Georgia needs YOU

POLL WORKER RESOURCES

African American
Hispanic
Caucasian

Georgia

HIRING PROCESS
WHAT TO KNOW
BEFORE ELECTION DAY
TRAINING
ELECTION DAY
WHAT TO WEAR/BRING
SET-UP
  Set-up tasks
  Layout
  Voting area posters and signs
  Verification of Supplies
  Designated equipment set-up
OPENING YOUR PRECINCT
  Swearing in/badges
  Poll pad set-up
  Cyber power ups set-up
  Opening the polls on the ICX-BMD voting machine
  ICP Polling place scanner
  Provisional ballot station
OPEN PRECINCT
  Processing voters
  Paperwork
  Troubleshooting
CLOSING THE PRECINCT
  Poll Pads
  ICP (ballot scanner)
  CyberPower UPS
  Election forms
  Door postings
  Reminders

POLL WORKER RESOURCES

African American
Hispanic
Caucasian

Georgia
# TABLE OF CONTENTS

## Hiring Process

### What To Know Before Election Day

## Training

## Election Day

### What To Wear/Bring

### Set-Up
- Set-up tasks
- Layout
- Voting area posters and signs
- Verification of Supplies
- Designated equipment set-up

### Opening Your Precinct
- Swearing in/badges
- Poll pad set-up
- Cyber power ups set-up
- Opening the polls on the ICX-BMD voting machine
- ICP Polling place scanner set-up
- Provisional ballot station

### Open Precinct
- Processing voters
  - Poll pad
  - Voting booth
  - Polling place scanner
  - Provisional ballots
    - Issuing a provisional ballot
    - Issuing a challenged ballot
  - Voters with disabilities and voter assistance
- Paperwork
- Troubleshooting
  - Ballot scanner malfunction
  - BMD will not mark ballots
  - Poll Pad will not encode voter cards
  - Using emergency paper ballots
  - Troubleshooting for various technical difficulties

### Closing The Polls
- Poll Pads
- ICX-BMD
- ICP (ballot scanner)
- CyberPower UPS
- Election forms
  - Touchscreen recap sheet
  - Ballot recap sheet
  - Poll pad recap sheet
  - Spoiled and unaccompanied ballot recap sheet
  - Provisional ballot recap sheet
- Paperwork
- Troubleshooting
  - Chain of custody form
  - Drop box ballot transfer form
- Door postings
- Reminders
HIRING PROCESS

WHAT TO KNOW
BEFORE ELECTION DAY

TRAINING

ELECTION DAY

WHAT TO WEAR/BRING

SET-UP
  Set-up tasks
  Layout
  Voting area posters and signs
  Verification of Supplies
  Designated equipment set-up

OPENING YOUR PRECINCT
  Swearing in/badges
  Poll pad set-up
  Cyber power ups set-up
  Opening the polls on the ICX-BMD voting machine
  ICP Polling place scanner set-up
  Provisional ballot station

OPEN PRECINCT
  Processing voters
  Paperwork
  Troubleshooting

CLOSING THE POLLS
  Poll Pads
  ICX-BMD
  ICP (Ballot scanner)
  CyberPower UPS
  Election forms
  Door postings
  Reminders

Poll Worker Resources

HIRING PROCESS

Requirements

In the midst of a global pandemic, Georgia faces a massive shortage of poll workers, especially in our most populous counties and city centers. Our state needs more Georgians to serve as poll workers. To become a poll worker, one must meet four requirements:

- Be a U.S. citizen
- Be at least 16 years of age
- Be a resident or employee of the county in which you would like to be a poll worker (with one exception, see the footnote below)
- Be able to read, write, and speak the English language

To learn more about the requirements to become a poll worker, please watch this video from the Georgia Secretary of State’s Office.

Outside of these requirements, counties are especially interested in poll workers who encompass the following:

- Younger Georgians who are at lower risk of COVID-19 complications
- Lawyers committed to understanding the ins and outs of election law and administration
- Tech-savvy individuals to help keep the electronic voter machines up and running
- Passionate people who care about improving the state of democracy

Becoming a Poll Worker

Once you submit this interest form, the ACLU of Georgia will be in touch to help you sign up, train, and get scheduled with your county of residence to work the polls in Georgia. If you have any questions, please contact us at voting@acluga.org! The ACLU of Georgia cannot guarantee placement as a poll worker, but we will work to ensure a smooth training and selection process.

You can also apply to be a poll worker on the Georgia Secretary of State’s website or by contacting your County Elections Office. You can find the contact information for any county elections office here.

Most counties will begin notifying selected poll workers in mid-September. Please make sure to submit any applications or forms you have been asked to complete as soon as possible. Please complete everything in a timely manner as there will be training prior to the election that you will need to complete with your respective county.

Footnote:

1 According to SB 202, page 19, “(2) A poll officer may be allowed to serve in a county that adjoins the county in which such poll officer resides if, in the discretion of the election superintendent of the county in which such person resides, the waiver of such county residency or county employment requirements of paragraph (1) of this subsection do not impair the ability of the county to provide adequate staff for the performance of election duties under this chapter and if, in the discretion of the county election superintendent in which such person wishes to serve, sufficient need for more poll officers exists.”
WHAT TO KNOW BEFORE ELECTION DAY

Before Election Day, it’s important to keep in mind some helpful tips and reminders. The information that follows will go into more depth on many of these points, but here are some general takeaways to aid you in what you should know before the big day.

Follow Up
- Follow up with your county if you have not heard back from them within a week. This is to ensure that you have been placed as a poll worker. Double-checking is an important step to make sure everything is in order and nothing was lost in the shuffle.

Make Arrangements
- If applicable, make arrangements for work well in advance. Your place of work should be aware that you will not be reachable on Election Day. Additionally, if applicable, make arrangements for childcare and petcare for a two day period. Expect to stay until at least midnight on Election Day. Many companies have started offering Election day off without needing to take paid time off, so make sure to inquire if your company offers this.

Train
- Training as a poll worker is mandatory and more information can be found in the Training Section of the Master Document. Be sure to review your county materials thoroughly. Supplement your county training with the resources on the Secretary of State’s website. Familiarize yourself with the ballot, a sample ballot can be found on your My Voter Page. Attend any “optional” site set up or trial run meetings. This will help you become familiar with the facility set up and the voting processes before Election Day.
  - Depending on the county and election, poll worker training may be paid. Contact your county’s election office for more details.

Vote Early
- Since you will be working the entire time the polls are open, you will not have a chance to visit your precinct and vote on the day of the election. This is why it is necessary to make a plan to vote early. Request and return your absentee ballot or vote early, in person. Voting early will also help you become familiar with the voting process!
COVID Precautions

- Safety measures depend on which county you’re in. It is important to remember that you are assuming some risk by working in person. Masks are no longer required for an individual to vote and you, as a poll official, cannot force a voter to wear a mask. If a voter is not wearing a mask, you may politely offer them a mask and ask if they are willing to use it. If they say no, they must still be able to vote. You can spray everything they touch with disinfectant after they leave.

Payment

- You do get paid as a poll worker, but compensation rates may vary by county. Payment also varies depending on the position you hold as a poll official, but you should find out what you will be paid prior to election day. Discuss any questions with your Poll Manager or local county elections office.

Pack and come prepared

- More on what to bring can be found in the Election Day “What to Wear/Bring” section of this Master Document.

General information to know about election proceedings:

Poll Watcher vs Poll Observer

- Poll watchers are registered with county political parties, allowed into enclosed space, and wear tags; poll observers are nonpartisan individuals who can observe the election from publicly accessible places, and cannot go into enclosed space.

ID

- Voters are required to show ID to vote. Acceptable forms of ID are as follows:
  - Any valid state or federal government-issued photo ID, including a free ID card issued by your county registrar’s office or the Georgia Department of Driver Services.
  - A Georgia driver’s license, even if expired
  - Student ID from a Georgia public College or University
  - Valid employee photo ID from any branch, department, agency, or entity of the U.S. Government, Georgia, or any county, municipality, board, authority or other entity of this state
  - Valid U.S. passport ID
  - Valid U.S. military photo ID containing a photograph of the voter
  - Valid tribal photo ID containing a photograph of the voter
  - Visit this link for more information.

You should learn more about acceptable IDs in your county specific training and should be given training documents with that information.
TRAINING

Poll Worker Training is Mandatory
In order to work as a poll worker in your county, you must first complete mandatory poll worker training!

It’s important to note that some counties provide this training virtually while others require the training in-person. Please contact your local county’s elections office or look at their website to figure out how your county completes their training.

This training session typically goes from 1 hour to 2 hours.

TIP: Block out a bit more time than the session is expected to run, in order to account for unexpected delays

Some Tips Prior to Your Poll Worker Training
• Confirm the time, location, and duration of the poll worker training prior (1-2 days before the day of the training) with your local county elections office.
• You may be asked to fill out a W-9 during your training in order to be paid for your poll worker shift, so please be prepared to fill out the information required.
  - View a copy of a W9 here to see what information you need
  - Generally information you need to know:
    • Your Address
    • Your Social Security Number OR Employee Identification Number (EIN)
• Some county poll worker trainings may require you take an assessment after the training in order to test your knowledge
  - Ask questions if you have any during the training!
  - Bring supplies (pen and paper) if you would like to take notes during the training, in case your training location doesn’t have any.

What if I’ve Received Poll Worker Training Before?
Depending on when you received training, you may need to do the training again prior to volunteering again as a poll worker. Please consult your local county elections office to see if you still need training because many counties require you to train before any major election even if you have trained as a poll worker before.
Before You Leave Poll Worker Training

• If you have not yet been assigned to a precinct, confirm with your local county elections office prior to leaving training about when they will follow up with you on this information so you can get an idea of the timeline.
• Make sure you have a point of contact or contact information that you can use to reach out to, if you have any questions or concerns following the training.
• Confirm with your local county elections office that there is not any other training you need to complete prior to starting as a poll worker.

Supplemental Training

There are other resources you can reference on your own time prior to volunteering, to aid you in your poll worker responsibilities!

• View the Secretary of State’s Office resources on Poll Worker Training
• View our Slide Deck on Important Things to Know as a Poll Worker
• Due to SB 202, not all the information in this slide deck is accurate anymore - Provisional ballots for those voting outside of their precinct will no longer count outside of 5pm-7pm
ELECTION DAY

WHAT TO WEAR/BRING

Poll worker attire guidelines vary by county, but best practice is to dress business casual with no political material/slogans visible. If you are unsure of how you should dress, reach out to your poll manager for clarification.

Poll workers should prepare for a long day of service, wearing well-fitting, comfortable clothing/shoes and bringing along everything they will need for the day. Some useful items to bring are:

- Lunch and dinner + snacks
- Coffee/tea/water
- Sweater or jacket in case the polling location is cold
- *It is helpful to dress in layers as polling precinct temperatures can vary by location and season
- Small activities to keep busy in slow/low turnout locations (confirm what you can bring with your Poll Manager)
- Magazines/books/crosswords/knitting/sudoku

All items and materials brought by poll workers must not interfere with their duties, and poll managers/counties will give guidance as to which items workers should not bring. These items may include:

- Games/activities that may be more difficult to put away quickly
  - Electronic games
  - Card games
  - Board games
- Clothes/items with campaign material
- Pants/shirts with holes, fading
- *Some counties may have specific rules about attire (i.e. Dekalb County does not allow poll workers to wear jeans)

IMPORTANT: As always, the best practice is to contact the poll manager regarding specific do’s and don’ts for each polling location
SET-UP

Before setting up polling equipment, officials must ensure that all setup is done in full view of the public, and doors may not be locked at any time to exclude a member of the public from viewing proceedings.

Equipment must be set up and actions recorded while adhering to the following procedures:

- One poll official reads the instructions
- One poll official follows the instructions as read
- One poll official records the necessary information on the forms

Some counties may have a Monday set-up in which the layout of the precinct is determined and some of the equipment is set-up (but not turned on). Other counties may have all equipment set-up on election morning. Refer to your county’s practices.

**Set-up Tasks**

The following is a list of tasks that are completed during set-up:

- The layout of the precinct is created using tables and chairs
- Voting area posters and signs are hung up
- Supplies are verified as present at the polling location
- Designated equipment is set-up
- Emergency contact information of poll officials is collected*

*This task can vary by county but is completed in Fulton and Dekalb

Details of each step are provided next:

**Layout**

The layout of a precinct includes the check-in station, the voting booth station, the scanner station, a provisional booth station, and a manager/command center station. Precincts should be set-up in a way that creates a clear flow of voters from check-in to check-out – no voters should have to cross pass during the voting process. Layout should be similar to the diagram on page....

**Voting area posters and signs**

Each of the required signs must be placed in their designated locations including:

- “Vote Here” sign
- No Campaigning sign
- Handicapped Parking
- Prohibition Notices
- Card of Instructions
- Required Identification sign
- Acceptable Proof of Citizenship
- Voting Instructions
- Voting Rights poster
- Magnified Ballot Request sign
- Notice of Penalties
- Electors 75 Years & Older
- Sample Ballots (2)

Outside signs should be placed on election morning rather than during set-up because if signage is posted the day before the election, it could confuse voters. Voters must be able to see all posted signs inside and outside of the precinct.
**POLLS WORKER RESOURCES**

**ELECTION DAY**

**WHAT TO KNOW BEFORE ELECTION DAY**

**TRAINING**

**WHAT TO WEAR/BRING**

**SET-UP**

- Set-up tasks
- Layout
- Voting area posters and signs
- Verification of Supplies
- Designated equipment set-up

**OPENING YOUR PRECINCT**

- Swearing in/badges
- Poll pad set-up
- Cyber power ups set-up
- Opening the polls on the ICX-BMD voting machine
- ICP Polling place scanner set-up
- Provisional ballot station

**OPEN PRECINCT**

- Processing voters
- Paperwork
- Troubleshooting

**CLOSING THE POLLS**

- Poll Pads
- ICX-BMD
- ICP (Ballot scanner)
- CyberPower UPS
- Election forms
- Door postings
- Reminders

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**Hiring Process**

**Notice**

This location is under video surveillance.

Only the following individuals may possess or deliver an absentee ballot on behalf of a voter:

- The voter him or herself.
- Voter's mother, father, grandparent, aunt, uncle, brother, sister, spouse, son, daughter, niece, nephew, grandchild, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, or sister-in-law.
- Individual residing in the same household as the voter.
- Caretaker of a voter with disabilities.

**WARNING!!!**

Unauthorized possession or delivery of an absentee ballot violates Georgia law and is punishable by a fine up to $2,000, or a term of imprisonment up to 1 year, or both. O.C.G.A. § 21-2-386(c).

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**Poll Worker Area**

Only poll workers, poll watchers and persons actively voting are permitted in this area.

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**No Leaving with Ballot**

Do not leave the balloting area with your printed ballot.

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**Voting Rights Poster**

Identification required to vote at Precincts.

Each elector shall present proper identification to a poll worker at or prior to commencement of a voter's participation at any polling place and prior to such person's admission to the enclosed space at every polling place. Proper identification shall consist of any one of the following:

1. A Georgia driver's license which was properly issued by the appropriate state agency.
2. A valid identification card issued by a branch, department, agency, or entity of the State of Georgia, any other state, or the United States authorized by law to issue personal identification, provided that such identification card contains a photograph of the elector.
3. A valid United States passport.
4. A valid employee identification card containing a photograph of the elector and issued by any branch, department, agency, or entity of the United States government, this state, or any county, municipality, board, authority, or other entity of this state.
5. A valid United States military identification card, provided that such identification card contains a photograph of the elector.
6. A valid tribal identification card containing a photograph of the elector.

Any elector who registered for the first time in Georgia by mail, and did not provide identification at the time of registering, may provide one of the six (6) forms of photo identification listed above, or for the elector's first time voting, may provide one of the following forms of identification: copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the elector.
Hiring Process

What to Know Before Election Day

Training

Election Day

What to Wear/Bring

Set-up

Set-up tasks
Layout
Voting area posters and signs
Verification of Supplies
Designated equipment set-up

Opening Your Precinct

Swearing in/badges
Poll pad set-up
Cyber power ups set-up
Opening the polls on the IXC-BMD voting machine
ICP Polling place scanner set-up
Provisional ballot station

Open Precinct

Processing voters
Paperwork
Troubleshooting

Closing the Polls

Poll Pads
ICX-BMD
ICP (ballot scanner)
CyberPower UPS
Election forms
Door postings
Reminders

Acceptable Proof of Citizenship

Voting Instructions

For Your Convenience, The Ballot Can Be Viewed in Larger Print.

Please See Poll Official for Assistance.

Acceptable Proof of Citizenship

Voting Instructions

Magnified Ballot Request

Card of Instructions

Electors 75 Years & Older

Notice of Penalties

Notice

Electors Who Are 75 Years of Age or Older Who Are Disabled and Require Assistance in Casting an Absentee Ballot in Person, Shall, Upon Request to a Designated Office Employee or Other Individual, Vote Immediately at the Next Available Voting Compartment or Booth Without Waiting in Line.
Hiring Process

What to Know Before Election Day

Training

Election Day

What to Wear/Bring

Set-Up

Set-up tasks

Layout

Voting area posters and signs

Verification of Supplies

Designated equipment set-up

Opening Your Precinct

Swearing in/badges

Poll pad set-up

Cyber power ups set-up

Opening the polls on the ICX-BMD voting machine

ICP Polling place scanner set-up

Closing the Polls

Processing voters

Paperwork

Troubleshooting

Inside Each Voting Booth

Inside Polling Site

Outside Polling Site

Supplies at the Polling Place

Important Notice to Voters

Please notify a poll worker if you believe that:

- You have been given the wrong ballot,
- Your ballot does not contain all the candidate names it should,
- The voting unit is not operating properly,

Or if your “PRINTED BALLOT” does not reflect your choices.

Once you have placed your ballot in the scanner/ballot box, your vote has been recorded and is final.

Ballot Review

Review your printed ballot to confirm your choices prior to inserting into the scanner.

Contact Poll Official if assistance is needed.

Sample ballots are available for review upon request.

Sample Ballot

LARGE PRINT

Voter Notice

No Campaigning

By anyone (including candidates) within 150 feet of the outer edge of any building within which a polling place is established.

Vote Here Sign

Inside Each Voting Booth

Inside Polling Site

Outside Polling Site

Supplies at the Polling Place

Ballot Review

Voter Notice

No Campaigning Sign
Hiring Process

What to Know

Before Election Day

Training

Election Day

What to Wear/Bring

Set-Up

Set-up Tasks

Layout

Voting area posters and signs

Verification of Supplies

Designated equipment set-up

Opening Your Precinct

Swearing in/badges

Poll pad set-up

Cyber power ups set-up

Opening the polls on the ICX-BMD voting machine

ICP Polling place scanner set-up

Provisional ballot station

Opening Precinct

Processing voters

Paperwork

Troubleshooting

Closing the Polls

Poll Pads

ICX-BMD

ICP (Ballot scanner)

Cyber Power UPS

Election forms

Door postings

Reminders

Handicapped Parking Sign

Oath of Managers

Oath of Clerks

Paper Voter Certificates (Emergencies)

Voter Registration Applications

Poll Worker Resources

Election Day
**POLLS WORKER RESOURCES**

**ELECTION DAY**

**WHAT TO WEAR/BRING**

**SET-UP**
- Set-up tasks
- Layout
- Voting area posters and signs
- Verification of Supplies
- Designated equipment set-up

**OPENING YOUR PRECINCT**
- Swearing in/badges
- Poll pad set-up
- Cyber power ups set-up
- Opening the polls on the ICX-BMD voting machine
- ICP Polling place scanner set-up
- Provisional ballot station

**OPEN PRECINCT**
- Processing voters
- Paperwork
- Troubleshooting

**CLOSING THE POLLS**
- Poll Pads
- ICX-BMD
- ICP (ballot scanner)
- CyberPower UPS
- Election forms
- Door postings
- Reminders

---

**STATE OF GEORGIA APPLICATION FOR VOTER REGISTRATION**

**VOTER REGISTRATION APPLICATIONS**

**PAPER VOTER CERTIFICATES (EMERGENCIES)**

**PROVISIONAL VOTER REGISTRATION APPLICATION**

---

**POLL WORKER RESOURCES**

**ELECTION DAY**

---

**OATH OF MANAGERS**

**OATH OF CLERKS**
**Election Day**

**What to Know Before Election Day**

- **Set-up**
  - Set-up tasks
  - Layout
  - Voting area posters and signs
  - Verification of Supplies
  - Designated equipment set-up

- **Opening Your Precinct**
  - Swearing in/badges
  - Poll pad set-up
  - Cyber power ups set-up
  - Opening the polls on the ICX-BMD voting machine
  - ICP Polling place scanner set-up
  - Provisional ballot station

- **Open Precinct**
  - Processing voters
  - Paperwork
  - Troubleshooting

- **Closing the Polls**
  - Poll Pads
  - ICX-BMD
  - ICP (Ballot scanner)
  - CyberPower UPS
  - Election forms
  - Door postings
  - Reminders

---

**Inside Each Voting Booth**

**Inside Polling Site**

**Outside Polling Site**

**Supplies at the Polling Place**

---

**Provisional Voter Certificates**

**Provisional Voter Registration Application**

**Official Provisional Ballot**

**Outer Provisional Ballot Envelope**

**Provisional Numbered List of Voters**
HIRING PROCESS
WHAT TO KNOW
BEFORE ELECTION DAY
TRAINING
ELECTION DAY
WHAT TO WEAR/BRING
SET-UP
Set-up tasks
Layout
Voting area posters and signs
Verification of Supplies
Designated equipment set-up
OPENING YOUR PRECINCT
Swearing in/badges
Poll pad set-up
Cyber power ups set-up
Opening the polls on the ICX-BMD voting machine
ICP Polling place scanner set-up
Provisional ballot station
OPEN PRECINCT
Processing voters
Paperwork
Troubleshooting
CLOSING THE POLLS
Poll Pads
ICX-BMD
ICP (ballot scanner)
CyberPower UPS
Election forms
Door postings
Reminders

Inside Each Voting Booth
Inside Polling Site
Outside Polling Site
Supplies at the Polling Place

PROVISIONAL BALLOT AFFIDAVIT
OUT OF PRECINCT

BALLOT RECAP SHEET

POLL PAD RECAP SHEET

TOUCHSCREEN RECAP SHEET

SCANNER RECAP SHEET
**Poll Worker Resources**

**Election Day**

**What to Know Before Election Day**

**Training**

**Set-Up**
- Set-up tasks
- Layout
- Voting area posters and signs
- Verification of Supplies
- Designated equipment set-up

**Opening Your Precinct**
- Swearing in/badges
- Poll pad set-up
- Cyber power up set-up
- Opening the polls on the ICX-BMD voting machine
- ICP Polling place scanner set-up
- Provisional ballot station

**Opening Precinct**
- Processing voters
- Paperwork
- Troubleshooting

**Closing the Polls**
- Poll Pads
- ICX-BMD
- ICP (Ballot scanner)
- CyberPower UPS
- Election forms
- Door postings
- Reminders

---

**Inside Each Voting Booth**

**Spoiled & Unaccompanied Ballot Recap Sheet**

**Voted Ballot Removal Form During Voting**

**Chain of Custody Form**

**Transfer of Election Results**

**Inside Polling Site**

**Voting Equipment Exception Form**

**Provisional Ballot Voting Guide**

**Non-Felon Affidavit**

**Outside Polling Site**

**Supplies at the Polling Place**

**Spoiled & Unaccompanied Ballot Recap Sheet**

**Voted Ballot Removal Form During Voting**

**Chain of Custody Form**

**Transfer of Election Results**
### Hiring Process

#### What to Know Before Election Day

#### Training

#### Election Day

### What to Wear/Bring

### Set-Up
- Set-up tasks
- Layout
- Voting area posters and signs
- Verification of Supplies
- Designated equipment set-up

### Opening Your Precinct
- Swearing in/badges
- Poll pad set-up
- Cyber power ups set-up
- Opening the polls on the ICX-BMD voting machine
- ICP Polling place scanner set-up
- Provisional ballot station

### Open Precinct
- Processing voters
- Paperwork
- Troubleshooting

### Closing the Polls
- Poll Pads
- ICX-BMD
- ICP (ballot scanner)
- CyberPower UPS
- Election forms
- Door postings
- Reminders

---

### Supplies at the Polling Place

#### Inside Each Voting Booth

#### Inside Polling Site

#### Outside Polling Site

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### Numbered List of Voters

![Numbered List of Voters](image1.png)

### Drop Box Ballot Transfer Form

![Drop Box Ballot Transfer Form](image2.png)
**Hiring Process**

**What to Know Before Election Day**

**Training**

**Election Day**

**What to Wear/Bring**

**Set-Up**
- Set-up tasks
- Layout
- Voting area posters and signs
- Verification of Supplies
- Designated equipment set-up

**Opening Your Precinct**
- Swearing in/badges
- Poll pad set-up
- Cyber power ups set-up
- Opening the polls on the ICX-BMD voting machine
- ICP Polling place scanner set-up
- Provisional ballot station

**Open Precinct**
- Processing voters
- Paperwork
- Troubleshooting

**Closing the Polls**
- Poll Pads
- ICX-BMD
- ICP (Ballot scanner)
- CyberPower UPS
- Election forms
- Door postings
- Reminders

---

**Verification of Supplies**

If supplies are missing, please contact your county election office.

**Designated Equipment Set-Up:**

The ICX tablet, BMD printer, UPS, ATI, headphones, and privacy screens (referenced in interactive diagram) should be placed at individual, accessible voting booths. The following steps can be referenced for set-up of the ICX tablet, BMD (Ballot Marking Device) printer, UPS (Uninterruptible Power Supply), ATI (Audio Tactile Interface), and headphones.

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**Setting Up the ICX-BMD**

1. Remove the ICX tablet, BMD printer, ATI, and headphones (if provided) from the transport cases.

2. Lift the ICX tablet onto the table or booth using the handle on the back then pull open the kickstand on the back.

3. Set the BMD printer on the table or booth next to the ICX tablet.

4. Plug the square USB cable coming from the bottom right side of the ICX tablet into the back of the printer where the red arrow sticker is pointing. Plug the power cord into the bottom right side.

5. If the ICX-BMD is designated as the accessible voting unit, plug the cable coming from the top left side of the ICX tablet into the top of the ATI then plug the headphones into the “Audio” jack on the bottom of the ATI.

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Continue next page
Setting Up the ICX-BMD (Cont.)

7. Plug the power cord of the BMD printer into the back of the UPS into the Red outlet(s) marked Printer.

8. Plug the power cord of the ICX tablet into the UPS Green outlet(s) marked ICX.

9. Pull out the paper tray on the bottom front of the BMD printer and insert ballot paper then close the tray.

10. Press the power button on the front of the BMD printer.

11. Press the power button on the ICX tablet located inside the bottom right door just below the power cord connection then close the door.
Setting Up the CyberPower UPS

1
The Cyberpower UPS supplied with the Ballot Marking Devices (“BMD”) for Georgia can accommodate up to 2 Hewlett Packard printers and 2 Touchscreen units.

2
The 2 AC power receptacles on the upper portion of the back of the unit are labeled “Printer” and are to be used only for the HP Printers.

3
The 2 receptacles at the bottom of the back of the unit are labeled “ICX” and these are to be used only for the Touchscreen component of the BMD.

IMPORTANT: During any set-up before Election Day, DO NOT break any seals, plug anything into a wall outlet, or turn on any equipment.

Poll Pad Units should NOT be set-up during this set-up on Monday (if there is a Monday set-up). Instead, Poll Managers keep the Poll Pad Units until election morning.
OPENING YOUR PRECINCT

On election day, several tasks need to be completed before the polls are opened at 7:00 a.m.* Most counties will require you to be present anytime between 5:30am-6:00am to get the precinct set up.

* The set-up steps listed above may also be completed on election morning.

Swearing In/Badges

- Before any election-related tasks can be completed, all poll officers must be sworn in by stating the oath and signing a printed version:
  - Assistant Manager swears in Manager
  - After this, Manager swears in Assistant Manager(s) and other staff members
  - Oaths are signed and placed in the corresponding envelope
- Each official is then assigned a name badge, which must be worn throughout the day
Poll Pad Set Up

Opening Procedures

1. Stand Arm
   If arm is not already attached to iPad shell, press the buttons on the side of the arm and place in circular opening. Release buttons and rotate the arm until you hear a click.

2. Connect Arm to Base
   Take arm and place into Poll Pad Base. Once attached rotate iPad making sure the camera is on top, oriented in a landscape position.
   Note: Sticker with jurisdiction name and number will be on top.

3. Attach Photo ID Tray
   Attach the ID tray to the iPad using the mounting clip. Once attached, insert stylus into the holding slot. Adjust the iPad to a suitable angle.
Poll Pad Set Up

Opening Procedures (Cont.)

Morning Checklist

D Verify the numbers on the Poll Pad & case match
D Remove the contents of the case
D Place stand arm in base
D Attach ID clip to back of Poll Pad
D Place 1 stylus in ID clip
D Attach encoder (label/sticker facing poll worker) to Poll Pad
D Attach black power cord to encoder
D Plug USB into power block
D Plug Power Block into Power Source
D Power on the Poll Pad
D Launch the Poll Pad application & verify that:
  D The Poll Pad is in the correct polling location
  D Check-in count = 0
D Have a GREAT Election Day!

- GREETING
  - Greet voters
  - Help voters

- PROCESSING VOTERS
  - Check-in
  - Verify voter identity
  - Assign ballot
  - Hand ballot
  - Close ballot
  - Cast ballot
  - Sign ballot
  - Count ballot

- CLOSING THE POLLS
  - Poll Pads
  - ICX-BMD
  - ICP (ballot scanner)
  - CyberPower UPS
  - Election forms
  - Door postings
  - Reminders
  - Podium

- TERMINATION
  - Thank you
  - Safe travels
HIRING PROCESS
WHAT TO KNOW
BEFORE ELECTION DAY
TRAINING
ELECTION DAY
WHAT TO WEAR/BRING
SET-UP
- Set-up tasks
- Layout
- Voting area posters and signs
- Verification of Supplies
- Designated equipment set-up
OPENING YOUR PRECINCT
- Swearing in/badges
- Poll pad set-up
- Cyber power ups set-up
- Opening the polls on the ICX-BMD voting machine
- ICP Polling place scanner set-up
- Provisional ballot station
OPEN PRECINCT
- Processing voters
- Paperwork
- Troubleshooting
CLOSING THE POLLS
- Poll Pads
- ICX-BMD
- ICP (ballot scanner)
- CyberPower UPS
- Election forms
- Door postings
- Reminders

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**Cyber Power UPS Set Up**

1. Plug the UPS into a suitable 120v power source (preferably directly into a wall – NOT into a power strip or surge protector) The LED will illuminate.

2. Press and hold the POWER BUTTON for five (5) seconds. The unit will beep once. Release the power button.

3. After approximately 10 seconds, the unit will briefly display **Operation Mode Inverter**. You should note that the “Output” voltage reads **110Vac**
Opening Polls on the ICX-BMD Voting Machine

1. Insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.

2. Enter the Poll Worker PIN then press the Login button.

3. At the Confirmation window, check the date and time. If the date and time are both correct, press the Confirm button and skip to step 5. If the date and/or time are not correct, press the Modify button and proceed to the next step.

4. Press Set date or Set time as needed. Make the necessary adjustments then press the BACK button located at the bottom of the screen.

5. a) Verify that both the AVS Controller and the Manual Session Activation options are checked. If not, press each one to check them.
   b) Check and that the Public Counter is 0. If not, press the Reset button.
   c) Verify that the correct polling place appears just above Open Poll then press the Open Poll button.

6. At the Open poll confirmation window press the Yes button.
ICP Polling Place Scanner Set-up

Remove Lid from Ballot Box = Verify compartments are empty

Seal Locations Reference (not all locations may have a seal present)
ICP Polling Place Scanner Set-up (Cont.)

**Accesing Emergency Ballot Chamber**

1. Unlock key lock and open door to access emergency ballot chamber.
2. Open the door to access the emergency ballot chamber.
3. Slide the cover up to open the emergency ballot slot.

The emergency ballot slot is highlighted in blue above. It is in the covered position.

The emergency ballot slot is now open. Ballots can be deposited in this slot if required. Please make sure you count these ballots when power is restored.

**Accesing write-in chamber ballots**

1. Unlock the ballots door.
2. Push the door up about 1 inch until it hits the top stop.
3. Doing the door open to access write-in ballots.

The door sides open towards the left.

Notice the optional seal on the write-in chamber access door.
ICP Polling Place Scanner Set-up (Cont.)

Opening The Poll on the ICP

1. With Lid removed plug the tabulator power cord into an outlet.
2. Press the Security Key onto the pad and hold firmly.
3. Enter the password then press ENTER.
4. Press YES to proceed or NO to adjust the time.
5. Press OPEN POLL.
6. Press ZERO.
7. Verify the Zero Report when it has finished printing.
8. Press NO to continue or YES if you need more copies.
9. The tabulator is now ready to scan ballots.
**Provisional Ballot Station**

Provisional Ballot Station must be set up to include:

- Privacy screen or private area
- Paper Voter Certificates
- Provisional registration forms
- Outer and Inner Envelopes
- Appropriate pens to complete forms and mark ballot
- Secured Ballot Box
- Provisional Ballot Affidavit for out of precinct voters
- Provisional Ballot Voting Guide with contact information for the county office
OPEN PRECINCT

Processing Voters

Poll Pad

The primary method by which precincts in Georgia process voters is the Poll Pad. The Poll Pad contains a database of all registered voters in the county and important information that corresponds with these voters.

It’s important to note that the database is downloaded into the Poll Pads, so anyone that wasn’t registered in time for the Election would be listed on the Supplemental Voters List. This list should be kept at the Poll Pad Check-in Station at all time and referenced if an individual isn’t showing up in the Poll Pad but are at their correct precinct.

To process a voter on Election Day using the Poll Pad’s “Scan Barcode” option, poll workers should do the following:
To process a voter on Election Day using the Poll Pad’s “Manual Entry” option, poll workers should do the following:

If both the “Scan Barcode” option and the “Manual Entry” options are unsuccessful in finding the voter, poll workers should refer to these instructions in working the “Advanced Search” feature and let the Poll Manager know in case there is another issue that requires a call to the county elections office.
When Card Cannot Be Created Successfully

When a card cannot be created successfully, there are several potential reasons. Make sure to let the Poll Manager know anytime an issue like this arises. The potential issues are as follows:

1. **Absentee Issued:** If the Poll Pad displays “Absentee Issued,” the voter has either requested an Absentee ballot by mail or voted in person during Advanced In-Person Voting. If the voter claims to have not requested an absentee ballot, they should be provided with the name and contact information of a person in the county office who can assist them.
   
   a. If the voter has requested a ballot by mail and has the ballot on-site, confirm that the ballot is in the envelope and mark canceled on the envelope. Next, remove the absentee status from the record and continue through the voter certificate process and encode a voter card.
      
      i. The physical ballot brought in by the voter should be turned in on Election Night to the county office registrar.
   
   b. If the voter claims that they did not vote absentee by mailing in their vote or using a drop box, direct them to the Provisional Ballot Station.
      
      i. The county registrar will research the issue during the Provisional Ballot review period.

2. **Absentee Received:** If the Poll Pad displays “Absentee Received,” the voter’s vote has already been cast.
   
   a. If the voter affirms that they have returned and mailed an absentee ballot, inform them that their vote has been cast and thank them for voting.
   
   b. If the voter claims that they did not vote absentee by mailing in their vote or using a drop box, direct them to the Provisional Ballot Station.
      
      i. The county registrar will research the issue during the Provisional Ballot review period.

3. **Advance In-Person:** If the Poll Pad displays “Advance In-Person,” then the system reflects that the voter voted in-person during the advanced voting period. Poll workers should ask the voter if they have voted in the last few weeks.
   
   a. If they answer yes, then explain that they have already voted in this election and thank them for their vote. If they have any further questions, direct them to an official at the county office who can help.
   
   b. If they answer no, contact the county office for more information, and direct the voter to the Provisional Ballot station.
      
      i. The county registrar will research the issue during the Provisional Ballot review period.
Voting Booth
After encoding their voter card, voters will head to the Ballot Marking Device (BMD) to cast their vote, following this process:

1. Insert their card into the touchscreen
2. Select candidates for each race
3. Review ballot selections
4. Print ballot
5. Take the printed ballot and voter card to the Polling Place Scanner station

Polling Place Scanner
*A poll official should always be positioned at the scanner

1. Voter is reminded to review their ballot
2. Voter will return their voter card and submit their printed ballot into the scanner
3. Voter receives “Georgia Voter” sticker and is thanked for voting

Provisional ballots
A voter should be directed to the provisional ballot station in the event that their eligibility to cast a vote in a precinct on Election Day is in question. Provisional ballots may be needed in a number of situations and correspond with unique provisional ballot “codes,” which should be identified and listed on all of the provisional ballot materials that are filled out for the voter.

OP - Out of Precinct
- If a person is registered to vote in another precinct, they should be informed and given the option to cast a provisional ballot or go to their correct precinct. Provisional ballots cast in the wrong precinct will only be counted after 5 P.M. and before the polls close on Election Day.

PR - Person believing to have registered to vote but is not appearing on the electors list
- If a person believes that they are registered to vote, but their name is not appearing on the Poll Pad, supplemental list, or paper back up list, then they should be instructed to fill out a provisional ballot.

PI - Registered voter who does not have valid ID at time of voting
- If the voter does not have a valid form of photo ID at the time of voting, the voter may be issued a provisional ballot. The voter should be instructed that the ballot will be counted only if the voter provides the proper identification to the county registrar’s office no later than 3 days after the election, primary, or runoff.
IR - Voter who registered for first time by mail but did not provide required ID when appearing to vote. These voters can provide additional forms to provide proof of ID.

- If a voter who registered for the first time in Georgia by mail and does not supply the proper identification, they will be listed as an IDR voter on the Electors List. If the voter cannot supply the appropriate identification the voter must be issued a Provisional Ballot. Please note that an IDR voter is allowed to show other forms of identification in addition to the listed forms of photo ID.

EH - Voter who is casting a ballot during extended poll hours as a result of a court order

- This is a special scenario in which a federal race is extended at a polling location by court order. When this is the case, all ballots cast during the extended hours should use a provisional ballot.

X - Person who registered to vote for the first time in Georgia but citizenship is not verified

- If the elector is flagged on the electors list as a potential noncitizen and they do not provide valid proof of citizenship, they should be instructed to fill out a provisional ballot (consult with the Georgia Secretary of State's Office or local county office on valid proof of citizenship).

V - Person who did not provide missing information to complete application

- In the event that the elector is pending due to incomplete voter registration, they should be instructed to fill out a provisional ballot.

CHAL - Challenged

- In the event that an elector has been challenged and shows up to vote before a challenge hearing or decision, the elector should be directed to fill out a provisional ballot.

Issuing a Provisional Ballot

1. The voter should first complete the Provisional (salmon-colored) section of the paper, the Voter Certificate and if required, a Provisional Voter Registration Application.

   a. Ask the voter to provide proper photo ID (unless the reason for filling out the provisional ballot is due to a lack of ID).
   b. Initials at the indicated space.

2. Confirm that the forms are complete.

3. Complete the outer Provisional Envelope.

   a. Print voter’s name.
   b. Precinct number and ballot style number.
   c. Date and name of election.
   d. Note appropriate provisional code (as discussed above).

4. Write the voter’s name on the Provisional Numbered List of Voters, record the time of voting, mark the appropriate provisional code, and mark ballot style in the appropriate column.

5. Record the ballot number on the voter certificate and initial as issued.

6. Hand the voter the ballot and both Official Provisional Ballot Envelopes. Instruct the voter to go to the Provisional Ballot Booth to vote.
by filling in the ovals next to the candidate or
answer of their choice. When finished voting, the
voter will fold and insert the ballot into the inner
Provisional Ballot Envelope and seal. The inner
envelope will then be inserted into the larger
salmon-colored envelope and seal. The voter will
then insert the ballot in the Provisional Ballot
Container.

7. After the voter has cast their provisional ballot,
poll workers should provide the voter with
written contact information so they can monitor
the status of their ballot. If a federal candidate
is on the ballot, the contact information provided
to the voter must include a free access system,
such as a toll-free telephone number or an
internet website.

8. After 5 P.M., any provisional ballots used for out-
of-precinct voting must be bound together for
review by the Election Superintendent

9. Place all used provisional ballots in the
Provisional Ballot Container and be sure to
place the Numbered List of Provisional Voters,
Provisional Ballot Affidavits, and Provisional
Recap Sheet in the proper envelopes

Please make sure to also review the Provisional
Ballot training information you receive from your
county, in case of any updates to the process of
how to issue a Provisional Ballot to voters.

Issuing a Challenged Ballot

If the voter is completing a provisional ballot
because of their status as a challenged voter, the
following changes are implemented to the normal
provisional ballot process

1. Verify that the voter has completed the voter
certificate and the Provisional Voter Section on
the back of the certificate

2. Correctly notate both the Provisional Section
of the Voter’s Certificate and the Official
Provisional Ballot with the necessary information

3. Issue the correct optical scan ballot for the
voter’s District Combo. Detach the ballot from
the pad, leaving the stub attached to the pad.
Give the voter the following instructions:

• “Take the ballot to the voting booth. Vote
your ballot by filling in the ovals next to the
candidate or question of your choice”

• “Fold your ballot to fit into the white envelope”

• “Put your ballot into the smaller white
envelope and seal it. Put that envelope into the
larger salmon envelope and seal it.”

4. While the voter is voting:

• Write the ballot stub number on the Voter’s
Certificate and initial as issued

• On the Numbered List of Provisional Voters
record the voter’s name, the provisional code
of CHAL, the District Combo

• Place the Voter’s Certificate in the provisional
binder
Hiring Process

What to Know Before Election Day

Training

Election Day

What to Wear/Bring

Set-Up
- Set-up tasks
- Layout
- Voting area posters and signs
- Verification of Supplies
- Designated equipment set-up

Opening Your Precinct
- Swearing in/badges
- Poll pad set-up
- Cyber power ups set-up
- Opening the polls on the ICX-BMD voting machine
- ICP Polling place scanner set-up

Open Precinct
- Processing voters
- Paperwork
- Troubleshooting

Closing the Polls
- Poll Pads
- ICX-BMD
- ICP (Ballot scanner)
- CyberPower UPS
- Election forms
- Door postings
- Reminders

Poll Worker Resources

5. When finished voting, the voter drops the sealed salmon ballot envelope into a secure ballot container or bag.

6. Hand the voter the written instructions about the challenged ballot process.

7. Hand the Voter an “I’m a Georgia Voter I SECURED MY VOTE” sticker and thank them for voting.

Voters with Disabilities and Voter Assistance

Accommodating voters with disabilities and those that require assistance is a crucial role of all election officials. Before entering the polling location, directional signs indicating the entrances and special handicapped parking are designed to simplify the process of getting to the ballot as much as possible, so it is essential that these are properly set up. Should they choose, voters are entitled to assistance if they:

- Are unable to read the English language and/or
- Have a disability which renders them unable to:
  - See or mark the ballot OR
  - Operate the voting machine OR
  - Entering the voting compartment/booth without assistance

Notice of the availability of assistance must be visibly posted at the polling place.

“A physically disabled or illiterate elector may receive assistance in preparing his or her ballot from”.... any person of the elector’s choice EXCEPT

- Elector’s employer or agent of employer
- Officer or agent of Elector’s union
- Candidate on the ballot or family member of the candidate
- Exception if disabled/illiterate elector is related to candidate

Hearing/Speech Disabilities

- Poll workers should follow the nonverbal cues of an elector with hearing or speech disabilities and identify the best method of communication (i.e. speaking, gestures, written)
- Poll workers should remember to be patient remain respectful throughout the entire interaction, taking time to accommodate the elector as best they can and giving them full attention.
- In the event of misunderstandings, poll workers should rephrase, rather than repeat, questions to the elector.

Mobility Impairments

- Poll workers should not touch or handle a voter’s wheelchair or other accessibility equipment without prior consent

Voters Aged 75+ OR Disabled

- On Election Day between 9:30 A.M. and 4:30 P.M., voters who are aged 75 and older or disabled and require assistance voting, are allowed to vote immediately at the next available voting booth without waiting in line.
- If notified as a poll worker, you must fulfill this request

Printed Ballot Review

- The Georgia Secretary of State’s Office recommends an area set up with magnifying screens/glasses to assist voters in reviewing forms and their ballots in print
Paperwork

If you are a Precinct Manager you along with your Assistant Managers will be responsible for completing important paperwork from the time you pick up materials on Sunday, until you close the polls Tuesday. Below are some tips to be successful and organized in preparing the documents:

- When you pick up your supplies Sunday, make sure you verify you have all the important paperwork you need. There should be a checklist within the supplies but you can also reference your counties training materials for what paperwork is needed to be verified.
- If you do some of your set up on Monday, if Emergency contacts are required go ahead and fill that out for each of your staff. Also have a look and make sure the pre-filled information listed for the BMD machines, Printers and Scanners match up to the paperwork provided by the county.
- If you set up Tuesday morning before the polls open, make sure you cross check all the prefilled information on paperwork provided by your county against the BMD machines, Printers, Scanners and Poll pads. If there are any discrepancies you will want to reach out to the County and let them know.
- When you set up your Manager/Assistant Manager table, go ahead and lay out the paperwork in an organized manner so you can easily access it and keep track of it.
- Throughout the day Tuesday, you may have some down times/slow times, so during those moments you can go ahead and fill out some information on the paperwork to help with the closing precinct process. This could include signing paperwork (most need signatures from the Manager and both Assistant Managers), filling out any information you can and just making sure you understand what may need to be done at close.
- You can have the Poll Pad clerks fill out the Poll Pad form, but as a Manager always make sure you are double checking information and verifying it is correct.
Troubleshooting

For issues regarding voting equipment, the Georgia Pollworker Manual (p. 69) states “If any voting system component malfunctions during the day of a primary, election, or runoff, the poll manager shall immediately notify the election superintendent.” It is also important to make sure the Poll Manager is also aware of any issue.

Ballot Scanner Malfunction

If the ballot scanner malfunctions, the Georgia Poll Worker Manual mandates the following procedure:

In the event that a ballot scanner malfunctions, the voter shall place their ballot in the emergency bin connected to the ballot box. The emergency bin is located on the top of the ballot box near the transportation handle. The emergency bin must be unlocked by the Poll Manager. Voting should continue as normal, with the only difference that ballots are placed into the emergency bin and not run through the scanner. Poll officers may scan ballots placed into the emergency bin when the malfunction is resolved or the ballot scanner is replaced when doing so will not interfere with voting. A voter who has placed their ballot into the emergency bin has voted.

According to the Georgia Poll Worker Manual, the voting procedure will continue as such:

- The voter will be checked in on the poll pad. A voter card will be created for the voter.
- The voter will vote on the ICX-BMD.
- The voter shall place their printed ballot in the emergency bin connected to the ballot box.
- A voter placing his or her ballot into the emergency bin is considered to have voted that ballot and shall not be permitted to cast another ballot.
- The ballots in the emergency bin shall be counted when the ballot scanner is properly functioning, by a replacement ballot scanner brought to the polling place, or, if neither are available, by another scanner at the county elections office.
- Poll officers may scan ballots placed into the emergency bin through the ballot scanner or a replacement ballot scanner when doing so will not interfere with voting.
- Emergency ballots shall not be treated as provisional ballots, but instead shall be placed into the scanner in the same manner that printed ballots in the polling place are scanned.
- The poll manager shall store all emergency ballots in a secure manner and ensure that all used and unused emergency ballots are accounted for.
- All unused emergency ballots shall be placed into a secure envelope and sealed such that the envelope cannot be opened without breaking such seal.

BMD will Not Mark Ballots

If the BMD will not mark ballots, the following procedure should take place according to the Georgia Poll Worker Manual:

- The poll officer shall verify the identity of the voter and that the person is a registered voter of the precinct.
- On the Poll pad, the poll officer will select “Emergency Ballot” instead of “Touchscreen,” and hit “submit” in order to finalize check-in of the voter. No voter access card is needed or created.
- The poll officer shall provide an emergency ballot to the voter that is to be filled out with a pen.
The voter shall mark their ballot with a pen in an area that provides voter privacy.

The voter shall scan their ballot in the scanner connected to the ballot box.

The poll manager shall ensure that all used and unused emergency ballots are accounted for.

Emergency ballots shall not be treated as provisional ballots, but instead shall be scanned in the scanner in the same manner that printed ballots in the polling place are scanned.

All unused emergency ballots shall be placed into a secure envelope and sealed such that the envelope cannot be opened without breaking such seal.

The following are supplies needed to complete this procedure:

- **Emergency Ballots** - The election superintendent shall cause each polling place to have a sufficient amount of emergency paper ballots so that voting may continue uninterrupted if emergency circumstances render the electronic ballot markers or printers unusable. For any primary or general election for which a state or federal candidate is on the ballot, a sufficient amount of emergency paper ballots shall be at least 10% of the number of registered voters assigned to a polling place. (SEB Rule 183-1-12-.11 (2)(c)) Emergency Ballots must be secured prior to use.

- **Dominion Voting Approved Pens**
  - Sharpie Fine Point Black (part #: 30001 SKU: 071641300019).
  - Paper Mate Flair M Medium Point Black, (part #: 8430152, SKU: 041540843016).

Poll Pad will not encode voter cards

If the Poll Pad will not encode voter cards, the Georgia Poll Worker Manual provides the following procedure:

- If the check-in functionality of the poll pad is not working, the voter shall complete a manual voter certificate.

- If the check-in function is still properly functioning, poll officers may continue to check in voters on the polls pads, but use the manual activation on the ICX-BMD to pull up the correct ballot style for the voter. If the check-in function is not properly working, the voter should be checked in using the backup paper elector’s list.

- The poll officer shall verify the identity of the voter and that the person is a registered voter of the precinct using the printed elector’s list and supplemental list (if the check-in functionality of the poll pad is not properly working).

- The poll officer must provide the ballot activation code for the voter.

- The poll officer shall direct the voter to an available ICX-BMD.

- The poll officer shall activate the ballot for the voter on the ICX-BMD using the poll worker card.

- The poll officer must enter the ballot activation code for the voter.

- Allow the voter to vote in private. Neither the Poll Worker card nor a Voter Card needs to be inserted for the voter to complete their voting session.

- The voter shall mark their ballot on the ICX-BMD. The voter shall print their voted ballot, remove their printed ballot from the printer, and review it for accuracy.
HIRING PROCESS
WHAT TO KNOW
BEFORE ELECTION DAY
TRAINING
ELECTION DAY
WHAT TO WEAR/BRING
SET-UP
Set-up tasks
Layout
Voting area posters and signs
Verification of Supplies
Designated equipment set-up
OPENING YOUR PRECINCT
Swearing in/badges
Poll pad set-up
Cyber power ups set-up
Opening the polls on the ICX-BMD voting machine
ICP Polling place scanner set-up
OPEN PRECINCT
Processing voters
Paperwork
Troubleshooting
CLOSING THE POLLS
Poll Pads
ICX-BMD
ICP (ballot scanner)
CyberPower UPS
Election forms
Door postings
Reminders

• The voter shall scan their voted ballot in the scanner connected to the ballot box.

The following supplies are needed to complete this procedure:

• **Poll Worker Cards** - Access to multiple poll worker cards. Poll worker cards will be used to manually activate ballot styles on the ICX-BMD.

• **Ballot Activation Codes** - Codes for the different ballot styles.

• **Elector’s List/Supplemental List** - Poll officers will verify voter information using the elector’s list & supplemental list.

• **Paper Voter Certificates** - A sufficient amount of paper voter certificates to last for at least two hours of voting. Voters will complete paper voter certificates prior to voting on the ICX-BMDs.

• **Pens** - For voters to complete the voter certificates.

Using Emergency Paper Ballots

If the use of an emergency paper ballot is necessary, the Georgia Poll Worker Manual provides the following procedure:

• The poll officer shall verify the identity of the voter and that the person is a registered voter of the precinct.

• On the Poll pad, the poll officer will select “Emergency Ballot” instead of “Touchscreen,” and hit “submit” in order to finalize the check-in of the voter. No voter access card is needed or created.

• The poll officer shall provide an emergency ballot to the voter that is to be filled out with a pen.

• The voter shall mark their ballot with a pen in an area that provides voter privacy.

• The voter shall scan their ballot in the scanner connected to the ballot box.

• Emergency ballots shall not be treated as provisional ballots, but instead shall be placed into the scanner in the same manner that printed ballots in the polling place are scanned.

• All unused emergency ballots shall be placed into a secure envelope and sealed such that the envelope cannot be opened without breaking such seal.

The following items are needed for this procedure:

• **Emergency Ballots** - The election superintendent shall cause each polling place to have a sufficient amount of emergency paper ballots so that voting may continue uninterrupted if emergency circumstances render the electronic ballot markers or printers unusable. For any primary or general election for which a state or federal candidate is on the ballot, a sufficient amount of emergency paper ballots shall be at least 10% of the number of registered voters assigned to a polling place. (SEB Rule 183-1-12-.11 (2)(c)) Emergency Ballots must be secured prior to use.

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Hiring Process

Training

Election Day

What to Know Before Election Day

Set-up
- Set-up tasks
- Layout
- Voting area posters and signs
- Verification of Supplies
- Designated equipment set-up

Opening Your Precinct
- Swearing in/badges
- Poll pad set-up
- Cyber power ups set-up
- Opening the polls on the ICX-BMD voting machine
- ICP Polling place scanner set-up
- Provisional ballot station

Open Precinct
- Processing voters
- Paperwork
- Troubleshooting

Closing the Polls
- Poll Pads
- ICX-BMD
- ICP (ballot scanner)
- CyberPower UPS
- Election forms
- Door postings
- Reminders

Troubleshooting for various technical difficulties

The following chart is from the Georgia Poll Worker manual and provides steps that can be taken to attempt to fix various technology issues:

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabulator isn’t using power from ballot box.</td>
<td>1. Verify that the AC adapter plug is properly connected to the power jack at rear of tabulator.</td>
</tr>
<tr>
<td></td>
<td>2. Verify power plug is connected to a functional wall outlet.</td>
</tr>
<tr>
<td></td>
<td>3. If connected to a power strip, verify that the power strip is functional.</td>
</tr>
<tr>
<td></td>
<td>4. Check the power status LED 1 at front of tabulator.</td>
</tr>
<tr>
<td></td>
<td>5. If OFF, verify whether the tabulator can be powered on back-up battery power only. (NOTE: TO DO THIS, PRESS AND HOLD THE RESET PUSH BUTTON AT THE REAR FOR 3 SECONDS THEN RELEASE).</td>
</tr>
<tr>
<td></td>
<td>6. If tabulator powers up on battery power, the issue is with the external power adapter module.</td>
</tr>
<tr>
<td></td>
<td>7. Replace power adapter module and retry.</td>
</tr>
<tr>
<td></td>
<td>8. If power status LED 1 turns on with the external power adapter module but the LCD screen is blank.</td>
</tr>
<tr>
<td></td>
<td>9. If the problem persists, contact Dominion for service.</td>
</tr>
</tbody>
</table>

LCD screen is blank or goes blank suddenly

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Power up tabulator.</td>
</tr>
<tr>
<td></td>
<td>2. If power status LED doesn’t illuminate, check power connections to ensure unit is getting power.</td>
</tr>
<tr>
<td></td>
<td>3. If PS LED 1 turns on, check LCD screen closely to see if it displays the start-up screen.</td>
</tr>
<tr>
<td></td>
<td>4. If start-up screen is visible but dull, then the issue is related to the LCD brightness settings.</td>
</tr>
<tr>
<td></td>
<td>5. If start-up screen is not visible at all, contact Dominion for service.</td>
</tr>
</tbody>
</table>
### Troubleshooting for various technical difficulties (Cont.)

The following information is from [it covers responses for different situations regarding the Poll Pad](https://acluga.org/wp-content/uploads/2021/04/poll_pad_troubleshooting.pdf)

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charging the Poll Pad</td>
<td>1. Plug USB end of power cable into power cube or battery pack.</td>
</tr>
<tr>
<td></td>
<td>2. If using AC power, plug power cube into outlet.</td>
</tr>
<tr>
<td></td>
<td>3. Plug power cable into Lighting Connector on Poll Pad.</td>
</tr>
<tr>
<td></td>
<td>4. Wait about five minutes for the Poll Pad to charge.</td>
</tr>
<tr>
<td></td>
<td>5. Once there is sufficient power, Poll Pad will auto power on.</td>
</tr>
<tr>
<td></td>
<td>6. Resume normal operations.</td>
</tr>
<tr>
<td>Opening the Poll Pad</td>
<td>1. If application does not automatically launch when powered on, touch the Poll Pad App at the bottom of the Home Screen.</td>
</tr>
<tr>
<td></td>
<td>2. Verify the correct homepage displays on the screen.</td>
</tr>
<tr>
<td>Poll Pad Screen is Unresponsive</td>
<td>1. Unplug unit from power source. (electrical outlet, battery, etc.)</td>
</tr>
<tr>
<td></td>
<td>2. Hold down the Sleep/Wake and Home buttons simultaneously.</td>
</tr>
<tr>
<td></td>
<td>3. Release both buttons once the Apple logo displays on screen.</td>
</tr>
<tr>
<td></td>
<td>4. After application launches, return to previous activity.</td>
</tr>
<tr>
<td>Encoder is Unresponsive</td>
<td>1. Disconnect power cord from encoder and encoder from Poll pad.</td>
</tr>
<tr>
<td></td>
<td>2. Shut off Poll pad.</td>
</tr>
<tr>
<td></td>
<td>3. Reconnect encoder and power cord.</td>
</tr>
<tr>
<td></td>
<td>4. Restart Poll Pad. Wait for encoder icon to turn green.</td>
</tr>
<tr>
<td>Card Creation Failed Error Message</td>
<td>1. Flip over the voter access card.</td>
</tr>
<tr>
<td></td>
<td>2. Resume normal operations.</td>
</tr>
</tbody>
</table>
Troubleshooting for various technical difficulties (Cont.)
The following information is from - it covers responses for different situations regarding the Ballot Scanner:

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The tabulator shuts down suddenly.</td>
<td>1. Verify that AC power adapter pin is properly connected to power jack at rear of tabulator.</td>
</tr>
<tr>
<td></td>
<td>2. Verify that 2-prong plug from AC power adapter is connected to a functional wall outlet.</td>
</tr>
<tr>
<td></td>
<td>3. If connected to power bar, verify that power bar is functional. If it has ON/OFF switch, the switch should be in the ON position.</td>
</tr>
<tr>
<td></td>
<td>4. If the Power Status LED 1 is off, check power adapter to ensure that it’s functional.</td>
</tr>
<tr>
<td></td>
<td>5. If not, replace power adapter.</td>
</tr>
<tr>
<td></td>
<td>6. If the tabulator was operating on battery power, recharge or replace the back-up battery.</td>
</tr>
<tr>
<td></td>
<td>7. Once the tabulator powers up, confirm it loads past Operating System and Election Application.</td>
</tr>
<tr>
<td></td>
<td>8. If problem persists, contact Dominion for service.</td>
</tr>
</tbody>
</table>

Paper jams when voter inserts ballot into scanner.

1. The unit will attempt to return the ballot through the ballot entry slot at the front of the machine. If this is not successful, the unit will stop the rollers and play a unique audible sound.
2. The unit will prompt the administrator to clear the jam and confirm that it is clear by pressing a “Cleared” button on the LCD screen.
3. If at this time the system confirms that the jam has been cleared, the unit will return to Election Ready mode.
4. If the ImageCast® Precinct still detects a potential ballot jam after the user has pressed the “Cleared” button, the ImageCast® Precinct will prompt the user to shutdown the machine.
5. The administrator will then unlock the unit from the ballot box in order to carefully inspect the machine to ensure that there are no remaining obstructions.
6. If the unit continues to display the ballot jam warning message after several attempts to alleviate the problem, the unit will be deemed inoperable and a technician will need to replace the unit with a spare.
7. In all cases, after detecting a paper jam, the unit will clearly indicate whether the jammed ballot has been counted or not.
**Troubleshooting for various technical difficulties (Cont.)**

The following information is from [this document](https://acluga.org/wp-content/uploads/2021/04/icx_bmd_troubleshooting.pdf) – it covers responses for different situations regarding the ICX-BMD.

### TOUCHSCREEN & PRINTER

<table>
<thead>
<tr>
<th>Problem</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unable to read the card.</td>
<td>1. Verify smart card contact is facing down when inserting smart card into reader.</td>
</tr>
<tr>
<td>ATI loss of connectivity.</td>
<td>1. Verify that ATI is plugged into proper USB port on touchscreen tablet.</td>
</tr>
<tr>
<td></td>
<td>2. Verify that power indicator light is on.</td>
</tr>
<tr>
<td></td>
<td>3. Perform hardware test of ATI device.</td>
</tr>
<tr>
<td>Audio cannot be heard while in AVS mode.</td>
<td>1. Check that headphones are plugged in all the way to ATI port.</td>
</tr>
<tr>
<td></td>
<td>2. Check that volume isn’t all the way down.</td>
</tr>
<tr>
<td></td>
<td>3. Replace headphones if neither options work.</td>
</tr>
<tr>
<td>Paper jam in tray 2 on the Touchscreen printer.</td>
<td>1. Insert poll worker card and enter access code.</td>
</tr>
<tr>
<td></td>
<td>2. To clear the buffer, press the cancel X on the printer.</td>
</tr>
<tr>
<td></td>
<td>4. When Ready light on control panel is green, printing can resume.</td>
</tr>
<tr>
<td></td>
<td>5. Ready will be visible on printer control panel display.</td>
</tr>
<tr>
<td></td>
<td>7. Remove poll worker card.</td>
</tr>
<tr>
<td></td>
<td><strong>(NOTE: MAKE SURE TO SPOIL ANY INTERRUPTED BALLOTS).</strong></td>
</tr>
<tr>
<td>Touchscreen printer not printing.</td>
<td>1. Verify that printer is plugged in/powered on.</td>
</tr>
<tr>
<td></td>
<td>2. Verify printer’s ready light is on/Ready is displayed on screen.</td>
</tr>
<tr>
<td></td>
<td>3. Verify ballot paper is in paper tray.</td>
</tr>
<tr>
<td>Device not responding to touch</td>
<td>1. Clean tablet screen using soft cloth.</td>
</tr>
<tr>
<td></td>
<td>2. If unresponsive, power tablet &quot;off&quot; then &quot;on&quot;.</td>
</tr>
<tr>
<td></td>
<td>3. If rebooting fails, contact the appropriate personnel.</td>
</tr>
</tbody>
</table>
# Closing the Polls

The Georgia Poll Worker Manual provides the following rules and guidelines for closing the polls:

- At 7:00 PM, the Poll Manager publicly declares, “The poll is closed.” Any voters in line at 7:00 PM must be allowed to vote. Position a Poll Officer at the end of the line to ensure that anyone arriving after 7:00 PM is NOT allowed to vote. Poll hours could be extended upon court order. Your County Office will notify your Poll Manager if this occurs.
- All duties must be performed in full view of the public. Potential voters may watch but are not allowed to enter the enclosed space or interfere when preparations for opening the polls are in progress.
- At no time are the doors to the polling place to be locked so as to exclude any member of the public from viewing the pre-election preparation, conduct of the election, or the closeout procedures.
**Closing the Polls: Poll Pads**

The following is a checklist of closing steps to be completed for the Poll Pads adapted from the Georgia Poll Worker Manual:

- Record voter check-in information on Poll Pad Recap
- Power off Poll Pad
- Remove ID tray from back of Poll Pad, return ID tray and stylus to case
- Unplug Poll Pad
- Return Poll Pad and USB power brick to case

- Remove encoder from Poll Pad and return to case
- Remove Poll Pad stand/arm from base
- Return base to case
- Verify the numbers on the Poll Pad and case match
- Return Poll Pad to case
- Record information on the summary report from one Poll Pad

Here is a step-by-step picture guideline to complete the steps to close the Poll Pads:
Closing the Polls: ICX-BMD

Here is a step-by-step picture guideline to close the polls on the ICX-BMD:

1. Insert the Poll Worker card (chip facing down) into the Card Reader located at the bottom of the ICX tablet.
   Enter the Poll Worker PIN then press the Login button.

2. Press the Admin menu button.

3. Press the Close Poll button.

4. Press the Yes button to confirm closing the poll then press the Power off button located in the bottom right corner of the screen.

5. Press the power button on the front of the BMD printer to turn the printer off.

6. • Place equipment into transport bags as required.
   • Apply Seals to transport bag as required
Closing the Polls: ICP (ballot scanner)

Here is a step-by-step picture guideline to close the polls on the ballot scanner:

1. Check the Auxiliary Compartment of the ballot box and scan the ballots if any.
2. Press the Security Key onto the iButton reader on the ICP.
3. Press CLOSE POLL.
4. Enter the password then press ENTER.
5. Press YES to proceed.
6. Three copies of the Results Tape will now print.
7. Press NO to continue or YES if you need more copies.
8. Press POWER DOWN.
9. Press YES to proceed.
10. When the tabulator is fully powered down, unplug the tabulator power cord. Remove Memory card(s) and replace and lock lid on Ballot Box.
CLOSING THE POLLS

Closing the Polls: CyberPower UPS

Here is a step-by-step picture guideline to close the polls on the CyberPower UPS:

1. Unplug the power cord. The UPS will switch to battery mode and the battery icon illuminates.

2. Press and hold the power button for at least ten (10) seconds. The UPS will beep once and the screen will go blank.
**Closing the Polls: Election Forms**

The following are forms that may need to be filled out while closing the polls*:

* Please refer to your county specific training to determine which forms need to be filled out.

These are to be completed by the Poll Manager and Assistant Managers.

- **Touchscreen Recap Sheet**
  - Confirm unit number of Touchscreens
  - When the polls close, the Poll Manager will verify the seals are intact. A checkmark should be placed in the Verified/Intact column. The closing count and closing case serial numbers should be recorded.
  - The form must be signed and dated by the Poll manager and two witnesses. Scanner Recap Sheet
    - Confirm unit number of Polling Place Scanner
    - When the polls close, the Poll Manager will verify the seals are intact. The closing count should be recorded.
    - The Ballot box, Emergency Bin, & Write-in bin should be checked for cast ballots.
    - The form must be signed and dated by the Poll manager and two witnesses.

- **Ballot Recap Sheet**
  - Confirm unit number
  - Record Closing Count Number of each unit
    - Section A: Totals the number of ballots issued and printed on each BMD.
    - Section B: Totals the ballots cast on each scanner.
    - Section C: Totals the number of issued ballots, casted ballots, and poll pad check-ins. The form must be signed and dated by the Poll manager and two witnesses.

- **Poll Pad Recap Sheet**
  - From one Poll Pad:
    - Record Closing Time
    - Tap on the Menu icon at the top left of the Poll Pad screen
    - Tap on the Summary Report on the screen
    - Record the check-ins from the Summary Report on the recap sheet
    - Complete the oath and signatures
    - Return the Poll Pad and attachments to the Poll Pad cases and seal
    - Record and confirm unit number and seals of Poll Pads
    - If the numbers in sections A through I do not match or balance as expected, an explanation must be attached.
Spoiled and Unaccompanied Ballot Recap Sheet
- Confirm spoiled and unaccompanied ballots are documented on the form
- Total Spoiled Ballots
- Total Unaccompanied Ballots
- Record the totals on the Poll Pad Recap

Provisional Ballot Recap Sheet
- After the polls are officially closed, empty the provisional ballot secured ballot box or bag and count the ballots
- Confirm or record polling place and election information on top of form.
- Section 1 – Record Number of Persons Voting Information
  - Total Voter Certificates
  - Number of Names on Provisional Numbered List of Voters • Total Ballot Stubs
  - Total Spoiled Ballots
- Section II – Record totals of unused provisional ballots provided
- Section III – Total Ballot Recap
  - Total Provisional Ballots Cast
  - Total Spoiled Ballots plus Total Unused Ballots plus Total Provisional Ballots Cast
  - If form does not balance, explain in area provided
  - The form must be signed and dated by the Poll manager and two witnesses.

Chain of Custody Form – Transfer of Election Results from Polling Place/AIP
- This form is used to account for transporting ballots from the Polling places.
- Each field on the form must be completed for transport.
- The poll officers transporting the ballots must sign and date the surrender by field.
- The person receiving the ballots must sign and list the time the ballots were received.
- Confirms the number of memory cards being transferred.
- Confirm the number of voted ballots being transferred.
- List any discrepancies in the notes space provided.

Drop Box Ballot Transfer Form (DropBox2021)
- This form is used to account for absentee ballots removed from a drop box.
- Each field on the form must be completed for transport.
- The collection team transporting the ballots must sign and date the form.
- The Registrar or Absentee Ballot Clerk must sign and date the form to confirm they received the ballots.
Door Postings

The Georgia Poll Worker Manual provides the following guidelines for door postings:

At the close of polls the following must be posted on the door:

- One set of tapes from the Polling Place Scanner
- Yellow copy of the Provisional Ballot Recap Sheet

Reminders

The following are things to remember before officially closing the polls:

- Remember that the memory cards, electors list, ballots, provisional bag and any other documents and supplies required of your county office
- Make sure you record what time the last voter voted on the recap sheet
- Remember to post the results tape and the yellow copy of the Provisional/Challenged Recap sheet on the polling place door
- Even if the recap of the Provisional/Challenged is zero, you need to record that and post the yellow copy
- Remember to take the Poll worker memory card out of each Polling Place Scanner to return with recap sheets and other items as determined by your county office
- Make sure all machines are sealed at the end of the day
- Review checklist provided by the County Office for all items to be returned