

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.

2024 Election

Presidential Primary April 2, 2024

6 AM – 9 PM

Early Voting: March 23-30

Federal and State & Local Primary June 25, 2024

6 AM – 9 PM

Early Voting: June 15-23

General Election November 5, 2024

6 AM – 9 PM

Early Voting: October 26 – November 3

- 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.
- At polling places where there is only one election district, there will be three Inspectors - at least one Democratic and one Republican. Inspectors arrive at 5:00 am (NEW).
- At polling places with more than one election district, there will be four inspectors – two Democratic and two Republican. Inspectors arrive at 5:00 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.

Duties of Poll Site Managers

- Starting up and shutting down the voting machine.
- Greeting voters, giving each voter a yellow privacy folder and directing the voter to the correct election district.
- Directing voters with voting questions to the instructional poster.
- Notifying voters that each voter must put their own ballot in the scanner.
- Assisting voters using the ClearMark ballot marking device.
- Scanning any emergency ballots after the polls close.
- Process voters that need to vote by Affidavit Ballot.
- Assisting Inspectors as needed and determining the best time for them to take a break.
- Assigning an Inspector to a different job if their sign-in table is not busy.
- Getting the PSM Poll Pad assembled and ready to use.
- Checking the poll site for abandoned ballots and returning them to the Election Inspectors.
- Keep voters from loitering.
- Watch for electioneering.

Duties of Inspectors

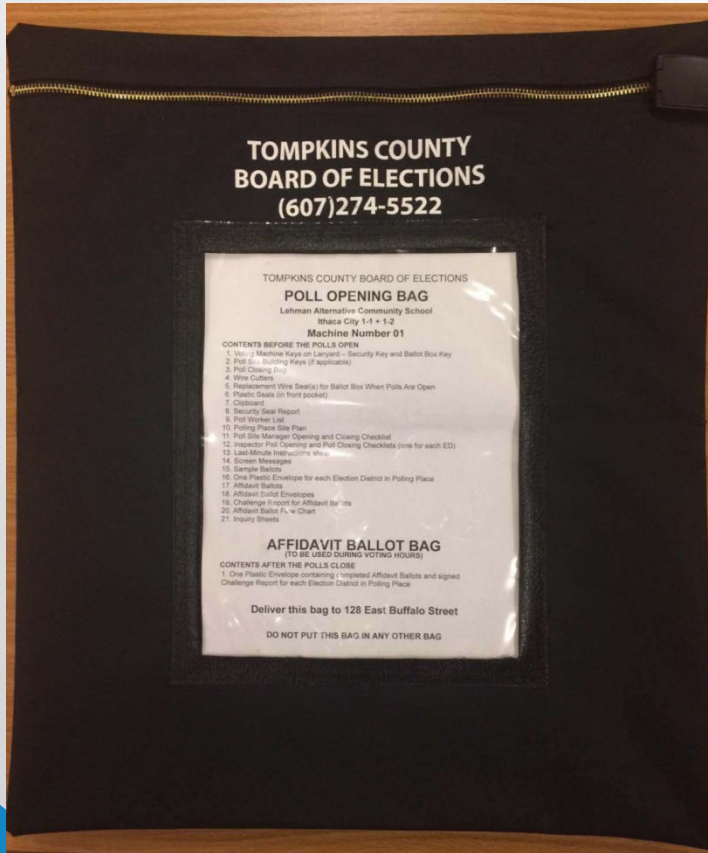
- Signing voters in on the Poll Pad.
- Issuing paper ballots to voters who have signed the Poll Pad.
- Referring voters whose name is not in the Poll Pad to a PSM.
- Referring voters to a PSM whose name is in the Poll Pad but have indicated they have moved.
- Referring voters to a PSM who have requested an Absentee Ballot or an Early Vote by Mail Ballot but are now voting in person.
- Re-issuing ballots to voters with spoiled ballots.
- Accounting for all paper ballots and completing and signing the Opening/Closing Certification and Ballot Log or the Ballot Reconciliation Report.
- Other duties as assigned by a PSM.

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 being voted on (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.

On the day before the election, one of the Poll Site Managers will pick up the following from the Board of Elections:

Poll Opening/Affidavit Ballot Bag



One or two Poll Pads for your poll site, plus one PSM Poll Pad.



Chain of Custody Form – Opening Bag and Poll Pads



Tompkins County Opening Bag & Poll Pad Chain of Custody Form

Election	
Election Date	
Poll Site	
Town / City	
ED(s)	

Opening Bag Seal

Poll Pad Seal(s)	
PAD#	
PAD#	
PAD#	
PAD#	
PAD#	

The **Transporter** is taking custody of the **Opening Bag(s)** and **Poll Pad(s)** and is responsible for the delivery of the **Opening bag(s)** and **Poll Pad(s)** to the designated site on election day. By signing below, you are verifying that all seals listed above are correct. If any seal listed above is not correct you should contact the Tompkins County Board of Elections immediately (607) 274-5522. After both poll site managers have verified the seals on election day and have signed this document, it is to then be placed in the **B- Bag**.

Transporter			
Name	Signature	Phone Number	Date / Time

Election Day Poll Site Manager (Democratic)			
Name	Signature	Phone Number	Date / Time

Election Day Poll Site Manager (Republican)			
Name	Signature	Phone Number	Date / Time


Verify that the Seal Numbers on the Chain of Custody Form match the Seal Numbers that are on your Poll Opening Bag and for the Poll Pads for your polling place.

You will be the Transporter. Fill in the required information and sign your name. Keep this form with you while you are in possession of the Opening Bag and Poll Pads.

Opening Checklist – Step #1

Verify the Seal Numbers on the Chain of Custody Form against those on the Opening Bag and Poll Pads.

- Verify the seals. If there is a mismatch, contact the Board of Elections.
- Both PSMs sign at the bottom of the report in the appropriate box.
- Once the B Bag is opened, place the Chain of Custody Form in the bag.



Tompkins County
Opening Bag & Poll Pad Chain of Custody Form

Election	
Election Date	
Poll Site	
Town / City	
ED(s)	

Opening Bag Seal	Poll Pad Seal(s)
	PAD#
	PAD#
	PAD#
	PAD#
	PAD#

The **Transporter** is taking custody of the **Opening Bag(s)** and **Poll Pad(s)** and is responsible for the delivery of the **Opening Bag(s)** and **Poll Pad(s)** to the designated site on election day. By signing below, you are verifying that all seals listed above are correct. If any seal listed above is not correct you should contact the Tompkins County Board of Elections immediately (607) 274-5522. After both poll site managers have verified the seals on election day and have signed this document, it is to then be placed in the **B-Bag**.

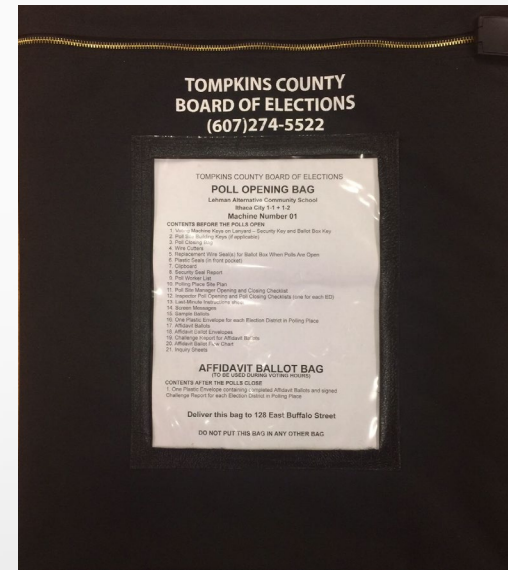
Transporter			
Name	Signature	Phone Number	Date / Time

Election Day Poll Site Manager (Democratic)			
Name	Signature	Phone Number	Date / Time

Election Day Poll Site Manager (Republican)			
Name	Signature	Phone Number	Date / Time

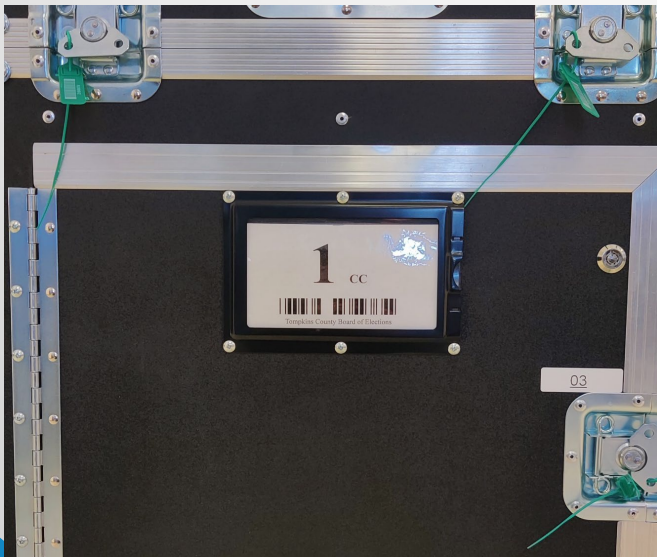
Opening Checklist – Step #2

- In a bipartisan manner, check contents of Poll Opening/Affidavit Ballot Bag.
- In the PSM binder, you will find the Security Seal Report and the envelope with **the machine passwords in the front pocket.**



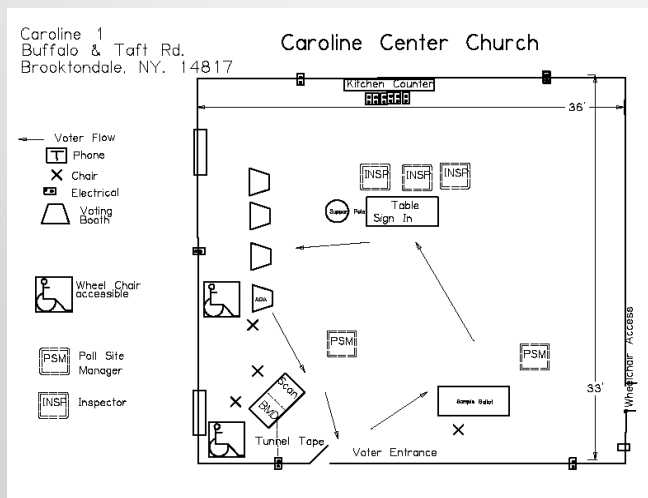
Opening Checklist – Step #3

- Confirm that the correct machines have been delivered to the poll site.
- The location label is on top of each unit.
- Verify the Machine numbers against those on the Security Seal Report
- If there is a machine that belongs in a different location, call the BOE at 607-274-5522 immediately.



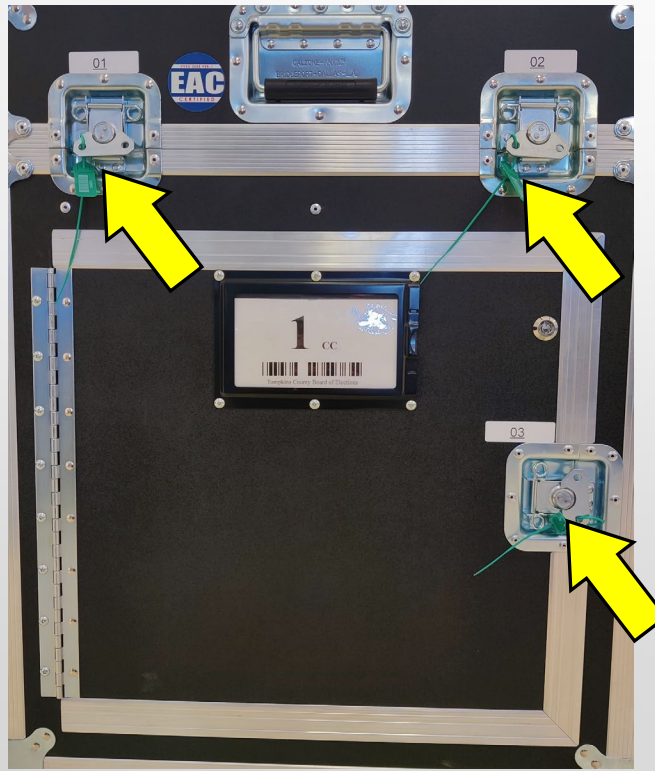
Opening Checklist – Step #4

- Move voting machines, and printer cabinet (if applicable) into place according to the site plan.
- The Poll Site Layout is behind tab #3 in the PSM binder
- When voting machines are in place, lock the wheels.
- Leave the Poll Site Layout for the Inspectors so that they can finish laying out the room.



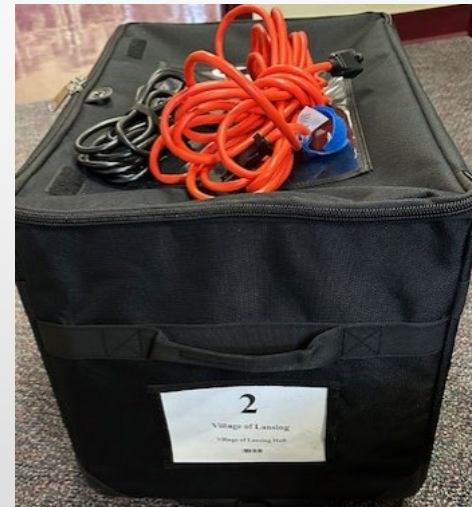
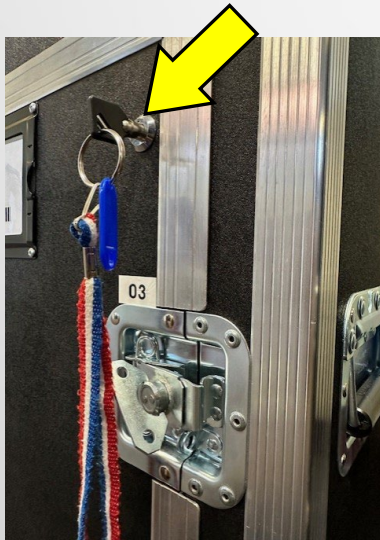
Opening Checklist – Step #5

- Verify that seal numbers 1, 2 & 3 on the ClearCast match the numbers on the Security Seal Report.
- Once verified, remove the seals from the #1, #2 & #3 locations on the ClearCast and put them into the A Bag.



Opening Checklist – Step #6

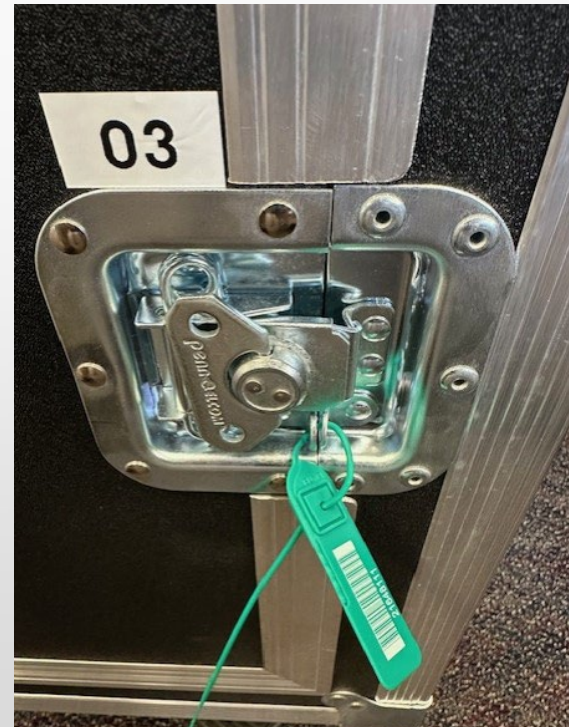
- Unlock and open the Ballot Box door using the barrel key.
- Remove everything that is inside the Ballot Box.
- Set the Ballot Bag aside until the Inspectors arrive.
- You will need the power cord and extension cord which are located on the top of the Ballot Bag.



Do Not Plug in the Voting Machine, yet.

Opening Checklist – Step #7

- After you have verified that the Ballot Box is empty, close and lock the Ballot Box door, place a seal on the door and record the seal number on the Security Seal Report.
- Give the Ballot Bag to the Inspectors when they arrive.



Opening Checklist – Step #8

Open the top hatch to the ClearCast Voting Machine using the handle in the middle.



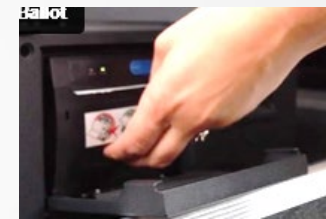
Do Not Plug in the Voting Machine, yet.

Opening Checklist – Step #9

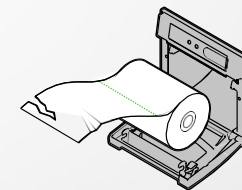
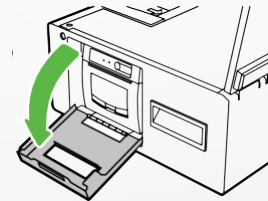
RESEAT RECEIPT PAPER



Use your smart phone and take a picture of the QR code to watch a short video on how to tighten the paper.

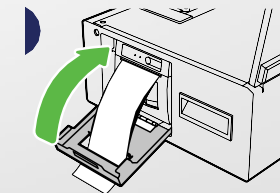
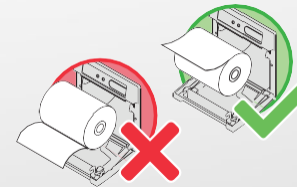


Open the door by pulling up on the door.



Open the next door the same way.

Pull out the paper roll.



Make sure the paper is going over the top not under the bottom, tighten it and feed the paper through the door and close it.

Close the next door.

Opening Checklist – Step #10

- Using the power cord and extension cord (if needed), plug the machine into the wall outlet.
- Verify the serial number of the scanner which is located on the rear of the scanner.



Power Cord Receptacle



Serial Number

Opening Checklist – Step #11

- The Power On Report should have printed automatically in about 25 seconds after the machine was plugged in. It will appear on the righthand side of the scanner. **If the report does not print**, call the Board of Elections immediately at (607) 274-5522.
- Verify the date and time listed on the Power On Report.
- Verify the Protected Counter number on the Power On Report against that on the Security Seal Report.
- **DO NOT REMOVE POWER ON REPORT, YET.**



Opening Checklist – Step #12

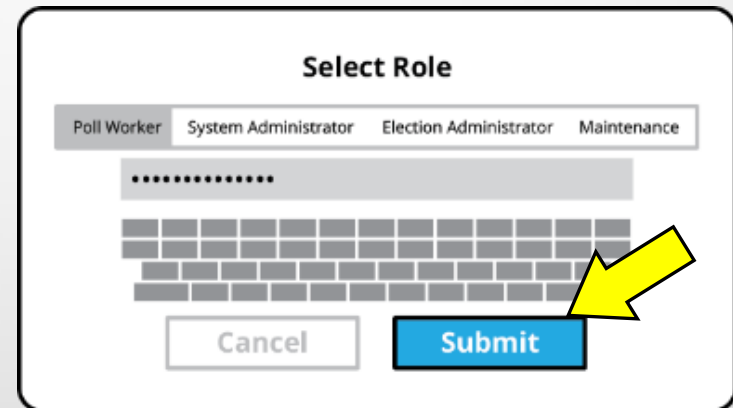
- Verify seal number 4a , then remove Seal #4a.
- Raise the scanner screen.
- Verify Seal #4b. DO NOT REMOVE SEAL 4b.



Opening Checklist – Step #13

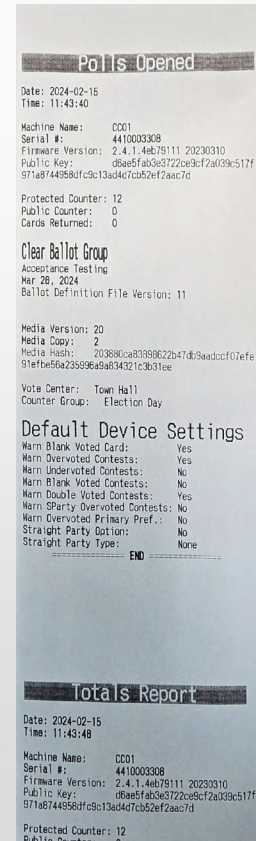
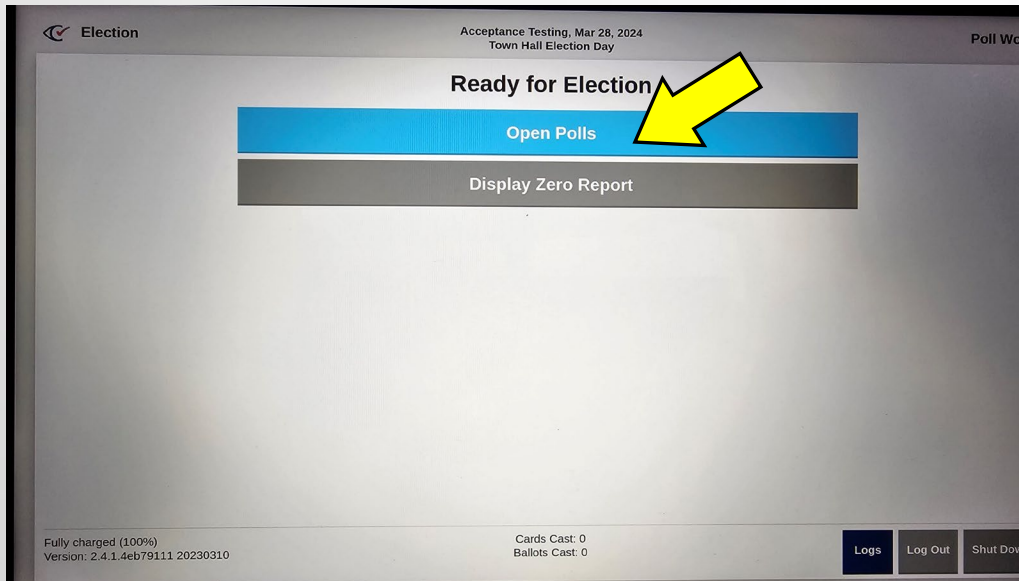
- The Log In prompt should appear on the scanner screen. Select “Log In”.
- Enter the Poll Worker password and select “Submit” .

(Reminder: the passwords are in an envelope in the front pocket of the PSM binder)



Opening Checklist – Step #14

- Select “Open Polls”.
- Two “POLLS OPENED” tapes will automatically print.



Opening Checklist – Step #15

- Remove “POLLS OPENED” reports from the voting machine and verify zero votes have been cast.
- Place one of the “POLLS OPENED” reports in the A Bag.
- Place the other “POLLS OPENED” report in a conspicuous place near the entrance to the voting area.

```
----- Polls Opened -----
Date: 2024-02-15
Time: 11:43:40

Machine Name: CC01
Serial #: 4410003308
Firmware Version: 2.4.1.4eb79111 20230310
Public Key: d8ae5fab3e3722ce9cf2a039c517f
971a8744958dfc9c13ad4d7cb52ef2aac7d

Protected Counter: 12
Public Counter: 0
Cards Returned: 0

Clear Ballot Group
Acceptance Testing
Mar 28, 2024
Ballot Definition File Version: 11

Media Version: 20
Media Copy: 2
Media Hash: 203880ca83898622b47db9aadccf07efe
91efbe56a235996a9a034321c3b31ee

Vote Center: Town Hall
Counter Group: Election Day

Default Device Settings
Warn Blank Voted Card: Yes
Warn Overvoted Contests: Yes
Warn Undervoted Contests: No
Warn Blank Voted Contests: No
Warn Double Voted Contests: Yes
Warn SParty Overvoted Contests: No
Warn Overvoted Primary Pref.: No
Straight Party Option: No
Straight Party Type: None
----- END -----

----- Totals Report -----
Date: 2024-02-15
Time: 11:43:48

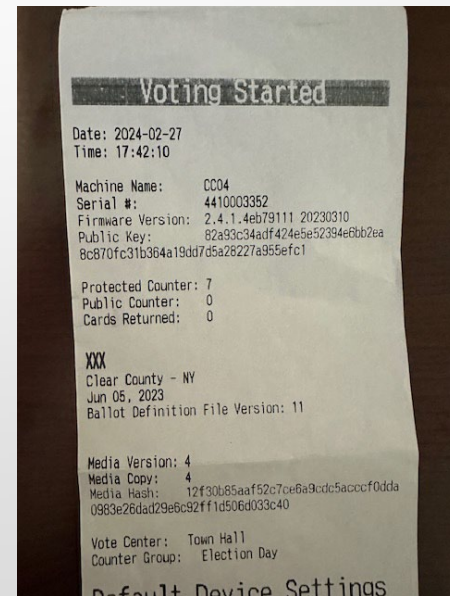
Machine Name: CC01
Serial #: 4410003308
Firmware Version: 2.4.1.4eb79111 20230310
Public Key: d8ae5fab3e3722ce9cf2a039c517f
971a8744958dfc9c13ad4d7cb52ef2aac7d

Protected Counter: 12
Public Counter: 0
```



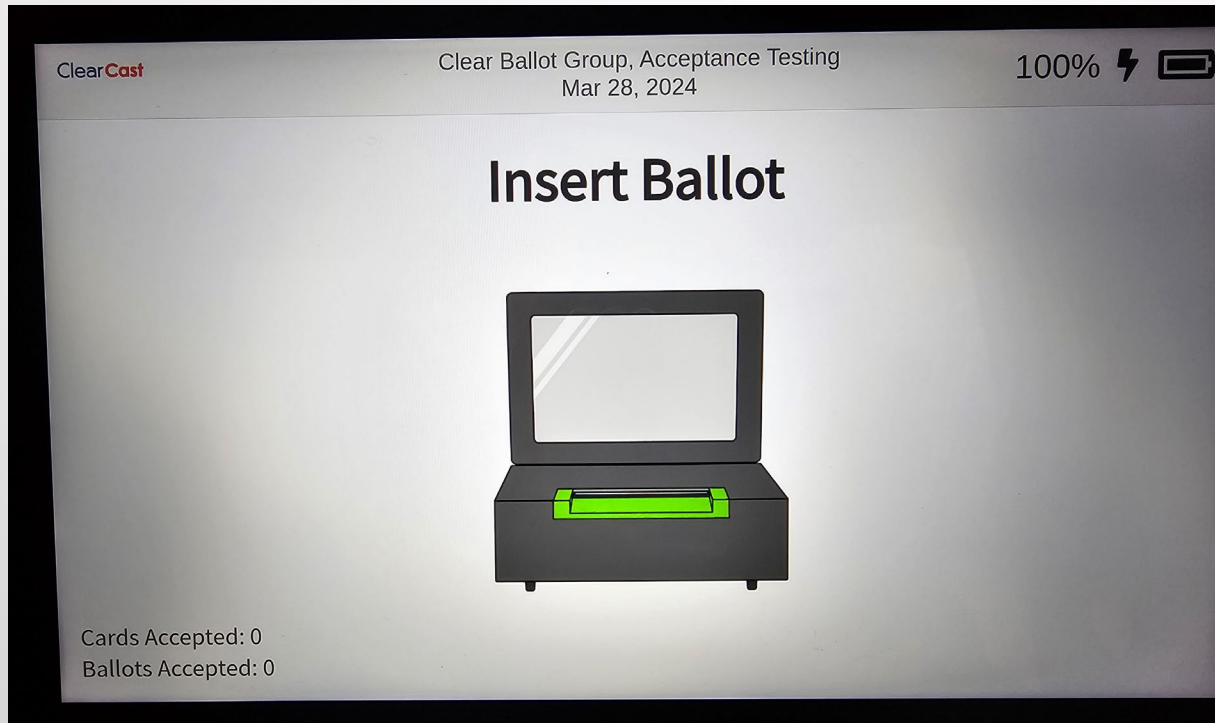
Opening Checklist – Step #16

- Select “Start Voting”.
- A “VOTING STARTED” report will print.
- Place the “VOTING STARTED” Report in the A Bag.



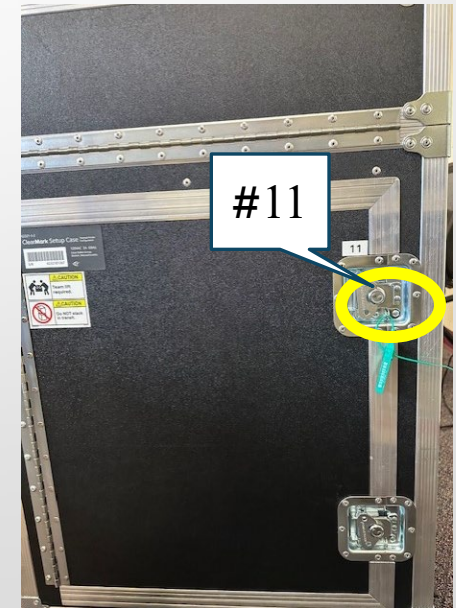
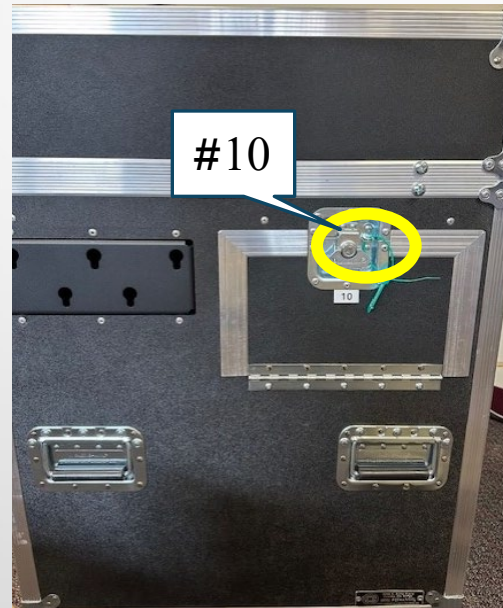
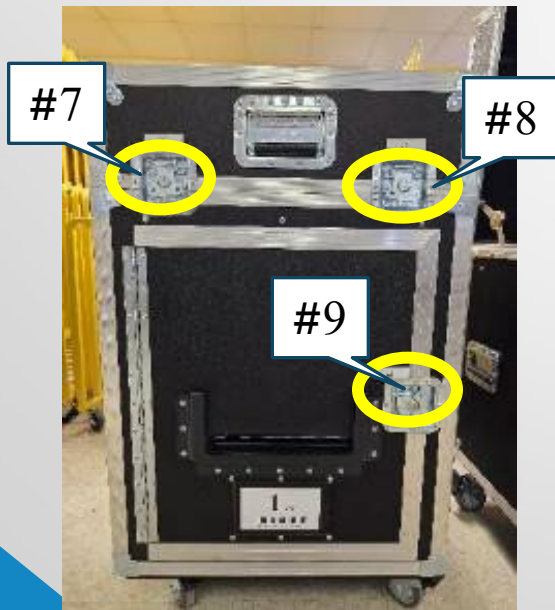
Opening Checklist – Step #17

The ClearCast is now ready to accept ballots.



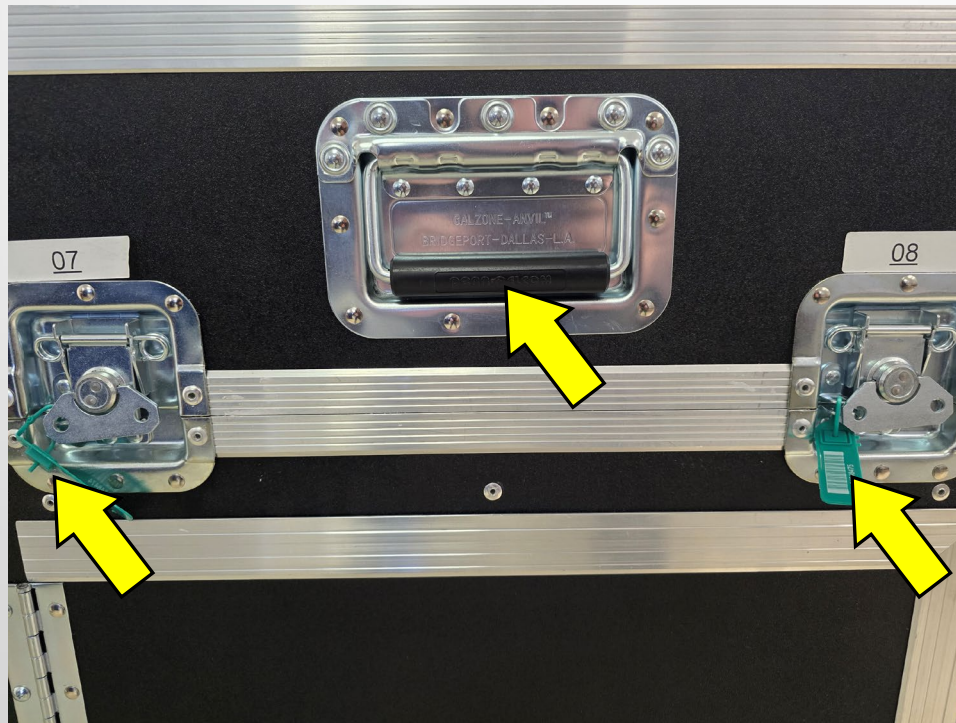
Opening Checklist – Step #18

- Locate the ClearMark ballot marking device.
- Verify Seal Numbers #7-#11 against the Security Seal Report.
- Verify that you have the correct machine number against the Security Seal Report.
- Verify the poll site location on the top hatch is correct.



Opening Checklist – Step #19

- Remove Seals #7 and #8 from the top hatch.
- Open top hatch **using handle in the center.**
- DO NOT lift top hatch using only one of the latches or by lifting the hatch from one side.



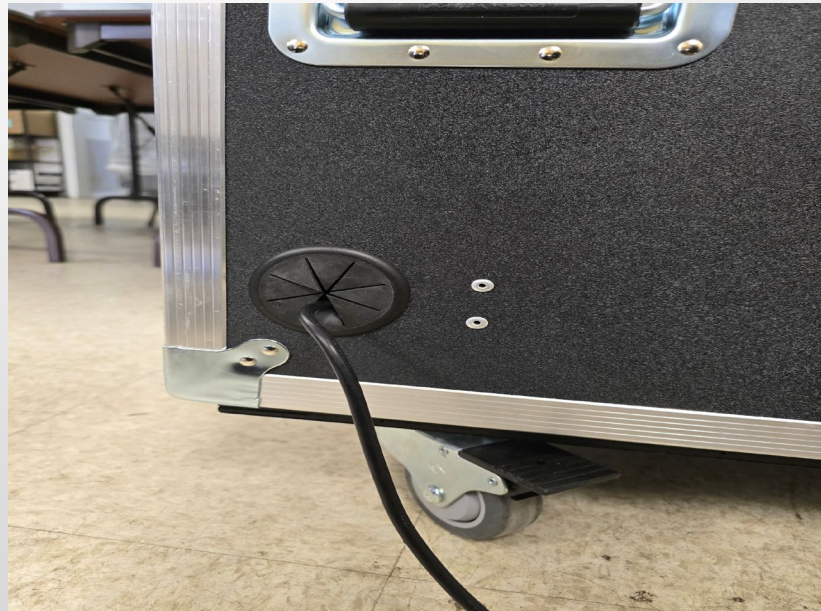
Opening Checklist – Step #20

- Remove the Ballot Chute that is in front of the All-in-One unit.
- Slide the Ballot Chute into the grooves on the front door of the ClearMark.
- Verify the seal number on the left side of the All-in-One unit against the number on the Security Seal Report.



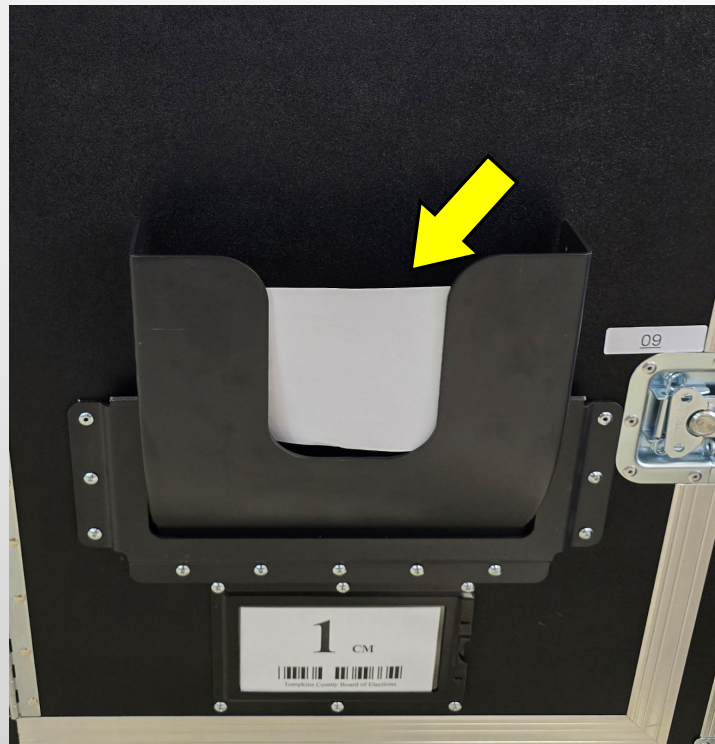
Opening Checklist – Step #21

- Remove Seal #11 on the back door of the ClearMark.
- Open the rear door, verify there is a red Emergency Ballot Bag and the Emergency Ballots Canvassed by Hand Bag are on top of the printer, leave bags in the machine until needed.
- Open the rear door of the ClearMark, unwind the power cord and arrange it so that it is coming out of the power cord opening below the handle on the left side of the ClearMark.
- Close the rear door.



Opening Checklist – Step #22

- Plug the ClearMark into a wall outlet.
- The ClearMark will start up automatically and a short stub of ballot paper will appear in the Ballot Chute.
- **Remove the paper stub from the ballot chute and discard.**



Opening Checklist – Step #23

- Elevate All-In-One unit to an upright position.
- On the back of the All-In-One unit is a latch. Push the latch down and pull up the kickstand.
- Leave the kickstand in that position during the day.



Opening Checklist – Step #24

- Remove Seal #10 from the door on the right side of the ClearMark.
- Open the door for the Verification Scanner.



Opening Checklist – Step #25

- The Login screen should appear on the All-In-One unit.
- Enter the Poll Worker Password and select “OK”

LOAD ELECTION

OK

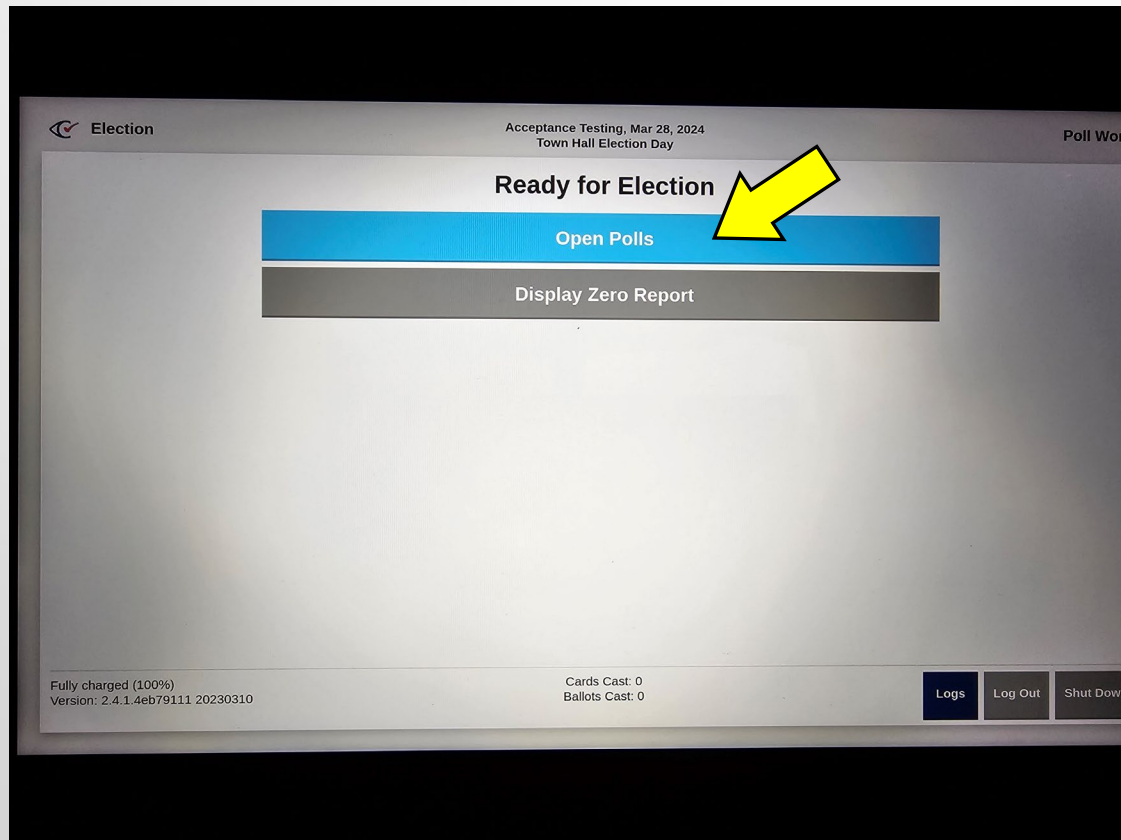
Select Role: Poll Worker

Enter Code:

Virtual keyboard interface with blue keys.

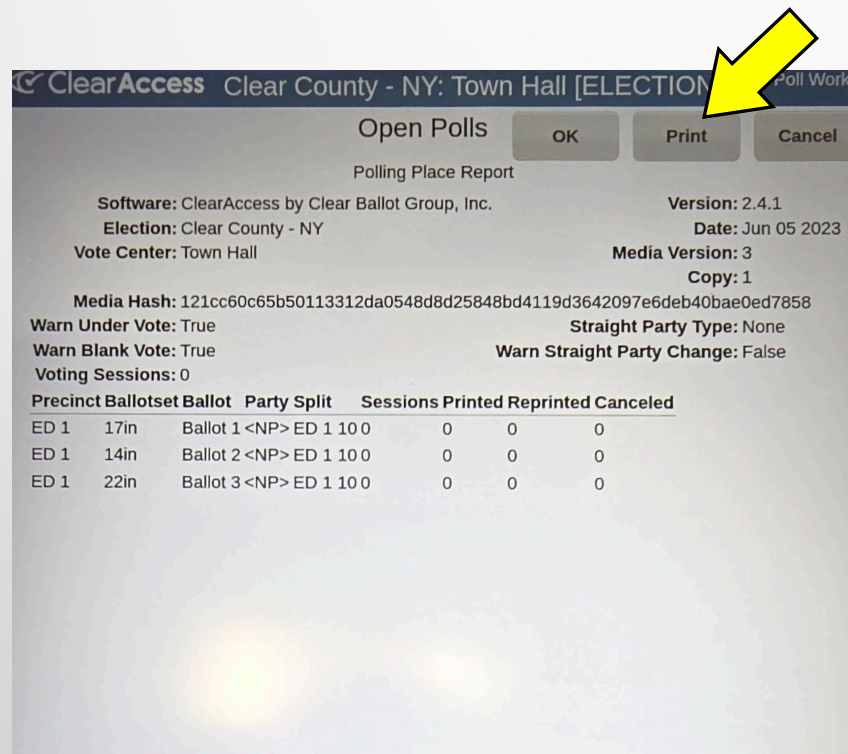
Opening Checklist – Step #26

- On the next screen, select “Open Polls”.



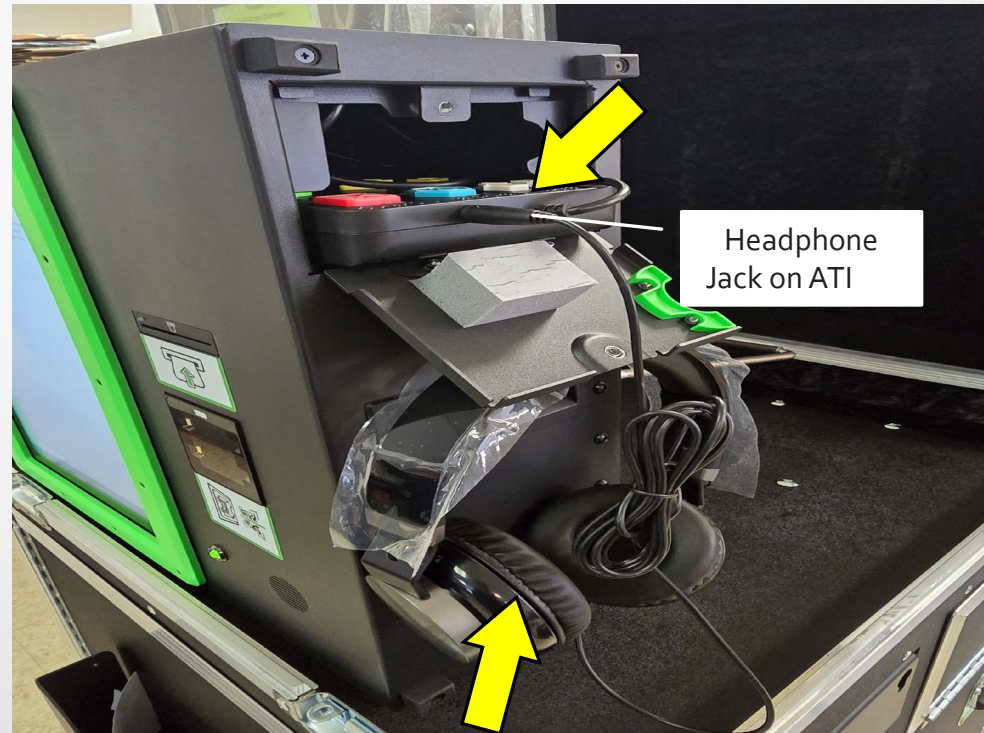
Opening Checklist – Step #27

- When the “Open Polls” Report appears on the All-In-One screen, select “Print”.
- **You only need to select “Print” ONCE.** Be patient. The report will print in about 20 seconds.



Opening Checklist – Step #28

- While waiting for the “Open Polls” report to print, open the ATI door on the upper right-hand side of the All-In-One unit.
- Plug the headphones into the ATI.
- Leave the ATI in its compartment until the time it is needed.



Opening Checklist – Step #29

- After the “Open Polls” report has printed, select “OK” to open the polls.
- Place the “Open Polls” report into the B Bag.

Open Polls

OKPrintCancel

Software: ClearAccess by Clear Ballot Group, Inc.
Election: Precinct Election
Vote Center: Precinct 1

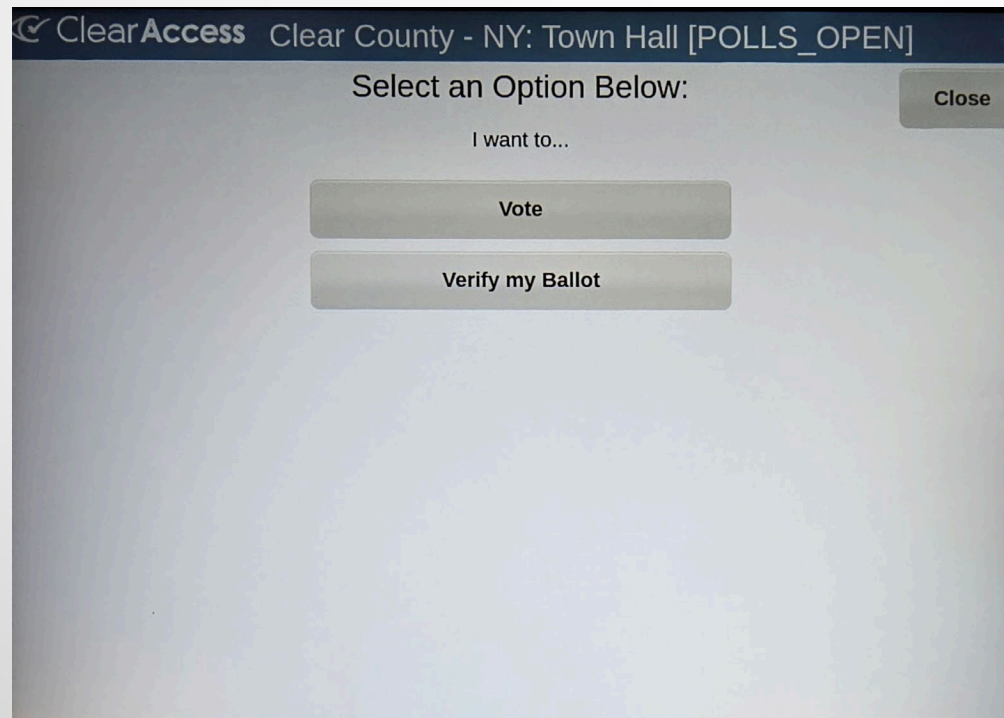
Media Hash: f6d7gg2gdpsd7Bgdl79e4587ch74859h9876cbhjgv87567w855hw345647w973ab
Warn Under Vote: True
Warn Black Vote: True
Voting Sessions: 0

Version: 2.2.2
Date: Nov 16 2016
Media Version: 5
Copy: 5
Straight Part Type: None
Warn Straight Party Change: False

Precinct	Ballotset	Ballot	Party	Split	Sessions	Printed	Reprinted	Canceled
Precinct 1	Standard	Ballot1	Voter	Split1	0	0	0	0

Opening Checklist – Step #30

The options of “Vote” or “Verify my Ballot” will appear on the screen of the All-In-One unit.



The ClearMark is now ready for voters to use.



If your Poll Site has a Print on Demand Cabinet, follow steps #31-#38.

If it does not, skip to step #39

Opening Checklist – Step #3 1

Verify numbers on seals #1 through #5 against those on the Security Seal Report.



Opening Checklist – Step #32

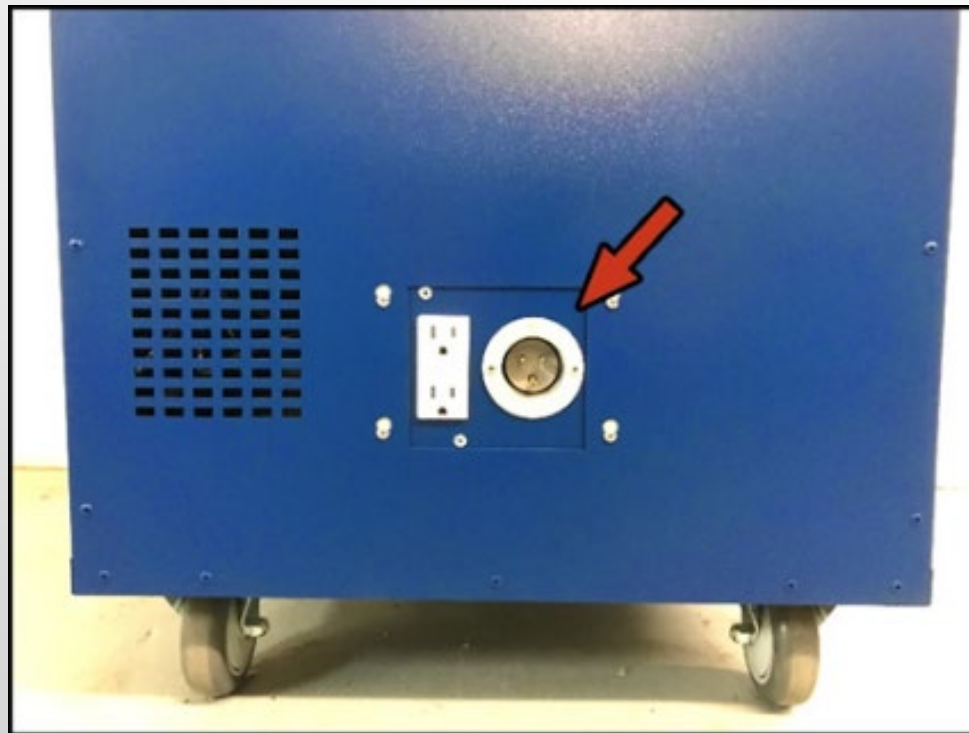
- Remove seals #1 and #3.
- Unlock and open the front blue cabinet door (#3).
- Retrieve the extension cable for the cabinet. The cable will have a yellow label.

DO NOT use a different extension cable unless instructed.



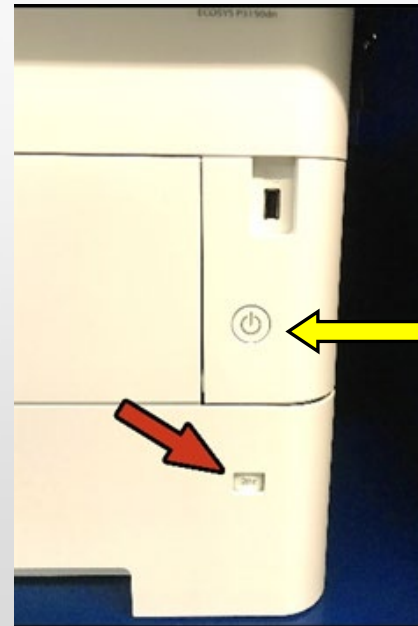
Opening Checklist – Step #33

- Plug in one end of the extension cable to the back of the blue cabinet and the other end into a wall outlet.
- The Poll Print Poll Pad should turn on immediately.



Opening Checklist – Step #34

- Check to make sure that the paper tray is roughly half full.
- DO NOT over fill the paper tray.
- Ensure that the paper type is set to “other”.
- If printer is not on, turn it on by pressing the power button on the right.



Opening Checklist – Step #35

- Open the small door that is located on top of the blue cabinet (Door #1).
- Use the stand lock arm located on the top of the blue cabinet and lock it down on the L bracket.
- Open printer output tray extension.



Opening Checklist – Step #36

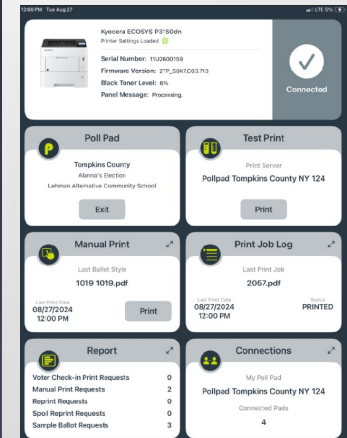
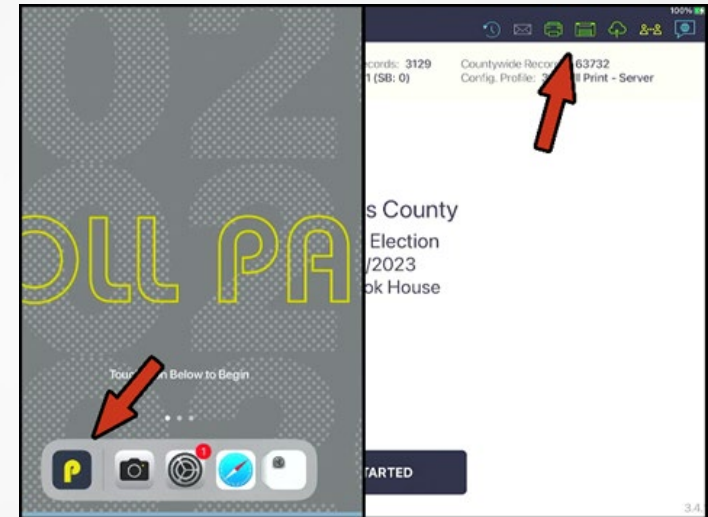
If the Poll Print Poll Pad has not turned on:

- Turn on the Poll Print Poll Pad by holding down the power button until the Apple logo appears.
- The power button is on the top right corner of the rim of the pad.
- Close the front door (#3).



Opening Checklist – Step #37

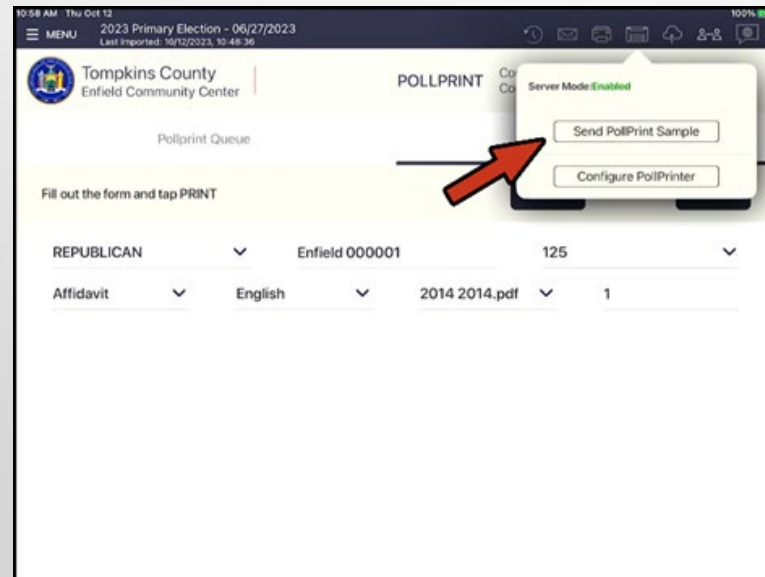
- Launch the Poll Pad application by clicking on the “P” icon.
- Click on the menu button located in the top left-hand corner of the Poll Print Pad to get to the radial menu.
- Select Poll Print in the radial menu to enter the Poll Print queue screen.
- This allows you to see what is printing and allows you print a ballot manually if necessary.
- Once launched, ensure that the status icons of the printers are green.
- It is okay that the cloud icon is red on the Poll Print Pad as it does not synchronize on Election Day.



Opening Checklist – Step #38

On the Inspector **AND** PSM Poll Pads:

- Ensure the connectivity of the Poll Pads to the Poll Print Pad on the cabinet by clicking on the printer icon next to the cloud icon and clicking, “Send Poll Print Sample”.
- There will be a delay between clicking “Send Poll Print Sample” and the actual print. Do not continue selecting “Send Poll print Sample”. Wait until one Poll Pad has completed the process before having the next Poll Pad begins the process.
- Do this with all Inspector and PSM Poll Pads to make sure they are connected to the Poll Print Pad on the cabinet.



Opening Checklist – Step #39

Assemble the Poll Pad by following these steps:

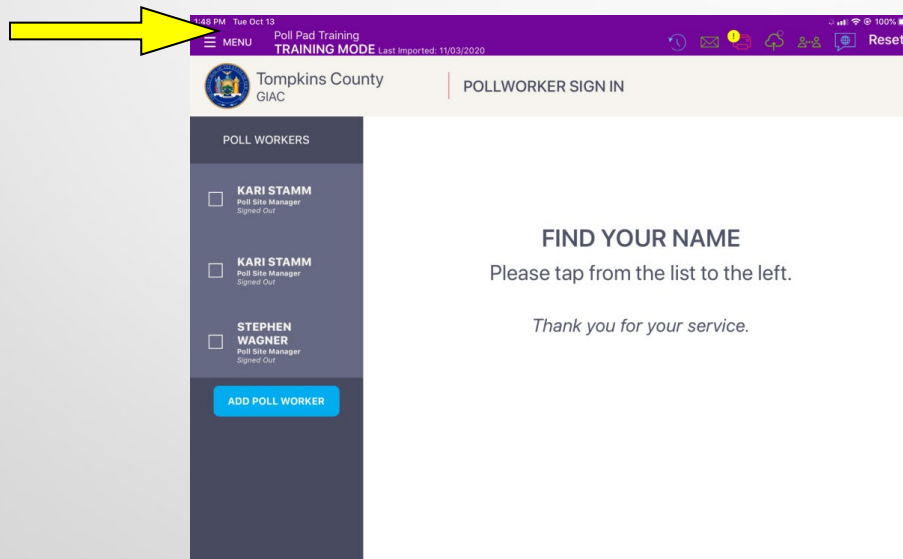
1. Verify that the numbers on the Poll Pad, the printer and the case match.
2. Remove the contents of the case starting with the Poll Pad.
3. Plug in and turn on the printer.
4. Attach the Poll Pad to the stand arm.
5. Place the stand arm (with the Poll Pad attached) into the base.
6. Attach ID tray to the back of the Poll Pad.
7. Place one stylus in the ID tray.
8. Plug in the Poll Pad.
9. Power on the Poll Pad.
10. Launch the Poll Pad application.
11. Verify the Poll Pad is in the correct location

Opening Checklist – Step #39 (continued)

Sign In on the Poll Pad

- Sign in on any Poll Pad. (Preferably all poll workers sign in on one Poll Pad.)

Push the MENU icon; select “Pollworkers”. All poll workers should use this screen to sign in and take the Oath of Office.



You are now ready to receive voters. It's 6:00 am and the polls are now open!

Reminders

Don't forget to sign the back of the Security Seal Report.

The Poll Opening Bag is now the Affidavit Ballot Bag.

Inside the **Affidavit Ballot Bag** is one plastic pouch for each Election District/Village. Inside each pouch are Affidavit Ballots and Affidavit Ballot envelopes.

Confirm the Affidavit Ballots are the correct ones for your Election District/Village.

Place the **Affidavit Ballot Bag** in a secure area where you can access it during voting hours.

Sign in on the same poll pad the Inspectors signed in on.

Emergency Procedures

- Call us about any situation that you feel may necessitate moving the poll site as soon as it is safe to do so.
- After conferring with the Board of Elections and emergency services, if necessary, determine if you are able to move all the equipment and materials to another room in the building.
- IF THE POLL SITE MUST BE VACATED the Poll Site Managers must ascertain that everyone exits the site safely.
- Remember that emergencies can include an unsafe (e.g., burst pipes, power outages, gas leaks, etc.) or uncomfortable working area.
- Let us know immediately if any voter or other person is abusive or threatening. Try to get the person to talk to us on the phone. If they are unwilling to talk to us and you cannot resolve the situation, CALL 911.
- Let us know if you notice anything that makes you feel unsafe or would make the poll site unsafe for voters.

Poll Watchers

Poll Watchers must present a Poll Watcher Certificate to each election district upon arrival 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 the 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.

<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 style="text-align: center;">_____ <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.

A Candidate Cannot Serve as a Poll Watcher

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 the voter to insert their ballot face down into the scanner to help ensure their vote is private.
- All the yellow 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. In general:

- 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.
- The topics of hearing impairments, mobility, visual, cognitive disabilities, and service animals are covered in depth in both the Poll Site Manager and Inspector manuals.

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

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

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

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

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.

Primary Elections

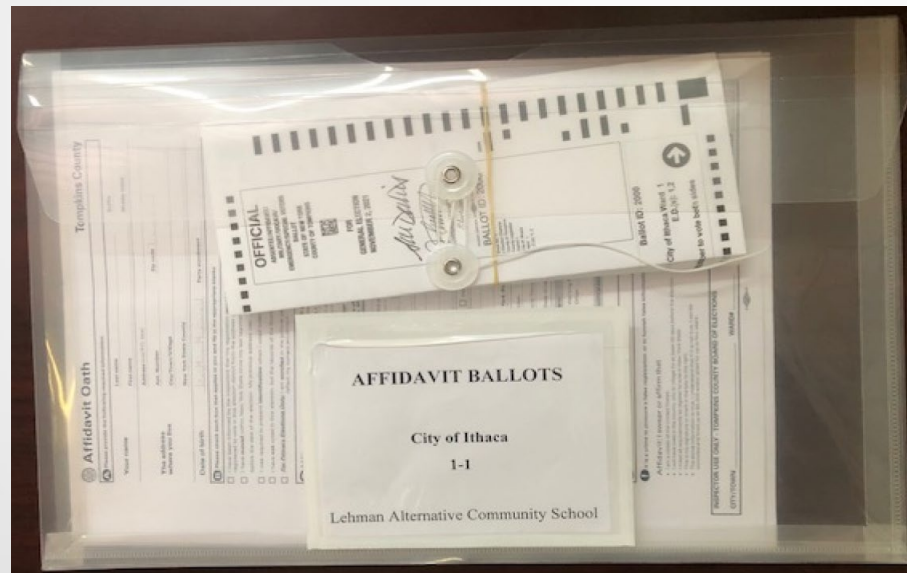
- When signing in voters on the Poll Pad it is helpful to remember the following: In a Primary Election, the voter must be enrolled in the party that is having a Primary Election in order to be eligible to vote.
- If the voter believes our record of their party enrollment is wrong:
 - If they have not 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.

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.**

Affidavit Voters and the PSM Poll Pad

You have a clear plastic sleeve containing Affidavit Ballots and envelopes for each Election District at your poll site. The sleeves will be inside the Poll Opening/Affidavit Ballot Bag.



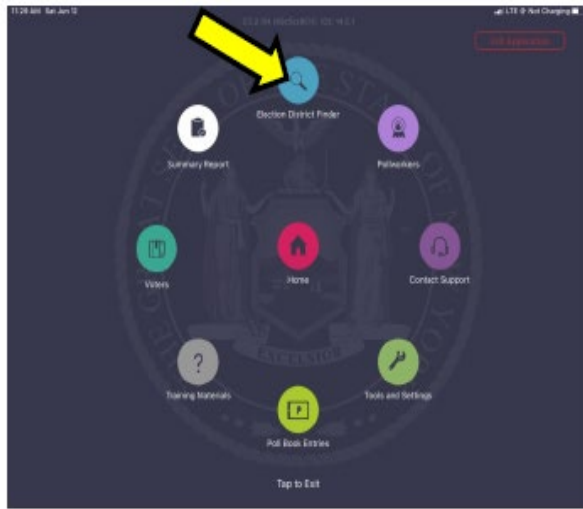
The most important thing you need to determine before you issue a voter an Affidavit Ballot:

Is the Voter in the correct poll site?

Affidavit Voters and the PSM Poll Pad

Use the Election District Finder to:

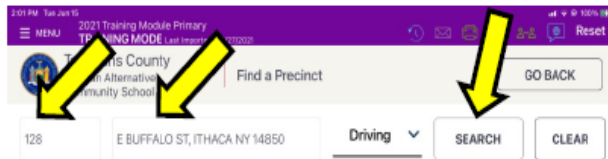
1



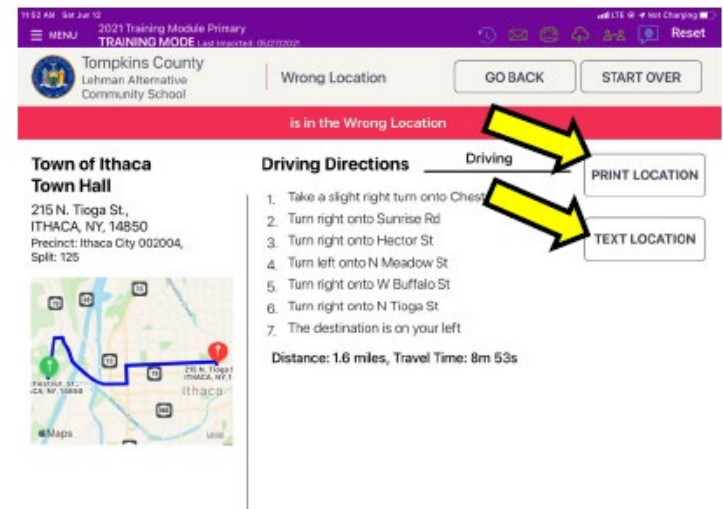
Determine and guide a voter to their correct Poll Site:

1. Hit the “Election District Finder” icon.
2. Enter the voter’s current address and hit “Search”.
3. Either print or text directions for the voter to guide them to the correct poll site.

2



3



Notice to Voters

- If the voter is in the correct polling place, the voter is eligible to vote by Affidavit Ballot.
- Before you give the voter an Affidavit Ballot, you should show them the Notice to Voters.
- The Notice to Voters explains to the voter their options for voting:
 - Vote by Affidavit Ballot
 - Seek a Court Order that will allow the voter to vote on the voting machine. Contact the BoE if the voter chooses this option.

NOTICE TO VOTERS



Affidavit and Court Order Voting Instructions

Election Law Section 8-302-3a & 8-303

Why am I getting this notice?

- | | |
|---|---|
| <input type="checkbox"/> We have no record of your registration. Complete sections A through D on the affidavit envelope. | <input type="checkbox"/> You are an inactive voter because you have moved within your city or county and did not report this change. Remember to write your new address in Section A of the affidavit envelope. |
| <input type="checkbox"/> You did not present ID today. You must provide acceptable ID to your Board of Elections. | <input type="checkbox"/> The poll book does not correctly reflect your party enrollment. |
| <input type="checkbox"/> Our records show that you have already voted in this election. | <input type="checkbox"/> Our records show that you have been issued an absentee ballot. You can only vote by affidavit ballot today. |

What are my options to vote today?

If you received this form because you have been issued an absentee ballot, you can only vote by affidavit ballot. All other voters who received this form can vote by affidavit ballot or by court order.

What is affidavit voting?

Affidavit voting is a secure way to vote when there is some issue with you voting a regular ballot. This process allows you to cast a ballot today.

How to vote an affidavit ballot

1. Take your Affidavit Ballot and Envelope to the Privacy Booth or Ballot Marking Device.
2. Fill out all of the required information in Sections A-D on the Affidavit Ballot Oath Envelope.
3. Mark your ballot.
4. Seal your voted ballot inside the Affidavit Ballot Oath Envelope. Remember to sign in section D.
5. Return your sealed Affidavit Ballot Oath Envelope to the poll worker.

What happens to my affidavit ballot after I vote? Your voted affidavit ballot goes to the Tompkins County Board of Elections. They will check their records and determine whether you are eligible to vote. If they find that you are eligible to vote, your ballot will be counted before the election is made final. If they determine that you are not eligible to vote, they will not count the ballot and you will receive notice in the mail telling you why.

Why am I an inactive voter?

You might be an inactive voter because the Tompkins County Board of Elections believes that you no longer live at your registration address. When you cast an affidavit ballot, you will be restored to active status and your ballot will be counted.

What is court order voting?

If you don't want to vote using an affidavit ballot, you can apply for a court order directing the Election Inspectors to allow you to vote using a regular ballot. To apply to vote by court order, you must contact the Tompkins County Board of Elections by calling (607) 274-5522.

What happens next?

You may contact the Tompkins County Board of Elections using the information below to determine whether the vote was counted. If the Board of Elections determines that your ballot is ineligible to be counted, they will notify you by mail the reason why it was not counted.

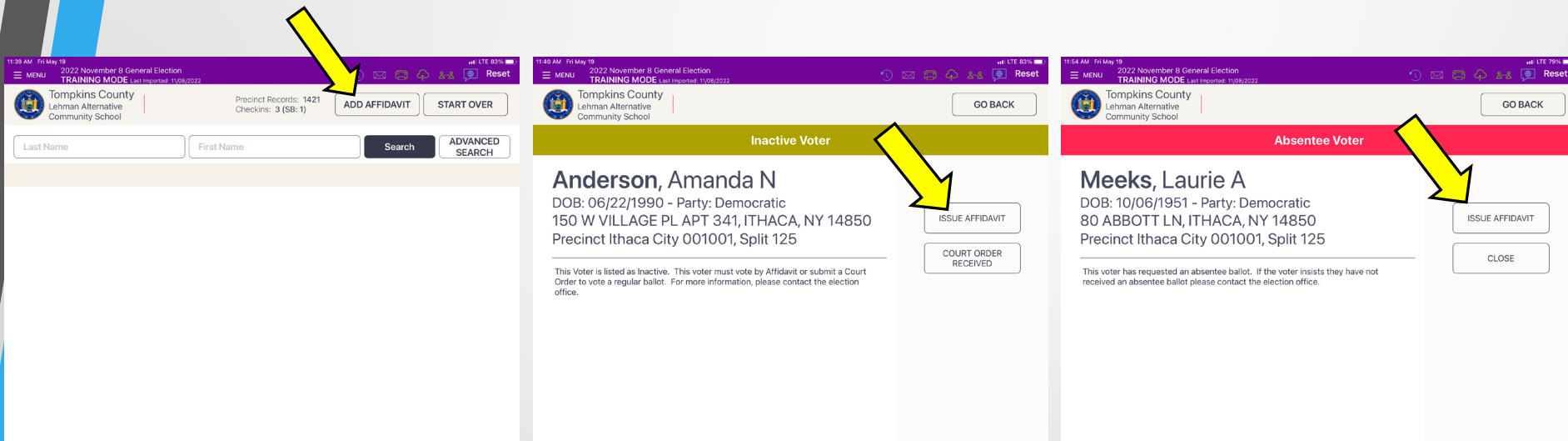
Tompkins County Board of Elections | (607) 274-5522 | www.votetompkins.com

F:\Elections\Masters\Notice to Voters Rev 04-2022.docx

Affidavit Voters and the PSM Poll Pad

The first step in adding an Affidavit Voter to the Poll Pad is to indicate by hitting a button on the screen that will begin the process of adding the voter.

Below are three common examples displaying the button that can begin the process.

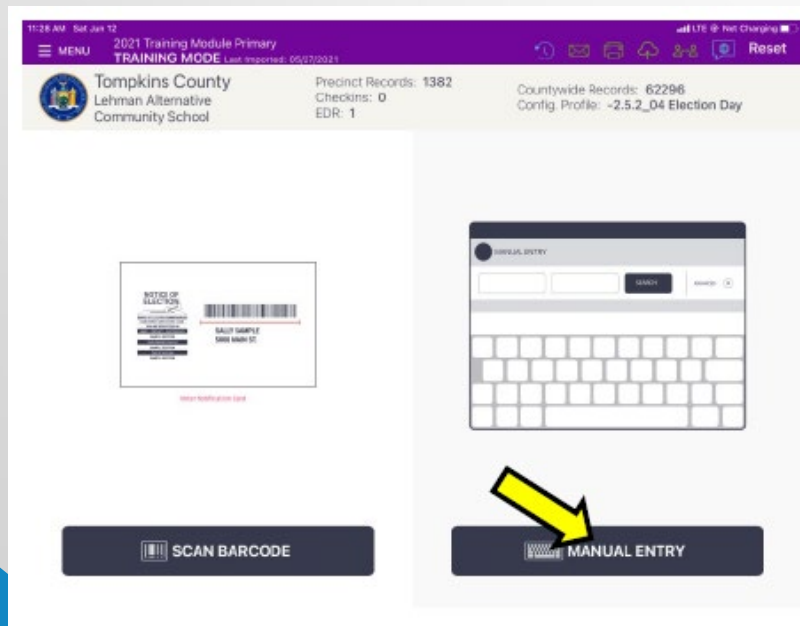


When you need to add an Affidavit voter the “Add Affidavit” button is not always available.

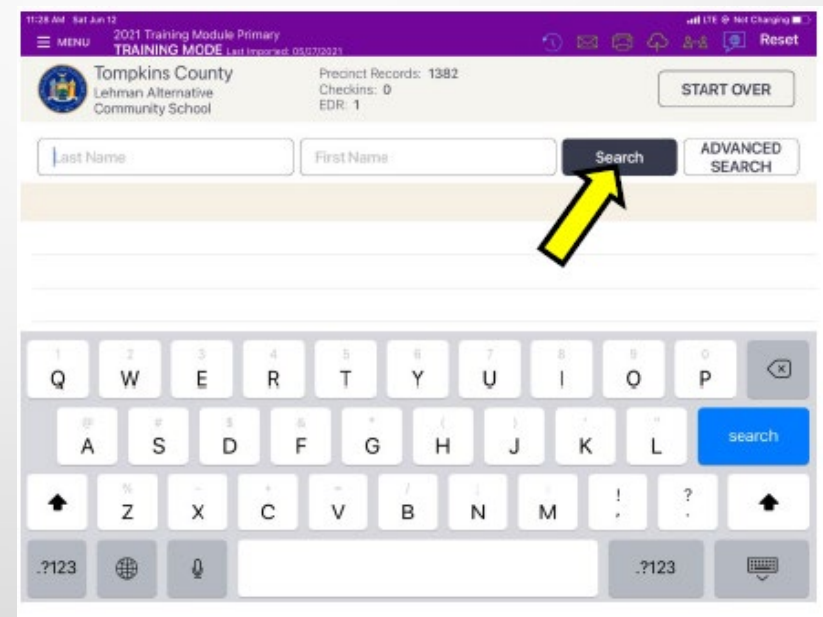
Affidavit Voters and the PSM Poll Pad

If the “**Add Affidavit**” button is not available, access it by going to the start screen (1) and hit the “Manual Entry” tab. When the next screen (2) appears, do not enter any information for the Last Name or First Name. Just hit the “**Search**” button.

1



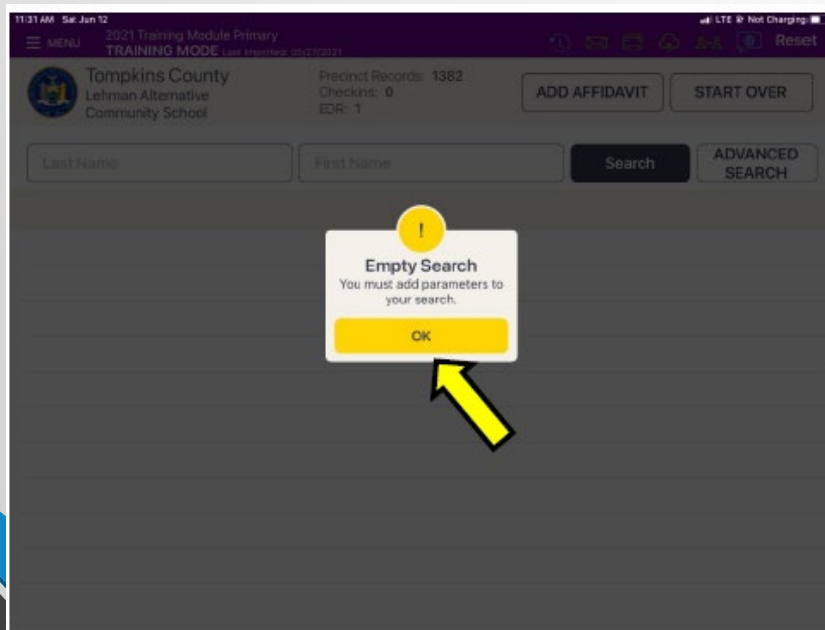
2



Affidavit Voters and the PSM Poll Pad

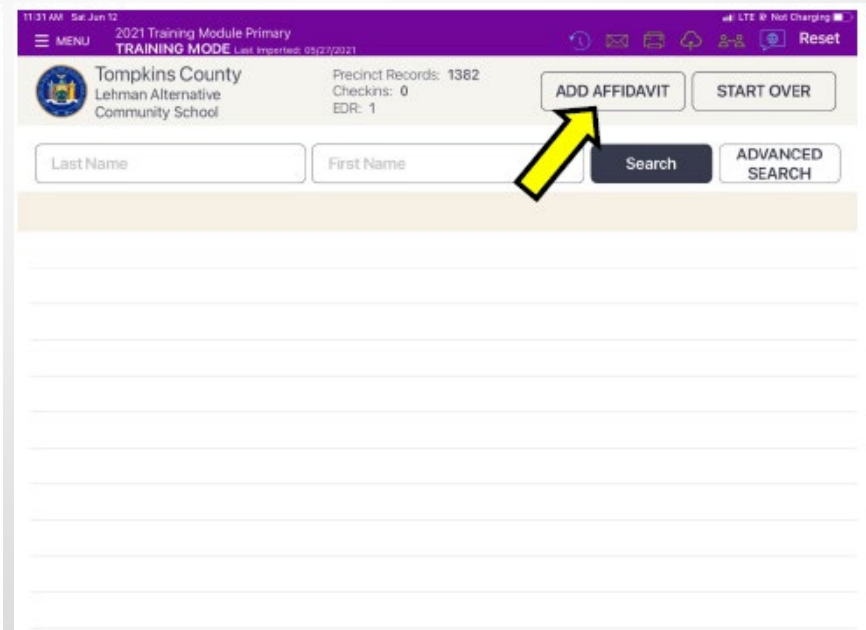
When you hit the button that says “Search” the following screen will appear. Hit “**OK**”.

3



On screen below you start the process of adding an affidavit voter. Hit “**Add Affidavit.**”

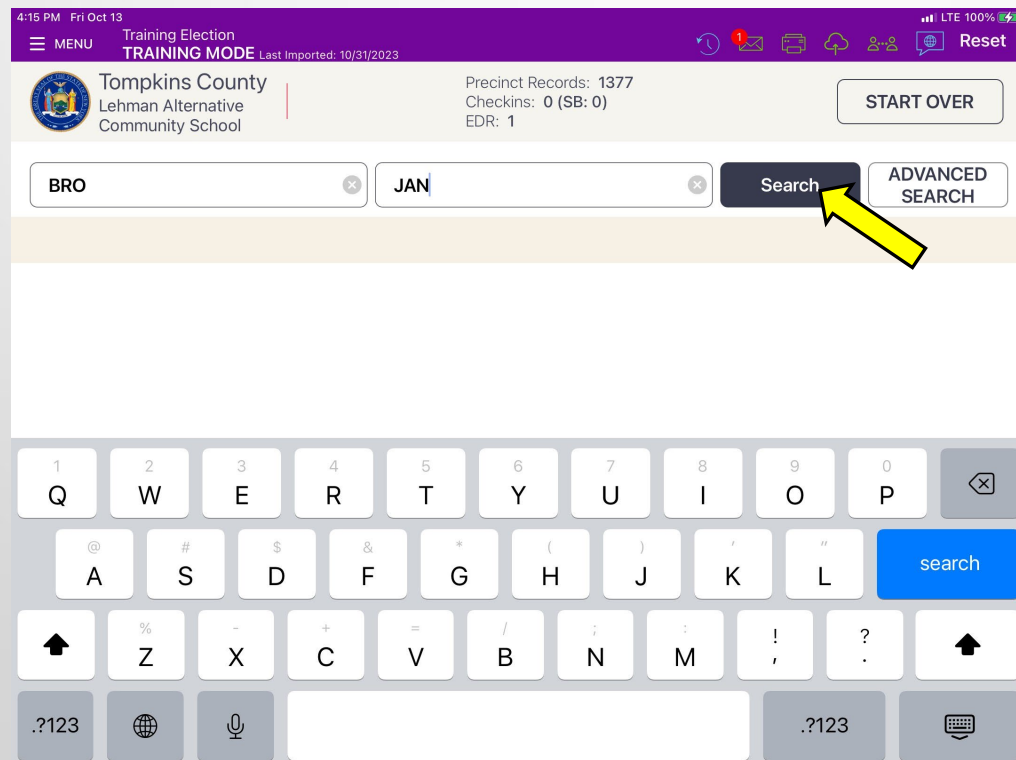
4



Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved

Scenario #1 (Inactive Voter Who Has Not Moved): The Inspectors have referred voter **Janet Brown** to you. To bring up the voter's record enter the first three letters of the voter's last name and the first three letters of their first name and hit "Search".



Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved

The screenshot shows the PSM Poll Pad interface for Tompkins County, Lehman Alternative Community School. The search criteria are set to 'BRO' and 'JAN'. The search results show three entries:

Name	Address	Party	Precinct	Status
Brown, Janet L.	920 HECTOR ST, ITHACA, NY 14850	Democratic	Lehman Alternative Community School Precinct: Ithaca City 001001 Split 125	Inactive
Brophy, Jane P	18 ROCHESTER ST, DRYDEN, NY 13053	Democratic	Dryden Fire Station Precinct: Dryden 000006 Split 125	Wrong Location
Brown, Janice M	7 KIMBERLY DR, DRYDEN, NY 13053	Democratic	Dryden Fire Station Precinct: Dryden 000009 Split 125	Wrong Location

A yellow arrow points to the 'Inactive' status of Janet L. Brown.

Our records show that Janet is in “Inactive” status.

Press anywhere in the yellow area to bring up more information.

For all the examples in this presentation the Lehman Alternative Community School (LACS) is the correct poll site.

Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved

4:15 PM Fri Oct 13
MENU Training Election
TRAINING MODE Last Imported: 10/31/2023
Reset

Tompkins County
Lehman Alternative
Community School
GO BACK

Inactive Voter

Brown, Janet L
[REDACTED] Party: Democratic
920 HECTOR ST, ITHACA, NY 14850
Precinct Ithaca City 001001, Split 125

This Voter is listed as Inactive. This voter must vote by Affidavit or submit a Court Order to vote a regular ballot. For more information, please contact the election office.

ISSUE AFFIDAVIT
COURT ORDER RECEIVED

The voter's record shows that they have not moved.

Janet still lives at the location listed in the Poll Pad.

She can either go to a judge to seek a Court Order or she can vote by Affidavit Ballot.

In this case you can hit the button that says "Issue Affidavit".

Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved

4:15 PM Fri Oct 13 Training Election
TRAINING MODE Last Imported: 10/31/2023

Tompkins County
Lehman Alternative
Community School

VOTER CONFIRMATION GO BACK ACCEPT

AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT

Verify voter information and tap accept to continue

SPEAK Janet L Brown

920 HECTOR ST, ITHACA, NY 14850

Voter ID:	Status:	Party:	Precinct:	Split:	Reg. Date:
201702	Inactive	Democratic	Ithaca City 001001	125	1988-09-22

Affidavit Edit Administer Oath

Verify that the information on this screen is correct. Press the button that says “Accept”.

Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved

4:16 PM Fri Oct 13 Training Election
MENU **TRAINING MODE** Last Imported: 10/31/2023 [Clock] [Envelope] [Printer] [Recycle] [Users] [Globe] Reset

Tompkins County
Lehman Alternative
Community School

POLL WORKER CONFIRMATION [START OVER] [SUBMIT]

AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT

CONFIRM THE VOTER'S INFORMATION

Janet L Brown
920 HECTOR ST, ITHACA, NY 14850
Precinct: Ithaca City 001001 [Redacted]
Split: 125 Voter ID: 201702
Status: Inactive

Party: Democratic
Ballot Style: 2000

Assistance Oath

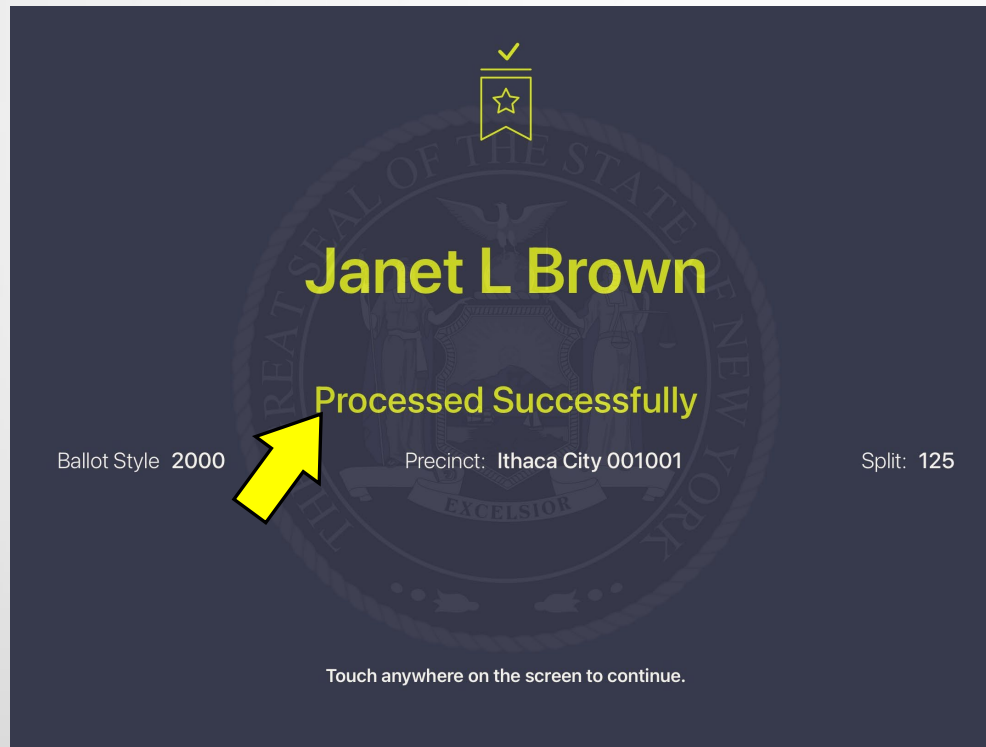
Initial

The poll worker writes their initials in the large square and presses the button that says “Submit”

Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved

The next screen shows Janet Brown has been “Processed Successfully”. Note the ballot style is different from that of a machine ballot.



Janet has successfully been added as an Affidavit Voter.

Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved

Printer produces a ticket with the voter's name and the Ballot style. Put the ticket in the clear Affidavit Ballot sleeve.



Give the voter an Affidavit Ballot envelope and correct Affidavit Ballot for their ED. Voter must complete all the requested information on the front of the envelope and sign their name. They will mark their choices on the Affidavit Ballot and put it in the envelope, seal it, and return it to you.

Affidavit Oath **Tompkins County**

Please provide the following required information

Your name
 Last name: _____ Suffix: _____
 First name: _____ Middle initial: _____

The address where you live
 Address (not P.O. box): _____
 Apt. Number: _____ Zip code: _____
 City/Town/Village: _____
 New York State County: _____ Party enrollment: _____

Date of birth _____ **Party enrollment** _____

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 in the election district from the address given above, and I remain a duly qualified voter in this 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.

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.

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.

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 are 18 years of age on or before the date 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): _____
 Email (optional): _____

The address where you receive mail
 Skip if same as above

Address or P.O. Box: _____ Zip code: _____
 P.O. Box: _____
 City/Town/Village: _____

Voting history

Have you voted before? Yes No What year? _____

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

Your name was: _____
 Your address was: _____
 Your previous state or New York State County was: _____

Identification
 You must make 1 selection

New York State DMV number: _____
 Last four digits of your Social Security number: x x x x
 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: _____
 Independent party Other: _____
 I do not want to enroll in any political party and wish to be an independent voter

No party

All voters must state and sign the oath below

Oath
 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 this district for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is the signature of the voter in the box for the signature.
- The above information to be furnished hereof is true and correct.
- The above information to be furnished hereof is true and correct.

Sign: _____ Date: _____

INSPECTOR USE ONLY - TOMPKINS COUNTY BOARD OF ELECTIONS

CITY/TOWN: _____ WARD#: _____ ED#: _____ INSPECTOR'S INITIALS: _____

OFFICIAL
 ABSENTEE/AFFIDAVIT/
 MILITARY/VOC/VIA/
 EMERGENCY/SPECIAL VOTERS
 BALLOT
 STATE OF NEW YORK
 COUNTY OF TOMPKINS

FOR
 GENERAL ELECTION
 NOVEMBER 2, 2021

Janet L. Brown
 Commissioners of
 Elections

PHONE NUMBER: _____ ACCESSIBLE BY
BALLOT ID: 2000

Sheet #: 1
 2 Election Districts
 County of Tompkins
 County Legislator
 District 1
 City of Ithaca
 Ward 1
 E.D.(s): 1, 2

Ballot ID: 2000

City of Ithaca Ward 1
 E.D.(s): 1, 2

per to vote both sides

→

Affidavit Voters and the PSM Poll Pad

Inactive Voter Who Has Not Moved

Affidavit Oath Tompkins County

Please provide the following required information

Your name: Last name SMITH Suffix _____
 First name JOHN Middle Initial Q

The address where you live: Address (not P.O. box) 216 SPEED HILL RD
 Apt. Number _____ Zip code 14817
 City/Town/Village BROOKTONDALE, NY 14817
 New York State County TOMPKINS

Date of birth 01/12/1945 Party enrollment DEMOCRATIC

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.

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.

Qualifications

A) Will you be 18 years of age or older on or before election day? Yes No
 B) Are you at least 18 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

The address where you receive mail: Address or P.O. Box _____ Zip code _____
 P.O. Box _____ City/Town/Village _____

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

Voting information that has changed: Your name was JOHN Q SMITH
 Your address was 128 E BUFFALO ST., ITHACA, NY 14850
 Your previous state or New York State County was TOMPKINS

Identification: 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: I wish to enroll in a political party.
 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

All voters must date and sign the oath below

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

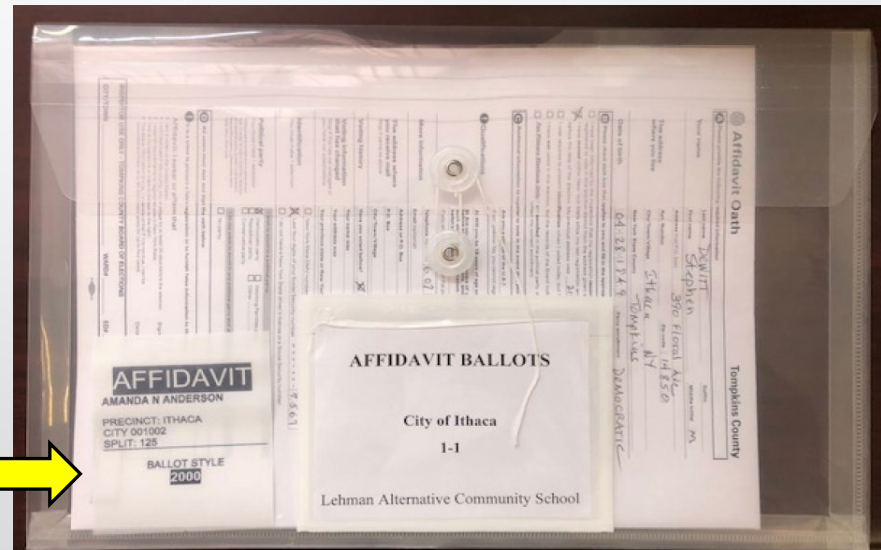
Affidavit: I swear or affirm that
 • I am a citizen of the United States.
 • I will have lived in the county, city or village for at least 30 days before the election.
 • I meet all requirements to register to vote in New York State.
 • This is my signature or mark in the box to the right.
 • The above information is true. I understand that if it is not true, I can be convicted 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 en

Both PSMs now check to verify the voter has completed the envelope and have sealed their ballot inside the envelope. Write in the required information at the bottom of the envelope and both PSMs should initial it.

Place the Affidavit Ballot envelope and the printer ticket inside the clear plastic sleeve for your Election District.



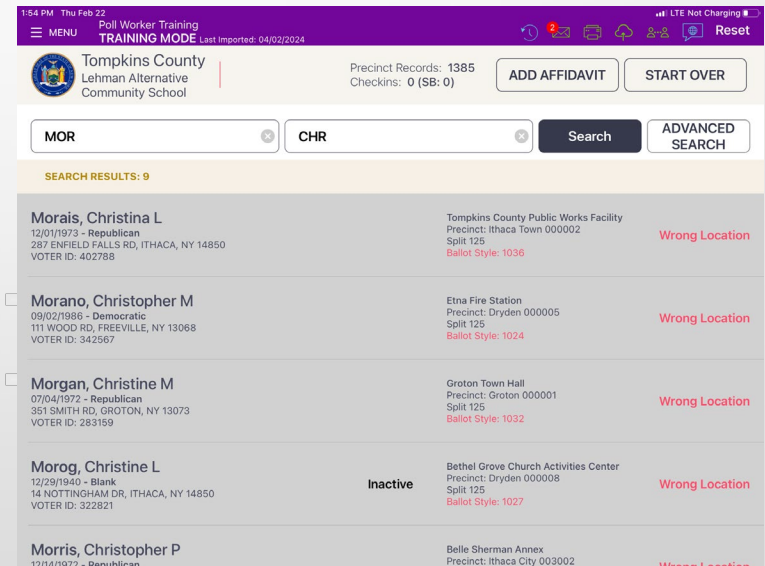
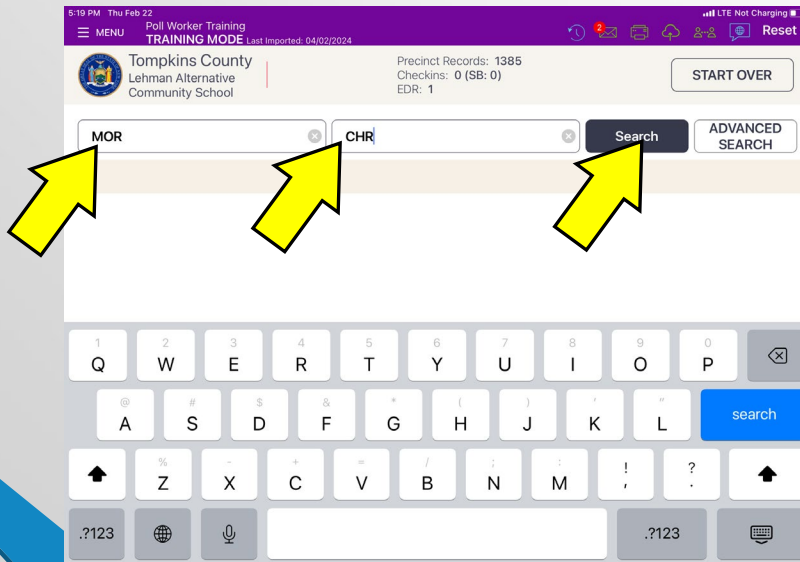
Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

Scenario #2: Active voter who has moved: **Christopher Morano** has moved to 155 Chestnut Street. We need to see if the voter is in the correct poll site to vote. The following process is also used for Inactive Voters who have moved.

Enter the first three letters of the voter's last and first name and hit "Search".

Christopher is listed as a Democrat registered to vote at a previous address.

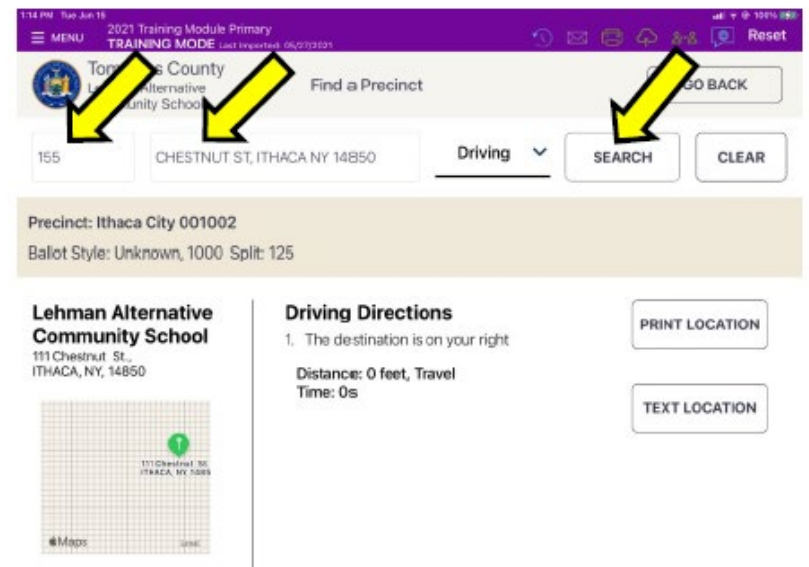
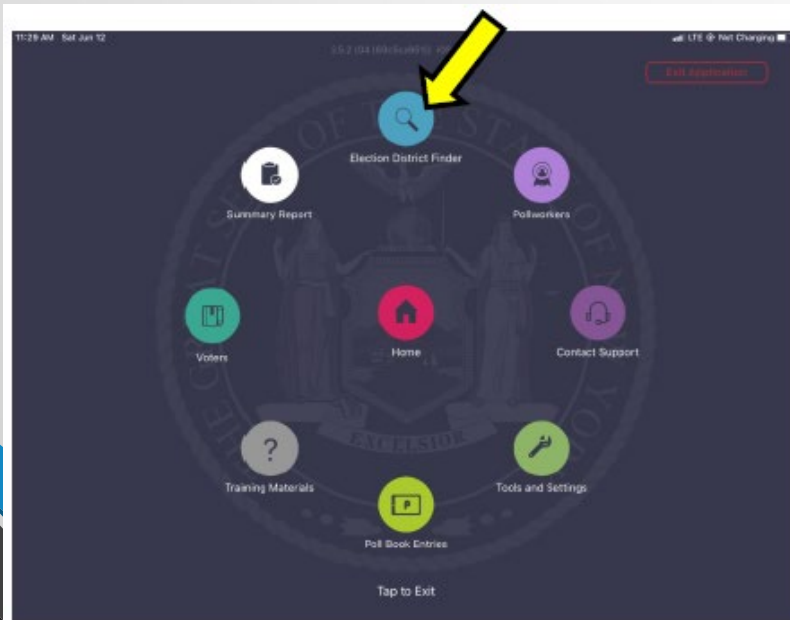


Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

You need to determine if Christopher is **in the correct poll site**. Hit the “Menu” icon in the upper left hand corner of the screen. When the screen below appears, hit the “Election District Finder” icon.

Enter Christopher’s new address and hit “Search”. The results shows that LACS is where he should vote. Christopher is in the correct poll site. Now enter Christopher into the Poll Pad as an Affidavit voter.



Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

There is no button that allows you to enter an Affidavit Voter. In this case you can add Christopher as an Affidavit Voter by (1) hitting “Manual Entry”; (2) then hit “Search” without entering anything into the search field; (3) then hit “OK” in the notice of “Empty Search”; and (4) hit “ADD AFFIDAVIT” on the resulting screen.

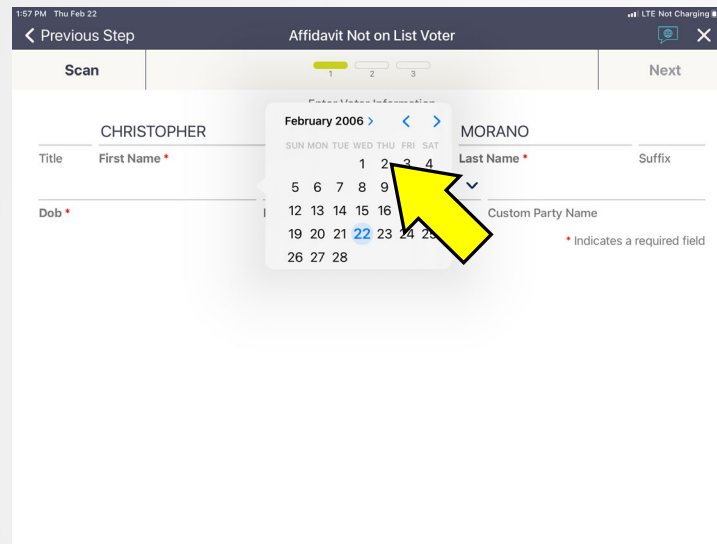
1

2

3

4

Entering DOB on the Poll Pad



The screen that appears asks for First Name, Last Name, Party and DOB. Entering the DOB can be tricky. Entering DOB – Step #1: Christopher’s birthday is September 2, 1986. Place your cursor in the line for DOB. A calendar will pop up with today’s date highlighted.

Press the number “2” on the calendar as that is the day of the month for Christopher’s DOB.

Entering DOB on the Poll Pad

The screenshot shows a mobile application interface for entering a date of birth (DOB). The screen is titled "Affidavit Not on List Voter" and has a progress indicator at the top with three steps, the second of which is highlighted. The form contains the following fields:

- First Name ***: CHRISTOPHER
- Last Name ***: MORANO
- DOB ***: 09/02/2005

A date picker is open, showing the month "September 2005" and a calendar grid. A yellow arrow points to the date "02" in the calendar. The screen also has "Previous Step" and "Next" buttons, and a progress indicator at the top.

Entering DOB – Step #2: This screen will appear. The DOB is now 09/02/2005. Only the day of the month is correct. To make the Month and Year correct press “September 2005.”

Entering DOB on the Poll Pad

2:01 PM Thu Feb 22 LTE Not Charging

< Previous Step Affidavit Not on List Voter [Globe] [X]

Scan 1 2 3 Next

CHRISTOPHER MORANO

Title First Name * Last Name * Suffix

09/02/1986

Dob * Custom Party Name

* Indicates a required field

September 1986

June 1983

July 1984

August 1985

September 1986

October 1987

November 1988

December 1989

Entering DOB – Step #3: Scroll the year back to 1986.

Entering DOB on the Poll Pad

The screenshot shows a mobile application interface for entering voter information. The title bar at the top reads "Affidavit Not on List Voter" and includes a "Previous Step" button on the left and a "Next" button on the right. Below the title bar is a progress indicator with three steps, the first of which is highlighted in yellow. The main form area is divided into two columns. The left column contains the following fields: "Title" (empty), "First Name *" (CHRISTOPHER), "Dob *" (09/02/1986), and "Last Name *" (MORANO). The right column contains the following fields: "Suffix" (empty), "Custom Party Name" (empty), and a note "* Indicates a required field". A date picker is open over the "Dob" field, showing a scrollable list of months and years. The current selection is "September 1986". A yellow arrow points to the date picker.

Month	Year
June	1983
July	1984
August	1985
September	1986
October	1987
November	1988
December	1989

Entering DOB – Step #4: Once you scroll back the month and year, your screen should look like this. Press any where on the screen and the scroll box will disappear and the correct DOB for Christopher Morano will appear.

Entering DOB on the Poll Pad

2:02 PM Thu Feb 22 LTE Not Charging

< Previous Step Affidavit Not on List Voter

Scan 1 2 3 Next

Enter Voter Information

Title	CHRISTOPHER	M	MORANO	Suffix
First Name *		Middle Name	Last Name *	
Dob *	09/02/1986	Party *	Democratic	Custom Party Name

* Indicates a required field

The DOB has been successfully entered.

Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

Once you have entered the “First Name”, “Last Name”, “DOB”, and “Party”, press “Next”.

2:02 PM Thu Feb 22 LTE Not Charging

< Previous Step Affidavit Not on List Voter

Scan 1 2 3 Next

Enter Voter Information

Title	CHRISTOPHER	M	MORANO	Suffix
First Name *		Middle Name	Last Name *	
09/02/1986		Democratic	▼	
Dob *		Party *	Custom Party Name	

* Indicates a required field

Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

Enter his new address and hit “Next”.

Ask Christopher to confirm the new information and hit “Submit”.

2:02 PM Thu Feb 22

< Previous Step

Voter Address

Address Type

1 2 3

Next

155 CHESTNUT ST

House # * Suffix Pre Direction Street Name * Street Type Post Direction

ITHACA NY 14850

Unit Type Unit Number City State Zip

CLEAR FORM

Same Mailing Address YES NO

* Indicates a required field

2:02 PM Thu Feb 22

< Previous Step

Voter Signature of Confirmation

1 2 3

Submit

AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT

Please ask the voter to confirm his/her information

CHRISTOPHER M MORANO

09/02/1986 Democratic

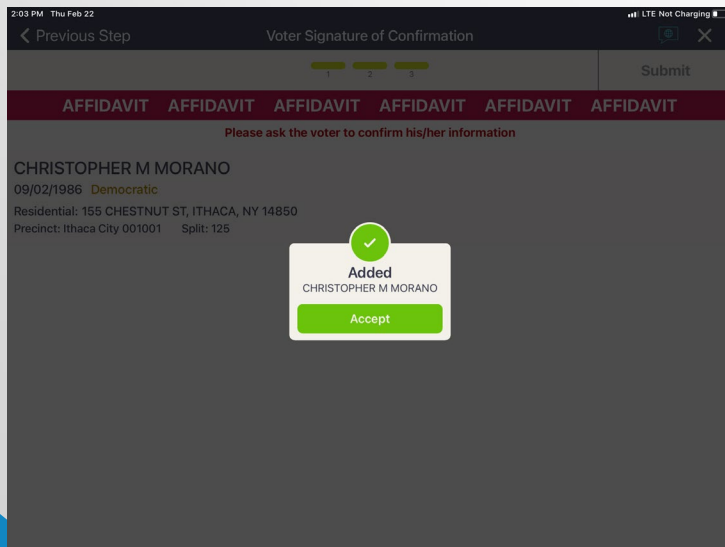
Residential: 155 CHESTNUT ST, ITHACA, NY 14850

Precinct: Ithaca City 001001 Split: 125

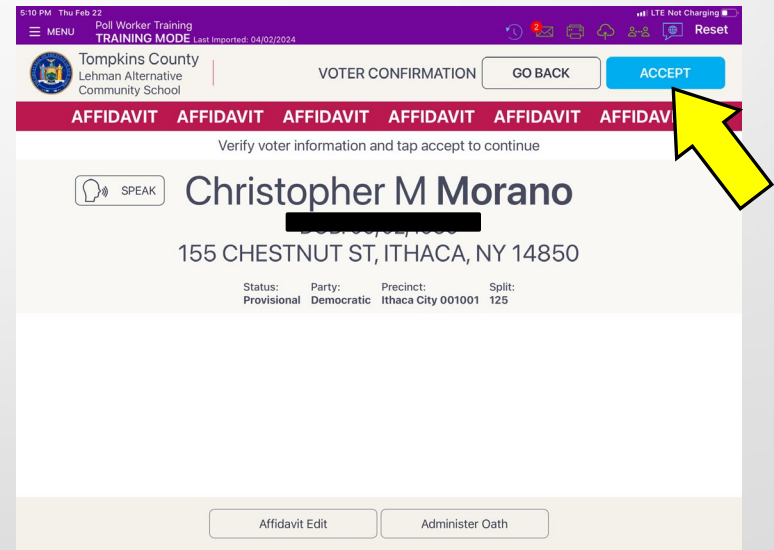
Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

The next screen indicates that Christopher has been added to the list of Affidavit voters. Hit “Accept”.



Verify the voter information and hit “Accept” to continue.



Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

After you confirm the voter's information, write your initials in the square box and hit "Submit".

The screenshot shows a mobile application interface for a poll worker. At the top, the status bar displays the time (5:10 PM), date (Thu Feb 22), and battery level (LTE Not Charging). The app header includes a menu icon, the text "Poll Worker Training TRAINING MODE Last Imported: 04/02/2024", and a "Reset" button. Below the header, the "Tompkins County" logo and name are displayed, along with "Lehman Alternative Community School". The main title is "POLL WORKER CONFIRMATION" with "START OVER" and "SUBMIT" buttons. A red banner contains the word "AFFIDAVIT" repeated six times. Below this, the instruction "CONFIRM THE VOTER'S INFORMATION" is shown. The voter's details are: Christopher M Morano, 155 CHESTNUT ST, ITHACA, NY 14850, Precinct: Ithaca City 001001, Split: 125, Status: Provisional. Party: Democratic, Ballot Style: 2000. There are two signature boxes: "Signature on File" with a "REFRESH" button, and "Signature on Election Day". An "Assistance Oath" checkbox is present. A signature box labeled "Initial" contains the handwritten initials "AM" and is highlighted with a yellow arrow.

5:10 PM Thu Feb 22
Poll Worker Training
TRAINING MODE Last Imported: 04/02/2024
Reset

Tompkins County
Lehman Alternative
Community School

POLL WORKER CONFIRMATION START OVER SUBMIT

AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT

CONFIRM THE VOTER'S INFORMATION

Christopher M Morano
155 CHESTNUT ST, ITHACA, NY 14850
Precinct: Ithaca City 001001
Split: 125
Status: Provisional

Party: Democratic
Ballot Style: 2000

Signature on File
Signature on Election Day

Assistance Oath

Initial

Affidavit Voters and the PSM Poll Pad

Active (or Inactive) Voter Who Has Moved

The next screen indicates Christopher Morano has been “Processed Successfully”. The printer prints a ticket confirming this information. You then give the voter an Affidavit Ballot and envelope.



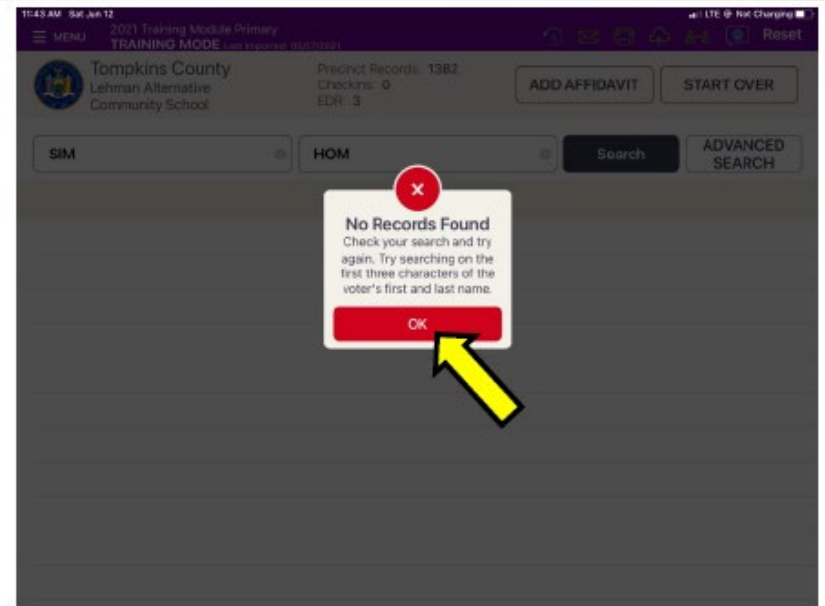
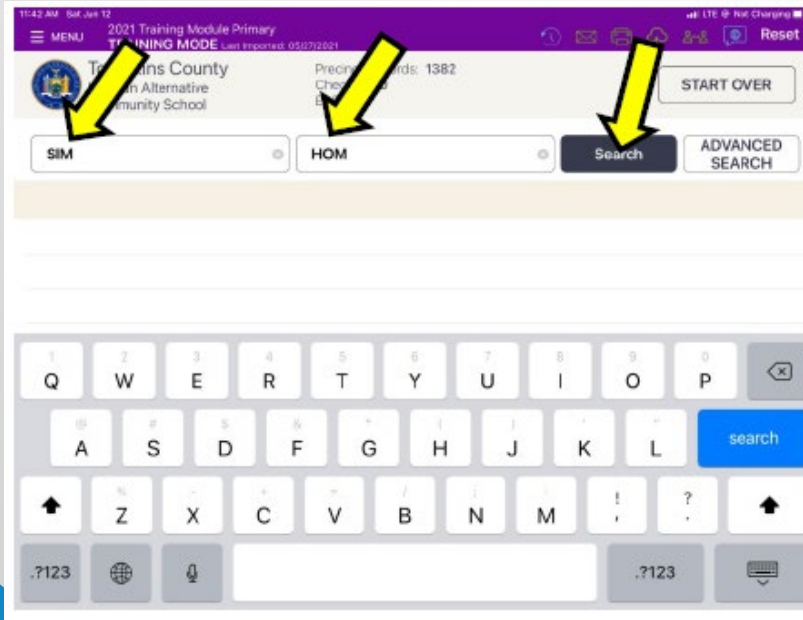
Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

Scenario #3 (Voter's Name is Not in the Poll Pad”: 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”.

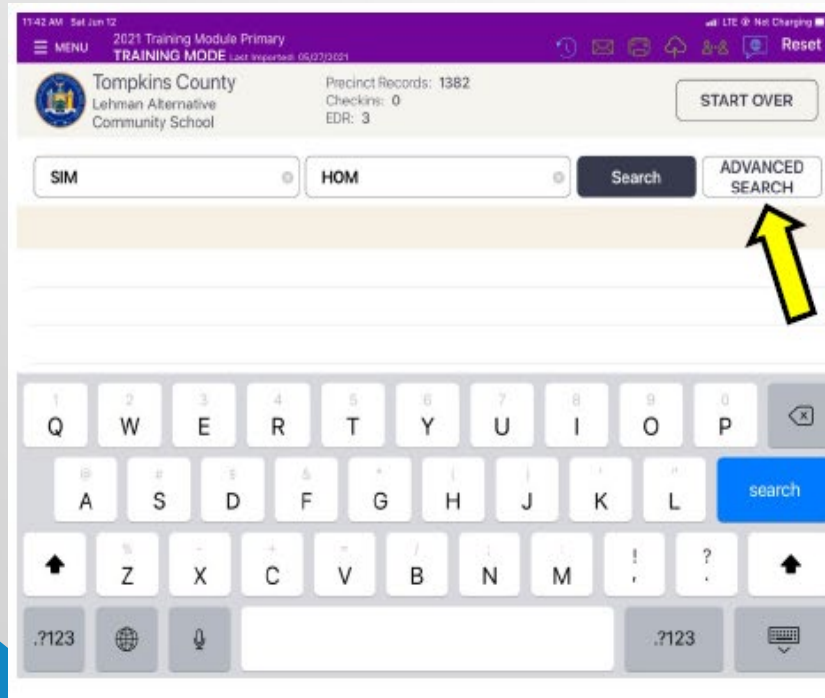
When the “No Records Found” notification appears hit “OK”.



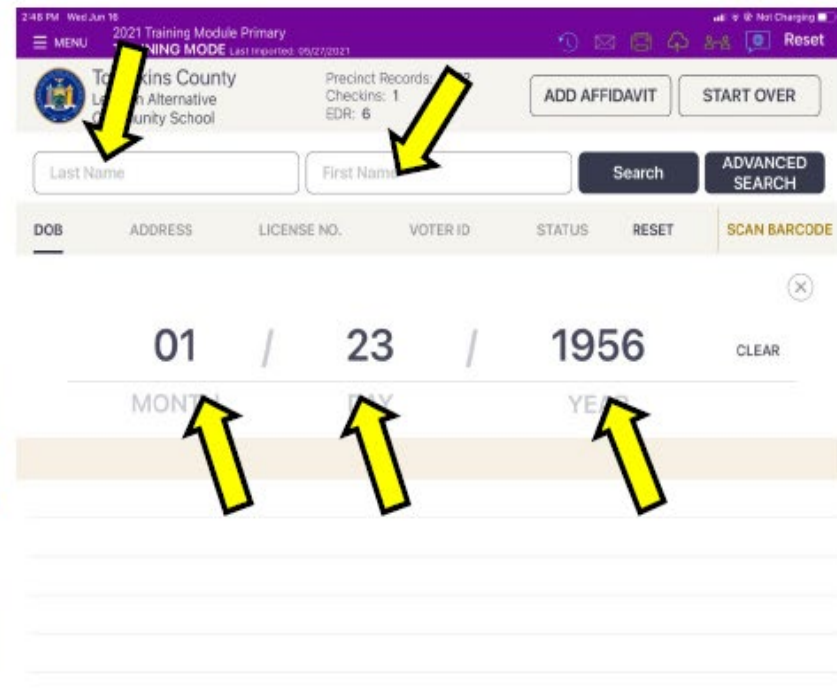
Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

After hitting “OK” on the previous screen, this screen appears. Hit “ADVANCED 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”.

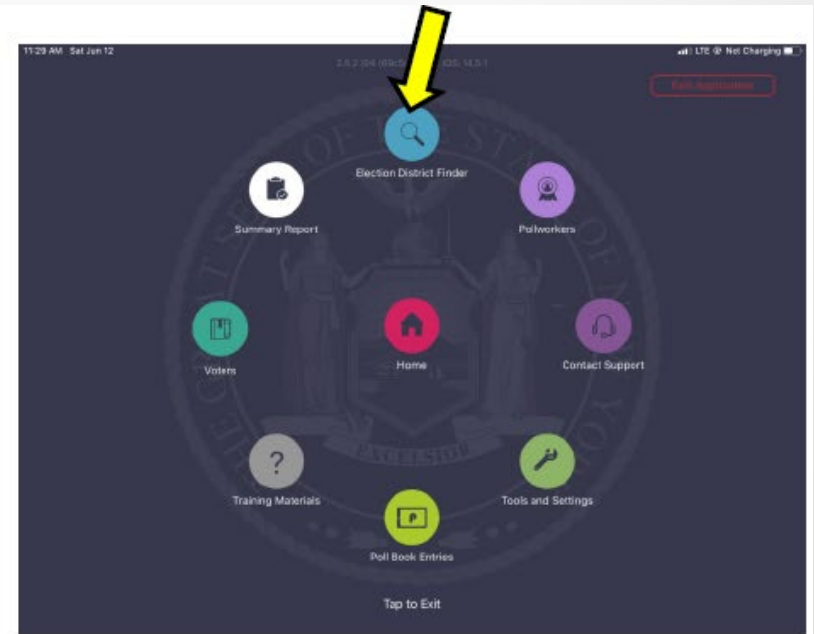
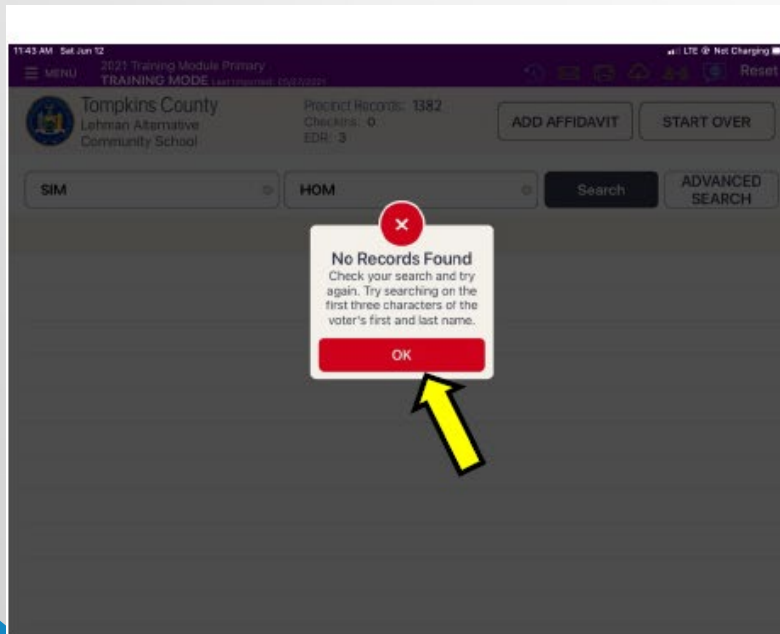


Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

When the “No Records Found” notification appears, hit “OK”. You will need to confirm Homer is **in the correct poll site**.

Hit the “Menu” icon in the upper left hand corner of the screen. Then hit the “Election District Finder” icon.

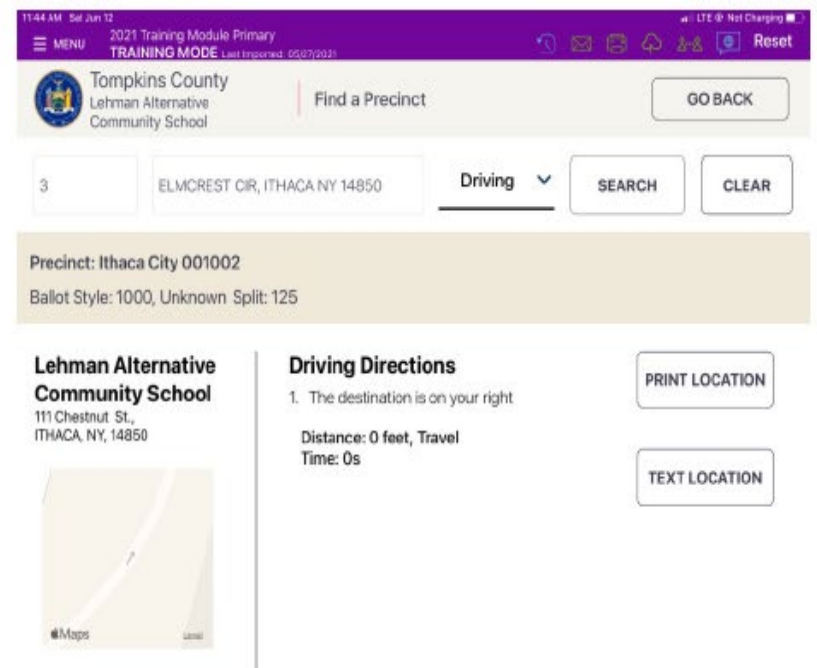
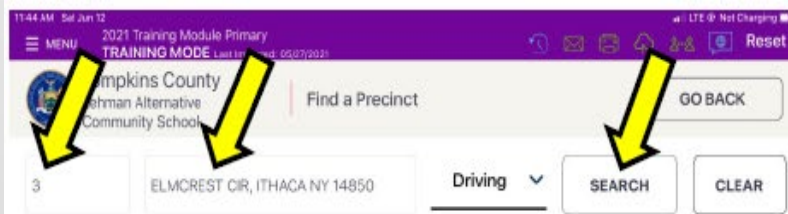


Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

Homer says he lives at 3 Elmcrest Circle. You enter the address and hit “Search”.

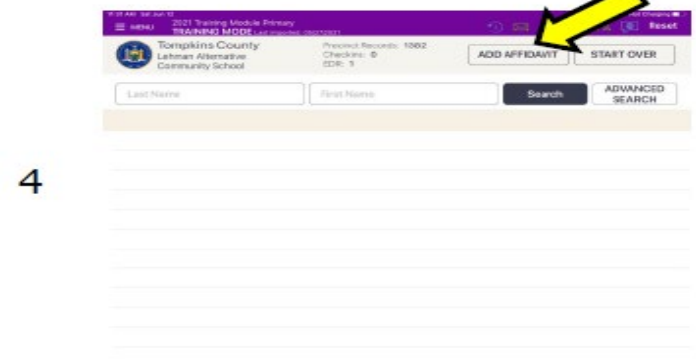
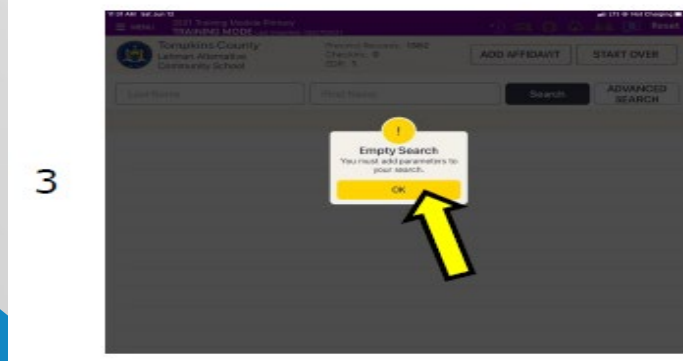
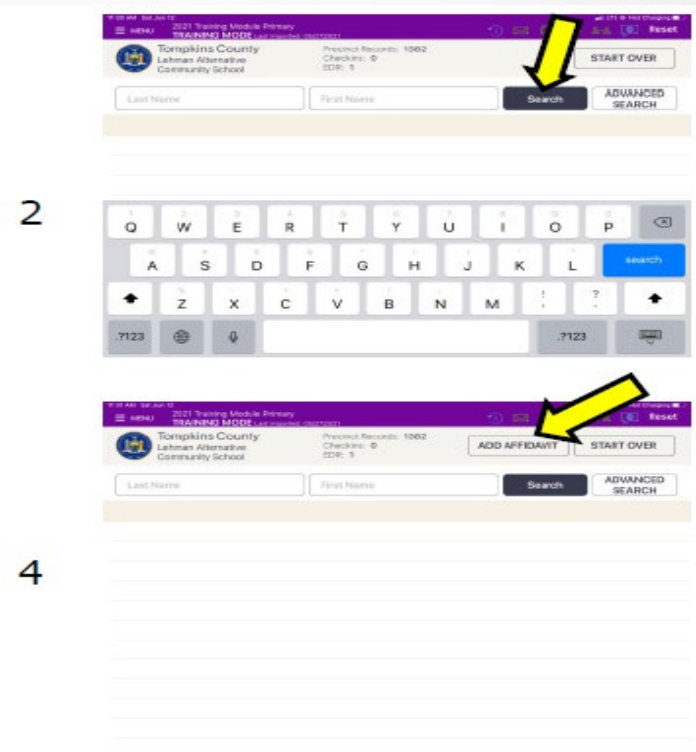
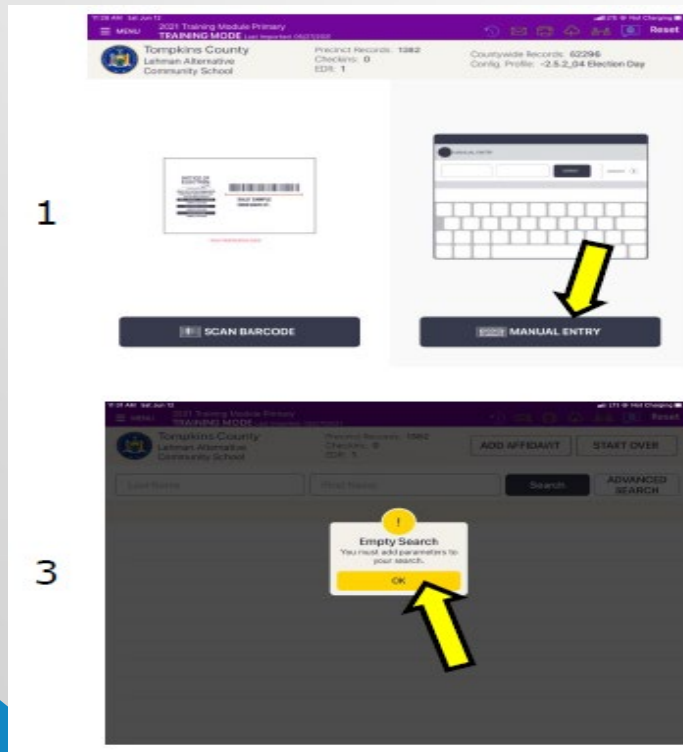
The search results indicate the location of his poll site is LACS. Homer is in the correct location to vote.



Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

Now add Homer as an Affidavit Voter by (1) hitting “Manual Entry”; (2) hit “Search” without entering anything in the search field; (3) hit “OK” in the notice of “Empty Search”; and (4) hit “ADD AFFIDAVIT” on the resulting screen.



Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

On the next screen enter the “First Name”, “Last Name”, “DOB”, and “Party” and hit “Next”.

On the next screen enter the voter's address and hit “Next”.

11:51 AM Fri May 19

< Previous Step Affidavit Not on List Voter

Scan 1 2 3 Next

Enter Voter Information

Title HOMER First Name HOMER Middle Name Last Name SIMPSON Suffix

01/23/1956 DOB

January 1956

October 1953

November 1954

December 1955

January 1956

February 1957

March 1958

April 1959

Party Democratic

Custom Party

* Indicates a required field

11:52 AM Fri May 19

< Previous Step Voter Address

Address Type 1 2 3 Next

3 Unit Type Unit Number City ITHACA State NY Zip 14850

ELMCREST CIR Street Name

Street Type Post Direction

CLEAR FORM

Same Mailing Address YES NO

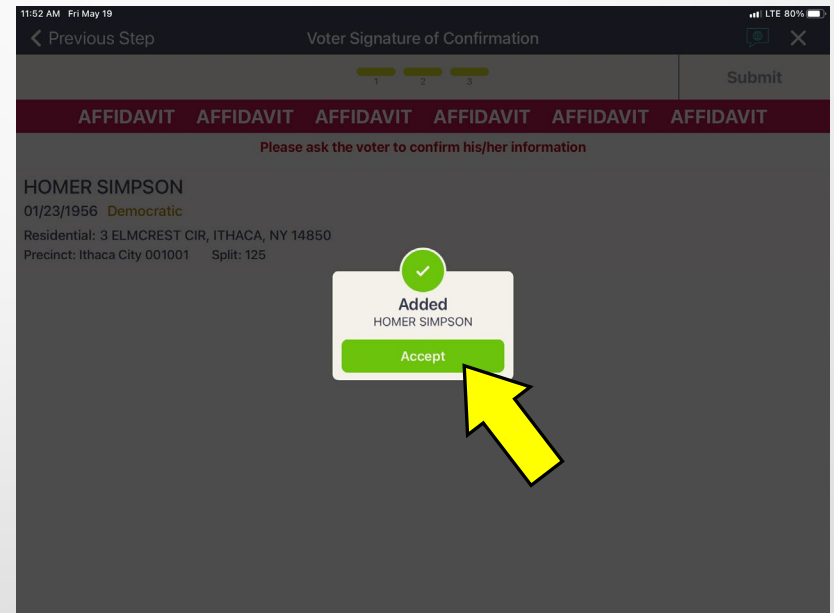
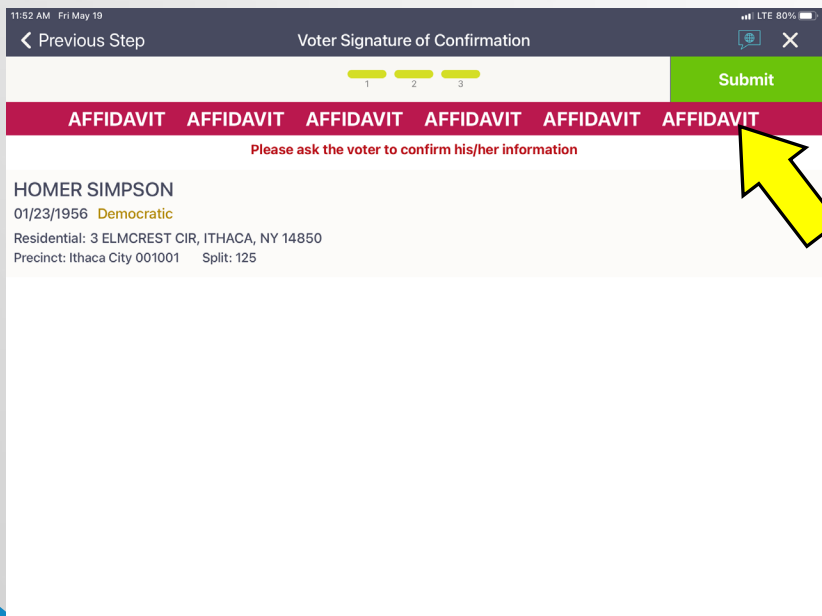
* Indicates a required field

Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

Ask the voter to confirm the new information and hit “Submit”.

The next screen indicates the voter has been added to the list of Affidavit Voters. Hit “Accept”.



Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

Verify the voter's information and hit "Accept" to continue.

Confirm the voter's information by writing your initials in the box and hit "Submit".

11:52 AM Fri May 19
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative
Community School

VOTER CONFIRMATION

GO BACK ACCEPT

AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT

Verify voter information and tap accept to continue

SPEAK

Homer Simpson
DOB: 01/23/1956
3 ELMCREST CIR, ITHACA, NY 14850

Status: Provisional Party: Democratic Precinct: Ithaca City 001001 Split: 125

Affidavit Edit Administer Oath

11:52 AM Fri May 19
2022 November 8 General Election
TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative
Community School

POLL WORKER CONFIRMATION

START OVER SUBMIT

AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT

CONFIRM THE VOTER'S INFORMATION

Homer Simpson
3 ELMCREST CIR, ITHACA, NY 14850
Precinct: Ithaca City 001001 DOB: 01/23/1956
Split: 125
Status: Provisional

Party: Democratic
Ballot Style: 2000

REFRESH
Signature on File

Signature on Election Day

Assistance Oath

Initial

Affidavit Voters and the PSM Poll Pad

Voter's Name is Not in the Poll Pad

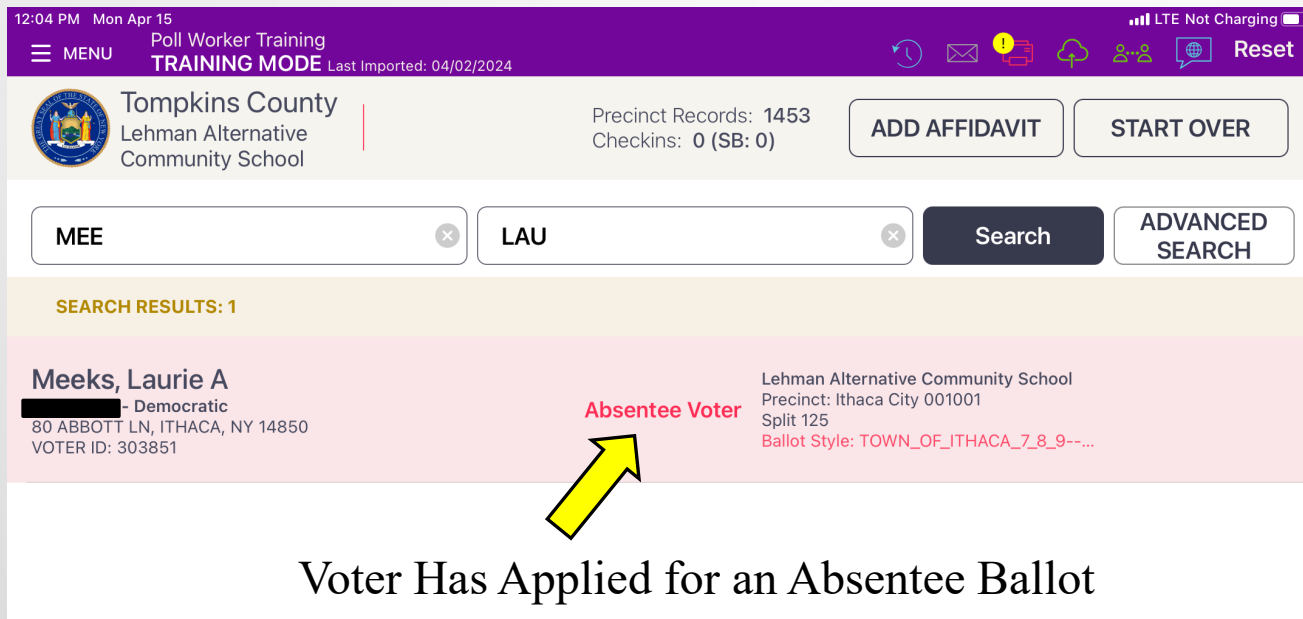
The next screen indicates that Homer Simpson has been “Processed Successfully”. The printer prints a ticket confirming this information. You then issue the voter an Affidavit Ballot and envelope.



Affidavit Voters and the PSM Poll Pad

Absentee and Early Vote by Mail Voters

Scenario #4: Voter has applied for an Absentee or Early Vote by Mail Ballot.



The screenshot shows the PSM Poll Pad interface. At the top, it displays the time (12:04 PM), date (Mon Apr 15), and location (Tompkins County, Lehman Alternative Community School). The interface is in "TRAINING MODE" and shows "Precinct Records: 1453" and "Checkins: 0 (SB: 0)". There are buttons for "ADD AFFIDAVIT" and "START OVER". Below the header, there are search filters for "MEE" and "LAU", a "Search" button, and an "ADVANCED SEARCH" button. The search results section shows "SEARCH RESULTS: 1" and a single result for "Meeks, Laurie A", a Democratic voter at "80 ABBOTT LN, ITHACA, NY 14850" with "VOTER ID: 303851". The result also shows the precinct as "Lehman Alternative Community School" and "Precinct: Ithaca City 001001 Split 125". A red label "Absentee Voter" with a yellow arrow points to the voter's name.

Voter Has Applied for an Absentee Ballot

If a voter has applied for an Absentee or Early Vote by Mail Ballot a screen like the above will appear. They will not be able to sign in and receive an Election Day ballot. The only way they will be able to vote at the poll site is by Affidavit Ballot.

To begin processing them as an affidavit voter, hit any place in the pink area with your stylus.

Affidavit Voters and the PSM Poll Pad

Absentee and Early Vote by Mail Voters

The screenshot shows a mobile application interface for absentee voters. At the top, there is a purple status bar with the time 11:54 AM, date Fri May 19, and election information: 2022 November 8 General Election. Below this is a white header with a menu icon, the text 'Tompkins County Lehman Alternative Community School', and a 'GO BACK' button. A red banner below the header reads 'Absentee Voter'. The main content area displays the name 'Meeks, Laurie A' and a redacted address: '80 ABBOTT LN, ITHACA, NY 14850 Precinct Ithaca City 001001, Split 125'. To the right of the address are two buttons: 'ISSUE AFFIDAVIT' (highlighted with a yellow arrow) and 'CLOSE'. Below the address, a note states: 'This voter has requested an absentee ballot. If the voter insists they have not received an absentee ballot please contact the election office.'

Confirm the Name and Address of the voter. If the information is correct, hit “Issue Affidavit”.

Affidavit Voters and the PSM Poll Pad

Absentee and Early Vote by Mail Voters

11:54 AM Fri May 19
2022 November 8 General Election
MENU TRAINING MODE Last imported: 11/08/2022
Reset

Tompkins County
Lehman Alternative
Community School

VOTER CONFIRMATION GO BACK ACCEPT

AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT

Verify voter information and tap accept to continue

SPEAK Laurie A Meeks

80 ABBOTT LN, ITHACA, NY 14850

ABSENTEE VOTER

Voter ID: 303851 Status: Active Party: Democratic Precinct: Ithaca City 001001 Split: 125 Reg. Date: 2001-10-03

Affidavit Edit Administer Oath

On the next screen, hit “Accept”.

Affidavit Voters and the PSM Poll Pad

Absentee and Early Vote by Mail Voters

11:54 AM Fri May 19 2022 November 8 General Election
MENU TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative
Community School

POLL WORKER CONFIRMATION

START OVER SUBMIT

AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT

CONFIRM THE VOTER'S INFORMATION

Laurie A Meeks
80 ABBOTT LN, ITHACA, NY 14850
Precinct: Ithaca City 001001
Split: 125
Status: Active
Voter ID: 303851

Party: Democratic
Ballot Style: 2000

Signature on File
Laurie Ann Meeks

Signature on Election Day

Assistance Oath

Initial
AMT

Note the ballot style, then write your initials in the square box and hit “Submit”.

Affidavit Voters and the PSM Poll Pad

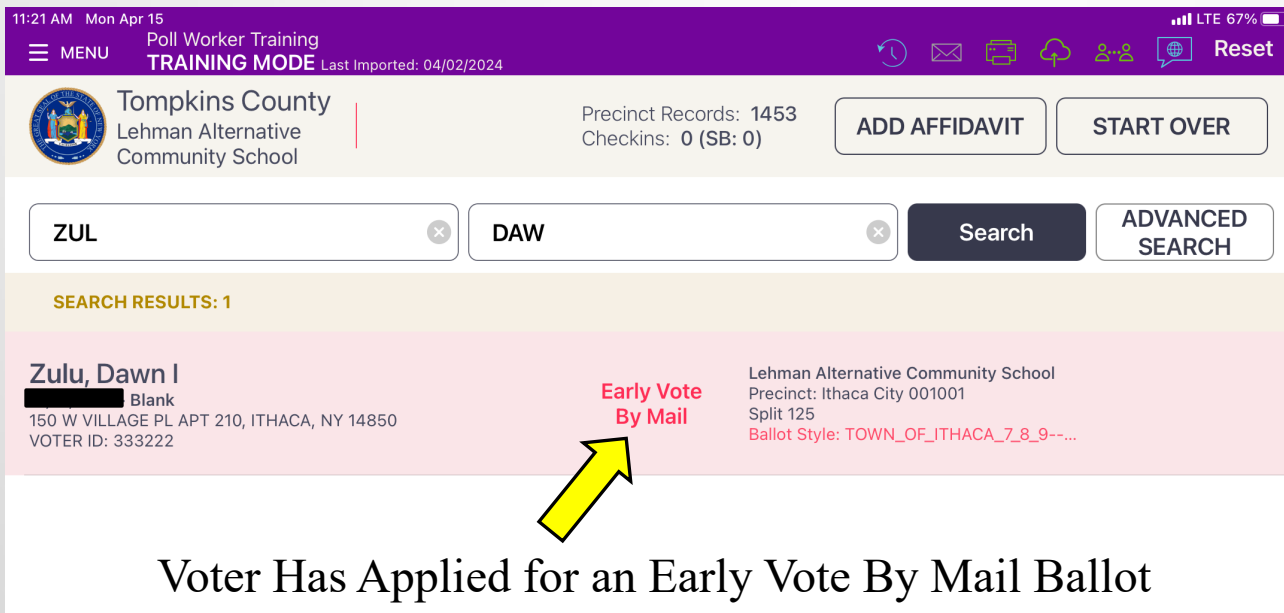
Absentee and Early Vote by Mail Voters



You have successfully entered the Affidavit Voter into the Poll Pad. The printer prints a ticket confirming this information. You then issue the voter an Affidavit Ballot and envelope.

Affidavit Voters and the PSM Poll Pad

Absentee and Early Vote by Mail Voters



11:21 AM Mon Apr 15 Poll Worker Training
MENU TRAINING MODE Last Imported: 04/02/2024

Tompkins County
Lehman Alternative Community School

Precinct Records: 1453
Checkins: 0 (SB: 0)

ADD AFFIDAVIT START OVER

ZUL DAW Search ADVANCED SEARCH

SEARCH RESULTS: 1

Zulu, Dawn I
Blank
150 W VILLAGE PL APT 210, ITHACA, NY 14850
VOTER ID: 333222

Early Vote By Mail

Lehman Alternative Community School
Precinct: Ithaca City 001001
Split 125
Ballot Style: TOWN_OF_ITHACA_7_8_9--...

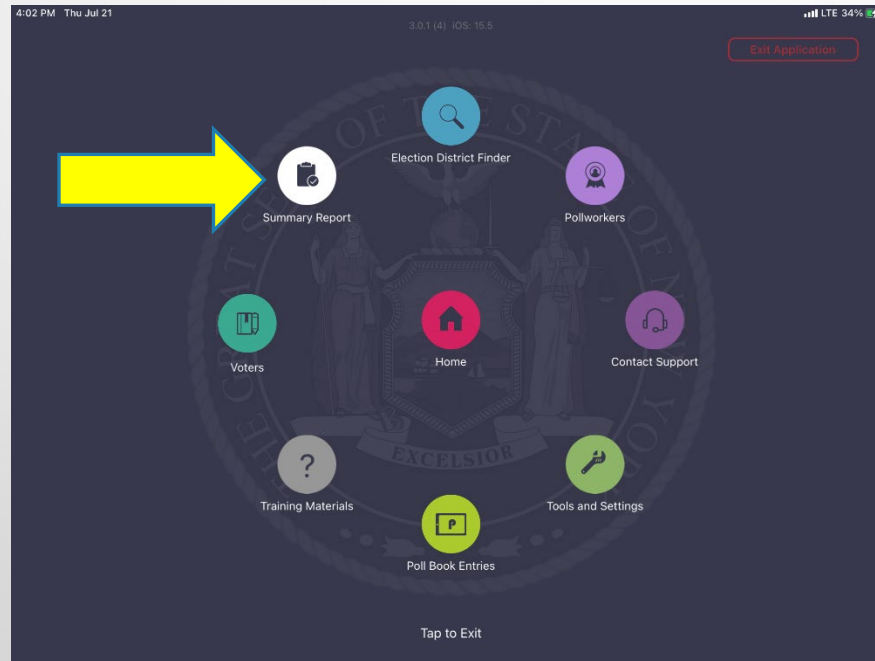
Voter Has Applied for an Early Vote By Mail Ballot

If the voter has applied for an Early Vote By Mail Ballot, the screen will look like this. The procedure for issuing the voter an Affidavit Ballot is the same.

Checking Your Work

Not sure if you were successful at Adding an Affidavit Voter to the Poll Pad??

Hit the Menu Icon, then hit the white icon for Summary Report.



Checking Your Work

When this screen appears, tap the word “AFFIDAVIT”.

3:59 PM Fri May 19
2022 November 8 General Election
MENU TRAINING MODE Last Imported: 11/08/2022
Tompkins County
Lehman Alternative Community School
SUMMARY REPORT
HOME
SUMMARY ABSENTEE CHECK-INS AFFIDAVIT REGISTRATIONS
Check-ins
Check-ins: 0
Affidavit: 4
Spoiled: 0
Cancelled: 0
Registrations: 15
Curbside Checkins: 0
Challenged: 0
Assistance Required: 0
Reasonable Impediment Declaration: 0
CONFIGURE PRINT

Checking Your Work

A list of all the Affidavit Voters that have been entered for this election will appear.

3:59 PM Fri May 19 2022 November 8 General Election
MENU TRAINING MODE Last Imported: 11/08/2022

Tompkins County
Lehman Alternative Community School

SUMMARY REPORT HOME

SUMMARY ABSENTEE CHECK-INS AFFIDAVIT REGISTRATIONS

Total Provisional Check-Ins: 4

NAME	ADDRESS	CHECK-IN TIME	DETAILS
LAURIE A MEEKS	80 ABBOTT LN, ITHACA, NY 14850	05/19/2023, 15:58:42	BALLOT STYLE NAME: 2000 BALLOT PARTY: DEMOCRATIC
HOMER SIMPSON	3 ELMCREST CIR, ITHACA, NY 14850	05/19/2023, 15:58:18	BALLOT STYLE NAME: 2000 BALLOT PARTY: DEMOCRATIC
JEFFREY ANGE	155 CHESTNUT ST, ITHACA, NY 14850	05/19/2023, 15:57:10	BALLOT STYLE NAME: 2000 BALLOT PARTY: DEMOCRATIC
AMANDA N ANDERSON	150 W VILLAGE PL APT 341,	05/19/2023, 15:55:39	BALLOT STYLE NAME: 2000

CONFIGURE PRINT

Entering Voter Assistance After Affidavit Ballot Has Been Issued

After you issued **Christopher Morano** his Affidavit Ballot, he indicated that he needed help in marking his ballot.

In order to enter his Assistance Oath into the Poll Pad, you need to get to the following screen

The screenshot shows a mobile application interface for Poll Worker Training. At the top, the status bar displays '5:19 PM Thu Feb 22' and 'Poll Worker Training TRAINING MODE Last Imported: 04/02/2024'. Below this, the user is identified as 'Tompkins County Lehman Alternative Community School'. The main heading is 'POLL WORKER CONFIRMATION' with 'START OVER' and 'SUBMIT' buttons. A red banner contains the word 'AFFIDAVIT' repeated six times. The section 'CONFIRM THE VOTER'S INFORMATION' displays the following details for Christopher M Morano: 155 CHESTNUT ST, ITHACA, NY 14850; Precinct: Ithaca City 001001; DOB: 09/02/1986; Split: 125; Status: Provisional; Party: Democratic; Ballot Style: 2000. There are three signature fields: 'Signature on File' (with a 'REFRESH' button), 'Signature on Election Day', and 'Initial'. A checkbox labeled 'Assistance Oath' is circled in red.

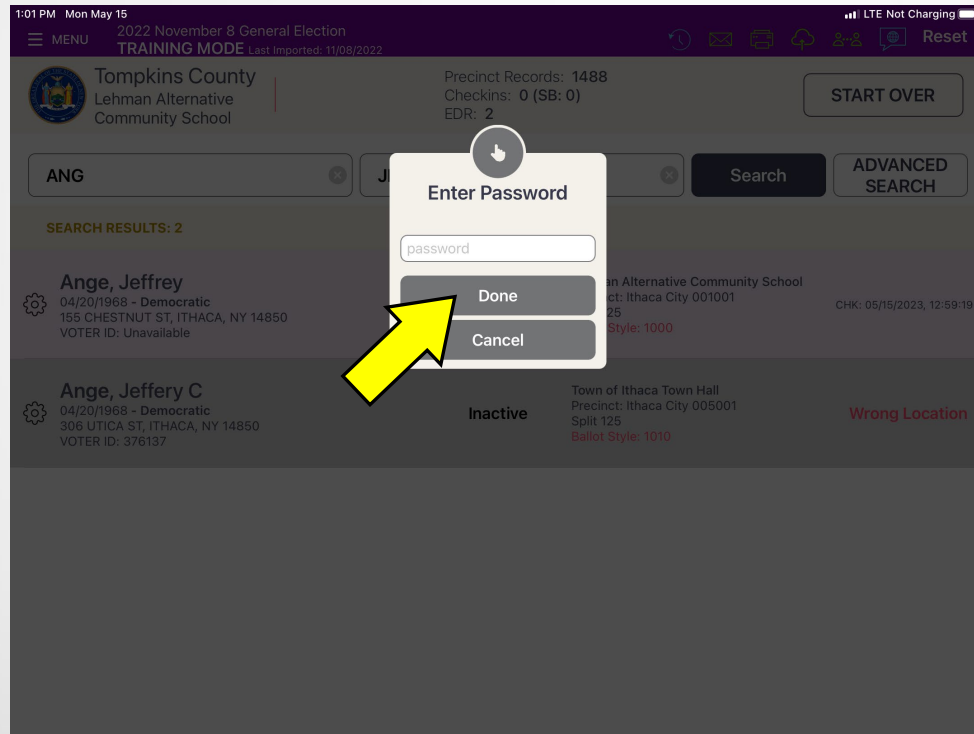
5:19 PM Thu Feb 22
Poll Worker Training
TRAINING MODE Last Imported: 04/02/2024
Tompkins County
Lehman Alternative
Community School
POLL WORKER CONFIRMATION
START OVER
SUBMIT
AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT
CONFIRM THE VOTER'S INFORMATION
Christopher M Morano
155 CHESTNUT ST, ITHACA, NY 14850
Precinct: Ithaca City 001001 DOB: 09/02/1986
Split: 125
Status: Provisional
Party: Democratic
Ballot Style: 2000
Signature on File
Signature on Election Day
Initial
 Assistance Oath

Entering Voter Assistance After Affidavit Ballot Has Been Issued

In order to enter Christopher into the Poll Pad requesting assistance, begin by searching for him. His record shows as having “Voted Affidavit”. Press the “Gear” to the left of his name.

5:19 PM Thu Feb 22
Poll Worker Training
TRAINING MODE Last Imported: 04/02/2024
Tompkins County
Lehman Alternative Community School
Precinct Records: 1385
Checkins: 0 (SB: 0)
EDR: 1
ADD AFFIDAVIT START OVER
MOR CHR Search ADVANCED SEARCH
SEARCH RESULTS: 10
Morano, Christopher M
09/02/1986 - Democratic
155 CHESTNUT ST, ITHACA, NY 14850
VOTER ID: Unavailable
Affidavit
Lehman Alternative Community School
Precinct: Ithaca City 001001
Split 125
Ballot Style: 1000
CHK: 02/22/2024, 17:10:39
Morais, Christina L
12/01/1973 - Republican
287 ENFIELD FALLS RD, ITHACA, NY 14850
VOTER ID: 402788
Tompkins County Public Works Facility
Precinct: Ithaca Town 000002
Split 125
Ballot Style: 1036
Wrong Location
Morano, Christopher M
09/02/1986 - Democratic
111 WOOD RD, FREEVILLE, NY 13068
VOTER ID: 342567
Etna Fire Station
Precinct: Dryden 000005
Split 125
Ballot Style: 1024
Wrong Location
Morgan, Christine M
07/04/1972 - Republican
351 SMITH RD, GROTON, NY 13073
VOTER ID: 283159
Groton Town Hall
Precinct: Groton 000001
Split 125
Ballot Style: 1032
Wrong Location
Morog, Christine L
12/29/1940 - Blank
Bethel Grove Church Activities Center
Precinct: Dryden 000008
Wrong Location

Entering Voter Assistance After Affidavit Ballot Has Been Issued



You will be prompted for a password. Enter the password and press “Done”

Entering Voter Assistance After Affidavit Ballot Has Been Issued

5:19 PM Thu Feb 22
MENU Poll Worker Training
TRAINING MODE Last Imported: 04/02/2024

Tompkins County
Lehman Alternative
Community School

Precinct Records: 1385
Checkins: 0 (SB: 0)
EDR: 1

ADD AFFIDAVIT START OVER

MOR CHR Search ADVANCED SEARCH

SEARCH RESULTS: 10

Christopher M Morano

SPOIL BALLOT EDIT VOTER CHECKIN

Morais, Christina L
12/01/1973 - Republican
287 ENFIELD FALLS RD, ITHACA, NY 14850
VOTER ID: 402788
Tompkins County Public Works Facility
Precinct: Ithaca Town 000002
Split 125
Ballot Style: 1036
Wrong Location

Morano, Christopher M
09/02/1986 - Democratic
111 WOOD RD, FREEVILLE, NY 13068
VOTER ID: 342567
Etna Fire Station
Precinct: Dryden 000005
Split 125
Ballot Style: 1024
Wrong Location

Morgan, Christine M
07/04/1972 - Republican
351 SMITH RD, GROTON, NY 13073
VOTER ID: 283159
Groton Town Hall
Precinct: Groton 000001
Split 125
Ballot Style: 1032
Wrong Location

Morgan, Christine I
Bethel Grove Church Activities Center

Press the button that says “Edit Voter Checkin”

Entering Voter Assistance After Affidavit Ballot Has Been Issued

5:19 PM Thu Feb 22
Poll Worker Training
TRAINING MODE Last Imported: 04/02/2024
Tompkins County
Lehman Alternative
Community School
VOTER CONFIRMATION
GO BACK
ACCEPT
AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT
Verify voter information and tap accept to continue
SPEAK
Christopher M Morano
DOB: 09/02/1986
155 CHESTNUT ST, ITHACA, NY 14850
Status: Provisional Party: Democratic Precinct: Ithaca City 001001 Split: 125
Affidavit Edit Administer Oath

Press the button that says “Accept”.

Entering Voter Assistance After Affidavit Ballot Has Been Issued

5:19 PM Thu Feb 22

MENU Poll Worker Training
TRAINING MODE Last Imported: 04/02/2024

Reset

Tompkins County
Lehman Alternative
Community School

POLL WORKER CONFIRMATION START OVER SUBMIT

AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT

CONFIRM THE VOTER'S INFORMATION

Christopher M Morano
155 CHESTNUT ST, ITHACA, NY 14850
Precinct: Ithaca City 001001 DOB: 09/02/1986
Split: 125
Status: Provisional

Party: Democratic
Ballot Style: 2000

Signature on File REFRESH

Signature on Election Day

Initial

Assistance Oath

Press your cursor in the box to the left of “Assistance Oath”.

Entering Voter Assistance After Affidavit Ballot Has Been Issued

5:21 PM Thu Feb 22
Poll Worker Training
TRAINING MODE Last Imported: 04/02/2024
Tompkins County
Lehman Alt
C
POLL WORKER CONFIRMATION START OVER SUBMIT
Assistance Oath CONTINUE
Poll Worker
THE VOTER REQUESTED ASSISTANCE
LISTEN TO OATH
CLEAR SIGNATURE
I will not in any manner request, or seek to induce or induce the voter to vote for 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 has voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such matters in a judicial proceeding.
x
Initial

Christopher needs to have two poll workers assist him, one from each party. Type “Poll” where you are prompted for the name of the assister and “Worker” where you are prompted to enter the address of the assister. Using the drop-down menu indicate the reason for the voter needing assistance. Then each poll worker needs to write their initials, and select, “Continue”.

Entering Voter Assistance After Affidavit Ballot Has Been Issued

The screenshot shows a mobile application interface for poll worker training. At the top, the status bar indicates the time is 5:21 PM on Thursday, February 22, and the battery is at 100%. The app header is purple and contains a menu icon, the text "Poll Worker Training TRAINING MODE Last Imported: 04/02/2024", and a "Reset" button. Below the header, the user's location is identified as "Tompkins County, Lehman Alternative Community School". The main heading is "POLL WORKER CONFIRMATION" with "START OVER" and "SUBMIT" buttons. A red banner displays "AFFIDAVIT" six times. The section "CONFIRM THE VOTER'S INFORMATION" lists details for Christopher M Morano, including address, precinct, DOB, split, and status. It also shows a "Party: Democratic" and "Ballot Style: 2000". There are two signature boxes: "Signature on File" with a "REFRESH" button and "Signature on Election Day". An "Assistance Oath" checkbox is checked, and a large box contains handwritten initials "AMM" with the label "Initial" below it. Yellow arrows point to the "SUBMIT" button, the "Assistance Oath" checkbox, and the initials box.

5:21 PM Thu Feb 22
Poll Worker Training
TRAINING MODE Last Imported: 04/02/2024
MENU
Tompkins County
Lehman Alternative
Community School
POLL WORKER CONFIRMATION
START OVER
SUBMIT
AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT
CONFIRM THE VOTER'S INFORMATION
Christopher M Morano
155 CHESTNUT ST, ITHACA, NY 14850
Precinct: Ithaca City 001001 DOB: 09/02/1986
Split: 125
Status: Provisional
Party: Democratic
Ballot Style: 2000
Signature on File
Signature on Election Day
 Assistance Oath
Initial

You will notice that the box to the left of “Assistance Oath” has a check in it. The poll worker should enter their initials in the large box and press the button that says “Submit”.

Entering Voter Assistance After Affidavit Ballot Has Been Issued



You have successfully entered an Assistance Oath after the voter was issued an Affidavit Ballot.

REMEMBER

An Affidavit Ballot is **always folded** and located inside the clear plastic envelope inside the Affidavit Ballot Bag that you maintain during Election Day. An exception to this rule is if the PSM has the ability to print an Affidavit Ballot on demand.


NEVER use one of the flat machine ballots that Inspectors give to voters that have signed the Poll Pads. Affidavit ballots always list the Election District and have the word AFF somewhere in its ID name.

Affidavit Ballots


For Primary Elections

- In addition to the normal procedure that determines where the voter should vote, confirm the voter's party that is listed in the Poll Pad. 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, a Poll Site Manager will ask the voter read the Affidavit and Court Order Voting Instructions (also known as a Notice to Voters) and offer them an Affidavit Ballot.

LCD Screen Messages

ClearCast Clear Ballot, Ohio Certification Election - G 100% 
Nov 08, 2022

Your ballot has no votes. You can submit the ballot as-is, or have it returned and mark additional votes.

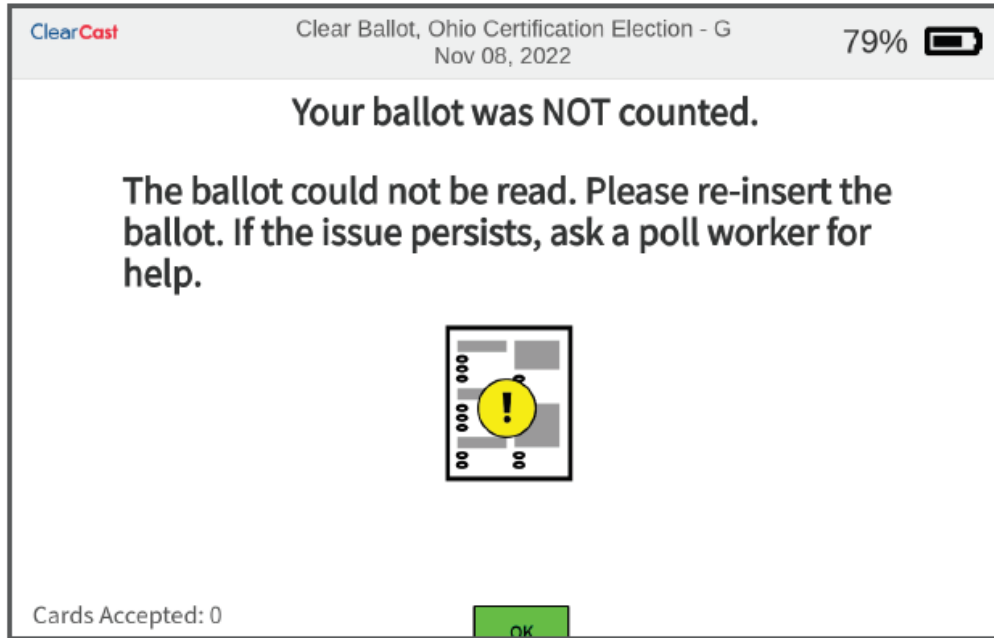


Cards Accepted: 0
Ballots Accepted: 0

[Return Ballot](#) [Submit Ballot](#)

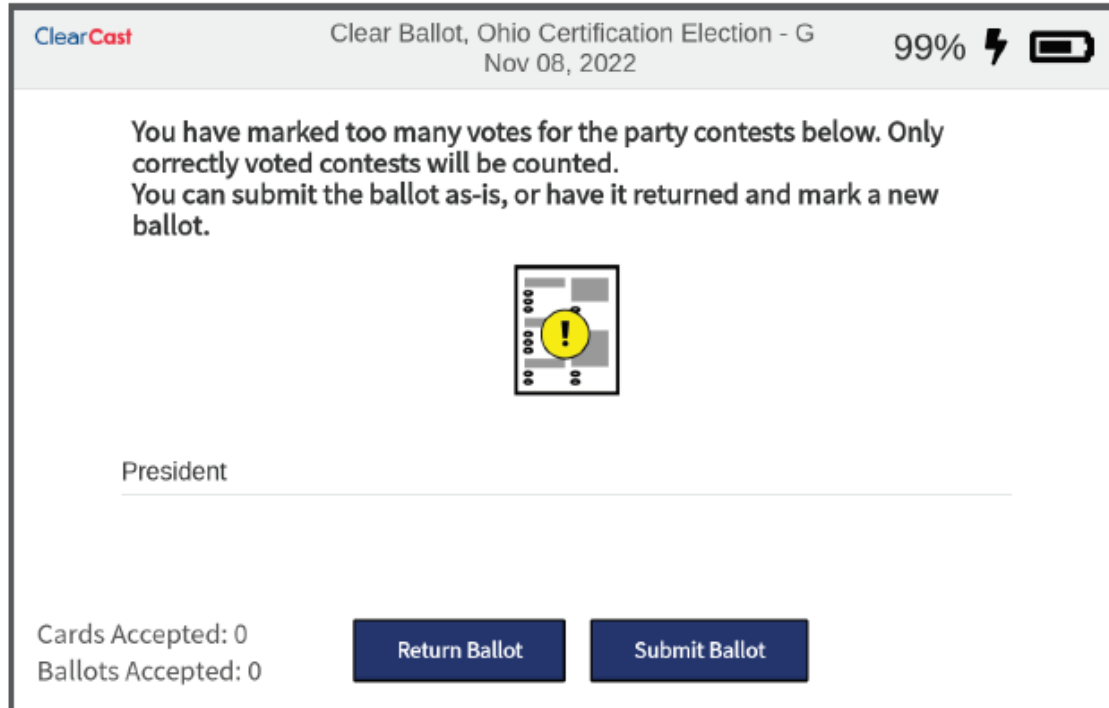
Blank Ballot

LCD Screen Messages



Unreadable Ballot

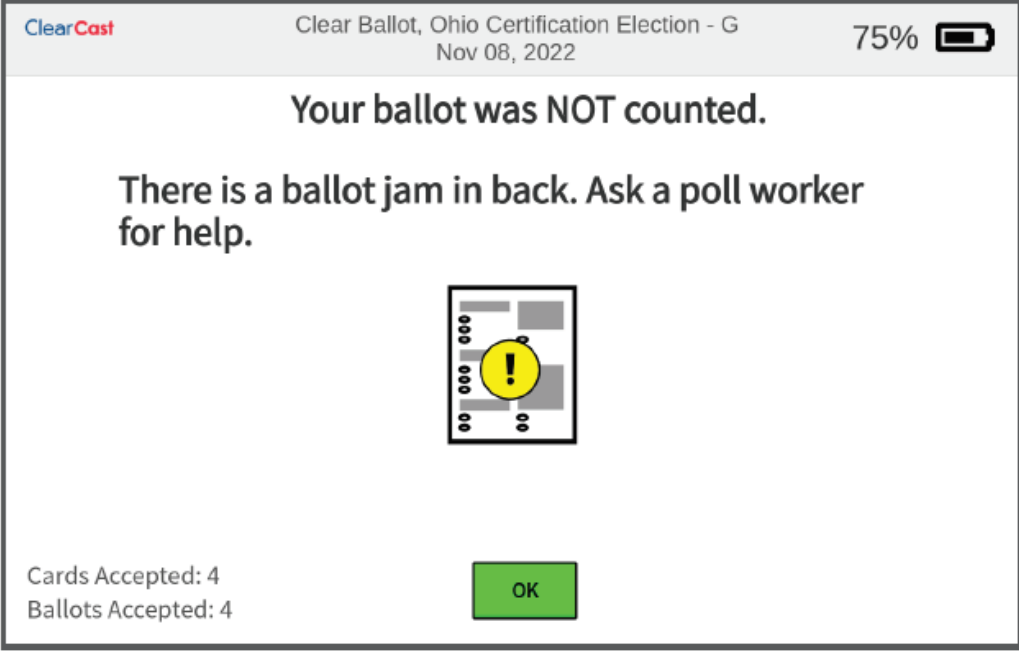
LCD Screen Messages



Overvote

ClearCast Go will alert the user to which contest is overvoted.


LCD Screen Messages



The image shows a screenshot of an LCD screen with a white background and a black border. At the top left is the 'ClearCast' logo. The top center displays 'Clear Ballot, Ohio Certification Election - G' and 'Nov 08, 2022'. The top right shows a battery icon and '75%'. The main text reads: 'Your ballot was NOT counted.' followed by 'There is a ballot jam in back. Ask a poll worker for help.' Below this is a square icon containing a yellow circle with a black exclamation mark, set against a background of a ballot card. At the bottom left, it says 'Cards Accepted: 4' and 'Ballots Accepted: 4'. At the bottom center is a green rectangular button with the text 'OK'. Below the screen, the text 'Ballot Jam' is written in a blue serif font.


ClearCast

Clear Ballot, Ohio Certification Election - G
Nov 08, 2022

75% 

Your ballot was NOT counted.

There is a ballot jam in back. Ask a poll worker for help.



Cards Accepted: 4
Ballots Accepted: 4

OK

Ballot Jam

Ballot Jams

- If while the ballot is being processed, a message appears on the screen there is a ballot jam, a bipartisan team of poll workers shall free the ballot using our procedures.
- Before beginning the process of freeing a ballot jam, you must determine **whether or not the jammed ballot has been counted.**
- If the message says that the ballot has **not** been tabulated, the voter or two bipartisan poll workers shall insert the ballot into the scanner to be tabulated.
- If the message says that the ballot has been counted, put the ballot into the ballot box once it has been retrieved. Do not put the ballot through the scanner.

Emergency Ballots

- If the voting machine fails to operate as expected, one of the Poll Site Managers will remove the Emergency Ballot Bag from inside the rear of the ClearMark. They will assemble the bag and place it in a secure spot where the voters can insert their voted ballots into the bag.
- The Poll Site Manager will then call the Board of Elections.
- When the voting machine is working again, the Poll Site Managers will put the bag back inside the rear of ClearMark until after the polls close.
- The ballots will be tabulated and combined with the other ballots after the polls close (see “Closing the Polls”).

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.



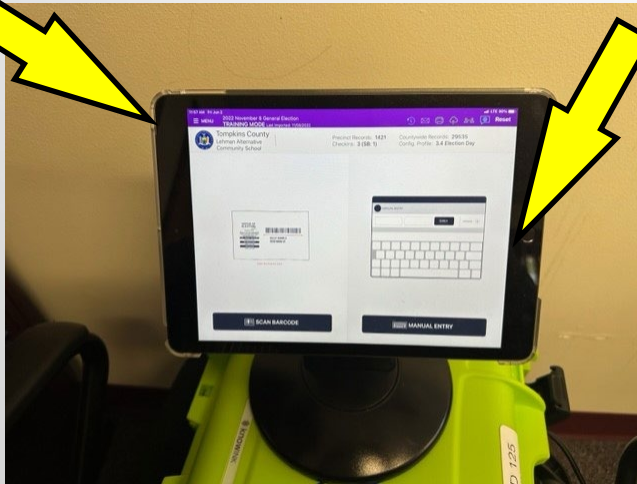
Poll Pad is Unresponsive

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.

Power Button

Home Button



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

It Is Now 8PM

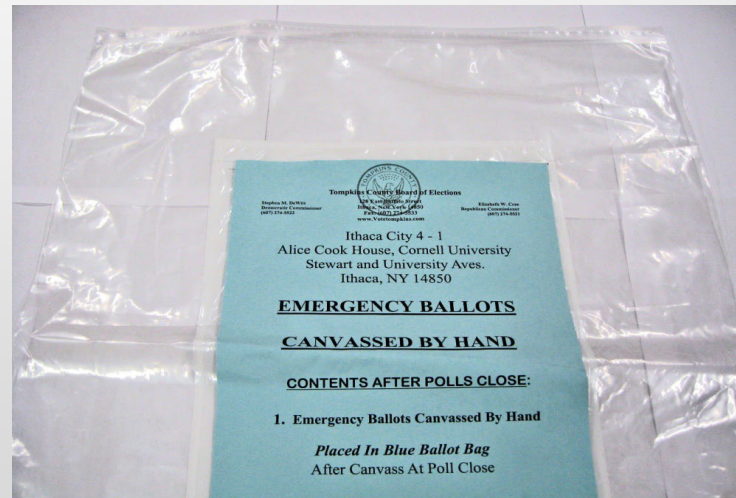
(Time to Begin Thinking About Closing the Polls)

- 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 to closing the polls. If you do not understand a step this is a good time to call the Board of Elections.

Closing Checklist – Step #1

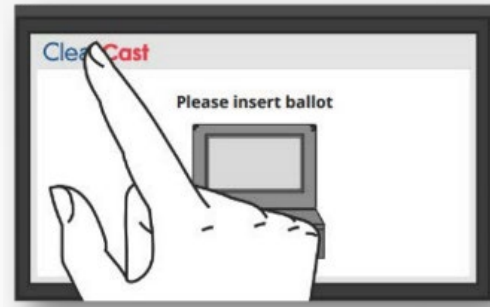
Did you have Emergency Ballots?
If NO, Go to Checklist Step #2

- If there are Emergency Ballots in the bag, scan them as a bipartisan team.
- If there are ballots that will not scan, count them and place them in the Emergency Ballots Canvassed by Hand Bag. Put this bag in the Affidavit Ballot Bag.
- Tell the inspectors how many ballots would not scan.



Closing Checklist – Step #2

- After the polls close, on the ClearCast machine, press the ClearCast “hidden button” in the upper left-hand corner of the screen.



- This will pause the voting process and print a Voting Suspended Report.
- Record the Protected Counter number from this report on the Security Seal Report.

```
Voting Suspended
Date: 2024-02-21
Time: 12:14:15

Machine Name: CC01
Serial #: 4410003308
Firmware Version: 2.4.1.4eb79111 20230310
Public Key: d6ae5fab3e3722ce9cf2a039c517f
9/1a8744958dfc9c13ad4d7cb52ef2aac7d

Protected Counter: 15
Public Counter: 0
Cards Returned: 0

XXX
Clear County - NY
Jun 05, 2023
Ballot Definition File Version: 11

Media Version: 4
Media Copy: 4
Media Hash: 12f30b85aaf52c7ce6a9cdc5accf0dda
0983e26dad29e6c92ff1d506d033c40

Vote Center: BOE
Counter Group: Election Day

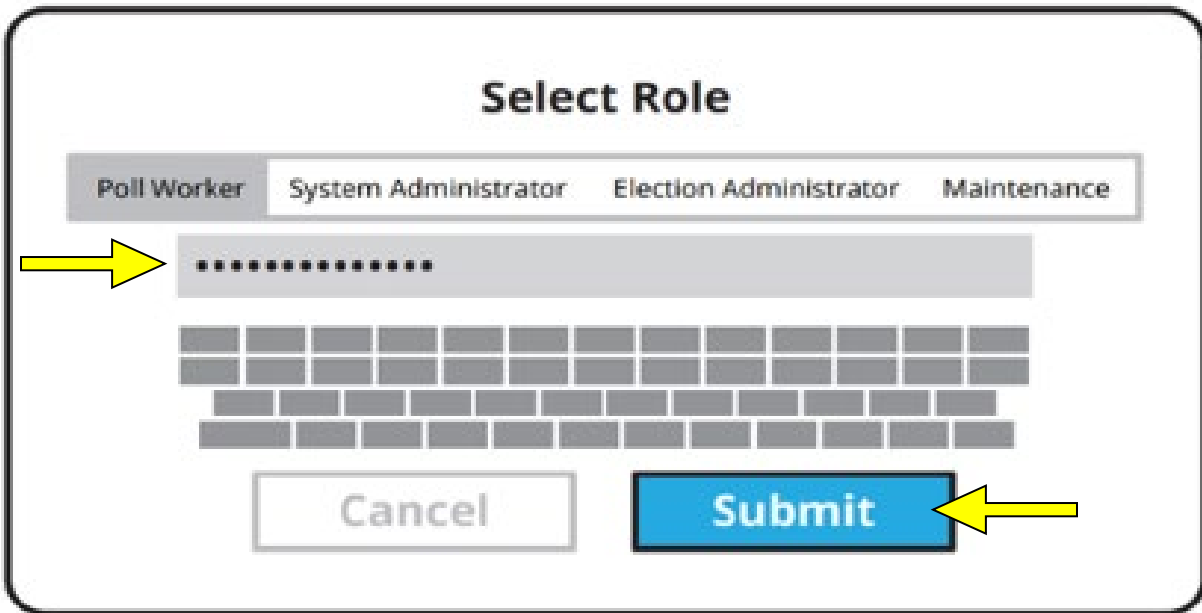
Default Device Settings
Warn Blank Voted Card: Yes
Warn Overvoted Contests: Yes
Warn Undervoted Contests: No
Warn Blank Voted Contests: No
Warn Double Voted Contests: Yes
Warn SParty Overvoted Contests: No
Warn Overvoted Primary Pref.: No
Straight Party Option: No
Straight Party Type: None

END
```

Put the Voting
Suspended in the
A-Bag.

Closing Checklist – Step #3

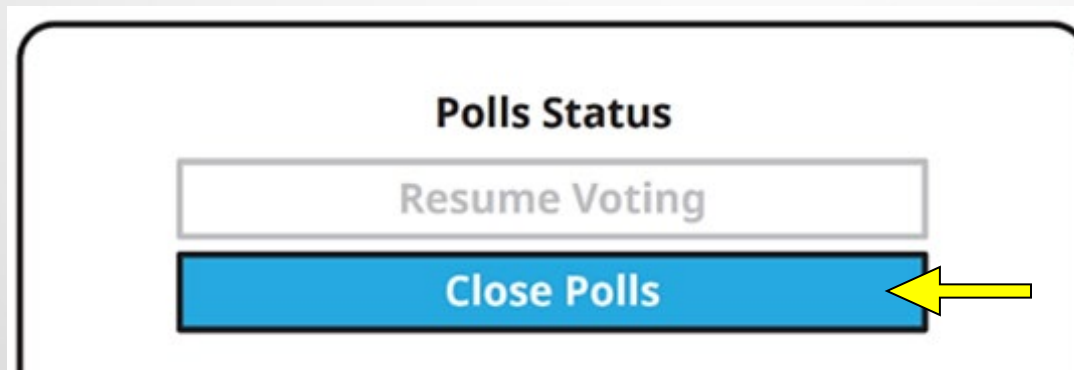
Log in using your poll worker password., the press “Submit”.



The screenshot shows a web form titled "Select Role". At the top, there are four tabs: "Poll Worker", "System Administrator", "Election Administrator", and "Maintenance". The "Poll Worker" tab is selected. Below the tabs is a password input field containing a series of dots, with a yellow arrow pointing to it from the left. Below the password field is a keyboard icon. At the bottom of the form are two buttons: a "Cancel" button and a blue "Submit" button, with a yellow arrow pointing to the "Submit" button from the right.

Closing Checklist – Step #4

- Select “Close Polls”.
- Confirm by selecting “OK”.



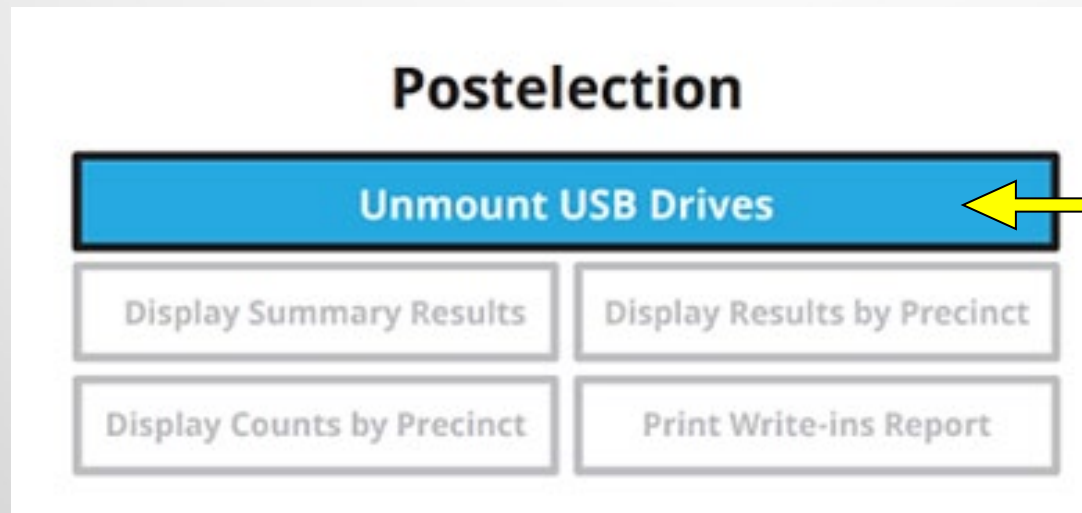
Closing Checklist – Step #5

- Once you select “OK”, two “Polls Closed” reports will automatically print.
- Place one report in the A-Bag.
- Post the other report in a conspicuous area near the entrance to the voting area next to the “Polls Opened “ report.



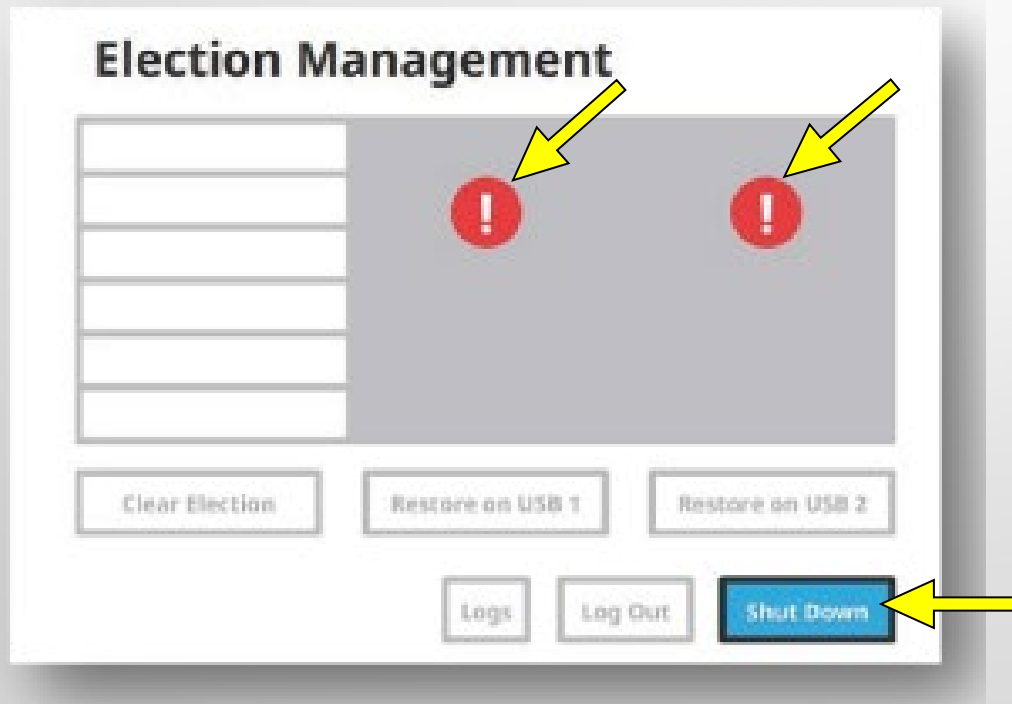
Closing Checklist – Step #6

- Select “Unmount USB Drives”.
- Confirm by selecting “OK”.



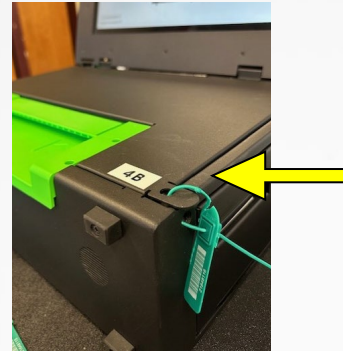
Closing Checklist – Step #6 (continued)

- “Election Management” screen will show drives are no longer attached.
- Select, “Shut Down” to power off the scanner.

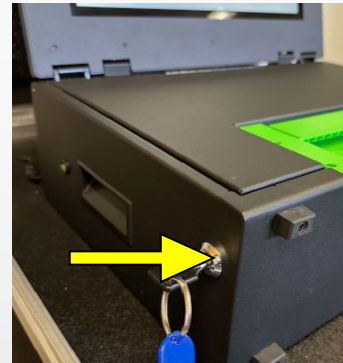


Closing Checklist – Step #7

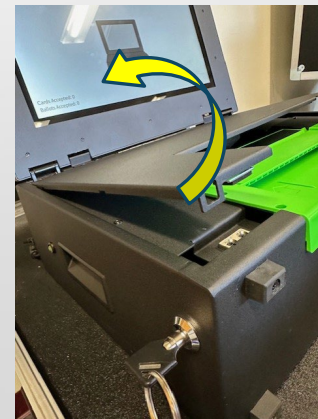
- Remove Seal # 4b.



- Unlock the barrel lock.



- Lift the scanner top.



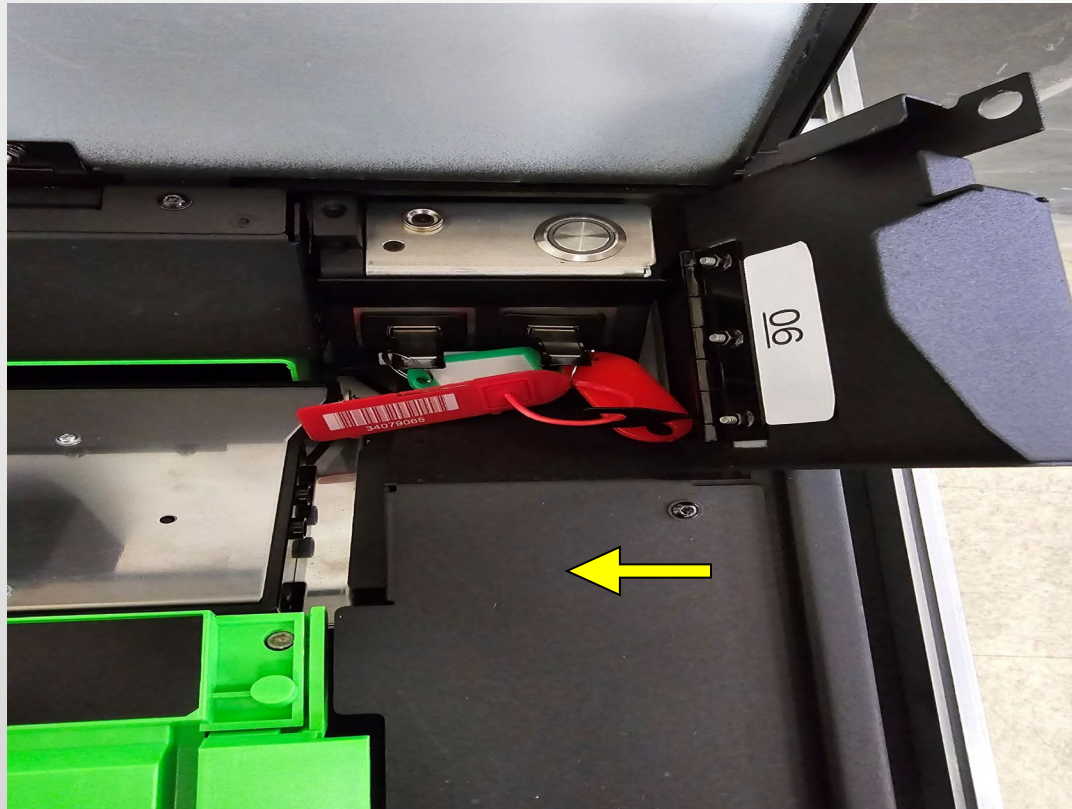
Closing Checklist – Step #8

- Remove the security seal from the corner of USB compartment door (#5).
- Open the USB compartment door .



Closing Checklist – Step #9

- Verify wire seal #6 (USB 2) against the Security Seal Report.




- **DO NOT REMOVE Seal #6**

Closing Checklist – Step #10

- **Remove USB 1 stick** by pulling it out at an angle towards you and **place it inside the A-Bag.**
- Leave the second USB stick secured by the #6 seal inside the voting machine.
- Seal the A-Bag with a click seal.
- Fill out the Chain of Custody document for the A-Bag (located in the PSM binder under tab 10).
- Both PSMs must sign the Chain of Custody Report.



 **Tompkins County**
A-Bag Chain of Custody Form

Election	
Election Date	
Poll Site	
Town / City	
ED(s)	

A-Bag Seal

The Poll Site Managers (PSMs) are responsible for filling out this seal report and verifying seals at the end of the election. The Transporter is taking custody of the A-Bag and is responsible for the delivery of the bag to the Board of Elections after the election. By signing below, you are verifying that all seals listed above are correct. If any seal listed above is not correct you should contact the Tompkins County Board of Elections immediately (607) 274-5522. This document is to remain with the transporter and presented to a Tompkins County Board of Election Employee that will verify the seals on arrival.

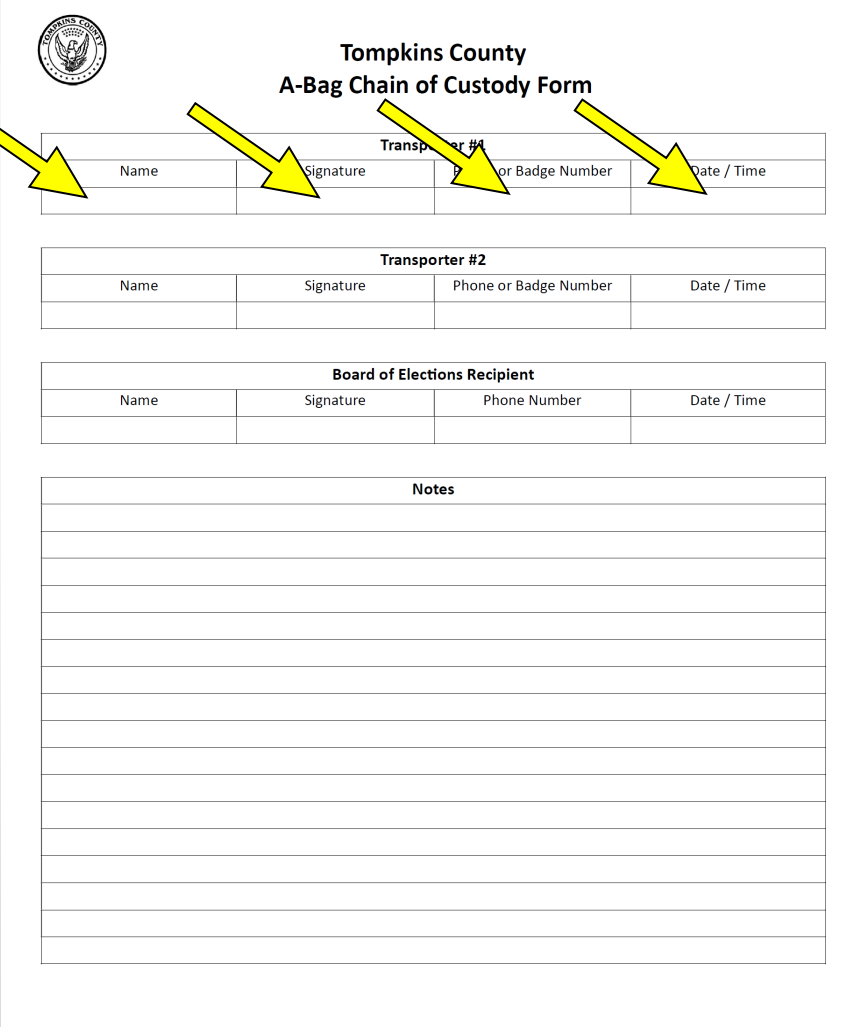
Closing			
Poll Site Manager (Democratic)			
Name	Signature	Phone Number	Date / Time

Closing			
Poll Site Manager (Republican)			
Name	Signature	Phone Number	Date / Time

This step needs to be completed by 9:10 PM.

Closing Checklist – Step #10 (continued)

- When A-Bag is transported, have the person transporting the bag, enter their information and have them sign the form in your presence.
- The Chain of Custody Form must accompany the A-Bag all the way to the Board of Elections.
- If the bag is handed off to another transporter on its way to the Board of Elections, Transporter #2 must enter their information and sign their name in the presence of Transporter # 1.



The form is titled "Tompkins County A-Bag Chain of Custody Form" and features the county seal in the top left corner. It is divided into three main sections for signatories: Transporter #1, Transporter #2, and the Board of Elections Recipient. Each section has a header and four columns: Name, Signature, Phone or Badge Number, and Date / Time. The Transporter #1 section includes yellow arrows pointing to the Name, Signature, Phone or Badge Number, and Date / Time fields. Below these sections is a "Notes" section with a series of horizontal lines for handwritten text.

Tompkins County A-Bag Chain of Custody Form			
Transporter #1			
Name	Signature	Phone or Badge Number	Date / Time
Transporter #2			
Name	Signature	Phone or Badge Number	Date / Time
Board of Elections Recipient			
Name	Signature	Phone Number	Date / Time
Notes			

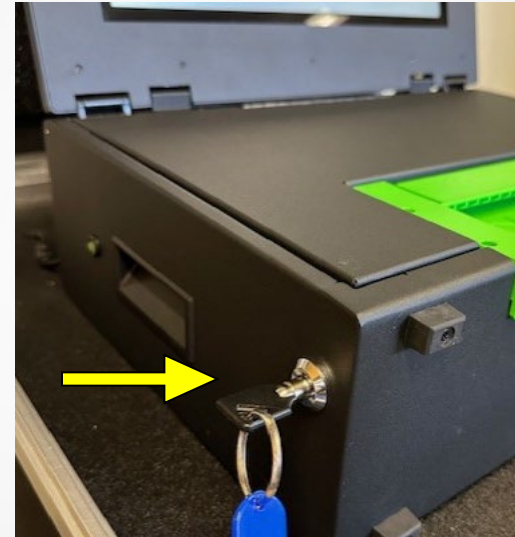
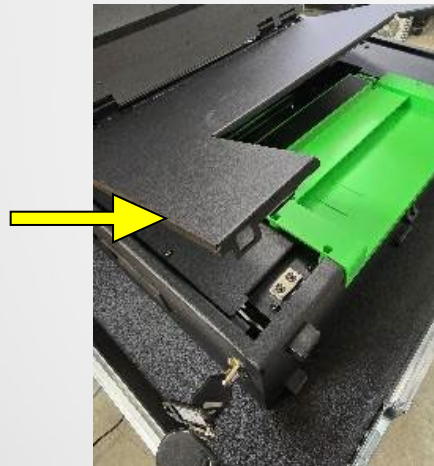
Closing Checklist – Step #11



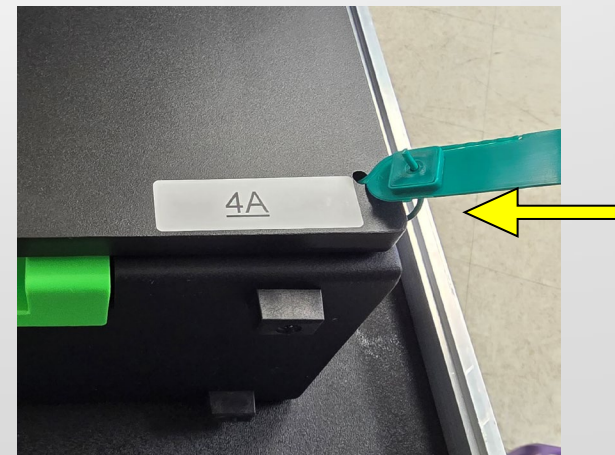
- **Close the USB Compartment.**

Closing Checklist – Step #12

- Close the scanner top and lock using the barrel key.



- Fold down the screen and secure in the down position using a security seal, #4a.
- Record the seal number on the Security Seal Report.



Closing Checklist – Step #13

- Remove seal #3 and open the ballot door. Place the seal in the B Bag.
- In a bi-partisan manner, two poll workers will transfer all the ballots from the compartment and place them in the ballot bag.
- **BE SURE THERE ARE NO BALLOTS REMAINING IN THE BALLOT BOX.**

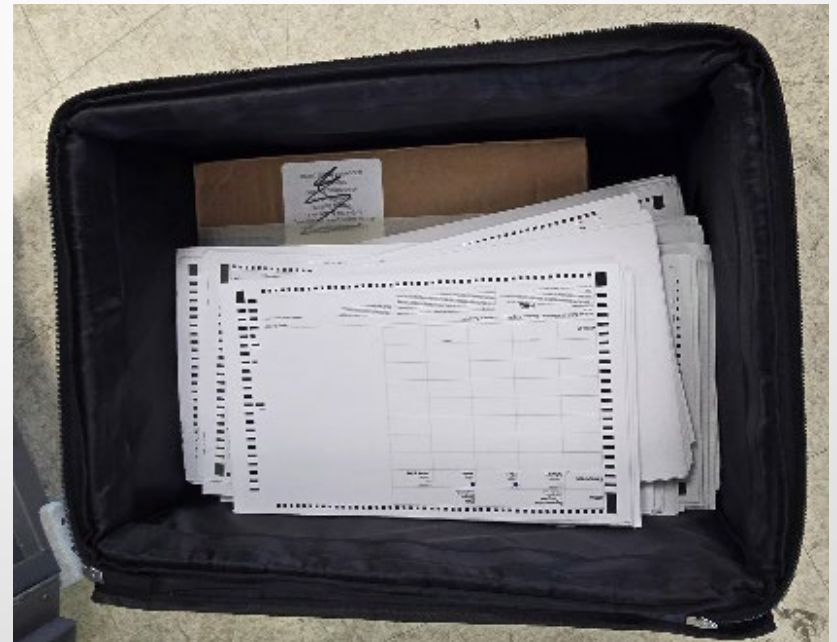


Closing Checklist – Step #13 (continued)

At Pre-printed ballot sites, make sure all unused ballots are inside the cardboard box and sealed with painter's tape. Put the sealed carton of unused ballots in the Ballot Bag.

At Ballot on Demand sites, remove the cardboard box inside the blue cabinet and place in the Ballot Bag.

Seal the Ballot Bag and record the seal number on the Chain of Custody Form.



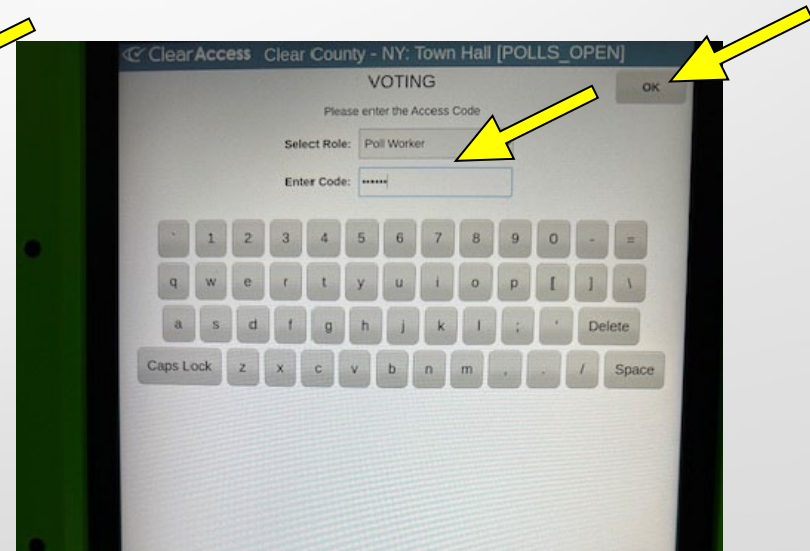
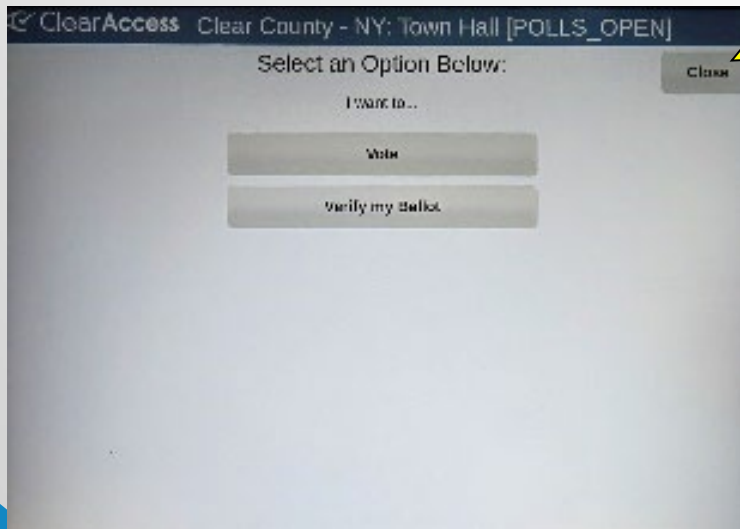
Closing Checklist – Step #14

- Close the top hatch to the ClearCast (remember to use the handle in the center front of the hatch to lower the hatch).
- Replace seals # 1 and #2 and record their numbers on the Security Seal Report.



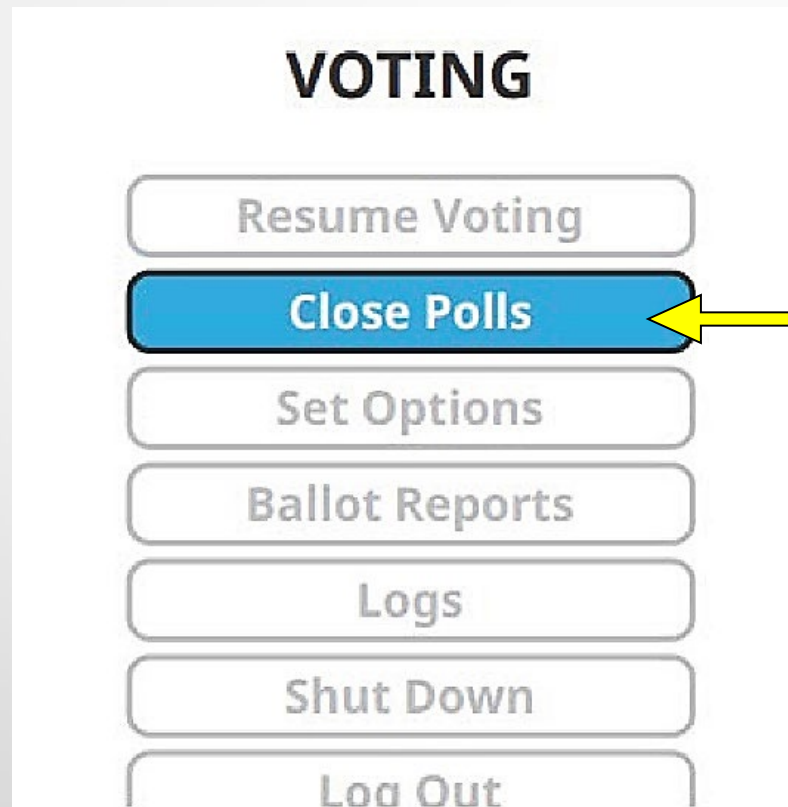
Closing Checklist – Step #15

- Leave the ClearCast machine and move to close the ClearMark.
- On the screen that gives you the choice of “Vote” or “Verify my Ballot”, select “Close”.
- From the drop-down menu, select “Poll Worker”.
- Enter the Poll Worker Password. Select “OK”.



Closing Checklist – Step #16

- Select “Close Polls”



Closing Checklist – Step #17

- A “Close Polls” report will appear on the screen of the All-in-One unit.
- Select “Print”.
- If the ClearMark was used, the report needs to be shown to Inspectors at pre-printed ballot sites.
- After the report has printed, place the “Close Polls” report inside the B-Bag.
- Select “OK”.

3/14/24, 2:04 PM ::Preview::

Close Polls Mar 14, 2024
2:04:26 PM

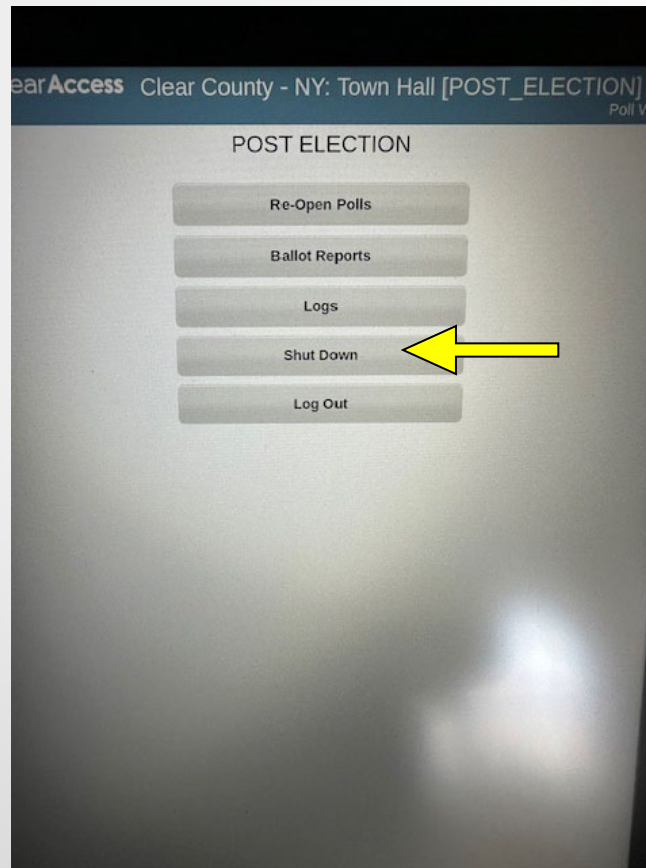
Polling Place Report

Software: ClearAccess by Clear Ballot Group, Inc.	Version: 2.4.1	Date: Jun 05 2023
Election: Clear County - NY	Media Version: 3	Copy: 1
Vote Center: Town Hall	Media Hash: 121cc60c65b50113312da0546d6d25848bd4119d3642097e6deb40bae0ed7858	Warn Under Vote: True
Warn Blank Vote: True	Warn Straight Party Change: False	Straight Party Type: None
Voting Sessions: 8		

Precinct	Ballotset	Ballot	Party	Split	Sessions	Printed	Reprinted	Canceled
ED 1	17in	Ballot 1	<NP>	ED 1 10	8	5	0	3
ED 1	14in	Ballot 2	<NP>	ED 1 10	0	0	0	0
ED 1	22in	Ballot 3	<NP>	ED 1 10	0	0	0	0

Closing Checklist – Step #18

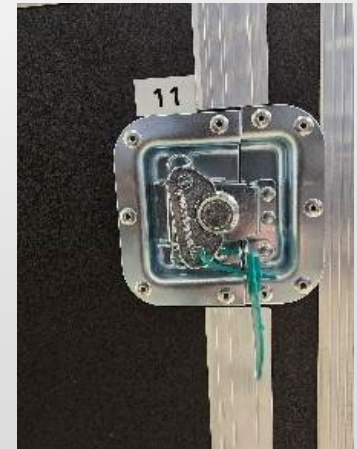
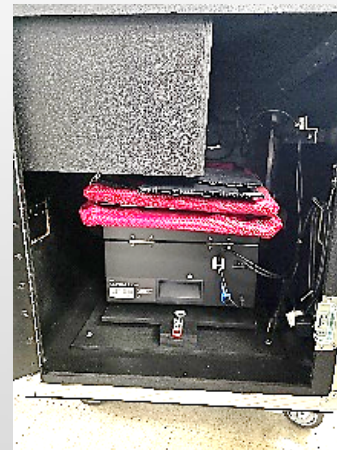
- Select “Shut Down” from the menu to power off the ClearMark.



- You will be asked “Are you really sure you want to shut down”?
- Select “OK”.

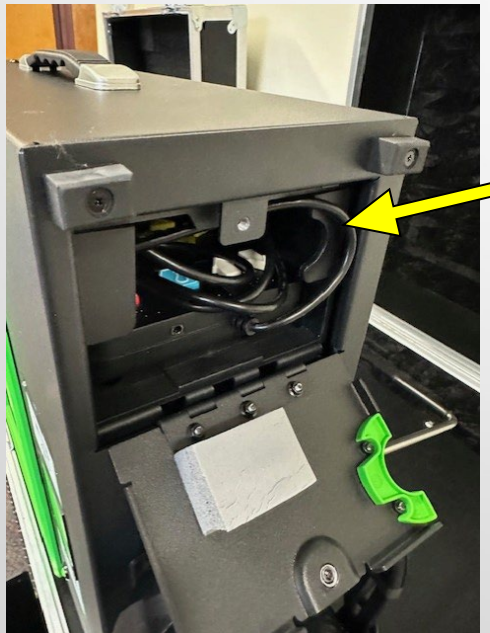
Closing Checklist – Step #19

- Unplug the ClearMark and feed the power cord back through the power cord opening.
- Put the **empty** Emergency Ballot Bag (if removed) back into the rear door compartment.
- Close door.
- Replace seal #11 and record the number on the Security Seal Report.



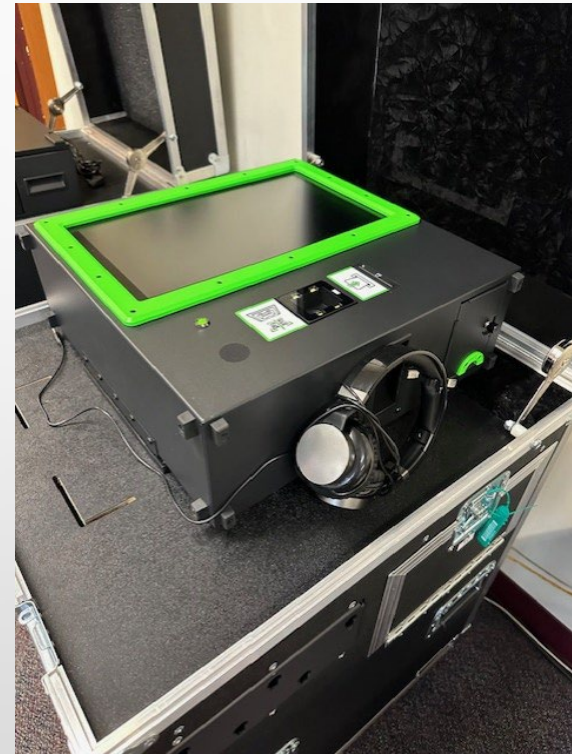
Closing Checklist – Step #20

- Unplug the headphones.
- Return the ATI to its compartment, close and latch the door to the compartment and hang the headphones on the All-in-One unit, using the clamp.
- **Make sure the cord to the headphones is inside the lip of the case.** If the cord is not inside the case when you close the hatch the cord will likely get damaged.



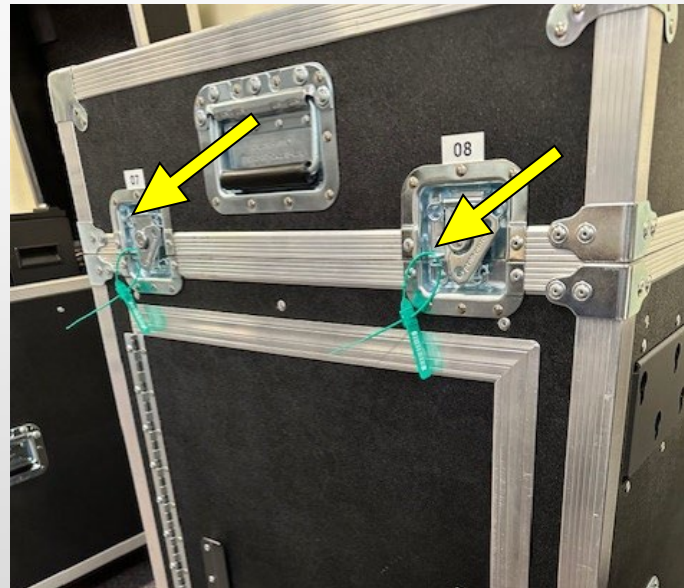
Closing Checklist – Step #21

- Disengage the kickstand by depressing the latch on the back of the All-in-One unit and carefully lower the All-in-One unit into the horizontal position.
- Leave the How To guide and the headphone covers underneath the All-in-One unit.



Closing Checklist – Step #22

- Remove the Ballot Chute from the front door of the ClearMark and place it in the cutout in front of the All-in-One unit.
- Place the headphone cord between the machine and the Ballot Chute.
- Close and latch the top hatch.
- Replace seals #7 and #8 and record their numbers on the Security Seal Report.



Closing Checklist – Step #23

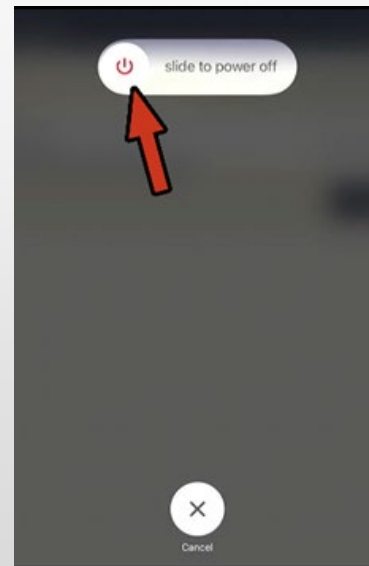
- Close the Verification Scanner door.
- Replace Seal #10 and record the number on the Security Seal Report.



Closing Checklist – Step #24

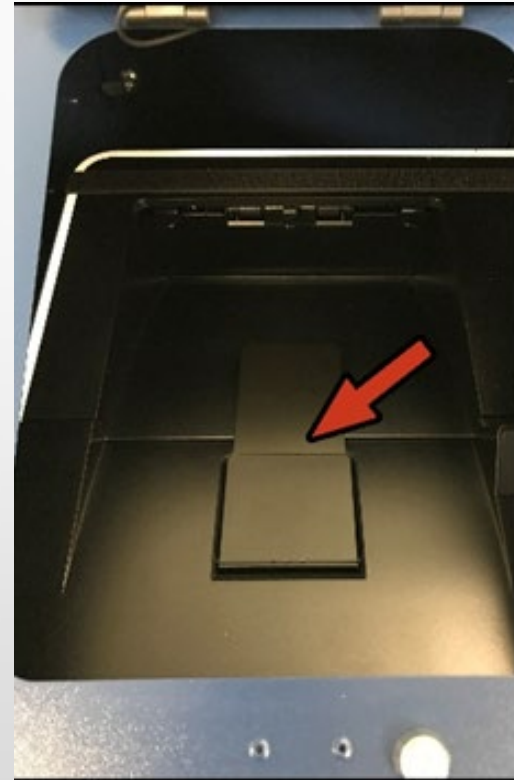
If your polling place was issuing preprinted ballots, skip to step #29

- On the Print on Demand Cabinet Poll Print Pad, hold down the power button until the “Slide to Power Off” screen appears.
- Use your stylus to slide the power icon to the right to power off.



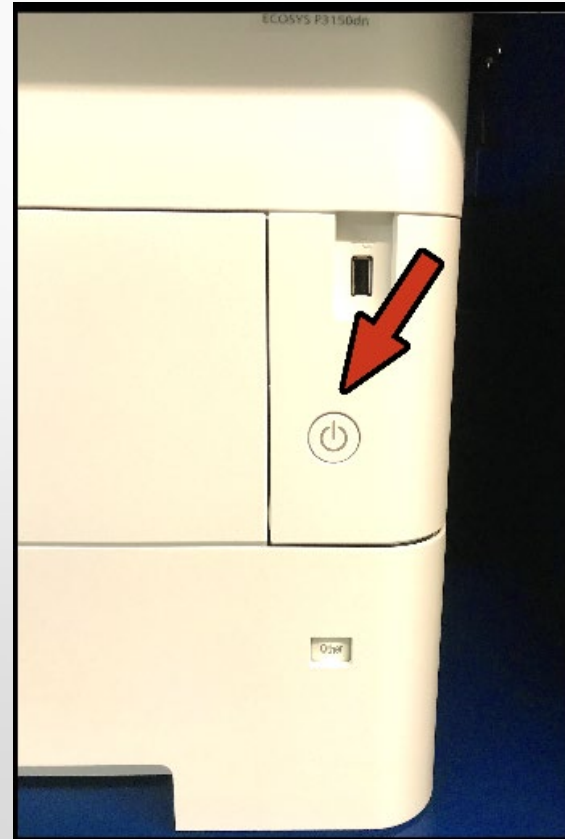
Closing Checklist – Step #25

Close the printer output tray extension. Loosen the stand lock arm from the L bracket. Close the Poll Print Pad door (**Door 1**) and lock it. Close the stand lock arm to its resting point on the top of the cabinet



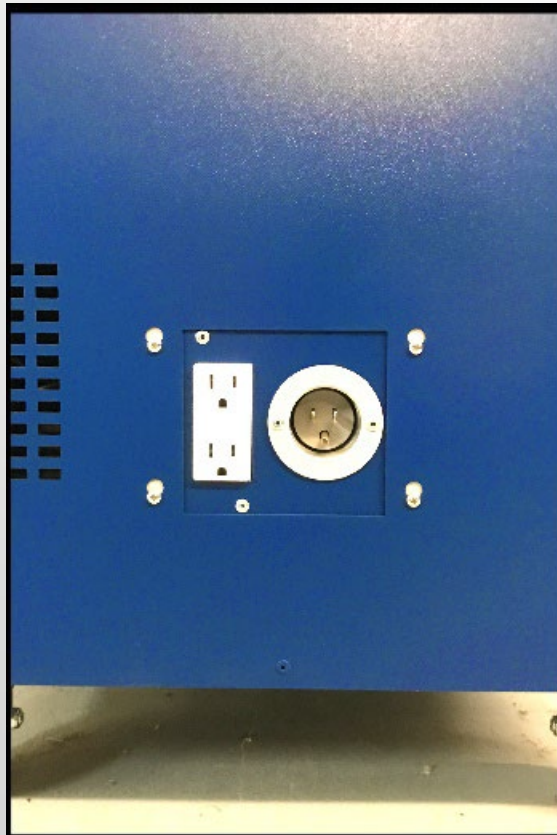
Closing Checklist – Step #26

- Open the front blue cabinet door (**Door 3**). Turn off the printer by pressing the power button on the right side of the printer.



Closing Checklist – Step #27

- Unplug the blue cabinet extension cord from the wall outlet and the blue cabinet. Neatly wind the extension cord up and return the bottom of the tower.



Closing Checklist – Step #28

Ensure all **five** blue tower doors are shut and locked.

- **Door 1:** Poll Print Pad Top Door (Record new seal number on Security Seal Report)
- **Door 2:** Main Top Door
- **Door 3:** Front Door (Record new seal number on Security Seal Report)
- **Door 4:** Side Door
- **Door 5:** Back Door



Side View of Cabinet



Rear View of Cabinet



Front View of Cabinet

If doors 2, 4 or 5 had to be opened during the day, please make sure they have been resealed and recorded on the seal report.

Closing Checklist – Step #29

Be sure you have signed out on the Poll Pad that you signed in on.

Ask an Inspector to shut down and disassemble the PSM Poll Pad and **carefully** repack it inside the Poll Pad Case. Once the Poll Pad is properly in its case, it should go inside the Ballot Box.



Repack the Poll Pad like this...

Closing Checklist – Step #29 (continued)

DO NOT repack the Poll Pad like this!



Closing Checklist – Step #30

Pack the following items into the Ballot Box:

- **Poll Pads**
- **Power Strip for Poll Pad**
- **Extension Cords**
- **3 Prong Splitter**
- **Clear Supply Box**
- **Yellow Floor Tape**
- **Sign and Map Bag**
- **Inspector Binder**
- **Yellow Privacy Folders**
- **Power Cord for ClearCast (by PSM)**



Close and Seal the Ballot Box door #3 and record the seal on the Security Seal Report.

Closing Checklist – Step #31

A Bag



- This Bag will be picked up after 9:10 PM by a member of law enforcement or by a TCBOE Employee as stated on the label.
- Record the Seal Number on the Chain of Custody Form.
- Complete and sign the Chain of Custody Form.

The following items shall be in this bag before sealing:

- Power on Report
- Polls Opened and Totals Report Tape
- USB Stick #1
- Used Seals
- Polls Closed and Totals Report Tape

Closing Checklist – Step #32

Ballot Bag



- **Record the Seal Number on the Chain of Custody Form.**
- **Complete and sign the Chain of Custody Form.**
- **Bag gets returned to Board of Elections per instructions on the label.**

The following items shall be inside the Ballot Bag before sealing:

- Voted Ballots
- Cardboard Box sealed with blue painter's tape containing Non-Voted Ballots and Stubs (only at Pre-Printed ballot sites)

OR

- Cardboard Box containing Unused Emergency Ballots that needs to be removed from the printer cabinet (only at Print on Demand sites)

Closing Checklist – Step #33

Affidavit Ballot Bag:



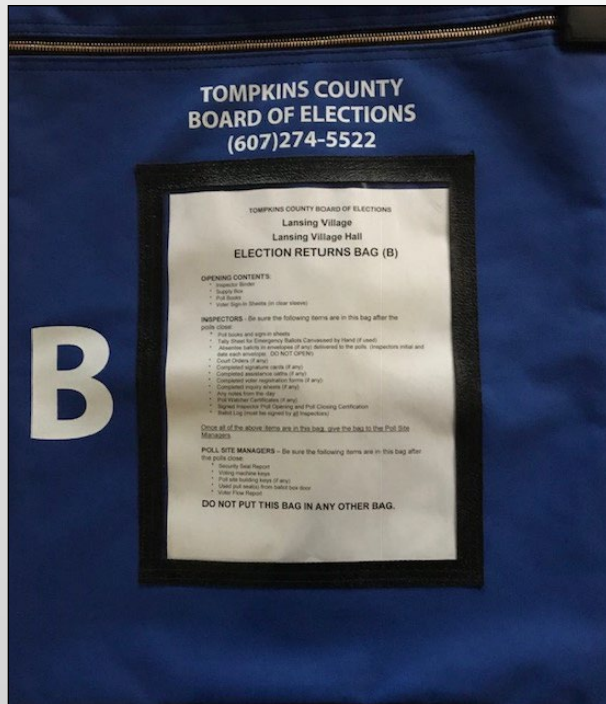
- Record the Seal Number on the Chain of Custody Form.
- Complete and sign the Chain of Custody Form.
- Bag gets returned to Board of Elections per instructions on the label.

The following items shall be inside the Affidavit Ballot Bag before sealing:

- Affidavit Ballot envelopes containing voted ballots
- Plastic Sleeve containing unused Affidavit Ballots and envelopes
- Emergency Ballots Canvassed by Hand Bag (if used, if not, leave in the ClearMark)

Closing Checklist – Step #34

B Bag



- Refer to the checklist on the front of the bag and make sure everything is in the bag (see items on next slide).
- Seal the bag and Record the Seal Number on the Chain of Custody Form.
- Complete and sign the Chain of Custody Form.
- B Bag gets returned to Board of Elections per the instructions on the label.

Closing Checklist – Step #34

(continued)

INSPECTORS shall make sure these items are inside the B Bag:

- Emergency Poll books
- Early Vote by Mail and Absentee ballots
- Spoiled and Abandoned ballots
- Court Orders (if any)
- Poll Pad tickets (if not using Print on Demand)
- Completed Signature Cards (if any)
- Completed Voter Registration Forms (if any)
- Poll Watcher Certificates (if any)
- Ballot Certification Log (Pre-Printed ballot sites)
- Ballot Reconciliation Form (Print on Demand)
- Challenge Report and any Right to Vote Challenges
- Summary Reports (Opening and Closing)
- Notes
- Feedback Forms
- Any other items not listed for other bags

POLL SITE MANAGERS shall make sure these items are in the B Bag-

- ClearMark Power on Report
- Security Seal Report
- Any Print on Demand ballots with problems (Spoiled – BOE)
- Second Copies of Polls Opened and Polls Closed Tapes
- ClearMark Close Polls Report
- Notes
- Feedback Forms
- Poll Pad tickets if using Print on Demand
- Opening Bag & Poll Pad Chain of Custody Form
- PSM Binder

Closing Checklist – Step #35



Final Checks and Reminders




- Close and lock the Ballot Box Door.
- Seal the Ballot Box Door and record the number on the Security Seal Report.
- Each PSM needs to sign the back of the Security Seal Report.
- Remove COC from PSM Binder
- Place the Security Seal Report inside the PSM Binder.
- Record seal numbers of COC.
- Attach the voting machine keys and the building key, if applicable, to the safety pin on the outside of the B Bag.

Lock the door to the poll site when you leave.

Chain of Custody Forms

- Fill out form and put the Seal Number on the Ballot Bag, B-Bag, and Affidavit Ballot Bag where requested.
- Each PSM should enter their information and sign the form.
- Keep the completed form with these bags until and while they are being transported.




Tompkins County


C-Bag, B-Bag, & Affidavit Bag Chain of Custody Form

Election	
Election Date	
Poll Site	
Town / City	
ED(s)	

	C-Bag Seal	B-Bag Seal	Affidavit Bag Seal
M#			
M#			
M#			

The Poll Site Managers (PSMs) are responsible for filling out this seal report and verifying seals at the end of the election. The **Transporter** is taking custody of the above-mentioned bags and is responsible for the delivery of the bags to their designated return site after the election. By signing below, you are verifying that all seals listed above are correct. If any seal listed above is not correct you should contact the Tompkins County Board of Elections immediately (607) 274-5522. This document is to remain with the transporter and presented to a Tompkins County Board of Election Employee that will verify the seals on arrival.

Closing  Poll Site Manager (Democratic)			
Name	Signature	Phone Number	Date / Time

Closing  Poll Site Manager (Republican)			
Name	Signature	Phone Number	Date / Time

Securing the Poll Site

- Using the building key (if necessary), the PSMs need to ensure the door is closed and locked when they leave the building.
- If using a key, after locking the door attach the building key to the safety pin you will find pinned at the top of the B-Bag.

Test

Two ways to take your test:

1. Take the test now by using your Poll Pad camera and scanning the QR code.
2. Take this test online. Use the following link on your smartphone or laptop:

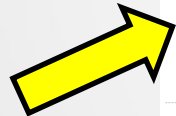
<https://lfweb.tompkins-co.org/Forms/TCBoEST>

Test

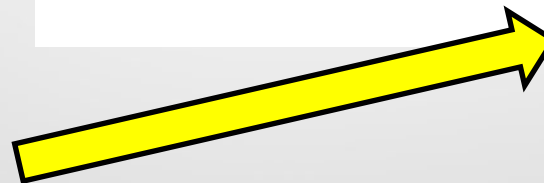
Once you have completed the test, check this box to review your answers.



Use this link to review our training.



Be sure to press the “Submit” button.



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>

Score Section

Total Score Percentage
4.00

Each question was worth 4 points.

Total Score
4.00

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 a Poll Site Manager.