct. Only certain contests will count. If the voter is in the wrong county, the ballot will not count. **NOTE:** JOE must write "In Wrong Precinct" as Other reason.
- A voter's eligibility is challenged for cause and the challenge cannot be resolved by the JOE.
- The Poll Pad message is "Must Confirm ID" and the voter is unable to present approved ID (see page 53). Remind the voter they will have until the following Monday at 4:30PM to bring approved ID to Media's Delaware County Voter Registration office to have their vote counted.
- Voter received a notice-and-cure letter, call or email from the county.
- Voter's record was incorrectly signed by another voter and was not caught timely.
NOTE: JOE must write "Another voter signed the voter's record" as Other reason.

PROVISIONAL VOTERS NEVER SIGN THE POLL PAD AND ARE NEVER INCLUDED ON NUMBERED LIST OF VOTERS.

NEW: The State has redesigned the Provisional Ballot envelope to prevent mistakes, reduce ballot rejection and ensure every eligible vote counts.

Always hand the voter the Provisional Ballot envelope and the voter directions. Both are in the Provisional Ballot Supplies' zip-lock bag.

IMPORTANT: If a voter is mistakenly checked in as a Provisional voter or the voter belatedly presents approved ID, you can cancel their check in. Call the Poll Worker Hotline for directions.

Note: The County Board of Elections will verify that no voter votes twice.

Provisional Ballot Instructions

- After confirming the voter's information, initial the voter's record [A] on the Poll Pad and direct the voter to work with the JOE. A Provisional voter is **NOT** able to sign the Poll Pad [B] and is **NOT** added to the Numbered List of Voters.
- The JOE will give the voter the **White Provisional Ballot Envelope** [C], a **Green Secrecy Envelope** [D] and the voter instruction sheet. The JOE will put the Poll Pad ticket [E] in the **Lime Poll Pad Tickets Envelope**.
- NEW:** Use the color-coded Provisional Ballot Envelope Diagram on the next page to complete the Envelope properly.
- Voter completes Section A using their registered voting address and signs Voter Signature #1. [F]
- Voter will complete Section B **ONLY** if their current address differs from Section A. [G]
- JOE completes the Precinct name and selects the reason for the Provisional Ballot. [H]
- Then both the JOE and Minority Inspector will sign the **Provisional Ballot Envelope**. [I]
- All Provisional voters will generate their ballots on the Touch Writer.** Ask voter if they want to mark their ballot using the Touch Writer or manually on a paper ballot. Set up the Touch Writer accordingly. Each time a Provisional Ballot is activated, the Touch Writer will print a Provisional Ballot stub. [J] **NEW:** Place the stub in the **Lime Poll Pad Tickets Envelope**. It's not necessary to have the voter sign the stub. See page 63 for Touch Writer instructions.
- Voter places **ONLY** the marked ballot in the **Green Secrecy Envelope** and **SEALS** it. If unsealed, the provisional ballot will not be counted at the county level.
- Voter places the sealed **Green Secrecy Envelope** inside the **White Provisional Ballot Envelope** and seals it. If unsealed, the provisional ballot will not be counted.
- Voter signs Section C [K] in front of JOE.
- The JOE inspects the **White Provisional Ballot Envelope** to ensure the voter has signed twice and is properly completed.
- The JOE places a bar-coded receipt sticker over the words **AFFIX BALLOT ID NUMBER HERE** [L] and gives the voter their receipt. The receipt allows the voter to track their provisional ballot's status.
- Place the sealed **White Provisional Ballot Envelope** in the larger **White Provisional Voting Return Envelope**.
- NOTE:** The date is no longer necessary.

IMPORTANT: Call the Poll Worker Hotline if you need to produce a Provisional Ballot and the Touch Writer is not working or there's a power outage.

The below diagram shows how to complete each part of the Provisional Ballot Envelope. Each color-coded section identifies what the voter must fill out before and after voting and what the JOE must complete

[illegible]

The actual Delco Provisional Ballot Envelope. Delco tweaked the state's version to highlight the signature lines.

Guidance for Challenges

Persons are presumed to be bona fide, qualified electors and must be allowed to vote if their names appear in the county's Poll Pad of registered voters. However, there may be cases when another voter, an election officer or a credentialed poll watcher challenges the right of a registered elector to vote. Below is guidance to help the Judges of Election understand how to proceed.

1. Challenges are limited to the identity of the elector (voter), the residence of the elector (voter), an alleged violation in signing the voter's certificate, or an alleged violation of laws that ban bribery.
2. Challenges may **NOT** be made to the legitimacy of the registration itself. By law, such challenges must be filed with the Voter Registration Commission.
3. Challenges must be made in good faith. Challenges **CANNOT** be made routinely, frivolously or with no good-faith basis. The JOE must remove from the polling place anyone making challenges routinely, frivolously or with no good-faith basis.
4. If the elector (voter) establishes his or her identity or residence **to the satisfaction of the JOE**, the elector must be allowed to sign the Poll Pad and receive a regular ballot.
5. **When to use the "CHALLENGES" form to issue a ballot to a challenged elector:**

- When a JOE cannot decide, in good faith, the identity or residence of a challenged elector (voter), the challenged elector may complete the "CHALLENGES ELECTOR'S AFFIDAVIT" form, and also have another qualified elector (voter) complete the "SUPPORTING AFFIDAVIT" section on that same form.
- The CHALLENGES form is **NOT** needed for challenges where the Judge was satisfied with the Elector's identity or residence in item (4) above.

When both the Elector's and Supporting Affidavit CHALLENGES form has been completed, the Elector (voter) then is processed normally and receives a regular ballot, NOT a provisional ballot.

The image shows a form titled "CHALLENGES ELECTOR'S AFFIDAVIT" with a subtitle "ELECTOR'S AFFIDAVIT". It includes instructions for the elector to complete the form if challenged. The form has sections for the elector's signature and the supporting affidavit section, which is also titled "SUPPORTING AFFIDAVIT". The form is from the "Election and Election WFF - Form 3" and is dated "2019".

IMPORTANT: Any person who intentionally refuses to permit a person to vote, when that person is entitled to vote under the law, is committing a crime under the Pennsylvania Election Code and the Federal Voting Rights Act.

IMPORTANT: A provisional ballot is needed only when the JOE agrees that a challenge is well-founded, **AND** the elector (voter) cannot submit a completed CHALLENGES form.

Voting with the Touch Writer

Overview: Touch Writer and Verity Access

The Touch Writer is an accessible ballot marking device. To use the Touch Writer, poll workers will activate a ballot, and then allow the voter to begin voting. Once finished making their selections, the voter will print the marked ballot. The voter will use the Scanner to cast their marked ballot. If using the Touch Writer to generate a Provisional Ballot, the voter can choose to mark their choices on the machine or print a blank Provisional Ballot and mark it manually. Using the Touch Writer does not necessarily mean that a voter requires assistance.

About Verity Access

Verity Access is available for voters that cannot, or prefer not to, use the touchscreen. Verity Access includes two connection ports: the left connection port for headphones, and the right connection port for any dual-switch input device (such as tactile switches or sip-and-puff devices). With Verity Access, a voter can:

- Navigate through a ballot with the **Move** wheel
- Make selections on a ballot with the **Select** button
- Activate help text using the **Help** button

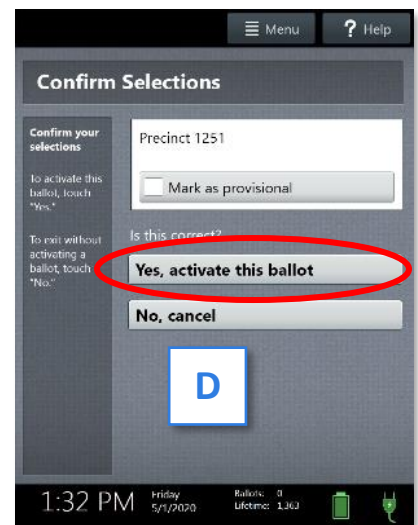
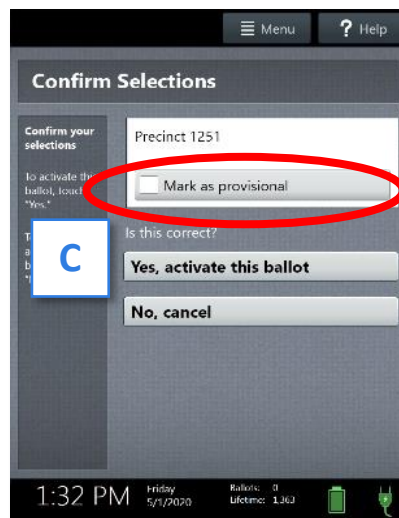
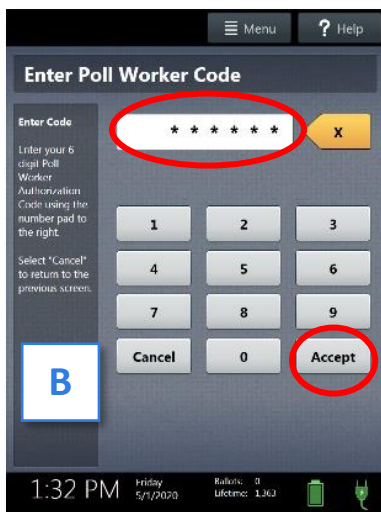
Installing Headphones and Tactile Switches

1. Lift the Verity Access from its cradle.
2. Plug the supplied or the voter-supplied headphones into the headphone port on the top left of the Verity Access. [A] ▼
3. Plug the tactile switches, sip-and-puff, or any other dual-switch input device into the port on the top right of the Verity Access. [B] ▼



Poll Workers Activate the Ballot

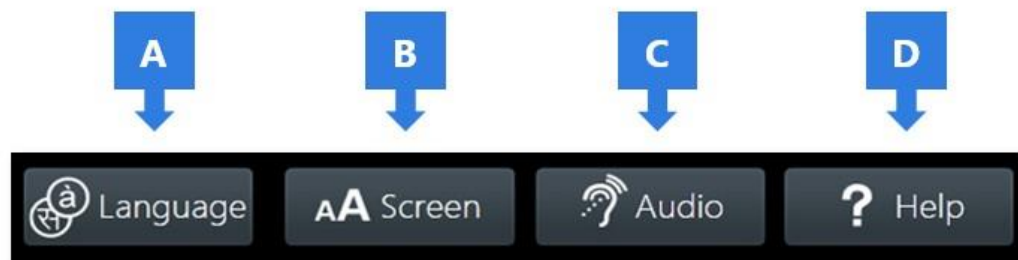
1. When the device is ready to be used for marking ballots, the **Ready for Use** screen will display.
2. Press and hold your finger on the **Ready for Use** button to continue or press the **Blue Poll Worker Button** on the back of the Touch Writer. [A] ▼
3. Enter the **Poll Worker Code** from the **Black Pouch** and select **Accept**. [B] ▼
4. To activate a provisional ballot, select **Mark as provisional**. [C] ▼
5. Confirm selections, then select **Yes, activate this ballot**. [D] ▼
6. When a Provisional Ballot is activated, an automatic Provisional Ballot Stub prints immediately. File it in the **lime green Poll Pads Ticket Envelope**. See stub image on page 67.



Touch Writer Help and Features

Each Touch Writer is equipped with context-specific help text and settings that can be accessed from the touchscreen or using Verity Access. To exit the help or settings screens and resume voting, select **Exit Help** or **Return to ballot** on the bottom right.

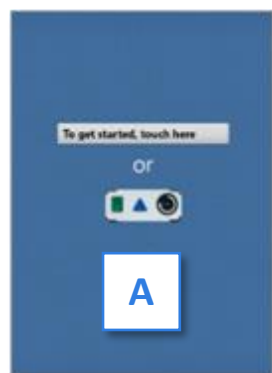
- If multiple languages are available, a **Language** button [A] ▼ is located at the top left of the screen. Voters can select this button to change the language of the instructions and ballot at any time.
- Voters can select the **Screen** button [B] ▼ to change the screen settings (contrast and text size) or to turn the screen off (if using headphones only).
- Voters can select the **Audio** button [C] ▼ to change the audio settings (volume and speed) for the headphones.
- The **Help** button [D] ▼ is at the top right of the screen. Voters can select this button to see help text for the voting step currently underway.



Marking Ballots with Touch Writer

Once a poll worker has activated a regular or provisional ballot:

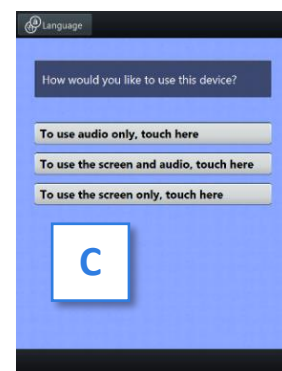
1. The voter selects **“To get started, touch here”** (or turns the Move Wheel on Verity Access clockwise). [A] ▼
2. The voter chooses if they would like to use the Verity Access accessibility features. [B] ▼
 - If **Yes, help me change the settings**, they will proceed to the next step.
 - If **No, skip straight to voting**, they will be taken to the About Your Ballot screen.



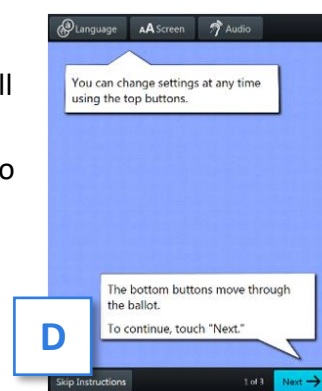
Marking Ballots with Touch Writer (Continued)

- The voter selects whether to use the screen, audio or both to complete their ballot, and then adjusts their audio and/or screen settings. [C] ▶

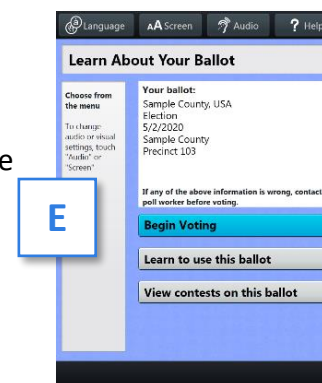
- If the voter chooses to use both the screen and audio, they will be walked through the audio settings and screen settings before proceeding. The voter selects **OK, it sounds good/OK, it looks good** in the bottom right to proceed.
- If the voter chooses to use the screen only and turn off the audio, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will then be walked through the screen settings before proceeding. The voter selects **OK, it looks good** in the bottom right to proceed.
- If the voter chooses to use the audio only, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will proceed through their ballot using the Access device with headphones. The voter can **select Touch here to enable the screen** to turn the screen display on at any time.



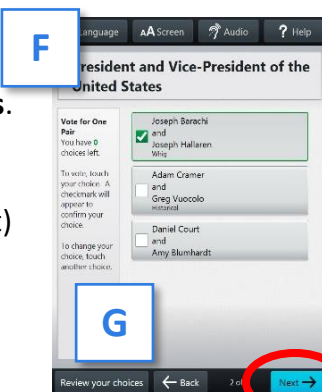
- The voter is presented with three screens of instructions that orient them to the Touch Writer device. The voter can select **Next** to view each instructional page or select **Skip Instructions** to go to their ballot. [D] ▶



- On the last page of instructions, the voter selects **Start** in the bottom right to begin marking their ballot.
- The voter can start voting (by selecting **Begin Voting**), learn how to use the ballot or view a list of contests on the ballot. [E] ▶
 - The voter marks their ballot choices using either the touchscreen or the **Move wheel** or **Select** button on Verity Access. [F] ▶



- A selected choice will display a green box with check mark to the left of the choice.
- The voter can review ballot choices by selecting **Review your choices**.
- The **Next** or **Skip** button advances to the next contest on the ballot after reviewing all candidates (voter must scroll to bottom of contest)

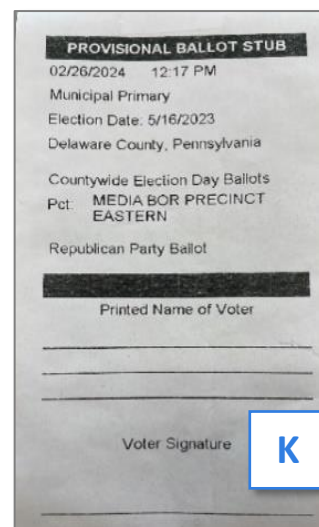
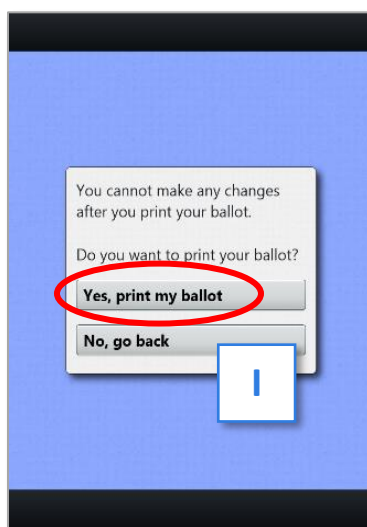
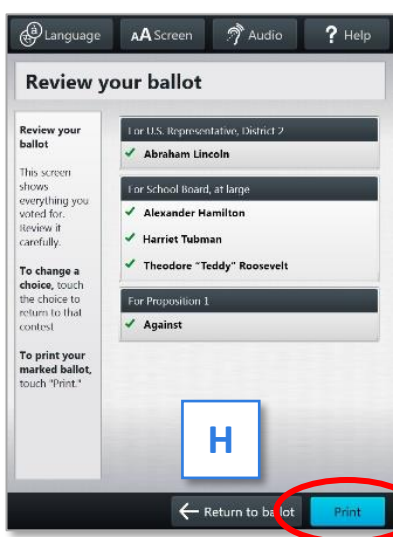


- If a Provisional voter chooses to print a blank Provisional ballot to mark by hand, keep choosing **Next** or **Skip**. [G] ▶



Marking Ballots with Touch Writer (Continued)

8. When the voter reaches the end of the ballot, the **Review your ballot** screen appears.
 - The voter can select a specific contest to return to that contest, or select **Return to ballot** to go to the last contest visited.
9. After reviewing and confirming their choices, the voter selects **Print** to print the ballot. [H] ▼
10. The voter selects **Yes, print my ballot**. [I] ▼
11. The voter retrieves the printed ballot from the printer next to the Touch Writer. [J] ▼
 - **CAUTION:** The printer prints 1 side of the ballot, then pulls the ballot back and prints the other side. Do **NOT** grab the ballot until printing on both sides is completed.
 - A Provisional Ballot Stub prints when the Provisional Ballot is activated. The poll worker should place the stub in **lime green Poll Pad Tickets Envelope**. [K] ▼ Once the ballot is marked, the voter returns to the JOE to complete paperwork.
12. The voter will take their printed regular ballot to the scanner to cast their ballot. Provisional ballots are **NEVER** accepted by the scanner.



Making Write-in Choices

To vote for a write-in candidate on the ballot (if applicable):

1. On the page for that contest, the voter selects **To enter a write-in, touch here.**
2. The voter types the name of the desired write-in, using the touchscreen or Verity Access, and then selects **Accept.**
3. The voter's write-in choice will appear with a green box with check mark to its left, along with the write-in candidate name that the voter typed.

Note: If a voter attempts to deselect a marked write-in choice, they will be asked to confirm before proceeding.

Substitutions

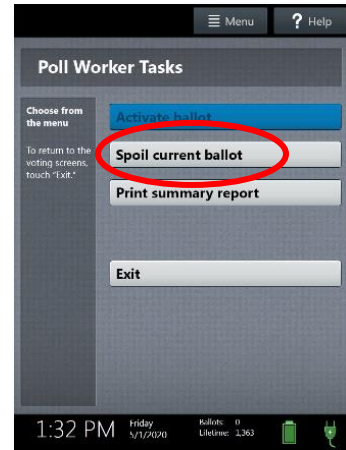
In a contest with more than one valid choice (e.g., 'vote for one, two or three'): If the voter has already selected the allowed number of choices, and then selects an additional choice, the Touch Writer will indicate which previous choice is being changed, and which new selection is being added.

Troubleshooting

- If there is a problem with the Touch Writer, follow the error instructions on the screen (if applicable), and/or contact the Voter Machine Warehouse for assistance.
- Note: If a visually impaired voter is stuck, remind them to move the wheel clockwise to activate the voice menu.
- If the Touch Writer is down and a voter needs to vote provisionally, call the Poll Worker Hotline for instructions.

Spoiling an Unprinted Ballot on Touch Writer

- Press the **Blue Poll Worker Button** on the back of the Touch Writer.
- Enter the Poll Worker Code from the **Black Pouch** and select **Accept**.
- Select **Spoil current ballot**.
- Select **Yes, spoil the ballot**.
- Select **OK**. **There is no need to file paperwork for spoiled ballots not printed.**



Spoiling Printed Touch Writer Paper Ballots

- To spoil a regular ballot that has already been printed from Touch Writer ask the voter to write **SPOILED** on it, fold it and place it in the **SPOILED/REMITTED Ballot Envelope**. Complete the Spoiled Ballot Log noting it was printed on the Touch Writer. See page 50.
- A spoiled Touch Writer Provisional Ballot should be placed in the **white Provisional Voting Return Envelope**.
- In either case, see page 64 to produce another ballot for the voter.

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USE PAGE FOR NOTES



CLOSING THE POLLS

CLOSING ACCURATELY AND EFFICIENTLY

- ❖ **NEW:** Poll Pad tablets will be returned in the Green Tote.
- ❖ Precinct must stay open until all voters in line at 8:00PM have voted. DO NOT close the polls on the scanner or Touch Writer before 8:00PM.
- ❖ Poll watchers and candidates are permitted to remain in the precinct during closing but must not disrupt your procedures.
- ❖ All Election Day materials are returned via the Equipment Cage, Green Tote or Gray Ballot Bag. Do NOT throw any Election Day materials out.
- ❖ All supplies marked **Return to County** **must** be returned to the Media Government Center immediately after completing the closing process.
WARNING! Missing supplies will require you to return to your precinct for them.
- ❖ No hand counting of scanned ballots.

Call the Voting Machine Warehouse at (610) 874-8780 or the Poll Worker Hotline at (484) 460-3750 with any problems.

Task List: Closing the Precinct and Polls

JOE: Use this list to distribute closing tasks

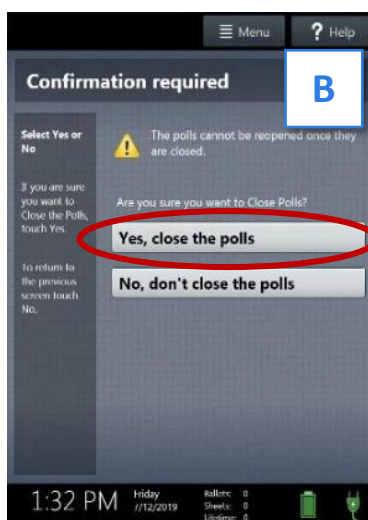
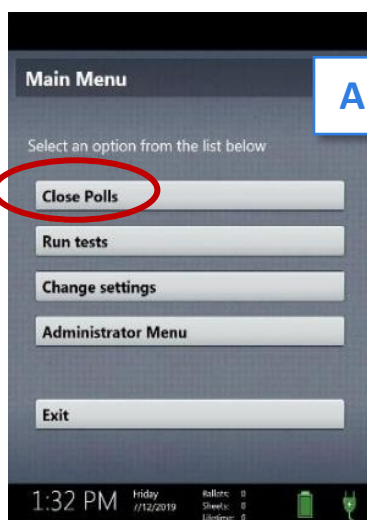
NAME	CLOSING TASK
NAME	Fill out and sign the Affidavit of Voter Identification Form and file the form in the Lemon Bureau of Elections Envelope .
NAME	Open the Ballot Box and check the Emergency Slot Bag for unscanned ballots. If ballots are found, scan them (see page 92) before proceeding.
NAME	Remove Ballot Bag from Ballot Box. Do NOT add anything to the bag! The Ballot Bag should only contain cast ballots. Seal bag with Green Security Seal located in the Black Pouch . Record the seal number on Certificate 3 of all 3 Return Sheets. Close Ballot Box.
NAME	Close Polls on the scanner. Follow the step-by-step procedures beginning on page 74.
NAME	Close Polls on the Touch Writer. Follow the step-by-step procedures beginning on page 76.
NAME	Remove the scanner and Touch Writer vDrives and seal them in the White vDrive Security Return Envelope . Sign the envelope and place it in the top clear sleeve of Gray Ballot Bag . Instructions on page 77.
NAME	Shut down the Poll Pad. NEW: Remove and place the tablet in the lime green Poll Pad sleeve and place in the Green Tote. Continue to pack the Poll Pad(s) cases and place them in the cage. Instructions on page 78 and on direction sheet in the lime green sleeve in the Green Tote .
NAME	Count ALL unused ballots, loose and wrapped. Do not unwrap ballots to count them. Record the number of unused ballots on their boxes (even if zero) and on all 3 Return Sheets - Certificate 3.
NAME	Package unused ballots: <ul style="list-style-type: none"> Place unused ballots in cardboard boxes, seal and have all worker sign over the tape. Write the number of unused ballots in each box on the label, even if zero. Return ALL cardboard ballot boxes (even empty boxes) to the equipment cage.
NAME	Fold up voting booths, ballot box, printer table and all other equipment.
NAME	Pack the Equipment Cage according to the photo in plastic sleeve including the metal sign stand, all laminated signs and the Poll Pad/s cases. Note any equipment issues on the Manifest Sheet. Do NOT Seal cage yet!
NAME	Separate only the USED Numbered List of Voters pages from the binder. Record the total number of voters (subtracting the total number of crossed off lines) on all 3 Return Sheets – Certificate 2. <ul style="list-style-type: none"> Leave all white pages, separation pages and unused yellow pages in binder and place the binder on the top shelf of equipment cage. Place all USED yellow pages in the Pink Minority Inspector Envelope .
NAME	Complete the White Provisional Voting Return Envelope (see page 86) and place in the large zip-lock bag along with all unused Provisional Ballots supplies. Place the sealed zip-lock bag in the Green Tote .
NAME	Place the Spoiled/Remitted Envelope on the top shelf of the equipment cage.

NAME	CLOSING TASK
NAME	<p>Complete and sign all 3 Return Sheets.</p> <ul style="list-style-type: none"> Return Sheet Certificate 1 – Completed at poll opening – page 38. Return Sheet Certificate 2 – Poll Closing – Voter Tally – page 80. Return Sheet Certificate 3 – Poll Closing – Paper Ballot Audit – page 82.
NAME	<p>Place 1 completed Return Sheet with attached report in each of the following locations:</p> <ul style="list-style-type: none"> Post the White Return Sheet in precinct – visible from outer door or window. File the Aqua Return Sheet in the Aqua Machine Warehouse Envelope. File the Pink Return Sheet in the Pink Minority Inspector Envelope.
NAME	<p>Complete and verify the contents of the Pink Minority Inspector Envelope, see page 87. JOE and Minority Inspector must sign the Pink Minority Inspector Envelope. The Minority Inspector will take sealed envelope home and maintain securely for two years.</p>
NAME	<p>Complete and verify the contents of the Aqua Machine Warehouse Envelope, see page 87. JOE and Minority Inspector must sign the Aqua Machine Warehouse Envelope. Place the Aqua Machine Warehouse Envelope on the top shelf of equipment cage.</p>
NAME	<p>Verify that the Lemon Pay Sheet has been filled out and signed by all poll workers. The JOE also signs at the bottom of the sheet. Note any no-shows on 2nd page. Place pay sheet in the Lemon Bureau of Elections Envelope.</p>
NAME	<p>Confirm the Lemon Bureau of Elections Envelope contains all forms listed on the envelope, per page 86. Include any notes to the Poll Worker Hotline and/or the Bureau of Elections. JOE and Minority Inspector must both sign the Lemon Bureau of Elections Envelope. Seal and place in the Green Tote.</p>
NAME	<p>Take down all postings, notices and sample ballots. Place in Posting Notices Envelope. Place in the White Supply Box.</p>
NAME	<p>Pack the White Supply Box according to the inventory list on page 85. Place the fully packed Supply Box and Black Pouch with codes in the Green Tote.</p>
NAME	<p>Collect pens, “I Voted” stickers, tape and any other loose election supplies and place them in the plastic supply bag. Place plastic bag in the Green Tote.</p>
NAME	<p>NEW: If a seal breaks, use the spare Green Seal from the Black Pouch and place the broken seal in the AQUA Machine Warehouse Envelope with a note.</p>
NAME	<p>Before sealing the Green Tote with the White Security Seal from the Black Pouch, record the seal number on Certificate 3 on all 3 Return Sheets, confirm that is properly packed and the person returning the election materials is wearing the ID Badge. See page 85.</p>
NAME	<p>Determine who is dropping off the packed and sealed Green Tote and the sealed Gray Ballot Bag with the White vDrive Security Return Envelope placed in the top plastic sleeve to the County in Media. Reminder: The person returning the election materials to Media must wear the ID Badge lanyard with keys. An Affidavit is needed if NOT a poll worker. Call Hotline at 484-460-3750 for Affidavit information.</p>
NAME	<p>Return precinct to its original state or as discussed with the site’s manager.</p>
NAME	<p>Before sealing the equipment cage with the Red Security Seal from the Blue Bag, take one last look around the precinct to make sure there are no stray items. SEAL CAGE.</p>
NAME	<p>Turn off lights, lock doors, and see that all Poll Workers are safely escorted to their cars.</p>

Closing the Polls: Scanner

IMPORTANT: Do not close the polls until 8:00PM or until ALL voters in line at 8:00PM have voted. Once the polls have been closed, they cannot be reopened.

1. Check the emergency ballot bag in the Ballot Box for any ballots before closing the polls. Scan these ballots with a bipartisan team. See page 92 for complete Emergency Ballot procedures.
2. Remove the **Gray Ballot Bag** from the Ballot Box. Do NOT put anything in the **Gray Ballot Bag**! It is for scanned ballots ONLY.
3. Zip the Ballot Bag closed and seal the zipper with the **Green Security Seal** from the **Black Pouch**. Record the **Green Security Seal** number on Certificate 3 of the Return Sheets.
4. Press the **Blue Poll Worker Button** on the back of the Scanner. Be careful! Do NOT press the **Red Power Button**. **CAUTION:** If you accidentally turn off the scanner, you will be required to restart the scanner and close the polls properly. Turning off the scanner does **NOT** close the polls. **Call the Equipment Warehouse or the Poll Worker Hotline immediately if you accidentally power off the scanner.**
5. Select **Close Polls**. [A] ▼
6. Select **Yes, Close the polls**. [B] ▼
7. Enter the Close Polls Code (found in **Black Pouch**) and select **Accept**. [C] ▼ The Close Polls Report including a Tally Report prints automatically. Then 4 Tally Reports print automatically.



THE POLLS ARE NOW CLOSED. THEY CANNOT BE REOPENED!

Closing the Polls: Scanner (Continued)

8. Record the Ballot Counter and Lifetime Counter numbers from the scanner's Close Polls Report on Certificate 2 on all 3 Return Sheets. All present poll workers will sign the Close Polls report.
9. Separate the automatically printed Tally reports and have all present poll workers sign each one.
TIP: You may label the tally reports to help keep track of them.
10. Select **Print Write-In Report** and print 1 report.
TIP: Machine report tapes will be long - some may be over 6'. If an additional roll of report tape is needed, see Machine Tape Replacement instructions on page 93.
11. After printing reports, wait at least 10 seconds before pressing the **Red Power Button** on the back of the scanner to power it off. Call the Poll Worker Hotline or the Machine Warehouse if the scanner does not power off.
12. Once the scanner is completely powered down and displays a black screen, follow instructions on page 77 to remove the vDrive and reseal the vDrive compartment.
13. Disconnect the power cord by grasping the cord at the base of the black connector molding where it connects to the scanner and slide back the sleeve. This will unlock the connection so the cord may be removed. Carefully fold and place the cords in the scanner's storage compartment.
14. Unlock and unlatch the tablet from the cradle and return it to its storage compartment. When storing, lock tablet in place with the key and pull blue latch down to secure it in place.
15. Close the Scanner case, unlatch it from the Ballot Box and place it in the cage.



Scanner Report Filing Instructions

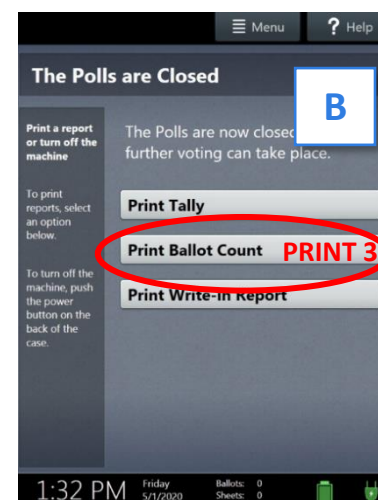
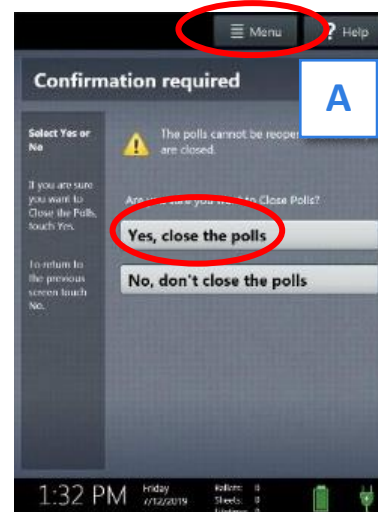
- The **signed Closed Polls report with the Tally report** will be taped to the **Aqua Return Sheet** which goes in the **Aqua Machine Warehouse Envelope**.
- A signed Tally report and the Write-In report will be taped to the **White Return Sheet** posted at the precinct.
- A signed Tally report will be taped to the **Pink Return Sheet** which goes in the **Pink Minority Inspector Envelope**.
- One signed Tally report will each go to a Republican Party Representative and a Democratic Party Representative. If a party representative is not present at poll closing, write the missing party on the Tally report, and place it in the **Aqua Machine Warehouse Envelope**.
- **TIP:** You are **NOT** required to print extra reports for poll watchers or candidates – they may take photos of the printed reports.

Closing the Polls: Touch Writer

1. Press the **Blue Poll Worker Button** on the back of the Touch Writer. **Be careful! Do NOT press the Red Power Button.** See photo on page 74. **Call the Equipment Warehouse or the Poll Worker Hotline immediately if you accidentally power off the Touch Writer before closing the polls.**
2. Select **Menu** in the upper right corner of screen. [A] ►
3. Select **Close Polls**.
4. Select **Yes, Close the polls**.
5. Enter the Close Polls Code (found in **Black Pouch**) and select **Accept**. The Close Polls report prints automatically.

**THE POLLS ARE NOW CLOSED.
THEY CANNOT BE RE-OPENED.**

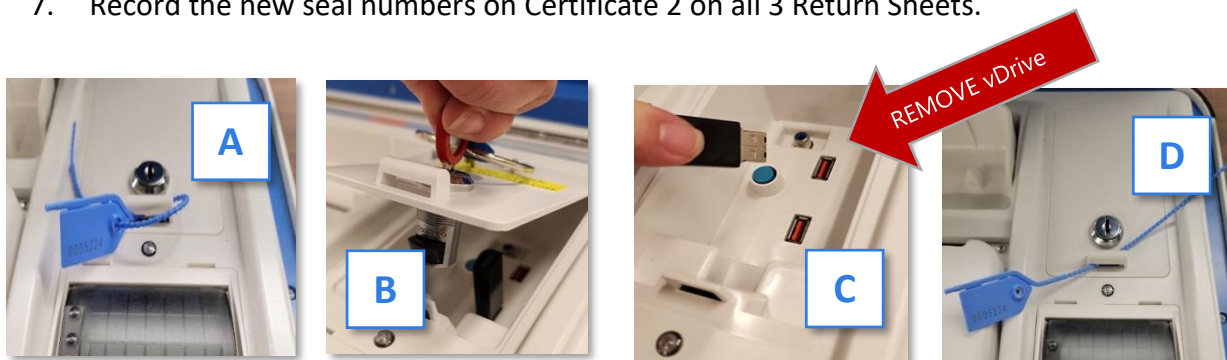
6. Record the Lifetime Counter number from the Touch Writer Close Polls Report on Certificate 2 on all 3 Return Sheets.
7. Record the total of ballots printed in the precinct on Certificate 3 on all 3 Return Sheets.
8. Select **Print Ballot Count**. Print 3 of these reports. [B] ►
9. All present poll workers must sign ALL machine tape reports and file as instructed:
 - Attach the Close Polls Report to the **Aqua Return Sheet**.
 - Attach one Ballot Count Report to the **Aqua Return Sheet**.
 - Place one Ballot Count Report in the **Pink Minority Inspector Envelope** and one in the **White Provisional Voting Return Envelope**.
10. After printing reports, wait **at least 10 seconds**, then press the **Red Power Button** on the back of the Touch Writer to power it off.
11. Once the Touch Writer is completely powered down and displays a black screen, follow instructions on the next page to remove the vDrive and reseal the vDrive compartment.
12. Disconnect the power cord by grasping the cord at the base of the black connector molding where it connects to the Touch Writer and slide back the sleeve. This will unlock the connection so the cord may be removed. Place the cords in the storage compartment.
13. Remove the USB printer cable and attach a **Blue Security Seal** over the printer port on the back of the Touch Writer. Record the seal number on Certificate 2 on all 3 Return Sheets.
14. Unlock and unlatch the tablet from the cradle. When storing, lock the tablet in place with the key and pull blue latch down to secure it in place.
15. Close the Touch Writer case, unlatch it from the table and place it in the cage.



Closing the Polls: vDrive Removal and Return

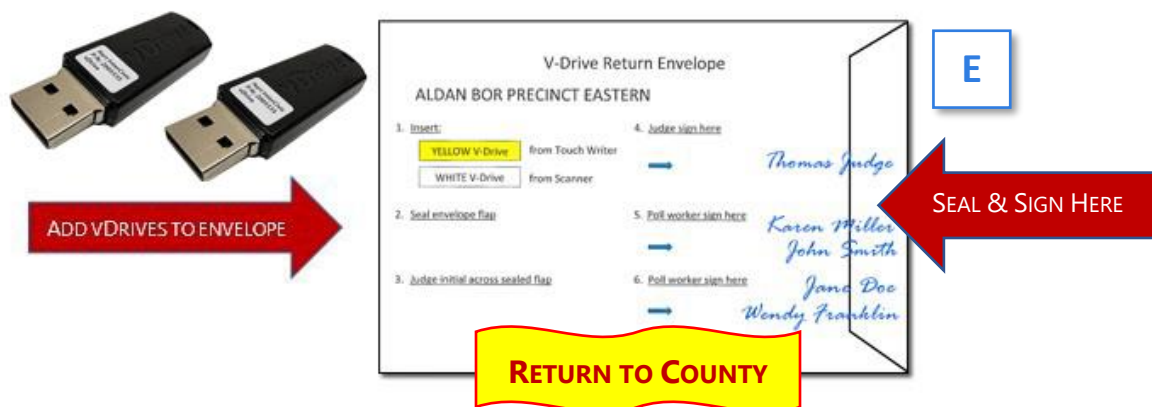
Complete the following steps on the scanner and Touch Writer once both devices are powered down:

1. Break the security seal on the vDrive compartment. [A] ▼
2. Deposit both broken security seals in the **Aqua Machine Warehouse Envelope**.
3. Unlock and open the vDrive compartment with the key from **Black Pouch**. [B] ▼
4. Remove the vDrive from the USB slot. [C] ▼
5. Place both vDrives in the **White vDrive Security Return Envelope** and seal.
6. Attach **Blue Security Seals** from the **Blue Bag** in cage to the vDrive compartments for both the Scanner and Touch Writer before closing equipment. [D] ▼
7. Record the new seal numbers on Certificate 2 on all 3 Return Sheets.



IMPORTANT! Do not use security seals on equipment handles.

8. The JOE AND ALL PRESENT POLL WORKERS must sign on the sealed flap! [E]

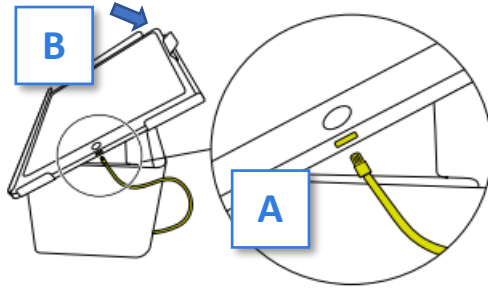


IMPORTANT: Slide the signed and sealed vDrive Return envelope into the top clear sleeve of the Gray Ballot Bag.

Closing the Polls: Packing up the Poll Pad

NEW: The Poll Pad Tablet will be removed and returned to the county via the Green Tote.

1. Unplug the green cable from the Poll Pad. [A]

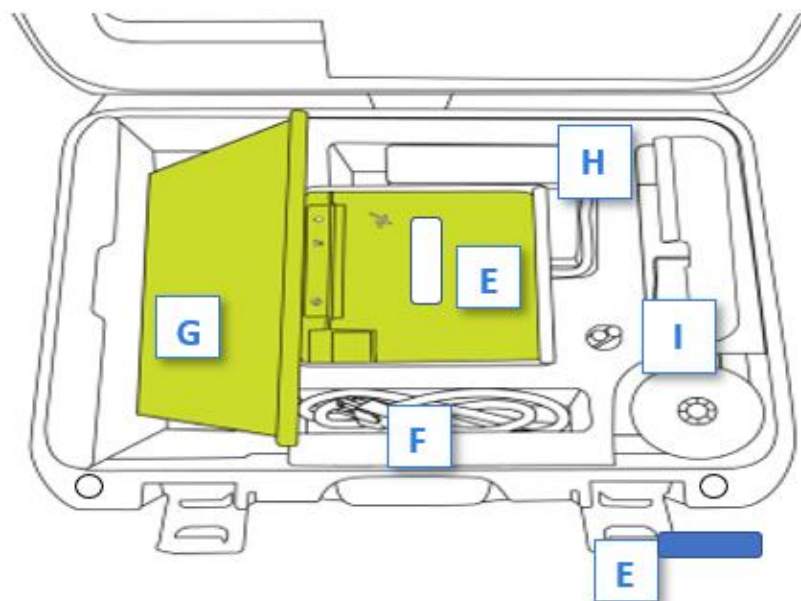


2. Tap the side button in the upper left-hand corner [B] and the screen will go black.

3. **NEW:** Remove the tablet and place in the **lime green sleeve** [C] and place in the **Green Tote**. See instructions inserted in the sleeve.



4. Verify the case's blue luggage tag matches the number on the printer's sticker. [E]
5. Unplug the power cord from the outlet. Separate the power brick from the power cord. Place the power cord in the case. [F]
6. Lift the Poll Pad device with 2 hands and gently place in the case with the printer sticker facing up. [G] Tuck the green cable and brick into their slot. [H]
7. Pack up all remaining accessories, including all styluses, cleaning cloth, the rapid wall charger (if present) and printer paper. [I]
8. Close the case. Do NOT force it. **NEW:** Case does **NOT** need to be sealed since the tablet has been removed.
9. Place the Poll Pad case/s along with the extension cord and the power strip in the Equipment Cage.



Sample Return Sheet

Place completed and signed sheet in Aqua Machine Warehouse envelope

Delaware County - Return Sheet
Municipal Election
Tuesday, November 4, 2025

PRECINCT: ALDAN EAST

Attach Scanner
Close Poll Report
w/Tally Report and
NEW TouchWriter
Ballot Count
Precinct Report here

ATTACH MACHINE REPORTS

POLL OPENING - CERTIFICATE 1

During setup, record these numbers from the equipment and the reports.
Verify all "Zero & Open Polls Reports" show zero votes cast. Call warehouse if incorrect.

ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment <small>Unseal at Poll Closing</small>	Serial Number from Open Polls Report	Lifetime Counter from Open Polls Report
Ballot Scanner			
Touch Writer			

RED Seal # on Cage: _____ BLUE Seal # Back of Touch Writer: _____

POLL CLOSING - CERTIFICATE 2

After closing the polls, record these numbers from the equipment, reports and numbered list of voters.

ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment <small>Seal when Repacking</small>	BALLOT COUNTER from Close Polls Report	Lifetime Counter from Close Polls Report
Ballot Scanner			
Touch Writer			

RED Seal # on Cage: _____ BLUE Seal # Back of Touch Writer: _____

TOTAL # VOTERS: 0 Record the last number used from the numbered list, minus any lines that were crossed out and unused.

PAPER BALLOT AUDIT - CERTIFICATE 3

Account for all regular ballots. Record seal numbers used for the live ballots.

BALLOTS	
Total Ballots received in cage <small>(confirm at opening)</small>	
Total of All Unused Ballots at Closing <small>(including loose ballots and sealed packets)</small>	
Total Spoiled Regular Ballots <small>(from the spoiled/remitted ballot env.)</small>	

You must record these security seal numbers. Print numbers clearly.

Scanner Gray Tote Bag Seal # <small>Contains all scanned paper ballots</small>	
Green Tote Bag Seal # <small>Contains all cast provisional votes</small>	

Notes on discrepancy or other important items:

We, the undersigned Election Officials, under penalty of perjury and/or loss of pay, certify that we followed all procedures under the law at this Election, including but not limited to certifying that no hand counts of voted/scanned ballots were performed in this precinct.

POSITION	PRINTED NAME	SIGNATURE
Judge of Elections		
Majority Inspector		
Minority Inspector		
Machine Operator		
Clerk		

SEE PAGE 38

SEE PAGE 80

SEE PAGE 82

PRINT WORKER NAMES & SIGN HERE

IMPORTANT NOTE:

"Total # Voters: From Numbered List" number should match the "BALLOT COUNTER" number.

If the numbers do NOT match, explain the reason in the "Notes" box.

All poll workers present **MUST** print and sign their names on all 3 return sheets.

Filling Out the Return Sheets: Certificate 2

There are 3 Return Sheets (*Pink, Aqua and White*) and all 3 must be filled out completely and identically. The term “certificate” refers to a specific section of the Return Sheet (see page 79). There are no individual certificates.

Certificate 2 is a record of ballots cast and closing security measures. Use these instructions, along with the infographic on the opposite page, to complete Certificate 2.

- The vDrive compartments are resealed after removing the vDrives as shown on page 77. Record the numbers from the **Blue Security Seals** (from the blue bag in the cage) placed on the scanner *and* the Touch Writer’s vDrive compartments at closing.
- Record the number of ballots cast from the Ballot Counter number on the scanner’s Close Polls Report. In the example, 43 ballots were cast.
- Record the Lifetime Counter number from the Close Polls Reports for both the scanner and the Touch Writer. In this example, the Scanner’s lifetime count is 5732 and the Touch Writer’s lifetime count is 83.
- Record the closing seal number from the **Red Security Seal** from the blue bag on the equipment cage. **Do not seal the cage until you are ready to leave the precinct.**
- Record the number from the **Blue Security Seal** (from the blue bag in the cage) placed on the printer port on the back of the Touch Writer at closing.
- **NEW:** If a seal breaks, use the spare **Green Seal** from the **Black Pouch** and place the broken seal in the **AQUA Machine Warehouse Envelope** with a note.
- Record the total number of voters who voted at the precinct. This will be the final line from the Numbered List of Voters in the binder, minus any crossed out and unused lines.
- In this example, the last number is 44 and there was 1 cross out. So, the actual number of voters who checked in on the Poll Pad and received a ballot is 43.

IMPORTANT NOTE: The TOTAL # VOTERS number [see **5** on next page] should match the scanner’s BALLOT COUNTER number [see **2** on next page]. If the numbers do not match, explain the reason for the difference in the discrepancy box to the right of Certificate 3. The reason must be explained on ALL 3 return sheets.

Filling Out the Return Sheets: Certificate 2

POLL CLOSING - CERTIFICATE 2			
After closing the polls, record these numbers from the equipment, tapes, and numbered list of voters.			
ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment <i>Seal when Repacking</i>	BALLOT COUNTER from Close Polls Report	Lifetime Counter from Close Polls Report
Ballot Scanner	1 0005226	2 43	3 5732
TouchWriter	0005225		4 83
RED Seal # on Cage:	Used to seal cage	BLUE Seal # Back of TouchWriter:	At closing
TOTAL # VOTERS: From numbered list of voters		5 43 <i>Record the last number used from the numbered list minus any lines that were crossed out and unused.</i>	



Seal numbers from blue security seals installed on both vDrive compartments after removal of the vDrives.

NUMBERED LIST OF VOTERS 1-100 PAGE 0		
White pages stay in the binder. Place binder in cage after polls close. Minority Inspector keeps yellow pages.		
1. Smith, John	34. Miller, John	67.
2. Doe, Jane	35. White, Jane	68.
3. Jones, John	36. [Crossed out]	69.
4. [Crossed out]	37. [Crossed out]	70.
5. Smith, John	38. Doe, John	71.
6. [Crossed out]	39. Miller, Jane	72.
7. Apple, John	40. White, John	73.
8. [Crossed out]	41. Brown, Jane	74.
9. [Crossed out]	42. [Crossed out]	75.
10. [Crossed out]	43. [Crossed out]	76.
11. [Crossed out]	44. [Crossed out]	77.

Election Header	
Poll Worker Training - General	
Election Date: 10/31/2021	
Delaware County, Pennsylvania	
Delco Elementary School	
Election Day	
Verity Scan	
S/N: S1903221810	
Version: 2.3.1	
2 → Ballot Counter:	43
3 → Lifetime Counter:	5732
Close Polls Report	

Election Header	
Poll Worker Training - General	
Election Date: 10/31/2021	
Delaware County, Pennsylvania	
Delco Elementary School	
Election Day	
Verity Touch Writer	
S/N: W1913547412	
Version: 2.3.4	
Ballot Counter:	6
Lifetime Counter:	4 → 83
Close Polls Report	

These tapes show a record of all votes cast.

Remember to sign the bottom of all machine tapes where indicated.

Filling out the Return Sheets: Certificate 3

There are 3 Return Sheets (*Pink, Aqua and White*) and all 3 must be filled out completely and identically. The term “certificate” refers to a specific section of the Return Sheet (see page 79). There are no individual certificates.

Certificate 3 is the paper ballot audit. It contains a record of all paper ballots delivered to and printed at the precinct. Use these instructions, along with the infographic on the opposite page, to fill out Certificate 3 on all 3 Return Sheets.

- At Opening, the preprinted number was agreed with the actual number of ballots received in the cage.
- Record the total number of unused (loose and wrapped) ballots. ALL unused ballots must be sealed in their box and placed back in the cage along with any empty cardboard boxes at the end of the night.
- Record the total number of spoiled ballots (from the Spoiled/Remitted Ballot Envelope). This count does **NOT** include any remitted absentee/mail-in ballots or Spoiled Touch Writer ballots.
- Record the **Green Seal Number** from the **Black Pouch** used to seal the **Gray Ballot Bag**.
- Record the **White Seal Number** from the **Black Pouch** used to seal the **Green Tote**. Do not seal the **Green Tote** until all paperwork has been completed and filed.
- **NEW:** If a seal breaks, use the spare **Green Seal** from the **Black Pouch** and place the broken seal in the **AQUA Machine Warehouse Envelope** with a note.

If there are any discrepancies, please explain it in the discrepancy note box located next to Certificate 3 on the Return Sheet. The same reason must be noted on ALL 3 return sheets.

Once all 3 Return Sheets are completed, **ALL** poll workers present at closing must print and sign their names at the bottom of the sheets.

- File the completed **Pink Return Sheet** with the Tally Report attached in the **Pink Minority Inspector Envelope**.
- File the completed **Aqua Return Sheet** with both the Scanner Close Poll Report with Tally Report and **NEW** Touch Writer Ballot Count Precinct Report attached in the **Aqua Machine Warehouse Envelope**.
- Post the completed **White Return Sheet** with both the Write-In and Tally Reports attached so they are visible from the outside of the precinct. Poll workers are not responsible for removing this posting.

Filling Out the Return Sheets: Certificate 3

PAPER BALLOT AUDIT - CERTIFICATE 3	
Account for all regular ballots. Record seal numbers used for the live ballots.	
BALLOTS	
Total Ballots received in cage (confirm at opening)	1 650 - PREPRINTED
Total of All Unused Ballots at Closing (including loose ballots and sealed packets)	2 461
Total Spoiled Regular Ballots (from the spoiled/remitted ballot env.)	3 2
You must record these security seal numbers. Print numbers clearly.	
Scanner Gray Tote Bag Seal # Contains all scanned paper ballots	4 0003546
Green Tote Bag Seal # Contains all cast provisional votes	5 001171

Delaware County
November 4, 2025 Municipal

PRECINCT:
ALDAN Eastern

BOX #1
Precinct Box: 1 of 1

TOTAL BALLOTS: 650

461 unused

DELAWARE COUNTY
BUREAU OF ELECTIONS
SPOILED / REMITTED BALLOT ENVELOPE

Precinct Station Goes Here

- SPOILED BALLOTS:** If a voter overvotes or mismarks an Election Day Precinct Ballot, the voter may spoil that ballot to receive a replacement Precinct Ballot.
 - Mark the overvoted or mismarked ballot as spoiled.
 - Place the spoiled ballot in this envelope.
 - Make a log entry below.
- REMITTED MAIL BALLOTS:** If a voter decides to vote in person and turns in the Mail/Absentee Ballot, they must surrender both the Mail/Absentee Ballot and the bar-coded Return Envelope that shows the voter's name to receive a replacement Precinct Ballot.
 - Place the Mail/Absentee Ballot and return envelope inside this envelope.
 - Complete and place electors declaration to returned Mail Ballot inside this envelope.
 - Do **NOT** make a log entry below.

Reason Spoiled: Overvote or Mismarked	Spoiled By: Poll Worker Name
OVER VOTE RIPPED	JOE JUDGE MAX MAJORITY

Ballot Bag Security Seal

4

Green Tote

5

Security Seal Locations

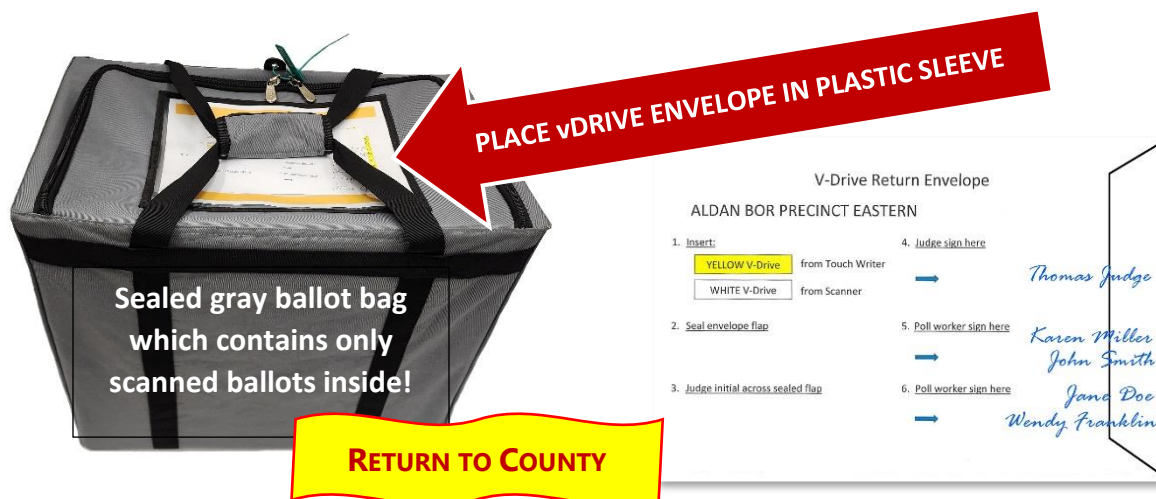
Seal Color	Security Seal Location	Seal Placement at Poll Closing
White (1)	Black Pouch	Green Tote
Green (2)	Black Pouch	Gray Ballot Bag and spare
Blue (3)	Equipment Cage - blue bag	vDrive compartments on scanner & Touch Writer and the Touch Writer's rear printer port
Red (1)	Equipment Cage - blue bag	Equipment Cage

NEW: If a seal breaks, use the spare green seal and place the broken seal in the AQUA Machine Warehouse Envelope with a note.

Return Guide

SUPPLIES MARKED "RETURN TO COUNTY" MUST BE INCLUDED AT THE END OF NIGHT DROP-OFF. IF YOU ARE MISSING ANY OF THESE ITEMS, YOU MUST RETURN TO THE PRECINCT TO RETRIEVE THEM FOR DELIVERY TO THE COUNTY.

Sealed Gray Scanner Ballot Bag with vDrive Envelope



- Use the **Green Security Seal** located in the **Black Pouch** to secure the **Gray Ballot Bag**.
- Record the **Green Seal Number** on all 3 Return Sheets. (See Cert. 3 on page 83)

The signed & sealed vDrive envelope will be placed in the clear sleeve on top of the sealed Gray Ballot Bag.

Closing Inventory **IMPORTANT: Pack out what was packed in.**

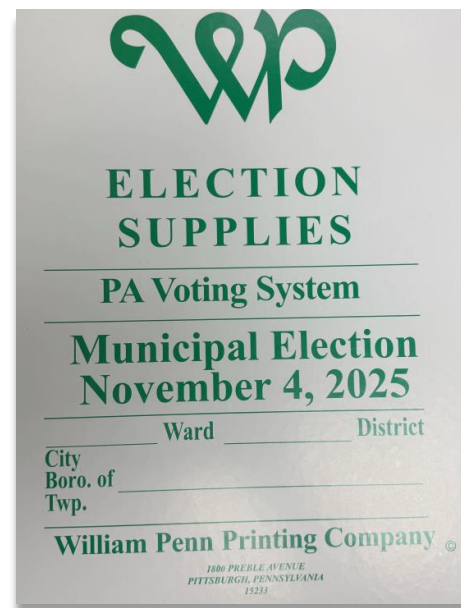
GREEN TOTE



GREEN TOTE CONTENTS:

- **Used Forms Envelope which contains:**
 - Used Yellow Affirmation of Elector Forms
 - Used Pink Declaration of Assistance Forms
 - White Record of Assisted Voters Log
 - Used Challenges of Elector's Affidavit
 - **ALL** Used & Unused Poll Book Entry Pages
- **Provisional Ballot supplies** – place all supplies into the large zip-lock bag, including:
 - Provisional Voting Return Envelope p. 86
 - Unused Provisional Ballot Envelopes, Green Secrecy Envelopes & receipts
 - 3 voter instruction sheets
- **Unused Forms Envelope** (containing):
 - Blank Yellow Affirmation of Elector Forms
 - Blank Pink Declaration of Assistance Forms
- **Black Pouch:** Card with codes, magnifying glasses and extra green seal (if not used)
- **NEW:** Poll Pad tablet in lime green sleeve
- **Voter reading lights**, if applicable
- **Lemon Bureau of Elections Envelope** (p. 86)
- **Pens and tape**
- **White Supply Box** (contents, see right)

WHITE SUPPLY BOX



WHITE SUPPLY BOX CONTENTS:

- Blue Precinct Folder
- Unused Elector's Declaration to Return their Mail Ballot Forms
- Unused Challenges Elector's Affidavits
- Posting Notices
- Election Day Digest (may keep)
- Unused Statements of Complaint
- Unused "I Voted" stickers
- Bag of pens and tape
- 3 Sample Ballots
- Laminated Marking the Ballot key

Once the **Green Tote** is completely packed, use the **White Security Seal** located in the **Black Pouch** to secure the **Green Tote**. The seal number should have been recorded on Certificate 3 on all 3 Return Sheets (see page 83).

PROVISIONAL VOTING RETURN ENVELOPE

Provisional Voting Return Envelope Instructions

1. **IMPORTANT:** Review all provisional ballots for JOE and Minority Inspector signatures before sealing the envelope.
2. Complete section #1.
3. **Both** the JOE and Minority Inspector must sign section #2.
4. The individual responsible for returning this packet to the County must complete section #3.
5. Place **ALL** provisional ballots including spoiled provisional ballots and Ballot Count Report in the envelope and seal.

LEMON BOE ENVELOPE

LEMON BOE ENVELOPE CONTENTS

1. **Lemon Pay Sheet** that MUST be signed & completed by all workers to ensure payment
2. Signed Election Officers' Oath Affidavit
3. Signed Affidavit of Voter ID
4. Used Statements of Complaint-Title III
5. Any important messages or Poll Pad tickets with notes

LIME POLL PAD TICKETS ENVELOPE

LIME POLL PAD ENVELOPE/S (IN FRONT OF NUMBERED LIST BINDER) CONTENTS

1. Poll Pad Tickets
2. Broken Lime security seal/s from Poll Pad/s
3. Touch Writer Provisional Ballot Stubs

KEEP in the front of the White Numbered List of Voters Binder.

NOTE: Some larger precincts may have more than 1 envelope and some may be manila.

IMPORTANT: Place the Numbered List Binder on the top shelf of the Equipment Cage.

Equipment Cage, Aqua Envelope and Pink Envelope

EQUIPMENT CAGE



ADD TO TOP SHELF OF CAGE NEXT TO WHITE BINDER

AQUA MW ENVELOPE

REPACK, SEAL AND COVER

- Repack the equipment per the packing assistance photo and Manifest Sheet
- Sealed & signed cardboard ballot boxes with unused ballots plus any empty boxes
- Poll Pad/s case without the tablet
- Metal sign stand and all laminated signs
- Electric cord and power strip (if provided)

PLACE THE FOLLOWING ON THE TOP SHELF:

- **Spoiled/Remitted Envelope**
- **Numbered List of Voters White Binder** containing **Lime POLL PAD Sealed Envelope**
- **Aqua Machine Warehouse Envelope**
- Completed Manifest Sheet

AQUA MACHINE WAREHOUSE ENVELOPE CONTENTS:

- Scanner & Touch Writer Zero Reports
- Scanner & Touch Writer Open Polls Reports
- Touch Writer Close Polls Report
- Scanner & Touch Writer Power on Self-Test Reports
- All broken **Security Seals** except the Lime Poll Pad seal
- Aqua Return Sheet w/Scanner Close Polls Report with Tally Report and Touch Writer Ballot Count Report attached
- Any unclaimed party Tally Reports

PINK MINORITY INSPECTOR ENVELOPE

PINK MINORITY INSPECTOR ENVELOPE CONTENTS:

- Scanner & Touch Writer Zero Reports
- Signed Election Officers' Oath Affidavit
- Touch Writer Ballot Count Report
- Used **Yellow Numbered List of Voters** (from White Binder)
- Pink Return Sheet w/Tally Report attached

GIVE TO MINORITY INSP.

Drop Off Rules and Information

- **NEW:** All precincts are returning the Poll Pad Tablet/s in *the lime green sleeve* in the *Green Tote*.
- **IMPORTANT:** If a non-poll worker is returning the materials, they must have a signed affidavit (Call the Poll Worker Hotline at (484) 460-3750 for directions).
- **IMPORTANT:** The *white vDrive Envelope* will be placed in clear sleeve on top of the *gray ballot bag*.
- The Poll Pad case/s are returned in the cage.
- All precincts will return materials promptly on ELECTION NIGHT to the Government Center in Media.
- Only **ONE** person wearing the ID Badge on lanyard with the keys per precinct will be admitted in the building to return materials.
- Assistance carrying the materials will be available in the Third Street garage, if needed.

Appendix A: Voter Intimidation and Electioneering

No one may electioneer or attempt to influence voters inside the polling place or within 10 feet of the entrance of the voting room.

The Judge of Election must instruct **any** violators to move outside or away from the door. The Judge of Election must preserve the rights of voters to cast their ballots in private and free of interference, and **NOT** allow:

▪ Aggressive behavior inside or outside the polling place.	▪ Disseminating false or misleading election information.
▪ Blocking the entrance to the polling place.	▪ Vandalism of polling places.
▪ Election workers treating voters differently in any way based on race or other characteristics.	▪ Confronting voters, or demanding documentation or ID when none is required.
▪ Disrupting voting lines inside or outside of the polling place.	▪ Photographing or videotaping voters to intimidate them.
▪ Violence or using the threat of violence to interfere with a person's right to vote.	▪ Poll watchers confronting, hovering over, or directly speaking to voters.
▪ Poll workers or poll watchers making repeated frivolous challenges to voters without a good faith basis.	▪ Using insulting, offensive, or threatening language, or making taunting chants inside the polling place.

The Judge of Election must ensure that no voter intimidation happens in or around the polling place by anyone – other voters, poll workers or poll watchers. Take all reports of voter intimidation seriously! Call the DA's Office.

If you see or hear that someone is acting disruptively at or around the polling place, the Judge of Election or designated poll worker should immediately approach that individual to de-escalate the situation.

If de-escalation is not successful and the individual refuses to leave, contact the Constable. If a Constable is not available, contact law enforcement. However, this should be the last resort to prevent complaints of voter or poll watcher intimidation.

Appendix B: De-Escalation Guidance

GOAL – Handle disruptions at the polling place in a fair, legal and effective way regardless of the identity or political affiliation of the disruptor. De-escalation may not resolve an issue immediately. Responders should focus on slowing the conversation down and minimizing disruption of election operations.

- Planning makes your job easier in the moment.
- Projecting empathy, confidence and genuine concern is key to effective de-escalation.
- Identify staff members well-suited to this task and consider choosing a “designated responder.”
- Do not make it personal – use phrases like “State law does not allow...” instead of “you are not allowed...”
- Familiarize yourself with State and Federal laws concerning polling place disruptions.
- Offer the Statement of Complaint – Title III.
- Know who to contact for help.

Steps for De-Escalating a Situation

Stay calm – Check in with yourself to make sure you appear calm and self-assured. Your affect and body language should express caring interest in their perspective – not impatience or skepticism. Do NOT cross your arms or put your hands on your hips.

Listen – Actively listen to the disruptor’s concerns and look for clues about feelings, needs or values. Ask simple, open-ended questions (“Will you tell me what your concerns are?”). Try to name the emotion you believe is being expressed (“I’m hearing that you are frustrated” or “I sense your aggravation at this situation.”).

Affirm – Repeat what you understand their points to be (“I hear your concern for safety” or “I hear that your concern is ...”). Invite repeated cycles of response and clarification to slow the conversation and allow the disruptor to see that you are listening and attempting to understand. This is also a good time to gently move the disruptor away from other voters who might become agitated or feel intimidated.

Respond – Only after questions and listening have been exhausted should the poll worker begin to respond. Emphasize that you want to help. Remind them that you are committed to enforcing the rules that are in place to protect all qualified voters’ right to vote. You may invite the disruptor to review with you the postings inside the polling place that reference voting rights, instructions and penalties. When informing disruptors of legal restrictions, emphasize that they are bound to the law, but suggest that the disruptor can make their views known to their legislators.

Assess – If the above techniques are not working, STOP. Get help.

Appendix C: Emergency Information

In the event of a life-threatening situation, call 911 immediately.

In the event of an emergency, JOEs should call the Poll Worker Hotline ASAP.

In the event of an evacuation, keep poll workers and voters out of the building. If time and conditions permit, prioritize taking the Numbered List of Voters and then Poll Pads, Provisional Ballots and voting equipment with you. Safeguard any items taken. All poll workers shall meet outside, and the JOE shall make sure everyone is accounted for. Poll workers can wait in vehicles outdoors if weather conditions warrant. Await further instructions as to relocation or other pertinent information.

MEDICAL EMERGENCY (STAFF OR VOTER): Call 911. After situation has been addressed, call the Poll Worker Hotline to report the incident and determine next steps.

FIRE/GAS LEAKS: Evacuate the building and call 911. If time and conditions permit, first take the #’d List of Voters and then the Poll Pads, Provisional Ballots and voting equipment with you. Safeguard items taken. All poll workers shall meet outside, and the JOE shall make sure all are accounted for.

SEVERE WEATHER/TORNADO: Seek shelter in the lowest level of the building, away from windows. If time and conditions permit, prioritize taking the Numbered List of Voters and then Poll Pads, Provisional Ballots and voting equipment with you and safeguard. The JOE shall make sure all are accounted for. Everyone able should get on their knees and elbows while protecting their head.

LOSS OF POWER: Open blinds and curtains to let natural light in. When AC power is not available, the Scanner and Touch Writer will automatically switch over to battery power which will last about 2 hours, and a warning message will display. To dismiss the message and continue operating on battery power, touch “**If the power is out, touch here to use battery.**” If a voter is voting, this message will appear after voting is completed. Call the Machine Warehouse to report the outage.

SUSPICIOUS PACKAGE/BOMB THREAT: Do not touch/move the suspicious item(s.) Call 911. If evacuation is required and time permits, prioritize taking the Numbered List of Voters and then the Poll Pads, Provisional Ballots and voting equipment with you. Safeguard any items taken. The JOE shall make sure everyone is accounted for. Await further guidance from law enforcement.

WEAPONS SITUATION: If a weapon is displayed in a hostile way, call 911. If evacuation is required and time permits, prioritize taking the Numbered List of Voters and then Poll Pads, Provisional Ballots and voting equipment with you. Safeguard any items taken. The JOE shall make sure everyone is accounted for.

WHEN TO CALL THE POLICE:

Police, whether in uniform or not, may only be in a polling place when: responding to an emergency, keeping the peace, serving a warrant, or casting their own ballot. If there is a problem, contact a Constable if possible. **Call the police when:**

- A true emergency threatens bodily harm of a person in or near the polling place, or,
- Any person repeatedly disrupts the polling place and/or repeatedly ignores or refuses to follow the directions of the JOE, and the matter cannot be resolved by the JOE, the members of the local election board or the Constable.

Call the Poll Worker Hotline 484-460-3750 as soon as possible to report any incidents.

Appendix D: Emergency Ballot Box Procedure

If the precinct scanner malfunctions or is not reading ballots properly, even after opening a different bundle of ballots, follow these procedures. This will allow voters to continue casting ballots until the scanner is repaired or replaced.

**DO NOT REBOOT THE SCANNER.
DO NOT ATTEMPT TO TROUBLESHOOT THE SCANNER WITHOUT EXPLICIT
APPROVAL OF THE VOTING MACHINE WAREHOUSE.**

1. Voters can continue to cast their ballots if there is a need to troubleshoot the scanner.
2. Instruct voters to place their ballots in the manual emergency slot located in front of the scanner on the right side of the ballot box.
 - Ballots will be collected in a separate bag within the ballot box.
3. Contact the Voting Machine Warehouse **(610) 874-8780** to resolve the scanner issue.
4. When the scanner is fully functioning, a bi-partisan team of poll workers will scan the ballots. This is the only time any of the poll workers will touch live ballots. Invite any present poll watchers to observe.
 - Remove all ballots from the emergency bag (use the blue ballot box key to open the rear door of the scanner).
 - Scan all ballots.
5. Complete the paperwork from the Machine Warehouse Personnel.



IMPORTANT: In case of an overvote or blank page, tap “Cast Ballot As-Is.”

**Ballot Drop Slot
FOR EMERGENCY USE ONLY**



Appendix E: Replacing Machine Report Paper

If the scanner or Touch Writer runs out of paper while printing a report, simply replace the paper and reprint that report. Rolls of paper are in the **blue bag** in the Equipment Cage.

Machine tape replacement

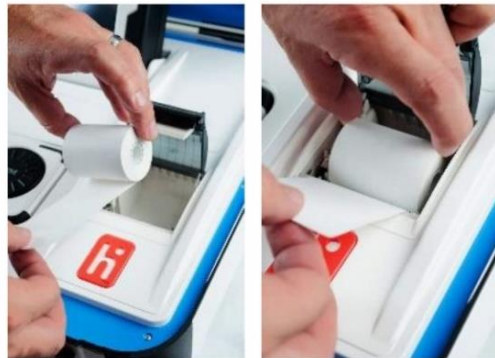
1. The thermal report printer is located on the right-hand side of the Verity Device ►



2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you and lift up to open the paper compartment. ►



3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom. ►



4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper. ►



Appendix F: Voters with Specific Needs

- **Respect every voter.** Remember that the voter is a person first, the disability comes second.
- **Be considerate and patient.** Some voters may need more time to communicate or to accomplish a task.
- **Communicate with the voter.** Some voters with Specific Needs may have an assistant or a companion with them. Look at and speak directly to the voter, rather than the assistant.
- **Encourage accessibility.** Make sure the most accessible way to access your precinct is clearly marked. All poll workers should be familiar with accessible access points to the precinct.

Working with voters who are blind or visually impaired:

- **Identify yourself as a poll worker.** Do this as soon as you are interacting with the voter. Offer your own arm, rather than taking the voter's arm, when assisting. Help the voter avoid obstacles in the path of travel by being specific when giving verbal directions.
- **If the voter has a service animal,** walk on the opposite side of the voter, away from the service animal. Do not pet or interact with the service animal without the owner's permission.
- **Describe what you are doing as you do it.** If walking away from a person who is blind or visually impaired, let them know.

Working with voters with speech/hearing impairments:

- **Allow a voter who cannot speak** to write their name and address to provide identification.
- **Follow the voter's cues.** This will help determine whether speaking, gestures or writing is the most effective means of communication.
- **If speaking, speak calmly, slowly and directly to the voter.** Do not shout.
- **Rephrase rather than repeat sentences that the voter does not understand.**

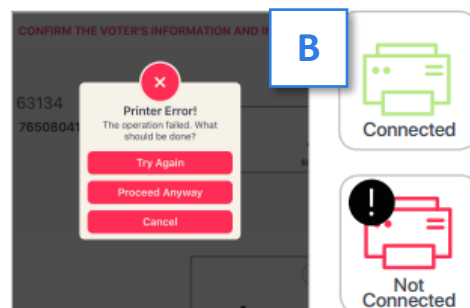
Working with voters with limited mobility:

- **Do not push or touch a voter's wheelchair without their consent.** People using adaptive equipment often consider the equipment as part of their personal space.
- **Ask before helping.** Grabbing a voter's elbow may throw a person off balance. A person with mobility impairments might lean on a door while opening it. Quickly opening the door may cause a person to fall.
- **Secure mats, rugs and cords to the floor** or move them out of the way. This will help prevent tripping.
- **Keep ramps and wheelchair accessible doors unlocked and free of clutter.**

Appendix G: Poll Pad Issues

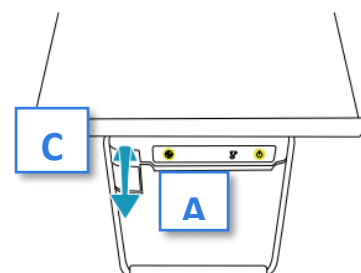
Not Printing/Stops Printing

1. Make sure the printer is turned ON. (Blue light will be on). [A]
2. Confirm the printer is plugged into outlet and cords are securely connected.
3. Check paper is properly installed and roll is feeding from the top.
4. Confirm connections with Poll Pad (green icon). [B]



Changing Paper

1. Open the front of the printer by pulling the lever down. [C]
2. Take out the previous roll's core. Insert new roll with the paper flap toward you, feeding from the top of the roll.
3. Close door on the paper and press **Print Test Receipt** and file in the **Lime Poll Pad Tickets Envelope**.



Charging Poll Pad

1. Plug the USB end of power cable into the power cube - each polling place will have one.
2. Plug the power cube directly into a wall outlet.
3. Plug the power cable into the iPad. The battery icon will be green with a lightning bolt when charging.
4. Wait about 5 minutes for the iPad to charge enough to automatically power on and then resume normal operations.



Cleaning the iPad and Stylus

- Use only the cloth in the case to clean the iPad screen. No liquids or wipes.
- You may use a disinfectant wipe on the stylus **but not on the stylus's soft rubber tip**.

Screen is Unresponsive

1. Unplug power cable from Poll Pad.
2. Hold down the Sleep/wake and Home buttons simultaneously.
3. Release both buttons when the Apple logo appears.
4. Plug in power cable and resume activity.



Appendix H: Poll Worker Positions

Judge of Elections, aka the JOE

- Oversees all Election Day activities and personnel inside the polling place, including the Constable and maintains order at the polling site by enforcing regulations
- Serves as the primary contact for poll workers assigned to work for their precinct
- Communicates with the polling place prior to Election Day to ensure access to the building
- Picks up the JOE kit the Saturday prior to the election
- Determines set-up of polling place to serve voters efficiently while maintaining voter privacy
- Opens the supply cage and assigns tasks to ensure the timely opening and closing of polls
- Issues Provisional Ballots
- Ensures thorough completion of all Election Day paperwork and signs any required documents
- Responsible for returning election supplies to Media after the polls have closed

Majority Inspector

- Assists with the opening and closing of the polling place
- Performs duties as assigned by the JOE which may include check-in of voters, maintaining hand-written record of voter names, handing out ballots and assisting the Machine Operator
- Checks voters in on a poll pad and directs them to the next station
- Assists the JOE with end-of-night paperwork
- Performs other duties as assigned by the JOE

Minority Inspector

- Same responsibilities as Majority Inspector (see above)
- May appoint a Minority Clerk to assist on Election Day
- Countersigns much of the paperwork including the Provisional Ballot Envelopes
- Takes home the sealed Minority Inspector Envelope on Election Night and keeps it for two years

Clerk

- Assists with the opening and closing of the polling place
- Performs duties as assigned by the JOE which may include check-in of voters, maintaining hand-written record of voter names, handing out ballots and assisting the Machine Operator

Machine Operator

- Assists with the opening and closing of the polling place
- Oversees the operations of the ballot scanning equipment and marking device on Election Day
- Assists voters at the ballot scanner while maintaining voter privacy
- Performs other duties as assigned by the JOE

Appendix I: Machine Reports

A detailed explanation of the information contained on reports and how to read them.

Understanding Machine Tapes

Election Header

2021 MUNICIPAL PRIMARY
Election Date: 5/18/2021

COUNTY OF DELAWARE
TRAINER Upper
Election Day Voting

Verity Scan
S/N: S1903170710
Version: 2.3.1

Ballot Counter: 0
Lifetime Counter: 2

Zero Report

Date & Time Printed:
03/04/2021 1:23 PM

Tally Report By Precinct

Qty Pcts/Splits Included: 1

Democratic Party

TRAINER Upper
JUSTICE OF THE
SUPREME COURT

Republican Party

TRAINER Upper
JUSTICE OF THE

Nonpartisan Party

TRAINER Upper

Question #1

Yes	0
No	0
Undervotes	0
Overvotes	0

Precinct Ballot Count

Precinct	Total
TRAINER Upper	0
Total	0

All ZEROS

Official Signatures

Election Header

2021 MUNICIPAL PRIMARY
Election Date: 5/18/2021

COUNTY OF DELAWARE
TRAINER Upper
Election Day Voting

Verity Touch Writer
S/N: W2013619401
Version: 2.3.4

Ballot Counter: 6
Lifetime Counter: 9

Close Polls Report

Date & Time Printed:
03/04/2021 3:02 PM

Polls are Closed

Ballot Count Precinct Report

Qty Pcts/Splits Included: 1

Democratic Party
Republican Party
Nonpartisan Party

Pcts/Splits Voted Total: 1
Total Ballots Printed: 6

Democratic Party		
Pct	Total	
TRAINER Upper	3	
Total	3	
Republican Party		
Pct	Total	
TRAINER Upper	2	
Total	2	
Nonpartisan Party		
Pct	Total	
TRAINER Upper	1	
Total	1	

Official Signatures

Election Header (circled in BLUE)

*Election Details - Type of Election & Date
Precinct Identifier - Your Precinct Name/ID
Device Identifier - Scanner or TouchWriter
Device Serial No. - Unique S/N*

Ballot Counter & Lifetime Counter are also displayed here for easy recording onto the return sheet.

Type of Report (circled in RED)

*Power-On Self Test, Zero, Open Polls, Close Polls, Tally, Write-In & Ballot Count.
Check this area on tape if you are looking for a particular tape*

Data Contained in Reports

Full machine tapes will be very long (primary tapes can be 6 ft or longer)

Primary races will be itemized by party and will include Democratic, Republican and Nonpartisan (now listed as Third Party) sections showing all races and questions.

Closing Tapes will show final ballot counts and partisan breakdown of ballots cast at the bottom of the tape near the signature area.

This information is displayed here for easy recording onto the return sheet.

Official Signature Area (circled in PURPLE)

*Found on bottom of most machine tapes.
Do not forget to sign the tape where indicated and properly file the tapes as indicated in the opening/closing instructions.*



Your time, energy and dedication are essential to the success of every election.

By helping voters have a positive experience at the polls, you play a vital role in protecting our democracy.

We truly appreciate your commitment.

Election Day – Poll OPENING Checklist

Equipment Verification – Call Warehouse if issues.

- ☐ Verify Equipment Cage is for YOUR precinct.
- ☐ Record the removed **RED SECURITY SEAL #** on all 3 return sheets and place in **AQUA MACHINE WAREHOUSE ENV.**
- ☐ Record **BLUE SECURITY SEALS #** from scanner & Touch Writer's vDrive compartments on return sheets.
DO NOT REMOVE SEALS.
- ☐ Record the removed **BLUE SECURITY SEAL #** from Touch Writer printer port on all 3 return sheets and place in **AQUA MW ENVELOPE.**

Equipment Setup – Call Warehouse if issues

- ☐ Find open/close poll codes and keys in **BLACK Pouch.**
- ☐ Set up TW printer table, place printer on table and plug in.
- ☐ Set up TW stand, lock TW into place, open case, remove cords, set up tablet, plug in and connect to printer.
- ☐ Turn on printer. Press TW's **Red Power Button** to boot up. Power-on/Self-test report will print.
- ☐ Print 2 Zero Reports and verify zero ballots, precinct, date and time.
- ☐ Enter poll opening code. Poll Opening report will print automatically.
- ☐ Set up ballot box and place gray ballot bag inside.
- ☐ Position & lock scanner on top of ballot box, open case, remove cords & plug in.
- ☐ Press scanner's **Red Power Button** to boot up. Power-on/Self-test report will print.
- ☐ Print 2 "Zero Reports" and verify zero ballots, precinct, date and time.
- ☐ Enter poll opening code. Poll Opening report will print automatically.
- ☐ Attach privacy screens to sides of each device and position for maximum voter privacy.
- ☐ Set up voting booths and plastic privacy screens.
- ☐ Set up the Poll Pad/s.

Judge of Election Table Setup

- ☐ Ready all provisional voting materials, blank poll book pages, remitted ballot materials, colored envelopes, return sheets, etc.

Check-In & Precinct Table Setup

- ☐ In shared locations, set up the central Poll Pad check-in table with Poll Pads and Affirmation and ATV forms.
- ☐ In shared locations, use display signs to guide voters to correct precinct after check-in.
- ☐ Set up the precinct table with ballots, pens, Poll Pads (in single precincts), privacy folders, Numbered List of Voters and Spoiled/Remitted Ballot Envelope.

Paperwork

- ☐ Sign both Oath of Office forms: File them in the **LEMON BOE** and **PINK MINORITY INSPECTOR ENVELOPES.**
- ☐ Complete and sign Pay Sheet: File in **LEMON BOE ENVELOPE.**
- ☐ Verify that ballots match precinct and count is correct and record on all 3 return sheets. Open 1 pack at a time.
- ☐ File blue and red removed seals in **AQUA MW ENVELOPE.**
- ☐ 3 Return sheets - fill out Certificate 1 at poll opening, using data from machine reports and security seals.
- ☐ Complete Manifest Sheet from Equipment Cage.
- ☐ File Machine Reports, as indicated below.
- ☐ Hang posting notices and sample ballots.

Poll Opening Machine Reports and Storing Them

- ☐ **SIGN ALL MACHINE REPORTS BEFORE STORING except the Power-on reports!**

Touch Writer Reports

- ☐ **1 Power-On Self-Test: File report in AQUA MW Env**
- ☐ 2 Signed Zero Reports: File 1 each in **AQUA MW & PINK MINORITY INSPECTOR ENVELOPES.**
- ☐ 1 Signed Open Polls Report: File in **AQUA MW ENVELOPE.**

Scanner Reports

- ☐ **1 Power-On Self-Test: File report in AQUA MW Env.**
- ☐ 2 Signed Zero Reports: File 1 each in **AQUA MW and PINK MINORITY INSPECTOR ENVELOPES.**
- ☐ 1 Signed Open Polls Report: File in **AQUA MW ENVELOPE.**

Election Day – Poll CLOSING Checklist

Scanner Closing & Report Printing Procedure

- ☐ Check emergency ballot bag before closing polls. Scan any ballots found as-is before closing.
- ☐ Remove the gray ballot bag and seal with Green Security Seal and record on all 3 Return sheets.
- ☐ Press **BLUE PW BUTTON** on the back of scanner.
- ☐ Select **Close Polls** on the screen.
- ☐ Select **Yes, close the polls**.
- ☐ Enter the close polls code and select **Accept**.
- ☐ Close Polls w/Tally report will print automatically. Sign the report and tape to the **AQUA RETURN SHEET**.
- ☐ 4 Tally Reports will automatically print. Sign all copies.
- ☐ Print 1 copy of the Write-In Report and sign.
- ☐ Press the **Red Power Button** to power off.
- ☐ Remove vDrive, place in **WHITE vDRIVE ENVELOPE**.
- ☐ Seal vDrive compartment using **BLUE SEAL** found in blue pouch and record the new **BLUE SEAL #** on the 3 return sheets.
- ☐ Pack scanner and ballot box in cage.

Touch Writer Closing & Report Printing Procedure

- ☐ Press **BLUE PW BUTTON** on the back of Touch Writer.
- ☐ Select **Menu** on the upper-right corner of screen.
- ☐ Select **Close Polls** on the screen.
- ☐ Select **Yes, close the polls** on the screen.
- ☐ Enter the polls close code and select **Accept**.
- ☐ Close Polls report will print automatically. Sign the report and file in the **AQUA MW ENVELOPE**.
- ☐ Print 3 **Ballot Count reports** – file 1 each in **PINK MNI & WHITE PROV BALLOT ENVs & NEW attach to AQUA Return Sheet**.
- ☐ Record # of ballots printed on all 3 Return Sheets.
- ☐ Press the **Red Power Button** to power off.
- ☐ Remove vDrive and place in **WHITE vDRIVE ENVELOPE**. Seal and sign.
- ☐ **Place sealed and signed White vDrive Security Env in top clear sleeve of the gray Ballot Bag.**
- ☐ Seal vDrive compartment and printer port using **BLUE SEALS** found in blue pouch & record the new **BLUE SEAL #** on the 3 return sheets. Pack Touch Writer, printer, and table in cage.

Closing Accounting and Paperwork

- ☐ Count all unused (loose & wrapped) ballots.
 - ☐ Record unused ballot count on all 3 return sheets.
 - ☐ Pack unused ballots and any empty boxes in cage.
- ☐ Separate Numbered Lists of Voters.
 - ☐ Remove used **YELLOW** pages and file in **PINK MINORITY INSPECTOR ENVELOPE**.
 - ☐ Place **WHITE NUMBERED LIST BINDER** in cage between printer and scanner.
- ☐ Place Provisional Ballots in the Provisional Voting Return Envelope and complete the Envelope.
 - ☐ Verify all provisional ballots are signed by JOE and Minority Inspector.
 - ☐ Place all Provisional ballots and materials in large zip-lock bag and place in the **GREEN TOTE**.
- ☐ Complete all 3 return sheets and file as indicated:
 - ☐ Attach signed Close Polls & TW Ballot Count report to **AQUA RETURN SHEET** and file in **AQUA MWH ENV**.
 - ☐ Attach signed Tally report to **PINK RETURN SHEET** and file in **PINK MI ENVELOPE**.
 - ☐ Attach signed Tally and Write-in reports to **WHITE RETURN SHEET** and post at precinct to be visible from outside.
- ☐ Confirm Pay Sheet is filled out, JOE signed at bottom, then place in **LEMON BOE ENVELOPE**.
- ☐ Complete Affidavit of Voter ID & file in **LEMON BOE ENV**.
- ☐ Verify all 3 envelopes are properly filled, signed and placed in their final destination.
- ☐ Confirm items for return and ensure all remaining equipment is sealed in cage with the **RED SECURITY SEAL**.
 - ☐ Record seal number on all 3 return sheets.
- ☐ Pack & seal **GREEN TOTE** with **WHITE SEAL**.
 - ☐ Record seal number on all 3 return sheets.
- ☐ **NEW:** Remove Poll Pad Tablet, insert in sleeve & place in **GREEN TOTE**. Then pack case and place in cage.

Return to County

- ☐ **GREEN TOTE** w/Poll Pad tablet and seal w/ **WHITE SECURITY SEAL**.
- ☐ **GRAY BALLOT BAG** sealed with **GREEN SECURITY SEAL** w/ vDrives in **WHITE vDRIVE ENVELOPE** placed in the top clear sleeve.