

Welcome

The Board of Elections would like to thank you for your commitment to the democratic process. We greatly appreciate your hard work.

Our goal is for Election Day to go as smoothly as possible for poll workers and voters. If you have problems at your poll site, call us at 607-274-5522.

Election Day Voting

Presidential Primary April 2, 2024
Federal, State & Local Primary June 25, 2024
General Election November 5, 2024

Polls open from 6 AM until 9 PM

- Two Poll Site Managers per poll site (one each Democratic and Republican). Poll Site Managers arrive at 5:00 AM. Both Poll Site Managers must be present before entering the poll site and setting up the site and the voting machine.
- 3-4 Inspectors per polling place - at least one Democratic and one Republican. Inspectors arrive at 5:30 AM.
- The amount of time it takes to close at the end of the night varies; expect to remain at the poll site until about 10:00 PM.
- All Inspectors and Poll Site Managers must take the Oath of Office annually. When you sign in on the Poll Pad you will also be signing the oath.

Early Voting & Special Ballots for Poll Workers

Eight Days of Early Voting for Presidential Primary
Saturday March 23 through Saturday March 30
(there will be no Early Voting on Easter Sunday March 31)

Poll workers are strongly encouraged to vote early.

Two Early Voting Locations:

Town of Ithaca Town Hall

215 N. Tioga St.

(corner of E. Buffalo St.)

Finger Lakes Library System

1300 Dryden Road

- Special Absentee Ballots allow poll workers to vote in the two weeks prior to Election Day if they are not working at their own poll site or unable to vote during Early Voting. You must come to the Board of Elections to obtain the application and ballot.

Print on Demand vs. Preprinted Ballots

- 19 of our Polling Places on will be **Printing Ballots on Demand**. These polling places will be processing voters from two or more election districts.
- 15 of our Polling Places on Election Day will be **using Preprinted Ballots**. These polling places will be processing voters from one election district.

Print Ballots on Demand

- 2-4 Election Districts (EDs)
- All Active Voters from any of the EDs are eligible to sign in on any Poll Pad.
- Voters are checking in on two Poll Pads
- 4 Inspectors Assigned to Polling Place.
- After Voter is finished checking in, Inspector hands voter a ticket and directs the voter to the PSM next to the printer to receive their ballot.

Issuing Preprinted Ballots

- 1 Election District (ED)
- All Active Voters from the ED are eligible to sign in on Poll Pad.
- Voters are checking in on one Poll Pad
- 3 Inspectors Assigned to Polling Place.
- After Voter is finished checking in, Inspector issues the voter a preprinted ballot and places the ticket in a plastic bag

Duties of Inspectors

- Signing voters in on the Poll Pad.
- Issuing paper ballots to voters who have signed the Poll Pad.
- Referring voters to a PSM whose name is not in the Poll Pad.
- Referring voters to a PSM whose name is in the Poll Pad but have indicated they have moved.
- Referring voters to a PSM who have requested an absentee ballot but are now voting in person.
- Processing voters with spoiled ballots.
- Accounting for all paper ballots and completing and signing the Opening/Closing Certification and Ballot Log.
- Printing a Summary Report from the Poll Pad at the beginning and ending of the voting day.
- Other duties as assigned by a Poll Site Manager.

Professional Conduct

- Treat all people with respect.
- Address each person in a courteous and professional manner – BOTH verbally and non-verbally (non-verbal communication can have more impact than verbal communication).
- Do not make comments or have discussions about ethnic backgrounds, sexual orientation, age, or disabilities of voters or co-workers. Tompkins County has zero tolerance for expressions of discrimination based on race, color, sex, gender identity and expression, sexual orientation, religion, age, national origin, alienage, disability, medical condition, military status, familial status, ex-offender status, or any other characteristic protected by law.
- Do not discuss candidates or issues (electioneering).
- Please do not wear any scented perfumes, aftershave lotions or colognes when you are working on Election Day.
- Smoking: If you take a break to smoke you must be at least 50 feet from the poll site and not in the walkway used by voters. If your poll site is a school, smoking is not permitted on the school property.

Opening the Polls - Inspectors

When you arrive the Poll Site Managers will give you the Poll Pad(s), and the Ballot Bag for your Polling Place.



Poll Opening Checklist

Preprinted Paper Ballots

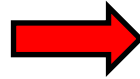
Check List Step #1 Preprinted Ballots

- **Open the Ballot Bag and remove all of its contents:**
 - **Power Strip for Poll Pad**
 - **3 Prong Splitter**
 - **Clear Supply Box**
 - **Yellow Floor Tape**
 - **Sign and Map Bag**
 - **Inspector Binder**
 - **Yellow Privacy Folders**
 - **B-Bag**
 - **Booth Lights (if applicable)**



Check List Step #2 Preprinted Ballots

- As a bi-partisan team open the **Non-Voted Ballots and Stubs Box** for your election district. Verify the contents are correct as listed on the **Opening Certification and Ballot Log**.



TOMPKINS COUNTY BOARD OF ELECTIONS
OPENING CERTIFICATION AND BALLOT LOG

November 5, 2024
Freeville Fire Station
Dryden 02

On this day, BEFORE THE POLLS OPENED TO THE PUBLIC for voting,
WE DO HEREBY CERTIFY that:

- The CANDIDATE NAMES and BALLOT PROPOSALS all appear to be the SAME on: the sample ballot, the ballot booklets, and the open polls tape produced by the voting machine for our Election District (ED).
- The ELECTION DISTRICT listed on the ballot booklets, and the poll books is the SAME as the ELECTION DISTRICT at the top of this page.
- The PUBLIC COUNTER and all CONTEST COUNTERS on the open polls tape are at ZERO.
- All of the ballots have been accounted for per the following schedule:

Ballot ID: 1021

- Number of ballot Packs: 13; ballots are numbered from #1 to # 650
- Total number of ballots in each pack: 50
- Total ballots: 650

If there is a discrepancy with any of the above statements,
contact the Board of Elections immediately at 607-274-5521

- We have inventoried all necessary forms to be completed by us throughout Election Day in accordance with the instructions provided to us by the Tompkins County Board of Elections.
- We have prepared for the Opening of the Polls in accordance with the instructions and procedures provided by the Tompkins County Board of Elections as outlined on the Poll Opening Checklist for Inspectors and have completed all forms accordingly.

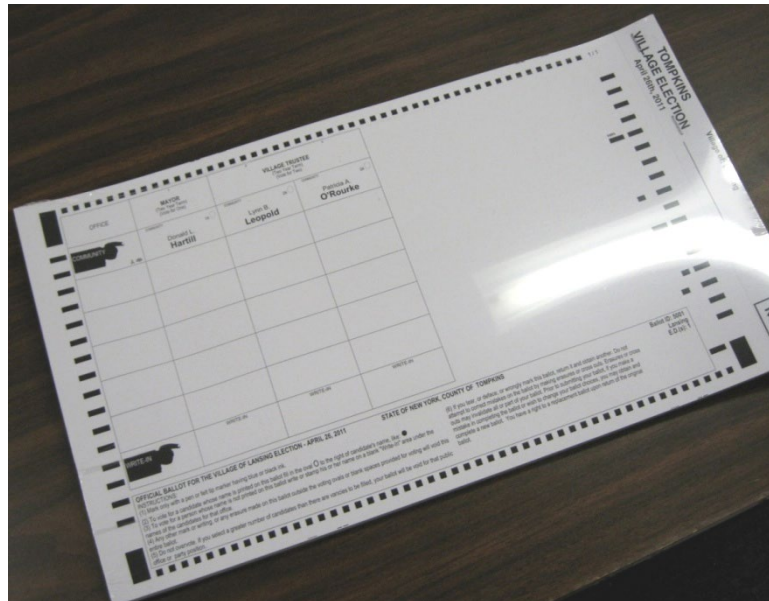
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN

In order TO BE PAID, all inspectors must SIGN BOTH SIDES of this form.
This Form to be Returned in the "B" Bag.

Check List Step #3 Preprinted Ballots

If you have Print on Demand, skip to Step #4.

- Put the **ballot pack** that begins with #1 on the sign-in table.

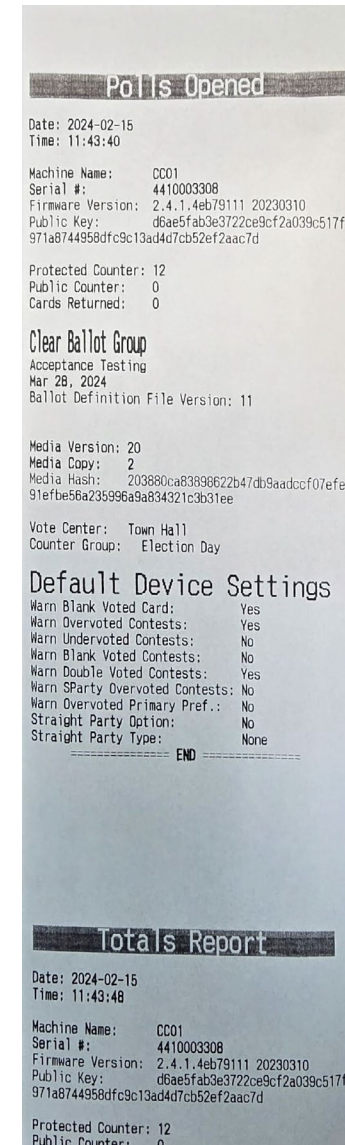


- Keep the remaining sealed ballot packs in the **Non-Voted Ballots and Stubs** box.



Check List Step #4 Preprinted Ballots

- Review the **Polls Opened** tape from the voting machine with a Poll Site Manager and confirm no one has voted. Do not sign the tape.



Check List Step #5 Preprinted Ballots

- Read and sign the **Opening Certification and Ballot Log** and place it in the **B-Bag**.

TOMPKINS COUNTY BOARD OF ELECTIONS
OPENING CERTIFICATION AND BALLOT LOG

November 5, 2024
 Freeville Fire Station
 Dryden 02

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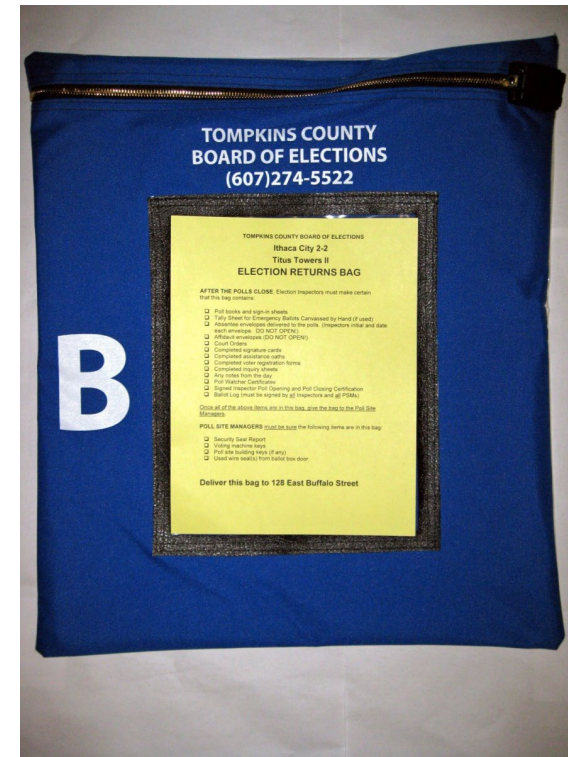
- 1) Number of ballot Packs: 13; ballots are numbered from #1 to # 650
- 2) Total number of ballots in each pack: 50
- 3) Total ballots: 650

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- We have prepared for the Opening of the Polls in accordance with the instructions and procedures provided by the Tompkins County Board of Elections as outlined on the Poll Opening Checklist for Inspectors and have completed all forms accordingly.

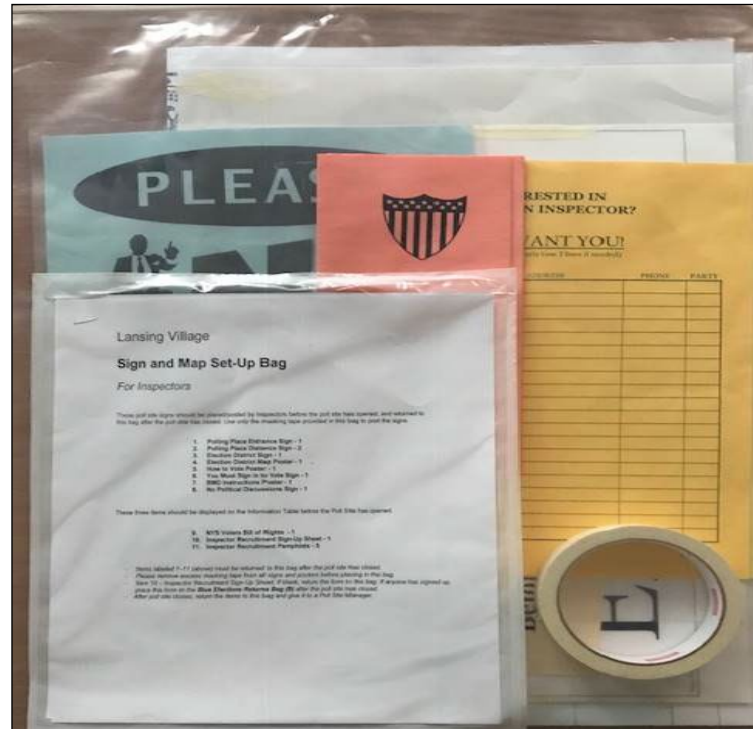
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN

**In order TO BE PAID, all inspectors must SIGN BOTH SIDES of this form.
 This Form to be Returned in the "B" Bag.**



Check List Step #6 Preprinted Ballots

- Remove items 1-8 from the Inspector **Sign and Map Set-Up Bag** and post them using the masking tape provided.
- Display items 9-11 on the Information Table.



Check List Step #7 Preprinted Ballots

Set up the Poll Pad(s) following the directions on the Morning Checklist located in the inside of the Poll Pad cover. It is important to follow the Poll Pad Checklist in order; do not skip around.

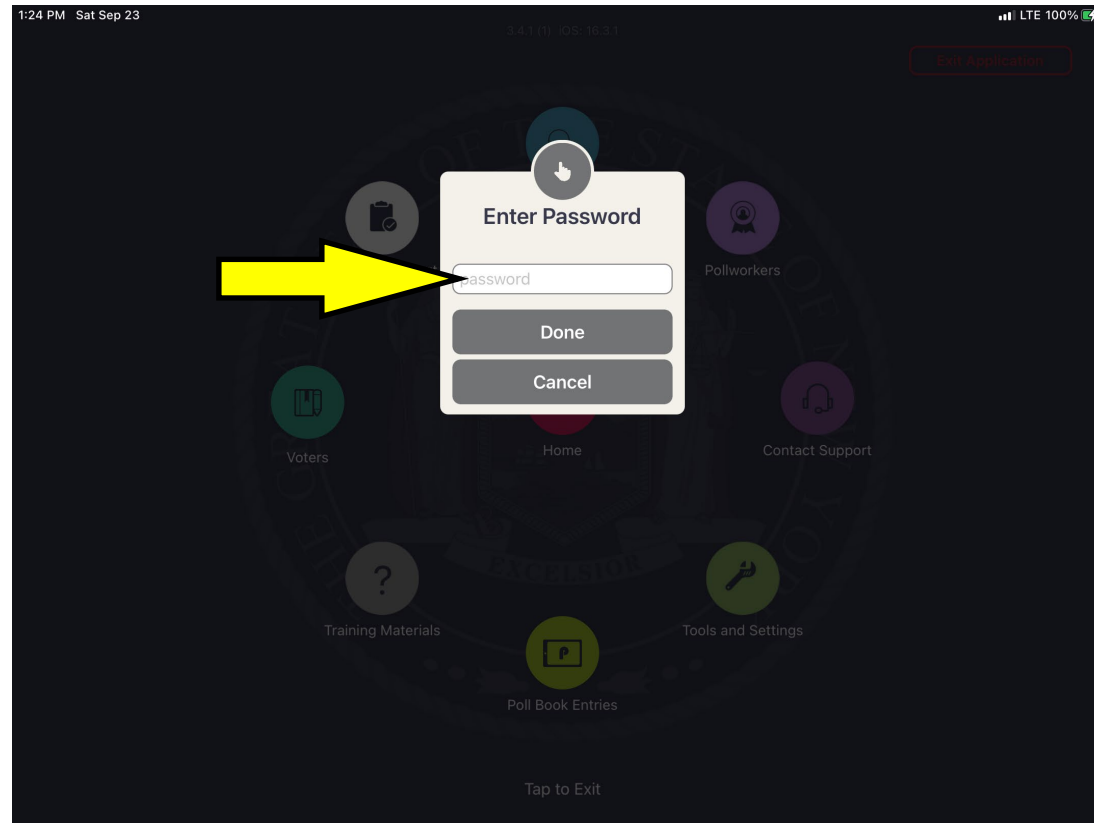
Remember to set up the printer first.



If you encounter a problem with setting up call the BoE
(607) 274-5522.

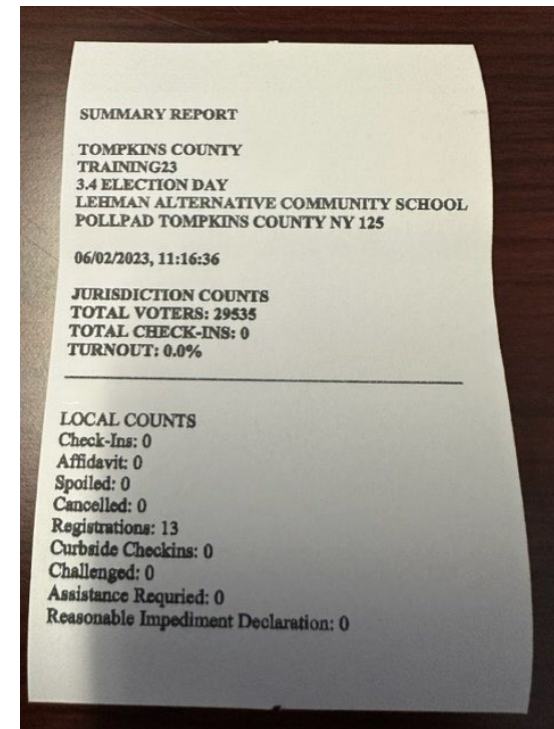
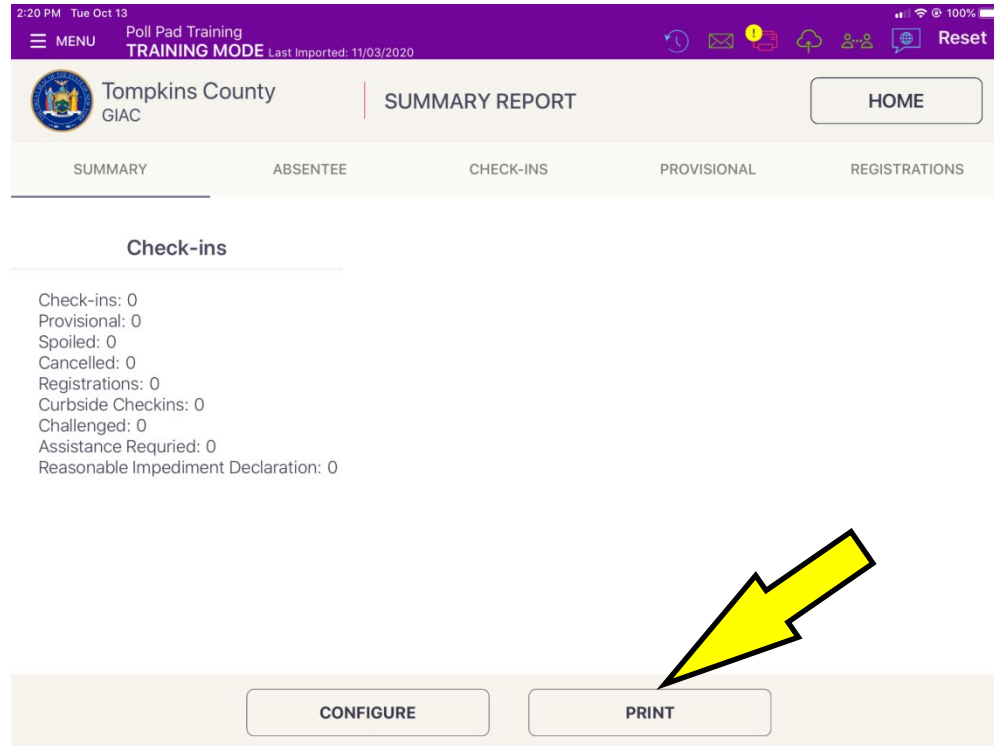
Check List Step #8 Preprinted Ballots

- After the Poll Pads are set up, press the MENU icon; select “Pollworkers”. After you press the icon labeled “Pollworkers”, you will be prompted to enter a password. Enter the six-digit password and select “Done”.
- The six-digit password for the day will be inside an envelope inside the front pocket of the Inspector Binder.



Check List Step #9 Preprinted Ballots

- Hit the MENU icon again and select “Summary Report”. Verify all Check-in categories are at zero. Print this Report and put it in the **B-Bag**.



Check List Step #10 Preprinted Ballots

Return the Empty Ballot Bag to the Poll Site Managers.



Check List Step #11 Preprinted Ballots

- Write your name on your Inspector Badge and put it on.



- You're now ready to begin signing in voters.



Poll Opening Checklist

Printing Ballots on Demand

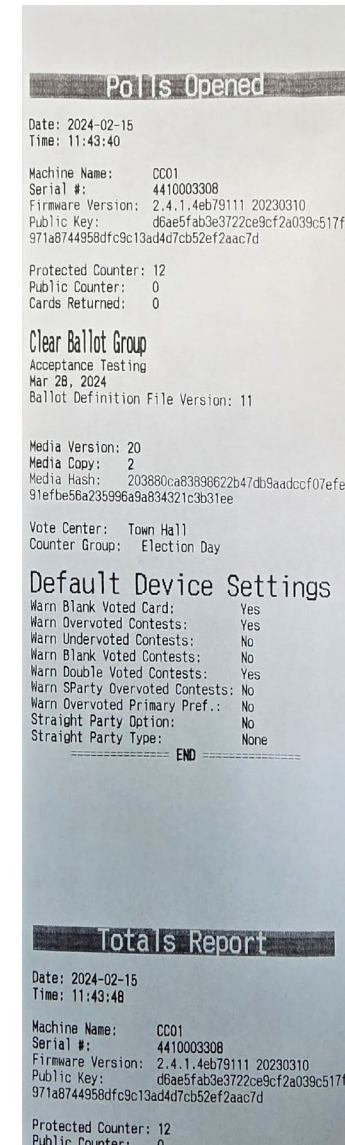
Printing Ballots on Demand – Step #1

- **Open the Ballot Bag and remove all the contents:**
 - **Power Strip for Poll Pad**
 - **Orange Extension Cord**
 - **3 Prong Splitter**
 - **Clear Supply Box**
 - **Yellow Floor Tape**
 - **Sign and Map Bag**
 - **Inspector Binder**
 - **Yellow Privacy Folders**
 - **B-Bag**
 - **Booth Lights (if applicable)**



Printing Ballots on Demand – Step #2

- Review the **Polls Opened** tape from the voting machine with a Poll Site Manager and confirm no one has voted. Do not sign the tape.



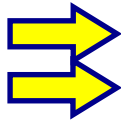
Printing Ballots on Demand – Step #3

- Be sure that you have the **Print on Demand Ballot Reconciliation Form**, check the two boxes at the top, fill in required information on Line A and then place the form in the B-Bag

BALLOT RECONCILIATION FORM November 7, 2023

Danby Fire Station, 1780 Danby Road - Danby 01 + 03

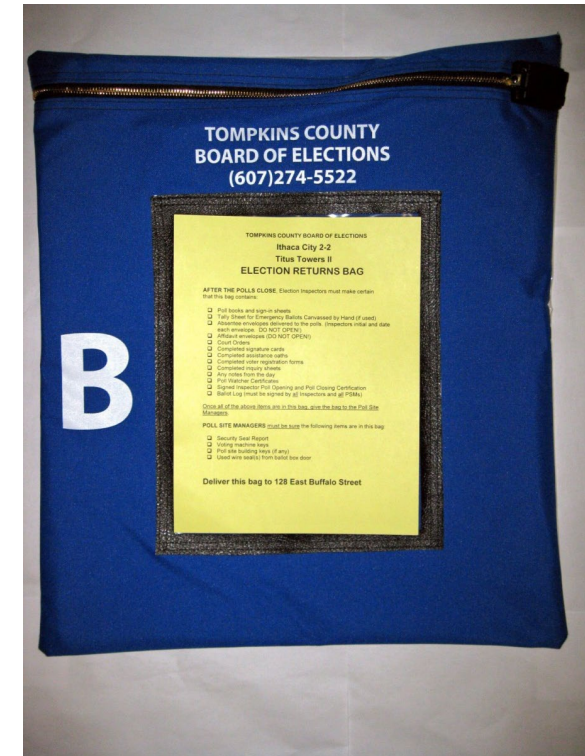
MACHINE 12



- We have inventoried all necessary forms to be completed by us throughout Election Day in accordance with the instructions provided by the Tompkins Board of Elections.
- We have prepared for Opening of the Polls with the instructions and procedures provided by the Tompkins County Board of Elections as outlined on the Poll Opening Checklist and have completed all forms accordingly.

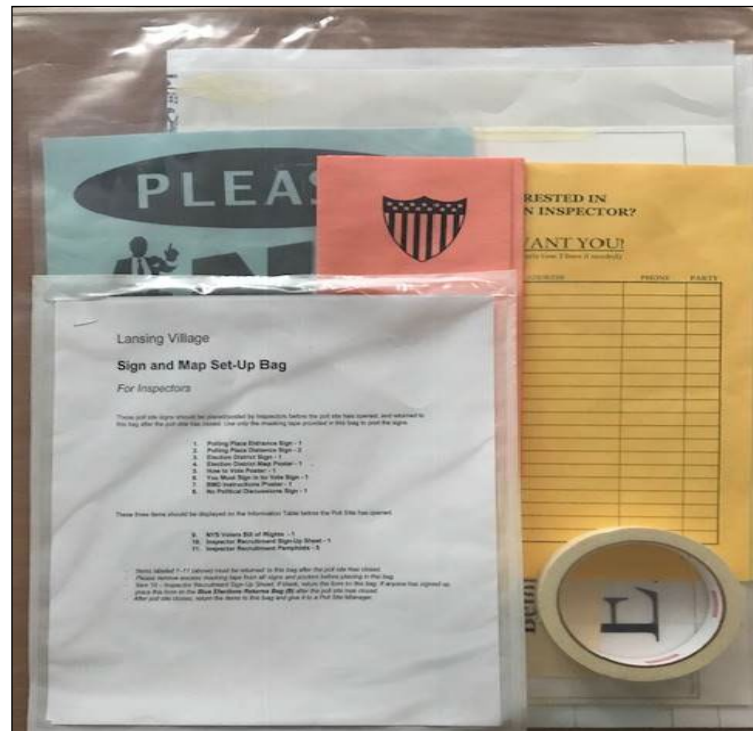
POLL OPENING and CLOSING: Poll Workers shall confirm that this form is dated with today's date and that the number of ballots cast on both scanner-only voting machines are correct at the start of the voting day before the first vote is cast and at the end of the voting day after the last vote is cast.

- A. Starting Total of Ballots Cast
- B. Ending Total of Ballots Cast
- C. Ballots Scanned Today (B - A)
- D. Abandoned Ballots
- E. Emergency Canvassed by Hand
- F. Total Ballots Generated (C + D + E)



Printing Ballots on Demand – Step #4

- Remove items 1-8 from the Inspector **Sign and Map Set-Up Bag** and post them using the masking tape provided.
- Display items 9-11 on the Information Table.



Printing Ballots on Demand – Step #5

Set up the Poll Pad(s) following the directions on the Morning Checklist located in the inside of the Poll Pad cover. It is important to follow the Poll Pad Checklist in order; do not skip around.

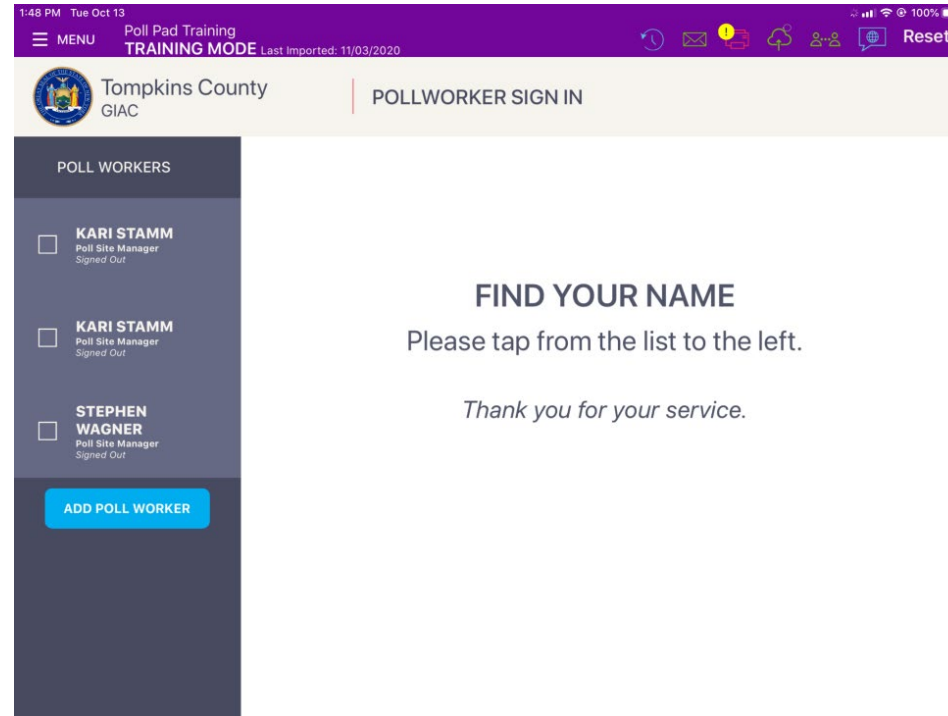
Remember to set up the printer first.



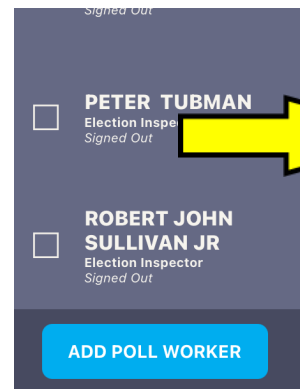
If you encounter a problem with setting up call the BoE
(607) 274-5522.

Printing Ballots on Demand – Step #6

- Your name should be listed along the left-hand side. Check the box next to your name. If your name is not listed, follow the prompts and enter your name.



- All Poll workers should use this screen to sign in and take the Oath of Office.

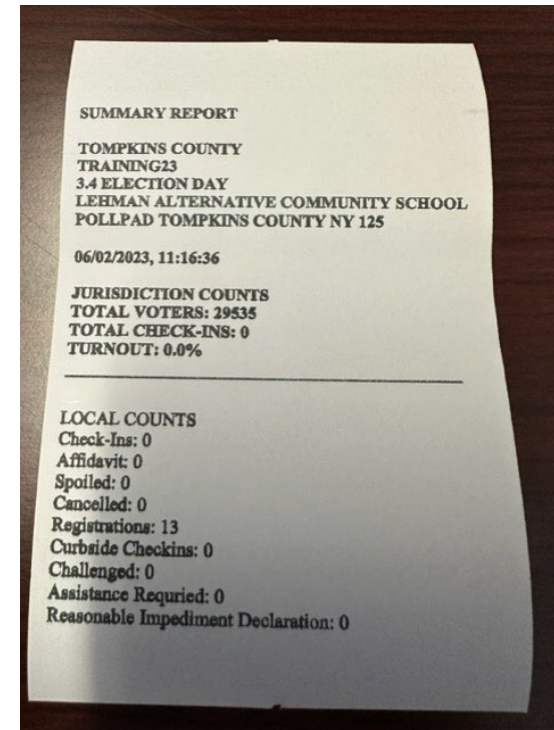
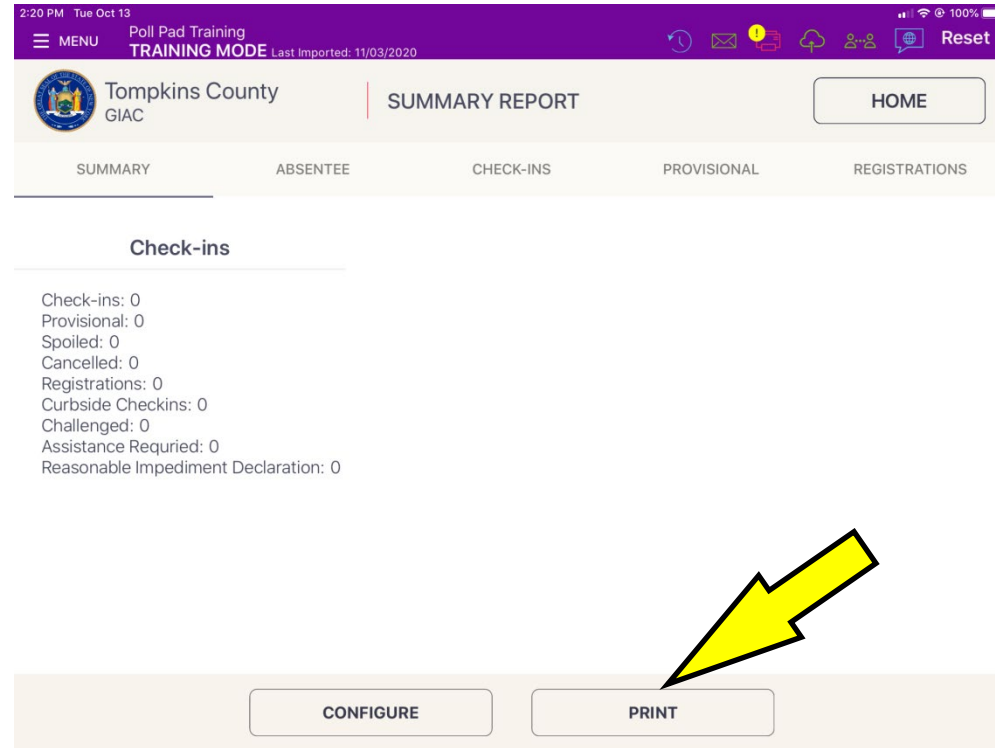


I do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of New York, and I will faithfully discharge the duties of the office of INSPECTOR OF ELECTIONS or CLERK in and for this County to the best of my ability.

✕ _____

Printing Ballots on Demand – Step #7

- Hit the MENU icon again and select “Summary Report”. Verify all Check-in categories are at zero. Print this Report and put it in the **B-Bag**.



Printing Ballots on Demand – Step #8

Return the Empty Ballot Bag to the Poll Site Managers.



Printing Ballots on Demand – Step #9

- Write your name on your Inspector Badge and put it on.



- You're now ready to begin signing in voters.



Poll Watchers

Poll Watchers must present a poll watcher certificate to each election district upon arriving at the poll site.

Poll Watchers may:

- Be present at the polls from 15 minutes before opening until the signing of the certification report after polls have closed.
- Observe proceedings.
- Be given information as to who has voted.
- Challenge any person whom they feel is not qualified to vote.

Poll Watchers may NOT:

- Electioneer.
- Disrupt proceedings.
- Talk to voters.
- Sit at the Inspector table.

A candidate cannot serve as a Poll Watcher

<p style="text-align: center;">WATCHER CERTIFICATE FOR USE ON ELECTION DAY</p> <p style="text-align: center;">Section 8-500, NYS Election Law</p> <p>I, the undersigned, being a candidate for _____ in <small>(Name of Office)</small></p> <p>_____, do hereby appoint <small>(Political Subdivision and District)</small></p> <p>_____, of the County of Tompkins, to be <small>(Name of Watcher)</small></p> <p>a watcher in the General Election to be held on November 5, 2013, in the _____ Election District, in the Town of _____ of Tompkins County.</p> <p>_____ <small>(Signature of Candidate)</small></p>
<p style="text-align: center;"><u>GUIDELINES</u></p> <ul style="list-style-type: none">• Watchers shall be appointed by the chair of any party committee or independent body whose candidates' names appear on the ballot or any two or more candidates in a primary election.• Each watcher must be a qualified voter of the city or county in which he/she is to serve.• Watcher certificates must be delivered to an inspector at the election district.• Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.• Watchers may be present at the polling place at least fifteen minutes before the unlocking and examination of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.• Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guardrail at any one time.

Electioneering

Poll Site Managers and Inspectors should be aware of electioneering within the 100 ft. distance markers (from entrance of poll site). Obvious forms of electioneering include distributing political brochures or someone wearing a button or clothing with a candidate's name or a political party on them.

Only the following authorized persons are allowed in the poll site at any time:

- Voters waiting to vote or who are voting
- Poll Workers.
- Poll Watchers

NO LOITERING IS PERMITTED

Discussions within the 100-foot marker relating to any campaign or issue is prohibited.

Electioneering

The following are considered electioneering:

- A person is wearing a tee shirt that displays a candidate's name on it (the candidate's name needs to be on the ballot in the polling place where you are working) or references an issue that is on the ballot (i.e. proposition).
- A person is wearing a button that says "Vote Democratic".

The following are NOT considered electioneering:

- A person is wearing a hat with "MAGA" on it.
- During an election where a particular issue like zoning is a defining issue, although not on the ballot, a voter shows up wearing a tee shirt that says "Say No to Zoning".

Voter Privacy

Voting with paper ballots enhances security but could compromise privacy. Poll workers must take precautions to ensure privacy for every voter.

- Poll Site Managers will issue a yellow privacy folder to each voter as they enter the poll site.
- If no proposition races, encourage voter to insert their ballot face down into the scanner to help ensure their vote is private.
- All the voting booths must be positioned so that people cannot walk behind a voter as they are marking their ballot.
- Whenever an Inspector is processing a “spoiled” ballot they must be extra careful not to look at how the ballot was marked.

Disability Awareness

Never assume a voter requires assistance, even though they appear to have different abilities.

General Guidelines

- If you think a voter may need assistance, ask how you can be helpful, and listen to and respect the voter's answers.
- Relax, do not be afraid to ask questions if you are unsure about what to do.
- If a voter is assisted by an aide, Make eye contact and speak directly to the voter, not the aide or anyone else
- Be patient, take as much time as is necessary.

Disability Awareness

Guidelines for Specific Disabilities

Hearing Impairments

- Make eye-contact and speak directly to the voter (not his or her companion). Speak clearly and use short simple sentences. Do not shout.
- Rephrase don't repeat your statements. Sometimes different words are heard and understood better than others.
- Have a pad of paper ready for written communication.
- Keep your hand or other objects away from your mouth and do not chew gum.

Disability Awareness

Guidelines for Specific Disabilities

Speech Impairments

- If you do not understand something, do not pretend you did. Ask the voter to repeat and then repeat it back to make sure you understand correctly. Try to ask questions that require short answers or a nod of the head.
- Do your best to understand the voter but if you continue to have difficulty, ask if the voter can suggest another option for communicating. The voter may often write the question but do not assume that is what the voter should do.
- Do not become impatient or finish sentences for the voter.

Disability Awareness

Guidelines for Specific Disabilities

Mobility Impairments

- Try to place yourself at eye level but do not hover over the voter.
- Do not lean on a wheelchair or other assistive device.
- Do not assume a person that uses a wheelchair wants to be pushed.
- Poll workers are not to push voters or physically help voters.
- Keep the poll site free of clutter or barriers in the path of voters.

Disability Awareness

Guidelines for Specific Disabilities

Visual Impairments

- Identify yourself to the voter (your name, role, and how you can assist the voter). Verbalize what you are doing to help e.g. (I'm locating your name on the voter list)
- Let the voter locate you by the sound of your voice. Do not touch the voter.
- Offer all instructions and assistance verbally. Tell the voter of any obstacles in his or her path
- Notify the voter if you are leaving him or her alone.

Disability Awareness

Guidelines for Specific Disabilities

Cognitive Impairments

- Be patient, flexible, and supportive. Take the time to understand the voter and make sure the voter understands you. Do not try to finish the voter's sentences.
- Try to limit distractions and keep things simple; take one task at a time.
- Offer assistance completing the form or understanding written instructions and provide extra time for decision making.

Disability Awareness

Guidelines for Specific Disabilities

Service Animals

- Many people use service animals for reasons that may not be apparent.
- Dogs are permitted to serve as service animals in New York State.
- Service animals are NOT required to wear identification such as a vest or bandana. If a voter says an animal is a service animal, it is permitted into the polling place. You cannot inquire as to why the voter has a service animal. Do not touch or interact with the service animal.

Election Day Procedures

Voter's Name is IN the Poll Pad:

- The Inspector should greet the voter and ask for first three letters of their last name and first three letters of their first name.
- Find the voter's name in the Poll Pad.
- **Ask the voter for their address and compare that to the screen to confirm that the address in the Poll Pad is correct.**
- If the address is not correct, do NOT have the voter sign the Poll Pad. Refer the voter to a Poll Site Manager to determine if the voter still lives in an Election District at your poll site.
- Make sure ID is not required.
- Rotate the Poll Pad so it faces the voter and have the voter sign their name using the stylus.
- If the voter's signature has significantly changed or does not match the digitized signature in the Poll Pad, ask the voter for ID so you can be sure the voter is the person who just signed the Poll Pad.
- Carefully remove the ballot from the ballot pack and hand the voter the paper ballot. Do not tear into the timing marks.
- When there are propositions on the back of the ballot, as you hand the ballot to the voter tell them to "Look at both sides of the ballot" OR "It is a two-sided ballot." Do not elaborate. NYS Election Law dictates how much information we are allowed to say to voters.

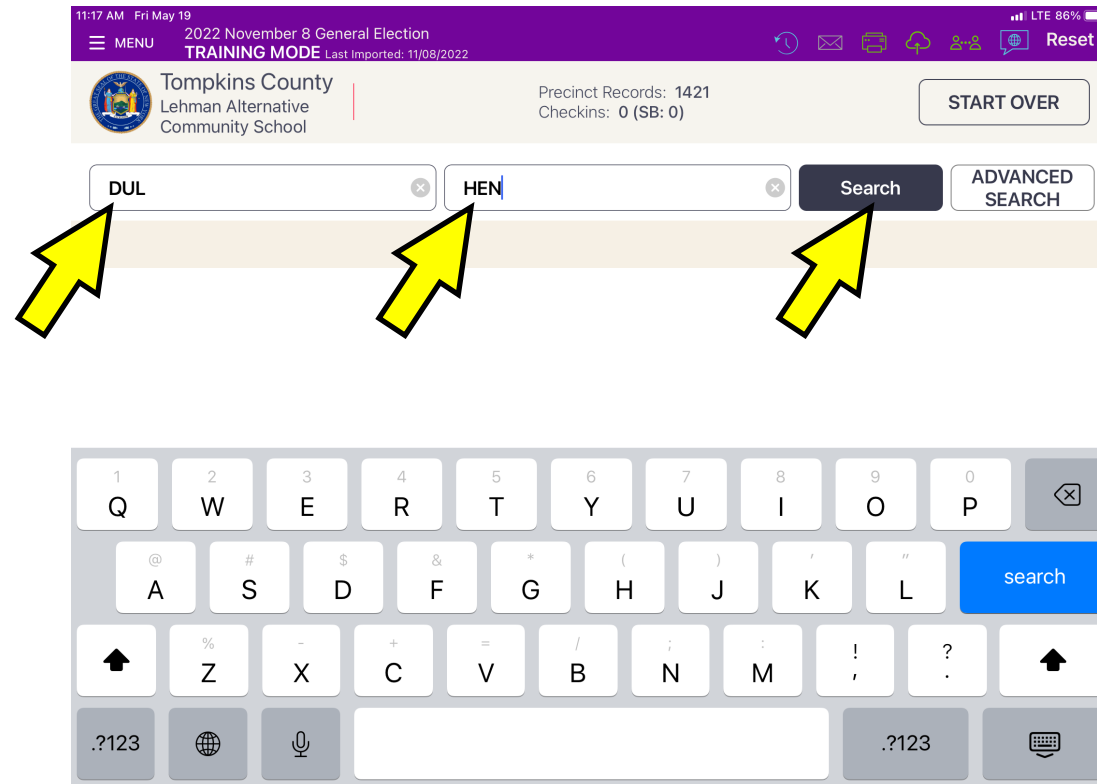
Voter's Name is in Poll Book

The screenshot displays the Tompkins County GIAC system interface. At the top, a purple header shows the time (10:46 AM), date (Fri Aug 21), and system status (19GE TRAINING MODE Last Imported: 11/05/2019). Below the header, the Tompkins County logo and name are visible, along with precinct records (0) and countywide records (30000). The main content area is split into two panels. The left panel shows a 'Voter Notification Card' with a barcode and the name 'SALLY SAMPLE' at '5000 MAIN ST.'. Below this card is a dark blue button labeled 'SCAN BARCODE'. The right panel shows a 'MANUAL ENTRY' screen with a search bar and a keyboard overlay. Below this screen is a dark blue button labeled 'MANUAL ENTRY', which is highlighted with a yellow arrow.

To begin processing a voter, press “Manual Entry”

Voter's Name is in Poll Pad

Henrik Dullea



Enter the first three letters of the voter's last and first names and press "Search"

Voter's Name is in Poll Pad

Henrik Dullea

11:50 AM Thu Jun 1
MENU 2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative
Community School

Precinct Records: 1421
Checkins: 0 (SB: 0)

ADD AFFIDAVIT START OVER

DUL HEN Search ADVANCED SEARCH

SEARCH RESULTS: 1


Dullea, Henrik N
[REDACTED] Democratic
409 WARREN PL, ITHACA, NY 14850
VOTER ID: 234192

Lehman Alternative Community School
Precinct: Ithaca City 001001
Split 125
Ballot Style: 1000

Press anywhere within the white area
between the voter's name and the Polling Place

Voter's Name is in Poll Pad

11:50 AM Thu Jun 1 2022 November 8 General Election
MENU TRAINING MODE Last Imported: 11/08/2022 LTE Not Charging

 Tompkins County
Lehman Alternative
Community School

VOTER CONFIRMATION

Verify voter information and tap accept to continue

Henrik N Dullea
DOB: [REDACTED]
409 WARREN PL, ITHACA, NY 14850

Voter ID:	Status:	Party:	Precinct:	Split:	Reg. Date:
234192	Active	Democratic	Ithaca City 001001	125	1991-07-24

Have the voter verify that their address is correct, then press “Accept”.

Voter's Name is in Poll Pad

11:51 AM Thu Jun 1
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022
Reset

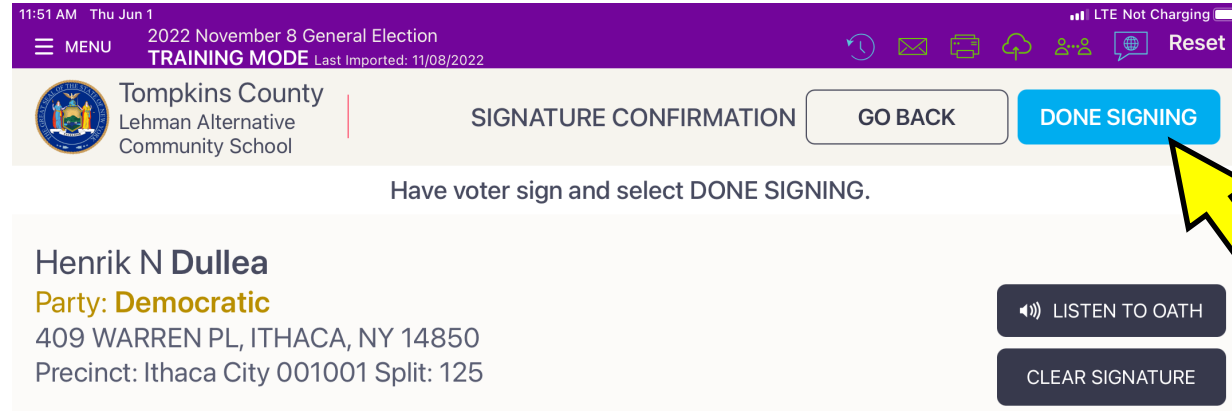
Tompkins County
Lehman Alternative
Community School

SIGNATURE CONFIRMATION GO BACK DONE SIGNING

Have voter sign and select DONE SIGNING.

Henrik N Dullea
Party: Democratic
409 WARREN PL, ITHACA, NY 14850
Precinct: Ithaca City 001001 Split: 125

LISTEN TO OATH
CLEAR SIGNATURE



x Henrik Dullea
I swear or affirm that I reside at the address above and am eligible to vote in this election.

After the voter signs their name, the Inspector shall press “Done Signing”

Voter's Name is in Poll Pad

11:51 AM Thu Jun 1
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative
Community School

POLL WORKER CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

Henrik N Dullea
409 WARREN PL, ITHACA, NY 14850
Precinct: Ithaca City 001001 DOB: [REDACTED]
Split: 125 Voter ID: 234192
Status: Active

Party: Democratic
Ballot Style: 1000

Signature on Election Day: Henrik Dullea

Assistance Oath

Initial: [Handwritten initials]

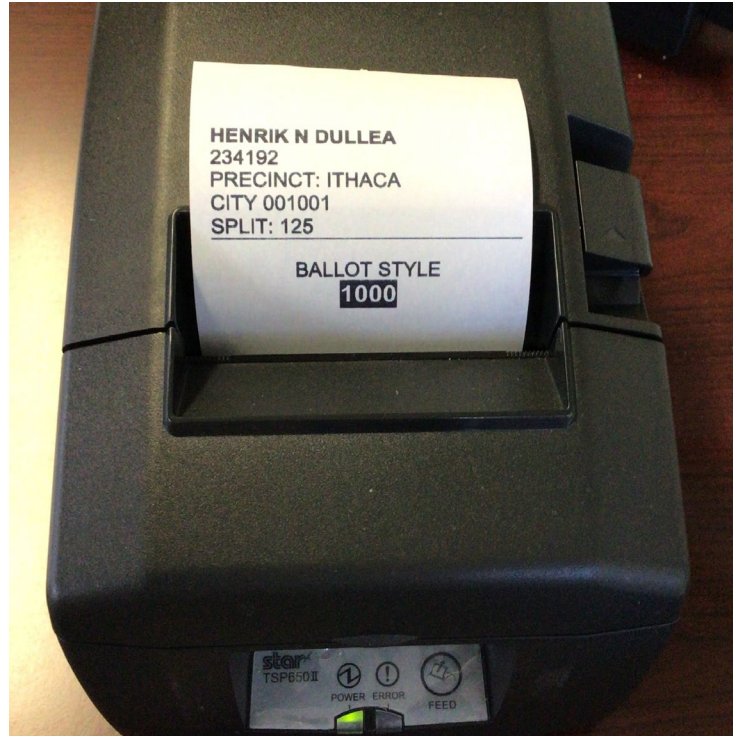
Compare the two signatures. If the signatures are similar, write your initials in the square box and press “Submit”

Voter's Name is in Poll Pad



Voter's Name is in Poll Pad

The printer will print a ticket as shown.



If you are handing the voter a pre-printed ballot: keep this ticket and put it **face down** inside the plastic Ziploc bag.

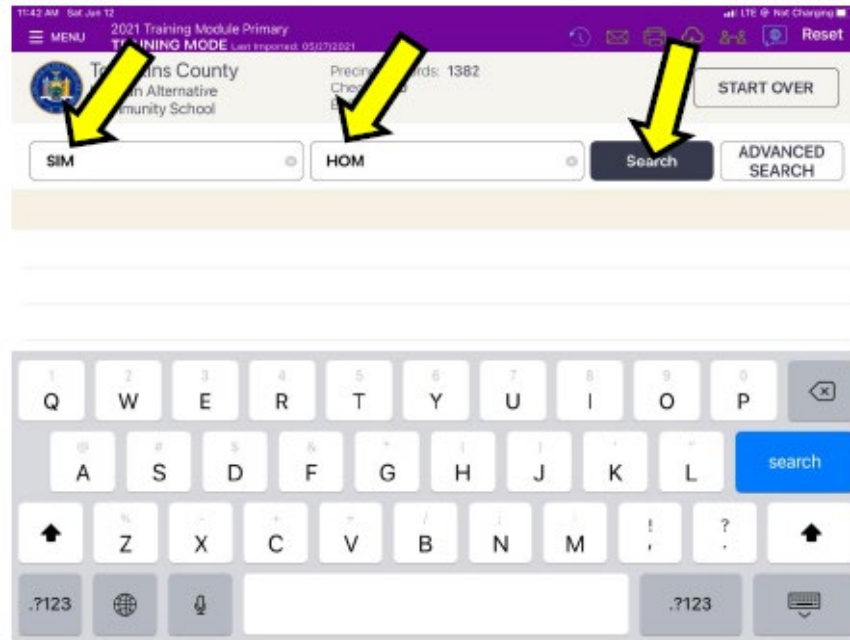
If your poll site is using a Print on Demand system to print ballots: hand the ticket to the voter and direct them to the Poll Site Manager stationed by the printer.

Advanced Search

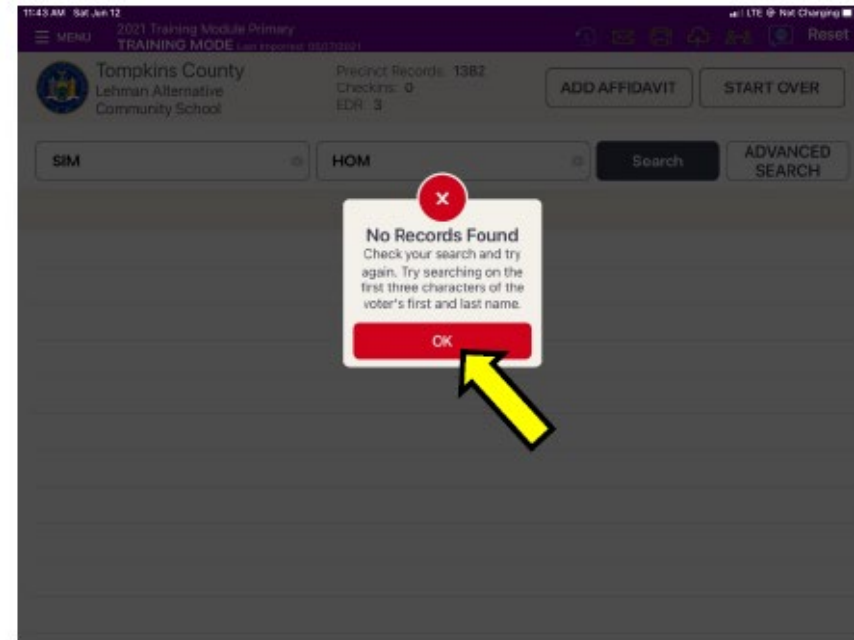
(for when the voter's name does not come up when you hit "search")

- Homer Simpson comes to the poll site and insists he is a registered voter and wants to vote.

Enter the first three letters of his last name and first name and hit "Search".



When the "No Records Found" notification appears hit "OK".



Advanced Search

(for when the voter's name does not come up when you hit "search")

Clear the information in the last and first name fields. Select "DOB" as the method for the advanced search. Then enter the voter's DOB and hit "Search".

The screenshot shows the voter search interface. At the top, it displays 'Tompkins County' and 'Lehman Alternative Community School'. Below this, there are input fields for 'Last Name' and 'First Name', both of which are empty. To the right of these fields are buttons for 'Search' and 'ADVANCED SEARCH'. Below the input fields is a horizontal menu with options: 'DOB', 'ADDRESS', 'LICENSE NO.', 'VOTER ID', 'STATUS', 'RESET', and 'SCAN BARCODE'. The 'DOB' option is selected. Below the menu, the date '01 / 23 / 1956' is entered, with 'MONTH', 'DAY', and 'YEAR' labels below each part. A 'CLEAR' button is to the right of the date. Yellow arrows point to the 'Last Name' field, the 'DOB' option, the date input, and the 'ADVANCED SEARCH' button.

The "No Records Found" screen appears again. You have searched for the voter using two different methods and have been unable to find the voter. Refer the voter to a Poll Site Manager.

The screenshot shows the same voter search interface as the previous one, but with a dark grey background. A white dialog box with a red 'X' icon is centered on the screen. The text inside the dialog box reads: 'No Records Found. Check your search and try again. Try searching on the first three characters of the voter's first and last name.' Below the text is a red 'OK' button.

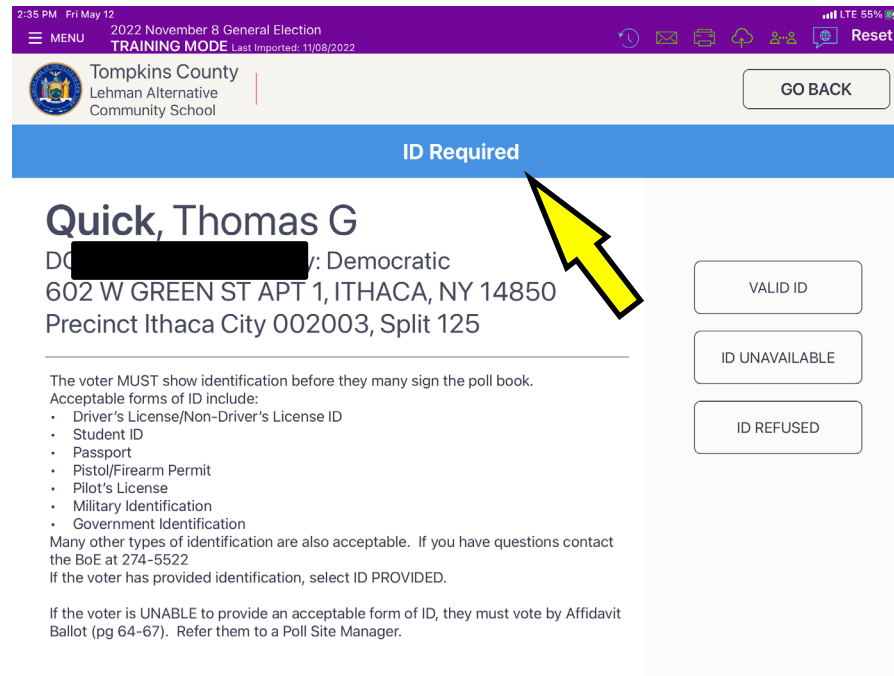
When You Can Ask for ID

You can ask for identification under two conditions:

1. The voter's signature does not resemble the signature you are comparing it to

OR

2. When you open the voter's record you see a prompt that ID is required.



The screenshot shows a mobile application interface for a 2022 November 8 General Election. The top status bar shows the time as 2:35 PM on Friday, May 12, and the battery level at 65%. The app header includes a menu icon, the text '2022 November 8 General Election TRAINING MODE Last Imported: 11/08/2022', and a 'Reset' button. Below the header, the user is identified as 'Tompkins County Lehman Alternative Community School' with a 'GO BACK' button. A prominent blue banner reads 'ID Required', with a yellow arrow pointing to it. The voter's name is 'Quick, Thomas G' and their address is '602 W GREEN ST APT 1, ITHACA, NY 14850'. The precinct is 'Ithaca City 002003, Split 125'. To the right of the voter information are three buttons: 'VALID ID', 'ID UNAVAILABLE', and 'ID REFUSED'. Below the voter information, there is a list of acceptable forms of ID: Driver's License/Non-Driver's License ID, Student ID, Passport, Pistol/Firearm Permit, Pilot's License, Military Identification, and Government Identification. A note states that many other types of identification are also acceptable and provides contact information for the Board of Election (BoE) at 274-5522. A final note indicates that if a voter is unable to provide an acceptable form of ID, they must vote by Affidavit Ballot (pg 64-67) and refer them to a Poll Site Manager.

Election Day Procedures

When ID is Required

When ID is Required:

- In a few situations a voter may be required to show ID (see screenshot from previous page) before they can sign the Poll Pad and vote. If a voter is unable to provide an acceptable form of ID the only method they will be able to vote is by **Affidavit Ballot**.

Acceptable Voter Identification:

- Driver's license/non-driver's license ID card.
- Student ID.
- Passport.
- Pistol/firearm permit.
- Pilot's license.
- Military identification.
- Government identification.

- Other types of ID are acceptable. If you have any questions, contact the Board of Elections (607) 274-5522.

- If the voter is unable to provide ID you cannot process the voter. Refer the voter to a Poll Site Manager who can offer an Affidavit Ballot.

Challenge Report

TOMPKINS COUNTY BOARD OF ELECTIONS
Lehman Alternative Community School, Ithaca City 1-1
November 7, 2023

CHALLENGE REPORT

We the undersigned Election Inspectors do hereby certify that we have complete this Challenge Report, that it contains the list of Persons with Name and Address Changes; that it contains the list of persons challenged, and that same were administered the required oath; that it contains the list of voters who have sworn that they needed assistance, as well as those sworn persons who rendered that assistance; that it contains the list of voters who voted either by Affidavit Ballot or Court Order; and that all entries are a true and accurate record of our proceedings on this Election Day.

Inspector Signature: _____ Inspector Signature: _____

Inspector Signature: _____ Inspector Signature: _____

Section 1: Name and Address Changes and Typo Corrections		
1	Current Name	Current Address
	Voter ID No.	Old Name and/or Address
2	Current Name	Current Address
	Voter ID No.	Old Name and/or Address
3	Current Name	Current Address
	Voter ID No.	Old Name and/or Address
4	Current Name	Current Address
	Voter ID No.	Old Name and/or Address
5	Current Name	Current Address
	Voter ID No.	Old Name and/or Address
6	Current Name	Current Address
	Voter ID No.	Old Name and/or Address
7	Current Name	Current Address
	Voter ID No.	Old Name and/or Address
8	Current Name	Current Address
	Voter ID No.	Old Name and/or Address

The Challenge Report is an exception report where you document changes to the normal procedure.

At the top of the Challenge Report is an attestation that **all the inspectors need to sign** after the polls close.

The Challenge Report has 4 sections:

Section 1 is for documenting name changes and/or address changes

Challenge Report

Section 2 is for documenting any instance where a voter’s right to vote is being challenged. In this case, you enter the required information on the Challenge Report. **If after the polls close, no voter has been challenged, write “No Challenges” on the first line of Section 2.**

Section 3 is for documenting instances when voters need assistance in marking their ballot. All activity in Section 3 is only entered into the Poll Pad.

Section 4 is for documenting instances where an Affidavit Ballot is being issued to a voter OR where a voter is voting by Court Order. Any information regarding Affidavit voters is only entered into the Poll Pad. If the voter is voting by Court Order, you enter the required information in Section 4 on the Challenge Report. **If you do not process any voters with a court order, write “None” on the first line of Section 4.**

Section 1: Name and Address Changes and Typo Corrections			
9	Current Name	Current Address	
	Voter ID No.	Old Name and/or Address	
10	Current Name	Current Address	
	Voter ID No.	Old Name and/or Address	
11	Current Name	Current Address	
	Voter ID No.	Old Name and/or Address	
12	Current Name	Current Address	
	Voter ID No.	Old Name and/or Address	
13	Current Name	Current Address	
	Voter ID No.	Old Name and/or Address	
14	Current Name	Current Address	
	Voter ID No.	Old Name and/or Address	
15	Current Name	Current Address	
	Voter ID No.	Old Name and/or Address	
Section 2: Voter Challenges			
1	Voter Name	Voter Address	
	Voter ID No.	Name of Challenger	Reason for Challenge
2	Voter Name	Voter Address	
	Voter ID No.	Name of Challenger	Reason for Challenge
3	Voter Name	Voter Address	
	Voter ID No.	Name of Challenger	Reason for Challenge
Section 3: Voter Assistance – Entered on Poll Pad			
Section 4: Affidavit Ballots (entered on Poll Pad) Court Orders – (entered below)			
	Voter Name	Voter Address	Voter ID No. or Ballot Stub No.
1	<input type="checkbox"/> Court Order		
2	<input type="checkbox"/> Court Order		

Voter's Name is Not in Poll Pad

IMMEDIATELY REFER THE VOTER TO A POLL SITE MANAGER

The Poll Site Manager will handle ALL details regarding Affidavit Ballots.

- **The Poll Site Manager will confirm what election district the voter lives in.** (Use the Election District Finder icon on the Poll Pad or call the BoE). This is important because the candidates, offices, and propositions on the ballots may differ according to election district.

If the voter lives in the ED you are working in the Poll Site Manager will:

- Show the voter the Notice to Voters;
- Offer the voter an Affidavit Ballot and an Affidavit Ballot envelope.

If the voter does not live in the ED you are working in the Poll Site Manager will:

- Print a tape from the Poll Pad indicating the correct poll site and driving directions.

Election Day Procedures

ADDRESS CHANGE

Address Changes

If the voter's name is in the Poll Pad but the residence address the voter lives at is different from the one you have in the Poll Pad:

- Refer the voter immediately to a Poll Site Manager who will verify where the voter should vote. Do not let the voter sign their name in the Poll Pad or issue them a ballot.
- If they do not live in the election district where you are working the Poll Site Manager will direct the voter to the correct poll site.

If the Poll Site Manager determines the voter's new address is in the election district where you are working they will instruct the voter to return to you.

- You can then let the voter sign the Poll Pad and issue them a ballot.
- Then, write their new address in Section I of the Challenge Report.

Voter's Name is in the Poll Pad ADDRESS CHANGE

Enter the address
change information
into Section I of the
Challenge Report

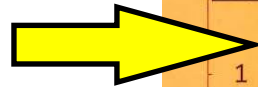
TOMPKINS COUNTY BOARD OF ELECTIONS
Lehman Alternative Community School, Ithaca City 1-1
November 7, 2023

CHALLENGE REPORT

We the undersigned Election Inspectors do hereby certify that we have complete this Challenge Report, that it contains the list of Persons with Name and Address Changes; that it contains the list of persons challenged, and that same were administered the required oath; that it contains the list of voters who have sworn that they needed assistance, as well as those sworn persons who rendered that assistance; that it contains the list of voters who voted either by Affidavit Ballot or Court Order; and that all entries are a true and accurate record of our proceedings on this Election Day.

Inspector Signature: _____ Inspector Signature: _____
Inspector Signature: _____ Inspector Signature: _____

Section 1: Name and Address Changes and Typo Corrections		
1	Current Name WADE WYKSTRA	Current Address 205 WARREN PL, ITHACA, NY 14850
	Voter ID No. 216835	Old Name and/or Address 401 CLIFF PARK RD, ITHACA NY 14850
2	Current Name	Current Address
	Voter ID No.	Old Name and/or Address
	Current Name	Current Address



Voter's Name is in the Poll Pad WRONG POLLING PLACE

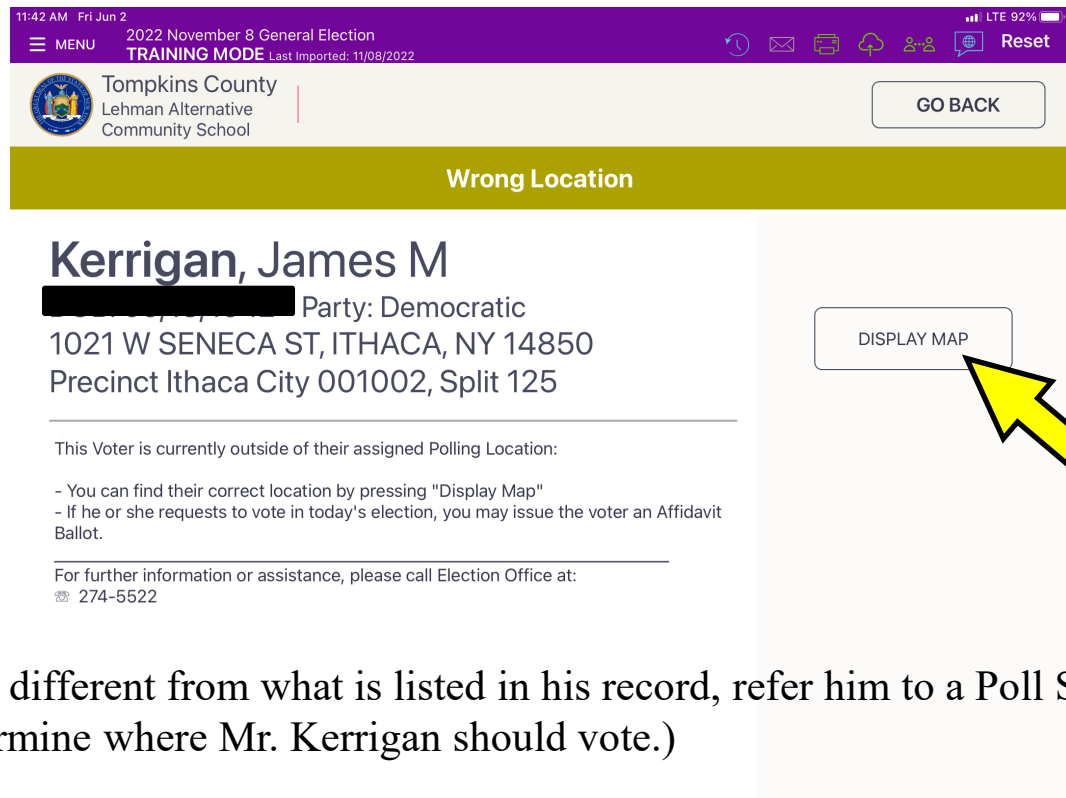
James Kerrigan comes to Lehman Alternative Community School to vote. When the Election Inspector brings up his record, It says he is in the Wrong Location to vote

The screenshot shows a mobile application interface for an election system. At the top, it displays the date and time (11:42 AM, Fri Jun 2) and the election type (2022 November 8 General Election). Below this, there is a header for 'Tompkins County' and 'Lehman Alternative Community School'. The interface includes a search bar with the name 'KER' and 'JAM' entered, and a 'Search' button. Below the search bar, there is a section for 'SEARCH RESULTS: 1' which displays a single record for 'Kerrigan, James M'. The record includes the voter's address (1021 W SENECA ST, ITHACA, NY 14850) and voter ID (221853). To the right of the record, it shows the current polling location as 'Southside Community Center' and the precinct as 'Ithaca City 001002'. A red label 'Wrong Location' is displayed next to the precinct information. A yellow arrow points to the gray area containing the voter record.

The inspector should hit anywhere in the gray area with their cursor.

Voter's Name is in the Poll Pad WRONG POLLING PLACE

Ask Mr. Kerrigan what his address is. When you are told that it is 1021 W. Seneca St., which matches what you have on the Poll Pad, you hit the button that says “Display Map”

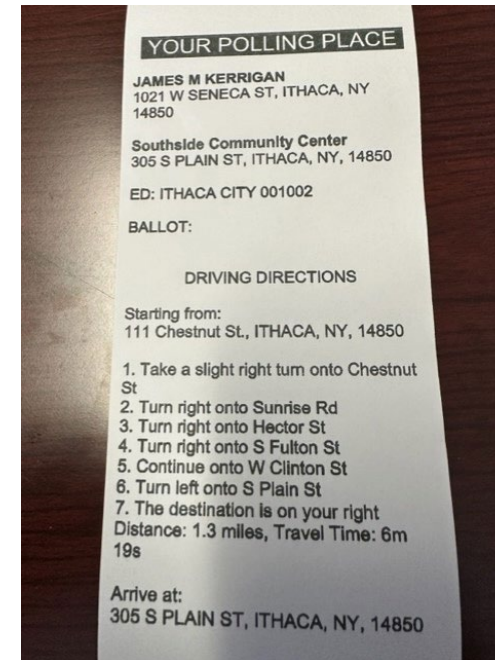
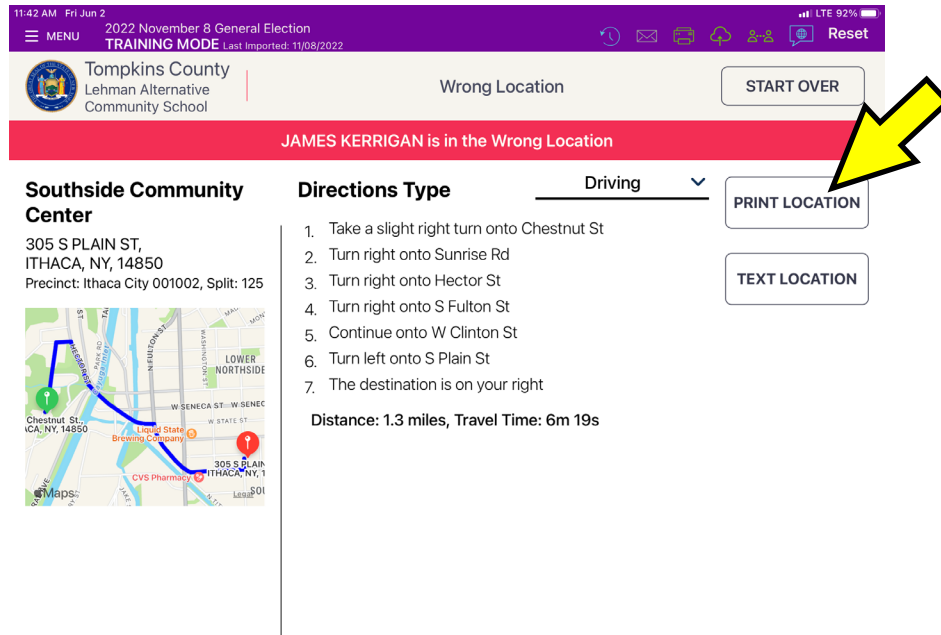


(If his address is different from what is listed in his record, refer him to a Poll Site Manager, so that we can determine where Mr. Kerrigan should vote.)

Voter's Name is in the Poll Pad WRONG POLLING PLACE

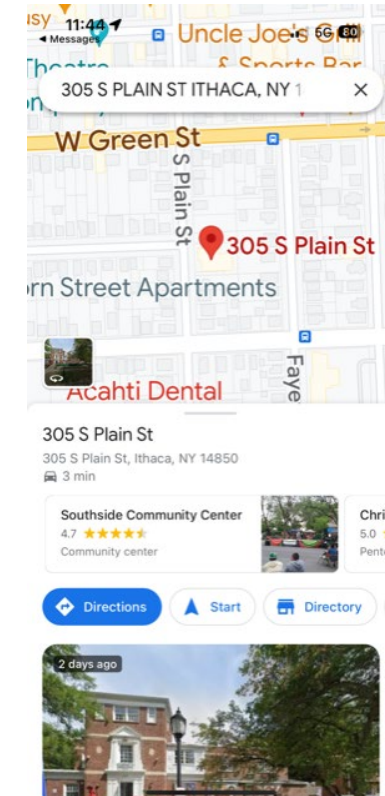
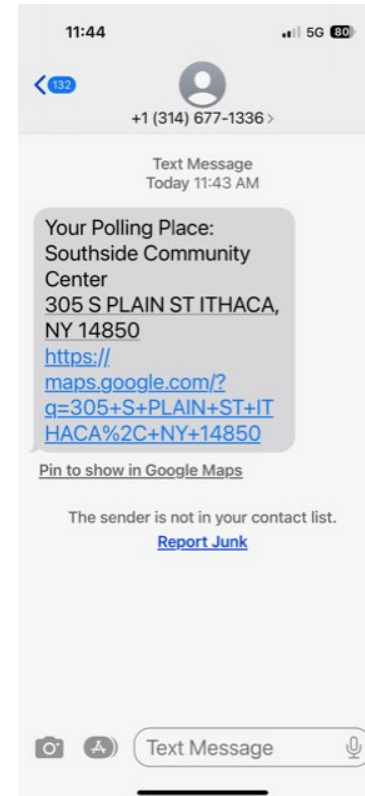
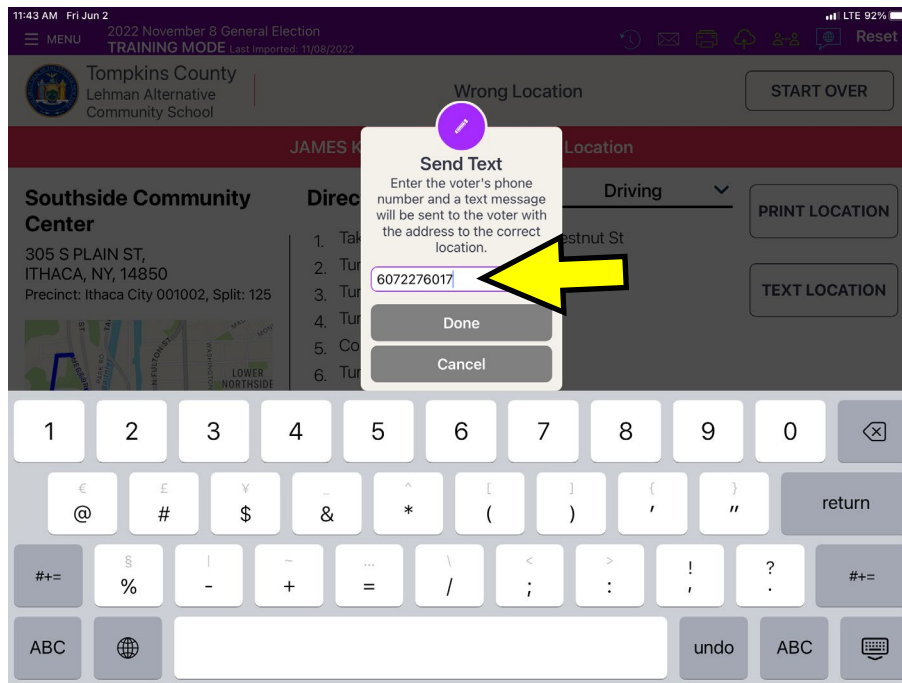
When you hit “Display Map”, this screen will appear. It says what the correct polling place for Mr. Kerrigan is.

If you hit the button that says, “Print Location”, the printer will print out directions to the correct polling place which you can give to Mr. Kerrigan.



Voter's Name is in the Poll Pad WRONG POLLING PLACE

If you press the button that says, “Text Location”, the screen to the left will appear. You ask the voter for their cell phone number and enter it and press “Done”. The voter will receive a text message advising them of the correct polling place. If they hit the link in the text message to Google Maps, they will get directions to the polling place on their cell phone.



Voter's Name is in the Poll Pad Name Change

Name Change from Paulette Manos to Paulette Jones

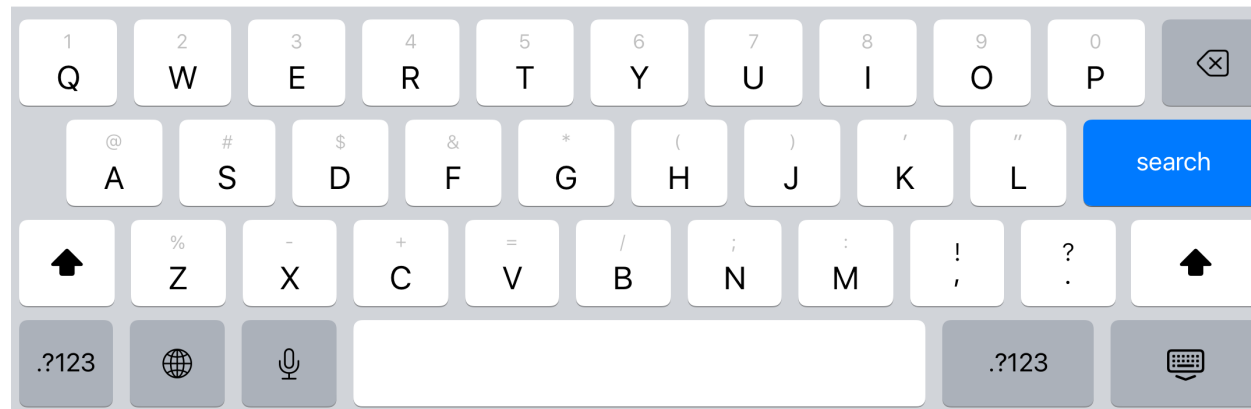
11:51 AM Thu Jun 1 2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative
Community School

Precinct Records: 1421
Checkins: 1 (SB: 0)

START OVER

MAN PAU Search ADVANCED SEARCH



Voter's Name is in the Poll Pad Name Change

Touch your stylus to anywhere in the white background to bring up Paulette's record:

The screenshot shows a mobile application interface for election management. At the top, a purple header bar displays the time (11:51 AM), date (Thu Jun 1), and election information (2022 November 8 General Election, TRAINING MODE, Last Imported: 11/08/2022). Below the header, the application shows the location: Tompkins County, Lehman Alternative Community School. It also displays precinct statistics: Precinct Records: 1421, Checkins: 1 (SB: 0). There are buttons for 'ADD AFFIDAVIT' and 'START OVER'. A search bar contains the text 'MAN' and 'PAU', with a 'Search' button and an 'ADVANCED SEARCH' button. Below the search bar, a yellow banner indicates 'SEARCH RESULTS: 1'. The search result is for 'Manos, Paulette V', a Democratic voter. The address is 265 WESTWOOD KNLS, ITHACA, NY 14850, and the voter ID is 204456. The precinct is Lehman Alternative Community School, Ithaca City 001001, Split 125, with a Ballot Style of 1000. A yellow arrow points to the white background of the search result card.

11:51 AM Thu Jun 1 2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative Community School

Precinct Records: 1421
Checkins: 1 (SB: 0)

ADD AFFIDAVIT START OVER

MAN PAU Search ADVANCED SEARCH

SEARCH RESULTS: 1

Manos, Paulette V
Democratic
265 WESTWOOD KNLS, ITHACA, NY 14850
VOTER ID: 204456

Lehman Alternative Community School
Precinct: Ithaca City 001001
Split 125
Ballot Style: 1000

Voter's Name is in the Poll Pad Name Change

Confirm the voter's information, then hit the button that says "Accept".

11:51 AM Thu Jun 1
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022
Reset

Tompkins County
Lehman Alternative
Community School

VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

SPEAK

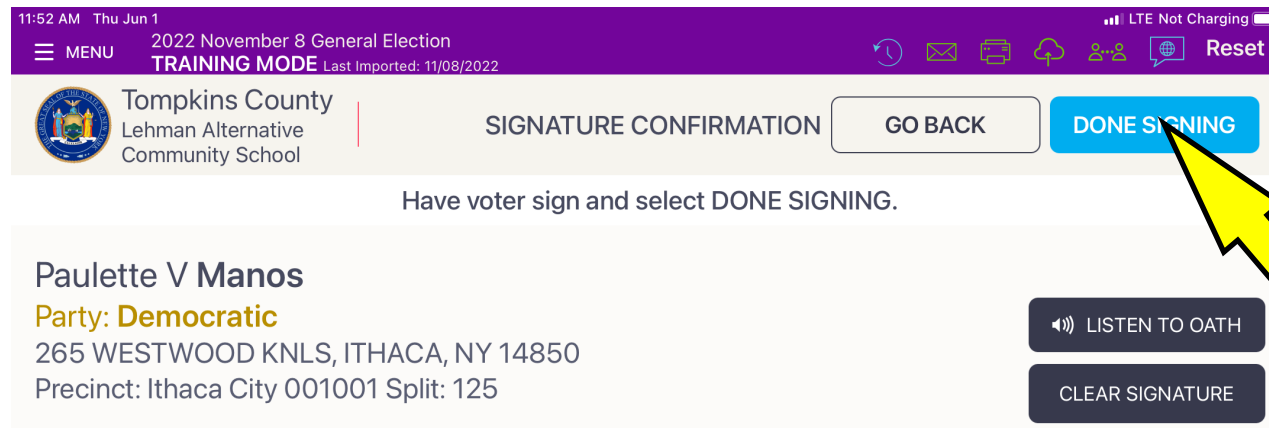
Paulette V Manos
DOB: [REDACTED]
265 WESTWOOD KNLS, ITHACA, NY 14850

Voter ID:	Status:	Party:	Precinct:	Split:	Reg. Date:
204456	Active	Democratic	Ithaca City 001001	125	1989-10-12

Affidavit Edit Administer Oath

Voter's Name is in the Poll Pad Name Change

Have the voter sign their old name on the line, and above it sign their new name. When they have signed both names hit the “Done Signing” button.



11:52 AM Thu Jun 1
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022
Reset

Tompkins County
Lehman Alternative
Community School

SIGNATURE CONFIRMATION GO BACK DONE SIGNING

Have voter sign and select DONE SIGNING.

Paulette V Manos
Party: **Democratic**
265 WESTWOOD KNLS, ITHACA, NY 14850
Precinct: Ithaca City 001001 Split: 125

LISTEN TO OATH
CLEAR SIGNATURE

Paulette Jones

Paulette Manos

I swear or affirm that I reside at the address above and am eligible to vote in this election.

x

Voter's Name is in the Poll Pad Name Change

After comparing the voter's old signature to the one we have on file write your initials in the square box and hit the "Submit" button .

11:52 AM Thu Jun 1
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

MENU

Tompkins County
Lehman Alternative
Community School

POLL WORKER CONFIRMATION

START OVER

SUBMIT

CONFIRM THE VOTER'S INFORMATION

Paulette V Manos
265 WESTWOOD KNLS, ITHACA, NY 14850
Precinct: Ithaca City 001001
Split: 125
Status: Active

Voter ID: 204456

Party: Democratic
Ballot Style: 1000

Signature on File

Signature on Election Day

Assistance Oath

Initial

Voter's Name is in the Poll Pad Name Change

Enter the requested information on the Signature Card (located in the zippered pouch in the front of the black Inspector binder) and have the voter sign their new name on the Signature Card.

SIGNATURE CARD

Please print

VOTER'S NEW NAME: PAULETTE V. JONES

VOTER'S OLD NAME: PAULETTE V. MANOS

VOTER'S ID NUMBER: 204456

VOTER: PLEASE SIGN YOUR NEW NAME IN THE BOX BELOW:

Paulette Jones

Put the completed Signature Card in the B-Bag.

Voter's Name is in the Poll Pad Name Change

Enter the name
change information
into Section I of the
Challenge Report.



TOMPKINS COUNTY BOARD OF ELECTIONS
Lehman Alternative Community School, Ithaca City 1-1
November 7, 2023

CHALLENGE REPORT

We the undersigned Election Inspectors do hereby certify that we have complete this Challenge Report, that it contains the list of Persons with Name and Address Changes; that it contains the list of persons challenged, and that same were administered the required oath; that it contains the list of voters who have sworn that they needed assistance, as well as those sworn persons who rendered that assistance; that it contains the list of voters who voted either by Affidavit Ballot or Court Order; and that all entries are a true and accurate record of our proceedings on this Election Day.

Inspector Signature: _____ Inspector Signature: _____
Inspector Signature: _____ Inspector Signature: _____

Section 1: Name and Address Changes and Typo Corrections		
1	Current Name	Current Address
	Voter ID No.	Old Name and/or Address
2	Current Name	Current Address
	Voter ID No.	Old Name and/or Address
3	Current Name	Current Address
	Voter ID No.	Old Name and/or Address
4	Current Name	Current Address
	Voter ID No.	Old Name and/or Address

Spoiled Ballots

- If the voter requests a new ballot because of a mistake while filling out their selection, the voter must return to the Inspector table and surrender their ballot. For privacy, the Inspector should instruct the voter to fold the ballot in half.
- After confirming the ballot is one from their election district, an Inspector should mark the ballot as spoiled by writing “SPOILED” in large letters across the top of the back of the ballot and have an Inspector from each party initial it. The Inspectors must NOT look at the marks on the spoiled ballot. Place the “SPOILED” ballot in the B-Bag.
- Remind voter they are allowed to spoil two ballots--the third ballot will be their last.
- Process the voter again on the Poll Pad:
 1. Look the voter up in the Poll Pad and select the voter.
 2. Choose the ballot to spoil and the reason.
 3. Select “Issue Spoiled Ballot.”
 4. Enter the password (1234).
 5. Issue the voter the new ballot.
 6. If you are handing the voter a pre-printed ballot: keep this ticket and put it **face down** inside the plastic Ziploc bag.
 7. If your poll site is using a Ballot on Demand system to print ballots: hand the ticket to the voter and direct them to the Poll Site Manager stationed by the printer.

Spoiled Ballots

Henrik Dullea has made a mistake while marking his ballot and needs to “Spoil” it and receive a fresh ballot.

The screenshot shows a mobile application interface for election management. At the top, a purple header bar displays the time (11:53 AM), date (Thu Jun 1), and election information (2022 November 8 General Election). Below the header, the user is in 'TRAINING MODE' for 'Tompkins County' at 'Lehman Alternative Community School'. The interface shows search filters for 'DUL' and 'HEN', a 'Search' button, and an 'ADVANCED SEARCH' link. Below the search results, a single record is displayed for 'Dullea, Henrik N', with a status of 'Voted'. A yellow arrow points to the 'Voted' status.

11:53 AM Thu Jun 1 2022 November 8 General Election
MENU TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative Community School

Precinct Records: 1421
Checkins: 2 (SB: 0)

ADD AFFIDAVIT START OVER

DUL HEN Search ADVANCED SEARCH

RESULTS: 1

Dullea, Henrik N
10/21/1941 - Democratic
409 WARREN PL, ITHACA, NY 14850
VOTER ID: 234192

Voted

Lehman Alternative Community School
Precinct: Ithaca City 001001
Split 125
Ballot Style: 1000

CHK: 06/01/2023, 11:51:26

Spoiled Ballots

11:53 AM Thu Jun 1 2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative
Community School

GO BACK


Voter Has Already Voted

Dullea, Henrik N
DOB: ██████████ - Party: Democratic
409 WARREN PL, ITHACA, NY 14850
Precinct Ithaca City 001001, Split 125

This voter has already voted. If the voter swears he or she did not already vote, you may issue an Affidavit Ballot.

For further information or assistance, please call Election Office at:
☎ 555-555-1234

CANCEL CHECK-IN
ISSUE SPOILED BALLOT
ISSUE AFFIDAVIT BALLOT



Spoiled Ballots

First hit the “Choose the ballot(s) to spoil” button showing the Ballot ID number of the ballot being spoiled. Then hit the “Voter Error” button.

Spoiled Ballots

11:54 AM Thu Jun 1

MENU 2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

Reset

Tompkins County
Lehman Alternative
Community School

GO BACK SPOIL BALLOT

Spoil Ballot

Dullea, Henrik N
409 WARREN PL, ITHACA, NY 14850

Choose the ballot(s) to spoil:

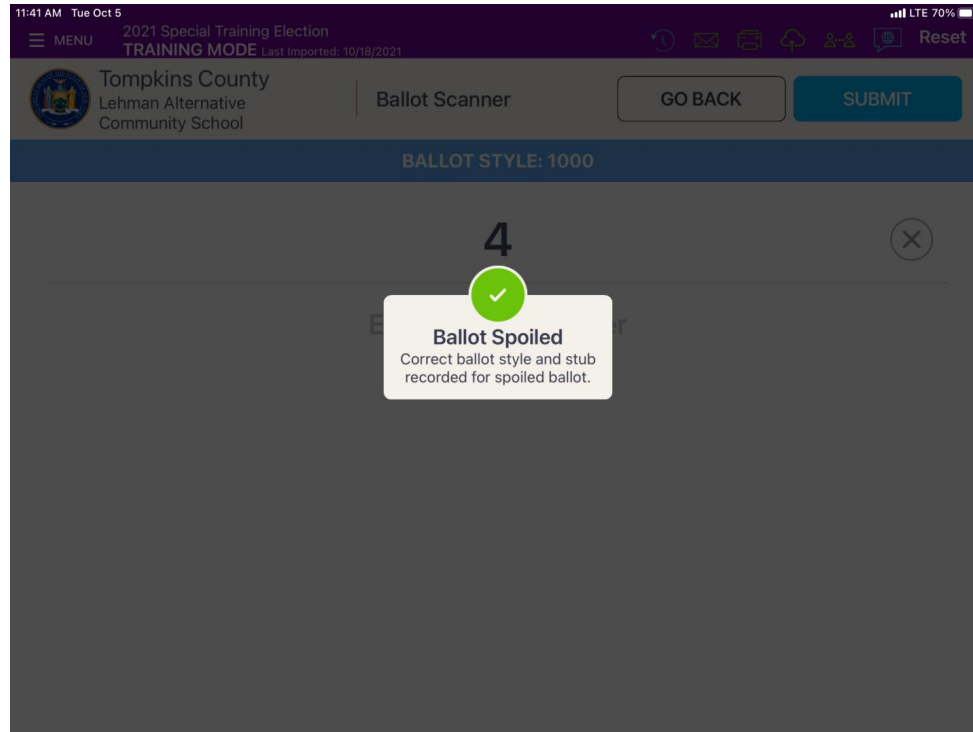
1000

Choose Reason

Voter Error

Lastly, you will hit the “Spoil Ballot” button.

Spoiled Ballots



Accessible Voting Sessions (ClearMark)

- If a voter asks to use the ClearMark (Ballot Marking Device), have the voter sign the Poll Pad. Any voter may use the ClearMark.
- After the voter has signed in the Poll Pad printer will print a ticket. On the ticket, write “CM” in large letters. Give the ticket to the voter and direct the voter to a Poll Site Manager. The Poll Site Manager will then facilitate a session on the ClearMark for the voter.
- If you are issuing pre-printed paper ballots, take the pre-printed ballot that you would normally issue the voter, fold the ballot in half and write, “SPOILED – CM” on the back of the ballot. Two election inspectors should write their initials on the ballot. Put the spoiled ballot in the “B” Bag.
- If your polling place issuing printed ballots on demand, the Poll Site Managers shall take the ballot that was printed on demand, fold the ballot in half and write, “SPOILED – CM” and write their initials on the back of the ballot. and place it in the “B” Bag.

Court Orders

- **When presented with a court order by a voter, please contact the Board of Elections at (607) 274-5522 and we will guide you through the process of issuing the voter a ballot.**

Primary Elections

- If a party is having a Primary Election, only voters enrolled in that party can vote in that Primary; for example, only Republicans can vote in a Republican Party Primary.
- If the person's name is not in the Poll Pad direct them to a PSM or call the BoE to confirm which party the person is enrolled in and that the person is in the correct poll site. If the voter is in the correct poll site, the PSM will offer them an Affidavit and Court Order Voting Instructions (formerly Notice to Voters) and an Affidavit Ballot.
- If the voter believes our record of their party enrollment is wrong, direct the voter to a PSM who will have the voter read the Affidavit and Court Order Voting Instructions and offer them an Affidavit Ballot.

Primary Elections

- **When there are two different party Primary Elections taking place at the same time, it is imperative that the voter receives the correct ballot.**
- When signing in voters on the Poll Pad it is helpful to remember the following: In a Primary Election, the voter must be enrolled in the party that is having a Primary Election in order to be eligible to vote.
- **If the voter believes our record of their party enrollment is wrong:**
 - If they have not completed the sign in process and have not received their ballot, have them vote by Affidavit Ballot.
 - If they have completed the sign in process and have received their ballot, **but have not voted it**: Spoil the ballot that you issued them by writing on the back of the ballot that they are spoiling the name of the voter, the words SPOILED- WRONG PARTY, and the initials of the two poll workers. Put the spoiled ballot in the B Bag. Have the voter vote by Affidavit Ballot.

Abandoned Ballots

An abandoned ballot is a ballot that has been left behind by a voter and it cannot be determined who the voter is OR it is a ballot that is returned to an election worker by a voter who indicates they have no interest in voting the ballot.

- If the abandoned ballot is found within the five-foot marker for the voting machine the ballot will be cast by a bipartisan team of election workers.
- If the abandoned ballot is found outside the five-foot marker the ballot will be returned to the proper election district in the poll site.
- If an abandoned ballot is returned to your election district, make sure the ballot is from your election district. The election district is printed on the bottom right corner of the ballot.
- Fold the ballot in half and write “ABANDONED” on the back of the ballot. Note on the ballot where it was found and have an Inspector from each party initial the ballot. Put the ballot in the B-Bag.

Referring a Voter to a Poll Site Manager

You should refer a voter to a Poll Site Manager when:

- The voter's name is not in the Poll Pad.
- The address the voter gives you is not the address listed in the Poll Pad.
- The voter is required to show ID at the poll site, but can not show ID.
- When the voter has requested an Absentee Ballot or Early Vote by Mail Ballot, but has come to vote in person (see the following slide for an example).

Early Vote by Mail or Absentee Ballots

If a voter has applied for an Early Vote by Mail Ballot or an Absentee Ballot: When you bring their record up on the Poll Pad the screen will look like this and will state that they are an Early Vote by Mail or Absentee voter.

The screenshot shows a mobile application interface for a 2022 November 8 General Election. The header includes the time (11:54 AM), date (Thu Jun 1), and election details (2022 November 8 General Election, TRAINING MODE, Last Imported: 11/08/2022). The main content area displays the location (Tompkins County, Lehman Alternative Community School) and precinct statistics (Precinct Records: 1421, Checkins: 2 (SB: 1)). There are buttons for 'ADD AFFIDAVIT' and 'START OVER'. Below this, there are search filters for 'MEE' and 'LAU', a 'Search' button, and an 'ADVANCED SEARCH' button. The search results section shows one result for 'Meeks, Laurie A', with details including birth date (10/06/1951), party affiliation (Democratic), address (80 ABBOTT LN, ITHACA, NY 14850), voter ID (303851), school (Lehman Alternative Community School), precinct (Ithaca City 001001), split (125), and ballot style (1000). The status 'Absentee Voter' is highlighted in red.

Do not process the voter. Refer them to a Poll Site Manager who will explain to the voter their options. **DO NOT ISSUE THE VOTER A BALLOT.** Once you have referred the voter to a PSM hit “Start Over” and proceed to process the next voter in line.

A voter can vote in person only by Affidavit ballot if they have applied for an Absentee or Early Vote by Mail ballot.

Early Mail or Absentee Ballots

- Do the following if an **Early Mail Ballot or Absentee Ballot is dropped off at your poll site**: write on the ballot envelope:
 - a) Date received (date of election); and
 - b) One Inspector from both parties should initial the ballot envelope.

DO NOT OPEN THE BALLOT ENVELOPE

Place it in the B-Bag.

Emergency Ballots

- If the voting machine fails to operate the Poll Site Managers will set up the Emergency Ballot Bag and instruct voters to insert their completed ballots into that bag.
- A Poll Site Manager will then call the Board of Elections (607) 274-5522).
- When the voting machine is working again, the Poll Site Managers will close and seal the Emergency Ballot Bag and store it in a secure place.
- After the polls close the ballots will be run through the scanner and combined with the other ballots (see “Closing the Polls”).

Emergency Ballots - Print on Demand

- If the printer fails to operate the Poll Site Managers will open the cardboard box containing the Emergency Ballots and bring them to the Election Inspectors.
- A Poll Site Manager will then call the Board of Elections (607) 274-5522).
- Election Inspectors will then issue the voters the preprinted ballots as they check them in.
- When the printer is working again, return the unused preprinted ballots to the Poll Site Managers so they can be secured.

Challenges

- Any person may be challenged as to their right to vote by a Poll Site Manager, Inspector, Poll Watcher, or any registered voter properly in the poll site. **No challenges can be made until the voter tells the Inspectors their name and address.** It is important that any challenge be taken seriously and handled properly. Call the Board of Elections if you have a situation where a voter's right is being challenged and you are unsure how to proceed.
- Some common reasons for challenging:
 - a) The voter's signature does not match the current registration signature.

If you are satisfied the signature is that of the voter, have them sign a new signature card.
 - b) Someone else using the same name has already voted.
 - c) The person is believed not to reside at his or her registered address. If a voter is challenged, you must fill out Section II of the Challenge Report.

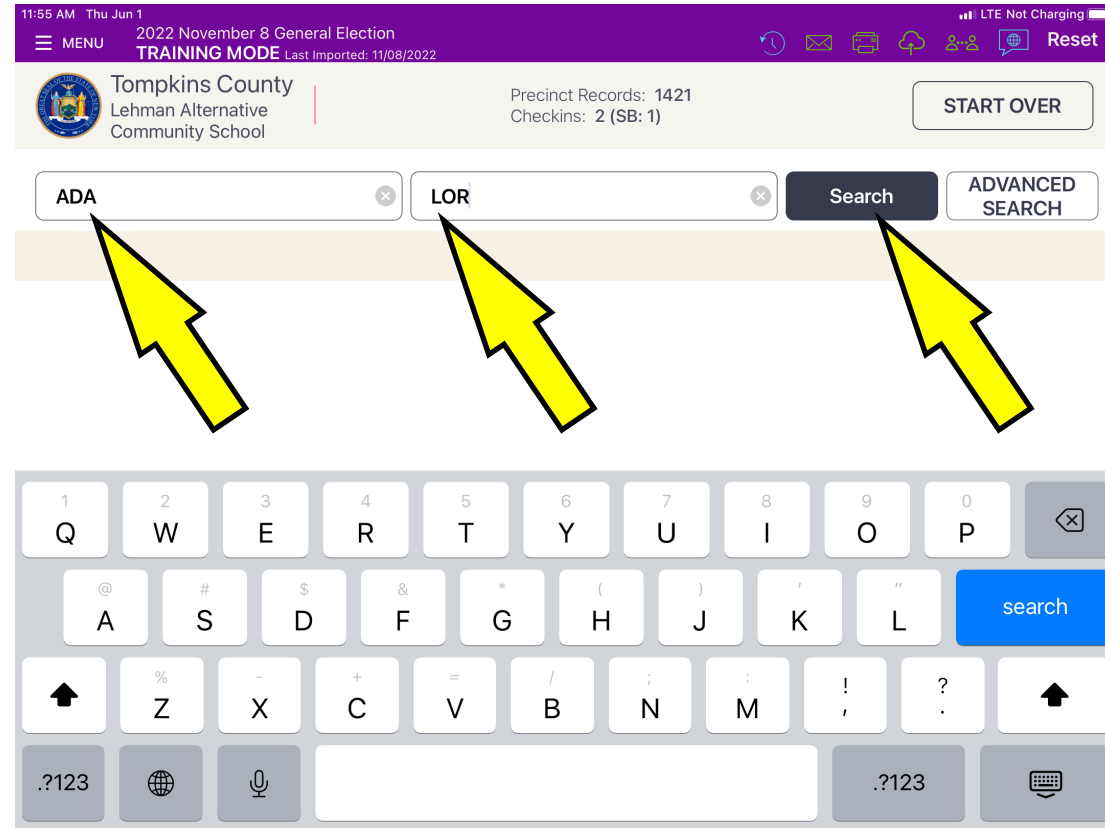
Write-In Votes

- Refer all voters with questions about write-in votes to the instructions at the bottom of the paper ballot, or to the “How to Vote” instructions posted inside each voting booth.

Voter Assistance

- Any voter may be assisted by another person of their choice so long as the person is not a representative of their union or their employer.
- If a voter did not bring someone to assist them, they may be assisted by two Inspectors, one from each party.
- If a voter needs assistance, they must request assistance when they sign in on the Poll Pad, or while using the ClearMark ballot marking device.
- Check the box on the Poll Pad that is labeled “Assistance Oath”.
- The person designated to assist the voter will enter their name, address, and signs the oath on the Poll Pad.

Assistance Requested



Insert the first three letters of Lorrene Adams' last and first names and hit the "Search" button.

Assistance Requested

11:55 AM Thu Jun 1
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022
Reset

Tompkins County
Lehman Alternative Community School
Precinct Records: 1421
Checkins: 2 (SB: 1)
ADD AFFIDAVIT START OVER

ADA LOR Search ADVANCED SEARCH


SEARCH RESULTS: 1

Adams, Lorrene A
[Redacted] Democratic
316 HECTOR ST, ITHACA, NY 14850
VOTER ID: 229255
Lehman Alternative Community School
Precinct: Ithaca City 001001
Split 125
Ballot Style: 1000

Hit anywhere in the white background to bring up the voter's record.

Assistance Requested

11:55 AM Thu Jun 1
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022
Reset

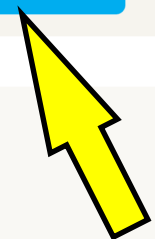
 Tompkins County
Lehman Alternative
Community School

VOTER CONFIRMATION

Verify voter information and tap accept to continue

Lorrene A Adams
[REDACTED]
316 HECTOR ST, ITHACA, NY 14850


Voter ID: 229255 Status: Active Party: Democratic Precinct: Ithaca City 001001 Split: 125 Reg. Date: 1992-10-09



After verifying the voter's information hit the "Accept" button.

Assistance Requested

11:56 AM Thu Jun 1 2022 November 8 General Election
MENU TRAINING MODE Last Imported: 11/08/2022 LTE Not Charging Reset


 Tompkins County
Lehman Alternative
Community School

SIGNATURE CONFIRMATION GO BACK DONE SIGNING

Have voter sign and select DONE SIGNING.

Lorrene A Adams
Party: **Democratic**
316 HECTOR ST, ITHACA, NY 14850
Precinct: Ithaca City 001001 Split: 125

LISTEN TO OATH
CLEAR SIGNATURE



Lorrene Adams

I swear or affirm that I reside at the address above and am eligible to vote in this election.

x _____

After the voter has signed their name hit the “Done Signing” button.

Assistance Requested

11:56 AM Thu Jun 1
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative
Community School

POLL WORKER CONFIRMATION

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

Lorrene A Adams
316 HECTOR ST, ITHACA, NY 14850
Precinct: Ithaca City 001001
Split: 125
Status: Active

Party: Democratic
Ballot Style: 1000

Voter ID: 229255

Signature on File

Signature on Election Day

Assistance Oath

Initial

Hit the "Assistance Oath" box.

Assistance Requested

11:57 AM Thu Jun 1 2022 November 8 General Election
MENU TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative
POLL WORKER CONFIRMATION START OVER SUBMIT

Assistance Oath CONTINUE

Steve DeWitt 128 E Buffalo St., Ithaca NY 14850

THE VOTER REQUESTED ASSISTANCE

LISTEN TO OATH
CLEAR SIGNATURE

I will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that I will not keep or make any memorandum or entry of anything occurring within the booth, and that I will not, directly or indirectly, reveal to any person the name of any candidate voted for by the voter, or which ticket he or she had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding.

Steve DeWitt

A screen containing an oath will appear. The person assisting the voter needs to enter their name and address, select a reason, and sign the oath. After signing their name hit the “Continue” button.

Assistance Requested

11:57 AM Thu Jun 1
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative
Community School

POLL WORKER CONFIRMATION START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION

Lorrene A Adams
316 HECTOR ST, ITHACA, NY 14850
Precinct: Ithaca City 001001
Split: 125
Status: Active
Voter ID: 229255

Party: Democratic
Ballot Style: 1000

Signature on File

Signature on Election Day

Assistance Oath

Initial

The screen now shows a check mark in the “Assistance Oath” box. This means the voter has been entered in the Poll Pad as requesting and receiving assistance. You do not need to enter this information in the Challenge Report.

Then hit the “Submit” button and process the voter as usual.

Assistance Requested



Lorraine A Adams

Processed Successfully

Ballot Style 1000 Precinct: Ithaca City 001001 Split: 125

Touch anywhere on the screen to continue.

Assistance Requested (After Being Issued Ballot)

Henrik Dullea realizes that he needs assistance. In order to record that you have given him Assistance, you will first need to get to the following screen on your Poll Pad so that you can check the box to the left of “Assistance Oath”:

The screenshot shows a mobile application interface for a poll worker. At the top, there is a purple header with the time '12:01 PM Thu Jun 1', the date '2022 November 8 General Election', and 'TRAINING MODE' with a sub-note 'Last Imported: 11/08/2022'. Below the header, the location is identified as 'Tompkins County, Lehman Alternative Community School'. The screen title is 'POLL WORKER CONFIRMATION' with 'START OVER' and 'SUBMIT' buttons. A red instruction reads 'CONFIRM THE VOTER'S INFORMATION'. The voter's details are: 'Henrik N Dullea', '409 WARREN PL, ITHACA, NY 14850', 'Precinct: Ithaca City 001001', 'DOB: 10/21/1941', 'Split: 125', 'Voter ID: 234192', and 'Status: Active'. There are two signature boxes: 'Signature on File' with a handwritten signature and 'Signature on Election Day' with a printed name. At the bottom left, there is a checkbox labeled 'Assistance Oath'. At the bottom right, there is a box for 'Initial' with a close button.

The following slides show how you get to this slide and then add the Assistance Oath.

Assistance Requested (After Being Issued Ballot)

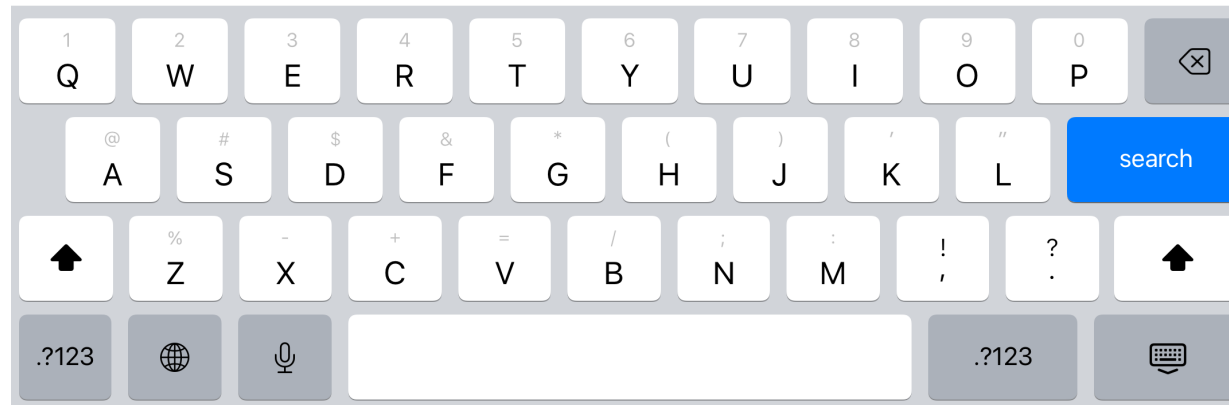
11:49 AM Thu Jun 1
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative
Community School

Precinct Records: 1421
Checkins: 0 (SB: 0)

START OVER

DUL HEN Search ADVANCED SEARCH



Enter first three letters of last and first name and hit “Search”.

Assistance Requested (After Being Issued Ballot)

11:53 AM Thu Jun 1
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022
Reset

Tompkins County
Lehman Alternative Community School
Precinct Records: 1421
Checkins: 2 (SB: 0)
ADD AFFIDAVIT START OVER

DUL HEN Search ADVANCED SEARCH

SEARCH RESULTS: 1

Dullea, Henrik N
[Redacted] - Democratic
409 WARREN PL, ITHACA, NY 14850
VOTER ID: 234192
Voted
Lehman Alternative Community School
Precinct: Ithaca City 001001
Split 125
Ballot Style: 1000
CHK: 06/01/2023, 11:51:26
Henrik Dullea

Hit the “Gear” icon to the left of the voter’s name.

Assistance Requested (After Being Issued Ballot)

4:45 PM Mon Mar 21
2021 General Election
TRAINING MODE Last Imported: 11/02/2021

Tompkins County
Lehman Alternative
Community School
Precinct Records: 1388
Checkins: 1 (SB: 0)

ADD AFFIDAVIT START OVER

DUL HEN Search ADVANCED SEARCH

SEARCH RESULTS: 1

Dullea, Henrik N
10/21/1941 - Democratic
409 WARREN PL, ITHACA, NY 14850
VOTER ID: 234192

an Alternative
Community School
ct: Ithaca City 001001
25
Style: 1000
CHK: 03/21/2022, 15:43:23

Enter Password

password

Done

Cancel

Enter the password “1234” then hit “Done”.

Assistance Requested (After Being Issued Ballot)

The screenshot shows a mobile application interface for election management. At the top, a purple header bar displays the time (12:00 PM), date (Thu Jun 1), and election information (2022 November 8 General Election, TRAINING MODE, Last Imported: 11/08/2022). Below the header, the application title is 'Tompkins County' with the subtitle 'Lehman Alternative Community School'. To the right, it shows 'Precinct Records: 1421' and 'Checkins: 3 (SB: 1)'. There are two buttons: 'ADD AFFIDAVIT' and 'START OVER'. Below this, there are two input fields containing 'DUL' and 'HEN', a 'Search' button, and an 'ADVANCED SEARCH' button. A search results section shows 'SEARCH RESULTS: 1' and a single result 'Henrik N Dullea' with a close button (X). At the bottom, there are two buttons: 'SPOIL BALLOT' and 'EDIT VOTER CHECKIN'. A yellow arrow points to the 'EDIT VOTER CHECKIN' button.

Hit the button that says “Edit Voter Checkin”.

Assistance Requested (After Being Issued Ballot)

12:00 PM Thu Jun 1
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

MENU

Tompkins County
Lehman Alternative
Community School

VOTER CONFIRMATION

GO BACK

ACCEPT

Verify voter information and tap accept to continue

SPEAK

Henrik N Dullea

████████████████████

409 WARREN PL, ITHACA, NY 14850

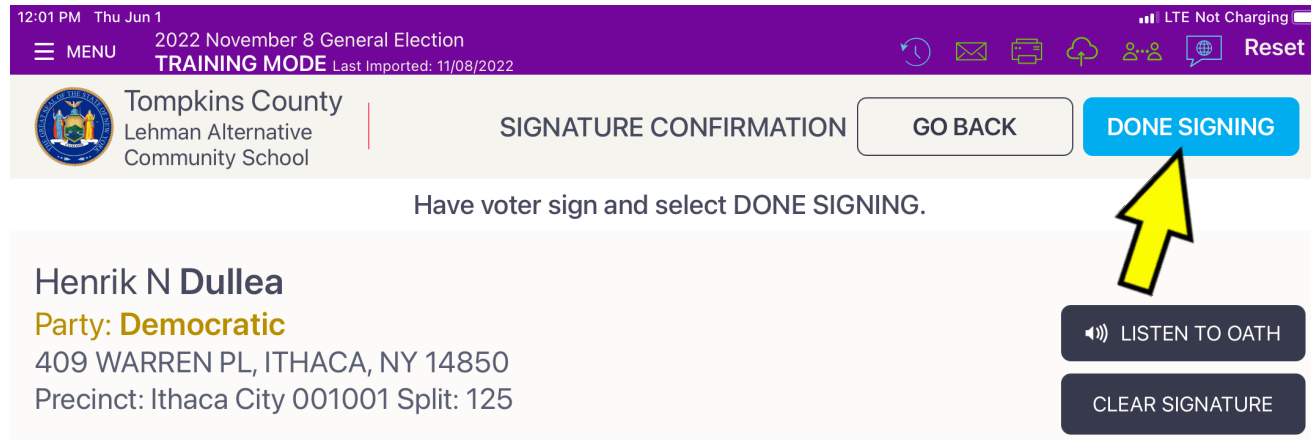
Voter ID:	Status:	Party:	Precinct:	Split:	Reg. Date:
234192	Active	Democratic	Ithaca City 001001	125	1991-07-24

Affidavit Edit

Administer Oath

Verify Voter's Information and hit "Accept".

Assistance Requested (After Being Issued Ballot)




x  I swear or affirm that I reside at the address above and am eligible to vote in this election.

Have voter sign their name and hit “Done Signing”.

Assistance Requested (After Being Issued Ballot)

12:01 PM Thu Jun 1 2022 November 8 General Election
MENU TRAINING MODE Last Imported: 11/08/2022 LTE Not Charging

 Tompkins County
Lehman Alternative
Community School

POLL WORKER CONFIRMATION

CONFIRM THE VOTER'S INFORMATION

Henrik N Dullea
409 WARREN PL, ITHACA, NY 14850
Precinct: Ithaca City 001001
Split: 125
Status: Active

Party: Democratic
Ballot Style: 1000

Assistance Oath

Henrik Dullea
Signature on Election Day

Hit the box to the left of “Assistance Oath”.

Assistance Requested (After Being Issued Ballot)

If the voter did not bring someone to assist them, then one Inspector from both parties can provide assistance and should complete the Assistance Oath as follows:

Type the word “Poll” where it asks for the assister’s name and type in “Worker” where it asks for the assister’s address.

The screenshot shows a mobile application interface for the 2022 November 8 General Election in Tompkins County. The app is in 'TRAINING MODE'. The main screen displays 'POLL WORKER CONFIRMATION' with buttons for 'START OVER' and 'SUBMIT'. An 'Assistance Oath' dialog box is open, featuring a close button (X) and a 'CONTINUE' button. The dialog has two input fields: 'Poll' and 'Worker'. The 'Poll' field contains a dropdown menu with the selected option 'THE VOTER REQUESTED ASSISTANCE'. Below the input fields are two buttons: 'LISTEN TO OATH' and 'CLEAR SIGNATURE'. At the bottom of the dialog is a signature line with a small 'x' icon on the left. Handwritten initials 'JMD' and 'EJ' are written on this line. A yellow arrow points to the 'CONTINUE' button, and other yellow arrows point to the 'Poll' and 'Worker' fields.

Then both Inspectors will write their initials on the signature line and hit “Continue”.

Assistance Requested (After Being Issued Ballot)

12:02 PM Thu Jun 1
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

MENU

Tompkins County
Lehman Alternative
Community School

POLL WORKER CONFIRMATION

START OVER

SUBMIT

CONFIRM THE VOTER'S INFORMATION

Henrik N Dullea
409 WARREN PL, ITHACA, NY 14850
Precinct: Ithaca City 001001
Split: 125
Status: Active

Voter ID: 234192

Party: Democratic
Ballot Style: 1000

Signature on File

Signature on Election Day

Assistance Oath

Initial

Verify that the box to the left of “Assistance Oath” now has a check mark and write your initials in the square box; then hit “Submit”.

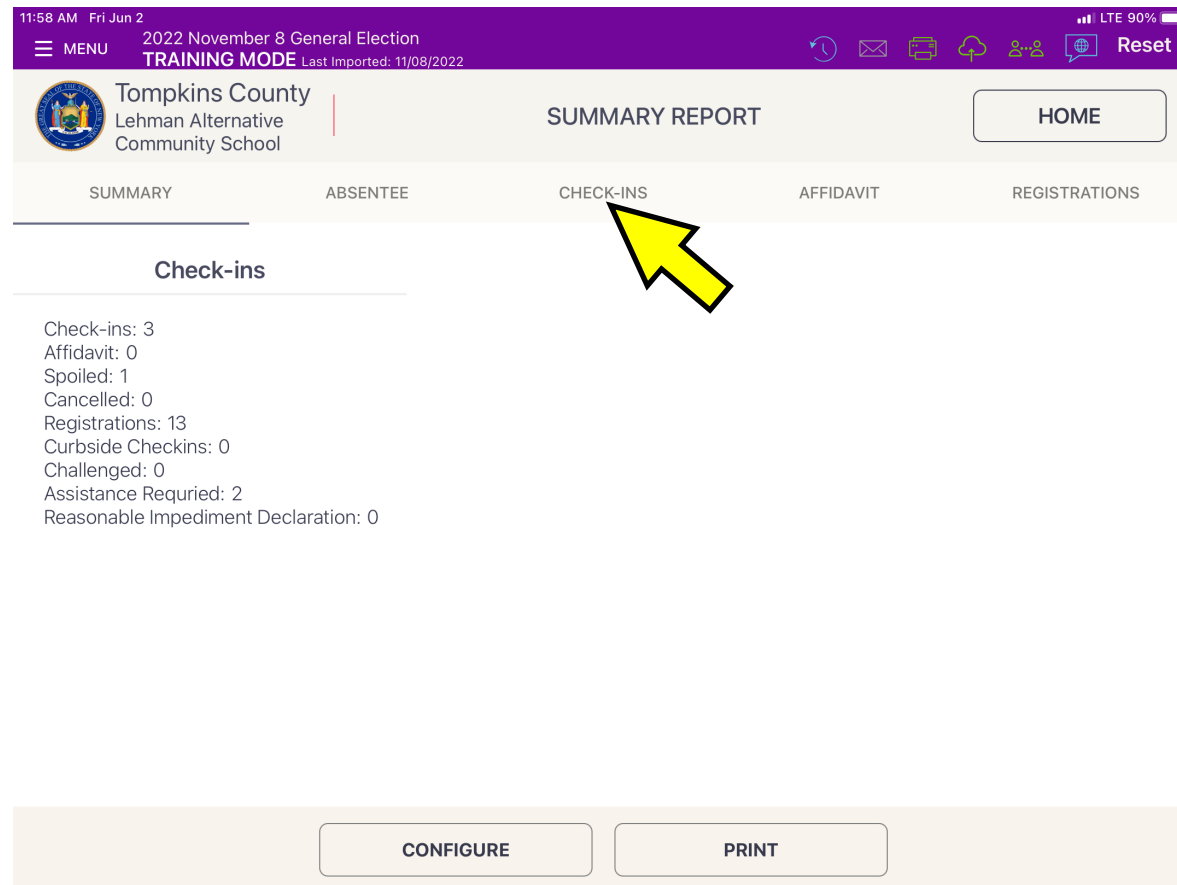
Assistance Requested (After Being Issued Ballot)



The Assistance Oath has been successfully entered into the Poll Pad.

Generating a List of Voters Who Have Voted

A Poll Watcher comes in and asks the inspectors for a list of who has voted. Hit the Menu icon in the upper left-hand corner of the Poll Pad. On the next screen, hit the white icon for Summary Report. When the Summary Report comes up, press your cursor against the word “CHECK-INS”



Generating a List of Voters Who Have Voted

11:59 AM Fri Jun 2
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative
Community School

SUMMARY REPORT

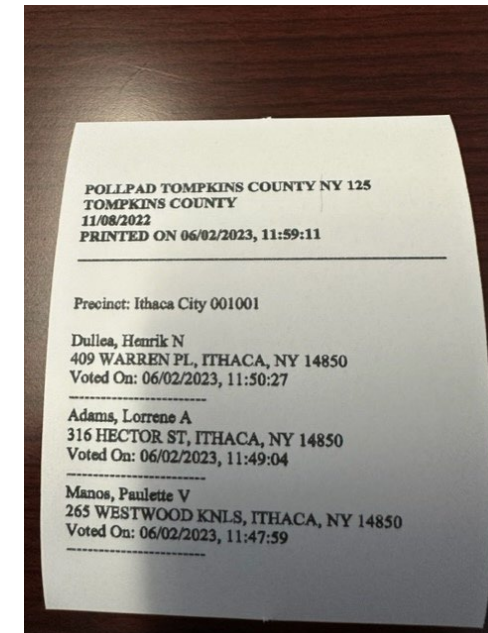
HOME

SUMMARY ABSENTEE CHECK-INS AFFIDAVIT REGISTRATIONS

Total Checkins: 3

NAME	ADDRESS	CHECK-IN TIME	DETAILS
HENRIK N DULLEA	409 WARREN PL, ITHACA, NY 14850	06/02/2023, 11:50:27	BALLOT STYLE NAME: 1000 BALLOT PARTY: DEMOCRATIC
LORRENE A ADAMS	316 HECTOR ST, ITHACA, NY 14850	06/02/2023, 11:49:04	BALLOT STYLE NAME: 1000 BALLOT PARTY: DEMOCRATIC
PAULETTE V MANOS	265 WESTWOOD KNLS, ITHACA, NY 14850	06/02/2023, 11:47:59	BALLOT STYLE NAME: 1000 BALLOT PARTY: DEMOCRATIC

CONFIGURE PRINT



A list of all the voters who have checked in will appear. Press the button that says “Print”. The printer will print a list of those voters as shown in the picture to the right which you can hand to the Poll Watcher.

Poll Pad is Unresponsive

At some point during the day, your Poll Pad may be unresponsive. What is the first thing you should try?

Locate the power button to the Poll Pad.

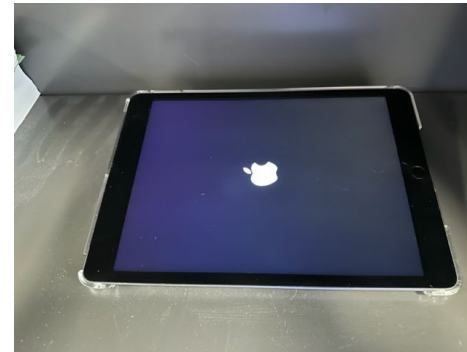
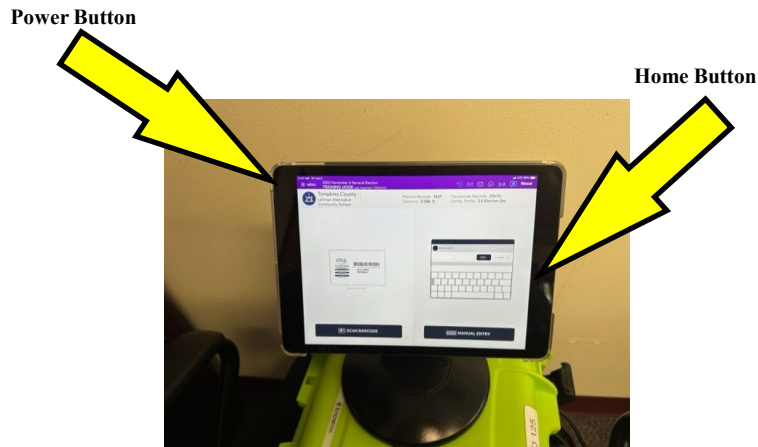
On the outside edge of the Poll Pad, it is on the side in the upper left-hand corner.



Poll Pad is Unresponsive

Press the Power Button and the Home button at the same time and hold down for about 20 seconds.

When the screen looks like the picture below, let go. In another 20 seconds the home screen for the Poll Pad should reappear and the Poll Pad should be functional.



If this does not correct the problem, call the Board of Elections.

It Is Now 8PM

(Time to Begin Thinking About Closing the Polls)

- During the last hour of voting both the Poll Site Managers and Inspectors should review their respective Poll Closing Check Lists found in the binders.
- Spending a little time now reviewing the Check List will make the poll closing go much smoother.
- Make sure you understand each step of closing the polls. If you do not understand a step this is a good time to call the Board of Elections.

Closing the Polls

- At 9:00 PM, a Poll Site Manager will announce the polls are closed and any person that enters the building at this time shall not be allowed to vote.
- Any voter who is in line before 9:00 PM will be allowed to vote. An Inspector will stand at the end of the line if there is anyone waiting to vote at 9:00 PM.
- Once the polls are closed, only authorized persons may remain in the poll site. People who want to see the results tape when it is available do not need a Poll Watcher Certificate if they arrive after the polls close.

Poll Closing Checklist

Preprinted Paper Ballots

Closing Check List Step #1 Preprinted Ballots

- **On the Poll Closing Certification and Ballot Log:**

- Record the number of Emergency Ballots Canvassed by Hand (the PSM will tell you the quantity for your ED) next to the letter B.
- Record the number of Absentee Ballots and Early Vote by Mail Ballots delivered to the polls in the appropriate area.

TOMPKINS COUNTY BOARD OF ELECTIONS
CLOSING CERTIFICATION AND BALLOT LOG

November 5, 2024
Freeville Fire Station
Dryden 02

On this day, AFTER THE CLOSING OF THE POLLS, WE DO HEREBY CERTIFY that:

We have reviewed the Poll Closing Tape that was printed by the Voting Machine, and confirmed the total number of ballots scanned and tabulated for our Election District (ED), and placed that number on line "A" in the log below

We have accounted for all of the ballots for our Election District (ED) per the following schedule:

TOTAL BALLOTS SCANNED AND TABULATED for ED: (From tape) A. _____

TOTAL EMERGENCY BALLOTS CANVASSED BY HAND: B. _____ ←

TOTAL BALLOTS SPOILED/ABANDONED: C. _____

TOTAL UNUSED PREPRINTED BALLOTS: D. _____

TOTAL VOTERS (A + B): _____ TOTAL BALLOTS USED (A + B + C): E. _____

TOTAL NUMBER OF UNUSED BALLOTS (D): F. _____

TOTAL BALLOTS (E + F): G. _____

If the Number on Line G is different than the number on Line 3 in the Before the Polls Open category on the reverse side, contact the Tompkins County Board of Elections immediately.

The number of ABSENTEE BALLOTS and EARLY VOTE BY MAIL BALLOTS that were delivered to us at the polls today and placed UNOPENED in the B Bag was _____ ←

We have conducted this election in accordance with the instructions and procedures provided by the Tompkins County Board of Elections and have completed all forms accordingly.

PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN

**In order TO BE PAID, all inspectors must SIGN BOTH SIDES of this form.
This Form to be Returned in the "B" Bag.**

Closing Checklist: Step #2 Preprinted Ballots

After reviewing the **Polls Closed Report** with a Poll Site Manager record the Total Ballots Scanned number from the results tape on the **Closing Certification and Ballot Log** (next to letter “A”).

TOMPKINS COUNTY BOARD OF ELECTIONS
CLOSING CERTIFICATION AND BALLOT LOG

November 5, 2024
Freeville Fire Station
Dryden 02

On this day, AFTER THE CLOSING OF THE POLLS, WE DO HEREBY CERTIFY that:

- We have reviewed the Poll Closing Tape that was printed by the Voting Machine, and confirmed the total number of ballots scanned and tabulated for our Election District (ED), and placed that number on line "A" in the log below
- We have accounted for all of the ballots for our Election District (ED) per the following schedule:
 - TOTAL BALLOTS SCANNED AND TABULATED for ED: (From tape) **A.** _____
 - TOTAL EMERGENCY BALLOTS CANVASSED BY HAND: **B.** _____
 - TOTAL BALLOTS SPOILED/ABANDONED: **C.** _____
 - TOTAL UNUSED PREPRINTED BALLOTS: **D.** _____
 - TOTAL VOTERS (A + B): _____ TOTAL BALLOTS USED (A + B + C): **E.** _____
 - TOTAL NUMBER OF UNUSED BALLOTS (D): **F.** _____
 - TOTAL BALLOTS (E + F): **G.** _____

If the Number on Line G is different than the number on Line 3 in the Before the Polls Open category on the reverse side, contact the Tompkins County Board of Elections immediately.

- The number of ABSENTEE BALLOTS and EARLY VOTE BY MAIL BALLOTS that were delivered to us at the polls today and placed UNOPENED in the B Bag was _____.
- We have conducted this election in accordance with the instructions and procedures provided by the Tompkins County Board of Elections and have completed all forms accordingly.

PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN

In order TO BE PAID, all inspectors must SIGN BOTH SIDES of this form.
This Form to be Returned in the "B" Bag.

Closing Checklist: Step #3 Preprinted Ballots

- On the **Closing Certification and Ballot Log** record quantities of spoiled and abandoned ballots (C), and unused preprinted ballots (D).

TOMPKINS COUNTY BOARD OF ELECTIONS
CLOSING CERTIFICATION AND BALLOT LOG

November 5, 2024
Freeville Fire Station
Dryden 02

On this day, AFTER THE CLOSING OF THE POLLS, WE DO HEREBY CERTIFY that:

- We have reviewed the Poll Closing Tape that was printed by the Voting Machine, and confirmed the total number of ballots scanned and tabulated for our Election District (ED), and placed that number on line "A" in the log below
- We have accounted for all of the ballots for our Election District (ED) per the following schedule:

TOTAL BALLOTS SCANNED AND TABULATED for ED: (From tape) A. _____
TOTAL EMERGENCY BALLOTS CANVASSED BY HAND: B. _____
TOTAL BALLOTS SPOILED/ABANDONED: C. _____
TOTAL UNUSED PREPRINTED BALLOTS: D. _____
TOTAL VOTERS (A + B): _____ TOTAL BALLOTS USED (A + B + C): E. _____
TOTAL NUMBER OF UNUSED BALLOTS (D): F. _____
TOTAL BALLOTS (E + F): G. _____



If the Number on Line G is different than the number on Line 3 in the Before the Polls Open category on the reverse side, contact the Tompkins County Board of Elections immediately.

- The number of ABSENTEE BALLOTS and EARLY VOTE BY MAIL BALLOTS that were delivered to us at the polls today and placed UNOPENED in the B Bag was _____.
- We have conducted this election in accordance with the instructions and procedures provided by the Tompkins County Board of Elections and have completed all forms accordingly.

PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN

In order TO BE PAID, all inspectors must SIGN BOTH SIDES of this form.
This Form to be Returned in the "B" Bag.

Closing Checklist: Step #4 Preprinted Ballots

Reconcile the numbers on the **Closing Certification and Ballot Log**.

If there is a discrepancy immediately contact the Board of Elections. **Put the Closing Certification and Ballot Log in the B-Bag**

Put the completed form inside the “B” Bag.

TOMPKINS COUNTY BOARD OF ELECTIONS
CLOSING CERTIFICATION AND BALLOT LOG

November 5, 2024
Freeville Fire Station
Dryden 02

On this day, **AFTER THE CLOSING OF THE POLLS, WE DO HEREBY CERTIFY that:**

We have reviewed the Poll Closing Tape that was printed by the Voting Machine, and confirmed the total number of ballots scanned and tabulated for our Election District (ED), and placed that number on line "A" in the log below

We have accounted for all of the ballots for our Election District (ED) per the following schedule:

TOTAL BALLOTS SCANNED AND TABULATED for ED: (From tape) A. _____
TOTAL EMERGENCY BALLOTS CANVASSED BY HAND: B. _____
TOTAL BALLOTS SPOILED/ABANDONED: C. _____
TOTAL UNUSED PREPRINTED BALLOTS: D. _____
TOTAL VOTERS (A + B): _____ TOTAL BALLOTS USED (A + B + C): E. _____
TOTAL NUMBER OF UNUSED BALLOTS (D): F. _____
TOTAL BALLOTS (E + F): G. _____

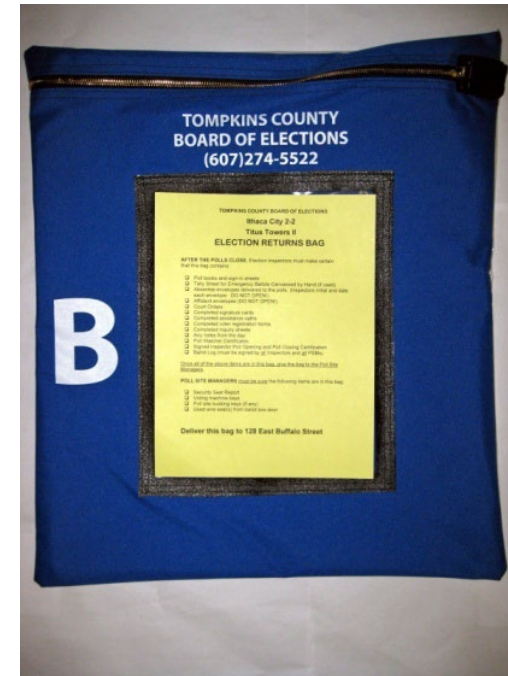
If the Number on Line G is different than the number on Line 3 in the Before the Polls Open category on the reverse side, contact the Tompkins County Board of Elections immediately.

The number of ABSENTEE BALLOTS and EARLY VOTE BY MAIL BALLOTS that were delivered to us at the polls today and placed UNOPENED in the B Bag was _____.

We have conducted this election in accordance with the instructions and procedures provided by the Tompkins County Board of Elections and have completed all forms accordingly.

PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Democratic Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN
PRINT NAME	Republican Election Inspector	SIGN

In order TO BE PAID, all inspectors must SIGN BOTH SIDES of this form.
This Form to be Returned in the "B" Bag.



Closing Checklist: Step #5 Preprinted Ballots

- Collect the partially used ballot pack, sealed ballot packs, ballot stubs and place them in the **Non-Voted Ballots and Stubs** box.



- Any spoiled and abandoned ballots, place them inside the **B-Bag**.
- Seal the box with masking tape and give it to a Poll Site Manager.

Closing Checklist: Step #6 Preprinted Ballots

All Inspectors must sign the Challenge Report.

TOMPKINS COUNTY BOARD OF ELECTIONS
Lehman Alternative Community School, Ithaca City 1-1
November 7, 2023

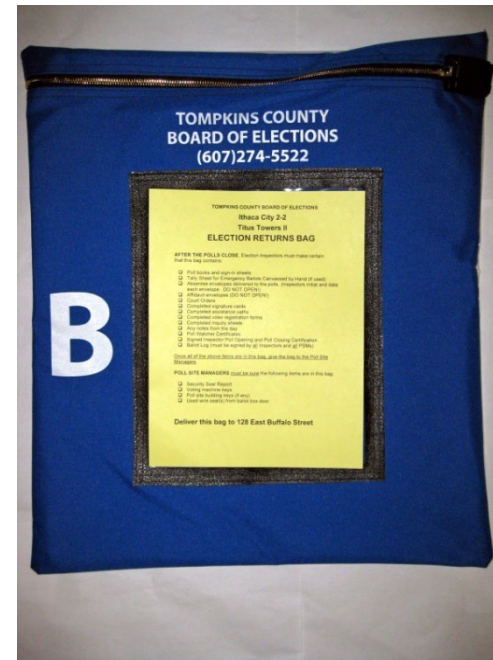
CHALLENGE REPORT

We the undersigned Election Inspectors do hereby certify that we have complete this Challenge Report, that it contains the list of Persons with Name and Address Changes; that it contains the list of Persons challenged, and that same were administered the required oath; that it contains the list of voters who have been assisted, as well as those sworn and rendered that assistance; that it contains the list of voters who voted either by Affidavit Ballot or Court Order. All entries are a true and accurate record of our procedure.

Inspector Signature: _____ Inspector Signature: _____
Inspector Signature: _____ Inspector Signature: _____

Section 1: Name and Address Changes and Typo Corrections	
Current Name	Current Address
1 WADE WYKSTRA Voter ID No. 216835	205 WARREN PL, ITHACA, NY 14850 Old Name and/or Address 401 CLIFF PARK RD, ITHACA NY 14850
2 PAULETTE JONES Voter ID No. 204456	265 WESTWOOD KNLS, ITHACA NY 14850 Old Name and/or Address PAULETTE MANOS
3	
4	
5	
6	
7	
8	

Confirm all the items Inspectors are responsible for (as listed on the bag label) are inside the B-Bag.



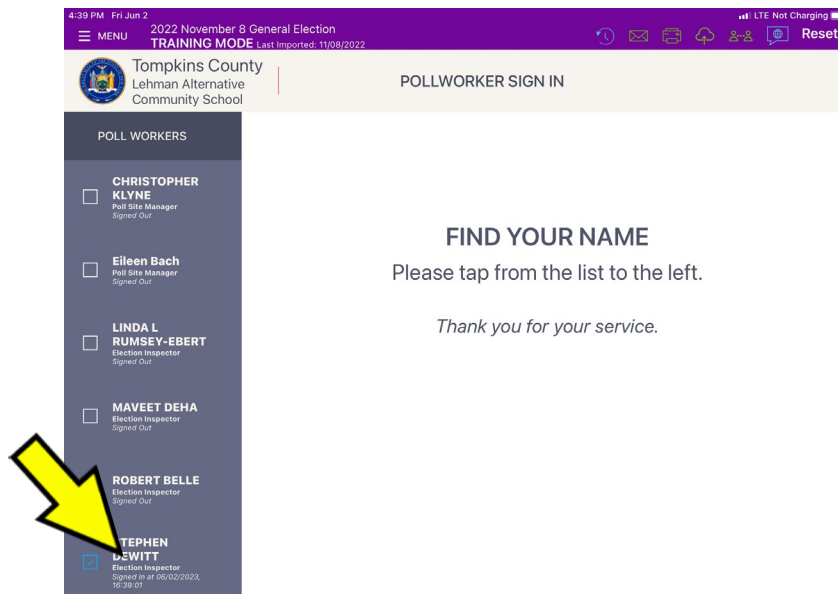
Give the bag to the Poll Site Managers.

Put the Challenge Report in the B-Bag.

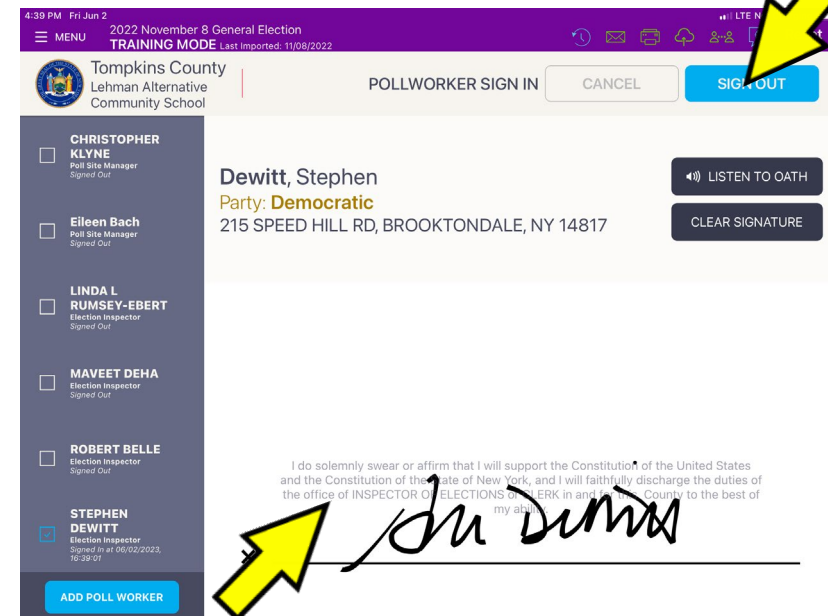
Closing Checklist: Step #7 Preprinted Ballots

- Before you shut down the Poll Pad **be sure to SIGN OUT.**
- Press the Menu icon; select Pollworkers. All poll workers use this screen to sign out.

Find your name along the left-hand side of the Poll Worker Sign in Page and Check the box next to it.



Sign your name on the line at the bottom of the screen and press the button that says, “Sign Out”



Closing Checklist: Step #8 Preprinted Ballots

- Power Down the Poll Pad.
- Disassemble the Poll Pads.
- To prevent damage to the Poll Pad components, ensure you are returning each component to the correct location in the Poll Pad case.
- Remember to pack the printer **first**.
- After the printer, replace poll pad with the apple facing OUT.
- Replace id tray and adapter in same slot.
- Place battery pack, cords and stand arm in cavity and place stand neatly over it. Be sure to wrap lightning cord as demonstrated in training.
- Replace two styluses.
- Do not seal the Poll Pad case.
- **Give the Poll Pads to the Poll Site Managers to place inside the voting machine.**

Closing Checklist: Step #8 (continued) Preprinted Ballots



Like This

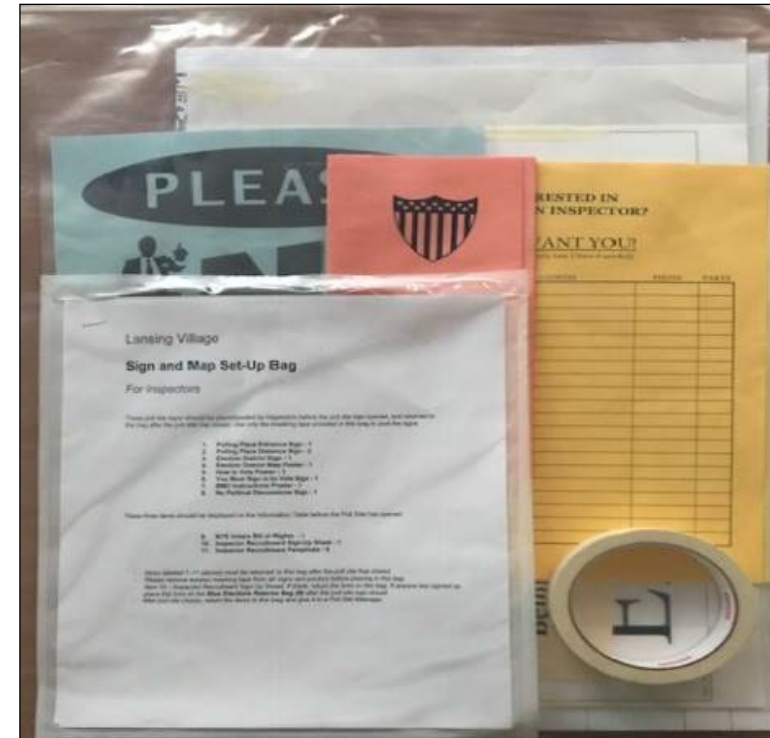
.....



NOT Like This

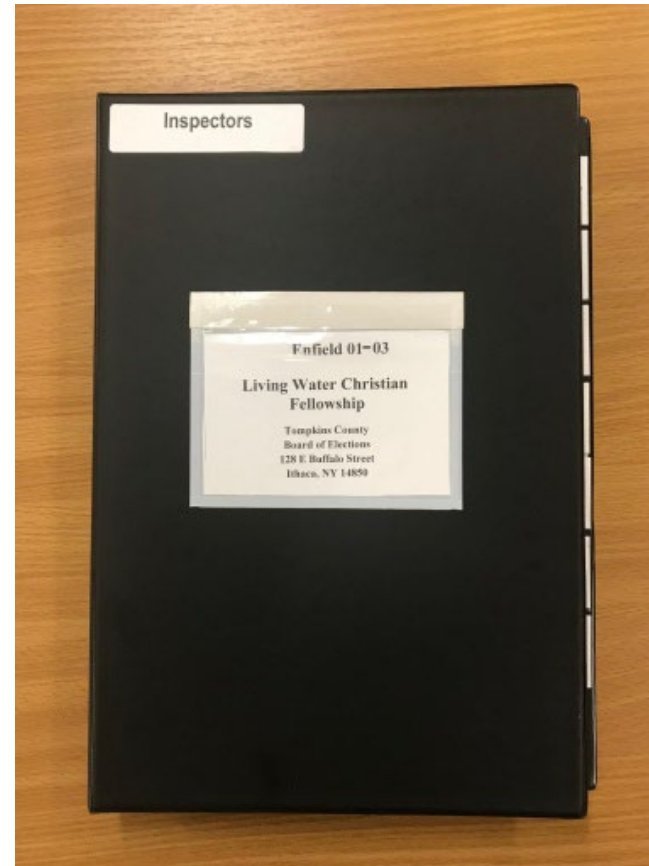
Closing Checklist: Step #9 Preprinted Ballots

- Remove the posted results tapes and put inside the Election Returns B-Bag.
- Take down all posted signs and remove tape. Put the signs and all other instructional materials in the **Sign and Map Set-Up Bag** according to the instructions on the bag label.
- Give the bag to a PSM.



Closing Checklist: Step #10 Preprinted Ballots

- Return any items you might have removed from the Inspector binder. **Give the binder to a Poll Site Manager.**
- Collect outside Poll Site Signs and **give to a Poll Site Manager.**



Closing Checklist: Step #11 Preprinted Ballots

Be sure you give all of these items to the Poll Site Managers:

- **Poll Pads**
- **Power Strip for Poll Pad**
- **3 Prong**
- **Clear Supply Box**
- **Yellow Floor Tape**
- **Sign and Map Bag**
- **Inspector Binder**
- **Yellow Privacy Folders**
- **B-Bag**

Poll Closing Checklist

Printing Ballots on Demand

Closing Checklist: Step #2 Ballot on Demand

After reviewing the **Polls Closed Report** with a Poll Site Manager, record the Starting Number of Ballots Cast (on Row A), and the Ending Number of Ballots Cast (on Row B) to determine Total Scanned number of ballots. Enter the difference of those two numbers on Row “C” of the **Ballot Reconciliation Report**

BALLOT RECONCILIATION FORM November 5, 2024

Freeville Fire Station, 21 Union Street - Dryden 02
MACHINE 14CC

- We have inventoried all necessary forms to be completed by us throughout Election Day in accordance with the instructions provided by the Tompkins Board of Elections.
 We have prepared for Opening of the Polls with the instructions and procedures provided by the Tompkins County Board of Elections as outlined on the Poll Opening Checklist and have completed all forms accordingly.

POLL OPENING and CLOSING: Poll Workers shall confirm that this form is dated with today's date and that the number of ballots cast on both scanner-only voting machines are correct at the start of the voting day before the first vote is cast and at the end of the voting day after the last vote is cast.

	+		= TOTAL
A. Starting Total of Ballots Cast			
B. Ending Total of Ballots Cast			
C. Ballots Scanned Today (B - A)			
D. Abandoned Ballots			
E. Emergency Canvassed by Hand			
F. Total Ballots Generated (C + D + E)			



POLL CLOSING: Inspectors shall document closing totals below.

	Poll Pad 1 + Poll Pad 2 =	TOTAL
G. Starting Check-ins		
H. Ending Check-ins		
I. Today's Check-ins (H - G)		
J. I - F (Should equal 0)		

Number of Non-Scanned Ballots

Spoiled _____ Affidavit _____ Absentee + Early Vote by Mail _____

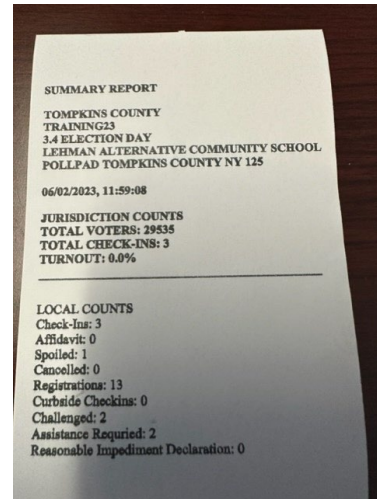
We certify that "J" above equals Zero and the ballots for today's Election is reconciled.

Democratic Signatures	Republican Signatures
PSM _____	PSM _____
Inspector _____	Inspector _____
Inspector _____	Inspector _____

PLACE THIS REPORT IN THE B-BAG

Closing Checklist: Step #3 Ballot on Demand

On the Poll Pad, print the Summary Report tape. To do this:



- Hit the Menu Icon in the upper left-hand corner of the Poll Pad screen.
- Hit the white Summary Report icon, then hit the “Print” button.
- Put the report tape in B-Bag.

Enter the Starting Number of Checkins (should be “0”) on Row G and the Ending Number of Checkins listed in the Summary Report(s) on Row H of the Ballot Reconciliation Form.

BALLOT RECONCILIATION FORM November 5, 2024

Freeville Fire Station, 21 Union Street - Dryden 02
MACHINE 14CC

We have inventoried all necessary forms to be completed by us throughout Election Day in accordance with the instructions provided by the Tompkins Board of Elections.
 We have prepared for Opening of the Polls with the instructions and procedures provided by the Tompkins County Board of Elections as outlined on the Poll Opening Checklist and have completed all forms accordingly.

POLL OPENING and CLOSING: Poll Workers shall confirm that this form is dated with today's date and that the number of ballots cast on both scanner-only voting machines are correct at the start of the voting day before the first vote is cast and at the end of the voting day after the last vote is cast.

	+	= TOTAL
A. Starting Total of Ballots Cast		
B. Ending Total of Ballots Cast		
C. Ballots Scanned Today (B - A)		
D. Abandoned Ballots		
E. Emergency Canvassed by Hand		
F. Total Ballots Generated (C + D + E)		

POLL CLOSING: Inspectors shall document closing totals below.

		Poll Pad 1 + Poll Pad 2 = TOTAL
G. Starting Check-ins		
H. Ending Check-ins		
I. Today's Check-ins (H - G)		
J. I - F (Should equal 0)		



Number of Non-Scanned Ballots

Spoiled _____ Affidavit _____ Absentee + Early Vote by Mail _____

We certify that “J” above equals Zero and the ballots for today's Election is reconciled.

Democratic Signatures		Republican Signatures	
PSM _____	Inspector _____	PSM _____	Inspector _____
Inspector _____	Inspector _____	Inspector _____	Inspector _____

PLACE THIS REPORT IN THE B-BAG

Closing Checklist: Step #4 Ballot on Demand

Reconcile the numbers on **Ballot Reconciliation Form**.

If there is a discrepancy immediately contact the Board of Elections. **Put the Ballot Reconciliation Report in the B-Bag**

Put the completed form inside the “B” Bag.

BALLOT RECONCILIATION FORM November 7, 2023

Danby Fire Station, 1760 Danby Road - Danby 01 + 03
MACHINE 12

- We have inventoried all necessary forms to be completed by us throughout Election Day in accordance with the instructions provided by the Tompkins Board of Elections.
- We have prepared for Opening of the Polls with the instructions and procedures provided by the Tompkins County Board of Elections as outlined on the Poll Opening Checklist and have completed all forms accordingly.

POLL OPENING and CLOSING: Poll Workers shall confirm that this form is dated with today's date and that the number of ballots cast on both scanner-only voting machines are correct at the start of the voting day before the first vote is cast and at the end of the voting day after the last vote is cast.

	12	+		=	TOTAL
A. Starting Total of Ballots Cast	0				C
B. Ending Total of Ballots Cast	274				274
C. Ballots Scanned Today (B - A)					274
D. Abandoned Ballots					2
E. Emergency Canvassed by Hand					2
F. Total Ballots Generated (C + D + E)					278

POLL CLOSING: Inspectors shall document closing totals below.

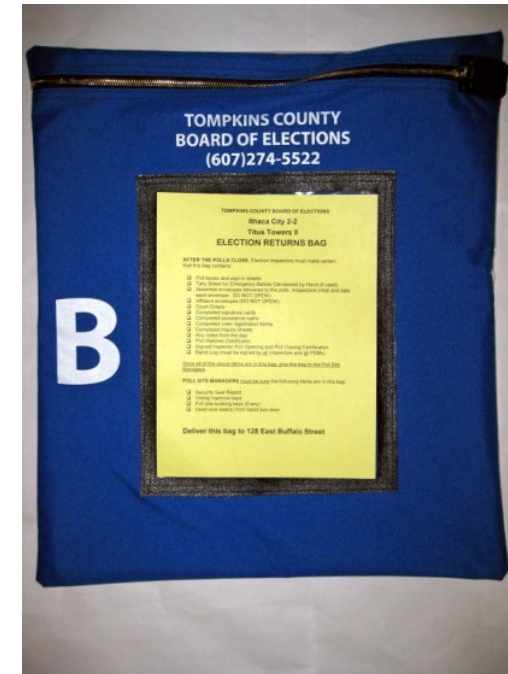
	Poll Pad 1 + Poll Pad 2 =		TOTAL
G. Starting Check-ins	0	0	0
H. Ending Check-ins	188	90	278
I. Today's Check-ins (H - G)			278
J. I - F (Should equal 0)			0

Number of Non-Scanned Ballots
Spoiled _____ Affidavit _____ Absentee _____

We certify that "J" above equals Zero and the ballots for today's Election is reconciled.

Democratic Signatures _____ Republican Signatures _____
PSM _____ PSM _____
Inspector _____ Inspector _____
Inspector _____ Inspector _____

PLACE THIS REPORT IN THE B-BAG



Closing Checklist: Step #5 Ballot on Demand

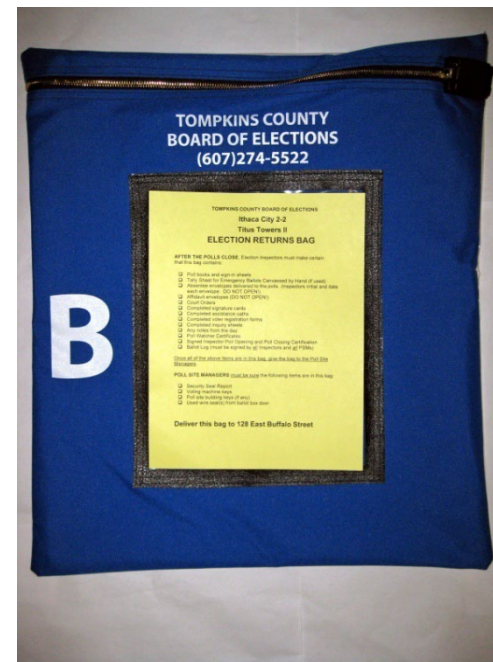
All Inspectors must sign the Challenge Report.

If a section of the Challenge Report has not been utilized during the day, please draw a diagonal line through that section and write the word, "NONE" above the line.

Section 1: Name and Address Changes and Typo Corrections	
Current Name	Current Address
1. WADE WYKSTRA Voter ID No. 216835	205 WARREN PL., ITHACA NY 14850 401 CLIFF PARK RD, ITHACA NY 14850
2. PAULETTE JONES Voter ID No. 204456	245 WESTWOOD KMS, ITHACA NY 14850 PAULETTE MANOS
3.	
4.	
5.	
6.	
7.	
8.	

Put the Challenge Report in the B-Bag.

Confirm all the items Inspectors are responsible for (as listed on the bag label) are inside the B-Bag.

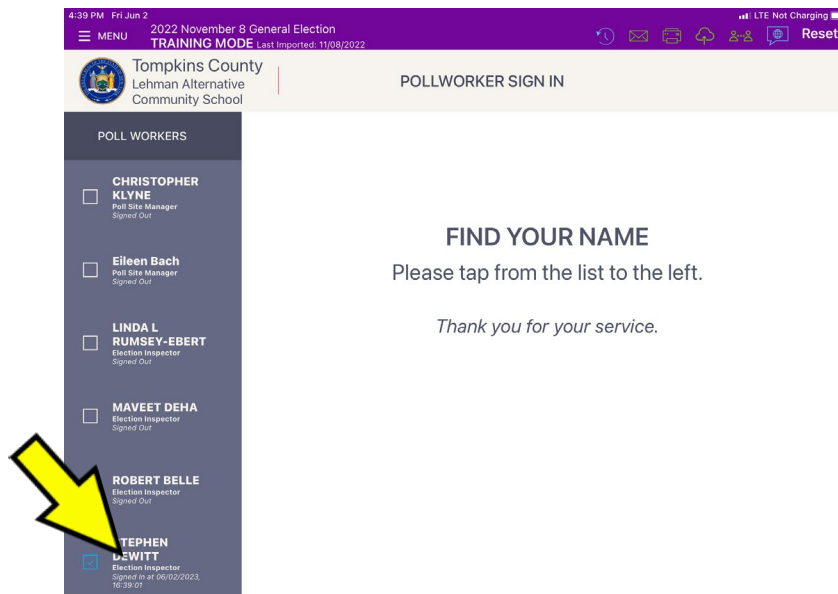


Give the bag to the Poll Site Managers.

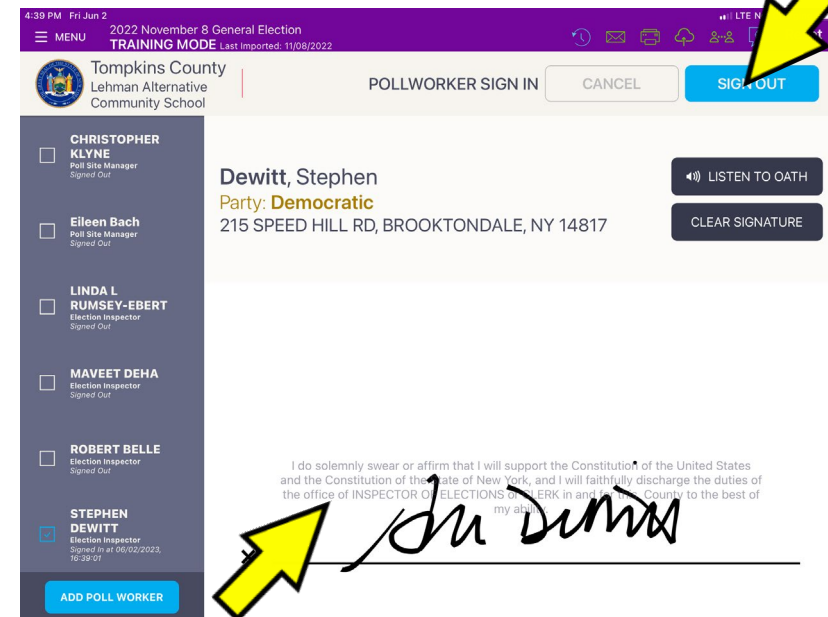
Closing Checklist: Step #6 Ballot on Demand

- Before you shut down the Poll Pad **be sure to SIGN OUT.**
- Press the Menu icon; select Pollworkers. All poll workers use this screen to sign out.

Find your name along the left-hand side of the Poll Worker Sign in Page and Check the box next to it.



Sign your name on the line at the bottom of the screen and press the button that says, "Sign Out"



Closing Checklist: Step #7 Ballot on Demand

- Power Down the Poll Pad.
- Disassemble the Poll Pads.
- To prevent damage to the Poll Pad components, ensure you are returning each component to the correct location in the Poll Pad case.
- Remember to pack the printer **first**.
- After the printer, replace poll pad with the apple facing OUT.
- Replace id tray and adapter in same slot.
- Place battery pack, cords and stand arm in cavity and place stand neatly over it. Be sure to wrap lightning cord as demonstrated in training.
- Replace two styluses.
- Do not seal the Poll Pad case.
- **Give the Poll Pads to the Poll Site Managers to place inside the voting machine.**

Closing Checklist: Step #7 (continued) Ballot on Demand



Like This

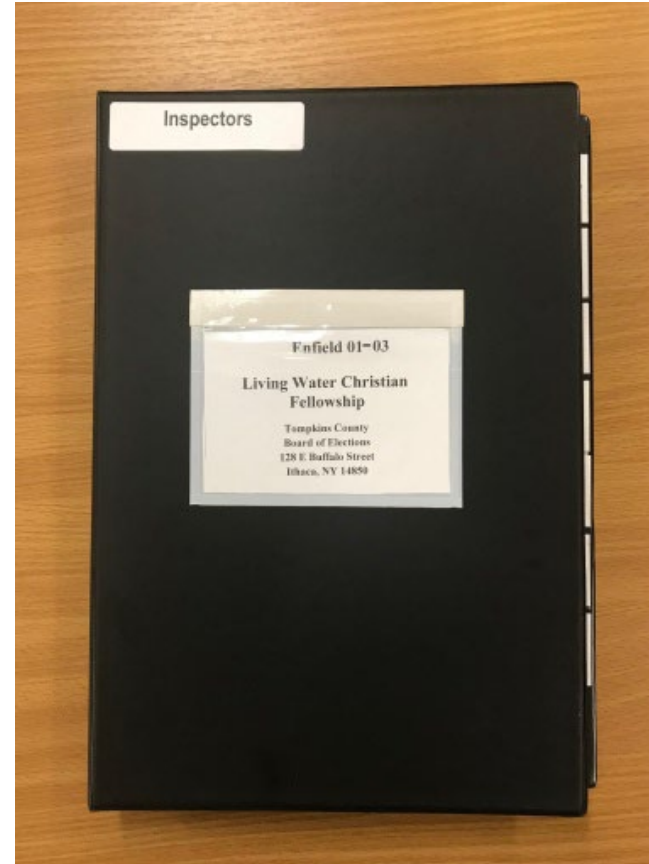
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NOT Like This

Closing Checklist: Step #9 Ballot on Demand

- Return any items you might have removed from the Inspector binder. **Give the binder to a Poll Site Manager.**
- Collect outside Poll Site Signs and **give to a Poll Site Manager.**



Closing Checklist: Step #10 Ballot on Demand

Be sure you give all of these items to the Poll Site Managers:

- **Poll Pads**
- **Power Strip for Poll Pad**
- **3 Prong Adapter**
- **Clear Supply Box**
- **Yellow Floor Tape**
- **Sign and Map Bag**
- **Inspector Binder**
- **Yellow Privacy Folders**
- **B-Bag**

Reminder Checklist

- Make sure the **Opening/Closing Certification and Ballot Log OR the Ballot Reconciliation Form** is completed correctly (all ballots must be accounted for) and signed by all Inspectors. Put the **Opening/Closing Certification and Ballot Log OR the Ballot Reconciliation Form** in the **B-Bag**.
- Make sure all poll records are correctly dated.
- Make sure all Inspectors sign the Challenge Report and put it in the **B-Bag**
- All notes written throughout the day concerning election day events, problems or issues, etc. should go in the **B-Bag**.
- Refer to the label on the outside of the **B-Bag** to make sure all items on the list are inside the bag.
- Give the **B-Bag** to a PSM.
- Give your Poll Pads to a PSM. Do not bring them back to the office.

Remember: Call the Board of Elections (607) 274-5522 if you have problems.

Ballot Log Exercise

Ballot Log Exercise

You receive 650 ballots (13 packs of 50 ballots each) at the beginning of the day as noted on the Ballot Log on the next page.

At the end of the day you have the following numbers of used and unused ballots. Use these numbers to complete the Ballot Log on the next page:

Total Scanned Ballots	= 440
Total Emergency Ballots Canvassed by Hand	= 12
Total Ballots Spoiled	= 16
Total Abandoned Ballots	= 4
Total Unused Pre-Printed Ballots	= 178

Ballot Log Exercise

TOMPKINS COUNTY BOARD OF ELECTIONS OPENING CERTIFICATION AND BALLOT LOG

November 5, 2024
Freeville Fire Station
Dryden 02

On this day, BEFORE THE POLLS OPENED TO THE PUBLIC for voting,
WE DO HEREBY CERTIFY that:

- The CANDIDATE NAMES and BALLOT PROPOSALS all appear to be the SAME on: the sample ballot, the ballot booklets, and the open polls tape produced by the voting machine for our Election District (ED).
- The ELECTION DISTRICT listed on the ballot booklets, and the poll books is the SAME as the ELECTION DISTRICT at the top of this page.
- The PUBLIC COUNTER and all CONTEST COUNTERS on the open polls tape are at ZERO.
- All of the ballots have been accounted for per the following schedule:

Ballot ID: 1021

- 1) Number of ballot Packs: 13; ballots are numbered from #1 to # 650
- 2) Total number of ballots in each pack: 50
- 3) Total ballots: 650

If there is a discrepancy with any of the above statements

Opening

TOMPKINS COUNTY BOARD OF ELECTIONS CLOSING CERTIFICATION AND BALLOT LOG

November 5, 2024
Freeville Fire Station
Dryden 02

On this day, AFTER THE CLOSING OF THE POLLS, WE DO HEREBY CERTIFY that:

- We have reviewed the Poll Closing Tape that was printed by the Voting Machine, and confirmed the total number of ballots scanned and tabulated for our Election District (ED), and placed that number on line "A" in the log below
- We have accounted for all of the ballots for our Election District (ED) per the following schedule:

TOTAL BALLOTS SCANNED AND TABULATED for ED: (From tape) A. 440
TOTAL EMERGENCY BALLOTS CANVASSED BY HAND: B. 12
TOTAL BALLOTS SPOILED/ABANDONED: C. 20
TOTAL UNUSED PREPRINTED BALLOTS: D. 178
TOTAL VOTERS (A + B): _____ TOTAL BALLOTS USED (A + B + C): E. 472
TOTAL NUMBER OF UNUSED BALLOTS (D): F. 178
TOTAL BALLOTS (E + F): G. 650

If the Number on Line G is different than the number on Line 3 in the Before the Polls Open category on the reverse side, contact the Tompkins County Board of Elections immediately.

The number of ABSENTEE BALLOTS and EARLY VOTE BY MAIL BALLOTS that were

Closing

Ballot Reconciliation Form Exercise

Ballot Reconciliation Form Exercise

Before the polls open the total Number of Ballots Cast (Scanned) on all of the voting machines (usually there is only one) in the polling place should be zero (“0”)

After the polls close, the PSM will tell you the total number of ballots cast on each voting machine and the number (if any) of emergency ballots that need to be canvassed by hand.

You should also log the ending number of check-ins for each Poll Pad. For this exercise, use the following numbers:

Ending Total of Ballots Cast (Scanned)	= 274
Total Emergency Ballots Canvassed by Hand	= 2
Total Abandoned Ballots	= 2

Starting Number of Check-ins on Poll Pad 1	= 0
Starting Number of Check-ins on Poll Pad 2	= 0
Ending Number of Check-ins on Poll Pad 1	= 188
Ending Number of Check-ins on Poll Pad 1	= 90

Ballot Reconciliation Form Exercise

BALLOT RECONCILIATION FORM November 7, 2023

Danby Fire Station, 1780 Danby Road - Danby 01 + 03
MACHINE 12

- We have inventoried all necessary forms to be completed by us throughout Election Day in accordance with the instructions provided by the Tompkins Board of Elections.
- We have prepared for Opening of the Polls with the instructions and procedures provided by the Tompkins County Board of Elections as outlined on the Poll Opening Checklist and have completed all forms accordingly.

POLL OPENING and CLOSING: Poll Workers shall confirm that this form is dated with today's date and that the number of ballots cast on both scanner-only voting machines are correct at the start of the voting day before the first vote is cast and at the end of the voting day after the last vote is cast.

	+	= TOTAL
A. Starting Total of Ballots Cast		
B. Ending Total of Ballots Cast		
C. Ballots Scanned Today (B - A)		
D. Abandoned Ballots		
E. Emergency Canvassed by Hand		
F. Total Ballots Generated (C + D + E)		

POLL CLOSING: Inspectors shall document closing totals below.

	Poll Pad 1 + Poll Pad 2 =	TOTAL
G. Starting Check-ins		
H. Ending Check-ins		
I. Today's Check-ins (H - G)		
J. I - F (Should equal 0)		

Number of Non-Scanned Ballots

BALLOT RECONCILIATION FORM November 7, 2023

Danby Fire Station, 1780 Danby Road - Danby 01 + 03
MACHINE 12

- We have inventoried all necessary forms to be completed by us throughout Election Day in accordance with the instructions provided by the Tompkins Board of Elections.
- We have prepared for Opening of the Polls with the instructions and procedures provided by the Tompkins County Board of Elections as outlined on the Poll Opening Checklist and have completed all forms accordingly.

POLL OPENING and CLOSING: Poll Workers shall confirm that this form is dated with today's date and that the number of ballots cast on both scanner-only voting machines are correct at the start of the voting day before the first vote is cast and at the end of the voting day after the last vote is cast.

	12	+	= TOTAL
A. Starting Total of Ballots Cast	0	-	0
B. Ending Total of Ballots Cast	274	-	274
C. Ballots Scanned Today (B - A)			274
D. Abandoned Ballots			2
E. Emergency Canvassed by Hand			2
F. Total Ballots Generated (C + D + E)			278

POLL CLOSING: Inspectors shall document closing totals below.

	Poll Pad 1	+ Poll Pad 2 =	TOTAL
G. Starting Check-ins	0	0	0
H. Ending Check-ins	188	90	278
I. Today's Check-ins (H - G)			278
J. I - F (Should equal 0)			0

Number of Non-Scanned Ballots

Test

Two ways to take your test:

1. Take the test now.
2. Take this test online. Use the following link on your smartphone or laptop:

<https://lfweb.tompkins-co.org/Forms/TCBoElspTest>

Test

Once you have completed the test, check this box to review your answers.



25. If a voter makes an error and requests a new ballot, they may have a total of up to how many?*

- a) 4
- b) 2
- c) 3

Complete

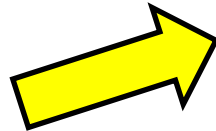
Please review your answers before checking this box. Once graded you won't be able to change any of your answers.

PLEASE MAKE SURE YOU CLICK SUBMIT SO THAT YOUR TEST WILL ACTUALLY BE SUBMITTED. If you do not submit, your test will not be complete!

Please take two minutes to answer these 8 questions about our training program.

<https://fweb.tompkins-co.org/Forms/TCBoETS>

Use this link to review our training.



Score Section

Total Score Percentage

4.00

Each question was worth 4 points.

Total Score

4.00

Be sure to press the "Submit" button.



Submit

Thank you!

Thank you again for choosing to be an important part of the electoral process in New York State!

Your dedication and community service are greatly appreciated. We wish you good luck as you serve our county as an Election Inspector.