Supplemental E-Poll Book Training

Presented by the Committee of Seventy

7o Committee *of Seventy*
Join us in our campaign for better government

Overview

- Where can I review this information?
- Why are we switching to e-poll books? Why now?
- How to set up e-poll book
- How to use e-poll book
- How to close down e-poll book

Guide for Philadelphia County Election Board Officials

A supplement to the election seminars conducted by the City Commissioners

POLLS ARE OPEN FROM 7:00 AM TO 8:00 PM

(Revised 09/21)

Where can I review this information?

- [City Commissioners' website](#)
- [Sign up](#) to be a poll worker
- Check out [official training schedule](#)
- [Sign up](#) for official poll worker training
- Official [poll worker training powerpoint](#)
- Official [poll worker guide](#)
- Review this powerpoint (you will receive link within a week of your training)

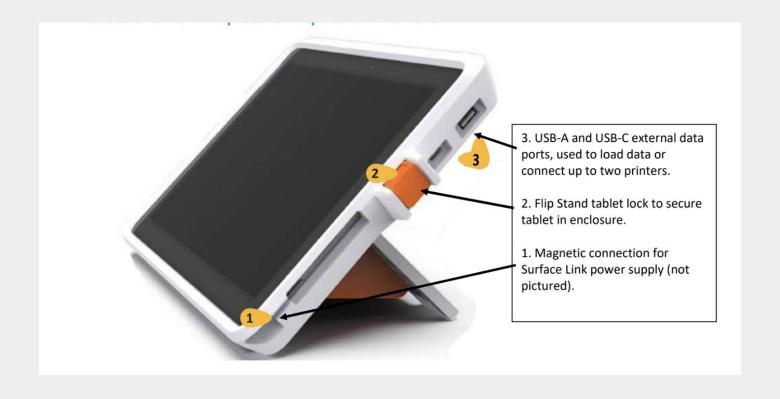# Why are we switching to e-poll books? Why now?

This primary election will be the first election in Philadelphia where voters will see electronic poll books.

While this technology is new to us, it is not new technology and has been used by other states for years.
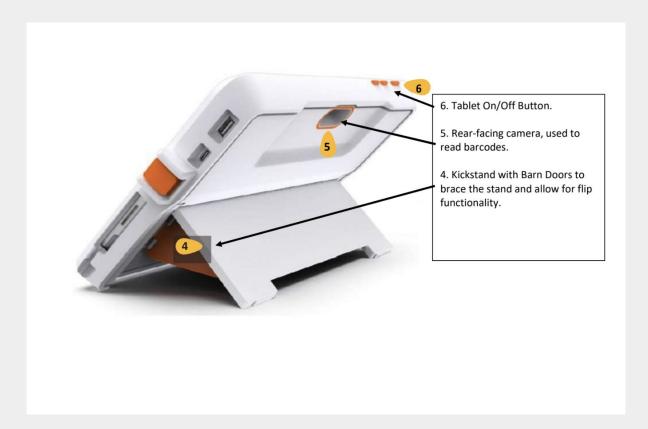
Why are we switching to e-poll books? Why now?

❖ Ensure greater accuracy and efficiency during the sign in process

❖ Reduce the risk of disenfranchisement by directing voters to their correct polling place

❖ Paper backup will be available

3. USB-A and USB-C external data ports, used to load data or connect up to two printers.

2. Flip Stand tablet lock to secure tablet in enclosure.

1. Magnetic connection for Surface Link power supply (not pictured).

Tablet device on a stand that swivels so the screen is easily accessible to both the poll worker & voter

6. Tablet On/Off Button.

5. Rear-facing camera, used to read barcodes.

4. Kickstand with Barn Doors to brace the stand and allow for flip functionality.

Tablet device on a stand that swivels so the screen is easily accessible to both the poll worker & voter

Setting Up E-Poll Books

#1: Lift each bracket to free them from their white clasp. Swing each **orange bracket** out until you hear a click, indicating the bracket is locked.

#2: Connect the magnetic power supply to the ExpressPoll and plug the power block into an outlet.

#3: Press the **orange power button** on the top of the ExpressPoll flip stand. The power button is the farthest button to the left when looking at the screen.

Setting Up E-Poll Books

#4: Take the printers and cables out of the back of the compartment of the XL voting machine.
Plug each printer's power cable into the power strip.
Plug each printer's USB cable into one of the ExpressPoll tablets.
The light will glow **blue** when the printer has powered on successfully.

Charging E-Poll Books

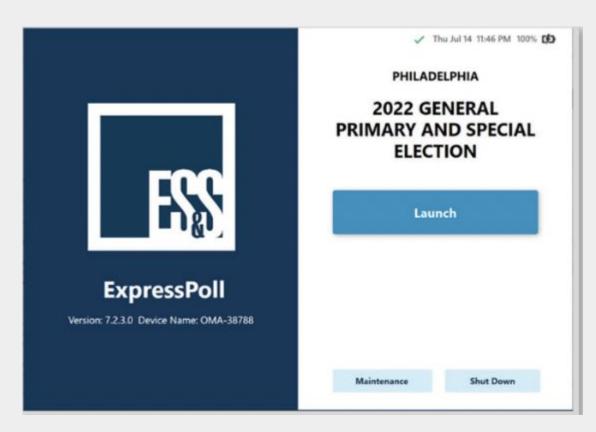| Battery		
	🔋	0%
	🔋	50%
	🔋	100%
	⚡	Charging

- ❖ E-Poll Books function like normal when plugged into an outlet.
- ❖ If not plugged in, an E-Poll Book has up to **4 hours** of battery power.
- ❖ Be conscious of outlet location as you're setting up the polling location.

Connectivity

Network Connections		
	🖨	Printer Connected
	🖨	Printer NOT Connected
	✓	Wi-Fi Connected
	⊘	Wi-Fi NOT Connected
	↻✓	Peer to Peer Connected
	↻✗	Peer to Peer NOT Connected
	☁✓	Host Connected
	☁✗	Host NOT Connected

❖ A wireless device will synch ExpressPoll either locally (peer to peer) or to a central hub.

❖ City Commissioners have checked all polling locations to ensure that they have access to reliable and consistent wifi.
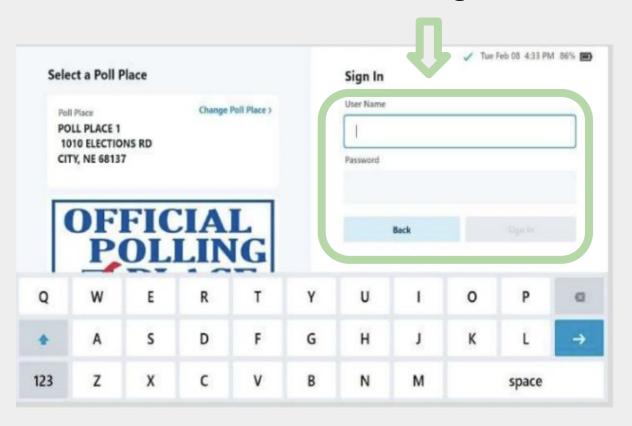
Launching E-Poll Book

Touch the **LAUNCH** button and enter the Poll Book Qualification Code.

Then touch **SUBMIT**. The poll book will then launch.

Launching E-Poll Book

Verify the polling place is correctly listed by checking the top-left corner.

Launching E-Poll Book

Once you've confirmed the polling location, tap the box under **USERNAME** and enter the username you were provided.

Tap the box under **PASSWORD** and enter the password you were provided.

Then touch **SIGN IN**.

Launching E-Poll Book

"Monitor Poll Screen"

Functions like a dashboard for polling place

Press **OPEN POLL** to begin signing voters in

Launching E-Poll Book

Report Name	Description
1. Ballot Totals	Details about ballots issued including: ballots issued, reissued, canceled, net ballots, and types of ballots issued.
2. Voted List	List of voters who have voted including their names, parties, and precincts. The Voted List can be filtered by party, roster status, and the date & time.
3. Reissued Report	Provides a list of reissued ballots in the election.
4. Spoiled Ballot Report	Provides a count of spoiled ballots in the election.
5. Voter List	Provides a list of all the voters in the election.

Ballot Totals

Voted List

Reissued Report

Spoiled Ballot Report

Voter List

View Reports ▲

To view these reports from the "Monitor Poll Screen" press the **VIEW REPORTS** button.
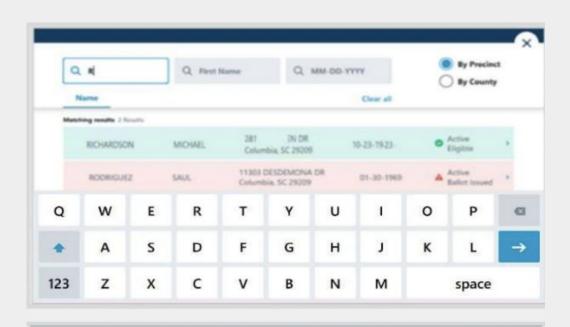
Signing Voters In

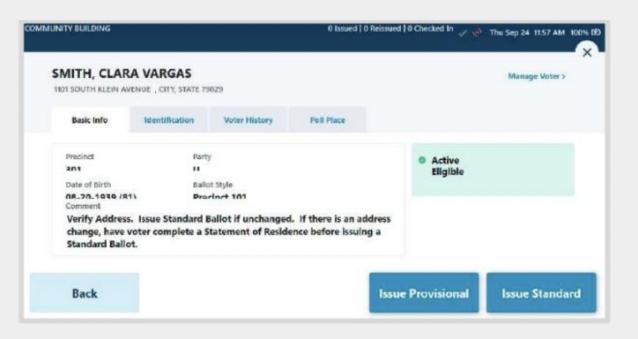
Click the **SEARCH FOR VOTER** button.

Select a search field and enter a voter's last name, first name, date of birth, or a combination of these things using the key board.

Signing Voters In

As you type, a list of possible voters will generate.

Voter Details & Status

Touch the voter's name to view their basic information.

Voter Details & Status

Color	Description
Green	Voter may vote a standard ballot.
Yellow	Voter may vote provisional ballot, or some action is required before voter can be issued a standard ballot.
Red	Voter cannot vote due to exceptions with their voter record.

Voter's status will appear using a red, yellow, and green coding system.

Their status determines the next step in their voting process.

VOTING PROCEDURE FLOW

STATION 1

IS VOTER'S NAME LISTED IN THE ELECTRONIC POLL BOOK OR SUPPLEMENTAL POLL BOOK PAGES?

NO

CONFIRM VOTER HAS NO ALTERNATIVE NAMES, EXPAND YOUR SEARCH COUNTYWIDE.
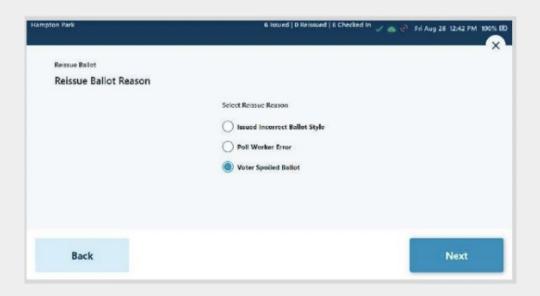
VOTER NOT FOUND

IF VOTER RECORD CAN NOT BE LOCATED, THEY MAY **VOTE VIA PROVISIONAL BALLOT.**

See provisional ballot procedure on backside of Station card #3.

VOTER FOUND, VOTER RECORD IS RED.

VOTER REGISTERED IN ANOTHER DIVISION.

Open their voter record, and tap "Poll Place" (far right tab) to access location information. Direct voter to their assigned polling location.

YES

WHAT COLOR IS THEIR VOTER RECORD?

GREEN

ACTIVE VOTER!

Will vote via standard ballot

RED

VOTER CAN NOT VOTE ON EXPRESSVOTE XL.

Most common: Voter has already voted by mail. If voter believes this was recorded in error, they may receive a provisional ballot.

YELLOW

ACTIVE - MUST SHOW ID, ELIGIBLE

VOTER MUST SHOW ID.

Approved forms of identification can be found in the printed poll worker guide, or on the back of procedure flow card. Confirm correct voter using name, birthdate and address.

INACTIVE ELIGIBLE

THIS VOTER IS INACTIVE.

The voter must sign an **AFFIRMATION OF ELECTOR** before voting. Affirmation forms can be found in your election day supplies.

ACTIVE - ABS / MAIL IN ISSUED

This voter was issued an **ABSENTEE or MAIL-IN** ballot that was not returned to the Election Office. Voter must surrender their ballot and Declaration Envelope, and sign Surrender form, OR vote via a provisional ballot.

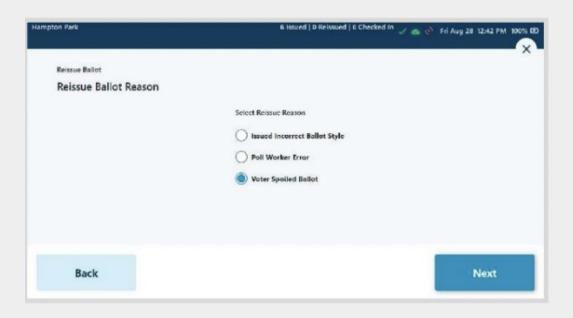**POLL WORKER**
TRAINING & RESOURCES

Issuing a Standard Ballot

1. Verify the voter status and select **EXPRESSVOTE XL BALLOT**
2. Poll worker touches the green circular arrow icon and flips e-poll book towards the voter.
3. Voter signs tablet and touches **DONE SIGNING**
4. Poll worker flips the tablet back and verifies signature. If signature matches, poll worker initials box, and taps **ACCEPT.**
5. Poll worker inserts paper ballot into ExpressVote Printer
6. Poll worker touches **COMPLETE CHECK IN.** ExpressVote printer will print header barcode and release ballot.

Spoiling a Ballot

1. Search for voter's name. Verify the voter's identity and then press **SPOIL BALLOT**.
2. Select the reason for spoiling ballot, and then touch **NEXT.**
3. Board worker touches the green circular arrow and flips e-poll book towards the voter.
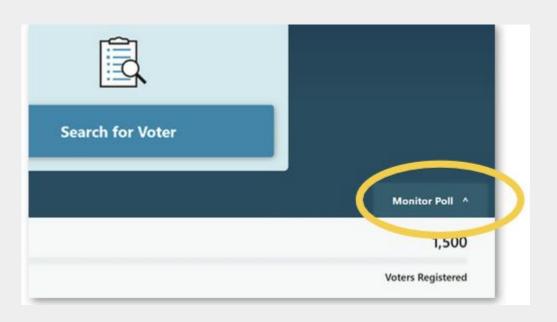
Spoiling a Ballot

4. Voter signs the tablet and touches **DONE SIGNING**.
5. Poll worker flips tablet back towards themselves and verifies signature. If the signature matches, poll worker initials box, and presses **ACCEPT**.
6.Poll Worker inserts paper ballot into ExpressVote Printer.
7. To complete check in, touch **Complete Check-In**.
8.ExpressVote printer will printer header barcode & release ballot.

Issuing a Provisional Ballot

1. Search for the voter who needs a provisional ballot. Verify the voter and then select **ISSUE PROVISIONAL**.
2. Board Worker touches green circular arrow icon and flips the tablet towards the worker.
3. Voter signs the tablet and touches **DONE SIGNING.**
4. Poll worker flips tablet back and verifies the signature. If the signature matches, poll worker initials box and then touches **ACCEPT.**
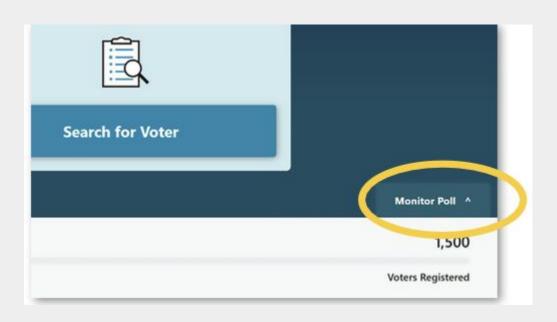
Signatures and E-Poll Books

❖ It is likely that signatures will not be a perfect match given that people are now signing a tablet.

❖ Ensure the name is spelled the same to verify signature.

❖ Our voting system has multiple checks and balances which significantly reduce the likelihood of voter fraud.

❖ In the unlikely event that there is suspected voter fraud, the city commissioners will investigate the situation.
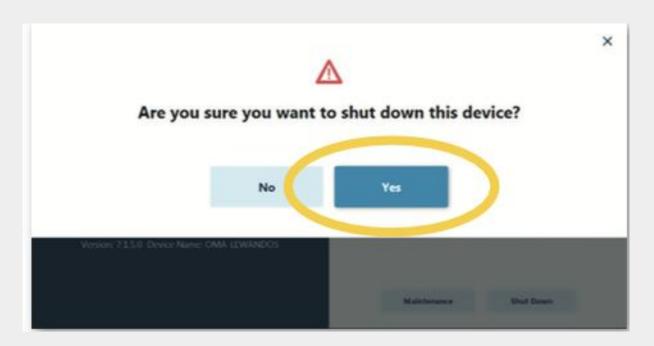
Closing Down E-Poll Books

Occurs after the last voter who was in line at 8pm has *successfully* voted

Click the **MONITOR POLL** from the main screen

Closing Down E-Poll Books

Click **VIEW REPORTS** as needed to synchronize #2 and #4 books.

Click **CLOSE POLL** when ready

Closing Down E-Poll Books

Click **YES** to shut down the ExpressPoll tablet

Closing Down E-Poll Books

Unplug the printer and tablet and wrap their power cords

Closing Down E-Poll Books

Collect voting results tapes, ExpressVote XL USB Sticks, Absentee/Mail-In List, voting machine barrel keys in the Vinyl Results Bag

Closing Down E-Poll Books

Place both ExpressPoll tablets and their power cords back in the Electronic Poll Book Case.

Zip case shut and hand to police along with, BUT NOT INSIDE, the Hopper Sack and the Vinyl Results Bag

Thank you!
Questions? Comments?