

## HOW-TO QUICK GUIDE

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# AFFIDAVIT BALLOTS

When to give a voter an Affidavit Ballot –

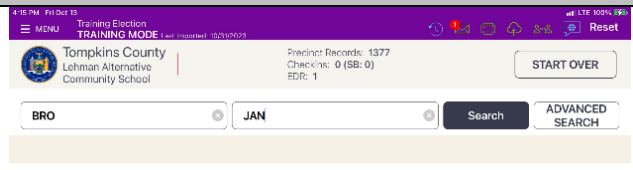
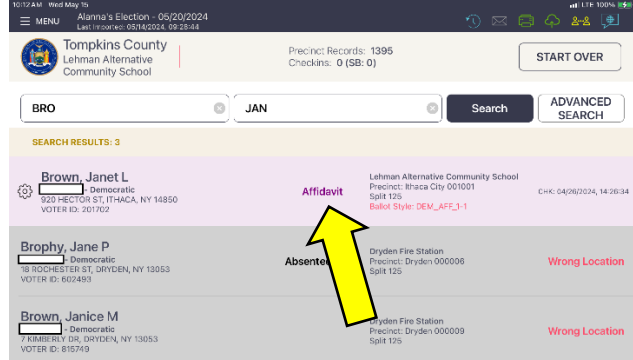
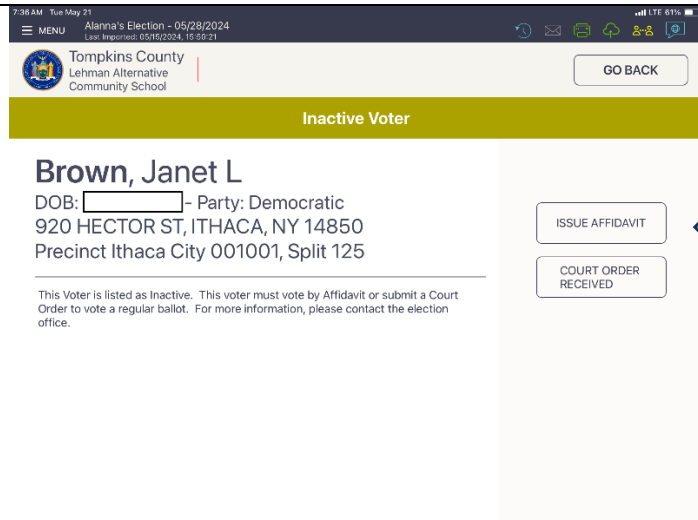
- Inactive voter who has not moved (includes but isn't limited to snowbirds)
- Active voter who has moved – please make sure the voter is in the correct poll site to vote.
- Voter's name is NOT in the Poll Pad
- Voter has applied for an Absentee Ballot

Please refer the voter to the Poll Site Manager.

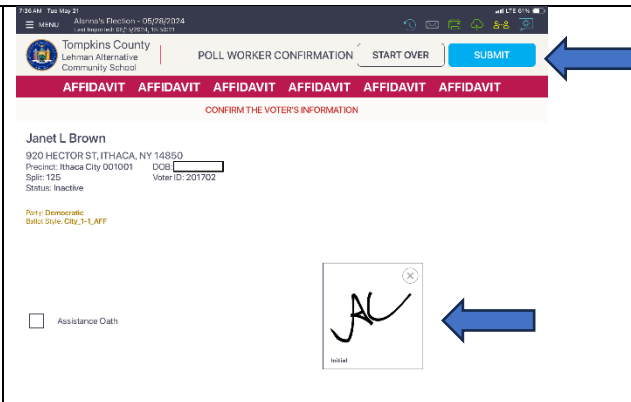
Always offer the voter a “Notice to Voter” (in the clear Affidavit Ballot sleeve)

How to process the voter in the Poll Pad-

For all the examples below – you are a PSM who works at Lehman Alternative Community School (LACS). Always offer the voter a “Notice to Vote” (located in the affidavit ballot sleeve).

Scenario 1 - If the voter is inactive but hasn't moved – Janet Brown is our example	
<p>1 - Bring up the voter's record by searching the first three letters of their first name and last name</p>	
<p>2 - Select the voter. The Poll Pad shows an inactive status.</p>	
<p>3 - Confirm they are at the correct poll site.</p>	<p>For this example – the voter lives in the LACS district and the poll site is LACS.</p>
<p>4 - Select “Issue Affidavit”</p>	

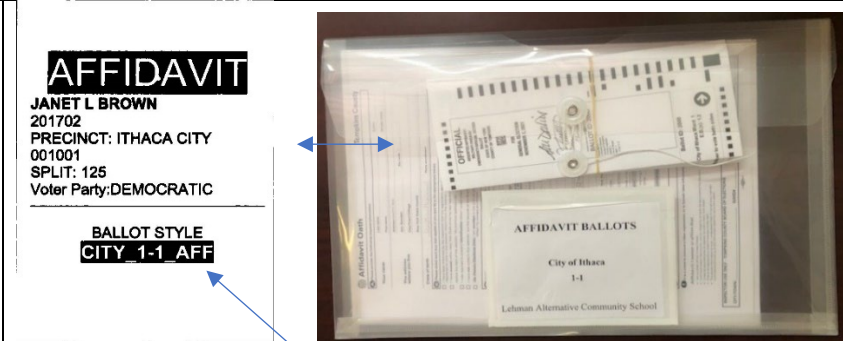
5 - PSM writes their initials in the square and selects "Submit".



6 - "Processed Successfully" screen should appear after you submit.

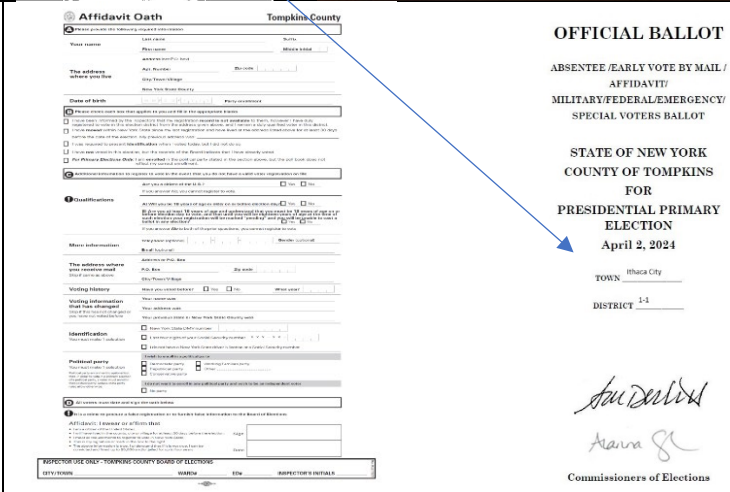


7 - The Poll Pad issues an Affidavit Ticket that automatically prints. Put the ticket in the clear Affidavit Ballot sleeve.



8 - Give the voter the affidavit ballot envelope and correct Affidavit Ballot for their ED. Please tell the voter to mark their ballot, put it in the envelope, seal it and return it to you.

\*\*If you have a print on demand tower, give the ticket to the PSM at the tower, they will print the correct ballot.



9 - Check the envelope is filled out completely. Once you have reviewed the envelope for completeness, please fill in the box at the bottom with Town, Ward, District. Both PSM's need to review front of envelope and initial the bottom.

### Affidavit Oath Tompkins County

**A Please provide the following required information**

**Your name**  
 Last name: SMITH Suffix: \_\_\_\_\_  
 First name: JOHAI Middle Initial: Q  
 Address (not P.O. Box): 215 SPEED HILL RD  
 Apt. Number: \_\_\_\_\_ Zip code: 14817  
 City/Town/Village: BROOKTONDALE, NY 14817  
 New York State County: TOMPKINS

**The address where you live**

**Date of birth**: 01/23/1945 **Party enrollment**: DEMOCRATIC

**B Please check each box that applies to you and fill in the appropriate blanks**

I have been informed by the inspectors that my registration record is not available to them, however I have duly registered to vote from the address given above, and I remain a duly qualified voter. If you check this box, please ask the inspectors to review the address given above to ensure you are at the correct poll site. If not, only votes for contests in which you are eligible to cast a vote may be canvassed, provided you are in the correct county and at a site designated for your assigned Assembly District.

I have moved within New York State since my last registration and have lived at the address listed above for at least 30 days before the date of the election. My previous address was: \_\_\_\_\_

I was required to present identification when I voted today, but I did not do so.

I have not voted in this election, but the records of the Board indicate that I have already voted.

Records of the Board indicate that I have been issued an absentee ballot.

For Primary Elections Only: I am enrolled in the political party stated in the section above, but the poll book does not reflect my correct enrollment.

**C Additional information to register to vote in the event that you do not have a valid voter registration on file**

Are you a citizen of the U.S.?  Yes  No  
 If you answer No, you cannot register to vote.

**D Qualifications**

A) Will you be 18 years of age or older on or before election day?  Yes  No  
 B) Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote, and that until you will be eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election?  Yes  No  
 If you answer No to both of the prior questions, you cannot register to vote.

**More information**

Telephone (optional): \_\_\_\_\_ Gender (optional): M  
 Email (optional): \_\_\_\_\_

**The address where you receive mail**  
 Skip if same as above

P.O. Box: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 City/Town/Village: \_\_\_\_\_

**Voting history**  
 Have you voted before?  Yes  No What year? 2022

**Voting information that has changed**  
 Skip if this has not changed or you have not voted before

Your name was: JOHAI Q SMITH  
 Your address was: 126 BUFFALO ST., ITHACA, NY 14857  
 Your previous state or New York State County was: TOMPKINS

**Identification**  
 You must make 1 selection

New York State DMV number: \_\_\_\_\_  
 Last four digits of your Social Security number: x x x x - 1234  
 I do not have a New York State driver's license or a Social Security number.

**Political party**  
 You must make 1 selection

Democratic party  Working Families party  
 Republican party  Other: \_\_\_\_\_  
 Conservative party

I do not want to enroll in any political party and wish to be an independent voter  
 No party

**E All voters must date and sign the oath below**

**F It is a crime to procure a false registration or to furnish false information to the Board of Elections**

**Affidavit: I swear or affirm that**

- I am a citizen of the United States.
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark in the box to the right.
- The above information is true. Understand that if it is not true, I can be sentenced and fined up to \$5,000 and/or jailed for up to four years.

Sign: John Q Smith Date: 11-08-2022

**INSPECTOR USE ONLY - TOMPKINS COUNTY BOARD OF ELECTIONS**

CITY/TOWN: CAROLINE WARD#: \_\_\_\_\_ ED#: 1 INSPECTOR'S INITIALS: CW

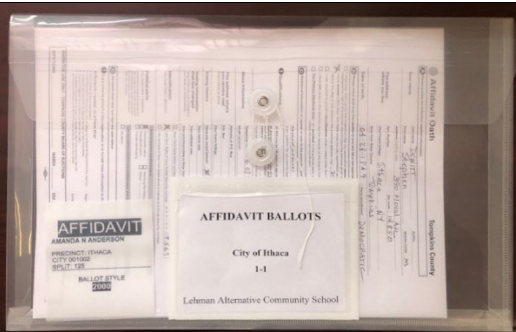
Section A – needs to be completely filled out

Section B-check the appropriate option

Section C- Fill out completely.

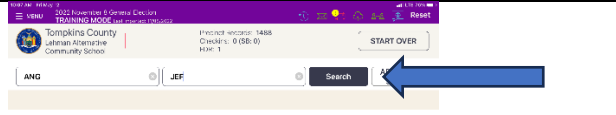
Section D- MUST be signed and dated

10 - Once you have reviewed the Affidavit Ballot envelope place the sealed envelope in the Affidavit ballot sleeve.

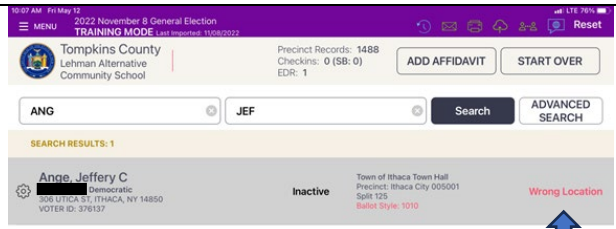


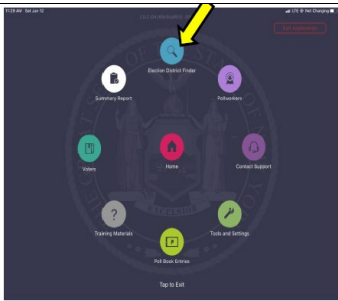
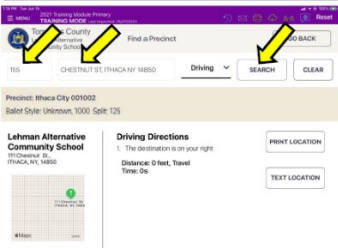
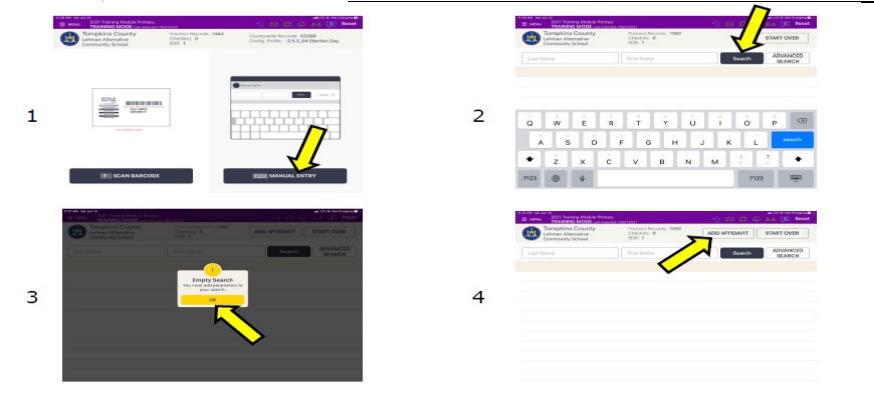

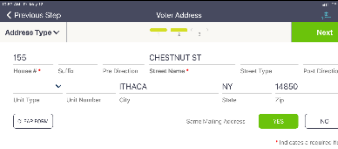
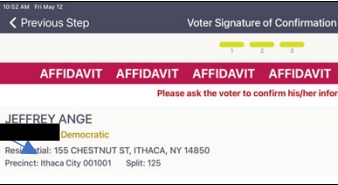
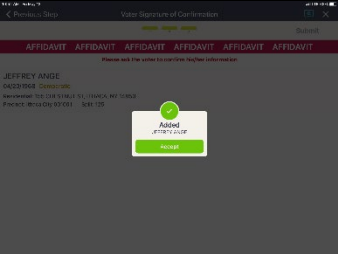
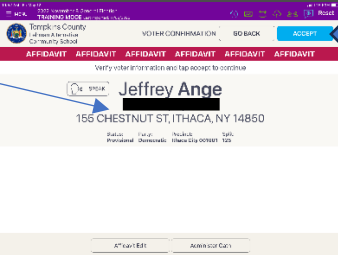
### Scenario 2 - Active voter who has moved – Jeffrey Ange is our example

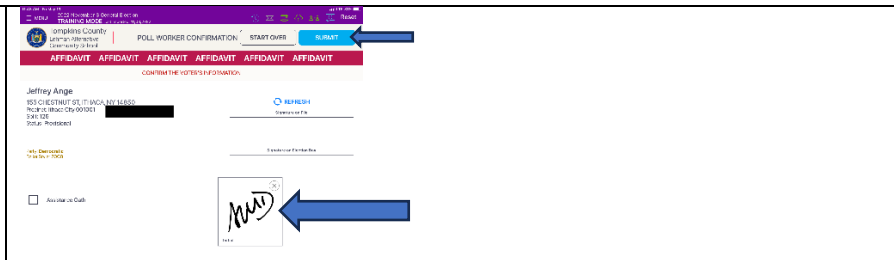
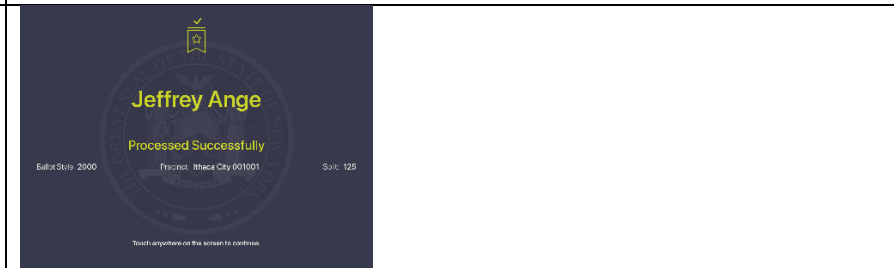
1 - Voter has moved – check to make sure the voter is in the correct poll site. Search by first three initials of their first name and last name.



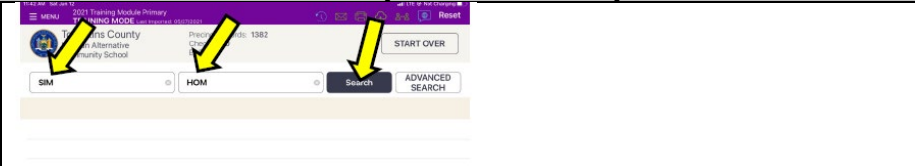
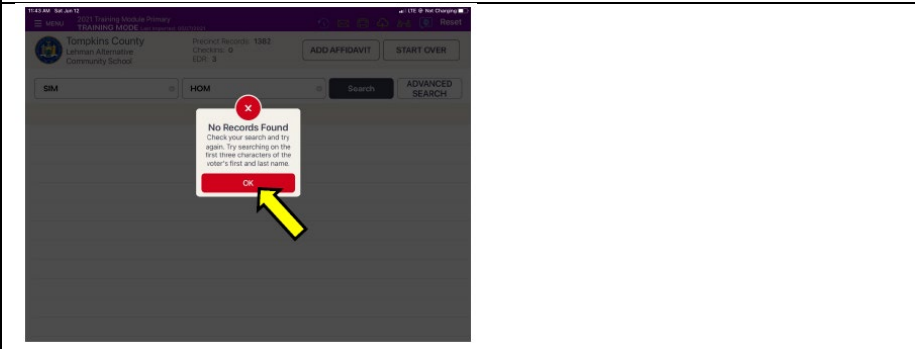
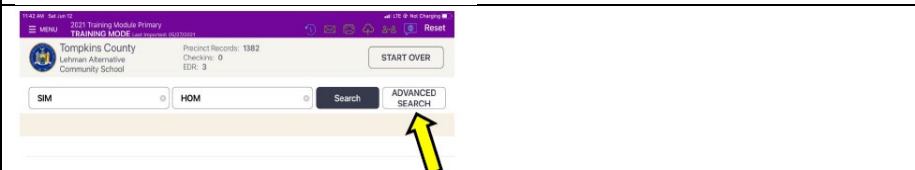
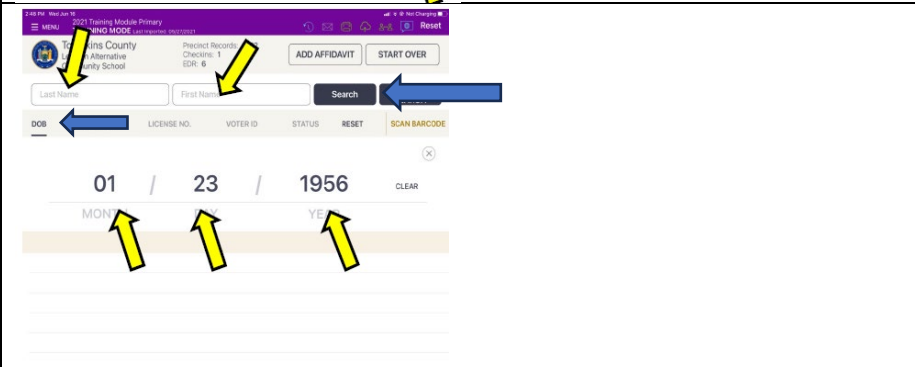
2 - This voter has moved to an address in your poll site. The voter record shows them living at their old address. To verify they are in the correct location, check the address where they currently live in the Election District Finder icon. Click the Menu icon in the upper left-hand corner.



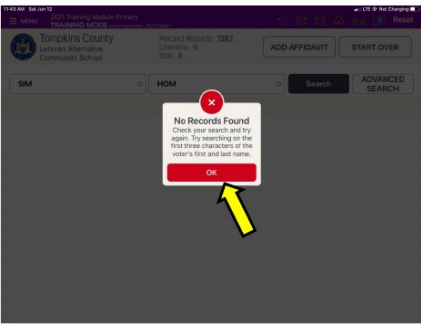
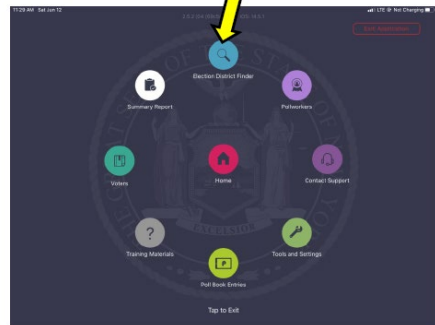
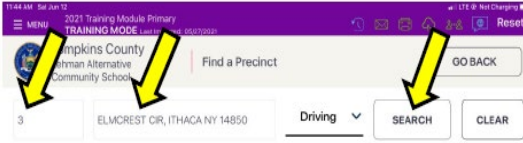
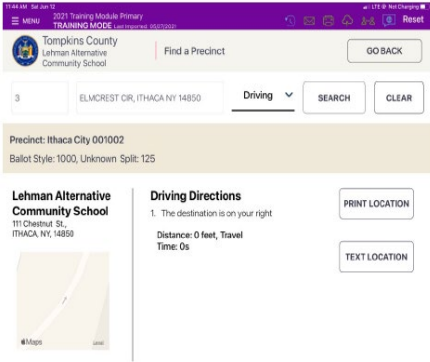
<p>3 - On this screen, select the Election District Finder.</p>	
<p>4 - Enter the address and search. This screen will show you where they should vote. This confirms the voter should vote at LACS.</p>	
<p>5 - There is no button that allows you to enter an Affidavit Voter. In this case you can add the voter as an Affidavit Voter by:</p> <ol style="list-style-type: none"> <li>1 – Manual Entry</li> <li>2 – Search (empty search)</li> <li>3 – Ok</li> <li>4 – Add Affidavit</li> </ol>	
<p>6 - Enter the voter information – then select “Next”.</p>	
<p>7 - Enter the voters new address and select “Next”.</p>	
<p>8- Ask the voter to confirm their information and select “Submit”.</p>	
<p>9 - The next screen confirms the voter has been added to the list of Affidavit Voters. Select “Accept”.</p>	
<p>10 - Verify the voter information and select “Accept” to continue.</p>	

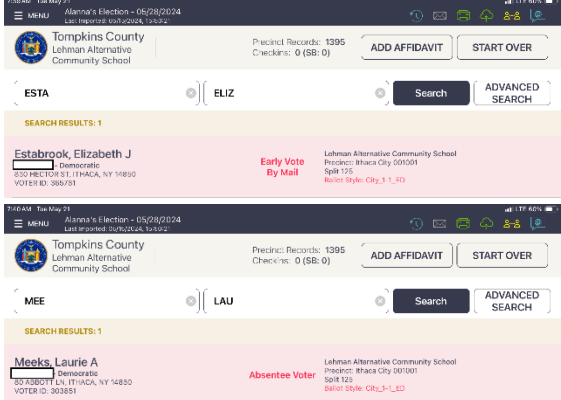
<p>11 - Write your initials in the box and select “Submit”.</p>	
<p>12 –“Processed Successfully”.</p>	
<p>13- Follow steps 7-10 from Scenario 1 to process the ballot and envelope.</p>	<p>Pages 3-4</p>

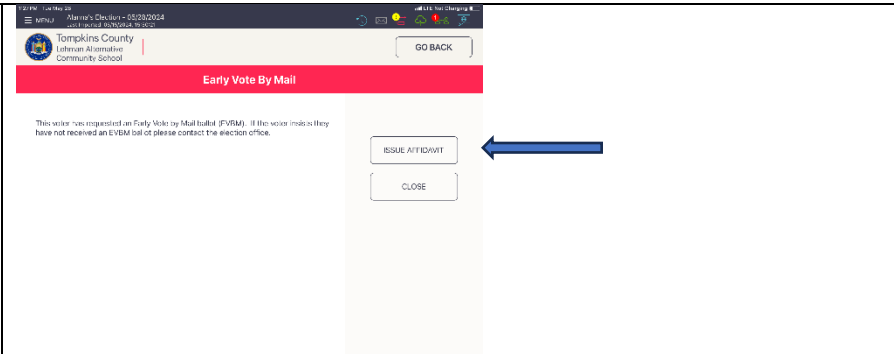
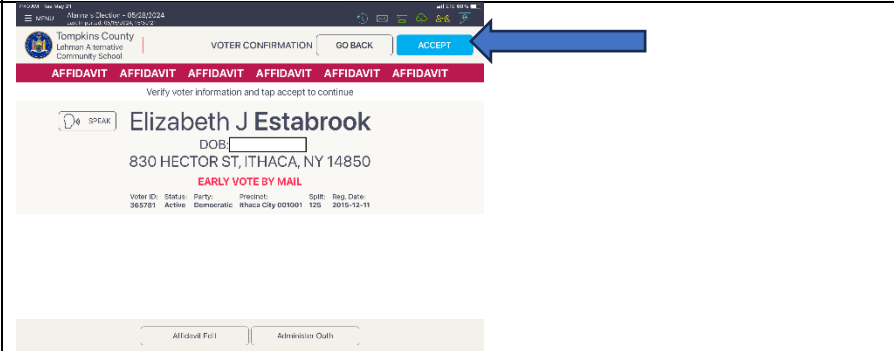
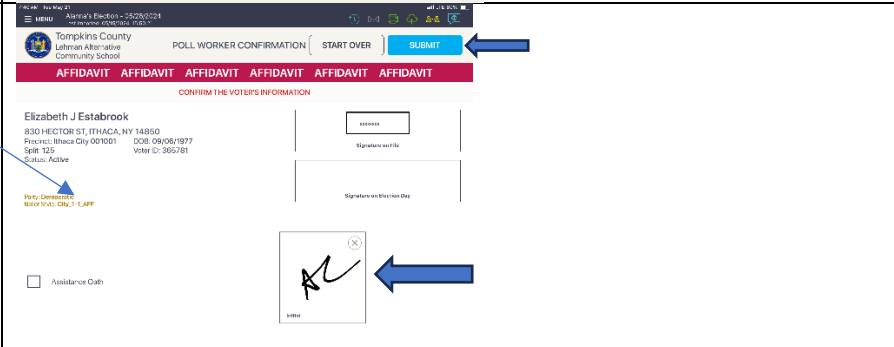
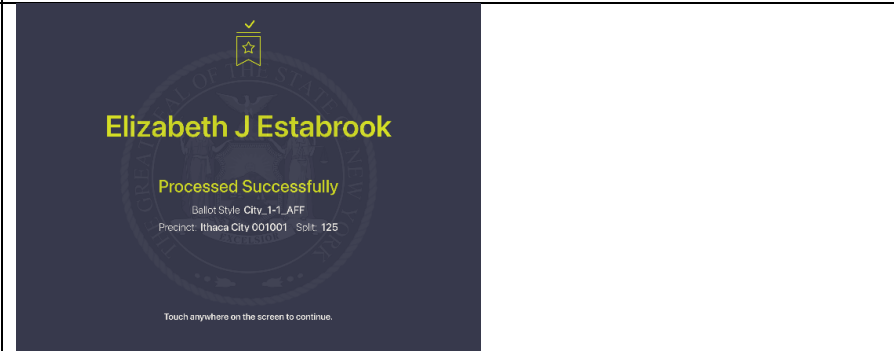
**Scenario 3 – Voter’s name is not in the Poll Pad – Homer Simpson is our example**

<p>1- Search for the voter by first three letters of their last and first names.</p>	
<p>2 - No Records Found.</p>	
<p>3 - To confirm the voter isn’t in the Poll Pad, search by Date of Birth with the Advanced Search option.</p>	
<p>4 - Clear the information in the last and first name fields and select DOB from the options bar below. Enter the Date of Birth and select “Search”.</p>	




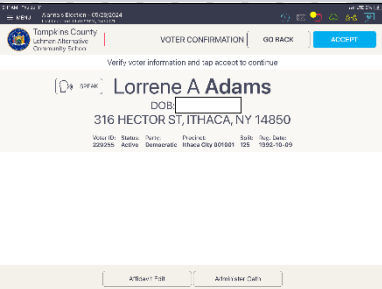
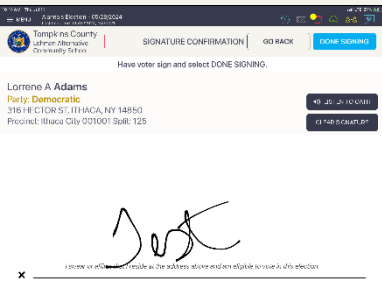
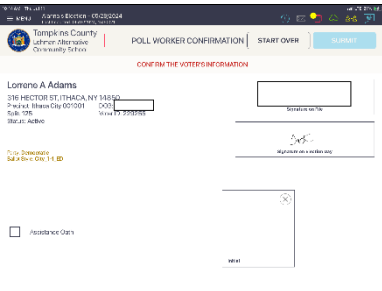
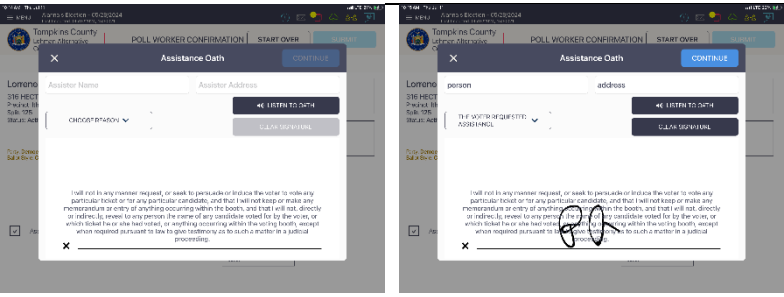
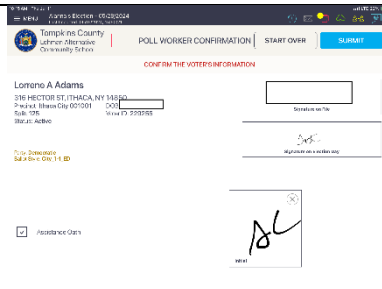
<p>5 - No Records Found. Select “OK”.</p>	
<p>6 - Click the Menu Icon and then Select the “Election District Finder”.</p>	
<p>7- Enter the voter’s address and select “Search”.</p>	
<p>8- The search confirms the voter is in the correct poll site</p>	
<p>Follow steps 5-13 from Scenario 2</p>	<p>Pages 5-6</p>

<p><b>Scenario 4 – Voter has applied for an Early Vote by Mail or an Absentee Ballot – Elizabeth Estabrook is our example</b></p>	
<p>1 - Search for the voter by entering the first three initials of their last and first name. The search shows the voter has applied for an Early Vote by Mail or Absentee Ballot. They can't vote on the machine; they must vote with an Affidavit Ballot. Refer them to a PSM to complete the remaining steps.</p>	 <div data-bbox="1198 1545 1474 1682" style="border: 1px solid black; padding: 5px; margin: 10px;"> <p>Example of an Early Vote by Mail Voter</p> </div> <div data-bbox="1198 1787 1474 1885" style="border: 1px solid black; padding: 5px; margin: 10px;"> <p>Example of an Absentee Voter</p> </div>

<p>2 - Once you select the voter and their information is on the screen have them confirm their information and select “Issue Affidavit”.</p>	
<p>3 - Select “Accept”.</p>	
<p>4 - Make note of the Ballot Style, make sure the ballot that prints matches this ballot ID. Initial the box and select “Submit”</p>	
<p>5 – “Processed Successfully”.</p>	
<p>6 - Follow steps 7-10 in Scenario 1 to complete the Affidavit Ballot and envelope.</p>	<p>Pages 3-4</p>



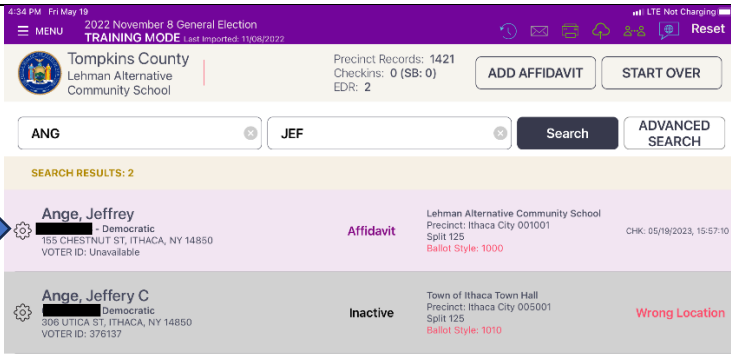
# VOTER ASSISTANCE NEEDED WHEN CHECKING IN

<p><b>Example voter – Lorrene Adams</b></p> <p>1 - Search for the voter using the first three initials of their last and first name and select “Search”.</p>	
<p>2 – Confirm this is the correct voter. Select “Accept”.</p>	
<p>3 – Have the voter sign in.</p>	
<p>4 – Check the “Assistance Oath” box.</p>	
<p>5 – Enter the name and address of the person providing assistance. Select the reason and have the assistor sign.</p> <p>If you the poll worker are giving assistance, enter poll worker for the name and address. Both poll workers initial, as this must be done bi-partisan. (see second image) Then select “Continue”</p>	
<p>6 – The poll worker need to initial in the box and select “Submit”.</p>	

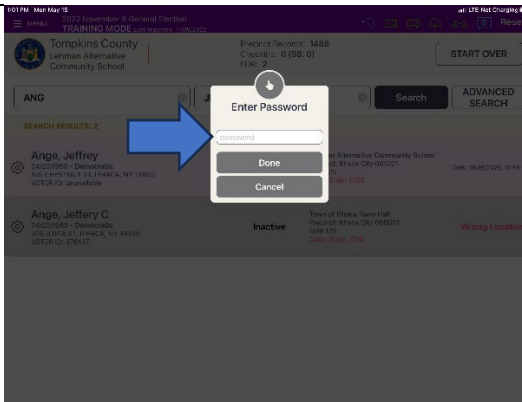
# VOTER ASSISTANCE AFTER AFFIDAVIT BALLOT HAS BEEN ISSUED

## Example voter – Jeffrey Ange

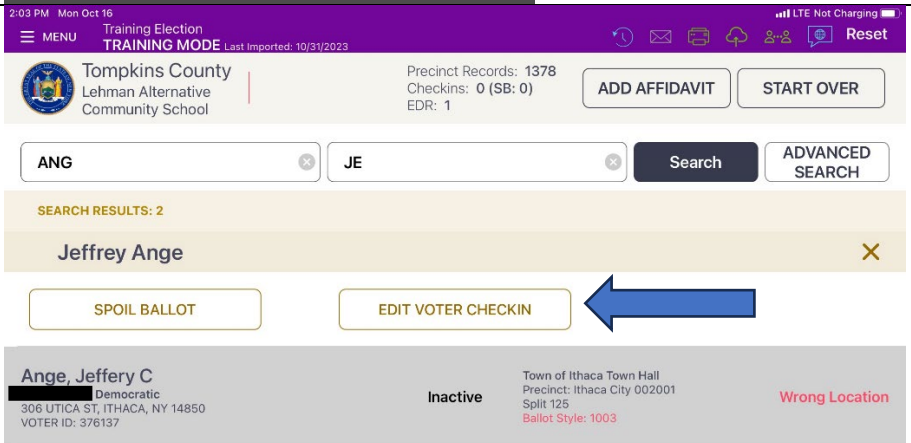
1 - Search for the voter using the first three initials of their last and first name and select “Search”. When the results come up and the record for the voter says “Affidavit”, select the “Gear” next to the correct voter.



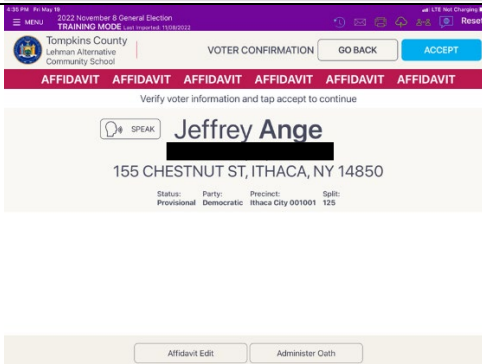
2 - Enter the password – located in the binder.



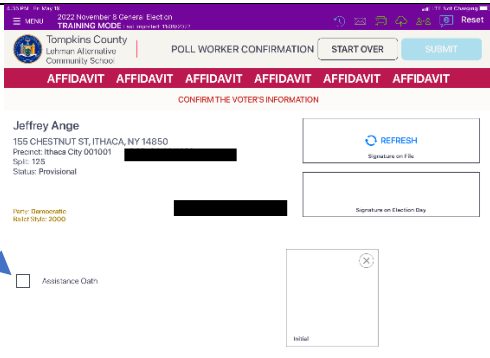
3 - Select “Edit Voter Check in”.



4 - Select “Accept”.



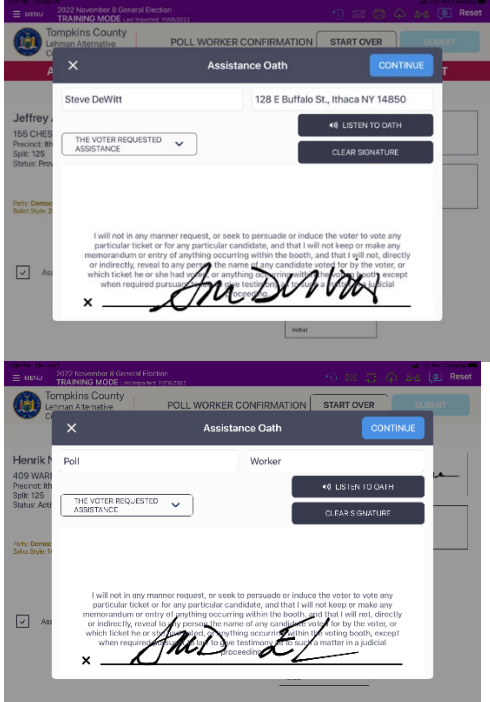
5 - Check the "Assistance Oath" box.



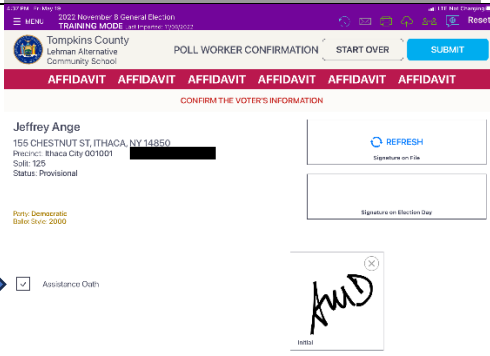
6 - Enter the name and address of the person assisting the voter. Select the reason "The Voter Requested Assistance" and then sign.

If you the poll worker are giving assistance, enter poll worker for the name and address. Both poll workers initial, as this must be done bi-partisan. (see second image)

Then select "Continue"



7 - The Assistance Oath is now checked, then select "Submit".



8 - "Processed Successfully"



# POLL PAD PRINT SCREEN

Printer information Card:  
Shows toner level  
Connection Status

Poll Pad Card:  
Election information  
Poll Site

Test Print:  
If you need to print a test  
print


Manual Print:  
Click the card and select  
the ballot type


Print Job Log:  
Click the card to see the  
print job log.

Report:  
Click on the card for  
various report options

Connections:  
Poll Pad number  
How many pads are  
connected


12:00 PM Tue Aug 27 LTE 5%



**Kyocera ECOSYS P3150dn**  
Printer Settings Loaded 


---

Serial Number: 11U2600159  
Firmware Version: 2TP\_S0K7.C03.713  
Black Toner Level: 6%  
Panel Message: Processing.




**Connected**

**Poll Pad**

 **Tompkins County**  
Alanna's Election  
Lehman Alternative Community School


Exit

**Test Print**

 Print Server  
**Pollpad Tompkins County NY 124**

Print


**Manual Print** ↗

 Last Ballot Style  
**1019 1019.pdf**

Last Print Date  
**08/27/2024**  
12:00 PM

Print


**Print Job Log** ↗

 Last Print Job  
**2057.pdf**

Last Print Date  
**08/27/2024**  
12:00 PM


Status  
PRINTED

**Report** ↗



Voter Check-in Print Requests	0
Manual Print Requests	2
Reprint Requests	0
Spoil Reprint Requests	0
Sample Ballot Requests	3

**Connections** ↗

 My Poll Pad  
**Pollpad Tompkins County NY 124**


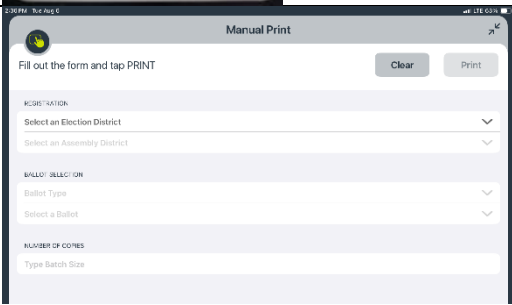
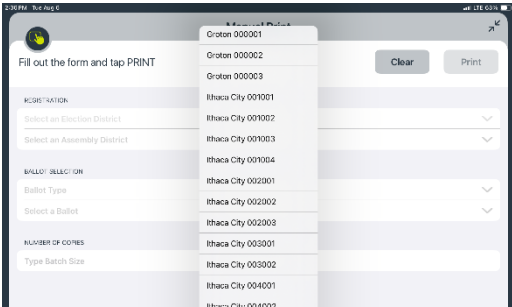
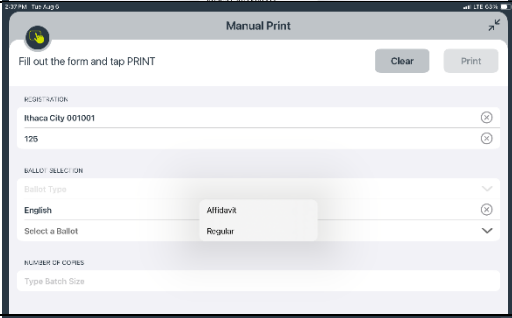
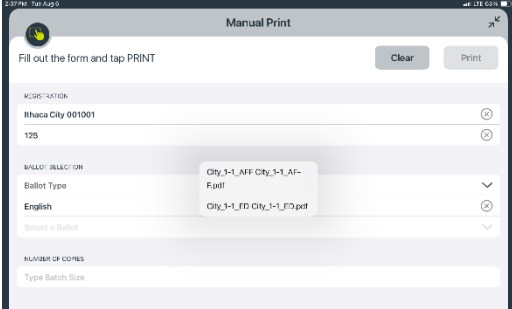
Connected Pads  
**4**

To open any of the cards, click on them or hit the arrows in the upper right hand corner of the card. When the card is open, click the arrows in the upper right hand corner to close the screen.

# MANUAL PRINTING A BALLOT ON A PRINT ON DEMAND CABINET

When would you need to print a ballot from a Print on Demand Cabinet?

- The voter is voting by Affidavit Ballot
- The inspector doesn't print a spoiled ballot when prompted on the poll pad

<p>Expand the Manual Print box by clicking anywhere in the box.</p>	
<p>“Select an Election District” (this can be found on the Poll Pad ticket printed at check in)</p> <p><b>HENRIK N DULLEA</b>  <b>234192</b>  <b>PRECINCT: ITHACA CITY</b>  <b>001001</b>  <b>SPLIT: 125</b>  <b>Voter Party: DEMOCRATIC</b></p> <hr/> <p><b>BALLOT STYLE</b>  <b>CITY_1-1_ED</b></p>	 
<p>Select the “Ballot Type” (Affidavit or Regular)</p>	
<p>“Select A Ballot”</p>	

Select "Print"

The screenshot shows the 'Manual Print' app interface. At the top, it says 'Fill out the form and tap PRINT' with 'Clear' and 'Print' buttons. The form has the following fields:

- REGISTRATION: Ithaca City 001001
- 125
- BALLOT SELECTION: Regular
- English
- City\_1\_LED City\_1\_LED.pdf
- NUMBER OF COPIES: 1

Printing an Affidavit Ballot:

**AFFIDAVIT**

**JANET L BROWN**  
**201702**  
**PRECINCT: ITHACA CITY**  
**001001**  
**SPLIT: 125**

**BALLOT STYLE**  
**CITY\_1-1\_AFF**

This screenshot is similar to the one above but with a dropdown menu open for 'BALLOT SELECTION'. The menu shows two options: 'City\_1-AFF City\_1-AFF-F.pdf' and 'City\_1\_LED City\_1\_LED.pdf'. The 'Print' button is visible at the top right.

# SPOILED BALLOT WITH A PRINT ON DEMAND CABINET

What is a spoiled ballot?

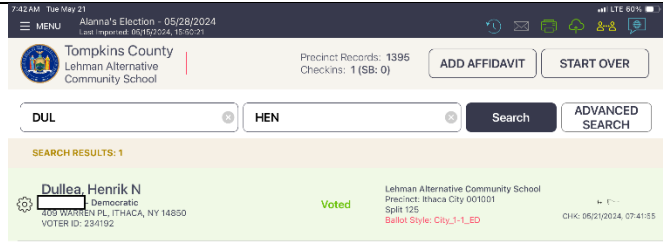
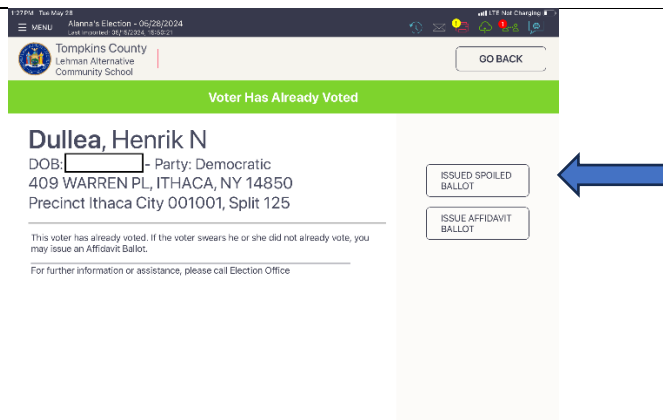
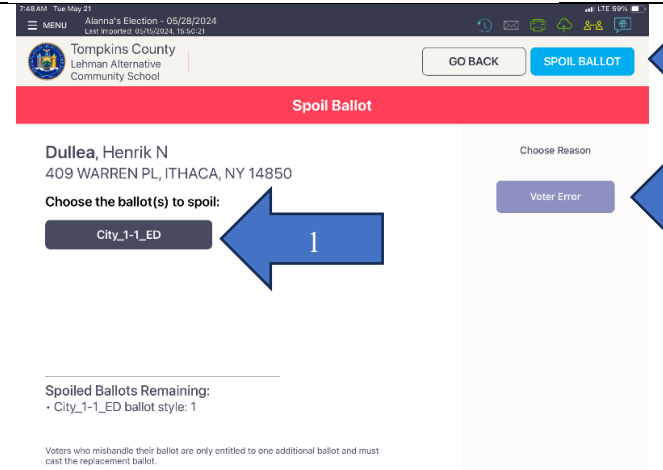
A voter has made a mistake on their ballot. For example, they voted for 2 candidates when it is a vote for one.

What to do when a voter spoils a ballot?

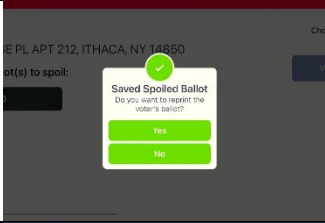

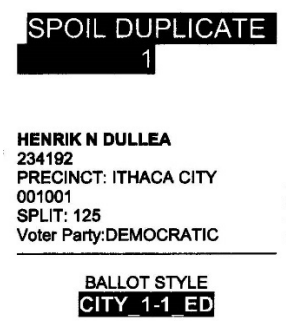
- The voter will bring their ballot to you.
- Fold the ballot in half and write “Spoiled” on the ballot. If there is anything we need to know, write it on the outside of the ballot.
- A bi-partisan team of Inspectors will write their initials on the ballot.
- The Inspector will issue the voter a new ballot using the Poll Pad (steps below)
- Place the spoiled ballot in the B Bag.
- Voters can spoil up to 2 ballots.

If the ballot was spoiled and it wasn't the voters mistake, after following the above steps, write on the ballot why it was spoiled. This doesn't count against the voters 3 ballots and the information doesn't get entered into the Poll Pad.

If you have a voter who spoils his/her/their ballot at a Poll site with a print on demand tower:

<p>1 - Look up the voter in the Poll Pad, select the voter.</p>	
<p>2 - From the menu select “Issue Spoiled Ballot”, then enter password (located in the binder).</p>	
<p>3 - Select the ballot to spoil, then choose the reason. When finished, select “Spoil Ballot”.</p>	



<p>4. Select “Yes”.</p>	
<p>4 - Ballot spoiled successfully</p>	
<p>5 - Hand the voter the ticket and instruct the voter to take the ticket to the PSM at the tower to collect their ballot.</p>	

- Place spoiled voter ballot in the B-bag.
- If the print on demand tower prints too many ballots, mark it ‘spoiled printer error’ and place it in the B-bag.

# SPOILED BALLOT WITHOUT A PRINT ON DEMAND CABINET (PRE-PRINTED BALLOT SITE)

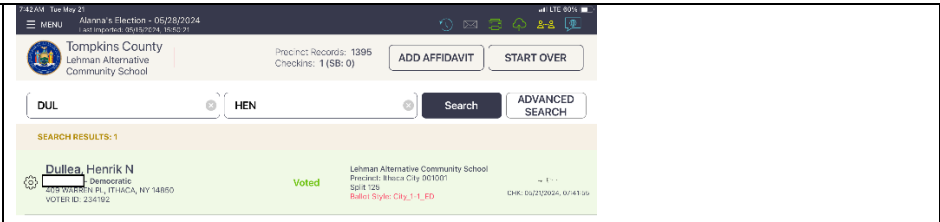
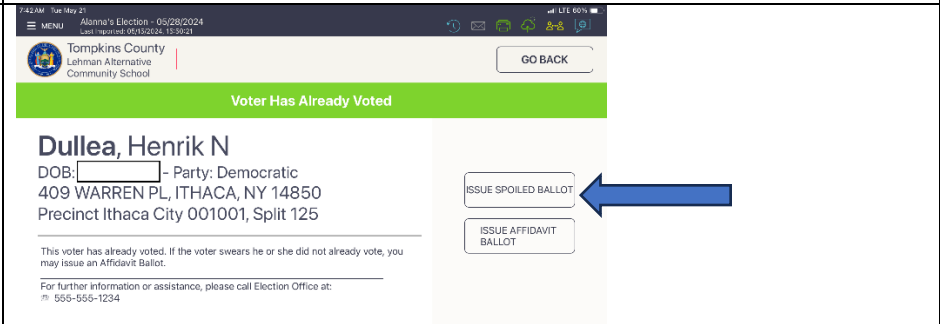
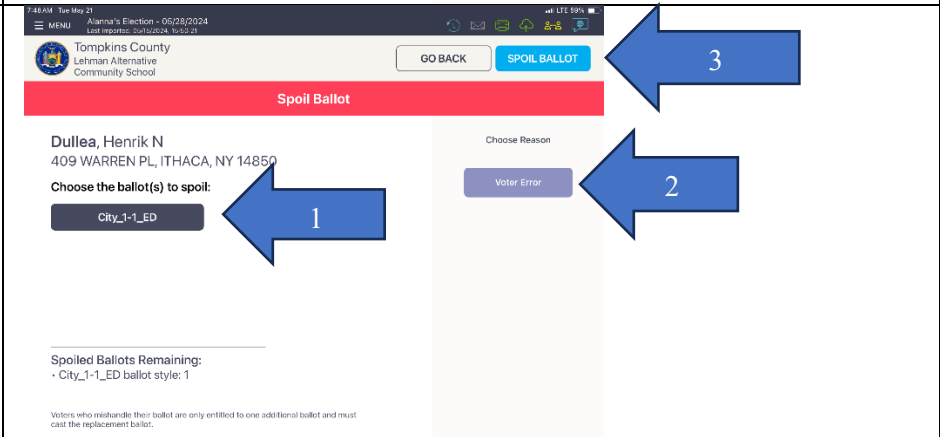
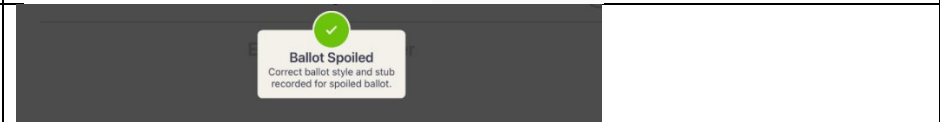
If a voter spoils a ballot at a pre-printed ballot site.

What to do when a voter spoils a ballot?

- The voter will bring their ballot to you.
- Fold the ballot in half and write “Spoiled” on the ballot. If there is any information we need to know, write it on the outside of the ballot. i.e. if a voter uses the ClearMark machine to create a ballot, write CM on the outside of the ballot.
- A bi-partisan team of Inspectors will write their initials on the ballot.
- The Inspector will issue the voter a new ballot using the Poll Pad (steps below)
- Place the spoiled ballot in the B Bag.
- Voters can spoil up to 2 ballots.

If the ballot was spoiled and it wasn’t the voters mistake, after following the above steps, write on the ballot why it was spoiled. This doesn’t count against the voters 3 ballots.

Henrik Dullea is the example.

<p>1 - Look up the voter in the Poll Pad then select the voter.</p>	
<p>2 - From the menu, select “Spoil Ballot” and enter password is located in the binder.</p>	
<p>3 - Select the ballot to spoil, then choose the reason. When finished, select “Spoil Ballot”.</p>	
<p>4 - Ballot spoiled successfully</p>	

5 - Hand the voter the new ballot and put the ticket face down in the Zip lock bag.

**SPOIL DUPLICATE**

1

**HENRIK N DULLEA**  
234192  
PRECINCT: ITHACA CITY  
001001  
SPLIT: 125  
Voter Party: DEMOCRATIC

**BALLOT STYLE**  
**CITY\_1-1\_ED**

## NAME CHANGE

1 - Search for the voter on the Poll Pad.

7:49 AM Tue May 21  
Albany's Election - 05/28/2024  
Last Imported: 05/15/2024, 15:20:21

Tompkins County  
Lehman Alternative  
Community School

Precinct Records: 1395  
Checks in: 1 (SB: 1)

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: City\_1-1\_ED

2 - "Accept" after the voter has confirmed all other information.

7:49 AM Tue May 21  
Albany's Election - 05/28/2024  
Last Imported: 05/15/2024, 15:20:21

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

Affidavit Edit Administer Oath

3 - Have the voter sign with the old name on the line and new name above it.

11:02 AM Thu Jun 1  
2022 November 8 General Election  
TRAINING MODE Last Imported: 11/01/2022

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

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

4 - Compare the voter's old signature to the one on file. If it matches, initial the box and select "Submit".

5 - Hand the voter a signature card, have them fill it out completely and return it to you.

**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

6 - Enter the name change information under 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	
Current Name	Current Address
1 WADE WYKSTRA Voter ID No. 218335	265 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 Current Name	Current Address
Voter ID No.	Old Name and/or Address


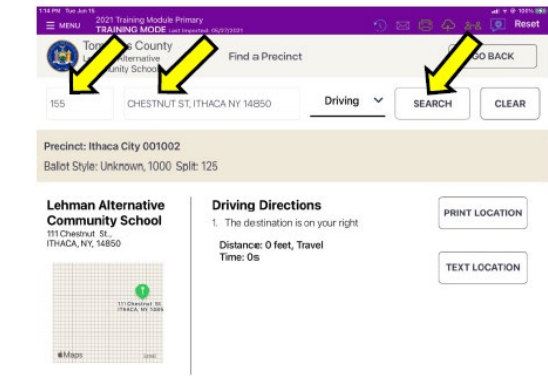
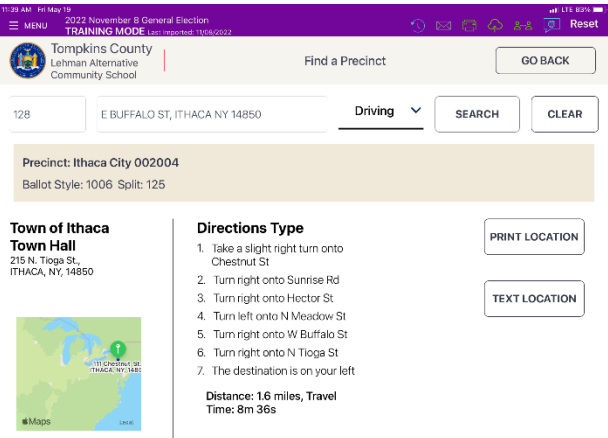
7 - Place the signature card in the B-Bag



# ADDRESS CHANGES

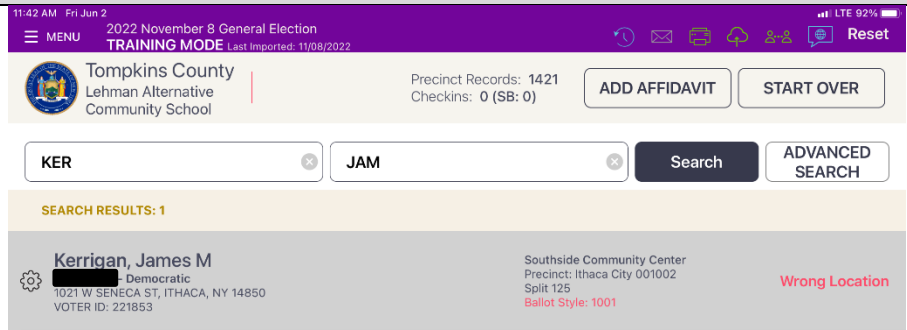
If the voter's name is in the Poll Pad but the residence address where the voter lives is different from the one you have in the Poll Pad:

- Refer the voter immediately to a PSM 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. The voter will need to vote by Affidavit Ballot if they are in the correct polling place.

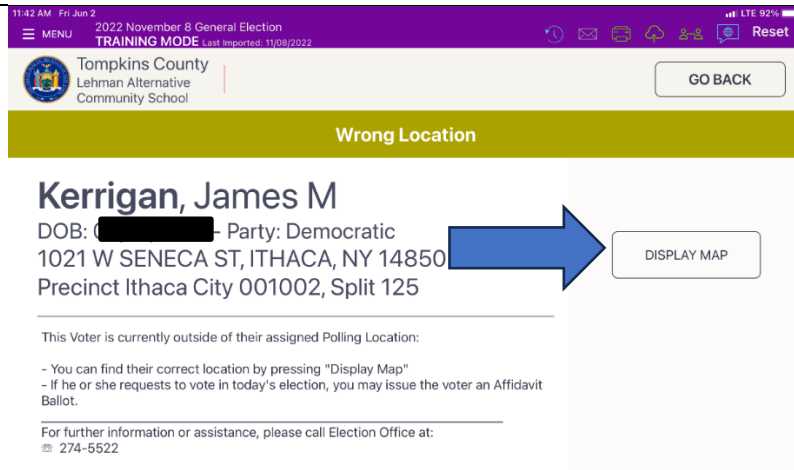
<p>1. You need to determine if the voter <b>is in the correct poll site</b>. <u>Hit the “Menu” icon in the upper left hand corner of the screen</u>. When the screen to the right appears, hit the “Election District Finder” icon.</p>	
<p>2. Enter the voter's address and hit “Search”. In this case the voter is in the correct polling place. Enter the voter into the Poll Pad as an Affidavit Voter and provide the voter with an Affidavit Ballot and Envelope.</p>	 <div data-bbox="1161 1029 1474 1150" style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>VOTER IS IN CORRECT POLLING PLACE</b></p> </div>
<p>3. - In this case the voter is in the wrong polling place. You can either press “PRINT LOCATION” or “TEXT LOCATION” which will give the voter directions to their correct polling place.</p>	 <div data-bbox="1209 1417 1448 1591" style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>VOTER IS IN INCORRECT POLLING PLACE</b></p> </div>

# IF THE ADDRESS FOR THE VOTER IS CORRECT BUT THE VOTER IS IN THE WRONG LOCATION:

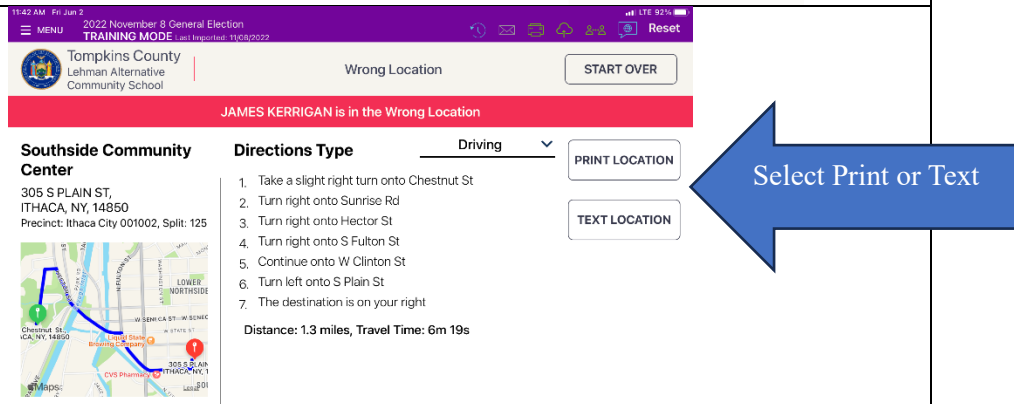
1 - Search for the voter in the Poll Pad, select the voter.



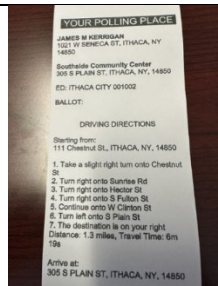
2 - Ask the voter for their current address. Once you confirm their correct address and that they are at the wrong poll site, select "Display Map".



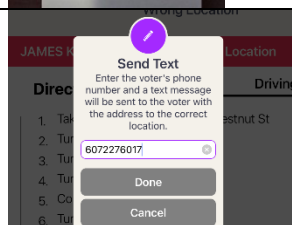
3 - Ask the voter if they want either "Print Location" or "Text Location".



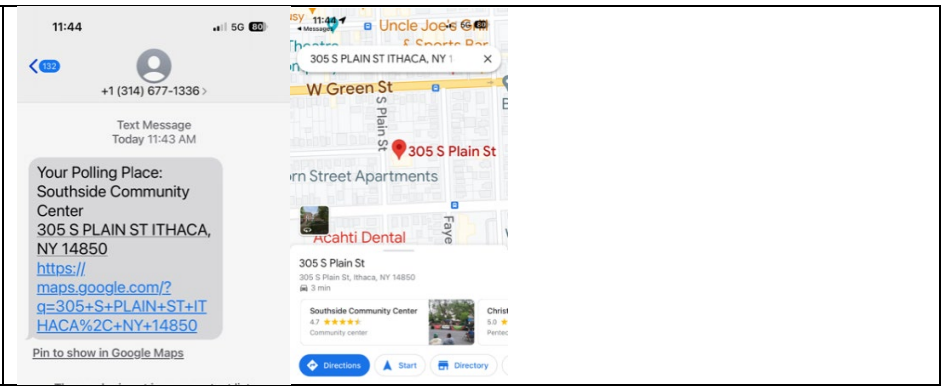
4 - If they want it printed, the Poll Pad printer will print the directions.



5 - If they want the directions send via text, select Text Location and then it will prompt you to enter their cell phone number.



6 - The voter will then receive a text message with directions and a link to Google Maps.

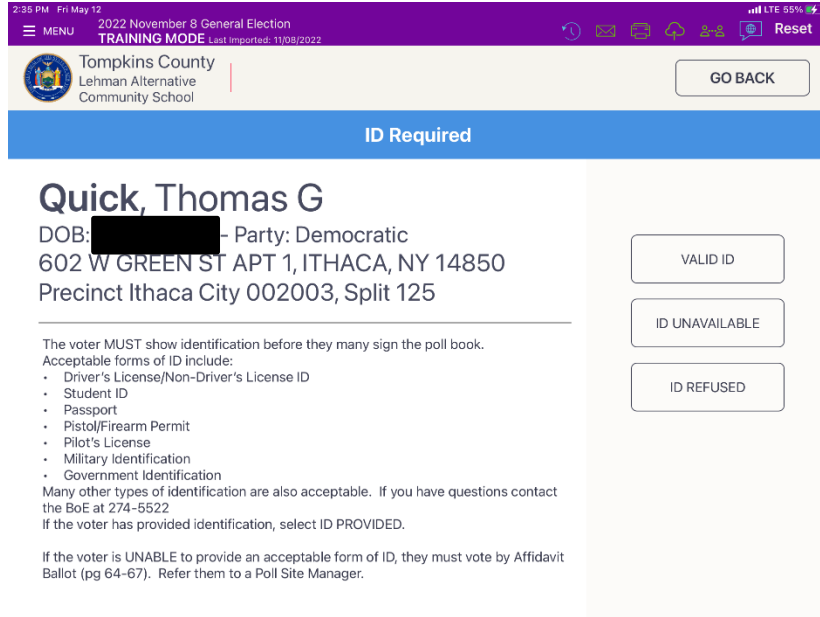




# ID REQUIRED

You can ask for ID when:

1. The voter's signature doesn't match the signature on file. Clear out the signature and have the voter sign again. If it still doesn't match, the voter should complete a signature card  
OR
2. The Poll Pad says "ID REQUIRED".



If a voter is unable to provide an acceptable form of ID, they will have to vote by affidavit ballot. Forward the voter to work with a PSM who will process and issue the voter an Affidavit Ballot. See Affidavit Ballot Scenario 1 pages 2-4

Acceptable Voter Identifications are listed on the Poll Pad.

# BALLOT RECONCILIATION LOG (PRINT ON DEMAND SITES)

## AT OPENING:

1 - Attest to the information at the top and confirm that any number listed on Row A is "0".

Enter the machine number being used at the poll site.

On the Poll Closing section, record the number of starting Check-Ins.

### BALLOT RECONCILIATION FORM

(POLL SITE INFORMATION)

(ED's)

(Election Date)

CLEARCAST MACHINE#

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

**POLL OPENING AND POLL CLOSING:** Poll Workers shall confirm that this form is dated with today's date and that the number of ballots cast on the scanner-only voting machine is 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 Ballots 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 Ballots	
Affidavit Ballots	
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 \_\_\_\_\_ ESM \_\_\_\_\_  
 Inspector \_\_\_\_\_ Inspector \_\_\_\_\_  
 Inspector \_\_\_\_\_ Inspector \_\_\_\_\_

PLACE THIS REPORT IN THE B BAG

## AT CLOSING:

1- In the Poll Opening and Poll Closing section on the Ballot Reconciliation Log, use the machine ballot casts to enter the total number of ballots cast on Row B. If there is more than one machine, enter the number from each machine and add together for a total.

If there are any Abandoned Ballots, enter that number on Line D.

Any Emergency Canvassed by Hand, enter that number on Line E.

See next step for Poll Pad instructions.

### BALLOT RECONCILIATION FORM

(POLL SITE INFORMATION)

(ED's)

(Election Date)

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B. Ending Total of Ballots Cast	
C. Ballots Scanned today (B-A)	
D. Abandoned Ballots	
E. Emergency Ballots 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)			

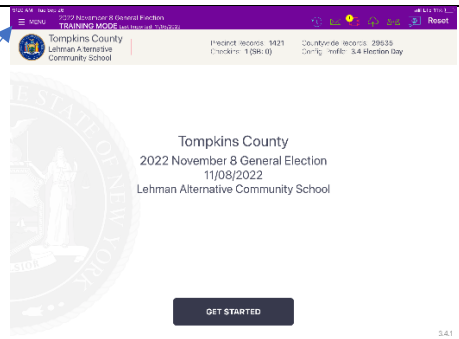
	Number of Non-Scanned Ballots
Spoiled Ballots	
Affidavit Ballots	
Absentee & Early Vote By Mail	

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

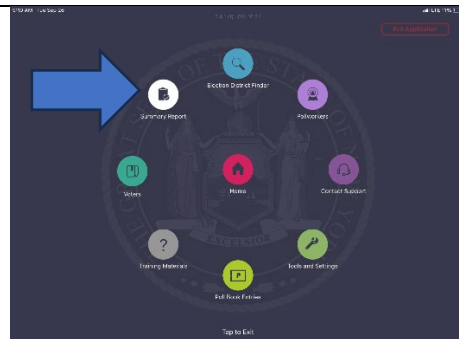
Democratic Signatures \_\_\_\_\_ Republican Signatures \_\_\_\_\_  
 PSM \_\_\_\_\_ ESM \_\_\_\_\_  
 Inspector \_\_\_\_\_ Inspector \_\_\_\_\_  
 Inspector \_\_\_\_\_ Inspector \_\_\_\_\_

PLACE THIS REPORT IN THE B BAG

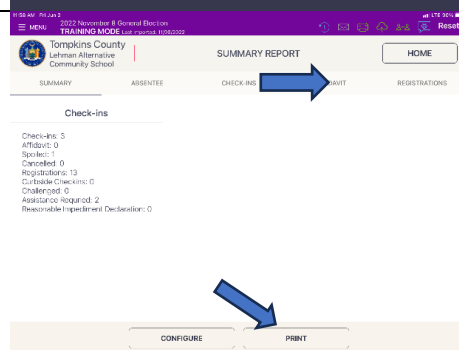
1 - On the Poll Pad, print the summary report tape. To access the summary report, select the menu in the upper left-hand corner.



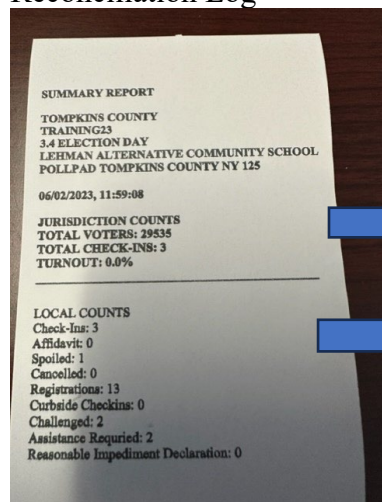
2 - Select "Summary Report".



3 - Select "Summary" and print. You need to do this for all of the Poll Pads used to check-in voters. The PSM Polls Pad should not be used for checking in voters. You don't need to do this step on their Poll Pad.



4 - Using the summary report, fill out the Poll Closing and Number of Non-Scanned ballots sections on the Ballot Reconciliation Log



**BALLOT RECONCILIATION FORM**  
(POLL SITE INFORMATION)  
(ED's)  
(Election Date)

CLEARCAST MACHINE# \_\_\_\_\_

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

**POLL OPENING AND POLL CLOSING:** Poll Workers shall confirm that this form is dated with today's date and that the number of ballots cast on the scanner-only voting machine is 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 Ballots Counted 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)			

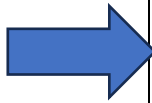
	Number of Non-Scanned Ballots
Spoiled Ballots	
Affidavit Ballots	
Absentee & Early Vote By Mail	

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**

5 - Sign the bottom of the report.



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 _____

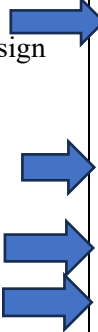
**PLACE THIS REPORT IN THE B BAG**

6 - Place the summary report and the Ballot Reconciliation Log in the B-Bag.



# POLL OPENING/CLOSING AND CERTIFICATION LOG

At poll opening, as a bi-partisan team open the Non-Voted Ballots and Stubs Box and verify the contents match what is listed on the Certification Log. Read the boxes in the first section, check the boxes. Do the same in the third section. Once you have read and verified the contents, sign the bottom of the form



TOMPKINS COUNTY BOARD OF ELECTIONS  
OPENING CERTIFICATION AND BALLOT LOG

<Name of Polling Place>  
<Address of Polling Place>  
<Election District>

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

The Election District listed on the ballot booklets is the same as the Election District at the top of this page.

The Public Counter and all contest counters on the Polls Opened and Totals Report Tape are at ZERO.

All of the ballots have been accounted for per the following schedule.

<b>Ballot ID:</b>	
Number of Ballot Packs:	_____
Total # of Ballots in each Ballot Pack:	50
Ballots are numbered from:	_____ to _____
<b>TOTAL BALLOTS:</b>	_____

If there is a discrepancy with any of the above information, 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 and have completed all forms accordingly.

\_\_\_\_\_  
Democratic Election Inspector Signature

\_\_\_\_\_  
Republican Election Inspector Signature

\_\_\_\_\_  
Democratic Election Inspector Signature

\_\_\_\_\_  
Republican Election Inspector Signature

\_\_\_\_\_  
Democratic Election Inspector Signature

\_\_\_\_\_  
Republican Election Inspector Signature

THIS FORM GETS RETURNED IN THE B BAG

When closing the polls:

1. Record the number of Emergency Ballots Canvassed by Hand (The PSM will tell you the quantity for your ED) in letter "B".
2. Record the number of Early Vote by Mail and Absentee Ballots delivered to the polls.
3. After reviewing the Poll Closing Results Tape with a PSM, record the Total Scanned number from the tape in letter "A".
4. Record the number of printed ClearMark ballots in letter "C".
5. Record quantity of spoiled and abandoned ballots next to "PP" (preprinted) and/or "CM" (ClearMark).
6. Record quantity of unused pre-printed ballots in letter "D".
7. Reconcile the numbers.
8. Read and check the boxes
9. Print and sign your name on the bottom of the form.

TOMPKINS COUNTY BOARD OF ELECTIONS  
CLOSING CERTIFICATION AND BALLOT LOG

WE DO HEREBY CERTIFY that:

We have reviewed the Poll Closed and Totals Report 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 the ballots for our Election District (ED) per the following schedule.

TOTAL BALLOTS SCANNED AND TABULATED for ED	A. _____
TOTAL EMERGENCY BALLOTS CANVASSED BY HAND	B. _____
TOTAL PRINTED ON CLEARMARK (from report)	C. _____
TOTAL BALLOTS SPOILED/ABANDONED PP _____ CM _____	D. _____
TOTAL UNUSED PREPRINTED BALLOTS	E. _____
TOTAL SCANNED CLEARMARK (C-CM)	F. _____
TOTAL SCANNED PREPRINTED BALLOTS (A-E)	G. _____
TOTAL PREPRINTED BALLOTS (PP-B-D-F)	G. _____

(G= TOTAL BALLOTS from Opening Certification and Ballot Log)

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.

\_\_\_\_\_  
Democratic Election Inspector Signature

\_\_\_\_\_  
Republican Election Inspector Signature

\_\_\_\_\_  
Democratic Election Inspector Signature

\_\_\_\_\_  
Republican Election Inspector Signature

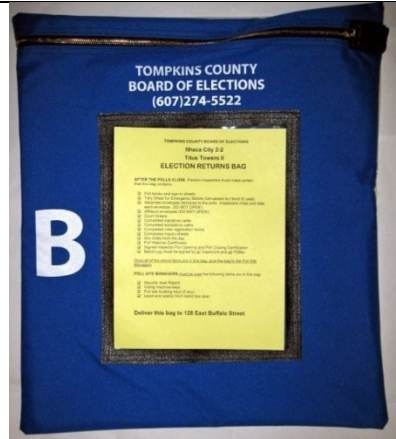
\_\_\_\_\_  
Democratic Election Inspector Signature

\_\_\_\_\_  
Republican Election Inspector Signature

THIS FORM GETS RETURNED IN THE B BAG

Step 2

When completed, put it in the B-Bag



# SECURITY SEAL REPORT

Opening – verify:  
 -Poll Site Location  
 -CC Scanner Serial #  
 -ClearMark Serial #  
 -Seals #1-#5, #7-11  
 -Protected Counter #  
 -Record #4b

Closing –  
 On ClearCast:  
 -Replace and record seals #1-3, 4a,5 and verify #6.  
 On ClearMark:  
 -Replace and record seals #7,8,10 and 11.

## TOMPKINS COUNTY SECURITY SEAL REPORT: November 5, 2024

PLACE ALL SEALS REMOVED FROM THE VOTING MACHINE INSIDE THE A-BAG

Poll Site Town/City Election District(s)		Danby Fire Station Danby Danby 01 + 03		Machine Numbers <b>10CC</b> <b>10CM</b>		ClearCast Scanner Serial # ClearMark Machine Serial #		6122003872 4610001572	
Polls Open Report			Protected Counter	Polls Close Report			Total Scanned Ballots	Protected Counter	
Seal Location (Required)	County Board Installed Seal Number	Poll Site Manager from each party must initial below to verify seal # is correct		Poll Site Manager Installed Daytime Replacement (if any) Seal Number		Poll Closed Seal Number	Notes:		
#1 ClearCast Top Hatch Seal - left	123	/	#		#				
#2 ClearCast Top Hatch Seal - right	123	/	#		#				
#3 ClearCast Ballot Box Door	123	/	#		#				
#4a ClearCast Scanner Seal	4a	/	#	N/A	#	4a			
#4b Clear Cast Scanner Seal	4b	/	#		#	4b			
#5 ClearCast USB Door Seal	123	verify in PM	#		#		verify in evening before removing		
#6 ClearCast USB #2 Seal	123	/	#	N/A	#		verify in evening only		
#7 ClearMark Top Hatch Seal - left	123	/	#		#				
#8 ClearMark Top Hatch Seal - right	123	/	#		#				
#9 ClearMark Front Door	123	/	#		#		verify only		
#10 ClearMark Ballot Verification Scanner door	123	/	#		#				
#11 ClearMark Rear Door	123	/	#		#				

The undersigned, having been duly sworn, certify that for this machine, each of the Seal Numbers are as stated above and the Protective Counter is as stated above and the Total Scanned Number is ZERO. We hereby certify that this Voting Machine has been properly prepared and tested and is ready for use in the election stated above.

Signature of Democratic Senior Technician \_\_\_\_\_ Date \_\_\_\_\_ Signature of Republican Technician \_\_\_\_\_ Date \_\_\_\_\_

## Back side of Security Seal Report:

Opening –

- Verify Cabinet #
- Verify Seals #1 - #5
- Seals #1 & #3 will be removed and remain off during the day.
- Sign the Opening certification

## TOMPKINS COUNTY SECURITY SEAL REPORT: November 5, 2024

C4

	County Board Installed Seal Number	One Poll Site Manager from each party must initial below to verify the seal # is correct	Poll Site Manager Installed Daytime Replacement (if any) Seal Number	Poll Closed Number	Notes
#1 Poll Print Door	123	/			
#2 Top Lid	123	/			verify only
#3 Front Door	123	/			verify only
#4 Side	123	/			verify only
#5 Back	123	/			verify only
We do hereby certify that BEFORE THE OPENING OF THE POLLS: The voting machine keys were delivered to us in a tamper-evident Poll Opening Bag. We confirmed that the ClearCast and ClearMark serial numbers match the ClearCast and ClearMark serial numbers provided on the Security Seal Report (the reverse side of this form). If different, contact the Board of Elections immediately. We confirmed the Protected Counter number on the machine tape matches the Protected Counter number listed on the Security Seal Report. If any of the seal numbers do not match, contact the Board of Elections immediately. We confirmed that all of the seal numbers on the voting machine match those on the Security Seal Report. If any of the seal numbers do not match, contact the Board of Elections immediately. The machine key was removed from the tamper-proof Poll Opening Bag in the presence of at least one Democratic and one Republican Poll Site Manager. We have followed the instructions and procedures provided by Tompkins County Board of Elections as outlined on the Poll Site Manager Poll Opening Checklist to prepare the voting machines for voting on this day.			We do hereby certify that AFTER THE CLOSING OF THE POLLS: We secured the voting system against further voting. We printed two POLLS CLOSED reports and posted one report in a conspicuous place inside the Polling place and put the other report in the A Bag. We noted the Protected Counter number in its proper place on the Security Seal Report. We removed the number USB 1 which was behind seal #5. We placed the USB inside the A-Bag and sealed the bag. We confirmed seal #6 for USB #2. We closed the seal #5 door on the scanner and sealed #4a and noted the seals on the Security Seal Report. We showed the POLLS CLOSED Report tape to the inspectors at each Election District in the Polling Place and confirmed with them the Total Votes Scanned. We have conducted this election in accordance with the instructions, procedures provided by the Tompkins County Board of Elections as outlined on the Poll Site Manager Poll Closing Checklist and have confirmed all of the seal numbers on the Security Seal Report are correct and have completed all certificates and		
Democratic Poll Site Manager _____			Republican Poll Site Manager _____		
Democratic Poll Site Manager _____			Republican Poll Site Manager _____		

# EARLY VOTE BY MAIL OR ABSENTEE BALLOTS

If an Early Vote by Mail or Absentee Ballot is dropped off at the poll site:

## 1. DO NOT OPEN !

Tompkins County Board of Elections  
Court House Annex  
128 East Buffalo Street, Suite 1  
Ithaca, NY 14850

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

OFFICIAL  
ELECTION MAIL

BUSINESS REPLY MAIL  
FIRST CLASS PERMIT NO. 1172 ITHACA NY

POSTAGE WILL BE PAID BY ADDRESSEE

TOPKINS COUNTY BOARD OF ELECTIONS  
COURT HOUSE ANNEX  
128 EAST BUFFALO STREET, SUITE 1  
ITHACA, NY 14850-8009

Return envelope

Information: (607) 274-5521 or 5522 [www.votetompkins.com](http://www.votetompkins.com)

Do not put anything except your ballot in this envelope.  
You must sign, date and seal this envelope.

Statement of Voter

I do declare that I am a citizen of the United States, that I am duly registered in the election district shown on the reverse side of this envelope and I am qualified to vote in such district; that I have not qualified nor do I intend to vote elsewhere, that I have not committed any act nor am I under any impediment which denies me the right to vote.

I hereby declare that the foregoing is a true statement to the best of my knowledge and belief, and I understand that if I make any material false statement in the foregoing statement of early mail vote, I shall be guilty of a misdemeanor.

Signature or mark of voter

Date (month/year)

Signature and address of witness  
(Must be only 1st and last name signed on the back)

2. Write the date received on the envelope.  
2 different envelopes could be presented. Samples of both are to the right.

Information: (607) 274-5521 or 5522 [www.votetompkins.com](http://www.votetompkins.com)

Do not put anything except your ballot in this envelope.  
You must sign, date and seal this envelope.

Statement of Voter

I do declare that I am a citizen of the United States, that I am duly registered in the election district shown on the reverse side of this envelope and I am qualified to vote in such district; that I have not qualified nor do I intend to vote elsewhere, that I have not committed any act nor am I under any impediment which denies me the right to vote.

I hereby declare that the foregoing is a true statement to the best of my knowledge and belief, and I understand that if I make any material false statement in the foregoing statement of early mail vote, I shall be guilty of a misdemeanor.

Signature or mark of voter

Date (month/year)

Signature and address of witness  
(Must be only 1st and last name signed on the back)

*Received April 2, 2024*  
DP  
RT

*Received April 2, 2024*  
DP  
RT

3. One inspector from both parties must initial the ballot envelope

Information: (607) 274-5521 or 5522 [www.votetompkins.com](http://www.votetompkins.com)

Do not put anything except your ballot in this envelope.  
You must sign, date and seal this envelope.

Statement of Voter

I do declare that I am a citizen of the United States, that I am duly registered in the election district shown on the reverse side of this envelope and I am qualified to vote in such district; that I have not qualified nor do I intend to vote elsewhere, that I have not committed any act nor am I under any impediment which denies me the right to vote.

I hereby declare that the foregoing is a true statement to the best of my knowledge and belief, and I understand that if I make any material false statement in the foregoing statement of early mail vote, I shall be guilty of a misdemeanor.

Signature or mark of voter

Date (month/year)

Signature and address of witness  
(Must be only 1st and last name signed on the back)

*Received April 2, 2024*  
DP  
RT

*Received April 2, 2024*  
DP  
RT

4. Place it in the B Bag





5. At the end of the night, the total number of Absentee and Early Vote by Mail ballots delivered will be logged on the Poll Opening/Closing Certification log or the Ballot Reconciliation Log.

The Early Voting Ballot Reconciliation Form will have the 2 columns for rows A-F to fill in numbers from both machines.

**TOMPKINS COUNTY BOARD OF ELECTIONS  
CLOSING CERTIFICATION AND BALLOT LOG**

**WE DO HEREBY CERTIFY that:**

We have reviewed the Poll Closed and Totals Report 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 the ballots for our Election District (ED) per the following schedule.

TOTAL BALLOTS SCANNED AND TABULATED for ED	A. _____
TOTAL EMERGENCY BALLOTS CANVASSED BY HAND	B. _____
TOTAL PRINTED ON CLEARMARK (from report)	C. _____
TOTAL BALLOTS SPOILED/ABANDONED PP _____ CM _____	D. _____
TOTAL UNUSED PREPRINTED BALLOTS	E. _____
TOTAL SCANNED CLEARMARK (C-CM)	F. _____
TOTAL SCANNED PREPRINTED BALLOTS (A-E)	G. _____
TOTAL PREPRINTED BALLOTS (PP+B+D+F)	H. _____
(G= TOTAL BALLOTS from Opening Certification and Ballot Log)	

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.

Democratic Election Inspector Signature \_\_\_\_\_ Republican Election Inspector Signature \_\_\_\_\_

Democratic Election Inspector Signature \_\_\_\_\_ Republican Election Inspector Signature \_\_\_\_\_

Democratic Election Inspector Signature \_\_\_\_\_ Republican Election Inspector Signature \_\_\_\_\_

THIS FORM GETS RETURNED BY THE B BAG

**BALLOT RECONCILIATION FORM  
(POLL SITE INFORMATION)  
(ED's)  
(Election Date)**

CLEARCAST MACHINE# \_\_\_\_\_

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

**POLL OPENING AND POLL CLOSING:** Poll Workers shall confirm that this form is dated with today's date and that the number of ballots cast on the scan-as-you-vote machine is 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 Ballots 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 minus F (should equal 0)	_____	_____	_____

	Number of Non-Scanned Ballots
Spoiled Ballots	_____
Affidavit Ballots	_____
Absentee & Early Vote By Mail	_____

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

Democratic Signatures \_\_\_\_\_ Republican Signatures \_\_\_\_\_

PSM \_\_\_\_\_ ESM \_\_\_\_\_

Inspector \_\_\_\_\_ Inspector \_\_\_\_\_


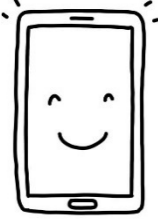



Inspector \_\_\_\_\_ Inspector \_\_\_\_\_

**PLACE THIS REPORT IN THE B BAG**

## VOTER REFUSES TO SIGN THE POLL PAD:

Give them an affidavit ballot to fill out. Make sure the envelope is filled out completely.

# WHAT TO DO WHEN THE VOTING MACHINE ISN'T WORKING

<p>1 - Don't Panic.</p>	
<p>2 - Call the Board of Elections. 607-274-5522</p>	
<p>3 - In the ClearMark machine, open the rear door and get the Emergency Ballot bag and close the door.</p>	
<p>4 - Open the Emergency Ballot bag and pull up the metal sides and secure in the Velcro (see picture to the right).</p> <p>Place the Emergency Ballots Canvassed by Hand bag in the bottom of the Emergency Ballot Bag.</p>	
<p>5 - Close the ClearCast top hatch.</p> <p>6 - Place the Emergency Ballot bag on top of the ClearCast hatch.</p> <p>Let voters know the machine isn't working, Board of Elections has been notified and they can slide their ballots into the Emergency Ballot Bag. At the end of the night, those ballots will be scanned.</p> <p>See last page of How-To Quick Guide for end of night instructions.</p>	

# HOW TO CONFIGURE A POLL WATCHER REQUEST BY DISTRICT FOR EARLY VOTING

1 - Verify the details on the Poll Watcher Certificate:

The date on the form should be the date they are requesting information.

The summary report should only include the Election District, Ward (if applicable) and municipality.

Please read the Guidelines at the bottom of the Certificate to ensure the Poll Watcher is following them.

**WATCHER CERTIFICATE**  
FOR USE ON ELECTION DAY  
Section 8-500, NYS Election Law

I, the undersigned, being \_\_\_\_\_  
(chair/candidate)

of the \_\_\_\_\_ party, do hereby appoint  
(political party/independent body)

\_\_\_\_\_ County of Tompkins to be a  
(watcher's name)

watcher for the election to be held on \_\_\_\_\_ in the  
\_\_\_\_\_ election district, in the \_\_\_\_\_ ward (if applicable) of the town, city,  
or village of \_\_\_\_\_ in Tompkins County.

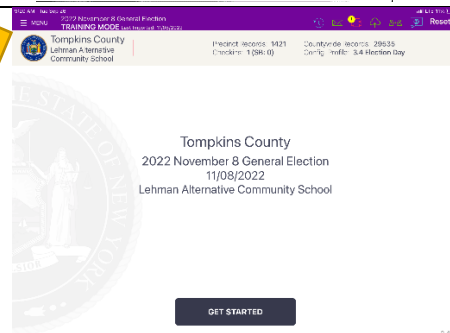
Signature \_\_\_\_\_ Title \_\_\_\_\_

\*\*\*\*\*

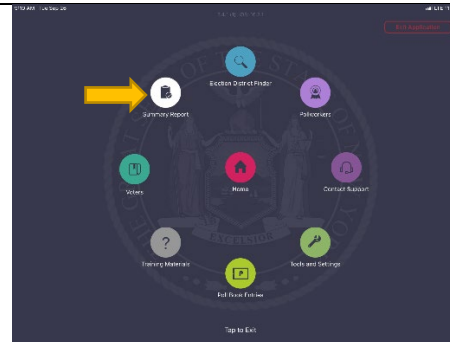
**GUIDELINES**

- 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.
- No more than three watchers for any party committee or independent body or candidate whose names appear on the ballot may be appointed to serve in the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the opening and commencement of any voting machine or ballot box at the opening of the polls, until after the signing of the inspector's return and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidate whose names appear on the ballot may be within the guard at or any one time.

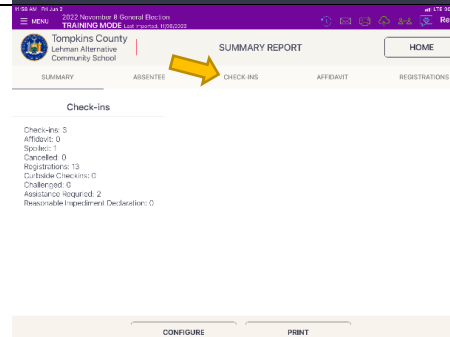
2 - Access the menu on the Poll Pad in the upper left-hand corner of the screen.



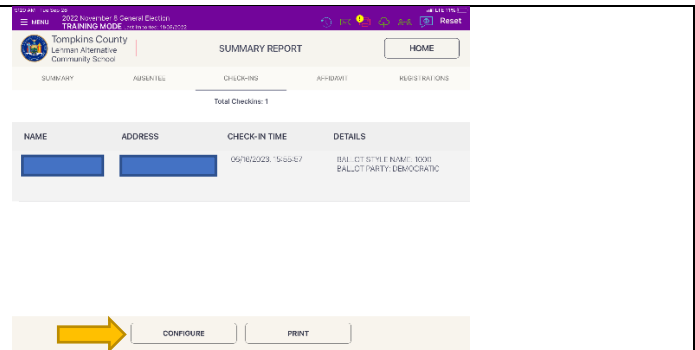
3 - Select "Summary Report".



4 - Select "Check-Ins".

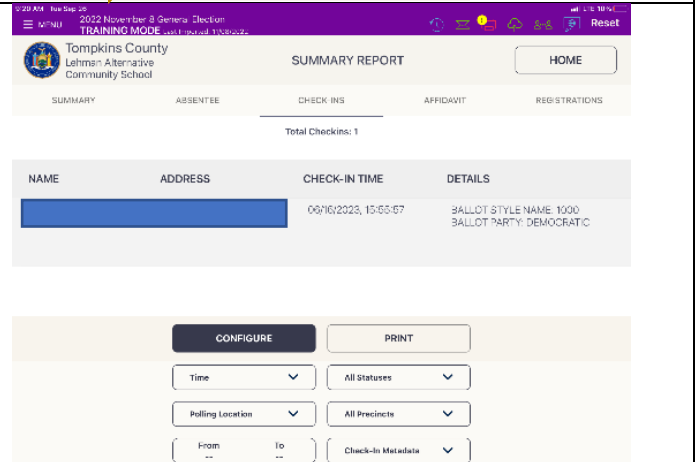


5 - At the bottom of the Check-Ins screen select “CONFIGURE”.



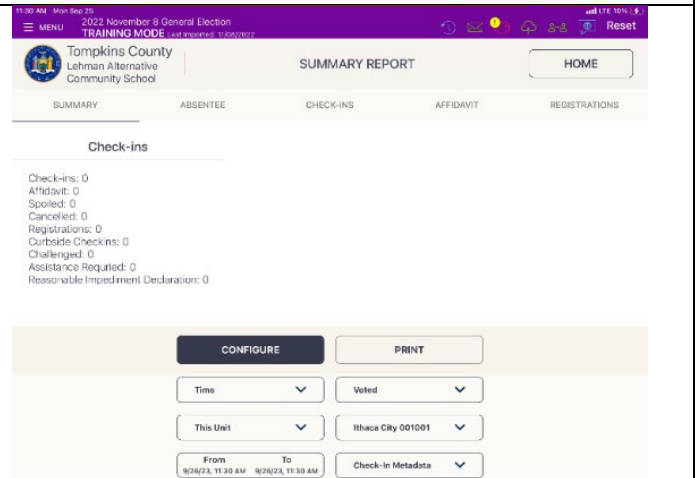
6 - After selecting CONFIGURE you may select detailed information per the Poll Watcher certificate using the buttons to configure poll site, all statuses, precincts, and dates.

Provide only the information listed on the Poll Watcher certificate.

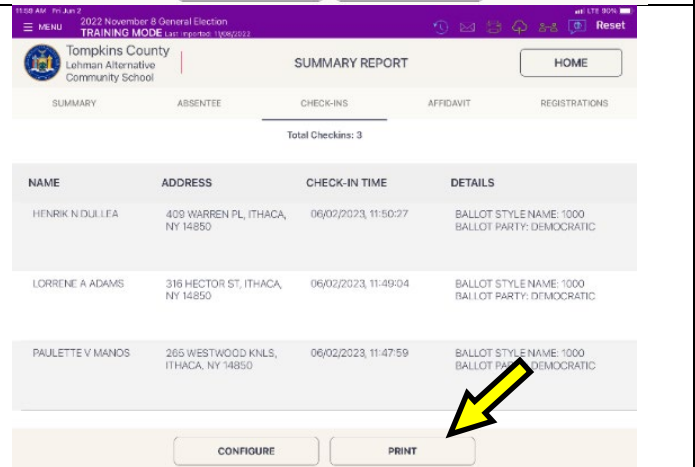


For example – you want to find everyone who voted in person at the current location in Ithaca Ward 1 between June 20, 2023 and June 21, 2023

- Select “Voted” in All Statuses
- Select “This Unit” for Polling Location
- Select the Precinct(s)(Ward information)
- Select the dates
- Select “Check-in” for the Checked-in Metadata



7 - When you have entered all your criteria and can see the list on the screen, click the print button.



# HOW TO CONFIGURE A POLL WATCHER REQUEST ON ELECTION DAY

1 - Verify the requested data on the Poll Watcher Certificate:

**WATCHER CERTIFICATE**  
FOR USE ON ELECTION DAY  
Section 8-400, NYS Election Law

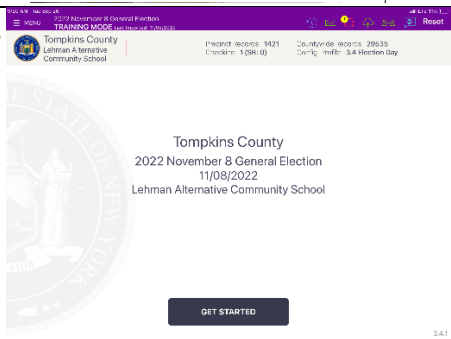
I, the undersigned, being \_\_\_\_\_ (watcher's name)  
of the \_\_\_\_\_ party, do hereby appoint  
\_\_\_\_\_ (political party/independent body)  
\_\_\_\_\_ County of Tompkins to be a  
watcher for the election to be held on \_\_\_\_\_ to the  
\_\_\_\_\_ election district, in the \_\_\_\_\_ ward (if applicable) of the town, city,  
or village of \_\_\_\_\_ in Tompkins County.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Make sure the certificate is completely filled out. The date should be Election Day and the Election District should be the poll site where you are working.

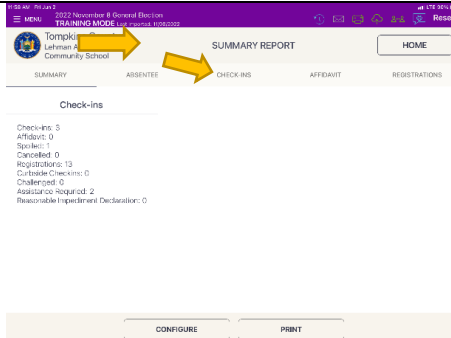
- GUIDELINES**
- Watchers shall be appointed by the chair of any party committee or independent body whose candidates appear on the ballot or any two or more candidates in a primary election.
  - Each watcher must be a qualified voter of the city or county in which he/she is to serve.
  - Watcher certificates 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 unloading and commencing 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 candidate whose names appear on the ballot may be written for general or any one race.

2 - Access the menu on the Poll Pad in the upper left-hand corner of the screen.



3 - Select Summary Report.

4 - Select Check-Ins.



5 - When you can see the list on the screen, click the print button.

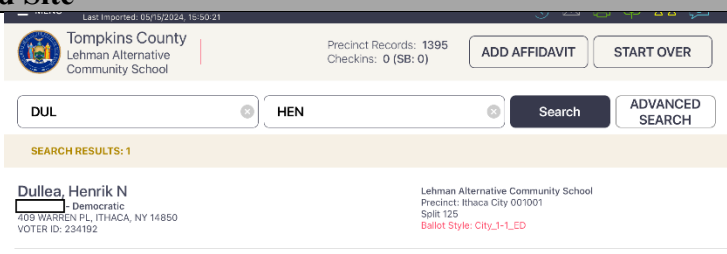
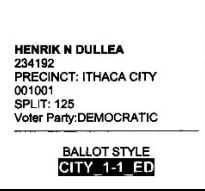
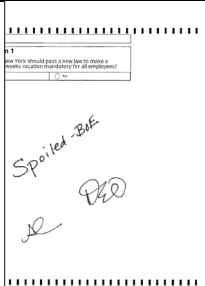

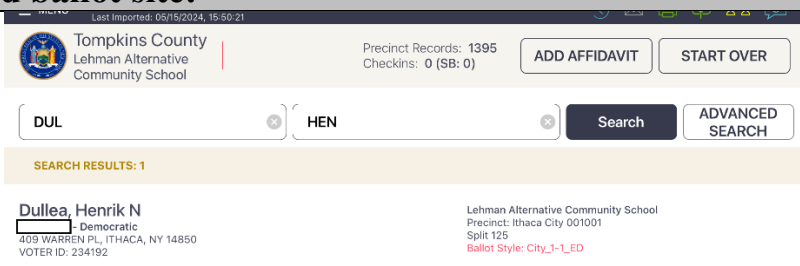
**SUMMARY REPORT**


Total Check-ins: 3

NAME	ADDRESS	CHECK-IN TIME	DETAILS
HENRIK N DULL EA	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

Buttons: CONFIGURE, PRINT

# IF A VOTER WANTS TO MARK THEIR BALLOT ON THE CLEARMARK

If you are working at a Print on Demand Site	
1 – Voter checks in with the inspector.	 <p>                     Tompkins County                      Lehman Alternative Community School                      Precinct Records: 1395                      Checkins: 0 (SB: 0)                      ADD AFFIDAVIT START OVER                      DUL HEN Search ADVANCED SEARCH                      SEARCH RESULTS: 1                      Dullea, Henrik N                      Democratic                      409 WARREN PL, ITHACA, NY 14850                      VOTER ID: 234192                      Lehman Alternative Community School                      Precinct: Ithaca City 001001                      Split 125                      Ballot Style: City_1-1_ED                 </p>
2 – Inspector hands the voter the ticket and an index card that has ClearMark on it. Index cards are in the front pocket of the Inspector Binder.	 <p> <b>HENRIK N DULLEA</b>                      234192                      PRECINCT: ITHACA CITY                      001001                      SPLIT: 125                      Voter Party: DEMOCRATIC                      BALLOT STYLE                      CITY_1-1_ED                 </p>
3 – The voter takes the ticket and index card to a PSM.	Voter + ticket + ClearMark Index Card → PSM
4 – The PSM takes the ballot from the cabinet and folds it in half and mark it Spoiled BoE CM and both PSM’s initial it. This spoiled ballot is placed in the B Bag.	
5 – PSM takes the voter to the ClearMark All-In-One-Unit	
6 – PSM follows the instructions on starting a session and instructs the voter that after the ballot prints, they take it to the ClearCast to cast their ballot.	The instructions will be behind the ClearMark All-In-One-Unit.
If you are working at a Pre-Printed ballot site:	
1 – Voter is checked in by inspector	 <p>                     Tompkins County                      Lehman Alternative Community School                      Precinct Records: 1395                      Checkins: 0 (SB: 0)                      ADD AFFIDAVIT START OVER                      DUL HEN Search ADVANCED SEARCH                      SEARCH RESULTS: 1                      Dullea, Henrik N                      Democratic                      409 WARREN PL, ITHACA, NY 14850                      VOTER ID: 234192                      Lehman Alternative Community School                      Precinct: Ithaca City 001001                      Split 125                      Ballot Style: City_1-1_ED                 </p>

<p>2 – Inspector gives the voter an index card that has ClearMark written on it. The Voter takes the index card to a PSM.</p>	<p><b>HENRIK N DULLEA</b>  234192  PRECINCT: ITHACA CITY  001001  SPLIT: 125  Voter Party: DEMOCRATIC</p> <hr/> <p><b>BALLOT STYLE</b>  <b>CITY 1-1 ED</b></p>	
<p>3 – PSM takes the voter to the ClearMark All-In-One-Unit</p>		
<p>4 – PSM follows the instructions on starting a session and instructs the voter that after the ballot prints, they take it to the ClearCast to cast their ballot.</p>	<p>During the day, the instructions will be behind the ClearMark All-In-One-Unit.</p>	



# ABANDONED BALLOTS

## If the ballot is found abandoned within 5 feet of the voting machine:

1. Both PSM's attempt to feed the ballot through the machine

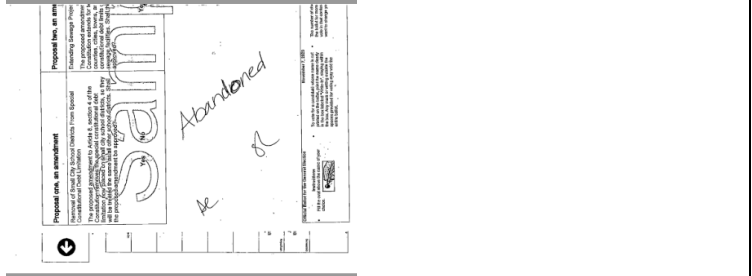


2. If the PSM's cannot get the ballot to feed through the machine, the ballot is placed in the Emergency Canvassed by hand bag.

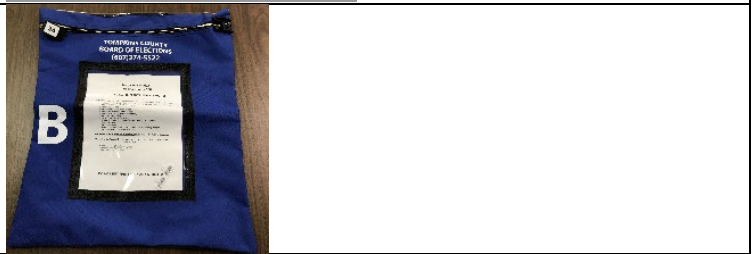


## If the ballot is found beyond 5 feet of the voting machine:

1. The PSM's will fold the ballot in half and write "Abandoned" on the ballot.  
2. The PSM's will initial the ballot.



3. The abandoned ballot is placed in the B Bag.



4. The total number of spoiled/abandoned ballots will be entered on the Closing Certification and Ballot log (line C, PP and/or CM). The number of spoiled preprinted ballots will go next to PP, the number of ClearMark ballots that are spoiled will go next to CM.  
  
OR Ballot Reconciliation Report (line D and Spoiled Ballots line).

**TOMPKINS COUNTY BOARD OF ELECTIONS  
CLOSING CERTIFICATION AND BALLOT LOG**

**WE DO HEREBY CERTIFY that:**

We have reviewed the Poll Closed and Totals Report 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 the ballots for our Election District (ED) per the following schedule:

TOTAL BALLOTS SCANNED AND TABULATED for ED	A. _____
TOTAL EMERGENCY BALLOTS CANVASSED BY HAND	B. _____
TOTAL PRINTED on CLEARMARK (from report)	C. _____
TOTAL BALLOTS SPOILED/ABANDONED PP CM	PP _____ CM _____
TOTAL UNUSED PREPRINTED BALLOTS	D. _____
TOTAL SCANNED CLEARMARK (C/CM)	E. _____
TOTAL SCANNED PREPRINTED BALLOTS (A-E)	F. _____
TOTAL PREPRINTED BALLOTS (PP-B-D-F)	G. _____
(G-TOTAL BALLOTS from Opening Certification and Ballot Log)	

The number of ABSENTEE BALLOTS AND EARLY VOTE BY MAIL BALLOTS that were delivered to us at the polls today, and placed UNSCANNED 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.

Democratic Election Inspector Signature \_\_\_\_\_

Democratic Election Inspector Signature \_\_\_\_\_

Democratic Election Inspector Signature \_\_\_\_\_

Republican Election Inspector Signature \_\_\_\_\_

Republican Election Inspector Signature \_\_\_\_\_

Republican Election Inspector Signature \_\_\_\_\_

THIS FORM GETS RETURNED IN THE B BAG

**BALLOT RECONCILIATION FORM  
(POLL SITE INFORMATION)**  
(ED # \_\_\_\_\_)  
(Election Date \_\_\_\_\_)

CLEARCAUT MACHINES

[If you are required to provide items to be reconciled to or through Election Day in accordance with the instructions provided by the Tompkins County Board of Elections, please refer to the instructions and procedures provided by the Tompkins County Board of Elections, Election Day, 2020. System Changes and have completed all forms accordingly.]

**POLL OPENING AND POLL CLOSING:** Poll Workers shall certify that this form is dated with today's date and that the number of ballots cast on the scanner only voting machine is 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 (B-A)				
D. Abandoned Report				
E. Emergency Ballots 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-in			
H. Ending Check-in			
I. Today's Check-in (H-G)			
J. I.P. (should equal I)			

	Number of Non-Scanned Ballots
K. Spoiled Ballots	
L. Absentee & Early Vote By Mail	

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

Democratic Signatures

PSM \_\_\_\_\_

Inspector \_\_\_\_\_

Inspector \_\_\_\_\_

Republican Signatures

PSM \_\_\_\_\_

Inspector \_\_\_\_\_

Inspector \_\_\_\_\_

PLACE THIS REPORT IN THE B BAG



# CHALLENGES

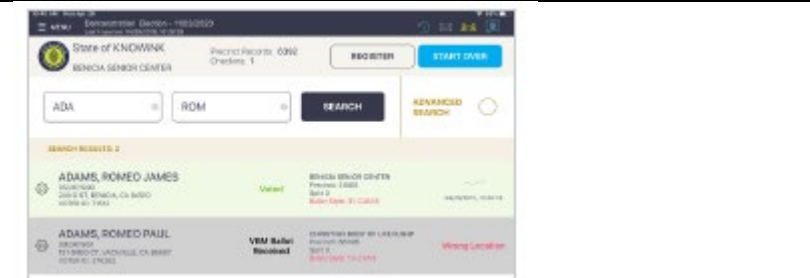
Any person may be challenged as to their right to vote by a PSM, Inspector, Poll Watcher, or any registered voter properly in the poll site. No challenges can be made until the voter tells the Inspectors their name and address. It is important that any challenge be taken seriously and handled properly. Call the Board of Elections (607) 274-5522 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:

1. The voter's signature does NOT match the signature in the poll pad. If you are satisfied the signature is that of the voter, have them sign a new signature card and record in the Challenge Report.



2. Someone else using the same name has already voted.



3. The person is believed not to reside at their registered address.



4. If a voter is challenged, you must fill out Section II of the Challenge Report.

Section 2: Voter Challenges			
1	Voter Name <i>Bobette Field</i>	Voter Address <i>123 Main St., Cortland, NY 13045</i>	
	Voter ID No. <i>111222</i>	Name of Challenger <i>Jose Stream</i>	Reason for Challenge <i>Lives outside the county</i>
2	Voter Name <i>Romeo Adams</i>	Voter Address <i>111 3rd St., Ithaca, NY 14850</i>	
	Voter ID No. <i>222333</i>	Name of Challenger <i>Jose Stream</i>	Reason for Challenge <i>Signature Doesn't match</i>
3	Voter Name	Voter Address	
	Voter ID No.	Name of Challenger	Reason for Challenge

# 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.

# CHALLENGE REPORT

The Challenge Report is a report where you document changes to the normal procedure. At the top of the Challenge Report is an attestation **all of the inspectors need to sign** after the polls close.

The Challenge Report has four sections:

Section 1 - Documenting name changes and/or address changes  
**(see pages 22-26)**

Section 1: Name and Address Changes and Typo Corrections			
1	Current Name	Wade Wyjstra	Current Address
	Voter ID No.	216885	404 Cliff Park Rd, Ithaca, NY 14850
2	Current Name	Paulette Jones	Current Address
	Voter ID No.	204456	265 Westwood Knolls, Ithaca, NY 14850
		Old Name and/or Address	Paulette Manos
		Current Name	Current Address

Section 2 - Documenting any instance where a voter's right to vote is being challenged. In this instance, 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. (see page 28)**

Section 2: Voter Challenges			
1	Voter Name	Bobette Field	Voter Address
	Voter ID No.	111222	123 Main St., Cortland, NY 13045
		Name of Challenger	Reason for Challenge
		Jase Stream	Lives outside the county
2	Voter Name	Romeo Adams	Voter Address
	Voter ID No.	222333	111 3rd St., Ithaca, NY 14850
		Name of Challenger	Reason for Challenge
		Jase Stream	Signature Doesn't match
3	Voter Name		Voter Address
	Voter ID No.		
		Name of Challenger	Reason for Challenge

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

Section 3: Voter Assistance – Entered on Poll Pad			

Section 4 is for documenting instances when an Affidavit Ballot is being issued to a voter (see pages 2-9) OR when 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 (see page 29), you enter the required information in Section 4 on the Challenge Report

Section 4: Affidavit Ballots (entered on Poll Pad) Court Orders – (entered below)			
		Voter Name	Voter Address
1	<input type="checkbox"/> Court Order		
2	<input type="checkbox"/> Court Order		

**If you do not process any voters with a Court Order, write "None" on the first line of Section 4.**

Section 4: Affidavit Ballots (entered on Poll Pad) Court Orders – (entered below)			
		Voter Name	Voter Address
1	<input type="checkbox"/> Court Order	None	
2	<input type="checkbox"/> Court Order		

**BE SURE TO SIGN THE CHALLENGE REPORT AT THE END OF THE NIGHT!**

**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 oaths 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**

Current Name	Current Address
1. Voter ID No.	Old Name and/or Address
Current Name	Current Address
2. Voter ID No.	Old Name and/or Address
Current Name	Current Address
3. Voter ID No.	Old Name and/or Address
Current Name	Current Address
4. Voter ID No.	Old Name and/or Address
Current Name	Current Address
5. Voter ID No.	Old Name and/or Address
Current Name	Current Address
6. Voter ID No.	Old Name and/or Address
Current Name	Current Address
7. Voter ID No.	Old Name and/or Address
Current Name	Current Address
8. Voter ID No.	Old Name and/or Address

**Section 1: Name and Address Changes and Typo Corrections**

Current Name	Current Address
9. Voter ID No.	Old Name and/or Address
Current Name	Current Address
10. Voter ID No.	Old Name and/or Address
Current Name	Current Address
11. Voter ID No.	Old Name and/or Address
Current Name	Current Address
12. Voter ID No.	Old Name and/or Address
Current Name	Current Address
13. Voter ID No.	Old Name and/or Address
Current Name	Current Address
14. Voter ID No.	Old Name and/or Address
Current Name	Current Address
15. Voter ID No.	Old Name and/or Address

**Section 2: Voter Challenges**

Voter Name	Voter Address	Reason for Challenge
1. Voter ID No.	Name of Challenger	Reason for Challenge
Voter Name	Voter Address	
2. Voter ID No.	Name of Challenger	Reason for Challenge
Voter Name	Voter Address	
3. 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 16344 Ball No.
1.	<input type="checkbox"/> Court Order		
2.	<input type="checkbox"/> Court Order		

# EMERGENCY BALLOT PROCEDURE

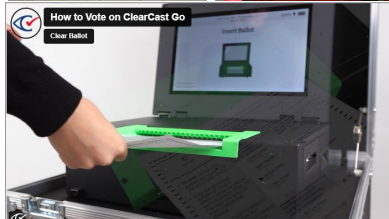
**If you have used the Emergency Ballot Bag during the day, follow these instructions:**

**After the polls have closed:**

**DO NOT SHUT DOWN THE CLEARCAST MACHINE!**

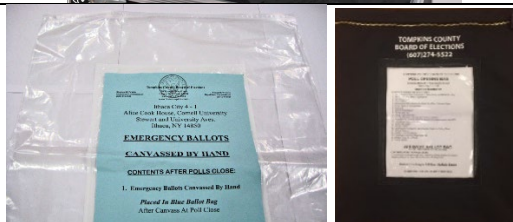
In a bi-partisan manner, open the Emergency Ballot Bag

Remove any ballots and cast them through the ClearCast.



Any ballots that cannot be scanned, put them in the Emergency Ballots Canvassed by Hand bag.

Place this bag in the Affidavit Ballot Bag.



Tell the Inspectors how many ballots would not scan.

Inspectors will need to record that number on the Ballot Reconciliation Form on line E, on the Closing Certification Ballot Log on line B.

**POLL OPENING AND POLL CLOSING:** Poll Workers shall confirm that this form is dated with today's date and that the number of ballots cast on the scanner-only voting machine is 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	
<b>E. Emergency Ballots Canvassed by Hand</b>	
F. Total Ballots Generated (C+D+E)	

TOTAL BALLOTS SCANNED AND TABULATED for ED	A. _____
TOTAL EMERGENCY BALLOTS CANVASSED BY HAND	B. _____
TOTAL PRINTED ON CLEARMARK (from report)	C. _____
TOTAL BALLOTS SPOILED/ABANDONED PP CM	D. _____
TOTAL UNUSED PREPRINTED BALLOTS	E. _____
TOTAL SCANNED CLEARMARK (C-CM)	F. _____
TOTAL SCANNED PREPRINTED BALLOTS (A-E)	G. _____
TOTAL PREPRINTED BALLOTS (PP-B-D-F)	H. _____
(G- TOTAL BALLOTS from Opening Certification and Ballot Log)	I. _____

Proceed with step 2 of the closing checklist.

**Tompkins County PSM Poll Closing Checklist**